

USCG AUXILIARY  
PUBLIC AFFAIRS SPECIALIST 2  
(AUXPA2) – INTERMEDIATE LEVEL



PERSONNEL QUALIFICATION STANDARDS (PQS)  
STUDY GUIDE AND WORKBOOK



16790  
05 Sep 23

## MEMORANDUM

Reply to CG-BSX-11  
Attn of: Mr. D. Goff  
(202) 372-1264

From: /T. P. Glendye, CAPT/  
Chief, Office of Auxiliary and Boating Safety

To: Distribution

Subj: AUXILIARY PUBLIC AFFAIRS SPECIALIST 2 PERSONNEL QUALIFICATION  
STANDARDS (PQS) – STUDY GUIDE AND WORKBOOK

Ref: (a) Auxiliary Public Affairs Specialist 2 PQS Study Guide of Feb 2016  
(b) Auxiliary Public Affairs Specialist 2 PQS Workbook of Feb 2016  
(c) ALAUX 015/23 of 19 Apr 2023  
(d) Auxiliary Manual, COMDTINST M16790.1 (series)

1. PURPOSE. The purpose of this Personnel Qualification Standards (PQS) Study Guide and Workbook is to provide training and qualification guidance for Auxiliarists to achieve the Auxiliary Public Affairs Specialist 2 (AUXPA2) competency.
2. ACTION. Elected and appointed Auxiliary leaders and program managers at all levels of the Auxiliary organization shall ensure Auxiliarists adhere to this PQS.
3. AUTHORIZED RELEASE. Internet release is authorized.
4. DIRECTIVES AFFECTED. References (a) and (b) are cancelled.
5. BACKGROUND. The Auxiliary public affairs program has historically provided outstanding support of Coast Guard public affairs and outreach efforts particularly in times of significant events like major hurricane, Midwest flood, and the Deepwater Horizon response operations. Such high-quality support has been achieved through close collaboration between Coast Guard and Auxiliary public affairs program managers and resultant training and qualification tools like this PQS.
6. DISCLAIMER. This PQS is not a substitute for applicable legal requirements, nor is it a rule. It is intended to define requirements for Auxiliary personnel and is not intended to, nor does it impose legally binding requirements on any party outside the Coast Guard.

7. MAJOR CHANGES. In accordance with reference (c), Coast Guard Public Affairs Specialists 2 (PA2) may be granted the AUXPA2 competency without having to complete this PQS if they enroll in the Auxiliary within three years of their separation from active or reserve duty.
8. SCOPE AND AUTHORITIES. It is recommended AUXPA2 trainees become familiar with and adhere to the guidelines and content throughout this PQS.
9. ENVIRONMENTAL ASPECT AND IMPACT CONSIDERATIONS. This PQS will not result in any substantial change to existing environmental conditions or violation of any applicable federal, state, or local laws relating to the protection of the environment.
10. DISTRIBUTION. No paper distribution will be made of this PQS. An electronic version will be posted on the Auxiliary Public Affairs (A) Directorate's training division website: <https://wow.uscgaux.info/content.php?unit=A-DEPT&category=training-division> . All websites in this guide are the most current available. If the cited web link does not work, then access should be attempted by copying and pasting or typing the web site address into the user's internet browser.
11. RECORDS MANAGEMENT CONSIDERATIONS. Records created as a result of this PQS, regardless of format or media, must be managed in accordance with records retention guidance in reference (d).
12. FORMS. Forms referenced in this guide are available on the Coast Guard Auxiliary web site: <https://www.cgaux.org> .
13. REQUEST FOR CHANGES. Auxiliary units and individuals may formally recommend changes in writing through the chain of leadership and management including the appropriate Auxiliary national program manager(s) (email acceptable). Comments and suggestions from users of this PQS are welcomed. All such correspondence may be emailed to Commandant (CG-BSX) at: [CGAUX@uscg.mil](mailto:CGAUX@uscg.mil) .

