

D1NR Form Flow Guide

ANSC NO	Current Form Date	Title	Initiated by	Send to	Send to	AUXDATA Entry Done by	Notes
7001	Oct-12	Enrollment Application	Prospective Member and FSO-HR	FC	DIRAUX Boston	DIRAUX Staff	Application and SF-86 must be completed online
7003- Offer/ reoffer	AUXDII	Facility Inspection and Offer for Use	Facility Owner	Must complete form and request Inspections through AUXDATA II	VE	Owner	Correct and update information before requesting Inspection
7003- Inspection/ Approval	AUXDII	Facility Inspection and Offer for Use	Qualified VE	Qualified VE notified of Inspection, completes and uploads 7003 form as an attachment to the AUXDATA II record for the facility	VE Submits record when finished which notifies the OTO	VE for the Inspection and OTO for final approval	Attached 7003 form should (7/20) edition
7004- Offer/ reoffer	AUXDII	Facility Inspection and Offer for Use	Facility Owner	Must complete form and request Inspections through AUXDATA II	FSO-CM or SO-CM	Owner	Correct and update information before requesting Inspection
7004- Inspection/ Approval	AUXDII	Radio Facility Inspection and Offer for Use	FSO-CM or SO-CM	FSO-CM or SO-CM notified of Inspection request, completes and uploads 7004 form as an attachment to the AUXDATA II record for the facility	CM Inspector submits form when finished which notified the OTO	CM Inspector for Inspection and OTO for final approval	Attached 7004 forms should be the (3/20) edition.
7005- Offer/ reoffer	AUXDII	Aircraft Facility Inspection and Offer for Use	Facility Owner	Must complete form and request Inspections through AUXDATA II	Qualified Aircraft Commander/ Inspector	Owner	Correct and update information before requesting Inspection
7005- Inspection/ Approval	AUXDII	Aircraft Facility Inspection and Offer for Use	Qualified Aircraft Commander/ Inspector	Qualified Inspector notified of Inspection, completes and uploads 7005 form as an attachment to the AUXDATA II record for the facility	New Facilities sent to OTO	Aircraft Inspector for Inspection., OTO for Approval	Attached 7005 form should be the (8/15) edition.
7006	Jan-12	Change of Officers Report	COMO, DCDR, FC	SO-IS (or authorized FSO-IS) for entry into AUXDATA		SO-IS	DSO IS enters the District Offices
7007	Nov-12	Annual Unit Officers Report	COMO, DCDR, FC	SO-IS (or authorized FSO-IS) for entry into AUXDATA		SO-IS	DSO IS enters the District Offices
7012	Apr-08	Vessel Safety Check	Qualified VE	Vessel Owner	Copy to FSO-VE if Flotilla requires	na	
7012A	Dec-10	Vessel Safety Check Paddle craft	Qualified VE	Vessel Owner	Copy to FSO-VE id Flotilla requires	na	
7015	Sep-10	Pilot/ Aircraft Crew Qualification	Member	Cape Office	FSO-AV	Cape Office	
7023	Oct-10	Notice of Intent to Teach	FSO-PE of Instructor	DSO-PE		na	This is a web form ONLY
7025	Mar-10	Financial Report of Auxiliary Unit	Unit Finance Officer (FSO, SO or DSO)	DSO- FN, copy to DIRAUX by January 31 of each year		na	Form must be signed by Unit leader (FC, DCDR, COMO)
7026	Aug-10	CGI/OSC Examination Request	SO-MT, FSO-MT, FC or DCDR	Cape Office		na	See AUX manual Chapter 8
7028	AUXDII**	Change of Member Information	Member	Member to update Information directly in AUXDATA II. IS Officer can update some information on behalf of Member but ONLY the Member can update the Email Address	SO-IS	Member, FSO-IS and/or SO-IS	If member unable to update email, submit a Service Desk ticket with the member name, number and new email. Name changes MUST go to DIRAUX

