

*Frequently Asked Questions:
Auxiliarists in Approval Pending (AP) Status*

Acronyms

ALAUx	All Auxiliary email message issued by CHDIRAUx
ANSC	Auxiliary National Supply Center, Granite City, IL (Coast Guard funded/operated)
AP	Approval Pending membership status (i.e., awaiting PSI completion)
AUC	Auxiliary Unit Coordinator
AUXDATA	Auxiliary Database information system
AUXOP	Operational Auxiliarist (i.e., AUXOP training completed)
AX	Operational Auxiliarist membership status (i.e., PSI and AUXOP training completed)
BQ	Basically Qualified membership status (i.e., PSI and boating safety course completed)
CGAuxA	Coast Guard Auxiliary Association, Inc.
CHDIRAUx	Chief Director of Auxiliary
DI	Direct Informational PSI
DIRAUx	District Director of Auxiliary
DoD	Department of Defense
DO	Direct Operational PSI
FAV	Favorable PSI Determination
FC	Flotilla Commander
ID	Identification
IQ	Initially Qualified membership status (i.e., PSI complete, no boating safety course)
OIA	Order Issuing Authority
OIC	Officer in Charge
OS	Operational Support PSI
PSI	Personnel Security Investigation (aka, background check)
SECCEN	Coast Guard Security Center, Chesapeake, VA
UNFAV	Unfavorable PSI Determination

The Commandant recognizes the desire of new members to begin their service in support of the United States Coast Guard as quickly as possible and the desire of the Coast Guard Auxiliary to take full advantage of the talents and capabilities of new members without unnecessary delay. The Commandant, through the Auxiliary Manual (COMDTINST M16790.1 (series)) balances those interests against the obligation to protect the security of the United States, the Coast Guard, and the Coast Guard Auxiliary by assuring the suitability of new members to serve. The following are answers to frequently asked questions regarding policies and the manner in which new members' talents and capabilities may be utilized while in AP status prior to completion of the PSI.

1. Q: What are the steps to membership in the Coast Guard Auxiliary?

A: Membership is predicated on full and successful completion of the Auxiliary enrollment application, including the passing of the New Member Exam and acknowledgement of

CGAuxA, Inc. membership. It is also predicated upon receipt of a favorable (FAV) Personnel Security Investigation (PSI) in accordance with the Personnel Security and Suitability Program Manual, COMDTINST M5520.12 (series), and paragraph 3.C.3. of the Auxiliary Manual. chapter. (003/14) (*Ref. Auxiliary Manual section 3.A. as amended by ALAUX 003/14*)

2. Q: How long should the applicant expect to be in AP status?

A: PSI completion often takes several months to more than a year, so the new member should expect to be in AP status without an Auxiliary ID card for that much time after the enrollment application is accepted by the DIRAUX.

(*Ref. Auxiliary Manual section 3.B.1. as amended by ALAUX 019/12*)

3. Q: What are the types of PSIs?

- A: There are three types of Auxiliary PSIs:
- a. Operational Support (OS) – applicable for entry level membership and most activities;
 - b. Direct Informational (DI) – applicable for Auxiliarists who require access to Coast Guard Standard Work Stations (SWS) and/or networks (i.e., the dot mil domain) due to the nature of the support that they provide to a Coast Guard unit;
 - c. Direct Operational (DO) – applicable for more advanced and mission-sensitive activities that effectively require an Auxiliarist to be security clearance-ready.

(*Ref. Auxiliary Manual section 3.C.2.*)

4. Q: What do the three types of PSIs represent?

A: Favorable OS, DI, and DO PSI determinations principally reflect an individual's suitability for different types of service in the Auxiliary as defined in sections 3.C.2.a, 3.C.2.b, and 3.C.2.c of the Auxiliary Manual. The suitability for these different types of service, as reflected by corresponding FAV PSI determinations, has no expiration date. Therefore, once an Auxiliarist has achieved a FAV OS, DI, or DO PSI determination, the member will remain in that PSI status indefinitely without further periodic review and barring discovery of any detrimental information.

