

BOATING DEPARTMENT (B)

DEPARTMENT CHIEF, DC-B

In addition to the General Duties, the CHIEF, DEPARTMENT OF BOATING, under the general direction of the National Commodore and/or Vice Commodore, as well as under the immediate direction of the National Directorate Commodore for Recreational Boating Safety, shall have the following duties:

- a. Be responsible for the overall recreational boating safety (RBS) outreach program with external partners of the Auxiliary, as assigned, or as unilaterally determined, to include boating safety organization liaisons, state boating law administrators, selected grant funding and informational resource services and internal partners such as USCG District RBS Specialists and the USCG HQ Offices of Boating Safety and Auxiliary.
- b. Establish and maintain partnerships with federal, state, territorial and local community agencies and organizations through the direction of the departments States Division objectives and personnel.
- c. Establish liaison with all concerned boating organizations, report on their meetings, and recommend Auxiliary actions to NADCO-RBS through the direction of the departments Liaison Division objectives and personnel.
- d. Provide informational and financial resource opportunities for the national membership through the use of newsletters, web pages, and grants through the direction of the departments Resources Division objectives and personnel.
- e. Work with the department chiefs for education and vessel examinations, as needed, to provide expertise in liaison, state, and/or resources services in support of the total USCGAUX RBS program goals.
- f. Mentor, train and develop the deputy chief to be prepared in assuming the chief position at any time, as so may be directed.
- g. Ensure that all departmental staff receive, and have any questions answered promptly and timely thereto, as relative to the most current National Direction plan, through efficient management of staff communications.
- h. Ensure that all staff understand the concept of accountability as it applies to tasks, projects, and/or work assigned to them through completion, stressing that completion of work will be ascertained and communicated by their respective immediate supervisor in the chain of leadership.

DEPUTY DEPARTMENT CHIEF, DC-Bd

The duties of the DEPUTY DEPARTMENT CHIEF shall be as specified in the General Duties section. Specific duties, at the discretion and delegation of the DEPARTMENT CHIEF, may include:

- a. direct supervision of one or more Divisions within the department under the auspice of the DEPARTMENT CHIEF,
- b. coordinating the manning of the National USCGAUX display at appropriate conferences and venues, as determined by DC-B or above officers,
- c. coordinating the UOD and communicating same to USCGAUX members attending conferences such as IBWSS, NASBLA, etc...and
- d. providing special projects reporting efforts to the Department Chief as requested.
- e. Mentor, train and develop division chiefs to be prepared in taking over the deputy chief position at any time as so directed.
- f. Ensure that all divisional staff (as assigned) receive, and have any questions answered promptly and timely thereto, as relative to the most current National Direction plan, through efficient management of staff communications.
- g. Ensure that all division staff understand the concept of accountability as it applies to tasks, projects, and/or work assigned to them through completion, stressing that completion of work will be ascertained and communicated by their respective immediate supervisor in the chain of leadership.

BOATING LIAISON DIVISION CHIEF, DVC-BL

In addition to the General Duties, the CHIEF, BOATING LIAISON DIVISION, under the auspice of the Chief, Department of Boating and/or Deputy Chief, shall be assigned the following specific duties:

