



**AUXILIARY MUSICIAN (AUXMU) PROGRAM**  
**PERSONAL QUALIFICATION STANDARDS (PQS)**

## **GUIDE TO AUXMU QUALIFICATION**

### **I. INTRODUCTION**

Following typical Auxiliary PQS (Performance Qualification System) protocol, the Auxiliary Musician (“AUXMU”) Qualification Program is the procedure to verify if a musician possesses the minimum criteria required to meet the AUXMU3, AUXMU2, AUXMU1 and/or AUXMU QE qualification. All Auxiliary qualifications (Boat Crew, coxswain, instructor, interpreter, VE, MDV, watch stander etc.) require a demonstration of capability witnessed by someone already qualified in order to complete the qualification. In the music world this is similar to a music adjudication.

There are three critical components to public music performance for AUXMU which must be demonstrated. They are:

- Wearing the Coast Guard Auxiliary uniform correctly
- Grooming conforming to the USCG Auxiliary requirements
- Musical performance meets a minimum quality threshold

The Standard Operating Procedure (SOP) establishes three levels of AUXMU plus the AUXMU QE (Qualifying Examiner). The three AUXMU levels (3, 2 and 1) are *modeled* off of the New York State School Music Association NYSSMA ratings (level 3, 4 and 5). The AUXMU ranking parallels other military and public affairs levels where “1” is the highest rating (e.g. Public Affairs Specialist 3 =“PA3” and Petty Officer 1<sup>st</sup> Class =“PO1”). The QE has achieved the highest quality standard (AUXMU1) and should have musical adjudication training such as that provided by NYSSMA or your state’s equivalent. The first AUXMU QEs were qualified by members of the Coast Guard Band. The qualification signoff sheets for each AUXMU grade are in the AUXMU SOP. This guide clarifies some ambiguities that have been identified in the SOP and as well as additional detail and logistics for the AUXMU qualification. Updated signoff sheets that reflect these clarifications are provided in this guide as Attachments (B-E). Please use these in lieu of the ones in the SOP. If there are further questions, please email your question to John Sasso at [jsasso@optonline.net](mailto:jsasso@optonline.net).

### **II. DIRECTIONS & CLARIFICATIONS**

1. **A. Validation of Mandatory Training Completion:** Can be signed off by an AUXMU Mentor, qualified AUXMU at the level of qualification or higher, IS officer or FC. Confirmation that mandatory training is completed can be found by searching for the member in AUXOFFICER and confirm that MANDTR-Mandated Training appears under “Certifications.”  
**B. Validation of having read the AUXMU SOP:** Can be signed off by an AUXMU mentor or AUXMU QE after questioning the candidate on the contents of the SOP.



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2. **Validate BQ Status:** Can be signed off by an AUXMU Mentor, qualified AUXMU at the level of qualification or higher, AUXMU QE or CG Bandsman. Confirmation can be found by searching for the member in AUXOFFICER and confirm that the member's status is BQ or higher. Note a member in AP status will not be promoted to BQ status until (a) Mandated Training is completed, (b) they passed an authorized boating safety class and (c) his/her background check is completed. Members in AP status may complete their AUXMU music qualification, but will not receive their AUXMU qualification until they achieve BQ status.
3. **Signoff for Uniform and Grooming Standards:** These signoffs can be made by an AUXMU Mentor, AUXMU at the level of qualification or higher, or AUXMU QE. The soloist and signoff authority should carefully refer to the USCG Auxiliary Manual for uniform and grooming standards (Chapter 10). A uniform and grooming checklist is provided in Attachment F of this guide. The soloist's uniform will be inspected for cleanliness and proper sizing. Full length photos of the front, back and both sides of the soloist in tropical blue uniform shall be taken by the signoff authority and submitted electronically as part of the AUXMU signoff. Photos that reveal uniform or grooming non-conformance will require a repeat sign off of this task.
4. **Signoff Counterparts:** If you have not completed all of your non-adjudication signoffs, you may still sit for the music adjudication portion. The AUXMU QE will send his/her signoff for the adjudication portion to the Auxiliary AUXMU QE Coordinator. After completing your remaining signoffs you can send your signoff sheet(s) (w/o the adjudication sections completed) to the same AUXMU QE Coordinator who will aggregate the two counterparts. The counterpart should be received within 3 months of the adjudication date or the soloist may be required to be re-evaluated.
5. **Performance Uniform:** The soloist must wear an appropriate Coast Guard Auxiliary uniform to the qualification audition (tropical blue, winter dress<sup>1</sup>, or service dress blue).
6. **Music Performance Adjudication:** The adjudication is be conducted by an AUXMU QE (Qualifying Examiner) in person. A request for an adjudication appointment must be made via the AUXMU QE Coordinator (John Sasso) by submitting the AUXMU Qualification Exam Application (page 5 of this Guide). The adjudication is expected to last approximately 10-15 minutes. Larger percussion instruments required to complete the adjudication (xylophone, timpani, piano etc.) should be indicated on the appointment form. Every effort will be made to accommodate the request, subject to availability. However, a soloist who prefers to have accompaniment must provide their own accompanist or recorded/playback device and also indicate such on the appointment form.
7. **'Long Distance' Music Adjudications:** In person auditions are preferred at all times. Realizing that travel distances and budget constraints are a hindrance to the growth of the AUXMU program, once the AUXMU Qualification Exam Application has been received by the QE Coordinator and the solo title confirmed, the applicant may submit an unedited, digital video recording (DVR) on a disc of the applicant performing the indicated solo. The applicant must also include a printed copy of the solo music. The recording must conform to the following:

