

U.S. Department of
Homeland Security
**United States
Coast Guard**



Auxiliary New Member Course



INSTRUCTOR GUIDE

NOT FOR GENERAL DISTRIBUTION—HR PERSONNEL ONLY

PUBLISHED FOR EDUCATIONAL PURPOSES ONLY

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NEW MEMBER COURSE - INSTRUCTOR GUIDE

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Note: The following forms may be downloaded at <http://forms.cgaux.org/forms.html>

ENROLLMENT APPLICATION (ANSC-7001)

ENROLLMENT ID CARD FORM

ACTIVITY REPORT - MISSION (ANSC-7030)

MEMBER ACTIVITY LOG (ANSC-7029)

CHANGE OF MEMBER INFORMATION (ANSC-7028)

DIRECT DEPOSIT FORM FOR FAX OR MAIL (FMS2231-CGAUX)

Link to Finance Center Direct Deposit (Member Payment Enrollment Form)

https://www.fincen.uscg.mil/secure/enrollment_form.htm

UNITED STATES COAST GUARD AUXILIARY NEW MEMBER ENROLLMENT PROCESS INSTRUCTOR GUIDE

THE FOLLOWING STEP-BY-STEP GUIDE IS PROVIDED TO ASSIST IN THE TASK OF PROCESSING NEW MEMBERS. INCLUDED IN THIS GUIDE ARE ANSWERS TO THE QUESTIONS IN THE NEW MEMBER COURSE STUDENT STUDY GUIDE AS WELL AS AN APPLICATION CHECKLIST.

PROCESS

1. A citizen of the United States, at least 17 years of age, asks for information about the Auxiliary, and expresses an interest in joining.
2. An Auxiliarist supplies the interested person with the requested information and answers specific questions. If the person wishes to join, the process continues.
3. The FC, VFC, FSO-HR, or FSO-MT supplies the candidate with...
 - A. The *Auxiliary Manual*, and/or *New Member Reference Guide*
 - B. The *Auxiliary New Member Course Student Study Guide*
4. The FC, VFC, FSO-HR, or FSO-MT interviews the candidate, using the *Enrollment Application* [ANSC 7001]. The following agenda is easily completed in two sessions—more if needed—but shall include and not be limited to the following:
 - A. Review the organization of the *Auxiliary Manual* and/or *New Member Reference Guide*.
 - B. Review the organization of the *New Member Course Student Study Guide* and show how the chapters in the NMCSSG relate to the chapters in the *Auxiliary Manual*.
 - C. Help the candidate locate and highlight items in the *Auxiliary Manual* and/or the NMCSSG. Using these items as a guide, a basic discussion of the items should take place (candidates may write in the answers to the questions during the discussion, if they and you choose). It is advisable to have aids on hand to reinforce the discussion; these could include Auxiliary publications, AUXDATA forms, official mail envelopes, uniform items such as shoulder boards and collar devices, etc. A basic discussion of these items may take place at this time...OR...
 - D. Candidates may read the *Auxiliary Manual* and/or *New Member Reference Guide* while completing the study questions at home and then RETURN FOR...
 - E. Discussion, and/or review...AND THEN...
 - F. Complete the open book exam, which can be graded upon completion—OR Complete New Member Test online and attach passing email grade—
<http://ntc.cgaux.org/>.
 - G. Upon successful completion of the exam, the Enrollment Application should be completed.
 - H. Discuss dues and collect according to flotilla / division policy.
 - I. The prospective member will need 2 filled-out fingerprint cards.
 - J. Have Flotilla Commander, prospective member, and Fingerprint Technician sign and submit all required forms to the appropriate authority or District Director of Auxiliary.

NOTE: Include a little FELLOWSHIP. Sit around a table, be it in your home or elsewhere. Have soft drinks and popcorn or coffee and donuts available. Keep the atmosphere informal, friendly, and relaxed! We can't start using the "glue" too soon!

