

UNITED STATES COAST GUARD

FIFTH COAST GUARD DISTRICT (dpa-N)  
ONE WASHINGTON AVENUE  
PHILADELPHIA, PA 19147-4395

UNITED STATES COAST GUARD  
AUXILIARY

GLENA T. TREDINNICK, COMMANDER, U.S.C.G.  
Director of Auxiliary

JOHN S. WITEMEYER  
Commodore

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# NOTES OF GENERAL INTEREST

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The NOGI can also be found on the  
D5 NR web site ..... [www.5nr.org](http://www.5nr.org)

The purpose of this publication is to keep all D5-NR Auxiliarists up-to-date on the most recent information available regarding CG Auxiliary policy, change and interpretation.

Items that will be covered in this issue:

1 – LATEST NEWS

This section will contain pertinent information regarding regional administrative issues along with help to the leadership in interpreting National and Regional policies.

2 – MESSAGES

This section covers the most recent information provided to the DIRAUX office regarding National and Regional policy changes and updates.

Also included in this section will be messages that have been recently sent to D5NR EXCOM and DCDRs for dissemination to Unit leadership.

ENCLOSURES THIS ISSUE - 2

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## SUPPLIES

### Personal Protective Equipment (PPE)

Only qualified members in either the Boat Crew program or the Air program are authorized to receive PPE (i.e. life jackets, knives). Before routing PPE requests to DIRAUX, Division Commanders shall ensure each piece of gear is going to a qualified boat crew member that either was never issued that item, or the issued item is no longer serviceable.

Our office policy for newly qualified members is that we will issue PPE as necessary once the member's qualification letter is generated.

Unfortunately, we do not have the funds to send gear to members that may qualify in the future or extra outfits for facilities. The only exceptions are the SARDETS. I give them extra PPE due to the large volume of training conducted at those locations.

### Tracking

As a reminder, each piece of gear issued to our members belongs to the Coast Guard and needs to be tracked. Each flotilla or division should be keeping either a spreadsheet, AF-538 for each member, or some other method to ensure we can account for each piece of equipment. If audited we need to be able to show who received what gear when and what quantity.

### Laptops

DIRAUX is no longer issuing laptops. If needed, flotilla or division funds need to be used to purchase laptops.

### Supply Guide

My supply guide is posted on the 5NR website. Please refer to it often as it does change. There you will find the supplies we offer and the procedures for ordering them.

These policies are designed to ensure we are all being good stewards of the taxpayer's money. Each time you request an item from the government, please think about whether you as a taxpayer would want your money spent in that manner.

CWO Phil Pinto, OTO

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# INITIAL QUALIFICATIONS

## Guidance

The guidance for a member to qualify in a program area is broken down in the D5NR Policy Manual, D5NRINST M16790.1C, Chapter 4. There have been many members ready for qualification, however, the FCs are not following up with the proper endorsement.

## Endorsements

The FC endorsement must be completed as required pertaining to paper and on-line testing. Chapter 4.D contains this guidance. The D5-NR Initial Qualification Form can be found on the D5-NR web site for easy hand-written endorsement. E-mail endorsements for paper testing will not be accepted and will be returned to the FC.

## Processing

The normal processing time, once proper endorsement is received by DIRAUX, is within the window of two weeks. This allows time for validation of data entry and paperwork/certificate preparation.

## Delays

The FC will be notified directly if there are any discrepancies with the certification process, such as data entry, testing score or endorsements.

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# ENROLLMENTS

## Processing

The Coast Guard Security Center (SECCEN) has been processing Auxiliary enrollments at a fabulous rate. Although we are not able to determine a safe waiting period, we have had many enrollments receive a favorable determination anywhere from two weeks to one month.

## Updates

It is no longer required to submit the ADMIN-11 (ID Card Information Sheet) the New Member Test (bubble sheet), the separate VOC (Verification of Citizenship form) or the OPR (Operation Patriot

Readiness form). Forms received are shredded. All of this information is contained on the ANSC-7001, Enrollment Application.

A Unit check is required in lieu of an applicant's personal check for the \$17 enrollment fee. The Unit check must be made payable to D5 NR AUXILIARY.

## Endorsements

The FC is responsible for completing and signing Section IV of the ANSC-7001, Enrollment Application. The VFC is not authorized to sign unless prior notification has been given to DIRAUX that the VFC has been assigned as Acting FC for a specific period of time by the DCDR.

