



**Who am I supposed to contact? The Aux Affairs Assistant, the Yeoman or someone else?**

So much paperwork is processed in the Director's Office, it can be very easy to lose track of who does what. The following has been put together and put forward for your review and use. We hope this helps

**PO Ezekiel DeJesus - [Ezekiel.C.DeJesus@uscg.mil](mailto:Ezekiel.C.DeJesus@uscg.mil)...** Is responsible for the following:

- Replacement ID Cards (lost, stolen, expired and status changes)

**\*Note:** You cannot receive a replacement ID card if AUXMT (Mandated Training) does not appear in AUXDATA for the member.

- Travel Orders
- Proctor questions
- Qualification/Competency certificates or ribbons
- Anything to do with Exams

**Roger Lett (Auxiliary Affairs Assistant) - [Roger.Lett@uscg.mil](mailto:Roger.Lett@uscg.mil)...** Is responsible for:

- New Member Applications
- Re-Enrollments
- SECCEN Liaison
- Awards... SSA, Anniversary, Annual Performance, MTCs, OpMerits, etc.
- Upgrading members from IQ to BQ

**\*Note:** Only if the member has an existing photograph on file and has completed AUXMT will an updated ID card be printed automatically. If unsure, the FC should send a photo along w/ the ID Card Application.

- Transfers
- Disenrollments
- Newsletter Approval
- Arranging for award presentation by the CDR or OTO
- Reserving the AUX show display
- Establishing and disestablishing a flotilla (not until after it's been approved via The Chain)
- Completing the FP Tech Qual with receipt of practice cards
- Liaison for the CDR and OTO
- A member was issued an award but it's not showing in AUXINFO
- DO Applications (members in the Air Program, National Staff, Interpreter Corp)
- ALAC Cards
- General Customer Service



**Operational and Non-Op Facilities:**

- AUX Joe Heslin, Wednesday, 10AM - 2PM - [Joseph.Heslin@uscg.mil](mailto:Joseph.Heslin@uscg.mil)
- AUX Sherry Kisver, Wednesday, 9AM-12PM - [Sherry.Kisver@uscg.mil](mailto:Sherry.Kisver@uscg.mil)
- AUX Edward Petrie, Wednesday, 9AM-12PM - [Edward.Petrie@uscg.mil](mailto:Edward.Petrie@uscg.mil)

**Unit Officer Reports, Financial Reports:**

- AUX Joe Heslin, Wednesday 10AM-2PM - [Joseph.Heslin@uscg.mil](mailto:Joseph.Heslin@uscg.mil)

**The Ever Popular Qualifications Team:**

- **District Qualifications Officer (DQO):** Peter Byrne - [USCGAPNB@Gmail.com](mailto:USCGAPNB@Gmail.com)
  - **Aid Verifier:** Alfred Olson - [AOLsen413@Gmail.com](mailto:AOLsen413@Gmail.com)
  - **AIR Issues:** Yvonne Bangston - [YBangston@Juno.com](mailto:YBangston@Juno.com)
  - **AUXCHEF:** Douglas Janelle - [DougJanelle@Comcast.net](mailto:DougJanelle@Comcast.net)
  - **AUXCHEF:** Douglas Janelle - [DougJanelle@Comcast.net](mailto:DougJanelle@Comcast.net)
  - **AUXOP:** William Russell - [WRuss3@optonline.net](mailto:WRuss3@optonline.net)
  - **Boat Crew Initial Qualls** - Yvonne Bangston - [YBangston@Juno.com](mailto:YBangston@Juno.com)
  - **Boat Crew Currency Maintenance** - Lynn Enny - [GLanenny@AOL.com](mailto:GLanenny@AOL.com)
  - **CPR/EMT/First Aid/Respond/Paramedic** - Pat Ermilio, [USCGA1013@AOL.com](mailto:USCGA1013@AOL.com)
  - **ICS:** Tom Evans - [TJevans@Verizon.net](mailto:TJevans@Verizon.net)
  - **ADVANCE ICS:** Donna Cole - [DonnamCole.uscgaux@verzon.net](mailto:DonnamCole.uscgaux@verzon.net)
  - **Instructor:** Stephen Perrone - [SkPerrone@Hotmail.com](mailto:SkPerrone@Hotmail.com)
  - **Marine Dealer Visitor (PV):** Lillian Haines - [Norddorf@Comcast.net](mailto:Norddorf@Comcast.net)
  - **PAFFAIRS:** Lillian Haines - [Norddorf@Comcast.net](mailto:Norddorf@Comcast.net)
  - **Radio Facility, Radio Watchstander and TCO:** Alan Reff - [Adsocm@Gmail.com](mailto:Adsocm@Gmail.com)
  - **CFV / UPV / Vessel Examiner/AUX-OP:** William Russell - [WRuss3@optonline.net](mailto:WRuss3@optonline.net)

