

United States Coast Guard Auxiliary Recreational Boating Safety Outreach Directorate (B)



Job Descriptions

Duties of DIR-B, Recreational Boating Safety Outreach (B Directorate)

Your duties and responsibilities, as **DIRECTOR, RECREATIONAL BOATING SAFETY (RBS) OUTREACH (DIR-B)** are consistent with the provisions of *The Auxiliary Manual*, are as follows:

General Duties

1. As a National Staff Officer, actively support and promote those portions of the National program for which you are responsible. Do everything you can to realize the B Directorate objectives.
2. Policy matters are the province of the Chief Director of Auxiliary, National Board and the NEXCOM. Significant program modifications, except as set forth in the *Auxiliary Manual* and other relevant Coast Guard publications, must be cleared by the Director of B and the Chain of Leadership.
3. Comply with National and B Directorate policies.
4. Immediate supervisory responsibility for your office is vested in the ANACO-RB. Cooperate with the ANACO-RB in every way to ensure that the B Directorate programs are effectively administered.
5. Maintain such records as may be required to effectively discharge your responsibilities.
6. Upon expiration of your term of office, or when so directed by the ANACO-RB, transfer all property and records of the office to your successor.
7. Attend all meetings of the B Directorate. Give the DIR-Bd prior notice when such attendance is not possible.

8. Initiate and Review the goals and objectives for the B Directorate and employ necessary plans to achieve them. The objectives should be measurable and relate to the objectives established by ANACO-RB and senior Auxiliary Leadership.
9. As National Staff Officer, you are a direct representative of the National Commodore and, as such, you are authorized to assist the various Districts, Divisions and Flotillas.
10. Reports are Due to ANACO-RB each quarter. These reports should be submitted 10 days before they are due to reach DNACO-RBS. Dates for Submittal are in the National SOP and deadlines should be negotiated with ANACO-RB.
11. Maintain personal e-mail and Internet access, and be correctly registered in the national e-mail directory. Provide for timely responses to emails or phone calls from others in the B Directorate and National Offices.

Program Duties

The Auxiliary National Director, Recreational Boating Safety Outreach (DIR-B), under the general direction of the National Commodore and/or Vice National Commodore, as well as under the immediate direction of the Assistant National Commodore for Recreational Boating Safety (ANACO-RB), and with the program guidance of the U.S. Coast Guard Office of Boating Safety, provides assistance to Coast Guard units, Auxiliary national directorates and district organizations in their efforts to promote and support recreational boating safety programs, and aids in developing and executing Auxiliary recreational boating safety outreach policy.

Functions: Under the general direction and supervision of the ANACO-RB, and consistent with Auxiliary National Board and National Staff Standing Operating Procedures, the DIR-B shall:

1. Be responsible for the overall Auxiliary recreational boating safety (RBS) outreach program with external partners of the Auxiliary, as assigned, or as unilaterally determined, to include boating safety organization liaisons, state boating law administrators, selected grant funding and informational resource services, and internal partners such as Coast Guard District RBS specialists and the Coast Guard Commandant Offices of Boating Safety and Auxiliary.
2. Establish and maintain partnerships with federal, state, territorial, and local community agencies and organizations through the direction of the Districts Liaison Division personnel.
3. Liaise with all concerned boating organizations, report on their meetings, and recommend Auxiliary actions to ANACO-RB through the direction of the Liaison Division personnel.
4. Work with the Directors for Education (Dir-E) and Vessel Examinations and Partner Visitation (DIR-V) to provide expertise in liaison, state, and/or resource services in support of the total Auxiliary RBS program goals.

5. Ensure that all directorate staff understand the concept of accountability as it applies to tasks, projects, and/or work assigned to them through completion, stressing that completion of work will be ascertained and communicated by their respective immediate supervisor in the chain of leadership and management.
6. Perform related duties and other tasks as assigned.

Duties of DIR-Bd, Recreational Boating Safety Outreach (B Directorate)

Your duties and responsibilities, as **DEPUTY DIRECTOR, RECREATIONAL BOATING SAFETY (RBS) OUTREACH (DIR-Bd)**, are consistent with the provisions of *The Auxiliary Manual*, are as follows:

General Duties

1. As a National Staff Officer, actively support and promote those portions of the National program for which you are responsible. Do everything you can to realize the B Directorate objectives.
2. Policy matters are the province of the Chief Director of Auxiliary, National Board and the NEXCOM. Significant program modifications, except as set forth in the *Auxiliary Manual* and other relevant Coast Guard publications, must be cleared by the Deputy Director of B and the Chain of Leadership.
3. Comply with National and B Directorate policies.
4. Immediate supervisory responsibility for your office is vested in the DIR-B. Cooperate with the DIR-B in every way to ensure that the B Directorate programs are effectively administered.
5. Maintain such records as may be required to effectively discharge your responsibilities.
6. Upon expiration of your term of office, or when so directed by the DIR-B, transfer all property and records of the office to your successor.
7. Attend all meetings of the B Directorate. Give the DIR-B prior notice when such attendance is not possible.
8. Assist the DIR-B in initiating and reviewing the goals and objectives for the B Directorate and employ necessary plans to achieve them. The objectives should be measurable and relate to the objectives established by DIR-B and senior Auxiliary Leadership.
9. As a National Staff Officer, you are a direct representative of the National Commodore and, as such, you are authorized to assist the various Districts, Divisions and Flotillas.
10. Maintain personal e-mail and Internet access and be correctly registered in the national e-mail directory. Provide for timely responses to emails or phone calls from others in the B Directorate and National Offices.

Program Duties

The Auxiliary National Deputy Director, Recreational Boating Safety Outreach Directorate (DIR-Bd), under the direction of the director, Recreational Boating Safety Outreach (DIR-B), and with guidance from the Assistant National Commodore for Recreational Boating (ANACOR-B), and with the program guidance of the U.S. Coast Guard Office of Boating Safety, provides assistance to Coast Guard units, Auxiliary national directorates, and Auxiliary district organizations in their efforts to promote and support recreational boating safety programs.

Functions: Under the general direction and supervision of the DIR-B, and consistent with Auxiliary National Board and National Staff Standing Operating Procedures, the DIR-Bd shall:

1. Act on behalf of the director, assisting in supervision of division chiefs.
2. Actively participate with DIR-B in the administration of the directorate, including its reporting, budget, travel planning, organizational and staffing tasks.
3. Supervise special projects and report efforts for the director as requested.
4. Ensure that directorate staff's questions are answered promptly through efficient management of staff communications.
5. Ensure that all division staff understand the concept of accountability as it applies to tasks, projects, and/or work assigned to them through completion, stressing that completion of work will be ascertained and communicated by their respective immediate supervisor in the chain of leadership.
6. Perform related duties and other tasks as assigned.

Communication Services Division

Duties of DIVISION CHIEF, COMMUNICATION SERVICES (DVC-BR) (B Directorate)

Your duties and responsibilities, as **DIVISION CHIEF, COMMUNICATION SERVICES (DVC-BR)** are consistent with the provisions of *The Auxiliary Manual*, are as follows:

General Duties

1. As a National Staff Officer, actively support and promote those portions of the National program for which you are responsible. Do everything you can to realize the B Directorate objectives.
2. Policy matters are the province of the Chief Director of Auxiliary, National Board and the NEXCOM. Significant program modifications, except as set forth in the *Auxiliary Manual* and other relevant Coast Guard publications, must be cleared by the Deputy Director of B and the Chain of Leadership.
3. Comply with National and B Directorate policies.
4. Immediate supervisory responsibility for your office is vested in the Director, B-Directorate. Cooperate with the DIR-B in every way to ensure that your program is effectively administered.
5. Maintain such records as may be required to effectively discharge your responsibilities.
6. Upon expiration of your term of office, or when so directed by the DIR-B, transfer all property and records of the office to your successor.
7. Attend all meetings of the B Directorate. Give the DIR-B prior notice when such attendance is not possible.
8. Review goals and objectives for your area of responsibility and employ necessary plans to achieve them. The objectives should be measurable and relate to the objectives established by DIR-B.
9. As a National Staff Officer, you are a direct representative of the DIR-B and, as such, you are authorized to assist the various Districts, Divisions and Flotillas.
10. No later than the 25th of each month, communicate with the DIR-B updating the effectiveness of the program, program changes, program activities, and program issues. Give special emphasis to successful and deficient areas, noting praiseworthy achievements and making recommendations for improvement.

11. Copies of all correspondence from you, when appropriate, are to be provided to the DIR-B for matters concerning their particular areas.
12. Maintain personal e-mail and Internet access and be correctly registered in the national e-mail directory. Provide for timely responses to emails or phone calls from others in the B Directorate and National Offices.

Program Duties

Under the direction of the director, Recreational Boating Safety Outreach (DIR-B), DVC-BR provides assistance to Coast Guard units, Auxiliary national directorates, and Auxiliary district organizations in their efforts to promote and support recreational boating safety programs. DVC-BR has the overall responsibility for fulfilling the communication services needs of all Auxiliary directorates assigned to the assistant national commodore for Recreational Boating Safety (ANACO-RB), which are Recreational Boating Safety Outreach (B), Public Education (E) and Vessel Examinations (V), the national Auxiliary directorates involved in communicating recreational boating safety issues (the “RBS Directorates”).

Functions: Under the general direction and supervision of the DIR-B, and consistent with Auxiliary National Board and National Staff Standing Operating Procedures, the DVC-BR shall:

1. Fulfill the communication services needs of the RBS Directorates.
2. Oversee the planning and production of a newsletter, *RBS Job #1*, to serve the RBS Directorates, working directly with the directors, division chiefs and branch chiefs to determine their needs and how best to fulfill them. Establish general guidelines for the contents of the newsletter.
3. Oversee the effective use of social media, such as Facebook, Twitter and Instagram, to communicate with the general public the messages of recreational boating safety. Use analytical tools available with these media to determine the effectiveness of the methods and messages and make recommendations for adjustments to DIR-B.
4. Liaise with designated Coast Guard Auxiliary Public Affairs (A Directorate) personnel to develop a coherent Auxiliary external public RBS outreach program.
5. Be responsible for the overall quality of *RBS Job #1* and all other publications produced within the Editorial Services Branch. Ensure the application of the Coast Guard SAPP Rule, which requires a review of all contents for security, accuracy, policy and propriety.
6. Ensure that all division staff understands the concept of accountability as it applies to tasks, projects, and/or work assigned to them through completion, stressing that completion of work will be communicated by their respective immediate supervisor in the chain of leadership.
7. Perform related duties and other tasks as assigned.

The incumbent should hold a designation as an Auxiliary Public Affairs Specialist, preferably the highest level, and possess experience in public affairs, public relations or print journalism. Must have completed AUX-20, Introduction to Auxiliary Public Affairs. Must possess basic computer and Internet literacy, including Word and Excel, and oral and written communication skills.

Duties of BRANCH CHIEF, ELECTRONIC COMMUNICATIONS (BC-BRI) (B Directorate)

Your duties and responsibilities, as **BRANCH CHIEF, ELECTRONIC COMMUNICATIONS (BC-BRI)** are consistent with the provisions of *The Auxiliary Manual*, are as follows:

General Duties

1. As a National Staff Officer, actively support and promote those portions of the National program for which you are responsible. Do everything you can to realize the B Directorate objectives.
2. Policy matters are the province of the Chief Director of Auxiliary, National Board and the NEXCOM. Significant program modifications, except as set forth in the *Auxiliary Manual* and other relevant Coast Guard publications, must be cleared by the Deputy Director of B and the Chain of Leadership.
3. Comply with National and B Directorate policies.
4. Immediate supervisory responsibility for your office is vested in the DVC-BR. Cooperate with the DVC-BR in every way to ensure that your program is effectively administered.
5. Maintain such records as may be required to effectively discharge your responsibilities.
6. Upon expiration of your term of office, or when so directed by the DVC-BR, transfer all property and records of the office to your successor.
7. Attend all meetings of the B Directorate. Give the DVC-BR prior notice when such attendance is not possible.
8. Review goals and objectives for your area of responsibility and employ necessary plans to achieve them. The objectives should be measurable and relate to the objectives established by DVC-BR.
9. As a National Staff Officer, you are a direct representative of the DVC-BR and, as such, you are authorized to assist the various Districts, Divisions and Flotillas.
10. No later than the 25th of each month, communicate with the DVC-BR updating the effectiveness of the program, program changes, program activities, and program issues. Give special emphasis to successful and deficient areas, noting praiseworthy achievements and making recommendations for improvement.
11. Copies of all correspondence from you, when appropriate, are to be provided to the DVC-BR for matters concerning their particular areas.

12. Maintain personal e-mail and Internet access and be correctly registered in the national e-mail directory. Provide for timely responses to emails or phone calls from others in the B Directorate and National Offices.

Program Duties

The Chief, Electronic Communications Branch, Recreational Boating Safety Outreach Directorate (BC-BRD), under the direction of the Chief, Communication Services Division (DVC-BR), provides assistance to Coast Guard units, Auxiliary national directorates, and Auxiliary district organizations in their efforts to promote and support recreational boating safety programs. The Chief, Electronic Communications Branch has overall responsibility for Recreational Boating Safety Outreach Directorate electronic communication and general web development.

Functions: Under the general direction and supervision of the DVC-BR, and consistent with Auxiliary National Board and National Staff Standing Operating Procedures, the BC-BRI shall:

1. Design/re-design and keep the Directorate's website current, reflecting modern web design standards consistent with U Directorate guidelines.
2. Establish ongoing communication with the Information Directorate regarding electronic communications.
3. Create or edit postings for the RBS Outreach, Coast Guard Auxiliary Association, and public portions of the National website.
4. Select entries from the B Directorate website for posting to the public portion of the national Auxiliary website.
5. Keep the Chief, Communication Service Division informed about communications technology issues.
6. Ensure that projects and tasks are tracked effectively and completed in a timely manner. Keep the DVC-BR apprised of project status.
7. Project/staff work is considered completed as evidenced by documented email correspondence to that effect from the DVC-BR.
8. Perform related duties and other tasks as assigned.

Duties of BRANCH CHIEF, EDITORIAL SERVICES (BC-BRE) (B Directorate)

Your duties and responsibilities, as **BRANCH CHIEF, EDITORIAL SERVICES (BC-BRE)** are consistent with the provisions of *The Auxiliary Manual*, are as follows:

General Duties

1. As a National Staff Officer, actively support and promote those portions of the National program for which you are responsible. Do everything you can to realize the B Directorate objectives.
2. Policy matters are the province of the Chief Director of Auxiliary, National Board and the NEXCOM. Significant program modifications, except as set forth in the *Auxiliary Manual* and other relevant Coast Guard publications, must be cleared by the Deputy Director of B and the Chain of Leadership.
3. Comply with National and B Directorate policies.
4. Immediate supervisory responsibility for your office is vested in the DVC-BR. Cooperate with the DVC-BR in every way to ensure that your program is effectively administered.
5. Maintain such records as may be required to effectively discharge your responsibilities.
6. Upon expiration of your term of office, or when so directed by the DVC-BR, transfer all property and records of the office to your successor.
7. Attend all meetings of the B Directorate. Give the DVC-BR prior notice when such attendance is not possible.
8. Review goals and objectives for your area of responsibility and employ necessary plans to achieve them. The objectives should be measurable and relate to the objectives established by DVC-BR.
9. As a National Staff Officer, you are a direct representative of the DVC-BR and, as such, you are authorized to assist the various Districts, Divisions and Flotillas.
10. No later than the 25th of each month, communicate with the DVC-BR updating the effectiveness of the program, program changes, program activities, and program issues. Give special emphasis to successful and deficient areas, noting praiseworthy achievements and making recommendations for improvement.
11. Copies of all correspondence from you, when appropriate, are to be provided to the DVC-BR for matters concerning their particular areas.

