



## **DSO-MA REPORT**

Date: August 5, 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

**IMPORTANT NOTE: PLEASE ENCOURAGE ALL OF YOUR PERSONNEL TO ORDER THEIR UNIFORM ITEMS/ ACCESSORIES FROM OUR COAST GUARD AUXILIARY ASSOCIATION ON-LINE STORE. [WWW.AUXCEN.COM](http://WWW.AUXCEN.COM). THE PRICES ARE VERY REASONABLE AND A PORTION OF EACH SALE COMES BACK TO OUR DISTRICT TO SUPPORT OUR DISTRICT ACTIVITIES.**

### **HIGHLIGHTS:**

1. National DSO-MA Webinar is held.
2. PLB Webinar is held.
3. ACV out of service procedure.
4. CGI Coastie is being repaired.
5. District Store is making progress.
6. PCA Materials Team Schedule.
7. ACV Maintenance is performed.



## DETAILS:

1. Stan Feldman, CLMO CGAUXA, (631-523-8835) conducted our second national DSO-MA Zoom meeting on July 28<sup>th</sup> at 1700 hours. It was very productive. Eleven DSO-MAs and National Staff attended and discussed “issues” related to Material acquisition/ sales. Our District’s use of Square Software in the District store was confirmed as a good decision. Several items from AUXCEN were mentioned as good items to sell at our District Store which I will follow up on.
2. Our OTO, BOSN2 Dustin Finkelson, conducted a District-wide PLB Webinar on Tuesday evening, July 27<sup>th</sup> for all SO-MAs in our District along with other Operational personnel. The procedure for registering each Auxiliarist’s Personal Locator Beacon was gone through step by step. The webinar was very well done!
3. John Brandenburg, our Rolling Stock Manager, recommends that he should be responsible for assuring this vehicle is ready at 24/7 365 days a year. If the ACV becomes out-of-service (mechanical, electrical or accident), He will let me know and I’ll send out an email to all potentially affected parties informing them that the ACV is out-of-service and the estimated date when it will be back-in-service.
4. John Brandenburg, our Rolling Fleet Manager reports: “The COASTIE that’s stored at Coast Guard Island is now being controlled and maintained by himself and ADSO-MA Dave Sequeira. When they took responsibility for this Coastie, it was in horrible running shape and the paint on the trailer was badly scratched. He worked with Fran Fisher to identify money to purchase parts to fix this COASTIE and then worked with Robotronics in Utah that made these COASTIE’s. Robotronics came up with the parts that were needed and John worked with Fran to find money to pay for these parts. (Approximately \$3,500.00 dollars.) After the COASTIE was fixed and operational, John had the trailer painted. The owner of the vehicle body paint shop donated time and materials at no cost! The only repair left is to send Robotronics COASTIE’s upper half so the eyes can be repaired. All the COASTIE’s are having this eye issue which will be addressed. John is planning on working on a proposed yearly budget for our District COASTIE’s to



have money available for repairs. He will give this proposed budget to me for forwarding to EXCOM for review/ discussion.

5. I just got the SQUARE credit card swipe reader working for the first time. Now, at PCA we can accept payment in cash, credit cards with magnetic strips, credit cards with chips, and checks. I'm currently working on an Excel software reference program where the prices of goods are readily available. If an item in the store isn't marked for some reason, we can quickly access the program to determine the price, so folks don't have to wait long in line. As of now, we've inherited a District Store with no Inventory listing, whatsoever. Therefore, there is no current Cost of Goods sold. We will remedy that situation at our upcoming PCA.
6. During PCA weekend, my Deputy and I will arrive at CGI early on Friday morning, and move the District Store (currently boxed up in the DIRAUX secure cage in a different building) to the Point Welcome room where we'll set up.. Then, unbox the goods, and set up the store for operation. My ADSOs, John Brandenburg and David Segueira may be able to assist on Friday; but should be available to help man the Store on Saturday and Sunday. On Friday, and during breaks on Saturday/ Sunday, we intend to do a complete inventory of exactly what is currently in our District Store. That should establish a baseline of inventory and Coast of Goods sold. After this is done, it should be relatively easy to keep this information current and we'll be able to figure out exactly how much profit we make from the Store each PCA/ D-Train. We will also be able to determine what is selling and what is not.
7. Larry Stanton, our DSO-CM was notified that the ACV was out of service from, August 3, 2021, thru August 6, 2021, for scheduled maintenance.

### **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 Segueira!
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. 😊)



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. We just conducted our third nation-wide DSO-MA webinar with Mr. Stan Feldman, Treasurer, Chief Materials Liaison Officer, Coast Guard Auxiliary Association, Inc.

### **GOALS AND OBJECTIVES: (Progress being made is underlined)**

#### Short Term:

1. Locate all District Material to ensure accountability. Last month's trip to CGI accomplished a lot in this regard.
2. Delineate responsibility for District Material. Our Materials Team is transitioning to accepting full responsibility for the Auxiliary Communications Vehicle. Obtaining our own key to the ACV is 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.
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 last month; 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



Friday at CGI during our PCA weekend, 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.
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!

