



DISTRICT 13

Welcome To

Information Services – Staff Officer Training

05/16/2023

Information Services – Staff Officer Training

AGENDA

PowerPoint

- Resources
 - Member How To's
 - District 13 Website
 - National Website
- Auxiliary Online Classroom
- ALAUX 002/23)
- REYR & REWK Scripts
- Auxdata II Import Schedules
- Reports
 - Quick Stop Reports
 - Bookmark Reports & Folders
 - Report Relative Date Filters

Live Auxdata II Demo

- Member How To's
- Reports
- How to Run Reports
 - How to Bookmark a Report
 - Save Reports to Private Folder
 - Export to Excel
 - Quick Stop Reports
- Questions



Information Services District & Division Staff

DSO-IS

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SO-IS Division 1

Tony Ford

SO-IS Division 2

Tom Liebert

SO-IS Division 3

Paul Bellona

SO-IS Division 4

David Grant

SO-IS Division 8

Brad Hooper

SO-IS Division 10

Kyle Boyce

SO-IS Division 11

Janae Dixon

SO-IS Division 5

Scott Philben

SO-IS Division 6

Sally Kiess

SO-IS Division 7

Linda McCarty

Information Services – Staff Officer Training

USEFULL WEBSITE LINKS

Starting AUXDATA II: <https://uscg.experience.crmforce.mil/auxcommunity/s/>

AUXDATA II Website: <http://wow.uscgaux.info/content.php?unit=IT-GROUP&category=auxdata-ii>

AUXDATA II How to Guides and Instructions: <http://wow.uscgaux.info/content.php?unit=IT-GROUP&category=how-to-members>

AUXLMS: <https://auxlearning.uscg.mil/>

Online Classroom: <http://classroom2.cgaux.org/moodle/>

National Website: <http://www.cgaux.org/>

Auxiliary Testing Center (NTC): <http://ntc.cgaux.org/>

7029 Webform: <http://webforms.cgaux.org/>

AuxDirectory/AuxOfficer: <https://auxofficer.cgaux.org/auxoff/signin4.php>

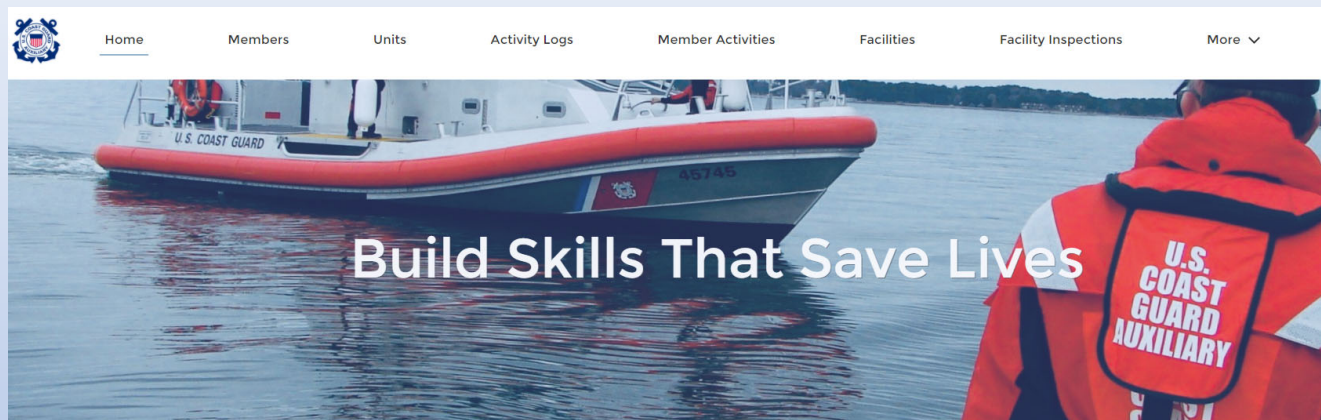
District 13 Website: <http://a130.wow.uscgaux.info/>

DSO-IS Webpage: <http://wow.uscgaux.info/content.php?unit=130&category=dso-is-page>

E-Gov Travel System (ETS): <https://www.dcms.uscg.mil/ppc/travel/ets/>

Information Services – Staff Officer Training

AUTDATA II Home Page



QUICK LINKS

WHAT'S NEW

Information about recent system updates

MEMBER HOW TO GUIDES

View Member How To guides at cgaux.org

RELEASE NOTES & USER GUIDES

Navigate to the Libraries tab

AUXDIRECTORY/AUXOFFICER

AUXILIARY MANUALS

Auxiliary Policy and Program Manuals

AUXILIARY ONLINE CLASSROOM

Member Training Portal

AUXLMS

Auxiliary Learning Management System

NTC

Auxiliary National Testing Center

FORMS WAREHOUSE

Auxiliary Member Forms

Information Services – Staff Officer Training
MEMBER HOW TO

Thursday, May 11, 2023



IT Group
Information Technology

[C Directorate Home](#)

[U Directorate Home](#)

[L2 Messages](#)

[AUXDATA II](#)

[What's New](#) ∅

- ▶ [Member How To](#) ∅
- [DIRAUX OIA Plus](#) ∅
- [FAQs](#) ∅
- [Account Activation](#) ∅

AUXDATA II How To Guides and Instructions for Members

Members

[AUXDATA II - How to Understand the Basics JUL 2022](#)

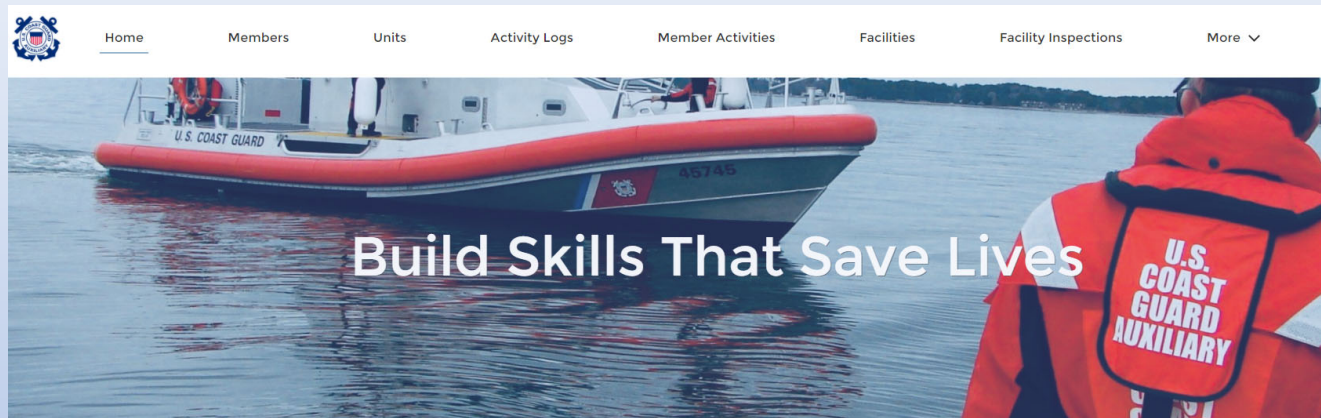
[Member Information - How to Access and Update in AUXDATA II May 2022](#)

[Member Email Address Change - How to Change Your Own Address \(Self Service\) in AUXDATA II May 2022](#)

[99 Missions Quick Guide - How to Enter in AUXDATA II NOV 2022](#)

Information Services – Staff Officer Training

AUTDATA II



QUICK LINKS

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NTC

Auxiliary National Testing Center

FORMS WAREHOUSE

Auxiliary Member Forms

Information Services – Staff Officer Training
ONLINE CLASS ROOM



If this is your first time here and you don't have an account, please click on the button below.




