

UNITED STATES POWER SQUADRONS
DISTRICT 9
STANDARD OPERATING PROCEDURE

Title:

**RESPONSIBILITIES OF ASSISTANT
DEO**

No. **05**

Date Created: 17 Nov 1993

Revised: 24 Mar 2012

1. The Asst. DEO shall assist the DEO in conducting the educational affairs of the District.
2. He shall represent the DEO if required or requested, including voting at any district or national meeting.
3. Submit squadron copies of the Boating Hotline Reports to USPS Headquarters and BOAT/US. Provide a summary report to the District PRO, as well as PROs of Districts 20 and 29. Exchange lists with USCGAUX.
4. Coordinate gifts for the outgoing DEO and spouse.
 - A. Send letters to District 9 officers and P/D/Cs and to SEOs offering the opportunity to make contributions for gifts.
 - B. Contact members of DEO's family for suggested gifts.
 - C. Purchase gifts and wrap for presentation.
5. Purchase P/D/LT/C (outgoing Educational Officer who served three or more years) plaque at District expense.

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SOP 05 HISTORY:

CREATED: 17NOV1993

REVISED: 24MAR2012