



## Department of Operations (Response) Job Descriptions

### **DEPARTMENT CHIEF, DC-O**

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

- a. Responsible for the vision, direction, leadership and administration of the Auxiliary's Surface Operations, Air Operations, Telecommunications, and Incident Management 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 Department of Operations (Response).
- c. Maintain a close liaison with Chief, Auxiliary Operations Branch (CG-542), 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 (RESPONSE), under the immediate supervision of the Chief, Department of Operations (Response), shall be assigned the following duties:

- a. Provide support to the CHIEF, DEPARTMENT OF OPERATIONS (RESPONSE) in matters regarding Department personnel, including writing job descriptions, sourcing



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- 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 (CG-542) 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 "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 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.



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- 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.
- 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.

### **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.



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### **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 (Response), 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-5421.
- 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 CG-5421 and other National Departments, as required.



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- 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)**

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



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- 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.



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- b. Coordinate efforts with the Coast Guard via Commandant (CG-5421) 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 (CG-5421), 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:



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- 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



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- 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.
- i. Write articles on operational topics for "Up Top in Operations" and other publications.



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- j. Design and deliver training and presentations on operational topics as required.
- k. 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.
- j. 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:



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- 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.



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- 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.



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### **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(Response), 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.
- 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 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:

- 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.



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- 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.
- e. Keep the leadership of the National Operations Department informed of issues/programs/ideas of relevance gathered from field publications and sources.
- 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 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.



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### **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.



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- 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.



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### **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 (Response), 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 the National Operations Schools.
- h. Maintain liaison with Chief, Auxiliary Operations Branch (CG-5421) for the purpose of promoting development and improvement in the Boat Crew Qualification Program.
- i. Serve as a member of the CG Auxiliary Surface Standardization Team.
- j. Provide administrative support to the development of qualification criteria that will prepare members for operational assignments made by the Coast Guard.
- 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.



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- 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 surface operations initiatives for Operations/Marine Safety staff review.
- d. Write articles for the surface community that highlight 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.



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### **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.
- 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.

### **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.



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- 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 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.



## Department of Operations (Response) Job Descriptions

### **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 (Response), 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-5421) 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.

### **Members of the Telecommunications staff shall:**

- a. Develop, administer and participate in projects that will benefit and enhance the total effectiveness of the Auxiliary Communications Program and the Department of Operations.
- 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. Participate in special projects as requested.



## Department of Operations (Response) Job Descriptions

### **TELECOMMUNICATIONS SYSTEMS INTEGRATION AND TECHNICAL RESOURCES BRANCH CHIEF (BC-OTI)**

In addition to the General Duties, the CHIEF, INTEGRATION AND TECHNICAL RESOURCES, 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)
  - HF voice
  - HF and VHF Data Comms 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. Branch Assistants serving under this Branch:
  - BA-OTT – Technology issues, development and evaluation
  - BA-OTI – Integration Planning, development of an integrated concept of operations.
  - BA- OTP – Special Projects

### **TELECOMMUNICATIONS CONTINGENCY COMMUNICATIONS BRANCH CHIEF (BC-OTC)**

In addition to the General Duties, the CHIEF, CONTINGENCY COMMUNICATIONS, 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. Work in conjunction with the BC-OTI, who will focus on technical and "systems design" aspects, the BC- OTC 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, and Groups. Branch Assistants serving under this Branch:
  - BA-OTA – serving as liaison to LANTAREA and CAMSLANT
  - BA-OTP – serving as liaison to PACAREA and CAMSPAC



## Department of Operations (Response) Job Descriptions

### **TELECOMMUNICATIONS QUALIFICATION AND TRAINING BRANCH CHIEF (BC-OTQ)**

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

- a. Be responsible for the creation and management of tools, policies and procedures for implementation of the TCO PQS.
- b. Make recommendations for any needed modification or extension of the qualification in Telecommunications.
- c. Coordinate with the Training Department in developing training manuals and reference documents for the PQS.
- d. Providing guidance for implementation of the qualification process.
- e. Develop further communications training as needed, working with the members of the Telecommunications team.

