



District 7 Standard Operating Procedure

SOP Title: Proctor Request and Designation Process

Number: D7-SOP-AD-002

Reference: (a) Auxiliary Manual, COMDINST M16790.1 (*series*)
(b) Auxiliary Training Handbook – Boat Crew, ATH 16794.51 (*series*)

1. **PURPOSE.** This Standard Operating Procedure (SOP) establishes the standardized process within District Seven for requesting, appointing, and designating proctors for Coast Guard Auxiliary course examinations, including online and in-person formats. In accordance with guidance from the Chief Director of the Auxiliary, the authority to control and administer course examinations resides with the Director of Auxiliary (DIRAUX), who may authorize eligible personnel to serve as proctors.
2. **PROCTOR DESIGNATION.** In accordance with reference (a), a commissioned, warrant, or petty officer of the Coast Guard or Coast Guard Reserve, any Coast Guard civilian employee or any Auxiliarist designated as an AUXOP, specifically appointed by the Director, may proctor and process Operational Auxiliarist (AUXOP) specialty exams, including on-line exams. An Auxiliarist who has successfully completed a specialty course(s) but has not yet achieved AUXOP designation, and who has been specifically appointed by the Director, may proctor and process the exam for that course(s), including the on-line exam. In accordance with reference (b), the NAVRULES 70 exam is required to be proctored by a proctor designated by DIRAUX.

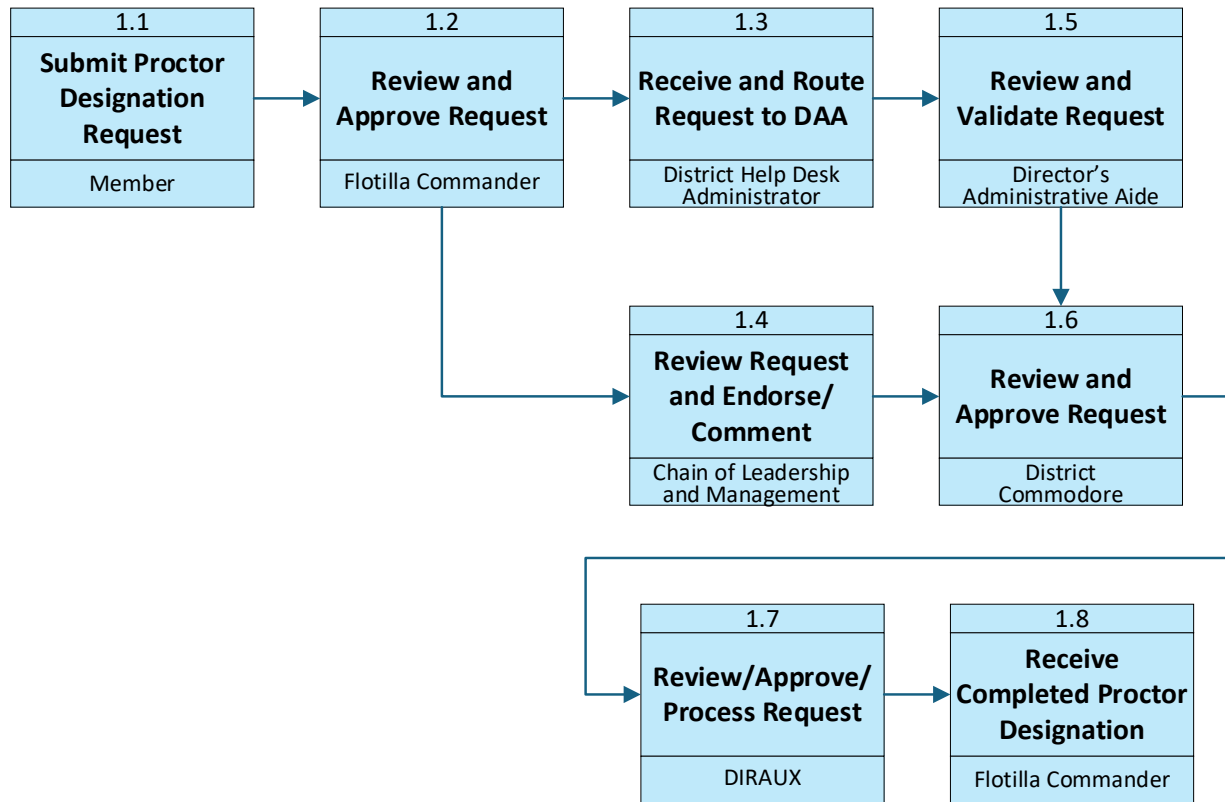
A proctor designated in accordance with the requirements of this section is authorized to administer Auxiliary examinations to any Auxiliarist in the district, regardless of their flotilla assignment.

3. **PROCESS OVERVIEW.** Auxiliarists requesting designation as a proctor and unit leaders within the Chain of Leadership and Management (COLM) responsible for processing proctor designation requests shall follow the process and routing guidance provided in this SOP.

All proctor designation requests will be submitted electronically and should include the AUXOP qualification status as well as the currency status of Auxiliary Core Training (AUXCT) and the annual uniform inspection for the proctor candidate.

The District 7 Help Desk shall serve as the primary routing and communications medium for proctor designation processing. Email may be used for ancillary communications related to comments/endorsements by those members in the COLM who do not have administrative access to the District 7 Help Desk.

4. PROCTOR DESIGNATION REQUEST PROCESS AND ROUTING. Origination, processing, and administration of proctor designation requests shall follow the process and routing outlined below.



5. PROCTOR DESIGNATION REQUEST METHODS AND PROCEDURES. Methods and procedures for each activity within the Proctor Designation Request Process are outlined below. These methods and procedures include the inputs, outputs, tools used, responsible position, and all steps to complete each activity.

