AUXDATA II BASICS

You can do it!

What we will cover

- How to Log in to AUXDATA II with 2 Factor Authentication
- "How To" Documents
- Checking Your Member Record
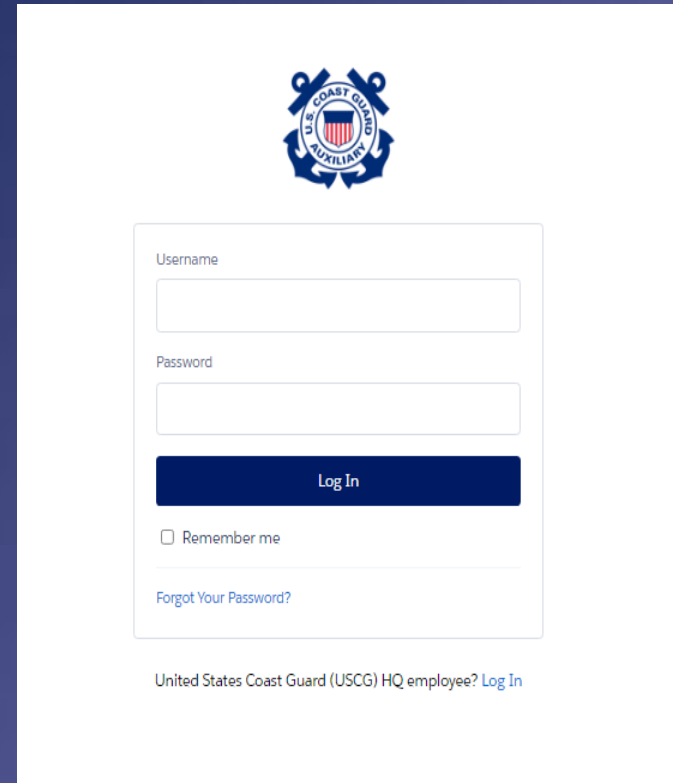- Entering your own time (Mission Code 99)
- Reports

Login

uscg.force.com/auxcommunity/login

- Enter your login: Member#@uscg.aux

- Enter your password

- Passwords must be 15 characters long and contain at least one capital letter, one symbol and one number.

- If 1st time or forgot password, send an email to AUXDATA@acumensolutions.com and request a password reset.
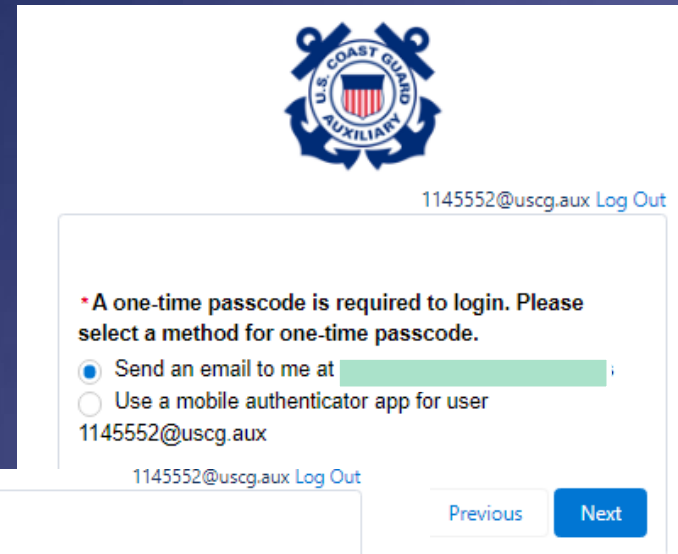
Login

- Click the box bottom left that you have read the security info and "Continue".

- Two Factor Authentication required.

