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 <a href="http://wow.uscgaux.info/content.php?unit=T-DEPT&amp;category=deck-plate-ldr">http://wow.uscgaux.info/content.php?unit=T-DEPT&amp;category=deck-plate-ldr</a> Video #1 Direct Link: <a href="http://tdept.cgaux.org/deckplate/01/01DeckPlateLeadership-">http://tdept.cgaux.org/deckplate/01/01DeckPlateLeadership-</a> ADMPart VIDerger al Definition of Leadership and A		
	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.		
<b>Completed</b>	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?		

Accomplished	Mentor signature	Date
	16. View and discuss ADM Papp V Definition of Leadership on the Leadership Portal.	Video (#1) on his Personal Training Directorate Deckplate
	15. Complete Mandated Training –	Influenza Training
	14. Name three (3) programs or acti	ivities authorized for Auxiliarists
	13. What is the difference between grooming and personal appearan	·
	12. Name one of the appointed lead	ler positions.
	11. What is an appointed leader?	
	10. Name one of the elected leader	positions for the District.
	9. Name one of the elected leader	positions for the Division.
	8. Name one of the elected leader	positions for a Flotilla.
	7. What is an elected leader?	
	6. Discuss the organizational conc Leadership and Management.	ept of the Auxiliary Chain of

Task	Membership	
References	Coast Guard Auxiliary Manual, COMDTINST M16790.1 (series), Chapter 3	
	Basic Qualification Course Student Study Guide	
	T-DIR Mandated Training Portal <a href="http://wow.uscgaux.info/content.php?unit=T-DEPT&amp;category=mandated-training">http://wow.uscgaux.info/content.php?unit=T-DEPT&amp;category=mandated-training</a>	
	National Training Directorate Deckplate Leadership Mandated Training Portal <a href="http://wow.uscgaux.info/content.php?unit=T-DEPT&amp;category=deck-plate-ldr">http://wow.uscgaux.info/content.php?unit=T-DEPT&amp;category=deck-plate-ldr</a> Video #2 Direct Link: <a href="http://tdept.cgaux.org/deckplate/02/02DeckPlateLeadership-ADMPappV2GuidingPrinciplesandServantLeadership.mp4">http://tdept.cgaux.org/deckplate/02/02DeckPlateLeadership-ADMPappV2GuidingPrinciplesandServantLeadership.mp4</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.	
<u>Completed</u>	Performance Criteria	
Completed	1 CHOIMANCE CINCHA	
	1. Review the eligibility requirements to become an Auxiliarist.	
	2. When is membership achieved?	

A 12-12 1		
	<ol> <li>View and discuss ADM Papp Video (#2) on his Guidir Principles on the Training Directorate Deckplate Leader Portal.</li> </ol>	_
	9. Complete Mandated Training - Security Fundamentals	
	8. What is the purpose of Auxiliary Administrative Discip	oline?
	7. Is there a requirement to be a member of a specific flot	illa?
	<ol> <li>Define what a Personnel Security Investigation (PSI) is purpose.</li> </ol>	s and its
	5. List two (2) reasons someone would be ineligible to joi Auxiliary.	n the
	4. Do any programs have physical requirements, and if so they?	, what are
	3. Discuss the physical fitness requirements associated wi Auxiliarist.	th being an

Name:	·	

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 <a href="http://wow.uscgaux.info/content.php?unit=T-DEPT&amp;category=mandated-training">http://wow.uscgaux.info/content.php?unit=T-DEPT&amp;category=mandated-training</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.		
<u>Completed</u>	Performance Criteria		
	1. Discuss the four administrative/supervisory levels of the Auxiliary organization.		
	<ol> <li>Describe the purpose of the Flotilla and review some of the core activities that support the business of the Flotilla.</li> </ol>		
	3. Review the organizational structure of an Auxiliary Flotilla, Division and District.		
	4. What is the purpose of an Auxiliary District Board?		