The FP Technician is responsible for completing and signing Section IX. The FP Technician is the only authorized Auxiliary representative. In addition, the FP Technician must ensure proper completion of the two required fingerprint cards and security forms.

All signatures that appear on security forms (page 5 and FP cards) are date sensitive. There is a window of 120 days from the date the form is signed until the form is processed by the SECCEN, not DIRAUX. This means that the complete enrollment package must be submitted to DIRAUX in enough time for processing and submission to the SECCEN by our staff.

## Delays

Leadership helps ensure a complete enrollment package to DIRAUX. Your efforts are extremely appreciated. Remember, the FC is responsible to ensure that the forms are complete and it is the responsibility of the FP Technician to ensure that the security forms and fingerprint cards are complete. Problem areas that still need attention are listed below:

- Section I: Blood Type – the RH factor ( + ) or ( - ) must be entered along with the letter. Unknown will be automatically input if this information is not available.
- Section IV: All applicable boxes must be checked and data completed. The Privacy Act Statement is most commonly omitted.
- Page 4, SF86C: Item 5 (Other names used) – This information is commonly omitted for married women. The range of dates for their maiden name must be completed.

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## ID CARDS

### Requesting

A request for renewal of an expired or lost ID card is to be endorsed by the FC and submitted accordingly to DIRAUX. The ADMIN-11 and a photo on a floppy disc or CD are the only required items. Please note that if an Auxiliarist's ID card is lost or stolen, a brief written notification to DIRAUX of the circumstance is required.

New member ID card information is contained on the ANSC-7001 form upon initial enrollment. The ADMIN-11 is not required for new applicants.

## Photos

There are many photos received that are not within the guidelines set forth by Commandant Instruction. Please note the following problem areas which cause many requests to be returned:

-Photos taken sideways: please do not turn the camera sideways to take the photo to get “the long shot”. Most of the time, our program will not rotate the photo and when it does, the photo gets distorted when edited.

-Photos of members looking sideways: the member must be looking straight ahead.

-Photos with RED background: tablecloths and paper taped to doors or walls are not good for the required red background. Tablecloths wrinkle and the tape to the paper shows in the photo. Please make sure that the background is large enough to encompass the member’s photo.

-Photos taken too far away: the photo must be of the member just above the head to below the shoulders and from shoulder to shoulder. (Taking the photo too far away distorts the face when our program crops the photo and when the ID card program automatically adjusts the size.)

-Photos of members not in uniform: the member must be in uniform.....no hats, no large jewelry, no sunglasses. (Understandably, prospective members do not have a uniform and it is not necessary for them to be in uniform –but– the photo still must follow the “no” rule previously stated.)

## Forms

The ADMIN-11 form is quite easy to complete, but, there is one problem, the member’s blood type.

The RH factor ( + ) or ( - ) must be indicated on the form or “unknown” will be automatically entered on the ID card.

## Processing

During normal working schedules, processing will take approximately two weeks. Please take into consideration processing time during holidays. If a member does not receive their replacement ID card within a month of submission to DIRAUX, then, inquiry by the FC will be in order.

## Delays

If the ID card program will be out of service for a length of time, notification will be sent to the DCDR for dissemination to the Unit leadership.

Requests that are incomplete will be returned to the FC directly for action.

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# DIRECT OPERATIONAL STATUS (DO) UPGRADES

## Clarification

Members who participate in Auxiliary air operations, perform Auxiliary fingerprinting/security functions, are a member of EXCOM or whose CG Unit they support require the need for a security clearance must have a DO PSI favorable status by the SECCEN.

This instruction was set forth by the COMDT in an ALCOAST message 231/06.

Guidelines for Fingerprint Technician Qualification Training and Testing found on the Auxiliary National web site are general instructions. These instructions will fall into place with item 5 below. The member shall not complete this process until directed to do so.

## Procedure

The following current guidelines pertain to any member who intends to qualify or who qualifies for the above support:

1. Member will contact the FC with their intentions.
2. FC will forward request for recommendation to the DCDR.
3. DCDR will submit recommendation to respective DCAPT.
4. DCAPT will forward endorsement to DIRAUX.
5. DIRAUX will proceed to notify member with specific direction.
6. DIRAUX will assign FP Technician to member.

Change to this process is a result of the requirement for the SF-86 to be submitted electronically via the designated security POC for our region and also to control the workload and cost of the investigations.

