

CHAPTER 1. MEMBERSHIP

A. Enrollments.

1. New Member Enrollments. New member enrollment requests will be submitted by the Flotilla Commander (FC) to the Director of Auxiliary (DIRAUX). Enrollment request will include the following:
 - a. Auxiliary Enrollment Application, ANSC 7001 (7/99).
 - b. Prospective Member Interview Record, ANSC 7036.
 - c. Vessel Facility Inspection and Offer of Use Form, CG-2736, if applicable.
 - d. Auxiliary Operational Specialty Course Examination Answer Sheet, CG-4886 graded with a score for the New Member Course Examination (Basic Qualification Examination).
 - e. Direct Deposit Form, FMS-2231 and proof that a check from the Flotilla was forwarded to the DSO-FN for the new member's dues.
 - f. DIRAUX will mail the Membership Certificate, Auxiliary Identification Card and a New Member Handbook to the FC for presentation to the member. A letter will be mailed to the member advising them that they have been enrolled as a new member.
 - g. DIRAUX shall advise the District Staff Officer - Finance (DSO-FN), District Staff Officer - Personnel Services (DSO-PS), District Staff Officer - Secretary (DSO-SR) and the Division Captain (DCP) via E-mail whenever a new member is enrolled.
2. Auxiliary Identification Card.
 - a. Upon approval for enrollment by DIRAUX, each new member shall be issued a non-military identification card, CG-2650 (REV 1-96). Refer to Enclosure (2).
 - b. DIRAUX will enter the applicable information on the card front and the base enrollment date on the reverse side. The expiration date will be the fifth anniversary date after the base enrollment date.
 - c. Members shall be responsible for completing the remaining information on the identification card, provide a photograph, sign and have the card laminated. Without the member's signature, picture and lamination, the member may be denied access to military exchanges. DIRAUX shall assist each member in properly completing the identification card. Local Coast Guard units, which can laminate military and dependent identification cards, should be used whenever possible. DIRAUX shall coordinate with such units to ensure Auxiliary members have access to their services.
 - d. A new identification card will automatically be prepared at the time the member receives their Auxiliary Membership Service Award for each five years of service.

- e. Replacements for lost or no longer serviceable cards may be requested, as needed, by sending an E-mail or letter request to DIRAUX.

B. Disenrollments.

1. Member's Request. In the event a member desires to terminate membership in the Auxiliary, a letter or form ANSC 7035 requesting disenrollment should be submitted by **the member** to the FC with the Auxiliary membership card attached. The member's request, the membership card and the Membership Status Change Request form, ANSC 7035, shall be sent to DIRAUX for final processing. DIRAUX will take appropriate actions in the member's record and the database to remove them from the roles.
2. Non-Payment of Dues. When a member has been notified and all efforts to collect dues fail, disenrollment procedures may be initiated by the FC. The FC shall forward a Change of Membership Status form, ANSC 7035, with all supporting documentation showing attempts to contact the member to DIRAUX, **disregarding Section IV for DSO-PS endorsement**. DIRAUX will take appropriate actions in the member's record, database and notify the DSO-PS. The membership card should be submitted with the request for disenrollment.
3. Death. In the event of an Auxiliarist's death or the death of a member of an Auxiliarist's family, **immediate** action will be taken to notify the DCP, Commodore (DCO), area Rear Commodore (RCO) and DIRAUX. After the initial notification of the death of an Auxiliarist, the FC will send to DIRAUX form ANSC 7035, appropriately checked. In the event death occurs while under official orders, refer to Chapter 11 of this guide.
4. DIRAUX Actions. DIRAUX shall advise the DSO-PS, DSO-FN, DSO-SR and the applicable DCP via E-mail whenever a member is disenrolled for any reason.

C. Membership Dues.

1. National and Regional Dues. Required National and Regional dues for Basically Qualified (BQ) and AUXOP (AX) members of the Eighth Coastal Region are based on an Official National Billing in January of each year. The amount due for each BQ and AX member on the roster is \$15.00 (\$9.00 for National dues and \$6.00 for District dues). The DSO-FN will bill each Flotilla usually by 31 January. Payment will be made in lump sum and in the full amount for which billed. FC's will make checks payable to the **Eighth Coast Guard District Auxiliary Coastal Region**, and mail them to the DSO-FN. The DSO-FN will notify the DCP by 31 March of dues not paid and send a copy of the notification to DCO.
2. New Member Dues.
 - a. National dues for new members are billed to the Region on a prorated basis during the first year of membership. Eighth District Coastal Region Auxiliary will collect a prorated amount from each new member to cover the first year prorated National dues and District dues. Refer to Enclosure (1) for the Auxiliary Dues Chart.

- b. Only National and District prorated dues shall be forwarded to the DSO-FN. All checks forwarded to the DSO-FN for new members shall contain a listing of each member covered by the check.
3. Re-Enrollment Dues. Members desiring to re-enroll after leaving active Auxiliary membership at their written request, will pay dues as outlined for new members.

