



**United States Coast Guard Auxiliary**  
District 11 Northern Region  
Serving Northern California, Nevada, Utah



# Officer Communications

Presented by  
D11NR Communication Services

*January 2010*

*[www.d11nuscgaux.info](http://www.d11nuscgaux.info)*

# TOPICS

- Leader - the catalyst for  
Successful Communications
- Distribution lists
- Web services

# Communication Missions & Goal

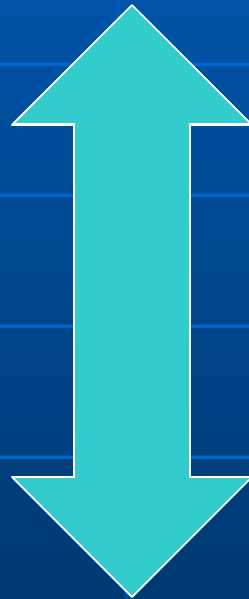
- Informal discussion
- Training
- 'On Patrol'
- Committee meetings
- Board - Staff Meetings
- General Unit meetings

# Methods of Communications

- Face to face, groups
- Phone conference
- Phone – one to one
- Email – ‘Conversation’
- Email – Distribution lists
- Printed Material
- Web sites: static, blogs, social
- Goggle Groups

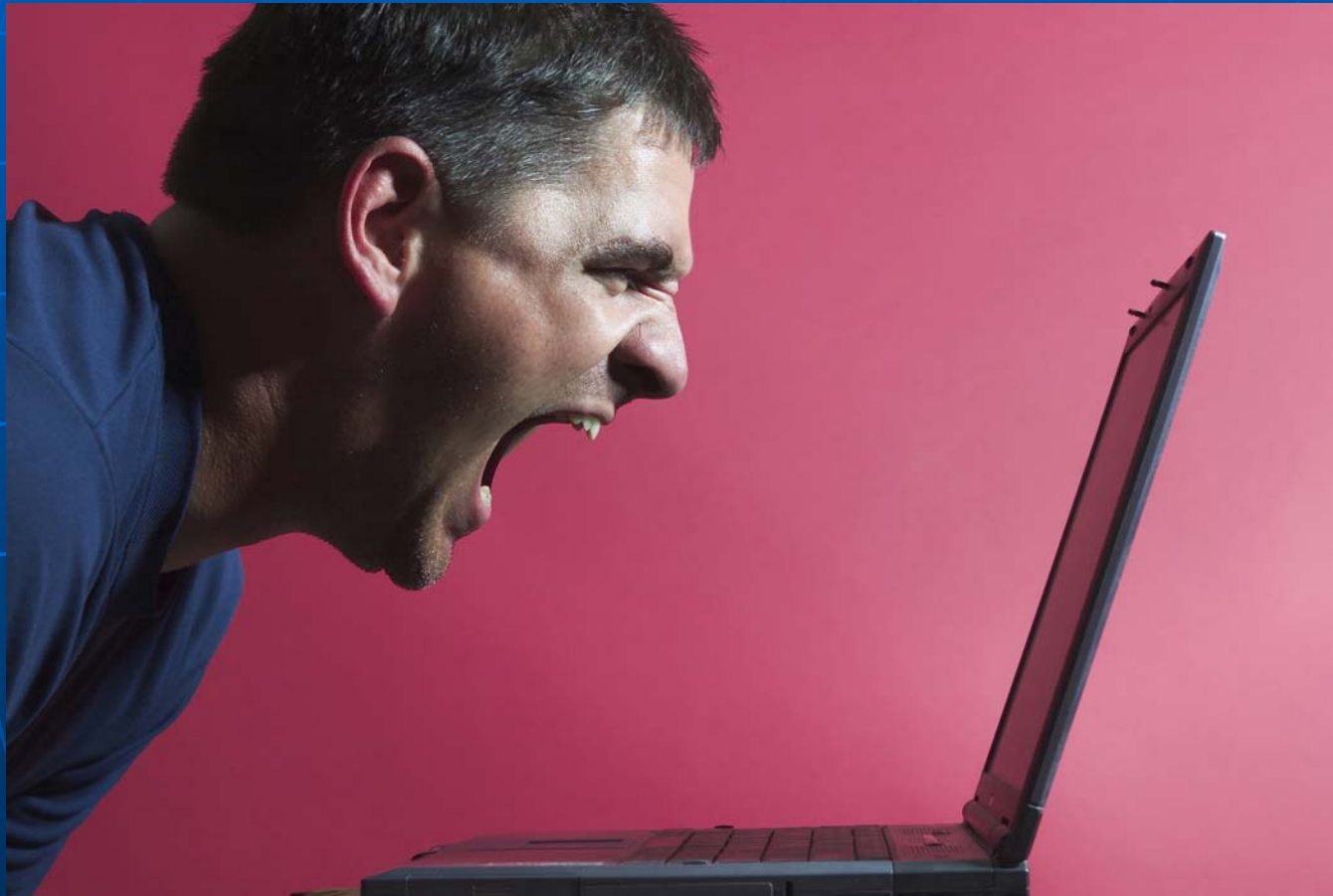
# Communications . . . or lack of . .

