

# UNITED STATES COAST GUARD AUXILIARY



**RICHARD COONS**  
District Commodore  
13th Coast Guard District

U.S. Department of  
Homeland Security  
**United States  
Coast Guard  
Auxiliary**



## MEMORANDUM

FROM: Richard Coons, Commodore

TO: All elected and appointed officers for 2015

SUBJECT: Reporting responsibilities and instructions for elected and appointed officers

Ref: Auxiliary Manual, COMDTINST M16790.1G, Chapter 4, paragraphs F.11.d, F.11.a. (6), and G.3

The use of a standardized template for reporting unit and program activities, problems and significant issues is essential for the efficient operation of our district. This year the template has been simplified, and is the same for the elected and appointed chains of leadership. A copy of the *2015 Elected and Appointed Officers Monthly Reporting Form* is attached to this memorandum.

Effective March 1, 2015, all monthly reports are to be submitted using the online Easy Report system on the District 13 website. The system is accessible from the left navigator on the District 13 home page at <http://wow.uscgaux.info/content.php?unit=130>. If you have questions regarding the use of EasyReports, please contact your Communications Services officer for assistance.

Monthly reports are condensed and merged as they rise through the chains of leadership and eventually reach the District Commodore, who in turn, provides a report to the Pacific Area Deputy National Commodore (DNACO). The standardized report template makes it easier for those officers tasked with consolidating and forwarding reports to the next higher level in the chain of leadership.

The below monthly reporting schedule is based on a period ending on the 20th day of the month. Each level of reporting has its own due date for submissions timed to meet the District Commodore (DCO) due date for reporting to the DNACO.

- Flotilla Commander (FC) and Flotilla Staff Officer (FSO) reports to Division Commanders (DCDRs) and Division Staff Officers (SOs), respectively, by the 20th day of the month.
- SO reports to Vice Division Commanders (VCDRs) and Assistant District Staff Officers (ADSOs) by the 25th day of the month.
- DCDR and District Staff Officer (DSO) reports to District Captains (DCAPT) and District Directorate Chiefs (DDCs), respectively, by the 30th day of the month.  
*Note: Each DCDR and DSO to establish own VCDR and ADSO reporting schedules to accommodate due date.*
- DCAPT and DDC reports to DCO and District Chief of Staff (DCOS), respectively, by the 5th day of the month.
- DCOS report to DCO by the 10th day of the month.

**USCG Auxiliary District 13**  
**2015 Elected and Appointed Officers Monthly Reporting Form**

**Unit/Program:**

**Month:**

*Please summarize your responses to the below questions in one or two sentences if possible. Except for question 5, use bullet points to summarize separate activities, events or issues. If you have nothing to report on one or more of the questions, insert the statement "Nothing to report."*

- 1. What were the most significant accomplishments in your area of responsibility in the past month.?** *(Provide a list of significant activities completed in your unit or program area during the reporting period. Note: The reporting period runs from the 21st day of the previous month to the 20th day of the reporting month.)*
  
- 2. What are your plans for improving performance in your area of responsibility?** *(What are your plans for the next month, quarter, season or year? What opportunities do you see in the same time frames?)*
  
- 3. Are you able to identify any trends that would cause you to exceed or fall short of your established goals?** *(Are your activities in line with the projected accomplishments in your established goals? If not, please explain why they have failed to meet or exceeded projections.)*
  
- 4. Are there any significant issues, questions or problems in your area of responsibility?** *(List issues, questions or problems that should be elevated up the chain of leadership for resolution. Note: Submit confidential issues separately via the chain of leadership)*
  
- 5. Identify your activities that supported recruiting and retention of members.** *(Provide a narrative of your efforts, not just numbers.)*