

## **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 (SO-PB) 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. Develop and maintain a file of photographs of flotilla activities as may be appropriate for use in the flotilla and division publication or for use by the Flotilla Public Affairs Staff Officer (FSO-PA).

### **SUGGESTED ADDITIONAL PUBLICATIONS STAFF OFFICER DUTIES**

#### **GENERAL DUTIES:**

- a. Assist in the preparation, Director's clearance and publication of unit publications. Promptly submit articles for publication.
- b. 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.
- c. Report monthly to the Flotilla Vice Commander on activities and progress in carrying out these duties.
- d. Maintain a file of all unit publications and/or articles submitted to other publications.

#### **SPECIFIC DUTIES:**

- a. Mail to all members of the flotilla each issue of the division's publication within 2 days of receipt.
- b. Mail to all members of the flotilla the flotilla's newsletter, containing a summary of the last meeting, within 2 days of receipt. This mailing should include all retired members and all prospective members. An additional distribution to the following is required: DIRAUX,

DCO, VCO, RCO(area), DSO-PB, ADSO-PBB, DCP, VCP, SO-PB and all FCs in the division.

- c. Mail a copy of the newsletter, containing the identification of your District (Region), to:

The Coast Guard Auxiliary Collection  
J. Y. Joyner Library  
East Carolina University  
Greenville, NC, 27858-4353.