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# Student Study Guide

## Basic Qualification (BQ)

### Course

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Jan 2015



# Basic Qualification Course



Notes:

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## Executive Summary

### **Welcome Aboard!**

Since the US Coast Guard Auxiliary supports the Coast Guard in all of its non-military and non-law enforcement missions, it is unlike any other volunteer organization in that you have an important role as a member of Team Coast Guard. As a new member of the United States Coast Guard Auxiliary, you received a brief introduction to the Auxiliary when you completed the New Member Course prior to completing the CGAUX enrollment application. Upon the completion of the requisite paperwork and entry into the Auxiliary database you will be in an Approval Pending (AP) status awaiting completion of a Personnel Security Investigation (PSI). Upon receipt of a favorable PSI and completion of this Basic Qualification Course, you will become Basically Qualified (BQ) which is a new, more efficient approach that will allow you to bypass an intermediary status known as Initially Qualified (IQ), where members have completed their PSI but still need to complete various courses to attain BQ status.

With this in mind, the Basic Qualification Course has been developed to follow a 10-session training period which will ensure that you have the necessary tools to navigate your way through the core concepts of becoming a competent and valuable member of the U.S. Coast Guard Auxiliary. The content and structure of this course is the result of collaboration between the Human Resources Directorate, Training Directorate, and the Auxiliary University Program.

### **Course Goals**

The goals of this course are to provide you with a basic level of knowledge upon which you can build your volunteer “career” in the Auxiliary and effectively work with active duty members of the United States Coast Guard. In this course, you will learn about key aspects of the U.S. Coast Guard and the U.S. Coast Guard Auxiliary to include:

- U.S. Coast Guard Core Values:
- History, Purpose and Administration of the U.S. Coast Guard Auxiliary
- Mission and Programs of the USCG Auxiliary
- Auxiliary Membership Requirements:
- Auxiliary Regulations and Policies
- Support and Basic Materials
- Personnel Management [Human Resources]
- Member Training and Qualifications
- Reimbursement
- Uniforms and their Proper Wear
- Auxiliarist Recognition and Awards
- Guide to Customs, Courtesy, and Protocols for Auxiliary Units and Auxiliarists



## Acknowledgement

We gratefully acknowledge the contributions of the following Auxiliary members to the development of this project:

- COMO Dale Fajardo ANACO-FC
- Ralph Tomlinson, DIR-T
- Robert Holm, DIR-Td
- COMO Harry Jacobs DIR-A
- COMO Robert Smekta DIR-H
- Patrick Hickey DIR-Hd
- Jonathan Ahlbrand DVC-TM
- Clark Godshall, DVC-TD
- Gerlinde Higginbotham, DVC-TS
- Andrew Welch (AUP)



**THE NATIONAL COMMODORE  
OF THE UNITED STATES COAST GUARD AUXILIARY  
Mark Simoni**



28 DEC 2014

Shipmates,

The Coast Guard Auxiliary is proud to announce the Basic Qualification Course and this Study Guide to our experienced members and new recruits. This course will help a new generation of Auxiliarists prepare for service to our nation.

The Auxiliary Manual (COMDTINST M16790.1 series) remains the primary policy guide for the administration and management of the Auxiliary. It outlines the duties, responsibilities, and expectations of Auxiliarists as they continue to deliver vital services and assist the Coast Guard in the 21st century.

This Study Guide is not intended to replace or supplant the Auxiliary Manual, but rather serve as an abridged resource document for new members and their mentors. In the event of any discrepancy, the Auxiliary Manual is the governing document.

As a new recruit, you will learn about the rich history and traditions, as well as the policies, of the Coast Guard and Auxiliary. In fact, we expect the information found in this Study Guide to be useful to all Auxiliarists, regardless of their experience level. At the conclusion of this course, you will be ready to begin your Auxiliary career with a strong foundation on which to begin your service to your community, your nation, your Coast Guard and your Coast Guard Auxiliary.

We are pleased to have you on board. *Semper Paratus!*

A handwritten signature in blue ink that reads "Mark Simoni".

Mark Simoni  
National Commodore

★ *Leadership*

★ *Initiative*

★ *Innovation*



THE COMMANDANT OF THE UNITED STATES COAST GUARD  
Washington, DC 20593

## U.S. COAST GUARD AUXILIARY POLICY STATEMENT

The U.S. Coast Guard Auxiliary is the uniformed volunteer component of our Service. The Coast Guard's guiding principles of SERVICE TO NATION, DUTY TO PEOPLE and COMMITMENT TO EXCELLENCE are only achievable through the combined efforts of all Coast Guard forces. The Coast Guard Auxiliary is a valuable, dedicated and indispensable part of the Coast Guard team.

Established by Congress on June 23, 1939, as the Volunteer Reserve, the Auxiliary conducted many of the Coast Guard's domestic missions while the Active Duty and Reserve components were forward deployed during World War II. The Auxiliary has continued its great service to our Nation ever since.

The spirit of volunteerism and patriotism that called the first Auxiliarists to duty continues today in the more than 30,000 professional men and women who faithfully execute assigned Auxiliary missions throughout our Nation, its territories, and in foreign countries where U.S. engagement is enhanced by Auxiliary services. Upon enrollment, Auxiliarists pledge to support the Coast Guard Auxiliary and to faithfully execute assigned duties, and to abide by the governing policies established by the Commandant. They are a crucial force multiplier for the Coast Guard's sustained mission excellence.

Auxiliarists enthusiastically provide experience, talent, and platforms for a wide range of activities, including, Maritime Safety Outreach, Search and Rescue, Safety and Security Patrols, Disaster Response, Pollution Response and recruiting. These activities enable the Coast Guard to successfully execute all its mission, and they do it without compensation!

The Auxiliary missions are:

- To promote and improve Recreational Boating Safety;
- To provide a diverse array of specialized skills, trained crews, and capable facilities to augment the Coast Guard and enhance safety and security of our ports, waterways and coastal regions;
- To support Coast Guard operational, administrative and logistical requirements.

I charge all Commanders, Commanding Officers and Officers in Charge to continually strive to include the Auxiliary in mission execution and support so that we can maximize sustained excellence across all mission areas.

PAUL F. ZUKUNFT  
Admiral, U.S. Coast Guard



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## History, Purpose, and Administration – Chapter 1

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### Nation's Oldest Continual Sea-Going Service

Congress established the Revenue Cutter Service on August 4, 1790 (the “Coast Guard’s Birthday”).

- The Father of the Coast Guard is Alexander Hamilton. Congress passed Alexander Hamilton’s Revenue Cutter Bill, which provided for the construction of ten armed cutters to protect and ensure revenue collection.
- President George Washington commissioned Hopley Yeaton as the first officer of the Revenue Cutter Service.
- Ten cutters were ordered at \$1,000 each
- Captain Williams of USRC Massachusetts ordered special modifications from the builder that made his cutter the largest and most expensive, at approximately \$2,000.

### The Coast Guard at a Glance

- |   |   |
|---|---|
| <ul style="list-style-type: none"><li>• Throughout the years...<ul style="list-style-type: none"><li>Established as the “Revenue Cutter Service” on August 4, 1790.</li><li>Merged with the “Life Saving Service” to become the “United States Coast Guard” in 1915.</li><li>Congress established the Auxiliary in 1939.</li><li>The Auxiliary’s missions were dramatically expanded in 1996 and through the post-9/11 years.</li></ul></li></ul> | <ul style="list-style-type: none"><li>• Today...<ul style="list-style-type: none"><li>Nation’s oldest continual sea going service, now a part of the Department of Homeland Security.</li><li>Assigned 11 missions by statute, accomplished through a strategy of Prevention and Response</li><li>Approximately 30,000 auxiliary, 43,000 active duty, 7,900 reservists, and 8,000 civilian personnel.</li></ul></li></ul> |
|---|---|



## Pioneering Coast Guardsmen

### David Jarvis

- Officer aboard USRC Bear;
- Led Bear crew and reindeer in 900-mile rescue of whaling crew at Barrow's Point, AK;
- Most of the whaler's crew was saved after long winter.

### Joshua James

- Saved 600 lives after family died on a ship when he was 15 years old;
- Required a special act of Congress to remain on active duty, where he died at age 74

### Elmer Stone

- Recognized as the "Father of Coast Guard Aviation"
- Co-pilot on history's first trans-Atlantic airplane flight
- Developed early carrier catapult and arresting gear



### Douglas Munro & the Medal of Honor

On September 27, 1942 at Point Cruz on Guadalcanal, Signalman First Class Munro led the rescue of a detachment of Marines trapped on the beach by the attacking Japanese.

Using his vessel as a shield from the enemy, four other Higgins boats loaded the Marines.

Munro, fatally wounded, was awarded the Medal of Honor."





**Michael Healy**

- Son of Irish immigrant and a slave woman
- Commanded USRC Bear and introduced reindeer in Alaska
- The modern icebreaker, CGC Healy, was named in his honor
- His brother became first black bishop in the US



**Ida Lewis**

- Operated Lime Rock Light from age 14 through 64
- Act of Congress made her (as a woman) the light's keeper
- Credited saving 18 lives (perhaps as many as 237)
- Forebear to heritage of women in the Coast Guard



“The Coast Guard’s Pride and Joy”

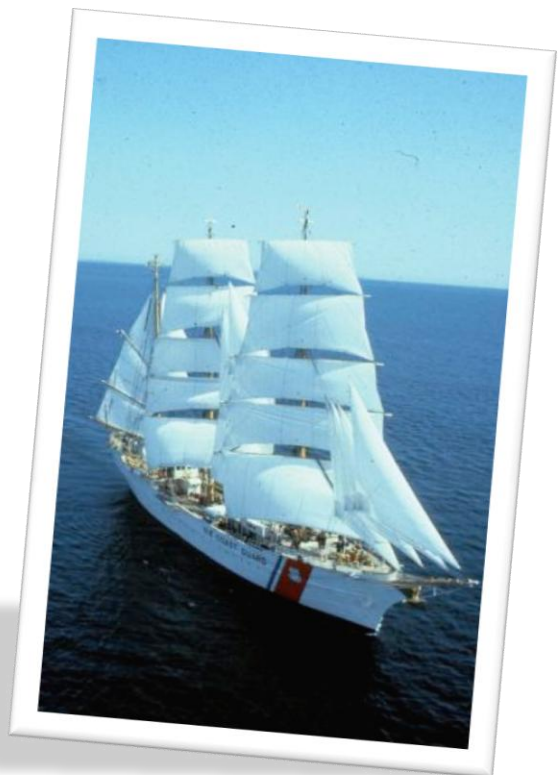
The Coast Guard’s Pride and Joy is the 295-foot barque *Eagle*, home ported in New London, Connecticut.

She was built in 1936 in Germany, and acquired as a war prize at the end of WWII.

The *Eagle* is a Coast Guard Academy training vessel sailed by Cadets and Officer Candidates.

She is one of two sailing ships in U.S. Fleet. The other is the USS Constitution, but she is not operationally active.

Some United States Coast Guard Auxiliarists serve aboard.





## Coast Guard Ethos

**I am a Coast Guardsman.  
I serve the people of the United States.  
I will protect them.  
I will defend them.  
I will save them.  
I am their shield.  
For them I am Semper Paratus.  
I live the Coast Guard core values.  
I am proud to be a Coast Guardsman.  
We are the United States Coast Guard.**







## Organizational Culture

System of shared meaning, held by members, that distinguishes the organization from other organizations. Semper Paratus – Always Ready (Motto of the United States Coast Guard).



## Culture

Pattern of basic assumptions, which are invented, discovered, or developed by a given group as it learns to cope with its problems of external adaptation or internal integration.



## Values

Attitudes about the worth or importance of people, concepts and things.



## Core Values

- Honor - “Integrity is our standard. We demonstrate uncompromising ethical conduct and moral behavior in all of our actions. We are loyal and accountable to the public trust.”
- Respect - “We value our diverse workforce. We treat each other with fairness, dignity, and compassion. We encourage creativity through empowerment. We work as a team.”
- Devotion to Duty - “We are professionals, military and civilian, who seek responsibility, accept accountability, and are committed to the successful achievement of our organizational goals. We exist to serve. We serve with pride.”



## Basic Qualification Course



### Honor

“Integrity is our standard. We demonstrate uncompromising ethical conduct and moral behavior in all of our actions. We are loyal and accountable to the public trust.”



### Respect

“We value our diverse workforce. We treat each other with fairness, dignity, and compassion. We encourage creativity through empowerment. We work as a team.”



### Devotion to Duty

“We are professionals, military and civilian, who seek responsibility, accept accountability, and are committed to the successful achievement of our organizational goals. We exist to serve. We serve with pride.”



### Accountability

“On the sea there is a tradition older even than the traditions of the country itself. It is the tradition that with responsibility goes authority and with them both goes accountability.”



### When did the United States Coast Guard Auxiliary Begin?

On June 23, 1939, Congress established a U. S. Coast Guard Non-Military Reserve, comprised of unpaid, volunteer U.S. citizens who owned motorboats or yachts.



The United States' entry into the war in Europe and Asia created a high priority for manpower.

In 1941 Congress created a separate Military Reserve and renamed the original Non-Military volunteer Reserve as the U.S. Coast Guard Auxiliary.

### What is the Purpose of the USCG Auxiliary?

14 U.S.C. § 822 states the purpose of the Auxiliary:

*“The purpose of the Auxiliary is to assist the Coast Guard as authorized by the Commandant in performing any Coast Guard function, power, duty, role, mission or operation authorized by law.”*

This roles and responsibilities of the Auxiliary allow many civil duties formerly performed only by the Coast Guard to be shared or transferred to the Auxiliary.

### What is the Role of the Auxiliary?

The Coast Guard is a military service and is a component of the five U.S. Armed Forces.

The Coast Guard Auxiliary is a component of Coast Guard Forces and is under the general organizational umbrella of the Coast Guard, as are the active duty, reserve, and civilian components.

The Auxiliary is non-military and takes part in no law enforcement missions that are assigned to the Coast Guard.

Auxiliarists are specifically directed by the Commandant to perform the civil missions.

Auxiliarists are not contractually bound, enlisted, or commissioned officers, but are volunteers pledged to serve in the Coast Guard Auxiliary.

### How is the Auxiliary's Role Defined?

The Commandant's administrative authority defines the Auxiliary's role.

The Commandant determines how the Auxiliary may assist in performing Coast Guard civil missions.

The Commandant also determines how the Auxiliary may assist the Coast Guard by prescribing training and qualifications necessary to provide this assistance and to perform such activities.



## Basic Qualification Course



### The Commandant and the Auxiliary

The overall authority for Auxiliary administration rests with the Commandant of the Coast Guard (CCG).

The responsibilities of the Commandant are to effectively plan, coordinate, and carry out the Auxiliary's missions.

The Commandant's direct representative in all Coast Guard matters within a Coast Guard district is the District Commander (d), and he is the senior Coast Guard officer in the Coast Guard district.

### The District Commander and the Auxiliary

The District Commander's responsibilities are for the efficient, safe, and economical performance of Coast Guard duties and the proper use of assigned personnel and facilities.

The Director of Auxiliary (DIRAUX) works together with the Auxiliary District Commodore (DCO).

The responsibility of the Director is for administering, coordinating, facilitating, supporting, advocating, advancing, and overall execution of the Auxiliary program.

### The National Commodore of the Coast Guard Auxiliary

The National Commodore (NACO) is the senior and principal officer of the Auxiliary.

The NACO represents the Auxiliary and reports to the Commandant of the United States Coast Guard.

Additionally, the NACO represents the Auxiliary with all Coast Guard Flag officers and civilians at Coast Guard Headquarters.

The NACO functions to support the Commandant's strategic goals and objectives.



### An Overview

Who & What We Are	Who & What We Are Not
Non-Military organization established by Congress and administered by the United States Coast Guard	Paid members of the United States Coast Guard
Volunteers who assist the Coast Guard in the performance of their duties and functions	Federal employees with police powers authorized to carry weapons such as swords, bayonets, firearms, or any law enforcement equipment while attending any Auxiliary activity or function
Must be assigned to duty to perform functions for which the member is qualified	Specific rights, privileges, and duties by reason of Auxiliary membership
Care when injured or death benefits when assigned to duty to perform a function for which the Auxiliarist is qualified	Eligible for routine medical care on a 24/7 basis

### Leadership Development

Leadership is essential to the success of the Auxiliary.

As you begin your Coast Guard Auxiliary career, consider creating an Individual Development Plan (IDP) with your Mentor.

The Individual Development Plan measures leadership development progress and establishes goals for the future.

Seek to enroll in an Auxiliary Leadership and Management School (AUXLAMs).

### Leadership Development Framework

The Commandant has established the Leadership Development Framework for the entire Coast Guard (COMDTINST 5351.3). It is available online from the Learning Development Center at: <http://www.uscg.mil/leadership/resources/framework.asp>

The Framework outlines 28 leadership competencies, cross-referenced with 5 levels of responsibility, along with a description of expertise and level of performance expected in each competency at each level.

Use it as a guide as you develop your leadership skills and experience within the Auxiliary, particularly as you consider serving in positions of increasingly more responsibility.



## 28 Leadership Competencies

5 Responsibility Levels

*Expertise and level of performance expected in each competency at each level.*

### Twenty-Eight Leadership Competencies

Leading Self	Leading Others	Leading Performance and Change	Leading the Coast Guard
Accountability and Responsibility	Effective Communications	Conflict Management	Financial Management
Aligning Values	Team Building	Customer Focus	Technology Management
Followership	Influencing Others	Decision Making & Problem Solving	Human Resource Management
Health & Well-Being	Mentoring	Management & Process Improvement	External Awareness
Self Awareness & Learning	Respect for Others & Diversity Management	Vision Development & Implementation	Political Savvy
Personal Conduct	Taking Care of People	Creativity & Innovation	Partnering
Technical Proficiency			Entrepreneurship
			Stewardship
			Strategic Thinking



### Responsibility Levels

Performance Level	Attendant Responsibilities	Auxiliary
Executive	The highest-level policy and decision makers within the C.	COMO
Senior Manager	Officials with programmatic or command responsibilities including overall supervision of an organization or unit.	DC, DCOS, DCAPT, DSO
Mid-Level Manager	Managers of first-line supervisors, such as department heads, executive officers, executive petty officers, or division chiefs.	DVC, DCDR, VCDR, BC, ADSO, BA, SO
First-Line Supervisor	Supervision of others with responsibility for the accomplishment of specific tasks.	FC, VFC, FSO
Worker	No significant supervisory duties.	Member

The full table is provided in the Leadership Development Framework; responsibility levels for Enlisted, Officers, and Civilian Employees are also provided alongside the levels for Auxiliarists shown here in column three above.

### Chain of Leadership

“Chain of Leadership and Management” is a:

- System of organizational communication and responsibility and
- Provides for an effective and efficient path for the flow of information through all organizational levels and
- Best described as a chain of leadership and management rather than a chain of command, as no military command authority exists.

Auxiliary leaders ~~are~~ responsible for unit administration and supervision are elected at each level.

These elected Auxiliary leaders in turn appoint appropriate staff officers to carry out Auxiliary missions and programs.

### Chain of Leadership and the Director of Auxiliary

Auxiliarists should keep in mind that the Director is a vital source of Coast Guard information that provides the latest guidance on special projects and routine Auxiliary administration.

Auxiliarists must utilize the chain of leadership and management in communicating ideas, information, and requests to the Director.



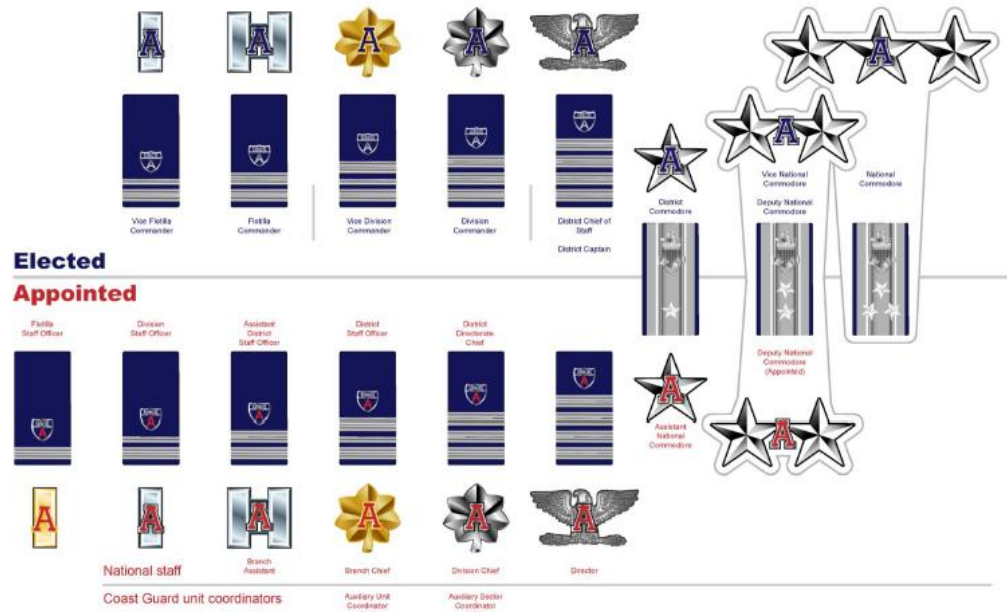
## Basic Qualification Course



This process is important for the orderly conduct of organizational activities and is proven to actually speed work results, since many solutions are found directly at the flotilla or division leadership level.

### Elected and Appointed Leaders

### Elected and Appointed Officers



### What is an Elected Leader?

The Auxiliary elects leaders. For example, on the flotilla level there is the Flotilla Commander (FC) and Vice Flotilla Commander (VFC.)

At the Division level there is an elected Division Commander (DCDR) and an elected Division Vice Commander (VCDR).

At the District level is the District Commodore (DCO), District Chief of Staff (DCOS), and District Captains (DCAPT).

### What is an Appointed Leader?

Auxiliary members may be designated as program managers.

These program managers are appointed by the unit leader, and are called staff officers (FSO, SO, DSO).

Staff officers must communicate with their counterpart members at the next higher or lower organizational level using a system of known as “Parallel Staffing”.





## Basic Qualification Course



Parallel Staffing is a two-way process by which District Staff Officers, Division Staff Officers, and Flotilla Staff Officers pass information to each other about specific programs.

### Active Duty/Reserve Coast Guard or Auxiliary Member?

Often the public does not understand the difference between Coast Guard active duty and the Auxiliary, especially when the uniform is worn.

Coast Guard active duty members are bound by strict military grooming and weight standards.

As a matter of pride, all Auxiliary members should set the goal to strive to attain the same standards as active duty members.

Auxiliary members who wear the Auxiliary uniform will be held to high grooming and appearance standards.

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## Progress Check – Chapter 1

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This Commandant Instruction contains the comprehensive policy guidance for all Auxiliarists.

[a]=Auxiliary Operations Policy Manual

[b]=AUP Field Operations Guide

[c]=Auxiliary Manual

[d]=Flotilla Procedures Manual

The Coast Guard's Core Values \_\_\_\_.

[a]=Were established in 1994 as "Honor, Respect, and Devotion to Duty."

[b]=Were established in 1994 as "Honor, Accountability, and Respect."

[c]=Were established in 1846 as "Honor, Respect, and Devotion to Duty."

[d]=Were established in 2009 as "Duty, Honor, Courage."

Which of the choices below are the first several lines of the "Coast Guard Ethos"?

[a]=I am America's Volunteer Guardian. I serve the United States. I will protect it. I will defend it. I will save it.

[b]=I am a Coast Guardsman. I serve the people of the United States. I will protect them. I will defend them. I will save them.

[c]=I am a Guardian. I serve the people of the United States. I will protect them. I will defend them. I will save them.

[d]=I am America's Volunteer Guardian. I serve the people of the United States. I will protect them. I will defend them. I will save them.

"On the sea there is a tradition older even than the traditions of the country itself. It is the tradition that with responsibility goes authority and with them both goes accountability." This is the tradition of what?

[a]=Accountability

[b]=Responsibility

[c]=Authority

[d]=Command

Which of the statements below is NOT a part of one of the official definitions of a Coast Guard Core Value?

[a]="We are loyal and accountable to the public trust."

[b]="With responsibility goes authority and with them both goes accountability."

[c]="We encourage creativity through empowerment. We work as a team."

[d]="We exist to serve. We serve with pride."



Is the following statement True or False?

There are approximately 30,000 Auxiliary members and 43,000 active duty Coast Guard

[a]=True

[b]=False

"September 27, 1942 at Point Cruz on Guadalcanal, Signalman First Class \_\_\_\_ led the rescue of a detachment of Marines trapped on the beach by the attacking Japanese. Using his vessel as a shield from the enemy, four other Higgins boats loaded the Marines. \_\_\_\_, fatally wounded, was awarded the Medal of Honor." Which Coast Guard hero below fits in the blanks?

[a]=David Jarvis

[b]=Elmer Stone

[c]=Joshua James

[d]=Douglas Munro

Who saved 600 lives after losing his/her entire family at sea at the age of 15, later requiring a special act of Congress to remain on active duty until death at age 74?

[a]=Ida Lewis

[b]=David Jarvis

[c]=Michael Healy

[d]=Joshua James

The Coast Auxiliary non-military reserve was formed in 1939 and the name was changed to the Auxiliary in 1941.

[a]=True

[b]=False

Which is considered to be the nation's oldest continually operating sea service?

