

DIRAUX NOTES
A Publication of the 13th District Auxiliary Office
NOVEMBER/DECEMBER 2002

HAPPY HOLIDAYS!

FROM THE DIRECTOR

LCDR Kelly Boodell

WE'RE MOVED!!! COME CHECK OUT OUR NEW SPACES!!! 915 SECOND AVE rm 3496 (34th floor). We have designed our new spaces to be 'Auxiliary Friendly.' We have an Auxiliary Center that has three work stations with an additional 2 more work stations nearby for use by Auxiliarists, one of which will be in our new conference room. If you wish to come to our spaces to do your own work, help us with ours, or even hold a meeting in our conference room...you are invited and welcome!! I would love to see more Auxiliarists roaming our halls!!!

NEW RE-ENROLLMENT REQUIREMENTS: Your DIRAUX office is changing how re-enrollments are handled in order to speed up their processing. The migration to AUXDATA resulted in our staff spending up to 12 hours per re-enrollment package...too long and totally inefficient. So here is how we are going to do it: If a member is re-enrolling and it has been within the last three years, we have their records still in our office, so those will transition smoothly. FOR ALL OTHERS (those who are re-enrolling from another district, or longer than 3 years ago from within our district): The member must make their best guess as to the year and month of their original enrollment date **and** disenrollment date. These are the only items that we are not able to change once entered into AUXDATA. If the re-enrolling member is able to reconstruct their qualifications and course completions based on certificates etc...and their Flotilla Commander is satisfied by that presentation, the endorsement of the Flotilla Commander is enough for my staff to enter it into the member record and AUXDATA. This information can be provided at any time, either with the original re-enrollment package, or after the member is re-entered into the system. If the re-enrolling member is not able to recall when they enrolled and dis-enrolled, they will be given a new base enrollment date by utilizing their application date. Again, any certifications or qualifications that they can document will be re-entered. This burden is now shifted to you the member and the Flotilla Commander. We recognize that this will result in more work for you and apologize, however the trade off is that you will have the re-enrollment processed immediately and the 12 hours spent researching this information, can be spent processing other items. This change is better off for the Auxiliary as a whole, thank you for your understanding and cooperation.

BOAT MAINTENANCE IS ON ITS WAY!: That is right ! The Coast Guard is finally going to reimburse Auxiliarists for Boat maintenance. This funding has been approved for fiscal year 04, but folks at HQ are looking for funds to try to start reimbursing members in FY03.... In anticipation, please start keeping logs of maintenance performed. It is equally important to indicate when you are using the boat for personal use vs for Coast Guard purposes. The Coast Guard is trying to identify criteria so that if your facility suffers a catastrophic failure while not under orders, it MAY be compensatable...we'll see. Lets keep those records so that you are protected...

AUXDATA: More enhancements are included in this new release which will make keying information into the system more accurate and easier to do. A continuing dialogue exists with the AUXDATA program managers and items beyond Version 1.2 have been identified. If you have questions regarding AUXDATA or AUXINFO, please direct them to your FSO-IS, SO-IS, who will then contact DSO-IS Peter Kirschner. Watch the District 13 USCGAUX website www.uscgaux.org/~130 for more details and announcements of training opportunities.

AUXDATA QUESTIONS: Just a friendly reminder, if a Flotilla Member has a question about AUXDATA, that question should be routed through the chain...so first ask your FSO-IS, if they can not answer it then they route the question to the SO-IS then on to the DSO-IS. While it might appear to be easier to call DIRAUX, your questions are causing tremendous delays for us. I often hear that members have elected to call us because somewhere, that chain of communications was broken. If that is the case, then go to your Flotilla Commander, or Division Captain, or RCO for a solution....our office can't fix that problem. Thank you for your understanding!!!

FROM OPERATIONS AND TRAINING

CWO4 Paul Bellona

BOAT CREW CERTIFICATION AND FACILITIES: DIRAUX is no longer keeping separate spreadsheets for Boat Crew Certification and Operational Facilities. AUXDATA has all the required information and needs to be utilized, so we don't have to duplicate our work. All Boat Crew Members should be checking AUXINFO to ensure that their certifications are kept up to date and if there are problems, then DIRAUX needs to be notified so they can be fixed. Be PROACTIVE and DO NOT WAIT until you cannot receive patrol orders before you check your certifications. Every time someone calls our office to check someone's certification, it takes us 15-20 minutes away from another job that has to be completed. So, time is a very precious commodity for us to complete our work in a timely fashion for all our members.

OFFICE MOVE: DIRAUX is finally moved into its new offices on the 34th floor in Room 3496. Our last power, phone line, and computer connectors were hooked up on 4 Dec, so we are now 100% moved in. Hopefully, we will start catching up on the all the paperwork, so Division Captains let us know if there is missing paperwork and stuff missing or overdue to your members. DIRAUX is always interested in any Auxiliarist that would like to assist in our office to help process our large flow of paperwork for the D13 membership. We also have some 4 extra desk spaces and two computers, that Auxiliarist are free to utilize, so they can come into our office to complete their Auxiliary work if they would like too.

