United States Coast Guard Auxiliary
Student Programs Directorate

AUP Program of Study

March 2023

Contents

Introduction and Purpose

The AUP national staff develops and promulgates the *AUP Program of Study* (POS) per the *AUP Leadership and Management Guide.* It outlines the academic, training, and qualification expectations of students enrolled in AUP. The *Program of Study* will be reviewed and updated, if necessary, on an annual basis to remain current with Auxiliary policies and guidelines and changes within AUP.

The purpose of the Program of Study is threefold:

1. To **develop leadership competencies**, per the Leadership Development Framework;
2. To **develop operations skills** through qualification processes; and
3. To **develop thought leaders** for Team Coast Guard through rigorous academic study and exploration.

Any enrolled student who completes the requirements prescribed by the POS will be permanently qualified as an Auxiliary University Programs **Graduate**. Students who do not complete the POS will be designated as "Incomplete." Students that begin AUP and later transfer to and graduate from the Coast Guard Academy, or who complete Coast Guard Officer Candidate School or a Direct Commission program will also receive "AUP Graduate" recognition. This Program of Study applies to students who have not achieved AUP Senior status at the time of promulgation. Otherwise, the Program of Study of 2017 applies.

Students desiring to distinguish themselves as leaders (particularly those interested in applying to active-duty officer accession programs) may pursue the elevated requirements necessary to be considered an AUP Graduate with Distinction. This is not a separate qualification from AUP graduate, rather, AUP Graduates with Distinction are those graduates who are recognized as having achieved a most exemplary level of leadership and academic performance while enrolled in AUP. In addition to the requirements for AUP Graduate, Graduates with Distinction must engage in thoughtful writing concerning their leadership philosophy and must explore a contemporary Coast Guard issue or challenge in depth. These graduates have met and exceeded the program's requirements operationally, in the classroom, and as leaders in service.

Qualification Levels

Qualification	Awarded upon completion of
AUP Junior[1]	Granted immediately upon enrollment, valid not more than 12 months; students must advance to AUP Senior prior to the expiration of the 12 month Junior qualification. • Coast Guard Auxiliary enrollment application submitted; • Enrolled full-time in an accredited undergraduate program at an American college, university, community college, or technical school; • Meets all institutional requirements for participation in extracurricular activities; • Favorable endorsement from student's unit officer; • AUP enrollment application submitted and reviewed for conformance with criteria. *Eligibility requirements are outlined in the Leadership and Management Guide, Chapter 1, Section A.6. Institutions must be accredited by a regional or national accrediting agency as recognized by the U.S. Department of Education. Waivers for full-time status will be considered on a case-by-case basis.*

AUP Senior	Valid not more than three years following qualification; students must advance to AUP Graduate before the expiration of the 3-year Senior qualification. Extensions may be given on a case-by-case basis.
	
	• All items required to qualify as an AUP Junior;
	• Granted minimum "Approval Pending" (AP) Auxiliary member status;
	• All 100-level "General Requirements" courses:
	  ○ AUP 101 - Basic Introduction Course;
	  ○ AUP 103 - Intro to Incident Management;
	  ○ AUP 110 - Safe Boating;
	  ○ AUP 111 - Cyber Awareness;
	
	Students have a maximum of 12 months to achieve this qualification from the date they first enroll as an AUP Student.

AUP Graduate	Permanent for all who have met the requirements. • All items required to qualify as an AUP Senior; • Minimum of one AUP 200-level Academic Course; • Minimum of one AUP 300-level elective course or experiential Leadership Capstone; • Minimum of six credits of Operational Qualifications; • Minimum 200 hours logged in AUXDATA since AUP enrollment date; • Favorable AUP participation endorsement from assigned Unit Officer; • Complete one Leadership Evaluation Report for every year participating in AUP; and • Minimum 4-year Bachelor's degree granted by the institution at which student is enrolled. • Members who join AUP and complete a Coast Guard accession program (CGA, OCS, boot camp, etc.) may be awarded graduation status, even if they have not completed all of the other requirements. Graduation will be awarded on a case-by-case basis. *Students have a maximum of 3 years to achieve this qualification from the date they first qualify*

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[1] The applicant is considered an AUP Junior from the date their AUP application is accepted, which allows them to begin taking online classes. However, they are not considered to be an "Auxiliarist" and are therefore not authorized participation in typical Auxiliary activities until they have met Auxiliary membership requirements.

> *as an AUP Senior. Additional years require a waiver from the AUP national staff.*

Course Overview

General Requirements

Students must complete all 100-level introductory courses.

AUP 101 - Basic Introduction Course	AUP 103 - Intro to Incident Management
AUP 110 - Safe Boating	AUP 111 - Cyber Awareness

Academic Courses

Students must complete at least one 200-level elective course of their choice and may complete additional courses.

