

USCG Auxiliary First Southern District Qualification Team Guide



District Qualifications Team

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- ◆ **ICS:** Rudy Bier, wrbier@optonline.net
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- ◆ **Program Visitor (PV/MDV):** Lillian Haines, norddorf@comcast.net
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- ◆ **Radio Facility, Radio Watchstander and TCO:** John Garmendi, gar3j@earthlink.net
- ◆ **Vessel Examiner:** Rudy Bier, wrbier@optonline.net
- ◆ **CFV / UPV:** Rudy Bier, wrbier@optonline.net
- ◆ **CPR/EMT/First Aid/Respond/Paramedic & Aid Verifier:** Pat Ermilio, uscga1013@aol.com

Any certifications not listed above, please contact DQO Doug Janelle.

Please note that the DQ Team does NOT work out of the DIRAUX office, so please do not try to contact them there. Submitting paperwork to the wrong responsible person will cause paperwork to either get delayed or lost.

Program Procedure Instructions

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Prepared by the 014 District Qualification Team
Revised April 15, 2024

Auxiliary Core Training and Basic Qualification Course II

In order for new members to have their status upgraded from Approval Pending (AP) to Initially Qualified (IQ) or Basically Qualified (BQ) they must complete Core Training, this includes both AUXCT (6 modules) and BQC II (7 modules).

Once all of the Core Training modules appear in Auxdata II, the Flotilla Commander or Flotilla Mentor emails the District Qualification Officer, advising that the training has been completed and requesting certification be entered in AUXDATA.

Vessel Examinations Qualification Procedures

REF: First CG District South Region Procedures Guide 18June2012 Edition

The process for certification or recertification as a VE is outlined below. See REF pages 18 & 19 for more details. PLEASE NOTE THE CLARIFICATIONS IN THE SUPERVISED VSC REQUIREMENTS FOR BOTH INITIAL AND REYR CERTIFICATIONS.

Vessel Examiner Initial Qualification

The Flotilla Commander must make a request for a member be initially certified as Vessel Examiner. The following procedures must be followed:

- The member must be BQ or AUXOP.
- All prerequisite training courses MUST be completed and in Auxdata II before any supervised VSC's can be done.
- The member must be current in all the Auxiliary Core Training Courses including all seven BQC II modules, if enrolled after February 1, 2018. This information must appear in the AuxData II Competency Record for the member.
- Member must have successfully passed the VE Course Exam. If not the online NTC exam, a copy of the graded exam with the name and flotilla number of the exam proctor and date. If the paper exam has not been entered in AuxData II, contact this District Qualification Team before sending the request. This information must appear on the AuxData II Tasks Record for the member. The course completion date should be no older than five (5) years.
- Current mandatory VE Workshop (given locally or Self Attestation) plus Introduction to the Risk Management Course must be completed and appear on the member's AuxData II Tasks Record.
- Verify with your IS Officer that all the fore mentioned training tasks are listed in AuxData II for the member. Certification requests that do not meet this requirement will be rejected and the commander must resubmit the request.
- All prerequisite training courses should be completed before any supervised VSCs can be done.
- The five (5) supervised exams must appear on the member's activities record in AuxData II. THE SUPERVISED EXAMS MUST BE ON POWER OR SAIL BOATS REPORTED ON FORM 7012. The 7012a (VSC Paddle Craft) examinations CANNOT be used for this purpose. The trainee must conduct the VSCs as per the Vessel Examiner Manual. (One trainee per Form 7038)
- We cannot accept copies of 7038 forms, we are required to locate and verify the information entry in AuxData II.
- Once the first five (5) VSCs are completed, no additional VSCs should be done until the Competency is entered in AuxData II.

Once you have all of the information and have verified it is all entered in AuxData_II, state that you have reviewed the information required above, that the applicant is in compliance and you are requesting their certification. Provide the Member Name, EMPLID number, Division/Flotilla, and date(s) of supervised inspection mission(s).

