

(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).

(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).

(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).

(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

(date)

From: Division Captain, Div
To:

Subj: Appointment as Division Finance 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 Finance 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 Division financial matters, 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 Finance Staff Officers.

d. Keep complete and understandable records of all receipts, disbursements, and other financial transactions.

e. Serve as a member of the Division Budget Committee and prepare an annual budget for consideration by the committee and for approval by the Division Board.

f. Render financial reports at Division meetings and as otherwise required. Encourage prompt payment of obligations.

g. Prepare the Annual Financial Report for review by the Division Audit Committee and submission to the Director.

h. Under my supervision, you shall receive and pay out all monies of the Division in accordance with its Standing Rules.

i. Immediate supervisory responsibility for routine matters is vested in the VCP. Cooperate with the VCP in every way to ensure that the Division's finances are effectively administered.

j. Upon expiration of your term of office, or when so directed by me, transfer all property and records of the office to your successor.

k. 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 FINANCE 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 Division Standing Rules and the contents of the various other Auxiliary publications that pertain to handling and accounting for Auxiliary finances.

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

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 Finance Staff Officers. The frequency of such mailing is to be that required to pass down all information received from the DSO-FN. 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-FN 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 the Division publication, when appropriate, to pass information of a general nature or of widespread interest down to Flotilla members within the Division.

Promptly mail out statements as specified in the Division's Standing Rules. You are responsible for the collection of all dues from the Flotillas.

Ensure prompt payment of District dues and/or any other financial obligations as authorized by the approved Division Budget, by the Division Captain as permitted by the Standing Rules, or by approval voted by the Division Board.

Prepare an Order Form, with Division price lists, for use by the Flotillas in ordering Public Education Course materials.

At each meeting, report in writing to the Division Board on activities and progress in carrying out these duties.

Provide a complete financial statement for review by the Division Board as required by the DCP.

Provide data required for the annual Audit Committee report to the Division Board and Director.

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).

(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).

(date)

From: Division Captain, Div
To:

Subj: Appointment as Division Materials 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 Materials 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 procurement of materials including stationery, forms and publications for distribution to the Division Elected and Staff Officers and keep the Division Board informed of all developments in this area.
 - b. Maintain close liaison with the District and Flotilla Materials Staff Officers.
 - c. Coordinate and cooperate with all Division Staff officers in order to keep them supplied with the items necessary for the performance of their duties.
 - d. Maintain and disseminate, as required, listings of supplies, sources and information on procurement.
 - e. Immediate supervisory responsibility for your office is vested in the VCP. Cooperate with the VCP in every way to ensure that the Division maintains an adequate supply of materials for proper operation.
 - 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 MATERIALS 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.

Take positive steps to ensure that your counterpart staff officers at Flotilla level are well trained. Conduct whatever workshops and/or training program(s) may be necessary to ensure that District policy is followed in your program.

Provide leadership and guidance to all FSOs-MA.

Initiate and maintain contact with the DSO-MA.

Be alert for any reports on problems with supplies from the National Store and National Supply Center that affect your area of responsibility. Take appropriate action to resolve the problems. Keep the DSO-MA, VCP and DCP advised of your actions in this area.

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 Material Staff Officers. The frequency of such mailing will be that required to pass down all information received from the DSO-MA. 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-MA 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.

Encourage the use of the District Store. Ensure that all Division members have the information on how to order, have the order forms, and have the latest price list.

Maintain an up-to-date inventory, and custody list, of all Coast Guard property assigned to the Division and Division owned property. This is to include all movie and slide projectors, film and slides. Coordinate and cooperate with the applicable Division Staff officers in keeping the inventory and custody list correct.

It is the SO-MA's responsibility to advise the Division Board and Staff and the FSOs-MA of any changes or updates to the publications and forms, when notification of such changes is received.

The SO-MA is to order material from the ANSC as required and will take orders from the DCP, VCP and Division Staff. The SO-MA is responsible for maintaining a sufficient supply of the following items:

ANSC #6020 CG-4773B - Certificate of Appreciation
ANSC #6021 CG-4892A - Certificate of Appointment
ANSC #7102 CG-3642 - Auxiliary Letterhead
ANSC #7103 CG-3825 - Auxiliary Envelopes
ANSC #7104 CG-3883 - RAPIDRAFT Letter

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 areas).

(date)

From: Division Captain, Div
To:

Subj: Appointment as Division Marine Safety and Environmental Protection 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 Marine Safety and Environmental Protection 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 Division's role in the Auxiliary Marine Safety and Environmental Protection program, and keep the Division Board members informed of all developments in the program.
 - b) Unless otherwise directed, schedule qualified Auxiliarists to perform specific activities in your area of responsibility. The schedule must contain a specific time and place for such activity.
 - c) Maintain close liaison with counterpart staff officers at the District (DSO-MS) and Flotilla (FSO-MS) levels, as well as your counterparts in other Divisions, in order to ensure the proper implementation of Marine Safety and Environmental Protection programs.
 - d) Coordinate and cooperate with counterpart Division Staff Officers, particularly the SO-MT, SO-PE, SO-PA, SO-OP, SO-CM, and SO-AV to encourage appropriate outreach and training efforts, particularly any required advanced training.
 - e) Forward to District, Area and Flotilla officers, as well as your counterparts in other divisions, such methods, training aids, course material, or other educational or training tools which may have division-wide application or be of value to others in the Marine Safety and Environmental Protection program.
 - f) Maintain such records as may be required to effectively discharge your responsibilities.
 - g) Perform additional duties as may be assigned. Additional duties include, but are not limited to, the attached listing.
 - h) Immediate supervisory responsibility for your office is vested in the VCP. Coordinate with the VCP in every way to ensure that the Division's Marine Safety and Environmental Protection program is effectively administered.
 - i. Upon expiration of your term of office, or when directed by me, transfer all property and records of the office to your successor.
3. I am pleased to have you as a member of my staff.