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Encl: (1) AUXPA2 Study Guide  
(2) AUXPA2 Workbook

Dist: DIRAUX (dpa), NEXCOM, ANACO-FC, DIR-A, BC-ATP



## **Auxiliary Public Affairs Specialist 2 (AUXPA2) Study Guide**

### **Professional Ethics and Perceptions**

1. Describe ethics relative to Auxiliary Public Affairs.
  - a. Ethics is a set of values that govern how we interact and behave. Public affairs and journalism professionals subscribe to the ethical standards outlined in the Codes of Conduct from:
    - (1) Society of Professional Journalists (SPJ).
    - (2) National Press Photographers Association (NPPA).
    - (3) Public Relations Society of America (PRSA).
  - b. Coast Guard and AUXPA officers should adhere to these standards.
2. Explain how to avoid conflicts of interest.
  - a. Maintain your independence and integrity by not favoring a particular source or journalist, nor accepting gifts or favors.
  - b. Do not grant exclusive interviews (prohibited by Coast Guard policy).
3. What are the CG Auxiliary policies on accepting gifts?
  - a. You cannot accept gifts given because you are in the Coast Guard or any gifts from a prohibited source (i.e. a company we regulate or contract with), unless some exception applies.
  - b. You can always decline a gift.
  - c. You can never solicit a gift based on your Coast Guard status for yourself or other Coast Guard members.
4. How do you use attribution to avoid plagiarism?
  - a. Always acknowledge the original author when using prepared material.
  - b. Whenever possible, request permission from author or publisher for the right to use

the material—with the understanding that author credit will be given.

### **Release of Information**

5. What is the Freedom of Information Act (FOIA)?
  - a. A law ensuring public access to U.S. government records. Based on the idea that information in possession of the government belongs to the public.
  - b. Upon written request, government agencies are required to disclose records, unless they can be withheld under one of nine specific exemptions.
6. Name the FOIA exemptions.
  - a. Classified material (national security).
  - b. Law enforcement records and judicial proceedings.
  - c. Matters under investigation.
  - d. Information covered by statute.
  - e. Internal agency rules and internal agency memos.
  - f. Trade secrets.
  - g. Bank reports.
  - h. Oil and gas well data.
  - i. Personal privacy.
7. What are the guidelines for release of information?
  - a. Coast Guard policy is based on FOIA, which requires release of information not protected by the exemptions listed above. In other words, Maximum disclosure with minimum delay.
  - b. **Remember:** “If you did it or have responsibility for it, then you can talk about it. If not, then don’t.”
8. Discuss the use of social media platforms in your district and how your district is organized, or should be, to manage social media platforms.
  - a. Candidates should list the social media platforms, if any, that are being used in their district.

- b. Discuss how social media is being managed and organized, including the responsibilities of flotilla, division and district elected leaders and appointed Public Affairs staff.

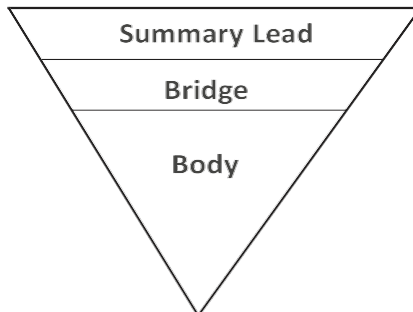
### **The Nature of News**

- 9. What is news?
  - a. Daily happenings; something new, unusual, bizarre, or controversial. Crime, scandal, sex, death; celebrity exploits; fashion trends; sports and entertainment; inventions and innovations in technology and science.
  - b. Explain what is meant by “News Peg.”
  - c. *“News is anything that breaks one of the 10 Commandments”* — Anonymous.
- 10. There are 10 elements of mass appeal that give a story news value. Discuss.
  - a. Immediacy (timely events).
  - b. Consequence (the “me” factor).
  - c. Oddity (out-of-the-ordinary).
  - d. Emotion (stir an emotional response).
  - e. Suspense (what’s going to happen?).
  - f. Proximity (events close to home).
  - g. Conflict (drama in real life).
  - h. Sex (gender issues).
  - i. Prominence (VIP newsmakers).
  - j. Progress (new and improved).
- 11. Why should you write about people rather than “things”?
  - a. People are interested in other people. Stories about people who give life to things give a chance for the audience to see what their colleagues, friends and neighbors are doing.
  - b. Write about the people that make things work.

