
GUIDE TO BECOMING A USCG AUXILIARY MEMBER

By Zacary Edward Wilson, SO-CS and FSO-CS, Flotilla 113-04-09 - November, 2015

All prospective members of Flotilla 04-09 and the U.S. Coast Guard Auxiliary must meet eligibility requirements, submit an Enrollment Application, and pass a background check in order to join.

The eligibility requirements are:

- Be a United States citizen and submit proof of citizenship
 - Proof of citizenship can include a Certificate of Naturalization or United States Passport
- Be 18 years of age, or 17 years of age with parent permission and signature
- Have a valid social security number
- Be fingerprinted and pass a background check (a Personal Security Investigation, or “PSI”)
- Have no felony convictions or major misdemeanors
 - The applicant should note criminal convictions on the Enrollment Application
 - Failure to report convictions may lead to automatic disenrollment
- If you have served in the armed forces, submit proof of discharge under honorable conditions
- Be willing to support the United States Coast Guard (USCG) and its missions

PROCEDURE TO BECOMING A MEMBER:

1. Attend a flotilla meeting

Attending a meeting is the easiest way of discovering what the Auxiliary is about. Flotilla 04-09 is happy to meet new prospective members, and our officers will help you in becoming familiar with the Auxiliary. Our meetings are held on the first Wednesday of the month at 19:30 (7:30 PM). Contact the Flotilla Commander [through our flotilla website](#) to confirm location and time.
2. Read through the New Member Reference Guide

[Click here for the guide](#), it will help explain how the Auxiliary is organized, as well as explain many of the training opportunities available in the Auxiliary.
3. Complete the Enrollment Application

[Click here for the application](#), be sure to complete all sections of the application, and ensure you have signed all parts of the application as appropriate.
4. Take the New Member Exam

[Click here for the New Member Study Guide](#), similar to the reference guide, it will give you the information required to pass the New Member Exam.
[Click here for the New Member Exam](#), it is an open book test (you may use the New Member Study Guide) and the passing score is 80%. Print out the web page certifying your passing score.
5. Bring completed Enrollment Application to a flotilla meeting

The Enrollment Application should also include a copy of your proof of citizenship, and the certification of passing the New Member Exam.

 - a. Complete the interview. A member of the flotilla will act as the interviewer for you.
 - b. Bring your original proof of citizenship. A Fingerprint Technician will confirm the document as valid.
 - c. Be fingerprinted. A Fingerprint Technician must complete the fingerprint cards with you.

6. Send in the Enrollment Package to the Director of Auxiliary (DIRAUX)

After the Enrollment Package is received by DIRAUX, you will receive a Member Number, and be placed in Approval Pending (AP) status. The Member Number is your identification and login for almost all Auxiliary functions and websites. You will continue to be in AP status until your PSI is completed and returned satisfactorily. This may take several months.
7. Train and learn about the Auxiliary

Your time in AP status is your opportunity to take advantage of the many training opportunities in the Auxiliary, and to become immersed in the organization. Amongst them are the [Operational Auxiliarist \(AUXOP\) program](#), and taking courses the [Auxiliary online classroom](#). You may and are encouraged to attend meetings while in AP status, but you may not wear Auxiliary equivalents of active duty USCG uniforms until you are moved past AP status.
8. Take and pass a Safe Boating Course

Once your PSI is completed, you will be placed into Initially Qualified (IQ) status. However, in IQ status, you are not allowed to participate in most Auxiliary activities, which instead require Basically Qualified (BQ) status. In order to qualify for BQ status, you must complete a Safe Boating Course. There are many classroom and online options, [several of which are listed here](#). Ensure the course you take is accepted by the National Association of State Boating Law Administrators (NASBLA) and the USCG.
9. Pass your Personal Security Investigation

Once your PSI is completed successfully, your status will be changed from AP to the status which you qualify: either IQ, BQ (if you completed the Safe Boating Course) or AX2 (if you completed the AUXOP program). After this step, you are a full member of the U.S. Coast Guard Auxiliary. Welcome aboard!

MEMBER REQUIREMENTS:

Once you become a member of the U.S. Coast Guard Auxiliary and Flotilla 113-04-09, you are required to complete certain training courses and pay yearly dues, and to meet requirements of dress.

The member requirements are:

- Pay yearly dues, currently \$49.00, to the flotilla
- Complete the 10 mandatory trainings from the USCG
 - [Click here for the training website](#), the courses are: Sexual Assault Prevention/Response, Security Fundamentals (formerly SETA), Privacy at DHS: Protecting Personal Information, Sexual Harassment Prevention, Building Resilience and Preventing Suicide in the Coast Guard, Civil Rights Awareness, Ethics 1 - Personal Gifts, Influenza Training, IS 700: NIMS, An Introduction, and IS-100.b Introduction to Incident Command System ICS-100.
- Participate in Auxiliary activities and operations, and continue to train and earn qualifications
- Purchase and wear the uniforms of the Auxiliary
 - Information on Auxiliary uniforms and procurement can be found in the [Uniform Procurement Guide](#), the [Auxiliary Manual](#), and on the [United States Coast Guard website](#).
- Continuously fill out your 7029 form
 - [Click here for the form](#), the 7029 is the form used to report hours for most Auxiliary activities. The [7030 form](#) is used for operations, public affairs activities, and marine safety activities. Auxiliarists are “paid” by recognition of the time they spend on Auxiliary activities and missions. As well, the Auxiliary itself is congratulated for its programs from reported member hours. Therefore, it is important that you fill out and submit a 7029 form every month in order for your efforts to be recognized.