

# AUXDATA II



## *For PPE Data Managers: How to Enter Personal Protective Equipment (PPE) Information*

### **INTRODUCTION**

The purpose of this document is to guide Auxiliarists through the process of tracking all Personal Protective Gear owned by the United States Coast Guard but issued to members of the United States Coast Guard Auxiliary.

### **GETTING STARTED**

The processes are covered by this Guide are:

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The PPE Data Manager is designated to enter and manage the PPE data in AUXDATA. An assigned “permission” is required in AUXDATA. To obtain the PPE Data Manager permission for AUXDATA, the member should be familiar with the system and a request for the permission should be submitted by the OTO / Director of Auxiliary for the member’s District.

**NOTE: This is an interim guide. Additional screen and process flow changes are ongoing. This Guide will be updated periodically to reflect future changes**

## Updates April 2026

### Inspection Status Color Code (ISCC)

- A caution triangle has been added to the possible states for the ISCC indicator
  - Red square: indicates overdue status, **DO NOT USE FOR OPERATIONS**
  - Yellow square: item is nearing an expiration date, but not expired yet, item is **AVAILABLE** for operations
  - Caution triangle: data entry is missing, these discrepancies should be corrected to prevent issues with the next inspection or turn-in process, item **AVAILABLE** for operations
  - Green square: all is good, item is **AVAILABLE** for operations
- If you want to make a custom report you can filter on the ISCC field as indicated below (list shown in order of precedence).
  - ISCC Contains Red: Shows all PPE records with expired inspections
  - ISCC Contains Yellow: Shows all PPE records with upcoming inspections
  - ISCC Contains Warning: Shows all PPE records where the inspection is current but where there are missing field values OR the PPE is issued to a member but has not been inspected.
  - ISCC Contains Green: Shows all PPE records that are Mission Ready and have no discrepancies

### Deficiency Details

- The Deficiency Details field is visible at the top of the PPE Details page.
- This field will list all reasons that the ISCC is indicating Red or Caution

## Updates and Changes March 2025

### The following guidelines on Status Changes apply for PPE Registered in AUXDATA II:

1. Unauthorized PPE Gear (in the “Old” field) must be deleted from the inventory once it has been replaced. Delete the entire record for that particular piece of equipment- do not archive. Create a new record for the new, compliant/ authorized equipment.
2. Authorized Equipment that is turned in should NOT be “Archived”. Please reassign it to the Inventory.
3. Authorized Equipment that is no longer serviceable must be “Archived”. If no longer serviceable, it is assumed that the equipment is beyond repair and will not be used again. If this is not the case, reassign the equipment to Inventory.

## Summary of Changes from November 2024

### PPE Inspection Tab on Member Record:

- There is a Separate PPE Inspection Tab on the Member Page. If the PPE Data Manager is documenting the inspection only, they only need to access this screen to select the equipment inspected and enter the inspection date.

### Additional PPE Information Required:

There are additional PPE that must be assigned and entered in each member PPE record including.

- “Boat Crew Gloves IAW KB20026.1”- the make and model must be entered into the Comment Field see the IAW KB20026.1 to see what needs to be in the comment (if and when used).
- “Survival Equipment (Whistle/Mirror/Knife/PLB/Strobe Light/PML)”
- “Survival Equipment Pouch”

### **Serial Number Assignment**

“Serial Numbers are required for each piece of PPE gear. The generated serial number must be the first three letters of the Members Last name following by the last 4 numbers of the Member Number (e.g. John Smith Member 3001234 = SMI1234).

### **PPE Custodian Unit**

**This is the Unit (Flotilla) the PPE Custodian (the RSS Officer) belongs to. It is the person who has performed the inspection.** The PPE Custodian Unit is now a required field; even for previously entered PPE. The custodian unit for PPE that is personally owned is also the Inspector/RSS’s Unit.

### **Cold Weather Gear**

The Maritime Cold Weather Suit System (MCWSS) (all three layers of Cold Weather Gear) must now be listed and Issued in AUXDATA II. The outside Layer 3 is subject to semi-annual Inspection/leak test and the inside layers are subject to annual inspection. Serial numbers assigned to the equipment must be put on each layer with indelible ink. Inner Cold weather gear (Layer 1) is not returned to be reassigned. Layer 1 is kept by the member. Only the outer layers can be turned in and reassigned. For a list of Non-Returnable Cold Weather Items, see the RSS Manual.

