

UNITED STATES COAST GUARD
FIFTH DISTRICT – NORTHERN REGION
AUXILIARY POLICY MANUAL

AUXILIARY DATA SYSTEM II (AUXDATA II)



DEPARTMENT OF
HOMELAND SECURITY

**United States
Coast Guard
Auxiliary**



MMS-PR-AUX (D5NR 16791) -A-CHAPTER 03-(02)

U.S. Department of
Homeland Security

United States
Coast Guard

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MMS-PR-AUX (D5NR 16791)-A-CHAPTER 03-(02)
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FIFTH DISTRICT INSTRUCTION MMS-PR-AUX (D5NR 16791)-A-CHAPTER 03-(01)

Subj: FIFTH DISTRICT NORTHERN REGION (D5NR) AUXILIARY POLICY MANUAL –
AUXILIARY DATA SYSTEM II (AUXDATA II)

Ref: (a) Coast Guard Fifth District Northern Region Auxiliary Policy Manual, MMS-PR-AUX
(D5NR 16791)-A-(series)
(b) Coast Guard Auxiliary Manual, COMDTINST M16790.1 (series)
(c) Coast Guard Auxiliary Operations Policy Manual, COMDTINST M16798.3 (series)
(d) Auxiliary Boat Crew Training Manual, COMDTINST M16794.51 (series)

1. PURPOSE. This manual outlines policies and procedures for the Coast Guard Auxiliary within Fifth District Northern Region (D5NR) per reference (a). The Auxiliary D5NR is comprised of Auxiliary units and the District Auxiliary staff in the state of Delaware, in areas of Pennsylvania and New Jersey that are within the Coast Guard Sector Delaware Bay area of responsibility. This manual supplements national level guidance provided by reference (b) and (c).
2. ACTION. Commanders, Commanding Officers, Officers in Charge, Director of Auxiliary and Auxiliarists within D5NR shall comply with the provisions of this instruction.
3. DIRECTIVES AFFECTED. The previous edition of the D5NR Policy Manual, MMS-PR-AUX (D5NR 16791)-A-CHAPTER 03-(01) is cancelled.
4. DISCUSSION. This manual has been revised due to recent changes in Coast Guard and Coast Guard Auxiliary. The D5NR Policy Manual (POLMAN) addresses policies and programs locally. It should be reviewed by regional Auxiliary leadership and referred to frequently for clarification and guidance, particularly in the support and execution of references (b) thru (d).
5. CHANGES. Recommendations for changes to this instruction are encouraged and forwarded to the Director of Auxiliary via the chain of leadership and management. A list of recent changes are included.
6. PROCEDURES. Official distribution of this manual will be via electronic copy to the Auxiliary Executive Committee (EXCOM) and e-mailed for distribution. An electronic version will be located at: <https://5nr.org/diraux-guidelines-policies-and-manuals/>

