

### **Personnel Services Officer (FSO-PS)**

Ref: Membership Recruiting and Retention Guide, COMDTPUB P16794.12 (Series)  
Chapter 1, Appendix 1 D this publication  
Prospective Member Interview Record (CGAUX -2) (ANSC 7036)  
Enrollment Application (CGAUX-32) (ANSC 7001)  
Member Transfer Request (CGAUX-4) (ANSC 7056)  
Change of Membership Status (CGAUX-36) (ANSC 7035)  
AUXMAN, Chap. 10 - Uniforms  
Uniform Procurement Guide (ANNUAL)(ANSC 7053)  
Auxiliary Uniform Order Form (ANSC 7051)  
Auxiliary Uniform Size Chart (ANSC 7052)  
Price List, Uniform Distribution Center (ANSC 7055)  
Auxiliary Web Site (<http://www.cgaux.org>)

### **DUTIES**

- a. Exercise staff responsibility and supervision over all matters pertaining to the flotilla's member resources program, and keep flotilla members informed of all developments in the program.
- 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 Personal Services Staff Officer (SO-PS) in order to implement the member resources programs established for nation-wide, district-wide or division-wide use.
- d. Coordinate and cooperate with the Flotilla Public Affairs Staff Officer (FSO-PA) in publicizing the member resources program.
- e. Effectively implement the member resources program in accordance with prescribed procedures.