

**DISTRICT 11SR  
STAFF OFFICER  
2024 ELIGIBILITY GUIDELINE**

District	Division	Flotilla	Office	In Good Standing	Willingness to Serve	STATUS	CERTIFICATIONS		DSO Program Activity (12 mos.)	SO Program Activity (12 mos.)	FSO Program Activity (12 mos.)	Other	Reference
			AS	Attested	Attested	BQ	AUXCT	YPT					
			AV	Attested	Attested	BQ	AUXCT					Certificate requirements will revisited once this program is operational.	
			CA	Attested	Attested	BQ	AUXCT	AUX-CA1	80 hrs	40 hrs			
			CM	Attested	Attested	BQ	AUXCT	TCO	80 hrs	40 hrs	20 hrs		
			CS	Attested	Attested	BQ	AUXCT						
			DV	Attested	Attested	BQ	AUXCT						
			EM	Attested	Attested	BQ	AUXCT						
			FN	Attested	Attested	BQ	AUXCT					Bookkeeping experience. Neither the FC nor VFC (nor IPFC) may be appointed as FSO-MA or FSO-FN. Under a new policy adopted by the National Board at the National Conference in August 2014 and approved by the Chief Director, neither the DCDR nor VCDR (nor IPCDER) may be appointed as SO-MA or SO-FN. Neither the unit FN staff officer nor any appointed assistant shall be familial-related to the current elected leader, vice leader, or immediate past leader of their unit or any other unit in their Chain of Leadership (COL).	Auxiliary Manual, p. 4-42 (USCG COMDTINST M16790.1G) AUXILIARY FLOTILLA PROCEDURES GUIDE, p. 1-19 AUXILIARY DIVISION PROCEDURES GUIDE, p. 1-16 AUX-SOP-008(A) 25 Feb 2022 3 Encl (1) Auxiliary Financial Controls Standard Operating Procedures
			HR	Attested	Attested	BQ	AUXCT						Auxiliary Manual, p. 4-42 (USCG COMDTINST M16790.1G)
			IS	Attested	Attested	BQ	AUXCT					"Aux 10" C-School is strongly recommended for SO-IS and required for DSO-IS	Auxiliary Manual, p. 4-42 (USCG COMDTINST M16790.1G)
			LP	Attested	Attested	BQ	AUXCT					An appointed DSO - Legal/Parliamentarian (DSO-LP) shall be a licensed attorney.	Auxiliary Manual, p. 4-40 (USCG COMDTINST M16790.1G)
			MA	Attested	Attested	BQ	AUXCT					Neither the FC nor VFC may be appointed as FSO-MA or FSO-FN. Under a new policy adopted by the National Board at the National Conference in August 2014 and approved by the Chief Director, neither the DCDR nor VCDR may be appointed as SO-MA or SO-FN. Neither the unit MA staff officer nor any appointed assistant shall be familial-related to the current elected leader, vice leader, or immediate past leader of their unit or any other unit in their Chain of Leadership (COL).	AUXILIARY FLOTILLA PROCEDURES GUIDE, p. 1-19 AUXILIARY DIVISION PROCEDURES GUIDE, p. 1-16 AUX-SOP-008(A) 25 Feb 2022 3 Encl (1) Auxiliary Financial Controls Standard Operating Procedures
			MS	Attested	Attested	BQ	AUXCT	IMSEP, GMATE	80 hrs	40 hrs	20 hrs		
			MT	Attested	Attested	BQ	AUXCT	IT	80 hrs	40 hrs	20 hrs		Auxiliary Manual, p. 4-42 (USCG COMDTINST M16790.1G)
			NS	Attested	Attested	BQ	AUXCT	AV	80 hrs	40 hrs	20 hrs		
			OP	Attested	Attested	BQ	AUXCT	BC	80 hrs	40 hrs	20 hrs		
			PA	Attested	Attested	BQ	AUXCT	AUX-PA3	80 hrs	40 hrs	20 hrs		
			PB	Attested	Attested	BQ	AUXCT					Publication experience.	
			PE	Attested	Attested	BQ	AUXCT	IT	80 hrs	40 hrs	20 hrs		
			PV	Attested	Attested	BQ	AUXCT	MDV	80 hrs	40 hrs	20 hrs		
			SL	Attested	Attested	BQ	AUXCT					The Auxiliarist appointed to serve as a SLO should be an individual well versed in the State's boating laws and regulations and who resides in reasonably close proximity to BLA Headquarters. This Auxiliarist must be capable of effective communications with elected and appointed officials regarding State boating law issues.	Auxiliary Manual, p. 2-13 (USCG COMDTINST M16790.1G)
			SR	Attested	Attested	BQ	AUXCT						Auxiliary Manual, p. 4-42 (USCG COMDTINST M16790.1G)
			VE	Attested	Attested	BQ	AUXCT	VE	80 hrs	40 hrs	20 hrs		
KEY			DEFINITION						PROCESS				DUE DATE
IN GOOD STANDING			Current in annual dues and is not subject to any administrative charges or investigations.						Identify candidates.				October
WILLINGNESS TO SERVE			Candidate has expressed a desire to serve in a leadership capacity and has committed to taking initiative in advancing the program and delivering on the administrative requirements of the role (Plan Development, Timely Status Reports, Unit & Program Meeting Attendance and Participation).						Confirm Staff Officer eligibility with unit IS Officer.				November
STATUS			Member shall be in BQ or AX status and confirmed by the unit's IS Officer						Interview. Explain expectations and confirm good standing and willingness to serve.				November
CERTIFICATIONS			Member shall be current in AUXCT & BQC II, and confirmed by the IS Officer. Program certifications shall either be current and confirmed by the IS Officer, or have a plan in place to certify or renew within 6 months of the day appointed. Until then, the uncertified candidate will indicate selected after their office title. For example, FSO-VE(s).						Select Staff Officers. Selection process shall include input from the DSO.				December
REQUIRED			Shall be filled with unit member						Complete ANSC 7007 (11-21) and submit to DCOS, copy DSO-IS.				20DEC
RECOMMENDED			RBS appointment's are strongly recommended and given priority if there is program activity in the unit's AOR. When appointments are not possible, look to neighboring units for program assistance and mentoring until the position can be filled.						Letter of Appointment with enclosures, copy relevant DSO.				01JAN