



SAMPLE EMAILS FOR E-RESPONDERS

(Inquiries received with not enough information for direct contact)

You recently visited our National website and expressed an interest in membership in the United States Coast Guard Auxiliary.

I am the Human Services Officer in your area and following up on your inquiry.

In order to facilitate your processing, it would be helpful if you could provide me with your full name, address, phone and/cell number(s) where you can be most conveniently reached.

Your zip code seems to point to the _____ area. We currently have _____ Auxiliary Flotillas in this area. They all support Coast Guard Station _____.

With more input from you, I will be able to discuss options and refer you to one or more of our local personnel staff near you.

Thanks for your interest, and I look forward to your reply.

(Response to e-responder emails)

This is in follow-up to your inquiry to the National E-responder system. I am the Auxiliary Human Resources Services Officer for Division # _____

Based on your location in _____, by copy of this message, I will be notifying _____, the Flotilla Staff Officer for Personnel Services of the (Name of) Flotilla #. Flotilla # conducts its meetings at the Coast Guard Station at _____ on the _____ 2nd Wednesday of each month at _____ p.m.

(FSO-HR Name) will be anxious and willing to start the enrollment process with you. I am sure that he will try to set up a convenient time and place to brief you on the process and our activities. He/She will contact you directly, but in the event of missed communications, you can reach him by phone at _____ or via e-mail: _____

As you probably have read in our National web pages, the Auxiliary engages in a variety of functions designed to promote safe boating through teaching boating courses. We are involved in the inspection of pleasure boats, the distribution of boating safety materials to marinas, boating supply stores and other partners who cater to the boating public. We also assist the Coast Guard in both administrative and operational duties ashore and on the waterways.

We appreciate your initiative in responding to our web page, and please let me know if I can assist you in any other way.

SAMPLE E-MAIL (DELAYED CONTACT)

My name is _____ and I am Human Resources Officer for the Coast Guard Auxiliary in Division _____.

You had expressed an interest in joining the Auxiliary and, unfortunately, we let you down. I do hope we can reconnect with you and your interest in the Auxiliary. If you are still interested or would like to discuss membership possibilities, please contact me at _____ or call me at _____ or my cell at _____. I will then put you in touch with the Flotilla closest to your home.

If I do not hear from you in the near future, I thank you for your interest and hope you will reconsider joining the USCG Auxiliary in the future.

Thank you,

Name _____
Division ____ Human Resources



SAMPLE EMAIL TO THOSE WHOM NO CONTACT WAS MADE

Mr. _____,

My name is _____. I am the Human Resources Officer (Division #. On (Date), I received your contact information from my supervisor at the 7th District. I have made several attempts to contact you by phone on (Dates). I left word on your phone giving you my name, phone number and email address asking you to contact me at your convenience or good time to contact you. To date I have received no contact from you so I must assume you no longer have an interest. If I do not hear from you within the next week, I will assume that you are no longer interested in membership in the United States Coast Guard Auxiliary and will remove your name from our Prospective Volunteer System.

If that is not the case, please accept my apology, and contact me so that I can have a local Flotilla Staff Officer contact you so that I can keep my supervisor informed of your status. Thank you for your interest in the Coast Guard Auxiliary. I look forward to hearing from you. My phone number is (Telephone #) and my email is _____

We appreciate your initiative in responding to our web page, and please let me know if I can assist you in any other way.

Respectively,