A. Activity 1.1 – Submit Proctor Designation Request

- 1) Input: None
- 2) Output: Completed Proctor Designation Request
- 3) Tools: Email; Telephone
- 4) Responsible: Member
- 5) Procedure:
 - a. Ensure that all requirements are met to be designated as a proctor
 - i. Member should be designated as AUXOP.
 - ii. Member's not designated as AUXOP will be considered on a case by case basis and are restricted to proctoring only those specialty courses the member has successfully completed.

- b. Submit the proctor designation request to the Flotilla Commander.
- c. Track progress of the request.

B. Activity 1.2 – Review and Approve Proctor Designation Request

- 1) Input: Member Proctor Designation Request
- 2) Output: Endorsed Proctor Designation Request
- 3) Tools: Email; Telephone; District 7 Help Desk
- 4) Responsible: Flotilla Commander
- 5) Procedure:
 - a. Ensure that member meets all requirements to be designated as a proctor:
 - i. AUXOP qualified.
 - ii. Current in Auxiliary Core Training (AUXCT)
 - iii. Current Uniform Inspection
 - iv. Good moral character.
 - v. Note that proctor designations are limited to two per flotilla plus two proctors per division.
 - b. Use the District 7 Help Desk (<https://helpdesk.uscga-district-7.org/>) to submit the proctor designation request. Include all information in step (a) in the message box of the Help Desk ticket. Submit the ticket using the **Certification Submission - Other** category.
 - c. Verify the Help Desk ticket was properly received by confirming receipt of an acknowledgement email from the Help Desk.
 - d. Email the proctor designation request to the Chain of Leadership and Management (COLM) with a request for continued routing to the District Commodore.

Note: The parallel approach of submitting the request via the District 7 Help Desk and through the COLM via email allows tracking and processing of the request while soliciting inputs and endorsements from unit and district leaders.

C. Activity 1.3 – Receive and Route Help Desk Ticket

- 1) Input: Help Desk Ticket with Complete Proctor Designation Request
- 2) Output: Help Desk ticket with Complete Proctor Designation Request routed to the appropriate Director's Administrative Aide (DAA)
- 3) Tools: District 7 Help Desk
- 4) Responsible: District 7 Help Desk Administrator
- 5) Procedure:
 - a. Receive the Help Desk ticket with the completed proctor designation request.

- b. Verify request is valid and complete.
- c. Route the Help Desk ticket with the completed proctor designation request to the responsible Director's Administrative Aide.

D. Activity 1.4 – Review Request and Endorse/Comment

- 1) Input: Proctor Designation Request
- 2) Output: Proctor Designation Request Endorsement/Comments
- 3) Tools: Email
- 4) Responsible: District 7 Chain of Leadership and Management
- 5) Procedure:
 - a. Receive and review the completed proctor designation request.
 - b. Add endorsement or comments to request.
 - c. Route the next level in the Chain of Leadership and Management until it reaches the District Commodore.

E. Activity 1.5 – Review and Validate Request

- 1) Input: Help Desk Ticket with Completed Proctor Designation Request
- 2) Output: Validated Member Information; Verified Proctor Designation Request
- 3) Tools: District 7 Help Desk; AUXDATA
- 4) Responsible: Directors Administrative Aide (DAA)
- 5) Procedure:
 - a. Receive the Help Desk ticket with the completed proctor designation request.
 - b. Validate member information in AUXDATA.
 - i. AUXOP qualified
 - ii. Current in Core Training
 - iii. Current in Annual Uniform Inspection
 - c. Annotate Help Desk ticket to confirm validation of proctor requirements.
 - d. Route the Help Desk ticket with the verified proctor designation request to the District Commodore.

F. Activity 1.6 – Review and Approve Request

- 1) Input: Help Desk Ticket with Verified Proctor Designation Request; Email Comments/Endorsements
- 2) Output: Help Desk Ticket with Approved Proctor Designation Request
- 3) Tools: District 7 Help Desk; Email

- 4) Responsible: District 7 Commodore
- 5) Procedure:
 - a. Receive the Help Desk ticket with the verified proctor designation request.
 - b. Receive comments/endorsements from the COLM via email.
 - c. Review and approve/disapprove the request.
 - i. If request is not approved, route back to the Flotilla Commander for further processing.
 - d. Route the Help Desk ticket with the approved proctor designation request to DIRAUX.

G. Activity 1.7 – Review / Approve / Process Request

- 1) Input: Help Desk Ticket with Approved Proctor Designation Request
- 2) Output: Updated Proctor List in the National Testing Center
- 3) Tools: District 7 Help Desk; National Testing Center
- 4) Responsible: DIRAUX
- 5) Procedure:
 - a. Receive the Help Desk ticket with the approved proctor designation request.
 - b. Update National Testing Center (<https://ntc.cgaux.org>) to add the name of the new proctor.
 - c. Send email confirmation to the member's Flotilla Commander or designee indicated on the Help Desk ticket.
 - d. Mark Help Desk ticket as Complete, but do not close.

H. Activity 1.8 – Receive Completed Proctor Designation

- 1) Input: Email Confirmation of Proctor Designation
- 2) Output: None
- 3) Tools: Email
- 4) Responsible: Flotilla Commander/Designee
- 5) Procedure:
 - a. Receive the email confirming proctor designation.
 - b. Notify member of proctor designation.

6. REVIEW AND UPDATE. This SOP shall be reviewed annually by the District Commodore, in coordination with the District 7 DIRAUX, to ensure continued alignment with national Auxiliary policy, BSX directives, and Coast Guard examination protocols.