

**Department of Homeland Security
United States Coast Guard
United States Coast Guard Auxiliary**

**Department of Boating
States Division
Atlantic(E), Atlantic(W), and Pacific Branches**



State Liaison Officers

HANDBOOK

**Sixth Edition
Updated
20 April 2009**

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Preface

This handbook was put together as a reference for all State Liaison Officers (SLOs), to facilitate a more in depth appreciation and understanding of the very important responsibility of communicating the needs of the Auxiliary and the Coast Guard to the State Boating Law Administrators (BLAs) and also communicating the needs of the State BLAs to the Auxiliary and the Coast Guard. To that end, the SLO must also be very much in “step” with the USCG District Recreational Boating Safety Specialist (RBS). The tasks performed by them have important consequences and impact the budgets of Auxiliary, Coast Guard and the State’s BLAs.

In November 2003, CHDIRAUX approved the establishment of a non-mandatory District Staff Officer-State Liaison (DSO-SL) office. This means that some districts have the SLOs from all the states within their district reporting first to these DSOs and the DSOs will, in turn, follow up with the reporting to their respective regional Boating Department-States Division Branch Chiefs. The purpose of this new office is to promote better communications between the National reporting structure and the Districts, and the State Boating Law Administrators. Additional updates and specifics will be communicated in appropriate e-mails through the Boating Department chain of management, and this handbook will be updated accordingly. USCGAUX State Liaison Officers (SLOs) will be able to update their hard copies of this handbook by printing out the updates off the Boating Department Web site.

Please take time to become familiar with the contents of each chapter of this handbook and follow up for additional information on the Boating Department’s Web site. You can access the site via the national Web site at: <http://www.cgaux.org>. Anytime you run into any questions, don’t hesitate to turn to your Branch Chief (BC) or DSO-SL, as appropriate for your district, for clarification; please don’t guess or provide answers if you’re not sure, as this may have profound consequences. By the same token, be proactive, seek out expert help within the Coast Guard community and be prompt with your answers and commitments.

In addition, **this handbook was designed with an online user in mind**. This implies that the user of this booklet will be on the computer and be connected to the Web, and then it’s just a matter of clicking on the appropriate “blue” words to access the specifics of that subject.

**Any corrections and suggestions should be addressed to:
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SLO Job Descriptions

Outlined below are the recommended duties and responsibilities that the Department Chief-Boating (DC-B) has outlined for the SLOs to maximize effectiveness in the state liaison program at the local level. However, above that, there is an assumption that the individual in this capacity has even greater responsibility. They must be ambassadors for the Auxiliary and the Coast Guard, and must adhere to the strict rules of conduct, dress code and overall knowledge of the Auxiliary and its mission.

Duties and Responsibilities of the DSO-SL

The duties of the DSO-SL position will encompass some SLO duties, pieces of the BC responsibilities, plus additionally reporting to one of the Boating Dept. State's Division BCs. By the same token, the SLOs who have DSOs in their districts should now report and submit reports to the DSO-SL instead of directly to the BC's. Bottom line, the DSO-SL will need to perform all the duties that a SLO does, if the SLO under their jurisdiction cannot or fails to perform the duties expected of them. It is anticipated that the DCOs will appoint the most senior/most active SLO to this position, since this individual will need to work closely with the DCO, the DIRAUX and the SLOs, and represent the DCO in all dealings with the SLOs and BLAs. Where DSO-SLs are appointed, they should liaise closely with their DSO-PEs, DSO-VEs, and other similar district staff who may have a program responsibility associated with the state BLA, so that their needs /interests are represented in communications with the BLA by the DSO-SL.

Duties and Responsibilities of the SLO

All SLO's are expected to be familiar with the SLO Handbook. As a learning tool and validation of the study of the SLO Handbook, there is available an exam. This exam is an excellent tool to reinforce the most critical material in the Handbook. Refer to the SLO Qualification Procedures for the details.

1. Maintain a close relationship with the State's Boating Law Administrator (BLA) and his/her staff. The SLO should meet with the BLA at least semiannually, possibly in company with the Coast Guard District Recreational Boating Specialist (RBS Specialist) and DCO. More frequent contact may be necessary with the BLA staff members. The SLO should confer with the DSO-SL or VCO/DCO, and RBS Specialist prior to each meeting with the BLA
2. Submit a letter report after each meeting to the DSO-SL, VCO/DCO, DIRAUX, RBS Specialist, and the National Boating Department designee. This report should summarize the

meeting and outline important issues or points of concern. If significant matters are brought up during the visit with the BLA, immediately notify the DSO-SL and VCO/DCO by telephone and follow-up with a written report

3. Remain current in all federal, state, and local legislation concerning recreational boating safety and the Auxiliary. Review pending legislation for its significance to Auxiliary programs in coordination with the District Legislative Liaison Officer (LLO)
4. Arrange and coordinate an annual meeting between the BLA, DCO/VCO and the RBS Specialist and/or the DIRAUX. Ideally this meeting should be held with each individual BLA but depending on the circumstances and timing it could possibly be held in conjunction with the CG District RBS Specialist/BLA Workshop which also offers an excellent opportunity to network and possibly make a presentation on the District programs. This meeting should be arranged early in the year and should focus on:
 - a. Reviewing the previous year's accomplishments with a view towards making improvements during the current year.
 - b. Discussing the Auxiliary's current objectives and initiatives.
 - c. Planning for the upcoming year.
 - d. Coordinating Auxiliary support to the state's boating safety programs including enhancing the State-Auxiliary activities in support of National Safe Boating Week.
 - e. Reviewing the state's educational goals and determining additional support needed from the Auxiliary public education (PE) program and the State's boating education program.
 - f. Resolving any misunderstandings and problems. Establish guidelines for the handling of complaints from either the Auxiliary or the state with a goal of settling the complaints at the lowest level possible without damage to the Auxiliary-State relationship.
 - g. Encouraging the BLA to schedule an annual vessel safety check (VSC) of all state vessels as a demonstration of the State's support of this valuable safety program.
 - h. Reaffirming guidelines for conducting VSC at state launching ramps.
 - i. Identifying areas where Auxiliary patrols are needed on sole-state waters. Inform the BLA and state officials of the proper request procedures including the documentation required by the DIRAUX for authorization of official orders for Auxiliary patrols on sole-state waters. Additionally discuss any funding issues pertinent to Auxiliary patrols on sole state waters.
 - j. Encouraging joint participation between the state and Auxiliary at boat shows, marine events, and other public affairs opportunities.
 - k. Requesting the BLAs support in publicizing the Auxiliary public education course using state publications to disseminate information to news media, marinas, game wardens, marine police, etc.
5. Attend the regularly scheduled meetings of the state boating advisory councils and commissions. Also, attend public meetings on boating matters. Attendance at these meetings will be as an interested party only, not as an official representative of the Auxiliary or Coast Guard. The SLOs attendance will facilitate communication with the various interest groups in a state and will provide the SLO a "good feel" of current and future boating issues.