ITEM  
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# RECENT MESSAGES

The following messages are a combination of those that have been drafted by the Chief Director's Office and that have been recently sent directly to all DCDRs and EXCOM for dissemination to their unit leadership.

MAY

-----Original Message-----

From: Tredinnick, Glena CDR  
Sent: Tuesday, May 12, 2009 11:35 AM  
To: AMORT, ROBERT  
Cc: EXCOM  
Subject: MBR IN GOOD STANDING LETTER

Bob et all,

I checked with Betty on the letter that is sent with the ID cards stating that the member is good standing. According to Betty (and I believe her) this letter is not a requirement, it has never been a requirement and she doesn't know why it was started. Not all FCs do it. Tell your FC to stop making work for himself. He doesn't need to send the letter. We will put this information in the next NOGI.

-Glena

Glena T. Tredinnick, CDR, USCG  
CGDFive (dpa-n)  
Director of Auxiliary, Philadelphia

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-----Original Message-----

From: Kain, Elizabeth  
Sent: Monday, May 11, 2009 2:01 PM  
To: DCDRs  
Cc: EXCOM  
Subject: IMPORTANT INFORMATION

Good Afternoon to All,

I would like to take this opportunity to ask a favor.

I am glad that the "drop box" outside our office is being utilized after hours. We have been getting much mail in the box and that is good. Most of the mail includes new member packages, however, many of the new member packages are not sealed.

Our office is quite diligent in protecting the Personally Identifiable Information (PII) of all members and prospective members of the Auxiliary. No one else other than the DIRAUX staff is permitted to view the PSI information.

In helping us keep steady in our performance, would you be good enough to express to your leadership my concern and for them to ensure that their applicant's PII is secure by sealing all packages/envelopes before placing them into the drop box?

This may seem trivial, however, it will make everyone's efforts worthwhile.

Thank you for listening and please let me know if you have any questions or concerns.

r/

Betty Kain  
Admin Affairs Spec, GS-9  
Fifth Coast Guard District (dpa-n)

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[2009MAY01]  
To: ALAUX  
From: CHDIRAUX  
Subj: H1N1 FLU INFO SITE -014/09

1. Coast Guard Headquarters has set up an Internet page at [www.uscg.mil/h1n1](http://www.uscg.mil/h1n1) to post Coast Guard specific H1N1 Flu Outbreak information so that it can be accessed by Reservists, Auxiliary, and families.
2. The purpose of this list is to keep Auxiliarists as well as all other interested parties abreast of current developments, policies, manuals, etc. All information contained herein and linked is OFFICIAL policy and information.
3. Internet Release and Distribution is Authorized.
4. CG-542, sends

APR

-----Original Message-----

From: Tredinnick, Glenna CDR  
Sent: Thursday, April 30, 2009 3:01 PM  
To: ALL DCDRs

Cc: EXCOM

Subject: H1N1 INFLUENZA GUIDANCE >>document attached<<

The intent of this message is to provide USCG 5th Northern Auxiliary Members guidance and initial direction during the Swine Flu Public Health Emergency. Please give this the widest dissemination possible to your membership.....see attached document

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-----Original Message-----

From: Kain, Elizabeth

Sent: Thursday, April 30, 2009 1:03 PM

To: DCDRs

Cc: EXCOM'

Subject: NEW MEMBER SUBMISSIONS

Good Morning to All,

The attached document shows the new member packages that have been processed to the SECCEN.

There are a few areas of the new member process that need attention:

----Some Unit checks have not been drafted to be made payable to D5-NR AUXILIARY. This is posing a problem when the DSO-FN makes deposit.

----ID Card Information: many blood types are being noted as either A, B or O, without the RH factor. If the RH factor (-- or +) is not given, then, Unknown blood type will be entered for the individual.

----Section IV, Privacy Act Statement check box is still quite frequently left blank.

-----MOST IMPORTANTLY ----- Signed security forms (Enrollment form pages 3, 4 & 5, FP Cards) are date sensitive. Many forms are signed by the prospective member early in the recruiting process and then we find that the FP cards were recently completed, leaving the forms out of date. There is a window of 120 days from the date that the individual signs the forms and cards until they are to be received by the SECCEN. This does not mean that DIRAUX can send the new member package the day or week before they expire, there must be ample time for mailing to DIRAUX and mailing to the SECCEN along with handling time. The SECCEN does not hesitate to return the packages to us.

