
Section E. Auxiliary Mandated Training

Introduction

The purpose of Mandated Training (MT) is to build awareness and enhance the knowledge, skills, abilities, and attitudes of the Coast Guard's workforce required to perform Coast Guard missions. MT is established only when explicitly required by an official mandate such as Presidential Directive, public law, Department of Homeland Security or Coast Guard policy requirements, or when MT is determined by the Force Readiness Command (FORCECOM) as the most efficient means of delivery for a valid training requirement. Responsibility for the management and administration of all MT resides under the singular authority of FORCECOM. The Chief Director shall administer MT for the Auxiliary on FORCECOM's behalf.

E.1. Auxiliary Mandated Training (MT) Design and Definitions

Auxiliary MT course information and online applications are normally available through the Coast Guard Learning Portal (<http://learning.uscg.mil>). A subsidiary Auxiliary Learning Management System (LMS), directly accessible from home computers as well as Coast Guard standard work stations, will also normally serve as the primary online system through which Auxiliarists can complete their MT requirements and have them recorded in AUXDATA. AUXDATA's Mandated Training competency will be composed of all Auxiliary MT courses, and will be assigned to all Auxiliarists. Their MT status will be reflected in the AUXDATA Training Management Report for ease of monitoring the status of each mandated training course that has been completed by any Auxiliarist.

Auxiliary units may conduct MT through methods other than online training (e.g., member training sessions). In such situations, the Auxiliary unit leader shall ensure that appropriate AUXDATA entries are made to recognize successful member completion. The Chief Director shall oversee development of alternative methods of MT delivery (e.g., CD/DVD).

Auxiliary LMS functionality shall be similar to that of the Coast Guard Learning Portal in that course completion certificates will only be available for printing upon first-time course completion. Subsequent completions of the same course will not yield a certificate. However, a summary report of personal course completions for any given individual will be available through the Auxiliary LMS. Auxiliary LMS Help Desk support provided through OSC Martinsburg should be contacted for resolution of any issues with the Auxiliary LMS.

The Auxiliary LMS allows Auxiliarists to use it from their personal computers without any special access card or tool. However, in order for it to properly synch with AUXDATA and feed the right information to the right Auxiliarist's record, each Auxiliarist who uses the Auxiliary LMS must have their own unique e-mail address. That unique e-mail address must be recorded as the primary e-mail address in their AUXDATA profile in order to serve as the Auxiliarist's username for Auxiliary LMS login purposes. Auxiliarists must ensure that they do not have any e-mail addresses in AUXDATA that are the same as those of any family members or friends who also happen to be Auxiliarists. Without a unique individual e-mail address, an Auxiliarist will be prevented from having the Auxiliary LMS directly load their training results into AUXDATA.

**E.2. Auxiliary
MT
Requirements**

Auxiliarists must successfully complete the following MT during their first year of enrollment and then once every five years thereafter:

- a. Suicide Prevention
- b. Security Education and Training Awareness (SETA)
- c. Privacy Awareness
- d. Prevention of Sexual Harassment (POSH)
- e. Sexual Assault Prevention
- f. Civil Rights Awareness

Auxiliarists must successfully complete the following MT only once (new members shall complete them during their first year of enrollment):

- a. Ethics Training
- b. Influenza Training

Subsequent to Auxiliary LMS establishment, enrolled Auxiliarists will have until 31 December 2016 to complete all eight of the MT courses listed above. As each of the first six courses listed above, (a)-(f), is completed, its own five-year cycle will start. Each cycle will extend to 31 December of the fifth year regardless of the date the course was completed during the year, and so on. For example, if an Auxiliarist completes the Civil Rights Awareness course on 15 November 2012, then they will have to complete it again by 31 December 2017.

New enrollees must complete all eight of the MT courses listed above within their first year of enrollment. By definition for this purpose, the first year of enrollment will extend to 31 December of the year following their Base Enrollment Date. For example, if a new enrollee has a Base Enrollment Date of 15 November 2011, then that individual will have until 31 December 2012 to complete all mandated training. The subsequent five-year cycle for each of the first six courses listed above will start after each respective course completion, as described above for enrolled Auxiliarists.

Auxiliarists with certain types of access (e.g., security clearance; standard work station account) shall comply with any other associated Coast Guard MT requirements established by FORCECOM (e.g., annual Information Systems Security (ISS) training for those with standard work station accounts).
