



DSO-MA REPORT

Date: January 13, 2022

To: COMO Dean McFarren,
Curtis Han, District Chief of Staff
Bruce Martin, DCAPT-Support
District 11N Board and Staff

From: Jerry B. Edelen, DSO-MA

IMPORTANT NOTES:

I HOPE EVERYONE HAD A VERY MERRY CHRISTMAS, HAPPY HOLIDAY SEASON AND MAY 2022 BE OUR MOST PRODUCTIVE YEAR YET!!

PLEASE ENCOURAGE ALL OF YOUR PERSONNEL TO:

- a. ORDER THEIR UNIFORM ITEMS/ ACCESSORIES FROM:
Our Coast Guard Auxiliary Association on-line store www.auxcen.com. The prices are very reasonable, and a portion of each sale comes back to our District to support our Association.
- b. PLACE THEIR AMAZON ORDERS THROUGH:
www.smile.amazon.com instead of amazon.com. How does it work? Once you log onto the website, it will ask you which 501 (c) (3) charity you want to have your donation go to. Just type in "Coast Guard Auxiliary Association". That's all there is to it. In the future, log into www.smile.amazon.com, and .5% of the total of all purchases you make will automatically go the Coast Guard Auxiliary Association. It won't cost our personnel anything; but it will greatly benefit our Association and, in turn, our District!



HIGHLIGHTS:

1. Slow Holiday Season.
2. Necessary Coastie parts are identified for purchase.
3. Necessary ACV parts are identified.
4. DTrain Materials Team is identified.
5. Master ANSC List is distributed.
6. Square Reader is updated.
7. Location of District Store at DTrain is identified.

DETAILS:

1. The Holiday Season saw a slowdown in Materials Team Activity since everyone was focused on friends and family. January will see ramped-up activity.
2. John Brandenburg, ADSO-MA, has inventoried all 4 District Coasties and compiled a list of the parts needed to bring the Coasties back into full operational condition. John worked with the Robotronics Representative (the manufacturer of our Coasties) to compile the list associated with the costs. The projected cost of repairing the Coasties does not include labor. John will perform the labor himself. The list of required parts has been provided to our OTO, Bosun Dustin Finkleson who is waiting for CG funds to become available before he can begin releasing the funds. THANK YOU, DUSTIN!
3. John Brandenburg has also identified the parts and repairs required for our Auxiliary Communications Vehicle (ACV). John has also been making some repairs on his own, such as re-waterproofing the ACV's roof when he noticed water infiltration after our last heavy rains. Again, we're waiting for funds to become available before all repairs can be completed.
4. The DTrain Materials Team has been identified which will be supporting DTrain. The Team will transport the District Store from Coast Guard Island, Alameda to Reno, set up and man the Store and bring all unsold items back to CG Island at the conclusion of the event. The Materials Team will consist of Bard Mansager, Deputy DSO-MA,



John Brandenburg, ADSO-MA, and Dave Sequeira, ADSO-MA. We are presently working on an Operational Plan to ensure everything runs smoothly for DTrain.

5. I received the monthly Master ANSC Inventory Listing from COMO McFarren and distributed it to all SO/FSO-MAs in our District.
6. Fran Fisher, our DSO-FN, had to change our District bank account because of some questionable activity that was occurring in the previous account last month. With the change in bank accounts, I had to relink our Square Credit Card Reader to this new account. With Fran's help, I was able to do this seamlessly. THANK YOU, FRAN!
7. I have been in contact with our DTrain Organizer/Guru, Phil Sanchez. He has been very proactive and has identified a location for our District Store at the Hotel. It is an easily identifiable, high traffic area that can be secured while not open. THANK YOU, PHIL!

DISTRICT MATERIALS TEAM- UPDATED:

According to AUXOFFICER, our District 11N Materials Team consists of the personnel listed in the following table. This table is being updated as new personnel are appointed. Please provide me with any information you might have if any of the information is incorrect.

