Flotilla Officer Positions - Description of Duties, March 2019

It is ***very important*** that each flotilla officer is familiar with the national website in order to find information needed to perform their responsibilities. It is suggested that FSOs take the Basic Qualification II course that all new members must take to obtain a sound overview of the Auxiliary. FSO position descriptions from the manual are included below the informal descriptions. Flotilla and Division reports are regularly requested.

**FSO-OP**

* Make tentative patrol schedule; begin with coxswain & facility availability then send to crew.
* Coordinate with the Station; let them know you are the FSO-OPS; let them know we are available to practice with them when they need a boat to tow; let them know our availability for special events like 4th of July Fireworks.
* Let crew know when there are opportunities with other flotillas in our Division to crew with them, or participate in training events.
* Let other flotillas know we may be able to help them with underway hours; invite them to crew with us.
* Work with crew so they are able to get their minimum 12 hours. Make sure they are aware of their hours.
* If there is a special OPS workshop or other training needed, be sure everyone is informed and participates.
* Watch for information from SO-OP and pass it on to boat crew.
* **OPERATIONS (FSO-OP)** The Operations Staff Officer is responsible for getting facilities and crews to meet the patrol activity requested by the Coast Guard. The FSO-OP must also work with the FSO-MT to be sure properly trained members are available to conduct the desired patrols.

**FSO-MT**

* Responsible for keeping all flotilla members informed of the training they need; particularly may need to be in close touch with new members who don’t know what is needed or how to get it.
* FSO-IT should send out regular reports but if not, can request them.
* Arrange for training sessions; may have time before the flotilla meeting in the training room at the Station. (Be sure to ask if it is available; usually call the Station during the day of the meeting.)
* Inform members of training available at Division and District meetings. The information is sent to all but it’s helpful to be aware of who needs particular training and remind them.
* Coordinate with the SO-MT; suggest training needs that could be given at Division Meetings.
* Have qualified members lead or help with training when possible.
* **MEMBER TRAINING (FSO-MT)** As the name implies, this officer is responsible for administering all training of flotilla members. This includes boat crew, instructor, and vessel examiner training. Conducting all required Operations, Instructor, and Vessel Examiner Workshops is another FSO-MT responsibility. For these, the FSO-MT must coordinate with the Operations, Public Education, and Vessel Examiner Staff Officers. This position is very important to a growing flotilla and requires a dedicated, imaginative, and industrious individual.

**FSO-CS**

* Major task is to keep the flotilla website updated. There is a C-School where members get trained to set up and maintain Auxiliary websites. It may be that attending the C-School is the only way to become a flotilla webmaster. Ask the FSO-MT when the classes will be offered and how to apply. (or check the national website)
* Certain information and/or pictures may not be posted on the Auxiliary websites, so it is important to learn firsthand from C-School.
* Send information, ideas to SO-CS for the Division website.
* When updates have been made to website, forward website address to flotilla members; ask for their input.
* Include links on website that would be useful to all members.
* **COMMUNICATION SERVICES (FSO-CS)** This officer promotes development and support of the unit’s eTechnology resources. This includes support of the unit website, monitoring applicable email communications and relaying them to members without email capabilities. Also, insuring that Public Education course schedules are maintained on the appropriate websites, assisting the FSO-PS, FSO-MT and members with web based resources, Power Point, and other technologies.

**FSO-NS**

* Complete the PQS with the help of a qualified NS member plus may meet with active duty from the ANT Station to go over some of the material. ANT Station may be able to do all the training.
* Each spring the Light List comes out with the PATONS that need to be verified that year. ANT Station provides the list.
* Verifying the aids does not have to be done under orders and can be done by boat or land. Last year (2018) the coordinates of the aids were also requested. However, it is not always possible to reach the coordinates by boat since our AOR is large.
* The information regarding the aids is entered onto a form and can be scanned and emailed to ANT.
* It is discouraging, however, because changes to date have not appeared on the Light List but that is beyond the control of the local ANT. They submit the information we give them.
* **AIDS TO NAVIGATION (FSO-AN)** The FSO-AN Officer oversees the flotilla’s Chart Updating (CU) and Aids to Navigation efforts. The job includes checking Private Aids to Navigation (PATONs). For this last effort, the flotilla must have enough qualified Aids Verifiers (AV). Many flotillas also appoint the FSO-AN as the Aids Verifier Examiner (AVE). The AVE qualifies potential Aids Verifiers.