



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

Job Descriptions

DIRECTOR, RECREATIONAL BOATING SAFETY OUTREACH (DIR-B)

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

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

- 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 Districts Liaison Division personnel.
- c. Liaise with all concerned boating organizations, report on their meetings, and recommend Auxiliary actions to ANACO-RB through the direction of the Liaison Division personnel.
- d. Work with the Directors for Education (Dir-E) and Vessel Examinations and Partner Visitation (DIR-V) to provide expertise in liaison, state, and/or resource services in support of the total Auxiliary RBS program goals.
- e. Ensure that all directorate staff understand the concept of accountability as it applies to tasks, projects, and/or work assigned to them through completion, stressing that completion of work will be ascertained and communicated by their respective immediate supervisor in the chain of leadership and management.
- f. Perform related duties and other tasks as assigned.

DEPUTY DIRECTOR, RECREATIONAL BOATING SAFETY OUTREACH (DIR-Bd)

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

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

- a. Act on behalf of the director, assisting in supervision of division chiefs.
- b. Actively participate with DIR-B in the administration of the directorate, including its reporting, budget, travel planning, organizational and staffing tasks.
- c. Supervise special projects and report efforts for the director as requested.
- d. Ensure that directorate 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.
- f. Perform related duties and other tasks as assigned.

Communication Services Division

DIVISION CHIEF, COMMUNICATION SERVICES (DVC-BR)

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

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

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

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

BRANCH CHIEF, ELECTRONIC COMMUNICATIONS (BC-BRI)

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

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

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

BRANCH CHIEF, EDITORIAL SERVICES (BC-BRE)

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

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

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

BRANCH ASSISTANT, EDITORIAL SERVICES—PROOFREADING (BA-BREP)

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

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

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

BRANCH ASSISTANT, EDITORIAL SERVICES—WRITING & DESIGN (BA-BRED)

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

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

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

BRANCH ASSISTANT, EDITORIAL SERVICES--POLICY (BA-BREW)

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

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

- a. Ensure that all articles and photographs conform to Coast Guard policy with emphasis on security, accuracy, and propriety. The BA-BREW will obtain and maintain a file of all ANSC-7020 permission to reproduce photographs/video forms, per Coast Guard policy.
- b. The BA-BREW will be responsible for applying the Coast Guard's SAPP Rule—security, accuracy, policy and propriety.
- c. 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.
- d. Project/staff work is considered completed as evidenced by documented email correspondence to that effect from the DVC-BR.
- e. Perform related duties and other tasks as assigned.

BRANCH CHIEF, PROMOTIONS (BC-BRP)

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

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

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

BRANCH ASSISTANT, PROMOTIONS (BA-BRP)

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

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

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

BRANCH CHIEF, SOCIAL MEDIA (BC-BRS)

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

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

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

BRANCH ASSISTANT, SOCIAL MEDIA--ANALYTICS (BA-BRS)

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

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

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

Liaison Division

DIVISION CHIEF, LIAISON (DVC-BL)

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

Functions: Under the general direction and supervision of the DIR-B, and consistent with Auxiliary National Board and National Staff Standing Operating Procedures, 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 Directorate and Deputy Chief advised of all developments and actions status on a monthly basis.
- c. Coordinate information with appropriate officers within both the directorate and the OPCOM and make recommendations for informing others on the National Board, through the Deputy Director or the Director, regarding efforts to execute partnership agreements.
- 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 directorates 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.
- k. Perform related duties and other tasks as assigned.

BRANCH CHIEF, ADVOCACY PARTNERS (BC-BLA)

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

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

- a. Establish a close working relationship with the designated representatives of the National Safe Boating Council (NSBC), the National Water Safety Congress (NWSC), and other assigned advocacy partners.
- 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 directorates including, but not limited to: Public Affairs (A), Vessel Examinations and Partner Visitations (V), Education (E), and Training (T). The chain of leadership and management shall be adhered to, consulting often with the division chief.
- e. Project/staff work is considered completed as evidenced by documented email correspondence to that effect from the division chief.
- f. Perform related duties and other tasks as assigned.

BRANCH CHIEF, BOAT OWNER PARTNERS (BC-BLB)

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

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

- a. Establish and maintain a close working relationship with the designated representative of BoatUS, and other similar organizations, as may be assigned, as outlined in the current Memorandum of Agreement (MOA) or Memorandum of Understanding (MOU).
- 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 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 with partnership organizations, as defined by the DVC-BL. Recognize that drafting and implementing an alliance must be coordinated with other directorates including, but not limited to, Public Affairs (A), Vessel Examinations and Partner Visitations (V), Education (E), and Training (T). The chain of leadership and management 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.
- g. Work with the division chief at least semi-annually to develop and manage a plan outlining goals to promote the provisions of the MOU/MOA at all applicable levels of the Coast Guard Auxiliary.
- h. Provide timely communications to the division chief informing him of any developments between the Auxiliary and BoatUS. Provide informative feedback regarding any developments with BoatUS and facilitate effective communications.
- i. Understand and apply the protocols involved in informing the Auxiliary leadership and membership at all applicable levels about the various aspects of relationships with

BoatUS, as defined by the division chief. Recognize that informing the Auxiliary leadership and membership at various levels must be coordinated with other directorates such as Public Affairs (A), Education (E), Vessel Examinations and Partner Visitations (V), and Training (T). The chain of leadership and management shall be adhered to, consulting often with the division chief.

