

U.S. Department of
Homeland Security
**United States
Coast Guard
Auxiliary**



**US Coast Guard
Auxiliary National Response
Directorate**

National Response Directorate

Staff Job Descriptions

UNCLASSIFIED

National Response Directorate

DIRECTORATE DIRECTOR, DIR - R

In addition to the General Duties, the DIRECTOR, Response Directorate, under the general direction and supervision of the National Commodore, the Deputy National Commodore for Operations and the Assistant National Commodore for Response and Prevention, shall have the following duties:

- a. Responsible for the vision, direction, leadership and administration of the Auxiliary's Surface Operations, Air Operations, Telecommunications and Education/Training Programs. Ensure 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 Response Directorate.
- c. Maintain a close liaison with Office of Auxiliary and Boating, Auxiliary Division (GC-BSX-1), 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 ensure that the Directorate's organizational values of ready, reliable and resources guide program decision making.
- f. Partner with other National Directorates 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 the Directorate newsletter "The Responder" and other publications.
- h. Design and deliver training and presentations on operational topics as required.
- i. Special projects as requested.

National Response Directorate

DIRECTORATE DEPUTY DIRECTOR, DIR - Rd

In addition to the General Duties, the DEPUTY DIRECTOR, Response Directorate, under the immediate supervision of the Director, Response Directorate, shall be assigned the following duties:

- a. Provide support to the DIRECTOR, Response Directorate in matters regarding Directorate personnel, including writing job descriptions, sourcing and interviewing candidates for the National Response Staff and selecting qualified individuals.
- b. Be involved in all aspects of the Directorate; respond to issues and assist the Division Chiefs.
- c. Make recommendations for programs based on feedback from the membership.
- d. Act as the Directorate point-of-contact for liaison with other National Staff Directorates.
- e. Serve as the Acting DIR-R when the Directorate Director is out of contact.
- f. Provide administrative support for the Directorate, including ANSC Inventory Reports and various reports required by the Directorate Director.
- g. Work directly with Auxiliary Operations Branch (BSX-12) 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.
- i. Write articles for Directorate newsletter, "The Responder" and other publications.
- j. Maintain the Directorate Project Tracker.
- k. Design and deliver training and presentations on operational topics as required.
- l. Special projects as requested.

National Response Directorate

RESPONSE PLANNING AND LIAISON BRANCH CHIEF (BC-RRP)

In addition to the General Duties, the RESPONSE PLANNING AND LIAISON BRANCH CHIEF, under the immediate supervision of the Director, Response Directorate, shall be assigned the following duties:

- a. Identifying critical issues and opportunities for the CG Auxiliary Response efforts.
- b. Facilitate and/or participate in strategic discussion as needed, especially as it applies to initiatives that span division or Directorate boundaries.
- c. Assist as needed in the management of strategic initiatives.
- d. Perform analysis and develop plans to form the vision and direction needed for organizational transformation.
- e. Prepare documents to articulate the present and future state, goals, issues, or strategic and tactical plans as needed for the Director, Response Directorate.
- f. Work with the Deployable Operations Group to establish and maintain excellent working relationships, resolve issues, and promote the services and capabilities of the CG Auxiliary Response and Prevention Directorates.
- g. Special projects and duties as requested.

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**US Coast Guard Auxiliary
National Response Directorate**

Air Operations Division

National Response Directorate

AIR OPERATIONS DIVISION CHIEF (DVC-RA)

In addition to the General Duties, the CHIEF, AIR OPERATIONS DIVISION, under the immediate supervision of the Director, Response Directorate, 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 CG-BSX-12.
- 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 Directorate newsletter, "The Responder" and other publications.
- j. Design and deliver training and presentations on operational topics as required.
- k. Special projects as requested.

National Response Directorate

AIR FLIGHT SURGEON BRANCH CHIEF (BC-RAA)

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 CG-BSX-12 and other National Directorates, as required.
- d. Write articles on operational topics for Directorate newsletter, "The Responder" and other publications.
- e. Design and deliver training and presentations on operational topics as required.
- f. Special projects as requested.

