

United States Coast Guard Auxiliary



Auxiliary Culinary Assistance (AUXCA) Program

Standard Operating Procedures

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16790 / AUX-SOP-005(B)
20 Aug 2024

MEMORANDUM

Reply to: CG-BSX-11
Attn of: S. Minutolo
(202) 372-1267

From: /B. R. Schmadeke, CAPT/
Chief, Office of Auxiliary and Boating Safety

To: Distribution

Subj: AUXILIARY CULINARY ASSISTANCE (AUXCA) PROGRAM STANDARD
OPERATING PROCEDURES

Ref: (a) Auxiliary Manual, COMDTINST M16790.1 (series)
(b) ALAUX 007/13 AUXFS Specialist Health Record Verification (containing
ALCOAST 253/13)
(c) Coast Guard Occupational Medicine Manual, COMDTINST M6260.32 (series)
(d) Coast Guard Medical Manual, COMDTINST M6000.1 (series)
(e) Coast Guard Uniform Regulations, COMDTINST M1020.6 (series)
(f) Coast Guard HSWL Service Center memo 6000 of 16 Dec 19
(g) Deployment Guide for AUXCA of April 2021
(h) AUX-SOP-005(A) of 18 Jun 2021

1. PURPOSE. To update Standard Operating Procedures (SOP) for the conduct of the Auxiliary Culinary Assistance (AUXCA) program pursuant to authorities and policies in references (a)-(h).

2. ACTION. Elected and appointed leaders and program managers at all levels of the Auxiliary organization shall ensure Auxiliarists who participate in the AUXCA program adhere to this SOP. Auxiliary AUXCA national program managers shall maintain close liaison with the Coast Guard Auxiliary Division (CG-BSX-1) for the purpose of general AUXCA programmatic advice and guidance including matters of performance standards and expectations.

3. AUTHORIZED RELEASE. Internet release is authorized.

4. DIRECTIVES AFFECTED. Reference (h) is cancelled.

5. BACKGROUND.

- a. Following the tragic events of September 11, 2001, the call and need for Auxiliary augmentation of Coast Guard missions and activities significantly increased. This included a new and considerable need for Auxiliary augmentation of Coast Guard Culinary Specialist (CS) activities in dining facilities and galleys.

- b. The Auxiliary Food Service (AUXFS) program originated in the First District – Southern Auxiliary Region under the moniker of the Auxiliary Chef (AUXCHEF) program. It was established in 2009 to provide trained and qualified Auxiliarists to augment and support the Coast Guard CS program as well as Auxiliary food service needs. In 2013, the program name changed to the AUXFS title.
 - c. As the AUXFS program expanded its support of Coast Guard galleys and dining facilities, it also became apparent that opportunities for participation were clearly constrained by geographic proximity to such facilities. To fully leverage the program’s practical utility and its recruiting and retention appeal for all Auxiliarists, the program was bifurcated to address training and qualification opportunities for Auxiliarists to apply its competencies to both Coast Guard unit support and Auxiliary unit support. This yielded its provision for two distinct competencies and concurrently changed its name to more closely align with the Coast Guard’s Culinary Specialist program which it directly supported. As a result, the AUXCA program evolved to train and qualify Auxiliarists in either the Auxiliary Culinary Assistance Specialist (AUXCA-1 Specialist) or AUXCA-2 Specialist competency, or both.
6. DISCLAIMER. This SOP is not a substitute for applicable legal requirements, nor is it itself a rule. It is intended to provide guidance 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.
- a. Appendix D contains the new AUXCA-1 Specialist Medical Clearance form (ANSC-7200) that is to be used in the AUXCA-1 qualification process.
 - b. Section 3.f. establishes that an Auxiliarist with any AUXCA competency may exercise that competency in any Auxiliary region subject to provisions of section 8.B.1.h. of reference (a) which deals with the portability of Auxiliary qualifications. It is understood that the Order Issuing Authority (OIA) for AUXCA-1s shall normally be the Coast Guard unit that has the dining facility or galley and that the OIA shall normally be Auxiliary leaders and program managers for AUXCA-2s and AUXCA-ITs.
 - c. Section 5.c. clarifies provisions for wearing the AUXCA patch.
8. SCOPE AND AUTHORITIES. It is recommended the reader become familiar with the directives and publications noted throughout this SOP.
9. ENVIRONMENTAL ASPECT AND IMPACT CONSIDERATIONS. This SOP 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 SOP. Because it contains the AUXCA Program Performance Qualification Standards (PQS) in enclosure (1), neither electronic forwarding nor copying is authorized. An electronic version that does not include the

PQS will be posted on the Chief Director of Auxiliary and Coast Guard Auxiliary web sites: <http://agroup-bx.wow.uscgaux.info/content.php?unit=BX-GROUP> and <http://www.cgaux.org/>, respectively. All web sites in the SOP 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 SOP, regardless of format or media, must be managed in accordance with records retention guidance in reference (a).

12. FORMS. The forms referenced in this SOP 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 guide are welcomed. All such correspondence may be emailed to Commandant (CG-BSX) at: CGAUX@uscg.mil .

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Encl: (1) Auxiliary Culinary Assistance (AUXCA) Program SOP

Dist: CG-111, HSWL, DIRAUX, NEXCOM, DCO, ANACO-FC, DIR-H

Auxiliary Culinary Assistance (AUXCA) Program

Standard Operating Procedures

Table of Contents

1. General Guidelines.	<u>2</u>
a. Membership and Activity Expectations.	<u>2</u>
b. Organization and AUXCA Program Support Coordination.	<u>3</u>
c. Program Goals.	<u>4</u>
2. Training, Qualification, and Currency.	<u>4</u>
a. AUXCA-1/2 Specialist Qualification Requirements.	<u>4</u>
b. AUXCA-1/2 Specialist Currency Maintenance.	<u>7</u>
c. AUXCA-1/2 Specialist Regaining Currency and Qualification.	<u>7</u>
d. AUXCA-IT Qualification and Currency.	<u>8</u>
3. Assignments to Duty.	<u>9</u>
4. Temporary Duty (TDY) Authorization and Orders.	<u>11</u>
5. Uniforms and Recognition.	<u>12</u>
6. Reporting Activity.	<u>15</u>
Appendix A: Acronyms	<u>16</u>
Appendix B: AUXCA-1/2 Specialist Personal Qualification Standards	<u>18</u>
Appendix C: AUXCA Instructor Personal Qualification Standards	<u>22</u>
Appendix D: AUXCA-1 Medical Examination Form (ANSC-7200)	<u>25</u>

Auxiliary Culinary Assistance (AUXCA) Program

Standard Operating Procedures

1. General Guidelines.

a. Membership and Activity Expectations.

