

*Enclosure (2)*

## **Duties of Flotilla Staff Officer Vessel Examination (VE)**

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

1. Monitor the issuance and use of decals, in accordance with the current national standard operating procedure. Report any problems encountered to the SO-VE, with a copy to the VFC.
2. Collaborate with the FSO-MT to develop and execute an aggressive program to train and qualify vessel examiners. Ensure that required or optional workshops are presented to all program participants early in the year.
3. Monitor the VE program to ensure integrity and quality of customer service.
4. Use appropriate and effective promotional outreach to improve the program's effectiveness in reaching at-risk watercraft, including small motorboats, personal watercraft, and paddle craft.
5. 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.
6. With help from the FSO-IS, review the appropriate AUXINFO data at least quarterly to track the status of the flotilla's vessel examination 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.
7. 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.