



## DSO-MA REPORT

Date: February 10, 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

### **HIGHLIGHTS:**

1. First District-wide Materials Webinar has been conducted.
2. Information to update our District MA Website has been submitted.
3. Work continues with obtaining information for the District Rolling Fleet Manager.
4. Rolling Fleet Spreadsheet has been constructed and is being filled.
5. Quarterly Distribution of \$174.47 has been received from the Coast Guard Auxiliary Association.
6. Cooperative partnership has been initiated with both our District Public Affairs and District Communications DSO's.
7. Constructive contact has been made with the Treasurer, Chief Materials Liaison Officer, Coast Guard Auxiliary Association.
8. Offer of support made to District PPE Manager.

### **Material Functional Area Activities:**

**Store Management:** Presently back-burner, until more information is obtained about the specifics of past District Store Management, and being able to actually visit the storage area where store supplies are stored and inventory can be taken.

**District Rolling Fleet Management:** The Team is in the process of gathering information about our District's Rolling Fleet and organizing the information into a useable spreadsheet.



**Audio/ Visual Management:** A future area of endeavor. Once the dust settles on more pressing Material management areas, District A/V equipment locations will be gathered for accountability and cross-Division support.

**PPE Management:** Michael Brown, District PPE Manager and I spoke earlier in the month about how District Materials could assist him in his job. He said he had PPE management well under control; but thanked me for offering assistance and assured me that if he needed help in the future, he'd come calling.

**District Communications Equipment Management:** A supportive relationship is being built with Larry Stanton, DSO-CM. Discussions earlier this month resulted in Larry conducting a complete inventory of the District Communications Trailer and submitting the inventory to our Materials section. The Inventory is attached. We will be assisting him in the future.

## **DETAILS:**

1. A District-wide Materials Webinar was conducted on Monday, January 18<sup>th</sup> at 7:00 p.m. Over twenty Materials Staff personnel attended. It was highly productive and was the first of what will become a quarterly Materials Webinar in the future. (Webinar Minutes are attached)
2. Information has been submitted to BK Barr so that he can update our District Materials Website. All broken links will be fixed and the new Materials responsibilities have been included. (Selective website information is attached.)
3. Work continues on obtaining information for our Rolling Fleet Manager, John Vandenberg. Information has been requested from those Divisions where our Division Coasties are currently located; and trying to locate other pieces of District Rolling Stock.
4. A draft operational spreadsheet has been constructed and information is being added as it is received. Thus far, we have receive complete information from two divisions and more has been promised. (Spreadsheet is attached.)
5. A Quarterly Distribution of \$174.47 has been received from the Coast Guard Auxiliary Association and received by District Finance.
6. Great cooperation and communication has been established by our District Materials, Public Affairs, and Communications Officers. It is being stressed that Materials is there to support the operational responsibilities of the other two staff areas.
7. Productive initial contact has been made with Stan Feldman, Treasurer, Chief Materials Liaison Officer, Coast Guard Auxiliary Association, Inc., (631-523-8835). We have been communicating with him via e-mail, and he will soon be



setting up a National Materials Webinar to answer questions and to use the forum to “cross-pollenate” great ideas related to the Materials field.

8. An offer of assistance was made to Michael Brown, our District PPE Manager. He has things well under control but may consider assistance in the future.

**DISTRICT MATERIALS TEAM:**

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

Position	Name	Confirmed?
DSO-MA	Jerry Edelen	Yes
ADSO-MA	Bard Mansager	Yes
ADSO-MA (Rolling Fleet Manager)	John Brandenburg	Yes
ADSO-MA	Open	
ADSO-MA	Open	
Div 1	Alexander J. Bennett	Yes
Div 3	Robert Waterman	
Div 4		
Div 5	Ronald Nathan	Yes
Div 6		
Div 7	William Rouleau	
Div 8	Donald Cromwell	
Div 10	Billy Ray	Yes
Div 11	Nathan Karl Jeffery	

**CHALLENGES/ OBSTACLES:**

1. Rebuilding the District Materials Team. In January, all District Materials Team members resigned their positions, with the exception of our Rolling Fleet Manager.
2. Ramping up in the Materials subject area- an area I and my Deputy have had little previous experience in.



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. This limitation is being worked around.

### **AGENCY INTERACTION:**

1. I have been in contact with Mr. Stan Feldman, Treasurer, Chief Materials Liaison Officer, Coast Guard Auxiliary Association, Inc., Mr. Feldman is putting together a National Materials Webinar to make all National Materials personnel more knowledgeable and more responsive to the needs of their District personnel.

### **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.
9. Put a Materials List on-line of shared Division Material so that Divisions may borrow Material from each other.

### **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 REPORTS:**

Division SO-MA's are encouraged to submit their monthly reports for inclusion in our District MA Report to inform EXCOM and other staff officers of your activities.



## **Received Monthly Reports:**

### **Division 1**

FC 12 Pete Gorenberg forwarded the current inventory list for his storage trailer at Station Golden Gate. He also updated his 7025 inventory form. He again emphasized the great idea of having an on-line inventory of shared Material so that Divisions might know where to ask to borrow Material that they might need.

### **Attachments:**

1. SO-MA Job Description
2. FSO-MA Job Description
3. Rolling Fleet Spreadsheet
4. Auxiliary Communications Trailer Inventory

Respectfully submitted,

Jerry B. Edelen  
DSO-MA  
(831) 269-9250 (cell)

Ronald Nathan SO-MA Division 113-05 SO-MA Report for January 2021: Flotilla 5-1 Sent PLB information to Division 5 Commander. Flotilla 5-2 Position vacant. • FC is managing MA needs for Flotilla. • Ordered, received and mailed VSC materials to members. Flotilla 5-3 Nothing new to report. Flotilla 5-5 Detail review of all PLB conducted. List of PLBs needing replacement was sent to Michael Brown on 10 January. We have many expiring in June of this year. Without replacements we will not be able to participate in water operational activities. • Envelopes and postage ordered for our FSO-OP. • Travel to TRACEN to confirm location of equipment inventory items. • Form 7025 Inventory prepared and provided to our flotilla FSO-FN to be included with the full 7025 31 December 2020 submission. • Travel to TRACEN and member's homes to deliver active PLBs and strobe light. Flotilla 5-7 No report.

