



Who am I supposed to contact? The Aux Affairs Specialist, 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. Hopefully this list will help you out.

The current Yeoman is **YN2 Thomas Mainiero** – Thomas.R.Mainiero@uscg.mil

YN2 Mainiero is responsible for:

- ID Cards with last names that begin with N to Z
***Note:** You cannot receive a replacement ID card if AUXCT (Core Training) does not appear in AUXDATA for the member.
- Temporary Duty Orders/Travel Orders and Travel Claims
- E2 accounts
- Proctor questions and updates
- Qualification/Competency certificates, ribbons and devices
- ALAC or NEATS management
- Liability Letters
- General customer service

The current Aux Affairs Assistant is **Roger Lett** - Roger.Lett@uscg.mil

Mr. Lett is responsible for:

- ID cards with the last names that begin with A to M
- New Member Applications
- Re-Enrollments
- Security Center (SECCEN) Liaison
- Awards... ACM, AAM, ACLOC, SSA, Anniversary, Annual Performance, MTCs, OpMerits, etc.
- Upgrading members from IQ to BQ. FC should verify with Flotilla Training Officer or DQT that the member meets all requirements for advancement
- Transfers
- Disenrollment/Separation/Retirement – Retirement requests go to DSO-HR before DIRAUX
- Updating Auxdata (primary email) and granting permissions to OIA and AAA. Password resets
- Establishing and disestablishing a flotilla (not until after it's been approved via The Chain)
- Completing the FP Technician Qualification with receipt of practice cards
- Liaison for the CDR and OTO
- DO/DI Applications (members in the Air Program, National Staff, Interpreter Corp)
- ALAC or NEATS management
- General Customer Service



Operational and Non-Op Facilities:

- AUX Sherry Kisver, Wednesday, 9AM-12PM - sherrykisver@gmail.com

Unit Officer Reports, Financial Reports:

- Email reports to CWO Jason Grimm - Jason.A.Grimm@uscg.mil

OR Mail reports to:

United States Coast Guard
1 South Street
New York, NY 10004
Attn: AUX Director's Office

Program Qualifications (Competencies):

District Qualifications Officer (DQO): Doug Janelle, dougjanelle@comcast.net

Refer to the [District Qualifications Team Guide](#)

Please note that the DQ Team does NOT work out of the DIRAUX office, so please do not try to contact them there. Submitting paperwork to the wrong responsible person will cause paperwork to either get delayed or lost.

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
- You did not submit the MOST CURRENT VERSION of the Enrollment Application
- All required pages were not included (1 through 6)
- DD214 was not included for prior military service

B) Travel Orders: (YN2 Mainiero)

- 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 05-24).
- 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. There should be a copy of the notice or email that was sent to the member and 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. You can send them after sending the New Member Application and member has a number. 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 in kilobytes format and taken against a SOLID red background. **DO NOT crop them, we need to make them a specific size on our end.**