



## ***Auxiliary Unit Info How To***

The following Screen shots show the fields that are user configurable for the individual flotilla, division, and district. The contents are editable by the appropriate elected and, to a limited extent, CS officers. This application is directly accessible via the "Auxofficer" interface. The appropriate level can be located by initially clicking on your district; then locating your district, division or flotilla. If you have the appropriate permissions, an "Edit" button will appear enabling you to change the contents of the information about your flotilla or division.

Once the “AuxOfficer” application is open, click on the name of your district which is located on the bottom third of the web page.

The screenshot shows the 'Master Dashboard' of the AuxOfficer application. The page header includes the U.S. Department of Homeland Security and United States Coast Guard Auxiliary logos. The main content area is divided into two columns. The left column contains a list of units, categorized into National, Directorates, and Districts. The right column features an 'AuxOfficer Power Search' sidebar with various filters and search options. At the bottom, there are links for 'Quick Start Guide', 'National Help Desk', and a 'LOGOUT of USCGAUX' button.

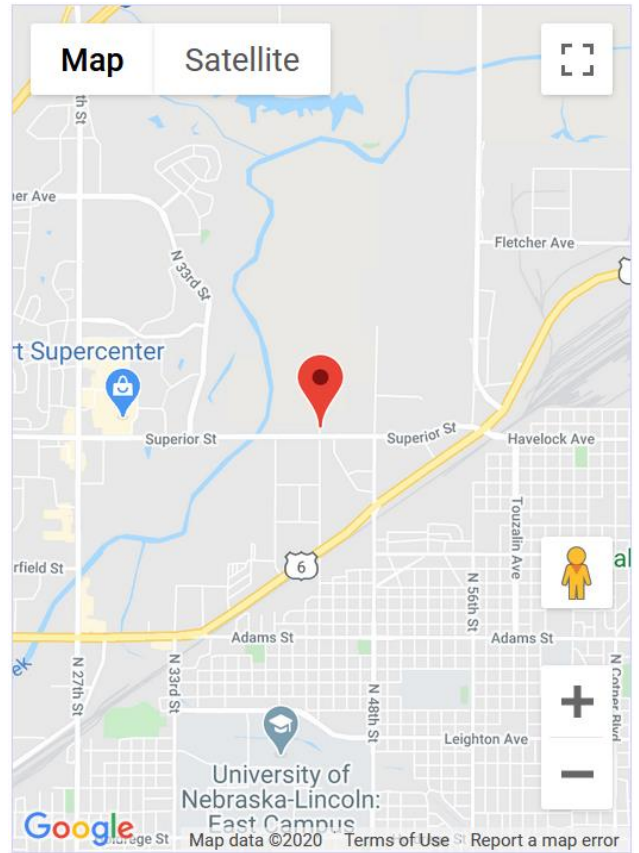
Unit Name	Reports	Org Chart	
National	National Bridge & Staff	Reports	
Conference	Conference Staff	Reports	
Unit Name	Directorates	Reports	
A-Directorate	Public Affairs	Reports	
B-Directorate	Recreational Boating Safety Outreach	Reports	
C-Directorate	Computer Software & Systems	Reports	
D-Directorate	Diversity & Inclusion	Reports	
E-Directorate	Public Education	Reports	
O-Directorate	Auxiliary Chaplain Support	Reports	
H-Directorate	Human Resources	Reports	
I-Directorate	International Affairs	Reports	
M-Directorate	Performance Measurement	Reports	
O-Directorate	Administrative Investigations	Reports	
P-Directorate	Prevention	Reports	
O-Directorate	Emergency Management & Disaster Response	Reports	
R-Directorate	Response	Reports	
S-Directorate	Student Programs	Reports	
T-Directorate	Training	Reports	
U-Directorate	IT User Support & Services	Reports	
V-Directorate	Vessel Examination & Partner Visitation	Reports	
W-Directorate	Document and Administrative	Reports	
Unit Name	Districts	Unit Name	Districts
District 013	First Northern	District 091	Ninth Central
District 014	First Southern	District 092	Ninth Eastern
District 053	Fifth Northern	District 095	Ninth Western
District 054	Fifth Southern	District 113	Eleventh Northern
District 070	Seventh	District 114	Eleventh Southern
District 081	Eighth Coastal	District 130	Thirteenth
District 082	Eighth Eastern	District 140	Fourteenth
District 085	Eighth Western	District 170	Seventeenth

Locate your District, Division or Flotilla from the following list. Click on the Unit Info hyperlink.