12. Maintain personal e-mail and Internet access and be correctly registered in the national e-mail directory. Provide for timely responses to emails or phone calls from others in the B Directorate and National Offices.

Program Duties

The Chief, Editorial Services Branch, Recreational Boating Safety (RBS) Outreach Directorate (BC-BRE), under the direction of the Chief, Communication Services Division (DVC-BR), provides assistance to Coast Guard units, Auxiliary national directorates, and Auxiliary district organizations in their efforts to promote and support recreational boating safety programs. The Chief, Editorial Branch has overall responsibility for the RBS Outreach Directorate newsletter and all other printed literature produced for the RBS directorates.

Functions: Under the general direction and supervision of the DVC-BR, and consistent with Auxiliary National Board and National Staff Standing Operating Procedures, the BC-BRE shall:

1. Edit and publish a newsletter, *RBS Job #1*, to communicate the programs and activities of all directorates assigned to the assistant national commodore for Recreational Boating Safety (ANACO-RB), which are Recreational Boating Safety Outreach (B), Public Education (E) and Vessel Examinations and Partner Visitations (V), “the RBS directorates.”
2. Establish a production schedule for the timely on-line publication of *RBS Job #1* at regular intervals, with the frequency of issues as directed by DVC-BR.
3. Establish a system of identifying potential articles from directors of B, E and V and all division and branch chiefs within those directorates. BC-BRE and designated branch assistants will be primarily responsible for writing and applying the Coast Guard’s SAPP Rule—security, accuracy, policy and propriety.
4. Ensure that articles are written in journalistic style, following *The Associated Press STYLEBOOK and Libel Manual*.
5. Prior to publishing, ensure that the entire newsletter is thoroughly proofread by the BA-BREP, then submitted for review by DVC-BR for SAPP before sending to DIR-B for routing through the chain of leadership and management for final approval. Whereupon, BC-BRE arranges online publication.
6. Ensure that projects and tasks are effectively tracked and completed in a timely manner. Keep the deputy director apprised of project status and other issues.
7. Project/staff work is considered completed as evidenced by documented email correspondence to that effect from the DVC-BR.
8. Perform related duties and other tasks as assigned.

Duties of BRANCH ASSISTANT, EDITORIAL SERVICES— PROOFREADING (BA-BREP) (B Directorate)

Your duties and responsibilities, as **BRANCH ASSISTANT, EDITORIAL SERVICES—
PROOFREADING (BA-BREP)** are consistent with the provisions of *The Auxiliary Manual*, are as follows:

General Duties

1. As a National Staff Officer, actively support and promote those portions of the National program for which you are responsible. Do everything you can to realize the B Directorate objectives.
2. Policy matters are the province of the Chief Director of Auxiliary, National Board and the NEXCOM. Significant program modifications, except as set forth in the *Auxiliary Manual* and other relevant Coast Guard publications, must be cleared by the Deputy Director of B and the Chain of Leadership.
3. Comply with National and B Directorate policies.
4. Immediate supervisory responsibility for your office is vested in the BC-BRE. Cooperate with the DIR-B in every way to ensure that your program is effectively administered.
5. Maintain such records as may be required to effectively discharge your responsibilities.
6. Upon expiration of your term of office, or when so directed by the BC-BRE, transfer all property and records of the office to your successor.
7. Attend all meetings of the B Directorate. Give the BC-BRE prior notice when such attendance is not possible.
8. Review goals and objectives for your area of responsibility and employ necessary plans to achieve them. The objectives should be measurable and relate to the objectives established by BC-BRE.
9. As a National Staff Officer, you are a direct representative of the BC-BRE and, as such, you are authorized to assist the various Districts, Divisions and Flotillas.
10. No later than the 25th of each month, communicate with the BC-BRE updating the effectiveness of the program, program changes, program activities, and program issues. Give special emphasis to successful and deficient areas, noting praiseworthy achievements and making recommendations for improvement.
11. Copies of all correspondence from you, when appropriate, are to be provided to the BC-BRE for matters concerning their particular areas.

12. Maintain personal e-mail and Internet access and be correctly registered in the national e-mail directory. Provide for timely responses to emails or phone calls from others in the B Directorate and National Offices.

Program Duties

The Branch Assistant, Editorial Services-Proofreading, Recreational Boating Safety (RBS) Outreach Directorate (BA-BREP), under the supervision of the Chief, Editorial Services Branch (BC-BRE), and general direction of the Chief, Communication Services Division (DVC- BR), provides assistance to Coast Guard units, Auxiliary national directorates, and Auxiliary district organizations in their efforts to promote and support recreational boating safety programs. The branch assistant, Editorial Branch-Proofreading assists the BC-BRE in the production of the Recreational Boating Safety newsletter, RBS Job #1, and all other printed literature produced for the RBS directorates, with emphasis on serving as proofreader.

Functions: Under the supervision of the BC-BRE and general direction of the DVC-BR, and consistent with Auxiliary National Board and National Staff Standing Operating Procedures, the BA-BREP shall assist the BC-BRE:

1. Assist the BC-BRE in the editing of the newsletter, RBS Job #1, to communicate the programs and activities of all directorates assigned to the assistant national commodore for Recreational Boating Safety (ANACO-RB), which are Recreational Boating Safety Outreach (B), Public Education (E) and Vessel Examinations and Partner Visitations (V).
2. Ensure that articles are written in journalistic style, following *The Associated Press STYLEBOOK and Libel Manual*.
3. Prior to publishing, ensure that the entire newsletter is thoroughly proofread.
4. Ensure that projects and tasks are effectively tracked and completed in a timely manner. Keep the BC-BRE apprised of project status and other issues.
5. Project/staff work is considered completed as evidenced by documented email correspondence to that effect from the DVC-BR.
6. Perform related duties and other tasks as assigned.

Duties of BRANCH ASSISTANT, EDITORIAL SERVICES— WRITING & DESIGN (BA-BRED) (B Directorate)

Your duties and responsibilities, as **BRANCH ASSISTANT, EDITORIAL SERVICES—
WRITING & DESIGN (BA-BRED)** are consistent with the provisions of *The Auxiliary Manual*, are as follows:

General Duties

1. As a National Staff Officer, actively support and promote those portions of the National program for which you are responsible. Do everything you can to realize the B Directorate objectives.
2. Policy matters are the province of the Chief Director of Auxiliary, National Board and the NEXCOM. Significant program modifications, except as set forth in the *Auxiliary Manual* and other relevant Coast Guard publications, must be cleared by the Deputy Director of B and the Chain of Leadership.
3. Comply with National and B Directorate policies.
4. Immediate supervisory responsibility for your office is vested in the BC-BRE. Cooperate with the BC-BRE in every way to ensure that your program is effectively administered.
5. Maintain such records as may be required to effectively discharge your responsibilities.
6. Upon expiration of your term of office, or when so directed by the BC-BRE, transfer all property and records of the office to your successor.
7. Attend all meetings of the B Directorate. Give the BC-BRE prior notice when such attendance is not possible.
8. Review goals and objectives for your area of responsibility and employ necessary plans to achieve them. The objectives should be measurable and relate to the objectives established by BC-BRE.
9. As a National Staff Officer, you are a direct representative of the BC-BRE and, as such, you are authorized to assist the various Districts, Divisions and Flotillas.
10. No later than the 25th of each month, communicate with the BC-BRE updating the effectiveness of the program, program changes, program activities, and program issues. Give special emphasis to successful and deficient areas, noting praiseworthy achievements and making recommendations for improvement.
11. Copies of all correspondence from you, when appropriate, are to be provided to the BC-BRE for matters concerning their particular areas.

12. Maintain personal e-mail and Internet access and be correctly registered in the national e-mail directory. Provide for timely responses to emails or phone calls from others in the B Directorate and National Offices.

Program Duties

The Branch Assistant, Editorial Services-Writing & Design, Recreational Boating Safety (RBS) Outreach Directorate (BA-BRED), under the supervision of the Chief, Editorial Services Branch (BC-BRE), and general direction of the Chief, Communication Services Division (DVC-BR), provides assistance to Coast Guard units, Auxiliary national directorates, and Auxiliary district organizations in their efforts to promote and support recreational boating safety programs. The Branch Assistant, Editorial Branch-Writing & Design, assists the BC-BRE in the production of the Recreational Boating Safety newsletter, *RBS Job #1*, and all other printed literature produced for the RBS directorates, with emphasis on writing and publication design and layout.

Functions: Under the supervision of the BC-BRE and general direction of the DVC-BR, and consistent with Auxiliary National Board and National Staff Standing Operating Procedures, the BA-BRED shall assist the BC-BRE in the performance of duties, with emphasis on writing and publication design and layout:

1. Assist the BC-BRE in the production of the newsletter, *RBS Job #1*, to communicate the programs and activities of all directorates assigned to the assistant national commodore for Recreational Boating Safety (ANACO-RB), which are Recreational Boating Safety Outreach (B), Public Education (E) and Vessel Examinations and Partner Visitations (DIR-V).
2. Establish a system of identifying potential articles from directors of B, E and V and all division and branch chiefs within those directorates. The BA-BRED will be primarily responsible for writing and applying the Coast Guard's SAPP Rule—security, accuracy, policy and propriety.
3. Ensure that articles are written in journalistic style, following *The Associated Press STYLEBOOK and Libel Manual*.
4. Ensure that projects and tasks are effectively tracked and completed in a timely manner. Keep the deputy director apprised of project status and other issues.
5. Project/staff work is considered completed as evidenced by documented email correspondence to that effect from the DVC-BR.
6. Perform related duties and other tasks as assigned.

Duties of BRANCH ASSISTANT, EDITORIAL SERVICES--POLICY (BA-BREW) (B Directorate)

Your duties and responsibilities, as **BRANCH ASSISTANT, EDITORIAL SERVICES--POLICY (BA-BREW)** are consistent with the provisions of *The Auxiliary Manual*, are as follows:

General Duties

1. As a National Staff Officer, actively support and promote those portions of the National program for which you are responsible. Do everything you can to realize the B Directorate objectives.
2. Policy matters are the province of the Chief Director of Auxiliary, National Board and the NEXCOM. Significant program modifications, except as set forth in the *Auxiliary Manual* and other relevant Coast Guard publications, must be cleared by the Deputy Director of B and the Chain of Leadership.
3. Comply with National and B Directorate policies.
4. Immediate supervisory responsibility for your office is vested in the BC-BRE. Cooperate with the BC-BRE in every way to ensure that your program is effectively administered.
5. Maintain such records as may be required to effectively discharge your responsibilities.
6. Upon expiration of your term of office, or when so directed by the BC-BRE, transfer all property and records of the office to your successor.
7. Attend all meetings of the B Directorate. Give the BC-BRE prior notice when such attendance is not possible.
8. Review goals and objectives for your area of responsibility and employ necessary plans to achieve them. The objectives should be measurable and relate to the objectives established by BC-BRE.
9. As a National Staff Officer, you are a direct representative of the BC-BRE and, as such, you are authorized to assist the various Districts, Divisions and Flotillas.
10. No later than the 25th of each month, communicate with the BC-BRE updating the effectiveness of the program, program changes, program activities, and program issues. Give special emphasis to successful and deficient areas, noting praiseworthy achievements and making recommendations for improvement.
11. Copies of all correspondence from you, when appropriate, are to be provided to the BC-BRE for matters concerning their particular areas.

12. Maintain personal e-mail and Internet access and be correctly registered in the national e-mail directory. Provide for timely responses to emails or phone calls from others in the B Directorate and National Offices.

Program Duties

The Branch Assistant, Editorial Services-Policy, Recreational Boating Safety Outreach Directorate (BA-BREW), under the supervision of the Chief, Editorial Services Branch (BC-BRE), and general direction of the Chief, Communication Services Division (DVC-BR), provides assistance to Coast Guard units, Auxiliary national directorates, and Auxiliary district organizations in their efforts to promote and support recreational boating safety programs. The Branch Assistant, Editorial Branch-Policy, assists the BC-BRE in the production of the Recreational Boating Safety newsletter, *RBS Job #1*, and all other printed literature produced for the RBS directorates, with emphasis on review of all materials for security, accuracy, policy and propriety.

Functions: Under the supervision of the BC-BRE and general direction of the DVC-BR, and consistent with Auxiliary National Board and National Staff Standing Operating Procedures, the BA-BREW shall assist the BC-BRE in the performance of duties, with emphasis on writing and review of all material for security, accuracy, policy and propriety:

1. Ensure that all articles and photographs conform to Coast Guard policy with emphasis on security, accuracy, and propriety. The BA-BREW will obtain and maintain a file of all ANSC-7020 permission to reproduce photographs/video forms, per Coast Guard policy.
2. The BA-BREW will be responsible for applying the Coast Guard's SAPP Rule—security, accuracy, policy and propriety.
3. Ensure that projects and tasks are effectively tracked and completed in a timely manner. Keep the deputy director apprised of project status and other issues.
4. Project/staff work is considered completed as evidenced by documented email correspondence to that effect from the DVC-BR.
5. Perform related duties and other tasks as assigned.

Duties of BRANCH CHIEF, PROMOTIONS (BC-BRP) (B Directorate)

Your duties and responsibilities, as **BRANCH CHIEF, PROMOTIONS (BC-BRP)** are consistent with the provisions of *The Auxiliary Manual*, are as follows:

General Duties

1. As a National Staff Officer, actively support and promote those portions of the National program for which you are responsible. Do everything you can to realize the B Directorate objectives.
2. Policy matters are the province of the Chief Director of Auxiliary, National Board and the NEXCOM. Significant program modifications, except as set forth in the *Auxiliary Manual* and other relevant Coast Guard publications, must be cleared by the Deputy Director of B and the Chain of Leadership.
3. Comply with National and B Directorate policies.
4. Immediate supervisory responsibility for your office is vested in the DVC-BR. Cooperate with the DVC-BR in every way to ensure that your program is effectively administered.
5. Maintain such records as may be required to effectively discharge your responsibilities.
6. Upon expiration of your term of office, or when so directed by the DVC-BR, transfer all property and records of the office to your successor.
7. Attend all meetings of the B Directorate. Give the DVC-BR prior notice when such attendance is not possible.
8. Review goals and objectives for your area of responsibility and employ necessary plans to achieve them. The objectives should be measurable and relate to the objectives established by DVC-BR.
9. As a National Staff Officer, you are a direct representative of the DVC-BR and, as such, you are authorized to assist the various Districts, Divisions and Flotillas.
10. No later than the 25th of each month, communicate with the DVC-BR updating the effectiveness of the program, program changes, program activities, and program issues. Give special emphasis to successful and deficient areas, noting praiseworthy achievements and making recommendations for improvement.
11. Copies of all correspondence from you, when appropriate, are to be provided to the DVC-BR for matters concerning their particular areas.

