

U.S. Department of
Homeland Security

United States
Coast Guard



Auxiliary New Member Course

DRAFT: Electronic Version



STUDENT STUDY GUIDE

PUBLISHED FOR INSTRUCTIONAL PURPOSES ONLY

COMDTPUB P16794.40A

NEW MEMBER COURSE - STUDENT STUDY GUIDE

TABLE OF CONTENTS

INTRODUCTION	01
PROLOGUE	02
CHAPTER 1	04
CHAPTER 2	05
CHAPTER 3	06
CHAPTER 4	07
CHAPTER 5	10
CHAPTER 6	11
CHAPTER 7	12
CHAPTER 8	13
CHAPTER 9	14
CHAPTER 10	15
CHAPTER 11	16
CONCLUSION	17

APPENDIX — FORMS

PROSPECTIVE MEMBER INTERVIEW RECORD (ANSC - 7036)
ENROLLMENT APPLICATION (ANSC - 7001)
ENROLLMENT ID CARD FORM
(PSI) PERSONAL SECURITY INVESTIGATION FORMS (OS/DO)
SF 85 Release, (SAC) OFI86C, US Citizenship Verification
ACTIVITY REPORT - MISSION (ANSC - 7030)
MEMBER ACTIVITY LOG (ANSC - 7029)
CHANGE OF MEMBER INFORMATION (ANSC - 7028)

INTRODUCTION

The United States Coast Guard Auxiliary is a volunteer service organization, Civilian in nature, open to both men and women who are citizens of the United States, its territories and possessions, and who are age seventeen or older. The purpose of the Coast Guard Auxiliary is to assist the Coast Guard in any of its missions except where prohibited by statute, such as in direct law enforcement and military actions.

Auxiliarists are proud of their membership and training. When you wear the uniform or fly the Auxiliary Ensign, you are a member of Coast Guard Forces. Your actions as a member of this organization will reflect directly on the United States Coast Guard. In many areas, you will be the Coast Guard's only link with the public. This recognition is a PRIVILEGE as well as a RESPONSIBILITY.

As the civilian *volunteer arm* of the Coast Guard, we volunteer time, talents, boats, radios, and aircraft. We are given special training in order to work effectively with the Coast Guard. The fellowship and satisfaction accompanying our activities are also a benefit from our service.

To aid you in your understanding of the Coast Guard Auxiliary and its missions, you will be referred to the *Auxiliary Manual* COMDTINST M16790.1(series) for additional information. As a member, you should keep your copy of the *Auxiliary Manual* in a convenient place, so that it is available to answer any questions that you might have about the Auxiliary and how it functions.

Information is also available in the *New Member Reference Guide*. Since the information in that reference guide does not always correspond to the chapters in this Study Guide, you may need to leave some questions unanswered until locating the information. During the exam, you may use the *Student Study Guide* with the *New Member Reference Guide* or *Auxiliary Manual*, whichever is available.

PROLOGUE

HISTORY OF THE UNITED STATES COAST GUARD (USCG)

The history of the Coast Guard is almost as old as that of the United States. On 4 August 1790, President George Washington signed a bill passed by Congress, authorizing the construction of ten boats; this was the beginning of the Coast Guard. First named the Revenue Marine, then changed to the Revenue Cutter Service, its mission was to guard the new country's coastline against smugglers.

On 28 January 1915, President Woodrow Wilson approved the act authorizing the merger of the Revenue Cutter Service and the U.S. Lifesaving Service, which was a logical consolidation since both services had worked closely together within the Treasury Department for nearly a century. Their common aim had been to protect life and property from the ravages of the sea. The "new" service was named the United States Coast Guard.

As provided in the Congressional Act of 28 January 1915 the Coast Guard is a military service at all times--a branch of the armed forces of the United States. Because of this status, in times of war or whenever so directed by the President, the Coast Guard operates as a separate service under the Department of the Navy, at which time the Commandant reports to the Secretary of the Navy and the Chief of Naval Operations.

On 1 April 1967, after nearly 177 years in the Treasury Department, the Coast Guard moved to the new Department of Transportation. Then on 1 March 2003, the Coast Guard moved again, this time to the new Department of Homeland Security. The Commandant, as Chief of the Service, is responsible to the Secretary, who, as a member of the President's cabinet, gives the Coast Guard top representation in the Executive Branch of the government. The overall authority for Coast Guard Auxiliary administration is vested by law in the Commandant.

