## UNITED STATES COAST GUARD AUXILIARY EIGHTH DISTRICT, EASTERN REGION



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From: District Commodore

To: District Board and Staff

Eighth District, Eastern Region

Subj: District Staff Appointment/Relief Process

## **Applying For District Staff Appointment**

Members desiring to serve on the District Staff are to complete the District Staff Application found on the District web site. The more information that is given on the form, the better the chance that an appropriate decision, as to selection, can be made. The form is sent up the chain to the VCO. The VCO will maintain a file of potential District Staff members and notify the Section Chiefs of persons of interest to their sections. Section Chiefs will notify DSOs of persons of interest to them. If requested, the applicant may send an additional copy of the application form directly to the DSO (or Section Chief where applicable) as appropriate, who will match the application to job requirements.

## **District Staff Appointment Procedures**

New Term Appointments and Re-Appointments to all District Staff positions, after a new DCO is elected at Fall Conference, are processed as follows:

- 1. Job Descriptions will be in place for a position before a member will be appointed to that position. DSOs are responsible for ADSO job descriptions, Section Chiefs are responsible for DSO job descriptions, and the VCO is responsible for Section Chief job descriptions. All job descriptions will be forwarded to the DCO for approval prior to implementation.
- Appointment of Section Chiefs. Applications for appointment of members to these positions will be submitted by the VCO(elect) to the DCO(elect) for approval. The VCO(elect) will indicate concurrence or non-concurrence with the appointment when it is forwarded.

- 3. Appointment of District Staff Officers (DSO). Applications for appointment of members to these positions will be submitted by the respective Section Chief, via the VCO(elect), to the DCO(elect) for approval. The Section Chief and VCO(elect) will indicate concurrence or non-concurrence with the appointment when it is forwarded.
- 4. Appointment to Assistant District Staff Officer (ADSO) positions. Requests for appointment of members to these positions will be submitted by the DSO, via the respective Section Chief and VCO, to the DCO(elect) for approval. The DSO, Section Chief, and VCO(elect) will indicate concurrence or non-concurrence with the appointment when it is forwarded.
- 5. After approval, the DCO(elect) will ensure that a Certificate of Appointment, showing appointment for the two-year term of the DCO(elect), is prepared and forwarded for appropriate presentation and administration of the oath of office. The DCO will send notification of such approval and the original application to the VCO(elect). The VCO(elect) will make changes to the District Quick Directory, maintain the original application and approval notice on file, and notify the Director's office to make changes in AUXDATA.

Mid-term and New Appointments: This section applies to members who have not served on the District Staff within the preceding two years, or who are being considered for a higher level office than previously appointed. Upon receipt of the District Staff Application, the DSO (Section Chief or VCO where applicable) will review the application in light of the vacant positions within the staff. If the applicant has the skills necessary to fulfill the job description, the DSO (Section Chief or VCO where applicable) should interview the member, preferably by phone, without making any promise of appointment. If the individual meets the needs of the position and has received a copy of the job description explaining the responsibilities of the office, the DSO (Section Chief or VCO where applicable) will:

- 1. Contact the appropriate DCP to inform them that a member from their division is under consideration for appointment and request input on the capability of the candidate,
- 2. Send the application up the chain to the DCO for approval, together with indication of concurrence or non-concurrence with the appointment.
- 3. When approval has been received, act as a mentor to ensure the member is functioning as desired in the office to which appointed.

## **Removal from District Staff**

- Resignation: If a district staff member resigns, the DSO (Section Chief or VCO where applicable) will notify the Section Chief, who will pass it up the chain to the DCO. The VCO will make changes to the District Quick Directory and notify the Director's office to make changes in AUXDATA.
- Death: If a district staff officer dies, the DSO (Section Chief or VCO where applicable) will notify the Section Chief, VCO, DCO, and DIRAUX immediately.
- 3. <u>Termination for Cause</u>: If the DSO decides to recommend termination of an ADSO for cause, concurrence of the respective Section Chief is required. If a Section Chief decides to recommend termination of a DSO for cause, concurrence of the VCO is required. If the VCO decides to recommend termination of a Section Chief for cause, concurrence of the DCO is required. The DSO (Section Chief or VCO where applicable) will forward the written request for termination, along with supporting documentation up the chain to the DCO. The DCO must approve the termination of any staff member. The DCO will send a notification of termination to the staff member, with a copy to the VCO. The VCO will make changes to the District Quick Directory and notify the Director's office to make changes in AUXDATA.

Thomas C. Mallison District Commodore