

# Fifth Northern Region Auxiliary

## Notes Of General Interest

Issue: 02-2005

Date: 26 AUGUST 2005

CDR Scott D. Rogerson  
Director of Auxiliary

Leon E. Kehr  
District Commodore

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

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### 1 - FROM THE DIRECTOR

- Congratulations to 5NR's ISAR Team: Fifth Northern's International Search and Rescue (ISAR) team WON the regional play-offs at Cape May in late July and will be one of six U.S. teams from across the nation to compete against six Canadian teams in Halifax on 30 Sep and 1 Oct (see <http://www.ccca-gcac.org/isar2005/english/home/index.asp> for details). Let's all wish Bill Beihl (7-12), Lee Frost (77), Jim Norton (72) and Richard Wagar (7-12) our best as they continue to prepare for this outstanding event and head to Nova Scotia in late September. Way to go, team - bring home the gold from Halifax!!!
- Awards Update: I have approved the following changes to Chapter 12 of the 5NR Policy Manual (D5NRINST M16790.1A), effective 1 Aug 05 (please see Enclosure (1) for details):
  - Eliminate Director's Administrative Award. (The award will be given for 2005, though.)
  - Add DIRAUX Certificate of Appreciation (distinct from D5-NR Award of Appreciation and District Commodore's Special Appreciation Certificate).
  - For Awards Presented by the District Board to Divisions (Section 12.B.3) and Flotillas (Section 12.B.4), eliminate the eligibility restrictions.
  - For Awards Provided by the District Board for Presentation by Division Captains (Section 12.B.6), eliminate certificates and recognize Top 10% (vice 12%) with plaques.
  - Add Commercial Fishing Vessel Examiners and Exams to Point System (Paragraph 12.B.8.b).

Note 1: These changes will be formally promulgated as part of Change 1 to the 5NR Policy Manual in due time (but are effective immediately in the meantime).

Note 2: Divisions and Flotillas are heartily encouraged to develop/improve their own awards program to show due respect and appreciation in a timely manner; and should make the distribution of all awards distinctive and attractive.

- AUXPAL Update: All District Five Coast Guard commands were directed to develop Auxiliary Personnel Allowance Lists (AUXPAL) in 2005 and should be working with local Auxiliary Unit Liaison Officers (AUXULOs) to complete this important task. Completed AUXPALs should be submitted electronically to the Vice Commodore and me. AUXULOs should work with local leadership to fill any vacancies that are identified through this process and with local commands to keep these documents current.
- Leadership Minute: I'd like to talk for a minute about change. I've heard that if there is one thing that is constant, it is change. I've also heard that besides death and taxes, change is the only thing you can count on. Obviously, change is a big part of life, and how we react to changes can make or break us. From my Command Philosophy: "Our lives are not determined by what happens to us, but how we react to what happens; not by what life brings to us, but by the attitude we bring to life." With all this in mind...
  - For anyone who hasn't heard, CWO Joe Hartline has requested to retire from the Coast Guard after 29 years of dedicated service. Though he intended to stay with us through 30 years in Nov 06 (per my remarks in the last Topside), an opportunity came that he simply couldn't pass up - Joe anticipates beginning terminal leave in Oct 05 to begin work as a civilian at Coast Guard Sector Delaware Bay. Rest assured that we are doing everything in our power to get a replacement in as soon as possible and that we will work as hard as necessary to meet your needs in the meantime. We will be in touch regarding coming changes to our processes and POCs soon (it is business as usual for the time being, though). Your patience and support will go a long way to helping us through what may prove to be a difficult period (we all know how phenomenal Joe has been as our OTO). We will be in touch as necessary, especially regarding a retirement ceremony for CWO Hartline and his family.
  - Many other active duty Coast Guard personnel changed out during the 2005 transfer season (e.g., CO of Sector Delaware Bay, XO of SFO Atlantic City, CO of CGC WILLIAM TATE, just to name a few). These personnel changes could result in policy or program changes, may require assertive leadership by local Auxiliary personnel (i.e., be sure to introduce yourselves to the new folks in town), and might just provide opportunities to improve "Gold-Silver" relationships on a local level (where improvement is possible). In short, be flexible, proactive and optimistic, and make the best of any changes where you are serving!
- Did You Know?
  - Flotilla Numbering (see page 4-3 of the Auxiliary Manual): Hyphens (e.g., 16-3) are used when either the division or flotilla number exceeds nine. For flotillas with just two digits (e.g., 24), no hyphen is required. [Also, Roman Numerals are not used.]
  - National Ensign/Anthem (see page 12-3 of the Auxiliary Manual): When in uniform and outside (i.e., covered), one should come to attention and render the military salute. When in uniform and inside (i.e., uncovered), one should simply come to attention (but not salute...either with the military salute or by placing one's hand over the heart).

