

U.S. Department of  
Homeland Security

United States  
Coast Guard



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United States Coast Guard

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16790 / AUX-PL-007(A)  
BSX Policy Letter 20-02  
09 SEP 20

## MEMORANDUM

From: S. L. Johnson, CAPT /s/  
COMDT (CG-BSX)

Reply to LT C. Booth  
Attn of: (202) 372-1056

To: Distribution

Subj: AUXILIARY DATABASE (AUXDATA II) COURSE COMPLETION ENTRY

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

1. PURPOSE. This policy letter defines criteria, requirements, and procedures for the entry of various Coast Guard related course completions into the Auxiliary Database (AUXDATA II) information system.

2. ACTION. All Coast Guard Auxiliarists and District Directors of Auxiliary (DIRAUX) offices shall comply with the provisions in this Policy Letter.

3. DIRECTIVES AFFECTED. These requirements shall be incorporated into the next revision of reference (a).

4. BACKGROUND.

a. The Auxiliary Database (AUXDATA II) is the Coast Guard's information system of record for its Auxiliary program. It is the repository for data of both a personal and activity-based nature for active and retired members of the Auxiliary. Previously, Director of Auxiliary (DIRAUX) offices were responsible for the entry of applicable course completions for their area of responsibility's Auxiliarists. With the implementation of this Policy Letter, designated Flotilla Information Systems Officer's (FSO-IS) will have the capability to make course completion entries, thereby empowering said Auxiliary staff while utilizing system improvements in AUXDATA II to increase efficiency and reduce workload at DIRAUX offices.

b. Upon completion of a course, Auxiliary personnel should inform their applicable FSO-IS and provide proper documentation of course completion. To ensure that course completions are accurately entered, FSO-IS personnel must ensure that proper documentation is received and reviewed prior to inputting course completion information into the AUXDATA II system. Due to the varied nature of how courses generate completion documentation (ie. Completion certificates, qualifying test scores, etc), this Policy Letter is not meant to be all inclusive of how course completion is to be determined. Once course completion and appropriate documentation

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is entered into the AUXDATA II system by the FSO-IS, Division Information Systems Officer's (SO-IS) must verify accuracy and either approve the activity or deny it and provide an explanation of denial to the submitting FSO-IS.

c. The above policy change does not impact the manner in which Coast Guard "C" school completions or Auxiliary competencies are entered which are processed by DIRAUX accounts only.

5. DISCLAIMER. This Policy Letter is not a substitute for applicable legal requirements, nor is it a rule. It is intended to define course completion entry requirements for Coast Guard Auxiliary personnel and is not intended to, nor does it impose legally-binding requirements on any party outside the Coast Guard.

6. DESIGNATION AND AUTHORITY. Only designated Flotilla Information Systems Officer's (FSO-IS) can input course completion entries for applicable Auxiliary personnel. This designated authority may not be re-delegated except as defined in this policy letter. Questions that may arise from these provisions, or determinations that need to be made about them, shall be resolved by the Auxiliary Division (CG-BSX-1).

7. QUESTIONS. Questions concerning this policy letter should be directed to the Office of Auxiliary and Boating Safety, Auxiliary Division (CG-BSX-1) at [CGAUX@uscg.mil](mailto:CGAUX@uscg.mil). This policy letter and other policy documents shall be on the Auxiliary website.

8. REQUEST FOR CHANGES. Units and individuals may recommend changes in writing via the chain of command to Commandant (CG-BSX-1), ATTN: Office of Auxiliary and Boating Safety, Auxiliary Division (CG-BSX-1), U. S. Coast Guard Stop 7501, 2703 Martin Luther King, Jr. Avenue SE, Washington DC 20593-7501.

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Dist: DIRAUX (dpa), All Auxiliary