(*Ref. Auxiliary Manual section 3.C.2.*)

5. Q: When is an applicant officially recognized as an Auxiliarist?

A: The applicant is officially recognized as an Auxiliarist when the DIRAUX accepts the enrollment application by filling out and signing section VIII of the Auxiliary enrollment form (ANSC-7001). The submission of an application is no guarantee of acceptance. The applicant is notified of acceptance or non-acceptance by memo from the DIRAUX. When accepted:

- the new member is issued an Auxiliary member identification number;
- the new member's base enrollment date is established;
- information is entered in (AUXDATA) where all Auxiliary activity information is recorded;
- the new member's PSI package is forwarded to SECCEN for processing;
- the new member is placed in AP membership status and will remain in that status until SECCEN issues a final suitability-for-service determination;

- the new member is authorized to start performing and reporting Auxiliary activities in accordance with policies for Auxiliarists in AP status.

(Ref: Auxiliary Manual sections 3.D.1. and 3.D.2., as amended by ALAUX 022/12 and ALAUX 013/13)

6. Q: If an Auxiliarist in AP status is arrested, even if not while assigned to duty, must they notify the DIRAUX?

A: Yes. The member in AP status must notify the DIRAUX, and any Auxiliarist who becomes aware of the arrest is also under the obligation to notify the DIRAUX. The DIRAUX is also responsible for notifying the SECCEN.

Ref: Auxiliary Manual section 3.C.6. as amended by ALAUX 013/13)

7. Q: Is an Auxiliarist in AP status counted on unit rosters?

A: Yes. 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.

(Ref: Auxiliary Manual section 3.D.2.a.(2) as amended by ALAUX 013/13)

8. Q: Are AUXDATA entries made for Auxiliarists in AP Status?

A: Yes. AUXDATA entries may be made as activity reports are submitted for Auxiliarists in AP status just as they may be made as submitted for any other Auxiliarists in IQ, BQ, or AX status.

(Ref: Auxiliary Manual 3.D.2.a. (3) as amended by ALAUX 013/13)

9. Q: Are Auxiliarists in AP status authorized to receive Auxiliary publications?

A: Yes. Auxiliarists in AP status may 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.

(Ref: Auxiliary Manual section 3.D.2.a.(5) as amended by ALAUX 013/13)

10. Q: When may a member in AP status receive an Auxiliary ID card?

A: A member in AP status may be issued an Auxiliary ID card only after SECCEN completes the PSI and issues a favorable suitability-for-service determination. At that time the DIRAUX changes the membership status from AP (to IQ, BQ or AX, as appropriate) and then generates the initial Auxiliary ID card. The DIRAUX will issue the ID card to the new member's FC for presentation unless it is determined that a more appropriate means or opportunity for presentation exists. In effect, time in AP status is a probationary period during which the new member is expected to become familiar and train with the Auxiliary.

(Ref: Auxiliary Manual sections 3.D.2. and 5.O.1., as amended by ALAUX 022/12 and ALAUX 013/13)

11. Q: Are Auxiliarists in AP status recognized as employees of the Coast Guard for purposes of liability and worker's compensation coverage?

A: Yes. Auxiliarists in AP status are recognized as employees of the Coast Guard for the purposes of all liability and worker's compensation coverage provisions afforded through the Coast Guard, in the same fashion as Auxiliarists in non-AP status 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.

(Ref: Auxiliary Manual section 3.D.2.b.(1) as amended by ALAUX 013/13)

12. Q: Are Auxiliarists in AP status authorized to attend meetings, training sessions, and social events?

A: Yes. 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.

(Ref: Auxiliary Manual section 3.D.2.b.(2) as amended by ALAUX 013/13)

13. Q: Are Auxiliarists in AP status authorized to provide direct administrative support to Coast Guard units?

A: Yes. 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. Coast Guard unit commanders shall also ensure that the Director is notified at the outset of any Auxiliarist who provides recurring direct support to their unit.