The screenshot shows the 'District 085 - Eighth Western' page in the AuxOfficer application. The page header includes the U.S. Department of Homeland Security and United States Coast Guard Auxiliary logos. The main content area is a table listing various units within the district, with columns for Unit Name, Unit Info, Staff List, Staff Reports, Member List, and Member Reports. The table is scrollable and contains a large number of entries.

Unit Name	Unit Info	Staff List	Staff Reports	Member List	Member Reports
Eighth Western	085	Staff List	Staff Reports	Member List	Member Reports
Colorado - Wyoming - Southwest Nebraska	085-01	Staff List	Staff Reports	Member List	Member Reports
Pikes Peak	085-01-01	Staff List	Staff Reports	Member List	Member Reports
Maie W Flotilla	085-01-02	Staff List	Staff Reports	Member List	Member Reports
Denver	085-01-04	Staff List	Staff Reports	Member List	Member Reports
Twin Peaks Flotilla	085-01-06	Staff List	Staff Reports	Member List	Member Reports
Grand Junction	085-01-10	Staff List	Staff Reports	Member List	Member Reports
Havahua	085-02	Staff List	Staff Reports	Member List	Member Reports
Rochester, Mn	085-02-01	Staff List	Staff Reports	Member List	Member Reports
Winona	085-02-02	Staff List	Staff Reports	Member List	Member Reports
La Crosse Flotilla	085-02-05	Staff List	Staff Reports	Member List	Member Reports
Prairie Du Chien	085-02-08	Staff List	Staff Reports	Member List	Member Reports
Western Rivers	085-03	Staff List	Staff Reports	Member List	Member Reports
Alton Pool Four	085-03-04	Staff List	Staff Reports	Member List	Member Reports
Lake Of The Ozarks	085-03-06	Staff List	Staff Reports	Member List	Member Reports
Washington	085-03-07	Staff List	Staff Reports	Member List	Member Reports
Eighth St Louis	085-03-08	Staff List	Staff Reports	Member List	Member Reports
St Charles Ten	085-03-10	Staff List	Staff Reports	Member List	Member Reports
Black Cat	085-03-13	Staff List	Staff Reports	Member List	Member Reports
Portage Des Sioux	085-03-15	Staff List	Staff Reports	Member List	Member Reports
Sixteenth St Louis	085-03-16	Staff List	Staff Reports	Member List	Member Reports
S. Missouri & N. Arkansas	085-05	Staff List	Staff Reports	Member List	Member Reports
Springfield	085-05-02	Staff List	Staff Reports	Member List	Member Reports
Kimberling City Flotilla	085-05-03	Staff List	Staff Reports	Member List	Member Reports
Beaver Lake Flotilla	085-05-06	Staff List	Staff Reports	Member List	Member Reports
Twin Lakes	085-05-07	Staff List	Staff Reports	Member List	Member Reports
Central Illinois	085-08	Staff List	Staff Reports	Member List	Member Reports
East Peoria Flotilla	085-08-01	Staff List	Staff Reports	Member List	Member Reports
Hennibal	085-08-03	Staff List	Staff Reports	Member List	Member Reports
Champaign Flotilla	085-08-04	Staff List	Staff Reports	Member List	Member Reports
Tr- State Flotilla	085-08-05	Staff List	Staff Reports	Member List	Member Reports
Lincoln Heritage Trail	085-08-08	Staff List	Staff Reports	Member List	Member Reports
Quad Cities Iowa/Illinois Area	085-09	Staff List	Staff Reports	Member List	Member Reports
Davenport	085-09-05	Staff List	Staff Reports	Member List	Member Reports
Dubuque Flotilla	085-09-06	Staff List	Staff Reports	Member List	Member Reports
Black Hawk Park	085-09-11	Staff List	Staff Reports	Member List	Member Reports
Twin Cities Division	085-11	Staff List	Staff Reports	Member List	Member Reports
Alton	085-11-01	Staff List	Staff Reports	Member List	Member Reports
Twin Cities Metro South	085-11-02	Staff List	Staff Reports	Member List	Member Reports
Hudson Flotilla	085-11-04	Staff List	Staff Reports	Member List	Member Reports
Twin Cities Metro North	085-11-08	Staff List	Staff Reports	Member List	Member Reports
Alton	085-11	Staff List	Staff Reports	Member List	Member Reports

