



United States Coast Guard Auxiliary

July 1, 2015

D7 E-responder Program

**USCG Auxiliary
National Website**



John Q. Citizen

Auxiliarist



National "Mail Robot"

**ALL SO-HR OFFICERS SHOULD
RESPOND TO ONLY THOSE
INQUIRIES RECEIVED FROM THE
ADSO-HR OR THE DSO-HR AND
ASSIGNED AN E-RESPONDER
NUMBER.**

Five Closest Flotillas

-----Original Message-----

From: hr-mail-robot@cgauxnet.us [<mailto:hr-mail-robot@cgauxnet.us>]

Sent: Wednesday, July 01, 2015 4:23 PM

To: (SO-HR); ADSO-70; (DSO-HR 070)

Cc: join-us-group@cgauxnet.us; BC-HRE

Subject: Join Us Online Form

The following individual has shown interest in joining the Auxiliary. The SO-HR officer will make first contact with the prospective new member and determine the best flotilla(s) to support the individual's interests. The SO-HR will forward the information to the appropriate flotilla(s) FSO-HR. The FSO-HR will make contact with the prospective new member and provide feedback to the SO-HR officer regarding the prospective new member's status. The SO-HR will forward the recruiting results of this prospective new member to the DSO-HR. DSO-HR officers should include the results in their monthly report to their Area Branch Chief in the HR Directorate. Where the Flotilla that best supports the individual's interest is outside your Division please forward this to the responsible SO-HR with a copy to the DSO-HR. In the very rare cases this crosses District boundaries please copy both DSO-HRs.

Name: Margaret Harrison

Address 1: 47 Applebee Lane.

Address 2:

City: Miami

State: FL

Zip Code: 00000-0000

Email: noname@noplace.com

Phone: (000) 000-0000

Address Quality:

Comments: I would really like to be part of this magnificent team ..thank you for all your dedication ..

Nearest 5 flotillas within 100 miles (as the crow flies):

070-06-07 (3 miles)

070-06-03 (5 miles)

070-06-10 (5 miles)

070-06-11 (6 miles)

070-06-09 (7 miles)

This inquiry has simultaneously been sent to:

(SO-HR 070-06)

ADSO-70" (070); (DSO-HR 070)

SO-HR

ADSO-HR

DSO-HR



E-Mail to E-responder



Good Evening Margaret,

Thank you for your interest in membership in the USCG Auxiliary. Your inquiry will be forwarded to the designated Division Officer in your area. His name is **(SO-HR)** and you should be hearing from him within the next week. He will assist you in finding a flotilla that is best suited to your interests. Please let me know if I can be of further assistance to you or you do not hear from him shortly.

Sincerely,
DSO-HR
Seventh District
United States Coast Guard Auxiliary
DSO-HR Email Address

Name: Margaret Harrison
Address 1: 47 Applebee Lane
Address 2: Apt 2
City: Miami
State: fl
Zip Code: 00000-0000
Email: noname@noplac.com
Phone: (000) 000-0000

Comments: I would really like to be part of this magnificent team. Thank you for your dedication

(SO-HR)

Upon receipt of the E-responder email, the DSO-HR replies to the E-responder naming the SO-HR Officer that will be contacting him and copies the ADSO-HR.



Email to SO-HR

DSO-HR assigns the
ID Number, copies
and forwards
to the SO-HR Officer
for further contact.

E-Responder ID #
1506-657
15 – year 2015
06 – month June
657 – accumulative
number

From: DSO (email address)
Sent: Wednesday, July 01, 2015 7:09 PM
To: 00 SO-HR
Subject: Harrison, Margaret - 1506-657

Good Evening SO-HR,

As per the National Website, your Division is listed as closest to this responder. It will be your responsibility to contact the e-responder as soon as possible and verify qualifications for membership. If contact is made and e-responder is not qualified (not a citizen or not of age) an email should be sent to the DSO-HR in order to remove him from your list. If qualified, please forward this email to the FSO-HR Officer of the Flotilla of his choice for further contact as soon as possible. Two attempts should be made to make contact and then information should be forwarded to the FSO-HR. Thank you.

