

ICS & AUXDATA Questions and Answers

1. How do I submit ICS certificates for entry into AUXDATA?

For online courses: When the course has been completed, please download the certificate and forward it to Donna Cole at donnamcole.uscgau@verizon.net. Include emplid and flotilla number in the email.

For courses where a hard copy certificate is given to the member: Please scan the certificate. Just about any file format will do (pdf, jpg, tif, png, pict, etc.). File size is not usually a problem, but if sending a batch of files, keep the batch under 10MB. Email to Donna Cole at donnamcole.uscgau@verizon.net. If scanning is not possible, please fax to 240-359-5364, and send an email stating that you have done so. If you must send a certificate by surface mail, send a copy (**never send the original**) to

Donna Cole
14 Witherspoon Rd.
Verona, NJ 07044

Certificates sent to me electronically will generally be processed within 24 hours of receipt, and an email confirmation of AUXDATA entry will be sent when complete. Certificates sent by surface mail may take up to 4 weeks to process, due to my travel schedule. Emailed certificates may be processed anywhere. I have to be home to pickup the surface mail, and the certificates still have to be scanned and processed.

For ICS 210 taught in the First Southern District, the course instructor will send the course roster to me for entry. No need to send 210 certificates to me unless the course was taken outside 1SR and the entry was not made by the hosting district.

Do not send certificates to DIRAUX. They have to be electronically signed and stamped before they are emailed to DIRAUX for printing and filing.

2. Which ICS courses are required?

Boat Crew candidates are required to complete ICS 100 and 700; Coxswains and Personal Watercraft Operators are required to complete ICS 100, 200, 700, 800 and per ALAUX 002/07ICS 210, legacy ICS-300 (scheduled to be discontinued in as of FY13) or ICS-300a. Also, Pilots (Aircraft Commander, First Pilot and Co-Pilot), any member in the Trident/Marine Safety Program or any other team/task force leader determined by a Coast Guard unit Commander to have a need (including most watchstanders) are required to have it). Performance Qualification System (PQSs) for a variety of programs require ICS-300 and ICS-400 as minimum requirements, including those included as electives for AUXOP.

3. How do I take ICS courses online?

FEMA's Emergency Management Institute-Independent Study Program (<http://training.fema.gov/IS/>) offers many courses online. ICS 100, 200, 700 and 800 may be completed at the following online locations:

IS-100.b <http://training.fema.gov/EMIWeb/IS/IS100b.asp>

IS-200.b <http://training.fema.gov/EMIWeb/IS/IS200b.asp>

IS-700.a <http://training.fema.gov/EMIWeb/IS/is700a.asp>

IS-800.b <http://training.fema.gov/EMIWeb/IS/IS800b.asp>