



Date: 22 February 2013

From: H.M. Jacobs, DIR-H
Human Resources Directorate

Reply to DIR-H Jacobs
Attn of: (562) 947-0928

To: All DCOs and DSO-HRs

Subj: Recovery of Auxiliary ID Cards

Ref: Human Resources Directorate Bulletin 13-05 [HRDB 13-05]

Action Requested

DSO-HRs are requested to assist Flotilla Commanders with the recovery of Coast Guard Auxiliary Member I.D. Cards from those members who have retired, crossed-over-the-bar, or have been disenrolled.

Background

The Coast Guard issues Members a NON-MILITARY ID Card. The "card is the property of the United States Coast Guard and is issued for official purposes and for identification only. Improper use, possession, or alteration is subject to the penalties under Title 18, USC499, 506 and 701." There have been verified reports of improper use Auxiliary ID cards by former members and other non-members as recently as during Hurricane Sandy.

This poses a potential security risk.

Recovery of those cards should have occurred when the status of those members changed. Elected and Appointed Leaders of our organization have the primary responsibility to assist the Regional Director of Auxiliary [DIRAUX] in this process.

Therefore, each District Staff Officer for Human Resources [DSO-HR] has been requested to work with Flotilla Commanders of former members to recover their Auxiliary Non-Military ID Cards. Such recovery must be made in compliance with the applicable laws and policies and must not endanger any member. If such efforts do not result in recovery of the Auxiliary ID within 30 days of the termination of the prior member's Auxiliary membership, the Flotilla Commander should notify the DIRAUX of the same using the chain of leadership and management.

For additional information and guidance, please contact Harry Jacobs, Director, Human Resources Directorate, kf6sgu@verizon.net.