12. Maintain personal e-mail and Internet access and be correctly registered in the national e-mail directory. Provide for timely responses to emails or phone calls from others in the B Directorate and National Offices.

Program Duties

The Chief, Promotions Branch, Recreational Boating Safety (RBS) Directorate (BC-BRP), under the direction of the Chief, Communication Services Division (DVC-BR), provides assistance to Coast Guard units, Auxiliary national directorates, and Auxiliary district organizations in their efforts to promote and support recreational boating safety programs. The Chief, Promotions Branch has overall responsibility for developing promotional materials for the Education (E), Recreational Boating Safety Outreach (B), and the Vessel Examination and Recreational Boating Safety Visitation Program (V) directorates, referred to as “the RBS directorates.”

Functions: Under the general direction and supervision of the DVC-BR, and consistent with Auxiliary National Board and National Staff Standing Operating Procedures, the BC-BRP shall:

1. Work with RBS directors to develop and implement plans to promote recreational boating safety within the Coast Guard Auxiliary.
2. Confer with RBS directors to identify trends or key group interests or concerns or to provide advice on promotion decisions.
3. Develop resources (e.g. posters, pamphlets, fliers, website features) that help flotillas, divisions, and districts publicize and promote, and/or cooperate in publicizing and promoting Coast Guard Auxiliary recreational boating safety (RBS) capabilities, initiatives, and events.
4. Develop effective promotional campaigns that provide local Coast Guard Auxiliary flotillas, divisions, and districts with pre-packaged best practice packages for ensuring successful implementation of RBS initiatives.
5. Develop training to enhance the ability of flotillas, divisions and districts to promote the Coast Guard Auxiliary’s RBS message.
6. Coordinate with the Coast Guard Auxiliary’s Public Affairs (A) Directorate to select, assemble, compose, and/or lay out RBS publicity materials and information, and release same through appropriate communication media, including brochures, flyers, posters, newspaper articles, radio and television releases, websites, social media, and other miscellaneous Coast Guard Auxiliary communications media.
7. Project/staff work is considered completed as evidenced by documented email correspondence to that effect from the DVC-BR.
8. Perform related duties and other tasks as assigned.

Duties of BRANCH ASSISTANT, PROMOTIONS (BA-BRP) (B Directorate)

Your duties and responsibilities, as **BRANCH ASSISTANT, PROMOTIONS (BA-BRP)** are consistent with the provisions of *The Auxiliary Manual*, are as follows:

General Duties

1. As a National Staff Officer, actively support and promote those portions of the National program for which you are responsible. Do everything you can to realize the B Directorate objectives.
2. Policy matters are the province of the Chief Director of Auxiliary, National Board and the NEXCOM. Significant program modifications, except as set forth in the *Auxiliary Manual* and other relevant Coast Guard publications, must be cleared by the Deputy Director of B and the Chain of Leadership.
3. Comply with National and B Directorate policies.
4. Immediate supervisory responsibility for your office is vested in the BC-BRP. Cooperate with the BC-BRP in every way to ensure that your program is effectively administered.
5. Maintain such records as may be required to effectively discharge your responsibilities.
6. Upon expiration of your term of office, or when so directed by the BC-BRP, transfer all property and records of the office to your successor.
7. Attend all meetings of the B Directorate. Give the BC-BRP prior notice when such attendance is not possible.
8. Review goals and objectives for your area of responsibility and employ necessary plans to achieve them. The objectives should be measurable and relate to the objectives established by BC-BRP.
9. As a National Staff Officer, you are a direct representative of the BC-BRP and, as such, you are authorized to assist the various Districts, Divisions and Flotillas.
10. No later than the 25th of each month, communicate with the BC-BRP updating the effectiveness of the program, program changes, program activities, and program issues. Give special emphasis to successful and deficient areas, noting praiseworthy achievements and making recommendations for improvement.
11. Copies of all correspondence from you, when appropriate, are to be provided to the BC-BRP for matters concerning their particular areas.

12. Maintain personal e-mail and Internet access and be correctly registered in the national e-mail directory. Provide for timely responses to emails or phone calls from others in the B Directorate and National Offices.

Program Duties

The Branch Assistant, Promotions Branch, Recreational Boating Safety (RBS) Directorate (BA-BRP), under the supervision of the Chief, Promotions Branch (BC-BRP), and general direction of the Chief, Communication Services Division (DVC-BR), provides assistance to Coast Guard units, Auxiliary national directorates, and Auxiliary district organizations in their efforts to promote and support recreational boating safety programs. BA-BRP assists the BC-BRP in developing promotional materials for the Education (E), Recreational Boating Safety Outreach (B), and the Vessel Examination and Recreational Boating Safety Visitation Program (V) directorates, referred to as “the RBS directorates.”

Functions: Under the supervision of the BC-BRP and general direction of the DVC-BR, and consistent with Auxiliary National Board and National Staff Standing Operating Procedures, the BA-BRP shall assist the BC-BRP in the performance of duties shown below:

1. Work with RBS directors to develop and implement plans to promote recreational boating safety within the Coast Guard Auxiliary.
2. Confer with RBS directors to identify trends or key group interests or concerns or to provide advice on promotion decisions.
3. Develop resources (e.g. posters, pamphlets, fliers, website features) that help flotillas, divisions, and districts publicize and promote, and/or cooperate in publicizing and promoting Coast Guard Auxiliary recreational boating safety (RBS) capabilities, initiatives, and events.
4. Develop effective promotional campaigns that provide local Coast Guard Auxiliary flotillas, divisions, and districts with pre-packaged best practice packages for ensuring successful implementation of RBS initiatives.
5. Develop training to enhance the ability of flotillas, divisions and districts to promote the Coast Guard Auxiliary’s RBS message.
6. Coordinate with the Coast Guard Auxiliary’s Public Affairs (A) Directorate to select, assemble, compose, and/or lay out RBS publicity materials and information, and release same through appropriate communication media, including brochures, flyers, posters, newspaper articles, radio and television releases, websites, social media, and other miscellaneous Coast Guard Auxiliary communications media.
7. Project/staff work is considered completed as evidenced by documented email correspondence to that effect from the DVC-BR.
8. Perform related duties and other tasks as assigned.

Duties of BRANCH CHIEF, SOCIAL MEDIA (BC-BRS) (B Directorate)

Your duties and responsibilities, as **BRANCH CHIEF, SOCIAL MEDIA (BC-BRS)** are consistent with the provisions of *The Auxiliary Manual*, are as follows:

General Duties

1. As a National Staff Officer, actively support and promote those portions of the National program for which you are responsible. Do everything you can to realize the B Directorate objectives.
2. Policy matters are the province of the Chief Director of Auxiliary, National Board and the NEXCOM. Significant program modifications, except as set forth in the *Auxiliary Manual* and other relevant Coast Guard publications, must be cleared by the Deputy Director of B and the Chain of Leadership.
3. Comply with National and B Directorate policies.
4. Immediate supervisory responsibility for your office is vested in the DVC-BR. Cooperate with the DVC-BR in every way to ensure that your program is effectively administered.
5. Maintain such records as may be required to effectively discharge your responsibilities.
6. Upon expiration of your term of office, or when so directed by the DVC-BR, transfer all property and records of the office to your successor.
7. Attend all meetings of the B Directorate. Give the DVC-BR prior notice when such attendance is not possible.
8. Review goals and objectives for your area of responsibility and employ necessary plans to achieve them. The objectives should be measurable and relate to the objectives established by DVC-BR.
9. As a National Staff Officer, you are a direct representative of the DVC-BR and, as such, you are authorized to assist the various Districts, Divisions and Flotillas.
10. No later than the 25th of each month, communicate with the DVC-BR updating the effectiveness of the program, program changes, program activities, and program issues. Give special emphasis to successful and deficient areas, noting praiseworthy achievements and making recommendations for improvement.
11. Copies of all correspondence from you, when appropriate, are to be provided to the DVC-BR for matters concerning their particular areas.

12. Maintain personal e-mail and Internet access and be correctly registered in the national e-mail directory. Provide for timely responses to emails or phone calls from others in the B Directorate and National Offices.

Program Duties

The Chief, Social Media Branch, Recreational Boating Safety (RBS) Outreach Directorate (BC-BRS), under the direction of the Chief, Communication Services Division (DVC-BR), provides assistance to Coast Guard units, Auxiliary national directorates, and Auxiliary district organizations in their efforts to promote and support recreational boating safety programs. The Chief, Social Media Branch has overall responsibility for the use of Internet-based social media to promulgate messages to the general public promoting recreational boating safety. This will be done in coordination with RBS Outreach (B), Public Education (E) and Vessel Examinations and Partner Visitations (V), referred to as “the RBS directorates.”

Functions: Under the general direction and supervision of the DVC-BR, and consistent with Auxiliary National Board and National Staff Standing Operating Procedures, the BC-BRS shall:

1. Create and supervise a system of regular postings on the popular Internet-based social media services, i.e., Facebook, Twitter, Instagram, etc., to deliver messages to the general public promoting recreational boating safety.
2. Collect available data offered by the social media services on views and responses to the postings, such as demographics and “likes and dislikes,” and make recommendations to DVR-BR and DIR-B on how such information should be applied to formulate future communications.
3. Perform related duties and other tasks as assigned.

Duties of BRANCH ASSISTANT, SOCIAL MEDIA--ANALYTICS (BA-BRS) (B Directorate)

Your duties and responsibilities, as **BRANCH ASSISTANT, SOCIAL MEDIA--ANALYTICS (BA-BRS)** are consistent with the provisions of *The Auxiliary Manual*, are as follows:

General Duties

1. As a National Staff Officer, actively support and promote those portions of the National program for which you are responsible. Do everything you can to realize the B Directorate objectives.
2. Policy matters are the province of the Chief Director of Auxiliary, National Board and the NEXCOM. Significant program modifications, except as set forth in the *Auxiliary Manual* and other relevant Coast Guard publications, must be cleared by the Deputy Director of B and the Chain of Leadership.
3. Comply with National and B Directorate policies.
4. Immediate supervisory responsibility for your office is vested in the BC-BRS. Cooperate with the BC-BRS in every way to ensure that your program is effectively administered.
5. Maintain such records as may be required to effectively discharge your responsibilities.
6. Upon expiration of your term of office, or when so directed by the BC-BRS, transfer all property and records of the office to your successor.
7. Attend all meetings of the B Directorate. Give the BC-BRS prior notice when such attendance is not possible.
8. Review goals and objectives for your area of responsibility and employ necessary plans to achieve them. The objectives should be measurable and relate to the objectives established by BC-BRS.
9. As a National Staff Officer, you are a direct representative of the BC-BRS and, as such, you are authorized to assist the various Districts, Divisions and Flotillas.
10. No later than the 25th of each month, communicate with the BC-BRS updating the effectiveness of the program, program changes, program activities, and program issues. Give special emphasis to successful and deficient areas, noting praiseworthy achievements and making recommendations for improvement.
11. Copies of all correspondence from you, when appropriate, are to be provided to the BC-BRS for matters concerning their particular areas.

12. Maintain personal e-mail and Internet access and be correctly registered in the national e-mail directory. Provide for timely responses to emails or phone calls from others in the B Directorate and National Offices.

Program Duties

The Branch Assistant, Social Media Branch, Recreational Boating Safety Outreach Directorate (BA-BRE), under the direction of the Chief, Social Media Branch (BC-BRS), and general direction of the Chief, Communication Services Division (DVC-BR), provides assistance to Coast Guard units, Auxiliary national directorates, and Auxiliary district organizations in their efforts to promote and support recreational boating safety programs. The chief, Social Media Branch has overall responsibility for the use of Internet-based social media to promulgate messages to the general public promoting recreational boating safety. This will be done in coordination with RBS Outreach (B), Public Education (E) and Vessel Examinations and Partner Visitations (V), referred to as “the RBS directorates.”

Functions: Under the general direction and supervision of the BC-BRS, and consistent with Auxiliary National Board and National Staff Standing Operating Procedures, the BA-BRS shall assist the BC-BRS in the performance of the following duties, with emphasis on the analysis of data:

1. Create and supervise a system of regular postings on the popular Internet-based social media services, i.e., Facebook, Twitter, Instagram, etc., to deliver messages to the general public promoting recreational boating safety.
2. Collect available data offered by the social media services on views and responses to the postings, such as demographics and “likes and dislikes,” and make recommendations to DVR-BR and DIR-B on how such information should be applied to formulate future communications.
3. Perform related duties and other tasks as assigned.

Districts Liaison Division

Duties of DIVISION CHIEF, DISTRICTS LIAISON (DVC-BD) (B Directorate)

The duties and responsibilities, as **DIVISION CHIEF, DISTRICTS LIAISON (DVC-BD)** consistent with the provisions of *The Auxiliary Manual*, are as follows:

General Duties

1. As a National Staff Officer, actively support and promote those portions of the National program for which you are responsible. Do everything you can to realize the B Directorate objectives.
2. Policy matters are the province of the Chief Director of Auxiliary, National Board and the NEXCOM. Significant program modifications, except as set forth in the *Auxiliary Manual* and other relevant Coast Guard publications, must be cleared by the Deputy Director of B and the Chain of Leadership.
3. Comply with National and B Directorate policies.
4. Immediate supervisory responsibility for your office is vested in the Director, B-Directorate. Cooperate with the DIR-B in every way to ensure that your program is effectively administered.
5. Maintain such records as may be required to effectively discharge your responsibilities.
6. Upon expiration of your term of office, or when so directed by the DIR-B, transfer all property and records of the office to your successor.
7. Attend all meetings of the B Directorate. Give the DIR-B prior notice when such attendance is not possible.
8. Review goals and objectives for your area of responsibility and employ necessary plans to achieve them. The objectives should be measurable and relate to the objectives established by DIR-B.
9. As a National Staff Officer, you are a direct representative of the DIR-B and, as such, you are authorized to assist the various Districts, Divisions and Flotillas.
10. No later than the 25th of each month, communicate with the DIR-B updating the effectiveness of the program, program changes, program activities, and program issues. Give special emphasis to successful and deficient areas, noting praiseworthy achievements and making recommendations for improvement.

11. Copies of all correspondence from you, when appropriate, are to be provided to the DIR-B for matters concerning their particular areas.
12. Maintain personal e-mail and Internet access and be correctly registered in the national e-mail directory. Provide for timely responses to emails or phone calls from others in the B Directorate and National Offices.

Program Duties

The Chief, Recreational Boating Safety (RBS) Outreach Districts Liaison Division, Recreational Boating Safety Outreach Directorate (DVC-BD), under the direction of the Director, RBS Outreach (DIR-B), provides assistance to Coast Guard units, Auxiliary national directorates, and Auxiliary district organizations in their efforts to promote and support recreational boating safety programs. The DVC-BD has overall responsibility for the RBS Outreach Districts Liaison Division, and the direct responsibility for the development and maintenance of liaisons with state boating authorities.

