

**DIRAUX NOTES**  
**A Publication of the 13<sup>th</sup> District Auxiliary Office**  
**OCTOBER 2004**

**FROM THE DIRECTOR**

LCDR Kelly A. Boodell

**WE HAVE HAD OUR DISTRICT ELECTIONS! BIG YEAR!** Commodore Dan Neiderhiser has been elected as the National Area Rear Commodore, Pacific (ARCO-P). This will make him responsible for D11(s), D11(n), D13, D14 & D17. Congratulations!!! The successes we have shared under his watch will certainly continue and his expertise will benefit the Auxiliary on even a grander scale.

-Local Elections: Fred Bell, RCO-N and former Auxiliarist of the Year was elected as your District Commodore (DCO), and Bruce Miller IPDCP-2 and also a former Auxiliarist of the Year was elected as the Vice Commodore (VCO). Dennis Hoppman as RCO-E, John Thoma as RCO-N; Bob Mell as RCO-S. Ronnie Fritz will be the President of the Past Captains Association. CONGRATS!!!!!! And a BIG THANK YOU to those who have served! Your contributions are appreciated!

-As you elect your new leaders, be sure to update AUXDATA SO-IS and to inform my staff as soon as you can so that we can update the mail slots!

**BACK GROUND CHECK/SUITABILITY DETERMINATION**-This is a tough but necessary program. There is a new standard of care that relates to all members. In order for Auxiliarists to participate in vital CG functions, this program is essential. So, Please take the time to fill out that one page PSQ (Personnel Security Questionnaire) the Very long SF-86 can be filled out later, right now we are just asking if you are willing to participate in the program. If AUXDATA indicates that you have not sent it in, you will be automatically disenrolled. If you change your mind, you will not be re-enrolled. Instead, you will be treated like a prospective member and that could take MONTHS!!! So, fill out the PSQ. If you are unsure and want to discuss it with me personally, I invite you to call me. All Flotilla Commanders were given the most recent listing of the names of their members who are going to be disenrolled. Please check with them to ensure that your name is not on their list!!! FAX it to: (206) 220-7084.

-1768 members on the books as of 13 September

-1527 Sent in their PSQ's (Personnel Security Questionnaire)

-1513 accept as either DO or OS (Direct operational or Operational support)

-14 have indicated on the PSQ that they would like to disenroll or retire

**PROSPECTIVE MEMBERS:** Are you feeling frustrated that potential members are going to loose interest and their patience? That they are going to give up on the Auxiliary? Well....we have heard you and want you to know that we believe the most sound course of action right now is to focus on the activities that prospective members CAN do while awaiting their suitability determinations. MEMBERS CAN:

(1) Take specialty exams (not on-lines one yet)

(2) Be presented certificates for completing courses and passing exams

(3) Earn their qualifications such as AUXOP/Instructor... at the time they are sworn in as a member!

(4) Act as a VE trainee

(5) Act as an Instructor trainee

(6) Ride on a Patrol, as a guest

(7) Attend meetings

-The Only things that prospective members can NOT do is: Wear the uniform, attend meetings with Active Duty as if they were an Auxiliarist, and be put in a position where liability to the AUX or the CG might be increased. If you are unsure, please ask someone! Our methodology is not to inhibit them anymore than we have to!

**ODESSEY MARITIME CTR:** There is going to be a Historical Display on the USCG and the CG Auxiliary, Bob Lyden is coordinating the collection of items for the display [www.odu.org](http://www.odu.org)

**PADDLECRAFT:** D13 was given approval for a 3-year pilot program targeting paddle craft, such as Kayaks and Canoes. While more members are receiving their qualifications as Kayak Operators, please consider the importance

of this program, particularly in the Eastern Area where Lewis and Clark festivities will be in full swing in the next year or so.

**UNIFORMS! ODU's! IMAGE:** Auxiliarists are allowed to buy the Operational Dress Uniform (ODU- the new work uniform) beginning 1 Jan 05 from the Uniform Distribution Center. You may wear it before if you are able to purchase it at an exchange or from another vendor. **BEWARE!** The uniform is authorized in specific sizes. I personally know that it is available in sizes larger than those that are authorized. If you are wearing an ODU uniform purchased in sizes that are beyond CG standard sizes, you may be asked to take it off as it is unauthorized. Image is very important to the Active Duty and it should be to you. When you wear this uniform, it should be worn with pride, when you start deviating from the standard you do not realize the message that you are sending to the world. So, please look at yourself and make an honest frank decision regarding whether this particular uniform is appropriate for you. I understand that a navy polo shirt option is very close to being approved so that there is another option available for you.

