Eighth District Eastern Region
U.S. Coast Guard Auxiliary

DIVISION CAPTAIN CHANGE OF ADMINISTRATION GUIDE

This guide is adapted from the guide prepared by the National Department of Training, Leadership and Management Division. It contains recommendations for obtaining a smooth transition period for newly elected division Captains. It is the intent of this guide to suggest a schedule of activities that will help maximize the efficiency of these administrative transition periods. The Change of Watch ceremony is the symbolic representation of this change of administrative leadership at the Division level. The actual administrative transition requires more time, thought and planning. Most of these activities will be completed by the actual time the COW ceremony is held.
This instruction is broken down into two areas:

        A.   **Responsibilities of the DCP elect before taking office**

        B.   **Responsibilities of the DCP elect upon taking office**

A. Responsibilities of the DCP elect before taking office

1. Transfer of Records and Documents by 15 Dec.
By 15 December, schedule a meeting with the outgoing DCP to set a time to transfer pertinent Division records and documents, (see ENCLOSURE (1) p.4) which will be necessary for smooth transition. Review the minutes and financial records of the previous Division meetings. Obtain a copy of the current AUXDATA records. The outgoing DCP should/will serve as a valuable asset that can help the incoming DCP overcome some early difficulties. This resource should not be overlooked. Request some stamps and envelopes for your mailings in preparation for the change of office.

a. District Requirements
Become aware of all District specific requirements such as deadlines for additional paperwork;
specific tasks for the Boat Crew Program; any District specific currency maintenance procedures, etc.
Complete 8ER Supplemental Annual Unit Financial & Materials Report Information form and submit with division ANSC 7025 form to RCO by 20 February. Supplemental form is at http://a082.uscgaux.info/unitrepo1.pdf and attached to this guide.

b. Forms
Copies of all Auxiliary required forms can be obtained on the Auxiliary website http://nws.cgaux.org/members/forms.html. If you do not have internet access, determine if another member of the Division does. This individual can serve as the Division web watcher.

2. Annual Unit Officer Report (ANSC 7007) by 20 Dec.

a. Choosing a Staff
Choosing a staff will be among the most important decisions of the DCP elect. Potential Division Staff Officers should (ideally) be well versed in the area of responsibility they are being considered for, but more importantly, the prospective Staff Officer **MUST** be **WILLING** to serve in the new administration. Expectations of the Staff Officer should be clearly explained before the appointment/reappointment is made. Additional guidelines for staff appointments are found in the Auxiliary Manual (COMTDINST M16790.1 series). This stage of staff selection should be seen as an interview process; it should be more than just a question of whether or not the person wants to be a staff officer. The initial interview should be one of many communications that will be held during the term of office. Time spent at this level will be the foundation of a successful administration. A well-chosen staff oversees the Division activities as it pertains to the various Auxiliary programs.

b. Letter of Appointment
Enclosure 1 of the Division Procedures Manual (COMDTINST --) contains sample letters of appointment for staff officers. These letters indicate the term of office and the expectations of the duties of the office. Each appointed staff officer should receive an appointment letter. Prepare them for mailing on 1 January. If the Division Procedures Manual is unavailable, review and revise the Flotilla Staff Officer letter to reflect the duties of the Division Staff Officer. Briefly review the Auxiliary Manual (COMTDINST M16790.1 series) reacquaint yourself with its contents and policies.

c. VCP – Chief of Staff
The newly elected Vice Captain should act as the "Chief of Staff". Advise him/her of your progress during this transition stage. Inform the VCP of what is expected as Chief of Staff. While the DCP and VCP should meet frequently with the staff, both should avoid the temptation to micromanage the staff officers. The elected officers should "guide" the staff officer when necessary, acting as mentor.
The DCP should also avoid "micromanaging" the VCP. An effective VCP makes the job of the DCP easier and more efficient. An effective relationship with the VCP is essential to a well-run Division. Keep the VCP well informed starting with the staff selection process. Consider the input of the VCP during this process. The position of VCP can be thought of as "DCP-in training", especially if he/she should seek the position in the future. Always think of the VCP as a "team member".

d. Staff Meeting
Before 1 January have a meeting with your Chief of Staff and all your staff officers to coordinate your administrative expectations. Reinforce the TEAM nature of your administration and instruct staff members to coordinate with each other where useful, but to always keep the Chief of Staff informed. For example, the SO-PE will request the SO-MT to organize IT-training; the SO-OP will coordinate recruiting of new crewmembers with the SO-PS.

