

Who am I supposed to contact? The Aux Affairs Assistant, the Yeoman or someone else?

So much paperwork is processed in the Director's Office, it can be very easy to lose track of who does what.

Hopefully this list will help you out.

The current **Yeoman** who happens to be **PO Edwin Matthews** Edwin.Matthews@uscg.mil takes care of:

- Replacement ID cards (lost, stolen, expired, because status has been upgraded from IQ to BQ or AX)
- Travel Orders
- Proctor questions
- Retirements
- Qualification certificates or ribbons
- Anything to do with Exams

The current **Aux Affairs Assistant** who happens to be **Karen Wagner**, Karen.E.Wagner@uscg.mil, handles the following:

- New Member Apps
- Re-Enrollments
- PSI questions
- Awards (SSA, Anniversary, Annual Performance, MTCs, OpMerits, etc.)
- Upgrading members from IQ to BQ **If the member already has one of the new PVC ID Cards, then an updated ID card will be printed automatically. If they have the older, laminated version, then a picture and ID card form must be sent if they want a new card.*
- Transfers
- Disenrollments due to dues, MREQ or deaths or at the request of SECCEN
- Newsletter Approval
- Arranging for award presentation by the CDR or OTO
- Reserving the AUX show display
- Establishing and disestablishing a flotilla (not until after it's been approved up The Chain)
- Completing the FP Tech qual with receipt of practice cards
- Liaison for the CDR and OTO
- A member was issued an award but it's not showing in AUXINFO

Everything else:

Operational and Non-Op Facilities:

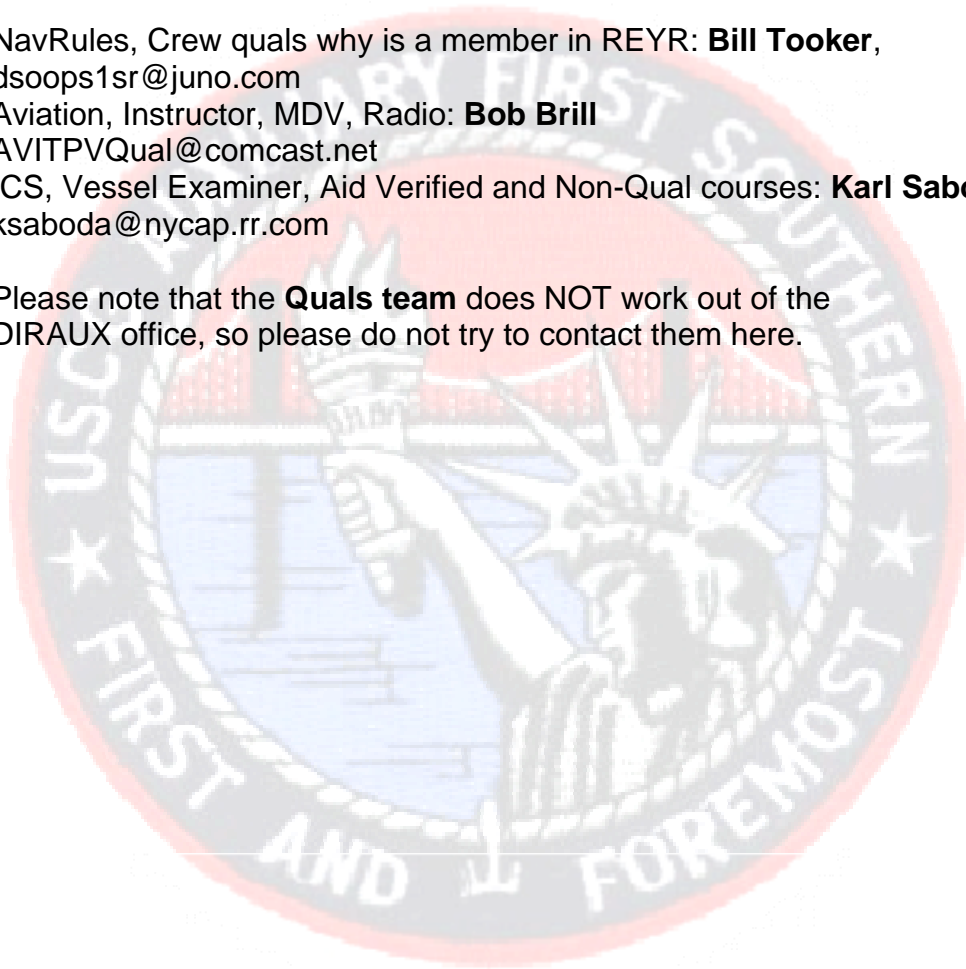
Herbert Haeger, Tuesday and Thursday 8AM - 2PM. Herbert.Haeger@uscg.mil.
When Herb is not available, these are handled by COMO Reichling.