(Ref: Auxiliary Manual section 3.D.2.b.(3) as amended by ALAUX 013/13013/13)

14. Q: Are Auxiliarists in AP status authorized to run for or hold elected office?

A: No. 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.

(Ref: Auxiliary Manual section 3.D.2.b.(4) as amended by ALAUX 013/13013/13)

15. Q: Are Auxiliarists in AP status authorized to accept or hold any appointed office?

A: No. 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.

(Ref: Auxiliary Manual section 3.D.2.b.(5) as amended by ALAUX 013/13013/13)

16. Q: Are Auxiliarists in AP status authorized to vote at Flotilla meetings?

A: Yes. Auxiliarists in AP status may vote in any Flotilla matter including voting for the unit's elected officers. An Auxiliarist in AP status who was given a waiver to serve as FC may vote on any Division matter.

(Ref: Auxiliary Manual section 3.D.2.b.(6) as amended by ALAUX 013/13013/13)

17. Q: Do Auxiliarists in AP status pay dues?

A: Yes. 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.

(Ref: Auxiliary Manual section 3.D.2.b.(7) as amended by ALAUX 013/13013/13)

18. Q: Are Auxiliarists in AP status authorized access to the Coast Guard's Mutual Assistance (CGMA) program or direct participation in the Coast Guard Morale, Well-Being, and Recreation (MWR) program?

A: No.

(Ref: Auxiliary Manual section 3.D.2.b.)

19. Q: May Auxiliarists in AP status be considered for issuance of an Auxiliary Logical Access Credential (ALAC)?

A: Yes. However, before an ALAC may be issued the Auxiliarist in AP status must receive a FAV OS PSI from SECCEN and have also submitted the appropriate and complete DI or DO PSI package.

(Ref: Auxiliary Manual section 3.D.2.c.(3) as amended by ALAUX 019/12)

20. Q: Are Auxiliarists in AP status authorized to use the Coast Guard Exchange System?

A: Yes. Auxiliarists in AP status are authorized to use Coast Guard Exchange System (CGES) facilities and services, pursuant to the limited exchange privileges contained in the Coast Guard Appropriated Fund Instrumentalities Manual, COMDTINST M7010.5 (series).

(Ref: Auxiliary Manual 3.D.2.c.(4) as amended by ALAUX 003/14)

21. Q: Are Auxiliarists in AP status authorized to shop in the Coast Guard Exchange?

A: Yes. Auxiliarists in AP status are authorized to shop in Coast Guard Exchange System (CGES) facilities and use the CGES online service (www.shopcgx.com) with the same authorization as Auxiliarists in other-than AP status. In order to use this privilege within an exchange facility, 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). If using the CGES online service then the member ID number and self-ascribed password must be used for access.

(Ref: Auxiliary Manual section 3.D.d.(1) as amended by ALAUX 003/14)

22. Q: Are Auxiliarists in AP status authorized to use DoD exchanges?

A: Yes. Auxiliarists in AP status are authorized to use Department of Defense 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. 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.

(Ref: Auxiliary Manual 3.D.2.c.(5) and 3.D.2.d.(1) and as amended by ALAUX 003/14)

23. Q: Are Auxiliarists in AP status authorized to purchase and wear Auxiliary uniform items?

A: Yes. 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 for other Auxiliarists.

(Ref: Auxiliary Manual section 3.D.2.d.(1) as amended by ALAUX 003/14)

24. Q: Are there any risks associated with an Auxiliarist in AP status purchasing uniforms or other equipment?

A: Yes. Auxiliarists in AP status should be made aware of the risk they undertake in terms of personal investments as part of Auxiliary membership (e.g., the costs of membership dues, uniform items, and possible equipment purchases that they will not be reimbursed) if their PSI is ultimately determined to be Unfavorable (UNFAV) and they are not determined to be suitable for service in the Auxiliary.

(Ref: Auxiliary Manual section 3.B.1 as added by ALAUX 013/13)

25. Q: May Auxiliarists in AP status be administered the Pledge for New Members and be presented with the membership certificate?

