

ID CARDS

The Directors Office is now ready to produce the new Department of Homeland Security ID card for the entire Seventh District Auxiliary. In order to perform this heavy task in a smooth logical format, we have created the following procedures. With over 6000 members, we ask that you please comply with these directions.

The following information was previously sent to all DCP's and FC's to solicit their comments/input. I received several complaints about my office asking for too much, being unfair and that this is a heavy lift for some flotillas. Please understand that we are not trying to make life difficult on any of you, but rather we are trying to offer each and every one of you a service that is not being offered and performed by any other district. Because we have the personnel in our office (this summer) to create the ID cards, we looked upon it as an opportunity to improve security and accountability of the Auxiliary ID card and also to begin creating a database. This database will be maintained for the duration of your enrollment in the Auxiliary. Once we have your picture and the ID card information, you should not have to send your information to us again. Within 30 days of expiration of your ID card, we will automatically reproduce and send your new card to your FC. If you desire to have a new picture on your card, then you may send in a new picture and we will update the database. A new Directive will be created detailing the process. For now, the below directions will apply.

Please read the directions very carefully. You DO NOT have to go through the FC (or designee) to submit your information to DIRAUX. You email or send via U.S. Mail directly to DIRAUX. The only reason that you have to relinquish your old ID card is to maintain accountability for unexpired ID cards. The FC (or designee) has been charged with carrying out the duties of maintaining accountability and for confiscating/destroying the old ID card. For all areas below, the designee for the FC may be the VFC, DSO-PS, and any flotilla member who currently holds an elected position of VCP or higher.

1. If you choose to obtain a new card, you MUST fill out the attached form in it's entirety. Do not omit any information or the ID card cannot be processed. Incomplete forms will not be returned. It is recommended that when sending via electronic means, you cut and paste the below form into your email. FC's (or their designee) should print out copies of the .pdf form for those members who do not have computers or computer access. FC's (or their designee) are authorized to submit via electronic means for those members who do not have computers or computer access.
2. We will accept (and prefer) an online submission of both the digital picture and the attached form. Email your picture and form to Petty Officer Kellie Dixon at kdixon@d7.uscg.mil. DO NOT send or info the Director or CWO FLYNN.
3. If you are unable to send via electronic means, then send the form and picture via U.S. mail to the Directors Office at the following address:

Commander (oax)

Seventh Coast Guard District
Brickell Plaza Federal Building
909 SE 1st Avenue
Miami, FL 33131-3050
Attn: PO Dixon

4. The picture should be a passport style/size/quality photo. Head shot. Uniform preferred, but not required. The background for the picture MUST be red in color as directed by the Chief Director. Pictures that do not have a red background cannot be processed as they would be in violation of the G-OCX directive. Pictures received via U.S. mail will be returned via the FC to the member with the new ID card. Suggest flotillas identify a member who owns a digital camera and then ask the member to take pictures at flotilla meetings. The use of a red cloth as a backdrop will suffice. If sending in batch format (more than one picture as an attachemnt or on a disk), ensure that each picture is clearly matched up with the member form. Digital pictures should have the member's number as the file name.
5. The ID card will be produced and signed by the Director (or his designee). It will then be returned to the Flotilla Commmander. The Flotilla Commander (or their designee) SHALL NOT give the new ID card to the member until he/she receives the old Department of Transportation card. Auxiliarists who do not have the old ID card due to loss or theft, must submit a letter to the Directors office, via the Flotilla Commander (or designee), stating the same. The letter must be signed by the Auxiliarist and Flotilla Commander (or designee) and it will be retained in the Directors office until the old ID card expires. The Flotilla Commander (or designee) is charged with destroying the old ID card immediately upon receipt.
6. For new enrollments/members, please have them enter "new enrollment" in the EMPLID block of the below form. If submitting via electronic format, we will send the new ID card upon receipt of the new member package. If not sending via electronic format, send the picture and below form with the new member package. As of 1 May, ID Cards will not be issued for new enrollees until they submit a picture and below form to DIRAUX.
7. DIRAUX West will not be re-issuing expired ID Cards until further notice. For those members whose picture and ID card information is on file, we will automatically reissue a new card based on 5 year anniversaries of membership in the Auxiliary. The new card will be reissued within 30 days of expiration of the old one beginning in calendar year 2004. Members at the end of their 5 year cycle shall make application as per above guidelines if they have not previously submitted a picture and ID card information. DIRAUX West will continue to issue the 5 (10, 15,) year service award certificates.
8. All questions or issues shall be directed to Petty Officer Dixon. DO NOT info the Director of CWO FLYNN. The Directors Office will have be issuing the new ID cards at the District Conferences in May and Sep and laminating services will also be available.

Kevin P. Crawley
CDR, USCG
Director of the Auxiliary
Coast Guard District Seven
*(w) 800-231-3856
*(w) 305-415-7052
*(c) 305-308-8484
*FAX: 305-415-7059
[*kcrawley@d7.uscg.mil](mailto:kcrawley@d7.uscg.mil)

Department Of Homeland Security
D7 ID Card Form

*****EACH ITEM ON THE FORM MUST BE FILLED IN*****

STATUS: _____
(Must be either Member, Life Member, Honorary or Commodore)

NAME: _____

EMPLID# _____

AUXOP: _____ (Must be either yes or no)

DOB: _____ (YYYYMMDD) EXAMPLE: 1965OCT30

WEIGHT: _____

HEIGHT: _____

HAIR COLOR: _____

EYE COLOR: _____

BLOOD TYPE: _____ A+, A-, B+, B-, AB+, AB-, O+, O-, Unknown

Mail with picture to:

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Seventh Coast Guard District
Brickell Plaza Federal Building
909 SE 1st Avenue
Miami, FL 33131-3050
Attn: PO Dixon