

Please pass this information ASAP through your Chain of Leadership.

Effective Immediately:

A new procedure for submission of new member enrollment checks is as follows:

- a. Prospective member will make their check payable to the Flotilla Unit they are joining;
- b. The Flotilla Unit will, in turn, write a check for each individual new member package placing the member's name in the memo section. The check should be made out to: USCG Auxiliary 5NR;
- c. DIRAUX will forward all Flotilla Unit checks to the DSO-FN for deposit;
- d. If an AP member is disqualified based on a PSI determination, the DSO-FN will be notified by DIRAUX. The DSO-FN will then forward a refund check to the Flotilla and the Flotilla will be responsible for refunding the money to the member; and
- e. All enrollment checks for pending new members currently in routing will be processed under the past procedure. As of 01 October 07, only checks made out to: USCG Auxiliary 5NR by a Flotilla will be accepted by the DIRAUX office. All other checks will be returned for resubmission.

Thank you for your assistance in this matter. This new policy is in accordance with National guidelines.