

DISTRICT EIGHT COASTAL REGION “SILVER OAR” USERS GUIDE



District Commodore Woody Simpson
Revised 2012

“Your Name”

HISTORY

The Silver Oar program is unique to the Eight District Coastal Region and was developed as an enhancement to Recreational Boating Safety (RBS). It has been a part of the Eight District Coastal Region for over 30 years and was based on the “traditional missions of the Auxiliary at that time. In the late 1990s the missions the Auxiliary were being tasked with changed. Using the old award criteria penalized those flotillas that were in certain geographic locations and had the desire to perform the new missions. The criteria were thus changed to allow the flotillas to set their own award goals. This became unmanageable and the Silver Oar became a “give-me”.

In 2001 then DCO Joe Taylor wanted the award revitalized and so the criteria was rewritten by Dave Macreeedy, then RCO-E, Weldon Faull, Chuck Vess and Giles Farmer, RCO-W. The rewrite was still based on the traditional missions and used the old AUXMIS reporting system which was a poor system at best. We then saw some dramatic mission changes as a result of the terrorist attack of 9-11 and with the advent of the new AUXDATA system replacing the old AUXMIS system. We now had new missions and a reporting system becoming “user friendly”. The Silver Oar criteria (goals) were set with the idea that only those flotillas that went beyond the ordinary and excelled would receive the award. From the beginning it was believed that not all of the flotillas would achieve it and thus be an “Award” to those who did. It is a dynamic system in that the criteria can change to meet the needs of the boating public and Coast Guard as approved by the District Executive Committee (ExCom).

More recently in 2006 another committee was held to review the goals and see if they still met the expectations of a “healthy” District. Several changes were put into place to begin with the 2007 year goals. These included dropping the CG Operation Support hours, only requiring 4 goals instead of 5 to be a hundred percent or more to receive the goal and dropping the ability to add 50% to a goal that was at least 50% complete from another goal that was 300% or more. This was confusing, misinterpreted, and no longer needed with only 4 goals now being required.

With a lot of complaints from the divisions about the loss of the CG Operational Support which really only covered radio watch and QE work, it was put back in for 2008 but with new parameters achievable by many more flotillas.

The Silver Oar Goals accomplish several measurements that relate to the “health” of the district based on the performance of the flotillas and thus the divisions. It is a measuring tool at all levels starting at the flotilla to measure their productivity in the selected activities relating to Recreational Boating Safety (RBS). It is an award that only the healthiest flotillas will earn based on achieving the required minimums as established by the District ExCom. The goals are based on past performances district wide and any mission changes, with the expectation that only 33 to 35 percent of the flotillas would achieve it.

That’s where we are today and unless additional changes are made during 2008 this guide should glide you through program without problems.

Many considerations for change had to be made due to mission changes and a shift in the program itself requiring review and updates now contained in this 2012 revision to be in effect starting 1 January 2013. It was considered to be a viable and worthwhile management tool and still needed but more inclusive of other missions not directly related to RBS but support to the Coast Guard and Public as well. Mission tracking in AUXDATA still prevents even more detail at this point.

SO WHAT MISSIONS ARE PART OF THE SILVER OAR GOALS?

There are nine area goals monitored for the Silver Oar. They are:

- **Public Education Class Hours** as denoted by “lead instructor” hours.
- **Operations Hours** as denoted by “lead” hours only.
- **Vessel Safety Checks** (Now shown as **VSCs + 2x FVEs**) as the “total number” of checks performed plus 2x fishing vessel exams.
- **Program Visitor Visits** as the “total number” of visits conducted.
- **C. G. Support Hours.** This entry covers the total hours from three areas associated with support missions in Marine Environmental Protection (MEP), Marine Safety and CG Operations Support.
- **Member Training Hours.** Hours spent as “lead” in authorized member training missions. This will also include mission 22A on-water training.
- **Public Affairs Missions.** The “number” of authorized missions as counted by the “lead” position.
- **Qualifications + SC.** This used to be strictly new specialty course completions but now will include most other qualifications as well and will be explained later.
- **Year End BQ+IQ+AX+AP.** This is the flotilla growth goal which is set at obtaining 2 additional members from your beginning year strength. AP status members were added for 2013 due to their now being totally productive during what has become long waits for PSI approvals.

