

United States Coast Guard Auxiliary



Auxiliary Coast Guard Recruiting Support Program

Standard Operating Procedures

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16790 / AUX-SOP-006(B)
18 Mar 2024

MEMORANDUM

From: /T. P. Glendye, CAPT/
Chief, Office of Auxiliary and Boating Safety

Reply to CG-BSX-11
Attn of: LT C. Booth
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To: Distribution

Subj: AUXILIARY COAST GUARD RECRUITING SUPPORT PROGRAM
STANDARD OPERATING PROCEDURES

Ref: (a) Coast Guard Recruiting Manual, COMDTINST M1100.2 (series)
(b) Recruiting Standard Operating Procedures Manual, CGRCINST M1100.1 (series)
(c) Auxiliary Manual, COMDTINST M16790.1 (series)
(d) Auxiliary Coast Guard Recruiting Support Program SOP, AUX-SOP-006(A)

1. PURPOSE. To update established Standard Operating Procedures (SOP) for the Auxiliary Coast Guard Recruiting Support (AUXCGRS) program at Auxiliary national and district levels in accordance with provisions of references (a)-(c).

2. ACTION. Elected and appointed leaders and program managers at all levels of the Auxiliary organization shall ensure Auxiliarists who participate in the AUXCGRS program adhere to the provisions of this SOP. Auxiliary recruiting support national program managers shall maintain close liaison with the Coast Guard Recruiting Command (CGRC) for the purpose of general programmatic advice and guidance including matters of performance standards and expectations.

3. AUTHORIZED RELEASE. Internet release is authorized.

4. DIRECTIVES AFFECTED. The Coast Guard Recruiting Badge portion of section 10.F.9.g. and the Coast Guard Recruiting Service Ribbon portion of section 11.B.7. of reference (c) are superseded. Reference (d) is cancelled.

5. BACKGROUND.

(a) The Coast Guard and Coast Guard Auxiliary offer service to the nation, rewarding missions, personal challenges, teamwork, and responsibility. Their recruiting processes involve promoting all of these aspects in seeking, evaluating, selecting, and accessing productive individuals.

(b) Pursuant to provisions of references (a)-(c), Auxiliarists are authorized to support Coast Guard recruiting activities. Upon completion of appropriate training and qualification,

Auxiliarists may support the CGRC's mission to provide a skilled, diverse, and highly qualified military workforce that is capable of meeting Coast Guard active duty, Reserve, and officer recruiting accession goals and military requirements.

6. DISCLAIMER. This SOP is not a substitute for applicable legal requirements, nor is it itself a rule. It is intended to provide guidance for Auxiliary personnel and is not intended to nor does it impose legally binding requirements on any party outside the Coast Guard.

7. MAJOR CHANGES. The AUXCGRS program competencies and maintenance requirements have been further defined and updated, along with elimination of outdated programmatic information.

8. SCOPE AND AUTHORITIES. It is recommended the reader become familiar with the AUXCGRS program guidance throughout this SOP.

9. ENVIRONMENTAL ASPECT AND IMPACT CONSIDERATIONS. This SOP will not result in any substantial change to existing environmental conditions or violation of any applicable federal, state, or local laws relating to the protection of the environment.

10. DISTRIBUTION. No paper distribution will be made of this SOP. An electronic version will be posted on the Chief Director of Auxiliary (CHDIRAUX) web site: <https://wow.uscgaux.info/content.php?unit=BX-GROUP&category=sop> . All websites in the SOP are the most current available. If the cited web link does not work, then access should be attempted by copying and pasting or typing the web site address into the user's internet browser.

11. RECORDS MANAGEMENT CONSIDERATIONS. Records created as a result of this SOP, regardless of format or media, must be managed in accordance with records retention guidance in reference (c).

12. FORMS. Forms that may be associated with this SOP will be available on the Coast Guard Auxiliary website at the following link: <https://forms.cgaux.org/forms1.php> .

13. REQUESTS FOR CHANGES. Questions about this SOP and requests for changes should be submitted in writing to the Auxiliary Director of Human Resources (DIR-H) via the cognizant Auxiliary human resources staff officers.

#

Encl: (1) Auxiliary Coast Guard Recruiting Support (AUXCGRS) Program SOP

Dist: CGRC, NEXCOM, ANACO-FC, DIR-H, DIRAUX, DCO

Auxiliary Coast Guard Recruiting Support Program

Standard Operating Procedures

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Auxiliary Coast Guard Recruiting Support Program

Standard Operating Procedures

1. General Guidelines.

- a. Coast Guard Recruiting Office (CGRO) Augmentation. Auxiliarists are authorized to augment CGROs throughout the United States and its territories. This augmentation may consist of multiple activities as directed by a CGRO Recruiter-In-Charge (RIC) and is not limited in scope to the following activities:
 - (1) Augmenting CGRO operations through various initiatives by providing administrative support, testing, and qualifying potential enlistees at CGROs.
 - (2) Basic pre-screening of prospective Coast Guard recruits.
 - (3) Answering general inquiries from prospective candidates and the general public relative to Coast Guard enlistment and Reserve opportunities.
 - (4) Attending school events and other community outreach events on behalf of a CGRO.
 - (5) Working with high school guidance departments and supplying them with Coast Guard recruiting material.
 - (6) Providing administrative support as directed by the RIC such as: updating Direct Access Recruiting System (DARS) profiles, Electronic Applications (E-App) for background investigations, national background checks, and preparation of applicants' ship packages.
 - (7) General office administration (e.g., mailers, promotional item management).
 - (8) Auxiliarists who are certified Physical Trainers may be considered by the RIC for assignment to duty in support of the Coast Guard's Delayed Entry Program (DEP). Final approval for such assignment to duty shall stem from the determination process defined by the Coast Guard Recruiting Command (CGRC).
 - (9) Representing a CGRO at a Military Entrance Processing Center (MEPS).
 - (10) Providing liaison support at MEPS locations.
 - (11) Promoting the Scout Talent And Refer (STAR) program among Auxiliary flotillas and divisions, and working with Auxiliary Public Affairs staff officers at all organizational levels.
- b. Auxiliary Coast Guard Recruiting Support (AUXCGRS) Program Web Page. The program has a dedicated web page which provides one-stop shopping for this SOP, its

associated Personnel Qualification Standards (PQS), the AUXCGRS training program, and other useful links. This web page is located through the Auxiliary national Human Resources Directorate's website:

<http://wow.uscgaux.info/content.php?unit=H-DEPT&category=uscg-recruiting>

c. Initial Requirements.

- (1) In order to augment a CGRO, an Auxiliarist must first:
 - (a) Achieve Basically Qualified (BQ) membership status.
 - (b) Be current in all Auxiliary Core Training (AUXCT) requirements.
 - (c) Successfully complete the AUXCGRS Specialist 4 PQS.
 - (d) Possess a strong working knowledge of the Coast Guard in general as assessed and determined by the RIC.
 - (e) Be current in the annual Auxiliary uniform inspection requirement (effective beginning in CY 2024).
- (2) Although not required, Auxiliarists are strongly encouraged to apply for and complete the Auxiliary Public Affairs C-school, Auxiliary Leadership and Management C-school (AUX-02), and Auxiliary Mid-Level Officer Course (AUX-05A).
- (3) Prior training and active participation in the Coast Guard Academy Admissions Partner Program (AAPP) is desirable and compatible with AUXCGRS mission.

d. Work Flow Procedures and Expectations. The following apply to Auxiliary engagement in Coast Guard recruiting support:

- (1) Auxiliarists shall not initiate contact with a CGRO for augmentation qualification or engagement opportunities. Auxiliarists interested in the Coast Guard recruiting support mission are encouraged to apply to the program through the AUXCGRS program website: <http://wow.uscgaux.info/content.php?unit=H-DEPT&category=uscg-recruiting> and follow the process prescribed on the web site. AUXCGRS program managers will coordinate placement of trained Auxiliarists with CGRC needs.
- (2) If a RIC determines that there is a need for an Auxiliarist to augment their CGRO, the Auxiliary national Division Chief for CGRS (DVC-HG) shall coordinate placement of a trained AUXCGRS recruiting specialist.
- (3) Auxiliarists who are qualified for augmentation shall have their names and details entered into the Auxiliary national AUXCGRS Division Directory which will be distributed to all CGRC RICs and their respective Regional Lieutenants.

- (4) Augmenting Auxiliarists shall wear the uniform of the day prescribed by their RIC.
 - (5) The DVC-HG shall manage their subordinate Auxiliary national Branch Chiefs (BCs), Branch Assistants (BAs), and other program leads in coordination with the RICs.
 - (6) BCs and BAs shall submit quarterly activity reports to the DVC-HG detailing activities and initiatives generated with their assigned CGRO contacts.
 - (7) Assignments to duty made by RICs are to be submitted to the appropriate BC for augmentation assignment processing and monitoring.
 - (8) An augmenting Auxiliarist shall inform their Flotilla Commander (FC) of augmentation orders that require travel from their residence (email acceptable).
 - (9) RICs shall interview Auxiliarists, make appropriate selections to augment their respective CGROs, and inform the appropriate BC and BA for their geographic area.
 - (10) RICs shall coordinate the schedules for all Auxiliary participants.
 - (11) Augmenting Auxiliarists shall submit their activity reports at the end of each quarter to their assigned BC or BA using the format in Appendix A and ensure AUXDATA II entry.
 - (12) While assisting with recruiting missions, Auxiliarists shall not use any title which may imply supervisory responsibilities.
 - (13) Augmenting Auxiliarists shall strictly comply with the recruiter conduct and professionalism standards prescribed in section 2.c. of reference (a).
 - (14) Augmenting Auxiliarists shall complete all training prescribed by this SOP to support Coast Guard recruiting activities.
 - (15) If a RIC determines that an AUXCGRS Specialist requires an Auxiliary Logical Access Card (ALAC) then they shall submit the request via the CGRO's servicing Command Security Officer (CSO) to the ALAC Mission Partner Affiliation Sponsor (MPAS) in the Auxiliarist's cognizant District Director of Auxiliary (DIRAUX) office.
- e. AUXDATA II Mission Activity Codes. AUXDATA II mission activity code 90B (Active Duty, Reserve, Officer Candidate School (OCS) Recruiting) shall be used in AUXDATA II to claim AUXCGRS program activity addressed by this SOP until otherwise specified.
2. Knowledge Base for Assignment to Duty at a CGRO.
 - a. General Knowledge. Augmentation assignment to duty for each Auxiliarist may include

answering questions submitted from both applicants and the general public regarding the Coast Guard. Those inquiries can span an entire range of subjects from career opportunities and benefits to more general questions relative to the Coast Guard's history and missions. Auxiliarists are expected to have a strong general knowledge about the Coast Guard. The CGRC website: <https://www.gocoastguard.com> is the best source for recruiting support program information. Auxiliarists who augment a CGRO are expected to be very familiar with this web site and its contents (e.g., career opportunities, missions, informational videos, program requirements, on-line processing for applications, point of contact information by zip code, state or region). Auxiliarists must also be familiar with the requirements and benefits of the Scout Talent And Refer (STAR) program.

b. Applicant Caretaking.

