Section D. Membership Accession

Introduction

To become an Auxiliarist, an applicant must meet eligibility requirements for membership, complete the New Member Training Program, and be approved by the Director for enrollment.

D.1. Membership Accession

The following actions must be completed by an applicant in order to enroll in the Auxiliary:

a. The applicant must complete the Enrollment Application Form (ANSC-7001). The FC may designate another flotilla member who is in Initially Qualified (IQ), Basically Qualified (BQ), or Operational Auxiliary (AX) status to conduct the interview. With the exception of requisite fingerprint forms, the Enrollment Application Form captures all information necessary to start the PSI process at the Operational Support (OS) level. An applicant may submit a DI or DO PSI package with their Enrollment Application Form instead of an OS PSI package, but it should be clearly understood that OS PSI packages are normally processed to completion significantly faster than DI or DO PSI packages. When coupled with provisions that allow for interim program certification of Auxiliarists who have Favorable OS PSI determinations but are pursuing qualification in an Auxiliary program that requires a Favorable DI or DO PSI determination, all applicants should be highly encouraged to submit the OS PSI package as part of their enrollment package instead of a DI or DO PSI package.

b. The applicant must complete the New Member Training Program (NMTP) and successfully pass the current open book examination with a score of 80 percent or better. This examination may be self-administered or administered by any elected officer, MT staff officer, HR staff officer, or designated IT. Examination results shall be recorded on the Enrollment Application. The understanding and expectation for self-administration of any Auxiliary exam is that the individual, and only the individual without other personal assistance, shall complete all facets of the exam, unless such exam is specifically authorized to be taken with a team approach among Auxiliarists (e.g., AUXSC&E specialty course). If an Auxiliarist becomes aware that there is any reason to suspect otherwise, then the Auxiliarist shall inform the appropriate chain of leadership (up to and including the Director) so that they are able to assess the circumstances and determine propriety of self-administration.

c. The FC shall forward the Enrollment Application Form, the NMTP examination answer sheet, and all requisite PSI forms as a complete package to the Director.

d. The Director shall review all enrollment packages and determine whether or not to accept an applicant. If accepted, the Director shall sign the Enrollment Application Form, continue the administrative processing of the applicant's PSI, place the applicant in AP status, make appropriate AUXDATA entries, and issue the applicant an Employee Identification number (EMPLID). The Director shall notify the AP Auxiliarist of these actions and their EMPLID by signed memo.

D.2. Privileges and Provisions for Auxiliarists in Approval Pending (AP) Status

Once the Director has reviewed, approved, and signed an enrollment package, that individual may be placed in Approval Pending (AP) status until the result of the PSI process is determined. While Auxiliarists are in AP status, the following privileges and provisions apply (for applicable provisions dealing with training, qualifications, and course and test administration, refer to paragraph B.1 of Chapter 8).

D.2.a. Member Status and AUXDATA Entries

(1) Auxiliarists in AP status shall remain in such status, as reflected by AUXDATA, until receipt of a Favorable PSI determination. At that point, the Director shall make the change to AUXDATA to reflect the Auxiliarist's new, most appropriate member status (i.e., IQ, BQ, or AX).

(2) Auxiliarists in AP status shall be regarded as any other Auxiliarists in IQ, BQ, or AX status in terms of counting on Auxiliary membership rosters at any organizational level. This includes counting toward Flotilla membership requirements and for the purpose of meeting minimum membership thresholds to establish a new Flotilla or Flotilla Detachment.

(3) AUXDATA entries may be made as they are reported for Auxiliarists in AP status just as they may be made as reported for any other Auxiliarists in IQ, BQ, or AX status.

(4) The base enrollment date for an Auxiliarist in AP status shall coincide with the date of issue of their EMPLID.

(5) Auxiliarists in AP status are entitled to be placed on distribution for Auxiliary publications (e.g., flotilla newsletters), electronic Auxiliary mailings, and The Navigator magazine. Placement is voluntary and may be withdrawn by the individual from any or all such distributions at any time subject to appropriate notification of the source of mailing distribution information.

D.2.b. Organizational Assignments and Authorities

The following organizational assignments and authorities apply to Auxiliarists in AP status:

(1) Auxiliarists in AP status shall be recognized as employees of the Coast Guard for the purposes of all liability and worker's compensation coverage provisions afforded through the Coast Guard, provided they meet all of the following criteria:

(a) Are assigned to duty by appropriate order issuing authority.
(b) Act within the scope of employment during such assignment.
(c) Abide by the governing policies established by the Commandant of the Coast Guard.

