

United States Coast Guard Auxiliary, District 09 – Western Region

Job Description: District Staff Officer – Program Visitation (DSO-PV)

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

This position is located within the District Staff. The District Staff Officer – Program Visitation exercises staff responsibilities and supervision of all matters pertaining to the District Recreational Boating Safety Visitation Program. The DSO-PV reports to the District Directorate Chief – Prevention (DDC-P).

1. DSO-PV Duties:

- a. Support one of the Auxiliary's primary RBS missions, Program Visitation, as a function of Recreational Boating Safety. The DSO-PV is a member of the District Commodore's extended Staff and is charged with the oversight of all Auxiliary sponsored Program Visitation activities within the District.
- b. Attend all meetings of the District Board and District Staff. Give DDC-P prior notice when unable to attend and arrange for the ADSO-PV, if assigned, or other designated representative to attend if possible.
- c. Initiate and maintain contact with the National Program Visitation Division Chief/Staff (DVC-PV) and the National Technical Support Division Chief/Staff (DVC-VT), both within the National V Department.
- d. Communicate with the National V Department and other DSO-PVs on common issues, policies, and procedures to ensure consistency of PV practices across Districts.
- e. Support and encourage parallel staffing. For example, the DSO-PV is expected to pass information concerning program visitation matters to all Division Staff Officers - Program Visitation (SO-PV) in the district. When there are questions, or a need for additional information, an individual member must utilize the PV chain by communicating with the Flotilla Staff Officer - Program Visitation (FSO-PV) who must in turn must communicate with the SO-PV.
- f. Review Division PV activity and numbers of qualified PVs. Recommend increasing these numbers to meet District PV objectives.
- g. The DSO-PV will provide or facilitate necessary training and workshops designed to enhance the PV capabilities of the District/Division/ Flotilla. As such, the DSO-PV will attend update workshops sponsored by the National V Department and disseminate information to SO-PVs as appropriate.

- h. Coordinate and cooperate with counterpart District Staff Officers, particularly the DSO-MT, DSO-PE, DSO-PA and DSO-VE to encourage appropriate outreach, coordinated RBS and training efforts.
- i. Upon receipt of bulletins, newsletters, e-mail or other correspondence from National, Area or District PV 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. Post on the District Web site as appropriate.
- j. As a District Staff Officer, conduct all business as a direct representative of the Commodore. The DSO is authorized to assist the various Divisions, Flotillas and others as may be required. As a courtesy, prior coordination with the applicable Division Commander or Flotilla Commander will be conducted prior to any visits on official business.
- k. The DSO-PV will ensure that appropriate information pertaining to the RBSPV program is passed to all PV Division Officers in an expeditious manner. Collaborate with them by keeping them informed of all relevant communications, supporting Divisional RBSPV programs, and acting as an escalation point for technical questions and District or National issues.
- l. Increase member awareness of the Auxiliary's PV program.
- m. Develop and participate in projects that will benefit and enhance the PV program efforts.
- n. Be alert for any reports of problems with supplies from the Auxiliary Supply Center (ANSC) that affect the DSO-PV's area of responsibility. Bring these matters to the attention of the DDC-P.
- o. Establish and maintain positive contact with all PV Division Officers in the District. The DSO-PV will endeavor, as time and expenses allow, to visit or otherwise make personal contact with each Division at least once a year.
- p. Establish goals and objectives and prepare necessary plans to achieve them. Maintain periodic review of achievements, compare with the progress made in previous years and report status to the DDC-P.
- q. The DSO-PV will encourage all PV Officers to be pro-active in matters of the PV program. The DSO-PV ensures that all necessary information regarding these essential areas are available and understood by each PV Division Officer. The DSO-PV will coordinate and promote all nationally sponsored initiatives in their District.

- r. The DSO-PV will solicit monthly Reports from each SO-PV regarding activities that have been worked on, are presently being worked on and are planned in the near future.
- s. DSO-PV will create a monthly report, based in part on the reports received from each Division and upon her/his activities using the same criteria. This report will be forwarded (as directed) to the DDC-P.

2. Additional Duties

- a. Maintain such records as may be required to effectively discharge your responsibilities. Be fully aware of National e-library material and other resources relating to Program Visitation.
- b. Be familiar with the contents of the various publications and directives pertaining to Auxiliary Program Visitation efforts.
- c. Understand and encourage use of the Master Partners List and database. Serve as a conduit to National for updates and changes to the database as documented by PVs on Form 7047.
- d. Become proficient with and utilize AUXINFO to gather statistical data and monthly reporting numbers. Do not ask SO-PVs for this information.
- e. Working with the DSO-CS, review and assist in updating District web pages in regards to PV content.
- f. The DSO-PV, with the concurrence of the DDC-P, may choose to establish and fill an ADSO-PV (Assistant District Staff Officer for Program Visitation) position. Specific duties and responsibilities may be delegated to the ADSO-PV by the DSO-PV with the concurrence of the DDC-P.
- g. When ADSO-PV(s) are appointed in the District, be aware that the DSO-PV is responsible for their performance. This responsibility includes assigning specific tasks, requiring reports, and following up on their actions. When the assistance of an ADSO-PV is no longer needed or no longer effective, advise the appropriate District leadership of the development via the DDC-P.
- h. The DSO-PV will complete any additional related District duties, as assigned.

Current as of 7/22/12