

**Fifth Northern Region Auxiliary
Notes Of General Interest**

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**CDR Scott D. Rogerson
Director of Auxiliary**

**Dr. Leon E. Kehr
District Commodore**

NOGI IS AVAILABLE ON THE NET @ WWW.5NR.ORG

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1 - FROM THE DIRECTOR

- Introduction: This NOGI has important information for 5NR leadership. Please read it thoroughly and share it widely. Thank you.
- PSI Submissions: See Enclosure (1) (http://www.5nr.org/downloads/notice/5NR_PSI_Q&A.pdf) for Frequently Asked Questions & Answers about PSIs in Fifth Northern. As of 25 May, 757 5NR members have not submitted a PSI package. Members who do not comply by 30 Nov 06 will be disenrolled (or retired if eligible) with an effective date of 31 Dec 06.

2 - CONGRATULATIONS!

The following personnel are recognized for recent completion of rigorous qualifications:

AUXOP

79 William Hempstead	79 John Larkin	79 Kenneth Mc Gowan	7-12 Anton Durner
7-12 Fred Harvey	7-12 Kenneth Kendall	82 F. Kenneth Desoo	82 Christopher Winans
95 David Robb	10-2 James Knepp	12-3 Kenneth Kehrer	14-2 Troy Faw
14-2 Stanley Olson	14-5 Phil Watkins	15-5 Eric Mitcheltree	15-8 K. C. Murphy
16-10 Victor Silvestrini			

COXSWAIN

24 Carl Gross	24 James Ricigliano	52 Robert Schneider	52 Matthew Shields
7-12 Anton Durner	7-12 Fred Harvey	7-12 Robert Knabe	86 William Donohue
12-3 David Hermansader	13-6 Francis Lombardi	14-2 Ronald Thorn	14-4 Robert Whyland
12-9 William Donohue			

AIR OBSERVER

66 Patricia Ditunno	10-6 Deborah McClennen	14-2 Jacob Frederick
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3 - NEW MEMBER ENROLLMENT APPLICATIONS

All forms for New Enrollment Applications can be found on our regional web site (under Member Area / Downloads), including a New Member Enrollment Cover Sheet:

http://www.5nr.org/downloads/forms_new_member/cover_sheet.pdf). Please note that the ID card information form that has been provided by ANSC is not to be used in our region. The only form to be used for D5-NR is the ADMIN-11. See Chapter 2 of the 5NR Policy Manual for more detailed guidance.

**COMPLETE, NEW MEMBER ENROLLMENT PACKAGES MUST BE FORWARDED BY THE FLOTILLA COMMANDER.
ALL INCOMPLETE PACKAGES WILL BE RETURNED TO THE FC.
THE REQUIRED FORMS ARE:**

- 1 - Enrollment Application (ANSC-7001)
- 2 - Check for \$19
- 3 - Prospective Member Interview (ANSC-7036)
- 4 - New Member Test Sheet (ANSC-7010) "GRADED"
- 5 - Operation Patriot Readiness form
- 6 - ID Card photo (on 3.5" floppy disk or CD per D5-NR Policy Manual)
- 7 - ID Card Info (D5-NR ADMIN-11 form)
- 8 - Authorization for Release of Information (SF-85 form)
- 9 - Special Agreement Check (OFI-86C form (listed as "Security Agreement Check")
- 10- Two (2) Fingerprint Cards (FD-258 form)
- 11- USCG Auxiliary/SECEN Verification of Citizenship Form

VERIFICATION OF CITIZENSHIP

The applicant/Auxiliarist for whom the PSI is being performed is required to **present** at least one of the documents as indicated on the USCG Auxiliary/SECEN Verification of Citizenship Form. The document must be in **ORIGINAL** form, photocopies are **not acceptable** for presentation. The member must complete Section 1 of the verification form and the FC or Fingerprint Technician must complete Section 2. The FC or FP Technician shall check the document - that it appears to be genuine and to relate to the applicant/Auxiliarist for whom the PSI is being performed. If the FC or FP Technician has any question about the validity of a form presented to them, then they shall request the applicant/Auxiliarist to present another of the prescribed documents.

A complete photocopy must be included with the PSI package. It is recommended the member bring a photocopy of the document used for verification with them at the time their fingerprints are taken unless the facility is equipped for this.

AP MEMBER TO IQ/BQ STATUS - Please note that if a new enrollment application does not contain the necessary information to enroll a member as Basically Qualified (BQ), they will be processed as an Initially Qualified (IQ) member. The difference meaning that a member who has completed a boating safely course may qualify in any program area and a member who has not is not eligible until they have done so.