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<sup>1</sup> The winter dress blue is only authorized for wearing from November 1 to March 31.



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- a. the applicant fingers and face shall be visible 100% of the time while performing the solo, including pauses between movements sufficient to demonstrate to the AUXMU QE the applicant is actually playing the piece;
- b. the camera shall be mounted on a tripod and not move during the performance;
- c. The member's Auxiliary photo ID shall be legibly projected on the camera at the beginning of the taping

**Note:** The applicant's tone quality will be scored based on a recording; therefore it is highly recommended that the digital recording be of the highest quality possible.

The balance of the solo performance (scales and sight reading) will be coordinated via Skype or other real time simulcast between the AUMU QE and the applicant.

8. **Solo Performance:** The soloist may **not** have any guests present during the adjudication, except for a performing accompanist or videographer, if applicable. However, as part of the AUXMU QE qualification process, there may be more than one QE present.
9. **Recording the Adjudication:** Recording the Qualifying Exam (adjudication) is **NOT** allowed. You will be asked to turn off your cell phones to prevent recording and avoid interruptions during the adjudication.
10. **Solo Piece:** The solo piece should be prepared as per the NYSSMA level requirements. In case of multi-movement pieces, refer to the NYSSMA level listing for confirmation. The AUXMU QE may elect not to listen to the entire piece, but the QE must listen to no less than 30 seconds of the solo. The soloist must perform from an original version of the music and provide the same music for the QE.
11. **Unlisted Solo:** If the soloist desires to perform a solo piece that is not listed in the NYSSMA manual, the soloist must first provide a legible copy or digital copy of the entire piece to the District AUXMU QE Coordinator for review by a QE panel. Upon review by a QE panel (min 2 QEs) the solo will be assigned a music difficulty level (1-6). Allow adequate time to receive clearance for approval of an unlisted piece. Adjudication will not be scheduled until the solo's difficulty rating is confirmed.
12. **Scales:** All scales shall be one octave, even quarter notes, ascending and descending, performed at moderate tempo.
  - a. **For AUXMU3:** The soloist shall prepare to perform from memory 5 major scales. The QE will select 2.
  - b. **For AUXMU2:** The soloist shall prepare to perform from memory
    - i. 7 major scales. The QE will select 3.
    - ii. 3 natural minor scales, the QE will select 1.
  - c. **For AUXMU1:** The soloist shall prepare to perform from memory
    - i. 15 major scales. The QE will select 3.
    - ii. 5 natural minor scales, the QE will select 2.
13. **Chromatic Scale:** The chromatic scale shall be one octave, even quarter notes, ascending and descending, at a moderate tempo, starting and ending on the same note of the soloist's choice.
14. **Sight Reading:** The QE will provide you with an 8 measure sight reading passage. Refer to the NYSSMA manual sight reading requirements for your instrument as to what can be expected for each level (key signatures, time signatures, rhythms, etc.). You will be given approximately one minute to study the sight



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reading at the adjudication. A metronome will be available during the one minute study period. You will be given a tempo and the metronome will be turned off when you start the sight reading.

