

U.S. Department of
Homeland Security

United States
Coast Guard



Office of Auxiliary

**Auxiliary Administrative
Procedures Course**

Instructor Guide

Revised 1 November 2006

U.S. Department of
Homeland Security

United States
Coast Guard



Commandant
United States Coast Guard

2100 Second Street, S.W.
Washington, DC 20593-0001
Staff Symbol: G-PCX
Phone: (202) 372-1266
Fax: (202) 372-1920

16794

MEMORANDUM

From: B. P. Smith
COMDT (G-PCX)

Reply to G-PCX-1
Attn of: Ms. L. McDaniel, 2-1266

To: Distribution

Subj: AUXILIARY ADMINISTRATIVE PROCEDURES COURSE (APC) INSTRUCTOR
STUDY GUIDE

Ref: (a) Auxiliary Manual, COMDTINST M16790.1F

1. PURPOSE. This publication is intended for use as the instructor study guide for the Auxiliary Administrative Procedures Course. It is published for instructional purposes only and is not policy material.
2. ACTION. Elected and appointed leaders and program managers at all levels of the Auxiliary organization shall ensure Auxiliarists who oversee, direct, and conduct associated training for personnel in the pursuit of elected office or independent professional development, are aware of the availability of this guide as an option to achieve such objectives.
3. PUBLICATION AFFECTED. The Auxiliary Administrative Procedures Course Instructor Study Guide, Commandant Publication 16794.60 is canceled.
4. DISCUSSION. The Auxiliary Administrative Procedures Course Instructor Study Guide is not a substantial revision of earlier text materials.
5. SUMMARY OF CHANGES. This updated version provides appropriate alignment with changes in reference (a).

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Dist: ANSC
Auxiliary Member Training Staff Officers

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INTRODUCTION

- A. Obviously, there is always a great temptation to teach to the Student Study Guide, covering only those topics that have questions. However, it is the intent of the study guide to require the student to review the material present in the Auxiliary Manual, COMDTINST M16790.1 (series). For many, this may be the only reading of the Auxiliary Manual they will have during their Auxiliary careers. If the study guide were to cover every topic within the lesson plan the student would be copying all the sections of the Auxiliary Manual – a time consuming and unrewarding use of time.
- B. The Instructor Guide contains all the questions in the Student Study Guide and the correct answers with the applicable sections of the Auxiliary Manual cited. The answers and sections cited are indicated in **bold face type**. Questions are arranged to parallel the presentation of the lesson plans. The student should consider the study guide as a homework assignment and not attempt to answer the questions during the initial presentation of the material. Familiarity of the Auxiliary Manual is the goal of the course and will be needed to complete the examination at the conclusion of the course.
- C. The study guide contains various modalities of questioning. There are multiple choice, fill-in answer, and short answer styles of questions. If the student does not understand a particular answer, attempt to discuss and clarify the question at the beginning of the next lesson before proceeding with the new lesson. In the interest of time, copies of the answer sheets may be distributed at the beginning of the next lesson to allow the student to check his/her own answers. This would allow time to be focused only on those questions that may have caused difficulties.
- D. The instructor should adhere to the lesson plan as closely as possible. Digressing into side topics and areas of the Auxiliary Manual not covered by this course will consume more time than is intended. These considerations should be discussed during other related courses or at meetings.

OBJECTIVES

- A. The Auxiliary Administrative Procedures Course (APC) is an overview of the Auxiliary Manual, COMDTINST M16790.1 (series) that will serve as a foundation for the information needed for the elected officers at the flotilla and division levels. The course is designed to be given over four-lessons. The Auxiliary Manual is the sole text for the course. The instructor will lead the students in examining those topics that provide the basics of administering the Auxiliary. It is not the intent of this course to have the student memorize the material in this course, nor is it to be a detailed examination of all the topics within the Auxiliary Manual. By the end of the course the student should have a general understanding of the material and where it can be found. However, the student should follow along with the instructor when the topics of the Auxiliary Manual are considered. After the course is completed, the student is required to take the Administrative Procedures Course Examination. It should be stressed to the students, that although this is an open book test, it will be necessary to become familiar with the Auxiliary Manual in order to complete the examination in the allotted time period.

- B. The instructional outline does not use the same numbering sequence used in the Auxiliary Manual. The sections listed in the accompanying "lesson" listing refer to the sections listed in the Instructor's Guide.

- C. This Instructor Guide should be used in conjunction with the Auxiliary Manual COMDTINST M16790.1F. Earlier editions of the Auxiliary Manual should not be used as some of the questions herein do not correspond with the text of the earlier Auxiliary Manuals.

