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## Section B. Training and Qualification Opportunities

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| <b>Introduction</b>                              | <p>Auxiliarists can pursue training in MT programs to increase knowledge and skills, and to attain qualifications for participation in various Coast Guard and Auxiliary programs. Special qualifications are available as ITs, VEs, AtoN verifiers, RBS-PVs, boat crew, coxswains, pilots, air crew, and air observers. Auxiliary specialty courses offer advanced training in several fields. Auxiliarists may also enroll in Coast Guard Institute (CGI) correspondence courses and receive continuing education units (CEUs) from self-study paced course completions. Regular in-flotilla training sessions are fundamental to keeping Auxiliarists informed, interested, qualified, and ready to participate fully in Auxiliary activities.</p>                                                                                                                                                                                                                                                               |
| <b>B.1. Status, Training, and Qualifications</b> | <p>The following provides the criteria for administrative status, training, and qualification as an Auxiliarist.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
| B.1.a. Approval Pending (AP) Status              | <p>AP status is the administrative status for all Auxiliarists during the time between acceptance of their enrollment package and receipt of a Favorable PSI determination. In accordance with the provisions of paragraph D.2 of Chapter 3, Auxiliarists in AP status have the privilege of participating in virtually the entire range of Auxiliary training and qualification programs.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
| B.1.b. Initially Qualified (IQ) Status           | <p>When an Auxiliarist in AP status receives a Favorable PSI determination, the Director shall change their administrative status to IQ unless they meet the criteria in paragraphs B.1.c or B.1.d of this chapter, in which case their administrative status shall change accordingly to either Basically Qualified (BQ) or Operational Auxiliarist (AX). Once in IQ status, or BQ or AX status as appropriate, the Director shall issue the Auxiliarist an identification card. Auxiliarists in IQ status are authorized to:</p> <ol style="list-style-type: none"><li>(1) Participate in all training for which AP Auxiliarists are authorized.</li><li>(2) Attend Coast Guard or Coast Guard Auxiliary C-schools.</li><li>(3) Be qualified by the Director in Auxiliary programs that only require IQ status.</li></ol> <p>Auxiliarists in IQ status are not authorized to be qualified by the Director in Auxiliary programs that require BQ status until they meet the criteria in paragraph B.1.c below.</p> |

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B.1.c. Basically  
Qualified (BQ)  
Status

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To achieve BQ status, an Auxiliarist must have completed all of the requirements for IQ status and must have successfully completed one of the following courses which must be approved by the National Association of State Boating Law Administrators (NASBLA):

- (1) Boating Skills and Seamanship (BS&S)
- (2) America's Boating Course (ABC)
- (3) About Boating Safely (ABS)
- (4) Sailing Fundamentals (SF)
- (5) Sailing Skills and Seamanship (SS&S)
- (6) Boating Safely Circular (BSC)
- (7) U.S. Power Squadrons (USPS) Boating or Boat Smart Course
- (8) A State boating safety course (minimum eight-hour duration and other than child-specific)

If any of these courses expire subsequent to promulgation of this Manual, the Chief Director may designate an NASBLA-approved replacement course as an acceptable alternative for meeting BQ requirements. Any Auxiliarist who has successfully completed any of these courses prior to their expiration shall receive credit for achieving BQ status.

Auxiliarists in BQ status are authorized to:

- (1) Participate in all training for which IQ Auxiliarists are authorized.
- (2) Be qualified, or certified on an interim basis, by the Director in Auxiliary programs that require BQ status. Therefore, achieving BQ status is a pre-requisite for qualification or interim certification in such programs. For example, an Auxiliarist must be in BQ status in order to receive an interim certification as a First Pilot in the aviation program while awaiting the results of their requisite DO PSI for qualification.

Successful completion of BQ requirements is necessary in order to fully qualify and participate in the programs listed in this section. This also holds particularly true for Auxiliarists in AP status in accordance with the provisions of section 3.D.2.f of this Manual.

B.1.d.  
Operational  
Auxiliarist (AX)

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The requirements for becoming an Operational Auxiliarist (AX) are provided in paragraph C.1 of this chapter.

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B.1.e. Other PSI  
Considerations

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Once an AP Auxiliarist has received a favorable OS PSI determination and their administrative status has been changed to IQ (or BQ or AX, as appropriate), the Auxiliarist may submit a DO PSI package and proceed on to qualification in a program that requires a favorable DO PSI determination. By doing so, the Auxiliarist may perform and successfully complete all training tasks and prerequisites and receive an interim certification by the Director or operational commander while the DO PSI package is processed to completion. Granting interim certification shall be made at the discretion of the Director upon favorable review of the member's DO PSI package with no adverse material issues identified.

