

Duties of DSO- CS

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

The DSO-CS plays a key role in the conduct of Communication Services in the District. The DSO-CS is responsible for the following duties.

1. Immediate supervisory responsibility for this office is vested in the Chief of Logistics. Coordinate with the Chief of Logistics ensuring that the District's Communication Services program is effectively administered. Attend all meetings of the District Board and District Staff. Provide complete and regular reports to the Chief of Logistics regarding activity and provide updated reports to the District Board.

2. Be familiar with the contents of all sources that pertain to Communication Services. Be familiar with the Auxiliary's electronic media resources. You must maintain personal e-mail and Internet access, and be correctly registered in the national e-mail directory
3. Supervise and coordinate the activities of all individuals appointed to assist you with the CS program. This responsibility includes assigning specific tasks, requiring reports, and following up on their actions. These are especially important for website and other training efforts.
4. Ensure that a District website is created and maintained that is in full compliance with Auxiliary web policies. Ensure that current PE course schedules for the District are properly maintained on the website and are available to the public. Verify quarterly the posted contact information for the Flotilla Finder.
5. Ensure that all flotilla and division websites adhere to all web policies and Site Review Forms have been submitted to DVC-IW. Maintain a current list of local websites containing unit number, URL and point of contact. Ensure that websites nominated for the annual Best of Web award are carefully evaluated and that worthy entries are submitted for timely judging.
6. Maintain close liaison with the Division Communication Services Officers and request a monthly activity report from the SOs-CS. Facilitate communication up the chain of command with the DVC-IC and DVC-IW. Maintain close liaison with your counterparts in other Districts.
7. Facilitate on-going training effort that is directed towards all communication service needs. Conduct such workshops, seminars and training programs as may be necessary. Promote the development of electronic communications in the district, divisions and flotillas. Increase member awareness of the value of electronic communication and new resources available to them with frequent articles published in your District publication.
8. Maintain such records as may be required to effectively discharge your responsibilities.
9. Other duties as requested/assigned.