

D5NRDIRAUX@USCG.MIL

ELECTRONIC SUBMISSIONS GUIDELINES

IDENTIFY YOURSELF (NAME, UNIT AND OFFICE)

SHORT SUBJECT LINE MUST BE COMPLETED

1. ID CARD REQUESTS: *APPLIES TO EXISTING MEMBERS ONLY*
 - IF REQUEST IS DUE TO LOST OR STOLEN CARD, MEMBER MUST SUBMIT WRITTEN STATEMENT WITH EXPLANATION OF CIRCUMSTANCES.
 - ADMIN-11 MUST BE ATTACHED AND COMPLETED ACCORDINGLY.
 - PHOTO MUST BE ATTACHED AS A JPEG AND WITHIN GUIDELINES ACCORDING TO COMDTINST M16790.1F
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 AS AN ATTACHMENT WITHIN GUIDELINES ACCORDING TO COMDTINST M16790.1F.
4. REYR/REWK REMOVALS:
 - FC OR SO-IS MAY SUBMIT REQUESTS REGARDING REMOVAL OF REYR/REWK FOR MEMBERS OF THEIR UNIT.
5. SUPPLY REQUESTS: SUPPLY GUIDE CAN BE FOUND ON 5NR WEB WWW.5NR.ORG
 - DCDRs ARE AUTHORIZED TO SUBMIT REQUESTS FOR SUPPLIES FOR THEIR UNIT.
 - FPTs ARE AUTHORIZED TO SUBMIT REQUESTS FOR FINGERPRINTING SUPPLIES ONLY.
6. MEMBER ISSUES:
 - DCDRs ARE AUTHORIZED TO SUBMIT INQUIRIES REGARDING ALL MEMBER ISSUES ACCORDING TO D5NRINST M16790.1C
 - REMEMBER TO WORK ALL DISCREPANCIES AT THE LOWEST AUXILIARY LEADERSHIP LEVEL POSSIBLE.