Energizing



Disinterested

# Life with new technology!



# Technical PITFALLS

- Blockage & Filters  
*A message sent is not always received.*
- Spam  
*Report spam to ISP while on the web.*
- Security  
*Email is like a postcard, visible in transmission*
- Forgery, Spoofing, and Phishing  
*Email mischief which could be malicious*
- Listing Addresses on the Web  
*Suggest using: [www.gmail.com](http://www.gmail.com)*

# Best Practices for Auxiliary Email

- Maintain current email address in AUXDATA.
- We do not send chain letters, jokes, or other unrelated AUX business
- Politics or sexually oriented content do not belong
- Follow the Chain of Leadership





# All members receive distribution messages



■ **Please do not forward**

**Please do not reply**

# Distribution Email

- CHDIRAUX: 'ALAUX'
- National: 'USCG Auxiliary eNEWS'
- District Messages from:
  - Elected Leaders & Staff
- Special Groups:
  - QUALS: IT, VE, MS, OPS
  - Unit Officers





### Etiquette

- [Sending](#)
- [Form and Tone](#)
- [Flaming](#)

### Pitfalls

- [Filters](#)
- [Spam](#)
- [Security](#)
- [Spoofing](#)
- [Phishing](#)
- [Web Listings](#)

### Best Practices

### D11NR Distribution List

## E-MAIL COMMUNICATIONS

*An efficient method to get the job done . . .*

*When used in conjunction with phone calls, radios, and face to face communications*

**A perspective of technology** ↗

### COURTESIES and ETIQUETTE

Internet technology provides Auxiliary members an additional way to communicate. With concerns of privacy and security, it is important to observe general guidelines of etiquette.

Misunderstandings occur in most types of communication. Nevertheless, it is possible to repair glitches in a face-to-face dialog or telephone conversation before any lasting damage occurs.

*The following guidelines for email etiquette will help Auxiliary members:*

- convey a professional image within and outside the Auxiliary
- communicate what is intended and avoid misunderstanding
- be aware any message sent is permanent and referred to later

### Sending

#### *Effective Messages*

Target your audiences when selecting language and style. Identify yourself and your position clearly. Use clear and meaningful subject lines that your reader will understand.

Separate opinion from facts to promotes clear understanding.

Avoid messages to multiple administrative levels when communication on a single level is appropriate. Limit the list of recipients and Cc:'s only to the people who are directly involved with the subject. When referring to another member's involvement, always copy the member.

For mass e-mailings use the Bcc: field (Blind copy).

Do not copy or forward a message or attachments without the author's permission.





# United States Coast Guard Auxiliary

District 11 Northern Region  
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United S  
Northern

D11NR Home

Members

Missions

Units

National

Director

Chief Director

Coast Guard



**Boating Classes**  
**Vessel Checks**  
**Program Visitor**  
**Marine Safety**  
**Public Affairs**

Public Information

Leadership & Organization

Boating Safety - Prevention

Operations - Response

Member Services - Support

Resources

Member Deck

### QUICK LINKS

AUXDATA	AUX Directory
AUXINFO	ANSC Forms
POMS	AUX C-School
FINCEN	Manuals & Pub

Search

d11nuscogaux.info

### National Security Levels



## WELCOME TO DISTRICT 11 NORTHERN REGION



**Commodore Michael Williams**  
*Welcome Message in PDF*



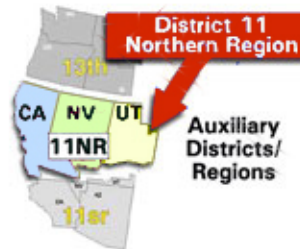
**America's Volunteer Lifesavers**  
*Semper Paratus, "Always Ready"*

[DTRAIN 2010 Information & Registration ... link](#)   [Calendar ... link](#)

### Who We Are

Since 1939, the men and women of the United States Coast Guard Auxiliary have volunteered millions of hours in support of the Coast Guard and the recreational boating public.