Functions: Under the general direction and supervision of the DIR-B, and consistent with Auxiliary National Board and National Staff Standing Operating Procedures, the DVC-BD shall:

1. Develop and maintain a vibrant state liaison program with direct input and participation from state boating law administrators (BLAs) U.S. Coast Guard recreational boating specialists (RBSSs) and the Auxiliary district commodores (DCOs).
2. Collect and coordinate information of positive Auxiliary and state actions, disseminate their results to appropriate Team Coast Guard offices, and ensure positive communications between Auxiliarists and state officials.
3. Motivate state liaison officers (SLOs) to take initiative and provide clear guidance to promote continuity and maintain acceptable conformance to standards.
4. Be responsible for maintaining direct Auxiliary contact with appropriate NASBLA committees.
5. Ensure that minutes and reports from NASBLA committee meetings receive full dissemination throughout the directorate.
6. Make recommendations regarding NASBLA committee actions to DIR-B.
7. Assist BCs in establishing and maintaining rapport with NASBLA committee chairs.
8. Liaise with DIR-E and DIR-V concerning NASBLA committees.

9. Consult with DCOs annually and recommend selections to the DCSs for filling SLO and DSO-SL positions keeping DIR-B apprised of recommendations.
10. Ensure that appropriate Directory of Services information is provided annually and maintained as needed to the Division Chief, Communications Services (DVC-BR) or as requested.
11. Maintain and update the *State Liaison Guide* annually or as needed.
12. Ensure that all division staff understand the concept of accountability as it applies to the tasks, projects, and other work as may be assigned to them through its completion as defined by the DVC-BD.
13. Perform related duties and other tasks as assigned.

Duties of:

BRANCH CHIEF, ATLANTIC NORTH REGION (BC-BDA)

BRANCH CHIEF, ATLANTIC SOUTH REGION (BC-BDS)

BRANCH CHIEF, ATLANTIC WEST REGION (BC-BDI)

BRANCH CHIEF, PACIFIC REGION (BC-BDP)

(B Directorate)

The duties and responsibilities, of the **Regional BRANCH CHIEF (BC-BDx)** are consistent with the provisions of *The Auxiliary Manual*, are as follows:

General Duties

1. As a National Staff Officer, actively support and promote those portions of the National program for which you are responsible. Do everything you can to realize the B Directorate objectives.
2. Policy matters are the province of the Chief Director of Auxiliary, National Board and the NEXCOM. Significant program modifications, except as set forth in the *Auxiliary Manual* and other relevant Coast Guard publications, must be cleared by the Deputy Director of B (DIR-Bd) and the Chain of Leadership.
3. Comply with National and B Directorate policies.
4. Immediate supervisory responsibility for your office is vested in the Division Chief-Districts Liaison (DVC-BD). Cooperate with the DVC-BD in every way to ensure that your program is effectively administered.
5. Maintain such records as may be required to effectively discharge your responsibilities.
6. Upon expiration of your term of office, or when so directed by the DVC-BD, transfer all property and records of the office to your successor.
7. Attend all meetings of the B Directorate. Give the DVC-BD prior notice when such attendance is not possible.
8. Review goals and objectives for your area of responsibility and employ necessary plans to achieve them. The objectives should be measurable and relate to the objectives established by DIR-B and DVC-BD.
9. As a National Staff Officer, you are a direct representative of the DVC-BD and, as such, you are authorized to assist the various Districts, Divisions and Flotillas.
10. Not later than the 25th of each month, communicate with the DVC-BD updating the effectiveness of the program, program changes, program activities, and program issues.

Give special emphasis to successful and deficient areas, noting praiseworthy achievements and making recommendations for improvement.

11. Copies of all correspondence from you, when appropriate, are to be provided to the DVC-BD for matters concerning their particular areas.
12. Maintain personal e-mail and Internet access and be correctly registered in the national e-mail directory. Provide for timely responses to emails or phone calls from others in the B Directorate and National Offices.

Program Duties

The respective branch chief, under the direction of the Chief, RBS Districts Liaison Division, provides assistance to Coast Guard units, Auxiliary national directorates, and Auxiliary district organizations in their efforts to promote and support recreational boating safety programs. Branch chiefs have overall responsibility for direct liaison with their respective state organizations and liaison officers in their assigned regions, which are comprised of several Auxiliary districts.

Functions: Under the general direction and supervision of the DVC-BD, and consistent with Auxiliary National Board and National Staff Standing Operating Procedures, the branch chief shall:

1. Establish a meaningful and ongoing relationship involving regular interactions with the State Liaison Officers (SLOs) through their DSO-SLs, where appointed for the states assigned to their respective region.
2. Mentor SLOs through their DSO-SLs, where appointed, to establish meaningful relationships with their boating law administrator (BLA) counterparts and others in their state's boating safety program and Auxiliary staff. This relationship shall facilitate a positive environment of open and candid conversation.
3. Mentor the SLOs through their DSO-SL, where appointed, to reach an understanding of the current *State Liaison Guide* to pursue the spirit and intent of the State Liaison Program.
4. Investigate state issues adversely affecting the intent outlined in the State Liaison Guide that the Auxiliary can help resolve and communicate those issues to the appropriate Auxiliary staff officers via the chain of leadership and management.
5. Solicit, compile and forward quarterly reports from each SLO to the DVC-BD by the requested due date.

6. Assist the DCOs in conducting an annual evaluation of the DSO-SLs and SLOs including both verbal and written assessment of their positive aspects of performance and offering suggestions for improvement. This process should be completed by 01 October each year. Upon completion, a summary report shall be submitted to the DVC-BD.
7. Support DCOs by conducting SLO workshops and training seminars as needed.
8. Provide information to DSO-SLs and SLOs about BLA regional and district conferences and workshops and encouraging participation. The BC should participate in the applicable annual BLA regional conference.
9. Submit the DBC-BD summaries of all conferences and workshops attended within two weeks of the event.
10. Perform related duties and other tasks as assigned.

Duties of BRANCH CHIEF, STATE BOATING LAW ADMINISTRATOR SUPPORT (BC-BDT) (B Directorate)

The duties and responsibilities, as **BRANCH CHIEF, STATE BOATING LAW ADMINISTRATOR SUPPORT (BC-BDT)** are consistent with the provisions of *The Auxiliary Manual*, are as follows:

General Duties

1. As a National Staff Officer, actively support and promote those portions of the National program for which you are responsible. Do everything you can to realize the B Directorate objectives.
2. Policy matters are the province of the Chief Director of Auxiliary, National Board and the NEXCOM. Significant program modifications, except as set forth in the *Auxiliary Manual* and other relevant Coast Guard publications, must be cleared by the Deputy Director of B (9DIR-Bd) and the Chain of Leadership.
3. Comply with National and B Directorate policies.
4. Immediate supervisory responsibility for your office is vested in the Division Chief- Districts Liaison (DVC-BD). Cooperate with the DVC-BD in every way to ensure that your program is effectively administered.
5. Maintain such records as may be required to effectively discharge your responsibilities.
6. Upon expiration of your term of office, or when so directed by the DVC-BD, transfer all property and records of the office to your successor.
7. Attend all meetings of the B Directorate. Give the DVC-BD prior notice when such attendance is not possible.
8. Review goals and objectives for your area of responsibility and employ necessary plans to achieve them. The objectives should be measurable and relate to the objectives established by DIR-B and DVC-BD.
9. As a National Staff Officer, you are a direct representative of the DVC-BD and, as such, you are authorized to assist the various Districts, Divisions and Flotillas.
10. Not later than the 25th of each month, communicate with the DVC-BD updating the effectiveness of the program, program changes, program activities, and program issues. Give special emphasis to successful and deficient areas, noting praiseworthy achievements and making recommendations for improvement.

11. Copies of all correspondence from you, when appropriate, are to be provided to the DVC-BD for matters concerning their particular areas.
12. Maintain personal e-mail and Internet access and be correctly registered in the national e-mail directory. Provide for timely responses to emails or phone calls from others in the B Directorate and National Offices.

Program Duties

The Chief, State Boating Law Administrator Support (BC-BDT), under the direction of the Chief, Districts Liaison Division (DVC-BD), provides assistance and coordination services to national organizations involved in surface operations training for state and local agencies. These agencies typically include first responders such as police, fire and EMS personnel who work in coordination with local Coast Guard stations and sectors. The Chief, State Boating Law Administrator Support coordinates local Auxiliary resources (operational facilities and personnel) to support these training sessions.

Functions: Under the general direction and supervision of DVC-BD, and consistent with Auxiliary National Board and National Staff Standing Operating Procedures, BC-BDT shall:

1. Maintain regular communications with those partner organizations that deliver surface operations training to state and local agencies.
2. Monitor upcoming course offerings that might benefit from U.S. Coast Guard Auxiliary support.
3. Monitor course materials for possible changes in delivery or procedures.
4. Confirm with partner organizations the desire to USCG Auxiliary involvement and the nature of support needed.
5. Identify appropriate local USCG Auxiliary resources and connect their point(s) of contact with the partner organization's point(s) of contact.
6. Follow-up after sessions with the partner organization to evaluate the effectiveness of the USCG Auxiliary participation.
7. Provide regular reports to the DVC-BD
8. Perform related duties and other tasks as assigned.

Liaison Division

Duties of DIVISION CHIEF, RBS OUTREACH LIAISON (DVC-BL) (B Directorate)

Your duties and responsibilities, as **DIVISION CHIEF, RBS OUTREACH LIAISON (DVC-BL)** are consistent with the provisions of the *Auxiliary Manual*, are as follows:

General Duties

1. As a National Staff Officer, actively support and promote those portions of the National program for which you are responsible. Do everything you can to realize the B Directorate objectives.
2. Policy matters are the province of the Chief Director of Auxiliary, National Board and the NEXCOM. Significant program modifications, except as set forth in the *Auxiliary Manual* and other relevant Coast Guard publications, must be cleared by the Deputy Director of B and the Chain of Leadership.
3. Comply with National and B Directorate policies.
4. Immediate supervisory responsibility for your office is vested in the DIR-B/Bd. Cooperate with the DIR-B/Bd in every way to ensure that the B Directorate programs are effectively administered.
5. Maintain such records as may be required to effectively discharge your responsibilities.
6. Upon expiration of your term of office, or when so directed by the Dir-B, transfer all property and records of the office to your successor.
7. Attend all meetings of the B Directorate. Give the DIR-B/Bd prior notice when such attendance is not possible.
8. Assist the DIR-B/Bd in initiating and reviewing the goals and objectives for the B Directorate and employ necessary plans to achieve them. The objectives should be measurable and relate to the objectives established by DIR-B and senior Auxiliary Leadership.
9. As a National Staff Officer, you are a direct representative of the National Commodore and, as such, you are authorized to assist the various Districts, Divisions and Flotillas.
10. Not later than the 25th of each month, communicate with the DIR-B/Bd updating the effectiveness of the program, program changes, program activities, and program issues. Give

special emphasis to successful and deficient areas, noting praiseworthy achievements and making recommendations for improvement.

11. Maintain personal e-mail and Internet access and be correctly registered in the national e-mail directory. Provide for timely responses to emails or phone calls from others in the B Directorate and National Offices.

Program Duties

The Chief, RBS Outreach Liaison Division, Recreational Boating Safety (RBS) Outreach Directorate (DVC-BL), under the direction of the Director, RBS Outreach (DIR-B), provides assistance to Coast Guard units, Auxiliary national directorates, and Auxiliary district organizations in their efforts to promote and support recreational boating safety programs. The Chief, RBS Outreach Liaison Division has the overall responsibility for the Recreational Boating Safety Outreach Liaison Division, and the direct liaison with other organizations involved in recreational boating safety.

Functions: Under the general direction and supervision of the DIR-B/Bd, and consistent with Auxiliary National Board and National Staff Standing Operating Procedures, the DVC-BL shall:

1. Understand the role of various organizations involved in RBS and use their expertise to further the aims of the Auxiliary and the Coast Guard.
2. Coordinate Auxiliary actions as they apply to external RBS organizations and keep the Directorate and Deputy Chief advised of all developments and actions status on a monthly basis.
3. Coordinate information with appropriate officers within both the directorate and the OPCOM and make recommendations for informing others on the National Board, through the Deputy Director or the Director, regarding efforts to execute partnership agreements.
4. Be responsible for exchanging applicable information with various organizations involved with recreational boating safety.
5. Liaise with ex-officio B Dept. member (ANACO) in the partnership organizations as assigned by DIR-B/Bd.
6. Understand and apply the protocols involved in informing the Auxiliary leadership and membership at all levels about the various alliances/MOU-MOAs with partnership organizations. Recognize that drafting and implementing an alliance/MOU-MOA must be coordinated with other directorates such as Public Affairs, RBSVP, Education, and Training.
7. Read and understand the most current national directions documents and the concepts of accountability and completed staff work as it related to this position.

8. Mentor, train, and develop branch chiefs to be prepared to take over the division chief at any time as so directed.
9. Ensure that all division staff understand the concept of accountability as it applies to tasks, projects, and/or work assigned to them through completion, stressing that completion of work will be communicated by their respective immediate supervisor in the chain of leadership.
10. Perform related duties and other tasks as assigned.

Duties of BRANCH CHIEF, ADVOCACY PARTNERS (BC-BLA) (B Directorate)

Your duties and responsibilities, as **BRANCH CHIEF, ADVOCACY PARTNERS (BC-BLA)**, RBS Outreach are consistent with the provisions of the *Auxiliary Manual*, are as follows:

General Duties

1. As a National Staff Officer, actively support and promote those portions of the National program for which you are responsible. Do everything you can to realize the B Directorate objectives.
2. Policy matters are the province of the Chief Director of Auxiliary, National Board and the NEXCOM. Significant program modifications, except as set forth in the *Auxiliary Manual* and other relevant Coast Guard publications, must be cleared by the Deputy Director of B and the Chain of Leadership.
3. Comply with National and B Directorate policies.
4. Immediate supervisory responsibility for your office is vested in the Division Chief Liaison (DVC-BL). Cooperate with the DVC-BL in every way to ensure that the B Directorate programs are effectively administered.
5. Maintain such records as may be required to effectively discharge your responsibilities.
6. Upon expiration of your term of office, or when so directed by the Dir-B, transfer all property and records of the office to your successor.
7. Attend all required meetings of the B Directorate. Give the DVC-BL prior notice when such attendance is not possible.
8. Assist the DVC-BL in initiating and reviewing the goals and objectives for the B Directorate and employ necessary plans to achieve them. The objectives should be measurable and relate to the objectives established by DIR-B. and senior Auxiliary Leadership.
9. As a National Staff Officer, you are a direct representative of the National Commodore and, as such, you are authorized to assist the various Districts, Divisions and Flotillas.
10. No later than the 25th of each month, communicate with the DVC-BL updating the effectiveness of the program, program changes, program activities, and program issues. Give special emphasis to successful and deficient areas, noting praiseworthy achievements and making recommendations for improvement.

11. Maintain personal e-mail and Internet access and be correctly registered in the national e-mail directory. Provide for timely responses to emails or phone calls from others in the B Directorate and National Offices.

Program Duties

The Chief, Advocacy Partners, Recreational Boating Safety (RBS) Outreach Directorate (BC-BLA), under the direction of the Chief, RBS Outreach Division (DVC-BL), provides assistance to Coast Guard units, Auxiliary national directorates, and Auxiliary district organizations in their efforts to promote and support recreational boating safety programs. The Chief, Advocacy Partners Branch has overall responsibility for direct liaison with National Safe Boating Council and National Water Safety Congress, and other similar organizations as may be assigned as advocacy partners.