PROLOGUE

HISTORY OF THE UNITED STATES COAST GUARD

ADVICE TO THE INSTRUCTOR

Be sure you have a copy of the *New Member Course Student Study Guide* so you can anticipate questions the new member may ask. You should be familiar with the material from their reading assignments in the *Auxiliary Manual*. The new member who is comfortable with the material in the *Student Study Guide* questions should have no problem with the actual examination. The exam is open-book, in multiple-choice format. Passing score is 80%, in other words, 24 or more correct out of 30 questions. The exam is online in multiple choice format at <http://ntc.cgaux.org/>

Don't just hand the new member a Student Study Guide. New members may become overwhelmed by all the new terms and policies. Meet with them informally to help them through the process. Hopefully, you will be working together for many years to come.

ANSWERS TO STUDENT STUDY GUIDE QUESTIONS

ANSWERS TO THE STUDY QUESTIONS CAN BE VERIFIED IN THE MATERIALS CONTAINED IN THE *NEW MEMBER COURSE STUDENT STUDY GUIDE*, THE *AUXILIARY MANUAL*, COMDTINST M16790.1 (series), AND/OR *THE NEW MEMBER REFERENCE GUIDE*.

P-1 Currently, the Coast Guard operates under the Department of _____
HOMELAND SECURITY

P-2 The overall authority for the administration of the Coast Guard Auxiliary is vested by Law in the _____.
COMMANDANT OF THE COAST GUARD

P-3 The Coast Guard Academy is located in _____
and the Coast Guard Institute in _____
NEW LONDON, CONNECTICUT OKLAHOMA CITY, OKLAHOMA

P-4 The _____ mission is one of the oldest Coast Guard mission's
and is the one most closely identified with the Auxiliary.
SEARCH AND RESCUE

P-5 The Coast Guard at all times constitutes a _____ of the Armed Forces.
BRANCH

CHAPTER 1

HISTORY, PURPOSE, & ADMINISTRATION OF THE U.S.C.G. AUXILIARY ADVICE TO THE INSTRUCTOR

In this chapter, as in each of the next 10 chapters, be sure YOU have reviewed the material the new student will be reading in the *New Member Course Student Study Guide* and in the related pages of the Auxiliary Manual (*AUXMAN*) and/or the *New Member Reference Guide*. You may be asked some questions regarding the information, so have your copy of each document with you when working with the new member.

In Chapter 1, be certain the student is familiar with the following points:

1. The Auxiliary role in Coast Guard missions, emphasizing we are not involved in **direct** law enforcement missions;
2. The importance of the *Auxiliary Manual*—not only now, but throughout their Auxiliary volunteer service;
3. The basic role of AUXDATA/INFO, including forms ANSC 7028, 7029, and 7030;
4. The organizational levels of the Auxiliary;
5. Parallel staffing and the chain of leadership and management; and
6. The basic customs and military courtesy as they apply to new Auxiliarists.

ANSWERS TO STUDENT STUDY GUIDE QUESTIONS

1-1 The concept for communications among staff officers at all levels is called

PARALLEL STAFFING

1-2 In transacting Auxiliary business, directions from the top and communications from the bottom to the top must flow via the

CHAIN OF LEADERSHIP AND MANAGEMENT

1-3 The organizational levels of the Auxiliary are _____, _____, _____, and _____.

FLOTILLA, DIVISION, DISTRICT, AND NATIONAL

1-4 The Auxiliary is not involved in direct _____.

LAW ENFORCEMENT

CHAPTER 2

AUXILIARY MISSIONS

ADVICE TO THE INSTRUCTOR

While studying Chapter Two, the student should become acquainted with our primary roles as Auxiliarists. These roles will be particularly interesting to new members, as they open a whole new world of possible activities for them. These activities are why they wanted to join. Remember to reassure the person that we do not expect them to get involved in **all** these activities. Suggest the new member should observe and ask questions about these programs as they decide on their own areas of interest. Explain to each applicant additional training is necessary before becoming active in most areas.