(2) Auxiliarists in AP status are entitled and strongly encouraged to attend all Auxiliary national, district, division, and flotilla meetings, training sessions, and social events in order to learn about Auxiliary organization, policies, procedures, and programs.

(3) Auxiliarists in AP status may provide direct administrative support to Coast Guard units but must have the concurrence of the command to do so. Auxiliary Unit Coordinators (AUC) are specifically tasked with ensuring that the command and the Director are advised in advance of any Auxiliarists in AP status who desire to do so, and that appropriate arrangements for recurring access are made.

(4) Auxiliarists in AP status are not authorized to run for, accept nomination for, or hold any elected office. However, requests for waiver that are properly routed through the chain of leadership may be granted by the Director or the Chief Director, as appropriate.

(5) Auxiliarists in AP status are not authorized to accept or hold any appointed staff office. However, requests for waiver that are properly routed through the chain of leadership may be granted by the Director or the Chief Director, as appropriate.

(6) Auxiliarists in AP status must pay dues as part of their enrollment. Initial payment shall be by check which will be immediately processed like any other such dues payment by an Auxiliarist in IQ, BQ, or AX status. In the event of an Unfavorable PSI determination that leads to disenrollment, only the total amount of dues paid up to that time by the individual shall be reimbursed to the individual.

(7) Auxiliarists in AP status may vote in any Flotilla matter.

Auxiliarists in AP status are not authorized access to the Coast Guard's Mutual Assistance (CGMA) program nor direct participation in the Coast Guard Morale, Well-Being, and Recreation (MWR) program.

D.2.c. ID Cards and EMPLIDs

(1) Auxiliarists in AP status shall be issued EMPLIDs as part of the approval of their enrollment packages by the Director.

(2) Auxiliarists in AP status are not authorized to be issued an Auxiliary ID card. They may only receive an Auxiliary ID card upon receipt of a Favorable PSI determination.

	(3) Auxiliarists in AP status may not be issued an Auxiliary Logical Access Credential (ALAC). By definition of ALAC authorization terms, an Auxiliarist must have received at least a Favorable OS PSI determination and have submitted either a NACI (if pursuing a DI PSI) or NACLC (if pursuing a DO PSI) package in order to be authorized ALAC issuance. (4) Auxiliarists in AP status should never be placed in the position of having to attempt to gain access to a Coast Guard facility alone. All due effort shall be made by mentors and Auxiliary leaders to ensure that whenever Auxiliarists in AP status may have need to gain access to a Coast Guard facility, they have an Auxiliarist in IQ, BQ, or AX status to escort them.
D.2.d. Uniforms, Awards, and Ceremonies	(1) 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. Auxiliarists in AP status are authorized to use DoD exchanges only when purchasing articles and accessories of the uniform. Since Auxiliarists in AP status will not have ID cards, they will not be able to make purchases at point-of-sale venues like DoD uniform shops. Auxiliarists in AP status are authorized to shop in Coast Guard exchanges with the same authorization as Auxiliarists in other-than AP status. In order to use this privilege, Auxiliarists in AP status must present a copy of the memo on Coast Guard letterhead from the Director notifying them of their AP status, along with a government-issued photo identification card (e.g., current valid State-issued driver's license). (2) Auxiliarists in AP status may be administered the Pledge for New Members and presented with the Auxiliary membership certificate at an appropriate time and venue.

