

## APPLICATION CHECKLIST

Familiarize yourself fully with the electronic 7001. Actually fill in a form with your own information and print it (all copies). The E-form is far better to use than the paper form since it checks for omissions, allows for corrections, avoids double entry, and prints the required versions/copies.

### ❑ NEW MEMBER EXAMINATION

1. Administer the examination, Grade the exam, Check box and enter the date and grade on page 1 of 7001

OR

1. Provide necessary support and the online Link to the New Member Test.
2. Make the new member aware that the application packet needs a copy of their passing Test email grade. Save the email and/or forward the email to the auxiliariist whom is helping to process the application packet.

### ❑ PROSPECTIVE MEMBER INTERVIEW RECORD

1. Discuss and check the boxes for each item on this page with the applicant
2. Check the boxes on page 2 of 7001 upon completion of each item

### ❑ AUXILIARY ENROLLMENT APPLICATION (Use E-Form)

Have the applicant get the two fingerprint cards processed, make a copy of proof of citizenship (color copy suggested), and show proof of citizenship (original) to the Fingerprint Technician. The Flotilla Commander (page 1), Fingerprint Technician (page 3), and prospective member (page 2 and page 5) must sign and date the 7001.

### ITEMS TO DOUBLE-CHECK

1. Be sure you have entered your district/division/flotilla ID on upper right corner of page 1
2. A nine-digit zip code is available at <http://zip4.usps.com/zip4/welcome.jsp>
3. Enter the name of the recruiter who brought in the new member
4. Read *The Privacy Act* on page 3 to the new member and check box on page 1, Section IV
5. Check box if applicant has passed an Auxiliary approved boating course as per *Auxiliary Manual* (skips IQ status)—some districts require copy of certificate from the course
6. Include 2 fingerprint cards and copy of citizenship document (color copy suggested)
7. Check for all signatures and that appropriate boxes on each page have been checked off
8. Include in packet if district applicable, New Member ID form and picture photo on cd in JPG format (make sure to name file) or email the file to the appropriate processor (DirAux)

### ❑ DUES

1. To be collected according to Flotilla/Division policy
2. NOTE: *Dues vary among flotillas and divisions, and dues are not submitted with applications beyond the auxiliary district/region level. Verify the correct amounts and prorating with FSO-FN, SO-FN, and DSO-FN.*

### ❑ SEND THE APPLICATION PACKAGE

1. Forward application package in accordance with district / regional policy
2. NOTE: *As with anything mailed, the prudent auxiliary officer will have retained photocopies of all items submitted.*

□ **INDUCTION**

Although not part of the submission, this is the time to explain and plan with the applicant the pledge-taking ceremony and their auxiliary career plan. Let the new members understand that they will be receiving their ID numbers quickly, long before the receipt of their ID card. This ID # enables new members to take online exams and order their uniforms. You should plan to help them acquire a uniform and devices. Be sure all members welcome them into the flotilla. Get them involved! ...keep them involved!