

Information Systems Officer (FSO-IS)

Ref: Auxiliary Member Forms Guide, COMDTINST 16790.2 (series) (ANSC 2005)
(future editions of this guide will not be printed after 1998, the Auxiliary Web Site will contain the most current version of Auxiliary forms. SWIII Jet Forms Filler will also contain current version of Auxiliary forms)
Auxiliary Web Site (<http://www.cgaux.org>)

DUTIES

- a. Exercise staff responsibility and supervision over all matters pertaining to the collection, recording, and forwarding of the flotilla's AUXMIS data, and keep members informed of all developments in this area.
- 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 Information Systems Staff Officer (SO-IS) in order to ensure proper credit is received for the members' and flotilla's activities.
- d. Coordinate and cooperate with the Flotilla Vessel Examination Staff Officer (FSO-VE), Flotilla Public Education Staff Officer (FSO-PE), Flotilla Operations Staff Officer (FSO-OP), Flotilla Member Training Staff Officer (FSO-MT), and Flotilla Personnel Services Staff Officer (FSO-PS), so that they are kept advised of the progress in each of their areas of responsibility.