



Bits & Bytes is distributed electronically on a monthly basis to all DSO, ADSO, SO, and FSO-IS and CS Officers.

Travel Made Easy!

With the online access to your Travel Voucher Summary (TVS) system restored, there are now \*three\* important resources to make CG travel reimbursement much easier. Start the process with the "smart" DD-1351-2

http://forms.cgaux.org/archive/dd1351-2f.pdf which reviews your travel submission electronically, looking for common errors before you even send it!

That helps to reduce the processing time, which means quicker payments. The online Travel Payment

Inquiry https://www.fincen.uscg.mil/secure/TravelPay/TPQuery.htm will show you when the deposit is made to your bank account. Then you can review the actual details of your payment via the online TVS system, https://www.fincen.uscg.mil/tvs\_aux/ to be sure you were properly reimbursed.

It's the easy and accurate way to process your CG Travel (not Patrol Order) claims.

Jeff Mahl, DC-1

New Website Template Selection!

When beginning a web site project, half the battle originates with getting started and settling on a design and layout. The I Department constructed several templates of layout and design that you can use or be inspired by. The templates range from simple to complex and work immediately after downloading and unzipping. You need only change the text or content on each page to make it fit your unit. Like a different style of button? The I Department will assist you with changing it. Want to add or change some of the buttons or options available? We will help with that too. You might find you like some of the ideas on one template and other ideas on another template and would like to combine the two. No

problem! Visit the web site below to explore the templates and contact Todd Thuma if you have questions concerning them.

<http://aux04assignments.auxservices.org/templates/index.htm>

Todd Thuma, [BC-IRT](#)

---

## Last Call for AUX-04 & AUX-10 Sept. C-Schools



Due to the overwhelming demand for AUX-04 Web Design and PowerPoint: <http://aux04.auxservices.org/> and AUX-10 AUXDATA/AUXINFO: <http://aux10.auxservices.org/> a September 2006 session has been added for **both** Schools! Students are provided with exceptional training, and are reimbursed for their expenses. However, seats are limited, so it is essential that if you would like to attend you file your STTR (Short Term Training Request) ASAP: <http://forms.cgaux.org/archive/a7059f.pdf>

Everything you need to know about the training, the class locations, and specific details to make your experience even more rewarding are available at the Student Support websites noted above.

Don't miss this chance to learn some great new skills!

Jeff Mahl, [DC-I](#)

---

## ATTENTION ALL ELECTED OFFICERS RUNNING FOR OFFICE AND 'IS' OFFICERS AT ALL LEVELS.

If you are planning to assign a new officer in the near future to an 'IS' position or you are currently holding an 'IS' position and have not attended AUX-10 C School, you have one more chance for this Fiscal Year. Send in an STTR, ANSC Form 7059, to your DIRAUX office. The additional class for this year has been scheduled for 2-4 September 2006 at Coast Guard Island, Alameda, CA.

Marilyn McBain, [DVC-IS](#)

---

## Processing a Site Listing Change Request

Reminder on how to process a request for changes to your Site listing in the Flotilla Finder:

ALL requests for change will be processed by your DSO-CS (or in some Districts an ADSO-CS designated by the DSO-CS). Requests must come directly from the DSO-CS to be accepted and processed by National. Any inquiries about your listings or requests for changes will be processed by your DSO-CS.

Depending on the nature of the requested change, your DSO-CS may need additional specific Flotilla information, which must be complete to process the request. Please assist them by accurately providing this information when asked. One question includes the zip code where your unit meets (this may be different from your unit mailing address). This is a new and careful step-by-step process designed to help reduce errors.

For units that have a Flotilla website (or those that choose to have their Division Website represent their Flotilla online) the website address will be shown on the Flotilla Finder. For Flotillas which do not have a website, an email address: "BCPS\_RECRUITING@yahoo.com" will be used which routes incoming inquiries to a sophisticated tracking system, staffed by the Personnel Services Department. This system insures that every inquiry is answered and tracked to resolution.

This in no way changes any of the process for getting a new Flotilla (or Division) website approved as an official Auxiliary site! You still need to carefully follow the web site approval procedure which requires submitting all new websites to your DSO-CS who will then forward the request on to National. Only after approval of the new website by National is complete, can a new website be used in the Flotilla Finder listing. [See Section 2.5 for site approval requirements.](#)

Brett Grooms, [DC-Id](#)

**Communication Services Officer's Guide**  
Department of Information Technology

HOME INTRODUCTION CS PROGRAM CHECK LISTS WHAT WORKS RESOURCES DEFINITIONS INDEX

Back Section Index Section 2.5 Section 2.6 Section 2.7.0

### 2.5 Auxiliary Internet Resources Site Establishment Checklist

The Auxiliary Internet Resources Site or AIRS program, was established to provide the necessary resources for the Auxiliary National Web Site and so local Auxiliary units can post their own Web pages without charge. Like all Auxiliary Web Sites they must meet the standards established by the [Auxiliary Internet Web Policy](#). In addition you should review the [Auxiliary Internet Site Checklist](#). AIRS specific requirements are listed in the following check list which should be reviewed by those interested in establishing an AIRS web site. For details on each item click on the associated Section Header (hyperlink) and the page with details will open.

**2.5.1 Site Requirements:**

An Auxiliary unit that would like to post a Web Page, must have these three important elements in place before requesting a site.

1. An experienced Webmaster.
2. Site must be approved by the governing board of the sponsoring unit.
3. Unit should question whether their site will serve a useful purpose.

**2.5.2 To Apply for an AIRS Site:**

1. AIRS Site Application submission by Unit's District DSO-CS.
2. Application processing.

---

## Welcome Aboard!

We would like to extend a hearty "Welcome Aboard" to three of our newest IT Department Staffers.

Clay Gravelle joins our Special Projects Division as Branch Chief Web Development (BC-IPW). Clay is from D13, and will be working with Customer Support projects.

Cynthia Erickson also joins our Special Projects Division as Branch Chief Technical Writer (BC-IPT). Cynthia hails from D8W, and will be working with our technical documents.

Carl Bengston joins our Information Services Division as Branch Chief Future Enhancements (BC-ISF). Carl is from D8CR, and will be working with AUXDATA related issues.

These new appointments will help us provide even higher levels of service!

Jeff Mahl, [DC-I](#)

---

## Site Design Clarification

To better guide unit webmasters when choosing a design and “look” for their new unit websites, we have clarified the National website Site Design Statement:

[http://nws.cgaux.org/statements/site\\_design.html](http://nws.cgaux.org/statements/site_design.html) The issue is with visual designs done in such a way as to very closely resemble the National website: [www.cgaux.org](http://www.cgaux.org) The problem is that a Visitor (especially a casual Public Visitor) might easily confuse the local unit site with the National website. This becomes problematic for a number of reasons.

Webmasters with questions should contact their DSO-CS who will be glad to offer additional guidance on using design elements found on the National site.

Jeff Mahl, [DC-I](#)