



IS Officers Training Program

Aux-10 C-School Preparation Candidate Handbook

U Directorate 2018

Introduction

Welcome! Your willingness to take on this challenge is truly appreciated. The IS job can be difficult, and as an administrative function, it doesn't have the excitement of air and surface patrols, the public contact of safe boating education, the contact with the active duty of food services, or the visibility of public affairs, but it is vital to the continuation of the Auxiliary mission.

The Aux-10 Instructors, the DSO-ISs, and the leaders of the U-Directorate have spent a lot of time worrying and talking about the problem of people arriving at the Aux-10 school unprepared and overwhelmed by the amount of information they are asked to absorb.

We believe that the solution to that on-going problem is preparation before the class, including one-on-one mentoring whenever possible. We are convinced that strong mentors will become the most powerful asset in the IS Officer Training Program.

Your first priority, as an IS Officer Candidate, should be to ask for an experienced IS officer (hopefully one in whom you have a lot of confidence) to serve as a mentor.

You and your mentor will work together through the lessons in this Handbook. In addition to this guide you will also use the **Information Services Officers Guide** (Appendix A) and the **AuxData Users Guide** (Appendix B).

The intent of this Handbook is to prepare you for the AUX-10 class. The class is described in some detail on page 3. People who come to class prepared are usually successful in the class.

This handbook was prepared by a team of people including myself, Sue Hastings from District 7, Pamela Berger from ___ and Laurel Carlson from District 1NR.

Again, Welcome- we look forward to seeing you at C-School

Linda McCarty
DVC-UI

Table of Contents

This manual is organized to provide you the basic knowledge and skills you need to be successful at C-School. Aside from the general information, there are “lessons” with specific exercises that you will work on with your mentor. The following is the order in which material is presented:

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What to Expect from the Aux-10 C-School

Students from previous classes have suggested that we provide you with an outline of what you might expect at the Aux-10 C-School. You can expect to learn what it means to be an Information Services Officer.

You can expect:

- long hours - 0800 – 1800 - and evening sessions as requested.
- good fellowship – our goal is to create a National IS Team, so we need to get to know one another.
- to have lots of questions – the longer you’ve been in and the more experience you have – the more questions you’ll have, and that’s a good thing.
- plenty of support in the classroom and beyond – none of us works in a vacuum.
- to become familiar with all of our most commonly used data forms and our most commonly used mission codes.

You can expect to begin your life as a Coast Guard Auxiliary Subject Matter Expert.

So, what do we expect you to be an expert on?

- The responsibilities of an IS Officer
- Coast Guard Auxiliary Missions
- Assignment to Duty
- AuxData, AuxInfo, AuxDirectory
- Requirements for Personal Qualification Standards for each qualification an Auxiliarist can earn
- Which form goes with which mission
- How an Auxiliarist slips into REWK or REYR and what he or she must do to get out of that
- The problems with AOM and how IS officers are expected to solve them
- Reports –How you find or create them? Who you give them to? How to use them for quality control.

And believe it or not people will come to you with questions about their uniforms, about how to set up their ribbon bar, and why they can’t find uniforms for sale in the district store. They’ll ask you how to set up the head table for the change of watch, and a dozen other things that are spelled out quite clearly in the Auxiliary Manual, which many of them have never opened, or on our websites, which many of them have never visited.

I’m not criticizing them, and neither should you. It’s just that you’re the Information Services Officer, and they know they can’t count on you to help. They consider you the subject matter

expert on the Coast Guard Auxiliary. So they are going to turn to you every time they have a question, and they don't know where to look for an answer.

Do we expect you to be a subject matter expert when you leave the class? Of course not. We just expect you to care about becoming one. We expect you to be excited to be serving the members of the United States Coast Guard Auxiliary.

Information Services Officer – What Exactly is the Job?

The first step is to look seriously at what the job of an IS Officer entails.

It surprises us every time we do an Aux-10 class to find how many enrollees have little idea what the IS Officer's job entails. It seems most of them think it is just about entering member's hours into AuxData. In fact, many IS Officers never access AuxData at all. They are even more surprised to discover that an Information Services Officer is expected to have access to all of the information the members and officers need to do their jobs, gain and keep their qualifications, plan for the future, and reflect on the accomplishments of the past.

We are even more surprised when we learn that their views often reflect those of their elected and appointed officers. Few people seem to know what it is we do.

We thought we would take the opportunity here to talk a little bit about the job. The primary job of the information Services Officer is dealing with information. That seems pretty obvious, but what does that look like in practice? Let us answer that question with another series of questions.

The IS Department provides the information that the Auxiliary and Coast Guard use to evaluate performance of the service, support budget requests, and asset allocation. It is very important therefore that our member's activity reports be both accurate and timely. Reported time is evaluated quarterly by the CG and adjustments in budgets made to reflect the amount of support each District is getting from its volunteer workforce. The CG Auxiliary also has a Performance Evaluation Directorate, which uses the reported information to communicate the Auxiliary activities to the Coast Guard, which then use it to coordinate and inform state and local agencies, the Department of Homeland Security, and the Congress.

The activities we report are described in very detailed terms and are not to be used for anything other than what they are described for. As an IS Officer you need to help your members use the correct codes, make sure that report all of their activity, and make sure that each report is submitted in a timely manner.

So how do you know what activities are our members engaged in? Attend meetings, talk to other staff officers, ask to be part of any in-house workshop held for vessel examiners, instructors, boat crew, etc. Distribute quick guides to help member's code time in certain program areas. Get the message out.

In the course of doing the job of the IS Officer the following are the types of questions you should be able to answer:

- Who is doing what and for how long?
- How does that compare with what s/he did last month or last summer or last year?
- Who needs to have this information?
- Does that person know how to access, download, and interpret the reports s/he needs to do effective planning for training and activities?
- Who has qualifications about to go into REWK or REYR?

- What does s/he need to do to avoid that?
- Who is working on his or her AUXOP device?
- What does s/he still need to complete his or her requirements for that?
- What is the mandated training status for each of our flotillas, divisions, and districts?
- What do I have to do to get Crew Qualified, to get involved in Food Services, to earn the RBS device, the Marine Safety Trident?
- When is my Nav Rules test due?
- Where do I find a form for reporting a change of address?
- What's an STTR? What's a PQS?
- The on-line 7029 form is messed up. I spent an hour working on my entries for the whole month, and when I pushed the save button, all that showed up on the sheet was the first couple of entries. I lost like 20 entries. What do I do?
- What code do I use for the boat show?
- I spoke about boating safety to the Elks club. Does that go on a 7029 or a 7030? What code do I use?
- My division commander wants to know who's eligible for service awards this year. How do I find that out? What's a 7029 again?

