



United States Coast Guard Auxiliary East District Southern Region Document Routing Guide

Updated 02/01/2026

This quick reference is provided to guide leaders and members as you prepare and process any of the forms required in order to conduct and complete Auxiliary business. We realize that form instructions may be different than the routing in this guide. Please follow this guide in East District Southern Region (EDSR). Some national form instructions are outdated and no longer routed as stated in the directions. If there are questions, please ask your CoL/M.

National Forms are located on the National Forms Warehouse Page at <https://forms.cgaux.org/forms1.php>.

EDSR Forms are located on EDSR Website FC Resource Page at <https://wow.uscgaux.info/content.php?unit=054&category=fc-resource-page>.

Note all forms are PDF fill-in forms and must be submitted as such, do not print, sign, and scan. The FREE Adobe Reader software can be used to fill-in and sign all PDF Forms. It can be downloaded at <https://get.adobe.com/reader>. **When multiple signatures are required, turn off the "lock after signature" function before sending for additional signatures.**

A defined routing for each form/notification has been designated in order to facilitate prompt and efficient processing. Note: **Members submit forms to FC, not to DIRAUX.**

Elected and Appointed Officers are responsible for ensuring accuracy of all forms. Auxiliary officers should help correct minor errors on the form without sending the entire package back and needlessly delaying the process.

Forms and processes are the tools used to track the Auxiliary's accomplishments. This guide lists all the approved forms used by East District Southern Region.

The most current forms must be used from the above links, out of date forms, or forms from other districts will be returned and not processed. Do not use search engines to look for forms, use the 2 links above to obtain the most current versions of forms. Use the CoL/M to ask any questions, **do not** contact DIRAUX.

In the past all forms were submitted by elected leaders and appropriate DSOs to DIRAUX via the shared e-mail box at D05-SMB-D5-DirAux@uscg.mil. This process is changing as Flotillas are brought online to utilize the new HESK Help Desk Software. **Once a Flotilla/Division gains access to the HESK system, emails to the DIRAUX Shared e-mail box are no longer accepted.** When the current FC and DCDR have obtained login credentials, the login is available at <https://d5sr-helpdesk.org/hesk/>. All DIRAUX comms will go through the HESK Software to aid in tracking the actions. Once a submission is completed, the originator will receive immediate notification when the action has been replied to or resolved.

Routing KEY:

">" routing from > to

"> DIRAUX" is a HESK action

"+ email" additional e-mail to leadership

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	EDSR PDF FILL-IN FORMS (only these forms are used in EDSR) Use Free Adobe Reader to complete, do not scan as image or PDF.	
EDSR Form	Certification of Fingerprint Technician (for Citizen Verifier).	FC email to DCDR, DCDR > DIRAUX.
EDSR Form	Class Attendance Roster (for non-national workshops when ANSC-7039 is not used). Member submits hours individually.	Not submitted to DIRAUX and typically not to IS Officer.
EDSR Form	Death of Member Notification.	FC > DIRAUX (along with ANSC-7035) + email to DCDR, DCAPT, & DCO.
EDSR Form	DIRAUX Waiver Request.	FC email to DCDR, email to DCAPT, email to DCO (if DCAPT deems necessary). Last signer > DIRAUX.
EDSR Form	Member ID Card Application (renewal only, new members receive ID Card upon completion of AUXCT and BQC II requirements. Include photo per guidelines.	Member e-mail to FC, FC > DIRAUX.
EDSR Form	Removal of REYR Due to AUXCT lapse. State all certifications that need to be removed from REYR as a result of AUXCT lapse.	FC > DIRAUX.
EDSR Form	Removal of REYR Due to Lack of Uniform Inspection. Enter Inspection date into	FC > DIRAUX.

	AUXDATA II. Submit form only, verify that all other requirements have been entered into AUXDATA II.	
EDSR Form	Qualification for VE and RBSV. Please verify that all certification tasks have been entered into AUXDATA II before submitting.	FC > DIRAUX.
EDSR Form	Surface PPE Request.	FSO-RS/SO-RS email to FC, FC > DIRAUX.
EDSR Form	Voluntary Request for Termination of Certification. Attach PDF copy of e-mail from member to FC requesting termination.	Member e-mail to FC, FC > DIRAUX.
EDSR Form	AUXOP Program Worksheet.	Member e-mail to FC, FC > DIRAUX.
EDSR Form	Active-Duty Credit for Qualifications.	Member e-mail to FC, FC > DIRAUX.
EDSR Form	Division Election Results.	Leader who conducted election email to DCDR > DIRAUX + email to DCAPT, DCOS, & DCO.
EDSR Form	Flotilla Election Results.	Leader who conducted election email to FC > DIRAUX + email to DCDR, DCAPT, DCOS, & DCO.
EDSR Form	Marine Safety Training Ribbon Application and Check-Off Sheet.	Member e-mail to FC, FC email to DSO-MS, DSO-MS > DIRAUX.
EDSR Form	Marine Safety M-Pro Pin and Check-Off Sheet.	Member e-mail to FC, FC email to DSO-MS, DSO-MS > DIRAUX.

