

# D5SR Document Routing Guide

(Updated 10 April 2020)

This index is provided as a quick reference guide as you prepare and process any of the forms required in order to conduct and complete Auxiliary business. We realize that form instructions may be different than the routing in this guide. Please follow this guide in D5SR. Some forms are outdated and no longer are routed as stated in the directions. If there is a questions please ask your CoLM.

A defined routing for each form/notification has been designated in order to facilitate prompt and efficient processing.

Elected and Appointed Officers are responsible for ensuring accuracy of all forms routed through their chain of leadership and management. Auxiliary officers should help correct minor errors on the form without sending the entire package back and needlessly delaying the process.

Forms and processes are the tools used to track the Auxiliary's accomplishments. This guide lists all the approved forms for District Five Southern Region.

To avoid duplicative services & out of date material the numbered forms listed below are available via the Auxiliary National Website (<http://forms.cgaux.org/forms1.php>). The online forms can be completed on-line then printed , or blank copies may be printed then completed. It is strongly recommended that members obtain a current copy of the designated forms to reduce the opportunity for delay due to lacking information. This is especially true with the enrollment application. Only the current version will be accepted by DIRAUX for new members.

**NOTE:** Unnumbered forms are available from the D5SR Auxiliary Policy Manual (D5SR AUX), Boat Crew Training Manual (COMDTINST M16764.51A. All other unnumbered forms are notification only and do not have a specified form associated with information to be provided.

All forms submitted to DIRAUX shall be sent to the shared email inbox:

[D05-SMB-D5 DirAux@uscg.mil](mailto:DirAux@uscg.mil)

This will ensure a timely routing by all DIRAUX personnel.

KEY:        ">" routing from > to  
              "=" both (all)  
              "+" include all in notification (cc)

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| FORM #           | FORM NAME  | ROUTING   |
|------------------|--|---|
| 7001             | New member enrollment / re-enrollment package<br>MOST CURRENT FORM ONLY older forms will be returned | FSO-HR > FC > DIRAUX  |
| D5SR<br>AUX      | Membership application checklist   | FSO-HR > FC > DIRAUX  |
| D5SR<br>AUX      | AUX ID card replacement / renew request (include new photo via separate email with all requests)     | Member > FSO-HR > FC > DIRAUX   |
| 7002<br>(CG1650) | CG Award recommendation  | Member > FC/DCDR > DCAPT > Award Committee  |
| D5SR<br>AUX      | Award Prep Checklist   | Member > FC/DCDR > DCAPT > Award Committee  |
| 7003             | Vessel facility inspection   | VE > FSO-OP > SO-OP > DIRAUX  |
| 7004             | Radio facility inspection  | Inspector > FSO-CM > SO-CM > DSO-CM > DIRAUX  |
| 7005             | Aircraft offer of use  | Inspector > Owner/Co-Owner > DSO-AV > DIRAUX  |
| 7006             | Change of Officer report   | FC/DCDR > FSO-IS > SO-IS + DCDR (if FC submits include DCDR) + DIRAUX   |
| 7007             | Annual Unit Officer Report   | <b><u>FORMS SUBMITTED FROM UNIT'S ELECTION TO 31 DEC -</u></b> incoming FC(DCDR) > outgoing FSO-IS > SO-IS + outgoing DCDR + incoming DCDR + DIRAUX<br><b><u>ALL OTHER TIMES -</u></b> FC (DCDR) > FSO-IS > SO-IS + DCDR + DIRAUX |
| 7008             | PWC Facility inspection  | VE > FSO-OP > SO-OP > DIRAUX  |
| 7012             | Vessel Safety Check (VSC)  | VE > FSO-IS > SO-IS + FSO-VE  |
| 7012A            | Paddlecraft Vessel Safety Check (VSC)  | VE > FSO-IS > SO-IS + FSO-VE  |
| 7015             | Pilot / Aircrew Qualification  | Member > Examiner(if applicable) > DSO-AV > DIRAUX  |
| 7017             | Record of unit meeting   | Flotilla/Division > DCDR + DCAPT + DSO-SR + DCOS + DCO + DIRAUX   |
| 7020             | PA Consent form  | Member/Public > FSO/SO-PA   |
| 7020a            | PA Consent form (Sea Scouts)   | Member/Sea Scout > FC > CG AUX Association  |