Information Services – Staff Officer Training ONLINE CLASS ROOM (DASHBOARD)

Welcome to the Bridge. You have the Helm.



Are you new to the Auxiliary and looking for the Core Training and Basic Qualification courses? They are located within the **T-Training and Leadership Development** catalog within **AUX Core Training Portal**. [Click HERE](#) to navigate directly to the portal.

Looking for the **Training Catalog**? It is ver on the **Starboard** side. Scroll down just a bit. It is called **My Courses**. You can also click [HERE](#) to go to the main catalog page. If you can't find the course you are looking for, it may be under revision.



Information Services – Staff Officer Training
ONLINE CLASS ROOM (COURSE CATEGORIES)

A-Public Affairs

Search courses



- ▶ A-Public Affairs
- ▶ B-Recreational Boating and Safety Outreach
- ▶ C&U- Information Technology Group
- ▶ E- Public Education
- ▶ G-Directorate
- ▶ H- Human Resources
- ▶ P-Prevention
- ▶ R-Response
- ▶ T-Training and Leadership Development
- ▶ V-Vessel Examination and Partner Visitation
- ▶ Z-Miscellaneous

Information Services – Staff Officer Training
ONLINE CLASS ROOM (T-TRAINING AND LEADERSHIP DEVELOPMENT)

T-Training and Leadership Development

Search courses



Welcome to the Training Directorate Catalog. The T-Directorate manages all training related to AUXOP, Core Training, Basic Qualification and Leadership Development.

Click on the button below to access the enrollment keys associated with the T-Directorate Self Paced courses.

ENROLLMENT KEYS



[Expand all](#)

- ▶ [AUX Core Training](#)
- ▶ [AUXOP Portal](#)
- ▶ [Leadership Development Portal](#)
- ▶ [Risk Management and Operations Portal](#)
- ▶ [AUX-04 Distance Learning Technology C-School Portal](#)

Information Services – Staff Officer Training

DISTRICT 13 WEBSITE

<http://a130.wow.uscgaux.info/>

- Director of Auxiliary
 - Forms
- D13 Staff List

- Calendar


- Leadership
 - DCO Instructions
 - Operations Plan

- D13 Programs

- Conference Materials

- QE Info

Information Services – Staff Officer Training D13 Forms/DIRAUX Info

Friday, May 12, 2023

District 13 Thirteenth District
Divisions & Flotillas
About District 13
7101 Data ∅
Order Approval Data ∅
COVID-19 Info
D13 Staff List ∅
Calendar ∅
Paddlecraft Info
Public Area
Latest News
Auxiliarist of the Month
D13 Facebook
District 13 D-Train ∅
Conference Materials ∅
Member Training ∅
QE Info
Leadership Area
D13 Programs
D13 Forms/DIRAUX Info
▶ Forms ∅
▶ DIRAUX Notes ∅
Awards Program ∅

District Forms:

- [High-Risk Assessment Form](#)
- [Coast Guard Risk Assessment for Enclosed Space Mass Gathering](#)
- [Request for Vessel Examiner Certification](#)
- [Request for Recreational Boating Safety Visitor Program Certification](#)
- [Voluntary Removal of Certification](#)
- [Auxiliary Forms Warehouse](#)
- [ALAC Request Form and Procedure \(Rev7\)](#)

Information Services – Staff Officer Training

DISTRICT 13 STAFF LIST

Sunday, February 06, 2022



District 13
Thirteenth District

- Divisions & Flotillas
- About District 13
- COVID-19 Info
- D13 Staff List ∅
- Calendar ∅
- Paddlecraft Info
- Public Area

USCG AUXILIARY DISTRICT 13 2023 DCO/DCOS Staff - Elected and Appointed

POSITION	NAME	REPORT TO:
District Commodore (DCO)	Dan Kienle	DNACO-PAC
Immediate Past DCO (IPDCO)	Tiney Singler	DCO
DSO Legal/Parliamentarian (DSO-LP)		DCO
ADSO-LP		DSO-LP
ADSO-LP	Mark Hannibal	DSO-LP
DSO Civil Rights (DSO-CR)	Tony Ford	DCO
DSO Finance (DSO-FN)	Efrem Krisher	DCO
ADSO-FN		DSO-FN
ADSO-FN	Art Cummings	DSO-FN
District Flight Safety Officer (DFSO)		DCO
Special Projects Officer		DCO
President - Past Commanders Assoc (PPCA)	Jim Ehnborn	DCO
DCO Aide (D-AD) Conf Coord	John Stuhr	DCO
DCO Aide (D-AD) Safety Specialist	Craig Hartman	DCO
DCO Administrative Assistant (D-AA)	John Stuhr	DCO
DISTRICT CHIEF OF STAFF (DCOS)	Craig Hartman	DCO
DSO-AS	Klaas Nijhuis	DCOS
ADSO-AS-S	Norm Hoffman	DSO-AS
Liaison - US Power Squadron	Craig Brown	DCOS
Liaison - Navy League	John Thoma	DCOS
Liaison - Royal Canadian Marine SAR	Kevin Thiel	DCOS

Information Services – Staff Officer Training

DISTRICT 13 CALENDAR

Sunday, May 07, 2023



District 13
Thirteenth District

- Divisions & Flotillas
- About District 13
- 7101 Data ∅
- Order Approval Data ∅
- COVID-19 Info
- D13 Staff List ∅
- ▶ Calendar ∅
- Paddlecraft Info
- Public Area
- Latest News
- Auxiliarist of the Month
- D13 Facebook
- District 13 D-Train ∅
- Conference Materials ∅

Calendar

USCG Auxiliary District 13


Today | < | > | May 2023 | Print | Week | Month | Agenda ▾

Sun	Mon	Tue	Wed	Thu	Fri	Sat
30 15:00 TCO Worl	May 1	2	3	4	5	6 (08:00) UPV
7 UPV Training	8	9	10 18:00 Vessel Ex	11	12 19:30 Northern	13
14	15	16 18:00 IS Staff C	17 18:00 Program	18	19	20 National Safa
21 National Safe Boating Week	22	23	24 18:00 Commun	25	26	27 09:00 Boat Ore
28	29	30	31 18:00 Auxscout	Jun 1	2	3

Information Services – Staff Officer Training

DISTRICT 13 LEADERSHIP (DCO INSTRUCTIONS)

Sunday, May 07, 2023



District 13
Thirteenth District

- Divisions & Flotillas
- About District 13
- 7101 Data ∅
- Order Approval Data ∅
- COVID-19 Info
- D13 Staff List ∅
- Calendar ∅
- Paddlecraft Info
- Public Area
- Latest News
- Auxiliarist of the Month
- D13 Facebook
- District 13 D-Train ∅
- Conference Materials ∅
- Member Training ∅
- QE Info
- Leadership Area
 - ▶ [DCO Instructions](#) ∅
 - [Operational Plan](#) ∅
 - [Reading List](#)
 - [Awards Tracker](#) ∅
 - [PDCA In District 13](#)

