

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 DFSO 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.