



A Primer: "How to be a Better DSO-MS"

**Making it Easier to do Your Job
More Effectively
Presented at N-TRAIN 2007
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Responsibilities of a DSO

- **Determining the needs of your District at the following levels:**
 - Coast Guard Sector level
 - Coast Guard MSD/MSU level
 - Coast Guard Station (small boat) level
 - Auxiliary level

Responsibilities of a DSO

- Determining if MS/MEP program in your area satisfies the needs of the USCG and Auxiliary as it is now, or is there a need for change.
- Appointing staff that will ensure sound coverage throughout your District in all the MS/MEP areas.
- Have your staff provide you with their project plan.

Responsibilities of a DSO

- Providing information from the National level to your District membership by:
 - Utilizing your ADSO's
 - Having broad-based communication links to the following levels:
 - Coast Guard
 - District
 - Division
 - Flotilla

Responsibilities of a DSO

- Reporting timely information to National and District levels as requested or deemed appropriate.
- Coordinate events, workshops, seminars, and training to your District's membership at:
 - MS/MEP Safety and Training Days
 - District Conferences, Division meetings, Workshops or Public Appearances

Responsibilities of a DSO

- **Setting the mission objectives established by National and ensuring your District understands what is expected – and delivers.**
- **Determine and Communicate the roles and objectives of your ADSO's.**

Responsibilities of a DSO

- Setting good communication standards at all levels of the Chain of Leadership and Command
- Educating the following areas about the MS/MEP programs:
 - Coast Guard Sector's,
 - MSD/MSU's,
 - District, Division and Flotilla levels

Role of an ADSO

- Competent ADSO-MS's are critical to a DSO-MS.
- The ADSO should be knowledgeable in his or her own AOR, and understand clearly what is expected in holding this position.
- An ADSO must have good communication, and managerial skills

Role of an ADSO

- An ADSO will interact with District, Division, and Flotilla levels in assisting in and promoting all areas of the MS/MEP programs
- An ADSO will keep his or her District AOR informed of MS/MEP information and activities - effectively communicating this as needed

Role of an ADSO

- An ADSO reports information to the DSO on a monthly and quarterly basis
- An ADSO will go to the DSO if he/she can not effectively accomplish his/her goals as a result of lack of cooperation from any part of the organization he/she deals with

Role of an ADSO

- Each ADSO should know at all times what your other ADSOs are doing and what is being designed to eliminate duplicate efforts on projects at hand
- An ADSO should provide updates to the membership on the MS/MEP programs in his/her defined area utilizing the M Department and any other websites

Where to find information

- Create a District MS/MEP website e placing all M information in one area
- Create a M newsletter in your District
- Be familiar with locations of studying and exam sites on the National and Auxetrain websites

Where to find Information

- Federal and State websites
- AUXDATA and AUXINFO
- CG MISLE System

COMMUNICATION – What To Do

- **Communication is a very powerful tool if used properly.**
- **Communicate your message and it will help educate and recruit more members and promote your programs.**

COMMUNICATION – What To Do

- Creating effective Communication methods can reach a larger and wider audience by using the following:
 - Verbal
 - Reporting
 - Electronically
 - Newsletters or Websites

Provide Workshops and or Seminars

- Hold a yearly M workshop at your District Conferences.
- Provide presentations to Divisions and Flotilla levels upon request. Use your ADSO's.
- Provide training classes in activities that benefit your AOR.

Contacts and Meetings

- DSOs should present and discuss with their VCO, RCO's and DDO's what your M plans and objectives are for the year
- Establish a good working relationship with the RCO's to assist in the coordination of meetings with the USCG Sector officers

Contact and Meetings

- Initiate a meeting with your CG Sector, Station (small boat), and MSD/MSU's to ensure you are satisfying
 - Their mission needs
 - Auxiliary roles and objectives
 - Training needs of USCG and Auxiliary
- Then provide AUXDATA and AUXINFO reports on our performance

Provide Effective Reports

- Important: Produce reports quantitatively showing how Auxiliary support has benefited the Coast Guard
- USCG manpower reduction and redirection via Auxiliary support missions is key
- Utilize AUXDATA/AUXINFO and MISLE for information

Where to Find Report Data

- AUXDATA/AUXINFO and MISLE are good sources for factual information as reported by the membership in your AOR.
- AUXDATA/AUXINFO provide you with:
 - Previous and Current year data
 - MS and MEP missions
 - CFV, UPV, and UTV exams
 - MS/MEP member qualifications & training

Issues and Concerns

- As DSO-MS are you keeping the interests and motivation level of your staff and your membership at their highest level ?
- As DSO-MS are you providing accurate & updated information to all levels?
- Have the ADSOs reported information in a timely manner appropriate levels?

Issues and Concerns

- As DSO-MS have you provided the necessary training and education to the members as needed to accomplish your mission?
- As DSO-MS have you contacted the necessary USCG Units to communicate the joint efforts needed to accomplish common goals and objectives?

Issues and Concerns

- As Change of Command or administrative changes occur in or on the:
 - USCG
 - National
 - District
 - Division and
 - Flotilla levels be prepared to

Issues and Concerns

- Have a prepared turnover meeting and procedure document ready for all the M programs before a term ends
 - Objective is to build on what has been accomplished to date by the previous administration and not lose momentum

Trident PQS Signoffs

- **Once you have defined what the USCG support mission PQS's are in your District or AOR then it is important to:**
 - Inform your ADSO's, and membership of what is needed in your District or AOR
 - Ensure your members are taking all required preliminary study requirements and exams before starting the PQS portion of Trident

Trident PQS Signoffs

- Define USCG and Auxiliary roles with standard written procedures and dedicated support levels to accomplish the goals of both
- Important that the USCG understands what we are doing and how important their collaboration is - not resistance - in the PQS signoff process

Trident PQS signoff

- Ensure that necessary USCG support is available
- Explain to the USCG how the overall benefits outweigh the front-end use of their resources.

Trident PQS signoffs

- **Work with USCG Stations (small boat) and MSD/MSU's through their:**
 - Commanding Officers
 - Executive Officers
 - Station Training Officers
 - MSD/MSU personnel

Aux-MSAM Procedure

- **What you must provide via E-mail to the DC-Md**
 - Member Name
 - Member Id number
 - Home address
 - Member phone number
 - Member E-mail address
 - District/Division/Flotilla number
 - A statement from you the DSO-MS confirming successful completion of the PQS requirement
 - Complete DSO-MS information

Organizational Flowchart

- **Auxiliary National Level**
 - Department Chief
 - Deputy Chief
 - Division Chief
 - Branch Chief
 - Branch Assistant
- **District Staff Officer can interact with any of the above staff officers**

Organizational Flowchart

- **District & Division Level**

- District Commodore
- Vice Commodore
- Rear Commodores
- Division Captains
- Vice Captains
- Division Staff Officers

- **Flotilla Level**

- Flotilla Commanders
- Vice Flotilla Commanders
- Flotilla Staff Officers

Organizational Flowchart

- **US Coast Guard**
 - **Sector Level**
 - Captain of the Port
 - Executive Officer
 - Line Staff Officers
 - Marine Safety Detachment/Unit Offices (MSD/MSU)
 - Stations (small boat)
 - State and Local agencies
 - Rear Commodore (Auxiliary)
 - District Staff Officer (Auxiliary)
 - Assistant District Staff Officers



**Any
Questions**

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