

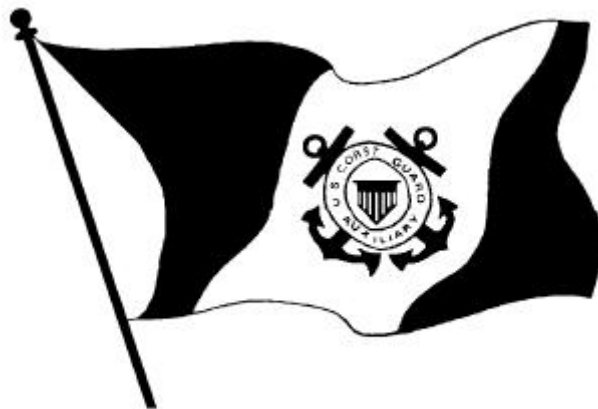
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U.S. Department  
of Transportation  
**United States  
Coast Guard**



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**AUXILIARY SPECIALTY COURSE  
ADMINISTRATION  
(AUXMIN)**



**STUDENT STUDY GUIDE**

**PUBLISHED FOR INSTRUCTIONAL PURPOSES ONLY**

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**COMDTPUB P16794.37A**

## PREFACE

### A: STRUCTURE OF THE COURSE

1. The Auxiliary Administration Specialty Course (AUXMIN) has been structured as a self-study course -- although it is preferable to have it taught by an experienced instructor who is AUXOP or has previously completed the Administration Specialty course. This Student Study Guide serves as the key guidance for the course. The single "text" for AUXMIN is the new Auxiliary Manual, COMDTINST M16790.1E, which every member now holds.
2. This Student Study Guide has been written in a series of lessons designed to require detail reading and understanding of the contents of the Auxiliary Manual. This will provide the Auxiliarist with detailed information concerning Coast Guard and Auxiliary administration. Coast Guard organization and administrative procedures will, in general, be limited to those associated with Auxiliary activities. Coast Guard policies relating to the Auxiliary will be examined and the organizational interface between the Coast Guard and the Auxiliary will be reviewed. Auxiliary organization will be covered in considerable detail. The functioning of both elected and staff officers at various levels will be addressed, and proper administrative procedures to be followed by all Auxiliarists and Auxiliary officers will be explained.
3. Although this course will present considerable detail concerning Auxiliary administration, it can only provide a foundation for actual practice. The finer details can only be mastered by actually participating in the areas and activities that are addressed in the course.
4. Many of you have occupied or are now engaged in administrative positions in your chosen career. You will find that the administrative functions within the Auxiliary are not too different from those encountered in your vocation.
5. Upon successful completion of this course you should have a greater appreciation for the complexities of the Auxiliary organization and the scope of administrative duties required of those members holding elected or appointed offices. In addition, the knowledge you acquire should give you an even greater sense of pride in being a member of this fine group of volunteer individuals.

## B. EXAMINATION PROCEDURES

1. Bring at least two soft pencils (No. 2 pencils are preferred). If the pencils do not have soft erasers, bring a good soft eraser. Do not mark the answer sheet with ink or a felt tip pen. Make no marks on the question booklets.
2. Dress comfortably, you should anticipate the comfort conditions of the test location.
3. The assigned proctor will have an examination and an answer sheet. Carefully follow the instructions on the exam and the answer sheet. If you have procedural questions the proctor will answer them for you.
4. On test answer sheets designed for optical grading, do not blacken the answer block heavily until you are sure you have selected the answer you prefer. Erasure smears may preclude accurate scoring.
5. If you are not sure which answer you prefer, don't waste time thinking about it. Continue with the next question. Frequently a subsequent question will give you a clue to the correct answer to the question that you skipped. When you have answered the other questions, go back and work on the questions you originally skipped.
6. READ each question and all possible answers carefully before you mark your answer sheet. There may seem more than one correct answer, however, only one is correct.
7. Take your time. There is no time limit for completing the examination. Once you start the examination you cannot leave the testing area until you have completed the examination and returned the exam and answer sheet to the proctor. Be sure to answer all questions. Unanswered questions are scored as wrong answers.
8. Don't worry if others finish the test before you do. They may not be as careful as you.
9. When you have completed the test, return all the material to the proctor who will forward all tests and answer sheets to the appropriate Director of Auxiliary.
10. Please allow at least four weeks for the results of the test to reach you.

## CHAPTER ONE - INTRODUCTION

### A. General.

1. Satisfactory completion of this Administration Specialty Course will provide you with extensive knowledge regarding the administrative functions of the Coast Guard and the Auxiliary at the various levels. The course will emphasize administration at the flotilla and division levels. It will also touch on the administration at district and national levels. Satisfactory completion of the course will be another step toward becoming an AUXOP.
2. The Auxiliary, like many large organizations, is operated similarly to a business or corporation. For it to realize businesslike operations, it must be organized both for direction and performance.
3. The senior officer of the Auxiliary is the National Commodore (NACO). NACO is assisted by the National Board, the National Executive Committee, the National Staff Operating Committee and the National Staff. NACO, with the help of these organizations, formulates policy recommendations for submittal to the Commandant of the Coast Guard. The National Commodore also directs the Auxiliary in implementing policy originated by or approved by the Commandant.
4. District Commodores operate in a similar fashion within their districts. The District Commodore, with the assistance of the District Board and the District Staff, makes policy recommendations either to the District Commander or to the National Board, as appropriate. The District Commodore is also charged with ensuring that Auxiliarists and Auxiliary organizations within the district implement the policies issued by or approved by the Commandant and the District Commander.
5. Division Captains and Flotilla Commanders perform similar functions within their organizations. However, at these levels, activities are directed more toward implementation of policy decisions rather than the generation of policy proposals. This does not preclude members of a flotilla from recommending changes to the current policies through the Chain of Command.
6. Regardless of the level at which an Auxiliarist operates, the same administrative principles apply. While the emphasis will vary at different levels and under different circumstances, the elected officers or staff officers will

need to establish or determine objectives. They must know, or learn, how to communicate with those Auxiliaries needed to support the project, and how to motivate them to do so. They must be innovative in order to maintain interest, and must secure cooperation to achieve the objectives of the unit. The leader must also provide opportunities for members to develop individually and encourage their continued interest and support. The leader must be able to make valid, appropriate and timely decisions. Poor decisions or even good ones at the wrong time can cause any project to fall short of its objectives.

7. You will find that there are many similarities in the operation at the various Auxiliary levels. What you learn at each level will provide the firm foundation for operation at the next level. Moreover, the principles will be the same. Only their relative application will change.

B. General Duties - Auxiliary Officers. Administration, Leadership, and Management involves seven basic criteria, all of which are applicable to administrative policies within the Auxiliary. These are:

1. Establishing Objectives.

- a. Consider what must be accomplished; distinguish between long- and short-term goals.
- b. Examine requirements and consider them in conjunction with available resources.
- c. Include individuals in goal setting when appropriate. Everyone should be kept informed of unit goals, including those goals which are established and standardized.
- d. Prescribe goals which are achievable yet offer a challenge.

2. Motivation.

- a. Consider the needs of the individual. Use individual abilities. Whenever possible assign duties they do best, in which they are most interested, and which challenge their talents.
- b. Incorporate interests of the individual with those of the Auxiliary. Attempt to achieve acceptance of objectives through participation.

- c. Show appreciation for good performance. Be prompt in rewarding outstanding activity.
  - d. Set a personal example of peak performance, attitude and behavior.
3. Communication.
- a. Understand your own desires and purposes before communicating.
  - b. Use words that your listeners or readers understand.
  - c. Always be aware that the communicator is responsible for proper understanding by the listener.
4. Innovation.
- a. Whenever possible express a desire for change which will result in improvement.
  - b. Encourage exchange of ideas and determine if any change in policies and procedures will be an improvement.
  - c. Foster a climate where change for improvement is normal.
  - d. Delegate certain responsibilities and follow-up to determine that the delegated assignments are successfully completed for the benefit and the progress of the Auxiliary.
5. Maintaining Cooperation.
- a. Maintain unity of purpose within your organizational area.
  - b. Broaden individual understanding of the Auxiliary and its goals.
  - c. Encourage communication and teamwork.
  - d. Encourage maximum individual participation.
  - e. Balance requirements of the Auxiliary with the interests and capabilities of individuals.