	(3) Auxiliarists in AP status may fly the Auxiliary Ensign on any currently inspected facility that displays a current facility decal, including vessel, aircraft, or radio facilities, in accordance with Chapter 3 of the Auxiliary Operations Policy Manual, COMDTINST M16798.3 (series). They may also fly the Auxiliary Ensign on their own vessels that are not offered/accepted for use as long as the vessel has successfully completed a Vessel Safety Check (VSC) and displays a current VSC decal. While underway, at least one Auxiliarist must be on board when flying the Auxiliary Ensign. Auxiliarists in AP status may also fly the Auxiliary Ensign on or near buildings or homes in which such facilities are located or in which the Auxiliarist resides. Those Auxiliarists may fly the Auxiliary Ensign day and night. If an Auxiliarist is present, the Auxiliary Ensign may be displayed in appropriate public places in order to promote the purposes of the Auxiliary. The Auxiliary Ensign must be maintained in good condition at all times (true color, no tattered corners, strings, etc.) to bring credit to the organization. (4) Auxiliarists in AP status may earn and wear appropriate Auxiliary and Coast Guard awards if they meet established award criteria. Appropriate AUXDATA entries shall be made to reflect these awards. (5) Auxiliarists in AP status may participate on Auxiliary committees (e.g., Flotilla Change of Watch committee). (6) Auxiliarists in AP status may participate in Auxiliary ceremonial events (e.g., Emcee of a Change of Watch; member of an Auxiliary color guard).
D.2.e. Auxiliary Courses and Test Administration	(1) Auxiliarists in AP status are authorized to take any and all Auxiliary courses. Flotillas may provide essential course materials to Auxiliarists in AP status in order to facilitate learning as they would for any other Auxiliarists in IQ, BQ, or AX status. (2) Auxiliarists in AP status are authorized to take any and all end-of-course exams associated with these courses. (3) Auxiliarists in AP status may be presented the corresponding course completion certificates in appropriate ceremonial venues upon successfully completing all course requirements. (4) Test results may be entered in AUXDATA for Auxiliarists in AP status as test results are similarly entered for any other Auxiliarists in IQ, BQ, or AX status.

D.2.f. Training, Qualifications, and Activities

(1) Auxiliarists in AP status may train in any program like any other Auxiliarists in IQ, BQ, or AX status. This includes mentor assignments, workshop attendance, and enrollment in Coast Guard or Coast Guard Auxiliary "C" schools. However, they may not displace any Auxiliarists in IQ, BQ, or AX status who desire to participate in any training venue.

(2) Auxiliarists in AP status must successfully complete BQ status requirements identified in section 8.B.1.c of this Manual in order to qualify in any Auxiliary program authorized for them.

(3) Auxiliarists in AP status may perform and have signed-off all tasks that must be completed to earn qualification in any program, with the exception of those aviation competency tasks that must be performed in an airborne facility.

(4) Auxiliarists in AP status may be qualified by the Director or appropriate qualifying authority in any program except as Coxswain and Personal Watercraft Operator (PWO) in the boat crew program, as any of the aviation program competencies (i.e., Aircraft Commander, First Pilot, Co-Pilot, Air Crewman, Air Observer), and as a Fingerprint Technician. Pursuant to qualification, Auxiliarists in AP status may engage and participate in Auxiliary programs with the following qualifiers:

   (a) Auxiliarists in AP status who qualify as Instructors or as Marine Environmental Education Specialists (AUX-MEES) as part of the Auxiliary Trident program may teach public education courses in Lead status, but they must be in the company of at least one other Auxiliarist in IQ, BQ, or AX status or an active duty supervisor while doing so.

   (b) Auxiliarists in AP status who participate in Auxiliary public affairs/outreach events (e.g., Coastie demonstration; public affairs booth) may do so in Lead status, but they must be in the company of at least one other Auxiliarist in IQ, BQ, or AX status or an active duty supervisor while doing so.

(5) An Auxiliarist who, for whatever reason, disenrolls or retires from the Auxiliary and then attempts to re-enroll without ever having obtained a Favorable PSI determination shall be processed as any other Auxiliarist in AP status in terms of PSI processing. Although the re-enrollee may effectively resume certification at the corresponding point of currency maintenance, they must also pursue PSI determination like any other Auxiliarist in AP status. If the re-enrollee was certified in a program that requires a Favorable DO PSI determination, then an interim certification may be issued by the Director or operational commander while the DO PSI package is processed to completion.

(6) Auxiliarists in AP status may offer surface and air facilities for use, and have them accepted for use (including designation of authorized operators), with the understanding that they will not be able to operate them as a coxswain or pilot, respectively, until they have completed all applicable training and have received at least a Favorable OS PSI determination.

(7) Auxiliarists in AP status may offer personal vehicles for use, and have them accepted for use (including designation of authorized operators), for the purpose of towing government equipment, but they must be in the company of at least one other Auxiliarist in IQ, BQ, or AX status or an active duty supervisor while engaged in such towing. Whenever operating a personal vehicle while assigned to duty, they shall adhere to all prescribed and appropriate government operating requirements and expectations, including the prohibition to read, type, or send text messages or e-mail.

