

NEW MEMBER APPLICATIONS / RE-ENROLLMENTS
ELECTONIC SUBMISSIONS INSTRUCTION
DIRAUX EMAIL: D5NRDIRAUX@USCG.MIL

- ❖ This instruction modifies Section 2.A.1.b (Enrollment Process) of the D5NR Policy Manual (MMS-PR-AUX (D5NR 16791), to require the electronic submission of all new member applications. The terms of this instruction become effective immediately. The modified process is as follows:
 - **APPLICANT**
 - Will work with FC or FSO-HR for interview and assistance
 - Complete electronic New Member test
 - Submit completed ANSC-7001 Auxiliary Enrollment Form and Verification of Citizenship (ie: copy of Birth Certificate/Passport Page 2/Naturalization Certificate) to DIRAUX Email
 - Page 3 will be signed by DIRAUX
 - **FC/FSO-HR**
 - Conduct the interview process and read Privacy Act Statement to applicant
 - Collect photo, New Member test date and score
 - **FSO-HR**
 - If the FSO-HR is assisting the candidate, they must submit the items and information via email to the FC.
 - **FC**
 - The FC will submit the items and required information to the DIRAUX Email. The email will serve as their endorsement - no statement is required. Page 1 shall be noted with FC email date. An example is included with this instruction.
- ❖ **NOTE:** The applicant's photo must be in accordance with the AUXMAN for grooming purposes, however, a uniform shirt is not required, only a red background.

DIRAUX will process all applications in the order they are received. Approved applications are usually processed within 1-2 days. All applications that are incomplete or have errors will not be processed. DIRAUX will contact the applicant directly for any incomplete data or missing items with a copy to the respective FC.

NEW MEMBER APPLICATION ELECTONIC SUBMISSIONS SAMPLE

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The screenshot shows an Outlook window titled "NEW MEMBER APPLICANT ELVIS PRESLEY FLOTILLA 053-01-01 - Messag...". The ribbon includes "File", "Message", "Insert", "Options", "Format Text", "Review", and "Acrobat". The "Insert" ribbon is active, showing options like "Table", "Pictures", "Online Pictures", "Shapes", "Hyperlink", "Bookmark", "Text Box", "Drop Cap", "Equation", "Symbol", "Horizontal Line", "Quick Parts", "Date & Time", "WordArt", and "Object".

The email header shows:

- To: D5NRDIRAUX@USCG.MIL
- Cc: DCDR 01
- Subject: NEW MEMBER APPLICANT ELVIS PRESLEY FLOTILLA 053-01-01

An attachment is listed as "APPLICANT NAME & UNIT.jpg" (42 KB).

The email body contains the following text:

Good Day, DIRAUX,

Please accept the required items for enrollment to Flotilla 053-01-01 for applicant Elvis Presley.

Attachment: Photo

Privacy Act Statement was read and Prospective Member Interview was completed by FSO-HR, Dean Martin.

Respectfully,
FC John Wayne
053-01-01

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From: FSO-HR 01-01 Dean Martin
Sent: Tuesday, July 21, 2020 12:09 PM
To: FC John Wayne
Cc: ****NO ONE****
Subject: NEW MEMBER APPLICATION FOR 01-01 ELVIS PRESLEY

Good Day,

I have completed the Prospective Member Interview for applicant Elvis Presley and read the Privacy Act Statement to him.

The New Member Test score is 98% and he took the test on 10May2020.

Thank you,

FSO-HR Dean Martin
053-01-01