

Navigating our Websites

In this era of automation, many of the functions we used to do manually, such as filling out forms, taking tests, taking classes, finding information has been migrated to the internet. Those functions are no longer available manually so we must become functional on the internet. In order to have access to many functions within the Auxiliary web sites we must have a username and password. The username in almost all cases is your Auxiliary Membership ID. This is the 7 number ID you were issued when you join the Auxiliary.

In order to properly access the functions of the Auxiliary web site you must establish a password. When you go to the following web page https://auxofficer.cgaux.org/auxoff/activate/new_password.php you can establish your password. The username and password will give you access to internal functions of an auxiliary web page that you cannot access otherwise. Enter in your Auxiliary Member Number along with the password you desire (twice) followed by the email address that you have already established as your official email address. The email address must match up with the one that is officially registered as yours in the auxiliary records.

auxofficer.cgaux.org

**U.S. Department of Homeland Security
United States Coast Guard Auxiliary**

AUXIT

Create or Change Auxiliary Member Zone Password

Auxiliary or USCG Employee ID ☐ Contractors: please check this box

Type New Password

Type New Password again

Type your Primary Email Address*

NOTICE:

- (1) *Auxiliarists: You must use your primary valid email address as entered in AuxData.
- (2) *Active Duty/Contractors: You must enter your official USCG email address.
- (3) All information contained in this program is covered by the provisions of the Federal Privacy Act of 1974.
- (4) Use is strictly limited to listed members of Coast Guard Forces.
- (5) Commercial use of any information in, or based upon this program is strictly prohibited. Violators will be prosecuted.
- (6) Please do not distribute any files, and keep your password secure.
- (7) For problems with this program, please contact the National Help Desk at help.cgaux.org and submit a ticket that explains the problem.
- (8) Use of this service indicates your acknowledgment of these provisions.

new_password.php Ver 1.2.1 S.J

Figure 2 Create or change password for member zone page.

Once you have established that password you will have access to many member services.

The main Coast Guard Auxiliary Web Site is www.cgaux.org and from this site we can access many useful forms and functions including the different directorates, such as Training, Human Resource, Prevention, Internal Affairs, Diversity, Public Affairs, RBS Outreach and alike.

