



# United States Coast Guard Auxiliary

## *Recreational Boating Safety Affairs Department*

### **JOB DESCRIPTIONS**

#### **DIRECTOR – RECREATIONAL BOATING SAFETY AFFAIRS DEPARTMENT (DIR-B)**

**Mission:** The Auxiliary National Director – Recreational Boating Safety Affairs Department (DIR-B), under the general direction of the National Commodore and/or Vice Commodore, as well as under the immediate direction of the Assistant National Commodore for Operations Policy and Resources (ANACO-PR), and with the program guidance of the U.S. Coast Guard Office of Boating Safety, and in coordination with the U.S. Coast Guard Auxiliary’s Directorate of Recreational Boating Safety, provides assistance to Coast Guard units, Auxiliary national departments, and Auxiliary district organizations in their efforts to promote and support recreational boating safety programs, and aids in developing and executing Auxiliary recreational boating safety affairs policy.

**Functions:** Under the general direction and supervision of the ANACO-PR, the DIR-B shall:

- a. 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.
- b. Establish and maintain partnerships with federal, state, territorial, and local community agencies and organizations through the direction of the department’s States Division personnel.
- c. Liaise with all concerned boating organizations, report on their meetings, and recommend

Auxiliary actions to ANACO-PR through the direction of the department's Liaison Division personnel.

- d. Provide informational and financial resource opportunities for the national membership through the use of newsletters, web pages, and grants through the direction of the department's Resources Division personnel.
- e. Work with the Directors for Education and Vessel Examinations to provide expertise in liaison, state, and/or resource services in support of the total Auxiliary RBS program goals.
- f. Mentor, train and develop the deputy director to be prepared to assume the director position as so may be directed.
- g. Ensure that departmental staff's questions are answered promptly through efficient management of staff communications.
- h. Ensure that all department 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.

## **DEPUTY DIRECTOR – RECREATIONAL BOATING SAFETY AFFAIRS DEPARTMENT (DIR-Bd)**

**Mission:** The Auxiliary National Deputy Director – Recreational Boating Safety Affairs Department (DIR-Bd), under the direction of the Director – Recreational Boating Safety Affairs (DIR-B), and with guidance from the Assistant National Commodore for Operations Policy and Resources (ANACO-PR), and with the program guidance of the U.S. Coast Guard Office of Boating Safety, and in coordination with the U.S. Coast Guard Auxiliary’s Directorate of Recreational Boating Safety, provides assistance to Coast Guard units, Auxiliary national departments, 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, the DIR-Bd shall:

- a. Direct supervision of one or more Division Chiefs within the department under the auspices of the Director.
- b. Supervise special projects and report efforts for the director as requested.
- c. Mentor, train, and develop division chiefs to be prepared to take over the deputy director position as needed.
- d. Ensure that department staff’s questions are answered promptly through efficient management of staff communications.
- e. 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.

## Departmental Support Team

### DOCUMENT BRANCH CHIEF (BC-BRD)

**Mission:** The Chief, Document Branch – Recreational Boating Safety Affairs Department (BC-BRD), under the direction of the Deputy Director – Recreational Boating Safety Affairs (DIR-Bd), provides assistance to Coast Guard units, Auxiliary national departments, and Auxiliary district organizations in their efforts to promote and support recreational boating safety programs. The Chief, Document Branch has overall responsibility for Recreational Boating Safety Affairs Department documentation.

**Functions:** Under the general direction and supervision of the DIR-Bd the BC-BRD shall:

- a. Examine all RBS Affairs departmental documents during the first quarter of each year and solicit updates from Division Chiefs as needed.
- b. Assist all RBS Affairs Department staff officers in document formatting and design as requested.
- c. Update and maintain the *RBS Affairs Department Organization Chart* as needed.
- d. Update the *Auxiliary Directory of Services* during the first quarter of each year using input provided from Auxiliary national department Directors.
- e. Provide support to the Division's Newsletter Branch Chief (BC-BRN) as needed to ensure timely release of *WAVES*.
- f. Develop and maintain logo and other graphics as needed by the RBS Affairs Department.
- g. Assist the Division's Electronic Communication Branch Chief (BC-BRI) to ensure that all needed publications are available for posting on the RBS Affairs Department's website. Ensure that all web postings are the latest versions available and recommend that obsolete versions be removed.
- h. Ensure that projects and tasks are completed in a timely manner and are effectively tracked. Keep the Deputy Director apprised of project status and other issues.
- i. Project/staff work will be considered complete when the DIR-Bd has approved the project in writing, and it has been documented as such.