In summary, you are the subject matter expert for all things Coast Guard Auxiliary. You need to know the Auxiliary Manual, the Operations Policy Guide, the IS Manual, and how forms "flow" through you District. You need to know your members and what they are involved in. You have your finger on the pulse of the entire operation and your elected officers will rely on you to give them the information they need to make decisions. This may be the most exacting and exciting position in the Auxiliary.

What follows here is the official description of the Duties and Responsibilities of the FSO-IS.

FSO-IS Job Description

1. RESPONSIBILITIES

- a. Exercise staff responsibility and supervision over all matters pertaining to the collection, recording, and forwarding of Flotilla data, keeping members and flotilla leadership informed of all developments in this area.
- b. Initiate and maintain close liaison with the Division information Services Staff officer (SO-IS) in order to ensure proper credit is received for the members' and Flotilla's activities.
- c. Make adequate provisions to ensure that members without computer or Internet access receive timely printed information as required.
- d. Coordinate and cooperate with other Flotilla Staff Officers so that they are kept advised of the progress in each of their program areas of responsibility.
- e. Maintain such records as may be required to effectively discharge your responsibilities.

- f. Periodically write articles for your unit newsletter to ensure widest distribution of information relating to your office.
- g. Immediate supervisory responsibility for your office is vested in the VFC. Cooperate with the VFC in every way to ensure that the Flotilla's activities are effectively and accurately recorded.
- h. Upon expiration of your term of office or when so directed by the Flotilla Commander, transfer all property and records of the office to your successor.

2. GENERAL DUTIES

- a. Attend all Flotilla meetings, giving the VFC notice when unable to attend.
- b. Be knowledgeable of the contents of the AuxData and AuxInfo User Guides and related forms. Continuously monitor Auxiliary IS site for updated forms.
- c. Collect, review, and ensure correctness of all data input forms from flotilla members prior to entry or submission to the SO-IS for processing.
 - Note: The Aux-10 C-School is required for production access to AuxData. Interim access can be authorized if training is provided within your division or district and certified by your DSO-IS, but this is an unusual situation, and Aux-10 must be completed as soon as practicable.
- d. Provide timely feedback to members with specific information concerning member-Initiated errors.
- e. Review AuxData/AuxInfo reports in a timely manner to ensure that all flotilla members' input data is accurately reflected in the reports. Review all variances with the SO-IS when appropriate.
- f. Assist leadership and members by making them aware of the proper distribution of Auxiliary forms.
- g. Generate and distribute AuxData/AuxInfo reports to Flotilla leadership and program officers.
- h. Conduct training sessions to promote better understanding and use of AuxData/AuxInfo procedures.
- I. Train the other FSOs on how to download and interpret their respective reports through either AuxData or AuxInfo.
- j. Monitor the status of all members qualified in a program that requires periodic activity to retain certification; especially Operations, Instructor, Vessel Examiner and RBS Visitor. Keep the responsible Flotilla Staff Officer for that area informed of member status to minimize the lapse of certifications.
- k. Retain a yearly file of processed data forms to ensure that data reported by members is entered into AuxData and as a historical reference file to answer member questions relating to their reported activities.

LESSON 1: Reporting Hours and Activities

Objective: In this lesson, you will examine the range of activity codes and reporting forms in more detail. At the end of the lesson, you and your mentor will work on an exercise that has been provided here.

Coast Guard Auxiliary Missions

The Coast Guard Auxiliary conducts a vast array of missions, an IS officer should become familiar with the missions that are available and the missions that are most common for his/her area and members. The general Mission Categories are:

- Auxiliary Maritime Patrols
- Search and Rescue
- Navigation Systems
- Member Training
- Coast Guard Operational Support
- Coast Guard Administrative Support
- Recruiting Assistance
- Recreational Boating Safety (RBS)
 - Program Visitation
 - Vessel Safety Checks
 - Public Education
 - Public Affairs
- Marine Environmental Protection (MEP)
- Government Support
- Ice Reconnaissance (Ice Recon)
- International Affairs
- Legislative Outreach
- Marine Safety
- Health Services
- Legal Services

As an IS Officer, part of the job is to make sure the members understand the need for the paperwork, and how to fill out the required forms and submit them properly.

The nearly twenty-five thousand volunteers of the United States Coast Guard Auxiliary have, over the past ten years, devoted an average of 3,695,595 annually to the service of the United States Coast Guard and the Boating Public. Every one of those hours was recorded by an information Services (IS) Officer, and that is the smallest and least time consuming part of his or her job.

Forms

Go to the Auxiliary website and download the following forms:

ANSC 7029
 ANSC 7030
 ANSC 7038
 ANSC 7039
 ANSC 7046

Download the complete form so you can read the instructions on the back of each one. The ANSC 7030 is seven pages- most of this is instruction.

Member activity can be classified as “Mission” or “Member”. Mission hours are specific activities reported on the 7030, 7038, 7039 and 7046. A mission starts when the member begins the actual activity. Many missions require the member to be in uniform (an exception is AUXDATA entry which can be done in your PJ’s). Member Hours are the administrative, training and travel hours a member spend to support the mission.

Member Hours are detailed on the ANSC 7029. This form is used to report travel, preparation, time spent taking courses as a student, time spent doing staff officer duties, etc.

One of the most important things auxiliarists can do for the Coast Guard on a regular basis is to report the hours they spend in volunteer activity. This isn't about earning recognition or increasing their medal count, though that can be fun, it's about earning dollars for the Coast Guard. Every hour submitted means dollars for the Coast Guard budget. In 2017 it was estimated that 7029 hours were worth about \$11 and 7030's close to \$22. This is a big deal. Congressional support is there only when the Coast Guard can present a compelling case for that support. Our hours contribute to that case.

One of your most important jobs as an IS Officer is to help your fellow auxiliarists learn how to properly fill out their forms. Here are some prompts that will help them, and you, know how to begin with our most common activities.