National Response Directorate

AVIATION ADMINISTRATIVE MANAGEMENT BRANCH CHIEF (BC-RAM)

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 Directorate of Information Services to ensure proper accountability and tracking of aircrew and aviation facility data via AUXDATA and follow-on systems.
- c. Maintain liaison with CG-BSX-12 to ensure operational data is included in the Coast Guard Abstract of Operations reporting system.
- d. Establish a program for acquisition, distribution, tracking, and accountability of all aviation equipment distributed to Auxiliary aviation by the Coast Guard.
- e. 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.
- f. Review, analyze and report on the use of Auxiliary aviation resources to better characterize mission profiles and determine areas for improvement in standardization, training, and mission performance.
- g. Develop reporting models to demonstrate the cost effectiveness of Auxiliary aviation resources by mission type for the Coast Guard.
- h. Have supervisory responsibility 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.
- i. Write articles on operational topics for Directorate newsletter, "The Responder" and other publications.
- j. Design and deliver training and presentations on operational topics as required.
- k. Special projects as requested.

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AVIATION MANAGEMENT BRANCH ASSISTANT (BA-RAM)

In addition to the General Duties, the AVIATION MANAGEMENT BRANCH ASSISTANT (BA-RAM), under the immediate supervision of the Branch Chief, Aviation Management, shall be assigned the following duties:

- a. Assist in the design and deployment of a tracking system that looks at all aviation equipment passed from the Coast Guard to the Auxiliary.
- b. Use facility data to track Auxiliary aviation operating expenses to develop and recommend innovative methods to offset the operating and maintenance costs of aviation facilities.
- c. Assist in usage review and analysis of Auxiliary aviation resources to better characterize mission profiles and determine areas for improvement through standardization, training, and mission performance.
- d. Assist in the development of reporting models to better demonstrate, to the Coast Guard, the mission type cost effectiveness of Auxiliary aviation resources.
- e. Assist in the development and deployment of targeted communications that feature Auxiliary Aviation and events that attract candidates to our Aviation programs.
- f. Assist in the development and deployment of Web based and other recruitment resources, to assist the districts in Aviation recruiting and mentoring activities.
- g. Assist in the development and deployment of guidelines to assist the districts in utilizing local fly-ins and air shows as a platform for soliciting aviation-oriented members.
- h. Coordinate Auxiliary participation in the annual fly-in events such as the annual EAA Air Venture at Oshkosh.
- i. Write articles on operational topics for Directorate's newsletter, "The Responder" and other publications.
- j. Special projects as requested.

National Response Directorate

FLIGHT SAFETY BRANCH CHIEF (BC-RAS)

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 (CG-BSX-12) to ensure 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 (CG-BSX-12) and Auxiliary District Flight Safety officers.
- d. Write articles on operational topics for Directorate newsletter, "The Responder" and other publications.
- e. Design and deliver training and presentations on operational topics as required.
- f. Special projects as requested.

National Response Directorate

FLIGHT SAFETY BRANCH ASSISTANT (BA-RAS)

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 (CG-BSX-12) 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 (CG-BSX-12), 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 Directorate newsletter, "The Responder" and other publications.
- g. Design and deliver training and presentations on operational topics as required.

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AVIATION TRAINING BRANCH CHIEF (BC-RAT)

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 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 the Aviation Standardization Team 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. Scan the USCG, FAA, AOPA, Directorate of Defense, FEMA, American Red Cross, CAP, emergency preparedness, aviation, and other pertinent web sites for information of value to the aviation community. Publish a quarterly summary of items of interest for field distribution.
- g. Write articles on operational topics for Directorate newsletter, "The Responder" and other publications.
- h. Design and deliver training and presentations on operational topics as required.
- i. Special projects as requested.

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AVIATION TRAINING BRANCH ASSISTANT (BA-RAT)

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 "Directorate's newsletter, "The Responder" and other publications.
- f. Design and deliver training and presentations on operational topics as required.
- g. Special projects as requested.

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AVIATION FLIGHT STANDARDS BRANCH CHIEF (BC-RAF)

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

- a. Develop and maintain the Auxiliary Aviation portions of the Operations Policy Manual and the Auxiliary Aviation Training Manual (COMDTINST M16798.5 series) 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. Ensure 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 the Aviation Standardization Team 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.
- i. Write articles on operational topics for "Directorate's newsletter, "The Responder" and other publications.
- j. Design and deliver training and presentations on operational topics as required.
- k. Special projects as requested.

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AVIATION FLIGHT STANDARDS BRANCH ASSISTANT (BA-RAF)

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. Develop and maintain the Auxiliary Aviation portions of the Operations Policy Manual and the Auxiliary Aviation Training Manual (COMDTINST M16798.5 series) 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 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 Directorate newsletter, "The Responder" and other publications.
- i. Design and deliver training and presentations on operational topics as required.
- j. Special projects as requested.

