

Individual Development Planning Guide

U.S. Department of
Homeland Security

United States
Coast Guard



INDIVIDUAL DEVELOPMENT

PLANNING GUIDE



Individual Development Planning Guide

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Notes

The original "Individual Development Planning Guide" (IDP) was developed by the 5th Northern District and issued on 29 August 2008. The National Auxiliary Training Department was provided copies of the IDP by District 5NR for adaptation into a National Qualification Guide applicable to all Districts within the Auxiliary organization. The National Qualification Guide provides core material necessary to achieve program qualification. It does not include any unique requirements that exist in a given District. Members of District 9ER are encouraged to use only this document which has been upgraded and includes all requirements, National and District, required to achieve qualification in the programs listed as of June 2016. Links to reference material are identified in [blue type](#). To access the material, hold down the Ctrl key and click on the desired reference.

For comments, suggestions or inquiries, please contact the 9ER District Member Training Officer (DSO-MT).

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Introduction

Preamble

Welcome to the United States Coast Guard Auxiliary, the nation's premier service and training organization. As uniformed volunteers Auxiliarists are the image of professionalism and boating safety to the boating public, children and to all individuals or groups interested in water sports. We are an educational, service and rescue organization and we do it all at the same time. Our members are highly trained, competent, confident safe boaters. In addition to our public persona we are dedicated to improving ourselves, learning, developing new abilities and most importantly, new friendships. The US Coast Guard Auxiliary offers its members a daunting array of courses from basic training through highly advanced specialties. For a new member wanting to become active and part of the group these many courses present a seemingly impossible maze of opportunities. New members end up wondering what they should do first, in what order and how much time will be required before they can become active. This guide is designed to assist you in that endeavor.

Purpose

The purpose of this brief document is to provide new members as well as Flotilla Commanders (FC) and member training (MT) officers an easy to follow, flexible plan that will help integrate new (or reactivating) members into the Auxiliary. This manual should be consulted by MT officers at all levels as they decide what training to offer and how frequently it should be offered. At present, this document focuses only on the earliest courses; it does not cover the more advanced training areas. However, other courses may be added in future editions. By the way, all of the courses listed in this document are available without charge to members.

Discussion

This document has been developed by the Fifth District Northern Region (D5-NR) Coast Guard Auxiliary senior leadership with active support and assistance from the Fifth Northern Region Director of Auxiliary (5NR-DIRAUX). The requirements for obtaining qualification in each of the programs are as set forth in the Auxiliary Manual COMDTINST M16790.1F. Updates and editing have been completed by the FSO-HR 9ER-32

Description

This document provides a step-by-step process to become qualified in the basic program competencies and Mandated Training Requirements that are required and also those programs that have proved to be of greatest interest to new members. More advanced qualifications and maintenance activities required to keep qualifications current are not described. Most of the qualification requirements listed can be accomplished either through self-study or by attending qualification courses. While some of these self-study qualifications will be relatively easy to accomplish alone, or on line, there is much to be gained by attending courses offered by a Flotilla or Division in order to develop friendships and to take advantage of the experience of other Auxiliarists.

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Organized courses also provide the opportunity to learn about unique requirements for the area in which you will operate. When you have mastered the course material you will be required to prove your understanding or specific skill set by either passing a test or demonstrating specific tasks.

Whether a new member decides to use on-line training or organized training it is important to work with an experienced mentor able to guide you through your training and who will be available to assist when necessary. Contact your Flotilla Commander (FC) or your Flotilla Member Training Officer (FSO-MT) to request a mentor for each of the topics you plan to study. Your mentor will help you obtain the necessary course material, answer questions and take the required tests.

Each section of this document identifies the requirements or tasks to be performed and the reference material that serves as the primary reference(s). Each of the course specialties requires specific reference documents, many can be downloaded from specified web addresses or they can be ordered for you for free by the Flotilla's Materials Officer (FSO-MA). The tables that follow each course description list the applicable steps and reference documents you will need to complete your training and become a valuable, recognized member of America's premier boating safety organization and a proud member of the Coast Guard family. Welcome aboard!

Qualified Membership Status

Levels of Membership

The US Coast Guard Auxiliary recognizes four membership levels. These can be briefly described as follows:

- Approval Pending (AP): An applicant has completed and submitted all of the application paperwork defined in Chapter 3 of the Auxiliary Manual COMDTINST M16790.1F and is awaiting a Favorable Personnel Security Investigation (PSI) determination. It is very likely that YOU ARE HERE, at the next level or even at BQ status.
- Initially Qualified (IQ): Once a member has attained a favorable PSI determination, DIRAUX will change the member's status in AUXDATA from AP to IQ. A member will be listed as IQ only if they have satisfied all the requirements stated above, have received a favorable PSI but have not taken or passed a recognized Boating Safety Course (see the Auxiliary Manual COMDTINST M16790.1F Chapter 8, Section B.1.a & b).
- Basically Qualified (BQ): Members who have taken one of the recognized Boating Safety Courses and have received a favorable PSI will be listed as BQ.
- Operational Auxiliarist (AX): A member may also obtain the prestigious level of Operational Auxiliarist (AUXOP) by completing the requirements outlined in the Auxiliary Manual COMDTINST M16790.1F Chapter 8, Section C.1.

