



## Using the Standard Occupation Codes Linear View PDF to Find an Occupation Code in Skills Bank

Skills Bank Occupational Codes online training videos are located here:

<http://classroom.cgaux.org/moodle/login/index.php>

You can find the videos under the **IT Group (C Directorate & U Directorate)** heading:

1. Skills Bank - Skill and Occupation Lookup PDF
2. Skills Bank - How to Email Merge
3. Skills Bank - How to look up volunteers with certain skills

To find the proper Occupational Code for the skill you wish to enter or locate in Skills Bank use the Standard Occupation Codes Linear View List. To get the list, go to [www.CGAUX.org](http://www.CGAUX.org) and click on the **DIRECTORATES** tab. Then, select **Incident Management & Preparedness**.

The screenshot shows the website for the United States Coast Guard Auxiliary. At the top, there is a navigation bar with tabs: AUXHOME, JOIN US NOW, LEADERSHIP, AUX MEMBERS, DIRECTORATES, UNITS, AUX ASSOC, and COAST GUARD. The "DIRECTORATES" tab is selected, and a dropdown menu is open, listing various directorates. A red arrow points to the "INCIDENT MGMT &amp; PREP" option in the dropdown menu. Below the navigation bar, the main content area features a large banner with the text "Promoting Boating Service" and "Semper Paratus 'Always Ready'". A red box with white text is overlaid on the bottom right of the screenshot, containing the instruction "Select Incident Management &amp; Preparedness".

U.S. Department of Homeland Security  
**United States Coast Guard Auxiliary**

AUXHOME JOIN US NOW! LEADERSHIP AUX MEMBERS DIRECTORATES UNITS AUX ASSOC. COAST GUARD

Tuesday, October 01, 2013



Q-Directorate  
Incident Management &  
Preparedness

Department Staff

Skills Bank Rollout

USCG ICS Forms

What's New

National Help Desk

MEMBER ZONE

Member ID:

Password:

LOG IN

### Welcome to the Incident Management & Preparedness Web Site

#### Mission Statement

The Incident Management and Preparedness Department assists the U.S. Coast Guard by striving to establish a process for selecting, notifying, and deploying Auxiliarists for joint activities with the Coast Guard. We will also provide a means of sharing data, offering training, communicating through sectors, evaluating events, creating contingency plan, and elevating preparedness.

#### Strategies

Determine what is needed for augmentation and how it can be executed by the Auxiliary and Coast Guard. Provide the tools and resources to meet the objectives of preparedness for the next significant event requiring Coast Guard augmentation.

#### Leadership



Peter Raiswell  
Director



John R Ellis  
Deputy Director

1. Log into the Member Zone
2. Select **SKILLS BANK**

U.S. Department of Homeland Security  
**United States Coast Guard Auxiliary**

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FIND A FLOTILLA



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### Skills Bank Rollout Information

The Skills Bank is a resource data base that provides a search tool for locating Auxiliarists who possess specific skill sets. It is designed to be a tool for Coast Guard use in contingency planning as well as when the need for Auxiliary support or augmentation arises. It can be accessed by anyone in a sector or unit office with a Coast Guard ID or Auxiliary Member Number.

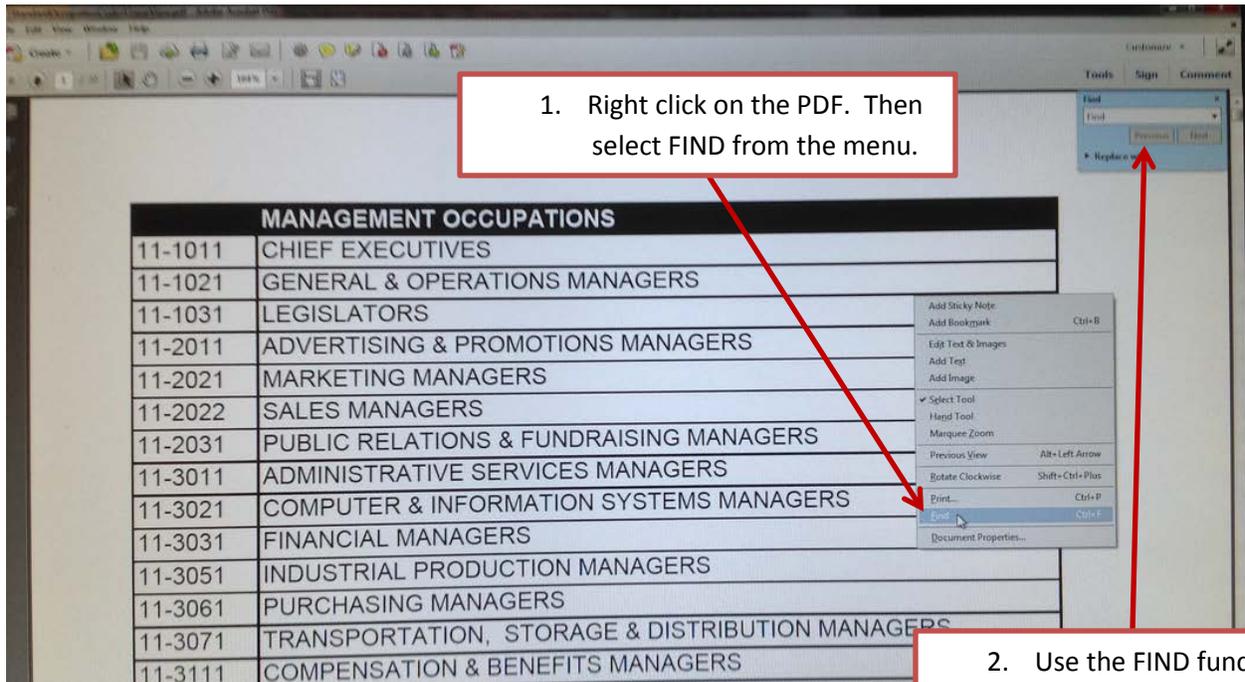
Here is the most current versions of the following documents:

- [Skills Bank Brochure](#)
- [Auxiliary Skills Bank User Guide](#)
- [Online 7028 Webform Application Note](#)
- [Standard Occupation Codes - Table View](#)
- [Standard Occupation Codes - Linear View](#)

These documents are subject to change based on feedback during the beta roll-out. Please check here often and direct others to this location rather than forwarding copies around via email.

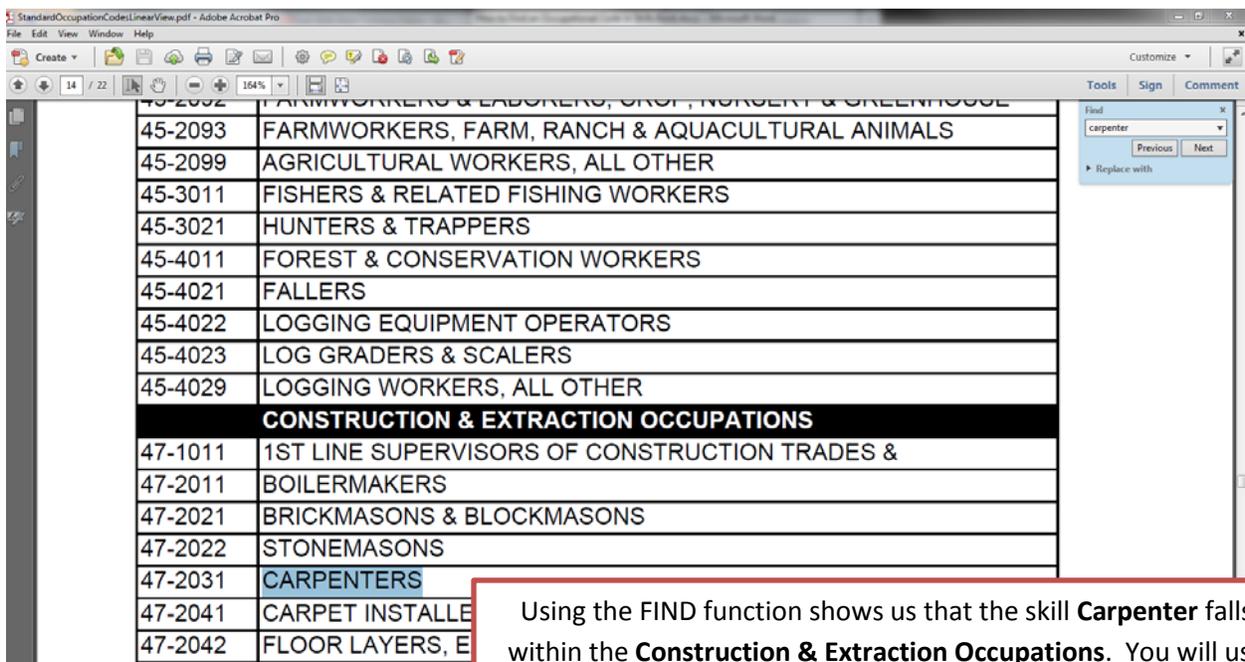
Select **STANDARD OCCUPATION CODES-LINEAR VIEW**

This will open the Standard Occupation Codes – Linear View table in a PDF file.



**NOTE: Some browsers will not allow you to search the PDF within the browser. You may need to download the PDF to your device in order to search.**

2. Use the FIND function to search for the skill. For example, **Carpenter**.



Go to the Skills Bank Information page on the Incident Management & Preparedness website.

