

## **District Staff Officer for Aviation (DSO-AV)**

The responsibilities and duties of the District Staff Officer - Aviation (DSO-AV) shall include:

1. Exercise staff responsibility for administration, functional management and supervision over all matters pertaining to the District's Aviation program.
2. Keep the DCO, VCO, District Executive Committee (EXCOM) and National AV Division Staff members informed of all developments in the program, making periodic written reports as required.
3. Schedule qualified Auxiliary aviators to perform specific activities in your area of responsibility.
4. Coordinate and cooperate with other DSOs in your district to encourage appropriate outreach and training efforts, particularly any required advanced or joint training.
5. Maintain such records and correspondence as may be required to effectively discharge the responsibilities of office.
6. Prepare articles for publication in the District newsletter as directed.
7. Recommend appointment of Assistant District Staff Officers needed to execute program goals. Exercise responsibility for supervision and management of appointed AV staff, including assigning tasking, requiring reports, and following up on their actions. When such staff assistance is no longer required or no longer deemed to be effective, so advise the DCO via the VCO.
8. Attend all meetings of the District Board and District Staff. Give the VCO prior notice when such attendance is not possible.
9. Promptly communicate information as necessary within the District.
10. Provide leadership and guidance to the members participating in the Auxiliary Aviation Program. Oversee the safe and effective execution of all aspects of district Aviation operations.
11. Be familiar thoroughly with the contents of the various publications, standards and directives pertaining to the Auxiliary Aviation Program.
12. Establish goals and measurable objectives for your area of responsibility and prepare the necessary plans to achieve them. Maintain periodic review of achievements, compare with progress made in previous years and report status to the District Board.
13. Aggressively promote and encourage the growth and value of the Aviation program.
14. Maintain a close liaison with the Command Staff of the Air Stations having order issuing authority within the district.
15. Serve as the District liaison for dealing with external agencies / organizations at the district, state and local level.
16. Work and maintain close liaison with the National AV Division Staff to coordinate activities and keep them informed of District activities and program issues.

17. Maintain close liaison with counterparts in other districts.
18. Forward to National AV Staff officers, as well as counterparts in other districts, such methods, training aids, course material, or other educational or training tools which may have wide application or be of value to others in the Aviation Program.
19. Attend District Aviation planning conferences.
20. Serve as the senior member of the District Aviation Board.
21. Insure the establishment of a District Flight Examining Board as a sub-set of the District Aviation Board.
22. Supervise the District aviation standardization and training program.
23. Oversee the recruitment of Auxiliary flight crews and aircraft facilities.
24. Supervise management of District aircrew and aviation facility records, including such records maintained in electronic systems such as AUXDATA and POMS.
25. Supervise the tracking and reporting of aviation operational and flight crew data.
26. Supervise a program of accountability for all Coast Guard provided aviation equipment such as life vests, rafts, etc.
27. Supervise tracking of Auxiliary Aviation operating expenses within the District.
28. Work with the DFSO and the Air Station FSO to maintain a robust Aviation Safety program.
29. Conduct whatever workshops and training programs that may be necessary to ensure that District and National policy is followed in your program, including insuring that the required Aviation Safety Workshops and Egress and Water Survival Training are available to the members of the district AV program.
30. Coordinate a District AV Emergency Response plan including protection of all personnel & assets. Include a rapid deployment element to provide assistance to USCG Aviation.
31. Train a back-up for your duties.
32. Perform additional duties as may be assigned.
33. Upon expiration of your term of office, or when so directed, transfer all property and records of the office to your successor.

## **Assistant District Staff Officer for Aviation (ADSO-AAC)**

The responsibilities and duties of the Assistant District Staff Officer (ADSO-AAC) shall include:

1. Exercise staff responsibility for administration, functional management and supervision over all matters pertaining to the operation of the assigned Air Station Aviation program.
2. Keep the DSO-AV informed of all developments in the program, making periodic written reports as required.
3. Schedule qualified Auxiliary aviators to perform specific activities in your area of responsibility.
4. Coordinate and cooperate with other ADSOs on the District Aviation Staff to encourage appropriate outreach and training efforts, particularly any required advanced or joint training.
5. Maintain such records and correspondence as may be required to effectively discharge the responsibilities of office.
6. Prepare articles for publication in the District newsletter as directed.
7. Recommend appointment of Assistants needed to execute program goals. Exercise responsibility for supervision and management of appointed AV staff, including assigning tasking, requiring reports, and following up on their actions. When such staff assistance is no longer required or no longer deemed to be effective, so advise the DSO-AV.
8. Attend all meetings of the District Aviation Board and District Aviation Staff. Give the DSO-AV prior notice when such attendance is not possible.
9. Promptly communicate information as necessary within you AOR.
10. Provide leadership and guidance to the members participating in the Auxiliary Aviation Program. Oversee the safe and effective execution of all aspects of you AOR Aviation operations.
11. Be familiar thoroughly with the contents of the various publications, standards and directives pertaining to the Auxiliary Aviation Program.
12. Establish goals and measurable objectives for your area of responsibility and prepare the necessary plans to achieve them. Maintain periodic review of achievements, compare with progress made in previous years and report status to the DSO-AV.
13. Aggressively promote and encourage the growth and value of the Aviation program.
14. Maintain a close liaison with the AUXLO of the Air Stations having order issuing authority within you AOR.
15. Attend District Aviation planning conferences.
16. Provide support to the District aviation standardization and training program.
17. Coordinate with other AV-ADSO's the recruitment of Auxiliary flight crews and aircraft facilities.

18. Accept, review and process (forward to DSO-AV or Designee) aircrew and aviation facility records, including such records maintained in electronic systems such as AUXDATA, District Tracking systems and POMS.
19. Track and report aviation operational and flight crew data to the DSO-AV or designee.
20. Supervise a program of accountability for all Coast Guard provided aviation equipment such as life vests, rafts, etc.
21. Supervise budgeting and tracking of Auxiliary Aviation operating expenses within the AOR.
22. Work with the DFSSO and the Air Station FSO to maintain a robust Aviation Safety program.
23. Conduct whatever workshops and training programs that may be necessary to ensure that District and National policy is followed in your program, including insuring that the required Aviation Safety Workshops and Egress and Water Survival Training are available to the members of the district AV program. Coordinate with the AV-ADSO-Training
24. Develop and maintain an emergency response plan for your AOR
25. Train a back-up for your duties.
26. Perform additional duties as may be assigned.
27. Upon expiration of your term of office, or when so directed, transfer all property and records of the office to your successor.

## **Assistant District Staff Officer for Aviation (ADSO-Special Projects)**

The responsibilities and duties of the Assistant District Staff Officer (ADSO-SP) shall include:

1. Exercise staff responsibility for Special Projects, Standardization and Data Analysis as assigned by the DSO-AV.
2. Keep the DSO-AV informed of all developments in the program, making periodic written reports as required. .
3. Coordinate and cooperate with other ADSOs on the District Aviation Staff to encourage appropriate outreach
4. Maintain such records and correspondence as may be required to effectively discharge the responsibilities of office.
5. Prepare articles for publication in the District newsletter as directed.
6. Recommend appointment of Assistants needed to execute program goals. Exercise responsibility for supervision and management of appointed AV staff, including assigning tasking, requiring reports, and following up on their actions. When such staff assistance is no longer required or no longer deemed to be effective, so advise the DSO-AV.
7. Attend all meetings of the District Aviation Board and District Aviation Staff. Give the DSO-AV prior notice when such attendance is not possible.
8. Promptly communicate information as necessary other AV-ADSO's and staff.
9. Be familiar thoroughly with the contents of the various publications, standards and directives pertaining to the Auxiliary Aviation Program.
10. Establish goals and measurable objectives for your area of responsibility and prepare the necessary plans to achieve them. Maintain periodic review of achievements, compare with progress made in previous years and report status to the DSO-AV.
11. Aggressively promote and encourage the growth and value of the Aviation program.
12. Attend District Aviation planning conferences.
13. Train a back-up for your duties.
14. Perform additional duties as may be assigned.
15. Upon expiration of your term of office, or when so directed, transfer all property and records of the office to your successor.

