
Study Guide

Basic Qualification Course II

(BQC II)

Module 5



Revision 10AUG17



Executive Summary

Overview

Auxiliary Members who are familiar with the customs, traditions and history of the Coast Guard Auxiliary, understand our Missions and Programs, the organizational structure, the policies and regulations that guide us, and understand the protocols and proper uniform wear will be far better prepared to serve the Coast Guard than less knowledgeable Members. All this information is contained in the 790 page Auxiliary Manual (AUXMAN) located here:

<http://www.uscg.mil/auxiliary/publications/auxman.pdf>

It is this manual you would go to for specific information on virtually all aspects of the Auxiliary. But, just as you wouldn't read a dictionary to learn a language, you wouldn't read the AUXMAN to learn about the auxiliary. The BQC II is a method of getting the basic information you need as an Auxiliarist that is easily reviewable, understandable, and reasonable in complexity.

With this in mind, the BQC II has broken the AUXMAN into 7 independent modules with each model related to one or two chapters of AUXMAN. They have been developed to allow for self-paced study 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 modules are numbered in the order that most Auxiliarists will need the information although they can be taken in any order. At the end of each module there is a 20 questions open book exam on the National Testing Center (NTC) website. The results of each exam are stored in AUXDATA. Each module should take on the order of 2 hours to complete.

Module Goals

The goals of the seven Module units 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 Coast Guard. Upon completion of all seven modules, you will have a strong basis of knowledge about the key aspects of working with the Coast Guard as an Auxiliarist. The modules include:

- **Module 1** = CH1: U.S. Coast Guard Core Values, History, Purpose and Administration of the U.S. Coast Guard Auxiliary, CH2: Mission and Programs of the USCG Auxiliary,
- **Module 2** = CH 3: Membership Requirements, CH 4: Structure
- **Module 3** = CH 8: Member Training and Qualifications, CH10: Uniforms and their Proper Wear, Guide to Customs,
- **Module 4** = CH 7: Personnel Management [Human Resources], CH 11: Auxiliarist Recognition and Awards
- **Module 5** = CH 5: Auxiliary Regulations and Policies
- **Module 6** = CH 6: Support and Basic Materials, CH 9: Reimbursement
- **Module 7** = CH 12: Courtesy, and Protocols for Auxiliary Units and Auxiliarists



Modular Progress

Each module is a self-contained unit of study. The modules can be taken at any time and may be completed out of sequential order. Upon completion of a module the relevant assessment may be accessed at the National Test Center. Passing of this module is 90%.

Acknowledgement

The Basic Qualification Course II is a second generation of the original BQ Course. The original course was largely developed in the H-DIR under the leadership of COMO Robert Smekta DIR-H and Patrick Hickey DIR-Hd and then transferred for completion to the Training Directorate. After feedback from 3 District Beta Sites, a second generation course was created in the T-DIR under the leadership of Robert E. Holm, DIR-T and Jeff Gilmore, DIR-Td. It was developed in the TD division under Dr. Clark Godshall, DVC-TD and Michael Bick, BC-TDB. Other contributors include: Ralph Tomlinson, Jonathan Ahlbrand DVC-TM, Gerlinde Higginbotham, DVC-TS, and Monica Jankowski, BA-TSD, The entire effort was within the FORCECOM group under the leadership of COMO Dale Fajardo, ANACO-FC. We also recognize the contribution of Alex Porven, DIR-CSF for the implementation of exams on the National Testing Center and Andrew Welch DIR-S for the section on AUP.



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



28 DEC 2015

Shipmates,

The Coast Guard Auxiliary is proud to provide the seven Basic Qualification Course II Modular units to our experienced members and new recruits. This program will help a new generation of Auxiliarists prepare for service to our nation.

The Auxiliary Manual (COAUXMTINST 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.

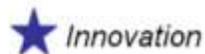
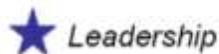
The BQC II modules are not intended to replace or supplant the Auxiliary Manual, but rather serve as a self-paced methodology of study for new members to gain a comprehensive orientation to the Auxiliary. In the event of any discrepancy, the Auxiliary Manual is the governing document.