Position	Name	Confirmed?
DSO-MA	Jerry Edelen	Yes
Deputy DSO-MA	Bard Mansager	Yes
ADSO-MA (Rolling Stock Manager)	John Brandenburg	Yes
ADSO-MA	Dave Sequeira	Yes
Division	SO-MAs	
Div 1	John Fortner	Yes
Div 3	Jeff Fite	Yes
Div 4	Trish Votta	Yes
Div 5	Ronald Nathan	Yes



Div 6	Craig Johnson (Acting)	
Div 7	William Rouleau	Yes
Div 8	Donald Cromwell	Yes
Div 10	Billy Ray	Yes
Div 11	Nathan Jeffery	Yes
Div 12	DCDR Greg Olsen	Yes

CHALLENGES/ OBSTACLES: (Progress being made is underlined)

1. Rebuilding the District Materials Team. In January, all District Materials Team members resigned their positions except our District Rolling Fleet Manager. DSO-MA Rolling Stock Manager has been appointed along with a new ADSO-MA, Dave Sequeira! All of the new District MA members are absolutely Top-Notch!
2. Ramping up in the Materials subject area- an area I and my Deputy have had little previous experience in. (Now I know what it's like to be fed with a fire hose! Progress is being made...ALL District Store "Square" software is now operational. 😊 **OCTOBER UPDATE: WOOH! NOT SO FAST, A NEW BANK ACCOUNT AND SQUARE ACCOUNT HAD TO BE ESTABLISHED DUE TO SOME HINKY FINANCIAL TRANSACTIONS IN OUR PREVIOUS BANK ACCOUNT. IT HAD BEEN CLOSED DOWN AND FRAN FISHER HAS OPENED A NEW, MORE SECURE ACCOUNT. **JANUARY UPDATE: THE SQUARE READER IS BACK ON-LINE AND READY FOIR DTRAIN!****
3. The Covid-19 lockdown has severely hurt the functioning of our District Store and complicated obtaining some information necessary to establish a comprehensive Fleet Maintenance Record System. Progress is being made to obtain this information (see previous DSO-MA reports)



AGENCY INTERACTION:

1. There was no monthly National Materials Web Meeting this last month.

GOALS AND OBJECTIVES: (Progress being made is underlined)

Short Term:

1. Locate all District Material to ensure accountability. September's trip to CGI accomplished a lot in this regard.
2. Delineate responsibility for District Material. Our Materials Team (John Brandenburg, DSO-MA (Rolling Stock) HAS TRANSITIONED to accepting full responsibility for the Auxiliary Communications Vehicle. Obtaining our own key to the ACV has been completed as is the maintenance we performed this month on the ACV and CGI Coastie.
3. Investigate the possibility of using accounting software in our District Store, such as inventory control software, bar codes, scanners, monthly financial reporting, etc. IPDCO-MA, St. George Rogers passed on to me a new "Square" credit card reader which I've finally been able to make work. As far as using accounting software, I'm still investigating.
JANUARY UPDATE: THE SQUARE CREDIT CARD READER IS BACK ONLINE!
4. Develop a comprehensive Vehicle Maintenance Tracking System to ensure the assignment and maintenance of our District vehicle and trailers is the most efficient for everyone and that our drivers are qualified when they use the equipment. Our DSO-MA (Rolling Stock) John Brandenburg is continuing to make progress on this.
5. Make our District Store even more relevant by expanding the items we offer and by only ordering those items that are desired by our District Personnel. An Inspection visit was conducted recently; however, most of the items were wrapped in clear plastic wrap. And, currently, it looks like there is a huge amount of material. The current plan is **to arrive early at the Hotel in Reno prior to D-Train**, set up the District Store and take a detailed inventory at that time. From there, we'll have a good idea of other items which should be stocked.
6. Contact the DSO-MAs in other Districts to see how the DSO-MA job is handled in their District, and what other support functions we might adopt



to make our Materials Team even more effective. (This is being accomplished at our quarterly National DSO-MA Webinars. **JANUARY UPDATE: THERE HAVE BEEN NO NATIONAL MEETINGS THIS LAST QUARTER. THEY SHOULD RESUME SHORTLY.**

7. Meet with the Base Exchange Manager at Coast Guard Island to see how we could better use the CGI BX to stock Auxiliary needed clothing/equipment. DONE! UPDATE: thus far, no communication from the Base Exchange Manager....Oh well, we tried.