Accomplished	Mentor signature Date	
	Personal Information	
	11. Complete Mandated Training Course - Privacy at DHS/Protecting	
	10. Complete Mandated Training - Ethics 1 / Personal Gifts	
	-	
	9. What are the Standing Rules?	
	8. Which administrative level(s) hold elections?	
	7. Who is eligible for Flotilla Elections?	
	6. How often are flotilla elections held?	
	-	
	5. Describe the function of the National Executive Committee (NEXCOM).	
	_	

Task	Regulations and Policies	
References	Coast Guard Auxiliary Manual, COMDTINST M16790.1 (series), Basic Qualification Course Student Study Guide – CH 5	
	Chapter 5National Training Directorate Deckplate Leadership Portal <a href="http://wow.uscgaux.info/content.php?unit=T-DEPT&amp;category=deck-plate-ldr">http://wow.uscgaux.info/content.php?unit=T-DEPT&amp;category=deck-plate-ldr</a> Video #4 Direct Link: <a href="http://tdept.cgaux.org/deckplate/04/04DeckPlateLeadership-ADMPappV4ThoughtsonServantLeadership.mp4">http://tdept.cgaux.org/deckplate/04/04DeckPlateLeadership-ADMPappV4ThoughtsonServantLeadership.mp4</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	
	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?	

Accomplished	Mentor signature	Date
		Papp Video (#4) on his Thoughts on he Training Directorate Deckplate
	20. When shall ethical stand	lards be applied?
	19. Explain what needs to b when assigned to duty.	e done when an Auxiliarist is injured
	18. Can an Auxiliarist be co Duty?	mpensated if injured while assigned to
	17. Explain what Assignme	nt to Duty is and who assigns it.
	16. Explain what can and ca	nnot be done with social media.
	15. Can unreimbursed out-or personal income tax retu	f-pocket expenses be deducted from urns?
	14. When an Auxiliarist is a some of the allowed rein	ssigned to duty and traveling, what are nbursable expenses?
	13. What type of mail can b	
	12. Can Auxiliary rosters be	used for non-auxiliary purposes?
	11. How shall the treatment	and handling of PII be done?
	10. Define what Personally	Identifiable Information (PII) is.
		g in Auxiliary Marketing and Public rect their efforts toward publicizing what?
	8. When can Auxiliarists re	epresent the Auxiliary?
	<ol> <li>Can an Auxiliarist comr and appointed government</li> </ol>	nunicate as a private citizen with elected ent officials?
	authority in execution of	f duties as members of the Coast Guard?
	- 6. When do members of th	e Auxiliary have the same power and

Name:		

Task	Support and Basic Materials
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 <a href="http://hdept.cgaux.org/pdf/New%20Member%20Packet/UPG.pdf">http://hdept.cgaux.org/pdf/New%20Member%20Packet/UPG.pdf</a>
	T-DIR Mandated Training Portal <a href="http://wow.uscgaux.info/content.php?unit=T-DEPT&amp;category=mandated-training">http://wow.uscgaux.info/content.php?unit=T-DEPT&amp;category=mandated-training</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.
<b>Completed</b>	Performance Criteria
	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) Program 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	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 <a href="http://wow.uscgaux.info/content.php?unit=T-DEPT&amp;category=mandated-training">http://wow.uscgaux.info/content.php?unit=T-DEPT&amp;category=mandated-training</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.
<b>Completed</b>	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

Accomplished	Mentor signature	Date
	6. Complete Mar Response	ndated Training - Sexual Assault Prevention and
	5. Complete Ma	ndated Training - Sexual Harassment Prevention

Name:					

#### 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 <a href="http://hdept.cgaux.org/pdf/New%20Member%20Packet/UPG.pdf">http://hdept.cgaux.org/pdf/New%20Member%20Packet/UPG.pdf</a>

National Training Compendium
<a href="http://tdept.cgaux.org/documents/NATIONAL\_MEMBER\_TRAINING\_">http://tdept.cgaux.org/documents/NATIONAL\_MEMBER\_TRAINING\_</a>
COMPENDIUM.pdf

National Training Directorate Individual Development Plan Portal <a href="http://wow.uscgaux.info/content.php?unit=T-DEPT&category=idp-mentoring">http://wow.uscgaux.info/content.php?unit=T-DEPT&category=idp-mentoring</a>

Training Directorate Award Resources and Ribbon Checker <a href="http://wow.uscgaux.info/content.php?unit=T-DEPT&category=t-dept-references">http://wow.uscgaux.info/content.php?unit=T-DEPT&category=t-dept-references</a>
<a href="http://ribbons.cgaux.info/cgi-bin/ribbons.pl">http://ribbons.cgaux.info/cgi-bin/ribbons.pl</a>

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

<b>Completed</b>	Performance Criteria
	<ol> <li>Describe the differences between AP, IQ, BQ, and AX/AX2 status.</li> </ol>
	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 ( <i>e.g.</i> , ribbon checker).
	8. Review the types of orders, reimbursements, and travel claims available to Auxiliarists.

