

## Flotilla Information Systems Officer (FSO-IS)

Revised March 2005

### 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 Systems 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/AUXINFO User Guides and related forms. Continuously monitor Auxiliary Web Site for updated forms.
- c. Be aware of Flotilla and member activities, encouraging members to submit appropriate AUXDATA input forms to reflect such activity.
- d. 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: You **MUST** ATTEND a National AUX-10 "C" School to be qualified to perform data entry for your unit. If not so qualified, you must forward all data to the SO-IS for entry after checking it for accuracy.
- e. Provide timely feedback to members on specific information concerning member-initiated errors.

- f. Review AUXDATA/AUXINFO 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.
- g. Assist leadership and members by making them aware of the proper distribution of Auxiliary forms.
- h. Generate and distribute AUXDATA/AUXINFO reports to Flotilla leadership and program officers.
- i. Conduct training sessions to promote better understanding and use of AUXDATA/AUXINFO procedures.
- j. Train the other FSOs on how to download and interpret their respective reports through either AUXDATA or AUXINFO.
- k. 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.
- l. Retain a yearly file of processed data forms to ensure that data reported by members were entered into AUXDATA and as a historical reference file to answer member questions relating to their reported activities.