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B.1.f.  
Re-enrollment  
Considerations

In accordance with paragraph B.2 of Chapter 3 of this Manual, the Director may re-establish at the previous status an Auxiliarist who has been re-enrolled. However, regarding such an Auxiliarist's qualification and currency in any Auxiliary program, the amount of time that has passed between the Auxiliarist's disenrollment and re-enrollment shall count as though the Auxiliarist had been enrolled throughout that period. This shall be used to determine the actions the Auxiliarist must take in order to re-gain currency or, in the most restrictive case, to re-qualify in any Auxiliary program. The Auxiliarist will also have to meet all current requirements, including new or additional requirements, which may have been implemented during their period of disenrollment.

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B.1.g.  
Workshops,  
REWK, and  
REYR Status

Auxiliary National leadership shall identify mandatory program workshops for currency maintenance purposes each year. Regions may strongly encourage workshop attendance among membership whenever a workshop is not identified as mandatory, but they may not mandate workshops in terms of AUXDATA entry, currency maintenance, or as prerequisites for assignment to duty. Conversely, regions may not remove or otherwise negate the program requirement of any workshop that has been duly identified by National leadership as mandatory for any given year.

Workshops that are identified as mandatory must be attended by 30 June of that year. If not attended by that date, then program participants shall be regarded as not current and shall therefore not be authorized to be assigned to duty to perform program activities. The Director shall ensure their placement in Required Workshop Not Met (REWK) status in AUXDATA. Program participants placed in REWK status will have until 31 December to attend the mandatory workshop without further consequence to their currency maintenance. Only the Director has the authority to remove Auxiliarists from REWK status and restore them to current program status if all other currency maintenance requirements are met. Subsequent to such restoration, Auxiliarists may be assigned to duty to perform program activities.

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The Director shall ensure that Auxiliarists who do not complete all annual currency maintenance requirements by 31 December, including mandatory workshops, are placed in Required Yearly Not Met (REYR) status in AUXDATA. Auxiliarists in REYR status must complete all program-specific requirements in order to re-gain program currency and authorization to perform program activities. Only the Director has the authority to remove Auxiliarists from REYR status and restore them to current program status if all other currency maintenance requirements are met.

Unless otherwise specified for a given qualification's currency maintenance scheme, five consecutive years of REYR status shall result in complete loss of the qualification and shall be appropriately reflected in AUXDATA. The only way for an individual in such circumstance to again perform any Auxiliary activity requiring that competency will be to completely requalify. Despite loss of qualification as a result of such circumstance, an Auxiliarist shall remain authorized to wear or display an award or ribbon/medal that was earned for that program while qualified and certified.

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B.1.h.  
Portability of  
Qualifications

Once an Auxiliarist is qualified in a program, the Auxiliarist may exercise the qualification in any Auxiliary region, subject to proper assignment to duty. Additionally, the Director of a receiving region may specify appropriate tasks that must be completed by a qualified Auxiliarist who has recently transferred from a different region or who periodically visits the receiving region. Completion of such tasks must occur prior to that Auxiliarist's conduct of program activity in their new region in order to ensure familiarity with regional geography, demographics, policies and/or program expectations. It shall be documented by memo from the Director of the receiving region to the Auxiliarist with copy to the Director of the Auxiliarist's home region, if appropriate. The scope of such tasks shall be kept to a minimum with all due regard for the skills, experience, and desire already reflected by the Auxiliarist's qualification.

For example, the Director of one region may require Auxiliary instructors who transfer in or visit from different regions to complete a review with a qualified instructor in that region to ensure familiarity with specific State requirements prior to their conduct of public education. The same may be required of vessel examiners prior to their conduct of vessel safety checks in a new region.

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Provisions for inter-regional transfers of qualified Auxiliary boat crew program participants can be found in the section 4.A of the Auxiliary Boat Crew Training Manual, COMDTINST M16794.51 (series). For Auxiliary aviation program participants, the Director of a receiving region, in coordination with the cognizant Air Station command, may specify appropriate tasks that must be completed by them before they are authorized to perform missions for different Air Stations under the squadron concept.

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**B.2. Auxiliary Instructor** The Auxiliary program qualifies Auxiliarists as ITs for PE and member training (MT) courses. The qualification program is as follows:

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B.2.a. Levels of Qualification There is one level of qualification - IT.

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B.2.b. IT Duties ITs can teach either or both Auxiliary PE and/or MT courses. Additionally, experienced ITs shall serve as prime mentors in qualifying new ITs, improving the skills of current instructors, and assisting in the NM program.

