

01 January 2023

TO: DIVISION COMMANDERS'S, FLOTILLA COMMANDERS and ALL STAFF OFFICERS 1NR

FROM: COMO BELMORE, CAPE OFFICE SUPERVISOR

SUBJECT: OFFICE WORK DISTRIBUTION – **PLEASE READ AND USE THIS INFORMATION**

In order to make your workload easier and to avoid delays in obtaining information or paperwork for your members, I would like to take this opportunity to state the distribution of workload between the Boston DIRAUX Office and the Joint Base Cape Cod Support and Training Center Office:

- **BOSTON: 408 Atlantic Ave., Boston, MA 02110-3350 – 617 223 8309**

TO: **COMO Charles Grossimon, Charles.B.Grossimon@uscg.mil, 617 223 8223**

1. All new member paperwork
2. All Transfer requests whether in or out of District
3. All reinstatement requests for membership, nor qualifications
4. ID Card requests.

See District Web for further information on submission for ID Cards

TO: **BOSN 2 Elijah B. Reynolds, Elijah.B.Reynolds@uscg.mil, 617 223 8215**

1. All Operational qualification paperwork (Surface or Air and Towed Vehicle), Including REYR Removal

TO: **YN2 Trevor R. Wilson, TREVOR.R.WILSON6@USCG.MIL, 617 223 8309**

1. All Operational Facility inspection forms (boats or radios)
- **CAPE OFFICE: 3163 Burge Blvd, Buzzards Bay, MA 02542 – COMO Belmore, 508 968 6600**

1. All requests for EXAMS – where a paper exam is required.
2. All exams return to the Cape office for grading, letters and certificates as appropriate
Note: The Cape Office does NOT receive results of ICS Courses taken on line; members MUST forward the results from FEMA and all other routine Cape Office work to NEW ** D01-SMB-D1-S-AUX-Support-CTR@uscg.mil for processing. Note this is D (Zero) 1 We usually receive NTC on line test results WEEKLEY at this time however, it is still recommended that members submit ANY course completion to this office.
3. Requests for duplicate certificates (lost damaged, etc.): Except new members which come from Boston.
4. **Qualification paperwork** - VE, IT, PE, PV, "M", TRIDENT etc.;
5. All inquiries about awards for members, Anniversary, SAS, Performance, AUXOP, etc.
6. All National Awards (Performance and Sustained Service, RBS Device) are produced QUARTERLY from reports generated in AUXDATA.II
7. AUXOP this office attempts to notice members who are completing AUXOP qualification, however, members should use the AUXOP check sheet and submit it when they feel they have qualified..
8. All Awards and certifications received by members from USCG should be copied to this office for entry; they do NOT get entered automatically.
9. All signoffs for programs such as TCTAUX FAC, MS, M Ribbon, TRIDENT, REYR Removal come to the Cape Office.

If you have any questions, please feel free to call, write or e-mail your questions to the **Cape Office**.

OPEN 0900 TO 1300 – TO VISIT THE UNIFORM LOCKER PLEASE CALL AHEAD

COMO Carolyn Belmore, [508 968 6600](tel:5089686600) or Carolyn.V.Belmore@uscg.mil *This has not changed.

*****The only exception** is where there is a **DEATH** and that should be e-mailed to cvbelmore@cgaux1nr.org or called to my home numbers, **508 540 9204** **Immediately** by the member who learns of the passing as time is of the essence the USCG.mil should **NOT** be used on this notification..