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7029	AUXDII**	Member Activity Log	Member	Member can create and request approval for their own 7029 data or can send form to the FSO-IS for entry.	SO-IS	Member, FSO-IS and/or SO-IS	Web form available as well as pdf version. Only the Mission Code Totals are entered into AUXDII
7030	AUXDII**	Mission Activity Report	Member	Member can create and request approval for their own 7030 data or can send form to the FSO-IS for entry.	SO-IS	Member, FSO-IS and/or SO-IS	Web form available as well as pdf version
7034	AUXDII**	Auxiliary SAR Incident Report	Coxswain	Controlling CG Unit	FSO-OP	TBD	Consult with Station. The form can be uploaded as an attachment to the Patrol Order in AUXDATA II
7035	Jul-10	Change of Membership Status	Member	FC to DSO-PS	DIRAUX	DIRAUX	Enclose Member ID for retirements and resignations
7038	AUXDII**	Vessel Safety Check Activity Report	Qualified VE	Qualified VE can create and request approval for their own 7030 data or can send form to the FSO-IS for entry.	SO-IS	Member, FSO-IS and/or SO-IS	Web form available as well as pdf version. The 7012 forms do not need to be attached to the record.
7039	Jan-21	Workshop Mission and Attendance Report	Workshop Instructor	Cape Office	na	Cape Office	Attendees will be entered as well as Instructor- do not submit separate 7030 or put class time on 7029 (only travel)
7042	May-10	Flight Crew Medical Screening	Member/ Members Physician	Consult Air Crew Training Guide		DIRAUX	
7043	Sep-10	Air Crew Application Form	Member	Consult Air Crew Training Guide		DIRAUX	
7046	AUXDII**	Program Visit Report	Qualified PV	Qualified PV can create and request approval for their own 7030 data or can send form to the FSO-IS for entry.	SO-IS	Member, FSO-IS and/or SO-IS	Web form available as well as pdf version
7054	Jan-11	Aids to Navigation Report	Qualified ATON Verifier	FSO-NS	DSO-NS	none	Electronic reporting may replace this form. ANSC 7030 must also be submitted for activity
7055	na	Unauthorized Private Aid to Navigation Report	Qualified ATON Verifier	www.uscqaan.com	na		ANSC 7030 must also be submitted for this activity.
7056	Oct-04	Member Transfer Request	Member	Flotilla Commander of current flotilla	DIRAUX (Boston)	DIRAUX (Boston)	
7059	May-10	Short Term Resident Training Request	Member	Flotilla Commander	DSO-MT who sends to OTO	NA	
7065- Offer/ reoffer	AUXDII	Vehicle Inspection and Offer for Use	Facility Owner	Must complete form and request Inspections through AUXDATA II	OTO	Owner	Correct and update information before requesting Inspection
7065	AUXDII	Vehicle Offer For Use	Inspector (OTO?)	OTO- Must attach Inspection form (7065)	na	Inspector for Inspection results and OTO for Approval	Attached 7065 form should (1/20) edition
7066	AUXDII	Commercial Vessel Examination	Qualified CFV, UPV or UTV inspector	Qualified CFV, UPV or UTV can create and request approval for their own 7030 data or can send form to the FSO-IS for entry.	SO-IS	Member, FSO-IS and/or SO-IS	Web form available as well as pdf version
7069	Dec-16	Clergy Support Application	Member	<i>See National Guidance</i>			

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7101	Jul-21	Auxiliary COVID-19 High Risk Assessment Form	Member	DIRAUX in Boston	na	na	Member keeps a copy and Member would provide it to a Local CG Station is requested
DD Form 1351-2	Mar-08	Travel Voucher or Subvoucher	Member	DIRAUX in Boston		na	Attach a SIGNED copy of orders authorizing trip
TRAINING AND OTHER RECORDS							
ICS Course Certificates	na	Course Completion certificates for ICS Courses	Sent electronically to member	Cape Office		Cape Office	
Specialty Courses and other qualification or currency classes (IRM, Sanitation, 1st Aid, CPR, Blood born pathogens, etc.)	na	Course Completion Certificate	Member	Cape Office		Cape Office	
Mandated Training completion record	na	Completion of online mandated training through AUX-LMS	Transcript available to member through AUX-LMS	Courses may or may not be automatically entered into AUXDATA. To be safe Member should send a copy of transcript to Cape Office for entry.		Cape Office	
Mandated Training Self-Certification of Completion	na	Completion of Mandated Training by watching Videos	Completed by member	Member to submit to Cape Office for Entry		Cape Office	The self certification should be attached as a file to the AUXDATA II Entry
Request for Change in Status (AX2)- See D1NR website	na	AUXOP Request Form	Completed by the Member	Member checks their record to be sure that all courses required are listed then completes the form	Cape Office	Cape Office	
Request for Reinstatement from REYR	send an email	na	Completed by the Member	Member checks their record to be sure that all courses required are listed then completes the form	OTO for Boat and Air Crew, Cape Office for all Others	OTO or Cape Office	See AUXMAN for the requirements for reinstatement. This includes recertification of AUXCT if member went into REYR
Request for Certification in AUXCT or BQC II	send an email	na	Completed by the Member	Member checks their record to be sure that all courses required are listed then completes the form	Cape Office	Cape Office	Certification is NOT automatic. The Cape Office must be notified when a
Auxiliary Leadership Levels 1-5	Form on Auxiliary T Directorate website	Application for Leadership Competency Certification	Completed by Member	Attach document proof that all tasks complete (Training Record)	DSO-MT	NA	Competency not currently in AUXDATA. DSO-MT sends for to National BC for approval and Certificate

NOTES:

AUXDII**

Items marked this way can be completed by the Member entering directly into AUXDATA II OR the member can complete the ANSC Form and submit that form to their FSO-IS for entry. In a flotilla with no FSO-IS, submit the form to the Division SO-IS