6. Ensure that the BLA is informed at least quarterly of the AUXINFO/AUXDATA statistics relating to public education classes, patrols, VSCs, and other boating safety activities accomplished within the state by the Auxiliary.
7. As needed, work with the BLA to encourage using USCGAUX taught NASBLA approved boating courses. Gain and/or continue the state's recognition of appropriate Auxiliary public education courses as meeting any state mandatory education requirements. Produce training/orientation materials for each flotilla on State requirements.
8. Coordinate with the BLA the preparation and signing of the State's National Safe Boating Week proclamation and other proclamations such as Vessel Safety Check (VSC) Month.
9. Provide recommendations to the DSO-SL and VCO/DCO as to what district and division functions the BLA should attend. Ensure that the BLA is invited early and informed as to what is expected, i.e. speaking at a banquet, brief comments during the District Board meeting, etc.
10. Work with the BLA to develop appropriate recognition for Auxiliary activities. Follow through to ensure the recognition is given at an appropriate ceremony or Auxiliary meeting.
11. Recommend to the DSO-SL/VCO those state boating officials deserving recognition from the Auxiliary or the Coast Guard.
12. Coordinate with the BLA the use of state areas as Auxiliary communications sites and the use of state owned mooring facilities by Auxiliary facilities on patrol.
13. Keep the BLA informed of all new Coast Guard and Auxiliary pamphlets, posters, films, etc. available to support state boating safety programs. Determine from the BLA the availability of similar materials produced by the State to support Auxiliary PE courses, the Marine Dealer Visitor Program, Public Affairs, or other programs.
14. Keep the BLA informed of any changes in relevant Auxiliary procedures and polices, senior Auxiliary and Coast Guard leadership, etc. that may have an impact on their state.
15. Communicate regularly with the Coast Guard District RBS Specialist to insure both the RBS Specialist and the SLO have a thorough understanding of CG/Auxiliary goals and needs and that there is a unified approach to boating safety efforts from Team Coast Guard.
16. Work closely with the BLA, RBS specialist, and Auxiliary leadership to ensure that appropriate Cooperative Agreements are developed and/or reviewed regularly and include information necessary for the Auxiliary to function as the premier volunteer boating safety organization and partner of the state.

State Liaison Division Chief, DVC-BS

For information that will assist the SLO/DSO-SL to better understand the Boating Department-State's Division role in both the development of this handbook as well the overall direction of the national state liaison program, the following provides a brief synopsis of key staff roles, starting with Division Chief. In addition to the General Duties, the Chief, States Division, under the auspice of the Chief, Department of Boating, shall be assigned the following duties:

- a. Develop and/or maintain a vibrant State Liaison Program with direct input and participation from the State Boating Law Administrators, the U.S. Coast Guard (District Recreational Boating Specialists), and the Auxiliary District Commodores.
- b. Consult with District Commodores annually and recommend to the Department Chief selections to fill State Liaison positions.
- c. Collect and coordinate positive Auxiliary/State actions and disseminate their results to appropriate Team Coast Guard offices, ensuring positive communications between Auxiliarists and state officials.
- d. Ensure that appropriate Directory of Services information is provided annually and maintained as needed to the Resources Division or as requested.
- e. Motivate State Liaison Officers to use initiative and provide clear guidance to promote continuity and maintain acceptable standards.
- f. Maintain and update the SLO Handbook on an annual and as needed basis.
- g. Be responsible for maintaining direct Auxiliary contact with the following NASBLA committees: BAIRAC, Boats & Associated Equipment, Education, and Waterways Management.
- h. Read and understand the most current national directions documents and the concepts of accountability and completed staff work as it relates to this position.
- i. Ensure minutes and reports from committee meetings receive full dissemination throughout the Department and ensure their quality.
- j. Make recommendations regarding NASBLA committee actions to the Department Chief.
- k. Assist Branch Chiefs to establish and maintain rapport with NASBLA committee chairs.
- l. Liaison with ex-officio B. Dept. members DC-E & DC-V, relative to assigned NASBLA committees.
- m. Mentor, train and develop branch chiefs to be prepared in taking over the division chief position at any time as so directed.

- n. Ensure that all divisional staff receive, and have any questions answered promptly and timely thereto, as relative to the most current National Direction plan, through efficient management of staff communications.
- o. Ensure that all division staff understand the concept of accountability as it applies to tasks, projects, and/or work assigned to them through completion, as defined by the DVC-BS, stressing that completion of work will be ascertained and communicated by their respective immediate supervisor in the chain of leadership.

