1. Purpose
This document provides policy and guidance concerning the locally convened Auxiliary Search, Coordination, and Execution (AUXSCE) specialty course, the Train the Trainer (TTT) course, and the C-School AUXSCE TTT course. The document was developed jointly by the U.S. Coast Guard Auxiliary Division (CG-5421), the U.S. Coast Guard National Search and Rescue School, and the U.S. Coast Guard Auxiliary – National Training Department.

2. Background:
For many years, the Auxiliary Search and Rescue (AUXSAR) specialty course had outdated information and extraneous material (e.g. - search planning elements) that was much more pertinent for active duty Coast Guard members (e.g. – command center watch standers) instead of Auxiliary operators. With this in mind, the National Search and Rescue School at Training Center Yorktown re-designed the course and arranged to train a cadre of Auxiliary instructors in late FY07. The new course was re-designed and re-titled Auxiliary Search, Coordination, and Execution (AUXSCE).

This is the first case in which an Auxiliary specialty course is meant to be delivered by specially trained instructors who are specifically knowledgeable of the material, the method of its instruction, and the operations that it supports. Accordingly, its deployment throughout Auxiliary applications will be closely monitored and assessed by the USCG Auxiliary Division (CG-5421), the Auxiliary Department of Training, and the National SAR School in the course of the next few years.

To qualify instructors to teach this course, a second 4-hour course titled “Train the Trainer” (TTT) has been deployed. Additionally, a C-School Course, “AUXSCE TTT” has been offered beginning in FY07. This course combines the regular AUXSCE course and the TTT course and is designed to ensure that Instructors meet high standards to qualify to train other AUXSCE Instructors. The C-School AUXSCE TTT class has utilized instructors from the National SAR School and 4 Auxiliarists attached to the SAR School to maintain the same standards set for the regular Coast Guard.

3. Status:
The AUXSCE course has replaced the AUXSAR course. AUXSCE is the course title, but successful completion of the AUXSCE course will continue to be entered in AUXDATA under the SEARCH AND RESCUE SPECIALTY (AUXSAR) COURSE task as a requirement for the AUXOP device.

AUXSCE requires extensive and advanced chart plotting and knowledge of navigational calculations. Successful completion of the AUXNAV specialty course is REQUIRED prior to registering for either the AUXSCE C School or any locally convened class. It is highly recommended that Auxiliarists who are coxswain, boat crew members, pilots (at any level), or air crew members take the AUXSCE course to improve their knowledge of Search and Rescue. Even if the Auxiliarist has passed the old AUXSAR course, it is

11 January, 2010
recommended that they take the AUXSCE course to learn the new materials contained in the course.

Only Auxiliarists who meet certain criteria (see paragraph 4 below) may serve as qualified instructors and teach the AUXSCE course (i.e. serve as AUXSCE Instructors) or to teach the TTT course. An AUXSCE Instructor competency, distinct from the Auxiliary Instructor (IT) competency, is predicated on tasks that reflect the criteria in paragraph 4. Auxiliarists who meet the criteria shall be recognized in AUXDATA as SEARCH COORD & EXECUTION TRAIN-THE-TRAINER (AUXSCE TTT). This should not be confused with the name of the C School course AUXSCE TTT.

4. Training:
The AUXSCE course is designed to be taught over a period of five full days or the equivalent thereof, with a minimum of 28 hours of classroom work. This course is designed to be taught by a team of AUXSCE Instructors, not a single AUXSCE Instructor.

AUXSCE requires the 13218 chart for proper instruction and practical exercises. This chart will be stocked at the Auxiliary National Supply Center (ANSC). No other charts may be substituted. Other course materials (e.g. – Student Guide / Instructor Guide CDROMs, manuals and exams) will also be stocked or printed to order at ANSC. No other materials may be substituted for this course. Failure to use prescribed course materials shall constitute grounds for nullification of successful course completion, and may result in disqualification of the Instructor as an AUXSCE Instructor.

Minimum paper-based material required for each course is the Student Guide, the abbreviated Coast Guard Addendum to the U.S. National Search and Rescue Supplement (available through ANSC), and chart. All other material may be on a CD-ROM. Orders for materials should be placed only for those students truly committed to successfully passing this course. Material costs are rising and future stock limitations could occur. Auxiliary instructors for this course must order course materials through the Auxiliary FSO-MAs and Flotilla Commanders, who will order the materials from the ANSC. Each student’s and instructor’s name andEMPLID must be submitted for each order to ANSC.

In order to become certified as an AUXSCE Instructor, an Auxiliarist must meet the following criteria (have them reflected in AUXDATA as completed tasks for the AUXSCE Instructor competency described in paragraph 3 above):

A. Successfully complete either:
   1). The AUXSCE TTT C-School course or
   2). Complete both the AUXSCE specialty course (locally convened) and the TTT course taught by an Auxiliarist who at the time of the courses was qualified as an AUXSCE Instructor.
B. Be current in their qualification as an Auxiliary instructor (IT).
C. Be current in their qualification as an Auxiliary coxswain, boat crew member, pilot (at any level), or air crew member. This criterion may be waived by the
AUXILIARY SEARCH, COORDINATION, AND EXECUTION (AUXSC&E) COURSE TRAINING POLICY

DIRAUX, in consultation with the DCO, but the member must have been current in the last five (5) years if they are to serve as an instructor.