[a]=United States Navy

[b]=United States Public Health Service

[c]=United States Coast Guard

[d]=United States Navy



# Basic Qualification Course





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## Missions and Programs – Chapter 2

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### Missions and Programs

The Commandant has assigned primary responsibility for the accomplishment of certain missions to the Auxiliary as an organization.

The missions assigned to the Auxiliary and the mission areas authorized for individual Auxiliarist participation are essential and basic to operating the Auxiliary and effectively using Auxiliarists to successfully support and accomplish the missions of the Coast Guard.

With the passage of the Auxiliary legislation in October 1996, the Auxiliary's role was greatly expanded to enable Auxiliary participation in any Coast Guard mission authorized by the Commandant.

In general, this law opens all Coast Guard mission areas to the Auxiliary, with the exception of combat and direct law enforcement.

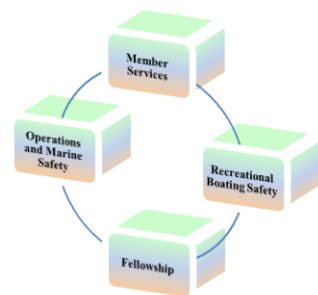
### The Four Cornerstones

Historically, the Auxiliary's primary missions had been vessel safety checks (VSCs), public education (PE), and operations.

These three missions, together with fellowship, were known as the four cornerstones.

Today, the four cornerstones are defined as follows:

- Member Services
- Recreational Boating Safety
- Operations and Marine Safety
- Fellowship

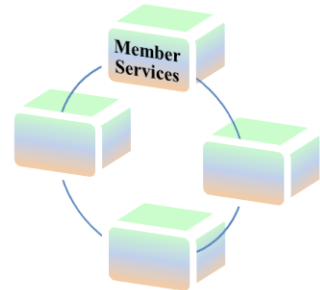




## Member Services

The first and primary mission of the Auxiliary is to attract, recruit, develop, train, nurture, and retain Auxiliarists for assignment to duty. Auxiliarists provide support in several personnel and recreation missions as follows:

- Finance Staff (FN)
- Information Services (IS)
- Communications Services (CS)
- Materials (MA)
- Human Resources (HR)
- Member Training (MT)
- Legal/Parliamentarian (LP)
- Public Affairs (PA)
- Publications (PB)
- Secretary/Records (SR)

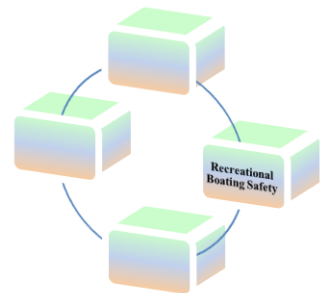


## Recreational Boating Safety (RBS)

The Auxiliary has mission responsibility to support Boating Safety with the development and implementation of various programs to improve the knowledge, safety skills, and operating environment of recreational boaters.

These programs include, but are not limited to:

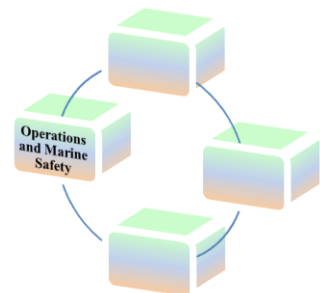
- Public Education (PE)
- Vessel Examinations (VE)
- RBS Visitation Program (RBSVP)



## Operations and Marine Safety

The Auxiliary has general mission responsibility for providing resources, personnel, and facilities in support of the operations and marine safety, security, and environmental protection missions, and in support of other Coast Guard missions, when requested. These include, but are not limited to:

- Operations (OP)
- Aviation (AV)
- Communications (CM)
- Marine Safety (MS)
- Navigation Systems (NS)

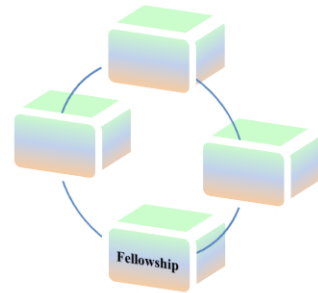




## Fellowship

Coast Guard recognizes the importance of this aspect of volunteer participation and encourages a close relationship between Auxiliarists and other Coast Guard personnel.

Fellowship makes the team work, and binds the entire organization together.



## Programs and Activities Authorized for Auxiliarists











- Academy Admissions Partner Program (AAPP)
- Administrative Support to Units
- Auxiliary Food Service Program (AUXFS)
- Bridge Program
- Civil Air Patrol Support
- Coast Guard Unit Support
- Contingency Preparedness
- Health Care Services Assistance
- Language Interpreters
- Licensing of Merchant Mariners
- Marine Safety, Security, and Environmental Protection
- Maritime Domain Awareness
- Media Events
- Multi-Mission Harbor Safety
- National Safe Boating Week
- Navigation Systems
- Operational Support
- Other Commandant Authorized Programs
- Participation
- Port Safety and Security
- Public Affairs Support
- Public Education
- Recreational Boating Safety
- Recreational Boating Safety Visitation Program
- Recruiting
- Search and Rescue
- Vessel Inspections/Examinations
- Vessel Safety Check Program
- Waterways Management



# Basic Qualification Course



## OPERATIONAL TRAINING MATRIX

RESPONSE	PREVENTION			PUBLIC AFFAIRS	
<b>Operations (Crew / Coxswain)</b>	<b>Communications Specialist</b>	<b>Marine Safety Specialist</b>	<b>Vessel Examiner</b>	<b>Public Affairs Specialist</b>	
OP	CM	MS	VE	PA	
					
Coxswain Device Awarded	Boat Forces Insignia Awarded	Trident Device Awarded	RBS Device Awarded	RBS Device Awarded	
<b>Coxswain Requirements:</b>	<b>Boat Forces Requirements:</b>	<b>Trident Requirements:</b>	<b>RBS Device Requirements:</b>	<b>RBS Device Requirements:</b>	
Coxswain QE; NAVRULES Exam; Coxswain PQS Tasks; ICS-800 (Online); ICS-210 (Classroom); ICS-200 (Online).	Serve 5 years at a boat station; Advanced Boat Force OPS; CG Boat Crew (not OP).	96 MS hours per year for five years (need not be consecutive);  Complete additional 3 MS specialty qualifications.	Minimum 120 combined vessel examinations, public affairs hours, or public education hours each year for two years.	Minimum 120 combined vessel examinations, public affairs hours, or public education hours each year for two years.	
					
Operations Ribbon Awarded	Specialty Training Ribbon Awarded	MS Training Ribbon Awarded	Examiner Ribbon Awarded	PA Specialist Ribbon Awarded	
<b>Boat Crew Requirements:</b>	<b>Communications Specialist Requirements:</b>	<b>Marine Safety Specialist Requirements:</b>	<b>Vessel Examiner Requirements:</b>	<b>Public Affairs Specialist Requirements:</b>	
Crew QE; Boat Crew PQS Tasks; ICS-700 (online); ICS-100 (online); TCT (8hrs Classroom).  <i>Also consider completing "Navigation Systems" tasks to become an "Aide Verifier".</i>	Communications Watchstander; AUXCOM Course.  <i>Also consider courses in Weather, Seamanship, Patrols, Navigation, and Search Coordination to expand your knowledge.</i>	1 MS specialty qualification; IMSEP Course/Exam; GoodMate Exam; IICS-800 (Online); ICS-700 (online); ICS-210 (Classroom); ICS-200 (Online); ICS-100 (online).	Vessel Examiner Exam;  Satisfactorily complete 5 supervised vessel safety checks (mentor verified).  <i>Also consider learning more about Marine Safety training to expand your VE knowledge.</i>	PA Specialist I PQS Tasks;  and  Introduction to PA (online); PA Specialist 2nd Class (online); Journalism in PA (online); Intro to Digital Photos (online); ICS-100 (online).	
<b>(Start here and work up)</b>	<b>(Start here and work up)</b>	<b>(Start here and work up)</b>	<b>(Start here and work up)</b>	<b>(Start here and work up)</b>	





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## Progress Check - Chapter 2

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Select the correct statement concerning submitting your Auxiliary time.

[a]=Form 7029 is used for general time, 7030 is used for most missions, and both are submitted to the FSO-IS at least monthly.

[b]=Most time you spent as a trainee is marked as code 99D on the Form 7029 (exceptions are Public Affairs and Marine Safety).

[c]=Both statements are false.

[d]=Both statements are true.

The Commandant has assigned primary responsibility for the accomplishment of certain missions to the Auxiliary as an organization.

[a]=True

[b]=False

The four cornerstones of the Auxiliary are defined as follows: Member Services, Recreational Boating Safety, Operations and Marine Safety, and Fellowship.

[a]=True

[b]=False

The Auxiliary has mission responsibility to support Boating Safety with the development and implementation of various programs to improve the knowledge, safety skills, and operating environment of recreational boaters. These programs include, but are not limited to:

[a]=Law Enforcement (LE) and Search and Rescue (SAR)

[b]=Public Education (PE), Vessel Examinations (VE) and RBS Visitation Program (RBSVP)

[c]=Direct Military Action

Which of the following statements is most accurate?

[a]=The Coast Guard recognizes the importance of volunteer participation and encourages a close relationship between Auxiliarists and Coast Guard personnel.

[b]=Fellowship makes the team work and binds the entire organization together.

[c]=Both statements are true.

The program that manages the Coast Guard Academy introduction mission for high school students is:

[a]= USCGA Blue and White program

[b]=Academy Admissions Partner Program (AAPP)

[c]= Coast Guard Unit Support

[d]= Public Affairs (PA)



## Basic Qualification Course



The Auxiliary has general mission responsibility for providing resources, personnel, and facilities in support of the operations and marine safety, security, and environmental protection missions, and in support of other Coast Guard missions, when requested.

- [a]=True
- [b]=False

The first and primary mission of the Auxiliary is to attract, recruit, develop, train, nurture, and retain Auxiliarists for assignment to duty.

- [a]=True
- [b]=False

In general, the Coast Guard authorization act of 1996 opens all Coast Guard mission areas to the Auxiliary, with the exception of combat and direct law enforcement.

- [a]=True
- [b]=False

The primary programs for preventing accidents on the water are:

- [a]=Search and Rescue (SAR)
- [b]=Public Education and Vessel Safety Checks
- [c]=Maritime Domain Awareness
- [d]=Coastie the Safety Boat

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## Membership – Chapter 3

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### Right of Membership

Membership in the Coast Guard Auxiliary is not a constitutionally protected liberty or property interest. Nor is it an entitlement due to the meeting of basic membership eligibility criteria, namely citizenship, age, skill, and desire.

Further, the scope of membership depends upon the determination of suitability for service stemming from requisite Personnel Security Investigations (PSI).

Auxiliary membership may reasonably be expected to be granted and sustained only as long as an individual meets basic eligibility and suitability for service criteria in addition to demonstrated and consistent adherence to the principles encapsulated in the New Member Pledge.

Membership hinges upon the demonstrated commitment to and practice of the Coast Guard's core values: Honor, Respect, and Devotion to Duty. These considerations are significant in the context and application of administrative discipline

### Who is Eligible to Join the Auxiliary?

Auxiliary membership is open to

- All U.S. citizens or of dual citizenship
- Are seventeen years of age or older
- Current military active duty or Reserve personnel or veterans of these services who were discharged under honorable conditions

Membership is achieved:

- After successful completion of the Auxiliary enrollment application (including the passing of the New Member Exam), and
- Receipt of a favorable (FAV) Personnel Security Investigation (PSI)

Facility (vessel, aircraft, or radio station) ownership and special skills are desirable, but not mandatory for membership.

### Physical Fitness Requirements?

There are no specific physical standards that must be met in order to be eligible to enroll in the Auxiliary.



## Basic Qualification Course



To become certified in an operational discipline, Auxiliarists must demonstrate ability, mobility, and endurance to satisfactorily complete performance-based training and qualification tasks.

Once certified, Auxiliarists must meet currency maintenance requirements in order to validate continued eligibility.

Auxiliarists are charged with the responsibility to use good judgment and common sense when evaluating their continuing ability to carry out assignments to duty.

### PSI Overview

The Auxiliary Personnel Security Investigation (PSI) program was established as a requirement to assess the suitability of individuals for Auxiliary membership (not to grant security clearances).

There are three types of Auxiliary PSIs:

- Operational Support (OS) – applicable for entry level membership and most activities
- Direct Informational (DI) – applicable for Auxiliarists who require access to Coast Guard Standard Work Stations (SWS) or networks.
- Direct Operational (DO) – applicable for more advanced and mission-sensitive activities that effectively require an Auxiliarist to be security clearance-ready.

### Initial Enrollment Process

The Director of Auxiliary is responsible for approving Auxiliary enrollments.

Upon meeting all enrollment eligibility criteria, the Director will enter the person in AUXDATA in Approval Pending (AP) status.

A unique Member Identification Number is then assigned.

Upon receiving a Favorable PSI, the Auxiliarist will have Initially Qualified (IQ), Basically Qualified (BQ) or AUXOP (AX2) status.

### Transfers

An Auxiliarist may join any flotilla or request transfer to another flotilla within the region at any time. The request shall be submitted on the Member Transfer Request Form (ANSC-7056) to the Director, via the Auxiliarists FC, and endorsed by the FC of the prospective flotilla.



Between Regions, An Auxiliarist should, but is not required to, request transfer between regions upon a change in permanent residence from one region to another using the 7056 form.

### Administrative Discipline

Auxiliary administrative discipline is meant to:

- Correct inappropriate behavior
- Maintain good order throughout the organization
- Be conducted at the lowest Auxiliary organizational level that circumstances allow
- Be carried out by the Auxiliary organization itself to the maximum extent possible

### Appeals of Disciplinary and PSI Actions

If an Auxiliarist in AP status receives an **UNFAV OS PSI** determination, then the Director may suspend any and all aspects of the membership.

This includes certifications, duties of office (elected and appointed), privileges, and membership during the adjudicative process until final determination is made.

No avenue of appeal of such suspension shall be afforded an Auxiliarist in AP status who is subject to these circumstances.

An Auxiliarist who, upon completion of the OS PSI process including adjudication, receives a final UNFAV PSI determination shall be disenrolled. **There is no avenue for appeal.**

If an Auxiliarist who possesses a FAV OS PSI (and is pursuing a DI or DO PSI) receives an **UNFAV DI or DO PSI** determination, then the Director shall limit their activities to those within the scope of OS FAV while the DI or DO PSI is adjudicated.

If a final UNFAV DI or DO PSI determination is made, then their activities shall be limited to those within the scope of OS FAV. **There is no avenue for appeal.**

### Informal Disciplinary Action

Informal disciplinary action provides the structured, non-judicial course of action that an Auxiliary unit elected leader or appropriate appointed leader should follow when the determination is made that a minor violation of Coast Guard or Auxiliary policy has occurred.

Types of informal disciplinary action that may be administered include:

- Counseling session.
- Suspension of web privileges.
- Letters of Caution.



## Basic Qualification Course



### Formal Disciplinary Action

Formal disciplinary action provides the structured, non-judicial course of action that an Auxiliary unit elected leader or appropriate appointed leader should follow when the determination is made that a major violation of Coast Guard or Auxiliary policy has occurred.

Types of formal disciplinary actions that may be administered include suspension of any and all aspects of an Auxiliarists membership, and may include:

- Suspension
- Letter of Reprimand
- Disenrollment

### Temporary Suspension

The Director is authorized to place temporary suspensions in effect throughout the completion of a PSI or disciplinary proceeding.

The Director shall consult with the DCO before imposition of any temporary suspension action.

If an involved Coast Guard command or program authority deems temporary suspension of an Auxiliarist is an appropriate course of action during the course of an investigation involving the Auxiliarist, then the Coast Guard command or program authority shall consult and work with the cognizant Director accordingly.

### Appeals of Disciplinary and PSI Actions

Appeals may be made for both informal and formal disciplinary actions as well as UNFAV OS PSI prior to final determinations that lead to disenrollment.

An appeal of informal disciplinary action must be made in writing (memo or letter) within 30 days of the written date of notice of the action.

Informal disciplinary actions that do not remove privileges, but are just a warning about future behavior, are generally not subject to appeal.

An appeal of a formal disciplinary action taken by a DCO must be made in writing (memo or letter) to the appropriate DNACO within 30 days of the written date of notice of the action.

The DNACO shall conduct a complete review of the entire record of the formal disciplinary action, with appropriate Auxiliary legal counsel, and make a determination that revokes, modifies, or sustains the formal disciplinary action.



**The DNACO's determination shall be final.**

An appeal of formal disciplinary action taken by the Director must be made in writing (memo or letter) to the Director's supervisor within 30 days of the written date of notice of the action.

The Director's supervisor shall conduct a complete review of the entire record of the formal disciplinary action, with appropriate Coast Guard legal counsel, and make a determination that revokes, modifies, or sustains the formal disciplinary action.

**The Director's supervisor's determination shall be final.**

### Appeal of Disenrollment

An appeal of disenrollment resulting from formal disciplinary action must be made in writing (memo or letter) to the District Commander within 30 days of the written date of notice of the disenrollment.

An appeal of disenrollment to the District Commander shall include a complete review of the entire record of either the formal disciplinary action or the PSI package, with appropriate Coast Guard legal counsel.

The District Commander shall make a determination that revokes or sustains the disenrollment.

In the case of disenrollment stemming from formal disciplinary action, the District Commander may also make independent findings of facts and conclusions that warrant a lesser form of disciplinary action than disenrollment and issue such accordingly.

If the District Commander's determination includes revocation of disenrollment and a lesser form of disciplinary action, then the Director may deduct the duration of the disenrollment period from the Auxiliarists membership as it may apply toward any longevity awards and retirement.

**The District Commander's determination shall be final.**

### Record Retention and Handling

Records Copies of any records of any disciplinary action taken with regard to an Auxiliarist shall be retained by the Director for up to three years from the date of the action.



## Basic Qualification Course



These records shall be removed from an Auxiliarists service record if no subsequent disciplinary action has been initiated or finalized during the specified period of time.

These records shall be placed in a separate permanent file, independent of the Auxiliarists service record, retained by the Director for the sole purpose of documenting prior disciplinary action should the need arise.

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## Progress Check - Chapter 3

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This membership status describes those that have both passed their personal security investigation and their safe boating course.

- [a]=Initially Qualified (IQ)
- [b]=Approval Pending (AP)
- [c]=Auxiliary Operations (AUXOP)
- [d]=Basically Qualified (BQ)

The minimum age for joining the Auxiliary is:

- [a]=18
- [b]=17
- [c]=21
- [d]=22

Membership in the Coast Guard Auxiliary is not a constitutionally protected liberty or property interest.

- [a]=True
- [b]=False

The scope of membership depends upon the determination of suitability for service stemming from requisite Personnel Security Investigations (PSI).

- [a]=True
- [b]=False

Upon receiving a Favorable PSI, the Auxiliarist will have Initially Qualified (IQ), Basically Qualified (BQ) or AUXOP (AX) status.

- [a]=True
- [b]=False

Membership is achieved after successful completion of the Auxiliary enrollment application (including the passing of the New Member Exam), and receipt of a favorable (FAV) Personnel Security Investigation (PSI).

- [a]=True
- [b]=False

Facility (vessel, aircraft, or radio station) ownership and special skills are desirable, but not mandatory for membership.

- [a]=True
- [b]=False



## Basic Qualification Course



To become certified in an operational discipline, Auxiliarists must demonstrate ability, mobility, and endurance to satisfactorily complete performance-based training and qualification tasks.

- [a]=True
- [b]=False

Once certified, Auxiliarists must meet currency maintenance requirements in order to validate continued eligibility.

- [a]=True
- [b]=False

Auxiliary administrative discipline is meant to (select the best response):

- [a]=Maintain good order throughout the organization
- [b]=Correct inappropriate behavior
- [c]=Be conducted at the lowest Auxiliary organizational level that circumstances allow
- [d]=Be carried out by the Auxiliary organization itself to the maximum extent possible

Notes:

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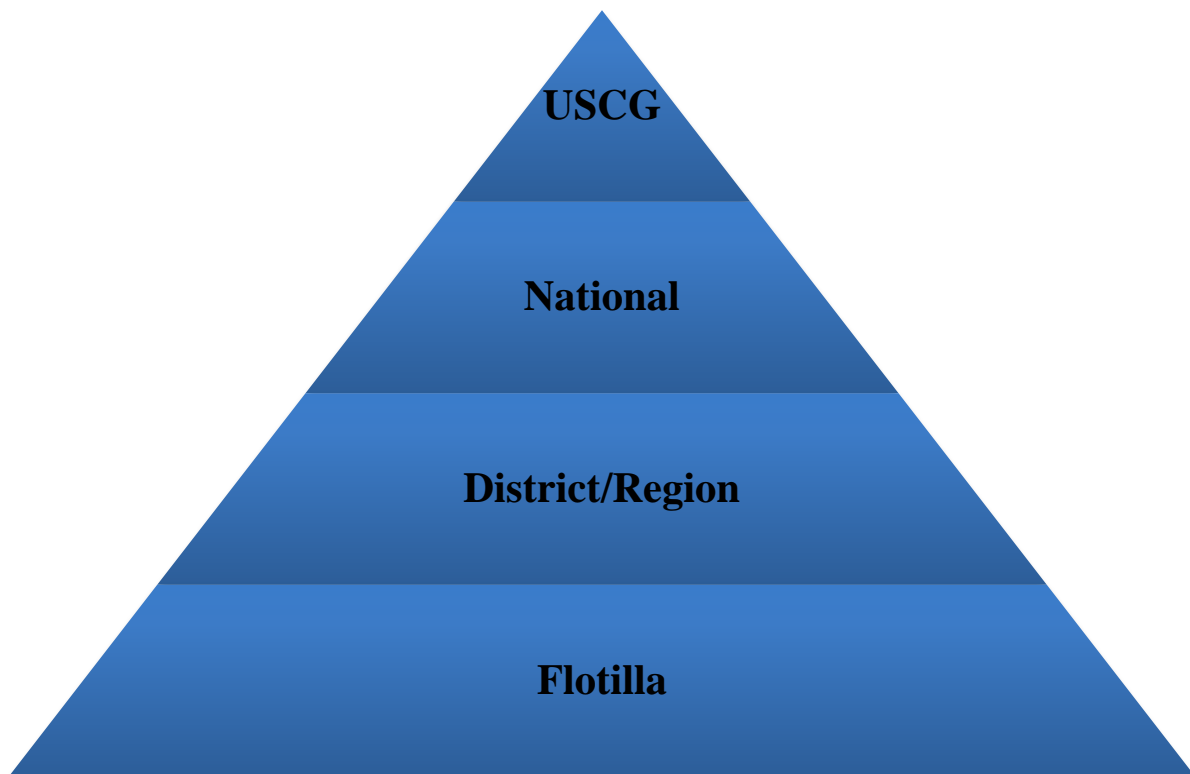
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## Auxiliary Organizational Structure – Chapter 4

### Basic Organization of the Auxiliary

<ul style="list-style-type: none"> <li>National</li> </ul>	<ul style="list-style-type: none"> <li>Service-wide policy and programmatic direction</li> <li>Comprised of 16 Auxiliary Districts (9 USCG Districts)</li> </ul>
<ul style="list-style-type: none"> <li>District/Region</li> </ul>	<ul style="list-style-type: none"> <li>Regional (multi-state) missions coordination &amp; support</li> <li>Comprised of several Sectors</li> </ul>
<ul style="list-style-type: none"> <li>Division</li> </ul>	<ul style="list-style-type: none"> <li>Coordinates mission execution among Flotillas</li> <li>Comprised of several Flotillas in a geographic area</li> </ul>
<ul style="list-style-type: none"> <li>Flotilla</li> </ul>	<ul style="list-style-type: none"> <li>Foundational Auxiliary unit</li> <li>Where the mission is executed</li> </ul>