State Liaison Branch Chiefs BC-BSA, BC-BSI and BC-BSP

The three (3) States Division Area Branch Chiefs are expected to:

- a. Establish a meaningful and ongoing relationship involving regular interaction with the State Liaisons for the Atlantic E, Atlantic W, and Pacific Areas.
- b. Insure that SLOs establish a meaningful and positive relationship with their BLA counterpart and/or others in their state's boating safety program and members of the Auxiliary, thus facilitating a positive environment of open and candid conversation geared towards meeting the needs of the boating public, the state, the Auxiliary and the Coast Guard.
- c. Insure that SLOs provide their state with notification of Auxiliary public education activities and class schedules.
- d. Insure that the SLOs are conducting the required annual meeting with their BLA and DCO as outlined in the *AUXMAN*.
- e. Contribute written articles to their division, district or regional newsletters, B Department's *WAVES* and *Navigator*. Support the goals and objectives of the Boating Department and the Coast Guard Auxiliary.
- f. In addition to the General Duties, the Area Branch Chiefs, insure that projects and tasks are followed through and completed in a timely manner, and they shall maintain an effective tickler system of pending tasks and projects. They shall require regular updates from assistant branch chiefs, if assigned. Moreover, they should keep the Division Chief apprised of project status and other issues in a timely manner. Additionally under the immediate supervision of the Chief, States Division, they shall exhibit the following traits and characteristics required to achieve success in the position.
 - Be a highly visible and easily accessible resource for the Auxiliary and Area SLOs.
 - Must have access to email and be online to foster quick, effective and efficient communication.
 - Represent Auxiliary and Department positions to SLOs and States with guidance from the Boating Department and DCOs as appropriate.
 - Act as an advocate for state and Auxiliary PE, VE and other applicable RBS programs.

- Verify that NASBLA courses taught by the Auxiliary (BS&S, BSC, Sailing Fundamentals, et. al.) are current and state compliant--including test questions and answers provided by the applicable state BLA or appropriate boating safety officials that demonstrate knowledge of state specific boating safety regulations.
- Participate/instruct in the state's public education program where they reside and encourage other Auxiliarists to do so as well.
- Obtain proactive support of the Auxiliary's VSC program.
- Solicit state problems & issues through the SLOs that the Auxiliary can help resolve and surface such issues to the appropriate Auxiliary officer(s) via the Chain of Communication and Leadership.
- Identify activities that the Auxiliary controls that are creating problems for the states for change/improvement/enhancement as appropriate.
- Surface information/issues through the chain that need to be resolved or identified that are affecting state relationships and cooperation.
- Encourage and facilitate invitations from SLOs to BLA and state boating safety staff to participate in Auxiliary functions, e.g., change of watch, division and flotilla meetings, training opportunities and social activities as appropriate.
- Encourage and facilitate annual BLA/DCO/DIRAUX meetings in the assigned Area and insure SLOs provide a recap of the results/outcome of the meeting).
- Provide quarterly update(s) to the Boating Department of progress on issues identified by SLOs during BLA annual meeting with DCO, DIRAUX and others as appropriate.
- Insure Auxiliary units are providing public education schedules to states for publication and distribution by the state's boating safety staff.
- Where appropriate, identify and encourage specific individual contacts at a peer level for regional and local Auxiliary and state subdivision(s) liaison and interaction.
- Support assigned Area DCOs by conducting SLO workshops and training seminars as necessary.

g. Annual Goals and Objectives: With the aid and support of DCOs and the Boating Department:

- Track and log annual BLA meetings by state and communicate the outcome of the meetings.
- Facilitate maintenance of MOUs with states and territories in the assigned area.
- Encourage involvement of state boating safety personnel in TCT training with Auxiliary personnel as an opportunity to showcase Auxiliary capabilities and foster interaction. This will also help establish liaison at the division level for working with local state boating safety managers and supervisors.
- Encourage DCOs to staff SLO positions with active, articulate and experienced Auxiliary personnel. Basic SLO qualifications should include:
 - 1) Active in the PE, OP, VE, RBS PV programs.
 - 2) Understanding of the structure and methods of communication within the Auxiliary.
 - 3) If possible, a person known and favored by the BLA and other state boating safety staff.
 - 4) Should be a self-starter requiring minimum supervision.

- 5) Is willing to commit to the time required to get the job done.
- Assist DCOs in completing an annual evaluation of their SLO appointment(s) with written & verbal feedback beginning with limited reports commencing **01 OCT annually** consisting of
 - 1) Positive aspects of performance
 - 2) Areas offering opportunities for improvement
 - 3) Unable to offer an assessment
 - 4) Provide all DCOs with annual evaluation of SLOs no later than **01 OCT**.
- h. Report on all meetings attended with a suitable summary posting on WhatsNew National USCGAUX page within two weeks upon return from trip/meeting.
- i. Read, understand, and question the DVC-BS as needed, related to the most current National Direction plan and the concepts of accountability as defined by the DVC-BS.
- j. Project/staff work is considered completed as evidenced by documented email correspondence to that effect by the DVC-BS.
- k. These three branch chiefs should constantly be mentoring, developing, and evaluating the district SLOs in their respective areas for the potential to assume their offices upon leaving or as directed.



State Liaison Officers (SLOs)

Effective 20 April 2009

Below is a list of SLOs by region. Often, changes happen in the ranks of the SLOs as they do in any organization; if you contact the SLO and there is no response in a reasonable time, by all means get in touch with the Branch Chief (BC) and he/she will follow up. It is the responsibility of the SLO to notify the BC of his/her change of status.

