U.S. Coast Guard Auxiliary
National Response & Prevention Group

Incident Management & Preparedness Directorate

AUXILIARY SKILLS BANK

USER'S GUIDE

Revision 1.4

THIS MANUAL DESCRIBES SOFTWARE THAT IS IN A "PRODUCTION" BETA TEST. A PRODUCTION BETA TEST IS ONE WHERE ACTUAL USERS BUILD ACTUAL END USE PRODUCTS WITH THE SOFTWARE, WHILE FEEDING BACK SUGGESTIONS FOR IMPROVEMENT AND BUG REPORTS. THE RESULTS OF THAT FEEDBACK IS USED TO IMPROVE THE PRODUCT DESCRIBED HEREIN, AND THIS MANUAL MAY CHANGE FREQUENTLY. BE SURE TO ALWAYS HAVE THE LATEST REVISION.

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Update Record

Changed By:	Date of Change:	Item Changed:	Reason:
David Elliot, ANACO-RP	May 1, 2012	Initial release	
Mark Simoni, DNACO-O	June, 2012	Classification removed	Unclassified document
David Elliot, ANACO-RP	March 27, 2013	Usage in practice	Update to include data entry
David Elliot, ANACO-RP	April 4-5, 2013	Editorial corrections	

Introduction

The Skills Bank is a resource data base that provides a search tool for locating Auxiliarists who possess specific skill sets. It is designed to be a tool for Coast Guard use in contingency planning as well as when the need for Auxiliary support or augmentation arises. It can be accessed by anyone in a sector or unit office with a Coast Guard ID or Auxiliary Member Number.

Application

The Skills Bank provides a quick indication of those resources which are available to assist or augment a sector office or unit in both office and field work. The data include occupational skills as defined by Bureau of Labor Statistics codes as well as advanced levels of experience or subject matter expertise which may not be defined by a specific occupational code. Included are the Auxiliary qualifications as tracked by the Auxiliary's System of Records, AuxData. Searches may be configured upon various criteria for according to the needs of the unit seeking the resources.

Usage in Practice

Skills Bank usage in practice is a five-step process:

1. Auxiliarists enter their skills and occupation information into the on-line 7028 form by entering their information on the Auxiliary Directory Webform (https://auxofficer.cgaux.org/).
2. When the need arises to identify Auxiliarists for a special assignment, a unit would query the Skills Bank Web site to identify specific Auxiliary resources. Each unit should identify members to assist with this selection process: potentially the Auxiliary Unit Coordinator (AUC) or Auxiliary Sector Coordinator (ASC), or in the case of an Auxiliary unit, the IS officer or District POC.
3. The list of Auxiliarists filling the criteria is then vetted and triaged by the district commodore(s) (DCO) and Directors of Auxiliary (DIRAUX) for the members identified by the system.
4. These Auxiliarists ("candidates") are contacted, interviewed and offered the opportunity to accept the assignment.
5. The Order Issuing Authority (OIA) is then contacted for approval with the name or names of the initial selectees for the intended service

Selection for Assignments

The DCO and DIRAUX will ensure that the selection process fully complies with the Commandant's Equal Opportunity Policy Statement, and/or the Commandant's Anti-Discrimination and Anti-Harassment Policy Statement described in COMDTINST M16790.1G AUXMAN, Chapter 7, pages 7-10.

Candidates should be evaluated based upon the concepts of *suitability*, *availability* and *compatibility*.

1. Suitability for assignment – Does the candidate possess the necessary education, training, expertise and security clearance requirements? Is the candidate's health and physical ability sufficient to perform the task?
2. Availability for assignment – Can the candidate accept the duration of the assignment, hardships or other likely demands, related to distance, lodging and transportation?
3. Compatibility for assignment – how well will the candidate fit into the team or operating environment?

The OIA is the final authority as to selection and assignment of any individual Auxiliarist to the contemplated duty.

Refinement of the Skills Bank Tool over Time

The Skills Bank tool will be modified or refined as additional usage exposes areas for improvement particularly as it concerns   efficiency or data that will aid the Coast Guard in their contingency planning.   The ASC will play a key role in communicating suggestions or operating changes at the sector level to the Auxiliary Incident Management and Preparedness Directorate Staff. Technical problems with the software (bugs) will in all instances be communicated *directly* to the National Help Desk at http://help.cgaux.org.

Operation of the Skills Bank System

Member Data Entry

Members access their data entry by selecting "Auxiliary Directory" from the "AUX MEMBERS" drop-down header on the National Auxiliary Web site (http://www.cgaux.org/). Once logged into the Auxiliary directory (https://auxofficer.cgaux.org) a member should enter his or her own name or member number in the search box at the top right. Their own data page will be displayed. At the bottom of the page is a selection box for "Correct the Above Information (7028 Webform)". Click on this box and a Webform page will be displayed, allowing entry of corrections or changes to personal data. Make any needed corrections.