DSO-HR

From: DSO Email Address
Sent: Wednesday, July 01, 2015 7:07 PM
To: Margaret Harrison
Subject: Join Us Online Form



Good Evening Margaret

Thank you for your interest in membership in the USCG Auxiliary. Your inquiry will be forwarded to the designated Officer in your area. Her name is (SO-HR) and you should be hearing from her within the next week. She will assist you with the information you will need to become a member. Please let me know if I can be of further assistance to you or you do not hear from her shortly.

Sincerely,
DSO-HR
Seventh District
United States Coast Guard Auxiliary
DSO-HR Email Address

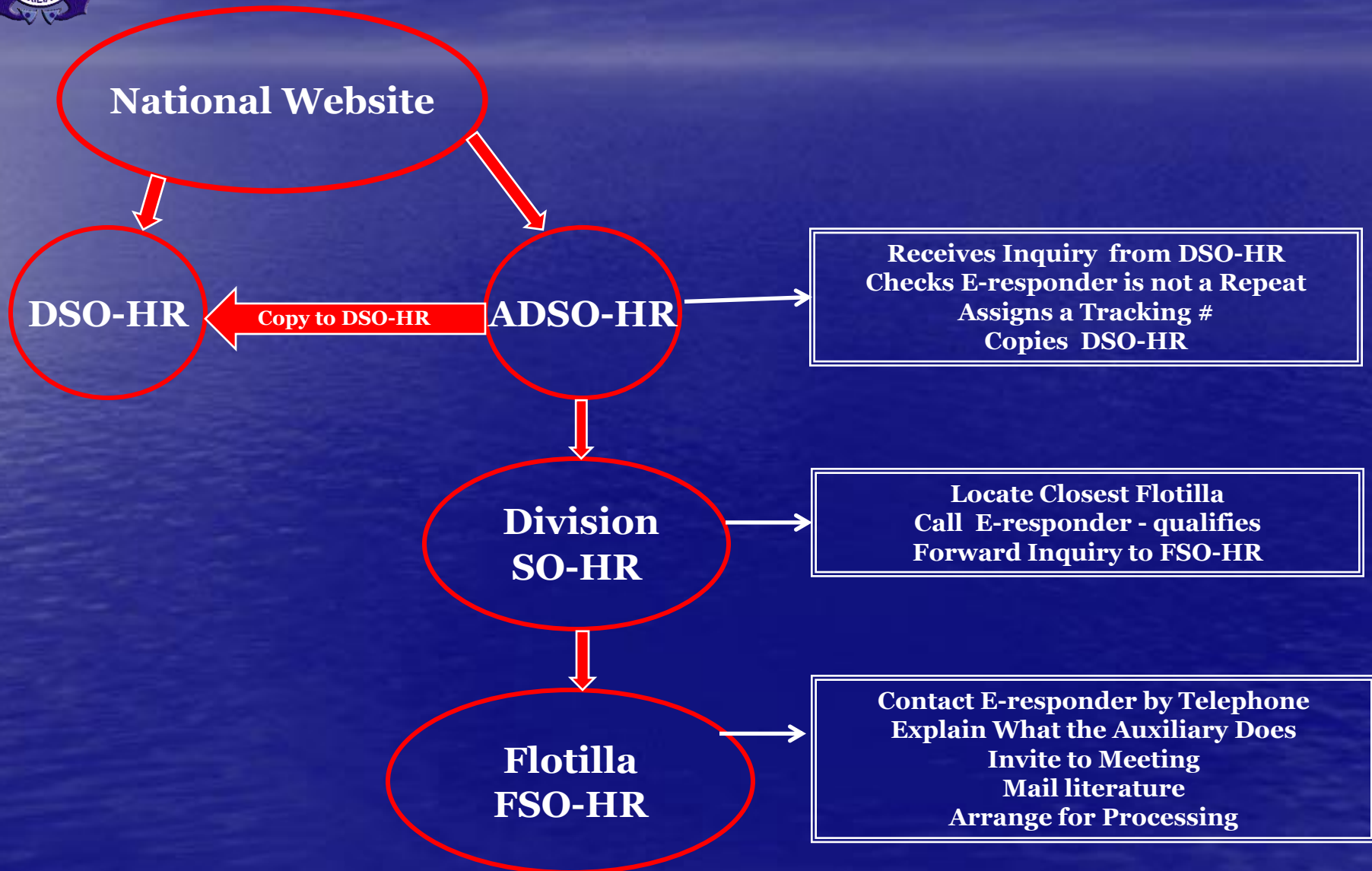
Name: Margaret Harrison
Address 1: 47 Applebee Lane
Address 2:
City: Miami
State: FL
Zip Code: 00000-0000
Email: noname@noplace.com
Phone: (000) 000-0000

