

**United States Coast Guard Auxiliary  
District 09 – Western Region**

**DISTRICT CAPTAIN  
DCAPT**

The DCAPTs may be assigned specific geographical areas of responsibility and/or they may also be assigned specific program areas of responsibility or some locally devised combination of the two.

Whenever a Coast Guard unit is commissioned, a DCAPT must be assigned the primary duty of coordinating between the Auxiliary district/region and the Coast Guard Unit Commander. The District Commodore [DCO] may appoint an Auxiliarist to liaise with a specific Coast Guard unit to assist the DCAPT in carrying out these coordination duties. (i.e. providing expert assistance for using Auxiliary services, training, and support across division/flotilla boundaries)

**Specific Duties**

- Maintain liaison with the DCO, other DCAPT's, and as needed, the OICs of the Coast Guard units in their Area Of Responsibility [AOR], including, but not limited to, serving as an expert broker for Auxiliary services, training, and support to the Coast Guard
- Represent the Executive Committee [EXCOM] at division meetings and other functions
- Represent the members of their AOR to the EXCOM
- Mentor the Division Commanders [DCDR] in their AOR, providing guidance in personnel and administrative matters.
- Manage and sustain succession plans for key positions in their AOR. In particular, identify viable candidates for the office of Division Commander and District Captain
- DCAPTs may also be charged with programmatic responsibilities (DDC) within the district or region. They shall coordinate the planning of activities in those program areas for the DCO and serve as the DCO's liaison to the applicable national Directorate and/or department
- Interface with the editor of the District Newsletter, providing information and/or articles each issue

**General Duties**

- Assist the DCO and, if requested, attend meetings or act in specific matters for the DCO
- Perform various administrative and other tasks as assigned by the DCO
- Act as special event liaison for their AOR
- Assist DCDRs in developing interesting and varied meeting programs
- Supervise, help, counsel (as necessary) and visit the divisions in their area of responsibility
- Foster Auxiliary growth through development of an active membership recruiting program
- Ensure compliance with Coast Guard and Auxiliary policy by all Auxiliary units and members, using the Auxiliary Chain of Leadership and Management