

SO-MA Duties

Duties and responsibilities are consistent with the provisions of the Auxiliary Manual, and are as follows:

1. Encourage the use of the ANSC Catalog. Ensure that all division FSO-MA members have the information on how to order, have the order forms, and have the latest price list.
2. Maintain an up-to-date inventory and custody list of all division owned property and Coast Guard property assigned to the division. Coordinate and cooperate with the applicable division staff officers in keeping the inventory and custody list correct.
3. Supply property information as needed for annual reports.
4. Advise the division board and staff and the FSOs-MA of any changes or updates to the publications and forms, when notification of such changes is received.
5. Prepare regular notices to the FSO-MAs. The frequency of such notices will be as needed to pass down all information received from the DSO-MA. A communication should be sent as an introduction prior to the start of the year, with any directions, procedures, and reminders that may be necessary to start new FSO-MAs off in the right direction. When appropriate, provide copies to the division board and applicable district staff officers. Supplement formal communications with visits, both by phone and in person.

6. Order material from the ANSC as required for the DCDR, VCDR, and division staff.

7. Attend District Materials Webinars when scheduled and distribute pertinent information to FSO-MA's as appropriate.