

## Division 01 Online Calendar Procedures

To schedule or update a calendar event, you must be an authorized user and login using your assigned UserID and Password.

To schedule or update a calendar event:

1. **Use small calendar near top of page to navigate to correct month for the event**
2. **Click on "date" (underlined number) in upper corner of blocks in large monthly calendar**
3. **Click on " Login or Signup Now"**
4. **Login using assigned UserID and Password**
5. **To schedule an event:**
  - a. **Click on event "date" in monthly calendar**
  - b. **Follow guidelines below in "When entering or updating items..."**
  - c. **Click on "Schedule" button**
6. **To update a previously scheduled event:**
  - a. **Click event short title appearing on calendar**
  - b. **Click on "edit" which appears below detail event description information**
  - c. **Make required edits / changes**
  - d. **Click on "Update" button**

When entering or updating items in the Calendar, please be sure to:

1. **Set / verify the start date and time**
2. **Set / verify the end date and time**
3. **Enter a "short title" using the glossary of shorthand terms (see below) which will identify at a glance the type of event or activity**
4. **Enter a "long title" that describes in more detail the event / activity using common English language terms**
5. **Enter the "location" where the event / activity will be held**
6. **Enter in the "Details" box using a presentation, bullet, or sound bite style, additional descriptive information that includes either a web address (link) to where people can get more information OR the name, phone number, and email address of a contact person. Important items like "Registration Deadlines" should appear at the top. Use line feeds ("Enter") to separate information into individual paragraphs/groupings.**

The e-mail address [calendar@division-1.org](mailto:calendar@division-1.org) should be used to submit documents containing **additional information** related to a Calendar entry so they can be stored on the Division 1 server. If the additional information (flyers, event documents or sponsoring organization) is already on a server that is attached to the Internet, you can just enter the web address of where it can be found (e.g. [http://division-1.org/flotilla-16/Directory/File\\_Name](http://division-1.org/flotilla-16/Directory/File_Name)).

A **glossary of abbreviations** based on standard Auxiliary abbreviations **for use in the Short Title** appears below so that the Calendar Contents will be understandable at a glance. Please use and adhere to the conventions listed in this glossary. If there is not an appropriate identifier listed, please send an e-mail to [calendar@division-1.org](mailto:calendar@division-1.org) and one will be provided.

Any questions, comments, suggestions or recommendations relative to the Division 01 online Calendar should be sent to [calendar@division-1.org](mailto:calendar@division-1.org) or the SO-CS.

## Division 01 Online Calendar Standard Abbreviations

ABC	America's Boating Course
ABYC	American Boat and Yacht Council
ACN	Advanced Coastal Navigation
ADF	Automatic Radio Direction Finder
ADSO	Assistant District Staff Officer
AFRAS	Association for Rescue at Sea
AIM	Academy Introduction Mission
AIRS	Auxiliary Internet Resources Site
AIS	Automated Information System
AN	Aids to Navigation
ANN	Annapolis
ANSC	Auxiliary National Supply Center
AO	Area of Operations
AOR	Area of Responsibility
APC	Administrative Procedures Course
ARC	American Red Cross
AT	Anti-Terrorism
AtoN	Aids to Navigation
AUXACN	Auxiliary Advanced Coastal Navigation
AUXCEN	Auxiliary Center
AUXCOM	Auxiliary Communication Specialty Course
AUXDATA	Auxiliary Database
AUXFAC	Auxiliary Facility
AUXLAM	Auxiliary Leadership and Management Course
AUXLEA	Auxiliary Leadership Course
AUXLO	Auxiliary Liaison
AUXMAN	Auxiliary Manual
AUXNAV	Auxiliary Navigation Specialty Course
AUXOP	Operational Auxiliarist Status (Passed 6 Specialty Courses)
AUXPAT	Auxiliary Patrols Specialty Course
AUXSAR	Auxiliary Search and Rescue Specialty Course
AUXSEA	Auxiliary Seamanship Specialty Course
AUXWEA	Auxiliary Weather Specialty Course
AV	Aid Verifier
BAL	Baltimore
BCM	Boat Crewmember
BCN	Basic Coastal Navigation
BCQ	Boat Crew Qualification
BED	Base Enrollment Date
BH	Barry Hall
BIA	Boating Industry Association
BIC	Basic Instructor Course (USCG)
BLA	Boating Law Administrator

