

U.S. Department of
Homeland Security
**United States
Coast Guard
Auxiliary**



Auxiliary Qualifications”

The “How To Guide” for getting ahead in the Auxiliary

This guide will provide information on completing the following qualifications:

- Air Crew
- Air Observer
- Auxiliary Operations- specialty courses
- Auxiliary Procedures Course
- Boat Crew
- Coxswain
- Good Mate
- Incident Command System
- Instructor
- Initial Indoctrination to Marine Safety
- Introduction to Marine Safety
- RBS/Program Visitor (PV)
- Vessel Examiner (VE)

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Auxiliary Qualifications

Introduction

The United States Coast Guard Auxiliary is the civilian component of the U.S. Coast Guard. The Auxiliary was authorized in 1939 by an act of Congress as the U.S. Coast Guard Reserves. Congress later amended the act with passage of the Auxiliary and Reserve Act of 1941, which designated the Reserve as a military branch of the active service, while the civilian volunteers became the Auxiliary.

In addition to assisting the Coast Guard in Search and Rescue missions (air and sea) and in training exercises, we perform courtesy vessel checks, teach boating-safety classes, maintain relationships with local marine stores and marinas, and routinely patrol local waterways looking for navigational hazards and pollution problems. The Four Cornerstones of the Auxiliary:

- Member Services
- Recreational Boating Safety
- Operations and Marine Safety
- Fellowship

Purpose of Guide

The purpose of this guide is to provide new members, as well as Flotilla Commanders (FCs) and Member Training officers (FSO-MTs), with an easy-to-follow flexible resource, that will help integrate new (or reactivating) members into the Auxiliary. This "guide" can be used to assist MT officers, at all levels, with a source of information, directed toward increasing Auxiliarists' knowledge, and skill base.

The requirements for obtaining qualification in each of the programs are as set forth in the Auxiliary Manual COMDTINST M16790.1F. In some cases, additional guidance consistent with the local needs of the respective district must be considered.

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Description of Guide Mechanics

This guide is intended to provide a step-by-step process to become qualified in the basic program competencies that have proved to be of greatest interest to new members. 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, 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. 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 to conduct the action. Each of the course specialties requires specific reference documents, many of which 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!

Types of Membership Status

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.
- 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 he/she has satisfied all the requirements stated above, has received a favorable PSI but has 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. - This level of categorization is necessary to participate in Operations programs.
- AUXOP: A member may also obtain the prestigious level of AUXOP by completing the requirements outlined in the Auxiliary Manual COMDTINST M16790.1F.

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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://users.mo-net.com/district8wr/diraux/Adobe_Word/AP-GUIDE_AUG07_4.doc. 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 will not be 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 remains a prerequisite for qualification in all of the training programs described in this manual. An AP candidate for boat crew may be certified if a safe boating class has been successfully completed. 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.

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://www.cgaux.org/>, the National Auxiliary website, and click on the appropriate program department. Then search for the course material of interest.

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Course Examinations

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.

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 who 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. A listing of course documentation is available on the National Training Department website at <http://www.cgaux.org/training/>. From the home page of the T-Department site, place the mouse on "Other Useful Links," then click on "Documentation Revision List." The Documentation List identifies the current revision of all course material including the exams.

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Administrative Procedures Course (APC)

This course is a valuable introduction to the Auxiliary and can be completed during AP status. 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.

Successful completion of an APC exam (or the Flotilla Leadership Course (FLC) is a prerequisite for any elected office, except for members who have held elected office in the past and have completed the Elected Officers Course (EOC) or Auxiliary Administration Specialty Course (AUXMIN). Note: the EOC and AUXMIN courses are no longer available. While the exam may be taken on line as an open-book 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	
	Order 5516 APC Study Guide through FSO-MA	
	Complete an APC course using the 5516 APC Study Guide (This course may be self taught).	
	Successfully pass (90%) the open book APC on-line exam. Exam result will be immediately provided following submission. Result is recorded in AUXDATA automatically.	
	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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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, have successfully completed ICS-100 and ICS-700 Courses. Members in higher leadership positions (Division Commanders, Vice Commanders, and Division Staff Officers) 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, 210, and 800, as well as more advanced ICS courses, are also available to all members.

Date Completed	Requirement/Task	
	Successfully pass Introduction to Incident Command System, ICS-100. Prerequisites: none. On-Line Course at http://www.training.fema.gov/emiweb/IS/is100.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://www.training.fema.gov/emiweb/IS/is200.asp	
	Successfully pass National Response Framework, An Introduction, ICS-800.B. Course Length: 3 hours. Prerequisites: none. On-Line Course at http://www.training.fema.gov/EMIWeb/IS/is800b.asp	

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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 downloaded by visiting the National Education Department website.

