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MEMORANDUM

JUL 29 2013

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COMDT (CG-BSX-1)

Reply to Mr. D. Luper
Attn of: (202) 372-1264

To: Distribution

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

Ref: (a) Coast Guard Auxiliary Manual, COMDTINST M16790.1 (series)

1. PURPOSE. This student study guide is intended to help educate Auxiliarists in the general administration and policies of the Auxiliary program as part of the APC course. It is published for instructional and training purposes only. The APC course is a self-study course that provides a foundation for the information needed for elected offices at the flotilla and division levels. Reference (a) is its sole text. When involved in course administration, instructors shall lead students in examining those topics that provide the basics of administering the Auxiliary and use this student study guide to reinforce the subject matter.

2. ACTION. Elected and appointed leaders and program managers at all levels of the Auxiliary organization shall ensure Auxiliarists who oversee, direct, or participate in Auxiliary administration, training, and enrollment activities adhere to this student study guide.

3. DISCUSSION. This student study guide is updated based upon the latest change to reference (a).

4. SUMMARY OF CHANGES.

- a. The Instructor Guide has been eliminated.
- b. The four lessons and related chapters in the Student Study guide have been eliminated.
- c. New Student Study Guide directions have been developed.

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U.S. Department of
Homeland Security

United States
Coast Guard



Office of Auxiliary
AUXILIARY ADMINISTRATIVE
PROCEDURES COURSE



STUDENT STUDY GUIDE

Revised 24 June 2013

Auxiliary Administrative Procedures Course-Student Study Guide

APC STUDY GUIDE DIRECTIONS

- A. Overview:** The Auxiliary Administrative Procedures Course (APC) is designed to inform and familiarize elected officers at the flotilla and division levels with the content of the Auxiliary Manual, COMDTINST M16790.1 (series). The Auxiliary Manual is the sole text for this course, and each student is required to have a copy of it to study. It may be downloaded from: http://www.uscg.mil/hq/cg3/cg3pcx/publications/AUXMAN_annotated_022_12.pdf
Please note the final APC exam cannot be successfully passed without a copy of the Auxiliary Manual for reference.
- B. Purpose:** Though prior APC course materials attempted to paraphrase or explain specific provisions of the Auxiliary Manual, the developers of this Study Guide felt that these summaries obfuscated the exact language and meaning of the manual's content and did not include them in this guide. More importantly, it is not the intent of the course to have the student memorize the content of the Auxiliary Manual; rather, the purpose is to have the student develop the necessary familiarity to expeditiously find the answers to questions that need to be addressed during the tenure of their Auxiliary leadership activities.
- C. Study:** Here are the recommended steps to successfully complete this self-paced study activity:
1. The student should ensure s/he has the latest version of the Auxiliary Manual, COMDTINST M16790.1G.
 2. The student should be aware that the Auxiliary Manual is dynamic, not static, meaning that there will be changes made based on such items as new laws, regulations, and policies which are contained in a *Summary of Changes* that are found at <http://www.uscg.mil/auxiliary/AUXMAN-CH-1-SUMMARY-03AUG12.pdf>
It is the responsibility of every Auxiliary leader to be cognizant of all such changes.
 3. In addition the student should study and become familiar with the *Table of Contents* presently found on page i-xxxvi of the Auxiliary Manual.
 4. Lastly the student should read the entire Auxiliary Manual including the Appendices and Index.
- D. Assessment:** When the student believes that s/he has a general understanding of the content of the Auxiliary Manual and how to quickly locate items contained therein; s/he may take the APC Final Exam by going to National Testing Center at <http://ntc2.cgaux.org/NTC/>, logging in, and choosing the APC exam option. The exam contains 40 multiple choice questions, a score of 90% is required to pass, and the exam is timed where it must be completed within three (3) hours. During the exam session, though it is open-book, no one may assist the student to answer the exam questions.