

## **Duties of DSO-CM**

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

### **General duties**

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1. As a District 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 Chief of Response.
3. Immediate supervisory responsibility for your office is vested in the Chief of Response. Cooperate with the Chief of Response 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 Chief of Response, transfer all property and records of the office to your successor.
6. Attend all meetings of the District Board and District Staff. Give the Chief of Response 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 may be necessary to ensure that District policy is followed in your program.
9. Take positive steps to ensure that your counterpart staff officers at Division level are well trained.
10. Initiate and maintain contact with your counterparts on the National Staff.
11. 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.
12. 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 Chief of Response.
13. Establish goals and objectives for your area of responsibility and prepare the necessary plans to achieve them. The objectives should be measurable and relate to the objectives

- established by the District. Maintain periodic review of achievements, compare with the progress made in previous years and report status to the District Board at each meeting.
14. As a District Staff Officer, you are a direct representative of the Commodore, and as such, you are authorized to assist the various Divisions and Flotillas. As a courtesy, prior coordination of any visits to the units will be made with the applicable DCPs and FCs. If reimbursable orders are desired, they will be requested through the Chief of Response with a brief statement of justification and estimated cost.
  15. When ADSOs are appointed to assist you in your area, you are responsible to the DCO for their performance. This responsibility includes assigning specific tasks, requiring reports, and following up on their actions. When the assistance is no longer needed, or no longer effective, you will so advise the DCO, VCO via the Chief of Response. Conversely, you will identify the need for any additional ADSOs and recommend their appointment via the VCO.
  16. Report monthly by the third of each month, in writing, to the Chief of Response on activities and progress in your program area. Give special emphasis to updates on effectiveness of program, program changes, program activities and program issues. Also, report on successful and deficient areas, noting praiseworthy achievements and making recommendations for improvement. Upon request from the Chief of Response, present a brief oral report at meetings of the District Board.
  17. Copies of all correspondence from you, when appropriate, are to be provided to the DCO, VCO, Chief of Response and the applicable RCO(s) (for matters concerning their particular areas).

## **Program duties**

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1. 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 District communications, and keep the Chief of Response informed of all developments in this area.
  - b. Unless otherwise directed, 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. Ensure that every activation of an Auxiliary Radio facility is under Coast Guard orders.
  - d. Maintain close liaison with the Division Communications Staff Officers in planning, organizing and implementing the District's communication activities.
  - e. Encourage the obtaining and use of additional radio facilities.

- f. In cooperation with the Member Training Staff Officer, encourage increased member participation in communications training and qualification as communications specialists.
2. Be familiar with the contents of all the various publications that pertain to communications, including the Operations Policy Manual, COMDTINST M16798.3(series).
3. Prepare a bulletin or newsletter for mailing to the Division Communications Staff Officers. The frequency for such a mailing will be at your discretion, but a minimum of three such bulletins a year is desired. One bulletin should be an introduction prior to the start of the year, with any directions, procedures, reminders that may be necessary to start new SOs - CM off in the right direction. The second at the height of the operations season and the third such bulletin should be just prior to the Fall District Board meeting. The purpose of this mailing is to ensure that communications down to the Division and Flotilla level are maintained. When appropriate, sufficient copies will be provided to the SOs for distribution to the FSOs in their Division. Provide copies to the District Board and applicable National and District Staffs.
4. Review the appropriate AUXDATA printouts, at least quarterly, to track the status of the District's communication stations. When a weakness is observed at Division or Flotilla level, correspond with the appropriate staff officer and RCO. Request information on the nature of the problem and offer assistance. When appropriate, prepare correspondence for the DCO, VCO or Chief of Response to use in requesting information from the Division Captains on the perceived problems.
5. Manage the fixed-land and land-mobile radio facilities in the District, and assist the Director of Auxiliary in processing facility Offers of Use. This includes initial authorization, assignment of facility identification codes and call signs, inspection reports and issue of facility decals. Maintain the records required by the District Director of Auxiliary and Chief, Communications Branch and provide year end reports required by each.
6. Work with the area communication coordinators, Division Staff Officers for Communications and with the Coast Guard District Chief, Communications Branch, in planning, organizing, directing, and controlling Auxiliary communications.
7. In coordination with the District Member Training Staff Officer and the District Operations Staff Officer, encourage inclusion of communication items in the required annual Operations Workshop. Also encourage training exercises in search and rescue communications for vessels, aircraft and communications facilities.
8. Maintain an up-to-date list of communications specialists from District-distributed AUXDATA printouts.
9. Serve as a member of the District's Disaster Preparedness Committee. This committee is tasked with emergency planning and Auxiliary augmentation, assistance and response teams.