AUP 201 - Auxiliary Weather Specialty Course - (AUXWEA)	AUP 204 - Introduction to Marine Safety & Environmental Protection – (IMSEP)
AUP 202 – Auxiliary Seamanship Specialty Course – (AUXSEA)	AUP 205 – Introduction to Public Affairs
AUP 203 - Auxiliary Communications Specialty Course – (AUXCOM)	

Leadership

Students must complete at least one 300-level elective course of their choice and may complete additional courses.

AUP 303 - Independent Project	AUP 302 - Internship
AUP 305 - Unit Leadership	AUP 304 - Homeland Security

Operational Qualifications

Students must complete at least six credits of Operational Qualification by working on the job to earn any one of the following.[2] Performance Qualification Standards (PQSs) can be found on AUP's Classroom, as well as on the applicable qualification's directorate website. Operation qualification training is normally conducted in coordination with a local flotilla or active duty unit; students should consult with their local training officers before beginning a

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[2] Operational qualifications are neither awarded nor certified by AUP; they must be obtained through the standard Auxiliary or Coast Guard qualification process via the member's flotilla and chain of leadership.

qualification. Students interested in pursuing active-duty positions should prioritize qualifications marked with an asterisk.

Graduate with Distinction

Members enrolled in AUP may wish to prepare for competitive civilian hire or military selection boards (Officer Candidate School, MARGRAD, etc.). Members wishing to be recognized as a *Graduate with Distinction* must verify completion of additional tasks on their AUP Graduate PQS submission. Award of the *Graduate with Distinction* honor must coincide with graduation from college and from AUP, i.e., it is not possible to retroactively meet these requirements following the initial award of the AUP Graduate qualification. Members intending to graduate with distinction are required to fulfill the following requirements in addition to all items required to qualify as an AUP Graduate.

Personal Leadership Philosophy

This requirement is intended to reflect a student's deliberate consideration of their leadership style. Students should write an essay expressing a clear, concise understanding of what makes a good leader and the studies and events that have influenced that belief.

Students must complete a 2 page, double-spaced essay in 12-point Times New Roman font, 1" margins. The essay shall be reviewed and approved by the Unit Officer. This should be submitted along with the Coast Guard Issue Paper via the AUP website. This requirement may be completed as a part of certain AUP courses, including LO210 and LC221.

Coast Guard Issue Paper

This course is intended to demonstrate the student's knowledge of the Coast Guard and ability to identify and research a topic that is significant to the Coast Guard. The topic may be an internal issue (e.g. Coast Guard budget process) or external (e.g. Coast Guard's response to climate change).

Students must complete a 10 page, double-spaced essay in 12-point Times New Roman font, 1" margins. The essay shall be reviewed and approved by the Unit Officer. This should be submitted along with Personal Leadership Philosophy via the AUP website.

Internship Requirement (AUP 302)

Students complete their work under the guidance of experienced professionals and an academic advisor from their school. Students may be eligible to earn college credit for their experience, depending on the policies of the individual school. Further information is in the *AUP Internship Guide*.

Coast Guard Health and Physical Readiness (HPR)

Meeting these standards demonstrates a base level of physical fitness required of a Coast Guard Officer Candidate (OC). As such, the requirements mirror those for Officer Candidate School (OCS). Students are required to complete the physical fitness and swim tests within the OCS regulations.

NOTE: Any student may substitute an additional 300-level course instead of this requirement; however, any student pursuing an active duty career is strongly encouraged to complete the PT requirements.

Grade Point Average (GPA) Requirement

The student must complete their degree as issued by their academic institution with a minimum cumulative GPA of 3.0 on a 4.0 scale.

Leadership Evaluation Report (LER) Requirement

The student must receive an aggregate marking above 5.5 in the final two years in the program and receive no marks below a 4 in the final year.

Clarifying Details

Course Substitutions

Some courses taught outside of AUP may be substituted in fulfillment of POS requirements. They are listed below. Students may submit substitutions not listed below to the Academics Branch for consideration (based on parity in course content and rigor) on a case by case basis, and added to future updates to the Program of Study as necessary.

Course No.	AUP Course Title	Acceptable Substitutes
AUP 301	Leadership and Management	USCG Leadership and Management School (LAMS) NROTC Naval Leadership and Management NROTC Naval Leadership and Ethics
AUP 302 AUP 303	Internship Independent Project	Internships and independent projects arranged through or sponsored by the student's school will be accepted provided that they (1) Are demonstrably related to the needs of the Coast Guard, Department of Homeland Security, or maritime community, and (2) Are accompanied by a letter from the student's academic advisor certifying that the work has satisfactorily met the host institution's requirements.

Additional courses are outlined in the course catalog that allow students to apply courses taken at their schools for AUP credit. Applicable courses will require additional AUP-specific modules relating the course topic to the Coast Guard or the Coast Guard Auxiliary. AUP students wishing to fulfill the requirements for such a course must submit the intended course syllabus to the AUP Course Administrator before taking the course. Once the syllabus is approved, the course can be used to fulfill the AUP course requirement. Additionally, a single approval may be utilized by multiple students for courses offered at the same university for three years. The syllabus must be re-submitted for approval every three years.