**We are** the uniformed civilian volunteer arm of the Coast Guard.



### Our Missions

**Recreational Boating Safety** - consisting of our many boating safety classes, distributing boating safety information to the public, providing free vessel safety checks, and doing safety patrols on land, water and in the air.

**Support** of Maritime Homeland Security and other maritime safety challenges that have emerged in recent years.

### Public Services & Safety Information



# United States Coast Guard Auxiliary

District 11 Northern Region  
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- [D11NR Home](#)
- [Members](#)
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**Boating Classes**  
**Vessel Checks**  
**Program Visitor**  
**Marine Safety**  
**Public Affairs**

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  - [Commodore](#)
  - [Bridge](#)
  - [Divisions & Flotillas](#)
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<a href="#">AUXDATA</a>	<a href="#">AUX Directory</a>
<a href="#">AUXINFO</a>	<a href="#">ANSC Forms</a>
<a href="#">POMS</a>	<a href="#">AUX C-School</a>
<a href="#">FINCEN</a>	<a href="#">Manuals &amp; Pub</a>

## Leadership & Organization

**\*\*Calendars\*\***

[District - Member Training Classes - OPTREX/OPEX - "Coastie" - Public Education](#)

\*\*\*\*\*

[Commodore](#)

[Bridge - Executive Committee \(EXCOM\)](#)

[Divisions & Flotillas - Commanders, Reports, Websites, and Newsletters](#)

[Programs & Staff - District Staff Officers Reports, and Websites](#)

[Minutes Archive](#)

[Calendars - Various Website locations](#)

[District - Leadership & Organization](#)

[Member Training Classes](#)

[OPTREX/OPEX \(Operations Training Exercise / Operations Exercise\)](#)

["Coastie" An animated robot for Public Affairs](#)

[Public Education Classes](#)

### NOTE - Appointed Office information also available:

[RBS - Prevention \(MS, NS, PA, PE, VP, VE\)](#)

[Operations - Response \(OP, AV, CM\)](#)

[Member Services - Support \(CS, FN, IS, MT, MA, PS, SR, PB, DDA, CRC, LP, and Awards\)](#)



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## National Security Levels



National Threat Advisory:

## Event CALENDAR 2010 - 2011

Visit Other D11NR Calendars

**Member Training**

**"Coastie"**

**Operations**

**Public Boating Classes**

**Past Events**

Updated: 2 January 2010

To schedule an event: Calendar Keeper or for OPEX/OPTREX: Dean La Chapelle  
Silver highlighted=Director, DCO and/or COS unavailable.

DATE	EVENT 2010	DETAILS
JAN 10	NACO Membership Growth Award, Flotilla & Division	Due to DSO-PS to be forwarded to BC-PHA - Form NMGA-FD
JAN 16	District Board/Staff Meeting	1030 - CG Island
JAN 17	WORKSHOP: 2010 Elected Officers	0800 - 1630 CG Island
JAN 16	DIV 12 BOAT CREW CLASS	Contact: George Prows
JAN 23	COW DIV 1	TBA
JAN 24	COW DIV 5	TBA
JAN 24-31	NTRAIN - DSO MS, PA, PE, PV, VE and ASC	St Louis MO
JAN 30	COW DIV 7	Madeline's, West Jordan UT FLYER
JAN 31	Auxiliary Unit Financial Report Delinquent on MAR 1	ANSC 7025 Due to Stephen Chan, ADSO-FN
FEB 1	District Commodore's Trophy - FC Recommendation	Needs to be to DCO by this date
FEB 10	District Telephone Board Meeting	1900 PST



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**National Security Levels**

