



16790

30 APRIL 2020

Seventh Coast Guard District Auxiliary Policy Directive AD-11.2

Subj: ADMINISTRATIVE PROCESSES FOR TRANSFER, DISENROLLMENT,  
RETIREMENT, AND DEATH OF AUXILIARY MEMBERS

1. PURPOSE. To provide policy and guidance to all Auxiliary members in the Seventh District concerning administrative procedures to be followed for disenrollments, retirements, death of member and transfers.
2. ACTION. All Auxiliary elected officers, District Staff Officers, and Auxiliarists in the Seventh Coast Guard District shall become familiar with and follow the guidelines contained in this Directive.
3. DIRECTIVES AFFECTED. Directive AD-11.1 is cancelled.
4. ENVIRONMENTAL ASPECT AND IMPACT CONSIDERATIONS. Environmental considerations were examined in the development of the directive and have been determined to be not applicable.
5. PROCEEDURES
  - a. All Change of Membership Status forms (ANSC 7035) and Member Transfer Request forms (ANSC 7056) must be routed through the member's Flotilla Commander (FC), then to the DSO-HR via the D7 Help Desk, and then to DIRAUX.
  - b. The Change of Membership Status Form (ANSC 7035) will be used for all change in status requests (i.e. disenrollments, retirements, death of member). Members submitting disenrollment request packages must ensure the ANSC 7035 is signed by the member, the FC, and the Division Commander (DCDR) (not optional in D7) and must also include the one page "Return of US Coast Guard Auxiliary ID Card" canned memo (see Enclosure 1). The member's ID Card must be scanned in upper left corner of the form prior to destruction with indication on the form that it was destroyed by writing the words "ID card destroyed". Either the FC or DCDR must initial next to these words.
  - c. If the ID Card is not presented for destruction, an explanation for the omission of the scanned ID Card and its status must be written on the form. For example, "A number of attempts have been made to retrieve ID Card – No Response." Either the FC or DCDR must initial next to these words.
  - d. The Change of Membership Status Form (ANSC 7035) used for disenrollment requests for non-payment of dues must include a Date of Notice, including the certified mail receipt, (either a signed green card, a returned envelope or a USPS Tracking Sheet) and must also include the status of the Auxiliarist's ID card per paragraph (5.b).

- e. All disenrollment requests shall be submitted promptly to the DSO-HR before 15 December and routed through the DSO-HR via the D7 Help Desk. Disenrollment requests should be submitted to the DSO-HR when received and not held until later a later date.
  - f. Requests for all transfers are to be submitted on the Change of Membership Status form (ANSC 7035).
  - g. Each Change of Membership Status request must be submitted with an individual D7 Help Desk Ticket.
  - h. All inquiries regarding a member's change in status shall be routed through D7 Help Desk.
6. ENVIRONMENTAL ASPECT AND IMPACT CONSIDERATIONS. Environmental considerations were examined in the development of the directive and have been determined to be not applicable.
7. FORMS/REPORTS. The most up to date forms can be found online at <http://forms.cgaux.org/>
8. RESPONSIBILITY. The Director will maintain Directives and make changes based on recommendations from the DCOS.

J. W. Briggs  
Commander, United States Coast Guard  
Director of Auxiliary  
Seventh Coast Guard District



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

America's  
Volunteer  
Guardians  
Since 1939

DATE: \_\_\_\_\_

TO: Auxiliary Member \_\_\_\_\_  
Name

\_\_\_\_\_ ID Number

SUBJECT: Return of US Coast Guard Auxiliary ID Card

Please be advised your USCG Auxiliary Membership Card is the property of the United States Coast Guard and it is mandatory that you return this card to your Flotilla Commander. Continued possession of an ID card after your membership in the Auxiliary terminates is against the law and could result in criminal penalties. You may wish to review Section 701 of Title 18 of the US Code for additional information.

Your card remains the property of the United States Coast Guard even if it has expired or been defaced and must still be returned.

If you are unable to locate or have lost this card you will be responsible should this card be used.

\_\_\_\_\_ I affirm that I have made a search but am unable to locate my ID Card.

\_\_\_\_\_ I never received an ID Card.

\_\_\_\_\_ My card is enclosed.

\_\_\_\_\_ Date \_\_\_\_\_  
Member signature

A stamped self-addressed envelope is enclosed for the return your card and this letter. If you need further clarification, please contact me. Thank you

Respectfully,

Flotilla Commander Signature \_\_\_\_\_

**Flotilla Commander Verification**

I verify the following:

\_\_\_\_\_ I have destroyed this member's ID Card

\_\_\_\_\_ I have a number of attempts to retrieve this member's ID Card with no response

Flotilla Commander Signature \_\_\_\_\_

This form is to be sent with the dues notice.

Flotilla Commander should note if "attempts made to retrieve ID Card—N/R" is indicated on the ANSC 7035, either a letter (from the DIRAUX) or telephone call to the member insuring that the card is no longer in their possession. If member was never notified to submit ID Card, FC will be held responsible