

Career Counselor (FSO-CC)

Ref: Career Candidate Officer Guide (M1100.4 series) (ANSC 5013)
AIM Application/Medical Release (CGAUX-10) (ANSC 7049)
AIM Candidate Travel Worksheet (CGAUX-20) (ANSC 7022)
Auxiliary Web Site (<http://www.cgaux.org>).
Coast Guard Academy Web Site (<http://www.dot.gov/dotinfo/uscg/hq/uscg>).
Coast Guard Academy Team Eagle WEB Site (<http://www.cgatenews.com>).

DUTIES

- a. Exercise staff responsibility and supervision over the flotilla Academy Introductory Mission Program (Project AIM) and the Recruitment Assistance Program (Project RAP), and keep flotilla members informed of all developments in these programs.
- b. Unless otherwise directed, you are to schedule qualified Auxiliarists to perform specific activities in your area of responsibility. The schedule must include a specific time and place for the activity.
- c. Maintain close liaison with the Division Career Counselor Staff Officer (SO-CC) for Projects AIM and RAP.
- d. Effectively implement AIM and RAP in accordance with prescribed procedures.
- e. Cooperate with the FSO-PA in publicizing Projects AIM and RAP

SUGGESTED ADDITIONAL CAREER COUNSELOR STAFF OFFICER DUTIES

GENERAL DUTIES:

- a. Create and maintain a follow-up program of persons sponsored during the AIM program to encourage them to take the entrance examinations and other steps necessary to apply for admission to the Academy, and stay in contact with those admitted to the Academy during their attendance at the Academy.
- b. Assist the Coast Guard cadet procurement officer with an introduction to student guidance counselors in high schools.
- c. Submit articles to the district and division publications concerning AIM and RAP activities to keep the membership informed.
- d. Be thoroughly familiar with Coast Guard recruiting programs and procedures.
- e. Visit high school counselors with the area Coast Guard recruiter.
- f. Interview prospective Coast Guard enlistees and refer them to the nearest Coast Guard recruiting officer.
- g. Follow-up on unsuccessful Academy candidates for possible enlistment or application to the officer candidate school.

- h. Report to the Flotilla Vice Commander and SO-CC monthly on progress and activities in Projects AIM and RAP.

SPECIFIC DUTIES:

- a. Make a minimum of two visits to each high school for which the flotilla has responsibility. The goal is to inform as many qualified students as possible of the Coast Guard, the Coast Guard Academy and the Coast Guard AIM Program.
- b. A visit is to be made after the start of the new school session (September) to meet the career counselors and become aware of any career programs planned by the school. The flotilla should participate in all programs where possible, and members of the flotilla are to assist as required.
- c. Another visit is to be made prior to the active solicitation period for AIM Applicants (January/February). The purpose of this visit is to talk to as many potential applicants as possible to explain the program. Again, members of the flotilla should assist as required.
- d. Ensure that Mission Activity Reports (CGAUX-26, ANSC 7030) are properly submitted and that the FSO-PA is advised of all school visits.