## **Assistant District Staff Officer for Aviation (ADSO-Aviation Management)**

The responsibilities and duties of the Assistant District Staff Officer (ADSO-AVM) shall include:

1. Exercise staff responsibility for Data System Management Reporting as assigned by the DSO-AV.
2. Keep the DSO-AV informed of all developments in the program, making periodic written reports as required. .
3. Coordinate and cooperate with other AV-ADSOs on the District Aviation Staff to provide management tools on qualifications, scheduling budgeting and reporting, both up and down leadership chain.
4. Maintain such records and correspondence as may be required to effectively discharge the responsibilities of office.
5. Prepare articles for publication in the District newsletter as directed.
6. Recommend appointment of Assistants needed to execute program goals. Exercise responsibility for supervision and management of appointed AV staff, including assigning tasking, requiring reports, and following up on their actions. When such staff assistance is no longer required or no longer deemed to be effective, so advise the DSO-AV.
7. Attend all meetings of the District Aviation Board and District Aviation Staff. Give the DSO-AV prior notice when such attendance is not possible.
8. Promptly communicate information as necessary to other AV-ADSO's and staff.
9. Provide leadership and guidance to the members participating in the Auxiliary Aviation Program. Oversee the effective execution of all aspects of you AOR
10. Be familiar thoroughly with the contents of the various publications, standards and directives pertaining to the Auxiliary Aviation Program.
11. Establish goals and measurable objectives for your area of responsibility and prepare the necessary plans to achieve them. Maintain periodic review of achievements, compare with progress made in previous years and report status to the DSO-AV.
12. Aggressively promote and encourage the growth and value of the Aviation program.
13. Attend District Aviation planning conferences.
14. Coordinate with thw DSO-CM for enhancements to Aviation Management tools
15. Coordinate with other AV-ADSO's for the Improvement of to Aviation Management tools
16. Train a back-up for your duties.
17. Perform additional duties as may be assigned.
18. Upon expiration of your term of office, or when so directed, transfer all property and records of the office to your successor.

## **Assistant District Staff Officer for Aviation (ADSO-Training)**

The responsibilities and duties of the Assistant District Staff Officer (ADSO-AVT) shall include:

1. Exercise staff responsibility for Aviation related Training as assigned by the DSO-AV or designee.
2. Keep the DSO-AV informed of all developments in the program, making periodic written reports as required. .
3. Coordinate and cooperate with other AV-ADSOs on the District Aviation Staff to provide Training tools focusing on Mission Safety, Mission Effectiveness and Mission reporting.
4. Maintain such records and correspondence as may be required to effectively discharge the responsibilities of office.
5. Prepare articles for publication in the District newsletter as directed.
6. Recommend appointment of Assistants needed to execute program goals. Exercise responsibility for supervision and management of appointed AV staff, including assigning tasking, requiring reports, and following up on their actions. When such staff assistance is no longer required or no longer deemed to be effective, so advise the DSO-AV.
7. Attend all meetings of the District Aviation Board and District Aviation Staff. Give the DSO-AV prior notice when such attendance is not possible.
8. Promptly communicate information as necessary to other AV-ADSO's and staff.
9. Provide leadership and guidance to the members participating in the Auxiliary Aviation Program. Oversee the effective execution of all aspects of you AOR
10. Be familiar thoroughly with the contents of the various publications, standards and directives pertaining to the Auxiliary Aviation Program.
11. Establish goals and measurable objectives for your area of responsibility and prepare the necessary plans to achieve them. Maintain periodic review of achievements, compare with progress made in previous years and report status to the DSO-AV.
12. Aggressively promote and encourage the growth and value of the Aviation program.
13. Attend District Aviation planning conferences.
14. Coordinate with the Air Station ADSO's-AAC's to assist with the development of workshop agenda's, materials, speakers and assistance with coordination for Standardization in training modules and formats within the District
15. Train a back-up for your duties.
16. Perform additional duties as may be assigned.
17. Upon expiration of your term of office, or when so directed, transfer all property and records of the office to your successor.

## **Assistant District Staff Officer for Aviation (ADSO- Sr. Flight Examiner)**

The responsibilities and duties of the Assistant District Staff Officer (ADSO-AVFE) shall include:

1. Exercise staff responsibility for Flight Examiners, Instructor pilots and training as assigned by the DSO-AV.
2. Keep the DSO-AV informed of all developments in the program, making periodic written reports as required. .
3. Coordinate and cooperate with other AV-ADSOs on the District Aviation Staff to provide Examiners, Instructors and training focusing on Mission Safety and Mission Effectiveness.
4. Maintain such records and correspondence as may be required to effectively discharge the responsibilities of office.
5. Prepare articles for publication in the District newsletter as directed.
6. Recommend appointment of Flight Examiners and Instructors needed to execute program goals. Exercise responsibility for supervision and management of appointed AV staff, including assigning tasking, requiring reports, and following up on their actions. When such staff assistance is no longer required or no longer deemed to be effective, so advise the DSO-AV.
7. Provide Leadership in the Aviation Safety Arena thru the use of staff instructors and examiners with flight crews.
8. Attend all meetings of the District Aviation Board and District Aviation Staff. Chair the District Flight Examination Board. Give the DSO-AV prior notice when such attendance is not possible.
9. Promptly communicate information as necessary to other AV-ADSO's and staff.
10. Provide leadership and guidance to the members participating in the Auxiliary Aviation Program. Oversee the effective execution of all aspects of you AOR
11. Be familiar thoroughly with the contents of the various publications, standards and directives pertaining to the Auxiliary Aviation Program.
12. Establish goals and measurable objectives for your area of responsibility and prepare the necessary plans to achieve them. Maintain periodic review of achievements, compare with progress made in previous years and report status to the DSO-AV.
13. Aggressively promote and encourage the growth and value of the Aviation program.
14. Attend District Aviation planning conferences.
15. Coordinate with the Air Station ADSO's-AAC's to assist with coordination for Standardization within the District
16. Train a back-up for your duties.
17. Perform additional duties as may be assigned.

18. Upon expiration of your term of office, or when so directed, transfer all property and records of the office to your successor.

## **Assistant District Staff Officer for Aviation (ADSO-Sector-Liaison)**

The responsibilities and duties of the Assistant District Staff Officer -(ADSO-AVSL) shall include:

1. Exercise staff responsibility for liaison with each sector coordinator as it relates to Aviation Air Support to the sector and assist the DSO-AV with coordination for Aviation support at the District office as assigned by the DSO-AV.
2. Keep the DSO-AV informed of all developments in the program, making periodic written reports as required. .
3. Coordinate and cooperate with other ADSOs on the District Aviation Staff to encourage appropriate outreach
4. Maintain such records and correspondence as may be required to effectively discharge the responsibilities of office.
5. Prepare articles for publication in the District newsletter as directed.
6. Recommend appointment of Assistants needed to execute program goals. Exercise responsibility for supervision and management of appointed AV staff, including assigning tasking, requiring reports, and following up on their actions. When such staff assistance is no longer required or no longer deemed to be effective, so advise the DSO-AV.
7. Attend all meetings of the District Aviation Board and District Aviation Staff. Give the DSO-AV prior notice when such attendance is not possible.
8. Promptly communicate information as necessary other AV-ADSO's and staff.
9. Provide leadership and guidance to the members participating in the Auxiliary Aviation Program. Oversee the safe and effective execution of all aspects of you AOR
10. Be familiar thoroughly with the contents of the various publications, standards and directives pertaining to the Auxiliary Aviation Program.
11. Establish goals and measurable objectives for your area of responsibility and prepare the necessary plans to achieve them. Maintain periodic review of achievements, compare with progress made in previous years and report status to the DSO-AV.
12. Aggressively promote and encourage the growth and value of the Aviation program.
13. Attend District Aviation planning conferences.
14. Provide support to the District aviation standardization and training program.
15. Train a back-up for your duties.
16. Perform additional duties as may be assigned.
17. Upon expiration of your term of office, or when so directed, transfer all property and records of the office to your successor.

## **District Staff Officer - Flight Safety (DFSO)**

The responsibilities and duties of the District Flight Safety Officer (DFSO) are detailed in the Operations Policy Manual, COMDTINST 16798.3E (series) Annex 3, Section B, and shall include the following:

1. The DFSO is responsible for implementing the Aviation Safety Program within the District. They are also responsible for communicating details of the program to the divisions and flotillas with aircraft facilities.
2. The DFSO shall advise the District Commodore and DSO-AV on all aviation safety matters, and shall report directly to their District Commodore.
3. Communicating with all elements participating in the Auxiliary Aviation Program is a major function of the DFSO, including coordinating aviation program safety issues with the National Flight Safety officer (BC-OAS).
4. The DFSO shall be a current Auxiliary Aircraft Commander and, when practicable, a FAA certified flight instrument instructor (CFII). Candidates for DFSO shall show a personal dedication to flight safety and a willingness to work throughout the district on this program.