- (1) Pursuant to reference (a), Auxiliarists may participate in the Auxiliary Culinary Assistance (AUXCA) program upon successful completion of AUXCA program training, qualification, and assignment of either the Auxiliary Culinary Assistance Specialist 1 (AUXCA-1 Specialist) or AUXCA-2 Specialist competency, or both. Achievement of the AUXCA-1 Specialist competency automatically earns the AUXCA-2 Specialist competency. The reverse is not true if only the AUXCA-2 Specialist competency is achieved.
 - (a) AUXCA-1 Specialist activities are authorized to augment and support the Coast Guard Culinary Specialist (CS) program as well as Auxiliary unit culinary service needs. Such activities include direct support of a Coast Guard galley or dining facility in the conduct of daily operations, retirement ceremonies, changes of command, and morale events, as well as comparable Auxiliary ceremonial and morale events like Auxiliary unit Changes of Watch.
 - (b) AUXCA-2 Specialist activities are authorized to augment and support solely Auxiliary culinary assistance needs. Such activities include culinary assistance in support of Auxiliary unit ceremonial and morale events like Auxiliary unit Changes of Watch, picnics, etc. However, possessing the AUXCA-2 Specialist competency is not a requirement for any Auxiliarist to provide direct support to such Auxiliary unit culinary assistance needs.
- (2) The nature and scope of the AUXCA-1 Specialist competency is limited by the finite number of Coast Guard galleys and dining facilities that need AUXCA program support at any given time. Auxiliarists must therefore understand that AUXCA-1 Specialist training, qualification, and support activity opportunities may not always be sufficient to accommodate the Auxiliary interest in a specific geographic area. Auxiliarists should therefore explore the likelihood and sufficiency of these opportunities before pursuing AUXCA-1 Specialist training and qualification. Local AUXCA program management must strive to ensure that AUXCA-1 Specialist activity opportunities are planned and scheduled to maximize the number of AUXCA program participants who remain engaged and current in the AUXCA-1 Specialist competency.
- (3) The nature and scope of the AUXCA-2 Specialist competency is also limited by the finite number of Auxiliary unit events that require culinary service. Although the AUXCA-2 Specialist competency is not required to directly support Auxiliary unit culinary service needs, Auxiliarists who possess the AUXCA-2 Specialist competency

should be fully leveraged to support such needs whenever they are willing and available to do so.

- (4) Trainees who pursue qualification in this program must understand that it requires significant time commitment on their part. Particularly, AUXCA-1 Specialist assignment to a Coast Guard cutter or shore facility could range from one day to a few weeks with no opportunity or expectation to be quickly debarked or released from duty.

b. Organization and AUXCA Program Support Coordination.

- (1) National level AUXCA program management is authorized to be performed by a Culinary Assistance Division Chief (DVC-HC) and Branch Chiefs (BC-HC) assigned to specific districts as well as administrative duties within the Human Resources Directorate (DIR-H).
- (2) District-level AUXCA program management is authorized to be performed by a District Staff Officer for Culinary Assistance (DSO-CA) and may be supported by Assistant District Staff Officers (ADSO-CA) as necessary. The DSO-CA shall coordinate regional AUXCA program support in response to requests from Coast Guard units as well as requests for AUXCA program support for major Auxiliary and other agency/organization events within their regional area of responsibility. Accordingly, requests for such AUXCA program support shall be forwarded to the DSO-CA for coordination.
- (3) Division-level AUXCA program management is authorized to be performed by a Division Staff Officer for Culinary Assistance (SO-CA). The SO-CA shall coordinate AUXCA program support in response to requests from local Coast Guard units, Auxiliary units, and other agencies/organizations within their divisional area of responsibility. Accordingly, requests for such AUXCA support shall be forwarded to the cognizant SO-CA for coordination and in collaboration with the DSO-CA. The SO-CA is authorized to interview applicants for AUXCA program training, determine their intent and desire to support the Coast Guard CS program as an AUXCA-1 Specialist, and either deny or approve their start of AUXCA program training in accordance with section 2.a.(1)(c) of this SOP.
- (4) A flotilla level staff office for AUXCA program management is not authorized.
- (5) Auxiliary Culinary Assistance Specialists are authorized to be assigned to duty pursuant to section 2.B. of reference (a). They are therefore authorized to perform, claim activity hours, and be recognized for their AUXCA program activities in support of official Coast Guard and Auxiliary events and operations. A Coast Guard unit that has a dining facility or galley that needs AUXCA program support shall normally serve as an AUXCA-1 Specialist's Order Issuing Authority (OIA) for purposes of the AUXCA program support provided to it. Auxiliary leaders and

program managers may serve as OIA for AUXCA-2 Specialists in accordance with sections 4.F and 4.G of reference (a).

c. Program Goals. The AUXCA program has several goals for its participants and the Coast Guard and Auxiliary units they serve:

- (1) To provide high-quality and timely culinary service support to Coast Guard and Auxiliary units.
- (2) To apply such support to meet needs identified by Coast Guard CS program managers and Auxiliary leadership.
- (3) To improve the morale and welfare of all Coast Guard and Auxiliary personnel through culinary service.
- (4) To properly train and qualify Auxiliarists to support Coast Guard dining facilities and galleys as well as Auxiliary culinary service needs.

2. Training, Qualification, and Currency. AUXCA-1 Specialist and AUXCA-2 Specialist qualification and currency requirements are prescribed in paragraphs 2.a.-c. Auxiliary Culinary Assistance Instructor (AUXCA-IT) qualification and currency requirements are prescribed in paragraph 2.d. Tasks listed in the Performance Qualification Standards (PQS) for AUXCA-1 Specialist and AUXCA-2 Specialist may only be signed off by an AUXCA-1 Specialist, an AUXCA Instructor, or a Coast Guard CS2 or above.

a. AUXCA-1/2 Specialist Qualification Requirements.

- (1) In order to commence AUXCA-1 Specialist and AUXCA-2 Specialist training, Auxiliarists must:
 - (a) Possess a favorable Operational Support (OS) Personnel Security Investigation (PSI) status.
 - (b) Be in Approval Pending (AP), Initially Qualified (IQ), Basically Qualified (BQ), or Operational Auxiliarist (AX) membership status.
 - (c) Be interviewed and approved to train by the cognizant SO-CA (telephonic acceptable). Prior cooking experience is not required to become an AUXCA-1 Specialist or AUXCA-2 Specialist. Clear intent and desire to consistently help and support Coast Guard CS program and Auxiliary culinary service needs is essential and expected.
- (2) In order to qualify as an AUXCA-1 Specialist or AUXCA-2 Specialist, Auxiliarists must:
 - (a) Be current in all Auxiliary Core Training (AUXCT) requirements including

successful completion of the Basically Qualified II course for Auxiliaries who enrolled on or after 01 February 2018.

