

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 Staff Appointment/Relief Process

Applying For District Staff Appointment

Members desiring to serve on the District Staff are to complete the District Staff Application found on the District web site. The more information that is given on the form, the better the chance that an appropriate decision, as to selection, can be made. The form is sent up the chain to the District Chief of Staff. The DCOS will maintain a file of potential District Staff members and Assistant District Staff Officers, and will notify the District Commodore. The District Commodore will make a selection and notify the DCOS and the individual. If requested, the applicant may send an additional copy of the application form directly to the District Staff Office-(??) as appropriate, who will match the application to job requirements and route the application through the DCOS to the DCO.

District Staff Appointment Procedures

New Term Appointments and Re-Appointments to all District Staff positions, after a new DCO is elected at Fall Conference, are processed as follows:

1. Job Descriptions will be in place for a position before a member will be appointed to that position. DSOs are responsible for ADSO job descriptions, District Commodore is responsible for DSO job descriptions. All job descriptions will be forwarded to the DCO for approval prior to implementation.
2. Appointment of District Staff Officers (DSO). Applications for appointment of members to these positions will be submitted to the District Commodore via the District Chief of Staff for approval. The DCOS will indicate concurrence or non-concurrence with the appointment when it is forwarded.

3. Appointment to Assistant District Staff Officer (ADSO) positions. Requests for appointment of members to these positions will be submitted by the DSO, via the DCOS, to the DCO for approval. The DSO and DCOS will indicate concurrence or non-concurrence with the appointment when it is forwarded.

4. After approval, the DCO will ensure that a Certificate of Appointment, showing appointment for the term of the DSO is prepared and forwarded for appropriate presentation and administration of the Oath of Office. The DCO will send notification of such approval and the original application to the DCOS. The DCOS will make changes to the DSO-IS to enter into the District Quick Directory, and make appropriate changes in AUXDATA. Copies of all applications will be maintained by DCO and DCOS.

5. Applications will be updated yearly prior to November 1st.

Mid-term and New Appointments: This section applies to members who have not served on the District Staff within the preceding two years, or who are being considered for a higher level office than previously appointed. Upon receipt of the District Staff Application, the DCOS will review the application in light of the vacant positions within the staff. If the applicant has the skills necessary to fulfill the job description, the DSO and DCOS should interview the member, preferably by phone, without making any promise of appointment. If the individual meets the needs of the position and has received a copy of the job description explaining the responsibilities of the office The DSO and DCOS where applicable will contact the appropriate DCAPT to inform them that a member from their Division is under consideration for appointment and request input on the capability of the candidate,

Removal from District Staff

Resignation: If a district staff member resigns, the DSO (or DCOS where applicable) will notify the DCOS (or DCO where applicable), who will pass this information to the DSO-IS. The DSO-IS will make changes to the District Quick Directory and AUXDATA.

Termination for Cause: If the DSO decides to recommend termination of an ADSO for cause, concurrence of the DCO and DCOS is required. If the DCOS decides to recommend termination of a DSO for cause, concurrence of the DCO is required. The DCO must approve the termination of any staff member. The DCO will send a notification of termination to the staff member, with a copy to the DSO-IS. The DSO-IS will make changes to the District Quick Directory and make changes in AUXDATA.



Randy Ventress
District Commodore