

Enclosure (2)

Duties of Flotilla Staff Officer Navigation Systems (NS)

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

1. Be familiar with the contents of all the various publications that pertain to aids to navigation and chart updating, including the Aids to Navigation and Chart Updating Manual.
2. 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.
3. Collaborate with the FSO-MT to develop and execute an aggressive program to train and qualify aid verifiers. Ensure that required or optional workshops are presented to all program participants early in the year.
4. With help from the FSO-IS, review the appropriate AUXINFO data at least quarterly to track the status of the Flotilla's navigation systems program. 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.
5. Keep the automated NOS chart distribution records current. Annually advise the SO-NS of any changes needed. Distribute all nautical charts delivered to the Flotilla under the automatic system.
6. Request assign and follow-up on special aid investigation projects and help members complete and submit special investigation reports.
7. Request assign and follow-up on private aid inspections and help members complete and submit the required reports.
8. Receive reports from members and review them immediately for readability, accuracy, and any errors of omission. Correct any obvious errors and forward the reports as prescribed in the Aids to Navigation and Chart Updating Manual.
9. Cooperate with local Coast Guard units in establishing and maintaining Auxiliary ATON patrols, and assist or transport Coast Guard personnel for emergency ATON servicing. Ensure any movement of Auxiliary facilities is performed under Coast Guard patrol orders.
10. In cooperation with the FSO-MT and the FSO-OP, encourage the inclusion of aids to navigation information in any required operations workshop. Coordinate development of training programs to establish member proficiency in chart updating activities.

11. 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.