To obtain your “Silver Oar” the flotilla must have attained 100% or more in at least 5 goals. (More is better)! The new standard for 2013 is 5 goals versus the 4 previously. This is a result of the goals appearing to be too easy now to obtain all 9 in many flotillas thus losing some of its intended value. Each percentage area remains the same, however some counts to obtain them has been added as well.

There is one more area for an award indicated on the Calculator which is not part of the Silver Oar Goals but is an award derived from how well a flotilla did overall on their goals as compared to all the other flotillas. This is the “John C. Uzee Award” and is where the “more is better” comes to play. It will go to one flotilla out of the District with the highest total percentage score. It is computed by the ADSO-IS from a worksheet of all the flotilla calculator entries.

WHERE IS THE INFORMATION OBTAINED FROM?

The source of data for the Silver Oar goals comes from the “Unit Summary Data” report taken from AUXDATA. *The final report for the award is downloaded on 15 December by the DSO-IS and becomes the official “ending” report for the Silver Oar.* Data entered by unit IS officers after 15 December will not count toward the award but will of course count as missions completed and appear on any future request for the summary report covering that year. An example of this would be if the report on the 15th showed 200 patrol hours, this would be the official report for the award. If an IS officer enters a mission for 5 more hours on 3 January of the new year for a patrol pulled during the previous year, a new summary would reflect 205 hours but the additional 5 hours **would not count** towards Silver Oar because of being entered after the cutoff. This is why the report run is filed as the official record for the award. It is important therefore that all data is turned in and entered as soon as possible **before 15 December.**

So let’s take a look at a “Unit Summary Data” report and highlight the areas that the information is taken from. *See attachment 1.*

Across the top of the page the first thing you should note is the period of time the report covers and to the right of that should be your flotilla ID and name. Be sure you are viewing your report! As noted on the attachment right under the “Unit Summary Data”, this report covers from 01-Jan-2008 to 07-JUL-2008. The IS officer can change the dates when requesting the summary to cover any period desired to the present. The one for the “award” would of course cover the period from 01-Jan-XXXX to 31-Dec-XXXX with the X’s denoting the year for the award.

The next important area to look at is the “date time group” across the bottom of the page. In small print you will see; Monday July 07 2008 01:42 PM. This is the date and time the report was brought up and printed or downloaded / saved. This date should be very close to midnight on the **15th¹ of December of the year for the award on the final report.** If it shows the Date Time Group of the new year then the report was run late and would not be used for the award. Now you know when the report was run. When the DSO runs all the reports it becomes the official date time group for the award and the award only! If there is doubt about an area on the summary you should ask the DSO or ADSO-IS for the “official” summary downloaded for the award. Any mission reports received that were not yet entered for that year must still be entered beyond that date and will show up on any additional summaries that are run.

Another area to make note of is the notation “Key Code” box on the right bottom of the summary. Please read this information, it basically states areas underlined are entries brought forward covering data in AUXDATA since Jan. 1, 2002. These are the numbers we will use later for one of our goals and only change with an increase or decrease in qualifications or loss of a member holding specialty courses and or qualifications. These areas will already have numbers in them on the first report of the year where as all missions will show zeros until missions are entered in the new year.

The form is divided into three columns with some of the areas showing both hours spent on the missions and the number of that type mission reported. So be sure you are reading the correct value.

We need to look at the left column under MEMBERSHIP DATA for a moment. The second line reads; NEW ENR (AP—IQ—TOT) with a corresponding number to the right, x—x—x. **These are the new entries for the year and the one to watch for is the AP. If you have members in AP they are NOW counted in your TOTAL ACTIVE MEMBERS shown below it. This total active members line is the total of the BQ-IQ-AX entries below. Only the total active members + the AP members just mentioned will be counted towards the goals.**

Under TRAINING you will find the new qualifications earned for the year. These numbers will start the year at zero and increase as any courses are completed and entered during the year. Of concern here is “NEW APC”. Since the “ADMIN” course no longer exist as a Specialty Course the number shown for ADMIN should only remain the same, or go down if members leave that had that specialty completed. For 2013 we will add the new APC to the ADMIN number for a total to be entered on the calculator. Remember the new APC number will go to zero the next year so plan on that loss.

The Data taken from the report summary will be entered into the “Silver Oar Calculator” which is shown as *Attachment 2*. The five shaded blocks at the top of the form are the preliminary information you fill in at the beginning of the year that remains unchanged for the rest of the year. All other entries will be numbers entered in the yellow highlighted YTD column taken from your latest summary report as described below. If using the electronic version of the calculator all the calculations are done correctly for you upon entering the data. This is preferred as the rounding of numbers and percentages will be correct and universal among all flotillas.

