



DSO-MA REPORT

Date: January 12, 2021

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

From: Jerry B. Edelen, DSO-MA

INTRODUCTION:

I would like to thank our previous DSO-MA St. George Rogers and his team's warm welcome to me in my assuming my new position, and for their providing continuous invaluable information to me during this time of transition. They did a great job this last couple of years, especially considering the severe limitations placed on the Materials Team by the Covid 19 Lockdown.

HIGHLIGHTS:

1. Our 2021 District Materials Team (Team MA) is being assembled and confirmed.
2. An Introductory Team MA e-mail was distributed.
3. Team MA Webinar has been scheduled.
4. D11N Fleet Maintenance Spreadsheet is being prepared.

DETAILS:

1. According to AUXOFFICER, our District 11N Team MA consists of the personnel in the following table. This table is being double checked and updated as new information comes in:

DCAPT	Bruce Martin
DSO-MA	Jerry Edelen



Deputy DSO-MA	Bard Mansager
ADSO-MA	Betty Sawyer
ADSO-MA (Fleet Manager)	John Brandenburg
Div 1	Alexander J. Bennett
Div 3	Robert Waterman
Div 4	Trish Votta
Div 5	Ron Nathan
Div 6	OPEN
Div 7	William Rouleau
Div 8	Don Cromwell
Div 10	Billy Ray
Div 11	Nathan Karl Jeffery

2. An Introductory e-mail has been sent to all prospective 2021 Team MA members, introducing myself and welcoming everyone on board.
3. A Webinar involving all Materials personnel in our District has been scheduled for Monday, January 18th at 7:00 p.m. We will discuss expectations, goals, problems, resources, and answer questions during the Webinar. Kudo's to Ann Zocchi for setting up this Webinar! 😊
4. ADSO-MA (Fleet Manager) John Brandenburg is beginning work on a vehicle maintenance spreadsheet for our Auxiliary Communications Vehicle and each of our Coasties. When the spreadsheet is completed it should assist in identifying maintenance deadlines (and other) for each of the vehicles such as:
 - a. Where are the vehicles are located?
 - b. What is their maintenance status?
 - c. Who is responsible for each vehicle?
 - d. Who are the qualified drivers/ haulers and when are they up for renewal for their licenses/ insurance?
 - e. Etc., etc.

If you have any ideas you would like to share as to what information should be tracked with regard to our District's vehicle and trailers to make your jobs easier, please let either John or me know.



CHALLENGES/ OBSTACLES:

1. Ramping up in the Materials subject area- an area I have had little previous experience in.
2. 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. This limitation is being worked around.

AGENCY INTERACTION:

1. I received notification from Stan Feldman, Treasurer, Chief Materials Liaison Officer, Coast Guard Auxiliary Association, Inc., that the Association is getting ready to send out its fourth quarter rebates. I directed Mr. Feldman to send the check to our DSO-FN, Fran Fisher. The amount of the rebate isn't known yet.

GOALS AND OBJECTIVES:

1. Have Fun!
2. Have at least quarterly Webinars with all members of the Materials Team to obtain feedback and assist the SO-MA's with any problems they might have.
3. Help train SO-MA's so that they can support their Divisions to the fullest.
4. Investigate the possibility of using accounting software in our District Store, such as inventory control software, bar codes, scanners, monthly financial reporting, etc.
5. 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.
6. Use the Materials Team to assist in Recruiting and Retention by encouraging and providing to the Divisions effective advertising materials.
7. 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.
8. Contact the DSO-MA's 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.

IMPORTANT NOTES:

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



Respectfully submitted,

Jerry B. Edelen

DSO-MA

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