**MARSEC LEVEL**

officer.cgaux.org/auxoff/signin3.php

## WELCOME



**Commodore Michael Williams**  
*Welcome Message in PDF*

- JOIN US !
- Member Deck
- What's New
- Missions
- Units - Finder
- ANSC Forms
- AUX Directory
- Shop CGAuxA

## 11 NORTHERN REGION



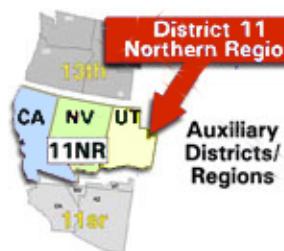
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**Auxiliary Districts/Regions**

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**Public Services & Safety Information**



**United States Coast Guard Auxiliary**  
United States Coast Guard  
Department of Homeland Security



This site uses the same username and password as  
the National E-Mail Directory at [eDirectory](#)

**Please Log In**

Auxiliary Employee ID

1176003

eDirectory Password

\*\*\*\*\*

Logon to Auxiliary Officer Directory

**NOTICE:**

All information contained in this program is covered by the provisions of the Federal Privacy Act of 1974.

- 1) Use is strictly limited to listed members of Coast Guard Forces.
- 2) Commercial use of any information in, or based upon this program is strictly prohibited. Violators will be prosecuted.
- 3) Please do not distribute any files, and keep your password secure.
- 4) For problems with this program, please contact [Bill Pritchard](#)

Use of this service indicates your acknowledgment of these provisions.

Copyright (c) 2009





## Welcome to the eDirectory!

New Users: Start here by [activating your account](#) to access the Directory.

**Please Log In**

Employee ID

Password  (Hidden)

[Make password input visible](#)

Lost your password? Simply [re-activate your account](#)!

### [Frequently Asked Questions](#)

#### **January 18, 2006 - Import Troubles Fixed**

Submitted by: [Rob Munroe](#)

First, I would like to thank you all for being so patient while we worked on this issue. We have fixed the AUXDATA import problem and are now reflecting current AUXDATA data. Please email the administrators if you find any problems.

**AUXDATA Import was last run on Monday, December 29, 2008**

Next import scheduled for Monday, January 12, 2009

# Flotilla and Division Websites

- Public Affairs Mission
- CONTENT, CONTENT, CONTENT
- 
- 'Look and Feel' of the Auxiliary
  - Encouraged – not required
- Usage of national or district template



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## Division 10 Home

[Public Information](#)[Leaders & Contacts](#)[Calendar & Meeting Dates](#)[Boating Safety - Prevention](#)[Operations - Response](#)[Member Services - Support](#)[Resources](#)

### Organizational Units

National USCG Auxiliary  
District 11 Northern Region

- ▶ Division 10 San Joaquin
  - Flotilla 10-2 Modesto
  - Flotilla 10-3 Stockton
  - Flotilla 10-4 Bethel Isl.
  - Flotilla 10-5 Fresno
  - Flotilla 10-6 Kaweah

### Contact Us

#### QUICK LINKS

[AUXDATA](#)[AUX Directory](#)

## DIVISION 10 ~ SAN JOAQUIN VALLEY, CA DISTRICT 11 NORTH REGION



**Rod Rollins**

Division Commander



### WELCOME

USCG Auxiliary members of the San Joaquin Valley look forward to providing services for the public, including boating classes, vessel safety checks, safety patrols, and waterway information.

We are volunteers committed to our missions and welcome all to join us to qualify for the pursuit of safety on the waterways.

*Rod Rollins*

### Flotillas of Division 10

Flotilla 10-2 Modesto

Flotilla 10-3 Stockton

Flotilla 10-4 Bethel Isl.

Flotilla 10-5 Fresno

Flotilla 10-6 Kaweah

# District Best of Web (DBOW)

- Annual recognition during D-Train
- Nominations due January 30
- All Divisions evaluated
- Division flotilla nominated by  
DCDR, SO-CS, & SO-PA

# Auxiliary Internet Training

- Topics: Email, Internet AUX resources
- Member Training in every flotilla
- Division Training of CS Officers
- Invite the DSO-CS

# District Web Services

- Unit Website representation on web
- National or District Server FREE
- Webmaster Training
  - AUX04 & PCA Fair WebClass
- District Best of the Web (DBOW)
- Unit template for development