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# Study Guide

## Basic Qualification Course II

### (BQC II)

### Module 3

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Revision 10AUG17



## Executive Summary

### Overview

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

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

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

With this in mind, the BQC II has broken the AUXMAN into 7 independent modules with each model related to one or two chapters of AUXMAN. They have been developed to allow for self-paced study which will ensure that you have the necessary tools to navigate your way through the core concepts of becoming a competent and valuable member of the U.S. Coast Guard Auxiliary. The modules are numbered in the order that most Auxiliarist's will need the information although they can be taken in any order. At the end of each module there is a 20 questions open book exam on the National Testing Center (NTC) website. The results of each exam are stored in AUXDATA. Each module should take on the order of 2 hours to complete.

### Module Goals

The goals of the seven Module units are to provide you with a basic level of knowledge upon which you can build your volunteer "career" in the Auxiliary and effectively work with active duty members of the Coast Guard. Upon completion of all seven modules, you will have a strong basis of knowledge about the key aspects of working with the Coast Guard as an auxiliarist. The modules include:

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



### **Modular Progress**

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

### **Acknowledgement**

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





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



28 DEC 2015

Shipmates,

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

The Auxiliary Manual (COMDTINST M16790.1 series) remains the primary policy guide for the administration and management of the Auxiliary. It outlines the duties, responsibilities, and expectations of Auxiliarists as they continue to deliver vital services and assist the Coast Guard in the 21st century.

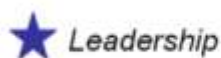
The BQC II modules are not intended to replace or supplant the Auxiliary Manual, but rather serve as a self-paced methodology of study for new members to gain a comprehensive orientation to the Auxiliary. In the event of any discrepancy, the Auxiliary Manual is the governing document.

As a new member, you will learn about the rich history and traditions, as well as the policies, of the Coast Guard and Auxiliary. In fact, we expect the information found in these modules to be useful to all Auxiliarists, regardless of their experience level. At the completion of these units, you will be ready to begin your Auxiliary career with a strong foundation on which to begin your service to your community, your nation, your Coast Guard and your Coast Guard Auxiliary.

We are pleased to have you on board. Semper Paratus!

A handwritten signature in blue ink that reads "Mark Simoni".

Mark Simoni  
National Commodore









THE COMMANDANT OF THE UNITED STATES COAST GUARD  
Washington, DC 20593

## U.S. COAST GUARD AUXILIARY POLICY STATEMENT

The U.S. Coast Guard Auxiliary is the uniformed volunteer component of our Service. The Coast Guard's guiding principles of SERVICE TO NATION, DUTY TO PEOPLE and COMMITMENT TO EXCELLENCE are only achievable through the combined efforts of all Coast Guard forces. The Coast Guard Auxiliary is a valuable, dedicated and indispensable part of the Coast Guard team.

Established by Congress on June 23, 1939, as the Volunteer Reserve, the Auxiliary conducted many of the Coast Guard's domestic missions while the Active Duty and Reserve components were forward deployed during World War II. The Auxiliary has continued its great service to our Nation ever since.

The spirit of volunteerism and patriotism that called the first Auxiliarists to duty continues today in the more than 30,000 professional men and women who faithfully execute assigned Auxiliary missions throughout our Nation, its territories, and in foreign countries where U.S. engagement is enhanced by Auxiliary services. Upon enrollment, Auxiliarists pledge to support the Coast Guard Auxiliary and to faithfully execute assigned duties, and to abide by the governing policies established by the Commandant. They are a crucial force multiplier for the Coast Guard's sustained mission excellence.

Auxiliarists enthusiastically provide experience, talent, and platforms for a wide range of activities, including, Maritime Safety Outreach, Search and Rescue, Safety and Security Patrols, Disaster Response, Pollution Response and recruiting. These activities enable the Coast Guard to successfully execute all its mission, and they do it without compensation!

The Auxiliary missions are:

- To promote and improve Recreational Boating Safety;
- To provide a diverse array of specialized skills, trained crews, and capable facilities to augment the Coast Guard and enhance safety and security of our ports, waterways and coastal regions;
- To support Coast Guard operational, administrative and logistical requirements.

I charge all Commanders, Commanding Officers and Officers in Charge to continually strive to include the Auxiliary in mission execution and support so that we can maximize sustained excellence across all mission areas.

PAUL F. ZUKUNFT  
Admiral, U.S. Coast Guard



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## Member Training, Qualifications and Uniforms

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### Getting started in the Auxiliary

All members wishing to contribute should:

- Complete this Basic Introduction Course and BQ requirements
- Become familiar with and use the National Member Training Compendium
- Complete the FEMA ICS courses online
- Choose a mission area, and begin training on a qualification (e.g. Boat Operations, Communications, Marine Safety, Vessel Examiner, Public Affairs Specialist)

Those interested in being a staff officer should:

- Complete all of the tasks above
- Begin consulting with a mentor to develop your leadership competencies
- Take the FLC or AUXLAMs course

### Membership - Approval Pending (AP)

Approval Pending (AP) status is the administrative status for all Auxiliarists during the time between acceptance of their enrollment package and receipt of a Favorable PSI determination.