Did your fellow auxiliarist:

- Attend a meeting this month?
 - As an elected or staff officer? 7029 – 99A (Including prep and travel)
 - As an interested member? 7029 – 99E (Including prep and travel)
- Do anything for his or her elected or appointed auxiliary job?
 - Administration – planning events, contacting members, coordinating with other staff members, conference calls, ordering materials, etc. 7029 – 99A
 - Marine Safety Officers use 7030 – 70K
- Participate in a public affairs activity?
 - Standing Watch at a public affairs booth? 7030 – 10J (Prep and travel should be recorded as 99B on a 7029)

- Prepare and submit an article to a local paper? 7030 – 10F
- Prepare and submit an article to an auxiliary newsletter or magazine? 7030 – 10L
- Participate in a safe boating class?
 - Instructor hours (lead or non-lead) go on a 7030 with the course number (Prep and travel go on the 7029 as 99B)
 - Non-instructor aides use 7029 - 99B for prep and travel or for taking care of registration, set-up, etc.)
- Participate in member training?
 - 06A teaching in operations
 - 06B teaching other than operations
 - 10G studying for Public Affairs PQS
 - 70U studying for Marine Safety PQS
 - 99D taking classes, studying, (prep and travel for any member training)
- Do any vessel exams?
 - 91A for power and sail boats, 91B for facilities, 91H for paddlecraft recorded on a 7038 (99B on a 7029 for prep and travel)
- Do any program visits?
 - 11 on a 7046 for actual visit time
 - 99B on a 7029 for prep and travel between visits
- Participate in the food services program?
 - Meal preparation for active duty (Including civilian and reserve personnel) 07D on a 7030 (Prep and travel 99E on a 7029)
 - Meal preparation for an auxiliary program, including prep and travel 99E on a 7029
- Helped a prospective member?
 - Interviewing, filling out the application, fingerprinting, new member exam, etc. 90C on a 7030

There are, of course, dozens of missions not touched upon here, but you will learn more about them in Aux-10. Also study the 7030 instructions and code descriptions at the back of this handbook.

Auxiliary Staff Officers should ALL be encouraged to report. Appendix C to this Guide provides you a document that you can share with the staff officers that helps them to correctly report their time specific to their position. Most of the time spent as a staff officer will be Member Hours. Below is some guidance for staff officers:

Elected and Appointed Officers:

Code 99A on the ANSC 7029 form is the primary code to be used to record time spent on your elected or appointed officer duties (with a few exceptions which are detailed here).

Code 99A should be used for:

- Preparation for, travel to and attending Flotilla Meetings if you are the FC, VFC or Flotilla Staff Officer for that unit
- Preparation for, travel to and attending Flotilla Meetings in your district if you are the DCDR or VCDR and are in uniform to provide support, perform a duty (e.g. run an election) or present information at the meeting.
- Preparation for, travel to and attending Division Meetings if you are the DCDR, VCDR or Division Staff Officer for that unit
- Preparation for, travel to and attending Division Meetings if you are DCAPT, COMO or COS and are in uniform to provide information, perform a duty (e.g. run the election) or present information at that meeting.
- Preparation for, travel to and attending District Meetings if you are the DCDR, VCDR filling in for the DCDR, COMO, COS, DCAPT, DDC, ASC and/ or District Staff Officer for that unit.
- NOTE: All Flotilla staff who attend a Division or District Meeting and who are NOT on the District or Division board or staff should report the meeting time using code 99E on the ANSC 7029

This also includes time spent:

- Researching, writing reports including staff officer reports
- Communications and coordination with qualified persons in the program you oversee
- Mentoring new people in the program you oversee (including assisting them to get initially qualified)

Persons involved in appointed committees or special assignments should also use 99A for time spent meeting and working with their committee or performing the assigned tasks. Examples include persons on the Awards Committee, the Audit Committee and PPE Inspections by the Safety Officer.

Exceptions: MS Staff Officers at all levels should report their staff officer administrative including time spent on the activities described above using the ANSC 7030 and code 70U (More on this later).

Program Staff Time (NOT the Staff Officer):

If program staff (e.g. vessel examiners, program visitors, instructors, boat crew members) are performing activities similar to those reports by the Staff officer as 99A on an ANSC 7029, their time should be reported as 99B.

All Members:

Attending training as a student should be reported as 99D on the ANSC 7029. This includes class time, travel and preparation, homework, and time spent on online training but does not include time spent in classroom for a national workshop such as TCT.

Another area where our members need extra guidance is when they are attending a large National or District Training event such as D-Train, S-Train or N-Train.

Time for off-site training or conferences is reported to cover all time from time of your departure from home to time of return to home. Most of the time is reported on the ANSC 7029, unless you are an instructor for all or part of the program. Time spent as a student in class is reported as 99D. The remainder including banquets, awards, or fellowship is reported as 99E. Below is an example:

Date	Description	99D	99E
1/25/2017	Travel Day (1700-2359)		7.0
1/26/2017	Pre-training (0000-0800)		12.0
1/26/2017	Attend Training (0800-1600)	8.0	
1/26/2017	Fellowship/ Awards Dinner (1800-2300)		4.0
1/27/2017	Overnight and Return home (0000-1030)		10.5

Workshop Missions (ANSC7039)

Workshop missions are reported on the ANSC 7039 and this is the only form where both the Instructor and the Students are recorded. The student should not include class time in their ANSC 7029. The IS Officer needs to determine if the workshop is “operational” or not in order for the mission to be coded correctly. The matrix below gives guidance on workshops.

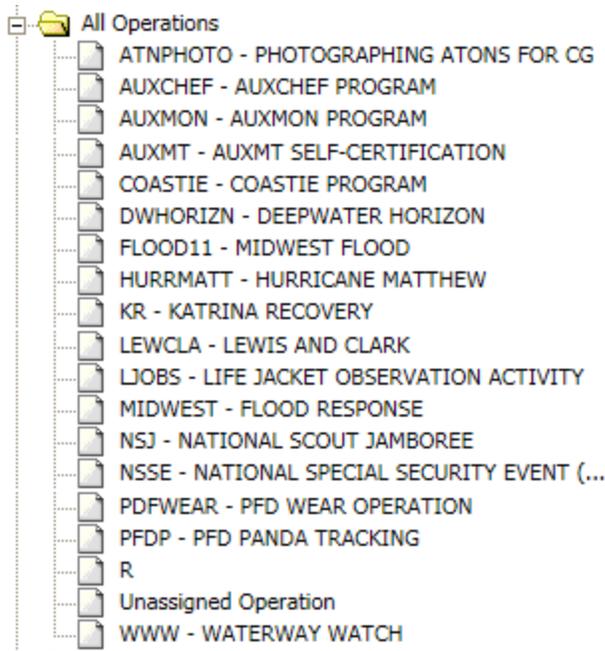
#	Title	Activity code	Remarks
01	Instructor	06B	Only when directed by National or with Nationally prepared material
02	National Training	06B	CIVIL RIGHTS AWARENESS (502319)
			ETHICS TRAINING (502306)
			INFLUENZA TRAINING (502290)
			PREVENTION OF SEXUAL HARASSMENT COURSE (810000)
			PRIVACY AWARENESS (810015)
			SECURITY EDUCATION AND TRAINING AWARENESS (810030)