Comments: I would really like to be part of this magnificent team ..thank you for all your dedication ..

(SO-HR)



E-responder Route





Flotilla Finder

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

1790 ***** 2010
USCG 220TH BIRTHDAY

AUX Home | Join Us! | Members Deck | AUX Specialty | Missions | Units | ShopAuxiliary | CG Sites

USCGAUX Unit Website Directory

To find an Auxiliary Unit website, you may either browse to a location using the Graphical Map or by using a ZIP Code. Can't find an Auxiliary Unit website or there is an error with an Auxiliary Unit's listing? Find out why and what to do.

Flotilla Finder by ZIP Code

To locate the Auxiliary Flotillas that are closest to a given location, enter the ZIP Code for that location and indicate how many Flotillas you would like to retrieve. Don't know the ZIP Code? Check the Postal Service ZIP Code search page, get the ZIP Code(s) you need, and return here using the "BACK" button on your browser.

ZIP Code: **33458**

Number of nearby Flotillas to see: **5**

AUXILIARY UNIT WEBSITE FINDER (GEOGRAPHICAL MAP)

NOTE: Not all Auxiliary units have websites (see Find out why and what to do above). On the map below, click on an approximate location. The link will take you to a list of local area Coast Guard Auxiliary websites.

U.S. COAST GUARD AUXILIARY AREAS, DISTRICTS AND REGIONS

Find your location above and click on the District and/or Region for a list of local area Coast Guard Auxiliary websites.

ATLANTIC AREA - EAST

<http://www.cgaux.org/units.html>

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8/17/2010

USCGAUX Template - United States Co...

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

1790 ***** 2010
USCG 220TH BIRTHDAY

AUX Home | Join Us! | Members Deck | AUX Specialty | Missions | Units | ShopAuxiliary | CG Sites

Nearest USCGAUX Flotillas to 33458

Flotillas are listed from closest to farthest away. Click on flotillas highlighted in color to go directly to their web sites, or use the "Email" link to contact the unit directly.

- Flotilla 52 - JUPITER - 2 miles from this ZIP code. Email. -- Go to website
- Flotilla 51 - THE PALM BEACHES - 9 miles from this ZIP code. Email. -- Go to website
- Flotilla 59 - STUART - 16 miles from this ZIP code. Email. -- Go to website
- Flotilla 54 - DELRAY-BOYNTON BEACH - 29 miles from this ZIP code. Email. -- Go to website
- Flotilla 58 - FT PIERCE - 33 miles from this ZIP code. Email. -- Go to website

To search again, use your browser's "Back" button.