POMS UPDATE: Please remember that POMS works off information that it receives from AUXDATA and if you do not keep AUXDATA updated and ensure that you look at AUXINFO to check your certifications, facilities, etc. to see if they are up to date, then there might be problems with you getting patrol orders issued. Group Seattle has been live on POMS since the second week of November and so far with only a few minor problems cropping up that we have been able to fix, the system seems to be working well. Group Portland has been in the test mode for the last month and expects to go live on POMS at the first of the year (JAN 2003). I am in the process of working with Group Port Angeles, Group Astoria, and Group North Bend in setting up the POMS in their AOR (Area of Responsibility), as well as trying to get the AUXAIROPS Program going with the Air Stations.

PPE: (1) There is an ALCOAST 525/02 (082000Z NOV 02) out effective immediately, that automatically inflating PFDs shall not be used on boats (including Auxiliary) with enclosed spaces, such cockpits, cabins, engine rooms, or survivors compartments. There have been numerous mishaps involving inadvertent inflations, serious non-inflation indicating improper maintenance and indications of the mandatory performance qualification standard training not being completed. Luckily none of these mishaps resulted in serious injury, but they could have easily led to serious injuries or death. I talked to BMCM Wilson at Coast Guard HQ (G-OCX) and they are working on the problem and hope to see some modification to this within the next 60 days or so. **(2)** We are still waiting for the budget to come through and still do not know what type of PPE funding we will be receiving in D13 this year. Once I find out how much D13 will get, I will pull out the Flotilla want list and order what I can.

Short Term Training Request Spreadsheet: I have set up a spreadsheet that will be put on the D13 Auxiliary Web Site showing all the Class "C" School training request that have been sent to DIRAUX, approved and forwarded up to TQC, who has control of all training quotas in the Coast Guard. I will be updating this spreadsheet once a month or anytime there is a big influx of school request. If your name appears on this list, then you know that your paperwork has been forwarded out of DIRAUX and we are just waiting for TQC to assign a quota/orders for you.

FROM THE OFFICE MANAGER

SK1 Nelson Fritz

FLOTILLA COMMANDER TRAINING: All approved attendees for the Flotilla Commander Training on 10-12 January 2003 should receive orders by Christmas. Training will be held at ISC Seattle in the Bear Room. For those who require lodging, a block of rooms has been set aside at the Travelodge Inn (SeaTac North). The address and phone number is: **14845 Pacific Highway South, Seattle, WA 98168. (Ph.) 206-242-1777 (Fax) 206-248-4285**

PATROL ORDERS: This paragraph applies only to those who still do patrol orders the old, manual way. Judy Katz, the accounting technician from FINCEN in Chesapeake, VA sent out a memo to all DIRAUX(S) to pass the word to all Patrol Order Issuing Officials regarding submission of manual/handwritten orders (paper copies). She says that FINCEN is receiving numerous hard copy auxiliary patrol orders that are reflecting incorrect fiscal year data within the document number and/or the appropriation. To avoid penalizing the Auxiliarist by delaying payment, we request all units ensure document numbers and appropriations are cited correctly before submitting for payment.

FOR EXAMPLE: If the patrol took place in fiscal year 03 (from Oct 01, 2002) the doc ID should be annotated as 2 7 0 3 3 3 S 4 6 x x x . The 4th and 7th digit in the doc ID should match and represent the fiscal year in which the patrol took place. Same with the appropriation which should be reflected as: 3 0 1. In addition, the fiscal year notated in the doc ID should match the same fiscal year notated in the appropriation.

FROM THE COMPUTERS SECTION

Ms. Bobbie Heim

AUXDATA CHANGES: We have lots of changes in the AUXDATA computer systems. Two that will affect the DIRAUX office work have arrived, as the PE & MDV/VE performance awards reports. Also, We expect the sustained service award report soon. The sustained service awards will be processed for individual certificates after our year-end priorities (new enrollments, disenrollments, and transfers) are complete.

RE-ENROLLMENTS AND TRANSFERS: The procedures for Re-Enrollments and Transfers are changed. The individual Auxiliarists and the Flotilla Commanders will be responsible for verified requests. This includes eligibility, correct dates, current qualifications, awards, and specialty courses. The computer work will be completed "as is." The DIRAUX office emphasis will be on speedy work. Corrections must be requested through the information chain, with proper documentation, and will be completed afterward.

TRANSFER REQUIREMENTS: A Member Transfer Request form (ANSC 7056) and a Change of Member Information form (ANSC 7028) are required. For the within district transfers, the Flotilla Commanders will be responsible for checking eligibility (OK to leave, member in good standing, dues paid) and the new flotilla's approval (welcome to join). For between district/region transfers, our office will presume transfer eligibility, and obtain a new unit's approval from District/Region, along with Division and Flotilla numbers. All transfers will be completed without double-checking an Auxiliarist's status. They will be processed at once. The AUX PERS RCRDs will be forwarded from and to other districts/regions, if and when they are available.

