

Flotilla Staff Officer - Vessel Examiner FSO-VE

REF: U.S. Coast Guard Auxiliary Manual COMDTINST M16796.8
Vessel Safety Check Manual
http://www.cgaux.org/cgauxweb/home_frame_995a.htm *Manuals*
Vessel Safety Check (ANSC 7012)
Activity Report Vessel Safety Check (ANSC 7038).
Auxiliary Web Site (<http://www.cgaux.org>).

DUTIES

1. Exercise staff responsibility and supervision over all matters pertaining to the flotilla's Vessel Safety Check Program, and keep flotilla members informed of all developments in the program.
2. Maintain close liaison with the Division Staff Officer - Vessel Examiner (SO-VE) in order to implement the Vessel Safety Check Program established for nation-wide, district-wide, or division use.
3. Actively support the Division's objectives and goals for the VCS Program.
4. Immediate supervisory responsibility for your office is vested in the Vice Flotilla Commander (VFC). Cooperate with the VFC in every way to ensure the Flotilla's VSC Program is effectively administered.
5. Coordinate and cooperate with the Flotilla Staff Officer - Member Training (FSO-MT) to increase the number of qualified Vessel Examiners.
6. Maintain a close contact with flotilla Vessel Examiners to encourage increased activity and maintenance of uniformly high standards.
7. Inform Vessel Examiners of correct uniforms and procedures to follow.
8. Maintain supplies for Vessel Examiners through close communication with the Flotilla Staff Officer - Materials (FSO-MA), so that supplies are current and sufficient.

GENERAL DUTIES

1. Be familiar with the Reference items as pertains to the VSC Program.
2. Co-chair, with the FSO-MT, any required workshops for Vessel Examiners, utilizing nationally approved guides. Establish a follow-up system to ensure all Vessel Examiners attend the seminar, offering make-up seminars when necessary.
3. Work diligently to ensure the quality and integrity of all Vessel Safety Checks.

4. Encourage continued qualification of new Vessel Examiners by assisting the FSO-MT in organizing and supervising periodic training sessions and workshops.
5. Maintain current records of Vessel Examiner activities. Inform the SO-VE as to any new Vessel Examiners.
6. Ensure all VSC forms are correctly completed and promptly forwarded. The Vessel Safety Check Activity Reports are forwarded to the Flotilla Staff Officer - Information Systems (FSO-IS) for entry into AUXDATA.
7. Maintain close liaison with the SO-VE to ensure prompt and direct exchange of information vital to the conduct of the program. Submit reports to the SO-VE on a regular basis.
8. Report monthly to the VFC about the progress and activities involved in carrying out assigned duties and on the status of the VSC program. Attend all Flotilla meetings.
9. Work with any U.S. Power Squadron in the area to coordinate VSC Program activity with their Vessel Examiners.
10. Maintain follow-up to ensure no Vessel Examiner loses qualification from a failure to perform the required 5 VSCs each year.
11. Perform other duties, as may be requested/assigned.

SPECIFIC DUTIES:

1. Oversee and coordinate the Flotilla VSC Program, assisting Vessel Examiners in identifying sites where there are opportunities to conduct VSCs. Cooperate with the SO-VE and report all VSCs in the monthly Vessel Examiner reports.
2. In connection with the VSC Program ensure that the FSO-PV, FSO-PA and have a current schedule of all Vessel Safety Check (VSC) stations with contact phone numbers. Ideally, this information is furnished in the form of handouts for distribution.
3. Work with the Flotilla Staff Officer - Public Affairs (FSO-PA), Flotilla Staff Officer - Public Education (FSO-PE), and Flotilla Staff Officer - Program Visitor (FSO-PV) to make sure information is current.
4. Upon leaving the office of FSO-VE turn over all relevant records and materials to your successor.