

COMDTNOTE 16794
DEC 8 2003

COMMANDANT NOTICE 16794

CANCELLED: DEC 7 2004

Subj: 2004 AUXILIARY OPERATIONS WORKSHOP

Ref: (a) Auxiliary Operations Policy Manual, COMDTINST M16798.3 (series)

1. PURPOSE. This notice promulgates the 2004 Auxiliary Operations Workshop for use in calendar year 2004.
2. ACTION. Area and district commanders, commanders of maintenance and logistics commands, and commanding officers of headquarters units shall ensure that the units and Auxiliarist under their command adhere to the provisions of this Notice. Coast Guard Auxiliarists who participate in Auxiliary operations shall be aware of the contents of this Notice and conform to its provisions. Internet release is authorized.
3. DIRECTIVES AFFECTED. 2003 Auxiliary Workshop, COMDTNOTE 16794 dated 10 January 2003 is cancelled.
4. DISCUSSION.
 - a. Enclosure (1), 2004 Auxiliary Workshop contains discussion topics pertinent to Auxiliary operations. This workshop pertains to Pollution First Responder, a fictitious based Interactive Sea Story relating to Team Coordination (TCT), and an optional Information Systems update for forms utilized by Auxiliary personnel.
 - b. Workshop attendance is mandatory for Auxiliary members participating in surface operations as coxswain or crew, and members participating in Marine Safety Programs. This workshop will assist in providing safe, capable Auxiliary support to Coast Guard commands in the surface operations and Marine Safety programs. Members required mandatory attendance that do not attend the workshop prior to the cutoff date will not be eligible to receive orders and will not receive credit for any mission during their "uncertified" period. As with any required certification, an AUXDATA entry shall be recorded upon completion. Failure to comply by the deadline will indicate a "not qualified" status in the Auxiliary AUXDATA Individual or Unit

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A																											
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NON-STANDARD DISTRIBUTION: Auxiliary National Supply Center (100), NEXCOM, NADCO-OMS, DC-O, DC-M, DVC-OS, DVC-OE, DVC-OA

Certification report in the training module. Directors of Auxiliary are responsible for monitoring and notifying order issuing authority(s) of non-qualified members.

- c. The 2004 Auxiliary Operations Workshop is available on line at the Auxiliary web page (www.cgaux.org) and in printed format through the Auxiliary National Supply Center (ANSC). The workshop should normally take about two and one half hours to conduct and should be provided on multiple occasions to facilitate maximum availability. Elected or appointed Auxiliary officers or their designee shall conduct the training, at the district, division or flotilla levels. Copies of the workshop should be provided to all elected officers in the Auxiliary. Each Flotilla Commander, Vice Flotilla Commander, and Flotilla Operations Officer will receive a copy of the workshop.
 - d. The 2004 Auxiliary Operations Workshop is reported as category 3 on the Workshop Attendance Report, ANSC 7039. Reporting is mandatory to allow proper record keeping.
5. FORMS AVILABILITY. ANSC 7039 may be ordered from the Auxiliary National Supply Center or downloaded from the Auxiliary web page (www.cgaux.org).

JAMES C. OLSON /s/
Rear Admiral
Director of Operations Capability

Enclosure: (1) 2004 Auxiliary Operations Workshop