3. Preparation
It is impossible to remember everything, regardless of its importance. Obtain a three-ringed notebook (a 2 and 1/2 inch "D" ring is very suitable) and a series of dividers. This will be another foundation for the success of the new administration. Properly maintained, this notebook will help make the responsibilities of the DCP be performed in a timely and efficient fashion. Minimally, there should be four sections to this notebook. These sections are:

a. REPORTS - This section will contain chronological files. The section should be further subdivided into five additional subsections:

       1. Director's Interpretations
       2. Minutes of Division Meetings
       3. Financial Report
       4. Correspondence
       5. Flotilla Commander Reports
       6. SO Reports

b. AUXDATA - This section contains the current Division AUXDATA records. Old AUXDATA records should be filed separately from the current AUXDATA record. They may be maintained with assistance from the SO-SR.

c. ROSTER - This section contains a list of the membership names, Auxiliary numbers, addresses, phone numbers and facility information. Keep this section updated with all current changes. This section should be further subdivided into an Ops roster listing the facilities and owners; a VE roster; an IT roster and a Boat Crew/Coxswain roster.

d. THINGS TO DO - This section contains the list of all planned items of activity. Mark off completed items and obtain status reports on works in progress. A sub-division may also be used here to contain agenda items for Division meetings.

B. Responsibilities of the DCP upon Taking Office

1. Rules of Order
Before the first Division meeting review:
1)Enclosure 4, "Rules of Order", in the Division Procedures Manual and the Auxiliary Manual.
2)Division Standby Rules

These will serve as an example of the proper way to conduct an orderly meeting. It explains the role of the DCP as a presiding officer, the proper presentation of motions and provides a table of types of motions.

2. Auxiliary Missions
Review Chapter 2, Auxiliary Missions, of the Auxiliary Manual (COMTDINST M16790.1 series). Section E and Appendix 2A contain information that may help in organizing and setting goals and plans for the Division.

3. Division Highlights
Take written notes at the Division Board meetings on any item you deem necessary to warrant your immediate action.

4. Auxiliary Manual
Always bring the Auxiliary Manual (COMTDINST M16790.1 series) to each Division meeting. Be well versed in it content, it will provide answers to many questions.

5. Agenda
Prepare an agenda for each Division meeting. The agenda should list the date, time and meeting location. List sections that include the order of staff officer reports, Comments of Guests, Old Business, New Business, member comments, Good and Welfare and next meeting information. All members of the Division Board should have copies of the agenda prior to the meeting. Consider distributing the agenda to the Division Board in attendance or include it with the meeting notice.

6. Staff Alignment Sessions
In January, meet individually with each of your staff officers individually with the Vice Captain. Carefully review the previous year's AUXDATA report before this meeting. This meeting should last from five to 30 minutes. You should be able to accomplish these staff meetings in one or two days. Each staff position will, obviously, have special concerns.

a. Certificates of Appointment
 Formally introduce your staff officers to the membership at you first Division meeting. Distribute the "Certificate of Appointment" to each staff officer at this time.

b. Swearing in of Staff Officers
Be sure the Oath of Office is administered to each Staff Officer at a meeting. This formalizes the Staff Officer's agreement to serve.

7. Division Emergency Plan
If the Division has this plan, review it for applicability and modification if required. If there is no plan in existence, develop one using the combined talents of the Division members
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CONCLUSION
Consider the membership as an expansion of the TEAM you have appointed. The DCP represents the Division and the PEOPLE in it. Respect the membership and they will trust you.
Most of all, enjoy the experience. A reasonable amount of planning and preparation will make an exceptionally rewarding term of office.

