

Duties of DSO-QE

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

General duties

2. The Director of Auxiliary (DIRAUX) 8WR and the Operations Training Officer (OTO) continue to have direct oversight and control over the QE program. As a District Staff Officer, actively promote and support “QE” related District programs, directives, and objectives as outlined in appropriate Coast Guard and Coast Guard Auxiliary manuals.
3. 8WR District Policy changes and program modifications shall be approved by the Director of Auxiliary after consultation with the OTO, DCO, VCO and Chief of Response. The Director of Auxiliary shall have final approval on all QE related policy and program changes.
4. Immediate supervisory responsibility for the DSO-QE is vested with the Chief of Response. Coordination with the Chief of Response is essential to ensure effective management and administration.
5. Upon expiration of your term of office or when directed by the Chief of Response, transfer all QE related program correspondence and records to the newly appointed DSO-QE.
6. The DSO-QE shall attend District Board and District Staff meetings unless otherwise directed by the DIRAUX, OTO, or DCO. If your attendance to these meetings is not possible then you must notify the Chief of Response.
7. The DSO-QE, shall conduct QE program related workshops, training programs or seminars as requested by the DIRAUX and Chief of Response.
8. Training and workshops should follow established district policies and guidelines.
9. Establish and effective and proactive liaison with your QE counterpart at the National Staff level.
10. Prepare one or more articles for District newsletter publication.
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 Chief of Response 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 Chief of Response with a brief statement of justification and estimated cost.

13. When ADSOs are appointed to assist, report any performance concerns to the OTO, VCO and Chief of Response. This responsibility includes assigning specific tasks, requiring reports, and following up on personnel actions. When assistance is no longer required, notify the OTO and VCO via the Chief of Response. Conversely, if you require additional ADSOs, request additional support personnel through the Chief of Response.
14. Report no later than the 3rd of each month, in writing, to the Chief of Response 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 Chief of Response, present a brief report at requested meetings.
15. Copies of all appropriate correspondence will be provided to the DCO, VCO, Chief of Response and the applicable RCO(s) (for their particular areas).

Program duties

1. Your duties and responsibilities, consistent with the provisions of the Auxiliary Manual, Auxiliary Operations Manual and the Auxiliary Training Manual are as follows:
 - a. Report to the Chief of Response (D-CR).
 - b. Work closely with the DIRAUX specifically the OTO in carrying out your duties in support of the QE program.
 - c. Evaluate the need for additional QEs to service the 8WR Boat Crew Qualification Program. QE appointments shall be made by the OTO with input from the Director of Auxiliary and the DCO. New QE appointments shall only be after a successful field evaluation conducted by the OTO.
 - d. Evaluate the participation and performance of each QE prior to annual appointment.
 - f. Investigate reported misconduct of QEs and take appropriate action after consultation with the OTO, DIRAUX and DCO.
 - g. May require extensive travel throughout the district as needed (as approved by the DIRAUX after consult with the OTO).
 - h. Encourage QEs to take an active roll in mentoring boat crew candidates.
 - i. Encourage QEs to take an active role in participation and training of members for DSAR/ISAR competition.

Duties of DSO-QE (continued)

- j. Encourage QEs to take an active roll in supporting the Operational Excellence program.
- k. Schedule and monitor required QE training as needed.
- l. Promote proper and consistent QE evaluation of candidates throughout the region stressing the importance that all tasks are performed and signed by a mentor. Be mindful that there are no waived or optional tasks in the Eighth Western Rivers region.
- m. Work with the appropriate staff to ensure adequate TCT sessions/training is scheduled so as not to degradate the qualification process.