



APPLICATION NOTE SERIES

Information Technology Group
Computer Software & Systems
U.S Coast Guard Auxiliary
Revision 1.2 – 25 June 2012

7028 Webform: Online Change of Member Information

Keeping Your Member Information Up to Date – Online!

As a member of the U.S. Coast Guard Auxiliary, you are expected to keep your member information up to date, particularly your *contact information* (telephone, email, and mailing addresses), and your *Skills Bank* information (occupation, skills, willingness to accept temporary duty, and other similar items). All such information is stored in the U.S. Coast-provided database *AuxData*. Your contact information may be viewed by Auxiliary and active duty members via the password-controlled database *AuxDirectory*, aka *AuxOfficer*. Other, non-confidential information, is available “in the clear” via the online *AuxInfo* system.

Historically, when your contact information changed from that submitted on your original application to the Auxiliary, you were expected to complete a paper or PDF *Form 7028*, which you were then responsible for turning into your flotilla’s Information Services officer (FSO-IS). With the advent of the *Online 7028 Webform*, you may change your contact and *Skills Bank Information* online, using a web browser, and your IS officer is automatically notified. The process only takes a few minutes.

With the 2012 release of the *Auxiliary Skills Bank System*, all auxiliarists nationwide have been asked to immediately use the *7028 Webform* and bring all of their information up to date – particularly their Skills Bank Data. The Skills Bank is a powerful tool for use by the Auxiliary and active-duty Coast Guard in times of national, regional, or local emergencies to locate willing volunteers having particular skills unrelated to their Auxiliary service. *If you have not already done so, please immediately log onto the 7028 Webform website and take the few minutes to bring this important information up to date.* If you do not have a computer or online access, obtain the May 2012 edition of the paper 7028 form, complete manually, and give to your FSO-IS.

Procedure: Completing the Online 7028 Webform and Skills Bank Input

1. Access the online 7028 Webform at: <http://webforms.cgaux.org/forms/7028>
2. Enter your member ID and Member Zone password. If you do not have a password (the same as you use for *AuxDirectory/AuxOfficer*), click on “Obtain or Change Password” and follow the instructions. You must have immediate access to email to confirm your password.

When the form appears, read your information carefully, and make note of what needs to be changed, including your Skills Bank Detail (occupation, skills, availability, etc.) at the bottom.

3. Start with the five (5) Opt In/Opt Out items at the bottom of the upper section, beginning with “Display Phone # on Public Websites”, and ending with “Opt out of ‘I Want a VE’ Program. Set each of these to your choice of Yes/No; they will be *instantly* updated. Note that the display of your email or phone number on public websites *only* affects unit commanders, vice commanders, and HR officers, and only on WOW websites, at the present time.
4. To change any of the remainder of the information, including your *contact information* and *Skills Bank and skills data*, click on the CORRECT THIS INFORMATION button.
5. Change any field that needs updating by retyping the data. Follow the pre-existing formatting. Omit any punctuation in names (including spouse), except spaces and dashes, both of which will be converted to underscore (“_”).

6. Near the bottom of the page is an "Occupation" field. Use the adjacent pulldown menu marked "Select A Category" to select one of 24 general categories of occupation. Then, from the adjacent right pulldown menu, select a "specific" occupation that is closest to your current one, or a significant past occupation, if you are retired. NOTE: Leave blank if you have no occupation, or are retired *and* do not want to be associated with any past occupation.

Below the two pulldown menus for Occupation, there are identical pulldown menus to enter "Skills", using the same methodology. In addition, skills that you previously reported may appear on several lines *between* the two rows of buttons. Your goal now is to DELETE any skills listed that are not correct, and "Add New" skills, up to 10, that you feel you can bring to bear if asked.

7. First, click the DELETE button adjacent to any Skills that you wish to remove; they will be deleted instantly.
8. Now, following the methodology you used for Occupation, select a category for your first Skill from the left pulldown menu adjacent to "Skill", and a specific skill from the right pulldown. Immediately, click "Add New", and the skill will be added to the list.
9. Repeat Steps 8 for additional skills.
10. When finished, hit the "Submit Changes" button at the bottom. *Do not forget this step!* WARNING: Make *all* necessary changes in your information *first* and then hit Submit Changes *only once*. *Do not make a change, hit Submit, make another change, hit Submit, etc.* Each time you hit submit, an email is dispatched to your FSO-IS and Flotilla Commander. If you send them multiple emails, when a little forethought could have reduced it to one, you are forcing the IS officer to enter each one, in the order received, as a separate transaction. You will not be very popular...

Use of Your Contact Information

The primary use of your contact information is to make it possible for you and your shipmates to be able to reach one another easily, in order to coordinate Auxiliary activities, and for you to contact Auxiliary officers and staff members locally and nationally, as required to perform your service. The data is published in the secure, password-controlled online AuxDirectory.

However, your unique information is also used to "personalize" your online experience at certain Auxiliary websites or with certain Auxiliary applications. For example, when you sign on to report your administrative hours each month, using the 7029 Webform, the form you see is personalized with your name, member ID, email address, and flotilla number, as well as email addresses and names of your IS officers.

Use of Your Opt In/Opt Out Information

Your Opt In/Opt Out information includes opting in or out of displaying your email address and/or phone number on Auxiliary websites open to the public, receiving text on your cellphone (not used as of May 2012), receiving emailed newsletters such as *eNavigator* or the Auxiliary Association's *eBeacon*, and if you wish to be listed online as an available Vessel Examiner. If you have never set these switches before, the default is to opt *in* to newsletters and the VE program (if you are a VE), and opt *out* of displaying your contact information on any publically-viewable pages of Auxiliary Websites (elected leaders and HR officers at present). NOTE: your contact information may freely be displayed on pages or sites requiring a Member Zone password to access.

Your Skills Bank Data and the Auxiliary Skills Bank

The new (May 2012) Auxiliary Skills Bank is a secure, online dashboard that permits Auxiliary and Coast Guard officials to search for members having particular sets of skills, by area or nationally, to augment the Coast Guard, when a need arises. Criteria that may be used in the search include occupations, declared skills, Auxiliary qualifications, offices held, departments, availability, security status, willingness and ability to travel, unit, sector, and geographical area. The Skills Bank is the first step in the development of a larger program to aid in the entire deployment process, start to finish. The Skills Bank is a joint project of the Auxiliary's Response & Prevention Group, and the Information Technology Group.