



16790 / AUX-PL-002(A)
CG-BSX Policy Letter 19-02
February 01, 2019

From: S. L. JOHNSON, CAPT /s/
COMDT (CG-BSX)

To: All DIRAUX (dpa)
All Auxiliary (AL AUX)

Subj: CHANGES TO AUXILIARY INCIDENT COMMAND SYSTEM (ICS) CORE
TRAINING

Ref: (a) Auxiliary Manual, COMDTINST M16790.1 (series)
(b) Contingency Preparedness Planning Manual (CPPM) Volume 4: Incident
Management and Crisis Response, COMDTINST M3010.24
(c) Auxiliary Core Training (AUXCT) Policy Changes, ALAUX 014-18
(d) Auxiliary Mandated Training (AUXMT) – New Delivery Methods and Policy
Changes, ALAUX 010-15

1. PURPOSE. This policy letter changes the requirements in references (a), (c), and (d) for Auxiliarists to complete the Introduction to the Incident Command System (ICS-100) and the National Incident Management System (NIMS), an Introduction (IS-700) courses as part of their Core Training. This policy letter also provides further guidance to Chapter 10, of reference (b), for the Auxiliary Personnel Mandated Training Requirements table.

2. ACTION. All Coast Guard Auxiliarists and District Directors of Auxiliary (DIRAUX) (dpa) offices must comply with the provisions in this Policy Letter and Enclosure. Internet release is authorized.

3. DIRECTIVES AFFECTED. This change will be incorporated into the next revision of references (a) and (b).

4. BACKGROUND. Pursuant to provisions of 14 U.S. Code § 831 which deals with Coast Guard Auxiliarists' assignment and performance of duties, the Coast Guard is required to ensure that Auxiliary members are properly trained, tested, and found competent before they can be assigned to duty. Over the past few years, the Coast Guard has required Auxiliarists to complete a battery of specified training courses to impart a minimum baseline of organizational familiarity and expectation in support of this requirement. This has been comparable to the placement of similar requirements on all Coast Guard active duty, reserve, and civilian personnel. The value of this training has formed the core of every Auxiliarist's pledge and commitment to support the Coast Guard and abide by its governing policies. However, based on discussions with Auxiliary leadership and to assist with Auxiliary member retention, there are two training courses that do not need to be completed by all Auxiliarists in order to become an active member of the Auxiliary. These two courses are Introduction to the Incident Command System (ICS-100); and

the National Incident Management System (NIMS), an Introduction (IS-700). These courses are required for Auxiliary members to serve in any operational assignment for the Coast Guard.

5. DISCLAIMER. This Policy Letter is not a substitute for applicable legal requirements, nor is it a rule. It is intended to provide operational requirements for Coast Guard Auxiliary personnel and is not intended to, nor does it impose legally-binding requirements on any party outside the Coast Guard.

6. TRAINING REQUIREMENTS. In collaboration with CG Auxiliary Leadership and the Office of Contingency Preparedness & Exercise Policy (CG-CPE), the Office of Auxiliary & Boating Safety (CG-BSX) has determined that ICS-100 and IS-700 are no longer part of the initial Core Training (CT) package required for all Auxiliarists. The following are instituted immediately:

- a. The ICS-100 and IS-700 courses are required courses for all elected positions and for select competencies and select appointed positions listed in Enclosure (1), and Auxiliarists who are issued written orders.

- (1) Competencies: The courses must be completed prior to obtaining a qualification listed in Enclosure (1). In effect, these course completions become required tasks for all listed competencies.
- (2) Elected Positions: The courses must be completed prior to a nomination or notice of intent to run for any elected position.
- (3) Appointed Positions: The courses must be completed prior to starting an appointed position listed in Enclosure (1).
- (4) Written Orders¹: The courses must be completed prior to issuance of written orders for any travel, assignment, or operational mission.

- b. Required Yearly Not Met (REYR) Status: All Auxiliarists who are required to take ICS-100 and IS-700, must complete the courses or be placed in REYR Status for applicable competencies and/or positions. In addition, Auxiliarists shall neither request nor accept orders if these specific courses have not been completed unless waived by DIRAUX per foot note 1.