ANNUAL UNIT OFFICERS REPORT: Please use the newest forms, ANSC-7007 (10-02). They are available on the Auxiliary Web. These forms will be used for AUXDATA entries. The AUXDATA information will generate our Thirteenth District Directory. The computers section staff will try to complete all our units' data entry on or before 8 January 2003. It will be a challenge, and we absolutely depend on information from our DCPs and FCs. We'll notify the Area RCOs about the DCP & FC reports progress between Christmas and New Year's Eve. Meanwhile, keep those forms coming!

FROM THE MEMBER STATUS SECTION

Ms. Shirley Blanchett

DISENROLLMENT REQUESTS: The ANSC 7035 forms must be signed by the FC, and forwarded to our DSO PS Carol Grassl. She reviews the forms, and recommends DIRAUX action. Only the DIRAUX office staff is authorized to process such requests. Disenrollment requests *must* be processed **before** December 31st to prevent the active flotilla members from being obligated to pay the Division, District and National dues for them. This is National Auxiliary Policy.

CHANGE OF MEMBERSHIP STATUS FORM: Just a reminder, Disenrollments and Retirement Requests need to be requested on a CHANGE OF MEMBERSHIP STATUS form, (ANSC 7035). The form needs to be signed by the FC, and forwarded to our DSO PS Carol Grassl. She reviews the forms and recommends DIRAUX action. Only the DIRAUX office staff is authorized to process such requests. The only losses to our membership that don't need these forms and the DSO-PS signature occur when an Auxiliarist passes away.

MEMBER NUMBERS: When submitting correspondence to the Member Status section, please include your flotilla number. On the New Enrollment application there is a place for the District and Flotilla numbers on the top right hand corner. The complete member number for each Auxiliarist now includes the District, Division, Flotilla, and Seven digit number provided by the AUXDATA computer system. Example: 130-00-00-000000. You must include this whole number when submitting all correspondence.

DIRAUX OFFICE STAFF CALENDAR FOR NOVEMBER & DECEMBER MAIL-OUT

Date	Meeting - Event	Location	D13 DIRUAX REP
14 Dec 1700	Div 1 COW, Cranberry Tree	Mount Vernon WA	LCDR Boodell
4 Jan 1800	Div 2 COW, Ivars Lk Union	Seattle	LCDR Boodell
18 Jan 1800	Div 3 COW Tacoma Elks Clb	Tacoma, WA	CWO Bellona
22-27 Jan	NTRAIN	St. Lewis	LCDR Boodell & CWO Bellona
24-26 Jan	Div 8 COW Best Western	Moses Lake	None
25 Jan 0900	Div 4 COW Bremerton Yct Cb	Bremerton, WA	
31 Jan-2 Feb	Div 11 Mtg	Boise, ID	
20-23 Feb	Thirteenth Dist Mtg (Shilo Inn)	Lincoln City, OR	LCDR Boodell & CWO Bellona
14-16 Mar	Div 5 COW Mtg	Florence, OR	CWO Bellona
29 Mar	Div 4 Mtg, John Wayne Mrn	Sequim, WA	
11-12 Apr	Pac Area NAPM	Alameda, CA	LCDR Boodell
25-27 Apr	Div 8 Mtg	Sand Point, ID	
2-4 May	Div 10 Mtg	Butte, MT	LCDR Boodell
16-18 May	Eastern Area Conference	Florence, OR	
7-8 Jun	Div 6 Mtg	Garibaldi	
21 Jun, 0900	Div 4 Mtg Beach Club	Port Ludlow, WA	
27-29 Jun	Div 11 Mtg	To Be Determined	
18-20 Jul	EXCOM & BD Mtg	To Be Determined	
12-14 Sep	D13 Trng Mtg	Olympia, WA	
19-21 Sep	Thirteenth Dist Mtg	Tacoma, WA	LCDR Boodell & CWO Bellona
3-5 Oct	Div 10 Mtg	Kalispell, MT	
10-12 Oct	Div 6 Mtg	Astoria, OR	
10-12 Oct	Div 8 Mtg	Tri Cities	
11 Oct, 0900	Div 4 Mtg	Port Townsend	
17-19 Oct	Div 5 Mtg	Roseburg, OR	
17-19 Oct	Div 11 Mtg	To Be Determined	
21-22 Nov	EXCOM Mtg	To Be Determined	

This calendar includes information provided to DIRAUX. Please notify DIRAUX of changes or corrections. Bobbie Heim, in Computers section, E-mail: bheim@pacnorwest.uscg.mil is the person to contact. When a DIRAUX office representative is appropriate, for an event or meeting, please send this information via E-mail to bheim@pacnorwest.uscg.mil as soon as possible.

Distribution: EXCOM, DCPs, FCs (10 copies), DSO(s), ADSO(s), Liaison & Project Officers, REG QEs, PDCOs, D13 GROUPs & MSOs, D13 (d), (dcs), (o)