

## **Marine Safety and Environmental Protection Officer (FSO-MS)**

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.cgaux.org>).

### **DUTIES**

- a. Exercise staff responsibility and supervision over all matters pertaining to the flotilla's role in the Auxiliary Marine Safety and Environmental Protection activity, and keep the Flotilla Commander and members informed of all developments in this area.
- b. Unless otherwise directed, schedule qualified Auxiliarists to perform specific activities in your area of responsibility. The schedule must contain a specific time and place for such activity.
- c. Maintain close liaison with counterpart staff officers at the Division (SO-MS) and District (DSO-MS) levels in order to ensure the proper implementation of Marine Safety and Environmental Protection activities.
- d. Coordinate and cooperate with counterpart flotilla staff officers, particularly the Flotilla Member Training Staff Officer (FSO-MT), the Flotilla Public Education Staff Officer (FSO-PE), the Flotilla Public Affairs Staff Officer (FSO-PA), the Flotilla Operations Staff Officer (FSO-OP), and the Flotilla Communications Staff Officer (FSO-CM), to encourage appropriate outreach and training efforts, particularly any required advance training.
- e. Forward to the SO-MS, as well as to counterparts in other flotillas, such methods, training aids, course material, or other educational or training tools provided which may have division-wide application or be of value to others in the Marine Safety and Environmental Protection activities.

### **SUGGESTED ADDITIONAL FSO-MS DUTIES**

- a. Be prepared to assist others with any workshops, seminars, and training sessions related to Marine Safety and Environmental Protection (MS/MEP) as may be required.
- b. Attend Division Board and Division Staff meetings when requested.
- c. Be familiar with the contents of the various publications and directives pertaining to Auxiliary Marine Safety and Environmental Protection efforts.

- d. Provide augmentation, assistance, and support to:
  - 1. Environmental outreach programs,
  - 2. MS/MEP missions as outlined in the National Program,
  - 3. Emergency planning and response teams, and
  - 4. "Sea Partners" and other outreach and educational programs.
- e. Promote the MS/MEP activities to the flotilla members.
- f. Increase member awareness of the MS/MEP activities.
- g. Develop and participate in projects that will benefit and enhance the MS/MEP activities.
- h. Promote the expansion of MS/MEP education topics into Auxiliary public boating safety education courses.
- i. In coordination with the SO-MS, work with the Marine Safety Office Sea Partners Coordinator, Marine Safety Office Reserve Team Leader, and division and flotilla staff officers to further the Sea Partners program and other MS/MEP public outreach education activities.
- j. Take positive steps to ensure that counterpart staff officers and flotilla staff officers are well trained. Conduct such workshops, seminars, and training programs as may be necessary to ensure that National, District, and Division policies are followed in the MS/MEP activity.
- k. Initiate and maintain contact with your counterpart MS officers within the division and among other flotillas.
- l. Be alert for any reports of problems with supplies from the National Auxiliary Center (AUXCEN) or the Auxiliary National Supply Center (ANSC) that affect your area of responsibility. Bring these matters to the attention of the FC and/or VFC.
- m. Establish goals and objectives for your area of responsibility and prepare the necessary plans to achieve them. Maintain a periodic review of achievements, compare with the progress made in previous years, and report their status to the flotilla at each meeting.
- n. As a Flotilla Staff Officer, you are a direct representative of the Flotilla Commander. As such, you are authorized to assist others as may be required.
- o. Should other Auxiliarists be appointed to assist you in your area, you are responsible to the FC for their performance. This responsibility includes assigning specific tasks, requiring reports and following up on their actions. When such assistance is no longer required, or no longer deemed to be effective, you will so advise the FC, via the VFC.

- p. Upon receipt of bulletins, newsletters, or other correspondence from national, area, or district MS/MEP authorities, provide copies or excerpts to personnel requiring such information in the performance of their duties. The purpose of mailings and reports is to ensure the continuity of communications from national to flotilla levels. Provide copies of all mailings and reports to the FC and VFC.
- q. Pass information of widespread interest down to individual members.
- r. Review and track the progress of the flotilla MS/MEP activities. When a weakness is observed, report it to the VFC, and offer appropriate assistance.
- s. When appropriate, prepare correspondence for the FC to use in matters pertaining to the MS/MEP activity.
- t. In coordination with the FSO-PS, and FSO-MT, encourage member interest in the MS/MEP activity through training activities to ensure greater interest and broad member participation.
- u. Promote the presentation of "informal" MS/MEP sessions at flotilla meetings using "In-Flotilla training Topics," COMDTINST M16794.10, or other such material as may be appropriate.
- v. Report in writing to the FC, with copy to the VFC and SO-MS, on the progress in the field of MS/MEP and on the status of the flotilla efforts in this activity area.
- w. Provide copies of your correspondence with MS/MEP contacts to the FC, VFC, and SO-MS on matters concerning their particular area of responsibility or interest.