

Duties of DSO-OP

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

General duties

1. As a District staff 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 District Commodore.
3. Immediate supervisory responsibility for your office is vested in the Chief of Response. Cooperate with the Chief of Response 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 the Chief of Response transfer all property and records of the office to your successor.
6. Attend all meetings of the District Board and District Staff. Give the DCO, VCO and Chief of Response 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. Establish goals and objectives for your area of responsibility and develop a plan to achieve them. Objectives should be measurable and relate to established district objectives. Maintain periodic review of achievements. Compare with the progress made in previous years and report findings/status to the Chief of Response at meetings.
13. As a District Staff Officer, you are a direct representative of the Commodore. You are authorized to assist the various Divisions and Flotillas as necessary. As a courtesy, prior coordination with units will be made with DCPs and FCs prior to visitation. If reimbursable orders are desired, they will be requested through the Chief of Response with a brief statement of justification and estimated cost.
14. When ADSOs are appointed to assist, report any performance concerns to the OTO, VCO and Chief of Response. This responsibility includes assigning specific tasks, requiring reports, and following up on personnel actions. When assistance is no longer required, notify the OTO and VCO via the Chief of Response. Conversely, if you require additional ADSOs, request additional support personnel through the Chief of Response.
15. Report no later than the 3rd of each month, in writing, to the Chief of Response updates regarding program effectiveness, recommended changes, activities and issues. Special attention should be given to program successes and deficient areas, noting achievements and recommendations for improvement. Upon request from the Chief of Response, present a brief report at requested meetings.
16. Copies of all correspondence from you, when appropriate, are to be provided to the DCO, VCO, Chief of Response (file) and the applicable RCO(s) (for matters concerning their particular areas.)

Program Duties

The DSO-OP plays a key role in the safe and conscientious conduct of surface operation in the District. The DSO-OP is responsible for the following:

1. Provide program management to the District's surface operations program, including, MDA patrols, safety patrols, regatta patrols, search and rescue, and special events.
2. Ensure (with District Bridge and DIRAUX) that the District's surface operations are being conducted safely, with good judgment, and conform to the Boat Crew Seamanship Manual, Boat Crew Training Manual, AUXMAN, Operations Policy Manual, and other national/ district publications as appropriate, and reflect positively on the United States Coast Guard.
3. Establish annual operations goals and objectives (in conjunction with local GC units and DIRAUX) to ensure that operational needs are met. Create an operations

working plan that outline how those goals and objectives will be met. Ensure that the plan is specific and measurable.

4. In conjunction with DIRAUX, provide regularly scheduled review and assessment of the status of the Boat Crew qualifications, including currency maintenance (years 1 through 4), and 5th year currency, and navigation rules retesting.
5. Provide support, advice, and counsel to the SOs-OP in the district. Facilitate communication up and down the chain of leadership. Apprise SOs-OP of changes to operational policies and procedures in a timely manner. Follow up with SOs-OP as needed to ensure clarity and compliance.
6. Provide regular and complete reports to the Chief of Response and VCO. Present operational information and activity updates to the District board as requested.
7. Provide information and input from the field as requested by the National Operational staff.
8. Establish and maintain good working relationships with the CG units in the District. Ensure that each unit is receiving adequate operational support.
9. Other duties as requested or assigned.