

D8CR Qualification Job Aid

COAST GUARD AUXILIARY EIGHTH DISTRICT COASTAL REGION



1 May 2025

I. TABLE OF CONTENTS

| Title | Page |
|--|------|
| Table of Contents | 1 |
| Section I: Introduction and Overview | 3 |
| Section II: Different Levels of Membership | 5 |
| Section III: Auxiliary Administrative Procedures Course (APC) | 11 |
| Section IV: Qualifications – Auxiliary Instructor (IT) | 12 |
| Section V: Instructions for Instructors | 14 |
| Section VI: Qualifications - RBS Program - Program Visitor | 15 |
| Section VII: Instructions for RBS-PVs to Maintain Certification or to Regain Certification if In REWK Or REYR | 16 |
| Section VIII: Qualifications - RBS Program - Vessel Examiner | 18 |
| Section IX: Instructions - RBS Program - Vessel Examiner | 20 |
| Section X: Qualifications - Boat Crew – Crewmember | 22 |
| Section XI: Qualifications – QE Check for Boat Crew-Crewmember | 23 |
| Section XII: Qualifications - Boat Crew – Coxswain | 24 |
| Section XIII: Qualifications - Boat Crew – Personal Watercraft Operator | 25 |
| Section XIV: Boat Crew and QE Resources | 26 |
| Watercraft Operator in Training | |
| Section XV: Qualifications Process - QE Guidelines | 27 |
| Section XVI: Qualifications – ATON Verifier – Navigation Program | 28 |
| Section XVII: ATON Verifier- Navigation Program | 29 |
| Section XVIII: Qualifications – Watchstander | 30 |
| Section XIX: Qualifications - Telecommunications Program (TCO) | 31 |
| Section XX: Marine Safety Training | 32 |
| Section XXI: Qualifications – Marine Safety | 33 |
| Section XXII: Trident Program | 34 |
| Section XXIII: Qualification Process – Trident Program | 35 |

| | |
|--|----|
| Section XXIV: Qualifications - Public Affairs Specialist | 38 |
| Section XXV: Qualifications - Air Crew Program | 39 |
| Section XXVI: Qualifications – Cutterman | 41 |
| Section XXVII: Specialty Courses | 42 |
| Section XXVIII: Qualifications – AX Award Process | 43 |
| Section XXIX: Qualifications – AX Progress Check | 44 |
| Section XXX: Qualifications – AUX Culinary Assistance (CA) | 46 |
| Section XXXI: Qualifications – Finger Print Technician | 47 |
| Section XXXII: Qualifications Interpreter Corp Program | 48 |
| Acronyms and or Abbreviations | 49 |

Coast Guard Auxiliary Qualification Job Aid

A. Section I: Introduction and Overview

Introduction This Job Aid (QJA), abbreviates the general theories and concepts from various Commandant Instructions and Manuals, which normally guide the Auxiliarist to qualify in the many categories that allow the volunteers to support the Coast Guard. At all times, the Commandant's policy supersedes this QJA, and the design of this publication is meant only as a quick reference aid for those leaders assisting the Flotilla to support the missions of the Coast Guard. Details on other specific Auxiliary programs can be found in specialized manuals and guides and should always be referenced as the qualification process is in progress.

The Auxiliary Manual, Commandant Instruction COMDTINST M16790.1 (series) serves as the primary policy guide for every Auxiliarist. As such, the Auxiliary Manual outlines the authority and responsibility for Auxiliary administration and governs the conduct, duties, and responsibilities of all Auxiliarists. The Auxiliary Manual applies when an Auxiliarist is assigned to duty, under orders or in uniform, while performing any duty or function directly related to Auxiliary missions. The Auxiliary Manual will be the primary reference.

Purpose This QJA is designed to provide the user with guidelines for formal training qualification. It is an Informal tool to aid Flotilla Commanders (FC) and any member that needs additional help in obtaining qualifications. The Coast Guard Auxiliary Manual is the source of most of this information; however, the purpose of this QJA is to pull together resources that have become readily available through the use of the computer. Always resort to the Auxiliary Manual or specified training manuals for official clarification.

Audience Elected officers and appointed staff officers should find this QJA to be a useful tool for assisting members wishing to become qualified in any of the many available missions the member wishes to participate in.

Background Over years changes have occurred and with these changes lessons are lost or the word not passed on to the future members coming after the change. This QJA should help provide consistency as each Elected Leader and Appointed Officer assumes leadership roles. The QJA is considered a living document necessary to keep abreast of the fast-moving technology as well as the ever-changing needs associated with evolving Coast Guard missions.

B. Section II: Different Levels of Membership

Approval

Pending (AP) An applicant has completed and submitted all of the application paperwork defined in Chapter 3 of the Auxiliary Manual and has passed a favorable personnel security Investigation (PSI) determination.

Initially

Qualified (IQ) Once a member has completed the Auxiliary Core Training and BQC II courses, DIRAUX will change the member's status in AUXDATA from AP to IQ. A member will be listed as IQ only if they have satisfied all the requirements stated above but have not successfully yet completed a recognized Boating Safety Course (see the Auxiliary Manual).

Basically

Qualified(BQ) Members who have taken one of the recognized Boating Safety Courses, have received a favorable PSI, and completed the Core Training and BQC II courses will be listed as BQ. The Boating Safety Course certificate must be forwarded to the DIRAUX office by the FC on behalf of the member.

Operational

Auxiliarist

(AX) A member may also obtain the prestigious level of Operational Auxiliarist (AX) by completing the requirements outlined in the Auxiliary Manual.

Additional AP (Approval Pending) policy for Auxiliary Members

1. Member Status and AUXDATA Entries:

- a. An Auxiliarist in AP status shall remain in such status, as shown in AUXDATA, until receipt of a Favorable PSI determination. At that point, the Director shall make the change in AUXDATA to reflect the Auxiliarist's appropriate member status.
- b. If an Auxiliarist in AP status receives an Unfavorable PSI determination, then the appeal and adjudicative processes described in section 3.C. of the Auxiliary Manual apply. Additionally, the Director may suspend any and all certifications, duties of office (elected and appointed) and/or membership and its privileges for that Auxiliarist throughout the appeal and adjudicative process until their final outcome, consistent with provisions described in sections 3.I.1. through 3.I.4. of the Auxiliary Manual. No avenue of appeal for such suspensions shall be afforded an Auxiliarist in AP status who is subject to these circumstances.
- c. Auxiliarists in AP status shall be regarded as any other Auxiliarists in IQ, BQ,

or AX status in terms of counting on Auxiliary membership rosters at any organizational level. This includes counting toward Flotilla membership requirements and for the purpose of meeting minimum membership thresholds to establish a new Flotilla or Flotilla Detachment.

- d. AUXDATA entries may be made as they are reported for Auxiliarists in AP status just as they may be made or reported for any other Auxiliarists in IQ, BQ, or AX status.
- e. The base enrollment date for an Auxiliarist in AP status shall coincide with the date of issue of their Member ID Number.

2. Organizational Assignments and Authorities:

- a. Auxiliarists in AP status shall be recognized as employees of the Coast Guard for the purposes of all liability and worker's compensation coverage provisions afforded through the Coast Guard, provided they:
 - (1) Are assigned to duty by appropriate Coast Guard order issuing authority.
 - (2) Act within the scope of employment during such assignment; and,
 - (3) Abide by the governing policies established by the Commandant of the Coast Guard.
- b. Auxiliarists in AP status should be strongly encouraged to attend meetings and fellowship events to learn about Auxiliary organization, policies, procedures, and programs.
- c. Auxiliarists in AP status may provide direct administrative support to Coast Guard units but must have the concurrence of the command to do so. Auxiliary Unit Liaison Officers are specifically tasked with ensuring that the command and Director are advised in advance of any Auxiliarists in AP status who desire to do so and that appropriate arrangements for recurring access are made.
- d. Auxiliarists in AP status are not authorized to run for, accept nomination for, or hold any elected office. However, requests for waiver that are properly routed through the chain of leadership may be granted by the Director or the Chief Director, as appropriate.
- e. Auxiliarists in AP status are not authorized to accept or hold any appointed staff office. However, requests for waiver that are properly routed through the chain of leadership may be granted by the Director or the Chief Director, as appropriate.

- f. Auxiliarists in AP status must pay dues as part of their enrollment. Payment shall be by check which will be immediately processed like any other such dues payment by an Auxiliarist in IQ, BQ, or AX status. In the event of an Unfavorable PSI determination that leads to disenrollment, only the amount of dues paid up to that time by the individual shall be reimbursed to the individual.
- g. Auxiliarists in AP status may vote in any Flotilla matter.
- h. Auxiliarists in AP status are not authorized to access the Coast Guard's Mutual Assistance program or direct participation in the Coast Guard Morale, Well-being, and Recreation program.

3. ID Cards and Member ID Numbers:

- a. Auxiliarists in AP status shall be issued Member ID Numbers as part of the approval of their enrollment packages by respective Directors.
- b. Auxiliarists in AP status are not to be issued an Auxiliary ID card. They may only receive an Auxiliary ID card upon achieving BQ or AX status.
- c. Auxiliarists in AP status may not be issued an Auxiliary Logical Access Credential (ALAC). By definition of ALAC authorization terms, an Auxiliarist must have received at least a Favorable OS PSI determination and have submitted the appropriate NAC package in order to be authorized ALAC issuance.
- d. Auxiliarists in AP status should never be placed in the position of having to attempt to gain access to a Coast Guard facility alone. All due effort shall be made by mentors and Auxiliary leaders to ensure that whenever Auxiliarists in AP status may have need to gain access to a Coast Guard facility, they have an Auxiliarist in IQ, BQ, or AX status to escort them.

4. Uniforms, Awards, and Ceremonies:

- a. Auxiliarists in AP status are authorized to obtain and wear Auxiliary uniform items to the extent that applicable policies allow. Recognizing that Auxiliarists in AP status will not have ID cards, their ability to make purchases at point-of-sale venues like Coast Guard exchanges and DoD uniform shops will be understandably restricted. Auxiliarists in AP status are authorized to shop in Coast Guard Exchanges with the same authorization as Auxiliarists in other than AP status. In order to use this privilege, Auxiliarists in AP status must present a copy of the memo on Coast Guard letterhead from the Director notifying them of their AP status, along with a government-issued photo ID card (e.g., current state-issued driver's license). Online and mail order services that require a Member ID Number should be their principal means of uniform procurement.

- b. Auxiliarists in AP status may be administered the Pledge for New Members and presented with a membership certificate at an appropriate time and venue.
- c. Auxiliarists in AP status may fly the Auxiliary ensign.
- d. Auxiliarists in AP status may earn and wear appropriate Auxiliary and Coast Guard awards if they meet established award criteria. Appropriate AUXDATA entries shall be made to reflect these awards.
- e. Auxiliarists in AP status may participate on Auxiliary committees (e.g. – Flotilla Change of Watch committee or Awards committee).
- f. Auxiliarists in AP status may participate in Auxiliary ceremonial events (e.g. – Change of Watch; member of an Auxiliary color guard).

5. Auxiliary Courses and Test Administration:

- a. Auxiliarists in AP status are authorized to take any and all Auxiliary courses that Auxiliarists are authorized to take. Flotillas may provide essential course materials to Auxiliarists in AP status in order to facilitate learning as they would for any other Auxiliarists in IQ, BQ, or AX status.
- b. Auxiliarists in AP status are authorized to take any and all end-of-course tests associated with these courses.
- c. Auxiliarists in AP status may be presented with the corresponding course completion certificates in appropriate ceremonial venues upon successfully completing all course requirements.
- d. Successful course completions and test results may be entered in AUXDATA for Auxiliarists in AP status as successful course completions and test results are similarly entered for any other Auxiliarists in IQ, BQ, or AX status. Competency entry can be held up until the BQ status is awarded.

