

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:

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

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Retain a yearly file of processed data forms to ensure that data reported by members were entered into AUXMIS and as a historical reference file to answer member questions relating to their reported activities.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