			SEXUAL ASSAULT PREVENTION (810045)
			SUICIDE PREVENTION (502379)
03	Operations	06A	Only when directed by National or with Nationally prepared material (e.g. 2017 Required Ops Workshop)
04	Civil Rights	06B	NOT the Mandated Training Workshop
05	Vessel Examination	06B	Only when directed by National or with Nationally prepared material
07	Sexual Harassment Awareness	06B	NOT the Mandated Training Workshop
09	Information Services	06B	Only when directed by National or with Nationally prepared material
10	Ethnic Diversity	06B	Only when directed by National or with Nationally prepared material
11	Human Resources	06B	Only when directed by National or with Nationally prepared material
12	Public Affairs	06B	Only when directed by National or with Nationally prepared material
13	Communications	06B	Only when directed by National or with Nationally prepared material
14	ATON/AV	06A	Only when directed by National or with Nationally prepared material
15	8 hr. TCT	06A	Now called 4/8 Hr. TCT.
16	RBS Program Visitor	06B	Only when directed by National or with Nationally prepared material
17	BCQ Mentoring Workshop	06A	Only when directed by National or with Nationally prepared material
18	1 Hr. TCT	06A	Required Annually for BC & Others

OPERATIONS CODES

In addition to the codes used on the 7030 or 7029, the CG Auxiliary has adopted some operation codes to designate activity of a certain type or interest. For example, the member could be standing watch at a Boat Show booth where you would record your time as 10J on a 7030. If, however, the member was controlling the remote control robot Coastie and interacting with children at the show through Coastie, the member would need to write "Coastie" in the remarks section of the 7030 and the activity would be entered using an operations code.

The operations codes change as needs arise and the list below is not complete but it gives a sense of what operations to ask your members about



CONTINUING OPERATIONS

AUXCHEF- Aux Food Service. Apply on 7030 form under Activity 07D if serving at a station or on ship. Maximum 19 hr. shift on station, 24 hr. shift on ship. If doing FS activity for an Auxiliary Function, indicate AUXCHEF on the 7029 with activity code 99E.

AUXMON- Aux Radio monitoring program. For use with CG assignment to duty as a station that monitors CG transmissions on a wide variety of Platforms to ensure coverage, and clarity of broadcasts.

AUXMT- Operations code to be entered along with entry of the self-certification form for Mandated Training.

COASTIE- To accompany the PE and PE codes whenever Coastie is used to augment a PA or PE activity.

NSSE- To accompany a USG mission at the direction of the Coast Guard when a National Special Security event has been designated.

PFDP- To accompany the PE and PE codes whenever PFD Panda is used to augment a PA or PE activity.

WWW - .To accompany the PE and PE codes whenever the primary message being delivered is informing the public of the America's Waterway Watch Program.

AUXBUILD-

AUXCLERGY-

AUXOMB-

EVENT-SPECIFIC OPERATIONS

ATNPHOTO- Operation code for a 2011 initiative to photograph all 22,000 ATON in the federal navigation system. Usually under orders from CG.

Horizon- Assignment to Duty for Deep Water Horizon recovery missions including communications missions.

FLOOD11- Assignment to Duty for the 2011 Midwest flooding recovery missions including communications missions.

HURRMATT- Assignment to Duty for the 2016 Hurricane Matthew recovery missions including communications missions.

KR- Assignment to Duty for Hurricane Katrina recovery missions including communications missions.

LEWCLA- Support of activities including PA for the Lewis & Clark expedition re-enactment and associated Celebrations (2005)

MIDWEST- Assignment to Duty for Midwest flooding recovery missions including communications missions. (Pre-2011)

NSJ- Participation in the National Scout Jamboree under the direction of the USCG (2013)

HURRHARV- The AUXDATA operations code for Hurricane Harvey support is "HURRHARV". Members should include that opcode on any activity reports submitted for AUXDATA entry.

HURRIRMA -. The AUXDATA operations code for Hurricane Irma support is "HURRIRMA". Members should include that opcode on any activity reports submitted for AUXDATA entry

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## Lesson 1 Exercise

**With your mentor, prepare forms for the following scenarios**

### Time Reporting Exercise

1. Fred is at the boat ramp on Sunday, August 20 offering vessel safety checks. He does two inspections of small (under 26 ft.) power craft and inspects three Kayaks. Only one power craft and one kayak passed inspection but these had been inspected the previous year so the owners knew what to expect. Fred started his small boat inspection at 0800 and finished by 1000. He started the Kayaks at 1030 and finished at 1100.
2. Joan is a program visitor. On Monday, March 5, she stopped by Richard's house at 0900 to pick up some new materials. She then drove to her first visit, arriving at 1000. She spent 10 minutes at

her first stop, 10 minutes at her second stop and 20 minutes at her third stop when the owner wanted to talk to her about the boat he just bought. She arrived back home at 1115.

3. Phillip attended the DTRAIN on Saturday 4/11. He left his house at 0700 arriving at 0830 for the opening ceremony. At 0900-1000 he took the 1 hr. TCT workshop. From 1000-1200 he attended a meeting of PE Officers. From 1200-1330, he attended the awards banquet. From 1330-1530 he attended a session on integrated RBS outreach. He attended a hospitality event at 1530 to 1630. He left the conference at 1630 and arrived home at 1800.
4. Keith is teaching a marlinspike class to members of his Flotilla on Tuesday, June 3. The night before the class he spends 2 hours cutting line and making up materials to hand out at the class. The next day, he leaves home at 1800 and arrives at 1830 for class. Class runs from 1900-2100. Keith is assisted in the class by Emily and Roger. Keith gets home after class at 2130.
5. Peggy is the FSO-FN. She spent two hours on Tuesday, May 3 sending out the bills for annual dues via email. Later that same evening she checked her email and had a number of questions from members that she spent 2 hrs. responding to. Finally, she spent 30 min sending an email to the FSO-IS with some address changes that had been reported to her.
6. Roger gave the annual 1 hr. TCT refresher. Seven students attended, one from a different Division
7. Mary conducted three paddle craft and seven vessel inspections in May. 1 paddle craft and 2 vessels passed inspection, all were first time inspections and none of the vessels were high risk. She spent on average 1 hr. per vessel and half an hours per paddle craft.
8. Jean does program visits twice a month; she goes to the same four locations every month and spends an hour "visiting" and 2 hours travelling.

Need more.....