Unit Officer Reports, Financial Reports, New SF86 submissions for Direct Operational status - Art Reichling, Tuesday and Thursday, 8AM-2PM,
Arthur.P.Reichling@uscg.mil

The Ever Popular Qualifications Team:

- NavRules, Crew quals why is a member in REYR: **Bill Tooker**,
dsoops1sr@juno.com
- Aviation, Instructor, MDV, Radio: **Bob Brill**
AVITPVQual@comcast.net
- ICS, Vessel Examiner, Aid Verified and Non-Qual courses: **Karl Saboda**,
ksaboda@nycap.rr.com

Please note that the **Quals team** does NOT work out of the DIRAUX office, so please do not try to contact them here.



Odds and Ends...

1. The most common reasons for ppwk being returned to a Flotilla or members:

a) New Member Applications: (Karen Wagner)

- The FC did not sign the Verification of US Citizenship Section
- A copy of the birth certificate, passport or other Supporting Document was not enclosed
- The FC or the member did not sign the New Member Application
- The header information was not completed on BOTH FP cards
- The New Member App and PSI forms were printed double sided or had binder holes
- The copy of the answer sheet to the New Member Exam was not enclosed

b) Travel Orders: (PO Edwin Matthews)

- The TONO was not signed
- It was a copy, not the Original – this does not apply to yearly orders.

c) Facilities: (Herb Haeger or COMO Reichling)

- According to AUXDATA, the vessel owner is not Coxswain qualified or certified, therefore he/she needs to submit a "Non-Owner Use Authorization" letter or list all Coxswains by name
- The Vessel Examiner is not qualified; therefore the vessel must be re-examined
- The wrong version of the form was submitted. Member's **must** use Form ANSC 7003 **REV 04-07**.
- New Facility Inspections need a copy of the state REGISTRATION or DOCUMENTATION

2. There's a form for EVERYTHING! Where are they?

- The most current National Auxiliary forms are located at <http://forms.cgaux.org/forms.html>
- D1SR specific forms are located at <http://diraux.cgaux1sr.org/forms/index.html>

Please check the National site first. If you can't find your form, then go to the 1SR Site.

3. My member still doesn't have a certificate? Why didn't you send it?

The Director's Office prints **over 3,500 certificates and awards a year**, many of which are sent once a month to your DCP. Please make sure you check with him or her before contacting DIRAUX. Also, please do not wait more than 6 months to inquire. We get requests all the time for member's who should have received certificates **over 2 years ago** and haven't yet. We may not get to printing those replacements right away as we need to print current awards first.

For certain certificates such as SSA awards and Annual Performance Awards, we can only print what AUXDATA tells us to. Please make sure your FSOs enter your members' activity in a timely fashion. We cannot do that from here.

4. We have a couple of members in our Flotilla who don't do anything. I don't think I've ever even seen them at a meeting. Can't we just disenroll them?

As long as a member's dues are current, he/she cannot be disenrolled. Inactivity is not grounds for disenrollment.

If you are disenrolling a member for dues, you must provide the Director's Office with proof that you contacted them about payment. This should be a copy of the notice that was sent

to them along with a certified mail receipt or a copy of the envelope returned to you or the Flotilla by the Post Office because the member was no longer at that address, etc.

5. ID Card Photos

The preferred method of submitting ID card pictures is via email, whenever possible. This is because we receive so many damaged CDs and Floppies and suspect this has something to do with the way they are handled at the post office. You can send them either before or after sending the New Member Application or the request for a replacement ID Card form. Please make sure the file name is either the members name or ID Number and do not send them via invitations to Ringo or Snapfish – we can't always get into those websites to download them because the CG is restricted from accessing certain websites for security reasons.

Also, please make sure the photo is in .jpg or .jpeg format and taken against a red background. You can use whatever you like, as long as it's solid red. Please don't take the picture and then try to color the background yourself, this usually never looks very good. There is no need to crop them, we need to make them a specific size on our end.

6. I checked off BQ on the New Member Application, why is my member still IQ?

Please include a copy of the applicable certificate, wallet card or graded answer sheet with the new member application. If the member takes the course or challenges the exam before their PSI is completed, send it to Karen Wagner and she'll attach it to their application so that when the time comes the member will be promoted directly to BQ status.

7. How come my member still does not have BQ status? They took a State Boating Course and I sent a copy to DIRAUX. What's up?

State Boating Courses unfortunately, are not acceptable to promote a member to BQ status. According to the Auxiliary Manual, COMDINST M16790.1F, Chapter 8, page 8-5, Section B:

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| B.1.b. Basically Qualified | To become BQ, an Auxiliarist must have completed all of the requirements of IQ and must have passed or successfully challenged the following courses: <ul style="list-style-type: none">• Boating Skills and Seamanship (BS&S)• Sailing Fundamentals (SF)• Boating Safely Course• America's Boating Course (ABC)• United States Power Squadron (USPS) Public Boating• Boat Smart Courses |
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