

# D5SR Document Routing Guide

(Updated 27 October 2023)

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 Some forms are outdated and no longer are routed as stated in the directions.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To avoid duplicative services & out of date material the numbered forms listed below are available via the Auxiliary National Website (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:D05-SMB-D5-DirAux@uscg.mil)

This will ensure a timely routing by all DIRAUX personnel.

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

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<b>FORM</b>		
<b>#FORM NAME ROUTING</b>		
7001	New member enrollment / re-enrollment package MOST CURRENT FORM ONLY older forms will be returned	FSO-HR > FC > DIRAUX
D5SR AUX	Membership application checklist	FSO-HR > FC > DIRAUX
D5SR AUX	AUX ID card replacement / renew request (include new photo via separate email with all requests)	Member > FSO-HR > FC > DIRAUX
7002 (CG1650 )	CG Award recommendation (MUST be signed by FC/DCDR & DCAPT prior to sending to Award Committee)	Member > FC/DCDR > DCAPT > Award Committee
D5SR AUX	Award Prep Checklist	Member > FC/DCDR > DCAPT > Award Committee

7003	Vessel facility inspection	Member (via AUXDATA II) > Inspector (via AUXDATA II) > DIRAUX
7004	Radio facility inspection	Member (via AUXDATA II) > Inspector (via AUXDATA II) > DIRAUX
7005	Aircraft offer of use	Member (via AUXDATA II) > Inspector (via AUXDATA II) > 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 <b><u>ALL OTHER TIMES</u></b> - FC (DCDR) > FSO-IS > SO-IS + DCDR + DIRAUX
	Unit Standing Rules (new or updated) All signatures completed in sequence	After approval by unit body - FC > DCDR > (A)DSO-LP > DCO > DIRAUX (DIRAUX returns to the unit a copy of the signed Standing Rules)
	Unit Bylaws / appendices to standing rules (new or updated). Only signature needed is unit elected officer and date of unit approval (vote to adopt). A copy of the current standing rules should also be sent along the CoLM.	After approval by unit body - FC > DCDR + (A)DSO-LP + DCO + DIRAUX
7008	PWC Facility inspection	Member (via AUXDATA II) > Inspector (via AUXDATA II) > 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

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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
7025	Financial Report of AUX unit	FSO-FN > FC > SO-FN+DCDR > DCAPT > DSO-FN > DIRAUX
D5SR AUX	Monthly unit Financial report	<b>FSO-FN</b> sends a monthly financial report to the FC/VFC who will be responsible for obtaining flotilla approval of the report. Each FC/VFC then sends the approved report to the Division (SO-FN) with a note of approval for the report. <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 Board approved FN reports. The report should include any unit that does not have an approved financial report.
7028	Change of Member Information	Member > FSO-IS > SO-IS > 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 > DIRAUX
D5SR 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 ( <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)
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 > DCO > DIRAUX
	AUX-02A (AUXLAMs Part A)	* > DCAPT > DCO > DIRAUX
	AUX-02B (AUXLAMs Part B)	* > DCAPT > DCO > DIRAUX
	AUX-04 (Distance Education Tech Training - Website)	* > DSO-CS > DCOS > DIRAUX
	AUX-05A (Auxiliary Mid-Level Officer Course AMLOC)	* > DCAPT > DCO > DIRAUX
	AUX-05 (Auxiliary Upper-Level Officer Course AULOC)	* > DCAPT > 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 > 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

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7065	Vehicle offer for use	Member (via AUXDATA II) > DIRAUX
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
7101	AUX COVID-19 High-Risk Assessment Form	Member > DIRAUX and/or OIA (if requested)
	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 BCTM	QE request form - boat operations (Crew or COXN)	Member > FSO-MT+FSO-OP > FC > AQEC
AUX BCTM	QE request form - 3 year requalification (Crew or COXN)	Member > FSO-MT+FSO-OP > FC > AQEC

AUX BCTM	Requalification from REYR/REWK (crew or COXN)	Member > FSO-MT+FSO-OP > FC > DIRAUX
D5SR AUX	VE, PV Qualification Certification form	Member > VE/PV > FSO-MT > FC > DIRAUX
D5SR 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 AUX	eMeeting / Conference call request form	Member > ADSO-CS-EM
D5SR AUX	Mishap report / damage claim	Member > FC + FSO-OP + SO-OP + DCDR + DCAPT + OIA + DIRAUX

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D5SR AUX	Flotilla/Division PE Materials ORDER FORM	FSO-MA(SO-MA) / FC(DCDR) > ANSC
D5SR AUX	Recommendation form	Member > FC > DCDR > DCAPT > DCO
D5SR AUX	Reimbursement request	Member > DCAPT > DCO/DCOS > DSO-FN
D5SR AUX	District funds request form	FC / DCDR > DCAPT / DDC > DSO-FN
D5SR AUX	Standard report form	<b>elected</b> - FC > DCDR > DCAPT > DCO <b>appointed</b> - FSO > SO > DSO > DDC > DCOS

D5SR AUX	Training course request form	FSO-MT + FC > SO-MT + DCDR > DCAPT > DSO-MT
D5SR AUX	TDY Travel Request Worksheet	Member > DCAPT > DCO/DCOS > DIRAUX
DD FORM 1351	Travel voucher (reimbursement request for CG funded orders)	Member > DCAPT > DCO/DCOS > DIRAUX
D5SR AUX	Voluntary request for termination of certification	Member > FSO-MT + FC > DIRAUX