The Coast Guard has a wide variety of missions. Properly trained Auxiliarist assist with many of these, a summary of which follows:

SEARCH AND RESCUE (SAR): One of the oldest missions, rescuing those in peril at sea has priority over all other Coast Guard peacetime missions. The purpose of this mission is to reduce loss of life, injury, and property damage on the high seas and in U.S. waters.

PORT SAFETY AND SECURITY (PS&S): The aim of this program is to safeguard the nation's ports, waterways, waterfront facilities, vessels, personnel, and property, and to prevent accidental or intentional damage, disruption, destruction or injury.

MARINE ENVIRONMENTAL PROTECTION (MEP): This program is intended to lessen the damage caused by pollutants released in the coastal zone. It also aids in national and International pollution response planning and makes every effort to recover the cost of such a response to the Federal government.

ICE OPERATIONS (ICEOPS): Conducting both polar and domestic ice operations, the Coast Guard is the only federal agency operating icebreakers, which provide help and oceanographic support to a number of other programs. It also conducts the International Ice Patrol, which was started in 1912 after the ocean liner *TITANIC* struck an iceberg and sank.

AIDS TO NAVIGATION (ATON): This program sets up, operates, and maintains aids to navigation throughout the United States and in other areas of the world.

MARINE SAFETY: Two major activities comprise this program. COMMERCIAL VESSEL SAFETY (CVS) affects those engaged in commercial or scientific activity in the marine environment. The mission of the RECREATIONAL BOATING SAFETY PROGRAM (RBS) includes activities of the Auxiliary conducted on behalf of the federal, state, and local governments to improve the knowledge, skills, and operating environment of the recreational boater.

DEFENSE READINESS: This program ensures the Coast Guard can function as an effective armed force, in both peace and war.

ENFORCEMENT OF LAWS AND TREATIES (ELT): In 1790, Alexander Hamilton formed a “fleet of cutters” to suppress smuggling. Today, drug interdiction, migrant interdiction, and fisheries enforcement has made this program one of the Coast Guard’s most visible missions.

The operating unit is the basic element in the Coast Guard operational chain. Besides Operational Units, the Coast Guard also maintains support units, such as the Coast Guard Academy in New London, Connecticut; the Coast Guard Institute in Oklahoma City, Oklahoma; the Coast Guard Yard in Curtis Bay, Maryland; training centers, supply centers, and others.

Despite the name changes, the Coast Guard has kept its identity as an organization. In point of active service, the Coast Guard is the oldest of the nation’s seagoing armed forces.

COMPLETE THE FOLLOWING QUESTIONS USING THE INFORMATION ABOVE:

P-1 Currently, the Coast Guard operates under the Department of _____.

P-2 The overall authority for the administration of the Coast Guard Auxiliary is vested by law in the _____.

P-3 The Coast Guard Academy is located in _____ and the Coast Guard Institute in _____.

P-4 The _____ mission is the one of the oldest missions of the Coast Guard and is the one most closely identified with the Auxiliary.

P-5 The Coast Guard at all times constitutes a _____ of the Armed Forces.

CHAPTER – 1

HISTORY, PURPOSE, & ADMINISTRATION OF THE U.S.C.G. AUXILIARY

Congress established a “United States Coast Guard Reserve” in 1939 to be administered by the Commandant of the Coast Guard. It was composed of unpaid, volunteer citizens of the United States who owned motor boats and yachts. They were to aid the Coast Guard in promoting small boat safety. Congressional action in 1941 created a military *Reserve* of the Coast Guard, and the original volunteer reserve was renamed the *Coast Guard Auxiliary*. The Auxiliary assists the Coast Guard in all its missions except direct law enforcement and military operations.

For additional information on the history, purpose, and administration of the Coast Guard Auxiliary, read the following sections of Chapter 1 in the *Auxiliary Manual* COMDTINST M16790.1 (series) or *New Member Reference Guide*:

Manual; creation; role, customs & courtesies
Auxiliary administration--Auxiliary levels, chain of
leadership and management
Parallel staffing
Auxiliary Management Information System

COMPLETE THE FOLLOWING QUESTIONS:

- 1-1 The concept for communications among staff officers at all levels is called _____.
- 1-2 In transacting Auxiliary business, directions from the top and communications from the bottom to the top must flow via the _____.
- 1-3 The organizational levels of the Auxiliary are _____, _____, _____, and _____.
- 1-4 The Auxiliary is not involved in direct _____.

