

(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.

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).