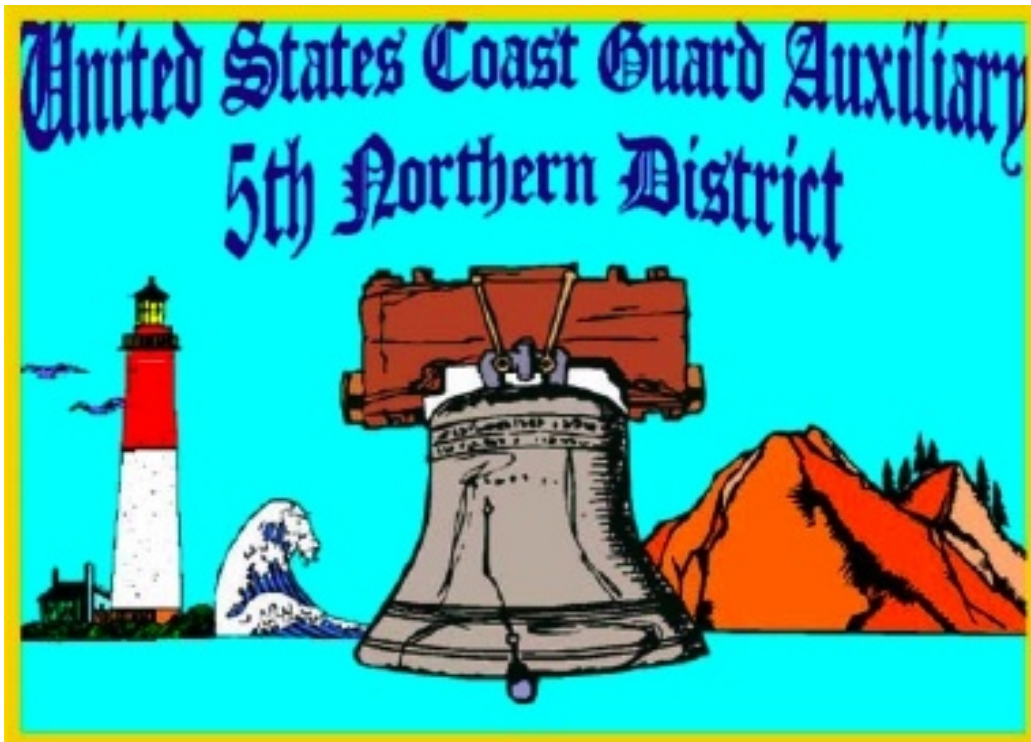U.S. Department of
Homeland Security

United States
Coast Guard

INDIVIDUAL DEVELOPMENT

PLANNING GUIDE

16 February 2011

Individual Development Planning Guide

Table of Contents

Notes

The Individual Development Planning Guide (IDP) was developed by the 5th Northern District and issued on 29 August 2008. The National Auxiliary Training Department was provided copies of the IDP by District 5NR for adaptation into a National Qualification Guide applicable to all Districts within the Auxiliary organization. The National Qualification Guide provides core material necessary to achieve program qualification. It does not include any unique requirements that exist in a given District. Members of District 5NR are cautioned to use only this document which includes all requirements, National and District, required to achieve qualification in the programs listed.

This is a revision of the previous 5 NR IDP document, released on 11 August 2009, which incorporates updates to links for reference material, some re-wording of text and additional information for the Vessel Examiner, Boat Crew, Air Crew programs and the Flotilla Leadership Course.

Links to reference material are identified in blue type. To access the material, hold down the Ctrl key and click on the desired reference.

For comments, suggestions or inquiries, please contact the 5NR District Member Training Officer (DSO-MT).

Individual Development Planning Guide

Introduction

Preamble

Welcome to the United States Coast Guard Auxiliary, the nation's premier service and training organization. As uniformed volunteers Auxiliarists are the image of professionalism and boating safety to the boating public, children and to all individuals or groups interested in water sports. We are an educational, service and rescue organization and we do it all at the same time. Our members are highly trained, competent, confident safe boaters. In addition to our public persona we are dedicated to improving ourselves, learning, developing new abilities and most importantly, new friendships. The US Coast Guard Auxiliary offers its members a daunting array of courses from basic training through highly advanced specialties. For a new member wanting to become active and part of the group these many courses present a seemingly impossible maze of opportunities. New members end up wondering what they should do first, in what order and how much time will be required before they can become active. This guide is designed to assist you in that endeavor.