### **TELECOMMUNICATIONS QUALIFICATION AND TRAINING BRANCH CHIEF (BC-OTQ)**

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

- a. Be responsible for the activities and management of the AUXMON program and its extensions.
- b. 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.
- c. Working with the BC-OTQ, develop requirements for additional training materials as needed; formalize requirements for participation in the program, and qualification as an AUXMONSTA.
- d. Branch Assistants serving under this Branch:
  - BA – OTM – Monitoring program manager
  - BA-OTS – Sector communications liaison



## Department of Operations (Response) Job Descriptions

### **Incident Management Division Chief (DVC-OI)**

The CHIEF, INCIDENT MANAGEMENT DIVISION will address issues and devise solutions for member participation in CG Auxiliary Planning and Force Readiness. In addition to the General Duties, the CHIEF, INCIDENT MANAGEMENT DIVISION, under the immediate supervision of the Chief, Department of Operations (Response), shall be assigned the following duties:

- a. Responsible for the coordination and supervisory administration of Incident Management Division activities including:
  - Response and contingency planning support,
  - Plans assessment and development
  - Operational readiness and planning
  - Exercise planning and development
  - Information systems to support USCG Auxiliary Region planning, communications, readiness and deployment.
  - Fostering communication with Auxiliary sector coordinators and district leadership.
- b. Coordinating with the DC-O, provide a liaison function with Coast Guard CG-3PCX active duty elements to provide assistance in the planning and development of programs to support surge operations.
- c. Act as the principle CG Auxiliary liaison to the USCG NIMS Program Office in Yorktown, VA.
- d. Partner with other CG offices as needed to advocate for the USCG Auxiliary when ICS program requirements are evaluated.
- e. Provide active member support on ICS program requirements.
- f. Facilitate communication among Auxiliary sector coordinators.
- g. Identify best practices in contingency planning, exercise development and resource utilization and disseminate information to field units/Auxiliary sector coordinators.
- h. Provide guidance and tools to field units/Auxiliary sector coordinators to improve contingency planning, exercise development and resource utilization.
- i. Oversee the development and deployment of the Auxiliary Incident Management System (AIMS).
- j. Provide content and support to the Incident Management Division web pages of the Operations (Response) Department.
- k. Write articles on operational topics for "Up Top in Operations" and other publications.



## Department of Operations (Response) Job Descriptions

- l. Design and deliver training and presentations on operational topics as required.
- m. Special projects as requested.

### **Chief, Incident Management Planning Branch (BC-OIP)**

The CHIEF, INCIDENT MANAGEMENT PLANNING BRANCH will address issues and develop solutions in CG Auxiliary Contingency Planning and Exercise Management. In addition to the General Duties, the CHIEF, INCIDENT MANAGEMENT PLANNING BRANCH, under the immediate supervision of the Chief, Incident Management Division, shall be assigned the following duties:

- a. Prepare and maintain USCG Auxiliary guidelines for contingency planning.
- b. Act as a clearinghouse and/or repository for USCG Auxiliary regions contingency plans.
- c. Maintain a reference library of contingency planning guidance from both Coast Guard and Auxiliary sources.
- d. Provide consultation as requested on existing USCG Auxiliary contingency plans to suggest elements for inclusion, deletion or revision to improve the infrastructure and alignment of individual plans.
- e. Provide support as requested to USCG Auxiliary Sector Coordinators in the area of contingency planning and/or exercise management.
- f. Develop guidance for operational exercises for USCG Auxiliary units needed to validate contingency plans and improve field readiness.
- g. Develop template exercises and other tools needed to validate contingency plans and improve field readiness.
- h. With the BC-OIR, BC-OIC and BC-OIS, identify metrics for measurement of USCG Auxiliary support and readiness for surge operations.
- i. Provide content and support to the Incident Management Division web pages of the Operations (Response) Department.
- 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.