INSTRUCTOR'S INSTRUCTIONS

LESSON 1

1. Chapter 1 History, Purpose and Administration
2. Chapter 2 Missions and Unit Goals
3. (Page 1-3 to 1-5) Creation of the Auxiliary
Review the basic history of the Auxiliary from a rich, historical perspective not only to instill some degree of pride in the organization but also to show how it has evolved through time to meet new needs of the Coast Guard, the Auxiliary and the boating public. The dates selected represent pivotal points in the evolution of the role of the Auxiliary. Stress the fact that the role of the Auxiliary is determined by acts of Congress. Note the importance of each of the indicated sections.
4. (Page 1-5 to 1-6) The Role of the Auxiliary
The role of the Auxiliary should be defined, stressing its nonmilitary uses.
5. (Page 1-7) Customs and Courtesies
Stress saluting and the Pledge of Allegiance. Uniform topics will be considered separately. Actions of one Auxiliarist reflect on all others. Other branches of the Armed Forces do not necessarily recognize Auxiliary insignia and will probably consider you as a regular. Do not embarrass yourself, the Auxiliary or the Coast Guard.
6. (Page 1-9) Authority
Review authority given in Section B.1.
7. (Page 1-12) District Commander
Review role of District Commander given in Section B.6.
8. (Page 1-12) Director of Auxiliary
Review role given in Section B.9.
9. (Page 1-17 to 1-18) Auxiliary Administration
Consider the four levels, the chain of leadership and stress the concept of parallel staffing.
10. (Page 1-25 to 1-26) Auxiliary Leadership and Management as Auxiliarists
Stress the importance of leadership for volunteers and management procedures. This section, although small, is the key to having a successful term in office. A brief mention of budget and AUXDATA is all that is needed at this point.

INSTRUCTOR'S INSTRUCTIONS (Continued)

11. (Page 2-3 to 2-4) Missions and Unit Goals

Note the four cornerstones from their original concept to their current revision.
Briefly review programs offered.

12. (Page 2-13) Support Missions for the Coast Guard

Review Auxiliarist support role given in Section B.19.

INSTRUCTOR'S INSTRUCTIONS (Continued)

LESSON 2

1. Chapter 3 Membership
2. Chapter 4 Auxiliary Organizational Structure
3. (Page 3-3 to 3-7) Eligibility and Enrollment
Discuss eligibility and enrollment.
4. Page (3-9 to 3-13) Auxiliary Personnel Security Program
Stress the background, need, policies, and categories for this program.
5. (Page 3-21 to 3-22) Auxiliary Administrative Discipline
Briefly discuss administrative discipline and review the Disciplinary Action Decision Tree. The sections detailed in the manual are too intense at this level of review. It is better that the student knows that the details are in the manual. The flow chart effectively hits the high points. This course is supposed to have positive influence on the student. Stressing this section too heavily may have just the reverse impact.
6. (Page 4-1 to 4-11) Auxiliary Organizational Structure
As an introduction, note the four levels of the Auxiliary. Under the flotilla, consider Sections A.1 through A.7. If time permits, consider the topics under the division heading.
7. (Page 4-13 to 4-15) Districts/Regions and National
Briefly consider the district structure as listed in the outline. Since this course is primarily geared for division and flotilla elected officers it should only be necessary to define EXCOM, the National Board, and NEXCOM.
8. (Page 4-25) Elections
Stress Sections F.1 and F.2. Also refer to Appendix D for eligibility for office. Directors are responsible for certifying the eligibility of anyone elected and for approving all election results.
9. (Page 4-25) Election Guidelines
Review items given in Section F.3.
10. (Page 4-30) Vice Functions
Review material given in Section F.11.a.
11. (Page 4-33 to 4-38) Staff Officers
Stress the responsibility of staff officers and their appointment.

INSTRUCTOR'S INSTRUCTIONS (Continued)

LESSON 3

1. Chapter 5 Regulations and Policies
2. Chapter 6 Support and Basic Materials
3. Chapter 7 Human Resources
4. (Page 5-3 to 5-8) Public Law Excerpts
Review paragraphs in Section A. Memorizing the paragraph number is not important; knowing the restrictions and definitions is. This is a legal basis of the framework of the Auxiliary.
5. (Page 5-9 to 5-16) Communications, Appearances, Marketing, and Privacy
Note the importance of making public appearances and what the restrictions are. Fully discuss privacy and freedom of information. These are dry topics but they are VERY important.
6. (Page 5-17 to 5-18) Official Business Mail
This section is the life of the Auxiliary as it pertains to communicating hard copy information. Note the distinction between official and unofficial mail.
7. (Page 5-21 to 5-24) Solicitations, Gifts, and Donations
Review the background and policy.
8. (Page 5-27 to 5-28) Coast Guard Auxiliary Emblem and Official Seal
Note the uses of the Official Emblem and Seal of the Auxiliary.
9. (Page 5-29 to 5-32) Assignment to Duty
Explain the nature and types of assignment to duty.
10. (Page 5-39 to 5-40) Public Education Course Fees
Explain the nature of these fees.
11. (Page 5-41 to 5-42) Incorporation
Note that only the National Board may be incorporated.
12. (Page 6-3) General Services and Supplies
Provide a brief review of the available sources of supplies. Only an overview is needed for familiarization purposes.
13. (Page 7-3 to 7-18) Diversity Management through Civil Rights Program
Briefly discuss responsibility, policies, and procedures of each subject in Sections A through D.