Please pass this information to your FCs along with the attached report and advise if you or they have any questions or concerns.

I would like to thank all of you for your continued help in making the D5-NR region strong and successful.

r/

Betty Kain  
Admin Affairs Spec, GS-9  
Fifth Coast Guard District (dpa-n)

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**April 28, 2009**  
**Non-Operational Facilities Category Eliminated - 012/09**

1. As a matter of information, NEXCOM and the National Bridge recently made final the decision to eliminate "non-operational facilities" from the categories of vessels in the Auxiliary. CG-5421 concurs with this action which is effective immediately.
  2. The Auxiliary Ensign may now fly only on either inspected surface facilities that display a current facility decal or on vessels owned by Auxiliarists that have successfully completed a Vessel Safety Check and that display a current VSC decal.
  3. Changes in regards to non-operational facilities to the Auxiliary Operations Policy Manual COMDTINST M16798.3(series) will be reflected in future editions of the manual.
  4. The purpose of this list is to keep Auxiliarists as well as all other interested parties abreast of current developments, policies, manuals, etc.  
All information contained herein and linked is OFFICIAL policy and information.
  5. Internet Release and Distribution is Authorized.
  6. CG-542, sends
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-----Original Message-----

From: CG-54211  
Sent: Monday, April 27, 2009 9:45 AM  
To: DIRAUX

Subject: updated AUXSCE policy - effective immediately >>document attached<<

Good morning,

As of today, the AUXSCE policy has been updated to reflect:

1. Successful completion of the AUXNAV course is now a prerequisite for attending AUXSCE;
2. Each student's name and EMPLID must be on each order to ANSC when ordering AUXSCE materials from ANSC;
3. As with all paper and on-line tests now, students are given 7 attempts within a 30-day period to pass a test, then they must wait 30 days to re-attempt another 7 tries.

These updates to the policy are in blue font in the **attached** policy - just sections 4 & 5. Please post this policy to the appropriate web sites and disseminate as widely as possible. We have been getting students into these classes who have never seen a navigation chart and who are

not meeting the eligibility criteria – hence this updated policy. Auxiliary upper management has approved this change. Any questions, please feel free to ask me.

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-----Original Message-----

From: CG-5421

Sent: Thursday, April 23, 2009 3:44 PM

To: DIRAUX

Subject: ALAUX – COAST GUARD UNIT BALL CAP CLARIFICATION

For all, for info

1. ALAUX 33/08 of 10 November 2008 dealt with several Auxiliary uniform matters. One of these involved the wear of ball caps, specifically Coast Guard unit ball caps. Section 1.C.2. stated:

"If an Auxiliarist is authorized to wear a Coast Guard unit ball cap, such wear shall not extend to activities involving public interaction. This is to ensure that an Auxiliarist is not mistaken by the public as an active member of a Coast Guard unit with commensurate authority. For example, an Auxiliarist may not wear a Coast Guard unit ball cap when performing VSCs."

2. Questions have arisen as to whether or not the conduct of Auxiliary patrols (e.g. – surface patrols on vessel facilities) constitutes "...involving public interaction." The short answer is "Yes, Auxiliary patrols involve public interaction." As further clarification, the following involve public interaction:

- a. Performance of Vessel Examiner (VE) activities involving Vessel Safety Checks (VSC) and Commercial Fishing Vessel Safety Exams (CFVSE).
- b. Performance of Program Visitor (PV) activities.
- c. Performance of Instructor (IT) activities.
- d. Performance of patrol activities (surface, air, shoreside including missions involving mobile radio facilities).
- e. Performance of Marine Safety, Security, and Environmental Protection (MSSEP) activities.
- f. Performance of public outreach, public affairs, and recruiting activities.

3. Situations in which a Coast Guard unit ball cap may be worn, if authorized, include:

- a. Wear of the cap to, at, and from the unit in the course of providing the direct support for which it is authorized (appropriate for commuting, stops for gas, and drive-thru services).
- b. Wear of the cap to, at, and from flotilla meetings (appropriate for commuting, stops for gas, and drive-thru services).
- c. Wear of the cap to, at, and from flotilla fellowship events (appropriate for commuting, stops for gas, and drive-thru services).

4. If there is any doubt about the propriety of wearing a Coast Guard unit ball cap due to potential interaction with the public, then the Auxiliary ball cap shall be worn.

