New Member Application Process

**Application Packet:**

One copy each:

1. New Member Enrollment Application (Form 7001, latest version only [04*-*21]). Obtain form uscgaux.org Forms Warehouse.

2. Proof of Citizenship. It should be the same document identified in section IX, page 3 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).

New member exam answer sheets, boating safety certificates, 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. Do not insert NA for Suffix if none. Height is in ‘inches’ only

3. Complete section II, especially questions A1, A2.

4. Complete section III.

5. Complete section IV 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. The applicant needs to indicate their reading of the Privacy Act Statement (located near bottom of page three in this section.

6. Flotilla Commander *only*, completes, ***signs in blue ink only***in Section IV. NO ONE else is authorized. ***Disregard application instruction language that refers to black ink***. Our DIRAUX requires ***blue ink only***.

7. Complete page two with special attention to section VII. Former service members must include form DD-214 as indicated with their application. Former National Guard must include NGB22. Be careful that you are checking the box you intend to check. ***USA box is offset. All boxes are right of military branch***.

8. If the answer to questions three, four or five in section VII is “Yes”, documentation must be included as an attachment to the application. Failure to do this will likely lead to a denial of membership.

9. Complete section IX, page three where Flotilla Commander as Auxiliary Citizenship Verifier, Fingerprint Technician, or a Law Enforcement Officer *only* verifies original citizenship document and *signs in blue ink only* after placing name. No other Auxiliarist is authorized to complete this section.

10. Complete section X, page 3. If the question is answered by checking the first box for Security Clearance, the additional pages 6, 8, and 9 will need to be completed. Be careful to note that you are checking the correct box for your answer. Background Check is not the same as Security Clearance, which involves access to sensitive or classified information and usually related to military service.

11. Complete page 4 items 1 through 13b; *ignoring items 7 through 12*. The names of the parents need to be listed in full (**first, middle, and last**). This includes mother’s FULL maiden name (**first, middle, and last**).

12. If the member has no aliases for question 5, page 4, place “NA” in **each** of the four boxes where other names would be listed.

13. Line 13c and13d on page 4 are only completed if a non-born US citizen, otherwise it is left blank. Need any of 3 documents- Naturalization Certificate, Citizenship Certificate, or US Passport.

14. Complete page 5, again remembering to place “NA” on the line that requests other names used if no other names have been used. Fill all four boxes.

15. Pages 6, 7, 8 and 9 will need to be fully completed if the box in section X, page 3 indicating a Security Clearance has been issued within past 10years has been checked. These pages only become accessible after that box has been checked.

16. ALL signatures on the application must be ***original* and in *blue ink***.

**Submission:**

1. Application with ***original signatures in blue ink only*** 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.

4. ***Blue ink original signatures are required.***

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 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 6 pages- Application (5 pages **single-sided**), and proof of Citizenship (1 page).

9. No need t0 send the instructional pages in the packet. But please review them when completing the paperwork.

10. The applications are processed by 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 assist 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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1/11/23