LIST OF DOCUMENTS AND RECORDS FOR DIVISION CAPTAIN TURNOVER

A. DIVISION CAPTAIN RECORDS
1. Correspondence
2. Member Rosters
3. Division Officer Rosters
4. Division Calendar
5. Inventory of Division Property
6. Division AUXDATA Activity Reports
7. Division Financial Reports File
8. List of Member Qualifications
9. Division Member Awards File
10. List of Specialty Course Proctors
11. List of Qualification Examiners

B. DIVISION DOCUMENTS
1. Division Standing Rules
2. Division Charter
3. Agreements regarding Division meeting place and other properties.
4. Division Scrapbook, if not retained by SO-PB or SO-SR
5. Division Calendar
6. Division Emergency Plan
7. Division Master Plan

C. DISTRICT DOCUMENTS
1. 8ER Policy Directive
2. Sector Ohio Valley Operations Policy Manual
3. District Member Directory
4. District Board and Staff Roster
5. District Calendar
6. District Standing Rules

E. COAST GUARD AUXILIARY DOCUMENTS
1. Auxiliary manual, COMDTINST M16790.1 Series
2. Auxiliary Flotilla Procedures Manual
3. Auxiliary Division Procedures Guide, COMDTPUB P16791.3
4. Boat Crew Manual
5. In Division Training Topics
6. Training Aid Manual

8ER Supplemental Annual Unit Financial & Material Report Information

FC's submit by 31 Jan to DCP, DCP submit Div & Flotilla reports by 20 Feb to RCO, RCO submit original Div & Flotilla reports to DIRAUX with copies to DCO by 1 March
This form must be submit along with ANSC 7025

Unit Number: **8ER-**	PRINT INFORMATION	
Officers	**Current Year**	**Upcoming Year**
DCP/FC		
SO/FSO - FN		
SO/FSO - MA		

Notes:

Date submitted:	*Due by 31 Jan to **DCP***
Date received by DCP:	Division:
Reviewed by DCP-Action taken:	( ) Returned for correction/revision
	( ) Accepted

Notes:

Date forward by DCP:	*Due by 20 Feb to **RCO***
Date received by RCO:	E S W
Reviewed by RCO-Action taken:	( ) Returned for correction/revision
	( ) Accepted, Original to DIRAUX, Copy to DCO

Notes:

Date forwarded by RCO:	*Due by 1 MAR to **DIRAUX-DCO***
Date received by DCO / DIRAUX:	

Notes:

8ER Supplemental Annual Unit Financial & Material Report Information Instructions

PRINT ALL INFORMATION

1. **FC or DCP** enter unit number
   Flotilla 8ER – 08- 09
   Division 8ER – 08
2. **FC or DCP** enter current year @ year of current officers serving (2004)
3. **FC or DCP** enter upcoming year @ year of newly elected officers (2004)
4. **FC or DCP** circle office level DCP , FC
5. **FC or DCP** circle office level SO , FSO - FN
6. **FC or DCP** circle office level SO , FSO – MA
7. **FC or DCP** Enter current year DCP , FC
8. **FC or DCP** Enter current year SO , FSO FN
9. **FC or DCP** Enter current year SO , FSO MA
10. **FC or DCP** enter upcoming year's DCP , FC
11. **FC or DCP** Enter upcoming year's SO , FSO – FN
12. **FC or DCP** Enter upcoming year's SO , FSO – MA
13. **FC** enter notes to explain missing signature(s) or other items that may need explanation on FN or MA report's. Division report skips section 13 and 14.
14. **FC** to enter date report was submitted to DCP
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15. **DCP** to enter date report was received
16. **DCP** to enter Division number
17. **DCP** to check action taken, either returned for correction or accepted
18. **DCP** enter notes to explain corrections and or revisions needed or other items that may need

explanation on FN or MA report's
19. **DCP** to enter date report was submitted to area RCO
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20. **RCO** to enter date report was received
21. **RCO** to circle area of RCO in 8ER
22. **RCO** to check action taken, either returned for correction or accepted
23. **RCO** enter notes to explain corrections and or revisions needed or other items that may need explanation on FN or MA report's
24. **RCO** to enter date report was submitted to DIRAUX. This is also the date that a copy of Annual Unit Financial and Material report along with a copy of the 8ER supplemental information report is submitted to DCO.
25. **DIRAUX** enter date report was received.
    DCO to enter date report was received
26. **Diraux or DCO** notes

IMPORTANT INFORMATION

A. 8ER Supplemental Annual Unit Financial & Material Report Information *must* accompany ANSC 7025 USCGAUX Financial Report of an Auxiliary Unit along with Unit Inventory Record completed on reverse side.
B. Additional pages of inventory may be submitted.
C. If there are no items to report in section A, B or C; enter NONE in that section on inventory report.