

DIRAUX NOTES

A Publication of the 13th District Auxiliary Office

FEBRUARY 2005

FROM THE DIRECTOR

LCDR Kelly A. Boodell

D13 WINTER DISTRICT AUXILIARY TRAINING CONFERENCE: February 25-27, 2005 in Silverdale. This conference boasts a packed agenda with many Auxiliary and Active Duty dignitaries planning on attending! Please come and meet the National Auxiliary Vice Commodore, Steve Budar. He is a very impressive, dynamic leader and will be the featured speaker at the Saturday night banquet. Also attending the Conference is my program manager from Headquarters in Washington D.C., CAPT Barry Smith. RADM Garrett will be present on Saturday morning to officiate over the swearing in ceremony of our new District Commodore, Fred Bell and our District Vice Commodore, Bruce Miller. RADM Garrett will be retiring this summer, so please come to hear him address us Saturday morning. Also in attendance will be Captain Mark Ashley, D13 Chief of Operations and possibly Captain Chip Boothe, D13 Chief of Marine Safety. Our very own Commodore Dan Neiderhiser will also be in attendance as he has now fleeted up to the position of the National Area Commodore, PACAREA, and of course, CWO Bellona, Charles Claytor, Shirley Blanchett and I will be there! There will be an excellent opportunity to "Meet the Brass" on Saturday at 1400-1700. This will be a Q & A Session with Senior Leadership. All members are invited to attend. I strongly encourage everyone to attend! This will be an excellent meeting and I would really like a strong turn out to show the Leadership that we are a dynamic, united and motivated Auxiliary.

SAMA: The **S**tandard **A**uxiliary **M**aintenance **A**llowance is here! When I first reported in, this was an initiative that was being discussed. We are getting closer! In fact the Commandant of the Coast guard is personally funding this out of his account for FY-05 until it becomes a recurring item in the annual budget. When it is approved, it will be fully funded at 4.5 million dollars. At the moment, it is funded at 500K of which 45 K has been set aside to support Catastrophic Loss Claims. Beginning 1 May, a small portion of the formula that your surface facility is entitled to, will be paid to you. Realize that this pot of money may be expended before the fiscal year is over. However, it is an attempt to address an issue that is LONG overdue. It is hoped that COMDT will continue to support SAMA until it becomes a portion of the CG budget, which COMDT is requesting to be funded at \$4.5 million in FY07. I have no idea how this will actually work, however, there are two new fields in POMS that must be filled out so that this SAMA money can be properly calculated.

CATASTROPHIC LOSS CLAIMS: The CG will now attempt to reimburse catastrophic claims to facilities that occur while underway. These claims do not necessarily have to be patrol related. In order to be successfully reimbursed, you must have adequate documentation of how much time you have spent using your facility for non-Coast Guard use. If your engine blows the one day you took your family out when the remaining 364 were spent in support of the CG, you may be in luck. Please see chapter 8 of the Claims and Litigation manual for more information, or contact CWO Bellona for more information on the best way to proceed with your claim. Unfortunately this is NOT retroactive.

IMPORTANT INFORMATION ABOUT UPCOMING COMPUTER MIGRATION FOR CG UNITS IN OR & WA

The following paragraph is from our Electronic Support Unit. If life wasn't crazy enough, it looks like our e-mail addresses will be changing! I cannot authenticate the accuracy of the info below, but, it is what I have been told:

Progress Report: New E-mail Address and Log on Name As described in the [DEC Newsletter](#), WA/OR CG units are the first units in the CG and DHS to migrate over to the new WIN2003 environment. The big changes you'll see are a new e-mail address (First.MI.Last@uscg.mil), and a new log on which will be first & middle initial then last name. We continue to work out the bugs with our first 30 test users here in Seattle. Once these are worked out, we'll migrate the remaining test units over, hopefully by the end of FEB. After a short pause to assess lessons learned, we'll begin migrating over the rest of the OR/WA CG units.