- a. Be responsible for exchanging applicable information with various organizations involved with recreational boating safety in part by using an annual list of proposed organizational contacts to be developed each calendar year.
- b. Coordinate information with appropriate officers within both the department and the OPCOM and make recommendations for informing others on the National Board, through the DC-Bd via B. Dept Chief, regarding efforts to execute partnership agreements.
- c. Understand the role of various organizations involved in RBS and use their expertise to further the aims of the Auxiliary and the Coast Guard.
- d. Coordinate Auxiliary actions as they apply to external RBS organizations and keep the Department and Deputy Chief advised of all developments and actions status on a monthly basis.
- e. Liaison with ex-officio B. Dept. member (NIPCO) in the partnership organizations as assigned by DC-B or DC-Bd.
- f. Understand and apply the protocols involved in informing the Auxiliary leadership and membership at all levels about the various alliances/MOU's with partnership organizations. Recognize that drafting and implementation of an alliance/MOU will likely have to be coordinated through other departments, involving action by such entities as public affairs, RBSVP, marine safety, PE, training, etc.
- g. Read and understand the most current national directions documents and the concepts of accountability and completed staff work as it relates to this position.
- h. Mentor, train and develop branch chiefs to be prepared in taking over the division chief position at any time as so directed.
- i. Ensure that all divisional staff receive, and have any questions answered promptly and timely thereto, as relative to the most current National Direction plan, through efficient management of staff communications.
- j. Ensure that all division staff understand the concept of accountability as it applies to tasks, projects, and/or work assigned to them through completion, stressing that completion of work will be ascertained and communicated by their respective immediate supervisor in the chain of leadership.

U.S.ARMY CORPS OF ENGINEERS BRANCH CHIEF, BC-BLA

In addition to the General Duties, the CHIEF, U.S. ARMY CORPS OF ENGINEERS (USACE) BRANCH, under the immediate supervision of the Chief, Boating Liaison Division, shall be assigned the following duties:

- a. Establish and maintain a close working relationship with the designated representative of the USACE as outlined in the current Memorandum of Understanding (MOU).
- b. Working in close collaboration with the Division Chief, at least semi-annually, develop and manage a project plan outlining goals to pursue which will promote the provisions of the MOU at all applicable levels of the USCG Auxiliary.
- c. Provide timely communications to the Division Chief informing him of any developments between the Auxiliary and the USACE. Provide informative feedback regarding any developments with the USACE and facilitate effective communications.
- d. Understand and apply the protocols involved in informing the Auxiliary leadership and membership at all applicable levels about the various aspects of relationships with the USACE, as defined by the Division Chief. Recognize that informing the Auxiliary leadership and membership at various levels, will likely have to be coordinated through other departments, involving action by such entities as public affairs, RBSVP, marine safety, public education, vessel exams, training, etc. The chain of management and leadership shall be adhered to, consulting often with the Division Chief.
- e. Read, understand, and question the Division Chief, as needed, related to the most current National Direction Plan and the concepts of accountability, as defined by the Division Chief.
- f. Project/staff work is considered completed as evidenced by documented email correspondence to that effect by the Division Chief.

BOATU.S./BOATER'S WORLD BRANCH CHIEF, BC-BLB

In addition to the General Duties, the CHIEF, BOATU.S./BOATER'S WORLD BRANCH, under the immediate supervision of the Chief, Boating Liaison Division, shall be assigned the following duties:

- a. Establish a close working relationship with the designated representative in the assigned organization.
- b. Be responsible for seeking new and better ways of interface with that organization, in concert with Auxiliary goals and missions.
- c. Provide timely communications and informative feedback to the Division Chief informing them of any developments between the Auxiliary and that organization.
- d. Upon consultation with Division Chief, be responsible for coordinating revisions to the existing alliance with BoatUS Foundation and Boater's World as may be needed.
- e. Understand and apply the protocols involved in informing the Auxiliary leadership and membership at all levels about the various alliances/MOU's with partnership organizations, as defined by the DVC-BL. Recognize that drafting and implementation of an alliance/MOU will likely have to be coordinated through other departments, involving action by such entities as public affairs, RBSVP, marine safety, PE, training, etc. The chain of management and leadership shall be adhered to, consulting often with the Division Chief.
- f. Read, understand, and question the DVC-BL as needed, related to the most current National Direction plan. and the concepts of accountability, as defined by the DVC-BL.
- g. Project/staff work is considered completed as evidenced by documented email correspondence to that effect by the DVC-BL.

