

DEPARTMENT CHIEF, DC-O

In addition to the General Duties, the CHIEF, DEPARTMENT OF OPERATIONS, under the general direction and supervision of the National Commodore and the National Directorate Commodore for Operations and Marine Safety, shall have the following duties:

- a. Responsible for the vision, direction, leadership and administration of the Auxiliary's Surface Operations, Air Operations, Telecommunications, and Aids to Navigation Programs. Insure that operational programs are relevant, safe and effective in carrying out the authorized missions of the Coast Guard.
- b. Supervise and provide quality control of the programs and projects administered by the Department of Operations.
- c. Maintain a close liaison with Chief, Auxiliary Operations Branch (G-OCX-2), and, through this office, to other Coast Guard Headquarters offices to assure that service policy and procedure is understood and followed in operational matters.
- d. Coordinate specific activities and/or requests as assigned with the Auxiliary leadership and appropriate Coast Guard offices involved in the operations programs.
- e. Provide oversight and direction to the managers of CG Auxiliary programs providing operational support to the Coast Guard. Provide coaching and mentoring to insure that the department's organizational values of ready, reliable and resources guide program decision making.
- f. Partner with other National Departments and programs to insure seamless integration and maximum efficiency for the Coast Guard, the CG Auxiliary and the member.
- g. Write articles on operational topics for "Up Top in Operations" and other publications.
- h. Design and deliver training and presentations on operational topics as required.
- i. Special projects as requested.

DEPUTY DEPARTMENT CHIEF, DC-Od

In addition to the General Duties, the DEPUTY CHIEF, DEPARTMENT OF OPERATIONS, under the immediate supervision of the Chief, Department of Operations, shall be

assigned the following duties:

- a. Provide support to the CHIEF, DEPARTMENT of OPERATIONS in matters regarding Department personnel, including writing job descriptions, sourcing and interviewing candidates for the National Operations Staff and selecting qualified individuals.
- b. Be involved in all aspects of the Department; respond to issues and assist the Division Chiefs.
- c. Make recommendations for programs based on feedback from the membership.
- d. Act as the Department point-of-contact for liaison with other National Staff Departments.
- e. Serve as the Acting DC-O when the Department Chief is out of contact.
- f. Provide administrative support for the Department, including ANSC Inventory Reports and various reports required by the Department Chief.
- g. Work directly with Auxiliary Operations Branch (G-OCX-2) on projects as assigned.
- h. Coordinate specific activities and/or requests as assigned with the Auxiliary leadership and appropriate Coast Guard offices involved in the operations programs.
- j. Write articles for "Up Top in Operations" and other publications.
- k. Design and deliver training and presentations on operational topics as required.
- l. Special projects as requested.

OPERATIONAL READINESS AND PLANNING BRANCH CHIEF (BC-ORP)

In addition to the General Duties, the BRANCH CHIEF, OPERATIONAL READINESS AND PLANNING, under the immediate supervision of the Deputy Chief, Department of Operations and in conjunction with the Division Chief, Strategic Planning Division of the Department of Marine Safety and Environmental Protection (MSEP), shall be assigned the following duties:

- a. Act as the link between the Operations and MSEP Departments in order to ensure that each Department has a good understanding of the other and how they relate to one another and to assist each of them in working more

- cooperatively with the other.
- b. Review and analyze information from Operation Patriot Readiness and AUXDATA and develop recommendations for operational and MSEP readiness.
 - c. Provide recommendations and input into the Auxiliary sections of the Readiness Management System.
 - d. Recommend readiness measures for operations and MSEP.
 - e. Determine optimal levels of operational personnel and facilities needed for anticipated missions.
 - f. Recommend and conduct needs assessments in the field to determine operational and MSEP readiness and requirements. Since the MSEP Department already conducts and up-dates its Augmentation Survey, the participation of the BC-ORP in the preparation of that survey may be requested.
 - g. Evaluate the effectiveness of existing operations and MSEP programs using a data driven methodology and recommend changes and enhancements.
 - h. Design and develop collaborative presentations and workshops for conferences.
 - i. Write articles on operational topics related to MSEP for "Up Top in Operations" and other Operations Department publications and "Safety Lines" and other MSEP Department Publications.
 - j. Design and deliver Operations Department training presentations on operational topics related to MSEP as needed.
 - k. Special projects as requested.
 - l. All projects proposed by the BC-ORP in the BC-ORP's liaison capacity shall be submitted to the Deputy Chief, Operations for review and to the Deputy Chief, MSEP for concurrence to ensure that the views and positions of both Departments are properly incorporated.

OPERATIONS INFORMATION AND DATA BRANCH CHIEF (BC-OID)

In addition to the General Duties, the CHIEF, OPERATIONS INFORMATION AND DATA BRANCH, under the immediate supervision of the Deputy Chief, Operations Department, shall be assigned the following duties:

- a. Provide program support to department leadership and all divisions by conducting surveys of appointed officers, members, Coast Guard units and

- others as needed to gather data for analysis as needed for program management and planning.
- b. Ensure that the information needs that Operations Programs require (including Operation Patriot Readiness) assessing via surveys, AUXDATA or other initiatives.
 - c. Partner with the Department of Marine Safety and Environmental Protection as needed to determine needs for personnel and facilities.
 - d. Provide reviews and assessments of the status of operational programs, including but not limited to facilities, qualifications, program participation, growth, mishaps and other queries as needed.
 - e. Provide regular and complete reports to the DC-O, and present operational information and activity updates as requested.
 - f. Respond to and provide information and input from the field as requested by the National Operations Staff.
 - i. Write articles for "Up Top in Operations" and other publications.
 - j. Design and deliver training and presentations on operational topics as required.
 - k. Special projects as requested.

OPERATIONS INFORMATION AND DATA BRANCH ASSISTANT (BA-OID)

In addition to the General Duties, the ASSISTANT, OPERATIONS INFORMATION AND DATA BRANCH, under the immediate supervision of the CHIEF, OPERATIONS INFORMATION AND DATA BRANCH shall be assigned the following duties:

- a. Manage the Operations Department data and information needs, including but not limited to, revising and maintaining staff listings, revising the department organizational chart and job descriptions and other documents needed for the efficient function of the department.
- b. Provide capacity as needed for internal queries of division chiefs, branch chiefs and branch assistants for periodic updates of information accuracy.
- c. Insure that electronic and traditional mailing lists to staff are kept current and that staff members receive information in a timely manner.
- d. Complete special projects as requested by the DC-O and DC-Od.

