
Personal Qualification Standard (PQS) for the Basic Qualification Course



May 2015

Name: _____

Task BQ COURSE-SESSION-01

Task **History, Purpose, Administration, Missions & Programs**

References

Coast Guard Auxiliary Manual, COMDTINST M16790.1 (series),
Chapters 1 and 2

Basic Qualification Course Student Study Guide

National Training Directorate Deckplate Leadership Portal

<http://wow.uscgaux.info/content.php?unit=T-DEPT&category=deck-plate-ldr>

Video #1 Direct Link:

<http://tdept.cgaux.org/deckplate/01/01DeckPlateLeadership-ADMPappV1PersonalDefinitionofLeadership.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. When was the Coast Guard Auxiliary established?

2. What is the Coast Guard motto and what does it mean?

3. What are the Core Values?

4. What is the role of the Auxiliary?

5. What are the four cornerstones?

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

Task	Auxiliary Organizational Structure
References	Coast Guard Auxiliary Manual, COMDTINST M16790.1 (series), Chapter 4 and Appendix C Basic Qualification Course Student Study Guide – CH 4 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. 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=deck-plate-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?

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

Accomplished **Mentor signature** _____ **Date** _____

Name: _____

Task BQ COURSE-SESSION-06

Task	Human Resources
References	Coast Guard Auxiliary Manual, COMDTINST M16790.1 (series), Chapters 7 Basic Qualification Course Student Study Guide CH 7 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. Does the Auxiliary have a published diversity policy statement, and if so, where can it be found?

2. Does the Auxiliary have a published anti-discrimination and anti-harassment policy statement, and if so, where can it be found?

3. How is harassment generally defined, and who is responsible for making sure Auxiliarists do not encounter discrimination or harassment?

4. Complete Mandated Training – Civil Rights Awareness

5. Complete Mandated Training - Sexual Harassment Prevention

6. Complete Mandated Training - Sexual Assault Prevention and Response

Accomplished Mentor signature _____ Date _____

Name: _____

Task BQ COURSE-SESSION-07

Task

Member Training, Uniforms, Auxiliary Recognition/Awards, and Reimbursement

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:

<http://hdept.cgaux.org/pdf/MemInvol16DEC10.pdf>

Training Directorate Award Resources and Ribbon Checker

<http://wow.uscgaux.info/content.php?unit=T-DEPT&category=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=deck-plate-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

Task **Incident Command System (ICS) and Team Coordination Training (TCT)**

References Basic Qualification Course Student Study Guide CH 8

R-DIR TCT Workshop Materials
<http://www.rdept.wow.uscgaux.info./content.php?unit=R-DEPT&category=workshop-archives>

IS-100.B: Introduction to Incident Command System, ICS-100
<https://training.fema.gov/EMIWeb/IS/courseOverview.aspx?code=IS-100.b>

IS-700.A: National Incident Management System (NIMS) An Introduction
<https://training.fema.gov/EMIWeb/IS/courseOverview.aspx?code=IS-700.a>

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

Task	Guide to Customs, Courtesy, and Protocol for Auxiliary Units and Auxiliarists
References	Coast Guard Auxiliary Manual, COMDTINST M16790.1 (series), Chapter 12 Basic Qualification Course Student Study Guide CH 11 T-DIR Mandated Training Portal http://wow.uscgaux.info/content.php?unit=T-DEPT&category=mandated-training National Training Directorate Deckplate Leadership Portal http://wow.uscgaux.info/content.php?unit=T-DEPT&category=deckplate-ldr Video #6 Direct Link: 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.
<u>Completed</u>	<u>Performance Criteria</u>

-
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.

19. View and discuss ADM Papp video (#6) on his Leadership Experiences on the Training Directorate Deckplate Leadership Portal.

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
<http://hdept.cgaux.org/pdf/MemInvol16DEC10.pdf>

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.**

