Aids to Navigation Officer (FSO-AN)

Ref.: Aids to Navigation Report (CG-5474) (ANSC# 7054)
USCG AUX.-NOS. Coop. Chart Updating Program (NOAA Form 77-5) (ANSC# 7037)
AUX ATON Instruction (CI 16500.16A) (ANSC# 8059)
Auxiliary Web Site (http://www.cgaux.org)

**DUTIES**

a. Staff supervision and responsibility for chart updating patrols, verification of private aids to navigation and the prompt reporting of discrepancies on Aids to Navigation Report (ANSC# 7054), chart discrepancies and chart updating information (NOAA Form-77) (ANSC# 7037)

b. Maintain close liaison with the Division Aids to Navigation Officer (SO-AN) and submit reports required by Division and District. By 1 October, notify the DSO-AN through the SO-AN, of desired chart distribution changes.

c. Be familiar with the contents of the Aids to Navigation and Chart Updating Manual. Ensure that all required reports are complete and submitted on time.

d. Coordinate with the FSO-OP to schedule ATON, PATON, and chart updating patrols. Ensure that every deployment of operational facilities for Aids to Navigation patrols is under Coast Guard patrol orders.

e. Keep member informed of current changes to navigation publications so they may keep their publications up to date.

f. Maintain the necessary records required to effectively fulfill your responsibilities.

g. Establish and maintain contacts with local Coast Guard units to foster Auxiliary ATON patrols as well as rendering assistance and/or transport for Coast Guard personnel for emergency ATON servicing. All such activity must be performed under Coast Guard patrol orders.

h. Cooperate with other agencies in chart updating.

i. Survey and recommend changes to current aids to navigation.

j. Record and maintain flotilla charts received through the automated chart distribution system.

k. Participate, with the FSO-MT and FSO-OP in required operations seminars.

l. Develop and supervise training to establish member proficiency in chart updating activities.

AN-1
m. Ensure that all private aids to navigation that have been assigned to the flotilla for inspection are inspected when required. Coordinate with the FSO-OP for required vessel facilities.

n. In coordination with the FSO-MT, plan and provide ATON and Chart Updating training sessions to members of the flotilla.

o. Coordinate with FSO-MT to utilize special chart updating patrols as member training sessions for any needed on-the-water training.

p. Ensure that flotilla members are equipped for, and are aware of, the requirements and procedures for chart updating, reporting of aids to navigation discrepancies, and inspection of private aids while on safety patrols.

q. Submit a monthly activity report to the SO-AN no later than the 15th of each month. This report will include:

1. The number of flotilla ATON/CU reports submitted during the previous 30 days.

2. Number of members submitting reports.

3. Number of special investigations conducted.

4. Number of training sessions and/or workshops conducted.
Career Counselor (FSO-CC)

Ref. Career Candidate Officer Guide (M1100.4 series) (ANSC# 5013)
AIM Application/Medical Release (CGAUX-10) (ANSC# 7049)
AIM Candidate Travel Worksheet (CGAUX-20) (ANSC# 7022)

Auxiliary Web Site (http://www.cgaux.org)

Coast Guard Academy Web Site
(http://www.dot.gov/dotinfo/uscg/hq/uscgah)

Coast Guard Academy Team Eagle WEB Site (http://www.cgatenews.com)

DUTIES

a. Exercise staff responsibility and supervision over the flotilla Academy Introductory Mission Program (Project AIM) and the Recruitment Assistance Program (Project RAP). Implement effective AIM and RAP projects in accordance with prescribed procedures.

b. Be thoroughly familiar with Coast Guard recruiting programs and procedures.

c. Cooperate with the FSO-PA in publicizing Projects AIM and RAP and visits to schools.

d. Create and maintain a follow-up program of persons sponsored during the AIM program to encourage them to take the entrance examinations and other steps necessary to apply for admission to the Academy. Stay in contact with those admitted to the Academy during their attendance at the Academy.

e. Encourage those not receiving offers through the AIM program to take the entrance examinations and other steps necessary to apply for admission to the Academy outside of the AIM program.

f. Assist the Coast Guard cadet procurement officer with an introduction to student guidance counselors in high schools.

g. Provide AIM and RAP information to school counselors. Visit high school counselors with the area Coast Guard recruiter.

h. Interview prospective Coast Guard enlistees and refer them to the nearest Coast Guard Recruiting Office.

i. Follow-up on unsuccessful Academy candidates for possible enlistment or application to the Officer Candidate School.

j. Submit articles to the district and division publications concerning Projects AIM and RAP activities to keep the membership informed.

CC-1
k. Report monthly to the Flotilla, the VFC, and the SO-CC on progress and activities in Projects AIM and RAP.

l. Make a minimum of two visits to each high school for which the flotilla has responsibility. The goal is to inform as many qualified students as possible of the Coast Guard, the Coast Guard Academy and the Coast Guard AIM Program.

m. Make a visit after the start of the new school session (September) to meet the career counselors and become aware of any programs planned by the school. Arrange flotilla participation in all programs where possible.

n. Make another visit prior to the active solicitation period for AIM Applicants (January/February). The purpose of this visit is to talk to as many potential applicants as possible to explain the program. Again, members of the flotilla should assist as required.

