

DISTRICT CHEAT SHEET

TOP SECRET

Please do NOT DESTROY

*This Cheat Sheet is provided to you by the DSO-PS –
For YOUR Benefit to SAVE YOU TIME & YOUR FLOTILLA \$\$\$\$\$*

QUICK REFERENCE

ITEM	FORM	DEADLINE
1. Member wants to resign	7035	None
2. Member wants to transfer to another Flotilla	7056	None
3. Member wants to transfer to another District	7056	None
4. Disenrollment for Non-Payment or -Death-or Retirement status	7035	October 1st None
5. Member recruited 5 members during the year - NACO-AWARD	NMGA-I (10-06)	June 30th
6. Member recruited 7 new members during the year - Recruiting Ribbon	AUX-RSA (10-06)	June 30th
7. Flotilla has a net gain of 2 or more new members NACO-AWARD	NMGA-FD (10-06)	June 30th
8. Division has a net gain of 2 or more new members NACO-AWARD	NMGA-FD (10-06)	June 30th
9. New Person wants to join the Auxiliary	7001	NONE
10. Someone wants to change email-phone address- etc.	7028	NONE

Under the threat of Court-Martial and months in Leavenworth - the DSO-PS can NOT Process any of the applications without PROPER completion of ALL FORMS- SORRY

1. Resignee must fill-out section II - completely and surrender ID-Card
Flotilla Commander MUST fill-out section III -completely
Submit completed paper work to DSO-PS
2. Transferee must fill-out first section-completely
Existing Flotilla Commander must fill-out Section I completely forward to DIRAUX
New Flotilla Commander must fill-out section II -completely -after DIRAUX
3. Member and FC completely fills out section I and send to DIRAUX
DIRAUX will send to NEW DIRAUX District for approval & new Flotilla
4. Non-Payment: Flotilla Commander Must fill-out sections I and III –completely
Death: Flotilla Commander Must fill-out section III-completely
Retirement Status: Flotilla Commander Must fill-out section III-completely and member must fill-out section II-completely Submit to DSO-PS

5. Form can be found at: http://www.auxpdept.org/pdf/nmga_if.pdf
Flotilla Commander Must Sign- and make sure form is complete
Submit to DSO-PS
6. Form can be found at: http://www.auxpdept.org/pdf/auxrsa_f.pdf
Flotilla Commander Must Sign- and make sure form is complete
Submit to DSO-PS
7. & 8. Form can be found at: http://www.auxpdept.org/pdf/nmga_fdf.pdf
Flotilla - fills out section one and FC - signs and forward's to DSO-PS
Division- fills out section two and DCP -signs and forward's to DSP-PS
9. Form can be found at: <http://forms.cgaux.org/archive/a7001f.pdf> Follow instructions
10. Form can be found at: <http://forms.cgaux.org/archive/a7028f.pdf> Follow instructions

You need more information regarding contacts-?

National Inquires-contact Bob Davison tractorbob2@aol.com

Uniforms - contact Dan Tinney tinneymanmar@sbcglobal.net

****OTHER HELPFUL INFORMATION****

DSO-PS -CONTACT:

Richard Thomas
California Superior Court Probate Referee
17568 Spruce Grove Road Ext., Suite F
Hidden Valley Lake, CA 95467
(707) 987-2227 phone (707) 987-2329 fax
Rthomas123@mchsi.com

Personnel Services National Web Site: <http://www.auxpdept.org>

Uniform Department: <http://www.auxpdept.org/uniform.htm>

Membership Drive Tool Box: <http://www.auxpdept.org/membership.htm#toolkit>

New Member Handbook: <http://www.auxpdept.org/pdf/NewMemCourseStudentStudyGuide-1.pdf>