

(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).