INSTRUCTOR'S INSTRUCTIONS (Continued)

LESSON 4

1. Chapter 8 Member Training and Qualifications
2. Chapter 9 Reimbursement of Auxiliarist
3. Chapter 10 Uniforms
4. Chapter 11 Auxiliarist Recognition/Awards
5. Chapter 12 Guide to Courtesy and Protocol for Auxiliary Units and Auxiliarists
6. (Page 8-1 to 8-3) Member Training and Authority
Introduce member training and its authority.
7. (Page 8-5) Qualifications
Explain member status categories IQ, BQ, and AUXOP given in Section B.1.
8. (Page 8-6 to 8-9) Program Qualification Opportunities
Briefly review the programs available. Detail is not essential here.
9. (Page 8-9 to 8-15) Other Training Opportunities
Briefly review training opportunities.
10. (Page 9-3 to 9-5) Types of Orders
Discuss the types of orders.
11. (Page 9-7 to 9-11) Expenses and Reimbursement Guidelines
Discuss expenses and reimbursement. We are not trying to teach how to fill out orders here, consider that as a flotilla training topic. This is for the officer's reference.
12. (Page 9-14) Travel Claim Procedures
Prior to the Auxiliarist first travel claim submission, the member must register for electronic transfer/direct deposit of the reimbursement check. Review material given in Section D.1.
13. (Page 10-3 to 10-5) When Uniforms Are Required and Prohibited
Uniforms set the standard in more ways than one. How the uniform is worn indicates what the member thinks of the organization. It is also the view that everyone sees. It is the officers' responsibility to see that it is worn properly. Note the sections concerning when uniforms are REQUIRED, authority and description.
14. (Page 10-9 to 10-11) Standards
Discuss standards and appearance.

INSTRUCTOR'S INSTRUCTIONS (Continued)

15. (Page 10-13 to 10-18) Uniform Components
Discuss components of the uniform; note the sections about outer garments. Wearing civilian clothing over uniforms is not the proper way to wear a uniform.
16. (Page 10-39 to 10-84) Men's and Women's Uniforms
Briefly review the types of uniforms for men and women. Note the occasions for wearing of specific uniforms.
17. (Page 11-3 to 11-21) Auxiliary, Coast Guard, and Non-Military Awards
Note the difference between Auxiliary awards, Coast Guard awards and non-military awards.
18. (Page 11-23 to 11-24) Making a Recommendation (for Awards)
Briefly discuss recommendations for awards and procedures to be followed.
19. (Page 11-27 to 11-29) Manner of Wearing Miniatures and Ribbon Attachments
Point out the manner of wearing awards and attachments.
20. (Page 11-31 to 11-39) Precedence for Awards
Note the location of the awards precedence lists and what it means.
21. (Page 12-3 to 12-5) Saluting and Flag Etiquette
Review Sections A and B. Note that for the member who has never been in the service, this may be the first time these formalities are discussed.
22. (Page 12-7 to 12-9) Boarding or Departing a Military Vessel and Wardroom Etiquette
Briefly describe Sections C and D. Memorization of these elements is not necessary at this point but familiarization is important.
23. (Page 12-23) Auxiliary Funeral Services
Briefly review the protocol in what is often not understood by the general membership. It is only important at this point that the student realizes that this material is here for future reference.

REVIEW QUESTIONS AND ANSWERS

LESSON 1

CHAPTER 1

1. Congress renamed the U. S. Coast Guard Reserve as the Coast Guard Auxiliary in
 - a. 1939
 - b. 1941 1.A**
 - c. 1944
 - d. 1996
2. The United States Coast Guard Reserve was established by Congress in 1939 and was composed of unpaid, volunteer United States citizens who owned motorboats and yachts. **1.A**
3. What were the two purposes of the Coast Guard Auxiliary as established in the Act of 1944? **1.A.1.b**
 - a) Indoctrinate small craft owners in safety requirements in the operation and navigation of small craft.**
 - b) After suitable training, carry out certain duties of the Coast Guard relative to safety of navigation.**
4. The Coast Guard Authorization Act of 1996:
 - a. allows the Commandant of the Coast Guard to define the duties of the Auxiliary.
 - b. considers each Auxiliary unit and element an U.S. instrumentality for certain matters of civil liability.
 - c. considers Auxiliary vessels, when assigned to duty, as public vessels of the U.S. and as C.G. vessels.
 - d. all of the above. 1.A.2**
5. Although an element of the Coast Guard, the Auxiliary is declared by statute to be **Non-Military.** **1.A.3.a**
6. The Auxiliary's role **DOES/DOES NOT** extend to law enforcement. **1.A.3.a**
7. Which of the following does not require a salute by a uniformed Auxiliarist?
 - a. a salute initiated by Armed Forces officers
 - b. a salute initiated by NOAA members
 - c. the National Ensign passing in parade
 - d. the District or National Commodore 1.A.5.a**
8. What is the saluting protocol for the Pledge of Allegiance?
Whether in uniform or not, stand at attention and place the right hand over the heart. 1.A.5.b

