

Enclosure (2)

Duties of Flotilla Staff Officer Marine Safety and Environmental Protection (MS)

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

1. Promote the MS/MEP program to the Flotilla and flotilla leadership and to individual Auxiliary members.
2. Cooperate with the FSO-PE to expand presentation of MS/MEP education topics in Auxiliary public boating safety education courses.
3. In coordination with the SO-MS, work to further the Sea Partners program, America's Waterway Watch, and other MS/MEP public outreach education programs.
4. Initiate and maintain contact with the Auxiliary Sector Coordinator, through parallel staffing furnishing up-to-date information regarding qualifications and capabilities. Assist members seeking to earn MS qualifications by identifying Coast Guard needs and training opportunities.
5. If appropriate in your area, work toward and earn the Marine Safety (Trident) Device.
6. 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.
7. With help from the FSO-IS, review the appropriate AUXINFO data at least quarterly to track the status of the flotilla's marine safety program. When a weakness is observed, talk with the member. Request advice on the nature of the problem and help. When appropriate, prepare correspondence for the FC or VFC to use in resolving perceived problems.
8. Be alert for program members who have not met annual currency maintenance requirements and ensure that they are given an opportunity to meet the requirements before season's end.