

NEW MEMBER APPLICATION & “AP STATUS”



WHAT YOU WILL LEARN

- Assisting new applicants through the application process
- The importance of completing the application fully
- Time expectations re the Personal Security Investigation (PSI) process
- What is “Application Pending” (AP) status

NEW MEMBERS

Keep them involved and coming
to meetings or you will lose
them!



THE APPLICATION PROCESS

- As a Flotilla leader, one of your most important duties will be recruitment and retention of members.
- The initial contact with prospective members is critical ... it's the "first impression".
- Assign a mentor (may be the FC, VFC, FSO-HR, etc) to assist with completing the 7001 New Member Application.

COMPLETING THE APPLICATION

- The 7001 Form must be completed fully and accurately!
- Any information omitted or falsely stated will likely result in an “Unfavorable” determination from the Security Center (SECCEN).
- At best, omitted information will delay the process.

EXPECTATIONS!!!

- The mentor must fully explain that the PSI may take from several months to a year or more in some cases.
- The PSI may be delayed by one or more of the following:
 - Incomplete or inaccurate information
 - Poor quality fingerprints
 - Missing documentation
 - Missing signature(s)

EXPECTATIONS!!!

- If the applicant has a current security clearance, the PSI process may be accelerated.
- If the applicant held a security clearance in the past, it must be disclosed but will not necessarily accelerate the PSI.

EXPECTATIONS!!!

- Questions re the PSI should be routed through the applicant's chain of leadership. To do otherwise is a violation of Auxiliary policy.

APPLICATION PENDING STATUS

- Once an application has been accepted, the applicant is placed in “Application Pending” (AP) status.
- The mentor should make clear to the applicant that there are very few limitations on the applicant’s activities.
- The primary limitations are:
 - Cannot receive an Auxiliary I.D. card
 - Qualify as a Fingerprint Tech or Citizenship Verifier
 - Hold an Elected or Appointed Office (unless waived by DIRAUX)

APPLICATION PENDING STATUS

As noted, there are few limitations for members in AP status!



APPLICATION PENDING STATUS

- The answer is “YES” to all of the following questions:
 - ✓ Is a member in AP counted on unit rosters?
 - ✓ Are AUXDATA entries made for members in AP?
 - ✓ Are members in AP considered employees of the Coast Guard?
 - If assigned to duty by an appropriate order issuing authority
 - Acting within the scope of employment during such assignment
 - Abide by the Auxiliary governing policies



APPLICATION PENDING STATUS

- The answer is “YES” to all of the following questions:
 - ✓ Are members in AP status allowed to vote at Flotilla meetings?
 - ✓ Do members in AP pay dues?
 - ✓ Are members in AP authorized to participate on Auxiliary committees and ceremonial events?

APPLICATION PENDING STATUS

- The answer is “YES” to all of the following questions:
 - ✓ Are members in AP authorized to take courses and are course materials provided for them?
 - ✓ Are members in AP authorized to perform and have signed-off all tasks that must be completed to earn a qualification in any program?
 - ✓ May members in AP offer surface and air facilities for use?

APPLICATION PENDING STATUS

- The primary reason new applicants complain about the PSI process and fallacies about limitations in AP status is:

It hasn't been properly explained
from the start!



END OF CHAPTER