- f. Demonstrate attitudes and behavior which make for a cohesive atmosphere.

6. Development of Members.

- a. Provide opportunities for self-development.
- b. Define duties and standards of performance desired.
- c. Delegate, where feasible, responsibility for making decisions. Be certain the individuals understand they are responsible for these decisions. Always be willing to assume the risk inherent in this practice.
- d. Develop strong points and talents rather than pointing out minor weaknesses.

7. Decision Making.

- a. Collect pertinent facts.
- b. Develop courses of action and select the preferred one.
- c. Communicate decisions to those responsible for implementation.
- d. Avoid indecision.
- e. Making decisions is a vital part of Auxiliary administration and certainly is required of all elected or appointed officers. However, all decisions must be based upon the rules, regulations and policies established by the Coast Guard and the Auxiliary.

C. Conclusion.

- 1. The above rules regarding administration, leadership and management are basic to good administrative achievement. Following these guidelines should result in the satisfaction of knowing you have done your best to maintain the high degree of professionalism that we aspire to accomplish as members of the Coast Guard family.
- 2. During this course you will also learn new titles, acronyms and symbols for personnel in the Coast Guard as well as in the Auxiliary.
- 3. It is imperative that you understand the difference between the ranks of a Commander and Captain in the Coast Guard and

the titles of Flotilla Commander and Division Captain in the Auxiliary.

4. The course material contains many reading references. Enclosures and amplification of subjects are provided when there is no readily available Auxiliary reference.
5. You should be aware that the pyramid of Auxiliary administration narrows from the Flotilla level to the National echelon. Conversely, the administrative responsibilities broaden.
6. Unlike some large organizations, leadership in the Auxiliary is not inherited, but earned, step by administrative step, as the Auxiliarist moves to positions of increasing responsibility.
7. We, as members of the Auxiliary, belong to a volunteer organization. Any office or assignment in which we choose to serve is therefore done so voluntarily. However, when an office or assignment is undertaken we are obliged to comply with rules and regulations which have been established for our organization.

CHAPTER TWO - AUXILIARY HISTORY, PURPOSE, ADMINISTRATION, AND MISSIONS

- A. Introduction. This chapter is designed to acquaint members with the details of Chapter 1 and 2 of the Auxiliary Manual, COMDTINST M16790.1E. Students should read these chapters, paying particular attention to:
1. The purpose and role of the Auxiliary
  2. Customs and courtesies
  3. Coast Guard administration of the Auxiliary
  4. Auxiliary administration
  5. Auxiliary leadership and management
  6. Auxiliary programs and program details
- B. Additional Reading. The following will give students advanced knowledge of the Coast Guard organizational structure as it pertains to certain functions and policies. Students should remember that the Coast Guard is a complex organization. It is, at all times, a branch of the armed forces. At the same time, it is also a Federal Law Enforcement Agency. In spite of that, the Coast Guard is NOT in the Department of Defense OR Justice. Rather, it serves in the Department of Transportation. Still, in times of war or when the President directs, the Coast Guard operates as a service in the Navy.
1. Chief Director's Staff.
    - a. The Chief Director's Staff is composed of both Coast Guard military personnel and civilian employees. Their duties cover a broad and varied range of activities. One of the most important of their functions, to Auxiliarists, is the review of written training material submitted by Auxiliary National Staff Officers. They check such documents for possible conflict with Coast Guard policies.
    - b. The compilation of Auxiliary material, including public education courses, member training texts, Instructor and Student Guides, is an ongoing function of the Auxiliary National Staff. This volume of material is channeled through the Chief Director's Staff for a review prior to final approval for printing. It must be noted that all Public Education texts are copyrighted in the name of the Coast Guard Auxiliary

National Board, Inc. This copyright must be treated in the same manner as any other copyrighted materials. Specific approval is required for the reproduction of any of the public education text materials.

- c. The staff symbol (G-OAX) is an indicator used for routing reports, correspondence and other materials to the Chief Director's office in Coast Guard Headquarters. "G-" identifies Coast Guard in Department of Transportation. There are many Headquarters staff symbols, all are capital letters and begin with "G-".

2. Coast Guard, Districts and the Auxiliary.

- a. Internal Organization of a Coast Guard District. The District Commander, a Rear Admiral, is responsible for the overall operations of all Coast Guard forces within the district. This includes members of the Auxiliary.
- b. The following symbols, used to designate various positions, divisions and branches in a district office, are not contained in any readily available reference manual. Note that lower case letters are used to symbolize District offices while upper case or CAPITAL letters denote Coast Guard Headquarters symbols.

District Commander (d)  
Chief of Staff (dcs)  
Administration Division (a)  
Legal Officer (dl)  
Operations Division (o)  
Director of Auxiliary (oax)  
Marine Safety Division (m)  
Reserve Division (r)

- c. These symbols are used to assist routing of mail to the correct office. For example, mail for the Chief, Operations Division in the Fifth Coast Guard District, would be addressed as follows:

Commander (o)  
Fifth Coast Guard District  
Federal Building  
431 Crawford Street  
Portsmouth, VA 23705

3. Group Commands.

- a. The group concept is designed to consolidate command and control, over units in specific operational areas, by a central on-scene commander who reports to the District Commander. Group Commanders exercise operational and administrative control over units within their geographic jurisdiction. Ideally, four to six stations and vessels less than 180 feet comprise the operating units in the group, but this number may vary. Group Commanders also exert military jurisdiction over units in their area and are responsible for administrative inspections and operational evaluations of the units.
- b. In order to exercise proper operational control, the group command is provided with a communications center. This center maintains continuous radio watches, and maintains communications between the group and the group's units, normally by radio telephone and landline. The operating units maintain radio watches on established frequencies as directed by the group.

4. Units.

- a. The operating unit is the base element in the Coast Guard operational chain. These units comprise the operating level of the service and include ships, aircraft and stations.
- b. There are also other units such as marine inspection offices, marine safety offices and support units such as bases, depots and repair shops. They are specifically charged with carrying out the other manifold duties of the Coast Guard.

5. Rescue Coordination Center (RCC).

- a. There is one primary RCC in each district and each, as a part of a world wide SAR network, has its own area of responsibility. It has the capability, through complex and complete communications facilities, to directly contact any potential SAR unit, be it Coast Guard, other Government facilities or privately owned vessels and aircraft.
- b. Each RCC has a complete list of all available units that could assist in a SAR case in its area of responsibility. It has a means for constantly plotting each distress incident location and the position of

units which are or may be assigned to the case. It also has the personnel and command functions to complete its assignments.

c. RCCs are primarily concerned with major Search and Rescue actions. Local SAR cases may be assigned to Auxiliary operational facilities by the Coast Guard Group or Station responsible for the local area.

6. Support Units. In addition to Operational Units the Coast Guard also maintains support units. They are too numerous to cover adequately and completely in this course. However, the following examples should help distinguish between operational units and support units:

- a. The Coast Guard Academy, New London, Connecticut.
- b. The Coast Guard Yard, Curtis Bay, Maryland.
- c. Recruit Training Center, Cape May, New Jersey.
- d. Reserve Training Center, Yorktown, Virginia
- e. Supply Centers/Supply Depots
- f. Resident Training Centers

C. Study Questions.

2-1 The \_\_\_\_\_ is the senior officer of the Coast Guard who defines the role of the Auxiliary.

2-2 Members of the Auxiliary may perform \_\_\_\_\_.

- a. all missions of the Coast Guard
- b. all except the military missions of the Coast Guard
- c. only the civil missions of the Coast Guard, except for direct law enforcement.
- d. all except the law enforcement missions of the Coast Guard

2-3 The Coast Guard at all times constitutes a \_\_\_\_\_.

- a. Military service of the Navy
- b. Civilian coastal operation
- c. Branch of the armed forces
- d. Pseudo military organization

2-4 Members are required to render a hand salute to members of the Auxiliary senior to them.

