



Date: 21 June 2011

From: H.M. Jacobs, DCO
CGD Eleven SR

Reply to DCO Jacobs
Attn of: (562) 947-0928

To: All Hands

Subj: STANDARDIZED SIGNATURE BLOCKS

Ref: District Commodore Administrative Memorandum 11-12

Chapter 5, Sections A, B, C and D, pages 5-3 to 5-14, of the Auxiliary Manual, COMDINST M-16790.1F, describes the policy for use of the words "Coast Guard" and titles, in connection with communication with the public. Specifically, Section D.2.c addresses the proper use of an office title. All of these regulations are designed to assist the Members of the Auxiliary in properly representing the Coast Guard and the Coast Guard Auxiliary.

Recently, there have been several noticeable violations of these regulations by Members in this District. The Director, District Chief of Staff and I believe that these violations have been unintentional and reflect a need for guidance on the subject of the appropriate use of signature blocks in e-mail being sent within and outside of the Auxiliary. Therefore, effective this date, only the **exemplar** standardized signature blocks printed below are to appear on e-mail sent within and outside of the Coast Guard Auxiliary District 11SR:

Colleen Jones
Member - Flotilla 08-03
Eleventh District Southern Region
Phone #

Paul Smith
FSO-MT - Flotilla 08-03
Eleventh District Southern Region
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Barry National
DCDR - Division 8
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