LET’S START ENTERING THE DATA!

Using the two attachments as examples, (your actual summary and calculator will of course reflect your flotilla’s data). Fill in the division and flotilla information asked for in the shaded areas.

Under **MEMBERSHIP DATA**, on the row TOTAL ACTIVE MEMBERS you will see the number 32. This is the total number of BQ, IQ, AX, and AP members as of the downloading of the summary. The first one you want will be the one taken on 01 January which shows the starting number of members for the year. Ask your DSO-IS for this number if you are not sure. That sets the numbers for the goals. It is entered on the Silver Oar Calculator (attachment 2), in the shaded block to the right of where it asks for **BQ+IQ+AX+AP** and remains the same all year. This number will fluctuate on later Summary reports during the year if you gain or lose members and is also entered on the Calculator under the YTD column for **BQ+IQ+AX+AP** and changed here only as changes appear on the latest summary. This now becomes the YTD number towards your goal for membership. You are expected to increase membership by two over your 1 January starting number. If you lose a member you now would have to make up 3 and so on. **NOTE:** Any AP member who becomes IQ or BQ will show a drop in the AP count but should show an increase in one of the other three so the total remains the same. If on the other hand you lose an AP member to disenrollment or transfer, you will lose the number in the total count and must make up for the additional loss.

From here on all entries will be made in the yellow highlighted blocks only.

PE Class Hours: Looking under **PUBLIC EDUCATION** on the right side of the summary, find the line “PE CLASS HOURS” and apply its number on the right to the YTD goal for “Public Education hours” on the calculator.

Operations Hours: In the center column under **OPERATIONS** it has two columns for missions, one showing HRS and the other #. We are concerned with the mission hours for this goal and must add the total hours of the “Safety”, “Regatta” and “Chart” patrols. Apply this total to the YTD goal for Patrol Hours on the calculator.

Vessel Safety Checks: Look under the Vessel Examinations column on the right side of the summary for the line “VSC’S GIVEN” and new for 2013; “FISHING VESSEL EXAMINATIONS” shown at the bottom will have their total indicated **doubled**, than added to the VSCs and the total number entered in the YTD goal for VSCs + 2x FVEs on the calculator.

Program Visitors Visits: These are also under the Vessel Examinations column on the line “MD VISITS”. Put the number to the right in the YTD column for “Program Visitors Visits” on the calculator.

CG Support: Under the OPERATIONS column again, add the hours for MEP, MARINE SAFETY, and CG OPS SUPPORT and enter the total in the YTD column for CG Support on the calculator.

Member Training Hours: Under TRAINING you will notice MT HOURS on the bottom right side and a number to the right. This is the total “lead” member training hours accumulated as of the report date time group and is entered in the calculator under the “YTD” column for MT Hours. Mission codes 06A, 06B, and 22A will apply here.

Public Affairs Missions: Under PUBLIC AFFAIRS you will notice two columns one indicating hours (HRS) and the other the number of missions (#). In the number of mission’s column add all of these numbers together except the “attendance” number. This is your YTD entry for your PA Missions on the calculator.

Qualifications + SC: On the ”summary”, these numbers will appear to the right of the rows that are capitalized and underlined for the areas listed on the right hand column on the “calculator”. The numbers are automatically totaled for you in the YTD block as they are entered that’s why it is not highlighted like the others. Don’t put anything in the YTD block yourself or it will require you to do it from then on.

The first seven items listed in the right hand column on the calculator are the “Specially Courses “ and on the Summary you will find the corresponding numbers to enter on the left side under SPECIALTY COURSES with the total number of each taken in your flotilla to the right. Enter these numbers in the corresponding highlighted blocks on the calculator. Added for 2013; on the left side of the summary under training enter the “New APC” number if one is shown. Since APC has replaced the ADMIN Specialty Course, and AUXDATA will no longer show it, this will capture the data but only for the current year and start at zero for the following year again.

The next areas are for operations qualified members for CREW, PWO, COXSWAIN, AIR OBS, AIR CREW, CO-PILOT, FIRST PILOT, and AIRCRAFT CMDR. These numbers are found in the center column of the summary. Enter these numbers in the corresponding highlighted blocks on the calculator.

