
Study Guide

Basic Qualification Course II

(BQC II)

Module 6



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

★ 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



Support and Basic Materials

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-BSX-1) 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 public education (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>.



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Auxiliarists should not confuse the ANSC with the AUXCEN. Coast Guard Auxiliary Association, Inc. (CGAuxA, Inc.) operates the AUXCEN.

Course Materials

The Chief Director reviews and approves all official Coast Guard Auxiliary PE course materials.

CGAuxA, Inc. 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.



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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 it 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.



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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, including Auxiliarists.



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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

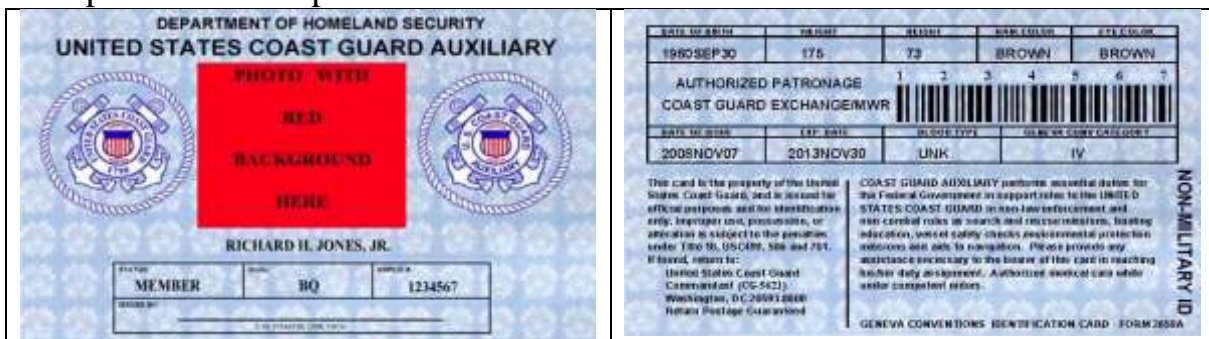
Auxiliarists in Approval Pending (AP) status shall be issued member identification numbers as part of the approval of their enrollment packages by the Director.

Auxiliarists in AP status may be issued an Auxiliary ID card that reflects their AP status if they satisfactorily complete the Provisional member program after 90 days of membership.

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 Initially Qualified (IQ), Basically Qualified (BQ), or Auxiliary Operations Specialist (AX) status as an escort if access to a Coast Guard facility is required.

Sample Membership Identification Card



Reimbursement of Auxiliarists

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 (AOM) 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 (e.g., the non-Auxiliary spouse of an Auxiliarist who is authorized to be issued Coast Guard travel orders).

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.

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 reimbursement of 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.



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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 Processing

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.



SELF REVIEW

MODULE 6

Task: Support Materials

Ref: Study Guide Basic Qualification (BQ II), Module 6

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

1. Can an Auxiliarist use the Coast Guard Exchange? Pg. 2
2. What is the Auxiliary National Supply Center (ANSC)? Pg. 2
3. What is the Auxiliary Center (AUXCEN)? Pg. 2
4. What materials are supplied by the CGAuxA? Pg. 3
5. Can Coast Guard property be used for private use by Auxiliarists? Pg. 3
6. How often does an Auxiliary Unit need to conduct an inventory and to whom should they report it? Pg. 3
7. What are Memorandums of Understanding (MOU) and Memorandums of Agreement (MOA)? Pg. 5
8. What agencies help promote VSCs and PE Activities? Pg. 6
9. Is the Coast Guard Mutual Assistance Program (CGMA) available to Auxiliarists? Pg. 6
10. Are all members issued an Auxiliary Member Identification Card? Pg. 7
11. What types of Orders are reimbursable? Pg. 8
12. Are expenses associated with operating a Facility reimbursable? Pg. 9
13. Must an Auxiliarist have DD/EFT to be reimbursed expenses? Pg. 10

**YOU MAY NOW PROCEED TO THE NTC SITE TO TAKE THE BQC II EXAM FOR
MODULE 6 OR CONTINUE TO COMPLETE MORE MODULES BEFORE TAKING THE
EXAMS.**