- Select method to receive code (Email or on phone)

- Enter code where indicated
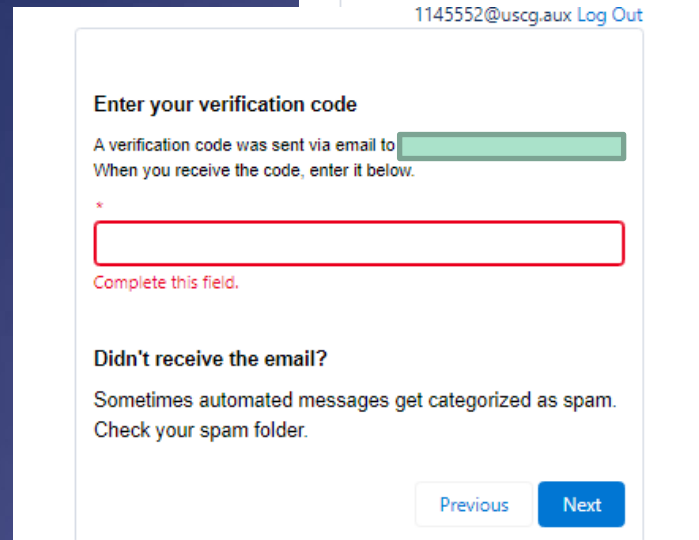
1145552@uscg.aux Log Out

*A one-time passcode is required to login. Please select a method for one-time passcode.

- Send an email to me at
- Use a mobile authenticator app for user 1145552@uscg.aux

1145552@uscg.aux Log Out

Previous   Next

Enter your verification code

A verification code was sent via email to
When you receive the code, enter it below.

*

Complete this field.

Didn't receive the email?

Sometimes automated messages get categorized as spam. Check your spam folder.

Previous   Next

4

HOME Page

OBJECTS

HOW TO GUIDES

Member Object

- Detail Page – Provides member Contact Information

- Related Page- Provided Member Competencies, Tasks, Offices, Awards, Facilities and Activity Logs

- Skills & Availability Page

Detail Page

- Member can update phone numbers, street address and email.

- Only DIRAUX Office can update other items

- **See "How To" Guide for procedure to update Email**

Related Page

Contains everything about the member's auxiliary career.

Activity Logs

Competencies

Tasks

Awards

Offices… and more!

Competencies (6+)

Member Competency Record Number	Competency Type	Status	Status Assigned Date
MC-201332	BASIC QUALIFICATION COURSE II	Not Certified - Trainee	9/26/2019
MC-156080	AUXCT - CORE TRAINING	REYR	10/7/2015
MC-127104	CERTIFIED CPR PROVIDER	REYR	1/30/2012
MC-113472	INSTRUCTOR	REYR	9/4/2009
MC-106177	ADMINISTRATIVE PROCEDURES (APC)	Certified	10/24/2007
MC-107413	AUXOP	Not Certified - Trainee	7/30/2007

Member Tasks (6+)

Task Type	Task Completed	Activity Date	Task Members Record Number
INSTRUCTOR WORKSHOP	☑	3/5/2022	TM-002089969
CIVIL RIGHTS AWARENESS (502319)	☑	3/4/2022	TM-002089785
SEXUAL HARASSMENT PREVENTION COURSE (810000)	☑	3/3/2022	TM-002089764
PRIVACY AWARENESS (810015)	☑	3/2/2022	TM-002089736
SECURITY EDUCATION AND TRAINING AWARENESS (810030)	☑	3/1/2022	TM-002089212
INSTRUCTOR WORKSHOP	☑	6/30/2021	TM-002028735

Awards (6+)

Award	Award Date	Notes	Award Record Num
AUXILIARY MEMBERSHIP SERVICE AWARD	5/7/2006		AW-0112505
AUXILIARY MEMBERSHIP SERVICE AWARD	5/31/2017		AW-0141296
AUXILIARY MEMBERSHIP SERVICE AWARD	5/7/2022	20 Years	AW-0593043
CG MERITORIOUS TEAM COMMENDATION	1/2/2009		AW-0116091
CG MERITORIOUS TEAM COMMENDATION	2/2/2013		AW-0128342
CG MERITORIOUS TEAM COMMENDATION	1/17/2009		AW-0400798

Member Offices (6+)

Position	Active Status	Unit Level	Unit Number
FSO-IS	Inactive	Flotilla	0130803
SO-SR	Inactive	Division	01308
FSO-SR	Inactive	Flotilla	0130803
VFC	Inactive	Flotilla	0130803
FC	Inactive	Flotilla	0130803
FSO-PA	Inactive	Flotilla	0130803

Related Page

- **Member Competencies**
  - Click "View All" to see All
  - Click MC# to see detail then "View All" on Task Table to see when Last completed
- **Member Tasks**
  - Click "View All" to see all.

