

Recreational Boating Safety (RBS) Program Visitor Officer (FSO-PV)

Ref: RBS Program Visitor Manual (M16796.3 Series) (ANSC 5017)
RBS Program Certificate (CG 5234) (ANSC 6022)
RBS Program Visitation Program (CGAUX-43) (ANSC 7046)
Auxiliary Web Site (<http://www.cgaux.org>).

DUTIES

- a. Exercise staff responsibility and supervision over all matters pertaining to the flotilla's RBS Program Visitor Program, 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 your area of responsibility. The schedule must include a specific time and place for the activity.
- c. Maintain close liaison with the Division RBS Program Visitor Officer (SO-PV) in order to implement the RBS Program Visitor program established for nation-wide, district-wide or division use.
- d. Coordinate and cooperate with the Flotilla Member Training Staff Officer (FSO-MT) to encourage and increase the number of qualified RBS Program visitors.
- e. Maintain a close contact with flotilla RBS Program visitors to encourage increased activity and maintenance of uniformly high standards.
- f. Maintain current records of dealer visits, decal distribution, and for such other purposes as may be required to effectively discharge your responsibilities.

SUGGESTED ADDITIONAL RBS PROGRAM VISITOR STAFF OFFICER DUTIES

GENERAL DUTIES:

- a. Co-chair, with the FSO-MT, any required workshops for RBS Program Visitors, utilizing nationally approved guides. Establish a follow-up system to ensure that all dealer visitors attend the seminar, offering make-up seminars when necessary.
- b. Do the utmost to ensure the quality and integrity of all such visits.
- c. Encourage continued qualification of new RBS Program Visitors by assisting the FSO-MT in organizing and supervising periodic training sessions and workshops.

- d. Maintain current records of RBS Program visits.
- e. Ensure that all forms relating to RBS Program visits are correctly completed and promptly forwarded.
- f. Maintain close liaison with the Division Marine Visitor Staff Officer (SO-MV) to ensure prompt and direct exchange of information vital to the conduct of the RBS Program visitor program. File any reports on RBS Program visits that may be required, on a regular basis.
- g. Report monthly to the Flotilla Vice Commander about the progress and activities involved in carrying out assigned duties and on the status of the RBS Program visits.
- h. In cooperation with the Flotilla Information Systems Staff Officer (FSO-IS), establish a follow-up system to ensure that no examiner loses qualification from failure to perform the required 5 examinations each year.
- i. Maintain a follow-up program on dealer visits to ensure that no visitor loses qualification from a failure to perform the required 4 RBS Program visits each year.
- j. Issue RBS Program decals to flotilla visitors and maintain accountability of all decals provided for the flotilla's use.

SPECIFIC DUTIES:

- a. Oversee and coordinate the Flotilla RBS Program Visitation Program, assisting visitors to schedule visits without duplication, assigning areas to ensure that all dealers are covered and providing visitors with decals. Cooperate with the SO-MV and report all visits in the monthly VE reports.
- b. In connection with the RBS Program Visitation Program, ensure that all RBS Programs in the flotilla's area of responsibility have, as a minimum, an updated schedule of all PE courses and VSC stations with contact phone numbers. Ideally, the dealers would be furnished this information in the form of handouts for distribution to customers.