

(date)

From: Division Captain, Div
To:

Subj: Appointment as Division Aids to Navigation Staff Officer

1. In accordance with the applicable provisions of the U. S. Coast Guard Auxiliary Manual, COMDTINST M16790.1 (Series), I hereby appoint you as the Division Aids to Navigation Staff Officer for the calendar year 200_.
2. Your duties and responsibilities, consistent with the provisions of the Auxiliary Manual, are as follows:
 - a. Exercise staff responsibility and supervision over chart updating patrols and the prompt reporting of discrepancies in aids to navigation (ATON), chart discrepancies and chart updating information, and inspection of Private Aids to Navigation. Keep the Division Board informed of all developments in these areas.
 - b. Unless otherwise directed, you are to schedule qualified Auxiliarists to perform specific activities in your area of responsibility. The schedule must include a specific time and place for the activity.
 - c. Maintain close liaison with the District and Flotilla Aids to Navigation Staff Officers and request a monthly activity report. Forward to the DSO-AN, by 1 October each year, changes desired on chart distribution.
 - d. Coordinate and cooperate with the SO-OP to ensure that all Aids to Navigation and Chart Updating patrols are performed under Coast Guard Patrol orders.
 - e. Foster interest for members to report aid discrepancies, to inspect private aids, and to maintain their own navigational publications in an up-to-date condition.
 - f. Maintain such records as may be required to effectively discharge your responsibilities.
 - g. Immediate supervisory responsibility for your office is vested in the VCP. Cooperate with the VCP in every way to ensure that the Division's aids to navigation program is effectively administered.
 - h. Upon expiration of your term of office, or when so directed by me, transfer all property and records of the office to your successor.
 - i. Additional duties of your office include, but are not limited to, the attached.
3. I am pleased to have you as a member of my staff.

Division Captain

SUGGESTED ADDITIONAL DIVISION AIDS TO NAVIGATION STAFF OFFICER DUTIES

Attend all meetings of the Division. Give the Vice Captain prior notice when such attendance is not possible.

Whenever possible, attend District Board Meetings held in your area.

Be prepared to assist the Flotillas with any workshops, seminars and training sessions called, particularly those for the training of elected and staff officers.

Be familiar with the contents of all the various publications that pertain to aids to navigation and chart updating, including the Aids to Navigation and Chart Updating Manual.

Take positive steps to ensure that the FSOs-AN are well trained. Conduct whatever workshops and/or training program(s) may be necessary to ensure that District policy is followed in your program.

Initiate and maintain contact with your the DSO-AN.

Be alert for any reports on problems with supplies from the National Supply Center that affect your area of responsibility. Bring these matters to the attention of the VCP and/or DCP.

Establish Aids to Navigation/Chart Updating goals and objectives for your Division along with the necessary plans that are required to achieve your goals. You should develop goals that are measurable and maintain periodic review of the progress toward them. Report this progress to the Division Board at each meeting. A comparison should be made with last year's progress.

As a Division Staff Officer, you are a direct representative of the Division Captain, and as such, you are directed to visit and communicate with the various Flotillas as may be required to assist them. As a courtesy, prior coordination of any visits to the units will be made with the applicable FCs.

Prepare regular mailings to the Flotilla Aids to Navigation Staff Officers. The frequency of such mailing will be that required to pass down all information received from the DSO-AN. A mailing should be sent as an introduction prior to the start of the year, with any directions, procedures, reminders that may be necessary to start new FSOs-AN off in the right direction. The purpose of these mailings is to ensure that communication down to the Flotilla level is maintained. When appropriate, copies will be provided to the Division Board and applicable District Staff Officers.

Prepare one or more articles for each issue of the Division publication to pass information of a general nature or of widespread interest down to Flotilla members within the Division.

With cooperation from the SO-IS, review the appropriate AUXMIS data, at least quarterly, to track the status of the Division's aids to navigation program. When a weakness is observed within a Flotilla, correspond with the appropriate staff officer. Request advice on the nature of the problem and offer assistance. When appropriate, prepare correspondence for the DCP or VCP to use in requesting information from the Flotilla Commanders on the perceived problems.

Keep the automated NOS chart distribution records up-to-date. Annually advise the District Aids to Navigation Staff Officer of necessary changes to this system. All nautical charts delivered to the Division under the automatic system, shall be distributed by you to the Flotillas.

You will request, assign and follow-up on special investigation projects and provide assistance to Auxiliarists in the completion and submission of special investigation reports.

You will request, assign and follow-up on inspections of Private Aids to Navigation and provide assistance to Auxiliarists in the completion of this mission and submission of the required reports.

You will receive all reports from the Flotillas and will review them immediately for readability, accuracy and any errors of omission. You will correct any obvious errors and forward the reports as prescribed in the Aids to Navigation and Chart Updating Manual.

From the data received from the FSOs-AN in their report due prior to the 15th, submit the Monthly Activity Report as required by the Aids to Navigation and Chart Updating Manual to the DSO-AN, with a copy to the DCP, prior to the 20th of each month.

Cooperate with local Coast Guard units for the purpose of establishing and maintaining Auxiliary ATON patrols as well as rendering assistance and/or transport for Coast Guard personnel for emergency ATON servicing. Ensure any movement of Auxiliary facilities is performed under Coast Guard patrol orders.

In coordination with the Member Training Staff Officer and the Operations Staff Officer, encourage the inclusion of aids to navigation information in any required Operations Seminar. Also coordinate the development of training programs to establish member proficiency in chart updating activities.

At each meeting, report in writing to the Division Board on activities and progress in the Division's Aids to Navigation Program.

Copies of all correspondence from you, when appropriate, are to be provided to the DCP, VCP and the applicable DSO(s) (for matters concerning their particular areas).