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AVIATION MAINTENANCE BRANCH CHIEF (BC-RAP)

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

- a. Monitor Auxiliary Aviation's compliance with the Coast Guard's requirement to abide by aircraft/engine/propeller recurring maintenance inspection/overhaul requirements and recommendations.
- b. Assist the DSO-AV's efforts to manage compliance with those requirements.
- c. Research, develop, and present for implementation alternate methods of compliance for the generic hours- and calendar-based recurring overhaul inspection programs currently in use.
- d. Serve as a Subject Matter Expert, both for the DSO-AVs and for the Division, on all issues regarding aircraft maintenance.
- e. Write articles on operational topics for the Directorate newsletter and other publications.
- f. Design and deliver training and presentations on operational topics as required.
- g. Special projects as requested.

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Instructor Pilot – Flight Examiner Liaison BRANCH CHIEF (BC-RAL)

In addition to the General Duties, the BRANCH CHIEF, INSTRUCTOR PILOT – FLIGHT EXAMINER LIAISON, under the immediate supervision of the Chief, Aviation Division, shall be assigned the following duties:

- a. Establish and maintain continuing relationships with all Instructor Pilots and Flight Examiners (IP/FE).
- b. Qualification Examiner Liaison BRANCH CHIEF should be current or prior IP/FE.
- c. Assist the Aviation Operations Division Chief (DVC-RA) to facilitate sharing of best practices, recommendations, and issues throughout the IP/FE community. Maintain focus on crew standards and physical ability to perform required tasks. Reinforce importance of safety and mishap avoidance.
- d. Coordinate and lead quarterly conference calls with Instructor Pilots and Flight Examiners (IP/FEs).
- e. Encourage and assist each district to organize and maintain annual IP/FE training sessions.
- f. Be thoroughly familiar with the contents of all Auxiliary Aviation Operations Qualification Guides.
- g. Work closely with the Aviation staff to ensure knowledge of any program changes.
- h. Together with the DVC-RA, serve as conduit to Response Directorate for IP/FE issues, concerns, and recommendations.
- i. Together with the DVC-RA, recommend strategies and solutions to improve crew qualification procedures and processes.
- j. Write articles for Response Directorate's newsletter, "The Responder" and other publications, including trade publications.
- k. Write articles, instructions, and training curriculum to support the program.
- l. Design and deliver training and presentations on operational topics as required.

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m. Special projects and additional duties as requested by the DVC-RA.

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Education And Outreach Division

National Response Directorate

RESPONSE PROJECTS AND EDUCATIONAL OUTREACH DIVISION CHIEF (DVC-RE)

In addition to the General Duties, the CHIEF, RESPONSE PROJECTS AND EDUCATIONAL OUTREACH DIVISION, under the immediate supervision of the Director, Response Directorate, shall be assigned the following duties:

- a. Provide the strategy and criteria for the design and development of training materials to support Response programs, 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 Response Education Branch Chiefs.
- e. Supervise use of the Internet (Response Directorate Web site) to ensure that it enhances communication and provides ready access to information, forms, and manuals relevant to Response programs.
- f. Write articles on operational topics for Directorate newsletter, "The Responder" and other publications.
- g. Design and deliver training and presentations on operational topics as required.
- h. Special topics as requested.

National Response Directorate

RESPONSE PROJECTS AND EDUCATIONAL OUTREACH RELATIONSHIPS BRANCH CHIEF (BC-RER)

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

- a. Work with the Aviation, Surface, and Telecommunications Divisions to assess the needs of the Coast Guard in each of their respective areas. This is an ongoing task and will need to be updated frequently.
- b. Help create best practices for providing the resources (facilities and members) required by the Coast Guard. This will include:
 - a. Proficiency
 - b. Professionalism
 - c. Safety
 - d. Training
 - e. Recruiting
 - f. Communications
 - g. Publicity
 - i. Internal
 - ii. External
- c. Write articles on operational topics for the Directorate newsletter, "The Responder" and other publications.
- e. Design and deliver training and presentations on operational topics as required.
- f. Special topics as requested.

National Response Directorate

RESPONSE PROJECTS AND EDUCATIONAL OUTREACH EDITOR AND WEB BRANCH CHIEF (BC-REE)

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

- a. Source, develop, edit, and write interesting articles about Auxiliary operational support for publication in the Directorate newsletter, 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 stories regarding Response Directorate programs.
- c. Publish the Directorate newsletter as directed.
- d. Liaison with members of the Response Directorate and other National Directorates to find new sources for articles for publication, especially those which show the integration and balance of safety and security missions.
- e. Keep the leadership of the National Response Directorate informed of issues/programs/ideas of relevance gathered from field publications and sources.
- f. Write articles on operational topics for the Directorate newsletter, "The Responder" and other publications.
- g. Design and deliver training and presentations on operational topics as required. h. Special topics as requested.
- i. Supervise the BA-REW maintaining the Response Website as required.

