

U.S. Department of
Homeland Security

United States
Coast Guard



Commander
United States Coast Guard
Seventh Coast Guard District

909 SE 1st Avenue
Miami, FL 33131
Staff Symbol: dpa
Phone: (305) 415-7051

16790
03 APR 2020

Seventh Coast Guard District Auxiliary Policy Directive AD-12.3

Subj: ENROLLMENT PROCESS FOR AUXILIARY MEMBERS

1. **PURPOSE.** To provide policy and guidance to all Auxiliary members in the Seventh District concerning the enrollment process.
2. **ACTION.**
 - a. In order to enroll in the United States Coast Guard Auxiliary, the prospective member must contact either the local Flotilla Commander or the Human Resource Officer, be 17 years of age, and a U.S. Citizen. The ANSC 7001 enrollment application package (including New Member Test, ID Picture, proof of U.S. Citizenship, CG AUX Association form, DD-214 if applicable, and proof of the Safe Boating Course if completed) must then be completed by the prospective member.
 - b. Verification of U.S. citizenship must be performed by an Auxiliary FT, CV, or a law enforcement officer (including Coast Guard personnel authorized to perform such function). The FT, CV, or law enforcement officer who performs these functions must also fill out the associated forms including appropriate sections of the Auxiliary enrollment application when processing prospective members.
 - c. The completed enrollment application package will be submitted to the Flotilla Commander (FC) for review and final signature. The enrollment application package will then be forwarded by the FC via certified mail or hand delivered to the DDSL. The DDSL will review and forward a properly completed enrollment application package to the Seventh District Director of Auxiliary's office (DIRAUX) via certified mail.
 - d. Upon receipt of the application, DIRAUX will hold the enrollment application package until an initial background check can be conducted. With applicant information sent via encrypted email, COASTWATCH, a division of USCG Intelligence Coordination Center, will perform a background check and provide DIRAUX with the results. DIRAUX will then create an electronic record for the applicant.
 - e. DIRAUX will review the enrollment application package and background check results and issue either a favorable or an unfavorable determination for membership.
 - (1) If the background check is favorable, then the member will be enrolled, placed in Approval Pending (AP) status, and may be issued a Coast Guard Auxiliary

- Member Identification (ID) card, pending DIRAUX direction. This ID card will be limited to a one year expiration date.
- (2) The ID card is the property of the USCG and it is mandatory that it is returned to the FC when the card expires or membership in the Auxiliary terminates. See Enclosure (1).
 - (3) Member's AP status will change to Initial Qualification (IQ) status once Auxiliary Core Training (AUX CT) and Basic Qualification II (BQII) course is completed. The BQII requirement is waived for members enrolled prior to 1 February 2018. Members must notify their FC when all required training is completed. The FC or FSO-HR, on behalf of the member, will submit a Help Ticket to the DIRAUX office requesting the member's change in status.
 - (4) Members will achieve Basic Qualification (BQ) status once the Boating Safety course is completed in addition to the IQ requirements. Upon achieving BQ status, all members are entitled to an ID card.
 - (5) Members who do not complete the Core Training and BQII within the first year will not be issued a new ID card (if previously received) until the training is completed. Any expired ID card must be turned over to the FC.
 - (6) If the prospective member receives an unfavorable determination, DIRAUX will send a letter outlining the reasons for the unfavorable determination. The enrollment denial is not subject to appeal, inquiry, or challenge to the Coast Guard.
 - (7) Auxiliarists in AP status are authorized to obtain and wear the Auxiliary uniform with proper devices and insignia of the current or highest past office held to the extent that applicable policies allow.
 - (8) Additional Auxiliary Core Training information and resources are available on the Training Directorate webpage,
<http://www.uscgaux.info/content.php?unit=t-dept> .
3. **DIRECTIVES AFFECTED.** Seventh Coast Guard District Auxiliary Policy Directive AD-12.2 is cancelled.
 4. **ENVIRONMENTAL ASPECT AND IMPACT CONSIDERATIONS.** Environmental considerations were examined in the development of this directive and have been determined to be not applicable.
 5. **FORMS/REPORTS.** The most up to date forms can be found online at cgaux.org.

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



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

**America's
Volunteer
Guardians**
Since 1939

ISSUANCE OF USCG AUXILIARY MEMBERSHIP ID CARD

I have read the Notice included below and understand the USCG Auxiliary Membership Card issued to me is the property of the United States Coast Guard and upon my disenrollment, retirement or death; it will be my duty, or that of my next of kin, to return this card to my 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.


Member Signature

Signature of Interviewer

Date _____

Date _____

Notice on Back of Member ID Card

DATE OF BIRTH	WEIGHT	HEIGHT	HAIR COLOR	EYE COLOR
██████████	██████████	██████████	██████████	██████████
AUTHORIZED PATRONAGE COAST GUARD EXCHANGE/MWR				
DATE OF ISSUE	EXP. DATE	BLOOD TYPE	GENEVA CONV CATEGORY	
██████████	██████████	██████████	██████████	

This card is the property of the United States Coast Guard, and is issued for official purposes and for identification only. Improper use, possession, or alteration is subject to the penalties under Title 18, USC499, 506, and 701. If found, return to:
Commandant
U.S. Coast Guard (CG-BSX-1)
2100 2nd Street SW, STOP 7581
Washington, DC 20593-7581
Return Postage Guaranteed

COAST GUARD AUXILIARY performs essential duties for the Federal Government in support roles to the UNITED STATES COAST GUARD in non-law enforcement and non-combat roles such as search and rescue missions, boating education, vessel safety checks, environmental protection missions and aids to navigation. Please provide any assistance necessary to the bearer of this card in reaching his/her duty assignment. Authorized medical care while under competent orders.

NON-MILITARY ID

REV 1 JAN 13

GENEVA CONVENTIONS IDENTIFICATION CARD - FORM 2650A

TO BE PRESENTED TO THE APPLICANT AT THE TIME OF INTERVIEW - SUBMITTED WITH THE ANSC 7001 AND KEPT IN MEMBER JACKET