## 2 - CONGRATULATIONS!

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

### AUXOP

47	Kenneth Chandler	4-11	Ralph Onesti	13-3	Walter Sandell
13-6	Francis Lombardi	14-2	Steven Abrahams	14-2	Eric Johnsen
14-2	Robert Kuhn	14-2	George Weaver	14-2	Wanda Weaver
14-4	Walter Johnson	14-4	Robert Whyland	14-5	Kitty Jo Sprenkle
14-5	Terry Sprenkle	16-5	Frederick Mc Carthy	16-7	Robert Reinhardt

### COXSWAIN

69	Deborah Vareha	72	Lyn Thomas	82	Robert Boyd
82	Joseph Giannattasio	85	Richard Collinson	86	James McCarty

### 3 - NEW MEMBER ENROLLMENT APPLICATIONS

Thank you to all who have been working hard to ensure that New Member Enrollment packages are complete when submitted to DIRAUX for processing. Because of this, we are making good progress in turn-around time with regards to submission from our office to a response from SECCEN.

In light of this information, the following guidelines still apply. In addition, all forms for New Enrollment Applications can be found on our regional web site: <http://www.5nr.org>

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

- 1 - Enrollment Application (CGAUX-32 form)
- 2 - Check for \$16
- 3 - Prospective Member Interview (CGAUX-2 form)
- 4 - New Member Test Sheet
- 5 - Operation Patriot Readiness form
- 6 - ID Card photo (on 3.5" floppy disk, per D5-NR Policy Manual)
- 7 - ID Card Info (D5-NR ADMIN-11 form)

**COMPLETE FINGERPRINT PACKAGE SHALL BE HANDLED BY THE FINGERPRINT TECHNICIAN ONLY.  
FINGERPRINT CARDS AND FORMS MUST BE PUT IN ENVELOPE IMMEDIATELY AND FORWARDED TO DIRAUX.**

- 1 - Authorization for Release of Information (SF-85 form - available on G-OCX web site [www.cgaux.info/g\\_ocx/administration/security](http://www.cgaux.info/g_ocx/administration/security))
- 2 - Special Agreement Check (OFI-86C form - this form is listed on the G-OCX web site as "Security Agreement Check")
- 3 - Two (2) Fingerprint Cards (FD-258 form)
- 4 - USCG Auxiliary/SECCEN Verification of Citizenship Form as requested by applicant  
**\*OPTIONAL\***

The **\*OPTIONAL\*** Verification of Citizenship form has eliminated the most time-consuming step in the PSI process and has had significant results in the response time from SECCEN.

Please note that this is not a mandatory element of the PSI process for the member, however, it is strongly recommended.

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/SECCEN 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 Fingerprint Technician must complete Section 2. The Fingerprint Technician operates under the Non-Disclosure Statement signed compliant to the qualification guidelines, therefore, the 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 FP Tech 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 convenience.

The USCG Auxiliary/SECCEN Verification of Citizenship Form can be found on the Chief Director's Website: [www.cgaux.info/g\\_ocx/administration/security](http://www.cgaux.info/g_ocx/administration/security) as well as our regional web site.

**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 safety 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 safety course after the fact, a new ID card will not be processed until the original card expires.

#### **4 - BASIC GUIDANCE AND CLARIFICATION FOR NEW MEMBERS - ANOTHER UPDATE**

New guidance from the Chief Director's Office will allow interim certifications for new enrollees based on the following information:

"Once a Favorable OS PSI determination is received, then the member's status in AUXDATA is changed to BQ or IQ and any of the hands-on training tasks needed for a qualification that requires a DO PSI may be completed - if the member completes all qualification requirements, but has not yet received their DO PSI determination, then DIRAUX may issue an interim certification upon favorable review of the member's SF-86 (i.e. - no glaring issues found in it) - with an interim certification, the member may be issued orders to perform missions - if the DO PSI ultimately comes back Favorable, the member should then be issued their qualification (i.e. - closes out the interim certification - please also note that in AUXDATA, a member with an interim certification under these circumstances is entered and recognized as "qualified")."