### **New Inspection forms**

New Inspection forms are available to help the RS document the PPE inspections. This form can then be passed along to the PPE Data Manger for entry. The Inspection forms for Standard Equipment and cold weather equipment can be found at a PPE Resources page at the following link: [Return to R-Directorate's Home Page.](#)

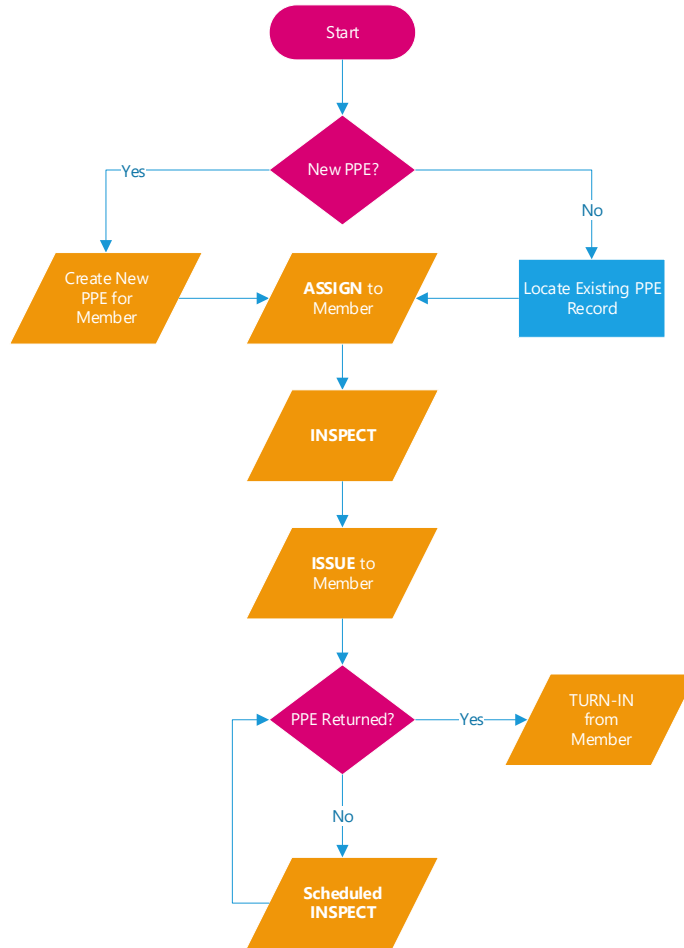
### **PPE for PWC, Paddle-craft Operators and Vessel Examiners**

Under TYPE, “PPE Other” Category, Paddle-craft, Personal Water Craft, and Vessel Examiner PPE can be selected.

## **PPE PROCESS FLOW**

The basic flow of the PPE process is as follows:

[Assign](#) -> [Inspect](#) -> [Issue](#) -> [Periodic Inspections](#) -> [Turn-In](#)

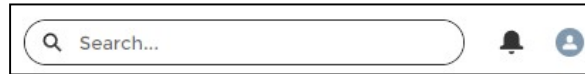


## Assigning New PPE to a Member

ALL PPE in the possession of a Sector or Flotilla must be registered in AUXDATA even if not assigned to a member. (See pg. 6 for Assigning previously Unassigned PPE)

To start the process, go to the members' profile (the person you are entering the PPE for).

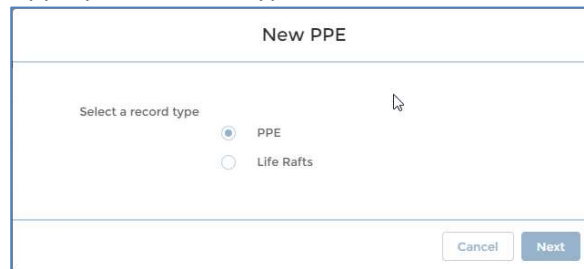
On the AUXDATA HOME page, use the search bar in the upper right-hand corner to search for the member. Enter the member's name or ID number OR select the "Members" tab and use the same search bar.



- Click on the PPE tab in the Members Record



- Once on the PPE Page, Click "New" on the upper right.
  - Select the appropriate record type for this new device and click NEXT.



- This will open the New PPE Registration Page with the Current Assigned member populated from the selected member record.