12. To help develop your news sense:
- Choose three news stories from your local newspaper and analyze.
  - What makes a story news and what doesn't?

### **Principles of Journalism**

13. Describe a summary lead.
- The first sentence and paragraph of a straight news story or news release.
  - Summarizes the story, giving the most important facts first so the reader gets the essential information quickly and clearly.
14. What are the "5Ws and H" of a story?
- The Who, What, When, Where, Why and How.
  - They identify important story elements and are used in a summary lead (although Why and How are not always immediately answered in the lead).
15. Explain how a news release is structured (writing style).



Stories are written in an Inverted Pyramid format. The most important facts are placed first, then the less and less important information follows.

This traditional formula allows the writer to present story information in a logical order. Fact gathering gives the writer the 5Ws and H...the Inverted Pyramid structure, with lead, bridge, and body, gives the writer a proven framework for story construction.

16. What is the purpose of the bridge?
- A lead-to-body link.
  - Supplies specific information not given in the lead because of the lead's limited length.
17. Why is it important to remain objective in a news story?
- Like all journalists, a military journalist must have the reader's trust. Without trust, stories lack credibility and believability.
  - A straight news story must be written from a neutral position - don't speculate, guess, or give your personal opinion. Use multiple sources (when you use three it's called

“triangulation”).

18. Describe at least two ways to handle attribution in a quote. Attribution is another important way to develop credibility (and authority). The word “attribution” refers to sources of information.
  - a. Direct quote. A word-for-word statement from your source with the statement enclosed with quotation marks.
  - b. Indirect quote (paraphrased statement). Relays the same information but does not use quote marks.
  - c. Always attribute opinions and policy change statements.
19. What is copy editing and why is it important?
  - a. A careful review of story copy to correct errors: facts, spelling, dates and figures, style, grammar, policy/security restrictions, libel, fairness, attribution, objectivity.
  - b. Is your story clear and complete? Is it well organized and does it “flow” well? Good copy editing will help you conquer the problem of inaccuracy.
20. What are the ABCs of news writing?
  - a. Accuracy.
  - b. Brevity.
  - c. Clarity.
21. Demonstrate good use of the Associated Press Stylebook in a release you have authored.
22. Demonstrate good use of the Coast Guard Public Affairs Stylebook in a release you have authored.

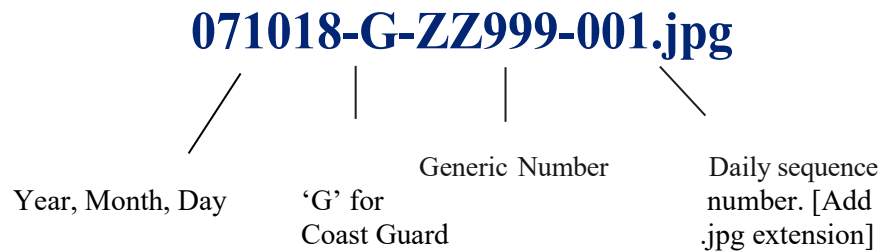
### **The Photo Release**

23. Summarize the steps in writing a photo caption.
  - a. Gather information. Dig deep for interesting background information and unusual facts. Answer the 5Ws—then get descriptive details that go well beyond these basics.
  - b. Write.
  - c. Copy-edit.