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Training Activities

The policy for Auxiliarists in Approval Pending (AP) status allows active participation in many Auxiliary activities. This is especially true in the area of training. The details are available at <http://www.uscg.mil/hq/cg3/cg3pcx/administration/security/AP-GUIDE-AUG07-4FINAL.pdf>

Auxiliarists at all member levels are authorized to take any and all Auxiliary courses. Each Flotilla should provide its members with access to essential course materials in order to facilitate each member's desire to learn. Members should first seek training through their flotilla. All Auxiliarists are authorized to take any and all end-of-course exams associated with their training. Certifications and successful completion of all courses is not recognized until the test results are entered in AUXDATA by DIRAUX and a recognition letter is received.

While Auxiliarists in AP status train alongside Auxiliarists in IQ, BQ, or AUXOP status they may not displace IQ, BQ, or AUXOP status Auxiliarists who desire to participate in any training venue.

AP and IQ level Auxiliarists should remember that successful completion of any approved boating safety courses prescribed in the Auxiliary Manual, COMDTINST M16790.1F Chapter 8, Section B.1.b, remains a prerequisite for qualification in all of the training programs described in this manual. AP and IQ members may take the training listed here; however, until they achieve BQ status they can only be reported as a trainee and must be accompanied by a qualified BQ or AUXOP member during any and all activities.

Finally, any Auxiliarist (regardless of status) beginning a new training program is considered a trainee and is not authorized to operate as qualified until a letter of certification is delivered to the member. Thus, no trainee shall operate as a Vessel Examiner, Boat Crew, Program Visitor, etc. until certification is official. Continued training, accompanied by a qualified member, may occur and is encouraged while awaiting certification. One final admonition is necessary. Keep copies of all forms and paperwork you submit, including test results, letters and certificates.

The Basic Qualification Course and PQS

We encourage prospective members to take the New Member Course to complete their membership application.

1. You can access the course on the Auxiliary Online Classroom. To access the course, click http://tdept.cgaux.org/BQ/BQ_Course_SSG12_reh_6-30-15.pdf and if necessary, click on the Login as a guest option.

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2. Or you can download the New Member Reference Guide and more on the H-DIR website via the [New Member Packet](#).
3. Exam Procedure: After downloading and reading the reference guide, you can complete the final exam by downloading and completing the interactive exam (you must use Adobe Reader 9 or greater). To download the exam, you can left-click on the [New Member Exam](#) and save the exam to your desktop. Once the exam is on your desktop, please run the exam, print out the score sheet, then sign, date, and turn it in to your Flotilla Commander with your application.

*Additional information may be found on the [Human Resources Website](#) and [CG Auxiliary Recruiting Website](#).

Guidelines

Auxiliary members, who are familiar with the customs, traditions, and history of the Coast Guard Auxiliary, understand our Missions and Programs, the organizational structure, the policies and regulations that guide us, and understand the protocols and uniform wear will be far better prepared to serve the Coast Guard than less knowledgeable members. In addition, Auxiliary members need to have the same training as the Coast Guard with regard to ethics, civil rights, privacy, and security (specifically addressed in our Mandated Training). It is the purpose of the Basic Qualification Course and the requirements of the associated Personal Qualification Standard (PQS) to quickly get members from Approval Pending (AP) status to Basically Qualified (BQ) status with this knowledge so they are “Semper Paratus” for their service in the Auxiliary.

The basic information for this course is contained in the BQ Student Study Guide (SSG) that is organized to follow the Auxiliary Manual, where additional details can be found. All the questions in the PQS are answered in the SSG. The link to the SSG is given below. The PQS not only has questions that must be answered in front of an appointed Mentor (like the boat crew PQS) but also has signoffs indicating completion of the following activities/courses:

- **BQ Student Study guide** (tdept.cgaux.org/BQ/BQ_Course_SSG12_reh_6-30-15.pdf)
 - **ICS100 and ICS700** (<http://training.fema.gov/nims/>)
 - **Mandated Training** (www.uscgaux.info/content.php?unit=T-DEPT&category=auxmt)
 - A NASBLA certified Boating Safety Course e.g. ABS, BS&S, SS&S
 - **ADM Papp Leadership Series Videos** www.uscgaux.info/content.php?unit=T-DEPT&category=deck-plate-ldr
 - A Member Involvement Plan (Individual Development Plan)
 - And the member must have a completed PSI (IQ status)
 - Passed Personnel Security Investigation (PSI)

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- A Mentor Guide (MG) is also provided that guides the mentor or facilitator (in the case of classroom instruction). This includes the location of answers for each of the PQS questions.

