

**U.S. COAST GUARD AUXILIARY
DISTRICT 13**

EFFECTIVE: 15 August 2018

DISTRICT COMMODORE INSTRUCTION I-18002

SUBJECT: REPORTS BY DISTRICT BOARD AND STAFF

1. **PURPOSE.** The purpose of this Instruction is to define the requirements for reports by Division Commanders, District Captains, District Directorate Chiefs and specified District Staff Officers in connection with District Meetings and other information needs.
2. **DIRECTIVES AFFECTED.** Supersedes DCOINST I-15002
3. **DISCUSSION.**
 - a. Written or e-mail reports are essential to the communications exchange that takes place at all District Meetings. It is important that the condition of the District, its units, and programs be documented, available to responsible officers and interested members, and understood by all.
 - b. Written narrative reports over and above reports generated by AUXDATA are necessary to support effective management of District affairs.
4. **ACTION.**
 - a. District Meeting Reports
 - 1) Division Commanders (DCDRs) report on the condition and activities of their units.
 - 2) District Captains (DCAPT)s
 - a) Report on the activities of their area.
 - b) Assure that reports from DCDRs in their area are properly submitted.
 - 3) District Directorate Chiefs will report on their area of responsibility, if requested.
 - 4) The District Chief of Staff (DCOS) will assure that all required reports are properly submitted and on time.
 - 5) Reports may be in written or e-mail form and contain, but are not limited to, a summary of unit/program activities and accomplishments during the reporting period. May also include progress and program plans, including goals and objectives, planned activities, and actions to be undertaken during the next reporting period.
 - 6) Address all reports: "TO: 13th District Board"

- 7) Send reports to the officer indicated, to arrive by the due date:
 - a) DCDR Reports to DCAPT (Area) two weeks prior to District Meeting.
 - b) DSO Reports to DDCs two weeks prior to District Meeting.
 - c) All DCAPT and DDC reports to DCO/DCOS one week prior to District Meeting.
 - d) Officers should have copies of their reports at a District Meeting.

b. Financial Reports:

- 1) The DSO-Finance (FN) will submit monthly financial reports, including DSO-Materials (MA) status, to the District Commodore and the members of the District 13 Board. Reports shall be as of the end of the calendar month. The DSO-MA report is due at least quarterly by the 1st day of the month to the DSO-FN whose report is to be prepared after receipt of the DSO-MA report and out by the 15th day of every month. When a District Meeting occurs, the financial reports, current through the previous month, shall be made available to the District Board before the District Meeting.
- 2) The DCOS, Chair of the Ways and Means Committee, shall ensure that the financial reports are prepared and distributed as required by this Instruction and present a summary of the financial reports to the District Board at each business meeting when called for. The DCOS may ask either the DSO-FN or the DSO-MA or both to present an oral report to the District Board as part of the DCOS report.

5. REPORTS. As provided for in this instruction.

6. AUTHORIZED BY: District EXCOM

APPROVED BY:

Kathleen Goodwin

Kathleen Goodwin
District Commodore

Distribution: District 13 Board
District 13 Staff
Flotilla Commanders