



UNITED STATES COAST GUARD AUXILIARY

DEPARTMENT OF HOMELAND SECURITY

The civilian component of the U. S. Coast Guard
(Authorized by Congress in 1939)

August 19, 2017

From: SO-IS
TO: Division Vice Commander, Division 10

SUBJ: Activity report for Information Services

1. Meetings, conferences, workshops, seminars.

a. None

2. IS Activities, Projects, or Events.

a. The Division IS team continues to communicate and coordinate its IS efforts and functions with the purpose of helping members report their time. That said, we are working on developing a simplified reference guide for members that will facilitate the perceived mystery of "Who, What, Where and When", to submit some of our most common mission hours. This simplified and limited guide is currently being tested in Flotilla 10-05 and if it is effective in simplifying the IS reporting for members, we will recommend the guide for Division adoption.

3. Requests for assistance by the Division Commander.

a. None

4. Special Recognition.

- a. Member Jeffrey Innes (10-05 FSO-IS) deserves special recognition because of his outstanding support as the back up for our Division SO-IS position.
- b. Members Ann Marie Frazier (VFC 10-05) and Jeffrey Innes (10-05 FSO-IS) deserve recognition for developing the idea and creating the simplified reference guide for members which is currently being "tested" in Flotilla 10-05.

Respectfully Submitted,

Elias R. Ashley
SO-IS
Division 10

cc: DCDR, SO-SR & SO-CS