Please Email the required information to Walter "Rudy" Bier at wrbier@optonline.net

I will make the necessary entries to record the Certification and forward a copy to the Flotilla Commander who sent the request. I will then forward the information to DIRAUX and request issuance of the VE ribbon and certificate which will be forwarded to the member via the proper chain of leadership and management.

Revised 02.14.24

Vessel Examiner REYR Recertification:

Please check the following with your IS Officer.

- Member must be less than 5 years in REYR.
Note: Failure to perform the annual currency procedures for five (5) consecutive years will result in loss of qualification. The member will then be required to meet the initial qualification criteria in order to regain qualification.
- The member must be current in all the Auxiliary Core Training Courses including all seven BQC II modules, if enrolled after February 1, 2018.
- Current mandatory VE Workshop (given locally or Self-Attestation) plus Introduction to Risk Management Course must be completed and appear in the AuxData II Tasks Record.
- All prerequisite training courses MUST be completed and in AuxData II before any supervised VSC's can be done.
- Member must complete two (2) Vessel Exams as a trainee under the supervision of a qualified VE. This MUST be entered in AuxData II. THE SUPERVISED EXAMS MUST BE ON POWER OR SAILBOATS REPORTED ON FORM 7012. The 7012a (VSC Paddle Craft) examinations CANNOT be used for this purpose.
- The trainee must conduct the VSCs as per the Vessel Examiner Manual. (One trainee per Form 7038).

Once all the above requirements have been entered into AuxData II, the FC or if the FC so designates the VFC or FSO-IS, submit the request for certification via email.

- Request must include Member Name, Member ID, Division/Flotilla and Date of Supervised VE Exams.
- Please have the members in REYR do their supervised inspections early in the year, get the information entered in to AuxData II and then send your requests to me.
- Regular VE missions cannot be performed until their certification is reset.
- The member must then do the number of regular VE exams required for Currency Maintenance in ADDITION to the two (2) supervised exams. If the required number of exams are not entered, then the member will go right back into REYR status at the end of the year.

Please remember that ALL VE MISSIONS MUST BE ENTERED IN AuxData II BY 31DEC of each year. There are no extensions. Completed 7038 forms with dates prior to 31Dec that are not in AuxData II, etc., DO NOT COUNT.

If you have any questions, please feel free to contact: Walter "Rudy" Bier at wrbier@optonline.net

Revised 02.14.24

Program Visitor (MDV) Qualification Procedures

The process for certification or recertification as a Program Visitor (MDV) is outlined below.

This directive is to certify/recertify Program Visitor (MDV). Below is the process for submission of paperwork. Please submit in a timely manner.

If you are requesting a member to be initially certified as PV, the following criteria must be met:

- The member must be BQ or AUXOP.
- The member must have completed all the Auxiliary Core Training Courses. This information must appear on the AuxData Training Record report for the member.
- They must have successfully passed the PV/MDV Exam – date of exam included.
- The date of the training missions must be entered into AuxData and the entry date by the IS Officer **MUST** be sent to the District Qualification Team.

MDV Initial Qualification

Send an Email with the information below to Lillian Haines at norddorf@comcast.net

- Member full name
- Member ID Number
- Member Division / Flotilla
- Date of Exam (exam must have been entered into AuxData by NTC)
- Date of training missions, verified entered into AuxData
- Training missions completed with – Member Name and Flotilla

REYR:

Please check the following with your IS Officer:

- Member must be less than five (5) years in REYR.
- The member must have completed all the Auxiliary Core Training Courses. This information must appear on the AuxData Training Record report for the member.
- Member must have completed two (2) self-supervised or supervised visits that have been entered into AuxData.

REYR - Send an Email with information below to Lillian Haines at norddorf@comcast.net

- Please recertify said member as a PV
- Member Name
- Member ID
- Division/Flotilla
- Date of PV Activity as trainee verified as entered into AuxData

Revised 08.30.21

AUX-CA Qualification Procedures

Auxiliarists who cook at Coast Guard stations, cutters, or VIP events are required to become AUX-CA certified.

The AUX-CA designation demonstrates to the Coast Guard Culinary Specialists (CS) that the Auxiliary member has the training and experience necessary to comply with Coast Guard policies and procedures.