(8) Auxiliarists in AP status may be authorized by proper Coast Guard authority to use government vehicles to perform official business, but they must be in the company of at least one other Auxiliarist in IQ, BQ, or AX status or an active duty supervisor while engaged in such use. Whenever operating a government vehicle, they shall adhere to all prescribed and appropriate operating requirements and expectations, including the prohibition to read, type, or send text messages or e-mail.

(9) Allowance for interim certifications remains in place. Specifically, Auxiliarists who have received a Favorable OS PSI determination, have submitted the requisite DO PSI package, and have completed all training requirements for qualification in any of the aviation program competencies may be granted interim certification for such by the Director or appropriate qualifying authority pending receipt of a Favorable DO PSI determination.

D.3. Privileges and Provisions for Auxiliarists in Initially Qualified (IQ), Basically Qualified (BQ), and Operational Auxiliarist (AX) Status

Once a Favorable PSI determination for an Auxiliarist in AP status has been received by the Director and appropriate change has been made to AUXDATA to reflect the revised member status (i.e., IQ, BQ, AX), the following privileges and provisions apply in addition to those detailed in paragraph D.2 above:

a. Authorized to receive an Auxiliary membership photo identification (ID) card.
b. Authorized to hold any elected or appointed office for which eligible.
c. Authorized to use Coast Guard Exchange System (CGES) facilities and services, pursuant to the limited exchange privileges contained in the Coast Guard Non-appropriated Fund Instrumentalities Manual, COMDTINST M7010.5 (series).
d. Authorized to use Department of Defense (DoD) exchanges, pursuant to the limited exchange privileges contained in Armed Services Exchange Regulations, DoD Instruction 1330.21 (series). Specifically, Auxiliarists are limited to purchasing uniform articles and accessories that are authorized by Coast Guard policies.
e. Authorized access to the Coast Guard Mutual Assistance (CGMA) program for its services as described in the Coast Guard Mutual Assistance Operating Manual including no interest loans or grants for emergencies and student loans.
f. Authorized access to the Coast Guard MWR program for its services as described in the Coast Guard Morale, Well-Being, and Recreation Manual, COMDTINST M1710.13 (series). This does not include patronage of Child Development Centers (CDCs). Any eligibility to use Coast Guard CDCs may be found in the Child Development Services Manual, COMDTINST M1754.15 (series). Additional Coast Guard MWR resource, facility, and services information can be found at www.uscg.mil/mwr.
g. Authorized to independently perform any activity without the company of another Auxiliarist or an active duty supervisor as required by paragraph D.2 above.

D.4. Retired Status

Retired status is designed to recognize Auxiliarists who no longer desire or are unable to participate in the authorized activities for their sustained Auxiliary membership, performance, and adherence to the principals of the Auxiliary membership oath and the Coast Guard's core values.

Retired status is not a membership status and it is not intended for all Auxiliarists. It is a conditional status that must be earned subject to prescribed requirements. Retired status, if earned, shall be recognized by certificate that should be presented at an appropriate ceremony.

D.4.a. Requirements	An Auxiliarist must have served in the Auxiliary for at least fifteen (15) cumulative years from base enrollment date to achieve retired status. Under rare and special circumstances, the Director may waive this requirement. A written request (i.e., Change of Membership Status Form, letter, or e-mail are acceptable) for retired status must be submitted through the Auxiliarist's FC to the Director. Also routing the request through the DCDR is optional. A specific retirement date may be specified (e.g., retirement effective at the end of the calendar year, 31 December). However, if sufficient lead time to properly process such request is not provided, then the Director shall make all due attempt, within reason, to fulfill the retirement request by the soonest date thereafter. The Director shall validate and approve any request for retired status before making appropriate service record changes. As a conditional status, the Director may deny a retirement status request and simply disenroll an Auxiliarist if, in the course of such validation, it is determined that the Auxiliarist had not adhered to the principals of the Auxiliary membership oath and the Coast Guard's core values (this includes an Auxiliarist who requests retirement status while pending investigation and possible disciplinary action). The Director shall take into account the Auxiliarist's entire record of service, in addition to such determination, before denying a retirement status request. If denial is the final action, then the Director shall communicate the reason in writing to the Auxiliarist with specific mention that the Auxiliarist's entire record of service had been considered. There shall be no appeal of such action.
D.4.b. Restrictions	The following restrictions apply to all retired Auxiliarists: (1) Cannot vote. (2) Cannot hold office. (3) Cannot participate in other than Auxiliary social programs. (4) Cannot receive Coast Guard orders to perform a specific duty or be assigned to duty. (5) Cannot use Government exchanges, vehicles, postage, or MWR facilities. (6) Must return unexpired U.S. Government Auxiliary ID card and other Auxiliary or Government property to appropriate Coast Guard authority no later than the retirement date.
D.4.c. Privileges	The following privileges apply to retired Auxiliarists: (1) Authorized to wear the Auxiliary uniform with such insignia as the highest past office entitles at appropriate functions.