Communications Officer (FSO-CM)

Ref: Auxiliary Radio Facility Inspection Report (CGAUX-2736A) (ANSC# 7004)
Auxiliary Operations Policy Manual (M16798.3D) (ANSC# 2007)
Auxiliary Web Site (http://www.cgaux.org)

DUTIES

a. Exercise staff responsibility and supervision over all matters pertaining to flotilla communications, and keep flotilla members informed of all developments in this area.

b. Maintain close liaison with the SO-CM in planning, organizing and implementing the flotilla's communication activities.

c. Work closely with the FSO-OP to develop communications plans to support flotilla missions and emergency plans.

d. Ensure that every activation of an Auxiliary Radio Facility is under Coast Guard orders.

e. Ensure a Communications Specialist inspects fixed land and land mobile radio facilities.

f. If operating with Aircraft develop communications capability between aircraft and ground.

g. In cooperation with the FSO-MT, encourage increased member participation in communications training and qualification as communications specialists.

h. Maintain records required to effectively discharge your responsibilities. Pass these records on to your successor.

i. Submit articles to the flotilla and division publications when deemed necessary or when requested in order to keep the members updated.

j. Encourage the use of radio facilities and promote participation in communication drills. Develop and supervise flotilla training exercises in vessels and aircraft search and rescue communications. Encourage the obtaining of additional radio facilities.

k. In coordination with the Member Training Staff Officer and the Operations Staff Officer, participate in required operations seminar.

l. Maintain an up-to-date list of communications specialists. Maintain and publish an up-to-date emergency telephone "calling tree" for member alerting.

CM-1
m. Work with the Operation Staff Officer and local Coast Guard radio stations to provide qualified Auxiliarists to stand communications watches, telephone watches, etc.
Communication Services Officer (FSO-CS)


Auxiliary Internet Resources (AIRS) site at http://209.41.115.186/airs/.


DUTIES

a. Exercise staff responsibility and supervision over electronic communication services for the Flotilla. Keep the Flotilla informed of all developments in these areas.

b. Unless otherwise directed, create and maintain a Flotilla website that is in full compliance with Auxiliary web policies.

c. Maintain personal e-mail and Internet access. Be registered in the national e-mail directory and keep your registration information up-to-date.

d. Foster interest in electronic communication among the members. Encourage and facilitate the use of electronic communication throughout the Flotilla.

e. Facilitate the information relay process between those members who have e-mail and World Wide Web access capabilities and those members who do not yet have such access to electronic media.

f. Coordinate and cooperate with the FSO-PB and FSO-PA to ensure that both electronic and printed media are used to their fullest extent in providing information to the membership and to the boating public.

g. Serve as Flotilla WebWatcher. Monitor all Auxiliary e-mail NETs and the Auxiliary national website (CGAUXWEB) for important information. Ensure that such information reaches the appropriate elected and staff officers and the general membership in a timely fashion.
h. Regularly monitor your local district, division and flotilla websites for official information posted for members by elected or staff officers.

i. Regularly attend flotilla meetings and report on official information obtained from the web to members who do not have access to electronic media.

j. Maintain close liaison with the Division Communication Services Officer and provide a monthly activity report to the SO-CS.

k. Maintain such records as may be required to effectively discharge your responsibilities.

l. Immediate supervisory responsibility for your office is vested in the VFC. Cooperate with the VFC in every way to ensure that the flotilla members are kept up-to-date on information available from electronic media.

m. Upon expiration of your term of office, or when so directed by me, transfer all property and records of the office as well as the Flotilla website to your successor.
Finance Officer (FSO-FN)

Ref: Financial Report of Auxiliary Unit (CGAUX-23) (ANSC# 7025)
Chapter 1, Appendix 1C, of this manual.
Plotilla Standing Rules, ARTICLE VIII -- Finances
Auxiliary Manual, Chapter 5.
Auxiliary Web Site (http://www.cgaux.org)

DUTIES

a. Exercise staff responsibility and supervision over all flotilla financial matters and keep flotilla members informed of the status.

b. Become familiar with the Standing Rules and the AUXMAN, Ch. 5 as they apply to finances, donations, receipts, etc. If clarification of any financial matter is required consult the FC. If the matter is still not resolved, it may be necessary to request further assistance from the District Legal Officer (DSO-L).

c. In conjunction with the FC and the Audit Committee ensure that the annual unit audit is performed. Then complete the Financial Report of an Auxiliary Unit, CGAUX-23, and forward it to the DCP NLT 31 January each year. Failure to meet this timeframe could result in a DCO directed audit.

d. Keep complete and understandable records of all receipts, disbursements, and other financial transactions.

e. Prepare an annual budget for review by the FC and Budget Committee. Present the Budget to the Flotilla for approval.

f. Render financial reports monthly at flotilla meetings and as otherwise required.

g. Mail out statements and collect dues from members. Ensure prompt payment of division dues and/or other obligations as authorized by the Budget, the FC, the Standing Rules, or the Budget Committee.