In Chapter 2, be certain the new member is familiar with the following points:

1. The various mission areas or basic programs of the Auxiliary
2. AIM, VSCs, PE, Operations, PVs; and
3. The “glue” that holds the Auxiliary together—fellowship.

ANSWERS TO STUDENT STUDY GUIDE QUESTIONS

2-1 The “Four Cornerstones” of the Auxiliary are _____, _____, and _____.

Member Services, Recreational Boating Safety, Operations and Marine Safety, and Fellowship

2-2 Boat examinations leading to the award of the Auxiliary Vessel Safety Check decal may only be made by an Auxiliarist who has been qualified as

a _____.

VESSEL EXAMINER

2-3 Public education is the best approach to _____.

PREVENTING BOATING ACCIDENTS

2-4 The Coast Guard Auxiliary enhances the environmental awareness of recreational boaters through _____.

PUBLIC EDUCATION

2-5 Auxiliary operations cover members and the use of their facilities in _____, _____, and _____ missions.

AIR, SURFACE, and COMMUNICATIONS

CHAPTER 3

MEMBERSHIP

ADVICE TO THE INSTRUCTOR

You could discover your newest members may also turn out to be your most enthusiastic recruiters. They are excited about their new role as a member of the Coast Guard family! Chapter Three of the *Auxiliary Manual* gives them the proper tools with which to describe the structure of the Auxiliary to others. The manual is also vital to understanding their new status.

In Chapter 3, be certain the new member is familiar with the following points:

1. The name, address, and role of the Director of Auxiliary in your District;
2. The meaning of a local flotilla member's number;
3. Flying the Auxiliary Ensign and other privileges of membership; and
4. The necessity for knowing and following the *AUXMAN*'s guidelines.

ANSWERS TO STUDENT STUDY GUIDE QUESTIONS

3-1 An applicant for membership in the Auxiliary must be approved for enrollment by the

DISTRICT/REGIONAL DIRECTOR OF AUXILIARY

3-2 Authority for disenrollment rests with the Commandant through the District Commander; therefore, no member may disenroll another member. **TRUE FALSE**

TRUE

3-3 A member may fly the Auxiliary Ensign only if it is a (an) _____

**INSPECTED SURFACE FACILITY OR A VESSEL OWNED BY AUXILIARISTS
THAT HAVE SUCCESSFULLY COMPLETED A VESSEL SAFETY CHECK
AND THAT DISPLAY A CURRENT VSC DECAL.**

3-4 You are member of Flotilla 17, Division 2, of the Northern Region of the Fifth Coast Guard District. Your complete Auxiliary Flotilla Number would be _____ - _____ - _____.

053-02-17

CHAPTER 4

AUXILIARY ORGANIZATIONAL STRUCTURE

ADVICE TO THE INSTRUCTOR

Chapter 4 of the *AUXMAN* deals with the general authority and duties of Auxiliary officers. Instructors should also mention the role of Commandant's Instructions and Publications, as well as District and local instructions and guides they will encounter. This chapter explains many of the acronyms new members will hear at flotilla meetings. Active new members will be interested in knowing how they can become elected and appointed officers themselves, but remember that we do not encourage new members to seek staff officer's positions during their first year. Introduce the local officers to them at the first opportunity.

In Chapter 4, be certain the new member is familiar with the following points:

1. The four administrative levels of the Auxiliary;
2. The titles of elected and appointed officers and, in general, their roles; and
3. Eligibility for becoming an elected or appointed flotilla officer.

ANSWERS TO STUDENT STUDY GUIDE QUESTIONS

4-1 The _____ is the basic unit of the Auxiliary. The two elected officers at the flotilla level are the (FC) _____ and the (VFC) _____.