Course Delivery

Students are responsible for ensuring they complete the requirements of the courses they take. AUP delivers individual classes synchronously (live), asynchronously, and in hybrid formats, allowing students flexibility when registering for sessions covering topics that they need to complete course requirements. For example, If a student is studying boat operations and knows that he or she needs to learn more about first aid, then that student should sign up for a session that covers first aid. If that student already learned about navigation in his or her flotilla, then he or she should feel free to skip that online class. AUP engages subject matter experts to teach in a discussion-oriented format and adds new opportunities to the class catalog on an ongoing basis.

Coursework might also be completed in other in-person venues. Auxiliary class time outside of AUP (in the flotilla, at

a station, skills weekend, DTRAIN, etc.) is counted towards students' graduation requirements.

Course Content

AUP supports local units and stations by providing on-campus instruction. These interactions between students and expert instructors are extraordinarily valuable. To that end, an ever-growing library of course material is publicly available on the AUP website. The Academics page is organized by course, with everything in one place, so that students and instructors can download material for self-study or on-campus classes, watch videos, and take tests all linked to www.cgauxedu.us/academics.

Course Completion

Students must submit proof of completion for individual Program of Study courses and requirements (usually a letter of designation for a qualification, copy of test passage notification, or some other document) to the AUP staff so that the completion may be logged in the student's AUP record. This completion ***must*** be submitted online via the AUP website.

Online Exams

All exams required for completion of any AUP requirement are available online via the Auxiliary's "National Testing Center" NTC, which may be accessed at http://ntc2.cgaux.org/NTC/. IS courses associated with AUP 103 are taken online through the Federal Emergency Management Agency's (FEMA) Emergency Management Institute (EMI).

Personal Qualification Standard (PQS)

Students are recognized with each qualification upon submitting the Performance Qualification Standard (PQS) package for each successive qualification (this is an online form). This form ***must*** be submitted. The AUP national staff will enter the qualification in its student information management system and may request supporting or verifying documentation. Senior and Graduate qualifications will not be entered absent the submission of this form.

Junior/Senior Status REYR

A member's AUP Junior and AUP Senior qualification status will enter REYR (lapsed) status 12 and 36 months respectively from the date of the member earning the qualification. The member will be dropped from the AUP master roster at this time. An AUP Junior having entered REYR may re-qualify by earning the AUP Senior qualification, and an AUP Senior having entered REYR may re-qualify by obtaining an extension of the Senior qualification from the national staff.

Academic Forms

The AUP Academic forms listed below will now be accepted only when submitted online via www.cgauxedu.us/forms. Verifying Mentors may be the student's Unit Officer, Flotilla Commander, or another AUP staff member. AUP program staff will verify that minimum class time requirements have been met.

Personal Qualification Checklist for "AUP Senior"

Students use this form to document and verify completion of *Program of Study* requirements in pursuit of the "AUP Senior" qualification.

Personal Qualification Checklist for "AUP Graduate"

Students use this form to document and verify completion of *Program of Study* requirements in pursuit of the "AUP Graduate" qualification. This form is also used to verify AUP Graduate with Distinction status.

Leadership Evaluation Reports

Every student shall complete one Leadership Evaluation Form (LER) per academic year. LERs facilitate formal leadership assessment and regular feedback between mentor and student. Experience with this process also benefits students wishing to pursue active-duty officer careers in which the Officer Evaluation Report (OER) is a required component. Unit Officers may use completed LERs to evaluate students to issue recommendations for internships, special assignments, etc. LERs will be completed using the CG-5310B Ensign OER Form.

The LER process in AUP is intended to facilitate students' personal leadership development and feedback, not (at this level) to serve as a career evaluation tool. LERs are not to be submitted to the national staff; rather, the staff simply tracks the Unit Officer's/Reporting Officer's verification of completion and does not maintain a history of the LERs' contents. Actual documentation is to be disposed of on completion to protect personal career-sensitive information. AUP and other Coast Guard personnel are not authorized to retain copies of completed LERs.

Reporting Chain

Every member of a unit, including the unit officer, shall have a role and responsibility in the leadership evaluation process, known as the LER reporting chain. The roles of the LER Reporting Chain are explained below.

Reported-On Member (ROM)

ROMs shall complete a List of Accomplishments (LOA) detailing their activities throughout the year, relating to each of the 18 areas of evaluation on the LER. ROMs shall also complete blocks 1 and 2 of the LER. The LOA and the requisite blocks shall be completed, annually, no later than 20 March.

Drafter

Drafters shall complete blocks 3 through 8 of the LER form, annually, no later than 30 April, taking into account the ROM's LOA and their observations of the ROMs performance. Drafters should be members who work frequently and closely with the ROM, such as the Unit Officer, Unit Leader, or Flotilla Commander.

