



16798  
6 Mar 2019

Seventh Coast Guard District Auxiliary Policy Directive AD-15

Subj: AUXILIARY PERSONNEL ELECTRONIC FILE (APEF) SYSTEM

Ref: (a) Auxiliary Manual, COMDTINST M16790.1 (series)  
(b) U.S. Coast Guard Cybersecurity Manual, COMDTINST M5500.13 (series)

1. PURPOSE. To provide policy and guidance for District Seven Auxiliary regarding proper procedures for updating electronic personnel records.
2. ACTION. All Auxiliary elected officers, District Staff Officers, and Auxiliarists in the Seventh Coast Guard District shall become familiar with and follow the guidelines contained in this Directive.
3. DIRECTIVES AFFECTED. None
4. DISCUSSION. The DIRAUX Office was established to provide administrative support and operational oversight to the District Seven Auxiliary. DIRAUX's mission statement is "Provide Outstanding Customer Service and Rapid Problem Resolution for District Seven Auxiliarists through the established Chain of Leadership (Chain)". Updating personnel electronic records thru DIRAUX Office shall be accomplished utilizing the guidelines established in references (a) and (b). This process is not designed to distance the DIRAUX personnel from the Auxiliary, but rather to develop processes that are easily understood and followed by all to improve efficiency.
5. ENVIRONMENTAL ASPECT AND IMPACT CONSIDERATIONS. Environmental considerations were examined in the development of this directive and have been determined to be not applicable.
6. PROCEEDURES. Effective immediately, the following procedures for updating electronic personnel records will take effect:
  - a. The DIRAUX personnel will do their best to avoid errors in the processing of all administrative issues, forms, processes, data entry, certificates, certifications, etc. With over 4300 Auxiliarists and dozens of processes, it is inevitable that errors occur. The DIRAUX Office is committed to resolving these errors as quickly as possible. The correct use of the "Chain of Leadership" is the path to correcting errors with Auxiliarist records and AUXDATA.
  - b. All electronic correspondence shall include the Auxiliarist's full name as listed in AUXDATA, the member ID number, identification of document and must be in PDF format (adobe) with exception of a picture for an AUXID. AUXID Pictures shall be in a jpeg format.

- c. Auxiliary members may request thru D7 help desk, a copy of their electronic record. If the Auxiliary member finds that his record is incomplete, the member can send any additional documents thru the help desk.
- d. In keeping with requirements of reference (b), all member records must be encrypted, password protected and digitally signed before being emailed to member. The password will be sent via separate email. Only the DIRAUX office staff, and those Auxiliarists designated in writing by DIRAUX, will have permission to access the records stored on the Coast Guard Network in an access-controlled file.
- e. The following documents will be retained in the AUX electronic Auxiliary Personnel Electronic File System (APEF):
  - (1) ANSC 7001 Membership Application
  - (2) Current Auxiliary Offer for Use Forms
  - (3) Correspondence letters
  - (4) Letters of Designation
  - (5) Investigations and disciplinary letters until revocation date (if applicable) including: Letters of Caution/Reprimand, Suspension, Revocation of Qualifications, etc, after which they must be retained in accordance with provisions of reference (a).
  - (6) Other appropriate documents.
- f. Naming convention for documents:
  - (1) New enrollment:
    - (a) *Example:* Doe, John\_1234567\_(name of document)\_BS (Boating Safety certificate)\_ICS\_100\_200\_700\_800
  - (2) PQS's in any certification:
    - (a) PQS\_MEES (Prevention Outreach Specialty)
    - (b) PQS\_MSAM (Marine Safety Administrative Management Specialist)
    - (c) PQS\_CFVE (Commercial Fishing Vessel Examiner)
    - (d) PQS\_UPV (Uninspected Passenger Vessel)
    - (e) PQS\_ATON ( Aid Verifier)
    - (f) PQS\_AuxFS (Aux Food Specialist)
  - (3) Offers to use:
    - (a) Offer\_Radio\_Yr
    - (b) Offer\_Air\_Yr
    - (c) Offer\_Boat\_Yr
  - (4) Awards:
    - (a) \_\_AAM\_Yr (Aux Achievement Medal)
    - (b) \_\_ACOLC\_Yr (aux Commandant Letter of Commendation)
    - (c) \_\_ACM\_Yr (Aux Commendation Medal)
    - (d) \_\_MOM\_Yr(Medal Operational Merit)
    - (e) \_\_MSM\_Yr (Meritorious Service Medal)
    - (f) \_\_MTC\_Yr (CG Meritorious Team Commendation)
    - (g) \_\_MUC\_Yr (CG Meritorious Unit Commendation)
    - (h) \_\_Perf\_OPS (Performance in Operations)

- (i) \_\_Perf\_VE/ RBS (Performance in Vessel Examiner)
  - (j) \_\_Perf PE (Performance in Public Education)
  - (k) \_\_Perf Rec (Performance in Recruiting)
  - (l) \_\_Mem (Membership Awards)
  - (m) \_\_MSTR (Marine Safety Training Ribbon)
  - (n) \_\_Trid (Trident)
  - (o) \_\_AUXOP (Auxiliary Operational)
7. FORMS/REPORTS. The most up to date forms can be found online at <http://forms.cgaux.org/>.

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