

## **Duties of DSO-MS**

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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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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 our objectives:
  - a. We will be regarded as indispensable by the Coast Guard and each of 13 states;
  - b. Our members will thrive in an atmosphere of mutual respect, take pride in their professionalism, and have fun.
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 or VCO.
3. Immediate supervisory responsibility for your office is vested in the Chief of Prevention. Cooperate with the Chief of Prevention and VCO 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 me, 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 or Vice Commodore 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 VCO.
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 Planning Group. 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 VCO 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 Chief of Prevention, DCO via the VCO. Conversely, you will identify the need for any additional ADSOs and recommend their appointment via the Chief of Prevention and VCO.
16. Report quarterly, in writing, to the District Board on activities and progress in your program area. Give special emphasis to successful and deficient areas, noting praiseworthy achievements and making recommendations for improvement. Upon request from the Chief of Prevention or VCO, 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 Chief of Prevention, DCO, VCO and the applicable RCO(s) (for matters concerning their particular areas).

## **Program duties**

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1. Your duties and responsibilities, consistent with the provisions of the Auxiliary Manual, are as follows:
  - a. Exercise staff responsibility and supervision over all matters pertaining to the District's role in the Auxiliary Marine Safety and Environmental Protection program, and keep the District Board members informed of all developments in the program.
  - b. Unless otherwise directed, schedule qualified Auxiliarists to perform specific activities in your area of responsibility. The schedule must contain a specific time and place for such activity.

- c. Maintain close liaison with counterpart staff officers at the Division (SO-MS) and Flotilla (FSO-MS) levels, in order to ensure the proper implementation of Marine Safety and Environmental Protection programs.
  - d. Coordinate and cooperate with counterpart Staff Officers, particularly the DSO-MT, DSO-PE, DSO-PA, DSO-OP, DSO-CM, and DSO-AN to encourage appropriate outreach and training efforts, particularly any required advanced training.
  - e. Forward to Division and Flotilla officers, as well as your counterparts on the National Staff, such methods, training aids, course material, or other educational or training tools which may have District-wide application or be of value to others in the Marine Safety and Environmental Protection program.
2. Be familiar with the contents of the various publications and directives pertaining to Auxiliary Marine Safety and Environmental Protection efforts.
3. Provide Auxiliary augmentation, assistance and support to:
  - a. environmental outreach programs,
  - b. MS/MEP missions as outlined in the National Program,
  - c. "Sea Partners" and other outreach and educational programs.
4. Serve as a member of the District's Disaster Preparedness Committee. This committee is tasked with emergency planning and Auxiliary augmentation, assistance and response teams.
5. Promote the MS/MEP program to the District, Division and Flotilla leadership and to individual Auxiliary members. Increase member awareness of the MS/MEP program. In coordination with the DSO-PS and DSO-MT, encourage member interest in the MS/MEP program through training activities to insure greater interest and broad member participation. Promote the presentation of "informal" MS/MEP sessions at Division and Flotilla meetings using "In-Flotilla Training Topics," COMDTINST M16794.10 or other such material as may be appropriate.
6. Develop and participate in projects that will benefit and enhance the MS/MEP program efforts.
7. Promote the expansion of MS/MEP education topics into Auxiliary public boating safety education courses.
8. Work with the Marine Safety Office Sea Partners Coordinator, Marine Safety Office Reserve Team Leader, and Division and flotilla staff officers to further the Sea Partners program and other MS/MEP public outreach education programs.
9. Upon receipt of bulletins, newsletters or other correspondence from National MS/MEP authorities, provide copies or excerpts to Division and Flotilla personnel requiring such

- information in the performance of their duties. The purpose of mailings and reports is to ensure the continuity of communications from National to Flotilla levels. Provide copies of all mailings and reports to the Division Board and applicable District and Area counterparts.
10. Review and track the progress of the Division MS/MEP programs. When a weakness is observed, correspond with the applicable Staff Officer and RCO. Request information on the nature of the problem and offer appropriate assistance. When appropriate, prepare correspondence for the Chief of Prevention, DCO or VCO to use in requesting information from the Division Captains on the perceived problems.