

ELECTRONIC SUBMISSIONS GUIDELINES

IDENTIFY YOURSELF (NAME, UNIT AND OFFICE)

SHORT SUBJECT LINE MUST BE COMPLETED

1. **ID CARD REQUESTS:** *APPLIES TO EXISTING MEMBERS ONLY
 - ADMIN-11 MUST BE ATTACHED AND COMPLETED ACCORDINGLY.
 - PHOTO MUST BE ATTACHED AS A JPEG AND WITHIN GUIDELINES ACCORDING TO COMDTINST M16790.1G
 - IF REQUEST IS DUE TO LOST OR STOLEN CARD, MEMBER MUST SUBMIT WRITTEN STATEMENT WITH EXPLANATION OF CIRCUMSTANCES.
2. **END OF COURSE COMPLETIONS:**
 - END OF COURSE COMPLETIONS INCLUDE ALL BS&S FOR IQ TO BQ CHANGES, ICS COURSES, C-SCHOOL COURSES OR ANY OTHER COURSE THAT IS NOT AN AUXILIARY COMPETENCY.
3. **TEST REQUESTS:**
 - TEST REQUESTS MAY BE SUBMITTED FOR AUX NAV-B ONLY AS AN ATTACHMENT WITHIN GUIDELINES ACCORDING TO COMDTINST M16790.1G.
4. **INITIAL QUALIFICATION REQUESTS:**
 - FC OR PROGRAM MANAGER MAY SUBMIT REQUEST AS AN ATTACHMENT ACCORDING TO RESPECTIVE QUALIFICATION PROCEDURES.
5. **REYR/REWK REMOVALS:**
 - FC OR SO-IS MAY SUBMIT REQUESTS REGARDING REMOVAL OF REYR/REWK STATUS.
6. **SUPPLY REQUESTS:**
 - DCDRs ARE AUTHORIZED TO SUBMIT REQUESTS FOR SUPPLIES FOR THEIR UNIT.
 - FPTs ARE AUTHORIZED TO SUBMIT REQUESTS FOR FINGERPRINTING SUPPLIES ONLY.
7. **MEMBER ISSUES:**
 - DCDRs ARE AUTHORIZED TO SUBMIT INQUIRIES REGARDING ALL MEMBER ISSUES ACCORDING TO D5NR POLMAN, CGDFIVEINST M16791.1D
 - ALL DISCREPANCIES ARE TO BE RESOLVED AT THE LOWEST AUXILIARY LEVEL POSSIBLE.