- j. Project/staff work is considered completed as evidenced by documented email correspondence to that effect from the division chief.
- k. Perform related duties and other tasks as assigned.

BRANCH CHIEF, FEDERAL PARTNERS (BC-BLF)

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

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

- a. Establish and maintain a close working relationship with the designated representative of the U.S. Army Corps of Engineers (USACE) and other federal partners, as may be assigned, as outlined in the current Memorandum of Understanding (MOU) or Memorandum of Agreement (MOA).
- b. Work closely with the division chief at least semi-annually to develop and manage a plan to promote the provisions of the MOU/MOA at all applicable levels of the Coast Guard Auxiliary.
- c. Provide timely communications to the division chief informing of any developments between the Auxiliary and the federal partners. Provide informative feedback regarding any developments with the federal partners and facilitate effective communications.
- 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 federal partners, as defined by the DVC-BL. Recognize that informing the Auxiliary leadership and membership at various levels must be coordinated with other directorates such as Public Affairs (A), Education (E), Vessel Examinations and Partner Visitations (V), and Training (T). The chain of leadership and management 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.
- f. Perform related duties and other tasks as assigned.

BRANCH CHIEF, PUBLICATIONS PARTNERS (BC-BLP)

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

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

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

BRANCH CHIEF, SAFETY EQUIPMENT PARTNERS (BC-BLS)

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

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

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

BRANCH CHIEF, RBS OPERATIONS PARTNERS (BC-BLO)

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

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

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

BRANCH CHIEF, WATERCRAFT RETAILERS (BC-BLW)

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

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

- a. Seek to establish and maintain relationships at corporate headquarters level with major chain retailers of watercraft to the general public for the purpose of assisting the retailers in developing training programs for their employees at the store level to inform purchasers of the federal and state boating laws, state registration requirements, personal safety equipment requirements, and resources for obtaining boat operator training. This should be considered a counterpart of the Recreational Boating Safety Program Dealer/Partner Visitor (PV) contacts made at the retail store level by qualified PVs under the supervision of the Vessel Examinations and Partner Visitation (V) Directorate.
- a. Establish and maintain a close working relationship with the chief of the RBS Partner Visitation Program Division (DVC-VP), to ensure the sharing of significant communications and other developments with watercraft retailers at the corporate headquarters level that would affect the efforts of PV contacts at the store level.
- b. Establish and maintain a close relationship with the chief of the Paddlecraft Safety Division (DVC-BP) and chief of the Paddlecraft Safety Ashore Branch (BC-BPA) to ensure special emphasis in the PV program that recognizes the proliferation of paddlecraft sales by other than traditional marine dealers and the corresponding increase in deaths, serious injury and property damage from paddlecraft accidents.
- c. Establish and maintain a close working relationship with the designated representative of all watercraft retailer partners with the Auxiliary as detailed in a memorandum of understanding (MOU) or memorandum of agreement (MOA). Seek to establish relationships at the corporate headquarters level to cultivate interest in becoming a partner with the Auxiliary for the mutual objective of promoting watercraft safety to their retail customers.
- e. Gain approval and assist in implementing new MOU/MOAs with future watercraft retailer partners. The approval process will include drafting, staffing and implementing the MOA/MOUs. The process will include coordinating with the other directorates affected by the MOA/MOUs. All MOA/MOUs will be guided by Commandant Instruction 5216.18.
- g. Project/staff work is considered completed as evidenced by documented email correspondence to that effect from the division chief.

- h. Perform related duties and other tasks as assigned.

The incumbent must be able to sell the value of mutual benefits as a Coast Guard Auxiliary partner. BC-BLW is expected to establish, develop and maintain relationships at corporate headquarters level, each to be documented in a memorandum of understanding (MOU) or memorandum of agreement (MOA). Must be a self-starter with excellent interpersonal skills who eschews the status quo to have a major impact on the visibility of the Auxiliary to the general public. General knowledge of boating safety and the national and international boating safety community, such as those who participate in the International Boating and Water Safety Summit, is essential. Certification as Recreational Boating Safety Program Dealer/Partner Visitor (PV) is a plus. Background in retail management is a plus. Must possess basic computer and Internet literacy, including MS Word and Excel. Possession of oral and written communication skills is essential.