	NATIONAL FORMS (use the most current version)	
ANSC-7000	Meeting Minutes (required every month, even if no meeting or no quorum).	Refer to DSO-SR Annual Guidance.
ANSC-7001	New Member Enrollment (Most Current Form Only, Others Returned. HESK cannot be used for New Member forms due to PII.	FSO-HR deliver to FC (not email) > DIRAUX (by USPS, UPS, or FEDEX or Drop Box, not HESK).
ANSC-7002 (CG-1650)	Coast Guard Award Recommendation (include Awards Checklist, citation, previous awards.	Originator email to FC, FC email to DCDR, DCDR email to DCAPT, DCAPT > DIRAUX , DIRAUX assigns to EDSR Awards Committee.

EDSR AUX AWARDS CHECKLIST	Awards Preparation Checklist (with CG-1650).	Originator email to FC, FC email to DCDR, DCDR email to DCAPT, DCAPT > DIRAUX , DIRAUX assigns to EDSR Awards Committee.
ANSC-7003	Facility Offer for Use.	Member requests VE in AUXDATA II, once complete VE uploads completed form into AUXDATA II.
ANSC-7004	Radio Offer for Use.	Member requests CS in AUXDATA II, once completed, CS uploads form into AUXDATA II.
ANSC-7005	Aircraft Offer for Use.	Member requests CFE in AUXDATA II, once completed uploads form into AUXDATA II.
ANSC-7006	Change of Officer Report. NOTE: IS Officer does data entry into AUXDATA II.	FC > DIRAUX + email to IS Officer for data entry.
ANSC -7007	Annual Officer Report NOTE: IS Officer does data entry into AUXDATA II.	FC > DIRAUX + email to IS Officer for data entry.
ANSC-7008	PWC Facility Inspection.	Request VE in AUXDATA II, once complete upload form into AUXDATA II.
ANSC-7012	Vessel Safety Check (VSC).	VE email or e-form to FSO-IS/SO-IS with Cc to FSO-VE.
ANSC-7012A	Paddlecraft Vessel Safety Check (VSC).	VE email or e-form to FSO-IS/SO-IS with Cc to FSO-VE.
ANSC-7020	Photography/Video/Audio Consent Form.	Member/Public e-mail to FSO-PA / SO-PA.
ANSC-7020a	Photography/Video/Audio Consent Form (Sea Scouts)	Member/Public email to FC, email to CGAUX Association.
ANSC-7023	Notice of Intent to Teach Public Education.	Register Online via link
ANSC-7025	Unit Financial Report.	FSO-FN email FC, FC email to SO-FN + DCDR, DCDR email to DCAPT, DCAPT email DSO-FN.
ANSC-7028	Change of Member Information. Name change requires court documents.	FC > DIRAUX.

ANSC-7029	Member Activity Log (use web-7029).	Members do their own data entry into AUXDATA II or complete & submit web-7029 online.
ANSC-7030	Mission Activity Log.	Members do their own data entry into AUXDATA II or complete and email FSO-IS.
ANSC-7034	Auxiliary SAR Incident Report.	Follow OTO/DSO-OP Guidance.
ANSC-7035	Change of Member Status.	Member email FC, FC > DIRAUX + email DCDR & DSO-HR.
ANSC-7038	Recreational Vessel Examinations (VSC).	VE email or e-form to FSO-IS/SO-IS with Cc to FSO-VE.
ANSC-7039	Workshop Mission & Attendance Report (National Workshops Only).	Instructor email to FSO-IS/SO-IS/DSO-IS for data entry into AUXDATA II.
ANSC-7042A	Flight Crew Medical Screening.	Physician/PA to Member, Member email to DSO-AV, DSO-AV > DIRAUX.
ANSC-7043	Air Crew Application Form.	Member email to FC, FC email to DSO-AV, DSO-AV > DIRAUX.
ANSC-7046	RBS Visitation Report.	PV email or e-form to FSO-IS/SO-IS with Cc to FSO-PV.
ANSC-7054	Aids to Navigation Report.	AV email to FSO-IS/SO-IS, with Cc to FSO-NS/SO-NS & Local ANT Team.
ANSC-7056	Member Transfer Request.	Member email to FC with Cc to FSO-HR, FC email to gaining FC + losing DIRAUX.
ANSC-7059	Short Term Resident Training Request.	Member email to FC, FC email to appropriate DSO, DSO email to DCOS, DCOS > DIRAUX. Leadership: Member email to FC, FC email to DCDR, DCDR email to DCO, DCO > DIRAUX.
ANSC-7060	Training Evaluation Form.	Attendee email Instructor + SO-MT / DSO-MT.
ANSC-7062	National Staff Application.	Member email to Director.
ANSC-7200	AUXCA1 Medical Clearance.	Member email to DSO-CA.