District 13 Commodore's Instructions	
DCOINST	SUBJECT
Memo - 11-04-21	Cover Letter From Commodore Singler
I-20001 8-4-20	District 13 Auxiliary Directive System
I-18002 8-15-18	Reports By District Board and Staff
I-18003 8-15-18	Auxiliary Travel and Expense Reimbursement Policy
I-18010 8-15-18	Flotilla Meritorious Achievement Medal
I-21011 11-04-21	District 13 Auxiliarist Of The Year Award
I-18012 8-15-18	Recognition of District Officers
I-18013 9-15-18	District Captains Award for Member Training Achievement
I-18015 10-15-18	How to Prepare a Formal Recommendation
I-21019 2-26-21	Annual Awards to Divisions, Flotillas, and Exceptional Program-Performing Members in District 13
I-18022 8-15-18	District 13 Golden Quill Award
I-15028 6-15-15	District Liaison and Program Manager Officer Devices
I-21030 11-04-21	District 13 Auxiliary Assignment to Duty
I-20031 7-7-20	District 13 Auxiliary Unit Flag Standards
I-21032 1-6-21	District 13 Social Media Guidelines

Sunday, February 06, 2022



District 13
Thirteenth District

[Divisions & Flotillas](#)

[About District 13](#)

[Order Approval Data](#) ∅

[COVID-19 Info](#)

[D13 Staff List](#) ∅

[Calendar](#) ∅

[Paddlecraft Info](#)

[Public Area](#)

[Blogs and News](#)

[Auxiliarist of the Month](#)

[D13 Facebook](#)

[District 13 Conference](#) ∅

[Conference Materials](#) ∅

[Member Training](#) ∅

[QE Info](#)

[Leadership Area](#)

[DCO Instructions](#) ∅

► [Operational Plan](#) ∅

[Reading List](#)

[Awards Tracker](#) ∅

Information Services – Staff Officer Training

DISTRICT 13 LEADERSHIP (OPERATIONS PLAN)

United States Coast Guard Auxiliary
Thirteenth District



**Operational Plan
2023-2024**

Danny M. Kienle, Commodore

Information Services – Staff Officer Training

D13 PROGRAMS – Information Sys

<ul style="list-style-type: none"> D13 Programs AuxScout ∅ Aviation ∅ Civil Rights ∅ Color Guard ∅ Communications ∅ Diversity ∅ Finance ∅ Culinary Assistance ∅ Human Resources ∅ Incident Mgmt ∅ ▶ Information Sys ∅ Internet (CS) ∅ Legal ∅ Materials ∅ Marine Safety ∅ Member Training ∅ Navigation Systems ∅ Operations ∅ Planning ∅ Public Affairs ∅ Publications ∅ Public Education ∅ QE ∅ RBS Partner Visits ∅ Secretary/Records ∅ State Liaison ∅ Technology ∅ Vessel Examination ∅ 	Helpful IS Links																																												
D13 Forms/DIRAUX Info	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left;">Resource</th> <th style="text-align: left;">About this Resource</th> </tr> </thead> <tbody> <tr> <td colspan="2" style="background-color: #D3D3D3;">Presentations</td> </tr> <tr> <td> </td> <td> </td> </tr> <tr> <td> </td> <td> </td> </tr> <tr> <td colspan="2" style="background-color: #D3D3D3;">AUXDATA II</td> </tr> <tr> <td>AUXDATA II</td> <td>Starting AUXDATA II</td> </tr> <tr> <td>AUXDATA II Login</td> <td>Auxdata II Login Guide</td> </tr> <tr> <td>AUXDATA II Webpage</td> <td>AUXDATA II Member How Tos</td> </tr> <tr> <td>IS Officer Webpage</td> <td>IS Officer Documentation</td> </tr> <tr> <td>Mission Codes</td> <td>Mission Codes and Descriptions</td> </tr> <tr> <td>Operation Codes</td> <td>Operation Codes and Description</td> </tr> <tr> <td colspan="2" style="background-color: #D3D3D3;">Reports</td> </tr> <tr> <td>Auxdata Reports</td> <td>Reporting Basics in Auxdata II</td> </tr> <tr> <td>Report Date Filters</td> <td>Relative Date Filter Reference</td> </tr> <tr> <td> </td> <td> </td> </tr> <tr> <td> </td> <td> </td> </tr> <tr> <td colspan="2" style="background-color: #D3D3D3;">Miscellaneous</td> </tr> <tr> <td>7029 Instructions</td> <td>7029 Category Explanations</td> </tr> <tr> <td>Entering a 7007</td> <td>How to enter a 7007 in Auxdata II for CY2022</td> </tr> <tr> <td>Auxiliary Manuals</td> <td>Frequently used Manuals</td> </tr> <tr> <td>Forms Warehouse</td> <td>AUXDATA Pdf and E-Forms</td> </tr> <tr> <td>AuxDirectory/AuxOfficer</td> <td>Updated Daily</td> </tr> </tbody> </table>	Resource	About this Resource	Presentations						AUXDATA II		AUXDATA II	Starting AUXDATA II	AUXDATA II Login	Auxdata II Login Guide	AUXDATA II Webpage	AUXDATA II Member How Tos	IS Officer Webpage	IS Officer Documentation	Mission Codes	Mission Codes and Descriptions	Operation Codes	Operation Codes and Description	Reports		Auxdata Reports	Reporting Basics in Auxdata II	Report Date Filters	Relative Date Filter Reference					Miscellaneous		7029 Instructions	7029 Category Explanations	Entering a 7007	How to enter a 7007 in Auxdata II for CY2022	Auxiliary Manuals	Frequently used Manuals	Forms Warehouse	AUXDATA Pdf and E-Forms	AuxDirectory/AuxOfficer	Updated Daily
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Easy Reports ∅																																													
Easy Reports Viewer ∅																																													
District Help Wanted ∅																																													

Information Services – Staff Officer Training

DISTRICT 13 CONFERENCE MATERIALS

Sunday, February 06, 2022



District 13
Thirteenth District

- Divisions & Flotillas
- About District 13
- Order Approval Data ∅
- COVID-19 Info
- D13 Staff List ∅
- Calendar ∅
- Paddlecraft Info
- Public Area
- Blogs and News
- Auxiliarist of the Month
- D13 Facebook
- District 13 Conference ∅
- Conference Materials ∅**

District Conference Materials and Videos

District Conference Videos and PowerPoints

[District 13 Awards Ceremony - February 2022](#)

[District 13 Awards Ceremony **with subtitles** - first hour - February 2022](#)

[District 13 Awards Ceremony **with subtitles** - conclusion - February 2022](#)

[Board Meeting - September 2021](#)

[Award Ceremony - September 2021](#)

[RSSO PPE PowerPoint - September 2021](#)

[Change of Watch and Awards - February 2021](#)

[Board Meeting - February 2021](#)

[Social Media Training - February 2021](#)

Sunday, February 06, 2022



District 13
Thirteenth District

[Divisions & Flotillas](#)

[About District 13](#)

[Order Approval Data](#) ∅

[COVID-19 Info](#)

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[D13 Facebook](#)

[District 13 Conference](#) ∅

[Conference Materials](#) ∅

[Member Training](#) ∅

[QE Info](#)

Information Services – Staff Officer Training

DISTRICT 13 CONFERENCE QE INFO

QE Information

Chief QE Coordinator [Tony Ford](#) District 13

QE Staff

Mike Allert- AQEC North

Dean Wimer- AQEC South

Mark Hannibal- AQEC East

Helpful QE Links

Resource	About This Resource
Selection of QE's	QE-IT Prerequisites
QE Request	The online QE Request Form
QE Information	Information on Requesting a QE Session