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B.2.c. Qualification Requirements All new ITs will be qualified using the current IT Development Course (IDC) as follows:

- (1) For IT qualification, the candidate completes the IDC, passes the open book examination with a three-hour time limit and passing grade of 90 percent, and teaches a minimum of two classes of satisfactory instruction under a certified IT's supervision. The certified IT determines whether or not the instruction was satisfactory and provides specific, instructional feedback to the qualifying Auxiliarist to assist them in gaining qualification. The IT may be in the same flotilla as the candidate. The first presentation should be of ten to thirty minutes in length, and the second presentation should be one to two hours in length.
  - (2) The supervising IT or an elected leader signs and dates the completed examination form stating IT qualifications have been met.
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B.2.d. Waiver Requirements In some cases, the Director may waive requirements for IT. The Director may delegate this duty to the DSO-MT. The decision to waive requirements will be based on sufficient documentation, but at a minimum, the waiver will include the following criteria:

- (1) Submit documentation of two or more years of recent work experience as an instructor such as a certified schoolteacher or as a full time or adjunct instructor in the military, business, academic or professional communities. The number of years' service and recent experience will weigh in the Director's decisions. The FC will review and approve the application before forwarding to the Director.
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|                                    | <hr/> <p>(2) USPS members, who have completed the USPS Instructor Qualification course and are graduates of the Coast Guard's Instructor Development Course (IDC), will be certified as ITs upon application.</p> <hr/>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| B.2.e. Ribbons and Medals          | An Auxiliarist qualified as an IT is entitled to wear the IT program ribbon and miniature medal.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
| B.2.f. Maintaining Certification   | To remain certified, an IT must teach two hours or serve as an assistant IT for four hours each year or by teaching one hour and assisting for two hours. ITs must also attend approved workshops when required.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
| B.2.g. Recertification             | Failure to satisfy annual requirements will require the Auxiliarist to recertify as an IT. When the hours for teaching/serving as an assistant IT have not been met, the IT must perform the annual certification task(s), as a trainee, under the supervision of a certified IT. The certified IT receives the training (PE or MT) credit for the two or four hours performed during this recertification process. The candidate must then complete the annual certification requirements to retain certification for the following year.                                                                                                                                                                                                                                                                                    |
| <b>B.3. Boat Crew Program</b>      | <p>There are three qualifications in the boat crew program. They are:</p> <ul style="list-style-type: none"> <li>a. Crew Member</li> <li>b. Coxswain</li> <li>c. Personal Watercraft Operator</li> </ul> <p>Auxiliarists who wish to participate in authorized Auxiliary surface operations must be BQ. The specific requirements (minimum standards) for qualification, currency maintenance, certification, and recertification can be found in the Auxiliary Boat Crew Training Manual (COMDTINST M16794.51 (series); Auxiliary Boat Crew Qualification Guide, Volume I: Crew Member, COMDTINST M16794.52 (series); Auxiliary Boat Crew Qualification Guide, Volume II: Coxswain, COMDTINST M16794.53 (series); Auxiliary Boat Crew Qualification Guide, Volume III: PWC Operator, COMDTINST M16794.54 (series).</p> <hr/> |
| <b>B.4. Air Operations Program</b> | <p>Aircraft facility owners and Auxiliarists wishing to participate in Auxiliary air operations must be BQ and complete an air operations training course. The Auxiliary Operations Policy Manual, COMDTINST M16798.3 (series), provides the specific requirements and is the principal document for the Auxiliary Aviation program. There are five levels of qualification in air operations program: Aircraft Commander, First Pilot, Second Pilot, Air Crew Member, and Air Observer.</p> <hr/>                                                                                                                                                                                                                                                                                                                            |

### **B.5. Other Operational Programs**

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Training programs are available for those Auxiliarists wishing to take part in other Auxiliary operational programs like the Auxiliary Trident program. Additional details may be found in the Auxiliary Operations Policy Manual, COMDTINST M16798.3 (series). Some of these additional programs include:

- a. Qualified watchstanding at Coast Guard active duty units or Auxiliary radio facilities, including Telecommunications Operators.
- b. Aids to Navigation verification and AtoN repair.
- c. Commercial fishing vessel safety examinations (CFVSE).
- d. Augmentation of Coast Guard boats and cutters as qualified in any authorized watchstation.
- e. Augmentation of Coast Guard aircraft as qualified air observers.
- f. Auxiliary Dive Program (as may be authorized by specific directive).
- g. Assistant Barge Inspector (AUX-BI).
- h. Assistant Container Inspector (AUX-CI).
- i. Assistant Pollution Investigator (AUX-ED).
- j. Assistant Maritime Enforcement Investigator (AUX-EO).
- k. Assistant Facility Inspector (AUX-EU).
- l. Assistant Foreign Freight Vessel Examiner (AUX-FFVE).
- m. Assistant Foreign Passenger Vessel Examiner (FPVE).
- n. Assistant Suspension and Revocation Investigator (AUX-FN).
- o. Assistant Marine Casualty Investigator (AUX-FO).
- p. Assistant Hull Inspector (AUX-HI).
- q. Assistant K-Boat Inspector (AUX-KI).
- r. Assistant Life Raft Inspector (AUX-LR).
- s. Assistant Machinery Inspector (AUX-MI).
- t. Auxiliary Machinery Inspector (Steam) (AUX-MS).
- u. Assistant Port State Control Examiner (AUX-PSCE).
- v. Assistant T-Boat Inspector (AUX-TI).
- w. Uninspected Passenger Vessel Examiner (AUX-UPV).
- x. Uninspected Towing Vessel Examiner (AUX-UTV).

