

## Communication Services Officer (FSO-CS)

Ref: How to bring up an Auxiliary Website document posted on the Auxiliary National Web Site, <http://www.cgaux.org/> (Currently on the Information Services Department page of the Auxiliary National Web Site).

NACO's *Auxiliary Web Policy*: letter posted on the Information Services Department page of the Auxiliary National Web Site.

Auxiliary Internet Resources (AIRS) site: (<http://209.41.115.186/airs/>).

"C" school, Aux-04: Distance Learning Education Technology, offered for training of persons assigned CS duties. Information on the school is available on the Training Department page of the Auxiliary National Web Site. Or see <http://coetechnology.okstate.edu/cgaux/> or Office of Auxiliary Web Site

<http://www.uscg.mil/hq/g-o/cgaux/default.htm>.

Auxiliary National Web Site (<http://www.cgaux.org>).

### DUTIES

a. Exercise staff responsibility and supervision over electronic communication services for the Flotilla. Keep the Flotilla informed of all developments in these areas.

b. Unless otherwise directed, create and maintain a Flotilla website that is in full compliance with Auxiliary web policies.

c. Maintain personal e-mail and Internet access. Be registered in the national e-mail directory and keep your registration information up-to-date.

d. Foster interest in electronic communication among the members.

Encourage and facilitate the use of electronic communication throughout the Flotilla.

e. Facilitate the information relay process between those members who have e-mail and World Wide Web access capabilities and those members who do not yet have such access to electronic media.

f. Coordinate and cooperate with the FSO-PB and FSO-PA to ensure that both electronic and printed media are used to their fullest extent in providing information to the membership and to the boating public.

g. Serve as Flotilla WebWatcher. Monitor all Auxiliary e-mail NETs and the Auxiliary national website (CGAUXWEB) for important information.

Ensure that such information reaches the appropriate elected and staff officers and the general membership in a timely fashion.

h. Regularly monitor your local district, division and flotilla websites for official information posted for members by elected or staff officers.

i. Regularly attend flotilla meetings and report on official information obtained from the web to members who do not have access to electronic media.

j. Maintain close liaison with the Division Communication Services Officer and provide a monthly activity report to the SO-CS.

k. Maintain such records as may be required to effectively discharge your responsibilities.

l. Immediate supervisory responsibility for your office is vested in the VFC. Cooperate with the VFC in every way to ensure that the flotilla members are kept up-to-date on information available from electronic media.

m. Upon expiration of your term of office, or when so directed by me, transfer all property and records of the office as well as the Flotilla website to your successor.

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