Reporting Officer

Reporting Officers shall complete blocks 10 and 11 of the LER, annually, no later than 31 May. Once all LERs in the unit are completed, the Reporting Officers shall report which members have or have not completed the annual process to the Branch Chief for Program Management. Generally, the Reporting Officer will be a member's Unit Officer. A student may have a National Staff member fulfill this role if the student is a national student officer or interning on the AUP National Staff. In this case, the proposed reporting officer should be a National Staff member with whom the student works regularly and who could reflect on the ROM's abilities and potential better than the local unit officer because of that working relationship. If the student intends to have a National Staff member serve in this role, the student should notify both the unit officer and intended National Staff member in writing at the initiation of the process. In the case of senior student leaders, a Reporting Officer will complete the entirety of the form as the evaluator.

Course Catalog

This Course Catalog describes each course referenced in previous sections, as well as pass criteria (i.e. that which the student must complete to be considered to have passed the course).

General Requirements

Students must complete all 100-level introductory courses.

AUP 101: Introduction to the Coast Guard Auxiliary

Description

The Introduction to the Coast Guard Auxiliary prepares new members for effective service in the U.S. Coast Guard Auxiliary. It is a foundational course designed to supplement and enhance existing knowledge of Coast Guard and Coast Guard Auxiliary core values, uniforms, history, officer and enlisted ranks, and career development, as well as basic administrative procedures associated with participation in the Coast Guard Auxiliary. This course requires students to work with their Unit Officer to create an Individual Development Plan (IDP) using the official Coast Guard IDP template for Officers/Civilian/Auxiliary personnel.

Pass Criteria

- Individual Development Plan (IDP) created with a mentor

- Auxiliary Basic Qualification Course II 7 modules online

- Auxiliary Core Training Courses
    - Workforce Resilience Training
    - Security Fundamentals
    - Privacy at DHS: Protecting Personal Information
    - Sexual Harassment Prevention
    - Civil Rights Awareness
    - Ethics 1 / Personal Gifts

AUP 103: Introduction to Incident Management

Description

This course is a combination of four online self-study courses offered by the Emergency Management Institute (EMI) of the Federal Emergency Management Agency and is accessible via EMI's website at http://college.cgauxnet.us/portal/academics/nims. This coursework serves as foundational knowledge as to the purpose, roles, organization, and activities of incident response that the student might take part in through participation in a variety of Coast Guard Auxiliary mission areas.

Pass Criteria

Complete the following short self-study courses online:

- ICS 100 - Introduction to Incident Command

- ICS 200 - Single Resource / Initial Action Incidents

- IS 700 - Intro to the National Incident Mgmt. System

- IS 800 - National Response Framework an Introduction

AUP 110: Safe Boating

Description	This course requires the student to complete "Safe Boating" training and acquire a boating license in the state most appropriate to his or her circumstances (usually either their home state or the state where they are attending school). This course may be any safe boating course approved by the National Association of State Boating Law Administrators (NASBLA); it is not offered directly by AUP but may be taken in the classroom with the student's local flotilla or online. Successful completion requires the student to pass the final exam applicable to the specific course being taken, and to submit proof of completion to AUP and via the chain of leadership to the student's DIRAUX.
Pass Criteria	Achieve minimum Auxiliary "Basically Qualified" status by completing any NASBLA-approved safe boating course online, through flotilla public education, or a local government source.

AUP 111: Cyber Awareness

Description	Digital literacy and cybersecurity awareness are critical skills for all members of Team Coast Guard. Students must demonstrate proficiency in these areas by passing the federal Cyber Awareness Challenge. The course provides an overview of cybersecurity threats and best practices to keep information and information systems secure.
Pass Criteria	Complete the federal Cyber Awareness Challenge.
Course Website	https://public.cyber.mil/training/cyber-awareness-challenge/

Academic Courses

Students must complete at least one 200-level elective course of their choice but may complete additional courses.

AUP 201: Auxiliary Weather Specialty Course – (AUXWEA)

Description	This course is intended to train the Auxiliary weather specialist in the art of practical meteorology. The main focus will be on weather assessment for surface operations, but some attention will be paid to issues particular to air operations. The Auxiliary Weather Specialty class is also one of the three required core courses to achieve AuxOp status.

Delivery Method   https://classroom2.cgaux.org/moodle/course/view.php?id=4

Pass Criteria   You must obtain a score of 90% or greater to pass this test.

AUP 202: Auxiliary Seamanship Specialty Course – (AUXSEA)

Description   AUXSEA, the Auxiliary Seamanship Specialty course, is designed to present the Auxiliarist with a thorough knowledge of vessels and proficiency in their operation. An AUXSEA Specialist has extensive knowledge of how vessels are constructed and operated. The AUXSEA Specialist understands marine engines, how to perform minor repairs, is knowledgeable about vessel handling and knows how to approach distress situations. The Auxiliary Seamanship Specialty class is also one of the three required core courses to achieve AuxOp status.

