

# U. S. COAST GUARD AUXILIARY

## MEMBER TRANSFER REQUEST

☒ Within District  
☐ Outside District  
 Page 1 of 2

**SECTION 1 - Transfer Within District** (electronic signatures and email transmission authorized)

**b. Current Flotilla Commander**

### c. Receiving Flotilla Commander

d. Current Director of Auxiliary ☐ Approved ☐ Disapproved  
(Reason for Disapproval)

# MEMBER TRANSFER REQUEST INSTRUCTIONS

1. This form shall be used to process an Auxiliarist's request to transfer from one flotilla to another. Before you can fill out this form, either electronically or manually, you must check "Within District" - or - "Outside District" to bring up the proper format for the actions required."
2. Filling in blanks.
  - a. **Name, signature, and date:** Print last name, first name and middle initial as they appear on the Auxiliary ID card. Sign (manual or electronic certificate signature acceptable) and date.
  - b. **Member ID number:** Enter the 7-digit Auxiliary member number as it appears on the Auxiliary ID card.
  - c. **Flotilla number:** Enter the flotilla's 4-digit number (e.g., 08-04, 10-05).
  - d. **District number:** Enter the district's 3-digit number:  
013 = D1-North / 014 = D1-South / 053 = D5-North / 054 = D5-South / 070 = D7 / 081 = D8-Coastal /  
082 = D8-Eastern / 085 = D8-Western Rivers / 091 = D9-Central / 092 = D9-East / 095 = D9-West /  
113 = D11-North / 114 = D11-South / 130 = D13 / 140 = D14 / 170 = D17
  - e. **Effective Date:** Enter the date desired for the transfer to be effective.
  - f. **Reason for Disapproval:** Briefly explain reason for recommended/final disapproval. Attach separate sheet if narrative is extensive. Reasons for disapproval include delinquency in financial obligations (e.g., dues), incomplete accounting or transfer of assigned property, is subject of administrative investigatory or disciplinary actions, or has a documented history of being a disruptive influence to Auxiliary personnel and/or programs.
3. Routing the Form. (via mail or email as a PDF attachment acceptable).
  - a. **Section 1 – Request to Transfer Within District.**
    - 1.a. Auxiliarist fills out this section and sends the form to their current FC.
    - 1.b. The current FC fills out this section, sends the form to the receiving FC , and also sends a copy to the current DCDR.
    - 1.c. The receiving FC fills out this section, sends the form to the receiving DIRAUX, and also sends a copy to the receiving DCDR.
    - 1.d. The current DIRAUX fills out this section, makes their decision on approval, and notifies the Auxiliarist and both FCs. Both FCs should then notify their respective DCDRs.
  - b. **Section 2 – Request to Transfer Outside of District.**
    - 2.a. Auxiliarist fills out this section and sends the form to their current FC.
    - 2.b. The current FC fills out this section and sends the form to the receiving FC and also sends a copy to the current DCDR.
    - 2.c. The receiving FC fills out this section, sends the form back to the current DIRAUX, and also sends a copy to the receiving DCDR and receiving DIRAUX. Note the receiving FC must attest to having been in contact with the Auxiliarist requesting the transfer.
    - 2.d. The current DIRAUX fills out this section, makes their decision on approval, sends the form to the receiving DIRAUX, and notifies the Auxiliarist and both FCs (email notification and/or email transmission of the form is acceptable).
    - 2.e. The receiving DIRAUX fills out this section, makes their decision on approval, and notifies the Auxiliarist, both FCs, and the current DIRAUX. If approved, the current DIRAUX shall then make the transfer in AUXDATA II and send the Auxiliarist's records to the receiving DIRAUX. Both FCs should then notify their respective DCDRs."

## PRIVACY ACT STATEMENT

In accordance with 5 USC 552a(e)(3), the following information is provided to you when supplying personal information to the United States Coast Guard:

1. **AUTHORITY** which authorized the solicitation of the information: 14 USC Sec 3901.
2. **PRINCIPAL PURPOSE(S)** for which information is intended to be used: To administer Auxiliary personnel transfers among Auxiliary units and record them in the Auxiliary information system of record, the Auxiliary Database II.
3. **ROUTINE USES** which may be made of this information: To facilitate and effect Auxiliary personnel transfers among Auxiliary units through appropriate notifications of Auxiliary unit leaders and the District Director of Auxiliary
4. **WHETHER OR NOT DISCLOSURE** of such information is mandatory or voluntary (required by law or optional) and the effects on the individual, if any, of not providing all or any part of the requested information: Disclosure of this information is voluntary, but failure to provide the information will prevent the transfer of Auxiliary personnel among Auxiliary units.