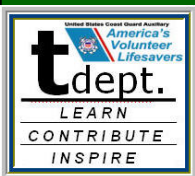


# *Flotilla Commander Academy*

Year at a Glance



*Developed by:  
National Department of Training  
August 2006*

# Year at a Glance

<b>Slide 2</b>		
<p style="text-align: center;"><b>Learning Objectives</b></p> <ul style="list-style-type: none"><li>• At the end of this module, you will be able to:<ul style="list-style-type: none"><li>– Identify the importance of planning for the Flotilla Commander’s mandatory reports</li><li>– Describe the concepts of parallel staffing and Chain of Leadership</li><li>– Create a yearly planning calendar</li></ul></li></ul>		<p style="text-align: center;"><b>Notes</b></p>
<b>Slide 3</b>		
<p style="text-align: center;"><b>Two Formats</b></p> <ul style="list-style-type: none"><li>• List format</li><li>• Calendar format</li></ul>		<p style="text-align: center;"><b>Notes</b></p>

**2007 Planning List**

January	February
March	April
May	June
July	August
September	October
November	December

# 2007 Planning Calendar

JANUARY						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

FEBRUARY						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28			

MARCH						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

APRIL						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

MAY						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

JUNE						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

JULY						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

AUGUST						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

SEPTEMBER						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

OCTOBER						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

NOVEMBER						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

DECEMBER						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

<b>Slide 7</b>		
<p style="text-align: center;"><b>Mandatory Reports</b></p> <ul style="list-style-type: none"> <li>• Annual Report of Unit Offices, CGAUX-15</li> <li>• Typed directory page</li> <li>• Financial Report of an Auxiliary Unit/Unit Inventory Report, CGAUX-23</li> <li>• Workshop Attendance Report, ANSC 7039</li> </ul>		<b>Notes</b>
<b>Slide 8</b>		
<p style="text-align: center;"><b>Important Dates</b></p> <ul style="list-style-type: none"> <li>• District meetings</li> <li>• Division meetings</li> <li>• National Safe Boating Week</li> </ul>		<b>Notes</b>
<b>Slide 9</b>		
<p style="text-align: center;"><b>Flotilla Dates</b></p> <ul style="list-style-type: none"> <li>• Flotilla meetings</li> <li>• PE classes</li> <li>• VE activities</li> </ul>		<b>Notes</b>

<b>Slide 10</b>		
<p style="text-align: center;"><b>Parallel Staffing</b></p> <ul style="list-style-type: none"> <li>• Flotilla Staff Officers – FSO</li> <li>• Division Staff Officers – SO</li> <li>• District Staff Officers - DSO</li> </ul>		<b>Notes</b>
<b>Slide 11</b>		
<p style="text-align: center;"><b>Chain of Leadership</b></p> <ul style="list-style-type: none"> <li>• Communication up and down the chain</li> <li>• Some do's and don'ts</li> <li>• Provide a “Heads Up”</li> <li>• Educate your flotilla members</li> </ul>		<b>Notes</b>