

New Member Application Process Guide

Application Packet:

One copy each:

1. New Member Enrollment Application (Form 7001, latest version only [10-24]). Obtain form [uscgaux.org](https://forms.uscgaux.org) Forms Warehouse. <https://forms.uscgaux.org/forms1.php>

This works best when downloaded to desktop and then completed.

2. Proof of Citizenship. This should be the same document(s) identified in section V, page 4 of the application.

3. Form DD-214 *If appropriate*. Or Form NGB22 for National Guard *If appropriate*.

4. NO LONGER NEEDED- Auxiliary Association Consent to Membership Form (Form CGAuxA-10). The Consent to Membership is built into the New Member Application

New member exam answer sheets, and old PSI forms or instruction pages should not be included with the application!

Pay close attention to the following problem areas:

1. Complete district, division, flotilla designation in the upper right corner. Note that District 9CR is **091** on the form (091-XX-XX)

2. Complete section I, focusing on completion of the middle name in full. If the member has no middle name then place “NMN” in the respective space. If no Suffix, then do **not** insert NA.

3. Section II- If the answer to question is “Yes”, documentation must be included as an attachment to the application. Failure to do this properly will likely lead to a denial of membership.

4. Section V page 4- Big change here so pay close attention! Review SS Card, but don't make copy. Then review and obtain copy of **signed** Passport (List A), or review and obtain 1 copy of document from List B and 1 copy of document from List C.

Also, the Flotilla Commander as Auxiliary Citizenship Verifier, Fingerprint Technician, or a Law Enforcement Officer **only** verifies original citizenship document(s) and signs in **blue** or **black** ink after placing name. No other Auxiliarist is authorized to complete this section.

5. Complete section VI in its entirety including new member exam score, boating safety class completion and check all boxes as appropriate. Most boxes are appropriate and should be checked.

6. Section VII page 6. This is a review to verify accuracy and completeness and discussion of these items with applicant. The interviewer (should be HR or FC)

7. Section VIII page 6. Flotilla Commander **only**, completes, signs in **blue** or **black** ink. NO ONE else is authorized. This should not only be considered a favorable endorsement, but a 2nd review for accuracy and completeness.

8. Disregard Section IX as this is for DIRAUX only

Submission:

1. Application with signatures in **blue** or **black** ink is mailed to DSO-HR 091 for review. Omissions and errors will be corrected by communication with the FC before submission to DIRAUX.

2. DSO-HR **only** submits application to DIRAUX.

3. DIRAUX or their staff will contact applicant directly if additional correction, questions, or information is needed. No one should contact the DIRAUX office unless DIRAUX initiates the communication first.

5. **Do not** submit an application that contains “white out” of information or that contains “scratch outs” or “cross outs”. It is best to redo the application page cleanly and then submit as these contain affidavit statements and carry a potential legal penalty if incorrectly completed. It is best to avoid any possibility of misinterpretation. It is also best **not** to submit *handwritten* application, which may be difficult to read and cause delay in processing.
6. Do not staple the application.
7. Use only a single paperclip per applicant.
8. The packet normally will consist of 7 or 8 pages:
 - Application (6 pages **single-sided**)
 - Proof of Citizenship (1 or 2 pages)
 - And, possibly a Boater Safety Certificate under most instances
9. No need to send the instructional pages in the packet. But please review them when completing the paperwork.
10. The applications are processed by 9th District DIRAUX. Normal processing is about a month for a member to receive their number.

HR officers and flotilla commanders are a valuable resource for potential new members and should be able to confidently assist the prospect in the process. It is important that we explain the application process up front and guide the applicant so they know that this is very detailed and is unlike any application in the private sector. Whether HR meets with the prospect in person or by phone/web conference, the applicant needs to be walked through the application.

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