Accomplished	Portal.  Mentor signature	Date
		DM Papp Video (#5) on his Important Tenets e Training Directorate Deckplate Leadership

Task	Incident Command System (ICS) and Team Coordination Training (TCT)
References	Basic Qualification Course Student Study Guide CH 8
	R-DIR TCT Workshop Materials <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>
	IS-100.B: Introduction to Incident Command System, ICS-100 <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>
	IS-700.A: National Incident Management System (NIMS) An Introduction <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>
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
	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.

Accomplished	Mentor signature	Date
	Introduction Inde	tional Incident Management (NIMS) An ependent Study (IS) course (IS 700) and present ertificate to the mentor.
	1	roduction to Incident Command System course resent the completed certificate to the mentor.

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-raining National Training Directorate Deckplate Leadership Portal http://wow.uscgaux.info/content.php?unit=T-DEPT&category=deck- holate-ldr Video #6 Direct Link:
Γ-DIR Mandated Training Portal <a href="http://wow.uscgaux.info/content.php?unit=T-DEPT&amp;category=mandated-raining">http://wow.uscgaux.info/content.php?unit=T-DEPT&amp;category=mandated-raining</a> National Training Directorate Deckplate Leadership Portal <a href="http://wow.uscgaux.info/content.php?unit=T-DEPT&amp;category=deck-">http://wow.uscgaux.info/content.php?unit=T-DEPT&amp;category=deck-</a>
http://wow.uscgaux.info/content.php?unit=T-DEPT&category=mandated-raining  National Training Directorate Deckplate Leadership Portal  http://wow.uscgaux.info/content.php?unit=T-DEPT&category=deck-
http://wow.uscgaux.info/content.php?unit=T-DEPT&category=deck-
http://tdept.cgaux.org/deckplate/06/06DeckPlateLeadership- ADMPappV6LeadershipExperiences.mp4
Members are encouraged to refer to the reference materials and ask their mentor for guidance.
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.
erformance Criteria

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 <u>CG</u> 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.

		s ADM Papp video (#6) on his Leadership he Training Directorate Deckplate Leadership
Accomplished	Mentor signature	Date

Name:	 	 	

Task	Final Review
References	Coast Guard Auxiliary Manual, COMDTINST M16790.1 (series)
	Basic Qualification Course Student Study Guide
	National Training Directorate Individual Development Plan Portal <a href="http://wow.uscgaux.info/content.php?unit=T-DEPT&amp;category=idp-mentoring">http://wow.uscgaux.info/content.php?unit=T-DEPT&amp;category=idp-mentoring</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.
<u>Completed</u>	Performance Criteria
	1. Confirm completion of the New Member Orientation PQS Tasks.

<ol> <li>Confirm completion of all Mandated Training activities from the previous weeks to include:         <ul> <li>Influenza Training (Week 1)</li> <li>Security Fundamentals (Week 2)</li> <li>Ethics 1 / Personal Gifts (Week 3)</li> <li>Privacy at DHS/Protecting Personal Information (Week 3)</li> <li>Building Resilience and Preventing Suicide (Week 5)</li> <li>Sexual Harassment Prevention (Week 6)</li> <li>Sexual Assault Prevention and Response (Week 6)</li> <li>Civil Rights Awareness (Week 6)</li> </ul> </li> <li>Confirm that the following Deckplate Leadership Videos from the previous weeks had been viewed:         <ul> <li>ADM Papp on his Personal Definition of Leadership (Week 1)</li> <li>ADM Papp on his Guiding Principles and Servant Leadership (Week 2)</li> <li>ADM Papp on his Thoughts on Servant Leadership (Week 4)</li> <li>ADM Papp on his Important Tenets of Leadership (Week 7)</li> <li>ADM Papp on his Leadership Experiences (Week 9)</li> </ul> </li> <li>Confirm that ICS 100 and IS 700 from Week 8 had been completed.</li> <li>Complete an approved Boating Safety Course.</li> <li>Complete a preliminary Individual Development Plan (IDP).</li> </ol>
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.
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
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)  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)
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)

## **CONGRATULATIONS!**

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