- (1) Prior to applicants' arrival at Basic Training or OCS, Coast Guard recruiters may meet routinely with them to ensure they are mentally, physically, and culturally ready for accession into the Coast Guard. This process of mental, physical, and cultural monitoring and preparation is commonly referred to as "Applicant Caretaking" and has always been one of the primary responsibilities assigned to the CGRO. The CGRC has promulgated overarching requirements to all CGROs in Appendix F of reference (b).
- (2) Every recruit in Basic Training at TRACEN Cape May is provided the book, "*The Helmsman*," and instructed to read it in its entirety. The book can be obtained at the recruiting office the augmenting Auxiliarist is supporting. Augmenting Auxiliarists are expected to be familiar with this book in order to better prepare for applicants' questions regarding the Coast Guard in general and Coast Guard basic training in particular.
- (3) Minimum physical fitness standards for all recruits are outlined on page 11 of, "*The Helmsman*." Most CGROs have regular Delayed Entry Program (DEP) training days wherein those sworn in to DEP report for testing to ensure they can meet these physical fitness standards prior to being sent to Boot Camp. This physical fitness testing is limited to push-ups, sit-ups, and the 1.5 mile run. Liability considerations dictate that swimming and other physical activities not be addressed until Boot Camp. Auxiliarists are not authorized to administer or monitor any physical fitness activities or testing initiatives unless considered and approved by the CGRC.
- (4) The e-book, "*Sea Legs*," is also an excellent reference for all prospective Coast Guard personnel and their families. It can be downloaded from the website: <https://www.dcms.uscg.mil/Our-Organization/Assistant-Commandant-for-Human-Resources-CG-1/Health-Safety-and-Work-Life-CG-11/Office-of-Work-Life-CG-111/Sea-Legs/>.

3. Coast Guard Officer Accession Programs.

- a. Program Familiarization. There is a wide variety of Coast Guard officer accession programs. Full descriptions for each program can be found in reference (a). CGROs shall familiarize augmenting Auxiliarists with these programs.
- b. CGRC Officer Application Guide (OAG). The OAG is a helpful guide created to assist those who wish to apply for a commissioned officer position. It is updated every year and is given out by recruiters, as it is not found online.

4. Training, Qualification, and Currency.

- a. AUXCGRS Program Competencies. There are four competency levels in the AUXCGRS program. The PQS for each competency must be completed within one year of the date of the first task sign-off (i.e., the “Date all tasks completed” PQS entry must be no later than one year after the date of the first task sign-off). If the trainee does not complete the PQS in this time period then they must start a new PQS and have all tasks signed off anew no later than one year after the date of the first task sign-off of the new PQS.
- b. AUXCGRS Specialist 4 (Program Introduction Phase).
 - (1) This competency indicates that an Auxiliarist has been properly vetted and approved to be introduced to a CGRO for assignment to duty. The cognizant BC or their designee shall introduce the Auxiliarist to the RIC or their designee, or to a specialty CG recruiter, who shall be responsible for mentoring the Auxiliarist through the qualification process.
 - (2) To qualify, an Auxiliarist must successfully complete the following:
 - (a) Submit a formal application available online at the AUXCGRS program website: <https://wow.uscgaux.info/content.php?unit=H-DEPT&category=cg-recruiting-support> .
 - (b) A CGRS review process to ensure the Auxiliarist is in good standing and capable of completing all requirements of the AUXCGRS Specialist 4 PQS in Appendix A. Upon acceptance, the Auxiliarist will be provided access to the AUXCGRS online training program.
 - (c) The AUXCGRS online training program, and achieve a passing grade on the open-book exam with a score of an 80% or better. A copy of the exam score page must be submitted to the Auxiliarist’s DIRAUX for entry into AUXDATA II into the competency section of the Auxiliarist’s member record.
 - (d) Task requirements detailed in the AUXCGRS Specialist 4 PQS in Appendix A including prescribed routing to the cognizant DIRAUX (email acceptable).

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- (3) Upon receipt of the completed and signed PQS, the DIRAUX may then assign "Recruiting Support Specialist 4" under the Auxiliarist's competency page in AUXDATA II. If the Auxiliarist ever seeks to augment or support another CGRO then this competency assignment shall be sufficient for such assignments to duty.
- (4) Auxiliarists who qualify in the AUXCGRS Specialist 4 competency or higher (i.e., AUXCGRS Specialist 3, 2, or 1) and log at least 100 hours of Mission Code 90B Coast Guard recruiting support activity in support of a CGRO over a minimum full two-year time span are authorized to be awarded the Coast Guard Recruiting Service ribbon. Auxiliarists may apply to the RIC of the CGRO they support to receive this ribbon with copy to their cognizant FC and DIRAUX (email acceptable). The awarding authority is the Commanding Officer, Coast Guard Recruiting Command.



Coast Guard Recruiting Service Ribbon
(no accompanying medal)

c. AUXCGRS Specialist 3 (Program Knowledge Phase).

- (1) This competency indicates that an augmenting Auxiliarist has attained the requisite program knowledge and breadth of experience in recruiting to effectively augment a CGRO.
- (2) To qualify, an Auxiliarist must successfully complete the following:
 - (a) The AUXCGRS Specialist 4 competency.
 - (b) Task requirements detailed in the AUXCGRS Specialist 3 PQS in Appendix A including prescribed routing to the cognizant DIRAUX (email acceptable).
 - (c) Fifty (50) or more hours of AUXCGRS program activity in support of a CGRO. Activity must be documented in AUXDATA II as Mission Code 90B. These hours may be credited toward earning the CGRS ribbon.
- (3) Upon receipt of the completed and signed PQS, the DIRAUX may then assign "Recruiting Support Specialist 3" under the Auxiliarist's competency page in AUXDATA II. If the Auxiliarist ever seeks to augment or support another CGRO then this competency assignment shall be sufficient for such assignments to duty.
- (4) Upon successful completion of these requirements the RIC may submit the Auxiliarist for authorization to wear the Coast Guard Recruiting Badge as prescribed by the CGRC.