h. Set up a bank account in accordance with ARTICLE VIII of the Standing Rules. Under the supervision of the FC receive and pay out flotilla funds from this account in accordance with the Standing Rules.

i. Maintain close liaison with the SO-FN.
Information Systems Officer (FSO-IS)

Ref: Auxiliary Member Forms Guide, COMDTINST 16790.2 (series) (ANSC# 2005)
Auxiliary Web Site (http://www.cgaux.org)

DUTIES

a. Exercise staff responsibility and supervision over all matters pertaining to AUXMIS data.

b. Insure that all members are aware of the importance of timely and accurate data reporting. The Introduction to the Auxiliary Members Forms Guide, referenced above, is an excellent source for this information. Keep flotilla members informed of AUXMIS developments.

c. Know the content of the Auxiliary Member Forms Guide, COMDTINST M16790.2 (series) and the procedures for members to follow when submitting AUXMIS-related forms.

d. Maintain very close liaison with the SO-IS in order to insure members receive proper credit for their reportable activities.

e. Keep the members, FSO-VE, FSO-PE, FSO-OP, FSO-MT advised of progress in each of their areas of responsibility.

f. Maintain records required to effectively discharge your responsibilities.

g. Coordinate with SO-IS to provide timely feedback to members on specific information concerning member submission errors in order to reduce processing and transaction error recovery time in the AUXMIS.

h. Assist members in the correction of AUXMIS errors. Emphasize the importance of members keeping copies of their input data.

i. Retain a yearly file to ensure that data reported by members was entered into AUXMIS and as a historical reference file to answer member questions relating to their reported activities.

j. Conduct training sessions to promote better understanding of AUXMIS and AUXMIS procedures.

k. Be prepared to develop a report, when requested, on member activity in the Courtesy Marine Examination (CME), OP, Instructor, or MT programs.
**Materials Officer (FSO-MA)**

Ref: ANSC Descriptive Listing Catalog with Cross Index and Revision Dates
Includes: ANSC Flotilla Supply Requisition
          ANSC Pollution/Environment Awareness Materials Order Form
          ANSC Division Supply Requisition
          Penalty Mail Supply Requisition
          Auxiliary Web Site (http://www.cgaux.org)

**DUTIES**

a. Exercise staff responsibility and supervision over the procurement of materials including stationery, forms and publications.

b. Ensure all members and FSOs know that the FC and FSO-MA are the only ones authorized to requisition materials from the ANSC.

c. Maintain close liaison with the Division Materials Staff Officer.

d. Coordinate and cooperate with all staff officers to keep them supplied with the necessary items authorized for their duties.

e. Maintain and disseminate, as required, listings on supplies and prices, sources available, and information on procurement.

f. Maintain such records as may be required to effectively discharge your responsibilities.

g. Advise all concerned of any changes or updates to all of the publications and forms.

h. Be prepared to take orders during the flotilla meeting.
Ref: Pollution/ Environment Awareness Materials Order Form (Copies provided to Coast Guard MSO, SO-MA, FC, FSO-MA who are the only ones authorized to requisition these items).
Auxiliary Web Site (http://www.uscgaux.org).

DUTIES

This program is a young program and still in development. The program came into existence to assist the Coast Guard in its Marine Safety and Environmental Mission. The operation and staffing of the program will be guided by the Memorandums of Understanding (MOUs) between the Marine Safety Offices and the District Commodores. Auxiliary training will be part of these MOUs. Once the MOUs are signed, the District Commodore will organize the district to meet the Auxiliary requirements. Each District may have its own unique organization to meet its specific requirements. Because of this unique situation the Flotilla Commander should look first to the Division MS for guidance. If the Division does not have a SO-MS, guidance should be requested from the District MS Officer (DSO-MS).
**Member Training Officer (FSO-MT)**

Ref: Auxiliary New Member Course Instructor Guide (P16794.39 (series))
(ANSC# 5025)

Aux. New Member Course Student Study Guide (P16794.40 (series))
(ANSC# 5028)

Thirty Question Open Book Exam, Course Code 482 series.
Auxiliary Manual (AUXMAN)

Various Specialty and Qualification Courses

Coast Guard Short Term Resident Training Request (CG5223)
(ANSC # 7059)

Auxiliary Web Site [http://www.cgaux.org](http://www.cgaux.org)

COMDTNOTE 1540 listing of all "C" School Training opportunities
(http://www.uscg.mil/hq/reserve/pubs/1540/15toc.htm)

**DUTIES**

a. Exercise staff responsibility and supervision over the flotilla member training program.

b. Aggressively insure new members receive the New Member Training Course and The AUXMAN so they may complete the New Member Training Course without time delays. This course must be completed and results forwarded to DIRAUX along with the membership application.

c. Coordinate closely with the FSO-MA to determine status of publication availability for member training courses. Place orders with FSO-MA in sufficient time to have publications in students' hands when course starts.

d. Coordinate with the FSO-VE, FSO-PE to meet requirements for Vessel Examiners and Instructors. Coordinate with the FSO-OP to ensure that all boat crew and air operations training is performed under Coast Guard orders (reimbursable or non-reimbursable).

e. Foster an interest in enrolling and completing Auxiliary Specialty Courses.

f. Forward to the SO-MT such methods, training aids, course materials, or other educational tools developed within the flotilla that may have division-wide application.

g. Arrange to monitor the auxiliary web site for updates and ideas that apply to member training. If you do not have the capability arrange for another flotilla member to assist you in this task (FSO-CS if one is designated).

h. Coordinate with the FSO-IS to assist in maintenance of member qualification records.

i. Upon expiration of your term of office, or when so directed by me, transfer all property and records of the office to your successor.