BOCA	Boat Owners Council of America
BQ	Basically Qualified
BOAT/US	Boat Owners Association of the U.S.
BOSAF	Boating Safety Correspondence Course
BS	Boat Show
BS&S	Boating Skills and Seamanship
BSAC	Boating Safety Advisory Council (NBSAC)
BWI	Boating While Intoxicated
C2	Command and Control
CAP	Civil Air Patrol
CEM	Crew Endurance Management
CEU	Continuing Education Unit
CFR	Code of Federal Regulations
CFVE	Commercial Fishing Vessel Examination
CFVS	Commercial Fishing Vessel Safety
CGI	Coast Guard Institute, Oklahoma City, OK
CM	Communications
COLREG	International Regulations for Preventing Collisions at Sea
Con	Conference
CoW	Change of Watch
CPR	Cardiopulmonary Resuscitation
CS	Communications Services
CSP	Commence Search Point
CVE	Control Verification Examination
CVS	Commercial Vessel Safety
CWS	Communication Watchstander
DCO	District Commodore
DCP	Division Captain
DCS	District Chief of Staff
DEA	Drug Enforcement Administration
DF	Direction Finding
DGPS	Differential Global Positioning System
DHS	Department of Homeland Security
DIRAUX	Director of Auxiliary (District or Region)
DIST	District- Assumed to be 05sr unless specific designator added such as 11N
DIV	Division - Assumed to be 01 unless specific designator added such as 07, 11, 15
DL	Deadline
DO	Direct Operational
DoD	Department of Defense
DOJ	Department of Justice
DOL	Department of Labor
DOS	Department of State
DOT	Department of Transportation

DR	Dead Reckoning
DSC	Digital Selective Calling
DSO	District Staff Officer
DTG	Date Time Group
DV	Distinguished Visitor
EAP	Employee Assistance Program
EMI	Electro-Magnetic Interference
EMS	Emergency Medical Services
EMT	Emergency Medical Technician
EOCT	End-of-Course Test
EP	Estimated Position
EPA	Environmental Protection Agency
EPIRB	Emergency Position Indicating Radio Beacon
ETA	Estimated Time of Arrival
ETR	Estimated Time to Repair
FAA	Federal Aviation Agency
FC	Flotilla Commander
FED	Flotilla Enrollment Date
FELC	Flotilla Elected Leader's Course
FLxx	Flotilla where xx can be added to designate specific Flotilla 12, 13, 14, 16, 17, 18, 19
FINCEN	Finance Center
FM	Frequency Modulation
FMP	Fisheries Management Plan
FMV	Fair Market Value
FN	Finance Staff Officer - Auxiliary
FOIA	Freedom of Information Act
FP	Fingerprint
FSO	Flotilla Staff Officer
FWS	Fish and Wildlife Service
GAR	Green-Amber-Red
G-C	Commandant of the Coast Guard
G-CCS	Chief of Staff of the Coast Guard
G-CV	Vice Commandant of the Coast Guard
GMDSS	Global Maritime Distress and Safety System
GMT	Greenwich Mean Time (see ZULU)
GP	General Purpose
GPS	Global Positioning System
GSA	General Services Administration
HARPAT	Harbor Patrol
HAZMAT	azardous Material
HEA	Harbor Entrance and Approach
HELP	Heat Escape Lessening Position

HF	High Frequency
HIN	Hull Identification Number
HMC	Hazardous Materials Coordinator
HPU	Hydraulic Power Unit
HS	Homeland Security
HSC	Harbor Safety Committee
ICAO	International Civil Aviation Organization
ICS	Incident Command System
ICW	Intracoastal Waterway
IDS	Intrusion Detection System
IP	Immediate Past Office (Except National Commodore)
IPDCO	Immediate Past District Commodore
IQ	Initially Qualified
IRIS	Incident Reporting Information System
IRP	Incident Response Procedure
IS	Information Services
ISAR	International Search and Rescue
ISC	Integrated Support Command
ISO	International Standards Organization
IT	Instructor
L	Legal Affairs
LCD	Liquid Crystal Display
LDR	Leader or Leadership Team
LE	Law Enforcement
LED	Light Emitting Diode
LLNR	Light List Number
LKP	Last Known Position
LM	Life Member
LNB	Large Navigation Buoy
LNG	Liquid Natural Gas
LO	Liaison Officer
LOA	Length Overall
LOB	Line-of-Bearing
LOC	Letter of Commendation
LOP	Line of Position
LORAN-C	Long-Range Aid to Navigation
LORSTA	Loran Station
LOS	Line-of-Sight
LWL	Length on Waterline
MA	Materials
MARB	Maritime Assistance Request Broadcast
MARPA	Mini Automatic Radar Plotting Aid
MARPOL	International Convention for the Prevention of Pollution from Ships