Delivery Method   https://cgaux.org/training/AUXOP/AUXSEA/AUXSEA_Student.pdf

Pass Criteria   You must obtain a score of 90% or greater to pass this test.

AUP 203: Auxiliary Communications Specialty Course – (AUXCOM)

Description   AUXCOM, the Auxiliary Communications Specialty course, focuses on radio communications for the Auxiliary and Coast Guard, providing broad knowledge of the fundamental principles underlying communications systems in use by both the Coast Guard and the Auxiliary. The Auxiliary Communication Specialty class is also one of the three required core courses to achieve AuxOp status.

Delivery Method   https://classroom2.cgaux.org/moodle/course/search.php?areaids=core_course-course&q=communications

Pass Criteria   You must obtain a score of 90% or greater to pass this test.

AUP 204: Introduction to Marine Safety & Environmental Protection – (IMSEP)

Description

                             This course is designed to provide an extensive background in the history, policies, laws, and regulations pertaining to the Marine Safety and Environmental Protection missions. It is the Auxiliary equivalent of the 12-week Coast Guard Marine Science Technician A-School. This course counts as 2 points towards the AUXOP device and is a requirement for the Marine Safety Ribbon.

Delivery Method   https://classroom2.cgaux.org/moodle/course/search.php?areaids=core_course-

course&q=communications

Pass Criteria　　　　　　　You must obtain a score of 90% or greater to pass this test.

AUP 205: Introduction to Public Affairs

Description　　　　　　　This course provides an overview of the goals, objectives, and competencies of the professional Public Affairs Officer. It is one of the requirements for earning the Public Affairs Specialist 3.

Delivery Method　　　　　https://classroom2.cgaux.org/moodle/enrol/index.php?id=29

Pass Criteria　　　　　　　You must obtain a score of 90% or greater to pass this test.

Elective 200 Level Course - (Bridge Resource Management, Cyber Security, Maritime History, International Politics, Homeland Security, or other relevant courses pre-approved by AUP Academic Branch Chief.

To be considered for an Elective 200 level course, it must meet the following criteria. The university course shall be:
● Offered by a regionally accredited college or university in the U.S
● Three-semester credits or equivalent
● Taken face-to-face or online
● Completed with a grade of C or better
● Pre-approved by the Academic Branch Chief
● AUP students wishing to fulfill an Elective 200 Level requirement must submit the intended course syllabus to the AUP Administrator before taking the course. Once the syllabus is approved, the course can be used to fulfill the Elective 200 Level requirement. Additionally, a single approval may be utilized by multiple students for courses offered at the same university for three years. The syllabus must be re-submitted for approval every three years.

Leadership Capstone
Students must complete at least one 300-level elective course of their choice and may complete additional courses.

AUP 301: Leadership and Management

Description　　　　　　　The course is based on the Leadership Competencies, which lay the foundation for all leadership skills necessary to successful leadership in the Coast Guard and the Auxiliary. This is a facilitated and interactive course dealing with Self Awareness, Motivation, Strategic Leadership, Team Building, Ethics, Conflict Management, and

Performance Problem-Solving. This course is satisfied by completion of either the Auxiliary Leadership and Management School (AUXLAMS) or the Leadership and Management School (LAMS) typically taught to active and reserve duty Coast Guard personnel. This course is available through the Auxiliary Training Directorate, not directly through AUP, and is accredited for 3 college transfer credits at the 300 undergraduate level.

Pass Criteria
- Complete AUXLAMS-A course.

- Complete AUXLAMS-B course.

- Active-duty LAMS course

Course Webpage   http://www.cgauxedu.us/301/

AUP 302: Internship

Description   Students complete their work under the guidance of experienced professionals and an academic advisor from their school. Students may be eligible to earn college credit for their experience, depending on the policies of the individual school. This is an on-the-job course facilitated by AUP. Additional information can be found in the *AUP Internship Guide*.

Pass Criteria   Complete all items on the Internship Check Sheet as described in the *AUP Internship Guide* and submit an After-Action Report.

Course Webpage   http://www.cgauxedu.us/internships/

AUP 303: Independent Project

Description   Students complete an independent project in support of Coast Guard, Coast Guard Auxiliary, Department of Homeland Security, or related needs. The project may be part of the Coast Guard's Innovation Program wherein university students partner with Coast Guard innovators to test, evaluate, or research and develop new or existing innovation ideas from the USCG Innovation Database or new concepts generated by students themselves. There is no one size fits all process here, but examples have included Coast Guard innovative student work in a maritime research lab, development of new business processes and methodologies, implementation of new information technology tools, and opportunities for professors to link their research in maritime domain awareness (MDA) to current Coast Guard operations.

Pass Criteria
- Select and obtain agreement on the project from an advisor with subject matter expertise in the area where the project will focus.
- Submit a proposal for approval by the AUP Academics Branch Chief (BC-SUA), via AUP's staff chain of leadership, outlining the project's objective, timeline and milestones, and anticipated outcomes/deliverables.
- Complete the requirements detailed in the approved proposal.

