

## Vessel Examination Staff Officer (FSO-VE)

- Ref. Auxiliary VE Instructor Guide (CIM16796.4) (ANSC 2003)  
Vessel Examiner Student Material (ANSC 2000)  
Includes: Auxiliary VE Manual (CIM16796.2) (ANSC 2001)  
Auxiliary VE Study Guide (CIM16796.5) (ANSC 2002)  
CMB Checklists 1995 (AUX-204) (ANSC 7012)  
VSC Card & Instruction (VSC Info System, CG-5232) (ANSC 7045)  
Personal Watercraft Craft Check Sheet (AUX-204A) (ANSC 7011)  
PFD Panda Award Card (ANSC 6048)  
Vessel Facility Check Off Form (CG-2736) (ANSC 7003)  
Auxiliary Web Site (<http://www.cgaux.org>).

### DUTIES

- a. Exercise staff responsibility and supervision over all matters pertaining to the flotilla's VSC program, and the inspection of facilities; 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 Vessel Examination Staff Officer (SO-VE) to implement the VSC program established for 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 vessel examiners.
- e. Maintain a close contact with flotilla vessel examiners to encourage increased activity and maintenance of uniformly high standards.
- f. Maintain current records of facility inspections, VSCs, decal distribution, and for such other purposes as may be required to effectively discharge your responsibilities.

### SUGGESTED ADDITIONAL VESSEL EXAMINATION STAFF OFFICER DUTIES

#### GENERAL DUTIES:

- a. In coordination with the Flotilla Operations Staff Officer (FSO-OP), develop and direct an organized program of early activity for securing 100% facility inspections prior to the district deadline date. Provide facility owners a copy of checklist at least 2 weeks in advance of inspections.

- b. Co-chair, with the FSO-MT any required seminars for vessel examiners utilizing nationally approved guides. Establish a follow-up system to ensure that all attend the seminar, offering make-up seminars when necessary.
- c. Do the utmost to ensure the quality and integrity of all such examinations and inspections.
- d. Actively advertise the VSC program to the public, coordinating with the Flotilla Public Affairs Staff Officer (FSO-PA), and foster a close understanding of the programs among state and municipal boating officials for the purpose of stimulating greater public participation and increased examiner activity.
- e. Encourage continued qualification of new examiners by assisting the FSO-MT in organizing and supervising periodic training sessions, seminars and workshops.
- f. Maintain current records of facility inspections and courtesy examinations.
- g. Ensure that all reports relating to courtesy examinations and facility inspections are correctly completed and promptly forwarded.
- h. Maintain close liaison with the Division Vessel Examination Staff Officer (SO-VE) to ensure prompt and direct exchange of information vital to the conduct of the VSC program.
- i. Report monthly to the Flotilla Vice Commander about the progress and activities involved in carrying out assigned duties and on the status of the courtesy examination program and facility inspections.
- j. 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 minimum number of courtesy examinations each year.
- k. Issue VSC decals (Seals of Safety) to flotilla examiners, and maintain accountability of all decals provided for the flotilla's use.

#### SPECIFIC DUTIES:

- a. Qualified VEs with at least one other non-VE flotilla member should man each ramp, at which the flotilla routinely examines, with a VSC station every Saturday, Sunday, and Holiday during VSC Month (15 May - 15 June). The schedule of ramps to be manned and the list of personnel manning should be finalized before the April meeting.
- b. Examiners should be assigned each weekend to specific marinas, at which the flotilla routinely examines boats, with particular emphasis on VSC month.
- c. The FSO-VE will report at each flotilla meeting which ramps were manned during the preceding month and which marinas were covered. The examining plan for the following month should be finalized.