

Good Morning to All,

I would like to take the opportunity to remind the leadership of the guidelines when change to a staff office takes place.

The Unit leader is responsible for completing and submitting the ANSC-7006, Change of Officer Report form, directly to the SO-IS for data entry. After completing data entry, the SO-IS either signs, initials or stamps the form in acknowledgement and forwards to DIRAUX for recordkeeping and necessary changes to labels, etc. Chapter 2.E.6, D5NR INST16790.1C, D5NR Policy Manual, reflects these guidelines.

I must ask that a copy to DIRAUX by the leadership is NOT submitted. The SO-IS will send us the original form. Otherwise, receipt of a copy not acknowledged by the SO-IS creates a chain of emails and phone calls to find out if the original form was sent to the SO-IS and delays the process.

Please stress this message to your FCs to help the process run smoothly.

You may contact me directly if you have any questions or concerns.

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