- Present findings, outcomes, and deliverables to a panel consisting of an advisor, BA-SUA or designees, and others as deemed appropriate by BA-SUA.
- BA-SUA will award course passage to students whose outcomes and deliverables met the proposal's requirements and will forward finished products to the Innovation Division for consideration of further development.

Course Webpage   https://aup.squarespace.com/303/

AUP 304: Homeland Security Seminar

Description   The Naval Postgraduate School Center for Homeland Defense and Security offers non-credit, self-study courses online. These courses are developed by the NPS CHDS teaching faculty and are derived from course content (lecture material and course readings) from the Center's homeland security master's degree curriculum. Successful completion requires the student to complete any two of the courses available online at https://www.chds.us/selfstudy/catalog/ and to submit proof of completion to the AUP Academics staff.

Pass Criteria   Complete any two online self-study seminar courses from Naval Postgraduate School Center for Homeland Defense and Security.

Course Webpage   http://www.cgauxedu.us/304/

AUP 305: Unit Leadership

Description   AUP's core mission is leadership development through experiential learning, providing students with experiences that help them develop as future Auxiliary leaders, in part by allowing students to manage as much of their affairs as possible through formal and ad hoc duties assigned to students within each unit.

Pass Criteria   Complete at least six months of service as a unit leader, deputy unit leader, unit operations leader, division leader, deputy division leader, or division operations leader. Leaders who are relieved of their duties due to unsatisfactory performance (per applicable Coast Guard policies) are not eligible to apply that experience towards this requirement.

Course Webpage   Consult current programmatic leadership and management guidance available at http://www.cgauxedu.us/documents-and-forms/.

Operational Qualifications

Students must complete at least six credits of operational qualifications by earning any of the following.[3] Performance qualification standards (PQSs) can be found on AUP's Classroom, as well as on the applicable qualification's directorate website. Operation qualification training is normally conducted in coordination with a local flotilla or active duty unit; students should consult with their local training officers before beginning a qualification.

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[3] Operational qualifications are neither awarded nor certified by AUP; they must be obtained through the standard Auxiliary or Coast Guard qualification process via the member's flotilla and chain of leadership.

Students interested in pursuing active duty positions should prioritize qualifications marked with an asterisk.

Air Observer (6)*

Description	As the basic qualification of the Coast Guard Auxiliary aviation program, this enables students to assist in air operations, including providing situational awareness, search and rescue, and other missions.
Pass Criteria	Students must first submit an "Air Program Questionnaire" to the District Staff Officer for Aviation (DSO-AV). Students must complete ICS courses, pass the Pilot Test "A" on the National Testing Center website, and submit a request for a direct operations security clearance before they are allowed to begin training. Once this has been completed, students will be required to complete a swim test and egress training, attend a safety seminar, complete crew resource management training, and fly for 10 hours to become fully qualified as an Air Observer.
Course Webpage	https://wow.uscgaux.info/content.php?unit=053&category=training-observer

Culinary Assistant (4)*

Description	This qualification enables students to augment their local active-duty units with food service.
Pass Criteria	Students must complete the AUXFS Basic Class, make arrangements with their local Active Duty unit, and complete the AUXFS PQS before becoming qualified as AUXCA.
Course Webpage	Getting Qualified

Auxiliary Paddlecraft Operator (2)

Description	Students who complete the AUXPAD will become vital emissaries to those who canoe, kayak, and paddleboard regarding safety.
Pass Criteria	Students must demonstrate the skills specified by the American Canoe Association Levels 1 and 2 by an AUXPAD qualifier to receive this qualification.
Course Webpage	https://wow.uscgaux.info/content.php?unit=RB-GROUP&category=auxpad-resources

Boat Crew (Auxiliary or Active Duty) (6)*

Description	Students with a Crew qualification can serve underway on Auxiliary (or active duty) patrols aboard small boats.
Pass Criteria	This qualification can be completed through the process at the flotilla level or through internships with active-duty small boat stations. The student must complete

the PQS process, conduct a dockside oral exam, and an underway check ride to be approved successfully as an Auxiliary or active duty Crew.

Course Webpage   https://wow.uscgaux.info/content.php?unit=R-DEPT&category=telecomms-documents

Cyber Workforce Certification (6)*

Description   By completing a cyber workforce certification, students will gain a greater understanding of how to protect vital infrastructure that is being targeted by adversaries.

Pass Criteria   Students must complete required eLearning courses, complete the PQS for the position, and take part in drills or responses as break-ins.

Course Webpage   DoD Approved 8570 Baseline Certifications – DoD Cyber Exchange

Incident Command System Qualifications (SITL/RESL) (6)*

Description   Students can augment during incidents as situation unit leaders or resource leaders in the Incident Command System.