- e. Write articles for "Up Top in Operations" and other publications.
- f. Design and deliver training and presentations on operational topics as required.

AIDS TO NAVIGATION DIVISION CHIEF (DVC-ON)

In addition to the General Duties, the CHIEF, AIDS TO NAVIGATION DIVISION, under the immediate supervision of the Chief, Department of Operations, shall be assigned the following duties:

- a. Develop and maintain the Aids to Navigation/Chart Updating (ATON/CU) Manual & Guide.
- b. Promote the training and knowledge of members in the proper procedures for participating in the ATON/CU program.
- c. Maintain a liaison and working relationship with NOAA-NOS and other charting agencies to exchange information on which areas of navigable waters need charting, chart updating, or recharting.
- d. Maintain a working liaison with Chief, Auxiliary Operations Branch (G-OCX-2) and through this office with the Office of Navigation Aids (G-OPN) for the purpose of promoting the growth, development and improvement of the Auxiliary's Aids to Navigation program.
- e. Coordinate the Auxiliary Private Aids to Navigation Verification Program with the Chief, Auxiliary Operations Branch (G-OCX-2) and the Office of Navigation Aids (G-OPN).
- f. Assist the District Staff Officers-Aids to Navigation in the performance of their duties. (Many of the same responsibilities stated for flotilla, division and district levels apply to DVC-ON in assisting the districts.)
- g. Encourage cooperation with the Coast Guard and other agencies for the maintenance of navigable waters, informing them immediately of any and all hazards to navigation.
- h. Provide update information and items of interest in periodic newsletters, bulletins, notices and/or articles.
- i. Develop and participate in projects that will benefit and enhance the ATON/CU program and the Department of Operations.
- j. Responsible for the development of course curriculum for the National Aids to Navigation/Chart Updating C-Schools.
- k. Responsible for the overall Aids Verifier (AV) qualification and requalification training programs.
- h. Responsible for the coordination of Auxiliary (NE) qualification in the Federal Aids

- to Navigation Program for certification to service minor aids.
- j. Write articles on operational topics for "Up Top in Operations" and other publications.
 - k. Design and deliver training and presentations on operational topics as required.
 - l. Special projects as requested.

BRIDGE ADMINISTRATION BRANCH CHIEF (BC-ONB)

In addition to the General Duties, the CHIEF, BRIDGE ADMINISTRATION BRANCH, under the immediate supervision of the Chief, Aids to Navigation Division, shall be assigned the following duties:

- a. Assist in the maintenance of the ATON/CU Manual & Guide.
- b. Develop and implement the Auxiliary programs necessary to support the Coast Guard bridge inspection program.
- c. Provide administrative assistance for development of Coast Guard bridge administration publications.
- d. Assist in the development and implementation of the Bridge Program in all districts as needed.
- e. Assist in the development of course materials for National Aids to Navigation/Chart Updating Schools.
- f. Assist in the completion of projects as assigned by DVC-ON.
- g. Write articles for "Up Top in Operations" and other publications.
- h. Design and deliver training and presentations on operational topics as required.
- i. Special projects as requested.

AIDS TO NAVIGATION CARTOGRAPHIC BRANCH CHIEF (BC-ONC)

In addition to the General Duties, the CHIEF, AIDS TO NAVIGATION CARTOGRAPHIC BRANCH, under the immediate supervision of the Chief, Aids to Navigation Division, shall be assigned the following duties:

- a. Assist in the maintenance of the ATON/CU Manual & Guide.
- b. Obtain lists of items requiring special and specific investigation and/or evaluation for each district from every charting agency with which the Auxiliary is working. Prepare charts marked with these items and distribute them to the appropriate Auxiliary unit.
- c. Maintain a liaison and working relationship with significant cartographic agencies, other than NOAA-National Ocean Service to exchange information on which areas of navigable waters need charting or recharting, and how the Auxiliary can be of assistance. (Other agencies include, but are not limited to: U.S. Army Corps of Engineers, Defense Mapping Agency, Hydrographic Topographic Center, U.S. Navy Hydrographic Center, and State Governments)
- d. Develop workshop and similar programs for use at district, division and flotilla levels to encourage observer training and standards.
- e. Be responsible for the production and/or provision of chart updating training aids to complement the chart updating program within the division.
- f. Assist in providing the administration, and maintain the chart updating curriculum, for the ATON/CU portion of the Operations workshops.
- g. Annually determine the individual members and units who have achieved Department of Commerce Honor Roll status.
- h. Develop and participate in projects that will benefit and enhance the programs of the Aids to Navigation Division.
- i. Assist in the development and implementation of the Chart Updating Program in all districts.
- j. Obtain charts, as required, from National Ocean Service for each flotilla for use in the ATON/CU program. Each request shall be screened to ensure that it meets the requirements of the current chart distribution policy.
- k. Assist in the development of course materials for National Aids to Navigation/Chart Updating C-Schools.
- l. Assist in the completion of projects as assigned by DVC-ON.
- m. Write articles on operational topics for "Up Top in Operations" and other publications.
- n. Design and deliver training and presentations on operational topics as required.

- o. Special projects as requested.

PRIVATE/FEDERAL AIDS TO NAVIGATION BRANCH CHIEF (BC-ONP)

In addition to the General Duties, the CHIEF, PRIVATE/FEDERAL AIDS TO NAVIGATION BRANCH, under the immediate supervision of the Chief, Aids to Navigation Division, shall be assigned the following duties:

- a. In coordination with Commandant (G-OCX-2), develop and implement the programs necessary to provide Auxiliary support for the inspection and servicing of federal aids to navigation.
- b. Assist in the maintenance of the ATON/CU Manual & Guide.
- c. Implement and/or continuously review and maintain an Aids Verifier (AV) qualification training program in compliance with Coast Guard policy in support of the Private Aids (PATON) Verification Program.
- d. Provide agenda for ATON/CU workshops at district, division and flotilla levels to include initial AV certification and continuing chart updating instruction.
- e. Review the agenda and texts used for National ATON/CU Schools to ensure that all required provisions of the PATON Verification Program are covered.
- f. Provide direct assistance as directed by DVC-ON to newly appointed District Staff Officers-Aids to Navigation to ensure that Coast Guard policy is understood and being followed. (This is in an advisory position subject to the district requirements established by each Director of Auxiliary and the Coast Guard District Aids to Navigation Division (OAN).)
- g. Assist in the completion of projects as assigned by DVC-ON.
- b. Assist in the development of course materials for National Aids to Navigation/Chart Updating Schools.
- h. Write articles on operational topics for "Up Top in Operations" and other publications.
- i. Design and deliver training and presentations on operational topics as required.
- j. Special projects as requested.