A: Yes. Auxiliarists in AP status may be administered the Pledge for New Members and presented with the Auxiliary membership certificate. These actions should normally occur at an appropriate event (e.g., flotilla meeting, Change of Watch).

(Ref: Auxiliary Manual section 3.D.2.d.(2) as amended by ALAUX 004/14)

26. Q: When is an Auxiliarist in AP status authorized to fly the Auxiliary Ensign?

A: 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.

(Ref: Auxiliary Manual section 3.D.2.d.(3) as amended by ALAUX 004/14)

27. Q: Are Auxiliarists in AP status authorized to earn and wear Auxiliary and Coast Guard awards?

A: Yes. 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.

(Ref: Auxiliary Manual 3.D.2.d.(4) as amended by ALAUX 004/14)

28. Q: Are Auxiliarists in AP status authorized to participate on Auxiliary committees (e.g., Flotilla Change of Watch committee).

A: Yes.

(Ref: Auxiliary Manual 3.D.2.d.(5) as amended by ALAUX 004/14)

29. Q: Are Auxiliarists in AP status authorized to participate in Auxiliary ceremonial events (e.g., Emcee of a Change of Watch; member of an Auxiliary color guard). (3-27)

A: Yes.

(Ref: Auxiliary Manual 3.D.2.d.(6) as amended by ALAUX 004/14)

30. Q: What courses are Auxiliarists in AP status authorized to take and who provides the materials?

A: Auxiliarists in AP status are authorized to take any and all courses that Auxiliarists are authorized to take. Flotillas should 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.

(Ref: Auxiliary Manual section 3.D.2.e. (1) as amended by ALAUX 019/12)

31. Q: Are Auxiliarists in AP status authorized to take any and all end-of-course tests associated with the courses that they take?

A: Yes.

(Ref: Auxiliary Manual section 3.D.2.e.(2) as amended by ALAUX 019/12)

32. Q: Are Auxiliarists in AP status authorized to receive the corresponding course completion certificates in appropriate ceremonial venues upon successfully completing all course requirements.

A: Yes

(Ref: Auxiliary Manual section 3.D.2.e.(3) as amended by ALAUX 019/12)

33. Q: Are course completions and test results authorized to be entered in AUXDATA for Auxiliarists in AP status?

A: Yes. Successful course completions and test results may be entered in AUXDATA for Auxiliarists in AP status as successful course completions and test results are similarly entered for any other Auxiliarists in IQ, BQ, or AX status.

(Ref: Auxiliary Manual section 3.D.2.e.(4) as amended by ALAUX 019/12)

34. Q: What limitations are placed on the training of Auxiliarists in AP status?

A: None. Auxiliarists in AP status may train in any program like any other Auxiliarist in IQ, BQ, or AX status. This includes mentor assignments, workshop attendance, and enrollment in Coast Guard or Coast Guard Auxiliary “C” schools.

(Ref: Auxiliary Manual section 3.D.2.f.(1) as amended by ALAUX 019/12)

35. Q: Must Auxiliarists in AP status successfully complete BQ status requirements identified in section 8.B.1.c. of the Auxiliary Manual in order to qualify in any Auxiliary program authorized for them?

A: Yes.

(Ref: Auxiliary Manual section 3.D.2.f.(2) as amended by ALAUX 019/12)

36. Q: Are Auxiliarists in AP status authorized to perform and have signed-off all tasks that must be completed to earn qualification in any program?

A: Yes.

(Ref: Auxiliary Manual section 3.D.2.f.(3) as amended by ALAUX 019/12)

37. Q: Are Auxiliarists in AP status authorized to be qualified as Fingerprint Technicians?

A: No.

(Ref: Auxiliary Manual section 3.D.2.f.(4) as amended by ALAUX 019/12)

38. Q: Are Auxiliarists in AP status authorized to be qualified as a Citizenship Verifier?

A: No.

