

# CGMA Assistant Representative Information and Certification Form

Unit Name \_\_\_\_\_

Site Number \_\_\_\_\_

## Information about the NEW CGMA Assistant Representative

Name and Rate/Rank \_\_\_\_\_

Telephone (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_

Relieving an existing Assistant Representative? Yes  No  If yes, whom? \_\_\_\_\_

Do you wish to have a user name and password to access CGMA-CMP? Yes  No  .

Who is the Primary CGMA Point of Contact for your site? \_\_\_\_\_

(This person's name, phone number and e-mail address will be published on the CGMA website.)

## Authorization

I have been authorized to approve CGMA loans up to \$\_\_\_\_\_.

I have been authorized to sign CGMA Checks.

I confirm that my **Appointment Letter** has been received

I confirm that an **Audit** has been completed (if a change in custody of CGMA checks)

I am aware that the **CGMA Manual**, the latest **CGMA Annual Report**, and the **BOC Meeting Minutes** are available online at [www.cgmahq.org](http://www.cgmahq.org)

I am aware that the **Active Loan List** and all **Assistance Summary Reports** are available from within the CGMA-CMP application

I am aware that the **Restricted List** and the **List of Reps & Assistants** will be sent monthly to all CGMA Reps and Assistants by e-mail

I have read Section 2-F of the CGMA Manual and understand the responsibilities of a CGMA Assistant Representative.

\_\_\_\_\_  
Signature of new Assistant Representative

\_\_\_\_\_  
Date

This form is designed to assist individuals in successfully assuming the duties and responsibilities of a CGMA Assistant Representative. At the same time, this form will assist with maintaining up-to-date information concerning Assistant Representatives, which is crucial to the communication network used by Coast Guard Mutual Assistance.

This information must be completed and forwarded to CGMA-HQ each time a CGMA Assistant Representative is appointed. User names and passwords necessary to access CGMA-CMP will not be issued until all items are completed.

Contact CGMA-HQ at (703) 875-0404 for additional assistance.

Once complete, please image and e-mail to [ARL-DG-CGMA@uscg.mil](mailto:ARL-DG-CGMA@uscg.mil) (Preferred) or  
FAX to CGMA-HQ at (703) 875-0344