



District 7

Human Resources

What's It All About





The Basics

1. Member dues are determined by each flotilla.
2. Get your Member Zone Password.
3. Complete all Core Training requirements including the six Core Courses and Auxiliary Basic Qualification Course II. All of these courses can be accessed on the Coast Guard Auxiliary – Online Classroom – classroom2.cgaux.org.
4. If the member completes an approved boating safety course, the member's status will be change to BQ (Basically Qualified) once they complete Auxiliary Core Training (Aux CT) and (BQII) Courses. Contact your Member Training Officer or Public Education Officer for information about the boating safety course.
5. Once you have your member number, you can start the training process. You will need an ODU (Operational Dress Uniform) for Operations and some other activities. You will need to purchase your ODU prior to starting qualification training.

A purchasing guide for all required uniforms is located at the end of this presentation.





Boat Crew



Figure 8 Knot



Cleat Hitch

The goal of the Boat Crew training program is to enable Auxiliarists to learn and perform duties to their full potential in Auxiliary surface operations missions.

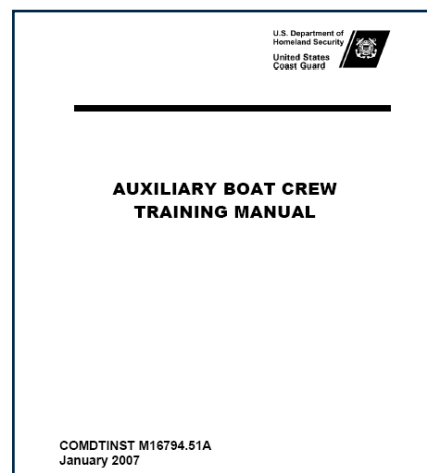
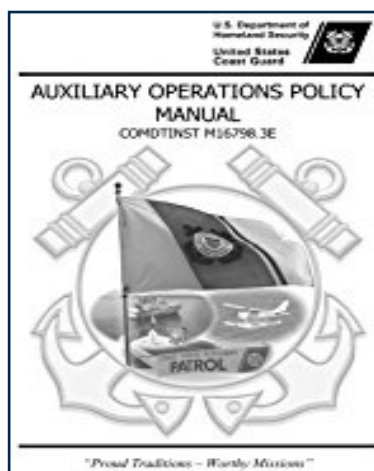
The crew member assists the coxswain with the handling of the boat while performing mission activities. Duties include line handling, knot tying, communications, towing, and emergency procedures.

The first step an Auxiliarist interested in Auxiliary Surface Operations should take is to contact the Flotilla Member Training Officer or Flotilla Staff Officer for Operations. The staff officer will make sure the prospective crew member has the correct information to proceed through the qualification process.

New Members must take ICS-100 and ICS-700 as a part of the crew member qualifications, Introduction to Risk Management Course and 4 Hour TCT Course.

The specific qualification standards for the Auxiliary Surface Operations Program are detailed in the Auxiliary Operations Policy, Manual COMDTINST M16798.3 (series) and the Auxiliary Boat Crew Training Manual, COMDTINST M16794.51 (series).

In general the process involves study of the appropriate manuals and demonstrating the ability to perform various tasks.





Boat Crew

Figure 8 Knot



Cleat Hitch



Resource:

Boat Crew Handbook which is available for download from CGAUX.org

If you have questions, please contact: Flotilla Staff Officer -Operations or your Member Trainer Officer





Vessel Exams - (VE)



Vessel Examiners conduct courtesy boat inspections for the recreational boating public for required federal and state boating safety equipment.

At the time of the inspection, if the vessel has all required safety equipment a USCG Auxiliary Vessel Safety decal will be issued. If the vessel fails the vessel owner or operator will be issued a copy of the Vessel Safety Inspection Report to correct the deficiency.

The following course materials are listed to successfully pass the online Vessel Examiner Exam:

- The Vessel Safety Check Manual M16796.8A.
- You should also be familiar with Forms ANSC-7003, ANSC-7008, ANSC-7012, and ANSC-7038. Additional guidance is available for performing a Vessel Safety Check on Personal Water Craft's and Paddle Craft.

