

Information for completing the AF-538 (for USCGAUX)

Enter Article and Serial Numbers (* See items list below) – one entry per line

Enter the ASC Code –

- EA
- PR
- SET

Enter Quantity Authorized (“1” is default)

Enter an appropriate size for a wearable item i.e. PFD, or enter NA

Enter an “X” in the block to the right of the size column

Enter the Issue Date in the block above the column where you placed the “X”

For every block under the issue date column that does not contain an “X”, insert a “DASH”

NOTE:

- The same process continues for each additional item issued on a different Issue Date
- For an item turned in the same process continues under the TURN IN date columns X” and “DASH”. There is no need to enter an article when turning in as it is already listed on the inventory page.

At the bottom of the **Issue Date** column the **receiving individual signs their name**

SIGNATURES –

- WHEN GEAR **ISSUED** -
 - Individual signature
- WHEN GEAR **TURNED-IN** -
 - Signature of SUPV/REP (Signature of SUPV/R&SS team member)

In the lower **RIGHT** corner of the first page **indicate 1 of 2 pages**

GO TO – Block 21

BLOCK 21 –

Generated Gear ID Number – 2 digit Flotilla number (3 digits if the is a hyphen), followed by 1st 3 letters of members name, followed by last 4 numbers from member’s ID number.

- **00ABC1234**

BLOCK 22 –

Leave blank

BLOCK 23 –

US Coast Guard Auxiliary followed by DISTRICT – DIVISION – FLOTILLA format

- **070-09-xx**

BLOCK 24 -

Auxiliarist

BLOCK 25 -

- AUX ID#

BLOCK 26 –

- Phone number with NO dashes

BLOCK 27 –

Self-explanatory

Go To Second page –

BLOCK 28 –

- Date and **SIGNATURE of Individual Performing Inventory** (R&SS or AUXLO/AD)
- Date and **SIGNATURE of Individual Accountable for Items** (Member)

*** CURRENT AUXILIAR AUTHORIZED ITEMS**

- Gear Bag
- PFD Type III (Indicate MFG & Model #)
- Whistle
- Strobe Light (SIRIUS P/N 640 or other as issued)
- Signal Mirror

Any other **items owned by an Auxiliarist** are to be listed in the **REMARKS** section at the bottom of Page 2.

Example might be the Mustang Inflatable Vest #3183 (PQS for the 3183 MUST be completed by USCG personnel prior to use and placed in the individual's records). **Mustang #3183 maintenance check is every 30 days.**

NOTE: Items MUST be compliant with current USCG articles/versions. Ask for verification. If model is not an equivalent item, then it is NOT authorized for USCGAUX Operational use.

**ALL documents are legal records
so do not destroy or misplace them.**