FLOTILLA, FLOTILLA COMMANDER, FLOTILLA VICE COMMANDER

4-2 At the division level, the correct acronym for the Division Commander and the Division Vice Commander are: _____, _____.

DCDR VCDR

4-3 The correct acronym for the flotilla staff officer is _____, and for the Division Staff Officer, it is _____.

FSO SO

4-4 The FSO-MT is the _____ staff officer for _____.

FLOTILLA MEMBER TRAINING

4-5 The SO-OP is the _____ staff officer for _____.

DIVISION OPERATIONS

4-6 The Public Education Officer at the flotilla level is designated by the acronym _____.

FSO-PE

4-7 The _____ provides boating safety information to marine dealers.

RECREATIONAL BOATING SAFETY VISITATION PROGRAM (RBSVP)

CHAPTER 5

REGULATIONS AND POLICIES

ADVICE TO THE INSTRUCTOR

Even a new member will quickly see the importance of this chapter. Take enough time to answer any questions that may arise about tax deductions, injury or death, and any of the issues that may concern a new member. Be sufficiently familiar with the topics yourself to avoid misleading a newcomer. **This information is important material!**

In Chapter 5, be certain the new member is familiar with the following points:

1. What expenses a member can claim as tax deductions;
2. Use of official mail by members; not using name in return address;
3. Communications with other government agencies;
4. Public and political affairs, including solicitation of funds;
5. Compensation for injury or death; and
6. Assignment to duty.

ANSWERS TO STUDENT STUDY GUIDE QUESTIONS

5-1 The laws pertaining to the operations and administration of the Auxiliary are defined in _____.

TITLE 14, U. S. CODE or 14 USC

5-2 Official mail may be used for notices of Auxiliary meetings as well as requests for lodging reservations and conference registration for official meetings. **TRUE FALSE**

TRUE

5-3 Unofficial mail includes mailing personal information between members. **TRUE FALSE**

TRUE

5-4 As a matter of general policy, a roster of names and addresses of Auxiliary members shall NOT be made available to _____.

ANY ORGANIZATION OR PERSON NOT DESIGNATED BY THE PRIVACY ACT OF 1974.

5-5 As a general policy, subject to IRS regulations, tax deductions may be claimed for cost of uniforms and their maintenance. **TRUE FALSE**

TRUE

5-6 *Section 832, Title 14, United States Code* is the authority for compensation of an Auxiliarist in the case of _____ or _____.

INJURY

DEATH

5-7 Auxiliary members may appear before legislative hearings as private citizens; however, they are not authorized to wear the Auxiliary _____ nor in any way indicate they represent the _____ or the _____.

UNIFORM

COAST GUARD

COAST GUARD AUXILIARY

CHAPTER 6
COAST GUARD and COAST GUARD AUXILIARY
SUPPORT & BASIC MATERIALS
(SUPPLIES)

ADVICE TO THE INSTRUCTOR

How often were you, as a new member, uncertain about how to order supplies and uniforms? It can be pretty confusing—even to experienced members. Don't let this happen to your new member. On the other hand, don't burden them with technical detail they won't need now. Think about what they will need right away. How do they get what they need?

In Chapter 6, be certain the new member is familiar with the following points:

1. What services are available through the AUXCEN and ANSC;
2. How and by whom materials are ordered; and
3. The information needed to place uniform orders. (UDC—Uniform Distribution Center. After obtaining EMPLID number, the member can order at <http://www.uscg.mil/hq/cg1/udc/>)

ANSWERS TO STUDENT STUDY GUIDE QUESTIONS

6-1 Who may order items from the Auxiliary National Supply Center (ANSC)?

**UNIT ELECTED LEADERS, MATERIALS OFFICER,
NATIONAL STAFF, and DIRECTORS**

6-2 Items from the Auxiliary Center—AUXCEN are available for sale through _____

THE DISTRICT MATERIAL CENTERS

6-3 Auxiliary insignia, flags, jewelry, and Public Education materials are available for purchase at the _____.

