

# 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: September 5, 2020

#### HIGHLIGHTS – “3 UPS”:

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

#### DETAILS:

- The Division and Flotilla Information Services Officers are doing great job. They have learned a lot about AUXDATA II. They continue to ask questions and gain a better understanding of the system. They are also now teaching their members to use and understand AUXDATA II. They are using training tools that are available and developing their own.
- Check the District Webinar Calendar for more training in the use of AUXDATA II.
- District Information Staff Officers are holding Office Hours (webinar) as needed/requested. **Tuesday, September 15, 7:00 PM** is our next scheduled Officers Hours. We try to address problems, update IS Officers, and answer any questions.
- We continue to receive updates on AUXDATA II through our Chain of Leadership. I then forward the information to our District, Division, and Flotilla Information Services Officers.
- AUXDATA II is continually updated. The **Election Eligibility Report** is now available. Go to ALL FOLDERS, DISTRICT, DIVISION, OR FLOTILLA Reports.
- Please continue to send your 7030, 7029, and other forms to your FSO-IS if you are not entering them in AUXDATA II. Although many members are not very active, we would like to record the hours that do happen.
- There is AUXDATA II information posted on the home page of the National USCG Auxiliary website. Please check for updates. Some resources are posted now. <http://www.cgaux.org/>
- We provide reports to officers and members when available. Some of our favorite reports have not yet been developed

#### PROJECTS:

- Update District Information Services website (Robert Firehock ADSO-IS)
- Provide training in AUXDATA II to all Information Services officers and other Auxiliarists.

#### CHALLENGES/OBSTACLES/OPPORTUNITIES:

- Produce reports and enter information into Auxdata II.
- Train all Information Services Officers to use AUXDATA II.

- Train all members to effectively use AUXDATA II, when some members have limited access to use of computer and internet service.

## **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 II 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 awards for D-Train at the end of each year.

## **PHOTO GALLERY:**

Division Commanders, please send me photos representing training related to forms and AUXDATA II.

Thanks.