\_\_\_\_\_ TRUE \_\_\_\_\_ FALSE

- 2-5 The Branch at Coast Guard headquarters level that is responsible for the operation of ANSC is \_\_\_\_\_.
- a. G-OCX
  - b. G-OCX-1
  - c. G-OCX-2
  - d. G-OCX-3
- 2-6 The Coast Guard, in periods of war or whenever the President of the United States so directs, is transferred to the Department of \_\_\_\_\_.
- a. Interior
  - b. Commerce
  - c. Transportation
  - d. Navy
- 2-7 You are a Flotilla Commander and a member in the flotilla wishes to write a letter to the District Commodore. If you disagree with the contents of the letter, you are not obliged to forward it on up the chain.  
\_\_\_\_\_ TRUE \_\_\_\_\_ FALSE
- 2-8 The Coast Guard normally operates under the \_\_\_\_\_.
- 2-9 It is not important and flotillas do not need to have an annual budget.  
\_\_\_\_\_ TRUE \_\_\_\_\_ FALSE
- 2-10 The staff symbol for a Director of Auxiliary is \_\_\_\_\_.
- 2-11 A District Commander is usually a \_\_\_\_\_.
- a. Vice Admiral
  - b. Commander
  - c. Rear Admiral
  - d. Captain
- 2-12 Group Commands are divided into \_\_\_\_\_.
- a. Districts
  - b. Units
  - c. Flotillas
  - d. Divisions

- 2-13 Members should render a hand salute to members of the Armed Forces senior to them.  
\_\_\_\_\_ TRUE \_\_\_\_\_ FALSE
- 2-14 A primary RCC is located in each \_\_\_\_\_.
- a. Area Command
  - b. Coast Guard Unit
  - c. Coast Guard District
  - d. Major Seaport
- 2-15 Any qualified Auxiliary Instructor may serve as the head instructor for any ACN or BCN lesson.  
\_\_\_\_\_ TRUE \_\_\_\_\_ FALSE
- 2-16 The staff symbol for a Director of Auxiliary is \_\_\_\_\_.
- a. (o)
  - b. (G-OAX)
  - c. (da)
  - d. (oax)
- 2-17 The office of the Director of Auxiliary for your area is located in \_\_\_\_\_.
- 2-18 In contrast to the Regulars and the Reserve, the Auxiliary is specifically declared by statute to be \_\_\_\_\_.
- 2-19 The \_\_\_\_\_ determines the specific manner in which the Auxiliary may assist in performing civil missions of the Coast Guard.
- a. Director of Auxiliary
  - b. Group Commander
  - c. District Commodore
  - d. Commandant
- 2-20 Within its own membership, the Auxiliary is organized with \_\_\_\_\_ levels of administrative responsibility.
- a. two
  - b. three
  - c. four
  - d. five
- 2-21 AUXMIS is an acronym for \_\_\_\_\_ .
- 2-22 (question omitted)

- 2-23 Area Commanders are direct representatives of the \_\_\_\_\_ in their respective areas.
- 2-24 All Public Education lesson instruction must conform to the lesson outlines published & approved by the National Executive Committee.  
\_\_\_\_\_ TRUE \_\_\_\_\_ FALSE
- 2-25 Boat examinations leading to the award of the Auxiliary Seal of Safety Decal may only be made by an Auxiliarist who has been qualified as a(n) \_\_\_\_\_.
- a. Operations expert
  - b. Vessel Examiner
  - c. Instructor
  - d. Seamanship specialist
- 2-26 National Safe Boating Week is observed each year by Presidential Proclamation.  
\_\_\_\_\_ TRUE \_\_\_\_\_ FALSE
- 2-27 (question omitted)
- 2-28 NOS is an acronym for \_\_\_\_\_.
- 2-29 Since 1955 the Auxiliary has sponsored visits to the Coast Guard Academy by selected high school students. This is known as Project \_\_\_\_\_.
- 2-30 An Auxiliary activity under which boating safety information is provided to marine dealers is the \_\_\_\_\_.
- 2-31 (question omitted)
- 2-32 Courtesy Marine Examinations may be performed on livery boats.  
\_\_\_\_\_ TRUE \_\_\_\_\_ FALSE
- 2-33 On-water training is not permitted for public education students.  
\_\_\_\_\_ TRUE \_\_\_\_\_ FALSE
- 2-34 (question omitted)
- 2-35 Non-Auxiliarists may teach lessons in the public education courses.  
\_\_\_\_\_ TRUE \_\_\_\_\_ FALSE

- 2-36 In order to properly plan expenditures, every unit should have a clearly established \_\_\_\_\_.
- a. set of Standing Rules
  - b. annual budget
  - c. set of meeting agenda
  - d. and approved By-laws
- 2-37 The organizational concept where staff officers at all levels, in conducting their activities, report upward to senior levels or monitor the activities at junior levels, is called \_\_\_\_\_.
- 2-38 Auxiliarists are expected to follow the \_\_\_\_\_ in communicating ideas, obtaining information, airing concerns, etc.
- 2-39 (question omitted)
- 2-40 When teaching the BS&S course, two lessons may be combined into one three hour class.  
\_\_\_\_\_ TRUE \_\_\_\_\_ FALSE
- 2-41 A member who is a medical doctor may teach the general topic of First Aid in a public education class.  
\_\_\_\_\_ TRUE \_\_\_\_\_ FALSE
- 2-42 Public education course completion certificates WILL NOT be issued to those who just "challenge the exam."  
\_\_\_\_\_ TRUE \_\_\_\_\_ FALSE
- 2-43 In a flotilla meeting, a written agenda is nice to have but is not essential.  
\_\_\_\_\_ TRUE \_\_\_\_\_ FALSE

## CHAPTER THREE - AUXILIARY MEMBERSHIP AND ORGANIZATIONAL STRUCTURE

- A. Introduction. This chapter is designed to acquaint members with the details of Chapter 3 and 4 of the Auxiliary Manual COMDTINST M16790.1E.
- B. Auxiliary Membership. While reading Chapter 3, students should make sure they fully understand the following topics.
  - 1. Eligibility for membership, including the relaxed requirements for facility ownership and the new requirements that bar convicted felons from membership.
  - 2. Membership categories and the associated requirements, privileges and restrictions.
  - 3. The process for member transfers.
  - 4. The four reasons for disenrollment and the various administrative actions that are authorized against members.
- C. Auxiliary Organization Structure. While reading Chapter 4, students should make sure they fully understand the following topics.
  - 1. Flotilla organization, procedures and policies.
  - 2. The procedures for establishing, the operations and requirements for flotilla detachments.
  - 3. Division organization, procedures and policies.
  - 4. Auxiliary Administrative Boards and Executive Committees, their composition, function and responsibility.
  - 5. The policy, procedures, and guidelines for Auxiliary elections.
  - 6. The policies and procedures for Auxiliary Staff Officers.
  - 7. The appointment and duties of the Auxiliary Civil Rights Counselor (CGAUX/CRC).
  - 8. The requirements and procedures for Unit Standing Rules.

- D. Study Questions. After the students have completed reading Chapters 3 and 4, and have reviewed the important topics as outlined above, they should proceed to answer the following questions without reference to the text. This will afford a check on their understanding of the material.
- 3-1 A Flotilla is the basic chartered organizational element of the Auxiliary and when chartered must consist of at least \_\_\_\_\_ Basically Qualified members.
- a. six
  - b. ten
  - c. twenty
  - d. fifteen
- 3-2 A Division consists of \_\_\_\_\_ or more Flotillas which are within the same general geographic area.
- a. five
  - b. seven
  - c. six
  - d. four
- 3-3 At the Division level, the two elected officers are the \_\_\_\_\_ and \_\_\_\_\_.
- 3-4 The Division Board consists of \_\_\_\_\_.
- a. DCP, VCP, all FCs, the IPDCP & DCO (ex officio)
  - b. DCP, VCP, all FCs
  - c. DCP, VCP, all FCs and the DIRAUX
  - d. DCP, VCP, all FCs and all VFCs
- 3-5 Division Board Standing Rules are not effective until signed by the \_\_\_\_\_.
- a. Director of Auxiliary
  - b. Division Captain
  - c. District Commodore
  - d. District Vice Commodore
- 3-6 The designated prefix for District Staff Officers is DSO. Division Staff Officers' duties and responsibilities parallel those of their counterparts on the District Staff and their designated prefix is \_\_\_\_\_.
- 3-7 The Division Captain may appoint up to \_\_\_\_\_ staff officers.

