

*Enclosure (2)*

## **Duties of Flotilla Staff Officer Materials (MA)**

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Your duties and responsibilities, consistent with the provisions of the Auxiliary Manual, are as follows:

1. Encourage the use of the district material center. Ensure that all flotilla members have the information on how to order and know how to obtain the latest price list and place an order. Contact each new member to assist in obtaining uniforms and insignia.
2. Maintain an up-to-date inventory and custody list of all Flotilla owned property and Coast Guard property assigned to the Flotilla. Coordinate and cooperate with the applicable Flotilla staff officers in keeping the inventory and custody list correct.
3. Supply property information as needed for annual reports.
4. It is the FSO-MA's responsibility to advise the flotilla membership of any changes or updates to the publications and forms, when notification of such changes is received.
5. Prepare regular notices to the flotilla membership to keep everyone abreast of new developments in your program area. The frequency of such notices will be as needed to pass down all information received. A communication should be sent as an introduction prior to the start of the year, with any directions, procedures, and reminders that may be necessary to start off in the right direction.
6. Order material from the ANSC as required for the FC, VFC, staff, and members.