District Procedures

Regional Based Training for Divisions 01, 13, 18 and 22

04 May 2019

R. Kudla, ADSO-MT
First Dist. Southern Region, SLIS (south)
Instructor

• **Ron Kudla** (Flotilla 1-3)

  - IPFC, FSO-MT, FSO-VE, ADSO-OP, ADSO-MT
  - 9 years of service
  - FC - 3 terms
  - VCDR - 1 term
  - BCCOX, IT, VE, FIRSTAID, CPR, AUXSCE, TCTAUX
What We’ll Discuss

• District Qualification Team (DQT)
• REYR and REWK
• District Forms
  – Disenrollments, Transfers, ID cards, etc.
• Training Directorate
  – C-schools, AUXOP
• Boat Crew certification
Auxiliary Policy Statement

• We are the **uniformed** volunteer component of the U.S. Coast Guard

• **Auxiliary Missions:**
  1. **Promote / improve Recreational Boating Safety**
  2. **Provide a diverse array of specialized skills, trained crews, and capable facilities to augment the Coast Guard and enhance safety of our ports and waterways**
  3. **Support Coast Guard operational, administrative, and logistical requirements**
cgaux.org

• Do not forget this!

• Everything you need to know stems from this web site
  – AUXMAN
  – Forms
  – Aux. uniform accessories
District Web Site

U.S. Coast Guard Auxiliary First District, Southern Region
First and Foremost

Next District Meeting: 01 June 2019 at The Chapel
Awards Luncheon: April 6th. For details and to register click here.

Click to access the Auxiliary Core Training Site
Click to access Basic Qualification Course Modules
Click to access the Risk Management Rm 100202
Click Here for latest issue of “Over the Bow”
Click Here to sign up for SLIS-S May 6th training day

Updated 2019 Uniform Information click here.

The First District, Southern Region of the United States Coast Guard Auxiliary welcomes you. We are the Southern portion of the Auxiliary Districts that make up the First Coast Guard District. With 2000 members, First Southern serves the Coast Guard and boating public in eastern New York and New York City, north to the Canadian border via the Hudson River Valley and Lake Champlain, and east to Monmouth Point, including Connecticut, western Vermont and northern New Jersey.

Together with the First District, Northern Region we comprise eight states with approximately 6,000 members and 6,000 miles of coastline. We are the one district of eleven auxiliary districts in the country with approximately 17,600 members. The U.S. Coast Guard Auxiliary is unique in that we are the only civilian, uniformed volunteer force that performs many of the missions of our parent service.

Auxiliary members integrate with the active duty Coast Guard in almost all areas of operation with the exceptions of Law Enforcement and Direct Combat Medical operations. We assist with seven of eleven regulatory missions of the Coast Guard. Heavily involved in our main mission, Recreational Boating Safety, the Auxiliary works hard to keep the boating public educated, informed and safe. Along with this we also perform...
National Help Desk

cgaux.org

26,000 members
1,800 vessels
160 aircraft
1,400 radio facilities

WE ARE:
26 thousand members serving our Nation and our communities in 825 local units

WE CONTRIBUTE:
3.8 million hours per year in support of the U.S. Coast Guard, including in the classroom, at the ramp & pier, and operating 1,800 vessels, 160 aircraft and 1,400 radio facilities

WE REMAIN:
Semper Paratus – Always Ready since 1939

Tomorrow’s leaders designing tomorrow’s ships
Mon, 01 Apr 2019 10:59:26 +0000
Originally Posted by Diana Sherbs, Monday, March 18, 2019
Written by Lt. Kevin Robinson Coast Guard Academy cadets in the Naval Architecture and Marine Engineering Department test out their ship design in a water-testing tank at the Academy as part of their capstone project, Feb. 14, 2019. Their capstone project is to design a replacement Waterways [...]

Coast Guard officer women aviators — “The Firsts”
Thu, 28 Mar 2019 10:00:19 +0000
Originally Posted by Diana Sherbs, Monday, March 11, 2019
The Women in Aviation International Conference is scheduled to be held this week, March 14-16, 2019, in Long Beach, California. Nine Coast Guard female aviators have been nominated to be honored at this conference. This first blog highlights officer women aviators. Check back tomorrow to learn [...]