The last group of qualifications to enter is for VESSEL EXAMINERS (VE), MARINE DEALER VISITORS (MDV), FISHING VES EXAMINERS (CFVE), and INSTRUCTORS (IT). These numbers are found in the right hand column of the summary. Enter these numbers in the corresponding highlighted blocks on the calculator. The total at the bottom of the column should be the same that appears in the box for YTD.

Year End BQ+IQ+AX+AP: This is the number taken under TOTAL ACTIVE MEMBERS + the AP members that is under MEMBERSHIP DATA in the left hand column of the summary and just above it for AP. This is the same place that the initial 1 January starting membership was taken but hopefully will be higher throughout the year showing growth. It now includes AP (application pending) new members waiting on their PSI (personnel security investigation) approval.

If you have followed this guide and filled in your goals on the calculator you should not have any surprises in December as to where you stand in achieving your Silver Oar. It should be updated often but at least before each meeting and brought to the meeting for discussion with the members on their status. If used as a management tool and the flotilla has the ability to achieve the goal, you should be able to achieve it without a problem.

BEYOND THE AWARD!

At the Flotilla level this is one of your best management tools for being sure you're covering all the needs of the Recreational Boating Public. You must have a "buy-in" of your members to make the system work so that is YOUR first goal. By allowing time at your meetings for making the status of their "goals" known, your members know where they stand and what more needs to be done. They will hopefully take pride in what was done and responsibility for what still needs to be accomplished. The goals should be assigned the responsibility of each of the FSO's in their area of responsibility, i.e.; the PE officer for the Public Education goal, the OP officer for Patrols and so on. This should be a topic for each staff officer at their staff meetings.

So how are you doing? At the beginning of the year you may concentrate your efforts on such things as PA, PE, PV, and MT before the boating season really begins. This would mean that reviewing your goals at the first quarter you should have at least one or two of these goals done or 90% complete. As the boating season starts your OP, VSC, MT, and "New Qualifications" kick in. At the 2nd quarter you should be at least half way into completion of your goals. At this point you need to look at your weak spots and determine the course of action for the rest of the year. The boating season activities usually get pretty busy so that by the third quarter you should pretty much have your goals complete. Remember that not all flotillas can contribute to all goals. Know your flotillas strengths and work hard to achieve the goals you can achieve but if at all possible try and work on the others as this computes to training and growth as a unit.

An effective division will be monitoring the progress of their flotillas' goals and ensure help is offered and provided where needed to assist any problem areas that may materialize. The flotilla commanders should report their progress monthly after their meetings and discuss or ask for any help needed to get them up to where they should be. These sessions should be verbal contacts if possible to help maintain a healthy dialogue between the FC's and their DCDR. Waiting for a quarterly meeting is often too late to recover. Here too is where the division will have a feel for its health as well by the status of flotillas' goals. The division earns its Silver Oar if 50% or more of the flotillas earn theirs. Remember the purpose of the division is to support the flotillas in getting their job done. When flotillas accomplish their goals you (division) will have accomplished yours!

The district is simply one step higher and looking at the progress of the divisions and thus supporting their needs. Like the divisions, the district must have 50% or more of the divisions get their Oar to earn one themselves. Good Luck and pull hard on the Oar Together!

Written by; Michael A. VanderMate DCDR7, D8CR
And revised in 2012 as DCOS,8CR



Unit Summary Data

01-JAN-2012 TO 02-OCT-2012

081-

MEMBERSHIP DATA

MEMBER DATA	#
NEW ENR (AP-IO--TOT)	7-2-9
DISNR + DTHS	0
TOTAL ACTIVE MEMBERS	7
BO	29
IO	5
AX	0
RETIRED	6
NEW RETIRED	0
TRANSFERRED OUT	1

MISSIONS	11
SAFETY	0
REGATTA	0
CHART	0
MEP	0
CG LOGISTICS	0
MARINE SAFETY	59
CG OPS SUPPORT	0

OPERATIONS

#	ACTIVITY	#
3	VESSEL EXAMINERS	8
0	MARINE DEALER VISITORS	6
0	FISHING VES. EXAMINERS	2
0	VSC'S GIVEN	5
0	VSC'S PASSED	5
10	VSC PASSED %	100.0
0	MD VISITS	26
0	FISHING VES. EXAMS	2x-5

