

UNITED STATES POWER SQUADRONS
DISTRICT 9
STANDARD OPERATING PROCEDURE

Title:

**RESPONSIBILITIES OF THE
EDUCATIONAL OFFICER**

No. **04**

Date Created: 15 Oct 1993

Revised: 24 Mar 2012

The general responsibilities of the District Educational Officer are listed in the Operations Manual, the District 9 bylaws and the National Educational Department Manual. The following additional practices and guidelines are directed more particularly toward the activities in District 9. They are not necessarily limited as herein described. Initiative and ingenuity will play a great part in total performance.

1. General responsibilities include:
 - A. Supervision of District educational affairs.
 - B. Supervision of Assistant DEO and D/EduDept officers.
 - C. Coordinating the educational work of the squadrons.
 - D. Serving as a representative on National committees.
 - E. Representing the National Director of Education as delegated.

2. Serves as the chairman of the District Educational Department. The members of the committee shall be comprised of two categories of members:
 - A. By virtue of office
 - Assistant DEC
 - District members of National educational committees
 - Squadron educational officers

 - B. Appointed by the DIC
 - Chairman, Boating
 - Chairman, Advanced Grades
 - Chairman, Seamanship
 - Chairman, Piloting
 - Chairman, Advanced Piloting
 - Chairman, Junior Navigaton
 - Chairman. Navigation
 - Chairman, Elective Courses
 - Chairman, Cruise Planning
 - Chairman, Engine Maintenance

- Chairman, Instructor Qualification
 - Chairman, Marine Electronics
 - Chairman, Sail
 - Chairman, Weather
 - Chairman, Supplemental Programs
 - Teaching Aids Officer
 - Others as recommended by the DEO
3. Recommends for appointment by the D/C all chairmen and other members as required in the Education Department.
 4. Conducts the closed SEO meeting and the Consolidated Educational meeting at each District conference.
 5. Keeps the Asst. DEO advised of District educational business activities so that he will be prepared to represent the DEO if required or requested.
 6. Makes arrangements with the Conference Coordinator at each District conference for educational meeting facilities and makes arrangements for substitute meeting chairmen as required.
 7. Inform the D/C of recipients for the following awards to be presented at the Fall Conference:
 - Prince Henry
 - R/C Donald C. Beran, N Educational Achievement Award
 - R/C James E. Ryan, N Advanced Grades Award
 - R/C Glen H. Howell, N Elective Courses Award
 - District 9 Teacher of the Year Award
 - District 9 Teaching Aids Award
 8. Represents the D/C at squadron commanders' balls and change of watch ceremonies as assigned.

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SOP 04 HISTORY:
CREATED: 15OCT1993
REVISED: 24MAR2012