MT-1
j. Be familiar with the contents of the various Auxiliary publications associated with member training.

k. Conduct and coordinate training sessions on basic qualification, instructor, courtesy examiner, boat crew and AUXOP training.

l. Maintain records of individual member qualification and encourage their participation in the various programs in order that they may retain their qualifications.

m. Retain the interest of members through training activities. Encourage members to seek a higher level of knowledge in subjects relating to Auxiliary and Coast Guard activities.

n. Promote the presentation of "informal" member training sessions at each and every flotilla meeting.

o. Ensure that all forms relating to member training are correctly and promptly completed and forwarded.

p. Retain accountability for equipment and or materials specifically acquired for the purpose of member training and deliver it to your successor.

q. Develop, conduct and coordinate an active Boat Crew Training Program. Coordinate with the FSO-OP and other staff officers as required. Arrange for the necessary Qualification Examiners (QE) when members are ready to demonstrate the required proficiency. The goal should be for each interested new member to qualify at the crew member level in the first year of membership. Attempt to qualify new members who are the primary owners of vessel facilities at the Coxswain level during the first two years of membership.

r. Establish a Specialty Course Training Program keyed to the needs of the individual flotilla members.

s. Administer the Air Operations Training Course for members interested in participating in Auxiliary Aviation, either as a Pilot or Air Observer. Coordinate with the FSO-OP in conducting the required training.

t. When establishing training programs, the FSO-MT should also draw on qualified instructors in the various areas. The FSO-MT is expected to "set-up" the program and follow-up on its operation to ensure that its objectives are met.

u. At each flotilla meeting give a brief progress report on the training programs.

v. Become familiar with COMDTINST 16794.1, AUXILIARY NATIONAL "C" SCHOOLS PROGRAM and WEB site listed above for COMDTNOTE 1540 listing all Coast Guard "C" Schools available to Auxiliarists (copy was provided to all Flotilla Commanders and DSO-MTs).
**Marine Dealer Visitor Officer (FSO-MV)**

Ref: Marine Dealer Visitor Manual (ML6796.3A) (ANSC# 5017)
Marine Dealer Certificate (CG 5234) (ANSC# 6022)
Marine Dealer Visitation Program (CGAUX-43) (ANSC# 7046)
Auxiliary Web Site (http://www.cgaux.org)

**DUTIES**

a. Exercise staff responsibility and supervision over all matters pertaining to the Flotilla's Marine Visitor Program.

b. Maintain close liaison with the Division Marine Visitor Officer (SO-MV) and/or the SO-VE. Implement the Marine Dealer Visitor program established for nationwide, District wide or Division use. Work with dealers to encourage increased activity and maintenance of uniformly high standards.

c. Take positive steps to ensure that the flotilla's Marine Visitors are well trained. Conduct workshops and/or training program(s), as necessary, to ensure that your program follows District policy.

d. Initiate and maintain contact with the SO-MV and/or SO-VE. Copy the SO-MV with all of your reports to the VFC.

e. Be familiar with the contents of the Marine Dealers Visitor Manual (ref. above).

f. Be alert for any reports on problems with supplies from the National Supply Center that affect your area of responsibility. Bring these matters to the attention of the VFC and/or FC.

g. Establish goals and objectives for your Flotilla along with the necessary plans required to achieve your goals. You should develop goals that are measurable and maintain periodic review of the progress toward them. Report this progress to the Flotilla at each meeting. Compare it to last year's program.

h. Prepare regular mailings to the flotilla's Marine Visitors. These mailings should pass down all information received from the SO-MV and/or SO-VE. Send a mailing prior to the start of the year, with any directions, procedures and reminders that are necessary to help start MDVs on the new year. These mailings are to ensure positive communication with the MDVs. When appropriate, provide copies to the FC, VFC and applicable Division Staff Officers.

i. Prepare articles for each issue of the Flotilla publication to pass information of a general nature or of wide spread interest regarding your program to Flotilla members.
j. With cooperation from the FSO-IS, review the appropriate AUXMIS data, at least quarterly, to track the progress of the Flotilla's Marine Visitations. If a weakness is observed within the Flotilla, advise the FC and VFC with recommendations for improvement.

k. Refrain from requesting information and data from the Marine Visitors that is collected by, and available from, AUXMIS.