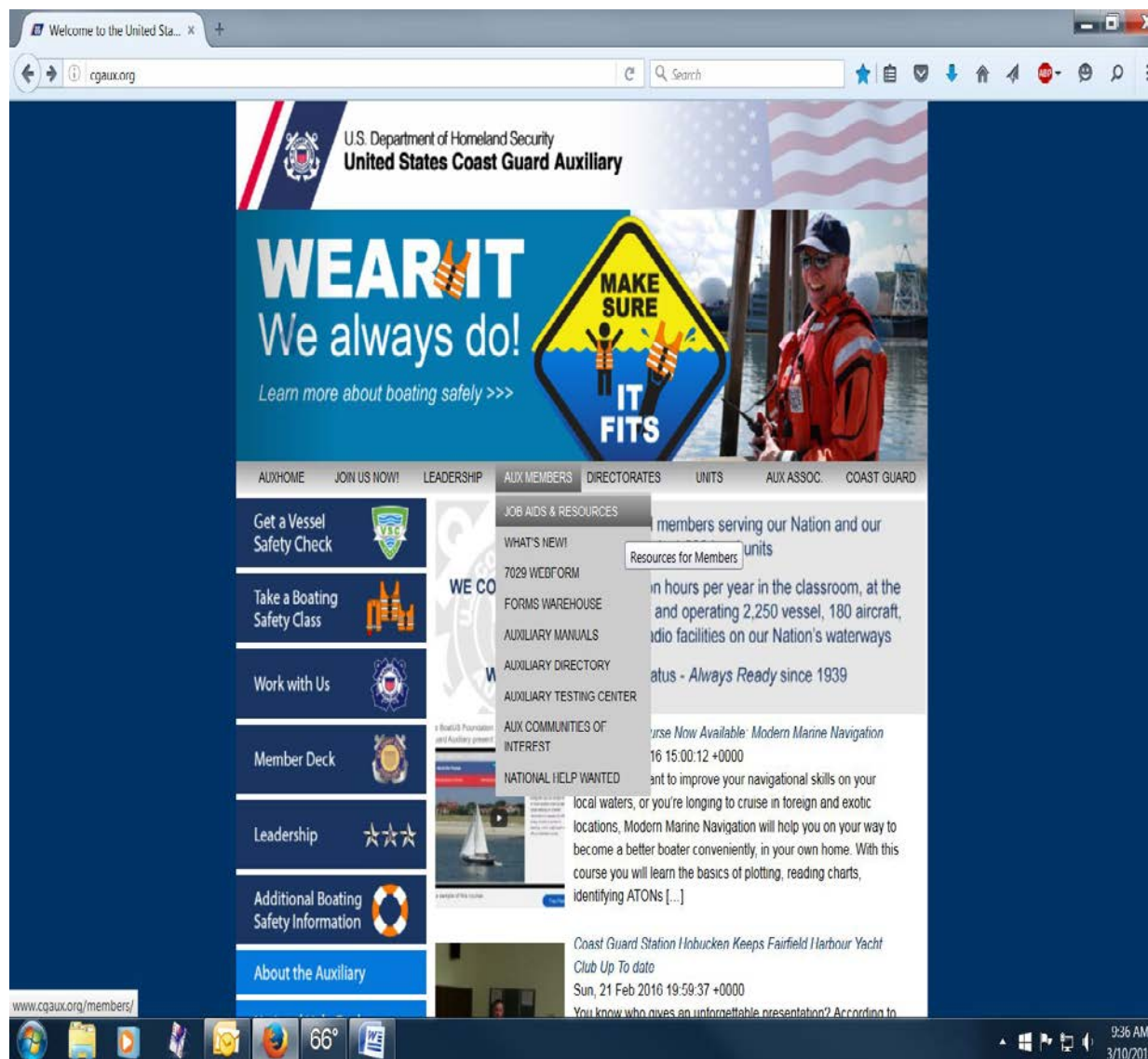


Figure 1 CG Aux website with AUX MEMBERS pull down menu shown.

From the www.cgaux.org site notice a pull down menu underneath the heading picture (as seen above). The fourth pull down menu from the left denotes Aux Members. Click on that item and you will see the pull down menu display. We will talk about these menu items show above.

"**Job Aids and Resources**" provides you with a number of items that would be important to you including a ribbon checker so that you can ensure that your awards and ribbons are positioned on your rack in the correct order. It also provides you with access to AUXINFO which is our database where our hours, awards, and qualifications are listed. Also links to division and flotilla procedures and a host of other information.

The screenshot shows the website **cgaux.org** with the date **Thursday, March 10, 2016**. The page is titled **Job Aids & Resources**. On the left, there is a sidebar with a search bar and a list of links: Chief Directors Office, What's New, Job Aids & Resources, Member Resource Links, Forms Warehouse, Manuals & Publications, CG Ribbon Checker, Aux Officer / Directory, National Help Wanted, National Help Desk, and a SEARCH NATIONAL SITE button. Below the sidebar is a SECURITY LEVELS section with a MARSEC LEVEL 1 indicator and a NATIONAL TERRORISM ADVISORY SYSTEM (NTAS) BULLETIN widget. The main content area contains a welcome message, a paragraph about the website's purpose, a quote from Admiral Paul F. Zukunft, and a list of resources under the heading **Auxiliary Member Job Aids**. The resources include links to AUXDATA, AUXINFO, New Member Packet, Auxiliary Manual, Auxiliary Division Procedures Manual, Auxiliary Flotilla Procedures Manual, Uniform Procurement Guide, Coast Guard Auxiliary - Online Classroom, Courtesy and Protocol Guide, Operations Policy Manual, Auxiliary Certificate Database, eCollaboration Tools, and Help Desk Knowledgebase.

cgaux.org

Thursday, March 10, 2016

Member Resources Home

- Chief Directors Office
- What's New
- Job Aids & Resources
- Member Resource Links
- Forms Warehouse
- Manuals & Publications
- CG Ribbon Checker
- Aux Officer / Directory
- National Help Wanted
- National Help Desk
- SEARCH NATIONAL SITE

Enter Search Term(s):

Search

SECURITY LEVELS

MARSEC LEVEL 1

NATIONAL TERRORISM ADVISORY SYSTEM

NTAS

BULLETIN

Put this widget on your web page

Job Aids & Resources

As a member of the world's finest volunteer lifesaving organization, welcome to *your* source for U.S. Coast Guard Auxiliary information. We welcome you to explore our site, please let us know of any content you can not find here that you would like to see.

By creating a member-centric website we hope to continue to chart a new course to the future with the use of simplified, effective electronic communications. As always, auxiliary members should stop by the *What's New* page for the very latest Auxiliary news and information.