New PPE: PPE

\* = Required Information

**PPE Information**

\* Type  
 View all dependencies

Sub-Type  
 View all dependencies

PPE Make and Model ⓘ  
 View all dependencies

Comments ⓘ

\* Generated Serial Number ⓘ

Size

\* PPE Custodian Unit ⓘ  
 Q

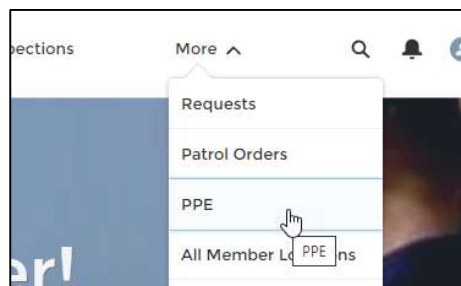
- Items with the Red Asterisk MUST Be Entered. This includes PPE Custodian Unit, PPE Type, Sub-Type, Make and Model, Size and Generated Serial Number.
- Once this is entered click “Save” and proceed to the Inspection. Do not enter an In-Service Date or complete the Equipment Assignment until the Inspection is complete.
- See the section “[Entering PPE Information](#)” for additional details of the data to be entered.

## Assigning New PPE to the Custodian Unit

Again, all PPE in the possession of a Sector or Flotilla must be registered in AUXDATA even if not assigned to a member. This section describes how to Register the PPE to the Custodian Unit.

Start on the AUXDATA Home Page

- Click “More” on the top bar (far left) and then Click “PPE” in the drop-down list.



**PPE Information**

\* Type  
 --None--  
 Complete this field.  
 View all dependencies

Sub-Type  
 --None--  
 View all dependencies

PPE Make and Model ⓘ  
 --None--  
 View all dependencies

Comments ⓘ

\* Generated Serial Number ⓘ

Size

\* PPE Custodian Unit ⓘ  
 Search Units...

The process of registering the PPE would be the same as assigning new PPE to a Member EXCEPT:

- Make sure the RSS Officers Flotilla is listed as the PPE Custodian's Unit.
- Enter "INV" as the Generated Serial Number.
- See the next section "[Entering PPE Information](#)" for details of the data to be entered.

## Entering PPE Information

New PPE: PPE

\* = Required Information

**PPE Information**

\* Type  
 --None--  
 View all dependencies

Sub-Type  
 --None--  
 View all dependencies




PPE Make and Model ⓘ  
 --None--  
 View all dependencies

Comments ⓘ


\* Generated Serial Number ⓘ

Size

\* PPE Custodian Unit ⓘ  
 Search Units...





- Select the PPE Type
- Select the PPE Sub-Type
- Select the PPE Make and Model. Click the  to see further guidance on entry of PPE Make and Model.
- On Type, Sub-Type or Make/ Model you can click on the “View all Dependencies “to view the equipment that are associated with the Type or Make you have selected. If the Sub-Type or Make/Model is not present, you may not have USCG currently approved PPE. This equipment must be returned to the CG with a request for replacement with compliant equipment.
- Enter any Comments, such as Additional Make/ Model info for PPE equipment or if the PPE is personally owned. Click the  to see further guidance on entry of Comments.
- Enter the Generated Serial Number. Click the  to see further guidance on entry of PPE Serial Number.  
*This serial number will be valuable if this PPE is turned in and its record needs to be assigned to another member.*
  - If the equipment has no serial number, the number assigned/entered will be the first three letters of the Members Last name following by the last 4 numbers of the Member Number (e.g. John Smith Member 3001234 = SMI1234).
- If there is a size, record the size.
- PPE Custodian Unit- Enter the Flotilla by entering the Name or the Unit Number. This is a required field and must be entered – even on equipment that has already been entered.

In Service Date 



- In Service Date
  - If completing this screen for PPE being assigned to a member, leave this field blank initially and complete this field with a date at the time of Issuance to the member.
  - If completing this screen for unassigned PPE, leave this field blank.
  - If the PPE is being reassigned to a different member and this field already has a date in it- DO NOT change the date.

**PLB Information**

|   |  |
|---|--|
| Beacon ID / UIN              | NOAA Registration Date   |
| <input type="text"/>  | <input type="text"/>  |
| PLB Battery Expiration Date  |  |
| <input type="text"/>         |  |

#### For PLB:

- Enter the Beacon ID/UIN number. This number must be 15 characters with no punctuation, numbers and capital letters (A-F) only.
- Enter the PLB Battery Expiration Date

- Enter the NOAA Registration Date (the date must not be a future date). Below that field, the “Next NOAA Registration Date” will appear and be populated with the date 2 years from the Current NOAA Registration Date.

