Personal Qualification Standard (PQS) for the Basic Qualification Course

May 2015
Name: ___________________________________________________

Task BQ COURSE-SESSION-01

<table>
<thead>
<tr>
<th>Task</th>
<th>History, Purpose, Administration, Missions &amp; Programs</th>
</tr>
</thead>
<tbody>
<tr>
<td>References</td>
<td>Coast Guard Auxiliary Manual, COMDTINST M16790.1 (series), Chapters 1 and 2</td>
</tr>
<tr>
<td></td>
<td>Basic Qualification Course Student Study Guide</td>
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<tr>
<td></td>
<td>Video #1 Direct Link: <a href="http://tdept.cgaux.org/deckplate/01/01DeckPlateLeadership-ADMPappV1PersonalDefinitionofLeadership.mp4">http://tdept.cgaux.org/deckplate/01/01DeckPlateLeadership-ADMPappV1PersonalDefinitionofLeadership.mp4</a></td>
</tr>
</tbody>
</table>

| Conditions | Members are encouraged to refer to the reference materials and ask their mentor for guidance. |

| Standards | In response to the mentor, the member should demonstrate knowledge to the mentor’s satisfaction in each performance step. In addition the mentor can provide supportive guidance as needed. |

<table>
<thead>
<tr>
<th>Completed</th>
<th>Performance Criteria</th>
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</thead>
<tbody>
<tr>
<td></td>
<td>1. When was the Coast Guard Auxiliary established?</td>
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<td>2. What is the Coast Guard motto and what does it mean?</td>
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<td>3. What are the Core Values?</td>
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<td></td>
<td>4. What is the role of the Auxiliary?</td>
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<td>5. What are the four cornerstones?</td>
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</tbody>
</table>
6. Discuss the organizational concept of the Auxiliary Chain of Leadership and Management.

7. What is an elected leader?

8. Name one of the elected leader positions for a Flotilla.

9. Name one of the elected leader positions for the Division.

10. Name one of the elected leader positions for the District.

11. What is an appointed leader?

12. Name one of the appointed leader positions.

13. What is the difference between the active duty and the Auxiliary grooming and personal appearance standards?

14. Name three (3) programs or activities authorized for Auxiliarists.

15. Complete Mandated Training – Influenza Training

16. View and discuss ADM Papp Video (#1) on his Personal Definition of Leadership on the Training Directorate Deckplate Leadership Portal.

Accomplished Mentor signature_____________________ Date ______________

Name: ________________________________________________

Task BQ COURSE-SESSION-02

Task Membership

________________________________________
References

Coast Guard Auxiliary Manual, COMDTINST M16790.1 (series), Chapter 3

Basic Qualification Course Student Study Guide

T-DIR Mandated Training Portal
http://wow.uscgaux.info/content.php?unit=T-DEPT&category=mandated-training

National Training Directorate Deckplate Leadership Mandated Training Portal
http://wow.uscgaux.info/content.php?unit=T-DEPT&category=deck-plate-ldr Video #2 Direct Link:
http://tdept.cgaux.org/deckplate/02/02DeckPlateLeadership-ADMPappV2GuidingPrinciplesandServantLeadership.mp4

Conditions

Members are encouraged to refer to the reference materials and ask their mentor for guidance.

Standards

In response to the mentor, the member should demonstrate knowledge to the mentor’s satisfaction in each performance step. In addition the mentor can provide supportive guidance as needed.

Completed Performance Criteria

1. Review the eligibility requirements to become an Auxiliarist.

2. When is membership achieved?

3. Discuss the physical fitness requirements associated with being an Auxiliarist.

4. Do any programs have physical requirements, and if so, what are they?

5. List two (2) reasons why someone would be ineligible to join the Auxiliary.

6. Define what a Personnel Security Investigation (PSI) is and its purpose.
7. Is there a requirement to be a member of a specific flotilla?

8. What is the purpose of Auxiliary Administrative Discipline?

9. Complete Mandated Training - Security Fundamentals

10. View and discuss ADM Papp Video (#2) on his Guiding Principles on the Training Directorate Deckplate Leadership Portal.