Information Services – Staff Officer Training AUXILIARY NATIONAL WEBSITE

<https://www.cgaux.org/>

The screenshot shows the homepage of the U.S. Coast Guard Auxiliary website. At the top, it features the U.S. Department of Homeland Security logo and the text "United States Coast Guard Auxiliary". Below this is a large banner with the text "Join Us Build skills that save lives" and a "Learn more >>>" link. A navigation menu includes links for AUXHOME, JOIN US NOW!, LEADERSHIP, AUX MEMBERS, DIRECTORATES, UNITS, AUX ASSOC., and COAST GUARD. The main content area is divided into several sections: a left sidebar with links like "Get a Vessel Safety Check", "Take a Boating Safety Class", "Float Plan Central", "Work with Us", "Leadership", "Additional Boating Safety Information", "AUXdata II", "ALAUxS", "About the Auxiliary", and "New Member Info"; a central section with statistics: "WE ARE: 21 thousand members...", "WE CONTRIBUTE: 3.8 million hours...", and "WE REMAIN: Semper Paratus - Always Ready since 1939"; a "NATIONAL SAFE BOATING WEEK MAY 20-26 2023" section with a photo collage and "WEAR IT" and "IUSELO!" icons; and a "THE COAST GUARD AUXILIARY WANTS YOU!" recruitment poster featuring Uncle Sam. At the bottom, there is a banner for "THE VIRTUAL MUSEUM OF THE COAST GUARD AUXILIARY VISIT US TODAY!"

U.S. Department of Homeland Security
United States Coast Guard Auxiliary

Join Us

Build skills that save lives

[Learn more >>>](#)

AUXHOME JOIN US NOW! LEADERSHIP AUX MEMBERS DIRECTORATES UNITS AUX ASSOC. COAST GUARD

Get a Vessel Safety Check 

Take a Boating Safety Class 

Float Plan Central 

Work with Us 

Leadership 

Additional Boating Safety Information 

AUXdata II 

ALAUxS 

About the Auxiliary

New Member Info

WE ARE: 21 thousand members serving our nation and our communities in 793 local units

WE CONTRIBUTE: 3.8 million hours per year in support of the U.S. Coast Guard, including in the classroom, at the ramp & pier, and operating 1,800 vessel, 160 aircraft and 1,400 radio facilities

WE REMAIN: Semper Paratus - Always Ready since 1939

NATIONAL SAFE BOATING WEEK
MAY 20-26 2023

WEAR IT

IUSELO!

THE COAST GUARD AUXILIARY WANTS YOU!

THE VIRTUAL MUSEUM OF THE COAST GUARD AUXILIARY
VISIT US TODAY!


Information Services – Staff Officer Training

AUXILIARY NATIONAL WEBSITE

<https://www.cgaux.org/>

AUXHOME	JOIN US NOW!	LEADERSHIP	AUX MEMBERS	DIRECTORATES	UNITS	AUX ASSOC.	COAST GUARD
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Friday, May 12, 2023



IT Group
Information Technology

- [C Directorate Home](#)
- [U Directorate Home](#)
- [L2 Messages](#)
- [AUXDATA II](#)
- [IS Officers](#)**
- [Website Quick Checklist](#)
- [WOW/AIRS Platforms](#)
- [Approved Sites](#)
- [Site Approvals/Requests](#)
- [AUX 10 C School](#)
- [AUXDATA Access Policy](#)
- [Mission Descriptions](#)
- [New Member Info](#)
- [National Help Desk](#)

MEMBER ZONE

YOU ARE LOGGED IN AS:

IS Officers

IS Officer Documentation - stay tuned for more

IS Officer How To Guides

- [Officer Update Procedure Oct 2022](#)
- [Staff Officer Time Reporting Guide Oct 2017](#)
- [Task or Workshop Entry Procedure Including TCT Oct 2022](#)

IS Officer Job Aids

- [99 Mission Codes and Related Mission Codes Oct 2022](#)
- [Activity Approval Process - Revised](#)
- [Mission Code Matrix Jan 2023](#) ←
- [Operations Codes Oct 2022](#) ←

Member Training

- [Member Training 101 - Handout](#)
- [Member Training 101 - AUXDATA 99 Codes Jan 2023](#) ←

Information Services – Staff Officer Training AUXILIARY NATIONAL WEBSITE

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WE ARE: 21 thousand members serving our nation and our communities in 793 local units

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WE REMAIN: Semper Paratus - Always Ready since 1939

NATIONAL SAFE BOATING WEEK MAY 20-26 2023

WEAR IT iUSELO!

THE COAST GUARD AUXILIARY WANTS YOU!

THE VIRTUAL MUSEUM OF THE COAST GUARD AUXILIARY VISIT US TODAY!


Navigation menu items:

- Get a Vessel Safety Check
- Take a Boating Safety Class
- Float Plan Central
- Work with Us
- Leadership
- Additional Boating Safety Information
- AUXdata II
- ALAUxS
- About the Auxiliary
- New Member Info


Information Services – Staff Officer Training

AUXILIARY NATIONAL WEBSITE

CHDIRAUX ALAUX's



U.S. Department of Homeland Security
United States Coast Guard Auxiliary



AUXHOME
JOIN US NOW!
LEADERSHIP
AUX MEMBERS
DIRECTORATES
UNITS
AUX ASSOC.
COAST GUARD

Friday, May 12, 2023



BX Group
CG-BSX

- Auxiliary/Boating Safety
- CHDIRAUX Office Duties
- Org. Chart
- Captain Glendye's Bio
- CHDIRAUX Staff Bio's
- POC List
- BSX Policy Letters
- CHDIRAUX ALAUXs
 - ▶ 2023 ALAUX
 - 2022 ALAUX
 - 2021 ALAUX
 - 2020 ALAUX
 - 2019 ALAUX
 - 2018 ALAUX
 - 2017 ALAUX
 - 2016 ALAUX
 - 2015 ALAUX
 - 2014 ALAUX
 - 2013 ALAUX

2023 ALAUX

2023

ALAUX	DATE	SUBJECT	TYPE	STATUS
<u>17-23</u>	21-Apr-2023	Auxiliary Waterways Management and Auxiliary Facility Inspector Qualification Update	Informational	
<u>16-23</u>	20-Apr-2023	2023 Association for Rescue at Sea Gold and Silver Awards and Geoff Pagels SAR Professionals of the Year Awards Solicitation	Informational	
<u>15-23</u>	19-Apr-2023	Chief Directors Final Action on National Board Recommendations at NTRAIN 2023	Informational	
<u>14-23</u>	7-Apr-2023	Expansion of Coast Guard Exchange Privileges for Auxiliarists	Informational	

Information Services – Staff Officer Training
NATIONAL REQUIRED WORKSHOPS



United States Coast Guard
U.S. Department of Homeland Security

Saved to this PC

13 JAN 2023
FM: CHDIRAUX
TO: ALAUX
ALAUX 002/23

Subj: 2023 NATIONAL WORKSHOPS

Ref: (A) Auxiliary Manual, COMDTINST M16790.1 (series)