### 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!
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 webinar has 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!

### **Division 1 (SO-MA John Clarke Fortier)**

AUXDATA2 is rolling out a new function under the member tab to keep track of PPE. Members' PPE information will be entered into AD2 after which we will have a way to track the status of all PPE (including PLBs). This has been developed by the OTO at National. D11NR was chosen to start the roll-out. 2. DIRAUX has begun issuing PLBs directly to members involved in Operations as part of their PPE set. Recipients are required to register their PLB with NOAA under their individual account. Instructions have been issued by the OTO, and a webinar has been scheduled for SO-MAs to help us train FSO-MAs in the process. The training webinar is set for July 27th; I expect to have more to report on this at the July 28 Division meeting. Reports from Flotillas: 113-01-02: no report received to date 113-01-04: report received, copy attached 113-01-07: no report received to date 113-01-09: report received, copy attached Goals and Objectives 1. To work closely with the FSO-MAs in the pursuit of efficiency and ease in fulfilling materials orders and the distribution of PLBs. 2. To assist in any way I can in establishing PPE tracking in AUXDATA2.

### **Division 3 (SO-MA Jeff Fite)**

Division: 113-03

Location: Greater Sacramento and the California Delta

Activity for the month of June 2021:



- Highlights
  - Division inventory search is ongoing
  - There were no Materials requests at the Division level this month
  - SO-MA attended PPE registration training
  - DBW user accounts are being procured for all FSO's
- Flotilla Activity Details
  - Pete Hnat, FLT 31, no report
  - Ariel Schoonover, FLT 33, no report
  - Bob Waterman, FLT 35, no activity
  - Larry Stanton, FLT 3-10, No activity for FSO-MA 3-10. I will be planning a day to try to clear up our storage facility in the next few weeks.
- Projects
  - Locate and inventory unaccounted Division property accurately.
  - Coastie repair & refurbishment
- Challenges & Opportunities
  - Cultivate regular reports from FSO's
- 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 — in progress as of 7/4/21

### Division 03 Inventory (work-in-progress)

- Division 03 Flag and storage container; held by FLT 3-10; \$1
- PA display banners, one large and two small, with storage cases; held by Richard Celia; \$1500
- Various unknown items; held by John Hardin; \$1

### Division 03 Custodial Materials (for use by inland/valley Divisions)





- Coastie and Trailer, stored at AIRSTA Sacramento
- Comms Trailer, stored at STA Rio Vista

**Division 4 (So-MA Trish Votta)**

No activity this month.

**Division 5 (SO-MA Ronald Nathan)**

SO-MA Report for July 2021:

Flotilla 5-1: We are maintaining a good supply of RBS materials. All Flotilla property is

in good repair and ready for use as needed.

Flotilla 5-2: Napa Flotilla 52 – FSO-MA Report – July 2021

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

Ordered and received VSC materials.

Flotilla 5-3 no report

Flotilla 5-5:

Ordered pollution placards and stickers for VEs.

Still waiting for updates on expired PLBs.

End of Report.

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.
- 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. We should get over there and take him out and do a little refresher in set-up and driving.

**Division 7 (FSO-MA Donald Moyle)**

On 12 July 21, Tony Zucchi suggested I order materials to support two safety fair events.

Safe Kids Day Fair at Layton High School - 28 August 2021



Layton Fire Department Safety Fair - 29 September 2021

On 15 July 21, I consulted with Lana Visser, from Flotilla 113-07-08, to get recommendations on what to order from the USCG Aux supply center.

On 16 July 21, I mailed a supply requisition to National Supply Center, Granite City, IL for the following pamphlets, posters and activity booklets:

On 21 July 2021 I received a box of pamphlets from Granite City for the safety events. Contents included the following:

Join USCG Aux pamphlets x100

Choose right life jackets pamphlets x50

Children and Personal Water Craft x50

Beware of propellers x50

Learn about USCG activity book x50

Which life jacket for you? (desktop or for hanging) poster x5

28 July 2021 I requested by email, 10 copies (Paperback copies) of #5532, Navigation Rules & Regs Hand Bk and 2 copies (Paperback copy) of #5529 Navigation Chart-1210TR, from the District Inventory list, circulated by Mr. Edelen.

29 July 2021 received instructions, from Mr. Edelen to order these materials through the Division SO-MA. Contacted Mr. Rouleau (District 11NR, Division 7 SO-MA) by email requesting assistance to order copies of #5532 (Navigation Rules & Regs Hand Bk) publication and #5529 (Navigation Chart-1210TR). Awaiting response from Mr. Rouleau.

**Division 8 (FSO-MA Donald Cromwell)**

Nothing to report for June

**Division 10 (SO-MA Billy Ray)**

SO-MA Report

10-02 No Report Received

10-03 No Supplies Requested

0-05 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

Attachments: None this month

Respectfully submitted,

Jerry B. Edelen

DSO-MA

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