

U.S. COST GUARD AUXILIARY
DISTRICT 13

EFFECTIVE: 01 October 2008

DISTRICT COMODORE INSTRUCTION I-0800xx

SUBJECT: REQUIREMENTS FOR AUXILIARY DISTRICT 13 COAST GUARD STANDARD WORKSTATION (SWIII) ACCOUNTS

References:

- A) DHS 4300.a series Sensitive System Policy Directive
- B) DHS 4300.a series Sensitive Systems Handbook
- C) COMDT M5500.13b USCG Information Assurance Manual
- D) Attachment A SWIII Request for account

1. PURPOSE: This instruction establishes and defines the requirements for an Auxiliarist obtaining and maintaining a Coast Guard Standard Workstation account (SWIII), under operations normal conditions.
2. DIRECTIVES AFFECTED: None
3. DISCUSSION:
 - A. The Coast Guard Unit must first identify a need for an Auxiliarist to obtain a SWIII account. This need is then communicated to the Auxiliary Information Systems Security Officer (AuxISSO), VIA SWIII Account Memorandum. (Attachment A)
 - B. The individual Auxiliarist requesting the SWIII account MUST comply with the following:
 - 1) Must currently hold a successful Direct Operations (DO) background check.
 - 2) Must successfully complete the Information Systems Security (ISS) Training Course. (See Appendix for information on how to sign up for the course.)
 - 3) Proof of completion of the ISS Training Course must then be sent to the AuxISSO by two medias: a.) A signed and dated hard copy of the ISS Training Course's satisfactory completion is to be surface mailed to the AuxISSO. (See Appendix for information on how to print course completion page and appropriate AuxISSO mailing address.) b.) The AuxISSO should also be promptly sent an e-mail indicating the ISS Training Course has been successfully completed, giving the date of completion. (This allows the processing to begin while awaiting receipt of the hard copy.)

4) An AIS User Configuration Sheet and Acknowledgment of Security Briefing form must be completed by the AuxISSO. A copy of this form will be mailed, by the AuxISSO, to the applicant at the address on record in AUXDATA. This completed form information must be reviewed by the SWIII account applicant and if any changes are required will notify the AuxISSO via e-mail. (See Appendix for AuxISSO mailing address.)

5) Upon review of the submitted information for accuracy and completeness, a SWIII Account will be requested. When issued, the AuxISSO will then convey to the new SWIII account holder a log-on, a password, and a Coast Guard e-mail address.

C. To maintain a SWIII account in good standing, the account holder MUST comply with the following:

- a. Log-on a minimum of at least once every 90 days
- b. Change password to a strong password when requested
- c. Comply with the Directory Management Tool (DMT) requests to update DMT information at least once every 90 days
- d. Comply with additional requests submitted by e-mail related to the maintenance of the SWIII Account
- e. Allow no one to use the SWIII account except the account holder
- f. Will not share the account password with anyone
- g. Conduct no private business or entertainment on the work station
- h. The ISS brief must be renewed on an annual basis; a hard copy MUST be then signed and dated and sent to the AuxISSO via surface mail. (See Appendix for the AuxISSO mailing address.)

D. Failure to comply with the requirements of point 3.C) above, shall result in termination of the SWIII Account. In order to re-establish an account the applicant shall comply with paragraph 3.C, above. Should a third failure to keep the account active take place, the account cannot be re-established for an entire year (12 months.)

E. According to USCG Title 10 there is NO expectation of privacy while using the unclassified Coast Guard Automated Information System (AIS); it is therefore subject to monitoring by authorized personnel.

4. ACTION: All SWIII account holders will comply with the requirements of this directive.
5. REPORTS: None
6. AUTHORIZED BY: District Commodore

APPROVED BY

BRUCE L. MILLER
District Commodore

Distribution: District 13 Board
D13 Coast Guard ISSO
AuxISSO

Appendix 1

Login to the Learning Portal at:

[HTTPS://learning.uscg.mil/](https://learning.uscg.mil/)

At the “Log In: page

Enter your employee number [This is your Auxiliary member number]

Enter your last name [last name must be in lower case]

Click on “Process Login”

You should now be in the Learning Portal.

How to enroll in a course:

On the black menu bar near the top select “Course Catalog”

Scroll down and select General Mandated Training (GMT) and click on “View Catalog”

Scroll down to the course you wish to take and click on “View Course Details”

Verify that the course selected is the one you wish to take. If it is, click on “Enroll”
If not, click on “Back to parent catalog” and start the selection process again

After selecting the course you wish to take and enrolling in it, follow the on-screen information and complete the course. A word of warning: Do not be in a hurry to sign out; wait until the computer system tells you it has finished.

How to print out a copy of courses taken:

On the black menu bar near the top select “My Courses & Information”

Click on the “Completed” tab

Verify that the course you took is shown on list [If it fails to appear it could be you signed out too soon]

Print this completed page

Sign this print out, showing your member number and the date

Appendix 2

AuxISSO contact information:

T. Schiesswohl AuxISSO
P.O. Box 1947
Issaquah, WA
98027-0083

Box1018@pobox.com
Ted.n.Schiesswohl@uscg.mil

You may use government stamps to mail the printed reports.



1601
(Date)

MEMORANDUM

From: (unit)
To: (Person requesting a SWIII Account), USCGA
Subj: USCG SWIII Account request
Ref: (a) Information Assurance Manual, COMDTINST M5500.13B
(b) CGD Thirteen SOP
(c) Integrated Support Command Seattle SOP
(d) Electronics System Support Unit Seattle SOP
(e) Auxiliary District Commodore Inst, DCOINST I-08002

1. You are hereby authorized to request a Coast Guard Standard Workstation Account on behalf of (YOUR UNIT). Your duties will be accomplished as required by references (a) through (e), and any other applicable instructions or notices. You will have access to SWIII, CG Central and the USCG Learning Portal.
2. To request a SWIII account the following information is required.
 - a) Unit reporting to: (List your unit)
 - b) Department assigned to: (List Department assigned to)
 - c) First Name, M.I., Last Name: (As shown in Auxdata)
 - d) Employee Number: (Auxiliary Number)
 - e) Phone Number at assigned location: (Unit phone Number)
 - f) Additional Database / User groups required: (Check with unit supervisor)
3. To request a SWIII Account the applicant must currently hold a satisfactory Direct Operational review.
4. This authorization is canceled when removed by competent authority.

(Authorized Unit Signature)

Authorized active duty USCG or USCG civilian

FIRST ENDORSEMENT

From: (Joe Cool, USCGA)
To: Commanding Officer, Coast Guard (Unit)
1. I acknowledge that if approved a SWIII account will be issued for me at (YOUR UNIT) and will read and familiarize myself with the contents of references (a) through (e).