AWARDS WRITING TEAM: Joe Engle is the lead of the District 13 Awards Writing Team. If you want to put someone in for an award but do not know how to do it, contact Joe! His email is joe@jre.com. Joe is also looking for participants on the team. In particular from the Eastern and Southern Areas. The more writers, the better! The only requirement is that you want to facilitate member recognition, and that you do what you commit to doing! Remember Recognition is the only form of pay we can give to one another!

GET OUT THERE AND RECRUIT!! Is the PS job in your flotilla filled? Do you have the right person in that job? If you have a very new member, or someone who is doing too much, I recommend that you reevaluate that decision. PS and recruiting must be number one! If you have a vibrant robust flotilla, then you will have fun. If too few are doing too much, your flotilla will not prosper. Please have a meeting with your fellow members to discuss this. Last year our district spent .5% of its time on recruiting. That was less than one percent! We won't grow if we keep that up. One sure way to start is to partner with your Public Affairs person! Be sure to document what you do and tell our story! When you do, take pictures! If we don't tell our story and promote what we do, no one will listen. Certainly no one will join the greatest volunteer organization in America!

DIRAUX UPDATE: I'd like to formally inform all of you that I am *tour* complete this summer. I can't say goodbye just yet! This has been the most challenging yet rewarding job I have ever had so I requested and have been granted a two year extension through July 07! I'm delighted and wish to thank you for your support, your hard work and for making my life truly meaningful!

FROM OPERATIONS AND TRAINING

CWO4 Paul Bellona

FACILITY INSPECTION FORMS: Newly Revised Facility Inspection and Offer for Use Forms are out for all Vessels (7003) PWCs (7008) are on the National Form Web Site and the links to these new forms have been put on the D13 DIRAUX and D13 Auxiliary Web sites. **ALL other Facility Inspection Forms are obsolete and will not be accepted by DIRAUX after 1 March 2005 and will be sent back to ensure the proper form is being used.** The Non-Owner user has been incorporated into these new forms, along with a place to record the latitude & longitude where the vessel is being moored or stored. The forms are easy to use, especially for those who fill out the on-line form where they have added "drop downs" to some of the fill in boxes to standardize what is placed in the box.

POMS: There are two (2) new mandatory fields that must be filled out on your Patrol Orders (CG-5132) before you send them to your Order Issuing Authority for payment. You must enter the "Gallons of Fuel" used and the "Underway/Flight Hours" in whole hours & tenths. These items will be used to track the Standard Maintenance (SAMA) cost for Auxiliary facilities. Patrol Orders will not be processed for payment unless these fields are completed.

STANDARD MAINTENANCE (SAMA): PERSONAL PROTECTIVE EQUIPMENT (PPE): (1) Currently I have on hand: PEPiRBs; Anti-exposure Coveralls (all sizes); survival vest w/knife, whistle, strobe light, mirror (Regular size, Large on back order); gear bags; dry suits and inserts (all sizes but over XXL), and Type III PFDs. Dry suits, inserts, Type III PFDs go to PWC and Paddle Craft Operators, Sea Ark Crews and Boat Crews in Puget Sound or on the Coast before Inland Boat Crews, unless there is a greater need than the preference above. Dry suits over XXL have to be special ordered for the person and I must have height and weight to order them. Those in the Seattle area, make arrangements with CWO Bellona to come to the DIRAUX office to pick the PPE up. If you are in one of the outer Divisions/Flotilla, I will bring PPE to Division meetings that I attend if asked, so if you want PPE brought down to you, you need to let me or the Division Captain know what kind and the sizes to bring down. **(2) As before, ALL PPE must be signed for on the AF-538 form and accounted for once a year to DIRAUX on the Flotilla inventory of Government Property. One way for the flotilla to do this is to have their members bring all their PPE to a meeting to check the gear out to ensure it is being taken care of and what they have, so the FC can let DIRAUX know what the members still need.**