1. Issue Marine Dealer Decals to Flotilla's Marine Visitors and maintain accountability of all decals.

m. Assist the FSO-MT and encourage an aggressive program to qualify new Marine Visitors. With cooperation from the FSO-MT, establish and conduct Marine Visitors improvement programs.

n. In cooperation with the FSO-MT ensure that any required VE/MV Workshop is conducted. Attend any Division Workshop with all FSOs-MV to discuss the District/Division related topics for inclusion in the VE/MV Workshop. Ensure that items particular to this District are included with the National Topics when each workshop is conducted.

o. Coordinate with the FSO-IS to develop a system to identify those MVs that have not yet attended in time to ensure 100% attendance by all Marine Visitors in the Flotilla. Conduct Flotilla level workshops as required to accomplish the 100% attendance.

p. Establish procedures to ensure that all Marine Visitors are aware of all VE/MV Hot Lines and The Marine Visitor Newsletter issued. Provide additional material if it will reinforce their content.

q. Establish and oversee a program whereby all Marine Dealers assigned to your Flotilla, are contacted on a regular basis.

r. At each meeting, report in writing on the status of the Marine Visitation Program.

s. Provide copies of all appropriate correspondence generated by you to the FC, VFC, and applicable SO(s) in matters concerning their area.
Operations Officer (FSO-OP)

Ref: Auxiliary Operations Policy Manual (M16798.3 series) (ANSC# 2007)  
Vessel Facility Inspection & Offer of Use Form (CG-2736) (ANSC# 7003)  
Auxiliary Radio Facility Inspection Report (CG-2736A) (ANSC# 7004)  
Aircraft Facility Inspection and Offer of Use Form (CG-2736B) (ANSC# 7005)  
Auxiliary Web Site (http://www.cgaux.org)

DUTIES

a. Exercise staff responsibility and supervision over all flotilla operations.

b. Assume responsibility for the scheduling, organization and conduct of all flotilla operations, to include safety patrols, regatta patrols, chart updating patrols, support missions, etc. Ensure that all such activities are under Coast Guard reimbursable or non-reimbursable patrol orders. Provide a copy of the schedule of patrols by flotilla members to the SO-OP.

c. Develop plans and schedule qualified Auxiliarists to perform operations patrols. Prior to dispatch, insure all patrols and training patrols have Coast Guard orders (reimbursable or non-reimbursable), in hand.

d. Maintain close liaison with the SO-OP to ensure prompt and direct flow of information vital to authorized Auxiliary operational activities.

e. Coordinate with the FSO-MT to develop and supervise training exercise procedures for Auxiliary facilities. Ensure that every deployment of an operational facility for any activity on behalf of the Coast Guard Auxiliary or Coast Guard is under Coast Guard reimbursable or non-reimbursable patrol orders.

f. Maintain close contact with facility owning members to encourage operational activity and maintenance of uniformity and high standards.

g. Maintain current records of Auxiliary facility characteristics including information useful for SAR.

h. When a member scheduled for a patrol cannot perform the patrol attempt to have the patrol taken by some other member.

i. Keep the SO-OP advised of any actual or potential vacancy in a previously scheduled patrol.

j. Encourage and assist with the training and qualification of members in the various aspects of operational activity.
k. Encourage increased participation in search and rescue training, safety patrols, regatta patrols, chart updating patrols and all phases of Auxiliary authorized operational programs.

l. In coordination with the Communications Staff Officer, arrange for the planning and conduct of communications watch-standing, communications drills, etc. If a communications staff officer is not appointed, assume the duties yourself.

m. In cooperation with the Member Training Officer, take an active part in the planning and execution of seminars, workshops, forums, and panel discussions for boat crew training, air operations training, and any other operational training.

n. Co-chair with the FSO-MT, required seminars for all members qualified under the Boat Crew, Air Operations, Communications Programs, or performing Operational Support Missions, utilizing nationally approved guides. Establish a follow-up system to ensure that all members attend the seminar, offering make-up seminars when necessary.

o. Maintain up-to-date lists of all facilities and, in coordination with the FSO-VE and FSO-CM, facilitate planning for early inspection of facilities.

p. Ensure that all forms relating to operational activities are completed correctly and promptly forwarded.

q. Schedule patrols by flotilla facilities at least one month in advance. Each facility owner should perform one patrol, reimbursable or non-reimbursable, each month. The schedule should list the facility and the crewmembers.

r. Prepare a "crew list" of all members eligible and available to serve as crew.

s. Report at each meeting the status of the Patrol Schedule for the following month.

t. Report at each meeting the results of following the current month's schedule; who has patrolled and crewed and which facilities missed any scheduled patrols.

u. Coordinate with FSO-MT to have as many members as practicable working on boat crew qualification serve on flotilla facilities each weekend.

v. Coordinate with FSO-AN to have facilities available to perform verification patrols.
Public Affairs Officer (FSO-PA)

Ref: Public Affairs Officer Guide (M5728.3 series) (ANSC# 5008)
Unit Monthly Public Affairs Activity (CGAUX-37) (ANSC# 7031)
Auxiliary Web Site (http://www.cgaux.org)

DUTIES

a. Exercise staff responsibility and supervision over all Auxiliary public affairs and public information matters within the flotilla, and keep flotilla members informed of all developments in the program.

