

# 014 District Qualification Team Guide 2019



Prepared by the 014 District Qualification Team  
August, 2019

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**Please Note...**

**Submitting paperwork to the wrong responsible person will cause paperwork to either get delayed or lost.**

**Forms Website:** <http://forms.cgaux.org/>

**District Website:** <http://diraux.d1south.org/index.html>

**District Qualifications Team:**

**District Qualifications Officer (DQ)**

*Peter Byrne at [uscgapnb@gmail.com](mailto:uscgapnb@gmail.com)*

**AIR issues**

**Boat crew initial qualifications:**

Yvonne Bangston at [ybangston@juno.com](mailto:ybangston@juno.com)

**Boat Crew 3rd Year Currency Maintenance & Recertifications:**

Lynn Enny at [glanenny@aol.com](mailto:glanenny@aol.com)

**Instructor:**

Stephen Perrone at [skperrone@hotmail.com](mailto:skperrone@hotmail.com)

**Radio Facility, Radio Watchstander, TCO:**

Alan Reff at [adsocm@gmail.com](mailto:adsocm@gmail.com)

**Vessel Examiner:**

**CFV, UPV,**

**AUXOP:**

Rudy Bier at [wrbier@optonline.net](mailto:wrbier@optonline.net)

**Program Visitor (PV/MDV)**

**Public Affairs:**

Lillian Haines at [norddorf@comcast.net](mailto:norddorf@comcast.net)

**AUX-FS:**

Douglas Janelle at [dougjanelle@comcast.net](mailto:dougjanelle@comcast.net)

**ICS:**

Thomas Evans at [tjevans@verizon.net](mailto:tjevans@verizon.net)

**CPR/EMT/First Aid/Respond/Paramedic:**

**Aid Verifier:**

Pat Ermilio at [uscga1013@aol.com](mailto:uscga1013@aol.com)

Please note that the Quals Team does NOT work out of the DIRAUX office, so please do not try to contact them there.

## **DIRAUX Office**

### **Yeoman: PO Ezekiel C. DeJesus ([Ezekiel.C.DeJesus@uscg.mil](mailto:Ezekiel.C.DeJesus@uscg.mil)):**

- Replacement ID Cards (lost, stolen, expired, status has been upgraded to AuxOp).  
*Please note you cannot receive an ID card if your AUXMT does not show in AUXDATA.*
- Travel Orders
- Proctor questions
- Qualification/Competency certificates or ribbons
- Anything to do with exams

### **Aux Affairs Assistant: Roger Lett ([Roger.Lett@uscg.mil](mailto:Roger.Lett@uscg.mil)):**

- New Member Apps
- Re-Enrollments
- SECCEN Liaison
- Awards (SSA, Anniversary, Annual Performance, MTCs, OpMerits, etc.)
- Upgrading members from IQ to BQ *\*If the member already has a photograph on file, then an updated ID card will be printed automatically. To be sure, the FC should try to send a photo along w/the proof for their status change.*
- Transfers
- Disenrollments
- Newsletter Approval
- Arranging for award presentation by the CDR or OTO
- Reserving the AUX show display
- Establishing and disestablishing a flotilla (not until after it's been approved via The Chain)
- Completing the FP Technician Qualification with receipt of practice cards
- Liaison for the CDR and OTO
- A member was issued an award but it's not showing in AUXINFO
- DO Applications (members in the Air Program, National Staff, Interpreter Corp)
- ALAC Cards
- General Customer Service

### **Operational and Non-Op Facilities:**

Joe Heslin, Wednesday, 10AM – 2PM, [joseph.heslin@uscg.mil](mailto:joseph.heslin@uscg.mil)

Sherry Kisver, Wednesday, 9AM – 12PM, [sherry.kisver@uscg.mil](mailto:sherry.kisver@uscg.mil)

Edward Petrie, Wednesday, 9AM – 12PM, [edward.petrie@uscg.mil](mailto:edward.petrie@uscg.mil)

## Vessel Examinations Qualification Procedures

### REF: First CG District South Region Procedures Guide 18June2012 Edition

The process for certification or recertification as a VE is outlined below. See REF pages 18 & 19 for more details. PLEASE NOTE THE CLARIFICATIONS IN THE SUPERVISED VSC REQUIREMENTS FOR BOTH INITIAL AND REYR CERTIFICATIONS.

