

**NEW MEMBER APPLICATIONS / RE-ENROLLMENTS
ELECTONIC SUBMISSIONS INSTRUCTION
DIRAUX EMAIL: d05-SMB-NRDIRAUX@USCG.MIL**

❖ This instruction modifies Section 2.A.1.b (Enrollment Process) of the D5NR Policy Manual (MMS-PR-AUX (D5NR 16791), to require the electronic submission of all new member applications. The terms of this instruction become effective immediately. The modified process is as follows:

➤ **APPLICANT**

- Shall work with the FC or FSO-HR for interview and assistance
- Complete electronic New Member Test and forward to the FC or FSO-HR
- Forward their photo to the FC or FSO-HR
- **NO ONE ELSE IS TO BE COPIED OR BLIND COPIED ON THE MESSAGE**
- Submit directly to the DIRAUX Email, d05-smb-nrdiraux@uscg.mil, completed ANSC-7001 Auxiliary Enrollment Form, Copy of Verification of Citizenship, CG Auxiliary Association Consent form and other documentation as required (ie: Birth Certificate/Passport/ Naturalization Certificate/DD-214)
- Subject line shall read: New Auxiliary Application: Name and Intended Unit
NO ONE ELSE IS TO BE COPIED OR BLIND COPIED ON THE MESSAGE

➤ **FC/FSO-HR**

- Shall conduct the interview and read Privacy Act Statement to applicant
- Receive photo, New Member Test date and Score
- Validate that the photo is of the applicant either by video chat or face-to-face meeting
- If the FSO-HR is assists the applicant, they will forward notification of support via email to the FC.
NO ONE ELSE IS TO BE COPIED OR BLIND COPIED ON THE MESSAGE

➤ **FC**

- Shall work with the applicant and FSO-HR to ensure all processes are followed according to the new electronic submission guidelines
- Submit photo, New Member Test date and score via email to DIRAUX
- If FSO-HR has submitted application information, then, their email must be included with the FC's email to DIRAUX
- No statement is required, but optional – example of email is contained in the separate guide, “New Electronic Enrollment Process 2020”, can be found on the D5NR web site: <https://5nr.org/diraux-guidelines-policies-and-manuals/>
- Shall ensure that all PII is secured
- Subject line shall read: New Auxiliary Enrollment: Name and Unit
NO ONE ELSE IS TO BE COPIED OR BLIND COPIED ON THE MESSAGE

Note: The applicant's photo must be according to the Coast Guard Auxiliary Manual, COMDTINST M16790.1 (series), Chapters 5 & 10, for grooming purposes, must have a red background and as stated in 2.C of this manual. A UNIFORM SHIRT IS NOT REQUIRED FOR AN APPLICANT'S PHOTO. The photo may be taken as a selfie by the applicant or anyone they are comfortable with. The photo must be above the head, below the shoulders and from shoulder to shoulder. The photo is not required to be taken by a member of the Auxiliary.

DIRAUX will process all applications in the order they are received. Approved applications are usually processed within 1-2 days. All applications that are incomplete or have errors will not be processed. DIRAUX will contact the applicant directly for any incomplete data or missing items with a copy to the respective FC and DCDR.


**NEW MEMBER APPLICATION
ELECTONIC SUBMISSIONS SAMPLE**

DIRAUX EMAIL: D05-SMB-NRDIRAUX@USCG.MIL

TO: D05-SMB-NRDIRAUX@USCG.MIL
FROM: FC 01-01 JOE COASTIE
CC: *NO ONE IS TO BE COPIED ON THIS MESSAGE*****
BCC: *NO ONE IS TO BE BLIND-COPIED ON THIS MESSAGE*****
SUBJECT: NEW MEMBER APPLICANT ELVIS PRESLEY FLOTILLA 053-01-01

******* ATTACHED PHOTO MUST BE AS A JPEG FILE*******

*******BODY OF MESSAGE MUST READ AS SHOWN WITH REQUIRED INFORMATION*******

Attached  47 KB

Good Day, DIRAUX,

Please accept the required items for enrollment to Flotilla 053-01-01 for applicant Elvis Presley.

Attachment: Photo

Privacy Act Statement was read and Prospective Member Interview was completed by FSO-HR, Dean Martin.

Respectfully,
FC John Wayne
053-01-01

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From: FSO-HR 01-01 Dean Martin
Sent: Tuesday, July 21, 2020 12:09 PM
To: FC John Wayne
Cc: ***NO ONE**
Subject: NEW MEMBER APPLICATION FOR 01-01 ELVIS PRESLEY

Good Day,

I have completed the Prospective Member Interview for applicant Elvis Presley and read the Privacy Act Statement to him.

The New Member Test score is 98% and he took the test on 10May2020.

Thank you,

FSO-HR Dean Martin
053-01-01