The BQ Course was introduced at the 2015 NTRAIN as a concept course that prepares Auxiliarists for their careers in the Coast Guard Auxiliary (CGAUX). It was decided to have each Deputy National Commodore (DNACO) select one of their Districts (1S, 9E, 11S) to implement the course as a voluntary course of training so that feedback could improve the course, compliance could be measured, and guidelines established. The initial links to the course material were released at NTRAIN. Several additional districts indicated they would also like to introduce the course to their members and the links were made widely available (see course links below). The guidelines to course implementation were initially released on 2/20/15 and updated guidelines with more information and FAQs are provided here.

Here are the links to all the BQ course materials and links to the other PQS signoff material: Go to Division 3 website type in search block for the following:

- [BQ Student Study Guide](#) (dated 30 June 2015)
- [BQ PQS](#) (dated 30 June 2015)
- [BQ Mentoring Guide](#) (dated 30 June 2015)
- [Member Involvement Plan](#)
- [PQS Completion Form](#)
- [ICS 100.b/700.a](#)
- [Mandated Training](#)
- [ADM Papp Videos](#)

Auxiliary Mandated Training (AUXMT)

Overview: Auxiliary Mandated Training (AUXMT) prepares United States Coast Guard Auxiliarists to effectively serve as members of a volunteer organization that is in frequent contact with the American public and which augments and supports the US Coast Guard. This training provides a basic understanding of critical human relations policies, personal safety and organizational security topics, and the National Incident Management System.

Completion of AUXMT requirements places Auxiliarists on the same footing as other members of the Coast Guard workforce and allows seamless integration with their active duty, reserve and civilian employee counterparts. It also ensures that all members of the Coast Guard workforce stand ready to provide Service to Nation, fulfill our commitment to Duty to People, and reflects our Commitment to Excellence. To be considered ready to serve and in good standing with one of our nation's premiere volunteer organizations, members must conform to these training requirements. All Auxiliarists are strongly encouraged to embrace these training requirements and assist their Auxiliary shipmates to successfully complete them whenever needed.

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Consequences: Mandated Training cannot be taken lightly. The following policy incentives and consequences related to AUXMT have been approved by Auxiliary national leadership and the Chief Director of Auxiliary, and shall be effective on January 1, 2016. Completion of Mandated Training and currency maintenance has the following general policies:

- All Auxiliarists who have a Base Enrollment Date (BED) prior to 01 January 2016 must complete AUXMT by 31 December 2016 to qualify, re-certify, and avoid REYR status, as applicable, in any competency.
- All Auxiliarists who have a BED after 31 December 2015 must complete AUXMT by the end of the first full calendar year after their BED to qualify in any competency.
- For all Auxiliarists, events occurring after 01 January 2016 such as eligibility for certain awards, elections, Auxiliary ID cards, C-Schools, and augmenting the Coast Guard will require AUXMT to be completed prior to those events regardless of their BED.

The details of this policy are given in the following ALAUX – AUXILIARY MANDATED TRAINING (AUXMT) - NEW DELIVERY METHODS AND POLICY CHANGES 03 June 2015 at this link: [ALAUX AUXMT](#).

Auxiliarists now have two additional options to complete their Mandated Training (MT) requirements in order to be compliant with section 8.E. of the Coast Guard Auxiliary Manual (COMDTINST M16790.1 series).

In addition to users completing MT via the Auxiliary Learning Management System (AUXLMS), MT can be presented by qualified instructors (IT) at unit meetings either by employing AUXLMS to deliver MT content or via PowerPoint presentations that are available for download and subsequent presentation. Specific procedures and requirements to properly deliver MT content are delineated at

<http://wow.uscgaux.info/content.php?unit=T-DEPT&category=mandated-training>

As a reminder, enrolled Auxiliarists (prior to and including 18 January 2013) have until 31 December 2016 to complete all eight MT courses; however, all new enrollees must complete all Auxiliary MT courses within the first year of enrollment. For this purpose, the first year of enrollment will extend to 31 December of the year following the Base Enrollment Date. For example, if a new enrollee has a Base Enrollment Date of 19 January 2013, then this individual would have until 31 December 2014 to complete all Auxiliary MT courses.

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Mandated Training Course Descriptions

Go To: <http://wow.uscgaux.info/content.php?unit=T-DEPT&category=mandated-training>

Mandatory training for all Coast Guard Auxiliary members. This includes training mandated by federal statute or regulation; such as in the areas of computer security awareness (5 CFR 930.301-305), ethics (5 CFR 2638.703 and 704), or executives, managers, and supervisors (5

500997 - IS 700: NIMS, An Introduction This course introduces and overviews the National Incident Management System (NIMS). NIMS provides a consistent nationwide template to enable all government, private-sector, and nongovernmental organizations to work together during domestic incidents.