In accordance with the provisions of paragraph D.2 of Chapter 3 of the AUXMAN, Auxiliarists in AP status have the privilege of participating in virtually the entire range of Auxiliary training and qualification programs.

### Membership - Initially Qualified (IQ)

When an Auxiliarist in AP status receives a Favorable PSI determination, the Director shall change their administrative status to Initially Qualified (IQ), unless they also meet the criteria to have their status changed to Basically Qualified (BQ) or Operational Auxiliarist (AX).

Once in IQ status, or BQ or AX status as appropriate, the Director shall issue the Auxiliarist an identification card that reflects their new membership status.

Auxiliarists in IQ status are authorized to:

- Participate in all training for which AP Auxiliarists are authorized.
- Attend Coast Guard or Coast Guard Auxiliary C-schools.
- Be qualified by the Director in Auxiliary programs that only require IQ status.





### Membership - Basically Qualified (BQ)

To achieve BQ status, an Auxiliarist must have completed the requirement for IQ status (i.e., have a Favorable PSI on record) and must have successfully completed an approved boating safety course.

Auxiliarists in BQ status are authorized to:

- Participate in all Auxiliary training
- Be qualified, or certified on an interim basis, by the Director in programs that require BQ status.

Note: BQ status is not required for any qualification except that of Fingerprint Technician and Citizenship Verifier. Auxiliarists in AP status may qualify in all other competencies except coxswain, Personal Watercraft Operator (PWO), and the five aviation competencies. For those exceptions, interim certification may be granted for an Auxiliarist in AP status who meets the competency's qualification requirements as well as the requirements for BQ status. For example, an Auxiliarist in AP status may receive interim certification as a First Pilot in the aviation program if they meet BQ status requirements, the qualification requirements for the First Pilot competency, and have submitted their Direct Operational (DO) PSI package.

### Advanced Level Training (AX / AX2)

The AUXOP, or “Operational Auxiliarist” program is an advanced training program available to members of the Coast Guard Auxiliary who wish to increase their practical relevance to Coast Guard missions, and better assist the Coast Guard to fulfill needed skill sets.

Members who successfully complete their training are authorized to wear the AUXOP device and their membership level advances from Initially Qualified (IQ) or Basically Qualified (BQ) to Operational Auxiliarist (AX2).

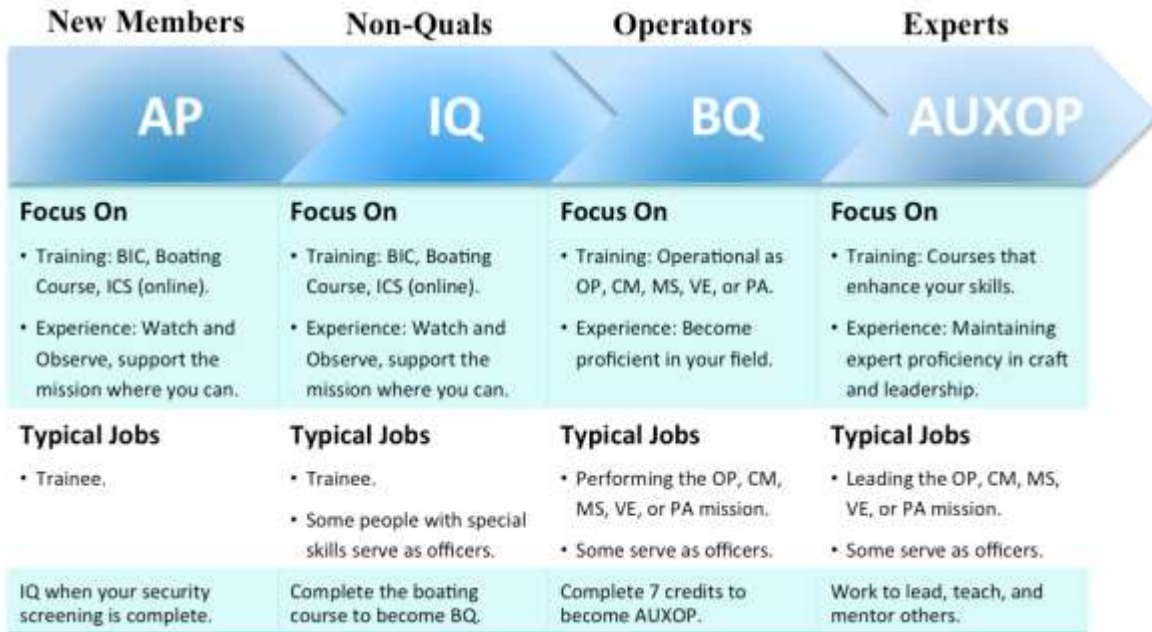
Under this program, Auxiliarists must successfully complete a minimum of seven credits from three categories of courses detailed in the following sections to receive the AUXOP designation:

- Core courses
- Leadership courses
- Elective credit elements

Successful completion of one credit in the AUXOP program shall earn an Auxiliarist the Specialty Training ribbon.



