

DEPARTMENT CHIEF, DC-P

In addition to the General Duties, the CHIEF, DEPARTMENT OF PERSONNEL, under the general direction and supervision of the National Commodore and the National Directorate Commodore for Member Services, shall have the following duties:

- a. Maintain active lines of communications with the Chief Director's staff, the National Executive Committee, other National staff officers and the District elected and staff officers in the development of:
 1. Membership growth and retention in the Auxiliary.
 2. A program to provide highly qualified candidates for the Academy Introduction Mission.
 3. The Recruiting Assistance Program to assist the Coast Guard recruiters in publicizing Coast Guard needs and locating qualified personnel.
 4. Increased pride and esprit de corps of being a member of the Auxiliary.
 5. Increased diversity (race, sex, ethnicity) in the Auxiliary membership.
 6. Work/life programs for the membership.
- b. Establish and maintain contact with the Coast Guard Headquarters offices concerned with the Academy Introduction Mission, Recruiting Assistance Program, and other offices as deemed necessary.
- c. In cooperation with other National Departments, develop research projects, designed to provide insight into why Auxiliarists join, remain in and leave the Auxiliary.
- d. Develop and implement a long-range plan designed to increase the number of members in the Auxiliary and to suggest approaches that will maintain the Auxiliary as a viable work force.
- e. Develop joint projects with the Departments of Education, Operations, Vessel Examinations, Training and Public Affairs that will fully utilize their programs as springboards for recruitment of new members.
- f. Identify and maintain a list of prospective members for staff positions at all levels of the Auxiliary and provide candidates as requested by appointing authorities.
- g. Provide opportunity for all Auxiliary members to participate in Auxiliary programs.
- h. Provide supervision and direction to the Division Chiefs of the Department in support of National Executive Committee guidance and priorities.
- i. Ensure that a regular Departmental newsletter is prepared and disseminated through channels down to the flotilla level.
- j. Act as the representative of the National Commodore, if so directed, at graduation exercises at the Coast Guard Academy, the Officer Candidate School of the Reserve Training Center Yorktown and the Training Center Cape May, and present Auxiliary remembrances of gifts as provided in the Standing Rules of the National Board.
- k. The Department Chief shall be assisted in the performance of Departmental responsibilities by the Deputy Department Chief.

DEPUTY DEPARTMENT CHIEF, DC-Pd

The duties of the DEPUTY DEPARTMENT CHIEF shall be as specified in the General Duties Section.

CAREER COUNSELOR DIVISION CHIEF, DVC-PA

In addition to the General Duties, the CHIEF, CAREER COUNSELOR DIVISION, under the immediate supervision of the Chief, Department of Personnel, shall be assigned the following duties:

- a. Develop and maintain a program that embraces all facets of Coast Guard recruiting; namely, the Regular Service, Coast Guard Academy, Reserve and Officer Candidate School. This will include the Academy Introduction Mission (AIM) and the Recruiting Assistance Program (RAP).
- b. Coordinate Auxiliary participation in Coast Guard military recruiting with the Recruiting Division, Coast Guard Headquarters.
- c. Develop greater awareness among Auxiliarists of the Coast Guard military recruiting opportunities in Operations, Public Education, Marine Dealer Visitation and Public Affairs.
- d. Encourage interested Auxiliarists to actively participate in Coast Guard military recruiting.
- e. Assist the Recruiting Division, Coast Guard Headquarters, in the preparation of a standardized formal training program to supplement material taught at National Career Counselor School (NCCS) to increase the knowledge of prospective Auxiliary recruiters of recruiting procedures equivalent to completing Recruiter Training School.
- f. Maintain liaison with the Director of Admissions and the AIM Officer at the Coast Guard Academy.
- g. Plan and supervise the conduct of the Auxiliary National Career Counselor School, to include the development of plans of instruction and lesson plans, coordination with Coast Guard Headquarters, the Coast Guard Academy and area Recruiting Commands concerning funding, scheduling, instructor and facility support and other necessary matters and contact/coordination with the districts affected.
- h. Act as the representative of the National Commodore to the Coast Guard Academy as directed and during AIM Week.
- i. Maintain close communication with Career Counselor Branch Chiefs, Atlantic, Interior and Pacific.
- j. Submit articles for THE INTERCHANGE on a monthly basis and to THE NAVIGATOR as requested by the Chief, Department of Personnel.

CAREER COUNSELOR BRANCH CHIEFS, BC-PAA, BC-PAI and BC-PAP

In addition to the General Duties, the CHIEFS, CAREER COUNSELOR BRANCH (Atlantic, Interior and Pacific), under the immediate supervision of the Chief, Career Counselor Division, shall be assigned the following duties:

- a. Maintain communications with the District Staff Officers-Career Counselor, promoting programs as required.
- b. Keep the District Staff Officers-Career Counselor informed on policies.
- c. Inform the District Staff Officers-Career Counselor of the time and all essential details of Project AIM.
- d. Attend on a scheduled basis, seminars and AIM Week for administration and assistance purposes.
- e. Maintain liaison and coordinate activities with the Recruiting Areas. Assist where and when required.
- f. Support and participate in the Auxiliary National Career Counselor School, to include instruction, administrative support and coordination with the Districts in your Area regarding the selection of attendees and other support as directed by the Chief, Career Counselor Division.