501375 - IS-100.b Introduction to Incident Command System, ICS-100 ICS 100 Introduction to the Incident Command System, introduces the Incident Command System (ICS) and provides the foundation for higher level ICS training. This course describes the history, features and principles, and organizational structure of the Incident Command System. It also explains the relationship between ICS and the National Incident Management

502290 - Influenza Training The purpose of this e-Learning course is to provide avian influenza (AI) and pandemic influenza awareness among Coast Guard personnel. The United States Coast Guard Pandemic Influenza Strategic Plan addresses how to protect its employees, how to maintain essential functions and services, how to execute department responsibilities in support of the Federal response, and how to establish viable ways to communicate messages about pandemic planning and response to the department's stakeholders.

502306 - Ethics 1 - Personal Gifts Ethical Conduct is a self-paced, interactive lesson with tracking capabilities to demonstrate test completion and time on task.

502319 - Civil Rights Awareness The purpose of this course is to provide Coast Guard Auxiliary personnel an overview of the various concepts related to civil rights, information on the Auxiliary's Civil Rights Program, and how to ensure the protection of all Auxiliarists' civil rights. New Information (as of August 11, 2013): An online version of this course is now available and also will be available as a live and Webinar course at NACON 2013 in San Diego. See course description for more information.

502379 - Building Resilience and Preventing Suicide in the Coast Guard Building Resilience and Preventing Suicide in the Coast Guard will lead participants through concepts and skills related to stress management and resilience and why they matter. Through live action videos and interactive exercises you will learn to improve your own resilience, and how to recognize when you, a co-worker, or loved one are not coping well with stress. In addition, you will be shown steps to take when you believe someone may be at risk for suicide.

810000 - Sexual Harassment Prevention The purpose of Sexual Harassment Prevention training is to raise awareness among Coast Guard personnel of behaviors that constitute sexual harassment and to teach actions which should be taken to prevent or eliminate it.

810015 - Privacy at DHS: Protecting Personal Information In our mission to secure the homeland, we need to collect personal information from citizens, legal residents and visitors, and we are obligated by law and DHS policy to protect this information to prevent identity theft or other adverse consequences of a privacy incident or misuse of data. This brief course is designed to raise your awareness of the importance of maintaining privacy in the workplace, and will convey methods of safeguarding personal information

810030 - Security Fundamentals (formerly SETA) This module establishes basic awareness among Coast Guard personnel of their role in security and educates members of their continued responsibility to maintain security awareness, protect information and assets, and act to prevent threats to the Coast Guard's mission.

810045 - Sexual Assault Prevention/Response This course provides all Coast Guard personnel with the basic awareness tools and the Coast Guard policy and procedures for sexual assault prevention and response.

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The following Mandated Training course may be taken by viewing a Video without an examination and the signing of the form found on page 11 of this document

Mandated Training Resources

Mandated Training Videos and Resource Links

Go TO:

<http://wow.uscgaux.info/content.php?unit=TDEPT&category=mandated-training>

1. **USCG Auxiliary Mandated Training: Security Fundamentals (SETA 810030)**
Click on this link to launch the [SETA Video](#)
2. **USCG Auxiliary Mandated Training: Ethics 1 / Personal Gifts (ET 502306)**
Click on this link to launch the [ET Video](#)
3. **USCG Auxiliary Mandated Training: Sexual Harassment Prevention (POSH 810000)**
Click on this link to launch the [POSH Video](#)
4. **USCG Auxiliary Mandated Training: Sexual Assault Prevention and Response (SAP 810045)**
Click on this link to launch the [SAP Video](#)
5. **USCG Auxiliary Mandated Training: Influenza Training (INF502290)**
Click on this link to launch the [INF Video](#)
5. **USCG Auxiliary Mandated Training: Building Resilience and Preventing Suicide (SP 502379)**
Click on this link to launch the [SP Video](#)
6. **USCG Auxiliary Mandated Training: Civil Rights Awareness (CRA 502319)**
Click on this link to launch the [CRA Video](#)
7. **USCG Auxiliary Mandated Training: Privacy at DHS/Protecting Personal Information (PAWAR 810015)**
Click on this link to launch the [PAWAR Video](#)

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Mandated Training Attestation USCG AUXILIARY D1NR

NOTE WELL: USE THIS FORM ONLY IF YOU ARE UNABLE TO COMPLETE THIS TRAINING ONLINE, OR IN CLASSROOM PRESENTATIONS (OPTIONS 1, 2 and 3 as per ALAUX 010/15)

The Mandated Training Courses you have completed are an important segment of fundamental training for every Auxiliarist. In order to receive completion credit for this training, please read, understand, and sign this document. Once you have completed all of the courses, fill out this form, keep a copy for your records and send a copy to DSO-MT for consideration. Upon approval, DSO-MT will forward to AUXILIARY TRAINING AND SUPPORT CENTER FOR AUXDATA ENTRY.