- (b) Be in Basically Qualified (BQ) membership status.
- (c) Be current in annual uniform inspection.
- (d) Successfully complete the Introduction to Risk Management (IRM) course.
- (e) An AUXCA-2 trainee is not permitted to work in a Coast Guard facility and will complete the PQS in an alternate location suitable for the training.
- (f) AUXCA-1 Only: Successfully complete a medical screening prior to attending the Basic AUXCA Course, except for the virtual classroom portion of the Basic AUXCA Course (6 hours). Medical Clearance Form ANSC-7200 (see Appendix D) including initial Hepatitis-A vaccination is required prior to hands-on training in a Coast Guard galley.
 - 1) Per references (a) and (b), an AUXCA-1 trainee shall have a Coast Guard Medical Officer or personal licensed medical provider complete the examination portion of the AUXCA-1 Medical Clearance Form ANSC-7200 (Appendix D) and complete the “Record of Medical Examination” portion of the PQS.
 - 2) The two-dose Hepatitis A vaccination regimen is required for the AUXCA-1 Specialist trainee to participate in hands-on training in a Coast Guard facility. Pursuant to reference (f), Coast Guard clinics are authorized to administer the Hepatitis A vaccine series to Auxiliaries. The administering Coast Guard Medical Officer or personal licensed medical provider must complete the “Required Immunization” portion of the AUXCA-1 Medical Clearance form ANSC-7200.
 - a. If undergoing the two-dose vaccination series for the first time as part of this qualification process, then the first dose must be completed prior to commencement of the Basic AUXCA Course (except for virtual course) and the second dose must be completed within 6-12 months of the first dose. The AUXCA-1 Specialist qualification may be completed, and the competency may be assigned after the first dose is obtained and before the second dose is obtained, but such qualification shall be immediately suspended if the second dose is not completed as required.
 - b. AUXCA-1 Specialist trainees may obtain the two-dose Hepatitis A vaccine series from a Coast Guard clinic or may provide proof of vaccination for Hepatitis A (completion of the series) by their personal licensed medical provider or other third-party provider as obtained at their own expense. Proof of vaccination must include the following: vaccine provider information (including signature of vaccine administrator), dose, site, route,

and manufacturer's lot number with expiration date. Proof of the first dose must be recorded on the AUXCA-1/2 Specialist PQS. Proof of the second dose must be submitted to the DSO-CA for recording in the AUXCA-1 Specialist trainee's records and for forwarding to DIRAUX for subsequent inclusion in the AUXCA-1 Specialist trainee's personnel folder.

- 3) If an AUXCA-1 Specialist trainee only needs a Hepatitis A booster shot, then they must obtain such and provide proof of it with submission of their completed AUXCA-1 Specialist PQS.
 - 4) An AUXCA-1 trainee's Medical Clearance form (ANSC-7200) must be sent by the AUXCA-1 trainee to the appropriate District Director of Auxiliary (DIRAUX) Office to be maintained in the trainee's personnel folder.
- (g) Successfully complete the Basic AUXCA Course. This 18-22-hour course shall only be taught by a qualified AUXCA Instructor who is also current in the Instructor (IT) competency or by a Coast Guard CS2 Petty Officer or above. The course includes the annual AUXCA Sanitation Workshop and Test which is completed on-line as per the AUXCA national website <https://wow.uscgaux.info/content.php?unit=H-DEPT&category=AUXCHEF> and includes a passing grade on the Sanitation test available on the National Testing Center (NTC). Successful completion will be recorded in AUXDATAII. Tasks associated with the course should be signed off when successfully completed. The classroom portion of the Basic AUXCA Course may be taught virtually to AUXCA-1/2 Specialist trainees.
- (h) Successfully complete the AUXCA-1/2 Specialist PQS. These are a series of tasks that must be performed by each AUXCA-1/2 Specialist trainee and signed off by a qualified AUXCA-1, AUXCA Instructor, and/or a Coast Guard CS2 or above. The tasks are similar to those required of a CS3 Striker candidate. The AUXCA-1/2 Specialist trainee may be asked questions or be required to demonstrate certain tasks as necessary to judge competency. The completed and signed PQS form must be submitted to the DSO-CA for review and approval. If approved, the DSO-CA shall submit it to the cognizant DIRAUX for final approval, retention in the Auxiliarist's personnel folder, appropriate AUXDATA II entry, and appropriate AUXCA-1/2 Specialist competency assignment. The AUXCA-1/2 Specialist PQS must be completed no later than one year after the date of Basic AUXCA Course completion. If not completed in this period, then the AUXCA-1/2 Specialist trainee shall start a new AUXCA-1/2 Specialist PQS and have all tasks signed off anew in a time period that expires no later than one year after the date of the first task sign-off of the new AUXCA-1/2 Specialist PQS.
- (i) Comply with any other situational requirements that may be in effect. As a historical example of such a requirement, during the COVID-19 pandemic an AUXCA-1/2 Specialist trainee needed to have an Auxiliary High Risk Assessment Form on file with their cognizant DIRAUX as well as with the command of the

galley/dining facility they supported whenever such form was required as a prerequisite for assignment to duty.

- b. AUXCA-1/2 Specialist Currency Maintenance. In order to maintain annual certification, qualified AUXCA-1 and AUXCA-2 Specialists shall successfully complete the following respective currency maintenance tasks during each calendar year:
 - (1) AUXCA-1 Specialist.
 - (a) The annual AUXCA Sanitation workshop. As an annual mandatory workshop, this must be successfully completed prior to June 30 each year in accordance with reference (a). If not completed by that date, the AUXCA-1 Specialist shall be placed in Required Workshop, Not Met (REWK) status and shall not be authorized to be assigned to any AUXCA-1/2 Specialist duty until they successfully complete the workshop. If not successfully completed by December 31 of that year, then the AUXCA-1 Specialist shall be placed in Required Yearly, Not Met (REYR) status.
 - (b) Perform at least 12 hours of authorized AUXCA-1 Specialist activity in direct support of a Coast Guard unit and log them in accordance with section 6 of this SOP. Time spent on food service program training shall not be credited toward any aspect of this requirement.
 - (c) Comply with any other situational requirements that may be in effect.
 - (2) AUXCA-2 Specialists must comply with the same annual currency maintenance tasks as described in paragraph 2.b.(1)(a) and (c). There is no annual minimum-hour currency maintenance requirement for AUXCA-2 Specialists.
- c. AUXCA-1/2 Specialist Regaining Currency and Qualification. If an AUXCA-1 or AUXCA-2 Specialist does not maintain annual certification for any reason, they shall be placed in REYR status and prohibited from performing any independent AUXCA activity.
 - (1) AUXCA-1 Specialist. In order to regain currency, an AUXCA-1 Specialist shall first perform at least four hours of AUXCA-1 Specialist activity during the year under supervision of a certified AUXCA-1 Specialist, a certified AUXCA Instructor, or a Coast Guard CS2 or above and record those hours in AUXDATA II as 96A/Trainee. Once completed, the AUXCA-1 Specialist shall then perform the annual currency maintenance requirements in paragraph 2.b. in order to regain currency in that same calendar year. The AUXCA-1 Specialist is responsible for ensuring proof of satisfactory completion of all requirements is submitted up the AUXCA program's parallel staffing chain to the cognizant DIRAUX for restoration of certification and removal from REYR status (email acceptable). If an AUXCA-1 Specialist remains in REYR status for four successive calendar years, they shall lose their AUXCA-1 Specialist qualification and shall fulfill all initial qualification requirements of paragraph 2.a. in order to perform AUXCA-1 Specialist activities again.