AUXILIARY CENTER (AUXCEN)

6-4 Auxiliary stationery, forms, posters, training publications, and manuals are supplied at the taxpayer's expense from the _____.

AUXILIARY NATIONAL SUPPLY CENTER (ANSC)

6-5 You desire a supply of Mission Activity Reports (ANSC 7030). You should contact your local _____.

MATERIALS OFFICER (FSO-MA, elected leaders (FC) or (VFC)—backup choice

CHAPTER 7

HUMAN RESOURCES

ADVICE TO THE INSTRUCTOR

Every new member is to be made aware of the policies dealing with Civil Rights and Sexual Harassment. The student has been directed to read the entire 14 pages of this chapter. Your personal attitudes and demeanor will go a long way toward stressing the importance of this material.

In Chapter 7, be certain the new member is familiar with the following points:

1. The role of the Coast Guard Auxiliary Civil Rights Counselor and why this is important to members;
2. Both the “Human Relations” and “Sexual Harassment Prevention” policy statements;
3. The role Diversity plays within the Auxiliary;
4. Examples of how this impacts the Auxiliarist.

ANSWERS TO STUDENT STUDY GUIDE QUESTIONS

7-1 What does the acronym CGAUX/CRC represent? _____

COAST GUARD AUXILIARY / CIVIL RIGHTS COUNSELOR

7-2 What is the role of the CGAUX/CRC? _____

TO ADMINISTER THE EQUAL OPPORTUNITY PROGRAM WITHIN EACH DISTRICT OR REGION.

7-3 The Sexual Harassment Prevention Policy Statement ensures all persons engaged in official business with the Coast Guard have the right to an environment free of _____ and _____.

DISCRIMINATION and **HARASSMENT**

7-4 Any military member or civilian employee who makes deliberate or repeated unwelcome verbal comments, gestures, or physical contact, which is characteristically of a sexual nature engages in _____.

SEXUAL HARASSMENT

CHAPTER 8
MEMBER TRAINING
ADVICE TO THE INSTRUCTOR

The reading assignments in the New Member Course cover most of the information a new member will need to know on this topic. Explain how the FSO-HR and FSO-MT will work with them to provide access to the training they will need. Be careful you do not merely sell your own favorites. Your counseling here may be critical in helping the new member into just the right activities.

In Chapter 8, be certain the new member is familiar with the following points:

1. The importance of Boating Skills & Seamanship (BS&S) and similar courses as a foundation;
2. The basics of how one becomes involved in each program area, including the achievement of “Operational Auxiliarist” status or AUXOP;
3. The nature of all programs, courses, exams, and qualification procedures;
4. What current training plans are underway locally and within your division and district; and
5. Where information may be obtained on Coast Guard “C” School Training on the Internet.

ANSWERS TO STUDENT STUDY GUIDE QUESTIONS

- 8-1** The two skill levels in the Boat Crew Qualification program are _____ and _____.
CREW, COXSWAIN (PWC OPERATOR IS ALSO ACCEPTABLE)
- 8-2** To retain qualification in the Operations Program, the member must be signed off by a QE every third year. **TRUE FALSE**
TRUE
- 8-3** In the Boat Crew Qualification Program, the Director of Auxiliary appoints a _____, who approves Boat Crew tasks for candidates.
QUALIFICATION EXAMINER (QE)
- 8-4** To achieve AUXOP Status, a member must complete a minimum of ____ credits from the three categories of courses.
SEVEN
- 8-5** To be eligible to receive Coast Guard surface patrol orders, you must be qualified as a _____.
COXSWAIN (PWC OPERATOR IS ALSO ACCEPTABLE)
- 8-6** To become qualified as an Instructor, a member must complete the _____ Course or hold suitable qualifications from a recognized government or educational licensing agency.
INSTRUCTOR QUALIFICATION

CHAPTER 9

REIMBURSEMENT OF AUXILIARISTS

ADVICE TO THE INSTRUCTOR

The concept of being “assigned to duty” will be foreign to the new member. Sometimes misunderstanding occurs with those with military experience. New members will learn more of this material as they become active in the programs they have selected. Be sure they don’t start off with misconceptions about how they will be reimbursed in the meantime.