Coast Guard Recruiting Badge

d. AUXCGRS Specialist 2 (Program Training Phase).

- (1) This competency indicates that an augmenting Auxiliarist has attained the requisite program familiarity and breadth of experience to more effectively augment a CGRO in its recruitment activities.
- (2) To qualify, an Auxiliarist must successfully complete the following:
 - (a) The AUXCGRS Specialist 3 and 4 competencies.
 - (b) Task requirements detailed in the AUXCGRS Specialist 2 PQS in Appendix A including prescribed routing to the cognizant DIRAUX (email acceptable).
 - (c) Augmentation of a CGRO and/or support of a specialty Coast Guard recruiter for one full year (12 consecutive months).
 - (d) Fifty (50) or more hours of AUXCGRS program activity during this year augmenting a CGRO and/or supporting a specialty Coast Guard recruiter in addition to those already performed to qualify as AUXCGRS Specialist 3. Activity must be documented in AUXDATA II as Mission Code 90B. These hours may be credited toward earning the CGRS ribbon.
- (3) Upon receipt of the completed and signed PQS, the DIRAUX may then assign "Recruiting Support Specialist 2" under the Auxiliarist's competency page in AUXDATA II. If the Auxiliarist ever seeks to augment or support another CGRO then this competency assignment shall be sufficient for such assignments to duty.
- (4) An Auxiliarist who successfully completes the three-week Coast Guard C-school, "Coast Guard Recruiter" delivered by TRACEN Cape May, may also be listed as a "Recruiting Support Specialist 2" in AUXDATA II. No minimum CGRO service time or Mission Code 90B hours are required if this C-school is completed. The Auxiliarist shall transmit a copy of the Recruiter School certificate of training completion to the cognizant DIRAUX which may then document the training certificate in the Auxiliarist's training record and designate the "Recruiting Support Specialist 2" competency in AUXDATA II.

e. AUXCGRS Specialist 1 (Program Production Phase).

- (1) This is the AUXCGRS program's senior competency. This competency indicates that an augmenting Auxiliarist has attained the requisite program proficiency and breadth of experience to effectively augment a CGRO in any aspect of its recruitment activities.
- (2) To qualify, an Auxiliarist must successfully complete the following:
 - (a) The AUXCGRS Specialist 2, 3, and 4 competencies.
 - (b) Task requirements detailed in the AUXCGRS Specialist 1 PQS in Appendix A including prescribed routing to the cognizant DIRAUX (email acceptable).
 - (c) Augmentation of a CGRO for one full year (12 consecutive months). This time must be separate and distinct from, and cannot overlap, hours logged toward achievement of the AUXCGRS Specialist 2 competency.
 - (d) Fifty (50) or more hours of AUXCGRS program activity during this year augmenting a CGRO in addition to those already performed to qualify as AUXCGRS Specialist 2. Activity must be documented in AUXDATA II as Mission Code 90B. These hours may be credited toward earning the CGRS ribbon.
- (3) Upon receipt of the completed and signed PQS, the DIRAUX may then assign "Recruiting Support Specialist 1" under the Auxiliarist's competency page in AUXDATA II. If the Auxiliarist ever seeks to augment or support another CGRO then this competency assignment shall be sufficient for such assignments to duty.
- (4) Upon successful completion of these requirements the RIC may submit the Auxiliarist for authorization to wear the gold wreath around the Coast Guard Recruiting Badge as prescribed by the CGRC.



Coast Guard Recruiting Badge with Gold Wreath

- f. Currency Maintenance. Although there are no specific annual currency maintenance requirements in terms of tasks or activity time, an Auxiliarist at any of the AUXCGRS

Specialist levels is expected to remain active and proficient as evidenced by the logging of Mission Code 90B hours. AUXCGRS Specialists at any level who, for any reason, cannot actively support the AUXCGRS program shall notify the DVC-HG.

5. Program Metrics. The DVC-HG shall be responsible for tracking AUXCGRS program metrics, including:
 - a. CGRO augmentation requests submitted by CGRC and RICs.
 - b. Auxiliary applicants who have applied for Auxiliary CGRS program participation.
 - c. Applicants' individual training progress and currencies.
 - d. Annually reporting to CGRC the Mission Code 90B hours performed by AUXCGRS program participants.
 - e. Coast Guard recruiting support program-related award submissions and presentations.
 - f. AUXCGRS program-related award submissions (e.g., national and regional staff awards).
 - g. Maintenance of the CGRS website.

Appendix A**AUXILIARY COAST GUARD RECRUITING SUPPORT SPECIALIST (AUXCGRS)
PERSONNEL QUALIFICATION STANDARDS**

The Personnel Qualification Standards (PQS) are a series of tasks that must be performed by the AUXCGRS Specialist-4/3/2/1 trainee and signed off by a qualified AUXCGRS Specialist of appropriate level or a Coast Guard Recruiter-in-Charge (RIC). These tasks are similar to those required of Coast Guard personnel assigned to a Coast Guard Recruiting Office (CGRO). The AUXCGRS Specialist-4/3/2/1 trainee may be asked questions or required to demonstrate tasks as needed to judge competency.

There are four competency levels in the AUXCGRS program. The PQS for each competency must be completed within one year after the date of commencement at that competency level. If the trainee does not complete the PQS in this time period then they must start a new PQS and perform and have all tasks signed off anew in a time period that expires no later than one year after the date of the first task sign-off of the new PQS. Completed PQS must be routed as indicated for final awareness, approval, and action by the cognizant DIRAUX.