NSBC/NWSC BRANCH CHIEF, BC-BLN

In addition to the General Duties, the CHIEF, NSBC/NWSC BRANCH, under the immediate supervision of the Chief, Boating Liaison Division, shall be assigned the following duties:

- a. Establish a close working relationship with the designated representative in the assigned organizations.
- b. Be responsible for seeking new and better ways of interface with that organization, in concert with Auxiliary goals and missions.
- c. Provide timely communications to the Division Chief informing them of any developments between the Auxiliary and the assigned organizations. Provide informative feedback regarding any developments of the assigned organizations and facilitate effective communications.
- d. Understand and apply the protocols involved in informing the Auxiliary leadership and membership at all levels about the various aspects of relationships with partnership organizations, as defined by the DVC-BL. Recognize that informing the Auxiliary leadership and membership at all levels, will likely have to be coordinated through other departments, involving action by such entities as public affairs, RBSVP, marine safety, PE, training, etc. The chain of management and leadership shall be adhered to, consulting often with the Division Chief.
- e. Read, understand, and question the DVC-BL as needed, related to the most current National Direction plan. and the concepts of accountability, as defined by the DVC-BL.
- f. Project/staff work is considered completed as evidenced by documented email correspondence to that effect by the DVC-BL.

PUBLICATIONS BRANCH CHIEF, BC-BLP

In addition to the General Duties, the CHIEF, PUBLICATIONS BRANCH, under the immediate supervision of the Chief, Boating Liaison Division, shall be assigned the following duties:

- a. Responsible for managing MOA/MOU's with USCG Auxiliary Publication Partners as assigned by DC-B, under the direct supervision of DVC-BL.
- b. Maintain all existing and future relationships with Publication Partners as outlined by the MOU/MOA's with that organization
- c. Establish a close working relationship with the designated representative in the assigned organization(s).
- d. Prepare and submit to the Division Chief timely reports of all meetings with partners. As part of the report, draft a briefing sheet to keep other DC's advised of key developments with the Partner. Prepare departmental newsletter and informative news briefs to keep the Auxiliary informed on key elements of the MOA/MOU's assigned. Additional input as assigned by the Division Chief will be required for other Departmental Reports.
- e. Gain approval and assist in implementing new MOU/MOA's with future Publication Partners. The approval process will include drafting, staffing and implementation of the MOA/MOU's. The process will include coordinating with the other departments impacted by the MOA/MOU's. All MOA/MOU's will be guided by Commandant Instruction 5216.18.
- f. Project/staff work is considered completed as evidenced by documented email correspondence to that effect by the DVC-BL.

WEST MARINE BRANCH CHIEF, BC-BLW

In addition to the General Duties, the CHIEF, WEST MARINE BRANCH, under the immediate supervision of the Chief, Boating Liaison Division, shall be assigned the following duties:

- a. Establish a close working relationship with the designated representative in the assigned organization.
- b. Be responsible for seeking new and better ways of interface with that organization, in concert with Auxiliary goals and missions.
- c. Provide timely communications and informative feedback to the Division Chief informing them of any developments between the Auxiliary and that organization. They shall also require regular updates from assistant branch chiefs, if assigned
- g. Upon consultation with the Division Chief, be responsible for coordinating revisions to the existing alliance with West Marine as may be needed.
- h. Understand and apply the communication protocols involved in informing the Auxiliary leadership and membership at all levels about the various alliances/MOU's with partnership organizations as defined by the DVC-BL. Recognize that drafting and implementation of an alliance/MOU will likely have to be coordinated through other departments, involving action by such entities as public affairs, RBSVP, marine safety, PE, training, etc. The chain of management and leadership shall be adhered to, consulting often with the Division Chief.
- i. Read, understand, and question the DVC-BL as needed, related to the most current National Direction plan. and the concepts of accountability, as defined by the DVC-BL.
- j. Project/staff work is considered completed as evidenced by documented email correspondence to that effect by the DVC-BL.