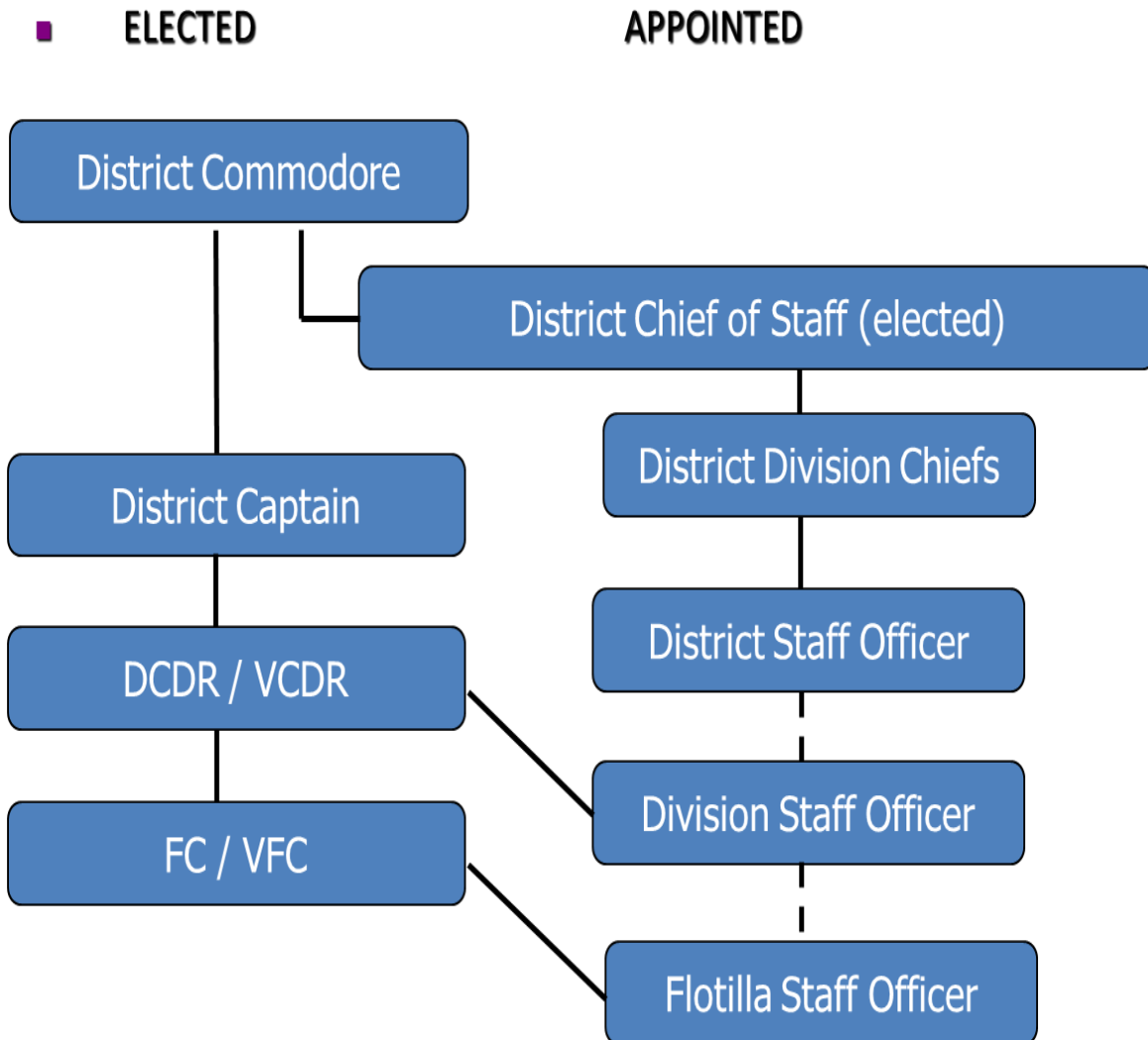




### Basic Organization of the Flotilla, Division, & District Chain of Leadership

The basic structure is to have two elected leaders and several appointed staff officers in each group. They are formed into two reporting structures – the leadership (elected) and the staff (appointed) operating in parallel. The elected officers are the Commanders and the vice Commanders for each unit. The combined district organization follows the chain of leadership shown below:

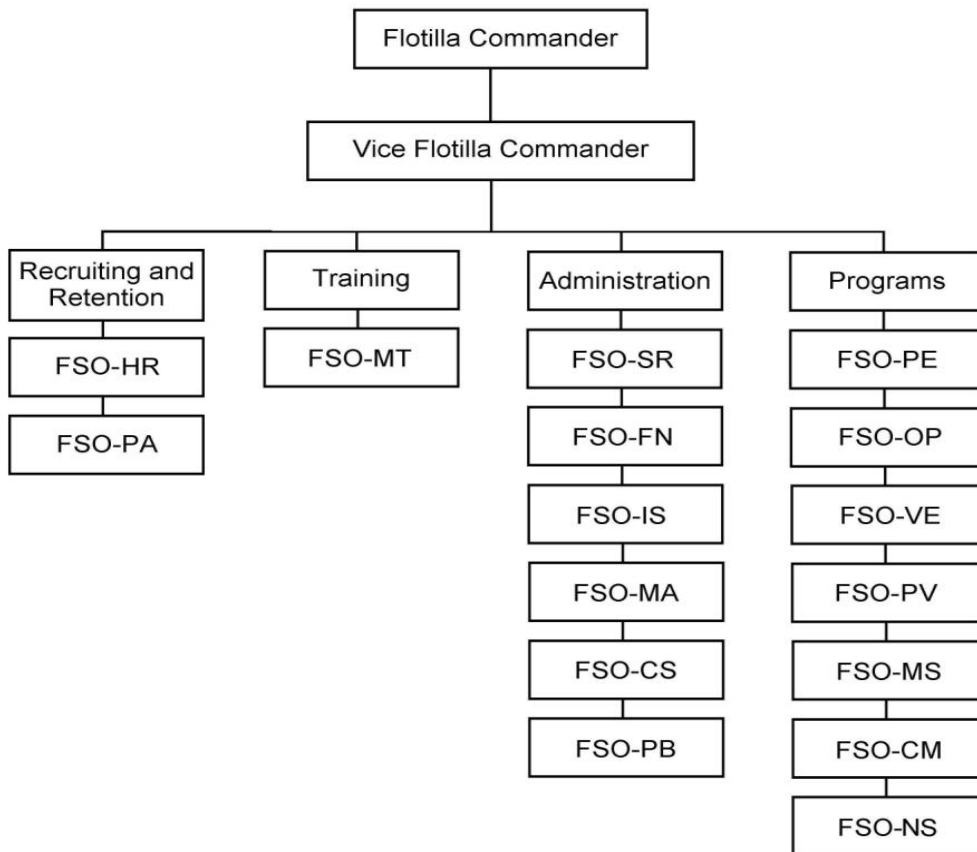
#### Chain of Leadership





### Structure of the Flotilla

The flotilla level is the basic Auxiliary organizational unit and the working level that translates programs into action. Each flotilla is led and managed by a Flotilla Commander (FC). All Auxiliarists must be members of a flotilla. See the diagram below for the full Flotilla organization. A Flotilla does not have to fill all these positions but it must have FSOs SR, FN and IS and at least one Program position filled. In some cases, the IS position is filled at the Division level. The FSO-HR position defaults to the FC if not otherwise filled. Much more detail is provided in the Flotilla Procedures Manual.



### Structure of the Division and District

The Division and District organization mirrors the flotilla organization with the same positions shown above. In this case the staff is referred to as SO e.g. SO-PE for Divisions and DSO e.g. DSO-PE for District level staff. In addition, the District has District Division Chiefs and District Captains as seen in the chain-of-leadership diagram above.



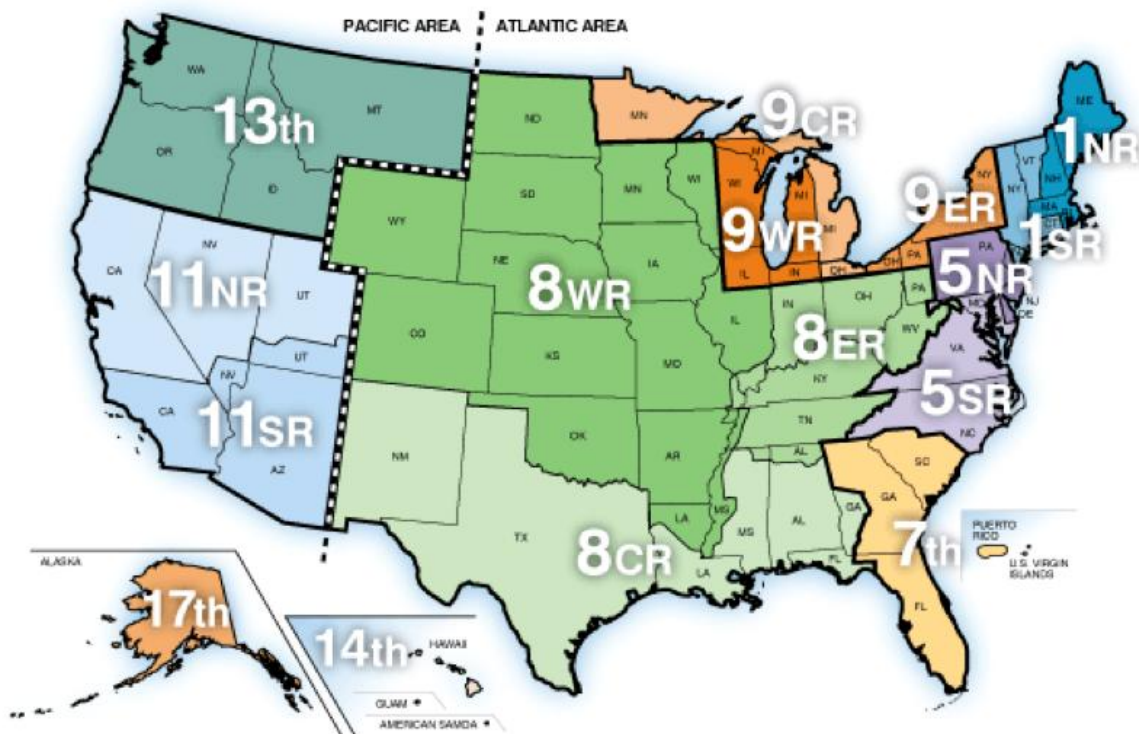
### National Structure

For National administration, the Auxiliary is divided into the following three geographic areas:

- Atlantic (East)
- Atlantic (West)
- Pacific

A Deputy National Commodore (DNACO) represents each Auxiliary area on the National Executive Committee (NEXCOM).

# Coast Guard and Coast Guard Auxiliary Districts and Regions

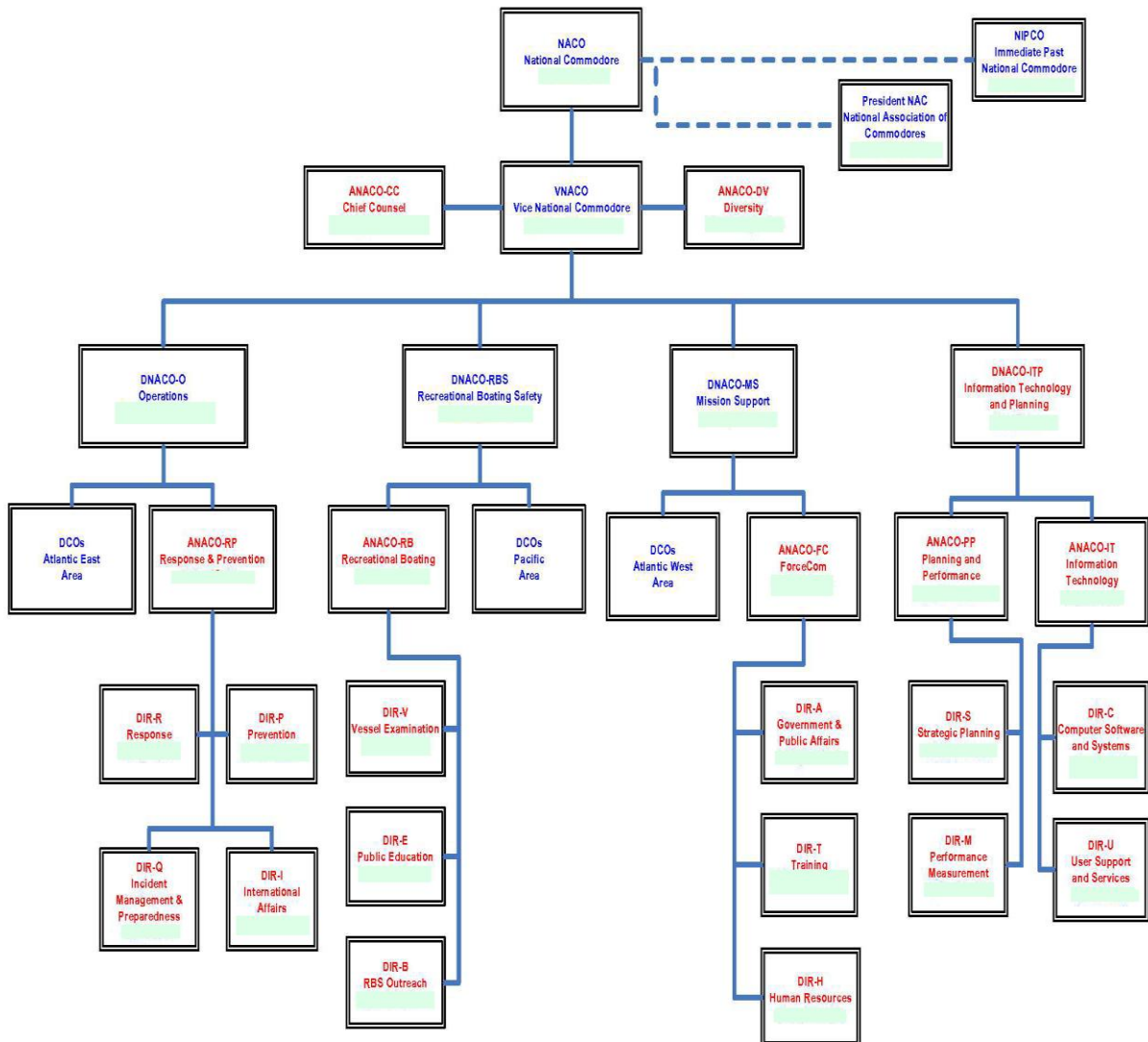




National Organization Chart

The 2015-16 National Organization Chart is shown below. This is available on-line at [https://auxofficer.cgaux.org/auxoff/orgcharts/Org\\_Chart\\_National\\_Incumbents.pdf](https://auxofficer.cgaux.org/auxoff/orgcharts/Org_Chart_National_Incumbents.pdf) for a more readable version.

U.S. Coast Guard Auxiliary  
Organization Chart  
07 December 2014





## Basic Qualification Course



The reporting structure is as follows:

- 16 Directorates perform the program functions of the National Organization.
- Each Directorate reports to an ANACO (asst. Nat'l Commodore) who will have responsibility for several Directorates.
- DNACOs have some combination of ANACOs and DCOs (district Commodores) reporting to them.
- the VNACO (vice Nat'l Commodore) has the 4 DNACOs as well as the ANACOs of Legal and Diversity reporting directly
- The VNACO reports directly to the NACO (Nat'l Commodore) who is the top executive of the Coast Guard Auxiliary.
- The national level of administration contains the National Executive Committee (NEXCOM) presided over by the NACO and composed of the Chief Director, the Immediate Past National Commodore (IPNACO), VNACO, and the four DNACOs.

### What is an Auxiliary District?

A Coast Guard District is a geographical subdivision of an Area of the Coast Guard. There is a minimum of five Districts in each Area.

Each Coast Guard Auxiliary District may be divided into Auxiliary Regions.

Each Auxiliary District or Region is divided into Auxiliary Divisions.

Each Auxiliary Division is comprised of basic units called Flotillas.

### Supervisory Administration and Duties of Boards, Committees, and Leaders

The division, district, and national levels each have administrative boards.

A majority of the members of any board must be present to transact business.

Board meetings are normally open and all Auxiliarists are welcome and invited to attend national or their district, division, and flotilla meetings.

In rare situations, a closed meeting may be needed. This action will be taken only when authorized by a Director or the Chief Director for National Board meetings.

The purpose of a District Board duties include implementation of established Coast Guard and Auxiliary policy within the district. The Board helps the DCO to develop and carry out district policy. The Board also recommends changes in national policy to the National Board. When appropriate, the District Board guides, directs, and supervises units.

The division organization exists to support the flotillas by providing administrative, training support and supervision. These actions are administered by the Division Board.





## Standing Rules

Standardized standing rules are required for all Auxiliary units.

All Auxiliary unit standing rules have been standardized, developed, and approved by the National Board.

At the national, district, and division levels, all standardized standing rules, with options selected, must be affirmed by two-thirds majority vote of the Auxiliary unit governing body.

The unit governing body at the national level is the National Board

At the district level it is the District Board

At the division level it is the Division Board.

## Elections

Every Auxiliary administrative level holds annual elections, except the national level, which conducts elections biannually.

Appendix C of the Auxiliary Manual defines an Auxiliarists eligibility for election, the terms of office, who votes in the elections, and when elections are held for specific offices.

Newly elected Auxiliary leaders, except at the national level, assume office on 1 January of the year following their election.

National elected leaders take office on 1 November of the year of their election and their term runs for two years until 31 October.

For those leaders elected in an interim election to fill a vacancy, their term begins upon election and approval (where appropriate) by the Director.

Notes:



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## Progress Check – Chapter 4

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Select the proper Auxiliary organizational structure from lowest level to highest.

[a]=Unit, Flotilla, Sector, Division, National

[b]=Flotilla, Division, District, National

[c]=Flotilla, District, Division, National

[d]=Flotilla, Division, Sector, Headquarters

Which organizational unit of the Auxiliary provides Service-wide policy and programmatic direction?

[a]=District

[b]=Sector

[c]=National

[d]=Division

What is the basic organizational unit of the Auxiliary?

[a]=District

[b]=Sector

[c]=Flotilla

[d]=National

For National administration, the Auxiliary is divided into the following three geographic areas: Atlantic (East), Atlantic (West), and Pacific.

[a]=True

[b]=False

The division, district, and national levels each have administrative boards.

[a]=True

[b]=False

Board meetings are normally closed and all Auxiliarists are discouraged from attending national or their district, division, and flotilla meetings.

[a]=True

[b]=False

Standardized standing rules are required for all Auxiliary units. All Auxiliary unit standing rules have been standardized, developed, and approved by the Commandant of the Coast Guard.

[a]=True

[b]=False



## Basic Qualification Course



Newly elected Auxiliary leaders serve one-year terms with the exception of elected Commodores and Chiefs of Staff, who serve two-year terms.

[a]=True

[b]=False

All election eligibility criteria shall be verified and reported by a nominating committee that is designated by the Auxiliary unit for which the election is to be held.

[a]=True

[b]=False

Who may waive any and all prerequisites and eligibility criteria for regional elections, as appropriate and with all due consideration for regional needs, circumstances, and potential impacts, including if eligible Auxiliarists are unavailable or unwilling to seek elected office?

[a]=District Commodore

[b]=Division Commander

[c]=Flotilla Commander

[d]=Director



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## Regulations and Policies – Chapter 5

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### Title 14 U.S.C. – Section 821

The Coast Guard Auxiliary is a non-military organization administered by the Commandant under the direction of the Secretary of Homeland Security.

The Auxiliary shall include such organizational elements and units as are approved by the Commandant, including but not limited to, a national board and staff (to be known as the ‘Auxiliary headquarters unit’), districts, regions, divisions, flotillas, and other organizational elements and units.

The Auxiliary organization and its officers shall have such rights, privileges, powers, and duties as may be granted to them by the Commandant, consistent with this title and other applicable provisions of law.

The National Board of the Auxiliary, and any Coast Guard Auxiliary district or region, may form a corporation under State law in accordance with policies established by the Commandant.

Except as provided in Title 14 under authorities of the Secretary, personal property of the Auxiliary shall not be considered property of the United States.

The Secretary may reimburse the Auxiliary, and each organizational element and unit of the Auxiliary, for necessary expenses of operation, maintenance, and repair or replacement of personal property of the Auxiliary.

The term “personal property of the Auxiliary” means motorboats, yachts, aircraft, radio stations, motorized vehicles, trailers, or other equipment that is under the administrative jurisdiction of the Coast Guard Auxiliary or an organizational element or unit of the Auxiliary and that is used solely for these purposes.

### Title 33 CFR Chapter 1, Part 5

Title 33, of the Code of Federal Regulations (CFR) Chapter 1, Part 5, gives power and authority to the Auxiliary.

Members of the Auxiliary, when assigned to specific duties, shall, unless otherwise limited by the Commandant, be vested with the same power and authority, in execution of such duties, as members of the regular Coast Guard assigned to similar duties.



## Purpose of Auxiliary and Status of Members

The purpose of the Auxiliary is to assist the Coast Guard as authorized by the commandant, in performing any Coast Guard function, power, duty, role, mission, or operation authorized by law.

Except as otherwise provided, a member of the Coast Guard Auxiliary shall not be considered to be a Federal employee and shall not be subject to the provisions of law relating to Federal employment, including those relating to hours of work, rates of compensation, leave, unemployment compensation, Federal employee benefits, ethics, conflicts of interest, and other similar criminal or civil statutes and regulations governing the conduct of Federal employees.

However, nothing in this subsection shall constrain the Commandant from prescribing standards for the conduct and behavior of members of the Auxiliary.

A member of the Auxiliary while assigned to duty shall be deemed to be a Federal employee only for the purposes of Chapter 26 of title 28 (popularly known as the Federal Tort Claims Act).

## Communications with Other Agencies

Auxiliarists shall not communicate with officials of other Government agencies or members of Congress in the name of the Auxiliary, unless the Chief Director determines the recommendations or requests are consistent with the Coast Guard and Auxiliary policy and grants the Auxiliarist specific permission in advance of the communication.

The right of Auxiliarists to communicate directly with elected and appointed Government officials and agencies as private citizens is not restricted.

Neither official stationery nor Auxiliary titles shall be used in such communications.

## Public Appearances

Auxiliarists may appear and testify as private citizens at legislative hearings or political meetings without Coast Guard approval.

If Auxiliarists appear and/or testify as a private citizen on a matter related to the Coast Guard or the Auxiliary, they must provide the Chief Director and the local Director with advance notification.

If Auxiliarists appear and/or testify in a private capacity, they may not wear the uniform, use an Auxiliary title, or otherwise indicate that they represent the Coast Guard or the Auxiliary.



## Basic Qualification Course



### Marketing and Public Affairs

Auxiliarists participating in the Auxiliary Marketing and Public Affairs Program shall direct their efforts toward publicizing the Auxiliary's aims, purposes, and activities.

Since the Auxiliary is a working part of the Coast Guard, the Director should clear, before release, publicity releases concerning pending activities.

The Director may delegate this responsibility to the DSO-PA/ADSO-PA, SO-PA, or FSO-PA.

Routine Auxiliary items such as write-ups of meetings, cruises, elections, PE courses, and other local activities do not require prior clearance.

Clippings of the published items shall be forwarded to the Director.

### Personally Identifiable Information

The treatment and handling of Auxiliary Personally Identifiable Information (PII) and Auxiliary correspondence shall be in accordance with pertinent Coast Guard directives.

Personally Identifiable Information is defined as data that can be used to distinguish or trace a person's identity.

Examples include: name, date of birth, home mailing address, telephone number, social security number, e-mail address, account numbers, certificate/license numbers, biometric identifiers (e.g., fingerprints), photographic images, and other information where it is reasonably foreseeable that the information will be linked with other personal identifiers of the individual.

As a policy matter, rosters of Auxiliarist names, home addresses, home telephone numbers, and any other PII associated with mailing lists shall not be made available to any external person or organization, nor used for any non-Auxiliary purpose. Privacy of all rosters shall be maintained.

### Official Business Mail

The U.S. Coast Guard Postal Manual authorizes the privilege of official business mail for mailing of Federal Government mail.

Such mail is defined as official mail relating exclusively to the business of the U.S. Government.

The Commandant extends this privilege to the Auxiliary.

Regionally, the Director may grant the capability for use of official business mail to the Auxiliary leadership.



Further, the Director's authority may be delegated by Auxiliary leadership to individual Auxiliarists.

Auxiliary unit leaders are responsible for controlling the use of all official business mail materials.

## Reimbursement of Auxiliarists

When an auxiliarist is under Coast Guard orders, he is assigned to duty. Examples of this are to attend C-Schools, go on boat patrols, or go on Aircraft patrols.

### Coast Guard Orders:

Only when under Reimbursable Coast Guard orders does the auxiliarist have an expectation of compensation for his expenses. This is covered in US code 14 U.S.C. § 831 that states in part: *“When any member of the Auxiliary is assigned to such duty he may, pursuant to regulations issued by the Secretary, be paid actual necessary traveling expenses, including a per diem allowance in conformity with standardized Government travel regulations in lieu of subsistence, while traveling and while on duty away from his home.”*

Therefore, reimbursement for Auxiliary travel to, from, and during officially assigned duty (CG orders) will be consistent with the prevailing per diem rates authorized for Federal civilian employees and administered pursuant to provision in the Federal travel regulations.

Auxiliarists, as volunteers dedicated to helping support Coast Guard missions, often expend significant amounts of personal resources to effectuate such support. It is, therefore, incumbent upon each Coast Guard order issuing authority to clearly and comprehensively consider its capacity to reimburse Auxiliarists for authorized expenses, completely or to the extent to which the availability of its own resources allow.

### Non Coast Guard Orders or Assignment to Duty

On the other hand, the auxiliarist can be assigned to duty e.g. Vessel Exams at a boat ramp, manning a PA booth at a boat show, or traveling as a program visitor, without being under Coast Guard orders. In such cases, there is no expectation of reimbursement of expenses.

Other possibilities are that an auxiliarist may be traveling under orders of the Coast Guard Auxiliary Association or under funding by their District e.g. DTRAIN instructors. Funding in these cases will be determined by the orders issued and are NOT covered under 14 U.S.C. § 831



## Basic Qualification Course



### Taxes

The IRS has determined the Auxiliary and all of its units (not including any corporations) are an integral part of the Federal Government.

Unreimbursed out-of-pocket transportation expenses incurred in the use of facilities in the performance of Coast Guard and Auxiliary missions may be deductible.

Such operation, maintenance, and repair costs may be deductible only when they are directly attributable to Auxiliary services.

Auxiliarists must consult a qualified tax advisor and not rely upon the information contained in this presentation when making tax decisions.

### Publications

An individual serving as an Auxiliarist is prohibited from receiving any compensation for articles related to the Coast Guard or the Auxiliary, which are produced as a result of such service.

Feature articles on Auxiliary topics prepared by Auxiliarists for commercial periodicals, articles for organization’s publications, or Coast Guard internal publications are encouraged.

The DIR-A, or a DVC specifically appointed for that purpose, must approve the article before publication.

