

District Staff Officer, Marine Safety and Environmental Protection
DSO-MS

Responsibilities: Mission Execution is the primary responsibility of appointed staff officers.

1. The general duties and responsibilities, consistent with the provisions of the Auxiliary Manual, are:
 - a. Exercise staff responsibility and supervision over all matters pertaining to the District's role in the Auxiliary Marine Safety and Environmental Protection program, and keep the District Executive Committee (EXCOM) members 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 contain a specific time and place for such activity.
 - c. Maintain close liaison with counterpart staff officers at the Division (SO-MS) and National Staff levels, as well as, when required, your counterparts in other Districts, in order to ensure the proper implementation of Marine Safety and Environmental Protection programs. Report monthly in writing on the progress of the District's MS/MEP program and provide copies of your report to the VCO and to the National Marine Safety and Environmental Protection Department.
 - d. Coordinate and cooperate with counterpart District Staff Officers, particularly the DSO-MT, DSO-PE, DSO-PA, DSO-OP, DSO-CM, and DSO-AV to encourage appropriate outreach and training efforts, particularly any required advanced training.
 - e. Forward to District, Area and Division officers, as well as your counterparts in other districts, such methods, training aids, course material, or other educational or training tools which may have district-wide application or be of value to others in the Marine Safety and Environmental Protection program.
 - f. Maintain such records as may be required to effectively discharge your responsibilities.
 - g. Perform additional duties as may be assigned. Additional duties include, but are not limited to, the attached listing.
 - h. Immediate supervisory responsibility for your office is vested in the VCO. Coordinate with the VCO in every way to ensure that the District's Marine Safety and Environmental Protection program is effectively administered.
 - i. Upon expiration of your term of office, or when directed by me, transfer all property and records of the office to your successor.
2. Additional Duties

a. Attend all meetings of the District Board and District Staff. Give the VCO prior notice when such attendance is not possible.

Be prepared to assist others with any workshops, seminars, and training sessions related to Marine Safety and Environmental Protection as may be required.

Attend Area, Division and Flotilla meetings when requested.

Be familiar with the contents of the various publications and directives pertaining to Auxiliary Marine Safety and Environmental Protection efforts.

Provide Auxiliary augmentation, assistance and support to:

Auxiliary public affairs and outreach programs which may be enhanced by the inclusion of MS/MEP materials,

MS/MEP missions as outlined in the Annual National Program,

Aquatic Nuisance Species education and mitigation efforts,

Harbor safety patrol programs,

Commercial fishing vessel safety and examination programs,

Clean Boating education and information programs,

Emergency response planning and member training,

Marine inspection programs and support of Coast Guard missions,

"Sea Partners" and other outreach and educational programs, and

Member training and qualifications for MS/MEP programs.

Promote the MS/MEP program to the District, Division and Flotilla leadership and to individual Auxiliary members.

Increase member awareness of the Auxiliary's MS/MEP program.

Develop and participate in projects that will benefit and enhance the MS/MEP program efforts.

Promote the expansion of MS/MEP education topics into Auxiliary public boating safety education courses.

In coordination with the DCO, VCO and RCOs, work with the Marine Safety Office Sea Partners Coordinators, Marine Safety Office Reserve Team Leaders, as well as applicable District, Division and Flotilla Staff Officers to further the Sea Partners program and other MS/MEP public outreach education programs.

Take positive steps to ensure that counterpart staff officers at division and flotilla levels are well trained. Conduct such workshops, seminars and training programs as may be necessary to inform members of the contents of the National Program and to ensure that National and District policies are followed in the MS/MEP program.

Initiate and maintain contact with your counterpart MS officers at the National, Area, Division and Flotilla levels.

Be alert for any reports of problems with supplies from the Auxiliary Supply Center (ANSC) that affect your area of responsibility. Bring these matters to the attention of the DCO and/or VCO.

Establish goals and objectives for your area of responsibility and prepare the necessary plans to achieve them. Maintain a periodic review of achievements, compare with the progress made in previous years and report their status to the District Board at each meeting.

As a District Staff Officer, you are a direct representative of the Commodore. As such, you are authorized to assist the various Divisions and Flotillas and others as may be required. As a courtesy, prior coordination with the applicable DCP or FC will be conducted prior to any visits on official business.

Should other Auxiliarists be 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 such assistance is no longer required or no longer deemed to be effective, you will so advise the DCO via the VCO.

Upon receipt of bulletins, newsletters or other correspondence from National, Area or District MS/MEP authorities, provide copies or excerpts to District, Division and Flotilla personnel requiring such information in the performance of their duties. The purpose of mailings and reports is to ensure the continuity of communications from National to Flotilla levels. Provide copies of all mailings and reports to the VCO, applicable RCOs, DCPs and District and Area counterparts. Post on the District Web site as appropriate.

Prepare one or more articles for publication in the District newsletter to pass information of a general nature or of widespread interest down to individual members.

bb. Review and track the progress of the District MS/MEP programs. When a weakness is observed at any level, correspond with the applicable District, Division and, if necessary, Flotilla Staff Officer and corresponding DCPs and FCs, with a copy to the DCO and VCO. Request information on the nature of the problem and offer appropriate assistance. Any cor-

responsiveness of a negative nature must be cleared with the VCO prior to mailing, as direct DCO/VCO involvement may be more appropriate in such circumstances.

When appropriate, prepare correspondence for the DCO or VCO to use in matters pertaining to the MS/MEP program.

In coordination with the DSO-PS and DSO-MT, encourage member interest in the MS/MEP program through training activities to insure greater interest and broad member participation. Be particularly alert to the identification and mentoring of members having special qualifications or interest levels of value in promoting MS/MEP programs.

Promote the presentation of "informal" MS/MEP sessions at Division and Flotilla meetings using "In-Flotilla Training Topics," COMDTINST M16794.10 (series) or other such material as may be appropriate.

Report monthly in writing to the District Board, via the VCO, on the progress in the MS/MEP program. Furnish copies of your reports to the National Marine Safety and Environmental Protection staff.

Provide copies of your correspondence with MS/MEP contacts to the DCO, VCO and applicable RCOs and ADSOs and to the appropriate National Staff Officers on matters concerning their particular area of responsibility or interest. All correspondence dealing with District or National Policy issues, other than matters involving routine activities within the MS/MEP area, must be cleared with the VCO prior to issuance.