All Auxiliary members shall read, follow, and fulfill the *USCG Auxiliary Policy* as written by Admiral Paul F. Zukunft, Commandant of Coast Guard. You can also view this document on the leadership page under *Auxiliary Policy Statement*.

Statements of policy or procedure provided by members of the Chief Director's Office, National Officers, posted on this website should be regarded as *official* statements. The member's area is designed to optimize your ability to find the information you are looking for quickly and efficiently.

As members of the world's finest volunteer lifesaving organization it is important to always look your best! Be sure when you are conducting official business, whether it be a Flotilla Meeting, Public Education class, Patrol, or any Auxiliary activity to wear the U.S. Coast Guard Auxiliary uniform approved for that activity and to wear it as required.

To submit a suggestion or to report an error on the national website or any of its subdomains please contact the *National Help Desk*

Auxiliary Member Job Aids

- AUXDATA Production Access Point
- AUXINFO Access
- New Member Packet
- Auxiliary Manual
- Auxiliary Division Procedures Manual
- Auxiliary Flotilla Procedures Manual
- Uniform Procurement Guide (see H-DEPT Resource Toolkit)
- Coast Guard Auxiliary - Online Classroom
- Courtesy and Protocol Guide
- Operations Policy Manual
- Auxiliary Certificate Database
- eCollaboration Tools
- Help Desk Knowledgebase

Figure 3 Job Aid and Resources page

"**What's new**" will provide you information on new initiative and information in the Auxiliary.

The link that says "**7029 webform**" is the location of the on-line reporting documents for your hours. As described in the forms training course, your hours will be reported on the 7029 report. In order to fill out the form, click on that link and on the next screen, enter the member id and the password you had established. On the left side of the page you will see links. Select 7029 form access. A red 7029 version 1.1 will appear. Select that link and you will be sent to the "7029 dash board". From there, members can select "new" to open a new 7029 and "open" to add to or change an active but un-submitted one. Remember the 7029 field guide is accessible on the left menu from the appropriate link and will provide you instructions.

The screenshot shows the 7029 Dashboard for JOSEP... with the following components:

- Left Sidebar:**
 - 7029 Field Guide
 - Questions & Answers...
 - My Webforms Guide
 - Obtain Password
 - Help & Feedback
 - QUICK LINKS**
 - AUX Home
 - AUXINFO
 - AUXDATA
 - FINCEN
 - Help Desk
 - AuxDirectory
 - ANSC Forms
 - AUX C-School
 - Custom Search
 - Search
 - Advanced Search
 - U.S. Coast Guard Auxiliary Logo
- Main Content Area:**

SAVED DATE	DESCRIPTION (NOTES) FROM REPORT	LOG NUMBER	STATUS
27 FEB 16			SUBMITTED
27 FEB 16			SUBMITTED
16 JAN 16			SUBMITTED
16 DEC 15			SUBMITTED
01 DEC 15			SUBMITTED
08 NOV 15			SUBMITTED
05 OCT 15			SUBMITTED
11 SEP 15			SUBMITTED
23 NOV 14			SUBMITTED
23 NOV 14			SUBMITTED
23 NOV 14			SUBMITTED
23 NOV 14			SUBMITTED
23 NOV 14			SUBMITTED
23 NOV 14			SUBMITTED
23 NOV 14			SUBMITTED
23 NOV 14			SUBMITTED
02 FEB 14			SUBMITTED
26 MAY 13			SUBMITTED
26 MAY 13			SUBMITTED
07 APR 13			SUBMITTED
10 MAR 13			SUBMITTED
10 MAR 13			SUBMITTED
17 DEC 12			SUBMITTED

Buttons: NEW OPEN COPY DELETE

Be sure to check News Flashes & Notes for new information, before using the system.
- Footer:**
 - Contact National | National Help Desk | Website Policies | Accessibility | FOIA | Plug Ins
 - U.S. Coast Guard | U.S. Department of Homeland Security | USA.gov
 - CGAUX.ORG is the U.S. Coast Guard Auxiliary official web portal.

Figure 4 7029 Dashboard page showing options.

"Forms warehouse" is where you can find most Auxiliary forms that you may need.

"Auxiliary Manuals" link is where you can find quite a few manuals that the auxiliary uses and that you will find useful.

"Auxiliary Directory" contains a database of member information for the entire auxiliary. You must log in with your member id and the password to access the directory. If you want to see the members in our Flotilla, in the "UNIT" box type in 053-08-07 and that will give you access to all the members in our flotilla along with their certifications, contact information and tests taken. Additionally if you select your own name, you will see additional information that you provided when you signed up for the Auxiliary including your availability and skills background. You may change most of the information by clicking on the link on that page for the 7028 Change web form. Select that link and fill out the 7028 form to change the information on that page. Make sure that both the FSO-IS and the SO-IS is selected to receive these changes.