Official information will be incorporated under separate cover to the Auxiliary Manual.

#### **5 - DHS ID CARDS**

Effective immediately, 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.2.c. Please take note that ID cards will not be issued to members who have not submitted the 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.

#### **6 - ELECTRONIC FUNDS TRANSFER SYSTEM FOR REIMBURSEMENTS**

Enclosure (2) is a message from the Chief Director's office with a request for help to reduce Coast Guard costs for the reimbursement of orders. The Coast Guard Finance Center (FINCEN) prefers that Electronic Funds Transfer (EFT) be utilized whenever possible. The EFT enrollment option is still available via paper form that can be mailed or faxed to FINCEN. This form (FMS-2231) has been updated to ensure accuracy. It can be found in the Forms section of the National Auxiliary web site: <http://www.cgaux.org>

#### **7 - SPECIALTY COURSE CERTIFICATES**

It has come to our attention that some members who have taken and passed a specialty course on-line exam have not received their certificate of completion. Since 01 March 2005, the National Testing Center (NTC) has submitted a certificate for each member who has completed a specialty or professional development (e.g., ICS, IIMS) course. These certificates have been forwarded to the respective FC for presentation.

Please advise DIRAUX of any members who are in this situation 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 taken for action.

In addition, when a member has taken and passed their FIRST or LAST specialty course, please ensure that this is written on the Answer Sheet at the top near the member's name. This will help us properly recognize these important events.

## 8 - BCQP DISCREPANCIES

We came across a few problems with Activity Reports that do not match up with issued patrol orders. We have rectified some of these problems; however, they should not occur at all. Each coxswain is responsible to ensure that accurate and complete information is contained on each connecting report - from the Patrol Order to the Activity Report form, ANSC-7030 and down to the OPS-3A/B forms. All information must match (date, PO#, and vessel registration #).

Another area of concern is the lapse of time that goes by before a unit or member realizes that there is problem. We have had many requests to reinstate activities for correction that are close to or over a year old. The problem lies equally with either the form not entered properly or member's names or tasks initially omitted from the form. Members names shall not be added for correction after the activity has already been posted. If this is a legitimate error, then, a copy of the patrol order shall accompany the request containing the omitted member's name. DIRAUX will not accept any requests to reinstate activity for corrections if the activity was performed more than six months prior to the request.

Awards rest on the bottom line of these circumstances. Changing the activities of members after the fact does not allow us to recognize their efforts. End of year awards such as the Annual Performance Service Award are calculated at the close of 31 Dec each year and will not be changed to allow for errors that have been made. The Sustained Auxiliary Service Award is accumulative.

## 9 - REWK AND MANDATORY WORKSHOPS

As a reminder, the 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. 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.

**New information from the V-Department:** A VE Workshop presentation is available on the National website for any member in REWK status for VE or RBS who has not completed this mandatory requirement. The direct web address is: <http://safetyseal.net/workshops/workshop/> - participants will receive completion credit by completing the enrollment form at the end of the review. Please pass this word throughout the membership.

Any member who has not taken the required workshop must do so by 30 Sep 2005 or they will revert to REYR status 31 Dec 2005.

## 10 - AUXILIARY OPERATIONAL FACILITIES

Longitude and latitude are a required element for ALL facilities: operational and non-operational aircraft/vessel facilities; fixed land and mobile radio facilities.

Many mobile radio facilities do not record the longitude and latitude, however, this information is needed. Please pass the word to your Communications Officers to ensure that this data is sent to the DSO-CM, Joe Rzucidlo. The Long/Lat must be for where the mobile radio is based when not in use.

**OPFAC PHOTOS** - As a reminder, ALL digital photos of Vessel/PWC/Aircraft facilities must be e-mailed directly to the respective POMS Administrator as a JPEG (.jpg) file labeled with vessel REGISTRATION NUMBER as follows: (Photocopies of operational facilities received with inspection forms do not satisfy this requirement.)