### Member Development Continuum



### Member Training and Qualifications

The Flotilla Staff Officer for Member Training (FSO-MT) is responsible for providing training opportunities in the flotilla and for answering questions related to training. Auxiliarists can pursue training in Member Training (MT) programs to increase knowledge and skills, and to attain qualifications for participation in various Coast Guard and Auxiliary programs.

Special qualifications are available as Instructor (IT), Vessel Examiner (VE), Aids to Navigation (ATON) verifier, Program Visitor (PV), boat crew, coxswain, pilot, aircrew, and air observer.

Auxiliary specialty courses offer advanced training in several fields.

Auxiliarists may also enroll in Coast Guard Institute (CGI) correspondence courses and receive continuing education units (CEUs) from self-study paced course completions.

Regular in-flotilla training sessions are fundamental to keeping Auxiliarists informed, interested, qualified, and ready to participate fully in Auxiliary activities.



## The National Member Training Compendium

The “Compendium” is a single source of ALL training available in the CG Auxiliary. It is a spreadsheet that lists all the available AUXOP courses and Certifications, including pre-requisites, links to manuals, PQSs, tests, and power point presentations. It can be found here:

[http://tdept.cgaux.org/documents/NATIONAL\\_MEMBER\\_TRAINING\\_COMPENDIUM.pdf](http://tdept.cgaux.org/documents/NATIONAL_MEMBER_TRAINING_COMPENDIUM.pdf) . A description of how to use the Compendium is found here:

[http://tdept.cgaux.org/documents/How To Use THE NATIONAL MEMBER TRAINING\\_COMPENDIUM.pdf](http://tdept.cgaux.org/documents/How_To_Use_THE_NATIONAL_MEMBER_TRAINING_COMPENDIUM.pdf) .

Additional information found in the Compendium includes links to mandated training, workshops, public education courses, material sources, and on-line training and testing websites. Some sites will require signing in with your member ID number or CGAUX email address, and your password(s).

All members should be aware of the Compendium and its uses. It saves countless hours of searching for basic training information.

## Auxiliary Courses and Test Administration

Auxiliarists in AP status are authorized to take any and all Auxiliary courses.

Flotillas may provide essential course materials to Auxiliarists in AP status in order to facilitate learning.

Auxiliarists in AP status are authorized to take any and all end-of-course exams associated with these courses.

Auxiliarists in AP status may be presented the corresponding course completion certificates in appropriate ceremonial venues upon successfully completing all course requirements.

Test results may be entered in AUXDATA for Auxiliarists in AP status.

## Member Training and Qualifications - Incident Command System (FEMA Courses)

For purposes of completing this Basic Qualification Course (BQ), the mentee must satisfactorily complete the FEMA Incident Command courses:

- **ICS 100** – Introduction to the Incident Management System
- **ICS 700** – Introduction to the National Incident Management System

For further information, the FEMA website is: <http://training.fema.gov/IS/NIMS.aspx>.



### What are Your Interests?

- Boat Operations (Boat Crew)
- Communications Specialist
- Marine Safety Specialist
- Vessel Examiner
- Public Affairs Specialist
- Something else?

### Boat Crew Program

There are three qualifications in the boat crew program:

- Crew Member
- Coxswain
- Personal Watercraft Operator

Auxiliarists wishing to participate in authorized Auxiliary surface operations must meet the BQ status requirement of having successfully completed an authorized boating safety course. This means that members in AP status may train and qualify as boat crewmembers as long as they have successfully completed that BQ status requirement and all other qualification requirements described in the below references. They may be granted interim certification as coxswain and Personal Watercraft Operator (PWO) given the same completions until their favorable background check is received. Specific qualification requirements can be found in:

- Auxiliary Boat Crew Training Manual  
COMDTINST M16794.51 (series)
- Auxiliary Boat Crew Qualification Guide, Volume I: Crew Member  
COMDTINST M16794.52 (series)
- Auxiliary Boat Crew Qualification Guide, Volume II: Coxswain  
COMDTINST M16794.53 (series)
- Auxiliary Boat Crew Qualification Guide, Volume III: PWC Operator  
COMDTINST M16794.54 (series)

### Air Operations

Auxiliarists wishing to participate in authorized Auxiliary air operations must meet the BQ status requirement of having successfully completed an authorized boating safety course. This means that members in AP status may train and be granted interim certification in any of the five competencies described below as long as they have successfully completed that BQ status requirement and all other qualification requirements described in the Auxiliary Operations Policy Manual until their favorable background check is received.