The DFSO shall:

1. Act as District Commodore's representative, auditor and advisor on all aviation safety matters. The DFSO promotes, monitors, and reports on safety matters.
2. Inform the District Commodore and DSO-AV on the status of the Auxiliary's Aviation Safety Program.
3. Assist with all mishap investigations as needed by Air Station FSO. Be available as a liaison on FAA part 91 operations and GA Aircraft.
4. Communicate any mishap reported to the DCO and the DSO-AV, Assist with mishap reporting to the Air Station FSO (mishap short form)
5. Review annually the Air Station Mishap plans with the FSO and offer recommendations for updates as they relate to Auxiliary Air Operations.
6. Review annually the Air Station Disaster plans with the FSO and offer recommendations for updates as they relate to Auxiliary Air Operations with a focus on Auxiliarists safety, and coordinate with the DSO-AV on asset availability post disaster.
7. Act as a voting member of the Flight Examining Board and the District Air Board.
8. Advise the DSO-AV on any safety trends that may require additional flight crew training or on any issue with an aviator that may require the FEB to review a pilots proficiency for specialized training.
9. Apprise the BC-OAS on all aspects of the program's status within the district, including aviation mishaps.
10. Be thoroughly familiar with the Aviation Safety Program.

11. Communicate with FAA Aviation Safety Inspectors (ASIs) and Aviation Safety Counselors (ASCs). Support FAA sponsored safety seminars by personal participation and by urging all Auxiliary aviators to participate. DFSOs are encouraged to become ASCs.
12. Distribute aviation safety literature to the widest readership possible. Submit safety articles for district newsletters and urge Auxiliary members to contribute.
13. Arrange for Auxiliary members to participate in appropriate Coast Guard and other FAA/military safety seminars and training whenever possible.
14. Communicate the latest FAA air traffic control information to Auxiliary members.
15. Encourage instrument flight qualification and maintenance of instrument currency.
16. Exchange aviation safety information in a timely manner with other agencies and organizations having similar aircraft, equipment, and missions. The DFSO shall liaison with the order-issuing air station FSO, the National Auxiliary flight safety branch chief, other Auxiliary units, and Commandant (G-OCX) as necessary to share critical safety information.
17. Emphasize the following to all Auxiliary aviators:
  - Strict pilot attention to the dangers of low speed, low altitude circling, emphasizing the effect of bank angle on stall speed.
  - The minimum altitudes as specified in current directives.
  - Importance of rest periods and requirements on alcohol consumption.
  - Care and use of emergency equipment.
  - Day, night, and instrument flight limitations.
  - FAR equipment requirements for instrument flight.
  - Value of using FAA air traffic control facilities on Auxiliary missions.
  - Importance of maintaining communications during SAR missions.
  - The purpose and importance of filing a flight plan, conducting a preflight check, and using checklists.
  - The review and analysis of Auxiliary mishaps with attention to lessons to be learned.
  - CRM principles.
  - Runway incursion hazards associated with ground operations.
  - The effects of spatial disorientation.
  - Encourage an understanding of the various classes of airspace and the requirements for operating in these areas.

18. Keep the DCO, VCO, District Executive Committee (EXCOM) and National AV Division Staff members informed of all developments in the Aviation Safety Program, making periodic written reports as required.
19. Coordinate and cooperate with other DSOs in the district to encourage appropriate outreach and training efforts, particularly any required advanced or joint training.
20. Maintain such records and correspondence as may be required to effectively discharge the responsibilities of office.
21. Prepare articles for publication in the District newsletter as directed.
22. Recommend appointment of Assistant District Flight Safety Officers needed to execute program goals. Exercise responsibility for supervision and management of appointed AV Safety staff, including assigning tasking, requiring reports, and following up on their actions. When such staff assistance is no longer required or no longer deemed to be effective, so advise the DCO via the VCO.
23. Attend all meetings of the District Board and District Staff. Give the VCO prior notice when such attendance is not possible.
24. Promptly communicate information as necessary within the District.
25. Be familiar thoroughly with the contents of the various publications, standards and directives pertaining to the Auxiliary Aviation Program.
26. Aggressively promote and encourage the growth and value of the Aviation program.
27. Maintain a close liaison with the Flight and Ground Safety Officers of the Air Stations having order issuing authority within the district.
28. Maintain close liaison with counterparts in other districts.
29. Forward to the National Flight Safety officer (BC-OAS), as well as counterparts in other districts, such methods, training aids, course material, or other educational or training tools which may have wide application or be of value to others in the Aviation Program.
30. Attend District Aviation planning conferences.
31. Train a back-up for your duties.
32. Perform additional duties as may be assigned.
33. Upon expiration of your term of office, or when so directed, transfer all property and records of the office to your successor.