As per 9DER policy, this form must be accompanied by a written explanation as to how the Auxiliarist was able to access the MT module for completion of the course and what attempts of accessing MT by means of Options 1, 2 and 3 were made. DSO-MT shall determine whether the explanation is sufficient.

In regard to the selected mandated training modules that I have initialed below,

I, _____

(Print name) as a member of 9 District ER Division____ Flotilla_____ do hereby attest and affirm that I have completed and understand the course contents.

Signature: Member ID _____

Date: _____

Your Initial	Course Code	Course Number	Course Name	Frequency
	SP	502379	Building Resilience and Preventing Suicide	every 5 years
	SETA	810030	Security Fundamentals	every 5 years
	PAWAR	810015	Privacy at DHS/Protecting Personal Information	every 5 years
	POSH	810000	Sexual Harassment Prevention	every 5 years
	SAP	810045	Sexual Assault Prevention and Response	every 5 years
	CRA	502319	Civil Rights Awareness	every 5 years
	ET	502306	Ethics 1 / Personal Gifts	1 time only
	INF	502290	Influenza Training	1 time only

Mandated Training ICS 100.b and IS 700.a are available on the FEMA website and are not applicable to this form.

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Member Training for All Auxiliarists in All Disciplines

Member Training includes *all* training provided in and by the Coast Guard and Coast Guard Auxiliary for Auxiliary members. It spans the following directorates: Response, Prevention, Vessel Examination, Public Education, RBS Outreach, Public Affairs, and Training. It includes AUXOP courses, Certification Courses, Public Education Courses, Mandatory Workshops, and Mandated Training. Training sources include Manuals, Power Points, Personal Qualification Guides (PQS), Exams or password protected on-line websites. It is often not clear where to look to find the training material you need or even to know what training is available and what pre-requisites are needed.

Training Material

Study Material

Training material for study is dependent on the specific course and may include texts, Student Study Guides, and Instructor Guides. Material for each course is available from the Auxiliary National Supply Center (ANSC) through your flotilla FSO-MA officer and is listed in the ANSC Catalog. The material is available in hard copy form and CD-ROM or limited only to CD-ROM. Consult the catalog to determine the form available for the course of interest. Most of the study material can also be downloaded from the National Training Department website at <http://www.cgaux.org/training/> or the specific program department. Visit <http://cgaux.org/members/>, the National Auxiliary website, and click on the appropriate program department. Then search for the course material of interest.

Course Examination

Most of the courses listed in this document require that the member successfully pass an examination. Exams are available in written form or can be taken on-line. For a written exam, the member should contact the mentor or FC to make arrangements to take the exam. A proctor will be assigned to administer the exam. Upon completion of an exam, a trainee shall return the exam and answer sheet to the appropriate officer. On-line exams are conducted by visiting the National Testing Center (NTC) at <http://ntc.cgaux.org/>. Exam results are given immediately after completion of the exam. DIRAUX is also advised when the trainee attains a passing result. AUXDATA is updated to reflect successful completion. It is advisable that the trainee print a copy of the notice, which advises the trainee of a successful passing score, in the event recording of the exam is not done in AUXDATA. Note: In order to record ICS course results in AUXDATA, the member must forward a copy of the successful test results to the DIRAUX office through the Chain of Leadership and Management.

Documentation Current Revision

Course material is updated from time to time to correct errors, improve the course quality, and add additional information. It is not unusual for members that have taken these courses to retain study material which becomes obsolete or no longer correspond to the current exam. Thus, it is important for the trainee, instructor or mentor to be certain that the material being used is current and that all material is at the correct revision level.

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Administrative Procedures Course (APC)

This should be considered as one of the first courses for all new members following receipt of their welcome aboard letters. The other is the Flotilla Leadership Course (FLC) described next. Successful completion of either the APC or FLC is a prerequisite for any elected office.

The Auxiliary Administrative Procedures Course (APC) is an overview of the Auxiliary Manual, COMDTINST M16790.1 (series) that will serve as a foundation for the information needed by all new members and the elected officers at flotilla and division levels. The course is designed to be given over four lessons. The Auxiliary Manual is the sole text for the course. The instructor will lead the students in examining those topics that provide the basics of administering the Auxiliary. It is not the intent of this course to have the student memorize the material in this course, nor is it to be a detailed examination of all the topics within the Auxiliary Manual. By the end of the course the student should have a general understanding of the material and where it can be found.

The open book exam may be taken on line or by a written exam. Teaching this as a short course provides an opportunity to orient new members to the organization and to initiate the camaraderie so important to the Auxiliary. Alternatively, the on-line experience should be supplemented by a question and answer session for new members during flotilla business meetings.