National Response Directorate

RESPONSE PROJECTS AND EDUCATIONAL OUTREACH EDITOR AND WEB ASSISTANT CHIEF (BA-REE)

In addition to the General Duties, the ASSISTANT, RESPONSE PROJECTS AND EDUCATIONAL OUTREACH EDITOR BRANCH, under the immediate supervision of the Branch Chief, Response Projects, and Educational Outreach Editor and Web, shall be assigned the following duties:

- a. Source, develop, edit, and write interesting articles about Auxiliary operational support for publication in the Directorate newsletter, 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 stories regarding Response Directorate programs.
- c. Publish the Directorate newsletter as directed.
- d. Liaison with members of the Response Directorate and other National Directorates to find new sources for articles for publication, especially those which show the integration and balance of safety and security missions.
- e. Keep the leadership of the National Response Directorate informed of issues/programs/ideas of relevance gathered from field publications and sources.
- f. Write articles on operational topics for the Directorate newsletter, "The Responder" and other publications.
- g. Design and deliver training and presentations on operational topics as required.
- h. Special topics as requested.

National Response Directorate

RESPONSE PROJECTS AND EDUCATIONAL OUTREACH WEB BRANCH ASSISTANT (BA-REW)

In addition to the General Duties, the ASSISTANT, RESPONSE PROJECTS AND EDUCATIONAL OUTREACH WEB BRANCH, under the immediate supervision of the Branch Chief, Response Projects, and Educational Outreach Editor and Web, shall be assigned the following duties:

- a. Manage the Response Directorate web site. Ensure timely addition or deletion of information posted to the site. Archive items as needed. Ensure that links to critical publications and information are active. Ensure site follows the standards (Headers, Footers, left navigation, etc.) for all Auxiliary National Directorate websites.
- 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 Directorate for web-based services or issues.
- d. Provide feedback to members who make inquiries to the Response Directorate via the web site. Triage requests to division chiefs as appropriate. Provide follow-up with division chiefs to ensure member satisfaction.
- e. Review all Auxiliary web sites, including other Directorates 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 Response Divisions to collect and disseminate information via the "What's New" and Response 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.
- j. Technical Skills Required: Must be familiar with standard web development techniques and user interface design standards.

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RESPONSE PROJECTS AND EDUCATIONAL OUTREACH INSTRUCTION BRANCH CHIEF (BC-REI)

In addition to the general duties, the CHIEF, RESPONSE PROJECTS AND EDUCATIONAL OUTREACH INSTRUCTION BRANCH, under the immediate supervision of the Chief, Response 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 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. Design and develop training programs to increase operational proficiency and promote operational excellence. Programs to develop include but are not limited to; an annual TCT 1-hour refresher course and an annual operations workshop.
- e. Write articles, instructions, and training curricula to support Response Directorate programs.
- f. Write articles on operational topics for the Directorate newsletter, "The Responder" and other publications.
- g. Design and deliver training and presentations on operational topics as required.
- h. Special projects as requested.

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Surface Operations Division

National Response Directorate

SURFACE OPERATIONS DIVISION CHIEF (DVC-RS)

In addition to the General Duties, the CHIEF, SURFACE OPERATIONS DIVISION, under the immediate supervision of the Director, Response Directorate, 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 Directorate newsletter, bulletin, and THE NAVIGATOR.
- d. Promote the coordination of vessel facility members with air facility and communications facilities to establish a unified operations program.
- e. Develop and participate in projects that will benefit and enhance the Surface Operations Program and the Directorate.
- f. Maintain liaison with Chief, Auxiliary Operations Branch (CG-BSX-12) for the purpose of promoting development and improvement in the Boat Crew Qualification Program.
- g. Serve as a member of the CG Auxiliary Surface Standardization Team.
- h. Provide administrative support to the development of qualification criteria that will prepare members for operational assignments made by the Coast Guard.
- i. Provide editing for publications or products from both the Operations and Marine Safety disciplines.
- j. Assist in revising and maintaining reference material for the Boat Crew Qualification Program.
- k. Write articles on operational topics for the Directorate newsletter, "The Responder" and other publications.
- l. Design and deliver training and presentations on operational topics as required.
- m. Special projects as requested.