Division Captain

SUGGESTED ADDITIONAL DIVISION MARINE SAFETY AND ENVIRONMENTAL PROTECTION STAFF OFFICER DUTIES

Attend all meetings of the Division Board and Division Staff. Give the VCP prior notice when such attendance is not possible.

Be prepared to assist others with any workshops, seminars, and training sessions related to Marine Safety and Environmental Protection as may be required.

Attend Area Captain and Flotilla meetings when requested.

Be familiar with the contents of the various publications and directives pertaining to Auxiliary Marine Safety and Environmental Protection efforts.

Provide Auxiliary augmentation, assistance and support to:

- (1) environmental outreach programs,
- (2) MS/MEP missions as outlined in the National Program, emergency planning and response teams, and "Sea Partners" and other outreach and educational programs.

Promote the MS/MEP program to the Division and Flotilla leadership and to individual Auxiliary members.

Increase member awareness of the MS/MEP program.

Develop and participate in projects that will benefit and enhance the MS/MEP program efforts.

Promote the expansion of MS/MEP education topics into Auxiliary public boating safety education courses.

In coordination with the DSO-MS, work with the Marine Safety Office Sea Partners Coordinator, Marine Safety Office Reserve Team Leader, and Division and flotilla staff officers to further the Sea Partners program and other MS/MEP public outreach education programs.

Take positive steps to ensure that counterpart staff officers and flotilla staff officers are well trained. Conduct such workshops, seminars and training programs as may be necessary to ensure that National, District and Division policies are followed in the MS/MEP program.

Initiate and maintain contact with your counterpart MS officers at the District, Area, Division and Flotilla levels.

Be alert for any reports of problems with supplies from the National Auxiliary Center (AUXCEN) - formerly known as the Auxiliary Supply Center (ANSC) - that affect your area of responsibility. Bring these matters to the attention of the DCP and/or VCP.

Establish goals and objectives for your area of responsibility and prepare the necessary plans to achieve them. Maintain a periodic review of achievements, compare with the progress made in previous years and report their status to the Division Board at each meeting.

As a Division Staff Officer, you are a direct representative of the Division Captain. As such, you are authorized to assist the various Flotillas and others as may be required. As a courtesy, prior

coordination with the applicable FC will be conducted prior to any visits on official business.

Should other Auxiliaries be appointed to assist you in your area, you are responsible to the DCP for their performance. This responsibility includes assigning specific tasks, requiring reports and following up on their actions. When such assistance is no longer required or no longer deemed to be effective, you will so advise the DCP via the VCP.

Upon receipt of bulletins, newsletters or other correspondence from National, Area or District MS/MEP authorities, provide copies or excerpts to Division and Flotilla personnel requiring such information in the performance of their duties. The purpose of mailings and reports is to ensure the continuity of communications from National to Flotilla levels. Provide copies of all mailings and reports to the Division Board and applicable District and Area counterparts.

Prepare one or more articles for publication in the Division newsletter to pass information of a general nature or of widespread interest down to individual members.

Review and track the progress of the Division MS/MEP programs. When a weakness is observed at the Flotilla level, correspond with the applicable Flotilla Staff Officer and Flotilla Commander, with a copy to the DCP and VCP. Request information on the nature of the problem and offer appropriate assistance.

When appropriate, prepare correspondence for the DCP or VCP to use in matters pertaining to the MS/MEP program.

In coordination with the SO-PS and SO-MT, encourage member interest in the MS/MEP program through training activities to insure greater interest and broad member participation.

Promote the presentation of "informal" MS/MEP sessions at Flotilla meetings using "In-Flotilla Training Topics," COMDTINST M16794.10 or other such material as may be appropriate.

Report in writing to the Division Board on the progress in the field of MS/MEP and on the status of the Division efforts in the program area.

Provide copies of your correspondence with MS/MEP contacts to the DCP, VCP and applicable Area Coordinators and to the DSO-MS on matters concerning their particular area of responsibility or interest.