## Department of Operations (Response) Job Descriptions

### **Chief, Incident Management Response Branch (BC-OIR)**

The CHIEF, INCIDENT MANAGEMENT RESPONSE BRANCH will address issues and develop solutions in CG Auxiliary Response Operations & Resource Planning. In addition to the General Duties, the CHIEF, INCIDENT MANAGEMENT RESPONSE BRANCH, under the immediate supervision of the Chief, Incident Management Division, shall be assigned the following duties:

- a. Determine gaps in USCG Auxiliary resource (individual, surface, air and telecommunications) training and qualifications and knowledge and skills needed for surge operations. Working with the DVC-OS, DVC-OT and DVC-OA, make recommendations for program training requirements.
- b. Identify gaps in USCG Auxiliary augmentation efforts and make recommendations to the DVC-OI for remediation.
- c. Working with the DVC-OS, DVC-OT and DVC-OA, develop optimal levels personnel and/or facilities needed for augmentation or support for anticipated missions.
- d. With the BC-OIP, BC-OIC and BC-OIS, identify metrics for measurement of USCG Auxiliary support and readiness for surge operations.
- e. Identify, nurture and develop novel opportunities for USCG Auxiliary augmentation or support of Coast Guard sectors and other units.
- f. Provide support as requested to USCG Auxiliary Sector Coordinators in the area of force readiness and resource planning.
- g. Develop guidance and/or tools to assist USCG Auxiliary Regions in their operational and resource planning.
- h. Provide content and support to the Incident Management Division web pages of the Operations (Response) Department.
- 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, Incident Management Systems Branch (BC-OIS)**

The CHIEF, INCIDENT MANAGEMENT SYSTEMS BRANCH will address issues and develop solutions in CG Auxiliary Force Readiness Information Systems. In addition to the General Duties, the CHIEF, INCIDENT MANAGEMENT SYSTEMS BRANCH, under the immediate supervision of the Chief, Incident Management Division, shall be assigned the following duties:



## Department of Operations (Response) Job Descriptions

- a. Act as subject matter expert on the Auxiliary Incident Management System (AIMS).
- b. Manage the day-to-day operations of the AIMS platform.
- c. Act as liaison to AIMS platform vendors.
- d. Coordinate AIMS program support activities, including the development of internal and external communications, establishing roadmaps and benchmarks, and developing training plans.
- e. Accountable for operational excellence of assigned program(s). Duties will include project reviews, feasibility, cost-benefit analysis, prioritization, initiation, execution and closure for all project work related to incident management information systems.
- f. Serve as solution delivery subject matter expert for the design and implementation of incident management support systems.
- g. With the BC-OIR and BC-OIP, identify metrics for measurement of USCG Auxiliary support and readiness for surge operations.
- h. Provide content and support to the Incident Management Division web pages of the Operations (Response) Department.
- 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, Incident Management Systems Branch (BC-OIC)**

The CHIEF, INCIDENT MANAGEMENT SECTOR RELATIONS BRANCH will foster collaborative efforts with CG Auxiliary Sector Coordinators to address key issues in Auxiliary force readiness, planning and management. In addition to the General Duties, the CHIEF, INCIDENT MANAGEMENT SECTOR RELATIONS BRANCH, under the immediate supervision of the Chief, Incident Management Division, shall be assigned the following duties:

- a. Facilitate dialogue with Auxiliary sector coordinators to identify issues and concerns with respect to planning, management and utilization of Auxiliary personnel in normalcy and surge operations.
- b. Provide periodic updates to District Commodores about the items of interest, tools developed and provided to coordinators and best practices garnered throughout the country.



## Department of Operations (Response) Job Descriptions

- c. Provide expertise on the utilization and management of Auxiliary surface, aviation, communications, Marine Safety augmentation and sector support forces.
- d. Provide the interface for Auxiliary sector coordinators to other members of the incident management team and program managers for the surface, aviation, telecommunications, environmental protection, marine safety, aids to navigation, America's Waterways Watch and other resources as applicable.
- e. Consult with individual Auxiliary sector coordinators or District/Regional Auxiliary leadership to provide a situation analysis and individualized plans for program improvement as requested.
- f. With the BC-OIR, BC-OIS and BC-OIP, identify metrics for measurement of USCG Auxiliary support and readiness for surge operations.
- g. Provide content and support to the Incident Management Division web pages of the Operations (Response) Department.
- 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.