

# U.S. COAST GUARD AUXILIARY

## District Eleven North Region

### DIVISION STAFF OFFICER INFORMATION SERVICES REPORT

To: William Hale, DCDR  
CC: Roberto Morfin, VDCR  
Aubrey Hooper, FSO-SR  
From: Anita Farnholtz, SO-Information Services  
Date: May 7, 2020

#### **HIGHLIGHTS – “3 UPS”:**

- IS Training
- Assist staff members and others
- Attend meetings and function
- Reports

#### **DETAILS:**

- Continue to mentor new FSO-IS officers and assist IS officers with AUXDATA II input questions.
- Provided reports to officers and other members when requested, answer questions.
- Note: Members who want to work with the Sea Scouts need to complete the BSA Youth Protection Training (YPT) online. FSO-IS will be able to enter this certificate in AUXDATA II, but please send a copy to DIRAUX if they have a problem with entry.
- Encourage members to submit their hourly reports.
- Provided six webinar training sessions for AUXDATA II to Information Services Officers throughout District 11N, in April.
- **Will be providing more AUXDATA II webinar training to Information Services Officers this week and next.**
- Proofread D-Train award templates, again, to be ready for engraving, ASAP.

#### **PROJECTS:**

- Train SO-IS and FSO-IS in AUXDATA II, as soon as we can do so.
- Train all members to use AUXDATA II.

#### **CHALLENGES/OBSTACLES/OPPORTUNITIES:**

- Train members to complete forms to report their hours, mileage, and expenses for the Auxiliary
- Train all membership to effectively use AUXDATA II, when internet connections may not be completely reliable. For now, most training needs to be done via Webinar and telephone.

## **GOALS AND OBJECTIVES:**

- Keep Division and Flotilla Information Systems Staff Officers updated on any new information.
- Maintain records which may be required to effectively discharge my responsibilities.
- Attend Division Meetings
- Assist Division and Flotilla IS officers, as needed.
- Review the appropriate AUXDATA/AUXINFO reports on a regular basis to track input of District/Division/Flotilla Activities.
- Train members who want to be Information Services officers. Provide mentor for them to enable them to successfully take and pass AUX 10 (C-School.)
- Provide Officers with reports as requested.

## **Note:**

**Members, please go to the National USCG Auxiliary website, <http://cgaux.org>**

On the home page, go to AUXDATA II, you will find updated information. On the left, click on AUXDATA II to find training materials. There are a lot to choose from, so here are some suggestions as to where to start.

1. FAQs
2. Salesforce Navigation
3. Member Unit Training Management
4. Facility Management
5. Activity Management
6. Reports and Service Tickets
7. Auxiliary Member User Guide (PPTX with links) or Auxiliary Member User Guide (PDF with links)
8. Account Activation