7. PRIVACY COMPLIANCE. When completed, the numerous forms identified or referred to in this instruction contain Personally Identifiable Information (PII). The Privacy Act of 1974, 5 U.S.C. 522a, mandates that agencies establish administrative, technical, and physical safeguards to ensure the integrity of records maintained on individuals. The Privacy Act also requires the protection against any anticipated threats which could result in substantial harm, embarrassment, or compromise to an individual. In order to maintain the public's trust and prevent privacy breaches, the Coast Guard has a duty to safeguard all types of PII in its possession. Unintended disclosure or compromise of an individual's PII constitutes a Privacy Incident and must be reported in accordance with COMDTINST 5260.5 (series), Privacy Incident Response, Notification, and Reporting Procedures for Personally Identifiable Information.
8. RESPONSIBILITY. Commander, Fifth Coast Guard District, Director of Auxiliary (dpa-n), is responsible for the content and upkeep of this instruction. Questions or concerns about this material contained in manual should be emailed to Director of Auxiliary (D5NR) at D05-SMB-NRDIRAUX@USCG.MIL
9. DISCLAIMER. This instruction is not a substitute for applicable legal requirements, nor is it itself a rule. It is intended to provide operational direction for Coast Guard personnel and is not intended nor does it impose legally-binding requirements on any party outside the Coast Guard.
10. RECORDS MANAGEMENT CONSIDERATIONS. All data and documents created for Coast Guard use and delivered to, or falling under the legal control of the Coast Guard are Federal records. Ensure that all records created as a result of processes described in this directive are maintained and disposed of in accordance with the Coast Guard Information and Life Cycle Management Manual, COMDTINST M5212.12 (series).
11. ENVIRONMENTAL ASPECT AND IMPACT CONSIDERATIONS. This directive will not have any of the following: significant cumulative impacts on the human environment; substantial controversy or substantial change to existing environmental conditions; or inconsistencies with Federal, State, or local laws or administrative determinations relating to the environment. All future specific actions resulting from general policies in this Manual must be individually evaluated for compliance with the National Environmental Policy Act (NEPA), Council on Environmental Policy NEPA regulations at 40 CFR Parts 1500-1508, DHS and Coast Guard NEPA policy, and compliance with all other environmental mandates.
12. FORMS AVAILABILITY. All forms required by this instruction may be ordered from the Auxiliary National Supply Center.

Victoria J Taylor-Davies, LCDR

V.L.TAYLOR-DAVIES
Lieutenant Commander, U.S. Coast Guard
Fifth Coast Guard District Northern Region
Director of Auxiliary

24 MAY 2021

Significant changes to the D5NR Policy Manual made in this revision:

Chapter 3 – Auxiliary Data System II (Chapter 3)

1. Updated per MMS-PR-AUX(D5NR 16791)-A-02
2. Updated Director of Auxiliary (DIRAUX) phone and email

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CHAPTER 3

AUXILIARY DATA SYSTEM II (AUXDATA II)

A. Auxiliary Data Management Information System II.

1. Background. AUXDATA II is an interactive real time electronic data processing system. It is designed to store all qualifications and activities of each Auxiliary member in a computer database. This information is available to authorized users on-screen and in hard copy as management reports that select and summarize various pieces of information. It is essential that all member information in AUXDATA II is accurate; and absolutely critical that all member activity is logged accurately and done upon completion. This data is used for awards determinations and budgetary decisions
2. Structure and Duties.
 - a. DSO-IS. The main responsibility and duty that encompasses this appointed office is to ensure that the IS community is up-to-date on all aspects of data entry for their respective region and to utilize their assistants (ADSO-IS) to the fullest extent. They will work with the DSO-MT for all opportunities of training to include the required AUX-10 course. The DSO-IS will provide EXCOM with the reports necessary to keep them current with District activities so they may be efficient in their elected office. The DSO/ADSO-IS will make themselves available to the respective Division's SO-IS in the area of problem resolution that cannot be rectified at the Division level. The DSO-IS will keep DIRAUX informed of any changes to the AUXDATA II program.
 - b. SO-IS. The Division relies on the SO-IS to ensure their member information and mission activity is entered into the AUXDATA II system in a timely manner. The SO-IS will work closely with the FSO-IS for timely submissions and problem resolution. SO-IS duties are expanded in the Auxiliary Division Procedures Guide, COMDTPUB P16791.3.
 - c. FSO-IS. The FSO-IS is responsible for collection and forwarding the Flotilla's AUXDATA II paperwork to the SO-IS for data entry. All paperwork must be checked by the FSO-IS for accuracy and completion before submitting to the SO-IS for data entry. FSO-IS duties are expanded in the Auxiliary Flotilla Procedures Manual, COMDTINST M16791.5.
 - d. Elected Officers. The senior elected officer at each level is expected to keep information in the AUXDATA II database concerning elected and appointed staff assignments correct and up-to-date. Whenever a change occurs in an elected or appointed office, the current senior elected officer must promptly complete a Change of Officer Report form

(ANSC-7006) and submit it to the SO-IS for data entry. Once data entry has been completed, the SO-IS will forward form ANSC-7006 to DIRAUX for file.