Sector Delaware Bay - Carol Owens: [clowens@msogruphila.uscg.mil](mailto:clowens@msogruphila.uscg.mil)

Sector Field Office Atlantic City  
(Surface Facilities)- Kathleen (Mickey) deFerrari: [kdeferrari@gruasatlcty.uscg.mil](mailto:kdeferrari@gruasatlcty.uscg.mil)  
(Air Facilities) - LT John Hall: [jbhall@gruasatlcty.uscg.mil](mailto:jbhall@gruasatlcty.uscg.mil)

## **11 - ELECTIONS**

Elections are approaching rapidly and to help with the process, the required forms, ADMIN-2, Certification of Election, mailed directly to DIRAUX and ANSC-7007, Annual Unit Officer Report Form, mailed directly to the SO-IS for data entry, can be found on our regional web site: <http://www.5nr.org>. These forms must be received by DIRAUX and the SO-IS by 15 Dec 2005.

Guidelines for holding an elected office can be found in the Auxiliary Manual, COMDTINST M16790.1F, Chapter 4.F.

Guidelines for Waiver of Eligibility Requirements can be found in the D5-NR Policy Manual, D5NRINST M16790.1A, Chapter 2.E.3.

Division and Flotilla officer nominees, if elected and prior to assuming office, must ensure that their PSI package has been received by DIRAUX for submission to SECCEN.

As we have done in the past two years, the data entered for all elected and appointed offices listed in the D5-NR Directory for 2006 will be extracted from AUXDATA. Data entry must be completed by 31 Dec 2005. Any Division or Flotilla who does not have the required information ready for data entry by this date will not be listed in the directory.

## **12 - DISENROLLMENTS**

As we come into the latter part of the year, FCs are reminded to review their member rosters to confirm that members have been appropriately disenrolled.

The deadline regarding disenrollments for members who have not paid their 2004 dues was 30 Jun 2005. If the paperwork was 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 M16790.1A, 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, such as Member Request, Retired Request or Failure to Pay 2005 Dues, must be postmarked to the DSO-PS by 30 Nov 2005.

## **13 - FORMS**

The National Forms site on the web was updated 3 Aug 2005. Please encourage all Communication Services Officers to check the site (<http://www.cgaux.org>) for newly revised forms.

## **14 - CHANGES TO D5-NR DIRECTORY**

Please note the following additional changes to the D5-NR Directory:

DSO-AN Doug Bomeislser  
ADSO-AN (C) John Fuller

DSO-AV Wes Pace  
ADSO-AVO Richard Huber

DSO-MA Jean Stretch and  
Sue Wade

FC 7-10 Anne DeGennaro

VFC 95 David Robb

VFC 11-4 Ronald McDowell

## **15 - POLO SHIRT AVAILABILITY**

The Auxiliary Operations Polo Shirt is available through the Auxiliary Center (AUXCEN). Please see Enclosure (3) for more information.

## 16 - "C" SCHOOLS

Any member who has completed a "C" School this year is asked to provide a copy of their certification of completion to DIRAUX (attention 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.

## 17 - DIRAUX STAFF DUTIES

Our staff's administrative duties have been modified and are listed below. Please use the following contact list (updates will be provided as necessary):

CDR Scott Rogerson -Leadership and Management -Public Affairs	<a href="mailto:sdrogerson@dirauxphiladelphia.uscg.mil">sdrogerson@dirauxphiladelphia.uscg.mil</a>	215-271-4932
CWO4 Joe Hartline -Training -Injury/Mishap Reporting -Personnel Security Investigations	<a href="mailto:jhartline@dirauxphiladelphia.uscg.mil">jhartline@dirauxphiladelphia.uscg.mil</a>	215-271-4934
Elizabeth Kain -AUXDATA -Facility Certifications -Member Service Awards -Sustained Auxiliary Service Awards	<a href="mailto:ekain@dirauxphiladelphia.uscg.mil">ekain@dirauxphiladelphia.uscg.mil</a>	215-271-4937
YN2 Scott Stein -Enrollments/Disenrollments/Transfers -Qualifications/Certifications/Advancements -Test Requesting/Grading	<a href="mailto:sstein@dirauxphiladelphia.uscg.mil">sstein@dirauxphiladelphia.uscg.mil</a>	215-271-4933
SK3 Craig Kalucki -Conferences -Finance -Property -Travel Reimbursements	<a href="mailto:ckalucki@dirauxphiladelphia.uscg.mil">ckalucki@dirauxphiladelphia.uscg.mil</a>	215-271-4858
BCQP Coordinator, Lee Crossman -Auxiliary Awards Program -ALL questions regarding qualification status in the Boat Crew Program	<a href="mailto:lcrossman@dirauxphiladelphia.uscg.mil">lcrossman@dirauxphiladelphia.uscg.mil</a>	215-271-4936