15. **Instrument, Stand and Accessories:** Soloist must provide his/her own instrument, music stand and accessories. It is expected that snare drum soloists will provide their own snare drum, but for larger percussion instruments, refer to item no. 6. Neck straps shall be of a conservative design, preferably solid black, to conform to uniform requirements.
16. **Multiple Instruments:** Auxiliarists that play more than one instrument must qualify separately on each instrument. "Separate instruments" would be consistent with how the instrument is listed in the NYSSMA manual. For example, alto sax, tenor sax, and baritone sax are considered separate instruments. Auxiliarists are strongly urged to qualify on their primary instrument first.
17. **Multiple levels/instruments:** Soloist may not qualify for different instruments or different levels during the same qualifying adjudication. Additional instruments and/or higher levels require separate adjudications. For example, not qualifying for AUXMU2 adjudication will not qualify you as an AUXMU3. This will require a separate audition on a future date.
18. **Minimum time period between auditions:** A candidate may apply for as many instruments and levels as they wish, with a recommended minimum of 2 weeks between qualifying exams.
19. **Qualifications Results:** The results of the qualifying exam will NOT be shared with the soloist at the conclusion of the exam. The AUXMU QE will send the results to the AUXMU QE Coordinator for review, verification and coordination with counterpart signoffs. The adjudication results will be sent to the soloist electronically at the email provided including a digital copy of the score sheet within approximately one week of the adjudication. Upon verification that all of the signoffs are completed, the AUXMU QE Coordinator will request DIRAUX to enter the AUXMU qualification into AUXDATA.
20. **Pass/Failure:** The adjudication portion of the AUXMU qualification exam has a passing grade of 80% regardless of the level of difficulty performed. No extra consideration will be given for attempting to perform a more difficult solo than required. If the soloist did not pass the audition, the soloist can submit an application for another AUXMU qualifying exam. A different QE may be requested by the soloist for a repeat exam, if available.

### **III. WHEN YOU ARE READY TO TAKE THE QUALIFYING EXAM**

The qualifying exam (adjudication) may be taken at any time. It is only when all of the qualifications have been met, the paperwork signed, submitted, reviewed for completeness will the qualification be entered into AUXDATA. Qualification signoff sheets can be submitted to the AUXMU QE Coordinator in multiple parts, if necessary.

1. Complete Attachment A, "Aux Musician Qualification Exam Application Form" and send it electronically to the AUXMU QE Coordinator, John Sasso ([jsasso@optonline.net](mailto:jsasso@optonline.net)). Allow approximately one to two weeks for processing.



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2. If you are requesting to use an unlisted solo, submit a legible copy of the music solo prior to submitting the Exam Application Form and make sure you have received approval before submitting your Exam Application.
3. Once you receive your QE adjudication time, date and location, show up **early** and in uniform. Warming up and tuning are not included in the allocated time. Allow yourself ample time to warm up and tune before the adjudication.
4. Below is a checklist of things you should bring to the adjudication:
  - a. Your sheet music along with copies for the accompanist and AUXMU QE.
  - b. Your instrument and accessories such as mouthpiece, reeds, neck strap, tuner etc.
  - c. A portable music stand.
  - d. Wear the CG Auxiliary tropical blue uniform, winter dress uniform<sup>2</sup> or service dress blue uniform.
  - e. Your Aux Musician Signoff sheets [all pages] (Attachments B, C, D and/or E). If all of your other signoffs are not complete, keep your copy.
  - f. Qualification Exam Application Form (returned from the QE Coordinator).
5. Following the adjudication you will receive a copy of your score sheet electronically in approximately one to two weeks. If you did not complete all your other signoffs, you must send the remaining signoffs counterparts to the AUXMU QE Coordinator within three months of your adjudication.

#### **IV. DVR SOLO APPLICATION**

If you are performing a listed solo, you can submit your unedited DVD to your QE Coordinator John Sasso, 31 Franklin Court, Northport, NY 11768. The DVD will not be returned. If you are proposing to perform an unlisted solo, a copy of the printed music should be submitted AND APPROVED prior to submitting the DVD disc.

The DVD disc should be readable by any commercial DVD device. The applicant must also include a printed copy of the solo music.

The recording must conform to the following:

- a. the applicant fingers and face shall be visible 100% of the time while performing the solo, including pauses between movements sufficient to demonstrate to the AUXMU QE the applicant is actually playing the piece;
- b. the camera shall be mounted on a tripod and not move during the performance;
- c. The member's Auxiliary photo ID shall be legibly projected on the camera at the beginning of the taping

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<sup>2</sup> The winter dress is only approved for wearing from November 1 to March 31



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**ATTACHMENT A**

**AUXMUSICIAN QUALIFICATION EXAM APPLICATION FORM**

*Box 1 is to be completed by the Soloist applying for an AUXMU Qualifying Exam (adjudication)*

