



**US COAST GUARD
AUXILIARY**

Division 9

**SECTOR St Petersburg, Florida
Seventh US Coast Guard District**

2019

**Report Instructions
and Examples for the
FC/VFC, FSO & SO
Staff Positions**



United States Coast Guard Auxiliary
U.S. Department of Homeland Security

US Coast Guard Auxiliary, SECTOR St Petersburg, FL USCG Seventh District
US Coast Guard Station Ft Myers Beach 719 San Carlos Drive Ft Myers Beach, FL 33931



Flotilla Commander's Bi-weekly Activities Report

Month of: 2016 Flotilla: FC/VFC/IP:

Ongoing Routine Support: Recurring support for USCG station. This will likely change title from one report to the next. (VSP, AUXFS, COMS, Augmentation, AUC Activities, CG Ombudsman, etc.)

Partnerships: Collaborative efforts with other government agencies, private and commercial enterprises. Training received from, or provided for, organizations outside the USCG (TSA, EOCs)

People: Significant accomplishments by individuals or units. Recognition and awards received by individuals or units.

Upcoming Operations/Events – (next 30 days) Planning or Participating: Regattas, other marine events, RBS outreach, boat shows, station open houses, division/station picnics, PE and VE activities, etc.

Other Comments:

Reported By:

NOTE: Some activities may fit more than one category. Pick one. Some significant activities may fit no the format. If there are accomplishments or information that should be passed, add it.

January, 2016

Sun	Mon	Tue	Wed	Thu	Fri	Sat
27	28	29	30	31	1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31	1	2	3	4	5	6

Today: 03-Nov-15



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Division Staff Monthly Activities Report

Month of:

DIVISION 9

 Position:

- SO-NS
- SO-OB
- SO-PA
- SO-PB
- SO-PE
- SO-PV
- SO-SR
- SO-VE
- MULTIPLE**



Ongoing Routine Support: Recurring support for USCG station. This will likely change little from one month to the next. (VSP, AUXFS, COMS, Augmentation, AUC Activities, CG Ombudsman, etc.)

Partnerships: Collaborative efforts with other government agencies, private and commercial enterprises. Training received from, or provided for, organizations outside the USCG (TSA, EOCs)

People: Significant accomplishments by individuals or units. Recognition and awards received by individuals or units.

Upcoming Operations/Events – (next 30 days) Planning or Participating: Regattas, other marine events, RBS outreach, boat shows, station open houses, division/station picnics, PE and VE activities, etc.

Other Comments:

Reported By: Save As

NOTE: Some activities may fit more than one category. Pick one. Some significant activities may fit none of the categories. Don't feel constrained by the format. If there are accomplishments or information that should be passed, add it.



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Division Staff Monthly Activities Report



Month of: Jan 2016 Week ending: 09-Jan-16 Flotilla: 99 Position: MULTIPL

Ongoing Routine Support: Recurring support for USCG station. This will likely change little from one report to the next. (VSP, AUXFS, COMS, Augmentation, AUC Activities, CG Ombudsman, etc.)

WARNING: JAVASCRIPT WINDOW - FILE "SAVE AS" FORMAT



Use "YMMDDFt##+ position abbreviation. EXAMPLE: "160131FLT97FC" etc.
See STICKY NOTE for further instructions.

OK

Upcoming Operations/Events (next 30 days) Planning or Participating: Regular and special events, RBS outreach, boat shows, station open houses, division/station picnics, PE and VE activities, etc.

Other Comments:

Reported By: Your name

Save As

Reset Form

Print Document

10-Jan-16

NOTE: Some activities may fit more than one category. Pick one. Some significant activities may fit none of the categories. Don't feel constrained by the format. If there are accomplishments or information that should be passed, add it.



Flotilla Commander's Bi-weekly Activities Report



Month of: Jan 2016 Week ending: 09-Jan-16 Flotilla: 9-10 FC/VFC/IP: FC

Ongoing Routine Support: Recurring support for USCG station. This will likely change little from one report to the next. (VSP, AUXFS, COMS, Augmentation, AUC Activities, CG Ombudsman, etc.)

Part received
People
Upcoming events

Commander

To save the FSO Bi-Weekly and Monthly report file when completed -

1. Select "Save As" at the bottom of the page
2. A pop up message will appear as a reminder to use the saving format as:

"YMMDDFLT##SP" where SP = Staff Position, i.e. CM,

Other Comments:

Reported By: Your name only Save As Reset Form Print Document 10-Jan-16

NOTE: Some activities may fit more than one category. Pick one. Some significant activities may fit none of the categories. Don't feel constrained by the format. If there are accomplishments or information that should be passed, add it.

To save the FSO Bi-Weekly and Monthly report file when completed -

1. Select "Save As" at the bottom of the page
2. A pop up message will appear as a reminder to use the saving format as:
"YYMMDDFLT##SP" where SP = Staff Position, i.e. CM, CS, FN, MA, etc. **ONLY**. Do not type in "FSO". **Example: 160131Fit97FC** or other appropriate position initials.
3. Change the file name as in step #2 and then select "Save"
4. The original file is **"READ ONLY"** so save with the format "YYMMDDFLT## SP" format, as in #2.
5. Keep the original for repeated use but just remember to change the file name as indicated.
6. If there are MULTIPLE positions type **"MULTI"** in place of the "SP" initials.

To save the FC Bi-Weekly report file when completed -

1. Select **"Save As"** at the bottom of the page
2. A pop up message will appear as a reminder to use **the saving format as:**
"YYMMDDFLT##"
3. Change the file name as in step #2 and then select "Save"
4. The original file cannot be saved without the **YYMMDDFLT##** format.
5. Keep the original for repeated use but just remember to change the file name as indicated.

To save the SO MONTHLY report file when completed -

Division Staff: "Save As" file format **"YYMMDDSO + the appropriate position abbreviation followed by 09. EXAMPLE: 160228SOMA09**

1. If there are MULTIPLE positions type **"MULTI"** in place of the "SP" initials.

EMAIL reports to the VCDR to be compiled for the DCDR

File “Save As” format
YYMMDDFLTxxSP

FC file save format:
160111FLT910FC

FSO file save format:
160111FLT910PV

or if MULTIPLE positions

160111FLT910MULTI

SO file save format:
160111FLT910MS

or if MULTIPLE positions

160111FLT910MULTI