- 3-8 Authority to establish a Division is vested in the \_\_\_\_\_.
- Commandant
  - District Commander
  - Director of Auxiliary
  - Chief Director of Auxiliary
- 3-9 The primary responsibility for establishing a new division rests with the \_\_\_\_\_.
- Chief Director and District Director
  - Director of Auxiliary and District Commodore
  - District Commander and Chief Director
  - Chief Director and National Commodore
- 3-10 The Division Captain is authorized to appoint \_\_\_\_\_ to assist and advise in the execution of those duties or assignments not specifically designated for Division Staff Officers.
- 3-11 Authority to disestablish a Division is vested in the \_\_\_\_\_.
- 3-12 The two elected officers of a Flotilla are the \_\_\_\_\_ and \_\_\_\_\_.
- 3-13 The Flotilla staff reports to the Flotilla Vice Commander just as the Division staff reports to the \_\_\_\_\_.
- 3-14 When the Flotilla Commander is not present at the Division Board meeting, the Flotilla Vice Commander should attend and \_\_\_\_\_.
- will have a vote
  - will have a vote if the Flotilla Commander has made a verbal request to the Division Captain
  - will have a vote if the Flotilla Commander has so indicated to the Division Captain in writing
  - represent the members of the flotilla but without a vote

- 3-15 If the Division Captain and Vice Captain are unable to attend the District Board, the Immediate Past Division Captain should attend and \_\_\_\_\_.
- a. will have a vote
  - b. will have a vote if the Division Captain has made a verbal request to the District Commodore
  - c. will have a vote unless specified otherwise to the District Commodore by the Division Captain in writing
  - d. represent the members of the division but without a vote
- 3-16 The authority to establish or disestablish a flotilla is vested in the \_\_\_\_\_.
- a. Division Captain
  - b. District Commodore
  - c. District Director
  - d. District Commander
- 3-17 The primary responsibility for establishing a new flotilla rests with the \_\_\_\_\_.
- a. District Commodore
  - b. Division Captain
  - c. District Director
  - d. District Commander
- 3-18 The fifth flotilla in the fourth division is written as \_\_\_\_\_, and is spoken as \_\_\_\_\_.
- 3-19 The fifth flotilla in the tenth division is written as \_\_\_\_\_, and is spoken as \_\_\_\_\_.
- 3-20 The property and assets of a disestablished flotilla would normally go to \_\_\_\_\_.
- a. the remaining members, equally
  - b. the last Flotilla Commander
  - c. the division
  - d. the district
- 3-21 If a flotilla falls below \_\_\_\_\_ members, or the inactivity of the members are not deemed to be in the best interest of the Coast Guard or Auxiliary, action to disestablish should be considered.
- a. 5
  - b. 10
  - c. 15
  - d. 20

3-22 Flotilla elections must be conducted prior to \_\_\_\_\_.

- a. 1 November
- b. 20 November
- c. 1 December
- d. 15 December

3-23 The maximum consecutive terms a Division Captain may serve is \_\_\_\_\_.

- a. 2 - two year terms
- b. 2 - one year terms
- c. 4 - two year terms
- d. 4 - one year terms

3-24 To run for an elected Auxiliary office, a member must \_\_\_\_\_.

- a. own a facility
- b. be qualified as Operator or Coxswain
- c. first have completed the Administrative Procedures, elected Officer Course or AUXMIN plus be qualified in VE, IT or OPS.
- d. first have completed the AUXLEA Course

3-25 (question omitted)

3-26 Division Captains may appoint \_\_\_\_\_ assistant division staff officers.

- a. 15
- b. 14
- c. 5
- d. no

3-27 After an interim election, the interim term always establishes eligibility for the next higher office.

\_\_\_\_\_ TRUE \_\_\_\_\_ FALSE

3-28 JONES is the Immediate Past Division Captain, BROWN is the Division Captain and SMITH is the Vice Captain. In April, business commitments preclude BROWN from continuing as Division Captain. At an interim election, SMITH is elected Division Captain and BAKER is elected as Vice Captain. \_\_\_\_\_ is now the Immediate Past Division Captain.

- a. JONES
- b. BROWN
- c. BAKER
- d. No one

- 3-29 At an interim election in July, BLACK was elected Division Captain. BLACK can now serve \_\_\_\_\_ additional, full one year term(s) as Division Captain before stepping down.
- 3-30 An inactive flotilla may be placed on probation.  
 \_\_\_\_\_ TRUE \_\_\_\_\_ FALSE
- 3-31 Flotilla Commanders may appoint a maximum of \_\_\_\_\_ staff officers.
- 3-32 Failure to pay flotilla dues can result in a member's \_\_\_\_\_.
- 3-33 The Director may re-enroll prior members to Basically Qualified or AUXOP status, without any additional examinations, provided they were not disenrolled based on an administrative determination (administratively disenrolled).  
 \_\_\_\_\_ TRUE \_\_\_\_\_ FALSE
- 3-34 When a member requests a transfer between flotillas in the same district, the transfer is effective when approved by the \_\_\_\_\_.
- a. old Flotilla Commander
  - b. new Flotilla Commander
  - c. Division Captain
  - d. District Director
- 3-35 Due to a change of residence, a member must request a transfer from one District to another. The transfer is effective when approved by the \_\_\_\_\_ of the District to which the member wishes a transfer.
- 3-36 A member may disenroll another member.  
 \_\_\_\_\_ TRUE \_\_\_\_\_ FALSE.
- 3-37 Eligibility for facility ownership requires that you own at least \_\_\_\_\_ of a vessel, aircraft, fixed land or mobile radio station.
- a. 25 %
  - b. 33-1/3%
  - c. 50 %
  - d. 100 %

- 3-38 A member must have been a member for \_\_\_\_\_ years before changing to Retired status.
- a. 5
  - b. 10
  - c. 15
  - d. 20
- 3-39 To be eligible for membership in the Auxiliary, an applicant must be a United States citizen and at least \_\_\_\_\_ years of age.
- 3-40 A member may resign \_\_\_\_\_.
- a. after all back dues have been paid
  - b. after receiving an affirmative vote from flotilla members
  - c. at any time
  - d. after approval of Flotilla Commander
- 3-41 Members may not be transferred to another flotilla until \_\_\_\_\_.
- a. the members of the new flotilla have approved
  - b. the Division Captain(s) have agreed
  - c. the Flotilla Commanders have agreed
  - d. current in financial and property obligations
- 3-42 The District Commander's decision on Disenrollment for Cause is not subject to further review or appeal.  
 \_\_\_\_\_ TRUE \_\_\_\_\_ FALSE
- 3-43 Elected officers should ensure that standards, conduct, rules and procedures are explained and that all members fully understand their duties and performance requirements.  
 \_\_\_\_\_ TRUE \_\_\_\_\_ FALSE
- 3-44 Retired members may fly the Blue Ensign on their facilities if currently inspected.  
 \_\_\_\_\_ TRUE \_\_\_\_\_ FALSE
- 3-45 The senior elected officer in the Auxiliary is the \_\_\_\_\_.

