

DEPARTMENT OF HOMELAND SECURITY U.S. COAST GUARD ANSC 7068 (06-16)	UNITED STATES COAST GUARD AUXILIARY FLOTILLA COMMANDER ATTESTATION FOR PROVISIONAL MEMBERSHIP	Division ____ Flotilla ____
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SECTION I – MEMBER DATA (Completed by DIRAUX)

MEMBER ID	LAST NAME, FIRST NAME, MIDDLE INITIAL	BASE ENROLLMENT DATE (MM/DD/YYYY)
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SECTION II – PRELIMINARY BACKGROUND CHECK VERIFICATION (Completed by DIRAUX)

DATE NON-DEROGATORY BACKGROUND CHECK COMPLETED (MM/DD/YYYY)

SECTION III – MEMBER STANDING (Completed by Flotilla Commander)

Good membership standing only exists if all of the following items are checked as completed:

Has Served at least 90 days since Base Enrollment Date*

Has completed the New Member Course

Mentor has provided a positive endorsement based on general assessment of adherence to the Coast Guard's core values of Honor, Respect, and Devotion to Duty.

Has paid all appropriate dues

Has submitted at least one ANSC-7029 Activity Log to the IS officer for activity completed in Section IV.

*Attestation may be submitted to the Director in less than 90 days if the FC justifies a special circumstance. Written explanation of such must be attached to this form.

SECTION IV – MEMBER ACTIVITY (Completed by Flotilla Commander)

Check all that apply. Member actively participates by engaging in at least one of the following since Base Enrollment Date:

Has participated at, or in support of an Auxiliary event such as:

a meeting

a conference

a training forum

outreach/service event (e.g. PA booth, boat show, VSC blitz, PE course)

a fellowship event

a committee tasked to support any Auxiliary event

Has successfully completed a boating safety course

Has successfully completed all qualifications tasks or the end-of-course exam in at least one Auxiliary competency training program (e.g. successful completion of the online VE exam)

Has offered a surface, aviation, or radio facility for use

Has been appointed to any Auxiliary Staff office or committee (subject to waiver as needed)

Has successfully completed all Auxiliary Mandated Training

SECTION V – FLOTILLA COMMANDER ASSESSMENT (Completed by Flotilla Commander)

Based on the above, I attest that this Auxiliarist is RECOMMENDED NOT RECOMMENDED for provisional membership. Copy must be provided to the member if not recommended.

If not recommended, then the next attestation will be submitted by _____ (date)**

**Comments must be attached. Subsequent attestation must be submitted no later than 90 days from this assessment

Flotilla Commander	Date (MM/DD/YYYY)
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SECTION VI – DIRECTOR OF AUXILIARY APPROVAL/DISAPPROVAL

Provisional membership is APPROVED DISAPPROVED (notification of either must be sent to member and FC)

Director of Auxiliary	Date (MM/DD/YYYY)
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INSTRUCTIONS:

This form is sent by the cognizant Director of Auxiliary to the new member only after the Director has completed a preliminary background check of the new member with non-derogatory results and has enrolled the member. The new member is responsible for reviewing it thoroughly (do not mark it up or sign it) and then providing it to their Flotilla Commander (FC). The FC shall then use the form to monitor and ultimately attest whether or not the member is recommended for provisional membership. At least 90 days from the member's Base Enrollment Date must pass before the FC returns the form to the Director, unless the FC articulates why that duration is not necessary to complete the attestation. The Director shall approve or disapprove the FC's recommendation based on the information provided by the FC and any other information about the member to which they may become aware. To facilitate completion of this important FC responsibility, the following Frequently Asked Questions are provided as guidance:

Q: Why does the FC make an attestation?

A: As the flotilla leader, the FC is best positioned to collate first-hand observations and those of unit peers/mentors in order to monitor and assess the Auxiliarist's membership activity and standing.

Q: How does the FC make attestation to the Director of Auxiliary?

A: The attestation is made using this form (supporting comments may be attached). It must be signed/dated and sent directly to the Director.

Q: Can the FC submit an attestation prior to the end of the 90 day observation period?

A: Yes. If an Auxiliarist clearly meets the criteria for active and in good standing and special circumstances exist. The FC must provide accompanying written justification of such circumstances.

Q: What if the FC is not ready to recommend provisional status 90 days after the member's Base Enrollment date?

A: The FC shall submit this form at least 90 days after the member's Base Enrollment Date regardless of the nature of the recommendation. Explanatory comments must be attached if not recommended.

Q: What does event "participation" in the assessment criteria at the beginning of Section IV mean?

A: Participation means demonstrated engagement in the event. For example: engaging in Auxiliary program/project discussions by asking questions/offering suggestions; participating in unit votes; helping with event set-up/clean-up.

Q: Does any boating safety course satisfy assessment criteria in Section IV?

A: No. Only boating safety courses that enable an Auxiliarist to achieve Basically Qualified (BQ) membership status are acceptable.

Q: Does a facility that is offered for use by the Auxiliarist have to be accepted in order to be considered as evidencing activity?

A: No. The offer must be properly submitted, but acceptance does not have to be completed by the time the attestation is made. Rejection of an offer for use does not negate the activity credit.

Q: What if the Auxiliarist does not have an assigned mentor?

A: The nature of attestation warrants all due effort to ensure every new Auxiliarist is assigned a mentor. If none is assigned, then the FC and FSO-HR must closely monitor the Auxiliarist during the attestation period in order to provide a firm enough basis to address assessment in Section III, adherence to the Coast Guard Core Values.

Q: Can the Auxiliarist be shown their attestation form?

A: Yes. The attestation form is meant to be used as a counseling tool to help review, monitor, and steer the Auxiliarist's progress toward becoming an active member in good standing. However, a copy is only required to be provided to the member when the FC returns "not recommended" to the Director.

Q: Can an Auxiliarist appeal an attestation?

A: No, attestations are not subject to appeal.