

## **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 are 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; and keep flotilla members informed of all developments in the program.
- b. Unless otherwise directed, you are to 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. Maintain close liaison with the Division Public Education Staff Officer (SO-PE) in order to implement the public education programs established for nation-wide, district-wide and division-wide use.
- d. Coordinate and cooperate with the Flotilla Member Training Officer (FSO-MT) to increase the number of qualified instructors.
- e. Maintain a close contact with flotilla instructors to encourage increased activity, and maintenance of uniformly high standards.
- f. 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

### **SUGGESTED ADDITIONAL PUBLIC EDUCATION STAFF OFFICER DUTIES**

#### **GENERAL DUTIES:**

- a. Report monthly to the Flotilla Vice Commander all progress and activities in the field of public education.
- b. Supervise and coordinate the activities of all individuals appointed to assist you with the PE program.

- c. With the Flotilla Public Affairs Staff Officer (FSO-PA), plan, organize and direct programs and activities to promote and publicize boating safety and Auxiliary public education courses in schools Systems, camps, clubs and industry groups.
- d. With the Flotilla Personnel Services Staff Officer (FSO-PS) plan to have the Auxiliary and Auxiliary membership discussed with the students in each public education course.
- e. Assist the Flotilla Member Training Staff Officer (FSO-MT) in organizing periodic workshops and any required headquarters approved seminars, in the training of instructors, and in instructor improvement programs.
- f. Encourage and assist in the development of training aids for use by flotilla instructors, and in the participation in the district and national training aids contests.
- g. Maintain familiarity with the course content and instructional requirements of all approved public education courses.
- h. Ensure that all forms relating to public education activities are correctly completed and promptly forwarded.

#### SPECIFIC DUTIES:

- a. Appoint a class chairman for each PE course conducted whose duties are to attend each class and provide the projectors, slides and other audio-visual aids for use by the instructors. Detailed duties of the class chairperson are given in Chapter 14 of CG-336, Auxiliary Instructors Text.
- b. Coordinate with the FSO-PA on the schedule of PE classes so that media notices of each class will appear at least 4 weeks before the start of the class.
- c. Coordinate with the Flotilla Finance Staff Officer (FSO-FN) so that a sufficient supply of textbooks is available for each PE class.
- d. Maintain an up-to-date inventory, and custody list, of all Coast guard and flotilla-owned property for use in the public education program. This is to include all movie and slide projectors, video players and monitors, film tapes, CD-ROMs, and slides, and any other audio-visual aids. Coordinate and cooperate with the applicable staff officers in keeping the inventory and custody list correct.