

DEPARTMENT OF HOMELAND SECURITY U.S. COAST GUARD ANSC 7006 (11-03)	U.S. COAST GUARD AUXILIARY CHANGE OF OFFICER REPORT	Division ____ Flotilla ____
---	--	-----------------------------

Section I - OFFICE BEING FILLED

MEMBER ID	LAST NAME, FIRST NAME AND INITIAL		
TITLE OF OFFICE BEING FILLED	ABBREVIATION	BEGIN DATE	

Section II - OFFICE BEING VACATED

MEMBER ID	LAST NAME, FIRST NAME AND INITIAL		
TITLE OF OFFICE BEING VACATED	ABBREVIATION	EFFECTIVE DATE	

Section III - SIGNATURE

SIGNATURE OF UNIT LEADER

Section IV - COMMENTS

INSTRUCTIONS:

- A. GENERAL - This report is used to report a change of either an elected or appointed office during the calendar year. This form is NOT used to report annual officer elections or appointments - use ANSC-7007, Annual Unit Officers Report for regular officer changes.
- B. SECTION I - OFFICE BEING FILLED
 - 1. MEMBER ID- Enter the new officer's 7 digit member ID.
 - 2. LAST NAME, FIRST NAME AND INITIAL - Enter the replacement officer's last name, first name and middle initial.
 - 3. TITLE OF OFFICE BEING FILLED - Enter the title of the office being filled. Use the unit level followed by the specific office.
 - 4. OFFICE - Enter the office code for the specific office being filled.
 - 6. DATE OF OFFICE - Enter the effective date of assumption of office in DDMMYY format.
- C. SECTION II - OFFICE BEING VACATED
 - 1. MEMBER ID - Enter the 7 digit member ID of the officer being replaced.
 - 2. LAST NAME, FIRST NAME AND INITIAL - Enter the last name, first name and middle initial of the replaced officer.
 - 3. TITLE OF OFFICE BEING FILLED - Enter the title of the office being filled.
 - 4. OFFICE - Enter the office code for the specific office being replaced.
 - 6. DATE MEMBER LEFT OFFICE - Enter the date the member left office in DDMMYY format.
- D. SECTION III - SIGNATURE
 - 1. SIGNATURE OF UNIT LEADER - Signature of the unit leader if member being replaced is the vice-commander or staff office holder. If the unit commander is being replaced, the signature must be that of the unit vice commander or of the commander of the next highest level unit.
- E. SECTION IV - COMMENTS
 - 1. Enter any comments regarding either office being filled or vacated. These may include reasons for filling, method used to select member, or reason for vacating office.