

(date)

From: Division Captain, Div
To:

Subj: Appointment as Division Public Education 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 Public Education 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 Public Education Program and keep the Division Board 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 Public Education Staff Officers in order to implement the public education programs established for nationwide, District-wide or Division use and to encourage increased activity and maintenance of uniformly high standards.
 - d. Coordinate and cooperate with the SO-MT to increase the number of qualified instructors.
 - e. Forward to the FSOs-PE such methods, training aids, course materials, or other educational tools provided by National or the District or developed within other Flotillas which may have Division-wide application. Provide the DSO-PE with all such items developed within the Division.
 - f. Maintain such records as may be required to effectively discharge your responsibilities.
 - g. Immediate supervisory responsibility for your office is vested in the VCP. Cooperate with the VCP in every way to ensure that the Division's Public Education Program is effectively administered.
 - h. Upon expiration of your term of office, or when so directed by me, transfer all property and records of the office to your successor.
 - i. 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 PUBLIC EDUCATION 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 course contents of all the Auxiliary Public Education Courses.

Take positive steps to ensure that the FSOs-PE 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-PE.

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 Public Education 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 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 Public Education Staff Officers. The frequency of such mailing is to be that required to pass down all information received from the DSO-PE. 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-PE 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.

With cooperation from the SO-IS, review the appropriate AUXMIS data, at least quarterly, to track the progress of the Division's Public Education 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.

Cooperate with the Division Member Training Staff Officer to encourage the training of new Instructors.

With cooperation from the Division Member Training Officer, establish and conduct Instructor improvement programs.

Cooperate with the Division Member Resources Staff Officer to encourage the presentation of information on the Auxiliary and Auxiliary membership to the students of each Public Education Course.

Cooperate with the Division Public Affairs Staff Officer to encourage programs and activities to promote and publicize boating safety and Auxiliary Public Education Courses in school systems, camps, clubs and industry groups.

Cooperate and coordinate with the State Agencies in effective use of the Auxiliary AND State education programs and courses. Where applicable, ensure that a pool of Auxiliary Instructors are also qualified as State Instructors, eligible to teach the State's Boating Course.

Encourage and oversee a Division pool of instructors who are available to give teaching assistance to undermanned or new Flotillas, to participate in special Division sponsored courses, and to start Summer boating courses within the Division's areas.

Encourage the teaching of "Core Courses" (6 lesson BS&S and 7 lesson S&S) during the period of April through August each year.

Encourage Flotillas to hold "workshops" each year for the purpose of bringing to the attention of all instructors any changes in the PE Program and/or course material.

Serve as the custodian of the Division material used for Public Education. This includes projection equipment, slides, tapes and movies.

Ensure that appropriate recognition is given to those Instructors who teach Twenty (20) or more hours each year and for those members who go above and beyond in service as Class Aides.

Prepare, each year, three consolidated lists of all courses being presented by Flotillas in the Division. Each list should cover four months. There should be one for January through April, another for May through August, and finally one for September through December. Each list should be prepared and distributed one month prior to the start of the period. Copies of these list are to be provided the DSO-PE and SO-PA and, in general, used to advertise the boating classes being offered in the Division.

With cooperation from the Division Member Training Staff Officer, ensure that any required Instructor Workshop is properly conducted. Hold a Division Workshop with all FSOs-PE to discuss the topics that should be covered in the IT 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 Instructors that have yet to attend a workshop in time to ensure 100% attendance by all instructors in the Division. Conduct Division level workshops as required to accomplish the 100% attendance.

Coordinate with the SO-IS to ensure a system is available to identify those instructors that have not yet performed the required instructor or aide hours by 1 July. Ensure that a Flotilla program has been established to encourage those instructors to obtain the required hours. The goal is to not lose instructors through failure to serve.

Establish procedures to ensure that all Instructors are aware of all PE Speed-grams and Ed-Vantages as they are issued. Provide whatever additional material that may be required to reinforce their content.

Encourage the development of training aids for use by Flotilla Instructors, as well as participation in the District and National Training Aid Contests.

At each meeting, report in writing to the Division Board on the progress in the field of public education and on the status of the Division's Public Education 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).