Box 1	Soloist Name: _____ Aux ID Number: _____ Flotilla: ____ - ____ - ____
	Member Status: ____ (AP, IQ, BQ, AX) Contact Tel #: _____ Soloist's email: _____
	Qualification Exam Requested Location/Time/Date: _____
	_____
	Application for (check one) <sup>3</sup> : <input type="checkbox"/> AUXMU1 (level 5) <input type="checkbox"/> AUXMU2 (level 4) <input type="checkbox"/> AUXMU3 (level 3)
	<input type="checkbox"/> Instrumental (section 1):    Instrument: _____
	<input type="checkbox"/> Percussion (section 2):    Instrument _____
	<input type="checkbox"/> Vocal (section 3):    Voice: _____
	Title of music selection <sup>4</sup> : _____ Composer _____
	(for verification purposes)
	Required Movements: _____
	Will you have a piano accompanist? ((Y/N): _____ Will they bring their own keyboard?(Y/N): _____
	Soloist Signature: _____ Date: _____ email: _____

*After completing box 1, forward this page to your District QE Coordinator, John Sasso ([jsasso@optonline.net](mailto:jsasso@optonline.net)). You will receive a confirmation of you QE exam date, time and location.*

*Box 2 is to be completed by the QE Coordinator*

Box 2	Date Request Received by QE Coordinator: _____
	You have been confirmed for your AUXMU Qualifying Exam for AUXMU level ____ based on the name and composer of the solo piece stated above.
	The AUXMU Qualifying Exam will be held at (location): _____
	on (date) _____ at (time) _____ by AUXMU QE _____
	If you cannot make this appointment, contact the AUXMU QE directly ASAP at _____
	QE Coordinator's signature: _____ name: _____ date: _____

<sup>3</sup> Candidates may NOT qualify for more than one level or instrument during the same Qualifying Exam

<sup>4</sup> If the solo is not listed in the NYSSMA Manual, provide a complete copy of the music solo with this application and it will be reviewed by a QE panel for music difficulty level assignment and confirmation that it is suitable for the level of AUXMU applied for.



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**ATTACHMENT B: AUXMU3 SIGNOFF SHEETS**

Auxiliarist Name: \_\_\_\_\_ AUX ID #: \_\_\_\_\_ Flotilla \_\_\_\_ - \_\_\_\_ - \_\_\_\_

Task Number	<p align="center"><b><u>Task Description – AUXMU3</u></b></p> <p>Tasks 1-3: May be signed off by an assigned AUXMU Mentor, qualified AUXMU at the level of qualification or higher, AUXMU QE, Coast Guard Band delegate, FC, VFC or IS officer Tasks 4-15: Must be signed off by an AUXMU QE, or Coast Guard Band Delegate.</p>	Task Sign-off	Date
1a	Validate completion of all AUXMT requirements.		
1b	Validate candidate has read AUXMU SOP.		
2	Validate member status is Basically Qualified (BQ) (or higher).		
3a	Demonstrate proper wearing of the tropical blue uniform. See Attachment F for a checklist. Submit 2-4 photos with signoff sheet.		
3b	Demonstrate proper compliance with applicable grooming standards. See Attachment F for a checklist. Submit digital photos with the signoff sheet.		
4	<i>MUSICAL PERFORMANCE SCORING: ACHIEVE A TOTAL SCORE OF AT LEAST 80% ON THE FOLLOWING PERFORMANCE ITEMS</i>		
4a	<b>Instrumentalists:</b> Play a chromatic scale, one octave, even quarter notes, ascending and descending, moderate tempo, beginning on any pitch the player so chooses. (2 POINTS)		
4b	<b>Instrumentalists:</b> Prepare 5 and play 2 major scales chosen by the QE, one octave, even quarter notes, ascending and descending, moderate tempo (for <i>mallet percussion</i> play two octaves) (2 POINTS EACH)		
4c	<b>Instrumentalists:</b> Perform a level 3 music solo of the candidate’s choice, with or without accompaniment (70 POINTS).		
4d	<b>Instrumentalists:</b> Sight read a level 3, 8 measure passage chosen by the QE (10 POINTS).		
4e	<b>Percussionists:</b> Perform a level 3 snare drum music solo of the candidate’s choice (40 POINTS).		
4f	<b>Percussionists:</b> Prepare 5 rudiments including flam, paradiddle, ruff, 5 stroke roll and a long roll, closed or open, and play 3 of them selected by the AUXMU QE (10 POINTS).		
4g	<b>Percussionists:</b> Demonstrate a duple and triple meter cadence (10 POINTS EACH).		
4h	<b>Percussionists:</b> Demonstrate proper technique on the following accessory equipment: triangle, tambourine, crash cymbals and bass drum (2 POINTS EACH).		
4i	<b>Percussionists:</b> Sight read a level 3, 8 measure passage on snare drum selected by the AUXMU QE (10 POINTS).		
4j	<b>Vocalists:</b> Match 3 pitches selected by the AUXMU QE in the vocal range and sing a major scale starting on any pitch, one octave, quarter notes at a moderate, even tempo, ascending and descending using solfeggio or the syllable “la” (2 POINTS EACH).		