National Response Directorate

SURFACE SPECIAL PROJECTS BRANCH CHIEF (BC-RSP)

In addition to the general duties, the CHIEF, RESPONSE SURFACE PROJECTS BRANCH, under the immediate supervision of the Chief, Response Surface Operations 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 surface operations initiatives for Directorate staff review.
- d. Write articles for the surface community highlighting changes to COMDTINSTs and other policies.
- e. Write articles on operational topics for the Directorate newsletter, "The Responder" and other publications.
- f. Design and deliver training and presentations on operational topics as required. g.

Special projects as requested.

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SURFACE OPERATIONS QUALIFICATIONS BRANCH CHIEF (BC-RSQ)

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 Surface Operations program, especially those in the Boat Crew Training Manual, the Crew Member, Coxswain and Personal Watercraft Operator Qualification Guides and QE program.
- b. Work closely with the DVC-RS 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.
- f. Write articles on operational topics for the Directorate newsletter, "The Responder" and other publications.
- g. Design and deliver training and presentations on operational topics as required.
- h. Special projects as requested.

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SURFACE OPERATIONS QUALIFICATIONS BRANCH ASSISTANT (BA-RSQ)

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/Personal Watercraft Operator Qualification and Qualification Examiner (QE) programs.
- b. Work closely with the BC-RSQ and DVC-RS 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.
- 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 Directorate leadership or the Surface Operations Standardization Team.
- h. Write articles on operational topics for the Directorate newsletter, "The Responder" and other publications.
- i. Design and deliver training and presentations on operational topics as required.
- j. Special projects as requested.

National Response Directorate

SURFACE SAFETY BRANCH CHIEF (BC-RSS)

In addition to the General Duties, the CHIEF, SURFACE RESPONSE SAFETY, under the immediate supervision of the Chief, Surface Division, shall be assigned the following duties:

- a) Promote safety throughout the Surface Operations Program and assist in advising the Auxiliary and the Coast Guard in matters pertaining to Surface Operations safety.
- b) Become thoroughly familiar with the contents of the Coast Guard Safety and Environmental Health Manual, COMDTINST M5100.47.
- c) Provide expertise and administrative support to the implementation of a Surface Operations Safety Program that will improve operational readiness and promote the availability of Surface Operations by conserving human resources, equipment, and funds through mishap prevention.
- d) Assist in developing appropriate safety practices for the Surface Operations program.
- e) Encourage and assist each district to organize and maintain a disciplined Surface Safety Program.
- f) Distribute safety literature and information and write articles on operational safety topics and relevant items of interest for the Directorate newsletter, "The Responder" and other publications
- g) Contribute to the development of the annual Operations Workshop and TCT Refresher.
- h) Provide instructional material pertaining to mishap reporting, including instructions on completing Mishap Reports as required.
- i) Provide safety related input to revisions and updates of the Boat Crew Qualification Program.
- j) Design and deliver training and presentations on operational surface safety topics as required.
- k) Research mishap reports, Commandant Instructions, boating publications and the Internet for safety related information relevant to Surface Operations Safety.
- l) Review and edit surface operations related mishap reports that pertain to Auxiliary Surface Operational Safety or that provide "lessons learned". Communicate these reports and "lessons learned" to the Auxiliary Surface Operations Community on a regular basis.
- m) Special projects and additional duties as requested.

National Response Directorate

Qualification Examiner Liaison BRANCH CHIEF (BC-RSL)

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

- a. Establish and maintain continuing relationships with all Chief Qualification Examiners (CQEC).
- b. Qualification Examiner Liaison BRANCH CHIEF should be current or prior QE.
- c. Assist the Surface Operations Division Chief (DVC-RS) to facilitate sharing of best practices, recommendations, and issues throughout the QE community. Maintain focus on crew standards and physical ability to perform required tasks. Reinforce importance of safety and mishap avoidance.
- d. Coordinate and lead quarterly conference calls with Chief Qualification Examiners (CQECs).
- e. Encourage and assist each district to organize and maintain annual QE training sessions.
- f. Be thoroughly familiar with the contents of all Auxiliary Surface Operations Qualification Guides.
- g. Work closely with the Surface staff to ensure knowledge of any program changes.
- h. Together with the DVC-RS, serve as conduit to Response Directorate for QE issues, concerns, and recommendations.
- i. Together with the DVC-RS, recommend strategies and solutions to improve crew qualification procedures and processes.
- j. Write articles for Response Directorate's newsletter, "The Responder" and other publications, including trade publications.
- k. Write articles, instructions, and training curriculum to support the program.
- l. Design and deliver training and presentations on operational topics as required.
- m. Special projects and additional duties as requested by the DVC-RS.