MARSEC	Marine Security Conditions
MAW	Maximum Allowable Weight
MCS	Master Control Station
MCT	Maritime Counter-Terrorism
MDA	Maritime Domain Awareness
MDSU	Mobile Diving and Salvage Unit
MEDEVAC	Medical Evacuation
MEDICO	Medical Advice
MEP	Marine Environmental Protection
MER	Marine Environmental Response
MF	Medium Frequency
MHLS	Maritime Homeland Security
MLB	Motor Lifeboat
MM	Monthly Meeting
MMSI	Maritime Mobile Service Identity
MOA	Memorandum of Agreement
MOU	Memorandum of Understanding
MOB	Man Overboard
MOU	Memorandum of Understanding
MP	Military Police
MPR	Multiple Persons-in-the-Water
MR	Monthly Reports
MRE	Meal Ready to Eat
MS	Marine Safety / Member Services
MSD	Marine Sanitation Device or Marine Safety Detachment
MSDS	Material Safety Data Sheets
MSO	Marine Safety Office
MT	Member Training
MTL	Master Training List
N-A	Administrative Officer, NACO Staff
NABA	Northern Area of Boating Administrators
NACO	National Commodore
NACON	National Conference
NADCO	National Directorate Commodore
NASBLA	National Association of State Boating Law Administrators
NAVAIDS	Navigational Aids
NAVCO	National Vice Commodore
NBF	National Boating Federation
NBSAC	National Boating Safety Advisory Council
NBSS	National Boating Safety School
NCP	National Contingency Plan
NEXCOM	National Executive Committee
NFPA	National Fire Protection Association
NIPCO	Immediate Past National Commodore

NLT	No Later Than
NM	Nautical Mile or New Member
NMEA	National Marine Electronics Association
NMFS	National Marine Fisheries Service
NMLBS	National Motor Lifeboat School
NOAA	National Oceanic and Atmospheric Administration
NOS	National Ocean Survey (NOAA-Dept. of Commerce)
NSBC	National Safe Boating Council
NSBW	National Safe Boating Week
NSC	National Safety Council
N-TRAIN	National Training Conference
NTSB	National Transportation Safety Board
NVDC	National Vessel Documentation Center
NWS	National Weather Service (NOAA-Dept. of Commerce)
O/S WX	On-Scene Weather
OAX	Director of Auxiliary
OBA	Oxygen Breathing Apparatus
OBTT	Onboard Training Team
OIC	Officer-in-Charge
OJT	On-the-Job Training
OOD	Officer of the Deck/Day
OP	Operations
OPAREA	Operational Area
OPCEN	Operations Center
OPCON	Operational Control
OPFAC	Operating Facility
OPLAN	Operation Plan
OPORD	Operation Order
OPS	Operations Officer
ORM	Operational Risk Management
OS	Operational Support
OSC	On-Scene Commander
OSHA	Occupational Safety and Health Administration
OWT	On-the-Water Training
P	Past Officer (When used before officer title acronym)
PA	Public Affairs
PATCOM	Patrol Commander
PB	Publications
PC	Providence Center
PE	Public Education
PFD	Personal Flotation Device
PIW	Person in the Water
PMLV	Personnel Marker Light

