

Duties of DSO-AN

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 objective.
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 Prevention.
3. Immediate supervisory responsibility for your office is vested in the District Chief of Prevention. Cooperate with the Chief of Prevention 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 Prevention, 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 Prevention 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 Prevention.
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 Prevention 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 and VCO via the Chief of Prevention. Conversely, you will identify the need for any additional ADSOs and recommend their appointment via the Chief of Prevention.
 16. Report monthly no later than the 3rd of each month, in writing, to the Chief of Prevention on updates on effectiveness of 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 Prevention, 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 Prevention and the applicable RCO(s) (for matters concerning their particular areas).

Program duties

1. Exercise staff responsibility for and supervision over the aids to navigation program, including chart updating, private aid verification, and the prompt reporting of discrepancies in aids to navigation (ATON), chart discrepancies and chart updating information. Keep the Chief of Prevention informed of all developments in these areas.
 - a. 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.
 - b. Maintain close liaison with the Division Aids to Navigation Staff Officers and request a monthly activity report. Obtain from the SO-AN, by 1 October each year, changes desired on chart distribution.
 - c. Coordinate and cooperate with the DSO-OP to ensure that all vessel and aircraft ATON and Chart Updating Patrols are performed under Coast Guard Patrol orders.
 - d. Foster interest for members to maintain their own navigational publications in an up-to-date condition.

2. Be familiar with the contents of all the various publications that pertain to aids to navigation and chart updating, including the Aids to Navigation and Chart Updating Manual.
3. Prepare a bulletin or newsletter for mailing to the Division Aids to Navigation Staff Officers. The frequency of such mailing will be at your discretion, but a minimum of three such bulletins a year is desired. One bulletin should be an introduction at the beginning of the year, with any directions, procedures, reminders that may be necessary to start new SOs-AN off in the right direction. The second such bulletin should be in the middle of the year with the third one 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 Aids to Navigation Program. 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 or VCO to use in requesting information from the Division Captains on the perceived problems.
5. Keep the automated NOS chart distribution records up-to-date. Annually advise the National Aids to Navigation Division Chief, and DIRAUX, of necessary changes to this system. All nautical charts delivered to the District under the automatic system, shall be distributed by you to the Flotillas.
6. Request, assign and follow-up on special investigation projects and provide assistance to Auxiliarists in the completion and submission of special investigation reports.
7. Request, assign and follow-up on inspections of private aids to navigation. Provide assistance to Auxiliarists in the timely completion of the required inspections and submission of the required reports.
8. Receive all reports from the Flotillas and review them immediately for readability, accuracy and errors of omission. Correct obvious errors and forward the reports as prescribed in the Aids to Navigation and Chart Updating Manual.
9. Submit the Monthly Activity Report as required by the Aids to Navigation and Chart Updating Manual by the 3rd of each month to the Chief of Prevention.
10. Cooperate with the Coast Guard Sectors and other agencies in chart updating.
11. In coordination with the Member Training Staff Officer and the Operations Staff Officer, encourage the inclusion of aids to navigation information in any Operations Seminar. Also coordinate the development of training programs to establish member proficiency in chart updating activities.