INFORMATION ADMINISTRATION BRANCH CHIEF (BC-ONI)

- a. Provide continuous monitoring and updates of activity in the Federal Aids to Navigation program, the Private Aids to Navigation Program, the Bridge Administration program, the Chart Updating program and the Adopt-A-Chart program.
- b. Manage the Aids to Navigation Awards program, including the determination and verification of metrics for granting these awards.
- c. Partner with the Information Systems Department and the AUXDATA personnel as needed to provide input improvement of the ATON information gathered and used to determine program activity.
- d. Assist in the development of computerized forms and systems needed for data input in the Aids to Navigation and Chart Updating Programs.
- e. Assume primary responsibility for the ATON/CU section of the Department of Operations web page, including but not limited to, maintaining an archive of relevant Coast Guard and CG Auxiliary publications and reference materials, answering questions from readers and providing input into the home page content.
- f. Assist in the completion of projects as assigned by DVC-ON.
- g. Assist in the development of course materials for National Aids to Navigation/Chart Updating Schools.
- h. Write articles on operational topics for "Up Top in Operations" and other publications.
- i. Design and deliver training and presentations on operational topics as required.
- j. Special projects as requested.

AIR OPERATIONS DIVISION CHIEF (DVC-OA)

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

- a. Supervise the Auxiliary national aviation program.
- b. Promote the aviation program and the operational use of aircraft facilities in all districts.
- c. Encourage district Auxiliary leaders to maintain and/or increase aviation oriented membership and aircraft facilities.
- d. Provide advice, information and coordination on the aviation program to cognizant headquarters elements through G-OCX-2.
- e. Exercise staff responsibility for the Air Operations Training Course in cooperation with Coast Guard aviation project officers.
- f. Assist districts in complying with the Auxiliary Flight Safety Program and encourage training by Coast Guard Air Stations wherever practicable.
- g. Develop and participate in projects that will enhance the Air Operations Program and promote the air-surface team concept.
- h. Maintain liaison with external agencies/organizations on aviation matters.
- i. Write articles on operational topics for "Up Top in Operations" and other publications.
- j. Design and deliver training and presentations on operational topics as required.
- k. Special projects as requested.

CHIEF, AIR FLIGHT SURGEON BRANCH (BC-OAA)

In addition to the General Duties, the CHIEF, AIR FLIGHT SURGEON BRANCH, under the immediate supervision of the Chief, Air Operations Division, shall be assigned the following duties:

- a. Provide guidance on establishing and maintaining medical standards and practices for Auxiliary aviators.

- b. Develop medical flight standards.
- c. Provide medical flight advice and counsel for G-OCX-2 and other National Departments, as required.
- d. Write articles on operational topics for "Up Top in Operations" and other publications.
- e. Design and deliver training and presentations on operational topics as required.
- f. Special projects as requested.

AVIATION ADMINISTRATIVE MANAGEMENT BRANCH CHIEF (BC-OAM)

In addition to the General Duties, the CHIEF, AVIATION ADMINISTRATIVE MANAGEMENT BRANCH, under the immediate supervision of the Chief, Air Division, shall be assigned the following duties:

- a. Manage all aspects of Auxiliary aviation administrative support and create a standard program to handle record management.
- b. Work closely with the Department of Information Services to insure proper accountability and tracking of aircrew and aviation facility data via AUXMIS II and beyond.
- c. Maintain liaison with G-OCC to insure operational data is included in the Coast Guard Abstract of Operations reporting system.
- d. Work closely with the Aviation Training Branch (BC-OAT) to support concepts such as distant learning via the INTERNET.
- e. Establish a program for acquisition, distribution, tracking, and accountability of all aviation equipment distributed to Auxiliary aviation by the Coast Guard.
- f. Use facility data to track Auxiliary aviation operating expenses and develop/recommend innovative methods to offset the high operating and maintenance costs of aviation facilities.
- g. Write articles on operational topics for "Up Top in Operations" and other publications.
- h. Design and deliver training and presentations on operational topics as required.
- i. Special projects as requested.

AVIATION RECRUITMENT BRANCH CHIEF (BC-OAR)

- a. Be responsible for developing, encouraging and coordinating aircrew recruitment programs, and for promoting Auxiliary Aviation throughout the Auxiliary, the Coast Guard and other potential users of Auxiliary Aviation services.
- b. Develop Web based and other recruitment resources, and develop guidelines to assist the various districts in Aviation recruiting and mentoring activities.
- c. In conjunction with the BC-OAP, develop guidelines to assist the various districts in utilizing local fly-ins and air shows as a platform for soliciting aviation oriented members.
- d. Work in concert with active duty Coast Guard aviation in recruitment for both active duty and the Auxiliary.
- e. Write articles on operational topics for "Up Top in Operations" and other publications.
- f. Design and deliver presentations on operations and related topics as required.
- g. Special projects as requested.

AVIATION RECRUITMENT BRANCH ASSISTANT (BA-OAR)

In addition to the General Duties, the ASSISTANT, AVIATION RECRUITMENT BRANCH, under the immediate supervision of the Chief, Aviation Recruitment Branch, shall be assigned the following duties:

- a. Participate in the annual EAA fly-in at Oshkosh, WI and assist in establishing and maintaining Auxiliary air recruiting programs.
- b. Write articles on operational topics for "Up Top in Operations" and other publications.
- c. Design and deliver training and presentations on operational topics as required.
- d. Special projects as requested.

FLIGHT SAFETY BRANCH CHIEF (BC-OAS)

In addition to the General Duties, the Chief, Flight Safety Branch, under the immediate supervision of the Chief, Air Division, shall be assigned the following duties:

- a. Assist and advise the Auxiliary and the Coast Guard in matters pertaining to flight safety.
- b. Coordinate efforts with the Coast Guard via Commandant (G-OCX-2) to insure published directives concerning flight safety are current, accurate and provide proper guidance for those responsible for directing the aviation program at the district level.
- c. Maintain liaison with Coast Guard headquarters flight safety staff, via Commandant (G-OCX-2), and Auxiliary District Flight Safety officers.
- d. Write articles for "Up Top in Operations" and other publications.
- e. Design and deliver training and presentations on operational topics as required.
- f. Special projects as requested.

