



Human Resources Directorate
Job Descriptions
01 November 2014

DIRECTORATE EXECUTIVE STAFF

Director, DIR-H

In addition to the General Duties, the Director, Human Resources Directorate, under the general direction and supervision of the Assistant National Commodore FORCECOM, shall have the following duties:

Maintain active lines of communications within the Directorate, the FORCECOM chain of leadership and management, other National Staff Officers, and the district elected officers and appointed staff officers, and provide supervision to Directorate personnel in the following:

- Deputy Director, Chief of Staff [Hd]
- Academy - Academy Introduction Mission Division [HI]
- Auxiliary Health Services Division [HM]
- Support Services Division [HC]
- Food Services Division [HA]
- Recruiting Division [HR]
- Retention Division [HT]
- Uniform Division [HX]

Ensure compliance with the Standard Operating Policy set by the National Commodore by the following:

- Developing research projects designed to provide insight into why Auxiliarists join, remain in, and leave the Auxiliary.
- Developing and implementing a long-range plan designed to increase the number of members in the Auxiliary and suggesting approaches that will maintain the Auxiliary as a viable work force.
- Developing joint projects with the Directorates of Training and Public Affairs that will fully utilize their programs as springboards for recruitment of new members.
- Identifying and maintaining a list of prospective members for staff positions at the National level of the Auxiliary and providing candidates as requested by appointing authorities.
- Providing opportunities for all Auxiliary members to participate in Auxiliary programs.
- Ensuring that regular Division Chief and Branch Chief meetings are conducted to disseminate information through the Branch Chiefs to the District Staff Officers for HR.

- Acting as the representative of the National Commodore, if so directed, at graduation exercises at the Coast Guard Academy, the Officer Candidate School of the Reserve Training Center Yorktown, the Training Center Cape May, and present Auxiliary remembrances or gifts as provided in the Standing Rules of the National Board.
- Other duties as assigned.

Deputy Director, DIR-Hd (Directorate Chief of Staff)

In addition to the General Duties, the Deputy Director, Human Resources Directorate, under the general direction and supervision of the Director, Human Resources Directorate, shall have the following duties:

- Act as the senior representative of the Directorate when the DIR-H is not available.
- Provide leadership and management oversight and administrative support to the Division Chiefs by offering guidance, direction, and direct program support for the day-to-day operations of the Directorate.
- Manage staff and their daily activities, making sure the proper chain of leadership and management is used.
- Assist in the creation and (of new programs for the Auxiliary Health Services, Support Services, Food Services, Academy, Recruitment, Retention, and Uniform Divisions and ensure that each division is running smoothly.
- Contact each Division Chief on a regular basis to ensure that verbal contact with the Branch Chiefs is being maintained.
- Advise the Director-H in resolving administrative, personnel, or program problems.
- Provide support to other Directorates within FORCECOM, as required.
- Schedule a monthly conference call or on-line meeting with the Division Chiefs and the Director.
- Ensure that Division Chiefs schedule a monthly conference call or on-line meeting with their staff.
- Monitor HRD initiatives and serve as a point of contact for District Leadership and NEXCOM questions and issues.
- See that all HRD publications are updated, as necessary, and are posted on the Directorate's website.
- Monitor the operation of the Automated Lead System.
- Ensure that the DVC Uniform Division is in regular communication with the Uniform Distribution Center and AUXCEN, and remains current on changes to uniforms.
- Assure National Growth Awards, Diversity Awards, and 50th Anniversary Awards for members are flowing properly.
- Gather a monthly report from each Division Chief, which includes reports from the Branch Chief(s) and Branch Assistant(s) for consolidation into a monthly report to the Director.
- Other duties as assigned.

ACADEMY - AIM DIVISION

Division Chief, Academy-AIM Division, DVC-HI

In addition to the General Duties, the Division Chief, Academy-Academy Introduction Mission Division, under the general direction and supervision of the Deputy Director, Human Resources Directorate, shall have the following duties:

- Report to the Deputy Director of Human Resources (DIR-Hd) and provide monthly updates on the status of Academy-AIM program required by National Commodore and National Staff. Attend Auxiliary National meetings as required.
- Act as liaison with the Associate Director of Admissions for Volunteer Programs and Director of Admissions at the USCG Academy. Attend conferences and meetings as required. Complete final reviews of Auxiliary Academy Admissions Partners. Serve as a member of the Academy Admissions Partner Management & Advisory Board. Provide input regarding the Academy Admissions Partner program to the Director of Admissions and the Associate Director of Admissions for Volunteer Programs.
- Other duties as assigned by the Deputy Director, Human Resources Directorate.

