



16790 / AUX-PL-001(B)  
BSX Policy Letter 19-01  
22 Jan 2024

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

Reply to CDR B.G. Winans  
Attn of: (202) 372-1268

To: Distribution

Subj: UPDATED RISK MANAGEMENT TRAINING REQUIREMENTS FOR THE  
COAST GUARD AUXILIARY

Ref: (a) BSX Policy Letter 19-01 AUX-PL-001(A)  
(b) Risk Management, COMDTINST 3500.3A  
(c) Auxiliary Operations Process Guide: Volume II, AOPG 16798.31 (series)  
(d) Auxiliary Training Handbook - Aviation, ATH 16798.5 (series)  
(e) Auxiliary Manual, COMDTINST M16790.1 (series)  
(f) Auxiliary Operations Process Guide: Volume I, AOPG 16798.31 (series)  
(g) Auxiliary Operations Process Guide: Volume IV, AOPG 16798.34 (series)  
(h) BSX Policy Letter 19-03

1. PURPOSE. This policy letter updates Risk Management (RM) training requirements for specified Auxiliary competencies and staff officer positions in accordance with references (b) through (g).

2. ACTION. All Auxiliarists, District Directors of Auxiliary (DIRAUX), and order issuing authorities (OIA) must comply with the provisions in this Policy Letter. Internet release is authorized

3. DIRECTIVES AFFECTED. Reference (a) is cancelled.

4. BACKGROUND. Reference (a), Enclosure (1), paragraph 2. did not included Aid To Navigation Verifier qualification. Members currently holding the Aid To Navigation Verifier qualification shall complete and maintain Risk Management requirements in accordance with this Policy Letter. This updated policy letter also clarifies the requirements for receiving and completion of TCT/RM Initial.

5. MAJOR CHANGES: Major changes to RM training for the Auxiliary are summarized below:

- a) Aid To Navigation Verifiers who have not completed Introduction to Risk Management Course (100202) and/or TCT Refresher must do so by 31 December 2024.
- b) Currently qualified Aid To Navigation Verifiers without any Risk Management training may continue to perform operations until 31 December 2024.

- c) Aid To Navigation Verifiers failing to meet the requirement in paragraph 6.a. will be placed in REYR status in accordance with paragraph 6.f. below.
- d) Aid To Navigation Verifiers shall maintain TCT/RM requirements in accordance with paragraph 6.b. below.
- e) Updated requirements for completion of TCT/RM initial to align with reference (b).
- f) Removed AUXLMS. Added Coast Guard Auxiliary MOODLE Online Classroom.
- g) Added Aids To Navigation Verifier to Enclosure (1).
- h) Updated Enclosure (2) AUXDATA names.

6. TRAINING REQUIREMENTS. In collaboration with Auxiliary Leadership, the Offices of Safety and Environmental Health (CG-113), Boat Forces (CG-731) and Shore Forces (CG-741), the Office of Auxiliary & Boating Safety (CG-BSX) has established the following RM training requirements for members of the Auxiliary. The following are instituted immediately:

- a) TCT/RM Initial. The Introduction to Risk Management course (100202) is the initial one-time requirement followed by a facilitated discussion of case studies that illustrate the use of TCT/RM principles. The facilitated portion of the training requirement can be fulfilled by taking the annual TCT/RM Refresher training. Elected positions and select appointed positions in Enclosure (1) are not required to complete the facilitated portion, only course (100202). This course is available in the Coast Guard Auxiliary MOODLE Online Classroom. For those who may have difficulty accessing the MOODLE Online Classroom, the course can be taken in a classroom setting so long as the course is viewed in its entirety.
  - (1) Elected Positions: The course must be completed prior to a nomination or notice of intent to run for any elected position.
  - (2) Appointed Positions: The course must be completed prior to starting an appointed position.
  - (3) Competencies: The courses must be completed prior to becoming certified for a listed competency. In effect, these courses become required tasks for all listed competencies.
- b) TCT Refresher. This course is required for specified competencies listed in Enclosure (1). It must be completed annually, no later than the end of the 15<sup>th</sup> month following TCT/RM initial or subsequent TCT/RM Refresher training. Auxiliarists needing a TCT/RM Refresher session may work with their OIA, AUXLO, and/or DIRAUX/OTO to request TCT/RM Refresher training using their district's process. Directors may grant waivers of TCT/RM Refresher requirements if a lack of training availability will prevent a member from maintaining qualification. In such cases, the TCT/RM Refresher must be completed as soon as possible.