**-LADIES:** While we are waiting for the CG to approve uniform items, there are some interim things that may interest you, the new manual allows you to wear the Air Force Light Blue Tunic (it is a shirt that can be worn untucked.) Also, Auxiliarists are now also authorized the maternity style shirt for wear, it is a roomy shirt that is readily available and can be tailored if it lay's unevenly. This option may make you feel more comfortable. I encourage you to check it out!!

**National Boating Safety week: 21-27 May!** If you are interested in setting up a booth at a boat show/sportsman show and there is a fee for that booth space, please pass that information up via the chain. I am interested in collecting the names of the events so that we can put pressure on event organizers to waive this requirement. I am not funded to pay for these, but I would like to know about them.

**FEMA:** As of 2300 Wednesday September 15, 2004 only two weeks after the request went out for help did the D13 team come through with shinning colors, 29 of you went to Atlanta and on to Florida to assist with Hurricane Recovery/Clean up efforts. Enough cannot be said about the sense of civic responsibility and heroism displayed by these folks. Without air, clean water and often just the clothes on their backs, they went!!! Gordon Myers went straight from the National Conference in Costa Mesa to Atlanta where he has become one of the primary coordinators for FEMA!

**Thank you** John Warner DSO-R for coordinating the response to this initiative **Division one:** Henry Thomas, David Swartos, David England, Jerry Hale, Suzanne Hale, Richard Coons, Cary Worthen, Bob Hays. **Division 2:** Gordon Myers, Mike Bracken, Valerie Rountry, Billy Schwitters, Buddy Rivera, **Division 3:** Ricardo Birmele, **Division 4:** Sarah Hewitt, Don Hass, Don Carey, Ed Crow, **Division 5:** No Report; **Division 6:** Ray Vetkos, Roger Moles, Bill Foote, Bert McFarland, **Division 7:** Peggy Stevens, Gary Nepple, Mrs. Nepple, **Division 8:** Mel Fay, Carolyn Fay, Tim Dinnauer , Seth Butler, **Division 10**No Report, **Division 11** No Report.

## FROM OPERATIONS AND TRAINING

CWO4 Paul Bellona

**ANNUAL CURRENCY MAINTENANCE:** The Division IS's (SO-IS) are now authorized to input Annual Currency Maintenance into AUXDATA and they have been sent instructions by Peter Kirschner to ensure it is done properly. Now the Annual Currency Maintenance can be entered by the SO-IS or DIRAUX to improve timely data entry. The SO-IS may also check the required underway hours to ensure all requirements for annual certification are complete. Once the SO-IS completes the entry, they will sign the Annual Currency Maintenance paperwork and ensure a copy is mailed to DIRAUX for inclusion in the member's personnel jacket. **The Fifth Year Annual Currency Maintenance must be sent to DIRAUX for approval and entry into AUXDATA.**

**COMMON POMS PROBLEMS:** (1) Multi-day Patrol Orders are not longer authorized. Every day you patrol you will require a separate Patrol Order. Therefore you will need to request a separate Patrol Order for each day. (2) Once a Patrol Order is printed, the person to be reimbursed defaults to the owner of the facility. If other than the owner is to be reimbursed, this can be accomplished when the Patrol Order is requested by ensuring the "Reimburse Operator" space is checked. Otherwise, the owner will be reimbursed, which may cause all kinds of problems. (3) Coxswains are not to enter their names & member number in the section where the crew names are listed. (4) Send in only the original copies of the patrol order for reimbursement. (5) The section for "Other

**Reimbursable Expenses**” includes anything other than fuel, oil and ice (i.e., launch fee, etc.). This section is not for fuel, oil, and ice. **(6)** Use ballpoint pen to fill out orders. **DO NOT** use pencil. **(7)** Receipts are required for all expenses over \$75.00. **(8)** Use a “Certificate in Lieu of Receipts” when you have lost a receipt, sending copies of receipts, and when using the same receipt for multiple patrols over an extended period of time. **(9)** “Received in Kind” means you received fuel and/or meals from the Government. If you paid for the fuel and provided meals on the patrol, **DO NOT check “yes.”**

**ENTRIES INTO AUXDATA:** Ensure you complete the proper paperwork after a patrol in a timely manner and get it to your FSO-IS, SO-IS, or DIRAUX so the patrol can be entered into AUXDATA. D13 has the policy of ensuring this is done **within 45 days**. This may effect reimbursements, currency maintenance, REYR and REWK, getting patrol orders and a host of other problems besides the Coast Guard Auxiliary or member not receiving credit for their hours and all their hard work. Remember the ole adage, “ the work isn’t complete until the paperwork is done.”