At the bottom of the page on the left is a box for entering skills ("Add a Skill"). Click on this box and a list of categories is displayed. Select any category that is appropriate to the skill(s) that should be added. Then a list of sub-categories will be displayed in the right-hand box. Select the one that should be added. If necessary, search again to find the best match for your skill set. No skills are recorded until "Add to List" is selected.

Up to ten skills may be added for any individual.

Member Data Access

The Auxiliary Skills Bank is a Web-accessed service, available to any standard Web browser authorized to access the service. Access is by Auxiliary Member Number or Active Duty EMPID and password.

The Uniform Resource Locator (URL) is: http://auxofficer.cgaux.org/skills_bank/.

Upon entering the site, the user is presented with a dashboard bearing drop-down boxes or blank entry fields, enabling entry of the data search requirements. Individuals with desired skill sets may be searched by geographic factors such as: Unit (District-Division-Flotilla) as entered in an entry box; by Sector, from a drop-down list; by residence city and state; or by ZIP Code with or without a search radius.

Geographic Criteria

The Geographic selection criteria set the broad limits for a search of all skill and qualification sets desired. If no geographic limits are set, the search will include all Auxiliarists in the U.S and its possessions. Consolidated geographic selections may be made, such as Connecticut + New York, or Sector Detroit + Sector Lake Michigan.

Auxiliary Office, Departments, and Qualifications

Within the geographic limits set (if any), criteria may be set for Office(s) held; Departments in which a member is active; Auxiliary qualifications as current in AuxData; and Occupation and Skills as currently supplied by the member and stored in AuxData.

Selecting From Multiple Categories Narrows the Search

Selection among the qualification, geographic and other criteria are "and" functions, which *narrow* the search. For example, simultaneous selection of a Sector and a qualification and a skill will result in the display only of members each simultaneously meeting all those individual criteria. For example, only an Auxiliarist from Sector X with qualification Y will be displayed; not all Auxiliarists with qualification Y.

In addition, searches may be further narrowed by selection of Availability as indicated by the member, ability to travel or level of "Clearance" (PSI status).

Multiple Selections within a Category Widens the Search

Multiple selections within any drop-down box will widen the search, for example, by providing a result showing any Auxiliarist who is qualified in any of tasks A or B or C. The Sector, Offices, Departments, Qualifications, State, and Skills categories all permit multiple selections.

Selecting for Occupations and Skills

With approximately 850 different occupations and/or skills to choose from, the selection of each is a two-step process. The process is the same for either occupation (one only) or skills (one or more). *First*, a category is selected using a dropdown menu labeled "Select a Category". Then, using a second dropdown menu adjacent to the first, an occupation or skill is selected from only that category. Furthermore, if *skills* are being selected, as opposed to the single *occupation*, you must "lock in" your choice by clicking the "ADD NEW" button. When you do so, the Skills pulldown menus become instantly available to add a second, third, or even tenth skill, as required. If you make a mistake, or wish to delete a skill from the selection criteria, simply click its adjacent DELETE button.

If multiple skill sets are chosen, the results will be those who meet *any* of the selected criteria.

Commencing the Search

The search is commenced by activation of the "EXECUTE" button. "CLEAR ALL" should be used when starting a new search to remove unwanted search criteria.

Output of the Skills Bank Dashboard

The Skills Bank Dashboard currently produces three types of output: an on-screen hit list, a comma-separated values (CSV) output file that can be read both by Microsoft Excel, and by the Auxiliary AIMS/Everbridge emergency notification system, and an email list.

On-Screen Hit List

Every Skills Bank search produces a hit list – up to a maximum of 5,000 results – showing the qualifications, skills, offices, demographics, and contact information for each selected member. A vertical scroll bar simplifies reviewing the results on screen. The hit list is automatic, and is produced when the EXECUTE button is clicked.

The hit list is particularly useful in that it can be used for narrowing (or widening) searches if the results you just received were not as expected. The dashboard retains your previous selection, so you can zero in on the right search criteria and candidates by successive approximation.

Once you have completed your search, you must turn it into actionable information. If the list is short, you can transfer the information from the screen to any other medium as you see fit. However, if the list is extensive, then you will want to EXPORT it, using the button of the same name.

Export File

The EXPORT button produces a comma-separated variable file (CSV) file of the search results, which can be immediately opened in Microsoft Excel, manipulated, and then saved as an Excel spreadsheet. This may then become a principal working document for the project or incident. However, the CSV output file is also compatible with the Auxiliary AIMS/Everbridge notification system, and can be directly imported by Everbridge to facilitate a callout via email, phone, text, etc.

Email List

The EMAIL button will produce a simple text file for download that contains the names and email addresses of the members in the hit list.

Future Enhancements

Auxiliarists bring many skills and qualifications to the table, and not all of them can or possibly should be included in this one database at this time. An example of this is the Interpreter Corps, whose list and access is currently on the National Web site in a limited-access database, and who are vetted for language skills before being listed. As we move forward with the Skills Bank, these and other skills and qualifications (like advanced ICS qualifications) may prove a good fit for the Skills Bank and will be part of continuing monitoring and potential enhancements to the system.

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