Long Term:

1. Have Fun! Whoopee!! 😊
2. Help train SO-MA's so that they can support their Divisions to the fullest. (Note: SO-MA and FSO-MA job descriptions are now included on the District MA website.) Two District-wide Materials webinars have been conducted thus far, during which the MA attendees were provided valuable training! **JANUARY UPDATE: I WILL SCHEDULE ANOTHER DISTRICT WIDE WEBINAR SHORTLY TO GET EVERYONE BACK TOGETHER AGAIN!**
3. Make use of the National Materials Liaison Division, Coast Guard Auxiliary Association, to improve the functioning of our District Materials Operations and to liaise with other District Materials Staff Sections. Two nation-wide webinars have been conducted thus far, more to follow!
4. Have at least quarterly Webinars with all members of the Materials Team to obtain feedback and assist the SO-MAs with any problems they might have. (Note: Two have been held already, more to follow.)
5. Use the Materials Team to assist in Recruiting and Retention by encouraging and providing to the Divisions effective advertising materials. (Note: This was discussed heavily in our second District Materials Webinar and will be reemphasized in future webinars.)
6. Maintain a Materials list on-line of shared Division Material so that Divisions may borrow Material from each other. (back-burner for the moment)



IMPORTANT NOTE:

Reminder, if you serve in an elected position in the Auxiliary, you CANNOT also serve in either a Materials or Finance Staff Position!

DIVISION SO-MA RECEIVED REPORTS THIS LAST MONTH:

Division SO-MAs are encouraged to submit their monthly reports for inclusion in our District MA Report to inform EXCOM and other staff officers of your activities. It is also valuable for SO-MAs and FSO-MAs to read this section to see what their Materials shipmates are doing and to get some great ideas for their own organizations!

NOTE: DUE TO THE HOLIDAY PERIOD, REPORTS FROM OUR DIVISION/ FLOTILLA MA TEAMS HAVE BEEN A BIT SPARCE. AFTER THEY RECHARGE THEIR BATTERIES, I EXPECT NEXT MONTH RESPONSES WILL BE MUCH, MUCH BETTER!

Division 1 (SO-MA John Clarke Fortier)

Details

Highlights 1. PPE tracked in AUXDATA2 2. PLBs issued directly to members 3. Reports from flotilla materials officers 4. Materials requested during report period Details 1. Flotilla 1-4 VFC, FSO-OP Alex Bennett and ADSO-OP-PPE Michael Brown are continuing the task of entering members' PPE inventory and maintenance logs from paper records to AUXDATA2. Members whose PPE information has been entered into AD2 will receive an advisory to that effect, with instructions for verifying the entries. Paper logs will continue to be maintained until entries in to AD2 are completed. 2. PLBs are being issued directly to members to whom PPE has been issued. Recipients register their PLB with NOAA under an individual account. Copies of the registration are forwarded to FSO-OPS. PLB monthly self-test reminders continue to be sent by FSOs-MA to PLB custodians. FSOs-MA maintain PPE logs to monitor self-testing and expiration dates. 3. Reports from FSOs-MA: 113-01-02: no report received to date 113-01-04: report received; attached 113-01-07: no report received to date 113-01-09: no report received to date Projects



1. Activities and projects in progress as well as planned for the immediate future: to work closely with the FSO-MAs in the pursuit of efficiency and ease in fulfilling materials orders

DATE ITEM # QTY DESCRIPTION BY / TO 11/23/21 ANSC 1020 1 Stamps 20/sheet FSO-FN Lou Sarto 11/23/21 ANSC 7221 40 Aux white envelopes FSO-FN Lou Sarto 11/24/21 ANSC 1020 3 Stamps 20/sheet DNACO Mary Kirkwood

Division 3 (SO-MA Jeff Fite)

Activity for the month of November 2021:

- Highlights
 - Preliminary 7025 addendum is complete and attached
 - Coastie #3 is Out of Service
 - There were no Materials requests at the Division level this month
- Flotilla Activity Details
 - Pete Hnat, FLT 31, no report
 - Joseph Heap, FLT 33, no report
 - Richard Celia, FLT 35, no report
 - Larry Stanton, FLT 3-10, no report
- Projects
 - Tire & Bearing Estimates for the Coastie Trailer. Estimates to John Brandenburg for tires, wheels, and bearings. Awaiting funding from the gold side.
 - Coastie repair & refurbishment. Awaiting complete assessment with John Brandenburg.
- Challenges & Opportunities
 - Cultivate regular reports from FSO's
 - Two new FSO's to train—and perhaps retraining of the other two is advisable
- Agency Interactions
 - None reported
- Goals & Objectives
 - Locate suitable storage for Division property and consolidate it there



- Determine which FSO's have their own ordering accounts with Division of Boating and Waterways, and obtain one for those in need — still in progress as of 11/3/21

Division 113-03 (Greater Sacramento and the California Delta)

Activity for the month of December 2021:

- Highlights
 - Division 3 Inventory is complete. SO-MA was able to meet with AUX John Hardin, who is graciously donating a couple of shelves in his shop to store Division materials. (The correct inventory is reflected below.) The 7025 can now be properly completed, and accountability for the material is restored. BZ to AUX Hardin for his generosity and assistance.
 - Estimates for new tires and bearings for Coastie #3's trailer were provided to the rolling stock manager, John Brandenburg.
 - There were no materials requests at the Division level this month
- Flotilla Activity Details
 - Pete Hnat, FLT 31, no report
 - Joseph Heap, FLT 33, no report
 - Richard Celia, FLT 35, no report
 - Larry Stanton, FLT 3-10, no report.
- Projects
 - Coastie #3 and trailer remain fully out-of-service.
 - Trailer repair & refurbishment: awaiting word.
 - Coastie repair & refurbishment: awaiting word.
- Challenges & Opportunities
 - Cultivate regular reports from FSO's
 - Two new FSO's to train—and perhaps retraining of the other two is advisable
- Agency Interactions
 - None reported
- Goals & Objectives
 - Determine which FSO's have their own ordering accounts with Division of Boating and Waterways, and obtain one for those in need — still in progress as of 12/31/21



Division 4 (So-MA Trish Votta (Randy Tan submitting))

I ordered envelopes and postage for our FSO-FN and got confirmation it was delivered.

Division 5 (SO-MA Ronald Nathan)

Flotilla 5-1:

1. The flotilla event canopy and table are in good repair and ready for use.
2. The flotilla national and Auxiliary ensigns are in good repair and ready for use.
3. We have an ample supply of RBS materials and display racks.
4. Looking forward to division and flotilla events in 2022.

Flotilla 5-2 no report

Flotilla 5-3 no report

Flotilla 5-5:

1. Picked up cleaned / folded linen tablecloths and napkins from the TRACEN Galley. Stored these in the Flotilla 55 conex locker at TRACEN. There are 70 napkins and 14 tablecloths. These belong to Division 5 and should be included in their annual inventory filing.
2. Updated the inventory sheets in the locker and secured.

Flotilla 5-7no report

Division 6 (Craig Johnson, performing MA duties)

- Nothing really to report other than Flotilla 64 is well stocked if and when our Program Visitors wish to get out.
- Information is being gathered so we can do a complete refurbish of Coastie and his trailer.

Division 7 (FSO-MA Donald Moyle)

Nothing new to report.

Division 8 (FSO-MA Donald Cromwell)

Nothing to report for October

Division 10 (SO-MA Billy Ray)

SO-MA Report



10-02 No Report Received
10-03 No Supplies Requested
10-05 No Report Received
10-06 No Report Received

Division 11 (SO-MA Nathan Jeffrey)

Other than attending the workshop with the OTO, nothing new to report on my end this month.

Division 12

Flotilla 12-91: Nothing to Report

Respectfully submitted,

Jerry B. Edelen

DSO-MA

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