CHAPTER – 2

AUXILIARY MISSIONS

This chapter contains those Auxiliary programs and activities of a permanent or continuous nature. They are essential and basic to operating the Auxiliary. Their emphasis will ensure the continued success of the Auxiliary as a recognized national boating safety organization. From time to time, long-term programs and short-term projects may be established on a national or district/regional basis.

For additional information on the Auxiliary's Missions Today, read Chapter 2 in the *Auxiliary Manual* or *New Member Reference Guide*. For specific information on Auxiliary Missions, read the following Sections:

Academy Introductory Mission
Auxiliary Historical Missions
Auxiliary Mission's Today
Program Authorization
Program Descriptions

COMPLETE THE FOLLOWING QUESTIONS:

- 2-1 Historically, the three primary missions of the Auxiliary have been _____, _____, _____, and _____. The "glue" that holds the Auxiliary together is _____.
- 2-2 Boat examinations leading to the award of the Auxiliary Vessel Safety Check decal may only be made by an Auxiliary member who has been qualified as a _____.
- 2-3 Public education is the best approach to _____.
- 2-4 The Coast Guard Auxiliary enhances the environmental awareness of recreational boaters through _____.
- 2-5 Auxiliary operations cover the use of members and their facilities in _____, _____, and _____ missions.
- 2-6 Qualified Auxiliarists and their facilities are authorized assignment to duty to assist in CG and states support of _____ and _____. (SAR)

CHAPTER – 3

MEMBERSHIP

GENERAL REQUIREMENTS - The Auxiliary is a civilian organization of volunteers. Membership is open to citizens of the United States and its territories and possessions, who are 17 years of age or older and have not been convicted of a felony. Facility (radio station, boat, or aircraft) ownership is desirable; but not mandatory. Those individuals with special training or experience in any Auxiliary program area is also desirable for Auxiliary membership. The same is true for any individual who has specific skills helpful to the organization. Auxiliary membership is also open to all or former members of any of the uniformed services and their reserve components.

MEMBER PRIVILEGES - Some of the privileges new members may receive include a current copy of certain Auxiliary publications. They are entitled to attend all meetings, training sessions, and flotilla social events, plus they may vote on any flotilla matter. In addition, the new member may wear the Coast Guard Auxiliary uniform and fly the Auxiliary Ensign on a currently inspected vessel facility. For additional information on Auxiliary membership, read the following sections in Chapter 3 of the *Auxiliary Manual* or *New Member Reference Guide*:

Eligibility
Member Accession
Enrollment
Transfers
Administrative actions
Disenrollment

COMPLETE THE FOLLOWING QUESTIONS:

- 3-1** An applicant for membership in the Auxiliary must be approved for enrollment by the _____.
- 3-2** Authority for disenrollment rests with the Commandant through the District Commander; therefore, no member may disenroll another member. **TRUE FALSE**
- 3-3** A member may fly the Auxiliary Ensign only if it is a (an) _____ vessel facility.
- 3-4** You are member of Flotilla 7, Division 2, Northern Region of the Fifth Coast Guard District. Your complete Auxiliary Flotilla Number would be _____ - _____ - _____.

CHAPTER – 4

AUXILIARY ORGANIZATIONAL STRUCTURE

The Auxiliary is structured with four basic administrative and supervisory levels with Auxiliary elected and appointed officers at each level. Chapter 4 of the *Auxiliary Manual* contains the general authority and duties of Auxiliary officers. These duties may be further specified in other documents, provided they do not conflict with the provisions of the *Auxiliary Manual*. In addition to the manual, additional information may be found in Commandant instructions and publications, District instructions and procedures guides and the Auxiliary National Program. The four administrative levels are flotilla, division, district, and national.

The senior elected officer of each unit, at each level, appoints a staff. These staff officers aid in the administration of that unit. Staff officer designations show not only the staff function, but also the staff level at which the officer functions. Staff positions at the flotilla level have the prefix “**FSO-**” at the division level “**SO-**” and at the district level “**DSO-**”.

Below is a list of all authorized flotilla staff officers. Also included is a brief description of the responsibility for each.