The Auxiliary Operations Policy Manual, COMDTINST M16798.3 (series), provides the specific requirements and is the principal document for the Auxiliary Aviation program.

There are five levels of qualification in air operations program:

- Aircraft Commander
- First Pilot
- Second Pilot
- Air Crew Member
- Air Observer

### Other Operational Training Programs

Training programs are available for other Auxiliary operational programs:

- Qualified Watchstanding at Coast Guard active duty units.
- ATON verification and repair.
- Commercial fishing vessel safety examinations (CFVSE).
- Augmentation of Coast Guard boats and cutters.
- Augmentation of Coast Guard aircraft.

Additional opportunities for training and duty are available depending upon specific Coast Guard needs.

### Non-Operational and Administrative Programs

Training programs that lead to specific qualifications are available for those Auxiliarists wishing to take part in other Auxiliary non-operations and administrative programs.

- Dockwalker.
- Assistant Contingency Planner (AUX-ACP).
- Assistant Federal On-Scene Coordinator Representative (AUX-ET).
- Assistant License and Document Evaluator (AUX-LDEV).
- Assistant License and Document Examiner (AUX-LDEX).
- Prevention Outreach Specialist (AUX-MEES).
- Marine Safety Administrative and Management Specialist (AUX-MSAM).
- Port State Control Dispatcher (AUX-PSC).
- Assistant Waterways Management Representative (AUX-WM).

### Marine Safety and Prevention Program

The Coast Guard Auxiliary Marine Safety qualifications are designed to facilitate and encourage Auxiliary support for Coast Guard Sectors in the legacy Marine Safety and Environmental Protection Programs. Examples include:

- Commercial Fishing Vessel Safety (CFVS) Examiner.
- Assistant Life Raft Inspector (AUX-LR).
- Uninspected Passenger Vessel Examiner (AUX-UPV).



## Basic Qualification II - Module 3



- Uninspected Towing Vessel Examiner (AUX-UTV).
- Prevention Outreach Specialist (AUX-MEES).
- Marine Safety Administrative and Management Specialist (AUX-MSAM).

Additional recognition includes:

- Marine Safety Training Ribbon.
- Auxiliary Marine Safety (Trident) insignia.

### Recreational Boating Safety Visitation Program

Auxiliarists wishing to participate in the RBS Visitation program must meet the BQ status requirement of having successfully completed an authorized boating safety course. This means that members in AP status may train and qualify as PV as long as they have successfully completed that BQ status requirement and all other qualification requirements described in the following references.

### Auxiliary Vessel Examiner (VE)

Auxiliarists wishing to participate in the VE program must meet the BQ status requirement of having successfully completed an authorized boating safety course. This means that members in AP status may train and qualify as VE as long as they have successfully completed that BQ status requirement and all other qualification requirements described in the following references.

Auxiliary Vessel Examiners (VEs) are trained and qualified to perform safety examinations of different types of vessels. There are two distinct VE programs:

- VEs for recreational boats conduct Vessel Safety Checks (VSCs).
- VEs for commercial vessels conduct vessel safety examinations.

Nothing precludes an Auxiliarist from qualifying and performing activity in both programs. These VEs are trained and qualified to perform VSCs and Auxiliary surface facility inspections.

### Auxiliary Public Affairs Program

A robust public affairs program is essential to the promotion and success of Auxiliary programs and activities.

The Auxiliary Public Affairs training program combines formal and on-the-job training with structured mentoring into a four-tiered professional development program.

It is designed to develop Auxiliarists from public affairs apprentices, into skilled public affairs specialists, support specialists, and program managers

An Auxiliarist does not have to serve as a public affairs program staff officer in order to train, complete, and qualify in this program.





### Auxiliary Instructor (IT)

Instructors can teach either or both Auxiliary PE and/or MT courses.

Additionally, experienced ITs shall serve as prime mentors in qualifying new ITs, improving the skills of current instructors, and assisting in the New Member program.

Auxiliarists wishing to participate in the IT program must meet the BQ status requirement of having successfully completed an authorized boating safety course. This means that members in AP status may train and qualify as IT as long as they have successfully completed that BQ status requirement and all other qualification requirements described in the following references.

All new ITs will be qualified using the current IT Development Course (IDC) as follows:

- For IT qualification, the candidate completes the IDC, passes the open book examination with a three-hour time limit and passing grade of 90 percent, and teaches a minimum of two classes of satisfactory instruction under a certified IT's supervision.
- The supervising IT or an elected leader signs and dates the completed examination form stating IT qualifications have been met.

### Auxiliary Interpreter Program

The Auxiliary Interpreter Corps program is a component of the Auxiliary International Affairs Directorate that provides Interpreter support to Coast Guard operational, administrative, and public affairs missions.