In Chapter 9, be certain the new member is familiar with the following points:

1. The policy, which considers Auxiliaries as civilian employees for purpose of reimbursement and Direct Deposit;
2. The difference between reimbursable and non-reimbursable orders;
3. How “assignment to duty” is important to every member for purposes of liability;
4. How Auxiliary “orders” differ from orders to military personnel; and
5. The basics about minor damage and loss claims.

ANSWERS TO STUDENT STUDY GUIDE QUESTIONS

9-1 Reimbursement for Auxiliary travel is to be consistent with Federal Travel Regulations (FTR) for _____ employees.

CIVILIAN

9-2 To be eligible for reimbursement for travel, the Auxiliarist must be traveling on _____ issued by an appropriate Coast Guard official.

REIMBURSABLE ORDERS

9-3 To file a claim for minor damage or loss, the member must use the proper form and include a statement explaining _____.

THE FACTS/CIRCUMSTANCES OF THE DAMAGE OR LOSS

CHAPTER 10

UNIFORMS

ADVICE TO THE INSTRUCTOR

Reassure the new member this topic may take some time to fully grasp. At the same time, new members will feel more comfortable when with other Auxiliarists if they are confident of their appearance in uniform. Guide them through the steps of acquiring enough uniform materials to feel like they “belong.” Then, point out some of their other options.

In Chapter 10, be certain the new member is familiar with the following points:

1. The uniform currently specified for meetings and training;
2. Which items are ordered by the member and which are ordered by the Flotilla Staff Officer—materials (FSO-MA)?
3. New terms, such as “Service Dress Blue”;
4. The differences between Coast Guard and Auxiliary uniforms and insignia; and
5. Suggestions for an initial order, then how to order it. (Uniform Distribution Center <http://www.uscg.mil/hq/cg1/udc/>)

ANSWERS TO STUDENT STUDY GUIDE QUESTIONS

10-1 The Winter Dress Blue uniform may be authorized or prescribed as an alternative for the _____ uniform.

SERVICE DRESS BLUE

10-2 Enhanced shoulder boards are worn on the shirt with the _____ Uniform, and the _____ Uniform.

WINTER UNDRRESS BLUE TROPICAL BLUE

10-3 Name three situations when a uniform is most commonly required.

- A. CREW MEMBER ON PATROL**
- B. EXAMINER VESSEL SAFETY CHECK STATION**
- C. INSTRUCTORS IN A PUBLIC EDUCATION CLASS**

10-4 The primary working uniform is the _____

OPERATIONAL DRESS UNIFORM (ODU)

10-5 Members may order uniforms by mail from the Coast Guard _____ in Woodbine, New Jersey.

UNIFORM DISTRIBUTION CENTER (UDC)

10-6 Coast Guard officer uniforms and Auxiliary uniforms are very similar except for the color of the _____ and _____. The color on the Coast Guard Officer’s uniform is _____, and on the Auxiliary uniform it is _____.

BUTTONS STRIPES GOLD SILVER

CHAPTER 11

AUXILIARY MEMBER RECOGNITION

ADVICE TO THE INSTRUCTOR

Your new members will quickly fade away if they don't receive recognition for the work they do. They often ask questions as to the meaning of ribbons and other devices and have a natural interest in learning how they are awarded. Be sure to mention the CG Sustained Auxiliary Service Award and how they can start reporting hours right away. Form ANSC 7029 has been included as an attachment to the *New Member Course Student Study Guide*. This chapter gives the new member familiarity with where to locate answers about the awards system.