24. Once you've written your caption, what's a good way to "test" it?
- a. Read caption out loud. Listen for any rough spots. If it's hard to read and understand, REWRITE the copy.
  - b. Check content carefully. Does the caption ID everyone pictured and have the names correct? (Including correct spelling). Are there any unanswered questions?
  - c. Does it explain key points of interest in photo, or merely echo what is obvious in the image? Make sure lead is in present tense and is a "grabber."
25. Outline six guidelines for writing effective captions.
- a. Write in active voice and use action verbs.
  - b. Use present tense in lead to enhance immediacy of photo.
  - c. Be specific...don't leave the reader guessing.
  - d. ID all primary photo subjects and be clear as to who is who.
  - e. Don't make up facts or quotes.
  - f. Double check...triple check...your information.
26. If a photo is to grab attention, have meaning and something to say, it must communicate using five essential ingredients. These are:
- a. Subject.
  - b. Lighting.
  - c. Composition.
  - d. Perspective.
  - e. Technical quality.
27. What is the Coast Guard's VIRIN photo identification system? How is a VIRIN number structured?
- a. The Visual Information Reference Identification Number (VIRIN) is the standard for all military visual imagery.

- b. Each VIRIN consists of four data fields separated by hyphens as follows:



### **Media Relations / Interviews**

28. Explain why the Coast Guard needs the media and vice versa.
- a. The mass media provide a valuable service by informing the public about our operations. They need dramatic news of Coast Guard activities; we need an informed public.
  - b. The mass media provide the means for us to reach the vast American audience.
29. What does the media want from you as an AUXPA officer?
- a. Clear, concise information; factual, accurate and free from hype or bureaucratic spin. Avoid using cryptic Auxiliary acronyms or military terminology. Nor should you mention the name of your unit commander in every story you release.
  - b. Eye-catching still photos with complete captions.
  - c. And for TV...action-packed video, if possible.
30. Discuss a few general guidelines for taking media queries.
- a. Remember, the press is not your enemy.
  - b. You are the subject matter expert... that's why they want to talk to you. Stay calm. Answer questions accurately and think before you answer. If you can't give an answer, explain why. Always follow up if you promise to get back to a reporter.
31. You are to be interviewed about the Auxiliary and your local flotilla. Discuss how you would prep for this interview.
- a. Have fact sheet of background info that summarizes your talking points. Know boating safety Command Messages (see below) and practice these out loud.
  - b. Anecdotes and opinion are OK since this is a "feature" interview rather than a press conference or crisis interview. A few interesting anecdotes can liven up interview—

but don't just start telling "sea stories." Anticipate the 5 most likely questions; the 5 toughest questions.

32. What are Command Messages?

a. Positive position statements on an issue. Examples: "Life jackets save lives... wear your life jacket." "Safe boats save lives...get a Vessel Safety Check." "Sober boaters save lives...don't drink while on the water."

b. Weave in a Command Message whenever possible in response to questions.  
Other position themes:

(1) Training.

(2) Education.

(3) Teamwork.

(4) Good neighbor.

(5) Dedication.

(6) Preparedness.

(7) Care and concern.

(8) Force multiplier.

33. What steps do you take just before going on camera?

a. Review your talking points and Command Messages.

b. Check your uniform and be sure to present a sharp, professional appearance.

c. No hat or dark glasses.

d. Relax.

e. Make interview an informal conversation with reporter.

f. Avoid CG acronyms and "Auxiliary-speak."

34. Discuss non-verbal communication and what non-verbal behavior you should avoid while on camera.

a. This is communication without words. Attitudes, interest, emotion, fear, confidence...all can be communicated wordlessly. Thus, watch your body language

during an interview (posture, gestures, eye contact and/or distracting movements).

- b. Speech also contains nonverbal elements, including voice quality, emotion and speaking style, so speak clearly and confidently.

35. In a news conference where you are involved in the release of information, how can you maintain control?

- a. Set ground rules and stick to them.
- b. Have a time limit.
- c. Let reporters know what subjects are off limits and only answer questions pertaining to the issue at hand.
- d. Prepare a short opening statement before taking questions.
- e. Use the pause (before speaking, take a moment to think about response).
- f. Stop talking when you've finished your answer.
- g. Remember your position statements.

