

Enclosure (2)

Duties of Flotilla Staff Officer Recreational Boating Safety Visitation Program (PV)

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

1. Oversee the issuance and use of decals, in accordance with the current national standard operating procedure. Report any problems encountered to the SO-PV, with a copy to the VFC.
2. Collaborate with the FSO-MT to develop and execute an aggressive program to train and qualify RBS program visitors. Ensure that required or optional workshops are presented to all program participants early in the year.
3. Monitor the RBSPV program to ensure integrity and quality of customer service.
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 recreational boating safety visitation program. When a weakness is observed within the flotilla, talk with the member. Request advice on the nature of the problem and help. When appropriate, prepare correspondence for the FC or VFC to use in resolving perceived problems.
6. Be alert for program members who have not met annual currency maintenance requirements and ensure that they are given an opportunity to meet the requirements before season's end.
7. Establish and oversee a program to identify area marine dealers and other appropriate establishments and ensure that they are contacted by a program visitor.