**AUXILIARY COAST GUARD RECRUITING SUPPORT (AUXCGRS) SPECIALIST 4
(PROGRAM INTRODUCTION PHASE)**

To qualify as an AUXCGRS Specialist 4, certain tasks below must be completed through the Auxiliary Learning Management System (AUXLMS) with specific requirements signed off by the cognizant FSO-IS and AUXCGRS Review Panel Lead. Successful completion of this level authorizes the Auxiliarist to enter the AUXCGRS program and provide general support to a CGRO.

AUXCGRS Specialist 4 Trainee Name: _____

Member ID Number: _____ **Auxiliary Region / Flotilla:** _____

TASK NUMBER	TASK DESCRIPTION	SIGN-OFF (INITIALS)	DATE
4-1	Possess Favorable Operational Support Personnel Security Investigation (OS PSI).	FSO-IS	
4-2	In Basically Qualified (BQ) membership status.	FSO-IS	
4-3	Current in Auxiliary Core Training (AUXCT).	FSO-IS	
4-4	Current in annual uniform inspection.	FSO-IS	
4-5	AUXCGRS application complete, submitted, and has undergone successful CGRS panel review including: a. CG grooming, tattoo, and weight standard compliance. b. CGRS panel interview. c. Approved access to AUXCGRS online training.	Review Panel Lead	
4-6	Successful completion of the AUXCGRS online training program (open book exam passed 80% or better; result submitted to DIRAUX).	FSO-IS	
4-7	Introduced by the cognizant Branch Chief (BC) to the appropriate Recruiter-In-Charge (RIC) and Mentor assigned. Mentor Name: _____	Review Panel Lead	

Record of AUXCGRS Specialist 4 PQS Completion

Date all tasks completed: _____

Name (AUXCGRS Review Panel Lead): _____

Signature: _____

Email address: _____

Comments: _____

Record of Flotilla Commander Receipt and Forwarding

Name (FC): _____

Signature: _____

Date Forwarded to DIRAUX: _____

Recommendation for Qualification: Approve / Disapprove

Comments: _____

Record of DIRAUX Receipt, Competency Assignment, and Member/RIC Notification

Name (DIRAUX staff member): _____

Signature: _____

Date AUXCGRS Specialist 4 Competency Assigned: _____

Date AUXDATA II Entry of AUXCGRS Specialist 4 Competency: _____

Notify AUXCGRS Specialist 4 and appropriate CGRO RIC: _____

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**AUXILIARY COAST GUARD RECRUITING SUPPORT (AUXCGRS) SPECIALIST 3
(PROGRAM KNOWLEDGE PHASE)**

To qualify as an AUXCGRS Specialist 3, certain tasks below must be completed through the Auxiliary Learning Management System (AUXLMS) with other specific requirements signed off by a FSO-IS or RIC. Successful completion of this level entitles the Auxiliarist to qualify for assignment to a Coast Guard Recruiting C-School and other AUXCGRS program training opportunities. It also authorizes the Auxiliarist to wear the CG Recruiting Badge in conjunction with requirements listed in section 10.F.9.g. of the Auxiliary Manual. The badge shall be issued directly from the respective RIC.

TASK NUMBER	TASK DESCRIPTION	SIGN-OFF (INITIALS)	DATE
3-1	Assigned the AUXCGRS Specialist 4 competency.	FSO-IS	
3-2	Current in Auxiliary Core Training (AUXCT).	FSO-IS	
3-3	Current in annual uniform inspection.	FSO-IS	
3-4	Meets Coast Guard weight standards.	AUXCGRS Mentor or CGRO RIC	
-----	Refer to the Coast Guard Recruiting Manual, COMDTINST M1100.2 (series) and the AUXCGRS SOP to complete the following tasks:	-----	-----
3-5	Explain the recruiting mission and responsibilities of CGRC's organizational structure.		
3-6	Describe the recruiting standards as described in Chapter 1 of the Recruiting Manual.		
3-7	State the accession criteria for the items below for all programs: <ul style="list-style-type: none"> a. Age. b. Citizenship. c. Dependency. d. Tattoos, piercings, and mutilation. e. Financial. f. Education. g. ASVAB. h. Character. i. Drugs. j. Medical. 		
3-8	Describe the "Whole Person" concept.		

TASK NUMBER	TASK DESCRIPTION	SIGN-OFF (INITIALS)	DATE
3-9	Explain the enlistment process for a prior service applicant into active duty and reserve programs.		
3-10	Demonstrate the ability to accurately use and apply all enlisted incentive programs.		
3-11	Explain the Delayed Entry Program (DEP) and responsibilities of the applicant and the recruiter.		
3-12	Discuss eligibility determination for all waivers and explain the administrative process and requirements.		
3-13	Using the AUXCGRS SOP as a reference, describe and discuss each of the officer programs and determine eligibility given a variety of scenarios.		
-----	Refer to the Coast Guard Medical Manual, COMDTINST M6000.1 (series) and the Medical Standards for Appointment, Enlistment, or Induction into the Military, DoD Instruction 6130.03 (series), to complete the following task:	-----	-----
3-14	Given various medical conditions, determine if they are: <ul style="list-style-type: none"> a. Permanently disqualifying. b. Temporarily disqualifying. c. Waiverable. 		
-----	Refer to the General Order: Prohibited Relationships Between Coast Guard Recruiting Command Staff and Applicant/Recent Applicants in the AUXCGRS SOP to complete the following tasks:	-----	-----
3-15	Explain in detail this general order to your RIC, Regional Leader/ Regional Supervisor.		
3-16	Discuss what an inappropriate relationship is between an applicant and a recruiter.		
-----	Refer to the Coast Guard Recruiting Command Personally Identifiable Information Security Instruction, CGRCINST 5530.1 (series), to complete the following tasks:	-----	-----
3-17	Define Personally Identifiable Information (PII).		
3-18	Define Privacy Incident.		