- (2) AUXCA-2 Specialist. In order to regain currency, an AUXCA-2 Specialist shall first perform two hours of AUXCA-2 Specialist activity during the year under supervision of a Coast Guard CS, certified AUXCA-1 Specialist, or a certified AUXCA-2 Specialist and record those hours in AUXDATA II as 96B/Trainee. The AUXCA-2 Specialist is responsible for ensuring proof of satisfactory completion of all requirements is submitted up the AUXCA program's parallel staffing chain to the cognizant DIRAUX for restoration of certification and removal from REYR status (email acceptable). If an AUXCA-2 Specialist remains in REYR status for four successive calendar years, they shall lose their AUXCA-2 Specialist qualification and shall fulfill all initial qualification requirements of paragraph 2.a. in order to perform AUXCA-2 Specialist activities again.
- d. AUXCA-IT Qualification and Currency. All AUXCA Instructor trainees must meet requirements in order to gain the AUXCA Instructor competency and maintain its currency.
- (1) The following requirements must be verified by an AUXCA-IT prior to the AUXCA-IT trainee's commencement of the rest of the AUXCA-IT PQS tasks.
 - (a) Be recommended to the cognizant DSO-CA in writing (email acceptable) by an AUXCA-IT or by a Coast Guard CS2 or above.
 - (b) Be a qualified and current AUXCA-1 Specialist with currency in the Sanitation workshop.
 - (c) Be a qualified and current Auxiliary Instructor (IT).
 - (d) Be current in AUXCT.
 - (e) Be current in annual uniform inspection.
 - (f) Perform and log at least a cumulative 40 hours of AUXCA-1 Specialist activity in direct support of a Coast Guard galley or dining facility within the current and immediate past calendar years. Neither time spent in direct support of Auxiliary events (e.g., providing AUXCA support to a flotilla Change of Watch) nor time spent on food service program training shall be credited toward this requirement. For example, an Auxiliarist who is on the verge of achieving the AUXCA-IT competency must have these cumulative 40 hours of AUXCA-1 Specialist activity in direct support of the Coast Guard reported in the current and immediate past calendar years.
 - (g) Have a Hepatitis A vaccination and booster.
 - (2) The following requirements may only be performed after completion of the requirements in paragraph 2.d.(1) above.
 - (a) Be well-versed with the Basic AUXCA Course curriculum as assessed and determined through discussion with an AUXCA-IT. This includes familiarity with

the AUXCA SOP and the AUXCA training presentation.

- (b) Make and publicize class site arrangements, compile and record student rosters, and be present for an entire Basic AUXCA Course and instruct chapters as assigned under the supervision of a lead AUXCA-IT.
 - (c) Be able to demonstrate culinary skills including cooking techniques, safety precautions, proper knife handling, equipment functions, sanitation criteria and safe food storage.
 - (d) Supervise the AUXCA-1/2 Specialist trainees in their skills development, cooking, and food service activities.
 - (e) Review menus and ensure the activities develop AUXCA1/2 Specialist trainees' skills.
 - (f) The AUXCA-IT trainee shall supervise AUXCA-1/2 Specialist trainees during a galley session ensuring that safety and sanitation guidelines are followed.
 - (g) The AUXCA-IT trainee shall coordinate with the lead AUXCA-IT to ensure that all elements of AUXCA-1/2 Specialist training are addressed in the classroom, skills are practiced, and food fully prepared, cooked, and served.
 - (h) The lead AUXCA-IT shall certify the completion of all AUXCA-IT trainee's pre-class requirements and tasks as indicated on the AUXCA-IT PQS.
- (3) The AUXCA-IT trainee shall submit their completed PQS to the DSO-CA. The DSO-CA will review the PQS for completion and submit to DIRAUX for final issuance of the qualification as well as the certificate.
- (4) In order to maintain currency, an AUXCA-IT must perform all aforementioned AUXCA-1 Specialist tasks necessary to maintain currency as well as those tasks necessary to maintain IT currency. If an AUXCA-IT is placed in REYR status solely due to loss of IT currency, then they may remain an active AUXCA-1 Specialist but not an AUXCA-IT until meeting the IT requirements to regain currency as an AUXCA-IT. If an AUXCA-IT is placed in REYR status due to loss of AUXCA-1 Specialist currency, then they must meet the AUXCA-1 Specialist requirements to regain currency. However, the IT status is not affected by loss of AUXCA-IT certification.

3. Assignments to Duty.

- a. Requests for AUXCA-1 Specialist support to a Coast Guard unit may be submitted as well as received by various elements of the organization (e.g. a Sector may submit a request to the Auxiliary Sector Coordinator (ASC) for AUXCA-1 Specialist support to one of its stations). Such requests shall be directed to the DSO-CA for coordination with the appropriate AUXCA program staff officers to arrange the support as well as notify the regional Chain of Leadership and Management (COLM). If local Auxiliary resources are

insufficient to fulfill the request, then the DSO-CA may arrange resources from beyond the local area through notification and coordination with the AUXCA program parallel staffing element(s) at the appropriate organizational level(s) (e.g. AUXCA-1 Specialist support from an adjacent Auxiliary region shall entail notification and coordination with the appropriate AUXCA National Branch Chief and the other region's DSO-CA). Consultation with the Coast Guard unit is also necessary and expected in order to ensure travel, funding, and other support expectations are clear in advance of support provision. The Coast Guard unit that needs the support shall ultimately determine the application of such AUXCA-1 Specialist support (e.g. some units may have specific culinary tasks for AUXCA-1 Specialists while other units may need near full-time support). The unit command shall normally serve as the OIA.

- b. For assignment to duty providing AUXCA-1 Specialist support to a Coast Guard cutter, the unit command shall similarly serve as the OIA and determine the application of AUXCA-1 Specialist support.

(1) To be considered for cutter assignment to duty, an AUXCA-1 Specialist:

- (a) Should have at least 40 cumulative hours of AUXCA-1 Specialist activity in support of a Coast Guard galley or dining facility. The 40 hours must be completed within 2 years prior to date of requested deployment.
- (b) Must fully understand the program goals and considerations in paragraph 1.c.
- (c) Must be physically fit to effectively tolerate and operate in a shipboard environment.

