

The General Duties of each Department Chief are as follows:

- a. Be responsible for the planning, organizing, directing, controlling, and coordinating of all activities in the department.
- b. Ensure that the policies established for the department by the appropriate manuals, and amplified by the National Commodore and the National Board, are effectively executed.
- c. Keep the appropriate National Directorate Commodore and National Chief of Staff informed of matters pertaining to the department and furnish copies of correspondence to the National Executive Committee members (except that to own staff).
- d. Consult frequently by phone or mail with the appropriate National Directorate Commodore and National Chief of Staff concerning the administration of the department.
- e. Consult frequently with division and branch chiefs concerning their assigned duties.
- f. Act as custodian of all important records, minutes, books, documents, correspondence, and such other property of the Auxiliary that may be assigned, and deliver same to successor in office upon relief. Ensure that appropriate historical copies are forwarded to the Coast Guard Auxiliary National Collection at East Carolina University.
- g. Ensure that division and branch chiefs comply with all policies established by the appropriate manual for their respective offices, and amplified by the National Board, the National Commodore and, as may be specifically instructed, by the appropriate National Directorate Commodore and/or the National Chief of Staff.
- h. Maintain a progress report control system to insure that division and branch chiefs render reports, at the proper times, as required by competent authority.
- i. Use vertical staffing to keep pertinent district, division and flotilla staff officers informed of Auxiliary matters important to the function of the field staff position. Information copies of all such correspondence and reports shall be forwarded to the district commodore, district vice commodore and district department/directorate staff officer concerned.
- j. Work continuously toward the immediate and long term goals of the Auxiliary which are the specific responsibility of the department.
- k. Submit progress reports to the members of the National Executive Committee as directed by the National Chief of Staff and the appropriate G-OCX branch chief advising them of the activity within a program area.
- l. Participate in the planning and execution of seminars, workshops, forums, and panel discussions at all National meetings, at the National Training Schools and at such other meetings as may be directed by the National Commodore.
- m. Submit articles from the department to the editor of The NAVIGATOR in order to keep the membership informed of important developments within the department. Review and consolidate all articles submitted by the members of the staff for publication in The NAVIGATOR. These articles should be streamlined and coordinated with other reports submitted by the department so that the resulting articles appearing in The NAVIGATOR are clear, interesting and worthwhile reading. All articles must have a by-line to be published.

- n. Ensure that members of the departmental staff are provided with the proper training necessary to perform their duties in an effective and businesslike manner.
- o. Avoid establishing policy or requiring action to be taken, other than routine, without approval of the appropriate National Directorate Commodore and/or National Chief of Staff.
- p. Effect direct coordination with the District Commodores and copy/inform the appropriate Area Commodore, National Directorate Commodore and National Chief of Staff on specific problems or requests for assistance as they occur.
- q. Ensure that each newly appointed national staff officer signs the appropriate agreements to assign copyrights to the Auxiliary and to Coast Guard Auxiliary National Board, Inc. Send all copyright agreements and assignments to N-A who will forward to AUXCEN to be filed.

The General Duties of each Deputy Department Chief are as follows:

- a. Assist the department chief in the administration of the department and such other duties as may be assigned from time to time by the department chief.
- b. When directed by the department chief, temporarily assume the duties of the department chief.
- c. Maintain a working knowledge of the status of the department's initiatives, programs, taskings and other matters.
- d. Keep informed of all activities in each of the department's divisions.
- e. Be responsible for department projects that are not within the cognizance of a specific division.
- f. Act as liaison officer concerning matters involving two or more divisions.

The General Duties of each Division Chief are as follows:

- a. Under the immediate supervision of the chief of the respective department, exercise close supervision of the activities of the branch chiefs assigned to the division.
- b. Ensure that the policies established by the appropriate manuals, and amplified by the National Commodore and the National Board, are effectively executed.
- c. Submit written reports, as determined by the department chief, advising of the activity within the division.
- d. Participate in the planning of seminars, workshops, forums, and panel discussions at all national meetings and such other meetings, as may be directed by the department chief.
- e. Inform the department chief of all matters pertaining to the division and furnish copies of correspondence to same.
- f. Act as custodian of all important records, minutes, books, documents, correspondence, and such other property of the Auxiliary that may be assigned, and deliver same to successor in office upon relief.
- g. Consult frequently with the department chief concerning the administration of the division.
- h. Consult frequently with the branch chiefs concerning their assigned duties.

- i. Ensure that all verbal instructions to branch chiefs are confirmed *in writing* with information copies to the department chief.
- j. Ensure that branch chiefs comply with all policies established for their respective offices by the appropriate manuals and amplified by the National Board, the National Executive Committee, and the National Commodore.
- k. Maintain a report control system to ensure that branch chiefs render such reports as are required by competent authority.
- l. Use vertical staffing to keep pertinent district, division and flotilla staff officers informed of Auxiliary matters important to the functions of the field staff officers in the performance of their duties. Information copies of all such correspondence and reports shall be forwarded to the district commodore concerned and/or other district staff or elected officers as appropriate.
- m. Work toward the immediate and long-term goals of the Coast Guard Auxiliary which are the specific responsibility of the division.
- n. Avoid establishing policy or requiring action to be taken, outside the department, without approval of a policy making authority.
- o. As requested by the department chief, submit articles for The NAVIGATOR, via the department chief, to keep the membership informed of important developments within the division. All articles must have a by-line to be published.

The General Duties of each Branch Chief are as follows:

- a. Under the immediate supervision of the division chief, exercise the duties assigned.
- b. Ensure that the policies established by competent authority are effectively executed.
- c. Submit monthly reports as requested by the division chief, advising of the activity within the branch.
- d. Participate in the planning of seminars, workshops, forums, and panel discussions at all national meetings and such other meetings as may be directed by the division chief.
- e. Inform the division chief of all matters pertaining to the branch, and furnish copies of all correspondence to same.
- f. Act as custodian of all important records, minutes, books, documents, correspondence, and such other property of the Auxiliary that may be assigned, and deliver same to successor in office upon relief.
- g. Consult frequently with the division chief concerning the administration of the branch.
- h. Ensure that all reports required are promptly submitted.
- i. Use vertical staffing to keep pertinent district, division, and flotilla staff officers informed of Auxiliary matters important to the functions of the field staff officers in the performance of their assigned duties. Copies of all such correspondence and reports shall be forwarded to the district commodore concerned and/or vice commodore and/or appropriate district staff officers.
- j. Work toward the immediate and long range goals of the Auxiliary which are the specific responsibility

of the respective branch.

- k. As requested by the division chief, submit articles for The NAVIGATOR, via the division and department chiefs, so as to keep the membership informed of important developments within the branch. All articles must have a by-line to be published.
- l. Avoid establishing policy or requiring action to be taken, outside the department, without approval of a policy making authority.
- m. Perform other duties as may be assigned by the division chief.
- n. Exercise close supervision of assigned branch assistants.

The General Duties of each Assistant Branch Chief are the same as the Branch Chief they are paired with.

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