

U.S. Department of
Homeland Security

**United States
Coast Guard
Auxiliary**



National Staff
Response Directorate
Telecommunications Division

Branch Assistant, District Liaison
Telecommunications Division

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Staff Symbol: BA-RTS

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MEMORANDUM

From: D.L. Ayers (BA-RTS)
Branch Assistant, District Liaison

Reply to
Attn of:

To: All District Communications Staff Officers (DSO-CM)

Subj: Introduction

1. I am sending this memo to introduce myself. My name is Doris Ayers, and I have been appointed to the position of Branch Assistant, District Liaison (BA-RTS) within the National Telecommunications Division's Support Services Branch.
2. The Support Services Branch is new for the Telecommunications Division, and is being stood-up with Branch Chief and two Branch Assistants. A few of my responsibilities as the Branch Assistant for District Liaison are:
 - a) Timely delivery of information (newsletters, bulletins, articles, activities, and procedures) from the Division.
 - b) Maintaining close contact with the District DSO-CMs, to understand their issues and to gather feedback to the Division.
 - c) Act as liaison between DSO-CMs and the National Telecommunications Division. Act as each District's advocate with the Division.
 - d) Keeping the National Telecommunications Division's website current, and provide notifications to DSO-CMs when new material is added.
3. I believe that continuous communications between us is the key to assure that the most up-to-date and accurate information is available. Therefore, I would like to schedule quarterly virtual meetings to provide updates and to discuss any questions or concerns you may have. I will be sending you more information about these virtual meetings soon.
4. Please feel free to email or phone me with your questions and comments.

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Copy: DVC-RT