- 1) Physical anomalies that may impede an AUXCA-1 Specialist's ability to gain access to shipboard areas, etc. shall preclude their eligibility for any cutter assignment to duty.
- 2) Medical conditions requiring regularly prescribed treatments, precise scheduled administration of medications, or medications requiring special handling (e.g., refrigeration) shall preclude their eligibility for cutter deployment (i.e., getting underway for any duration).

(d) Independent self-assignment to duty to a cutter is strictly forbidden.

- (2) Any AUXCA-1 Specialist requested for cutter assignment to duty either directly by the cutter or by the cutter's administrative command shall immediately notify the DSO-CA and await a reply of clearance prior to accepting any such assignment. The DSO-CA shall promptly notify the appropriate AUXCA program's national staff element, District Commodore, District Chief of Staff, and DIRAUX of any such notification, and provide them with a justified recommendation whether the AUXCA-1 Specialist should fulfill the request or not. Upon completion of their collective assessment, the DIRAUX shall provide the AUXCA-1 Specialist with a written

determination (email acceptable; if the determination is disapproval of the deployment, the DIRAUX shall also notify the cutter).

- (3) The AUXCA program's national staff shall work with each DSO-CA to maintain a nationwide list of AUXCA-1 Specialists who are ready, willing, and eligible for cutter assignment to duty, and help coordinate requests for assistance as needed. Reference (g) provides useful guidance.
- c. To aid in establishing assignment to duty, AUXCA-1 Specialists shall keep a written record (including emails) of their duty assignments. They shall not unilaterally initiate assignments directly with any Coast Guard unit nor perform such activity without first obtaining prior authorization in accordance with this SOP.
 - d. An AUXCA-1 Specialist traveling outside their home district and interested in performing AUXCA-1/2 Specialist activity in another district shall contact the DSO-CA of the district they are visiting in advance of performing any AUXCA-1/2 Specialist activity for AUXCA-1 Specialist status verification. That DSO-CA shall verify the AUXCA-1 Specialist's currency as well as contact the home DSO-CA for verification that the AUXCA-1 Specialist should be authorized to perform AUXCA-1/2 Specialist activity in that district.
 - e. Requests for AUXCA-2 Specialist support to an Auxiliary unit may be submitted as well as received by various elements of the organization (e.g., a flotilla event coordinator may submit a request to the Flotilla Commander for AUXCA-2 Specialist support to its flotilla picnic). Such requests may be handled directly by the flotilla or division to which the AUXCA-2 Specialist belongs. The cognizant SO-CA shall be notified of AUXCA-2 Specialist assignments to duty within their division, and shall include such assignments in their synoptic reporting to the DSO-CA. If local Auxiliary resources are insufficient to fulfill the request, then the SO-CA may arrange resources from beyond the division through notification and coordination with the DSO-CA and the other SO-CA. The Auxiliary unit commander that requires the support shall serve as the OIA.
 - f. Auxiliarists who are certified in any AUXCA competency may exercise that competency in any Auxiliary region pursuant to provisions of section 8.B.1.h. of reference (a) and subject to proper assignment to duty by the OIA. The OIA shall normally be the Coast Guard unit that has the dining facility or galley for AUXCA-1s and that the OIA shall normally be Auxiliary leaders and program managers for AUXCA-2s and AUXCA-ITs.
4. Temporary Duty (TDY) Authorization and Orders.
- a. The Coast Guard unit serving as OIA for an AUXCA-1 Specialist is responsible for providing written TDY orders to the AUXCA-1 Specialist in accordance with Chapter 9 of reference (a). Email confirmation by the OIA of AUXCA-1 Specialist assignments to duty in lieu of written TDY orders suffices in cases of occasional assignment. AUXCA-1 Specialists should expect to bear most expenses associated with such assignments to duty under ordinary circumstances.

- b. In certain circumstances, TDY orders may authorize reimbursement for expenses such as mileage, tolls, per diem, berthing, and messing. The AUXCA-1 Specialist should expect to submit a TDY Request Form (CG-2070, or other version specified by the unit) to the OIA to estimate the total cost of the TDY period and facilitate the OIA's ability to issue orders. The DSO-CA shall be available to help facilitate development and issuance of orders from the OIA, including reviewing orders for completeness and facilitating flow of information with the appropriate OIA point-of-contact.
- c. The Coast Guard's expense reimbursement process addresses settlement of claims for actual expenses. Reimbursement rates may vary depending on whether the orders are issued by the Coast Guard or by the Auxiliary Association, Inc. Expectations and understandings about reimbursable expenses are best managed through clear and thorough communication between the AUXCA-1 Specialist and the OIA in advance of orders issuance and actual assignment to duty. The OIA is responsible for providing administrative support to the AUXCA-1 Specialist in order to properly process and issue orders and settle associated reimbursement claims.
- d. The Auxiliary unit serving as OIA for an AUXCA-2 Specialist is responsible for providing written notification to the AUXCA-2 Specialist in accordance with Chapter 4 of reference (a) (email acceptable). AUXCA-2 Specialists should expect to bear most expenses associated with such assignments to duty under ordinary circumstances.

5. Uniforms and Recognition.

- a. Uniforms. AUXCA-1 Specialists and AUXCA-2 Specialists shall adhere to the general provisions in reference (a) regarding uniform wear and grooming standards. The Operational Dress Uniform (ODU) or Alternative Work Uniform (AWU) with boots (reinforced toes), Auxiliary ball cap, and Auxiliary member insignia on ball caps and ODU collars shall be the normal uniform when engaged in AUXCA program activities. The following provisions also apply for AUXCA-1 Specialists, including trainees, when engaged in AUXCA program activities:
 - (1) The OIA may prescribe uniform attire for AUXCA-1 Specialists who support special events.
 - (2) The Coast Guard unit command serving as OIA may authorize the wearing of Auxiliary office insignia on ball caps and ODU collars in lieu of the Auxiliary member insignia.
 - (3) AUXCA-1 Specialist uniform components:
 - (a) Chef Coat/T-Shirt.
 - 1) The white chef coat, long or short sleeve, shall be worn as the principal top garment when specified by the Coast Guard unit command (the long sleeve

white chef coat shall specifically be worn for serving). The chef coat shall be white cotton or cotton/polyester blend with clear buttons, white buttons, or white knots. A white V-neck T-shirt shall be worn as an undergarment. Nametags, nametapes, or insignia are not authorized. However, the Coast Guard unit command may authorize display of the AUXCA-1 Specialist's last name as embroidered in ½-inch script style blue or black letters on the right front side in the same general place where a nametape is conventionally located. If "U.S. COAST GUARD AUXILIARY" is displayed on the left front side, then it must be embroidered as described in the next section and the letter colors must match.