Pacific Region

DISTRICT MANAGEMENT:

DISTRICT 11N

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SLOs

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NEVADA

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UTAH

COMO Roger Meyers

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DISTRICT MANAGEMENT:

DISTRICT 11S

DSO-SL 11S- Tom Nunes

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SLO

ARIZONA

Tom Nunes

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DISTRICT MANAGEMENT:

DISTRICT 13

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DISTRICT MANAGEMENT

DSO-SL 13 – Larry Graves

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SLOs

IDAHO

Larry Graves

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MONTANA

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WASHINGTON

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DISTRICT MANAGEMENT:

DISTRICT 14

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DISTRICT MANAGEMENT:

NO DSO-SL

SLOs

HAWAII

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GUAM

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DISTRICT MANAGEMENT:

DISTRICT 17

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DISTRICT MANAGEMENT:

NO DSO-SL

SLO

ALASKA

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Atlantic East Region

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DISTRICT 1

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DISTRICT MANAGEMENT:

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SLOs

MAINE

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MASSACHUSETTS

COMO Carolyn V. Belmore

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RHODE ISLAND

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DISTRICT MANAGEMENT:

DSO-SL 1(SR) - Lee Ward

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SLOs

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NEW JERSEY

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NEW YORK

Louis Liotti

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VERMONT

Roderick H. Halsted

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DISTRICT MANAGEMENT:

DISTRICT 5

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DISTRICT MANAGEMENT:

NO DSO-SL

SLOs

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NEW JERSEY

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SLOs

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VIRGINIA

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DISTRICT MANAGEMENT:

DISTRICT 7

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DISTRICT MANAGEMENT:

DSO-SL 7 – William S. Griswold
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SLOs

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PUERTO RICO

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US VIRGIN ISLANDS

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Atlantic West Region

DISTRICT MANAGEMENT:

DISTRICT 8

Kevin Kelly, R-BS

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DISTRICT MANAGEMENT:

DSO-SL 8CR – Chuck Maricle

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SLOs

ALABAMA

TBA

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SLOs

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DISTRICT MANAGEMENT:
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SLOs
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KENTUCKY
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WEST VIRGINIA
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DISTRICT MANAGEMENT:
DISTRICT 9
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DISTRICT MANAGEMENT:
DSO-SL 9CR– Richard W. Ives
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SLO
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DISTRICT MANAGEMENT:
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NO DSO-SL

SLO

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DISTRICT MANAGEMENT:

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SLOs

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Boating Department

In addition to the States Division, there are other divisions in the Boating Department, as shown in the organizational chart below. It is critical for the SLO to be familiar with these resources and their function. Beyond that, each SLO should be familiar with the structure of the National Organization and the various departments. By the same token, familiarity with the District Organization and Operations is assumed. To obtain a broad understanding of the National organization, visit the Web at: <http://nws.cgaux.org> and start with the member's deck and then visit the Boating Department's page at: <http://www.auxbdept.org/>. In fact, most of this handbook was taken off various pages from the same site. Also, there are many other organizational listings and helpful individuals that can be a great asset to helping you in your jobs. In addition, Appendix I includes a reference to the Directory of Services. This is an invaluable resource which gives you a great synopsis of all Auxiliary missions with which you must be familiar if called up to give a description to the BLA or their staffs. The directory is updated regularly on-line and is the responsibility of the SLO to get the latest version off the Web site.

Departmental Vision

The Department of Boating, under the program guidance of the U.S. Coast Guard Office of Boating Safety and the direction of the Auxiliary Directorate of Recreational Boating Safety, provides assistance to Coast Guard units, Auxiliary National Departments and Auxiliary District organizations in their efforts to promote and support recreational boating safety programs. The Department of Boating provides both informational and fiscal resource services to the Auxiliary

membership. In addition, the Department of Boating provides liaison with State Boating Law Administrators and other recreational boating safety organizations, i.e., State, Federal and the public sector.

Organizational Charts

Part of being an effective SLO requires that the office holder is thoroughly familiar with the organization and the members thereof. Only the Boating Department organizational listing is included in this handbook and the reader is urged to seek out the latest one on the Web at: <http://www.auxbdept.org/main.htm> . In addition to the organizational listing for the Boating Department, there are staff listings for the district and the State's BLA office. At minimum, these three should be inserted into this book every time they are updated. Please visit the Web often to ensure your files are up-to-date. Additional charts to include are those developed by districts.

Department of Boating

STAFF

Effective 01 April 2009

Department Chief

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Deputy Department Chief

District 5SR

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Liaison Division (BL)-Division Chief

Division Chief-BL

District 8ER

David L. Delich, DVC-BL

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(BL) BoatUS/Boy Scouts Branch Chief

District 5SR

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(BL) NSBC/NWSC Branch Chief

District 7

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Resources

An SLO will be expected to be familiar with many boating issues and resources. You should already know about two (2) of them the USCG Web site and the Auxiliary Website. In addition to these two mentioned above, you must become very familiar with the National Association of State Boating Law Administrators (NASBLA) Web site at: <http://www.nasbla.org/>. Many interstate boating agreements are reached through the sponsorship of this organization and all information on your State Boating Law Administrator can be found on this site. In addition, many of the subcommittees of the NASBLA have active participation of the members of the Coast Guard and Auxiliary. Additional sites that you may want to explore are:

National Partners

Northern Association of Boating Administrators

<http://www.nasbla.org/naba.htm>

Southern States Boating Law Administrators Association

<http://www.nasbla.org/ssblaa.htm>

Western States Boating Administrators Association

<http://www.nasbla.org/wsbaa.htm>

National Safe Boating Council

<http://www.safeboatingcouncil.org/>

National Water Safety Congress

<http://www.watersafetycongress.org/>

Misc. National Links

National Transportation Safety Board/Marine

<http://www.nts.gov/Surface/marine/marine.htm>

U.S. Coast Guard Boating Safety

<http://www.uscgboating.org/>

Boating Safety Sidekicks (Kids)

<http://www.boatingsidekicks.com>

U.S. Army Corps of Engineers Water Safety Web Site

<http://watersafety.usace.army.mil/>

All of the above are listed on the Boating Departments Website. You may want to add others, including commercial establishments and our Auxiliary partners such as:

BoatUS Web Site

<http://www.BoatUS.com/>

Boaters World Web site

[/http://www.Boatersworld.com](http://www.Boatersworld.com)

West Marine Web Site

<http://www.westmarine.com/>

U.S. Army Corps of Engineers Website

<http://www.usace.army.mil/>

U.S. Army Corps of Engineers MOU

<http://www.auxbdept.org/ACE-MOU.pdf>

Light House Uniform Co. Web Site

<http://www.lighthouseuniform.com/>

You also need to familiarize yourself with Auxiliary partners in the PE, VSC and other departments. Helpful websites are listed below.