U.S. Department of Homeland Security
United States Coast Guard Auxiliary

AUXDIRECTORY II AUXOFFICER

Master Dashboard

Unit Name	National	Reports
National	National Bridge & Staff	Reports Org Chart
Conference	Conference Staff	Reports

Unit Name	Directorates	Reports
A-Directorate	Public Affairs	Reports Org Chart
B-Directorate	Recreational Boating Safety Outreach	Reports Org Chart
C-Directorate	Computer Software & Systems	Reports Org Chart
D-Directorate	Diversity	Reports Org Chart
E-Directorate	Public Education	Reports Org Chart
H-Directorate	Human Resources	Reports Org Chart
I-Directorate	International Affairs	Reports Org Chart
M-Directorate	Measurements	Reports Org Chart
P-Directorate	Prevention	Reports Org Chart
Q-Directorate	Incident Management & Preparedness	Reports Org Chart
R-Directorate	Response	Reports Org Chart
S-Directorate	Strategic Planning	Reports Org Chart
T-Directorate	Training	Reports Org Chart
U-Directorate	IT User Support & Services	Reports Org Chart
V-Directorate	Vessel Examination & Partner Visitation	Reports Org Chart

Unit Name	Districts	Unit Name	Districts
District 013	First Northern	District 091	Ninth Central
District 014	First Southern	District 092	Ninth Eastern
District 053	Fifth Northern	District 095	Ninth Western
District 054	Fifth Southern	District 113	Eleventh Northern
District 070	Seventh	District 114	Eleventh Southern
District 081	Eighth Coastal	District 130	Thirteenth
District 082	Eighth Eastern	District 140	Fourteenth
District 085	Eighth Western Rivers	District 170	Seventeenth

AuxOfficer PowerSearch

Select type of output:
☒ Onscreen List ☐ Enhanced Email List
☐ Directory Style ☐ Plain Email List
☐ vCards ☒ Email Separator

Enter Last Name, Member #, Email or Phone #

Unit (e.g. 114-12-04) Status Office

Qualifications
 Administrative Procedures (apc)
 Aid To Navigation (ntcn) Technician
 Aid To Navigation Verifier

Sector
 Sector Anchorage
 Sector Baltimore
 Sector Boston
 Sector City

Residence City State
 Zip Code Radius

Notes:
 • Each selection/entry narrows search.
 • Ctrl-click for multiple selections in pulldowns.
 • Multiple selections widen that category.

Familiar Searches:
 • Last Name, Member #, or Email Only
 • Unit + Office
 • Unit + Qualification

Figure 5 Auxiliary Directory page - note the UNIT box (upper right) and unit names codes (lower bottom)

The next link is access to the "**Auxiliary Testing Center**". Your member ID and password will be needed there also. You may take tests for Program Visitor, Vessel Examinations, and Instructors Training among others. There is also a tab to see all of your attempts to take tests either passed or failed. The ones that you passed will give you a link to print out your completion certificates.

U.S. Coast Guard Auxiliary
U.S. Department of Homeland Security

Members Home

Test Catalog | Test History | Proctor List | Instructions

Test ID	Test Name Test Description
AIR	Aviation Exam Part A
APC	Administrative Procedures Course (APC) Administrative Procedures Course
AUX-20	AUX 20 Intro to Auxiliary Public Affairs final exam
AUX-21	AUX 21 Auxiliary Public Affairs Policy final exam
AUX-22	AUX 22 USCG Public Affairs 2nd Class final exam
AUX-23	Journalism for Coast Guard Public Affairs Evaluation of knowledge base and skill set of those seeking Public Affairs journalism specialization
AUX-26	AUX 26 Introduction to Digital Photography, final exam
BIC	Basic Introduction Course (BIC) BIC prepares new Auxiliary University Programs (AUP) members for effective service in the U.S. Coast Guard Auxiliary. It is a foundational course designed to supplement and enhance existing knowledge of the Coast Guard and Coast Guard Auxiliary, and is a program-specific requirement for all AUP students before they graduate.
COM	AUXCOM Communications Exam
CRA	CIVIL RIGHTS AWARENESS (502319)
CREW	Boat Operations Exam Boat Operations prepares Auxiliary University Programs (AUP) members with theoretical and practical knowledge necessary to serve as crew aboard a small vessel. This is an AUP program requirement for students choosing this elective area before they graduate.
ET	ETHICS TRAINING (502306)

Figure 6 Auxiliary Testing Center example of tests

At the "CGAUX.ORG" web page, going across the top menu left to right, the second to the right is a tab for Aux Assn. In that pull down menu are links to the Aux Association and after that the Auxiliary Member Store. By logging into the store you can purchase and have shipped to you uniform items, logos, patches, flags and a large variety of useful items.

