

UNITED STATES COAST GUARD AUXILIARY



DEPARTMENT OF HOMELAND SECURITY
The civilian component of the U.S. Coast Guard
(Authorized by Congress in 1939)

Auxiliary Air Station Caldwell, Flotilla 10-20
Office of the Flotilla Staff Officer – Information Services
134 Hoover Ave. 2nd FL. • Edison, NJ • 08837
908-405-7640 • ljwestcgaux@mac.com

April 10, 2008

TO: Fred Simmons, VFC
CC: Ken Hoeg, FC
Bob Wolters, FSO-SR

2008 IS entry:

All March flights have been entered. All received 7029s and other 7030s (through 4/6) have been entered. All received 7028s have been entered.

There are new AUXINFO links on the Flotilla Website, on the FSO-IS page. These will allow all members to track their hours, and find out what is missing, and where.

2007 IS entry:

All outstanding missions that could be input have been entered for 10-20 facilities. Mission 7030s were checked off against NETSKEDS. The last entries for Frank Tangel's facility were made Saturday evening, and are in AUXINFO as of Monday morning. Only two facilities could not be completed:

- N3696G – Henry Uiga: Facility was transferred to 10-13. I cannot make new entries for that facility, and the 10-13 FSO-IS cannot make entries for dates before it was transferred. Last I heard it was in the hands of the SO-IS.
- N4696L – Bob Jenny: Bob and his facility were removed from AUXDATA shortly after his death. No new entries can be made.

IS Data Entry Standards and Policy (2008 and forward).

Beginning in May, all forms for any particular month should be in my inbox or mailbox not later than the 7th of the succeeding month (April forms due by May 7th, May forms by June 7, etc.). All forms received by the 7th will be entered and should be available for lookup in AUXINFO by the *second Monday after the 7th*.

All forms should be sent as soon as possible after the particular event they describe. Do not "sit on" forms, and do not hold 7029 forms until you have a certain number of hours. Send them to me at least monthly. Netskeds 7030s should be sent to me within 48 hours of the mission.

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Every effort is made to have the IS entries done within 48 hours of receipt. Due to other obligations, I cannot guarantee that, but every effort will be made. The IS “system” relies on all its parts, especially the individual member to submit the forms.

7029s

Many Flotilla members still do not submit 7029 forms. The 7029 form is to capture “Auxiliary Support” hours. These hours include: Meetings, Conferences, Fellowship Events (picnic, etc.), studying for and taking an Auxiliary exam, reading this report (and other reports!), travel to the airport for a mission, preparation of Uniforms for meetings or flights, Auxiliary e-mail, and phone calls, to name but a few.

If you are qualified in a program, you probably have at least 100 support hours to submit each year. All Staff Officers should be submitting 7029s monthly. I’m sure all of you have 20 or more hours per month.

A little hint: Print out a blank 7029 and keep it with you. Any time you have Auxiliary time, write it down. When you fill up the sheet, or the end of the month comes, send it in.

What *not* to put on a 7029

Not everything we do when we’re not flying or sailing goes on a 7029. This is particularly true of the Staff Officers, where many things we do should be reported on a 7030. Please take a look at the instructions for the 7030 form at:

<http://forms.cgaux.org/archive/a7030f.pdf>

Everyone should know that flight or underway time on missions goes on a 7030, and only one member – the PIC or their designee – submits the 7030 for that mission. Travel and Prep time, however go on each individual member’s 7029.

But some other activities that should be on a 7030 include:

- Interpreter Assistance
- Public Education Courses
- Member Training
- Public Affairs
- Recruiting (including Auxiliary)

If it can possibly go on a 7030 or other form, that is where it should be reported.

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7030s for missions other than flights

You don't want to fill out, and I don't want to receive, a 7030 for every 5 minutes you spend on a phone call. It is perfectly reasonable and accepted for you to "tally up" your time by mission type, and send me a 7030 reflecting the total time on that mission for a given period. I suggest not letting them get much over 8 hours total. They cannot exceed 24 hours, and if you are sending me several at once, make sure they all start on different dates and/or times. To make it easy, start them at 0000 hours. Also place in the remarks the period this covers, and submit them at least once a month.

AUXINFO (aka AUXDATA Cubes)

Remember that AUXINFO is refreshed only once a week, usually on Monday. This means that the information you see there Tuesday will still be the same if you look again on Friday. Experience shows that the data is current as of the preceding Saturday. Most, if not all, entries made on and before Saturday are reflected in the refresh. Entries made anytime on Sunday usually are not.

If you use AUXINFO frequently, you will learn how to mold it to what you want to see. Feel free to play with it. You cannot break anything. You may even find a way to look at the data that no one else has found. Then, you will want to save the new search you have created. You can not save the address in your browser's Address Bar to a Favorite or Bookmark, until you have clicked on the dog-eared page at the bottom of the window, and select "Prepare Bookmark". The AUXINFO page will refresh, and then you can save the address. Sometimes, the bookmark is too big, or does not work. In that case, go back and see if you can do the search another way.

Awards

The annual letter that was sent to each member last month shows all the awards a member has entries for in AUXDATA. If anyone else has received awards while in the Auxiliary that have a medal or ribbon, and they are not entered in AUXDATA, gather the corroborating information (copies of certificates, citations, etc.), and forward to the FC or myself so we can get it up to the Director's office. Frank Tangel sent me the supporting documentation for some awards he received while in the Auxiliary, but were not reflected in AUXDATA. We should know soon if they were entered for Frank.

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A word for anyone considering becoming FSO-IS

While I hate to discourage people from advancing to Staff positions, the FSO-IS position is not a job for someone who “just wants to help”. The IS position is *critical* in a flotilla like ours, where we perform operational missions the entire year. Auxiliary experience is more relevant and desirable than computer experience. A prospective IS officer must be able to put in some time (30 min or so) every day to check their mail, e-mail, and make AUXDATA entries. Daily input (while watching the news on TV or just before bed) will make the job easy and quick. The IS officer who waits until one day a month to do the entry will burn out very quickly. Air Station Caldwell generates a stack of paper almost an inch high in only four weeks! The work is not hard, but it does require precision, patience (when AUXDATA gets busy, the response time can be long), and, eventually, knowledge on the part of the FSO-IS to catch errors before the forms go to the SO (Division level) IS for approval.

If you're still not scared off, contact myself or the FC for more information on getting trained (you must attend District-sponsored training) for this important Flotilla Staff position.

As always, if anyone needs help, I am happy to assist.

Respectfully submitted,

A handwritten signature in black ink, appearing to read "Larry West". The signature is fluid and cursive, with a large loop at the end.

Larry West
FSO-IS