

DIRAUX NOTES
A Publication of the 13th District Auxiliary Office
AUGUST 2003

FROM THE DIRECTOR

LCDR Kelly A. Boodell

CHANGE IN PRODUCTION OF DIRAUX NOTES: We will begin publishing DIRAUX Notes bi-monthly, beginning with this edition, your next notes will be October. We at DIRAUX are earnestly working to keep up with the amazing amount of work that you, our membership generate. One way to further continue our streamlining efforts is to remove some of the items that take away from our work. DIRAUX Notes take an exceptional amount of administrative effort. Time that could be spent processing qualifications, awards, transfers etc. If there is something, which requires that we inform you, we will post in on the web or use a special mail out. We have moved away from monthly mail-outs and send mail weekly so this change shouldn't impact any one that greatly. These notes will continue to be posted on the web. Therefore it is critical that you send your calendar updates of your Division meetings and COW's to Charles Claytor, in our office as soon as you possible!

WELCOME CHARLES CLAYTOR!!!!: Charles just started Monday July 28! As he learns, he will be helping us reach our goal as being "THE" Premier Customer Service Oriented Directors Office, serving you! Please remember that interruptions from you distract from the learning process, so please continue to use the Chain of Leadership to communicate any problems you encounter. Thanks again for your patience and support.

DISENROLLMENTS: It is time to begin submitting members who have not paid their dues, for disenrollment. Remember that this process is not designed for processing personnel issues. If a member has been a personnel problem, disenrollment for non-payment of dues is not the appropriate way to proceed. Because...when that member does pay, he is entitled to reenrollment! If you have a problem with a member, document those problems in accordance with the Auxiliary Manual and take appropriate action. It is unfair to my office staff when that member learns we have disenrolled them, not from you. I can assure you that those calls are ugly at best. If you act in accordance with the manual and tell the member that they are being submitted for disenrollment before they are sent to our office, you will help us by reducing our workload by at least 30%, since we only have to turn around and re-enroll them. Remember all Disenrollments must go to the DSO-PS before they come to our office. All Disenrollments must be in our office by September 15, 2003.

RECORD YOUR HOURS: Please, Please, Please record your hours! You have no idea how much it hurts my ability to argue for more money when I do not have the numbers to back me up! I know how busy you are, but if it isn't in AUXDATA, then no one else knows and the reports that I use are meaningless and unreliable. PLEASE, Please, please!!!! ☺

REPORT TO GROUP: Group Commanders are interested in the neat stories of things that happen out there during your patrols, please let the Groups know when something unusual occurs, or give proper de-briefs when interacting with other agencies. This information helps us tell our story and helps our visibility! Also, it will help us recognize you and your efforts!!!

D13's 1900th AUXILIRIST: We are really, really close to processing the 1900 Auxiliarist in our District! WOW What an accomplishment! CONGRATULATIONS!!!!

BUYING FROM THE D13 STORE: Sure you might find the item cheaper somewhere else, but the reason why the store is slightly more expensive is that it subsidizes your dues. If you want to keep your dues down, please reconsider using the D13 store! There are many great items there and a wonderful staff of volunteers who are there to serve you ☺

ID CARDS: Expiration date for ID cards from now on is the last date of the enrollment month plus five years; e.g., if a member's enrollment date is 6/10/2003, the expiration date will read June 2008. Members please remember to surrender your old ID cards, this really is a security issue. Thank you!

BUOY10 Fishery: Please contact Robbie Siefert (360) 642-2279 or rsiefert@pacifier.com if you would like to come help the CG educate thousands of fisherman at the mouth of the Columbia River, stay safe. Room Board and Orders will be provided. We are interested in manning 7 ramps, 7 days a week. Any help is appreciated. This is an opportunity to do thousands of vessel safety checks and make a direct contribution to saving lives! Come help, this is supposed to be a very big year!!!

SAFE BOATING: Keep up the terrific work and be safe out there!

