

Enclosure (2)

Duties of Flotilla Staff Officer Member Training (MT)

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

1. During the first 30 days of your term, consult with the FC, VFC, and other members of the flotilla staff to prepare a flotilla training plan for approval by the FC. Assist in preparing and presenting workshops and member training for each program where Flotilla needs and member interest warrant.
2. Assist the FSO-OP, FSO-CM, and FSO-MS in preparing and presenting operational exercises and training.
3. Collaborate with the FSO-CM, FSO-NS, FSO-OP, FSO-PE, FSO-PV, and FSO-VE to ensure that all required and optional workshops are presented early in the year.
4. Assist the FSO-HR and FSO-PE in ensuring that new members are trained in the basics of Auxiliary membership and advanced as soon as possible to BQ status.
5. Arrange appropriate member training at each flotilla meeting.
6. Serve as custodian of all member training equipment owned by or issued to the flotilla and keep the FSO-MA informed of its status.
7. Maintain current knowledge of on-line training opportunities available to Auxiliary members and assist members in accessing and using that training. Issue training bulletins as needed to keep Flotilla members informed of changes in availability and procedures.
8. 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.
9. With help from the FSO-IS, review the appropriate AUXINFO data at least quarterly to track the status of the flotilla's training. Maintain a current log of members' progress toward completion of required training, and assist the FC, VFC, and FSO-MT in promoting and tracking the training. When a weakness is observed within the flotilla, 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.