U.S. Department of
Homeland Security
**United States
Coast Guard
Auxiliary**



**US Coast Guard Auxiliary
National Response Directorate**

Telecommunications Division

National Response Directorate

TELECOMMUNICATIONS DIVISION CHIEF (DVC-RT)

In addition to the General Duties, the CHIEF, TELECOMMUNICATIONS DIVISION, under the immediate supervision of the Director, Response Directorate, 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 (CG-BSX-12) 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 Response Directorate.
- h. Write articles on operational topics for Directorate newsletter, "The Responder" and other publications.
- i. Design and deliver training and presentations on operational topics as required.
- j. Special projects as requested.

National Response Directorate

TELECOMMUNICATIONS COAST GUARD SUPPORT BRANCH CHIEF (BC-RTS)

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

- a. Be responsible for managing and developing programs that directly support Coast Guard telecommunications commands and other Coast Guard units.
- b. Be responsible for the activities and management of the AUXMON program and its extensions.
- c. Provide support and develop objectives for day-to-day management of the AUXMON program, recruitment of additional resources for that program and implementation of any extension of the program to Sectors and/or other units.
- d. Working with the BC-RTQ, develop requirements for additional training materials as needed; formalize requirements for participation in the program, and qualification as an AUXMONSTA.
- e. Serve as the Auxiliary Supervisory Point of Contact (POC) with the Communications Area Master Stations (CAMS) and supervise the Branch Assistants, who will serve as the line POCs with the CAMS.
- f. Branch Assistants serving under this Branch:
 - BA-RTL (Branch Assistant - CG Support LANT)
 - BA-RTS (Branch Assistant - CG Support PAC)
- g. Develop, administer, and participate in projects that will benefit and enhance the total effectiveness of the Auxiliary Communications Program and the Response Directorate.
- h. Write articles on operational topics for Directorate newsletter, "The Responder" and other publications.
- i. Design and deliver training and presentations on operational topics as required.
- j. Participate in special projects as requested.

National Response Directorate

TELECOMMUNICATIONS COAST GUARD SUPPORT BRANCH ASSISTANT – LANT (BA-RTL)

In addition to the General Duties, the ASSISTANT, COAST GUARD SUPPORT BRANCH LANT, under the immediate supervision of the Chief, Coast Guard Support Branch, shall be assigned the following specific duties:

- a. Assist with managing and developing programs that directly support Coast Guard telecommunications commands and other Coast Guard units.
- b. Assist with the activities and management of the AUXMON program and its extensions.
- c. Assist with providing support and developing objectives for day-to-day management of the AUXMON program, recruitment of additional resources for that program and implementation of any extension of the program to Sectors and/or other units.
- d. Assisting with development of requirements for additional training materials as needed; formalizing requirements for participation in the program, and qualification as an AUXMONSTA.
- e. Serve as the Auxiliary Line Point of Contact (POC) with the Communications Area Master Stations (CAMS) and the AUXMON stations affiliated with the CAMS.
- f. Develop, administer, and participate in projects that will benefit and enhance the total effectiveness of the Auxiliary Communications Program and the Response Directorate.
- g. Write articles on operational topics for Directorate newsletter, "The Responder" and other publications.
- h. Design and deliver training and presentations on operational topics as required.
- i. Participate in special projects as requested.

National Response Directorate

TELECOMMUNICATIONS COAST GUARD SUPPORT BRANCH ASSISTANT – PAC (BA-RTS)

In addition to the General Duties, the ASSISTANT, COAST GUARD SUPPORT BRANCH PACIFIC, under the immediate supervision of the Chief, Coast Guard Support Branch, shall be assigned the following specific duties:

- a. Assist with managing and developing programs that directly support Coast Guard telecommunications commands and other Coast Guard units.
- b. Assist with the activities and management of the AUXMON program and its extensions.
- c. Assist with providing support and developing objectives for day-to-day management of the AUXMON program, recruitment of additional resources for that program and implementation of any extension of the program to Sectors and/or other units.
- d. Assisting with development of requirements for additional training materials as needed; formalizing requirements for participation in the program, and qualification as an AUXMONSTA.
- e. Serve as the Auxiliary Line Point of Contact (POC) with the Communications Area Master Stations (CAMS) and the AUXMON stations affiliated with the CAMS.
- f. Develop, administer, and participate in projects that will benefit and enhance the total effectiveness of the Auxiliary Communications Program and the Response Directorate.
- g. Write articles on operational topics for Directorate newsletter, "The Responder" and other publications.
- h. Design and deliver training and presentations on operational topics as required.
- i. Participate in special projects as requested.

