

(date)

From: Division Captain, Div  
To:

Subj: Appointment as Division Career Counselor 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 Career Counselor 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 the Division's Academy Introductory Mission (AIM) Program and the Recruitment Assistance Program (RAP), and keep the Division Board informed of all developments in these programs.
  - 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 Career Counselor Staff Officers for Project AIM and RAP.
  - d. Effectively implement the District's AIM and RAP Programs in accordance with prescribed procedures.
  - e. Cooperate with the SO-PA in publicizing the AIM and RAP Programs.
  - f. Serve as the Chairman of the Division's AIM Candidate Selection Board.
  - 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 AIM and RAP Programs are 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 CAREER COUNSELOR 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 the AIM and RAP Programs.

Take positive steps to ensure that the FSOs-CC 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 the DSO-CC.

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 AIM and RAP 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 Career Counselor Staff Officers. The frequency of such mailing will depend on your particular program and the timing of its various events. As a minimum, it will be that required to pass down to the flotillas all information received from the DSO-CC. A mailing should also be sent as an introduction prior to the start of the year, with any directions, procedures and reminders that may be necessary to start new FSOs-CC 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 an article 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.

Obtain AIM Material published by the Coast Guard Academy for use by the Flotilla Staff Officers.

Obtain and distribute the Cadet Profile for use by Flotilla Staff Officers in selecting future AIM Candidates.

Cooperate with the Division Public Affairs Staff Officer to obtain local publicity of the AIM and RAP Programs.

Establish and oversee a system whereby each high school in the Division's area, insofar as practicable, is assigned to a Flotilla whose FSO-CC is responsible for presenting the AIM and RAP information at that school.

Each year establish, and serve as Chairman, an AIM Candidate Selection Board. This board is to review all applications received from prospective AIM Candidates in the Division, interview the applicants, and select the Division AIM Candidate in accordance with the established procedures.

Work with each local Coast Guard unit to hold an "AIM Day" each year for applicants to the AIM Program. All applicants, not just those selected to attend the Academy, should be included.

Encourage a follow-up program of persons sponsored during the AIM program to encourage them to take the entrance examinations and other steps necessary to apply for admission to the Academy. Encourage the FSOs-CC to remain in contact with those admitted during the time they are attending the Academy.

Obtain feedback from AIM Candidates on ways to improve the program.

Be thoroughly familiar with Coast Guard recruiting programs and procedures.

Encourage Flotilla Staff Officers to increase their participation in the AIM and RAP programs by visit to each high school in their geographic area to acquaint the counselors with the AIM Program. They should also cooperate with the area Coast Guard recruiters.

Encourage the follow-up on unsuccessful AIM candidates for possible enlistment or application to the Academy or Officer Candidate School.

At each meeting, report in writing to the Division Board on progress and activities in the AIM program and in the recruitment assistance program (RAP).

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).