- g. Maintain liaison and coordinate activities with the respective Recruiting Commands and assist their various representatives.
- h. Be prepared to coordinate symposiums pertaining to the Academy in the respective Areas using all resources available.
- i. Inform the District Staff Officers-Career Counselor on implementation of Commandant Instructions dealing with the recruiting effort. A continuous effort should be made on minority recruiting efforts.

ACADEMY INFORMATION BRANCH CHIEF, BC-PAD

In addition to the General Duties, the CHIEF, ACADEMY INFORMATION BRANCH, under the immediate supervision of the Chief, Career Counselor Division, shall be assigned the following duties:

- a. Act as the primary point of contact for Career Counselor Staff Officers to the U.S. Coast Guard Academy Admissions Office.
- b. Work in conjunction with the Academy Admissions staff to coordinate all Auxiliary resources for Academy Admissions Office projects.
- c. Maintain a roster of qualified, trained Auxiliarists to assist the Academy Admissions staff as needed.
- d. Assist in monitoring and tracking AIM participants' progress through the Academy admissions process.
- e. Act as the central clearing point for mailing Academy recruiting information, answering questions and responding to requests for Academy materials from Career Counselor Staff Officers.
- f. Man the Auxiliary "hotline".
- g. Forward necessary reports to proper authority via the appropriate Academy Admissions staff contact.
- h. Perform additional tasks as requested by the Academy Admissions staff.

ACADEMY LIAISON BRANCH CHIEF, BC-PAL

In addition to the General Duties, the CHIEF, ACADEMY LIAISON BRANCH, under the immediate supervision of the Chief, Career Counselor Division, shall be assigned the following duties:

- a. Establish and maintain close coordination with the offices of the Superintendent, Commandant of Cadets, Director of Admissions and the Alumni Association of the Coast Guard Academy.
- b. Coordinate and ensure proper actions are taken with respect to the annual presentation of the Commodore Lagen Project AIM Award of a sword to the 2nd Class Cadet selected for outstanding performance during AIM Week.
- c. Assist the Chief, Career Counselor Division, upon request, by effecting coordination with the Academy on matters pertaining to AIM Week and the National Career Counselor School.
- d. Effect coordination with the Academy concerning official visits by members of the National Executive Committee and the Personnel Department.
- e. Serve as an escort, as requested, for senior Auxiliary personnel on official visits to the Academy.

- f. Serve as the on-site representative for the members of the National Executive Committee and the Personnel Department as directed by the National Commodore, National Vice Commodore-Member Services Directorate or the Chief, Department of Personnel.

CAREER COUNSELOR NEWSLETTER BRANCH CHIEF, BC-PAN

In addition to the General Duties, the CHIEF, CAREER COUNSELOR NEWSLETTER BRANCH, under the immediate supervision of the Chief, Career Counselor Division, shall be assigned the following duties:

- a. Collect all data and current information necessary to disseminate to all Career Counselor Officers, Auxiliaries involved in the Recruitment Assistance Program and graduates of the National Career Counselors Schools.
- b. Prepare monthly issues of a Career Counselor Newsletter and submit to the Chief, Career Counselor Division, and the Chief, Department of Personnel, for approval.
- c. Duplicate and distribute Career Counselor Newsletter to list provided by the Chief, Career Counselor Division.

RECRUITING OFFICE COORDINATION BRANCH CHIEF, BC-PAR

In addition to the General Duties, the CHIEF, RECRUITING OFFICE COORDINATION BRANCH, under the immediate supervision of the Chief, Career Counselor Division, shall be assigned the following duties:

- a. Develop a program to actively involve Auxiliaries at Coast Guard Recruiting Offices nationwide.
- b. Ensure that Auxiliaries who are assisting at Coast Guard Recruiting Offices have sufficient and proper training for the mission.
- c. Maintain a roster of Auxiliaries who are assisting at Coast Guard Recruiting Offices and their locations.
- d. Submit quarterly reports to the Chief, Department of Personnel via the Chief, Career Counselor Division, with copies to the Chiefs, Career Counselor Branch Atlantic, Interior and Pacific, concerning Auxiliary involvement and activities at Coast Guard Recruiting Offices.
- e. Assist the Chiefs, Career Counselor Branch Atlantic, Interior and Pacific, to obtain needed recruiting materials and coordinate the shipment of these materials with the local Coast Guard Recruiting Offices.
- f. Encourage those Auxiliaries who desire to assist at Coast Guard Recruiting Offices to attend the National Career Counselor School.