FLIGHT SAFETY BRANCH ASSISTANT (BA-OAS)

In addition to the General Duties, the ASSISTANT, FLIGHT SAFETY BRANCH, under the immediate supervision of the Chief, Flight Safety Branch, shall be assigned the following duties:

- a. Participate and assist in advising the Auxiliary and the Coast Guard in matters pertaining to flight safety.
- b. Assist in coordinating efforts with the Coast Guard via Commandant (G-OCX-2) to ensure published directives concerning flight safety are current, accurate and assist in providing proper guidance for those responsible for directing the aviation program at the district level.
- c. Participate in maintaining liaison with Coast Guard headquarters flight safety staff, via Commandant (G-OCX-2), and Auxiliary District Flight Safety officers.
- d. Assist in developing safety practices in all Auxiliary aviation programs
- e. Assist in providing safety of flight perspectives through participation in the Auxiliary Aviation Standardization Team efforts.

- f. Write articles on operational topics for "Up Top in Operations" and other publications.
- g. Design and deliver training and presentations on operational topics as required.

AVIATION TRAINING BRANCH CHIEF (BC-OAT)

In addition to the General Duties, the CHIEF, AVIATION TRAINING BRANCH, under the immediate supervision of the Chief, Air Operations Division, shall be assigned the following duties:

- a. Establishment and maintenance of a standardization and training program similar to the one used in the active duty's aviation program.
- b. Develop, coordinate, and insure the standard implementation of all Auxiliary aviation training.
- c. Review initial qualification and training requirements for new Auxiliary aviators and observers and develop doctrine to provide each aviation customer with a definite guide that maximizes mission effectiveness.
- d. Ensure written examinations for pilots and observers are current and annual review the COAST GUARD AUXILIARY AIR OPERATIONS TRAINING TEXT (COMDTINST M16798.5 series) and recommend changes as appropriate.
- e. Participate in a working group with the BC-OAH, BC-OAC and BC-OAF to:
 - Establish initial and recurrent training requirements for equipment utilization.
 - Establish standards for use and deployment of mission support equipment.
 - Evaluate the effectiveness of new policies and procedures on aviation missions.
- f. Write articles on operational topics for "Up Top in Operations" and other publications.
- g. Design and deliver training and presentations on operational topics as required.
- h. Special projects as requested.

AVIATION TRAINING BRANCH ASSISTANT (BA-OAT)

In addition to the General Duties, the ASSISTANT, AVIATION TRAINING BRANCH, under the immediate supervision of the Chief, Aviation Training Branch, shall be assigned the following duties:

- a. Participate in establishment and assist in maintenance of standardization and training programs similar to the one used in the active duty's aviation program.
- b. Participate in development, assist in coordination, and assist in insuring the standard implementation of all Auxiliary aviation training.
- c. Participate in review of initial qualification and training requirements for new Auxiliary aviators and observers and assist in development of doctrine to provide each aviation customer with a definite guide that maximizes mission effectiveness.
- d. Assist in ensuring written examinations for pilots and observers are current and assist in an annual review of the COAST GUARD AUXILIARY AIR OPERATIONS TRAINING TEXT (COMDTINST M16798.5 series) and participate in recommending changes as appropriate.
- e. Write articles on operational topics for "Up Top in Operations" and other publications.
- f. Design and deliver training and presentations on operational topics as required.
- g. Special projects as requested.

AVIATION FLIGHT STANDARDS BRANCH CHIEF (BC-OAF)

In addition to the general duties, the CHIEF, OPERATIONS AVIATION FLIGHT STANDARDS BRANCH, under the immediate supervision of the Chief, Operations Aviation Division, shall be assigned the following duties:

- a. Develop and maintain the Auxiliary Aviation M-3710 and the Air Operations Training Manual for the Auxiliary Aviation program.
- b. Establish standards for the evaluation of pilots, aircrew and observers for all aspects of auxiliary aviation operations, systems, and mission preparation.
- c. Establish qualification standards for aircraft to be used as Auxiliary Aviation facilities.
- d. Establish and monitor the enforcement system that ensures all standards and procedures established by the Coast Guard and Coast Guard Auxiliary for Auxiliary Air operations are being met.
- e. Manage the national standardization and evaluation functional programs. Insure that the Districts implement scheduling of aircrew evaluations to assess and insure the mission readiness of all aviation personnel.

- f. Recommends strategies and solutions to improve aircrew management and efficiency.
- g. Develops instructions for aircrews to ensure compliance with Coast Guard and Coast Guard Auxiliary directives.
- h. Participate in a working group with the BC-OAT, BC-OAC and BC-OAH to:
 - Establish initial and recurrent training requirements for equipment utilization.
 - Establish standards for use and deployment of mission support equipment.
 - Evaluate the effectiveness of new policies and procedures on aviation missions.
- d. Write articles on operational topics for "Up Top in Operations" and other publications.
- e. Design and deliver training and presentations on operational topics as required.
- f. Special projects as requested.

AVIATION FLIGHT STANDARDS BRANCH ASSISTANT (BA-OAF)

In addition to the General Duties, the ASSISTANT, AVIATION FLIGHT STANDARDS BRANCH, under the immediate supervision of the Chief, Aviation Flight Standards Branch shall be assigned the following duties:

- a. Participate in development and maintenance of the Auxiliary Aviation M-3710 and the Air Operations Training Manual for the Auxiliary Aviation program.
- b. Assist in the establishment of standards for the evaluation of pilots, aircrew and observers for all aspects of auxiliary aviation operations, systems, and mission preparation.
- c. Assist in establishment of qualification standards for aircraft to be used as Auxiliary Aviation facilities.
- d. Assist in establishment and assist in monitoring the enforcement system that ensures all standards and procedures established by the Coast Guard and Coast Guard Auxiliary for Auxiliary Air operations are being met.
- e. Assist in management of the national standardization and evaluation functional programs. Assist in insuring that the Districts implement scheduling of aircrew evaluations to assess and insure the mission readiness of all aviation personnel.
- f. Participate in recommending strategies and solutions to improve aircrew management and efficiency.

