

(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).