D. Successfully complete the AUXNAV specialty course prior to taking the AUXSCE course.

In order to remain certified as an AUXSCE Instructor, an Auxiliarist must maintain all of the criteria listed in the previous paragraph. In addition, the AUXSCE Instructor must either teach at least five (5) hours of an AUXSCE course or have attended the AUXSCE course as a student in the last eighteen (18) months. Failure to do so will result in removing the Auxiliarist’s AUXSCE Instructor qualification. To become re-qualified, the Auxiliarist must re-take the AUXSCE TTT class. Only C School-trained AUXSCE TTT’s can qualify other TTT’s.

Additionally any current member of the National SAR School may teach this course as requested by the Auxiliary.

If a student has taken a locally convened AUXSCE class, they cannot also take the AUXSCE C School class. This is an intense course of study and practice in navigation, and a strong background in navigation is necessary for successful completion. Anyone weak in the area of navigation cannot take this course.

5. Testing
In order to successfully complete the AUXSCE or the AUXSCE TTT C School course, a student must pass an administered two-part end-of-course exam (Knowledge section and Performance Skills [charting] section.) Both parts do not have to be administered on the same day, but no more than one (1) week should separate their completion. Additionally, since the active duty Coast Guard SCE exam is open book, so are the AUXSCE and AUXSCE TTT exams.

A student may directly challenge the end-of-course exams. If a student receives passing scores, the student will receive credit for the successful course completion. Attempts to pass these courses are limited to not more than seven (7) times in a thirty (30) day period. Attempts to pass the exams are at the discretion of the test administrator. Only one (1) written exam and one (1) performance skills (charting) exam are permitted per student per class – regional or C School. A student must fail the written exam prior to re-taking it.

The Knowledge section written exam will be taken by each student individually and it shall be taken prior to the performance skills (charting) exam. A minimum grade of 80% is passing on the written exam. The written exam will be allotted sixty (60) minutes. It will be administered in the same manner as all AUXOP courses. An AUXOP proctor or an AUXSCE qualified instructor may order the exams from their respective DIRAUX, proctor the exams, and return the exams to DIRAUX. The DIRAUX office makes a copy of the written exams and sends the originals of the final written examinations using the fastest means available (Federal Express is recommended) to:

Commanding Officer

Page 3 of 5
11 January, 2010
Before administering the performance skills (charting) exam the AUXSCE Instructor will ask the students if they desire to complete this section either plotting alone or plotting in pairs. The AUXSCE Instructors will utilize their best efforts to ensure that the students’ desires are followed, although in some cases because of the number of students in a given class this will not be possible. In the event that students plot alone, they will be required to perform either Problems 1 and 3 or Problems 2 and 4, at the discretion of the AUXSCE Instructor. If students plot alone, they will be allocated one and a half (1 ½) hours to complete this section of the exam. In the event that students plot in pairs, they will alternate plotting patterns so that one student plots Problems 1 and 3 and one student plots Problems 2 and 4. If students plot in pairs, it shall be the AUXSCE Instructor’s discretion to assign plotting partners, taking into account relative skill levels. Students who plot in pairs shall be allocated three (3) hours to complete this section of the exam. No extra charts are needed nor should they be ordered. The charts used during the class for teaching shall be erased and re-used for the performance skills exam.

An AUXSCE qualified instructor must proctor this exam. Pass or fail on the performance skills (charting) exam will be determined by the judgment of the AUXSCE Instructor. Students must plot their patterns accurately to within two-tenths (.2) of a nautical mile; must compute distances to within one-tenth (.1) of a nautical mile, must compute within two (2) degrees for directions, and must compute times to within two (2) minutes. Only one intervention by the AUXSCE Instructor is permitted for each Problem. A designation of “GO” or “NO GO” will be rendered by the instructor based on the student’s charting skills and responses to questions over search pattern activity.

Commencing 11 January 2010, all performance skills (charting) exams and accompanying answer sheets must be submitted to the National SAR School address above, directly (these do not have to go to the DIRAUX office first). The written exams will not be graded until all accompanying charts and chart answer sheets are provided to the SAR address above. ALL charts from all locally convened classes are to be sent to the National SAR School, even if the charts are not graded. These charts are controlled items and all of them must be accounted for.

A list of students who have received a “GO” will be prepared by the Instructor and sent to their respective DIRAUX on Form 7039 Workshop Mission and Attendance Report. DIRAUX will determine which students have passed the course by reviewing the results of both examinations. Students passing both exams will be issued the appropriate certificate for course completion.
6. Certificates:

Certificates shall be issued for either successful completion of the TTT course or the AUXSCE course itself. This is a direct relationship with the competencies recognized in AUXDATA.

ANSC will provide an electronic certificate template for successful completion of the AUXSCE TTT course to DIRAUX offices. These certificates shall be signed by the appropriate DIRAUX and issued to Auxiliarists who successfully complete the course. Certificates for successful completion of the AUXSCE C School are handed out at the completion of the class.

Certificates for students who complete the AUXSCE locally convened classes shall be signed by the appropriate DIRAUX.

7. Administration:

In order to be admitted to a TTT or to an AUXSCE TTT C-School course, the student must complete the AUXSCE Registration Form. This form has been designed to provide the following information for the AUXSCE instructor and DIRAUX:

1. Verify the student’s completion of prerequisites;

2. Secure the student’s commitment to offer the AUXSCE course when called upon to be an instructor;

3. Provide documentation to DIRAUX that the student has met the prerequisites for the course. Attached is a copy of the AUXSCE Registration Form. It may be copied and distributed by the course instructor. A copy for each student must be attached to the 7039 when it is filed with your respective DIRAUX.

"AUXSCE REGISTRATION FORM 2010.pdf"