If a new member has already been issued an ID card as IQ and we receive information regarding the completion of a boating safely course after the fact, a new ID card will not be processed until the original card expires.

PROBLEM AREAS - Use of obsolete or incorrect forms, in particular, the ANSC-7001, Enrollment form and OPR form is growing. The ANSC-7001 form was updated 10/2005, indicating that previous editions are obsolete. The OPR form, pertaining to prospective members, can be found the D5-NR web site as indicated above. The OPR-READY form, found on the AUX National web site, is to be used by existing members who wish to update their OPR information.

Another problem area that is a quick and easy fix is the completion of Section V - Flotilla Certification and Attachments. This section must be completed. The Privacy Act verification and New Member Exam information (date and score) must be filled in as well as checking off the required attachments. This serves as a safety net, making sure that the new member package is complete.

4 - DHS ID CARDS

Current Auxiliarists who have submitted their required PSI package AND who do not have an ID card OR whose ID card has expired may request a new card via their FC following the guidance outlined in the D5-NR Policy Manual, Chapter 2.C. Please take note that ID cards will not be issued to members who have not submitted a PSI package or who send in their request personally. The request MUST be submitted by the respective FC and marked to the attention of Betty Kain. A monthly list will be provided to each DCP and they are asked to pass this information along to their FCs so duplicate requests are not submitted. Processing will take approximately two weeks. If the member does not appear on the next month's listing, then an inquiry from the FC may be directed to Betty Kain via e-mail.

5 - INCIDENT COMMAND SYSTEM COURSES

Please review Enclosure (2), Frequently Asked Q & A (<http://auxodept.org>), regarding the clarification of dates for the categories of participation in Auxiliary activities requiring ICS training.

All coxswains in D5-NR must complete the IS100 and IS700 by 30 Jun 2006. Coxswains will not be eligible for patrol orders if the training and/or course have not taken place. Realizing that the data entry may not coincide with completion of the course, FCs must work with the SO-OP to keep them informed on the status of their members.

6 - AUXILIARY COURSES, CREDIT & CERTIFICATES

Members who have taken and passed courses on-line via the NTC should see the course appear in AUXDATA within two weeks. A program called AUXCAL generates a letter and certificate, if applicable, and makes an automatic entry into AUXDATA for those who have passed. Members can also check the web site "Check My Passing Score" at any time for results: <http://cgexams.info/testing/checkmypassingscore.asp>

DCPs are asked to advise DIRAUX of any members who have not received proper credit, certificate and/or respective device by sending a list of names via e-mail or memo to the attention of YN2 Scott Stein. Include for each unit the member's name, EMPLID, course and date taken. Requests by individual members will not be processed.

When a member has taken and passed their FIRST or LAST specialty course, please indicate this important fact on the Answer Sheet at the top near the member's name (if a first or last course is completed on-line, please send an e-mail to YN2 Scott Stein). This will help us not to overlook these special circumstances.

Please review the On-Line Testing Rules page on the National web site for more information: <http://cgexams.info/testing/ExamRules.htm>

7 - BOAT CREW QUALIFICATION PROGRAM

The patrol season opened 15 May and there is a lot of currency maintenance in the works. Please be sure to report all activity in proper and timely manner. Lead coxswains are responsible for completing and submitting the ANSC-7030, Activity Report form, to the FSO-IS to whom the OPFAC is attached. Remember to make a note in the remarks section if any member has performed supervised hours to satisfy getting them out of REYR status. Once reported, the SO-IS will notify DIRAUX and request for the member's competency to be re-set. Only after re-setting by DIRAUX may the member perform lead or non-lead activity.

Please remember to include the District and Unit for members performing in our region who are members outside of D5-NR. The SO-IS is able to enter any member from anywhere in the U.S.

8 - REYR AND MANDATORY WORKSHOPS

To serve as a reminder, the 2005 mandatory workshops for IT, OPS, RBS & VE must have been entered into AUXDATA by 31 May 2005. On 01 Jul 2005, members who did not have a workshop recorded were set to REWK status. If the 2005 workshop was not taken nor entered into AUXDATA by 31 Dec 2005, the member's competency was set to REYR. Members whose competencies have fallen into this status may only perform in the respective program areas as a trainee. Once a member has satisfied this requirement, the SO-IS will notify DIRAUX with a request to re-set the member's currency.

Any member who has not taken the required workshop may do so on-line at: <http://safetyseal.net/workshops/workshop/>. The member will receive completion credit by completing the enrollment form at the end of the review. If a member completes the course and form, but, still has not been credited by the following month, please advise your FC and SO-IS for proper reporting to DIRAUX.

