

## **Communications Officer (FSO-CM)**

Ref: Auxiliary Radio Facility Inspection Report (CGAUX-2736A) **(ANSC# 7004)**

Auxiliary Operations Policy Manual (M16798.3D) **(ANSC# 2007)**

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

### DUTIES

- a. Exercise staff responsibility and supervision over all matters pertaining to flotilla communications, and keep flotilla members informed of all developments in this area.
- b. Maintain close liaison with the SO-CM in planning, organizing and implementing the flotilla's communication activities.
- c. Work closely with the FSO-OP to develop communications plans to support flotilla missions and emergency plans.
- d. Ensure that every activation of an Auxiliary Radio Facility is under Coast Guard orders.
- e. Ensure a Communications Specialist inspects fixed land and land mobile radio facilities.
- f. If operating with Aircraft develop communications capability between aircraft and ground.
- g. In cooperation with the FSO-MT, encourage increased member participation in communications training and qualification as communications specialists.
- h. Maintain records required to effectively discharge your responsibilities. Pass these records on to your successor.
- i. Submit articles to the flotilla and division publications when deemed necessary or when requested in order to keep the members updated.
- j. Encourage the use of radio facilities and promote participation in communication drills. Develop and supervise flotilla training exercises in vessels and aircraft search and rescue communications.  
  
Encourage the obtaining of additional radio facilities.
- k. In coordination with the Member Training Staff Officer and the Operations Staff Officer, participate in required operations seminar.
- l. Maintain an up-to-date list of communications specialists. Maintain and publish an up-to-date emergency telephone "calling tree" for member alerting.
- m. Work with the Operation Staff Officer and local Coast Guard radio stations to provide qualified Auxiliarists to stand communications watches, telephone watches, etc.