



DSO-MA REPORT

Date: April 14, 2021

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

HIGHLIGHTS:

1. District Materials Team Webinar was held.
2. District Materials Team Roster was updated.
3. Status of District Store.
4. Status of Identifying District Material.
5. Status of submission of Unit 7025s (Unit Inventory Records).
6. Amazon Smile Program participation information.
7. Work continues with obtaining information for the District Rolling Fleet Manager.
8. "Stan-o-Gram" was received from CG AUX Assn.
9. Direct contact was made with Stan Feldman, Treasurer, Chief Materials Liaison Officer, Coast Guard Auxiliary Association, Inc.

DETAILS:

1. The Minutes of our District Materials Team Webinar that was held on Thursday, April 8th is located at Attachment A. Details of Highlights 1-7 above is contained in numerical order in the Minutes.
8. The latest Stan-o-Gram was received from the CG AUX Assn. It asks all DSO-MAs to obtain information from their respective Districts as to how many Female Combination Caps and sizes should be ordered for our Districts. The Stan-O-Gram is located at Attachment B.



9. I spoke with Stan Feldman on April 14th. He confirmed he will soon be setting up a National DSO-MA Materials Webinar. He asked me which topics I recommended should be covered. I recommended “Challenges encountered in the Materials Area” and “Best practices”. He said he would include those topics and that he would also ask the other DSO-MAs for their input. Stan is a very responsive professional!

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 information comes in. 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 Fleet Manager)	John Brandenburg	Yes
ADSO-MA	Open	
ADSO-MA	Open	
Div 1	Michael Mitchell	Yes
Div 3	Ariel Schoonover	Yes
Div 4	Trish Votta	Yes
Div 5	Ronald Nathan	Yes
Div 6		
Div 7	William Rouleau	Yes
Div 8	Donald Cromwell	Yes
Div 10	Billy Ray	Yes
Div 11	Nathan Karl Jeffery	Yes
Div 12	DCDR Greg Olsen	Yes

CHALLENGES/ OBSTACLES:

1. Rebuilding the District Materials Team. In January, all District Materials Team members resigned their positions except our District 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:

I am in contact with Mr. Stan Feldman, Treasurer, Chief Materials Liaison Officer, Coast Guard Auxiliary Association, Inc- See Highlight #9 above.

GOALS AND OBJECTIVES:

Short Term:

1. Locate all District Material to ensure accountability.
2. Delineate responsibility for District Material.
3. Investigate the possibility of using accounting software in our District Store, such as inventory control software, bar codes, scanners, monthly financial reporting, etc.
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.
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.
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 will be initiated by our first National DSO-MA Webinar.)
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.

Long Term:

1. Have Fun!
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.)
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.
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.)



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.)
6. Maintain 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 RRECEIVED 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!

Division 1 (SO-MA Michael Mitchell)

Materials Orders: None Reported

- a. PPE PROGRAM: PHYSICAL PPE INSPECTIONS HAVE BEEN SUSPENDED UNTIL AUX OPERATIONS ARE REINSTATED.
- b. VIRTUAL PPE INSPECTIONS ARE AUTHORIZED.
- c. MONTHLY SELF-TESTING OF PLBs HAS BEEN SUSPENDED; EXCEPTION IF MEMBER JOINS A SURFACE OPERATIONS BUBBLE.
- d. Virtual PPE inspections completed: None Reported
- e. New PPE issued: None Reported
- f. FSO Reports:
 - 01-02 – Not Submitted
 - 01-04 – Report Received
 - 01-07 – Not Submitted
 - 01-09 – Not Submitted

Division 3 (SO-MA Bob Waterman)

No activity to report last month.

Division 4 (So-MA Trish Votta)

Flotilla 04-06 Redwood City Submission:

Ordered postage and envelopes for our FSO-FN. Confirmed delivery.

Ordered VE supplies: pollution placard and MARPOL placards. Delivered.



Division 5 (SO-MA Ronald Nathan)

Flotilla 5-1: Stockpiled materials for future events.

Flotilla 5-2:

MA Position vacant. FC is storing materials and managing MA needs for Flotilla.

Discussed FSO-MA duties with a member who may be interested in the position.

Flotilla 5-3: no report.

Flotilla 5-5: VE forms for both motorboats and paddle craft were ordered and received. Paddle craft “If Found” decals were ordered and received.

Doug Twitchell (Flotilla 5-5) reports: A key point is that you need to access the Amazon Smile Program through the smile.amazon.com login- not the normal Amazon.com login. If you use the normal login (even after selecting the CG Auxiliary Association) there will be no charitable donation.

Flotilla 5-7: no 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.
- Because of the minor changes, I will not be ordering the new and improved ANSC Form 7012 until we exhaust our [large] supply of the outdated form.
- Coastie is still located at building 308 only in a different parking spot. Because it might be a tight squeeze, we may require the yard crew to move the trailer to a more accessible location, if and when we need him.
- While doing the “Keith” clean-up of Coast Guard Pier, I saw and spoke with Commander Gatti; he will be leaving Monterey for another posting in New Jersey.

Division 7 (FSO-MA Donald Moyle)

Nothing to report

Division 8 (FSO-MA Donald Cromwell)

Nothing to report for March.

District 10 (FSO-MA Linda Bradon)

10-02 No Report Received

10-03 No Supplies Needed at this time

10-05 No Report Received

10-06 No Report Received



Attachments:

1. District Quarterly Materials Webinar Minutes
2. Stan-o-Gram

Respectfully submitted,

Jerry B. Edelen
DSO-MA
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