b. Provide news releases to newspapers and radio & TV stations concerning flotilla activities in order to increase local knowledge of the Auxiliary and promote the best possible public image of the Auxiliary.

c. Coordinate and cooperate with the FSO-PE and FSO-VE to encourage effective coverage of their activities.

d. Mail news releases for all PE Classes to newspapers and radio & TV stations in sufficient time so that publicity is given four weeks before the scheduled start of each class.

e. Mail news releases concerning all CME stations to newspapers, radio, & TV stations in sufficient time so that wide publicity is made at least two weeks before the scheduled station.

f. Assist the FSO-CC by preparing and distributing advertising and publicity concerning Project AIM and the Recruitment Assistance Program (Project RAP).

g. Be familiar with the Publications Staff Officer's Guide in order to originate articles in local publications. Clear articles as required with the Flotilla Commander, Director, etc.

h. Cooperate with the FSO-PB in obtaining action photos of flotilla activity for publication in the flotilla and division newsletters, the district and national publications, and for entering in any district and national public affairs, publications and photo contests.

i. Originate, as appropriate, articles for flotilla, division, national publications, clearing them with the FC for forwarding to district and the SO-PA.

j. In cooperation with the SO-PA, establish effective working relationships with the newspaper, magazine and television media in a manner which will facilitate coverage of flotilla activities.

k. Ensure that all public affairs activity reports are completed correctly and promptly forwarded on time.
Publications Staff Officer (FSO-PB)

Ref: Auxiliary Web Site (http://www.cgaux.org)  
Chapter 4, this publication

**DUTIES**

a. Be the editor of the flotilla newsletter.

b. Maintain close liaison with the Division Publications Staff Officer to ensure a prompt flow of suitable articles and information of interest to the readership within the division and district.

c. Encourage all flotilla members to submit articles of interest for inclusion in the flotilla newsletter.

d. Make arrangements (with FSO-CS if one is designated) to monitor the Auxiliary Web site for up-to-date information to be passed to members.

e. Assist in the preparation, Director's clearance and publication of unit publications. Promptly submit articles for publication to Division, District and National publications.

f. Cooperate with the Public Affairs Staff Officer in obtaining action photos of flotilla activity for publication in the flotilla and division newsletters, the district and national publications, and for entering in any district and national photo contests.

g. Maintain a file of all unit publications and/or articles submitted to other publications.

h. Mail to all members of the flotilla the flotilla's newsletter, containing a summary of the last meeting. This mailing should include all permanent members and all prospective members. An additional distribution to the following is required: DIRAUX, DCO, VCO, RCO(area), DSO-PB, DCP, VCP, SO-PB and all FCs in the division.

i. Mail a copy of the newsletter, with the identification of your District (Region), to:

   The Coast Guard Auxiliary Collection  
   J. Y. Joyner Library  
   East Carolina University  
   Greenville, NC, 27858-4353.
Public Education Officer (FSO-PE)

Ref: Auxiliary Web Site (http://www.cgaux.org)
Public Education Course Report (CGAUX-28) (ANSC# 7033)

NOTE: A one-time issue was made to Flotillas and Divisions of the Public Education Officers Guide. These were intended to be passed on to each successive FSO-PE. If you do not have one, ask previous FSO-PE and SO-PE if they still have it in their files.

DUTIES

a. Exercise staff responsibility and supervision over all matters pertaining to the public education program, which includes the scheduling, organization and conduct of flotilla public education activities. Keep flotilla members informed of all developments in the program.

b. Supervise and schedule qualified Auxiliarists to perform specific activities in support of the Public Education Program. The schedule must include a specified time and place for the activity.

c. In close coordination with the FSO-PA, plan, organize and direct programs and activities to promote and publicize boating safety and Auxiliary Public Education Courses in Schools, youth programs, clubs and industry groups.

d. Ensure that the Personnel Services Staff Officer (FSO-PS) is given time to discuss the Auxiliary and Auxiliary membership in each and every public education course.

e. Maintain close liaison with the SO-PE to implement the public education programs established for nationwide, district, and division use.

f. Coordinate and cooperate with the FSO-MT to increase the number of qualified instructors and Master Instructors.

g. Maintain a close contact with flotilla instructors to encourage increased activity, and maintenance of uniformly high standards.

h. Forward to the SO-PE such methods, training aids, course materials, or other educational tools developed within the flotilla that may have division-wide application.

i. Encourage and assist in the development of training aids for use by flotilla instructors, and in the participation in the district and national training aid contests.

j. Assist the FSO-MT in organizing periodic workshops and any required headquarters approved seminars, in the training of instructors, and in instructor improvement programs.
k. Maintain familiarity with the course content and instructional requirements of all approved public education courses.

l. Ensure that all forms relating to public education activities are correct, complete, and promptly forwarded.

m. Insure that instructors have coordinated in advance to have necessary training aids, screens, projectors and handouts on hand prior to class. Provide for spare bulbs to be on hand in classroom at all times.

n. Coordinate with FSO-PA on the schedule of PE classes so media notices of each class will appear at least 4 weeks before the start of the class.