National Departments

Marketing & Public Affairs

<http://www.auxpa.org/>

The Marine Safety and Environmental Protection Department

<http://oms.auxodept.org/>

Boating

http://www.cgaux.org/cgauxweb/news/news_b.htm

Operations

<http://www.auxodept.org/>

Education

<http://www.auxeddept.org/>

Personnel

<http://www.auxpdept.org/>

Information & Communication Services

<http://home.auxidept.org/>

Training

<http://www.auxtdept.org/>

Legal Affairs

http://nws.cgaux.org/members/departments/l_dept/index.html

Vessel Examination

<http://safetyseal.net/index3.asp>

Marine Safety and Environmental Protection ("M") Department

<http://www.auxmdept.org/>

The International Affairs and Interpreter Support Directorate

<http://www.cgauxinternational.org/>

Maritime Domain Awareness (MDA)

<http://www.opr.auxnstaff.org/index.html>

Coast Guard Auxiliary Association, Inc., (CGAuxA)

<http://www.cgauxa.org/index.html>

Reports

Every organization survives and lets others know of its accomplishments by reporting on its activities. Your responsibilities as a SLO require you to file reports on your activities. It's recommended that you do not wait and accumulate a fancy presentation on your activities for a period of some months, but you report to your BC or your DSO-SL, if appropriate, on each action you undertake as a SLO. This includes SLO related District activities. To help you, we've included a sample report that is brief to the point and gets the message across as to the accomplishments, expectations and future direction. Of course, you copy the DCO/VCO as well.

Note that this particular report is going through the District (DSO-SL) and then to the Regional BC. SLOs will send their reports directly to their BCs in the absence of a DSO-SL. It's critical that you are timely with your report to your BC; each BC will spell out his/her requirements. Some reports may deal with the District requirements for states with which the SLO might have to go to the BLA. Some reports may have to do with activities planned jointly with the District Legislative Liaison Officer (LLO) and USCG RBS. The key is that if you perform a task as a SLO, you should immediately file a report and let you up-line determine how important it is for further submission up the reporting chain. Your reports are very important and National policy might be impacted based on your input in your report. Please be prompt and speak to the classic why, when, how, who and how much.

EXAMPLE FORMAT

**DEPARTMENT OF HOMELAND SECURITY
U. S. COAST GUARD AUXILIARY
OFFICE OF THE NEW JERSEY STATE LIAISON OFFICER**

635 East Main Street
Bridgewater, NJ 08807
March 1, 2009

From: Daniel F. Jacquish, SLO-NJ
To: Lawrence Sheldon
USCG Auxiliary
1st District (SR)
State Coordinator

Subject: New Jersey SLO Report (Quarter Ending: March 2005)

Mr. Sheldon,

My quarterly report as the New Jersey State Liaison Officer is as follows:

1. We have secured a state proclamation for Safe Boating Week for New Jersey. Representatives from the Coast Guard Auxiliary will be in attendance for photos.
2. A very good working relationship has been established with the Office of the Boating Law

Administrator in New Jersey. The trooper there has repeatedly passed Auxiliary related questions to me for handling and has expressed his appreciation for the level of support offered.

3. State Police related training materials have been distributed to instructors and a supply of each has been distributed to Division PE Staff Officers so they are closer to the Flotilla level courses.
4. Work has begun on a short PowerPoint presentation on New Jersey Boating Laws. This will be made available to instructors for their use during the boating courses offered in New Jersey. This will help make the state information easier to present, consistent, and more accurate without making the course any longer.
5. Meetings are planned for the next quarter with the New Jersey State Police Marine Bureau Station Commanders and the New Jersey Park Police. The intent of the meetings will be to foster better relations, better communications, and a closer working relationship in both our AORs.

Respectfully Submitted,

Daniel F. Jacquish
NJ-SLO 1(SR)

CC: DCO
VCO
BC-B

BLA Relationships

If you wonder why we address the most important aspect of your job later in this document, it's because you must first be familiar with the Auxiliary pages before you go and talk to your BLA. Your Auxiliary and Coast Guard expertise and professionalism must be at its best before you can make an appointment with the BLA. They have an expectation of USCG and Auxiliary, and you must live up to it in every respect, including your appearance. Failing to live up to it jeopardizes your integrity, the Auxiliary and even the Coast Guard.

You should be familiar with your state's laws and the BLAs responsibility as it relates to boating safety. You also need to be familiar with your state's boating safety web site and be able to speak to it with the BLA. In addition, each District has specific MOUs for every state. You need to be aware of them and have copies of them. If you are not sure, check with your respective Boating Department Branch Chief or District RBS.

The SLO job description states that you should meet with the BLA at least semi annually, but in reality it may be more frequently. When you do set up an appointment, check with and notify the LLO for your State as well as the RBS, both may have additional information to share with

you and the BLA. Also, don't forget to advise your DCO/VCO/DSO-SL, if appropriate, of such a meeting, as they may want to be part of this. Of course, there may be instances where this is not necessary depending on the relationship you may have with your BLA. However, you should keep a log of your contacts and activities, even if routine and make periodic reports of these routine contacts. All too frequently, many Auxiliarists contact the BLA directly, not realizing that they need to go through you. You may want to set policies with the BLA relating to such contacts, whereby the BLA will refer them to you first. However you must have a policy in place, in that you will contact that individual within 24 hours.

