

ASSIGNMENT TO DUTY NOTIFICATION

In District 11 South an Assignment To Duty Notification is required before departing to accomplish one or more VSCs.

The Auxiliary Manual (COMDTINST M16790.1G), Chapter 5, Section J describes both Assignment To Duty requirements and the requirement for Flotilla management awareness of individual member activities. In Section J, Paragraph 6 the manual notes that accomplishing VSCs is implicitly approved as an Auxiliary activity, and therefore a separate Assignment To Duty notification is not required. However, that does not relieve the individual member of keeping Flotilla management aware of the member's activities. In an abundance of caution (regarding the member's liability coverage in the event of death, injury, and/or third party claims), and in fulfillment of the requirement to keep Flotilla management aware of each member's Auxiliary activities, District 11 South requires submission of an Assignment To Duty notification prior to each VSC event.

In most instances, each member is responsible for submitting their own Assignment To Duty Notification. Occasionally, there will be group activities involving multiple VEs. The organizer of each group activity may choose to submit an Assignment To Duty Notification for the entire group. In those instances, it is incumbent on the organizer to tell each participant that they will be included in a group Assignment To Duty Notification. Absent such notice, the individual VE remains responsible for submitting their own notification.

Assignment To Duty Notifications are usually done by email. Receipt of an Assignment To Duty Notification may or may not be acknowledged. A receipt acknowledgement is not required before proceeding to accomplish the described duty.

VE Assignment To Duty Notification details:

- Address as follows:
 - If from a FSO-VE, address to their FC
 - All other VEs, address to their FSO-VE
- Subject
 - Assignment To Duty Notification
- Body of email
 - Name
 - ID number
 - Flotilla Number
 - Intended mission (e.g., VSCs, Boating Safety discussions, et al)
 - Location where activities will be conducted (e.g., Dana Point, Marina del Rey, Phoenix, et al)
 - Start time (e.g., departure from home)
 - Completion time (e.g., expected return to home)
 - Uniform (e.g., ODUs, VE blue polo shirt, et al)
 - USCG Orders Yes/No (usually no for VSC work)