

# Duties of DSO-LP (DUTIES OF DISTRICT STAFF OFFICER - LEGAL)

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

## General duties

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The District Legal Officer shall be an Auxiliarist who is an attorney currently licensed to practice, appointed by the District Commodore. The District Legal Officer shall perform services on an uncompensated basis. The duties of the District Legal Officer are as follows:

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1. Serve as general legal counsel to the District Commodore, District Vice Commodore, District Rear commodores and District Staff Officers, where such service regards legal matters concerning the U.S. Coast Guard Auxiliary.
2. Review Flotilla and Division Standing Rules prior to approval and provide the District Commodore and Executive Committee with suggested changes in the Standing Rules for the District.
3. Review all recommendations made to the District Board with regard to the legal implications thereof and so inform the District Commodore and the Executive Committee.
4. Suggest recommendations for consideration to the District Commodore, District Vice Commodore and Executive Committee regarding organizational and legal matters.
5. Assist all Division Captains and Flotilla Commanders

with  
legal matters concerning the Coast Guard Auxiliary.

6. Serve as parliamentarian (if one is not appointed) at all meetings of the District Board and provide advice as to parliamentary procedures for Division Captains and Flotilla Commanders.
7. Keep and maintain custody of all legal documents pertaining to the U.S. Coast Guard Auxiliary District-
8. Advise and assist in unit tax matters concerning the Coast Guard Auxiliary District, Divisions and Flotillas.
9. Review and approve all licenses, contracts, agreements and insurance policies pertaining to the Coast Guard Auxiliary, prior to inception.
10. Advise and assist in District legal matters concerning pending litigation and matters in which there may be potential litigation, including but not limited to claims on behalf of or against the Coast Guard Auxiliary, and/or officers or members of the Coast Guard Auxiliary in their official capacities.
11. Notify the Director of Auxiliary and Department Chief, Legal Affairs immediately of all litigation, claims or potential claims against the Auxiliary or any member.
12. Review documents, articles for publication and or distribution and other legal instruments for legal correctness, contents, substance and other legal attributes prior to release.
13. Conduct such reviews, audits and investigations pertaining to Auxiliary affairs as requested by the District Commodore or Director of Auxiliary.
14. Maintain liaison with the Department Chief, Legal Affairs and inform him as to all matters of National Auxiliary or potential National Auxiliary significance, including

proposed laws or regulations affecting any Auxiliary Programs.

15. Process requests for insurance certificates and notify the Department Chief, Legal Affairs of any notification of claims against the Coast Guard Auxiliary whether or not the individuals involved were under Coast Guard orders.
16. Notify the Department Chief, Legal Affairs of any claims made by Auxiliarists or on their behalf for disability and/or death benefits while in performance of Coast Guard duties.
17. Be knowledgeable in and be prepared to give legal advice pertaining to (a) dis-enrollment and administrative penalties (b) Auxiliary organizational structure (c) Auxiliary election procedures, certification and qualification for office (d) policies and regulations pertaining to the Coast Guard Auxiliary, (e) government property, (f) the use of unit funds and permissible solicitations (g) and such other matters as may be requested by the District Commodore or Director of Auxiliary.
18. Maintain liaison with the Coast Guard District Legal Office and Director of Auxiliary.
19. Provide advice as to the advantages and disadvantages of incorporation and provide assistance in forming a District corporation and obtaining tax-exempt status only after consultation with the Department Chief, Legal Affairs. No assistance may be provided Division, Flotilla or other Corporations.
20. Provide advice only with respect to Auxiliary matters and not with respect to personal, non-Auxiliary related problems of individual Auxiliarist. Advice and assistance is normally provided only to Auxiliary units or its officers in their official capacity? However, assistance may be provided to individual Auxiliarists in reviewing claims for loss or damage, medical, disability or death benefits, and in other situations in which a conflict of interest will not arise with respect to the District Legal Officer's duties and obligations to the Auxiliary and Coast Guard.