

Guide for requesting materials from DIRAUX.

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 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. You will not be reimbursed! All purchases using government funds must be pre-approved by a funds manager and ordered through our office.

Office Supplies:

Below is a list of commonly stocked office supplies the Auxiliary office has on hand. These items are distributed via the Storekeeper by request. Please send all e-mails stating exactly what you need (if it 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 CD's/Blank Diskettes
4. Pens/Pencils
5. Fingerprint Cards and ink (for technicians)
6. Folders (two part/manila)
7. Frames for certificates (Division Captains only)
8. Poster Board for certificates (Division Captains only)
9. Paper clips/Scotch Tape

If there are additional office supplies you need for a project send an e-mail to craig.p.kalucki@uscg.mil and we will see if we can help.

Operational Gear:

We will purchase the safety gear that is required to be worn by the Rescue and Survival Systems Manual for your operating weather conditions. Some of these items such as knives and megaphones will be issued only as our budget permits. While they are important, I consider them nice to have. Below are our common items:

1. PPE- (Lifejackets, Float Coats, P-eirbs/Batteries, whistles, signaling mirrors, safety knives, gloves, watchcaps, mustangs, undergarments)
2. Megaphones
3. Cameras (digital, disposable)

4. SAR Plotters/Navigation Aids

Public Education:

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

1. Digital projectors and screens
2. Laptops for power point presentations

Communications:

Radio Equipment: All requests for communication equipment must be approved by the DSO-CM before routing to DIRAUX.

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 Storekeeper. Craig.p.kalucki@uscg.mil

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

1. Ebay
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 call 215-271-4858 or e-mail craig.p.kalucki@uscg.mil

This sheet 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.

CWO2 Philip Pinto
Assistant Director / Operations training officer