Functions: Under the general direction and supervision of the DVC-BL, and consistent with Auxiliary National Board and National Staff Standing Operating Procedures, the BC-BLA shall:

1. Establish a close working relationship with the designated representatives of the National Safe Boating Council (NSBC), the National Water Safety Congress (NWSC), and other assigned advocacy partners.
2. Be responsible for seeking new and better ways of interface with these organizations in concert with Auxiliary goals and missions.
3. Prepare and submit timely reports of all meetings with partners to the division chief. Provide informative feedback regarding any developments of the assigned organizations and facilitate effective communications.
4. Understand and apply the protocols involved in informing the Auxiliary leadership and membership at all levels about the various aspects of relationships with partnership organizations, as defined by the DVC-BL. Recognize that informing the Auxiliary leadership and membership at all levels must be coordinated with other directorates including but not limited to: Public Affairs (A), Vessel Examinations and Partner Visitations (V), Education (E), and Training (T). The Chain of Leadership and Management shall be adhered to, consulting often with the Division Chief.
5. Project/staff work is considered completed as evidenced by documented email correspondence to that effect from the division chief.
6. Perform related duties and other tasks as assigned.

Duties of BRANCH CHIEF, BOAT OWNER PARTNERS (BC-BLB) **(B Directorate)**

Your duties and responsibilities, as **BRANCH CHIEF, BOAT OWNER PARTNERS (BC-BLB)** RBS Outreach are consistent with the provisions of the *Auxiliary Manual*, are as follows:

General Duties

1. As a National Staff Officer, actively support and promote those portions of the National program for which you are responsible. Do everything you can to realize the B Directorate objectives.
2. Policy matters are the province of the Chief Director of Auxiliary, National Board and the NEXCOM. Significant program modifications, except as set forth in the *Auxiliary Manual* and other relevant Coast Guard publications, must be cleared by the Deputy Director of B and the Chain of Leadership.
3. Comply with National and B Directorate policies.
4. Immediate supervisory responsibility for your office is vested in the Division Chief Liaison (DVC-BL). Cooperate with the DVC-BL in every way to ensure that the B Directorate programs are effectively administered.
5. Maintain such records as may be required to effectively discharge your responsibilities.
6. Upon expiration of your term of office, or when so directed by the Dir-B, transfer all property and records of the office to your successor.
7. Attend all required meetings of the B Directorate. Give the DVC-BL prior notice when such attendance is not possible.
8. Assist the DVC-BL in initiating and reviewing the goals and objectives for the B Directorate and employ necessary plans to achieve them. The objectives should be measurable and relate to the objectives established by DIR-B. and senior Auxiliary Leadership.
9. As a National Staff Officer, you are a direct representative of the National Commodore and, as such, you are authorized to assist the various Districts, Divisions and Flotillas.
10. No later than the 25th of each month, communicate with the DVC-BL updating the effectiveness of the program, program changes, program activities, and program issues. Give special emphasis to successful and deficient areas, noting praiseworthy achievements and making recommendations for improvement.
11. Maintain personal e-mail and Internet access and be correctly registered in the national e-mail directory. Provide for timely responses to emails or phone calls from others in the B Directorate and National Offices.

Program Duties

The Chief, Boat Owner Partners Branch, Recreational Boating Safety (RBS) Outreach Directorate (BC-BLB), under the direction of the Chief, Recreational Boating Safety Outreach Division (DVC-BL), provides assistance to Coast Guard units, Auxiliary national directorates, and Auxiliary district organizations in their efforts to promote and support recreational boating safety programs. The Chief, Boat Owner Partners Branch, has overall responsibility for direct liaison with BoatUS and other boat owner partners, as may be assigned.

Functions: Under the general direction and supervision of the DVC-BL, and consistent with Auxiliary National Board and National Staff Standing Operating Procedures, the BC-BLB shall:

1. Establish and maintain a close working relationship with the designated representative of BoatUS, and other similar organizations, as may be assigned, as outlined in the current Memorandum of Agreement (MOA) or Memorandum of Understanding (MOU).
2. Be responsible for seeking new and better ways to work with that organizations in concert with Auxiliary goals and missions.
3. Provide timely communications and informative feedback to the division chief, informing of any developments between the Auxiliary and that organization.
4. Upon consultation with the division chief, be responsible for coordinating revisions to the existing alliance with BoatUS Foundation as needed. Provide informative feedback regarding any developments with BoatUS and facilitate effective communications.
5. Understand and apply the protocols involved in informing the Auxiliary leadership and membership at all levels about the various alliances with partnership organizations, as defined by the DVC-BL. Recognize that drafting and implementing an alliance must be coordinated with other directorates including, but not limited to, Public Affairs (A), Vessel Examinations and Partner Visitations (V), Education €, and Training (T). The chain of leadership and management shall be adhered to, consulting often with the division chief.
6. Project/staff work is considered completed as evidenced by documented email correspondence to that effect from the division chief.
7. Work with the division chief at least semi-annually to develop and manage a plan outlining goals to promote the provisions of the MOU/MOA at all applicable levels of the Coast Guard Auxiliary.
8. Perform related duties and other tasks as assigned.

Duties of BRANCH CHIEF, FEDERAL PARTNERS (BC-BLF) (B Directorate)

Your duties and responsibilities, as **BRANCH CHIEF, FEDERAL PARTNERS (BC-BLF)**, RBS Outreach are consistent with the provisions of the *Auxiliary Manual*, are as follows:

General Duties

1. As a National Staff Officer, actively support and promote those portions of the National program for which you are responsible. Do everything you can to realize the B Directorate objectives.
2. Policy matters are the province of the Chief Director of Auxiliary, National Board and the NEXCOM. Significant program modifications, except as set forth in the *Auxiliary Manual* and other relevant Coast Guard publications, must be cleared by the Deputy Director of B and the Chain of Leadership.
3. Comply with National and B Directorate policies.
4. Immediate supervisory responsibility for your office is vested in the Division Chief Liaison (DVC-BL). Cooperate with the DVC-BL in every way to ensure that the B Directorate programs are effectively administered.
5. Maintain such records as may be required to effectively discharge your responsibilities.
6. Upon expiration of your term of office, or when so directed by the Dir-B, transfer all property and records of the office to your successor.
7. Attend all required meetings of the B Directorate. Give the DVC-BL prior notice when such attendance is not possible.
8. Assist the DVC-BL in initiating and reviewing the goals and objectives for the B Directorate and employ necessary plans to achieve them. The objectives should be measurable and relate to the objectives established by DIR-B. and senior Auxiliary Leadership.
9. As a National Staff Officer, you are a direct representative of the National Commodore and, as such, you are authorized to assist the various Districts, Divisions and Flotillas.
10. No later than the 25th of each month, communicate with the DVC-BL updating the effectiveness of the program, program changes, program activities, and program issues. Give special emphasis to successful and deficient areas, noting praiseworthy achievements and making recommendations for improvement.

11. Maintain personal e-mail and Internet access and be correctly registered in the national e-mail directory. Provide for timely responses to emails or phone calls from others in the B Directorate and National Offices.

Program Duties

The Chief, Federal Partners Branch, Recreational Boating Safety (RBS) Outreach Directorate (BC-BLF), under the direction of the Chief, RBS Outreach Division (DVC-BL), provides assistance to Coast Guard units, Auxiliary national directorates, and Auxiliary district organizations in their efforts to promote and support recreational boating safety programs. The Chief, Federal Partners Branch has overall responsibility for direct liaison with federal partners.

Functions: Under the general direction and supervision of the DVC-BL, and consistent with Auxiliary National Board and National Staff Standing Operating Procedures, the BC-BLF shall:

1. Establish and maintain a close working relationship with the designated representative of the U.S. Army Corps of Engineers (USACE) and other federal partners, as may be assigned, as outlined in the current Memorandum of Understanding (MOU) or Memorandum of Agreement (MOA).
2. Work closely with the division chief at least semi-annually to develop and manage a plan to promote the provisions of the MOU/MOA at all applicable levels of the Coast Guard Auxiliary.
3. Provide timely communications to the division chief informing of any developments between the Auxiliary and the federal partners. Provide informative feedback regarding any developments with the federal partners and facilitate effective communications.
4. Understand and apply the protocols involved in informing the Auxiliary leadership and membership at all applicable levels about the various aspects of relationships with the federal partners, as defined by the DVC-BL. Recognize that informing the Auxiliary leadership and membership at various levels must be coordinated with other directorates such as Public Affairs (A), Education (E), Vessel Examinations and Partner Visitations (V), and Training (T).
5. Project/staff work is considered completed as evidences by documented email correspondence to that effect from the division chief.
6. Perform related duties and other tasks as assigned.

Duties of BRANCH CHIEF, OPERATIONS PARTNERS (BC-BLO) **(B Directorate)**

Your duties and responsibilities, as **Branch Chief, Operations Partners (BC-BLO)**, RBS Outreach are consistent with the provisions of the *Auxiliary Manual*, are as follows:

General Duties

1. As a National Staff Officer, actively support and promote those portions of the National program for which you are responsible. Do everything you can to realize the B Directorate objectives.
2. Policy matters are the province of the Chief Director of Auxiliary, National Board and the NEXCOM. Significant program modifications, except as set forth in the *Auxiliary Manual* and other relevant Coast Guard publications, must be cleared by the Deputy Director of B and the Chain of Leadership.
3. Comply with National and B Directorate policies.
4. Immediate supervisory responsibility for your office is vested in the Division Chief Liaison (DVC-BL). Cooperate with the DVC-BL in every way to ensure that the B Directorate programs are effectively administered.
5. Maintain such records as may be required to effectively discharge your responsibilities.
6. Upon expiration of your term of office, or when so directed by the Dir-B, transfer all property and records of the office to your successor.
7. Attend all required meetings of the B Directorate. Give the DVC-BL prior notice when such attendance is not possible.
8. Assist the DVC-BL in initiating and reviewing the goals and objectives for the B Directorate and employ necessary plans to achieve them. The objectives should be measurable and relate to the objectives established by DIR-B. and senior Auxiliary Leadership.
9. As a National Staff Officer, you are a direct representative of the National Commodore and, as such, you are authorized to assist the various Districts, Divisions and Flotillas.
10. No later than the 25th of each month, communicate with the DVC-BL updating the effectiveness of the program, program changes, program activities, and program issues. Give special emphasis to successful and deficient areas, noting praiseworthy achievements and making recommendations for improvement.

11. Maintain personal e-mail and Internet access and be correctly registered in the national e-mail directory. Provide for timely responses to emails or phone calls from others in the B Directorate and National Offices.

Program Duties

The Chief, RBS Operations Branch, Recreational Boating Safety (RBS) Outreach Directorate (BC-BLO), under the direction of the Chief, RBS Outreach Division (DVC-BL), provides assistance to Coast Guard units, Auxiliary national directorates, and Auxiliary district organizations in their efforts to promote and support recreational boating safety programs. The Chief, RBS Operations Partners Branch has overall responsibility for direct liaison with the U.S. Power Squadrons (USPS) and other RBS operations partners as may be assigned.

Functions: Under the general direction and supervision of the DVC-BL, and consistent with Auxiliary National Board and National Staff Standing Operating Procedures, the BC-BLO shall:

1. Establish and maintain a close working relationship with the designated representative of the USPS and other RBS operations partners as outlined in the current Memorandum of Agreement (MOA) or Memorandum of Understanding (MOU).
2. Work with the division chief regularly to develop and manage a plan outlining goals to promote the provisions of the MOAs or MOUs at all applicable levels of the Coast Guard Auxiliary.
3. Provide timely communications to the division chief informing the chief of any developments between the Auxiliary and the USPS or other RBS operations partner. Provide informative feedback regarding any developments with the USPS and other RBS operations partners, and facilitate effective communications.
4. Understand and apply the protocols involved in informing the Auxiliary leadership and membership at all applicable levels about the various aspects of relationships with USPS and other RBS operations partners, as defined by the division chief. Recognize that informing the Auxiliary leadership and membership at various levels must be coordinated with other directorate such as Public Affairs(A), Education (E), Vessel Examinations and Partner Visitations (V), and Training (T). The chain of leadership and management shall be adhered to, consulting often with the division chief.
5. Project/staff work is considered completed as evidenced by documented email correspondence to that effect from the division chief.
6. Perform related duties and other tasks as assigned.

Duties of Branch Chief, Publications Partners BC-BLP, B Directorate

Your duties and responsibilities, as **BRANCH CHIEF, PUBLICATIONS PARTNERS (BC-BLP)**, RBS Outreach are consistent with the provisions of the *Auxiliary Manual*, are as follows:

General Duties

1. As a National Staff Officer, actively support and promote those portions of the National program for which you are responsible. Do everything you can to realize the B Directorate objectives.
2. Policy matters are the province of the Chief Director of Auxiliary, National Board and the NEXCOM. Significant program modifications, except as set forth in the *Auxiliary Manual* and other relevant Coast Guard publications, must be cleared by the Deputy Director of B and the Chain of Leadership.
3. Comply with National and B Directorate policies.
4. Immediate supervisory responsibility for your office is vested in the Division Chief Liaison (DVC-BL). Cooperate with the DVC-BL in every way to ensure that the B Directorate programs are effectively administered.
5. Maintain such records as may be required to effectively discharge your responsibilities.
6. Upon expiration of your term of office, or when so directed by the Dir-B, transfer all property and records of the office to your successor.
7. Attend all required meetings of the B Directorate. Give the DVC-BL prior notice when such attendance is not possible.
8. Assist the DVC-BL in initiating and reviewing the goals and objectives for the B Directorate and employ necessary plans to achieve them. The objectives should be measurable and relate to the objectives established by DIR-B. and senior Auxiliary Leadership.
9. As a National Staff Officer, you are a direct representative of the National Commodore and, as such, you are authorized to assist the various Districts, Divisions and Flotillas.
10. No later than the 25th of each month, communicate with the DVC-BL updating the effectiveness of the program, program changes, program activities, and program issues. Give special emphasis to successful and deficient areas, noting praiseworthy achievements and making recommendations for improvement.
11. Maintain personal e-mail and Internet access and be correctly registered in the national e-mail directory. Provide for timely responses to emails or phone calls from others in the B Directorate and National Offices.

Program Duties

The Chief, Publications Partners Branch, Recreational Boating Safety (RBS) Outreach Directorate (BC-BLP), under the direction of the Chief, RBS Outreach Division (DVC-BL), provides assistance to Coast Guard units, Auxiliary national directorates, and Auxiliary district organizations in their efforts to promote and support recreational boating safety programs. The BC-BLP has overall responsibility for direct liaison with the Coast Guard Auxiliary's Publication Partners.