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Task Number	<b><u>Task Description – AUXMU3</u></b> Tasks 1-3: May be signed off by an assigned AUXMU Mentor, qualified AUXMU at the level of qualification or higher, AUXMU QE, Coast Guard Band delegate, FC, VFC or IS officer Tasks 4-15: Must be signed off by an AUXMU QE, or Coast Guard Band Delegate.	Task Sign-off	Date
4k	<b>Vocalists:</b> Sing, with or without accompaniment, a level 3 music solo of the candidate's choice (55 POINTS)		
4l	<b>Vocalists:</b> Sight read a level 3, 8 measure passage, selected by the AUXMU QE, commensurate with the vocalist's normal range using solfeggio or the syllable "la" (10 POINTS).		
4m	All: Stage Department (10 POINTS)		

Validation of AUXMU3 PQS completion (print name and signature):

AUXMU QE: \_\_\_\_\_ Date: \_\_\_\_\_

FORWARD COMPLETED SIGN-OFF SHEET ALONG WITH ADJUDICATION SCORE SHEET  
TO AUXMU QE COORDINATOR

AUXMU QE Coordinator: \_\_\_\_\_ Date: \_\_\_\_\_

DIRAUX: \_\_\_\_\_ Date: \_\_\_\_\_





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**ATTACHMENT C: AUXMU2 SIGNOFF SHEETS**

Auxiliarist Name: \_\_\_\_\_ AUX ID #: \_\_\_\_\_ Flotilla \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

Task Number	<p align="center"><b><u>Task Description – AUXMU2</u></b></p> <p>Tasks 1-3: May be signed off by an assigned AUXMU Mentor, qualified AUXMU at the level of qualification or higher, AUXMU QE, Coast Guard Band delegate, FC, VFC or IS officer</p> <p>Tasks 4-19: Must be signed off by an AUXMU QE, or Coast Guard Band Delegate.</p>	Task Sign-off	Date
1a	Validate completion of all AUXMT requirements.		
1b	Validate candidate has read AUXMU SOP.		
2	Validate member status is Basically Qualified (BQ) (or higher).		
3a	Demonstrate proper wearing of the tropical blue uniform. See Attachment F for a checklist. Submit 2-4 photos with signoff sheet.		
3b	Demonstrate proper compliance with applicable grooming standards. See Attachment F for a checklist. Submit digital photos with the signoff sheet.		
4	<i>MUSICAL PERFORMANCE SCORING: ACHIEVE A TOTAL SCORE OF AT LEAST 80% ON THE FOLLOWING PERFORMANCE ITEMS</i>		
4a	<b>Instrumentalists:</b> Play a chromatic scale, one octave, even quarter notes, ascending and descending, beginning on any pitch the player so chooses (2 POINTS).		
4b	<b>Instrumentalists:</b> Prepare 7 and play 3 major scales chosen by the QE, one octave, even quarter notes, ascending and descending, moderate tempo (for <i>mallet</i> percussion play two octaves) (2 POINTS EACH)		
4c	<b>Instrumentalists:</b> Prepare 3 and play one natural minor scale chosen by the QE, one octave, even quarter notes, ascending and descending, moderate tempo (2 POINTS)		
4d	<b>Instrumentalists:</b> Perform a level 4 music solo (instrumental music difficulty is rated on a scale of 1 to 6) of the candidate's choice, commensurate with the instrument's range and capabilities, with or without accompaniment. The solo should be demonstrative of the candidate's full capabilities (70 POINTS)		
4e	<b>Instrumentalists:</b> Sight read a level 4, 8 measure passage chosen by the QE, commensurate with the instrument's normal range (10 POINTS).		
4f	<b>Percussionists:</b> Perform a level 4 snare drum music solo of the candidate's choice. The passage should be demonstrative of the candidate's full capabilities (40 POINTS)		
4g	<b>Percussionists:</b> Prepare 10 rudiments and be prepared to play 5 of them, including the 5 from AUXMU3, adding ratamacue, flam accents 1&2, flam tap and 9 stroke roll. The long roll should begin with a very slow roll single stroke to double stroke then increase speed to full long roll and back out slowly to a slow roll where they began. Be able to execute an open and a closed roll (10 POINTS)		
4h	<b>Percussionists:</b> Demonstrate a duple and triple meter cadence With matched and traditional grip (10 POINTS EACH)		



