

UNITED STATES COAST GUARD AUXILIARY  
EIGHTH DISTRICT, EASTERN REGION



OFFICE OF THE  
DISTRICT COMMODORE  
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From: District Commodore

To: District Board and Staff  
Eighth District, Eastern Region

Subj: District Reporting Requirements

Ref: (a) National OPCOM Standing Operating Procedures 2007

1. General: With leadership comes great pride but it also brings great responsibility and direct accountability for actions that need to be accomplished. It is the responsibility of Division Captains and District Staff Officers to provide detailed reports of progress and activities in their areas of responsibility. Following are the requirements for reports within the District.

2. Quarterly Reports:

a. Quarterly Report to NACO. The VCO and RCOs should ensure that they receive quarterly reports from their respective Section Chiefs and Division Captains in accordance with the following schedule. The VCO and RCOs should consolidate the reports; add their comments as appropriate and forward to the DCO not later than the dates listed below.

- (1) 1<sup>st</sup> QTR not later than 5 April
- (2) 2<sup>nd</sup> QTR not later than 5 July
- (3) 3<sup>rd</sup> QTR not later than 5 October
- (4) 4<sup>th</sup> QTR not later than 5 January

b. The purpose of these reports is two-fold:

- (1) Provide a progress report to the District EXCOM, and
- (2) Provide information on mission area support for the NACO

### Quarterly Brief.

- c. The Quarterly Reports are consolidated by the DCO and forwarded through channels to the National Commodore. They should be of the nature of a “report card” depicting how the District strategic imperatives are being implemented, accomplishments against the strategic plans, District best practices, successes, and areas of concern. It provides checks and balances for the District to measure progress towards the goals of the organization.
- d. The Quarterly Reports afford NACO an understanding of what is going on in our District. It should identify areas of success and areas of specific concern that may require greater focus by NACO and the senior leaders of the Auxiliary. Likewise, it provides a measurement that allows NACO to determine whether to stay the course or to make appropriate course changes.
- e. Report Format. Written reports are not limited in length. Email reporting is encouraged. Reports should highlight the most important events during the current reporting period. “Program Status” and “Action Items” tracking reports can be included as attachments. Additional material such as spreadsheets may be included as further attachments if appropriate/needed. Written reports should be submitted in narrative or bullet format and should include information regarding:
  - (1) current progress relative to the District Business Plan, District Strategic/Operational Plans and Contingency Plans,
  - (2) accomplishments in Recruiting and Retention,
  - (3) program performance (OPS/RBS/Training) (not AUXDATA information),
  - (4) problems encountered / potential problems and suggested solutions,
  - (5) action items,
  - (6) assistance required from the Coast Guard, the EXCOM, and National Departments,
  - (7) future plans and milestones.

### 3. Monthly Reports:

- a. Monthly Report to the Commandant (Memo to the Commandant): The monthly Memo to the Commandant affords us a unique opportunity to communicate directly with the Coast Guard’s top leadership.
- b. The VCO and RCOs should send their input for the Memo to the Commandant to the DCO no later than the 1<sup>st</sup> of each month. The DCO will review, collate and forward the District’s input for the COMDT Memo

to the ARCO-A(W).

c. Information being submitted for inclusion in the Memo to the Commandant must:

- (1) be timely,
- (2) depict our demonstrated capabilities and capacity in support of the Coast Guard, the recreational boater and our nation,
- (3) highlight instances of unique support of the Coast Guard; special events; and individual accomplishments,
- (4) highlight unique, out of the ordinary accomplishments,
- (5) be concise (do not retransmit quarterly reports),
- (6) be headlines, action items showing support to the Coast Guard.
- (7) be relevant information in a professional and well structured format.

d. Remember, this monthly report will be read by the Coast Guard Headquarters Flag Officers and staff and it is our opportunity to promote our extraordinary events, recognition and involvement with the Coast Guard, recreational boating public and the nation.

#### 4. Special Reports:

a. Urgent reports: Should an event occur that must be brought to the immediate attention of the EXCOM and/or the District Board, the Division Captain or DSO shall report the event to the appropriate RCO or Section Chief, who will review and comment and then forward to VCO and DCO.

b. Special request: In the event that the DCO should need some 'real time' information, a special, unscheduled report on relevant activities will be requested.

c. Short-Range Plan Report: Each year, the VCO, RCOs and Section Chiefs will recommend updates to their portions of the District Strategic/Operational Plans and Contingency Plans and submit to the DCO by 1 November. The RCOs and Section Chiefs shall solicit input from their respective Division Captains and DSOs for these updates as a part of preparation for the Fall Conference. The DCO will update the District plans, and provide the appropriate report to the ARCO-A(W) by 1 December.

5. Meeting Report Addendums. Between the submission of the Quarterly Report and the District Meetings, activities, events and accomplishments might warrant the preparation of a short Meeting Report Addendum to provide more current information. Necessity for the addendum shall be determined by the Division Captain or DSO, or by a request from the RCO or Section Chief.

Written addendums should be submitted to the RCO or Section Chief three weeks prior to the scheduled meeting. If there have been no significant activities or changes, the most recent Quarterly Report will stand as the submitted meeting report.

6. Distribution of Conference Reports is the responsibility of the DSO-SR as a part of the meeting minutes.

Thomas C. Mallison  
District Commodore