

## Processing Basic PPE Issuance & Turn-in

| Step                 | Action   | Who   |
|----------------------|--|---|
| 1                    | <p>Member discusses goals and intentions to participate in surface operations program.</p> <p>Assign mentor and provide training materials.</p> <p>Member must be in BQ/IQ status to receive PPE.</p>  | <p>Flotilla Leadership/Mentor</p>                             |
| 2                    | <p>Determine PPE sizes from Size Chart located at:</p> <p><a href="http://diraux.d11nuscgaux.info/forms/gear/PPE_Size_Charts.pdf">http://diraux.d11nuscgaux.info/forms/gear/PPE_Size_Charts.pdf</a></p> <p>Email <a href="mailto:d11auxnorthern@uscg.mil">d11auxnorthern@uscg.mil</a> to request basic gear issuance for member. Include estimated sizes.</p>  | <p>FC/ FSO-MA/FSO-OP</p> <p>FC must concur with issuance.</p> |
| 3                    | <p>OTO or designated Auxiliary Staff Assistant obtains equipment, completes Build-up and Issuance inspections per applicable directives. Completes AF-538 and initiates build-up log entries.</p> <p>Coordinates delivery of equipment with FSO-MA or FC. Equipment will not normally be shipped directly to members.</p> <p>Equipment being delivered will be documented by DD-1149, accompanied by AF-538 and Logs.</p>  | <p>OTO</p> <p>FSO-MA</p>                                      |
| 4                    | <p>Upon receipt, FSO-MA coordinates delivery to member. Must complete the following:</p> <ul style="list-style-type: none"> <li>-Sign DD-1149 copies acknowledging receipt.</li> <li>-Have member try on gear.</li> <li>-Provide training on proper wear.</li> <li>-If gear fits, label in accordance with directives. Contact OTO if gear doesn't fit.</li> <li>-Complete the accompanying AF-538, have the member sign.</li> <li>-Return copies of AF-538 and DD-1149</li> <li>-Coordinate with FSO-OP to add AF-538 and logs into the Flotilla's PPE records binder.</li> </ul> | <p>FSO-MA</p>   |
| 5                    | <p>Begin tracking semi-annual (or monthly for PLB's) inspection completion. FSO's are authorized to shorten the inspection timeframe if necessary to get all members on the same schedule.</p>   | <p>FSO-OP</p> <p>FC</p>                                       |
| 6 <b>Turn-In PPE</b> | <p>FSO-MA contacts DIRAUX via <a href="mailto:d11auxnorthern@uscg.mil">d11auxnorthern@uscg.mil</a> and coordinates turn-in with OTO.</p> <p>Equipment should be turned into Flotilla first and inventoried. If FSO-OP determines gear is serviceable, OTO may authorize equipment to be reissued on the spot to other members.</p> <p>Do not accept dirty equipment. It must be cleaned by the member first. DIRAUX does not have the resources to clean equipment, necessitating OTO to take home equipment and wash at his expense.</p>  | <p>FSO-MA</p>   |

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| 7 | Log the equipment “out of service” in applicable logs and update the AF-538 to reflect gear turn-in. Update whatever local tracking systems are used for PPE. | FSO-OP     |
| 8 | Return gear to DIRAUX as directed by OTO.   | FSO-MA/OTO |