UNITED STATES COAST GUARD
FIFTH DISTRICT – NORTHERN REGION
AUXILIARY POLICY MANUAL

MEMBER TRAINING AND QUALIFICATIONS

DEPARTMENT OF
HOMELAND SECURITY

**United States
Coast Guard
Auxiliary**

MMS-PR-AUX (D5NR 16791) -A-CHAPTER 04-(02)

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FIFTH DISTRICT INSTRUCTION MMS-PR-AUX (D5NR 16791)-A-CHAPTER 04-(02)

Subj: FIFTH DISTRICT NORTHERN REGION (D5NR) AUXILIARY POLICY MANUAL – MEMBER TRAINING AND QUALIFICATION

Ref: (a) Coast Guard Fifth District Northern Region Auxiliary Policy Manual, MMS-PR-AUX (D5NR 16791)-A-(series)
(b) Coast Guard Auxiliary Manual, COMDTINST M16790.1 (series)
(c) Coast Guard Auxiliary Operations Policy Manual, COMDTINST M16798.3 (series)
(d) Auxiliary Boat Crew Training Manual, COMDTINST M16794.51 (series)
(e) USCG-5th Northern Region Qualification Examiner (QE) Management Process Guide

1. <u>PURPOSE</u>. This manual outlines policies and procedures for the Coast Guard Auxiliary within Fifth District Northern Region (D5NR) per reference (a). The Auxiliary D5NR is comprised of Auxiliary units and the District Auxiliary staff in the state of Delaware, in areas of Pennsylvania and New Jersey that are within the Coast Guard Sector Delaware Bay area of responsibility. This manual supplements national level guidance provided by reference (b) and (c).

2. <u>ACTION</u>. Commanders, Commanding Officers, Officers in Charge, Director of Auxiliary and Auxiliarists within D5NR shall comply with the provisions of this instruction.

3. <u>DIRECTIVES AFFECTED</u>. The previous edition of the D5NR Policy Manual, MMS-PR-AUX (D5NR 16791)-A-CHAPTER 04-(01) is cancelled.

4. <u>DISCUSSION</u>. This manual has been revised due to recent changes in Coast Guard and Coast Guard Auxiliary. The D5NR Policy Manual (POLMAN) addresses policies and programs locally. It should be reviewed by regional Auxiliary leadership and referred to frequently for clarification and guidance, particularly in the support and execution of references (b) thru (d).

5. <u>CHANGES</u>. Recommendations for changes to this instruction are encouraged and forwarded to the Director of Auxiliary via the chain of leadership and management. A list of recent changes are included.

6. <u>PROCEDURES</u>. Official distribution of this manual will be via electronic copy to the Auxiliary Executive Committee (EXCOM) and e-mailed for distribution. An electronic version will be located at: https://5nr.org/diraux-guidelines-policies-and-manuals/

7. PRIVACY COMPLIANCE. When completed, the numerous forms identified or referred to in this instruction contain Personally Identifiable Information (PII). The Privacy Act of 1974, 5 U.S.C. 522a, mandates that agencies establish administrative, technical, and physical safeguards to ensure the integrity of records maintained on individuals. The Privacy Act also requires the protection against any anticipated threats which could result in substantial harm, embarrassment, or compromise to an individual. In order to maintain the public's trust and prevent privacy breaches, the Coast Guard has a duty to safeguard all types of PII in its possession. Unintended disclosure or compromise of an individual's PII constitutes a Privacy Incident and must be reported in accordance with COMDTINST 5260.5 (series), Privacy Incident Response, Notification, and Reporting Procedures for Personally Identifiable Information.

8. RESPONSIBILITY. Commander, Fifth Coast Guard District, Director of Auxiliary (dpa-n), is responsible for the content and upkeep of this instruction. Questions or concerns about this material contained in manual should be emailed to Director of Auxiliary (D5NR) at D05-SMB-NRDIRAUX@USCG.MIL

9. DISCLAIMER. This instruction is not a substitute for applicable legal requirements, nor is it itself a rule. It is intended to provide operational direction for Coast Guard personnel and is not intended nor does it impose legally-binding requirements on any party outside the Coast Guard.

10. RECORDS MANAGEMENT CONSIDERATIONS. All data and documents created for Coast Guard use and delivered to, or falling under the legal control of the Coast Guard are Federal records. Ensure that all records created as a result of processes described in this directive are maintained and disposed of in accordance with the Coast Guard Information and Life Cycle Management Manual, COMDTINST M5212.12 (series).