### Social Media

Do	Don't
Ensure accuracy and propriety of all postings by Auxiliarists	Post inappropriate material that is not consistent with Coast Guard core values
Adhere to Coast Guard regulations and policies regarding Operations and Information Security	Advocate changes in positions or policies related to Coast Guard matters
Adhere to the Privacy Act	Disclose Protected Information

### Assignment to Duty

The Commandant employs the services of qualified Auxiliarists in support of various Coast Guard programs.

To this end, specific Auxiliary activities are authorized in support of Auxiliary programs or Coast Guard units.





An Auxiliarist performing such duties is considered to have been assigned to duty within the meaning of 14 U.S.C. § 831 and 823a, when these activities have been authorized and clearly communicated verbally and/or in writing by appropriate authority e.g. the responsible FSO or the FC of the members flotilla.

The Commandant has specifically delegated the authority to assign qualified Auxiliarists to duty for authorized activities.

### Determination of Assignment to Duty

The protections under Assignment to Duty are contingent upon a favorable determination that the Auxiliarist was acting within the scope of employment as a Federal employee.

Two outside agencies, the Department of Labor (DOL) and Department of Justice (DOJ), make that determination under Federal law.

The Auxiliarists assignment to duty is a requirement before any statutory protections are available.

If the Auxiliarist is not assigned to duty, then the Auxiliarist cannot be characterized as a Federal employee and therefore cannot be acting within the scope of employment.

### Claims, Injury, or Death While Assigned to Duty

An Auxiliarist who is physically injured or dies while performing assigned duties may be entitled to statutorily prescribed medical treatment and/or death or disability compensation.

The Department of Labor (DOL) will make a final determination as to whether an Auxiliarist was acting as an employee within the scope of employment when performing assigned Coast Guard duties as a Federal employee.

A member of the Auxiliary may be entitled to benefits when he/she is injured or dies while performing duties assigned by competent Coast Guard authority.

An Auxiliarists performance of duty is defined in 14 U.S.C. § 832 to include time engaged in traveling back and forth between the place of assigned duty and the Auxiliarists permanent residence.

The question is whether the Auxiliarist is traveling to an assigned duty location to, “perform duties assigned by competent Coast Guard authority.”

Other than certain specific exceptions defined in Department of Labor Publication (CA-810), Federal employees do not have the protection of the Federal Employee Compensation Act (FECA) when injured en route between the home and place of work.



## Basic Qualification Course



Auxiliarists do not gain the protection of FECA when traveling from home to their regular flotilla meeting, or vice versa.

Attendance at a regular flotilla meeting is not the performance of duty assigned by competent Coast Guard authority at an assigned place of duty.

### Coast Guard & Auxiliary Activities

Members of the Auxiliary who incur physical injury or contract sickness or disease while performing any duty to which they have been assigned by a competent Coast Guard Authority may be entitled to the same medical treatment afforded members of the Coast Guard.

Auxiliarists injured while assigned to duty and require immediate attention should obtain emergency care from the nearest medical facility using their personal health insurance.

For any accident or incident that occurs while assigned to duty, notification of the facts and circumstances must be made to the Director, OIA, the Auxiliary legal advisor and the Auxiliarists insurance company as soon as possible.

### Third Party Claims

The Auxiliarist may be exonerated from liability to injured parties or damage to property, but this action depends on facts and circumstances surrounding the Auxiliarists involvement in the incident.

Third party claims against Auxiliarists will be treated in the same manner as claims against other Coast Guard personnel under similar circumstances.

The Department of Justice (DOJ) will make a final determination in certifying the Auxiliarist as an employee within the scope of their employment conducting authorized Coast Guard duties as a Federal employee.

This determination will be based on the recommendation from the Office of Claims and Litigation (CG-0945).

### Solicitations, Gifts and Donations

All Auxiliarists, including all district corporation members, when acting in their capacity as Auxiliarists, are prohibited from soliciting any gift of any type from any federal or non-federal source for themselves, any family member, any private organization, any commercial entity, or any other federal or non-federal entity except as described below:

- Any solicitation for the support of an authorized Auxiliary program
- Any solicited gift source must be within the soliciting unit's area of responsibility.



## Basic Qualification Course



- The market value of each solicited and accepted gift cannot exceed \$2,500.
- The aggregate market value of all gifts solicited and accepted from any particular gift source cannot exceed \$5,000 per calendar year

### Ethical Standards

Public service is a public trust, requiring Auxiliarists to place loyalty to the Constitution, ethical principles, the laws, the governing policies established by the Commandant of the Coast Guard above private gain.

Auxiliarists should not hold financial interests that conflict with the conscientious performance of their authorized Auxiliary activities.

Auxiliarists shall not engage in financial transactions using non-public Government information or allow the improper use of such information to further any private interest.

Auxiliarists shall satisfy in good faith their obligations as citizens, including all just financial obligations, especially those such as Federal, State, or local taxes that are imposed by law.

Auxiliarists shall adhere to all laws and regulations that provide equal opportunity for all Americans regardless of race, color, religion, sex, national origin, age, or handicap.

Auxiliarists shall endeavor to avoid any actions creating the appearance that they are violating the law or the ethical standards set forth herein.

Whether particular circumstances create an appearance that the law or those standards have been violated shall be determined from the perspective of a reasonable person with knowledge of the relevant facts.

Auxiliarists shall refrain from comments among service members and media that unreasonably criticize, attack, or disparage the service.



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## Progress Check - Chapter 5

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What national law governs the administration of the Coast Guard Auxiliary?

[a]=Constitution of the United States of America

[b]=Title 14 U.S.C. – Section 821

[c]=Title 9 U.S.C.

[d]=Title 19 U.S.C.

The Coast Guard Auxiliary is a non-military organization administered by the Commandant under the direction of the Secretary.

[a]=True

[b]=False

Which national law gives power and authority the Auxiliary, unless otherwise limited by the Commandant, to be vested with the same power and authority, in execution of such duties, as members of the regular Coast Guard assigned to similar duties?

[a]=Coast Guard Auxiliary Manual

[b]=Title 9 U.S.C

[c]=Title 33, of the Code of Federal Regulations (CFR) Chapter 1, Part 5

The purpose of the Auxiliary is to assist the Coast Guard as authorized by the Commandant, in performing any Coast Guard function, power, duty, role, mission, or operation authorized by law.

[a]=True

[b]=False

Except as otherwise provided, a member of the Coast Guard Auxiliary shall not be considered to be a Federal employee and shall not be subject to the provisions of law relating to Federal employment, including those relating to hours of work, rates of compensation, leave, unemployment compensation, Federal employee benefits, ethics, conflicts of interest, and other similar criminal or civil statutes and regulations governing the conduct of Federal employees. However, nothing shall constrain the Commandant from prescribing standards for the conduct and behavior of members of the Auxiliary.

[a]=True

[b]=False



Auxiliarists shall not communicate with officials of other Government agencies or members of Congress in the name of the Auxiliary, unless the Chief Director determines the recommendations or requests are consistent with the Coast Guard and Auxiliary policy and grants the Auxiliarist specific permission in advance of the communication.

[a]=True

[b]=False

Personally Identifiable Information is defined as data that can be used to distinguish or trace a person's identity. Examples include: name, date of birth, home mailing address, telephone number, social security number, e-mail address, account numbers, certificate/license numbers, biometric identifiers (e.g., fingerprints), photographic images, and other information where it is reasonably foreseeable that the information will be linked with other personal identifiers of the individual.

[a]=True

[b]=False

The U.S. Coast Guard Postal Manual authorizes the privilege of official business mail for mailing of Federal Government mail. Such mail is defined as official mail relating exclusively to the business of the U.S. Government. The Commandant extends this privilege to the Auxiliary.

[a]=True

[b]=False

14 U.S.C. § 831 states: When members of the Auxiliary are assigned to such duty they may, pursuant to regulations issued by the Secretary, be paid actual necessary traveling expenses, including a per diem allowance in conformity with standardized Government travel regulations in lieu of subsistence, while traveling and while on duty away from their home.

[a]=True

[b]=False

Auxiliarists injured while assigned to duty and require immediate attention should obtain emergency care from the nearest medical facility using their personal health insurance.

[a]=True

[b]=False



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## Support and Basic Materials – Chapter 6

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### General Services and Supplies

The basic law that authorizes the Auxiliary also provides that Coast Guard resources and facilities may be employed in Auxiliary administration and operation, and certain appropriations may be made available for such purposes.

The Coast Guard may provide the Auxiliary with use of:

- Available Coast Guard shore facilities for Auxiliary meetings and for conducting authorized educational and training programs.
- Appropriate Coast Guard training aids and operational equipment such as (but not limited to) dewatering pumps, computers, fax machines, radios and pagers.
- Services of Coast Guard personnel assigned to administrative, training, and educational activities.
- Coast Guard Exchanges for the purchase of goods and services, except alcohol and tobacco products.

### Auxiliary National Supply Center [ANSC]

The Coast Guard maintains the ANSC, which is operated at Government expense by a commercial contractor.

ANSC supplies Auxiliary units with a wide variety of training, recognition, administration, and program support materials. These materials include publications, forms, manuals, pamphlets, posters, CDs, and the initial issue of Auxiliary medals and awards.

Only materials approved by Commandant (CG-5421) may be stocked and distributed by ANSC.

Only Auxiliary unit elected leaders, National staff members, unit Materials Officers (MA), and Directors may place orders with the ANSC.

### Auxiliary Center [AUXCEN]

The AUXCEN stocks Auxiliary flags, pennants, burgees, certain uniform accessories, and PE materials.

These items are available for sale through district materials centers at conferences and by direct mail via <http://shopauxiliary.com/login/signin.php?q=store>.



Auxiliarists should not confuse the ANSC with the AUXCEN. CGAuxA, Inc. operates the AUXCEN.

### Course Materials

The Chief Director reviews and approves all official Coast Guard Auxiliary Public Education (PE) course materials.

Coast Guard Auxiliary Association, Inc. (CGAuxA) develops, prepares, prints, and supplies these items for Auxiliary use to conduct the PE program.

These items are distributed through flotilla MA staff officers.

CGAuxA, Inc. has copyrighted this material, with all rights reserved.

CGAuxA, Inc., or its designated representative, must grant permission for use of this material on requests prior to its use outside the Auxiliary.

### Government Property

An Auxiliary unit may be granted written permission for long-term use and occupancy of Federal real property (buildings and land).

Use and occupancy must be for authorized Auxiliary activities. A District Commander must consider such use as necessary and desirable.

The Auxiliary unit must follow all legal provisions for property use.

Property in which the Coast Guard or another Federal agency has the title or right, or which is excess or surplus, may be requested for Auxiliary use.

Such a request is subject to the necessary operational, engineering, and budgetary approval stated in the Real Property Management Manual, COMDTINST M11011.13 (series).

### Coast Guard Personal Property

Auxiliarists, loaned or given custody of Coast Guard or Auxiliary owned personal property, may use said property for authorized activities only.

The property, loaned or obtained, shall be accounted for in the appropriate Coast Guard authority's property inventory records and returned to the Government upon request.

Auxiliarists shall return property upon ending Auxiliary membership, transferring to retired status, or to another unit, or if the property is no longer needed.



## Basic Qualification Course



Auxiliarists shall immediately report the loss, damage, or theft of Coast Guard property to the appropriate Coast Guard authority.

### Appropriated Funds

Auxiliary activity support entails the budgeting of appropriated funds.

Appropriated funds may be budgeted to support the purchase of property, equipment, and materials such as:

- Office furnishings and labor-savings devices
- Training devices, equipment, and texts
- Classroom equipment and furnishings.
- Public relations equipment
- Communications equipment
- Portable generators and pumps.
- Tools for building and grounds improvement and maintenance.
- Boats and other operational equipment.
- Any other equipment or material considered appropriate by the District Commander to support mission needs.

### Coast Guard Issued Property

The Coast Guard may purchase, loan, or issue property to Auxiliary units and will be documented by custody receipts.

The Auxiliary unit must show a definite need for the equipment for Auxiliary purposes.

Under no circumstances will such property be transferred to an Auxiliary unit for the full or part-time private use of any Auxiliarist.

The equipment will be treated as Coast Guard property in accordance with provisions of the Property Management Manual, COMDTINST M4500.5 (series), while in custody of the Auxiliary unit.

Appropriate Coast Guard authorities will report and account for all items in their property inventory records.

Each Auxiliary unit will conduct, as a minimum, an annual physical inventory count of all items on loan to them from the Coast Guard and provide a written report of such to the appropriate Coast Guard authority.

Government furnished equipment is authorized for use to support Auxiliary PE efforts.





### Excess Government Property

Excess Government property includes those items no longer required for Federal purposes, however, other Federal agencies may still need the property.

Under Federal Property Management Regulations, excess personal property must be referred to the General Services Administration (GSA) for screening by other Federal agencies. Such action must be done before GSA can make a surplus declaration.

Once the property has been determined to be excess, the steps required for property disposal are complex and lengthy.

### Auxiliary Leaders

All elected and appointed leaders shall develop and maintain property records, data, and documents appropriate for their office.

Leaders shall account for these items and transfer them to their successors.

The same procedure is followed for any Coast Guard, Auxiliary, or other accountable property, money, manuals, and equipment.

Leaders shall annually account for all such property and funds on Auxiliary unit inventories, whether replaced in office or not.

### MOU / MOA

A Memorandum of Understanding (MOU) or a Memorandum of Agreement (MOA) may be used to ensure that all parties involved in a cooperative effort or partnership are aware of the associated objectives, plans, and expectations.

An MOU is a document that describes very broad concepts of mutual understanding shared by the parties.

An MOA is a document that describes in detail the specific responsibilities of, and actions to be taken by, each of the parties so that their mutual objectives can be achieved.

MOUs/MOAs shall be composed, formatted, and processed in accordance with provisions of Memoranda of Understanding/Agreement, COMDTINST 5216.18 (series).

### General Services Administration

The Coast Guard has a cooperative policy agreement with the Public Building Service of the GSA concerning Coast Guard Auxiliary use of available space in GSA-controlled buildings to conduct PE courses.



## Basic Qualification Course



Conveniently located GSA-controlled building spaces, largely in metropolitan areas, should, if made available to the Auxiliary, provide valuable additional classroom resources.

When potential classroom spaces are under its control, GSA has agreed to help the Coast Guard. Such actions are subject to the Federal Property Management Regulations.

### Other Agencies and Partnerships

Reservoirs, impoundments, and other recreational water resource projects are popular among thousands of boaters who trailer boats from inland areas.

Many boaters have had little or no boating safety indoctrination. To help with such instruction, liaisons have been established with applicable agencies.

Various agencies help the Auxiliary promote VSCs and PE activities on water resource projects under their control. These agencies include:

- U.S. Army Corps of Engineers
- National Park Service
- Bureau of Land Management Tennessee Valley Authority

### Coast Guard Work Life Program

Auxiliarists may take full advantage of various benefits from the Coast Guard Work-Life Program.

Auxiliarists are entitled to participate in any program benefit, other than those for which the Coast Guard pays a per capita basis fee. Auxiliarists may contact their Director to learn about available benefits and application details.

The Coast Guard's Work-Life delivery system identifies and responds to Auxiliarists' individual and family member needs.

Information and referral services are provided through District Work-Life staff members.

### Coast Guard Mutual Assistance Program

Coast Guard Mutual Assistance (CGMA) is a program set up to give aid in time of certain emergency or educational needs.

The Mutual Assistance Program is available to assist all members of the Coast Guard family.

Portions of the program are available to Auxiliarists.



# Basic Qualification Course



Auxiliarists may write for applications and supplemental information forms to the following address: Coast Guard Mutual Assistance, 4200 Wilson Boulevard, Suite 610, Arlington, VA 22203-1804 or go to their web site at <http://www.cgmahq.org/>.

## Member Identification Cards



Auxiliarists in AP status shall be issued Member Identification Numbers ~~IDs~~ as part of the approval of their enrollment packages by the Director.

Auxiliarists in AP status are not authorized to be issued an Auxiliary ID card. They may only receive an Auxiliary ID card upon receipt of a Favorable PSI determination.

Auxiliarists in AP status should never be placed in the position of having to attempt to gain access to a Coast Guard facility alone.

Mentors and Auxiliary leaders are to ensure Auxiliarists in AP status have an Auxiliarist in IQ, BQ, or AX status as an escort if access to a Coast Guard facility is required.

## Sample Membership Identification Card

DEPARTMENT OF HOMELAND SECURITY <b>UNITED STATES COAST GUARD AUXILIARY</b>						
		<b>PHOTO WITH RED BACKGROUND HERE</b>				
RICHARD H. JONES, JR.						
STATUS <b>MEMBER</b>	QUAL <b>BQ</b>	EMPLID # <b>1234567</b>				
ISSUED BY: _____						
<small>E. M. COASTIC, CGM, USCG</small>						

DATE OF BIRTH	WEIGHT	HEIGHT	HAIR COLOR	EYE COLOR					
1960SEP30	175	73	BROWN	BROWN					
AUTHORIZED PATRONAGE			1	2	3	4	5	6	7
COAST GUARD EXCHANGE/MWR									
DATE OF ISSUE	EXP. DATE	BLOOD TYPE	GENEVA CONV CATEGORY						
2008NOV07	2013NOV30	UNK	IV						

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 United States Coast Guard  
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 Washington, DC 20593-0000  
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COAST GUARD AUXILIARY performs essential duties for the Federal Government in support roles to the UNITED STATES COAST GUARD in non-law enforcement and non-combat roles as search and rescue missions, boating education, vessel safety checks, environmental protection missions and aids to navigation. Please provide any assistance necessary to the bearer of this card in reaching his/her duty assignment. Authorized medical care while under competent orders.

NON-MILITARY ID

GENEVA CONVENTIONS IDENTIFICATION CARD - FORM 2650A

Notes:

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## Progress Check - Chapter 6

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The basic law that authorizes the Auxiliary also provides that Coast Guard resources and facilities may be employed in Auxiliary administration and operation, and certain appropriations may be made available for such purposes.

[a]=True

[b]=False

Which entity stocks Auxiliary flags, pennants, burgees, certain uniform accessories, and PE materials? These items are available for sale through district materials centers at conferences and by direct mail.

[a]=ANSC

[b]=AUXCEN

[c]=UDC [Uniform Distribution Center]

[d]=Coast Guard Exchange

Which entity supplies Auxiliary units with a wide variety of training, recognition, administration, and program support materials. These materials include publications, forms, manuals, pamphlets, posters, CDs, and the initial issue of Auxiliary medals and awards?

[a]=ANSC

[b]=AUXCEN

[c]=UDC [Uniform Distribution Center]

[d]=Coast Guard Exchange

Which entity of the Coast Guard is responsible for the procurement and distribution of Coast Guard uniforms and supplies?

[a]=UDC [Uniform Distribution Center]

[b]=ANSC

[c]=Coast Guard Exchange

[d]=AUXCEN

CGAuxA, Inc. develops, prepares, prints, and supplies public education items for Auxiliary use to conduct the PE program. These items are distributed through flotilla MA staff officers.

[a]=True

[b]=False



Auxiliary activity support entails the budgeting of appropriated funds. Appropriated funds may be budgeted to support the purchase of property, equipment, and materials.

[a]=True

[b]=False

A Memorandum of Understanding (MOU) or a Memorandum of Agreement (MOA) may be used to ensure that all parties involved in a cooperative effort or partnership are aware of the associated objectives, plans, and expectations.

[a]=True

[b]=False

Auxiliarists may take full advantage of various benefits from the Coast Guard Work-Life Program. Auxiliarists are entitled to participate in any program benefit, other than those for which the Coast Guard pays a \_\_\_\_\_ basis fee. Auxiliarists may contact their Director to learn about available benefits and application details.

[a]=Medical

[b]=Annual

[c]=Per Capita

Coast Guard Mutual Assistance (CGMA) is a program set up to give aid in time of certain emergency or educational needs. The Mutual Assistance Program is available to assist all members of the Coast Guard family. Portions of the program are available to Auxiliarists.

[a]=True

[b]=False

The Director shall issue auxiliarists in AP status Member ID numbers as part of the approval of their enrollment packages. However, Auxiliarists in AP status are **not** authorized to be issued an Auxiliary ID card. They may only receive an Auxiliary ID card upon receipt of a Favorable PSI determination.

[a]=True

[b]=False



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## Human Resources – Chapter 7

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Washington, DC 20593

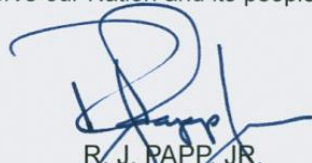
### DIVERSITY POLICY STATEMENT

Diversity, though not easily captured in a single definition, allows the Coast Guard to benefit from the talents, abilities, ideas and viewpoints of a workforce drawn from the richness of American society, including men, women, minority groups, people with disabilities and veterans. It is achieved by using two key enablers: providing unfettered enlistment, appointment or employment opportunities to all qualified citizens equally, and creating and sustaining an organizational climate in which people of diverse backgrounds, cultures, races, religions, ethnicities and experience are fully included, valued and respected.

Diversity is vital to mission readiness and excellence. Diversity sparks innovation by incorporating new approaches and fresh perspectives to problem solving. Attracting and employing a diverse and talented team of active duty, reserve, civilian and Auxiliary members ultimately enables us to better perform our challenging maritime missions.

We must strive to create a climate of equity that fosters an environment where all individuals have the opportunity to prosper, advance in their careers and contribute their utmost to Coast Guard missions. We must strive to ensure that our Coast Guard recruits, retains and sustains a diverse, talented and highly skilled workforce. Our Diversity Strategic Action Plan will guide our efforts to achieve these goals. I encourage all members of our workforce to become familiar with the plan located on our diversity website <http://www.uscg.mil/diversity/>.

I am personally committed to making the Coast Guard the Service of choice for all Americans who seek to serve our Nation and its people. Achievement of this goal is an all-hands evolution.



R. J. RAPP, JR.  
Admiral, U. S. Coast Guard



## Diversity

Auxiliarists serve in communities throughout the country, come from different social, religious, ethnic, and economic backgrounds, and join together to contribute their time and talents toward the common cause of supporting Coast Guard missions.

They recognize diversity and strive to remove all barriers, real or perceived, so that current and potential Auxiliarists feel an increased pride and honor in their membership.

The Coast Guard Auxiliary has established three goals and several related objectives to support and promote diversity:

- Positive environment.
- Value all Auxiliarists.
- Promote individual success.

### Diversity Goal #1 - Positive Environment

Create a positive volunteer environment for managing membership diversity. Objectives to meet this goal are:

- Enlighten leaders to manage diversity as a membership retention issue.
- Achieve a diverse volunteer membership that represents all segments of the nation's population.
- Gain an understanding of current Auxiliary culture to enable the identification and removal of barriers to a positive environment for Auxiliarists.
- Ensure plans, resources, and policies fully support managing diversity.

### Diversity Goal #2 - Value All Auxiliarists

Be an organization that highly values its volunteers and respects their differences.

Objectives to meet this goal are:

- Ensure leaders and Auxiliarists acknowledge, understand, and value differences.
- Recognize and reward individual and group contributions to managing diversity.
- Provide fair, equal, and rapid conflict resolution.
- Communicate effectively with all Auxiliarists.

### Diversity Goal #3 - Promote Individual Success

Ensure all Auxiliarists have the opportunity to reach their full potential in the organization. Objectives to meet this goal are:

- Ensure every Auxiliarist understands task requirements and responsibilities and is coached and encouraged to achieve success.
- Remove or reasonably attempt to remove physical barriers to participation consistent with law, mission requirements, and safety.



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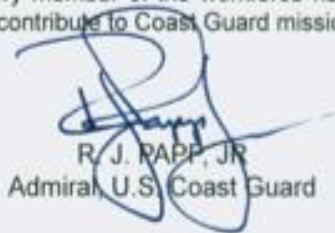
## ANTI-DISCRIMINATION and ANTI-HARASSMENT POLICY STATEMENT

I am committed to providing a work environment free from discrimination and harassment. Our mission success depends upon it. Our core values of Honor, Respect and Devotion to Duty demand it. Federal law and policy require it. Coast Guard men and women deserve nothing less.

We will do this by creating command climates and work environments that promote inclusion, equity and respect. Every member of the workforce should be familiar with Coast Guard Equal Employment Opportunity (EEO) policies and should take proactive measures to prevent all forms of discrimination and harassment. We must eliminate conduct that unreasonably interferes with an individual's work performance or creates an intimidating, offensive, or hostile work environment on the basis of an individual's race, color, religion, sex, sexual orientation, national origin, age, disability, marital status, parental status, political affiliation, engagement in any protected EEO activity, or any other basis protected by law.

Behavior that constitutes harassment should be reported to leaders and managers; leaders and managers must take prompt and appropriate corrective action. Reports and responses should be in accordance with Coast Guard Anti-harassment and Hate Incident Procedures. Reports of harassment can also be made to local Civil Rights or Human Resources Offices. Reprisal or threats of reprisal against individuals who report unlawful discrimination or harassment will not be tolerated.

Performing our duty to act responsibly and respect our shipmates will create work environments in which every member of the workforce has an equal opportunity to achieve their full potential, contribute to Coast Guard missions and thrive.



R. J. RAPP, JR  
Admiral, U.S. Coast Guard





## Anti-Discrimination/Harassment

The Coast Guard is committed to a workplace where no member of the workforce will be subject to physical or verbal harassment, abuse, violence, or discrimination based on an individual's race, color, religion, sex, sexual orientation, national origin, age, disability, marital status, parental status, political affiliation, or any other basis protected by law.