## **GRANTS BRANCH CHIEF (BC-BRG)**

**Mission:** The Chief, Grants Branch – Recreational Boating Safety Affairs Department (BC-BRD), under the direction of the Deputy Director – Recreational Boating Safety Affairs (DIR-Bd), provides assistance to Coast Guard units, Auxiliary national departments, and Auxiliary district organizations in their efforts to promote and support recreational boating safety programs. The Chief, Grants Branch has overall responsibility for the Recreational Boating Safety Affairs Department grants efforts, and grant application procedures for Auxiliary units.

**Functions:** Under the general direction and supervision of the DIR-Bd the BC-BRG shall:

- a. Write detailed grant application procedures for Auxiliary units, with clear instructions for how to submit the applications directly to the sponsoring organizations. The BC-BRG must follow up and send “tracking” messages to remind members of grant opportunities and approaching deadlines.
- b. Develop internal marketing materials with the assistance of the DIR-Bd to encourage more Auxiliary units to submit grant applications.
- c. Be in contact with various grantors to track how many Auxiliary unit applications are submitted.
- d. Be available to answer questions from units on grant processes and applications and provide spreadsheet summary application reports to the DIR-Bd.
- e. Be available to assist units in following grant administration procedures after grant award.
- f. Research additional organizations that are eligible to offer grants and make recommendations for further research to the DIR-Bd.
- g. Ensure that projects and tasks are completed in a timely manner and are effectively tracked. Keep the Deputy Director apprised of project status and other issues.
- h. Project/staff work is considered completed as evidenced by documented email correspondence to that effect from the DIR-Bd.

## **ELECTRONIC COMMUNICATIONS BRANCH CHIEF (BC-BRI)**

**Mission:** The Chief, Electronic Communications Branch – Recreational Boating Safety Affairs Department (BC-BRD), under the direction of the Deputy Director – Recreational Boating Safety Affairs (DIR-Bd), provides assistance to Coast Guard units, Auxiliary national departments, 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 Affairs Department electronic communication and general web development.

**Functions:** Under the general direction and supervision of the DIR-Bd the BC-BRI shall:

- a. Design/re-design and keep the Department’s website current, reflecting modern web design standards consistent with I Department guidelines.
- b. Establish on-going communication with the Information Department regarding electronic communications.
- c. Create or edit postings for the RBS Affairs, Coast Guard Auxiliary Association, and public portions of the National website.
- d. Select entries from the B Department website for posting to the public portion of the national Auxiliary website.
- e. Keep the RBS Affairs Deputy Director informed about communications technology issues.
- f. Ensure that projects and tasks are tracked effectively and completed in a timely manner. Keep the Deputy Director apprised of project status.
- g. Project/staff work is considered completed as evidenced by documented email correspondence to that effect from the DIR-Bd.

## **NEWSLETTER BRANCH CHIEF (BC-BRN)**

**Mission:** The Chief, Newsletter Branch – Recreational Boating Safety Affairs Department (BC-BRD), under the direction of the Deputy Director – Recreational Boating Safety Affairs (DIR-Bd), provides assistance to Coast Guard units, Auxiliary national departments, and Auxiliary district organizations in their efforts to promote and support recreational boating safety programs. The Chief, Newsletter Branch has overall responsibility for the Recreational Boating Safety Affairs Department newsletter.

**Functions:** Under the general direction and supervision of the DIR-Bd the BC-BRN shall:

- a. Edit and publish the RBS Affairs Department newsletter.
- b. Establish a production schedule for article contribution.
- c. Prior to publishing, review the newsletter with the Director for RBS Affairs.
- d. 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.
- e. Project/staff work is considered completed as evidenced by documented email correspondence to that effect from the DIR-Bd.