- g. Participate in developing instructions for aircrews to ensure compliance with Coast Guard and Coast Guard Auxiliary directives.
- h. Write articles for "Up Top in Operations" and other publications.
- i. Design and deliver training and presentations on operational topics as required.
- k. Special projects as requested.

AVIATION HOMELAND SECURITY OPS BRANCH CHIEF (BC-OAH)

In addition to the general duties, the CHIEF, OPERATIONS AVIATION HOMELAND SECURITY OPS BRANCH, under the immediate supervision of the Chief, Operations Aviation Division, shall be assigned the following duties:

- a. Evaluate the use of Auxiliary aviation in Ports, Waterways and Coastal Security missions (including concepts embodied in but not limited to Homeland Security, Maritime Domain Awareness (MDA), Border Security, Enforcement of Laws and Treaties (ELT), etc.). Determine opportunities for continuous improvement and increased participation.
- b. Review, analyze and report on the use of Auxiliary aviation resources in the various aviation sorties to better characterize the mission profile and determine areas for improvement in standardization, training and mission performance. This should include, but is not limited to: Search and Rescue (SAR), harbor and river patrols, safety patrols, Marine Environmental Protection (MEP), logistics and personnel transport missions, ice reconnaissance patrols, Aids to Navigation (ATON) patrols, area familiarization and training flights.
- c. Develop a cost effectiveness model for the use of aviation resources by mission type for the Coast Guard.
- d. Evaluate mission requirements and circumstances to determine optimum utilization of personnel and airframe resources.
- e. Scan the USCG, Department of Defense, FEMA, American Red Cross, FAA, AOPA, CAP, Emergency preparedness and other pertinent web sites for information of value to the aviation community. Publish a quarterly summary of items of interest for field distribution.
- f. Participate in a working group with the BC-OAT, BC-OAC and BC-OAF to:
 - Establish initial and recurrent training requirements for equipment utilization.
 - Establish standards for use and deployment of mission support equipment.
 - Evaluate the effectiveness of new policies and procedures on aviation missions.

- g. Write articles on operational topics for "Up Top in Operations" and other publications.
- h. Design and deliver training and presentations on homeland security operational topics as required.
- i. Special projects as requested.

AVIATION FLIGHT CAPABILITIES BRANCH CHIEF (BC-OAC)

In addition to the general duties, the CHIEF, OPERATIONS AVIATION FLIGHT CAPABILITIES BRANCH, under the immediate supervision of the Chief, Operations Aviation Division, shall be assigned the following duties:

- a. Develop the technical and support requirements for the various missions that are assigned to Auxiliary aircraft.
- b. Research and report on technologies and techniques that may be applied to Auxiliary aviation missions to enhance or improve mission capability.
- c. Research and report on the impact of missions, technologies, techniques and equipment on Auxiliary airframes, avionics and systems.
- d. Maintain a full listing of the capabilities of Auxiliary aircraft facilities with regard to their mission capabilities; including regular and special equipment for mission support.
- e. Participate in a working group with the BC-OAT, BC-OAH and BC-OAF to:
 - Establish initial and recurrent training requirements for equipment utilization
 - Establish standards for use and deployment of mission support equipment
 - Evaluate the effectiveness of new policies and procedures on aviation missions.
- f. Write articles on operational topics for "Up Top in Operations" and other publications.
- g. Design and deliver training and presentations on operational topics as required.
- h. Special projects as requested.

AVIATION SPECIAL PROJECTS BRANCH CHIEF (BC-OAP)

In addition to the General Duties, the Chief, Aviation Special Projects Branch, under the

Immediate supervision of the Chief, Air Operations Division, shall be assigned the following duties:

- a. Be responsible for Auxiliary participation, including displays, promotions and operational support, of national aviation events, including the annual EAA fly-in at Oshkosh, WI.
- b. In conjunction with the BC-OAR, develop guidelines to assist the various districts in utilizing local fly-ins and air shows as a platform for soliciting aviation oriented members.
- c. Work in concert with the BC-OAR and regular Coast Guard aviation in recruitment for both active duty and the Auxiliary at such national events.
- d. Write articles on operational topics for "Up Top in Operations" and other publications.
- e. Design and deliver training and presentations on operational topics as required.
- f. Special projects as requested.

Department of Operations
Job Descriptions
Operations Projects and
Educational Outreach Division

**OPERATIONS PROJECTS AND EDUCATIONAL OUTREACH DIVISION CHIEF
(DVC-OE)**

In addition to the General Duties, the CHIEF, OPERATIONS PROJECTS AND EDUCATIONAL OUTREACH DIVISION, under the immediate supervision of the Chief, Department of Operations, shall be assigned the following duties:

- a. Provide the strategy and criteria for the design and development of training materials to support the Operations program, especially in its mission to support the Coast Guard in increasing the nation's maritime security and safety posture.
- b. Conduct needs assessments in the field to determine additional operational training requirements. Design and develop training programs to increase operational proficiency and foster understanding by the entire membership of Auxiliary initiatives to support Coast Guard homeland security programs.
- c. Evaluate the effectiveness of existing operations training and recommend changes which enhance the balance of traditional safety missions and Ports, Waterways and Coastal Security missions.
- d. Supervise the work of the Operations Education Branch Chiefs.
- e. Supervise use of the Internet (Operations Web site) to ensure that it enhances communication and provides ready access to information, forms and manuals relevant to Operations.
- e. Write articles on operational topics for "Up Top in Operations" and other publications.
- f. Design and deliver training and presentations on operational topics as required.
- h. Special topics as requested

**OPERATIONS PROJECTS AND EDUCATIONAL OUTREACH EDITOR BRANCH
CHIEF (BC-OEE)**

In addition to the general duties, the CHIEF, OPERATIONS PROJECTS AND EDUCATIONAL OUTREACH EDITOR BRANCH, under the immediate supervision of the Chief, Operations Projects and Educational Outreach Division, shall be assigned the following duties:

Department of Operations Job Descriptions *Operations Projects and Educational Outreach Division*

- a. Source, develop, edit and write interesting articles about Auxiliary operational support for publication in the Department newsletter, UP TOP IN OPERATIONS, emphasizing the safety and security aspects of surface and air missions.
- b. Create a network of sources in the field that can provide a strong pipeline of ideas and information for operational stories.
- c. Publish the department newsletter on a monthly basis.
- d. Liaison with members of the Operations Department and other National Departments to find new sources for articles for publication, especially those which show the integration and balance of safety and security missions.
- f. Keep the leadership of the National Operations Department informed of issues/programs/ideas of relevance gathered from field publications and sources.
- g. Write articles on operational topics for UP TOP IN OPERATIONS and other publications.
- h. Design and deliver training and presentations on operational topics as required.
- i. Special topics as requested.