Simply, it is committed to an environment free of harassing and discriminatory behavior.

Harassment is generally defined as unwelcomed advances, requests for favors, and other physical and verbal conduct when such conduct explicitly or implicitly affects an individual's employment, unreasonably interferes with an individual's service performance, or creates an intimidating, hostile, or offensive environment.

This also encompasses unwelcome display or communication of sexually offensive materials.

### *Responsibilities*

The Coast Guard and Auxiliary must have people serving together effectively to accomplish missions and are responsible for enabling and ensuring this for each of its members.

### *Fair Treatment*

All persons are entitled to be treated fairly and with dignity and respect. All must be allowed to serve and to enjoy an environment free of unlawful discrimination and harassment.

### *Adverse Effects of Harassment*

The economic costs of harassment are significant, but more harmful are the negative effects of harassment on productivity and readiness. These areas include increased absenteeism, greater personnel turnover, lower morale, and decreased effectiveness. Adverse actions also result in a loss of personal, organizational, and public trust. While not easy to quantify, these costs are real and seriously affect the Coast Guard and Auxiliary's ability to accomplish missions.

### *Prevention Through Leadership and Commitment*

The key to preventing harassment is personal leadership and commitment.

Those who serve in Auxiliary leadership and staff positions must commit themselves to constantly and consistently promoting equitable treatment.

Auxiliary leaders must convey this commitment clearly and unequivocally to all Auxiliarists by holding themselves and their Auxiliarists accountable.



## Basic Qualification Course



There must be firm determination to use these tools judiciously and in timely fashion in meeting the Commandant's goals.

### ***Prevention of Gender Discrimination***

Sexual harassment is a form of prohibited discrimination based upon sex or sexual orientation. Discrimination against people based upon their gender is also a significant problem.

Gender or sexual discrimination exists when a person is treated differently because of gender.

Prevention of gender discrimination must be pursued with the same vigor as that for preventing sexual harassment.

### ***Coast Guard Policy***

The Coast Guard is committed to maintaining an environment free from unlawful discriminatory practices and inappropriate behavior. In support of this commitment, the Coast Guard has issued a specific policy.

- All Auxiliarists will receive training in the areas of identification, prevention, resolution, and elimination of harassment.
- Individuals who believe they have been harassed shall be afforded the opportunity and venues to seek resolutions and remedy.
- All leaders within the chain of leadership and management will ensure that Auxiliarists are aware of the processes described in the AUXMAN through which to file reports of allegations of harassment.
- The climate shall not tolerate acts of reprisal, intimidation, or further acts of harassment.
- All Auxiliarists must be aware of available avenues of resolution and redress.
- All reported incidents of harassment should be resolved at the lowest possible level.
- All incidents should be resolved promptly and with sensitivity.
- Confidentiality will be maintained to the greatest extent possible.
- Counseling support or referral services will be made available for all persons involved in incidents of sexual harassment.



Assistance on the subject of harassment prevention is available through the Coast Guard Auxiliary Civil Rights Coordinator (CGAUX-CRC).

New Auxiliary enrollees shall successfully complete harassment prevention training as part of the Auxiliary Mandated Training (MdT) requirements specified in section E of Chapter 8 of the AUXMAN.

## Rape and Sexual Assault

**Zero Tolerance** - Rape and sexual assault will not be tolerated in the Coast Guard.

These criminal acts violate the Coast Guard's core values.

All Auxiliarists shall foster and maintain an environment of mutual respect and trust to ensure the safety and security of others.

Key elements of Rape and Sexual Assault awareness include:

- Mandatory annual training.
- Requirements to report allegations of rape or sexual assault to CGIS for investigation in accordance with Mandatory Reporting of Incidents to the Coast Guard Investigative Service and Requesting Investigative Assistance, COMDTINST 5520.5 (series).
- Steps to ensure victims are not further traumatized by any investigation.

## Allegations of Rape or Sexual Assault

All allegations of rape or sexual assault by any member of the Coast Guard Auxiliary shall be immediately reported to the servicing Coast Guard Investigative Service (CGIS) office and the servicing Coast Guard legal office in accordance with Mandatory Reporting of Incidents to the Coast Guard Investigative Service and Requesting Investigative Assistance, COMDTINST 5520.5 (series).

All allegations will be promptly investigated by CGIS.

Directors or cognizant Coast Guard commands shall take appropriate disciplinary action, where evidence dictates, and report the action taken to the servicing CGIS and Coast Guard legal offices.



THE COMMANDANT OF THE UNITED STATES COAST GUARD  
Washington, DC 20593

## EQUAL OPPORTUNITY POLICY STATEMENT

Everyone should expect and demand the opportunity to work, develop and achieve his or her full potential, whether serving as a member on active duty, drilling Reservist, civilian employee or Auxiliary volunteer. Adherence to Equal Opportunity principles and our core values of Honor, Respect and Devotion to Duty, will promote positive command climates and enhance mission readiness and execution.

Everyone in the Coast Guard must work together to eliminate all forms of discrimination that violate law or policy and eliminate any actions that discriminatorily impact our workforce, those seeking Coast Guard employment and those receiving benefits from Coast Guard-sponsored programs.

All Coast Guard personnel shall:

- Reach out widely and in previously untapped markets to identify highly qualified applicants for enlistment, officer accession, civilian employment and Auxiliary enrollment;
- Recruit, retain, train, develop, promote, reward and deploy a highly capable, diverse workforce in a fair and consistent manner on the basis of merit;
- Provide reasonable accommodations for qualified applicants and employees with disabilities;
- Maintain a work environment free from unlawful discrimination, reprisal and harassment;
- Ensure all men and women of the Coast Guard are educated about their rights and responsibilities under federal civil rights laws; and
- Act promptly, appropriately and effectively to endorse this policy and to ensure personal accountability by members of the Coast Guard.

I expect every member of our workforce at all levels to respect their shipmates, treat them fairly and equally and hold those that do not demonstrate these values accountable.

R. J. PAPP, JR  
Admiral, U.S. Coast Guard



## Civil Rights

The Coast Guard Auxiliary is committed to ensuring protection of all Auxiliarists' civil rights. This section describes the provisions for the Auxiliary's Civil Rights Program.

The Commandant is responsible for providing overall leadership and direction to ensure all policies and procedures contained in this section are in effect throughout the Coast Guard and Auxiliary.

Auxiliarists are otherwise excluded from all equal employment opportunity processes and procedures administered by CG-00H including program compliance evaluation, counseling, and complaint processes.

District Commanders are responsible for carrying out the spirit and intent of the Coast Guard's civil rights and equal opportunity programs.

Each District or region's Coast Guard Auxiliary Civil Rights Coordinator (CGAUX-CRC) will be selected from experienced Auxiliarists (preferably past Division Commanders or higher) who possess the skills and desire to serve in such capacity.

The CGAUX-CRC is a Director's nomination with concurrence of the DCO. The nominee's name and qualifications will be submitted to the District Commander for approval.

Upon approval, the District Commander will designate the nominee, in writing, as the CGAUX-CRC for that district or region.

The Director may support CGAUX-CRC duty-related travel as resources may allow.



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## Progress Check - Chapter 7

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What are the three goals of the Auxiliary to support and promote diversity?

[a]=Target recruiting; preferential treatment; pre-selection

[b]=Positive environment; Value all Auxiliarists; Promote individual success.

[c]=Travel; Training; Social Activity

In order for the Auxiliary to be an organization that highly values its volunteers and respects their differences, the following objectives need to be met?

[a]=Ensure leaders and Auxiliarists acknowledge, understand, and value differences.

[b]=Recognize and reward individual and group contributions to managing diversity.

[c]=Provide fair, equal, and rapid conflict resolution.

[d]=Communicate effectively with all Auxiliarists.

[e]=All answers are correct

How does the Auxiliary promote individual success?

[a]=Ensure all Auxiliarists have the opportunity to reach their full potential in the organization.

[b]=Ensure every Auxiliarist understands task requirements and responsibilities and is coached and encouraged to achieve success.

[c]=Remove or reasonably attempt to remove physical barriers to participation consistent with law, mission requirements, and safety.

[d]=All answers are correct

The Coast Guard is committed to a workplace where no member of the workforce will be subject to physical or verbal harassment, abuse, violence, or discrimination based on an individual's race, color, religion, sex, sexual orientation, national origin, age, disability, marital status, parental status, political affiliation, or any other basis protected by law.

[a]=True

[b]=False

Harassment is generally defined as unwelcomed advances, requests for favors, and other physical and verbal conduct when such conduct explicitly or implicitly affects an individual's employment, unreasonably interferes with an individual's service performance, or creates an intimidating, hostile, or offensive environment. This also encompasses unwelcome display or communication of sexually offensive materials.

[a]=True

[b]=False



The primary policy of the Coast Guard and Coast Guard Auxiliary includes which of the following?

[a]=The Coast Guard and Auxiliary must have people who serve together effectively to accomplish missions and are responsible for enabling and ensuring this for each of its members.

[b]=All persons are entitled to be treated fairly and with dignity and respect. All must be allowed to serve and to enjoy an environment free of unlawful discrimination and harassment.

[c]=The economic costs of harassment are significant. Even more harmful are the negative effects of harassment on productivity and readiness. These areas include increased absenteeism, greater personnel turnover, lower morale, and decreased effectiveness. Adverse actions also result in a loss of personal, organizational, and public trust. While not easy to quantify, these costs are real and seriously affect the Coast Guard and Auxiliary's ability to accomplish missions.

[d]=All answers are correct

The Coast Guard is committed to maintaining an environment free from unlawful discriminatory practices and inappropriate behavior?

[a]=True

[b]=False

Assistance on the subject of harassment prevention is available through the Coast Guard Auxiliary Civil Rights Coordinator (CGAUX-CRC)?

[a]=True

[b]=False

Rape and sexual assault will not be tolerated in the Coast Guard. These criminal acts violate the Coast Guard's core values. This policy is known as:

[a]=Optional for Auxiliary though Mandatory for Active Duty

[b]=Zero Tolerance

[c]=Uniform Code of Military Justice

District Commanders are responsible for carrying out the spirit and intent of the Coast Guard's civil rights and equal opportunity programs.

[a]=True

[b]=False



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## Member Training and Qualifications – Chapter 8

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### Getting started in the Auxiliary

All members wishing to contribute should:

- Complete this Basic Introduction Course and BQ requirements
- Become familiar with and use the National Member Training Compendium
- Complete the FEMA ICS courses online
- Choose a mission area, and begin training on a qualification (e.g. Boat Operations, Communications, Marine Safety, Vessel Examiner, Public Affairs Specialist)

Those interested in being a staff officer should:

- Complete all of the tasks above
- Begin consulting with a mentor to develop your leadership competencies
- Take the LAMS or AUXLAMS course

### Membership - Approval Pending (AP)

Approval Pending (AP) status is the administrative status for all Auxiliarists during the time between acceptance of their enrollment package and receipt of a Favorable PSI determination.

In accordance with the provisions of paragraph D.2 of Chapter 3 of the AUXMAN, Auxiliarists in AP status have the privilege of participating in virtually the entire range of Auxiliary training and qualification programs.

### Membership - Initially Qualified (IQ)

When an Auxiliarist in AP status receives a Favorable PSI determination, the Director shall change their administrative status to Initially Qualified (IQ), unless they meet the criteria to have their status changed to Basically Qualified (BQ) or Operational Auxiliarist (AX).

Once in IQ status, or BQ or AX status as appropriate, the Director shall issue the Auxiliarist an identification card.

Auxiliarists in IQ status are authorized to:

- Participate in all training for which AP Auxiliarists are authorized.
- Attend Coast Guard or Coast Guard Auxiliary C-schools.
- Be qualified by the Director in Auxiliary programs that only require IQ status.





### Membership - Basically Qualified (BQ)

To achieve BQ status, an Auxiliarist must have completed all of the requirements for IQ status, ICS 100, ICS 700, and must have successfully completed an approved boating safety course as part of the BQ-PQS.

Auxiliarists in BQ status are authorized to:

- Participate in all Auxiliary training
- Be qualified, or certified on an interim basis, by the Director in Auxiliary programs that require BQ status.

Note: BQ status is a pre-requisite for qualification or interim certification in such programs. For example, an Auxiliarist must be in BQ status in order to receive an interim certification as a First Pilot in the aviation program while awaiting the results of their more stringent PSI for qualification or as a Coxswain in the boat crew program.

### Advanced Level Training (AX / AX2)

The AUXOP, or “Operational Auxiliarist” Program is an advanced training program available to members of the Coast Guard Auxiliary who wish to increase their practical relevance to Coast Guard missions, and better assist the Coast Guard to fulfill needed skill sets.

Members who successfully complete their training are authorized to wear the AUXOP Device and their membership level advances from Initially Qualified (IQ) or Basically Qualified (BQ) to Operational Auxiliarist (AX2).

Under this program, Auxiliarists must successfully complete a minimum of seven credits from three categories of courses detailed in the following sections to receive the AUXOP designation:

- Core courses
- Leadership courses
- Elective credit elements

Successful completion of one credit in the AUXOP program shall earn an Auxiliarist the Specialty Training ribbon.



## Basic Qualification Course



### Member Development Continuum

New Members	Non-Quals	Operators	Experts
<b>AP</b>	<b>IQ</b>	<b>BQ</b>	<b>AUXOP</b>
<b>Focus On</b> <ul style="list-style-type: none"> <li>• Training: BIC, Boating Course, ICS (online).</li> <li>• Experience: Watch and Observe, support the mission where you can.</li> </ul>	<b>Focus On</b> <ul style="list-style-type: none"> <li>• Training: BIC, Boating Course, ICS (online).</li> <li>• Experience: Watch and Observe, support the mission where you can.</li> </ul>	<b>Focus On</b> <ul style="list-style-type: none"> <li>• Training: Operational as OP, CM, MS, VE, or PA.</li> <li>• Experience: Become proficient in your field.</li> </ul>	<b>Focus On</b> <ul style="list-style-type: none"> <li>• Training: Courses that enhance your skills.</li> <li>• Experience: Maintaining expert proficiency in craft and leadership.</li> </ul>
<b>Typical Jobs</b> <ul style="list-style-type: none"> <li>• Trainee.</li> </ul>	<b>Typical Jobs</b> <ul style="list-style-type: none"> <li>• Trainee.</li> <li>• Some people with special skills serve as officers.</li> </ul>	<b>Typical Jobs</b> <ul style="list-style-type: none"> <li>• Performing the OP, CM, MS, VE, or PA mission.</li> <li>• Some serve as officers.</li> </ul>	<b>Typical Jobs</b> <ul style="list-style-type: none"> <li>• Leading the OP, CM, MS, VE, or PA mission.</li> <li>• Some serve as officers.</li> </ul>
IQ when your security screening is complete.	Complete the boating course to become BQ.	Complete 7 credits to become AUXOP.	Work to lead, teach, and mentor others.

### Member Training and Qualifications

Auxiliarists can pursue training in Member Training (MT) programs to increase knowledge and skills, and to attain qualifications for participation in various Coast Guard and Auxiliary programs.

Special qualifications are available as ITs, VEs, AtoN verifiers, RBS-PVs, boat crew, coxswains, pilots, aircrew, and air observers.

Auxiliary specialty courses offer advanced training in several fields.

Auxiliarists may also enroll in Coast Guard Institute (CGI) correspondence courses and receive continuing education units (CEUs) from self-study paced course completions.

Regular in-flotilla training sessions are fundamental to keeping Auxiliarists informed, interested, qualified, and ready to participate fully in Auxiliary activities.

### The National Member Training Compendium

The “Compendium” is a single source of ALL training available in the CG Auxiliary. It is a spreadsheet that lists all the available AUXOP courses and Certifications including pre-requisites, links to manuals, PQSs, tests, and power point presentations. It can be found here:



[http://tdept.cgaux.org/documents/NATIONAL\\_MEMBER\\_TRAINING\\_COMPENDIUM.pdf](http://tdept.cgaux.org/documents/NATIONAL_MEMBER_TRAINING_COMPENDIUM.pdf) . A description of how to use the Compendium is found here:  
[http://tdept.cgaux.org/documents/How To Use THE NATIONAL MEMBER TRAINING\\_COMPENDIUM.pdf](http://tdept.cgaux.org/documents/How_To_Use_THE_NATIONAL_MEMBER_TRAINING_COMPENDIUM.pdf) .

Additional information found in the Compendium includes links to Mandated Training, Workshops, Public Education Courses, Material sources, and on-line training and testing websites. Some sites will require signing in with your member ID number or CGAUX email address, and your password(s).

All members should be aware of the NATIONAL MT COMPENDIUM and its uses. It saves countless hours of searching for basic training information.

### Auxiliary Courses and Test Administration

Auxiliarists in AP status are authorized to take any and all Auxiliary courses.

Flotillas may provide essential course materials to Auxiliarists in AP status in order to facilitate learning.

Auxiliarists in AP status are authorized to take any and all end-of-course exams associated with these courses.

Auxiliarists in AP status may be presented the corresponding course completion certificates in appropriate ceremonial venues upon successfully completing all course requirements.

Test results may be entered in AUXDATA for Auxiliarists in AP status.

### Member Training and Qualifications - Incident Command System (FEMA Courses)

For purposes of completing this Basic Qualification Course (BQ), the mentee must satisfactorily complete the FEMA Incident Command courses:

- **ICS 100** – Introduction to the Incident Management System
- **ICS 700** – Introduction to the National Incident Management System

For further information, the FEMA website is: <http://training.fema.gov/IS/NIMS.aspx>.

### What are your Interests?

- Boat Operations (Boat Crew)
- Communications Specialist
- Marine Safety Specialist
- Vessel Examiner



## Basic Qualification Course



- Public Affairs Specialist
- Something else?

### Boat Crew Program

There are three qualifications in the boat crew program:

- Crew Member
- Coxswain
- Personal Watercraft Operator

Auxiliarists wishing to participate in authorized Auxiliary surface operations must be BQ. Specific requirements can be found in:

- Auxiliary Boat Crew Training Manual  
COMDTINST M16794.51 (series)
- Auxiliary Boat Crew Qualification Guide, Volume I: Crew Member  
COMDTINST M16794.52 (series)
- Auxiliary Boat Crew Qualification Guide, Volume II: Coxswain  
COMDTINST M16794.53 (series)
- Auxiliary Boat Crew Qualification Guide, Volume III: PWC Operator  
COMDTINST M16794.54 (series)

### Air Operations

Aircraft facility owners and Auxiliarists wishing to participate in Auxiliary air operations must be BQ and complete an air operations training course.

The Auxiliary Operations Policy Manual, COMDTINST M16798.3 (series), provides the specific requirements and is the principal document for the Auxiliary Aviation program.

There are five levels of qualification in air operations program:

- Aircraft Commander
- First Pilot
- Second Pilot
- Air Crew Member
- Air Observer

### Other Operational Training Programs

Training programs are available for other Auxiliary operational programs:

- Qualified Watchstanding at Coast Guard active duty units
- Aids to Navigation verification and AtoN repair
- Commercial fishing vessel safety examinations (CFVSE)
- Augmentation of Coast Guard boats and cutters
- Augmentation of Coast Guard aircraft



Additional opportunities for training and duty are available depending upon specific Coast Guard needs.

### Non-Operational and Administrative Programs

Training programs that lead to specific qualifications are available for those Auxiliarists wishing to take part in other Auxiliary non-operations and administrative programs.

- Dockwalker
- Assistant Contingency Planner (AUX-ACP)
- Assistant Federal On-Scene Coordinator Representative (AUX-ET)
- Assistant License and Document Evaluator (AUX-LDEV)
- Assistant License and Document Examiner (AUX-LDEX)
- Prevention Outreach Specialist (AUX-MEES)
- Marine Safety Administrative and Management Specialist (AUX-MSAM)
- Port State Control Dispatcher (AUX-PSC)
- Assistant Waterways Management Representative (AUX-WM)

### Marine Safety and Prevention Program

The Coast Guard Auxiliary Marine Safety qualifications are designed to facilitate and encourage Auxiliary support for Coast Guard Sectors in the legacy Marine Safety and Environmental Protection Programs. Examples include:

- Commercial Fishing Vessel Safety (CFVS) Examiner
- Assistant Life Raft Inspector (AUX-LR)
- Uninspected Passenger Vessel Examiner (AUX-UPV)
- Uninspected Towing Vessel Examiner (AUX-UTV)
- Prevention Outreach Specialist (AUX-MEES)
- Marine Safety Administrative and Management Specialist (AUX-MSAM)

Additional recognition includes:

- Marine Safety Training Ribbon
- Auxiliary Marine Safety (Trident) insignia

### Recreational Boating Safety Visitation Program

Auxiliarists may seek qualification as a Program Visitor (PV).

To do so, the Auxiliarist must be BQ and be familiar with the contents of the Vessel Safety Check Program, COMDTINST M16796.7 (series), and the Recreational Boating Safety Visitation Program Manual, COMDTINST M16796.3 (series).

Auxiliary Vessel Examiners (VEs) are trained and qualified to perform safety examinations of different types of vessels. There are two distinct VE programs:

- VEs for recreational boats conduct Vessel Safety Checks (VSCs).



## Basic Qualification Course



- VEs for commercial vessels conduct vessel safety examinations.

Nothing precludes an Auxiliarist from qualifying and performing activity in both programs.

These VEs are trained and qualified to perform VSCs and Auxiliary surface facility inspections.

### Auxiliary Public Affairs Program

A robust public affairs program is essential to the promotion and success of Auxiliary programs and activities.

The Auxiliary Public Affairs training program combines formal and on-the-job training with structured mentoring into a four-tiered professional development program.

It is designed to develop Auxiliarists from public affairs apprentices, into skilled public affairs specialists, support specialists, and program managers

An Auxiliarist does not have to serve as a public affairs program staff officer in order to train, complete, and qualify in this program.

### Auxiliary Instructor (IT)

Instructors can teach either or both Auxiliary PE and/or MT courses.

Additionally, experienced ITs shall serve as prime mentors in qualifying new ITs, improving the skills of current instructors, and assisting in the New Member program.

All new ITs will be qualified using the current IT Development Course (IDC) as follows:

- For IT qualification, the candidate completes the IDC, passes the open book examination with a three-hour time limit and passing grade of 90 percent, and teaches a minimum of two classes of satisfactory instruction under a certified IT's supervision.
- The supervising IT or an elected leader signs and dates the completed examination form stating IT qualifications have been met.

### Auxiliary Interpreter Program

The Auxiliary interpreter corps program is a component of the Auxiliary International Affairs Directorate to provide interpreter support to Coast Guard operational, administrative, and public affairs missions.



Members of the Coast Guard Auxiliary, whether or not they are also Coast Guard active duty, reserve, or civilian employees, may join the Auxiliary Interpreter Corps based on their linguistic skills.

### Mandated Training

The purpose of Mandated Training (MdT) is to build awareness and enhance the knowledge, skills, abilities, and attitudes of the Coast Guard's workforce required to perform Coast Guard missions.

MdT is established only when explicitly required by an official mandate such as Presidential Directive, public law, Department of Homeland Security or Coast Guard policy requirements, or when MdT is determined by the Force Readiness Command (FORCECOM) as the most efficient means of delivery for a valid training requirement.

Responsibility for the management and administration of all MdT resides under the singular authority of FORCECOM. The Chief Director shall administer MdT for the Auxiliary on FORCECOM's behalf.

### Mandated Training Courses

Auxiliarists must successfully complete the following MdT during their first year of enrollment and then once every five years thereafter:

- Suicide Prevention
- Security Education and Training Awareness (SETA)
- Privacy Awareness
- Prevention of Sexual Harassment (POSH)
- Sexual Assault Prevention
- Civil Rights Awareness

Auxiliarists must successfully complete the following MdT only once (new members shall complete them by the end of their first full year after joining):

- Ethics Training
- Influenza Training

### Individual Development Plan (IDP)

The Coast Guard is committed to the personal and professional growth of all our shipmates. Individual Development Plans (COMDTINST 5357.1A) facilitate that personal professional development. The IDP at the following link applies to CG enlisted (sections 1 & 2) and CG officers and Auxiliarists (section 3):

[http://www.uscg.mil/directives/ci/5000-5999/CI\\_5357\\_1A.pdf](http://www.uscg.mil/directives/ci/5000-5999/CI_5357_1A.pdf)



## Basic Qualification Course



### Performance Qualification System

Much of your operational training will be measured by a “Performance Qualification Standard” (PQS).

The PQS for each qualification is different, but generally includes:

- A series of components that may include completion of additional outside training
- A series of tasks, many of which are intended to be completed “on the job,” that must be performed in front of and signed off by a mentor

Competency might sometimes also be measured by a written (or online) examination, an interview with a qualification board, or by some other method.

### AUXDATA

AUXDATA is a password protected management Information system used to enter all of the data pertaining to individuals, facilities, certifications, awards, and performance hours by qualified Auxiliarists.

Any Auxiliarist can use the AUXINFO program to retrieve all information from AUXDATA except the personal information of the members and is accessed directly from the Internet with no password required.

AUXDATA is a system that has been designed to assist Auxiliarists, Auxiliary leadership, the Director and the Chief Director, and the SECCEN (Security Center) in tracking, managing, and creating reports for implementation and management of the PSI program.

Much of the policy as written has been programmed to automatically generate the required reports, notifications, emails, etc.

### Logging time with the FSO-IS (7029)

Form 7029 is used to report miscellaneous “admin” time on a daily basis.