TRAINING

NEW BQ	9
NEW IQ	2
NEW IT	1
NEW MDV	0
NEW APC	1
NEW SC SPEC	1
MT SESSIONS	6
MT HOURS	32

ASSISTS	
LIVES SAVED	
PERSONS ASSTD	
PROPERTY VALUE (000)	\$
CREW	
EXO	
COXSWAIN	
OE	

FACILITIES

1	TOTAL SURFACE FACILITIES	1
3	TOTAL AIR FACILITIES	0
1	TOTAL RADIO FACILITIES	0
3	SPECIALTY COURSES	0

PUBLIC AFFAIRS

ACTIVITY	#
10A COLLATERAL DEV	0
10B SPEECHES/TALKS	0
10C BROADCAST MEDIA	0
10D WEB MAINT	0
10E AUGMENTATION	0
10F PRINT MEDIA	0
10G PA TRAINING	0
10H NEW MEDIA	0
10J COMREL	5
10K OTHER PA PROJECTS	7
10L PUBS/MEMBER COMM	0

PUBLIC EDUCATION

COURSE	#
PE CLASS SESSIONS	1
PE CLASS HOURS	8
TOTAL MULT-L COURSES	1
INSTRUCTORS	8

OTHER MISSIONS

MISSION	4
CG ADM SUP MSNS	0
CG REC SUP MSNS	0
99 MISSIONS	0

AIR OBSERVERS	
AIRCREW	
CO-PILOTS	
FIRST PILOTS	
AIRCRAFT CMDR	

OTHER MISSIONS

AIR OBSERVERS	0
AIRCREW	0
CO-PILOTS	0
FIRST PILOTS	0
AIRCRAFT CMDR	0
MISSION	4
CG ADM SUP MSNS	0
CG REC SUP MSNS	0
99 MISSIONS	0

Key Code:
 Underlined items: values are based on current information as of the date the report is run. NOTE: If using Adobe, items appear italicized.
 Bolded items: values represent the total from the Start Date to the End Date.
 Additional Note: Data prior to Jan. 1, 2002 is unavailable.

Be sure to read the Rules and Instructions below to understand options and expectations.

U.S. COAST GUARD AUXILIARY DISTRICT 8 CR								
SILVER OAR PROGRAM								
2013								
John Paul Jones	Division	DCDR	9				Quals + SC numbers	
Joe Diehard	Flotilla	FC	2					
Beginning AP+BQ+IQ+ AX Mbrs on 1 Jan.		23					ADMIN	0
	Avg hrs/mis	2013	15-12-13	% of Goal	100%		New APC	1
	per mbr	Goal	YTD	Goal	or over		COMMS	4
PE Class Hours	1.20	28	8	28.986%	0		PATROLS	3
Operation Hours	5.10	117	11	9.378%	0		AUXNAV	0
VSCs + 2x FVEs	5.00	115	15	13.043%	0		SAR	1
Program Visitor Visits	4.00	92	26	28.261%	0		SEA	1
CG Support Hours	11.00	253	0	0.000%	0		WEA	2
Member Training Hours	40.00	40	32	80.000%	0		CREW	3
Public Affairs Missions	40.00	40	3	7.500%	0		PWO	0
Qualifications + SC	3.20	74	41	55.707%	0		COX	2
Year End AP+BQ+IQ+AX	2.00	25	41	164.000%	1		AIR OBS	0
Silver Oar is earned if 5 or more Goals are 100% or more					1		AIR CREW	0
John C Uzee Award Points				386.874%	48.359%		CO-PILOT	0
RULES FOR SILVER OAR AWARD							1st-PILOT	0
1. To earn the Silver Oar a Flotilla must achieve 100% or more in four (5) of the nine (9) program areas.							AIR CDR	0
2. For a division to earn the Silver Oar at least 50% of the Flotillas in the Division must have earned the Silver Oar.							VE	8
3. Requests for adjustments to goals must be submitted for approval to the DCP,RCO and then to the District Awards Board prior to 01 October.							MDV	6
4. All dues must be paid on time.							CFVE	2
5. Flotillas must have 10 or more members in order to be eligible for the Silver Oar Award							IT	8
							Total	41
INSTRUCTIONS								
Fill cells having yellow background with your Flotilla's information								
All hour or mission data comes from the AUXDATA Unit Summary Report .								
CG Support Hours are the sum of MEP, Marine Safety and CG OPS Support hours on the Unit Summary Report								
Operation hours are the sum of Safety, Regatta, and Chart hours from the Unit Summary Report								
Note: For 2010 and beyond, Divisions that have all their flotillas win silver oar in that year will also receive a gold colored oar plaque to put on their bell stand in the next position following their division awarded oar.								