## Lesson 2- Locating Information & Reports

**Objective: In this lesson, you learn where to find information for your members. At the end of the lesson, you have an exercise to run some reports that your mentor will review with you and let you know if any corrections are necessary.**

The information entered into AUXDATA is of little use if it is not accessed and reported to members. There are a number of ways to obtain information from the AUXDATA System. The three main sources of information include: AUXDATA, AUXINFO, and AUXDirectory

### AUXDATA

AUXDATA has pre-formatted reports. Once you are in the AUXDATA Training Blade, you can access the reports to see what they have available. The reports can be found on 2 tabs: the Training tab and the Reports Tab.

Training tab reports are very helpful to the FSO-MT and others. Here is where you will find the status of member qualifications, when a coxswain is due to re-take a Navigation Rules exam, and who is due for 4/8 hr. TCT.

The Reports tab provides you the ability to run a member roster, run a report to check your data entry for completeness, and a report of your unit's resources. Not every report in the reports tab will be useful to you. Some of these reports are built for a National Audience.

The Resource Report, the Officer Eligibility and the AUXOP Progress report are the only reports that give data that you cannot get or derive from other systems.

### AUXINFO

AUXINFO contains a wealth of information but it is a dynamic query system and some find it complex to use. With AUXINFO you can provide leadership summaries of activity down to the person and date. It can be used to track activities that member need to maintain qualifications and also prepare metrics for awards.

On the AUXINFO Main page, there is a link called "New Users". Click on this link to see tutorials on how to create different reports. There is also a link to the user guide.

The tutorials provided include the following:

### AUXINFO Topics

|                                                        |                                                                                      |                                                                                      |
|--------------------------------------------------------|--------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------|
| AUXINFO — Concepts                                     |   |   |
| Use AUXINFO to determine IT & Aide Hours               |   |   |
| Use AUXINFO to determine awards                        |   |   |
| Use AUXINFO to determine unit DEMOGRAPHICS             |   |   |
| Use AUXINFO to determine Operational hours             |   |   |
| Use AUXINFO to determine the number of VSCs            |   |   |
| Use the AUXINFO COMPETENCY CUBE                        |   |   |
| Use AUXINFO to determine completion of a workshop      |   |   |
| Use AUXINFO to determine completion of a currency task |   |   |
| Use AUXINFO to determine a units PA activity           |   |   |
| Use AUXINFO to track your activity                     |   |   |
| Export, Print, and Bookmark Reports in Auxinfo         |  |  |

Some Districts have built “One-Click” Reports to help members. (See District 7 and District 1NR for examples). A One-click report is a bookmarked format created in AUXINFO and when it is run, it retrieves the most recent data for that query.

If your District does not have a One-Click report system set up, you can still use the One-click reports in a different District. Once you open the report for the subject matter you are looking for, simply go to the dimensional viewer and select your own District, division or Flotilla. The one click report will refresh with your unit-specific information.

### AuxDirectory

Aux Directory is the fastest way to find member contact information, members holding a certain office or qualification. You can query by name, position or qualification. If submitting a query on a qualification, AUXDirectory will only return a list of those who are currently qualified. If you wish to see a list of members in REYR you need to get that from AUXINFO or the Training reports in AUXDATA.

### Lesson 2 Exercise

In AUXINFO or using the “One Click” Reports, Create the following reports and share them with your mentor. The grids below help you with your query.

- Who did the most Program Visits in 2016 in the District?

|             |                                  |
|-------------|----------------------------------|
| Cube        | Member Activities                |
| Mission     | UMDV - (11) Marine Dealer Visits |
| Unit        | Your Unit                        |
| Facilities  | All                              |
| Activities  | All                              |
| Year        | CY2016                           |
| Operations  | All                              |
| Position    | Lead                             |
| Measures    | UMDV (PV) Visit Count            |
| Calculation | Total Visits                     |
| Sort        | Highest to Lowest                |

- What were my Hours by Quarter for 2016?

|             |                                    |
|-------------|------------------------------------|
| Cube        | Member Activities                  |
| Mission     | All                                |
| Unit        | Drill down to Member Name          |
| Facilities  | All                                |
| Activities  | All                                |
| Year        | CY2016- Go down 1 level to Quarter |
| Operations  | All                                |
| Position    | all                                |
| Measures    | all                                |
| Calculation | none                               |
| Sort        | none                               |

- *To add “position” Select Position and Nest Rows*
- What Tasks have you completed in 2015-2016?

|                |                                                                      |
|----------------|----------------------------------------------------------------------|
| Cube           | Task                                                                 |
| Training Type  | All                                                                  |
| Unit           | Drill down to Member Name                                            |
| Unit Location  | Ignore                                                               |
| All Years      | Nest Columns. Highlight and Show/Hide all years except 2015 and 2016 |
| All Tasks      | all                                                                  |
| Persons Status | all                                                                  |
| Measures       | all                                                                  |

In AUXDirectory create the following reports and share them with your mentor.

- Create a list of Qualified Vessel Examiners for your unit in Enhanced Email style for a mailing.
- Create a member roster for your unit
- Create a list of FSO-IS in your Division

If you have your AUXDATA Training Blade access codes. Run the following reports:

- Training Status for a member
- Unit Training Summary
- Resource Report for your unit
- AUXOP Progress for one of your members
- Annual Member Letter for a member

### Lesson 3- Member Contact Information & Resources

**Objective: In this lesson, you will review the ANSC7028 and the ANSC 7007 form and the online Directory. You will be assigned an account in the AUXDATA Training Blade for your practice**

#### Member Information

A key part of the job is keeping the member contact information up to date. IS officers are responsible to making sure the Address, phone and email for a member is current (you can update a Spouse name as well). **IS is NOT authorized to alter a member's name, status, date of birth or member history. This can only be done by DIRAUX.**

Member information updates can come to IS in various forms. If a member completes an update in AUXDirectory, you would access the information through the IS Officer Dashboard in the Directory and Cut/paste the new information into the persons record in AUXDATA. If it comes in via a paper form or an email, you simply access the AUXDATA record and make the change.

A member may also submit skills bank information. This too is updated through the Member Information Screens.

To update Contact Information Click on the Member Information Button on the main page. Search for the member you wish to update by first selecting the unit and then filtering on the name or ID. Highlight the name on the list and click the Update button. This opens the person's record.

If you want to update Skills bank information and stop when you get to the point where you highlight the person's name on the list and look at the tabs on the top. One of them will say "Skills Bank". Click on that tab and input the submitted information. Note, for the skills bank there are two save buttons. One is for the occupation only (bottom right of the page). The other is center left. This is the main save button for everything EXCEPT Occupation. Always click this one before leaving the page.