D. Transfers and Change of Status.

1. Transfers within the Eighth District Coastal Region. Members who wish to transfer to a different flotilla within the Region must initiate a Member Transfer Request form, ANSC 7056. Only the current FC endorses the form either recommending or not recommending the transfer. Reasons must be provided if not recommending the transfer. The FC will ensure the member requesting transfer is current with dues before forwarding to DIRAUX for approval. DIRAUX shall advise the DSO-PS, DSO-FN, DSO-SR and both the prior and new DCP via E-mail of all transferred members.
2. Transfers Outside the Eighth District Coastal Region. Members who wish to transfer to another district must initiate a form ANSC 7056. The process shall be the same as paragraph 1.D.1 above except the gaining DIRAUX will be contacted. The gaining DIRAUX will notify the DCP in the area where the member will be living to assist the member in becoming affiliated with a new flotilla. The transfer is effective when approved by the gaining DIRAUX.
3. Transfer Into the Eighth District Coastal Region. Members of the Auxiliary desiring to transfer into the Eighth District Coastal Region from another district must use the procedures of the district the member is leaving. In those cases, where the transfer is held up in their previous district, DIRAUX 8CR may be contacted for assistance.
4. Request For Active Membership.
 - a. Members separated from the active Auxiliary at their own request and retired members may be re-enrolled by letter to the FC. The FC will forward the letter with an Auxiliary Enrollment Application form, ANSC 7001, to DIRAUX with proof dues have been paid. The check for dues made payable to **Eighth Coast Guard District Auxiliary Coastal Region**, shall be sent to the DSO-FN indicating the member(s) covered by the check.
 - b. DIRAUX shall advise the DSO-PS, DSO-FN, DSO-SR and applicable DCP via E-mail whenever a member is re-enrolled.
5. Retired Status. Retired status is designed to recognize the continuous significant contributions of those Auxiliarists who no longer desire or who are not able to participate in the authorized activities. Retired status is not a membership category and is not intended for all members. Retired status should be recognized with a suitable certificate and appropriate ceremony. The requirements, restrictions and privileges of retired status are prescribed in the Auxiliary Manual, COMDTINST M16790.1 (series).

6. Retired Status Card. When a member submits a request for retired status, form ANSC-7035, they will be provided a permanent, plastic Retired Status card with the retired member's name embossed on it. DIRAUX will, upon receipt of the member's Auxiliary Identification Card, provide the member's flotilla commander with the Retired Status Certificate and a Retired Pin for appropriate presentation. DIRAUX will also send the member's full name and mailing address to the Coast Guard contracted commercial vendor who will prepare the card. The Coast Guard will mail the Retired Status card to the member. Refer to Enclosure (2) for the Retired Status card and pin.

AUXILIARY DUES CHART

MONTH	NATIONAL	REGION	Amount to send the DSO-FN for each enrollment application sent to DIRAUX
JANUARY	\$6.75	\$4.50	\$11.25
FEBRUARY	\$6.75	\$4.50	\$11.25
MARCH	\$6.75	\$4.50	\$11.50
APRIL	\$4.50	\$3.00	\$7.50
MAY	\$4.50	\$3.00	\$7.50
JUNE	\$4.50	\$3.00	\$7.50
JULY	\$2.25	\$1.50	\$3.75
AUGUST	\$2.25	\$1.50	\$3.75
SEPTEMBER	\$2.25	\$1.50	\$3.75
OCTOBER	\$0.00	\$0.00	\$0.00
NOVEMBER	\$0.00	\$0.00	\$0.00
DECEMBER	\$0.00	\$0.00	\$0.00

NOTE: Send DIRAUX proof that a check was provided to the DSO-FN for each new member enrolled.

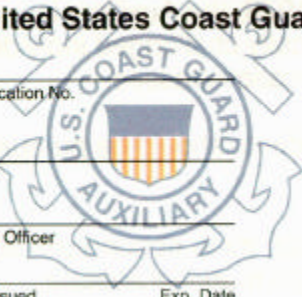
DEPARTMENT OF TRANSPORTATION
United States Coast Guard Auxiliary

Identification No. _____

Name _____

Issuing Officer _____

Date Issued _____ Exp. Date _____



VALID ONLY WITH PHOTO

NON-MILITARY IDENTIFICATION
 CG-2650 (REV. 1-96)

Base Enrollment Date		Blood Type
Place of Birth		Height
Date of Birth		
Color-Hair	Color-Eyes	Weight
Signature		
This card is the property of the United States Coast Guard, and is issued for official purposes and for identification only. Improper use, possession or alteration is subject to the penalties under Title 18, USC 499, 508, and 701.		If found, return to: U.S. Coast Guard Commandant (G-OCX) Washington, D.C. 20593-0001 Return Postage Guaranteed



The United States Coast Guard has conferred Retired Status in the U.S. Coast Guard Auxiliary to the person named on this card in recognition of significant contributions and devoted service to the organization and its boating safety programs.

Note: Military exchange privileges are not authorized.