Members of the Coast Guard Auxiliary, whether or not they are also Coast Guard active duty, reserve, or civilian employees, may join the Auxiliary Interpreter Corps based on their linguistic skills.

### Mandated Training

The purpose of Mandated Training (AUXMT) is to build awareness and enhance the knowledge, skills, abilities, and attitudes of the Coast Guard's workforce required to perform Coast Guard missions.

Responsibility for the management and administration of all AUXMT resides under the singular authority of FORCECOM. The Chief Director shall administer AUXMT for the Auxiliary on FORCECOM's behalf.

### Mandated Training Courses

Auxiliarists must successfully complete the following AUXMT during their first year of enrollment and then once every five years thereafter:

- Building Resilience and Preventing Suicide in the CG



## Basic Qualification II - Module 3



- Security Fundamentals
- Privacy at DHS: Protecting Personal Information Awareness
- Sexual Harassment Prevention
- Sexual Assault Prevention and Response
- Civil Rights Awareness

Auxiliarists must successfully complete the following AUXMT only once (new members shall complete them by the end of their first full year after joining):

- Ethics 1- Personal Gifts
- Influenza Training
- Intro to the Incident Command System- ICS-100
- Intro to National Incident Management System- IS-700

### Member Involvement Plan (MIP)

The Coast Guard Auxiliary is committed to the personal and professional growth of all our members. This planner is to help you to become familiar with opportunities available in the Auxiliary, to see the steps leading to your interests and goals, and, over all, to assist you in planning your future years in the Auxiliary. Here is the planner link: <http://hdept.cgaux.org/pdf/MemInvol16DEC10.pdf>

### Performance Qualification System

Much of your operational training will be measured by a “Performance Qualification Standard” (PQS).

The PQS for each qualification is different, but generally includes:

- A series of components that may include completion of additional outside training
- A series of tasks, many of which are intended to be completed “on the job,” that must be performed in front of and signed off by a mentor

Competency might sometimes also be measured by a written (or online) examination, an interview with a qualification board, or by some other method.

### AUXDATA

AUXDATA is a password protected management information system used to enter all of the data pertaining to individuals, facilities, certifications, awards, and performance hours by qualified Auxiliarists.

Any Auxiliarist can use the AUXINFO program to retrieve all information from AUXDATA except the personal information of the members and is accessed directly from the Internet with no password required.

AUXDATA is a system that has been designed to assist Auxiliarists, Auxiliary leadership, the Director and the Chief Director, and the Security Center (SECCEN) in



tracking, managing, and creating reports for implementation and management of the Personnel Security Investigation (PSI) program.

Much of the policy as written has been programmed to automatically generate the required reports, notifications, emails, etc.

### Logging time with the Flotilla Staff Officer for Information Systems (FSO-IS), Form 7029

Form 7029 is used to report miscellaneous “admin” time on a daily basis.

One form for each month, organized as a day-by-day spreadsheet.

- 99A is AUX Leadership
- 99B is RBS support
- 99C is Marine Safety support
- 99D is training (including all time spent as a trainee in a class)
- 99E is admin.

Online: <http://webforms.cgaux.org>

### Logging time with the FSO-IS, Form 7030

Form 7030 is used to report specific time devoted to specific missions.

Each mission and sub-mission has a different code, for example:

- 01A is a “Marine Patrol
- 06B is “Instructor for Non-Operational Training”
- 10J is “Public Affairs Community Relations”
- There are approximately 80 other activity codes on the 7030 form

Most time as an instructor in a classroom is reported here.

Online: <http://forms.cgaux.org>

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## Uniforms

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### Looking Sharp

Proper wear represents professionalism.



### Key Rules of Uniform Wear

Auxiliarists must adhere to uniform policies when engaged in Coast Guard or Auxiliary programs or activities.

Whenever in doubt, check Chapter 10 of the CG Auxiliary Manual for more detailed guidance.

The uniform of the day is prescribed by the Director or elected leaders.

Take care and show pride in your appearance:

- Always wear a cover when outdoors and in uniform
- Replace uniform components when they are old, worn, or “no longer serviceable”
- Do not wear soiled, un-ironed, or un-polished uniform items
- Control costs by obtaining only the uniforms you need
- Be precise, consult the directives, and always look it up!

Rely on each other—help your shipmates. Remember that **“We represent the United States Coast Guard”**.