Additional opportunities for training and duty in the operations program may become available from time-to-time depending upon specific Coast Guard needs. Details will be announced in Commandant Notices and Instructions for these programs, and unit opportunities will be monitored and advertised by the AUC.

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At Sectors, the AUXLO, in consultation with the ASC, will endeavor to match Auxiliarists' interest with Sector needs. The Auxiliary Trident program is designed foremost to support Sector needs. Thus, some Auxiliary Trident program qualifications may not be available within any given Sector due to lack of need. Additionally, some qualifications at a Sector require significant amounts of dedicated time and effort, and may require a Favorable Direct Operational (DO) Personnel Security Investigation (PSI) at the discretion of the unit commander in order to qualify and remain current. Auxiliarists interested in pursuing such qualifications should have the concurrence of both their Auxiliary chain of leadership and the unit chain of command prior to commencing such qualification.

Cancellation of any such operational program qualifications does not remove their applicability toward Auxiliary election eligibility criteria for Auxiliarists who had earned them prior to cancellation.

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**B.6. Other  
Non-  
Operational and  
Administrative  
Programs**

Training programs that lead to specific qualifications are available for those Auxiliarists wishing to take part in other Auxiliary non-operations and administrative programs. Some of these additional programs include:

- a. Dockwalker
  - b. Assistant Contingency Planner (AUX-ACP)
  - c. Assistant Federal On-Scene Coordinator Representative (AUX-ET)
  - d. Assistant License and Document Evaluator (AUX-LDEV)
  - e. Assistant License and Document Examiner (AUX-LDEX)
  - f. Prevention Outreach Specialist (AUX-MEES)
  - g. Marine Safety Administrative and Management Specialist (AUX-MSAM)
  - h. Port State Control Dispatcher (AUX-PSC)
  - i. Assistant Waterways Management Representative (AUX-WM)
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**B.7.  
Recreational  
Boating Safety  
Visitation  
Program  
(RBS-VP)**

Auxiliarists may seek qualification as a Program Visitor (PV). To do so, the Auxiliarist must be BQ and be familiar with the contents of the Vessel Safety Check Program, COMDTINST M16796.7 (series), and the Recreational Boating Safety Visitation Program Manual, COMDTINST M16796.3 (series).

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**B.7.a. Initial  
Qualification and  
Currency  
Maintenance**

For initial qualification as a PV, the Auxiliarist must take and pass the current RBS-VP qualification examination. This examination is open book with a three-hour time limit and a passing score of 90 percent. In addition, two practice visits must be conducted with a currently certified PV. To remain certified, PVs must conduct at least four recreation boating safety visits each year.

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| B.7.b. Regaining Certification      | <hr/> <p>In order to regain certification, a PV must perform and report two practice visits as a trainee under self-supervision. After completing both recertifying visits, the PV must then complete the annual certification procedures to retain certification for the following year.</p> <hr/>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| <b>B.8. Vessel Examiner (VE)</b>    | <p>Auxiliary VEs are trained and qualified to perform safety examinations of different types of vessels. There are two distinct VE programs. VEs for recreational boats conduct Vessel Safety Checks (VSCs). VEs for commercial vessels conduct vessel safety examinations. Nothing precludes an Auxiliarist from qualifying and performing activity in both programs.</p> <p>The training, qualification, and programmatic oversight for RBS VEs are managed within the Auxiliary's VE Directorate. These VEs are trained and qualified to perform VSCs and Auxiliary surface facility inspections. They must be BQ and become familiar with the Vessel Safety Check Manual, COMDTINST M16796.8 (series) and those portions of the Auxiliary Vessel Examiner Manual, COMDTINST M16796.2 (series) that deal with inspection and acceptance of Auxiliary facilities.</p> <p>The training, qualification, and programmatic oversight for commercial VEs are managed within the Auxiliary's national Prevention Directorate. Commercial VEs are trained and qualified to perform vessel safety examinations on commercial fishing boats and uninspected passenger vessels (UPV). They may also assist on uninspected towing vessel (UTV) exams/inspections. They must be BQ and become familiar with appropriate Auxiliary Trident program Personal Qualification Standards (PQS). Because this program entails significant interaction with local Coast Guard Sectors, commercial VEs must also work closely with those commands to properly qualify and be assigned to mission activities.</p> <hr/> |
| B.8.a. RBS VE Qualification         | <p>For initial qualification as a VE in the RBS program, Auxiliarists must take and pass the current VE qualification examination. Additionally, they must satisfactorily conduct five VSCs and/or Auxiliary surface facility inspections under the observation of a qualified RBS VE. The VE qualification exam is an open-book exam with a three-hour time limit and the passing score is 90 percent.</p> <hr/>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| B.8.a.(1) Maintaining Certification | <p>To remain certified, RBS VEs must perform at least five VSCs (passing or failing) and/or Auxiliary surface facility inspections each year following initial qualification, including the year in which qualified.</p> <hr/>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |

B.8.a.(2)  
Regaining  
Certification

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In order to regain certification if a qualified RBS VE is unable to meet the annual certification requirements in a program calendar year, the VE must complete two satisfactory VSCs, as a trainee, under the lead of a certified RBS VE. Only the certified RBS VE shall receive the credit for the two recertification VSCs. After completing the two recertifying VSCs, the Auxiliarist must then complete the annual certification procedures to retain certification for the following year.