5. These guidelines will be included in the next change to the Auxiliary Manual.

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## DIRAUX STAFF

Our staff's administrative duties are listed below. Auxiliary leadership should contact the designated point of contact for all inquiries, using the Chain of Leadership and Management, in order for our staff to effectively serve and deliver expedient resolve.

**CDR Glena Tredinnick**      [glena.t.tredinnick@uscg.mil](mailto:glena.t.tredinnick@uscg.mil)      **215-271-4932**

- Coast Guard Awards- Public Affairs

**CWO2 Philip Pinto**      [philip.pinto@uscg.mil](mailto:philip.pinto@uscg.mil)      **215-271-4934**

- Boat Crew Qualification Program      - Damage & Injury Claims
- Team Coordination Training

**Elizabeth Kain**      [elizabeth.f.kain@uscg.mil](mailto:elizabeth.f.kain@uscg.mil)      **215-271-4937**

- AUXDATA System      - DO Upgrades      - ID Cards
- Operational Facilities      - PSI Processing      - Service Awards

**SK2 Sam Wynn**      [samuel.d.wynn@uscg.mil](mailto:samuel.d.wynn@uscg.mil)      **215-271-4858**

- Property      - Supplies      - Training Requests
- Travel Orders/Claims

**YN3 Alexandra Miller**      [alexandra.l.miller@uscg.mil](mailto:alexandra.l.miller@uscg.mil)      **215-271-4933**

- Advancements      - Enrollments/Disenrollments/Retirements
- Qualifications      - Certifications      - Specialty Courses/Testing

**ALWAYS USE THE CHAIN OF LEADERSHIP AND MANAGEMENT.**

-----Original Message-----

From: Tredinnick, Glenna CDR  
Sent: Thursday, April 30, 2009 3:01 PM  
To: DCDRs  
Cc: EXCOM  
Subject: H1N1 INFLUENZA GUIDANCE

The intent of this message is to provide USCG 5th Northern Auxiliary Members guidance and initial direction during the Swine Flu Public Health Emergency. Please give this the widest dissemination possible to your membership.

The Center for Disease Control (CDC) reports the H1N1 Influenza Outbreak continues. Symptoms for cases in the U.S. remain relatively mild with one death being reported in Texas. There are no reports of infected animals in the U.S. The World Health Organization (WHO) reports confirmed cases of H1N1 in people in other countries, I.E. Mexico, Spain, Israel, Scotland, New Zealand, and Canada. Due to incubation period of 2 to 7 days, more cases are likely.

Auxiliarists experiencing flu-like symptoms should avoid close contact with others as much as possible and contact their family provider. The Coast Guard has directed that the Director of Auxiliary (DIRAUX) Offices capture all information regarding any Auxiliarist who has contracted Swine Flu. Notification to the DIRAUX Office can be reported via e-mail at [Glenna.T.Tredinnick@uscg.mil](mailto:Glenna.T.Tredinnick@uscg.mil) or by calling (215) 271-4932.

Auxiliarists are encouraged to review all available information on the Swine flu. Resources for information on the recent flu incidents can be found at:

CDC: [WWW.CDC.GOV](http://WWW.CDC.GOV);  
The World Health Organization (WHO): [HTTP://WWW.WHO.ORG](http://WWW.WHO.ORG);  
Department of Health and Human Services (DHHS): [WWW.HHS.GOV](http://WWW.HHS.GOV) and  
[WWW.PANDEMICFLU.GOV](http://WWW.PANDEMICFLU.GOV);  
The Department of Homeland Security (DHS): [WWW.DHS.GOV](http://WWW.DHS.GOV);  
U.S. Department of Agriculture: [WWW.USDA.GOV](http://WWW.USDA.GOV); and  
Center for Disease Control: [HTTP://WWW.CDC.GOV/SWINEFLU/](http://WWW.CDC.GOV/SWINEFLU/).

The symptoms of swine flu in people are expected to be similar to the symptoms of regular human seasonal influenza and include fever, lethargy, lack of appetite and coughing. Some people with swine flu also have reported runny nose, sore throat, nausea, vomiting and diarrhea. Below is information regarding the symptoms and prevention of Swine Flu. This information was prepared by the Coast Guard for its membership.