### Additional Guidance

Wearing of uniforms-

- Shirts, coats, jackets, overcoats and raincoats should be buttoned



## Basic Qualification II - Module 3



- Windbreakers and jackets may be used with Tropical Blue and Winter Dress Blue uniforms if zipped at least 2/3 the way up
- Trousers shall not have cuffs and should touch shoe tops
- Skirt hemline will be no higher than the crease in the back of the knee nor lower than 2" below the crease
- Women may wear gold, silver or pearl earrings of round ball style or diamond studs with the Dinner Dress uniforms. Dangling or hoop earrings or jewelry or studs other than specified above shall not be through or attached to the ear, nose, tongue or any other visible body part while in uniform.
- Men cannot wear earrings.
- Religious headgear shall not be worn in place of specified uniform headgear
- Visible tattoos and body piercing may not be visible above the collar line of a Tropical Blue shirt
- Men's hair or facial hair shall be neat and clean, be away from the ears and not touch the collar.

Know your combinations:

- Long sleeves demand a tie
- Boat shoes only work with the ODU when on a boat
- Bowties never go with nametags or ribbons, and always go with miniatures
- Large metal insignia are for your jacket shoulder epaulets, nothing else

### UNIFORMS OF THE DAY





# Basic Qualification II - Module 3



**Operational Dress Uniform (ODU)**

- For operations when the uniform may become soiled or dirty;
- Not intended for formal occasions or office wear.



**Service Dress Blue (SDB)**

- For occasions when civilian equivalent is coat and tie;
- Not intended for occasions when it may become soiled;

**Tropical Blue ("Trops")**

- For occasions when the civilian equivalent is "business casual";
- Not intended for operations or occasions when the uniform may become soiled;
- Considered the standard "uniform of the day" in the Coast Guard.

LIKELY FIRST UNIFORMS







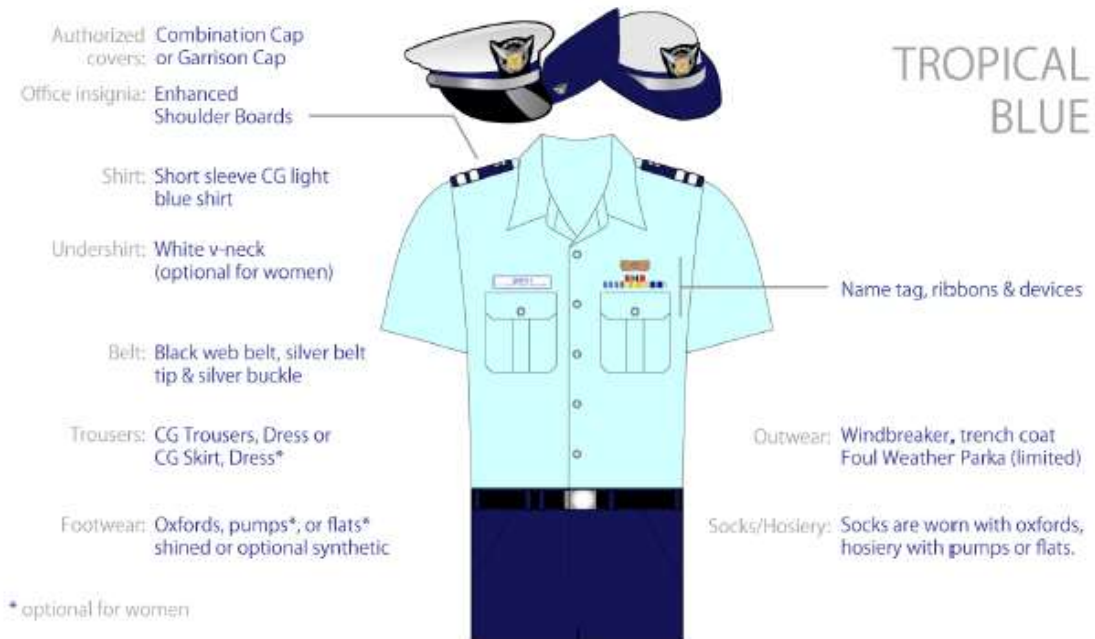
### Tropical Blue (“Trops”)

- Cover: Combination or garrison cap
- Shirt: Short sleeve, light blue, never with tie; V-neck undershirt—no visible collar
- Insignia: Enhanced shoulder boards
- Attached: Nametag, ribbons, qualification devices
- Pants: Dark blue dress with black web belt
- Feet: Black socks and leather undecorated oxford shoes
- Uniform of the day for all occasions when a tie is not necessary, and the uniform will not be soiled





## Basic Qualification II - Module 3



### Service Dress Blue (SDB)

- Cover: Combination cap ONLY
- Shirt: Light blue, always with standard issue tie
- Jacket: Dress blue jacket with silver buttons
- Insignia: Enhanced shoulder boards on shirt, lace and shield on jacket cuffs
- Uniform of the day for all occasions when civilian equivalent is tie and jacket





## Basic Qualification II - Module 3



- Authorized Combination Cap covers:
- Office insignia: Sleeve lace & shoulder boards on light blue shirt
- Shirt: CG light blue shirt short or long sleeve
- Undershirt: White v-neck (optional for women)
- Belt: Black web belt, silver belt tip & silver buckle
- Trousers: CG Trousers, Dress or CG Skirt, Dress\*
- Footwear: Oxfords, pumps\*, or flats\* shined or optional synthetic
- \* optional for women



### SERVICE DRESS BLUE

- Jacket: Service Dress Blue jacket
- Name tag, ribbons & devices
- Tie:  
Men: CG Four-in-hand  
Women: Blue tab tie
- Outwear:  
Windbreaker, trench coat
- Socks/Hosiery:  
Socks are worn with oxfords, hosiery with pumps or flats.