National Response Directorate

TELECOMMUNICATIONS INTEGRATION BRANCH CHIEF (BC-RTI)

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

- a. Work toward creation of a coherent system for communications assets and functions on a nationwide basis. Assets and functionalities include but are not limited to:
 - AUX VHF
 - VHF Marine
 - Digital Selective Calling (VHF and HF) & MMSI issues
 - HF voice
 - HF and VHF Data Communications
 - AIS
 - Private internet sites.
- b. Develop a seamless system of assets that will provide communications capability for both the AUX and for the active-duty CG to support both normal ops and surge ops.
- c. Be the primary source of technical expertise for Auxiliary VHF and HF applications.
- d. Make recommendations regarding methods to improve the Auxiliary Communications community's knowledge of Rescue 21
- e. Act as point of contact for spectrum management issues
- f. Develop and recommend strategies for expanding the Auxiliary's role in VHF ship tracking (AIS)
- g. Branch Assistants serving under this Branch:
 - BA-RTT (Branch Assistant - Technology)
- h. Develop, administer, and participate in projects that will benefit and enhance the total effectiveness of the Auxiliary Communications Program and the Response Directorate.
- i. Write articles on operational topics for the Directorate newsletter, "The Responder" and other publications.
- i. Design and deliver training and presentations on operational topics as required.
- k. Participate in special projects as requested.

National Response Directorate

TELECOMMUNICATIONS INTEGRATION TECHNOLOGY BRANCH ASSISTANT (BA- RTT)

In addition to the General Duties, the ASSISTANT, PROGRAM INTEGRATION TECHNOLOGY BRANCH, under the immediate supervision of the Chief, Program Integration Branch, shall be assigned the following specific duties:

- a. Assist in working toward creation of a coherent system of communications assets and functions on a nationwide basis. Assets and functionalities include but are not limited to:
 - AUX VHF
 - VHF Marine
 - Digital Selective Calling (VHF and HF) & MMSI Issues
 - HF voice
 - HF and VHF Data Communications
 - AIS
- b. Assist in development of seamless system of assets that will provide communications capability for both AUX and active-duty CG to support both normal ops and surge ops.
- c. Assist as the primary source of technical expertise for Auxiliary VHF and HF applications.
- d. Assist in making recommendations regarding methods to improve the Auxiliary community's knowledge of Rescue 21.
- e. Assist as point of contact for spectrum management issues
- f. Assist in the development and recommendation of strategies for expanding the Auxiliary's role in VHF ship tracking (AIS)
- g. Develop, administer, and participate in projects that will benefit and enhance the total effectiveness of the Auxiliary Communications Program and the Response Directorate.
- h. Write articles on operational topics for Directorate newsletter, "The Responder" and other publications.
- i. Design and deliver training and presentations on operational topics as required.
- j. Participate in special projects as requested.

National Response Directorate

TELECOMMUNICATIONS QUALIFICATION AND TRAINING BRANCH CHIEF (BC-RTQ)

In addition to the General Duties, the CHIEF, QUALIFICATION AND TRAINING BRANCH, under the immediate supervision of the Chief, Telecommunications Division, shall be assigned the following specific duties:

- a. Responsibility for the creation and management of training, presentations, tools, policies, and procedures that support the evolving scope of Auxiliary Telecommunication missions.
- b. Making recommendations for any required modification or extension of Telecommunications qualification.
- c. Coordination with the Training Directorate in developing training manuals and reference documents for the TCO/PQS and other training programs.
- d. Developing further communications training as requested by working with members of the Telecommunications Division.
- e. Working with Telecommunications team members to gather and publish best Auxiliary Telecommunications practices.
- f. Develop, administer, and participate in projects that will benefit and enhance the total effectiveness of the Auxiliary Communications Program and the Response Directorate.
- g. Write articles on operational topics for Directorate newsletter, "The Responder" and other publications.
- h. Design and deliver training and presentations on operational topics as required.
- i. Participate in special projects as requested.