1. National Operations Workshops. The Surface and Telecommunications Workshops are required for 2023. The Air Operations Workshop is a mandatory task included as part of the Air Station Safety Workshop. Like 2022, the National Operations Workshops (Surface/Air/Telecommunications) may be completed via webinar. The workshop training material(s) must be delivered by an Auxiliarist qualified in the respective operations program provided they are either a certified instructor or are under the supervision of a certified instructor. Instructors may use any webinar delivery platform that is available in their region. Instructors are encouraged to work with their Chain of Leadership and Management (COLM) to determine the proper delivery platform. **Self-Attestation is NOT permitted for any of these National Operations Workshops.** The workshops will relay significant, needed information and will take longer than 1 hour (possibly 2 hours) to complete, please plan accordingly. Details for the 2023 required National Operations Workshops are listed below:

Information Services – Staff Officer Training
NATIONAL REQUIRED WORKSHOPS
DUE BY 06/30/2023

- Surface Operations (**No Attestation**)
 - Boat Crew and Coxswains
- Telecommunications (**No Attestation**)
 - TCOs
- Vessel Examinations
 - Vessel Examiners
- Instructor
 - All Instructors
- Sanitation (National Testing Center)
 - AUXCA-1, AUXCA-2

Information Services – Staff Officer Training

Mission Activity Codes



United States Coast Guard
U.S. Department of Homeland Security

26 SEP 2022

FM: CHDIRAUX

TO: ALAUX

ALAUX 034/22

Subj: PROMULGATION OF NEW AND REVISED AUXILIARY MISSION
ACTIVITY CODES

Information Services – Staff Officer Training

Where to find Mission Code Descriptions

❑ Forms Warehouse

PDF Forms Page:

7030 - Mission Codes and Descriptions

All Activity Codes (7029, 7030, 7038, 7046)


Official definitions for each code

❑ D13 Programs


Information Sys
Mission Codes

❑ Activity Logs

Detail Tab

 Activity
AL-6799095

Record Type	Mission Code	Mission Start Time	Mission End Time	Review Status
Unit/Individual	99A: LEADERSHIP ACTIVITIES	4/5/2023 7:00 PM	4/5/2023 9:00 PM	Approval Requested

[CLICK HERE TO VIEW MISSION CODES](#) 

Information Services – Staff Officer Training

New Mission Activity Codes

Public Affairs

- 10N AUXILIARY MUSICIAN (AUXMU) PERFORMANCE REHEARSAL (U)
- 10P AUXILIARY MUSICIAN (AUXMU) PERFORMANCE (AT AUXILIARY REQUEST) (U)
- 10Q Auxiliary Musician (AUXMU) Performance (under Coast Guard orders) (U)

Radio

- 20A CG Communications Augmentation (AUGCOM) (R)
- 20B RADIO WATCHSTANDER (U)
- 20C AUXILIARY RADIO OPERATIONS / NET (R, U)
- 20D COMMUNICATIONS EQUIPMENT SETUP AND MAINTENANCE (R, U)
- 20M AUXILIARY COMMUNICATIONS MONITORING (AUXMON) (R, U)

Air Surface Operations

- 54B PASSENGER TRANSPORTATION (A, B)

Information Services – Staff Officer Training

New Mission Activity Codes (Continued)

Culinary Assistance

96A AUXILIARY CULINARY ASSISTANT (AUXCA-1) SUPPORT TO COAST GUARD UNIT (U)

96B Auxiliary Culinary Assistant (AUXCA-1/2) Support TO AUXILIARY UNIT (U)

No Operations Code

Chaplain Support

97A Auxiliary Chaplain Support (ACS) (U)

No Operations Code

Emergency Management

28L EM LIAISON SUPPORT (U)

28P EM PLANNING SUPPORT (U)

28T EM/ICS TRAINING (U)

Information Services – Staff Officer Training

Boat Crew Qualification and Training Handbooks



United States Coast Guard
U.S. Department of Homeland Security

17 JAN 2023
FM: CHDIRAUX
TO: ALAUX
ALAUX 003/23



Subj: PROMULGATION OF THE AUXILIARY BOAT CREW QUALIFICATION AND TRAINING HANDBOOKS

-
- A. Auxiliary Boat Crew Qualification Handbook, ABQH 16794.52A
 - B. Auxiliary Training Handbook – Boat Crew, ATH 16794.51A
 - C. Auxiliary Boat Crew Qualification Handbook, ABQH 16794.52B
 - D. Auxiliary Training Handbook – Boat Crew, ATH 16794.51B

1. This ALAUX announces the cancellation of references (A and B), and the promulgation of references (C and D). This is an update to ALAUX 041/22, Promulgation of the Auxiliary Training Handbook – Boat Crew, ATH 16794.51A and ALAUX 042/22, Promulgation of the Auxiliary Boat Crew Qualification Handbook – Boat Crew, ABQH 16794.52A.

Information Services – Staff Officer Training

Boat Crew Qualification and Training Handbooks

National Website
Manuals
Surface Operations

Boat Crew Training 16794-51B	Auxiliary Boat Crew Qualification Handbook - 16794-52B
Boat Crew Mentoring Template	Coxswain SAR Reference Guide
	Coxswain Mentoring Template
	Ops Currency Maintenance
Starting a Mentor Program	
USCG NAVIGATION RULES AND REGULATIONS HANDBOOK	Nav Rules Flash Cards
ICS100-Intro to Incident Command System	ICS200-ICS Single Resources
ICS700-NIMS an Introduction	ICS800 - National Response Framework
ICS210 found in AuxLMS (login to access)	

The following documents are the new Coast Guard boat crew training documents. The Auxiliary Boat Crew Training manual will reference specific areas of the Active Duty Coast Guard Boat Crew Manual for further details. Using the Crosswalk document in the table below will allow you to find that reference material in the replacement Boat Crew Handbook documents.

BoatCrewHandbook BCH16114.1B - Boat Operations Updated 11.06.22	BoatCrewHandbook BCH16114.2 Rescue and Survival Procedures - Updated 11.06.22
BoatCrewHandbook BCK16114.3 Navigation and Piloting - Updated 11.06.22	BoatCrewHandbook BCH16114.4 Seamanship Fundamentals - Updated 11.06.22
BoatCrewHandbook BCH16114.5 First Aid - Updated 11.06.22	CrossWalk - Boat Crew Seamanship Manual to new Crew Handbooks
Boat Crew Seamanship Manual (COMDTINST M16114.5C) (to be used as Reference only)	