MEMBER TRAINING (FSO-MT). As the name implies, this officer is responsible for administering all training of flotilla members. This includes boat crew, instructor, and vessel examiner training. Conducting all required Operations, Instructor, and Vessel Examiner Workshops is another FSO-MT responsibility. For these, the FSO-MT must coordinate with the Operations, Public Education, and Vessel Examiner Staff Officers. This position is very important to a growing flotilla and requires a dedicated, imaginative, and industrious individual.

PUBLIC EDUCATION (FSO-PE). This officer is responsible for administering and scheduling public education courses. Such work includes getting class space, instructors, and course materials. The FSO-PE must work with the FSO-MT to ensure properly trained instructors are available for the flotilla. This staff officer also coordinates with the Public Affairs Staff Officer (FSO-PA) for advanced publicity for the public education courses.

OPERATIONS (FSO-OP). The Operations Staff Officer is responsible for getting facilities and crews to meet the patrol activity requested by the Coast Guard. The FSO-OP must also work with the FSO-MT to be sure properly trained members are available to conduct the desired patrols.

COMMUNICATIONS (FSO-CM). This officer is primarily concerned with Auxiliary fixed land and land mobile radio facilities. The duties include the annual inspection of these facilities and their proper operation. The FSO-CM works with the FSO-MT to have the Communication Specialty Course (AUXCOM) taught to those desiring to participate in Auxiliary communications.

MARINE SAFETY (FSO-MS). This Staff Officer arranges for the flotilla to provide assistance, as needed, to the USCG Marine Safety Offices for Marine Safety and Environmental Protection. Working in cooperation with OP, PE, PA, CM, and MT to assist in presenting MSEP workshops, seminars, and training sessions, by bringing all MSEP information to the attention of the membership. In addition, encourage public outreach in such areas as Sea Partners.

VESSEL EXAMINER (FSO-VE). The FSO-VE is responsible for administering the flotilla Vessel Examiner (VE) Program. This effort includes scheduling VSC stations, particularly during VSC month. The FSO-VE works with the FSO-MT to be sure that properly trained Vessel Examiners are available for the flotilla. The FSO-VE coordinates with the Public Affairs Staff Officer (FSO-PA) for advance publicity about the VE Program and the VSC station schedule. The FSO-VE aids the FSO-OP to have all vessel facilities inspected before the district facility inspection deadline.

PERSONNEL SERVICES (FSO-PS). This officer has two goals: (1) to *recruit*, and (2) to *retain* members. The FSO-PS works primarily with the FSO-PE and FSO-VE to recruit new members for the flotilla. The PE and VE Programs offer the most exposure of the flotilla to the boating public. The Instructors and Vessel Examiners are the prime recruiters for new members. The FSO-MT is a key player in the retention efforts of the flotilla. Members **expect** training and involvement. If training is not done, the flotilla will lose members.

AIDS TO NAVIGATION (FSO-AN). The FSO-AN Officer oversees the flotilla Chart Updating (CU) and Aids to Navigation efforts. The job includes checking Private Aids to Navigation (PATONs). For this last effort, the flotilla must have enough qualified Aids Verifiers (AV). Many flotillas also appoint the FSO-AN as the Aids Verifier Examiner (AVE). The AVE qualifies potential Aids Verifiers.

PUBLIC AFFAIRS (FSO-PA). This staff officer works in cooperation with other staff officers to get maximum local publicity on flotilla activities.

PUBLICATION (FSO-PB). The FSO-PB acts as editor of the unit's publication. All flotillas should have some type of publication, or newsletter, to keep members informed of all flotilla activities. A flotilla publication is important for members who miss a meeting. The publication need not be fancy--just a simple mailing of reminders about coming events to each member, made on a regular basis, will do the job.

FINANCE (FSO-FN). The Flotilla Finance Staff Officer is the bookkeeper of the flotilla's finances. The FSO-FN collects members' dues and PE book sale funds, and maintains the flotilla's checking account. The FSO-FN must promptly pay all bills for Auxiliary dues and other obligations. This staff officer is responsible for preparing an annual budget and for submitting monthly financial statements.

COMMUNICATION SERVICES (FSO-CS) This officer promotes development and support of the unit's eTechnology resources. This includes support of the unit website, monitoring applicable email communications and relaying them to members without email capabilities. Also, insuring that Public Education course schedules are maintained on the appropriate websites, assisting the FSO-PS, FSO-MT and members with web based resources, PowerPoint, and other technologies.