Three Parts AUX-CA training:

- Classroom training of approximately 18-20 hours.
- Approximately 8 hours of “Hands-on” training - a meal is planned, prepared, and served.
- Completion of Performance Qualifications (PQS) checklist (current version)
 - to be completed within 1 year of the AUX-CA class;
 - all items signed off by an AUX-CA mentor or Unit Culinary Specialist;
 - certification that HEP-A series of shots has begun plus a medical screening;
 - completion of Introduction to Risk Management

Certification

- AUX-CA is a competency in AuxData II
- Member must be BQ or AX (may be IQ with waiver authorized by DSO-CA)
- The member must have completed all the Auxiliary Core Training Courses and appear as “CERTIFIED” in AuxData II
- When an AUX-CA candidate completes the training, PQS, Risk Management and annual AUXCA-Sanitation course, the member may be entered into AuxData II as AUX-CA "Qualified"
- The DSO-CA or ADSO-CA certifies to the District DIRAUX DQT that the member meets the requirements and can be entered into AuxData II
- Submission for certification is sent to the DQT via the DSO-CA or one of the ADSO-CAs:
 - Forms may be sent electronically via email attachment
 - Submission consists of a Completed/Signed and dated PQS form

On-going Training

AUX-CA members will be required to take:

- The Annual Risk Management/TCT Workshop** class as they may be augmenting at a Coast Guard Unit.
- An Annual Sanitation Workshop online.

The current DQT representative is: Doug Janelle at dougjanelle@comcast.net

Submissions are only accepted via the AUX-CA chain and not directly from the FC

Revised 12.02.21

AUXOP Member Status Change Procedures

REF: First CG District South Region Procedures Guide 18June2012 Edition

The procedure for AUXOP Member Status upgrade is outlined below. See REF pages 8-10 for requirements AUXOP member status and page 85 for the Member Status Upgrade information.

These Instructions will only deal with the process for the AUXOP Member Status upgrade request and not with the requirements for obtaining AUXOP Status.

Within AUXDATA II, there is a TASKS section. This is reached from the member's main page then under RELATED. This section will list all the tasks completed by the member. The DQT will verify that the eligible AUXOP courses are on this list. The AUXOP required courses may be found on the Operational Auxiliarist Program website.

<http://wow.uscgaux.info/content.php?unit=T-DEPT&category=auxop-courses>

The member should submit a request to their flotilla commander with a list of the courses taken. If there are missing postings etc. that must be dealt with by the MT or IS personnel.

The Flotilla Commander then forwards the members request to the District Qualification Team for the member's AUXOP status upgrade. When the required credits are listed in AUXDATA II the DQT will then make the necessary entry in AUXDATA II changing the member's status and forward the information to DIRAUX office requesting that the AUXOP device and certificate be issued and forwarded to the member via the Chain of Leadership and Management.

A simple email from the flotilla commander with the members name, member number and flotilla is all that is required. It is also helpful to have the members name in the subject line.

If you have any questions on this, please email Walter "Rudy" Bier at wrbier@optonline.net

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Incident Command System (ICS) Certification

1. Email pdf of introductory level course certificates (ICS 100,200,700 and 800) to Rudy Bier [wrwier@optonline.net](mailto:wrbier@optonline.net) Please Include the member number and flotilla number in the email. If submitting on behalf of a member, please copy the member on the email so that entry confirmation may be sent to that member.
2. Requests for certificate validation and entry into AuxData may be made by the student member, anyone in the chain of leadership, or the instructor of the course. Please send certificates as they are completed. Do not batch certificates.
3. When AuxData entry is complete, a verification reply will be sent to the sender of the email indicating that the entry has been made, and that the certification shows properly in the member's training record.
4. AuxData currently captures: IS/ICS-100, IS/ICS-200, CG—ICS-210, ICS 240, ICS 241, ICS 242, ICS 244, (ICS-248 and ICS 250 though listed have no corresponding courses), ICS-300, ICS-305, ICS-310, ICS-320, ICS-339, ICS-341, ICS-346, ICS-347, ICS-348, ICS-351, ICS-358, ICS-400, ICS-408, ICS-410, ICS-430, ICS-440, ICS-450, ICS-620, IS/ICS-700, ICS-702 and IS/ICS-800. There are ICS PQSs for 346, 347, 348,351,430 and 440 available for entry; please email in advance of submitting completed PQS for further direction. IS courses IS-005a, IS-120a, IS-130, IS-139, IS-250 (notice not the same as ICS 250) and IS-702 are also captured by AuxData.
5. Please avoid phone calls when making queries about courses or the status of entries. Email is best. Unless we are sitting in front of the computer, we probably can't answer the question.