Functions: Under the general direction and supervision of the DVC-BL, and consistent with Auxiliary National Board and National Staff Standing Operating Procedures, BC-BLP shall:

1. Be responsible for managing Memorandums of Agreement (MOA) and Memorandums of Understanding (MOU) with Coast Guard Auxiliary publications partners as assigned by DIR-B, under the direct supervision of DVC-BL.
2. Maintain all existing and future relationships with publications partners as assigned by MOU/MOAs with each organization. Establish a close working relationship with the designated representative of the assigned organizations.
3. Prepare and submit timely reports of all meetings with publications partners to the division chief. As part of the report, draft a briefing sheet to keep other directors advised of the key developments with the partner.
4. Gain approval and assist in implementing new MOU/MOAs with future publications partners. The approval process will include drafting, staffing and implementing the MOA/MOUs. The process will include coordinating with the other directorates affected by the MOA/MOUs. All MOA/MOUs will be guided by Commandant Instruction 5216.18.
5. Project/staff work is considered completed as evidenced by documented email correspondence to that effect from the division chief.
6. Perform related duties and other tasks as assigned.

Duties of BRANCH CHIEF, SAFETY EQUIPMENT PARTNERS (BC-BLS) (B Directorate)

Your duties and responsibilities, as **BRANCH CHIEF, SAFETY EQUIPMENT PARTNERS (BC-BLS)**, RBS Outreach are consistent with the provisions of the *Auxiliary Manual*, are as follows:

General Duties

1. As a National Staff Officer, actively support and promote those portions of the National program for which you are responsible. Do everything you can to realize the B Directorate objectives.
2. Policy matters are the province of the Chief Director of Auxiliary, National Board and the NEXCOM. Significant program modifications, except as set forth in the *Auxiliary Manual* and other relevant Coast Guard publications, must be cleared by the Deputy Director of B and the Chain of Leadership.
3. Comply with National and B Directorate policies.
4. Immediate supervisory responsibility for your office is vested in the Division Chief Liaison (DVC-BL). Cooperate with the DVC-BL in every way to ensure that the B Directorate programs are effectively administered.
5. Maintain such records as may be required to effectively discharge your responsibilities.
6. Upon expiration of your term of office, or when so directed by the Dir-B, transfer all property and records of the office to your successor.
7. Attend all required meetings of the B Directorate. Give the DVC-BL prior notice when such attendance is not possible.
8. Assist the DVC-BL in initiating and reviewing the goals and objectives for the B Directorate and employ necessary plans to achieve them. The objectives should be measurable and relate to the objectives established by DIR-B. and senior Auxiliary Leadership.
9. As a National Staff Officer, you are a direct representative of the National Commodore and, as such, you are authorized to assist the various Districts, Divisions and Flotillas.
10. No later than the 25th of each month, communicate with the DVC-BL updating the effectiveness of the program, program changes, program activities, and program issues. Give special emphasis to successful and deficient areas, noting praiseworthy achievements and making recommendations for improvement.

11. Maintain personal e-mail and Internet access and be correctly registered in the national e-mail directory. Provide for timely responses to emails or phone calls from others in the B Directorate and National Offices.

Program Duties

The Chief, Safety Equipment Partners Branch, Recreational Boating Safety (RBS) Outreach Directorate (BC-BLS), under the direction of the Chief, RBS Outreach Division (DVC- BL), provides assistance to Coast Guard units, Auxiliary national directorates, and Auxiliary district organizations in their efforts to promote and support recreational boating safety programs. The BC-BLS has overall responsibility for direct liaison with the Coast Guard Auxiliary's safety partners.

Functions: Under the general direction and supervision of the DVC-BL, and consistent with Auxiliary National Board and National Staff Standing Operating Procedures, the BC-BLS shall:

1. Be responsible for managing MOA/MOUs with Coast Guard Auxiliary safety equipment partners, as assigned by Dir-B, under the direct supervision of DVC-BL.
2. Maintain all existing and future relationships with safety equipment partners as outlined by the MOU/MOA with those organizations.
3. Establish a close working relationship with the designated representative of each assigned organization.
4. Prepare and submit timely reports of all meetings with safety equipment partners to the division chief. As part of the report, draft a briefing sheet to keep other directors advised of key developments with the partner.
5. Gain approval and assist in implementing new agreements with future safety partners. The approval process will include drafting, staffing, and implementing recommendations. The process will include coordinating with other directorates affected by the MOA/MOU affiliate agreement. All agreements will be guided by Commandant Instruction 5216.18.
6. Project/staff work is considered completed as evidenced by documented correspondence to that effect from the division chief.
7. Perform related duties and other tasks as assigned.

Duties of BRANCH CHIEF, WATERCRAFT RETAILERS (BC-BLW) (B Directorate)

Your duties and responsibilities, as **BRANCH CHIEF, WATERCRAFT RETAILERS (BC-BLW)**, RBS Outreach are consistent with the provisions of the *Auxiliary Manual*, are as follows:

General Duties

1. As a National Staff Officer, actively support and promote those portions of the National program for which you are responsible. Do everything you can to realize the B Directorate objectives.
2. Policy matters are the province of the Chief Director of Auxiliary, National Board and the NEXCOM. Significant program modifications, except as set forth in the *Auxiliary Manual* and other relevant Coast Guard publications, must be cleared by the Deputy Director of B and the Chain of Leadership.
3. Comply with National and B Directorate policies.
4. Immediate supervisory responsibility for your office is vested in the Division Chief Liaison (DVC-BL). Cooperate with the DVC-BL in every way to ensure that the B Directorate programs are effectively administered.
5. Maintain such records as may be required to effectively discharge your responsibilities.
6. Upon expiration of your term of office, or when so directed by the Dir-B, transfer all property and records of the office to your successor.
7. Attend all required meetings of the B Directorate. Give the DVC-BL prior notice when such attendance is not possible.
8. Assist the DVC-BL in initiating and reviewing the goals and objectives for the B Directorate and employ necessary plans to achieve them. The objectives should be measurable and relate to the objectives established by DIR-B. and senior Auxiliary Leadership.
9. As a National Staff Officer, you are a direct representative of the National Commodore and, as such, you are authorized to assist the various Districts, Divisions and Flotillas.
10. No later than the 25th of each month, communicate with the DVC-BL updating the effectiveness of the program, program changes, program activities, and program issues. Give special emphasis to successful and deficient areas, noting praiseworthy achievements and making recommendations for improvement.

11. Maintain personal e-mail and Internet access and be correctly registered in the national e-mail directory. Provide for timely responses to emails or phone calls from others in the B Directorate and National Offices.

Program Duties

The Chief, Watercraft Retailers Branch, Recreational Boating Safety (RBS) Outreach Directorate (BC-BLW), under the direction of the Chief, RBS Outreach Division (DVC-BL), provides assistance to Coast Guard units, Auxiliary national directorates, and Auxiliary district organizations in their efforts to promote and support recreational boating safety programs.

Functions: Under the general direction of DIR-B and supervision of DVC-BL, and consistent with Auxiliary National Board and National Staff Standing Operating Procedures, BC-BLW shall:

1. Establish and maintain a close working relationship with the designated representative of all Professional Fishing partners, such as B.A.S.S., LLC with the Auxiliary as detailed in a Memorandum of Understanding (MOU) or Memorandum of Agreement (MOA). To coordinate the annual VSC blitz of their Elite Anglers series as well as to coordinate and disseminate the free RBS/PA opportunities provided through that MOA at all of their National B.A.S.S. competitions. Seek to establish relationships at the corporate headquarters level to cultivate interest in becoming a partner with the Auxiliary for the mutual objective of promoting watercraft safety to their membership.
2. Establish and maintain a close working relationship with the designated representative of all watercraft manufacturers partners with the Auxiliary as detailed in a Memorandum of Understanding (MOU) or Memorandum of Agreement (MOA). To have them include in their “bag of books” sold with every new boat that leaves the factory, a copy of the Federal Requirements for Recreational Boats, ANSC 3006, and Decal – VHF – Emergency Radio Call Procedures, ANSC 3020. Seek to establish relationships at the corporate headquarters level to cultivate interest in becoming a partner with the Auxiliary for the mutual objective of promoting watercraft safety to their customers.
3. Establish and maintain a close working relationship with the chief of the RBS Partner Visitation Program Division (DVC-VP), to ensure the sharing of significant communications and other developments with watercraft retailers at the corporate headquarters level that would affect the efforts of PV contacts at the store level.
4. Establish and maintain a close relationship with the chief of the Paddle craft Safety Division (DVC-BP) and chief of the Paddle Safety Ashore Branch (BC-BPA) to ensure special emphasis in the PV program that recognizes the proliferation of paddle craft sales by other than traditional marine dealers and the corresponding increase in deaths, serious injury and property damage from paddle craft accidents.

5. Gain approval and assist in implementing new MOU/MOAs with future watercraft retailer partners. The approval process will include drafting, staffing and implementing the MOA/MOUs. The process will include coordinating with the other directorates affected by the MOA/MOUs. All MOA/MOUs will be guided by Commandant Instruction 5216.18.
6. Project/staff work is considered completed as evidence by documented email correspondence to that effect from the division chief.
7. Perform related duties and other tasks as assigned.

Paddlecraft Safety Division

Duties of DIVISION CHIEF, PADDLECRAFT SAFETY (DVC-BP) **(B Directorate)**

Your duties and responsibilities, as **DIVISION CHIEF, PADDLECRAFT SAFETY (DCV-PB)**, are consistent with the provisions of *The Auxiliary Manual*, are as follows:

General Duties

1. As a National Staff Officer, actively support and promote those portions of the National program for which you are responsible. Do everything you can to realize the B Directorate objectives.
2. Policy matters are the province of the Chief Director of Auxiliary, National Board and the NEXCOM. Significant program modifications, except as set forth in the *Auxiliary Manual* and other relevant Coast Guard publications, must be cleared by the Deputy Director of B and the Chain of Leadership.
3. Comply with National and B Directorate policies.
4. Immediate supervisory responsibility for your office is vested in the Director of the B Directorate (DIR-B) and Deputy Director (DIR-Bd). Cooperate with the DIR-B/Bd in every way to ensure that your program is effectively administered.
5. Maintain such records as may be required to effectively discharge your responsibilities.
6. Upon expiration of your term of office, or when so directed by the DIR-B/Bd, transfer all property and records of the office to your successor.
7. Attend all meetings of the B Directorate. Give the DIR-B/Bd prior notice when such attendance is not possible.
8. Review goals and objectives for your area of responsibility and employ necessary plans to achieve them. The objectives should be measurable and relate to the objectives established by DIR-B.
9. As a National Staff Officer, you are a direct representative of the DIR-B and, as such, you are authorized to assist the various Districts, Divisions and Flotillas.
10. No later than the 25th of each month, or as otherwise directed, communicate with the DIR-BD/Bd updating the effectiveness of the program, program changes, program activities, and program issues. Give special emphasis to successful and deficient areas, noting praiseworthy achievements and making recommendations for improvement.

11. Copies of all correspondence from you, when appropriate, are to be provided to the DIR-BD/Bd for matters concerning their particular areas.
12. Maintain personal e-mail and Internet access, and be correctly registered in the national e-mail directory. Provide for timely responses to emails or phone calls from others in the B Directorate and National Offices.

Program Duties

The Chief, Paddlecraft Safety Division (DVC-BP) serves under the immediate direction of the Director of Recreational Boating Safety (RBS) Outreach (DIR-B) to promote and support recreational paddling safety programs, and aids in developing and executing Auxiliary recreational paddling safety policy.

Functions: Under the supervision of the Director of RBS Outreach, and consistent with Auxiliary National Board and National Staff Standing Operating Procedures, the DVC-BP shall:

1. Be responsible for the overall Auxiliary Paddlecraft Safety (AUXPAD) program with internal partners including Coast Guard District RBS Specialists and the Coast Guard Commandant Offices of Boating Safety and Auxiliary.
2. Coordinate with all appropriate Auxiliary RBS personnel, report and recommend actions.
3. Develop, review, and update paddlecraft safety materials for members and for outreach to the general public.
4. Provide informational and resource opportunities for the national membership through the use of newsletters, web pages, and in conjunction with the Education (E) and Training (T) Directorates, the development of Auxiliary education and training material.
5. Work with the Directors for Education (E), RBS Outreach (B), Public Affairs (A), Response (R), and Vessel Examinations and Partner Visitations (V) to provide subject matter expertise in paddlecraft safety issues in support of the total AUXPAD program goals and general recreational boating safety goals.
6. Ensure that departmental staff's questions are answered promptly through efficient management of staff communications.
7. Ensure that department staff understands the concept of accountability as it applies to tasks, projects, and/or work assigned to them through completion, stressing that completion of work will be ascertained and communicated by their respective immediate supervisor in the chain of leadership and management.
8. Establish and maintain a close working relationship with the designated representative of the ACA as outlined in the current Memorandum of Agreement (MOA).

9. Perform related duties and other tasks as assigned.

This individual will be a subject matter expert on paddlecraft and ideally should be an ACA level 3 or higher instructor. They will be responsible for developing the U.S Coast Guard Auxiliary initiatives to increase safety and reduce fatalities. Communications skills, both oral and written, and experience managing a group are required.

Duties of BRANCH CHIEF, PADDLECRAFT SAFETY OPERATIONS ASHORE (BC-BPA) (B Directorate)

Your duties and responsibilities, as **BRANCH CHIEF, PADDLECRAFT OPERATIONS ASHORE (BC-BPA)**, are consistent with the provisions of *The Auxiliary Manual*, are as follows:

General Duties

1. As a National Staff Officer, actively support and promote those portions of the National program for which you are responsible. Do everything you can to realize the B Directorate objectives.
2. Policy matters are the province of the Chief Director of Auxiliary, National Board and the NEXCOM. Significant program modifications, except as set forth in the *Auxiliary Manual* and other relevant Coast Guard publications, must be cleared by the Deputy Director of B and the Chain of Leadership.
3. Comply with National and B Directorate policies.
4. Immediate supervisory responsibility for your office is vested in the Division Chief for Paddlecraft Safety (DVC-BP). Cooperate with the DVC-BP in every way to ensure that your program is effectively administered.
5. Maintain such records as may be required to effectively discharge your responsibilities.
6. Upon expiration of your term of office, or when so directed by the DVC-BP, transfer all property and records of the office to your successor.
7. Attend all meetings of the Paddlecraft Safety Division. Give the DVC-BP prior notice when such attendance is not possible.
8. Review goals and objectives for your area of responsibility and employ necessary plans to achieve them. The objectives should be measurable and relate to the objectives established by DVC-BP.
9. As a National Staff Officer, you are a direct representative of the DIR-B and, as such, you are authorized to assist the various Districts, Divisions and Flotillas.
10. No later than the 25th of each month, or as otherwise directed by the DVC-BP, communicate with the DVC-BP updating the effectiveness of the program, program changes, program activities, and program issues. Give special emphasis to successful and deficient areas, noting praiseworthy achievements and making recommendations for improvement.
11. Copies of all correspondence from you, when appropriate, are to be provided to the DVC-BP for matters concerning their particular areas.

12. Maintain personal e-mail and Internet access, and be correctly registered in the national e-mail directory. Provide for timely responses to emails or phone calls from others in the B Directorate and National Offices.

Program Duties

The Branch Chief, Paddlecraft Safety Ashore (BC-BPA), under the direction of the Chief, Paddlecraft Safety Division (DVC-BP), provides assistance to Auxiliary members in their efforts to promote and support underway paddlecraft safety programs related to public education, public affairs, dealer visits, vessel safety checks and other similar activities. The BC-BPA is responsible for the following duties.

