

### **Materials Officer (FSO-MA)**

Ref: ANSC Descriptive Listing Catalog with Cross Index and Revision Dates  
Includes: ANSC Flotilla Supply Requisition  
ANSC Pollution/Environment Awareness Materials Order Form  
ANSC Division Supply Requisition  
Penalty Mail Supply Requisition  
Auxiliary Center (AUXCEN) Catalog  
District Materials Center Catalog  
Auxiliary Web Site (<http://www.cgaux.org>)

### **DUTIES**

- a. Exercise staff responsibility and supervision over the procurement of materials including stationery, forms and publications for distribution to the flotilla officers and members 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 in your area of responsibility. The schedule must include a specific time and place for the activity.
- c. Maintain close liaison with the Division Materials Staff Officer (SO-MA).
- d. Coordinate and cooperate with all staff officers in order to keep them supplied with the items necessary for the performance of their duties.
- e. Maintain and disseminate, as required, listings on supplies and prices thereof, sources available, and information on procurement.
- f. Advise all concerned of any changes or updates to all of the publications and forms.
- g. The FSO-MA is to order material from the ANSC as required and will take orders during the flotilla meeting.