ACADEMY SUPPORT BRANCH CHIEF, BC-PAS

In addition to the General Duties, the CHIEF, ACADEMY SUPPORT BRANCH, under the immediate supervision of the Chief, Career Counselor Division, shall be assigned the following duties:

- a. Establish a computer-listing program of persons attending AIM Week and the AIO/AIM/RAP Symposium.
- b. Establish and maintain records for rotational training of the people every three years.
- c. Maintain records and coordinate activity for AIMers and Auxiliaries between the Admissions Office, administrative officers and the medical facility.
- d. Assist in the Admissions Office prior to and during AIM Week as directed.

AIM WEEK/NCCS COORDINATION BRANCH CHIEF, BC-PAW

In addition to the General Duties, the CHIEF, AIM WEEK/NCCS COORDINATION BRANCH, under the immediate supervision of the Chief, Career Counselor Division, shall be assigned the following duties:

- a. Send preliminary information to National Career Counselor School and AIM staff regarding housing, meals, requirements, agenda, etc.
- b. Provide input into the National Career Counselor School curriculum to meet the needs of the Career Counselor program. Standardize the curriculum and develop a written course content, including a National Career Counselor School Guide.
- c. Assess the current needs of the National Career Counselor School students to provide meaningful information for their individual use in the Career Counselor program and provide a support system for National Career Counselor School graduates in obtaining current information and materials.
- d. Work with the Academy Admissions Office in a support role in assisting with the AIM program.
- e. Assist in overseeing the day-to-day operations of the National Career Counselor School and AIM Week in the areas of organization, methods, curriculum and activities.
- f. Analyze National Career Counselor School and AIM Week evaluation tools to better meet the needs of the students and improve future schools and AIM programs.

RESOURCES DIVISION CHIEF, DVC-PH

In addition to the General Duties, the CHIEF, RESOURCES DIVISION, under the immediate supervision of the Chief, Department of Personnel, shall be assigned the following duties:

- a. Maintain liaison with the National Executive Committee and district commodores for the development of awards and recognition of members' achievements.
- b. Be responsible for annually providing to the Coast Guard Auxiliary Collection at East Carolina University, a list of members' names and types of meritorious Coast Guard and Auxiliary awards earned.
- c. Be responsible, in conjunction with mission managers, for increasing the opportunities for member involvement in all appropriate Coast Guard and Auxiliary missions.
- d. Develop a system whereby members can be made aware of increased opportunities for mission involvement.
- e. Establish a program for member awareness to demonstrate how daily membership activity can lead to organizational outcomes.
- f. Be responsible for providing examples to the membership showing how individual success is linked to organization success.
- g. Coordinate Auxiliary assistance to the Coast Guard Work/Life Program and supervise Auxiliary involvement in the Program.
- h. Review and recommend expansion of the Personnel Awards Programs.
- i. Submit articles for THE INTERCHANGE on a regular basis and to THE NAVIGATOR as requested by the Chief, Department of Personnel.

AWARDS BRANCH CHIEF, BC-PHA

In addition to the General Duties, the CHIEF, AWARDS BRANCH, under the immediate supervision of the Chief, Resources Division, shall be assigned the following duties:

- a. Maintain liaison with the National Executive Committee and District Awards Committee Chairpersons to insure that deserving members receive appropriate reward and recognition.
- b. Keep the Chief, Public Affairs Department, informed about awards involving extraordinary valor or risk of life to a member.
- c. Annually, provide to the Coast Guard Auxiliary Collection at East Carolina University, a list of members' names and types of meritorious Coast Guard and Auxiliary awards earned.
- d. Be responsible for the development and dissemination of material to assist the membership to understand how daily membership activity and individual success is related to organizational outcomes and success.
- e. Submit articles for THE INTERCHANGE on a regular basis and to THE NAVIGATOR as requested by the Chief, Department of Personnel.

AWARDS BRANCH CHIEF, BC-PHA

In addition to the General Duties, the ASSISTANT, AWARDS BRANCH, under the immediate supervision of the Chief, Awards Branch, shall be assigned the following duties:

- a) Be responsible for the development and dissemination of material to assist the membership to understand how daily membership activity and individual success is related to organizational outcomes and success.
- b) Submit articles for THE INTERCHANGE on a regular basis and to THE NAVIGATOR as requested by the Chief, Department of Personnel.

FAMILY PROGRAMS BRANCH CHIEF, BC-PHF

In addition to the General Duties, the CHIEF, FAMILY PROGRAMS BRANCH, under the immediate supervision of the Chief, Resources Division, shall be assigned the following duties:

- a. Develop and coordinate the Auxiliary Ombudsman Program
- b. Develop new programs that will benefit the member or the members' family
- c. Maintain a relationship with the Coast Guard in relation to Family and Ombudsman Programs
- d. Submit articles for THE INTERCHANGE on a regular basis and to THE NAVIGATOR as requested by the Chief, Department of Personnel.

