

U.S. Department of
Homeland Security

United States
Coast Guard



Office of Auxiliary

**Auxiliary Administrative
Procedures Course**

Student Study Guide

Revised 1 March 2007

Auxiliary Administrative Procedures Course – Student Study Guide

U.S. Department of
Homeland Security
United States
Coast Guard



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MEMORANDUM

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

To: Distribution

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

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

1. PURPOSE. This publication is intended for use as the student study guide for the Auxiliary Administrative Procedures Course. It is published for instructional purposes only and is not policy material.
2. ACTION. Elected and appointed leaders and program managers at all levels of the Auxiliary organization shall ensure Auxiliarists who pursue elected office or independent professional development, and those who oversee, direct, and conduct associated training, are aware of the availability of this guide as an option to achieve such objectives.
3. PUBLICATION AFFECTED. The Auxiliary Administrative Procedures Course Student Study Guide, Commandant Publication 16794.61 is canceled.
4. DISCUSSION. The Auxiliary Administrative Procedures Course Student Study Guide is not a substantial revision of earlier text materials.
5. SUMMARY OF CHANGES. This updated version provides appropriate alignment with changes in reference (a).

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Dist: ANSC
Auxiliary Member Training Staff Officers

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This revision incorporates some different study questions than in previous revisions to eliminate questions which were irrelevant to entry or flotilla level members, misleading or incorrect. It is strongly recommended that earlier revisions of this document not be used and any copies destroyed.

OBJECTIVES

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

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

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

REVIEW QUESTIONS

LESSON 1

CHAPTER 1

1. Congress renamed the U. S. Coast Guard Reserve as the Coast Guard Auxiliary in
 - a. 1939
 - b. 1941
 - c. 1944
 - d. 1996
2. The United States Coast Guard Reserve was established by Congress in _____ and was composed of unpaid, volunteer United States citizens who owned motorboats and yachts.
3. What were the two purposes of the Coast Guard Auxiliary as established in the Act of 1944?
4. The Coast Guard Authorization Act of 1996:
 - a. allows the Commandant of the Coast Guard to define the duties of the Auxiliary.
 - b. considers each Auxiliary unit and element a U.S. instrumentality for certain matters of civil liability.
 - c. considers Auxiliary vessels, when assigned to duty, as public vessels of the U.S. and as C.G. vessels.
 - d. all of the above.
5. Although an element of the Coast Guard, the Auxiliary is declared by statute to be _____ .
6. The Auxiliary's role (DOES/DOES NOT) extend to law enforcement.
7. As a courtesy, return any and all salutes given. However, which of the following does not require a salute by a uniformed Auxiliarist?
 - a. a salute initiated by Armed Forces officers
 - b. a salute initiated by NOAA members
 - c. the National Ensign passing in parade
 - d. a salute initiated by another Auxiliarist
8. What is the saluting protocol for the Pledge of Allegiance?

REVIEW QUESTIONS (Continued)

9. What is the protocol for the posting of the colors when indoors and in uniform?

10. Saluting is proper courtesy for Auxiliarist when greeting commissioned officers of the Armed Forces (TRUE/FALSE).

11. The senior Coast Guard officer in a Coast Guard district is the:
 - a. District Commander (d)
 - b. District Commodore (DCO)
 - c. District Chief of Staff (dcs)
 - d. Director of Auxiliary (oax)

12. The Coast Guard officer responsible for the administration, support, and overall execution of the Auxiliary program within the district/region is the _____.

13. The chain of leadership and management is a communication process designed for (ELECTED OFFICERS/STAFF OFFICERS).

14. Give an example of the use of the chain of leadership and management a member would use to contact the Director of Auxiliary regarding an error about his or her qualifications.

15. Give an example of how an operations policy would be distributed using parallel staffing.

16. Parallel staffing is a communication process designed for (ELECTED OFFICERS /STAFF OFFICERS).

17. The elected officer of an Auxiliary unit:
 - a. must employ motivational techniques to attain objectives
 - b. is still a civilian volunteer without command authority
 - c. convinces Auxiliarist to accept personal responsibility for task and mission accomplishment
 - d. all of the above

REVIEW QUESTIONS (Continued)

18. The most effective and rewarding use of Auxiliary Staff Officers is to:
 - a. tell them exactly what you want done
 - b. delegate authority and consult with them on their progress
 - c. let the staff create plans and policies on their own
 - d. all of the above

19. Which of the following is important for unit meetings?
 - a. written agenda of the meeting's business
 - b. standard meeting time and place
 - c. wearing of appropriate uniforms or uniform options by all members
 - d. all of the above

20. What is AUXDATA?

REVIEW QUESTIONS (Continued)