AUXILIARY HEALTH SERVICES DIVISION

Division Chief, Auxiliary Health Services Division, DVC-HM

In addition to the General Duties, the Division Chief, Auxiliary Health Services Division, under the general direction and supervision of the Deputy Director, Human Resources Directorate, shall have the following duties:

- Supervise all Branch Chiefs in the Auxiliary Health Services Divisions and evaluate their performance, as required.
- Administer all authorized Auxiliary medical/dental/EMS support programs involving Auxiliary Health Care Providers (physicians, dentists, nurse practitioners and physician's assistants), Allied Health Care Professionals (Nurses and EMTs), and Auxiliary First Aid/CPR/AED Instructors in all districts.
- Promote Auxiliary medical/dental/EMS support programs through the Auxiliary Chain of Leadership and Management and other means of communication to the Auxiliary membership as well as to prospective Auxiliary members.
- Perform the duties of Chief Medical Officer of the Auxiliary by serving as the primary liaison between the Coast Guard Health Services & Work-Life Directorate (HSWL) and the Auxiliary - helping to facilitate communication and coordinate activities between Coast Guard HSWL, Auxiliary Leadership, and Auxiliary Health Care Providers/Professionals/EMS Personnel.
- Maintain the content on the Auxiliary Health Services Web Page within the Human Resources Directorate.
- Provide monthly activity reports to the Deputy Director, Human Resources Directorate, DIR-Hd.
- Other duties as assigned by the Deputy Director, Human Resources Directorate

Branch Chief, Atlantic East, BC-HME

In addition to the General Duties, the Branch Chief, Auxiliary Health Services - East, under the general direction and supervision of the Division Chief, Auxiliary Health Services Division, shall have the following duties:

- Serve as point of contact for Auxiliary Health Care Providers and Auxiliary Leadership in Districts 1NR, 1SR, 5NR, 5SR, and 7 who wish information or guidance regarding participation in authorized Auxiliary medical support programs.
- Promote the Auxiliary medical support program through the Auxiliary Chain of Leadership and Management and other means of communication to the current membership as well as prospective members.
- Provide monthly reports to the Division Chief, Auxiliary Health Services (DVC-HM).
- Other duties as assigned by the Division Chief, Auxiliary Health Services (DVC-HM).

Branch Chief, Atlantic West, BC-HMW

In addition to the General Duties, the Branch Chief, Auxiliary Health Services - West, under the general direction and supervision of the Division Chief, Auxiliary Health Services Division, shall have the following duties:

- Serve as point of contact for Auxiliary Health Care Providers and Auxiliary Leadership in Districts 8CR, 8WR, 9ER, 9CR, and 9WR who wish information or guidance regarding participation in authorized Auxiliary medical support programs.

- Promote the Auxiliary medical support program through the Auxiliary Chain of Leadership and Management and other means of communication to the current membership as well as prospective members.
- Provide monthly reports to the Division Chief, Auxiliary Health Services (DVC-HM).
- Other duties as assigned by the Division Chief, Auxiliary Health Services (DVC-HM).

Branch Chief, Pacific BC-HMP

In addition to the General Duties, the Branch Chief, Auxiliary Health Services - Pacific, under the general direction and supervision of the Division Chief, Auxiliary Health Services Division, shall have the following duties:

- Serve point of contact for Auxiliary Health Care Providers and Auxiliary Leadership in Districts 11NR, 11SR, 13, 14, and 17 who wish information or guidance regarding participation in authorized Auxiliary medical support programs.
- Promote the Auxiliary medical support program through the Auxiliary Chain of Leadership and Management and other means of communication to the current membership as well as prospective members.
- Provide monthly reports to the Division Chief, Auxiliary Health Services, DVC-HM.
- Other duties as assigned by the Division Chief, Auxiliary Health Services (DVC-HM).

SUPPORT SERVICES DIVISION

Division Chief, Support Services Division, DVC-HC

In addition to the General Duties, the Division Chief, Support Services Division, under the general direction and supervision of the Deputy Director, Human Resources Directorate, shall have the following duties:

- Assume staff responsibility for developing new techniques, programs, and professional development for Human Resources Officers.
- Review, maintain, and create (where necessary) publications as they relate to the work of the Human Resources Directorate.
- Explore and recommend new delivery methods for programs of the Human Resources Directorate.
- Be responsible for the update of all Human Resources Directorate publications distributed by the ANSC.
- Supervise all Branch Chiefs in the Support Services Division and evaluate their performance, as required.
- Maintain the content on the Human Resources Directorate Web Page.
- Provide monthly activity reports to the Deputy Director, Human Resources Directorate, DIR-Hd.
- Other duties as assigned by the Deputy Director, Human Resources Directorate.