- 3-46 No more than two officers of the National Executive Committee may be elected from the same \_\_\_\_\_.
- area command or district
  - district or division
  - area or division
  - district or region
- 3-47 The National Association of Past District Commodores, NAPDIC, is authorized and is allowed a seat on the National Board. Its elected President is allowed \_\_\_\_\_ vote.
- 3-48 The National Board normally convenes \_\_\_\_\_.
- twice each year
  - every three months
  - annually
  - whenever necessary
- 3-49 Each Department of the National Staff is functionally divided into Divisions and the Divisions into \_\_\_\_\_.
- 3-50 (question omitted)
- 3-51 There is no minimum number of subjects that must be addressed in District Standing Rules.  
\_\_\_\_\_ TRUE \_\_\_\_\_ FALSE
- 3-52 The District Board is composed of \_\_\_\_\_.
- DCO, IPDCO, DIRAUX, VCO, RCOs and DCPs
  - DCO, VCO, RCOs, IPDCO and DCPs
  - DCO, VCO, RCOs, IPDCO, DCPs, DIRAUX, the President of the Past Captains Association, if authorized
  - DCO, VCO, RCOs, IPDCO, DCPs and the President of the Past Captains Association, if authorized
- 3-53 To transact business a District Board must have \_\_\_\_\_ of its voting members present.
- two-thirds
  - one half
  - a majority
  - five eighths

3-54 Standing Rules of a District and any amendments thereto are not effective until signed by the \_\_\_\_\_.

- a. National Commodore
- b. District Vice Commodore
- c. District Commodore
- d. Director of Auxiliary

3-55 District Standing Committees must be listed in the \_\_\_\_\_.

- a. District By-Laws
- b. National Program
- c. Standing Rules
- d. Articles of Procedures

3-56 A District Commodore may \_\_\_\_\_ run again for the office of Rear Commodore.

- a. never
- b. ,after being out of office for 2 years,
- c. ,with permission of the Director,
- d. ,after being out of office for 6 years,

3-57 District Elections must be conducted on or before \_\_\_\_\_.

- a. 1 November
- b. 20 November
- c. 1 December
- d. 15 December

CHAPTER FOUR - REGULATIONS, POLICIES, COAST GUARD SUPPORT AND  
BASIC MATERIALS

- A. Introduction. This chapter is designed to acquaint members with the details of Chapter 5 and 6 of the Auxiliary Manual, COMDTINST M16790.1E.
- B. Regulations and Policies. This chapter of the Auxiliary Manual contains the laws that pertain to the Auxiliary. Also presented is the Commandant's policy for administration and operation of the Auxiliary. While reading Chapter 5, students should make sure they fully understand the following topics.
1. How the excerpts from Title 14, U.S. Code affect members of the Auxiliary.
  2. The responsibilities of Auxiliary members when communicating with other Government Agencies.
  3. Requirements for members of the Auxiliary that are involved with public appearances before governmental bodies.
  4. How the Privacy and Freedom of Information Acts apply to and effect members of the Auxiliary.
  5. When members of the Auxiliary may use, and the procedures for using Official Business Mail.
  6. How a member's income tax may be affected by Auxiliary membership.
  7. What the rules are governing Solicitation/Acceptance/Use of Funds, Property, Services.
  8. How the rules concerning Industry Relations affect the members of the Auxiliary.
  9. The requirements for conducting public affairs.
  10. The rules for Auxiliary Publications.
  11. The procedures to follow, and benefits to members of the Auxiliary, in the event of injury or death.
  12. The importance of "Assignment to Duty" to members of the Auxiliary. How, and by whom, assignment to duty is made.
  13. The proper handling and use of funds collected from Public Education Courses.

14. The policy concerning Incorporation of units by members of the Auxiliary.
  15. The proper procedures for handling of finances controlled by Auxiliary units.
  16. The significance and use of the Auxiliary Identification Card.
  17. How to obtain the Retired Status Card.
  18. What must be done to accommodate deaf students in Boating Safety Classes.
  19. The policy concerning Coast Guard Vehicle Decals for members of the Auxiliary.
- C. Coast Guard Support and Basic Materials. While reading Chapter 6, students should make sure they fully understand the following topics.
1. Services provided by the Auxiliary National Supply Center (ANSC) and the Auxiliary National Materials Center (ANMC)
  2. The Coast Guard's Work-Life Program and its meaning to member of the Auxiliary.
  3. The responsibility of Auxiliary officers with regard to Coast Guard and Auxiliary property.
  4. How the Auxiliary License Signature Authority pertains to members of the Auxiliary.
  5. The other government agencies that provide assistant and services to members of the Auxiliary.
- D. Study Questions. After the students have completed reading Chapters 5 and 6, and have reviewed the important topics as outlined above, they should proceed to answer the following questions without reference to the text. This will afford a check on their understanding of the material.

- 4-1 Membership in the Auxiliary automatically entitles the member to a Coast Guard vehicle decal.     True     False
- 4-2 Prior to printing any national Auxiliary publication all articles and photographs must be submitted to and approved by the \_\_\_\_\_.
- a. Director
  - b. Division Captain
  - c. Chief Director
  - d. District Commodore
- 4-3 Auxiliary training material manuals, posters and pamphlets are all available, through the unit materials officer, at the \_\_\_\_\_ . Insignia, flags, jewelry and PE material are obtained by the DSO-MA for sale in the District Material Center from the \_\_\_\_\_ .
- a. AUXCEN, PES
  - b. ANSC, AUXCEN
  - c. ATRC, ANSC
  - d. AUXCEN, ANSC
- 4-4 (question omitted)
- 4-5 A unit of the Auxiliary may be granted long term occupancy of Coast Guard owned buildings.  
 True     False
- 4-6 \_\_\_\_\_ provides the basis for the Auxiliary.
- a. Title VI, Civil Rights Act of 1964.
  - b. Commandant's Instruction
  - c. The Navigator
  - d. Title 14, United States Code
- 4-7 Corporations controlled by Auxiliary members may engage in selected fund raising activities from any business or individual outside the Coast Guard subject to the review and approval by the Director.  
 True     False
- 4-8 Flotillas can be incorporated.  
 TRUE     FALSE

- 4-9 Before Auxiliaries conduct operations on a reservoir controlled by the TVA, the \_\_\_\_\_ must contact the agency's manager.
- a. District Commander
  - b. Director
  - c. Commandant
  - d. Chief Director
- 4-10 As a matter of general policy a roster of names and addresses of Auxiliary members shall not be made available to \_\_\_\_\_.
- a. the Editor of the Navigator
  - b. any outside organization
  - c. the Area Commanders
  - d. Coast Guard Headquarters
- 4-11 Advertising is permitted in Auxiliary publications, however, accepting and publication cannot be made without prior approval of the \_\_\_\_\_.
- a. Commandant
  - b. District Commander
  - c. Chief Director
  - d. Director
- 4-12 Members of the Auxiliary are not authorized to communicate with other Government agencies in the name of the Auxiliary unless it has been determined by \_\_\_\_\_ that the recommendations or requests are consistent with the policy of the Coast Guard and the Auxiliary and the member is granted permission in advance of the communications.
- a. competent Coast Guard authority
  - b. the Flotilla Commander
  - c. the District Commodore
  - d. the Chief Director
- 4-13 (question omitted)
- 4-14 Any person using the words "Coast Guard", "United States Coast Guard", "Coast Guard Auxiliary", or "United States Coast Guard Auxiliary", in an unauthorized manner is subject to a fine of not more than \_\_\_\_\_ or imprisonment for not more than \_\_\_\_\_ or both.