- 2) Chef coats may be authorized by the Coast Guard unit command to display one of three options on the left front side in the same general place where a qualification insignia is conventionally located: the Auxiliary Human Resources Directorate logo (patch or direct embroidery); the AUXCA program logo (patch); or "U.S. COAST GUARD AUXILIARY" embroidered in ¾-inch script style blue or black letters (due to title length, the word "AUXILIARY" shall be embroidered ¼-inch below and centered under "U.S. COAST GUARD"). If the AUXCA-1 Specialist's last name is displayed on the right front side, then the letter colors must match.
 - 3) While wearing the serving uniform, the service dress leather or high gloss synthetic shoe is required. When wearing the chef coat and chef pants, leather safety shoes or boots are required. The member will bear the cost of specified shoes.
 - 4) For certain circumstances, a Coast Guard unit command may authorize attire to be worn consistent with provisions of reference (e) for a Special Command Aide. This may include authorization to wear khaki slacks, brown belt, and a dark blue/navy polo shirt. Polo shirts may be authorized by the Coast Guard unit command to display one of three options on the left front side in the same general place where a qualification insignia is conventionally located: the Auxiliary Human Resources Directorate logo (patch or direct embroidery); the AUXCA program logo (patch or direct embroidery); or "U.S. COAST GUARD AUXILIARY" embroidered in ¾-inch script style white letters (due to title length, the word "AUXILIARY" shall be embroidered ¼-inch below and centered under "U.S. COAST GUARD").
- (b) Trousers. ODU or AWU trousers shall be worn as part of their respective uniforms. Plain black chef pants are an authorized alternative when worn with the white chef coat.
 - (c) Apron. Only the white baker's bib-style apron is authorized and shall be used to minimize staining.
 - (d) Socks. Socks shall be black, made of knitted or rib knit, undecorated material.

- (e) Shoes. Authorized safety boots and black dress shoes shall be worn. Well-blackened safety boots shall be worn for everyday operational use. Black dress shoes are authorized to be worn for special events.
 - (f) Cap. The Auxiliary ball cap shall be worn with Auxiliary member insignia. The Coast Guard unit command may authorize wear of disposable white paper chef's hats. The Coast Guard unit ball cap may also be worn, if authorized.
 - (g) Outerwear. The Foul Weather Parka (FWP) and Foul Weather Parka Fleece Liner with no visible manufacturers label or markings are approved for outerwear. No other outer garments are authorized.
 - (h) Unit logos, patches, or collar trim are not authorized.
- b. Program Device: The metal AUXCA device (Figure 3-1) is authorized for use by AUXCA-1 Specialists only. It is awarded by DIRAUX once an AUXCA-1 has been vetted by that office. AUXCA-1 Specialists are authorized to wear the metal device on the Tropical Blue, Service Dress Blue, Service Dress Blue (Alpha), and Dinner Dress uniforms in the same manner and locations as other Auxiliary competency insignia are prescribed.



Figure 3-1

- c. Program Patch. The AUXCA patch (Figure 3-2) may be worn by AUXCA-1 Specialists and AUXCA-2 Specialists on the white chef coat on the left chest either above “U.S. COAST GUARD AUXILIARY” embroidered as described in 5.a.(3)(a)2) above or in lieu thereof.



Figure 3-2

6. Reporting Activity.

a. AUXCA-1 Specialists shall:

- (1) Report their AUXCA-1 Specialist activity performed on site or in direct support of a Coast Guard unit they support on the ANSC-7030 Mission Activity Report form using the 96A mission activity code for Coast Guard Operational Support.
 - (a) The appropriate Operational Control (OPCON) on the ANSC-7030 should be used and the "Remarks" section should include "AUXCA Duty," the name of the supported Coast Guard unit, and description of duties.
 - (b) When deployed on a Coast Guard cutter, every hour underway and inport away from homeport shall be claimed under the 96A mission activity code. AUXCA-1 Specialist hours while deployed underway on a cutter are reported as 24 hours. Although ANSC-7030 forms are submitted on a daily basis, the AUXCA-1 Specialist should consult with their cognizant Flotilla Staff Officer for Information Services (FSO-IS) about alternative methods to report their activity over a prolonged away-from-homeport time period.
 - (c) When assigned to duty at a shore facility or cutter moored in its homeport, only those hours engaged in AUXCA-1 Specialist activities at that unit, including associated local travel (e.g., a shopping run to purchase stores), shall be claimed under the 96A mission activity code. Time spent remaining overnight and otherwise not engaged in AUXCA-1 Specialist activities shall be claimed on the ANSC-7029 Member Activity form.
- (2) Report associated AUXCA-1 Specialist program travel (e.g., to and from the Coast Guard unit), training, preparation, and program management activity on the ANSC-7029 Member Activity form.
- (3) If not making their own AUXDATA II activity entries, then the AUXCA-1 Specialist shall submit these forms through their servicing Auxiliary information services chain as soon as possible after completion of their assignment to duty. This is particularly important following any shipboard deployment. Copies of the forms shall also be provided to the cognizant DSO-CA (an email summary of the reported information is an acceptable alternative).

- b. AUXCA-2 Specialists shall report their AUXCA-2 Specialist activity performed on site or in direct support of an Auxiliary unit they support on the ANSC-7030 Mission Activity Report form using the 96B mission activity code. Report associated AUXCA-2 Specialist program travel, training, preparation, and program management activity on the ANSC-7029 Member Activity form using the 99E activity code. If not making their own AUXDATA II activity entries, then the AUXCA-2 Specialist shall submit these forms through their servicing Auxiliary information services chain as soon as possible after completion of their assignment to duty.

Appendix A
ACRONYMS

ADSO-CA	Assistant District Staff Officer – Culinary Assistance
ANSC	Auxiliary National Supply Center
AP	Approval Pending (membership status)
ASC	Auxiliary Sector Coordinator
AUC	Auxiliary Unit Coordinator
AUXCHEF	Forerunner to the legacy Auxiliary Food Service (AUXFS) and Auxiliary Culinary Assistance (AUXCA) programs
AUXCA	Auxiliary Culinary Assistance Program
AUXCA-1	Auxiliary Culinary Assistance Specialist 1
AUXCA-2	Auxiliary Culinary Assistance Specialist 2
AUXCA-IT	Auxiliary Culinary Assistance Instructor
AUXCT	Auxiliary Core Training
AUXFS	Legacy Auxiliary Food Service program
AUXLMS	Auxiliary Learning Management System
AUXLO	Auxiliary Liaison Officer (Coast Guard active duty personnel)
AX	Operational Auxiliarist (membership status)
BC-HC	Branch Chief – H Directorate (Culinary Assistance)
BCA-HC	Branch Chief Assistant – H Directorate (Culinary Assistance)
BQ	Basically Qualified (membership status)
CG-BSX	USCG Office of Auxiliary and Boating Safety
CO	Commanding Officer
COL	Chain of Leadership
CS	Culinary Specialist (Coast Guard military personnel)
DCAPT	District Captain
DCO	District Commodore