Conflicts regarding ICS certification for non-Coast Guard courses are resolved in consultation with ICS Training Coordinator, TRACEN Yorktown.

Revised 04.15.24

Initial Boat Crewmember Qualification Procedures

The process for Certification is outlined below.

This directive is to Certify Boat Crewmembers. Below is the process for submission of paperwork.

For a member to Initially Certified as BOAT CREWMEMBER, the following guidelines must be followed:

- The Member must be BQ or AUXOP
- The Member must have CORE TRAINING COMPLETED and recorded in AuxData
- The Member must have completed ICS 100 and 700 and recorded in AuxData
- The Member must have INTRODUCTION TO RISK MANAGEMENT Course and recorded in AuxData
- The member must have the Annual Risk Management/TCT Workshop and recorded in AuxData
- The member must have OPS W/S when required
- The member must have a minimum of 16 TRAINEE hours recorded in AuxData
- The member has 2 years to complete the Certification process

The QE must submit for the Member - APPENDIX B - pages B-1 - B-5 / BCM - 08-03 - DOCKSIDE ORAL / BCM - 08-04 UNDERWAY CHECK RIDE and APPENDIX CHARLIE via the AREA QEC.

Revised 08.30.21

Initial Boat Coxswain Qualification Procedures

The process for Certification is outlined below.

This directive is to Certify COXSWAINS. Below is the process for submission of paperwork.

For a member to Initially Certify as COXSWAIN, the following guidelines must be followed:

- The Member must be in good standing as CREWMEMBER
- The Member must have completed NAV 70
- The Member must have completed ICS 100/200/210/700/800 and recorded in AuxData
- The Member must have IRM and the Annual Risk Management/TCT Workshop
- The Member must have copy of OPS POLICY EXAM LETTER
- The Member must have OPS W/S when required
- The Member must have a minimum of 25 hours as Crewmember

The QE must submit for the Member APPENDIX B - pages B-1 - B-6/ TASK - COX - 09-05 - DOCKSIDE ORAL AND WRITTEN EXAMINATION / TASK COX - 09-06 - UNDERWAY CHECKRIDE and APPENDIX CHARLIE via the AREA QEC.

Revised 08.30.21

Initial Personal Watercraft Operator Qualification Procedures

The process for Certification is outlined below.

This directive is to Certify PERSONAL WATERCRAFT OPERATORS. Below is the process for submission of paperwork.

For a member to Initially Certify as PERSONAL WATERCRAFT OPERATOR, the following guidelines must be follows:

- The Member must be BQ or AUXOP
- The Member must have CORE TRAINING COMPLETED and recorded in AuxData
- The Member must have completed ICS 100/200/210/700/800 and recorded in AuxData
- The Member must have NAV 70
- The Member must have INTRODUCTION TO RISK MANAGEMENT and recorded in AuxData
- The Member must have the Annual Risk Management/TCT Workshop and recorded in AuxData
- The Member must have OPS POLICAY EXAM LETTER
- The Member must have OPS W/S when required

The QE (must be PWO Certified) must submit for the Member - APPENDIX B - pages 2-5 / TASK PWC - 08-05 - DOCKSIDE ORAL EXAMINATION / TASK PWC - 08-06 - UNDERWAY CHECK RIDE and APPENDIX CHARLIE via the AREA QEC.

Revised 08.30.21

Boat Crew/Coxswain/PWO REYR:

Getting out of REYR is never automatic.

