



31 OCT 2024
FM: CHDIRAUX
TO: ALAUX
ALAUX 036/24

Subj: AUXILIARY ENROLLMENT APPLICATION (ANSC-7001) UPDATE

1. The Coast Guard Auxiliary Enrollment Application (ANSC-7001) has been updated and posted to the Forms Warehouse (PDF Forms) at [USCGAUX: PDF Forms for Auxiliary Staff](#). Effective immediately, all applicants shall use the new version of the ANSC-7001. If an applicant is already in the process of filling out the form or just completed, then please allow them to continue to use the old version of the form or switch to this new version if they wish to.

2. Major changes to the ANSC-7001 include:

- a. The Enrollment Application Instructions are now separate from the Enrollment Application Form, so they are not submitted to the District Director of Auxiliary (DIRAUX) office with the application package. The instructions are very comprehensive, provide detail on how to fill out the fields, provide web links for the applicant to look up information as needed, and provide information about the Coast Guard Auxiliary Association, Inc. membership so a separate Acknowledgement of Membership Form is no longer needed.
- b. Fields with “pop-up” menus will provide the applicant with limited choices to help maintain consistency for all applicants. These fields are Occupation, Education Level, Ethnicity, Branch of Military Service, Status of Military Service, Military Pay Grade, Auxiliary District/Region, and DIRAUX office.
- c. All fields that require a date have calendar “pop-ups” so the applicant can choose the date they want to input from a calendar. This will help provide consistency with how dates are inputted into those fields.
- d. The Background Check section asks applicants to list all arrests, charges, and/or convictions whether there was a conviction or not.
- e. Applicants must also understand and acknowledge that they shall “self-report” any arrests, charges, and/or convictions to their Chain of Leadership and Management (COLM) as soon as possible.
- f. The Applicant Consent, Statement, Pledge, and Signature Section provides the applicant verbiage to permit the Coast Guard to conduct initial and annual background checks and to

acknowledge they have read and understand they must join the Coast Guard Auxiliary Association, Inc.

g. The Verification of Citizenship Status offers a list of documents authorized to prove U.S. citizenship and prove identification. All documents must be original or certified copies including the Social Security Card. (Note: Social Security Cards should only be viewed for verification and shall not photocopied to be submitted with the enrollment package.)

3. All DIRAUX offices and Auxiliary Human Resource (HR) representatives should review the form and instructions at their earliest convenience to become familiar with the changes.
4. Any issues or problems with the form or instructions should be sent through the COLM to the Chief Director's Office email at CGAUX@uscg.mil with the subject line "ANSC-7001".
5. Internet release is authorized.

For many reasons including the value of keeping communication lines clear and open as well as facilitating access to training and educational tools, all Auxiliarists are urged to have their own email address and to keep it updated in AUXDATA.

*All ALAUX's are posted on the Chief Director of Auxiliary website located at: [CHDIRAUX ALAUX](#)

If you have a question regarding this ALAUX, please seek resolution within your Chain of Leadership and Management (COLM) including up to your servicing District Director of Auxiliary (DIRAUX). If your question still cannot be resolved after that, then please email CGAUX@uscg.mil.