

# U.S. Coast Guard Auxiliary Interview Guide

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## Interview Outline



**This is a guide to conducting an interview for a prospective new member. It is only a reference to assist you with obtaining information and staying on course. It can be altered to meet your needs or style.**

Prospective New Member Name: \_\_\_\_\_

How did you hear about us? \_\_\_\_\_

Employment \_\_\_\_\_ What do they do? What is workload? Will they have time for the auxiliary? Are these skills they would like to use for the auxiliary? Are they a Leader? \_\_\_\_\_

Education/Degree/Focus \_\_\_\_\_ computer proficiency \_\_\_\_\_

Hobbies/Organizations-time commitment \_\_\_\_\_

Interest in Auxiliary-What do you want to do? \_\_\_\_\_ Have you researched? \_\_\_\_\_

Are you current military (active/reserve)? \_\_\_\_\_ Have you been in Military? \_\_\_\_\_ What branch? \_\_\_\_\_

How is/was that experience? \_\_\_\_\_

Is there any Criminal History? \_\_\_\_\_

Have you ever taken a boating safety course? \_\_\_\_\_ Have certificate? \_\_\_\_\_ Do you have a boat? \_\_\_\_\_

Boating Experience? \_\_\_\_\_

### **Things they need to know:**

Training- Required and much of it is on-line. Right away there is a New Member Study Guide and exam as part of the application.

Uniforms- We know it is a personal expense, but review the potential costs for the uniform items

Meetings- review what our meetings are like. how do they feel about meetings and will they contribute

Reports- This is a big one! Yes, we want them involved, but we need them to submit 7029 and mission reports too. This goes back to computer proficiency

Travel- much of what we do regarding missions involves travel that is not reimbursed

Leadership- Talk about flotilla elected and staff positions

**Use the Telephone Interview is Page 2 of the New Member Enrollment Application a7001.**

**This ends the telephone interview.** Ask applicant if he/she is still interested in joining the U. S. Coast

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Auxiliary? Answer any questions the prospective new member might have and indicate that you will be sending him/her the following: an invitation to the next flotilla meeting containing the address of the flotilla, date, time, a program explaining the member benefits of joining the U.S. Coast Guard Auxiliary and a copy of the New Member Handbook, Study Guide, New Member Reference Guide, New Member Test and answer sheet. Indicate to applicant that all new members must take a New Member Test and pass with a score of 80% or greater. Review the application process and what they need to provide- A passport or a birth certificate and military dd214 or NGB22 (National Guard)

If you have any questions please contact me by phone (your phone number) \_\_\_\_\_ or E-mail me at (your E-mail address) \_\_\_\_\_. I will answer your questions that you may have or get the answer for you. I have enjoyed talking to you and look forward to hearing from you.

## Opportunities in the Auxiliary

Surface Operations (Boat Crew and Coxswain)

Air Operations (Pilot and Air Observer)

Navigational Systems

Interpreter (Must speak and write foreign language fluently)

Human Resources (Recruiting and New Member Enrollment)

Instructors (Recreational Boating Safety Instructors and Training Instructors)

Vessel Examiner

Public Education

Public Affairs

Marine Safety Office

Radio Operators-Watch

Auxiliary Food Services Member  
Chaplain

It is easier to tell you what we cannot do as members rather than what we can do. We cannot do **law enforcement** and **military** as this is mandated by Congress. If you should decide to join the Coast Guard Auxiliary, I will discuss additional training opportunities at that time

**U.S. Coast Guard Auxiliary uniforms and appearance policies are set by the U.S. Coast Guard, including tattooing, body marking and body piercing policies.**

**YOUR CONTRIBUTION TO THE AUXILIARY - Each member of the U.S. Coast Guard Auxiliary is expected to donate time, support the programs, get involved, and participate in fellowship.**

**Personnel Security Investigation** – Unfavorable PSI may result in disenrollment. Criminal History- this needs to be disclosed up front. While the offense may not be a disqualifier, it is critical that discussed truthfully.

1. Have you ever been convicted of a violation of any law of the United States, any State, Possession, or Territory, the District of Columbia, or the Commonwealth of Puerto Rico that is classified as a major misdemeanor or a felony? Yes- No -- If yes, indicate to application a statement of specifics, including date, city and state offense occurred, disposition and any comments including mitigating circumstances, along with a copy of the court documents must be submitted with the application.
2. Do you have a pending or unresolved criminal court action or judicial proceeding? Yes-No -- If yes, indicate to applicant he/she must attach a statement of specifics including the effective date, city, and state offense occurred along with a copy of the court documents to the application.
3. Are you under criminal restraint, serving a sentence, on parole, probation or other civil restraint? Yes- No – If yes, indicate to application he/she must attach a statement of specifics including effective date, city and state offense occurred, along with a copy of the court documents to the application.