Once this element has been entered, the SO-IS may request for DIRAUX to re-set the member's qualification status in AUXDATA.

9 - AUXILIARY OPERATIONAL FACILITIES

Most of our region's OPFACs are up-to-date and we would like to take this opportunity to remind those who need their facility inspected to do so at least one month before expiration to allow for processing and data entry. Any facility that is past inspection is not permitted to receive patrol orders.

OPFAC PHOTOS - Digital photos of Vessel/PWC/Aircraft facilities must be e-mailed directly to the respective POMS Administrator as a JPEG (.jpg) file attachment labeled with vessel REGISTRATION NUMBER as follows:

Sector Delaware Bay - Carol Owens: carol.l.owens@uscg.mil

SFO Atlantic City

(Surface Facilities)- Kathleen (Mickey) deFerrari: kathleen.c.deferrari@uscg.mil

(Air Facilities) - LTJG Ben Walton: benjamin.m.walton@uscg.mil

Photocopies of operational facilities received with inspection forms do not satisfy this requirement.

10 - SUPPLIES

Each Division will be provided with one case of copy paper. SK3 Craig Kalucki will notify DCPs when paper is ready and coordinate pick-up arrangements. Requests for ink and toner are to be submitted by the DCP directly to SK3 Kalucki. Notification will be sent to the DCP as soon as the request has been filled and ready for pick-up. EXCOM is coordinating a detailed (and prioritized) D5-NR "Wish List" for other supplies that might be needed (e.g., digital cameras, printers) so that purchases can be made in August or so, funds permitting.

11 - DISENROLLMENTS

The deadline regarding disenrollments for members who have not paid their 2006 dues is 30 Jun 2006. If the paperwork is not postmarked to the DSO-PS by this date, then the member will be carried over and the Flotilla will be responsible for paying their dues. Guidelines for non-payment of financial obligations can be found in the D5-NR Policy Manual, D5NRINST M16790.1B, Chapter 2.A.2.b. As a reminder, all disenrollments for non-payment of dues shall have a statement from the FC attesting to the attempts made to contact the member and/or copies of any associated paperwork that documents such attempts. Forms submitted without such statement and/or paperwork will be returned to the FC by the DSO-PS for re-submission.

All other disenrollments (e.g., Member Request or Retired Request) must be postmarked to the DSO-PS by 30 Nov 2006.

12 - "C" SCHOOLS

Members who wish to attend available "C" School courses may do so by submitting a Short Term Training Request (STTR) form, ANSC-7059, to DIRAUX via their FC. The FC must make the first endorsement and the second endorsement will be made by the Director. Final determination rests with the Training Quota Center (TQC). If selected, TQC will send orders directly to the member via e-mail. Members must have current e-mail address listed in AUXDATA.

Any member who has completed a "C" School is asked to provide a copy of their certification of completion to DIRAUX (attention to YN2 Scott Stein), to ensure that the proper data entry has been completed by the Training Quota Center (TQC) and an entry has been made into their member record.

13 - DIRAUX STAFF DUTIES

Our staff's administrative duties are listed below. Auxiliary leadership should contact the designated point of contact for a given situation, issue or question as needed (using the chain of leadership and management).

CDR Scott Rogerson	scott.d.rogerson@uscg.mil	215-271-4932
-Leadership and Management		
-Mishap/Injury Reporting		
-Personnel Security Investigations		
-Public Affairs		
Elizabeth Kain	elizabeth.f.kain@uscg.mil	215-271-4937
-Administrative Issues		
-AUXDATA		
-Facility Certifications		
-ID Card Requests		
-Member Service Awards		
-Performance Service Awards		
-Sustained Auxiliary Service Awards		
YN2 Scott Stein	scott.r.stein@uscg.mil	215-271-4933
-Enrollments/Disenrollments/Transfers		
-Qualifications/Certifications/Advancements		
-Test Grades/Test Requests for Specialty Courses		
SK3 Craig Kalucki	craig.p.kalucki@uscg.mil	215-271-4858
-Conferences		
-Finance		
-Property/Supply Requests		
-Training Requests		
-Travel Reimbursements		
BCQP Coordinator, Lee Crossman	lionel.f.crossman@uscg.mil	215-271-4936
-Auxiliary Awards Program		
-Boat Crew Qualification Program		
-TCT Requests		

Please remind members to use their chain of leadership and management.

Enclosures:

(1) PERSONNEL SECURITY INVESTIGATIONS - FREQUENTLY ASKED QUESTIONS & ANSWERS

http://www.5nr.org/downloads/notice/5NR_PSI_Q&A.pdf

(2) INCIDENT COMMAND SYSTEM GUIDANCE

<http://auxodept.org>