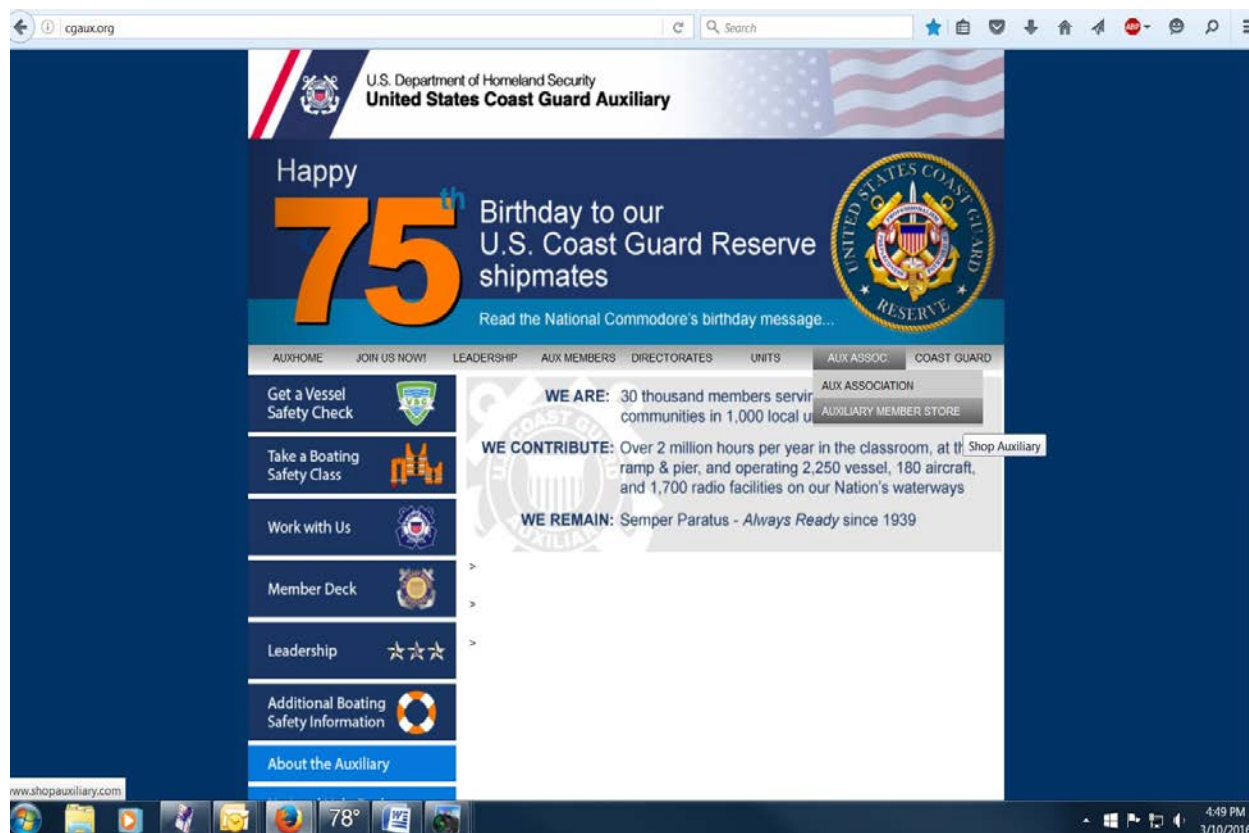


Figure 7 CGAUX.ORG web site with Auxiliary Member Store menu selection

In addition to the cgaux.org page, you can branch from there to the different national sites for the auxiliary such as Training Directorate, Public Affairs Directorate, Marine Safety Directorate, and so on. You can also gain access to those site through Google. For example just Google "Coast Guard Auxiliary Training Directorate" and select the Google link to it. That will give you the Training Directorate's page and latest information.

Mandated Training is a requirement in the Auxiliary. There are 10 mandated courses that must be taken and can be done on-line. Courses such as Civil Rights Awareness, Ethics, Influenza Training, etc must be taken in order to participate in Auxiliary activities. This includes the ICS100 and ICS700 FEMA classes. All of these can be accessed and completed on our AUXLMS web site.

