



DEPARTMENT OF HOMELAND SECURITY U.S. COAST GUARD ANSC 7061 (11-06)	<b>U.S. COAST GUARD AUXILIARY          NATIONAL STAFF          APPOINTMENT REQUEST</b>	DEPARTMENT _____
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**SECTION I PROSPECTIVE APPOINTEE INFORMATION - Completed by Department Chief or proxy**

MEMBER ID NUMBER	LAST NAME, FIRST NAME, MIDDLE INITIAL	SPOUSE NAME
STREET ADDRESS	CITY	ST
HOME PHONE	WORK PHONE	CELL PHONE
FAX NUMBER	EMAIL (PERSONAL)	EMAIL (WORK/OFFICE)
PREVIOUS/CURRENT NATIONAL STAFF POSITIONS		

**SECTION II POSITION INFORMATION - Completed by Department Chief or proxy**

REQUESTED EFFECTIVE DATE	DEPARTMENT CHIEF NAME
STAFF POSITION	STAFF ABBREVIATION
POSITION REPORTS TO	MEMBER BEING REPLACED (IF APPLICABLE)
REASON FOR CHANGE	

**SECTION III CHECKLIST ITEMS - Completed by Department Chief or proxy**

DCO Consulted	Date: _____	DCO Comments (see below)	
Staff duty on file, or attached	Application form (ANSC-7062) on file or attached		
Assignments of copyrights to N-A	Copy of this form sent to N-A		
COMMENTS			

**SECTION IV Signatories**

SUBMITTED BY	DATE
CONCUR: NADCO	DATE
APPROVED: NACO/NACOS	DATE
AUXDATA	DATE
N-A	DATE
COMMENTS	

**INSTRUCTIONS****NATIONAL STAFF APPOINTMENT REQUEST**

**GENERAL - This form is used to request the appointment of an Auxiliary member to the National Staff. A National Department Chief or their proxy completes this form.**

**TOP**

- 1. DEPARTMENT** – Enter the Department Letter

**SECTION I - APPOINTEE INFORMATION**

- 1. MEMBER NUMBER** – Enter the appointee's seven digit member's number.
- 2. NAME** – Enter the requested appointee's name
- 3. SPOUSE NAME** – Enter the prospective member's spouse first name if applicable.
- 4. STREET ADDRESS, CITY, STATE, ZIP+4** – Enter the street address, city, two-letter abbreviation of state and nine digit ZIP+4 (required) of the requested appointee.
- 5. TELEPHONE NUMBERS** – Enter home, work, cell and FAX numbers as appropriate, including area codes for each number.
- 6. E-MAIL** – Enter requested appointee's e-mail addresses, both personal and work/office if applicable
- 7. PREVIOUS/CURRENT NATIONAL STAFF POSITIONS** – Enter all positions on national staff the appointee has held or is holding.

**SECTION II - POSITION INFORMATION**

- 1. REQUESTED EFFECTIVE DATE** – Enter date appointee is to assume office.
- 2. DEPARTMENT CHIEF NAME** – Enter current department chief.
- 3. STAFF POSITION** – Enter staff position name.
- 4. STAFF ABBREVIATION** – Enter the letter staff abbreviation for the staff position.
- 5. POSITION REPORTS TO** – Enter the staff abbreviation of the position's manager.
- 6. MEMBER BEING REPLACED** – Enter the name of the member currently serving in the position, if not vacant.
- 7. REASON FOR CHANGE** – Detail the reason for the change if the position is currently filled.

**SECTION III - CHECKLIST ITEMS**

- 1. DCO CONSULTED** – Appointee's District Commodore should be notified of the proposed appointment and consulted regarding the candidate's capabilities. DCO response should be recorded in comments section.
- 2. APPLICATION FORM** – ANSC-7062 is on file with the National Personnel Department or is attached. If on file, indicate in remarks.
- 3. STAFF DUTY ON FILE OR ATTACHED** – The position's staff duties are on file, or, in the case of a new position, they are attached.
- 4. COPY TO N-A** – A copy of this form has been sent to N-A.
- 5. ASSIGNMENTS OF COPYRIGHTS** – Both the Auxiliary and Association Assignments of Copyrights - ANSC-7063 and CGAuxAI-7 - have been sent to N-A.
- 6. COMMENTS** – Include any applicable comments relating to this section.

**SECTION IV - SIGNATORIES**

- 1. SUBMITTED BY** – Enter the signature of the person completing this form and the date of request.
- 2. CONCUR NADCO** – Enter the signature of the Department National Directorate Commodore and date.
- 3. APPROVED NACO/NACOS** – Enter the signature of the National Commodore or National Chief of Staff, and date.
- 4. AUXDATA** – Enter the signature of the member entering the appointment into AUXDATA and date.
- 5. N-A** – Enter the signature of the National Staff - Administrative Officer indicating the completion of processing of the appointment by inclusion in the National Directory.