One form for each month, organized as a day-by-day spreadsheet.

- 99A is AUX Leadership
- 99B is RBS support
- 99C is MS support
- 99D is training (including all time spent as a trainee in a class)
- 99E is admin.

Online: <http://webforms.cgaux.org>

### Logging time with the FSO-IS (7030)

Form 7030 is used to report specific time devoted to specific missions.

Each mission and sub-mission has a different code, for example:





## Basic Qualification Course



- 01A is a “Marine Patrol
- 06B is “Instructor for Non-Operational Training”
- 10J is “Public Affairs Community Relations”

Most time as an instructor in a classroom is reported here.

Online: <http://forms.cgaux.org>

Notes:

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## Progress Check - Chapter 8

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What tool provides a single source of all training with active links to manuals, PQSs, Exams, and Power Point presentations?

- [a] The Auxiliary Manual
- [b] The Operations Policy Manual
- [c] The National Member Training Compendium
- [d] The Forms Warehouse

Which of the following is an **incorrect** statement concerning a PQS?

- [a]=Qualifications in OP, MS, and PA all use a PQS.
- [b]=A PQS is usually completed in conjunction with a final exam or evaluation.
- [c]=A PQS involves a series of components that may include completion of additional outside training.
- [d]=A PQS is a series of tasks, many of which are intended to be completed "on the job," that must be performed in front of and signed off by a mentor.

What is the series of 28 leadership competencies, 5 performance levels, and expectations in each competency at each level known as?

- [a]=Individual Development Plan
- [b]=Training Management Framework
- [c]=Officer Evaluation
- [d]=Leadership Development Framework

What is the purpose of the Individual Development Plan (IDP)?

- [a]=To provide a contract for training.
- [b]=To facilitate personal professional development; required of first-term enlisted members, junior officers, and AUP students (optional, but recommended, for all others).
- [c]=To allow shipmates to share and collaborate on their goals and personal professional development objectives.
- [d]=To evaluate the success of individual members in meeting their goals.

Which nautical term describes the "floor"?

- [a]=Field
- [b]=Bulkhead
- [c]=Deck
- [d]=Hard

Which nautical term means to "continue going about your business"?

- [a]=Carry On



- [b]=Aye-Aye
- [c]=Move Along
- [d]=WILCO

Which nautical term describes an area where officers eat?

- [a]=Officers' Lounge
- [b]=Wardroom
- [c]=Galley
- [d]=Chiefs' Mess

Regular in-flotilla training sessions are fundamental to keeping Auxiliarists informed, interested, qualified, and ready to participate fully in Auxiliary activities.

- [a]=True
- [b]=False

When an Auxiliarist in AP status receives a Favorable PSI determination, the Director shall change their administrative status to Initially Qualified (IQ), unless they meet the criteria to have their status changed to Basically Qualified (BQ) or Operational Auxiliarist (AX).

- [a]=True
- [b]=False

There are three qualifications in the boat crew program: Crew Member, Coxswain, and Personal Watercraft Operator.

- [a]=True
- [b]=False

Which of the following staff officers is responsible for flotilla training coordination?

- [a]=Training Specialist
- [b]=FSO-MT
- [c]=SO-MT
- [d]=DSO-MT



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## Reimbursement of Auxiliarists – Chapter 9

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### Reimbursement for Auxiliarists

14 U.S.C. § 831 states, “*When any member of the Auxiliary is assigned to such duty he may, pursuant to regulations issued by the Secretary, be paid actual necessary traveling expenses, including a per diem allowance in conformity with standardized Government travel regulations in lieu of subsistence, while traveling and while on duty away from his home.*”

Reimbursement for Auxiliary travel to, from, and during officially assigned duty will be consistent with the prevailing per diem rates authorized for Federal civilian employees and administered pursuant to provision in the Federal travel regulations.

### Types of Orders

#### ***Trip orders***

Reimbursable or non-reimbursable, are issued to an Auxiliarist to attend a specific function (conference, meeting), for a specific time frame, at a specific location.

#### ***Monthly/quarterly orders***

Reimbursable or non-reimbursable, are normally used for an Auxiliarist who serves at a certain station or office on a regular basis over an extended period of time. The purpose of this type of order is to reduce the administrative need to issue the same orders many times over a period of time.

#### ***Patrol orders***

Reimbursable or non-reimbursable, are issued by an order issuing authority using the AUXDATA Order Management System (AUXAOM) to order the use of an Auxiliary Facility (AUXFAC) such as an approved vessel, airplane, motorized vehicle, or communication station.

#### ***Verbal Orders***

In times of emergency or critical operational need, an Auxiliarist may receive verbal orders to proceed on a mission.

The orders must be noted in the logs of the Coast Guard unit issuing the orders and must be followed up with written orders as soon as conditions permit.



### ***Invitational orders***

Normally reserved for individuals who are not associated with the Coast Guard or the Auxiliary.

These orders authorize the travel of a civilian at the Government's expense for the purpose of supporting a Coast Guard mission or activity.

### **Foreign Travel Orders**

All Auxiliarists who conduct foreign travel for the Coast Guard must have written orders in hand prior to departure from the U.S. Official foreign travel .

### **Coast Guard TAD Orders**

Auxiliarists are normally assigned to temporary additional duty (TAD) using Form CG-4251.

Non-reimbursable orders do not entitle the Auxiliarist to any type of reimbursement.

These orders are issued to properly recognize that an Auxiliarist is assigned to duty and to provide liability coverage for the Auxiliarist while performing duties for the Coast Guard.

### **Coast Guard Auxiliary Funded Orders**

The procedures for reimbursement under Auxiliary funded orders are contained in the Auxiliary's Fiscal Policy Guide.

Questions regarding these procedures should be referred to the Treasurer, CGAuxA, Inc.

### **Miscellaneous**

Auxiliarists are eligible for actual expenses of operations when using their facility in conjunction with Coast Guard orders.

The actual necessary expenses of operation are defined as including fuel, oil, power, water, supplies, and provisions used in the conduct of those orders.

Other expenses for landing fees, ramp fees, and miscellaneous costs will be reimbursed separately from maintenance and fuel.

### **Reimbursement Guidelines**

Auxiliarists traveling on official orders may be authorized per diem. Per Diem is provided to cover the costs of lodging, meals, and certain incidentals while traveling.



## Basic Qualification Course



Receipts for any lodging, airfare, and receipts for any other expenses (e.g., approved rental car cost, taxi/limo fare) that are \$75 or more must be included with the travel.

Specific questions regarding travel policies should be referred to the local civilian travel management specialist or the Authorized Certifying Officer (ACO). Additional information about Coast Guard travel policies can be found at the Coast Guard Pay and Personnel Center (PPC) web site: <http://www.uscg.mil/ppc/tvl.asp>

### Travel Claim Procedures

The final step for any travel process is the filing of a travel claim to liquidate and reimburse travel expenditures.

Two major Coast Guard commands are involved in the processing and reimbursement of travel claims:

- The Coast Guard Pay and Personnel Center (PPC) located in Topeka, KS
- The Coast Guard Finance Center (FINCEN) located in Chesapeake, VA.

PPC effectively reviews and conducts periodic audits of travel claims once they have been submitted from an order issuing authority.

FINCEN effectively executes payment of the claimed expenses that have been approved for reimbursement.

### Travel Claim Procedures

The Coast Guard makes payroll and claim reimbursements to personnel through its Direct Deposit (DD)/Electronic Fund Transfer (EFT) program (this includes claims for travel, damages, official expenses).

DD/EFT is required for all Coast Guard active duty, Reserve and civilian personnel. DD/EFT is mandatory for Auxiliarists.

It allows the Coast Guard to effect payments and reimbursements via DD/EFT quickly, securely, and directly to the bank account specified by the individual/claimant.

This eliminates a lot of time, cost, and administrative overhead associated with processing, printing, and mailing payroll and reimbursement checks.

In order to receive reimbursements from the Coast Guard for expenses associated with patrols, official travel, or any other claims (e.g., equipment damage), an Auxiliarist must have established DD/EFT service.

Failure to establish DD/EFT service shall constitute grounds for denial of assignments to duty, issuance of official orders, and reimbursement of claims.



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## Progress Check – Chapter 9

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14 U.S.C. § 831 states: When members of the Auxiliary are assigned to such duty they may, pursuant to regulations issued by the Secretary, be paid actual necessary traveling expenses, including a per diem allowance in conformity with standardized Government travel regulations in lieu of subsistence, while traveling and while on duty away from their home.”

[a]=True

[b]=False

Travel provisions apply to both Coast Guard funded orders issued to Auxiliarists for official duty and Auxiliary funded orders.

[a]=True

[b]=False

The IRS has determined the Auxiliary and all of its units (not including any corporations) are an integral part of the Federal Government. Unreimbursed out-of-pocket transportation expenses incurred in the use of facilities in the performance of Coast Guard and Auxiliary missions are always deductible.

[a]=True

[b]=False

Auxiliarists must consult a qualified tax advisor and not rely upon the information contained in this orientation presentation when making tax decisions.

[a]=True

[b]=False

All Auxiliarists, including all district corporation members, when acting in their capacity as Auxiliarists, are prohibited from soliciting any gift of any type from any federal or non-federal source for themselves, any family member, any private organization, any commercial entity, or any other federal or non-federal entity except: (a) Any solicitation for the support of an authorized Auxiliary program; (b) any solicited gift source must be within the soliciting unit’s area of responsibility; the market value of each solicited and accepted gift cannot exceed **\$2,500**; and, the aggregate market value of all gifts solicited and accepted from any particular gift source cannot exceed **\$5,000** per calendar year.

[a]=True

[b]=False



## Basic Qualification Course



When using social media don't post inappropriate material that is not consistent with Coast Guard core values, advocates changes in positions or policies related to Coast Guard matters, or discloses protected information.

[a]=True

[b]=False

The Commandant employs the services of qualified Auxiliarists in support of various Coast Guard programs. To this end, specific Auxiliary activities are authorized in support of Auxiliary programs or Coast Guard units. An Auxiliarist performing such duties is considered to have been assigned to duty within the meaning of 14 U.S.C. § 831 and 823a, when these activities have been authorized and clearly communicated verbally and/or in writing by appropriate authority.

[a]=True

[b]=False

Members of the Auxiliary, or their families, may be entitled to benefits when they are injured or die while performing duties assigned by competent Coast Guard authority.

[a]=True

[b]=False

The Auxiliarist may be exonerated from liability to injured parties or damage to property, but this action depends on facts and circumstances surrounding the Auxiliarists involvement in the incident. Third party claims against Auxiliarists will be treated in the same manner as claims against other Coast Guard personnel under similar circumstances.

[a]=True

[b]=False

Auxiliarists shall satisfy in good faith their obligations as citizens, including all just financial obligations, especially those such as Federal, State, or local taxes that are imposed by law.

[a]=True

[b]=False





# Basic Qualification Course





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## Uniforms – Chapter 10

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### Looking Sharp

Proper wear represents professionalism.



### Key Rules of Uniform Wear

Auxiliarists must adhere to uniform policies when engaged in Coast Guard or Auxiliary programs or activities.

The uniform of the day is prescribed by the Director or elected leaders

Take care and show pride in your appearance:

- Always wear a cover when outdoors and in uniform
- Replace uniform components when they are old, worn, or “no longer serviceable”
- Do not wear soiled, un-ironed, or un-polished uniform items
- Control costs by obtaining only the uniforms you need
- Be precise, and consult the directives, and always look it up!



Rely on each other—help your shipmates. Remember that **“We represent the United States Coast Guard”**.

### Additional Guidance

#### Wearing of uniforms-

- Shirts, coats, jackets, overcoats and raincoats should be buttoned
- Windbreakers and jackets may be used with Tropical Blue and Winter Dress Blue uniforms if zipped at least 2/3 the way up
- Trousers shall not have cuffs and should touch shoe tops
- Skirt hemline will be no higher than the crease in the back of the knee nor lower than 2" below the crease
- Women may wear gold, silver or pearl earrings of round ball style or diamond studs with the Dinner Dress uniforms. Dangling or hoop earrings or jewelry or studs other than specified above shall not be through or attached to the ear, nose, tongue or any other visible body part while in uniform.
- Men cannot wear earrings.
- Religious headgear shall not be worn in place of specified uniform headgear
- Visible tattoos and body piercing may not be visible above the collar line of a Tropical Blue shirt
- Men's hair or facial hair shall be neat and clean, be away from the ears and not touch the collar.

#### Know your combinations:

- Long sleeves demand a tie
- Boat shoes only work with the ODU when on a boat
- Bowties never go with nametags or ribbons, and always go with miniatures
- Large metal insignia are for your jacket shoulder epaulets, nothing else

## UNIFORMS OF THE DAY





# Basic Qualification Course



**Operational Dress Uniform (ODU)**

- For operations when the uniform may become soiled or dirty;
- Not intended for formal occasions or office wear.



**Service Dress Blue (SDB)**

- For occasions when civilian equivalent is coat and tie;
- Not intended for occasions when it may become soiled;

**Tropical Blue ("Trops")**

- For occasions when the civilian equivalent is "business casual";
- Not intended for operations or occasions when the uniform may become soiled;
- Considered the standard "uniform of the day" in the Coast Guard.

LIKELY FIRST UNIFORMS





### Tropical Blue (“Trops”)

- Cover: Combination or Garrison
- Shirt: Short sleeve, light blue, never with tie; V-neck undershirt—no visible collar
- Insignia: Enhanced shoulder boards
- Attached: Nametag, ribbons, qualification devices
- Pants: Dark blue dress with black web belt
- Feet: Black socks and leather undecorated oxford shoes
- Uniform of the day for all occasions when a tie is not necessary, and the uniform will not be soiled



TROPICAL  
BLUE

Enhanced  
Shoulder  
Boards





## Basic Qualification Course



Authorized covers: Combination Cap or Garrison Cap

Office insignia: Enhanced Shoulder Boards

Shirt: Short sleeve CG light blue shirt

Undershirt: White v-neck (optional for women)

Belt: Black web belt, silver belt tip & silver buckle

Trousers: CG Trousers, Dress or CG Skirt, Dress\*

Footwear: Oxfords, pumps\*, or flats\* shined or optional synthetic

\* optional for women

TROPICAL BLUE

Name tag, ribbons & devices

Outwear: Windbreaker, trench coat Foul Weather Parka (limited)

Socks/Hosiery: Socks are worn with oxfords, hosiery with pumps or flats.

## Service Dress Blue (SDB)

- Cover: Combo Cover ONLY
- Shirt: Light blue, always with standard issue tie
- Jacket: Dress blue jacket with silver buttons
- Insignia: Enhanced shoulder boards on shirt, lace and shield on jacket cuffs
- Uniform of the day for all occasions when civilian equivalent is tie and jacket





Authorized Combination Cap covers:  
Office insignia: Sleeve lace & shoulder boards on light blue shirt



# SERVICE DRESS BLUE

Shirt: CG light blue shirt short or long sleeve  
Undershirt: White v-neck (optional for women)  
Belt: Black web belt, silver belt tip & silver buckle  
Trousers: CG Trousers, Dress or CG Skirt, Dress\*  
Footwear: Oxfords, pumps\*, or flats\* shined or optional synthetic



Jacket: Service Dress Blue jacket  
Name tag, ribbons & devices  
Tie:  
Men: CG Four-in-hand  
Women: Blue tab tie  
Outwear:  
Windbreaker, trench coat  
NNN  
Socks/Hosiery:  
Socks are worn with oxfords, hosiery with pumps or flats.

\* optional for women

Authorized Combination Cap covers:  
Office insignia: Sleeve lace & shoulder boards on light blue shirt



# SERVICE DRESS BLUE

Shirt: CG light blue shirt short or long sleeve  
Undershirt: White v-neck (optional for women)  
Belt: Black web belt, silver belt tip & silver buckle  
Trousers: CG Trousers, Dress or CG Skirt, Dress\*  
Footwear: Oxfords, pumps\*, or flats\* shined or optional synthetic



Jacket: Service Dress Blue jacket  
Name tag, ribbons & devices  
Tie:  
Men: CG Four-in-hand  
Women: Blue tab tie  
Outwear:  
Windbreaker, trench coat  
NNN  
Socks/Hosiery:  
Socks are worn with oxfords, hosiery with pumps or flats.

\* optional for women

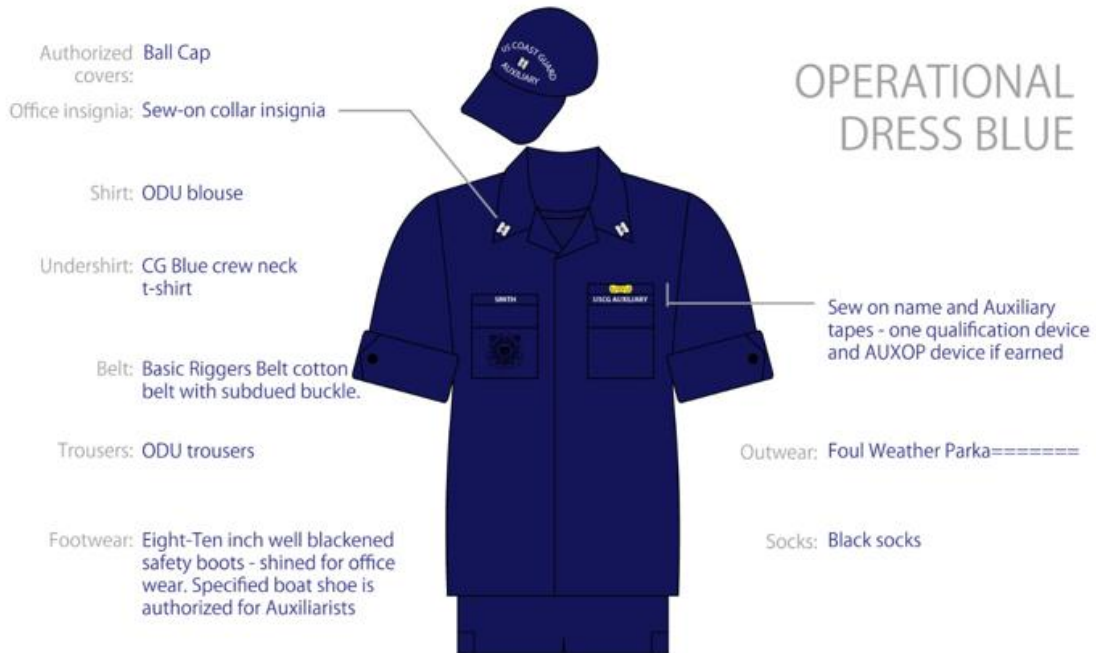


# Basic Qualification Course



## Operational Dress Uniform (ODU)

- Cover: ODU ball cap, with member or office insignia
- Shirt: Dark blue crew-neck tee shirt under dark blue ODU blouse
- Insignia: sew-on cloth office (with black “A”) or member devices
- Attached: Sew-on name and “USCG Auxiliary”, 1 sew-on qualification device
- Pants: Dark blue ODU trousers with black “riggers” belt; bloused on boots
- Feet: Black work socks and hard-toe black leather boots
- Uniform of the day in working situations or whenever there is a chance of the uniform becoming soiled







### Additional Uniform Options

Authorized Combination Cap covers: or Garrison Cap  
Office insignia: Collar insignia



### WINTER DRESS BLUE

Shirt: Winter Dress Blue shirt (CPO shirt)  
Undershirt: White v-neck (optional for women)

Belt: Black web belt, silver belt tip & silver buckle

Trousers: CG Trousers, Dress or CG Skirt, Dress\*

Footwear: Oxfords, pumps\*, or flats\* shined or optional synthetic

\* optional for women



Name tag, ribbons & devices

Tie: CG Four-in-hand for men & women

Outwear: Windbreaker, trench coat Foul Weather Parka (limited)

Socks/Hosiery: Socks are worn with oxfords, hosiery with pumps or flats.

### BLUE BLAZER OUTFIT





# Basic Qualification Course



VESSEL  
EXAMINER  
POLO

OPERATIONAL  
POLO



AUX. UNIQUE  
ITEMS

MARKET  
ITEMS





## Straighten your “Gig” Line

There is an imaginary line that connects the buttons on your shirt, the edge of your belt buckle, and the zipper of your trousers.

Make sure it is straight!



## Mission Uniform Requirements

### ***Boat Crew***

- Operational Dress Uniform (ODU)

### ***Mobile Radio Facility Operations and Shore Side Harbor Patrols***

- Working or Undress Uniforms, including ODU
- Hot Weather Uniform
- Jump Suit

### ***Vessel Examiners (VE)***

- ODU, Working, Undress, Jump Suit, Hot Weather
- VE Polo Shirt with Working Blue, ODU, Hot Weather Uniform

### ***Pilots, Air Observers and Aircrew***

- Service Dress Blue, Tropical Blue, Undress Blue (Alpha), Winter Dress Blue

### ***Recreational Boating Safety Visitation Program***

- Service Dress Blue, Tropical Blue Uniform

### ***Public Affairs Events***

- Service Dress Blue, Tropical Blue Uniform, ODU

### ***Combination Cap (Men)***

- Most uniforms except ODU, Blue Blazer and Jump Suit Uniforms

## For Something More Formal

- Only wear the combo cover
- Wear a white six-button shirt
- Swap the blue necktie or collar tab for a black bow tie (men) or collar tab (women)



## Basic Qualification Course



- Never wear a nametag
- Wear only miniature medals and qualification devices, no ribbons at all
- Uniform of the day at formal occasions when civilian equivalent calls for a tuxedo.

### Procurement and Disposal of Uniforms

Procure uniforms from:

- Coast Guard Exchanges or Uniform Stores
- Coast Guard Uniform Distribution Center
- Commercial sources (other than ball caps and be careful)

Disposing of uniforms:

- Useable uniforms may be given or sold to other Auxiliarists.
- Disposal is required when uniform items are worn or excessively faded.
- Any marking or identification sewn or stamped onto the uniform, which would identify an item as a Coast Guard or Auxiliary uniform item, shall be removed before disposal.

Notes:

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## Progress Check – Chapter 10

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Which is the Uniform of the Day for all occasions when a tie is not necessary and the uniform will not be soiled?

- [a]=Operational Dress Uniform
- [b]=Tropical Blue
- [c]=Service Dress Blue
- [d]=Winter Dress Blue

Which is the Uniform of the Day for all occasions when civilian equivalent is tie and jacket?

- [a]=Tropical Blue
- [b]=Service Dress Blue
- [c]=Dinner Dress Blue
- [d]=Operational Dress Uniform

Which is the Uniform of the Day in working situations or whenever there is a chance of the uniform becoming soiled?

- [a]=Operational Dress Uniform
- [b]=Service Dress Blue
- [c]=Tropical Blue

The imaginary line that connects the buttons on your shirt, the right edge of your belt buckle, and the zipper of your trousers must be straight at all times. This line is called what?

- [a]=Uniform Line
- [b]=Squall Line
- [c]=Shirt Line
- [d]=Gig Line

Which of the following is NOT a good source of information on wearing the Coast Guard uniform?

- [a]=Auxiliary Manual, Chapter 10
- [b]=Knowledgeable Shipmates
- [c]=Air Force Uniform Regulations
- [d]=Your District Material Center Staff



## Basic Qualification Course



Select the only correct combination of uniform parts (three of the four options shown are incorrect).

- [a]=Miniature medals and neckties
- [b]=Short sleeves and neckties
- [c]=Long sleeves and open collars
- [d]=Miniature medals and bow ties

Which uniform is it acceptable to wear a garrison cover?

- [a]=Service Dress Blue
- [b]=Tropical Blue
- [c]=Dinner Dress Blue
- [d]=Operational Dress Uniform

Which of the insignia described below is most junior?

- [a]=Silver Bar
- [b]=Gold Bar
- [c]=Silver Eagle
- [d]=Gold Oak Leaf

Which of the insignia described below is most senior?

- [a]=Gold Bar
- [b]=Two equally sized 1/4 inch stripes with one 1/8 inch stripe
- [c]=Two Silver Bars
- [d]=One Silver Bar

What is the difference between a red and blue/silver "A" on Auxiliary insignia?

- [a]=The Red "A" indicates that an officer has been appointed, the blue or silver "A" indicates that the officer has been elected.
- [b]=The Red "A" indicates that an officer has been elected, the blue or silver "A" indicates that the officer has been appointed.
- [c]=The Red "A" is used by all officers, the blue or silver "A" is used by all non-officer members.
- [d]=The Red "A" indicates that the Auxiliarist was a prior active duty officer, the blue or silver "A" indicates that the Auxiliarist was not prior active duty.



# Basic Qualification Course





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## Auxiliary Recognition and Awards – Chapter 11

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### Uniforms, Awards, and Ceremonies

Auxiliarists in AP status are authorized to obtain and wear the Auxiliary uniform with proper devices and insignia of the current or highest past office held.

Auxiliarists may wear ribbons and medals, as part of the uniform, as tangible evidence of certain awards received. It is important to note that ribbons and medals are worn in a prescribed order of precedence rather than in order of receipt. The proper sequence of ribbons worn can be established using the Auxiliary Ribbon Checker website at this link: <http://ribbons.cgaux.info/cgi-bin/ribbons.pl>

Auxiliarists who provide documentation (**DD Form 214 or equivalent**) for U.S. military awards that are listed in Chapter 11 of the Auxiliary manual, may wear the corresponding badges, ribbons, and/or medals in accordance with Auxiliary uniform regulations.

Auxiliarists authorized foreign awards may be worn provided at least one U.S. military or Auxiliary award is worn.