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|             |   |   |
|-------------|---|---|
| 7025        | Financial Report of AUX unit  | FSO-FN > FC > SO-FN+DCDR > DCAPT > DSO-FN > DIRAUX  |
| D5SR<br>AUX | Monthly unit Financial report   | <b>FSO-FN</b> sends a monthly financial report to the FC/VFC who will be responsible to approve the report. Each FC/VFC then sends the report to the Division (SO-FN) with a note of approval for the report.<br><b>SO-FN</b> tracks receipt and approval of Flotilla financial reports. SO-FN sends a monthly report to the DSO-FN to include Division FN report and approval. The report should include any unit that does not have an approved financial report. |
| 7028        | Change of Member Information  | Member > FSO-IS > SO-IS<br>> DIRAUX for name changes  |
| 7029        | Member activity report  | Member > FSO-IS > SO-IS   |
| 7030        | Mission activity report   | Member > FSO-IS > SO-IS / Mission responsible FSO   |
| 7034        | AUX SAR Report  | COXN/PILOT > FC + FSO-OP + OIA + SO-OP + DCDR + DCAPT + DIRAUX  |
| 7035        | Change of Member Status   | Member > FSO-HR > FC > DCDR<br>(disenrollment) copy to DSO-HR > DIRAUX  |
| D5SR<br>AUX | Death of an Auxiliarist - current or retired (Send obituary if available) | FC > DCDR + DCAPT + DCO + DIRAUX  |
| 7038        | Recreational Vessel exam  | VE > FSO-VE + FSO-IS > SO-IS  |
| 7039        | Workshop Mission & Attendance   | Instructor > FSO-IS > SO-IS   |
| 7042        | Flight crew medical screening   | Physician/PA > Member > DSO-AV > DIRAUX   |
| 7046        | RBS Visitation report   | PV > FSO-IS > SO-IS+ FSO-PV   |
| 7054        | P-ATON report   | Member/AV > FSO-NS+SO-NS+DSO-NS + FSO-IS > SO-IS > Local ANT<br>( <b>NOTE</b> – the 7054 form on the National website is no longer used in D5SR - only the D5SR Excel forms are to be used)   |
| 7054A       | Bridge report   | Member/AV > FSO-NS+SO-NS+DSO-NS + FSO-IS > SO-IS > Local ANT  |
| 7056        | Member transfer   | Member > FSO-HR(current) > FC(current) > DIRAUX (current) > FC (receiving) > DIRAUX (receiving)   |

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|      |   |   |
|------|---|---|
| 7059 | Short Term Training Request (STTR)  | Member > FSO-MT (copy to SO-MT) > FC (copy to DCDR) *   |
|      | <b>Courses listed below determine the next route:</b>                         |   |
|      | AUX-02 (AUXLAMs Resident Course)  | * > DCAPT > DCOS > DCO > DIRAUX                         |
|      | AUX-02A (AUXLAMs Part A)  | * > DCAPT > DCOS > DCO > DIRAUX                         |
|      | AUX-02B (AUXLAMs Part B)  | * > DCAPT > DCOS > DCO > DIRAUX                         |
|      | AUX-04 (Distance Education Tech Training - Website)                           | * > DSO-CS > DCOS > DIRAUX                              |
|      | AUX-05A (Auxiliary Mid-Level Officer Course AMLOC)                            | * > DCAPT > DCOS > DCO > DIRAUX                         |
|      | AUX-05 (Auxiliary Upper-Level Officer Course AULOC)                           | * > DCAPT > DCOS > DCO > DIRAUX                         |
|      | AUX-06 (Auxiliary Aids to Navigation Training)                                | * > DSO-NS > DCOS > DIRAUX                              |
|      | AUX-07 (Auxiliary Senior Officer Course)                                      | * > DCOS > DCO > DIRAUX                                 |
|      | AUX-10 (Information Systems Training)   | * > DSO-IS > DCOS > DIRAUX                              |
|      | AUX-12 (Auxiliary Public Affairs Training)                                    | * > DSO-PA > DCOS > DIRAUX                              |
|      | AUX-14 (Auxiliary District Flight Safety Officer DFSO)                        | * > DSO-AV > DCOS > DCO > DIRAUX                        |
|      | AUX-15 (Auxiliary Aviation Coordinator AAC / Auxiliary Liaison Officer AUXLO) | * > DSO-AV > DCOS > DIRAUX                              |
|      | AUX-17 (Auxiliary Air Crew Resource Mgmt. / ORM)                              | * > DSO-AV > DCOS > DIRAUX                              |
|      | AUX-18 (Auxiliary Aviation Spatial Disorientation Training)                   | * > DSO-AV > DCOS > DIRAUX                              |
|      | ICS Classroom Courses   | * > DSO-IM > DCOS > DIRAUX                              |
|      | Marine Safety Specialty Courses   | * > DSO-MS > DCOS > DIRAUX                              |
| 7060 | Training Evaluation form  | Student > Instructor > FSO-PE                           |
| 7064 | NACO 3 star award for excellence in Diversity                                 | FSO-DV > FC (copy to SO/DSO-DV) > ANACO-DVd             |
| 7065 | Vehicle offer for use   | Member > FC > FSO-OP > SO-OP > CG Station OinC + DIRAUX |