(2) May fly the Auxiliary Ensign on their own vessels as long as the vessel has successfully completed a Vessel Safety Check (VSC) and displays a current VSC decal. They may also fly the Auxiliary Ensign on or near buildings or homes in which such facility is located or in which the retired Auxiliarist resides. Those Auxiliarists may fly the Auxiliary Ensign day and night. While underway, a retired Auxiliarist must be on board when flying the Auxiliary Ensign. The Auxiliary Ensign must be maintained in good condition at all times (true color, no tattered corners, strings, etc.) to bring credit to the organization.
(3) May attend Auxiliary meetings and participate in fellowship activities.
(4) If circumstances change, a retiree may properly apply to the Director to return to a previous full membership status.
(5) Will no longer pay dues.
(6) May be placed on distribution for Auxiliary publications (e.g., flotilla newsletters) as the resources that support those publications allow electronic Auxiliary mailings and The Navigator magazine. Placement is voluntary and may be withdrawn by the individual from any or all such distributions at any time subject to appropriate notification of the source of mailing distribution information.

D.5. Life Membership

This membership category is awarded to DCOs and all appointed Commodores at the conclusion of their term of office in recognition of service. The minimum service requirement is that for wearing of the past officer device described in section 10.F.9 of this Manual. This does not change the Auxiliarist's status or carry any special privileges except exemption from paying national dues. A certificate shall be presented at the National Conference (NACON) or other appropriate occasion (district/region conference) in the final year of their term of office.

D.6. Honorary Membership

Individuals who are not Auxiliarists, including non-U.S. citizens, may be awarded Honorary Membership. This distinction recognizes individuals who have provided a significant and notable service to the Auxiliary and its programs. Honorary Membership is ceremonial in nature and shall be recognized by the awarding of the corresponding certificate appropriately mounted on a plaque. It does not impose either the authorities, obligations, or expectations identified in section 3.D.2.

Unless otherwise specified, Honorary Membership shall be understood to be of life duration. Honorary Membership may have a specified duration, such as for a yacht club commodore whose term of office is two years. In such cases, the duration shall be indicated on the certificate.

At the regional level, Honorary Membership shall be based upon nomination by the DCO and the Director. The District Commander shall be the approval authority and sign the corresponding certificate. At the national level, it shall be based upon nomination by the NACO and the Chief Director. CG-DCO shall then be the approval authority and sign the corresponding certificate. Any nomination of a non-U.S. citizen shall be forwarded through the NACO and the Chief Director for review by the Coast Guard International Affairs Directorate (CG-DCO-I) prior to forwarding to the appropriate approval authority.

Restrictions applicable for retired Auxiliarists as described in section D.4 of this chapter also apply to Honorary Members.

D.7. Honorary Commodore

In certain limited and selected cases, non-Auxiliarists may be awarded the title of Honorary Commodore. This distinction is intended for prominent individuals who provide notable service or are considered of exceptional value to the Auxiliary and its programs. The honoree must have proven their value and commitment to the Auxiliary on an international, national, or district level.

Only the Commandant can award this honorary title. Recommendations for the award may be made by the NACO with concurrence of the National Board. A DCO may also submit a recommendation after obtaining concurrence of the respective district board. It must then be submitted through the chain of leadership and management to the NACO for concurrence by the National Board before forwarding to the Commandant.

If approved, an appropriate plaque, signed by the Commandant, or designated District Commander, will be presented to the recipient of this honor by the Commandant, District Commander, or designated representative.

Restrictions applicable for retired Auxiliarists as described in section D.4 of this chapter also apply to Honorary Commodores.