(date)

From: Division Captain, Div
To:

Subj: Appointment as Division Member Training 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 Member Training 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 Division's Member Training Program, and keep the Division Board informed of all developments in the program.
 - 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 Member Training Staff Officers in order to implement the member training programs established for nationwide, District-wide or Division use and to encourage increased activity and maintenance of uniformly high standards.
 - d. Coordinate and cooperate with the SO-VE and SO-PE to encourage more vessel examiner and instructor training. Coordinate with the SO-OP to ensure that all boat crew and air operations training is performed under Coast Guard patrol orders.
 - e. Foster an interest in enrolling and completing the Administrative Procedures, AUXLEA and Auxiliary Specialty Courses.
 - f. Forward to the FSOs-MT such methods, training aids, course materials, or other educational tools provided by National or the District or developed within other Flotillas which may have Division-wide application. Provide the DSO-MT with all such items developed within the Division.
 - g. Maintain such records as may be required to effectively discharge your responsibilities.
 - h. Immediate supervisory responsibility for your office is vested in the VCP. Cooperate with the VCP in every way to ensure that the Division's Member Training Program is effectively administered.
 - i. Upon expiration of your term of office, or when so directed by me, transfer all property and records of the office to your successor.
 - j. 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 MEMBER TRAINING 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 with any workshops and training sessions planned by the Flotillas, particularly those for the training of elected and staff officers.

Be familiar with the contents of all the various publications that pertain to member training.

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

Initiate and maintain contact with the DSO-MT.

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 Member Training goals and objectives for your Division along with the necessary plans required to achieve your goals. You should develop goals that are measurable and maintain periodic review of the progress toward them. Report 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 Member Training Staff Officers. The frequency of such mailing is to be that required to pass down all information received from the District Member Training Staff Officer. 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-MT 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 DSO-MT and to the Division Board.

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 progress of the Division's Member Training 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 Commander on the perceived problems.

Refrain from requesting information and data from the Flotilla staff officers that is collected by, and available from, AUXMIS. Such requests are counterproductive, as they turn the staff officers' attention away from their primary tasks to that of duplicate data collection.

Encourage and oversee an aggressive basic qualification program for prospective members. This program should not be considered complete until the member has completed the BQ portion AND the Administrative Procedures Course.

Encourage and oversee the use of the AUXLEA Training Course. The goal should be to have all Elected Officers complete the course before or shortly after their elections.

Encourage and oversee a viable, ongoing, Division Boat Crew Training and Qualification Program. Coordinate with the SO-OP to conduct Boat Crew Training and Qualification events at the Division Level when required to enhance the overall program. When required to meet Flotilla needs for QEs, establish a plan to ensure maximum utilization of the QEs available to perform qualification within the Division. Seek assistance from the Area QE Coordinator when required.

Encourage and oversee a viable Specialty Course Training Program. Assist, as required, with the conduct of Division Specialty Courses. Strive to attain new AUXOPs in each Flotilla every year.

Coordinate with the Division Operations and Communications Staff Officers to ensure that proper Air/Surface/Comms training is conducted so as to obtain effective utilization of all Flotilla facilities. Ensure such training is performed under Coast Guard Patrol orders.

In coordination with the Division Member Resources Staff Officer, encourage a continuous program to retain the interest of members through training activities to the end that all Auxiliaries will seek a higher level of knowledge in subjects relating to marine safety and other areas. Promote the presentation of "informal" member training sessions at each and every Flotilla meeting, utilizing In-Flotilla Training Topics, COMDTINST M16794.10 or other such material as may be appropriate.

Serve as the custodian of the Division material used for Member Training. This includes projection equipment, slides, tapes and movies.

Serve as the custodian of all member training examination material issued to the Division. Establish and oversee a system for administering and grading member training exams taken by members of the Division.

Report in writing, at each Division Board meeting, on the progress in the field of member training and on the status of the Division's Member Training Program.

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

(date)

From: Division Captain, Div
To:

Subj: Appointment as Division Dealer Visitation 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 Dealer Visitation Staff Officer, SO-MV, 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 Division's Marine Dealer Visitation program. Keep the Division Board members informed of all developments in this program.
 - b. Maintain close liaison with the Assistant District Staff Officer - Marine Dealer Visitation (ADSO-MDV) and the District Vessel Examination Staff Officers and the Flotilla Dealer Visitor Officer in order to implement the MDV programs established for nationwide, District-wide or Division use and to encourage increased activity and maintenance of uniformly high standards.
 - c. Coordinate and cooperate with the SO-MT to encourage the increase in the number of qualified Dealer Visitors and assist in the proper presentation of all required VE/MDV workshops.
 - d. Maintain current records of decal distribution 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 Marine Dealer Visitation Program is effectively administered.
 - 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 DIVISION MARINE DEALER VISITATION STAFF OFFICER DUTIES

Attend all staff 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 and training sessions called, particularly those for the training of elected and staff officers.

Take positive steps to ensure that the FSOs-MV are well trained. Conduct 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 ADSO-MDV and DSO-VE. Copy the ADSO-MDV with all of your reports to the VCP.

Be familiar with the contents of the MARINE DEALERS VISITOR MANUAL, COMDTINST M16796.3(series).

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 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 Marine Dealer Visitation Staff Officers. The frequency of such mailing is to be that required to pass down all information received from the DSO-VE and/or ADSO-MDV. 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-MV 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 regarding your program down to Flotilla members within the Division.

With cooperation from the SO-IS, review the appropriate AUXMIS data, at least quarterly, to track the progress of the Division's Marine Dealer Visitation 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.

Refrain from requesting information and data from the Flotilla staff officers that is collected by, and available from, AUXMIS. Such requests are counterproductive as they turn the staff officers' attention away from their primary tasks to that of duplicate data collection.