BRANCH CHIEF, YOUTH PARTNERS (BC-BLY)

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

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

- a. Responsible for managing memorandums of agreement (MOAs) and memorandums of understanding (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 those organizations.
- 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 directorate 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 directorate 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 directorates affected by the MOA/MOUs. All MOA/MOUs will be guided by Commandant Instruction 5216.18.
- g. Project/staff work is considered completed as evidenced by documented email correspondence to that effect from the division chief.
- h. Perform related duties and other tasks as assigned.

The incumbent must be able to sell the value of mutual benefits as a Coast Guard Auxiliary partner, and must be a self-starter with excellent interpersonal skills who eschews the status quo. Background in youth development programs as a volunteer leader or on a professional staff is desirable. Must possess basic computer and Internet literacy, including MS Word and Excel. Possession of oral and written communication skills is essential.

BRANCH ASSISTANT, YOUTH PARTNERS (BA-BLYA)
BRANCH ASSISTANT, YOUTH PARTNERS (BA-BLYB)

Mission: The Branch Assistant, Youth Partners Branch, Recreational Boating Safety (RBS) Outreach Directorate (BA-BLYA/BA-BLYB), under the direction of the branch chief, provides assistance to Coast Guard units, Auxiliary national directorates, and Auxiliary district organizations in their efforts to promote and support recreational boating safety programs. The Branch Assistant assists the branch chief in the overall responsibility for direct liaison with the Coast Guard Auxiliary's youth partners.

Functions: Under the general direction of the DVC-BL and supervision of the BC-BLY, and consistent with Auxiliary National Board and National Staff Standing Operating Procedures, 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 directorate newsletter and informative news briefs to keep the Auxiliary informed on key elements of the assigned MOA/MOUs.
- e. Assist in gaining approval and 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 directorates affected by the MOA/MOUs. All MOA/MOUs will be guided by Commandant Instruction 5216.18.
- h. Project/staff work is considered completed as evidenced by documented email correspondence to that effect from the division chief.
- i. Perform related duties and other tasks as assigned.

Districts Liaison Division

DIVISION CHIEF, DISTRICTS LIAISON (DVC-BD)

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

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

- 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 (RBSS), and the Auxiliary district commodores.
- b. Collect and coordinate positive Auxiliary and 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 (SLOs) to use initiative and provide clear guidance to promote continuity and maintain acceptable standards.
- d. Be responsible for maintaining direct Auxiliary contact with appropriate NASBLA committees.
- e. Ensure that minutes and reports from committee meetings receive full dissemination throughout the directorate and ensure their quality.
- f. Make recommendations regarding NASBLA committee actions to DIR-B.
- g. Help branch chiefs establish maintain rapport with NASBLA committee chairs.
- h. Liaise with DIR-E and DIR-V concerning assigned NASBLA committees.
- i. Consult with district commodores (DCOs) annually and recommend selections to the DCOs to fill state liaison positions, keeping DIR-B apprised of recommendations.
- j. Ensure that appropriate Directory of Services information is provided annually and maintained as needed to the Chief, Communication Services Division (DVC-BR) or as requested.
- k. Maintain and update the State Liaison Guide annually and as needed.

- l. 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-BD, stressing that completion of work will be communicated by their respective immediate supervisor in the chain of leadership.
- m. Perform related duties and other tasks as assigned.

BRANCH CHIEF, ATLANTIC NORTH REGION (BC-BDA)
BRANCH CHIEF, ATLANTIC SOUTH REGION (BC-BDS)
BRANCH CHIEF, ATLANTIC WEST REGION (BC-BDI)
BRANCH CHIEF, PACIFIC REGION (BC-BDP)

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

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

- a. Establish a meaningful and ongoing relationship involving regular interaction with the State Liaison Officers (SLOs) through their DSO-SLs, where appointed, for the states assigned to the [Atlantic North / Atlantic South / Atlantic West / Pacific] Region.
- b. Mentor SLOs through their DSO-SLs, where appointed, to establish meaningful relationships with their boating law administrator (BLA) counterparts and others in their state's boating safety program and Auxiliary staff. This relationship 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 leadership and management.
- 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 October 1 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.
- k. Perform related duties and other tasks as assigned.

BRANCH CHIEF, STATE BOATING LAW ADMINISTRATOR SUPPORT (BC-BDT)

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

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

- a. Maintain regular communications with partner organizations who deliver surface operations training to state and local agencies.
- b. Monitor course materials and any changes in delivery or procedures.
- c. Monitor upcoming course offerings that might benefit from U.S. Coast Guard Auxiliary support.
- d. Confirm with partner organizations the desire for USCG Auxiliary involvement and the nature of the support needed.
- e. Identify appropriate local USCG Auxiliary resources and connect point of contact to the partner organization's point of contact.
- f. Follow-up after sessions with the partner organization to evaluate the effectiveness of the USCG Auxiliary participation.
- g. Provide regular reports to the DVC-BD.
- h. Perform related duties and other tasks as assigned.

