



UNITED STATES COAST GUARD AUXILIARY

D11SR AP to BQ Training Guide (11/2024)

FAQs about AP: [Frequently Asked Questions for Auxiliarists in Approval Pending \(AP\) Status](#)

First and foremost, congratulations on becoming a member of the Coast Guard Auxiliary. We each have our own reasons for joining, but I think I can keep it simple as say that we are all here to support our great country and to support Team Coast Guard.

Goals: Your primary goal should be to attain BQ (Basic Qualified) status ASAP. Completing the BQ requirements prepares you to move forward in support of our mission and your goals. D11SR's goal is to see you, the new Member, complete BQ within 120 days. You will become BQ when you pass your Personal Security Investigation (PSI) background check, complete your Core Training, the BQCII Class, and an approved NASBLA Boater Safety Course. When you complete these requirements, you will be Sworn into the Auxiliary, receive your Auxiliary photo ID card, and may qualify for Job Qualifications upon completion of the required training.

Note: Most training will not be available until your Personal Security Investigation (PSI) is completed. It will take approximately 2-4 weeks to complete the PSI screening from the time you receive AP status.

Getting Started with Training

1. **New Member Academy (NMA):** District 11SR currently offers the New Member Academy (NMA) online quarterly. Starting in January 2025 the NMA will be offered monthly. The 2.5-hour Academy is designed as a Fast-Start for you to learn what you need to know to be get started and become a successful as a member in the Auxiliary. Please check the [District 11SR Calendar](#) or with your FSO-HR for the next available Academy date.
2. **Signing In to the System:** The first step to get you going is getting access to AUXDATA II (AD2) and the USCGAUX sites. Again, you will have to wait until you receive a favorable PSI email from DIRAUX which will include your member ID #. Once you have your member ID set up the accounts as follows:
 - a. AUXDATA II (AD2) website: <https://uscg.force.com/auxcommunity/login> - Access is setup in the system by DIRAUX. You will receive an email from DIRAUX with ID #. If you don't receive the email with your ID# within 7 business days contact your FSO-IS staff officer for assistance.
 - b. USCGAUX Sites: You will need to enter in your Unit Number. District – Division – Flotilla (i.e. 114-06-12) then select the Blue Box to Sign In/Sign Up. https://wow.uscgaux.info/WOW_signin.php?unit=
 - c. USCG Auxiliary Classroom website: <http://classroom2.cgaux.org/moodle/>
 - d. USCG Auxiliary Main Website: <https://www.cgaux.org/>
 - i. On the CGAUX.org website you can search Leadership, AUX Member Resources, Directorates, Units, and other related information.



UNITED STATES COAST GUARD AUXILIARY

D11SR AP to BQ Training Guide (11/2024)

3. **AUXDATAII** is where you will manage your personal data, logging your time, and tracking your qualifications. It is also loaded with information and important links to get you to other facets within the Auxiliary.
 - a. You should automatically receive an email providing you with instructions on how to set up your AUXDATA II account. When received, click on the link provided and follow the steps. If not received, you should be able to set up your account by resetting your password.
 - b. For more information visit [AUXDATA II page](#). (*Member Zone access required*) There are also videos that will show you how to use the AUXDATA II system. Go to <https://web.d11s.org/> > Member Job Aids > AUXDATA II and watch AUXDATA II Sessions 1 – 4.

4. [Auxiliary Core Training \(AUXCT\)](#) is a series of training courses focused on supporting Coast Guard Auxiliarists' assignment and performance of duties. The Coast Guard is required to ensure that its Auxiliarists are appropriately trained, tested, and found competent before being assigned to duty. The course selection is a minimum baseline of organizational familiarity and expectation supporting this goal. The value of this training has formed the core of every Auxiliarist's pledge and commitment to support the Coast Guard and abide by its governing policies. Completion of the Core Training course and the Boater Safety Course will move your status from AP to BQ.
 - a. You will need to sign into the site to access any of the info you are looking for. Look for the Sign In/Sign Up blue button at the bottom of the left column. If you are still having issues getting into the system, check with your FSO-IS or Mentor for assistance.

AUXCT Course Requirements: Please follow the link to the [USCG Auxiliary Classroom](#). You will also need an [Online Enrollment Key](#) for each course.

Core Training Courses: The following courses are required in order to advance to BQ Status. Courses 1-6 are required for BQ and every 5th year thereafter. Courses 7 and 8 are one-time courses.