- 4-15 As a general policy, subject to IRS regulation, tax deductions may be claimed for \_\_\_\_\_.
- Contribution of personal services
  - Cost of uniforms without general utility
  - Reimbursed expense
  - Depreciation on facilities or equipment
- 4-16 The Freedom of Information Act applies to \_\_\_\_\_.
- a list of PE class schedules
  - the One Page Management Report
  - the schedule for safety patrols
  - a list of marine dealers
- 4-17 Section 832, Title 14, United States Code, is the authority for compensation of Auxiliarists in the case of \_\_\_\_\_ or \_\_\_\_\_.
- 4-18 Students must purchase the course materials before they are eligible to receive a course completion certificate.  
 \_\_\_\_\_ TRUE \_\_\_\_\_ FALSE
- 4-19 In addition to custodial fees and text book costs, \_\_\_\_\_ administrative fee may be charged to each student in a multi-lesson (BS&S, S&S or ACN) course.
- NO
  - a reasonable
  - a \$1.00
  - a \$5.00
- 4-20 Official Business mail may not be used for \_\_\_\_\_.
- notices of Auxiliary meetings
  - official Auxiliary information, forms, etc.
  - personal information between members
  - correspondence to the Director
- 4-21 Auxiliary members may appear before legislative hearings as private citizens, however, they are not authorized to wear the Auxiliary \_\_\_\_\_ nor in any way indicate that they represent the \_\_\_\_\_ or the \_\_\_\_\_.
- 4-22 The Coast Guard may transfer surplus furniture and TV receivers to an Auxiliary unit.  
 \_\_\_\_\_ True \_\_\_\_\_ False

- 4-23 \_\_\_\_\_ is a type of written orders authorized for members of the Auxiliary.
- Non-reimbursable patrol orders
  - Non-specific duty orders
  - Volunteer patrol orders
  - None of the above
- 4-24 Manuals and pamphlets are ordered by the unit materials officer from \_\_\_\_\_.
- The Director
  - DSO-MA
  - ANSC
  - ANMC
- 4-25 Feature articles on Auxiliary topics for commercial periodicals is encouraged. However, the \_\_\_\_\_ must approve the article before publication.
- Director
  - Chief Director
  - Department Chief, Public Affairs
  - National Commodore
- 4-26 Spouse's names are information protected under the Federal Privacy Act of 1974.  
\_\_\_\_\_ True \_\_\_\_\_ False
- 4-27 Active duty members of the Coast Guard or Navy may not join the Auxiliary.  
\_\_\_\_\_ TRUE \_\_\_\_\_ FALSE
- 4-28 Auxiliary identification cards will have \_\_\_\_\_ expiration date.
- a 1 year
  - a 5 year
  - a 10 year
  - no
- 4-29 When an Auxiliarist has been requested to testify before a Federal legislative hearing on a matter related to the Auxiliary, the \_\_\_\_\_ must be provided advance notification.
- District Commander
  - Chief Director
  - District Commodore
  - Director

- 4-30 The corporate charter and Bylaws of District Boards which have established a corporate entity must have such documents on file in the office of the appropriate \_\_\_\_\_.
- 4-31 Use of an Auxiliary title as a prefix before an officers name in correspondence, news stories, introductions, greetings, etc., is limited to past or incumbent \_\_\_\_\_.
- a. Division Captains or above
  - b. Flotilla Commanders and below
  - c. District Commodores or above
  - d. National Staff Officers
- 4-32 Appropriations of the Coast Guard are available to pay for actual necessary travel expenses of members assigned to duty.  
\_\_\_\_\_ TRUE \_\_\_\_\_ FALSE
- 4-33 There is no restrictions on the use of any administrative fee collected from BS&S students.  
\_\_\_\_\_ TRUE \_\_\_\_\_ FALSE
- 4-34 The \_\_\_\_\_ is authorized to help Auxiliary units obtain GSA controlled facilities for teaching public education classes.
- a. District Commander
  - b. Director
  - c. Commandant
  - d. Chief Director
- 4-35 When an authorized staff officer assigns a member to a specific activity, such as teaching a PE class, no written record is required.  
\_\_\_\_\_ True \_\_\_\_\_ False
- 4-36 If immediate arrangements to accommodate a deaf student enrolled in a PE class cannot be made, the class should be cancelled.  
\_\_\_\_\_ True \_\_\_\_\_ False
- 4-37 It is not necessary for flotilla commanders to obtain approval before signing an agreement regarding the use a school's facility for a public education course.  
\_\_\_\_\_ True \_\_\_\_\_ False

- 4-38 Auxiliarists may receive assistance from representatives of the Coast Guard's Work-Life Program. This includes assistance from all but the \_\_\_\_\_.
- Relocation Assistance Manager
  - Financial Assistance Manager
  - Wellness Coordinator
  - Dependent Resources Coordinator
- 4-39 Commercial advertising in a division's newsletter is never permitted.  
\_\_\_\_\_ True \_\_\_\_\_ False
- 4-40 Violations of the Privacy Act may result in a civilian criminal action involving in a penalty of \_\_\_\_\_.
- not more than 5 years in prison
  - not more than \$5,000
  - not more than 1 year in prison
  - not more than \$1,000
- 4-41 When assigning a member to a specific activity, the record should specify the \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_, and the Auxiliarist(s) assigned.
- 4-42 Auxiliarists may use Coast Guard exchanges to purchase all but \_\_\_\_\_.
- alcoholic beverages and tobacco products
  - television sets
  - gasoline
  - automobile tires
- 4-43 Auxiliarists may conduct fund raising activities among Auxiliary members only after the approval of the \_\_\_\_\_.
- Commandant
  - Chief Director
  - District Commander
  - Director
- 4-44 Any motorboat or yacht, while assigned to authorized Coast Guard duty shall be deemed to be a \_\_\_\_\_.
- public assistance vehicle
  - public vessel of the United States
  - Coast Guard cutter
  - communications vessel

4-45 When a flotilla's newsletter contains commercial advertising, it shall be cleared by the \_\_\_\_\_ before publishing.

- a. District Commander
- b. District Legal Officer
- c. District Commodore
- d. Director

## CHAPTER FIVE - HUMAN RIGHTS, MEMBER TRAINING AND REIMBURSEMENTS

- A. Introduction. This chapter is designed to acquaint members with the details of Chapter 7, 8 and 9 of the Auxiliary Manual, COMDTINST M16790.1E.
- B. Human Rights. While reading Chapter 7, students should make sure they fully understand the following topics.
1. The application of "Civil Rights" to members of the Auxiliary.
  2. How to file, investigate and resolve complaints of discrimination.
  3. The definition of and policy concerning "Sexual Harassment."
  4. The responsibilities of members of the Auxiliary concerning the matter of sexual harassment.
  5. The training required and assistance available to prevent acts of sexual harassment.
  6. The Commandant's Human Relations Policy.
  7. The Commandant's Sexual Harassment Policy.
- C. Member Training. While reading Chapter 8, students should make sure they fully understand the following topics.
1. The authority and responsibility for training of Auxiliary members.
  2. The Basic Qualification (BQ) training requirements.
  3. The composition of the Auxiliary member number.
  4. The requirements for qualifying, maintaining qualification, and re-qualifying as a Vessel Examiner (VE).
  5. The requirements for qualifying, maintaining qualification, and re-qualifying as an Instructor (IT).
  6. The various levels and requirements for qualifying, maintaining qualification, and re-qualifying in the surface operations program.

7. The various levels and requirements for qualifying, maintaining qualification, and re-qualifying in the air operations program.
  8. Other operational programs available to members of the Auxiliary.
  9. The requirements for qualifying, maintaining qualification, and re-qualifying as a Marine Dealer Visitor (MV).
  10. The availability of the Administrative Procedures Course and Auxiliary Leadership Course for officer training.
  11. The presentation of in-flotilla training.
  12. The Specialty Courses available and the administration of their examinations.
  13. The Auxiliary National Schools available for member training.
  14. The Coast Guard courses, resident and correspondence, that are available for members of the Auxiliary.
- D. Reimbursement of Auxiliarists. While reading Chapter 9, students should make sure they fully understand the following topics.
1. What reimbursements Auxiliarists are entitled.
  2. The type of travel orders that Auxiliarists may receive.
  3. The information contained on Coast Guard orders.
  4. Reimbursement guidelines for per diem, transportation, lodging, subsistence, and other additional expenses.
  5. Procedures for completing a travel claim.
  6. Procedures for submitting minor damage and loss claims.

E. Study Questions. After the students have completed reading Chapters 7, 8 and 9, and have reviewed the important topics as outlined above, they should proceed to answer the following questions without reference to the text. This will afford a check on their understanding of the material.

5-1 A member may be credited with completion of the Navigation Specialty (AUXNAV) course by successful completion of the Coast Guard Institute course in Piloting.

\_\_\_\_\_ TRUE \_\_\_\_\_ FALSE

5-2 (question omitted)

5-3 When members believe they have been subjected to discrimination within the Auxiliary because of race, color, religion, sex, age, national origin, or disability, they have the right to file a complaint.

\_\_\_\_\_ TRUE \_\_\_\_\_ FALSE

5-4 (question omitted)

5-5 When an informal resolution of a complaint of discrimination cannot be reached, the formal complaint must be filed within \_\_\_\_\_ days.