Branch Chief, Administrative Services - BC-HCA

In addition to the General Duties, the Branch Chief, Administrative Services, under the general direction of the Division Chief, Support Services Division, and the Deputy Director, Human Resources Directorate, shall have the following duties:

- Administrative support to the Human Resources Directorate.
- Monitor management of projects.
- Maintain a project calendar.
- Maintain a project tracker.
- Coordinate with ANSC so that printed publications shipped from ANSC are available and up-to-date.
- Schedule and serve as host for online conferences for the Directorate, as required.
- Other duties as assigned by the Division Chief, Support Services Division (DVC-HC).

Branch Chief, Media, BC-HCN

In addition to the General Duties, the Branch Chief, Media, under the general direction of the Division Chief, Support Services Division, shall have the following duties:

- Design, fabricate, direct, and edit U-Tube videos/films.
- Create future videos to expand offerings to new membership, air patrols, and Vessel Safety Checks.
- Maintain U-Tube web videos.
- Maintain Twitter account.
- Maintain Facebook page.
- Other duties as assigned by the Division Chief, Support Services Division (DVC-HC).

Branch Assistant, Media, BA-HCN

In addition to the General Duties, the Branch Assistant, Media, under the general direction and supervision of the Branch Chief, Media, shall have the following duties:

- Assist with designs, fabrications, direction, and edits of U-Tube videos/films.
- Assist with future videos that will expand offerings to new membership.
- Assist with on-line meeting systems.
- Assist with Website maintenance.
- Maintain U-Tube web videos.
- Maintain Twitter account.
- Maintain Facebook page.
- Submit a monthly report to the Branch Chief, Media (BC-HCN).
- Other duties as assigned by the Branch Chief, Media (BC-HCN).

Branch Chief, Professional Development, BC-HCP

In addition to the General Duties, the Branch Chief, Professional Development, under the general direction and supervision of the Division Chief, Support Services Division, shall have the following duties:

- Develop and maintain programs to assist in the professional development of Human Resource officers. Such programs will be focused on personal of the HR officer in the fields of recruitment, retention, professionalism, benefits, or other discipline affecting membership growth or status.
- Analyze the effectiveness of the program.
- Submit monthly reports to the Division Chief, Support Services Division (DVC-HC).
- Other duties as assigned by the Division Chief, Support Services Division (DVC-HC).

Branch Chief, Publications, BC-HCM

In addition to the General Duties, the Branch Chief, Publications, under the general direction and supervision of the Division Chief, Support Services Division, shall have the following duties:

- Maintain a library of all HR publications.
- Edit and proofread all publications originating from the HR Directorate for usage, grammar, spelling, and punctuation.
- Stay abreast of changes in Auxiliary policies which directly affect the accuracy of HR publications and suggest needed changes to the DVC-HC.
- Provide monthly reports to the DVC-HC describing activities and making suggestions regarding publications which need updating.
- Regularly check various Auxiliary web sites to be certain that the sites contain the most recent updates to HR publications. Inform the DVC-HC of any sites with out-dated publications so that the problem can be rectified through appropriate channels.
- Update existing publications and create new publications (as needed) based on information provided.
- Forward all edited documents to the DVC-HC for transmittal up the chain for approval.
- Work with all divisions to ensure that all HR documents meet current standards.
- Occasionally, the BC-HCM may be asked to assist in publications in a joint venture such as a document stemming from both the HR and Training Directorates.

- Submit monthly reports to the Division Chief, Support Services Division (DVC-HC).
- Other duties as assigned by the Division Chief, Support Services Division (DVC-HC).

Branch Chief, Talent Bank Staffing, BC-HCE

In addition to the General Duties, the Branch Chief, Statistics, under the general direction and supervision of the Division Chief, Support Services Division, shall have the following duties:

- **Screen Interview** applicants for National positions within the HR Directorate. **Screen Interview** applicants for National positions not specifically listed in the National Help Wanted!
- Refer qualified applicants to Directorates for future available positions.
- Maintain all applications and files for inspection by the Director.
- Submit a monthly report to the Division Chief, Support Services Division (DVC-HC).
- Other duties as assigned by the Division Chief, Support Services Division (DVC-HC).