Date Completed	Requirement/Task	
	Request a fellow member, certified as an IT, to be your mentor.	
	Review Appendix A IDC Student Study Guide.	
	Refer to Appendix B PQS Student Workbook.	
	Study Student Course Book	
	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.	
	Auxiliary Instructors wear the IT ribbon <div style="text-align: center;">  </div>	

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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. This course may be taken on-line. However, 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	
	Study The Vessel Safety Check Manual.	
	Pass on-line Vessel Examiners Qualification Examination (Test is open book, no proctor, 3 hour auto timed out).	
	Perform 5 Vessel Examinations with a qualified Vessel Examiner. Send forms (7012 and 7038) to SO-IS for entry into AUXDATA.	
	Flotilla Commander certifies qualification through DIRAUX "gateway."	
	Auxiliary Vessel Examiners and PVs wear the Examiner Program Ribbon. 	

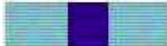
Note: Order the ANSC 2001A CD "V-Department Manuals and Presentations" containing manuals and training aids for both VE and PV before taking the examination.

Additional detail: <http://www.safetyseal.net/training.asp>

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RBS/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, Auxiliarists 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	
	Understand PV and VSC Program Manuals	
	Pass on-line PV Qualification Examination (Test is open book, no proctor, 3 hour auto timed out).	
	Conduct 2 visits with a qualified PV member. Send Form 7046 to SO-IS for entry into AUXDATA.	
	Flotilla Commander certifies qualification, through DIRAUX "gateway."	
	Auxiliary Vessel Examiners and PVs wear the Examiner Program ribbon. 	

Note: Order the ANSC 2001A CD "V-Department Manuals and Presentations" containing manuals and training aids for both VE and PV before taking the examination.

Marine Safety

Marine Safety and Environmental Protection is the responsibility of the "M Department" of the Auxiliary. This endeavor encompasses the planning and administration of Auxiliary programs to support the Coast Guard's Marine Safety and Marine Environmental Protection programs.

This activity includes, but is not limited to, support for marine environmental response assistance, port safety and security inspections, commercial vessel safety and security inspections (UTV, UPV, CFVE and other Foreign and Domestic Vessels) container inspection assistance, mariner licensing/documentation/course audits, public affairs, area contingency planning, waterways management, MDA/America's Waterways Watch, MISLE support, and environmental education.

The Auxiliary has specialists in this field. Initial qualifications include "Good Mate," "Introduction to Marine Safety and Environmental Protection," and "Initial Indoctrination to Marine Safety."

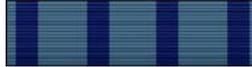
These qualifications can be found at <http://www.auxmdept.org/MarineSafetyTrainingRibbon.htm>.

Once completed, the Auxiliarist in Marine Safety can continue to expand his/her knowledge by working toward earning the Trident device. <http://www.auxmdept.org/TridentMain.htm>



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Auxiliary Operations Program (AUXOP)



The **AUXOP** or Operational Auxiliarist Program is an advanced training program available to members of the Coast Guard Auxiliary. Completion of one of these specialty courses entitles the member to wear the Specialty Training Ribbon. Each additional course completed may be indicated by 3/16-inch bronze or silver stars to show completion of additional courses.

- Communication
- Navigation
- Patrol
- Seamanship
- Search Coordination and Execution
- Weather

This program is under review, please check with your Member Training Officer for current details.

Specialty Course Training, (AUXOP Program): The AUXOP program consists of core, leadership, and elective credit elements to give variety to Auxiliarists, increase practical AUXOP relevance to Coast Guard missions, and better assist the Coast Guard to fulfill needed skill sets. Auxiliarists are required to successfully complete a minimum of seven (7) credits from three categories of courses detailed in items (a)-(c) below to receive the AUXOP qualification.

(1) The three required core courses, each worth one credit, shall be:

- (a) Auxiliary Weather Specialty Course (AUXWEA).
- (b) Auxiliary Seamanship Specialty Course (AUXSEA).
- (c) Auxiliary Communications Specialty Course (AUXCOM)*.

* Updated Auxiliary Communications Specialty Course (AUXCOM): This updated course is available from the Auxiliary National Supply Center (ANSC) and replaces the previously numbered Coast Guard course publication.

(2) Auxiliarists will be required to complete one of the following leadership courses, worth one credit (AUXOP credit will not be applied for more than one course from this category). These courses include:

- (a) Auxiliary Leadership and Management (AUXLAMs).
- (b) Auxiliary Mid-Level Officers Course (AMLOC).
- (c) Auxiliary District Captain Course (Formerly RCO Course).
- (d) Flotilla Leadership Course (FLC) - this includes online and classroom versions.
- (e) Auxiliary Senior Officers Course (ASOC).

