



# UNITED STATES COAST GUARD AUXILIARY

DEPARTMENT OF HOMELAND SECURITY

The civilian component of the U. S. Coast Guard

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Aug 20, 2016

FM: SO-IS

TO: Division Vice Commander, Division 10

SUBJ: Activity report for Information Services

**1. Meetings, conferences, workshops, seminars.** All the FSO-IS officers and I met on 07/29/2016, at the New Hanover County Northeast Library in Wilmington with the purpose to coordinate and thus strengthen our Division IS functions. It was an outstanding meeting with all representatives actively participating and contributing. Two officers now have IS read/write access to AUXDATA thus providing division wide “backup” support. Hallelujah!

We reviewed and discussed our IS functions and responsibilities at both the Flotilla and Division levels with particular emphases on the following;

- Advising and encouraging members to submit mission forms.
- Review all member mission forms for correctness prior to sending them on for data entry.
- Minimize rejecting or returning a member’s submission.
- Advise the Flotilla and Division Boards on all IS matters including leadership submissions to DIRAUX (Qualifications / REYR Certifications, Change of Membership Status, etc.)
- Become familiar with using AUXINFO and understanding its cycle with respect to AUXDATA.

We then discussed the new procedure of the Division IS process and the fact that we now have full backup within the Division for IS. Going forward, I will remain the Division IS officer with member Jeff Innes, Flotilla 10-05, serving as the Division IS “backup” and doing data entry for Flotilla 10-05.

For the remainder of the time we had an open discussions on pressing current IS issues and their subsequent solutions. Among them were;

- \* How to help support the workload on the SO-IS to make data entry more efficient and expedient.
- \* How to deal with incorrectly submitted forms (accept, correct, or return).
- \* What forms the IS officers are or are not responsible for.

From there the team focused the Division's future IS efforts with the aim of continually improving our posture and responsiveness to the members and Flotilla and Division leadership. The following is a summary of the actions from the open discussion session;

- The DSO-IS is Jenny Stack and Jim Thomas is now DDC-L .
- Encouraging all IS officers to attend AUX 10 School.
- Meet again in January 2017 to review our posture and procedure.
- Plan IS participation at the 2017 Division Workshop.
- IS officers receive a copy of the DIRAUX Task Listing/Status.

**2. Information Services - Activities, Projects, or Events.**

- a. Continue to provide timely IS data input into AUXDATA for the benefit of the membership.

**3. Requests for assistance by the Division Commander.**

- a. None

**4. Special Recognition.**

- a. All the FlotillaFSO-IS for their committed support and efforts.

**5. Of interest to the Division Board and the Membership.** It is worthwhile to note that we have a highly experienced IS Team in Division 10 with all but one officer having held elected and appointed positions in the Auxiliary before becoming an IS officers. Furthermore we now have three IS officers that have attended the AUX 10 school within the last few years.

Respectfully Submitted,

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SO-IS  
Division 10

cc: DCDR, SO-SR & SO-CS