

# Welcome and Administration

## Basic Introduction Course (BIC)

Lesson 1



Auxiliary University Programs



# Member Development Continuum

New Members

Non-Quals

Operators

Experts

AP

IQ

BQ

AUXOP

## Focus On

- Training: BIC, Boating Course, ICS (online).
- Experience: Watch and Observe, support the mission where you can.

## Typical Jobs

- Trainee.

IQ when your security screening is complete.

## Focus On

- Training: BIC, Boating Course, ICS (online).
- Experience: Watch and Observe, support the mission where you can.

## Typical Jobs

- Trainee.
- Some people with special skills serve as officers.

Complete the boating course to become BQ.

## Focus On

- Training: Operational as OP, CM, MS, VE, or PA.
- Experience: Become proficient in your field.

## Typical Jobs

- Performing the OP, CM, MS, VE, or PA mission.
- Some serve as officers.

Complete 7 credits to become AUXOP.

## Focus On

- Training: Courses that enhance your skills.
- Experience: Maintaining expert proficiency in craft and leadership.

## Typical Jobs

- Leading the OP, CM, MS, VE, or PA mission.
- Some serve as officers.

Work to lead, teach, and mentor others.



# Officer Development Continuum

## Junior Officers

FSO

### Focus On

- Basic Introduction Course (BIC)
- Basic Boating Course (BQ)
- ICS 100, 200, 700, 800
- Leadership and Management School
- Operational training
- “First Line Supervisor” Competencies

### Typical Jobs

- Leadership of a small group or process
- Assist in the leadership of a Flotilla

## Mid-Level Officers

BA/ADSO/FC

### Focus On

- Auxiliary Mid-Level Officers Course
- Varied USCG / professional experience
- Continued education
- “Mid-Level Manager” Competencies
- Sharpening proficiency in chosen operational area(s)
- >One year of service at each “Junior Officer” level

### Typical Jobs

- Leadership of a unit or a national / district level program area

## Senior Officers

DVC/DDC/DCDR

DIR/DCAPT/DCOS

### Focus On

- Diverse experience in increasingly complex program and mission areas
- “Senior Manager” Competencies
- Operational expertise (terminal qualification)
- >Two years of service at each “Mid Level Officer” level

### Typical Jobs

- Leadership of a Division, Department, or Sector



# People to Know in your Flotilla

## Flotilla Commander, FC

- Responsible for all aspects of the flotilla's operations and administration.

## Vice Flotilla Commander, VFC

- Assists the FC and supervises the Flotilla Staff Officers (FSOs) in their duties.

## Flotilla Staff Officers (FSO-xx):

- Communications (CM)
- Communications Services (CS)
- Diversity and Inclusion (DV)
- Finance (FN)
- Human Resources (HR)
- Information Services (IS)
- Marine Safety / Environmental Protection (MS)
- Materials (MA)
- Member Training (MT)
- Navigational Systems (NS)
- Operations (OP)
- Program Visitor (PV)
- Public Affairs (PA)
- Public Education (PE)
- Publications (PB)
- Secretary/Records (SR)
- Vessel Examination (VE)



# Chain of Leadership (CoL)

The Auxiliary utilizes the “Chain of Leadership” for its communication and directives.

- Members must be familiar with this chain so that they know where to go, and where not to go.
- In general, members should only initiate communications with peers and with those immediately senior or junior to themselves.

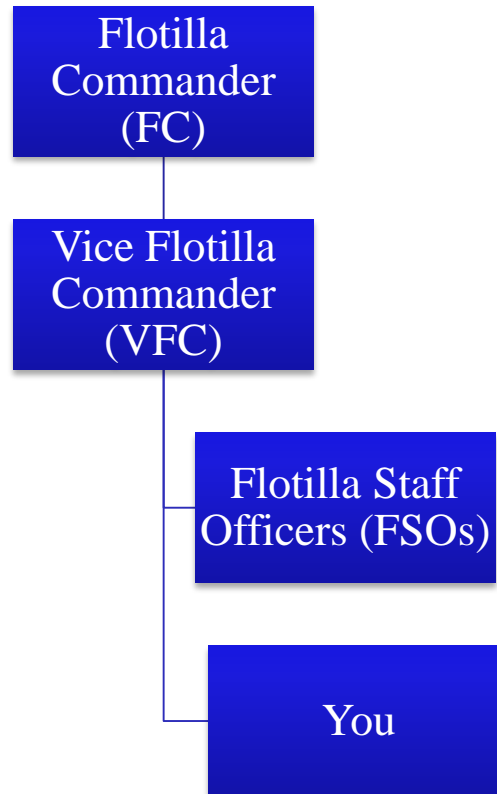
It is not acceptable to contact a senior leader with a grievance or question that could otherwise be addressed by your Flotilla.

- This includes contact with the Director of Auxiliary (DIRAUX), the active duty office responsible for administering Auxiliary programs on a daily basis.



# Chain of Leadership (CoL)

## Auxiliary Matters



# Basic Organization

## National

- Service-wide policy and programmatic direction.
- Comprised of 16 Auxiliary Districts (9 USCG Districts).

## District

- Regional (multi-state) mission coordination and support.
- Comprised of several sectors.

## Sector

- Mission coordination and execution around a city, major body of water, port, or other mission-driven discriminator.

## Division

- Coordinates mission execution among Flotillas.
- Comprised of 5-10 flotillas in a geographic area.

## Flotilla

- Foundational Auxiliary unit.
- Where the mission is executed.



# Logging your time with the FSO-IS

## Form 7030

Used to report specific time devoted to specific missions.

- Each mission and sub-mission has a different code, for example:
  - 01A is a “Marine Patrol
  - 06B is “Instructor for Non-Operational Training”
  - 10J is “COMREL”
- Most time as an instructor in a classroom is reported here.
- PDF forms available at <http://forms.cgaux.org>.

## Form 7029

Used to report miscellaneous “admin” time on a daily basis.

- One form for each month, organized as a day-by-day spreadsheet.
  - 99A is AUX Leadership
  - 99B is RBS support
  - 99C is MS support
  - 99D is training (including all time spent as a trainee in a class)
  - 99E is admin.
- Online: <http://webforms.cgaux.org>

