

Program Visitor Officer (FSO-PV)

Ref: Program Visitor Manual (M16796.3A) **(ANSC# 5017)**

Program Visitation Dealer Certificate (CG 5234) **(ANSC# 6022)**

Visitation Program (CGAUX-43) **(ANSC# 7046)**

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

DUTIES

- a. Exercise staff responsibility and supervision over all matters pertaining to the Flotilla's Program Visitor Program.
- b. Maintain close liaison with the Division Program Visitor Officer (SO-PV) and/or the SO-VE. Implement the Visitation program established for nationwide, District wide or Division use. Work with dealers to encourage increased activity and maintenance of uniformly high standards.
- c. Take positive steps to ensure that the flotilla's Program Visitors are well trained. Conduct workshops and/or training program(s), as necessary, to ensure that your program follows District policy.
- d. Initiate and maintain contact with the SO-PV and/or SO-VE. Copy the SO-PV with all of your reports to the VFC.
- e. Be familiar with the contents of the Program Visitor Manual (ref. above).
- f. Be alert for any reports on problems with supplies from the National Supply Center that affect your area of responsibility. Bring these matters to the attention of the VFC and/or FC.
- g. Establish goals and objectives for your Flotilla along with the necessary plans required to achieve your goals. You should develop goals that are measurable and maintain periodic review of the progress toward them. Report this progress to the Flotilla at each meeting.

Compare it to last year's program.
- h. Prepare regular mailings to the flotilla's Program Visitors. These mailings should pass down all information received from the SO-PV and/or SO-VE. Send a mailing prior to the start of the year, with any directions, procedures and reminders that are necessary to help start PVs on the New Year. These mailings are to ensure positive communication with the PVs. When appropriate, provide copies to the FC, VFC and applicable Division Staff Officers.
- i. Prepare articles for each issue of the Flotilla publication to pass information of a general nature or of wide spread interest regarding your program to Flotilla members.
- j. With cooperation from the FSO-IS, review the appropriate AUXDATA data, at least quarterly, to track the progress of the Flotilla's Marine Visitations. If a weakness is observed within the Flotilla, advise the FC and VFC with recommendations for improvement.
- k. Refrain from requesting information and data from the Program Visitors that is collected by, and available from, AUXDATA.

- l. Assist the FSO-MT and encourage an aggressive program to qualify new Program Visitors. With cooperation from the FSO-MT, establish and conduct Program Visitors improvement programs.
- m. In cooperation with the FSO-MT ensure that any required VE/PV Workshop is conducted. Attend any Division Workshop with all FSOs-PV to discuss the District/Division related topics for inclusion in the VE/MV Workshop. Ensure that items particular to this District are included with the National Topics when each workshop is conducted.
- n. Coordinate with the FSO-IS to develop a system to identify those PVs that have not yet attended in time to ensure 100% attendance by all Program Visitors in the Flotilla. Conduct Flotilla level workshops as required to accomplish the 100% attendance.
- o. Establish procedures to ensure that all Program Visitors are aware of all VE/MV Hot Lines and The Program Visitor Newsletter issued. Provide additional material if it will reinforce their content.
- p. Establish and oversee a program whereby all Dealers assigned to your Flotilla, are contacted on a regular basis.
- q. At each meeting, report in writing on the status of the Visitation Program.
- r. Provide copies of all appropriate correspondence generated by you to the FC, VFC, and applicable SO(s) in matters concerning their area.