INFORMATION SERVICES (FSO-IS). While the FSO-FN is the monetary bookkeeper of the flotilla, the FSO-IS provides data entry of all flotilla activity data. The FSO-IS is a key player in AUXDATA and AUXINFO SYSTEMS.

MATERIALS (FSO-MA). The Auxiliary operates the Auxiliary Center (AUXCEN), and the Coast Guard operates the Auxiliary National Supply Center (ANSC). The FSO-MA, if designated by the Flotilla Commander, orders items from ANSC, such as stationery and Coast Guard training publications, which are paid for at the taxpayers, expense. The FSO-MA also assists members in purchasing items from the AUXCEN through the District Materials Center, operated by the DSO-MA.

SECRETARY/RECORDS (FSO-SR). The Secretary/Records prepares and distributes the minutes of all flotilla meetings. The Flotilla Commander may assign other flotilla records for the FSO-SR to maintain, such as rosters and standing rules.

PROGRAM VISITOR (FSO-PV). The Recreational Boating Safety Visitation Program provides boating safety information to marine dealers. Auxiliarists visit specific dealers on a regular basis and supply them with information and Auxiliary publications regarding boating safety, Auxiliary public education courses, and Vessel Safety Checks.

For additional information on the organizational structure of the Auxiliary, read the following Sections in Chapter 4 of the *Auxiliary Manual* or *New Member Reference Guide*:

Administrative levels
Staff officers
Election eligibility

COMPLETE THE FOLLOWING QUESTIONS:

- 4-1 The _____ is the basic unit of the Auxiliary. The two elected officers at the flotilla level are the (FC) _____ and the (VFC) _____.
- 4-2 At the division level, the correct acronym for the Division Captain and the Division Vice Captain are _____ and _____.
- 4-3 The correct acronym for the flotilla staff officer is _____, and for the division staff officer, it is _____.
- 4-4 The FSO-MT is the _____ staff officer for _____.
- 4-5 The SO-OP is the _____ staff officer for _____.
- 4-6 The Public Education Officer at the flotilla level is designated by the acronym _____ - _____.

CHAPTER – 5

REGULATIONS AND POLICIES

The Auxiliary is a volunteer civilian organization established by Congress and administered by the Coast Guard. Members need to be aware of the organization as intended by Congress. From these basic laws come the authority of the Commandant to promulgate pertinent instructions and regulations to administer the Auxiliary properly within the framework of the Coast Guard. *Title 14 USC — Coast Guard* provides the basis for authorization of the Auxiliary.

For further information on regulations and policies, read the following Sections in Chapter 5 of the *Auxiliary Manual* or *New Member Reference Guide*:

- Authority excerpts
- Communications with other government agencies
- Public and political affairs
- Privacy and Freedom of Information Acts
- Official Business Mail
- Taxes
- Solicitation/acceptance of funds
- Injury or death
- Assignment to duty

COMPLETE THE FOLLOWING QUESTIONS:

- 5-1** The laws pertaining to the operations and administration of the Auxiliary are defined in _____.
- 5-2** Official Mail may be used for notices of Auxiliary meetings as well as requests for lodging reservations and conference registration for official meetings. **TRUE FALSE**
- 5-3** Unofficial mail includes mailing personal information between members. **TRUE FALSE**
- 5-4** As a matter of general policy, a roster of names and addresses of Auxiliary members shall NOT be made available to _____.
- 5-5** As a general policy, subject to IRS regulations, tax deductions may be claimed for cost of uniforms and their maintenance. **TRUE FALSE**
- 5-6** *Section 832, Title 14, United States Code* is the authority for compensation of Auxiliarist in the case of _____ or _____.
- 5-7** Auxiliary members may appear before legislative hearings as private citizens; however, they are not authorized to wear the Auxiliary _____ nor in any way indicate they represent the _____ or the _____.

CHAPTER – 6

COAST GUARD and COAST GUARD AUXILIARY SUPPORT & BASIC MATERIALS (SUPPLIES)

AUXILIARY NATIONAL SUPPLY CENTER (ANSC) — A private company under contract to the Coast Guard operates the ANSC, which is located in Granite City, Illinois. The ANSC serves as a central stocking point for CG/CG Auxiliary stationery, forms, posters, publications, and manuals. Items appropriate for Auxiliary use are provided, at no cost, to Auxiliary units. The Flotilla Commander (FC) or the Flotilla Materials Staff Officer (FSO-MA) orders materials directly from ANSC.