- a. 15
- b. 20
- c. 30
- d. 60

5-6 Sexual harassment is conduct which interferes with an individual's performance.

\_\_\_\_\_ TRUE \_\_\_\_\_ FALSE

5-7 (question omitted)

5-8 To maintain currency in the Boat Crew Program, members are required to perform at least one towing evolution each year.

\_\_\_\_\_ TRUE \_\_\_\_\_ FALSE

5-9 When members of the Auxiliary are on non-reimbursable orders to a Coast Guard unit that is accessible to a CG Dinning Facility, they are entitled to dine at the facility but must pay for the meal.

\_\_\_\_\_ True \_\_\_\_\_ False

- 5-10 The ultimate responsibility for insuring member training rests with the \_\_\_\_\_.
- a. Flotilla Commander
  - b. District Commodore
  - c. District Commander
  - d. District Director
- 5-11 Any AUXOP member is authorized to proctor Specialty Course examinations.  
\_\_\_\_\_ TRUE \_\_\_\_\_ FALSE
- 5-12 When a complaint of discrimination cannot be resolved informally by the flotilla commander or CGAUX/CRC, the complaint may be made to the \_\_\_\_\_.
- a. District Director
  - b. District Civil Rights Officer
  - c. District Commander
  - d. Commandant
- 5-13 To retain qualification as Marine Dealer Visitors, members must perform \_\_\_\_\_ visits annually.
- a. no
  - b. 4
  - c. 8
  - d. 10
- 5-14 A Coast Guard unit, that issued patrol orders to an Auxiliary member, may reimburse the member for minor damage occurred while on patrol when the amount is less than \_\_\_\_\_.
- a. \$25.00
  - b. \$50.00
  - c. \$200.00
  - d. \$500.00
- 5-15 When receiving a complaint of discrimination, the CGAUX/CRC has \_\_\_\_\_ days to achieve an informal resolution.
- a. 15
  - b. 20
  - c. 30
  - d. 60
- 5-16 (question omitted)
- 5-17 (question omitted)

- 5-18 To maintain currency in the Boat Crew Program, members are required to perform \_\_\_\_\_ underway hours each year.
- a. no
  - b. 8
  - c. 25
  - d. 40
- 5-19 (question omitted)
- 5-20 Flotillas are required to conduct the Coast Guard's sexual harassment prevention training \_\_\_\_\_.
- a. only once
  - b. annually
  - c. by each new flotilla commander
  - d. when required by the director
- 5-21 (question omitted)
- 5-22 To retain qualification as a Vessel Examiner, members must annually perform \_\_\_\_\_ passing or failing CMEs, PWC exams and/or facility inspections each year.
- a. 5
  - b. 10
  - c. 15
  - d. 20
- 5-23 When members are found to have violated the Commandant's civil rights policy, they are subject to a \$1000.00 fine.  
\_\_\_\_\_ TRUE \_\_\_\_\_ FALSE
- 5-24 When a pilot fails to receive the annual training in water survival techniques, they are no longer eligible to participate in the Air Program.  
\_\_\_\_\_ TRUE \_\_\_\_\_ FALSE
- 5-25 When performing travel on Coast Guard reimbursable orders, members may always use their privately owned car and will always be reimbursed for using it.  
\_\_\_\_\_ True \_\_\_\_\_ False

- 5-26 When a formal, written complaint of discrimination is submitted to the active duty Coast Guard District Civil Rights Officer, a determination will be made as to whether the Coast Guard will accept the formal complaint within \_\_\_\_\_ working days after receiving the complaint.
- a. 15
  - b. 20
  - c. 30
  - d. 60
- 5-27 (question omitted)
- 5-28 Members of the Auxiliary, not assigned to duty, MAY dine at a CG Dining Facility.  
\_\_\_\_\_ True \_\_\_\_\_ False
- 5-29 An attempt should first be made to informally resolve complaints of discrimination.  
\_\_\_\_\_ TRUE \_\_\_\_\_ FALSE
- 5-30 Members may qualify in the Boat Crew Program as a Crewman, Operator, or Coxswain.  
\_\_\_\_\_ TRUE \_\_\_\_\_ FALSE
- 5-31 For a member to qualify as a Marine Dealer Visitor, they must first become a Vessel Examiner.  
\_\_\_\_\_ TRUE \_\_\_\_\_ FALSE
- 5-32 Members will always be reimbursed the cost of tips for handling baggage.  
\_\_\_\_\_ True \_\_\_\_\_ False
- 5-33 When complaints of discrimination cannot be resolved informally by the flotilla commander or division captain within \_\_\_\_\_ days, arrangements should be made for the member to meet with the CGAUX/CRC.
- a. 15
  - b. 20
  - c. 30
  - d. 60
- 5-34 To retain qualification as an instructor, members are not required to teach any courses.  
\_\_\_\_\_ TRUE \_\_\_\_\_ FALSE
- 5-35 (question omitted)

5-36 \_\_\_\_\_ orders are never issued to members of the Auxiliary.

- a. Trip
- b. Invitational
- c. Verbal
- d. Monthly

5-37 The CGAUX/CRC will consider complaints that are filed within \_\_\_\_\_ days of the alleged incident.

- a. 15
- b. 20
- c. 30
- d. 60

5-38 Members found to have engaged in sexual harassment or have violated the Civil Rights policy, may be administrative disenrolled.

\_\_\_\_\_ TRUE \_\_\_\_\_ FALSE

5-39 \_\_\_\_\_ is not a Specialty Course.

- a. Weather
- b. Communications
- c. Leadership
- d. Patrols

5-40 All reported incidents of sexual harassment will be investigated by the director.

\_\_\_\_\_ TRUE \_\_\_\_\_ FALSE

5-41 Formal complaints of discrimination must always be in writing.

\_\_\_\_\_ TRUE \_\_\_\_\_ FALSE

5-42 CGAUX/CRCs are involved with civil rights matters, not sexual harassment matters.

\_\_\_\_\_ TRUE \_\_\_\_\_ FALSE

5-43 Members of the Auxiliary, traveling on Coast Guard reimbursable orders, will be reimbursed for the cost of the Airport limo service between their home and the airport.

\_\_\_\_\_ True \_\_\_\_\_ False

## CHAPTER SIX - UNIFORMS AND AWARDS

- A. Introduction. This chapter is designed to acquaint members with the details of Chapters 10 and 11 of the Auxiliary Manual COMDTINST M16790.1E.
- B. Uniforms. While reading Chapter 10, students should make sure they fully understand the following topics.
1. When uniforms must be worn.
  2. The accessories authorized for wear with the Auxiliary Uniform.
  3. Where uniforms may be procured.
  4. The "Special Items" authorized for wear.
  5. The "standards" to be followed when wearing the Auxiliary Uniform.
  6. What and how various insignia, devices, ribbons and miniature medals are to be worn with the various Auxiliary uniforms.
  7. What caps and hats are authorized for wear with the various Auxiliary uniforms.
  8. What outer garments are authorized for wear with the various Auxiliary uniforms.
  9. The composition of the various men and women's uniforms and when each is authorized for wear.
  8. The requirements and procedures for Unit Standing Rules.
- C. Awards. While reading Chapter 11, students should make sure they fully understand the following topics.
1. The procedures for recommending members for an award.
  2. The various meritorious awards presented to members of the Auxiliary, their precedence, and the action required for their presentation.
  3. What program ribbons are authorized and when are members authorized their wear.

4. What breast devices are authorized and the manner of wearing each.
5. What attachments are authorized for the various ribbons and when and where they are placed.
6. What additional Auxiliary awards are authorized.
7. What Coast Guard awards are authorized, and the requirements for their presentation to members of the Auxiliary.
8. What the equivalent relationship is between Coast Guard and Auxiliary meritorious awards.
9. The proper precedence in placement of ribbons for Coast Guard and Auxiliary awards presented to members of the Auxiliary.
10. The proper precedence of all awards that may be worn by members of the Auxiliary.

