

## **Operations Officer (FSO-OP)**

Ref: Auxiliary Operations Policy Manual (M16798.3 series) (ANSC# 2007)

Vessel Facility Inspection & Offer of Use Form (CG-2736) (ANSC# 7003)

Auxiliary Radio Facility Inspection Report (CG-2736A) (ANSC# 7004)

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

### DUTIES

- a. Exercise staff responsibility and supervision over all flotilla operations.
- b. Assume responsibility for scheduling, organization, and conduct of all flotilla operations, to include safety patrols, regatta patrols, chart updating patrols, support missions, etc. Ensure that all such activities are under Coast Guard reimbursable or non-reimbursable orders. Provide a copy of the schedule of patrols by flotilla members to the SO-OP.
- c. Develop plans and schedule qualified Auxiliarists to perform operations patrols. Prior to dispatch, insure all patrols and training patrols have Coast Guard orders (reimbursable or non-reimbursable), in hand.
- d. Maintain close liaison with the SO-OP to ensure prompt and direct flow of information vital to authorized Auxiliary operational activities.
- e. Coordinate with the FSO-MT to develop and supervise training exercise procedures for Auxiliary facilities. Ensure that every deployment of an operational facility for any activity on behalf of the Coast Guard Auxiliary or Coast Guard is under Coast Guard reimbursable or non-reimbursable patrol orders.
- f. Maintain close contact with facility owning members to encourage operational activity and maintenance of uniformity and high standards.
- g. Maintain current records of Auxiliary facility characteristics including information useful for SAR.
- h. When a member scheduled for a patrol cannot perform the patrol, attempt to have the patrol taken by some other member.
- i. Keep the SO-OP advised of any actual or potential vacancy in a previously scheduled patrol.
- j. Encourage and assist with the training and qualification of members in the various aspects of operational activity.
- k. Encourage increased participation in search and rescue training, safety patrols, regatta patrols, chart updating patrols, and all phases of Auxiliary authorized operational programs.
- l. In coordination with the Communications Staff Officer, arrange for the planning and conduct of communications watch-standing, communications drills, etc. If a communications staff officer is not appointed, assume the duties yourself.
- m. In cooperation with the Member Training Officer, take an active part in the planning and execution of seminars, workshops, forums, and panel discussions for boat crew training and any other operational training.
- n. Co-chair with the MSO-MT, required seminars for all members qualified under the Boat Crew, Communications Programs, or performing Operational Support Missions, utilizing nationally approved guides. Establish a follow-up system to ensure that all members attend the seminar, offering make-up seminars when necessary.
- o. Maintain up-to-date lists of all facilities and, in coordination with the FSO-VE and FSO-CM, facilitate planning for early inspection of facilities.

- p. Ensure that all forms relating to operational activities are completed correctly and promptly forwarded.
- q. Schedule patrols by flotilla facilities at least one month in advance.

Each facility owner should perform one patrol, reimbursable or non-reimbursable, each month. The schedule should list the facility and the crewmembers.

- r. Prepare a “crew list” of all members eligible and available to serve as crew.
- s. Report at each meeting the status of the Patrol schedule for the following month.
- t. Report at each meeting the results of following the current month’s schedule; who has patrolled and crewed and which facilities missed any scheduled patrols.
- u. Coordinate with FSO-MT to have as many members as practicable working on boat crew qualification serve on flotilla facilities each weekend.
- v. Coordinate with FSO-AN to have facilities available to perform verification patrols.
- w. Encourage coxswains and crew members to complete Operation Excellence program to raise level of training.