Accomplished Mentor signature ________________ Date ____________

Name: ________________________________________

**Task BQ COURSE-SESSION-03**

<table>
<thead>
<tr>
<th>Task</th>
<th><strong>Auxiliary Organizational Structure</strong></th>
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</thead>
<tbody>
<tr>
<td><strong>References</strong></td>
<td>Coast Guard Auxiliary Manual, COMDTINST M16790.1 (series), Chapter 4 and Appendix C</td>
</tr>
<tr>
<td></td>
<td>Basic Qualification Course Student Study Guide – CH 4</td>
</tr>
</tbody>
</table>

**Conditions**
Members are encouraged to refer to the reference materials and ask their mentor for guidance.

**Standards**
In response to the mentor, the member should demonstrate knowledge to the mentor’s satisfaction in each performance step. In addition the mentor can provide supportive guidance as needed.
1. Discuss the four administrative/supervisory levels of the Auxiliary organization.

2. Describe the purpose of the flotilla and review some of the core activities that support the business of the flotilla.

3. Review the organizational structure of an Auxiliary flotilla, division and district.

4. What is the purpose of an Auxiliary district board?

5. Describe the function of the National Executive Committee (NEXCOM).

6. How often are flotilla elections held?

7. Who is eligible for flotilla elections?

8. Which administrative level(s) hold elections?

9. What are the Standing Rules?

10. Complete Mandated Training - Ethics 1 / Personal Gifts

11. Complete Mandated Training Course - Privacy at DHS/Protecting Personal Information

Accomplished  Mentor signature________________________  Date ______________

Name: ________________________________________________

Task BQ COURSE-SESSION-04

Task  Regulations and Policies
References

Coast Guard Auxiliary Manual, COMDTINST M16790.1 (series), Basic Qualification Course Student Study Guide – CH 5

Chapter 5 National Training Directorate Deckplate Leadership Portal
http://wow.uscgaux.info/content.php?unit=T-DEPT&category=deckplate-ldr
Video #4 Direct Link:
http://tdept.cgaux.org/deckplate/04/04DeckPlateLeadership-ADMPappV4ThoughtsonServantLeadership.mp4

Conditions

Members are encouraged to refer to the reference materials and ask their mentor for guidance.

Standards

In response to the mentor, the member should demonstrate knowledge to the mentor’s satisfaction in each performance step. In addition the mentor can provide supportive guidance as needed.

Completed Performance Criteria

1. Is the Coast Guard Auxiliary a military organization?

2. Who administers the Auxiliary?

3. What rights, privileges, powers, or duties do Auxiliarists have?

4. What does "personal property of the Auxiliary" mean?

5. Who can be reimbursed expenses of operation, maintenance and repair or replacement of personal property of the Auxiliary?

6. When do members of the Auxiliary have the same power and authority in execution of duties as members of the Coast Guard?

7. Can an Auxiliarist communicate as a private citizen with elected and appointed government officials?

8. When can Auxiliarists represent the Auxiliary?

9. Auxiliarists participating in Auxiliary Marketing and Public Affairs program shall direct their efforts toward publicizing what?
10. Define what Personally Identifiable Information (PII) is.

11. How shall the treatment and handling of PII be done?

12. Can Auxiliary rosters be used for non-auxiliary purposes?

13. What type of mail can be mailed as business mail?

14. When an Auxiliarist is assigned to duty and traveling, what are some of the allowed reimbursable expenses?

15. Can unreimbursed out-of-pocket expenses be deducted from personal income tax returns?

16. Explain what can and cannot be done with social media.

17. Explain what “assignment to duty” is and who assigns it.

18. Can an Auxiliarist be compensated if injured while assigned to duty?

19. Explain what needs to be done when an Auxiliarist is injured when assigned to duty.

20. When shall ethical standards be applied?

21. View and discuss ADM Papp Video (#4) on his Thoughts on Servant Leadership on the Training Directorate Deckplate Leadership Portal.