RESOURCES DIVISION CHIEF, DVC-BR

In addition to the General Duties, the CHIEF, RESOURCES DIVISION, insures that projects and tasks are followed through and completed in a timely manner, and they shall maintain an effective tickler system of pending tasks and projects. They shall require regular updates from their chiefs, if assigned. Moreover, they should keep the Department Chief apprised of project status and other issues in a timely manner. Additionally under the auspice of the Chief, Department of Boating, they shall be assigned the following specific duties:

- a. Read and understand the most current national directions documents and the concepts of accountability and completed staff work as it relates to this position.
- b. Ensure that the department newsletter, *WAVES*, is published accurately, timely, and disseminated appropriately thru the USCGAUX chain of communication to the Flotilla Commander level, through management and direction of BC-BRN.
- c. Ensure that the departments Web page on the USCGAUX website is maintained both up-to date and professionally, through management and direction of BC-BRI.
- d. Manage the communications with organizations that are potential grant sources to Auxiliary units.
- e. Provide guidelines for any grant programs authorized by Coast Guard Auxiliary Assoc., Inc. [CGAuxA].through the BC-BRG.
- f. Monitor and report annually, or as requested, on the grant activities for which the division is responsible.
- g. Mentor, train and develop branch chiefs to be prepared in taking over the division chief position at any time as so directed.
- h. Ensure that all divisional staff receive, and have any questions answered promptly and timely thereto, as relative to the most current National Direction plan, through efficient management of staff communications.
- i. Ensure that all division staff understand the concept of accountability as it applies to tasks, projects, and/or work assigned to them through completion, as defined by the DVC-BR, stressing that completion of work will be ascertained and communicated by their respective immediate supervisor in the chain of leadership.
- j. Ensure that the USCGAUX Directory of Services is published annually and maintained on an as needed basis.

GRANTS BRANCH CHIEF, BC-BRG

In addition to the General Duties, the CHIEF, GRANTS BRANCH, insure that projects and tasks are followed through and completed in a timely manner, and they shall maintain an effective tickler system of pending tasks and projects. They shall require regular updates from assistant branch chiefs, if assigned. Moreover, they should keep the division chief apprised of project status and other issues in a timely manner. Additionally under the immediate supervision of the Chief, Resources Division, they shall be assigned the following specific duties:

- a. For each organization eligible to offer grants, write detailed application procedures for Aux. units, with clear instructions for how to submit the applications directly to the sponsoring organizations. Moreover, the BC-BRG must follow up and send “tickler” messages to remind members of the grant opportunity and approaching deadlines.
- b. Be available to answer questions from units on grant processes and applications and provide spreadsheet summary application reports to the DVC-BR.
- c. Be in contact with various grantors on a timely basis, or as requested, to track how many Auxiliary unit applications are submitted.
- d. After grants are awarded, be available to assist units in following grant administration procedures.
- e. With the DVC-BR, develop internal marketing materials to encourage more Auxiliary units to submit grant applications.
- f. Research additional organizations that are eligible to offer grants and make recommendations for further research to DVC-BR.
- g. Read, understand, and question the DVC-BR as needed, related to the most current National Direction plan. and the concepts of accountability as defined by the DVC-BR.
- h. Project/staff work is considered completed as evidenced by documented email correspondence to that effect by the DVC-BR.

WEB PAGE BRANCH CHIEF, BC-BRI

In addition to the General Duties, the CHIEF, WEB PAGE BRANCH, insure that projects and tasks are followed through and completed in a timely manner, and they shall maintain an effective tickler system of pending tasks and projects. They shall require regular updates from assistant branch chiefs, if assigned. Moreover, they should keep the division chief apprised of project status and other issues in a timely manner. Additionally under the immediate supervision of the Chief, Resources Division, they shall be assigned the following specific duties:

- a. Create or edit postings for the Boating, CGAuxA, and Public portions of the National Web Page.
- b. Select entries from the B. Dept. pages for posting to the Public portion of the National Web Page.
- c. Establish and maintain interface with the Information and Communications Services Department on all matters relating to electronic communications.
- d. Keep the Chief, Resources Division, informed as to issues and expectations in the various communications media.
- e. Design/re-design and keep current the Department's web page to reflect modern web design criteria and within the guidelines of the "I" Department.
- f. Annually, update the Directory of Services for review by Chief, Resources Division, Department Chief, Boating, and Deputy Department Chief, Boating and prepare the document for both printing and subsequent publication on the Department's Web Page.
- g. Read, understand, and question the DVC-BR as needed, related to the most current National Direction plan and the concepts of accountability as defined by the DVC-BR.
- h. Project/staff work is considered completed as evidenced by documented email correspondence to that effect by the DVC-BR.