6. Training, Qualifications, and Activities:

- a. Auxiliarists in AP status may train in any program like any other Auxiliarists in IQ, BQ, or AX status. This includes mentor assignments, workshop attendance, and enrollment in Coast Guard or Coast Guard Auxiliary C-schools.
- b. Auxiliarists in AP status must successfully complete BQ status requirements identified in Chapter 8.B.1.c of the Auxiliary Manual in order to qualify in any Auxiliary program authorized for them.
- c. Auxiliarists in AP status may perform and have signed off all tasks that must

be completed to earn qualification in any program.

- d. Auxiliarists in AP status may be qualified by the Director or appropriate qualifying authority in any program except Fingerprint Technician and Citizenship Verifier.

Interim certifications for specific programs must be issued in accordance with Chapter 3.D.2.f.(9). Pursuant to such qualification, Auxiliarists in AP status may engage and participate in Auxiliary programs with the following qualifiers:

- i. Auxiliarists in AP status who qualify as Instructors or as Marine Environmental Education Specialists (AUX-MEES) as part of the Auxiliary Trident program may teach public education courses in Lead status, but they must be in the company of at least one other Auxiliarist in IQ, BQ, or AX status or an active-duty supervisor while doing so.
 - ii. Auxiliarists in AP status who participate in Auxiliary public affairs/outreach events (e.g. – “Coastie” demonstration; public affairs booth) may do so in Lead Status, but they must be in the company of at least one other Auxiliarist in IQ, BQ, or AX status or an active-duty supervisor while doing so.
- e. An Auxiliarist who, for whatever reason, dis-enrolls or retires from the Auxiliary and then attempts to re-enroll without ever having obtained a Favorable PSI determination shall be processed as any other Auxiliarist in AP status in terms of PSI processing. Although the re-enrollee may effectively resume certification at the corresponding point of currency maintenance, they must also pursue PSI determination like any other Auxiliarist in AP status. If the re-enrollee was certified in a program that requires a Favorable DO PSI determination, then an interim certification may be issued by the Director or operational commander while the DO PSI package is processed to completion.
- f. Auxiliarists in AP status may offer surface and air facilities for use and have them accepted for use (including designation of authorized operators).
- g. Auxiliarists in AP status may offer personal vehicles for use and have them accepted for use (including designation of authorized operators), for the purpose of towing government equipment, but they must be in the company of at least one other Auxiliarist in IQ, BQ, or AX status or an active duty supervisor while engaged in such towing. for the purpose of towing government equipment, but they must be in the company of at least one other Auxiliarist in IQ, BQ, or AX status or an active-duty supervisor while engaged in such towing. Whenever operating a personal vehicle while assigned to duty, they shall adhere to all prescribed and appropriate government operating requirements and expectations including the prohibition to read, type, or send text messages or email.

- h. Auxiliarists in AP status may be authorized by proper Coast Guard authority to use government vehicles to perform official business, but they must be in the company of at least one other Auxiliarist in IQ, BQ, or AX status or an active-duty supervisor while engaged in such use. Whenever operating a government vehicle, they shall adhere to all prescribed and appropriate government operating requirements and expectations, including the prohibition to read, type, or send text messages or email.
- i. Allowance for interim certifications remains in place. Interim certifications are required for the following circumstances:
 - i. Auxiliarists in AP status who successfully complete all tasks for Coxswain and Personal Watercraft Operator (PWO) may be granted interim certification for such by the Director or appropriate qualifying authority pending receipt of a Favorable OS PSI determination (i.e., an Auxiliarist may not be fully qualified as a Coxswain or PWO until he/she has at least a favorable OS PSI determination).
 - ii. Auxiliarists in AP status who have submitted the requisite DO PSI package and have completed all training requirements for qualification in any of the aviation program competencies may be granted interim certification for such by the Director or appropriate qualifying authority pending receipt of a Favorable DO PSI determination.

7. Training Status

Finally, any Auxiliarist (regardless of status) beginning a new training program is considered a trainee and is not authorized to operate as qualified until a letter of certification is delivered to the member. Thus, no trainee shall operate as a Vessel Examiner, Boat Crew, Program Visitor, Coxswain, and so on, until certification is official. Continued training, accompanied by a qualified member, may occur, and is encouraged, while awaiting certification. One final caution is necessary; keep copies of all forms and paperwork you submit, including test results, letters, and certification.

8. Materials for Members

Training material for study is dependent on the specific course and may include texts, Student Study Guide, and Instructor Guides. There are numerous Coast Guard/Coast Guard Auxiliary online locations for accessing training materials. Refer to your FSO-MT officer for guidance, as necessary.

Section III: Auxiliary Administrative Procedures Course (APC)

APC This online course is a valuable introduction to the Auxiliary and can be completed while in AP status. The Auxiliary Administrative Procedures Course (APC) is an overview of the Auxiliary Manual, COMDTINST M16790.1 (series) that will serve as a foundation for the information needed by all new members and the elected officers at flotilla and division levels. The Auxiliary Manual is the sole text for the course. It is not the intent of this course to have the student memorize the material in this course, nor is it to be a detailed examination of all the topics within the Auxiliary Manual. By the end of the course the student should have a general understanding of the material and where it can be found. Successful completion of an APC exam is a prerequisite for any elected office, except for members who have held elected office in the past and have completed the Flotilla Leadership Course (FLC). APC study materials are no longer available at ANSC.

| Requirement/Task for APC Certification |
|---|
| Successfully pass (90%) the open book APC on-line exam. Exam result will be immediately provided following submission by NTC. Result is recorded in AUXDATA by NTC http://ntc.cgaux.org/ |
| Normally NTC enters this test within a week; however, there have been some situations where the entry was inadvertently not performed. It is up to the student member to occasionally review the Individual Training Records in AUXDATA to ensure that training records are complete and up-to-date. |
| APC Procedures -This course focuses on the Auxiliary Manual and provides a foundation for information needed for elected officers at the Flotilla and Division levels. |
| Successful completion of the APC course is a prerequisite for any elected office. |
| The Auxiliary Manual is the sole text for the course. The test is open book and taken online at http://ntc.cgaux.org/ . A passing grade of 90% is required. The current version of the APC supersedes previous versions and was issued on 24 Jun 2013 |
| Note: While the exam is taken online as an open book exam, teaching this as a short course provides an opportunity to orient new members to the organization and to initiate the camaraderie which is so important to the teamwork needed in the Auxiliary. Alternatively, the on-line experience should be supplemented by a question-and-answer session for new members during flotilla business meetings – This course is meant to provide the new members, as well as seasoned members, ideas of how to find materials so they can move forward in supporting the Coast Guard. |

Section IV: Qualification – Auxiliary Instructor (IT)

Instructor (IT) Completing the Instructor Development Course (IDC) allows Auxiliarists to participate in another of the primary missions of the Coast Guard Auxiliary. The Auxiliary IT program qualifies Auxiliarists as ITs for PE and member training (MT) courses. IDC course is conducted by a currently certified IT mentor working with the Auxiliarist to pass an open book exam and successfully complete the Performance Qualification Standard (PQS) tasks. Following completion of PQS tasks, the Auxiliarist will be required to conduct training events in accordance with the IDC. A certified mentor instructor will evaluate the event presentations. Course material is available from ANSC or can be downloaded by visiting the National Testing Center website <http://ntc.cgaux.org>

Refer to Auxiliary Manual Ch 8.B.2 for more details

| Instructor Development Course | |
|---|-----------------|
| IDC Student Study Guide - Refer to Appendix A in IDC ID 2020 Student Guide 2020-03-24 v4.pdf | |
| Record of Completion | |
| Process | Dates confirmed |
| Complete the PQS | |
| Pass the 3-hour time limit open book examination with a minimum passing grade of 90%. | |
| Teach a minimum of two classes of satisfactory instruction under a certified IT's supervision (one 10–30-minute training event and one 1–2-hour training event). | |
| The certified IT reports the completed instructor hours on ANSC Form 7030-xx to FSO-IS listing certified IT as LEAD and the Auxiliarist as TRAINEE. The certified IT will also notify FSO-MT and FC of successful completion of PQS. | |
| FSO-IS enters reported hours into AUXDATA. FSO-IS reports to FC. | |
| Following a successful evaluation by the mentor Certified IT, the certified IT will endorse and recommend the Auxiliarist to the FC as having successfully completed all requirements in the IDC. The certified IT will also notify FSO-MT, and FC of successful completion of PQS. | |

| | |
|---|--|
| <p>FC verifies AUXDATA entry. FC sends an instructor certification request listing Auxiliarist's full name, member ID number, and PQS completion date via email to ADSO-MT-Q.</p> <p>The completed IDC Student Workbook Appendix B-6 must be completed, signed by the Auxiliarist and FC, and attached to certification request email.</p> <p>NOTE: The dates identified in Appendix B-6 for teaching the classes MUST match the mission dates entered into AUXDATA. Failure to verify/validate that the dates listed on Appendix B-6 correspond with AUXDATA entry will assuredly cause delay in certifying the Auxiliarist.</p> | |
| <p>ADSO-MT-Q, upon validating submitted information and in the absence of conflicting data, processes the request, and enters task completion into AUXDATA. ADSO-MT-Q prepares an instructor certificate and DIRAUX memo for signature by DIRAUX. ADSO-MT-Q submits a certification request to DIRAUX (OTO).</p> <p>The recommendation and associated documentation will allow OTO to complete the certification process (signature and AUXDATA entries). Certification will be signed and forwarded, along with the IT program ribbon and corresponding miniature medal, to the Auxiliarist's DCDR. DCDR forwards the package to the FC promptly for presentation at an appropriate venue.</p> | |

Section V: Instructions for Instructors

Maintaining Certification

To remain certified, IT must teach two hours or serve as an Assistant IT for four hours each year or by teaching one hour and assisting for two hours.

ITs must also attend approved workshops when required.

Removal from REWK Status (Required Workshop Not Met):

Mandatory workshops must be attended or completed by 30 June of that year. If not attended by 30 June, Auxiliarist will be placed into REWK status. Auxiliarist is no longer authorized to teach as LEAD. Completion of workshop between 1 July and 31 December will remove the REWK status and the Auxiliarist will be placed in current program status. Note: The IT Workshop, although highly recommended, is not always mandatory.

Online completion of workshop will be automatically entered into AUXDATA. Classroom attended workshop or self-attestation must be reported to FSO-IS for entry into AUXDATA. FSO-IS reports AUXDATA entry to FC. FC verifies AUXDATA entry. FC emails removal from REWK request listing Auxiliarist's full name, member ID number, and workshop completion date to the ADSO-MT REYR/REWK.

Removal from REYR Status (Required Yearly Not Met):

Failure to satisfy annual requirements will require the Auxiliarist to recertify as an IT. When the hours for teaching/serving as an assistant IT have not been met, the IT must perform the annual certification task(s) as a trainee, under the supervision of a certified IT. The certified IT receives the training (PE or MT) credit for the two or four hours performed during this recertification process. The certified IT completes ANSC Form 7030 showing the certified IT as LEAD and the Auxiliarist as TRAINEE and sends report to FSO-IS for entry into AUXDATA. FSO-IS reports AUXDATA entry to FC who will verify the entry. FC emails a removal from REYR request listing the Auxiliarist's full name, Member ID Number, and completion date of the teaching sessions to the ADSO-MT REYR/REWK. The recertified IT must then complete the annual certification requirements to retain certification for the following year.

Five consecutive years of REYR status results in complete loss of qualification and shall be appropriately reflected in AUXDATA. Auxiliarist must complete all qualification requirements again to regain IT certification.

Auxiliarists shall remain authorized to wear or display an award or ribbon/medal that was earned for that program while qualified and certified.

