

## **Guide for requesting supplies from DIRAUX.**

[D5NRDIRAUX@USCG.MIL](mailto:D5NRDIRAUX@USCG.MIL)

This guide is to help you understand what equipment may be purchased by the DIRAUX office for use directly supporting auxiliary missions. There is a list of commonly stocked and commonly purchased items to give you ideas of what we can offer. There are also detailed procedures for requesting items that we do not have listed. Please remember that all purchasing of PPE is budget dependent and will be approved at the discretion of the OTO.

**Important: Do not purchase items in hopes that DIRAUX will reimburse you. There is no legal means for us to reimburse members. All purchases using government funds must be pre-approved by a CG Funds Manager and ordered through our office.**

### **Request Process:**

All supply requests must be routed through your Division Commander to DIRAUX with the exception of District Appointed officers and fingerprint technicians. District Appointed officers may request supplies for use in their position directly from DIRAUX. Please identify your position to the DIRAUX SK in case he/she does not recognize what office you hold.

Division Commanders are responsible for scrutinizing each request before forwarding them to DIRAUX. Insure that all items are in fact needed and not simply wanted. An example would be that you should not authorize boat crew items such as knives and life jackets for members that are not in the boat crew program.

### **Office Supplies:**

Below is a list of commonly stocked office supplies the DIRAUX has on hand. These items are distributed via the Storekeeper by request. Please send all e-mails stating exactly what you need (if it is ink please have the number ready) and what project it will be needed for.

1. Ink/Toner Cartridges
2. Paper (white copy paper)
3. Blank CDs
4. Pens/Pencils
5. Fingerprint Cards and ink (for technicians)
6. Folders (two part/manila)
7. Frames for certificates (District Captains only)
8. Paper clips/Scotch Tape

If there are additional office supplies you need for a project send an e-mail to [d5nrdiraux@uscg.mil](mailto:d5nrdiraux@uscg.mil) and we will help if funds are available

**Operational Gear: For Boat Crew participating members only.**

DIRAUX will purchase and issue the Personal Protective Equipment (PPE) that is required to be worn by all Auxiliary Boat Crewmembers and Coxswains. These items will be issued to certified crew members at no cost to the member. Boat Crew Trainees must wait until they certify and then request their initial issue of PPE through their Flotilla and SO-OP. Below are some common items furnished by DIRAUX. Additional items can be found in the D5NR DIRAUX Supplied PPE Guidance document for operations

1. PPE- (PFD's, Float Coats, PLB's/Batteries, whistles, signal mirrors, safety knives, and personal strobe lights
2. Megaphones/Public Safety Lights
3. SAR Plotters/Navigation Aids
4. SAR Guides (booklet)

**Public Education:**

We will only purchase the below items for divisions and flotillas that, due to low population density, do not teach enough students to generate funds to purchase these items for themselves.

1. Digital projectors and screens

**Communications:**

Radio Equipment: All requests for communication equipment must be approved by the DSO-CM before routing to DIRAUX. Communications equipment is purchased for SARDETS, CG owned, Aux Unit Vessels, and required CG Auxiliary radio repeater locations.

**Procedures for additional requests:**

When requesting items that are not on the above commonly purchased lists, you will need to provide the following information to the storekeeper:

1. Name of product and what it will be used for
2. Stock number, item number, model number
3. Manufacturer of the product
4. Price of the product
5. Website or company where it can be bought
6. What method of payment does the company accept? Credit card or Purchase order
7. If Item will be over 3K, three sources where we would be able to purchase the item from so we can solicit for the required bids.

8. Who will be in possession of the item.
9. Where the item will be located once purchased and given to the member

The information above should be completely filled out to the best of the member's ability to insure a quick and efficient turnaround time. Please have the information written clearly and neatly put together in a request through e-mail or regular mail. Again send all requests through the DIRAUX email according to guidelines: [d5nrdiraux@uscg.mil](mailto:d5nrdiraux@uscg.mil)

Websites and companies that may not be used include but are not limited to the following:

1. Ebay, Paypal
2. Any store that sells groceries
3. Craig's List
4. Companies that take only cash

If there are any questions about researching the items or generic questions about your inquiry, please send an email according to D5NR guidelines to [d5nrdiraux@uscg.mil](mailto:d5nrdiraux@uscg.mil).

This is a guide so we can meet your expectations quickly, accurately and efficiently.

All equipment purchased by our office must be used in direct support of auxiliary missions and not for personal use. It is all of our responsibility to ensure that we are being the best stewards of the taxpayer's money.