(3) Auxiliarists will be required to complete their AUXOP credits by completing a combination of

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the following elective courses, totaling three or more credits:

- (a) Auxiliary Search Coordination and Execution Specialty Course (AUXSC&E) (the Auxiliary Navigation Specialty Course (AUXNAV) is a pre-requisite for AUXSC&E) - 2 credits.
 - (b) Auxiliary Navigation Specialty Course (AUXNAV) - 2 credits.
 - (c) Introduction to Marine Safety - 2 credits.
 - (d) Auxiliary Patrol Specialty Course (AUXPAT) – 1 credit.
 - (e) Auxiliary Aids-to-Navigation (ATON) and Chart Updating C-school (AUX-06) - 1 credit.
 - f) Coast Guard Incident Command System (ICS) 300 & 400 (ICS 210 cannot be used as a substitution) - 1 credit.
 - (g) Auxiliary Air Coordinator C-school (AUX-15) - 1 credit.
 - (h) Specialty ICS courses count as one credit for completion of the in-class course and one credit for the completion of the PQS for a possible two credits. If an in-class course is not available, PQS must be completed for credit. Specialty ICS courses include:
 - 1. ICS 346 (Situation Unit Leader).
 - 2. ICS 347 (Demobilization Unit Leader).
 - 3. ICS 248 (Resources Unit Leader).
 - 4. ICS 430 (Operations Section Chief).
 - 5. ICS 440 (Planning Section Chief).
 - 6. ICS 351 (Finance Section Chief).
- (4) Additional elective courses may be added in the future.

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Boat Crew

A popular, exciting, and gratifying Auxiliary operations program, "boat crew" is also physically demanding and requires an ongoing time commitment, once certified. Crewmembers participate in safety, search and rescue, Navigation Systems (ATON), and marine safety 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 taught throughout the year and is available to any BQ member. 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 as Boat Crew, with a minimum of 28 hours underway.

Date Completed	Requirement/Task	
Boat Crew Program (prerequisites)		
	Pass ICS 100 & ICS 700 courses.	
Course Specifics		
	Complete a Boating Safety Class to become Basically Qualified (BQ).	
	Complete a Favorable Operational Support Personnel Security Investigation (OS-PSI).	
	Complete ICS (Incident Command System) tests ICS 100 & 700.	
	For Crew Qualification—Complete Crew Qualification Tasks contained within reference 9.	
	QE (Qualification Examiner) must perform Dockside Oral and Underway Check Rides Certification	
	Auxiliary Boat Crew Members wear the Operations Ribbon.	
		

Coxswain Qualification		
	Complete Coxswain Qualification Tasks. Complete ICS, 100, 200, 700, 800, and 210.	
	Auxiliary Coxswains wear the Coxswain Device.	
		
	For PWC Qualification—Complete PWC Qualification Tasks.	
	Qualified PWC Operators wear the PWC insignia.	
		

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Air Operations (AUXAIR)

Auxiliary Aviation programs include non-pilot crew positions: Observer and Air Crew. Observers must pass air operations training and egress/water survival training. Air Crew members are observers with additional training and qualifications. Observers may handle communications between aircraft and Coast Guard units, assist the pilot with navigation, keep records in the air, and most importantly, focus their attention outside the aircraft while searching for those in distress.

Training includes aviation orientation, observation techniques, communications, search techniques and patterns, and safety and survival skills. Observer/Air Crew candidates must successfully pass a written open-book test, take water survival training, and gain experience in the air on missions. They must demonstrate their skills to a First Pilot or Aircraft Commander. After a suitable period of experience, Observers may be eligible to earn their Air Crew rating. The training for the Air Crew rating extends the Observer's knowledge with more detailed instruction on aviation and aircraft operations, crew resource management, aviation communications, and navigation procedures.

Candidates for Air Crew must pass a physical exam, learn the contents of the Air Crew Training Syllabus, are trained and examined on that material by Instructor Pilots and Flight Examiners and, if successful, are certified as Air Crew by DIRAUX. All flight crew members (including all Observers, Air Crew, and Pilots) must participate in annual emergency egress and water survival training. This includes a 75-yard swim, life raft, and complete familiarization with emergency equipment and procedures. This may include optional training in the SWET - Shallow Water Egress Trainer. AUXAIR training is ongoing, with aviation training workshops held at least annually. Recurrent training is conducted in Crew Resource Management (CRM), aviation decision-making, risk management, aero-medical topics, Federal Aviation Regulations (FARs), and general aviation safety topics. AUXAIR patrol and administrative topics are also included.

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Training for Air Observers

This is the "entry level" position in the Coast Guard Auxiliary aviation program. Training consists of self-study and/or classroom training, plus flying a minimum number of missions (at least ten hours) with a currently qualified Coast Guard Auxiliary pilot. Candidates must perform a minimum number of missions (usually ten hours per year), and attend an annual safety workshop, as well as egress training and annual swim test (if required in your district).