Purpose

The purpose of this brief document is to provide new members as well as Flotilla Commanders (FC) and member training (MT) officers an easy to follow, flexible plan that will help integrate new (or reactivating) members into the Auxiliary. This manual should be consulted by MT officers at all levels as they decide what training to offer and how frequently it should be offered. At present, this document focuses only on the earliest courses; it does not cover the more advanced training areas. However, other courses may be added in future editions. By the way, all of the courses listed in this document are available without charge to members.

Discussion

This document has been developed by the Fifth District Northern Region (D5-NR) Coast Guard Auxiliary senior leadership with active support and assistance from the Fifth Northern Region Director of Auxiliary (5NR-DIRAUX). 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 Fifth District Northern Region (D5-NR) has also been provided.

Description

This document provides a step-by-step process to become qualified in the basic program competencies that have proved to be of greatest interest to new members. More advanced qualifications and maintenance activities required to keep qualifications current are not described. 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.

Individual Development Planning Guide

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 that serves as the primary reference(s). Each of the course specialties requires specific reference documents, many 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!

Individual Development Planning Guide

Qualified Membership Status

Levels of Membership

The US Coast Guard Auxiliary recognizes four membership levels. These can be briefly described as follows:

- <u>Approval Pending (AP)</u> 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. It is very likely that YOU ARE HERE, at the next level or even at BQ status.
- <u>Initially Qualified (IQ):</u> 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 they have satisfied all the requirements stated above, have received a favorable PSI but have not taken or passed a recognized Boating Safety Course (see the Auxiliary Manual COMDTINST M16790.1F Chapter 8, Section B.1.a & b).
- <u>Basically Qualified (BQ):</u> Members who have taken one of the recognized Boating Safety Courses and have received a favorable PSI will be listed as BQ.
- <u>Operational Auxiliarist (AX):</u> A member may also obtain the prestigious level of Operational Auxiliarist (AUXOP) by completing the requirements outlined in the Auxiliary Manual COMDTINST M16790.1F Chapter 8, Section C.1.

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://www.uscg.mil/hq/cg3/cg3pcx/administration/security/AP-GUIDE-AUG07-4FINAL.pdf.

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 is not 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, COMDTINST M16790.1F Chapter 8, Section B.1.b, remains a prerequisite for qualification in all of the training programs described in this manual. AP and IQ members may take the training listed here; however, until they achieve BQ status they can only be reported as a trainee and must be accompanied by a qualified BQ or AUXOP member during any and all activities.

Individual Development Planning Guide

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.

Individual Development Planning Guide

Training Material

Study Material

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

Course Examination

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. Note: In order to record ICS course results in AUXDATA, the member must forward a copy of the successful test results to the DIRAUX office through the Chain of Leadership and Management.

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 that 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.

Individual Development Planning Guide

Administrative Procedures Course (APC)

This should be considered as one of the first courses for all new members following receipt of their welcome aboard letters. The other is the Flotilla Leadership Course (FLC) described next. Successful completion of either the APC or FLC is a prerequisite for any elected office.

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.

The open book exam may be taken on line or by a written 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	Reference
	Order 5516 APC Study Guide through FSO-MA.	
	Complete an APC course using the 5516 APC Study Guide (This course may be self taught).	1
	Successfully pass (90%) the open book APC on-line exam. Exam result will be immediately provided following submission. Result is recorded in AUXDATA automatically.	17
	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.	

Individual Development Planning Guide

Flotilla Leadership Course (FLC)

The Flotilla Leadership Course (FLC) is a twelve hour course covering all aspects of successful flotilla operations. Primarily designed to assist newly elected flotilla officers, it provides all members with the understanding of how a successful flotilla is designed to function. Material covered also will help members develop confidence and necessary skills to be successful as an elected officer. The FLC covers organizational framework and resources to successfully manage Flotillas. It orients participants by presenting leadership and management concepts and providing tools and other online resources that support the requirements of this position. The FLC covers essential aspects, resources and tools for effective transitioning of a Flotilla to a new administration. FLC may be used to satisfy current requirements to stand for election.

The topics covered include: surveying the needs of members, applying Robert's Rules of Order, conducting effective meetings, managing communications and financial operations, recognizing performance and developing members, recruiting new members, utilizing computer tools and web resources and handling data management issues.