Do the utmost to ensure the quality and integrity of all Marine Dealer Visitations are maintained.

Issue Marine Dealer Decals to FSOs-MV and maintain accountability of all decals provided for the Division's use.

Assist the Division Member Training Staff Officer to encourage an aggressive program to qualify new Marine Dealer Visitors. With cooperation from the Division Member Training Officer, establish and conduct Marine Dealer Visitors improvement programs.

With cooperation from the Division Member Training Staff Officer, ensure that any required VE/MDV Workshop is properly conducted. Hold a Division Workshop with all FSOs-MV to discuss the District/Division related topics that should be included in the VE/MDV Workshop. Ensure that items particular to this District are included with the National Topics when each workshop is conducted.

Coordinate with the SO-IS to ensure a system is available to identify those MDVs that have yet to attend a workshop in time to ensure 100% attendance by all Marine Dealer Visitors in the Division. Conduct Division level workshops as required to accomplish the 100% attendance.

Establish procedures to ensure that all Marine Dealer Visitors are aware of all VE/MDV Hot Lines and The Marine Dealer Visitor Newsletter as they are issued. Provide additional material that may be required to reinforce their content.

Establish and oversee a program whereby all Marine Dealers, insofar as practicable, have been assigned to a specific Flotilla for coverage under the Marine Dealer Visitation Program.

At each meeting, report in writing to the Division Board on the progress in the field of member training and on the status of the Division's Marine Dealer Visitation Program.

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

(date)

From: Division Captain, Div

To:

Subj: Appointment as Division Operations 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 Operations 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 surface and air operations program, including Search and Rescue, Regatta and/or Safety Patrols and facility inspections, and keep the Division Board members informed of all developments in the program.

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 Operations Staff Officers, cooperating in every way to ensure prompt and direct flow of information vital to authorized Auxiliary operational activities and to encourage increased activity and maintenance of uniformly high standards.

d. Receive Vessel Facility Inspection forms for facilities in the Division, check for completeness and compliance with requirements and, when proper, issue operational wreaths and/or facility decals. Maintain a system of accountability of wreaths and decals.

e. Coordinate and cooperate with the SO-MT to develop and encourage training in SAR procedures for Auxiliary air, surface and communications facilities and crews.

f. Ensure that every deployment of an operational facility for any activity on behalf of the Coast Guard or Coast Guard Auxiliary is under Coast Guard reimbursable or non-reimbursable patrol orders.

g. Maintain close contact with any Coast Guard units in your area to encourage operational activity and maintenance of uniformity.

h. Immediate supervisory responsibility for your office is vested in the VCP. Cooperate with the VCP in every way to ensure that the Division's Operations Program is effectively administered.

i. Upon expiration of your term of office, or when so directed by me, transfer all property and records of the office to your successor.

j. 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 OPERATIONS 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 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 operations, including the Operations Policy Manual, COMDTINST M16798.3 (Series).

Take positive steps to ensure that the FSOs-OP 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-OP and the ADSO-OP(Air) for your Area.

Coordinate and cooperate with all CG Units in your area to ensure that all available Auxiliary facilities (vessel, air and communications) are identified, available and utilized.

Coordinate with the CG Units in your area to ensure that the quantity and quality of SAR responses by Auxiliary facilities are maintained. Receive the Coast Guard Unit copies of the Auxiliary SAR Report, CG-4612 AUX. Review for completeness, correct as required, and forward to the Coast Guard Unit assigning the Unit Case Number (UCN).

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 operational 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 operations staff officers. The frequency of such mailing is to be that required to pass down all information received from the DSO-OP. 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-OP 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.

Establish and oversee a system for processing all Vessel Facility Inspection forms. Issue the appropriate Facility Decals. Provide any accounting of forms and decals, as may be required, to the Director's Office. Ensure that the Coast Guard Group(s) have up-to-date Vessel Characteristics for those facilities with which they may have occasion to work.

With cooperation from the Division Vessel Examination Staff Officer, establish, publicize and encourage a program to secure 100% facility inspections prior to the District deadline date.

As the District deadline for Facility Inspections approaches, provide timely feedback to the Division Board on those facilities that have yet to be inspected.

With cooperation from the SO-IS, review the appropriate AUXMIS data, at least quarterly, to track the progress of the Division's Operations Program. When a weakness is observed at Flotilla level, 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.

Refrain from requesting information and data from the Flotilla staff officers that is collected by, and available from, AUXMIS. Such requests are counterproductive, as they turn the staff officers' attention away from their primary tasks to that of duplicate data collection.

Cooperate with the Division Communications Staff Officer to encourage activities for the planning and conduct of communications watchstanding, communications drills, and the general use of Auxiliary Communication Stations.

Cooperate with the Division Member Training Staff Officer to encourage an aggressive program to qualify new members under the Boat Crew Qualification and/or the Air Operations programs, as member interests dictates.

With the Division Public Affairs Staff Officer, encourage programs and activities to promote and publicize boating safety and Auxiliary Operations and fosters a close understanding of the program among state and municipal boating officials.

With cooperation from the Division Member Training Staff Officer, ensure that the Annual Operations Workshop is properly conducted. Hold a Division Workshop with all FSOs-OP to discuss the topics that should be covered in the OPS Workshop. Ensure that topics concerning Air Operations, ATON/Chart Updating and communications, along with items peculiar to this Division and District are included with the National Topics when each workshop is conducted.