## **Liaison Division**

### **RBS AFFAIRS LIAISON DIVISION CHIEF (DVC-BL)**

**Mission:** The Chief, RBS Affairs Liaison Division – Recreational Boating Safety Affairs Department (DVC-BL), under the direction of the Deputy Director – Recreational Boating Safety Affairs (DIR-Bd), provides assistance to Coast Guard units, Auxiliary national departments, and Auxiliary district organizations in their efforts to promote and support recreational boating safety programs. The Chief, RBS Affairs Liaison Division has the overall responsibility for the Recreational Boating Safety Affairs 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 the DVC-BL shall:

- a. Understand the role of various organizations involved in RBS and use their expertise to further the aims of the Auxiliary and the Coast Guard.
- b. Coordinate Auxiliary actions as they apply to external RBS organizations and keep the Department and Deputy Chief advised of all developments and actions status on a monthly basis.
- c. Coordinate information with appropriate officers within both the department 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.
- d. Be responsible for exchanging applicable information with various organizations involved with recreational boating safety.
- e. Liaise with ex-officio B Dept. member (ANACO) in the partnership organizations as assigned by DIR-B or DIR-Bd.
- f. Understand and apply the protocols involved in informing the Auxiliary leadership and membership at all levels about the various alliances/MOUs with partnership organizations. Recognize that drafting and implementing an alliance/MOU must be coordinated with other departments such as Public Affairs, RBSVP, Education, and Training.
- g. Read and understand the most current national directions documents and the concepts of accountability and completed staff work as it relates to this position.
- h. Mentor, train and develop Branch Chiefs to be prepared in taking over the Division Chief position at any time as so directed.
- i. Ensure that all divisional staff questions are answered promptly through efficient



management of staff communications.

- j. 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.

## **U.S. ARMY CORPS OF ENGINEERS BRANCH CHIEF (BC-BLA)**

**Mission:** The Chief, U.S. Army Corps of Engineers Branch – Recreational Boating Safety Affairs Department (BC-BLA), under the direction of the Liaison Division Chief– Recreational Boating Safety Affairs (DVC-BL), provides assistance to Coast Guard units, Auxiliary national departments, and Auxiliary district organizations in their efforts to promote and support recreational boating safety programs. The Chief, U.S. Army Corps of Engineers Branch has overall responsibility for direct liaison with the U.S. Army Corps of Engineers.

**Functions:** Under the general direction and supervision of the DVC-BL the BC-BLA shall:

- a. Establish and maintain a close working relationship with the designated representative of the USACE as outlined in the current Memorandum of Understanding (MOU).
- b. Work closely with the Division Chief at least semi-annually to develop and manage a plan to promote the provisions of the MOU at all applicable levels of the Coast Guard Auxiliary.
- c. Provide timely communications to the Division Chief informing him of any developments between the Auxiliary and the USACE. Provide informative feedback regarding any developments with the USACE and facilitate effective communications.
- d. 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 USACE, as defined by the Division Chief. Recognize that informing the Auxiliary leadership and membership at various levels must be coordinated with other departments such as Public Affairs, Education, Vessel Examinations, and Training. The chain of management and leadership shall be adhered to, consulting often with the Division Chief.
- e. Project/staff work is considered completed as evidenced by documented email correspondence to that effect from the Division Chief.

## **BOATU.S. BRANCH CHIEF (BC-BLB)**

**Mission:** The Chief, U.S. Boat U.S Branch – Recreational Boating Safety Affairs Department (BC-BLB), under the direction of the Liaison Division Chief– Recreational Boating Safety Affairs (DVC-BL), provides assistance to Coast Guard units, Auxiliary national departments, and Auxiliary district organizations in their efforts to promote and support recreational boating safety programs. The Chief, BoatU.S. Branch has overall responsibility for direct liaison with BoatU.S.