In Chapter 11, be certain the new member is familiar with the following points:

1. The CG Sustained Auxiliary Service Award;
2. Auxiliary program ribbons; and
3. How a member may be recommended for an award.

ANSWERS TO STUDENT STUDY GUIDE QUESTIONS

11-1 The CG Sustained Auxiliary Service Award is given to Auxiliarists who have contributed a total of _____ hours of Auxiliary Service.
750

11-2 Auxiliary Program Ribbons are awarded in three areas of service. These programs are _____, _____, and _____.
OPERATIONS, VESSEL EXAMINER, INSTRUCTOR

11-3 Who can recommend that a member be considered for an award?

ANY MEMBER MAY MAKE A RECOMMENDATION VIA THE CHAIN OF LEADERSHIP AND MANAGEMENT TO THE DESIGNATED AWARDING AUTHORITY.

APPLICATION CHECKLIST

Familiarize yourself fully with the electronic 7001. The easiest way to do this is to fill in a form with your own information and print it (all copies), then check for errors or omissions. The E-form is far better to use than the paper form since it checks for omissions, allows for corrections, avoids double entry, and prints the required versions/copies.

❑ NEW MEMBER EXAMINATION

1. Administer the examination, grade the exam, check box and enter the date and grade on page 1 of 7001

OR

1. Provide necessary support and the online link to the New Member Test.
2. Make the new member aware that the application packet needs a copy of the passing test email grade. Save the email and/or forward the email to the auxiliariast who is helping to process the application packet.

❑ PROSPECTIVE MEMBER INTERVIEW RECORD

1. Discuss and check the boxes for each item on this page with the applicant.
2. Check the boxes on page 2 of 7001 upon completion of each item.

❑ AUXILIARY ENROLLMENT APPLICATION (Use E-Form)

Have the applicant get the two fingerprint cards processed, make a copy of proof of citizenship (color copy suggested), and show proof of citizenship (original) to the Fingerprint Technician. The Flotilla Commander (page 1), Fingerprint Technician (page 3), and prospective member (page 2 and page 5) must sign and date the 7001. (blue ink suggested.)

ITEMS TO DOUBLE-CHECK

1. Be sure you have entered your district/division/flotilla ID on upper right corner of page 1.
2. A nine-digit zip code is available at <http://zip4.usps.com/zip4/welcome.jsp>.
3. Enter the name of the member who brought in the new member.
4. Read *The Privacy Act* on page 3 to the new member and check box on page 1, Section IV.
5. Check box if applicant has passed an Auxiliary approved boating course as per *Auxiliary Manual* (skips IQ status)—some districts require copy of certificate from the course.
6. Include 2 fingerprint cards and copy of citizenship document (color copy suggested).
7. Check for all signatures and that appropriate boxes on each page have been checked off.
8. Include in packet if district applicable, New Member ID form and photo on CD in JPG format (make sure to name file with division, flotilla, candidate's name) or email the file to the appropriate processor.

❑ DUES

1. To be collected according to Flotilla/Division policy
2. NOTE: *Dues vary among flotillas and divisions, and dues are not submitted with applications beyond the Auxiliary district/region level. Verify the correct amounts and prorating with FSO-FN, SO-FN, and DSO-FN.*

□ **SEND THE APPLICATION PACKAGE**

1. Forward application package in accordance with district / regional policy
2. *NOTE: As with anything mailed, the prudent Auxiliary officer will have retained photocopies of all items submitted.*

□ **INDUCTION**

Although not part of the submission, this is the time to explain and plan with the applicants the pledge-taking ceremony and their Auxiliary career plan. Let the new members understand that they will be receiving their EMPLID numbers quickly, long before the receipt of their ID card. This EMPLID number enables new members to take online exams and order their uniforms. You should plan to help them acquire a uniform and devices. Be sure all members welcome them into the flotilla. Get them involved! Keep them involved!