COAST GUARD PROTECTIVE CLOTHING POLICY: *Two Boat Crew Members have been suspended for 3 months for not wearing the proper PPE so this policy is being reiterated to ALL PERSONNEL INVOLVED IN THE BOAT CREW PROGRAM.* The Coast Guard requires its personnel (including Auxiliary and passengers) to wear the proper Personal Protective Clothing (PPE) while underway on its small boats (including Auxiliary facilities). These are the minimum standards and to deviate from these standards you must get a waiver from your order issuing authority. There is also an understanding that the Auxiliary just started receiving funding for PPE and that it will take some time to issue all the proper PPE out to its qualified Boat Crew Members. Once you are issued PPE, you shall utilize it at the proper time: (1) Regardless of weather, personal flotation devices and Boat Crew Survival Vests will be properly maintained and shall always be worn. (2) When the water temperature is below 60 degrees F, Anti-Exposure Suits and Boat Crew Survival Vests shall be worn. Additional protection may be worn at the crewmembers discretion. (3) When the water temperature is below 50 degrees F, Dry Suits with Layer 1 or/and 2 (Bunny Suits) under garments, Type III PFD and Boat Crew Survival Vests shall be worn. (As an example, if you were on patrol for Station Bellingham and the air temperature was 75 degrees, water temperature was 52 degrees then you would be required to wear you Anti-Exposure Suit while you were underway unless you received permission from Station Bellingham to wear Float Coats or PFDs. Once you received a waiver for wearing certain PPE, you would still take your other PPE with you underway in case it is needed). To get a WAIVER from wearing certain PPE, you must contact your order issuing authority and it will only be for that one mission.

COLD WEATHER: A short article, "Ooh, It's Cold Outside", with a graph on cold water/wind chill was put in the Boat Forces Newsletter which all Boat Crew Members should look at, especially if they are not current on hypothermia. The web site is: <http://cgweb.comdt.uscg.mil/G-OCS/G-OCS/Newsletter/November%202004.pdf>. This will assist you in the proper layering for cold weather on the water.

OPERATIONAL DRESS UNIFORM (ODU): The new ODU's are now available for CG Auxiliarists at the CG Uniform Distribution Center (UDC) in Woodbine, NJ. The UDC phone number for placing uniform orders is 1-800-874-6841. The UDC web site is <http://www.uscg.mil/hq/g-w/g-wp/udc/index.htm>. Use the UDC if you can, since the uniforms cost less, or you can use the CG Exchanges if there is one nearby at a cost a little higher. Do not use Lighthouse since they sometimes don't have the proper uniform type that the Auxiliary should be wearing.

D13 TRAINING ITEMS: (1) There will be a 2005 Operations & an Instructor Workshop held on 26 February 2005 during the District Meeting in Silverdale, WA. These workshops are mandatory if you plan to get underway or instruct during the next year (2005). (2) TCT Training will be held for members of Division Two and others in the surrounding area at the Bear Room, Pier 36 on 26 March 2005. Get hold of Ted Schiesswohl if you want to attend, since the class size is limited. (3) There will be a QE Session at the Northern Area Training Conference (GNATS) on 4 June 2005 for those who wish to participate. Please ensure you contact the Division Captain of Division 4 or the Coordinator of the event a month before that you want to participate in the QE Session, so enough QE's and facilities can be scheduled for the session. (4) There will be a QE Workshop on 26 March 2005 at the Chinook Room; Pier 36 for those QE's who missed the last QE Workshop last year. Frank Ramer or Dick Siefert will be contacting the QE's on this. *If you want training items added to the next DIRAUX NOTES, please send CWO4 Bellona an e-mail on what & when the event will be and I will add it in my section.*

AUXILIARY COMPETENCIES & CORRESPONDING PSI LEVELS: There are 40 competency designations currently carried on AUXDATA. The PSI Levels show on the web site http://www.cgaux.info/g_ocx/messages/competencies.html which fall under Direct Operations (DO) or Support (SO) to determine if you are required to turn in a SF-86 or not.