TASK NUMBER	TASK DESCRIPTION	SIGN-OFF (INITIALS)	DATE
3-19	Demonstrate how to safeguard PII in your office (e.g., files, computers, printers, smart phones).		
3-20	Demonstrate how to password protect a document.		
3-21	Demonstrate the procedure for mailing PII.		
3-22	Explain the retention policy for applicant files and distinguish between officer, enlisted, and reserve files by accessed applicant vs. disqualified applicant.		
3-23	Explain the process for reporting a PII incident.		
3-24	List the forms required for a standard background investigation.		
3-25	List the form(s) required for an applicant born aboard by U.S. parents.		
3-26	List the form(s) required for an applicant that is a naturalized citizen.		
3-27	List the form(s) required for an applicant that is a registered alien.		
3-28	Describe any distinctions for an applicant holding dual citizenship.		
-----	Refer to the Coast Guard Recruiting Command Operations Plan to complete the following tasks:	-----	-----
3-29	Identify and explain the mission emphasis for the Fiscal Year.		
3-30	State the operational objectives.		
3-31	State the strategies emphasized.		
3-32	Explain the operational procedures for Officer Application packages and waiver requests.		
-----	Time and Activity Requirement	-----	-----
3-33	Performed fifty (50) or more hours of AUXCGRS program activity in support of a CGRO. Activity must be documented in AUXDATA II as Mission Code 90B.		

Record of AUXCGRS Specialist 3 PQS Completion

Date all tasks completed: _____

Name (AUXCGRS Mentor or RIC): _____

Signature: _____

Email address: _____

Comments: _____

Record of Flotilla Commander Receipt and Forwarding

Name (FC): _____

Signature: _____

Date Forwarded to DIRAUX: _____

Recommendation for Qualification: Approve / Disapprove

Comments: _____

Record of DIRAUX Receipt, Competency Assignment, and Member/RIC Notification

Name (DIRAUX staff member): _____

Signature: _____

Date AUXCGRS Specialist 3 Competency Assigned: _____

Date AUXDATA II Entry of AUXCGRS Specialist 3 Competency: _____

Notify AUXCGRS Specialist 3 and appropriate CGRO RIC: _____

**AUXILIARY COAST GUARD RECRUITING SUPPORT (AUXCGRS) SPECIALIST 2
(PROGRAM TRAINING PHASE)**

To qualify as an AUXCGRS Specialist 2, certain tasks below must be completed through the Auxiliary Learning Management System (AUXLMS) and signed off by a FSO-IS, an AUXCGRS Mentor, or RIC, as appropriate. Successful completion of this level authorizes the Auxiliarist to wear the CG Recruiting Service Ribbon in conjunction with requirements listed in section of the Auxiliary Manual. The ribbon shall be issued directly from the cognizant DIRAUX.

TASK NUMBER	TASK DESCRIPTION	SIGN-OFF (INITIALS)	DATE
2-1	Assigned the AUXCGRS Specialist 3 competency.	FSO-IS	
2-2	Current in Auxiliary Core Training (AUXCT).	FSO-IS	
2-3	Current in annual uniform inspection.	FSO-IS	
2-4	Meets Coast Guard weight standards.	AUXCGRS Mentor or CGRO RIC	
-----	Refer to CGRC instructions and the AUXCGRS SOP to complete the following tasks:	-----	-----
2-5	State the Recruiting Office hours of operation (CGRC memo 1121, Recruiter Availability Requirements).		
-----	Refer to the Local Marketing and Outreach Plan to complete the following tasks:	-----	-----
2-6	Identify demographic areas that should be targeted in accordance with your Marketing Plan.		
2-7	Identify locations within your area of responsibility (AOR) that have produced the highest concentrations of accessions.		
2-8	List three Centers of Influence used by your office and where to locate contact information.		
2-9	Locate and understand the information presented with Joint Advertising Market Research and Studies (JAMRS).		
2-10	Discuss how to request activity fees.		

TASK NUMBER	TASK DESCRIPTION	SIGN-OFF (INITIALS)	DATE
2-11	Discuss how to order promotional literature and request incentives from a storage/distribution warehouse.		
-----	Refer to the local Military Entrance Processing Center (MEPS) Standard Operating Policy to complete the following tasks:	-----	-----
2-12	Explain the local MEPS projection policies and the Maximum Daily Capacity Allowance (MDCA).		
2-13	Explain the estimated turnaround for documents submitted to MEPS.		
-----	Refer to the CGRC Portal, Coast Guard Portal, and https://www.gocoastguard.com to locate and read guidance on current Fiscal Year accession goals and Enlisted Ratings in order to complete the following tasks:	-----	-----
2-14	Locate and explain the current Open Rate List.		
2-15	Identify and describe all Coast Guard Enlisted Ratings (reserve and active duty) and their primary responsibilities.		
-----	Refer to the CHAT or “Apply Now” web leads order to complete the following tasks:	-----	-----
2-16	Describe the lead assignment process in your office from the time the lead is created to when the lead appears in your workspace.		
2-17	Explain how leads are contacted and the minimum timethe recruiter has to attempt contact.		
-----	Prescreen a prospect on the phone to complete the following tasks:	-----	-----
2-18	Properly brief the applicant on the Privacy Act of 1974.		
2-19	Demonstrate proper screening using Health, Education, Age, Dependent, Morals, Drug and Alcohol Use, Debt, and Tattoos (HEADMDDT)		
2-20	Use proper customer service etiquette when disqualifying applicants.		
2-21	Successfully fill out an Applicant Data Card.		