Pass Criteria   Students must obtain a DOD-approved certification.

Course Webpage   ICS PQS

Instructor (2)

Description   Students can teach public education and member training courses with this qualification.

Pass Criteria   Students must complete the required PQS, pass an open book test, conduct a fifteen to thirty-minute training event with a lesson plan, and complete a one to a two-hour training event with a lesson plan.

Course Webpage   https://wow.uscgaux.info/content.php?unit=E-DEPT&category=2020-instructor-dev

Marine Safety Training Ribbon (6)*

Description   The Marine Safety Training Ribbon recognizes those who are working on qualifications and courses that directly apply to the prevention realm within the Coast Guard.

Pass Criteria   Students must complete the Introduction to Marine Safety and Environmental Protection course, the Good Mate Course, ICS-210 or ICS-300, and at least one Auxiliary Marine Safety Program PQS.

Course Webpage	https://wow.uscgaux.info/content.php?unit=P-DEPT&category=mstr

Public Affairs Specialist III (6)*

Description	This allows students to build experience writing for the media, conducting public appearances, taking photographs, and otherwise augmenting the active duty on behalf of the Coast Guard and Coast Guard Auxiliary.
Pass Criteria	Students must complete the PQS, including 4 AUXPA courses, ICS-100, a minimum of 16 hours in PA activities, and passing an oral board.
Course Webpage	Public Affairs Specialist Training Program

Program Visitor (2)

Description	Sharing information regarding water safety, students who complete the Program Visitor qualification can visit and provide resources to the local boating community on behalf of the Coast Guard.
Pass Criteria	Students can become qualified as a Program Visitor by completing the Program Visitor Exam and conducting two supervised visits.
Course Webpage	Program Visitor

Radio Watchstander (4)*

Description	Tasked with monitoring the radio for signs of distress, maintaining communication with units, and assisting with planning operations, students who become radio watchstanders are primed to assist active-duty boat stations.
Pass Criteria	Students must complete the local PQS and pass the required oral board as prescribed by the boat station.
Course Webpage	N/A - students should work with local or national AUP leadership to facilitate engagement with a cutter for this qualification.

Telecommunications Operator (2)*

Description	As the shoreside support for underway Auxiliary units, students who become telecommunications operator qualified can serve as the link between water, air, and land air assets.
Pass Criteria	Students must complete the Telecommunications Operator PQS.
Course Webpage	National Response Department

Vessel Examiner (2)

Description	Students will gain knowledge and examine vessels to protect and educate the boating public.
Pass Criteria	Students must complete the online exam, PQS, and 5 supervised examinations.
Course Webpage	[How to Become a Vessel Examiner](#)

USCGC Officer of the Day (6)*

Description	This qualification enables students to augment active duty aboard small cutters. Students will gain an understanding of damage control, anti-terrorism/force protection, and management so that they can assist active-duty crews.
Pass Criteria	Students will be required to complete the local PQS for the cutter as well as an oral board.
Course Webpage	N/A - students should work with local or national AUP leadership to facilitate engagement with a cutter for this qualification.

Auxiliary Level 1 Leadership Competency Certificate – (4)

Description	Core Training (including Basic Qualification Course II (BQCII)) _____ Leadership Competency – Level 1 Test _____ Auxiliary Administrative Procedures Course (APC) _____ Auxiliary Flotilla Leadership Course (AFLC) – on-line or in classroom _____ FEMA Effective Communications (IS-242. series
Pass Criteria	Course completion
Course Webpage	http://wow.uscgaux.info/content.php?unit=AUX60&category=level-1-ldr-certificaticatio

Appendix A: PQS Worksheets

The PQS worksheets in this appendix provide a guide for students to note progress towards the AUP Senior and AUP Graduate qualifications. Students must ultimately submit the online PQS form via the AUP website to complete their qualifications. Copies of this worksheet need not be submitted, although the AUP staff may contact the mentor or Unit Officer listed on the electronic submission to verify accuracy.

The Verifying Mentor has discretion in determining whether or not the prospective qualifying student met the criteria needed to satisfactorily complete each requirement.

For written products associated with the Graduate with Distinction designation, the Verifying Mentor should examine the papers according to the desired result for each. The leadership philosophy paper should show students' reflections on their leadership experiences and address how they seek to lead in the future. In the issues paper, students should write a thoughtful paper, one that states an issue and then provides ideas to address that issue. While the Leadership Philosophy is meant primarily as a self-reflection tool, the Coast Guard issues paper may be published within the Coast Guard for use in projects and should reflect well on AUP and the individual student's abilities. As such, students should write to their highest capable standard, using proper grammar and punctuation, and, to the best of their ability, show intelligence and competence in their work.

AUP Senior

Students use this form to document and verify completion of AUP Program of Study requirements in pursuit of the **AUP Senior** qualification. Verifying Mentors may be the student's Unit Officer, Flotilla Commander, or another AUP staff member. Unit Leaders are not qualified Verifying Mentors. AUP program staff will verify that minimum requirements have been met. Submit this form via the AUP website at http://www.cgauxedu.us/pqs-senior.