- (1) An Auxiliarist who has a competency listed in Enclosure (1) and has not completed the courses will be placed in REYR Status within 90 days of this policy letter's promulgation date.
- (2) In accordance with reference (c) and (d), all Auxiliarists currently in elected and/or appointed positions should have already completed Core Training which did include ICS-100 and IS-700 prior to the promulgation of this policy letter. Newly elected Auxiliarists and/or newly appointed Auxiliarists placed in to any of the positions in Enclosure (1) will have 90 days from the promulgation of this

¹ May be waived by DIRAUX as needed.

policy letter to complete the two courses or risk being placed in REYR status and potentially removed from the elected and/or appointed position.

- (3) If an Auxiliarist, who is not holding an appointed position listed in Enclosure (1), or a competency listed in Enclosure (1), and is currently in REYR status solely because of not completing ICS-100 and/or IS-700 then the member will immediately be removed from REYR status and AUXDATA will indicate that AUXCT is complete.
 - (4) If an Auxiliarist is in REYR status solely because of not completing ICS-100 and/or IS-700 then the member's currency will immediately be restored upon successful completion of the courses.
- c. ICS-100 and IS-700 will be removed from the AUXDATA CT list and eventually added to AUXDATA eligibility algorithms for all elected positions held, and for the listed competencies and appointed positions held.
 - d. Although all other Auxiliarists that do not hold a competency or position listed in Enclosure (1) or that are not issued written orders are not required to complete ICS-100 and IS-700, they are encouraged to complete these courses for the purpose of professional development. These courses are available on the Auxiliary Learning Management System (AUX LMS).

7. QUESTIONS. Questions concerning this policy letter and guidance should be directed to the Office of Auxiliary and Boating Safety, Auxiliary Division COMDT (CG-BSX-1) at CGAUX@uscg.mil. This policy letter and other policy documents are posted on the CG Auxiliary website at <http://wow.uscgaux.info/content.php?unit=T-DEPT&category=core-training>.

8. REQUEST FOR CHANGES. Units and individuals may recommend changes in writing via the chain of command to Commandant (CG-BSX-1), ATTN: OFFICE OF AUXILIARY AND BOATING SAFETY, AUXILIARY DIVISION (CG-BSX-1), U. S. COAST GUARD STOP 7501, 2703 MARTIN LUTHER KING JR. AVE SE, WASHINGTON DC 20593-7501.

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Enclosure: (1) ICS-100 and IS-700 Training Requirements List

ICS-100 and IS-700 Training Requirements List

Competency Based Training Requirements:

1. Air:

- All Aviation Competencies

2. Boat:

- All Boat Competencies

3. General:

- Auxiliary Food Service Specialist Competency
- Auxiliary Public Affairs Specialist 1
- Auxiliary Public Affairs Specialist 2
- Auxiliary Public Affairs Specialist 3
- Certified CPR Provider
- Certified EMT
- Certified First Aid Provider
- Certified Paramedic
- Interpreter
- Nurse Practitioner
- Physician
- Physician Assistant
- Telecommunications Operator
- All Incident Command System (ICS) Competencies

4. Marine Safety:

- All Marine Safety Competencies

5. Unit:

- Watchstander

Position Based Training Requirements

1. All Elected Positions

2. Appointed Positions - National:

- DNACO-ITP
- All NACO, VNACO, and DNACO Executive Assistants (EA)
- All ANACOs
- All Deputy ANACOs
- All Directors
- All Deputy Directors
- All members appointed to the following Directorates: Response (R), Incident Management & Preparedness (Q), Prevention (P), International Affairs (I), Public Affairs (A), and Training (T).

3. Appointed Positions – Flotilla, Division, and/or District:

- Aviation (AV)
- Communications (CM)
- Flight Safety Officer (DFSO)
- Marine Safety and Environmental Protection (MS)
- Marketing and Public Affairs (PA)
- Member Training (MT)
- Navigation Systems (NS)
- Operations (OP)
- District Directorate Chiefs (DDC)
- District Planner (D-PL)
- Auxiliary Sector Coordinator (ASC)
- Incident Management (IM)