In addition, as previously noted in this handbook, you should be familiar with the NASBLA and its Web site as well as the regional BLA Web site that your BLA is a member. Check the NASBLA site frequently and especially before each visit with the BLA. If the State and the BLA have their own Web page, you must be thoroughly familiar with it and always review it before the meeting with the BLA. Encourage the BLA to have links to the Auxiliary page as we have links to each State as well.

For more information, see the NASBLA Web site: <http://www.nasbla.org/>

From there you can get to every state and listing of all the BLAs.

USCG Recreational Boating Safety (RBS) Specialists Relationship

As an SLO, you not only represent the Auxiliary but the Coast Guard as well. In some states, the SLO is the Coast Guard; therefore, it is especially important for this individual to be alert and knowledgeable in all things relating to boating safety and from the perspective of the Coast Guard. To that end, you must be familiar with all the issues in the District and all the issues that are important to the RBS. The close contact and mutual support that exists between the Auxiliary and the RBS is critical. Almost all USCG District RBS Specialists support multiple states and depending on the competency of the SLO, they may rely heavily on the SLOs expertise to carry out the Coast Guard mission for the given state. It is, therefore, important that you keep the RBS abreast of your activities. However, different regions and Districts may have varying policies. Check with your BC first as to the protocol for your state. Also, check the web site for the list of the most current assignments of the RBSs.

Yearly, each RBS Specialist should hold special workshops for the BLAs, Auxiliary, members of the USPS, and other boating safety organizations. Depending on the budget constraints, you may be invited to this conference. If that is the case, you should make every effort to be part of it and encourage your state BLA to participate. Again, your relationship with your RBS and your contributions to the State's boating safety program will play a large part as to the role you play in this workshop. To access the most recent RBS listing visit the Boating Department's RBS site at: <http://auxbdept.org/documents.php#stateliasion>

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Local District Relationship

All too frequently, SLOs may be called upon to participate in meetings or actions that will require the assistance of the district RBS Specialist, in the person of the DCO, Director of Auxiliary, Legal representative, or some other DSO. For that reason, your knowledge of your District, its operational span and even the abilities of the specific members is important as you may need to make the decision who you will call for the specific assistance. Of course, your DCO may already have a plan for the proper chain of communication and, if that is in place, then you must follow it.

Nevertheless, there should be no instance in which you lack familiarity of your District, it's goals and plans for your State. To that end, you should talk to your DCO about inclusion in the District strategic planning sessions. In addition, you should ensure that every year, at the District yearly conference, there is a session on the District goals for each of the states within the District's operational jurisdiction. All members should be encouraged to attend and there should be at least two of these sessions. Sessions should include each state's law update, particular safety concerns and the district disposition of specific MOUs among other issues. In addition, you may invite, a different state's BLA, on different years to speak to that state's particular needs as well as to the regional and national NASBLA concerns.

State and Local Resources

This section is left largely empty except for some examples to illustrate that the SLO should populate this chapter with all their respective local information for reference. This should include all the State Boating Web site locations in addition to, marinas, yacht clubs, United States Power Squadrons (USPS), and other associations. You should also include commercial establishments, such as marine supply stores, Boat US, key contacts, county boating emergency agencies and etc. It may take a while, but the information will make you the expert others can turn to for assistance. Http://

Alabama - <http://www.dcnr.state.al.us>
Alaska - <http://www.alaskaboatingsafety.org>
Arizona - <http://www.azgfd.com>
Arkansas - <http://www.agfc.state.ar.us/>
California - <http://www.dbw.ca.gov>
Colorado - <http://parks.state.co.us/boating>
Connecticut - <http://www.dep.state.ct.us/>
Delaware - <http://www.dnrec.state.de.us/fw/fwwel.htm>
Florida - <http://www.floridaconservation.org>
Georgia - <http://www.gadnr.org/>
Hawaii - <http://www.state.hi.us/dlnr/dbor/dbor.htm>
Idaho - <http://www.idahoparks.org>
Illinois - <http://www.dnr.state.il.us>
Indiana - <http://www.state.in.us/dnr>
Iowa - <http://www.iowadnr.com>
Kansas - <http://www.kdwp.state.ks.us>
Kentucky - <http://www.kdfwr.state.ky.us/>
Louisiana - <http://www.wlf.state.la.us>
Maine - <http://www.mefishwildlife.com>
Maryland - <http://www.dnr.state.md.us>
Massachusetts - <http://www.mass.gov/dfwele/dle>
Michigan - <http://www.michigan.gov>
Minnesota - <http://www.dnr.state.mn.us>
Mississippi - <http://www.mdwfp.com>
Missouri - <http://www.mswp.dps.mo.gov/>
Montana - <http://www.fwp.state.mt.us>
Nebraska - <http://www.ngpc.state.ne.us/boating>
Nevada - <http://www.ndow.org/boat/>
New Hampshire - <http://www.state.nh.us>
New Jersey - <http://www.state.nj.us>
New Mexico - <http://www.emnrd.state.nm.us/PRD/>
New York - <http://www.nysparks.com/>
North Carolina - <http://www.ncwildlife.org>
North Dakota - <http://gf.nd.gov/>
Ohio - www.dnr.state.oh.us
Oklahoma - <http://www.dps.state.ok.us>

Oregon - <http://www.boatoregon.com>
Pennsylvania - <http://www.fish.state.pa.us>
Rhode Island - <http://www.state.ri.us/dem/programs/bpoladm/manserv/hfb/index.htm>
South Carolina - <http://www.dnr.state.sc.us>
South Dakota - <http://www.sdgif.info/Index.htm>
Tennessee - <http://www.state.tn.us/twra/>
Texas - <http://www.tpwd.state.tx.us>
Utah - <http://www.stateparks.utah.gov>
Vermont - <http://www.dps.state.vt.us>
Virginia - <http://www.dgif.state.va.us>
Washington - <http://www.dnr.wa.gov>
West Virginia - <http://www.wvdnr.gov>
Wisconsin - <http://www.dnr.state.wi.us/org/es/enforcement/safety/boatsaf.htm>
Wyoming - <http://www.wyoming.gov>



Appendix

BLA Server Procedures

Why Is This Important?

