

## Navigation Services Officer (FSO-NS)

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. Exercise staff supervision and responsibility for chart updating patrols, verification of private aids to navigation and the prompt reporting of discrepancies in aids to navigation (ATON) using Aids to Navigation Report (ANSC 7054), chart discrepancies and chart updating information using NOAA Form-77 (ANSC 7037), and to inform flotilla members of all developments.
- 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 Navigation Services Officer (SO-NS) and submit a monthly activity report. Also, advise the District Navigation Services Officer (DSO-NS), via the SO-NS, by 1 October each year of changes desired on chart distribution.
- d. Coordinate and cooperate with the FSO-OP to ensure that every deployment of an operational facility for chart updating, inspection of private aids to navigation, and others, are performed under Coast Guard patrol orders.
- e. Foster interest for members to maintain their own navigational publications in an up-to-date condition.
- f. Additional duties of your office include, but are not limited to, the attached.

### SUGGESTED ADDITIONAL NAVIGATION SERVICES STAFF OFFICER DUTIES

#### GENERAL DUTIES:

- a. Establish and maintain contacts with local Coast Guard units for the purpose of establishing and maintaining 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.
- b. Cooperate with other agencies in chart updating.
- c. Be familiar with the contents of the Aids to Navigation and Chart Updating Manual.

- d. Submit special investigation reports as requested.
- e. Record and maintain flotilla charts received through the automated chart distribution system.
- f. In cooperation with the Member Training Staff Officer (FSO-MT) and the Operations Staff Officer (FSO-OP), participate in any required operations seminar. Also, develop and supervise training programs to establish member proficiency in chart updating activities.

**SPECIFIC DUTIES:**

- a. 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.
- b. 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 any vessel facilities that may be required. Ensure that all required reports are promptly submitted.
- c. In coordination with the FSO-MT, plan and provide ATON and Chart Updating training sessions to members of the flotilla.
- d. Coordinate with FSO-MT to utilize special chart updating patrols as member training sessions for any needed on-the-water training.
- e. Submit a monthly activity report to the SO-NS 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.