AUP Graduate

Seniors use this form to document and verify completion of AUP Program of Study requirements in pursuit of the **AUP Graduate** qualification. Only students qualified as AUP Senior may submit this form. Verifying mentors may be the student's unit officer, flotilla commander, or another AUP staff member. Unit Leaders are not qualified to verify. AUP program staff will verify that requirements have been met. Submit this via the AUP website at http://www.cgauxedu.us/pqs-graduate/.

Graduate with Distinction

To qualify as an AUP Graduate with Distinction, the graduating student must indicate on their AUP Graduate PQS (see above) that they have met the distinction requirements. The student's Leadership Philosophy and Coast Guard Issues Paper must therefore be attached to the Graduate PQS upon submission.

AUP Senior - PQS Worksheet

Students must complete all of the requirements listed below to earn the **AUP Senior** qualification.

Requirement	Criteria	Mentor	Initials	Date
Auxiliary Status	Granted minimum "Approval Pending" (AP) Auxiliary member status. ● Complete ANSC-7001, Enrollment Application Form, and CGAA Consent to Membership Form ● Provide Fingerprints and Photo for ID ● Pay Required Dues ● Contact Flotilla for additional membership enrollment requirements. Additional information can be found here join.cgaux.org	Unit Officer or FC		
AUP Application	Complete AUP Application Form at cgauxedu.us/apply-for-AUP	Unit Officer		
AUP 101 Basic Introduction Course	● Completed Individual Development Plan (IDP) created with a mentor ● Passed BQCII exam online ● Completed Auxiliary Core Training	Unit Officer		
AUP 103 Intro to Incident Management	● Completed ICS 100 - Introduction to Incident Command. ● Completed ICS 200 - Single Resource / Initial Action Incidents. ● Completed IS 700 - Introduction to the National Incident Management System. ● Completed IS 800 - National Response Framework an Introduction	Unit Officer		
AUP 110 Safe Boating	Completed a safe boating course approved by the National Association of Safe Boating Law Administrators (NASBLA).	Unit Officer		
AUP 111 Cyber Awareness	Complete the federal Cyber Awareness Challenge	Unit Officer		

Verification

Member Name:		Member ID:	
Unit Leader Name:		**Member ID:**	
Unit Officer Name:		**Member ID:**	

AUP Graduate - PQS Worksheet

Students must complete all of the requirements listed below to earn the **AUP Graduate** qualification.

Requirement	Criteria	Mentor	Initials	Date
AUP Senior	Qualified as an AUP Senior	Unit Officer		
Academic	Minimum of one 200-level course Course 1:	Instructor or Course Manager		
	Course 2:	Instructor or Course Manager		
	Course 3:	Instructor or Course Manager		
	Course 4:	Instructor or Course Manager		
Leadership Capstone	Minimum of one 300-level course:	Unit Officer		
Operational Qualification	Minimum six credits of qualification:	Unit Officer		
Student Status	Eligible for minimum 4--year Bachelor degree from an institution at which currently enrolled.	Unit Officer		
Hours Logged	Minimum of 200 hours logged in AUXDATA since the AUP enrollment date.	Unit Officer or FC		

Verification

Member Name:		**Member ID:**	
Unit Leader Name:		**Member ID:**	
Unit Officer Name:		**Member ID:**	

Graduate with Distinction - PQS Worksheet

Students must complete all of the requirements listed below to earn the **Graduate with Distinction** status.

Requirement	Criteria	Mentor	Initials	Date
Leadership Philosophy	One to two-page essay that demonstrates an appropriate level of thought and time.	Unit Officer		
USCG Internship	Internship of at least three weeks at a Coast Guard unit; Memo signed by CG sponsor from the unit indicating what student did during the internship.	Unit Officer		
GPA	Minimum cumulative GPA of 3.0 on a 4.0 scale (or equivalent).[4]	Unit Officer		
Physical Fitness OR **Additional 300-level Course** (specify which)	Meet or exceed Coast Guard Officer Candidate School (OCS) physical fitness requirements.[5] OR Complete one additional 300-level course (cannot double count for the above internship requirement).	Unit Officer or Unit Leader		
Coast Guard Issues Paper	The written product is at least 5 pages and addresses a topic that relates to the USCG.	Unit Officer		

Verification

Member Name:		**Member ID:**	
Unit Leader Name:		**Member ID:**	
Unit Officer Name:		**Member ID:**	

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[4] The Unit Officer may make this determination by reviewing transcripts during the student's final semester. Do not submit transcripts with the PQS package.

[5] Physical readiness test must be completed at least once as an AUP Senior; members may test as many times as needed. OCS physical fitness requirements generally available in the OCS Pre-Reporting Guide available online at www.cgauxedu.us/graduate-with-distinction.