

UNITED STATES COAST GUARD AUXILIARY
EIGHTH DISTRICT, EASTERN REGION



OFFICE OF THE
DISTRICT COMMODORE

Rick Schal

Phone: (502) 228-3965

e-mail: schals@bellsouth.net

1 May 2016

From: District Commodore

To: All Members, Eighth District, Eastern Region

Subject: Communication with Directors' Office

When Eighth Eastern Region and Eighth Western Rivers Regions combined Directors' Offices, many of the administrative functions performed by the Eighth Eastern Directors' Office (Louisville) were transferred to the Eighth Western Rivers Directors' Office (St. Louis) The Staff of the Directors' Office in Eighth Western Rivers (St. Louis Office) took on the additional workload of District Eighth Eastern Region.

The following District Eight Eastern Region Policy shall be in effect with this letter until rescinded by the Office of District Commodore, Eighth Eastern Region, or the Director of Auxiliary Eighth Eastern Region/Eighth Western Rivers Region. This policy affects only the St. Louis Directors' Office. All business normally carried on with the Louisville Directors' Office, ie, Operations issues, such as certifications, requalification, I.D. Cards, Facility Offers of Use, that normally go to OTO Frascella and Commodore Schal, will continue to be routed through the Louisville Directors' Office.

1. Telephonic Communication with the Directors' Office in Eighth Western Rivers for our membership shall be the responsibility of Division Commanders or District Captains. Unless requested by the Directors' Office, all members shall send requests to the Division Commander who will make the calls, with exceptions being DSO-HR and DSO-IS, members seeking DO Security Clearances, and members issued Travel Orders with questions/issues regarding travel.
2. Likewise, electronic (email) correspondence shall be routed through the Division Commander. The same exceptions apply as in telephonic communications. Email correspondence is preferred when possible.
3. Visits to the Directors' Office shall be vetted through the District Captains for scheduling.

Rick Schal

Rick Schal
District Commodore
Eighth Eastern Region