CHAPTER 2

1. Today, the four cornerstones of the Auxiliary are defined as follows:
2. What activities are included in Member Services?
3. What activities are included in Recreational Boating Safety?
4. What activities are included in Operations and Marine Safety?
5. Which of the following programs is **NOT** authorized for Auxiliary sponsorship?
 - a. administrative support of the Coast Guard
 - b. bridge administration
 - c. Sea Explorers
 - d. port safety and security
6. An Auxiliarist while on a support mission, augmenting a Coast Guard unit, shall not participate in any law enforcement duties nor carry, handle, repair, or fire weapons of any sort. (TRUE/FALSE).
7. Naval Sea Cadets may not be given public education courses taught by the Auxiliary. (TRUE/FALSE)
8. Qualified Auxiliarists are authorized assignment to duty as military recruiters to support the Coast Guard's recruiting program. (TRUE/FALSE)

REVIEW QUESTIONS (Continued)

LESSON 2

CHAPTER 3

1. The minimum requirement for Auxiliary membership is to be a U.S. citizen and at least _____ years of age or older, subject to a favorable PSI.
 - a. 16
 - b. 17
 - c. 21
 - d. 25
2. Upon completion of training, Auxiliary membership is approved by:
 - a. FSO-MT
 - b. FC
 - c. DCO
 - d. Director of Auxiliary
3. Membership entitles Auxiliarists to all of the following EXCEPT:
 - a. use of Department of Defense exchanges for all goods and services except alcohol and tobacco
 - b. voting on any flotilla matter
 - c. eligibility to receive Coast Guard orders
 - d. authority to use government vehicles to perform official business
4. Retired status (IS/IS NOT) a membership category.
5. Which of the following is correct about a member with retired status?
 - a. may wear uniform with insignia of highest rank
 - b. may fly the Auxiliary ensign on a currently inspected facility
 - c. no longer pays dues
 - d. all of the above are correct
6. Who is allowed to have life membership?
 - a. members at least 65 years of age or older
 - b. members with at least 15 years of service
 - c. DCOs at the conclusion of their term of office
 - d. no one is given life membership.
7. The status of honorary membership is recommended by the _____ and the Director for a term of _____ or a lifetime.

REVIEW QUESTIONS (Continued)

8. Who must sign a "transfer request within a district" before submission to the Director?

9. When transferring between districts, what is the role of the FC?

10. What conditions could deny the transfer of a member?
 - a. delinquency of dues
 - b. failure to return Auxiliary or CG property
 - c. pending administrative or disciplinary procedures
 - d. any of the above

11. Considering the Administrative Actions Flow Chart, suspension or revocation of a member's qualifications is considered as a _____ action performed by the Director.

REVIEW QUESTIONS (Continued)

CHAPTER 4

1. The elected officer responsible for managing the flotilla is the _____ .
2. The elected officer responsible for managing the division is the _____ .
3. The elected officer responsible for managing the district is the _____ .
4. The elected officer responsible for managing the national organization is the _____ .
5. For an initial charter, a flotilla must consist of at least _____ Auxiliary members unless waived by the District Commander.
6. Primary responsibility for initiating efforts to start a new flotilla rests with the _____ .
7. Disestablishment of a flotilla must be considered if membership falls below _____ members.
8. _____ may place a flotilla on probation, and must inform each flotilla member with the reason for probation, the probationary period, and the conditions for probation removal.
9. A recommendation for disestablishment requires a _____ majority of the division board member vote.
10. Assets of a disestablished or disbanded flotilla become the property of
 - a. the members of the disestablished flotilla
 - b. the Division
 - c. the District
 - d. the National Board
11. A flotilla detachment (IS/IS NOT) an independent unit.
12. The leader of a flotilla detachment is appointed by the FC. (TRUE/FALSE).
13. At a flotilla meeting, a quorum of _____ of the eligible voting members is required to conduct business unless otherwise specified in the flotilla standing rules.
14. Absentee voting may be allowed by the Director for members in good standing. (TRUE/FALSE).

REVIEW QUESTIONS (Continued)

15. A division must have _____ or more flotillas unless waived by the District Commander.

16. If a division falls below 5 flotillas, what actions may be taken by the District Commander?
 - a)
 - b)

17. Who are the voting members of the division board?

18. When may a vice elected officer conduct a board meeting?

19. Who may vote at a board meeting in the absence of the elected unit officer or vice officer?

20. To carry a motion, what kind of vote is required?

21. Who are the voting members of the District Board?

22. The term of newly elected flotilla and division officers begins on _____.

23. The purpose of the "vice officer" is to function as _____.

24. Who reports to a "vice officer"?
 - a. elected officers at the highest level
 - b. staff officers at the next highest level
 - c. no one has to report to a vice elected officer
 - d. staff officers at the same unit level

REVIEW QUESTIONS (Continued)