As a new member, 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 these modules to be useful to all Auxiliarists, regardless of their experience level. At the completion of these units, 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





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



Regulations and Policies

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.

Except as provided in paragraphs (b) and (c) of 33 CFR 5.20, or otherwise limited by the Commandant, members of the Auxiliary assigned to duty will have the same authority in that duty’s execution as a member of the Coast Guard who is assigned to a similar duty.



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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 few specified purposes including 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.



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 COMDINST M5110.1 (series) 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, they are 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 written reimbursable Coast Guard orders does the Auxiliarist have an expectation of compensation for their expenses. This is covered in 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-Reimbursable Coast Guard Orders (re AUXMAN section 9.A.3)

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 written 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.



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 organizations' 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.



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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 member's flotilla.

The Commandant has specifically delegated the authority to assign qualified Auxiliarists to duty for authorized activities. Assignment to duty is commonly made by a Coast Guard order issuing authority (e.g., a Coast Guard station commander who assigns an Auxiliary boat crew to a patrol). In some cases, an Auxiliarist may make the assignment to duty (e.g., a Flotilla Commander who issues an administrative assignment to a flotilla staff officer). Additionally, in many circumstances, an Auxiliarist's assignment to duty may be constituted by the Auxiliarist's actual performance of an authorized activity or mission (e.g., an Auxiliarist who performs Vessel Safety Checks at a marina without any formal orders issued).

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 Auxiliarist's 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 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 Auxiliarist's 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 Auxiliarist's permanent residence.



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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 in route between the home and place of work.

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 requiring 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 Auxiliarist’s 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 Auxiliarist’s 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 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 Coast Guard 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 must be for the support of an Auxiliary program(s) from which an Auxiliary unit will receive benefit.
- 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.
- 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.



SELF REVIEW
MODULE 5

Task: Regulations and Policies

Ref: Study Guide Basic Qualification (BQ II), Module 5

Performance Criteria: (Note: Pg. Number refers to location in text).

1. Is the Coast Guard Auxiliary a military organization? Pg. 2
2. Who administers the Auxiliary? Pg. 2
3. What rights, privileges, powers, or duties do Auxiliarists have? Pg. 2
4. What does "personal property of the Auxiliary" mean? Pg. 2
5. Who can be reimbursed expenses of operation, maintenance and repair or replacement of personal property of the Auxiliary? Pg. 2
6. When do members of the Auxiliary have the same power and authority in execution of duties as members of the Coast Guard? Pg. 2
7. Can an Auxiliarist communicate as a private citizen with elected and appointed government officials? Pg. 3
8. When can Auxiliarists represent the Auxiliary? Pg. 3
9. Auxiliarists participating in Auxiliary Marketing and Public Affairs program shall direct their efforts toward publicizing what? Pg. 4
10. Define what Personally Identifiable Information (PII) is. Pg. 4
11. How shall the treatment and handling of PII be done? Pg. 4
12. Can Auxiliary rosters be used for non-auxiliary purposes? Pg. 4
13. What type of mail can be mailed as business mail? Pg. 4
14. When an Auxiliarist is assigned to duty and traveling, what are some of the allowed reimbursable expenses? Pg. 5
15. When an Auxiliarist is assigned to duty and traveling, what are some of the allowed reimbursable expenses? Pg. 5
16. Can unreimbursed out-of-pocket expenses be deducted from personal income tax returns? Pg. 6
17. Explain what can and cannot be done with social media. Pg. 6
18. Explain what "assignment to duty" is and who assigns it. Pg. 6-7
19. Can an Auxiliarist be compensated if injured while assigned to duty? Pg. 7-8
20. Explain what needs to be done when an Auxiliarist is injured when assigned to duty. Pg. 7
21. When shall ethical standards be applied? Pg. 9

YOU MAY NOW PROCEED TO THE NTC SITE TO TAKE THE BQ II EXAM FOR MODULE 5
OR CONTINUE TO COMPLETE MORE MODULES BEFORE TAKING THE EXAMS.