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|             |   |   |
|-------------|---|---|
| 7066        | Commercial Fishing Vessel (CFV) Exam & Uninspected Passenger Vessel (UPV) activity report | CFVE/UPVE > FSO-IS > SO-IS + FSO-VE + Sector CFV coordinator      |
| 7069        | AUX clergy support - application  | Member > FC > DIRAUX + DCDR                                       |
| 7070        | AUX clergy support - statement  | Member > FC > DIRAUX + DCDR                                       |
|             | Air Crew application form   | Member > FC > DSO-AV > DIRAUX                                     |
|             | Application for DO status   | Member > FC > DIRAUX  |
|             | Change from IQ to BQ status   | FC > DIRAUX   |
|             | Record of certificates of training  | Member > FSO-MT > FC > DIRAUX                                     |
| AUX<br>BCTM | QE request form - boat operations (Crew or COXN)  | Member > FSO-MT+FSO-OP > FC > AQEC                                |
| AUX<br>BCTM | QE request form - 3 year requalification (Crew or COXN)                                   | Member > FSO-MT+FSO-OP > FC > AQEC                                |
| AUX<br>BCTM | Requalification from REYR/REWK (crew or COXN)   | Member > FSO-MT+FSO-OP > FC > DIRAUX                              |
| D5SR<br>AUX | VE, PV Qualification Certification form   | Member > VE/PV > FSO-MT > FC > DIRAUX                             |
| D5SR<br>AUX | Fingerprint Tech / citizenship qualification  | Member > FP Tech (mentor/certified) > FSO-MT > FC > DCDR > DIRAUX |
| PQS         | Qualify as Instructor   | Member > IT Instructor > FSO-MT > FC + copy to DCDR > DIRAUX      |
| PQS         | Qualify as Aid Verifier   | Member > AV Instructor > FSO-MT > DSO-NS + copy to FC > DIRAUX    |
| PQS         | Qualify as Radio Watchstander   | Member > Radio instructor > FSO-MT > DSO-CM + copy to FC > DIRAUX |
| PQS         | Record MS / Trident qualifications  | Member > MS Instructor > FSO-MT > DSO-MS + copy to FC > DIRAUX    |
| PQS         | Record Air program qualifications   | Member > FSO-MT > DSO-AV + copy to FC > DIRAUX                    |
|             | Leadership Competency Certifications (5 levels of leadership online training)             | Member > DSO-MT > DVC-TS  |
| D5SR<br>AUX | eMeeting / Conference call request form   | Member > ADSO-CS-EM   |
| D5SR<br>AUX | Mishap report / damage claim  | Member > FC + FSO-OP + SO-OP + DCDR + DCAPT + OIA + DIRAUX        |
| D5SR<br>AUX | Flotilla/Division PE Materials ORDER FORM   | FSO-MA(SO-MA) / FC(DCDR) > ANSC                                   |
| D5SR<br>AUX | Recommendation form   | Member > FC > DCDR > DCAPT > DCO                                  |

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|                    |   |  |
|--------------------|---|--|
| D5SR<br>AUX        | Reimbursement request                                       | Member > DCAPT > DCO/DCOS > DSO-FN   |
| D5SR<br>AUX        | District funds request form                                 | FC / DCDR > DCAPT / DDC > DSO-FN   |
| D5SR<br>AUX        | Standard report form  | <b>elected</b> - FC > DCDR > DCAPT > DCO<br><b>appointed</b> - FSO > SO > DSO > DDC > DCOS |
| D5SR<br>AUX        | Training course request form                                | FSO-MT + FC > SO-MT + DCDR > DCAPT > DSO-MT  |
| D5SR<br>AUX        | TDY Travel Request Worksheet                                | Member > DCAPT > DCO/DCOS > DIRAUX   |
| DD<br>FORM<br>1351 | Travel voucher (reimbursement request for CG funded orders) | Member > DCAPT > DCO/DCOS > DIRAUX   |
| D5SR<br>AUX        | Voluntary request for termination of certification          | Member > FSO-MT + FC > DIRAUX  |