



DSO-MA REPORT

Date: May 16, 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. Status of District Store.
2. Plan to meet with BX Manager.
3. ANSC Catalog update forwarded.
4. Work continues on fixing PLB responsibility.
5. National DSO-MA Materials Webinar is set.
6. ADSO-MA (Rolling Stock Manager) checking on other District's Maintenance Programs.
7. District Materials Accountability- a work in progress.
8. New Auxiliary Communications Manager is sought.

DETAILS:

1. I was informed by Michael Brown that the DIRAUX Cage on CG Island where the remnants of our District Store are held is in pretty bad shape. Trash everywhere with no apparent organization of District Store Materials. Once the restrictions of Auxiliary entry onto CG Island is lifted, my Deputy, Bard Mansager and I will travel to CG Island, clean up the storage area and take inventory to try to determine what the District owns, and what we need to order.
2. During this trip, we will schedule a meeting with the BX Manager on CG Island to determine how he/she can work with us to stock needed Auxiliary Materials.
3. I received the latest ANSC catalog from COMO Dean Mcfarren and forwarded the catalog to all SO/FSO-MAs in our District for their information.



4. I continue work with our OTO Dustin Finkleson on the concept of passing on the responsibility for the accountability and testing of all of our PLB's. Our OTO is working on designing an Accountability Form which, when it is completed, I will set up an "all hands" webinar, consisting of all SO/FSO-MA's in our District to get feedback and to determine at which level- Division or Flotilla, the accountability should be based. Once the information is obtained, we can make a final decision and implement it.
5. I recently spoke with Stan Feldman, Chief Materials Liaison Officer, Treasurer, CGAUXA and just received an e-mail from him stating the National DSO-MA Materials Webinar will be conducted on Tuesday evening, May 18th. 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! This is the FIRST EVER National DSO-Materials that has ever been held! Currently, it is planned to hold more of these, the frequency of which will be determined this Tuesday.
6. John Brandenburg, our ADSO-MA (Rolling Stock Manager) and I are checking with other Districts as to whether they already have a District Maintenance Program in place. Copying a good program and making it better is a lot better than starting from scratch. Thus far, an e-mail requesting assistance has gone out to all national DSO-MAs. I have received two excellent replies thus far. At the aforementioned National Materials Webinar, I will also ask the other DSO-MAs if they utilize a commercial software program to track their District Materials.....if they do, we will investigate using the program in our District.
7. Currently, our District Commodore is signed for major District Material, including the Auxiliary Communications Vehicle. This doesn't make sense. The end user of the Material or someone in the District Material Chain should be the one to be signed for it. We are currently working on a recommendation for COMO McFarren.
8. Mike Thompson has done an outstanding job of managing our Auxiliary Communications Vehicle; but with all of his additional Auxiliary responsibilities, he's asked someone to take over this job. COMO McFarren, John Brandenburg, our DSO-PA and myself are currently searching for a replacement.

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 Stock 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:

1. I am in contact with Mr. Stan Feldman, Treasurer, Chief Materials Liaison Officer, Coast Guard Auxiliary Association, Inc- See Highlight #5 above.
2. I am also in contact with other District DSO-MAs obtaining ideas and information.



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)

Flotilla 1-9: No materials requested.

Attended District MA meeting.

Ordered ABC's of California Boating from State DBW.

Waiting for confirmation from FSO-PE concerning ordering Boating America for upcoming class offering.

Division 3 (SO-MA Bob Waterman)

No activity to report last month.

Division 4 (So-MA Trish Votta)

Division 5 (SO-MA Ronald Nathan)

Flotilla 5-1 Nothing new to report.

Flotilla 5-2

1. Position vacant. FC is storing materials and managing MA needs for Flotilla.
2. Sent electronic copies of 2021 National Safe Boating Week posters to Flotilla Program Visitors, for distribution to PV Partners in May 2021.

Flotilla 5-3 No report

Flotilla 5-5 Nothing new to report.

Flotilla 5-7 No report.

Division 6 (Craig Johnson, performing MA duties)

Nothing to report

Division 7 (FSO-MA Donald Moyle)

Nothing to report

Division 8 (FSO-MA Donald Cromwell)

Nothing to report for March.

District 10 (SO-MA Billy Ray)

10-02 No Report Received

10-03 No Supplies Needed



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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