

FSO-VE ANNUAL CALENDAR

Table 1 illustrates a nominal annual FSO-VE schedule. Shown in the table are several task frequencies the FSO-VE will encounter:

- One time each year (often in January)
- Every month
- Monthly during part of the year
- Quarterly, or when necessary
- Periodically through the year

Each FSO-VE should be aware of the displayed range of potential tasks, and then tailor their activities to fit the needs of their Flotilla.

For example, mandated monthly reports to the SO-VE are due each month. However, the number of VE Workshops for prospective-VEs (or to help an REYR VE improve current knowledge) should be based on the size of a Flotilla, and the % demand+ expressed by prospective-VEs. Be aware of the scope of the potential tasks, and tailor your FSO-VE activities to the situation in your Flotilla.

Some FSO-VEs may discover additional tasks, not listed herein, that will require their attention during the calendar year.

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TABLE 1 - SHEET 1

OUTLINE OF RECOMMENDED FSO-VE ACTIVITIES EACH CALENDAR YEAR (JAN THROUGH JUNE)

Activity Type	January	February	March	April	May	June
LEAD BY EXAMPLE - Accomplish your VSCs, actively encourage all qualified VEs to accomplish VSCs						
Leadership	Promulgate new technical information, unusual situation information, and reminders to all qualified VEs			Promulgate new technical information, unusual situation information, and reminders to all qualified VEs		
Reporting	FSO-VE Report On Prior Month's Activities; < 10 th	FSO-VE Report On Prior Month's Activities; < 10 th	FSO-VE Report On Prior Month's Activities; < 10 th	FSO-VE Report On Prior Month's Activities; < 10 th	FSO-VE Report On Prior Month's Activities; < 10 th	FSO-VE Report On Prior Month's Activities; < 10 th
Growing The VE Population	Schedule Mentored VSCs for Prospective VEs and re-qualifying REYR VEs			Schedule Mentored VSCs for Prospective VEs and re-qualifying REYR VEs		
	Qualify prospective VEs that have previously passed the on-line VE Test			Qualify prospective VEs that have previously passed the on-line VE Test		
				Seek and train new prospective VEs; VE Workshops, on-line VE Test, Mentored VSCs		
VE Management	Distribute VSC stickers and materials to Qualified VEs					
	Verify Qualification Status for Active VEs	Resolve issues adversely affecting qualification status/prior year VSC count for individual VEs				
	Obtain list of REYR VEs	Talk with all REYR VEs, determine individual plans, schedule workshop training (as necessary) and re-qualification Mentored VSCs where appropriate				
	Seek out and schedule VSC group events; e.g., launch ramps- Coordinate with FSO-PA	Seek out and schedule VSC group events; e.g., launch ramps- Coordinate with FSO-PA	Seek out and schedule VSC group events; e.g., launch ramps- Coordinate with FSO-PA	Seek out and schedule VSC group events; e.g., launch ramps- Coordinate with FSO-PA	Seek out and schedule VSC group events; e.g., launch ramps- Coordinate with FSO-PA	Seek out and schedule VSC group events; e.g., launch ramps- Coordinate with FSO-PA
						Track VSC count progress for all currently qualified VEs; work with VEs that have not yet completed 5 VSC in the current year

Legend	Activities listed for individual months (contained in one worksheet cell), should be performed each month listed.
	Activities listed over two or more months should be performed during the period listed, and as many times as necessary.

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TABLE 1 - SHEET 2						
OUTLINE OF RECOMMENDED FSO-VE ACTIVITIES EACH CALENDAR YEAR (JUL THROUGH DEC)						
July	August	September	October	November	December	Activity Type
LEAD BY EXAMPLE - Accomplish your VSCs, actively encourage all qualified VEs to accomplish VSCs						Leadership
Promulgate new technical information, unusual situation information, and reminders to all qualified VEs			Promulgate new technical information, unusual situation information, and reminders to all qualified VEs			
FSO-VE Report On Prior Month's Activities; < 10 th	FSO-VE Report On Prior Month's Activities; < 10 th	FSO-VE Report On Prior Month's Activities; < 10 th	FSO-VE Report On Prior Month's Activities; < 10 th	FSO-VE Report On Prior Month's Activities; < 10 th	FSO-VE Report On Prior Month's Activities; < 10 th	Reporting
Schedule Mentored VSCs for Prospective VEs and re-qualifying REYR VEs						Growing The VE Population
Audit "TRAINEE" VSCs and track certification/re-certification process for TRAINEEs						
Seek and train new prospective VEs; VE Workshops, on-line VE Test, Mentored VSCs				Seek and train new prospective VEs; VE Workshops, on-line VE Test		
				Order VSC Materials for use by the following year's VEs; AUX Distribution Center and CA Dept Boating & Waterways		VE Management
Seek out and schedule VSC group events; e.g., launch ramps- Coordinate with FSO-PA		Seek out and schedule VSC group events; e.g., launch ramps as opportunities present themselves and/or to help Vest needing VSCXs for the year to get the required 5 VSCs				
Track VSC count progress for all currently qualified VEs; work with VEs that have not yet completed 5 VSC in the current year	Track VSC count progress for all currently qualified VEs; work with VEs that have not yet completed 5 VSC in the current year	Track VSC count progress for all currently qualified VEs; work with VEs that have not yet completed 5 VSC in the current year	Track VSC count progress for all currently qualified VEs; work with VEs that have not yet completed 5 VSC in the current year	Track VSC count progress for all currently qualified VEs; work with VEs that have not yet completed 5 VSC in the current year	Track VSC count progress for all currently qualified VEs; work with VEs that have not yet completed 5 VSC in the current year	