Information Services – Staff Officer Training Crewmember & Coxswain Forms

 U.S. Department of Homeland Security United States Coast Guard Auxiliary		
AUXHOME JOIN US NOW! LEADERSHIP AUX MEMBERS DIRECTORATES UNITS AUX ASSOC. COAST GUARD		
Sunday, May 7, 2023 Forms Warehouse Home	<h3 style="color: #4F81BD;">Boat Force Forms & Documents</h3>	
PDF Forms	Appendix and Check Ride Enclosures. These forms are appendices and enclosures from Auxiliary Training Handbook-Boat Crew 16794.51B	
E-Forms	** You must enable all features in Adobe Reader to access fillable form fields as available **	
Incident Command Forms	Enclosure (1) - Underway Currency Maintenance Recertification Check ride, Crewmember	
Boat Force Forms	Enclosure (2) - Underway Currency Maintenance Recertification Check ride, Coxswain	
Misc. Documents	Enclosure (3) - Underway Currency Maintenance Recertification Check ride, PWC Operator	
Forms News	Enclosure (4) - Annual Currency Maintenance Task Tracker, Crewmember	
FAQs	Enclosure (5) - Annual Currency Maintenance Task Tracker, Coxswain	
Security Forms 	Enclosure (6) - Annual Currency Maintenance Task Tracker, PWC Operator	
DHS Credit Disclosure 	Appendix B - U.S. Coast Guard Auxiliary Boat Crew Program Qualification Letter	
Certificate Database	Appendix C - Letter of Certification	
New Member Info	Appendix D - Qualification Examiner Appointment Letter	
National Help Desk	Appendix E - Third Year Currency Maintenance	
SEARCH FORMS WAREHOUSE	Appendix F - QE Request Form	
Enter Search Term(s):	Appendix G - QE Application Form	
<input style="width: 100%;" type="text"/>	Appendix H - Qualification Examiner In Training (QE-IT)	
<input type="button" value="Search"/>	Initial Boat Coxswain - Dockside & Underway Qualification Exam	
SECURITY LEVELS	Initial Boat Crew Member - Dockside & Underway Qualification Exam	
National Terrorism Advisory System	Initial PWC Operator - Dockside & Underway Qualification Exam	

Information Services – Staff Officer Training

APPENDIX E Third Year Currency Maintenance

DATE: _____

Member Name: _____ Member Number: _____

Dist: _____ Div: _____ Flotilla: _____

Ref: (a) Auxiliary Training Handbook – Boat Crew, ATH 16794.51 (series)

Verification of required underway hours/annual currency maintenance TASK and Navigation Rules testing must be completed by the FSO-IS prior to requesting a Qualification Examiner (QE). QE is to submit the completed form and appropriate enclosure to the OTO for review/approval and entry into AUXDATA II.

The above-named Auxiliarist has demonstrated in my presence that they are physically and mentally capable of performing the currency maintenance requirements as marked below.

COXSWAIN

Current Nav-Rules Test _____	
(Date Completed)	
Not in REYR for Underway Hours/Annual Currency Maintenance TASK _____	FSO-IS Signature _____
Enclosure (1) of Ref (a) _____	
Month / Year	Q.E. Print Name
	Q.E. Signature _____

CREW

Not in REYR for Underway Hours/Annual Currency Maintenance TASK _____	
	FSO-IS Signature _____
Enclosure (2) of Ref (a) _____	
Month / Year	Q.E. Print Name
	Q.E. Signature _____

PWC OPERATOR

Current Nav-Rules Test _____	
(Date Completed)	
Not in REYR for Underway Hours/Annual Currency Maintenance TASK _____	FSO-IS Signature _____
Enclosure (1) of Ref (a) _____	
Month / Year	Q.E. Print Name
	Q.E. Signature _____

Reviewed / Approved _____ Date _____ AUXDATA II _____
OTO Signature Date Entered

The Appendix F form
has been changed to
Appendix E

Information Services – Staff Officer Training

Enclosure 5 Coxswains



ENCLOSURE (5) Annual Currency Maintenance Task Tracker, Coxswain

Task Currency Calendar Year:	
Member Unit Number:	
Member Name:	
Member ID:	

For each Task completed, record the following information in the corresponding Task section below:

- The AUXDATA II Patrol # during which the Task was completed (example: PO-123456).
- The date of the Patrol during which the Task was completed.
- The initials of the person authorized to sign off on the Task.

NOTE: Coxswains who choose to maintain nighttime certification shall complete all day and night currency Tasks listed in the Task Sections below.

Task Section: (COX) ANNUAL DAY TASKS			
Task:	Patrol #	Date	Sign Off Initials
Perform a navigation and piloting exercise / TASK COXN-09-04-AUX			
Man overboard			
Towing astern			
Towing alongside			
Moor a disabled vessel to a pier or float			
Anchoring and weigh the boat's anchor			
Pilot and execute three legs of one of the following search patterns (PS, CS, or TSR)			
Conduct a pre-underway check-off of the boat			
Moor to a pier			
Demonstrate procedures to be followed in the event of a fire			
Demonstrate procedures to be followed in the event of a grounding or striking of a submerged object			

Task Section: (COX) ANNUAL NIGHT TASKS			
Task:	Patrol #	Date	Sign Off Initials
Perform a navigation and piloting exercise / TASK COXN-09-04-AUX			
Man overboard			

Task Section: (COX) ANNUAL NIGHT U/W HOURS					
Note: This cumulative time may be split across multiple patrols. Record each patrol until you reach 2 hours.					
Sunset Start Time	Sunrise Start Time	Time U/W HH-MM	Patrol #	Date	Sign Off Initials

When all Task Sections are completed as necessary, members shall submit this form to the FSO-IS to be recorded.



Member ID:	Task Currency Calendar Year:
------------	------------------------------

Persons authorized to sign off on Tasks completed shall record their name, signature, and initials in the table below.

Sign Off Name	Sign Off Signature	Sign Off Initials

ROLLUP TASK NAMES IN AUXDATA II

The Annual Currency Maintenance Tasks shall be recorded in AUXDATA II as the rollup Tasks listed below, acknowledging all Tasks within a requirement section are complete:

- (COX) ANNUAL DAY TASKS
- (COX) ANNUAL NIGHT TASKS
- (COX) ANNUAL NIGHT U/W HOURS

ROLLUP TASK DATES IN AUXDATA II

When all Annual Currency Maintenance Tasks within a requirement section are completed within the designated Task Currency Calendar Year, the Task completion date for the rollup Task shall be recorded in AUXDATA II as the latest date listed in the corresponding requirement section.

If one or more Currency Maintenance Tasks are completed for a requirement section after the designated Task Currency Calendar Year, the Task completion date for the rollup Task shall be recorded in AUXDATA II as December 31st of the Task Currency Calendar Year listed on this form regardless of the latest date listed in the corresponding requirement section. Example:

- Task Currency Calendar Year = 2023
- One or more Tasks are completed during Calendar Year 2023, but the final Task for a requirement section is completed on 5/25/2024.
- The completion date to be recorded for the rollup Task = 12/31/2023

FAILS TO MEET ANNUAL CURRENCY REQUIREMENTS (ATH 16794.51 Ch. 4, Section C)

When a member fails to meet annual currency requirements, their certification will lapse, and they will be placed in Required Yearly Requirement (REYR) status. A member whose certification has lapsed may participate as a designated trainee on an ordered patrol. A member who fails to meet annual currency requirements for the year shall make up the missing hours and/or currency maintenance tasks (listed in the Task Sections on Page 1) as a trainee, under the supervision of a certified coxswain the following calendar year.

Coxswain shall document completion of all missing hours and/or annual currency requirements utilizing the Task Sections on Page 1. Upon completion of the missing task or hours, this may serve as the formal letter from the FC to the OTO documenting completion.

1. The member has completed the missing requirement and (2) request that the member be re-instated.

Position:	Name: (print)	Signature:	Date:
Trainee:			
Coxswain:			
FC:			
OTO:			

Members should keep a copy of the form for their records.

Information Services – Staff Officer Training

Enclosure 4 Boat Crew



ENCLOSURE (4) Annual Currency Maintenance Task Tracker, Crewmember

Task Currency Calendar Year:
Member Unit Number:
Member Name:
Member ID:

For each Task completed, record the following information in the corresponding Task section below:

- The AUXDATA II Patrol # during which the Task was completed (example: PO-123456).
- The date of the Patrol during which the Task was completed.
- The initials of the person authorized to sign off on the Task.

