

Qualification Surrender Form Process

04 MAY 21

Please ensure this procedure is followed for all Qualification Surrender forms:

1. The form is to be completed by the member to surrender their qualification.
2. The completed form is sent to the Flotilla Commander.
3. The Flotilla Commander signs the form and forwards it to the FSO-IS, with a copy to the FSO-OP and the FSO-HR.
4. The FSO-IS forwards the form to the SO-IS.
5. The SO-IS forwards the form to the DSO-IS.
6. The DSO-IS archives the surrendered member qualification.



USCG Auxiliary, Coast Guard Ninth Central District
Qualification/ Certification Surrender Form

DATE: _____

FLOTILLA: _____

Auxiliarist Name (Last, First and Middle Initial): _____

Auxiliarist Member ID Number: _____

Qualification(s)/Certification(s) being surrendered:

I, _____, hereby request that the aforementioned qualification(s)/
certification(s) be removed from my record in AuxData. At this time, I am not interested in maintaining currency in this
qualification(s)/ certification(s). I understand that if I should wish to hold this qualification/ certification again in the
future, I will need to go through all of the steps to initially obtain the qualification/ certification, and that no special
accommodations will be made because I previously had the qualification/ certification.

Member Signature: _____ Date: _____

Flotilla Commander Signature: _____ Date: _____