Section VI: Qualifications - RBS Program Visitor

RBS Program Visitor (PV) While the RBS PV is a separate qualification, this function is enhanced if the member has also completed Vessel Examiner training. A qualified PV promotes recreational boating safety by installing and maintaining boating safety displays in businesses or in public areas where such displays are permitted. PVs are responsible for maintaining and stocking the displays throughout the year but especially during boating months. In addition to the course material, PVs must perform two program visits under the guidance of any currently certified PV.

| Program Visitor Course | |
|---|-----------------|
| The Auxiliarist must be familiar with the contents of the Vessel Safety Check Program, COMDTINST M16796.7 (series) and the Recreational Boating Safety Visitation Program Manual COMDTINST M16796.3 (series). Auxiliarist in AP status must have successfully completed one of the safe boating courses cited in AUXMAN Ch 8.B.1.c. Course material may be ordered from ANSC or downloaded from the National Testing Center (NTC) website at: http://ntc.cgaux.org | |
| Record of Completion | |
| Process | Dates confirmed |
| Auxiliarist passes the 3-hour time limit open book exam with a passing score of 90%. | |
| Auxiliarist conducts 2 practice visits with a currently certified PV (mentor). Mentor reports the completed visits to the FSO-IS on ANSC Form 7046 listing the mentor as LEAD and the Auxiliarist as TRAINEE. The mentor will also notify FSO-PV, FSO-MT, and FC of successful completion of PQS. | |
| FSO-IS enters reported visits into AUXDATA. FSO-IS reports completed AUXDATA entry to FC. FC verifies AUXDATA entry and sends a program certification request listing Auxiliarist's full name, Member ID Number, and PQS completion date via email to ADSO-MT-Q. Failure by the FC to confirm the AUXDATA entry may unnecessarily cause delay in certifying the Auxiliarist. | |
| ADSO-MT-Q, upon validating submitted information and in the absence of conflicting data, processes the request, and enters task completion into AUXDATA. ADSO-MT-Q prepares and submits a program certificate, authorization letter, and memo for signature by DIRAUX (OTO). | |
| DIRAUX sends program certificate, authorization letter, memo, examiner program ribbon and corresponding miniature medal to the Auxiliarist's DCDR. DCDR forwards the package to the FC promptly for presentation at an appropriate venue. | |

Section VII: Instructions for RBS-PVs To Maintain Certification or To Regain Certification If In REWK Or REYR Status

Maintaining Certification

To remain certified PVs must perform at least four program visits each year beginning with the year they become initially certified.

Removal from REWK (Required Workshop Not Taken)

Mandatory workshops must be attended or completed by 30 June of the designated year. If not attended or completed by 30 June, the Auxiliarist will be placed into REWK status. The Auxiliarist is no longer authorized to conduct PVs. Completion of workshop between 1 July and 31 December will allow removal of the Auxiliarist from REWK status and returned into current program status. If the required workshop is not completed by 1 Jan of the following year, the Auxiliarist's status will be changed from REWK to REYR.

Online completion of workshop will be automatically entered into AUXDATA. Classroom attended workshop must be reported to FSO-IS on ANSC Form 7039 (classroom) or the Workshop Self Attestation Form for entry into AUXDATA. FSO-IS reports AUXDATA entry to FC. FC verifies AUXDATA entry. FC emails removal from REWK request listing Auxiliarist's full name, Member ID Number, and workshop completion to the ADSO-MT REYR/REWK.

Removal from REYR (Required Yearly Not Met)

If the cause for the Auxiliarist being in REYR status is because of a failure to complete the required workshop by 1 Jan, then the Auxiliarist must complete the workshop in order to be returned to current program status. Online completion of workshop will be automatically entered into AUXDATA. Classroom attended workshop must be reported to FSO-IS on ANSC Form 7039 for entry into AUXDATA. FSO-IS reports AUXDATA entry to FC. FC verifies AUXDATA entry. FC emails a removal from REYR request listing Auxiliarist's full name, Member ID Number and PQS completion date to the ADSO-T REYR/REWK.

If the cause for the Auxiliarist being in REYR status was for the Auxiliarist's failure to perform the required four program visits during the previous year then, to regain certification, the Auxiliarist must perform two practice visits as a

TRAINEE (under self-supervision). After completing both practice visits, the Auxiliarist reports the completion to the FSO-IS on ANSC Form 7046 for AUXDATA entry ensuring the member is listed as TRAINEE. FSO-IS reports AUXDATA entry to FC who will verify the entry. FC emails a removal from REYR request listing Auxiliarist's full name, Member ID Number, and completion date of the practice visits directly to the ADSO-MT REYR/REWK.

Once the Auxiliarist is recertified, the PV must then complete the required four annual program visits to retain certification for the following year.

Five consecutive years of REYR status results in complete loss of the qualification and shall be noted in AUXDATA. Auxiliarist must be completely requalified to regain PV certification.

Auxiliarist shall remain authorized to wear or display an award or ribbon/medal that was earned for that program while qualified and certified.

Section VIII: Qualification - RBS Program – Vessel Examiner

Vessel Examiner (VE)

Auxiliary VEs are trained and qualified to perform safety examinations on different types of vessels. There are two distinct VE Programs: VEs for recreational boats conduct Vessel Safety Checks (VSCs), while VEs for commercial vessels conduct vessel safety examinations. Nothing precludes an Auxiliarist from qualifying and performing activity in both programs.

This Section focuses only on recreational boat VEs.

Completing the Vessel Examination Course allows members to participate in one of the primary and important missions of the Coast Guard Auxiliary. That is the promotion of recreational boating safety through on-board vessel safety checks.

| Vessel Examiner Course | |
|--|------------------------|
| Auxiliarists may seek qualification as a Vessel Examiner (VE). Refer to Auxiliary Manual Chapter 8.B.8. Auxiliarist must become familiar with the Vessel Safety Check Manual, COMDTINST M16796.8 (series) and those portions of the Auxiliary Vessel Examiner Manual, COMDTINST M16796.2 (series) that deal with inspection and acceptance of Auxiliary Operational Facilities. | |
| Record of Completion | |
| Process | Dates confirmed |
| Auxiliarist passes the 3-hour time limit open book exam with a passing score of 90%. Successful completion of the online test is automatically entered into AUXDATA. | |
| Auxiliarist must take the Intro to Risk Management Course, found in the Auxiliary Classroom (Moodle). The annual RM/TCT Refresher is not required for VEs. | |
| Auxiliarist conducts 5 VSCs and/or Auxiliary surface facility inspections with a currently certified VE. Certified VE reports the completed VSCs to the FSO-IS on ANSC Form 7038 listing the certified VE as LEAD and the Auxiliarist as TRAINEE. The VE will also notify FSO-VE, FSO-MT, and FC of successful completion of the PQS. The certified VE may also enter the report into AUXDATA. | |
| FSO-IS enters reported VSCs into AUXDATA. FSO-IS reports completed AUXDATA entry to FC. | |
| FC verifies AUXDATA entry. FC sends a vessel examiner certification request listing Auxiliarist's full name, Member ID Number and PQS completion date via email to ADSO-MT-Q. Failure by the FC to confirm the AUXDATA entry may unnecessarily cause delay in certifying the Auxiliarist. | |
| ADSO-MT-Q, upon validating submitted information and in the absence of conflicting data, processes the request, and enters task completion into AUXDATA. ADSO-MT-Q prepares and submits to DIRAUX (OTO) a certification request, vessel examiner certificate, and memo for signature. | |
| The request and any associated documentation will enable the OTO to complete the certification. DIRAUX sends vessel examiner certificate, memo, examiner program ribbon and corresponding miniature medal to the Auxiliarist's DCDR. DCDR forwards the package to the FC for presentation at an appropriate venue. | |

Section IX: Instructions for RBS-VEs To Maintain Certification or To Regain Certification If In REWK Or REYR Status

Maintaining Certification

To remain certified, VEs must perform at least five VSCs (passing or failing) and /or Auxiliary surface facility inspections each year following initial qualification.

Removal from REWK (Required Workshop Not Met)

Workshops, when required, must be attended, or completed by 30 June of the designated year. If not attended by 30 June, the Auxiliarist will be placed into REWK status. The Auxiliarist is no longer authorized to conduct VSCs. Completion of workshop between 1 July and 31 December will allow removal of the Auxiliarist from REWK status and placed in current program status. If the required workshop is not completed by 1 Jan of the following year, the Auxiliarist's status will be changed from REWK to REYR.

Online completion of workshop will be automatically entered into AUXDATA. Classroom attended or self-attestation of the workshop must be reported to FSO-IS on ANSC Form 7039 (classroom) or the Workshop Self Attestation Form for entry into AUXDATA. FSO-IS reports AUXDATA entry to FC. FC verifies AUXDATA entry. FC emails removal from REWK request listing Auxiliarist's full name, Member ID Number, and workshop completion date to the ADSO-MT REYR/REWK.

Removal from REYR

If the cause for the Auxiliarist being in REYR status is because of a failure to complete the required workshop by 1 Jan of the year following the year that the workshop was to be completed, then the Auxiliarist must complete the current workshop in order to be removed from REYR status and returned to current program status. Online completion of workshop will be automatically entered into AUXDATA. Classroom attended or self-attestation of the workshop must be reported to FSO-IS on ANSC Form 7039 (classroom) or the Workshop Self Attestation Form for entry into AUXDATA. FSO-IS reports AUXDATA entry to FC. FC verifies AUXDATA entry. FC emails a removal from REYR request listing Auxiliarist's full name, Member ID Number, and workshop completion date to the ADSO-MT REYR/REWK.

If the cause for the Auxiliarist being in REYR status was for the Auxiliarist's failure to perform the minimum required five VSCs during the previous year then, to regain certification, the Auxiliarist must perform two satisfactory VSCs as a TRAINEE under the LEAD of a certified VE. The certified VE reports the completion to the FSO-IS for AUXDATA entry listing the Certified VE as LEAD and the Auxiliarist as TRAINEE. FSO-IS reports AUXDATA entry to FC who will verify the entry. FC sends email requesting Auxiliarist's removal from REYR to the ADSO-MT REYR/REWK. The certified VE may also make the entry into AUXDATA.

Once recertified, the VE must then complete the annual required five VSCs to retain certification for the following year.



Five consecutive years of being in REYR status results in complete loss of the qualification and shall be noted in AUXDATA. Auxiliarist must be completely requalified to regain VE certification.

