

Duties of D-CP (District-Chief of Prevention)

Your duties and responsibilities, consistent with the provisions of *The Auxiliary Manual*, are as follows:

General duties

1. As a District staff officer, actively support and promote those portions of the District program for which you are responsible. Do everything you can to realize the District objectives.
2. Policy matters are the province of the Director of Auxiliary, District Board and the District EXCOM. Significant program modifications, except as set forth in the *Auxiliary Manual* and other relevant Coast Guard publications, must be cleared by the District Commodore.
3. Immediate supervisory responsibility for your office is vested in the VCO. Cooperate with the VCO in every way to ensure that your program is effectively administered.
4. Maintain such records as may be required to effectively discharge your responsibilities.
5. Upon expiration of your term of office, or when so directed by the VCO transfer all property and records of the office to your successor.
6. Attend all meetings of the District Board and District Staff. Give the DCO and VCO prior notice when such attendance is not possible.
7. Be prepared to assist with any workshops, seminars, and training sessions called, particularly those for the training of elected and staff officers. Attend Captains' meetings when requested.
8. Conduct whatever workshops or training programs as may be necessary to ensure that District policy is followed in your program.
9. Prepare one or more articles for the District publication to pass information of a general nature or of widespread interest down to members of the District.
10. Take positive steps to insure that those District Staff Officers under your supervision are well trained.
11. Establish goals and objectives for your area of responsibility and develop a plan to achieve them. Objectives should be measurable and relate to established district objectives. Maintain periodic review of achievements. Compare with the

progress made in previous years and report findings/status to the VCO at meetings.

12. As a District Staff Officer, you are a direct representative of the Commodore. You are authorized to assist the various Divisions and Flotillas as necessary. As a courtesy, prior coordination with units will be made with DCPs and FCs prior to visitation. If reimbursable orders are desired, they will be requested through the VCO with a brief statement of justification and estimated cost.
13. Report no later than the 5th of each month, in writing, to the VCO updates regarding program effectiveness, recommended changes, activities and issues. Special attention should be given to program successes and deficient areas, noting achievements and recommendations for improvement. Upon request from the VCO, present a brief report at requested meetings.
14. Copies of all correspondence from you, when appropriate, are to be provided to the DCO and VCO (file) and the applicable RCO(s) (for matters concerning their particular areas.)

Program Duties

The D-CP plays a key role in the safe and conscientious conduct of prevention in the District. The D-CP is responsible for the following:

1. The D-CP shall be responsible for the oversight of the DSO-SL, DSO-PE, DSO-AN, DSO-MT, DSO-PV and DSO-VE. All of the above DSO's will report to the D-CP who will in turn keep the VCO apprized of the effectiveness of each of the above-mentioned programs.
2. It must be clearly understood that the D-CP is not replacing any DSO, merely coordinating their efforts to maximize the effectiveness of all programs relating to Prevention. DSOs are still responsible for communications both up and down the chain with all of their National, Division, and Flotilla counterparts.
4. The Chief of Prevention will develop and with EXCOM's approval implement program changes and enhancements necessary to revitalize the efforts of members as well as increase our support for the Coast Guard.
5. The D-CP will provide monthly reports to the DCO through the VCO, which will include the state of readiness and effectiveness of our capabilities to provide the prevention support required by the various CG commands throughout the District.
6. It is hoped that all communications from DSO's would go through their respective "Chief" to the DCO/VCO, but there is nothing to preclude direct

communications when it is needed and time is of the essence.

7. Other duties as requested or assigned.