

AUXILIARY STATE LIAISON OFFICER (SLO) PROGRAM

Duties and Responsibilities of the SLO.

1. Maintain a close relationship with the State's Boating Law Administrator (BLA) and his/her staff. The SLO should meet with the BLA at least semiannually, possibly in company with the Coast Guard District Recreational Boating Specialist (RBS Specialist) and DCO. More frequent contact may be necessary with the BLA staff members. The SLO should confer with the DSO-SL or VCO/DCO, and RBS Specialist prior to each meeting with the BLA.
2. Submit a letter report after each meeting to the DSO-SL, VCO/DCO, DIRAUX, RBS specialist, and the National Boating Department designee. This report should summarize the meeting and outline important issues or points of concern. If significant matters are brought up during the visit with the BLA, immediately notify the DSO-SL and VCO/DCO by telephone and follow-up with a written report.
3. Remain current in all federal, state, and local legislation concerning recreational boating safety and the Auxiliary. Review pending legislation for its significance to Auxiliary programs in coordination with the District Legislative Liaison Officer (LLO).
4. Arrange and coordinate an annual meeting between the BLA, DCO/VCO and the RBS Specialist and/or the DIRAUX. Ideally this meeting should be held with each individual BLA but depending on the circumstances and timing it could possibly be held in conjunction with the CG District RBS Specialist/BLA Workshop which also offers an excellent opportunity to network and possibly make a presentation on the District programs. This meeting should be arranged early in the year and should focus on:
 - a. Reviewing the previous year's accomplishments with a view towards making improvements during the current year.
 - b. Discussing the Auxiliary's current objectives and initiatives.
 - c. Planning for the upcoming year.
 - d. Coordinating Auxiliary support to the state's boating safety programs including enhancing the State-Auxiliary activities in support of National Safe Boating Week.
 - e. Reviewing the state's educational goals and determining additional support needed from the Auxiliary public education (PE) program and the State's boating education program.
 - f. Resolving any misunderstandings and problems. Establish guidelines for the handling of complaints from either the Auxiliary or the state with a goal of settling the complaints at the lowest level possible without damage to the Auxiliary-State relationship.
 - g. Encouraging the BLA to schedule an annual vessel safety check (VSC) of all state vessels as a demonstration of the State's support of this valuable safety program.
 - h. Reaffirming guidelines for conducting VSC at state launching ramps.

- i. Identifying areas where Auxiliary patrols are need on sole-state waters. Inform the BLA and state officials of the proper request procedures including the documentation required by the DIRAUX for authorization of official orders for Auxiliary patrols on sole-state waters. Additionally discuss any funding issues pertinent to Auxiliary patrols on sole-state waters.
 - j. Encouraging joint participation between the state and Auxiliary at boat shows, marine events, and other public affairs opportunities.
 - k. Requesting the BLA's support in publicizing the Auxiliary public education course using state publications to disseminate information to news media, marinas, game wardens, marine police, etc.
5. Attend the regularly scheduled meetings of the state boating advisory councils and commissions. Also, attend public meetings on boating matters. Attendance at these meetings will be as an interested party only, not as an official representative of the Auxiliary or Coast Guard. The SLO's attendance will facilitate communication with the various interest groups in a state and will provide the SLO a "good feel" of current and future boating issues.
 6. Ensure that the BLA is informed at least quarterly of the AUXMIS statistics relating to public education classes, patrols, VSCs, and other boating safety activities accomplished within the state by the Auxiliary.
 7. As needed work with the BLA to encourage using USCGAUX taught NASBLA approved boating courses. Gain and/or continue the state's recognition of appropriate Auxiliary public education courses as meeting any state mandatory education requirements. Produce training/orientation materials for each flotilla on State requirements.
 8. Coordinate with the BLA the preparation and signing of the State's National Safe Boating Week proclamation and other proclamations such as Vessel Safety Check (VSC) Month.
 9. Provide recommendations to the DSO-SL and VCO/DCO as to what district and division functions the BLA should attend. Ensure that the BLA is invited early and informed as to what is expected, i.e. speaking at a banquet, brief comments during the District Board meeting, etc.
 10. Work with the BLA to develop appropriate recognition for Auxiliary activities. Follow through to ensure the recognition is given at an appropriate ceremony or Auxiliary meeting.
 11. Recommend to the DSO-SL/VCO those state boating officials deserving recognition from the Auxiliary or the Coast Guard.
 12. Coordinate with the BLA the use of state areas as Auxiliary communications sites and the use of state owned mooring facilities by Auxiliary facilities on patrol.
 13. Keep the BLA informed of all new Coast Guard and Auxiliary pamphlets, posters, films, etc. available to support state boating safety programs. Determine from the BLA the availability of similar materials produced by the State to support Auxiliary PE courses, the Marine Dealer Visitor Program, Public Affairs, or other programs.

14. Keep the BLA informed of any changes in relevant Auxiliary procedures and policies, senior Auxiliary and Coast Guard leadership, etc. that may have an impact on their state.

15. Communicate regularly with the Coast Guard District RBS Specialist to insure both the RBS specialist and the SLO have a thorough understanding of CG/Auxiliary goals and needs and that there is a unified approach to boating safety efforts from Team Coast Guard.

16. Work closely with the BLA, RBS specialist, and Auxiliary leadership to ensure that appropriate Cooperative Agreements are developed and/or reviewed regularly and include information necessary for the Auxiliary to function as the premier volunteer boating safety organization and partner of the state.