

From: Karen.E.Wagner@uscg.mil [<mailto:Karen.E.Wagner@uscg.mil>]
Sent: Tuesday, January 22, 2008 2:08 PM
To: DCP24 ; FC24-01 ; FC24-02 ; FC24-03 ; FC24-04 ; FC24-08 ; FC24-11 ;
FC24-12; DCP25 ; FC25-02 ; FC25-03 ; FC25-04 ; FC25-05 ; FC25-06
Subject: Responsibilities in the Diraux Office

Hi,

Some of you have seen this before, for some of you it's brand new. Hope it helps...

Operational and Non-Op Facilities: Herbert Haeger, Tuesday and Thursday 8AM - 2PM. Herbert.Haeger@uscg.mil. When Herb is out, you can speak w/Art Reichling.

Unit Officer Reports, Financial Reports, New SF86 submissions for Direct Operational status - Art Reichling, Tuesday and Thursday, 8AM-2PM, Arthur.P.Reichling@uscg.mil

TCT, C-School - the current OTO, CWO Manny Zambrana

The current Yeoman who happens to be PO Edwin Matthews Edwin.Matthews@uscg.mil takes care of:

1. Replacement ID cards (lost, stolen, expired, because status has been upgraded from IQ to BQ or AX) 2. Travel Orders 3. Proctor questions 4. Retirements 5. Qualification certificates 6. Anything to do with Exams

The current AAS who happens to be me, Karen.E.Wagner@uscg.mil, handles the following:

1. New Member Apps
2. Re-Enrollments
3. PSI questions
4. Awards (SSA, Anniversary, Annual Performance, MTCs, OpMerits, etc.)
5. *Upgrading members from IQ to BQ 6. Transfers 7. Disenrollments due to dues, MREQ or deaths 8. Newsletter Approval 9. Arranging for award presentation by the CDR or OTO 10. Reserving the AUX show display 11. Establishing and disestablishing a flotilla after it's been approved 12. Completing the FP Tech qual with receipt of practice cards 13. Liaison for the CDR and OTO 14. Member has received an award but it's not showing in AUXINFO

* A member must have completed one of the courses listed in Chapter 8, Section B, page 241 to qualify as BQ which are BS&S, Sailing Fundamentals, Boating Safely, ABC, USPS or Boat Smart. State courses are NOT acceptable.

Qualifications Team:

- NavRules, Crew quals why is a member in REYR: Bill Tooker, dsoops1sr@juno.com
- Aviation, Instructor, MDV, Radio: Bob Brill AVITPVQual@comcast.net
- ICS, Vessel Examiner, Aid Verified and Non-Qual courses: Karl Saboda ksaboda@nycap.rr.com

The Qualls team does NOT work out of the DIRAUX office, so please do not try to contact them here.

If what you're looking for isn't anywhere in this email, then let me know.

Thanks, Karen

Karen E. Wagner
Auxiliary Affairs Assist.
DIRAUX 1SR
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