National Response Directorate

TELECOMMUNICATIONS QUALIFICATION AND TRAINING SPECIAL PROJECTS BRANCH ASSISTANT (BA-RTP)

In addition to the General Duties, the ASSISTANT, QUALIFICATION AND TRAINING BRANCH, SPECIAL PROJECTS, under the immediate supervision of the Chief, Qualification and Training Branch, shall be assigned the following specific duties:

- a. Assist as directed with the creation and management of training, presentations, tools, policies, documents, and procedures that support the evolving scope of Auxiliary Telecommunication missions, including the TCO/PQS and other training programs.
- b. Assist in working with Telecommunications team members to gather and publish best Auxiliary Telecommunications practices.
- c. Assist in coordination, management and reporting of Special Projects such as the annual USGC Auxiliary Special Event Radio Day.
- d. Develop, administer, and participate in projects that will benefit and enhance the total effectiveness of the Auxiliary Communications Program and the Response Directorate.
- e. Write articles on operational topics for Directorate newsletter, "The Responder" and other publications.
- f. Design and deliver training and presentations on operational topics as required.
- g. Participate in special projects as requested.

National Response Directorate

TELECOMMUNICATIONS CONTINGENCY COMMUNICATIONS BRANCH CHIEF (BC-RTC)

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

- a. Develop and implement a methodology for the provision of contingency communications services that will support both the Auxiliary and the active-duty Coast Guard.
- b. Working in conjunction with the BC-RTI, who will focus on technical and “systems design” aspects, the BC- RTC will focus on methods, tools, procedures, and policies to enable contingency communications (including the integration of NIMS).
- c. Provide the link between the TC Division and the Districts, Sectors, Groups and CAMS.
- d. Serve as Auxiliary HF Program Coordinator.
- e. Branch Assistants serving under this Branch:
 - BA-RTE (Branch Assistant - Contingency East) serving as liaison to LANTAREA and CAMSLANT
 - BA-RTW (Branch Assistant - Contingency West) serving as liaison to PACAREA
- f. Develop, administer, and participate in projects that will benefit and enhance the total effectiveness of the Auxiliary Communications Program and the Response Directorate.
- g. Write articles on operational topics for Directorate newsletter, “The Responder” and other publications.
- h. Design and deliver training and presentations on operational topics as required.
- i. Participate in special projects as requested.

National Response Directorate

TELECOMMUNICATIONS CONTINGENCY COMMUNICATIONS BRANCH ASSISTANT EAST (BC-RTE)

In addition to the General Duties, the Assistant, CONTINGENCY COMMUNICATIONS BRANCH, under the immediate supervision of the Chief, Contingencies Communications Branch, shall be assigned the following specific duties:

- a. Assisting with development and implementation of a methodology for the provision of contingency communications services that will support both the Auxiliary and the active-duty Coast Guard.
- b. Assist with methods, tools, procedures, and policies to enable contingency communications (including the integration of NIMS).
- c. Assist with providing the link between the TC Division and the Districts, Sectors, and Groups and CAMS.
- d. Serve as an Auxiliary HF Net Manager.
- e. Serve as Auxiliary Liaison and Auxiliary Line Point of Contact (POC) with the Communications Area Master Stations (CAMS) for Contingency Communications.
- f. Develop, administer, and participate in projects that will benefit and enhance the total effectiveness of the Auxiliary Communications Program and the Response Directorate.
- g. Write articles on operational topics for Directorate newsletter, "The Responder" and other publications.
- h. Design and deliver training and presentations on operational topics as required.
- i. Participate in special projects as requested.

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TELECOMMUNICATIONS CONTINGENCY COMMUNICATIONS BRANCH ASSISTANT WEST (BC-RTW)

In addition to the General Duties, the Assistant, CONTINGENCY COMMUNICATIONS BRANCH, under the immediate supervision of the Chief, Contingencies Communications Branch, shall be assigned the following specific duties:

- a. Assisting with development and implementation of a methodology for the provision of contingency communications services that will support both the Auxiliary and the active-duty Coast Guard.
- b. Assist with methods, tools, procedures, and policies to enable contingency communications (including the integration of NIMS).
- c. Assist with providing the link between the TC Division and the Districts, Sectors, and Groups and CAMS.
- d. Serve as an Auxiliary HF Net Manager.
- e. Serve as Auxiliary Liaison and Auxiliary Line Point of Contact (POC) with the Communications Area Master Stations (CAMS) for Contingency Communications.
- f. Develop, administer, and participate in projects that will benefit and enhance the total effectiveness of the Auxiliary Communications Program and the Response Directorate.
- g. Write articles on operational topics for Directorate newsletter, "The Responder" and other publications.
- h. Design and deliver training and presentations on operational topics as required.
- i. Participate in special projects as requested.