Once you are familiar with the above reference tools and feel you are ready to take the exam, go to <http://ntc.cgaux.org/> for the on-line Vessel Examiner Course Exam. You then will need to complete five (5) supervised Vessel Safety Checks under the watchful eye of a current/qualified Vessel Examiner.

The Introduction to Risk Management Course (100202) training is required to become certified as a Vessel Examiner.

Once completing the RM Course, copy the completion certificate and send to your FSO-IS Officer. The IS Officer will enter it into your training record.





Telecommunications Operators (TCO)



The first step an Auxiliarist interested in Auxiliary Communications Operations should take is to contact your Flotilla Member Training Officer or Flotilla Staff Officer for Communications.

The staff officer will make sure the proper information is provided to proceed through the qualification process, and will see that a mentor is assigned to assist throughout the process.

The requirements for the Telecommunication Operators are detailed in Annex 4 of Auxiliary Operations Policy Manual COMDTINST M16798.3E and in the Telecommunication Operators Qualification Standard (PQS).

As part of TCO qualifications, the following should be taken:

1. Become Basically Qualified (BQ).
2. Successfully pass the Personnel Security Investigation.
3. Complete Incident Command System 100 and 700 as part of your Telecommunications qualifications.
4. Pass the Introduction to Risk Management Course .
5. Take the 4 hour Team Coordination Training Course.



Qualification process involves study of appropriate manuals, demonstrating the understanding of them and the ability to perform various tasks as required.





Recreational Boating Safety Program Visitors (RBS)



Recreational Boating Safety Program Visitors are key to the USCG Auxiliary Boating Safety Program. RBS Program Visitors visit partners on a regular basis to drop off or restock boating safety literature displays and list upcoming special events with those partners.

Partners typically include marine dealerships, repair facilities, sporting goods stores, bait and boat rental shops. However Partners can be other “interested businesses” desiring to participate in promoting boating safety, such as medical facilities, various professional offices, restaurants/fast food establishments, hotels, motels and resorts together with transportation facilities. Nationwide, we have tens of thousands of partners.

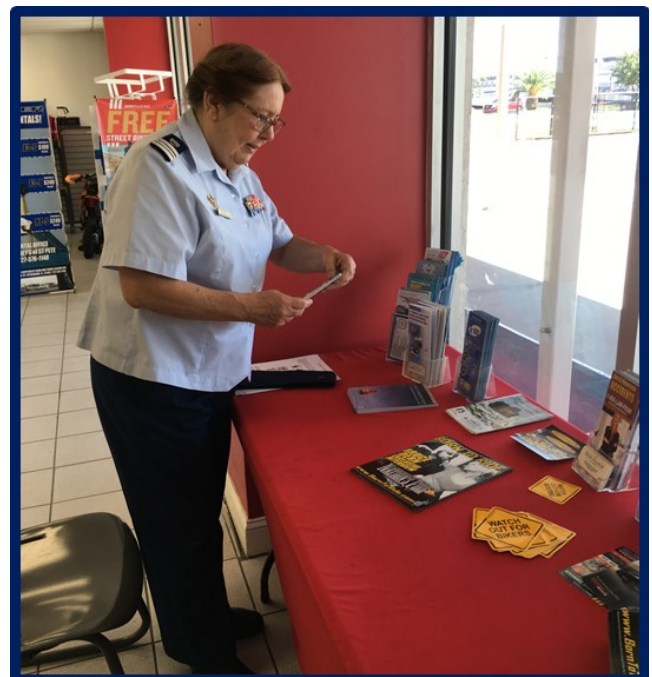
Qualifications include taking the six Core Courses and Auxiliary Basic Qualification Course II.

For initial qualification as a Program Visitor, the Auxiliarist must take and pass the current Program Visitors qualification examination. This examination is open book with a three-hour time limit with a passing score of 90 percent.

Recreational Boating Safety Visitation Program Manual can be obtain from the HR Corner Auxiliary Manuals.