Auxiliarist shall remain authorized to wear or display an award or ribbon/medal that was earned for that program while qualified and certified

Section X: Qualifications - Boat Crew – Crewmember

Boat Crew- Crewmember

A popular, exciting, and gratifying Auxiliary operations program, "Boat Crew," is also physically demanding and requires ongoing time and commitment. Passing the course requires successful completion of a Dockside Oral Exam, Physical Fitness and Vision Test, and demonstration of on-the-water skills before a Qualification Examiner. There is a Daytime Qualification along with Night Qualifications available to our members through Certification and completion of the QE process. Members requesting Boat Crew Training must work with their FSO-OP and FC to identify a Certified Surface Ops member to function as a Mentor to complete both the shoreside and on the water training qualifications. The Boat Crew In-Training Request form can be found on the 8CR Home page, District Departments, and under the Surface Operations tab. Once the shoreside qualifications are complete. Forward the 8CR Member Request for "Boat Crew Trainee Status" form to the CQEC who will approve and forward to the OTO for members entry in AUXDATA as a Boat Crew Crewmember (in Training). PPE can be requested for the member at through the Materials Officer at that time.

| Boat Crew Crewmember | |
|--|---|
| Requirement/Task | |
| Course Specifics | |
| Process | Dates confirmed |
| Complete Core Training and show Certified Complete the 7 BQC II Training Modules Complete a Boating Safety Class to become Basically Qualified | |
| Complete the Intro to Risk Management Course Complete the RM/TCT Refresher within the last 15 Months Complete the Operations Workshop for the Current Year | |
| Complete ICS 100 | |
| Complete ICS 700. | |
| Complete all Part 2 Boat Crew Qualification Task, found in the Auxiliary Boat Crew Qualification Handbook with your mentor(s). | |
| Complete all 6 Underway Drill Sheets as part of your on the water PQS | |
| Once ready for QE Check Ride, the FC, FSO-OP, or FSO-MT submits the Appendix "A" (Initial Check Ride Form) along with the Appendix "B" (QE Request Form) to the AQEC to establish dates and times for the QE Exam to take place (forms are self-explanatory and found in the Boat Crew & QE Resource Page in the R-Directorate Response Page). | |
| Once Qualified, Boat Crew-Crewmembers may wear the Operational Program Award ribbon  or this medal, depending on uniform. |  |

Section XI: Qualifications Process

QE Initial check for Boat Crew - Crewmember

Guidelines for QE Checks: QE responsibilities to complete the final process and submit the appropriate forms up the COLM to ensure the process is followed to not delay the members final Certification.

| QE / AQEC/ and CQEC Process and Responsibilities | |
|---|-----------------|
| Final Process for submitting forms, and QE Paperwork Requirements | |
| Process | Dates confirmed |
| Ensure all tasks are completed in the Boat Crew Crewmember section on page 22 above before moving to this final step (most of this is noted on the Appendix "A": All information described should have been submitted to the AQEC with a minimum of 3 preferred dates that work for all facilities, trainees, and Certified Coxswains and Crew to complete the final on the water and shoreside Qualification Exam. | |
| Once the AQEC decides the time and dates that will work for all from the Appendix "B" (QE Request Form), he/she will assign a QE and inform both the QE and the submitting Officer of the dates, times, and location to be communicated to all involved (Ensure you consider if this is a Day and Night Certification and plan schedule accordingly). | |
| QE Responsibilities | |
| <i>Submission Forms for QE after Exam is completed if member passed both Shoreside and On the Water</i> | |
| <ol style="list-style-type: none"> 1) Appendix "A" Initial Check Ride Evaluation Checklist 2) Appendix "C" U.S. Coast Guard Aux Boat Crew Program Qualification Letter. 3) Dockside Oral Examination: CREWMEMBER 4) Initial Underway Check Ride: CREWMEMBER 5) All completed Drill Sheets. 6) Personal Physical Fitness and Vision Forms 7) Copy of "Chapter 1 Task Accomplishment Record for Boat Crew Crewmember" with the mentor sign offs. (This is located in the Auxiliary Boat Crew Qualification Handbook). Should have been given to QE prior to the QE Exam. | |
| Upon completion of Qualification Exam, the assigned QE sends completed paperwork including Drill Sheets via email or USPS to AQEC who, in turn, sends the package to the CQEC who will use DURAU Task Capture to enter in AUXDATA, upload required forms and inform the OTO the Certification is ready for final approval. | |

Section XII: Qualifications - Boat Crew – Coxswain

Boat Crew Coxswain:

An extension of the Boat Crew program involves the more extensive Coxswain training regimen which qualifies an Auxiliarist to lead Auxiliary patrols and other events. Members considering Coxswain training must first be qualified as Boat Crew-Crewmember. Mentor must be Certified Boat Coxswain and the QE process is similar to the Boat Crew. There is a Day and Night Certification and should be noted on the QE Request Form. It is strongly encouraged that the Coxswain Trainee, studies and passes the Closed Book Nav 70 test with a 90 or above, before proceeding too far into the Coxswain program. This is mandatory step and requires considerable time and effort to study and pass the exam.

| Boat Crew – Coxswain | |
|--|------------------------|
| Requirement/Task | |
| Process | Dates confirmed |
| Ensure the member is Certified Boat Crew Crewmember prior to proceeding to the Coxswain qualifications. | |
| Complete all of Part 3 Coxswain Qualification Task with your Certified Coxswain mentor(s) and have mentors sign off on each task. This is found in the Auxiliary Boat Crew Qualification Handbook. | |
| Ensure Appendix “A” has all workshops and tasks completed as noted on the form. | |
| Complete ICS 200 | |
| Complete ICS 800. | |
| Complete ICS 210 or ICS 300 | |
| Complete all 6 Underway Drill Sheets as part of your on the water PQS | |
| Complete NRUL70 Closed book within last 5 years. (This should be one of the first task completed as it requires study and commitment). | |
| Coxswain trainee must have 28-hours u/w before going to QE check | |
| Once ready for QE Check Ride, the FC, FSO-OP, or FSO-MT submits the Appendix “A” (Initial Check Ride Form) along with the Appendix “B” (QE Request Form) to the AQEC to establish dates and times for the QE Exam to take place (forms are self-explanatory and found in the Boat Crew & QE Resource Page in the R-Directorate Response Page). | |
| QE completes his requirements and forwards to AQEC who then forwards to OTO for action | |
| Auxiliary Coxswains wear the Coxswain Device | |



The CG Auxiliary Coxswain's pin

The member is also authorized to add a bronze star to the operational program ribbon.

Section XIII – Personal Watercraft Operator (PWO)

PWC Operator Qualifications:

PWC operators can participate in many missions similar to those of Coxswain's but must have another Certified PWC or Boat Facility operating with them as a team to receive Patrol Orders. PWC Operators cannot go out alone (for safety reasons). A member interested in becoming a PWC Operator must get with the FSO-OP and FC to identify a Certified PWC Operator as a mentor prior to starting the training program. A member requesting PWO (in training) status, must complete the 8CR PWO Trainee Request Form (found in 8CR Surface Operations Department) with their mentor, have the FC sign off, and forward the completed form to the CQEC. The CQEC forwards the request to the OTO. After the OTO approves the requested PWO Trainee Status Form, the member will be entered into AUXDATA as a Personal Watercraft Operator (in Training) and can begin their on the water qualification.

| Boat Crew – Personal Watercraft Operator | |
|---|-----------------|
| Course Specifics | |
| Requirement/Task | Dates confirmed |
| If the trainee is not Coxswain Qualified, trainee will also need to pass Navigation Rules of Road 70 "Closed Book" Proctored Exam and the shoreside tasks prior to proceeding with any on the water training. All Shoreside tasks must be completed including the Nav 70 prior to PPE being requested through the Materials Officer. | |
| Complete all of Part 4 PWC Qualification Task with your Certified PWC mentor(s) and have mentors sign off on each task. This is found in the Auxiliary Boat Crew Qualification Handbook. Certified Coxswains and Boat Crew Crewmembers have some of these tasks waived as they have already been completed during their Certifications. | |
| All tasks in Appendix "A" must be verified and any missing must be completed to proceed. | |
| Complete ICS 200, and 800 (ICS-100 and -700 will have already been completed in order to become Boat Crew-Crewmember qualified) | |
| Complete ICS 210 or ICS 300 | |
| Once ready for QE Check Ride, the FC, FSO-OP, or FSO-MT submits the Appendix "A" (Initial Check Ride Form) along with the Appendix "B" (QE Request Form) to the AQEC to establish dates and times for the QE Exam to take place (forms are self-explanatory and found in the Boat Crew & QE Resource Page in the R-Directorate Response Page). There is no Night Certification for PWC as they are not permitted to operate at night. | |
| Upon completion of Qualification Exam, the assigned QE sends completed paperwork including Drill Sheets via email or USPS to AQEC who, in turn, sends the package to the CQEC who will use DURAU Task Capture to enter in AUXDATA, upload required forms and inform the OTO the Certification is ready for final approval. | |
| The qualified and newly certified PWO is eligible to wear the PWO pin and is also authorized to add a bronze star to the operational program ribbon | |




Section XIV: Boat Crew and QE Resources

You can find the Boat Crew and QE Resource Files which include all the forms, drill sheets, and qualifications at the R-Directorate Response website. The attached link should take you to the Boat Crew and QE Resource page:

[Boat Crew and QE Resources](#)

The 8CR Surface Operations Page also has various links to forms required for Boat Crew and PWO in Training Request and other useful forms:

[8CR Surface Operations](#)




U.S. Department of Homeland Security
United States Coast Guard Auxiliary

**PROUD TRADITIONS
WORTHY
MISSIONS**

| | | | | | | | |
|-------------------------|------------------------------|----------------------------|-----------------------------|------------------------------|-----------------------|----------------------------|-----------------------------|
| AUXHOME | JOIN US NOW! | LEADERSHIP | AUX MEMBERS | DIRECTORATES | UNITS | AUX ASSOC. | COAST GUARD |
|-------------------------|------------------------------|----------------------------|-----------------------------|------------------------------|-----------------------|----------------------------|-----------------------------|

Tuesday, March 04, 2025



[R-Directorate Response](#)

[Air Operations Div.](#)

[Surface Operations Div.](#)

[Telecommunications Div.](#)

[Education Div.](#)

[NAT'L WORKSHOPS](#)

[RM/TCT REFRESHER](#)

[Program Operations](#)

[Get Qualified for Ops](#)

[Aux/CG Interaction Plan](#)

[Regs & Procedures](#) ⌵

[USCG Instructions](#) ⌵







Boat Crew and QE Resources

All forms, documents, handbooks, guides and manuals are subject to periodic updates.

PLEASE use the most current version posted on this site when conducting training and evaluations.

Each document will be marked with a version # and posting date at the bottom of the page.

Hover Your Mouse Over the Folder ICON to View the Folder's Contents.

| | | |
|---|---|---|
|  <p>STANDARDIZED DRILL SHEETS</p> |  <p>BOAT CREW RESOURCES</p> |  <p>QE RESOURCES</p> |
|  <p>USCG INSTRUCTIONS</p> |  <p>USCG BOAT CREW TRAINING VIDEOS</p> |  <p>PPE RESOURCES</p> |

Section XV: Qualifications Process - QE Guidelines

Guidelines For Becoming a QE:

Prerequisites to be completed prior to requesting an appointment as a Qualification Examiner In-Training (QE-IT)

| QE Guidelines |
|---|
| QEs may not perform QE checks for members of their own Flotilla. A one-time waiver can be granted by the OTO on a case-by-case basis depending on the situation. |
| A QE who signs off any item while acting as a Boat Crew candidate's mentor cannot be assigned as QE for that candidate's qualification session. |
| Although a QE cannot perform a QE check ride within the Flotilla it is encouraged that the local QE take the initiative to train and sign off members that desire to be in the operational program. The QE, as an expert, has a duty to help members become better and safer on the water. The AQEC will find a suitable QE outside your Flotilla to perform the QE process. |
| Members wishing to become a QE-IT must have at least 1- year experience as Coxswain and completed the RM/TCT Refresher course within the previous 15 months. |
| Additionally, members wishing to become a QE-IT must: be a certified Auxiliary Instructor (IT), have successfully completed the Auxiliary Patrols Specialty Course (AUXPAT); and have accumulated 240 underway hours, a minimum of which must be 120 coxswain hours (30 hours may have been served as a PWO). There is no time limit on obtaining underway hours, however, the emphasis is on the recentness and proficiency. |
| It is the responsibility of the AQEC to ensure QE-IT candidates meet these requirements prior to submitting QE-IT applications to the Chief QE Coordinator (CQEC). |
| Waivers to any of these prerequisites will be entertained at the discretion of the OTO and regional Director of the Auxiliary. |
| A QE, currently or previously appointed, is authorized to wear the "E" device on the Auxiliary Operations Program ribbon. |

Section XVI: Qualifications Process - ATON Verifier -PQS Navigation Program

Guidelines

ATON Verifier: ATON Verifier Performance Qualification Standard found here:

[Coast Guard Aids to Navigation Program Handbook 16500.16 Electronic Signature.pdf](#)

| Navigation Program | |
|---|-----------------|
| ATON VERIFIER PERFORMANCE QUALIFICATION STANDARD | |
| PQS – Qualification manual after 2024 | |
| Process | Dates confirmed |
| Auxiliarist completes the PQS tasks found in the handbook found at <u>Coast Guard Aids to Navigation Program Handbook 16500.16 Electronic Signature.pdf</u> | |
| FC submits a message to SO-NS with documentation and a favorable endorsement for recommend placing member in Navigation program | |
| SO-NS verifies the training has been completed and submits to DSO-NS for review of accuracy. Part of the SO-NS duty will be to make sure the member wanting to be in the verification program understands and knows how to process the paperwork | |
| DSO-NS submits recommendation to DIRAUX for action | |
| Program award will be mailed and competency entered in AUXDATA. A certificate, Operations Program Award ribbon and corresponding miniature medal (or a star to be added to the Operations Program Award ribbon if previously earned) will be processed by DIRAUX and forwarded to FC for presentation | |

Section XVII: ATON Verifier – PQS Navigation Program

The Auxiliary Aids to Navigation (ATON) Verifier-PQS is awarded to qualified Auxiliarists who are authorized assignment to duty to support and augment the Coast Guard's Aids to Navigation program. This includes verifying the location and characteristics of private aids to navigation (PATONs). Auxiliarists who become qualified as AVs (Aid Verifier) may assist and support Coast Guard units in servicing Federal aids. Auxiliarists may also help the National Oceanic and Atmospheric Administration (NOAA) and the US Army Corps of Engineers in updating nautical charts and publications. Training is available in all four Auxiliary Navigation Systems Programs – ATONs, PATONs, Bridges, and Chart Updating.

1. References

- a. USCG Auxiliary Manual
- b. ATON Verifier Performance Qualification Standard

2. Qualification Requirements

To be certified, the member must have completed the requirements for obtaining BQ status and, additionally, must complete the following Auxiliary training requirements:

- (1) Intro to Risk Management Course
- (2) ICS 100
- (3) ICS 700
- (4) The member completes the PQS. The verifying officer can be Qualified NS/ATON Verification Auxiliary member or any Active-Duty member
- (5) Successful completion of any District/Sector specific requirements
- (6) FC submits a message to SO-NS with documentation and a favorable endorsement to place the member in the Navigation program
- (7) SO-NS verifies the training has been completed and submits it to DSO-NS for accuracy review. The SO-NS will ensure the member understands and knows how to process applicable paperwork
- (8) DSO-NS processes and then submits to DIRAUX for action. Program award will be entered in AUXDATA and a certificate, Operations Program Award ribbon and corresponding miniature medal (or a star to be added to the Operations Program Award ribbon if previously earned) will be forwarded to FC for presentation to the member

3. Maintaining ATON Certification

- A minimum of three verifications per year is required to maintain certification
- Complete the annual RM/TCT Refresher training
- Recertification is required on a triennial basis for all Aid Verifiers

Section XVIII: Qualifications Process - Watchstander

Guidelines The Communications Watchstander is a Coast Guard qualification. All training activities must be performed in a unit (station) communications center. The Communications Watchstander Guide is an integral part of the qualification process. It contains a collection of tasks that must be learned, practiced, and performed by the trainee and signed off by designated unit personnel. In addition, it contains a set of reading assignments that provide policy and background information for the tasks. Most units will print a hard copy for the W/S candidate.

| PERFORMANCE QUALIFICATION WATCHSTANDER | |
|---|-----------------|
| Process | Dates confirmed |
| Complete requirement to satisfy BQ status | |
| Complete ICS 100 and 700 - results must be entered into AUXDATA | |
| Member is an active member of the CG Auxiliary for more than 6 months. (This can be waived by FC after interview or when Station Command approves.) | |
| Member has a complete and correct ODU or other authorized uniform- standard at CG Station is ODU | |
| AUXCOM (Auxiliary Specialty Course Communications) –or TCO (Telecommunications Operator) course are strongly recommended to provide necessary background information. | |
| Member has completed the Introduction to Risk Management Course and is within the 5-year period – must have 6 or more months before next 4 hour TCT Refresher Course is due | |
| Member has scheduled days and time periods when available for training – Watchstanding periods are four (4) hour increments - i.e., 0800 – 1200; 2000 – 2400 | |
| Member completes and has signed off all tasks in the Communication Watchstander Qualifications Guide (PQS) and any unit specific tasks | |
| Interview by Coast Guard unit designated Communications/Operations personnel for approval to participate | |
| Commanding Officer/Officer in Charge issues a Watchstander Qualification Letter to the member and sends a copy to DIRAUX | |
| Application for Operations Program Award for W/S is to be forwarded by the FC on behalf of the member or the Active Duty Station to OTO. The W/S qualification is entered into AUXDATA, and the Operations Program Award ribbon and certificate are mailed to FC for presentation | |

Section XIX: Qualifications Process - Telecommunications Program (TCO)

Guidelines Personal Qualification Standards (PQS) for Auxiliary Telecommunications have been developed and approved by the Auxiliary and CG-5421. This PQS is a task-oriented qualification guide, designed to provide the members with focused training and enhanced skills to deal with both internal and external radio communications. Successful completion of the PQS will qualify the candidate as a Telecommunications Operator (TCO).

The Auxiliary Telecommunications Qualification Guide is designed to be an integral part of the qualification process. It contains a collection of tasks that must be learned, practiced, and performed by the candidate. In addition, it contains a set of reading and practical assignments that provide policy and background information for the tasks.

[Microsoft Word - TCO Manual Revised December 2024 20250112](#)

| Qualification process for Auxiliary Telecommunications | |
|---|-----------------|
| No Waivers for any below | |
| Process | Dates confirmed |
| Complete requirements necessary to become BQ qualified | |
| Complete ICS 100 and 700 | |
| Complete the Intro to Risk Management (annual refresher required) | |
| A mentor is assigned by the flotilla FSO-CM, FSO-MT, or FC as the trainee's primary instructor. Mentors must be qualified in telecommunications, preferably with at least two years' experience as a station operator. | |
| Complete PQS under qualified supervision (Mentor) - Mentor Tracking Form (Appendix G) the designated instructor (mentor) must print his/her name, sign, and date this line attesting that the trainee successfully performed the task in accordance with the prescribed standards | |
| FC forwards to SO-CM with favorable endorsement | |
| SO-CM forwards to DSO-CM with favorable endorsement | |
| DSO-CM forwards recommendation to DIRAUX for action and data entry. Competency entered into AUXDATA | |
| Operations Program Award ribbon and certificate mailed to FC for presentation | |

Section XX: Marine Safety Training

The Marine Safety Training Ribbon (MSTR) was created in recognition of the considerably long-term and sustained effort that Auxiliarists must put forward in order to earn the Auxiliary Marine Safety (Trident) insignia. The ribbon recognizes achievement in the marine safety, security, and environmental protection mission area as a precursor to achievement of the Auxiliary Marine Safety (Trident) insignia.

As successful completion of subsequent MS program PQSs are completed, a 3/16-inch bronze star is added to the ribbon. After earning the Auxiliary Marine Safety (Trident) insignia, Auxiliarists shall remove this ribbon from wear.

4. References

- a. USCG Auxiliary Manual, COMDTINST M16790.1G

5. Qualification Requirements

To be awarded the MSTR, the member must have completed the requirements to be classified as BQ status.

Auxiliarists who successfully complete the following tasks are entitled to wear the MSTR (there is no time limit in which these tasks must be completed):

(1) Introduction to Marine Safety and Environmental Protection (IMSEP) course. If completed prior to 01 Oct 2010, the Auxiliarist must also have completed Initial Introduction to Marine Safety (IIMS). NOTE: IIMS was an active duty course which has since been discontinued. If IIMS has not been completed and IMSEP was earned prior to 01 Oct 2010, the new version of IMSEP must be completed.

(2) Good Mate course.

(3) Incident Command System (ICS) courses 100 / 200 / 700 / 800.

(4) ICS course 210 (online) or ISC 300 (taught by FEMA, Coast Guard, or any NIMS- qualified agency).

(5) At least one Auxiliary marine safety program PQS. See “Marine Safety PQS” page on the Prevention Directorate web site for acceptable PQSs.

When the above requirements have been met, the Auxiliarist shall complete the “Marine Safety Training Ribbon Application and Check-off Sheet” found on the Prevention Directorate website under MSTR in the “Members Only” section. The completed form with applicable documentation is sent to the DSO-MS for processing and entry into AUXDATA.

Successful completion of subsequent MS PQSs shall be denoted by adding 3/16-inch bronze stars.

Section XXI: Qualification Process - Marine Safety Training

Guidelines The MS Ribbon form is to be completed by the member and is a part of the Application to be turned into FC. FC will forward on behalf of the member. DSO-MS shall review and endorse and, if found satisfactory, forward to DIRAUX for action.

Introduction to Marine Safety and Environmental Protection (IMSEP)

Guide link:

<http://pdept.cgaux.org/Documents/Active/Prevention/Training/IMSEP.pdf>

This course is designed to provide an extensive background in the history, policies, laws and regulations pertaining to the Marine Safety and Environmental Protection missions. It is the Auxiliary equivalent of the 12-week Coast Guard Marine Science Technician A-School. The course is available on this website by clicking on the link above. The exam is available on the National Testing Center website.

| Qualification process for Marine Safety Training | |
|--|-----------------|
| Process | Dates confirmed |
| Complete the Marine Safety PQS | |
| Complete Intro to Risk Management (annual refreshers required) | |
| Complete Introduction to Marine Safety (IMSEP) | |
| Complete Good Mate Manual and Course | |
| Complete Incident Command System ICS 100, 200, 700 and 800 | |
| Complete Incident Command System ICS 210 or 300 | |
| FC (with help of FSO-IS) verifies member training - send documentation to SO-MS | |
| SO-MS verifies member training - send to DSO-MS | |
| Application for Marine Safety Training Ribbon (MSTR) is to be forward by the FC on behalf of the member. | |

Section XXII: Trident Program

The Auxiliary Marine Safety insignia (Trident) recognizes the culmination of Auxiliary training and qualification based on the needs of the cognizant Coast Guard Sector command.

Auxiliarists must have the approval of the cognizant Sector command in order to commence program qualifications and work toward the Auxiliary Trident insignia. The Sector command, working through the Auxiliary Sector Coordinator (ASC) and appropriate Auxiliary Unit Coordinators (AUCs), shall keep local Auxiliary units apprised of its Marine Safety program needs so as to properly guide Auxiliarists who desire to participate in marine safety programs and work towards the Auxiliary Trident insignia.

Reference: USCG Auxiliary Manual, COMDTINST M16790.1G

Qualification Requirements

To be awarded the Trident, the member must be in BQ or AX status.

Auxiliarists who successfully complete the following tasks are entitled to wear the Trident (there is no time limit in which these tasks must be completed):

- (1) Introduction to Marine Safety and Environmental Protection (IMSEP) course. If completed prior to 01 Oct 2010, the Auxiliarist must also have completed Initial Introduction to Marine Safety (IIMS). NOTE: IIMS was an active-duty course which has since been discontinued. If IIMS has not been completed and IMSEP was earned prior to 01 Oct 2010, the new version of IMSEP must be completed.
- (2) Good Mate course.
- (3) Incident Command System (ICS) courses 100 / 200 / 700 / 800.
- (4) ICS course 210 (Coast Guard taught) or ISC 300 (FEMA or Coast Guard taught).
- (5) At least four Auxiliary marine safety program PQS. See "Marine Safety PQS" page on the Prevention Directorate web site for acceptable PQSs.