FROM THE OFFICE MANAGER

SK1 Holly Boehme

PATROL ORDER SUBMISSION: Of the 443 patrol orders that have been issued, 157 of them have not been submitted for payment. If you perform a patrol please submit your claim for payment within 5 days from the end of the patrol. With budget constraints DIRAUX must spend a certain amount of money which is allocated by Headquarters each quarter. If we don't spend these allocated funds, we lose them. When patrol orders are not submitted for payment, then we have money sitting open on the books, unspent and in danger of losing these funds. It is very important that you submit your patrol orders for payment as soon as your patrol is finished. Open patrol orders older than 3 months will be cancelled. If we lose money, we will lose the ability to issue patrol orders. This affects everyone in the Auxiliary. Patrol orders must be sent to the issuing office for processing, this is not the DIRAUX office. The issuing office can be located at the top of your patrol orders.

TRAVEL CLAIMS AND PATROL ORDERS PAYMENT STATUS WEBSITES

Travel Claims take about 3 weeks to process for payment. If you are on direct deposit you will be paid in about 3 weeks. After you submit your claim, wait 3 weeks and then you can check the status of your claim on this website.

Go to the website <http://www.uscg.mil/hq/psc/>

Click on the Travel Section

To the right of the page under Customer Care Branch scroll down to, then click on the Customer Service for Travel, Uts, and people soft button.

Fill out the form and submit it.

The travel center will send you a status on your travel claims and payment breakdowns.

You will need your TONO number which starts with 1105335S46001

This is only for Travel Claims. Remember you must keep copies of your claims and all receipts for 6 ½ years for audit purposes.

Patrol Orders take 2 to 3 weeks for payment. Again if you are on direct deposit you will receive your pay in about the same time.

After you submit your claim, wait 2 weeks and then you can check the status of your claim on this website.

Go to this site <http://www.fincen.uscg.mil/>

Click on Auxiliary Interests

Click on Auxiliary Reimbursement Detail Reports

Then click on the words Auxiliary Reimbursement Detail Reports again.

Enter your patrol number which looks like this 2705335SEA001.

This will give you the break down on your Patrol Order Payment. If you are not on direct deposit, please email me.

Please use the above sites to check status on your claims before calling me.

Also, it is very important that we have your correct Email address. Email is the preferred method of communication.

Travel Orders are now being sent in a Zip File. If you have not downloaded zip/unzip software, please visit this website:

<http://www.7-zip.org/> and download the software for free.

Be safe out there and wear your survival gear.

FROM THE AUXILIARY PROGRAM ASSISTANT

Mr. Charles K. Claytor

SECURITY: As many of you know, it is taking much longer for SECCEN and OPM to process our DO and OS packets than originally anticipated. JR Addington, our Security Specialist in the field has done an amazing amount of work in reviewing and preparing our SF-86's for submission to SECCEN. We can assist JR by ensuring that we review, check, double check, and triple check our SF-86's before sending them off to him. As for new member packets, as always they are sent to me here at DIRAUX. Please ensure that your packets are complete and filled out properly before submission. As of late, packets have been arriving with all the correct paperwork, so I think we finally have the monster figured out. Please remember to use BLACK ink only. Fingerprint cards and the SF-85, page 6 must have original signatures. In addition to the security paperwork, member photos must be in the correct uniform or they will be rejected, which of course may delay the process. If you are unsure of the correct photo uniform, please contact DCP 2 Ted Schiesswohl.

TRIDENT PROGRAM: The program requires that you complete 4 of the 10 PQS's. These courses require a "Letter of Designation" from the M Gold side. I cannot certify your course without the letter. For those of you who may have delayed your participation because of the 4 year time requirement. please read Trident Up-Date Bulletin No. 008. It authorizes a

“Conditional Auxiliary Trident Device Award” which allows the Auxiliarist to be awarded the device before the completion of 4 years (96 hours/year) requirement.