REVIEW QUESTIONS AND ANSWERS (Continued)

9. What is the protocol for the posting of the colors when indoors and in uniform?
Stand at attention, facing the National Ensign until the colors are posted. 1.A.5.c
10. What gives the Commandant the authority to administer the Coast Guard Auxiliary?
Title 14, USC 821 1.B.1
11. The senior Coast Guard officer in a Coast Guard district who is the direct representative for administering the Commandant's policies is the:
 - a. **District Commander (d) 1.B.6**
 - b. District Commodore (DCO)
 - c. District Chief of Staff (dcs)
 - d. Director of Auxiliary (oax)
12. It is the responsibility of the Director of Auxiliary (oax.) to:
 - a. conduct all District Board meetings
 - b. determine the lesson plans for all public education courses
 - c. **develop District policy procedure with the DCO and EXCOM 1.B.9.b**
 - d. determine the dues of Auxiliary units
13. The chain of leadership and management is a communication process designed for **(ELECTED OFFICERS/STAFF OFFICERS). 1.C.1**
14. Give an example of the use of the chain of leadership and management a member would use to contact the Director of Auxiliary regarding an error about a member's qualifications.
Member writes a letter to the FC; FC endorses and sends to DCP with an attached cover letter; DCP endorses and forwards to DIRAUX and copies respective RCO. 1.C.1
15. Give an example of how an operations policy would be distributed using parallel staffing.
DSO-OP to SO-OP to FSO-OP to members. 1.C.2
16. Parallel staffing is a communication process designed for (Elected OFFICERS /**STAFF OFFICERS). 1.C.2**
17. The elected officer of an Auxiliary unit:
 - a. must employ motivational techniques to attain objectives
 - b. is still a civilian volunteer without command authority
 - c. uses collective effort for group achievement
 - d. **all of the above 1.E**

REVIEW QUESTIONS AND ANSWERS (Continued)

18. The most effective and rewarding use of Auxiliary Staff Officers is to:
- a. tell them exactly what you want done
 - b. delegate authority and consult with them on their progress 1.E.2.a**
 - c. let the staff create plans and policies on their own
 - d. all of the above
19. Which of the following is important for unit meetings?
- a. written agenda of the meeting's business
 - b. standard meeting time and place
 - c. wearing of appropriate uniforms or uniform options by all members
 - d. all of the above 1.E.2.c**
20. What is AUXDATA?
- An Auxiliary database (AUXDATA) which contains personnel and activity data about Auxiliarist and units. 1.E.4**

REVIEW QUESTIONS AND ANSWERS (Continued)

CHAPTER 2

1. What are the Auxiliary's four cornerstones?
Member Services, Recreational Boating Safety, Operations and Marine Safety, and Fellowship. 2.A.1
2. What activities are included in Member Services?
FN, IS, CS, MA, PS, MT, LP, PA, PB, SR 2.A.2
3. What activities are included in Recreational Boating Safety?
PE, VE, RBSVP 2.A.3
4. What activities are included in Operations and Marine Safety?
OP, AV, CM, MS, and AN 2.A.4
5. Which of the following programs is **NOT** authorized for Auxiliary sponsorship?
 - a. administrative support of the Coast Guard
 - b. bridge administration
 - c. **Sea Explorers 2.B.21**
 - d. Port safety and security
6. An Auxiliary unit may support Boy/Girl Scout groups when approved by the Commandant. (**TRUE/FALSE**) **2.B.21**
7. Naval Sea Cadets may not be given public education courses taught by the Auxiliary. (TRUE/**FALSE**) **2.B.21**
8. Who is responsible for establishing the initial flotilla goals for each calendar year?
 - a. **FC 2.A.6**
 - b. DCP
 - c. DCO
 - d. NACO

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REVIEW QUESTIONS AND ANSWERS (Continued)

LESSON 2

CHAPTER 3

1. The minimum requirement for Auxiliary membership is to be a U.S. citizen and at least _____ years of age or older.
 - a. 16
 - b. 17 3.A**
 - c. 21
 - d. 25

