

District Staff Officer, Navigation Systems
DSO-NS

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 Aids to Navigation (ATON) program, and keep the District Directorate Chief – Prevention (DDC-P) and 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-NS) and National Staff levels, as well as, when required, your counterparts in other Districts, in order to ensure the proper implementation of ATON programs. Report monthly in writing on the progress of the District's ATON program and provide copies of your report to the DDC-P and to the National Prevention Department.
 - d. Coordinate and cooperate with counterpart District Staff Officers, particularly the DSO-MS, 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 Aids to Navigation 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 DDC-P. Coordinate with the DDC-P in every way to ensure that the District's ATON program is effectively administered.
 - i. Upon expiration of your term of office, or when directed by the DCO or DCOS, 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 DCOS and DDC-P prior notice when such attendance is not possible.

Be prepared to assist others with any workshops, seminars, and training sessions related to ATON 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 ATON.

Provide Auxiliary augmentation, assistance and support to:

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

ATON missions as outlined in the Annual National Program,

Chart updating patrols,

Private aids to navigation verification patrols,

Bridge verification patrols, and

Member training and qualifications for ATON programs.

Promote the ATON program to the District, Division and Flotilla leadership and to individual Auxiliary members.

Increase member awareness of the Auxiliary's ATON program.

Develop and participate in projects that will benefit and enhance the ATON program efforts.

Promote the expansion of ATON education topics into Auxiliary public boating safety education courses.

In coordination with the Auxiliary Sector Coordinator, maintain communications with the Sector ATON Officer to ensure cooperation between the Auxiliary and the Coast Guard ATON personnel.

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 ATON program.

Initiate and maintain contact with your counterpart NS 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 DDC-P.

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 DCDR 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 DDC-P and DCOS.

Upon receipt of bulletins, newsletters or other correspondence from National, Area or District ATON 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 DDC-P, DCOS, applicable DCAPTs, DCDRs 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 ATON programs. When a weakness is observed at any level, correspond with the applicable District, Division and, if necessary, Flotilla Staff Officer and corresponding DCDRs and FCs, with a copy to the DDC-P and DCOS. Request information on the nature of the problem and offer appropriate assistance. Any correspondence of a negative nature must be cleared with the DCOS prior to mailing, as direct DCO/DCOS involvement may be more appropriate in such circumstances.

When appropriate, prepare correspondence for the DCO, DCOS or DDC-P to use in matters pertaining to the ATON program.

In coordination with the DSO-PS and DSO-MT, encourage member interest in the ATON 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 ATON programs.

Promote the presentation of "informal" ATON 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 DDC-P and DCOS, on the progress in the ATON program. Furnish copies of your reports to the National Prevention staff.

Provide copies of your correspondence with ATON contacts to the DCO, DCOS, DDC-P and applicable DCAPTs 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 ATON area, must be cleared with the DDC-P and DCOS prior to issuance.