36. Outline a few other guidelines for release of information in this situation.

- a. Never say "No comment." Tell why you can't answer.
- b. Don't be afraid to say, "I don't know."
- c. Avoid personal opinions. Don't guess or speculate.
- d. Tell the truth and be accurate.
- e. Don't respond to comments you haven't seen or heard. Tell what your unit is doing.
- f. Keep answers short—to about 10 second sound bites.
- g. Don't accept terminology you don't agree with. Explain the correct terminology and use it.
- h. If you're not the subject matter expert, or the right person to respond, refer to proper source.
- i. Make sure your responses do not violate Coast Guard policy.
- j. Never talk to reporters "off the record."

37. Always respond to questions with the “3-T’s.” What are they?

- a. Tell the truth.
- b. Tell it all.
- c. Tell it now.

38. If you are asked a question where the interviewer voiced inaccurate information about your unit, what should you do?

- a. Work with reporters to resolve errors.
- b. Simply give the correct facts in a professional, courteous manner.



## Auxiliary Public Affairs Specialist 2 (AUXPA2) Workbook

### 1. Introduction.

- a. This Personnel Qualification Standard (PQS) workbook and accompanying study guide are designed to help you become a Coast Guard Auxiliary Public Affairs Specialist 2 (AUXPA2).
- b. All AUXPA Specialist levels require skills in journalism and writing, print, broadcast and social media, public appearances, photography, video basics, static displays, ethics, media relations, and television interview techniques. Specialist candidates must demonstrate expertise in media policy, release of information, Coast Guard ranks and rates, the phonetic alphabet, Incident Command System (ICS), command Area of Responsibility (AOR), and Joint Information Center (JIC) operations.

### 2. PQS Verification.

- a. A Verifying Officer (VO)/mentor and you will use this workbook to show completion of each task. Your (VO)/mentor must be an active status certified AUXPA Specialist who has earned the qualification level you are seeking, an Auxiliary Public Affairs C-school (AUX-12) graduate, or an active-duty Coast Guard Public Affairs Specialist. Please contact the Auxiliary Public Affairs Directorate's Branch Chief for Professional Standards (BC-ATP) if you need an active status certified AUXPA Specialist to be your VO/mentor. A list of approved VO/mentors is also provided under the Auxiliary Public Affairs (A) Directorate's Public Affairs Academy website: <https://wow.uscgaux.info/content.php?unit=A-DEPT&category=pa-specialist> .
- b. More than one VO/mentor may make entries in your workbook. The VO/mentor will review your qualifications and/or observe you perform specific jobs. The VO/mentor will sign off tasks as you demonstrate proficiency. For some tasks, you must present evidence such as published articles, news press releases, and photos.

### 3. Documentation Packet.

- a. When you complete this PQS, you must submit a documentation packet via e-mail (all files in a single PDF format) to the BC-ATP. Scan all your course completion certificates, every PQS sign-off page, and articles, news press releases, and photos into one file. Save the file as a PDF and submit it with a request for an oral board and the dates and times you will be available for approximately 60 minutes. You will be scheduled for an oral board following review and validation of your documentation.

- b. The PQS sign-off tasks, articles, news press releases, and photos, must be no more than two years older than the date you request your oral board.
4. Oral Board.
- a. The board consists of three AUXPA Specialists, generally members of the national staff, and is conducted as a free teleconference phone call or via a virtual platform session for approximately 60 minutes.
  - b. An oral board is required for each level of AUXPA Specialist. There is a 3-month waiting period between each AUXPA level before trainees are eligible to test for the next level. This waiting period affords an opportunity for trainees to obtain experience prior to testing for the next level.
5. Qualification.
- a. Once you successfully complete the oral board, your task sign-off sheet will be forwarded to the Auxiliary Director of Public Affairs (DIR-A) for endorsement and then forwarded to your District Director of Auxiliary (DIRAUX). You will receive an AUXPA2 Specialist certificate from the DIR-A.
  - b. Upon DIRAUX approval, you will receive a qualification letter along with a bronze star for wearing centered upon your AUXPA ribbon (this may be relayed and presented to you by your Flotilla Commander). Your DIRAUX will also make the appropriate AUXDATA II qualification entry. If you have not received the qualification letter within four weeks of completion of your oral board, then notify the BC-ATP.

