



Human Resources Electronic Workshop

ANSC 7035/7056 – January 2016



Welcome
District 7 Officers



Once you have signed on:

Introduce yourself

Click the mute button

To ask a question, unmute, introduce your name and begin speaking.



United States Coast Guard Auxiliary
Seventh Coast Guard District

HELP DESK

Submit a ticket

[CGAUX Seventh District](#) > [D7 Auxiliary Help Desk](#) > Submit a ticket

Please use the form below to submit a ticket. Required fields are marked with *

Name: *

E-mail: *

Category: *

Priority: *

Director's WebSite:

Enter Flotilla #: *

Email Notice:

Email Notice:

Subject: *

Message: *

Brief Info – enter info on ANSC 7035

This request has been processed by DIRAUX

Attachments: No file selected.

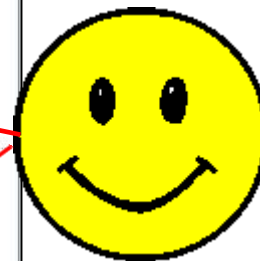
No file selected.

No file selected.

No file selected.

Accepted file types: *.csv, *.doc, *.docx, *.gif, *.jpg, *.jpeg, *.pdf, *.txt, *.pptx, *.xls, *.xlsx, *.zip

Max. file size: 4096 Kb (4.00 Mb)



When a reply is received by the DCDR that a request has been processed, it is recommended that the ticket response be forwarded to the FC making him aware that his request has been processed.



When scanned as a PDF pertinent information and signature can be entered on the form.



Create Combine Collaborate Secure Sign Forms Multimedia Comment

U.S. COAST GUARD AUXILIARY
DEPARTMENT OF HOMELAND SECURITY
U.S. COAST GUARD
ANSC 7035 (07-10)

Help Desk # CHANGE OF MEMBERSHIP STATUS

SECTION I - To be completed by Flotilla Commander

To: LAST NAME: XXXXX FIRST NAME AND MIDDLE INITIAL: XXXXX MEMBER NUMBER: XXXXX

As provided in the Auxiliary Manual, COMDTINST 16790.1 (Series), you will be recommended for disenrollment from the Auxiliary for non-payment of Financial Obligations for or since the year _____ amounting to \$ _____, unless the full amount is received by your Flotilla Commander within thirty (30) days from the date of this notice. You will not be eligible to remain a member of this flotilla, transfer to another flotilla or seek Retired Member status, until your financial obligations are met.

Flotilla Commander _____ Date of Notice _____

SECTION II - To be completed by Member

To: FLOTILLA: XXXXX Date: _____

☐ An amount to pay my Financial Obligation is enclosed. I want to remain in Flotilla _____

☐ I desire Retired Member status. My date of enrollment is _____

☐ I desire to transfer to Flotilla _____ in this district. (Complete MEMBER TRANSFER REQUEST, ANSC 7056, and attach to this form.)

☐ I desire to disenroll. * My reason is: _____

INDICATE STATUS OF ID CARD

☐ * My membership card is enclosed. Member signature: _____ MEMBER SIGNATURE _____

SECTION III - To be completed by Flotilla Commander

To: DSO-HR _____

☐ Recommend disenrollment effective _____

☐ for Non-payment of Financial Obligations. ☐ at Member's Request.

☐ Member desires and is eligible for Retired Member status: ☐ Yes ☐ No

☐ Death of member. _____

Name and address of next of kin: _____

ALL REQUESTS _____ ALL DISENROLLMENT REQUESTS _____

Flotilla Commander (Required) _____ Date _____ Division Captain (Optional) _____ Date _____

SECTION IV - To be completed by DSO-HR

To: DIRECTOR OF AUXILIARY

☒ Recommend Disenrollment.

☐ Member requests transfer to Flotilla _____

☐ Member desires and is eligible for Retired Status.

DSO-HR _____ Date _____

SECTION V - To be completed by Director of Auxiliary

To: DCP, DIVISION _____ and FLOTILLA COMMANDER, FI. _____

☐ Member was disenrolled. Effective date _____

☐ Adm. ☐ Failed to pay Financial Obligations ☐ Death of Member ☐ Member request

☐ Member was transferred to Flotilla _____ Effective date _____

☐ Member was transferred to Retired Member status. Effective date _____

☐ Recommendation disapproved; see attached comments.

Director of Auxiliary _____ Date _____



Scanned as a JPEG – No options to enter information. It is merely a picture

[illegible]



District 7



Reference Procedure for all ANSC 7035/7056 Submissions

Change of Membership Status ANSC 7035/7056

September 1, 2015

Form 7035 is to be used when a member wishes to retire (after 15 years of service), inform the Auxiliary of a deceased member, disenrollment by a member's request or disenrollment for nonpayment of dues.