WEB PAGE BRANCH ASSISTANT, BA-BRI

In addition to the General Duties, the ASSISTANT, WEB PAGE BRANCH, ensure that projects and tasks are followed through and completed in a timely manner, and shall maintain an effective tickler system of pending tasks and projects. Moreover, keep the Branch Chief apprised of project status and other issues in a timely manner. Additionally under the immediate supervision of the Web Page Branch Chief, Resources Division, you shall be assigned the following specific duties:

a. Read and understand both the USCGAUX Business Plan and USCGAUX Directions Documents and the concepts of accountability and completed staff work as it relates to their position.

b. Setup, update, and maintain various list servers in use by the Boating Department, using the appropriate software. Distribute information to these lists in a timely manner as directed by the Department Chief or Deputy Department Chief.

c. Boating Law Administrator's List Server

1. Annually review the list of BLA's from NASBLA and makes the appropriate changes.

2. Train the BLA's on the purpose and use of the list server.

3. Train the SLO's and other district staff on the purpose and use of the list server.

4. Promote the list server to the BLA's and Auxiliary Members.

5. Encourage use of the list server to the BLA's.

6. Encourage sign up to receive postings on the list server to the Auxiliary Membership, especially the DSO's PE, VE, PV, PA and OPNS.

d. As needed, establish and maintain interface with the Information and Communications Services Department on all matters relation to electronic communications.

e. Keep the Chief, Web Page Branch, informed as to issues and expectations in the various communications.

f. Assist Chief, Web Page Branch in other duties as assigned.

Project/staff work is considered completed as evidenced by accurate annual and periodic updates to the list servers and documented correspondence to that effect to the BC-BRI.

NEWSLETTER BRANCH CHIEF, BC-BRN

In addition to the General Duties, the CHIEF, NEWSLETTER BRANCH, insure that projects and tasks are followed through and completed in a timely manner, and they shall maintain an effective tickler system of pending tasks and projects. They shall require regular updates from assistant branch chiefs, if assigned. Moreover, they should keep the division chief apprised of project status and other issues in a timely manner. Additionally under the immediate supervision of the Chief, Resources Division, they shall be assigned the following specific duties:

- a. Edit and publish the Boating Department newsletter on a timely basis.
- b. Establish schedule for various members of the Department to contribute articles.
- c. Prior to publishing, review newsletter with Division Chief-BR, and Department Chief, Boating.
- d. Read, understand, and question the DVC-BR as needed, related to the most current National Direction plan and the concepts of accountability as defined by the DVC-BR.
- e. Project/staff work is considered completed as evidenced by documented email correspondence to that effect by the DVC-BR.

STATES DIVISION CHIEF, DVC-BS

In addition to the General Duties, the CHIEF, STATES DIVISION, under the auspice of the Chief, Department of Boating, shall be assigned the following duties:

- a. Develop and/or maintain a vibrant State Liaison Program with direct input and participation from the State Boating Law Administrators, the U.S. Coast Guard (District Recreational Boating Specialists), and the Auxiliary District Commodores.
- b. Consult with District Commodores annually and recommend to the Department Chief selections to fill State Liaison positions.
- c. Collect and coordinate positive Auxiliary/State actions and disseminate their results to appropriate Team Guard offices, ensuring positive communications between Auxiliarists and state officials.
- d. Ensure that appropriate Directory of Services information is provided annually and maintained as needed to the Resources Division or as requested..
- e. Motivate State Liaison Officers to use initiative and provide clear guidance to promote continuity and maintain acceptable standards.
- f. Maintain and update the SLO Handbook on an annual and as needed basis.
- g. Be responsible for maintaining direct Auxiliary contact with the following NASBLA committees: BAIRAC, Boats&Associated Equipment, Education, andWaterways Management.
- h. Read and understand the most current national directions documents and the concepts of accountability and completed staff work as it relates to this position.
- i. Ensure minutes and reports from committee meetings receive full dissemination throughout the Department and ensure their quality.
- j. Make recommendations regarding NASBLA committee actions to the Department Chief.
- k. Assist Branch Chiefs to establish and maintain rapport with NASBLA committee chairs.
- l. Liaison with ex-officio B. Dept. members DC-E & DC-V, relative to assigned NASBLA committees.
- m. Mentor, train and develop branch chiefs to be prepared in taking over the division chief position at any time as so directed.
- n. Ensure that all divisional staff receive, and have any questions answered promptly and timely thereto, as relative to the most current National Direction plan, through efficient management of staff communications.
- o. Ensure that all division staff understand the concept of accountability as it applies to tasks, projects, and/or work assigned to them through completion, as defined by the DVC-BS, stressing that completion of work will be ascertained and communicated by their respective immediate supervisor in the chain of leadership.

BAIRAC and WATERWAYS MANAGEMENT BRANCH CHIEF, BC-BSB

In addition to the General Duties, the CHIEF, BAIRAC & WATERWAYS BRANCH, under the immediate supervision of the Chief, States Division, shall be assigned the following duties:

- a. Establish contact with the two (2) NASBLA committee chairs annually, request CY meeting dates and places, and request minutes and charges of past meetings and advise DVC-BS.
- b. Maintain regular communications with members of the committee keeping abreast of issues and reporting quarterly or as requested by the DVC-BS.
- c. Attend committee meetings, take complete notes of deliberations and collect all handouts. Report on all meetings attending with a suitable summary posting on WHAT'S NEW national USCGAUX page within two weeks upon return from trip/meeting.
- d. Volunteer for assignments and actively participate in committee work in order to establish credibility with committee members and associates.
- e. Read, understand, and question the DVC-BS as needed, related to the most current National Direction plan and the concepts of accountability as defined by the DVC-BS.
- f. Project/staff work is considered completed as evidenced by documented email correspondence to that effect by the DVC-BS.

ATLANTIC (E) , ATLANTIC (W-Interior), and PACIFIC BRANCH CHIEFS, BC-BSA, BC-BSI, and BC-BSP

The three (3) States Division Area Branch Chiefs are expected to:

- a. Establish a meaningful and ongoing relationship involving regular interaction with the State Liaisons for the Atlantic, Atlantic (W), and Pacific Areas.
 - b. Insure that SLOs establish a meaningful and positive relationship with their BLA counterpart and/or others in their state's boating safety program and members of the Auxiliary, thus facilitating a positive environment of open and candid conversation geared towards meeting the needs of the boating public, the state, the Auxiliary and the Coast Guard.
 - c. Insure that SLOs provide their state with notification of Auxiliary public education activities and class schedules.
 - d. Insure that the SLOs are conducting the required annual meeting with their BLA and DCO as outlined in the *AUXMAN*.
 - e. Contribute written articles to their division, district or regional newsletters and *Navigator*. Support the goals and objectives of the Boating Department and the Coast Guard Auxiliary.
 - f. In addition to the General Duties, the Area Branch Chiefs, insure that projects and tasks are followed through and completed in a timely manner, and they shall maintain an effective tickler system of pending tasks and projects. They shall require regular updates from assistant branch chiefs, if assigned. Moreover, they should keep the division chief apprised of project status and other issues in a timely manner. Additionally under the immediate supervision of the Chief, Resources Division, they shall exhibit the following Traits and characteristics required to achieve success in the position.
- Be a highly visible and easily accessible resource for the Auxiliary and Area SLOs.
 - Must have access to email and be online to foster quick, effective and efficient communication.
 - Represent Auxiliary and Department positions to SLOs and States with guidance from the Boating Department and DCOs as appropriate.
 - Act as an advocate for state and Auxiliary PE, VE and other applicable RBS programs.
 - Verify that NASBLA courses taught by the Auxiliary (BS&S, BSC, Sailing Fundamentals, et. al.) are current and state compliant--including test questions and answers provided by the applicable state BLA or appropriate boating safety officials that demonstrate knowledge of state specific boating safety regulations.
 - Participate/instruct in the state's public education program where they reside and encourage other Auxiliarists to do so as well.
 - Obtain proactive support of the Auxiliary's VSC program.
 - Solicit state problems & issues through the SLOs that the Auxiliary can help resolve and surface such issues to the appropriate Auxiliary officer(s) via the Chain of Communication and Leadership.
 - Identify activities that the Auxiliary controls that are creating problems for the states for change/improvement/enhancement as appropriate.

