# THE NATIONAL COMMODORE
## OF THE UNITED STATES COAST GUARD AUXILIARY

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06 June 2013

From NACO

To: National Board

Subj: IS Officer Training

Commodores,

The following was developed by the IT Staff. It is being simultaneously released by BSX-1 to District Directors of Auxiliary.

A standard process for training for IS officers (DSO-IS and below) that require a username and password for AUXDATA entry is needed. Training processes are described below for IS officers below the office of DSO-IS, and the special case of training for a newly appointed DSO-IS who requires AUXDATA entry access.

POC is Marilyn McBain who will provide the training materials and latest information on techniques for providing the training on a district by district basis. District commodores are encouraged to have their DSO-IS contact Marilyn (with Kevin Redden or Jan Munroe as alternate POC's) to arrange resources and/or training. As always, a help ticket outlining the request can be submitted so it can be tracked by several people who watch over those tickets.

Process for training IS officers (not including DSO-IS):

A district-approved program, conducted to the satisfaction of the DSO-IS, will provide the IS training necessary for issuance of an AUXDATA username and password for data entry purposes. For this district-approved training, the DSO-IS is the instructor, unless delegated to an ADSO-IS.

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District-approved IS training can be accomplished one-on-one, preferably in person, but programs such as "Join.me" and WebEx can be used if travel is an issue. Trainees are granted access to the AUXDATA Training Database. After initial training, trainees enter their forms into the Training Database and forward copies to the DSO-IS (or delegate) who verifies data-entry accuracy. The DSO-IS (or delegate) then enters the documents into the AUXDATA Production Database. When the DSO-IS (or delegate) is confident that the trainee is ready to enter into Production Database, the DSO-IS requests AUXDATA Production Database data-entry access for the trainee.

Process for DSO-IS' who require training:

A newly-appointed DSO-IS who requires training will be assigned by Marilyn McBain to a member of the National UI Division staff for individual training. It is highly recommended that a newly-appointed DSO-IS will have previously served as an ADSO-IS, or as one of the more experienced SOs-IS.

Resource Materials available:

- Currently under development is an updated AUXDATA User Guide.
- Power Point presentations on Mission Codes and completion of Forms are available.
- Marilyn McBain, DVC-UI, has sample forms, which can be mailed to the districts. Sample forms have many remarks that give the IS Officers clues as to how to train their members to give REMARKS to clarify the missions performed.

Please route any questions or concerns through your chain of leadership.


Very respectfully,


Thomas C. Mallison /s/
National Commodore


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