Coordinate with the SO-IS to ensure a system is available to identify those members qualified in the BCQ Program who have yet to attend a required workshop, in time to ensure 100% attendance by those in the Division active in Operations. Conduct Division level OPs Workshops, as required, to accomplish the 100% attendance.

With cooperation from the Division Information System Staff Officer, establish a follow-up system to minimize the loss of member boat crew qualification from failure to perform any required patrol hours.

At each meeting, report in writing to the Division Board on the progress in the field of operations and on the status of the Division's Operations 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).

(date)

From: Division Captain, Div
To:

Subj: Appointment as Division Public Affairs 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 Public Affairs 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 Auxiliary public affairs and public information matters within the Division, and keep the Division Board members informed of all developments in the program.
 - b. Maintain close liaison with the District and Flotilla Public Affairs Staff Officers, cooperating in every way to establish effective working relationships with the newspaper, radio and television media in a manner which will facilitate coverage of Auxiliary activities.
 - c. Coordinate and cooperate with the SO-PE, SO-VE, SO-OP, SO-PS and SO-CC to encourage effective coverage of their activities.
 - d. Originate, as appropriate, articles for Flotilla, Division, District and National Publications.
 - e. Promote the best possible public image of the Auxiliary in the Division.
 - f. Immediate supervisory responsibility for your office is vested in the VCP. Cooperate with the VCP in every way to ensure that the Division's Public Affairs Program is effectively administered.
 - g. Upon expiration of your term of office, or when so directed by me, transfer all property and records of the office to your successor.
 - h. 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 PUBLIC AFFAIRS 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 public affairs including the Public Affairs Officer's Guide, COMDTINST M5728.3(series).

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

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 Public Affairs goals and objectives for your Division area 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 Public Affairs Staff Officers. The frequency of such mailing is to be that required to pass down all information received from the DSO-PA. 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-PA 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 the Flotilla members within the Division.

With cooperation from the SO-IS, review the appropriate AUXMIS data, at least quarterly, to track the progress of the Division's Public Affairs 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.

Establish an effective working relationship with the newspapers, radio and television news media in a manner which will facilitate maximum coverage of the Auxiliary's activities.

Constantly look for new ways to get the Auxiliary message to the public. Examples are the use of milk carton, grocery bag, bottle hangers, mailers, dealers' advertisements, etc. All programs of this nature must be approved at Division and District before formal agreements are made with the firm providing the printed messages.

Establish and oversee a program whereby all Home Shows and Boat Shows in the Division, insofar as practicable, have a Boating Safety Booth on display. Attempt to have a Boating Safety Booth set up in all major Shopping Malls during National Safe Boating Week. Work with and coordinate with the FSOs-PA in this effort.

Refrain from requesting information and data from the Flotilla staff officers that is collected by, and available from, AUXMIS. Such requests are counterproductive, as they turn the staff officers' attention away from their primary tasks to that of duplicate data collection.

Develop and direct an organized program of activities to obtain Auxiliary publicity.

Maintain close liaison with and local Coast Guard Public Affairs Officers, cooperating in every way to establish effective working relationships and coordination of the Coast Guard's and Auxiliary's efforts with the newspaper, radio and television media to facilitate coverage of Coast Guard and Auxiliary activities.

Originate as appropriate, articles for Flotilla, Division, District and National Publications, clearing articles as required with the District Commodore and Director.

Promote the best possible image of the Auxiliary.

Assist the Division Public Education Staff Officer and Division Vessel Examination Staff Officer with advertising and publicity.

Encourage and oversee participation in the National Safe Boating Week activities by all Auxiliary Flotillas in the Division.

Assist the Division Career Candidate Staff Officer with advertising and publicity concerning the Academy Introduction Mission (AIM) and the Recruit Assistance Programs (RAP).

Cooperate with the Division Personal Services Staff Officer to publicize the Auxiliary and to attract new members.

Cooperate with the Division Publication Staff Officer in obtaining Action Photos of Flotilla activity for publication in the District and National publications, and for entering in any District and National Photo Contests. Retains a file of photos received for possible future use.

At each meeting, report in writing to the Division Board on activities and progress in the Division's Public Affairs 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).

(date)

From: Division Captain, Div
To:

Subj: Appointment as Division Publications 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 Publications Staff Officer for the calendar year 200_.

2. Your duties and responsibilities, consistent with the provisions of the Auxiliary Manual, are as follows:

- a. Be the editor of the Division Publication.
- b. Maintain close liaison with the District and Flotilla Publications Staff Officers to ensure a prompt flow of suitable articles and information of interest to the readership within the Division.
- c. Encourage all members to submit articles of interest for the Division Publication.
- d. Receive photographs of Flotilla activities as may be appropriate for use in the Division and/or District Publication.
- 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 Publication is effective and useful.
- 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 PUBLICATIONS 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.

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

Be responsible for the development and growth of Flotilla Publications. Maintain liaison, provide assistance, give encouragement and disseminate good ideas and helpful hints. Every Flotilla should publish some type of newsletter. Encourage and assist the FSOs-PB in accomplishing this goal.