**PPE:** **(1)** Division Captains and Flotilla Commanders should ensure that PPE is issued out to only qualified Boat Crew members. It must not be held back. This will keep those Divisions or Flotillas from receiving other PPE until DIRAUX receives the members AF Form 538. **(2)** Flotilla Commanders are responsible for ensuring PPE is collected/returned from members who disenroll, retire, transfer to another District, or pass away so the PPE can be issued out to someone else who is qualified and doesn’t have the appropriate PPE. **(3)** Flotilla Commanders should ensure that a member’s PPE is listed on the Flotilla’s inventory at the end of the year. FC’s should have an accurate accounting of specific PPE held by flotilla members. This will enable FC’s to better request any PPE still required. **(4) Additional funding has been received by DIRAUX for more anti-exposure coveralls, dry suits, and Type III PFDs and has been placed on order.** Additional funding should also be coming in the near future from HQ’s to order more equipment. So, Flotilla Commanders should be updating their lists and requirements.

**LADIES:** I will be placing a special order for Dry Suits built specifically for Women when funds become available. I am researching whether the bunny suit (the undergarment) is available for women. The difference in the suit for women vs. men is that there is a zipper that runs across the bottom. Please E-mail me your size. Since these are unique and expensive items, please see if you can try on a suit first so that the reported size is correct.

## **FROM THE OFFICE MANAGER**

SK1 Holly Boehme

**TRAVEL ORDERS AND TRAVEL CLAIM PROCEDURES:** The Travel Claim Reimbursement Program is running very well. There are a couple of changes that members need to be aware of. The claims must have original signatures on them (preferably in blue ink); no photocopies will be accepted by the travel center. Do not ever do a claim in pencil it will be returned. A travel claim is a legal document. The member needs to sign the travel claim and the travel orders.

When you receive Travel Orders it is very important that you read the entire package. Sometimes action needs to be taken to get hotel reservations by certain dates at group rates. Travel is funded under group rates at hotels and if these rates are not used then the travel could be at jeopardy as funding may become unavailable. Please read the entire package.

Travel Orders are issued via Email. Some members cannot open the Adobe files; at adobe.com you can down load the Adobe Reader. Please keep us informed of your current Email address. Email is the fastest way for us to do business with you.

If you are not on direct deposit, you should consider doing so. Direct Deposit ensures your payment for both Travel Claims and Patrol Orders with in 3 weeks. If you request a check you could wait 30 to 45 days for payment, then if the check gets lost prepare to wait months. I can email you the form needed for enrollment.

Patrol Orders: Patrol Orders do not get sent to DIRAUX. On the Patrol Order at the very top will be the Issuing Unit, which is the unit you send the patrol orders to for payment processing. If you send them to us, your payment will be delayed as I send them to the appropriate unit. DIRAUX does not issue Patrol Orders; the Group Offices issue them and process them for payment.

Payment Information: When you submit claims, you need to wait 3 weeks before you start looking for payment. Please check with you bank first. Then you can call the pay center at 800-564-5504 you will be prompted to enter your social security number and receive payment information. If no information is available then please talk to a customer service agent. It is best to have your copy of the claim so you have all the information you will need. If you talk to customer service and they have no record of you payment then, please call me.

## **FROM THE DESK OF CHARLES K. CLAYTOR**

Mr. Charles K. Claytor

**DISTRICT 13 MEETING-SPOKANE:** As always, it was wonderful to see everyone at the District Conference. We were able to solve many issues while we were together. However, many issues concerning Security checks, AUXDATA, certifications, ID cards, facility inspections, currency maintenance, POMS, "C" schools and others to name a few remain unsolved. The only way DIRAUX can solve these problems are for you to pass them through your Chain of Command and allow DCP's and FC's to contact us with your issue. In most cases, Shirley and I can solve any problem before we hang up the phone or if sent by Email, the following day.

**NEW MEMBERS:** Perhaps many of you have noticed that your applications for new members have been returned because they are incomplete. Unfortunately, I cannot process a new member packet unless all the required documentation is present and completed properly. In many instances I receive only a partial packet with a document or photo missing. Rather than cluttering my desk and possibly misplacing an incomplete new member packet, I am forced to return the entire packet for completion. A digital photo must accompany the new member packet unless it has been previously emailed to DIRAUX. If you do Email the JPEG photo prior to sending the new member application, please be sure to identify the photo and notify me that the new member application has been mailed. Fingerprint cards must be in Black Ink only and legible. SECCEN will not accept an illegible Fingerprint card. Please ensure that the Fingerprint technician signs the card as well. If you have any questions concerning new member application submission, please pass them along through your chain of command.

