

(date)

From: Division Captain, Div
To:

Subj: Appointment as Division Vessel Examination 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 Vessel Examination 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 CME program and CME Month activities and the Marine Dealer Visitation program. Keep the Division Board members informed of all developments in these programs.

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 Vessel Examination Staff Officers in order to implement the CME 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 encourage the increase in the number of qualified Vessel Examiners and Marine Dealer Visitors.

e. Maintain current records of decal distribution as may be required to effectively discharge your responsibilities.

f. Immediate supervisory responsibility for your office is vested in the VCP. Cooperate with the VCP in every way to ensure that the Division's Vessel Examination Program and Marine Dealer Visitor Program is effectively administered.

g. Upon expiration of your term of office, or when so directed by me, transfer all property and records of the office to your successor.

h. 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 VESSEL EXAMINATION 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-VE 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-VE.

Be familiar with the contents of the Courtesy Examiners Manual, COMDTINST M16796.2(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 vessel examination 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 Vessel Examiner Staff Officers. The frequency of such mailing is to be that required to pass down all information received from the DSO-VE. 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-VE 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 Vessel Examination 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.

Be responsible for CME Month activities. Establish plans and procedures to stimulate Division-wide activity during this period. Coordinate with the SO-IS to ensure that a system is available by which data on CME Month activity can be collected and provided to the DSO-VE. Coordinate with the SO-PA to obtain maximum publicity for CME Month activities of the different Flotillas.

Assist the Division Operations Staff Officer in publicizing and encouraging a program to secure 100% facility inspections prior to the District deadline date.

Do the utmost to ensure the quality and integrity of all examinations and inspections is maintained.

Issue CME Decals (Seals of Safety) and Marine Dealer Decals to FSOs-VE 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 Vessel Examiners and Marine Dealer Visitors.

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

With cooperation from the Division Member Training Staff Officer, ensure that any required VE Seminar is properly conducted. Hold a Division Workshop with all FSOs-VE to discuss the topics that should be covered in the VE Seminar. Ensure that items particular to this District are included with the National Topics when each seminar is conducted.

Coordinate with the SO-IS to ensure a system is available to identify those VEs that have not yet performed 10 CMEs by 1 July. Ensure that a Flotilla program has been established to encourage those VEs to obtain the required CMEs. The goal is to not lose examiners through failure to perform 10 CMEs.

Establish procedures to ensure that all Vessel Examiners are aware of all VE Hot Lines as they are issued. Provide whatever additional material that may be required to reinforce their content.

Cooperate with the Division Public Affairs Staff Officer to encourage programs and activities to promote and publicize boating safety and Auxiliary Courtesy Marine Examinations. The objective is to foster a close understanding of the programs among state and municipal boating officials for the purpose of stimulating greater public participation and increased examiner activity.

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.

Establish and oversee a system whereby all marinas and boat launching ramps, insofar as practicable, is assigned to some Flotilla in the Division. It then will be that Flotilla's responsibility to ensure that all boats in the marina are offered a CME and that an examiner is manning the launching ramp on weekends, particularly during CME Month. It should be understood that no Flotilla owns "exclusive rights" to any ramp or marina. Such assignment is merely to facilitate coverage of all marinas and launching ramps within the Division.

Ensure that appropriate recognition is given to those Examiners who perform 100 or more CMEs.

Cooperate with the Division Public Affairs Staff Officer to ensure effective combining of efforts for the CME Month and the National Safe Boating Week.

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 Vessel Examination 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).