Procedure for getting out of REYR:

- Member must be less than 5 years in REYR or you must start from the beginning.
- The member must have completed all the Auxiliary Core Training Courses. This information must appear on the AuxData Training Record report for the member.
- Member must have completed the Introduction to Risk Management Online Course.
- Delinquent in hours:** You are required to put in 12 hours as a trainee
- Exceptions:** If you submit evidence that you completed hours the year prior, we will consider deducting that from the 12 trainee hours
- QE Approval:** If this has expired, after you put in the 12 hrs. as a trainee, you can request a QE for a check ride
- 2 hour Risk Management & Gar 2.0:** Must also be current
- Nav Rules 95 must be current if you are a coxswain. Please note: Nav Rules 95 expires exactly 5 years from the time you passed the exam

After your IS Officer has confirmed that all required items have been met, please send an email stating:

“Member Name” “Member ID” “Flotilla #” from Crew/Coxswain REYR; Include Facility ID, Date, how they reached the 12 hours

Must be sent from Flotilla Commander or Designated Person in Flotilla

Please include all accompanying documents

Please email request to Lynn Enny at lynn.b.enny@cgauxnet.us

Coxswain dropping down to crew:

If you are in REYR as a Coxswain and wish to remain crew qualified, you must make a QE request to be downgraded to crew and perform a crew check ride.

Revised 01.26.23

Third Year Currency:

3rd Year Currency cannot be entered into AuxData until all requirements are met:

- Completion of 12 hours as lead or non-lead
- Nav Rules 95 if expiring in the current year
- 2 hour Risk Management and Gar 2.0 required in the current year
- The member must have completed all the Auxiliary Core Training Courses. This information must appear on the AuxData Training Record report for the member.
- Member must have completed the Introduction to Risk Management Online Course.

All items on Training Status Individual Report should be in green, except the QE Approval Line.

After your IS Officer has confirmed that all required items have been met, please send an email stating:

**“Member Name” “Member ID” “Flotilla #” from Crew/Coxswain
REYR; Include Facility ID, Date, how they reached the 12 hours**

Must be sent from Flotilla Commander or Designated Person in Flotilla.

Please include all accompanying documents and email to Lynn Enny at lynn.b.enny@cgauxnet.us

Revised 01.26.23

Instructor Qualification Procedures

If you are requesting a member to be initially certified as Instructor, the following procedure must be followed:

- The member must be BQ, AUXOP or AX2, and have successfully completed the Instructor exam.
- The member must be current in all the Auxiliary Core Training Courses including all seven BQC II modules if enrolled after February 1, 2018. This information must appear in the AuxData II Competency Record for the member.
- Member must have completed the Introduction to Risk Management Online Course
- A certified Instructor Mentor must fill out an original Appendix F. It must be signed by Flotilla Commander and dated, and must be submitted
- Member must be current with an IT workshop (if required).

To avoid having paperwork returned please verify with your IS Officer that the following exists in AuxData:

- Completion of IT exam
- Completion of all the Auxiliary Core Training Courses.
- Completion of the Introduction to Risk Management Online Course.
- Member listed on mission detail report, as completing the tasks listed under III & IV of the Appendix F. (Appendix F dates must match AuxData/DATES.)
- *MEMBER MUST BE LISTED AS A TRAINEE.

If the hours on Appendix F are member training, with multi trainees, we require the exact details as to the role the trainee performed

Please make an electronic copy of the Appendix F and forward to Ken Gainer at Kpgainer@msn.com

CURRENCY: Instructors must perform at least 2 hours as lead or 4 hours as non-lead, each calendar year.

REYR:

Please check the following with your IS Officer:

- Member must be less than 5 years in REYR
- Completions of all the Auxiliary Core Training Courses
- Member must have completed the Introduction to Risk Management Online Course
- Member must be current with an IT seminar (if required)
- Member must have completed 2 hours this year as a trainee under the supervision of a qualified IT

If the training tasks are completed in a Flotilla other than your own, identify the Training Flotilla below.

If all are complete, please forward an email stating:

Please recertify said member as an Instructor.

