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Subject: Station Sign In Logs

From: Vinnie Yannone SO-AUG
To: All Auxiliarists Division 025

Subj: Auxiliary and Station Sign In Logs

1. In a discussion with Lt. Ely the following has been decided and is in affect at this time.
2. Auxiliarists without station orders, visiting the station for events, meetings, training, or any other function, will no longer use the Auxiliary Augmentation Log for signing in and out.
3. Auxiliarists without station orders and guests will now sign in and out in comms making the proper entries in the stations visitors log.
4. This accomplishes several main reasons. First it keeps the augmentation log book more in tack without pages being disrupted at times during excessive handling. The logs will be dedicated to a single function.
5. The second is that the watchstander actually witnesses the signing and has a record in his possession at all times if any question arises during these functions. It also lets the watchstander become more familiar with individuals that might visit the station on a regular basis.
6. Always indicate that you are an Auxiliarist by writing AUX before your name.
7. This will make things simpler for those who review and work with these logs.

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