Branch Chief, Web, BC-HCN

In addition to the General Duties, the Branch Chief, Web Branch, under the general direction of the Division Chief, Support Services Division, shall be assigned the following duties:

- Update approved information to the Human Resources Directorate web page, including information for members, department newsletter, new ideas for recruiting, information on awards, uniforms, etc.
- Provide interesting and motivating information.
- Direct membership inquiries from the web page via e-mail to the appropriate Auxiliary unit.
- Maintain security for the passwords for access to the site.
- Comply with such national guidelines as are in effect for web site communications.
- Maintain a highly professional, accurate visually gratifying Web page.
- Post the most current H-Directorate information in a timely fashion.
- Submit a monthly report to the Division Chief, Support Services Division (DVC-HC).
- Other duties as assigned by the Division Chief, Support Services Division (DVC-HC).

FOOD SERVICES DIVISION

Division Chief, Food Services Division, DVC-HA

In addition to the General Duties, the Division Chief, Auxiliary Food Services, under the general direction and supervision of the Deputy Director, Human Resources Directorate, shall have the following duties:

- Assume staff responsibility for developing, managing, and maintaining AUXFS programs and professional development of AUXFS Personnel in the Human Resources Directorate.
- Review, maintain, and create (where necessary) publications as they relate to the work of the AUXFS Program.
- Explore and recommend new delivery methods for AUXFS programs within the Human Resources Directorate.
- Be responsible for the update of all AUXFS publications.
- Supervise all Branch Chiefs in the Food Services Division and evaluate their performance, as required.
- Maintain the content on the AUXFS Web Page.
- Provide monthly activity reports to the Deputy Director, Human Resources Directorate, DIR-Hd.
- Coordinate with Coast Guard Food Service personnel for the development of the Food Handling and Sanitation Workshops and all other training and qualifications for the AUXFS Program.
- Other duties as assigned by the Deputy Director, Human Resources Directorate.

Branch Chief, Atlantic East, BC-HAA

In addition to the General Duties, the Branch Chief, Auxiliary Food Services, Atlantic East, under the general direction and supervision of the Division Chief, Auxiliary Food Services, shall have the following duties:

- Serve as point of contact for Auxiliary Chefs (AUXFSs) and Auxiliary Leadership in Districts 1NR, 1SR, 5NR, 5SR, and 7 who wish information or guidance regarding participation in authorized AUXFS programs.
- Promote the AUXFS Program through the Auxiliary Chain of Leadership and Management and other means of communication to the current membership as well as prospective members.
- Report to the Division Chief, AUXFS (DVC-HA).
- Work with the AUXFS District Chairs in the implementation and administration the AUXFS Program within the assigned districts.
- Promote the AUXFS Program to district Auxiliary units and district Coast Guard Units.
- Establish and maintain regular contact with District AUXFS Chairs.
- Coordinate the basic AUXFS Training being offered in the districts.
- Approve any advanced training for existing AUXFSs being offered in the districts.
- Provide advanced AUXFS training, such as Sanitation, using webinars and similar technology.

- Promote on-going education for AUXFSs by distributing food services information and updates (non-Coast Guard) to the District AUXFS Chairs.
- Ensure that District Chairs maintain the necessary AUXFS records.
- Ensure that AUXFS Training materials are up-to-date and reflect USCG food services policies.
- Distribute information and updates on the AUXFS program to the District AUXFS Chair.
- Assist with recruiting and retention efforts focusing on the AUXFS Program.
- Provide supervision and guidance to the Branch Assistant, AUXFS, Atlantic East.
- Solicit monthly reports from the District AUXFS Chairs regarding activities that have been worked on, are presently being worked on and are planned in the near future.
- Submit a monthly report to the Division Chief, Food Services Division (DVC-HA).
- Other duties as assigned by the Division Chief, Food Services Division (DVC-HA).

Branch Chief, Atlantic West, BC-HAW

In addition to the General Duties, the Branch Chief, Auxiliary Food Services, Atlantic West, under the general direction and supervision of the Division Chief, Auxiliary Food Services, shall have the following duties:

- Serve as point of contact for Auxiliary Chefs (AUXFSs) and Auxiliary Leadership in Districts 8CR, 8WR, 9ER, 9CR, and 9WR who wish information or guidance regarding participation in authorized AUXFS programs.
- Promote the AUXFS Program through the Auxiliary Chain of Leadership and Management and other means of communication to the current membership as well as prospective members.
- Report to the Division Chief, AUXFS (DVC-HA).
- Work with the AUXFS District Chairs in the implementation and administration the AUXFS Program within the assigned districts.
- Promote the AUXFS Program to district Auxiliary units and district Coast Guard Units.
- Establish and maintain regular contact with District AUXFS Chairs.
- Coordinate the basic AUXFS Training being offered in the districts.
- Approve any advanced training for existing AUXFSs being offered in the districts.
- Provide advanced AUXFS training, such as Sanitation, using webinars and similar technology.
- Promote on-going education for AUXFSs by distributing food services information and updates (non-Coast Guard) to the District AUXFS Chairs.
- Ensure that District Chairs maintain the necessary AUXFS records.
- Ensure that AUXFS Training materials are up-to-date and reflect USCG food services policies.
- Distribute information and updates on the AUXFS program to the District AUXFS Chair.
- Assist with recruiting and retention efforts focusing on the AUXFS Program.
- Solicit monthly reports from the District AUXFS Chairs regarding activities that have been worked on, are presently being worked on and are planned in the near future.
- Submit a monthly report to the Division Chief, Food Services Division (DVC-HA).
- Other duties as assigned by the Division Chief, Food Services Division (DVC-HA).