**ENCLOSURE (1)**

## H1N1 Influenza (Swine Flu)

### What is Swine Influenza?

Swine Influenza (swine flu) is a respiratory disease of pigs caused by type A influenza virus that regularly causes outbreaks of influenza in pigs. Swine flu viruses cause high levels of illness and low death rates in pigs. Swine influenza viruses may circulate among swine throughout the year, but most outbreaks occur during the late fall and winter months similar to outbreaks in humans.

### Can humans catch swine flu?

Swine flu viruses do not normally infect humans. However, sporadic human infections with swine flu have occurred. Most commonly, these cases occur in persons with direct exposure to pigs (e.g. children near pigs at a fair or workers in the swine industry). In addition, there have been documented cases of one person spreading swine flu to others.

### How common is swine flu infection in humans?

In the past, CDC received reports of approximately one human swine influenza virus infection every one to two years in the U.S., but from December 2005 through February 2009, 12 cases of human infection with swine influenza have been reported.

### What are the symptoms of swine flu in humans?

The symptoms of swine flu in people are expected to be similar to the symptoms of regular human seasonal influenza and include fever, lethargy, lack of appetite and coughing. Some people with swine flu also have reported runny nose, sore throat, nausea, vomiting and diarrhea.

### How does swine flu spread?

Influenza viruses can be directly transmitted from pigs to people and from people to pigs. This is thought to occur in the same way as seasonal flu occurs in people, which is mainly person-to-person transmission through coughing or sneezing of people infected with the influenza virus. People may become infected by touching something with flu viruses on it and then touching their mouth or nose.

### How can human infections with swine influenza be diagnosed?

To diagnose swine influenza A infection, a respiratory specimen would generally need to be collected within the first 4 to 5 days of illness (when an infected person is most likely to be

**ENCLOSURE (1)**

shedding virus). However, some persons, especially children, may shed virus for 10 days or longer. Identification as a swine flu influenza A virus requires sending the specimen to CDC for laboratory testing.

What medications are available to treat swine flu infections in humans?

There are four different antiviral drugs that are licensed for use in the US for the treatment of influenza: amantadine, rimantadine, oseltamivir and zanamivir. While most swine influenza viruses have been susceptible to all four drugs, the most recent seven swine influenza viruses isolated from humans are resistant to amantadine and rimantadine. At this time, CDC recommends the use of oseltamivir or zanamivir for the treatment and/or prevention of infection with swine influenza viruses. More information on treatment recommendations can be found at [www.cdc.gov/flu/swine/recommendations.htm](http://www.cdc.gov/flu/swine/recommendations.htm).

## Good Health Habits for Flu Prevention

### Fact Sheet

#### 1. Avoid close contact.

Avoid close contact with people who are sick. When you are sick, keep your distance from others to protect them from getting sick too.

#### 2. Stay home when you are sick.

If possible, stay home from work, school, errands, and out of town travel when you are sick. You will help prevent others from catching your illness.

#### 3. Cover your mouth and nose.

Cover your mouth and nose with a tissue when coughing or sneezing, if you don't have tissue cough or sneeze into your upper sleeve. It may prevent those around you from getting sick. Put tissues in a wastebasket and empty it often.

#### 4. Clean your hands.

Washing your hands often will help protect you from germs, especially after coughing or sneezing. Use soap and water (Wash your hands for at least 15 –20 Seconds) or an alcohol-based cleaner. (Use enough gel to keep your hands wet for 30 seconds; rub you hands until gel is dry)

**ENCLOSURE (1)**

5. Avoid touching your eyes, nose or mouth.

Germs are often spread when a person touches something that is contaminated with germs and then touches his or her eyes, nose, or mouth.

6. Practice other good health habits.

Get plenty of sleep, be physically active, manage your stress, drink plenty of fluids, and eat nutritious food.

7. Knowing the facts is the best preparation

Identify sources you can count on for reliable information. Having accurate and reliable information will be critical. Visit [www.CDC.gov](http://www.CDC.gov) for general information.

Glena T. Tredinnick, CDR, USCG  
CGDFive (dpa-n)  
Director of Auxiliary, Philadelphia  
(215) 271-4932  
[Glena.T.Tredinnick@uscg.mil](mailto:Glena.T.Tredinnick@uscg.mil)

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**ENCLOSURE (1)**

# **AUXILIARY SEARCH, COORDINATION, AND EXECUTION (AUXSC&E) COURSE TRAINING POLICY**

## **1. Purpose**

This document provides policy and guidance concerning the Auxiliary Search, Coordination, and Execution (AUXSC&E) specialty course and the Teach the Teacher element for this course. The document was developed jointly by the U.S. Coast Guard Auxiliary Division (CG-5421), the U.S. Coast Guard National Search and Rescue School, and the U. S. Coast Guard Auxiliary – National Training Department.