Two practice visits must be conducted with a currently certified Program Visitor.

Contact your Member Training Officer or Flotilla Staff Officer for RBS Program Program Visitation.





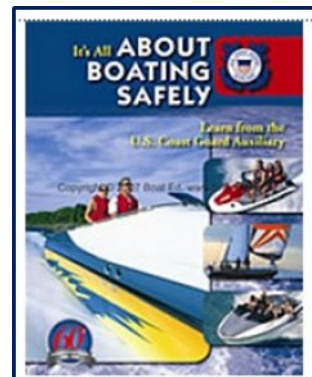
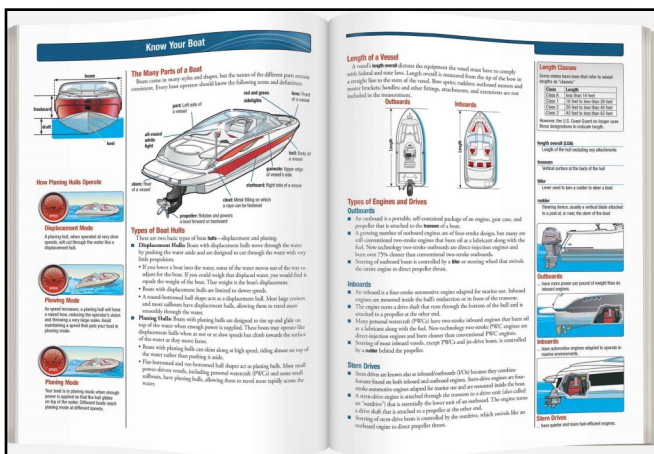
Instructor (IT)



Qualified instructors (IT) can teach Member Training and/or Auxiliary Public Education Boating courses.

All new ITs will be qualified using the current IT Development Course (IDC) as follows:

- 1 For IT qualification, the candidate completes the IDC, passes the open book examination with a three-hour time limit and passing grade of 90 percent, and teaches a minimum of two classes satisfactorily under a certified IT Instructor's supervision. The certified Instructor determines whether or not the instruction was performed satisfactorily and provides specific instructional feedback to the qualifying Auxiliarist to assist them in gaining qualification. The certified instructor may be in the same flotilla as the candidate. The first presentation should be ten to thirty minutes in length, the second presentation one to two hours
- 2 Either the supervising IT Officer or an elected leader signs and dates the completed examination form stating IT qualifications have been met.





Food Services (FS)



There are many opportunities for AUXFS members ranging from service to a local Coast Guard Unit to deployment aboard a Coast Guard cutter. Of course, physical condition is a consideration but there is always something an AUXFS can do to assist the Coast Guard.

1. Complete all Core Training requirements, Auxiliary Basic Qualification Course II and Introduction to RM Course
2. Next you will enroll in a Basic AUXFS Class which is offered in most districts during the year. If you are in AP status, you can enroll in a class and perform as required. However, you cannot be qualified as an AUXFS until you become BQ qualified. The class is 18-21 hours of classroom followed by a day of practical training in the galley. Once the Basic class is completed, the trainee will complete the tasks on the AUXFS PQS Form under the supervision of an experienced AUXFS and/or an Active Duty Food Service Officer. A CS2 or above will sign off on the tasks on the PQS.

The most important rule in becoming an AUXFS is that you have the time to devote to the program. The AUXFS program is a great way to support the CG in a very meaningful way. It will put you next to some very fine people where you will learn many new skills. It is a highly rewarding Auxiliary/CG teamwork experience! And it is fun

3. The class is taught by an AUXFS Instructor and conducted at a Coast Guard unit where there is a galley available for training.

(Note: This is not a C-school so all expenses are borne by the student). Once enrolled, you will complete a very basic medical check to insure you can safely handle food. You will need to get an initial Hepatitis A inoculation followed by a booster in 6-12 months. Both the exam and inoculation may be performed by a Coast Guard Health Services unit at no cost or by a personal physician paid by the student.





