APPENDIX C

IDENTIFY YOURSELF (NAME, UNIT AND OFFICE)
SHORT SUBJECT LINE MUST BE COMPLETED

1. ID CARD REQUESTS:
   *APPLIES TO EXISTING MEMBERS ONLY
   - 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.

2. 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.

3. TEST REQUESTS:
   - TEST REQUESTS MAY BE SUBMITTED FOR AUX NAV-B ONLY AS AN ATTACHMENT WITHIN GUIDELINES ACCORDING TO COMDTINST M16790.1G 15 DAYS PRIOR TO TEST DATE.

4. PROGRAM AND INITIAL QUALIFICATION REQUESTS:
   - FC OR PROGRAM MANAGER MAY SUBMIT REQUEST AS AN ATTACHMENT ACCORDING TO RESPECTIVE QUALIFICATION PROCEDURES.

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

6. SUPPLY REQUESTS:
   - DISTRICT STAFF AND DCDRS ARE AUTHORIZED TO SUBMIT REQUESTS FOR SUPPLIES FOR THEIR DUTIES AND/OR UNIT.

7. MEMBER ISSUES:
   - DCDRS ARE AUTHORIZED TO SUBMIT INQUIRIES REGARDING ALL MEMBER ISSUES ACCORDING TO D5NR POLMAN, CGDFIVEINST M16791.1D (SERIES)
   - ALL DISCREPANCIES ARE TO BE RESOLVED AT THE LOWEST AUXILIARY LEVEL POSSIBLE.