1. Workforce Resilience Training (502379)
2. Security Fundamentals (810030)
3. Privacy at DHS: Protecting Personal Information (810015)
4. Sexual Harassment Prevention (810000)
5. Civil Rights Awareness (502319)
6. Suicide Prevention (20231120a)
7. Ethics 1 / Personal Gifts (502306). (One-Time Course)



UNITED STATES COAST GUARD AUXILIARY

D11SR AP to BQ Training Guide (11/2024)

8. [Basic Qualification Course II \(BQC II\)](#) is the first course new Members should take. Auxiliary members who are familiar with the customs, traditions, and history of the Coast Guard Auxiliary, understand our Missions and Programs, the organizational structure, the policies, and regulations that guide us, and understand the protocols and uniform wear will be far better prepared to serve the Coast Guard than less knowledgeable members.
9. Bloodborne Pathogen Training: This training is required for All Auxiliarists who are assigned to duty performing ordered patrol missions for the Coast Guard. This course is available at [Home | USCG Auxiliary Classroom](#). Sign in & scroll down to the bottom of the Home Page.

5. General Information:

- a. Our instructional pages have been written as a self-help guide to assist you in navigating not only the training process, but other elements of the Auxiliary smoothly. If you have any questions or need any assistance please don't hesitate to contact your Mentor, the FSO-IS, FSO-HR or FSO-MT or elected staff officers.
- b. When you complete any courses, please keep a digital copy of the final test results or certificate of completion as the classroom system doesn't always update AUXDATA II. This way if you have the course results, we can go in and update your file, if needed.
- c. Several of the courses, like the Core Training & Workshops, are completed via self-attestations forms. The Core Training self-attestations are done through the National Testing Center and usually find their way into AUXDATA II. Other courses, like Annual Workshops, the completion certificates need to be sent to your flotilla's FSO-IS (Informational Systems).
- d. As with the other Course Completions or Certificates please keep a copy of all your self-attestation forms just in case something doesn't get properly updated in your file.

Some tips when doing your training:

1. Have the [Auxiliary Manual](#) (aka AUXMAN) handy (download PDF off the website). You don't need to read it entirely to pass these tests, but it is good for reference or clarification. The questions on the test will let you know when they are looking for something from AUXMAN. You can search the exact query to find it in the manual.
2. Each of the courses is broken down into several modules which have:
 - a. A PDF that contains the material covered in the presentation. We would highly recommend creating a folder on your computer and storing the downloadable content/ PDF's. It will allow you to quickly find and use them when doing the tests or for future reading.
 - b. Sometimes videos give information that isn't necessary for the tests but have useful information that may have value to you at some point in the future.

AUXDIRECTORY / AUXOFFICER:

Directory information is available on AUXDATA II, but AUXDIRECTORY/AUXOFFICER is an alternative site to quickly find info. With your USCGAUX ID you can now search the AUXDIRECTORY which contains basic information to help you contact other members when you need help with something specific. Simply type in their



UNITED STATES COAST GUARD AUXILIARY

D11SR AP to BQ Training Guide (11/2024)

name and it will pull up their information. This site allows you to look up many criteria of lists and contact information. <https://auxofficer.cgaux.org/auxoff/index.php>

Other Key Internet References:

FEMA Incident Systems (IS) Courses – The FEMA Incident Systems (IS) courses are required for many certifications and competencies within the flotilla. You don't need an AUX ID to take these courses so why not get them done while you are waiting on DIRAUX to change your status to AP.

Step 1 – Create a new account at <https://cdp.dhs.gov/femasid/>

Step 2 – ISP Courses go to <http://training.fema.gov/IS/crslst.aspx>

Step 3 – Complete ICS courses **IS 100.b** and **IS 700.a**.

You can also log into the USCG Auxiliary Classroom at [Home | USCG Auxiliary Classroom](#). If you get an error message indication you aren't signed in, hit Continue to the Classroom home page and sign in.

Auxiliary National Testing Center (NTC) – NTC contains all the core courses for qualification and certification. Some of the courses are available to be taken online and some are classroom only. Some tests require a proctor in which a proctor (QE) has to login to the exam section for you.

Step 1 – Go to <http://ntc.cgaux.org/TrainingCourses.php> for the available courses.

Step 2 – After you've completed any required studying, classroom, or PQS, take the exam.

Step 3 – The exam link is <http://ntc2.cgaux.org/NTC/> (Use your AUXDIRECTORY login).

