



18 APR 2025
FM: CHDIRAUX
TO: ALAUX
ALAUX 012/25

Subj: RESTORATION OF ONLINE PROCTOR REQUIREMENT FOR AUXOP SPECIALTY
COURSE EXAMS

Ref: (a) ALAUX 027-20 - TEMPORARY SUSPENSION OF ONLINE PROCTOR
REQUIREMENT FOR AUXOP SPECIALTY COURSE EXAMS

1. Sections 8.C.2.(b) and (d) of the Auxiliary Manual (Commandant Instruction Manual M16790.1 (series)) require all Operational Auxiliarist (AUXOP) specialty course exams to be proctored and have a minimum passing score of 75 percent. Due to the COVID-19 pandemic, reference (a) temporarily suspended the proctor requirement for the following AUXOP specialty course exams when taken online: Auxiliary Navigation (AUXNAV-A / also listed as AUXACN), Auxiliary Weather (AUXWEA), Auxiliary Patrols (AUXPAT), Auxiliary Seamanship (AUXSEA), and Auxiliary Communications (AUXCOM). As part of this suspension, reference (a) also temporarily increased the passing score from 75 percent to 90 percent, instituted a 120-minute time limit, authorized these online course exams to be taken open-book, and identified conditions for when these temporary changes should be ended.

2. COVID-19 safety protocols now allow the temporary suspension outlined in reference (a) to come to an end. To allow Auxiliarists to complete their exams for AUXOP specialty courses already in progress, the provisions of the temporary suspension will remain in place for an additional 30 days from today's date before the normal policies are restored.

3. Beginning 19 May 2025, the temporary suspension outlined in reference (a) will end and the normal policies outlined in sections 8.C.2.(b) and (d) of the Auxiliary Manual will be restored. The normal policies for the five AUXOP specialty course exams mentioned above include the following provisions:

- a. Exams, including online exams, are proctored.
- b. Exams are closed book with a minimum passing score of 75 percent.
- c. Exams have no time limit but must be taken in one sitting without breaks.

d. The following proctor eligibility criteria remain unchanged: “A commissioned, warrant, or petty officer of the Coast Guard or Coast Guard Reserve, any Coast Guard civilian employee or any Auxiliarist designated as an AUXOP, specifically appointed by the Director, may proctor and process the exams, including on-line exams. An Auxiliarist who has successfully completed a specialty course(s) but has not yet achieved AUXOP designation, and who has been specifically appointed by the Director, may proctor and process the exam for that course(s), including the on-line exam.”

4. 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 II.

*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.