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: November 11, 2020

HIGHLIGHTS – "3 UPS":

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

DETAILS:

- The Division and Flotilla and Division Information Services Officers continue to record hours for their members and help them to learn the AUXDATA II system. Many attend AUXDATA II training offered monthly by the District IS officers. They are using training tools that are available and developing their own.
- Our last District IS webinar was held November 4. Our next Training will be held later this month after we receive more information on the latest updates and improvements.
- 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.
- 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
- **Change in the way to record workshops/member training.** 1) Mission code 06A or 06B for Instructor Time teaching the class. 2) 99B for student time taking the class. Yes, that is two separate entries into AUXDATA II. (In REMARKS, it is a good idea to cross reference the Activity Log numbers. Please contact me if you have any questions.

PROJECTS:

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

CHALENGES/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.