

# UNITED STATES COAST GUARD AUXILIARY



DEPARTMENT OF HOMELAND SECURITY  
The civilian component of the U.S. Coast Guard  
(Authorized by congress in 1938)

To: Butch Willette, DCDR  
Howard Sprow. VDCR  
054-10

From: Barry Rice  
SO-MT & SO-SR

Date: October 15, 2018

Subj: SO-MT & SR Reports August '18 – October '18

**The following SO-MT tasks were performed:**

1. Continued to provide all FSO-MTs with information received from our DSO-MT.

**The following SO-SR activities were performed:**

1. Sent reminders to all FSO-SR on submission of minutes to appropriate staff.
2. Submitted approved minutes of the August 2018 Division meeting to appropriate District and DIRAUX staff.
3. Submitted draft minutes of the August Division meeting to the DCDR for distribution to appropriate members of Division 10 staff.

cc: file