

Enclosure (2)

Duties of Flotilla Staff Officer Human Resources (HR)

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

1. Become thoroughly familiar with current requirements for new member enrollment, including required documents and background investigations. Understand the abilities and limitations of members whose applications are pending (AP) and those who are initially qualified (IQ). Coach members in the nuances of the process, and work with them to enhance understanding.
2. Develop and implement programs and activities to promote the growth of the Auxiliary through member recruiting and retention.
3. Encourage programs and activities designed to retain members, with emphasis on contacting members who are drifting into inactivity by failing to attend meetings or by not actively participating in one or more programs. Continually look for symptoms of potential drop- out: missed meetings, and no activity. Encourage elected leadership to contact these members directly and try to involve them in programs or in advanced training.
4. Ensure that flotilla leadership becomes involved before any disenrollment actions occur, and that retired membership is offered if appropriate.
5. Cooperate with the FSO-PE to encourage instructors to present the Auxiliary story to each public education class and invite the students to apply for membership.
6. Cooperate with the FSO-PA to encourage presentation of the Auxiliary story in articles and by Auxiliary speakers.
7. Collaborate with the FSO-MT to ensure that new members are guided through the process of basic qualification without delay and are given encouragement for further training.
8. Conduct a thorough prospective member interview with each potential member. This interview should fairly and honestly explain the application process, as well as the advantages and obligations of Auxiliary membership.
9. 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.
10. With help from the FSO-IS, review the appropriate AUXINFO data at least quarterly to track the status of the Flotilla's membership recruiting and retention. When a weakness is observed, talk with the VFC. Request advice on the nature of the problem and help.

11. Establish procedures to ensure that the retired members in the Flotilla are not forgotten but are afforded the privileges to which they are entitled.