<https://auxlearning.uscg.mil/Default.asp>

The user name would be your auxiliary registered email address (you can see that in the Auxiliary Directory as specified earlier). In order to get a password first time you access this, select "I forgot my password". You will be prompted for your auxiliary registered email address. After entering that and selecting "submit", a temporary password will be sent to that email address. Go back to the web site and enter your email address in username and the temporary password you were provided in password and select "login". You will be required to enter in a new password of at least 12 characters in length. From then on use that password when you log in. If you forget, you can go through the same procedure to enter a new password.

The screenshot shows the AUXLMS (Auxiliary Learning Management System) interface. At the top, there's a header with the 'UNITED STATES COAST GUARD' logo and 'AUX LMS' text. Below this is a navigation bar with links to 'HOME', 'COURSE CATALOG', and 'MY ACCOUNT'. The main content area is titled 'Auxiliary Mandated Training'. It features a search bar, an event calendar for March 2016, and a list of courses. The courses listed are: 500997 - IS 700: NIMS, An Introduction; 501375 - IS-100.b Introduction to Incident Command System, ICS-100; and 502290 - Influenza Training. The page also includes a description of the training and a link to the knowledge base.

Figure 8 AUXLMS Mandated Course Selection page

Once in there you can select "Catalog: Auxiliary" then "Catalog: Mandated Training" to select the courses you want to take. When you take the ICS100 and ICS700 courses from this site, you will be able to take the classes; however, in order to take the tests to qualify, you will be required to get a FEMA number. The instructions to do that will be provided to you at the end of those two classes. You can also access the ICS100 and ICS700 classes and tests by using Google to type in ICS100 or ICS700 and select the link directly. Please remember in order to get credit for the ICS100 and ICS700 or any of the FEMA courses you must submit your completion certificate to your Flotilla Commander and FSO-IS so that DIRAUX can get a copy and enter it into AUXDATA. It will not automatically update the database. Always provide your Flotilla Commander with any certificates of completion, passing test certificates or any other types of course completion so that they will be properly updated into the national database to give you credit.

Almost every Region, Division, and Flotilla have web sites available and Google (or any other search engine) is a good place to start looking for it. For example, to find the 5th Northern Regions website, just google Coast Guard Auxiliary 5th District Northern Region. The URL address is: <http://5nr.org/>

Google is a search engine for the internet. You enter in a relevant term or subject and it will display for you a list of links to web sites that are similar to the search terms you provided. For instance, if I were to type into the space for the search engine the words "Coast Guard Auxiliary", one of the first items in the list of links you would be provided would be a link to the CGAUX.ORG address or our main web site page as I showed above.