Form ANSC 7056 is to be used for all transfers



**Only Acceptable Digital Signature
Approved by the Director**



**Angela
Pomaro**

Digitally signed by
Angela Pomaro
DN: cn=Angela Pomaro,
o, ou=DSO-HR,
email=d7happyrecruiter
@gmail.com, c=US
Date: 2015.10.28 15:00:25
-04'00'



DECEASED MEMBER NOTIFICATION

SAMPLE FORM—please print all information except signatures

Member ID Card

If Member ID Cards are submitted, the ANSC 7035 should be scanned with the Member ID Card in the upper left corner of the form. **Either the FC or DCDR should destroy the card, indicate "ID Card Destroyed" and initial on the ANSC 7035—"My membership card is enclosed."**

Either the scanned ID Card or an explanation for the omission of the card must be submitted for all Disenrollments, Member Deaths and Retirements.

Every effort should be made To retrieve member's ID card.

GUARD AUXILIARY

MEMBERSHIP STATUS

Member

Robert

11111111

790.1 (Series), you will be recommended for Financial Obligations for or since the year full amount is received by your Flotilla is notice. You will not be eligible to remain a Retired Member status, until your financial

Date of Notice

SECTION II - To be completed by Member

To: FLOTILLA **51**

Date: **01-07-15**

- ☐ An amount to pay my Financial Obligation is enclosed. I want to remain in Flotilla _____.
- ☐ I desire Retired Member status. My date of enrollment is _____.
- ☐ I desire to transfer to Flotilla _____ in this district. (Complete MEMBER TRANSFER REQUEST, ANSC 7056, and attach to this form.)
- ☐ I desire to disenroll. * My reason is: _____

☒ * My membership card is enclosed. Member signature _____

SECTION III - To be completed by Flotilla Commander

To: DSO-HR **D7**

- ☐ Recommend disenrollment effective _____
- ☐ for Non-payment of Financial Obligations. ☐ at Member's Request.
- ☐ Member desires and is eligible for Retired Member status: ☐ Yes ☐ No
- ☒ Death of member. **Robert Adams**

Name and address of next of kin: **Date of Death, Name, Address and Relationship of the Next of Kin**

Barbara Steed

101-10-15

Flotilla Commander (Required)

Date

Division Captain (Optional)

Date

If ID Cards are not obtainable FC should indicate "A number of attempts have been made to retrieve ID Card - No Response" and initial.

This information is forwarded to the District Commodore for his letter of condolence which is sent to the family by his office.

Route -- Flotilla Commander -- DSO-HR via D7 Help Desk - DIRAUX

MEMBER DISENROLLMENT REQUEST



The FC's signature indicates all the information is correct -- if eligible for retirement, that option is presented to the member. If no ID Card is returned, the FC signs, dates, scans ANSC 7035 and sends to the DCDR for their signature who then either submits it to the DSO-HR via the D7 Help Desk. If the FC prefers, he may send to the DCDR for his signature and ask the form be returned for submission by the FC. If the ID Card is returned, the FC should scan the ANSC 7035 along with the Member ID Card and submit to the DCDR for their signature.

DEPARTMENT OF HOMELAND SECURITY U.S. COAST GUARD ANSC 7035 (07-10)		U. S. COAST GUARD AUXILIARY CHANGE OF MEMBERSHIP STATUS	
SECTION I - To be completed by Flotilla Commander			
To: LAST NAME	Adams	FIRST NAME AND MIDDLE INITIAL	Robert
		MEMBER NUMBER	11111111
As provided in the Auxiliary Manual, COMDTINST 16790.1 (Series), you will be recommended for disenrollment from the Auxiliary for non-payment of Financial Obligations for or since the year 2014 amounting to \$ 40.00 , unless the full amount is received by your Flotilla Commander within thirty (30) days from the date of this notice. You will not be eligible to remain a member of this flotilla, transfer to another flotilla or seek Retired Member status, until your financial obligations are met.			
<i>Barbara Steed</i> Flotilla Commander		01-06-15 Date of Notice	
SECTION II - To be completed by Member			
To: FLOTILLA	51	Date:	01-06-15
☐ An amount to pay my Financial Obligation is enclosed. I want to remain in Flotilla _____. ☐ I desire Retired Member status. My date of enrollment is _____. ☐ I desire to transfer to Flotilla _____ in this district. (Complete MEMBER TRANSFER REQUEST, ANSC 7056, and attach to this form.) ☒ I desire to disenroll. * My reason is: Lost Interest			
☒ * My membership card is enclosed. Member signature <i>Robert Adams</i>			
SECTION III - To be completed by Flotilla Commander			
To: DSO-HR	D7		
☐ Recommend disenrollment effective must be before date of submission ☐ for Non-payment of Financial Obligations. ☒ at Member's Request. ☐ Member desires and is eligible for Retired Member status: ☐ Yes ☐ No ☐ Death of member. _____			
Name and address of next of kin:		Signature Required in District 7	
<i>Barbara Steed</i> Flotilla Commander (Required)	01-07-15 Date	<i>Harold James</i> Division Captain (Optional)	01-07-15 Date