BC-BSA, BSI, BSP-continued

- Surface information/issues through the chain that need to be resolved or identified that are affecting state relationships and cooperation.
- Encourage and facilitate invitations from SLOs to BLA and state boating safety staff to participate in Auxiliary functions, e.g., change of watch, division and flotilla meetings, training opportunities and social activities as appropriate.
- Encourage and facilitate annual BLA/DCO/DIRAUX meetings in the assigned Area and insure SLOs provide a recap of the results/outcome of the meeting).
- Provide quarterly update(s) to the Boating Department of progress on issues identified by SLOs during BLA annual meeting with DCO, DIRAUX and others as appropriate.
 - Insure Auxiliary units are providing public education schedules to states for publication and distribution by the state's boating safety staff.
 - Where appropriate, identify and encourage specific individual contacts at a peer level for regional and local Auxiliary and state subdivision(s) liaison and interaction.
 - Support assigned Area DCOs by conducting SLO workshops and training seminars as necessary.

g. Annual Goals and Objectives:

With the aid and support of DCOs and the Boating Department:

- Track and log annual BLA meetings by state and communicate the outcome of the meetings.
- Facilitate maintenance of MOUs with states and territories in the assigned area.
- Encourage involvement of state boating safety personnel in TCT training with Auxiliary personnel as an opportunity to showcase Auxiliary capabilities and foster interaction. This will also help establish liaison at the division level for working with local state boating safety managers and supervisors.
- Encourage DCOs to staff SLO positions with active, articulate and experienced Auxiliary personnel. Basic SLO qualifications should include:
 - a. Active in the PE, OP, VE, MDV programs.
 - b. Understanding of the structure and methods of communication within the Auxiliary.
 - c. If possible, a person known and favored by the BLA and other state boating safety staff.
 - d. Should be a self-starter requiring minimum supervision.
 - e. Is willing to commit to the time required to get the job done.
- Assist DCOs in completing an annual evaluation of their SLO appointment(s) with written & verbal feedback beginning with limited reports commencing **01OCT05** consisting of
 - a. Positive aspects of performance
 - b. Areas offering opportunities for improvement
 - c. Unable to offer an assessment
 - d. Provide all DCOs with annual evaluation of SLOs no later than **01OCT05**.
- h. Report on all meetings attending with a suitable summary posting on WHAT's NEW national USCGAUX page within two weeks upon return from trip/meeting.
- i. Read, understand, and question the DVC-BS as needed, related to the most current National Direction plan and the concepts of accountability as defined by the DVC-BS.
- j. Project/staff work is considered completed as evidenced by documented email correspondence to that effect by the DVC-BS.

BC-BSA, BSI, BSP-continued

- k. These three branch chiefs should constantly be mentoring, developing, and evaluating the district SLOs in their respective areas for the potential to assume their offices upon leaving or as directed.

END OF B. DEPARTMENT SPECIFIC JOB DESCRIPTIONS