



Department of Information and Communication Services

July 2005

BITS & BYTES

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Auxiliary NETiquette

I write to you from cyber-space, where there are few universally accepted rules, and a great deal of available anonymity. I am intoxicated with a sense of power; being able to instantaneously hurl uncensored bursts of my views around the globe — to hundreds of people, if I choose. Not even the lawyers can control me (sorry, Richard and Don). But wait! I feel the tingling of another force, like a bird lighting on my shoulder. The bird sings, and tingling resonates through me. Something my mother instilled in me comes to mind. A childhood value, morphed into the 21st century. It is NETiquette.

What is this NETiquette, you ask? It is the thoughtful application to email of tact and social politeness. In other words, it is our giving some forethought to our e-mail practices. It is applying our Coast Guard core values — honor and respect — to our use of this technology. Honor and respect expressed by our considering people's feelings, taking care not to betray information given in confidence, obtaining permission from someone before passing along information they entrusted to you, not "talking behind someone's back," etc.

What makes e-mail so powerful and dangerous is the fact that you can broadcast to a large audience instantaneously, without peer review. You can publish without having to put in the work that book authors go through to get their words into print. No fights with editors... (OK, OK, so some of them make a lot more on their efforts than most of us). In any case...

Here, let me give some guidelines that you can consider before you click on "send" the next time:

- Have I really thought about my recipient(s) & their knowledge of the subject before sending?
- Have I avoided misunderstandings by writing clearly?
- Have I considered that the e-mail may go beyond my intended recipient?
- Have I avoided innuendo, or stated things as facts, when I can't be certain that they are?
- Have I seriously thought about the impact on the sender or others -- before I forward someone else's e-mail?
- Have I been careful not to alter the words in someone else's message without stating that I have done so, or to not use another's words without attribution?
- Have I kept the number of recipients to the minimum necessary?
- Have I provided a succinct subject line?

- Have I provided enough context, so that the recipient understand to what on earth the two word reply, “Thursday afternoon” refers?
- Do I accept that although I clicked on “send,” it is possible that the intended recipient(s) did not receive it, or that they will not quickly read it – because they read e-mail infrequently, or they may be out of town?
- If my subject is controversial, — for example, political or religious messages which reflect my personal views — have I considered that some people would prefer not to receive such e-mail?
- Have I tried to be as brief as possible?
- Have I gone back and proofread my message before sending?

Coast Guard family: e-mail is a powerful medium. It can tremendously facilitate communication and it can be an organization builder. But it can also offend, hurt, incite, or spread mis- or dis-information, dividing the organization that we all strive to nurture and build. We as people of good will can agree, together, on a voluntary standard: join me in practicing NETiquette.

— CDR D. P. Roundy, USCG

Important Information for Auxiliary Webmasters!

If your free website is hosted on the National server, and it currently has a URL format: www.uscgaux.org/~xxxxxxxxxxxx there is an important Update #2 for you posted on CS News: <http://csguide.auxservices.org/news.php> Please carefully review the information, as it pertains to the migration of your website to our new server, as well as to the change in your website address. CS News will be your best source of continued updates on the progress of the migration.

A Success!

19 Auxiliarists and one Active duty Chief Warrant Officer 3 emerged from the AUX-04 Technology school with new skills in Power Point and Web design. Held at the Coast Guard Academy in New London, CT, the 5 day class taught many students with no prior experience to create their own web sites and PowerPoint Presentations.

If you are interested in learning more about either of these subjects, please watch the AUX-04 C-School Student Support website at: <http://cschool.auxservices.org/aux04/> for details on the 2006 class offerings.

— Jeff Mahl, DC-1

AUX-10 AUXDATA/AUXINFO C School

Four very successful AUX-10 classes were completed this year in Alameda, Miami, St Louis, and at the CG Academy. There is a Post Class Assignment which is still pending for some of the students. If you were one of the students, I hope that your training has been successfully completed and you have been approved for data entry by your DSO-IS.

To all students who attended, I apologize that you have not received your certificate of completion, but I am still waiting to receive them and as soon as I do, I will get them mailed to your DIRAUX office for distribution to you.

Watch the Web site for future AUX-10 classes: <http://cschool.auxservices.org/aux10/> There is a very good possibility that one more class will likely be offered in September prior to this FY ending. If details can be arranged, you will have very short notice to get your STTRs in to your DIRAUX office.

Plans are in progress for the 2006 classes and at this time the following sites are either planned/tentative: Anchorage, AK; Alameda, CA; Miami, FL; and St Louis, MO.

AUX-10 C School May Be Added!

Due to demand, a fifth AUX-10 C School for AUXDATA-AUXINFO may be added to the training schedule; tentatively in mid September, 2005 in St. Louis. For updates and additional specific details (including the announcement of specific dates as soon as they become available) or how to apply for this class, please check out the AUX-10 Student Support Site: <http://cschool.auxservices.org/aux10/> You will need to file your STTR (Form 7059 as soon as the class dates are announced)!

— *Marilyn McBain, DVC-IS*

Odds 'n Ends

Great Link

Kim Komando (www.Komando.com) had a great link in her weekly newsletter this week. The beginning of the flash animation reminds me of the old 'I'm Just A Bill' from Schoolhouse Rock.

A Tuneful Way of Explaining Hard Drive Technology

Hitachi recently announced a breakthrough in the way data is stored on a hard drive. The new method will allow terabyte (1.1 trillion bytes) hard drives, or 20-gigabyte microdrives The breakthrough involves storing bits in a perpendicular format. That's hard to explain. So the company has a cute animation to help you understand. Even if bits mean nothing to you, you'll like the animation. You'll find it at: <http://tinyurl.com/6d7c9>

— *Lisa Stanley, D7*

Factoid

Factoid originally meant a wholly spurious "fact" invented to create or prolong public exposure or to manipulate public opinion and was coined by Norman Mailer in his 1973 biography of Marilyn Monroe. Mailer himself described a factoid as "facts which have no existence before appearing in a magazine or newspaper". Mailer created the word by combining the word "fact" and the ending "-oid" to mean "like a fact".

— *From Wikipedia, the free encyclopedia.*

Computer Code Names

Many computer firms code-name their products, particularly during development to protect secrecy. SGI (Silicon Graphics), for example, used beer names, and would donate free beer to employee functions for the duration of the product's development cycle. In the early 1980s, Apple computer started naming its computers after people, beginning with Steve Jobs naming the predecessor to the Macintosh after his daughter, Lisa. During development of the Power Macintosh 7100, they chose the internal code name "Sagan", in deference to astronomer Carl Sagan. Much to Apple's surprise, Sagan threatened a lawsuit of – \$billions and \$billions...(he must have been PC user). Shocked and angry at the lack of gratitude, the code name was renamed to "Butthead Astronomer." Carl followed on with a libel lawsuit, claiming that the "butthead astronomer" moniker is defamatory and subjects him to "hatred, contempt, ridicule, and obloquy." Carl has since assumed cosmos temperature.

--Kirt Blattenberger, (Used by permission)

Viewing problems?

Check the Bits & Bytes Archive for a complete list of *all* issues at:
<http://www.cgaux.org/cgauxweb/infoserv/BandB.htm>

Bits & Bytes

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