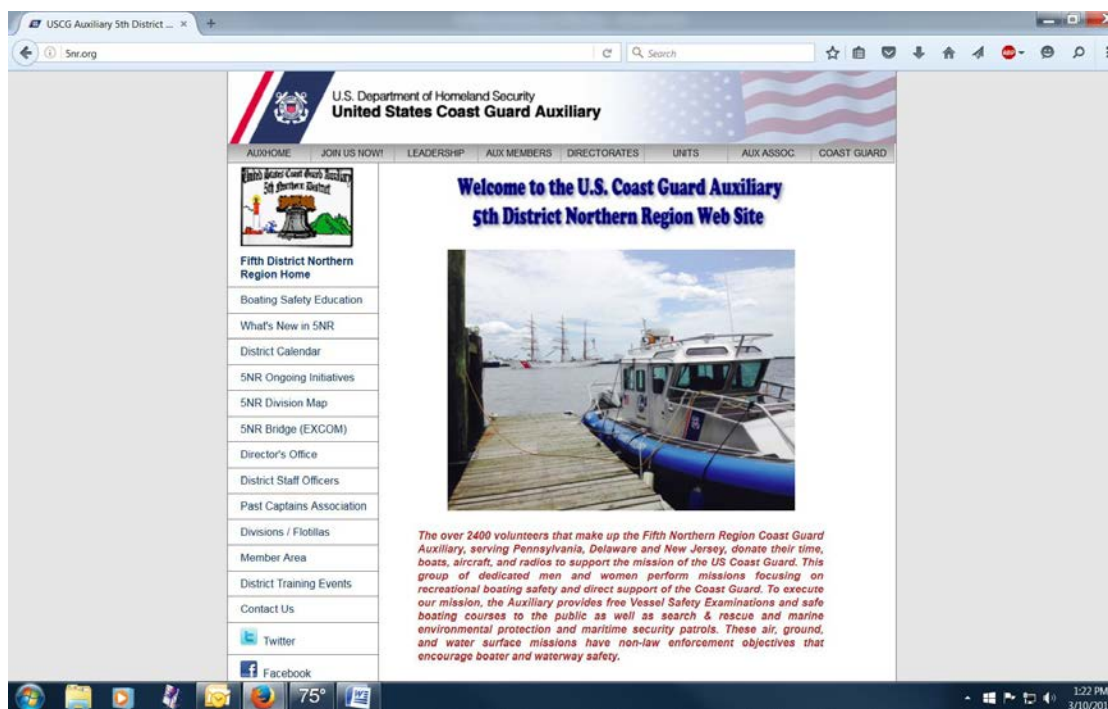
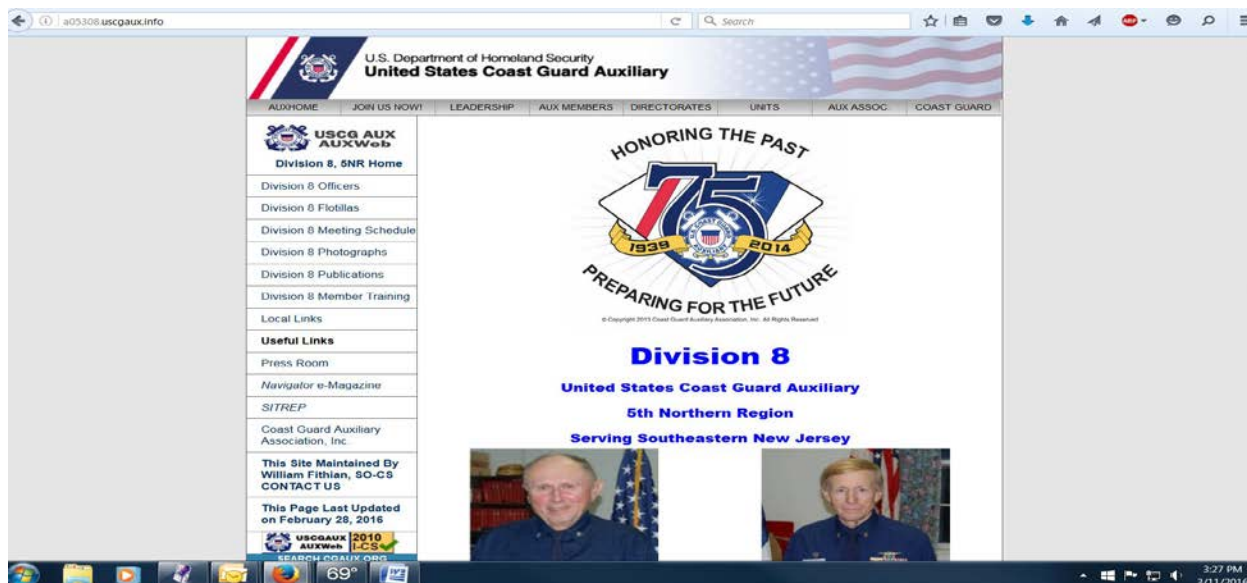


