

## **Auxiliary Flotilla Procedures Manual**

M16791.5 May 6, 1999

### **Member Training Officer (FSO-MT)**

Ref: Auxiliary New Member Course Instructor Guide (P16794.39 (series) (ANSC# 5025)

Aux. New Member Course Student Study Guide (P16794.40 (series)) (ANSC# 5028)

Thirty Question Open Book Exam, Course Code 482 series.

Auxiliary Manual (AUXMAN)

Various Specialty and Qualification Courses

Coast Guard Short Term Resident Training Request (CG5223) (ANSC # 7059)

Auxiliary Web Site (<http://www.cgaux.org>)

COMDTNOTE 1540 listing of all "C" School Training opportunities

(<http://www.uscg.mil/hq/reserve/pubs/1540/15toc.htm>)

### **DUTIES**

- a. Exercise staff responsibility and supervision over the flotilla member training program.
- b. Aggressively insure new members receive the New Member Training Course and The AUXMAN so they may complete the New Member Training Course without time delays. This course must be completed and results forwarded to DIRAUX along with the membership application.
- c. Coordinate closely with the FSO-MA to determine status of publication availability for member training courses. Place orders with FSO-MA in sufficient time to have publications in students' hands when course starts.
- d. Coordinate with the FSO-VE, FSO-PE to meet requirements for Vessel Examiners and Instructors. Coordinate with the FSO-OP to ensure that all boat crew and air operations training is performed under Coast Guard orders (reimbursable or non-reimbursable).
- e. Foster an interest in enrolling and completing Auxiliary Specialty Courses.
- f. Forward to the SO-MT such methods, training aids, course materials, or other educational tools developed within the flotilla that may have division-wide application.
- g. Arrange to monitor the auxiliary web site for updates and ideas that apply to member training. If you do not have the capability arrange for another flotilla member to assist you in this task (FSO-CS if one is designated).
- h. Coordinate with the FSO-IS to assist in maintenance of member qualification records.
- i. Upon expiration of your term of office, or when so directed by me, transfer all property and records of the office to your successor.
- j. Be familiar with the contents of the various Auxiliary publications associated with member training.
- k. Conduct and coordinate training sessions on basic qualification, instructor, courtesy examiner, boat crew and AUXOP training.
- l. Maintain records of individual member qualification and encourage their participation in the various programs in order that they may retain their qualifications.
- m. Retain the interest of members through training activities. Encourage members to seek a higher level of knowledge in subjects relating to Auxiliary and Coast Guard activities.
- n. Promote the presentation of "informal" member training sessions at each and every flotilla meeting.
- o. Ensure that all forms relating to member training are correctly and promptly completed and forwarded.
- p. Retain accountability for equipment and or materials specifically acquired for the purpose of member training and deliver it to your successor.
- q. Develop, conduct and coordinate an active Boat Crew Training Program. Coordinate with the FSO-OP and other staff officers as required. Arrange for the necessary Qualification Examiners (QE) when members are ready to demonstrate the required proficiency. The goal should be for each interested new member to qualify at the crew member level in the first year of membership. Attempt to qualify new members who are the primary owners of vessel facilities at the Coxswain level during the first two years of membership.
- r. Establish a Specialty Course Training Program keyed to the needs of the individual flotilla members.
- s. Administer the Air Operations Training Course for members interested in participating in Auxiliary Aviation, either as a Pilot or Air Observer. Coordinate with the FSO-OP in conducting the required training.
- t. When establishing training programs, the FSO-MT should also draw on qualified instructors in the various areas. The FSO-MT is expected to "set-up" the program and follow-up on its operation to ensure that its objectives are met.

- u. At each flotilla meeting give a brief progress report on the training programs.
- v. Become familiar with COMDTINST 16794.1, AUXILIARY NATIONAL "C" SCHOOLS PROGRAM and WEB site listed above for COMDTNOTE 1540 listing all Coast Guard "C" Schools available to Auxiliarists (copy was provided to all Flotilla Commanders and DSO-MTs).