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Task Number	<p align="center"><b>Task Description – AUXMU2</b></p> <p>Tasks 1-3: May be signed off by an assigned AUXMU Mentor, qualified AUXMU at the level of qualification or higher, AUXMU QE, Coast Guard Band delegate, FC, VFC or IS officer</p> <p>Tasks 4-19: Must be signed off by an AUXMU QE, or Coast Guard Band Delegate.</p>	Task Sign-off	Date
4i	<b>Percussionists:</b> Demonstrate basic (crash cymbals, bass drum, tambourine, triangle) and more extensive knowledge of accessory equipment (mallet selection on certain instruments, tambourine trill roll, knowledge of which pitches belong to which size timpani and (if instrument available) execute pitch matching (2 POINTS EACH)		
4j	<b>Percussionists:</b> Demonstrate a timpani roll and a trill/roll on an auxiliary percussion instrument.		
4k	<b>Percussionists:</b> Demonstrate rudimentary knowledge of keyboard instruments.		
4l	<b>Percussionists:</b> OPTIONAL: Prepare a level 1 passage on bells, chimes or glockenspiel or similar tone instrument.		
4m	<b>Percussionists:</b> Sight read a level 4, 8 measure snare drum passage selected by the AUXMU QE.		
4n	<b>Vocalists:</b> Match 3 pitches selected by the AUXMU QE in the vocal range, and sing a major and a natural minor scale starting on any pitch, one octave, quarter notes at a moderate and even tempo, ascending and descending with solfeggio or the syllable “la”.		
4o	<b>Vocalists:</b> Sing a capella, or with accompaniment, a level 4 music of the candidate’s choice, commensurate with the candidate’s range and capabilities.		
4p	<b>Vocalists:</b> Sing a capella the Star Spangled Banner in any key, one verse, from memory.		
4q	<b>Vocalists:</b> Sing one verse and chorus of Semper Paratus or God Bless America, with or without accompaniment, from memory		
4r	<b>Vocalists:</b> Sight read a level 4 passage selected by the QE, using solfeggio or the syllable “la”.		
4s	<b>All:</b> Stage Department (10 POINTS)		

Validation of AUXMU2 PQS completion (print name and signature):

AUXMU QE: \_\_\_\_\_ Date: \_\_\_\_\_

FORWARD COMPLETED SIGN-OFF SHEET ALONG WITH ADJUDICATION SCORE SHEET TO  
AUXMU QE COORDINATOR

AUXMU QE Coordinator: \_\_\_\_\_ Date: \_\_\_\_\_

DIRAUX: \_\_\_\_\_ Date: \_\_\_\_\_



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**ATTACHMENT D: AUXMU1 SIGNOFF SHEETS**

Auxiliarist Name: \_\_\_\_\_ AUX ID #: \_\_\_\_\_ Flotilla \_\_\_\_ - \_\_\_\_ - \_\_\_\_

Task Number	<p align="center"><b>Task Description – AUXMU1</b></p> <p>Tasks 1-3: May be signed off by an assigned AUXMU Mentor, qualified AUXMU at the level of qualification or higher, AUXMU QE, Coast Guard Band delegate, FC, VFC or IS officer</p> <p>Tasks 4-19: Must be signed off by an AUXMU QE, or Coast Guard Band Delegate.</p>	Task Sign-off	Date
1a	Validate completion of all AUXMT requirements.		
1b	Validate candidate has read AUXMU SOP.		
2	Validate completion of the boating safety course requirement for Basically Qualified (BQ) membership status.		
3a	Demonstrate proper wearing of the tropical blue uniform (take photos, 4 sides). Refer to Attachment F for a checklist		
3b	Demonstrate compliance with applicable grooming standards (take photos, 4 sides). Refer to Attachment F for a checklist		
4	<i>MUSICAL PERFORMANCE SCORING: ACHIEVE A TOTAL SCORE OF AT LEAST 80% ON THE FOLLOWING PERFORMANCE ITEMS</i>		
4a	<b>Instrumentalists:</b> Play a chromatic scale, even quarter notes, ascending and descending, one octave, beginning on any pitch the player so chooses, at a moderate tempo.		
4b	<b>Instrumentalists:</b> Prepare 15 and perform 3 major scales chosen by the QE, one octave, even quarter notes, ascending and descending, moderate tempo		
4c	<b>Instrumentalists:</b> Prepare 5 and perform two natural minor scales chosen by the QE, one octave, even quarter notes, ascending and descending, moderate tempo.		
4d	<b>Instrumentalists:</b> Perform a level 5 music solo or higher (instrumental music difficulty is rated on a scale of 1 to 6) of the candidate's choice, commensurate with the instrument's range and capabilities with or without accompaniment. The passage should be demonstrative of the candidate's full capabilities.		
4e	<b>Instrumentalists:</b> Sight read an 8 measure passage chosen by the AUXMU QE		
4f	<b>Mallet Percussion:</b> Demonstrate use of 2 mallets by playing 3 major scale for two octaves simultaneously beginning on any note, even quarter notes, ascending and descending, moderate tempo.		
4g	<b>Percussionists:</b> Perform a level 5 music solo (or higher) of the candidate's choice on snare drum. The passage should be demonstrative of the candidate's full capabilities.		
4h	<b>Percussionists:</b> Demonstrate knowledge of accessory percussion including Latin and African instruments (congas, bongos, djembe, and cajon for examples).		
4i	<b>Percussionists:</b> OPTIONAL: Able to play and perform on drum set. All rudiment knowledge and able to demonstrate when asked specifics by the AUXMU QE		