- c) CRM Initial. AUX Crew Resource Management (AUX-17) Course Code 501573. This course is the initial CRM training specified in references (c) and (d). All Auxiliary pilots, air crew, and observers must attend this C-school **prior** to certification in any Auxiliary aviation position. It must then be taken on a recurring basis with an interval not to exceed five calendar years. Non-aviation Coast Guard and Auxiliary personnel who routinely use aviation assets to conduct missions are strongly encouraged to seek CRM training opportunities.
- d) CRM Refresher. Must be completed annually, no later than the end of the 15<sup>th</sup> month following AUX-17 or subsequent CRM Refresher training. Must be completed by all pilots, air crew, and observers during the annual unit safety fly-in or other regional training event.
- e) AUXAIR Spatial Disorientation/CRM (AUX-18). Spatial Disorientation/CRM (AUX-18) Course Code 501574: All Auxiliary pilots must attend a course on spatial disorientation and flight physiology on an initial and recurring basis. Initial attendance is required at the C-school provided by the FAA Civil Aerospace Medical Institute (CAMI) **prior** to certification in any Auxiliary pilot position. It must then be taken either at CAMI or at a commercially provided, Auxiliary-approved vendor on a recurring basis with an interval not to exceed five calendar years.
- f) Required Yearly Not Met (REYR) Status: All Auxiliarists who are required to take an initial and/or recurring risk management course must complete the course(s) or be placed in REYR Status for applicable competencies and/or positions. In addition, Auxiliarists shall neither request nor accept orders if these specific courses have not been completed.
- g) AUXDATA Tracking. Introduction to Risk Management, TCT/RM Refresher, CRM Initial and CRM Refresher are tasks in AUXDATA for all competencies listed in Enclosure (1) and have been added to AUXDATA eligibility algorithms for all elected positions and appointed positions which require the training. Completion of the Introduction to Risk Management course in MOODLE will be automatically logged in the member's AUXDATA training record. This does not preclude the member from completing the TCT/RM initial requirements as required in paragraph 6.a. Completion of AUX-17 and AUX-18 will be entered into AUXDATA using the current process. TCT/RM Refresher and CRM Refresher, instructors/facilitators must send class attendance rosters to the respective IS officers for entry into AUXDATA. Course names and short titles for AUXDATA are listed in Enclosure (2).
- h) Instructor/Facilitator Requirements. The following are the requirements to be able to teach/facilitate initial and refresher TCT/RM training sessions.
  - (1) TCT/RM Refresher. In accordance with reference (h).
  - (2) CRM Initial. Only those instructors who have completed the Auxiliary CRM Initial training syllabus and are currently qualified by ATC Mobile to teach the course are authorized to teach CRM Initial (AUX-17) to Auxiliary personnel.

- (3) CRM Refresher. Only those instructors who are currently qualified by ATC Mobile and have attended the Aviation Safety Standardization Course (500609) in conjunction with the Aux District Flight Safety course (AUX-14) within the previous two years are authorized to teach CRM Refresher to Auxiliary personnel.
- i) All Coast Guard operations and activities expose personnel and equipment to some level of risk. Auxiliarists who do not hold a position or competency listed in Enclosure (1) are not required to complete risk management training, but they may complete these courses for the purpose of building and fostering a culture of safety and professionalism.
7. DISCLAIMER. This Policy Letter is not a substitute for applicable legal requirements, nor is it a rule. It is intended to define training requirements for Auxiliary personnel and is not intended to, nor does it impose legally-binding requirements on any party outside the Coast Guard.
8. QUESTIONS. Questions concerning this policy letter should be directed to the Office of Auxiliary and Boating Safety, Auxiliary Division COMDT (CG-BSX-1) at [CGAUX@uscg.mil](mailto:CGAUX@uscg.mil).
9. No paper distribution will be made of this Policy Letter. An electronic version 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 this Policy Letter are the most current available. If the cited web site 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
10. REQUEST FOR CHANGES. Units and individuals may recommend changes via the chain of command to the Office of Auxiliary and Boating Safety, Auxiliary Division COMDT (CG-BSX-1) at [CGAUX@uscg.mil](mailto:CGAUX@uscg.mil).