Accomplished  Mentor signature______________________  Date ____________

Name:___________________________________________________________

Task BQ COURSE-SESSION-05

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<thead>
<tr>
<th>Task</th>
<th>Support and Basic Materials</th>
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8
References
Coast Guard Auxiliary Manual, COMDTINST M16790.1 (series), Chapter 6 and 10

Basic Qualification Course Student Study Guide CH 6

Auxiliary Uniform Procurement Guide
http://hdept.cgaux.org/pdf/New%20Member%20Packet/UPG.pdf

T-DIR Mandated Training Portal
http://wow.uscgaux.info/content.php?unit=T-DEPT&category=mandated-training

Conditions
Members are encouraged to refer to the reference materials and ask their mentor for guidance.

Standards
In response to the mentor, the member should demonstrate knowledge to the mentor’s satisfaction in each performance step. In addition the mentor can provide supportive guidance as needed.

Completed Performance Criteria

1. Can an Auxiliarist use the Coast Guard Exchange?

2. What is the Auxiliary National Supply Center (ANSC)?

3. What is the Auxiliary Center (AUXCEN)?

4. Optional: Review the proper procedures to obtain the uniforms appropriate for the new member’s location and work with the mentor to order the appropriate uniform(s) and related accessories. If desired, order these items to arrive in time for Week 7. Refer to the references above and Week 7 activities for more information.

5. Can Coast Guard property be used for private use by Auxiliarists?

6. How often does an Auxiliary Unit need to conduct an inventory and whom should they report it to?

7. What are Memorandums of Understanding (MOU) and Memorandums of Agreement (MOA)?
8. What agencies help promote VSCs and PE Activities?

9. Is the Coast Guard Mutual Assistance Program (CGMA) available to Auxiliarists?

10. Are all members issued an Auxiliary Member Identification Card?

11. Complete Mandated Training - Building Resilience and Preventing Suicide

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<tr>
<th>Accomplished</th>
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Name: __________________________________________

Task BQ COURSE-SESSION-06

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<tr>
<th>Task</th>
<th>Human Resources</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>References</strong></td>
<td>Coast Guard Auxiliary Manual, COMDTINST M16790.1 (series), Chapters 7</td>
</tr>
<tr>
<td></td>
<td>Basic Qualification Course Student Study Guide CH 7</td>
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<tr>
<td></td>
<td>T-DIR Mandated Training Portal</td>
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<table>
<thead>
<tr>
<th>Completed</th>
<th>Performance Criteria</th>
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</thead>
<tbody>
<tr>
<td></td>
<td>1. Does the Auxiliary have a published diversity policy statement, and if so, where can it be found?</td>
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<tr>
<td></td>
<td>2. Does the Auxiliary have a published anti-discrimination and anti-harassment policy statement, and if so, where can it be found?</td>
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<tr>
<td></td>
<td>3. How is harassment generally defined, and who is responsible for making sure Auxiliarists do not encounter discrimination or harassment?</td>
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<td></td>
<td>4. Complete Mandated Training – Civil Rights Awareness</td>
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<td></td>
<td>5. Complete Mandated Training - Sexual Harassment Prevention</td>
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<td></td>
<td>6. Complete Mandated Training - Sexual Assault Prevention and Response</td>
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</tbody>
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**Accomplished** Mentor signature ________________________ Date ____________

Name: ____________________________

**Task BQ COURSE-SESSION-07**

<table>
<thead>
<tr>
<th>Task</th>
<th>Member Training, Uniforms, Auxiliary Recognition/Awards, and Reimbursement</th>
</tr>
</thead>
</table>
References

Basic Qualification Course Student Study Guide CH 8, 9, 10 & 11

Coast Guard Auxiliary Manual, COMDTINST M16790.1 (series), Chapters 8, 9, 10, and 11

Auxiliary Uniform Procurement Guide
http://hdept.cgaux.org/pdf/New%20Member%20Packet/UPG.pdf

National Training Compendium
http://tdept.cgaux.org/documents/NATIONAL_MEMBER_TRAINING_COMPENDIUM.pdf

National Human Resources Directorate Member Involvement Plan:

Training Directorate Award Resources and Ribbon Checker
http://tdept.cgaux.org/documents/T-DEPT.references
http://ribbons.cgaux.info/cgi-bin/ribbons.pl

National Training Directorate Deckplate Leadership Portal
http://wow.uscgaux.info/content.php?unit=T-DEPT&category=deckplate-ldr Video #5 Direct Link:
http://tdept.cgaux.org/deckplate/05/05DeckPlateLeadership-ADMPappV5ImportantTenetsofLeadership.mp4

Conditions

Members are encouraged to refer to the reference materials and ask their mentor for guidance.