Auxiliary Online Classroom (Moodle) – Moodle offers additional online training. There are sample exams to prepare you for the NTC exams for official certification. <http://classroom.cgaux.org/moodle/>

Contact your mentor, FSO-HR or FSO-MT if you are having any difficulties navigating through these systems or are unsure where to start. Each certification or qualification may have additional requirements such as Performance Qualification System (PQS) and supplemental training. Your mentor should be able to guide you through the process.

Auxiliarist Time Tracking/Entry: It is vital that members log every minute related to the Auxiliary into AUXDATAII. Reading emails, making phone calls, driving to meetings, attending meetings and training, or performing Auxiliary duties (VE Inspections, PA Booth, Boat Operations) requires inputting and tracking your time. Your input of all hours is how the Auxiliary gets paid and finances many of its programs. You should keep track of your time with an Excel Spreadsheet by calendar month, and then input your Activities at the end of each month per the guide below. If you have any questions, please contact your FSO-IS staff officer.

1. Review the AUXDATAII Site for info on using the site. There is also a list of the codes you should know for entering time. Check out the [Auxiliary Support \(99\) Missions Quick Guide](#). This guide will tell you how to report your time in AUXDATAII. There are also videos to watch on AUXDATAII. Those can be found at the [D11S Website > Member Job Aids > AUXDATAII](#).



UNITED STATES COAST GUARD AUXILIARY

D11SR AP to BQ Training Guide (11/2024)

2. **Time Tracking:** We recommend you create an Excel Spreadsheet for your hours. Keep a running total of hours for each 99 code and enter the previous month's total for each code at the beginning of each new month. The spreadsheet rows should be set up by month and day, and the columns set up with the 99 codes and a section for notes. i.e. 99a, 99b, etc. Notes: Time studying for BQ/Core Training class.

Uniforms – First and foremost... You are a member of the U.S. Coast Guard Auxiliary which is part of Team Coast Guard. Be proud and wear your uniform proudly. The word uniform implies consistency and conformance to certain standards. When you are in uniform you match what you and the other Auxiliary are wearing. Not wearing the correct hat, shirt, coat, belt, shoes, emblems, etc. per the Uniform Standards of the Coast Guard means you are out of uniform.

You are required to be "In Uniform" when "Assigned to Duty". Grooming standards are part of your uniform and not adhering to grooming standards is being Out of Uniform. You need to know the standards and adhere to them.

1. Uniforms are discussed and standards found in the AUXMAN Ch. 10 – Uniforms. Check out the new [2024 Interactive Uniform Guide](#). It provides all the info you need to be In-Uniform.
2. Two most common uniforms: (Check out the [Uniform Link](#))
 - a. Dress Uniform: Tropical Blue (aka Trops). For general and all year-round use.
 - b. Work Uniform: Operational Dress Uniform (ODUs) for working operations.
 - c. See link for optional uniforms, hats, ribbons, and other related topics.
<https://www.uscgaux.info/content.php?unit=H-DEPT&category=auxiliary-uniforms>
 - d. Grooming Standards: Please visit...
<https://drive.google.com/file/d/1KfvvIVT4OHHF0hssF99RGL8TH-TLr5Z/view>
 - e. How to YouTube Videos: [Rolling ODU Sleeves](#) and [Blousing Pant Cuffs](#)
3. Buying Uniforms and Accessories: Some items can be purchased on base. You can't go to the base without an ID, but you can go with another Auxiliarist. Generally, it is easiest to purchase most items online, but some items, like shoes and pants, may best be purchased at the base or other retail store where you can try on. Your Mentor or FSO-HR can help you here.
 - a. For Uniforms, Belts, Hats, Insignia, Rank, go online to: <https://shopcgx.com/>
 - b. For caps, name tapes, patches, insignias and other misc. logo items <https://auxcen.com/>.
 - c. For name tapes <http://www.1800nametape.com/uscg.htm>.
 - d. For dress shoes and ODU Boots check with Uniform Supply stores in your area.

We hope that this guide has assisted you in the start of your career in the Auxiliary. Again, we are here to help and guide you from Day 1 through your retirement. There is a whole team of leaders in your flotilla and at the Division and District levels ready to help you succeed. Our hope is that through positive mentoring and training that you will become a vital resource to Team Coast Guard, and soon down the road you will be ready to step into a leadership position. For more info or questions, please consult with your FSO-HR, Mentor or FC.

On behalf of the Human Resources team, thank you for your commitment and Semper Paratus!