Skills and Availability

- Member can/should update info on this

Member should indicate what skills they are willing to offer the CG should they ask

Time Reporting

- EVERY Auxiliarist should be reporting the time spent on Auxiliary activities
  - Every hour of Auxiliary Activity = $ 29 in appropriations to the Coast Guard.
  - The Coast Guard uses Auxiliary participation data to develop deployment plans, allocate the budget and realign equipment and resources.
  - Data used for performance recognition of members and Auxiliary units

Activity Logs

Click NEW to Begin

Select a Resource
See How To Guides
for Step By Step
Procedure

Activity Logs

- Complete the Initial Screen and click "Save"
- If doing VE, PV, PA, PE or NS entry scroll down and enter details
- Enter the following in "Summary of Activities":
  - Your last name
  - Brief description of what activity was conducted

Activity Logs

Completed Detail Page. Click "Add Member" to assign yourself and/or other people to this activity

Add Member

- Search for member(s)
- Click box to left of member name to select
- Click the blue "Add Member button to move the name down into the lower table

- Assign a position to the Member (Lead, NonLead, Trainee)
- Click the Green Button

Activity Log

One Last Review then Click "Approval Requested" and Click "Mark Review Status as Complete")

Entry of 7029 Hours

- Encourage Members to continue to use the 7029 form to organize the hours and ONLY enter the total at the bottom of the form for each code

- Once one Activity Log is complete, it can be "Cloned" to save entry effort on the next form (Clone Button on Upper Right)

7029 Mission Codes

- "A" Is for ADMINISTRATION (elected & appointed)- 99A
- "B" is for BOATING SAFETY Travel and Prep for Rec Boating Safety Missions (PA, PE, MP, PV)- 99B
- "C" if for "CONTAINER & CONTINGENCY" Travel & Prep for Marine Safety Office Missions – 99C

7029 Mission Codes (continued)

- "D" is for STUDY and DEDICATION TO EDUCATION….Training (class, study, travel, prep)- 99D
- "E" is for EVERYTHING ELSE Travel & Prep for CG Support, Uniform Maint, Other activities not otherwise reported on a 7030- 99E

OTHER Mission Codes

- Reporting time requires Mission Codes
- Mission Codes are program-specific
- Some activities also require Operation Codes and identification of the CG Office or Station who is the "Operational Control" (OPCON).
- See the HOW TO GUIDES for Mission Codes to use for Auxiliary Activities