Branch Chief, Pacific, BC-HAP

In addition to the General Duties, the Branch Chief, Auxiliary Food Services, Pacific, under the general direction and supervision of the Division Chief, Auxiliary Food Services, shall have the following duties:

- Serve as point of contact for Auxiliary Chefs (AUXFSS) and Auxiliary Leadership in Districts 11NR, 11SR, 13, 14, and 17 who wish information or guidance regarding participation in authorized AUXFS programs.
- Promote the AUXFS Program through the Auxiliary Chain of Leadership and Management and other means of communication to the current membership as well as prospective members.
- Report to the Division Chief, AUXFS (DVC-HA).
- Work with the AUXFS District Chairs in the implementation and administration the AUXFS Program within the assigned districts.
- Promote the AUXFS Program to district Auxiliary units and district Coast Guard Units.
- Establish and maintain regular contact with District AUXFS Chairs
- Coordinate the basic AUXFS Training being offered in the districts.
- Approve any advanced training for existing AUXFSs being offered in the districts.
- Provide advanced AUXFS training, such as Sanitation, using webinars and similar technology.
- Promote on-going education for AUXFSs by distributing food services information and updates (non-Coast Guard) to the District AUXFS Chairs.
- Ensure that District Chairs maintain the necessary AUXFS records.
- Ensure that AUXFS Training materials are up-to-date and reflect USCG food services policies.
- Distribute information and updates on the AUXFS program to the District AUXFS Chairs.
- Assist with recruiting and retention efforts focusing on the AUXFS Program.
- Solicit monthly reports from the District AUXFS Chairs regarding activities that have been worked on, are presently being worked on and are planned in the near future.
- Submit a monthly report to the Division Chief, Food Services Division (DVC-HA).
- Other duties as assigned by the Division Chief, Food Services Division (DVC-HA).

RECRUITING DIVISION

Division Chief, Recruiting, DVC-HR

In addition to the General Duties, the Division Chief, Recruiting Division, under the general direction of the Deputy Director, Human Resources Directorate, shall have the following duties:

- Assume responsibility for all matters relating to membership recruiting.
- Coordinate and integrate recruiting programs so that all members receive the same complete and up-to-date information.
- Ensure that the Branch Chiefs maintain effective communications with the District Staff Officers, Human Resources (DSO-HR).
- Maintain active communication with the Branch Chiefs through a monthly meeting and daily e-mail or phone calls, as required.
- Keep staff fully informed of human resources activities, plans, and programs
- Monitor programs designed to further the growth of the Auxiliary through the formation of new units and the enrollment of new members.
- Issue timely tabulation for all surveys affecting member satisfaction and persistence.
- Be responsible for the update of all recruitment publications.
- Develop a standardized program for contacting and inviting current and retired members of the Coast Guard to join the Auxiliary.
- Provide on-going liaison in each district with separation programs such as the Transition Assistance Program (TAP) to ensure inclusion of and support for Auxiliary membership.
- Provide a monthly report to the Deputy Director, Hd, which describes trends, problems, solutions, goals, objectives, and demographic information about the personnel in the assigned districts.
- Other duties as assigned by the Deputy Director, Human Resources Directorate.

Branch Chief, Atlantic East, BC-HRA

In addition to the General Duties, the Branch Chief, Atlantic East, under the general direction of the Division Chief, Recruiting, shall have the following duties:

- Serve as point of contact for District Staff Officers, Human Resources (DSOs-HR) and Auxiliary Leadership in Districts 1NR, 1SR, 5NR, 5SR, and 7 who wish information or guidance regarding Recruiting Division Programs.
- Ensure that District Staff Officers for Human Resources are provided proper information necessary to perform their duties in an effective and businesslike manner.
- Continuously maintain knowledge of current resources on Recruiting initiatives and processes.
- Maintain close communications with the District Staff Officers for Human Resources through the use of e-mail, telephone, and/or written communications.
- Assist in the resolution of problem areas including, but not limited to, prospective member leads.
- Submit a monthly report to the Division Chief, Recruiting (DVC-HR).
- Other duties as assigned by the Division Chief, Recruiting (DVC-HR).