When the above requirements have been met, the Auxiliarist shall complete the "U.S. Coast Guard Auxiliary Marine Safety (Trident) Device Application and Check-off Sheet found on the Prevention Directorate website under Trident in the "Members Only" section. The completed form with applicable documentation is sent to the DSO-MS for processing and entry into AUXDATA.

After earning the Trident device, the Auxiliarist shall remove the MSTR from wear.

Section XXIII: Qualification Process - Trident Program

Guidelines: The MS Ribbon form is to be completed by the member and is a part of the Application to be turned in to FC. FC will forward on the behalf of the member

| U.S.C.G. Aux Marine Safety (Trident) Device | | | |
|--|--|-----------------|--|
| Documentation of completion of Trident training program | | | |
| Process | | Dates confirmed | |
| PQS Completed | | | |
| Good Mate Manual and Course | | | |
| Incident Command System ICS 100, 200, 700 and 800 | | | |
| Incident Command System ICS210 or ICS300 | | | |
| Initial Indoctrination to Marine Safety (IIMS) | | | |
| AUXDATA copy of member training record sent to DSO-MS | | | |
| Completion of at least four marine safety qualifications/PQs (attach copy of Letter of Designation for each professional area). | | | |
| Marine Safety Qualifications/PQs 1 st completed date | | | |
| Marine Safety Qualifications/PQs 2 nd completed date | | | |
| Marine Safety Qualifications/PQs 3 rd completed date | | | |
| Marine Safety Qualifications/PQs 4 th completed date | | | |
| Service in support of marine safety and environmental protection program (Minimum 96 hours per calendar year for 5 years): | | | |
| Year date | MS&MSP Hours as Recorded in AUXMIS/AUXDATA | | |
| 1. | | | |
| 2. | | | |
| 3. | | | |
| 4. | | | |
| 5. | | | |
| Personal Information: | | | |
| Last Name | First | MI | |
| | | | |
| Employee Number | | | |
| Member District | Division | Flotilla | |
| | | | |
| Recommendation for Conditional award from COTP (attach copy of letter) | | | |
| INSTRUCTIONS: This form is to be completed by the member and is a part of the Application. DSO-MS shall review and endorse and, if found satisfactory, forward to DIRAUX | | | |
| Name of DSO-MS (print): | | | |
| Signature | | Date | |

Part 1 of 2

| | | |
|---|-----------------|-----------------|
| Personal Information: | | |
| APPROVAL by DIRAUX: "I have reviewed the information presented and concur that it is complete and accurate. I hereby approve this Award and have instructed that this award be entered into the member's record." | | |
| Last Name | First | MI |
| | | |
| Employee Number | | |
| Member District | Division | Flotilla |
| | | |
| Recommendation for Conditional award from COTP (attach copy of letter) | | |
| INSTRUCTIONS: This form is to be completed by the member and is a part of the Application. DSO-MS shall review and endorse and, if found satisfactory, forward to DIRAUX | | |
| APPROVAL by DIRAUX: "I have reviewed the information presented and concur that it is complete and accurate. I hereby approve this Award and have instructed that this award be entered into the member's record." | | |
| Name, rank and District of DIRAUX: | | |
| DIRAUX signature and Date: | | |
| Application for MS Training/Trident Award is sent by FC on behalf of the member. | | |

Part 2 of 2



Section XXIV: Qualifications – Public Affairs Specialist

Public Affairs

Resources for PA (and PB Officers)

PA - Introduction to Auxiliary Public Affairs (AUX-20)

PA - USCG 2ND CLASS (AUX-22) USCG Public Affairs 2nd Class exam (AUX-22)

PA Policy (AUX-21) Public Affairs Policy exam (AUX-21)

Upon successful completion of a qualification, a person will have achieved minimum competencies necessary to become a competent Public Affairs Specialist. This person's job duties include dissemination of information to local media outlets concerning Auxiliary Public Education Courses, Coast Guard public affairs policy, and Recreational Boating Safety information.

| USCG Auxiliary Public Affairs Specialist – PQS There are three PA certifications: I, II, & III | | |
|--|------------|------------------------|
| Auxiliarist should have experience in writing for the media, public appearances, static displays, digital photography, the National Safe Boating campaign and Coast Guard ranks and rates. These are the minimum skills expected of a flotilla public affairs officer. | | |
| Process | | Dates confirmed |
| Complete PQS Workbook | | |
| Completion, PQS tasks for the appropriate level Tasks must be signed off by local FSO-PA or SO-PA if they have the qualification. If not the FC can obtain permission from DSO-PA for the FC to sign off the requirements found on National web page: http://www.auxpa.org/ | | |
| Oral Board Documentation Package submitted | | |
| Last Name | First name | MI |
| | | |
| District/Division | Flotilla | Member Number |
| | | |
| Documentation Packet When you complete all courses and tasks, submit a documentation packet via email (all files in PDF format) to Branch Chief for Professional Standards | | |
| Scan all your course certificates and every PQS sign-off page. Save each file as a PDF and submit with a request for an oral board. | | |
| Oral Board A conference call via appropriate computer software | | |
| Once you complete the board, you'll receive (through your DIRAUX) a letter of designation from the Public Affairs Director, along with a PA Specialist certificate | | |
| Your DIRAUX will make the appropriate AUXDATA entry, and you'll be authorized to wear the distinctive Public Affairs Specialist ribbon. | | |

Section XXV: Qualifications - Air Crew Program

Air Crew AUXAIR is an Auxiliary District Operational program. AUXAIR aviators have varied aviation backgrounds, and many have prior military experience.

AUXAIR aviators volunteer their aircraft for use as facilities, just as surface operators volunteer their vessels.

| Auxiliary Air Qualifications | |
|--|----------------|
| First Level – Air Observer (Prerequisites) | |
| I. Prior to appointment as Observer Trainee | Completed date |
| A. Member in AP, BQ or AX status | |
| B. Auxiliary Core Training (AUXCT) – current | |
| C. Complete a certified Recreational Boating Safety Course | |
| D. Pass Aviation Exam Part A | |
| E. Current FAA 3 rd class medical exam or AV-10-1 medical screening | |
| F. ICS 100 and ICS 700 | |
| G. Obtain permission of DSO-AV to enter Aviation Program | |
| II. Prior to Flight Training | |
| A. Submit DO PSI security package | |
| B. Complete Emergency Egress training | |
| C. Aviation Swim prior to flying beyond gliding distance from shore | |
| III. Prior to Certification | |
| A. AUX -17 (Initial CRM) | |
| B. Complete all BQ requirements | |
| C. Successfully complete the Syllabus Checklist | |
| Second Level – Air Crew (Prerequisites) | |
| I. Prior to appointment as Air Crew Candidate | |
| A. Certified Air Observer | |
| B. AUX-17 completed within past 5 years | |
| C. CRM Refresher, Emergency Egress Training and swim - current | |
| D. Current FAA 3 rd class medical or AV-10-1 screening | |
| E. Successfully complete Aviation Exam B | |
| F. Auxiliary Core Training (AUXCT) – current | |
| G. Annual Flight Safety Workshop – current | |
| H. Submit ANSC-7043 and be designated as Air Crew Candidate | |
| II. Prior to Certification | |
| A. Successfully complete Syllabus Checklist | |
| B. Minimum 5-hour Air Crew | |

Section XXV: Qualifications - Air Crew Program (continued)

Pilots, who by the nature of their FAA certifications and advanced testing in Coast Guard and Auxiliary procedures and practices, have been certified by the Director to exercise the duties of their level of qualification. Auxiliary pilots qualify as Co-Pilot (CP), First Pilot (FP) or Aircraft Commander (AC).

| THIRD LEVEL: PILOT REQUIREMENTS prior to FLIGHT CHECK | REQUIRED | | |
|--|----------|----|----|
| | CP | FP | AC |
| A. FAA Medical – 3 rd class or higher - current | X | X | X |
| B. FAA Airman's Certificate – private pilot or higher | X | X | X |
| C. FAA biennial flight review - current | X | X | X |
| D. Auxiliary Core Training (AUXCT) - current | X | X | X |
| E. Aviation Exam B | X | X | X |
| F. ICS 200, 210 and 800 | X | X | X |
| E. Emergency egress training - current | X | X | X |
| F. Aviation swim and water survival training - current | X | X | X |
| G. AUX-17 and AUX-18 within the past 5-years | X | X | X |
| H. Annual flight safety workshop - current | X | X | X |
| I. Annual CRM Refresher | X | X | X |
| J. All FAA requirements | X | X | X |
| K. CFR 61.57 | | | |
| (a) CFR 61.57(a) - Recent Flight Experience as PIC | X | X | X |
| (b) CFR 61.57(b) - Night | | X | X |
| (c) CFR 61.57(c) - Instrument | | | X |
| L. Hours as PIC (minimum) | | | |
| (a) 200 | X | | |
| (b) 500 | | X | |
| (c) 1000 | | | X |

Section XXVI: Qualifications – Cutterman

Auxiliary Cutterman Auxiliary Cutterman's PQS will be reviewed and everything else that MUST be required by the Ship's Command will be forwarded to DIRAUX for review.

Eligibility requirements for the officer and enlisted Cutterman Insignia are contained in the Cutter Training and Qualification Manual, COMDTINST M3502.4 (series). Entitlement to wear the Insignia will now represent an individual's desire to pursue a seagoing career and is based on the successful completion of specific Personnel Qualification Standards (PQS), or unit Job Qualification Requirements (JQR) where no fleet PQS exists.

Auxiliary Cutterman's PQS will be reviewed and everything else that MUST be required by the Ship's Command will be forwarded to DIRAUX for review.

Application for Cutter's Pin is
to be forward by the
Commanding Officer/Officer in Charge on
behalf of the member to DIRAUX



The Auxiliary Cutter man insignia is intended to identify and recognize the commitment of Coast Guard Auxiliary members currently working in the cutter fleet who have regularly dedicated their efforts in support of the cutter community. This insignia will distinguish those Auxiliarists who have achieved the requisite level of qualification, knowledge, and experience that includes both practical and proven understanding and appreciation for cutter force command, management, and operations.

Section XXVII: Specialty Courses

Successful completion of a specialty course signifies an Auxiliarist has gained considerable knowledge in that field. The six specialty areas with associated testing are:

1. Communications (AUXCOM) – open book exam (closed book effective 5/19/25)
2. Navigation (AUXNAV) - Part A, open book exam and Part B, a performance skills/chart plotting exam
3. Patrols (AUXPAT) – open book exam (closed book effective 5/19/25)
4. Seamanship (AUXSEA) – open book exam (closed book effective 5/19/25)
5. Search, Coordination, and Execution (AUXSC&E) – two-part end-of-course exam (open book knowledge exam and a performance skills/chart plotting exam)
6. Weather (AUXWEA)- open book exam (closed book effective 5/19/25)

Closed book exams must be monitored by an approved Proctor

1. References

- a. T-Directorate website for study materials:
([http://wow.uscgaux.info/content.php?unit=T- DEPT](http://wow.uscgaux.info/content.php?unit=T-DEPT))
- b. National Testing Center (<http://ntc.cgaux.org>) for the following online exams:
AUXCOM; AUXPAT; AUXWEA; AUXSEA, and AUXNAV Exam Part A
- c. USCG Auxiliary Manual, COMDTINST M16790.1G
- d. Auxiliary Policy Directive ADM-12-01A, “Proctor Program”

2. Specialty Courses Leading to AX Status

Taking various combinations of these courses will provide a maximum of six credits towards the seven credits required for attaining AX status. The specialty courses AUXCOM, AUXSEA, and AUXWEA are required core courses and are worth one credit each. The specialty courses AUXNAV (two credits), AUXSC&E (two credits), and AUXPAT (one credit) are considered elective courses.