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B.8.b.  
Commercial VE  
Qualification

For initial qualification as a commercial VE, Auxiliarists must complete any appropriate Auxiliary Trident program PQS (e.g., to qualify to perform UPV examinations, an Auxiliarist must complete the AUX-UPV PQS). Any other qualification requirements established by the cognizant Coast Guard command must be completed (e.g., if the cognizant Sector requires completion of the Coast Guard commercial fishing vessel safety examination “C” school for qualification, then Auxiliarists must attend and complete that “C” school to gain qualification). General program guidance is provided in the Commandant (CG-543) Policy Letter 06-04 of 19 July 2006.

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B.8.b.(1)  
Maintaining  
Certification

To remain certified, commercial VEs must perform all currency maintenance requirements as identified by the cognizant Coast Guard command.

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B.8.b.(2)  
Regaining  
Certification

In order to regain certification if a qualified commercial VE does not meet all currency maintenance requirements, the VE must work closely with the cognizant Coast Guard command to satisfactorily complete them and regain authorization to perform program activities.

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**B.9. Auxiliary  
Public Affairs  
Training  
Program**

A robust public affairs program is essential to the promotion and success of Auxiliary programs and activities. Effective recreational boating safety campaigns, and the educational and outreach efforts upon which they are founded, are instrumental to improved boating safety awareness and the achievement of the Coast Guard’s boating safety goals.

The Auxiliary Public Affairs training program combines formal and on-the-job training with structured mentoring into a three-tiered professional development program. It is designed to develop Auxiliarists into skilled public affairs specialists, support specialists, and program managers (i.e., an Auxiliarist does not have to serve as a public affairs program staff officer in order to train, complete, and qualify in this program).

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B.9.a. Auxiliary  
Public Affairs  
Specialist I

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This is the basic competency level for any Auxiliary Public Affairs Specialist. At this level, an Auxiliarist shall have enough experience in a wide variety of public affairs skills to readily carry out Auxiliary public affairs program tasks. This experience level is commensurate with that expected of a Flotilla Staff Officer for Public Affairs (FSO-PA). Required elements for successful achievement of this competency are as described on the national Auxiliary Public Affairs web site ([www.auxpa.org](http://www.auxpa.org)) and include:

- (1) Introduction to Auxiliary Public Affairs
- (2) Coast Guard Public Affairs Specialist 2<sup>nd</sup> Class
- (3) Journalism Basic
- (4) Introduction to Digital Photography
- (5) ICS-100, Introduction to Incident Command System
- (6) Oral board review

Successful completion of the Auxiliary Public Affairs and Marketing (AUX-12) C-school (including homework assignments) satisfies all requirements identified above with the exception of Introduction to Auxiliary Public Affairs and ICS-100.

Successful completion of all qualification requirements shall be recognized by award of the Auxiliary Public Affairs Specialty Program ribbon.

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B.9.b. Auxiliary  
Public Affairs  
Specialist II

This competency level requires a higher level of public affairs program expertise, and it cannot be earned without successfully completing the Auxiliary Public Affairs Specialist I program. At this level, an Auxiliarist shall have additional ability to assist others in developing and utilizing basic public affairs program skills. This experience level is commensurate with that expected of a Division or District Staff Officer for Public Affairs (SO-PA or DSO-PA). Required elements for successful achievement of this competency are as described on the national Auxiliary Public Affairs web site ([www.auxpa.org](http://www.auxpa.org)) and include:

- (1) Coast Guard Public Affairs Policy
- (2) Journalism Advanced
- (3) ICS-200, ICS for Single Resources and Initial Action Incidents
- (4) Oral board review

Successful completion of all qualification requirements shall be recognized by award of a <sup>3</sup>/<sub>16</sub>-inch bronze star for placement on the Auxiliary Public Affairs Specialty Program ribbon.

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B.9.c. Auxiliary  
Public Affairs  
Specialist III

This is an advanced competency level for an Auxiliarist to assist a Coast Guard unit with its public affairs program, and it cannot be earned without successfully completing the Auxiliary Public Affairs Specialist II program. At this level, an Auxiliarist shall be able to practically apply Coast Guard public affairs practices and procedures, internal organizational communications, media and community relations, Joint Information Center (JIC) operation, and related matters. Required elements for successful achievement of this competency are as described on the national Auxiliary Public Affairs web site ([www.auxpa.org](http://www.auxpa.org)) and include:

- (1) IS-250, Emergency Support Function 15 (ESF-15), External Affairs
- (2) IS-702, National Incident Management System Public Information
- (3) IS-800, Introduction to National Response Plan
- (4) Oral board review

Successful completion of all qualification requirements shall be recognized by award of a <sup>3</sup>/<sub>16</sub>-inch bronze star for placement on the Auxiliary Public Affairs Specialty Program ribbon.