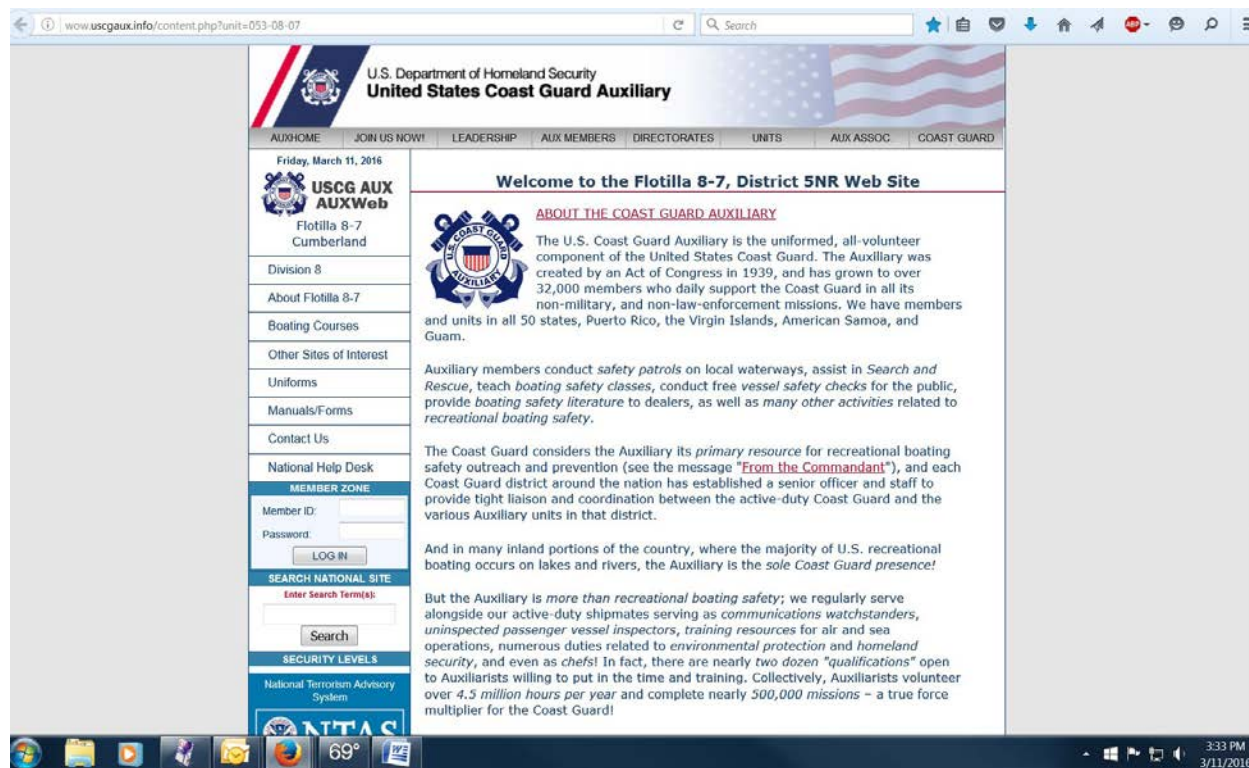
Figure 9 5th District Northern Region Web site

From the address "[5NR.ORG](http://5nr.org)" you can look down the left side menu to find the Calendar of Events, What's New, Boating Classes and the like. If you select District Service Officers, the menu on the left will contain the different department such as Public Education, Recreational Boating Safety Program Visitor, Vessel Examinations, etc. Each selection will provide you information on the subject and what initiatives in that area the Region is emphasizing. From the 5th Northern Regions web site you can find the links to the 5NR's Divisions and Flotillas. This format is standard for most of the Auxiliary's regions, Divisions and Flotillas.

If you Google "5th Northern Region Division 8" (The URL address is: <http://a05308.uscgaux.info/>) you will find our Division 8 web page. This will have links down the left menu for a list of Division Service Officers and a link to when and where Division 8 is holding our division meetings. The member training menu selection will provide you with good links for member training courses to take.



From the 5th Northern Region's web page (<http://5nr.org/>) you will find a link on the left hand side designated Divisions/Flotillas. Selecting that you will find a left side link "Flotilla Links". By selecting that you will see a list of all the Flotillas in the District. Going down the list you will find Flotilla 8-7 Cumberland, NJ. That is our flotilla. This is our web page. There is some basic information there but keep your eye on it as we begin to add links and information to it. Our URL address is: <http://wow.uscgaux.info/content.php?unit=053-08-07>



Finally, many flotillas have their own web pages as well as "Facebook" pages. For example by typing in Google "Flotilla 25-1 Washington DC" you will find the Facebook page for Flotilla 25-1 from Washington DC. I found this is an excellent example of a flotilla Facebook page. You will find there are quite a few flotillas who maintain them.

Below as a reference this document provides the URL address of the pages we discussed during this training session.

Reference:

www.cgaux.org Coast Guard Auxiliary Main web page

https://auxofficer.cgaux.org/auxoff/activate/new_password.php To activate your official coast guard password

<https://auxlearning.uscg.mil/Default.asp> AUXLMS training page

<http://5nr.org/> 5th District Northern Region Web site

<http://a05308.uscgaux.info/> Division 8 5th District Northern Region Web site

<http://wow.uscgaux.info/content.php?unit=053-08-07> Flotilla 7, Division 8, 5th District Northern Region (US!!).

<https://emilms.fema.gov/IS100b/index.htm> Direct web site for the ICS100 course.

<http://www.training.fema.gov/is/courseoverview.aspx?code=IS-700.a> Direct web site for the ICS 700 course.

<https://training.fema.gov/apply/notice.aspx> Follow instructions here to get a FEMA Student ID to take ICS tests.