

New Member Human Resources Checklist

Applicant: _____

Flotilla: _____

The following is a tool for Flotilla Human Resources Officers to use to successfully process a new member application. This checklist reflects recent changes to the process and supersedes any previously issued ones.

-
- Prospective Member Package** - When you receive information about a person interested in your flotilla you should send them an email introducing yourself as their HR Officer and welcoming them to the flotilla's next meeting. You should also include the flotilla's dues requirements along with the [New Member Reference Guide](#), [New Applicant Exam](#) and [New Member Handbook](#).
-

DIRAUX Package

- Enrollment Application [ANSC-7001 \(Version 5-15\)](#)** should be filled out completely. The following items should be reviewed prior to submission to avoid application being returned to the FSO-HR for correction. **All applications must have pages 1-5 fully completed.** Those with prior Federal Security Clearance in the last 10 years should check the box on page 3 and complete pages 6-9. In addition be sure to check the following prior to submission.
 - Page 1 top right corner- Full Flotilla Unit Number
 - Page 1 Section IV- New Member Exam Date & Score
 - Page 1 Section IV- FC Signature
 - Page 2 Section VI- Must have legal guardian signature if applicant is under 18 years old
 - Page 2 Section VII- Applicant's signature
 - Page 3 Section IX- Must be signed by authorized fingerprint tech after verifying citizenship from an original document
 - Page 4 Section 13b- Both parents *full names* (if no middle name write "NMN" above)
 - Page 5 - Authorization for Release of Information- Applicant's Signature
- New Applicant Course Exam Graded Answer Sheet** Date:_____ Score:_____
- A single copy of the citizenship verifying document (birth certificate/passport)**
- CG Auxiliary Consent Form**
- A copy of an About Boating Safely Certificate** (or endorsement on NY/NJ driver's license)
- A copy of Discharge of Active Duty DD214** (if prior military service)

Please do not include anything not listed above or extra pages from the Enrollment Application. All of the above must be single sided only. The DIRAUX Package should be sent to: Director of Auxiliary (01-SR), Battery Park Building, 1 South Street - Room 210A, New York, NY 10004-1499, Attn YN2 DeJesus.

Applicant Photograph - a digital photograph of the applicant wearing a light blue shirt with the collar open in front of a red background should be sent to Ezekiel.C.DeJesus@uscg.mil after the application has been submitted.