AUXILIARY CENTER (AUXCEN) — Located in St. Louis, Missouri, the AUXCEN is owned and operated by the Auxiliary members for the sole benefit of supporting Auxiliary members in each district. District Materials Centers are stocked from these supplies, ordered by the District Materials Officers. The AUXCEN stocks all types of accessories and insignia for uniforms and civilian wear. This stock includes all the Auxiliary flags, pennants, burgees, etc. Public education course material is also stocked by the Auxiliary Center. Members cannot order directly; ask your FSO-MA or FC how to order materials supplied by your District Materials Center.

For specific information, read the following sections of Chapter 6 in the *Auxiliary Manual* or *New Member Reference Guide*:

Auxiliary National Supply Center (ANSC)
Auxiliary Center (AUXCEN)

COMPLETE THE FOLLOWING QUESTIONS:

- 6-1** Who may order items from the Auxiliary National Supply Center (ANSC)?

- 6-2** Items from the Auxiliary Center (AUXCEN) are available for sale through _____.
- 6-3** Auxiliary insignia, flags, jewelry, and Public Education materials are supplied by the _____.
- 6-4** Auxiliary stationery, forms, posters, publications, and manuals are supplied by the _____.
- 6-5** You desire a supply of Mission Activity Reports (ANSC - 7030). You should contact your _____.

CHAPTER – 7

HUMAN RESOURCES

The Coast Guard Auxiliary is guided by the current equal opportunity policies of the Commandant of the Coast Guard. No person shall be subject to discrimination in the Auxiliary or its programs because of race, color, religion, sex, age, national origin, or disability.

For more detailed information on the programs and resources available to you, read the following Sections in Chapter 7 of the *Auxiliary Manual* or *New Member Reference Guide*:

Civil Rights
Sexual Harassment

COMPLETE THE FOLLOWING QUESTIONS:

- 7-1 What does the acronym CGAUX/CRC mean? _____

- 7-2 What is the role of the CGAUX/CRC? _____

- 7-3 The Sexual Harassment Policy Statement ensures all those engaged in official business with the Coast Guard have the right to an environment free of _____ and _____.
- 7-4 Any military member or civilian employee who makes deliberate or repeated unwelcome verbal comments, gestures, or physical contact, which is characteristically of a sexual nature engages in _____
_____.

CHAPTER – 8

MEMBER TRAINING AND QUALIFICATIONS

To enhance the Auxiliarist's competence and professionalism, members should further their training. Member training is considered the "backbone" of the Coast Guard Auxiliary and enables members to contribute fully to Auxiliary activities. Member training is the primary responsibility of the unit training officer. However, the ultimate responsibility for ensuring member training and program participation rests with the flotilla commander. Many members join the Auxiliary to receive advanced training, and the flotilla commander should ensure this opportunity is available.

Be sure your Member Training (MT) officer and Flotilla Commander (FC) are made aware of your areas of interest!!

For information on Auxiliary training opportunities, read the following Sections in Chapter 8 of the *Auxiliary Manual* or *New Member Reference Guide*. In addition, **all** Coast Guard "C" school level training is available to Auxiliarists; access this information through the Coast Guard Auxiliary National website.

Training opportunities
Advanced training

COMPLETE THE FOLLOWING QUESTIONS:

- 8-1** The two skill levels in the Boat Crew Qualification program are _____ and _____.
- 8-2** To retain qualification in the Operations Program, the member must meet the requirements for Currency Maintenance every _____ year(s) and be signed off by a QE every fifth year of Currency Maintenance.
- 8-3** In the Boat Crew Qualification Program, the Director of Auxiliary appoints a _____, who approved Boat Crew tasks for the candidates.
- 8-4** Upon completion of the seven Specialty Courses, a member receives the _____ designation.
- 8-5** To be eligible to receive Coast Guard Patrol Orders, you must be qualified as a _____.
- 8-6** To become qualified as an Instructor, a member must complete the _____ Course.