2. Upon completion of training, Auxiliary membership is approved by:
 - a. FSO-MT
 - b. FC
 - c. DCO
 - d. Director of Auxiliary 2.B.1**

3. Membership entitles Auxiliarists to all of the following EXCEPT:
 - a. use of Department of Defense exchanges for all goods and services except alcohol and tobacco 3.D.1**
 - b. voting on any flotilla matter
 - c. eligibility to receive Coast Guard orders
 - d. authority to use government vehicles to perform official business

4. Retired status (IS/IS NOT) a membership category. **3.D.2**

5. Which of the following is most correct about a member with retired status?
 - a. may wear uniform with insignia of highest rank
 - b. may fly the Auxiliary ensign on a currently inspected facility
 - c. no longer pays dues
 - d. all of the above are correct 3.D.2**

6. Who is allowed to have life membership?
 - a. members at least 65 years of age or older
 - b. members with at least 15 years of service
 - c. DCOs at the conclusion of their term of office 3.D.3**
 - d. no one is given life membership.

7. The status of honorary membership is recommended by the DCO and the Director for a term of one year or a lifetime. **3.D.4**

REVIEW QUESTIONS AND ANSWERS (Continued)

8. Who must sign a "transfer request within a district" before submission to the Director?
The transfer request is sent via the Auxiliarist's FC and endorsed by the FC of the prospective flotilla. (Additional requirements may vary according to District policy). 3.E.1
9. When transferring between districts, what is the role of the FC?
Notify the Director via the Chain of Leadership and Management of the member's desire to transfer and the member's current standing. If the member has selected a new flotilla already, the gaining FC should advise the new Director through channels. The new FC will contact the transferring member, after which the new Director approves the transfer. 3.E.2
10. What conditions could deny the transfer of a member?
 - a. delinquency of dues
 - b. failure to return Auxiliary or CG property
 - c. pending administrative or disciplinary procedures
 - d. any of the above** 3.E.3
11. Considering the Administrative Actions Flow Chart, suspension or revocation of a member's qualifications is considered as a **punitive** action performed by the Director. **Figure 3-2**

REVIEW QUESTIONS AND ANSWERS (Continued)

CHAPTER 4

1. The elected officer responsible for managing the flotilla is the FC. **4.A**
2. The elected officer responsible for managing the division is the DCP. **4.B**
3. The elected officer responsible for managing the district is the DCO. **4.C**
4. The elected officer responsible for managing the national organization is the NACO. **4.D**
5. For an initial charter, a flotilla must consist of at least 15 Auxiliary members unless waived by the District Commander. **4.A.1**
6. Authority to establish a flotilla is vested in the DCO. **4.A.2**
7. Disestablishment of a flotilla should be considered if membership falls below 10 members. **4.A.6**
8. DCP may place a flotilla on probation, and must inform each flotilla member with the reason for probation, the probationary period, and the conditions for probation removal. **4.A.6.a**
9. A recommendation for disestablishment requires a two-thirds majority of the division board member vote. **4.A.6.b**
10. Assets of a disestablished or disbanded Flotilla become the property of
 - a. the members of the disestablished flotilla
 - b. the Division 4.A.6.d**
 - c. the District
 - d. the National Board
11. A flotilla detachment (IS/IS NOT) an independent unit. **4.A.7**
12. The head of the flotilla detachment must be an elected officer. (TRUE/FALSE) **4.A.7.b**
13. At a flotilla meeting, a quorum of one-quarter of the eligible voting members is required to conduct business unless otherwise specified in the flotilla standing rules. **4.A.8**
14. Absentee voting may be allowed by the Director for members in good standing when voting on flotilla administration or finance. (TRUE/FALSE) **4.A.8.b**

REVIEW QUESTIONS AND ANSWERS (Continued)

15. A division must have 5 or more flotillas unless waived by the District Commander. **4.B**
16. If a division falls below 5 flotillas, what actions may be taken by the District Commander?
a) grant a waiver
b) disestablish the division 4.B.1
17. Who are the voting members of the division board?
DCP, VCP, IPDCP, every FC of the division, and the DCO (ex officio) 4.E.2
18. When may a vice elected officer conduct a board meeting?
When the FC or DCP is unable to attend. 4.E.1.a
19. Who may vote at a board meeting in the absence of the elected unit officer or vice officer?
The Immediate Past Officer will have a vote unless specified otherwise in writing by that unit's senior elected officer. Otherwise, the senior elected officer must designate another representative who will have NO VOTE on the board. 4.E.1.a
20. To carry a motion, what kind of vote is required?
Except where a two-thirds majority is required, an affirmative vote of a majority of an administrative board, present and actually voting, is necessary to carry a motion (Abstentions do not count in the total for determining votes cast). 4.E.1.c
21. Who are the voting members of the District Board?
DIRAUX, DCO, IPDCO, VCO, RCOs, all DCPs in district, the NACO (ex officio) and in some districts the President of the Past Captains Association. 4.E.3
22. The term of newly elected officers begins on January 1 of the year following their election. **4.F.1**
23. The purpose of the "vice-officer" is to function as **the unit chief of staff. 4.F.11.a**
24. Who reports to a "vice-officer"?
a. elected officers at the highest level
b. staff-officers at the next highest level
c. no one has to report to a vice elected officer
d. **staff officers at the same unit level 4.F.11.a**

