

## 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:

- h. Submit articles to the flotilla and division publications when deemed necessary or when requested in order to keep the members updated.
- i. Encourage the use of radio facilities and promote participation in communication drills.
- j. Work with the Division Staff Officer for Communications (SO-CM) in planning, organizing, directing, and controlling Auxiliary communications activities.
- k. 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.
- m. 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.

## Communication Services Officer (FSO-CS)

Ref: *How to Bring Up an Auxiliary Website* document posted on the Auxiliary Internet Resources Site (AIRS) <http://www.cgaux.org/cgauxweb/websites.htm>  
NACO's *Auxiliary Web Policy* letter posted on AIRS website  
<http://www.uscgaux.org/~airs/ref/wsp197.html>  
Auxiliary Internet Resources Site (AIRS) <http://www.uscgaux.org/~airs/>  
"C" school, Aux-04: Distance Learning Education Technology, offered for training of persons assigned CS duties. Information on the school is available at  
<http://www.uscg.mil/HQ/TQC/15BP.HTM>. Or see  
<http://coetechnology.okstate.edu/cgaux/>  
Auxiliary National Web Site (<http://www.cgaux.org>).

### DUTIES

- a. Exercise staff responsibility and supervision over electronic communication services for the flotilla. Keep the flotilla informed of all developments in these areas.
- b. Unless otherwise directed, create and maintain a flotilla website that is in full compliance with Auxiliary web policies.
- c. Maintain personal e-mail and Internet access. Be registered in the national e-mail directory and keep your registration information up-to-date.
- d. Foster interest in electronic communication among the members. Encourage and facilitate the use of electronic communication throughout the flotilla.
- e. Facilitate the information relay process between those members who have e-mail and World Wide Web access capabilities and those members who do not yet have such access to electronic media.
- f. Coordinate and cooperate with the FSO-PB and FSO-PA to ensure that both electronic and printed media are used to their fullest extent in providing information to the membership and to the boating public.
- g. Serve as flotilla WebWatcher. Monitor all Auxiliary E-mail NETs and the Auxiliary national website (CGAUXWEB) for important information. Ensure that such information reaches the appropriate elected and staff officers and the general membership in a timely fashion.
- h. Regularly monitor your local district, division and flotilla websites for official information posted for members by elected or staff officers.
- i. Regularly attend flotilla meetings and report on official information obtained from the web to members who do not have access to electronic media.
- j. Maintain close liaison with the Division Communication Services Officer (SO-CS) and provide a monthly activity report to the SO-CS.
- k. Upon expiration of your term of office, or when so directed by the Flotilla Commander, transfer all property and records of the office as well as the flotilla website to your successor.