11. ENVIRONMENTAL ASPECT AND IMPACT CONSIDERATIONS. This directive will not have any of the following: significant cumulative impacts on the human environment; substantial controversy or substantial change to existing environmental conditions; or inconsistencies with Federal, State, or local laws or administrative determinations relating to the environment. All future specific actions resulting from general policies in this Manual must be individually evaluated for compliance with the National Environmental Policy Act (NEPA), Council on Environmental Policy NEPA regulations at 40 CFR Parts 1500-1508, DHS and Coast Guard NEPA policy, and compliance with all other environmental mandates.

12. FORMS AVAILABILITY. All forms required by this instruction may be ordered from the Auxiliary National Supply Center.

Victoria J. Taylor-Davies, LCDR
13 July 2021

V.L.TAYLOR-DAVIES
Lieutenant Commander, U.S. Coast Guard
Fifth Coast Guard District Northern Region
Director of Auxiliary

Significant changes to the D5NR Policy Manual made in this revision:

Chapter 4 – Member Training and Qualifications (Chapter 4)

1. Updated per MMS-PR-AUX(D5NR 16791)-A-02
2. Updated Director of Auxiliary (DIRAUX) phone and email
3. Updated AUXDATA to AUXDATA II

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CHAPTER 4

MEMBER TRAINING AND QUALIFICATION

A. Member Responsibility.

1. The most important premise for all members across all Auxiliary programs is primary responsibility for ensuring their efforts to qualify and maintain certification are properly documented and captured in the AUXDATA II system. This rests first and foremost with **_the member_**.

2. Given the broadening real-time availability and access to member training and qualification information through AUXDATA II, coupled with the ability of Staff Officer for Information Systems (SO-IS)s to modify and correct member information even after the end of the calendar year, the Director of Auxiliary (DIRAUX) office will inform members of qualification completion only. Notifications of currency maintenance completion (i.e.: BCQP/D5NR AIR PROGRAM) should NOT be expected from the DIRAUX office.

3. Cases in which a member shows up on a Required Yearly Not Met (REYR) list shall be addressed and rectified through communication between the member, the FC and FSO, and the SO-IS. Once proper task completions and information have been placed in AUXDATA II by the SO-IS, the DIRAUX office will re-set the member's qualification status upon notification from the SO-IS. Given the broadening real-time availability and access to member training and qualification information through AUXDATA and AUXINFO, coupled with the ability of SO-ISs to modify and correct member information even after the end of the calendar year, there is NO reason why these kinds of circumstances cannot be identified and resolved, including corrective intervention by the DIRAUX office, by March 31 of the year in which the member is listed in REYR status. Any requests that are submitted after March 31 for corrective intervention by the DIRAUX office will be processed as DIRAUX office workload allows.

B. Checking on Qualification, Re-Certification and Currency Status.

1. Misunderstandings frequently arise when qualification, re-certification or currency maintenance paperwork arrives at the DIRAUX office *before* the required data has been entered in AUXDATA II. This usually results in rejection of the paperwork because the DIRAUX office's check of AUXDATA II indicates that program requirements have not been completed. Just because mission forms may have been sent to an SO-IS before the qualification, re-certification or currency maintenance paperwork was sent to the DIRAUX office, there is no guarantee that necessary data entry has occurred.

2. Division Commanders (DCDR)s, Flotilla Commanders (FC)s and SO-ISs must work together to ensure that required paperwork and AUXDATA II processing occurs properly, in

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a timely fashion, and that members know their responsibility to gain awareness of positive confirmation of required data entry (i.e.: hours, VSC's) in AUXDATA II *before* their qualification, re-certification or currency maintenance paperwork is submitted to the DIRAUX office.

3. Positive confirmation can be obtained via forms returned from the SO-IS marked "Entered," up-to-date AUXDATA II reports, simple direct communication with the SO-IS, or any other way that may prove workable for all involved including periodic self-check of the member's activity logs in AUXDATA II.

4. Because paperwork may be missing or delayed in process, it should not be expected that the SO-IS will initiate any confirmation. Further, direct queries to the DIRAUX office about such status will be referred back to the requestor if the requestor has not firmly validated data entry with the SO-IS either personally or through their respective chain of communication. All of this applies to member qualification, re-certification or currency maintenance in any program.

C. <u>General Boating Safety Course Requirement Across Programs</u>. Due to the maritime nature of Auxiliary service, it is inherently important for all qualified program participants to have a degree of familiarity and background with the basics of recreational boating. Accordingly, as part of regional program qualification requirements, all program participants are required to successfully complete the basic core course content of the Auxiliary's Boating Skills and Seamanship Course (BS&S), America's Boating Course (ABS) or United States Power Squadron (USPS) courses or challenge and pass the BS&S, ABS or Sailing Fundamentals (SF) closed book exam as part of their qualification.