**AUXILIARY PUBLIC AFFAIRS SPECIALIST (AUXPA) PROGRAM**

**AUXILIARY PUBLIC AFFAIRS SPECIALIST 2 (AUXPA2)**

**TASK SIGN-OFF RECORD**

**AUXPA2 Specialist Trainee Name:** \_\_\_\_\_

**Member ID Number:** \_\_\_\_\_ **Auxiliary Region / Division / Flotilla:** \_\_\_\_\_

These tasks must be performed by the AUXPA2 trainee and signed off by a qualified AUXPA2 or AUXPA1, or a Coast Guard Public Affairs Specialist 2 (PA2) or above as the Verifying Officer (VO)/mentor. These tasks are similar to those required of a Coast Guard PA2 candidate. The AUXPA2 trainee may be asked questions or be required to demonstrate certain tasks as necessary to judge competency.

Task signoffs must be completed within one year after the date of the first task signoff. If not completed in this time, then the AUXPA2 trainee shall start a new AUXPA2 task signoff sheet with another one-year period for completion. The completed form must be submitted to the Auxiliary national Branch Chief for Professional Standards (BC-ATP). The BC-ATP will review and submit it with their recommendation to the Auxiliary Public Affairs Director (DIR-A) for endorsement and forwarding to the District Director of Auxiliary (DIRAUX) for AUXDATA II entry and AUXPA2 qualification issuance.

Coast Guard PA2s and above may be granted the AUXPA2 competency without having to complete these tasks if they enroll in the Auxiliary within three years of their separation from active or reserve duty.

VO/Mentor Printed Name(s): \_\_\_\_\_

VO/Mentor Initials: \_\_\_\_\_

VO/Mentor Qualification/Office: \_\_\_\_\_

Member ID Number: \_\_\_\_\_ Auxiliary Region / Division / Flotilla: \_\_\_\_\_



## AUX-PA2 – PQS Tasks

TASK NUMBER	PRELIMINARY TASK DESCRIPTION	SIGNOFF (INITIALS)	DATE
P-1	Possess Favorable Operational Support Personal Security Investigation (OS PSI).		
P-2	In Basically Qualified (BQ) or Operational Auxiliarist (AX) membership status.		
P-3	Current in Auxiliary Core Training (AUXCT).		
P-4	Successful completion of AUXPA3 Oral Board.		
P-5	AUX-21: Coast Guard Public Affairs Policy.		
P-6	ICS-200: ICS for Single Resources and Initial Action Incident.		
P-7	Candidates who completed AUX-12 must also complete AUX-23: Journalism for CG Public Affairs.		
P-8	Submit copy of AUXDATA II report showing minimum 16 hours in Code 10 PA activities recorded in AUXDATA II during past 12 months.		
P-9	Submit full-length .jpeg/.png photos of candidate in ODUs and/or tropical Blue Uniform.		