Standards

In response to the mentor, the member should demonstrate knowledge to the mentor’s satisfaction in each performance step. In addition the mentor can provide supportive guidance as needed.

Completed

Performance Criteria

1. Describe the differences between AP, IQ, BQ, and AX/AX2 status.
2. Discuss how the National Member Training Compendium can be a useful resource for all members to pursue training as well as increase knowledge, skills and qualifications for participation in various programs.

3. What are Individual Development Plans and where can they be found?

4. Review uniform related resources such as the Auxiliary Uniform Guide and Chapter 10 of the Auxiliary Manual and describe the key components of proper uniform wear based on these resources.

5. Practice assembling a Tropical Blue uniform (and if applicable, an Operational Dress Uniform) with the mentor to ensure the uniform is ready to be worn properly. Ideally the new member should don the uniform and have the mentor perform an informal uniform inspection to ensure proper wear.

6. What documentation does a former U.S. military person need to show in order to wear U.S. military awards received?

7. What chapter of the Auxiliary Manual discusses awards? Review a few example Auxiliary awards and resources for proper wear; visit the Training Directorate Award Resources Content Area (e.g., ribbon checker).

8. Review the types of orders, reimbursements, and travel claims available to Auxiliarists.

9. View and discuss ADM Papp Video (#5) on his Important Tenets of Leadership on the Training Directorate Deckplate Leadership Portal.

Accomplished Mentor signature ________________________________ Date _______________
Name: _______________________________________________________

### Task BQ COURSE-SESSION-08

<table>
<thead>
<tr>
<th>Task</th>
<th>Incident Command System (ICS) and Team Coordination Training (TCT)</th>
</tr>
</thead>
<tbody>
<tr>
<td>References</td>
<td>Basic Qualification Course Student Study Guide CH 8</td>
</tr>
<tr>
<td></td>
<td>R-DIR TCT Workshop Materials</td>
</tr>
<tr>
<td></td>
<td><a href="http://www.rdept.wow.uscgaux.info/content.php?unit=R-DEPT&amp;category=workshop-archives">http://www.rdept.wow.uscgaux.info/content.php?unit=R-DEPT&amp;category=workshop-archives</a></td>
</tr>
<tr>
<td></td>
<td>IS-100.B: Introduction to Incident Command System, ICS-100</td>
</tr>
<tr>
<td></td>
<td><a href="https://training.fema.gov/EMIWeb/IS/courseOverview.aspx?code=IS-100.b">https://training.fema.gov/EMIWeb/IS/courseOverview.aspx?code=IS-100.b</a></td>
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<tr>
<td></td>
<td><a href="https://training.fema.gov/EMIWeb/IS/courseOverview.aspx?code=IS-700.a">https://training.fema.gov/EMIWeb/IS/courseOverview.aspx?code=IS-700.a</a></td>
</tr>
</tbody>
</table>

| Conditions | Members are encouraged to refer to the reference materials and ask their mentor for guidance. |

| Standards | In response to the mentor, the member should demonstrate knowledge to the mentor’s satisfaction in each performance step. In addition the mentor can provide supportive guidance as needed. |

### Completed Performance Criteria

1. Describe the fundamental concept of Team Coordination Training (TCT) and its applicability to the Auxiliary.

2. Describe the concept of the Incident Command System (ICS) and its applicability to the Auxiliary.
3. Complete the Introduction to Incident Command System course (ICS 100) and present the completed certificate to the mentor.

4. Complete the National Incident Management (NIMS) An Introduction Independent Study (IS) course (IS 700) and present the completed certificate to the mentor.