The US Coast Guard Auxiliary, Departments of Education and Boating announce the availability of a superb resource that is enabled by today's Web-based capabilities.

Background: At the 2002 NASBLA (National Association of State Boating Law Administrators) Conference, it was suggested that some of our public education presentations were not entirely consistent with current state laws. A discussion ensued relative to how our instructors got this information and it was obvious that there was a problem with information flow.

Problem: Find a better way to mass-distribute regulatory and statutory changes to anyone in the Auxiliary, United States Power Squadrons (USPS) and for that matter, anyone who registers on the USCG Auxiliary BLA list server, with an interest in a specific state or multiple states.

Solution: The "fix" to the problem, once it was identified, was to create two tools to remedy the distribution of information. Tool one, is the Boating Law Administrator (BLA) server. Tool two, is the registration of the recipients of the BLA information. Both tools are simple and easy to use, in the case of the BLAs, all that needs to be done is typing in the message and hitting return, as described on the next page.

CRITICAL POINT OF CONTACT:

Any comments/improvement suggestions referring to this document should be submitted to: Pauline Longnecker – email ID: winter_dreams@msn.com

Boating Law Administrator (BLA) LIST SERVER Posting Procedures

Distributing the information – The E Department has 52 list servers utilizing state names, i.e., Florida = florida@cgauxed.org, and so forth. Any time you as a BLA or your designated representative want to notify the Auxiliary of any statutory/regulatory changes, just type in the address, created for your state and hit "SEND". Along with the text, you may attach a PDF or other documents, even illustrations. Instantly, everyone who has entered their personal data and has been added to the state-specific list will get the information including, all registered USCG Auxiliary personnel, USCG Recreational Boating (RBS) Specialists, registered USPS members and any other individuals who have an interest in your state's regulatory and Boating Safety program and may need this information. You may use this as often as you see fit.

You as a state BLA are not required to do anything else! Our Server and Web Administrator, used the BLA mail ID's as shown currently on the NASBLA web site.

Please feel free to check out the USCG Aux site at: <http://www.cgaux.org>. As you maneuver through the website, explore the variety of offerings that are available.

We recognize that the most critical first step requires the proactive involvement of all Auxiliary members and the USCG RBSs. They must let the entire membership know about this and also share the availability of this resource with others in the Boating Safety community who need this information. This includes and is not limited to, USPS and Boating Safety Organizations, both non-profit and for profit.

We ask you, the Boating Law Administrator, to spread the word as well, in your daily contacts with the boating professionals, including Marinas and manufacturers as well as Boating Safety Instructors, to let them know to sign up for this. This will allow you to reach greater audience with just one message and without any additional impact on your budget.

Please see the Frequently Asked Questions (FAQ's) for additional details about this program.

Recipient Registration Process

Registration is very simple; all that the prospective recipient of the BLA distribution needs to do is go on line and type in the URL: www.cgauxed.org/elib/aids/statedb.php and go to that site. The **State Boating Law Administrator Database Sign Up** will appear. At this point you will fill out an online form. Please fill-in-the-blanks; you'll be asked for name, address, E-mail address, etc. and will be able to select those states about which you want to receive statutory/regulatory updates. Once you enter your personal data and confirm the submission of same, you will become one of the members of the state specific lists.

It is important for us to continuously stress the usefulness of this initiative and get as many individuals involved as possible, this will make for more informed boating public, less miscommunications regarding the specific states boating regulations and allow the BLAs to reach greater number of boating public.

Take every opportunity to let all instructors, Vessel (VSC) Examiners, USPS members and other boating individuals involved in public boating safety propagation know about this service and encourage them to participate.

Make as many handouts, of the last page of this document, as you can and give them out. There should not be any excuse for any individual who interacts with the boating public to be ignorant of their state's boating laws.

Frequently Asked Questions (FAQ's)

1- Question: How do I let the Auxiliary know who will be posting the information for my state?

Answer: The administrator will use the BLA email ID from the NASBLA web site. He/She will also accept changes from the BLAs, Pauline Longnecker - Division Chief – State Liaison Office (DVC-SLO), Department of Boating.

2 - Question: How do I update the posting person if I'm no longer the BLA for my state?

Answer: Just follow the above procedure

3 - Question: Will there be password protection so someone can't go in and enter/distribute data that is invalid?

Answer: The administrator of the database, (as of 4/29/05 the USCGAUX National E. Dept.), will only add a BLAs email to the "post" side of the list as it's shown on the NASBLA web site, or if he gets it from DVC-SLO, DVC-ES, or the BLA. The list will only recognize that unique email.

4 – Question: How long does it take for the changes to take effect?

Answer: Changes are effective, as soon as you hit the submit button.

5 – Question: Can anyone submit changes if they use my email ID?

Answer: No, the posting server will only recognize an email ID associated with a BLA that is coupled with a particular server belonging to that BLA.

6 – Question: Can recipients of my message respond back to me?

Answer: No, this is one-way distribution from the BLA to the public only. If the recipient has questions they are requested to forward their question, concerns, issues, etc., to your U.S. Coast Guard Auxiliary State Liaison Officer who will serve as the “messenger” between you and such queries.

7 - Question: Can I publish the information in this document in my states boating newsletter/web site, so other interested parties can register as well?

Answer: Yes

8 – Question: How will the BLA check the content of the message they sent?