**Functions:** Under the general direction and supervision of the DVC-BL the BC-BLB shall:

- a. Establish and maintain a close working relationship with the designated representative of BoatU.S. as outlined in the current Memorandum of Understanding (MOU).
- b. Be responsible for seeking new and better ways to work with that organization in concert with Auxiliary goals and missions.
- c. Provide timely communications and informative feedback to the Division Chief informing him of any developments between the Auxiliary and that organization.
- d. Upon consultation with Division Chief, be responsible for coordinating revisions to the existing alliance with BoatUS Foundation as needed.
- e. Understand and apply the protocols involved in informing the Auxiliary leadership and membership at all levels about the various alliances/MOUs with partnership organizations, as defined by the DVC-BL. Recognize that drafting and implementing an alliance/MOU must be coordinated with other departments such as Public Affairs, RBSVP, Marine Safety, Education, and Training. The chain of management and leadership shall be adhered to, consulting often with the Division Chief.
- f. Project/staff work is considered completed as evidenced by documented email correspondence to that effect from the Division Chief.

## **AMERICAN CANOE ASSOCIATION BRANCH CHIEF (BC-BLC) *(proposed)***

**Mission:** The Chief, American Canoe Association Branch – Recreational Boating Safety Affairs Department (BC-BLC), under the direction of the Liaison Division Chief– Recreational Boating Safety Affairs (DVC-BL), provides assistance to Coast Guard units, Auxiliary national departments, and Auxiliary district organizations in their efforts to promote and support recreational boating safety programs. The Chief, American Canoe Association Branch has overall responsibility for direct liaison with the American Canoe Association.

**Functions:** Under the general direction and supervision of the DVC-BL the BC-BLC shall:

- a. Establish and maintain a close working relationship with the designated representative of the ACA as outlined in the current Memorandum of Agreement (MOA).
- b. Work with the Division Chief at least semi-annually to develop and manage a plan outlining goals to promote the provisions of the MOA at all applicable levels of the Coast Guard Auxiliary.
- c. Provide timely communications to the Division Chief informing him of any developments between the Auxiliary and the ACA. Provide informative feedback regarding any developments with the ACA and facilitate effective communications.
- d. 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 ACA, as defined by the Division Chief. Recognize that informing the Auxiliary leadership and membership at various levels must be coordinated with other departments such as Public Affairs, Education, Vessel Examinations, and Training. The chain of management and leadership shall be adhered to, consulting often with the Division Chief.
- e. Project/staff work is considered completed as evidenced by documented email correspondence to that effect from the Division Chief.

## **NSBC/NWSC BRANCH CHIEF (BC-BLN)**

**Mission:** The Chief, NSBC/NWSC– Recreational Boating Safety Affairs Department (BC-BLN), under the direction of the Liaison Division Chief– Recreational Boating Safety Affairs (DVC-BL), provides assistance to Coast Guard units, Auxiliary national departments, and Auxiliary district organizations in their efforts to promote and support recreational boating safety programs. The Chief, NSBC/NWSC Branch has overall responsibility for direct liaison with National Safe Boating Council and National Water Safety Congress.

**Functions:** Under the general direction and supervision of the DVC-BL the BC-BLN shall:

- a. Establish a close working relationship with the designated representatives of the National Safe Boating Council (NSBC) and the National Water Safety Congress (NWSC).
- b. Be responsible for seeking new and better ways of interface with these organizations in concert with Auxiliary goals and missions.
- c. 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.
- d. 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 departments such as Public Affairs, RBSVP, Marine Safety, Education, and Training. The chain of management and leadership shall be adhered to, consulting often with the Division Chief.
- e. Project/staff work is considered completed as evidenced by documented email correspondence to that effect from the Division Chief.

