



## DSO-MA REPORT

Date: September 11, 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 NOTES:

#### PLEASE ENCOURAGE ALL OF YOUR PERSONNEL TO:

- a. 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.
- b. PLACE THEIR AMAZON ORDERS THROUGH: [www.smile.amazon.com](http://www.smile.amazon.com) instead of amazon.com. How does it work? Once you log onto the website, it will ask you which 501 (c) (3) charity you want to have your donation go to. Just type in "Coast Guard Auxiliary Association". That's all there is to it. In the future, log into [www.smile.amazon.com](http://www.smile.amazon.com), and .5% of the total of all purchases you make will automatically go the Coast Guard Auxiliary Association, a portion of which will be deposited directly to our District Financial Account. It won't cost our personnel anything; but it will greatly benefit our Association and District!



## HIGHLIGHTS:

1. ACV Maintenance is performed.
2. District Store Shipment Received and Pricing Label Machine Obtained.
3. Third Quarter Rebates have been received from AUXCEN.
4. Amazon Smile Labor Day Promotion e-mail was distributed.
5. Latest Master Inventory Listing, A.N.S.C. was distributed.
6. PCA Set-up Plan devised and put on hold temporarily.
7. Rolling Stock Manager schedules visits.
8. One Division Coastie is moving.

## DETAILS:

1. Our ADSO-MA (Rolling Stock) John Brandenburg and ADSO-MA Dave Segueira completed an assessment of our Auxiliary Communications Van. The Van appears to be in fine running shape. They noticed some corrosion on the exterior shell and on the two generators. One generator has a crack on the cooling reservoir. Entry door heater was not working and the **step well light was out**. Records indicate that the last oil change was done on in 2017. Exterior needed cleaning, including the solar cells. The Van was serviced, and scheduled maintenance was performed. on Friday, August 6, 2021. John and Dave picked up the Van and reviewed the invoice of maintenance and services performed. They had the gas topped off and returned the unit to Coast Guard Island after refueling.
2. We received our first order from AUXCEN. The ordering process went perfectly! 15 ODU blue T-shirts were received! I only problem....how do I put price stickers on the T-shirts? Soooo....I got on the Amazon Prime Smile website, and searched for a device to affix price stickers. I found:





It was only \$45.99 with 717 likes...and the tool should last for a decade with 5,000 price labels included. Soooo.... I ordered the contraption. It appeared to be pretty easy to use and came pre-loaded. First, I determined the selling price of the ODU T-shirts, then I spun the device's price wheels until the correct price was shown in a window, squeezed the handle to press the label onto the inked metal numbers, released the handle and then slid the now exposed label onto the trial T-shirt. Voila...magic! The price label slid off and stuck to the T-shirt with no problems whatsoever.

I got so excited that my wife, Gloria came into the living room to see what the fuss was all about. I told her I would show her. I told her to hold out the palm of her hand and that it wouldn't hurt. She did, so, I squeezed the handle and released the handle once again, and rubbed the machine onto her hand and, yep... a label affixed itself to her palm. It read "\$10.00", the price of one of the T-shirts. After the label was affixed and she had read it, I remarked, "You really are a cheap date, aren't you! 😊" "It's a good thing I have a man cave where I can go to lick my wounds....uh....imbibe a fine cigar!!!"

3. Stan Feldman, CLMO CGAUXA, (631-523-8835) sent me an e-mail that stated that the Third Quarter Rebates were being mailed directly to our DSO-FN, Fran Fisher. Basically 5% of purchases made in AUXCEN get kicked



back to our District. I asked Stan if he would let me know our individual member purchases. He stated that he would. In the future, we can monitor how popular the program is and readvertise the program, if necessary to maximize our share of future revenue.

