

Flotilla Information Services Officer (FSO-IS)

1. RESPONSIBILITIES

- a. Exercise staff responsibility and supervision over all matters pertaining to the collection, recording, and forwarding of Flotilla data, keeping members and flotilla leadership informed of all developments in this area.
- b. Initiate and maintain close liaison with the Division Information Services Staff Officer (SO-IS) in order to ensure proper credit is received for the members' and Flotilla's activities.
- c. Make adequate provisions to ensure that members without computer or Internet access receive timely printed information as required.
- d. Coordinate and cooperate with other Flotilla Staff Officers so that they are kept advised of the progress in each of their program areas of responsibility.
- e. Maintain such records as may be required to effectively discharge your responsibilities.
- f. Periodically write articles for your unit newsletter to ensure widest distribution of information relating to your office.
- g. Immediate supervisory responsibility for your office is vested in the VFC. Cooperate with the VFC in every way to ensure that the Flotilla's activities are effectively and accurately recorded.
- h. Upon expiration of your term of office or when so directed by the Flotilla Commander, transfer all property and records of the office to your successor.

2. GENERAL DUTIES

- a. Attend all Flotilla meetings, giving the VFC notice when unable to attend.
- b. Be knowledgeable of the contents of the AUXDATA II User Guides and related forms. Continuously monitor Auxiliary Web Site for updated forms.
- c. Collect, review, and ensure correctness of all data input forms from flotilla members prior to entry or submission to the SO-IS for processing.
Note: In order to properly perform AUXDATA II data entry functions, you must achieve a satisfactory level of proficiency that can be achieved in one of two ways. You are strongly encouraged to attend the AUX-10 C-School offered through the Coast Guard as the primary means of receiving such training (this is a pre-requisite for DSO-IS appointments.) However, if attendance cannot be achieved in a timely manner (i.e. – within two months of appointment,) then you must complete your District-approved training program to the satisfaction of your DSO-IS who may then recommend you for a password for data entry. If you are subsequently able to attend the AUX-10 school, then you may still apply for AUX-10 training.
- d. Provide timely feedback to members on specific information concerning member-initiated errors.
- e. Review AUXDATA II reports in a timely manner to ensure that all flotilla members' input data are accurately reflected in the reports. Review all variances with the SO-IS when appropriate.
- f. Assist leadership and members by making them aware of the proper distribution of Auxiliary forms.

- g. Generate and distribute AUXDATA II reports to Flotilla leadership and program officers.
- h. Conduct training sessions to promote better understanding and use of AUXDATA II procedures.
- i. Train the other FSOs on how to download and interpret their respective reports through AUXDATA II.
- j. Monitor the status of all members qualified in a program that requires periodic activity to retain certification; especially Operations, Instructor, Vessel Examiner and RBS Visitor. Keep the responsible Flotilla Staff Officer for that area informed of member status to minimize the lapse of certifications.
- k. Retain a yearly file of processed data forms to ensure that data reported by members were entered into AUXDATA II and as a historical reference file to answer member questions relating to their reported activities.

Tip: One of the best things an IS officer can do is to get to know their flotilla/division members and the activities they are involved in. Also, attending Flotilla/Division meetings to learn what activities the unit is performing to ensure that the proper forms are submitted for entry.