3. Actions. Timely submission and forwarding of information through the IS chain is critical to member satisfaction, fair and reasonable workload management, and accurate capture of Auxiliary effort. The following actions are prescribed for respective levels.

a. Member.

- (1) Members are responsible for using and properly completing correct AUXDATA II input forms upon completion of their authorized activity. The member shall verify that the completed AUXDATA II form is legible and send it to the FSO-IS. Instructions for filling out forms can be found within the forms themselves and can be obtained via the D5NR and Auxiliary National web site.
- (2) It is incumbent upon the member to ensure that their AUXDATA II information is submitted to the FSO-IS – **within the three (3) days of a change or completion of an activity**. All data entry must be entered in the order that it is received. This applies to all AUXDATA II entries.

b. FSO-IS.

- (1) Ensures that members are aware of the need for timely submission of any activity data, particularly in that all activity data paperwork must reach the SO-IS, via the FSO-IS, as quickly as possible following completion of the activity.
- (2) Similarly, it is incumbent upon the FSO-IS to ensure that any properly submitted information that they receive is submitted to the SO-IS; **within three (3) days of receipt**.

c. SO-IS.

- (1) Data entry of member activity in AUXDATA II is critical to the timely capture of regional efforts and to meeting the growing needs for accurate assessments of regional capabilities and readiness. The SO-IS is obligated to enter the paperwork no matter when it is received. If a member ends up in REYR status or fails to qualify for an award normally based on AUXDATA II information due to the untimely submission of activity data paperwork, then that shall become a matter they will have to work to correct in the future in conjunction with the needs and capabilities of their IS chain. **It is required of the SO-IS to ensure monthly approval of all AUXDATA II entries.**

- (2) Deadline date for Workshop data entry is 15 July. Deadline for ALL data entry is **31 December**.

B. AUXDATA II Correction and Update Procedures.

1. Member Requirements. Members are responsible for providing current and accurate information for the AUXDATA II database concerning their name, mailing address, e-mail address, phone numbers and emergency contact information. Whenever a change occurs in any of these areas, the member must complete a Change of Member Information Report (ANSC-7028) and submit it to the SO-IS via their FSO-IS **within three (3) days of the change**. Change in member's name must include legal documentation such as a marriage certificate or a court document. The SO-IS is responsible to submit the ANSC-7028 to DIRAUX for record keeping after data entry.
2. Problem Resolution. If an error has been found, the following steps shall be taken:
 - a. Member Action. The member must report the problem to their FSO-IS. When reporting an AUXDATA error, the member shall explain the error and provide any applicable supporting information (e.g., copy of certificate, letter, data or entry paperwork).
 - b. FSO-IS Action. The FSO-IS must research the details of the problem. If the FSO-IS validates that an error exists, then the problem shall be reported to the SO-IS along with all supporting information. If the issue pertains to REYR/REWK status removal, then the FSO-IS shall ensure that the activity report form indicates such in the remarks area before it is submitted to the SO-IS.
 - c. SO-IS Action. If the SO-IS validates that an error has occurred, then the SO-IS shall make the appropriate AUXDATA II entries to correct. If the problem is related to an AUXDATA II entry field that the SO-IS cannot access, then they should report the problem to the DSO-IS along with any supporting documentation. If the problem involves a member listed in REYR or REWK status, then the SO-IS should request assistance from the DIRAUX office via email, D05-SMB-NRDIRAUX@USCG.MIL. **AFTER** the required supervised/training data has been entered. The request will include the member's name, EMPLID and type of qualification to be re-set to current status.
 - d. DSO-IS Action. When the request for assistance presents itself, the DSO-IS will conduct research in order to resolve the problem. If it cannot be resolved by the DSO-IS, the problem shall be reported to the DIRAUX office along with the applicable supporting information and, if appropriate, a recommendation to correct the problem.
 - e. DIRAUX Action. If DIRAUX determines that information in AUXDATA II is incorrect, then the member's record shall be corrected. The member and IS chain shall be notified of such determinations and associated actions.