

Enclosure (2)

Duties of Flotilla Staff Officer Communications (CM)

Your duties and responsibilities, consistent with the provisions of the Auxiliary Manual, are as follows:

1. If not previously qualified, become qualified as a Communications Specialist.
2. If not previously qualified, become qualified as a Telecommunications Operator.
3. Collaborate with the FSO-MT to develop and execute an aggressive program to train and qualify communications specialists and operators. Ensure that required or optional workshops are presented to all program participants early in the year.
4. Prepare regular notices to the flotilla membership to keep everyone abreast of new developments in your program area. The frequency of such notices will be as needed to pass down all information received. A communication should be sent as an introduction prior to the start of the year, with any directions, procedures, and reminders that may be necessary to start off in the right direction.
5. With help from the FSO-IS, review the appropriate AUXINFO data at least quarterly to track the status of the flotilla's communications stations. When a weakness is observed, talk with the member. Request advice on the nature of the problem and help.
6. Manage the fixed-land and land-mobile radio facilities in the flotilla. Maintain the records required by the SO-CM and provide any reports that may be required.
7. Assist other FSOs-CM, as may be required, to inspect Fixed Land and Land Mobile Radio Facilities.
8. Work with the area communication coordinators and the SO-CM in planning, organizing, directing, and controlling Auxiliary communications.
9. In cooperation with the FSO-MT and the FSO-OP, encourage the inclusion of communication items in any required operations workshops. Coordinate development of training programs to establish member proficiency in chart updating activities.
10. Maintain an up-to-date list of Communications Specialists in the Flotilla.
11. Be alert for program members who have not met annual currency maintenance requirements, and ensure they are given an opportunity to meet the requirements before season's end.