

UNITED STATES COAST GUARD AUXILIARY
EIGHTH DISTRICT, EASTERN REGION



OFFICE OF THE
DISTRICT COMMODORE

Randy Ventress
Phone: (615) 509-6025
e-mail: randyv19@comcast.net

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From: District Commodore
To: District Board and Staff
Eighth District, Eastern Region
Subj: District Reporting Requirements

1. General: With leadership comes great pride but it also brings great responsibility and direct accountability for actions that need to be accomplished. It is the responsibility of District Captains and District Staff Officers to provide detailed reports of progress and activities in their areas of responsibility. Following are the requirements for reports within the District.

2. Monthly Reports:

a. Monthly Report to DCO. The District Chief of Staff and District Captains should ensure that they receive monthly reports from their respective District Staff and Division Commanders in accordance with the following schedule. The DCOS and DCAPT's should consolidate the reports; add their comments as appropriate and forward to the DCO and DCOS respectively not later than the 25th of each month.

b. The purpose of these reports is two-fold:

- (1) Provide a progress report to the District EXCOM, and
- (2) Provide information on mission area support for the NACO Quarterly Brief.

c. The Quarterly Reports are consolidated by the DCO and forwarded through channels to the National Commodore. They should be of the nature of a "report card" depicting how the District strategic imperatives are being implemented, accomplishments against the strategic plans, District best practices, successes, and areas of concern. It provides checks and balances for the District to measure progress towards the goals of the organization.

d. The Quarterly Reports afford NACO an understanding of what is going on in our District. It should identify areas of success and areas of specific concern that may require greater focus by NACO and the senior leaders of the Auxiliary. Likewise, it provides a measurement that allows NACO to determine whether to stay the course or to make appropriate course changes.

e. Report Format. Written reports are not limited in length. Email reporting is encouraged. Reports should highlight the most important events during the current reporting period. "Program Status" and "Action Items" tracking reports can be included as attachments. Additional material such as spreadsheets may be included as further attachments if appropriate/needed. Written reports should be submitted in narrative or bullet format and should include information regarding:

- (1) Current progress relative to the District Business Plan, District Strategic/Operational Plans and Contingency Plans,
- (2) accomplishments in Recruiting and Retention,
- (3) program performance (OPS/RBS/Training) (not AUXDATA information)
- (4) problems encountered / potential problems and suggested solutions,
- (5) action items,
- (6) assistance required from the Coast Guard, the EXCOM, and National Departments
- (7) future plans and milestones.

3. Remember, this monthly report will be read by the Coast Guard Headquarters Flag Officers and Staff and it is our opportunity to promote our extraordinary events, recognition and involvement with the Coast Guard, recreational boating public and the nation.

4. Special Reports:

a. Urgent reports: Should an event occur that must be brought to the immediate attention of the EXCOM and/or the District Board, the Division Commander or DSO shall report the event to the District Chief of Staff, or District Captain, whichever is appropriate, and who will review and comment and then forward to DCO.

b. Special request: In the event that the DCO should need some 'real time' information, a special, unscheduled report on relevant activities will be requested.

c. Short-Range Plan Report: Each year, the DCOS, DCAPT's will recommend updates to their portions of the District Strategic/Operational Plans and Contingency Plans and submit to the DCO by 1 November. The DCOS and DCAPT's shall solicit input from their respective DSOs and Division Commanders for these updates as a part of preparation for the Fall Conference. The DCO will update the District plans, and provide the appropriate report to the Deputy National Commodore LANT-W by 1 December.

6. Distribution of Conference Reports is the responsibility of the DSO-SR as a part of the meeting minutes.



Randy Ventress
District Commodore