Member Name:

Member ID:

Division/Flotilla:

Training Flotilla:

Date of PE Activity:

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RADIO FACILITY (RADFAC) INSPECTION AND OFFER OF USE CHECKLIST

NOTE: There is a new version of ANSC 7004 (03-20). This version must be used. Previous editions of this form are obsolete

The form may be downloaded at <http://forms.cgaux.org/archive/a7004.pdf>
Form 1SR-6 is obsolete and no longer required.

FOLLOW THE 7004 INSTRUCTIONS TO THE LETTER. ANY DEVIATION MAY RESULT IN REJECTION OF THE SUBMISSION.

The following items are prerequisites the RADFAC owner must satisfy.

- BQ/AX/AX2 Status in AuxData
- The member must have completed all the Auxiliary Core Training Courses. This information must appear on the AuxData Training Record report for the member.
- Member must have completed the Introduction to Risk Management Online Course.
- TCO or AUXCOM prior to 01AUG08
- ICS 100
- ICS 700
- Inspector must be a qualified Communications Staff Officer (FSO-CM or SO-CM who is TCO or AUXCOM qualified prior to 01AUG08)
- Ensure Owner Statement (7004 Section IV) is signed and dated concurrently with or after the inspector's endorsement.
- Scan the form to produce a pdf file. JPG or JPEG formats are not acceptable.
- Attach the pdf to an email addressed to Val Ramsberger, ADSO-CM, D1SR, at valerie.w.ramsberger@coastguardaux.us

Below are listed the most common reasons that submissions are rejected:

- Inspector must be a qualified TCO Communications Staff Officer.
- Facility inspection date is required in Section I of 7004 form.
- Check the circle in Section I, Line 11 if applicable.
- Specified radio is not Part 90 compliant (output power and narrow band FM).
- A single radio cannot be used in both a boat and a land facility. Remove all references to a boat.
- Latitude/Longitude is required on all facilities.
- For mobile radios, use Latitude/Longitude of home address.

Revised 08.30.21

AUXNET

AUXNET frequencies are now classified as SENSITIVE and so members should not be listing them on the new 7004 form. The existence of the proper AUXNET channels being in an inspected radio is confirmed by the inspector checking the box “District code plug version installed (VHF radios only)” in Section III. Note that the code plug version ____ number, currently version 3.3, must be inserted in the blank space.

The Inspector’s checklist is at:

<https://wow.uscgaux.info/content.php?unit=014&category=cm>

The Communications Manual is at:

<http://wow.uscgaux.info/content.php?unit=R-DEPT&category=telecomms-documents-1>

It has complete instructions and graphics detailing the Offer for Use and Inspection process.

Revised 11.14.21

TELECOMMUNICATIONS OPERATOR CERTIFICATION (TCO) PROCEDURE

If you are requesting a member to be initially certified as TCO, the following procedure must be followed:

- BQ/AX/AX2 Status in AuxData
- Risk Management up-to-date
- MENTOR must be either certified TCO or AUXCOM qualified prior to 01AUG08
- To avoid having paperwork returned; please ensure that the mentor's name is legible.
- Use the standard PQS for
 - Auxiliary Telecommunications Qualification Standard
 - Auxiliary Telecommunications Operator Specialty
- DO NOT** use the mentor version of the PQS.
- Scan only completed pages 33, 34 and 35 of the PQS to produce a pdf file.
- Attach the pdf to an email addressed to: Val Ramsberger, ADSO-CM ADM, D1SR at valerie.w.ramsberger@coastguardaux.us

COMMUNICATIONS WATCHSTANDER – CERTIFICATION

If you are requesting a member to be certified as a USCG Station Communications Watchstander, the following procedure must be followed:

- USCG station Communications Watchstander authorization letter signed by the CO/OIC
- BQ/AX/AX2 Status in AuxData
- Member must have ICS 100 and 700
- Risk Management up-to-date
- Scan the authorization letter to produce a pdf file."
- Attach the pdf to an email addressed to: Val Ramsberger, ADSO-CM ADM, D1SR at valerie.w.ramsberger@coastguardaux.us

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