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B.9.d.  
Maintaining  
Certification

To remain certified, an Auxiliary Public Affairs Specialist at any level must perform at least 16 hours of public affairs mission activity each year following initial qualification.

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B.9.e. Regaining  
Certification

In order to regain certification if a qualified Auxiliary Public Affairs Specialist at any level does not meet currency maintenance requirements, the Auxiliary Public Affairs Specialist must perform 32 total hours of prescribed public affairs activity the following year. If an Auxiliary Public Affairs Specialist goes five consecutive years without maintaining or regaining currency, then that individual must re-qualify in order to perform Public Affairs Specialist activities.

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**B.10. Auxiliary  
Interpreter  
Corps Program**

The Auxiliary interpreter corps program is a component of the Auxiliary International Affairs Directorate. The Auxiliary Interpreter Corps was established in 1997 to provide interpreter support to Coast Guard operational, administrative, and public affairs missions. Members of the Coast Guard Auxiliary, whether or not they are also Coast Guard active duty, reserve, or civilian employees, may join the Auxiliary Interpreter Corps based on their linguistic skills.

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B.10.a.  
Interpreter  
Levels of  
Proficiency

- (1) Level “A” is applied to a person who fluently reads, writes, speaks, and understands a foreign language in addition to English.
  - (2) Level “B” is applied to a person who speaks and understands a foreign language in addition to English, but does not necessarily read or write fluently in any language.
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B.10.b.  
Applications and  
Requirements

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Auxiliarists may submit an Interpreter Application Form directly on line or via mail to the Division Chief for Interpreter Qualifications (DVC-ICI). Applications will be reviewed for completeness, linguistic competency level(s), verification of EMPLID number, PSI completion, verification of security clearance (if claimed), applicable ICS course completion requirements, and other useful qualifications.

- (1) Auxiliary interpreters are required to have a Favorable OS PSI on file. They are not required to have a Favorable DO level PSI nor a security clearance in order to be accepted into the program. However, having such may be advantageous depending upon the nature of a request for interpreter service by a Coast Guard order issuing authority. As with Auxiliary support to many other programs, the responsibility for processing an Auxiliary interpreter for a DO PSI and/or a security clearance rests with the order issuing authority that desires the support.
  - (2) Only applications with Level "A" competency will be accepted.
  - (3) Applications with Level "B" competency will not be accepted unless Level "A" in another language is claimed as a primary competency.
  - (4) Only Level "A" applicants are subject to extensive verbal and written linguistic assessment. Applicants' contact information will be sent by DVC-ICI to one or more designated Language Qualification Examiners (LQE) for each Level "A" language stated in the application form. Considering the potential deployment capabilities, it may be necessary to assign two or more LQE's to assess each Level "A" language stated in the application form. In the event that one LQE determines Level "A" and the other LQE determines Level "B", a third LQE shall be engaged to assist in making a majority determination. Any and all linguistic professional credentials, including academic proficiency tests or proficiency tests from the DoD Foreign Language Institute will be considered. The LQE(s) and DVC-ICI shall discuss and make the final determination on an applicant's linguistic competency. The following factors shall also be considered in making such determination:
    - (a) Native speakers with knowledge of their country's culture and traditions may have a favorable consideration, provided that their English competency level meets assessment criteria.
    - (b) Knowledge of Coast Guard operations procedures and practices.
    - (c) Knowledge of Coast Guard radio communication skills and/or Coast Guard communications watchstander qualification.
    - (d) Knowledge of nautical terms in English and foreign language.
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- (5) If a Level “A” applicant is determined to be Level “B”, then the applicant shall be given an opportunity to improve and be re-assessed after a six month period. Interpreter assessment records shall be maintained by DVC-ICI.
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B.10.c.  
AUXDATA  
Entry

After successful completion of LQE assessment, DVC-ICI shall notify Commandant (CG-54211) AUXDATA Executive Assistant to make appropriate AUXDATA entries for the Auxiliary interpreter, including entry of the “INT” designation.

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B.10.d.  
Auxiliary  
Interpreter Corps  
Database and  
Web Site

The Auxiliary interpreter corps database shall be maintained by the Auxiliary International Affairs and Interpreter Support Directorate. DVC-ICI shall enter pertinent profile information for Auxiliary interpreters into the database and shall make appropriate updates when necessary. Only the Deputy Director of Auxiliary International Affairs and DVC-ICI shall be authorized to make such entries.

