

(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).