Air Crew: Members must meet all the requirements for air observer, and in addition, must obtain an FAA third class medical certificate. Air Crew candidates must also take and pass an open-book version of the pilot's examination. Air Crew members may be required to fly a certain number of missions (determined by your district), as well as attending annual safety seminars, egress training seminar, and perform an annual 75-yard swim test in full flight gear.

Pilots: There are three levels of pilot certification within the Coast Guard Auxiliary: (1) Co-Pilot (less than 500 hours of FAA documented flight time); (2) First Pilot (between 500 and 1,000 hours of FAA documents flight time); and (3) Aircraft Commander (over 1,000 hours of FAA documented flight time). Pilots must pass an open-book exam, must be Instrument Flight Rule (IFR) rated, as well as perform a check ride with a qualified Flight Examiner (FE). All pilot levels are required to meet certain minimum number of hours flown (determined by the district), as well as attending annual safety seminars, an egress training seminar, and perform an annual 75-yard swim test in full flight gear. All aviation positions usually have the opportunity to train with Coast Guard active duty and reservists involved in aviation.

Aviation Test A: For all candidates for flight crew positions including observers, air crew, and pilots. Requires the three documents available online at <http://www.ntc.cgaux.org/airexam.pdf>.

Aviation Test B: For air crew and pilots. Requires the three documents available online at <http://www.ntc.cgaux.org/airexam.pdf>.

Once the required aviation syllabus documents are downloaded, AND the Auxiliary Operations Policy Manual (COMDTINST M16798.3E) is available (CRITICAL to passing these exams), to take the on-line exams for test A (Observers) and test B (Aircrew), click on the following link and sign in: <http://ntc.cgaux.org/>.

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Date Completed	Requirement/Task	
1st Level—Air Observer (prerequisites)		
	Achieve BQ status.	
	Pass ICS 100 & ICS 700 courses.	
<i>Qualifying as an Air Observer</i>		
	Prior to first flight as an "Observer Trainee", demonstrate ability to swim 75 yards (may wear an inflatable PFD).	
	Score 90% on the open book Observer Exam.	
	Under Orders, participate as an "Observer Trainee" in missions totaling 10 hours.	
	Successfully complete all items on the Observer Check List. (Each After Action Report should include all observer tasks completed on that mission).	
	Pass AUXCOM specialty course or demonstrate aircraft radio communication proficiency.	
	Submit a DO security package.	

All Air Crews Must Annually Complete:

Date Completed	Requirement/Task	
	Emergency egress training.	
	75-yard swim test.	
	Water survival training—includes successfully boarding a raft. All aircrew flying offshore must complete Air Station-sponsored wet drills.	
	Attendance at the annual required Air Operations Workshop.	
	Auxiliary Pilots wear Aviator wings.	



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Uniforms

One of the privileges of being a member of the Coast Guard Auxiliary is the wearing of the Auxiliary uniform. For some activities, wearing of an appropriate uniform is a requirement to be able to participate. This guide is intended primarily for new flotilla members who may not be familiar with the wearing of the Coast Guard uniform, and for those who have never worn a uniform.

Should you choose to wear the uniform, or are required to wear it in the performance of your duties, it is important to keep a few things in mind. Proper wearing of the uniform shows respect for the customs and traditions of the Coast Guard and the Coast Guard Auxiliary. How you wear the uniform reflects on you (at all times), the Auxiliary (when interacting with the Coast Guard), and the Coast Guard (when interacting with the public).

Which Uniform?

The uniforms we wear as Auxliarists are based on the Coast Guard officer's uniforms as described in the Uniform Regulations Manual (Commandant's Instruction M1020.6E), as modified by AUXMAN Chapter 10.)

See Uniform Procurement Guide: <http://hdept.cgaux.org/pdf/UPG-DEC2010.pdf>

Aviation: <http://www.cgaux.org/response/documents/AirOpsStandard04-02-AFlightSuit.pdf>

Guide to Obtaining all Auxiliary Forms

Auxiliary National Home Page at <http://www.cgaux.org/>. Forms and manuals are available here. Check the left sidebar for locations.

- Click on Members
- Click on Forms
- Find the form needed
- Download PDF file
- Complete, print out and sign.

Note 1: Some IS officers and divisions allow electronic submission of forms - check with your IS officer)

Note 2: The 7029 on-line form at <http://webforms.cgaux.org/forms/beta/> allows members to fill out and save the 7029 on-line. When completed, the form may be printed, sent to the member's computer, and submitted electronically to the appropriate IS officer monthly. This form is accepted by all IS officers.