#### Resources

Every Boat, Aircraft, Radio, Vehicle, Auxiliary Unit and Auxiliary Officer (elected or appointed) is a "Resource". For most IS Officers, we focus only on the Auxiliary Unit Officers and Flotilla Information such as where and when a Flotilla meets. Only DIRAUX can change a name and establish or disestablish a unit. In some Districts the OTO or Auxiliaries working for the OTO also do all the data management for boats, aircraft, radios and vehicles. Check with your SO or DSO-IS for the rules pertaining to your district.

Generally, recourse updates this is an activity that the SO undertakes unless otherwise delegated by the SO to the FSO. The reason is that a casual mistake can NOT be undone easily. This particularly pertains to staff officers. Once a person is assigned a staff officer position it will always appear on their record even if it is a mistake.

Staff officers change at the end of the calendar year or may be altered during the year. What you need to know from the FC or DCDR is who the new staff officers are and the effective date of their appointment. They may provide an ANSC 7007 form to provide that information.

To assign positions, click on the RESOURCE button and go to the Staff Officer tab. The list of staff officers are on top and available members below. Click on the office you wish to update and select the person who will be taking that office plus enter the effective date and save. If the office is being vacated, enter VACANT (scroll to the bottom of the member list) and the effective date. Click Save to complete the update

Do not change the start date of a person who is continuing in the position. AUXDATA should reflect the full term of a person in a position and to “reset” dates denies them their officer history.

Note: sometimes elected officials “create” staff officer positions. That is not on the list. You cannot add positions to the list. All staff officer positions must be approved by the Chief Director of the Auxiliary. Contact the DSO-IS about the particular staff officer position your leadership wants to add to find out if it is one of the approved positions and just may be missing from your list.

To update a Flotilla’s meeting plan, day or time, click on the Flotilla tab. Choose the Flotilla you wish to update and make the desired changes then save.

### **Lesson 3 Exercise**

In the training blade:

Select a member and

- Update a members phone number
- Update the member’s email
- Add a new Occupation to the skills bank
- Add a “Skill” in the skills bank
- Indicate that the member has an ID card

In the resource tab

- Change the date of your flotilla meeting
- Update the officer listing to indicate that an office has fallen vacant
- Assign a different member to a staff office position

## Lesson 4- Data Entry – Time & Activities

**Objective: In this lesson, you will be entering time and accomplishment information in the AUXDATA system. AUXDATA is an Oracle based system that the CGAUX has been using since 2002. You will be using your account in the Training Blade for your practice. At the end of the lesson, your mentor will review your entry and let you know if any corrections are necessary**

### AUXDATA Data Management Procedure Summary

#### **Pre-Entry Review**

Look at the submitted form and ask the following:

- Did the member use the right form to report this mission?
- Is the code assigned correct for the mission?
- Does this code / activity description require an OPFAC or Operation Code and has that code been included?
- Is the person listed as “Lead” qualified for this activity?

If you can answer “Yes” to the above then the form may be suitable for entry.

If one or more of the above is “no”, you need to contact the member to get more information before entry.

Also consider:

- Has this mission (EXCEPT Member Hours, Program Visit or Vessel Exam) is reported as more than 24 hours?

If yes, then you need the member to break down the mission into different dates.

- Are there multiple trainees listed for the mission?

If yes and the form are a 7038 or 7046, you need to have the member, break down the numbers into two separate forms- one for each trainee.

- If a member training or public education mission reported on a 7030 form with multiple Trainees, you need to contact the member and find out if those trainees are students or being trained for an IT qualification.

- Have I seen this mission before?

If yes, or it looks familiar, check what has already been entered for that date. Our members’ sometimes double file or two members of a mission may fill out a form for the same mission.

#### **Data Entry**

AUXDATA is an Oracle System that responds best to the “Tab” button rather than clicking through data fields with a mouse. On the Home page you will see buttons to access the Activity Log, Member Information, Resource Information, Training Information and Reports

You will only have access to the Activity Log, Member Information and Resources for data entry. The Training and Reports is view only.

Most of this document is focused on the Activity Log. See pages 6 and 7 for a brief discussion of how to update Member Information and Resources.

## ACTIVITY LOG

Data Entry of Activity, Hours and Accomplishments is the most of the data entry workload. Once you click on the Activity Log button on the Home page, the six tabs are presented at the top of the page. Four or more of these tabs must be used for each entry and must be completed for each entry as described here.

### 1. Resource Tab

Select the correct “Resource”. For most hand-entered missions the resource will be UNIT. Other resource types include Boat (auto entered from AOM), Airplane (Auto-entered from AOM) and Radio.

### 2. Activity Log Tab

The activity log is a grid entry where each form or part of a form is entered as a separate line. Click “Create and Activity” to add a blank line to get started.

Activity Log

| Date | Activity Code | Activity | Status | Sub-Activity | Mission | Sub-Mission | Operation | OPCON | Remarks |
|------|---------------|----------|--------|--------------|---------|-------------|-----------|-------|---------|
| A    | B             | C        | D      | E            | F       | G           | H         | I     | J       |

- A. Date / time of Mission. For 7030, 7046 and 7039, enter Mission Date. For 7038 enter submittal date. For 7029 enter the last date on the form. For time enter reported time for 7030, 7039 and choose a default time for the others. Most frequently we use 0400 for 7038, 0500 for 7046 and 0000 for 7029.

The system will not allow entry of two missions (or two lines of data) on the same date with the same start time. If this happens, start the next mission 1 minute later. This does not affect the overall time of the mission which is entered separately.

- B. Activity Code- Input the activity code and the Activity, Status, Sub-Activity, Mission and Sub-Mission will all auto-fill.
  - a. EXCEPTION- If entering End of Mission (EOM) for a PE Class does NOT enter the Activity code. Tab to the Activity Column and enter UPE. Tab again and enter EOC as the Sub-Activity, tab to Mission and enter UPE, tab to Sub-Mission and enter the code for the PE class type then hit the Save button.
- C. Activity- If you entered the code then this is entered for you. For Unit activities Activity types: UPA (Public Affairs), UPE (Public Education), UMS (Member Support), UCG (CG Support). Boat and Air resources have additional activities to cover Underway, On Deck, Airborne and Standby time.
- D. Status- always auto- generated
- E. Sub- Activity- If you entered the code, this will be auto filled. If not, then click on the “List” button and select from the list provided.
- F. Mission- If you entered the code, this will be auto filled. If not, then click on the “List” button and select from the list provided.
- G. Sub- Mission- If you entered the code, this will be auto filled. If not, then click on the “List” button and select from the list provided.

