

## **Duties of DSO- PS**

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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 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. Report in writing, and if requested, orally at district board meetings on the status of activities, progress in the District Recruitment and Retention Program, and results of all surveys.
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.
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. (See paragraph #16.)
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 with 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 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 3<sup>rd</sup> 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**

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 Membership and the District's Recruitment and Retention Program and keep the Chief of Logistics informed of all developments within 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 Division Personnel Services Staff Officers in order to implement programs in accordance with prescribed procedures and to provide guidance and support as needed..
  - d. Support and coordinate with the DSO-PA and DSO-PB to publicize the Recruitment and Retention Program.
  - e. Coordinate with the DCO, VCO, and Chief of Logistics or their representatives to establish measurable goals and objectives for the District Recruitment and Retention Plan along with programs and activities that are required to achieve these goals. Report progress in attaining these goals to the District Board at each meeting.
  - f. Encourage the formation of a District Recruiting and Retention Team utilizing the programs and talents of various District Staff Officers. Distribute materials and ideas to the District officers that they may share with their counterparts at the divisions and flotilla levels.
  - g. Conduct a monthly review of the appropriate AUXDATA printouts to track the progress of the District's membership. When a weakness is perceived in a division or flotilla, correspond with the appropriate PS staff officer. Request advice on the nature of the problem and offer assistance. (An ADSO could track membership and work with the DSO-IS, reporting patterns and problems to the DSO-PS on a regular basis.)
2. Carefully review all disenrollment actions and requests for retired member status prior to forwarding the paperwork to DIRAUX. Ensure SOs-PS are involved before the fact in all disenrollment actions in their division and that, in so far as possible, the Auxiliary policy of direct contact with the member was followed prior to the submission of the requests. Keep the Chief of Logistics advised of the flotilla/division's actions.
  3. Encourage programs and activities designed to retain members with particular emphasis on those members who are drifting into inactivity by failing to attend meetings or by not actively participating in one or more programs. Encourage PS Staff Officers to contact these members directly and seek to involve them in Auxiliary missions, fellowship, training, or other activities.
  4. Review the New Member Questionnaires and Questionnaires for Disenrolled Members to ascertain areas for needed improvement. Work with local Personnel Officers to effect necessary changes to enhance membership retention in their

units. Report results to the District Chief of Logistics and to the Chief, Department of Personnel via your Branch Chief.

5. Prepare a bulletin or letter to the SOs-PS, setting a goal of monthly distribution. This mailing should effectively communicate guidance and information received from National and District to the division and flotilla levels. When appropriate, sufficient copies should be provided to the SOs for distribution to the FSOs-PS in their divisions as well as copies for DCPs, EXCOM, and National Personnel Department Branch Chief..