



Chief Director's Point of Contact List

This Point of Contact (POC) list describes some of the general duties of each person that works in the Chief Director's Office.

If you have any questions regarding the Coast Guard Auxiliary program, please seek resolution within your Chain of Leadership and Management (COLM) including your servicing District Director of Auxiliary (DIRAUX) office. If your question still cannot be resolved after that, then please email CGAUX@uscg.mil.

*****The following personnel shall not be contacted directly unless you have exhausted all means of working within your COLM including your servicing DIRAUX Office.*****

Name	Title/Responsibilities	Telephone Number
Mr. Stephen "Steve" Minutolo	Deputy Chief Director of Auxiliary / Division Chief (CG-BSX-1) <ul style="list-style-type: none">• Supervise all aspects of Auxiliary program management.• Primary POC for VNACO and DNACO-Operations (O) / Recreational Boating Safety (RBS) / Mission Support (MS) / Information Technology & Planning (ITP).• Establish and monitor appropriate operational proficiency standards for Auxiliary personnel, facilities, and resources.• Maintain liaison with appropriate Coast Guard program managers to assist in development and maintenance of Auxiliary policies and training.• Serve as the planning element for all Auxiliary personnel, facility, and resource-related issues including Auxiliary program staffing and budget procurement, management, and defense.• Coordinate requests for, and monitor, program, facility, and support manager use of Auxiliary personnel and facilities. Provide policy and guidance to operational and support commanders on the use and support of Auxiliary personnel and facilities as applied both domestically and internationally.• Prepare, review, and deliver briefings and replies to queries regarding Auxiliary programs.• Represent the Auxiliary program in all internal / external matters.	(571) 607-2713
Mr. Stephen "Steve" Minutolo	Administration Branch Chief (CG-BSX-11) <ul style="list-style-type: none">• Primary POC for ANACO-ForceCom (FC) / Chief Financial Officer / Chief Counsel and related programs.• Oversee and manage development of Legislative Change Proposals, regulatory changes, and LOIs.• Oversee and manage Auxiliary information system development and administration.• Oversee and manage Auxiliary program resource development and administration.• Oversee and manage development of training criteria and materials for qualifying Auxiliarists for assignment to appropriate duties including	(571) 607-2713

	<p>Auxiliary C-school programs, distance learning programs, and training course tools and materials.</p> <ul style="list-style-type: none"> • Oversee and manage development of policies and practices regarding elections, organizational matters, and Standing Rules. • Oversee and manage development of policies and practices regarding Auxiliary enrollment, membership, and administrative disciplinary matters. • Primary POC for Auxiliary Manual and Auxiliary administrative policy management including that for claims and litigation, record keeping, travel, awards, uniforms, personnel security, health service, international engagement, civil rights, and leadership. • Coordinate and manage Coast Guard support of the Auxiliary National Training Summit (NTS) and National Training Symposium (NTRAIN) including appropriate Coast Guard VIP preparations, logistical support, award processing, and training provision. • Oversee management and operation of the Auxiliary National Supply Center (ANSC) along with other Auxiliary program contracted services. • Secondary Auxiliary Logical Access Credential (ALAC) and NEATS Token Mission Partner Affiliation Sponsor Manager (MPASM). 	
LTJG Kelly Richters	<p>Assistant Administration Branch Chief (BSX-11)</p> <ul style="list-style-type: none"> • Assist CG-BSX-1 with all assigned duties. • Primary POC for ANACO-Information Technology / ANACO-ForceCom (FC) / DIR-International Affairs (I) / Public Affairs (A) / Human Resources (H) / Chaplain Support (G) / Student Programs (S) / Computer Software & Systems (C) / User Services (U) / Cyber Security (Y) / Administrative Investigations (O) / Document and Administration (W) and related programs. • Process AUXDATA II change proposals and oversee and manage AUXDATA II, CG Portal, CGBI applications. • Serve as Chair of the AUXDATA Change Advisory Board (CAB). • Provide preliminary handling of Congressionals, FOIA requests, web site referrals. • Provide preliminary handling of forms and publications matters. • Provide preliminary processing of Auxiliarist of the Year, Greanoff Leadership, AFRAS / National awards. • BSX-1 records manager/coordinator. 	(206) 827-5254
Mr. Steven "Steve" Keel	<p>Security Manager and Program Analyst (BSX-11)</p> <ul style="list-style-type: none"> • Auxiliary background checks & PII oversight and management. • Auxiliary personnel security investigation (PSI) program management. • Physical security program management. • Primary Auxiliary Logical Access Credential (ALAC) and NEATS Token Mission Partner Affiliation Sponsor Manager (MPASM). • CBP Vetting Security Manager. • TECS Security Manager. 	(571) 607-4711