Date Completed	Requirement/Task	Reference
	Order 5516 APC Study Guide through FSO-MA.	
	Complete an APC course using the 5516 APC Study Guide (This course may be self-taught).	1
	Successfully pass (90%) the open book APC on-line exam. Exam result will be immediately provided following submission. Result is recorded in AUXDATA automatically.	17
	Or take an APC written exam. Administrative Procedures Course- APC Examination A, B, C, or D must be ordered by FSO-MT or any elected officer from the SO-MT. Written exams must be proctored by any member who has previously passed the APC. The Directors office will enter the results in AUXDATA.	

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Flotilla Leadership Course (FLC)

The Flotilla Leadership Course (FLC) is a twelve hour course covering all aspects of successful flotilla operations. Primarily designed to assist newly elected flotilla officers, it provides all members with the understanding of how a successful flotilla is designed to function. Material covered also will help members develop confidence and necessary skills to be successful as an elected officer. The FLC covers organizational framework and resources to successfully manage Flotillas. It orients participants by presenting leadership and management concepts and providing tools and other online resources that support the requirements of this position. The FLC covers essential aspects, resources and tools for effective transitioning of a Flotilla to a new administration. FLC may be used to satisfy current requirements to stand for election.

The topics covered include: surveying the needs of members, applying Robert's Rules of Order, conducting effective meetings, managing communications and financial operations, recognizing performance and developing members, recruiting new members, utilizing computer tools and web resources and handling data management issues.

The course is presented in 12 one hour chapters. The course does not have a final examination when attended in a classroom venue. Certification requires full attendance for all twelve chapters. Generally, the course is presented in two sessions within a month's time. Upon completion of the FLC, a course certificate will be issued and attendance entered into AUXDATA.

An on-line course is also available at the National Training Department. However, this approach is not recommended within District 9 ER. The course is significantly enhanced by classroom discussion and interaction among those attending. Thus, the course should be taken at a classroom venue organized at the District, Division or Flotilla level. This approach only requires full attendance at the classes and no final exam.

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Incident Command System (ICS)

The Acts of Congress that first created the US Coast Guard Auxiliary specified that its members may assist the active Coast Guard in all of its activities except those involving law enforcement and armed combat. Therefore, Auxiliary members are frequently called upon to volunteer their time and talents during various disasters, pollution incidents and even large scale boating safety operations. Those functions generally require interaction with Coast Guard assets as well as those of other US agencies. In view of the need to have unified command structures and operational understanding in large scale operations, members of the US Coast Guard Auxiliary willing to support the Coast Guard during integrated surface and air operations and Auxiliary leaders must complete ICS courses. There are four basic ICS courses required for Auxiliarists. These are designated ICS 100, 700, 200 and 800.

Auxiliary members seeking election as Flotilla Commander and Vice Commander must, by their date of nomination, successfully complete ICS-100 and ICS-700 Courses. Members in higher leadership positions (Division Commanders and Vice Commanders) or single resource leaders (Auxiliary coxswains and pilots) must also complete the ICS-200 and ICS-800.B Courses. Also, Auxiliary unit leaders and staff officers in operations, telecommunications, aviation or marine safety must complete the ICS-100 and 700 courses. The more advanced ICS courses 200 and 800, as well as more advanced ICS courses, are also available to all members.


Date Completed	Requirement/Task	Reference
	Successfully pass Introduction to Incident Command System, ICS-100. Prerequisites: none. On-Line Course at http://training.fema.gov/EMIWeb/IS/IS100B.asp	
	Successfully pass An Introduction to the National Incident Management System (NIMS), ICS-700. Prerequisites: ICS-100. On-Line Course at http://training.fema.gov/EMIWeb/IS/is700a.asp	
	Successfully pass ICS for Single Resources and Initial Action Incidents, ICS-200. Course Length: 3 hours. Prerequisite: ICS-100. On-Line Course at http://training.fema.gov/EMIWeb/IS/IS200B.asp	
	Successfully pass, National Response Framework, An Introduction, ICS-800.B. Course Length: 3 hours. Prerequisites: none. On-Line Course at http://training.fema.gov/EMIWeb/IS/IS800b.asp	

Note: In order to record ICS course results in AUXDATA, the member must forward a copy of the successful test results to the DIRAUX office through the Chain of Leadership and Management.

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Instructor (IT)

Completing the Instructor Development Course allows members to participate in another of the primary missions of the Coast Guard Auxiliary. The IT certification will allow you to participate in the promotion of recreational boating safety through Public Education and to instruct in the many Auxiliary Member Training courses. The course is conducted by an IT mentor working with the trainee to pass an open book exam and successfully complete Performance Qualification System (PQS) tasks. Following the completion of PQS tasks, the trainee will be required to conduct training events in accordance with the IDC course material. A certified mentor instructor will evaluate the event presentations. Course material is available from ANSC or can be down-loaded by visiting the National Education Department website.

