

Aviation

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.

- 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.
12. 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.
 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.

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 Auxilliary 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 Auxilliary 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. Train a back-up for your duties.
31. Perform additional duties as may be assigned.
32. Upon expiration of your term of office, or when so directed, transfer all property and records of the office to your successor.

Aids to Navigation

District Staff Officer, Aids to Navigation (DSO-AN)

The DSO-AN plays a key role in the safe and conscientious conduct of Aids to Navigation (ATON) and Chart Updating (CU) in the District. The DSO-AN is responsible for the following duties.

1. Provide program management to the District's ATON and CU programs, including Federal & Private aids to navigation, Bridge, & Chart Updating.
2. Ensure (with the District (oan), District Bridge Administrator, & DIRAUX) that the District's ATON and CU operations are being conducted safely, with good judgment. Ensure conformance to the OPS Policy Manual, Aids to Navigation Manual, Coast Guards Memorandum of Understandings & NOAA-NOS Memorandum of Agreement, Aids to Navigation and Chart updating Guide, and other National/district publications as appropriate, and reflect positively on the United States Coast Guard.
3. Establish annual operations goals and objectives (in conjunction with district, local ANT and CG units, and DIRAUX) to ensure that operational needs are met. Create an operation-working plan that outlines how the ATON & CU goals and objectives will be met. Ensure that the plan is specific and measurable.
4. In conjunction with District (oan) & DIRAUX, provide regularly scheduled review and assessment of the status of Aid Verifier qualifications, including annual currency maintenance and 5th year currency retesting.
5. Provide support, advice and counsel to the SO's-AN in the District.

6. Facilitate communication up and down the chain of command. Appraise SOs-AN of changes to operational policies and procedures in a timely manner. Follow-up with SOs-AN as needed to ensure clarity and compliance.
7. Provide regular and complete reports to the VCO and DVC-ON and present ATON and CU information and activity updates to the District Board.
8. Respond to and provide information and input from the field as requested by the national Aids to Navigation Staff.
9. Ensure that appropriate and adequate ATON and CU training is being conducted in the District. Conduct workshops as needed.
10. Establish liaison and good working relationships with the CG District (oan) and ANT units within the District. Ensure that each unit is receiving adequate operational support.
11. Other duties as requested/assigned.

Telecommunications

District Staff Officer – Communications (DSO-CM)

The DSO-CM is responsible for providing Auxiliary communications to the Coast Guard and other agencies and organizations devoted to life saving, boating safety disaster response, and the protection of environment. The DSO-CM is also responsible for the following duties:

1. Promote and facilitate development of radio communications assets within the District in support of the local Coast Guard, Federal, State, and local agencies.
2. Ensure that there is an on going training effort that is directed towards all Communications needs; Surface patrols, Air patrols, Mobile patrols, and watch standing at the Coast Guard and Auxiliary stations.
3. Establish annual communication goals with the District Bridge and DIRAUX to insure that there is total coverage of the various needs of communications for the local Coast Guard and other agencies.

4. Develop Division/District Emergency integrated communications plans for the HF and VHF spectrum.
5. Provide the necessary support to the counterpart staff officers at the Division level to insure that they are well trained and that District and National policies are followed in communications.
6. Provide complete and regular reports to the VCO regarding activity and provide updated communication reports to the District Board.
7. Respond to any requests for communication information as requested by the National Communications staff.
8. Establish liaison and good relationships with the Coast Guard units in the District.
9. Ensure all members that interface with the public such as VE/MDV and PE officers have accurate and up to date information regarding radio communications, rules, equipment, and related topics.
10. Other duties as requested/assigned.

Operations

District Staff Officer – Operations (DSO-OP)

The DSO-OP plays a key role in the safe and conscientious conduct of surface operations in the District. The DSO-OP is responsible for the following duties.

1. Provide program management to the District's surface operations program, including Safety Patrols, Regatta Patrols, search and rescue, member on-water-training and special events.
2. Ensure (with the District Bridge and DIRAUX) that the District's surface operations are being conducted safely, with good judgment and conformance to the Boat Crew Seamanship Manual, Boat Crew Training Manual and Qualification Guides, AUXMAN, Operations Policy Manual, and other national/district publications as appropriate, and reflect positively on the United States Coast Guard.

3. Establish annual operations goals and objectives (in conjunction with local CG units and DIRAUX) to ensure that operational needs are met. Create an operations working plan that outlines how the operational goals and objectives will be met. Ensure that the plan is specific and measurable.
4. In conjunction with DIRAUX, provide regularly scheduled review and assessment of the status of Boat Crew qualifications, including annual and 5th year currency maintenance, Navigation Rules retesting, and established TCT requirements.
5. Provide support, advice and counsel to the SO/FSOs-OP in the District. Facilitate timely communication up and down the chain of command. Appraise SO/FSOs-OP of changes to operational policies and procedures in a timely manner. Ensure the appropriate staff officers are familiar with Patrols Order Management System (POMS). Follow-up with SO/FSOs-OP as needed to ensure clarity and compliance.
6. Provide regular and complete reports to the District's Chief of Staff (normally the VCO), and present operational information and activity updates to the District Board.
7. Respond to and provide information and input from the field as requested by the National Operations Staff as well as providing periodic reports on Operational activities within the District.
8. Ensure that appropriate and adequate operational training is being conducted in the District. Conduct workshops as needed.
9. Establish liaison and good working relationships with the CG units within the District. Ensure that each unit is receiving adequate operational support.
10. Other duties as requested and/or assigned.