## **PUBLICATIONS PARTNERS BRANCH CHIEF (BC-BLP)**

**Mission:** The Chief, Publications Partners Branch – Recreational Boating Safety Affairs Department (BC-BLP), under the direction of the Liaison Division Chief– Recreational Boating Safety Affairs (DVC-BL), provides assistance to Coast Guard units, Auxiliary national departments, and Auxiliary district organizations in their efforts to promote and support recreational boating safety programs. The Chief, Publications Partners Branch 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 the BC-BLP shall:

- a. Responsible for managing MOA/MOUs with Coast Guard Auxiliary Publication Partners as assigned by DIR-B, under the direct supervision of DVC-BL.
- b. Maintain all existing and future relationships with Publication Partners as outlined by the MOU/MOAs with each organization.
- c. Establish a close working relationship with the designated representative of the assigned organizations.
- d. Prepare and submit timely reports of all meetings with publication 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. Prepare departmental newsletter and informative news briefs to keep the Auxiliary informed on key elements of the MOA/MOUs assigned. Additional input as assigned by the Division Chief will be required for other departmental reports.
- e. Gain approval and assist in implementing new MOU/MOAs with future Publication Partners. The approval process will include drafting, staffing and implementing the MOA/MOUs. The process will include coordinating with the other departments affected by the MOA/MOUs. All MOA/MOUs will be guided by Commandant Instruction 5216.18.
- f. Project/staff work is considered completed as evidenced by documented email correspondence to that effect from the Division Chief.

## **SAFETY PARTNERS BRANCH CHIEF (BC-BLS)**

**Mission:** The Chief, Safety Partners Branch – Recreational Boating Safety Affairs Department (BC-BLS), under the direction of the Liaison Division Chief– Recreational Boating Safety Affairs (DVC-BL), provides assistance to Coast Guard units, Auxiliary national departments, and Auxiliary district organizations in their efforts to promote and support recreational boating safety programs. The Chief, Safety Partners Branch 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 the BC-BLS shall:

- a. Responsible for managing MOA/MOU/Affiliate Agreements with Coast Guard Auxiliary Safety Partners as assigned by DIR-B, under the direct supervision of DVC-BL.
- b. Maintain all existing and future relationships with Safety Partners as outlined by the MOU/MOA/Affiliate Agreements with that organization.
- c. Establish a close working relationship with the designated representative of each assigned organizations.
- d. Prepare and submit timely reports of all meetings with safety partners to the Division Chief. As part of the report, draft a briefing sheet to keep other DIRs advised of key developments with the partner. Prepare departmental newsletter and informative news briefs to keep the Auxiliary informed on key elements of the MOA/MOU/Affiliate Agreements assigned. Additional input as assigned by the Division Chief will be required for other Departmental Reports.
- e. Gain approval and assist in implementing new MOU/MOA/Affiliate Agreements with future Safety Partners. The approval process will include drafting, staffing, and implementing recommendations. The process will include coordinating with other departments affected by the MOA/MOU/Affiliate Agreement. All MOA/MOU/Affiliate Agreements will be guided by Commandant Instruction 5216.18, or, in the case of Affiliate Agreements, guidance from the Coast Guard Auxiliary Association Executive Director.
- f. Project/staff work is considered completed as evidenced by documented email correspondence to that effect from the Division Chief.

## **WEST MARINE BRANCH CHIEF (BC-BLW)**

**Mission:** The Chief, West Marine Branch – Recreational Boating Safety Affairs Department (BC-BLW), under the direction of the Liaison Division Chief– Recreational Boating Safety Affairs (DVC-BL), provides assistance to Coast Guard units, Auxiliary national departments, and Auxiliary district organizations in their efforts to promote and support recreational boating safety programs. The Chief, West Marine Branch has overall responsibility for direct liaison with West Marine.

**Functions:** Under the general direction and supervision of the DVC-BL the BC-BLW shall:

- a. Establish a close working relationship with the designated representative of West Marine as outlined in the current Memorandum of Understanding (MOU).
- b. Be responsible for progressively enhancing communications with West Marine in concert with Auxiliary goals and missions.
- c. Provide timely communications and informative feedback to the Division Chief about any developments between the Auxiliary and West Marine.
- d. Be responsible for coordinating revisions to the existing alliance with West Marine as may be needed upon consultation with the Division Chief.
- e. Understand and apply the communication protocols involved in informing Auxiliary leadership and membership at all levels about the various alliances/MOUs with partnership organizations as defined by the DVC-BL. Recognize that drafting and implementing an alliance/MOU must be coordinated with other departments. The chain of management and leadership shall be adhered to, consulting often with the Division Chief.
- f. Project/staff work is considered completed as evidenced by documented email correspondence to that effect from the Division Chief.



