



# 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](mailto: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
<a href="#">Mr. Stephen "Steve" Minutolo</a>	<p><b>Deputy Chief Director of Auxiliary / Division Chief (CG-BSX-1)</b></p> <ul style="list-style-type: none"> <li>• Supervise all aspects of Auxiliary program management.</li> <li>• Primary POC for VNACO and DNACO-Operations (O) / Recreational Boating Safety (RBS) / Mission Support (MS) / Information Technology &amp; Planning (ITP).</li> <li>• Establish and monitor appropriate operational proficiency standards for Auxiliary personnel, facilities and resources.</li> <li>• Maintain liaison with appropriate Coast Guard program managers to assist in development and maintenance of Auxiliary policies and training.</li> <li>• Serve as the planning element for all Auxiliary personnel, facility, and resource-related issues including Auxiliary program staffing and budget procurement, management, and defense.</li> <li>• 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.</li> <li>• Prepare, review, and deliver briefings and replies to queries regarding Auxiliary programs.</li> <li>• Represent the Auxiliary program in all internal / external matters</li> </ul>	<p>(202) 372-1267</p>
<a href="#">Mr. Stephen "Steve" Minutolo</a>	<p><b>Administration Branch Chief (CG-BSX-11)</b></p> <ul style="list-style-type: none"> <li>• Primary POC for ANACO-ForceCom / Performance and Student Programs / Information Technology / Diversity / Chief Financial Officer / Chief Counsel and related programs.</li> <li>• Oversee and manage development of Legislative Change Proposals, regulatory changes, and MOU/MOAs.</li> <li>• Oversee and manage Auxiliary information system development and administration.</li> <li>• Oversee and manage Auxiliary program resource development and administration.</li> <li>• Oversee and manage development of training criteria and materials for qualifying Auxiliarists for assignment to appropriate duties including</li> </ul>	<p>(202) 372-1267</p>

	<p>Auxiliary C-school programs, distance learning programs, and training course tools and materials.</p> <ul style="list-style-type: none"> <li>• Oversee and manage development of policies and practices regarding elections, organizational matters, and Standing Rules.</li> <li>• Oversee and manage development of policies and practices regarding Auxiliary enrollment, membership, and administrative disciplinary matters.</li> <li>• 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, diversity and inclusion matters.</li> <li>• Coordinate and manage Coast Guard support of the Auxiliary National Conference (NACON) and National Training Conference (NTRAIN) including appropriate Coast Guard VIP preparations, logistical support, award processing, and training provision.</li> <li>• Oversee management and operation of the Auxiliary National Supply Center (ANSC) along with other Auxiliary program contracted services (e.g., Navigator magazine development, printing, and distribution).</li> <li>• Secondary Auxiliary Logical Access Credential (ALAC) Trusted Agent Security Manager (TASM).</li> </ul>	
<p><a href="#"><u>LT Christopher “Chris” Booth</u></a></p>	<p><b>Assistant Administration Branch Chief (BSX-11)</b></p> <ul style="list-style-type: none"> <li>• Assist CG-BSX-1 with all assigned duties.</li> <li>• Primary POC for ANACO-Performance and Student Programs / Information Technology / Diversity / DIR-International Affairs (I) / Public Affairs (A) / Human Resources (H ) / Performance Measurement (M) / Student Programs / Computer Software &amp; Systems (C) / User Support &amp; Services (U) and related programs.</li> <li>• Process AUXDATA II change proposals and oversee and manage AUXDATA II, CG Portal, CGBI applications.</li> <li>• Serve as Chair of the AUXDATA Change Advisory Board (CAB).</li> <li>• Provide preliminary handling of Congressionals, FOIA requests, web site referrals.</li> <li>• Provide preliminary handling of forms and publications matters.</li> <li>• Provide preliminary processing of Auxiliarist of the Year, Greanoff Leadership, AFRAS / National awards.</li> <li>• BSX-1 records manager/coordinator</li> </ul>	<p>(202) 372-1056</p>
<p><a href="#"><u>Mr. Steven “Steve” Keel</u></a></p>	<p><b>Security Manager and Program Analyst (BSX-11)</b></p> <ul style="list-style-type: none"> <li>• Auxiliary background checks &amp; PII oversight and management</li> <li>• Auxiliary personnel security investigation (PSI) program management</li> <li>• Physical security program management</li> <li>• Primary Auxiliary Logical Access Credential (ALAC) Trusted Agent Security Manager</li> <li>• TECS Security Manager</li> <li>• Auxiliary cyber security oversight</li> </ul>	<p>(202) 372-1263</p>

