

CHAPTER 8 AUXDATA

Reference: a. Auxiliary Data (AUXDATA) User Guide

- A. General.** AUXDATA is an acronym for "Auxiliary Data." The USCG has migrated to a Web-based environment using the CG Standard Workstation III (CGSWIII.) The new AUXDATA, which is a Solaris-Oracle-Internet Explorer application, is Web-based and runs on any workstation or laptop that supports the Microsoft Internet Explorer (MIE) Web browser, which includes all CGSWIII computers. Architecturally, the AUXMIS II legacy system moved from a CTOS-based system to become AUXDATA in a Microsoft Windows NT environment and has a completely different look and feel.
- B. Requirements.** For AUXDATA to function, Regional System Managers must load the J-Initiator 1.1.7.18 plugin to MIE. This version of J-Initiator is part of CG Standard Image 4.6 and higher. **FOR PC USERS:** Use J-Initiator 1.1.8.16 plugin OR from CITRIX download the Primary ICA Client. Also, Adobe Acrobat Reader must be configured properly to view reports.
- C. Data Submission.** In the past, information was gathered, placed in a report, and sent to DIRAUX in paper form on a regular basis. With AUXDATA, the goal may eventually be for all members to enter mission data daily into the database and all users are able to view the data as soon as it is entered. AUXDATA will nearly eliminate the need for paper records and mailed reports. Since data entered into AUXDATA is stored in a central database at the OSC, there is no need to submit quarterly data. However, DIRAUX will need to verify the reported activities within their unit's resource logs using an approval process within AUXDATA. To eliminate the data entry and validation crunch at the end of the reporting period, AUXDATA activity data should be submitted into the database as soon as practical but no later than two weeks from when the activity took place.
- D. Duties.** Duties in connection with the AUXDATA system for members and the various staff offices concerned with AUXDATA are described below and will be used until the system is fully operational to accept individuals to enter their own data. When that occurs, the following will apply to those members who do not have their own computers or the capability of connecting to the system.
1. Flotilla Members. All flotilla members are tasked with the following:
 - a. It is the individual member's responsibility to see that ALL AUXDATA forms are submitted, through the FSO-IS, to the SO-IS. AUXDATA input forms must be input by the SO-IS within two weeks of activity. NOTE: Adhering to the two week deadline for submission of AUXDATA reports is the responsibility of each

member and the FSO-IS.

- b. Each member is expected to review his/her own member record to ensure accuracy. Discrepancies in AUXDATA records must be reported through the FSO-IS to SO-IS so that proper corrections can be submitted.
2. FSO-IS. The Flotilla Staff Officer - Information Systems is tasked with the following duties:
 - a. Maintain current, detailed records of individual member and flotilla activities for the purpose of comparison with AUXDATA records, and to provide such information to the flotilla commander and flotilla members as requested.
 - b. Report monthly to SO-IS, FC, and VFC on progress/problems with the AUXDATA system.
 - c. Provide on-going flotilla level education concerning AUXDATA and information received from SO-IS and DSO-IS.
 - d. Collect, review, and ensure correctness of all AUXDATA input forms from flotilla members prior to submittal to SO-IS. The FSO-IS will initial in the margin or sign on the reverse, all forms submitted by members for review and forwarding to SO-IS. The FSO-IS will also place two dates on the form. The first date will be the date when the FSO-IS receives the form from the member. The second date is the date the FSO-IS forwards the form to SO-IS. The FSO-IS will check data in AUXINFO against the records maintained by the FSO-IS. Any discrepancies shall be noted and sent to SO-IS by letter or e-mail with appropriate supporting documentation. See Section 8.C.
 - e. Keep correspondence, historical performance data and records pertaining to AUXDATA, and deliver them to their successor.
 3. Flotilla Commander. The Flotilla Commander is tasked with the following duties:
 - a. Ensure that the flotilla receives all AUXDATA reports to which it is entitled.
 - b. Appoint, or act as, FSO-IS in the absence of the regular FSO-IS, and assist the FSO-IS as necessary.

- c. Ensure all forms intended for AUXDATA are submitted through the FSO-IS prior to forwarding to SO-IS.
 - d. Be versed in the duties of the FSO-IS as described above.
4. SO-IS. The Division Staff Officer - Information Systems is tasked with the following duties:
- a. Be knowledgeable of the contents of reference (a) and the procedures to follow when submitting AUXDATA forms.
 - b. Assume staff responsibility for matters relating to AUXDATA, working closely with FSO-IS officers to provide timely responses to AUXDATA questions or problems.
 - c. Advise DSO-IS of unresolved AUXDATA problems.
 - d. Visit each flotilla in the division to promote better understanding of AUXDATA procedures.
 - e. Obtain AUXDATA output reports from AUXINFO and provide further AUXDATA feedback to both DSO-IS and FSOs-IS such as comparisons of the previous year's performance in all program areas. Keep correspondence, historical performance data, and records pertaining to AUXDATA, and deliver them to their successor.
 - f. Serve as two-way communications path between District and Flotilla IS officers.
5. DSO-IS. The District Staff Officer - Information Systems is tasked with the following duties.
- a. Serve as liaison between DIRAUX and the SOs-IS.
 - b. To address all unresolved AUXDATA problems.
 - c. Try to encourage the SOs-IS to encourage their members to use electronic forms process to eliminate the mailing of forms. For those members who use the electronic forms, submit them directly to their SO-IS and copy the FSO-IS. This will insure that the FSO-IS will have a record of the submission.