Branch Chief, Atlantic West, BC-HRI

In addition to the General Duties, the Branch Chief, Atlantic West, under the general direction of the Division Chief, Recruiting, shall have the following duties:

- Serve as point of contact for District Staff Officers, Human Resources (DSOs-HR) and Auxiliary Leadership in Districts 8CR, 8ER, 8WR, 9CR, 9ER, and 9WR who wish information or guidance regarding Recruiting Division Programs.
- Ensure that District Staff Officers for Human Resources are provided proper information necessary to perform their duties in an effective and businesslike manner.
- Continuously maintain knowledge of current resources on Recruiting initiatives and processes.
- Maintain close communications with the District Staff Officers for Human Resources through the use of e-mail, telephone, and/or written communications.
- Assist in the resolution of problem areas including, but not limited to, prospective member leads.
- Submit a monthly report to the Division Chief, Recruiting (DVC-HR).
- Other duties as assigned by the Division Chief, Recruiting (DVC-HR).

Branch Chief, Pacific, BC-HRP

In addition to the General Duties, the Branch Chief, Pacific, under the general direction of the Division Chief, Recruiting, shall have the following duties:

- Serve as point of contact for District Staff Officers, Human Resources (DSOs-HR) and Auxiliary Leadership in Districts 11NR, 11SR, 13, 14, and 17 who wish information or guidance regarding Recruiting Division Programs.
- Ensure that District Staff Officers for Human Resources are provided proper information necessary to perform their duties in an effective and businesslike manner.
- Continuously maintain knowledge of current resources on Recruiting initiatives and processes.
- Maintain close communications with the District Staff Officers for Human Resources through the use of e-mail, telephone, and/or written communications.
- Assist in the resolution of problem areas including, but not limited to, prospective member leads.
- Submit a monthly report to the Division Chief, Recruiting (DVC-HR).
- Other duties as assigned by the Division Chief, Recruiting (DVC-HR).

Branch Chief, External Services, BC-HRE

In addition to the General Duties, the Branch Chief, External Services, under the general direction of the Division Chief, Recruiting, shall have the following duties:

- Process prospective member leads.
- Monitor effectiveness of the program.
- Manually handle any leads that may require it.
- Maintain regular contact with District Staff Officers for Human Resources relating to prospective member lead completion.
- Submit a monthly report to the Division Chief, Recruiting (DVC-HR).
- Other duties as assigned by the Division Chief, Recruiting (DVC-HR).

RETENTION DIVISION

Division Chief, Retention, DVC-HT

In addition to the General Duties, the Division Chief, Retention Division, under the general direction of the Deputy Director, Human Resources Directorate, shall have the following duties:

- Assume staff responsibility for all matters relating to membership retention.
- Coordinate and integrate retention programs so that all members will receive the same complete and up-to-date information.
- Ensure that Branch Chiefs maintain effective communications with the District Staff Officers-Human Resources, regarding problems and activities requiring staff direction and advice.
- Supervise programs designed to further the growth of the Auxiliary through the retention of existing members.
- Submit a monthly report to the Deputy Director, Hd, on Division activity.
- Be responsible for the update of all Retention publications.
- Other duties as assigned by the Deputy Director, Human Resources Directorate.

Branch Chief, Atlantic East, BC-HTE

In addition to the General Duties, the Branch Chief, Atlantic East, under the general direction of the Division Chief, Retention, shall have the following duties:

- Serve as point of contact for District Staff Officers, Human Resources (DSOs-HR) and Auxiliary Leadership in Districts 1NR, 1SR, 5NR, 5SR, and 7 who wish information or guidance regarding Retention Division Programs.
- Ensure that District Staff Officers for Human Resources are provided proper information necessary to perform their duties in an effective and businesslike manner.
- Continuously maintain knowledge of current resources on Retention initiatives and processes.
- Maintain close communications with the District Staff Officers for Human Resources through the use of e-mail, telephone, and/or written communications.
- Assist in the resolution of problem areas including, but not limited to, prospective member leads.
- Submit a monthly report to the Division Chief, Retention (DVC-HT).
- Other duties as assigned by the Division Chief, Retention (DVC-HT).

