



## District Commodore Change of Administration Guide

This guide contains recommendations for obtaining a smooth transition period for newly elected District Commodores. It is the intent of this guide to suggest a schedule of activities that will help maximize the efficiency of these administrative transition periods. The Change of Watch (COW) ceremony is the symbolic representation of this change of administrative leadership at the District level. The actual administrative transition requires more time, thought and planning. Most of these activities will be completed by the actual time the COW ceremony is held.

This instruction is broken down into two areas:

- Responsibilities of the DCO elect before taking office
- Responsibilities of the DCO elect upon taking office

### **Responsibilities for the DCO-elect before taking office:**

#### **1. Transfer of records and documents by 15 December**

By 15 December, schedule a meeting with the outgoing DCO to set a time to transfer pertinent District records and documents, (see p.5) which will be necessary for smooth transition. Review the minutes and financial records of the previous District meetings. Obtain a copy of the current AUXDATA records. The outgoing DCO will serve as a valuable asset that can help the incoming DCO overcome some early difficulties. This resource should not be overlooked. Request some stamps and envelopes for your mailings in preparation for the change of office.

##### **a. National Requirements**

Become aware of all National specific requirements such as deadlines for additional paperwork, such as National Program input. Copies of this should also go to DSO-IS and DIRAUX. Request and read copies of National and District Standing Rules, Association By-Laws, USCG Sector Strategic Business Plan(s), and USCG District Business Plan. Attend any scheduled National Area Planning Meetings (NAPM). (For DCO (elect), this is normally in November.) Prepare a District Calendar of events and send a copy to the National Commodore and the Administrative Assistant.

##### **a. Forms**

Copies of all Auxiliary required forms can be obtained on the Auxiliary website. If you do not have internet access, determine if another member of the Flotilla does. Complete descriptions of proper Auxiliary forms for AUXDATA input is contained within.

#### **2. Annual Unit Officer Report (ANSC 7007) for Elected and Staff Officers due by 20 Dec.**

##### **a. Choosing a Staff**

Choosing a staff will be among the most important decisions of the DCO-elect. Potential District Staff Officers should (ideally) be qualified and well versed in the area of responsibility they are being considered for, but more importantly, the prospective Staff Officer **MUST BE WILLING** to serve in the new administration. Expectations of the Staff Officer should be clearly explained before the appointment/reappointment is made. Additional guidelines for staff appointments are found in the Auxiliary Manual (COMTDINST M16790.1 series). This stage of staff selection should be seen as an interview process, it should be more than just a question of whether or not the person wants to be a staff officer. The initial interview should be one of many communications that will be held during the term of office. Time spent at this stage will be the foundation of a successful administration. A well-chosen staff oversees the District activities as it pertains to the various Auxiliary programs. Computer access should be a requirement for district staff position.

b. **Letter of Appointment – 1 January**

These letters indicate the term of office and the expectations of the duties of the office. Each appointed staff officer should receive an appointment letter, job description and Certificate of Appointment. *Please note that the appointment letter and/or job descriptions should include your personal expectations for that program area and any special tasking to achieve your goals.* Prepare them for mailing so as to arrive on or before 1 January. If your first District Board and Staff meeting or Conference is early in January, you could take that opportunity to formally introduce your staff officers to the membership while you present their Certificates of Appointment to them.

c. **DCOS – Chief of Staff**

The newly elected Vice Commodore should act as the “Executive Officer” to assist and support the DCO, and where applicable, act as the “Chief of Staff”. Work with him/her as you progress during this transition stage. Inform the DCOS of what is expected as your Executive Officer/Chief of Staff. While the DCO and DCOS should meet frequently with the staff, both should avoid the temptation to micromanage the staff officers. The elected officers should “guide” the staff officer when necessary, acting as mentor.

d. **Staff Meeting**

As early as possible have a meeting with your DCOS and all your staff officers to coordinate your administrative expectations (this may be done by teleconference). Reinforce the TEAM nature of your administration and instruct staff members to coordinate with each other where useful, but to always keep the Chief of Staff informed. For example, the DSOs-PS, MT and PA could work together as a recruiting and retention team, gaining input from the program staff officers regarding their personnel needs for targeted recruiting and programs that will enhance member retention. The DCOS may choose to set up monthly teleconferences; some districts have two meetings each month to enable greater attendance.

**3. Preparation**

Since it is impossible to remember everything, regardless of its importance, setting up a record keeping system will help to keep you organized. This will be another foundation for the success of the administration. Properly maintained, the record will help make the responsibilities of the DCO be performed in a timely and efficient manner. Minimally, there should be four sections to this record. Some suggested sections are:

a. **REPORTS** – This section will contain chronological files and can be further subdivided into additional subsections:

- i. Director’s Input and Policy Statements
- ii. Minutes of District Board and Staff Meetings
- iii. Financial Reports
- iv. Correspondence
- v. DCO Reports
- vi. DSO Reports monthly
- vii. Committee Reports
- viii. Quarterly Report to NACO, via DNACO
- ix. DCDR/VCDR Reports monthly

b. **AUXDATA** – This section contains the current District AUXDATA records. AUXDATA records should be maintained with assistance from the DSO-IS. Gain access to AUXDATA if you do not already have it.

c. **THINGS TO DO** – This section contains the list of all planned items of activity. Mark off completed items and obtain status reports on works in progress. A sub-division may also be used here to contain agenda items for District meetings.