Initiate and maintain contact with the DSO-PB.

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.

You are to establish goals and objectives for publications within 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 Publication Staff Officers. The frequency of such mailing will be that required to pass down any information received from the DSO-PB. 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-PB off in the right direction. This also includes quarterly reminders to the FSOs-PB of the Division Publication deadline. 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.

Ensure that all FSOs-PB are aware of and follow the recommended distribution of Flotilla Newsletters. Copies should be provided to the DIRAUX, DCO, VCO, RCO (of your area), DSO-PB, DCP, VCP and SO-PB. (These officials should also be provided copies of the Division Publication.) When practicable, Flotillas should exchange copies with the other Flotilla Commanders in the Division.

Cooperate with the Public Affairs Staff Officer in obtaining Action Photos of Flotilla activity for publication in the Division, District and National publications, and for entering in any District and National Photo Contests.

Maintain a file of all unit publications and/or articles submitted to other publications.

Maintain the required sets of Flotilla and Division publications for entry in any District Publication Contest.

At each meeting, report in writing to the Division Board on activities and progress in carrying out these duties.

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).

(date)

From: Division Captain, Div
To:

Subj: Appointment as Division Public Education 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 Public Education 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 Division's Public Education Program and keep the Division Board informed of all developments in the program.
 - 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 Public Education Staff Officers in order to implement the public education programs established for nationwide, District-wide or Division use and to encourage increased activity and maintenance of uniformly high standards.
 - d. Coordinate and cooperate with the SO-MT to increase the number of qualified instructors.
 - e. Forward to the FSOs-PE such methods, training aids, course materials, or other educational tools provided by National or the District or developed within other Flotillas which may have Division-wide application. Provide the DSO-PE with all such items developed within the Division.
 - 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 Public Education 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 PUBLIC EDUCATION 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 and training sessions called, particularly those for the training of elected and staff officers.

Be familiar with the course contents of all the Auxiliary Public Education Courses.

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

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 Public Education 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 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 Public Education Staff Officers. The frequency of such mailing is to be that required to pass down all information received from the DSO-PE. 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-PE 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 progress of the Division's Public Education 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.

Refrain from requesting information and data from the Flotilla staff officers that is collected by, and available from, AUXMIS. Such requests are counterproductive, as they turn the staff officers' attention away from their primary tasks to that of duplicate data collection.

Cooperate with the Division Member Training Staff Officer to encourage the training of new Instructors.

With cooperation from the Division Member Training Officer, establish and conduct Instructor improvement programs.

Cooperate with the Division Member Resources Staff Officer to encourage the presentation of information on the Auxiliary and Auxiliary membership to the students of each Public Education Course.

Cooperate with the Division Public Affairs Staff Officer to encourage programs and activities to promote and publicize boating safety and Auxiliary Public Education Courses in school systems, camps, clubs and industry groups.

Cooperate and coordinate with the State Agencies in effective use of the Auxiliary AND State education programs and courses. Where applicable, ensure that a pool of Auxiliary Instructors are also qualified as State Instructors, eligible to teach the State's Boating Course.

Encourage and oversee a Division pool of instructors who are available to give teaching assistance to undermanned or new Flotillas, to participate in special Division sponsored courses, and to start Summer boating courses within the Division's areas.

Encourage the teaching of "Core Courses" (6 lesson BS&S and 7 lesson S&S) during the period of April through August each year.

Encourage Flotillas to hold "workshops" each year for the purpose of bringing to the attention of all instructors any changes in the PE Program and/or course material.

Serve as the custodian of the Division material used for Public Education. This includes projection equipment, slides, tapes and movies.

Ensure that appropriate recognition is given to those Instructors who teach Twenty (20) or more hours each year and for those members who go above and beyond in service as Class Aides.

Prepare, each year, three consolidated lists of all courses being presented by Flotillas in the Division. Each list should cover four months. There should be one for January through April, another for May through August, and finally one for September through December. Each list should be prepared and distributed one month prior to the start of the period. Copies of these list are to be provided the DSO-PE and SO-PA and, in general, used to advertise the boating classes being offered in the Division.

With cooperation from the Division Member Training Staff Officer, ensure that any required Instructor Workshop is properly conducted. Hold a Division Workshop with all FSOs-PE to discuss the topics that should be covered in the IT Workshop. Ensure that items particular to this District are included with the National Topics when each workshop is conducted.

Coordinate with the SO-IS to ensure a system is available to identify those Instructors that have yet to attend a workshop in time to ensure 100% attendance by all instructors in the Division. Conduct Division level workshops as required to accomplish the 100% attendance.

Coordinate with the SO-IS to ensure a system is available to identify those instructors that have not yet performed the required instructor or aide hours by 1 July. Ensure that a Flotilla program has been established to encourage those instructors to obtain the required hours. The goal is to not lose instructors through failure to serve.

Establish procedures to ensure that all Instructors are aware of all PE Speed-grams and Ed-Vantages as they are issued. Provide whatever additional material that may be required to reinforce their content.

Encourage the development of training aids for use by Flotilla Instructors, as well as participation in the District and National Training Aid Contests.

At each meeting, report in writing to the Division Board on the progress in the field of public education and on the status of the Division's Public Education 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).