- H. Operation- Click on the “List” button to see the full range of approved Operation codes. Most frequently we use AUXCHEF for food service, COASTIE and PANDA for those PA events where we have used the Panda Suit or Coastie robot. Other codes may be authorized as the need arises. The DSO-IS will notify you of new Operations Codes and the rules for their use.
- I. OPCON- The code that defines the CG unit that had operational control (OPCON) for the mission. For example if it is a Food Service mission at Station Boston, then the code for Station Boston is entered as the OPCON. Click the “List” button to get the list of codes for each stations, sectors, and units. For activity aboard a cutter use the unit to which the cutter is assigned. Data Entry into AUXDATA and Administrative Support at the Directors Office are authorized to use 013 as the OPCON.
- J. Remarks- Use this space to enter a name or event name that will help you to find this mission if you need to in the future. Most people enter the last name of the person submitting the form.

Click the save button when done- this will “unshade” the next two tabs.

Do not stop and try to delete an entry midway through the line- complete the line, save it and then delete it.

To edit remarks, place cursor in the remarks area and click “Remarks Editor” button.

Once you have completed an entry (all screens) and you want to enter another mission with the same crew or activity code, use the “Copy Activity” or “Copy with Crew” buttons at the bottom left to insert a new line.

Note on multi-entries from a single form

- ANSC 7030 (7030) - almost any 7030 could require entry of multiple lines if the member changes mission within the same day. For example, in a PA Mission you could go from 10J COMREL at a boat show booth to 10B Lectures if you gave a presentation at the boat show. What follows here are some of the more common instances:
  - 7030- The last class in a PE Mission needs two lines of entry. The first will be for the hours and instructors, the second to provide the class statistics (EOC). See B.a. above for the procedure.
  - 7030- ATON activity- A separate line needs to be entered for each ATON type (Federal, Private or Bridge) that all may be done in a single day/ mission
  - 7030- Boat and Air Crew- These entries are submitted through AOM but should there be a problem and something needs to be updated by hand, each mission could have multiple lines- one for each change in mission code or crew as well as one “End of Mission: (EOM) line.
- ANSC 7038 (7038) - Three types of Vessel safety check are reported on a single form (Facility inspections, public vessel inspections, paddle craft inspections). Where a member has turned in a form with multiple types summarized, each type must be entered as a separate line in the activity log.
- ANSC 7046 (7046) - The Program Visitor program can summarize a number of visits on a single form with visits having different dates. You have the option to enter the visits by date (requirement multiple entries for each form) or enter all visits on one date (the last date is suggested).
- ANSC7029 (7029)- This form can require up to five entries- one for each code on the form (99A, 99B, 99C, 99D, 99E)

**3. Activity Log Details Tab**

The Activity Log detail screen will open up fields based on what was entered in the activity log. Only enter in those open fields. Most all entries will require entry of time (decimal hours). Other forms will require entry of accomplishments. The most common entries are as follows:

| ANSC Form | Detail                                                                                                                                                                                                                                                                                               |
|-----------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 7030      | Hours (not to exceed 24 hrs. for a single entry)<br>PE- # students, # students < 17, # graduate, # graduates < 17, state taught in<br>ATON- Date reported, method of reporting # discrepancies, # verifications<br>PA- Description of activity, # people contacted through community relations event |
| 7029      | Hours, Miles and cost- Miles and cost is entered as a total for the form and not broken down by sub-mission.                                                                                                                                                                                         |
| 7038      | # vessel safety checks, # passed inspection, # high risk, # 1 <sup>st</sup> time, Hours (for each category of vessel.                                                                                                                                                                                |
| 7046      | # program visits, hours                                                                                                                                                                                                                                                                              |

**VERY IMPORTANT!!! When done, TAB to un-shade the Save button. The click “Save”**

**4. Crew Assignment Tab**

The “Crew” are the members who participated in the activity. You will not be entering any name but instead, will be picking from a member list.

All of the members appear in a table on the left of the screen. Use the Filter button to narrow the list to the person you want. Highlight the name on the list and click on the “>” button to move that person from the list of the left to the list on the right. You can highlight and move multiple people at once or you can double click on a name one at a time to move the name to the right without using the “>” button. Do not click “>>” or the entire member list will move over.

You can include people from a different flotilla, division or district in your entry by going to the lower left of the screen, selecting which flotilla the person comes from. You will then get a list of members from that flotilla to choose from.

Once all of the crew is in the right hand table, assign each a position. The positions are “Lead”, “Non-Lead” and “Trainee”. If a qualification is required for an activity, the person must be qualified in order to be assigned “Lead”. The system will warn you if a person is NOT qualified to be lead for ATON Verifier, Instructor, Program Visitor and Vessel Examiner. The system will NOT warn you if the person is a Radio watch stander, Food Service or Marine Safety Qualified. You need to know this by asking the member or checking their qualifications with the training Status Report.

PA and “99” hours are all automatically assigned “LEAD”

“Lead “is used for Auxiliary Personnel even if under the supervision of the Active Duty

There is only one “Lead” at a time for PE and MT missions. If two people are listed as “Lead” the mission needs to be entered on two lines with hours assigned to each member. For example:

| <b>Name</b> | <b>Hours</b> | <b>Position</b> | <b>Entry</b> |
|-------------|--------------|-----------------|--------------|
| <b>John</b> | 1600-1800    | Lead            | Line 1       |
| <b>Bob</b>  | 1600-1800    | Non-Lead        | Line 1       |
| <b>Bob</b>  | 1800-1900    | Lead            | Line 2       |
| <b>John</b> | 1800-1900    | Non-Lead        | Line 2       |

Vessel Safety Check and Program Visit Missions have “Lead” and “Trainee” only- no Non-Lead. If two qualified examiners go out together then they each have to file a 7038 form and divide the inspections between them (not double count). They should also only count the hours they were lead and put the remainder on a 7029 form under 99B.

## 5. Task and Task Capture

Workshops reported on ANSC 7039 require entry of a task as well as a task capture procedure. This is to make sure the member gets credit in the training database for taking the workshop. Not every IS Officer will be entering workshop or may have a limited list of workshops they are allowed to enter. This is defined by the Form Flow Guide for D1NR but when in doubt, ask the DSO-IS.

Also, only workshops that are required by National can be entered. If National does NOT authorize an Operations workshop in a given year yet the DSO-OP decides to hold one anyway, it should not be reported on an ANSC 7039 workshop form.

