

CHAPTER 8. MATERIALS

A. District Materials Center.

1. The Eighth District Auxiliary provides a District Materials Center supervised and run by the District Staff Officer – Materials (DSO-MA) on a voluntary basis with all proceeds going into the district's fund. District members may order items directly from the store. Most Auxiliary materials needed by district, division or flotilla personnel are carried in the store. Charge sales may be permitted at the Commodore's discretion and payment(s) must be made within thirty days of shipment.

B. District Forms.

1. Director of Auxiliary (DIRAUX) Forms. DIRAUX Forms are available from the Assistant District Staff Officer – Materials (ADSO-MA) or DIRAUX.
2. Coast Guard Forms. Division Staff Officer – Materials (SO-MA) and Flotilla Staff Officer – Materials (FSO-MA) may order Coast Guard forms and envelopes from the Auxiliary National Supply Center (ANSC) per ANSC procedures.

C. Property Items.

1. Coast Guard Owned Property. Coast Guard owned property is property such as office equipment, audiovisual equipment, electronic equipment, vessels, aircraft, small boats, small arms, marine environmental response equipment, art work, models, artifacts, microcomputer equipment purchased with Coast Guard funds.
2. Loans and Transfers of Coast Guard Owned Property. In accordance with the Property Management Manual, COMDTINST M4500.5 (series) Coast Guard owned property items are authorized for loan to any Auxiliary unit from any Coast Guard unit. Requests for transfer of Coast Guard owned property items to an Auxiliary unit must be submitted in writing from the Auxiliary unit to Commandant (G-CFM) via their chain of communications. See section 6.C., Auxiliary Manual, COMDTINST M16790.1 (series).
3. Donations of Funds and Property. The solicitation, acceptance and use of funds, property and services which are donated to the U. S. Coast Guard Auxiliary shall be in compliance with the Auxiliary Manual, COMDTINST M16790.1(series).
4. Property Custodian. DIRAUX Storekeeper (SK) is the overall property custodian of all Eighth District Coastal Region Auxiliary Coast Guard owned property items. The Flotilla Commander (FC) is the designated custodian for all Coast Guard owned property items within the flotilla and must work closely with the SK to ensure accountability and management of all property items.

5. Property Management. The SK and FC custodians are responsible for the following:
 - a. Maintain accountability and control of Coast Guard owned property within a specified area or flotilla.
 - b. The FC shall maintain a flotilla Coast Guard Owned property accountability log to include but is not limited to the following information:
 - (1) Flotilla number and name
 - (2) FC name
 - (3) Item description
 - (4) Item serial number
 - (5) Coast Guard unit the item was received from
 - (6) Date the item was received
 - (7) Date the item was returned to the Coast Guard unit (when applicable)
 - c. Complete an annual inventory.
 - d. Mark all Coast Guard owned property with the letters "USCG".
 - e. Report any lost, damaged or destroyed property to DIRAUX.
6. Coast Guard Owned Property Inventory. All Coast Guard owned property must be inventoried annually and upon relief of the FC. The unit FC shall list all Coast Guard loaned property item(s), with the item(s) serial number, using a Unit Inventory Sheet located on the reverse side of the Financial Report of an Auxiliary Unit, ANSC 7025. In the event of a change to the flotilla's property inventory or upon request by the FC, an updated inventory of property items will be provided by DIRAUX via the Integrated Support Command (ISC) New Orleans, LA. Refer to Enclosure (1) for a sample form ANSC 7025.
7. Repair of Auxiliary Equipment:
 - a. Operational Items. If the item is operational in nature, (e. g. radio, fire extinguisher, etc.), the callout authority is the prime source of repair.
 - b. Non-Operational Items. If the item is non-operational, (e. g. 35mm projector, slide projector, etc.), DIRAUX shall be the prime source of repair. If deemed necessary, damaged equipment may be replaced or a purchase order may be issued by DIRAUX authorizing commercial repair. Once repairs have been satisfactorily completed, a receipt must be forwarded to DIRAUX. **Cost of repairs made without DIRAUX authorization will be the responsibility of the flotilla.**
8. Disposal of Coast Guard Owned Property. Property items that are considered to be beyond repair or the cost of repair will exceed the value of the item, may be disposed of with DIRAUX authorization. The FC must inform DIRAUX of any item in need of

disposal so that a determination may be made as to the type of disposal required. Disposal of property items may be conducted as follows:

- a. Report of Abandonment/Destruction Personal Property Form, CG-5598. If the original cost of the item was less than \$500.00 a CG-5598 form may be used. DIRAUX will forward the CG-5598 to the respective FC who will destroy the item in front of a witness. Upon the completion of destruction, the FC and the witness must print and sign their name on the CG-5598 and return it to DIRAUX within 5 working days. Refer to Enclosure (2) for a sample CG-5598.
- b. Report of Survey, CG-5269. A Report of Survey must be conducted for Coast Guard owned property items that are lost, damaged or destroyed and have an original acquisition cost of \$500.00 or more. Auxiliarists are not authorized to conduct a report of survey. If a property item is in need of a report of survey the FC shall inform DIRAUX and the Coast Guard unit the item was received from. The applicable Coast Guard unit shall conduct the report of survey in accordance with Property Management Manual, COMDTINST M4500.5 (series).