What's New
About the Auxiliary
Join Us!
Press Room
Safe Boating Classes
Vessel Safety Checks
Navigator e-Magazine
SITREP
Coast Guard Auxiliary Association, Inc.
Auxiliary Officers & Members Directory
Security Levels
National Threat Advisory: **ELEVATED**
MARSEC LEVEL **1** **2** **3**
SIGNIFICANT RISK
Google Custom Search
Search
Advanced Search

AUX Home | Advanced Search | Vessel Safety Check | Boating Classes | Get Free Adobe® Reader®
Flotilla Finder | Members Deck | Style Usage Guide | National Training Center
Mission Statement | Privacy Policy | Accessibility
U.S. Coast Guard | U.S. Department of Homeland Security | USA.gov
Copyright ©2000-2009 Coast Guard Auxiliary Association, Inc. All Rights Reserved.

W3C XHTML 1.0
W3C CSS
SECTION 508
HTML
POWERED BY
USCGAUX 1.1

www.cgaux.org/flotillafinder/zipfind.php

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SO-HR Officer

- Responds to only emails received from DSO-HR or the ADSO-HR that has an assigned E-responder Number
- Locate Closest Flotilla through Flotilla Finder
- Call E-responder – Acknowledge Inquiry - determines whether qualified – 17 years of age – US Citizen. Also discusses choice of flotilla. If, after 3 attempts with no contact made, SO-HR forwards email to FSO-HR indicating “no contact made.”
- If E-responder is qualified forwards Inquiry to FSO-HR closest to E-responder with Speed



FSO-HR Officer

- Responds to only emails received from SO-HR that has an assigned E-responder Number
- Contact E-responder by Telephone – Acknowledge - Speed
- Explain What the Auxiliary Does - Entice with all Auxiliary has to offer, explain the membership process and what is expected of them as a member.
- Invite to Meeting – Give option of attending meeting, being processed or time to consider joining.
- Re-contact all e-responders to obtain an update status of still on list who have either not responded since last contact or have not been contacted. Record all communication.



SO-HR/FSO-HR

E-responder Report

Highlighted in yellow
indicates New Member

E-RESPONDER REPORT

Indicates
(P) Phone or (E) Email
Date Contacted
Contact Made - (Y) Yes (No)