OPERATIONS PROJECTS AND EDUCATIONAL OUTREACH INSTRUCTION BRANCH CHIEF (BC-OEI)

In addition to the general duties, the CHIEF, OPERATIONS PROJECTS AND EDUCATIONAL OUTREACH INSTRUCTION BRANCH, under the immediate supervision of the Chief, Operations Projects and Educational Outreach Division, shall be assigned the following duties:

- a. Conduct needs assessments in the field to determine the need for additional operational training requirements, especially in the area of maritime safety and homeland security missions.
- b. Design and develop training programs to increase operational proficiency and promote operational excellence.
- c. Evaluate the effectiveness of existing operations training and recommend changes to enhance awareness of and commitment to missions in marine safety and homeland security.

- d. Assumes primary responsibility for the design, development and deployment of the annual Operations Workshop.
- e. Write articles, instructions and training curricula to support operations programs.
- f. Write articles on operational topics for UP TOP IN OPERATIONS and other publications.
- g. Design and deliver training and presentations on operational topics as required.
- h. Special projects as requested.

**OPERATIONS PROJECTS AND EDUCATIONAL OUTREACH SAFETY BRANCH
CHIEF (BC-OES)**

In addition to the General Duties, the CHIEF, OPERATIONS PROJECTS AND EDUCATIONAL OUTREACH SAFETY BRANCH, under the immediate supervision of the Chief, Operations Projects and Educational Outreach Division, shall be assigned the following duties:

- a. Develop and maintain safety guidelines for surface operations and operations training.
- b. Assist in the maintenance of the Operations Policy Manual and other pertinent publications, especially with respect to policy guidance to avoid or manage hazards encountered during the course of operations.
- c. Develop and participate in projects that will promote and reinforce the safety guidelines of the Operations Program.
- d. Write articles on operational topics for UP TOP IN OPERATIONS and other publications, especially those pertaining to hazards encountered during marine safety and homeland security operations.
- e. Design and deliver training and presentations on operational topics as required.
- f. Special projects as requested.

**OPERATIONS PROJECTS AND EDUCATIONAL OUTREACH WEB BRANCH CHIEF
(BC-OEW)**

In addition to the General Duties, the CHIEF, OPERATIONS PROJECTS AND EDUCATIONAL OUTREACH WEB BRANCH, under the immediate supervision of the Chief, Operations Projects and Educational Outreach Division, shall be assigned the following duties:

- a. Manage the Operations Department web site. Ensure timely addition or deletion of information posted to the site. Archive items as needed. Insure that links to critical publications and information are active.
- b. Ensure the timely posting of items of interest to the USCG Auxiliary "What's New" page.
- c. Participate as a point of contact to the Information Services Department for web based services or issues.
- d. Provide feedback to members who make inquiries to the Operations Department via the web site. Triage requests to division chiefs as appropriate. Provide follow-up with division chiefs to insure member satisfaction.
- e. Review all Auxiliary web sites, including other Departments and the Chief Director's web site. Review web sites of other national boating sites. Develop a monthly communication to all operations staff to highlight items of interest.
- f. Partner with Operations Division Chiefs to collect and disseminate information via the "What's New" and Operations web pages.
- g. Write articles on operational topics for UP TOP IN OPERATIONS and other publications.
- h. Design and deliver training presentations on operational topics as required.
- i. Special projects as requested.

SURFACE OPERATIONS DIVISION CHIEF (DVC-OS)

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

- a. Promote the maintenance, expansion, quality, readiness, and responsiveness of the Auxiliary Surface Operations Program.
- b. Provide expertise and administrative support to the implementation of a program that will prepare members to assume operational assignments made by the Coast Guard.
- c. Encourage each district to organize and maintain a disciplined Surface Operations Program by providing updated information and items of interest in a periodic department newsletter, bulletin and THE NAVIGATOR.
- d. Promote the coordination of vessel facility members with air facility and communications facilities in an effort to establish a unified operations program.
- e. Develop materials that are timely and useful and compile the annual Operations Workshop Guide.
- f. Develop and participate in projects that will benefit and enhance the Surface Operations Program and the department.
- g. Supervise the development of course materials for potential Auxiliary "C" Schools.
- h. Maintain liaison with Chief, Auxiliary Operations Branch (G-OCX-2) for the purpose of promoting development and improvement in the Boat Crew Qualification Program.
- i. Provide administrative support to the development of qualification criteria that will prepare members for operational assignments made by the Coast Guard.
- j. Serve as a member of the CG Auxiliary Surface Standardization Team.
- k. Provide editing for publications or products from both the Operations and Marine Safety disciplines.
- l. Assist in revising and maintaining reference material for the Boat Crew Qualification Program.
- m. Write articles on operational topics for "Up Top in Operations" and other

publications.

- n. Design and deliver training and presentations on operational topics as required.
- o. Special projects as requested.

OPERATIONS SURFACE PROJECTS BRANCH CHIEF (BC-OSP)

In addition to the general duties, the CHIEF, OPERATIONS SURFACE PROJECTS BRANCH, under the immediate supervision of the Chief, Operations Surface Division, shall be assigned the following duties:

- a. Maintain close liaison with DSO-OPs to follow-up on requests for information and input from the field.
- b. Research information from mishap reports, commandant instructions, boating publications and the Internet for the development of new programs, policies and processes.
- c. Write drafts of "white papers" and instructions outlining new OS initiatives for O staff review.
- d. Write articles for the surface community that highlights changes to COMDTINSTs and other policies.
- e. Write articles on operational topics for "Up Top in Operations" and other publications.
- f. Design and deliver training and presentations on operational topics as required.
- g. Special projects as requested.