Branch Chief, Atlantic West, BC-HTW

In addition to the General Duties, the Branch Chief, Atlantic West, under the general direction of the Division Chief, Retention, shall have the following duties:

- Serve as point of contact for District Staff Officers, Human Resources (DSOs-HR) and Auxiliary Leadership in Districts 8CR, 8ER, 8WR, 9CR, 9ER, and 9WR who wish information or guidance regarding Retention Division Programs.
- Ensure that District Staff Officers for Human Resources are provided proper information necessary to perform their duties in an effective and businesslike manner.
- Continuously maintain knowledge of current resources on Retention initiatives and processes.

- Maintain close communications with the District Staff Officers for Human Resources through the use of e-mail, telephone, and/or written communications.
- Assist in the resolution of problem areas including, but not limited to, prospective member leads.
- Submit a monthly report to the Division Chief, Retention (DVC-HT).
- Other duties as assigned by the Division Chief, Retention (DVC-HT).

Branch Chief, Pacific, BC-HTP

In addition to the General Duties, the Branch Chief, Pacific, under the general direction of the Division Chief, Retention, shall have the following duties:

- Serve as point of contact for District Staff Officers, Human Resources (DSOs-HR) and Auxiliary Leadership in Districts 11NR, 11SR, 13, 14, and 17 who wish information or guidance regarding Retention Division Programs.
- Ensure that District Staff Officers for Human Resources are provided proper information necessary to perform their duties in an effective and businesslike manner.
- Continuously maintain knowledge of current resources on Retention initiatives and processes.
- Maintain close communications with the District Staff Officers for Human Resources through the use of e-mail, telephone, and/or written communications.
- Assist in the resolution of problem areas including, but not limited to, prospective member leads.
- The Branch Chief, Retention, Pacific, shall communicate directly with the District Staff Officers for Human Resources Services in District 11NR, 11SR, 13, 14 and 17.
- Submit a monthly report to the Division Chief, Retention (DVC-HT).
- Other duties as assigned by the Division Chief, Retention (DVC-HT).

Branch Chief, Awards-Recognition, BC-HTA

In addition to the General Duties, the Branch Chief, Awards, under the general direction and supervision of the Division Chief, Retention Division, shall have the following duties:

- Serve as point of contact for District Staff Officers, Human Resources (DSOs-HR) and Auxiliary Leadership in all districts, who wish information or guidance regarding the National Awards Recognition Programs.
- Maintain liaison with the District Awards Committee Chairpersons to insure that deserving members receive appropriate reward and recognition.
- Keep the Director, Public Affairs Directorate, informed about awards involving extraordinary valor or risk of life to a member.
- Annually, provide to the Coast Guard Auxiliary Collection at East Carolina University, a list of members' names and types of meritorious Coast Guard and Auxiliary awards earned.
- Be responsible for the development and dissemination of material to assist the membership to understand how daily membership activity and individual success is related to organizational outcomes and success.
- Submit a monthly report to the Division Chief, Retention (DVC-HT).
- Other duties as assigned by the Division Chief, Retention (DVC-HT).

Branch Chief, Mentoring, BC-HTM

In addition to the General Duties, the Branch Chief, Mentoring, under the general direction and supervision of the Division Chief, Retention Division, shall have the following duties:

- Serve as point of contact for District Staff Officers, Human Resources (DSOs-HR) and Auxiliary Leadership in all districts, who wish information or guidance regarding the New Member Orientation and Mentoring Programs.
- Ensure that Staff Officers for Human Resources are provided proper information necessary to perform their duties in an effective and businesslike manner.
- Continuously maintain knowledge of current resources on Retention initiatives and processes.
- Assist in the resolution of problem areas including, but not limited to, member career development opportunities.
- Submit a monthly report to the Division Chief, Retention (DVC-HT).
- Other duties as assigned by the Division Chief, Retention (DVC-HT).

Branch Chief, Retention Program Development, BC-HTR

In addition to the General Duties, the Branch Chief, Program Development, under the general direction and supervision of the Division Chief, Retention Division, shall have the following duties:

- Serve as point of contact for District Staff Officers, Human Resources (DSOs-HR) and Auxiliary Leadership in all districts, who wish information or guidance regarding the Development of Retention Programs including , but not limited to PowerPoint, Videos, and step-by-step guides to developing Retention Programs at the District Level.
- Keep the Division Chief, Retention, informed about proposed new Retention Programs.
- Ensure that District Staff Officers for Human Resources are provided proper information necessary to perform their duties in an effective and businesslike manner.
- Continuously maintain knowledge of current resources on Retention initiatives and processes.
- Maintain close communications with the District Staff Officers for Human Resources through the use of e-mail, telephone, and/or written communications.
- Assist in the resolution of problem areas including, but not limited to, prospective member leads.
- Be responsible for the development and dissemination of material to assist the membership to understand how daily membership activity and individual success is related to organizational outcomes and success.
- Submit a monthly report to the Division Chief, Retention (DVC-HT).
- Other duties as assigned by the Division Chief, Retention (DVC-HT).

