

(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.

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.