LESSON 3

CHAPTER 5

1. The Auxiliary is a _____ organization established by _____ and administered by the _____.
2. Regarding U.S. Code, Title 14: authorization for use of the words "Coast Guard Auxiliary" is described in Section _____.
 - a. 639
 - b. 822
 - c. 829
 - d. 831
3. Regarding U.S. Code, Title 14: Administration of the Coast Guard Auxiliary is authorized in Section _____.
 - a. 639
 - b. 821
 - c. 823
 - d. 826
4. Auxiliary facilities when authorized by the Coast Guard shall be considered as vessels of the Coast Guard or a radio station of the Coast Guard according to Sections _____ to _____ of U.S. Code, Title 14.
5. As a matter of policy, a roster of names, telephone numbers, and addresses of Auxiliary members shall not be made available to any external person or organization nor used for _____.
6. As a private citizen, an Auxiliarist may appear or testify in uniform without Coast Guard Approval. (TRUE/FALSE).
7. At State legislative hearings, representing the Auxiliary or appearing in uniform in an official capacity, whose approval is required? _____
8. Membership rosters may be given to local marinas and marine stores to increase the ease of contacting people about safe boating. (TRUE/FALSE).
9. Official mail can be used to send specialty course materials to Auxiliary students. (TRUE/FALSE).
10. Official mail can be used when ordering Auxiliary uniforms from commercial sources. (TRUE/FALSE).

REVIEW QUESTIONS (Continued)

11. With prior approval, banquet raffles or other fund raising activities may be conducted among Auxiliary members at Auxiliary functions provided the activities comply with local law. (TRUE/FALSE).
12. Use of the Coast Guard Auxiliary emblem by a commercial concern must be approved by the _____.
13. The Coast Guard Auxiliary official seal is designed for use on documents such as:
14. Auxiliarists performing Auxiliary activities supporting Auxiliary programs, when authorized, are considered:
 - a. assigned to duty
 - b. volunteering their time
 - c. scheduled facilitators
 - d. civilian employees
15. In the event of injury while performing vessel examinations an Auxiliarist is "covered" by:
 - a. his own insurance
 - b. no insurance since the time is volunteered
 - c. a flotilla umbrella policy
 - d. statutorily described medical or disability compensation
16. For performing scheduled Auxiliary functions, an Auxiliarist should notify the _____ and keep a written log of activity.
 - a. DCP
 - b. District Commander
 - c. appropriate elected officer or staff officer
 - d. Commanding Officer of the local CG unit
17. In order to deploy an operational facility, there must be _____.

REVIEW QUESTIONS (Continued)

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

19. When traveling to flotilla meetings, the Coast Guard (WILL/WILL NOT) cover Auxiliarists for third party liability.

20. Public education fees can be used for all of the following EXCEPT:
 - a. course material in addition to the textbook
 - b. custodial fees for room maintenance in a public building
 - c. payment to course sponsors
 - d. support of flotilla raft-ups

REVIEW QUESTIONS (Continued)

CHAPTER 6

1. Training publications are ordered through _____.
2. The _____ stocks Auxiliary flags, pennants, burgees, certain uniform accessories, and PE materials.
3. Who reviews and approves all official Coast Guard Auxiliary public education course materials? _____.

REVIEW QUESTIONS (Continued)

CHAPTER 7

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

REVIEW QUESTIONS (Continued)

LESSON 4

CHAPTER 8

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

REVIEW QUESTIONS (Continued)

CHAPTER 9

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

REVIEW QUESTIONS (Continued)

CHAPTER 10

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

REVIEW QUESTIONS (Continued)

CHAPTER 11

1. The award given to a member performing an assist or rescue at risk to the member's life is the:
 - a. Auxiliary Distinguished Service Award
 - b. Plaque of Merit
 - c. Auxiliary Meritorious Service Award
 - d. Award of Operational Merit
2. The award for an Auxiliarist who, in performance of duty, enhanced Auxiliary goals on a local level is the:
 - a. Auxiliary Distinguished Service Award
 - b. Plaque of Merit
 - c. Auxiliary Meritorious Service Medal
 - d. Award of Operational Merit
3. With the exception of the Auxiliary Distinguished Service Award and the Flotilla Meritorious Achievement Award, who can make an Auxiliary award recommendation? _____
4. In recommending an award, what must be included? _____

5. Which Auxiliary award has no corresponding miniature medal? _____
6. Ribbons, miniature medals and regular devices may be worn together on the dinner dress uniforms. (TRUE/FALSE)
7. When awarded a silver letter "O" device it should be placed centered on the appropriate ribbon or miniature medal. (TRUE/FALSE)
8. The "5/16" star on the award ribbon is authorized for _____
_____.
9. The Auxiliary award with the highest precedence is the
 - a. Auxiliary Award of Merit
 - b. Auxiliary Distinguished Service Medal
 - c. Auxiliary Meritorious Service Medal
 - d. Auxiliary Plaque of Merit

REVIEW QUESTIONS (Continued)

10. When the wearing of ribbons is required, Auxiliarist may wear

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

REVIEW QUESTIONS (Continued)

CHAPTER 12

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