- Authorized Combination Cap covers:
- Office insignia: Sleeve lace & shoulder boards on light blue shirt
- Shirt: CG light blue shirt short or long sleeve
- Undershirt: White v-neck (optional for women)
- Belt: Black web belt, silver belt tip & silver buckle
- Trousers: CG Trousers, Dress or CG Skirt, Dress\*
- Footwear: Oxfords, pumps\*, or flats\* shined or optional synthetic
- \* optional for women



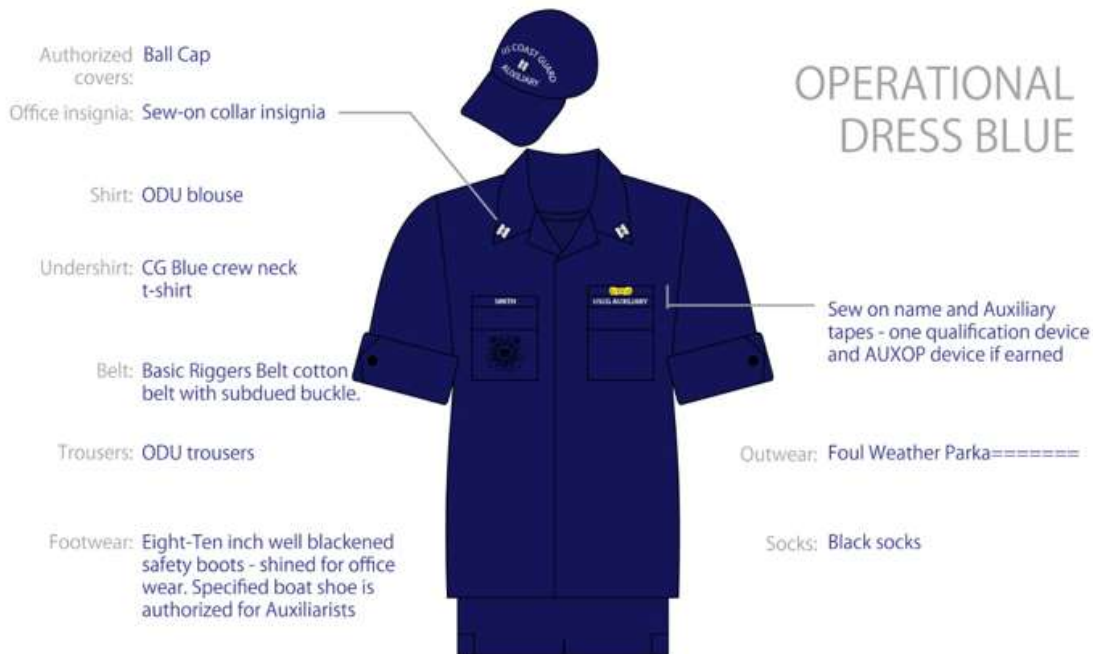
### SERVICE DRESS BLUE

- Jacket: Service Dress Blue jacket
- Name tag, ribbons & devices
- Tie:  
Men: CG Four-in-hand  
Women: Blue tab tie
- Outwear:  
Windbreaker, trench coat
- Socks/Hosiery:  
Socks are worn with oxfords, hosiery with pumps or flats.



### Operational Dress Uniform (ODU)

- Cover: ODU ball cap, with member or office insignia
- Shirt: Dark blue crew-neck tee shirt under dark blue ODU blouse
- Insignia: sew-on cloth office (with black “A”) or member devices
- Attached: Sew-on name tag over the chest pocket on right-hand side and “USCG Auxiliary” tag over the chest pocket on the left-hand side.
- Pants: Dark blue ODU trousers with black “riggers” belt; bloused on boots
- Feet: Black work socks and hard-toe black leather boots
- Uniform of the day in working situations or whenever there is a chance of the uniform becoming soiled





### Additional Uniform Options

Authorized covers: Combination Cap or Garrison Cap  
Office insignia: Collar insignia



### WINTER DRESS BLUE

Shirt: Winter Dress Blue shirt (CPO shirt)  
Undershirt: White v-neck (optional for women)



Name tag, ribbons & devices

Belt: Black web belt, silver belt tip & silver buckle

Tie: CG Four-in-hand for men & women

Trousers: CG Trousers, Dress or CG Skirt, Dress\*

Outwear: Windbreaker, trench coat Foul Weather Parka (limited)

Footwear: Oxfords, pumps\*, or flats\* shined or optional synthetic

Socks/Hosiery: Socks are worn with oxfords, hosiery with pumps or flats.