DISENROLLMENT NON-PAYMENT OF DUES

Each Flotilla sends out a dues notice with a due date for payment. If the member has not responded with payment, the ANSC 7035 along with the second notice is mailed to the member via CERTIFIED MAIL with RETURN RECEIPT REQUESTED

SECTION I – FC fills in the necessary information, signs and dates form.

SECTION II –if a member wishes to remain in the Auxiliary, it should be indicated by their signature and payment of dues. PER THE FLOTILLA PROCEDURES MANUAL, THE FC SHOULD MAKE EVERY EFFORT TO CONTACT AND RETAIN THE MEMBER. IF MEMBER IS ELIGIBLE FOR RETIREMENT, A RETIREMENT REQUEST SHOULD BE SUBMITTED.

SECTION III - If no response is received after 30 days, the FC indicates disenrollment, signs, dates and submits ANSC 7035 along with the completed CERTIFIED MAILING RECEIPT, returned signed green card and ID Card to the Division Commander who signs, dates and submits to the DSO-HR via the D7 Help Desk . If the envelope is returned marked “undeliverable,” that should be submitted with the request. If there is no response, the USPS Tracking Sheet should be submitted. The completed Certified Receipt Stub must be submitted with all disenrollment for non-payment of dues requests

DEPARTMENT OF HOMELAND SECURITY U.S. COAST GUARD ANSC 7035 (07-10)		U. S. COAST GUARD AUXILIARY CHANGE OF MEMBERSHIP STATUS	
SECTION I - To be completed by Flotilla Commander			
To:	LAST NAME Adams	FIRST NAME AND MIDDLE INITIAL Robert	MEMBER NUMBER 11111111
As provided in the Auxiliary Manual, COMDTINST 16790.1 (Series), you will be recommended for disenrollment from the Auxiliary for non-payment of Financial Obligations for or since the year 2014 amounting to \$ 40.00 , unless the full amount is received by your Flotilla Commander within thirty (30) days from the date of this notice. You will not be eligible to remain a member of this flotilla, transfer to another flotilla or seek Retired Member status, until your financial obligations are met.			
_____ Barbara Steed Flotilla Commander		_____ 01-06-15 Date of Notice	
SECTION II - To be completed by Member			
To: FLOTILLA	51	Date:	01-06-15
☐ An amount to pay my Financial Obligation is enclosed. I want to remain in Flotilla _____.			
☐ I desire Retired Member status. My date of enrollment is _____.			
☐ I desire to transfer to Flotilla _____ in this district. (Complete MEMBER TRANSFER REQUEST, ANSC 7056, and attach to this form.)			
☒ I desire to disenroll. * My reason is: Lost Interest			
☒ * My membership card is enclosed. Member signature Robert Adams			
SECTION III - To be completed by Flotilla Commander			
To: DSO-HR	D7		
☐ Recommend disenrollment effective must be before date of submission			
☐ for Non-payment of Financial Obligations. ☒ at Member's Request.			
☐ Member desires and is eligible for Retired Member status: ☐ Yes ☐ No			
☐ Death of member.			
Name and address of next of kin:		Signature Required in District 7	
_____ Barbara Steed Flotilla Commander (Required)		Date 01-07-15	_____ Harold James Division Captain (Optional) Date 01-07-15

USPS Track & Confirm Sheet

If the green card or a non-deliverable envelope is not returned, a Track & Confirm Sheet can be obtained from the USPS Website.

U.S. Postal Service
CERTIFIED MAIL - RECEIPT
(Domestic Mail Only: No Insurance Coverage Provided)
For delivery instructions, visit usps.com

OFFICIAL USE

Postage \$5.25
Certified Fee \$1.20
Return Receipt Fee (Orderman's Required) \$0.30
Registered Delivery Fee (Orderman's Required) \$2.75

Must Contain Member's Address

<https://tools.usps.com/go/TrackConfirmAction.action>

Certified Mail Receipt obtained at the local US Post Office must be completed and submitted with all disenrollment for non-payment of dues disenrollments

Certified Receipt #

USPS - The United States Postal Service (U.S. Postal Service) Page 1 of 2

WWW.USPS.COM

ALERT: Customers be aware of fraudulent package delivery messages sent by email

Quick Tools

Always a Click Away
Roll over the tools menu across the site to access quick, handy tools.