The course is presented in 12 one hour chapters. The course does not have a final examination when attended in a classroom venue. Certification requires full attendance for all twelve chapters. Generally, the course is presented in two sessions within a month's time. Upon completion of the FLC, a course certificate will be issued and attendance entered into AUXDATA.

An on-line course is also available at the National Training Department. However, this approach is not recommended within District 5 NR. The course is significantly enhanced by classroom discussion and interaction among those attending. Thus, the course should be taken at a classroom venue organized at the District, Division or Flotilla level. This approach only requires full attendance at the classes and no final exam.

Individual Development Planning Guide

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, successfully complete ICS-100 and ICS-700 Courses. Members in higher leadership positions (Division Commanders and Vice Commanders) 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 and 800, as well as more advanced ICS courses, are also available to all members.

Date Completed	Requirement/Task	Reference
	Successfully pass Introduction to Incident Command System, ICS-100. Prerequisites: none. On-Line Course at http://training.fema.gov/EMIWeb/IS/IS100B.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://training.fema.gov/EMIWeb/IS/IS200B.asp	
	Successfully pass, National Response Framework, An Introduction, ICS-800.B. Course Length: 3 hours. Prerequisites: none. On-Line Course at http://training.fema.gov/EMIWeb/IS/IS800b.asp	

Note: In order to record ICS course results in AUXDATA, the member must forward a copy of the successful test results to the DIRAUX office through the Chain of Leadership and Management.

Individual Development Planning Guide

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 down-loaded by visiting the National Education Department website.

Date Completed	Requirement/Task	Reference
	Achieve BQ member status.	1, 2
	Request a fellow member, certified as an IT, to be your mentor.	
	Review Appendix A IDC Student Study Guide.	21
	Refer to Appendix B PQS Student Workbook.	21
	Study Student Course Book	21
	Read Fifth District Northern Region Auxiliary Policy Manual Chapter 4.	2
	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.	2
	Auxiliary Instructors wear the IT ribbon	

Individual Development Planning Guide

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. The preparation for the certification exam may be self-study, but 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.
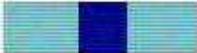
NOTE: This qualification requires a level of physical exertion as Vessel Examiners must be able to get aboard the vessel being inspected and must be able to move through the boat either on land or afloat. It may require entry into cramped spaces and a willingness to get dirty.

Date Completed	Requirement/Task	Reference
	Achieve BQ member status.	1, 2
	Study The Vessel Safety Check Manual and other training resources.	13, 25
	Read Fifth District Northern Region Auxiliary Policy Manual Chapter 4.	2
	Pass Vessel Examiners Current Qualification Examination (open book, hard copy, proctored by a qualified Vessel Examiner, 3 hour time limit). Test must be requested by an elected officer, immediate past elected officer or an MT staff officer. Completed test is to be held by the proctor until all other tasks are completed.	2, 13
	OR pass on-line Vessel Examiners Qualification Examination (Test is open book, no proctor, 3 hour auto timed out).	13, 17
	Perform 5 Vessel Examinations with a qualified Vessel Examiner. Send forms (7012 and 7038) to SO-IS for entry into AUXDATA.	2
	Letter of validation from Flotilla Commander to be sent to DIRAUX. (Reference 2 Chapter 4)	2
	Auxiliary Vessel Examiners and PVs wear the Examiner Program ribbon.	

Individual Development Planning Guide

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	Reference
	Achieve BQ member status.	1, 2
	Understand Vessel Safety Check Program Manual	13
	Study the Program Visitor Manual	22
	Read Fifth District Northern Region Auxiliary Policy Manual Chapter 4.	2, 22
	Pass PV Current Qualification Examination (open book, hard copy, proctored by a qualified Vessel Examiner, 3 hour time limit). Test must be requested by an elected officer, immediate past elected officer or an MT staff officer. Completed test is to be held by the proctor until all other tasks are completed.	2, 22
	OR pass on-line PV Qualification Examination (Test is open book, no proctor, 3 hour auto timed out).	22, 17
	Conduct 2 visits with a qualified PV member. Send Form 7046 to SO-IS for entry into AUXDATA.	2
	Letter of validation from Flotilla Commander to be sent to DIRAUX. (Reference 2 Chapter 4)	2
	Auxiliary Vessel Examiners and PVs wear the Examiner Program ribbon.	

