Section E. Transfers

Introduction

This section addresses circumstances for transfers of Auxiliarists within and between districts, and for denial of transfers.

E.1. Within a Region

An Auxiliarist may request transfer to another flotilla within the region at any time. The request shall be submitted on the Member Transfer Request Form (ANSC-7056) to the Director, via the Auxiliarist's FC, and endorsed by the FC of the prospective flotilla. Information copies shall be concurrently provided to appropriate DCDRs.

Both FCs shall endorse an Auxiliarist's transfer request and forward it through the chain of leadership and management, according to district policy, to the Director. Either FC may recommend denial of the transfer request particularly if the Auxiliarist is delinquent in financial obligations, has not accounted for all assigned property, has administrative investigatory or disciplinary actions pending, or has a documented history of being a disruptive influence to Auxiliary personnel and/or programs (including having been subject of disciplinary action). A recommendation of denial shall address such considerations, provide details of same, and identify a period of time after which approval of the transfer request should be re-considered. The DCDR of the division from which the Auxiliarist seeks transfer may similarly submit a recommendation of denial to the Director if aware of any of the aforementioned circumstances about the Auxiliarist as well as failure to make such recommendation by the Auxiliarist's FC.

The transfer shall be made effective when approved by the Director.

E.2. Between Regions

An Auxiliarist should, but is not required to, request transfer between regions upon a change in permanent residence from one region to another. Such request shall be submitted on the Member Transfer Request Form (ANSC-7056) to the Auxiliarist's Director, via the Auxiliarist's FC. An information copy shall be concurrently provided to the Auxiliarist's DCDR.

The Auxiliarist's FC shall endorse an Auxiliarist's transfer request and forward it through the chain of leadership and management, according to district policy, to the Director. The Auxiliarist's FC may recommend denial of the transfer request particularly if the Auxiliarist is delinquent in financial obligations, has not accounted for all assigned property, has administrative investigatory or disciplinary actions pending, or has a documented history of being a disruptive influence to Auxiliary personnel and/or programs (including having been subject of disciplinary action). A recommendation of denial shall address such considerations, provide details of same, and identify a period of time after which approval of the transfer request should be re-considered.

The Director of the Auxiliarist's original region may communicate with the Director of the Auxiliarist's destination region about a request for transfer at any time. If the Director of the Auxiliarist's original region approves the request for transfer, then all records shall be sent to the Director of the Auxiliarist's destination region once the transfer has been approved by that Director.

An Auxiliarist is obligated to ensure the original FC and Director have a way of communicating with the Auxiliarist throughout the transfer process. The Auxiliarist may request assistance by the original Director to facilitate identification of an appropriate flotilla in the destination region in which to transfer.

The Director of the Auxiliarist's destination region shall not approve a request for transfer until the gaining FC has been made aware of the transfer and has contacted the Auxiliarist. If the Auxiliarist has already selected and contacted a flotilla, the gaining FC should advise the Director through the usual channels.

Upon transfer, an Auxiliarist is obligated to update their record address and other pertinent information through the new Flotilla Staff Officer-Information Services (FSO-IS).

E.3. Denial of Transfer

The Director may deny an Auxiliarist's request for transfer to another flotilla within the district or to another district based upon the FC's or DCDR's recommendation as described earlier in this section, and whenever the Director determines that the Auxiliarist:

a. Is delinquent in any financial obligation.
b. Neither accounted for nor returned Auxiliary or Coast Guard property.
c. Is the subject of any pending administrative investigatory or disciplinary action.
d. Has a documented history of being a disruptive influence to Auxiliary personnel and/or programs (including having been subject of disciplinary action).

E.3.a. Notification of Transfer Denial	The Director shall notify the Auxiliarist in writing of the reason for denial of a transfer request and identify the time at which approval of the request may be re-considered (e.g., upon fulfillment of financial obligation, upon return of property, upon completion of pending administrative investigatory or disciplinary action). Such notification must be issued within 30 days of receipt of the transfer request.
E.3.b. Appeal of Transfer Denial	If the reason for denial of an Auxiliarist's transfer request is based upon a documented history of being a disruptive influence to Auxiliary personnel and or programs, the Director may identify a period of up to one year from the date of reply to the transfer request at which point approval of the request may be re-considered. Only this latter reason for denial of a transfer request may be appealed to the Director's supervisor. Such appeal must be submitted in writing within 30 days of receipt of notification from the Director, and shall only be subject to technical review to ensure appropriate foundation for denial and timeliness of process. After a final decision, the appeal package shall be retained as part of the Auxiliarist's service record for a period of two years. The technical review of the appeal by the Director's supervisor is considered final.