Search the National Site

Search
AuxDirectory

- Main Screen
### Member Information

| **Member ID:** | 1213627 |
| **Unit:** | 014-25-03 |
| **Sector:** | Sector Long Island |
| **Name:** | WILLIAM E BOWEN III |
| **Address:** | 10 RICHARDSON HILL RD |
| **City, State:** | ORISWOLD, CT 06351-9126 |
| **Status:** | BQ |
| **Spouse:** | MARGARET |
| **Enrolled:** | 11-MAR-05 |
| **eMail:** | bwiegendi123@aol.com |
| **Home Phone:** | (360) 275-8612 |
| **Cell Phone:** | (560) 894-5907 |
| **Work Phone:** | |
| **Offices:** | DCO |
| **Certifications:** | AV, BCOREW, IT, MANTR, BQC II |

#### Certifications

- (AV) - Aid To Navigation Verifier: CURRENT
- (BCOREW) - Boat Crew Crewmember: CURRENT
- (IT) - Instructor: CURRENT
- (MANTR) - Core Training: CURRENT

#### Online NTC Tests

Passed since 15-DEC-2007 — Note: Test results shown here may not appear in AuxData/AuxInfo for up to (2) weeks.

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<th>Name</th>
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<th>Result</th>
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Quick Start Guide

| Officer table last updated 2019-04-14 02:49:52R; Member table last updated 2019-04-14 02:47:54R | National Help Desk |
Definitions

- DIRAUX = Director of Auxiliary
- OTO = Operations Training Officer
- DQT = District Qualification Team
- DCO = District Commodore
- DCOS = District Chief of Staff
- DCAPT = District Captain
- DSO = District Staff Officer
District Qualification Team (DQT)

- Auxiliarists appointed by the DCO
- Act on behalf of the Director (DIRAUX) to grant and/or restore certifications
- Charged with verifying that the member meets all requirements for certification
- Only FC or appropriate flotilla staff contacts the DQT (Chain of Leadership)
How do I know if I’m Certified?

- Check AuxDirectory / AuxOfficer
AUXDATA

• Auxiliary database where all member information and records are stored
  – Personal information
    • Email, Phone #’s, Flotilla affiliation
  – Certifications
  – Member activity
    • Training completions
    • Mission hours
• FSO-IS typically enters the data when you submit mission reports
  – Forms 7029, 7030, 7038, 7039
• DQT enters records for initial certifications and restoring certifications
• Some data is entered automatically
  – NTC records
  – AUXLMS records
  – Auxiliary Online Classroom records
“If it’s not recorded in AUXDATA it didn’t happen”
# Individual Training Record Report

**0140103 ISLIP**  
**1237319  KUDLA, RONALD G**

**Begin Date:** 01 JAN 2010  
**End Date:** 29 AUG 2012

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<th>Task</th>
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# FSO-IS Training Management Report

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**Name Color Coding**
- = person REYR
- = person REWK

**Task Completion Date Color Coding**
- = person is current for task
- = person is current for this task, but is within 3 to 6 months of expiration (frequency >= biannual only)
- = person is expired/overdue for this task
- = person is current for this task because 8 HR TCT is current, but is within 12 months of expiration

Report run on: December 9, 2018 20:48:23
Page 6 of 11
AuxInfo Cubes

- Allows members to view AUXDATA records (Mission hours, Competencies, etc.)
- Link from District website
Workshops

- Auxiliary National leadership identifies mandatory program workshops for currency maintenance purposes each year
- Mandatory workshops must be completed by 30 June of that year
What is REWK?

• Required Workshop Not Met
• Placed in REWK status if required workshop is not completed by 30Jun

• Certification suspended
• Only DIRAUX has the authority to remove Auxiliarists from REWK status
What is REYR?

• Required Yearly Not Met
• Placed in REYR status if all annual currency maintenance requirements are not met by 31 December
  – Min. Hours, Mission count, Workshops, etc.
• Certification suspended
What is REYR?

