

Duties of DSO-PB

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. If Division Publications officers bring problems to your attention please share that information with the D-CL.

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

Your duties and responsibilities, consistent with the provisions of *The Auxiliary Manual* shall include:

1. Exercise staff responsibility and supervision over all matters pertaining to the District's publication. Keep the District Board and Executive Committee informed through the District Chief – Logistics of developments in the production and dissemination of the publication.
2. Maintain close liaison with Division Publications Officers in order to provide support and ensure that publications items are used extensively and appropriately at all levels of the District.

3. Provide guidance and support, including periodic training, to division and flotilla publications officers. If there is a District conference or other comprehensive district training opportunity, work with the DSO-MT to organize training sessions for publication officers and encourage newly appointed officers to attend.
4. Recruit, train, supervise, and coordinate the activities of those appointed to assist you. Possible Assistant District Staff Officers positions might include editorial, proof reading, newsletter and/or photo contests.
5. Serve as custodian for District material used for publications. This may include software, photographic, or production equipment or materials.
6. Initiate reporting of District activities for inclusion in the publication.
7. Insure that reported information is accurate, timely, informative, interesting, and in keeping with Auxiliary policy.
8. Edit copy without changing intent as necessary or return articles to the authors if need be for editing. Ensure that authors and photographers receive credit for their contributions.
9. Distribute the publication as widely as possible given the physical and economic circumstances. Arrange to have the publication posted on the District web site.
10. Tabulate the data applicable if the District has a publication award. Coordinate with an awards committee if appropriate and furnish the results to the District Awards Chairperson. (This is an appropriate task for an ADSO.)
11. Stay aware of monies budgeted for publications in the District budget. Set up guidelines and procedures to stay within budget boundaries.
12. When a story is appropriate for dissemination to the general public, coordinate in the development of the story and forward it to the District Staff Officer for Public Affairs or other appropriate personnel.