(date)

From: Division Captain, Div
To:

Subj: Appointment as Division Personal 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 Member Resources Staff Officer for the calendar year 2000__.

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 Division's Personal Services Program, and keep the Division Board informed of all developments in the program.

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 Personal Services Staff Officers in order to implement the member resource programs established for nationwide, District-wide or Division use.

d. Coordinate and cooperate with the SO-PA in publicizing the Personal Services program.

e. Effectively implement the Personal Services program in accordance with prescribed procedures.

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 Personal 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. 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 PERSONAL 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 training of elected and staff officers.

Be familiar with the contents of all the various publications that pertain to member recruiting and retention, including the MEMBERSHIP RECRUITING AND RETENTION GUIDE, COMDTPUB P16794.12(series).

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

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 Personal Services 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 Personal Services Staff Officers. The frequency of such mailing is to be that required to pass down all information received from the DSO-PS. 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-PS 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 the Flotilla members within the Division.

Establish procedures to ensure that the Permanent Members in the Division are not forgotten but are afforded the privileges to which they are entitled.

With cooperation from the SO-IS, review the appropriate AUXMIS data, at least quarterly, to track the progress of the Division's Personal Services 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 to use in requesting information from the Flotilla Commanders on the perceived problems.

Refrain from requesting information and data from the Flotilla staff officers that is collected by and available from AUXMIS. Such requests are counterproductive, as they turn the staff officers' attention away from their primary tasks to that of duplicate data collection.

Develop and implement programs and activities to promote the growth of the Auxiliary, through member gains and chartering new Flotillas, so that it will ultimately serve all nearby boating areas.

Encourage programs and activities designed to retain members with particular emphasis on contacting members who are drifting into inactivity by failing to attend meetings or by not actively participating in one or more programs. Continually stress that Flotilla staff officers look for symptoms of potential drop-out: missed meetings, and no CME, OP or PE activity. Encourage contacting these members directly and trying to involve them in the cornerstone and other programs or in advanced training.

Prior to final action by the District on a disenrollment request, or disenrollment action initiated by a Flotilla, contact the FSO-PS of the member's Flotilla. Ensure that FSOs-PS were involved "before-the-fact" in all disenrollment actions in their Flotilla and that the District policy of direct contact was followed and the alternatives of Permanent Membership were offered. Advise the DCP of the Flotilla's actions.

Cooperate with the Division Public Education Staff Officer to encourage presentation of the Auxiliary story to each public education class and invitations to the students to apply for membership.

Cooperate with the Division Public Affairs Staff Officer to encourage presentation of the Auxiliary story in articles and by Auxiliary speakers.

Assist the Division Member Training Officer to ensure that new members are guided through the process of basic qualification without undue delay and are given encouragement for further participation in advanced training, particularly the Elected Officers Course.

Ensure that procedures are established and followed, in each Flotilla, to conduct a thorough Perspective Member Interview. This interview should be conducted by the Flotilla Commander and should stress the full and complete meaning of Auxiliary Membership with all of its advantages AND obligations.

At each meeting, report in writing to the Division Board on activities and progress in member resources and the status of the Division's Personal Services 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).

(date)

From: Division Captain, Div
To:

Subj: Appointment as Division Secretary/Records 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 Secretary/Records Staff Officer for the calendar year 200__.
2. Your duties and responsibilities, consistent with the provisions of the Auxiliary Manual, are as follows:
 - a. Be responsible for the recording and subsequent publication of the minutes of the Division when it meets in official sessions.
 - b. Maintain close liaison with the District and Flotilla Secretary/Records Staff Officers.
 - c. Maintain a current record of Division Officers, committee assignments and such other appointments as may be made by the DCP.
 - d. Maintain a current list of Flotilla Officers and Staffs.
 - e. Maintain such other records as may be required to ensure the correctness and continuity of administration.
 - f. Immediate supervisory responsibility for your office is vested in the VCP. Cooperate with the VCP in every way to ensure that the Division is effectively administered.
 - g. Upon expiration of your term of office, or when so directed by me, transfer all property and records of the office to your successor.
 - h. 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 SECRETARY/RECORDS 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.

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

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.

Assume staff responsibility for matters pertaining to administrative and personnel reporting.

Maintain a copy of the correct Alpha listing, and cooperate with the Information System Staff Officer, as required, in ensuring the members records in AUXMIS are correct.

Maintain a copy of the Division Standing Rules and other records as may be required to ensure the correctness and continuity of administration.

At least twice a year, communicate with all FSOs-SR to remind them of the proper distribution for the Flotilla Minutes. 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-SR off in the right direction.

Conduct ballot by mail when so directed.

Prepare and mail notices of all Division Board meetings.

Prepare correspondence for signature of the Division Captain.

Submit articles to the Division Publication when deemed necessary to keep the Flotilla members within the Division informed or when requested.

At each Division Board meeting, present the minutes of the previous meeting for approval. Also report to the Division Board the activities and progress in carrying out these duties.

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).