Candidate: \_\_\_\_\_ Member Number: \_\_\_\_\_

District: \_\_\_\_\_ Unit Number: \_\_\_\_\_ City, State: \_\_\_\_\_

Training Officer(s) Signature(s): \_\_\_\_\_

Training Officer's Printed Name: \_\_\_\_\_

Training Officer's Position: \_\_\_\_\_

Training Officer's Initials: \_\_\_\_\_

<b>TASK NUMBER</b>	<b>TRAINING TASK DESCRIPTION</b>	<b>SIGNOFF (INITIALS)</b>	<b>DATE</b>
	<b>PROFESSIONAL ETHICS AND PERCEPTIONS</b>		
T-1	Describe ethics relative to Auxiliary Public Affairs.		
T-2	Explain how to avoid conflicts of interest.		
T-3	What are the CG Auxiliary policies on accepting gifts?		
T-4	How do you use attribution to avoid plagiarism?		
	<b>RELEASE OF INFORMATION</b>		
T-5	What is the Freedom of Information Act (FOIA)?		
T-6	Name the FOIA exemptions.		
T-7	What are the guidelines for release of information?		
T-8	Discuss the use of social media platforms in your district and how your district is organized to manage social media platforms or		
	<b>THE NATURE OF NEWS</b>		
T-9	What is news? Explain what is meant by “News Peg.”		
T-10	Discuss the 10 elements of mass appeal that give a story news value.		
T-11	Why should you write about people rather than “things”?		
T-12	Develop your news sense, choose three news stories from your local newspaper and analyze. Discuss what makes a story and what doesn’t.		
	<b>PRINCIPLES OF JOURNALISM</b>		
T-13	Describe a summary lead.		
T-14	What are the “5Ws and H” of a story?		
T-15	Explain how a news release is structured (writing style).		
T-16	What is the purpose of the bridge?		

<b>TASK NUMBER</b>	<b>TRAINING TASK DESCRIPTION</b>	<b>SIGNOFF (INITIALS)</b>	<b>DATE</b>
T-17	Why is objectivity important in a news story?		
T-18	Describe two ways to handle attribution in a quote.		
T-19	What is copy editing and why is this important?		
T-20	What are the ABCs of new writing?		
T-21	Demonstrate good use of the Associated Press Stylebook in a news release you have authored.		
T-22	Demonstrate good use of the Coast Guard Public Affairs Handbook in a news release you have authored.		
	<b>THE PHOTO RELEASE</b>		
T-23	Summarize the steps in writing a photo caption.		
T-24	Once you've written your captions, what is a good way to "test" it?		
T-25	Outline six guidelines for writing effective captions.		
T-26	What five essential ingredients must a photo have to grab attention, have meaning and have something to say?		
T-27	What is the structure of the Coast Guard's VIRIN photo identification system?		
	<b>MEDIA RELATIONS / INTERVIEWS</b>		
T-28	Explain why the Coast Guard needs the media and vice versa.		
T-29	What does the media want from you as an Auxiliary Public Affairs Officer?		
T-30	Discuss a few general guidelines for responding to media inquiries.		
T-31	Discuss how you would prepare to be interviewed about the Auxiliary and your local Flotilla.		
T-32	What are Command Messages?		
T-33	What steps do you take before going on camera?		

TASK NUMBER	TRAINING TASK DESCRIPTION	SIGNOFF (INITIALS)	DATE
T-34	Discuss non-verbal communications and what non-verbal behavior you should avoid while on camera.		
T-35	In a news conference, where you are involved in the release of information, how you can maintain control?		
T-36	Outline a few other guidelines for release of information in this situation.		
T-37	Always respond to a reporter's question with the "3-Ts". What are they?		
T-38	If you are asked a question where the interviewer voiced inaccurate information about your unit, that should you do?		
T-39	Submit your documentation packet (email acceptable) to BC-ATP with request for an oral board. Include all relevant course certificates, Task Sign-off record, photos, media lists, articles, speeches, and news press releases (latter three items must be no more than two years older than the date of the request for the oral board).		
T-40	<b>Final Task:</b> Successful completion of AUXPA2 oral board. Must be signed off by BC-ATP (email notification acceptable).		

**Record of AUXPA2 PQS Completion**

**Record of BC-ATP Notification and Forwarding**

Name (BC-ATP): \_\_\_\_\_

Recommendation for Qualification: Approve / Disapprove

Comments: \_\_\_\_\_

Date Forwarded to DIR-A: \_\_\_\_\_

**Record of DIR-A Notification and Forwarding**

Name (DIR-A): \_\_\_\_\_

Recommendation for Qualification: Approve / Disapprove

Comments: \_\_\_\_\_

Date Forwarded to DIRAUX: \_\_\_\_\_

**Record of DIRAUX Receipt and Competency Assignment**

Name (DIRAUX staff member): \_\_\_\_\_

Date AUXPA2 Competency entered in AUXDATA II: \_\_\_\_\_

Date AUXPA2 Qualification Letter (with bronze star) issued: \_\_\_\_\_