Click Track & Confirm

Track & Confirm

What's your label (or receipt) number?
Enter up to 16 numbers separated by commas.

Enter Certified Receipt #

USPS.com® - Track & Confirm Page 1 of 1

Quick Tools

Ship a Package

Send Mail

Manage Your Mail

Shop

Business Solutions

Track & Confirm

What's your label (or receipt) number?

Print

DATE	STATUS	LOCATION	DESCRIPTION
November 21, 2011, 1:25 pm	Delivered	JACKSONVILLE, FL 32225	Delivered Delivery by Certified Mail™
November 10, 2011, 2:45 pm	Moved, Late to Address	ATLANTIC BEACH, FL	
November 17, 2011, 1:54 pm	Processed through USPS Sort Facility	JACKSONVILLE, FL 32203	
November 08, 2011, 4:40 pm	Forwarded	ATLANTIC BEACH, FL	
November 08, 2011, 2:16 pm	Undeliverable as Addressed	JACKSONVILLE, FL 32224	
November 08, 2011, 8:58 am	Arrival at Mail	ATLANTIC BEACH, FL 32235	
November 07, 2011, 12:15 pm	Accepted	JACKSONVILLE, FL 32226	

Print and Submit with ANSC 7035



MEMBER TRANSFER REQUEST

Only the ANSC 7056 is submitted for transfers within District 7 or to another district and are submitted through the D7 Help Desk

Member's FC generates the request and signs the form indicating dues have been paid by the member and flotilla Equipment has been returned.

Signature of the receiving FC is optional. The only approved denials of the transfer are listed in the AUXMAN, Section E-1. Director of Auxiliary will make the final determination for a denial request.

It will be requested that the outgoing FC notify the receiving FC when the transfer has been processed.

Route of a transfer from another district into District 7 is as follows:

Upon receipt by D7 DIRAUX, ANSC 7035 is sent to the D7 DSO-HR who then forwards the 7035 to the receiving FC in District 7 for his signature indicating his approval. The signed form should be return to the DSO-HR who then submits to D7 DIRAUX. D7 DIRAUX returns the form to the outgoing member's DIRAUX who will then process the transfer.

Department of Homeland Security U.S. COAST GUARD ANSC 7056 (10-04)	U. S. COAST GUARD AUXILIARY MEMBER TRANSFER REQUEST
☐ WITHIN CURRENT DISTRICT	☐ OUTSIDE CURRENT DISTRICT
THIS FORM MUST BE ACCOMPANIED BY FORM ANSC 7028 CHANGE OF MEMBER INFORMATION	
SECTION 1 - CURRENT INFORMATION	
MEMBER NUMBER _____	TO: FLOTILLA COMMANDER _____
I, _____	LAST NAME FIRST NAME MIDDLE INITIAL
DESIRE TO TRANSFER TO FLOTILLA _____, DISTRICT/REGION _____	
EFFECTIVE _____ DATE _____	
I HAVE ACCOUNTED FOR ALL AUXILIARY AND COAST GUARD PROPERTY.	
MEMBER'S SIGNATURE _____ DATE _____	
TO: DIRECTOR OF AUXILIARY	
☐ I RECOMMEND APPROVAL.	
☐ I DO NOT RECOMMEND APPROVAL. (My reasons are attached).	
FROM: _____ DATE _____	
CURRENT FLOTILLA COMMANDER	
SECTION 2 - NEW INFORMATION	
TO RECEIVING DISTRICT/REGION DIRECTOR OF AUXILIARY	
I have transferred the paperwork to your District/Region.	
☐ MEMBER TRANSFERRED EFFECTIVE _____ DATE _____	
☐ MEMBER NOT TRANSFERRED. (Reasons for denial are attached.)	
DIRECTOR OF AUXILIARY _____ DISTRICT _____ DATE _____	
TO: RECEIVING FLOTILLA COMMANDER	
FROM: DIRECTOR OF AUXILIARY	
☐ I RECOMMEND APPROVAL.	
The above listed Auxiliary member has been transferred to your flotilla.	
☐ I DO NOT RECOMMEND APPROVAL. (My reasons are attached).	
SIGNATURE OF RECEIVING FLOTILLA COMMANDER _____ DATE _____	
INSTRUCTIONS: DIRAUX	
<u>Within District</u> , notify member and both FCs.	
<u>Outside District</u> , remove member from district rolls, send personnel record to new DIRAUX.	
Transfer effective when request is approved and member accepted by new DIRAUX.	

