

**CHAPTER 2**  
**MEMBER TRAINING AND QUALIFICATION**

- Reference:
- a. Auxiliary Manual, COMDTINST M16790.1\_ (SERIES)
  - c. Auxiliary Operations Policy Manual, COMDTINST M16798.3(Series)
  - b. Auxiliary National “C” Schools Program COMDTINST 16974.1

- A. Vessel Examiner (VE). (See Chapter 5 of this manual.)**
- B. Marine Dealer Visitation (MV). (See chapter 5 of this manual.)**
- C. Instructor (IT) Initial Qualification.** When a member completes the requirements for initial qualification use ANSC Form 7014 and attach the IT Examination Answer Sheet to it. (If the IT test is taken on-line then need instructions for the FC on what to do.) DIRAUX will forward the appropriate certificate, letter, ribbon, and miniature medal, for initial qualification only, to the Flotilla Commander for presentation at a suitable occasion.
- D. Auxiliary Operations Program.** Per reference (b) all candidates for coxswain must complete the Auxiliary Specialty Course-Communications prior to being certified as a coxswain.
- E. Specialty Course Enrollment.** There are no formal enrollment procedures for Specialty Courses. Most Flotillas present these courses on a group basis, where an experienced member guides a small group of students through a particular course. Interested Auxiliarists should contact their Flotilla Commander or Flotilla Staff Officer-Member Training, (FSO-MT), to receive this training. Examples include AUXMIN, AUXCOM, AUXNAV, AUXPAT, AUXSAR, AUXSEA, and AUXWEA.
- F. CG Institute Correspondence Courses Enrollment.** Interested members should apply for enrollment by contacting the Educational Services Officer (ESO) at one of the following Coast Guard units:  
  
PacArea/D11 (510)-437-3946  
Group San Francisco (415) 399-3421  
Group Humboldt Bay (707) 839-6124
- G. Auxiliary National “C” Schools & CG Resident “C” Schools.** Auxiliarists are authorized per reference (c) to enroll in “C” schools. A listing of “C” schools is available on the internet: <http://www.dot.gov/dotinfo/uscg/hq/reserve/pubs/1540/15b.htm>. Many of these schools have prerequisites which must be met before enrolling. Application is made by using a Short Term Training Request (STTR) form, CG-5223 (ANSC 7059). Social Security numbers must be used on the form, not Auxiliary member numbers. Flotilla Commanders must endorse and forward the form to DIRAUX. If approved, DIRAUX will forward the form to the quota-controlling unit, usually the Training Quota Command (TQC), for final approval. Applications should be received at the quota-

controlling unit **12 weeks prior to class convening date.**

1. Workshop Completion. To ensure credit for any type of workshop, submit:
    - a. The original Workshop Mission and Attendance Report, Form, ANSC 7039 through your FSO-IS, to your SO-IS for entry. There is no need to submit a separate Activity Report-Mission for the Instructor and Aides as they should be indicated on the Attendance Report.
    - b. The ANSC 7039 must **not** be returned directly to DIRAUX as it is must be processed through the IS chain.
  2. Annual Sexual Harassment Training. Members who have taken a documented Sexual Harassment Training or Awareness program under their civilian employers program may be excused from the annual Coast Guard Auxiliary requirement for the year that they attended their employer sponsored session. Proof of attendance must be furnished to the FSO-IS for entry into the member's AUXDATA record.
- H. Test Administration.** Various courses offered by the Auxiliary have rules as to the administration of tests. See Table 2-1 for list of Course name, how to obtain the tests and who is authorized to administer the test.

**TEST ADMINISTRATION  
TABLE 2-1**

| <u>COURSE NAME</u>            | <u>TEST REQUESTS</u>                          | <u>WHO ADMINISTERS</u>   |
|-------------------------------|---|--|
| New Member                    | FSO-MT<br>should have copy                    | Qualified Instructor,<br>CG Commissioned, Warrant or<br>Petty Officer. Elected Officer, Unit<br>MT Officer, or Unit PS Officer |
| Instructor, Parts A & B       | Flotilla FSO-MT<br>should have copy           | Qualified Instructor for Part A<br>Qualified Master Instructor for Part B  |
| Vessel Safety Check           | Flotilla FSO-MT<br>should have copy           | Qualified VE who is an<br>Instructor   |
| Marine Dealer Visitor         | Flotilla FSO-MT<br>should have copy           | Qualified VE or MDV who is an<br>Instructor  |
| All Specialty<br>Examinations | Request from DIRAUX<br>on CG-4887 (ANSC 7026) | AUXOP, DIRAUX<br>or Commissioned,<br>Warrant or Petty Officer of   |

the USCG or USCGR

|  |  |   |
|--|--|---|
| Administrative Procedures Test                           | Request from DIRAUX on CG-4887 (ANSC 7026) | Qualified Instructor                        |
| Air Operations   | Request from DIRAUX on CG-4887 (ANSC 7026) | Designated District Pilot                   |
| Navigation Rules and Navigation Rules on Requalification | Request from DIRAUX on CG-4887 (ANSC 7026) | Designated District Qualifications Examiner |

**I. Online Testing.** On-line testing is available for all “open book” examinations (APC, IT, VE, MDV, Air Observer, Pilot, ICS-100, Intro to MEP, Good Mate). On-line tests that require a proctor are: AUXCOM, AUXMIN, AUXPAT, AUXSEA, and AUXWEA.

- 1. Procedures.** Members wanting to take exams online must contact a proctor from within their Flotilla. The proctor will notify the member, who will then go to Student’s Request (<http://cgexams.info/testing/AuxopExamRequest.htm>) and fill in the information at least 48 hours before the requested time for the examination. The student and the proctor will receive an email confirming the password for the exam. The exam password will be valid for a time period of 48 hours. A member may retake an exam immediately, after receiving the grading email. The exams may be taken on any computer, including those at public locations. The exams are found at: <http://cgexams.info/testing/>. Complete rules and the gateway to the exams are found at: [http://www.cgaux.info/G\\_OCX/training/onlineexam.html](http://www.cgaux.info/G_OCX/training/onlineexam.html).
- 2. Eligible Proctors.** AUXOP members who request assignment as proctors do so by applying to DSO-MT and are designated as proctors by the Director. After notification of CHDIRAUX by the DIRAUX, the member requests a password at [http://www.cgaux.info/G\\_OCX/training/onlineexam.html](http://www.cgaux.info/G_OCX/training/onlineexam.html).
- 3. Results.** Results of on-line testing are available within minutes of completing the exam and are e-mailed to the member. AUXDATA entries are made within seven days. If the member fails an on-line exam, the member does not have to wait 30 days but may take the exam immediately after notification of the failure.