#### INITIAL QUALIFICATION

The Flotilla Commander must make a request for a member be initially certified as Vessel Examiner. The following procedure must be followed:

- The member must be BQ or AUXOP.
- The member must have completed all the Auxiliary Core Training Courses. This information must appear on the AuxData Training Record report for the member.
- Member must have completed the Introduction to Risk Management Online Course.
- Member must have successfully passed the VE Course Exam. If not, the online NTC exam, a copy of the graded exam with the name and flotilla number of the exam proctor and date. If the paper exam has not been entered in AuxData, contact this District Qualification Team before sending. This information must appear on the AuxData Training Record report for the member. Please provide the year of the course and exam if not done in the current year.
- Current and future VE Workshop (given locally or on the AUXLMS Internet site) must be completed and appear on the member's AuxData Training Record report. Certification requests that do not meet this requirement as they will be rejected by AuxData.
- Verify with your IS Officer that the member is listed in AuxData as completing the exam and current workshop requirement.
- You must provide date(s) of the required five (5) supervised exams and they must have been entered in AuxData. THE SUPERVISED EXAMS MUST BE ON POWER OR SAIL BOATS REPORTED ON FORM 7012. The 7012a (VSC Paddle Craft) examinations CANNOT be used for this purpose.
- If the lead VE on the supervised inspection is not from your flotilla, please provide name and flotilla.
- We cannot accept copies of 7038 forms, we are required to locate and verify the AuxData entry in AuxData.

Once you have all of the information and have verified it is all entered in AuxData, state that you have reviewed the information required above, that the applicant is in compliance and you are requesting their certification. Provide the Member Name, EMPLID number, Division/Flotilla, and date(s) of supervised inspection mission(s).

Please Email the required information to Rudy Bier at [wrbier@optonline.net](mailto:wrbier@optonline.net)

I will make the necessary entries to record the Certification and forward a copy to the person who sent the request. I will then forward the information to DIRAUX and request issuance of the VE ribbon and certificate which will be forwarded to the member via the proper chain of leadership and management.

**REYR RECERTIFICATION:**

Please check the following with your IS Officer.

- Member must be less than 5 years in REYR.
- The member must have completed all the Auxiliary Core Training Courses. This information must appear on the AuxData Training Record report for the member.
- Member must have completed the Introduction to Risk Management online course.
- Member must have completed two (2) Vessel Exams as a trainee under the supervision of a qualified VE. This MUST be entered in AuxData. THE SUPERVISED EXAMS MUST BE ON POWER OR SAILBOATS REPORTED ON FORM 7012. The 7012a (VSC Paddle Craft) examinations CANNOT be used for this purpose. We cannot accept copies of 7038 forms, we are required to locate and verify the entry in AuxData.
- If the lead VE is not from your flotilla, please provide name and flotilla.
- Member must have completed, and have entered, attendance for any required VE workshops.

Once you are sure that all the above have been complete please forward via email.

The FC or if the FC so designates the VFC or FSO-IS request that said member be recertified as VE and has met all the above requirements.

- Request must include Member Name, Member ID, Division/Flotilla and Date of Supervised VE Exams.
- Please have the members in REYR do their supervised inspections early in the year, get the information entered in to AuxData and then send your requests to me.
- Regular VE missions cannot be performed until their certification is reset.
- They then must do the number of regular VE exams required for Currency Maintenance in ADDITION to the two (2) supervised exams. If the required number of exams are not entered, then the member will go right back into REYR status at the end of the year.

Please remember that ALL VE MISSIONS MUST BE ENTERED IN AUXDATA BY 31DEC of each year. There are no extensions. Completed 7038 forms with dates prior to 31Dec that are not in AuxData, etc., DO NOT COUNT.

To quote some IS people that I know "If it is not in AuxData, it did not happen." If you have any questions, please feel free to contact: Rudy Bier at [wrbier@optonline.net](mailto:wrbier@optonline.net)

## **PV/MDV Qualification Procedures**

The process for certification or recertification as a PV/MDV is outlined below.