E. AUXDATA Correction and Updating Procedures.

1. Correction Guidelines. As each member reviews his/her AUXDATA record, discrepancies may be noted necessitating correction. To request corrections of AUXDATA records, submit a "Rapidraft Letter" or e-mail to SO-IS via the FSO-IS using the following guidelines:
 - a. Identify the erroneous data by Member ID Number, Member Name, Dates and Missions.
 - b. Add the following - "AUXDATA shows: _____", then enter the incorrect member information as indicated by the record and include "Should show _____", with the correct member information as substantiated by flotilla records.
 - c. Forward corrections to SO-IS, via FSO-IS, with copies of substantiating reports.
 - d. The SO-IS will send notification of corrections entered into AUXDATA.
 - e. If the SO-IS needs help in resolving the problem, it should be elevated to the DSO-IS.
2. Change of Member Information, ANSC 7028. Use this report each time a member changes his name, address, telephone numbers, or e-mail address. Submit it through the FSO-IS to the SO-IS. Copies of this form are available from FSO-MA, through the Auxiliary National Supply Center (ANSC) or from the National Web Page, Forms Section.
3. Change of Officer(s) Report, ANSC 7006. Submit this report to DIRAUX via DSO-IS whenever a change of officer(s) occurs. This form is available through FSO-MA, through the ANSC or from the National Web Page, Forms Section.
4. Annual Unit Officer Report, ANSC 7007. Divisions and flotillas shall submit this report to DIRAUX via DSO-IS as soon as possible after annual elections and in no case later than 20 December of each year. This form is available through the FSO-MA, through the ANSC or from the National Web Page, Forms Section.

F. Interpreting AUXDATA.

1. AUXDATA Codes. Some of the more commonly used codes:
 - a. Membership Status Codes.
 - (1) IQ - Initial Qualification, New member with no boating class
 - (2) BQ - Basically Qualified, New Member with a boating class
 - (3) AX - AUXOP, a member completing the seven Specialty Courses
 - b. Disenrollment Codes.
 - (1) MREQ At Member's Request
 - (2) FDUE Failure to Pay Dues
 - (3) DTH Death
 - c. Transfer Codes. TRF Member Transferred

G. Activity Report - Mission, ANSC 7030.

1. Introduction. This report is integral to the success of the AUXDATA system and should be completed and submitted immediately following termination of the activity or mission being reported. Suggested time for submission no longer than two weeks after mission.
2. Mission Definitions. Detailed information for reporting of missions can be found on the instruction pages attached to the ANSC 7030. The form may be obtained from your FSO-MA or found on the National Web Page - URL is:
<http://www.cgaux.org/~forms/forms.html>

H. AUXDATA Input Forms Index. Table 8-1 shows the listing of all forms as of the date of this publication; however, go to the National Web Page shown above to get the date of the most current form that you intend to use. Every member is encouraged to use the electronic form which may be completed on-line and transmitted to your SO-IS or DSO-IS. At this time only the FSO/SOs-, who have completed training from the DSO-IS or "C" School, will have access for data input. It is intended in the near future that each member will input their own data

which goes into a holding file and the SO-IS or DSO-IS will approve the entry and transfer it into the system.

I. AUXDATA/AUXINFO Reports, Listings, and Distribution.

1. AUXDATA has a preformatted report for obtaining the member's name, unit, ID, address, city, state, zip, e-mail address, phone numbers, current offices, and current competencies. It is designed to be downloaded in .csv format to be taken into a spreadsheet or a database for convenience of the user. Very easy to convert to mailing labels. It is not designed to print direct from the system. A minimum of Read Only password is required for retrieving reports.