SURFACE OPERATIONS QUALIFICATIONS BRANCH CHIEF (BC-OSQ)

In addition to the General Duties, the CHIEF, SURFACE OPERATIONS QUALIFICATION BRANCH, under the immediate supervision of the Chief, Surface Operations Division, shall be assigned the following duties:

- a. Design and develop qualifications guidelines required to support the Operations program, especially those in the Boat Crew/Coxswain Qualification Guide and QE program.
- b. Work closely with the DVC-OS and staff to ensure qualification program currency.

- c. Conduct field assessments of program effectiveness and deficiencies.
- d. Function as the Chairperson for the Auxiliary Surface Standardization (STAN) Team.
- e. Write articles, instructions and training curriculum to support the program.
- e. Write articles on operational topics for "Up Top in Operations" and other publications.
- f. Design and deliver training and presentations on operational topics as required.
- g. Special projects as requested.

SURFACE OPERATIONS QUALIFICATIONS BRANCH ASSISTANT (BA-OSQ)

In addition to the General Duties, the ASSISTANT, SURFACE OPERATIONS QUALIFICATION BRANCH, under the immediate supervision of the Chief, Surface Operations Qualification Branch, shall be assigned the following duties:

- a. Perform research to aid in the design, development and refinement of qualification guidelines required to support surface operations, especially those in the Boat Crew/Coxswain Qualification and Qualification Examiner (QE) programs.
- b. Work closely with the BC-OSQ and DVC-OS and staff to ensure qualification program standardization. Identify region specific differences if they exist and rationale for the discrepancy.
- c. Conduct field assessments of the Boat Crew Training Program's effectiveness. Identify and investigate deficiencies if they exist.
- d. Collect and disseminate qualification procedures used for Coast Guard owned, Auxiliary operated facilities.
- e. Determine methods to make auxiliary surface assets more responsive over a sustained period of time.
- f. Maintain regular contact with Auxiliary district and region program managers, including the DSO-Ops and the QE coordinators.
- g. Conduct "data calls" to DSO-Ops as needed by department leadership or the Surface Operations Standardization Team.

- h. Write articles on operational topics for "Up Top in Operations" and other publications.
- i. Design and deliver training and presentations on operational topics as required.
- j. Special projects as requested.

SURFACE OPERATIONS WATERCRAFT BRANCH CHIEF (BC-OSW)

In addition to the General Duties, the CHIEF, SURFACE OPERATIONS WATERCRAFT BRANCH, under the immediate supervision of the Chief, Surface Operations Division, shall be assigned the following duties:

- a. Provide program management to the Auxiliary's PWC operations program, including Safety Patrols, Regatta Patrols, search and rescue, MDA Patrols, member on-water-training and special events.
- b. Provide program management to the Auxiliary's paddlecraft pilot operations programs, including collecting and disseminating information on qualification procedures, paddlecraft employment in surface patrols, and other operational guidelines.
- c. Ensure with G-OCX-2 and the National Operations Staff that the Auxiliary's PWC and Paddlecraft operations are being conducted safely, and in conformance with the Boat Crew Seamanship Manual, Auxiliary Boat Crew Training Manual, PWC Operator Qualification Guide, District pilot Paddlecraft Qualification Guides, AUXMAN, OPS Policy Manual and other national/district publications as appropriate, and that they reflect positively on the United States Coast Guard.
- d. Partner with the DSO-OP to determine local operational needs for PWCs and PWC Operators with an eye toward maximizing the program and its benefits for the Districts.
- e. Provide scheduled reviews and assessments of the policy and Information Systems issues regarding PWC QEs, PWC Operator qualifications, including annual currency maintenance, 5th year currency, and Navigation Rules retesting.
- f. Provide advice and counsel on equipment requirements for operational PWCs.
- g. Partner with the DSO-OP to determine local operational needs for Paddlecraft and Paddlecraft Operators with an eye toward maximizing the program and its benefits for the Districts.
- h. Provide scheduled reviews and assessments of the policy and Information Systems issues regarding Paddlecraft QEs, Paddlecraft Operator qualifications,

- including annual currency maintenance, 5th year currency, and Navigation Rules retesting.
- i. Provide advice and counsel on equipment requirements for operational Paddlecraft.
 - j. Provide regular and complete reports to the DVC-OS, and present operational information and activity updates as requested.
 - k. Respond to and provide information and input from the field as requested by the national Operations Staff. Maintain regular contact with the DSO-OPs to determine needs and issues in the PWC and Paddlecraft operational community.
 - l. Ensure that appropriate and adequate operational training is being conducted in the Districts. Assist in developing workshops as needed.
 - m. Write articles on operational topics for "Up Top in Operations" and other publications.
 - n. Design and deliver training and presentations on operational topics as required.
 - o. Special projects as requested.

SURFACE OPERATIONS MARITIME DOMAIN AWARENESS BRANCH CHIEF (BC-OSM)

In addition to the general duties, the CHIEF, OPERATIONS SURFACE MDA, under the immediate supervision of the Chief, Operations Surface Division shall be assigned the following duties:

- a. Participate in the development and execution of projects and initiatives designed to support Maritime Domain Awareness, Homeland Security and Operation Patriot Readiness.
- b. Scan the USCG, Department of Defense, FEMA, American Red Cross, Emergency preparedness and other pertinent web sites for information of value to operational forces. Publish ACTION MDA, a quarterly summary of items of interest for field distribution.
- c. Participate in the development and deployment of modules to support the "Protect US FROM HARM" initiative and other training venues. Recommend topics for new training/supplemental modules as needed.

- d. As directed by the Department or Division Chief, partner with staff members of other departments, including but not limited to the Departments of Marine Safety and Environmental Protection, Vessel Examination, Boating, Education and others as deemed necessary for the completion of collaborative projects.
- e. Write articles on operational topics for "Up Top in Operations" and other publications.
- f. Design and deliver training and presentations on operational topics as required.
- g. Special projects as requested.