CHAPTER – 9

REIMBURSEMENT OF AUXILIARISTS

As Auxiliarists, we receive no pay. In addition, most of our expenses are not reimbursed by the Auxiliary or the Coast Guard. For example, we don't receive any funding for travel to flotilla meetings or to other local activities. As you become more involved with the organization, you will learn there are some instances where reimbursement is made. If you are issued Coast Guard orders to temporary additional duty (TAD), or you are given reimbursable patrol orders for your boat, you will be allowed certain expenses, which will be described at the time you get your orders. Some orders, however, are termed "non-reimbursable." Read the section on different "orders" carefully.

Part of the material in Chapter 9 of the *Auxiliary Manual* will only apply when you become active in one of the programs, such as on-the-water operations. However, the chapter also discusses "Minor Damage and Loss claims," and other material of interest to even the newest member.

For more information, read the following Sections in Chapter 9 of the *Auxiliary Manual* or *New Member Reference Guide*:

Applicability
Orders
Claims

COMPLETE THE FOLLOWING QUESTIONS:

- 9-1** Reimbursement for Auxiliary travel is to be consistent with Federal Travel Regulations (FTR) for _____ employees.
- 9-2** To be eligible for reimbursement for travel, the Auxiliarist must be traveling on _____ issued by an appropriate Coast Guard official.
- 9-3** To file a claim for minor damage or loss, the member must use the proper form and include a statement explaining _____
_____.

CHAPTER – 10

UNIFORMS

All Auxiliarists are authorized and encouraged to wear the various Auxiliary uniforms. Members must wear a uniform when participating in many programs and activities. For detailed information on uniforms, read Chapter 10 in the *Auxiliary Manual* or *New Member Reference Guide*. For a brief description of the uniforms a new member might wear, refer to the following Sections:

Basic description
Procurement
When required
Service Dress Blue Bravo
Winter Dress Blue
Tropical blue
Winter & Summer Undress Blue
Undress Blues / ODU
Blue Blazer

COMPLETE THE FOLLOWING QUESTIONS:

- 10-1** The Winter Dress Blue uniform may be authorized or prescribed as a substitute for the _____ uniform.
- 10-2** Soft or enhanced shoulder boards are worn on the shirt with the _____ uniform, and the _____ uniform.
- 10-3** Name three situations when a uniform is most commonly required.
- A. _____
- B. _____
- C. _____
- 10-4** The Summer Undress Blue Bravo (working) uniform is worn for _____ and _____.
- 10-5** Members may order uniforms by mail from the Coast Guard _____ in Woodbine, New Jersey.
- 10-6** Coast Guard officer uniforms and Auxiliary uniforms are very similar except for the color of the _____ and _____. The color on the Coast Guard officers' uniform is _____, and on the auxiliary uniform it is _____.

CHAPTER – 11

AUXILIARY MEMBER RECOGNITION

Auxiliary members, being volunteers, receive no direct compensation for the many hours of time and effort they donate to the Coast Guard. The recognition of an Auxiliarist's service, through the presentation of timely and appropriate awards, is essential to the success of the Auxiliary program. In many respects, the recognition received through these awards can be considered a "paycheck." The service and actions of the Auxiliarist should receive the appropriate recognition and awards to the maximum extent possible.

For general information, read Chapter 11 in the *Auxiliary Manual* or *New Member Reference Guide*. More specifically, refer to the following Sections:

Award of Operational Merit
Auxiliary Commendation Award
Auxiliary Achievement Award
Auxiliary Humanitarian Service Award
Making a Recommendation
Specialty Recognition
Auxiliary Program Ribbons
Auxiliary Service Awards

COMPLETE THE FOLLOWING QUESTIONS:

- 11-1** The Coast Guard Sustained Auxiliary Service Award is given to Auxiliarist who have contributed a total of _____ hours of Auxiliary Service.
- 11-2** Auxiliary Program Ribbons are awarded in three areas of service. These programs are _____, _____, and _____.
- 11-3** Who can recommend that a member be considered for an award?

CONCLUSION

In a short period of time you have learned what the members of a flotilla do as a group, how we fit into the larger picture of the Auxiliary, and what it takes to become a contributing member. Each flotilla requires its members to be ACTIVE and not just joiners!

There are several items you should consider before filling out the Enrollment Application:

1. Do you understand the monetary investment in terms of dues, uniforms, and possibly equipment for operations?
2. Are you willing to attend and to become involved in flotilla meetings?
3. Will you consider taking advantage of the training available to you in order to enhance your knowledge of boating safety, as well as your contribution to the flotilla activities?

