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From: **Davies, Susan** <susan.davies@cgauxnet.us>

Date: Sun, Sep 9, 2018 at 5:32 PM

Subject: 502319 Civil Rights Awareness

To: Linda McCarty <linda.mccarty@cgauxnet.us>

Cc: ANACO-IT <jan.munroe@cgauxnet.us>

Jan,

I'd like to give Linda McCarty some guidance to pass to IS Officers to pass to their members who are coming up for recurring Core (Mandated) Training. I know this should come from the Training chain as much as from IS, but I digress...How does this look?

"If you have members who initially took course 502319 Civil Rights Awareness in 2013 in AUXLMS and have been notified that they are due to retake the course by the end of 2018 in order to remain current per the recurring training requirement for AUXCT (formerly Mandated Training), be advised that AUXLMS, a USCG-controlled site, had an issue back in 2013-2014 where it established a 5-year course enrollment period for certain courses. The Civil Rights Awareness Course is one of these courses. The problem was fixed in 2014, but could not be applied retroactively.

What this means is that even if members completed the course in 2013, they still show as enrolled. Any attempt to complete this course a second time during this five-year period is considered a review, rather than a new completion. Those attempting to take the course again before the end of the five year enrollment period will not be given credit towards maintaining continued currency for AUXCT.

Members who first took the course in 2013 and who are now attempting to re-take this course should first check to see if they are already Enrolled in this course. If they are, they should submit a Help Desk ticket to ask that the course be deleted from their open, enrolled course record. Once the course is deleted, they can then re-enroll to take the course. Deletion of the course will *not* affect their current currency for the AUXCT competency."

R/

Susan Davies

Director, User Support & Services Directorate

IT Group

USCG Auxiliary National Staff

susan.davies@cgauxnet.us

(703) 931-0280