CERTIFICATIONS: Many of our certifications require that you only take an exam (paper or on-line). I get many inquiries as to why someone wasn't certified for a particular course that they took on-line. Quite frankly, I don't go looking for these courses in AUXDATA. The majority of the time, we receive some form of notification from DIRAUX WEST that a member has completed a course. When that happens, I certify the member if applicable. So the bottom line here is, check AUXDATA often. If a reasonable time has passed and you haven't been certified, call me or Email me. I am usually able to respond immediately. Along the lines of certification are REYR and REWK. Many Auxiliarists spend countless hours on patrols, in the classroom, or conducting vessel safety checks and Marine dealer visits. Yet, inevitably 25% of those end up as REYR or REWK. Why? Because the activity was 1) not entered in AUXDATA, 2) the entry was entered in AUXDATA but the entry was never moved from disapproved to approve in AUXDATA. Therefore, AUXDATA does not recognize the activity as being complete. As you know, Mr. Bellona has authorized entry of Currency Maintenance in AUXDATA at the Flotilla level. However, it is still a requirement to send the completed currency maintenance form to DIRAUX for verification.

DISTRICT MEETING: Okay, so here we go. We are starting the 2005 year with a new Bridge and a district meeting. I have noticed that a few Elected Officers have yet to submit their SF-86's for DO approval. This is an AUXMAN requirement that can not be waived. So, if you know you are one of these, please let me suggest that you send your SF-86 to JR – very soon. You don't need to have the “approval” at this time, just the submission of the DO packet. The completion of the APC course is also a requirement for elected officers. Haven't taken the test yet? It is on-line so you can complete it at your convenience. As Shirley mentions, we will be at the district meeting to answer your questions. I will have AUXDATA up and running so we can help you with any data entry problems.

FROM THE MEMBER STATUS SECTION

Ms. Shirley Blanchett

CURRENT TRANSFER STATUS CHART: The current Transfer Status Chart that shows the entire District 13 Auxiliary member transfers that are being processed in DIRAUX can be found on the Auxiliary website. The chart shows what DIRAUX is working on for each transfer and what may be missing from a submitted transfer request. To visit this Transfer Status chart click on the following link or paste the link into your computer browser: <http://www.uscg.mil/d13/oax/>. Transfers that are completed and are older than two or three months have been removed from the chart. If your transfer request was sent in earlier than two months ago and you have not seen it on this chart it means DIRAUX has not received it yet, and you may need to investigate where the Transfer Request has been stalled in route.

DISTRICT MEETING: Charles and I will be attending the District meeting at Silverdale in February. We hope to see many of you there. Bring your questions and problems and we will work together to resolve them.

DIRAUX OFFICE STAFF CALENDAR: The current DIRAUX office staff calendar that shows the Director of Auxiliary's calendar of events for 2005 can be found on the Auxiliary website. Through this website the calendar is updated and consistently kept current. To visit the calendar on this website click on the following link or paste the link into your computer browser: <http://www.uscg.mil/d13/oax/dirauxnotes/calendar.pdf>. If, you have a question, change or corrections to the calendar please contact the DIRAUX office.

MEMBERSHIP SERVICE AWARDS: The February Membership Service Awards were mailed out to flotilla Commanders on February 2nd to be presented at the next flotilla meeting. Membership Service Awards for Twenty years and above were mailed out to the Division Captains to be presented at the next Division meeting. Attached to the inside of the Membership certificate folders is the member's new ID card, which is good for another five years. If no digital photo and ID card form were turned in to the DIRAUX office, there will be no ID card inside of the Member Certificate folder. A new ID card will be issued when the appropriate information has been submitted to the DIRAUX office.