- (1) Coast Guard units may directly access and search the database any time from a Coast Guard Standard Work Station (SWS) without the need of a password. However, access from any other computer (e.g., home computer) shall require issuance of a user name and password to get in. Requests for such may be submitted online at the Auxiliary Interpreter Corps website (<http://cgwebs.net/interpreter/>). Requests shall be subject to screening by the Deputy Director of Auxiliary International Affairs and/or DVC-ICI.
  - (2) Members of the Auxiliary Interpreter Corps may request a password to access the database to review their own profile as well as the profiles of fellow interpreters along with contact information for the purpose of exchanging experience, knowledge, and expertise.
  - (3) Members of the National Executive Committee (NEXCOM) may request a password to access the database for any reason.
  - (4) Federal and State government agencies may request and be issued a username and password in order to access the database. Username and password issuance shall be coordinated by the Deputy Director of Auxiliary International Affairs. Federal and State government agency requests for Auxiliary interpreter support shall be processed like any other requests for Coast Guard assistance by other agencies.
  - (5) The Auxiliary Interpreter Corps website (<http://cgwebs.net/interpreter/>) shall be maintained by the Auxiliary International Affairs and Interpreter Support Directorate to keep members of the Coast Guard informed about interpreter availabilities, capabilities, and services.
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B.10.e.  
Auxiliary  
Interpreter  
Assignments to  
Duty

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Auxiliary interpreters are most commonly used to support Coast Guard operations ranging from translations of simple documents to long shipboard deployments, and including:

- (1) Cutter deployments.
- (2) Navy ship deployments.
- (3) Foreign visitor escort specialist program.
- (4) Foreign VIP tours.
- (5) Foreign SAR Subject Matter Expert Exchange (SMEE) events.
- (6) Foreign border guard events.
- (7) Foreign conferences.
- (8) Foreign marine safety and prevention training events.
- (9) Foreign language instruction at Coast Guard training centers.
- (10) Communications watch standing.
- (11) Translations of incident investigating documents.
- (12) Translations of maritime safety, port security, and prevention guidelines, correspondence, and other related documents.
- (13) Other missions, as authorized by the Commandant.

Coast Guard units may search the Auxiliary Interpreter Corps website (<http://cgwebs.net/interpreter/>) at any time. Except as described below for shipboard deployments, units may interview one or more Auxiliary interpreters for suitability in meeting mission requirements and work directly with them to arrange such support.

All Auxiliary interpreter travel requires issuance of Coast Guard orders, reimbursable or non-reimbursable, by the appropriate Coast Guard order issuing authority. This includes Auxiliary interpreter deployments in support of other federal or State agencies in order to ensure the Auxiliary interpreter is properly covered in terms of insurance and liability.

B.10.f.  
Shipboard  
Deployments

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Only a Level “A” rated interpreter may be nominated/selected for shipboard deployment, provided that the interpreters meets the following criteria:

- (1) Be in good health with no major medical conditions, and be physically/mentally fit for deployments that typically last from 5-15 days up to 90-120 days in duration.
  - (2) Demonstrated willingness and preparedness.
    - (a) To volunteer for the planned duration of deployment, understanding there may be unplanned extensions.
    - (b) To take paid or unpaid vacation time from regular employment, as may be required.
    - (c) To ensure complete preparedness including all uniforms (e.g., two sets of Tropical Blue and two sets of ODUs).
    - (d) To take additional training courses, as may be required.
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- (e) To adapt to new challenges.
  - (3) Review and assignment.
    - (a) DVC-ICI shall nominate Auxiliary interpreters to meet mission requests, provide appropriate background, and answer any questions about the nominee. The Director must be informed of and approve the interpreter as part of this process.
    - (b) The requesting Coast Guard unit shall determine acceptability based upon information obtained from the database, program leadership, and past interpreter experience.
    - (c) The appropriate Coast Guard Area Office of External/International Affairs shall serve as the final approval authority for cutter and overseas interpreter deployments in their respective areas of responsibility.
  - (4) Qualification requirements.
    - (a) Successfully complete Anti-Terrorism (AT) Level 1 and Survival, Evasion, Resistance, Escape (SERE) 100 courses.
    - (b) Successfully complete all ICS courses, as required for operational missions.
    - (c) Hold a valid U.S. official or tourist passport.
    - (d) Complete all vaccinations and immunizations as required by the requesting unit.
    - (e) Complete all prescribed pre-deployment requirements.
    - (f) Read and understand the Auxiliary Interpreter Corps Shipboard Deployment Guidelines.
    - (g) Hold required Visas for countries listed on orders.
    - (h) Hold NATO orders or other country clearance, as applicable.
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B.10.g. Regional  
Interpreter  
Coordinator

The District Commodore (DCO) may appoint an Interpreter Coordinator as an Assistant District Staff Officer under the operations program (ADSO-OP-I) to effectively promote awareness of the interpreter program, its resources, and recruitment of Auxiliary interpreters in the District.

