AUXILIARY CORE TRAINING (AUXCT) NACO 3 STAR AWARD

Purpose: The NACO 3 Star Award for Excellence in Auxiliary Core Training (AUXCT) is an annual award intended to recognize those Flotillas that have at least 90% of their members* recorded as having completed all 9 Auxiliary Core Training courses** and are current*** in their AUXCT requirements.

*Members to be included in the 90% Calculation: All members of the Flotilla, whether current with AUXCT requirements or not, are included in the calculation except for those members whose BED is less than one year from the end of the annual award period (31 December) and who have not completed their initial AUXCT requirements. Therefore, a member whose BED is 01 January of the award year or later will not be included in the member base that is used to calculate the flotilla's achievement percentage unless they are already AUXCT compliant (have completed all AUXCT requirements).

Required Courses: There are 9 mandated courses as given in the table below:

Course Code	Course Name	Frequency
502379	Workforce Resilience Training	Every 5 years
810030	Security Fundamentals	Every 5 years
810015	Privacy at DHS / Protecting Personal Information	Every 5 years
810000	Sexual Harassment Prevention	Every 5 years
502319	Civil Rights Awareness	Every 5 years
502306	Ethics 1 / Personal Gifts	1 time only
BQ II **	Basic Qualification Course II	1 time only
ICS-100.b	Intro to the Incident Command System	1 time only
IS-700.a	Intro to National Incident Management System	1 time only

***Currency Maintenance Requirements:** Once members complete a course (as reflected in AUXDATA), they must maintain their currency based on the table above. To help reach the 90% threshold members must be current in their AUXCT training. See the Mandated Training Portal for more information at this link: AUXCT Training.

Sources for Training: In an effort to assist members in achieving their AUXCT requirements, a variety of methods for completing AUXCT were developed to accommodate the limited ability of some members to receive some types of training. These different types of training are found on the Training Directorate Website at the CORE Training Portal.

How to Determine that the Flotilla is Eligible for the AUXMT Award: The Flotilla Commander (FC) must confirm award eligibility based on the aforementioned criteria. Flotilla Commanders can confirm eligibility by obtaining the following information from their IS officer:

- The AUXDATA member roster for their flotilla contains the BED, listed in AUXDATA as "BaseStatDate", for each member. By counting all the included members whose BED is 31 December of the award year or prior to that date, the FC can determine who should be part of the calculation.

- The AUXDATA Training Record Report or the AUXINFO Tasks Cube can then be used to find members who have completed all the AUXMT courses and have maintained currency. A monthly listing of ALL members' status in AUXMT is also available on the M-DIR website under Core Training. Access to this data requires member log-in. See the example below for directions.

With this information, the FC can perform the necessary calculations to determine if the flotilla has achieved the 90% threshold.

For example: You can go to AUXDIR and search for your flotilla e.g. (unit =123-45-67 or District 123, Division 45, and flotilla 67)). This will list the all the members in the flotilla (total at the bottom of the list.) Then you can go to the M-DIR mandated training web portal above and, after log-in, select your district ("open" to view or "save-as" to store). This takes you to the Mandated Training Compliance Report for your district. At the bottom select the "by flotilla" tab to get all the members in the district listed by flotilla. Scroll down to find your flotilla number and highlight all the members in that flotilla. In the "status" column you can see how many members have "complete" meaning they have taken all 10 of the mandated courses.

For this example, let's say flotilla 67 has a total of 35 members and 31 "completes". The percent complete is calculated as (total completed / total members) = 31/35 = 0.886 or 88.6%. If your flotilla is very near 90%, you may be able to recalculate by reducing your total flotilla member count by the number of new members whose BED occurred in the year of the award period and that haven't already completed the AUXCT training. Let's say that flotilla 67 has 1 new member this year that has not completed the AUXCT. The FC should know who the newer members are and can check their enrollment date in AUXDIR (should only be a few members). Then you can recalculate using the reduced flotilla member number i.e. percent complete = total completes / (total membership – new members) = 31 completes / (35 members – 1 new member) = 31/34 = 0.911 or 91%. This flotilla would qualify for the AUXCT 3 STAR award.

How to Apply for the Award: Flotilla Commanders must fill out the Mandated Training NACO 3 Star Award application and attach a copy of their AUXDATA/AUXINFO reports. The award application is on the last page.

This package must then be sent to their DSO-MT to check for completeness. The DSO-MT will then sign and submit the report to the Division Chief of Technical Services (DVC-TS) within the Training Directorate. (Search AUXDIR for "DVC-TS" to get the current contact information)

 Submission Deadline: The Award application is to be submitted no later than June 30th of the year after the calendar year the Flotilla has fulfilled the criteria.

 Award Presentations: The authorized awards will be given to the DCOs at NACON for presentation at their District Conferences or other appropriate events.

AUXILIARY CORE TRAINING (AUXCT) NACO 3 STAR AWARD APPLICATION

Purpose: The NACO 3 Star Award for Excellence in Auxiliary Core Training (AUXMT) is an annual award intended to recognize those Flotillas that have at least 90% of their members recorded as having completed all 9 Auxiliary Core Training courses and are current in their AUXCT qualifications.

Submission Deadline: Flotillas must apply for this award by 30 June. How to Apply for the Award: FCs must fill out this Mandated Training NACO 3 Star Award application and attach a copy the AUXDATA/AUXINFO reports used to determine eligibility. This package must then be sent to their DSO-MT to check for completeness. The DSO-MT will then sign and submit the report to the Division Chief of Technical Services (DVC-TS) within the Training Directorate. (Search AUXDIR for "DVC-TS" to get the current contact information)

FLOTILLA COMMANDER: I, _____ (print name),

Member # _____, the flotilla commander of

Flotilla _____ (District-Division-Flotilla) hereby certify that my flotilla meets the requirements for this award with the following information:

- Total number of Flotilla members _____
- Total number of AUXCT compliant members _____ (A)
- Total number of Members to be included in the 90% calculation _____ (B)
- Percent compliant members _____% (A/B x 100% = % Complete)

 I have attached the AUXDATA/AUXINFO information sheets used for this calculation.

Signature of Flotilla Commander: _____Date_____

DSO-MT: Print name: _____ I have reviewed the attached information and submit this award application as complete:

 DSO-MT Signature: _____ Date_____

DVC-TS: Print name: _____

Application Approved   Yes_____ No_____

 DVC-TS Signature: _____ Date: _____