

The AUX manual Chapter 10 identifies the policy and procedures related to ID Cards. Page 10-10 gives instruction on bracelets, necklaces, earrings/body piercing, and hair. Those in charge of the ID process and taking the ID photos should review this information and make sure the Member whose photo is being taken is in compliance.

Some items to remember include:

- ~ Member MUST be in uniform when the photo is taken***
- ~ The background HAS to be red.***
- ~ Forms MUST be sent in via email (scanned) or with AP enrollment package.***
- ~ Photos may be sent by e-mail or on a CD (no floppy disks) by snail mail***
- ~ Photo MUST be in jpg format for both email or CD.***
- ~ Photo MUST be taken from the chest up.***

A member can NOT get a new ID just because they want a new one. Members must keep their current one until it expires.

For IDs due in 2009 please put new district and flotilla number (example 21-01) on the requests and forms.

You can send in ID Renewal Requests up to 3 months in advance, meaning if the ID is due in April you can send them in January. But know that the ID will NOT be processed until the Month it is due.

NEW POLICIES GOING INTO EFFECT IMMEDIATELY FOR ID'S!!!

ID Cards will be sent FEDEX to the FC's without signature. If people report that they are not receiving them we will go back to signatures upon receipt of the ID's.

ID's will NO longer be sent out every Friday, but instead every THIRD Friday of the Month.

If there are any questions on any of these items PLEASE contact YN3 Susan E. Faulkner so that they can be cleared up so things gets done right and in an appropriate time frame.

YN3 Susan E. Faulkner will be covering all the districts and flotillas for Sector Baltimore and Sector Hampton Roads and SK2 Amanda Gilley will be taking over Sector North Carolina districts and flotillas.

Any question please let me know.

V/r

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