## **2. Background:**

For many years, the Auxiliary Search and Rescue (AUXSAR) specialty course had outdated information and extraneous material (e.g. - search planning elements) that was much more pertinent for active duty Coast Guard members (e.g. – command center controllers) instead of Auxiliary operators. With this in mind, the National Search and Rescue School at Training Center Yorktown re-designed the course and arranged to train an initial cadre of Auxiliary instructors in late FY07. The new course was re-designed and re-titled Auxiliary Search, Coordination, and Execution (AUXSC&E).

This is the first case in which an Auxiliary specialty course is meant to be delivered by specially trained instructors who are specifically knowledgeable of the material, the method of its instruction, and the operations that it supports. Accordingly, its deployment throughout Auxiliary applications will be closely monitored and assessed by the USCG Auxiliary Division (CG-5421), the Auxiliary Department of Training, and the National SAR School in the course of the next few years.

## **3. Status:**

The AUXSC&E course has replaced the AUXSAR course. AUXSC&E is the course title, but successful completion of the AUXSC&E course shall continue to be entered in AUXDATA under the SEARCH AND RESCUE SPECIALTY (AUXSAR) COURSE task as a requirement for the AUXOP device.

Only Auxiliarists who meet certain criteria (see paragraph 4 below) may serve as qualified instructors and teach the AUXSC&E course (i.e. - serve as AUXSC&E Instructors). An AUXSC&E Instructor competency, distinct from the Auxiliary Instructor (IT) competency, is predicated on tasks that reflect the criteria in paragraph 4. Auxiliarists who meet the criteria shall be recognized in AUXDATA as SEARCH COORD & EXECUTION TRAIN-THE-TRAINER.

## **4. Training:**

The AUXSC&E course is designed to be taught over a period of five full days or the equivalent thereof. AUXSC&E requires the 13218 chart for proper instruction and practical exercises. This chart will be stocked at the Auxiliary National Supply Center (ANSC). No other charts may be substituted. Other course materials (e.g. – Student Guide / Instructor Guide CDRoms, manuals and exams) will also be stocked or printed to order at ANSC.

No other materials may be substituted for this course. Failure to use prescribed course

**ENCLOSURE (2)**

materials shall constitute grounds for nullification of successful course completion.

Minimum paper-based material required for each course is the Student Guide, the abbreviated Coast Guard Addendum to the U.S. National Search and Rescue Supplement (available through ANSC), and chart. All other material may be on a CD-ROM. Orders for materials should be placed only for those students truly committed to successfully passing this course. Material costs are rising and future stock limitations could occur. Auxiliary instructors for this course must order course materials through the Auxiliary FSO-MAs and Flotilla Commanders, who will order the materials from the ANSC. **Each student's name and EMPLID must be submitted for each order to ANSC.**

In order to teach the AUXSC&E and the AUXSC&E Train-the-Trainer (TTT) course, Auxiliarists must meet the following criteria (have them reflected in AUXDATA as completed tasks for the AUXSC&E Instructor competency described in paragraph 3 above):

- A. Successfully complete the AUXSC&E TTT course as delivered either by the National SAR School or by an Auxiliarist who has successfully completed the AUXSC&E TTT course.
- B. Is current in their qualification as an Auxiliary instructor (IT).
- C. Is current in their qualification as an Auxiliary coxswain, boat crew member, pilot (at any level), or air crew member. This criterion may be waived by the DIRAUX, in consultation with the DCO, but the member must have been current in the last five (5) years if they are to serve as the lead instructor.

Additionally any current member of the National SAR School may teach this course as requested by the Auxiliary.

**Successful completion of the AUXNAV specialty course is a prerequisite for attending this course.** This is an intense course of study and practice in navigation, and a strong background in navigation is necessary for successful completion. Anyone weak in the area of navigation cannot take this course.

## 5. Testing

In order to successfully complete the AUXSC&E or the AUXSC&E TTT course, a student must pass an administered two-part end-of-course exam (knowledge section and performance skills - charting section). Both parts do not have to be administered on the same day, but no more than one week should separate their completion. Additionally, since the active duty Coast Guard SC&E exam is open book, so are the AUXSC&E and AUXSC&E TTT exams.