NOTE: Crewmembers who choose to maintain nighttime certification shall complete all day and night currency Tasks listed in the Task Sections below.

Task Section: (BCM) ANNUAL DAY TASKS				
Task:	Patrol #	Date	Sign Off Initials	
Perform a navigation and piloting exercise / TASK BCM-08-02-AUX				
Man overboard				
Assist the Coxswain with a pre-check off of an Auxiliary facility				
Towing astern				
Towing alongside				
Boat handling				
Assist in anchoring and weighing the boat's anchor				
Demonstrate proficiency in knot tying and line handling				
Demonstrate procedures to be followed in the event of a fire				
Demonstrate procedures to be followed in the event of a grounding or striking of a submerged object				

Task Section: (BCM) ANNUAL NIGHT TASKS				
Task	Patrol #	Date	Sign Off Initials	
Perform a navigation and piloting exercise / TASK BCM-08-02-AUX				
Man overboard				

Task Section: (BCM) ANNUAL NIGHT U/W HOURS					
Note: This cumulative time may be split across multiple patrols. Record each patrol until you reach 2 hours.					
Sunset Start Time	Sunrise Start Time	Time U/W HH:MM	Patrol #	Date	Sign Off Initials

When all Task Sections are completed as necessary, members shall submit this form to the FSO-IS to be recorded.



Member ID:	Task Currency Calendar Year:
------------	------------------------------

Persons authorized to sign off on Tasks completed shall record their name, signature, and initials in the table below.

Sign Off Name	Sign Off Signature	Sign Off Initials

ROLLUP TASK NAMES IN AUXDATA II
The Annual Currency Maintenance Tasks shall be recorded in AUXDATA II as the rollup Tasks listed below, acknowledging all Tasks within a requirement section are complete:

- (BCM) ANNUAL DAY TASKS
- (BCM) ANNUAL NIGHT TASKS
- (BCM) ANNUAL NIGHT U/W HOURS

ROLLUP TASK DATES IN AUXDATA II
When all Annual Currency Maintenance Tasks within a requirement section are completed within the designated Task Currency Calendar Year, the Task completion date for the rollup Task shall be recorded in AUXDATA II as the latest date listed in the corresponding requirement section.

If one or more Currency Maintenance Tasks are completed for a requirement section after the designated Task Currency Calendar Year, the Task completion date for the rollup Task shall be recorded in AUXDATA II as December 31st of the Task Currency Calendar Year listed on this form regardless of the latest date listed in the corresponding requirement section. Example:

- Task Currency Calendar Year = 2023
- One or more Tasks are completed during Calendar Year 2023, but the final Task for a requirement section is completed on 5/25/2024.
- The completion date to be recorded for the rollup Task = 12/31/2023

FAILS TO MEET ANNUAL CURRENCY REQUIREMENTS (ATH 16794.51 Ch. 4, Section C)

When a member fails to meet annual currency requirements, their certification will lapse, and they will be placed in Required Yearly Requirement (REYR) status. A member whose certification has lapsed may participate as a designated trainee on an ordered patrol. A member who fails to meet annual currency requirements for the year shall make up the missing hours and/or currency maintenance tasks (listed in the Task Sections on Page 1) as a trainee, under the supervision of a certified coxswain the following calendar year.

Coxswain shall document completion of all missing hours and/or annual currency requirements utilizing the Task Sections on Page 1. Upon completion of the missing task or hours, this may serve as the formal letter from the FC to the OTO documenting completion.

1. The member has completed the missing requirement and (2) request that the member be re-instated.

Position:	Name: (print)	Signature:	Date:
Trainee:			
Coxswain:			
FC:			
OTO:			

Members should keep a copy of the form for their records

Information Services – Staff Officer Training

Coxswain and Boat Crew Annual Currency Maintenance Process

- Coxswains and Boat Crew complete their Annual tasks
 - Day Tasks
 - Night Task
 - Night Underway Hours
- Coxswains and Boat Crew email their Enclosures to the DSO-OP for review
 - Coxswain Enclosure 5
 - Boat Crew Enclosure 4
- The DSO-OP will review and email the enclosures to DIRAUX
- DIRAUX will enter the enclosures in Auxdata II

Note: IS Officers do NOT make these entries in Auxdata II

Information Services – Staff Officer Training

Coxswain and Boat Crew Annual Currency Maintenance Tasks

- Coxswain Annual Tasks
 - Day Tasks (COX) ANNUAL DAY TASKS
 - Night Tasks (COX) ANNUAL NIGHT TASKS
 - Night U/W Hours (COX) ANNUAL NIGHT U/W HOURS
- Boat Crew Annual Tasks
 - Day Tasks (BCM) ANNUAL DAY TASKS
 - Night Tasks (BCM) ANNUAL NIGHT TASKS
 - Night U/W Hours (BCM) ANNUAL NIGHT U/W HOURS

Note: Only DIRAUX makes these entries in Auxdata II

Information Services – Staff Officer Training

REWK/REYR SCRIPTS

Schedule for running REYR/REWK Scripts

- Sliding Tasks such as NAV Rules, TCT Refresher,... - Monthly on the 15th
- Annual required workshops – 15 July
- Annual Tasks and Currency Maintenance – 15 January

Getting out of REYR or REWK Status

- Complete the Competency requirements to get out of REYR or REWK
- Make sure all necessary entries have entered in Auxdata II by your “IS” officer
- Email DIRAUX D13-dpa@uscg.mil requesting your competency(s) to be re-certified.

Update on REYR Processing

Jan 17, 2023- Feb 9, 2023

1. Put in REYR anyone who was in REWK for workshops ✓
2. Put in REYR anyone who missed the Dec 31 deadline for AUXCT renewal. ✓
3. Put in REYR anyone who missed a competency Task ✓
4. Put in REYR anyone who did not complete the “Metrics” over the period 2020-2022. ✓
5. Clean up- Archive Competencies that have been in REYR > 5yrs. ❌
6. Clean-up/ Put in REYR competencies that should have gone into REYR after Dec 31, 2019. ✓

Information Services – Staff Officer Training

REYR QUESTION


Q: Is there a way to determine why a person is in REYR?

A: Yes, since 2020, a comment is included in the Competency record if the REYR was set by National. If set by the DIRAUX office you may or may not have a comment. Also, if the REYR date is 4/19/2020, that REYR status was migrated in from legacy AUXDATA and there were no comments available. You can also look at the “REWK/REYR Cyclic Processing” report at the end of the Quick Stop reports to see all the competencies set to REYR for the last 3 months and why. The “Why” will be the first reason- not necessarily ALL reasons.

