

Information Systems Officer (FSO-IS)

Ref: Auxiliary Member Forms Guide, COMDTINST 16790.2 (series) **(ANSC# 2005)**
Auxiliary Web Site (<http://www.cgaux.org>)

DUTIES

- a. Exercise staff responsibility and supervision over all matters pertaining to AUXDATA data.
- b. Insure that all members are aware of the importance of timely and accurate data reporting. The Introduction to the Auxiliary Members Forms Guide, referenced above, is an excellent source for this information. Keep flotilla members informed of AUXDATA developments.
- c. Know the content of the Auxiliary Member Forms Guide, COMDTINST M16790.2 (series) and the procedures for members to follow when submitting AUXDATA-related forms.
- d. Maintain very close liaison with the SO-IS in order to insure members receive proper credit for their reportable activities.
- e. Keep the members, FSO-VE, FSO-PE, FSO-OP, FSO-MT advised of progress in each of their areas of responsibility.
- f. Maintain records required to effectively discharge your responsibilities.
- g. Coordinate with SO-IS to provide timely feedback to members on specific information concerning member submission errors in order to reduce processing and transaction error recovery time in the AUXDATA.
- h. Assist members in the correction of AUXDATA errors. Emphasize the importance of members keeping copies of their input data.
- i. Retain a yearly file to ensure that data reported by members was entered into AUXDATA and as a historical reference file to answer member questions relating to their reported activities.
- j. Conduct training sessions to promote better understanding of AUXDATA and procedures.
- k. Be prepared to develop a report, when requested, on member activity in the Vessel Safety Checks (VSC), OP, Instructor, or MT programs.