

## **Duties of DFSO-AV**

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

### **General duties**

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1. As a District Flight Safety Officer, actively support and promote those portions of the District program for which you are responsible. Do everything you can to realize the District objective.
2. Policy matters are the province of the Director of Auxiliary, District Board and the District EXCOM. Significant program modifications, except as set forth in the Auxiliary Manual and other relevant Coast Guard publications, must be cleared by the Chief of Response.
3. Immediate supervisory responsibility for your office is vested in the District Staff Officer-AV. Cooperate with the DSO-AV in every way to ensure that your program is effectively administered.
4. Maintain such records as may be required to effectively discharge your responsibilities.
5. Upon expiration of your term of office, or when so directed by the DSO-AV, transfer all property and records of the office to your successor.
6. Attend all meetings asked of you by the DSO-AV. Give the DSO-AV prior notice when such attendance is not possible.
7. Be prepared to assist with any workshops, seminars and training sessions called, particularly those for the training of elected and staff officers. Attend Captains' meetings when requested.
8. Conduct whatever workshops or training programs may be necessary to ensure that District policy is followed in your program.
9. Initiate and maintain contact with your counterparts on the National Staff.
10. Prepare articles for the District publication when asked to do, to pass information of a general nature or of widespread interest down to members of the District.
11. Be alert for any reports on problems with supplies from the National Supply Center that affect your area of responsibility. Bring these matters to the attention of the DSO-AV.
12. Establish goals and objectives for your area of responsibility and prepare the necessary plans to achieve them. The objectives should be measurable and relate to the objectives established by the District. Maintain periodic review of achievements, compare with the progress made in previous years and report status to the DSO-AV.

13. As a District Flight Safety Officer, you are a direct representative of the Commodore, and as such, you are authorized to assist the various Divisions and Flotillas. As a courtesy, prior coordination of any visits to the units will be made with the applicable DCPs and FCs. If reimbursable orders are desired, they will be requested through the Chief of Response with a brief statement of justification and estimated cost.
14. Report monthly no later than the 3<sup>rd</sup> of each month, in writing, to the DSO-AV on updates on effectiveness of program, program changes, program activities and program issues. Give special emphasis to successful and deficient areas, noting praiseworthy achievements and making recommendations for improvement. Upon request from the DSO-AV, present a brief oral report at meetings of the District Board if asked to do so.
15. Copies of all correspondence from you, when appropriate, are to be provided to the DCO, VCO, DSO-AV, Chief of Response and the applicable RCO(s) (for matters concerning their particular areas).

## **Program duties**

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1. Air Station Commanding officers shall ensure the Auxiliary District Flight Safety Officer (DFSO) is part of a robust aviation safety program. The DFSO shall become familiar with and work closely with the Air Station Flight Safety Officer (FSO) in the coordination of the Auxiliary flight safety program.
  - a. This position shall report directly to the DSO-AV and shall advise their Commodore on the effectiveness of the program. The DFSO shall maintain a healthy dialogue with the DSO-AV to effect changes where change is warranted.
2. DFSOs are 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. The DFSO shall advise the District Commodore and DSO-AV on all aviation safety matters. 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).
3. The DFSO shall be a current Auxiliary AC 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.
4. The DFSO shall:
  - a. Act as District Commodore's representative and advisor on all aviation safety matters. The DFSO promotes, monitors, and reports on safety matters.
  - b. Inform the District Commodore and DSO-AV on the status of the Auxiliary's Aviation Safety Program.

- c. Apprise the BC-OAS on all aspects of the program's status within the district, including aviation mishaps.
  - d. Be thoroughly familiar with the Aviation Safety Program.
  - e. 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 can obtain the names of ASIs and ASCs from FAA flight standards or the Flight Standards District Offices (FSDOs), airport managers, fixed base operators, or FAA flight service stations. DFSOs are encouraged to become ASCs.
  - f. Distribute aviation safety literature to the widest readership possible. Submit safety articles for district newsletters and urge Auxiliarists to contribute.
  - g. Arrange for Auxiliarists to participate in appropriate Coast Guard and other FAA/military safety seminars and training whenever possible.
  - h. Communicate the latest FAA air traffic control information to Auxiliarists.
  - i. Encourage instrument flight qualification and maintenance of instrument currency.
  - j. 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.
5. Emphasize the following to all Auxiliary aviators:
- a. Strict pilot attention to the dangers of low speed, low altitude circling, emphasizing the effect of bank angle on stall speed.
  - b. The minimum altitudes as specified in current directives.
  - c. Importance of rest periods and requirements on alcohol consumption.
  - d. Care and use of emergency equipment.
  - e. Day, night, and instrument flight limitations.
  - f. FAR equipment requirements for instrument flight.
  - g. Value of using FAA air traffic control facilities on Auxiliary missions.
  - h. Importance of maintaining communications during SAR missions.

- i. The purpose and importance of filing a flight plan, conducting a preflight check, and using checklists.
  - j. The review and analysis of Auxiliary mishaps with attention to lessons to be learned.
  - k. CRM principles.
  - l. Runway incursion hazards associated with ground operations.
  - m. The effects of spatial disorientation.
  - n. Encourage an understanding of the various classes of airspace and the requirements for operating in these areas.
6. The DFSO should liaison with the order-issuing air station to ensure the cognizant Pre-Mishap Plan covers the Auxiliary. Flotillas, unit commanders, Directors, the FAA, the National Transportation Safety Board (NTSB), local law enforcement, military SAR units, and airport management where Auxiliary aircraft operate are good sources for pre-mishap plan input.
  7. The NTSB will investigate Coast Guard Auxiliary aircraft mishaps as appropriate. Commandant (G-WKS-1) may request assignment of a Coast Guard and/or an Auxiliary representative to the NTSB investigation. Additionally, Commandant (G-WKS-1) may also elect to conduct a Coast Guard Mishap Analysis Board (MAB) to independently investigate the same mishap.
  8. Investigations at this level will normally be completed by the cognizant air station FSO and Auxiliary DFSO.