Answer: To check the message they've sent, the administrator will automatically add the BLA as a recipient to the list server, so they'll get cc'd, thus not having to register.



USCGAUX DIRECTORY OF SERVICES

PURPOSE: The DIRECTORY OF SERVICES of the U. S. Coast Guard Auxiliary is a guide for the reader to become acquainted with the capabilities of the Coast Guard Auxiliary and its members. The Auxiliary is the arm of the Coast Guard that directly promotes safety on the waters of the country for recreational boaters. Moreover, the Auxiliary participates with the Coast Guard in all missions, except law enforcement and military operations

In 2001, Federal legislation enabled the Auxiliary to work directly with state and local governmental agencies. In 2002, as a result of the 9/11/01 terrorist attack on America, the Auxiliary was called upon to support the Coast Guard even more. This support is further outlined in section 2-4(a) which follows. Besides boating safety, there are many areas where Auxiliarists may be able to assist state and local governments with trained people and facilities including boats, airplanes, and radios. One of the most important assets of the Auxiliary is its people power, members who are dedicated to serving their fellow citizens. Whether it is disaster planning or relief, communications, patrols, examining recreational boats, conducting boating classes, teaching youngsters or saving lives Auxiliarists are eager to contribute. They come trained, tested and qualified to help.

The Auxiliary is always looking for volunteers, American citizens 17 years or older, to become members. While their time is generally free, there are some costs involved with their participation. Their capability to be a force multiplier to various agencies is large and operating expenses are often reimbursed by the using agency. Many huge marine events have been successful because there were literally hundreds of volunteers to assist the organizers of such events, including the Olympics, Tall Ship Parades, America Cup Races and more. Auxiliarists are assisting agencies by servicing aids to navigation, conducting boating population studies, providing communications on isolated lakes and rivers, staffing seasonal search and rescue stations, acting as training platforms for law enforcement- officer small-boat training, conducting joint exercises, patrolling security zones or anchorages, conducting safety patrols at sundown, performing ice reconnaissance from aircraft and a host of other activities.

Auxiliarists are eager to serve, and are more than willing to assist people or agencies to accomplish a joint effort. The Coast Guard supervises the Auxiliary through a network of Directors of Auxiliary, regular Coast Officers assigned to districts or regions. While the Auxiliary elected leadership provides general supervision, the Director of Auxiliary represents the legal authority enabling Auxiliarists to participate in certain activities. Contact with the Auxiliary may be made through the appropriate Auxiliary unit or a Director of Auxiliary.

This DIRECTORY OF SERVICES has been established to inform the public and any interested agency about the capabilities of the Auxiliary. Obviously, it cannot list every asset, but is meant to convey the main things Auxiliarists do. If you or your group thinks the Auxiliary could lend a hand to you or your activity, contact the Auxiliary, and you will be rewarded with an energetic and eager group of dedicated volunteers.

Get the latest copy of the Directory at: <http://www.auxbdept.org>







SLO Power Point Presentation

There will be times when you will be asked to speak about your job in the Auxiliary; this may include District, Division, Flotilla, Boating Associations, marinas, and other boating safety gatherings. To help you with this, we have attached a potential power point presentation for that purpose. Of course, you may delete some and include other more specific slides depending on your audience's needs. Nevertheless, it's a good beginning and it should help you build your library of slides. The key is that you are familiar with all the terms, understand all the nuances and if you are not sure about some aspects, freely admit it and don't try to fill in the blanks with guesses. Below are the slides. The actual slides are available on the Boating Department's website. Please feel free to duplicate the slides on an overhead projector transparency. Get the latest copy of the slides at: <http://www.auxbdept.org>


The following is a WORD file format of the POWEREPOINT Presentation which can be accessed via the web link above (P. 30)

STATE LIAISON PROGRAM







State Liaison Program

-  **WHAT does it Mean to the States**
-  **WHY it is Important to the CG/AUX/STATE**
-  **WHO is the State Liaison Officer**
-  **WHAT does the program cover**

State Liaison Officer (SLO)

-  **PRIMARY POC between Auxiliary & State Office of Boating Safety**
 - **Well versed in Auxiliary**
 - **Familiar with State Boating Laws & Regulations**
 - **Reside in close proximity to BLA Office**





SLO Responsibility

-  **Facilitates use of Auxiliary to Support State Efforts In:**
-  **Search & Rescue**
-  **Safety & Regatta Patrols**
-  **Public Education**
-  **Vessel Safety Checks**
-  **Verifying State maintained ATON**










Coordinate Annual/Semi-Annual Meeting

-  **With the BLA, DCO, RBSS, DIRAUX & SLO to:**
-  **Review accomplishments**
-  **Discuss Aux/State Goals & Objectives**
-  **Coordinate Aux support of State's Programs**
 - **PE Goals**
 - **VSC Program/Goals**
 - **Patrols on Sole State Waters - Funding**

Public Education

-  **State Recognition of Aux PE Courses**
-  **Aux courses meet State Mandatory PE requirements**
-  **Produce training material for each Flotilla/Instructor on State requirements**
-  **In partnership with the BLAs Office**

MORE...SLO Responsibilities

-  **Meet with BLA at least semi-annually**
-  **More frequently with BLA Staff as needed**
-  **Attend Boating Advisory Council Meetings**
-  **Provide Quarterly updates on Auxiliary Activity**
-  **Participate in District RBSS Workshop**
-  **Inform BLA of all new CG/AUX materials**
-  **Changes in CG/Aux Policy & Leadership**
-  **Recommend Award Recognition**
-  **State Boating Officials & Auxiliarists**

CONCLUSION

- **SLO Position is one of the most important in our organization.**
- **SLOs input to the District Board and Strategic Planning Committee of the district is critical as we develop the long and short term goals of our organization to meet the needs of the Coast Guard, the States and the boating public.**

End of SLO Handbook
