Information Systems Officer (FSO-IS)

Ref: Auxiliary Member Forms Guide, COMDTINST 16790.2 (series) (ANSC 2005) (future editions of this guide will not be printed after 1998, the Auxiliary Web Site will contain the most current version of Auxiliary forms. SWIII Jet Forms Filler will a/so contain current version of Auxiliary forms)
Auxiliary Web Site (http://www.cgaux.org).

DUTIES

a. Exercise staff responsibility and supervision over all matters pertaining to the collection, recording, and forwarding of the flotilla's AUXMIS data, and keep members informed of all developments in this 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 Division Information Systems Staff Officer (SO-IS) in order to ensure proper credit is received for the members' and flotilla's activities.

d. Coordinate and cooperate with the Flotilla Vessel Examination Staff Officer (FSO-VE), Flotilla Public Education Staff Officer (FSO-PE), Flotilla Operations Staff Officer (FSO-OP), Flotilla Member Training Staff Officer (FSO-MT), and Flotilla Personnel Services Staff Officer (FSO-PS), so that they are kept advised of the progress in each of their areas of responsibility.

SUGGESTED ADDITIONAL INFORMATION SYSTEMS STAFF OFFICER DUTIES

GENERAL DUTIES:

a. Be knowledgeable of the contents of the Member AUXMIS Users Guide, COMDTINST M16790.2 (series) and the procedures for members to follow when submitting AUXMISrelated forms. Continuously monitor Auxiliary Web Site for updated forms.

b. Collect, review, and ensure correctness of all AUXMIS input forms from flotilla members prior to submission to the SO-IS for processing and submission to the Director of Auxiliary.

c. Provide timely feedback to members on specific information concerning member-initiated errors in order to reduce processing and transaction error recovery time in the Director's office.

d. Review AUXMIS output reports in a timely manner to ensure that all flotilla members' input data are accurately reflected in the output reports. All variances are to be reviewed with the SO-IS.

e. Retain a yearly file of processed data forms to ensure that data reported by members were entered into AUXMIS and as a historical reference file to answer member questions relating to their reported activities.

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

SPECIFIC DUTIES:

a. Maintain a system of records to record all activity in each of the Mission Categories to support the Auxiliary Award system. Present at each meeting a report of the attainment in each category as of that date.

b. Maintain a system to record all member activity in the categories that contribute to any Member Activity Award.

c. Be prepared to prepare a report, when requested, on member activity in the VSC, OP, or PE/MT Programs.

d. Coordinate with the Flotilla Secretary/Records Staff Officer (FSO-SR) to keep the flotilla roster up-to-date.