

Auxiliary Flotilla Procedures Manual

M16791.5 May 6, 1999

Publications Staff Officer (FSO-PB)

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

Chapter 4, this publication

DUTIES

- a. Be the editor of the flotilla newsletter.
- b. Maintain close liaison with the Division Publications Staff Officer to ensure a prompt flow of suitable articles and information of interest to the readership within the division and district.
- c. Encourage all flotilla members to submit articles of interest for inclusion in the flotilla newsletter.
- d. Make arrangements (with FSO-CS if one is designated) to monitor the Auxiliary Web site for up-to-date information to be passed to members.
- e. Assist in the preparation, Director's clearance and publication of unit publications. Promptly submit articles for publication to Division, District and National publications.
- f. Cooperate with the Public Affairs Staff Officer in obtaining action photos of flotilla activity for publication in the flotilla and division newsletters, the district and national publications, and for entering in any district and national photo contests.
- g. Maintain a file of all unit publications and/or articles submitted to other publications.
- h. Mail to all members of the flotilla the flotilla's newsletter, containing a summary of the last meeting. This mailing should include all permanent members and all prospective members. An additional distribution to the following is required: DIRAUX, DCO, VCO, RCO(area), DSO-PB, DCP, VCP, SO-PB and all FCs in the division.
- i. Mail a copy of the newsletter, with the identification of your District (Region), to:
The Coast Guard Auxiliary Collection
J. Y. Joyner Library
East Carolina University
Greenville, NC, 27858-4353.