Division: 12

Date: January 1 to April 14, 2014

Date: January 1 to April 14, 2014

Flotilla #	E-Resp #	Name	Date to SO-HR	SO-HR Contact			FSO-HR Contact			Removed		Attend Meeting	Dates		Email Address	Telephone #	Comments	Member #
				Date Yes/No - E/P	Date Yes/No - E/P	Date Yes/No - E/P	Date Yes/No - E/P	Date Yes/No - E/P	Date Yes/No - E/P	Date	Reason		In Process					
12-10	1309-1049	Harper, William	9/18	9/19PY			SepPY	12/4PY	1/4PY			x	x	harperfamily@gmail.com	843 598-0615	Attended mtg - appl processing	1248678 4-15-14	
12-6	1302-122	Lemaster, Steven	2/1	2/6PY			Sept PY	11/17PY								Processing Application	1248014 1-9-14	
12-2	1402-172	Brennan, Patrick	2/25				2/25PY							padraig.joseph.brennan@gmail.com	704 773-2991	Plans to attend meeting		
12-3	1401-065	Cutro, Joshua	1/20	1/21PY			1/21EY	1/28EY	3/31PY	Names listed in red indicate inquiries from previous year inquiries.	Mar	X	joshuacutro5@aol.com	803 801-0893	Attended mtg provided member materials			
12-3	1405-401	Fetner, Don	5/10											dfetsc@aol.com	803-782-7127			
12-4	1311-1181	Becker, Charlotte	11/10	11/10PN	11/14EN	11/19EY	11/19EY	3/11PY	4/7PY		Mar	Yes	chlotte36@hotmail.com	443-474-7148	FSO-HR scheduled mtg	4/28 E - ind (contd.)		
12-4	1402-183	Collins, Bart	2/28	3/2PN	3/6PY		3/11PY	4/7PY			Mar	Yes	bcollins29577@yahoo.com	843-222-1140	FSO-HR scheduled mtg			
12-6	1401-070	Holley, Ashley	1/22	1/22PY			Jan	Feb			x	x	aholley@berkeleycountysc.gov	843 291-3631	Attended 2 meetings - Complting application.			
12-6	1403-196	Monaghan, James	3/3	3/3PY			3/4EN						Swordfishusa@gmail.com	843-267-4263	Former 12-10 member.			
The following were sent "last ditch" emails and have not responded. They will be removed unless an updated status is submitted																		
12-8	1310-1133	Ebersold, Matthew	10/23	10/24PY			11/3PY	2/02EN	3/03EN	5/14	4/28 E - N/R	x	x	eebersold@yahoo.com	717-712-5490	No further contact - left msg.		
12-10	1310-1128	Slaybaugh, Jeffery	10/22	10/22PY			10/22E	11/7EN	11/20E	5/14	4/28 E - N/R	x	x	jefferslaybaugh@gmail.com	843 240-5154	Attended mtg - application processing		
2014 REMOVED																		
12-8	1402-145	Horn, Kenneth	2/16	2/16PN	2/16EN					3/20	NR							
12-8	1403-218	McClure, Matthew	3/10	3/10PN	3/10EN	3/17PN				3/20	NR					Check your name - Listed for 12-3 - No valid email address. Left ph msg.		
2013 REMOVED																		
12-2	1304-363	Alfonso, Waldo	4/10	4/10PN	4/19PY		4/23PN	6/25PY		6/25	Working 3 jobs - no time							
12-8	1308-986	Armstrong, Charles	8/29	8/29PN	8/30EN					8/14	No Response					Left P/E Msg. No Contact		

Names listed
in red indicate
inquiries from
previous year
inquiries.

Last attempt email sent
to e-responders where
no update has been
received for 3 months.

E-responder
Removed



Report Route

DSO-HR

On the 14th
of the Month
Sends Report

To SO-HR

Upon Receipt
Sends Report

To FSO-HR

Compiles Update
Status of
E-responder
And submits to

SO-HR

By the 20th
of the Month
Compiles all FSO-HR
Reports and Submits
to

DSO-HR

The 22nd of the Month
Compiles all SO-HR Reports
and Submits Report to

**National
District**



“Last Ditch Email”

The first of each month a “Last Ditch Email” is sent out to those E-responders where no update has been submitted in the monthly report for more than 2 months. This is issued in an effort to insure that all E-responders have been contacted.

If a response is received, the SO-HR Officer is notified requesting that immediate contact be made. If no response is received within 10 days, the name is removed from the division lists and indicated as “No Response.”



Good Morning (Name of E-responder),

My name is (Name of ADSO-HR Officer) and I am the Human Resources Officer for District 7 of the United States Coast Guard Auxiliary. I understand that you have inquired about membership in the United States Coast Guard Auxiliary.

The reason for this email is to inquire whether you were contacted promptly by a Human Resources Officer and that they were helpful in providing membership information and successfully answered any question you may have had.

Was there a reason that you did not wish to join? Are you still considering joining our organization? It would be most appreciated if you would you kindly take a minute to return this email to me and indicate your intention below:

If I can be of any assistance or answer any questions, please indicate this in your reply.

I would like to be contacted again_____

I am no longer interested in joining _____



Review

- E-responder genuinely interested in joining
- **Acknowledge** Interest
- **Speed** in Contacting E-responder
- Follow up on Undecided E-responders
- Don't Get Discouraged
- Once Contacted - Explain What We Do in the Auxiliary
- If interested – Arrange for a Processing Date
- Keep Track of the Status of E-responder
- It will be the responsibility of the SO-HR Officer to contact all FSO-HR Officers that do not update the monthly spreadsheet and report any issues to the DSO-HR.
- Send in Monthly Reports on Time