

ELECTRONIC SUBMISSIONS GUIDELINES

IDENTIFY YOURSELF (NAME-UNIT-OFFICE)

SHORT SUBJECT LINE COMPLETED

1. ENROLLMENTS (REF: D5NR POLICY MANUAL, MMS-PR-AUX 16791, CHAPTER 2)

- APPLICANT IS RESPONSIBLE TO SUBMIT ANSC-7001 WITH REQUIRED DOCUMENTATION
- FC IS RESPONSIBLE TO SUBMIT PHOTO, TEST DATE AND SCORE

NO ONE IS TO BE COPIED OR BLIND COPIED ON ENROLLMENT SUBMISSIONS

2. ID CARD RENEWAL REQUESTS:

- ADMIN-11 MUST BE ATTACHED AND COMPLETED ACCORDINGLY.
- PHOTO MUST BE ATTACHED AS A JPEG AND WITHIN GUIDELINES ACCORDING TO COMDTINST M16790.1G
- IF REQUEST IS DUE TO LOST OR STOLEN CARD, MEMBER MUST SUBMIT WRITTEN STATEMENT WITH EXPLANATION OF CIRCUMSTANCES.

3. END OF COURSE COMPLETIONS:

- END OF COURSE COMPLETIONS INCLUDE ALL BS&S FOR IQ TO BQ CHANGES, ICS COURSES, C-SCHOOL COURSES OR ANY OTHER COURSE THAT IS NOT AN AUXILIARY COMPETENCY.

4. TEST REQUESTS:

- TEST REQUESTS MAY BE SUBMITTED FOR AUX NAV-B ONLY AS AN ATTACHMENT WITHIN GUIDELINES ACCORDING TO COMDTINST M16790.1G.

5. PROGRAM AND INITIAL QUALIFICATION REQUESTS:

- FC OR PROGRAM MANAGER MAY SUBMIT REQUEST AS AN ATTACHMENT ACCORDING TO RESPECTIVE QUALIFICATION PROCEDURES.

6. REYR/REWK REMOVALS:

- FC OR SO-IS MAY SUBMIT REQUESTS REGARDING REMOVAL OF REYR/REWK STATUS.

7. SUPPLY REQUESTS:

- EXCOM/DSOs/DCDRs ARE AUTHORIZED TO SUBMIT REQUESTS FOR SUPPLIES FOR THEIR RESPONSIBLE PROGRAMS/UNITS. FCs/MEMBERS ARE NOT AUTHORIZED TO REQUEST.

8. MEMBER ISSUES:

- DCDRs ARE AUTHORIZED TO SUBMIT INQUIRIES REGARDING ALL MEMBER ISSUES ACCORDING TO D5NR POLMAN, CGDFIVEINST M16791.1D

****ALL DISCREPANCIES ARE TO BE RESOLVED AT THE LOWEST AUXILIARY LEVEL POSSIBLE****