**4. Auxiliary Manual**

a. Review the Auxiliary Manual (COMTDINST M16790.1 series), Chapter 2, Missions and Programs. This chapter contains information that may help in organizing and setting goals and plans for the District.

b. Review the Auxiliary Manual (COMTDINST M16790.1 series), Chapter 3, Membership, and Chapter 4, Auxiliary Organizational Structure. You will refer to these two chapters often during your term of office. As DCO you should have a good working knowledge of the disciplinary process outlined in Chapter 3.

## 2. Vision and Goals

Prior to taking office, it is important for the DCO-elect to have an established Vision, Mission Statement, Strategic Plan and a set of Strategic Imperatives (Goals/Milestones) to be accomplished during the term. Although the District Strategic Imperatives should be enhanced and expanded with the help of the EXCOM and Board and Staff, it is important for the DCO to go into office with clear expectations. It is important to identify and clearly understand existing issues, problems and ongoing projects in order to achieve intended objectives while exploring new opportunities as they develop.

### **Responsibilities of the DCO Upon Taking Office**

1. Robert's Rules of Order:  
Before the first District meeting review Robert's Rules of Order and the Auxiliary Manual. Request that all Board members be well versed in Robert's Rules of Order so that your meetings will run smoothly. You may want to plan a short training session on the rules of order at your first Board meeting. Be sure that your Parliamentarian has a copy of Robert's Rules at all meetings in the event that a procedural issue should occur.
2. Agenda:  
Prepare an agenda for each District meeting. The agenda should list the date, time and meeting location. List sections that include the order of staff officer reports, comments of guests, old business, new business, member comments, good of Auxiliary and next meeting information. All members of the District Board and Staff should have copies of the agenda prior to the meeting. A copy should be in the meeting packet and a copy should be available for any special guests. Consider additional copies of agenda for other attendees.
3. National representatives  
National Representatives and distinguished guests should always be provided with a host for their visit. The host should escort the dignitary to all meetings and meals provide them with any logistical information, make sure that the guest is never left alone in general gatherings and make them feel welcome. The attending NACO (NAVCO, DNACO, or others attending as NACO's Representative) and the CHDIRAUX (or CHDIRAUX's Representative) should be provided with a meeting packet containing the agenda, staff and committee reports and any other documents pertinent to your district meeting.
4. Auxiliary Manual:  
Always assure the Secretary has a copy of the Auxiliary Manual (electronic or hard copy) at each meeting. Be well versed in its content, as it will provide answers to many questions.
5. District Highlights:  
Take written notes at the District Board meetings on any item you deem necessary to warrant your immediate action.
6. Meet with the District Commander for an "IN" visit.  
This visit will be arranged through your Director of Auxiliary. The purpose is to discuss the District Commander's needs and the Auxiliary plans for the coming year. Your District Strategic Plan should be prepared and in place prior to your first visit with the Admiral. Discuss expectations and process for these visits with your DIRAUX and the outgoing DCO.
7. District Contingency/Emergency Plan  
Review the District's Emergency Plan for necessary modifications.
8. Monthly Teleconferences  
Develop monthly meetings with the DCDRs and VCDRs by teleconference to provide updates, discuss issues, and share successes and concerns.

### **Conclusion**

Consider the membership as an extension of the TEAM you have appointed. The DCO represents the district and the PEOPLE in it. Respect the membership and they will trust you.

Most of all enjoy the experience. A reasonable amount of planning and preparation will make an exceptionally rewarding term of office.

# **LIST OF DOCUMENTS AND RECORDS FOR DISTRICT COMMODORE TRANSITION**

## **A. DISTRICT COMMODORE RECORDS**

1. Correspondence
2. Member Rosters
3. District Officer Rosters
4. District Calendar
5. Inventory of District Property
6. District AUXDATA Unit Summary Reports
7. District Financial Reports File
8. District Member Awards File
9. List of Specialty Course Proctors
10. List of Qualification Examiners

## **B. DISTRICT DOCUMENTS**

1. District Standing Rules
2. District Charter
3. Agreements regarding District meeting places and other properties
4. District Calendar
5. Access to District Emergency Plan
6. District Strategic Business Plan

## **C. NATIONAL DOCUMENTS**

1. National Standing Rules
2. CG Auxiliary Association By-Laws
3. National Program
4. National Board and Staff Roster
5. Copies of all recent policies / Letters of Instruction issued by BSX

## **D. COAST GUARD AUXILIARY DOCUMENTS**

1. Auxiliary Manual, COMDTINST M16790.1 Series
2. Auxiliary Operations Policy Manual COMDTINST M16798.3 Series
3. Auxiliary Flotilla Procedures Manual COMDTINST M16791.5
4. Auxiliary Division Procedures Guide, COMDTPUB P16791.3
5. Access to all Manuals

## **E. USCG Documents**

1. USCG Sector Business Plan(s)
2. USCG District Business Plan
3. USCG Commandant's Strategic Plan
4. List of USCG Sector, MSU, and MSD contacts