This directive is to certify/recertify Program Visitors / Marine Dealer Visitors. Below is the process for submission of paperwork.

If you are requesting a member to be initially certified as PV, the following procedure must be followed:

- The member must be BQ or AUXOP.
- The member must have completed all the Auxiliary Core Training Courses. This information must appear on the AuxData Training Record report for the member.
- Member must have completed the Introduction to Risk Management Online Course.
- They must have successfully passed the PV/MDV Exam – date of exam submitted to appropriate District Qualification Team.
- Please verify with your IS Officer that said member is listed in AuxData as completing the exam.
- The date of the training missions must be entered into AuxData and the entry date by the IS Officer MUST be sent to the District Qualification Team.

Email the required information to Lillian Haines at [norddorf@comcast.net](mailto:norddorf@comcast.net)

REYR:

Please check the following with your IS Officer:

- Member must be less than five (5) years in REYR.
- The member must have completed all the Auxiliary Core Training Courses. This information must appear on the AuxData Training Record report for the member.
- Member must have completed the Introduction to Risk Management Online Course.
- Member must have completed two (2) self-supervised or supervised visits.

If all are complete, please forward an email ([norddorf@comcast.net](mailto:norddorf@comcast.net)) as follows:

Please recertify said member as a PV.

Member Name

Member ID

Division/Flotilla

Date of PV Activity

## 014 District Qualification Team AUX-FS Procedures

Auxiliarists who cook at Coast Guard stations, cutters, or VIP events are required to become AUX-FS certified.

The AUX-FS designation demonstrates to the Coast Guard Culinary Specialists (CS) that the Auxiliary member has the training and experience necessary to comply with Coast Guard policies and procedures.

### There are three parts to the AUX-FS training:

- Classroom training of approximately 18-20 hours.
- Approximately 8 hours of “Hands-on” training - a meal is planned, prepared, and served.
- Completion of Performance Qualifications (PQS)
  - to be performed within 1 year of completion of AUX-FS training;
  - signed off by an AUX-FS mentor or Unit Culinary Specialist;
  - verification that HEP-A series of shots has begun plus a medical screening;
  - date of latest 2 hour Risk Management & Gar 2.0 must be current (within last 2 years).

### AUXDATA - Certification

- AUX-FS is a competency in AUXDATA
- Member must be BQ or AX (may be IQ with waiver authorized by DSO-FS)
- The member must have completed all the Auxiliary Core Training Courses and appear as “CERTIFIED” in AUXDATA.
- Member must have completed the Introduction to Risk Management Online Course.
- When an AUX-FS candidate completes the training, PQS, Risk Management and Gar 2.0 is current and has had the first Hepatitis A shot, the member may be entered into AUXDATA as AUX-FS "Qualified"
- The AUX DSO-FS or ADSO-FS certifies to the District DIRAUX DQT that the member meets the requirements and can be entered into AUXDATA
- Submission to DIRAUX is via the appropriate member of the 1SR DQT Team:
  - Forms may be sent electronically or by postal service
  - Completed [PQS Form](#)
  - Verification of classroom training completion with date and name of Instructor

### On-going Training

AUX-FS members will be required to take:

- The 2 hour Risk Management and Gar 2.0 class every two years as they may be augmenting at a Coast Guard Unit.
- An annual Sanitation Workshop as is required by the Coast Guard for all Food Services (Culinary Specialist) personnel.

Email the required information to Doug Janelle at [dougjanelle@comcast.net](mailto:dougjanelle@comcast.net)

If you choose postal mail, Doug’s address may be obtained using [AuxDirectory/AuxOfficer](#)



## **AUXOP Member Status Change Procedures**

### **REF: First CG District South Region Procedures Guide 18June2012 Edition**

The procedure for AUXOP Member Status upgrade is outlined below. See REF pages 8-10 for requirements AUXOP member status and page 85 for the Member Status Upgrade information.

