

# CREATIVE OPR CHECKLIST

## FOR FLOTILLA COMMANDERS

- Find out everything about OPR. Go through all the material on the OPR web site and make a “first glance” determination of what your flotilla can do (*Take Notes*) The web site’s URL is <http://www.uscgaux.org/~opr/index.html>
- Perform an informal inventory of Flotilla resources, such as operational facilities and member qualifications. (*This does not have to be exact – it is not the old OPR Audit! – but it should be thorough enough to give you an idea of what the Flotilla has to offer OPR. Ask the FSO-IS for his/her help.*)
- Use your Flotilla staff. Meet with all FSOs to discuss OPR, and your plans to implement it at the Flotilla level. Get their general impressions, and who is particularly interested in getting more involved. (*Hopefully, all FSOs will be interested, and your FSO-OP, FSO-MA, FSO-PA, FSO-MS, FSO-PV, FSO-CC, FSO-CM, FSO-AN, FSO-MT, FSO-PE and FSO-VE must be supporters, because their assistance will be especially valuable.*)
- Discuss the general concepts of OPR with the *other leaders* in the flotilla. These members don’t necessarily hold elected or appointed office, but they wield a lot of influence with the members. (*You know who they are.*) Tell them what you know about OPR. Get their general impressions.
- Put the topic “Operation Patriot Readiness” on the Agenda for the next flotilla meeting.
  - Send out the Agenda well in advance of the meeting
  - Consider calling a Special Meeting (*Dedicated strictly to OPR*)
    - In the alternative, consider having another “popular topic” on the Agenda, or an interest building guest speaker (*Build Attendance! Get “Buy in” from as many members as possible.*)
- In advance of the meeting, arrange to have the following motion made: “Because Operation Patriot Readiness has become a top priority of the Coast Guard Auxiliary, Flotilla \_\_\_\_\_ is pledged to focus all available resources to OPR. And that to this end, the Flotilla Commander shall appoint an “OPR Task Force ” to assist in addressing OPR goals.”
  - Assure that the member making the motion is prepared to explain the concepts of OPR after the motion has been made and seconded (*clearly and concisely – a handout or two might be a good idea*) (*And, yes, arrange in advance for someone to second the motion if nobody else does!*)
- Each District has appointed a District OPR Coordinator. Contact this person to find out the details of any OPR-related plans at the District level. Tell him/her that you will send a letter confirming the appointment of a “Flotilla OPR Coordinator” once the appointment is made.
- In advance of the meeting, and on the assumption that the motion will pass, decide who you will appoint to the “OPR Task Force.” (*A total of no more than 6 people will do just fine!*)

- DON'T plan to just "ask for volunteers" just yet. *(You generally want people who believe in OPR to serve on the Task Force.)* Approach likely candidates in advance, tell them what will be expected of them, and confirm they will accept the appointment.
- DON'T plan to appoint ONLY current Staff Officers to the Task Force. *(Spread the work and the "glory of involvement" around, if possible.)* On the other hand, don't exclude a particular Staff Officer or so, if it will benefit the work of the Task Force.
- DO plan to appoint a Chair of the Task Force, and to also contact that person in advance of the meeting. *(Don't leave it up to the Task Force to choose its own chair – you want someone you can trust – especially if the Task Force is given any power to act independently.)*
- DO plan to make yourself (and/or possibly the VFC) an ex-officio member of the Task Force, so you will be able to "stay in the loop," attend Task Force meetings and, if necessary, cast a tie-breaking vote. *(This may not be necessary if the flotilla's standing rules already provide for this.)*
- DO plan to appoint Task Force Members from the various "interest groups" within the Flotilla. *(Operations/Patrols, RBS, Aviation, PE, PA, Augmenters, Land-Mobile Communications, etc.)* The representation should be as broad as possible.
- At the meeting, and after the motion is made and seconded, allow full discussion and questions from the floor. *(Questions to be answered by the FC, or designee.)*
- Assuming the motion passes, appoint (the predetermined) 4 to 6 members to the "OPR Task Force," including the Task Force Chair who will also be the "Flotilla OPR Coordinator"
- NOW announce there are two more vacancies to fill on the Task Force, and ask for those members interested to so indicate. Choose the two additional Task Force members from those who volunteer. *(You may have missed some people who are truly interested in OPR, and this gives them a chance to step forward.)*
- Consider giving the Task Force the "power to act and expend funds" in certain instances – subject to approval and payment at the next Flotilla meeting. *(If a Flotilla vote is necessary, ask for a motion, and take a vote.) (Note Well: If your Flotilla's Standing Rules limit who can expend funds and how much can be expended without Flotilla approval, you may have to limit the Task Force to having the "power to act," but not to expend funds without the required approval.)*
- Give the Task Force specific responsibilities – in writing. In setting these responsibilities, use the sections of the OPR Web Site as your guide – applying them to the various resources (members and facilities) available in your Flotilla. *(In addition to coordinating and planning specific OPR events/missions, one responsibility is to make a full written report of their activities at each Flotilla meeting.)*
- Advise all Staff Officers that they are welcome to attend all Task Force meetings, and to report all OPR-related Flotilla activities falling within the scope of their FSO responsibilities. *(Unless they are also Task Force members, FSOs don't have a "vote" at the meetings, but they do have a "voice" – the ability to suggest and make recommendations to the Task Force.)*