<http://www.uscgaux.info/content.php?unit=Q-DEPT&category=skills-bank-rollout>

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See below for the link to the Skills Bank login screen. You will need to be logged in to see this. Active duty and civilian employees with uscg.mil e-mail addresses can get an AuxDirectory login using the procedure shown in the [password request video](#). For best viewing, once the video starts playing, pass your mouse pointer over the bottom right corner of the video to display the video controller and click the "Full Screen" button as seen in the image below. you can also click on the "Volume Button" to adjust the volume.

[Skills Bank Screen Shots](#) (Document Password = open.the.door )

[Access the Skills Bank Here!](#)

Log into SKILLS BANK here

**U.S. Coast Guard Auxiliary Skills Bank Dashboard v1.2**  
Initialized

Unit  (e.g., "114-12-04") Select Filter Criteria - Option-Click for multiple choices in scrolling lists

**Sector**

- Sector Anchorage
- Sector Baltimore
- Sector Boston
- Sector Buffalo
- Sector Charleston
- Sector Corpus Christi
- Sector Delaware Bay
- Sector Detroit
- Sector Guam

**Offices**

- NACO
- VNACO
- DNACO
- NIPCO
- ANACO
- V
- ITP
- AW
- P

**Departments**

- DNACO: INFO TECHNOLOGY & PLANNING
- DNACO: MISSION SUPPORT & ATLANTIC AREA WEST
- DNACO: OPERATIONS & PACIFIC AREA
- DNACO: RBS & ATLANTIC AREA EAST
- ANACO: CHIEF COUNSEL
- ANACO: CHIEF COUNSEL
- ANACO: DIVERSITY
- ANACO: DIVERSITY
- ANACO: FORCECOM

**Qualifications(\*)**

- ADMINISTRATIVE PROCEDURES (APC)
- AID TO NAVIGATION (MTCN) TECHNICIAN
- AID TO NAVIGATION VERIFIER
- AID TO NAVIGATION VERIFIER (PGS)
- AIR CO-PILOT
- AIR CREW
- AIR FIRST PILOT
- AIR OBSERVER
- AIRCRAFT COMMANDER

(\*) Words "Assistant", "Asst", "Auxiliary" and "Aux" removed from descriptions.

Occupation: Select A Category

Skills: Select A Category

Availability:
 

SUN	MON	TUE	WED	THU	FRI	SAT	ALL
<input type="checkbox"/>							
<input type="checkbox"/>							

 Evenings: 
 Clearance Required:
 

<input type="checkbox"/> Travel OK	<input type="checkbox"/> OS
<input type="checkbox"/> Admin Work OK	<input type="checkbox"/> DO
<input type="checkbox"/> Physically Capable	<input type="checkbox"/> DI
<input type="checkbox"/> Have Photo ID	

Residence City:   
 State (Territories at bottom):   
 Zip Code:  Zip Code Search Radius:

**Controls**

EXECUTE  
CLEAR ALL  
EXPORT  
PDF REPORT  
EMAIL LIST

**RESULTS AREA**

**Select Construction & Extraction**

**U.S. Coast Guard Auxiliary Skills Bank Dashboard v1.2**  
Initialized

Unit  (e.g., "114-12-04") Select Filter Criteria - Option-Click for multiple choices in scrolling lists

**Sector**

- Sector Delaware Bay
- Sector Detroit
- Sector Guam
- Sector Hampton Roads
- Sector Honolulu
- Sector Houston-Galveston
- Sector Jacksonville
- Sector Juneau
- Sector Key West
- Sector Lake Michigan**

**Offices**

- NACO
- VNACO
- DNACO
- NIPCO
- ANACO
- V
- ITP
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**Departments**

- DNACO: INFO TECHNOLOGY & PLANNING
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(\*) Words "Assistant", "Asst", "Auxiliary" and "Aux" removed from descriptions.

Occupation: Construction and Extraction Occupations

Skills: Carpenters

Availability:
 

SUN	MON	TUE	WED	THU	FRI	SAT	ALL
<input type="checkbox"/>							
<input type="checkbox"/>							

 Evenings: 
 Clearance Required:
 

<input type="checkbox"/> Travel OK	<input type="checkbox"/> OS
<input type="checkbox"/> Admin Work OK	<input type="checkbox"/> DO
<input type="checkbox"/> Physically Capable	<input type="checkbox"/> DI
<input type="checkbox"/> Have Photo ID	

Residence City:   
 State (Territories at bottom):   
 Zip Code:  Zip Code Search Radius:

**Controls**

EXECUTE  
CLEAR ALL  
EXPORT  
PDF REPORT  
EMAIL LIST

Name	Sector	Contact Information
City Zip	Flotilla	

**RESULTS RETURNED**

- S: First-Line Supervisors of Construction Trades and Extraction Workers, **Carpenters**
- Q: BCCREW, APC
- O: SO-PB, DSO-PB

**2. Click Execute**

**3. Export as CSV, PDF, or Email List**

**1. Select Construction and Extraction Occupations and Carpenters.** You can further narrow the search by Sector. In this example, we'll use Sector Lake Michigan.

**Search Results**