



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

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FM: CHDIRAUX
TO: ALAUX
ALAUX 008/21

Subj: 2021 NATIONAL WORKSHOPS

Ref: Auxiliary Manual, COMDTINST M16790.1 (series)

1. **National Operations Workshops**. The Surface and Air Operations Workshops are required for 2021. The Telecommunications Workshop is optional for 2021 but is highly recommended. Similar to 2020, the National Operations Workshops (Surface/Air/Telecommunications) may be completed via webinar. The workshop training material(s) must be delivered by an Auxiliarist qualified in the respective operations program provided they are either a certified instructor or are under the supervision of a certified instructor. Instructors may use any webinar delivery platform that is available in their region. Instructors are encouraged to work with their Chain of Leadership and Management (COLM) to determine the proper delivery platform. Details for the 2021 **required** National Operations Workshops are listed below:

a. Surface Operations Workshop. This workshop is required for all boat crew coxswains, boat crew members, personal water craft operators, paddle craft operators, and those currently training for any of these competencies, including members in Required Yearly Not Met (REYR) status who intend to regain their certification.

b. Air Operations Workshop. This workshop is required for all pilots, air crew, air observers, and those currently training for any of these competencies, including members in REYR status who intend to regain their certification.

c. The 2021 National Operations Workshop presentations (Air, Surface, and Telecommunications) are located at the National Response Directorate web page at the following link: [R-Directorate What's New Website](#)

d. Instructors of these workshops must submit a Workshop Mission and Attendance Report (ANSC-7039) to their IS officer for entry into AUXDATA II.

2. **National Vessel Examiner and Instructor Workshops.** The Vessel Examiner (VE) and Instructor (IT) Workshops are required for 2021. These workshops are intended to be viewed by members and completion logged via a self-attestation form as described below. These workshops may also be facilitated by an Instructor via webinar or in person as District COVID Protocols permit.

a. VE Workshop. This workshop is required for all certified Vessel Examiners, and those currently training to become Vessel Examiners, including members in REYR status who intend to regain their certification. The VE workshop presentations are located at the National V-Directorate website (in the Member Zone) at: [2021 National VE Workshop](#)

b. IT Workshop. This workshop is required for all certified Instructors, and those currently training to become Instructors, including members in REYR status who intend to regain their certification. The IT workshop is located at the E-Directorate website "What's New!" page (in the Member Zone) at: [2021 E-Directorate Workshop](#)

c. Members who individually view the VE or IT workshops in their entirety must submit a Workshop Attestation Form to their FSO-IS for entry into AUXDATA II. In order to make data entry easier, IS officers may collect forms for all of their members required to complete these workshops and make one entry into AUXDATA II using the last day of the month of the Activity/Task Completion date. This form is located in the same location as the VE and IT Workshop presentations listed above. Note: When adding the VE workshop task to Activity Logs in AUXDATA II use the task named "Vessel Examinations Workshop" in the Workshops task category list.

d. If the workshop is facilitated by an Instructor in a webinar or group setting, the Instructor must submit a Workshop Mission and Attendance Report (ANSC-7039) to their IS officer for entry into AUXDATA II.

3. **National Food Service Sanitation Workshop.** This workshop is required for all Auxiliary Food Service Specialists and those currently training for this competency, including members in REYR status who intend to regain their certification. Please follow the instructions on the Auxiliary Food Services Website for completing the Annual AUXFS Sanitation Update. After completing the required test, course completion will be logged into AUXDATA II via the National Testing Center course results upload. There is no need to create separate activity logs for completion of this course in AUXDATA II. The workshop is available through the Auxiliary Human Resources Directorate web page at:

[National Auxiliary Food Services Website](#)

4. All workshops (except food service) and the Workshop Self-Attestation form may also be downloaded from AUXDATA II. From the AUXDATA II Navigation Bar select “More,” then “Files,” and then select “Libraries.” The workshops and form are located in the 2021 Workshops Library.

5. Per chapter 8.B.1.g of reference (a), all *required* workshops must be completed no later than **30 June 2021**. If not completed by 30 June 2021, members required to complete those workshops will have their affected competencies placed into Required Workshop Not Met (REWK). If a required workshop is not completed by 31 December 2021, the affected competencies will be placed in REYR status.

6. Questions should be directed to the appropriate Chain of Leadership and Management (COLM).

7. Internet Release is Authorized.

For many reasons including the value of keeping communication lines clear and open as well as facilitating access to training and educational tools, all Auxiliarists are urged to have their own email address and to keep it updated in AUXDATA.

*All ALAUX's are posted on the Chief Director of Auxiliary web site located at: [CHDIRAUX ALAUX](#)

If you have a question regarding this ALAUX, please seek resolution within your Chain of Leadership and Management (COLM) including up to your servicing District Director of Auxiliary (DIRAUX). If your question still cannot be resolved after that, then please email CGAUX@uscg.mil.