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Enclosure: (1) Risk Management Training Requirements List  
(2) AUXDATA Course names and short titles

## **Risk Management Training Requirements List**

### **Competency Based Training Requirements**

#### 1. Introduction to Risk Management (100200) online Course ONLY

Auxiliary Food Service Specialist	Auxiliary Public Affairs Specialist (All Levels)
Interpreter	Auxiliary Build (AUXBUILD) Program
Vessel Examiner	Instructor

#### 2. TCT Initial (Introduction to Risk Management) and TCT Refresher

Boat Crew Coxswain	Boat Crew Crewmember
Personal Watercraft Operator	Personal Watercraft Operator (In Training)
AUXPAD Operator	AUXPAD Sit on Top Operator
Qualification Examiner	AUXPAD Qualification Examiner
Aid to Navigation Technician	Aid to Navigation Verifier
Telecommunications Operator	Aid to Navigation Verifier –PQS
Assistant Container Inspector	Watchstander
Assistant Life Raft Inspector	Assistant Facilities Inspector
Assistant Pollution Response Specialist	Assistant Pollution Investigator
Aux Assistant Barge Inspector	Assistant Port State Control Examiner
Aux Assistant Foreign Passenger Vessel Examiner	Aux Assistant Foreign Freight Vessel Examiner
Aux Assistant Machinery Inspector (Steam)	Aux Assistant Hull Inspector
Aux Assistant Maritime Enforcement Investigator	Aux Assistant Marine Casualty Investigator
Uninspected Passenger Vessel Examiner	Aux Assistant T-Boat Inspector
Uninspected Towing Vessel Examiner	Commercial Fishing Vessel Examiner

#### 3. CRM Initial (AUX-17) and CRM Refresher

Instructor Pilot/Flight Examiner	Aircraft Commander
Air First Pilot	Air Co-Pilot
Air Crew	Air Observer

#### 4. Spatial Disorientation (AUX-18)

Instructor Pilot/Flight Examiner	Aircraft Commander
Air First Pilot	Air Co-Pilot

**Position Based Training Requirements** (Introduction to Risk Management (100200) online course ONLY)

1. All Elected Positions

2. Appointed Positions National:

DNACO ITP	All Response Directorate (R) Appointees
All NACO/VNACO/DNACO Executive Assistants (EA)	All Incident Management & Preparedness (Q) Appointees
All ANACOs	All International Affairs (I) Appointees
All Deputy ANACOs	All Prevention (P) Appointees
All Directors	All Public Affairs (A) Appointees
All Deputy Directors	All Training (T) Appointees

3. Appointed Positions – Flotilla, Division, and District:

Aviation (AV)	Operations (OP)
Communications (CM)	Member Training (MT)
Flight Safety Officer (DFSO)	Navigation Systems (NS)
Marine Safety and Environmental Protection (MS)	Marketing and Public Affairs (PA)
District Directors of Response	District Directors of Prevention
District Directors of Logistics	Auxiliary Sector Coordinators
Auxiliary Unit Coordinators	

**AUXDATA Course Names and Short Titles**

Short Title	Task Description	Category	Training Type	Frequency
ITRM_100202	Introduction to Risk Management Course (100202)	General	Currency Maintenance Tasks	Permanent
TCT_RM	Annual Risk Management TCT Refresher	General	Currency Maintenance Tasks	Annual, not to exceed 15 months from previous training
AUX-17	Aux Crew Resource Mgt/ORM	AIR-MP	Currency Maintenance Tasks	Every 5 years
CRM	Annual CRM Refresher	AIR-MP	Currency Maintenance Tasks	Annual, not exceed 15 months from previous training.
AUX-18	Spatial Disorientation/CRM	AIR-MP	Currency Maintenance Tasks	Every 5 years