D. <u>Qualification Process.</u> Though processes for Instructor (IT), Vessel Examiner (VE) or Program Visitor (PV) are basically the same, the underlying principle for all of them is that without proper, current and complete approval by DIRAUX, a member **may not** conduct missions in any program. Such approval requires all appropriate AUXDATA II entries to be recorded and validated as well as a signed certificate issued by DIRAUX.

Note: Initial qualification processes for the Boat Crew Qualification Program and Fingerprint Technicians are addressed separately in this chapter, Sections E & F. The D5NR Air Program and the AUX-FS Program supports qualification criteria for their respective program areas and have separate D5NR instruction. All other qualifications and designations are addressed in the Coast Guard Auxiliary Manual, COMDTINST M16790.1 (series).

1. <u>Initial Qualification.</u>

   a. Members who desire qualification in any program must complete the appropriate required program tasks as a trainee. They must perform these tasks under the supervision of a member who is certified in that program. Task sign offs and Personal

Qualification Standards (PQS) vary for other qualifications and are addressed separately within their program.

b. In order to keep track of all required program qualification tasks, the trainees shall report all training missions on the form respective to the program they have chosen. The trainee may have as many instructors/mentors as necessary in order to complete the required program qualification tasks. The instructor/mentor who approves the **final** required task shall verify with the trainee that any **associated** task completion forms have already been forwarded to the Flotilla Staff Officer for Information Systems (FSO-IS). They shall then forward the **final** task completion form to their FSO-IS in a timely fashion so as to ensure that subsequent forwarding to the SO-IS for AUXDATA II entry is as expeditious as possible.

c. Exams will be online and shall be the only means of administration except for NAV-B exam.

d. It is incumbent upon the **member** to notify their FC as soon as criteria are completed which includes training missions and end of course test completion.

e. The FC shall make direct qualification endorsement to DIRAUX on behalf of the member via the **Initial Qualification Verification Form.** This form can be found in at the end of this manual and may be emailed to DIRAUX according to the Electronic Submissions Guidelines which can be found in MMS-PR-AUX (D5NR 16791)-A-CHAPTER 02-(01), MEMEBERSHIP & GENERAL INFORMATION.

f. It is the responsibility of the FC to validate with the SO-IS that appropriate AUXDATA II entries have been made to reflect the trainee's completion of required program qualification tasks.

g. DIRAUX will verify completeness of the respective program's initial qualification criteria and process accordingly.

2. Lapse of Certification.

a. Members who need to preform qualification tasks due to a lapse of certification in their program because they have not maintained their program currency must complete the appropriate required program tasks as a trainee with a currently certified member of the respective program. See Table 4-1, Summary of Qualification Requirements (Revised 10/11) at the end of this instruction.

b. Notification to Remove Requirement Yearly Not Met (REYR) Status.

(1) The supervisor of the training mission **must** enter "Remove REYR Status" in the Comments Box of the mission reporting form.

    (2) Once the SO-IS has completed data entry, DIRAUX is to be notified via email, by the SO-IS, immediately with a request to change the member's status from REYR to Current.

    (3) The information needed by DIRAUX is as follows: Member Name, EMPLID, Unit and Qualification. It is not necessary to include any other detail.

    (4) The member will be notified, via email of phone call, by the SO-IS that notification has been sent to DIRAX

    (5) DIRAUX will notify the member and the SO-IS, via email or phone call, when the RETR status has been changed to current status

3. Re-Qualification. Members who desire to regain a program qualification after the fifth year of inactivity shall complete the initial qualification requirements as described in Section 1. See Table 4-1.

E. Boat Crew Qualification Program (BCQP).

1. Introduction. There are three levels of qualification in the BCQP – Crew Member, Coxswain and Personal Watercraft Operator (PWO). The Auxiliary Boat Crew Training Manual and associated Qualification Guides provide the training guidelines to qualify Auxiliarists as coxswain, crew member and PWO. It also establishes the minimum performance standards for an Auxiliarist's tri-annual and re-certification requirements. It shall be strictly adhered to during qualification, currency maintenance, and re-qualification at the Qualification Examiner (QE), coxswain, crew member and PWO levels.

