

UNITED STATES COAST GUARD  
DIRECTOR OF AUXILIARY  
FIFTH DISTRICT NORTHERN REGION  
**D5NRDIRAUX@USCG.MIL**  
**FREQUENTLY ASKED ANSWERS**  
**2013 MAR 14**

**1. AP MEMBERS:**

- GUIDELINES FOR THE NEW AUXILIARY ENROLLMENT APPLICATION (ANSC-7001\_REV 10/12):  
[http://www.5nr.org/downloads/forms\\_new\\_member/7001\\_INFO\\_JAN\\_2013.pdf](http://www.5nr.org/downloads/forms_new_member/7001_INFO_JAN_2013.pdf)
- SPECIFIC CHANGE INCLUDES THAT FORM **DD-214** IS **REQUIRED** FOR **ALL** FORMER MILITARY SERVICE MEMBERS.

**2. DIRAUX EMAIL:**

- MANY FCs ARE UNAWARE OF THE NEW DIRAUX EMAIL.
- PLEASE ENSURE THE ATTACHED GUIDELINE FOR ELECTRONIC SUBMISSIONS IS DISSEMINATED. THE MOST CURRENT DOCUMENT WILL BE POSTED TO THE D5NR WEB SITE.

**3. DIRAUX PAPERWORK PROCESSING:**

- ORIGINAL MEMOS WILL BE MAILED DIRECTLY TO THE MEMBER (IE: WELCOME LETTER/INITIAL QUALIFICATION, ETC.) A COPY WILL BE PLACED IN THE MEMBER'S FILE. NO COPIES WILL BE MAILED OR E-MAILED TO THE LEADERSHIP OR PROGRAM MANAGERS.
- ORIGINAL CERTIFICATES (QUALIFICATION/COURSE COMPLETIONS, ETC.) WILL BE MAILED TO THE DCAPT/DCDR AS APPLICABLE.

**4. TRAVEL REQUEST FORM:**

- A TRAVEL REQUEST WORKSHEET WILL BE AVAILABLE ON THE D5NR WEB SITE AND MUST BE SUBMITTED TO DIRAUX VIA THE FC WITHIN AMPLE TIME TO ALLOW FOR REVIEW AND PROCESSING. THIS WILL BE AN ADDITION TO THE D5NR POLICY MANUAL.

**5. SUPPLY REQUESTS:**

- ALL REQUESTS FOR SUPPLIES MUST BE FORWARDED TO THE DIRAUX EMAIL ADDRESS ACCORDING TO THE GUIDELINES POSTED ON THE D5NR WEB SITE:  
[HTTP://WWW.5NR.ORG/DOWNLOADS/MANUAL/5NR\\_DIRAUX\\_SUPPLY\\_GUIDE.PDF](http://www.5nr.org/downloads/manual/5NR_DIRAUX_SUPPLY_GUIDE.PDF)

**6. PERSONNEL SECURITY INVESTIGATIONS (PSI):**

- NEW ENROLLMENTS SENT TO THE CG SECCEN FOR PSI PROCESSING ARE BEING COMPLETED ON AVERAGE WITHIN 3-6 MONTHS.
- PSIS FOR NEW ENROLLMENTS THAT EXCEED 6 MONTHS ARE ON A SCHEDULE TO BE CHECKED FOR STATUS.

- DIRAUX WILL NOTIFY THE DCDR/FC TO THE STATUS OF A NEW PSI THAT IS PASSED THE 6 MONTH TIME-FRAME.
- PSIS THAT HAVE BEEN SUBMITTED TO THE CG SECCEN FOR UPGRADE FROM OS TO DO STATUS ARE BEING COMPLETED ON AVERAGE WITHIN 12 MONTHS. THE MEMBER WILL BE NOTIFIED DIRECTLY WHEN THE CG SECCEN HAS MADE FAVORABLE OR UNFAVORABLE DETERMINATION OF THE INVESTIGATION.

**7. SAFEGUARDING PERSONALLY IDENTIFIABLE INFORMATION (PII):**

- SAFEGUARDING PII IS EVERYONE'S RESPONSIBILITY. BEST PRACTICES FOR SAFEGUARDING PII CAN BE FOUND ON THE D5NR WEB SITE:

[HTTP://WWW.5NR.ORG/DOWNLOADS/DIRAUX/SAFEGUARDING PII 2012 AUXSUB.PDF](http://www.5nr.org/downloads/diraux/safeguarding_pii_2012_auxsub.pdf)

**8. DAMAGE AND INJURY CLAIMS:**

- INCIDENTS MUST BE REPORTED TO THE ORDER ISSUING AUTHORITY (OIA) AND DIRAUX WITHIN 24 HOURS. GUIDELINES FOR DAMAGE CLAIMS ARE FOUND IN THE AUXILIARY OPERATIONS POLICY MANUAL .
- MEMBERS MUST UTILIZE THEIR PRIVATE INSURANCE FIRST BEFORE SUBMITTING A REQUEST FOR AN INJURY CLAIM. MEMBERS MUST NOT USE CG OR DIRAUX STAFF FOR THE GUARANTOR FOR ANY MEDICAL ASSISTANCE PROVIDED. GUIDELINES FOR INJURY CLAIMS ARE FOUND IN THE D5NR POLICY MANUAL.

**9. AUXILIARY LOGICAL ACCESS CREDENTIAL (ALAC):**

- THE CG UNIT THAT A MEMBER WILL BE SUPPORTING WILL REQUEST APPLICATION FOR AN ALAC TO DIRAUX.
- ELIGIBILITY REQUIREMENTS ARE THAT THE AUXILIARIST'S DUTY WILL REQUIRE ACCESS TO THE CG NETWORK AND THAT THE DUTY WILL BE NEEDED FOR NO LESS THAN 6 MONTHS AND WILL BE CONSISTENT.

**10. CHAIN OF LEADERSHIP AND MANAGEMENT**

- THE IMPORTANCE OF THE COLM IS EXTREMELY IMPORTANT. ALL INFORMATION FROM DIRAUX TO DCDRs FOR DISSEMINATION TO THEIR FCs MUST BE PASSED DOWN AS SOON AS POSSIBLE.
- MANY OF THE FCs DO NOT UNDERSTAND THAT OUR COMMUNICATION IS MAINLY VIA EMAIL OR WEB. MOST ARE STILL CALLING DIRAUX FOR DIRECTION.