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

### Enclosures:

- (1) REVISIONS TO CHAPTER 12 OF D5NRINST M16790.1A (effective 1 Aug 05)
- (2) [Chdiraux-1] ELECTRONIC FUND TRANSFERS FOR YOUR REIMBURSEMENTS-013/05
- (3) [Chdiraux-1] AUXILIARY OPERATIONS POLO SHIRT AVAILABLE-014/05

**Revisions to Chapter 12 of D5NRINST M16790.1A  
(effective 1 Aug 05)**

**Section 12.B.1:**

1. Awards Presented/Sponsored by DIRAUX.

- a. D5-NR Award of Appreciation. This formal recognition program is supported with Coast Guard funding and is formally structured to recognize Auxiliarists who make significant contributions in direct support of Coast Guard active duty units and interests. The program is not intended to be goal-oriented nor quantitatively driven but rather designed to facilitate the ability of a Coast Guard unit to provide tangible and timely recognition to deserving Auxiliarists for a body of significant work in direct support of their unit. Award nominations should be submitted to the DIRAUX office by the Coast Guard unit.
- b. DIRAUX Certificate of Appreciation. This informal recognition program is structured to recognize individuals who provide outstanding support to the DIRAUX office or who make noteworthy contributions within the Auxiliary. The program is not intended to be goal-oriented nor quantitatively driven but rather designed to provide tangible and timely recognition to deserving members of Team Coast Guard. Award nominations should be submitted to the DIRAUX office via the chain of leadership and management.

**Paragraph 12.B.3:**

3. Awards Presented by the District Board to Divisions. Points, when used in conjunction with the following awards, will be determined in accordance with the District Board Point System found in paragraph 8.

**Paragraph 12.B.4:**

4. Awards Presented by the District Board to Flotillas. Points, when used in conjunction with the following awards, will be determined in accordance with the District Board Point System found in paragraph 8.

**Section 12.B.6:**

- Paragraphs a, b, c, and d:  
Change "Plaque Top 12%" to "Plaque Top 10%"  
Delete "Colored Seal Certificate" and "Certificate" lines.
- Delete Note below paragraph d.

**Paragraph 12.B.8.b:**

b. Vessel Exams.

- (1) For each qualified Vessel Examiner - one point
- (2) For each qualified Fishing Vessel Examiner - ten points
- (3) For each Vessel Safety Check given - one point
- (4) For each Facility Inspection given - one point
- (5) For each Fishing Vessel Exam given - ten points.