	<ul style="list-style-type: none"> • Auxiliary cyber security oversight. • General Auxiliary program management. • CHDIRAUX web site manager. • DIRAUX collaboration site manager. • CGAUX@uscg.mil inbox manager. • AUXDATA Modernization Team Member. • COVID-19 Crisis Action Team (CCAT) Member and Auxiliary program impact facilitator for COVID-19 matters. 	
Mr. Randall Ellington	Budget & Finance Manager (BSX-11) <ul style="list-style-type: none"> • Auxiliary National Supply Center (ANSC) Manager / Contracting Officer's Technical Representative (COTR). • Auxiliary budget model and CG-BSX-1 spend plan / Continuing Resolution management. • Auxiliary national training event coordination / requests & justifications. • Injury & death claims management / Department of Labor (DOL) liaison. • Travel orders and ADOS support coordination / Government Travel Charge Card (GTCC) manager/coordinator. • Property management / SWS procurement and management. • Award and insignia design / Heraldry liaison. • Membership plaque orders. • Mission Partner Affiliation Sponsor Manager (MPASM) for ANSC. 	(571) 610-1311
LTJG Kelly Richters	Training Manager (BSX-11) <ul style="list-style-type: none"> • C-school management. • FORCECOM liaison. • Auxiliary qualification program development (assist operations & RBS programs / AUXDATA II connectivity / new program training and qualification development). • AUXOP program management. • Member / New Member training management. • Auxiliary Core Training (AUXCT) management. • Auxiliary leadership training management / CG Leadership Development Center liaison. • Coordinator for legacy Auxiliary Learning Management System (AUXLMS) and its replacement. • Auxiliary Online Classroom, Learning and Testing Center liaison. • Primary POC for DIR-Training (T) and Auxiliary C-school lead instructors and related programs. 	(206) 827-5254

YNC Elina Pereira	Personnel Administration Manager (BSX-11) <ul style="list-style-type: none"> • Travel order generation and issuance. • Travel claim filing and processing. • Travel training and regulation guidance / policy. • SATO / ETS facilitator. • Correspondence / TMS package processing. • Teleconference and conference room set-up and scheduling. • CHDIRAUX / DIRAUX / NEXCOM telephone directories and Auxiliary resource tracking tools. • Creation and maintenance of Auxiliary certificates. • Auxiliary award package processing. • Facilitate CG-BSX and NEXCOM ALAC/NEATS token / Personnel Security Investigation (PSI) / security clearance needs. • Monitor the CGAUX@uscg.mil inbox. 	(206) 820-0586
BMCM Jason Hermes	Operations Branch Chief (BSX-12) <ul style="list-style-type: none"> • AUXDATA Patrol Order process/budget oversight and management. • Primary POC for ANACO-Response & Prevention (RP) / ANACO-Recreational Boating (RB) / DIR-Response (R) / Prevention (P) / Emergency Management and Disaster Response (Q) / Vessel Exams and RBS Visits (V) / Public Education (E) / RBS Outreach (B), and related programs. • Auxiliary surface / air / communications programs oversight and management (including training, qualification, and currency maintenance); BSX STAN Team rep for Surface and Aviation. • Auxiliary recreational boating safety programs oversight and management (including PE, PV, VE programs; liaison with related programs like America's Waterway Watch). • Facility damage claims (assist related injury / death claims). • Incident Command System (ICS) / Team Coordination Training (TCT), Crew Resource Management (CRM) Coordinator. • Directives POC for: Auxiliary Operations Policy Manual / Vessel Safety Check Manual / Auxiliary Boat Crew Training Manual, Boat Crew, Coxswain, Personal Watercraft Operator PQS, Auxiliary Aviation Training Manual, Auxiliary Aviation Program, Auxiliary Air Crew Qualification Program, Auxiliary Paddle Craft (AUXPAD) Program. • Personal Protective Equipment (PPE) / Standard Auxiliary Maintenance Allowance (SAMA) Manager. • Standard Operational Planning Process (SOPP) Manager. • Weapons / pyro matters. • Auxiliary Trident Program Manager. • Uniforms assist. 	(571) 613-3782