**NOTE: if any one of the PLB Battery Expirations Date, The NOAA Registration Date or the PLB Inspection are overdue, the PLB is no longer approved for use.**

#### For Cold Weather Gear:

- Any records currently in AUXDATA II for cold weather gear where the Sub-Type is NOT recorded must be deleted and the current Cold Weather Gear must be re-entered to include the Subtype and Make/ Model.
- If the Cold Weather Gear currently held by the Member or Custodial Unit does not comply with the currently approved equipment, the unit should work with the OTO to return the gear that can be returned.
- Inner Cold weather gear is not returned to be reassigned. Inner layers are to be kept by the member. Only the outer layers can be turned in and reassigned. For a list of Non-Returnable Cold Weather Items, see the RSS Manual.
- All 3 Layers of Cold Weather Gear must now be listed and issued in AUXDATA II.

| PPE                                 |  |                      |                   |
|-------------------------------------|--|----------------------|-------------------|
| 7 items • Updated a few seconds ago |  |                      |                   |
| ISCC                                | Sub-Type   | Next Inspection Date | PPE Record Number |
| 1                                   | MCWSS Layers 1/2 Thermal Suit System Undergarments |                      | PPE-014702        |
| 2                                   | MCWSS Layer 3 - Drysuit                            |                      | PPE-014703        |
| 3                                   | Glove System Layers 2/3                            |                      | PPE-014704        |
| 4                                   | Glove System Layer 1                               |                      | PPE-014705        |
| 5                                   | Insulated Boots                                    |                      | PPE-014706        |
| 6                                   | Balaclava  |                      | PPE-014707        |
| 7                                   | Neoprene Hood                                      |                      | PPE-014708        |

## Assigning PPE from the Custodian Unit to a Member

When it is time to Issue Unassigned PPE to a Member, the equipment must first be “Turned in” from inventory by the RSS Officer and assigned to the Member.

- Open the PPE record (Locate the piece of equipment in the system by searching on the PPE#) or click on a link from a List View of the PPE assigned to the Custodian unit.
- The RSS Officer should scroll down to the bottom of the form to the Turn In section and complete the Turn in process.
- Then go to the Issuance Section and enter ONLY the name of the member to receive the equipment in the “Current Assigned Member” and “Member” Fields.

**▼ Issuance Information**

|  |  |
|--|--|
| Current Assigned Member<br><u>Matt AUX Tester</u>      | Issuer<br>_____  |
| Member<br><u>Matt AUX Tester</u>                       | Issuer Check Out Signature<br><input type="checkbox"/> |
| Member Check Out Signature<br><input type="checkbox"/> | Issue Date<br>_____                                    |
| Member Signing Date<br>_____                           | Issuer Signing Date<br>_____                           |

- The Unit and Sector will populate based on the selected member.
- Enter the Generated Serial Number (replace “INV” with the appropriate serial number)
- The RSS Officer can then perform the inspection (see page 10 for the Inspection entry)
- Finally, returning to the Issuance Information after Inspection, the Issuer should complete the issuance process with the member.

**▼ Issuance Information**

|   |   |
|---|---|
| Current Assigned Member<br>_____                                  | Issuer<br>_____   |
| Member<br>_____   | Issuer Check Out Signature<br><input checked="" type="checkbox"/> |
| Member Check Out Signature<br><input checked="" type="checkbox"/> | Issue Date<br>9/14/2023   |
| Member Signing Date<br>9/14/2023                                  | Issuer Signing Date<br>9/14/2023                                  |

## Inspection of Assigned PPE

This is the process for recording the inspection of a piece of PPE that is already registered in AUXDATA II and is assigned to a member.

- Click on the members' name to open their record.

- Click on the PPE INSPECTION PROCESS tab in the Members Record

- The PPE Assigned to this member will be listed.
- On this page, click the box to the left of the PPE Item(s) to inspect and then click START INSPECTION to start.