Individual Development Planning Guide

Boat Crew Program

A popular, exciting and gratifying Auxiliary operations program: "boat crew" is physically demanding and requires an ongoing commitment once certified. Crew members participate in safety, search and rescue, navigation systems (ATON) support, and surge 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 generally taught during the early summer over two or more weekends, or an entire year. 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 Boat Crew personnel for at least a year with a minimum of 28 hours underway and are admonished to gain significant patrol experience before attempting this advanced training.

Date Completed	Requirement/Task	Reference
	Boat Crew Program (prerequisites)	
	Achieve BQ member status.	1, 2
	Pass ICS 100 & ICS 700 courses.	16
	Course Specifics	
	Complete a Favorable Operational Support Personnel Security Investigation (OS-PSI).	
	Complete ICS (Incident Command System) tests ICS 100 & NIMS 700.	9
	For Crew Qualification – Complete Crew Qualification Tasks contained within reference 9.	8, 9,
	QE (Qualification Examiner) must perform Dockside Oral and Underway Check Ride Certification.	8, 9
	Auxiliary Boat Crew members wear the Operations ribbon. 	

Individual Development Planning Guide

Date Completed	Requirement/Task	Reference
	Coxswain Qualification	
	Complete Coxswain Qualification Tasks. Complete ICS 100, 200 and NIMS 700 and 800. Also ICS-210.	1, 2, 10, 12,16, 18, 19, 20
	Trainee must receive a passing score (90%) on the Auxiliary Navigation Rules Examination-Initial Qualification closed book examination (#95)	10
	Auxiliary Coxswains wear the Coxswain Device.	
	For PWC Qualification – Complete PWC Qualification Tasks.	1, 2, 11, 12, 18, 20
	Qualified PWC Operators wear the PWC insignia.	

Individual Development Planning Guide

Air Crew Program (AUXAIR)

Auxiliary Aviation programs include non-pilot crew positions: Observer and Air Crew. In order to ensure program safety and standardized medical requirements, all Auxiliary Air Observers are required to meet the same medical screening requirements as Auxiliary Air Crewmen. The Flight Crew Medical Screening document ANSC 7042 is available on the Auxiliary Forms website. Observer Trainees must accomplish this medical screening before beginning the flight training portion of the Auxiliary Air Observer Initial Qualification Syllabus, and before taking the Swim Test required by The Auxiliary Operations Policy Manual. An Auxiliary member possessing a valid FAA Medical Certificate of any class will be deemed to have satisfied the Medical Screening requirements of the program. Observers must pass air operations training and egress/water survival training. 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. Air Crew members are observers with additional training and qualifications.

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 pass AUXNAV and AUXSC&E specialty courses and 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.

Training

Air Observer 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.

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 the District), as well as

Individual Development Planning Guide

attending annual safety seminars, egress training seminar, and perform an annual 75 yard swim test in full flight gear.

There are three levels of Pilot certification within the Coast Guard Auxiliary: (1) Co-Pilot (300+ hours of FAA documented flight time); (2) First Pilot (750+ hours of FAA documented flight time); and (3) Aircraft Commander (1,000+ hours of FAA documented flight time).

Note: To qualify for any pilot designation, a member must be an owner or approved part-owner (i.e., at least 25% ownership) of an accepted air facility offered for operational use. Non aircraft owner-members who wish to pursue Auxiliary pilot qualification may request for waiver through the DIRAUX office to begin qualification.

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, and undergo a bi-annual re-certification check ride. All aviation positions usually have the opportunity to train with Coast Guard active duty and reservists involved in aviation.

Aviation Test A is required for all candidates for flight crew positions including Observers, Air Crew and Pilots. The exam requires three documents available online at http://ntc.cgaux.org/airexam.pdf.

In addition, Aviation Test B is required for Air Crew and Pilots. This exam requires the documents available online at http://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), click on the following link and sign in: http://ntc.cgaux.org/.