Additionally, the discontinued specialty courses Search and Rescue (AUXSAR) and Administration (AUXMIN) are recognized in lieu of other elective courses (for those members who may have taken them prior to their discontinuance) and are each worth one credit.

3. Course/Test/Documentation Requirements

Courses may be taken either online or in classroom settings. For either format see Ref a. for study materials. Accessing the study materials requires a user ID and password. If you have not yet registered, the login page will provide instructions for the use of a user ID and password.

Upon completion of the study materials, the member may access the associated timed, open-book exam at the National Testing Center (see Ref b.)

The AUXNAV Part B timed exam (performance skills/chart plotting exam) and the AUXSC&E timed exams (two-part end-of-course exam, including an open book knowledge exam and a performance skills/chart plotting exam) are not provided for in an online application. The AUXNAV Part B exam must be administered by a proctor. The AUXSC&E course and exams must be administered in accordance with AUXMAN Chapter 8, Section C.2.g.(3)

4. Required Documentation Flow Paths

The documentation flow paths for the AUXSC&E course and exams are to be in accordance with the provisions of AUXMAN Chapter 8, Section C.2.g.(3).

Section XXVIII: Qualification – AX Award Process

5. Specialty Training Ribbon

| APPLICATION FOR SPECIALTY RIBBON ENTRIES OR AUXOP PIN TO BE FORWARD BY THE FC ON BEHALF OF THE MEMBER. |
|--|
| <p>This recognition is presented to an Auxiliarist who has satisfactorily completed any of the specialty courses. Auxiliarists add a 3/16-inch bronze or silver stars to show completion of additional courses. This designation recognizes the satisfactory completion of specialty courses. Auxiliarists will wear the AX device after meeting the new AX requirements. No medal is presented with this award. The specialty training ribbon is removed upon successful completion of AX requirements.</p> |
| <p>New AX certification procedures - The AX identification feature in AUXDATA is now online and operational. The AUXDATA eligibility and progress reports will enable DIRAUX to identify and certify members meeting the new criteria for AX. The AX progress report allows members to quickly check their progress toward AX. If you do not have AUXDATA access, the DSO-MT will provide this information upon request. The DSO-MT remains the point of contact for AX questions and concerns.</p> <p>Application for Specialty Ribbon or AX Pin is forwarded to OTO by the FC on behalf of member.</p> |
| |

Section XXIX: Qualifications – AX Completion

| | | | |
|----------|--|----------------|-----------------------|
| 1 | Required Core Courses (3 credits required) | Credits | Date Completed |
| | Weather Specialty (AUXWEA) Course | 1 Credit | |
| | Seamanship Specialty (AUXSEA) Course | 1 Credit | |
| | Communication Specialty (AUXCOM) Course | 1 Credit | |
| 2 | Required Leadership Courses (1 credit required) | Credits | Date Completed |
| | Flotilla Leadership Course (Online) | 1 Credit | |
| | Flotilla Leadership Course (Residential) | 1 Credit | |
| | AUXLAMs A&B – Auxiliary Leadership & Management Resident | 1 Credit | |
| | AUXLAMs A&B – Auxiliary Leadership & Management Roadshow | 1 Credit | |
| | Auxiliary Mid-Level Officer Course – AMLOC (DCDR/VCDR) | 1 Credit | |
| | Auxiliary Mid-Level Officer Course – AMLOC (DACPT) | 1 Credit | |
| | Auxiliary Senior Officer Resident Course (VCO/NADCO) | 1 Credit | |
| 3 | Elective Courses (3 credits required) | Credits | Date Completed |
| | Search Coordination and Execution Course (AUXSCE) | 2 Credits | |
| | Navigation Specialty Course (AUXNAV A & AUXNAV B) | 2 Credits | |
| | Introduction to Marine Safety and Environmental Protection | 2 Credits | |
| | Patrols Specialty (AUXPAT) Course | 1 Credit | |
| | Auxiliary ATON and Chart Updating (AUX-06) | 1 Credit | |
| | ICS 300 and 400 | 1 Credit | |
| | Air Coordinator Training (AUX-15) | 1 Credit | |
| | ICS 346 – Situation Unit Leader – Classroom | 1 Credit | |
| | Complete ISC 346 PQS – Part A & Part B | 1 Credit | |
| | ICS 347 – Demobilization Unit Leader Classroom | 1 Credit | |
| | Completed ICS 347 PQS Part A & Part B | 1 Credit | |
| | ICS 348 – Resources Unit Leader Classroom | 1 Credit | |
| | Completed ICS 348 PQS Part A & Part B | 1 Credit | |
| | ICS 430 – Operations Section Chief Classroom | 1 Credit | |
| | Completed ICS 430 PQS | 1 Credit | |
| | ICS 440 – Planning section Chief Classroom | 1 Credit | |
| | Completed ICS 440 PQS | 1 Credit | |

| | | |
|---|----------------|-----------------------|
| ICS 351 – Logistics & Finance Section Classroom | 1 Credit | |
| Completed ICS 351 PQS | 1 Credit | |
| Completed ICT3, Incident CDR, PQS and Oral Board | 2 Credits | |
| Completed LNO3, Liaison Officer, PQS and Oral Board | 2 Credits | |
| Completed SOF3, Safety Officer, PQS and Oral Board | 2 Credits | |
| Completed P103, Public Info Officer, PQS and Oral Board | 2 Credits | |
| Completed OPS3, OPS Section Chief, PQS and Oral Board | 2 Credits | |
| Completed AOBD, Air OPS Branch Dir, PQS and Oral Board | 2 Credits | |
| Completed DIVS, Div/Group Supervisor, PQS and Oral Board | 2 Credits | |
| Completed OPBD, OPS Branch Dir, PQS and Oral Board | 2 Credits | |
| Completed STAM, Staging Area Mgr, PQS and Oral Board | 2 Credits | |
| Completed DMOB3, Demobilization Unit Ldr, PQS and Oral Board | 2 Credits | |
| Completed DOCL3, Document Unit Ldr, PQS and Oral Board | 2 Credits | |
| Completed ENVL3, Environment Unit Ldr, PQS and Oral Board | 2 Credits | |
| Completed MTSL, Marine Transportation System Recover Unit Ldr, PQS and Oral Board | 2 Credits | |
| Completed PSC3, Plan Sec Chief, PQS and Oral Board | 2 Credits | |
| Completed RESL3, Resource Unit Ldr, PQS and Oral Board | 2 Credits | |
| Completed SITL3, Situation Unit Ldr, PQS and Oral Board | 2 Credits | |
| Completed LSC3, Logistics Sec Chief, PQS and Oral Board | 2 Credits | |
| Completed BCMG, Base/Camp Mgr, PQS and Oral Board | 2 Credits | |
| Completed COML3, Comms Unit Ldr, PQS and Oral Board | 2 Credits | |
| Completed FACL3, Facilities Unit Ldr, PQS and Oral Board | 2 Credits | |
| Completed FDUL3, Food Unit Ldr, PQS and Oral Board | 2 Credits | |
| Completed GSUL3, Ground Support Unit Ldr, PQS and Oral Board | 2 Credits | |
| Completed VSUL3, Vessel Support Unit Ldr, PQS and Oral Board | 2 Credits | |
| Completed MEDL3, Medical Unit Ldr, PQS and Oral Board | 2 Credits | |
| Completed FSC3, Finance/Admin Sec Chief, PQS and Oral Board | 2 Credits | |
| Completed COST3, Cost Unit Ldr, PQS and Oral Board | 2 Credits | |
| Completed PROC3, Procure Unit Ldr, PQS and Oral Board | 2 Credits | |
| Completed COMP, Comp/Claims Unit Ldr, PQS and Oral Board | 2 Credits | |
| Completed TIME3, Time Unit Ldr, PQS and Oral Board | 2 Credits | |
| 4 Discontinued Courses Recognized In lieu of Electives | Credits | Date Completed |
| Search and Rescue Specialty (AUXSAR) (discontinued) | 1 Credit | |
| Administration Specialty (AUXMIN) Course (discontinued) | 1 Credit | |

Section XXX: Qualifications – Auxiliary Culinary Assistance (AUXCA)

The Auxiliary Culinary Assistance (AUXCA) program helps Coast Guard and Coast Guard Auxiliary units enhance mission readiness, effectiveness, and execution by providing culinary support.

This support is achieved through promoting and providing culinary assistance to Coast Guard units (both on land and at sea) and to Auxiliary units, supporting the Coast Guard National Strategic Plan, and training and maintaining a high degree of proficiency to support the CG and the Auxiliary.

AUXCA Specialists are trained by certified AUXCA Instructors and/or USCG Active-Duty Culinary Specialists II and above using Coast Guard Approved AUXCA Program guides. Classroom training is followed by hands-on training, with a Personnel Qualification Standard (PQS) completed within one year of training and an Annual Sanitation Course required. Additional requirements may be necessary based on the competency desired.

| Qualification Process for AUXCA | |
|---|-----------------|
| Process | Dates confirmed |
| Be in BQ or AX status and Core Training certified | |
| Complete the Intro to Risk Management Course | |
| Have a current uniform inspection | |
| Complete ICS-100 and ICS-700 courses | |
| Complete the AUXCA Annual Sanitation course | |
| Complete Medical Screening (ANSC 7200) and start Hep A vaccine | |
| Complete the Basic AUXCA course (online or in classroom) | |
| Be interviewed and approved for training by SO-CA or higher | |
| Complete the PQS food prep tasks in a USCG galley | |
| Submit all documentation to the DSO-CA | |
| Annual Currency Requirements: 1. Complete the Sanitation Workshop by 30 June 2. AUXCA-1: Perform a minimum of 12 hours of direct support of a CG unit (no minimum hours for AUXCA-2) | |
| To Get out of REYR: 1. AUXCA-1: Perform 4 hours under supervision 2. AUXCA-2: Perform 2 hours under supervision | |

Section XXXI: Qualifications – Fingerprint Technician

| Qualification Process for Fingerprint Technician/Citizenship Verifier | |
|--|-----------------|
| Process | Dates confirmed |
| Become BQ qualified | |
| Complete ICS 100 and 700. Completions must be in AUXDATA | |
| Study the online FP technician/Citizenship Verifier training guide. http://www.cgaux.org/training/PDF/FingerprintStudyGuide.pdf | |
| Go to the National Testing Center and take the FPTECHEXAM http://ntc2.cgaux.org/NTC/instructionPage.php Make a copy of the exam certificate. | |
| Complete three sets of fingerprints on the approved FP cards. Cards and the requisite fingerprint kit may be available from the FSO-HR of your flotilla or an adjacent flotilla. If not the Fingerprint kit (6000) and cards (6000a) can be ordered from the ANSC by the FSO-MA or FC. | |
| FC sends a letter to the OTO requesting that the member be qualified as a Fingerprint Technician/Citizenship Verifier accompanied by the FPTECH exam certificate and the three FP cards. | |
| OTO makes appropriate entries in AUXDATA | |

Section XXXII: Qualifications – Interpreter Corps Program - Interpreter

Interpreter (INT)

The U.S. Coast Guard Auxiliary Interpreter Corps (IC) program is a component of the Auxiliary's International Affairs and Interpreter Support Directorate. The Auxiliary Interpreter Corps was established in 1997 to provide interpreter support to Coast Guard operational, administrative, and public affairs missions. Members of the Coast Guard Auxiliary may join the Auxiliary Interpreter Corps based on their linguistic skills. Interpreter Competency Levels are as follows:

1. Level "A" is applied to a person who **fluently** reads, writes, speaks, and understands a foreign language in addition to English.
2. Level "B" is applied to a person who speaks and understands a foreign language in addition to English, but does not necessarily **read or write fluently** in any language.