FAMILY PROGRAMS BRANCH CHIEF, BA-PHF

In addition to the General Duties, the ASSISTANT, FAMILY PROGRAMS BRANCH, under the immediate supervision of the Chief, Family Programs Branch, shall be assigned the following duties:

- a) Assist the Chief, Family Programs Branch, with the administration of the Ombudsman and other programs.
- b) Submit articles for THE INTERCHANGE on a regular basis and to THE NAVIGATOR as requested by the Chief, Department of Personnel.

INTERCHANGE BRANCH CHIEF, BC-PFI

In addition to the General Duties, the CHIEF, INTERCHANGE BRANCH, under the immediate supervision of the Chief, Resources Division, shall be assigned the following duties:

- a. Shall be Editor of the Personnel Department newsletter known as THE INTERCHANGE and be responsible for its publication on a monthly basis. As such, the Branch Chief Interchange shall review and edit articles for publication that have been submitted through the chain of leadership and management.

STATISTICS BRANCH CHIEF, BC-PHS

In addition to the General Duties, the CHIEF, STATISTICS BRANCH, under the immediate supervision of the Chief, Resources Division, shall be assigned the following duties:

- a. Develop, edit, produce and analyze up-to-date member information based on empirical data gathered from periodical surveys of the Auxiliary membership including, but not limited to, the New Member Survey, Annual Membership Survey, Member Interest/Capabilities Survey, Disenrollment Survey and demographic surveys designed to describe the membership of the Auxiliary.
- b. Using appropriate and generally accepted methods of statistical analysis, validation, standard deviation, etc., produce an annual narrative report, including charts, graphs, pictures and other viable data formats which provide elected leaders, Coast Guard Officers and government officials with a valid picture of the Auxiliary.
- c. Develop a computer-based recruiting and retention information management system that tracks and analyzes recruiting and retention issues, problems, solutions and effectiveness.
- d. Provide written and oral statistical report presentations to members of the National Staff, Coast Guard and other government officials.
- e. Provide periodic summary to the Chiefs, Recruiting and Retention Divisions, which describes trends, problems, solutions, goals, objectives and demographic information about the personnel in the assigned Districts.
- f. Submit original articles for publication in "THE INTERCHANGE" through the chain of leadership and management to the Chief, Department of Personnel.

RECRUITING DIVISION CHIEF, DVC-PR

In addition to the General Duties, the CHIEF, RECRUITING DIVISION, under the immediate supervision of the Chief, Department of Personnel, shall be assigned the following duties:

- a. Assume National staff responsibility for all matters relating to membership recruiting.
- b. Be responsible for coordinating and integrating the recruiting programs so that all members will receive the same complete and up-to-date information.
- c. Maintain effective communications with the District Staff Officers-Personnel Services, through the appropriate Branch Chiefs, regarding problems and activities requiring staff direction and advice.

- d. Issue growth memorandums and bulletins to the District Staff Officers-Personnel Services, as needed, to keep the staff fully informed of member resource activities, plans and programs promulgated at the National level. Follow up as needed with monthly phone conversations.
- e. Supervise National programs designed to further the growth of the Auxiliary through the formation of new units and the enrollment of new members.
- f. Be responsible for the timely issuance of and results tabulation for all surveys effecting member satisfaction.
- g. Be responsible for the update of all recruitment publications.
- h. Submit articles for THE INTERCHANGE on a regular basis and for THE NAVIGATOR as requested by the Chief, Department of Personnel.

COAST GUARD BRANCH CHIEF, BC-PRC

In addition to the General Duties, the CHIEF, COAST GUARD BRANCH, under the immediate supervision of the Chief, Recruiting, shall be assigned the following duties:

- a. Develop a standardized program for contacting and inviting current and retired members of the Coast Guard to join the Auxiliary.
- b. Provide on-going liaison in each District with separation programs such as the Transition Assistance Program (TAP) to ensure inclusion of and support for Auxiliary membership.
- c. Working with DC-A, provide articles for publications distributed to active duty, reserve and retired Coast Guard personnel which support positive examples of the advantage of the Auxiliary.
- d. Support recruiting regular and reserve personnel from other military and support organizations.
- e. Provide a monthly summary to the Chief, Recruiting Division, which describe trends, problems, solutions, goals, objectives, and demographic information about the personnel in the assigned Districts.

