



U.S. Department of Homeland Security

USCG

Office of Auxiliary and Boating Safety (CG-BSX)
Auxiliary Division (CG-BSX-1)



Member Training Officer (FSO-MT)

Ref: Auxiliary New Member Course Instructor Guide (P16794.39 (series) (ANSC 5025)

Aux. New Member Course Student Study Guide (P16794.40 (series) (ANSC 5028)

Thirty Question Open Book Exam, Course Code 482 series.

Auxiliary Manual (AUXMAN)

Various Specialty and Qualification Courses

Coast Guard Short Term Resident Training Request (CG5223) (ANSC 7059)

Auxiliary Web Site (<http://www.cgaux.org>).

COMDTNOTE 1540 listing of all "C" School Training opportunities (<http://www.uscg.mil/hq/tqc/15toc.htm>).

DUTIES

- a. Exercise staff responsibility and supervision over all matters pertaining to the flotilla member training program, and keep flotilla members informed of all developments in the program.
- b. Unless otherwise directed, you are to schedule qualified Auxiliarists to perform specific activities in your area of responsibility. The schedule must include a specific time and place for the activity.
- c. Maintain close liaison with the Division Member Training Staff Officer (SO-MT) in order to implement the member training programs established for nation-wide, district-wide, or division-wide use.
- d. Coordinate and cooperate with the Flotilla Vessel Examination Staff Officer (FSO-VE) and Flotilla Public Education Staff Officer (FSO-PE) with respect to courtesy examiner and instructor training. Coordinate with the Flotilla Operations Staff Officer (FSO-OP) to ensure that all boat crew and air operations training is performed under Coast Guard orders.
- e. Foster an interest in enrolling and completing Auxiliary Specialty Courses.
- f. Forward to the SO-MT such methods, training aids, course materials, or other educational tools developed within the flotilla, which may have division-wide, district-wide, or nationwide application.

SUGGESTED ADDITIONAL MEMBER TRAINING STAFF OFFICER DUTIES

GENERAL DUTIES:

- a. Be familiar with the contents of the various Auxiliary publications associated with member training.
- b. Aggressively ensure new members receive the New Member Training Course and the Auxiliary Manual (AUXMAN) so they may complete the New Member Training Course without unnecessary time delays. This course must be completed and results forwarded to the Director of Auxiliary along with the membership application and test results.
- c. Conduct and coordinate training sessions on instructor, courtesy examiner, boat crew and specialty training.
- d. Maintain records of individual member qualification and encourage their participation in the various programs in order that they may retain their qualifications.
- e. Encourage a continuous program of retaining the interest of members through training activities to the end that all Auxiliarists will seek a higher level of knowledge in subjects relating to marine safety and other areas. Promote the presentation of "informal" member training sessions at each and every flotilla meeting,

utilizing In-Flotilla Training Topics, COMDTINST M16794.10 (Series), or other such material as may be appropriate.

- f. Report monthly to the Flotilla Vice Commander about the progress in the area of member training and on the status of the flotilla training program.
- g. Ensure that all forms relating to member training are correctly and promptly completed and forwarded.
- h. Retain custody of equipment and/or material specifically acquired for the purpose of member training and deliver same to the successor upon assumption of office.

SPECIFIC DUTIES:

- a. Arrange to monitor the Auxiliary Web Site (CGAUXWEB) for updates and ideas that apply to member training. If you do not have the capability, arrange for another flotilla member to assist you in this task (FSO-CS if one is designated).
- b. In coordination with the FSO-PE, establish an individual training program for prospective Instructors. As a minimum, this program should include two sessions with the candidate before administering the examination. Each session should be at least 2 hours in duration and would review 3 lessons in the Student Workbook. (The National program calls for six separate sessions.) The Instructor's guide is to be used to assist in the review. Before the qualification paperwork is submitted, in addition to teaching the three hours before a qualified instructor, it is desirable and would be beneficial for the prospective Instructor to serve as an aide in at least three PE classes.
- c. In coordination with the FSO-VE, establish an individual training program for prospective VEs. As a minimum, this program should include two sessions with the candidate before administering the examination. Each session should be at least two hours in duration and would review 3 lessons in the Student Workbook. (The National program calls for six separate sessions.) The Instructor Guide is to be used to assist in the review.
- d. Develop, conduct, and coordinate an active Boat Crew training program. Encourage members taking the Specialty Courses to obtain a firm background in boat operations in support of the Boat Crew program. Coordinate with the FSO-OP and other staff officers as is required for the proper training of members in this program. Arrange for the necessary Qualification Examiners (QEs) when members are ready to demonstrate the required proficiency. The goal should be for each new member to qualify at the crew member level in the first year of membership. An attempt should be made to qualify new members who are also the primary owners of vessel facilities, at the COXSWAIN level during this first year, also. If not possible, they should reach the COXSWAIN level before the end of the second year of membership.
- e. Establish a Specialty Course Training Program keyed to the needs of the individual flotilla member. In general, the program should be run on one night each week or selected weekend days. As a minimum, this program is to include three sessions, of at least two hours, with the candidate before administering the examination. The goal would be for each member to complete two Specialty Courses each year.
- f. Administer the Air Operations Training Course for members interested in participating in Auxiliary Aviation, either as a Pilot or Air Observer. Coordinate with the FSO-OP in conducting the required training.
- g. When establishing the above training programs, and consolidating into the flotilla's annual Master Plan, it is not expected that the FSO-MT be required to conduct all of the actual training. The FSO-MT should also draw on those instructors who are qualified in the various areas that have committed themselves to assist with the member training. The FSO-MT is, however, expected to "set up" the program and follow up on its operation to ensure that these objectives are met. If necessary, the FSO-MT should also arrange for instructor assistance from other flotillas and the division.
- h. At each flotilla meeting, give a brief progress report on each of the training programs. Describe the progress of each student.
- i. Coordinate with the FSO-IS to assist in maintenance of member qualification records.