

## **Public Affairs Officer (FSO-PA)**

Ref: Public Affairs Officer Guide (M5728.3 series) (ANSC 5008)  
Unit Monthly Public Affairs Activity (CGAUX-37) (ANSC 7031)  
Auxiliary Web Site (<http://www.cgaux.org>)

### **DUTIES**

- a. Exercise staff responsibility and supervision over all Auxiliary public affairs and public information matters within the flotilla, 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. In cooperation with the Division Public Affairs Staff Officer (SO-PA), establish effective working relationships with the newspaper, radio and television media in a manner which will facilitate coverage of flotilla activities.
- d. Coordinate and cooperate with the Flotilla Public Education Staff Officer (FSO-PE) and Flotilla Vessel Examination Staff Officer, (FSO-VE) to encourage effective coverage of their activities.
- e. Originate, as appropriate, articles for flotilla, division, district and national publications, clearing them with the Flotilla Commander (FC) for forwarding to the SO-PA.
- f. Promote the best possible public image of the Auxiliary in the flotilla and division.