RECRUITING BRANCH CHIEF, BC-PRA, BC-PRI, BC-PRP

In addition to the General Duties, the CHIEFS, RECRUITING BRANCH (Atlantic East, Atlantic West, Pacific), under the immediate supervision of the Chief, Recruiting Division, shall be assigned the following duties:

- a. Ensure that District Staff Officers for Personnel Services are provided proper information necessary to perform their duties in an effective and businesslike manner.
- b. Work continuously to maintain knowledge of current resources on Recruiting initiatives and processes
- c. Maintain close communications with the District Staff Officers for Personnel Services through the use of e-mail, telephone and/or written communications
- d. Assist in the resolution of problem areas including, but not limited to, prospective member leads.
- e. The Branch Chief - Recruiting (Atlantic East), BC-PRA, shall communicate directly with the District Staff Officers for Personnel Services in District 1NR, 1SR, 5NR, 5SR and 7.
- f. The Branch Chief – Recruiting (Atlantic West), BC-PRI, shall communicate directly with the District Staff

Officer for Personnel Services in District 8CR, 8ER, 8WR, 9CR, 9ER and 9WR.

- g. The Branch Chief - Recruiting (Pacific), BC-PRP, shall communicate directly with the District Staff Officers for Personnel Services in District 11NR, 11SR, 13, 14 and 17.

RECRUITING PROCESS BRANCH CHIEF, BC-PRX

In addition to the General Duties, the CHIEF, RECRUITING PROCESS BRANCH, under the immediate supervision of the Chief, Recruiting, shall be assigned the following duties:

- a) Analyze the process whereby prospective member leads are processed and monitor effectiveness.
- b) Assist with prospective member lead forwarding as necessary

EXTERNAL BRANCH CHIEF, BC-PRE

In addition to the General Duties, the CHIEF, EXTERNAL BRANCH, under the immediate supervision of the Chief, Recruiting, shall be assigned the following duties:

- a) Process prospective member leads
- b) Monitor effectiveness of the program
- c) Manually handle any leads that may require it
- d) Maintain communication with the BC-PRA, BC-PRI and BC-PRP for problem resolution
- e) Maintain regular contact with District Staff Officers for Personnel Services as it relates to prospective member lead completion

EXTERNAL BRANCH ASSISTANT, BA-PRE

In addition to the General Duties, the ASSISTANT, EXTERNAL BRANCH, under the immediate supervision of the Chief, External Branch, shall be assigned the following duties:

- f) Process prospective member leads
- g) Manually handle any leads that may require it
- h) Maintain regular contact with District Staff Officers for Personnel Services as it relates to prospective member lead completion

DATABASE BRANCH CHIEF, BC-PRD

In addition to the General Duties, the CHIEF, DATABASE BRANCH, under the immediate supervision of the Chief, Recruiting, shall be assigned the following duties:

- a) Develop, modernize and maintain the computer program that handles automatic processing of prospective member leads
- b) Monitor effectiveness of the program
- c) Manually handle any leads that may require it
- d) Maintain communication with the BC-PRE for problem resolution

- e) Maintain regular contact with National Department of Information Technology as it relates to prospective member lead completion

RETENTION DIVISION CHIEF, DVC-PK

In addition to the General Duties, the CHIEF, RETENTION DIVISION, under the immediate supervision of the Chief, Department of Personnel, shall be assigned the following duties:

- a) Assume National staff responsibility for all matters relating to membership retention.
- b) Be responsible for coordinating and integrating the retention program so that all members will receive the same complete and up-to-date information.
- c) Maintain effective communications with the District Staff Officers-Personnel Services, regarding problems and activities requiring staff direction and advice.
- d) Supervise National programs designed to further the growth of the Auxiliary through the retention of existing members.
- e) Be responsible for the update of all retention publications.
- f) Submit articles for THE INTERCHANGE on a regular basis and for THE NAVIGATOR as requested by the Chief, Department of Personnel.

MEMBER BENEFITS BRANCH CHIEF, BC-PKB

In addition to the General Duties, the CHIEF, MEMBER BENEFITS BRANCH, under the immediate supervision of the Chief, Retention, shall be assigned the following duties:

- a) Maintain a listing of available benefits available to the member and answer questions about use of same
- b) Develop new benefits for the member
- c) Assist Personnel Department WebMaster in maintaining a portion of the web site that lists benefits
- d) Maintain communication with the Coast Guard MWR and HR Departments
- e) Submit articles for THE INTERCHANGE on a regular basis and for THE NAVIGATOR as requested by the Chief, Department of Personnel

FELLOWSHIP BRANCH CHIEF, BC-PKF

In addition to the General Duties, the CHIEF, FELLOWSHIP BRANCH, under the immediate supervision of the Chief, Retention, shall be assigned the following duties:

- a) Create opportunities for Fellowship for the members
- b) Assist Personnel Department WebMaster in maintaining a portion of the web site
- c) Submit articles for THE INTERCHANGE on a regular basis and for THE NAVIGATOR as requested by the Chief, Department of Personnel

SPECIAL PROJECTS BRANCH CHIEF, BC-PKS

In addition to the General Duties, the CHIEF, SPECIAL PROJECTS BRANCH, under the immediate supervision of the

Chief, Retention, shall be assigned the following duties:

- a) Create and maintain a system whereby a Welcome Letter from NACO is sent to each new member
- b) Analyze effectiveness of program
- c) Maintain communication with the National Information Technology Department for access to AUXDATA.

