

Auxiliary Flotilla Procedures Manual

M16791.5 May 6, 1999

Materials Officer (FSO-MA)

Ref: ANSC Descriptive Listing Catalog with Cross Index and Revision Dates

Includes: ANSC Flotilla Supply Requisition

ANSC Pollution/Environment Awareness Materials Order Form

ANSC Division Supply Requisition

Penalty Mail Supply Requisition

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

DUTIES

- a. Exercise staff responsibility and supervision over the procurement of materials including stationery, forms and publications.
- b. Ensure all members and FSOs know that the FC and FSO-MA are the only ones authorized to requisition materials from the ANSC.
- c. Maintain close liaison with the Division Materials Staff Officer.
- d. Coordinate and cooperate with all staff officers to keep them supplied with the necessary items authorized for their duties.
- e. Maintain and disseminate, as required, listings on supplies and prices, sources available, and information on procurement.
- f. Maintain such records as may be required to effectively discharge your responsibilities.
- g. Advise all concerned of any changes or updates to all of the publications and forms.
- h. Be prepared to take orders during the flotilla meeting.