

## Letter of Appointment and Job Description

### FSO-MS

#### Flotilla Staff Officer, Marine Safety and Environmental Protection

**Date:** \_\_\_\_\_

**From:** Flotilla Commander, Flotilla \_\_\_\_\_

**To:** \_\_\_\_\_

**Subject:** Appointment as FSO-MS, Marine Safety and Environmental Protection

- 1) In accordance with the applicable provisions of the U.S. Coast Guard Auxiliary Manual, COMDTINST M16790.1 (Series), I hereby appoint you as Flotilla Staff Officer for Marine Safety and Environmental Protection (FSO-MS) for the calendar year \_\_\_\_\_.
- 2) Your duties and responsibilities, consistent with the provisions of the Auxiliary Manual, are:
  - A. Exercise staff responsibility and supervision over all matters pertaining to the Flotilla's role in the Auxiliary Marine Safety and Environmental Protection program, and keep the Flotilla Commander and members informed of all developments in the program.
  - B. Unless otherwise directed, schedule qualified Auxiliarists to perform specific activities in your area of responsibility. The schedule must contain a specific time and place for such activity, and be noted in an Assignment to Duty log.
  - C. Maintain close liaison with counterpart Staff Officers at the Division (SO-MS) and District (DSO-MS) levels in order to ensure proper implementation of Marine Safety and Environmental Protection programs. Use the Chain of Command and Communication so that all parties are kept informed.
  - D. Coordinate and cooperate with counterpart Flotilla Staff Officers, particularly the FSOs-MT, PE, PA, OP and CM, to encourage appropriate outreach and training efforts, especially any required advanced training. Be sure that these Flotilla Staff Officers have complete, correct and timely information about the MS/MEP program to share with members, marine stakeholders and the general public.
  - E. Forward to the SO-MS, as well as to counterparts in other Flotillas, such methods, training aids, course material, or other educational or training tools provided which may have Division-wide application or be of value to others in the Marine Safety and Environmental Protection program.
  - F. Maintain such records as may be required to effectively discharge your responsibilities.
  - G. Perform additional duties as may be assigned; additional duties include, but are not limited to, the attached listing.

- H. Immediate supervisory responsibility for your office is vested in the VFC. Coordinate with the VFC in every way to ensure that the Flotilla's Marine Safety and Environmental Protection program is effectively administered.
- I. Upon expiration of your term of office, or when directed by the FC, transfer all property and records of the office to your successor.

3) I am pleased to have you as a member of my Staff.

Sincerely,

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Flotilla Commander

cc: VFC

Attachment: Additional Duties, Flotilla Staff Officer, Marine Safety and Environmental Protection

## **Flotilla Staff Officer, Marine Safety and Environmental Protection Additional Duties**

- Attend all meetings of the Flotilla and Flotilla Staff; give prior notice to VFC when such attendance is not possible.
- Maintain a personal level of knowledge and training that promotes efficient, knowledgeable and professional performance of the duties of your office.
- Be prepared to assist others with any workshops, seminars and training sessions related to Marine Safety and Environmental Protection as may be required.
- Attend Division Board and Division Staff meetings when requested.
- Be familiar with the contents and location of the various publications and directives pertaining to Auxiliary Marine Safety and Environmental Protection efforts as well as the National Prevention website and your District Prevention website.
- Provide Auxiliary augmentation, assistance and support to:
  - Environmental outreach programs
  - MS/MEP missions as outlined in the National Program
  - Emergency planning and response teams
  - Sea Partners and other outreach/educational programsas authorized by and in accordance with the Commandant's Instruction and all applicable Auxiliary policies. Be aware of the limitations placed on member activities: per Title 14 of the US Code, members are NOT authorized to participate in law enforcement or combat activities; they are further restricted from confined spaces, HAZMAT Hot Zones, and any activities requiring more than Level 4 PPE by Commandant's Instruction.
- Promote the MS/MEP program and training to Flotilla members, encouraging all to participate regardless of age or physical limitations.
- Increase member awareness of the MS/MEP program through member training at Flotilla meetings, articles written for the Flotilla newsletter and activities planned both within the Flotilla and with other Flotillas in the Division.
- Develop and participate in projects that will benefit and enhance the MS/MEP program efforts.