	<ul style="list-style-type: none"> <li>• General Auxiliary program management</li> <li>• CHDIRAUX web site manager</li> <li>• DIRAUX collaboration site manager</li> <li>• <a href="mailto:CGAUX@uscg.mil">CGAUX@uscg.mil inbox manager</a></li> <li>• AUXDATA Modernization Team Member</li> <li>• COVID-19 Crisis Action Team (CCAT) Member and Auxiliary program impact facilitator for COVID-19 matters</li> </ul>	
<a href="#">Mr. Randall Ellington</a>	<p><b>Budget &amp; Finance Manager (BSX-11)</b></p> <ul style="list-style-type: none"> <li>• Auxiliary National Supply Center (ANSC) Manager / Contracting Officer's Technical Representative (COTR)</li> <li>• Auxiliary budget model and CG-BSX-1 spend plan / Continuing Resolution management</li> <li>• Auxiliary national conference coordination / requests &amp; justifications</li> <li>• Injury &amp; death claims management / Department of Labor (DOL) liaison</li> <li>• Travel orders and ADOS support coordination</li> <li>• Government Travel Charge Card (GTCC) manager/coordinator</li> <li>• Property management / SWS procurement and management</li> <li>• Award and insignia design / Heraldry liaison</li> <li>• Membership plaque orders</li> <li>• Secondary Auxiliary Logical Access Credential (ALAC) Trusted Agent Security Manager</li> </ul>	(202) 372-1262
<a href="#">Mr. David Goff</a>	<p><b>Training Manager (BSX-11)</b></p> <ul style="list-style-type: none"> <li>• C-school management</li> <li>• FORCECOM liaison</li> <li>• Auxiliary qualification program development (assist operations &amp; RBS programs / AUXDATA II connectivity / new program training and qualification development)</li> <li>• AUXOP program management</li> <li>• Member / New Member training management</li> <li>• Auxiliary Core Training (AUXCT) management</li> <li>• Auxiliary leadership training management / CG Leadership Development Center liaison</li> <li>• Auxiliary Learning Management System (AUXLMS) coordinator</li> <li>• Auxiliary online learning and testing center liaison</li> <li>• Primary POC for DIR-Training (T) and Auxiliary C-school lead instructors and related programs</li> </ul>	(202) 372-1056

<p><a href="#">YNI Samantha “Sam” Tober</a></p>	<p><b>Personnel Administration Manager (BSX-11)</b></p> <ul style="list-style-type: none"> <li>• Travel order generation and issuance</li> <li>• Travel claim filing and processing</li> <li>• Travel training and regulation guidance / policy</li> <li>• SATO / ETS facilitator</li> <li>• Correspondence / TMS package processing</li> <li>• Teleconference and conference room set-up and scheduling</li> <li>• CHDIRAUX / DIRAUX / NEXCOM telephone directories and Auxiliary resource tracking tools</li> <li>• Creation and maintenance of Auxiliary certificates</li> <li>• Auxiliary award package processing</li> <li>• Facilitate CG-BSX and NEXCOM ALAC / Personnel Security Investigation (PSI) / security clearance needs</li> <li>• <a href="mailto:CGAUX@uscg.mil">Monitor the CGAUX@uscg.mil inbox</a></li> </ul>	<p>(202) 372-1261</p>
<p><a href="#">BMCM Travis Park</a></p>	<p><b>Operations Branch Chief (BSX-12)</b></p> <ul style="list-style-type: none"> <li>• AUXDATA Patrol Order process/budget oversight and management</li> <li>• Primary POC for ANACO-Response &amp; Prevention (RP) / Recreational Boating (RB) and DIR-Response (R) / Prevention (P) / Emergency Management and Disaster Response (Q) / International Affairs (I) / Vessel Examination (V) / Public Education (E) / RBS Outreach (B), and related programs.</li> <li>• Auxiliary surface / air / communications programs oversight and management (including: training, qualification, and currency maintenance); BSX STAN Team rep for Surface and Aviation</li> <li>• Auxiliary recreational boating safety programs oversight and management (including: PE, PV, VE programs; liaison with related programs like America's Waterway Watch)</li> <li>• Facility damage claims (assist related injury / death claims)</li> <li>• Incident Command System (ICS) / Team Coordination Training (TCT), Crew Resource Management (CRM) Coordinator</li> </ul>	<p>(202) 372-1265</p>

- 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