Accomplished  Mentor signature_________________________ Date _____________

Name: ____________________________________________________________

**Task BQ COURSE-SESSION-09**

<table>
<thead>
<tr>
<th>Task</th>
<th>Guide to Customs, Courtesy, and Protocol for Auxiliary Units and Auxiliarists</th>
</tr>
</thead>
</table>
| References | Coast Guard Auxiliary Manual, COMDTINST M16790.1 (series), Chapter 12  
Basic Qualification Course Student Study Guide CH 11  
T-DIR Mandated Training Portal  
National Training Directorate Deckplate Leadership Portal  
[http://tdept.cgaux.org/deckplate/06/06DeckPlateLeadership-ADMPappV6LeadershipExperiences.mp4](http://tdept.cgaux.org/deckplate/06/06DeckPlateLeadership-ADMPappV6LeadershipExperiences.mp4) |
| Conditions | Members are encouraged to refer to the reference materials and ask their mentor for guidance. |
| Standards | In response to the mentor, the member should demonstrate knowledge to the mentor's satisfaction in each performance step. In addition the mentor can provide supportive guidance as needed. |
| Completed | Performance Criteria |
1. Review the active duty and Auxiliary insignia with mentor.

2. What is the difference between active duty personnel and Auxiliary members?

3. What is the difference between Auxiliary and active duty insignia?

4. What is the difference between USCG active duty commissioned officers, warrant officers, and enlisted personnel?

5. How are commissioned officers addressed?

6. How are warrant officers addressed?

7. How are CG enlisted personnel addressed?

8. Discuss the significance of the salute and when a salute should be rendered.

9. Discuss the procedures to properly salute a senior officer.

10. Review and practice the proper saluting technique.

11. Describe how to properly render a salute to the colors.

12. What do you do if you are in your car and colors are sounded?

13. When walking abreast and overtaking a senior officer what should you do?

14. Is it appropriate for junior officers to enter boats and vehicles first?

15. Describe the expected procedure when a senior officer enters a space occupied only by junior officers.

16. Review and practice the protocol for boarding and departing a vessel.

17. Where can you find information about proper courtesy for correspondence?
18. Review and discuss Auxiliary participation in funeral services and notification of the appropriate individual regarding the death of an Auxiliarist.


Accomplished Mentor signature_________________________ Date _______________

Name:

Task BQ COURSE-SESSION-FINAL

Task | Final Review
--- | ---
References | Coast Guard Auxiliary Manual, COMDTINST M16790.1 (series)
 | Basic Qualification Course Student Study Guide
 | National Training Directorate Member Involvement Plan Portal

Conditions | Members are encouraged to refer to the reference materials and ask their mentor for guidance.

Standards | In response to the mentor, the member should demonstrate knowledge to the mentor’s satisfaction in each performance step. In addition the mentor can provide supportive guidance as needed.

Completed | Performance Criteria

1. Confirm completion of the New Member Orientation PQS Tasks.
2. Confirm completion of all Mandated Training activities from the previous weeks to include:
   • Influenza Training (Week 1)
   • Security Fundamentals (Week 2)
   • Ethics 1 / Personal Gifts (Week 3)
   • Privacy at DHS/Protecting Personal Information (Week 3)
   • Building Resilience and Preventing Suicide (Week 5)
   • Sexual Harassment Prevention (Week 6)
   • Sexual Assault Prevention and Response (Week 6)
   • Civil Rights Awareness (Week 6)

3. Confirm that the following Deckplate Leadership Videos from the previous weeks had been viewed:
   • ADM Papp on his Personal Definition of Leadership (Week 1)
   • ADM Papp on his Guiding Principles and Servant Leadership (Week 2)
   • ADM Papp on his Thoughts on Servant Leadership (Week 4)
   • ADM Papp on his Important Tenets of Leadership (Week 7)
   • ADM Papp on his Leadership Experiences (Week 9)

4. Confirm that ICS 100 and IS 700 from Week 8 had been completed.

5. Complete an approved Boating Safety Course.

6. Complete a preliminary Individual Development Plan (IDP).

Accomplished   Mentor signature________________________ Date ______________

CONGRATULATIONS!
You have successfully completed the PQS signoff for the New Member Orientation course.