TASK NUMBER	TASK DESCRIPTION	SIGN-OFF (INITIALS)	DATE
2-22	Schedule a prospect for an appointment.		
-----	Properly complete/review the following initial administrative forms to complete the following tasks:	-----	-----
2-23	Request for Examination (DD-680).		
2-24	Medical Prescreen of Medical History (DD-2807-2).		
2-25	Request for Conditional Release (DD-368) (if required).		
2-26	Military Service Record (DD-214) or Service equivalent (if required).		
2-27	Record of Military Processing (DD-1966).		
2-28	DD-4 Enlistment/Reenlistment Document.		
-----	Complete the following actions to complete the following tasks:	-----	-----
2-29	Explain the Delayed Entry Program (DEP) procedures.		
2-30	Explain the minimum amount of days an applicant must be in the DEP and why.		
2-31	Explain the maximum amount of days an applicant can be in the DEP.		
2-32	Can you guarantee anything to an applicant? Explain.		
2-33	Explain whether you can DEP an applicant without an approved reservation.		
2-34	Discuss the ship report and who is to contact when there is a discrepancy.		
2-35	Explain how to change the DEP date.		
2-36	Explain how to cancel a reservation.		

TASK NUMBER	TASK DESCRIPTION	SIGN-OFF (INITIALS)	DATE
-----	Time and Activity Requirement	-----	-----
2-37	Performed fifty (50) or more hours of AUXCGRS program activity during a full year (12 consecutive months) augmenting a CGRO and/or supporting a specialty Coast Guard recruiter in addition to those hours already performed to qualify as AUXCGRS Specialist 3. Activity must be documented in AUXDATA II as Mission Code 90B.		

Record of AUXCGRS Specialist 2 PQS Completion

Date all tasks completed: _____

Name (AUXCGRS Mentor or RIC): _____

Signature: _____

Email address: _____

Comments: _____

Record of Flotilla Commander Receipt and Forwarding

Name (FC): _____

Signature: _____

Date Forwarded to DIRAUX: _____

Recommendation for Qualification: Approve / Disapprove

Comments: _____

Record of DIRAUX Receipt, Competency Assignment, and Member/RIC Notification

Name (DIRAUX staff member): _____

Signature: _____

Date AUXCGRS Specialist 2 Competency Assigned: _____

Date AUXDATA II Entry of AUXCGRS Specialist 2 Competency: _____

Notify AUXCGRS Specialist 2 and appropriate CGRO RIC: _____

**AUXILIARY COAST GUARD RECRUITING SUPPORT (AUXCGRS) SPECIALIST 1
(PROGRAM PRODUCTION PHASE)**

To qualify as an AUXCGRS Specialist 1, certain tasks below must be completed through on-the-job mentoring managed and signed off by the Auxiliarist’s FSO-IS or local RIC, as appropriate. Successful completion of this level authorizes the Auxiliarist to wear the wreath attached to the previously authorized Coast Guard Recruiting Badge. The wreath shall be issued directly from the respective RIC.

TASK NUMBER	TASK DESCRIPTION	SIGN-OFF (INITIALS)	DATE
1-1	Assigned the AUXCGRS Specialist 2 competency.	FSO-IS	
1-2	Current in Auxiliary Core Training (AUXCT).	FSO-IS	
1-3	Current in annual uniform inspection.	FSO-IS	
1-4	Meets Coast Guard weight standards.	AUXCGRS Mentor or CGRO RIC	
-----	Prepare for prospect appointment by completing the following tasks:	-----	-----
1-5	Present a military appearance.		
1-6	Review ADC.		
1-7	Review closing techniques.		
1-8	Have administrative forms ready. Discuss what administrative forms are necessary, including the standardized Propsect Questionnaire.		
-----	Prepare for meeting the prospect by completing the following tasks:	-----	-----
1-9	Establish rapport.		
1-10	Demonstrate listening skills.		
1-11	Demonstrate detailed working knowledge of “TEAMS.”		

TASK NUMBER	TASK DESCRIPTION	SIGN-OFF (INITIALS)	DATE
1-12	List the three items recruiters must provide for the applicant upon the first visit with regards to sexual assault and other applicant rights (see CGRCINST 1754.1).		
1-13	Discuss programs of interest.		
1-14	Find applicant's best fit.		
1-15	Explain the recruiting process and set expectations.		
-----	Introduce the PiCAT and explain the process by completing the following tasks:	-----	-----
1-16	Explain the PiCAT process.		
1-17	Explain when PiCAT may be beneficial or not beneficial to an applicant.		
-----	Demonstrate MEPS knowledge by completing the following tasks:	-----	-----
1-18	Explain applicant standards at MEPS (e.g., behavior, clothing, etc.)		
1-19	Know and explain the SPF codes used by the Coast Guard.		
1-20	Define Temporary DQ.		
1-21	Define PDQ.		
1-22	Explain the purpose and use of MIRS.		
1-23	Define and explain, "Continue to Process."		
1-24	Define and explain, "Med Reads."		
1-25	Define, "No Shows," and the potential ramifications.		
1-26	Prepare a DEP discharge letter.		
1-27	Attend MEPS orientation.		