TELECOMMUNICATIONS DIVISION CHIEF (DVC-OT)

In addition to the General Duties, the **CHIEF, TELECOMMUNICATIONS DIVISION**, under the immediate supervision of the Chief, Department of Operations, shall be assigned the following specific duties:

- a. Provide guidance for the development, maintenance and quality control of Auxiliary communications systems and communications personnel.
- b. Distribute information concerning Auxiliary communications activities and procedures through periodic issuance of newsletters, bulletins and articles.
- c. Maintain liaison with the Chief, Auxiliary Operations Branch, (G-OCX-2) and, through this branch, with the appropriate Headquarters divisions, for the purpose of exchanging information on all government, NTIA, and FCC regulatory matters that may impact the Auxiliary communications program.
- d. Coordinate the telecommunications policy section of the Auxiliary Operations Policy manual with the relevant Coast Guard Headquarters division.
- e. Coordinate with the appropriate National Staff Divisions regarding telecommunications information that will affect other Auxiliary programs.
- f. Promote the expansion of Auxiliary communications in areas where a need exists, including disaster readiness and internal training related to communications.
- g. Develop, administer and participate in projects that will benefit and enhance the total effectiveness of the Auxiliary Communications Program and the Department of Operations.
- h. Write articles on operational topics for "Up Top in Operations" and other publications.
- i. Design and deliver training and presentations on operational topics as required.
- j. Special projects as requested.

TELECOMMUNICATION RESOURCES BRANCH CHIEF (BC-OTR)

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

- i. Establish and maintain a qualification and training program similar to the one used in the Coast Guard active duty's communication program. Establish standards for the evaluation of Auxiliary Watchstanders for all aspects of Auxiliary operations.
- j. Establish qualification standards for radios to be used as Auxiliary Communication facilities. Design and develop guidelines for inspection and certification of communications facilities
- k. Develop and maintain a Training Manual for the Auxiliary Telecommunication program. Annually review the training material and recommend changes as appropriate.
- l. Manage the national standardization and evaluation functional programs. Ensure that the Districts implement evaluations and assessment tools to ensure the mission readiness of all communications personnel.
- i. Participate in a working group with the BC-OTT and BC-OTU to:
 - Establish initial and recurrent training requirements for maintenance of proficiency
 - Establish standards for use and deployment of mission support equipment.
 - Evaluate the effectiveness of new policies and procedures on mission capabilities.
 - Develop procedures and recommendations to ensure that facilities are compatible, interoperable and suitable for their operational purposes.
 - Recommend strategies and solutions to improve program management and efficiency.
- j. Write articles on operational topics for "Up Top in Operations" and other publications.
- k. Design and deliver training and presentations on operational topics as required.
- l. Special projects as requested.

TELECOMMUNICATIONS UTILIZATION BRANCH CHIEF (BC-OTU)

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

- a. Promote and encourage communications program coordination between districts and at the national level by direct contact with District Staff Officers-Communications.
- b. Promote and support tactical communications networks for local and remote intercommunication between Auxiliary operational facilities of all types and Coast Guard units/appropriate governmental agencies, working with the District Staff Officers-Communications.
- c. Promote and support disaster communications networks for Auxiliary operational and logistical support, including inter-district communication as well as intra-district communications, working with the District Staff Officers-Communications.
- d. Promote and support training and regular exercise of skills to support both tactical and disaster networks across HF, VHF, UHF, and other wireless communication means using both analog and digital transmissions, working with the District Staff Officers-Communications.
- e. Function as the Auxiliary liaison officer with the National Communications System (NCS), the Amateur Radio Emergency Service (ARES), the Radio Amateur Civil Emergency Service (RACES), the Federal Highway Administration (FHWA), the Navy Marine Corps Military Affiliate Radio System (NAVMARS), and such other organizations as appropriate.
- f. Maintain directories of Auxiliary participation in specific communications networks.
- g. Provide expertise and administrative support to the development and maintenance of publications that pertain to the Auxiliary Communications Program, including writing articles for the Department newsletter.
- h. Develop and participate in projects that will benefit and enhance the total effectiveness of the Auxiliary Communications Program.
- i. Write articles on operational topics for "Up Top in Operations" and other publications.
- j. Design and deliver training and presentations on operational topics as required.
- k. Special projects as requested.

TELECOMMUNICATIONS UTILIZATION BRANCH ASSISTANT (BA-OTU)

In addition to the General Duties, the ASSISTANT, TELECOMMUNICATIONS UTILIZATION BRANCH, under the immediate supervision of the Chief, Telecommunications Utilization Branch, shall be assigned the following duties:

- a. Encourage sponsorship of Auxiliary special event radio stations throughout the Auxiliary telecommunications community as a means of promoting the Auxiliary to a national and international public.
- b. Participate in developing guidelines for potential special event radio station organizers.
- c. Promote scheduled Auxiliary special event radio station activities through web postings, publications, and nets throughout the Auxiliary telecommunications community.
- d. Plan or assist in planning Auxiliary special event radio station activities, including guidance on Coast Guard policy, FCC regulations, and NTIA requirements (where applicable).
- e. Provide supervision of Auxiliary special events radio stations to insure that Coast Guard policy, FCC regulations, and NTIA requirements are followed (where applicable).
- f. Prepare an after-action report for each Auxiliary special event radio station with assistance from the Auxiliary individual(s) responsible for the special event station. The report should subjectively evaluate effectiveness for the Auxiliary, include a copy of the log, and objectively evaluate technical, organizational, and procedural issues related to the event. The report is to be provided to the Chief, Telecommunications Utilization Branch and forms the national telecommunications record of the event.
- g. Write articles for "Up Top in Operations" and other publications.
- h. Special projects as requested.

TELECOMMUNICATION TECHNICAL BRANCH CHIEF (BC-OTT)

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

- a. Provide technical advice to districts with specific system design questions or problems, including assisting with resolution of interference, intermodulation, antenna location, equipment selection, and equipment type acceptance issues.
- b. Be cognizant of and current with FCC, NTIA, Coast Guard, and other agency technical standards for relevant wireless communication equipment.

- c. Develop and maintain a capability to review and provide information concerning product/equipment evaluation that is of value to the Auxiliary communications program, particularly with respect to Coast Guard system improvements and marine industry emerging standards.
- d. Coordinate and develop recommendations for the effective utilization of frequencies in the Auxiliary Communications Program, especially with radio repeater operation and long-distance HF communications.
- e. Provide information, as required, on activities that utilize wireless communications for Auxiliary operational usage.
- f. Provide expertise and administrative support to the development and maintenance of publications that pertain to the Auxiliary Communications Program, including writing articles for the Department newsletter.
- g. Develop and participate in projects that will benefit and enhance the total effectiveness of the Auxiliary Communications Program.
- h. Write articles on operational topics for "Up Top in Operations" and other publications.
- i. Design and deliver training and presentations on operational topics as required.
- j. Special projects as requested.