

# U.S. COAST GUARD AUXILIARY

## District Eleven North Region

### DISTRICT STAFF OFFICER INFORMATION SERVICES REPORT

To: Mary Kirkwood, Commodore  
CC: District Board and Staff  
From: Anita Farnholtz, DSO-Information Services  
Date: June 3, 2020

#### **HIGHLIGHTS – “3 UPS”:**

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

#### **DETAILS:**

- Provided reports to officers and other members when requested, answer questions.
- Entered some District ADSOs into AUXDATA II
- Note: Members who want to work with the Sea Scouts need to complete the BSA Youth Protection Training (YPT) online and send the certificate to your FSO-IS or SO-IS.
- Our Information Services leadership (Pam Berger, Robert Aston, Robert Firehock, Doug Kerr, and Anita Farnholtz) provided webinar training sessions for AUXDATA II to Information Services Officers, for coxswains, pilots, TCO's, and the general membership in District D11N. Pam lead the sessions with support from the rest of the team.

April 9, 10, 11,	Primarily for Information Services Officers
May 9	Flotilla 88 Introduction to AUXDATA II by Robert Aston, ADSO-IS
May 12, 13, 14	Basic Navigation, Activity Log Entry, Activity Log Approval/Rejection, Creating Lists, Creating Reports
May 17, 18	Primarily for Operations leads, facility owners, and Information Services officers. The recorded webinars have been placed on the D11N website and can be accessed from the home page. Topics include Activity Logs, Facility Management, and Requesting Orders. <a href="http://wow.uscgaux.info/content.php?unit=113">http://wow.uscgaux.info/content.php?unit=113</a>

Your FSO-IS, SO-IS, ADSO-IS and DSO-IS are available to answer AUXDATA II questions by email and phone.

SO-IS and FSO-IS are providing training for their members.

We are planning more training opportunities.

- All members should have activated their AUXDATA II account.
- Received D-Train awards from Wilson Trophy Company.

Attended DSO-IS webinar, May 27

### **PROJECTS:**

- Update District Information Services website (Robert Firehock ADSO-IS)
- Robert Firehock provided The Navigator with an article about AUXDATA II.
- Provide training in AUXDATA II to all members.

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

- Provide trained staff to enter hours received from members
- Continue to train all Information Services Officers to use "AUXDATA II.

### **GOALS AND OBJECTIVES:**

- Keep District, Division and Flotilla Information Systems Staff Officers updated on any new information.
- Maintain records which may be required to effectively discharge my responsibilities.
- Attend District 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 District Officers with reports as requested.
- With Assistant District Staff Officers Information Services and other District Staff Officers, calculate and process

### **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