o. Coordinate with FSO-FN and FSO-MA so that a sufficient supply of publications is on hand prior to each PE class.

p. In coordination with the FSO-MA maintain an up-to-date inventory, and custody list, of all Coast Guard and flotilla-owned property. This is to include all movie and slide projectors, film and slides. Coordinate and cooperate with the applicable staff officers in keeping the inventory and custody lists correct.
Human Resources Officer (FSO-HR)
Formerly (FSO-MR)

Ref: Recruitment and Retention Guide (to be published)
Chapter 1, Appendix 1 D this publication
New Member (NM) Certification Record (CGAUX-1) (ANSC# 7018) (to be eliminated and information included on revised enrollment application) Use until changed.
Prospective Member Interview Record (CGAUX-2) (ANSC# 7036)
Enrollment Application (CGAUX-32) (ANSC# 7001)
Member Transfer Request (CGAUX-4) (ANSC# 7056)
Change of Membership Status (CGAUX-36) (ANSC# 7035)
AUXMAN, Chap. 10 - Uniforms
Uniform Procurement Guide (ANNUAL) (ANSC# 7053)
Auxiliary Uniform Order Form (ANSC# 7051)
Auxiliary Uniform Size Chart (ANSC# 7052)
Price List, Uniform Distribution Center (Cape May) (ANSC# 7055)
Auxiliary Web Site (http://www.cgaux.org)

DUTIES

a. Exercise staff responsibility and supervision over all matters pertaining to the flotilla's recruitment and retention programs.

b. Immediately coordinate with FSO-MT to insure new members receive and complete New Member Course.

c. Maintain close liaison with the SO-PS in order to implement the latest recruitment and retention programs that concern the flotilla.

d. In cooperation with the Public Education Staff Officer and class instructors, ensure that the Auxiliary story is presented to each PE class and invite the students to apply for membership. Coordinate and cooperate with the FSO-PA in publicizing recruiting notices and activities.

e. Develop biographical files of the members. Maintain other records of advanced training and offices held that may be appropriate for use by the Flotilla Commander in filling staff and/or committee positions, recommendations for awards, etc.

f. Develop and implement programs and activities designed to retain members. Give particular emphasis to contacting members who are drifting into inactivity by failing to attend meetings or by not actively participating in one or more programs. Look for symptoms of potential drop-out: missed meetings, no participation in fellowship events, and no participation in activities relating to recreational boating safety. Contact these members directly and try to involve them in flotilla programs, activities or training.
g. Prior to final action by the flotilla commander on a disenrollment request, or disenrollment action initiated by the flotilla, contact the member involved. Ascertain what caused the proposed action and provide counsel. Perhaps retired status would be more appropriate than disenrollment. Provide the flotilla commander a written summary of the action taken, and results, for each case.

h. In cooperation with the FSO-VE, ensure that all Vessel Examiners have a supply of the "Join the Auxiliary" pamphlets, stamped with information on who to contact, for handouts to prospective members identified during a **Courtesy Marine Examination**.

i. Follow-up all prospective membership leads from public education classes, boat shows, telephone queries, and other sources to ensure that every effort is expended to acquire good members.

j. Encourage members to bring prospective members as guests to the meetings and other suitable activities.

k. Meet visitors and prospective members who come to flotilla meetings. Ensure they are properly introduced to the membership.

l. In cooperation with the Member Training Officer, encourage and guide new members through the new member process and encourage their further participation in advanced training.

m. Maintain contact with Retired Members of the flotilla. Ensure they are informed of flotilla activities and are invited to participate where permitted.

n. Before each flotilla meeting follow-up with each prospective member with a phone call. Extend an invitation to the meeting. The aim is not to annoy the individual but to let them know we are genuinely interested and ready to assist. Continue to follow-up until prospect becomes a member.

o. Follow-up on every member that missed a meeting with a phone call during the week following the meeting. See if there was some problem causing the absence that the flotilla should address. Make another call to those same members during the week of the next meeting to remind them of the meeting.

p. At each flotilla meeting report on the status of prospective members and any new prospective members added since the last meeting. Advise the members of current status of flotilla recruitment goals.

q. Furnish the FSO-SR with the names and addresses of new prospective members to keep the mailing list up to date.
r. Be fully knowledgeable of regulations pertaining to the proper wearing of the Auxiliary uniform. Know the procedures to purchase uniform items from military and commercial sources. Maintain a file copy of the current *Uniform Procurement Guide*. *(ANSC# 7053)*
Secretary/Records Staff Officer (FSO-SR)

Ref: Auxiliary -- Record of Unit Meeting (CG-3615) (ANSC# 7017)
Auxiliary Web Site (http://www.cgaux.org)