Date Completed	Requirement/Task	Reference Number
	***1st Level - Air Observer** (prerequisites)*	
	Achieve BQ status.	1, 2
	Pass ICS 100 & ICS 700 courses.	16
	Pass AUXNAV course.	23
	Pass AUXSC&E course	24
	Qualifying as an Air Observer	
	Must first pass a Flight Crew Medical Screening or possess a valid FAA Medical Certificate of any class before any practical training.	26
	Prior to first flight as an "Observer Trainee", demonstrate ability to swim 75 yards (may wear an inflatable PFD).	3
	Score 90% on the open book Observer Exam.	4

	Under Orders, participate as an "Observer Trainee" in missions totaling 10 hours.	4
	Successfully complete all items on the Observer Check List. (Each After Action Report should include all observer tasks completed on that mission).	3, 4, 5
	Pass AUXCOM specialty course or demonstrate aircraft radio communication proficiency.	6 or 3,4, 5

	Air Crew	
	Hold a current FAA 3rd Class Medical or physician's equivalent.	3
	Score 90% on the Pilots Exam (Open Book).	4
	Successfully pass ICS-200, ICS-800, and ICS-210 courses.	16
	Complete Air Crew training syllabus or possess a FAA Airman's Certificate	3
	Complete regional area familiarization training.	2, 5
	Auxiliary air crew wear the Air Crew insignia.	
	ALL AIR CREWS MUST ANNUALLY COMPLETE:	
	Emergency egress training.	5
	75 yard swim test.	5
	Water survival training – includes successfully boarding a raft. All aircrew flying offshore must complete Air Station sponsored wet drills.	5
	Attendance at the annual required Air Operations Workshop.	5
	Auxiliary Pilots wear Aviator wings.	

Individual Development Planning Guide

Reference Material

	Publication Title	Publication Number or Web Address
1	*Auxiliary Manual*	COMDTINST M16790.1F
2	*Fifth District Northern Region Auxiliary Policy manual*	D5NRINST M16790.1C
3	*Auxiliary Aviation Program*	COMDTINST M16798.1
4	*Auxiliary Air Crew Qualification Program*	COMDTINST M16798.2
5	*Auxiliary Operations Policy Manual*	COMDTINST M16798.3D & E
6	*AUXCOM – Aux Communications*	http://www.cgaux.org/training/AUXOP/AUXOP_Downloads.html
7	*Administrative Procedures Course APC Student Study Guide*	http://www.cgaux.org/training/ Click on Leadership tab
8	*Auxiliary Boat Crew Training Manual*	COMDTINST M16794.51A
9	*Auxiliary Boat Crew Qualification Guide, Volume 1.:Crew Member*	COMDTINST M16794.52A
10	*Auxiliary Boat Crew Qualification Guide, Volume 2.:Coxswain*	COMDTINST M16794.53A
11	*Auxiliary Boat Crew Qualification Guide, Volume 3.:PWC Operator*	COMDTINST M16794.54A
12	*Coast Guard Boat Crew Seamanship Manual*	COMDTINST M16114.5B
13	*Vessel Examiner Safety Check Manual*	COMDTINST M16796.8
14	*U.S. Coast Guard Auxiliary Instructor Development Course*	http://www.cgauxed.org/elib/idc.htm
15	*Auxiliary Marine Dealer Visitor (RBSVP Manual*	COMDTINST M16796.3
16	ALAUX message of 12FEB2007	http://www.sbanetweb.com/pipermail/chdiraux-l/2007-February/000381.html
17	Auxiliary National Testing Center	http://ntc.cgaux.org/
18	Aux Operations Policy Manual	COMDTINST M16798.3E
19	Coxswain Qualification Guide	COMDINST M16114.5C
20	Chapter 4 of the CG Addendum to National SAR supplement	COMDINST M16130.2 (series)
21	Instructor Training Material	ANSC #5502 or http://www.cgauxed.org/elib/idc.htm
22	Program Visitor Manual	COMDTINST M16796.3C
23	AUXNAV - Auxiliary Navigation	http://www.cgaux.org/training/AUXNAV.html
24	AUXSC&E - Auxiliary Search Coordination & Execution	http://www.cgaux.org/training/AUXSCE.html
25	Vessel Examiner Training Resources	http://safetyseal.net/training.asp
26	7042 Flight Crew Medical Screening	http://forms.cgaux.org/forms.php

Individual Development Planning Guide

Guide to Obtaining all Auxiliary Forms and Manuals on the Internet

Auxiliary National Home Page at http://www.cgaux.org/

Click on Members

Click on Forms

Find the form needed

Download PDF file

Complete, print out and sign. (Note some IS officers and Divisions allow electronic submission of forms – check with your IS officer)

OR

Fifth Northern Region Home Page at http://www.5nr.org/

Click on Member Area

For forms, click on Downloads; scroll to form desired.

For manuals, click on DSO Home Page; select applicable program and manual desired.