



24-Aug-11

TO: DIVISION COMMANDERS AND FLOTILLA COMMANDERS 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 Cape Support and Training Center Office:

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

TO: Peter Boardman

1. All new member paperwork
2. All Transfer requests whether in or out of District
3. All reinstatement requests for membership
4. All requests for ID cards

See District Web for further information on submission for ID Cards

TO: BOSN2 Thomas Langdale

5. All Operational qualification paperwork (Surface or Air)
6. All Operational Facility inspection forms (boats or radios)

• **CAPE OFFICE: BLDG 5205 Otis ANGB, MA 02542-5005 – COMO Belmore**

1. All requests for EXAMS – All programs including APC, AUXOP, VE, IT, BQ, MS, NS, NAV, PV, ETC.
2. Exams will be sent with an answer sheet for each exam and a postage-paid return envelope to speed the process. **NOTE: PLEASE USE ANSWER SHEETS PROVIDED**
3. 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 need to forward the results from FEMA to [Carolyn.V.Belmore@uscg.mil](mailto:Carolyn.V.Belmore@uscg.mil) for processing.**  
**We DO receive NTC on line test results at this time.**
4. Requests for duplicate certificates (lost/damaged, etc.): Except – Operational Quals and new members
5. **Qualification paperwork** - VE, IT, APC, :”M”, TRIDENT etc., other than Operations Air or Surface;
6. All inquiries about awards for members, Anniversary, SAS, Performance, AUXOP, etc.
7. All National Awards (Performance and Sustained Service, RBS Device) are produced QUARTERLY from reports generated automatically in AUXDATA.
8. AUXOP ADMIN Report will be pulled monthly and members notified if they have acquired AUXOP status.
9. All Awards received by members from CG should be copied to this office for entry; they do NOT get entered automatically.
10. All signoffs for programs such as TCO, MS, M Ribbon, etc. 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.

COMO Carolyn Belmore, [508 968 6600](tel:5089686600) or [Carolyn.V.Belmore@uscg.mil](mailto:Carolyn.V.Belmore@uscg.mil)

**Please use this information for inquiries; I do not have access to most answers at my home.** The only exception is where there is a death and that should be e-mailed or called to my home numbers.