FROM OPERATIONS AND TRAINING

CWO4 Paul Bellona

POMS & PATROL ORDERS: Ensure you send your **completed patrol orders & receipts** back to the order issuing authority so there is no delay in getting them approved for reimbursement. If they are not complete or receipts not sent in, then it only delays the POMS process in getting you paid quicker, which is one of the intents of POMS. **Problems on Patrol Order Claims:** 1) Use "Certificate in Lieu of Receipts"- some people are hand writing a note and attaching it to orders, this won't work; 2) no TONO or in some cases, incorrect TONO; 3) sending copy of orders filled out, but adding "this patrol do not happen", coxswain should let SO-OP know so they can cancel or change orders with issuing authority; 4) one coxswain sent in 4/5 different patrol orders for reimbursement on the same TONO for dates spread out over several days (7/1, 6, 8, 16, 20), only one request was found for one of the patrols under the original TONOs (POMS states "each 5132 form can cover a 23 hour 59 minute time span. You cannot exceed five patrols per day or within 5 days per order number. Each additional patrol requires a copy of the original 5132 with the next patrol in the itinerary."); 5) no location; 6) dates don't correspond to what is on the request in POMS. Example: requested 6/27/03 for patrol, but stated on orders patrol was done 6/28; 7) scratching out name of the operator and adding different name (must have authorization); 8) not including member number in the section "list Names and Member # of all personnel on board (less operator). **If you do not fill out the 5132 properly or make changes with proper authorization, you will either delay your reimbursement or may not be able to get reimbursement for that patrol. SO WARNING TO ALL: FILL OUT PATROL ORDERS PROPERLY, if there are problems or questions, ask!!!**

ISAR: Congratulations to the D13 Auxiliary ISAR Team: Kris Anderson, Dave Browning, Kristy Cough, and Dan Repp for being selected to attend the International Search and Rescue Competition being held this year in St. John's, Newfoundland on 26-28 SEP 03. The training held for the team at Station Coos Bay during 25-27 JUL was excellent and realistic for all the crews and we received great support from Station Coos Bay, Flotilla 51, Division 5, and many others – **so I send my THANKS! To All who assisted in making the ISAR Trip for our boat crew a reality.** We also even managed to get 3 boat crew members qualified in the process with the QE's on hand.

SEA FAIR: By the time you read this, Sea Fair will be probably be over, but I wanted to give **All Auxiliarists who participated a BIG THANK YOU.** As of this date we have 14-16 Auxiliary facilities scheduled for patrols, along with the 4 Coast Guard small boats, and many other local authority vessels. This year I anticipate a "Mad House" on Lake Washington, so to speak and hopefully if you are watching the event on TV this year or doing other activities, you will be thinking of us on the lake patrolling the event.

REYR & REWK: DIRAUX (Jack Grubb & I) are working through the REYR (required yearly certification) & REWK (required workshop) information and problems. We are manually putting boat crew members into REYR that need to be there and manually updating the REWK people as they completed the 2003 Operation Workshop. If there is problems in this area get hold of one of us via phone or e-mail, so we can look at the problem and solve it, since this may effect you getting patrol orders via POMS.

Computer Users: If you change your computer address please remember to make that change via AUXDATA or ask your SO-IS to help you make the change. In addition it was brought to our attention that users with xxxxxxx@attbi.com has now been changed to xxxxxxx@comcast.net. Please make the change to your computer address books. And finally, please make the changes as soon as possible as we would like to distribute a mid-year update to the February 2003 CD Directory. (DCO)

Change of Officers: A clarification from the July DIRAUX Notes. The SO-IS should make these changes, but please send the changes on to DIRAUX (Attention Shirley) so she can update the D13 Data Bank for our members. Thank You!

Facility Inspections & Offer For Use Forms: Keep these forms coming into DIRAUX if you plan on using you vessel, plane, radio as a CG Auxiliary Facility. Once they are approved and entered into AUXDATA, you have 1 year (+45 days) before you must get another inspection. Please make sure that you double check your forms to ensure they are complete before you send them in, so we will not have to send them back. Also please put your Division/Flotilla # by your Member #, so we can find your facility easier in AUXDATA. **Note:** If you fax them in and you sent the original in the mail, please note that you faxed it in on (date) so we will not try to reenter the information.

FROM THE OFFICE MANAGER

SK1 Holly Boehme

TRAVEL INFORMATION: As per Coast Guard Regulations all travel claims must be submitted 3 days after travel. I am asking members to submit their claims 5 days after you travel. A set of orders is like a written check and the check needs to be paid and cleared. Any set of open orders that is older than two months will be cancelled and closed. It is your responsibility to submit travel claims. The Auxiliary Office will lose funding and training opportunities if I don't keep the account current, and I can't keep the account current if travel claims are not processed in a timely manner.

Direct Deposit is the fastest way for members to get paid. If you are still receiving checks, then you can expect to wait up to 30 days after the claim leaves my office, not your house. Email me if you need the form or check out the Aux website.