2. AUXINFO - Any member may go into AUXINFO and check on the status of what has been reported into AUXDATA. No password is needed because there is no personal data (no addresses, phone numbers, etc.), only qualifications, courses, workshops, hours, etc. It lists everyone in the National Directory of the Auxiliary. Internet Explorer must be used and the URL address is: <http://www.auxinfo.uscg.gov>

Table 8-1

FORM #	CG #	TITLE	FORM DATE	E-REV DATE	REV #
7000	CG-5132	CG AUX Patrol Orders	01/00	03/20/00	
7000A	CG-5132-1	CG AUX Patrol Orders Continuation	01/00	07/25/00	
7001		Enrollment Application	07/99	08/06/99	
7002	CG-1650	Coast Guard Award Recommendation	05/94	08/06/99	
7003	CG-2736	Facility Inspection and Offer of Use	05/96	08/25/99	
7004	CG-2736A	Radio Facility Insp. / Offer of Use	03/95	05/27/03	4
7005	CG-2736B	Pilot Qual./Aircraft Offer of Use	06/98	08/25/99	
7006		Change of Officer Report	11/97	08/24/99	
7007		Annual Unit Officers Report	10/02	12/17/02	
7008	CG-2736C	PWC Facility Inspection/Offer for Use	1/01	01/25/01	
7010	CG-4886	Examination Answer Sheet	2/03	02/06/03	
7012		Vessel Safety Check	06/02	06/10/02	

7014		Instructor Qualification Record	03/02	03/14/02	
7017	CG-3615	Record of Unit Meeting	06/81	11/24/00	
7022		AIM Candidate Travel Worksheet	12/99	01/24/00	
7023		Notice of Intent to Teach	12/01	01/18/02	
7025		Financial Report of Auxiliary Unit	11/97	01/25/03	
7026	CG-4887	OSC Examination Request	01/02	03/14/02	
7028		Change of Member Information	03/02	01/23/03	
7029		Member Activity Log	10/02	10/31/02	
7030		Mission Activity Report	04/03	05/05/03	3
7034	CG-4612AUX	Auxiliary SAR Incident Report	10/96	11/06/98	
7035		Change of Membership Status	02/98	01/24/03	
7036		Prospective Member Interview	11/97	11/06/99	
7037	NOAA-77-5	NOS Chart Updating Program	05/95	07/22/97	
7038		Vessel Examination Activity Report	04/03	03/31/03	1
7039		Workshop Mission and Attendance Report	10/02	10/31/02	
7042		Air Crew Medical Screening	08/99	09/08/99	
7043		Air Crew Application Form	08/99	12/02/99	
7045		Vessel Safety Check Action Information	03/02	06/10/02	
7046		MDV Visit Report	03/02	09/30/02	
7047	CG-5093	Mfg. ID Code and Mail Label	07/90	11/06/99	
7048		SAR Procedures Flight Check	04/97	11/06/99	
7049		AIM Application	12/02	01/31/03	
7051		Auxiliary Uniform Order Form	01/02	12/27/01	
7052		Auxiliary Uniform Size Chart	01/02	12/27/01	
7054	CG-5474	Aids To Navigation Report	05/95	07/22/97	
7055		Uniform Price List	01/03	12/17/02	
7056		Member Transfer Request	11/97	11/06/99	

7057		Qualification Changes	11/97	11/06/99	
7059	CG-5223	Short Term Resident Training Rq.	06/84	12/12/97	
7060		Training Evaluation Form	11/97	11/06/99	
7061		National Staff Appointment Request	06/01	06/22/01	
7062		National Staff Application	11/02	11/07/02	
7063		Assignment of Copyrights-AUX	03/00	04/11/00	
7104	CG-3883	RapidDraft Letter	04/83	12/12/97	
APDX #E		Currency Maintenance Letter	01/97	04/03/98	
DD-0175		Military Flight Plan	05/86	10/11/00	
DD-1351-2		Travel Voucher or Subvoucher	08/97	12/26/99	
FMS-2231		Federal Direct Deposit Form	04/90	11/24/97	
NMGA-FD		NACO Membership Growth Award-Flotilla & Division	7/02	08/09/02	
NMGA-I		NACO Membership Growth Award-Individual	11/02	11/16/02	
AUX RSA		Auxiliary Recruiting Service Award Application	11/02	11/16/02	
CGAuxA-1		Temporary Duty Travel Request	02/01	03/09/01	
CGAuxA-2		Temp. Duty Travel Authorization	09/01	09/12/01	
CGAuxA-3		Claim for Reimbursement, Travel	08/01	09/10/01	
CGAuxA-4		Claim for Reimbursement, Non-travel	08/01	08/02/01	
CGAuxA-5		CGAux Association, Inc. Telephone Log	02/01	03/09/01	
CGAuxA-6		National Recommendation Form	04/01	12/17/01	
CGAuxA-7		Assignment of Copyrights-CGAuxA	02/01	03/09/01	
CGAuxA-8		CGAuxA, Inc. Purchase Request	02/01	03/09/01	
SF-1164		Claim for Reimbursement for Expenditures on Official Business	11/77	02/26/99	
OP_READY		Patriot Readiness Form		11/17/01	