REVIEW QUESTIONS AND ANSWERS (Continued)

25. The Director is responsible for certifying the eligibility of a member seeking elected office and for approving election results. **4.F.3**
26. All flotilla elections must be held by 15 December. **Appendix D.5**
27. To be eligible for nomination to elected office, the nominees for office must have completed AUXMIN specialty course, APC, or a Flotilla elected leaders course. **4.F.2**
28. What are the requirements for FC eligibility?
a) must be a member at least one year prior to nomination.
b) currently certified, as of the date of election, as VE, IT, or in Operations.
c) completed APC, ELC, or AUXMIN. Appendix D.1
29. What is the term of office for a VFC? One year **Appendix D.7**
30. What are the eligibility requirements for a DCP?
a) served at least one regular term (12 months) as a member of the Division board

b) any Auxiliarist transferring from another division, provided Auxiliarist fulfills eligibility requirements for VCP or DCP

c) active for the 12 months preceding the election and currently certified, as of the date of election, in VE, IT, or Operations Appendix D.11
31. How many terms are authorized for the DCP? Four terms, provided no more than two are consecutive. **Appendix D.13**
32. What is the length of term of office for a DCO? Two years **Appendix D.22**
33. How many terms are authorized for a DCO? One term **Appendix D.23**
34. What is the length of term of office for a RCO? One year **Appendix D.32**
35. How many terms are authorized for a RCO? Two terms **Appendix D.33**

REVIEW QUESTIONS AND ANSWERS (Continued)

LESSON 3

CHAPTER 5

1. The Auxiliary is a non-military organization established by Congress and administered by the Coast Guard. **5.A**
2. Regarding U.S. Code, Title 14: authorization for use of the words "Coast Guard Auxiliary" is described in Section _____.
 - a. **639 5.A.2**
 - b. 822
 - c. 829
 - d. 831
3. Regarding U.S. Code, Title 14: Administration of the Coast Guard Auxiliary is authorized in Section _____.
 - a. 639
 - b. **821 5.A.3**
 - c. 823
 - d. 826
4. Auxiliary facilities when authorized by the Coast Guard shall be considered as vessels of the Coast Guard or a radio station of the Coast Guard according to Sections 826 to 829 of U.S. Code, Title 14. **5.A.9 to 5.A.12**
5. Regarding U.S. Code, Title 14: travel order reimbursement is authorized by Section 830. **5.A.13**
6. As a private citizen, an Auxiliarist may appear or testify in uniform without Coast Guard Approval. (TRUE/FALSE) **5.C.2**
7. At State legislative hearings, representing the Auxiliary or appearing in uniform in an official capacity, whose approval is required? District Commander **5.C.2.b**
8. Membership rosters may be given to local marinas and marine stores to increase the ease of contacting people about safe boating. (TRUE/FALSE) **5.E.2**
9. Official mail can be used to send specialty course materials to Auxiliary students. (TRUE/FALSE) **5.F.2.a**
10. Official mail can be used when ordering Auxiliary uniforms from commercial sources. (TRUE/FALSE) **5.F.2.b**

REVIEW QUESTIONS AND ANSWERS (Continued)

11. Auxiliarists may contact private businesses for support of local flotillas. (TRUE/FALSE) **5.H.1**
12. Raffles or other fund raising activities may be conducted among Auxiliary members at Auxiliary functions provided the activities comply with local law. (TRUE/FALSE) **5.H.1.c.4**
13. Auxiliary units are authorized to accept the free use of space from yacht clubs and businesses in order to conduct authorized Auxiliary activities. (TRUE/FALSE) **5.H.1.c.3**
14. Use of the Coast Guard Auxiliary emblem by a commercial concern must be approved by the Chief Director, via the NACO. **5.I.5.a**
15. The Coast Guard Auxiliary official seal is designed for use on documents such as: official invitations, Auxiliary official stationary, programs certificates, diplomas, and for display on Coast Guard Auxiliary exhibits. **5.I.5.b**
16. Auxiliarists performing Auxiliary activities supporting Auxiliary programs are considered:
 - a. **assigned to duty 5.J**
 - b. volunteering their time
 - c. scheduled facilitators
 - d. civilian employees
17. In the event of injury while performing vessel examinations an Auxiliarist is "covered" by:
 - a. his own insurance
 - b. no insurance since the time is volunteered
 - c. a flotilla umbrella policy
 - d. **statutorily described medical or disability compensation 5.J.1**
18. For performing scheduled Auxiliary functions, an Auxiliarist should notify the _____ and keep a written log of activity.
 - a. DCP
 - b. District Commander
 - c. appropriate elected officer or staff officer 5.J.3
 - d. Commanding Officer of the local CG unit
19. In order to deploy an operational facility, there must be Coast Guard reimbursable or non-reimbursable orders. **5.J.6**

REVIEW QUESTIONS AND ANSWERS (Continued)

20. In the event of an accident while assigned to duty, who should be notified of facts and circumstances as soon as possible?

