

Duties of DSO- MA

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

General Duties

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 Chief of Logistics.
3. Immediate supervisory responsibility for your office is vested in the Chief of Logistics. Cooperate with the Chief of Logistics 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 Logistics, 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 Logistics 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. 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 of problems with supplies from the National Supply Center that affect your area of responsibility. Bring these matters to the attention of the Chief of Logistics.
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 Chief of Logistics.
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 Logistics.
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 and VCO via the Chief of Logistics. Conversely, you will identify the need for any additional ADSOs and recommend their appointment via the Chief of Logistics.
16. Report monthly, in writing, no later than the 3rd of each month to the Chief of Logistics updating the effectiveness of the program, program changes, program activities, and program issues. Give special emphasis to successful and deficient areas, noting praiseworthy achievements and making recommendations for improvement. Upon request from the Chief of Logistics 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 Logistics and the applicable RCO(s) (for matters concerning their particular areas.)

Program Duties

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's Materials Center and keep the Chief of Logistics informed of all developments in the program.

- 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. Maintain close liaison with the Division Materials Staff Officers in order to implement the Materials program as established for National, District, and Divisions and to encourage increased activity, and maintenance of uniformly high standards.
2. Appoint and exercise staff responsibility over a minimum of one Assistant District Staff Officer – Materials Operations and One Assistant District Staff Officer – Used Uniform Exchange.
 3. Establish and maintain a District Materials Checking Account for use in Purchasing Materials and Supplies as needed and as a depository for receipts for sales.
 4. Oversee day-to-day operations, including the receipt and fulfillment of orders from the Divisions and EXCOM of Eighth Western Rivers Region.
 5. Provide a discount, as established by EXCOM, to the Divisions on orders placed by SO-MA and/or DCP.
 6. Fulfill requests from District staff and elected officers for postage and supplies from the Auxiliary National Supply Center.
 7. Fulfill direct requests from the membership for Materials at the Suggested Retail Price.
 8. Fulfill requests for Public Education Textbooks and send by government postage to the address specified by the ordering Division.
 9. Transport the necessary materials and operate the Materials Center at District Conferences.
 10. Provide on a monthly basis to the Chief of Logistics (DSO-FN) copies of any financial records, such as invoices, check registers, bank statements, and any other records specified by the D-CL.
 11. Publish and maintain a current catalog, listing all items that may be ordered through the Materials Center, together with the Suggested Retail Price.
 12. Send whenever the account balance warrants it the amount specified in the District Budget to the DSO-FN. Partial payments are encouraged as the funds become available.