DETAIL RELATED SKILLS AND AVAILABILITY PPE **PPE INSPECTION PROCESS** CHATTER

The PPE Inspection Process is only visible to PPE Managers, DIRAUX and System Administrators

- NOTE: Do not update PPE Inspection Date fields directly on the PPE records. Use the "PPE INSPECTION" process below to enter all PPE inspections!
- All PPE MPCs can be found by clicking the "More" tab above and go to: Files > Libraries > Rescue & Survival Systems Maintenance Procedure Cards (MPC)
- When entering PPE inspections, use the "PPE Inspection" process below AND follow the steps in the PPE Inspection Guide located at this link: [PPE Inspection Guide](#)
- To log an inspection, check the box(es) next to the PPE you inspected and then press the Start Inspection(s) button at the bottom right side of the page.

| <input type="checkbox"/> | ISCC | Sub-Type                | Next Inspection Date | Next Maintenance Type | PPE Record Number |
|--------------------------|------|-------------------------|----------------------|-----------------------|-------------------|
| <input type="checkbox"/> |      | Boat Crew Survival Vest | Mar 29, 2024         | Initial               | PPE-007712        |
| <input type="checkbox"/> |      | PLB                     | Nov 2, 2023          | Initial               | PPE-007713        |
| <input type="checkbox"/> |      | Gear Bag                | Sep 28, 2024         | Initial               | PPE-008002        |
| <input type="checkbox"/> |      | Anti-Exposure Coverall  | Mar 29, 2024         | Initial               | PPE-008320        |
| <input type="checkbox"/> |      | Type III PFD            | Mar 29, 2024         | Initial               | PPE-008327        |
| <input type="checkbox"/> |      | Anti-Exposure Coverall  | Mar 29, 2024         | Initial               | PPE-008565        |

Start Inspection(s)

- Enter the name of the Inspector and the Inspection Date. Click “Complete Inspection” when done. All the Equipment selected and shown on this screen will have that Inspection Date.

DETAIL RELATED SKILLS AND AVAILABILITY PPE **PPE INSPECTION PROCESS** CHATTER

The PPE Inspection Process is only visible to PPE Managers, DIRAUX and System Administrators

The following PPE Records have been selected for Inspection. Please enter the inspection date below.

5 of 5 items

| ISCC | Next Inspection Date | Next Maintenance Type | PPE Record Number |
|------|----------------------|-----------------------|-------------------|
|      | Mar 29, 2024         | Initial               | PPE-007712        |
|      | Nov 2, 2023          | Initial               | PPE-007713        |
|      | Sep 28, 2024         | Initial               | PPE-008002        |
|      | Mar 29, 2024         | Initial               | PPE-008320        |
|      | Mar 29, 2024         | Initial               | PPE-008327        |

\* Please Enter Inspector

- The system will respond with a “Thank you” and the table will update ISCC Color Boxes.

8 of 8 items • 0 items selected

| <input type="checkbox"/> | ISCC | Sub-Type                | Next Inspection Date | Next Maintenance Type | PPE Record Number |
|--------------------------|------|-------------------------|----------------------|-----------------------|-------------------|
| <input type="checkbox"/> |      | Boat Crew Survival Vest | May 1, 2025          | Semi-Annual           | PPE-007712        |
| <input type="checkbox"/> |      | PLB                     | Nov 2, 2023          | Initial               | PPE-007713        |
| <input type="checkbox"/> |      | Gear Bag                | Oct 31, 2025         | Annual                | PPE-008002        |
| <input type="checkbox"/> |      | Anti-Exposure Coverall  | May 1, 2025          | Semi-Annual           | PPE-008320        |
| <input type="checkbox"/> |      | Type III PFD            | May 1, 2025          | Semi-Annual           | PPE-008327        |
| <input type="checkbox"/> |      | Anti-Exposure Coverall  | Mar 29, 2024         | Initial               | PPE-008565        |

- If you click on the PPE Record Number for any item, you will also see the Last Inspection Date and Next Inspection Date Fields are populated. **DO NOT MANUALLY CHANGE THESE DATES.**
- As appropriate, manually update the dates for the last bladder test and inflator replacement (inflatable PFD only)

### Inspection Information

Last Inspection Date

Next Inspection Date

Last 3 Year Bladder Test Date

Last 5 Year Inflator Replacement Date

**Discrepancies found during Inspection:**

- Discrepancies found during Inspection must be documented. Click on the PPEI number associated with the Inspection for the piece of discrepant PPE.
- Make a note of the Discrepancy in the Comment Field

PPE Inspection  
PPEI 0013484

DETAILS
RELATED

PPE Inspection Name  
PPEI 0013484

Comments  
Performed inspection, whistle inop- replaced whistle.

