

DUTIES OF DSO-IS

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

GENERAL DUTIES

1. Exercise staff responsibility and supervision over all matters pertaining to the collection and entry of the District's AUXDATA data and keep the Executive Committee members informed of all developments in this area.
2. Communicate monthly (by the third of each month) with the District Chief of Logistics (D-CL) to report on activities and communications within the chain of Leadership and Management. Supervisory responsibility is vested in the District Vice Commodore who is also the chief of staff. The VCO has designated the District Chief for Logistics as immediate supervisor. Cooperate with the D-CL in every way to ensure that the District's activities are effectively and accurately recorded.
3. Schedule qualified Auxiliarists to perform specific activities in your area of responsibility. This schedule must include a specific time and place for the activity.
4. Maintain close liaison with the Division Information Systems Staff Officers (SO-IS) in the district so that they are kept advised of the progress in each of their areas of responsibility.
5. Coordinate and cooperate with the other DSOs of the District so that they are kept advised of the progress in each of their areas of responsibility.
6. Maintain such records as may be required to effectively discharge your responsibilities.
7. Upon expiration of your term of office, or when so directed by the D-CL, VCO, or DCO, transfer all property and records of the office to your successor.

SPECIFIC DUTIES

1. Attend all meetings of the District Board and District Staff. Give the D-CL or VCO prior notice when such attendance is not possible.
2. Be prepared to assist the area Rear Commodores with any workshops, seminars, and training sessions called, particularly those for the IS and AUXDATA training of elected and staff officers.
3. Attend Division Captains meetings when requested.
4. Be familiar with the contents of all the various publications that pertain to AUXDATA and/or AUXINFO.
5. Take positive steps to ensure that your counterpart staff officers at Division level are well trained.
6. Conduct whatever workshops and/or training programs as may be necessary to ensure that District policy is followed in your program.
7. Initiate and maintain contact with your counterparts on the National Staff.
8. Be alert for any reports on problems with supplies from the National Supply Center (ANSC) that affect your area of responsibility. Bring these matters to the attention of the D-CL, VCO, and/or DCO.

9. Establish goals and measurable objectives for your area of responsibility and prepare the necessary plans to achieve them. Maintain periodic review of achievements, compare with progress made in previous years, and report status to the District Board at each meeting.
10. Assist the various Divisions and Flotillas as a representative of the District Commodore. As a courtesy, prior coordination of any visits to the units will be made with the applicable DCP or FC.
11. Be responsible for any ADSOs appointed to assist you in your area. 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 via the D-CL/VCO.
12. Prepare a bulletin or newsletter for electronic and/or surface mailing to the Division Information Systems Staff Officers. The frequency of such mailing is to be at least quarterly. The purpose of this mailing is to ensure that communications down to the Division and Flotilla level is maintained. When appropriate, sufficient copies will be provided to the SOs for distribution to the FSOs in the Divisions. Provide copies to the District Board, D-CL, and applicable National and District Staffs.
13. Prepare one or more articles for each issue of the District publication to pass information of a general nature or of wide spread interest to members of the District.
14. Review AUXDATA reports on a regular basis to track the input of the District's activities. When a weakness is observed at a 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.
15. Be knowledgeable of the operation of the AUXDATA system and the procedures for members to follow when submitting AUXDATA related forms. Understand the criteria and rules for mission activity reporting and have a program in place that insures consistent, accurate reporting according to the criteria within the District.
16. Insure that each division in the district has identified a primary and back-up data entry person. The primary is usually the SO-IS, although exceptions may be made if necessary to insure the timely entry of AUXDATA input for the division. Establish a training program on the AUXDATA system for those members who perform data entry.
17. Establish a training program so that all flotilla and division staff officers and members will be aware of the procedures required for reporting of performance toward flotilla and division goals.
18. Be familiar with the Auxiliary's electronic media resources. With the DSO-CS insure that all unit websites within the district adhere to the Auxiliary's internet web policies.
19. Serve as an advisor to the District Awards Committee.
20. Report quarterly in writing to the District Board on progress and activities in the District's Information Systems program.

21. Provide D-CL, VCO, and DCO and applicable RCOs and DCPs copies of all correspondence on matters of concern in their areas.
22. Perform other duties as assigned.