(date)

From: Division Captain, Div
To:

Subj: Appointment as Division Vessel Examination 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 Vessel Examination 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 Division's CME program and CME Month activities and the Marine Dealer Visitation program. Keep the Division Board members 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 Vessel Examination Staff Officers in order to implement the CME programs established for nationwide, District-wide or Division use and to encourage increased activity and maintenance of uniformly high standards.

d. Coordinate and cooperate with the SO-MT to encourage the increase in the number of qualified Vessel Examiners and Marine Dealer Visitors.

e. Maintain current records of decal distribution as may be required to effectively discharge your responsibilities.

f. Immediate supervisory responsibility for your office is vested in the VCP. Cooperate with the VCP in every way to ensure that the Division's Vessel Examination Program and Marine Dealer Visitor Program is effectively administered.

g. Upon expiration of your term of office, or when so directed by me, transfer all property and records of the office to your successor.

h. 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 VESSEL EXAMINATION 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.

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

Be familiar with the contents of the Courtesy Examiners Manual, COMDTINST M16796.2(series).

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 vessel examination 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 Vessel Examiner Staff Officers. The frequency of such mailing is to be that required to pass down all information received from the DSO-VE. 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-VE 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 progress of the Division's Vessel Examination 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.

Refrain from requesting information and data from the Flotilla staff officers that is collected by, and available from, AUXMIS. Such requests are counterproductive as they turn the staff officers' attention away from their primary tasks to that of duplicate data collection.

Be responsible for CME Month activities. Establish plans and procedures to stimulate Division-wide activity during this period. Coordinate with the SO-IS to ensure that a system is available by which data on CME Month activity can be collected and provided to the DSO-VE. Coordinate with the SO-PA to obtain maximum publicity for CME Month activities of the different Flotillas.

Assist the Division Operations Staff Officer in publicizing and encouraging a program to secure 100% facility inspections prior to the District deadline date.

Do the utmost to ensure the quality and integrity of all examinations and inspections is maintained.

Issue CME Decals (Seals of Safety) and Marine Dealer Decals to FSOs-VE and maintain accountability of all decals provided for the Division's use.

Assist the Division Member Training Staff Officer to encourage an aggressive program to qualify new Vessel Examiners and Marine Dealer Visitors.

With cooperation from the Division Member Training Officer, establish and conduct Vessel Examiner improvement programs.

With cooperation from the Division Member Training Staff Officer, ensure that any required VE Seminar is properly conducted. Hold a Division Workshop with all FSOs-VE to discuss the topics that should be covered in the VE Seminar. Ensure that items particular to this District are included with the National Topics when each seminar is conducted.

Coordinate with the SO-IS to ensure a system is available to identify those VEs that have not yet performed 10 CMEs by 1 July. Ensure that a Flotilla program has been established to encourage those VEs to obtain the required CMEs. The goal is to not lose examiners through failure to perform 10 CMEs.

Establish procedures to ensure that all Vessel Examiners are aware of all VE Hot Lines as they are issued. Provide whatever additional material that may be required to reinforce their content.

Cooperate with the Division Public Affairs Staff Officer to encourage programs and activities to promote and publicize boating safety and Auxiliary Courtesy Marine Examinations. The objective is to foster a close understanding of the programs among state and municipal boating officials for the purpose of stimulating greater public participation and increased examiner activity.

Establish and oversee a program whereby all Marine Dealers, insofar as practicable, have been assigned to a specific Flotilla for coverage under the Marine Dealer Visitation Program.

Establish and oversee a system whereby all marinas and boat launching ramps, insofar as practicable, is assigned to some Flotilla in the Division. It then will be that Flotilla's responsibility to ensure that all boats in the marina are offered a CME and that an examiner is manning the launching ramp on weekends, particularly during CME Month. It should be understood that no Flotilla owns "exclusive rights" to any ramp or marina. Such assignment is merely to facilitate coverage of all marinas and launching ramps within the Division.

Ensure that appropriate recognition is given to those Examiners who perform 100 or more CMEs.

Cooperate with the Division Public Affairs Staff Officer to ensure effective combining of efforts for the CME Month and the National Safe Boating Week.

At each meeting, report in writing to the Division Board on the progress in the field of member training and on the status of the Division's Vessel Examination 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).

(date)

From: Division Captain, Div
To:

Subj: Appointment as Division Uniform and Flag Code Advisor

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 Uniform and Flag Code Advisor for the calendar year 200__.
2. Your duties and responsibilities are as follows:
 - a. Be thoroughly knowledgeable in the proper wearing of the Auxiliary uniform and uniform items, and serve as the advisor to the Division Board on these matters.
 - b. Seek ways and opportunities to foster and encourage the proper wearing of the uniform.
 - c. Prepare articles for the Division publication to inform the membership and to advise them of current uniform changes.
 - d. Attend and participate in the Division Board Meetings.
 - e. Visit the Flotillas to encourage the wearing of the uniform and to conduct workshops on the proper wearing of the uniform. Be available to provide advice to members concerning the proper purchase of uniform items.
 - f. Maintain close liaison with your counterpart at the District level.
 - g. Whenever possible, attend District Board Meetings held in your area.
 - h. 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 members of the Division.
 - i. Inform the VCP if you wish to bring a uniform matter before the Division Board. A written report is not required, but at your option may be provided all attendees.
3. Supervisory responsibility for your office is vested in the VCP, however, you are requested to provide any support needed to ensure the Division Meetings are successful.
4. I am pleased to have you as a member of my staff.

Division Captain