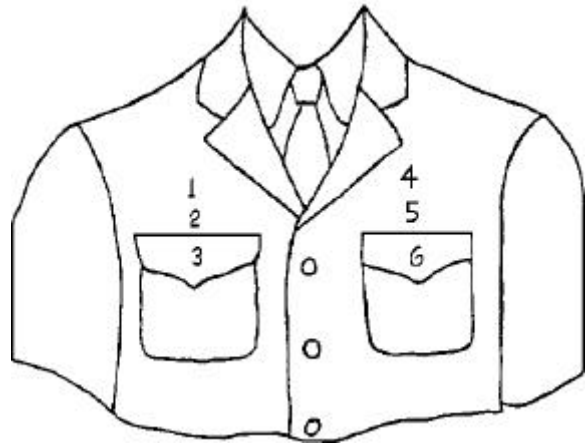
D. Study Questions. After the students have completed reading Chapters 10 and 11, and have reviewed the important topics as outlined above, they should proceed to answer the following questions without reference to the text. This will afford a check on their understanding of the material.

- 6-1 Anchors are worn on the Examiner and Instructor ribbons.  
 \_\_\_\_\_ TRUE    \_\_\_\_\_ FALSE
- 6-2 When a member wears Coast Guard Blue Dress Trousers, a light blue long sleeve shirt with a blue four-in-hand tie (undress blue winter), earned ribbons may be worn.  
 \_\_\_\_\_ TRUE    \_\_\_\_\_ FALSE
- 6-3 Auxiliarists can be eligible to receive the Coast Guard Unit Commendation award.  
 \_\_\_\_\_ TRUE    \_\_\_\_\_ FALSE
- 6-4 Anchors are affixed to the Coast Guard Auxiliary Membership Service Award ribbon to indicate the numbers of times the award has been received.  
 \_\_\_\_\_ TRUE    \_\_\_\_\_ FALSE
- 6-5 No name tags and only miniature medals and breast devices, plus the AUXOP and Past Officer devices, can be worn on the Dinner Dress uniforms.  
 \_\_\_\_\_ TRUE    \_\_\_\_\_ FALSE

6-6 The Woolly Pully sweater can be worn with the Winter Dress Blue Uniform.  
\_\_\_\_\_ TRUE \_\_\_\_\_ FALSE

6-7 On the line in front of the uniform items listed below, place the number from the uniform diagram to show where each item is properly worn.

- \_\_\_\_\_ Ribbons
- \_\_\_\_\_ Past Officer device
- \_\_\_\_\_ Name Tag
- \_\_\_\_\_ First (and only) Breast device
- \_\_\_\_\_ A second Breast device
- \_\_\_\_\_ AUXOP device



6-8 To receive the Plaque of Merit, the rescue cited in the award must have been successful.  
\_\_\_\_\_ True \_\_\_\_\_ False

6-9 Aides in PE Classes are not required to be in uniform.  
\_\_\_\_\_ True \_\_\_\_\_ False

6-10 After receiving a Membership Service Award for 10 years, a \_\_\_\_\_ star is placed on the Membership Service Award Ribbon.

- a. 3/16" gold
- b. 3/16" bronze
- c. 3/16" silver
- d. 5/16" silver

6-11 The Auxiliary Blue Blazer may be substituted for all dress uniforms.  
\_\_\_\_\_ True \_\_\_\_\_ False

6-12 For a crew member to wear the Auxiliary Jump Suit on patrol, ALL members of the crew must also wear the Jump Suit.  
\_\_\_\_\_ True \_\_\_\_\_ False

- 6-13 The insignia for a National Department Chief would contain a \_\_\_\_\_ "A".
- a. Silver
  - b. Blue
  - c. Red
  - d. Black
- 6-14 When a member qualifies as an Unpinned Coxswain (old Vessel Operator) a silver "O" is placed on the Operations Program ribbon.  
\_\_\_\_\_ True \_\_\_\_\_ False
- 6-15 From the list below, the only outer garment under which the wooly pully may be worn is the \_\_\_\_\_.
- a. reefer
  - b. cold weather jacket
  - c. overcoat
  - d. trenchcoat
- 6-16 Large metal office insignia are worn on the shoulders of the Work Jacket.  
\_\_\_\_\_ True \_\_\_\_\_ False
- 6-17 Office insignia worn on the Reefer are \_\_\_\_\_.
- a. Enhanced shoulder boards
  - b. Large medal insignia
  - c. Hard Shoulder Boards
  - d. Small medal insignia
- 6-18 When a member has qualified as Crew Member, an ATON Verifier and as an Air Observer, \_\_\_\_\_ star(s) are placed on the Operations Program ribbon.
- a. one 3/16" bronze
  - b. no
  - c. two 3/16" bronze
  - d. three 3/16" bronze
- 6-19 (question omitted)
- 6-20 Past officer device is only worn by past elected officers.  
\_\_\_\_\_ True \_\_\_\_\_ False
- 6-21 The only difference between the Service Dress Blue - Bravo and the Service Dress Blue - Alpha uniforms is that a white shirt is worn and no name tag is worn on the Alpha uniform.  
\_\_\_\_\_ True \_\_\_\_\_ False

6-22 When a member has completed all 7 Specialty Courses, \_\_\_\_\_.

- a. seven 3/16" bronze stars are worn on the ribbon
- b. six 3/16" bronze stars and one 3/16" silver star are worn on the ribbon
- c. one 3/16" bronze star and one 3/16" silver star are worn on the ribbon
- d. the ribbon is no longer worn

6-23 Test your knowledge of men's uniforms and accessories. Various men's uniforms are listed in Column, "A". Various items that comprise these uniforms are listed in Column "B". In the space provided under each uniform in Column A, list the letter for all items in Column B that could apply to that uniform. Any item in column B may be used for more than one of the listed uniforms.

Column A	Column B
1. Undress Blue Summer Alpha _____ _____	a. Short Sleeve Light Blue Shirt b. Collar Devices c. Black Bow Tie
2. Undress Blue Summer Bravo _____ _____	d. Blue, White or Brown Boating Shoes e. Military/Auxiliary Ribbons
3. Undress Blue - Winter _____ _____	f. Auxiliary Qualification Devices (Coxswain, AUXOP, etc.) g. Miniature Medals
4. Tropical Blue _____ _____	h. Dress Trousers/Slacks i. White Shirt
5. Service Dress Blue Bravo _____ _____	j. Blue Four-in-Hand Tie k. Enhanced (Soft) Shoulder Boards
6. Winter Dress Blue _____ _____	l. Unit Ball Cap m. Black Dress Shoes
7. Service Dress Blue Alpha _____ _____	n. Blue Winter Long Sleeve Shirt o. Name Tag
8. Dinner Dress Blue _____ _____	p. Coast Guard Blue Coat q. Combination Cap r. Long Sleeve, Light Blue Shirt

6-24 Test your knowledge of women's uniforms and accessories Various women's uniforms are listed in Column, "A". Various items that comprise these uniforms are listed in Column "B". In the space provided under each uniform in Column A, list the letter for all items in Column B that could apply to that uniform. Any item in column B may be used for more than of the listed uniforms.

Column A	Column B
1. Undress Blue Summer Alpha _____ _____	a. Short Sleeve Light Blue Shirt b. Collar Devices c. Black Necktie d. Blue, White or Brown Boating Shoes e. Military/Auxiliary Ribbons f. Auxiliary Qualification Devices (Coxswain, AUXOP, etc.) g. Miniature Medals h. Dress Blue Slacks i. White Short Sleeve Shirt j. Ascot k. Enhanced (Soft) Shoulder Boards l. Unit Ball Cap m. Black Pumps n. Blue Winter Long Sleeve Shirt o. Name Tag p. CG Blue Service Dress Coat q. Combination Cap r. Blue Undress Slacks s. Blue Dress Skirt t. Blue Four-in-Hand Tie u. Long Sleeve, Light Blue Shirt
2. Undress Blue Summer Bravo _____ _____	
3. Undress Blue - Winter _____ _____	
4. Tropical Blue _____ _____	
5. Service Dress Blue Bravo _____ _____	
6. Winter Dress Blue _____ _____	
7. Service Dress Blue Alpha _____ _____	
8. Dinner Dress Blue _____ _____	