**AUXILIARY MUSICIAN (AUXMU) PROGRAM**  
**PERSONAL QUALIFICATION STANDARDS (PQS)**

Task Number	<p align="center"><b>Task Description – AUXMU1</b></p> <p>Tasks 1-3: May be signed off by an assigned AUXMU Mentor, qualified AUXMU at the level of qualification or higher, AUXMU QE, Coast Guard Band delegate, FC, VFC or IS officer</p> <p>Tasks 4-19: Must be signed off by an AUXMU QE, or Coast Guard Band Delegate.</p>	Task Sign-off	Date
4j	<b>Percussionists:</b> OPTIONAL: Timpani skills as in AUXMU2 using German and French grip. Level 2 solo on a keyboard instrument.		
4k	<b>Percussionists:</b> Drum cadence in duple and triple meter executed with matched and traditional grip. Demonstrate knowledge of battery in a marching situation and be able to play bass drum, cymbals, snare or multi toms instruments.		
4l	<b>Percussionists:</b> Sight read a, level 5, 8 measure snare drum passage selected by the AUXMU QE.		
4m	<b>Percussionists:</b> Prepare 15 rudiments, including the 10 from AUXMU2 and adding flamacue, double paradiddle, lesson 25, single drag and 11-17 stroke rolls and be prepared to play 7 of them. The long roll should begin with a very slow roll single stroke to double stroke then increase speed to full long roll and back out slowly to a slow roll where they began. Be able to execute an open and a closed roll.		
4n	<b>Vocalists:</b> Match 3 pitches selected by the AUXMU QE in the vocal range.		
4o	<b>Vocalists:</b> Perform a major scale and a minor scale in proper solfeggio, either moveable or fixed “do” at the soloist’s discretion.		
4p	<b>Vocalists:</b> Perform a one octave, even quarter notes, ascending and descending chromatic scale starting on the pitch of the soloist’s choice, using solfeggio or the syllable “la”.		
4q	<b>Vocalists:</b> Sing a capella, or with accompaniment, a level 5 music of the candidate’s choice		
4r	<b>Vocalists:</b> Sing the Star Spangled Banner in the key of the soloist’s choice from memory, one verse.		
4s	<b>Vocalists:</b> Sing either Semper Paratus or God Bless America, one chorus, in the key of the soloist’s choice, from memory.		
4t	<b>Vocalists:</b> Sight read an 8 measure passage chosen by the QE, using solfeggio or the syllable “la”.		

Validation of AUXMU1 PQS completion (printed name and signature):

AUXMU QE: \_\_\_\_\_ Date: \_\_\_\_\_

FORWARD COMPLETED SIGN-OFF SHEET ALONG WITH ADJUDICATION SCORE SHEET  
TO AUXMU QE COORDINATOR

AUXMU QE Coordinator: \_\_\_\_\_ Date: \_\_\_\_\_

DIRAUX: \_\_\_\_\_ Date: \_\_\_\_\_



**AUXILIARY MUSICIAN (AUXMU) PROGRAM  
PERSONAL QUALIFICATION STANDARDS (PQS)**

**ATTACHMENT E: AUXMU QE SIGNOFF SHEETS**

QE Candidate Name: \_\_\_\_\_ AUX ID #: \_\_\_\_\_ Flotilla \_\_\_\_ - \_\_\_\_ - \_\_\_\_

Task Number	<b>Task Description – AUXMU QE</b> Tasks must be signed off by an AUXMU QE or the Coast Guard delegate.	Task Sign-off	Date
1	Complete AUXMU1 qualification.		
2	Describe general duties and responsibilities of an AUXMU QE.		
3	Perform one AUXMU QE missions as a trainee.		

