

Duties of DSO-PE

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 Prevention.
3. Immediate supervisory responsibility for your office is vested in the Chief of Prevention. Cooperate with the Chief of Prevention 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 Prevention, 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 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. Maintain periodic review of achievements, compare with the

- progress made in previous years and report status to the Chief of Prevention 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 Chief of Prevention 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 DCO and VCO via the Chief of Prevention. Conversely, you will identify the need for any additional ADSOs and recommend their appointment via the Chief of Prevention.
 16. Report monthly, in writing, no later than the 3rd of each month to the Chief of Prevention on updates on effectiveness of 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 Prevention, 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 Prevention and the applicable RCO(s) (for matters concerning their particular areas).

Program duties

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 Public Education Program and keep the Chief of Prevention 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 include a specific time and place for the activity.
 - c. Maintain close liaison with the Division Public Education Staff Officers in order to implement the public education programs established for nationwide, District wide or Division use and to encourage increased activity, and maintenance of uniformly high standards.
 - d. Coordinate and cooperate with the DSO-MT to increase the number of qualified instructors.

- e. Forward to the Division Public Education Staff Officers such methods, training aids, course materials, or other educational tools provided by National or developed within a Flotilla which may have Division-wide application.
2. Be familiar with the course contents of all the Auxiliary Public Education Courses.
3. Prepare a bulletin or newsletter for mailing to the Division Public Education Staff Officers. The frequency of such mailing is to be approximately monthly. 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 their distribution to the FSOs in their Division. Provide copies to the District Board and applicable National and District Staffs.
4. Review the appropriate AUXDATA Printouts, at least quarterly, to track the progress of the District's Public Education Program. When a weakness is observed at 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, VCO and Chief of Prevention to use in requesting information from the Division Captains on the perceived problems.
5. Refrain from requesting information and data from the Division staff officers that is collected by, and available in, AUXDATA. Such requests are counter productive as they turn the staff officers attention away from their primary tasks to that of duplicate data collection.
6. Cooperate with the District Member Training Staff Officer to encourage:
 - a. The training of new Instructors,
 - b. The conduct of Instructor improvement programs, and
 - c. The proper conduct of any required Instructor Seminar.
7. Cooperate with the District Personnel Services Staff Officer to encourage the presentation of information on the Auxiliary and Auxiliary membership, to the students of each Public Education Course.
8. Cooperate with the District Public Affairs Staff Officer to encourage programs and activities to promote and publicize boating safety and Auxiliary Public Education Courses in school systems, camps, clubs and industry groups.
9. Cooperate and coordinate with the state agencies in effective use of the Auxiliary and state education programs and courses.
10. Encourage the development of training aids for use by Flotilla instructors, as well as participation in the District and National Training Aid Contests.