DEPARTMENT OF TRANSPORTATION U.S. COAST GUARD ANSC 7025 (11-97)	UNITED STATES COAST GUARD AUXILIARY FINANCIAL REPORT OF AN AUXILIARY UNIT
REPORTING UNIT (NAME & NUMBER)	TYPE OF REPORT - CHECK ONE <input type="checkbox"/> REGULAR <input type="checkbox"/> RELIEF <input type="checkbox"/> CORRECTED
	TYPE OF UNIT - CHECK ONE <input type="checkbox"/> DISTRICT <input type="checkbox"/> DIV <input type="checkbox"/> FLOTILLA
Do not enter real estate, equipment, inventory, or other property on this page. See reverse side.	
1. BEGINNING BALANCE 1/1/ _____	
a. Checking account	\$ _____
b. Savings, CDs	\$ _____
c. Trust Funds	\$ _____
d. Other cash items	\$ _____
2. Total Beginning Cash Items	\$ _____ 0.00
3. CASH RECEIPTS	
a. Dues	\$ _____
b. PE course fees	\$ _____
c. Cash contributions	\$ _____
d. Uniform, flags, insignia	\$ _____
e. Conferences, mtgs	\$ _____
f. Other cash items, specify _____	\$ _____
4. Total Cash Receipts	\$ _____ 0.00
5. Total Cash Items & Receipts	\$ _____ 0.00
6. CASH DISBURSEMENTS	
a. Dues (Dist/Div)	\$ _____
b. PE expenses	\$ _____
c. Uniforms, flags, insignia	\$ _____
d. Conferences, mtgs	\$ _____
e. Material & equipment	\$ _____
f. Building repair/maint	\$ _____
g. Utilities	\$ _____
h. Trophies, awards	\$ _____
i. General disb. (specify) _____	\$ _____
7. Total Cash Disbursements	\$ _____ 0.00
8. ENDING BALANCE 12/31/ _____	
a. Checking account	\$ _____
b. Savings, CDs	\$ _____
c. Trust Funds	\$ _____
d. Other cash items	\$ _____
9. Total Cash Items at Year End	\$ _____ 0.00
I, the undersigned certify the above to be true and correct to the best of my knowledge and belief, and I accept responsibility for the same	
FN _____ PREPARER	FC/DC/PCO _____ APPROVAL
FN _____ RELIEVING OFFICER	DC/DC/PCFC _____ RELIEVING OFFICER
_____ AUDIT COMM IF REQUIRED	_____ DIRECTOR

Previous editions are obsolete

Back of ANSC 7025 (11-97)

UNIT INVENTORY RECORD

A. List date and description of real estate, equipment, inventory, Stocks and bonds, and other property purchased by the unit.

Description:	Date
1. _____	_____
2. _____	_____
3. _____	_____
4. _____	_____
5. _____	_____
6. _____	_____
7. _____	_____
8. _____	_____
9. _____	_____
10. _____	_____

Attach additional sheet if necessary.

B. List date and description of Real estate, equipment, inventory, Stocks and bonds, and other property donated or contributed to the unit.

Description:	Date
1. _____	_____
2. _____	_____
3. _____	_____
4. _____	_____
5. _____	_____
6. _____	_____
7. _____	_____
8. _____	_____
9. _____	_____
10. _____	_____

Attach additional sheet if necessary.

C. List name of lender and description of equipment and other property on loan to you from the Coast Guard or other Government entities.

Description:	Date
1. _____	_____
2. _____	_____
3. _____	_____
4. _____	_____
5. _____	_____
6. _____	_____
7. _____	_____
8. _____	_____
9. _____	_____
10. _____	_____

Attach additional sheets if necessary

I certify that the above listed property has been verified by me and is true and correct to the best of my knowledge. I, the relieving Officer accept responsibility for the Unit inventory as stated above.

FC/DCP/DCO _____	DATE _____	FC/DCP/DCO _____	DATE _____
		RELIEVING OFFICER	
MA _____	DATE _____	MA _____	DATE _____
		RELIEVING OFFICER	
Audit Comm _____	DATE _____	DIRAUX _____	DATE _____
	<small>IF REQUIRED</small>		

Due March 1, or according to District Policy. Distribution DIRAUX via DSO-FN