2. Initial Qualification as Coxswain/Crew Member/PWO. To qualify, the member must complete all tasks required at the appropriate level.

    a. A crew member trainee may elect to complete coxswain tasks while undergoing crew member qualification training. Such tasks will be valid as long as they are performed within the 24-month training period for coxswain. Additionally, a certified crew member must have 28 hours underway at the crew member level before they are eligible for designation as coxswain.

    b. A PWO trainee does not have to complete the crew member qualification in order to qualify as a PWO.

    c. As the trainee progresses through the coxswain, crew member or PWO syllabus, the mentor(s) providing the training will sign and date corresponding task blocks, as well as, Appendix A; Record of Completed Tasks. A qualified coxswain, crew member or

PWO, is authorized to sign off the trainee's tasks at the level to which they are qualified. However, FCs in conjunction with FSO-OP and FSO-MT are strongly encouraged to appoint qualified mentors to train and guide the member through the qualification process.

d. After all the applicable tasks on the coxswain, crew member or PWO have been completed and signed off, the Flotilla/Division Chain of Leadership or mentor may request a Qualification Examiner (QE). After the trainee successfully completes all tasks required by the QE, the QE will complete the Auxiliary Boat Crew Program qualification letter. The QE shall then forward a copy of the program letter and a copy of all forms to the DIRAUX office. The trainee should keep copies of all submitted forms for his or her personal records.

e. Boat Crew Schools: For those trainees who complete one of the several Boat Crew Training Schools held each year throughout the District the following applies:

(1) If a member completes all of his/her training through one of the Boat Crew Schools and has not ever been underway on a regularly scheduled surface patrol, that member must participate as a "Trainee" in an uncertified status for a minimum of two (2) patrols with a fully certified crew prior to requesting a QE for a certification oral board and underway check ride.

(2) Member participation in a Crew School who have participated in at least two (2) regularly scheduled surface patrols as a trainee, the member does not have to complete any additional patrols as a trainee prior to requesting a QE.

(3) The purpose of the two patrol requirement is to adequately familiarize all trainees with the proper patrol procedures and protocol prior to assuming the role of certified crewmember. There is no minimum patrol duration for this requirement. However, the candidate must have 2 training and/or MOM patrols prior to requesting a QE check ride.

f. DIRAUX Office Action.

(1) Crew Member Designation. Prepare and send a qualification certificate, ribbon, and miniature medal to the DCDR who will award the certificate and medal at an appropriate and timely opportunity. Make appropriate entries in AUXDATA II.

(2) Coxswain Designation. Prepare and send a designation letter to the new coxswain. Send a copy of the letter to the FC. Make appropriate entries in AUXDATA II. The certificate and pin shall be forwarded for presentation via the respective District Captain (DCAPT), generally, such presentation shall be made by an officer holding the office of DCDR or above.

(3) <u>PWO Designation</u>. Prepare and send a designation certificate to the new PWO. Send a copy of the letter to the FC. Make appropriate entries in AUXDATA II. The certificate and pin shall be forwarded for presentation via the respective DCAPT, generally, such presentation shall be made by an officer holding the office of DCDR or above.

3. <u>Qualification/Currency Maintenance/Re-Qualification.</u>

a. <u>General</u>. The Auxiliary Boat Crew Training Manual and associated Qualification Guides outline in detail the requirements for qualification, currency maintenance, and re-qualification as a crew member, coxswain, and PWO.

b. <u>Third-Year Requirements</u>. Satisfactory completion of task requirements for the third-year after initial certification at the member's current designation, and every third-year thereafter must be performed for a QE. The QE conducting the third-year certification will ensure that all coxswain, crew member or PWO task requirements on the Underway Currency Maintenance/ Recertification check ride forms are completed. The QE will then sign the Third Year Currency Maintenance form and forward it via the AQEC who will then forward to the CQEC within five calendar days to ensure the member gets credit.

c. <u>Fifth-Year Requirements</u>. Coxswains and PWO's must score 90% on the Auxiliary open book navigation rules examination. Complete a Team Coordination Training (TCT) 8/4 hour course facilitated by an approved TCT Facilitator.

d. <u>Re-certification after placement into REYR Status.</u> Procedures for this are covered in the Auxiliary Boat Crew Training Manual, COMDTINST M16794.51A, chapter 5.B.2. Members must make up the missing hours in a trainee status. Once the hours have been made up and have been properly documented on the Mission Activity Report -7030 form, which can be found on the USCG Auxiliary website: http://forms.cgaux.org/forms1.php. The member's SO-IS **MUST** notify the DIRAUX office to remove the member's REYR status in Aux Data. The member must then complete 12 additional hours as a certified crewmember to meet annual currency maintenance standards.

e. <u>Failure of a Check ride.</u> Members who are advised by a QE that they have not successfully passed a 3rd year currency check ride will be provided with a written description of the reasons for the non-passing evaluation by the QE involved. This will include the QE's opinion on any areas in need of improvement prior to attempting another check ride, any extra training required, and the steps necessary for seeking a follow-up check ride by a different QE. The QE involved will immediately notify the Director's office/OTO to have the member's certification placed into REYR status until the member can successfully pass a follow-up QE check ride and/or dockside oral exam.

