



U.S. Department of Homeland Security

USCG

Office of Auxiliary and Boating Safety (CG-BSX)
Auxiliary Division (CG-BSX-1)



Communications Officer (FSO-CM)

Ref: Auxiliary Radio Facility Inspection Report (CGAUX-2736A) (ANSC 7004)

Auxiliary Operations Policy Manual (M16798.3 Series) (ANSC 2007)

Auxiliary Web Site (<http://www.cgaux.org>).

DUTIES

- a. Exercise staff responsibility and supervision over all matters pertaining to flotilla communications, and keep flotilla members informed of all developments in this area.
- b. Unless otherwise directed, you are to schedule qualified Auxiliarists to perform specific activities within your area of responsibility. The schedule must include a specific time and place for the activity.
- c. Maintain close liaison with the Division Communications Staff Officer (SO-CM) in planning, organizing and implementing the flotilla's communication activities.
- d. Ensure that every activation of an Auxiliary Radio Facility is under Coast Guard orders.
- e. Inspect fixed land and land mobile radio facilities if qualified as a Communications Specialist.
- f. Encourage the obtaining of additional radio facilities.
- g. In cooperation with the Flotilla Member Training Staff Officer (FSO-MT), encourage increased member participation in communications training and qualification as Communications Specialists.

SUGGESTED ADDITIONAL COMMUNICATIONS STAFF OFFICER DUTIES

GENERAL DUTIES:

- a. Submit articles to the flotilla and division publications when deemed necessary or when requested in order to keep the members updated.
- b. Encourage the use of radio facilities and promote participation in communication drills.
- c. Work with the Division Staff Officer for Communications (SO-CM) in planning, organizing, directing, and controlling Auxiliary communications activities.
- d. In coordination with the Member Training Staff Officer (FSO-MT) and the Operations Staff Officer, participate in any required operations seminar. Also, develop and supervise flotilla training exercises in search and rescue communications for vessels and aircraft.
- l. Maintain an up-to-date list of communications specialists.
- e. Work with the Operation Staff Officer and local Coast Guard radio stations toward the provision of qualified Auxiliarists for the standing of communications watches, telephone watches, etc.

SPECIFIC DUTIES:

- a. Maintain and publish an up-to-date emergency telephone "calling tree" for member alerting.