

## New Member Application Process

The District website has posted the new member application process so that the reference is always available through the internet for access and review if needed. The new member application process has been the policy of District 091 since March of 2008 with update of 4 June 2010.

I will summarize the process here with pertinent comments:

### Application:

1. The New Member completes the application (Form 7001, *version 1-08 only*). This application is all inclusive and therefore no additional documentation needs to be submitted with the application except copies of the proof of citizenship and possibly the boating safety class certificate. Old PSI forms should not be submitted with the application and new member exam answer sheets also should not be included with the application. Pay close attention to the following problem areas:
  - a. Complete district, division, flotilla designation in the upper right corner. Note that District 9CR is 091 on the form. Use the current modernized designations. Do not use the old designations.
  - b. Complete section I, focusing on completion of the middle name in full. If the member has no middle name then place “NA” in the respective space.
  - c. Complete section II, especially questions A1, A2.
  - d. Complete section III.
  - e. Complete section IV in its entirety including new member exam score, boating safety class completion and check all boxes as appropriate. Most boxes are appropriate to check.
  - f. Flotilla Commander *only*, prints name, *signs in blue ink only* and dates. NO other Auxiliarist is authorized to complete this section.
  - g. Complete page 2 with special attention to section VII where checking the first box will read that the new member applicant *has* been convicted of a crime.
  - h. Complete section IX, page 3 where Flotilla Commander *only* verifies original citizenship document and *signs in blue ink only* after placing name. NO other Auxiliarist is authorized to complete this section.
  - i. Complete page 4 items 1 through 13b; *ignoring items 7 through 12*. The names of the parents need to be listed in full. If the member has no aliases the place “NA” in each of the four boxes requesting the same.
  - j. Line 14 page 4 is to be left blank.
  - k. Complete page 5, again remembering to place “NA” on the line that requests other names used if no other names have been used.
  - l. ALL signatures on the application must be original and in *blue ink*.

## **Supporting Materials:**

### **1. REQUIRED:**

- a. Two (2) copies of the document that was verified as proof of citizenship. It should be the same document identified in section IX, page 3 of the application.
- b. Two (2) copies of the fingerprint cards. These need to be completed fully with the full name of the prospective new member including the middle name. The name needs to match the application as well as the proof of citizenship, unless a married name has been acquired or a name change by court order. The demographic data in the upper right hand of the card is necessary. (Height, weight etc.) The birthplace as city and state needs to be completed with the state abbreviated as the standard two letter abbreviation. Date of birth needs to be completed. The left side of the card requires the signature of the individual as well as their full address. Social security number is the only additional box of the card to be completed. The employer box is used to indicate to SECCEN where inquiries and communication needs to be sent and therefore should state exactly the following:

Commander (oax)  
Ninth Coast Guard District  
1240 E. 9<sup>th</sup> Street  
Cleveland, OH. 44199

## **Submission:**

1. Application, *in duplicate*, both with **original signatures in blue ink only** is submitted to DSO-HR 091 for review. Omissions and errors will be corrected by communication with the FC before submission to DIRAUX.
2. DSO-HR will initial bottom corner of each page of the application indicating review.
3. DSO-HR *only* submits application to DIRAUX.
4. DIRAUX will contact FC directly if additional correction, questions, or information is needed. This communication will then occur directly from FC to DIRAUX *only* if DIRAUX initiates this communication.
5. **Blue ink signatures are now required.**
6. Do not submit an application that contains “white out” of information or that contains “scratch outs” or “cross outs”. It is best to redo the application cleanly and then submit as these contain affidavit statements and carry a potential legal penalty if incorrectly completed. It is best to avoid any possibility of misinterpretation.

Please *do not staple the application* when sent to the DSO-HR. Please *do not send the instructional pages* that are part of the application to DSO-HR as I do not need these. The instructions are also a useful tool with which to complete the application with the above specific directions superseding any instruction on the form. The applications are processed by DIRAUX and security checks through SECCEN. It should not take longer than 2-3 weeks for a member to receive their number and AP status. It may take much longer before being changed from AP to IQ/BQ and is dependent on SECCEN. The new member certificates have been taking about 4-6 months. A member may be *petitioned by the FC* with a written letter directly to DIRAUX indicating member name, ID number, and status to be changed, usually from IQ to BQ status, along with a copy of supporting documentation of safe boating class.

Your HR officers are a valuable resource for potential new members and should be able to assist in the process.

Mark R. Villeneuve  
DSO-HR 091  
17 June 2010