PPE  
[PPE-014688](#)

Inspected Date  
10/30/2024

Inspector  
[LAUREL J CARLSON](#)

Maintenance Type  
[REDACTED]

**Unauthorized PPE**

- Unauthorized PPE is that which the CG has not approved and is not listed in the picklists for Equipment Type, Make or Model.
- The PPE Record for Unauthorized PPE must be **deleted** (not archived). If the unauthorized gear is previously issued by the Coast Guard, contact your District's OTO on the process for discarding the gear and obtaining new, compliant replacement PPE.
- Records for Unauthorized Personally owned Gear must also be **deleted** and not used.

PPE Survival Equipment Pouch

|      |                         |                      |  |                     |                            |
|------|-------------------------|----------------------|--|---------------------|----------------------------|
| ICCC | Current Assigned Member | Next Inspection Date | PPE Make and Model<br>United SAR 25060 | Member Signing Date | Member Check Out Signature |
|------|-------------------------|----------------------|--|---------------------|----------------------------|

▼ PPE Information

Type  
Standard Issue

Sub-Type  
Survival Equipment Pouch

PPE Make and Model  
United SAR 25060

Comments

[Delete Record](#)

PPE Assignments (0)

PPE Inspections (0)

Files (0)

## Issuing the PPE

- The Member name (person to whom the PPE is being Issued) should already be pre-populated.
- Select the Name of the Issuer.
- At this point the Member and the Issue need to work together to transfer the PPE. The Member must check the Signature Box and enter the Date.
- The Issuer will also check the Signature box and enter the Issuer Signing date. When the Member takes possession of the PPE. The Issuer must also enter the Issue Date.

### Issuance Information

|  |  |
|--|--|
| Member   | Issuer   |
| <input type="text" value="Search Members..."/>         | <input type="text" value="Search Members..."/>         |
| Member Check Out Signature<br><input type="checkbox"/> | Issuer Check Out Signature<br><input type="checkbox"/> |
| Member Signing Date<br><input type="text"/>            | Issue Date<br><input type="text"/>                     |
|  | Issuer Signing Date<br><input type="text"/>            |

- Save the record.

## Turning in PPE

If a member leaves the Auxiliary, their PPE will continue to be assigned to them until AUXDATA is updated to take the PPE back and make it available for reassignment in the system.

To start the process, you must first go to the members' record and click on the PPE Tab

- Similar to entering each piece of gear individually, each piece must be removed individually. Select the PPE Record number (ppe-xxxx) to open the record for each individual piece of gear.
- **Check to make sure the Custodian Unit Field is filled in before completing the Turn in Process. If that field is blank, update the field and save the record.**
- Scroll down to "Turn in Information".
- The Member should click the signature box and enter a date.
- The Issuer must also click the signature box and enter a date. When the Issuer takes physical possession of the PPE, the Turn in Date should be entered.
- If the member cannot sign in because the member is no longer in the Auxiliary, the issuer can sign the gear back in by clicking on the Member turn in signature box. The screenshot below shows how the screen should look to relieve the member of responsibility for the gear.

**Turn In Information**

|   |   |
|---|---|
| <p>Member Turn In Signature</p> <input type="checkbox"/>            | <p>Issuer Turn In Signature</p> <input type="checkbox"/>            |
| <p>Member Turn In Date</p> <input style="width: 90%;" type="text"/> | <p>Issuer Turn In Date</p> <input style="width: 90%;" type="text"/> |
| <p>Turn In Date</p> <input style="width: 90%;" type="text"/>        |   |

## Archiving PPE

PPE can be archived if the Inspector has determined that it is unusable. As stated previously, if the PPE is no longer authorized, the record must be deleted.

- To Archive equipment, go to the PPE Page in the Member's record and click on the PPE Number (PPE-xxxx).
- At the very bottom of the page below "Turn in "there is an ARCHIVE box
- Click the ARCHIVE box and click SAVE.
- Only Archive PPE if the gear is unserviceable and can no longer be used. Once archived, you cannot bring this PPE back into service.

**If you have any questions, please contact your Division RS Officer**