Information Services – Staff Officer Training

REYR QUESTION

	Member Competency ...	Competency Type	Status
1	MC-165470	AUXCT - CORE TRAINING	Certified
2	MC-222753	BASIC QUALIFICATION COURSE II	Not Certified - Trainee
3	MC-176716	BOAT CREW CREWMEMBER	Certified
4	MC-187771	CERTIFIED CPR PROVIDER	Certified
5	MC-187772	CERTIFIED FIRST AID PROVIDER	Certified
6	MC-178494	INSTRUCTOR	Certified
7	MC-176845	VESSEL EXAMINER	REYR

 Member Competency
MC-176845

Member Competency Record Number
MC-176845

Member
[REDACTED]

Original Certification Date ⓘ
7/6/2016

Competency Category
UNIT

Competency Type
VESSEL EXAMINER

Status
REYR

Status Assigned Date ⓘ
7/6/2016

Night Certified ⓘ

Comments
REYR: VEs not complete per ALAUX 004/22

Recertification/ Expiration Date

REYR Start Date
2/1/2023

Information Services – Staff Officer Training

AUXDATA II IMPORT SCHEDULE FROM TRAINING SITES

- Weekly Imports into Auxdata II**
 - AUXLMS - Thursdays
 - National Testing Center (NTC)
- Mondays
 - Online Class Room – Mondays

- Daily Exports from Auxdata II to
AuxDirectory/AuxOfficer**

What's New

For Members/IS Officers:

- 24 hr. Password lockout can be overridden by EA

Coming Soon:

- We will not longer be collecting PA attendance data (the field is being removed) Affects entry Activity Logs for Mission Code 10J and 10B. Comment field will be retained.

Other:

- May 1- Major staffing changes at National Help Desk. Please be patient.

PPE Data in AUXDATA II

- Still no Official Deadline for use.
- Districts are starting to do entry on their own.
- Slight Change in the system Workflow since the original Guide was created is causing some problems
- **STOP using the sequence of steps in the old Guide**
- A new “Quick Guide” is available (will be sent).
- PPE can only be entered by Members with PPE Permissions in AUXDATA II. Submit a District Request with Names to AUXDATA@Acumensolutions.com.

Information Services – Staff Officer Training

REPORTS

Quick Stop Reports

- More
- Reports
- All Folders
- .Quick Stop Reports

Book mark reports and folders

Relative Date Filters

Information Services – Staff Officer Training

QUICK STOP REPORTS

Reports

All Folders > .Quick Stop Reports

14 items

REPORTS	Name	Description ↑ ↓
Recent	.Awards, DIRAUX Processing	
Created by Me	.Awards, Member Info	
Private Reports		
All Reports	.Contact Info, Members by Unit	
FOLDERS	.Contact Info, Officers by Program	
All Folders	.Facility Management	
Created by Me	.Misc Reports	
Shared with Me	.Member Info	
FAVORITES		

Information Services – Staff Officer Training
QUICK STOP REPORTS (CONTINUED)

Created by Me	 .Mission Detail
Private Reports	
All Reports	 .New Competency Task Checks
FOLDERS	
All Folders	 .Patrol Management
Created by Me	 .Training Management for DIRAUX
Shared with Me	 .Training Management for Members
	 .Unit Summary Data

Information Services – Staff Officer Training

BOOKMARK REPORTS & FOLDERS (Chrome)

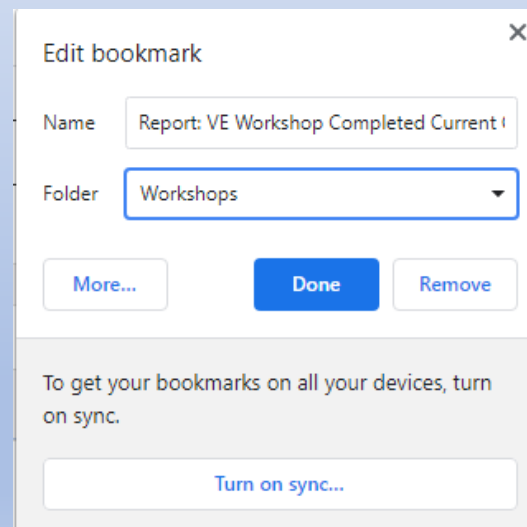
1. Run desired report

2. Click on the Bookmark Icon



3. Enter report name

4. Select a Folder

A screenshot of the 'Edit bookmark' dialog box in Chrome. The dialog has a title bar with 'Edit bookmark' and a close button (X). It contains two input fields: 'Name' with the text 'Report: VE Workshop Completed Current I' and 'Folder' with a dropdown menu showing 'Workshops'. Below the fields are three buttons: 'More...', 'Done' (highlighted in blue), and 'Remove'. At the bottom, there is a message: 'To get your bookmarks on all your devices, turn on sync.' and a button labeled 'Turn on sync...'.

Edit bookmark

Name Report: VE Workshop Completed Current I

Folder Workshops

More... Done Remove

To get your bookmarks on all your devices, turn on sync.

Turn on sync...

5. Click “Done”

Information Services – Staff Officer Training

AUXDATA II REPORT RELATIVE DATE FILTERS

Outline **Filters** 5

Filters

Add filter...

Show Me
All units

Last Activity
All Time

Position
equals LEAD

Activity Log: Unit Number
starts with 130

**Activity Log: Mission Start Time
equals THIS YEAR**

Activity Log: Mission Code
equals 91A: VESSEL SAFETY
CHECK, 91B: FACILITY
INSPECTION, 91H:
PADDLECRAFT INSPECTION

Filter by Activity Log: Mission Start Time

Operator
equals

Type
Value

Relative Date Use calendar date

THIS YEAR

Enter a relative date, like
YESTERDAY, LAST WEEK, or NEXT
30 DAYS. For a list of supported
values, see the Salesforce help.

Locked

Information Services – Staff Officer Training

AUXDATA II REPORT RELATIVE DATE FILTERS

Auxdata II Reports Relative Date Filter Reference

Relative Date Value	Range
YESTERDAY	Starts at 12:00:00 AM on the day before the current day and continues for 24 hours.
TODAY	Starts at 12:00:00 AM on the current day and continues for 24 hours.
TOMORROW	Starts at 12:00:00 AM on the day after the current day and continues for 24 hours.
LAST WEEK	Starts at 12:00:00 AM on the first day of the week before the current week and continues for seven days.
THIS WEEK	Starts at 12:00:00 AM on the first day of the current week and continues for seven days.
NEXT WEEK	Starts at 12:00:00 AM on the first day of the week after the current week and continues for seven days.
LAST <i>n</i> WEEKS	Starts at 12:00:00 AM on the first day of the week that started <i>n</i> weeks before the current week, and continues up to 11:59 PM on the last day of the week before the current week.
NEXT <i>n</i> WEEKS	Starts at 12:00:00 AM on the first day of the week after the current week and continues for <i>n</i> times seven days.
<i>n</i> WEEKS AGO	Starts at 12:00:00 AM on the first day of the week that started <i>n</i> weeks before the start of the current week and continues for seven days.
LAST MONTH	Starts at 12:00:00 AM on the first day of the month before the current month and continues for all the days of that month.
THIS MONTH	Starts at 12:00:00 AM on the first day of the current month and continues for all the days of that month.
NEXT <i>n</i> MONTHS	Starts at 12:00:00 AM on the first day of the month after the current month and continues until the end of the <i>n</i> th month.
LAST <i>n</i> MONTHS	Starts at 12:00:00 AM on the first day of the month that started <i>n</i> months before the current month and continues up to 11:59 PM on the last day of the month before the current month.
<i>n</i> MONTHS AGO	Starts at 12:00:00 AM on the first day of the month that started <i>n</i> months before the start of the current month and continues for all the days of that month.
NEXT MONTH	Starts at 12:00:00 AM on the first day of the month after the current month and continues for all the days of that month.
LAST 90 DAYS	Starts at 12:00:00 AM 90 days before the current day and continues up to the current second. (The range includes today.)



Information Services – Staff Officer Training

Questions ?