The Director, the order-issuing authority, the DSO-LP, and the Auxiliarists personal insurance company. 5.K.8

21. When traveling to flotilla meetings, the Coast Guard (WILL/**WILL NOT**) cover Auxiliarists for third party liability. **5.J.1**

22. Public education fees can be used for all of the following EXCEPT:

- a. course material in addition to the textbook
- b. custodial fees for room maintenance in a public building
- c. payment to course sponsors
- d. support of flotilla raft-ups 5.L.7**

REVIEW QUESTIONS AND ANSWERS (Continued)

CHAPTER 6

1. Training forms are ordered through **Auxiliary National Supply Center (ANSC)**.
6.A.2
2. The **Auxiliary Center (AUXCEN)** stocks Auxiliary public education materials and receives no government funding. **6.A.3**
3. Who reviews and approves all official Coast Guard Auxiliary public education course materials? **Coast Guard** **6.A.4**

REVIEW QUESTIONS AND ANSWERS (Continued)

CHAPTER 7

1. The Coast Guard Auxiliary Civil Rights Coordinator (CGAUX/CRC) is nominated by the Director after consulting with the DCO and is submitted to the District Commander for approval. **7.D.2**
2. If a civil rights complaint cannot be handled by the local unit or the CGAUX/CRC for processing within the Auxiliary, it may be formally filed with the CG District Civil Rights Officer. **7.D.5.a**
3. The key to preventing sexual harassment is personal leadership and commitment. **7.B.1.c**
4. Which Auxiliarists must receive training in areas of sexual harassment?
 - a. only elected officers.
 - b. District and Division elected officers and staff officers.
 - c. all Auxiliary personnel 7.B.2**
 - d. only those who volunteer for such training.
5. Coast Guard sexual harassment training must be performed.
 - a. monthly
 - b. annually 7.B.4**
 - c. biannually
 - d. only when a flotilla has 5 or more new members

REVIEW QUESTIONS AND ANSWERS (Continued)

LESSON 4

CHAPTER 8

1. To become an Auxiliary member, the applicant must pass the BS&S Course with a score of 80% or higher. (TRUE/FALSE). **8.B.1.a**
2. To participate in the Boat Crew Program members must have first passed or challenged the core portion of the BS&S Course, SF Course, Boating Safely Course, ABC, or US Power Squadron Public Boating, or Boat Smart Courses. (TRUE/FALSE). **8.B.3 and 8.B.1.b**
3. To become active in the Recreational Boating Safety Visitor (RBSV) program members must be BQ. (TRUE/FALSE). **8.B.6**
4. For initial qualification as a VE, in addition to passing the VE qualifications examination must satisfactorily conduct _____ VSC's.
 - a. 1
 - b. 1 VSC and 1 PWC safety check
 - c. **5 8.B.7.a**
 - d. 10
5. To attend a National "C" school, applications are made via the Director of Auxiliary to the Chief Director using the Short-Term Training Request CG-5223 form. **8.C.2.b**
6. Coast Guard Correspondence courses are administered by the
 - a. local CG District
 - b. Headquarters at Washington D.C.
 - c. the OSO- MT
 - d. **the Coast Guard Institute 8.D.1**

REVIEW QUESTIONS AND ANSWERS (Continued)

CHAPTER 9

1. To be eligible for reimbursement for travel, the Auxiliarist must be traveling on **reimbursable** orders issued by an appropriate Coast Guard official. **9.A.1**
2. During a critical operational need, verbal orders by a local CG unit (DOES / **DOES NOT**) need follow up in writing if there is not reimbursement, injury, damage, or mishap. **9.A.1.d**
3. To attend a District Conference as a participating mission directive training leader, an Auxiliarist would be issued _____ orders.
 - a. **trip 9.A.1.a**
 - b. monthly
 - c. patrol
 - d. invitational
4. Reimbursable expenses allowed for operation of an Auxiliary Facility include:
 - a. electric power
 - b. food
 - c. oil
 - d. **all of the above 9.B.1**

REVIEW QUESTIONS AND ANSWERS (Continued)

