

(date)

From: Division Captain, Div
To:

Subj: Appointment as Division Information 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 Information 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 all matters pertaining to the collection, recording and forwarding of the Division's AUXMIS data, and keep the Division Board informed of all developments in this area.
 - b. Maintain close liaison with the District and Flotilla Information Services Staff Officers in order to ensure proper credit is received for the members' and Flotilla's activities.
 - c. Coordinate and cooperate with the SO-VE, SO-PE, SO-OP, SO-MT, SO-PS, SO-AN and SO-PA so that they are kept advised of the progress in each of their areas of responsibility.
 - d. Maintain such records as may be required to effectively discharge your responsibilities.
 - e. Immediate supervisory responsibility for your office is vested in the VCP. Cooperate with the VCP in every way to ensure that the Division's activities are effectively and accurately recorded.
 - f. Upon expiration of your term of office, or when so directed by me, transfer all property and records of the office to your successor.
 - g. 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 INFORMATION SERVICES 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 IS and AUXMIS training of elected and staff officers.

Be familiar with the contents of all the various publications that pertain to AUXMIS including the Auxiliary Members AUXMIS Guide, COMDTINST M16790.2(series).

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

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.

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 Information Services Staff Officers. The frequency of such mailing is to be that required to pass down all information received from the DSO-IS. 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-IS off in the right direction. The purpose of these mailings is to ensure that communication down to the Division and 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.

Review the appropriate AUXMIS Printouts on a regular basis to track the input of the Division's activities. 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.

Be knowledgeable of the contents of the Member AUXMIS Guide, COMDTINST M16790.2 and the procedures for members to follow when submitting AUXMIS-related forms.

Provide timely feedback to FSOs-IS on specific information concerning member-initiated errors to reduce processing and transaction error recovery time in the Director's office.

Coordinate all Division IS/AUXMIS activities with the Director's Office.

Establish a training program so that all Flotilla Staff Officers will be aware of the procedures required for "real-time" reporting, to the Flotilla Officers and Staff, of Flotilla performance toward the AMOS objectives.

Receive from the FSOs-IS, and check for errors and omissions, all required AUXMIS Reports and make a weekly submission to the Director's Office.

Upon receipt of the Transaction Listing and Transaction Error Listing from the Director's Office, check the items shown on these listings against your submittal. Ensure that all transactions sent are correctly entered into AUXMIS. Where possible, correct all items shown on the Error Listing and resubmit. Where correction is not possible, return the cards with errors to the FSO-IS for correction and resubmittal. Ensure that all errors are corrected and credit is received for all member/flotilla activity. Resolve all discrepancies with the DSO-IS and/or Director's Office.

Establish a system so that you are able to provide "real-time" reporting of AUXMIS data to the Division Board and Staff. This includes preparing a AMOS type report showing attainment in the four AMOS areas, for all of the Flotillas, as of your latest submittal of AUXMIS Reports to the Director's Office.

Establish a system so that you are able to provide to the SO-OP the names of those members, by flotilla, that have not yet taken the Operations Seminar, at least one month prior to the seminar deadline.

Establish a system so that you are able to provide to the SO-VE the names of those VEs, by flotilla, that have not yet taken the Courtesy Examiner Seminar, at least one month prior to the seminar deadline.

Establish a system so that you are able to provide to the SO-VE the names of those VEs, by flotilla, that have not, as of 1 July, performed the required 10 CMEs.

Upon receipt of the One Page Management Report, extract the pertinent data for presentation to the Division Staff Officers.

At each meeting, report in writing to the Division Board on progress and activities in the Division's Information System.

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 area).