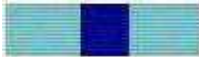
Date Completed	Requirement/Task	Reference
	Achieve BQ member status.	1, 2
	Request a fellow member, certified as an IT, to be your mentor.	
	Review Appendix A IDC Student Study Guide.	20
	Refer to Appendix B PQS Student Workbook.	20
	Study Student Course Book	20
	Read Fifth District Northern Region Auxiliary Policy Manual Chapter 4.	2
	Complete the open book test (either on-line or paper version) with a score of 90% or better.	
	Complete all Performance Qualification System (PQS) tasks, which must be signed by the certified mentor instructor.	
	Given students and an instructional setting, conduct a ten to thirty minute training event in accordance with the course material. A certified mentor instructor will evaluate this presentation.	
	Following successful evaluation by the mentor, conduct a one to two hour training event using chapter(s) from any of the Coast Guard Auxiliary approved Public Education or Member Training courses.	
	Following the successful evaluation, the trainee will be recommended to the Flotilla Commander as having successfully completed the IDC.	
	The Flotilla Commander will then notify DIRAUX according to District policy.	2
	Auxiliary Instructors wear the IT ribbon 	

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Vessel Examiner (VE)

Completing the Vessel Examination Course allows members to participate in one of the primary and important missions of the Coast Guard Auxiliary. That is the promotion of recreational boating safety through on-board vessel safety checks. The preparation for the certification exam may be self-study, but the training is vastly more effective delivered by an experienced, qualified vessel examiner. Regardless of the mode of delivery of the course, trainees are required to field inspect at least five vessels under the direct tutelage of a qualified VE.

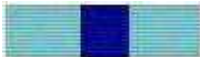
NOTE: This qualification requires a level of physical exertion as Vessel Examiners must be able to get aboard the vessel being inspected and must be able to move through the boat either on land or afloat. It may require entry into cramped spaces and a willingness to get dirty.

Date Completed	Requirement/Task	Reference
	Achieve BQ member status.	1, 2
	Study The Vessel Safety Check Manual and other training resources.	13, 24
	Read Fifth District Northern Region Auxiliary Policy Manual Chapter 4.	2
	Pass Vessel Examiners Current Qualification Examination (open book, hard copy, proctored by a qualified Vessel Examiner, 3 hour time limit). Test must be requested by an elected officer, immediate past elected officer or an MT staff officer. Completed test is to be held by the proctor until all other tasks are completed.	2, 13
	OR pass on-line Vessel Examiners Qualification Examination (Test is open book, no proctor, 3 hour auto timed out).	13, 17
	Perform 5 Vessel Examinations with a qualified Vessel Examiner. Send forms (7012 and 7038) to SO-IS for entry into AUXDATA.	2
	Letter of validation from Flotilla Commander to be sent to DIRAUX. (Reference 2 Chapter 4)	2
	Auxiliary Vessel Examiners and PVs wear the Examiner Program ribbon. 	

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Program Visitor (PV)

While still considered a separate qualification, this function is enhanced if the member has also completed Vessel Examination training. When acting as a Program Visitor, Auxiliaries promote recreational boating safety by installing and maintaining boating safety displays in businesses or any public area that approves the display. Program Visitors are responsible for maintaining and stocking the displays throughout the year but especially during boating months. In addition to the course material, PVs must perform two visits under the tutelage of an experienced PV member.

Date Completed	Requirement/Task	Reference
	Achieve BQ member status.	1, 2
	Understand Vessel Safety Check Program Manual	13
	Study the Program Visitor Manual	21
	Read Fifth District Northern Region Auxiliary Policy Manual Chapter 4.	2, 21
	Pass PV Current Qualification Examination (open book, hard copy, proctored by a qualified Vessel Examiner, 3 hour time limit). Test must be requested by an elected officer, immediate past elected officer or an MT staff officer. Completed test is to be held by the proctor until all other tasks are completed.	2, 21
	OR pass on-line PV Qualification Examination (Test is open book, no proctor, 3 hour auto timed out).	21, 17
	Conduct 2 visits with a qualified PV member. Send Form 7046 to SO-IS for entry into AUXDATA.	2
	Letter of validation from Flotilla Commander to be sent to DIRAUX. (Reference 2 Chapter 4)	2
	Auxiliary Vessel Examiners and PVs wear the Examiner Program ribbon. 	

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Boat Crew Program

A popular, exciting and gratifying Auxiliary operations program: “boat crew” is physically demanding and requires an ongoing commitment once certified. Crew members participate in safety, search and rescue, navigation systems (ATON) support, and surge patrols. Members may volunteer during emergencies, have extended days on the water during inclement weather or be tasked to multi-day patrols. The course is generally taught during the early summer over two or more weekends, or an entire year. Material presented includes: line handling, navigation, night patrol, radio communication, first aid, emergency drills, towing, and marlinspike. Team Coordination Training (TCT) qualification is required. Passing the course requires successful completion of a dockside oral exam and demonstration of on-water skills before an experienced Qualification Examiner.