Only applications with Level "A" competency will be accepted and certified.

Process

- Complete ICS 100.
- Complete ICS 700.
- Member must be in either IQ or BQ status.
- Submit application form found on IC website at www.icdept.cgaux.org. Members login using their emplid # and password.
- Level "A" applicants are subject to extensive verbal and written linguistic assessment by one or more Language Qualification Examiners (LQE) for assessment of each Level "A" language stated on the application form. Any and all linguistic professional credentials, including academic proficiency tests or proficiency tests from the Defense Language Institute will be considered.
- After successful completion of LQE assessment, the appropriate AUXDATA entry for the Auxiliary interpreter "INT" will be entered and a certificate and ribbon (Auxiliary Operations) issued by the member's local DIRAUX.
- The certified interpreter will be entered in the IC database which is maintained and available at www.icdept.cgaux.org.



The CG Auxiliary Operations Program Ribbon

ACRONYMS AND OR ABBREVIATIONS

| | |
|--------------|---|
| 86C | Questionnaire for National Security Positions, created by the U.S. Office of Personnel Management - Continuation Form |
| A Department | National Public Affairs Department |
| ABC | American Boating Course for public education (Power Squadron) |
| ABS | About Boating Safety for public Education (Coast Guard Auxiliary) |
| ADM | Admiral (4 Star) - In the Coast Guard, there is only 1 ADM, who is the Commandant. |
| ADSO | Assistant District Staff Officer - [Program] |
| ADSO-AV-T | Assistant District Staff Officer – Aviation – Training |
| ADSO-MT | Assistant District Staff Officer – Member Training |
| ADSO-MT-Q | Assistant District Staff Officer – Member Training-Qualifications |
| ADSO-MT-S | Assistant District Staff Officer – Member Training-Specialty |
| CAFAM | Area Familiarization |
| ANSC | Auxiliary National Supply Center |
| AOR | Area of Responsibility |
| AP | Approval Pending – membership is pending |
| APC | Auxiliary Administrative Procedures Course |
| AQE | Area Qualification Examiner |
| ARCO | National Area Commodore-[Area] |
| ATON | Aids to navigation or navigations services |
| AUXAIR | Auxiliary District Operational program |
| AUXCOM | Specialized Course for Communications |
| AUXDATA | The Auxiliary Database which holds information pertaining to Qualifications, Awards, Tasks completed, Courses taken, etc. |
| AUX/Officer | Auxiliary Electronic Directory of members with e-mail |
| AUXLAM | Auxiliary Leadership courses taken as a class |
| AUXLO | Auxiliary Liaison Officer |
| AUXMAN | Auxiliary manual |
| AUX-MEES | Auxiliary Marine Environmental Education specialists |
| AUXNAV | Specialized Course part A and part B for Navigation |
| AUXNET | Auxiliary Communications Network |
| AX | Auxiliary Operational Specialist |
| AUXPAT | Specialized Course for Patrols |
| AUXSAR | Specialized Course Search and Rescue AUXSCE |
| | Specialized Course in Search and Rescue (New Course) |
| AUXSEA | Specialized Course for Seamanship |
| AV | Aviation |
| AX | Auxiliary Operations Program |
| B Department | National Boating Department |

| | |
|--------------|---|
| BA | Branch Assistant - [Department][Branch][Program] |
| BC | Branch Chief - [Department][Branch][Program] |
| BQ | Basically Qualified |
| CAC | Common Access Card |
| CAP | Civil Air Patrol - the US Air Force Auxiliary |
| CC | Crew Currency |
| CFV | Commercial Fishing Vessel |
| CG Aux | Coast Guard Auxiliary |
| CG | Coast Guard |
| CG-3PCX | CG office designation for the Office of Chief Director Auxiliary |
| CGAUX/CRC | Coast Guard Auxiliary Civil Rights Counselor |
| CGAuxA | Coast Guard Auxiliary Association |
| CHDIRAUX | Chief Director of the Auxiliary |
| CIB | Combat Infantry Badge |
| CM | Communications |
| CO | Commanding Officer |
| Coastie | Coast Guard Robotic Boat used for Public Safety awareness |
| COLM | Chain of Leadership & Management |
| COMDTINST | Commandant Instruction |
| COPT | Captain of the Port |
| COS | Chief of Staff |
| CQEC | Chief Qualification Examiner Coordinator |
| CS | Computer Services |
| -d | Deputy Department Chief [Department] |
| D-AA | Administrative Assistant to DCO |
| D-AD | Aide to the DCO |
| DC | Deputy Department Chief - [Department] |
| DCO | District Commodore |
| DCP | Division Captain |
| DDO | District Directorate Officer - [Area] |
| DHS | Department of Homeland Security |
| DIRAUX | Director of Auxiliary |
| DO PSI | High level of security following Personnel Security Investigation |
| DoD | Department of Defense |
| DSO | District Staff Officer See |
| DSO-AV | District Staff Officer – Aviation |
| DSO-CM | District Staff Officer – Communications |
| DSO-MS | District Staff Officer – Marine Safety |
| DSO-MT | District Staff Officer – Member Training |
| DSO-NS | District Staff Officer – Navigation Services |
| DVC | Division Chief - [Department][Division] |
| E Department | National Public Education Department |

| | |
|----------------|---|
| EMPLID | Employee Identification Number |
| EOC | Elected Officers Course (old APC) |
| EPIRB | Emergency Position Indicating Radio Beacon |
| Facility | A Boat, Aircraft or Radio that is offered for use, and accepted by the CC. Facilities, when under orders, become US Government operated property. |
| FC | Flotilla Commander |
| FEMA | Federal Emergency Management Agency |
| Fin Cen | USCG Financial Center |
| FN | Finance |
| FSO | Flotilla Staff Officer - [Program] |
| FSO-CM | Flotilla Staff Officer – Communications |
| FSO-IS | Flotilla Staff Officer – Information System (AUXDATA entry) |
| FSO-MA | Flotilla Staff Officer – Materials |
| FSO-MS | Flotilla Staff Officer – marine safety |
| FSO-MT | Flotilla Staff Officer – Member Training |
| FSO-NS | Flotilla Staff Officer – Navigation Services |
| FSO-PV | Flotilla Staff Officer – Program Visitor |
| FSO-VE | Flotilla Staff Officer – Bessel Examiner |
| G- | G- prefix to Coast Guard Headquarter Departments and Divisions/Units |
| G-P | USCG Prevention Department |
| G-R | USCG Response Department |
| HAM | Amateur Radio Operator |
| HARPAT | Harbor Patrol |
| I Department | National Information Technology |
| Department IAD | International Affairs Directorate |
| ICS | Incident Command System |
| ID | Identification |
| IDC | Instructor Development Course |
| IFR | Instrument Flight Rules |
| IIMS | Initial Indoctrination to Marine Safety |
| IMSEP | Marine Safety and Environmental Protection |
| IPNACO | Immediate Past National Commodore |
| IQ | Initially qualified - member has attained favorable check |
| IT | Instructor |
| QJA | Job Aid |
| L Department | National Legal Department |
| LAMS | A weeklong Active-Duty classis LAMS |
| LCDR | Lt Commander |
| M Department | Marine Safety & Environmental Protection |
| Department MA | Materials |
| Mailing List | A server-based program that allows one email, sent to a specific address, to be distributed to a list of other email addresses. |
| MDA | Maritime Domain Awareness |

| | |
|--------------|--|
| MDV | Marine Dealer Visitor (old Program Visitor) |
| MLC | Maintenance and Logistics Command |
| MS | Marine safety |
| MS | Marine Safety |
| MSD | Marine Sanitation Device |
| MSO | Marine Safety Office |
| MT | Member Training |
| NACO | National Commodore |
| NACON | National Auxiliary Conference |
| NACOS | National Chief of Staff |
| NADCO | National Directorate Commodore - [Program] |
| NAVCO | National Vice Commodore |
| NAVRUL | Navigational Rules of the Road |
| NCOS | National Chief of Staff |
| NS | Navigation Services |
| NSBW | National Safe Boating Week |
| NTC | National Testing Center |
| N-Train | National Training Conference |
| O Department | Operations Department |
| OBS | Operation Boat Smart |
| ODU | Operational Dress Uniform - CG version of the BDU |
| OMS | Operations & Marine Safety |
| OP | Operations |
| OPR | Operation Patriot Readiness |
| OS PSI | Medium security following Personnel Security Investigation |
| OTO | Operations Training Officer - Typically a Chief Warrant Officer. |
| P Department | Personnel Department |
| PA | Public Affairs |
| PAO | Public Affairs Officer |
| PATON | Private Aids to Navigation |
| PB | Publications |
| PCOMO | Past Commodore |
| PCX | Office of the Chief Director of the Auxiliary |
| PDF | Personal Data File |
| PE | Public Education |
| POMS | Patrol Order Management System |
| PQS | Performance Qualification System |
| PRCO | Past Rear Commodore |
| PS | Personnel Services (PS) |
| PSC | Personnel Service Center |
| PSI | Personnel Security Investigation |
| PV | Program Visitor |
| PWC | Personal Watercraft (Jet Ski) |
| PWO | Personal Watercraft Operator |
| PWO-IT | Personal Watercraft Operator – Initial Trainee |

| | |
|--------------|---|
| QE | Qualification Examiner |
| RADM | Rear Admiral, Upper Half (2 Star) |
| RBS | Recreational Boating Safety |
| RCO | Rear Commodore - [Area] |
| RDML | Rear Admiral, Lower Half (1 Star) |
| REWK | Certification lapsed because of failure to complete a required workshop (AUXDATA is updated in early July and those not listed as having completed required workshops are set automatically to REWK). If you are in REWK, you only need to complete the task you are deficient in and notify DIRAUX that the task has been completed and entered in AUXDATA. DIRAUX will re-certify you at that time without additional requirements |
| REYR | Certification lapsed because of failure to complete required currency maintenance (AUXDATA is updated in early Jan and those not listed as having completed required currency maintenance tasks are set automatically to REYR) REYR indicates that you did not complete your Currency Maintenance, Underway Hours, or Checks (i.e., Vessel Exams), depending on the Competency Certified for the previous or previous years. |
| SAR | Search and Rescue |
| SDB | Service Dress Blue Uniform |
| SF-86 | Questionnaire for National Security Positions, created by the U.S.Office of Personnel Management |
| SF-86C | Questionnaire for National Security Positions, created by the U.S.Office of Personnel Management - Continuation Form |
| SITREP | A procedural word, short for "Situation Report"; |
| SO | Division Staff Officer |
| SO-CM | Division Staff Officer – Communications |
| SO-MS | Division Staff Officer – Marine Safety |
| SO-MT | Division Staff Officer – Member Training |
| SO-NS | Division Staff Officer – Navigation Services |
| SOP | Standard Operational procedure |
| T Department | Training Department |
| TCO | Telecommunications Operator |
| TCT | Team Coordination Training (risk assessment – risk awareness) |
| USCG | United States Coast Guard |
| USCGA | United States Coast Guard Academy |
| USCGAux | United States Coast Guard Auxiliary |
| USCGR | United States Coast Guard Reserve |
| V Department | Vessel Examination & Recreational Boating Safety Visitation Prog |
| VADM | Vice Admiral (3 Star) - in the Coast Guard there are four (4) VADM's: LANTAREA, PACAREA, Chief of Staff, Vice Commandant |

| | |
|-----|---|
| VCO | Vice Commodore |
| VCP | Vice Division Captain |
| VE | Vessel Examiner |
| VFC | Vice Flotilla Commander |
| VFR | Visual Flight Rules |
| VSC | Vessel Safety Check |
| W/S | Radio Watchstander |
| XO | Executive Officer |
| XPO | Executive Petty Officer |
| YIC | You're In Command - Office of Boating Safety safe boating program |