UNIFORM DIVISION

Division Chief, Uniform Division, DVC-HX

In addition to the General Duties, the Division Chief, Uniform Division, under the general direction of the Deputy Director, Human Resources Directorate, shall have the following duties:

- Develop and disseminate procedures for Auxiliarists to order uniform garments from the Uniform Distribution Center, Cape May, commercial sources, and the Coast Guard Exchanges.
- Advise all Branch Chiefs, Uniform Division, of price changes affecting all uniforms and new and revised ordering procedures.
- Keep Auxiliarists advised through the Auxiliary Uniform Hot Line and Auxiliary Bulletin Board of changes in the uniforms and insignia authorized for Auxiliarists.
- Resolve any problems or misunderstandings with commercial sources or NAFA Exchanges that result from orders of uniforms.
- Review, update, and disseminate the Auxiliary Uniform Procurement Guide annually.
- Assist Auxiliarists who require special measure uniforms, including shirts, that cannot be fitted with the Coast Guard uniforms in stock at the Uniform Distribution Center Cape May.
- Assist in the development of the Auxiliary Uniform and Award Manual.
- Resolve any problems or misunderstandings resulting from orders or deliveries of uniform items to Auxiliarists from the Uniform Distribution Center Cape May.
- Keep close contact with the Uniform Distribution Center Cape May and pass on to the Deputy Director, Hd, and Branch Chiefs, any pertinent information that should be passed on to the membership.
- Submit a monthly report to the Deputy Director, Human Resources Directorate.
- Other duties as assigned by the Deputy Director, Human Resources Directorate.

Branch Chief, Atlantic East, BC-HXA

In addition to the General Duties, the Branch Chief, Atlantic East, under the general direction of the Division Chief, Uniform Division, shall have the following duties:

- Serve as point of contact for District Staff Officers, Human Resources, and Auxiliary Leadership in Districts 1NR, 1SR, 5NR, 5SR, and 7 who wish information or guidance regarding Uniform Division Programs.
- Ensure that District Staff Officers for Human Resources are provided proper information necessary to perform their duties in an effective and businesslike manner.
- Continuously maintain knowledge of current resources on Uniform initiatives and processes,
- Maintain close communications with the District Staff Officers for Human Resources through the use of e-mail, telephone, and/or written communications.
- Assist in the resolution of problems regarding uniform issues.
- Submit a monthly report to the Division Chief, Uniforms (DVC-HX).
- Other duties as assigned by the Division Chief, Uniforms (DVC-HX).

Branch Chief, Atlantic West, BC-HXW

In addition to the General Duties, the Branch Chief, Atlantic West, under the general direction of the Division Chief, Uniform Division, shall have the following duties:

- Serve as point of contact for District Staff Officers, Human Resources, and Auxiliary Leadership, in Districts 8CR, 8ER, 8WR, 9CR, 9ER, and 9WR who wish information or guidance regarding Uniform Division Programs.
- Ensure that District Staff Officers for Human Resources are provided proper information necessary to perform their duties in an effective and businesslike manner.
- Continuously maintain knowledge of current resources on Recruiting initiatives and processes.
- Maintain close communications with the District Staff Officers for Human Resources through the use of e-mail, telephone, and/or written communications.
- Assist in the resolution of problems regarding uniform issues.
- Submit a monthly report to the Division Chief, Uniforms (DVC-HX).
- Other duties as assigned by the Division Chief, Uniforms (DVC-HX).

Branch Chief, Pacific, BC-HXP

In addition to the General Duties, the Branch Chief, Pacific, under the general direction of the Division Chief, Uniform Division, shall have the following duties:

- Serve as point of contact for District Staff Officers, Human Resources, and Auxiliary Leadership, in Districts 11NR, 11SR, 13, 14, and 17 who wish information or guidance regarding Uniform Division Programs.
- Ensure that District Staff Officers for Human Resources are provided proper information necessary to perform their duties in an effective and businesslike manner.
- Continuously maintain knowledge of current resources on Recruiting initiatives and processes.
- Maintain close communications with the District Staff Officers for Human Resources through the use of e-mail, telephone, and/or written communications.
- Assist in the resolution of problems regarding uniform issues.
- Submit a monthly report to the Division Chief, Uniforms (DVC-HX).
- Other duties as assigned by the Division Chief, Uniforms (DVC-HX).