WELLNESS BRANCH CHIEF, BC-PKW

In addition to the General Duties, the CHIEF, WELLNESS BRANCH, under the immediate supervision of the Chief, Retention, shall be assigned the following duties:

- a) Assist with the development of a long term retention program
- b) Develop programs that assist with members wellness such as Critical Incident Stress Debriefing (CISD) or other such programs as needed
- c) Assist Personnel Department WebMaster in maintaining a portion of the web site that lists benefits
- d) Maintain communication with the Coast Guard MWR and HR Departments
- e) Submit articles for THE INTERCHANGE on a regular basis and for THE NAVIGATOR as requested by the Chief, Department of Personnel

STAFFING DIVISION CHIEF, DVC-PS

In addition to the General Duties, the CHIEF, STAFFING DIVISION, under the immediate supervision of the Chief, Department of Personnel, shall be assigned the following duties:

- a. Develop and maintain procedures for receipt and acknowledgment of applications and maintain a summarized computer database of applicants.
- b. Process data from applications. Maintain a control and locator file and respond to special requests.
- c. Review applicant file on an annual basis to determine active and inactive status.
- d. Provide annual listing of active applicants to each Department Chief at NACON.
- e. Answer requests for applications and questions regarding the application procedure.
- f. Advertise position openings in the Help Want section of the web page. Department Chiefs to forward requests to advertise open positions and time frame for submission of applications.
- g. Prepare statistical analyses as requested by the Chief, Department of Personnel.
- h. Submit articles for THE INTERCHANGE and to THE NAVIGATOR as requested.

PLACEMENT BRANCH CHIEF, BC-PSP

In addition to the General Duties, the CHIEF, PLACEMENT BRANCH, under the immediate supervision of the Chief, Staffing Division, shall be assigned the following duties:

- a. Utilize the current Staff Duties as outlined in the National Program to develop a list of desired/required skills, occupations, hobbies and qualifications necessary to effectively perform the job.
- b. Prepare and maintain an inventory of individual member's skills as reported by the member.
- c. Align member skills as reported by the member to opportunities available and provide this information to interested Department Chiefs, when requested.
- d. Update and maintain a list of open National staff positions as reported by Department Chiefs.
- e. Maintain files of applications and resumes in active and inactive status by file number.

AUXILIARY UNIFORM DIVISION CHIEF, DVC-PX

In addition to the General Duties, the CHIEF, AUXILIARY UNIFORM DIVISION, under the immediate supervision of the Chief, Department of Personnel, shall be assigned the following duties:

- a. Develop and disseminate procedures for Auxiliaries to order uniform garments from the Uniform Distribution Center Cape May, commercial sources and NAIA exchanges. Provide follow-up assistance with suppliers (except the Uniform Distribution Center).
- b. Advise all division captains and flotilla commanders of price changes affecting men's and women's uniforms and new and revised ordering procedures.
- c. Keep Auxiliaries advised through the Auxiliary Uniform Hot Line and Auxiliary Bulletin Board of changes in the uniforms and insignia authorized for Auxiliaries.
- d. Resolve any problems or misunderstandings with commercial sources or NAFA Exchanges that result from orders of uniforms.
- e. Review, update and disseminate the Auxiliary Uniform Procurement Guide annually.
- f. Assist Auxiliaries who require special measure uniforms, including shirts, that cannot be fitted with the Coast Guard uniforms in stock at the Uniform Distribution Center Cape May.
- g. Assist in the development of the Auxiliary Uniform and Award Manual.
- h. Identify new sources of supply of commercial companies and NAFA exchanges, of men's and women's uniforms that will accept direct mail orders from Auxiliaries.
- i. Submit articles for THE INTERCHANGE on a regular basis and to THE NAVIGATOR as requested by the Chief, Department of Personnel.

UNIFORM LIAISON/UNIFORM DISTRIBUTION CENTER CAPE MAY BRANCH CHIEF, BC-PXL

In addition to the General Duties, the CHIEF, UNIFORM LIAISON/UNIFORM DISTRIBUTION CENTER CAPE MAY BRANCH, under the immediate supervision of the Chief, Auxiliary Uniform Division, shall be assigned the following duties:

- a. Resolve any problems or misunderstandings resulting from orders or deliveries of uniform items to Auxiliaries from the Uniform Distribution Center Cape May.
- b. Keep close contact with the Uniform Distribution Center Cape May and pass on to the Chief, Auxiliary

Uniform Division, any pertinent information that should be passed on to the membership.