Functions: Under the general direction and supervision of the DVC-BP, and consistent with Auxiliary National Board and National Staff Standing Operating Procedures, the BC-BPA shall:

1. Promote the maintenance, expansion, quality, readiness, and responsiveness of the Auxiliary Paddlecraft Program Ashore, including work to support Vessel Safety Exams, Program Visits and Public Affairs outreach.
2. Encourage each district to organize and maintain a disciplined Auxiliary Paddlecraft Underway Program by providing updated information and items of interest in a periodic Directorate newsletter, bulletin and THE NAVIGATOR.
3. Develop and participate in projects that will benefit and enhance the Auxiliary Paddlecraft Ashore Program and the Directorate.
4. Provide administrative support to the development of qualification criteria that will prepare members for offering paddlecraft safety to the general public both physically and virtually.
5. Provide editing for publications or products from both the Operations and Recreational Boating Safety disciplines related to paddlecraft safety ashore.
6. Assist in revising and maintaining reference material for the Auxiliary Paddlecraft Safety Program.
7. Write articles on paddlecraft safety underway topics for the RBS directorates newsletter, RBS Job #1, and other internal and external publications. Work closely with the Branch Chief, Editorial Services (BC-BRE).
8. Design and deliver training and presentations on Auxiliary Paddlecraft Safety Program topics as required.
9. Perform related duties and other tasks as assigned.

This person will have a keen interest in the U.S Coast Guard Auxiliary initiatives to increase paddlecraft safety and reduce fatalities. Paddling experience and knowledge of the American Canoe Association skills and standards up to and including Essentials of Kayak Touring or Essentials of River Kayaking are desirable but not required. The primary focus will be to work within the Auxiliary RBS community to update and improve products for paddlecraft safety across the RBS disciplines.

Duties of BRANCH ASSISTANT, PADDLECRAFT SAFETY OPERATIONS ASHORE (BA-BPA) (B Directorate)

Your duties and responsibilities, as **BRANCH ASSISTANT, PADDLECRAFT SAFETY OPERATIONS ASHORE (BA-BPA)**, are consistent with the provisions of *The Auxiliary Manual*, are as follows:

General Duties

1. As a National Staff Officer, actively support and promote those portions of the National program for which you are responsible. Do everything you can to realize the B Directorate objectives.
2. Policy matters are the province of the Chief Director of Auxiliary, National Board and the NEXCOM. Significant program modifications, except as set forth in the *Auxiliary Manual* and other relevant Coast Guard publications, must be cleared by the Deputy Director of B and the Chain of Leadership.
3. Comply with National and B Directorate policies.
4. Immediate supervisory responsibility for your office is vested in the Division Chief for Paddlecraft Safety (DVC-BP) and the Branch Chief for Paddlecraft Safety Operations Ashore (BC-BPA). Cooperate with the DVC-BP and BC-BPA in every way to ensure that your program is effectively administered.
5. Maintain such records as may be required to effectively discharge your responsibilities.
6. Upon expiration of your term of office, or when so directed by the DVC-BP or BC-BPA, transfer all property and records of the office to your successor.
7. Attend all meetings of the Paddlecraft Safety Division. Give the DVC-BP or BC-BPA prior notice when such attendance is not possible.
8. Review goals and objectives for your area of responsibility and employ necessary plans to achieve them. The objectives should be measurable and relate to the objectives established by DVC-BP and BC-BPA.
9. As a National Staff Officer, you are a direct representative of the DIR-B and, as such, you are authorized to assist the various Districts, Divisions and Flotillas.
10. No later than the 25th of each month, or as directed by the DVC-BP or BC-BPA, communicate with the BC-BPA, updating the effectiveness of the program, program changes, program activities, and program issues. Give special emphasis to successful and deficient areas, noting praiseworthy achievements and making recommendations for improvement.

11. Copies of all correspondence from you, when appropriate, are to be provided to the DVC-BP and BC-BPA for matters concerning their particular areas.
12. Maintain personal e-mail and Internet access, and be correctly registered in the national e-mail directory. Provide for timely responses to emails or phone calls from others in the B Directorate and National Offices.

Program Duties

The Branch Assistant, Paddlecraft Safety Ashore Branch (BA-BPA), under the direction of the Branch Chief, Paddlecraft Safety Operations Ashore (BC-BPA), provides assistance to Auxiliary members in their efforts to promote and support underway paddlecraft safety programs related to public education, public affairs, dealer visits, vessel safety checks and similar activities. The BA-BPA is responsible for the following duties.

Functions: Under the general direction and supervision of the BC-BPA, and consistent with Auxiliary National Board and National Staff Standing Operating Procedures, the BA-BPA shall:

1. Promote the maintenance, expansion, quality, readiness, and responsiveness of the Auxiliary Paddlecraft Program Ashore, including work to support Vessel Safety Exams, Program Visits and Public Affairs outreach.
2. Encourage each district to organize and maintain a disciplined Auxiliary Paddlecraft Underway Program by providing updated information and items of interest in a periodic Directorate newsletter, bulletin and THE NAVIGATOR.
3. Develop and participate in projects that will benefit and enhance the Auxiliary Paddlecraft Ashore Program and the Directorate.
4. Provide administrative support to the development of qualification criteria that will prepare members for offering paddlecraft safety to the general public both physically and virtually.
5. Provide editing for publications or products from both the Operations and Recreational Boating Safety disciplines related to paddlecraft safety ashore.
6. Assist in revising and maintaining reference material for the Auxiliary Paddlecraft Safety Program.
7. Write articles on paddlecraft safety underway topics for the RBS directorates newsletter, RBS Job #1, and other internal and external publications. Work closely with the Branch Chief, Editorial Services (BC-BRE).

8. Design and deliver training and presentations on Auxiliary Paddlecraft Safety Program topics as required.
9. Perform related duties and other tasks as assigned.

This person will have a keen interest in the U.S Coast Guard Auxiliary initiatives to increase paddlecraft safety and reduce fatalities. Paddling experience and knowledge of the American Canoe Association skills and standards up to and including Essentials of Kayak Touring or Essentials of River Kayaking are desirable but not required. The primary focus will be to work within the Auxiliary RBS community to update and improve products for paddlecraft safety across the RBS disciplines.

Duties of BRANCH CHIEF, PADDLECRAFT SAFETY LIAISON (BC-BPL) (B Directorate)

Your duties and responsibilities, as **BRANCH CHIEF, PADDLECRAFT SAFETY LIAISON (BC-BPL)**, are consistent with the provisions of The Auxiliary Manual, are as follows:

General Duties

1. As a National Staff Officer, actively support and do everything you can to realize the B Directorate and Paddlecraft Safety Division objectives.
2. Policy matters are the province of the Chief Director of Auxiliary, National Board and the NEXCOM. Significant program modifications, except as set forth in the Auxiliary Manual and other relevant Coast Guard publications, must be cleared by the Chief, Paddlecraft Safety Division (DVC-BP), and the Chain of Leadership.
3. Comply with National and B Directorate policies.
4. Immediate supervisory responsibility for your office is vested in the Chief, Paddlecraft Safety Division (DVC-BP). Cooperate with the DVC-BP in every way to ensure that the Paddlecraft Safety Division programs are effectively administered.
5. Maintain such records as may be required to effectively discharge your responsibilities.
6. Upon expiration of your term of office, or when so directed by the DVC-BP, transfer all property and records of the office to your successor.
7. Attend all meetings of the Paddlecraft Safety Division. Give the DVC-BP prior notice when such attendance is not possible.
8. Assist the DVC-BP in initiating and reviewing the goals and objectives for the B Directorate and employ necessary plans to achieve them. The objectives should be measurable and relate to the objectives established by DVC-BP and senior Auxiliary Leadership.
9. As a National Staff Officer, you are a direct representative of the DIR-B and, as such, you are authorized to assist the various Districts, Divisions and Flotillas.
10. No later than the 25th of each month, or as otherwise directed by the DVC-BP, communicate with the DVC-BP updating the effectiveness of the program, program changes, program activities, and program issues. Give special emphasis to successful and deficient areas, noting praiseworthy achievements and making recommendations for improvement.
11. Copies of all correspondence from you, when appropriate, are to be provided to the DVC-BP for matters concerning their particular areas.

12. Maintain personal e-mail and Internet access and be correctly registered in the national e-mail directory. Provide for timely responses to emails or phone calls from others in the B Directorate and National Offices.

Program Duties

The Branch Chief, Paddlecraft Safety Liaison (BC-BPL), under the direction of the Chief, Paddlecraft Safety Division (DVC-BP), provides assistance to Auxiliary members in their efforts to promote and support recreational boating paddlecraft safety programs. The BC-BPL will focus on liaison with non-Auxiliary organizations, other than ACA, interested in paddlesport safety and training. This could include, but is not limited to, camps, liveries and paddling clubs.

Functions: Under the general direction and supervision of the DVC-BP, and consistent with Auxiliary National Board and National Staff Standing Operating Procedures, the BC-BPL shall assist the DVC-BP by:

1. Identifying critical issues and opportunities for Auxiliary paddlecraft safety efforts, particularly related to opportunities for joint programs with other entities.
2. Design and deliver training and presentations on paddlecraft safety topics as required.
3. Assist as needed in the management of strategic initiatives, including the creation and implementation of Centers of Excellence for Auxiliary Paddlecraft underway training.
4. Perform analysis and develop plans to form the vision and direction needed for implementing an effective program of paddlecraft safety within the Auxiliary.
5. Prepare documents to plan and implement the Auxiliary paddlecraft safety programs.
6. Work with the American Canoe Association and RBS "B" Department to establish and maintain excellent working relationships, resolve issues, and promote the services and capabilities of the Paddlecraft Safety Directorate.
7. Write articles on paddling topics for Auxiliary publications and for publications outside the Auxiliary. Work closely with the branch chief, Editorial Services (BC-BRE).
8. Perform related duties and other tasks as assigned.

This person will have a keen interest in the U.S Coast Guard Auxiliary initiatives to increase paddlecraft safety and reduce fatalities. Paddling experience and knowledge of the American Canoe Association skills and standards up to and including Essentials of Kayak Touring or Essentials of River Kayaking are desirable but not required. The primary focus will be to organizations outside the Auxiliary, to facilitate paddling safety education for the boating community.

Duties of BRANCH ASSISTANT, PADDLECRAFT SAFETY LIAISON (BA-BPL) (B Directorate)

Your duties and responsibilities, as **BRANCH ASSISTANT, PADDLECRAFT SAFETY LIAISON (BA-BPL)**, are consistent with the provisions of The Auxiliary Manual, are as follows:

General Duties

1. As a National Staff Officer, actively support and do everything you can to realize the B Directorate and Paddlecraft Safety Division objectives.
2. Policy matters are the province of the Chief Director of Auxiliary, National Board and the NEXCOM. Significant program modifications, except as set forth in the Auxiliary Manual and other relevant Coast Guard publications, must be cleared by the Chief, Paddlecraft Safety Division (DVC-BP), and the Chain of Leadership.
3. Comply with National and B Directorate policies.
4. Immediate supervisory responsibility for your office is vested in the Branch Chief, Paddlecraft Liaison (BC-BPL). Cooperate with the BC-BPL in every way to ensure that the Paddlecraft Safety Division programs are effectively administered.
5. Maintain such records as may be required to effectively discharge your responsibilities.
6. Upon expiration of your term of office, or when so directed by the DVC-BP or BC BPL, transfer all property and records of the office to your successor.
7. Attend all meetings of the Paddlecraft Safety Division. Give the DVC-BP or BC-BPL prior notice when such attendance is not possible.
8. Assist the BC-BPL in initiating and reviewing the goals and objectives for the Paddlecraft Safety Division and employ necessary plans to achieve them. The objectives should be measurable and relate to the objectives established by DVC-BP and senior Auxiliary Leadership.
9. As a National Staff Officer, you are a direct representative of the DIR-B and, as such, you are authorized to assist the various Districts, Divisions and Flotillas.
10. No later than the 25th of each month, or as otherwise directed by the DVC-BP or BC-BPL, communicate with the BC-BPL updating the effectiveness of the program, program changes, program activities, and program issues. Give special emphasis to successful and deficient areas, noting praiseworthy achievements and making recommendations for improvement.
11. Copies of all correspondence from you, when appropriate, are to be provided to the DVC-BP or BC-BPL for matters concerning their particular areas.

12. Maintain personal e-mail and Internet access and be correctly registered in the national e-mail directory. Provide for timely responses to emails or phone calls from others in the B Directorate and National Offices.

Program Duties

The Branch Chief, Paddlecraft Safety Liaison (BC-BPL), under the direction of the Chief, Paddlecraft Safety Division (DVC-BP), provides assistance to Auxiliary members in their efforts to promote and support recreational boating paddlecraft safety programs. The BC-BPL will focus on liaison with non-Auxiliary organizations, other than ACA, interested in paddlesport safety and training. This could include, but is not limited to, camps, liveries and paddling clubs.

Functions: Under the general direction and supervision of the DVC-BP and BC-BPL, and consistent with Auxiliary National Board and National Staff Standing Operating Procedures, the BA-BPL shall assist the BC-BPL by:

1. Identifying critical issues and opportunities for Auxiliary paddlecraft safety efforts, particularly related to opportunities for joint programs with other entities.
2. Design and deliver training and presentations on paddlecraft safety topics as required.
3. Assist as needed in the management of strategic initiatives, including the creation and implementation of Centers of Excellence for Auxiliary Paddlecraft underway training.
4. Perform analysis and develop plans to form the vision and direction needed for implementing an effective program of paddlecraft safety within the Auxiliary.
5. Prepare documents to plan and implement the Auxiliary paddlecraft safety programs.
6. Work with the American Canoe Association and RBS "B" Department to establish and maintain excellent working relationships, resolve issues, and promote the services and capabilities of the Paddlecraft Safety Directorate.
7. Write articles on paddling topics for Auxiliary publications and for publications outside the Auxiliary. Work closely with the branch chief, Editorial Services (BC-BRE).
8. Perform related duties and other tasks as assigned.

This person will have a keen interest in the U.S Coast Guard Auxiliary initiatives to increase paddlecraft safety and reduce fatalities. Paddling experience and knowledge of the American Canoe Association skills and standards up to and including Essentials of Kayak Touring or Essentials of River Kayaking are desirable but not required. The primary focus will be to organizations outside the Auxiliary, to facilitate paddling safety education for the boating community.

