

## **Division Staff Officer - Vessel Examiner SO-VE**

REF: U.S. Coast Guard Auxiliary Manual COMDTINST M16796.8  
Vessel Safety Check Manual  
[http://www.cgaux.org/cgauxweb/home\\_frame\\_995a.htm](http://www.cgaux.org/cgauxweb/home_frame_995a.htm) Manuals  
Vessel Safety Check (ANSC 7012)  
Activity Report Vessel Safety Check (ANSC 7038).  
Auxiliary Web Site (<http://www.cgaux.org>).

### **DUTIES**

The SO-VE duties and responsibilities, consistent with applicable Auxiliary policies, are as follows:

1. Exercise staff responsibility and supervision over all matters pertaining to the Division's Vessel safety Check Program.
2. Maintain close liaison with the District Staff Officer - Vessel Examiner (DSO-VE) in order to implement the Vessel Safety Check Program established for nation-wide, district-wide, or division use. (An Assistant District Staff Officer - Vessel Examiner (ADSO-VE) may be the contact instead of the DSO-VE)
3. Develop Division program objectives and goals to support those developed at the District level.
4. Develop an implement plan utilizing all local resources to achieve the objectives and goals.
5. Immediate supervisory responsibility for your office is vested in the Division Vice Captain (VCP). Cooperate with the VCP in every way to ensure the Division's VSC Program is effectively administered.
6. Coordinate and cooperate with the SO-MT to increase the number of qualified Vessel Examiners.
7. Encourage increased VSC activity and maintenance of uniformly high standards.
8. Inform Vessel Examiners of correct uniforms and procedures to follow.

### **GENERAL DUTIES**

1. Be familiar with the Reference items as pertains to the VSC Program.
2. Hold at the Division level, for the FSO-VEs, any required workshops for Vessel Examiners. Offer make-up workshops when necessary.
3. Work diligently to ensure the quality and integrity of all vessel safety checks.

4. Encourage continued qualification of new Vessel Examiners by assisting in organizing and supervising periodic training sessions and workshops.
5. Maintain current records of Vessel Examiner activities and maintain a list of examiners. Inform the DSO-VE as to any new Vessel Examiners.
6. Maintain close liaison with the DSO-VE and FSO-VEs to ensure prompt and direct exchange of information vital to the conduct of the program.
7. As requested, submit reports to the Division Vice Captain (VCP) about the progress and activities involved in carrying out assigned duties and on the status of the program visits. Attend all Division meetings. Submit reports to the DSO-VE on a regular basis.
8. Work with any U.S. Power Squadron in the area to coordinate VSC activity with their Vessel Examiners.
9. Perform other duties, as may be requested/assigned.

**SPECIFIC DUTIES:**

1. Oversee and coordinate the Division Vessel Examiner Program.
2. Upon leaving the office of SO-VE turn over all relevant records and materials to your successor.