

## **FSO-MA Duties**

The Flotilla Staff Officer of Materials will exercise staff responsibility and supervision over the procurement of materials including stationary, forms, manuals, texts, U.S. Government postage, and PE course material for distribution to Flotilla officers and members and will keep all members informed of developments in this area.

The FSO-MA will keep close liaison with the Division Staff Officer of Materials (SO-MA) and will coordinate and cooperate with all staff officers to keep them supplied with the items necessary for the performance of their duties.

The FSO-MA will maintain and disseminate, as required, listings on supplies and prices thereof, sources available, and information on procurement.

The FSO-MA will advise all members of any changes or updates to all publications and forms; and will order material from the ANSC catalog as required.

The FSO-MA will work closely with the FSO-FN for any advanced payment of orders for PE course material from ANSC.

The FSO-MA will attend District Materials Webinars as required.