Reports

- Reports have been pre-formatted for your use. Click MORE and scroll down to Select the REPORTS OBJECT
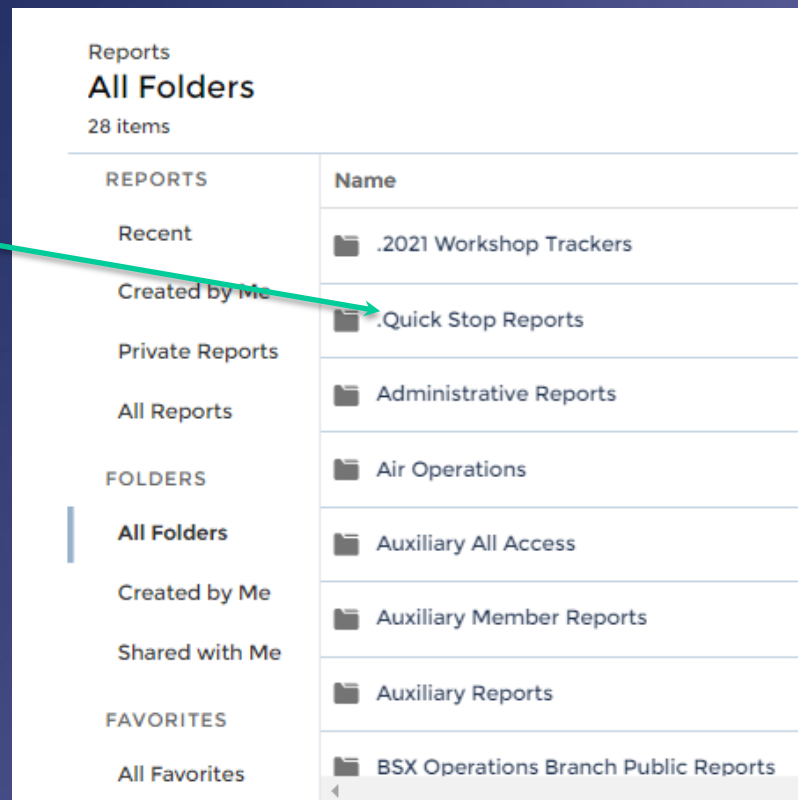
Reports

- Reports are in Folders
- Quick Stop Report Folder has most of what a member would want.
- See HOW TO guide on Quick Stop Reports.

Member Reports

- The Member Info Subfolder contains reports specific to Members.

- Similar reports are available for Units

- Member Training Status Reports are in a separate Folder

Name	Description
Member Activity Detail, LAST YEAR	Detailed Member Activity from previous calendar year. v210805
Member Activity Detail, THIS YEAR	Detailed Member Activity from current calendar year. v210805
Member Activity Summary, All Time	Summarized Member Activity, all time. v210805
Member Activity Summary, LAST YEAR	Summarized Member Activity, previous calendar year. v220326
Member Activity Summary, THIS YEAR	Summarized Member Activity, current calendar
Member Competencies	Member competencies with status info. v210806
Member Miles and Expenses, 3 Years	Member miles and expenses totals for the past 3 years. v220125
Member Office History	History of offices held by Member. v211015
Member Status History by Member ID	Member status history from newest to oldest for specified Member ID. v220118
Member Task History	History of Tasks completed by Member. v210806

Using a Quick Stop Report

Report: Members with Member Activities and Activity Log
Member Activity Summary, THIS YEAR
Summarized Member Activity, current calendar year. v210805

Add Chart | Edit

Total Activity Log: Duration
0.00

Total Activity Log: Number of Exa...
0

Total Activity Log: Number of Visits
0

Filter Icon →

Filters →

Show Me
All units

Created Date
All Time

Activity Log: Mission Start Time
equals THIS YEAR

Member ID
equals Change_to_Member_ID

- Open the Report you want

- Click on the Filter Icon

- Click on the box that says "Change to"

- Input the member number or unit number where required & Click Apply

Filter by Member ID ×

Operator

equals ▼

Cancel | Apply

Reports

A wide variety of Reports are available using the same process.

Reports

- Reports can be Exported (excel)

- Reports can be saved to your "Private Folder"

- Reports can be saved to the "Auxiliary All Access" Folder.
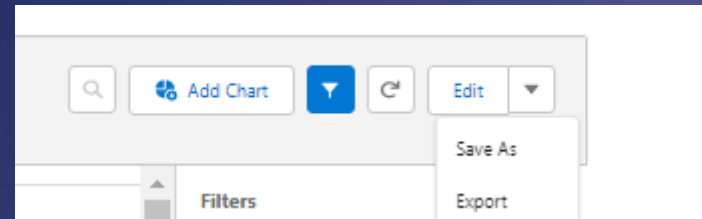
See the How To Guide on SIMPLE Reports for Instruction on Saving a report

For Consideration

- Every Member should be able to look at and understand their Member Record.

- Every Member should be given the Training and Opportunity to enter their own activity logs

- Every Staff Officer should know how to pull reports for their own program.

Any Questions?

Name

Contact Info