4. An Amazon Smile Labor Day Promotion e-mail was distributed to all District SO-MAs and FSO-MAs
5. The latest Master Inventory Listing, A.N.S.C. was distributed.
6. The now District Materials PCA support plan has been temporarily put on hold, to be resurrected, hopefully, next year: 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. John Brandenburg, our ADSO-MA (Rolling Stock Manager) and Dave Sequeira (ADSO-MA) are scheduling a "shake-out" trip in the District ACV to drive to Division 6's area to inspect the Division's Coastie.
8. Jeff Fite, Division 3 SO-MA just got authorization from the OIC at STA Rio Vista to store Coastie at their location. The Coastie is currently at AIRSTA Sacramento, which is not convenient to any Coastie Operators of Divisions 5 and 10. AIRSTA Sac has also had persistent problems keeping track of the keys—Jeff has had to cut off and replace the padlocks twice.



Jeff has arranged with the AUC of STA Rio Vista, Steve Harrison, to deliver Coastie on Monday, September 13, sometime before noon.

Part of the process will be a thorough examination and listing of the service items needed on both Coastie and the trailer (with photos) that he will send to John Brandenburg once completed.

**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
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**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. I am in almost monthly contact with Mr. Stan Feldman, Treasurer, Chief Materials Liaison Officer, Coast Guard Auxiliary Association, Inc. with regard to Materials issues.

**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 recently; 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)**

##### Highlights

1. PPE tracked in AUXDATA2
2. PLBs issued directly to members

##### Details

1. Flotilla 1-4 VFC, FSO-OP Alex Bennett and ADSO-OP-PPE Michael Brown are

continuing the task of entering members' PPE inventory and maintenance logs from paper records to AUXDATA2. Members whose PPE information has been entered into AD2 will receive an advisory to that effect, with instructions for verifying the entries.

Paper logs will continue to be maintained until entries in to AD2 are completed.





2. PLBs are being issued directly to members to whom PPE has been issued. Recipients register their PLB with NOAA under an individual account. Copies of the registration are forwarded to FSO-OPS. PLB monthly self-test reminders continue to be sent by FSOs-MA to PLB custodians. FSOs-MA maintain PPE logs to monitor self-testing and expiration dates.

3. No materials requests were recorded during the report month.

4. Reports from FSOs-MA:

113-01-02: no report received to date

113-01-04: report received; attached

113-01-07: no report received to date

113-01-09: no report received to date

### Projects

1. Activities and projects in progress as well as planned for the immediate future: to work

closely with the FSO-MAs in the pursuit of efficiency and ease in fulfilling materials

orders in what promises to be a very active near-future.

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

- Highlights
  - Division inventory search is ongoing
  - There were no Materials requests at the Division level this month
  - DBW user accounts are being procured for all FSO's (ongoing)
- 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 report
- Projects
  - Locate and inventory unaccounted Division property accurately.
  - Coastie repair & refurbishment: a detailed report on Coastie and his trailer have been requested by John Brandenburg, the District



rolling stock manager. A report is being prepared which should be completed within a week. Coastie has a number of issues, and a full factory refurbishment may be needed. The trailer has considerable UV damage.

- Challenges & Opportunities
  - Cultivate regular reports from FSO's

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

No activity this month.

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

Flotilla 5-1 nothing new to report.

Flotilla 5-2 Position vacant. FC is storing materials and managing MA needs for Flotilla. Purchased materials for September Napa River Clean-up.

Flotilla 5-3 no report

Flotilla 5-5 Continued follow up for PLB replacements with members. It appears that all have been shipped directly to the member. Still need confirmation from some members regarding receipt.

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)**

FSO-MA Status:



1. I am still working to get Nav rules and regulation books ordered from the AUXCEN, shooting for 9-10 copies. Not sure if I will be successful. Working with the Division MA, Bill Rousseau. Still waiting for order.

2. 2021 PPE inspections are not complete. Planning to ask members who have not had their PPE inspected this season to bring PPE to the next flotilla meeting. My records show the 5 members have not had PPE inspected in 2021:

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

Nothing to report for August

**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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