These Instructions will only deal with the process for the AUXOP Member Status upgrade request and not with the requirements for obtaining AUXOP Status

Within AuxData Reports, there is a report titled AUXOP PROGRESS REPORT. This is reached from the main page of the Reports by putting in the member's Employee ID number. The report will indicate the required AUXOP items completed along with the dates. If all items are completed, at the bottom left corner of the report, it will state "this member is eligible for AUXOP". Please do not send upgrade requests until the report has that message. If there are missing postings etc. that must be dealt with by the MT or IS personnel.

You must get your IS Officer, unless you have the AuxData training and password yourself, to access and print a copy of this report.

The Flotilla Commander then writes a request to the District Qualification Team for the member's AUXOP status upgrade including a copy of the AUXOP PROGRESS REPORT. The DQT will then make the necessary entry in AuxData changing the member's status and forward the information to DIRAUX office requesting that the AUXOP device and certificate be issued and forwarded to the member via the Chain.

The REF recommends that the material be forwarded via regular mail so there is no possible scanning problem with the PROGRESS REPORT as an email attachment.

So far I have not had any problem with receiving the PROGRESS REPORTS via e-mail and even if I did, if I can read the member's name and employee ID number in your cover document, I can go into AuxData and print it out myself. So, if you want to try email first in the interest of time, I would be happy to receive them that way. My e-mail address is below.

If you have any questions on this, please email Rudy Bier at [wrbier@optonline.net](mailto:wrbier@optonline.net)

**1SR District Qualification Team Procedure** for Validation and Entry of Incident Command System (ICS) Certification (rev. 9 JUN 2014)

1. Email pdf of certificate to [tjevans@verizon.net](mailto:tjevans@verizon.net). Include the member number and flotilla number in the email. If submitting on behalf of a member, copy the member on the email. Requests for certificate validation and entry into AuxData may be made by the student member, anyone in the chain of leadership, or the instructor of the course. Please send certificates as they are completed. Do not batch certificates.
2. When AuxData entry is complete, a verification reply will be sent to the sender of the email indicating that the entry has been made, and that the certification shows properly in the member's training record. A copy of the training record will be attached.
3. AuxData currently captures: IS-005a, IS/ICS-100, IS/ICS-200, CG—ICS-210, ICS-248, ICS-250, ICS-300, ICS-305, ICS-310, ICS-320, ICS-339, ICS-341, ICS-346, ICS-347, ICS-348, ICS-351, ICS-358, ICS-400, ICS-408, ICS-410, ICS-430, ICS-436, ICS-440, ICS-450, ICS-500, ICS-600, ICS-620, IS/ICS-700, ICS-702 and IS/ICS-800. There are ICS PQSs available for entry; please email in advance of submitting completed PQS for further direction.

Conflicts regarding ICS certification for non-Coast Guard courses are resolved in consultation with Chief, USCG Contingency Preparedness and Response Management School, TRACEN Yorktown.

### **Crew/Coxswain/PWO REYR:**

Getting out of REYR is never automatic.

Procedure for getting out of REYR:

- Member must be less than 5 years in REYR or you must start from the beginning.
- The member must have completed all the Auxiliary Core Training Courses. This information must appear on the AuxData Training Record report for the member.
- Member must have completed the Introduction to Risk Management Online Course.
- **Delinquent in hours:** You are required to put in 12 hours as a trainee
- **Exceptions:** If you submit evidence that you completed hours the year prior, we will consider deducting that from the 12 trainee hours
- **QE Approval:** If this has expired, after you put in the 12 hrs. as a trainee, you can request a QE for a check ride
- **2 hour Risk Management & Gar 2.0:** Must also be current
- Nav Rules 95 must be current if you are a coxswain. Please note: Nav Rules 95 expires exactly 5 years from the time you passed the exam

After your IS Officer has confirmed that all required items have been met, please send an email stating:

**Please remove “Member Name” “Member ID” “Flotilla #” from Crew/Coxswain REYR; Include Facility ID, Date, how they reached the 12 hours**

Must be sent from Flotilla Commander or Designated Person in Flotilla

Please include all accompanying documents

Please email request [to Lynn Enny at: glanenny@aol.com](mailto:glanenny@aol.com)

### **Coxswain dropping down to crew:**

If you are in REYR as a Coxswain and wish to remain crew qualified, you must make a QE request to be downgraded to crew and perform a crew check ride

**3rd Year Currency:**

3rd Year Currency cannot be entered into AuxData until all requirements are met:

- Completion of 12 hours as lead or non-lead
- Nav Rules 95 if expiring in the current year
- 2 hour Risk Management and Gar 2.0 required in the current year
- The member must have completed all the Auxiliary Core Training Courses. This information must appear on the AuxData Training Record report for the member.
- Member must have completed the Introduction to Risk Management Online Course.