The workshop is initially entered into the activity log as an “06” activity (06A- Operations or 06B-Other). In the crew assignment, list the Instructor as “Lead” and the students as “Trainee”. Click “Save” then click on the Task Tab

In the Task Tab put a check in the box to the left of the Workshop type. Only click once.

Move to the Task Capture Tab. Type in the name of the instructor and the hours in the top line.

In the table on the bottom of the screen, you will see the list of students, and the instructor in a table on the left. Click the “>>” button to move EVERYONE (including the instructor) into the table on the right and click the Save button

Note: if you go back to the Task screen, your check mark will have disappeared. It does not matter. It is only used for the initial set up of the Task Capture. Do not check it again.

## 6. Approvals

Approvals are done to archive data and keep the system from bogging down. Approvals should be done every three months or it must be done at the end of the year after QC. You can retrieve and “fix” something that has been approved for up to 2 years. The fact that data is not approved does not affect a person’s hours or qualifications. It is simply an archiving function. That said you do want to check the data for accuracy and completeness before approving it.

To approve data, click the up arrow to move a log item from the bottom table to the top table. To unapproved and item, click the down arrow. Approved items will show up in the Activity log in

red for a week or so and then will disappear. To get back to that item you will need to go into the approvals table and unapproved the item. It will then be available to view in the activity log.

### **Check Your Data Entry**

Once you have finished a data entry session it is good to check what you have entered. Click on the Resource Tab and then the MENU Tab to exit to the home page.

- Click on Reports
- Select the “Mission Detail” Report from the right hand column.
- Enter the transaction date (data entry date) you want to check (start and End) and select the unit.
- The report will show you all of the missions you entered within the date range you set.

Also, use AUXINFO to screen data for entry errors such as decimal points that may be out of date or missions of greater than 24 hours.

This document is just a quick summary of the procedures for entering data into AUXDATA as an IS Officer. For more complete documentation, see the AUXDATA User Guide, the IS-Office Manual and the How to Library on the IS Directorate Website. Periodically, there are new policies and procedures. These will be communicated down the chain.

Also, please refer to the **D1NR Form Flow Guide** to determine who should be entering data from which form. This document defines the role of IS officers in D1NR in data entry along with DIRAUX and the DIRAUX support staff at the Cape Office. This is a very important document to follow to keep the flow of information consistent and expeditious.

Finally, if you have any questions or situations that need to be discussed, please contact your SO or DSO to discuss them before going to the HELP desk.

### **Lesson 4- Data Entry**

- Take the forms you created in Lesson 1 and enter them into the AUXDATA Training Blade
- Enter additional forms your mentor may give you.
- Your mentor should review your data entry and give you feedback

## Lesson 5- Member Qualifications and Currency

**Objective: In this lesson, you will examine Member Qualification requirements and the activities required to maintain currency in those requirements.**

- *Point out where to find requirements in AUXMAN*
- *REYR define*
- *REWK define*
- *How to get out of REYR*

### Lesson 5 Exercise

Find a person in REYR in your unit and determine what that person needs to do to be reinstated

Select a coxswain in your unit- when do they need to re-take the Nav Rules exam

### **Information Services Officers – Best Practices**

The following is a list of some of the Best Practices that have been compiled from input from students at the AUX-10 class.

- \* We cannot overemphasize the importance of regular reports for all elected and staff officers
- \* Monthly Reports to Commanders and Member Training Officers should include:
  - Training Status – Highlights individuals in danger of slipping into REWK or REYR
  - Training Management – Excellent for helping Member Training officers to plan future training evolutions
- \* Annual Member Letter – Allows members to compare their personal records with what has been recorded for them
- \* Provide new member training in forms annually with refreshers as needed.
- \* Consider a monthly “IS Notes” report to help members become familiar with forms, shortcuts, mission codes, etc.
- \* Teach members how to use the on-line 7029 and how to create their personal link.
- \* Encourage members to record activities as soon as they are completed.
- \* Provide elected and staff officers with training on how to interpret, access, and create reports.
- \* Monthly reports can help staff officers to track member activities. Those reports can also serve as a check to help staff officers encourage members to report activities
- \* Respond to members as reports are received –“Thanks” “Got ‘em” “Report received – will be entered,” whatever. Just let them know you’re out there.
- \* Maintain records for at least a year to help with award questions and member disputes, and in case of errors
- \* Nice idea to run Member Anniversary Status Annually to know who has a five year increment anniversary coming up for acknowledgement.

**A PQS for IS Officers**

Our ultimate goal is to develop a formal Personal Qualification Standard (PQS) for Information Service Officers. There is no reason for us not to do so.

Toward that end one of DSO’s, Sue Hastings, has created an Initial, PQS style check list for your mentor to use with you.

**CHECK OFF LIST FOR IS Pre-AUX-10 DATA ENTRY TRAINING**

**FLOTILLA NAME**

| Date | Mentor | Task                                                  |
|------|--------|-------------------------------------------------------|
|      |        | <b>Completion of Forms</b>                            |
|      |        | 7006/07 Change of Officer                             |
|      |        | 7030 Mission Activity                                 |
|      |        | 7029 Activity Log                                     |
|      |        | 7028 Change of Member Activity                        |
|      |        | 7038 Vessel Examinations                              |
|      |        | 7039 National Workshop                                |
|      |        | 7046 RBS Program Visits                               |
|      |        | 7066 Commercial Vessel Examinations                   |
|      |        |                                                       |
|      |        | <b>AuxData Training Data Base Activities</b>          |
|      |        | Activity Log Exercises Entered into Training Database |
|      |        | Run Mission Detail Report of Exercise Entries         |
|      |        | AUXDATA Form Correctness Exercises                    |
|      |        |                                                       |
|      |        | Locate Flotilla and Division Resources                |
|      |        | Reports                                               |
|      |        | Eligibility for Election Report                       |
|      |        | Annual Member Letter Report                           |
|      |        | AuxOp Progress Reports                                |
|      |        | Other Reports as Directed                             |
|      |        | Run Training Status Reports - Member/Unit             |
|      |        | Run Training Reports - Member/Unit                    |

|  |  |                                         |
|--|--|-----------------------------------------|
|  |  | Run Training Management Report          |
|  |  |                                         |
|  |  | <b>AuxInfo</b>                          |
|  |  | Run AuxInfo Reports as Directed         |
|  |  |                                         |
|  |  | <b>Other Systems</b>                    |
|  |  |                                         |
|  |  | AuxDirectory                            |
|  |  |                                         |
|  |  | <b>SO-IS Verification of Completion</b> |
|  |  | <b>Sign up AUX-10</b>                   |