A student may directly challenge the end-of-course exams. If a student receives passing scores, the student will receive credit for the successful course completion. Attempts to pass these courses are limited to not more than 7 times in a 30 day period. Attempts to pass the exams are at the discretion of the test administrator.

The knowledge section written exam will be taken by each student individually. A minimum grade of 80% is passing on the written exam. The written exam will be allotted 60 minutes.

**ENCLOSURE (2)**

It will be administered in the same manner as all AUXOP courses. An AUXOP proctor or an AUXSC&E qualified instructor may order the exam from their respective DIRAUX, proctor the exam and return the exam to DIRAUX for grading. An on-line version of the written exam is under development.

The performance skills - charting exam may be taken in a team setting (two persons team). The performance skills exam will be allotted four hours for completion. An AUXSC&E qualified instructor must proctor this exam. Pass or fail on the performance skills exam will be determined by the judgment of the AUXSC&E qualified instructor. A designation of "GO" or "NO GO" will be rendered by the instructor based on the student's charting skills and responses to questions over search pattern activity. Students working in teams may work together, but must respond to the instructor's questions individually.

A list of students who have received a "GO" will be prepared by the instructor and sent to their respective DIRAUX on Form 7039 Workshop Mission and Attendance Report. DIRAUX will determine which students have passed the course by reviewing the results of both examinations. Students passing both exams will be issued the appropriate certificate for course completion.

#### 6. Certificates:

Certificates shall be issued for either successful completion of the AUXSC&E TTT course or the AUXSC&E course itself. This is a direct relationship with the competencies recognized in AUXDATA.

ANSC will provide an electronic certificate template for successful completion of the AUXSC&E TTT course to DIRAUX offices. These certificates shall be signed by the appropriate DIRAUX and issued to Auxiliarists who successfully complete the course.

Certificates for students who complete the AUXSC&E course (i.e. – Search and Rescue Specialist only) shall be signed by the appropriate DIRAUX.

**ENCLOSURE (2)**

-----Original Message-----

From: Kain, Elizabeth  
Sent: Wednesday, June 03, 2009 4:02 PM  
Subject: **FW: Some additional AUXSCE info**

For All,

The below information was just released to us this afternoon and will clarify the confusion regarding the prerequisite to the AUX-SCE & AUX-SCG TTT(Train the Trainer) courses.

This information can also be found on the National "T" department web site:  
<http://www.cgaux.org/training/>  
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-----Original Message-----

From: CG-54211  
Sent: Wednesday, June 03, 2009 2:39 PM  
Subject: Some additional AUXSCE info

Good Afternoon,

This is to clarify some aspects of the recently released AUXSCE updated policy on the Aux T-Dept web site: <http://www.cgaux.org/training/PDF/AUXSCEEPolicy-APR302009.pdf> (CORRECTED)

To note:

1. As with all paper and on-line tests now, students are given 7 attempts within a 30-day period to pass a test, then they must wait 30 days to re-attempt another 7 tries.

2. The effective date for AUXNAV being the prerequisite for all AUXSCE TTT classes was June 1, 2009 - to allow for anyone in the pipeline to complete their training. All members who have successfully completed AUXSCE TTT training prior to June 1, 2009 will be grandfathered in so they may continue to instruct AUXSCE. Enforcement of AUXNAV as a prerequisite for AUXSCE TTT classes will be at the district level in the Aux Chain of Leadership (COL).

The form for verifying this can be found on the Aux T-Dept web site:  
<http://www.cgaux.org/training/PDF/AUXSC&E%20REGISTRATION%20FORM.pdf>

Although the form doesn't specify the eligibility criteria for attending AUXSCE classes, the policy does and hasn't changed. AUXSCE is an intense navigation class and students attending should have a strong navigation background. We have seen students without strong navigations backgrounds flounder in the classes or fail them. We don't wish for students to be embarrassed or feel they are a failure so proper preparation is important.

3. When AUXSCE materials are ordered from ANSC, students' names and EMPLIDS will be needed for orders to be filled. This is to prevent stock-piling of materials, which are costly. The 13218 charts are on a perpetual ordering system from DOD and are frequently on backorder so we don't want some classes delayed due to stockpiling of these charts by other classes.

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