Qualifications for New Members

BASIC REQUIREMENTS

Courses: There are 10 mandated courses with 8 courses discussed here** as given in the table below with their course codes and numbers. These can be done mostly online, by yourself, at your own pace. Your FSO-IS can assist you with technical issues.

1.

Course Code	Course Name	Frequency
502379	Workforce Resilience Training	Every 5 years
810030	Security Fundamentals	Every 5 years
810015	Privacy at DHS / Protecting Personal Information	Every 5 years
810000	Sexual Harassment Prevention	Every 5 years
502319	Civil Rights Awareness	Every 5 years
502306	Ethics 1 / Personal Gifts	1 time only
BQ II **	Basic Qualification Course II	1 time only
ICS-100.b	Intro to the Incident Command System	1 time only
IS-700.a	Intro to National Incident Management System	1 time only

2.

Note: IS 100.b and IS 700.a are on the FEMA website here: http://training.fema.gov/is/nims.aspx

** Core Training BQ II applies to Auxiliarists enrolled after February 1, 2018, and must be completed in the online Auxiliary Classroom (http://classroom2.cgaux.org/moodle/).

Finally, in the days ahead, read the New Member Reference Guide , 90 pages of useful information.

The sooner you complete your basic requirements and familiarization courses, the sooner you can begin your training in your area(s) of interest.

There are four ways of completing the above training:

- Online using AUXLMS (automatic AUXDATA entry)
- Offline using Voice over PPT videos (Self Certification for AUXDATA entry)
- Offline using PDF with annotated PPTs (Self Certification for AUXDATA entry)
- Classroom Training (7039 form filled in by instructor used for AUXDATA entry)

QUALIFICATIONS for your area of interest, program or administration (See Programs page)

As a new member, you must first meet BASIC REQUIREMENTS. After that, you begin your course of study for your program of interest. (See PROGRAMS page for their brief description).

All members must complete PQS, Performance Qualification System, to qualify (QUALIFICATIONS) in their disciplines to be able to serve. Qualification requirements (PQS) vary by program so should explore the following as well as speak with your mentor and Flotilla Staff Officer for your area of interest.

All qualifications processes include:

Task Verification in PQS Notebook

Documentation Packet

Oral Board

Practical Test

Maintaining Currency

These qualifications (PQS) require reading, studying, class work and testing. DIVISION 6 currently supports eight qualifications for new members:

1. Boat Crew
2. Vessel Examiners (VE)
3. Public Education Aides and Instructors (PE)
4. Telecommunications Specialists
5. Public Affairs Specialists (PA)
6. Interpreters
7. Marine Dealers Program Visitors (MDPS)
8. Marine Safety and Environmental Protection Specialists (MSEPS)

REPORTING

By reporting your work, we can track your contribution as an Auxiliarist, recognize and reward you, and support the budgetary process of the USCG. All member training is recorded in forms AND all members must record their activities in forms. Therefore, one of the first things you will learn about before you learn about missions are forms. Your Flotilla IS Officer is responsible for assisting you with your forms reporting.

Form 7029 is your primary tool to report your work in addition to mission reports. Take a moment to familiarize yourself with the report. DOWNLOAD IT TO YOUR SMARTPHONE IF YOU HAVE NOT DONE SO ALREADY. At the end of each mission, meeting, training, etc. fill it in.

Hint: Almost no one likes to spend time filling out reports, so what most of us do is to get into the habit of reporting upon completion of our activity. Try it!

Hortensia E. Sampedro

Division 6 Member Training Staff Officer (SO-MT)