

# U.S. Coast Guard Auxiliary Form 7001 – Enrollment Application

REV: 02/2019

Please read the following in full:

Page 1 of 3

The Auxiliary Enrollment Application consists of many sections and documentation requirements. This guideline will help with the enrollment process. All complete packages will be reviewed and processed by the DIRAUX staff accordingly. Flotilla Commanders will be notified of incomplete packages via email within two (2) days of receipt by DIRAUX. All inquiries for members in AP status must be routed via the Chain of Leadership and Management (COLM) to the DIRAUX Email address: [d5nrdiraux@uscg.mil](mailto:d5nrdiraux@uscg.mil)

**CURRENT 7001 REVISION 5/15**

**OBSOLETE FORMS WILL NOT BE ACCEPTED**

## Enrollment Application must include the following:

- Original forms
- CD –w/Photo as JPEG
- Proof of Citizenship
- DD-214 as applicable
- Prior Clearance documents as applicable
- CG Auxiliary Association, Inc. Consent Form

## The following are guidelines for each section of the Enrollment Application:

### Page 1

- PLEASE PRINT – ALL ENTRIES MUST BE LEGIBLE – **DO NOT ABBREVIATE CITIES**
- Section IV – All applicable boxes **must** be checked such as the “Privacy Act Statement”.
- New Member Exam and Date and Score **must** be entered unless member is a re-enrollment

### Page 2

- If the member is under 18, the parent/guardian **must** sign and date
- Member **must** check ‘Yes’ or ‘No’ in section VII to all 5 questions. If you answer ‘Yes’ to any question in this section, you **must** attach the supporting documents required as applicable—**NO EXCEPTIONS!!**
- DD-214 form **must** show Re-Entry code: **NOTE: RE-4 code is NO Re-Entry**

### Page 3

- Section IX **must** be signed and dated by the Fingerprint Technician ONLY
- Section X if checked “Yes” **must** include Pages 6, 8 & 9 **AND** Source Document from Employer

### Page 4

- Member’s Place of Birth **must** be filled out in full – **DO NOT ABBREVIATE CITIES**
- Married members **must** complete dates of use of Maiden name
- Member **must** fill out both Parent’s **Full** Name including middle name as well as Mother’s Maiden Name

### Page 5

- Member’s **full** name (first, **middle**, last, suffix) **must** be written – must match complete application
- Date for signature **must** be within two (2) weeks of submission to DIRAUX

## DOCUMENTATION

### Citizenship Documentation

- A copy **must** be included in the application (see section IX, Section B for accepted proof of citizenship documentation) – only one is required
- Passport, Naturalization, INS data must be recorded on Pages 3 and 4 accordingly

### Prior Clearance Documentation

- If a member has had a clearance in the past 10 years, they **must** fill out pages 6, 8 & 9
- In addition, if a member has had a clearance in the past 10 years, they **must** include a source document that includes the name of employer, date of clearance, type of clearance & point of contact information

### DD-214

- Form must have Re-Entry code (RE-4 means NO Re-Entry) – No Exceptions

### PHOTO

- Photo **must** be above the head, below the shoulders and from shoulder to shoulder in front of a solid red background
- Photo **must** be in **JPEG** format on a CD or emailed to DIRAUX with subject line as New Applicant Photo with name and unit

### RE-ENROLLMENTS

- Re-enrolling members must still complete the ANSC-7001 in the same manner as a new applicant regardless if they have had a prior favorable PSI
- PRIOR member number and disenrollment date **must** be entered in Section IV

### Tips

- **DO NOT HOLE PUNCH OR DOUBLE SIDE ANY DOCUMENTS**
- **ENROLLMENT PACKAGES MUST BE PLACED IN A SEALED ENVELOPE IMMEDIATELY**
- **HAND CARRIED ENROLLMENTS TO DIRAUX MUST BE TRANSPORTED IN A SEALED ENVELOPE**
- **DO NOT MAKE COPIES, SCAN OR EMAIL ENROLLMENT FORMS OR DATA UNLESS DIRECTED BY DIRAUX**



## Frequently Asked Questions:

### Where do I send the New Member Enrollment Fee?

- A Unit Check for the New Member Fee is to be mailed directly to the **DSO-FN**.
- Print the name of the applicant in the Memo area of the Unit Check.
- The Enrollment Fee is not required if the member enrolls between October 1 and December 31.

### When does an Applicant receive their Auxiliary Member ID Number?

- A New Member Welcome memo will be sent directly to the applicant with notification of membership and member number.

### When will the member know they have received a favorable Personal Security Investigation (PSI)?

- All applicants who receive a clear PSI will be entered into AUXDATA as an AP member.
- The New Member Welcome memo is verification that they have been accepted to AUX Membership.

### When does a member in AP status receive their Auxiliary ID Card?

- A member in AP status will receive their ID card via their FC when they have completed the required CORE and BQII courses.

### When must the required CORE and BQII training courses be completed for the new applicant?

- CORE and BQII training courses are required to be completed for new applicants within one (1) calendar year from base enrollment date.

### What are the CORE and BQII Training Courses?

#### **CORE TRAINING**

CIVIL RIGHTS AWARENESS (502319)  
 ETHICS TRAINING (502306)  
 PREVENTION OF SEXUAL HARASSMENT COURSE (810000)  
 PRIVACY AWARENESS (810015)  
 SECURITY EDUCATION AND TRAINING AWARENESS (810030)  
 WORKFORCE RESILIENCE (502379)

#### **Basic Qualification Course II (BQII)**

BQC CORE VALUES & MISSIONS  
 BQC COURTESY AND PROTOCOLS  
 BQC HUMAN RESOURCES & AWARDS  
 BQC MEMBER TRAINING & UNIFORMS  
 BQC MEMBERSHIP REQUIREMENTS & STRUCTURE  
 BQC REGULATIONS & POLICIES  
 BQC SUPPORT AND MATERIALS & REIMBURSEMENT

**PLEASE REMEMBER TO USE THE AUXILIARY CHAIN OF LEADERSHIP AND  
 MANAGEMENT**

ALL INQUIRIES ARE TO BE ROUTED TO THE DIRAUX EMAIL VIA THE COLM

[D5NRDIRAUX@USCG.MIL](mailto:D5NRDIRAUX@USCG.MIL)