All items on Training Status Individual Report should be in green, except the QE Approval Line.

After your IS Officer has confirmed that all required items have been met, please send an email stating:

**Please remove “Member Name” “Member ID” “Flotilla #” from Crew/Coxswain REYR; Include Facility ID, Date, how they reached the 12 hours**

Must be sent from Flotilla Commander or Designated Person in Flotilla.

Please include all accompanying documents and email to Lynn Enny at [glanenny@aol.com](mailto:glanenny@aol.com)

## Instructor Certification Procedures

If you are requesting a member to be initially certified as instructor, the following procedure must be followed:

- The member must be BQ or AUXOP, and have successfully completed the Instructor exam.
- The member must have completed all the Auxiliary Core Training Courses. This information must appear on the AuxData Training Record report for the member.
- Member must have completed the Introduction to Risk Management Online Course
- A certified Instructor Mentor must fill out an original Appendix B-6.
- The B-6 must be signed by Flotilla Commander and dated.

To avoid having paperwork returned please verify with your IS Officer that the following exists in AuxData:

- Completion of IT exam
- Completion of all the Auxiliary Core Training Courses.
- Member must have completed the Introduction to Risk Management Online Course.
- Member listed on mission detail report, as completing the tasks listed under III & IV of the Appendix B-6. (B-6 DATES MUST MATCH AUXDATA DATES)
- \*MEMBER MUST BE LISTED AS A TRAINEE.

If the hours on the B-6 are member training, with multi trainees, we require the exact details as to the role the trainee performed.

Please make an electronic copy of the Appendix B-6 and forward to Stephen Perrone at [skperrone@hotmail.com](mailto:skperrone@hotmail.com)

**CURRENCY:** Instructors must perform at least 2 hours as Lead or 4 hours as non-lead, each calendar year.

### **REYR:**

Please check the following with your IS Officer:

- Member must be less than 5 years in REYR
- Completion of all the Auxiliary Core Training Courses.
- Member must have completed the Introduction to Risk Management Online Course.
- Member must be current with an IT seminar (if required).
- Member must have completed 2 hours this year as a trainee under the supervision of a qualified IT.

If all are complete, please forward an email stating:

Please recertify said member as an Instructor.

Member Name:

Member ID:

Division/Flotilla:

Date of PE Activity:

## **RADIO FACILITY (RADFAC) INSPECTION AND OFFER OF USE CHECKLIST**

The first four items on the list pertain to prerequisites the RADFAC owner must satisfy.

ANSC Form 7004 (10-08) and 1SR Form 1SR-6 (G) (9-11) must be used. Older forms will not be accepted. Follow the Form 7004 instructions to the letter.

- BQ/AX/AX2 Status in AUXDATA
- The member must have completed all the Auxiliary Core Training Courses. This information must appear on the AuxData Training Record report for the member.
- Member must have completed the Introduction to Risk Management Online Course.
- TCO or AUXCOM prior to 01AUG08
- ICS 100
- ICS 700
- Inspector must be a qualified Communications Staff Officer (FSO-CM or SO-CM who is TCO or AUXCOM qualified prior to 01AUG08)
- Ensure Owner Statement (7004 Section IV) is signed concurrently or after the inspector signs Section III
- SO-CM Signoff on form 1SR-6

SO-CM sends paperwork to:

Alan Reff, ADSO-CM/ADMIN  
108 Weeks Road  
East Williston, NY 11596-1426

The next page is a sample rejection transmittal memo with line items illustrating the most common errors.