If a member is unsuccessful in two consecutive attempts to pass a QE check ride, either an initial or 3rd year currency check ride, and the member has completed all the required items outlined by the prior QEs, he/she may request to be evaluated by the Operations Training Officer (OTO) for a final determination for certification.

f. DIRAUX will notify the member, via email of phone call, when REYR status has been changed to current status.

g. Members cannot be in REYR status when scheduling a check ride with a QE. QE's should verify via AUXDATA II that the member is not in REYR status prior to a check ride.

Note: If qualification, re-qualification, or currency maintenance in any of the above sections requires a QE signoff, it cannot be conducted by a QE who is an immediate family member (i.e., parent, spouse, sibling or child).

4. Navigation Rules (NavRules) Exams.

a. Exams will be online and shall be the only means of administration except for AUXACN NAV-B exam.

b. Members who take the on-line open book version of the NAVRULES exam do not require a proctor.

c. Members who take the on-line closed book version of the NAVRULES exam must have an approved proctor to help administer the exam. All D5NR QE's are designated as proctors for this exam. As a general rule, the member shall first request such proctoring service from the QE who is geographically closest to the member. If a QE from another area is desired for proctoring service, then the member must make arrangements through their respective Area Qualification Examiner Coordinator (AQEC).

d. NAVRULES on-line closed book exam may also be proctored by an AUXOP certified member who has been pre-approved by DIRAUX. The process for approval may be found in this manual in Section G.2.d.

F. Fingerprint Technician. Successful completion of all required elements and demonstrations will earn Fingerprint Technician (FPT) designation.

1. Pre-Emp. The need for a FPT must be routed via the Chain of Leadership Management (COLM) to DIRAUX. This starts with notification of the member's intent to qualify via their FC.

a. Once the need for a FPT is recognized, notification must be submitted to DIRAUX via the respective area DCAPT. In turn, DIRAUX will contact the candidate with specific instruction.

2. Qualification Criteria.

   After DIRAUX and COLM approval, the following process takes place:

   a. After thorough review of the on-line Fingerprint Study Guide, the member must take and successfully pass the FP test on-line (paper testing is not available). A copy of the passing notification must be sent to DIRAUX. Data entry is performed by the NTC within a two week time frame.
   b. A FP Practical demonstration must be completed. This demonstration is given by DIRAUX (or their designee) and must be scheduled to accommodate both parties.

   c. DIRAUX will provide further instruction for the candidate when the FP Practical demonstration has been completed.

3. Qualification Completion. Once all criteria are met, DIRAUX will prepare a letter of qualification, make appropriate entry into AUXDATA II and mail the letter directly to the member along with a fingerprint kit. A copy of the letter is sent to the respective leadership.

4. Duties. FP technicians sign a non-disclosure statement, binding them to the privacy of all Personal Identifiable Information (PII). FP technicians are responsible to adhere to all regulations and practice the utmost discretion while performing their duties. Such duties include but are not limited to:

   a. Oversight of all Auxiliary enrollment form (ANSC-7001) security pages.
   b. Verification of citizenship.
   c. Perform fingerprint upon request by DIRAUX for security clearance upgrades.

G. Administration of Specialty & Correspondence Courses & "C" School Training.

1. Specialty Courses.

   a. Course Materials. Required course materials are stocked at the Auxiliary National Supply Center (ANSC) and can be ordered by the District Commodore (DCO), DCDR, FC, District Staff Officer for Materials (DSO-MA), SO-MA, FSO-MA and National Executive Committee (NEXCOM). Members desiring to enroll in a specialty course shall contact their FSO-MT.

   b. Course Procedures. Specialty courses can be taught as formal District, Division or Flotilla sponsored courses or individuals may study the courses on their own.

Individuals studying courses on their own should have a member who has completed the course review their work to ensure proper understanding of the material prior to testing.

c. Available Courses. All courses available to the Auxiliary are listed in the Coast Guard Auxiliary Manual, COMDTINST M16790.1 (series) and also on the National Auxiliary web site under Member Training.

d. Exam Administration.

(1) On-line testing shall be the primary means of administering exams.

(2) The DCDR, FC, DSO-MT, SO-MT and FSO-MT may order the AUXACN exam from the DIRAUX office. If all of these officers are unavailable to request exams, then the request may be submitted by the Vice Division Commander (VCDR) or Vice Flotilla Commander (VFC), (such request shall be annotated to indicate the unavailability of DCDR, FC, DSO-MT, SO-MT, and FSO-MT.