1.	Level	FLOT
2.	Unit Number	085-33-02
3.	Unit Name	Lincoln, Ne
4.	Motto	Do the Right Things Right
5.	Meeting Location	4703 N. 44th Street, Lincoln, NE
6.	State	NE
7.	Zip Code	68504-0000
8.	Sector name	Upper Mississippi
9.	Decimal Latitude	40.8577
10.	Decimal Longitude	-96.6588
11.	Meeting Day	2nd Tuesday
12.	Meeting Time (Military)	1830
13.	Date Established	8/17/1961
14.	Contact Phone	(402) 613-7022
15.	Contact Fax	
16.	Zulu Offset	-5R
17.	Contact Email	uscgaux.lincoln@gmail.com
18.	Website URL	<a href="http://a0853302.wow.uscgaux.info">http://a0853302.wow.uscgaux.info</a>
19.	Service Area for Wow	Lincoln, NE and Johnson, IA



**EDIT**

**Who can Edit Unit Info Screen fields?**

The following unit personnel can edit the Unit Info screen:

- Communications Services Staff Officer
- Unit Commander
- Unit Vice Commander

NOTE: If you do not see the edit button at the bottom of the page, then you do not have access to the Unit Info fields.

## Editable Field Descriptions and Usage Notes:

The Unit Info page contains, as the name implies, information about your specific unit. Some of the data fields are only displayed on the Unit Info page, while other fields are used on the "About <unit name>" webpage. Field names listed in **Red** are not accessible in the "Edit" mode.

1. **Level** – not updatable by CS officer. The field contains one of the following unit level identifiers: FLOT, DIV or DIST.
2. **Unit Number** – not updatable by CS officer.
3. **Unit Name** – and "City, State" appear in under the logo at the top of the Unit Identifier Area of the menu. It is important to note that despite the fact that you type the state abbreviation in all caps in the Unit Name field, WOW changes the second letter of the abbreviation to lower case, i.e., if you enter "MO" for Missouri, it will appear as "Mo". You cannot change it so don't even try. It's just the way the WOW II program treats it.

About the Unit Identifier Area: At the top of the left-hand menu column is a rectangular area called the Unit Identifier Area. Inside this area are the following elements, listed from top to bottom:

- Day of the week and date.
- Default WOW logo (USCG AUX AUXWeb) or your .jpg unit logo if installed.
- Unit Number, such as 085-33-02 which WOW translates into "Flotilla 33-2".
- **Unit Name** (City, State)

### WARNING

DO NOT DELETE the contents of the **Unit Name field** in the AuxDirectory/AuxOfficer unit record and then submit the change. By doing so you will not be able to see or access your unit's information. To have the information restored, you will need to create a Help Desk ticket indicating that you saved the Unit Record after deleting the contents of the Unit Name field. A Help Desk member will fix the problem.

4. **Motto** – only used on the Unit Info page in the Auxiliary Directory.
5. **Meeting Location** – used under the "Meeting Information" banner on the "About <unit name>" page. It can be a specific address of where the unit physically meets, or a generic reference in the case of flotillas and districts where they meet at "Various locations x times yearly". In the case of operating under stand-down orders, for example COVID 19, you can replace the meeting location street address with the form of video conferencing service you use, for example:
  - a. via Zoom Video Communications,
  - b. via GoToMeeting,
  - c. via Microsoft Teams,
  - d. or another video service provider.
6. **State** – only used on the Unit Info webpage.
7. **Zip Code** – only used on the Unit Info webpage.