An extension of the Boat Crew program involves the more extensive Coxswain training regimen which qualifies an Auxiliarist to lead Auxiliary patrols and other events. Members considering Coxswain training must be qualified Boat Crew personnel for at least a year with a minimum of 28 hours underway and are admonished to gain significant patrol experience before attempting this advanced training.

Date Completed	Requirement/Task	Reference
	Boat Crew Program (prerequisites)	
	Achieve BQ member status.	1, 2
	Pass ICS 100 & ICS 700 courses.	16
	Course Specifics	
	Complete a Favorable Operational Support Personnel Security Investigation (OS-PSI).	
	Complete ICS (Incident Command System) tests ICS 100 & NIMS 700.	9
	For Crew Qualification – Complete Crew Qualification Tasks contained within reference 9.	8, 9,
	QE (Qualification Examiner) must perform Dockside Oral and Underway Check Ride Certification.	8, 9
	Auxiliary Boat Crew members wear the Operations ribbon.	

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Date Completed	Requirement/Task	Reference
	Coxswain Qualification	
	Complete Coxswain Qualification Tasks. Complete ICS 100, 200 and NIMS 700 and 800. Also ICS-210.	1, 2, 10, 12,16, 17, 18, 19
	Trainee must receive a passing score (90%) on the Auxiliary Navigation Rules Examination-Initial Qualification closed book examination (#95)	10
	Auxiliary Coxswains wear the Coxswain Device. 	
	For PWC Qualification – Complete PWC Qualification Tasks.	1, 2, 11, 12, 17, 19
	Qualified PWC Operators wear the PWC insignia. 	

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Reference Material

	Publication Title	Publication Number or Web Address
1	<i>Auxiliary Manual</i>	COMDTINST M16790.1F
2	<i>Fifth District Northern Region Auxiliary Policy</i>	D5NRINST M16790.1C
3	<i>Auxiliary Aviation Program</i>	COMDTINST M16798.1
4	<i>Auxiliary Air Crew Qualification Program</i>	COMDTINST M16798.2
5	<i>Auxiliary Operations Policy Manual</i>	COMDTINST M16798.3D & E
6	<i>AUXCOM – Aux Communications</i>	www.uscgaux.info/content.php?unit=T-DEPT&category=auxcom
7	<i>Administrative Procedures Course APC Student Study</i>	www.uscgaux.info/Uploads_wowll/.../APCStudyGuide_
8	<i>Auxiliary Boat Crew Training Manual</i>	COMDTINST M16794.51A
9	<i>Auxiliary Boat Crew Qualification Guide, Volume</i>	COMDTINST M16794.52A
10	<i>Auxiliary Boat Crew Qualification Guide, Volume</i>	COMDTINST M16794.53A
11	<i>Auxiliary Boat Crew Qualification Guide, Volume 3.:PWC</i>	COMDTINST M16794.54A
12	<i>Coast Guard Boat Crew Seamanship Manual</i>	COMDTINST M16114.5B
13	<i>Vessel Examiner Safety Check Manual</i>	COMDTINST M16796.8
14	<i>U.S. Coast Guard Auxiliary Instructor Development Course</i>	www.uscgaux.info/content.php?unit=E-DEPT&category=idc
15	<i>Auxiliary Marine Dealer Visitor (RBSVP Manual</i>	COMDTINST M16796.3
16	Auxiliary National Testing Center	http://ntc.cgaux.org/
17	Aux Operations Policy Manual	COMDTINST M16798.3E
18	Coxswain Qualification Guide	COMDINST M16114.5C
19	Chapter 4 of the CG Addendum to National SAR supplement	COMDINST M16130.2 (series)
20	Instructor Training Material	ANSC #5502 or edept.cgaux.org/pdf/IDC-Student-Course-
21	Program Visitor Manual	COMDTINST M16796.3C
22	AUXNAV - Auxiliary Navigation	www.uscgaux.info/content.php?unit=T-
23	AUXSC&E - Auxiliary Search Coordination & Execution	www.uscgaux.info/content.php?unit=T-DEPT&category=auxsc-e
24	Vessel Examiner Training Course	a0701101.uscgaux.info/ve.htm

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Guide to Obtaining all Auxiliary Forms and Manuals on the Internet

Auxiliary National Home Page at <http://www.cgaux.org/>

Click on Members

Click on Forms

Find the form needed

Download PDF file

Complete, print out and sign. (Note some IS officers and Divisions allow electronic submission of forms – check with your IS officer)

OR

9 Eastern Region Division 3 Home Page
<http://www.uscgaux.info/content.php?unit=092-03>

Click on Member Area

For forms, click on Downloads; scroll to form desired.

For manuals, click on DSO Home Page; select applicable program and manual desired.

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