Auxiliarists in AP status may fly the Auxiliary Ensign on any currently inspected facility that displays a current facility decal, including vessel, aircraft, or radio facilities. They may also fly the Auxiliary Ensign on their own vessels that are not offered/accepted for use as long as the vessel has successfully completed a Vessel Safety Check (VSC) and displays a current VSC decal. While underway, at least one Auxiliarist must be on board when flying the Auxiliary Ensign. Auxiliarists in AP status may also fly the Auxiliary Ensign on or near buildings or homes in which such facilities are located or in which the Auxiliarist resides.

Auxiliarists in AP status may earn and wear appropriate Auxiliary and Coast Guard awards if they meet established award criteria. Appropriate AUXDATA entries shall be made to reflect these awards.

Auxiliarists in AP status may participate on Auxiliary committees (e.g., Flotilla Change of Watch committee).

Auxiliarists in AP status may participate in Auxiliary ceremonial events (e.g., Emcee of a Change of Watch; member of an Auxiliary color guard).





### Auxiliary Awards

Auxiliarists, as volunteers, receive no direct compensation for the many hours of time and effort they donate to the Coast Guard.

The recognition of an Auxiliarists service, through the presentation of timely and appropriate awards, is essential to the success of the Auxiliary program.

Medals and awards will be worn as prescribed in the Coast Guard Medals and Awards Manual, COMDTINST M1650.25 (series).

As with any aspect of Auxiliary service records, it is the incumbent responsibility of each Auxiliarist to ensure that timely, complete, and accurate changes are made to them.

Auxiliarists are therefore highly encouraged to provide the Director with a copy of any award (i.e., certificate and/or citation) as soon as practicable after their receipt of such.

### Auxiliary Qualification Awards

- AUXOP Device
- Auxiliary Coxswain Insignia
- Auxiliary Aviator Insignia
- Auxiliary Air Crew Insignia
- Marine Safety Insignia
- Coast Guard Recruiting Badge
- Auxiliary Personal Watercraft Insignia
- Boat Force Operations Insignia
- Auxiliary Cutterman Insignia
- Auxiliary Recreational Boating Safety Insignia





Auxiliary Awards

*Auxiliary Distinguished Service Medal (ADSM)*

*Auxiliary Legion of Merit (ALOM)*

*Auxiliary Plaque of Merit (APOM)*

*Auxiliary Meritorious Service Medal (AMSM)*

*Auxiliary Medal of Operational Merit (AMOM)*

*Auxiliary Commendation Medal (ACM)*

*Auxiliary Achievement Medal (AAM)*

*Auxiliary Letter of Commendation Ribbon (ACLOC)*

*Auxiliary Sustained Service Award*

*Commandant's Letter of Commendation*

*Auxiliary Humanitarian Service Award (HSA)*

*Auxiliary Annual Service Performance Award Recruiting Service*

*Auxiliary Specialty Training Ribbon*

*Auxiliary Operational Excellence*

*Auxiliary Operations Program*

*Auxiliary Marine Safety Trident Specialty*

*Auxiliary Examiner Program*

*Auxiliary Instructor Program*

*Auxiliary Public Affairs Specialty*

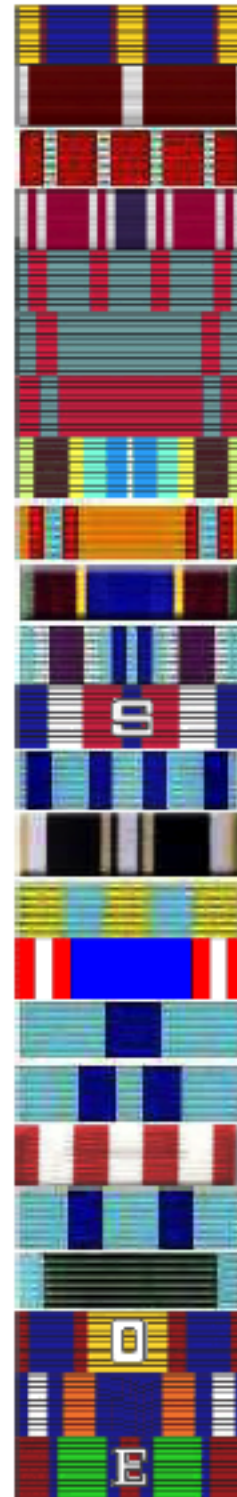
*Auxiliary Membership Service Award*

*Auxiliary Flotilla Meritorious Achievement Award*

*Auxiliary Operations Service*

*Auxiliary Examinations/Marine Dealer Visitation*

*Auxiliary Public Education*





### Coast Guard Unit and Service Awards

The Coast Guard issues unit and service awards that Auxiliarists are eligible to receive and wear.

Award eligibility criteria are described in the Coast Guard Medals and Awards Manual, COMDTINST M1650.25 (series).

*Presidential Unit Citation*

*Coast Guard Unit Commendation*

*Coast Guard Meritorious Unit Commendation*

*Coast Guard Meritorious Team Commendation*

*Coast Guard Bicentennial Unit Commendation*

*Special Operations Service Ribbon*

*Coast Guard Recruiting Service Ribbon*



### Applicable Non-Military Awards

Auxiliarists are eligible to receive and wear certain non-military awards:

*Secretary of Transportation's Outstanding Unit Award*

*Department of Transportation 9-11 Guardian Medal*

*Department of Transportation 9-11 Medal*

*Transportation 9-11 Ribbon*



### Making a Recommendation

Military and Coast Guard civilian personnel are highly encouraged to make Auxiliary award recommendations, and may submit them directly to the appropriate chain of command.

Any Auxiliarist may make an Auxiliary award recommendation via the chain of leadership and management to the designated Auxiliary awarding elected or appointed leader for consideration of all listed awards [except the Auxiliary Distinguished Service Medal (ADSM), Auxiliary Legion of Merit (ALOM), Auxiliary Plaque of Merit (APOM), and the Flotilla Meritorious Achievement].



## Basic Qualification Course



### Procurement of Awards

Any initial award issue should be provided through the Coast Guard at no cost to the Auxiliarist.

Auxiliarists may purchase replacement Auxiliary ribbons, medals, and devices, for all appropriate awards and qualifications, from the AUXCEN through established district channels.

Replacement Coast Guard awards may be purchased through Department of Defense/Coast Guard exchanges or through the Coast Guard Uniform Distribution Center in Woodbine, NJ.

### Manner of Wearing Miniatures and Ribbon Attachments

Most Auxiliary awards, except the Specialty Award, have a corresponding miniature medal.

When an award has no miniature medal, Auxiliarists may not wear the ribbon alone on dinner dress uniforms.

Auxiliarists should wear only miniature medals and devices on dinner dress uniforms.

Auxiliarists may wear the AUXOP and past officer devices on dress uniforms.

Auxiliarists are not authorized to wear anchors, the letters "X" and "V", and numerals on any Coast Guard or Auxiliary ribbons. Auxiliarists should remove these attachments from any existing Coast Guard or Auxiliary ribbons.

Notes:

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### Auxiliary Miniature Medals



**Auxiliary Distinguished Service Medal**



**Guardian Medal**



**Auxiliary Legion of Merit**



**Auxiliary Plaque of Merit**



**Auxiliary Meritorious Service Medal**



**Medal of Operational Merit**



**Auxiliary Commendation Medal**



**Transportation 9/11 Medal**



**Auxiliary Achievement Medal**



**Auxiliary Commandant Letter of Commendation**



**Sustained Auxiliary Service Award**



**Auxiliary Humanitarian Service Award**



**Operations Program Medal**



**Examiner Program Medal**



**Instructor Program Medal**



**Auxiliary Member Service Medal**



**Flotilla Meritorious Achievement Medal**



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## Progress Check - Chapter 11

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The Coast Guard issues unit and service awards that Auxiliarists are eligible to receive and wear:

[a]=True

[b]=False

Auxiliarists in AP status are entitled to fly the Auxiliary ensign:

[a]= On any currently inspected facility that displays a current facility decal, including vessel, aircraft, or radio facilities

[b]= On their own vessels that are not offered/accepted for use as long as the vessel has successfully completed a Vessel Safety Check (VSC) and displays a current VSC decal

[c]= All are correct

Choose the best answer. Auxiliarists are eligible to receive and wear certain non-military awards. They are:

[a]=Department of Transportation 9-11 Guardian Medal

[b]=Department of Transportation 9-11 Medal

[c]=Secretary of Transportation's Outstanding Unit Award

[d]=All are correct

Any Auxiliarist may make an Auxiliary award recommendation via the chain of leadership and management to the designated Auxiliary awarding elected or appointed leader for consideration of all listed awards [except the Auxiliary Distinguished Service Medal (ADSM), Auxiliary Legion of Merit (ALOM), Auxiliary Plaque of Merit (APOM), and the Flotilla Meritorious Achievement].

[a]=True

[b]=False

Medals and awards will be worn as prescribed in the:

[a]= Guide to United States Military Awards

[b]= Coast Guard Medals and Awards Manual

[c]= Auxiliary Medals Reference Guide

Most Auxiliary awards, except the Specialty Award, have a corresponding miniature medal .

[a]=True

[b]=False



## Basic Qualification Course



Any initial award should be provided through the Coast Guard at no cost to the Auxiliarist .

[a]=True

[b]=False

It is important to note that ribbons and medals are worn in a prescribed order of precedence rather than in order of receipt.

[a]=True

[b]=False

Auxiliarists may wear the AUXOP and past officer devices on dress uniforms.

[a]=True

[b]=False

Auxiliarists who provide documentation for U.S. military awards that are listed in Chapter 11 of the Auxiliary manual, may wear the corresponding badges, ribbons, and/or medals in accordance with Auxiliary uniform regulations.

[a]=True

[b]=False

Notes:

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## Customs, Courtesy, & Protocol for Auxiliary Units & Auxiliarists – Chapter 12

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Good Relationships Begin with Respect.

Combine appropriate greeting and appropriate model of address:

- “Good morning, Senior Chief”, “Good afternoon, Mr. Welch”, “Good evening, Commodore”
- Greet (and salute, if outside/applicable) the most senior officer present;

When communicating verbally:

- Admirals, Captains, Commanders, Commodores addressed by title
- All other officers are addressed as “Mr.,” “Ms.,” “Sir,” or “Ma’am”
- Chief, Senior Chief, Master Chief are all addressed by rank
- Petty Officers are addressed as “Petty Officer”

Auxiliarists sometimes communicate more informally.

Always politely and cheerfully return a greeting given to you.

### Overview of the Officer Corps

In the Coast Guard, Commissioned Officers in grades O-1 through O-10 are referred to as Unrestricted Line Officers.

While Line Officers develop specific career paths, they are considered generalists, serving as leaders in many fields.

Warrant Officers apply their enlisted training, and are considered specialists.

Grade – The position of an officer within the officer corps; in the Coast Guard, the grades are divided into four categories.

- Warrant Officers
- Junior Officers
- Senior Officers
- Flag Officers





### Table of Coast Guard Officers

Warrant Officers					Junior Officers				Sr Officers		Flag Officers			
W-1	W-2	W-3	W-4	W-5	O-1	O-2	O-3	O-4	O-5	O-6	O-7	O-8	O-9	O-10
	CWO2	CWO3	CWO4		ENS	LTJG	LT	LCDR	CDR	CAPT	RDML	RADM	VADM	ADM
	Mr./Ms.	Mr./Ms.	Mr./Ms.		Mr./Ms.	Mr./Ms.	Mr./Ms.	Mr./Ms.	CDR	CAPT	Admiral	Admiral	Admiral	Admiral
	Used in the CG				Used in the CG									

Summary of active and reserve Coast Guard officers from most junior (left) to senior (right).

- Row One explains a grouping (Warrant, Junior, Senior, or Flag);
- Row Two is the grade (W-2 to W-4 and O-1 to O-10);
- Row Three is the abbreviation (CWO2 Jones, CDR Smith, etc.);
- Row Four shows how the officer is properly addressed (Mr. Jones or Commander Smith);
- Row Five shows the ranks and grades that are used in the Coast Guard.

### Warrant Officers

Formally addressed as Mr./Ms. or Sir/Ma'am.

Warrant Officers are commissioned officers as well.

They are former enlisted personnel with unique expertise.



Chief Warrant Officer 2  
(CWO2) W-2



Chief Warrant Officer 3  
(CWO3) W-3



Chief Warrant Officer 4  
(CWO4) W-4



# Basic Qualification Course

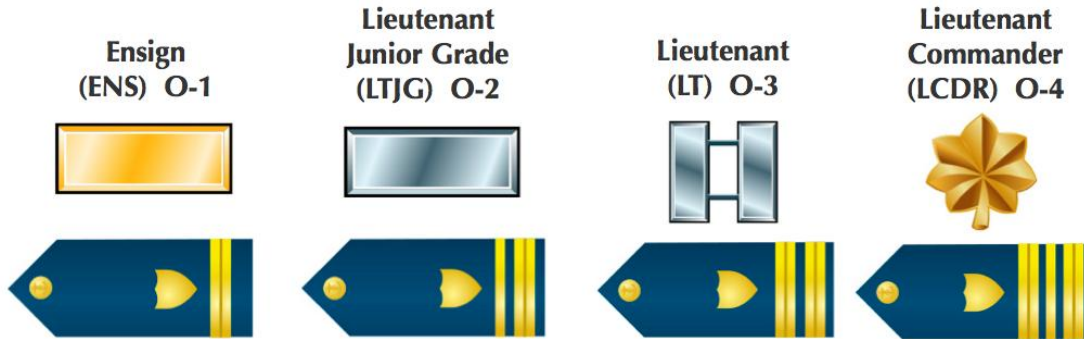


## Junior Officers

Formally addressed as Mr./Ms. or Sir/Ma'am

A LTJG may be introduced as "Lieutenant"

A LCDR may be introduced as "Commander"



## Senior Officers

Formally addressed by rank

"Commander" or "Captain"



## Flag Officers (Admirals)

Formally addressed as "Admiral"





### Determining Seniority

#### Warrant Officers

- Pictographic insignia worn on the left collar of the shirt, and on the SDB sleeves indicates technical specialty.
- Warrant Officer sleeves and shoulder board stripes have blue breaks over the gold. The “Five Minus Blue Rule” of determining seniority is such that when you subtract the # of blue breaks from the #5; the result equals the grade.

#### Line Officers

- The more stripes on the sleeve or shoulder, the more senior the officer.
- If the officer rank device is similar, silver will always outrank gold (for single bars and oak leaves).

### Comparative Officer Ranks

Ranks are different among the uniformed services:

- Naval (USCG, USN),
  - USPHS and NOAA officers as well;
- Armed (USA, USAF, USMC).

Grade remains the same across all services.

#### Insignia:

- USCG and USN use shoulder and sleeve stripes and metal insignia;
- USA, USAF, and USMC only use metal devices;

Grade	Naval	Armed
O-1	Ensign	2 <sup>nd</sup> Lieutenant
O-2	Lt Junior Grade	1 <sup>st</sup> Lieutenant
O-3	Lieutenant	Captain
O-4	Lt Commander	Major
O-5	Commander	Lieutenant Colonel
O-6	Captain	Colonel
O-7	Rear Admiral (Lower Half)	Brigadier General
O-8	Rear Admiral (Upper Half)	Major General
O-9	Vice Admiral	Lieutenant General
O-10	Admiral	General



## Basic Qualification Course



### Auxiliary and Active Duty Officers?

Active duty (and reserve) officers are military personnel holding command authority in the form of commissions granted by the President of the United States.

Auxiliary officers are organizational and functional leaders, but are elected or appointed to their positions, not commissioned at a military rank, and consequently do not hold military-style command authority.



### Coast Guard Auxiliary Officers

Auxiliary Officers hold office, perform duties, and wear military style officer insignia, but they do not hold commissioned military rank.

Auxiliarists wear the insignia of the highest office held.

Auxiliarists are promoted when there is an opening at a higher level to which they are either elected or appointed.

Staff Officers are appointed by a unit leader to perform the unit's staff duties or lead a staff program area.

Elected Officers are selected by their peers, and are the unit commanders of Flotillas, Divisions, Sectors, Districts, and the Auxiliary nation-wide.

Auxiliary leadership relies heavily on the ability of the leader to motivate and find consensus more so than it does on "rank".



### Coast Guard Auxiliary Officers

#### Auxiliary Officers' Insignia

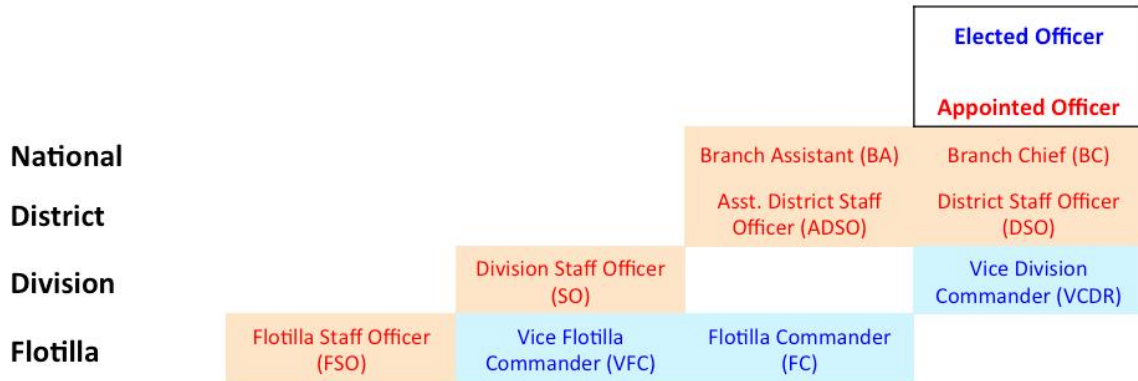
Auxiliary insignia are similar to active duty, with silver shoulder boards, sleeve lace, and buttons instead of the gold worn by active and reserve Coast Guardsmen.

Staff Officers wear a red "A" on officer insignia.

All other officers and members wear a silver "A" on their sleeves and shoulder boards, and a blue "A" on their metal insignia.



### Auxiliary Junior Officers



Insignia

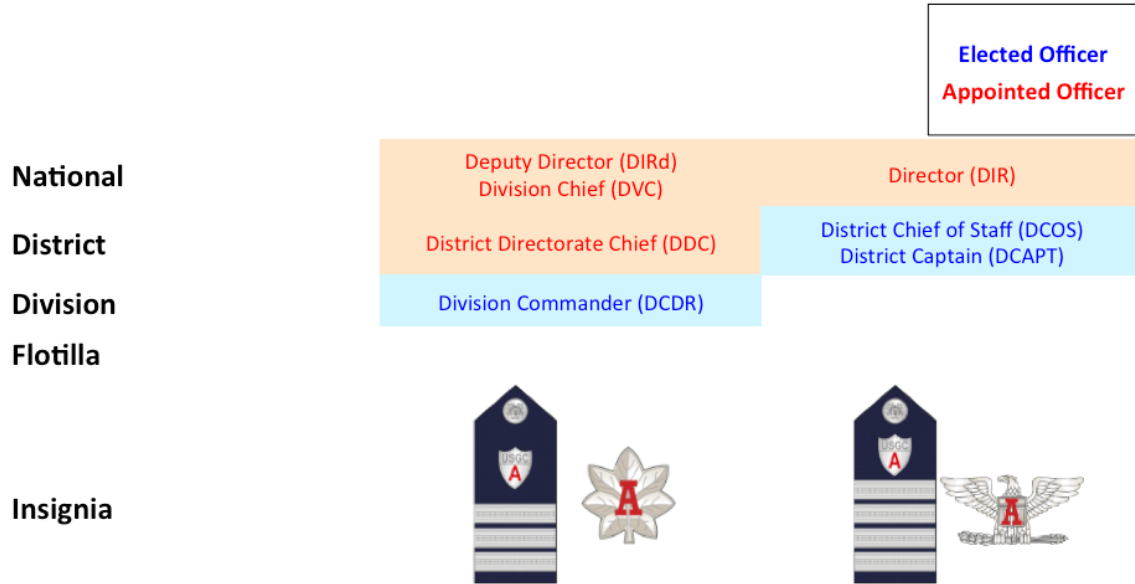




# Basic Qualification Course



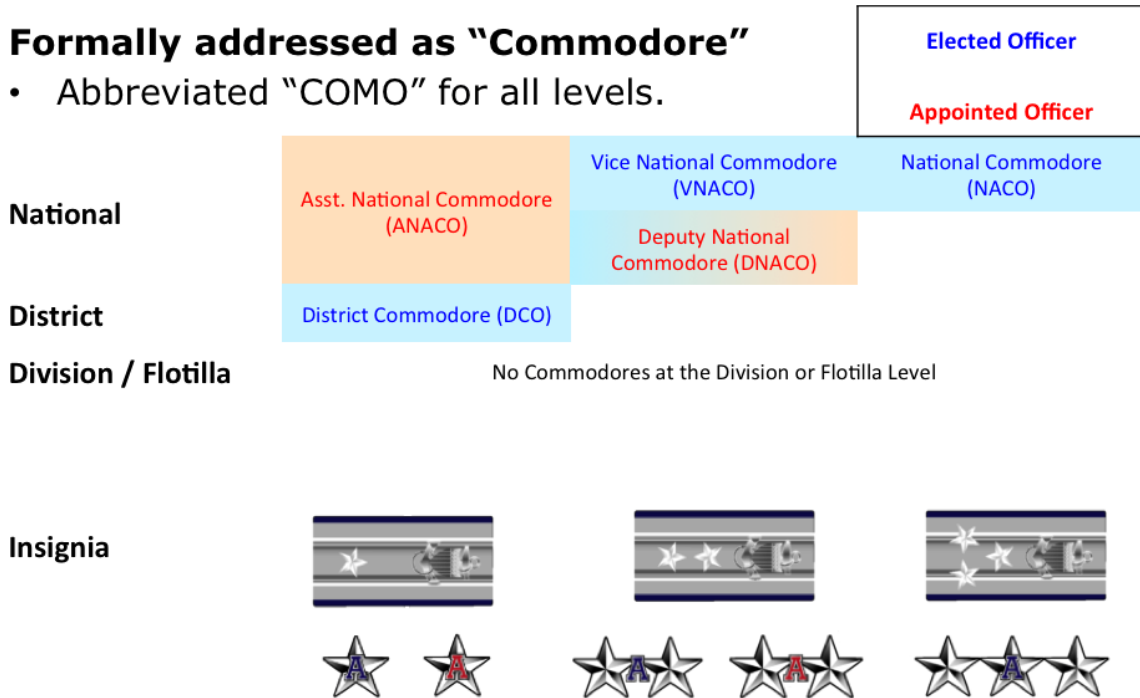
## Auxiliary Senior Officers



## Auxiliary Flag Officers (Commodores)

### Formally addressed as "Commodore"

- Abbreviated "COMO" for all levels.





### Auxiliary Specific Devices

#### Auxiliary Cap Device

- Worn in the same fashion as the Coast Guard Officer cap device;
- Larger size is used with the combination cover; Smaller is used with the garrison cover.
- Never worn on the ODU ball cap.



#### Past Officer Device

- After serving as an officer at one level, Auxiliarists may serve in another assignment without a promotion;
- Wears the insignia of the highest office held in the past;
- The “Past Officer Device” may be worn on the right breast pocket.



### Enlisted Ranks and Grades

The Career Compensation Act of 1949 established uniform pay grades for officers and enlisted personnel in all military services.

This law requires that the pay in a given grade must be the same, regardless of service.

By and large, ranks and grades in the U.S. Military services are direct descendants from the British structure.

There are nine grades in the enlisted ranks (E-1 to E-9).

There is one ceremonial “E-10”, who is the Senior Enlisted member in each of the services.

The military services USCG, USN, USMC, USA, and USAF have large enlisted workforces.

The other uniformed services (USPHS and NOAA Commissioned Corps), and the Coast Guard Auxiliary, have no enlisted corps.

### Nomenclature and Definitions

Officers have a single rate (Ensign, Captain, etc.), but enlisted combine a “rate” and “rating.”



## Basic Qualification Course



- Rate – A designation that reflects a level of aptitude, training, experience, knowledge, and skill (Example: Seaman Apprentice-SA, 3<sup>rd</sup> Class Petty Officer-PO3, Chief Petty Officer-CPO).
- Rating – The name given to a specific occupation; requires basic aptitudes related to the specialty plus training, experience, knowledge, and skills. This system applies to the Coast Guard and the Navy, and nomenclature within the two is similar.

This system applies to the Coast Guard and the Navy, and nomenclature within the two is similar:

- USMC, USA, and USAF do not have Petty Officers and Chiefs.
- USCG and USN do not have privates or sergeants.

### Table of Coast Guard Enlisted Members

"Non Rates"			Petty Officers			Chief Petty Officers			
E-1	E-2	E-3	E-4	E-5	E-6	E-7	E-8	E-9	"E-10"
SR	SA	SN	PO3	PO2	PO1	CPO	SCPO	MCPO	MCPOCG
Last Name	Last Name	Last Name	Petty Officer	Petty Officer	Petty Officer	Chief	Senior Chief	Master Chief	Master Chief

Summary of Coast Guard enlisted personnel from most junior (left) to senior (right).

