



Position: Data Coordinator

Reports to: Vice President of Operations

The VHF Data Coordinator (VHFDC) is responsible for all the mission related data including:

- 1 Vet & Guardian (master) spreadsheet (V&G Master)
 - 1.1 Vet Extract
 - 1.2 Guardian Extract
 - 1.3 InfoLine Extract
 - 1.4 Mission-specific extracts
 - 1.4.1 Matches Table
 - 1.4.2 Mail Call extract
 - 1.4.3 WWII Registry of Remembrances Extract
 - 1.4.4 Media/Communications Extract
- 2 Mission-specific preflight spreadsheets
 - 2.1 Populated from V&G Master
 - 2.2 Related extracts
 - 2.2.1 General extract for PF stations
 - 2.2.2 Squad Sheets
 - 2.2.3 Appendix B1
 - 2.2.4 ID Inserts

Tools, Methods and Processes

The V&G Master is an xl2003 spreadsheet consisting of approx 50 tabs

- 1 8 tabs are traditional data tabs containing info on vets, guardians, staff, volunteers and archives (no longer active) of each
 - 2 The rest of dynamic outputs from the various actions supported and several "housekeeping" tabs.
- The V&G Master is capable of approx 100 automated "tasks" or standard outputs. Virtually every task is started via a multi-layered drop down menu that is dynamically built at startup using information from one of the housekeeping tabs. Each task is a VBA procedure that uses both V&G Master-specific utility procs and a massive library of general purpose procs written by MWE over the last 15 years.

The Vet Coordinator and Guardian Coordinator each receive an extract from the V&G Master early in the month. They update their extract over the next several weeks adding info from new applications and any changes to old information based on recent preflight meetings or other sources. Each extract is merged back into the V&G Master at the end of the month. The extract concept was the result of an early problem with the Vet Coordinator's computer not being able to handle a large spreadsheet.

Volunteer information is copied from the separately maintained Club spreadsheet into the V&G Master once a month.

Mission Specific

At the start of each mission, the vets and guardians for that mission are selected based on VHF Policy. A “matching meeting” assembles the vets and guardians into logical teams and squads. The VHFDC constructs a Matching Table tab for that particular mission. Automated procedures check that all entries are valid for that mission and further populated the matching table with mobility, gender and service branch info. An analysis of the results provides some basic statistics on the participants, their mobility and any potential restroom problems. The VHFDC then distributes the matching table to relevant recipients and generates/distributes the Mail Call, WWII Registry and Media/Comm extracts.

Prior to each preflight meeting, a new instance of the mission-specific PF spreadsheet is created and populated (automatically) from the V&F Master. This new instance and population from the V&G Master ensures that data on vets, guardians and staff for the given mission is the most up to date. Like the V&G Master, the PF spreadsheet is a combination of data tabs (populated directly from the V&G master), housekeeping tabs and dynamically populated tabs which generate output for each of the PF stations plus various other outputs for the PF meeting. Each task is a VBA procedure selected from a multi-layered drop down menu, that uses both PR spreadsheet-specific utility procs and a massive library of general purpose procs written by MWE over the last 15 years.