

**D1NR Form Flow 2014 Revision**

<b>ANSC NO</b>	<b>Current Revision Date</b>	<b>Title</b>	<b>Initiated by</b>	<b>Send to</b>	<b>Send to</b>	<b>AUXDATA Entry Done by</b>	<b>Notes</b>	
7001	Oct-12	Enrollment Application	Prospective Member and FSO-PS	FC	DIRAUX Boston	DIRAUX	send 2 copies of Finger print cards SF-86 must be completed online	
7002	May-05	Coast Guard Award Recommendation	<i>See Auxiliary Manual</i>					
7003	Jun-11	Facility Inspection and Offer for Use	Qualified VE	FSO-OP and FSO-VE Verify form complete and keep copy and record of date sent to OTO	ASSTDIRAUX-OTO	ASSTDIRAUX-OTO	Send ADAFO Form also if owner is not Coxswain qualified	
7004	Oct-08	Radio Facility Inspection and Offer for Use	FSO-CM or SO-CM	FSO-OP and FSO-CM Verify form complete and keep copy and record of date sent to OTO	ASSTDIRAUX-OTO	ASSTDIRAUX-OTO		
7005	Aug-10	Pilot Qualification/ Aircraft Offer for Use	Qualified Aircraft Commander	ADSO-AV and DSO-AV enters inspections into AUXDATA	New Facilities sent to ASSTDIRAUX-OTO	DSO-AV for reinspections, ASSTDIRAUX-OTO for new facilities		
7006	Jan-12	Change of Officers Report	COMO, DCDR, FC	SO-IS (or authorized FSO-IS) for entry into AUXDATA	Cape Office	SO-IS		
7007	Nov-12	Annual Unit Officers Report	COMO, DCDR, FC	SO-IS (or authorized FSO-IS) for entry into AUXDATA	Cape Office	SO-IS		
7008	Jun-11	PWC Facility Inspection and Offer for Use	Qualified VE	FSO-OP and FSO-VE Verify form complete and keep copy and record of date sent to OTO	ASSTDIRAUX-OTO	ASSTDIRAUX-OTO	Send ADAFO Form also if owner is not Coxswain qualified	
7012	Apr-08	Vessel Safety Check	Qualified VE	Vessel Owner	Copy to FSO-VE	na		
7012A	Dec-10	Vessel Safety Check Paddlecraft	Qualified VE	Vessel Owner	Copy to FSO-VE	na		
7015	Sep-10	Pilot/ Aircraft Crew Qualification	Consult Air Crew Training manual			DIRAUX (in Boston)		
7023	Oct-10	Notice of Intent to Teach	FSO-PE	DSO-PE		na	FSO-PE also complete PE course announcement on District Website	

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7025	Mar-10	Financial Report of Auxiliary Unit	Unit Finance Officer (FSO, SO or DSO)	DSO- FN, copy to DIRAUX		na	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	Jun-12	Change of Member Information	Member	FSO-IS	SO-IS	SO-IS or delegated FSO-IS	Webform only. Access through Auxiliary Directory or Forms Warehouse
7029	Sep-10	Member Activity Log	Member	FSO-IS	SO-IS	SO-IS or delegated FSO-IS	Webform available as well as pdf version
7030	Sep-10	Mission Activity Report	Member	FSO-IS	SO-IS	SO-IS or delegated FSO-IS	
7034	Apr-10	Auxiliary SAR Incident Report	Coxswain	Controlling CG Unit		na	
7035	Jul-10	Change of Membership Status	Member	FC to DSO-PS	DIRAUX BOSTON	DIRAUX	Enclose Member ID for retirements and resignations
7038	Sep-11	Vessel Safety Check Activity Report	Qualified VE	FSO-IS	SO-IS	SO-IS or delegated FSO-IS	
7039	Apr-07	Workshop Mission and Attendance Report	Workshop Instructor	FSO-IS for Flotilla Level workshops, SO-IS for Division Level Workshops, Cape Office for District Level Workshops and 8 hr TCT		SO-IS or delegated FSO-IS for all workshops EXCEPT 8hr TCT and District- Level Workshops (Cape Office)	
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	Oct-04	Program Visit Report	Qualified PV	FSO-IS	SO-IS	SO-IS or delegated FSO-IS	
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

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na		Unauthorized Private Aid to Navigation Report	Qualified ATON Verifier	<a href="http://www.uscgaan.com">www.uscgaan.com</a>	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	Jan-07	Vehicle Offer For Use	Member	DIRAUX (Bsoton)		DIRAUX	
DD Form 1351-2	Mar-08	Travel Voucher or Subvoucher	Member	DIRAUX in Boston		na	Attach a <b>SIGNED</b> copy of orders authorizing trip
<b>OTHER FORMS/ PROGRAMS</b>							
SF-86		Security Review	Member	MUST be completed and submitted electronically- see form instructions	DIRAUX (Boston)	NA	
ICS Course Certificates		Course Completion certificates for ICS Courses	Sent electronically to member	Cape Office		Cape Office	
1st Aid & CPR Course Certificates		Course Completion certificates for 1st Aid and CPR	Given to Member	Cape Office		Cape Office	
Mandated Training completion record		Completion of online mandated training through AUX-LMS	Transcript available to member through AUX-LMS	Courses completed are automatically entered into AUXDATA but if a course appears to be missing send copy of transcript to Cape Office			