SUPPORT BRANCH CHIEF, BC-PXS

In addition to the General Duties, the CHIEF, SUPPORT BRANCH, under the immediate supervision of the Chief, Auxiliary Uniform Division, shall be assigned the following duties:

- a. Assist in the development and publication of the annual Uniform Procurement Guide.
- b. Assist in the development and publication of the Auxiliary Uniform Hotline, as requested, to ensure that the membership is informed about uniform changes.
- c. Submit articles on Auxiliary uniform procurement matters for publication in MATERIAL FACTS and THE NAVIGATOR on a regular basis to the Chief, Auxiliary Uniform Division.
- d. Establish a database of the Uniform Division procurement files.

PROTOCOL BRANCH CHIEF, BC-PXP

In addition to the General Duties, the CHIEF, PROTOCOL BRANCH, under the immediate supervision of the Chief, Auxiliary Uniform Division, shall be assigned the following duties:

- a. Develop and maintain guidelines for proper observance of protocol as it relates to Auxiliary duties.
- b. Provide guidelines for proper conduct at ceremonial events.
- c. Submit articles for THE INTERCHANGE on a regular basis and to THE NAVIGATOR as requested by the Chief, Department of Personnel.

DIVERSITY MANAGEMENT DIVISION CHIEF, DVC-PD

In addition to the General Duties, the CHIEF, DIVERSITY MANAGEMENT DIVISION, under the immediate supervision of the Chief, Department of Personnel, shall be assigned the following duties:

- a. Assume National responsibilities for all matters relating to Diversity Management. As National Diversity Advisor, there are Diversity matters which are not necessary to communicate through the Department Chief - Personnel (DC-P). These include, but may not be limited to - Communicating with the National Commodore (NACO), the National Vice Commodore - Chief of Staff (NAVCO-COS), the National Directorate Commodore - Member Services (NADCO-MS), and the Diversity Advisory Council (DAC).
- b. Ensure that the National Diversity policies established by the National Commodore and the National Board are effectively executed and in compliance with the policies of the United States Coast Guard.
- c. Maintain and update the Auxiliary's Strategic Plan for Managing Diversity as a living document.
- d. Submit progress reports and proposed additions to the plan to each National Executive Committee meeting and National Board meeting
- e. Work continuously to maintain knowledge of current resources and readings on Diversity and Managing Diversity initiatives and processes.
- f. Ensure via Branch Chief's, that District Diversity Advisors are provided with proper information necessary to perform their duties in an effective and businesslike manner.

- g. Participate in the planning and execution of seminars, workshops, forums and other panel discussions at national meetings, at National Training Schools and at other meetings as may be directed by the National Commodore.
- h. Effect direct communication with the District Commodores via the appropriate National Vice Commodores.
- i. Submit articles to the Navigator, to keep the membership informed of important developments and "Best Practices" in diversity from throughout the country.
- j. Maintain close communications with Diversity Management Branch Chiefs, Atlantic, Interior and Pacific.
- k. As custodian of all records, minutes, books, documents and correspondence, deliver same to your successor upon relief of your duties. Ensure that appropriate historical copies are forwarded to the Auxiliary Historian.

DIVERSITY MANAGEMENT BRANCH CHIEF, BC-PDA, BC-PDI, BC-PDP

In addition to the General Duties, the CHIEFS, DIVERSITY MANAGEMENT BRANCH (Atlantic East, Atlantic West, Pacific), under the immediate supervision of the Chief, Diversity Management Division, shall be assigned the following duties:

- a) Assume Area responsibility for all matters relating to Diversity Management.
- b) Ensure that the national diversity policies established by the National Commodore and the National Board are effectively executed and in compliance with the policies of the United States Coast Guard.
- c) Submit monthly progress reports and proposed additions to the Division Chief - Diversity Management, DVC-PD.
- d) Work continuously to maintain knowledge of current resources and readings on Diversity and Managing Diversity initiatives and processes.
- e) Ensure that District Diversity Advisors are provided proper information necessary to perform their duties in an effective and businesslike manner.
- f) Maintain close communications with the District Diversity Advisors through the use of e-mail, telephone and/or written communications
- g) The Branch Chief - Diversity Management (Atlantic East), BC-PDA, shall communicate directly with the District Diversity Advisors in District 1NR, 1SR, 5NR, 5SR and 7.
- h) The Branch Chief - Diversity Management (Atlantic West), BC-PDI, shall communicate directly with the District Diversity Advisors in District 8CR, 8ER, 8WR, 9CR, 9ER and 9WR.
- i) The Branch Chief - Diversity Management (Pacific), BC-PDP, shall communicate directly with the District Diversity Advisors in District 11NR, 11SR, 13, 14 and 17.
- j) As custodian of all records, minutes, books, documents and correspondence, deliver same to your successor upon relief of duties. Ensure that appropriate historical copies are forwarded via the Division Chief - Diversity Management, DVC-PD to the Auxiliary Historian.

