

## **Flotilla Staff Officer, Program Visitor (FSO-PV)**

REF: U.S. Coast Guard Auxiliary Manual COMDTINST M16790.1 (series).  
Recreational Boating Safety Visitation Program Best Practices Guide  
(<http://safetyseal.net/manuals/RBSVPBestPracticesGuideOCT04.pdf>).  
Program Visitor Certificate (CG 5234) (ANSC 6022).  
RBS Visitation Activity Report (ANSC 7046).  
Mfg ID Code & Mail Label form (CG-5093) (ANSC 7047).  
Auxiliary Web Site (<http://www.cgaux.org>).

### **DUTIES**

The FSO-PV duties and responsibilities, consistent with the applicable Auxiliary policies, are as follows:

1. Exercise staff responsibility and supervision over all matters pertaining to the flotilla's Recreational Boating Safety (RBS) Visitation Program, and keep flotilla members informed of all developments in the program.
2. Unless otherwise directed, schedule qualified Auxiliarists to perform specific activities in your area of responsibility. The schedule must include a specific time and place for the activity. Maintain a list of Partners to be visited and make revisions to list as necessary. Ensure visits are made as required (minimum quarterly).
3. Maintain close liaison with the Division Staff Officer - Program Visitor (SO-PV) in order to implement the RBS Visitation Program (RBSVP) established for nationwide, district-wide, or division use.
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 RBSVP is effectively administered.
5. Coordinate and cooperate with the Flotilla Staff Officer - Member Training (FSO-MT) to increase the number of qualified Program Visitors.
6. Maintain a close contact with flotilla Program Visitors to encourage increased activity and maintenance of uniformly high standards.
7. Inform Program Visitors of correct uniforms and procedures to follow.
8. Maintain supplies for Program Visitors 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 RBSVP.
2. Co-chair, with the FSO-MT, any required workshops for Program Visitors, utilizing nationally approved guides. Establish a follow-up system to ensure all Program Visitors attend the workshop, offering make-up workshops when necessary.
3. Work diligently to ensure the quality and integrity of all Partner visits.
4. Encourage continued qualification of new Program Visitors by assisting the FSO-MT in organizing and supervising periodic training sessions and workshops.
5. Maintain current records of Program Visitors' activities and maintain a list of Partners. Inform the SO-PV as to any new Program Visitors or revisions to the list of Partners being visited by members of your flotilla.
6. Ensure all RBSVP forms are correctly completed and promptly forwarded. The 'RBS Visitation Activity Reports' are forwarded to the Flotilla Staff Officer - Information Systems (FSO-IS) for entry into AUXDATA. Forward the 'Mfg ID Code & Mail Label' forms to the District Staff Officer - Program Visitor (DSO-PV).
7. Maintain close liaison with the SO-PV to ensure prompt and direct exchange of information vital to the conduct of the program. Submit reports to the SO-PV on a regular basis.
8. Actively support the Division's objectives and goals for the RBS-VP.
9. Report monthly to the VFC about the progress and activities involved in carrying out assigned duties and on the status of the program visits. Attend all Flotilla meetings.
10. Work with any U.S. Power Squadron in the area to coordinate RBS Visitation Program activity with their Program Visitors.
11. Maintain follow-up to ensure no Program Visitor loses qualification from a failure to perform the required 4 program visits each year.
12. Perform other duties, as may be requested/assigned.

#### SPECIFIC DUTIES:

1. Oversee and coordinate the Flotilla RBS Visitation Program, assisting Program Visitors to schedule visits without duplication, assigning areas to ensure all Partners are covered. Cooperate with the SO-PV and report all visits to Partners in the monthly Program Visitor reports.
2. In connection with the RBS Visitation Program ensure that all Partners in the flotilla's area of responsibility have, as a minimum, current schedules of all Public Education (PE) programs and Vessel Safety Check (VSC) stations with contact

phone numbers. Ideally, the Partners would be furnished this information in the form of handouts for distribution to customers.

3. Work with the Flotilla Staff Officer - Public Affairs (FSO-PA), Flotilla Staff Officer - Public Education (FSO-PE), and Flotilla Staff Officer - Vessel Examination (FSO-VE) to make sure information is current and that materials are current.
4. Upon leaving the office of FSO-PV turn over all relevant records and materials to your successor.