- Row One explains a grouping (Non-Rate, Petty Officer, or Chief Petty Officer);
- Row Two is the grade (E-1 to E-9 + ceremonial "E-10");
- Row Three is the abbreviation (SN DeCastra, PO3 Singletary, MCPO Allen, etc.);
- Row Four shows how the individual is properly addressed (DeCastra, Petty Officer Singletary, Master Chief Allen, etc.);

### Seniority and Mentors

All grades of enlisted personnel are junior to all grades of officers.

From "left to right", most junior to most senior, the grades run E-1 to E-9, then W-2 to W-4, then O-1 to O-10. However, the typical (and wise) junior officer understands that he or she is vastly inexperienced compared to their more technically knowledgeable, but also less senior Petty Officer or Chief Petty Officer counterparts.

Choose your mentors wisely, and always remember the core value of "Respect".

### Seaman, Fireman, Airman

Regardless the number of slashes, you can distinguish a Seaman, Fireman, and Airman from one another based on the color of their rating badge.

- Seaman is the basic rate for all E-1 and most E-2 and E-3 personnel.





- Firemen are E-2 or E-3 in the engineering or damage control fields.
- Airmen are E-2 or E-3 in the aviation fields.



Seaman



Fireman



Airman

### Petty Officers

Formally address as “Petty Officer”

May also be addressed by Rate/Rating, “BM2” or “ME3”

**Petty Officer  
Third Class  
(PO1) E-4**



**Petty Officer  
Second Class  
(PO2) E-5**



**Petty Officer  
First Class  
(PO1) E-6**



### Chief Petty Officers

Formally addressed as Chief Petty Officer, Senior Chief Petty Officer, or Master Chief Petty Officer

Referred to simply as “Chief,” “Senior Chief,” or “Master Chief” in common written or verbal communications.

**Chief  
Petty Officer  
(CPO) E-7**



**Senior Chief  
Petty Officer  
(SCPO) E-8**



**Master Chief  
Petty Officer  
(MCPO) E-9**



### Master Chief Petty Officer of the Coast Guard (MCPOCG)

Each military service has one “E-10” that is the senior-most enlisted person in that branch of service.

MCPOCG is the principal advisor to the Commandant on quality of life, career development, work environment, and personal matters affecting enlisted personnel.





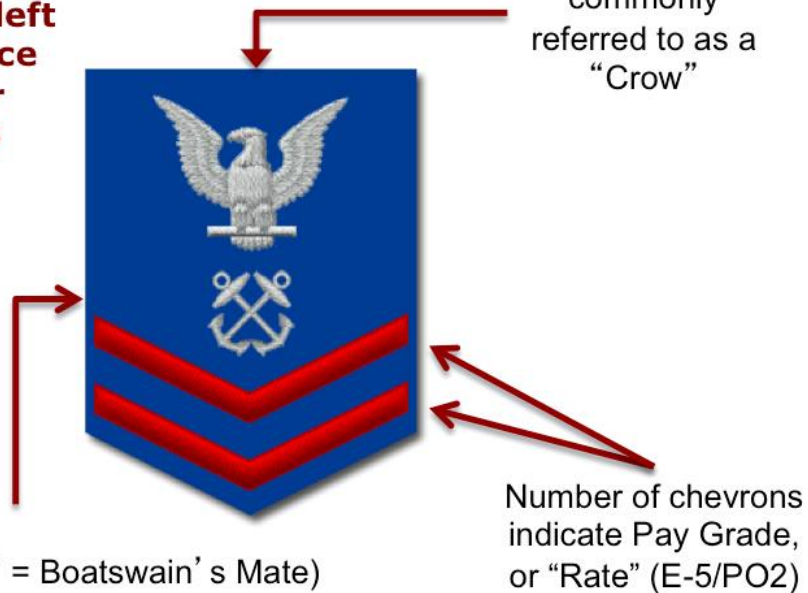
## Basic Qualification Course



Normal tour of assignment is 4 years.

### Enlisted Rating Badges

**Worn on upper left sleeve of Service Dress Blue or Dinner Dress**



### Rates and Ratings as Abbreviations

E-1 and E-2 will have no rating; most E-3 personnel have no rating either.












Personnel that have not yet earned a rating are collectively referred to as "non-rates."

E-4 through E-9 Rating designation comes first:

- E-6 ... Rating + Rate = Abbreviation ... "BM1"
- E-7 ... Rating + C = Abbreviation ... "BMC"
- E-8 ... Rating + CS = Abbreviation ... "BMCS"
- E-9 ... Rating + CM = Abbreviation ... "BMCM"



Sample USCG Enlisted Ratings

	<b><u>Aviation Maintenance Technician (AMT)</u></b> A two-bladed winged propeller.		<b><u>Electronics Technician (ET)</u></b> A helium atom about which revolve two electrons.
	<b><u>Aviation Survival Technician (AST)</u></b> A winged flaming spherical shell with parachute.		<b><u>Food Service Specialist (FS)</u></b> Crossed quill and wheat spike with a key across top.
	<b><u>Avionics Electrical Technician (AET)</u></b> A winged helium atom about which revolves two electrons.		<b><u>Gunner's Mate (GM)</u></b> Crossed gun barrels with muzzles up.
	<b><u>Boatswain's Mate (BM)</u></b> Crossed anchors with crowns down.		<b><u>Health Services Technician (HS)</u></b> A caduceus.
	<b><u>Damage Controlman (DC)</u></b> Crossed fire axe and maul with handles down and axe blade to the front.		<b><u>Information Specialist (IT)</u></b> A globe with lines of embroidery representing lines of latitude and longitude, with a French type telephone above it.
	<b><u>Electrician's Mate (EM)</u></b> A globe with lines of embroidery representing lines of latitude and longitude.		<b><u>Intelligence Specialist (IS)</u></b> Crossed quill and lightning bolt, both pointing down; pen on top with quill to the back.



## Basic Qualification Course



### Customs, Courtesy, and Protocol

Courtesy is proper consideration for the feelings and rights of others.

Protocol is the body of accepted rules of social behavior practiced by thoughtful and considerate people.

Customs and Protocol practiced in the Auxiliary are a part of ceremonial procedures that contribute dignity and color to our lives as civilian members of the Coast Guard Family.

The Auxiliary, as part of the Coast Guard Family, must observe similar customs and protocols of the Naval/Sea Services as well as the military even though Auxiliarists are civilians.

Auxiliarists are elected or appointed to positions of leadership not command or rank.

### Acknowledge and Comply

“Yes” and “No” signify acknowledgement or understanding. Examples are:

- “Yes, sir.”
- “No, ma’am.”
- “Yes, Admiral.”

“Aye-aye” signifies that you understand and will comply with a directive or request:

- “Aye-aye, Captain.”
- “Aye-aye, sir.”

These conventions are, like the formal models of address, often relaxed for Auxiliarists working together – the key is, again, to always be respectful and courteous to everyone with whom you interact.

### Saluting as a Respectful Greeting

Salute when you are outdoors, in uniform, and covered.

You must salute:

- A senior officer of a U.S. uniformed service or officer from a foreign government recognized by the United States
- A uniformed person who salutes you first



Simple rules to avoid an awkward moment

- Always keep your right hand free—no cigarettes, cell phones, or pockets for either hand
- Salute those appearing to be senior to you (more stars/stripes)
- Do not salute someone who is not in uniform
- If you are in a work party, allow the work leader to offer the salute while you carry on; be sure to salute if you are the leader

Be warm and cheerful—remember that saluting is just a respectful greeting exchanged between those in uniform!

### Saluting is Simple...

You are in uniform, outdoors, and under cover. You encounter a senior in uniform. It's time to salute.

- Look the senior in the eye with your head and body straight
- In a fluid motion, raise your right upper arm parallel with the deck and forming an acute angle with your forearm
- Lay hand flat with fingers together; finger tips just off brim of cover or eyebrows (when no brim)
- Slightly angle hand so you can see your palm
- Offer a proper greeting (“Good evening, Ma’am”, for example)
- Drop your salute when the senior has dropped his or hers
- Carry on.

Politely greet and return any salute offered to you.

Notes:

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## Proper Saluting Technique



The middle officer is correctly saluting as seen by:

- Head up, looking straight ahead (“Eyes in the boat”);
- Arm and hand straight, thumb together with your hand;
- Fingertips just off the brim of your cover



## Saluting the Colors

When colors are sounded in the morning and afternoon/evening, you are to:

- Come to attention
- Face the direction of the flag
- Hold a salute (if in uniform) until the end
- When on a military installation in a vehicle and traffic safety permits, stop and sit at attention, but do not salute.



## Moving About

Move about quickly, quietly, and without fuss:

- Allow seniors to enter doors and hatches first—clear the passageway so they may pass, and open a door if necessary
- When walking abreast to others, keep your immediate senior to your right and your immediate junior to your left
- When walking and overtaking a senior, come abreast to his/her left, salute and say “By your leave sir/ma’am”, and drop your salute and pass only when the senior acknowledges and drops his/her salute
- When in a group, juniors are an extension of the senior person; they render or return salutes with the senior person they are with
- Juniors enter boats and vehicles first so that seniors may exit first—they may have somewhere important to be afterwards

## “Attention on Deck!”

When a senior officer enters a space occupied only by his/her juniors:

- Come to the position of attention
- The first person to see the senior enter should call “Attention on Deck” if you are not alone
- Wait for the senior to instruct you to carry on

Senior officers wear three or four full stripes, or stars:

- Active duty or reserve CDR, CAPT, and Admirals
- Auxiliary DCDR or Deputy Department Chief (and some others in special cases);

Calling “Attention on deck” is not usually the custom for Auxiliarists entering a space, regardless of how senior in the organization they may be.



## Boarding and Departing a Vessel

When boarding a vessel:

- Turn to face the stern and salute the ensign before crossing the brow
- Then salute the officer of the deck and say “Request permission to come aboard.”

When departing a vessel:

- Salute the officer of the deck and ask “Request permission to leave the ship”
- Then salute the ensign after you have crossed the brow.



## Observe Meal Time Courtesy

Avoid talk of:

- **Politics**
- **Religion**
- **“Shop” –matters related to your duties.**

*When in doubt, allow the senior person present to guide conversation.*

Remove cover in eating areas, and never lay it upon the table.

Avoid sitting at the table until the most senior person at your table has already sat.

*Do not begin eating until all at the table have been served, nor should you begin until the senior person has begun.*

Avoid leaving the table until the senior person has done so.





## Courtesy in your Correspondence

### Informal (e-mail):

- Begin messages with the proper model of address;
- Complimentary closing to seniors is “Very respectfully,” also abbreviated “v/r,”
- Complimentary closing to juniors can be “Respectfully,” also abbreviated “r/”.

Consult the Coast Guard Correspondence Manual - COMDTINST M5216.4 (Series) for details about formal correspondence (memos, letters, etc.).

U.S. Department of Transportation  
United States Coast Guard

Commandant  
United States Coast Guard

2100 Second Street, S.W.  
Washington, DC 20593-0001  
Staff Symbol: G-CIM  
Phone: (202) 267-4129  
Fax: (202) 267-1233  
E-mail:

5216  
3 Jan 2000

**MEMORANDUM**

From: B. Parker-Jones  
COMDT (G-CIM)

To: CGPC-cpm

Subj: HOW TO PREPARE A MEMORANDUM

Ref: (a) The Coast Guard Correspondence Manual, COMDTINST M5216.5

1. This format replaces the Coast Guard basic letter. The memorandum is for official correspondence within Coast Guard and other departmental operating administrations, Department of Defense units, and other federal agencies. Use names, titles, or staff symbols in the *From*, *To*, and *Thru* lines as local practice dictates.

2. Officials should sign after the name, title or staff symbols that appear in the *From* line. This eliminates the need for a signature block at the end of the correspondence. Place the number symbol (#) centered two lines below the last paragraph indicating "The End."

3. If you have several addressees, you may substitute a *Distribution* line for the *To* line. Type *Distribution* in the *To* line. Then type *Dist:* at the left margin on the second line below the enclosure, if any, or the #. Starting two spaces to the right of the colon, list all action addressees. Whether including the addressees in the "*To*" line or at the end, you may list them either horizontally or vertically, separating them with a semicolon. Examples: CGCP-cpm; HSC(1); MSO Galveston; COMDT (G-CIM).

4. Be aware when addressing Headquarters memos or using organizational names alone. Some offices located in different directorates may have very similar organizational names. Avoid misrouting by using the staff symbol, e.g. (G-CIM).

5. *Thru* addressees may approve without comment by putting their initials and a date in the *Thru* line. An alternative is to prepare an endorsement as though endorsing a memorandum. See Chapter 4 for further information.

## Funeral Services

The family of the deceased governs the extent of Auxiliary participation in funeral services.

Any Auxiliarist having knowledge of the death of a fellow Auxiliarist should notify the Flotilla Commander without delay.



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## Progress Check - Chapter 12

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Which of the items below is an **absolutely incorrect** behavior while in uniform?

- [a]=At mealtime, do not sit until the senior person has sat, and do not begin eating until the senior person begins first.
- [b]=Embrace talk of politics or religion in order to get to know your shipmates better.
- [c]=If outdoors in uniform when colors are sounded, face the direction of the flag, salute, and hold until the music stops.
- [d]=Stand at attention (no hand over heart) if in uniform when the Pledge of Allegiance is recited indoors.

Which of the following is an **incorrect** statement concerning Auxiliary officers?

- [a]=Auxiliary officers are organizational and functional leaders
- [b]=Auxiliary officers do not hold military-style command authority
- [c]=Auxiliary officers are elected or appointed to their positions
- [d]=Auxiliary officers are granted commissions by the President of the United States

Which insignia described below indicates a Second Class Petty Officer?

- [a]=Two chevrons on the Service Dress Blue sleeve.
- [b]=One chevron on the Service Dress Blue sleeve.
- [c]=Three chevrons with one rocker on the SDB sleeve.
- [d]=Three chevrons on the Service Dress Blue sleeve.

PO2 (E-5) + Boatswains Mate (BM) =

- [a]=Boatswains Mate Second Class (BM2)
- [b]=Boatswains Mate Fifth Class (BM5)
- [c]=Boatswains Mate Petty Officer
- [d]=Boatswain Petty Officer

When walking outside and in uniform, in which side should you keep everyone senior to you?

- [a]=Seniors to your left
- [b]=Seniors to your right
- [c]=Seniors behind you
- [d]=Seniors either to left or right, but never behind you



You are an Auxiliary Member (no office); you are outdoors at 0900 when you approach a Lieutenant Junior Grade (LTJG). Which of the behaviors below would be **absolutely incorrect**?

- [a]=You stop walking and wait to be acknowledged.
- [b]=Between 20 and 6 paces away, you render and hold a salute, look directly at the LTJG, and say "Good morning, Ma'am [Sir]."
- [c]=The LTJG returns your salute, greets you, and drops her salute.
- [d]=You drop your salute and carry on.

You are a Flotilla Staff Officer (FSO); you are indoors at 2000 when you approach a District Commodore (DCO), Rear Admiral (RADM), and District Captain (DCAPT). Which of the behaviors below would be **absolutely incorrect**?

- [a]=You face the RADM and politely say "Good evening, Ma'am [Sir]."
- [b]=The RADM and others present will likely return your greeting.
- [c]=You carry on with a respectful conversation in which you allow the senior person to lead the discussion.
- [d]=You first face the DCO and politely say "Good evening, Sir."

You are a FSO; you are outdoors at 1210 when you approach a non-rate. He salutes and greets you. Which of the behaviors below would be **correct**?

- [a]=Carry on.
- [b]=Look directly at him, return the salute and greet, "Good afternoon."
- [c]=Avoid returning his salute because he is active duty and you are not.
- [d]=Shake his hand .

Which of the following is an **incorrect** statement regarding the proper wear of ribbons?

- [a]=Ribbons and large medals are worn on the Tropical Blue uniform
- [b]=They are worn in the prescribed order of precedence
- [c]=Foreign award ribbons may be worn if accompanied by at least one military or Auxiliary ribbon
- [d]=Wear of unauthorized ribbons constitutes "Theft of Valor" and is unacceptable behavior

A Coast Guard active duty Captain is senior to a Coast Guard active duty Commander.

- [a]=True
- [b]=False



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## Additional Reference Materials

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### Auxiliary Manual – COMDINST 16790.1(series)

- Policy for Electronic Projections and Related Presentations for Public Education Courses – [AUXMAN – Appendix A]
- Policy for Electronic Projections and Related Projections for Member Training and Briefs [AUXMAN – Appendix B]
- Election Eligibility [AUXMAN – Appendix C]
- Prohibited Source Analysis and Determinations [AUXMAN – Appendix D]
- Requirements for District Corporations [AUXMAN – Appendix E] Auxiliarist-of-the-year and Commodore Greanoff Inspirational leadership Award Nomination Package Format TSF-1 [AUXMAN – Appendix F]
- Geographical Alignment of Coast Guard Areas and Districts, and Auxiliary Areas, Districts, and Regions. [AUXMAN – Appendix G]
- Military Ranks and Government Civil Service Equivalents [AUXMAN–Appendix H]
- Quick Reference [AUXMAN – Appendix I]
- List of Acronyms [AUXMAN – Appendix J]

### Policy for Electronic Projections & Related Presentations for Public Education

The availability of new technology for producing electronic presentations (videos and Power Point presentations), and related teaching aids, provide solid opportunities for the Auxiliary to increase the effectiveness of classroom instruction, but also raise new challenges.

It is necessary to adhere both policy and guidelines for development, distribution, and use of this technology to capture the benefits yet avoid infringement of copyright material or dissemination of incorrect information.

### Policy for Electronic and Related Projections for Member Training

New technology lends itself to the creation of electronic projections and related presentations for member training (MT).

It is also extensively applied in the development of briefings for use within the chain of leadership and for many official purposes.

Creators of electronic projections and related presentations for use in MT and briefing venues must diligently avoid unintended infringement upon another's copyright.



Although creation and sharing of such materials are acceptable, Auxiliarists who develop them must be careful to remain within Commandant policy, direction, and guidance, as well as within Auxiliary policy to ensure materials present accurate and complete information.

### Election Eligibility

Appendix C of the Auxiliary manual provides election eligibility criteria and related information pertaining to flotilla, division, district, and National level leaders.

With DCO concurrence and Director approval, flotillas and divisions may hold elections without regard to the date of the district election. This allows more flexibility for divisions/flotillas that do not have candidates for higher office at the next level (district for division, division for flotilla) to hold their elections early each year, and better enables them to meet end-of-year commitments.

### Prohibited Source Analysis and Determinations

Appendix D of the Auxiliary manual provides pertinent information to aid Auxiliarists in analyzing and determining prohibited sources of gifts.

- Defining a Gift
- Defining a Prohibited Source
- Exemptions

### Requirements for District Corporations

Appendix E of the Auxiliary manual provides requirements for District Corporations. Further information is provided on the following topics:

- Articles of Organizational Policies
- By-Law Provisions
- Insurance Requirements as Applicable
- Tax Requirements
- Written Exclusive Use Agreement as Applicable E]

### Auxiliarist-of-the-year and Commodore Greanoff Inspirational Leadership Award

Appendix F of the Auxiliary manual provides samples of the submission packages and formats to recommend auxiliarists for either the Auxiliarist-of-the-year or the Commodore Greanoff Inspirational leadership Award.

### Geographical Alignment of Coast Guard Areas

The geographic boundaries of the Coast Guard and the Coast Guard Auxiliary districts align directly as outlined in 33 CFR 3.



## Basic Qualification Course



Appendix G of the Auxiliary manual describes these divisions and alignments:

- First Coast Guard District
- Fifth Coast Guard District
- Seventh Coast Guard District
- Eighth Coast Guard District
- Ninth Coast Guard District
- Eleventh Coast Guard District
- Thirteenth Coast Guard District
- Fourteenth Coast Guard District
- Seventeenth Coast Guard District

### Military Ranks and Government Civil Service Equivalents

<b>USCG, USN</b>	<b>USMC, USA, USAF</b>	<b>Civilian - GS</b>
<b>Admiral</b>	<b>General</b>	<b>SES-4</b>
<b>Vice Admiral</b>	<b>Lieutenant General</b>	<b>SES-3</b>
<b>Rear Admiral</b>	<b>Major General</b>	<b>SES-2</b>
<b>Rear Admiral (Lower Half)</b>	<b>Brigadier General</b>	<b>SES-1</b>
<b>Captain</b>	<b>Colonel</b>	<b>GS-15</b>
<b>Commander</b>	<b>Lieutenant Colonel</b>	<b>GS-14</b>
<b>Lieutenant Commander</b>	<b>Major</b>	<b>GS-12/13</b>
<b>Lieutenant</b>	<b>Captain</b>	<b>GS-11/10</b>
<b>Lieutenant (junior grade)</b>	<b>First Lieutenant</b>	<b>GS-9/8</b>
<b>Ensign</b>	<b>Second Lieutenant</b>	<b>GS-7</b>
<b>Chief Warrant Officer</b>	<b>Chief Warrant Officer</b>	
<b>Warrant Officer</b>	<b>Warrant Officer</b>	



## Quick Reference

Appendix I of the Auxiliary Manual provides a listing of useful source references. The following reference materials are provided:

- Phone Numbers
- Web Sites
- Commandant Instructions
- Commandant Publications

## List of Acronyms

Appendix J of the Auxiliary manual provides a List of Acronyms

## Sources of Reliable Information

- Consult the USCG Auxiliary Manual COMDTINST M16790.1g for details and the Auxiliary Flotilla Procedures Manual, COMDTINST M16791.5 (series), which contains many other ideas and suggestions for flotilla administration.
- The New Member Reference Guide
- The Auxiliary Division Procedures Manual, COMDTPUB P16791.3 (series), contains ideas and suggestions for division administration.

## Commandant Publications

- COMDTPUB P16791.3 (series) Auxiliary Division Procedures Guide
- COMDTPUB P16794.27 (series) Auxiliary Specialty Course Patrols (AUXPAT): Instructor Text
- COMDTPUB P16794.28 (series) Auxiliary Specialty Course Patrols (AUXPAT): Student Guide
- COMDTPUB P16794.29 (series) Auxiliary Specialty Course Weather: Instructor Guide
- COMDTPUB P16794.30 (series) Auxiliary Specialty Course Weather (AUXWEA): Student Text
- COMDTPUB P16794.32 (series) Auxiliary Specialty Course Communications: Student Guide
- COMDTPUB P16794.33 (series) Auxiliary Specialty Course Communications: Instructor Guide
- COMDTPUB P16794.39 (series) Auxiliary New Member Course
- COMDTPUB P16794.40 (series) Auxiliary New Member Course (Student Study Guide)
- COMDTPUB P16794.41 (series) Auxiliary Specialty Course Seamanship: Instructor Guide
- COMDTPUB P16794.42 (series) Auxiliary Specialty Course Seamanship: Student Study Guide



## Basic Qualification Course



- COMDTPUB P16794.44 (series) Auxiliary Instructor Qualification Course (IQC), Part A, Text
- COMDTPUB P16794.45 (series) Auxiliary Instructor Qualification Course (IQC), Part B, Student Study Guide for Required Presentations
- COMDTPUB P16794.46 (series) Auxiliary Instructor Qualification Course: Instructor Guide

### Helpful Resources

- Auxiliary Manual (AUXMAN), COMDTINST 16790.1 (Series) - Chapter 10 is devoted to Auxiliary uniforms
- New Member Reference Guide  
<http://wow.uscgaux.info/content.php?unit=H-DEPT&category=new-member-packet>
- Uniform Distribution Center (UDC) <http://www.uscg.mil/hr/udc/>
- Check with your District's auxiliary material center or store
- Coast Guard Exchanges - <http://www.cg-exchange.com/>
- Coast Guard Auxiliary University Programs <http://www.cgauxedu.us>

Your shipmates are your most important resources.

### Sea Service Terminology

The Sea Services (USCG, USN, USMC) share unique centuries-old terminology.

- Adrift – The state of items being out of place, as such with phrase “Gear adrift”.
- Bulkhead – A wall, both ashore and afloat.
- “Carry on” – Verbal directive to proceed about your business; often given by a senior to a junior.
- Colors – The flag when carried by foot. Also refers to the raising and lowering of the flag each day at 0800 and sunset, respectively.
- Cover – Any hat or cap worn with a Sea Services uniform.
- Deck – The floor or ground, both ashore and afloat.
- Formation – Formal arrangement of people in a combination of ranks and columns.
- Galley/Mess Deck – General eating area.
- Chief's Mess – Literally the room where those with rank E-7 through E-10 eat; figuratively refers to all of the Chief Petty Officers at a unit.
- Wardroom – Literally the room where officers eat; figuratively refers to the entire officer corps at a unit.
- Gold Side – Active duty and Reserve Coast Guard components (uniformed personnel wearing gold uniform items).
- Hatch – A door, both ashore and afloat.
- Head – The restroom, both ashore and afloat.
- National Ensign – The U.S. Flag when displayed on a vessel or facility.





## Basic Qualification Course



- Officer of the Deck (OOD) – Officer in charge and on deck as the Captain’s representative.
- Passageway – A hallway, both ashore and afloat.
- Plank Owner – Member of the original commissioning crew of a ship or unit.
- Sea Story – Stories and anecdotes, often embellished but sworn to be true.
- Senior Person – The highest ranking or most senior individual present at any given time.
- Silver Side – Colloquialism referring to the Coast Guard Auxiliary or Auxiliary personnel.
- Spaces – Rooms, both ashore and afloat.
- Standard – The flag when displayed on a vessel or aircraft.
- Squared Away – State of being neat or prepared (“Is your uniform squared away?”).
- “Very well” – Response given by a senior to the report of a junior.

Notes:

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