

(date)

From: Division Captain, Div  
To:

Subj: Appointment as Division Communication Services 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 Communication Services 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 electronic communication services throughout the Division. Keep the Division Board informed of all developments in these areas.
- b. Maintain close liaison with the District and Flotilla Communication Services Staff Officers in order to implement the CS programs established for nationwide, District-wide or Division use and to encourage increased activity and maintenance of uniformly high standards.
- c. Unless otherwise directed, create and maintain a Division website that is in full compliance with Auxiliary web policies.
- d. Foster interest in electronic communication among the members. Encourage and facilitate the use of electronic communication throughout the Division.
- e. Maintain personal e-mail and Internet access. Be registered in the national e-mail directory and keep your registration information up-to-date.
- f. Serve as Division WebWatcher. Monitor all Auxiliary e-mail NETs and the Auxiliary national website (CGAUXWEB) for important information. Ensure that such information reaches the appropriate elected and staff officers in a timely fashion.
- 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 Communication Services 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. Coordinate and cooperate with the SO-PB and SO-PA to ensure that both electronic and printed media are used to their fullest extent in providing information to the membership and to the boating public.
- j. Maintain close liaison with the District and Flotilla Communication Services Officers, request a monthly activity report from the FSOs-CS and provide a monthly activity report to the ADSO-IS/CS. Ensure that Flotilla websites are in full compliance with Auxiliary web policies.

- k. Maintain such records as may be required to effectively discharge your responsibilities.
  - l. Immediate supervisory responsibility for your office is vested in the VCP. Cooperate with the VCP in every way to ensure that the Division's communication services program is effectively administered.
  - m. Upon expiration of your term of office, or when so directed by me, transfer all property and records of the office as well as the Division website to your successor.
3. I am pleased to have you as a member of my staff.

Division Captain