Copies of travel claims must be kept for 6 ½ years per IRS and Coast Guard regulations. Should one of these agencies come back and audit your claim and you have no paperwork, you will be responsible to repay the government.

Email is the preferred method of communication. Orders will be sent out via Email. If you are expecting orders, check your email account often. You need to have the most updated Acrobat Reader installed on your computer to open the files. If you don't have an email account, don't worry the orders will be mailed to you. If you have travel claim problems you can email me at Hboehme@pacnorwest.uscg.mil If you don't have email, you can call me at 206-220-7080

You need to include the tone and problem you are having. For travel claim payment status you can call 800-564-5504

TRAINING NEWS If you are interested in SmartForce which is an online training tool, (if you don't know what SmartForce is, visit their website at <http://www.smartforce.com> You can email SmartForce and give your name, employee id #, e-mail, flotilla #, and phone#. They will run you thru a verification process and then set up an account with a logon ID and password.

SmartForce@tcyorktown.uscg.mil

FROM THE DESK OF

Mr. Charles K. Claytor

Greetings Everyone! I am the new Auxiliary Program Automation Assistant who is replacing Ms. Heim. My first day was Monday, July 28, 2003. I am very excited and happy to be afforded the opportunity to assist the U.S. Coast Guard Auxiliary and the D13 staff. Everyone I have met has been extremely friendly and helpful. I will be learning the ropes for the first couple of months, so please be patient with me. I come to you as a retired Army First Sergeant (1994). Please do not hold that against me. I have a boat and I love our Pacific Northwest. I must admit that I am astounded at the level of dedication and commitment of the 1,900 Auxiliarists in D13 who volunteer their time, energy, skills, and equipment in support of our U.S. Coast Guard Missions. I sincerely salute each and every one of you and hope to be a member of your ranks (as an Auxiliarist) in the near future.

ANNUAL SERVICE PERFORMANCE AWARDS: Every Auxiliarist who has earned an Annual Service Performance Award for 2001, 2002, and 2003 and not yet received them; good news! We have discovered the problem that existed with the issue of these awards and are now beginning to get them processed. Over the next few weeks we will be working diligently to get the information entered into AUXDATA and the awards sent out.

FROM THE DESK OF

Ms. Shirley Blanchett

DISENROLLMENT REQUESTS: Historically, 65% of the year's disenrollments are submitted between August 1 and December 31st. In anticipation of heavy activity we request that you submit your disenrollment paperwork early. The ANSC 7035 forms must be signed by the FC, and forwarded to the 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.

NEW ENROLLMENTS: DIRAUX has received more than 29% more new enrollments this year than we did by this time last year. If we continue on this path, and estimated 140 more New Enrollments will be submitted to DIRAUX by the 31st of December! ☺

NEW ENROLLMENTS: Every New Enrollment submitted to DIRAUX needs to have an electronic picture of the prospective new member included. A floppy disk should be used for this purpose. Also, an ID card form needs to accompany each New Member's picture. Omission of the floppy disk and ID card form will cause significant delays in processing of the New Enrollment.

MEMBERSHIP SERVICE AWARDS: In order to facilitate the issue of August and September Membership Service Awards all flotillas need to send in the Auxiliary ID card forms and floppy with member pictures of all Auxiliarists who have an August and September base enrollment date. Please send these forms and floppy disk to the DIRAUX office, attention: Shirley

OPERATIONS WORKSHOP: OSC has set to REWK, Boat Crew qualified members who did not take the 2003 Operations Workshop prior to 1 June 2003 and such information was not entered into AUXDATA as of 1 July 2003. To remove the REWK status, the member must take the 2003 Operations Workshop or submit proof of workshop attendance. Send notification to DIRAUX and DIRAUX will be able to re-certify the competency.

MEMBER INFO UPDATES: AUXDATA computer's addresses, phone numbers and E-mails need to be updated at the flotilla level, by the individual Auxiliarist or by FSO-IS. All elected and appointed officers, at flotilla, division and district level should send this office a copy of information updates, so we can maintain all our computer databases. In addition, those Auxiliarists who receive the DIRAUX Notes by E-mail, should forward E-mail update information to this office. The DIRAUX office uses several computer databases (ACCESS, EXCEL, MICROSOFT OUTLOOK for E-mail and MICROSOFT WORD for mail-out labels). They are **not** linked to the AUXDATA computer. We are stuck with machines that don't talk to each other, and coordination is difficult! Your understanding and assistance is truly appreciated.