DIVERSITY MANAGEMENT BRANCH ASSISTANT, BA-PDA

In addition to the General Duties, the ASSISTANT, DIVERSITY MANAGEMENT BRANCH (Atlantic East), under the immediate supervision of the Chief, Diversity Management Branch (Atlantic East), shall be assigned the following duties:

- a) Work continuously to maintain knowledge of current resources and readings on Diversity and Managing Diversity initiatives and processes.
- b) Ensure that District Diversity Advisors are provided proper information necessary to perform their duties in an effective and businesslike manner.
- c) Maintain close communications with the District Diversity Advisors through the use of e-mail, telephone and/or written communications

DEVELOPMENT DIVISION CHIEF, DVC-PC

In addition to the General Duties, the CHIEF, DEVELOPMENT DIVISION, under the immediate supervision of the Chief, Department of Personnel, shall be assigned the following duties:

- a) Assume National staff responsibility for developing new techniques, programs and professional development for Personnel Services officers.
- b) Review, maintain and create (where necessary) publications as they relate to the work of the Personnel Department.
- c) Explore and recommend new delivery methods for programs of the Personnel Department.
- d) Be responsible for the update of all Personnel Department publications at ANSC.
- e) Submit articles for THE INTERCHANGE on a regular basis and for THE NAVIGATOR as requested by the Chief, Department of Personnel.

COACHING BRANCH CHIEF, BC-PCC

In addition to the General Duties, the CHIEF, COACHING BRANCH, under the immediate supervision of the Chief, Development, shall be assigned the following duties:

- a) Develop guidelines for a system of coaching for members
- b) Execute a coaching system in an appropriate fashion and monitor effectiveness
- c) Assist Personnel Department WebMaster in maintaining a portion of the web site
- d) Submit articles for THE INTERCHANGE on a regular basis and for THE NAVIGATOR as requested by the Chief, Department of Personnel

DELIVERY BRANCH CHIEF, BC-PCD

In addition to the General Duties, the CHIEF, DELIVERY BRANCH, under the immediate supervision of the Chief, Development, shall be assigned the following duties:

- a) Explore, recommend and maintain systems for delivery of professional development to Personnel Services officers

- b) Assist Personnel Department WebMaster in maintaining a portion of the web site
- c) Monitor effectiveness of delivery systems
- d) Maintain contact with National Information Technology Department

PROFESSIONAL DEVELOPMENT BRANCH CHIEF, BC-PCP

In addition to the General Duties, the CHIEF, PROFESSIONAL DEVELOPMENT BRANCH, under the immediate supervision of the Chief, Development, shall be assigned the following duties:

- a) Develop and maintain programs to assist in the professional development of Personnel Services officers. Such programs will be focused on personal development of the PS officer in the fields of recruitment, retention, professionalism, benefits or other discipline effecting membership growth or status.
- b) Analyze effectiveness of program

PROGRAMS BRANCH CHIEF, BC-PCT

In addition to the General Duties, the CHIEF, PROGRAMS BRANCH, under the immediate supervision of the Chief, Development, shall be assigned the following duties:

- a) Develop programs directly related to recruiting or retention that may be used by Personnel Services officers in augmenting their local programs
- b) Analyze effectiveness of programs and recommend alterations if necessary
- c) Assist Personnel Department WebMaster in maintaining a portion of the web site
- d) Submit articles for THE INTERCHANGE on a regular basis and for THE NAVIGATOR as requested by the Chief, Department of Personnel

PUBLICATIONS BRANCH CHIEF, BC-PCM

In addition to the General Duties, the CHIEF, PUBLICATIONS BRANCH, under the immediate supervision of the Chief, Development, shall be assigned the following duties:

- e) Review and monitor all existing Personnel Department publications at ANSC for currency and usefulness. R
- f) Recommend changes when necessary
- g) Submit articles for THE INTERCHANGE on a regular basis and for THE NAVIGATOR as requested by the Chief, Department of Personnel related to the status of publications

PERSONNEL WEB SITE BRANCH CHIEF, BC-PCW

In addition to the General Duties, the CHIEF, WEB BRANCH, under the immediate supervision of the Chief, Development Division, shall be assigned the following duties:

- a) Update approved information to the Personnel Department web page, including information for members, department newsletter, new ideas for recruiting, information on awards, uniforms, etc.

- b) Provide interesting and motivating information.
- c) Direct membership inquiries from the web page via e-mail to the appropriate Auxiliary unit.
- d) Maintain security for the passwords for access to the site
- e) Comply with such national guidelines as are in effect for web site communications

PERSONNEL WEB SITE BRANCH ASSISTANT, BA-PCW

In addition to the General Duties, the ASSISTANT, PERSONNEL WEB SITE BRANCH, under the immediate supervision of the Chief, Development Division, shall be assigned the following duties:

- a. Assist with the development and maintenance of the Personnel Department Web Site
- b. Maintain security for the passwords for access to the site
- c. Comply with such national guidelines as are in effect for web site communications