• Must complete all program-specific requirements to re-gain certification
• Only DIRAUX has the authority to remove Auxiliarists from REYR status

Ref: AUXMAN 8.B.1.g
REYR and REWK

• Notifications (via email) are sent to the member, and the Flotilla Leadership (FC, FSO-MT), when a member is placed into REYR or REWK status.
  – Warnings are sent prior to the deadline
  – REYR notifications are typically sent in January of each year
Loss of Certification ...

• 5 consecutive years in REYR status shall result in complete loss of the qualification.
• Member must completely re-qualify to regain the certification.
How do I get out of REYR?

- **Instructor:**
  - Perform 4 hrs as a trainee instructor
    - Submit mission forms (7030) and document completion in AUXDATA.
  - Make up any workshops that are required
    - CORE Training, Risk Management
  - Notify appropriate DQT member
How do I get out of REYR?

- **Vessel Examiner:**
  - Perform two (2) supervised vsca’s with a certified VE
    - Submit mission forms (7038) and document completion in AUXDATA.
  - Make up any workshops that are required
    - CORE training, Risk Management
  - Notify appropriate DQT member
How do I get out of REYR?

- **Boat Crew:**
  - Make up missing hours from previous year as a trainee
    - If more than one year in REYR must do 12 hrs
    - Submit orders in AOM (must be approved by CG)
  - Make up any workshops that are required
    - Intro to Risk Management, Yearly RM refresher
    - CORE training
- Notify appropriate DQT member
How do I get out of REYR?

• **Coxswain:**
  – Make up missing hours from previous year as a trainee
    • If more than one year in REYR must do 12 hrs
    • Submit orders in AOM (must be approved by CG)
  – Make up any workshops that are required
    • Intro to Risk Management, Yearly RM refresher
    • Nav. Rules test (every 5 yrs)
    • QE check ride every 3 yrs
    • CORE training
  – Notify appropriate DQT member
How do I get out of REYR?

• When contacting the DQT team:
  – Make sure to include all pertinent dates
  – Make sure all necessary data is verifiable in AUXDATA
How do I get out of REYR?

• Once DQT reinstates member certification:
  – Member must complete all Currency Maintenance requirements for the year!

• Failure to complete CM requirements for the year of your reinstatement will result in you being placed in REYR again!
Member Transfers

• Member wishing to transfer into another Flotilla shall fill out form 7056
• Current FC endorses and forwards to DIRAUX
  – If FC does not approve, must document reasons
• DIRAUX will contact the new FC (or new District DIRAUX) and notify them of the transfer
Member Transfers

- Reasons for denial of transfer request:
  - Delinquent in financial obligations
  - Neither accounted for or returned Coast Guard or Auxiliary property
  - Is the subject of any pending administrative investigatory or disciplinary action
  - Has a *documented* history of being a disruptive influence
Disenrollment

• FC to submit form 7035 to DIRAUX
  – At member request
  – Failure to meet financial obligations (ie: dues)
  – Ceasing to possess requirements for membership
  – Upon death

• DIRAUX typically submits disenrollment for:
  – Unfavorable PSI
  – Disciplinary actions

Ref: AUXMAN 3.H.5
Retired Status

- Member must have 15 years of service
  - Must be approved by DIRAUX
  - Cannot vote, hold office, or be assigned to duty
  - Must surrender their ID card
  - Authorized to wear uniform at appropriate functions
  - May attend meeting and fellowship events
  - No longer pays dues

- FC to submit form 7035 to DIRAUX for approval
• Fill out Form 7003 completely
  – Vessel Facility Inspection and Offer for Use Form
  – Read instructions carefully
• Inspection must be completed by a certified VE
  – Initial submissions must be accompanied by proof of registration
• Fill out the entire form and send to appropriate DQT member (Email accepted)
Initial here regardless if vessel is trailered
• Section VI – Requirements for Auxiliary Facility
  – Nothing is waiverable

• Section VII – Operation by non-owner
  – Vessels owned by Boat Crew must have a coxswain authorized to operate the facility
    • Make sure Coxswain is not in REYR status
Member ID Cards

- Member must be compliant with all mandatory trainings to qualify for a new ID card
- FC (or FSO-HR) to send appropriate photo and application to YN2 (Email required)
  - Application obtained from the DIRAUX 1SR link
- Photo must be in proper format (Red background)
- Member is required to be in uniform
  - Light blue tropical blue shirt, V-neck T-shirt

Ref: AUXMAN 5.O.1
ID Photo

• Head shot with red background
  – Image to occupy 80% of photo field
  – No cover
• JPEG format
• File name must contain member name and/or MEMID #

Use Paint to crop photo
CURRENT MEMBER ID CARD APPLICATION
All information is required.