8. **Sector Name** – not updatable by CS officer. Contact your DSO-IS for entry in this field. NOTE: This field is not currently listed in Auxdata II system.
9. **Decimal Latitude** – only used on the Unit Info webpage. Together with **Decimal Longitude** this provides the information to position the red stick pin identifying the actual **Meeting Location** (see #5 above). To get the Decimal Latitude and Longitude of your meeting location, do the following:
- Go to <https://www.google.com/maps> and enter meeting location street address, city and state, in the “Search Google Maps” field at the top left-hand corner of the browser window and press enter.
  - Locate the red stick pin and right-click on it, which will display a pop-up menu with your Lat and Lon on the first line.
  - Left-click on the Lat and Lon line and you will get a message at the bottom of the screen indicating that the Lat and Lon has been copied to your clipboard.
  - Open an empty word document, right-click inside the document and a menu will display. Click on the Past clipboard icon, and your Latitude and Longitude will be pasted into the empty document with the pair of numbers separated by a comma (,).
  - Now you can Copy and Paste the first number into the Latitude field, and the second number into the Longitude field. Only 6 digits of each number are necessary, 2 to the left of the decimal and 4 digits to the right of the decimal.

*NOTE: If the map marker does not show your meeting location, the address you entered is incorrect.*

10. **Decimal Longitude** – use same process for the Decimal Longitude as used for the Decimal Latitude above.

*NOTE: If the map marker does not show your meeting location, the address you entered is incorrect.*

11. **Meeting Day** – day of the month unit meetings are held, i.e., 2nd Tuesday. This is combined with the Meeting Time below and used to fill in the blanks of the sentence below:

“\_\_\_\_\_ of each month, at \_\_\_\_\_ hours.”

This phrase is displayed on the “Meeting Time:” line on the “About <unit name>” webpage.

12. **Meeting Time (Military)** – used on the “About <unit name>” webpage under “MEETING INFORMATION.” See “Meeting Day” above.
13. **Date Established** – is the date your unit (flotilla or division) was originally chartered. To update this field, you must submit a National Help Desk ticket requesting that the field be updated with your unit’s charter date in the format of: mm/dd/yyyy. Note: Districts are not chartered.

14. **Contact Phone** – used on the “About <unit name>” webpage under “MEETING INFORMATION.”
15. **Contact Fax** – used on the “About <unit name>” webpage under “MEETING INFORMATION.”
16. **Zulu Offset** – see [www.Time.gov](http://www.Time.gov) for the current Zulu Offset for your unit’s specific location. In all cases, Zulu Offsets in the United States are a negative number that decreases by one for each time zone moving westward. Eastern Daylight Time (EDT), when observing daylight saving time (spring/summer), is 4 hours behind Coordinated Universal Time (UTC–04:00). Eastern Standard Time (EST) when observing standard time (autumn/winter) are five hours behind Coordinated Universal Time (UTC–05:00).
- Where and When “R” (Romeo) Observed:  
<https://www.timeanddate.com/time/zones/r>
  - List of military time zone designation letters (A-Z):  
[https://en.wikipedia.org/wiki/List\\_of\\_military\\_time\\_zones](https://en.wikipedia.org/wiki/List_of_military_time_zones)
17. **Contact Email** – used on the “About <unit name>” webpage under “MEETING INFORMATION.” This should not be a personal email, but rather an email set up specifically for the flotilla.

18. **Website URL** – not updatable by CS officer. Should be listed as:

<http://aDDDdfff.wow.uscgaux.info>      Example:  
<http://a0853302.wow.uscgaux.info>

where **DDD** is the district number, **dd** is the division number and **ff** is the flotilla number. If the URL is not correct, contact your DSO-IS officer for assistance.

19. **Service Area for WOW** – is the description of the geographic area your unit serves. This could be a city or the name of a region. The text you enter is placed between the text that WOW automatically supplies, beginning with words “Serving the” and ending with the word “Area.”

“Serving the \_\_\_\_\_ Area.”

The sentence is then displayed on the caption line, which is below the page title “About <unit name>”. For example, if you type “Lincoln, NE and Johnson, IA”, the two cities served by the Lincoln, Ne flotilla, the caption line will read “**Serving the Lincoln, NE and Johnson, IA Area**”. As a general rule, capitalize the first letter of all nouns referencing a geographic area