**Please Note:** The **Qualls team** does NOT work out of the DIRAUX office, so please do not try to contact them here.

## Odds & Ends...

### 1. The most common reasons for paperwork being returned to a Flotilla or members:

#### A) New Member Applications: (Roger Lett)

- The FT/CV did not sign the Verification of US Citizenship Section
- A copy of the birth certificate, passport or other Supporting Document was not enclosed (Passport must be signed)
- The FC/member (or guardian if needed) did not sign the New Member Application
- The New Member App and PSI forms were printed double sided or had binder holes
- You did not submit the MOST CURRENT VERSION of the Enrollment Application
- All required pages were not included (1 through 5 or more)
- DD214 was not included for prior military service

#### B) Travel Orders:

- The orders and travel claim was not signed or it wasn't signed in **BLUE** ink

#### C) Facilities:

- According to AUXDATA, the vessel owner is not Coxswain qualified or certified, therefore he/she needs to submit a "Non-Owner Use Authorization" letter or list all Coxswains by name
- The Vessel Examiner is not qualified; therefore the vessel must be re-examined
- The wrong version of the form was submitted. Member's **must** use Form ANSC 7003 **REV 04-07**).
- New Facility Inspections require a copy of the state REGISTRATION or DOCUMENTATION

### 2. Forms:

- The most current National Auxiliary forms are located at <http://forms.cgaux.org/>

**You MUST use the most current version of a form or you risk your entire submission being returned.**

### 3. My member still doesn't have a certificate? Why didn't you send it?

For certain certificates such as SSA awards and Annual Performance Awards, we can only print what AUXDATA tells us to. Please make sure your FSOs enter your members' activity in a timely fashion. We cannot do that from here. **Members cannot receive anniversary awards if their AUXMT does not show in AUXDATA.**

**4. We have a couple of members in our Flotilla who don't do anything. I don't think I've ever even seen them at a meeting. Can't we just disenroll them?**

- As long as a member's dues are current, he/she cannot be disenrolled. Inactivity is not grounds for disenrollment.
- If you are disenrolling a member for dues, you must provide the Director's Office with proof that you contacted them about payment. This should be a copy of the notice that was sent to them and/or a certified mail receipt or a copy of the envelope returned to you or the Flotilla by the Post Office because the member was no longer at that address, etc.

**5. ID Card Photos**

The preferred method of submitting ID card pictures is via email. This is because we receive so many damaged CDs and suspect this has something to do with the way they are handled at the post office. You can send them either before or after sending the New Member Application or the request for a replacement ID Card. Please make sure the file name is either the member's name or ID Number and do not send them via invitations to picture sites i.e., Ringo or Snapfish – we cannot open those websites to download pictures because the CG is restricted from accessing certain websites for security reasons.

Also, please make sure the photo is in .jpg or .jpeg format and taken against a SOLID red background. **DO NOT crop them, we need to make them a specific size on our end.**