DUTIES

a. Act as Secretary for the flotilla.
b. Maintain close liaison with the Division Secretary/Records Staff Officer (SO-SR).
c. Be responsible for the recording and publication of the minutes of the flotilla when it meets in official sessions.
d. Maintain a current record of flotilla officers, committee assignments and such other appointments as may be made by the FC.
e. Maintain a current list of division officers.
f. Maintain such other records as may be required to ensure the correctness and continuity of administration.
g. Maintain a historical record of the flotilla and forward it to the District Historian each year.
h. Assume staff responsibility for matters pertaining to administrative and personnel reporting.
i. Maintain a current roster of flotilla members. Cooperate with the Information System Staff Officer in ensuring the member's records in AUXMIS are correct.
j. Maintain a copy of the division and flotilla Standing Rules and other records as may be required to ensure the correctness and continuity of administration.
k. Submit articles to the unit publication when deemed necessary to keep the membership informed or when requested.
l. Maintain mailing lists for all members, members-in-training and prospective members. Coordinate with FSO-PS and FSO-IS to ensure a correct, up-to-date list.
m. Make a monthly mailing of the flotilla meeting notice, with meeting agenda, to all categories of members. Notices are to be mailed so as to be delivered no later than three days prior to the meeting.
**Vessel Examination Staff Officer (FSO-VE)**

Ref: Auxiliary VE Instructor Guide (CIM16796.4) (ANSC# 2003)
Vessel Examiner Student Material (ANSC# 2000)
Includes: Auxiliary VE Manual (CIM16796.2) (ANSC# 2001)
Auxiliary VE Study Guide (CIM16796.5) (ANSC# 2002)
CME Checklists 1995 (AUX-204) (ANSC# 7012)
CME Card & Instruction (CME Info System, CG-5232) (ANSC# 7045)
Personal Watercraft Craft Check Sheet (AUX-204A) (ANSC# 7011)
PFD Panda Award Card (ANSC# 6048)
Vessel Facility Check Off Form (CG-2736) (ANSC# 7003)
Auxiliary Web Site (http://www.cgaux.org)

**DUTIES**

a. Exercise staff responsibility and supervision over all matters pertaining to the flotilla's Courtesy Marine Examination (CME) Program, the Marine Industry Program, and the inspection of facilities. Keep flotilla members informed of all developments in your area.

b. Unless otherwise directed, you are to schedule qualified Auxiliarists to perform specific activities in your area of responsibility. The schedule must include a specific time and place for the activity.

c. Maintain close liaison with the SO-VE to implement the Courtesy Marine Examination and Marine Dealer Visitation programs established for district-wide or division use.

d. Coordinate and cooperate with the FSO-MT to encourage and increase the number of qualified Courtesy Examiners and Marine Industry Visitors.

e. Maintain a close contact with flotilla vessel examiners and marine industry visitors to encourage increased activity and maintenance of uniformly high standards.

f. Maintain current records of facility inspections, Courtesy Marine Examinations, dealer visits, decal distribution and for such other purposes as may be required to effectively discharge your responsibilities.

g. In coordination with FSO-OP, develop and direct an organized program of early activity for securing 100% facility inspections prior to the district deadline date. Provide facility owners a copy of checklist at least 2 weeks in advance of inspections.

h. Co-chair, with the FSO-MT required seminars for vessel examiners and marine visitors. Utilize nationally approved guides. Establish a follow-up system to ensure that all examiners and marine visitors attend the seminar, offering make-up seminars when necessary.
i. Do the utmost to ensure the quality and integrity of all such safety checks, examinations, inspections and visits.

j. Work with the FSO-PA to actively advertise the Courtesy Marine Examination program to the public. Coordinate with FSO-PA to foster a close understanding of the programs among state and municipal boating officials for the purpose of stimulating greater public participation and increased safety check activity.

k. Encourage continued qualification of new examiners and marine visitors by assisting the FSO-MT in organizing and supervising periodic training sessions, seminars and workshops.

l. Maintain current records of facility inspections, safety checks, and marine industry visits. Ensure that all reports relating to Courtesy Marine Examinations, facility inspections and marine dealer visits are correctly completed and promptly forwarded.

m. Report monthly to the VFC and the members on the progress and activities in the Courtesy Marine Examination program, facility inspections and marine dealer visits.

n. In cooperation with the FSO-IS, establish a follow-up system to ensure that no examiner loses qualification from failure to perform the minimum number of Courtesy Marine Examinations each year.

o. Maintain a follow-up program on dealer visits to ensure that no Marine Visitor loses qualification from a failure to perform the required number of visits each year.

p. Issue Seals of Safety and Marine Dealer decals to flotilla examiners and visitors, and maintain accountability of all decals provided for the flotilla's use.

q. Oversee and coordinate the Flotilla Marine Industry Visitation Program, assisting visitors to schedule visits without duplication, assigning areas to ensure that all dealers are covered and providing visitors with decals. Cooperate with the SO-VE and report all visits in the monthly VE reports.

r. In connection with the FSO-MV ensure that all marine dealers in the flotilla's area of responsibility have, as a minimum, an updated schedule of all PE courses and Courtesy Marine Examination stations with contact phone numbers. Ideally, the dealers would be furnished this information in the form of handouts for distribution to customers.

s. Examiners should be assigned each weekend to specific marinas. Give particular emphasis on National Safe Boating Week and/or the early part of the boating season.

t. The FSO-VE will report at each flotilla meeting which ramps were manned during the preceding month and which marinas were covered. The examining plan for the following month should be finalized.