(3) The AUXACN exam may be requested from the DIRAUX office by completing the Operations Specialty Course (OSC) Examination Request -ANSC-7026, which can be found on the USCG Auxiliary website: http://forms.cgaux.org/forms1.php and submitted either by regular mail or via email. In either case, the DIRAUX office will mail the requested exams to the designated proctor 5 to 7 days prior to the scheduled exam date taking into consideration weekends and holidays.

   (a) Exam requests must be received by DIRAUX no less than 15 days prior to the scheduled exam date. If received less than 15 days of the scheduled exam date, the requesting officer will be notified that the request will not be filled. DIRAUX will not express mail an exam package nor accommodate short-notice requests except in unique and exceptional circumstances.

   (b) E-mail exam requests will only be accepted if sent by an officer who is authorized to request such exams. The ANSC-7026 form can be filled out on-line from the National Auxiliary web site and then saved as PDF file. The e-mail must have that file as an attachment to it (scanned forms will not be accepted).

   (c) Upon receipt of AUXACN test, the DIRAUX office will grade the exam and make appropriate AUXDATA II entries. A letter indicating the test results will be sent to the member and their FC. If the member passes, a completion certificate will be sent to the DCDR for subsequent presentation to the member.

(4) As controlled items, specialty course exams are retained in the DIRAUX office in limited supplies. Since they are frequently in demand region-wide, they cannot be held in the field for extended periods. If an exam cannot be administered on the scheduled

date, it must be **immediately** returned to the DIRAUX office. The primary commitment to taking an exam rests upon the member scheduled to take it. If they commit to take an exam on a certain date, then it is their responsibility to honor that commitment and they must understand that if there is a change to their availability then there will likely be a change to the availability of the exam. Holding of exams for the convenience of the member slated to take the exam may result in suspension of exam support for the member's Division.

(5) The Auxiliary Manual describes proctor criteria for specialty course exams (unless otherwise specified by DIRAUX, any qualified Operational Auxiliarist (AUXOP) shall be recognized as a specialty course exam proctor within D5NR). Anyone who does not meet proctor criteria will not be authorized to proctor a specialty course exam. Special circumstances, in which access to or presence of authorized specialty course exam proctors is limited to the point of negatively impacting local member training, should be addressed and remedied by working through the MT network. The proctor shall administer the exam and ensure that any practical requirements in the course have been signed off. The proctor shall ensure members are aware of all exam administration instructions, making special note to point out that members **shall not** make any marks in exam booklets. Upon completion of exam administration, the proctor shall mail the test back to the DIRAUX office for grading. It is the responsibility of the proctor to ensure that all exam booklets are received in an **unmarked condition** and returned in exactly the same condition. If marking of exam booklets is detected in any way upon their return, then the exams will be negated, the proctor shall be informed of such and will be directed to advise the examinee of test negation.

(6) Exam booklets shall not be duplicated by anyone outside the DIRAUX office, not be administered in any way or by anyone other than those indicated to the DIRAUX office as part of the exam request, nor should their contents be advertised beyond normal test administration. Further, they must be properly administered as requested and returned in a timely fashion. Failure to meet any of the above requirements or obstruct the proper management of these exams will normally dictate some degree of investigation into the matter as well as suspension of Divisional exam and testing support provided from the DIRAUX office.

(7) On-line administration and proctoring of specialty course exams shall be conducted in accordance with policies established by the National Testing Center and the following specific D5-NR provisions:

(a) Any member who has attained AUXOP status is authorized to proctor on-line specialty course exams. Members who have successfully completed the specialty course for which exam administration is sought but who are not AUXOP are <u>not</u> authorized to serve as on-line proctors.

(b) A proctor shall administer no more than 20 on-line specialty course exams at the same time.

(c) A proctor and a member who is taking an on-line specialty course exam must be physically in the same room throughout the duration of the exam including initial log-in and final log-out.

(d) If more than one member is taking an on-line specialty course exam at the same time with the same proctor, then all such members must be physically located within the same room as the proctor throughout the duration of the exam.

(e) A member who desires to take an on-line specialty course exam is responsible for contacting a member of AUXOP status to coordinate the requisite service from who is geographically closest. The FC, VFC and FSO-MT may assist the member to coordinate the proctoring service.

e. Designation. A course completion certificate will be generated upon notification to DIRAUX by the National Testing Center (NTC) and forwarded to the respective DCDR for appropriate presentation.