## **YOUTH PARTNERS BRANCH CHIEF (BC-BLY)**

**Mission:** The Chief, Youth Partners Branch – Recreational Boating Safety Affairs Department (BC-BLY), under the direction of the Liaison Division Chief– Recreational Boating Safety Affairs (DVC-BL), provides assistance to Coast Guard units, Auxiliary national departments, and Auxiliary district organizations in their efforts to promote and support recreational boating safety programs. The Chief, Youth Partners Branch has overall responsibility for direct liaison with the Coast Guard Auxiliary’s Youth Partners.

**Functions:** Under the general direction and supervision of the DVC-BL the BC-BLY shall:

- a. Responsible for managing MOA/MOUs with Coast Guard Auxiliary Youth Partners as assigned by DIR-B, under the direct supervision of DVC-BL.
- b. Maintain all existing and future relationships with Youth Partners as outlined by the MOU/MOAs with that organization.
- c. Establish a close working relationship with the designated representative of each assigned organization.
- d. Prepare and submit timely reports of all meetings with Youth 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. Prepare departmental newsletter and informative news briefs to keep the Auxiliary informed of key elements of the assigned MOA/MOUs. Additional input as assigned by the Division Chief will be required for other Departmental Reports.
- e. Gain approval and assist in implementing new MOU/MOAs with future Youth Partners. The approval process will include drafting, staffing and implementing the MOA/MOUs. The process will include coordinating with the other departments affected by the MOA/MOUs. All MOA/MOUs will be guided by Commandant Instruction 5216.18.
- f. Project/staff work is considered completed as evidenced by documented email correspondence to that effect from the Division Chief.

## **YOUTH PARTNERS BRANCH CHIEF ASSISTANT (BA-BLY)**

**Mission:** The Assistant Chief, Youth Partners Branch– Recreational Boating Safety Affairs Department (BA-BLY), under the direction of the Branch Chief, provides assistance to Coast Guard units, Auxiliary national departments, and Auxiliary district organizations in their efforts to promote and support recreational boating safety programs. The Assistant Chief assists the Branch Chief in the overall responsibility for direct liaison with the Coast Guard Auxiliary's Youth Partners.

**Functions:** Under the general direction and supervision of the DVC-BL and the BC-BLY the BA-BLY shall:

- a. Assist the BC-BLY in drafting agreements, implementing and maintaining liaison efforts with the youth partners assigned.
- b. Maintain assigned existing and future relationships with Youth Partners as outlined by the MOU/MOAs with that organization.
- c. Establish a close working relationship with the designated representative of each assigned organization.
- d. Prepare and submit timely reports of all meetings with Youth Partners to the Branch Chief. As part of the report, draft a briefing sheet to keep other required national staff members advised of key developments with the partner. Prepare departmental newsletter and informative news briefs to keep the Auxiliary informed on key elements of the assigned MOA/MOUs. Additional input as assigned by the Branch Chief will be required for other departmental reports.
- e. Gain approval and assist in implementing new MOU/MOAs with future Youth Partners. The approval process will include drafting, staffing, and implementing the MOA/MOUs. The process will include coordinating with the other departments affected by the MOA/MOUs. All MOA/MOUs will be guided by Commandant Instruction 5216.18.
- f. Project/staff work is considered completed as evidenced by documented email correspondence to that effect from the Division Chief.

## States Division

### RBS AFFAIRS STATES DIVISION CHIEF (DVC-BS)

**Mission:** The Chief, RBS Affairs States Division – Recreational Boating Safety Affairs Department (DVC-BS), under the direction of the Director – Recreational Boating Safety Affairs (DIR-B), provides assistance to Coast Guard units, Auxiliary national departments, and Auxiliary district organizations in their efforts to promote and support recreational boating safety programs. The Chief, RBS Affairs States Division has overall responsibility for the Recreational Boating Safety Affairs States 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 the DVC-BS shall:

- a. Develop and/or maintain a vibrant State Liaison Program with direct input and participation from State Boating Law Administrators, U.S. Coast Guard Recreational Boating Specialists, and the Auxiliary District Commodores.
- b. Collect and coordinate positive Auxiliary/State actions and disseminate their results to appropriate Team Coast Guard offices, ensuring positive communications between Auxiliarists, and state officials.
- c. Motivate State Liaison Officers to use initiative and provide clear guidance to promote continuity and maintain acceptable standards.
- d. Be responsible for maintaining direct Auxiliary contact with the following NASBLA committees: BAIRAC, Boats & Associated Equipment, Education, and Waterways Management.
- e. Ensure that minutes and reports from committee meetings receive full dissemination throughout the Department and ensure their quality.
- f. Make recommendations regarding NASBLA committee actions to the Director.
- g. Assist Branch Chiefs to establish and maintain rapport with NASBLA committee chairs.
- h. Liaise with DIR-E and DIR-V concerning assigned NASBLA committees.
- i. Consult with District Commodores annually and recommend to the Director selections to fill State Liaison positions.
- j. Ensure that appropriate *Directory of Services* information is provided annually and maintained as needed to the Resources Division or as requested.
- k. Maintain and update the *State Liaison Guide* annually and as needed.

- l. Mentor, train, and develop branch chiefs to be prepared to take over the division chief position at any time.
- m. Ensure that all divisional staff receive timely answers to their questions through efficient management of staff communications.
- n. Ensure that all division staff understand the concept of accountability as it applies to tasks, projects, and/or work assigned to them through completion, as defined by the DVC-BS, stressing that completion of work will be communicated by their respective immediate supervisor in the chain of leadership.

## **BAIRAC AND WATERWAYS MANAGEMENT BRANCH CHIEF (BC-BSB)**

**Mission:** The Chief, RBS Affairs BAIRAC and Waterways Branch – Recreational Boating Safety Affairs Department (BC-BSB), under the direction of the Chief, RBS States Division provides assistance to Coast Guard units, Auxiliary national departments, and Auxiliary district organizations in their efforts to promote and support recreational boating safety programs. The Chief, RBS Affairs BAIRAC and Waterways Branch has overall responsibility for direct liaison with two NASBLA, BAIRAC and Waterways committees.

**Functions:** Under the general direction and supervision of the DVC-BS the BC-BSB shall:

- a. Establish contact with the two (2) NASBLA BAIRAC & Waterways Management committee chairs annually, requesting CY meeting dates and places, minutes and charges of past meetings, and advise DVC-BS.
- b. Maintain regular communications with committee members, keeping abreast of issues, and reporting quarterly or as requested by the DVC-BS.
- c. Attend committee meetings, take complete notes of deliberations and collect all handouts. Report on all meetings attending with a suitable summary posting on the national *WHAT'S NEW* Coast Guard Auxiliary page within two weeks upon return from event.
- d. Volunteer for assignments and actively participate in committee work in order to establish credibility with committee members and associates.
- e. Project/staff work is considered completed as evidenced by documented email correspondence to that effect from the Division Chief.

## COMMUNICATIONS BRANCH CHIEF (BC-BSC)

**Mission:** The Chief, Communications Branch – Recreational Boating Safety Affairs Department (BC-BSC), under the direction of the Chief, RBS States Division provides assistance to Coast Guard units, Auxiliary national departments, and Auxiliary district organizations in their efforts to promote and support recreational boating safety programs. The Chief, RBS Affairs Communications Branch has overall responsibility for the communications efforts of the Recreational Boating Safety States Division.

