

Eighth District Eastern Region U.S. Coast Guard Auxiliary

FLOTILLA COMMANDER CHANGE OF ADMINISTRATION GUIDE

This instruction 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 Flotilla Commanders. It is the intent of this instruction 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 Flotilla 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 FC elect before taking office**
- B. Responsibilities of the FC elect upon taking office**

A. Responsibilities of the FC elect before taking office

1. Transfer of Records and Documents by 15 Dec.

By 15 December, schedule a meeting with the outgoing FC to set a time to transfer pertinent Flotilla records and documents, (see ENCLOSURE (1) p.4) which will be necessary for smooth transition. Review the minutes and financial records of the last two flotilla meetings. Obtain a copy of the current AUXDATA records. The outgoing FC should serve as a valuable asset that can help the incoming FC 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-unique requirements such as deadlines for additional paperwork; unique 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 flotilla ANSC 7025 form to DCP by 31 January. 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/forms.html> If you do not have internet access, determine if another member of the Flotilla does. This individual can serve as the flotilla web watcher. Also, obtain a copy of the Auxiliary Forms Guide (COMTDINST M16790.2 (series)). Complete descriptions of proper Auxiliary forms for AUXDATA input is contained within.

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 FC elect. Potential Flotilla Staff Officers should (ideally) be well versed in the area of responsibility they are being considered for, but more importantly, the prospective FSO **MUST** be **WILLING** to serve in the new administration. Expectations of the FSO should be clearly explained before the appointment is made. Additional guidelines for staff appointments are found in The Auxiliary Manual (COMTDINST M16790.1E). 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 flotilla activities as it pertains to the various Auxiliary programs.

b. Letter of Appointment

Enclosure 1 of the Flotilla Procedures Manual (COMDTINST --) contains sample letter 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.

Briefly review the Auxiliary Manual (COMTDINST M16790.1E) reacquaint yourself with its contents and policies.

c. VFC – Chief of Staff

The newly elected Vice Flotilla Commander should act as the “Chief of Staff”. Advise him/her of your progress during this transition stage. Inform the VFC of what is expected as Chief of Staff. While the FC and VFC 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 FC should also avoid "micromanaging" the VFC. An effective VFC makes the job of the FC easier and more efficient. An effective relationship with the VFC is essential to a well-run flotilla. Keep the VFC well informed starting with the staff selection process. Consider the input of the VFC during this process. The position of VFC can be thought of as “FC-in training”, especially if he/she should seek the position in the future. Always think of the VFC as a "team member".

d. Staff Meeting

Before 1 January have a meeting with your Chief of Staff and all appointed 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 FSO-PE will request the FSO-MT to organize IT-training; the FSO-OP will coordinate recruiting of new crewmembers with the FSO-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 FC 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 Interpolations
2. Minutes of Flotilla Meetings
3. Financial Report
4. Correspondence
5. FSO Reports

b. AUXDATA - This section contains the current flotilla AUXDATA records. Old AUXDATA records should be filed separately from the current AUXDATA record.

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 roster.

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

B. Responsibilities of the FC upon Taking Office

1. Rules of Order

Before the first Flotilla meeting review Enclosure 4, “Rules of Order”, in the Flotilla Procedures Manual (COMDTINST --). This provides an example of the proper way to conduct an orderly meeting. It explains the role of the FC 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 M16790.1F). Section E and Appendix 2A contain information that may help in organizing and setting goals and plans for the Flotilla.

3. Division Highlights

Take written notes at the Division Board meetings. Do not attempt to remember what happened. Report on the division meeting at the next Flotilla meeting. Avoid saying “nothing happened” - that only creates a “who cares” attitude among the membership.

4. Auxiliary Manual

Always bring the Auxiliary Manual (COMTDINST M16790.1F) to each Flotilla meeting. It will provide answers to many questions.

5. Agenda

Prepare an agenda for each flotilla 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. Minimally, the FC, VFC and IPFC should have copies of the agenda. Consider distributing the agenda to the members in attendance or include it with the meeting notice.

6. Staff Alignment Sessions

In January, meet individually with each of your staff officers and the Vice Flotilla Commander. 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 your first Flotilla 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.

CONCLUSION

Consider the membership as an expansion of the TEAM you have appointed. The FC represents the flotilla and the PEOPLE in it. They elect the FC. 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.

ENCLOSURE (1)

LIST OF DOCUMENTS AND RECORDS FOR FLOTILLA COMMANDER TURNOVER

A. FLOTILLA COMMANDER RECORDS

1. Correspondence
2. Member Rosters
3. Flotilla Officer Rosters
4. Flotilla Calendar
5. Inventory of Flotilla Property
6. Flotilla AUXDATA Activity Reports
7. Flotilla Financial Reports File
8. List of Member Qualifications
9. Flotilla Member Awards File
10. List of Specialty Course Proctors
11. List of Qualification Examiners
12. Boat Crew Manual
13. In Flotilla Training Topics
14. Training Aid Manual

B. FLOTILLA DOCUMENTS

1. Flotilla Standing Rules
2. Flotilla Charter
3. Agreements regarding flotilla meeting place and other properties.
4. Flotilla Scrapbook, if not retained by FSO-PB or FSO-SR

C. DIVISION DOCUMENTS

1. Division Standing Rules
2. Division Board and Staff Roster
3. Division Calendar
4. Division Emergency Plan

D. DISTRICT DOCUMENTS

1. 8ER District Policy Directives
2. Sector Ohio Valley Operations Policy Manual
3. District Member Directory
4. District Board and Staff Roster
5. District Calendar

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

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:		<input type="radio"/> Returned for correction/revision	
		<input type="radio"/> Accepted	
Notes:			
Date forward by DCP:		Due by 20 Feb to RCO	
Date received by RCO:		E S W	
Reviewed by RCO-Action taken:		<input type="radio"/> Returned for correction/revision	
		<input type="radio"/> 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

<ol style="list-style-type: none"> 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 <p>-----</p> <ol style="list-style-type: none"> 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 	<p>explanation on FN or MA report’s</p> <ol style="list-style-type: none"> 19. DCP to enter date report was submitted to area RCO <p>-----</p> <ol style="list-style-type: none"> 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 <p align="center">IMPORTANT INFORMATION</p> <ol style="list-style-type: none"> A. 8ER Supplemental Annual Unit Financial & Material Report Information <i>must</i> 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.
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