2. AUXOP Status. The new AUXOP program consists of core, leadership and elective credit elements. Members are required to successfully complete a minimum of seven (7) credits from three categories of courses detailed in Table 4-2: AUXOP Program Completion Checklist. This revision will give members more choices to meet program requirements, allow the pursuit of preferred focus areas and apply credit for Incident Command System (ICS) training and expertise.

a. Members and their leadership can keep track of individual progress via the AUXOP Progress Report in AUXDATA II. Members will receive the specialty course ribbon upon completion of their first AUXOP course listed in the current criteria.

b. Notification is not to be sent to DIRAUX when a member completes the criteria to attain AUXOP status. Designation and status change will be completed by DIRAUX automatically which includes a letter of notification and the certificate with device forwarded to the area DCAPT for proper presentation.

c. If a member has attained AUXOP status, but, has not been recognized by a one month anniversary date, it is the responsibility of the member to notify DIRAUX via the COLM.

d. AUXOP members who wish to proctor on-line tests are required to notify DIRAUX via the COLM and the DSO-MT with intent. Upon approval DIRAUX will enter the AUXOP member into the National Testing Center (NTC) web site as a designated

proctor. The AUXOP member may then proceed to register for the respective scheduled testing.

3. <u>Coast Guard Institute Correspondence Courses and Auxiliary National C-Schools.</u> Members who desire to take a Coast Guard correspondence course or attend a C-school should contact the FSO-MT for any assistance required. All C-school applications must be made using the Auxiliary Short Term Resident Training Form (ANSC-7059), which can be found on the USCG Auxiliary website: http://forms.cgaux.org/forms1.php, submitted through the member's FC. Forms may be mailed or submitted as an e-mail attachment. They shall be submitted to the DSO-MT for review, approval, and endorsement. After review the DSO-MT will forward determination to the DIRAUX office with a copy to the member. In general, although ANSC-7059's may be submitted at any time of year and up to a year in advance of a class convening date, such requests should be submitted at least 10 weeks in advance of the class convening date to allow adequate time for review and process of associated travel orders.

H. <u>Seminar Attendance.</u>

1. <u>General.</u> Members holding any program designation (e.g., IT, VE, PV, coxswain, crew member, pilot) may be required to attend a program seminar in any given year. When a seminar is required and attendees come from more than one Division, the lead instructor conducting training will record attendance on a Workshop Mission and Attendance Report (ANSC-7039), which can be found on the USCG Auxiliary website: http://forms.cgaux.org/forms1.php for all instructors and attendees and forward it to their SO-IS within three working days to ensure timely credit for all in AUXDATA II. Division-by-Division attendee rosters shall not be used because they often result in duplicate workshop entries.

2. <u>Failure to Attend Required Seminar.</u>

   a. Unless otherwise specified, D5NR's annual deadline date for attendance of required seminars without any consequence shall be June 30 of the currency year. If a member fails to complete the required seminar by the deadline date for seminar attendance, they will not be able to report any activity related to that qualification in AUXDATA II.

   b. If a member does not attend a required seminar by June 30, then they shall be placed in Required Workshop Not Completed (REWK) status in AUXDATA II (i.e., the member will not be authorized to perform any missions in that program area as though they were currently qualified). A member will have until September 30 to attend the required seminar in order to be restored to current program status. The SO-IS must ensure that the seminar is entered into AUXDATA II and then notify the DIRAUX office by e-mail or memo so that the member's status in AUXDATA II can be updated. Once this is done, any activity that was previously rejected by AUXDATA II can then be entered.

c. Seminars for a current year will not be offered after September 30. If a member does not attend a required seminar by that date, then they shall be placed in REYR status at the start of the next year and will have to regain program currency accordingly.

I. Removal from Program (Member Requests).

1. Members who become inactive in any program or qualification (e.g., BCQP, IT, PV, VE) and have no intention of becoming active again should submit a written request to DIRAUX by mail (via their FC for endorsement) asking to be removed from the program or qualification.

2. This need not be a complicated procedure. A simple: "Please remove me from the Boat Crew Qualification Program" (or other Auxiliary program) with a signature will suffice.

3. There are two important advantages to doing this:

    a. Inactive members will no longer show up in REYR or REWK for years after becoming inactive.

    b. Coast Guard and Coast Guard Auxiliary leaders will have a more accurate assessment of how many qualified members are available in a given program, enabling a better strategic focus on recruiting and training both regionally and at the District level.