Completion of Mandatory Training is now a prerequisite for Receiving a new or replacement Auxiliary ID Card, (other than Provisional members)

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<th>Flotilla #014 -</th>
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<tr>
<th>Status</th>
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<th>BQ (took BS&amp;S)</th>
<th>AUXOP (completed all specialty courses)</th>
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<th>Month (Spell Out)</th>
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Training Directorate

Welcome to the Training Directorate Web Site

Online Learning/Testing

Appropriate and effective training of our members is key to a highly evolved, dynamic, effective, and efficient organization. Training enables us to become valuable partners with the Coast Guard helping them meet mission objectives. Also, we meet our commitment to be of service not only to the maritime community, but the community as a whole.

The Training Directorate is committed to providing the best training available, economically, utilizing the latest techniques in multimedia, online delivery of materials, online distance learning, and online self and proctored testing. Available to members are presentations, videos, instructional guides, DVDs, and online classrooms that cover the skills, interests, and qualifications that our members desire or need to have.
C-Schools

• Coast Guard funded training events (2-5 days)
  – Auxiliary Leadership and Management
  – Electronic presentation and web site design
  – FSO-IS training
  – Auxiliary Public Affairs training
  – Auxiliary Aviators schools
C-Schools

- Member fills out Short Term Travel Request (STTR) with the FC who sends to DIRAUXX for approval
- Once approved you will receive travel orders about 6 weeks prior to class
- Contact ADTRAV (Government contracted travel agency) to make flight / train reservations
  - Their number will be on your orders
C-Schools

• When you return from C-School, submit travel claim form to DIRAUX (Form DD-1351-2) for reimbursable expenses
  – DIRAUX will assist
  – Keep your receipts!

• Coordinate with your FC and DIRAUX with any questions
Operational Auxiliarist, AX

• AUXOP Program
• Advanced training program to increase a member’s practical relevance to Coast Guard missions, and better assist the Coast Guard to fulfill needed skill sets.
• Authorized to wear the prestigious AUXOP device.
AUXOP Requirements

• Core Courses (3 credits)
  – Weather (1), Seamanship (1), Communications (1)

• Leadership Course (1 credit)
  – Complete one approved leadership course (1)

• Elective Courses (3 credits)
  – AUXSC&E (2), AUXACN (2), Intro to Marine Safety (2), AUXPAT (1)
  – ICS 300 & 400 (1)
  – Others
Boat Crew Program

- What it is:
  - Promote maritime safety
  - Aids to Navigation / Chart updating
  - Assist with Search And Rescue (SAR)
  - Participate in regatta patrols, assist CG to establish safety zones
• What it isn’t:
  – Auxiliary facilities cannot be used in direct law enforcement activities or in military operations.
  – Auxiliary members should not be placed in imminent danger or situations where law enforcement activities are planned or deemed likely.
New Boat Crew

• The crew member assists the coxswain with handling the boat and performing mission activities.
  – Skills include line handling, knot tying, communications, observation, making up tows, and emergency procedures

• MT and OP officers should become familiar with the Auxiliary Boat Crew Training Manual (cgaux.org - Auxiliary Manuals / Surface Operations)
New Boat Crew

• Complete Boat Crew Qualification Guide (sign-off book) with a qualified mentor
  – 2 year maximum time limit to complete

• Complete IS-100, IS-700, Risk Management

• *Aux. Operations Policy Manual*
QE Request Form

• When **proficient** with the tasks in the sign-off book, FSO-MT or FC submits QE request form to request check ride
  – 2 weeks min. advance notice must be given
  – Must submit member’s Individual Training Record and 1SR7 form to document that all required training has been completed

• Submit forms to Area QE Coordinator (AQEC) for QE assignment
Thanks for Participating