U. S. COAST GUARD AUXILIARY  
FIRST DISTRICT (SR)  
ASSISTANT DISTRICT STAFF OFFICER  
COMMUNICATIONS/ADMINISTRATION

Alan Reff  
108 Weeks Road  
East Williston, NY 11596  
[ADSOCM@gmail.com](mailto:ADSOCM@gmail.com)

Date: \_\_\_\_\_  
To: \_\_\_\_\_  
Division: \_\_\_\_\_  
SO-CM: \_\_\_\_\_  
Re: \_\_\_\_\_

The attached submission is returned for the reason(s) checked. References are to [ANSC 7004](#) (10/08) and [1SR-6 \(G\) \(9/11\)](#). Please correct the document(s) and resubmit with this form.

- Inspector must be a Communications Staff Officer.
- Facility inspection date is required in Section I of 7004 form.
- Specified radio is not Part 90 compliant (output power and narrow band FM).
- A single radio cannot be used in both a boat and a land facility. Remove all references to a boat.
- If radio is programmed and being submitted as AUXNET capable, check available frequencies in Section II, box 3 of 7004 form.
- SO-CM issued call sign is required in Section II, box 8 of 7004 form.  
Latitude/Longitude is required for all facilities on both the 7004 (Section II, box 7) and the 1SR-6 forms. For mobile radios, use Lat/Lon of home address. (Refer to the penultimate paragraph on page 8 of the Communications Manual)
- Inspection date and signature of Inspector is required on both the 7004 (Section III) and the 1SR-6 forms.
- Owner signature and date is required in Section IV of 7004 form.
- Nearest City, Village or Municipality is required for all facilities on the 1SR-6 form.
- SO-CM signature and date is required on 1SR-6 form.



# U. S. COAST GUARD AUXILIARY FIRST DISTRICT (SR) COMMUNICATIONS



From: \_\_\_\_\_ Title: \_\_\_\_\_ Div: \_\_\_\_\_ Flo: \_\_\_\_\_

(Print Name of Inspector)

TO: District Communications Officer

VIA: SO-CM and ADSO-CM/ADMIN

TYPE OF STATION (Fixed Land, Mobile, DF or Fixed Land/DF) \_\_\_\_\_

OWNER OF RECORD (Top line of ANSC 7004) \_\_\_\_\_

OWNER'S MEMBER NUMBER (EMPLID) \_\_\_\_\_ Div \_\_\_\_ Flo \_\_\_\_

CG AUXILIARY CALL SIGN \_\_\_\_\_

(Assigned by SO-CM. This is not the NF or NM number)

HOME TEL NO. \_\_\_\_\_ ALTERNATE TEL NO. \_\_\_\_\_

HAM CALL SIGN \_\_\_\_\_ MOBILE HAS 4WD  RADIO HAS DSC

NEAREST CITY, VILLAGE OR MUNICIPALITY \_\_\_\_\_

COORDINATES: LAT \_\_\_\_\_° \_\_\_\_\_' N LON \_\_\_\_\_° \_\_\_\_\_' W  
(In degrees and decimal minutes)

\_\_\_\_\_  
(Signature of Inspector) (Date)

REVIEWED BY SO-CM \_\_\_\_\_ (Signature of SO-CM) (Date)

OBTAIN CALL SIGN FROM SO-CM PRIOR TO STATION INSPECTION. RENEWALS MAY USE CURRENT CALL SIGN IF THERE HAS BEEN NO LAPSE OF FACILITY STATUS.

FOLLOWING THE INSPECTION, ATTACH TWO COMPLETED COPIES OF THIS FORM TO THE ANSC 7004. SEND THE SET TO THE SO-CM WHO WILL VERIFY DETAILS AND FORWARD ANSC7004 AND ONE COPY OF THIS 1SR-6 FORM TO THE ADSO-CM/ADMIN. THE SECOND COPY OF THIS FORM SHOULD BE RETAINED BY THE SO-CM.

**INSPECTIONS RECEIVED WITHOUT THIS FORM WILL BE REJECTED**

### **Basic Qualification Course (BQC II) Certification**

- Member completes all seven (7) modules and notifies the Flotilla Commander and/or FSO-IS Officer.
- The member must have completed all the Auxiliary Core Training Courses. This information must appear on the AuxData Training Record report for the member.
- Member must have completed the Introduction to Risk Management Online Course.
- The individual modules will be entered automatically into AuxData upon completion.