CHAPTER 10

1. The primary difference between Auxiliary uniforms and those of CG officers is that the Auxiliary uniforms have silver braid and silver buttons. **10. Introduction**
2. When participating in activities during an ordered mission aboard an Auxiliary operational facility the uniform is optional. (TRUE/FALSE) **10.A.1**
3. At a PE mission, members should wear different Auxiliary uniforms to get the public familiar with them. (TRUE/FALSE) **10.A.4**
4. When members are on board a CG vessel and are assigned to duty, they shall only wear the Auxiliary member device as collar insignia. (TRUE/FALSE) **10.A.9**
5. Which uniform is not suitable for use with the combination cap?
 - a. undress blue – winter
 - b. dinner dress blue
 - c. **blue blazer 10.D.1**
 - d. dinner dress white
6. Which uniform is suitable for use with the garrison cap?
 - a. **tropical blue long 10.D.2**
 - b. service dress blue alpha
 - c. working blue
 - d. blue blazer
7. Which cap(s) are authorized for wearing with the undress uniform?
 - a. blue working utility cap
 - b. dark blue unit baseball cap
 - c. CG unit baseball cap if affiliated with specific CG units
 - d. **any of the above 10.D.3**
8. Which jacket is authorized for shoulder boards?
 - a. windbreaker
 - b. work jacket
 - c. trench coat
 - d. **none of the above 10.D.10**
9. What accessory coat or coats may be worn over the Dinner Dress Blue, Dinner Dress White, and Service Dress Blue uniforms? Overcoat or Trench Coat 10.D.10.e and f

REVIEW QUESTIONS AND ANSWERS (Continued)

10. The major difference between the undress-blue summer, bravo uniform and the working blue uniform is the:
- a. hat
 - b. shoes
 - c. **shirt Figure 10-28 and 10-29 (working blue uses dark blue shirt)**
 - d. trousers

REVIEW QUESTIONS AND ANSWERS (Continued)

CHAPTER 11

1. The award given to a member performing an assist or rescue at risk to the member's life is the:
 - a. Auxiliary Distinguished Service Award
 - b. Plaque of Merit 11.A.2**
 - c. Auxiliary Meritorious Service Award
 - d. Award of Operational Merit
2. The award for an Auxiliarist who, in performance of duty, enhanced Auxiliary goals on a District level is the:
 - a. Auxiliary Distinguished Service Award
 - b. Plaque of Merit
 - c. Auxiliary Meritorious Service Award 11.A.3**
 - d. Award of Operational Merit
3. With the exception of the Auxiliary Distinguished Service Award and the Flotilla Meritorious Achievement Award, who can make an Auxiliary award recommendation? **Any Auxiliary member via the chain of leadership and management 11.D.1**
4. In recommending an award, what must be included? **CG Award Recommendation Form (CG-1650) and a Summary of Action or service 11.D.6**
5. Which Auxiliary award has no corresponding miniature medal? **Specialty Award 11.F.1**
6. Ribbons, miniature medals and regular devices may be worn together on the dinner dress uniforms. (TRUE/**FALSE**) **11.F.2**
7. When awarded a silver letter "O" device it should be placed centered on the appropriate ribbon or miniature medal. (**TRUE**/FALSE) **11.F.3.a**
8. The "5/16" star is authorized for **multiple personal, unit, and discontinued AMOS awards** . **11.F.3.b**
9. The Auxiliary award with the highest precedence is the
 - a. Auxiliary Award of Merit
 - b. Auxiliary Distinguished Service Award Table 11-2**
 - c. Auxiliary Meritorious Service Medal
 - d. Auxiliary Plaque of Merit

REVIEW QUESTIONS AND ANSWERS (Continued)

10. The correct manner of wearing medals and awards is described in **CG Medals and Awards Manual COMDTINST M1650.25 (Series)** except as noted in the Auxiliary Manual. **11.G**

11. How many hours of activity are needed for the Sustained Auxiliary Service Award?
 - a. 100 service hours
 - b. 750 service hours 11.A.14.a**
 - c. 4 hours as lead instructor
 - d. 8 operational hours

REVIEW QUESTIONS AND ANSWERS (Continued)

CHAPTER 12

1. Saluting between Auxiliarists is not usually the custom. (**TRUE**/FALSE) **12.A.1**
2. During a rendition of the National Anthem when the flag is displayed, all those present (when in uniform) should face the flag and render the military salute. (**TRUE**/FALSE) **12.A.2**
3. When on a military installation in a vehicle, at the time of colors, traffic permitting, Auxiliarist should stop and sit at attention, but do not salute. (**TRUE**/FALSE) **12.A.4**
4. Participation in funeral services for deceased Auxiliarist is governed entirely by the
 - a. Director of the Auxiliary
 - b. Flotilla Commander
 - c. **wishes of the family of the deceased 12.H**
 - d. any Auxiliarist, friendly to the deceased