DIRAUX	District Director of Auxiliary
DMOA	Designated Medical Officer Advisor
DSO-CA	District Staff Officer – Culinary Assistance
DVC-HC	Division Chief – H Directorate (Culinary Assistance)
FSO	Food Services Officer (Coast Guard military personnel)
FSO-IS	Flotilla Staff Officer – Information Services
FWP	Foul Weather Parka
HIPAA	Health Insurance Portability and Accountability Act
IDHS	Independent Duty Health Services Technician
IQ	Initially Qualified (membership status)
IRM	Introduction to Risk Management (Coast Guard course 100202)
IT	Instructor (Auxiliary competency)
NTC	Auxiliary National Testing Center
ODU	Operational Dress Uniform
OIA	Order Issuing Authority
OIC	Officer-In-Charge
OPCON	Operational Control
PCM	Primary Care Manager
PQS	Performance Qualification Standards
PSI	Personnel Security Investigation
REWK	Required Workshop, Not Met
REYR	Required Yearly, Not Met
SO-CA	Division Staff Officer - Culinary Assistance
SOP	Standard Operating Procedure
TDY	Temporary Duty

Appendix B

**AUXILIARY CULINARY ASSISTANCE (AUXCA) PROGRAM
AUXILIARY CULINARY ASSISTANCE-1/2 SPECIALIST
PERFORMANCE QUALIFICATION STANDARDS (PQS)**

AUXCA Specialist Trainee Name: _____

Trainee Program (circle one): **AUXCA-1 Specialist** / **AUXCA-2 Specialist**

Member ID Number: _____ **Auxiliary Region / Flotilla:** _____

The Performance Qualification Standards (PQS) are a series of tasks that must be performed by the AUXCA-1/2 Specialist trainee and signed off by a qualified AUXCA-1 Specialist, AUXCA Instructor, or a Coast Guard CS2 or above. These tasks are similar to those required of a CS3 striker candidate. The AUXCA-1/2 Specialist trainee may be asked questions or be required to demonstrate certain tasks as necessary to judge competency.

Task sign-offs must be completed within one year after the date of Basic AUXCA Course completion. If not completed in this time period then the AUXCA-1/2 Specialist trainee shall start a new AUXCA-1/2 Specialist PQS and perform and have all tasks signed off anew in a time period that expires no later than one year after the date of the first task sign-off of the new AUXCA-1/2 Specialist PQS. The completed and signed form must be submitted to the DSO-CA who will review and submit it with their recommendation to the DIRAUX for AUXDATA II entry and AUXCA-1/2 Specialist competency assignment.

TASK NUMBER	TASK DESCRIPTION	SIGN-OFF (INITIALS)	DATE
	Preliminary Tasks		
P-1	* Possess Favorable Operational Support Personal Security Investigation (OS) PSI).		
P-2	* In Approval Pending (AP), Initially Qualified (IQ), Basically Qualified (BQ) or Operational Auxiliarist (AX) status.		
P-3	* Interviewed and approved to train by the cognizant SO-CA (email acceptable).		
	Training Tasks		
T-1	Complete the Basic AUXCA Course with a minimum 18 hours of instruction (including sanitation). May only be signed off by an AUXCA Instructor or a Coast Guard CS2 or above. Class location: _____		
T-2	** Complete Introduction to Risk Management (IRM) course. Completion date: _____		
T-3	Achieve BQ status prior to PQS completion for routing.		

TASK NUMBER	TASK DESCRIPTION	SIGN-OFF (INITIALS)	DATE
T-4	Current in AUXCT prior to PQS completion for routing.		
T-5	Current in annual uniform inspection.		
T-6	** Complete ICS-100 and ICS-700 courses.		
	Food Preparation Tasks		
A-1	Perform the three types of recipe conversions.		
A-2	Perform the following cutting techniques: dice / mince / chop / slice.		
A-3	Cook two items from an approved menu.		
A-4	Prepare brewed coffee.		
A-5	Cook at least one of the following meats using the dry heat method: poultry / beef / pork / seafood.		
A-6	Cook at least one of the following meats using the moist meat method: poultry / beef / pork / seafood.		
A-7	Prepare one soup (thick or thin).		
A-8	Prepare eggs “cooked to order” using each technique: easy-over / scrambled / omelet.		
A-9	Prepare items for chilled salad bar.		
A-10	Prepare one cooked salad.		
A-11	Cook a fresh and frozen vegetable product.		
A-12	Cook a pasta, potato, or rice product.		
A-13	Prepare a dessert (cake / cookies / etc.) using a mix or refrigerated product.		
A-14	Set up a serving line.		
	Tools and Equipment		
B-1	Maintain safe serving temperature in steam table and chilled salad bar.		

TASK NUMBER	TASK DESCRIPTION	SIGN-OFF (INITIALS)	DATE
B-2	Sharpen a knife.		
Safety, Sanitation and Vaccination			
C-1	Store and label leftovers correctly.		
C-2	Clean and sanitize food and non-food contact surfaces within mess and galley.		
C-3	Demonstrate correct hand-washing procedures.		
C-4	Comply with situational requirement.		
C-5	** The AUXCA Specialist trainee is either current for Hepatitis A vaccination or has obtained the first dose of the two-dose Hepatitis A vaccination regimen...and...has provided proof of vaccination from a Coast Guard medical treatment facility/clinic, personal licensed medical provider, or other third-party provider. If still needing the second dose of the two-dose Hepatitis A vaccination regimen, it must be obtained no later than 6-12 months after the original dose.		

* Must be verified by an AUXCA Instructor signature authority prior to the AUXCA-1/2 Specialist trainee's commencement of the rest of the AUXCA-1/2 Specialist PQS tasks.

** Applicable only for AUXCA-1 Specialist trainees.

Record of Medical Examination

This should be completed by the Coast Guard Medical Officer or the AUXCA-1 Specialist's personal licensed medical provider who completes the examination portion of the ANSC-7200.

Name (PLEASE PRINT): _____

Title / Rank: _____

Signature: _____

Date: _____

Recommendation for Qualification: Approve / Disapprove

Comments: _____

Record of AUXCA-1/2 Specialist PQS Completion

Date all tasks completed: _____

Name (AUXCA-1 Specialist or Coast Guard CS2 or above): _____

Signature: _____

Email address: _____

Names of any other personnel who signed off tasks:

Comments: _____

Record of DSO-CA Receipt and Forwarding

Name (DSO-CA): _____

Signature: _____

Date Forwarded to DIRAUX: _____

Recommendation for Qualification: Approve / Disapprove

Comments: _____

Record of DIRAUX Receipt and Competency Assignment

Name (DIRAUX staff member): _____

Signature: _____

Date AUXCA-1/2 Specialist Competency Assigned:

Date AUXDATA II Entry of AUXCA-1/2 Specialist Competency: _____

Appendix C

**AUXILIARY CULINARY ASSISTANCE (AUXCA) PROGRAM
AUXILIARY CULINARY ASSISTANCE INSTRUCTOR (AUXCA-IT)
PERFORMANCE QUALIFICATION STANDARDS (PQS)**

AUXCA Instructor Applicant Name (PRINT): _____

Member ID Number: _____ **District/Division/Flotilla:** _____

AUXCA-IT training must be conducted and signed off by a qualified AUXCA-IT or a Coast Guard CS2 or above. Completed PQS must be submitted to the DSO-CA by the AUXCA-IT trainee for review and subsequent forwarding to DIRAUX for final qualification.

