

## First District Northern Region Auxiliary Policy Directive MT-15

Subj: FIRST DISTRICT POLICY FOR SELF-CERTIFICATION OF AUXILIARY MANDATED TRAINING

Ref: Auxiliary Manual, COMDTINST M16790.1 (series)

1. **PURPOSE.** To provide policy and guidance to all Auxiliary members in the First District, Northern Region, regarding the proper procedure for self-certifying successful completion of authorized Mandated Training.
2. **DISCUSSION.** The Auxiliary Mandated Training (MT) established in section 8.E. of the above reference requires that Auxiliarists successfully complete the following MT during their first year of enrollment and then once every five years thereafter:
  - Building Resilience and Preventing Suicide, AUXLMS code SP-502379
  - Security Fundamentals, AUXLMS code SETA-810030
  - Privacy at DHS/Protecting Personal Information, AUXLMS code PAWAR-810015
  - Sexual Harassment Prevention, AUXLMS code POSH-810000
  - Sexual Assault Prevention and Response, AUXLMS code SAP-810045
  - Civil Rights Awareness, AUXLMS code CRA-502319

Auxiliarists must also successfully complete the following MT during their first year of enrollment:

- Ethics 1 / Personal Gifts, AUXLMS code ET-502306
- Influenza Training, AUXLMS code INF-502290
- Introduction to Incident Command System, ICS 100.b – 501375
- NIMS, An introduction, ICS 700 - 500997

Four options are available to the Auxiliarist for completion of the courses:

**Option 1:** Self-study at home by accessing AUXLMS at <https://auxlearning.uscg.mil> to take AUXMT courses on a personal computer. Successful course completion is automatically recorded in AUXDATA. Alternatively, online via the National Training Directorate Website:

[http://tdept.cgaux.org/mt/Revised\\_Website\\_Mandated\\_Training\\_reh\\_10April2015.pdf](http://tdept.cgaux.org/mt/Revised_Website_Mandated_Training_reh_10April2015.pdf)

This method is not automatically entered into AUXDATA. Members must file a D1NR Mandated Training Attestation Form with DSO-MT.

**Option 2:** Training in classroom using AUXLMS Presentations, led by Instructors with a current IT designation. This option permits members with no computer or internet access to take MT courses at a live session, such as in a Flotilla, Division or District meeting. Instructors can complete the standard Form 7039 and annotate the form with the name and AUXDATA Short Title of the course within the remarks section of the form and forward to the Information Services (IS) officer for entry into AUXDATA.

**Option 3:** Training in classroom using T-Directorate PowerPoint Presentations or Videos presented by Instructors with a current IT designation This option is appropriate for members with no computer or internet access as members can take MT courses at a live session such as in a Flotilla, Division or District meeting. Once the course presentation is completed, the instructor will record the completion on Form 7039 and forward to the Information Services (IS) Officer to enter into AUXDATA.

**Option 4:** This option applies only to the eight MT courses identified above and not to IS and ICS MT which are available on the AUXLMS website. Self-certified MT for those Auxiliarists who cannot obtain the training using any of the above 3 options. This form of training is meant to be for the exceptional case where online access is not available and training at the Flotilla or Division level is not readily available (e.g. extremely long distance for travel to meetings, lack of instructors). Members who can access the T-Directorate website and watch the course videos, or read the pdf version of the courses. In order to receive completion credit for this training, a specific form is required to be completed by the Auxiliarist which can be found at

[http://a013.uscgaux.info/members/Mandated%20Training%20Attestation\\_D1NR.pdf](http://a013.uscgaux.info/members/Mandated%20Training%20Attestation_D1NR.pdf)

This form amounts to an acknowledgment by the Auxiliarist of compliance with the Core Values of the U.S. Coast Guard and Coast Guard Auxiliary of ***Honor, Respect and Devotion to Duty*** and that the individual has completed and understood the course content.

3. PROCEDURE.

- a. Upon successful completion of any of the designated MT, the Auxiliarist is to complete the form noted above and submit it to the District Staff Office-Member Training (DSO-MT) for consideration.
- b. Upon favorable endorsement by DSO-MT, the form shall be submitted to the Director's Cape Office for entry into AUXDATA. If the endorsement by DSO-MT is unfavorable, the form shall be returned to the member with DSO-MT's reasons set forth.

4. ACTION. All Auxiliary Elected Officers, HR and MT Staff Officers in the First District Northern Region shall become familiar with the contents of this Directive.

5. RESPONSIBILITY. DSO-MT is tasked with recommending changes for this Directive to the DCO via DCOS.