

Enclosure (2)

Duties of Flotilla Staff Officer Operations (OP)

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

1. Collaborate with the FSO-MT to develop and execute an aggressive program to train and qualify boat crew members. Ensure that required or optional workshops are presented to all program participants early in the year.
2. Collaborate with the FSO-CM to encourage activities for the planning and conduct of communications watch standing, communication drills, and the general use of Auxiliary communication stations.
3. Monitor the operations program to ensure integrity and quality.
4. 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.
5. Take an active role in matching available facilities, coxswains, and crew. Coordinate with neighboring flotillas to ensure greatest possible use of willing crew and available facilities. Help boat crew program candidates progress as efficiently as possible toward completion of their qualifications.
6. With help from the FSO-IS, review the appropriate AUXINFO data at least quarterly to track the status of the Flotilla's Operations 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.
7. Be alert for members in operational activities who have not met annual currency maintenance requirements, and ensure they are given an opportunity to meet requirements before season's end.