If your answer is “yes, yes, and yes,” then we need you; we need your involvement, and we are looking forward to your membership!

WHERE YOU GO FROM HERE?

You will be scheduled for a short examination at your earliest convenience. The format is multiple-choice. For each question, you will be provided with four possible choices from which to select the correct answer. This test is an open-book one, but don't make the mistake of not preparing for it. The idea is not just to pass a test; rather, it is to be certain you are familiar with the information a new Auxiliarist needs to know.

The passing score on this examination is 80%. In other words, you will need to correctly answer 24 or more of the 30 questions. For an open-book exam, that's a reasonable goal. If you are comfortable with the material in your study questions, you should have no problem with the actual examination.

Your completed examination and application will be sent to the Director of Auxiliary, and you will receive a Employee ID Number and your membership card will follow in a short time providing your PSI (Personnel Security Investigation) is favorable. In the meantime, plan to attend the activities your flotilla has scheduled. You will be introduced to the various elected and appointed officers who will help you become actively involved.

You are about to enter upon an exciting and rewarding experience. You have an opportunity to serve others in a variety of ways while adding to your own skills. Equally important, however, you are also going to be able to meet a lot of new friends who share your values and interests. It's a lot of fun!

WELCOME ABOARD!

THE AUXDATA AND AUXINFO SYSTEMS

Keeping records is a part of various Auxiliary missions and activities. This record keeping is accomplished through the Auxiliary Data and Auxiliary Information Systems.

AUXDATA is the system used for data entry of all unit information, all members, and their personal information, facilities, qualifications, and performance statistics. AUXINFO is the means for retrieving any type of performance report about a member or unit of the Auxiliary.

Its function as a management tool can only be effective if members make accurate and timely activity reports for input. Auxiliary forms and their associated descriptions and instructions can be found in the forms section of the Auxiliary National website. You will gradually become familiar with the forms as you engage in different activities. There are a few, however, you may encounter fairly early in your Auxiliary experience; three of them are discussed below. Samples of these forms are included in this guide.

FORM: ANSC – 7028 - CHANGE OF MEMBER INFORMATION

Some of the information you furnish the Auxiliary will change, and this form is used to ensure your data are kept current. Examples would include changes in your address, phone number, occupation, and the person you want to have contacted in the event of an emergency. Each individual member submits the form through the flotilla. The instructions for completing the form are printed on it.

FORM: ANSC - 7030 - ACTIVITY REPORT — MISSION

Once you become trained to perform one or more of the Auxiliary's major activities or missions, you will be expected to report the work done in those areas. For example, if you become qualified as a crewmember, you will need to fill out a Form ANSC 7030 when you complete a patrol mission. This form asks for such information as the location of your mission and the hours spent actually performing the activity. It is vital to the Auxiliary and to the Coast Guard that you submit this information promptly. Future plans and actions may be based upon studies from these reports. Your flotilla's Information Services Officer (FSO-IS) is your source for help in filling out those first few forms.

FORM: ANSC - 7029 - MEMBER ACTIVITY LOG

You probably won't need to use Form **ANSC - 7030** yet, but you do need to ask for a copy of Form **ANSC - 7029**, because you will be using it right away. The hours you volunteer are valuable to the Coast Guard. With these records, the Auxiliary demonstrates service, which is an important resource for our nation. All activities that are not reported on some other form, should be tallied on this form. Instructions for its use are printed on the back of the form. All of your hours, however reported, count toward earning the "Coast Guard Sustained Auxiliary Service Award," which is discussed in the *Auxiliary Manual*.

Examples of activities you would record would include attendance at meetings, training, work on committees, and time spent on preparation and travel for all missions. Remember, if the hours you spent were reported on a different form, they should not be "double reported" on the **ANSC - 7029**. If in doubt, ask your Flotilla Information Services Officer (FSO-IS).

It is a good idea to enter your hours on this form promptly after performing the activity, while details are still fresh in your mind. It is always a good idea to keep a copy for yourself. You will be able to keep track of your progress toward the Coast Guard Sustained Auxiliary Service Award ribbon. The most important thing, of course, is that your records will enable the Auxiliary and the Coast Guard to see where the real work is being done.