



1070.1  
4 Sep 2013

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## MEMORANDUM

Eighth Coast Guard District Coastal Region, Auxiliary Policy Directive ADM-13-05

Subj: MEMBER IDENTIFICATION NUMBERS

Ref: Auxiliary Manual, COMDTINST M16790.1 (series)

1. **PURPOSE.** The purpose of this directive is to align past and future District Eight Coastal Region directives with updates reflect in the above reference.
2. **DIRECTIVES AFFECTED.** None.
3. **DISCUSSION.** Recent changes to the Auxiliary Manual, COMDTINST M16790.1 (series) include the utilization of the term Member Identification Number (MIN), vice Employee Identification Number (EMPLID). The term EMPLID has personal protected information concerns due to linking a member's private information, such as social security number, health status, etc, to a protected numeric code. A MIN simple links a member to membership status.
4. **ACTION.**
  - a. All previous directives issued by the Director contained within the Administrative, Training and Operations Procedures (ATOP) that have the term EMPLID shall be understood to mean MIN. Past directives will not be re-written to incorporate this change alone.
  - b. Until Commandant, District, and other authorized forms can be altered to reflect this change, where the term EMPLID is used, it shall be understood that the term MIN is meant.
  - c. All unofficial spread sheets, lists and folder held by the Director that contain the labels EMPLID shall be changed to MIN.
  - d. Member Personnel Records containing the term EMPLID will be phased out over time and replaced with the term MIN.
  - e. The Auxiliary chain of leadership is directed to take similar actions to replace the term EMPLID with the term MIN in their respective records holdings.
5. **SENSITIVITY.**
  - a. Though a Member Identification Number is not afforded the same status as an EMPLID, members are nonetheless cautioned about unnecessarily divulging MINs without a need to do so.

- b. MINs may be transmitted via e-mail when necessary to expedited travel orders, certifications, awards information, etc. However, if a MIN is not necessary or germane to the correspondence, it should not be used.
6. **QUESTIONS**. Any questions, recommendations and/or concerns regarding this directive should be addressed to the D8CR's Auxiliary Administrative Specialist, Mr. Jack Granger at (504) 671-2143.



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