Duties of BRANCH CHIEF, PADDLECRAFT SAFETY SUPPORT (BC-BPS) (B Directorate)

Your duties and responsibilities, as **BRANCH CHIEF, PADDLECRAFT SAFETY SUPPORT (BC-BPS)**, are consistent with the provisions of *The Auxiliary Manual*, are as follows:

General Duties

1. As a National Staff Officer, actively support and do everything you can to realize the B Directorate and Paddlecraft Safety Division objectives.
2. Policy matters are the province of the Chief Director of Auxiliary, National Board and the NEXCOM. Significant program modifications, except as set forth in the Auxiliary Manual and other relevant Coast Guard publications, must be cleared by the Chief, Paddlecraft Safety Division (DVC-BP), and the Chain of Leadership.
3. Comply with National and B Directorate policies.
4. Immediate supervisory responsibility for your office is vested in the Chief, Paddlecraft Safety Division (DVC-BP). Cooperate with the DVC-BP in every way to ensure that the Paddlecraft Safety Division programs are effectively administered.
5. Maintain such records as may be required to effectively discharge your responsibilities.
6. Upon expiration of your term of office, or when so directed by the DVC-BP, transfer all property and records of the office to your successor.
7. Attend all meetings of the Paddlecraft Safety Division. Give the DVC-BP prior notice when such attendance is not possible.
8. Assist the DVC-BP in initiating and reviewing the goals and objectives for the B Directorate and employ necessary plans to achieve them. The objectives should be measurable and relate to the objectives established by DVC-BP and senior Auxiliary Leadership.
9. As a National Staff Officer, you are a direct representative of the DIR-B and, as such, you are authorized to assist the various Districts, Divisions and Flotillas.
10. No later than the 25th of each month, or as otherwise directed by the DVC-BP, communicate with the DVC-BP updating the effectiveness of the program, program changes, program activities, and program issues. Give special emphasis to successful and deficient areas, noting praiseworthy achievements and making recommendations for improvement.
11. Copies of all correspondence from you, when appropriate, are to be provided to the DVC-BP for matters concerning their particular areas.

12. Maintain personal e-mail and Internet access and be correctly registered in the national e-mail directory. Provide for timely responses to emails or phone calls from others in the B Directorate and National Offices.

Program Duties

The Branch Chief, Paddlecraft Safety Support (BC-BPS), under the direction of the Chief, Paddlecraft Safety Division (DVC-BP), provides assistance to Auxiliary members in their efforts to promote and support recreational boating paddlecraft safety programs. The BC-BPS will focus on paddlecraft safety programs that support Auxiliary members.

Functions: Under the general direction and supervision of the DVC-BP, and consistent with Auxiliary National Board and National Staff Standing Operating Procedures, the BC-BPS shall assist the Director, Paddlecraft Safety by:

1. Identifying critical issues and opportunities for Auxiliary paddlecraft safety efforts.
2. Design and deliver training and presentations on operational paddlecraft safety topics as required.
3. Assist as needed in the management of strategic initiatives, including the creation and implementation of Centers of Excellence for Auxiliary Paddlecraft underway training.
4. Perform analysis and develop plans to form the vision and direction needed for implementing an effective program of paddlecraft safety within the Auxiliary.
5. Prepare documents to plan and implement the Auxiliary paddlecraft safety programs.
6. Work with the American Canoe Association and RBS “B” Department to establish and maintain excellent working relationships, resolve issues, and promote the services and capabilities of the Paddlecraft Safety Directorate.
7. Write articles on operational topics for Auxiliary publications. Work closely with the branch chief, Editorial Services (BC-BRE).
8. Perform related duties and other tasks as assigned.

This person will have a keen interest in the U.S Coast Guard Auxiliary initiatives to increase paddlecraft safety and reduce fatalities. Paddling experience and knowledge of the American Canoe Association skills and standards up to and including Essentials of Kayak Touring (L-2) are desirable but not required. The primary focus will be to work within the Auxiliary RBS community to update and improve products for paddlecraft safety across the RBS disciplines and to facilitate the development and implementation of two Centers of Excellence for AUXPAD underway training.

Duties of BRANCH ASSISTANT, PADDLECRAFT SAFETY SUPPORT (BA-BPS) (B Directorate)

Your duties and responsibilities, as **BRANCH ASSISTANT PADDLECRAFT SAFETY SUPPORT (BA-BPS)**, are consistent with the provisions of *The Auxiliary Manual*, are as follows:

General Duties

1. As a National Staff Officer, actively support and do everything you can to realize the B Directorate and Paddlecraft Safety Division objectives.
2. Policy matters are the province of the Chief Director of Auxiliary, National Board and the NEXCOM. Significant program modifications, except as set forth in the Auxiliary Manual and other relevant Coast Guard publications, must be cleared by the Chief, Paddlecraft Safety Division (DVC-BP), and the Chain of Leadership.
3. Comply with National and B Directorate policies.
4. Immediate supervisory responsibility for your office is vested in the Branch Chief, Paddlecraft Safety Support (BC-BPS). Cooperate with the BC-BPS in every way to ensure that the Paddlecraft Safety Division programs are effectively administered.
5. Maintain such records as may be required to effectively discharge your responsibilities.
6. Upon expiration of your term of office, or when so directed by the DVC-BP or BC-BPS, transfer all property and records of the office to your successor.
7. Attend all meetings of the Paddlecraft Safety Division. Give the DVC-BP or BC-BPS prior notice when such attendance is not possible.
8. Assist the BC-BPS in initiating and reviewing the goals and objectives for the Paddlecraft Safety Division and employ necessary plans to achieve them. The objectives should be measurable and relate to the objectives established by DVC-BP and senior Auxiliary Leadership.
9. As a National Staff Officer, you are a direct representative of the DIR-B and, as such, you are authorized to assist the various Districts, Divisions and Flotillas.
10. No later than the 25th of each month, or as otherwise directed by the DVC-BP or BC-BPS, communicate with the BC-BPS updating the effectiveness of the program, program changes, program activities, and program issues. Give special emphasis to successful and deficient areas, noting praiseworthy achievements and making recommendations for improvement.
11. Copies of all correspondence from you, when appropriate, are to be provided to the DVC-BP for matters concerning their particular areas.

12. Maintain personal e-mail and Internet access and be correctly registered in the national e-mail directory. Provide for timely responses to emails or phone calls from others in the B Directorate and National Offices.

Program Duties

The Branch Assistant, Paddlecraft Safety Support (BA-BPS), under the direction of the Branch Chief, Paddlecraft Safety Support (BC-BPS), provides assistance to Auxiliary members in their efforts to promote and support recreational boating paddlecraft safety programs. The BA-BPS will focus on paddlecraft safety programs that support Auxiliary members.

Functions: Under the general direction and supervision of the BC-BPS, and consistent with Auxiliary National Board and National Staff Standing Operating Procedures, the BA-BPS shall assist the Director, Paddlecraft Safety by:

1. Identifying critical issues and opportunities for Auxiliary paddlecraft safety efforts.
2. Design and deliver training and presentations on operational paddlecraft safety topics as required.
3. Assist as needed in the management of strategic initiatives, including the creation and implementation of Centers of Excellence for Auxiliary Paddlecraft underway training.
4. Perform analysis and develop plans to form the vision and direction needed for implementing an effective program of paddlecraft safety within the Auxiliary.
5. Prepare documents to plan and implement the Auxiliary paddlecraft safety programs.
6. Work with the American Canoe Association and RBS “B” Department to establish and maintain excellent working relationships, resolve issues, and promote the services and capabilities of the Paddlecraft Safety Directorate.
7. Write articles on operational topics for Auxiliary publications. Work closely with the branch chief, Editorial Services (BC-BRE).
8. Perform related duties and other tasks as assigned.

This person will have a keen interest in the U.S Coast Guard Auxiliary initiatives to increase paddlecraft safety and reduce fatalities. Paddling experience and knowledge of the American Canoe Association skills and standards up to and including Essentials of Kayak Touring (L-2) are desirable but not required. The primary focus will be to work within the Auxiliary RBS community to update and improve products for paddlecraft safety across the RBS disciplines and to facilitate the development and implementation of two Centers of Excellence for AUXPAD underway training

Duties of BRANCH CHIEF, PADDLECRAFT SAFETY UNDERWAY (BC-BPU) (B Directorate)

Your duties and responsibilities, as **BRANCH CHIEF, PADDLECRAFT SAFETY UNDERWAY (BC-BPU)**, are consistent with the provisions of *The Auxiliary Manual*, are as follows:

General Duties

1. As a National Staff Officer, actively support and do everything you can to realize the B Directorate and Paddlecraft Safety Division objectives.
2. Policy matters are the province of the Chief Director of Auxiliary, National Board and the NEXCOM. Significant program modifications, except as set forth in the Auxiliary Manual and other relevant Coast Guard publications, must be cleared by the Chief, Paddlecraft Safety Division (DVC-BP), and the Chain of Leadership.
3. Comply with National and B Directorate policies.
4. Immediate supervisory responsibility for your office is vested in the Chief, Paddlecraft Safety Division (DVC-BP). Cooperate with the DVC-BP in every way to ensure that the Paddlecraft Safety Division programs are effectively administered.
5. Maintain such records as may be required to effectively discharge your responsibilities.
6. Upon expiration of your term of office, or when so directed by the DVC-BP, transfer all property and records of the office to your successor.
7. Attend all meetings of the Paddlecraft Safety Division. Give the DVC-BP prior notice when such attendance is not possible.
8. Assist the DVC-BP in initiating and reviewing the goals and objectives for the B Directorate and employ necessary plans to achieve them. The objectives should be measurable and relate to the objectives established by DVC-BP and senior Auxiliary Leadership.
9. As a National Staff Officer, you are a direct representative of the DIR-B and, as such, you are authorized to assist the various Districts, Divisions and Flotillas.
10. No later than the 25th of each month, or as otherwise directed by the DVC-BP, communicate with the DVC-BP updating the effectiveness of the program, program changes, program activities, and program issues. Give special emphasis to successful and deficient areas, noting praiseworthy achievements and making recommendations for improvement.

11. Copies of all correspondence from you, when appropriate, are to be provided to the DVC-BP for matters concerning their particular areas.
12. Maintain personal e-mail and Internet access and be correctly registered in the national e-mail directory. Provide for timely responses to emails or phone calls from others in the B Directorate and National Offices.

Program Duties

The Branch Chief, Paddlecraft Safety Underway (BC-BPU) has the overall responsibility for the Paddlecraft Safety Underway, and the direct liaison with other national Auxiliary departments involved in developing direct support of Auxiliary members with materials, training, and guidance with regard to implementing paddlecraft safety issues and with U.S. Coast Guard and American Canoe Association standards.

Functions: Under the general direction and supervision of the DVC-BP, and consistent with Auxiliary National Board and National Staff Standing Operating Procedures, the BC-BPU shall:

1. Promote the maintenance, expansion, quality, readiness, and responsiveness of the Auxiliary Paddlecraft Safety Underway Program.
2. Provide expertise and administrative support to the implementation of the program that will prepare members to assume paddlecraft underway safety assignments made by the Coast Guard.
3. Encourage each district to organize and maintain a disciplined Auxiliary Paddlecraft Underway Program by providing updated information and items of interest in a periodic Directorate newsletter, bulletin and *THE NAVIGATOR*.
4. Promote the coordination of vessel facility members' operational facilities in an effort to establish a unified national program.
5. Develop and participate in projects that will benefit and enhance the Auxiliary Paddlecraft Underway Program and the Directorate.
6. Assist in revising and maintaining reference material for the Auxiliary Paddlecraft Underway Program.
7. Write articles on paddlecraft safety underway topics for the RBS directorates newsletter, *RBS Job #1*, and other internal and external publications. Work closely with the branch Chief, Editorial Services (BC-BRE).
8. Assist in the development and administration of a Centers of Excellence program for the Auxiliary Paddlecraft Underway Program.
9. Perform related duties and other tasks as assigned.

This person will have a keen interest in the U.S Coast Guard Auxiliary initiatives to increase paddlecraft safety and reduce fatalities. Paddling experience and knowledge of the American Canoe Association skills and standards up to and including Essentials of Kayak Touring (L-2) are required.

Duties of BRANCH ASSISTANT, PADDLECRAFT SAFETY UNDERWAY (BA-BPU) (B Directorate)

Your duties and responsibilities, as **BRANCH ASSISTANT, PADDLECRAFT SAFETY UNDERWAY (BA-BPU)**, are consistent with the provisions of *The Auxiliary Manual*, are as follows:

General Duties

1. As a National Staff Officer, actively support and do everything you can to realize the B Directorate and Paddlecraft Safety Division objectives.
2. Policy matters are the province of the Chief Director of Auxiliary, National Board and the NEXCOM. Significant program modifications, except as set forth in the Auxiliary Manual and other relevant Coast Guard publications, must be cleared by the Chief, Paddlecraft Safety Division (DVC-BP), and the Chain of Leadership.
3. Comply with National and B Directorate policies.
4. Immediate supervisory responsibility for your office is vested in the Chief, Paddlecraft Safety Division (DVC-BP). Cooperate with the DVC-BP in every way to ensure that the Paddlecraft Safety Division programs are effectively administered.
5. Maintain such records as may be required to effectively discharge your responsibilities.
6. Upon expiration of your term of office, or when so directed by the DVC-BP or BC-BPU, transfer all property and records of the office to your successor.
7. Attend all meetings of the Paddlecraft Safety Division. Give the DVC-BP or BC-BPU prior notice when such attendance is not possible.
8. Assist the DVC-BP and BC-BPU in initiating and reviewing the goals and objectives for the B Directorate and employ necessary plans to achieve them. The objectives should be measurable and relate to the objectives established by DVC-BP and senior Auxiliary Leadership.
9. As a National Staff Officer, you are a direct representative of the DIR-B and, as such, you are authorized to assist the various Districts, Divisions and Flotillas.
10. No later than the 25th of each month, or as otherwise directed by the DVC-BP or BC-BPU, communicate with the BC-BPU updating the effectiveness of the program, program changes, program activities, and program issues. Give special emphasis to successful and deficient areas, noting praiseworthy achievements and making recommendations for improvement.

11. Copies of all correspondence from you, when appropriate, are to be provided to the DVC-BP or BC-BPU for matters concerning their particular areas.
12. Maintain personal e-mail and Internet access and be correctly registered in the national e-mail directory. Provide for timely responses to emails or phone calls from others in the B Directorate and National Offices.

Program Duties

The Branch Assistant, Paddlecraft Safety Underway (BA-BPU) shall support the BC-BPU and the AUXPAD Underway program.

Functions: Under the general direction and supervision of the BC-BPU, and consistent with Auxiliary National Board and National Staff Standing Operating Procedures, the BA-BPU shall:

1. Promote the maintenance, expansion, quality, readiness, and responsiveness of the Auxiliary Paddlecraft Safety Underway Program.
2. Provide expertise and administrative support to the implementation of the program that will prepare members to assume paddlecraft underway safety assignments made by the Coast Guard.
3. Encourage each district to organize and maintain a disciplined Auxiliary Paddlecraft Underway Program by providing updated information and items of interest in a periodic Directorate newsletter, bulletin and *THE NAVIGATOR*.
4. Promote the coordination of vessel facility members' operational facilities in an effort to establish a unified national program.
5. Develop and participate in projects that will benefit and enhance the Auxiliary Paddlecraft Underway Program and the Directorate.
6. Assist in revising and maintaining reference material for the Auxiliary Paddlecraft Underway Program.
7. Write articles on paddlecraft safety underway topics for the RBS directorates newsletter, *RBS Job #1*, and other internal and external publications. Work closely with the branch Chief, Editorial Services (BC-BRE).
8. Assist in the development and administration of a Centers of Excellence program for the Auxiliary Paddlecraft Underway Program.
9. Perform related duties and other tasks as assigned.

This person will have a keen interest in the U.S Coast Guard Auxiliary initiatives to increase paddlecraft safety and reduce fatalities. Paddling experience and knowledge of the American

Canoe Association skills and standards up to and including Essentials of Kayak Touring (L-2) are required.