TASK NUMBER	TASK DESCRIPTION	SIGN-OFF (INITIALS)	DATE
1	* Date of AUXCA-1 Specialist certification: _____		
2	* Current as Auxiliary Instructor (IT): Certification Date: _____		
3	* Current in Sanitation Workshop.		
4	* Current in AUXCT.		
5	* Current in annual uniform inspection.		
6	* Have Hepatitis A shot and booster.		
7	* Recommendation of an AUXCA-IT or a Coast Guard CS2 or above to the cognizant DSO-CA (email acceptable).		
8	* Discussion with an AUXCA-IT that reflects familiarity with the AUXCA program SOP and AUXCA training power point presentation.		
9	* 40 cumulative hours of AUXCA-1 Specialist activity in direct support of a Coast Guard galley or dining facility within the current and immediate past calendar year). Current year hours: _____ Past year hours: _____		
10	Participate in an entire Basic AUXCA Course and instruct chapters using the power point as assigned and under supervision of a lead AUXCA Instructor.		

TASK NUMBER	TASK DESCRIPTION	SIGN-OFF (INITIALS)	DATE
11	Demonstrate pre-class organization including advance class notices, student rosters, training material and location details including classroom assignment and audio/video arrangements.		
12	Demonstrate student instruction, guidance, and interaction in galley during hands-on training.		
13	Demonstrate culinary skills to AUXCA-1/2 Specialist trainees including cooking techniques, safety precautions, proper knife handling, equipment functions, sanitation criteria, and safe food storage.		
14	Supervise AUXCA-1/2 Specialist trainees in skills development, cooking, and food service activities.		
15	Review menus and ensure the activities develop AUXCA-1/2 Specialist trainees' skills.		
16	Supervise AUXCA-1/2 Specialist trainees during a galley session and ensure safety and sanitation guidelines are followed.		
17	Coordinate with the AUXCA-IT to ensure all elements of AUXCA-1/2 Specialist training are addressed in the classroom, skills are practiced, and food is fully prepared, cooked, and served.		

* Must be verified by an AUXCA-IT signature authority prior to the AUXCA-IT trainee's commencement of the rest of the AUXCA-IT PQS tasks.

Record of AUXCA Instructor PQS Completion

Date all tasks completed: _____

Name (AUXCA Instructor or Coast Guard CS2 or above): _____

Signature: _____

Email address: _____

Names of any other personnel who signed off tasks:

Comments: _____

Record of DSO-CA Receipt and Forwarding

Name (DSO-CA): _____

Signature: _____

Date Forwarded to DIRAUX: _____

Recommendation for Qualification: Approve / Disapprove

Comments: _____

Record of DIRAUX Receipt and Competency Assignment

Name (DIRAUX staff member): _____

Signature: _____

Date AUXCA Instructor Competency Assigned: _____

Date AUXDATA II Entry of AUXCA Instructor Competency: _____

Appendix D

AUXILIARY CULINARY ASSISTANCE LEVEL 1 MEDICAL CLEARANCE FORM (ANSC-7200)

DEPARTMENT OF HOMELAND SECURITY U. S. COAST GUARD FORM 7200 (07-24)	U.S. Coast Guard Auxiliary CULINARY ASSISTANCE SPECIALIST 1 MEDICAL CLEARANCE	Page 1 of 1
Privacy Act Statement		
<p>Authority: 14 U.S.C. § 3912-3913; 14 U.S.C. § 504. Commandant; general powers; and 14 U.S.C. § 505</p> <p>Purpose: To provide a means to assess a Coast Guard Auxilliary's suitability for assignment to duty as an Auxiliary Culinary Assistance Level 1 (AUXCA-1) Specialist.</p> <p>Routine Uses: This information will be used by the Coast Guard to assess the ability of Auxiliary personnel to complete activities associated with the AUXCA-1 Specialist competency, and it may be disclosed externally as a "routine use" pursuant to DHS/USCG-014, Military Pay and Personnel, 76 Federal Register 66933 (October 28, 2011) and DHS/USCG-024 Auxiliary Database, 79 Federal Register 23001 (April 25, 2014).</p> <p>Disclosure: Furnishing this information is voluntary. However, this form is required to be completed for an Auxilliary to achieve the AUXCA-1 Specialist competency and failure to provide this information will prevent any individual from gaining the aforementioned competency.</p>		
<input style="width: 100%;" type="text"/> Name of Auxillarist (Last, First, M.I.)	<input style="width: 100%;" type="text"/> Auxiliary ID number	
Purpose of medical clearance: Auxillarist needs clearance for the purpose of assignment to duty as an AUXCA-1 Specialist. Position involves the safe handling of food (preparation and serving) for the U.S. Coast Guard and Auxiliary personnel		
Required Immunization		
Hepatitis A: (two doses) 1 st immunization: Verified by: Print Name <input style="width: 150px;" type="text"/>		
Signature: <input style="width: 200px;" type="text"/>	Date: <input style="width: 100px;" type="text"/>	
Vaccine information:		
<input style="width: 80px;" type="text"/> Dose:	<input style="width: 100px;" type="text"/> Lot #:	<input style="width: 80px;" type="text"/> Site:
<input style="width: 80px;" type="text"/> Route:	<input style="width: 80px;" type="text"/> Expiration Date	
2nd dose administered after 6 months up to 12 months from 1st dose		
INSTRUCTIONS: A healthcare professional should verify the AUXCA1 Specialist applicant has received the Hepatitis A vaccine as required either through administration of the vaccine or through certified proof of the vaccine having been administered previously. If vaccine information is not available indicate N/A in the boxes.		
NOTE: Proof of the second dose must be provided to the DSO-CA and then forwarded to DIRAUX for inclusion in the Auxillarist's file.		
Required Examination		
To be completed by the examining professional healthcare provider:		
<input type="checkbox"/> Auxillarist is medically cleared to perform duties as an AUXCA-1 Specialist.		
<input type="checkbox"/> Auxillarist is NOT medically cleared to perform duties as an AUXCA-1 Specialist.		
NOTE: For deployments the DSO-CA and/or the National CA officers must review an AUXCA-1 Specialist prior to assignment.		
Comments:		
<input style="width: 100%;" type="text"/> Name of examining professional health care provider (print)		<input style="width: 100%;" type="text"/> Office telephone number
Address of Medical Office	<input style="width: 100%;" type="text"/>	
Signature of professional Healthcare provider	<input style="width: 100%;" type="text"/>	Date <input style="width: 100%;" type="text"/>