District 7 Uniform Purchasing Guide

USCG Auxiliary Uniforms



Uniform Purchasing Guide

Tropical Blue Uniform



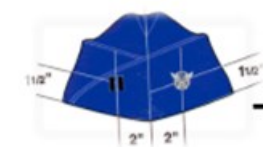
The UDC has moved!
Visit Shopcgx.com

Men's Tropical Blue Uniform	
Item	Quantity
Garrison Hat	1
Men's Dress Shirt	1
Men's Dress Trousers	1
Auxiliary Belt and Buckle	1
Men's Dress Shoes Cordovan	1 Pair

Women's Tropical Blue Uniform	
Item	Quantity
Garrison Hat	1
Women's Dress Shirt	1
Women's Dress Slacks	1
Auxiliary Belt and Buckle	1
Women's Dress Shoes	1

The following uniform items can be ordered from the U.S. Coast Guard Auxiliary Store

<https://auxcen.com>



Item	Quantity
Garrison Cap Device	1
Auxiliary Uniform Name Tag	1
Regular Shoulder Boards	1
USCG Auxiliary Ribbon	
Ribbon Bars	
Complete Combination Cap.	1



LAST NAME
 U.S. COAST GUARD AUXILIARY





Uniform Purchasing Guide

Operational Dress Uniform (Untucked) ODU



The UDC is open from 0800 to 1500 (EST), Monday-Friday, excluding Federal holidays.

Telephone Contact—1 800 874-6841



Men's Uniform	
Item	Quantity
Rigger's Belt	1
Coat	1
Trouser	1
Trouser Blousers	1
Super Boot Male	1 Pair

Women's Uniform	
Item	Quantity
Rigger's Belt	1
Coat	1
Female Slacks	1
Trouser Blousers	1
Super Boot Female	1 Pair

The following uniform items can be ordered from the U.S. Coast Guard Auxiliary Store

<https://auxcen.com>



Item	Quantity
Members Sew On Collar Devices	(sold in pairs)
ODU Dark Blue Tee Shirts	1
Auxiliary Members Name Tape (showing your last name) (ODU'S)	1
USCG AUXILIARY" Tapes (ODU'S)	1
Auxiliary Standard Ball Cap	1





Uniform Purchasing Guide

Hot Weather Uniform



Hot Weather Uniform is authorized as an optional uniform for Auxiliarists – appropriate for personnel performing outdoor activities in locations where humidity and high temperatures cause physical discomfort and extreme work environments require it – not appropriate for routine office wear – not authorized for wear while commuting to and from a Coast Guard duty station or any public affairs setting, although it may be worn directly to and from a point of Auxiliary patrol or vessel safety check activity. The Director shall prescribe the proper season for its wear.

Shirt – Coast Guard dark blue crew neck T-shirt stenciled or embroidered with the words-USCG AUXILIARY across the front left chest in white 3/4” tall block – style letters, (which must be stenciled identically to promote unit identity and professional appearance.

SHOES – 8” or 10” safety boots- boat shoes, (dark blue or brown leather, low cut of moccasin type construction with functional rawhide lacing, bass eyelets, and non-marking soles) is an authorized option for Auxiliarists, regardless of type ODU that is worn (regular or hot weather version). All white or black, low top, athletic shoes with nonskid/non-marking soles are also authorized.

Authorized	Not Authorized
Trousers 1” Above Knee Straight Front	Insignia on ODU T-Shirt- Operations/VE Polo Shirt
Black Standard Belt	Badges/Ribbons
Auxiliary Ball Cap	Wooly Pulley/Cardigan Sweater
White Athletic Crew Socks	





Thank You

David Gross - Auxiliary Unit Coordinator—Coast Guard Station—Islamorada

Gil Thomas—ADSO-Human Resources

Dewey Jackson—District Directorate Chief -Prevention

Karen Miller—SO-Member Training— Division 11

Angela Pomaro—DSO—Human Resources

Dottie Riley—DSO- Publications

Photos taken from Flotilla 52 Jupiter Guardian Magazine



Be a Part of the Action