4. Members who request to be removed in this manner shall retain any earned ribbons or pins.

Table 4-1: Summary of Qualification Requirements (Revised 10/11)

Qualification	BCQP	IT	PV	VE
Initial Qualification	See Auxiliary Boat Crew Training Manual (ABCTM)	Complete IT Course; Teach 2 Hours (Supervised) FC endorsement	Pass Exam and Complete 2 Supervised Visits FC endorsement	Pass Exam and Complete 5 Supervised VSCs FC endorsement
Annual Requirements	See ABCTM	Teach 2 Hours or Teach 1 Hour, Assist 2 Hours or Assist 4 Hours	4 Program Visits	5 Vessel Safety Checks
Re-Certification (after 1 year)	See ABCTM	Teach 2 Hours or Assist 4 Hours Supervised PLUS above AFTER REYR Status has been re-set	1 Supervised Visit PLUS above AFTER REYR Status has been re-set	2 Supervised VSCs PLUS above AFTER REYR Status has been re-set
Re-Certification (after 2 years)	See ABCTM	Same as above	Same as above	Same as above

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Re-Certification (after 3 years)	See ABCTM	Same as above	Same as above	Same as above
Re-Certification (after 4 years)	See ABCTM	Same as above	Same as above	Same as above
After 5 Years	Loss of Qual	Loss of Qual	Loss of Qual	Loss of Qual

Notes:
1. Workshops must be attended annually as required by the Director of Auxiliary.
2. Deadline for Workshop Attendance (when required) is 30 June; with a 15 July deadline for Data Entry.
3. Positions for all initial activity must be captured in AUXDATA II as "Trainee."
4. REYR/REWK Status – Positions for all re-certification activity must be captured in AUXDATA II as "Trainee."

Table 4-2: AUXOP Program Completion Checklist (Revised 01/11)

AUXOP Program Completion Checklist

Name_____ Division/Flotilla_____ EMPLID_____

You are required to complete a minimum of seven credits to receive the AUXOP qualification.

Date
Completed_____ Total Credits_____

Three Required Core Courses (1 credit each)

_____ Auxiliary Weather Specialty Course (AUXWEA)

_____ Auxiliary Seamanship Specialty Course (AUXSEA)

_____ Auxiliary Communications Specialty Course (AUXCOM)

One of the following Leadership Courses (1 credit each)

_____ Auxiliary Leadership and Management (AUXLAMS)

_____ Auxiliary Mid-Level Officers Course (AMLOC)

_____ Auxiliary District Captain Course (formerly RCO course)

_____ Flotilla Leadership Course (FLC) - may be either on-line or classroom version

_____ Auxiliary Senior Officers Course (ASOC)

Elective Courses totaling 3 or more credits (credits as listed)

_____ Auxiliary Search Coordination and Execution (AUXSC&E) – 2 credits
NOTE - prerequisite is AUXNAV

_____ AUXSAR (old course previously completed) – 1 credit

_____ Auxiliary Navigation Specialty Course (AUXNAV) – 2 credits

_____ AUXMIN (old course previously completed) – 1 credit

_____ Introduction to Marine Safety – 2 credits

_____ Auxiliary Patrol Specialty Course (AUXPAT) – 1 credit

_____ Auxiliary Aids to Navigation (ATON) and Chart Updating C-School (AUX-06) – 1 credit

_____ Coast Guard Incident Command System (ICS) 300 and 400 – 1 credit
NOTE - ICS-210 may not be substituted for ICS-300.

_____ Auxiliary Air Coordinator C-School (AUX-15) – 1 credit

Specialty ICS Courses (1 credit for on-line course and 1 credit for PQS completion)

_____ ICS-346 – Situation Unit Leader

_____ ICS-347 – Demobilization Unit Leader

_____ ICS-248 – Resources Unit Leader

_____ ICS-430 – Operations Section Chief

_____ ICS-440 – Planning Section Chief

_____ ICS-351 –Finance Section Chief

THIS CHECKLIST IS FOR MEMBER USE

**DIRAUX WILL AUTOMATICALLY UPGRADE MEMBER STATUS TO AUXOP
WHEN ALL CRITERIA HAS BEEN ENTERED INTO AUXDATA.**

D5NR REV 01/2011

Fifth Northern Auxiliary
Instructor, Vessel Examiner, Program Visitor
Initial Qualification Verification Form

DATE: _____

TO: DIRAUX

FROM: FC _____ FLOTILLA: 053 - _____

SUB: INITIAL QUALIFICATION VERIFICATION

REF: (a) D5NR POLICY MANUAL, D5NRINST M16790.1C

1. Auxiliarist _____ EMPLID: _____

   a) All criteria has been met to be qualified as: IT VE   PV (Circle One)

2. Date of End of Course test: _____

3. I have verified with the SO-IS that all appropriate AUXDATA II entries have been made to reflect the required task(s) for program completion.

4. Core Training completed: Y / N   (circle)

- -

ENDORSEMENT

FC SIGNATURE: _____

REV 07/21

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