



## **Job Description**

### **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 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. Apprise the BC-OAS on all aspects of the program's status within the district, including aviation mishaps.
4. Be thoroughly familiar with the Aviation Safety Program.
5. 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.
6. Distribute aviation safety literature to the widest readership possible. Submit safety articles for district newsletters and urge Auxiliary members to contribute.
7. Arrange for Auxiliary members to participate in appropriate Coast Guard and other FAA/military safety seminars and training whenever possible.
8. Communicate the latest FAA air traffic control information to Auxiliary members.
9. Encourage instrument flight qualification and maintenance of instrument currency.
10. 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.
11. Emphasize the following to all Auxiliary aviators:
  - o Strict pilot attention to the dangers of low speed, low altitude circling, emphasizing the effect of bank angle on stall speed.
  - o The minimum altitudes as specified in current directives.

- o Importance of rest periods and requirements on alcohol consumption.
  - o Care and use of emergency equipment.
  - o Day, night, and instrument flight limitations.
  - o FAR equipment requirements for instrument flight.
  - o Value of using FAA air traffic control facilities on Auxiliary missions.
  - o Importance of maintaining communications during SAR missions.
  - o The purpose and importance of filing a flight plan, conducting a preflight check, and using checklists.
  - o The review and analysis of Auxiliary mishaps with attention to lessons to be learned.
  - o CRM principles.
  - o Runway incursion hazards associated with ground operations.
  - o The effects of spatial disorientation.
  - o Encourage an understanding of the various classes of airspace and the requirements for operating in these areas.
12. Keep the DCO, COS, 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.
  13. Coordinate and cooperate with other DSOs in the district to encourage appropriate outreach and training efforts, particularly any required advanced or joint training.
  14. Maintain such records and correspondence as may be required to effectively discharge the responsibilities of office.
  15. Prepare articles for publication in the District newsletter as directed.
  16. 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.
  17. Attend all meetings of the District Board and District Staff. Give the VCO prior notice when such attendance is not possible.
  18. Promptly communicate information as necessary within the District.
  19. Be familiar thoroughly with the contents of the various publications, standards and directives pertaining to the Auxiliary Aviation Program.
  20. Aggressively promote and encourage the growth and value of the Aviation program.
  21. Maintain a close liaison with the Flight and Ground Safety Officers of the Air Stations having order issuing authority within the district.
  22. Maintain close liaison with counterparts in other districts.
  23. 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.
  24. Attend District Aviation planning conferences.
  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.