\* optional for women

### BLUE BLAZER OUTFIT





VESSEL  
EXAMINER  
POLO



OPERATIONAL  
POLO

AUX. UNIQUE  
ITEMS



MARKET  
ITEMS



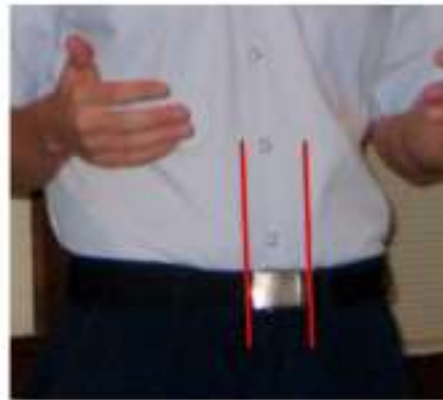




## Straighten your “Gig” Line

There is an imaginary line that connects the buttons on your shirt, the edge of your belt buckle, the silver tip of your belt, and the zipper of your trousers.

Make sure it is straight!



## Mission Uniform Requirements

### ***Boat Crew***

- Operational Dress Uniform (ODU)
- Hot Weather Uniform ( as authorized by the District Commander)

### ***Mobile Radio Facility Operations and Shore Side Harbor Patrols***

- Operational Dress Uniform (ODU)
- Hot Weather Uniform
- Jump Suit

### ***Vessel Examiners (VE)***

- ODU, Hot Weather
- VE Polo Shirt, ODU, Hot Weather Uniform

### ***Pilots, Air Observers and Aircrew***

- Service Dress Blue, Tropical Blue, Winter Dress Blue, Jumpsuit

### ***Recreational Boating Safety Visitation Program***

- Service Dress Blue, Tropical Blue Uniform, VE Polo Shirt

### ***Public Affairs Events***

- Service Dress Blue, Tropical Blue Uniform, ODU

### ***Combination Cap***

- Most uniforms except ODU, Blue Blazer and Jump Suit Uniforms

## For Something More Formal

- Only wear the combination cap



## Basic Qualification II - Module 3



- Wear a white six-button shirt ( only for Service Dress Blue)
- Swap the blue necktie or collar tab for a black bow tie (men) or collar tab (women)
- Never wear a nametag
- Wear only miniature medals and qualification devices, no ribbons at all
- A prescribed formal Auxiliary uniform should be worn when civilian equivalent calls for a tuxedo.

### Procurement and Disposal of Uniforms

Procure uniforms from:

- Coast Guard Exchanges or Uniform Stores
- Coast Guard Uniform Distribution Center
- Commercial sources (other than ball caps and be careful)

Whenever in doubt you should review Chapter 10 of the CG Auxiliary Manual for more detailed guidance on proper uniforms

Disposing of uniforms:

- Useable uniforms may be given or sold to other Auxiliarists.
- Disposal is required when uniform items are worn or excessively faded.
- Any marking or identification sewn or stamped onto the uniform, which would identify an item as a Coast Guard or Auxiliary uniform item, shall be removed before disposal.



**SELF REVIEW**  
**MODULE 3**

**Task: Member Training, Qualifications and Uniforms.**

Ref: Study Guide Basic Qualification (BQ II), Module 3

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

1. Describe the differences between AP, IQ, BQ, and AX/AX2 status. Pg. 2-3
2. Discuss how the National Member Training Compendium can be a useful resource for all members to pursue training as well as increase knowledge, skills and qualifications for participation in various programs. Pg. 4-5
3. What is a Member Involvement Plan and where can it be found? Pg. 9
4. Auxiliarists in AP status are authorized to do what? Pg. 5
5. How many course credits are required to become AUXOP qualified? Pg. 3
6. Name 3 Operational Training Programs. Pg. 6
7. What is the purpose of Mandated Training (AUXMT)? Pg. 9
8. Review the types of orders, reimbursements, and travel claims available to Auxiliarists.
9. What is AUXDATA? Pg. 10
10. What is Form 7029 used for? Pg. 10
11. Who prescribes the Uniform of the Day? Pg. 11
12. On what occasion would you wear a Tropical Blue Uniform? Pg. 15
13. On what occasion would you wear an ODU? Pg. 18
14. What is a “gig line” ? Pg. 21
15. What is/are suitable uniform(s) while conducting Vessel Exams? Pg. 21
16. What shirt is worn with the Service Dress Blue Uniform? Pg. 17

**YOU MAY NOW PROCEED TO THE NTC SITE TO TAKE THE BQ II EXAM FOR MODULE 3 OR CONTINUE TO COMPLETE MORE MODULES BEFORE TAKING THE EXAMS.**