

District Staff Officer - Operations (DSO-OP)

Job Description

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

General duties

1. Exercise staff responsibility and supervision over the District's surface operation programs. Do everything you can to realize the District objectives and encourage increased program activity with uniformly high standards.
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 the District Directorate Chief – Response (DDC-R). Cooperate with the DDC-R in every way to ensure that your program is effectively administered.
4. Be familiar with the contents of all the various publications that pertain to Operations, including the Operations Policy Manual, COMDTINST M16798.3 (Series).
5. Upon expiration of your term of office, or when so directed by the DDC-R for transfer all property and records of the office to your successor.
6. Attend any required meetings of the District Board and District Staff either web based or in person.
7. Be prepared to assist with any workshops, seminars, and training sessions called, particularly those for the training of elected and staff officers.
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 and Flotilla 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 DDC-R.
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 DCDR's and FC's prior to visitation.
14. Appoint and train ADSO-OP's for the District, one ADSO per each District Sector. Hold regular web meetings with the ADSO's to ensure they are informed of all developments within the program. ADSO's are to file monthly reports to the DSO-OP by the 15th of each month. ADSO-OP's to pass and receive information and reports to the District SO-OP's.
15. Report no later than the 18th of each month, in writing, as a separate attachment, to the DDC-R using the District reporting guidelines regarding program effectiveness, recommended changes, activities and issues. Monthly reports are not filed in months where a quarterly report is required (March, June, September, and December). ADSO's are copied on each report filed.
16. Copies of all correspondence from you, when appropriate, are to be provided to the DCO, DCOS, DDC-R (file) and the applicable DCAPT(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, 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 proper required PPE equipment, 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 District Operations goals and objectives (in conjunction with local CG 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. Provide support, advice, training, and counsel to the ADSO - OP's in the district. Facilitate communication up and down the chain of leadership. Apprise ADSO – OP's of changes to operational policies and procedures in a timely manner to be passed on to the SO-OP's. Follow up with ADSO – OP's as needed to ensure clarity and compliance.
5. Provide regular and complete reports to the DDC-R. Present operational information and activity updates to the District board as requested.
6. Provide information and input from the field as requested by the National Operational staff.
7. Establish and maintain good working relationships with the CG units in the District. Ensure that each unit is receiving adequate operational support.
8. Other duties as requested or assigned.