(Ref: Auxiliary Manual section 3.D.2.f.(4) as amended by ALAUX 019/12)

39. Q: In what programs may Auxiliarists in AP status be qualified?

A: Except for Fingerprint Technician and Citizenship Verifier, Auxiliarists in AP status may be qualified by the Director or appropriate qualifying authority in any program. However, some programs require interim certification and some programs have limitations.

(Ref: Auxiliary Manual section 3.D.2.f.(4) as amended by ALAUX 019/12)

40. Q: Which programs require interim certifications for Auxiliarists in AP status?

A: Coxswain and Personal Watercraft Operator:

Auxiliarists in AP status require interim certification for Coxswain and Personal Watercraft Operator (PWO) certification. Auxiliarists in AP status who successfully complete all tasks for Coxswain and PWO may be granted interim certification for such by the Director or appropriate qualifying authority pending receipt of a Favorable OS PSI determination (i.e., an Auxiliarist may not be fully qualified as a Coxswain or PWO until he/she has at least a Favorable OS PSI determination).

Aviation Program Competencies:

Auxiliarists in AP status who 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.

(Ref: Auxiliary Manual section D.2.f.(9) as amended by ALAUX 019/12)

41. Q: Which programs have limitations for Auxiliarists in AP status?

A: Instructors or Marine Environmental Education Specialists (AUX-MEES):

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.

Public Affairs Outreach Events:

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.

(Ref: Auxiliary Manual section 3.D.2.f.(4)(a) and (b) as amended by ALAUX 019/12)

42. Q: Are Auxiliarists in AP status authorized to offer surface and air facilities for use and have them accepted, and may they designate authorized operators?

A: Yes.

(Ref: Auxiliary Manual section 3.D.2.f.(6) as amended by ALAUX 019/12)

43. Q: Are Auxiliarists in AP status authorized to offer personal vehicles for use and have them accepted?

A: Yes. Auxiliarists in AP status may offer personal vehicles for use and have them accepted for use and may designate 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, Auxiliarists in AP status shall adhere to all prescribed and appropriate government operating requirements and expectations including the prohibition to read, type, or send text messages or email.

(Ref: Auxiliary Manual section 3.D.2.f.(7) as amended by ALAUX 019/12)

44. Q: May Auxiliarists in AP status be authorized by proper Coast Guard authority to use government vehicles to perform official business?

A: Yes. 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, Auxiliarists in AP status shall adhere to all prescribed and appropriate operating requirements and expectations, including the prohibition to read, type, or send text messages or email.

(Ref: Auxiliary Manual section 3.D.2.f.(8) as amended by ALAUX 019/12)

45. Q: When/how is an Auxiliarist in AP status authorized to come aboard a CG base facility?

A: Since Auxiliarists in AP status are not authorized to have an Auxiliary ID card, they should expect to be denied access to Coast Guard or DoD facilities and should never be placed in the position of having to attempt to gain access pursuant to an assignment to duty alone. Effort should be made by mentors and Auxiliary leaders to ensure that whenever Auxiliarists in AP status have need to gain access to a Coast Guard or DoD facility, they have an Auxiliarist in IQ, BQ, or AX status to escort them. If that is not possible, an Auxiliary elected officer, AUC, or other Auxiliarist should make arrangements for the Auxiliarist in AP status to come aboard.

(Ref: Auxiliary Manual sections 3.D.2.b.(3) as amended by ALAUX 021/12 and 3.D.2.c.(2). as amended by ALAUX 013/13)

46. Q: What happens if an Auxiliarist in AP status is disenrolled or retires while in AP status?

A: An Auxiliarist in AP status 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, he/she 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.

(Ref: Auxiliary Manual section 3.D.2.f.(5)(a) and (b) as amended by ALAUX 019/12)

47. Q: Can an Auxiliarist be placed in AP status more than once?

A: Yes. If an Auxiliarist is disenrolled or resigns and then later applies for re-enrollment, then they must expect to submit a new Auxiliary enrollment package including associated PSI paperwork and subsequent placement in AP status until that new PSI is completed.