**SECURITY CHECKS:** JR Addington and I continue to do all that we can to ensure that all of your Security documents are sent to SECCEN in a timely manner. Unfortunately, JR's biggest problem is the SF-86. Please double check, triple check, and ask questions if you need to. Many Auxiliarists are submitting incomplete SF-86's, which require him to return them to you without action. As for the Personnel Security Questionnaires (PSQ's), they can be sent to JR or me. We both have the capability to enter the information into AUXDATA. I will continue to submit a list of those Auxiliarists who are still listed in AUXDATA as having no PSQ on file to Flotilla Commanders and Division Captains. If your name is on that list, even if you have submitted a PSQ before, please...please send JR or me another PSQ. If your name is on that list come 31 December 2004, you will be either disenrolled or moved to retirement depending on your time in service...automatically!

**AUXDATA INFORMATION:** With the Change of Watch just around the corner, we will be seeing new officers assuming important positions within the Auxiliary. It is the responsibility of the IS officers to enter this information into AUXDATA. Having said that, we are not mind readers (although some may disagree). If you make a change to your officers in AUXDATA we need to know so that we can update our mailboxes and telephone logs. A simple Email to Charles will work just great. Probably the most important thing the Auxiliary does is volunteer their time! You can help yourself by ensuring that your IS officer logs your time in AUXDATA. Be it patrols, staff time, flight time, or whatever the activity please enter it into AUXDATA. The support we receive from the Gold side depends in large part to the documented activities found in AUXDATA! If you find that your certification is in REYR or REWK, check the Training Status tab under training. This will show you what activities you are delinquent on. If you notice that some of the tasks under Training Status are RED and this is the initial year of your certification, don't worry, you won't go into REYR at the end of the year. AUXDATA recognizes this glitch in the system. The powers to be are working this issue and hopefully will have it resolved soon. However, if you are in your second year or more and you have tasks in RED, take action! Because at the end of the year you will go into REYR or REWK if not acted upon. This includes activity hours which your IS officer must enter.

## FROM THE MEMBER STATUS SECTION

Ms. Shirley Blanchett

**TRANSFERS:** Auxiliary members who have received the new version of the Auxiliary Member ID card need not send back their ID cards when they are transferring from one flotilla to another within District Thirteen. This is because the new cards do not have the member's flotilla number printed on them. Please continue to relinquish your ID card when transferring to another Coast Guard District.

**CURRENT TRANSFER STATUS CHART:** A new tool has been added to the Auxiliary website. It is a chart that shows the entire Auxiliary member transfers that are being processed in DIRAUX. The chart will show what DIRAUX is working on for each transfer and what may be missing from a submitted transfer request. To visit this Transfer Status chart click on the following link or paste the link into your computer browser: [www.uscg.mil/d13/o/oax/](http://www.uscg.mil/d13/o/oax/) <<http://www.uscg.mil/d13/o/oax/>>

**DISENROLLMENT REQUESTS:** Historically two-thirds of all disenrollments are submitted between August 1 and December 31<sup>st</sup>. In anticipation of heavy activity we request that you submit your disenrollment paperwork early to allow sufficient time for processing. All Disenrollments must be processed **before** December 31<sup>st</sup> to prevent the active flotilla members from being obligated to pay the Division, District and National dues for them. Flotilla Commanders are required to sign the ANSC 7035 form and forwarded it to our DSO PS Carol Grassl. She reviews the forms, and recommends DIRAUX action. Only the DIRAUX office staff is authorized to process such requests. This is National Auxiliary Policy.

\*\*\*\*\***SPECIAL NOTE**\*\*\*\*\*

The following list is those Auxiliarists who have participated in FEMA activities supporting the recent Hurricane activity in the Southeastern United States. If you know of others who have supported these activities, please let your DCO, Dan Neiderhiser know so that they can receive the recognition they so richly deserve.

Division 1: Henry Thomas, David Swartos, David England, Jerry Hale, Suzanne Hale, Richard Coons, Cary Worthen, and Bob Hays

Division 2: Gordon Myers, Mike Bracken, Valerie Rountry, Billy Schwitters, and Buddy Rivera

Division 3: Ricardo Birmele

Division 4: Sarah Hewitt, Don Hass, Don Carey, and Ed Crow

Division 5: No Report

Division 6: Ray Vetkos, Roger Moles, Bill Foote, and Bert McFarland

Division 7: Peggy Stevens, Gary Nepple, and Mrs. Nepple,

Division 8: Mel Fay, Carolyn Fay, Tim Dinnauer, and Seth Butler

Division 10: No Report

Division 11: No Report