Paddlecraft Safety Division

DIVISION CHIEF, PADDLECRRAFT SAFETY (DVC-BP)

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

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

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

This individual will be a subject matter expert on paddlecraft. He or she will be responsible for developing the U.S Coast Guard Auxiliary initiatives to increase safety and reduce fatalities. Communications skills, both oral and written, and experience managing a group are required.

BRANCH CHIEF, PADDLECRAFT SAFETY UNDERWAY (BC-BPU)

Mission: The Branch Chief, Paddlecraft Safety Underway (BC-BPU), under the direction of the Chief, Paddlecraft Safety Division (DVC-BP), provides assistance to Auxiliary members in their efforts to promote and support underway paddlecraft safety programs. The branch chief, Paddlecraft Underway has the overall responsibility for the Paddlecraft Safety Underway, and the direct liaison with other national Auxiliary departments involved in developing direct support of Auxiliary members with materials, training, and guidance with regard to implementing paddlecraft safety issues and with U.S. Coast Guard and American Canoe Association standards.

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

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

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

BRANCH ASSISTANT, PADDLERAFT SAFETY UNDERWAY (BA-BPU)

Mission: The Branch Assistant, Paddlecraft Safety Underway (BA-BPU), under the direction of the Chief, Paddlecraft Safety Underway Branch (BC-BPU), provides assistance to Auxiliary members in their efforts to promote and support underway paddlecraft safety programs. The BC-BPU has the overall responsibility for the Paddlecraft Safety Underway, and the direct liaison with other national Auxiliary departments involved in developing direct support of Auxiliary members with materials, training, and guidance with regard to implementing paddlecraft safety issues and with U.S. Coast Guard and American Canoe Association standards.

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

- a. Promote the maintenance, expansion, quality, readiness, and responsiveness of the Auxiliary Paddlecraft Underway Program.
- b. Provide expertise and administrative support to the implementation of the program that will prepare members to assume underway paddlecraft safety assignments made by the Coast Guard.
- c. Encourage each district to organize and maintain a disciplined Auxiliary Paddlecraft Underway Program by providing updated information and items of interest in a periodic Directorate newsletter, bulletin and *THE NAVIGATOR*.
- d. Promote the coordination of vessel facility members' operational facilities in an effort to establish a unified national program.
- e. Develop and participate in projects that will benefit and enhance the Auxiliary Paddlecraft Underway Program and the Directorate.
- f. Promote, develop, and improve the Auxiliary Paddlecraft Underway Program, consistently with Coast Guard operations policies, and high standards of proficiency by Auxiliary paddlecraft operators.
- g. Provide administrative support to the development of qualification criteria that will prepare members for RBS operational assignments made by the Coast Guard.
- h. Provide editing for publications or products from both the Operations and Recreational Boating Safety disciplines related to paddlecraft safety underway.
- i. Assist in revising and maintaining reference material for the Auxiliary Paddlecraft Underway Program.
- j. Write articles on paddlecraft safety underway topics for the RBS directorates newsletter, *RBS Job #1*, and other internal and external publications. Work closely with the branch chief, Editorial Services (BC-BRE).

k. Assist in the development and administration of a Centers of Excellence program for the Auxiliary Paddlecraft Underway Program.

m. Perform related duties and other tasks as assigned.

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

BRANCH CHIEF, PADDLECRAFT SAFETY OPERATIONS ASHORE (BC-BPA)

Mission: The Chief, Paddlecraft Safety Ashore Branch (BC-BPA), under the direction of the Chief, Paddlecraft Safety Division (DVC-BP), provides assistance to Auxiliary members in their efforts to promote and support underway paddlecraft safety programs related to public education, public affairs, dealer visits, and vessel safety checks. The DVC-BP is the direct liaison with other national Auxiliary departments involved in developing direct support of Auxiliary members with materials, training, and guidance regarding paddlecraft safety issues.

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

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

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

BRANCH CHIEF, PADDLECRAFT SAFETY MEMBER SUPPORT (BC-BPS)

Mission: The Chief, Paddlecraft Safety Member Support Branch (BC-BPS), under the direction of the Chief, Paddlecraft Safety Division (DVC-BP), provides assistance to Auxiliary members in their efforts to promote and support recreational boating paddlecraft safety programs. The DVC-BP is the direct liaison with other entities involved in developing direct support of Auxiliary members with materials, training, and guidance regarding paddlecraft safety issues.

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

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

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