Sent: Tuesday, July 19, 2005 7:27 PM

Subject: [Chdiraux-1] ELECTRONIC FUND TRANSFERS FOR YOUR REIMBURSEMENTS-013/05

Importance: High

To: ALAUX  
Frm: CHDIRAUX  
Subj: ELECTRONIC FUND TRANSFERS FOR YOUR REIMBURSEMENTS - 013/05

1. Your help is requested in reducing Coast Guard costs of reimbursing you for orders. The Department of Homeland Security is pushing a mandate to require all payments made by the CG Finance Center to be accomplished electronically. The cost of an electronic funds transfer (EFT) is a fraction (approx 1/100th) of what it costs the Coast Guard to mail you a check. I personally urge you to assist in this fiscally responsible endeavor to make the best use of our limited Coast Guard funding.
2. Currently, 69% of payments made through the Patrol Order Management System (POMS) are done electronically and this system has proven to be efficient and reliable. Moreover, other Coast Guard personnel (Active, Reserve, Civilian Employees) have been required to have their pay deposited electronically for about the last 20 years. Understandably, some of you are reluctant to apply for EFT for various reasons. I ask that you reconsider your position based on today's technology, the Coast Guard's superior computer system security measures, and the overwhelming success of EFTs in general. The fear of identity theft is often a leading reason for apprehension, as well it should be! We hear too often about high tech thieves who prey on their unsuspecting victims. I'm not asking you to be foolish in your actions. You are very wise to be leery of internet scams and computer hackers. But did you know that you can sign up for EFT without joining the world of cyberspace or subscribing to an on-line service? You don't even need a computer! If you have a bank account then you are eligible to be included in payments via EFT. They are fast, secure and much less costly than issuing a check.
3. Our goal is 98% participation by October 1, 2005. I think we can exceed expectations by acting quickly and getting maximum participation within the next 2 to 4 weeks! Here is another opportunity for you to make a significant contribution to the United States Coast Guard. Please consider taking this simple but effective step toward outstanding stewardship of public funds. EFT enrollment forms are available in Appendix G of the Auxiliary Manual (page G-56) and in the Forms section of the Auxiliary web site ([http://www.cgaux.org/cgauxweb/home\\_frame\\_955a.htm](http://www.cgaux.org/cgauxweb/home_frame_955a.htm), form FMS-2231). Enrollment forms should be faxed to the Finance Center at (757) 523-6769. You can also enroll on-line at the Finance Center website [www.fincen.uscg.mil/aux\\_info.htm](http://www.fincen.uscg.mil/aux_info.htm).
4. The purpose of this list is to keep Auxiliarists as well as all other interested parties abreast of current developments, policies, manuals, etc. All information contained herein and linked is OFFICIAL policy and information.
5. Internet Release and Distribution is Authorized.
6. Captain B. Smith, Chief Director of Auxiliary, sends.

ENCLOSURE (2)

Sent: Tuesday, July 19, 2005 7:27 PM

Subject: [Chdiraux-1] AUXILIARY OPERATIONS POLO SHIRT AVAILABLE -014/05

Importance: High

To: ALAUX  
Frm: CHDIRAUX  
Subj: AUXILIARY OPERATIONS POLO SHIRT AVAILABLE -014/05

1. The Auxiliary Operations Polo Shirt is now available for ordering through the Auxiliary Center (AUXCEN). All orders must be processed through AUXCEN to ensure continuity.

2. The Auxiliary Operations Polo Shirt is an alternative to the Coast Guard Working Blue Uniform Shirt and the Operational Dress Uniform (ODU) Shirt, including cases when worn as a hot weather outfit. No logo, patches, insignia, nametapes, nor nametags of any type may be worn on the polo shirt.

Only the embroidery prescribed below is authorized.

3. Appearance: The Auxiliary Operations Polo Shirt has USCG AUXILIARY embroidered in white on the left front side, and the Auxiliarist's LAST NAME embroidered in white on the right front side. The shirt is dark blue, has no pockets, and is made of 100% combed cotton.

4. Costs: Sizes small (SM) through extra large (XL) cost \$32.50 each.

Double extra large (XXL) cost \$35.00 each. Triple extra large (XXXL) cost \$38.00 each. The quantity of shirts ordered will determine the shipping and handling fees.

5. Placing Orders: The embroidery vendor will send shipments directly to the shipping address using UPS...so a shipping street address is required for delivery (i.e. - do not provide a post office box address). You may order the Auxiliary Operations Polo Shirt directly from the AUXCEN using the special Operations Polo Shirt Order Form, a copy of which is available for downloading from the AUXCEN web site (<http://www.uscgaux.org/~auxcen/auxcen/OpsOrdeForm.pdf> ). You can also send an e-mail request for an electronic copy of the form to [auxcen@sbcglobal.net](mailto:auxcen@sbcglobal.net). (If you request the form by e-mail, please ensure that you include your District and Flotilla number as well as your EMPLID number).

The form can be submitted two ways. Print out the form, ensure that all of the information is included, then either:

a. mail it along with your check, money order or VISA/MasterCard information completed to:  
Coast Guard Auxiliary Center  
9449 Watson Industrial Park  
St. Louis, MO 63126

or

b. if using a VISA/MasterCard as payment, you may fax the form to AUXCEN at (314) 962-6804.

6. The Auxiliary Operations Polo Shirt will be incorporated into the next change to the Auxiliary Manual.

7. The purpose of this list is to keep Auxiliarists as well as all other interested parties abreast of current developments, policies, manuals, etc. All information contained herein and linked is OFFICIAL policy and information.

8. Internet Release and Distribution is Authorized.

9. G-OCX-1, sends.

ENCLOSURE (3)