

(date)

From: Division Captain, Div  
To:

Subj: Appointment as Division Communication 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 Communications 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 all matters pertaining to Division communications, and keep the Division Board informed of all developments in this area.
  - 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 Communications Staff Officers in planning, organizing and implementing the Division's communication activities.
  - d. Encourage the obtaining and use of additional radio facilities. Ensure that every activation of an Auxiliary Radio facility is under Coast Guard orders.
  - e. In cooperation with the Member Training Staff Officer, encourage increased member participation in communications training and qualification as communications specialists.
  - 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 Communications 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 COMMUNICATION STAFF OFFICER DUTIES

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

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

If not previously qualified, become qualified as a Communications Specialist.

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 communications, including the Operations Policy Manual, COMDTINST M16798.3(series).

Take positive steps to ensure that the FSOs-CM 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-CM.

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 Communications 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 Communications Staff Officers. The frequency of such a mailing is to be that required to pass down all information received from the District Communications Staff Officer. It should also pass down all communication information received from any other source. 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-CM 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 at least one 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.

With cooperation from the SO-IS, review the appropriate AUXMIS data, at least quarterly, to track the status of the Division's Communication Stations. 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.

Manage the fixed-land and land-mobile radio facilities in the Division. Maintain the records required by the DSO-CM and provide any reports that may be required.

Assist the FSOs-CM, as may be required, to inspect Fixed Land and Land Mobile Radio Facilities.

Work with the area communication coordinators, and the District Staff Officer for Communications, in planning, organizing, directing, and controlling Auxiliary communications.

In coordination with the Division Member Training Staff Officer and the Division Operations Staff Officer, encourage inclusion of communication items in any required Operations Seminar. Also encourage training exercises in search and rescue communications for vessels, aircraft and communications facilities.

Maintain an up-to-date list of communications specialists from District distributed AUXMIS printouts.

At each meeting, report in writing to the Division Board on the progress in the field of communications and on the status of the Division's Communications Program.

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