Validation of AUXMU QE PQS completion (print name and signature):

AUXMU QE: \_\_\_\_\_ Date: \_\_\_\_\_

FORWARD COMPLETED SIGN-OFF SHEET ALONG WITH ADJUDICATION SCORE SHEET TO AUXMU QE COORDINATOR

AUXMU QE Coordinator: \_\_\_\_\_ Date: \_\_\_\_\_

DIRAUX: \_\_\_\_\_ Date: \_\_\_\_\_



**AUXILIARY MUSICIAN (AUXMU) PROGRAM  
PERSONAL QUALIFICATION STANDARDS (PQS)**

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**AUXILIARY MUSICIAN (AUXMU) PROGRAM  
PERSONAL QUALIFICATION STANDARDS (PQS)**

**ATTACHMENT F: UNIFORM & GROOMING CHECKLIST**

Auxiliarist: \_\_\_\_\_ Flotilla: \_\_\_\_ - \_\_\_\_ - \_\_\_\_ Date: \_\_\_\_\_

*(Attaining the active duty grooming and appearance standards should always be held as the goal for all Auxiliarists wearing the uniform. USCG Manual, Chapter 10, C.3)*

**OVERALL IMPRESSION**

- Uniform pressed
- Uniform clean
- Fits properly (not baggy or tight)
- In good repair<sup>5</sup>

**COMBINATION COVER**

- Proper size
- Worn squarely on the head
- Chin strap in place and snug
- Cap grommets snug against cap cover
- White cover clean
- Brim clean and shined

**SHIRT**

- Clean and pressed
- Proper size
- Shoulder boards oriented correctly, enhanced, not faded
- Name tag centered and level, ¼" above Auxiliarist's right pocket
- Ribbons centered and level, ¼" above Auxiliarist's left pocket
- Ribbon precedence correct

**TROUSERS**

- Pressed and clean
- Trousers touch top of shoes (front)
- No kink when standing at attention
- Belt/gig line correct

**SKIRT**

- Pressed and clean
- Hemline between crease at the back of the knee and 2 inch below

**SOCKS**

- Black in color, undecorated material.

**SHOES**

- Black, with heels made of smooth leather or a synthetic material.
- Low cut of plain style without decoration.

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<sup>5</sup> a uniform item shall be considered no longer serviceable when any aspect of it is irreparably damaged, soiled, stained, frayed, worn, discolored, faded, or altered





## AUXILIARY MUSICIAN (AUXMU) PROGRAM PERSONAL QUALIFICATION STANDARDS (PQS)

- No stitching or seams across the toe.
- Heels shall be no higher than 1 inch.
- Sole edges, heels, and laces must be black.

### PERSONAL ITEMS

- Necklaces and neck chains not visible
- Watches, ID bracelets, earrings, rings conservative, non-controversial, and in good taste
- No more than two rings<sup>6</sup> on each hand. Thumb rings are not authorized.
- No earrings on men
- Women may wear one pair of gold, silver, or pearl earrings which should be small (maximum ¼ inch) and of the round ball style.
- No articles, jewelry, or studs other than those specified for women shall be through or attached to the ear, nose, tongue, or any other visible body part while in uniform.
- Visible tattoos, body piercing, brands, intentional scarring or mutilation, or modifications of the head and neck are prohibited unless required for legitimate medical purposes.
- Women's cosmetics shall be of conservative color and worn in good taste.
- Fingernails clean. Women (ONLY) nail polish shall be conservative and neutral in color. French nails, if worn, shall be with a white tip only, no wider than ¼-inch. Decorative nail art is not authorized while in uniform.
- No articles worn or carried exposed on the uniform. e.g. pencils, pens, watch chains or fobs, pins, handkerchiefs, combs, cell phones, eyeglasses, cigarettes, cigars, pipes and similar items.

### EYEWEAR

- Frame and lens styles will be conservative and in good taste. Mirrored lenses are prohibited while in uniform.

### RELIGIOUS WEAR

- No religious apparel visible,
- Religious headgear does not cover the face, is black with no writing, and is completely covered when wearing the combination hat

### MEN'S HEAD HAIR

- Neat and clean
- Not touch the collar
- Not touching the ears

### MEN'S FACIAL HAIR

- Beards, sideburns, moustaches well groomed and neatly trimmed, not ragged.
- Moustache does not extend beyond the lip line
- No patches or spotty clumps of facial hair
- Bulk of beard not more 1 inch from the skin

### WOMEN'S HAIR

- Not extend below the top of the collar
- Bangs shall not extend below the eye brows

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<sup>6</sup> Engagement/wedding set count as 1 ring.