



24 JAN 2025

FM: CHDIRAUX

TO: ALAUX

ALAUX 005/25

Subj: 2025 NATIONAL WORKSHOPS

Ref: (a) Auxiliary Manual, COMDTINST M16790.1 (series)

1. **National Operations Workshops.** The Surface and Telecommunications Workshops are required for 2025. The Air Operations Workshop is a mandatory task included as part of the Air Station Safety Workshop. Similar to 2024, the National Operations Workshops (Surface/Air/ Telecommunications) may be completed via webinar. The workshop training material(s) must be delivered by an Auxiliarist qualified in the respective operations program provided they are either a certified instructor or are under the supervision of a certified instructor. Instructors may use any webinar delivery platform that is available in their region. Instructors are encouraged to work with their Chain of Leadership and Management (COLM) to determine the proper delivery platform. Self-Attestation is NOT permitted for any of these National Operations Workshops. The workshops will relay significant, needed information, and will take longer than one to two hours to complete so please plan accordingly. Details for the 2025 National Operations Workshops are listed below:

- a. Surface Operations Workshop. This workshop is required for all boat crew coxswains, boat crew members, personal watercraft operators, paddle craft operators, associated Qualification Examiners (QE), and those currently training for any of these competencies, including members in Required Yearly Not Met (REYR) status who intend to regain their certification.
- b. Air Operations Workshop. The Air Operations Workshop is a required element of the annual Air Station Safety Workshop and must be completed by 31 Dec 2025. It is required for all pilots, air crew, air observers, Instructor Pilot/Flight Examiners (IP/FE), and those currently training for any of these competencies, including members in REYR status who intend to regain their certification.
- c. Telecommunications Workshop. This workshop is required for all operators and owners of Auxiliary radio facilities. It is strongly recommended for those currently holding Telecommunications Operator (TCO), in training for TCO qualification, and using AUXCOM as their “grandfathered” qualification for radio operation. This does not apply to the operation of radios on aircraft or vessels which are covered by crew certification.

d. The 2025 National Operations Workshop presentations (Air, Surface, and Telecommunications) are located at the following link: <https://wow.uscgaux.info/content.php?unit=R-DEPT&category=operations-workshops-1>.

e. Instructors of these workshops must submit a Workshop Mission and Attendance Report (ANSC-7039) to their IS officer for entry into AUXDATA II.

2. National Vessel Examiner, Program Visitor, and Instructor Workshops. The Vessel Examiner (VE) and Program Visitor (PV) Workshops are recommended for 2025. The Instructor (IT) Workshop is strongly encouraged. These workshops are intended to be viewed by members and completion logged via a self-attestation form as described below.

a. VE Workshop. This workshop is recommended for all certified Vessel Examiners, and those currently training to become Vessel Examiners. The VE Workshop presentations are located at the National V-Directorate website (in the Member Zone) at: <https://wow.uscgaux.info/content.php?unit=V-DEPT&category=member-training>.

b. PV Workshop. This workshop is recommended for all certified Program Visitors, and those currently training to become Program Visitors. The PV Workshop presentations are located at the National V-Directorate website (in the Member Zone) at: <https://wow.uscgaux.info/content.php?unit=V-DEPT&category=member-training>.

c. IT Workshop. This workshop is strongly encouraged for all certified Instructors and those currently training to become Instructors, including members in Required Yearly Not Met (REYR) status who intend to regain their certification. The IT Workshop presentation is located in the "What's New!" Page at: wow.uscgaux.info/content.php?unit=E-DEPT&category=WHATSNEW.

d. Members who individually view the VE, PV, or IT Workshops in their entirety must submit a Workshop Attestation Form to their Flotilla Staff Officer-Information Services (FSO-IS) for entry into AUXDATA II (this form is located in the same location as the VE, PV, and IT Workshop presentations listed above). In order to make data entry easier, IS officers may collect forms for all their members required to complete these workshops and make one entry into AUXDATA II using the last day of the month of the Activity/Task Completion date. Note: When adding the VE Workshop task to Activity Logs in AUXDATA II use the task named "Vessel Examinations Workshop" in the Workshops task category list. Similarly, when adding the IT Workshop to the Activity Logs in AUXDATA II, use the task named "Instructor Workshop" in the Workshops task list.

e. If the workshop is facilitated by an instructor in a webinar or group setting, the instructor must submit a Workshop Mission and Attendance Report (ANSC-7039) to their IS officer for entry into AUXDATA II.

3. National Culinary Assistance Specialists Exam and Sanitation Workshop. The AUX FS_SAN exam is required for all Auxiliary Culinary Assistance Specialists 1 and 2 (AUXCA-1/2) and those currently training for these competencies, including members in

REYR status who intend to regain their certification. The AUX FS_SAN exam is available through the following website: <https://ntc2.cgaux.org/NTC/membersHome.php>. After passing the required exam on the National Testing Center, course completion will be logged into AUXDATA II via the National Testing Center course results upload. There is no need to create separate activity logs for completion of this course in AUXDATA II.

The 2025 Sanitation workshop is recommended for all Auxiliary Culinary Assistance Specialists 1 and 2 (AUXCA-1/2) and those currently training for these competencies, including members in REYR status who intend to regain their certification. The 2025 Sanitation Workshop will soon be available through the Human Resources Directorate Training Catalog on the Auxiliary Online Classroom/Moodle: <https://classroom2.cgaux.org/moodle/>. There is no need to create separate activity log for completion of this workshop in AUXDATA II.

4. Per chapter 8.B.1.g of reference (a), all required workshops must be completed no later than 30 June 2024. If not completed by that date, members required to complete those workshops will have their affected competencies placed in Required Workshop Not Met (REWK) status. If the required workshop is not completed by 31 December 2025, the affected competencies will be placed in REYR status.

5. Questions should be directed to the appropriate COLM.

6. Internet release is authorized.