**Functions:** Under the general direction and supervision of the DVC-BS the BC-BSC shall:

- a. Maintain current list of RBS State Liaison-related conferences that are appropriate for SLOs. Coordinate sharing this information with DVC-BS.
  - Disseminate conference details with appropriate BCs, DSO-SLs, and SLOs, providing ample lead time to seek travel funds and conference enrollment.
  - When requested by DVC-BS, provide NASBLA Annual Conference and NASBLA Regional Conference dates, locations, and approximate air travel costs specific to DVC-BS, BC-BSS, BC-BSA, BC-BSI and BC-BSP in next fiscal year for the RBS Affairs Department budget preparation process.
  - Promote the importance of participation by SLOs in State Liaison-related conferences.
- b. In coordination with DVC-BS, develop, promote, and coordinate regular communication among Auxiliary SLO stakeholders such as DIR-B, DVC-BS, BC-BSS, BC-BSA, BC-BSI, BC-BSP, DSO-SLs, and SLOs.
  - Such communications may include regular promotional emails, conference calls, and surveys.
- c. In coordination with DVC-BS, DIR-Bd, and BC-BRI, develop, promote, and coordinate websites that would be useful for sharing RBS best practice ideas among state RBS stakeholders.
- d. Maintain lists of appointment changes and contact information for all DSO-SLs, SLOs, BLAs and RBS Specialists. Such appointment changes must be verified at least quarterly through an accessible online process such as AuxOfficer.
  - As such contact changes occur, the listing posted on the RBS Affairs Department website must be updated, as well as lists maintained by RBS Affairs Department staff officers such as DIR-B, DVC-BS, BC-BSS, BC-BSA, BC-BSI and BC-BSP.
- e. Assist in coordinating, editing, and compiling the States Division's quarterly reports as requested by the DVC-BS.

- f. During the month of January, review the *State Liaison Guide* and submit updates to DVC-BS for approval. Make approved updates and submit for online posting. Work with Departmental Support Team staff as needed.
- g. Assist SLOs through the DVC-BS with marketing the concept of combining state, Auxiliary, and Coast Guard assets to the BLA.
- h. Project/staff work is considered completed as evidenced by documented email correspondence to that effect from the Division Chief.

## **ATLANTIC NORTH, ATLANTIC SOUTH, ATLANTIC WEST, and PACIFIC BRANCH CHIEFS (BC-BSA), (BC-BSS), (BC-BSI), and (BC-BSP)**

**Mission:** The Chiefs, States Branch – Recreational Boating Safety Affairs Department (BC-BSA, BC-BSI, BC-BSP, BC-BSS), under the direction of the Chief, RBS States Division provides assistance to Coast Guard units, Auxiliary national departments, and Auxiliary district organizations in their efforts to promote and support recreational boating safety programs. The Chiefs, RBS States Branches has overall responsibility for direct liaison with their respective state organizations and liaison officers.

**Functions:** Under the general direction and supervision of the DVC-BS the Branch Chief shall:

- a. Establish a meaningful and ongoing relationship involving regular interaction with the State Liaison Officers (SLO) through their DSO-SLs, where appointed, for the states assigned to [Atlantic North / Atlantic South / Atlantic West / Pacific] region.
- b. Mentor SLOs through their DSO-SLs, where appointed, to establish meaningful relationships with their BLA counterparts and others in their state's boating safety program and Auxiliary staff. This relationship should facilitate a positive environment of open and candid conversation for enhancing recreational boating safety.
- c. 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.
- d. Investigate state issues adversely affecting the intent outlined in the *State Liaison Guide* that the Auxiliary can help resolve and communicate such issues to the appropriate Auxiliary staff officer(s) via the chain of management and leadership.
- e. Solicit, compile, and forward quarterly reports from each SLO to the DVC-BS by the requested due date.
- f. Offer to complete an annual evaluation for DCOs of their DSO-SL and SLOs with written and verbal feedback consisting of positive aspects of performance and areas offering opportunities for improvement. This process should be completed no later than 1 October each year. Upon completion of this process, submit a summary report to the DVC-BS of positive and negative performance aspects for each DSO-SL and SLO.
- g. Support DCOs by conducting SLO workshops and training seminars as needed.
- h. Provide information to DSO-SLs and SLOs about BLA regional/district conferences and workshops, and encourage participation. The Branch Chief should participate in the applicable BLA regional conference annually.
- i. Submit to DVC-BS summaries on all conferences/workshops attended within two weeks



of the event.

- j. Staff work is considered completed as evidenced by documented email correspondence to that effect from the Division Chief.

END OF RBS AFFAIRS DEPARTMENT SPECIFIC JOB DESCRIPTIONS