POB	Person Onboard
POD	Probability of Detection or Plan of the Day
POMS	Patrol Order Management System
POS	Probability of Success
POV	Privately Owned Vehicle
POW	Plan of the Week
PPC	Personal Protective Clothing
PPE	Personal Protective Equipment
PQS	Personnel Qualification Standard
PR	Position Report
PS	Personnel Services
PSI	Personnel Security Investigation
PSQ	Personnel Security Questionnaire
PTO	Power Take-Off
PV	Program Visitor
PWC	Personal Watercraft
QC	Quality Control
QE	Qualification Examiner
QEB	Qualification Examining Board
R&D	Research and Development
RACON	Radar Beacon
RADM	Rear Admiral (USCG, USN, USPHS)
RAP	Recruiting Assistance Program
RBS	Recreational Boating Safety
RBSV	Recreational Boating Safety Visitor
RBSVP	Recreational Boating Safety Visitation Program
RDF	Radio Direction Finder
REP	Representative
RET	Retired
RFI	Request for Information
RFMC	Regional Fisheries Management Council
RFMO	Regional Fisheries Management Organization
RFO	Ready for Operation
RMS	Readiness Management System
RNAV	Radio Aids to Navigation
ROE	Rules of Engagement
RP	Responsible Party
RS	Rescue Swimmer
RT	Receiver/Transmitter
SAR	Search and Rescue
SAREX	SAR Exercise
SATCOM	Satellite Communication
SB	Sector Baltimore

SCB	CG Station Curtis Bay
SCW	Specialty Course Weekend
SB	Sailboat
SC	SAR Coordinator or Specialty Course (One of six)
SCUBA	Self-Contained Underwater Breathing Apparatus
SDB	Service Dress Blue
SF	Safety Factor or Sailing Fundamentals
SHPT	Sexual Harassment Prevention Training
SITREP	Situation Report
SNO	Statement of No Objection
SO	Division Staff Officer
SOA	Speed of Advance
SOG	Speed Over Ground
SOLAS	Safety of Life at Sea
SO-OP	Auxiliary Division Operations Officer
SOP	Standard Operating Procedure
SOS	Save Our Ship
SPE	Severity-Probability-Exposure
SPF	Sun Protection Factor
SPOC	SAR Point of Contact
SR	Secretary/Records (also Seaman Recruit)
SROE	Standing Rules of Engagement
SRR	Search and Rescue Region
SRU	Search and Rescue Unit
SS	Square Search
SSB	Single Side Band
SSB-HF	Single Side Band–High Frequency
SSBLAA	Southern States Boating Law Administration Association
SSL	Standard Support Level
SSN	Social Security Number
STA	Station
STA OPS	Station Operations
SWE	Service-Wide Exam
SWL	Safe Working Load
TCT	Team Coordination Training
TFC	Total Fuel Consumption
TMT	Training Management Tool
TOI	Target of Interest
TRACEN	Training Center
TRATEAM	Training Team
TSA	Transportation Security Administration
TSN	Track Line Non-Return Search
TSR	Track Line Return Search

U/W	Underway
UHF	Ultra High Frequency
UIC	Unit Identification Code
UMIB	Urgent Marine Information Broadcast
UNFAV	Unfavorable
USCG	United States Coast Guard (also CG)
USCGA	United States Coast Guard Academy
USCGAUX	United States Coast Guard Auxiliary
USCGR	United States Coast Guard Reserve
USFWS	U.S. Fish and Wildlife Service
USN	United States Navy
USNR	United States Navy Reserve
USPS	United States Power Squadron
USWMS	Uniform State Waterway Marking System
UTB	Utility Boat
UTC	Coordinated Universal Time
UTL	Utility Boat, Light
UTM	Utility Boat, Medium
UV	Ultraviolet
VADM	Vice Admiral (USCG, USN)
VCO	District Vice Commodore
VCP	Division Vice Captain
VE	Vessel Examiner, Vessel Examination
VHF	Very High Frequency
VIP	Very Important Person
VRM	Variable Range Marker
VRP	Vessel Response Plan
VS	Sector Search
VSC	Vessel Safety Check
VTs	Vessel Traffic Services
WAAS	Wide Area Augmentation System
WLL	Working Load Limit
WP	Working Point
WS	Workshop
WSBAA	Western States Boat Administrator's Association
WSO	Waterborne Security Officer
WWM	Waterways Management
XO	Executive Officer
XTE	Cross Track Error
YT	US Coast Guard Training Center - Yorktown, VA
ZULU	Time Zone "Alpha" designation, "Z" "Zulu time"