Previous editions are obsolete



MEMBER TRANSFERS

When the outgoing FC receives the response from the D7 Help Desk that the transfer has been processed, it is recommended the reply be forwarded to the receiving FC for his information

Outgoing Flotilla Commander recommends approval and verifies that the member is in good standing, with all dues paid and any flotilla property returned. If not approved, reason must be submitted in writing.

Department of Homeland Security U.S. COAST GUARD ANSC 7056 (10-04)	U. S. COAST GUARD AUXILIARY MEMBER TRANSFER REQUEST
☒ WITHIN CURRENT DISTRICT	☒ OUTSIDE CURRENT DISTRICT
THIS FORM MUST BE ACCOMPANIED BY FORM ANSC 7028 CHANGE OF MEMBER INFORMATION	
SECTION 1 - CURRENT INFORMATION	
1111111 MEMBER NUMBER	TO: FLOTILLA COMMANDER Barbara Steed Flotilla 51
I, Adams LAST NAME	Robert FIRST NAME
L. MIDDLE INITIAL	OR
DESIRE TO TRANSFER TO FLOTILLA 12-01 , DISTRICT/REGION 8 CR	
EFFECTIVE 01-05-15 DATE	070 Within District 7
I HAVE ACCOUNTED FOR ALL AUXILIARY AND COAST GUARD PROPERTY.	
<i>Robert Adams</i> MEMBER'S SIGNATURE	01-07-15 DATE
TO: DIRECTOR OF AUXILIARY	
☒ I RECOMMEND APPROVAL.	
☐ I DO NOT RECOMMEND APPROVAL. (My reasons are attached).	
FROM: <i>Barbara Steed</i> CURRENT FLOTILLA COMMANDER	01-07-15 DATE
SECTION 2 - NEW INFORMATION	



DO'S AND DON'TS



- Scan in PDF not JPEG
- Darken form if too light when scanning
- Each request must be submitted with a separate D7 Help Desk Ticket
- Do not submit dues notices with disenrollment requests
- Help Desk Tickets returned for improper submission will be closed after notification is sent to the sender.
- Status of Member's ID Card must be indicated on the 7035 and – if destroyed, scanned in the upper left corner of the form – NOT A SEPARATE SCAN -initialed by either the FC or DCDR
- No requests can be processed with an effective of 12/31
- No tickets will be processed after December 15, 2016.
- All requests must be submitted on or after the effective date
- Proper documentation must be submitted as per the ANSC 7035/7056 Procedure pertaining to disenrollment for non-payment of dues
- DCDR is mandatory in District 7 for all disenrollments
- Members in AP Status can only be processed as a Member Request Disenrolled
- Member Requests must contain the signature of the member or a letter of intent to disenroll along with the signature of the FC and DCDR
- Members are eligible for retirement after 15 years of service. If submitted for disenrollment, member will be retired.
- Member Death notices must contain – Date of Death – Name & Relationship of Next of Kin – a photo if possible
- If deceased member is retired, should be indicated
- If a request is submitted and a reply is not received after a week, notify the DSO-HR
- Route for Transfers into District 7 – ANSC 7056 is sent to D7 DIRAUX – DSO-HR – Receiving FC for signature approval – DSO-HR – D7 DIRAUX.
- It is recommended that upon receipt a request has been processed, DCDR's forward the D7 Help Desk response to the FC. Upon receipt of a processed transfer request is received by the outgoing FC, the D7 Help Desk should be forwarded to the receiving FC.



QUESTIONS REGARDING ANY ASPECT OF THE SUBMISSION OF THESE REQUESTS SHOULD BE DIRECTED TO THE DSO-HR PRIOR TO SUBMISSION.

Visit HR Corner

scga-district-7.org/HRdept.html

U.S. Department of Homeland Security
United States Coast Guard Auxiliary

AUXHOME JOIN US NOW! LEADERSHIP AUX MEMBERS DIRECTORATES UNITS AUX ASSOC. COAST GUARD

Tuesday, January 19, 2016

THE HR CORNER



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ANSC 7035/7056 Procedure

- ANSC 7035 Form
- ANSC 7056 Form
- Procedure for ANSC 7035 7056 (9-1-15)

E-Responder Program

- District 7 E-Responder Procedure 7-1-15
- District 7 E-RESPONDER Program- 7-1-15 (PDF PowerPoint)
- Flotilla Finder
- Sample Inquiry Emails

HR Corner - <http://www.uscga-district-7.org/HRdept.html>