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B.10.h.  
After-action  
reporting

All units that use Auxiliary interpreters shall submit to the Deputy Director of Auxiliary International Affairs a brief evaluation of the interpreter(s) within two weeks of mission completion.

Auxiliary interpreters shall submit to the Deputy Director of Auxiliary International Affairs an after-action report within two weeks of mission completion. They will also ensure proper claims are submitted for their activity according to the following guidelines:

- (1) Mission activity (ANSC-7030 form, category 60A).
    - (a) Claim entire day (24 hours) for every day of the duration of shipboard deployments (i.e., the time from initially reporting aboard for interpreter duty until final departure from the unit).
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- (b) Claim actual hours for all other interpreter or translation assists not to exceed 18 hours per day to take into consideration a minimum of six hours for sleep/rest. This includes translations of presentation materials used for deployments.
  - (c) Claim actual LQE preparation and assessment hours.
- (2) Other activities (ANSC-7029 form).
- (a) Travel time to and from deployment.
  - (b) Travel time to and from other interpreter assistance missions.
  - (c) Travel time for medical check-up, vaccinations, and immunizations.
  - (d) Preparation time for interpreter missions.
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**B.11. Auxiliary  
Team  
Coordination  
Training (TCT)  
Facilitators**

Auxiliarists may train and qualify as TCT Facilitators in order to deliver TCT to fellow Auxiliarists as well as Coast Guard active duty, Reserve, and civilian personnel. The overall administration, coordination, support, and management of Auxiliarists who are TCT Facilitators, as is true for their active duty and Reserve counterparts, are the responsibility of the District TCT Coordinator. Auxiliary regions may establish their own TCT organizations to assist the District TCT Coordinator to carry out these functions. The Director, in concert with the regional TCT organization, should periodically review with the District TCT Coordinator the needs for Auxiliarists to serve as TCT Facilitators as well as overall program effectiveness.

In order to qualify as a TCT Facilitator, an Auxiliarist must successfully complete the following:

- a. The TCT correspondence course.
- b. The Coast Guard Instructor Development resident school.
- c. Qualification as coxswain or crewman in the Auxiliary boat crew program, or in any pilot position or air crew member in the Auxiliary aviation program.

Positive recommendation of the regional Qualification Examiner Coordinator (QEC) and the Director if involved in the boat crew program, or the District Flight Safety Officer (DFSOF) and the Director if involved in the aviation program.

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**B.12. Auxiliary Administrative Procedures Course (APC)**

The APC was designed to provide Auxiliarists with a better understanding of administrative procedures required at the flotilla level. Texts for this course are this Manual and the Auxiliary Flotilla Procedures Manual, COMDTINST M16791.5 (series). The course is designed to educate Auxiliarists on flotilla administration. Preparation for the administrative procedures tests can be self-study, however, MT officers are encouraged to offer Auxiliarists a formal, classroom course. Successful completion of an APC test is a prerequisite for any elected office. The test is open-book, with a three-hour time limit and a 90 percent passing score.

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**B.13. Auxiliary Leadership Courses**

A leadership training continuum is designed and available for Auxiliarists to develop and improve their ability to administer, manage, and execute programs, personnel, and resources. The continuum begins with the Flotilla Leadership Course (FLC). It is designed to provide FCs and VFCs with a comprehensive leadership framework as well as resources and concepts to successfully manage their flotillas. The course can be performed in a classroom setting or it can be taken online through the Auxiliary Training Directorate web site ([www.cgaux.org/training/FlotillaCommander.html](http://www.cgaux.org/training/FlotillaCommander.html)). The continuum then continues with Auxiliary leadership courses that can be attended through resident or exportable “C” schools.

“C” schools are designed to offer focused training experiences. Their schedules are issued and maintained each fiscal year by the Chief Director. There are three principal Auxiliary leadership “C” schools. The Auxiliary Leadership and Management (AUXLAM) school is designed for Flotilla-level leadership development, and it can be either exported to local areas (i.e., road shows) or attended as a resident “C” school at a designated Coast Guard training facility. The Auxiliary Mid-Level Officer Course (AMLOC) is designed for leadership development mainly at Division and certain national staff levels, and it can also be exported as well as attended as a resident “C” school. The Auxiliary Senior Officer Course (ASOC) is designed for leadership development at senior regional and national levels, and it is only offered biennially as a resident “C” school normally at the Coast Guard Academy.

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**B.14. In-Flotilla Training**

Most Auxiliarists attend several flotilla training sessions while becoming qualified as an IT or VE. Increasingly, more Auxiliarists are studying diligently to achieve AUXOP status through the completion of all designated specialty courses with associated closed book testing.

Flotillas are strongly encouraged to conduct annual workshops in the VSC, OPS, PE and other programs with materials provided by the National Staff. These workshops serve to sharpen skills, grow knowledge, and better prepare Auxiliarists to serve the public and Coast Guard in primary mission areas.

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