TASK NUMBER	TASK DESCRIPTION	SIGN-OFF (INITIALS)	DATE
-----	Review test results with applicant and discuss the following tasks:	-----	-----
1-28	ASVAB results.		
1-29	Physical results (effect of undisclosed medical history discovered at MEPS).		
1-30	“A” schools qualified for and incentives.		
1-31	Discuss what jobs they qualify for with color blindness.		
1-32	Legal actions (e.g., speeding tickets, court proceedings, other troubles with the law).		
1-33	Tatoos (explain how this could DQ them).		
1-34	Weight (explain how this could DQ them).		
1-35	Drug/alcohol history.		
1-36	Discuss what jobs they qualify for as a Lawful Permanent Resident.		
1-37	Ship dates.		
1-38	Review and discuss in detail the various education programs available (MGIB, 9/11 GI Bill, Tuition Assistance) and key elements.		
-----	Describe the appropriate timing of the actions necessary to properly complete the enlistment process by completing the following task:	-----	-----
1-39	Describe the appropriate timing of the actions necessary to properly complete the enlistment process (including e-APP and E-Verify).		
-----	Complete actions regarding the Officer Application process by completing the following tasks:	-----	-----
1-40	Explain the interview board process.		

TASK NUMBER	TASK DESCRIPTION	SIGN-OFF (INITIALS)	DATE
1-41	Explain who can administer the Oath of Office to an officer.		
1-42	Explain who enlists OCS-R selectees prior to attending OCS.		
1-43	Discuss the actions needed to arrange an officer interview and how to determine the appropriate ranks of the members conducting the interview.		
1-44	Explain any relevant program-specific forms or extra tests needed (i.e., ASTB).		
1-45	Using the AUXCGRS SOP as your reference, describe and discuss each of the officer programs and determine eligibility given a variety of scenarios.		
-----	Demonstrate mastery of the DEP/Shipping Process by completing the following tasks:	-----	-----
1-46	Update from 1966.		
1-47	Discuss required annexes and their uses.		
1-48	Demonstrate the appropriate disposition of all enlistment documents (i.e., forms sent to the Coast Guard Personnel Support Command's enlistment office (PSC-psd-mr) Cape May/First Duty Station, retained at Recruiting Office and retained by the enlistee).		
1-49	Explain the process for DEPOT packages.		
	Develop a Caretaking plan for your applicant(s) that accomplish the following tasks:		
1-50	Explain when Physical Training (PT) assessment can be administered to applicants.		
1-51	Establish clear expectations for continued and regular communication.		
1-52	Discuss how to monitor an applicant's weight, health, and fitness.		
1-53	Set goals for applicants to memorize required knowledge found in <i>"The Helmsman."</i>		

TASK NUMBER	TASK DESCRIPTION	SIGN-OFF (INITIALS)	DATE
1-54	Explain what documents should be given to member when they enter the DEP.		
-----	Time and Activity Requirement	-----	-----
1-55	Performed fifty (50) or more hours of AUXCGRS program activity during a full year (12 consecutive months) augmenting a CGRO in addition to those hours already performed to qualify as AUXCGRS Specialist 2. Activity must be documented in AUXDATA II as Mission Code 90B.		

Record of AUXCGRS Specialist 1 PQS Completion

Date all tasks completed: _____

Name (AUXCGRS Mentor or RIC): _____

Signature: _____

Email address: _____

Comments: _____

Record of Flotilla Commander Receipt and Forwarding

Name (FC): _____

Signature: _____

Date Forwarded to DIRAUX: _____

Recommendation for Qualification: Approve / Disapprove

Comments: _____

Record of DIRAUX Receipt, Competency Assignment, and Member/RIC Notification

Name (DIRAUX staff member): _____

Signature: _____

Date AUXCGRS Specialist 1 Competency Assigned: _____

Date AUXDATA II Entry of AUXCGRS Specialist 1 Competency: _____

Notify AUXCGRS Specialist 1 and appropriate CGRO RIC: _____

Appendix B

Acronyms

AAPP	Academy Admissions Partner Program
ALAC	Auxiliary Logical Access Card
AOR	Area of Responsibility
ASVAB	Armed Services Vocational Aptitude Battery
AX	Operational Auxiliarist (Auxiliary membership status)
AUXCGRS	Auxiliary Coast Guard Recruiting Support (program)
AUXCT	Auxiliary Core Training
BA	Auxiliary National Branch Assistant
BC	Auxiliary National Branch Chief
BQ	Basically Qualified (Auxiliary membership status)
CGRC	Coast Guard Recruiting Command
CGRO	Coast Guard Recruiting Office
CGRS	Coast Guard Recruiting Support
COMDTINST	Commandant Instruction
CSO	Command Security Officer
DARS	Direct Access Recruiting System
DEP	Delayed Entry Program
DIRAUX	District Director of Auxiliary
DoD	Department of Defense
DoDI	Department of Defense Instruction
DQ	Disqualified
DVC-HG	Auxiliary National Division Chief for CGRS

e-APP	Electronic Application
eQip	Electronic Questionnaire for Investigations Processing
FC	Flotilla Commander (Auxiliary flotilla elected leader)
HEADMDDT	Health, Education, Age, Dependent, Morals, Drug and Alcohol Use, Debt, and Tattoos
JAMRS	Joint Advertising Market Research and Studies
MDCA	Maximum Daily Capacity Allowance
MEPS	Military Entrance Processing Center
MGIB	Montgomery GI Bill
MPAS	Mission Partner Affiliation Sponsor
OAG	Officer Application Guide
PDQ	Personal Data Questionnaire
PiCAT	Pre-screening Internet-Delivered Computer Adaptive Test
PII	Personally Identifiable Information
PQS	Personnel Qualification Standards
PSC	Personnel Support Command
PSI	Personnel Security Investigation
PT	Physical Training
RIC	Recruiter-In-Charge
SOP	Standard Operating Procedures