

DCSSAV  
Functions and Tasks  
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Number	Item	Per Accomplish Time	Frequency	Reference
1.	<b>Provides Aviation and Safety Staff Services.</b>			
1.1	<b>Conduct Staff Coordination</b>			NGR 95-210 PARA 1-10
1.1.1	Advises TAG, Staff, and Major Commands (MACOM) on the use and limitations of fixed-wing and rotary-wing aircraft.	2.0	Weekly	
1.1.2	Advises TAG, Staff, and command on all aspects of the Functions and responsibilities of the State Aviation Office.	0.5	Weekly	
1.1.3	Attends Staff/Committee meeting representing Army aviation function	4.5	Weekly	
1.1.4	Develops and implements strategic plans and written policies relating to State aviation program	28.0	Annually	
1.1.5	Manages air traffic and airspace issues in conjunction with installations, the Federal Aviation Authority (FAA), FEMA, civil authorities, Emergency Operation Centers, et al., for the purpose of employing Army National Guard (ARNG) aviation assets	2.0	Annually	
1.1.6	Provides liaison services with all organizations concerning matters relevant to aviation support to include LEA, FEMA, civil authorities, Emergency Operations Centers, etc. for the purpose of employing ARNG aviation assets	3.0	Monthly	
1.1.7	Prepare and present Officer and Enlisted Efficiency Reports	6.0	Annually	
1.1.8	Maintain records, documents, and forms in filing system IAW MARKS	1.5	Daily	
1.1.9	Review aviation unit status report.	1.0	Quarterly	
1.1.10	Administers Internal Control Programs.	8.0	Annually	AR 11-2
1.2	<b>Manages and directs the activities State Aviation Office Work Centers.</b>			NGR 95-210 PARA 1-10
1.2.1	Supervises SOH Manager and direct activities of Safety and Occupational Health Branch	2.0	Weekly	
1.2.2	Supervises the Avn Ops Branch Chief and direct activities of Aviation Operations and Training Branch	3.0	Weekly	
1.2.3	Supervises the Avn Log Branch Chief and direct activities of Aviation Logistic Branch	3.0	Weekly	
1.3	<b>Manages Aviation Resources</b>			NGR 95-210 PARA 1-10
1.3.1	Serves as Program Manager and oversees all budget activities, to include 2G15, RAFT, SFDLR, Repair Parts, fuel, Safety, Counter Drug, and Travel funding.	4.8	Weekly	
1.3.2	Supervises subordinate Program Managers to insure proper funds accountability and control procedures.	0.3	Daily	
1.3.3	Analyzes requirement and provides program direction and supervision in the staffing of the overall aviation program to include the Traditional Soldier.	3.0	Annually	
1.3.4	Coordinates specific requirements for aviation facility construction, maintenance and repair consistent with modernization and force structure changes.	4.0	Monthly	
1.3.5	Analyzes requirements and provides staff oversight and assistance to aviation commanders in the development of the Annually flying hour program.	12.0	Annually	
1.3.6	Provides resources to aviation units consistent with TAG and MACOM priorities.	1.5	Weekly	
1.3.7	Coordinates requirements for contract services for aviation facility upkeep, maintenance, and security.	1.5	Quarterly	
1.3.8	Coordinates budget planning.	27.0	Annually	
1.3.9	Coordinates budget execution.	3.0	Monthly	
1.4	<b>Directs state aviation operations</b>			NGR 95-210 PARA 1-10

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Number	Item	Per Accomplish Time	Frequency	Reference
1.4.1	Receives, processes and approves mission requests to ensure compliance with local, State, and National regulatory guidance.	4.0	Weekly	
1.4.2	Tasks subordinate elements with planning and execution of valid missions	0.8	Weekly	
1.4.3	Monitors mission status for compliance and mission completion.	0.3	Weekly	
1.4.4	Reviews reports and AARs on mission executions and maintains records and post mission data.	0.4	Weekly	
1.4.5.	Provides program direction in the administration of a comprehensive physical security program.	4.0	Simi Annually	
1.4.6	Processes and reviews all requests for aviation service orders for flight status personnel.	0.5	Monthly	
1.4.7	Reviews and approves gate reviews for aviator personnel to ensure payroll entitlements.	2.0	Monthly	
1.4.8	Coordinated aviation facility leased property issues with Facility Management Office (FMO)	1.0	Simi Annually	
1.4.9	Approves and establishes remote helipad sites and landing areas. Ensures required safety surveys are conducted and that sites are properly maintained and operated.	0.2	Weekly	
1.4.10	Develops Flying Hour program	3.0	Annually	
1.4.11	Provides oversight for ATP execution.	2.0	Monthly	
1.4.12	Coordinates requirements for Aviation School quotas.	3.0	Quarterly	
1.4.13	Approve flying status crewmember position designation orders.	1.0	Monthly	
1.5	<b>Oversees State aviation training program.</b>			NGR 95-210 PARA 1-10
1.5.1	Approves and distributes aviation school allocations and priorities.	1.5	Quarterly	
1.5.2	Resources and coordinates local specialized aviation training schools as required	6.0	Annually	
1.5.3	Oversees the Aircrew Training Program (ATP) to include RAID and CDAOPS.	1.0	Monthly	
1.5.4	Provides guidance on aviation training to major and subordinate unit commanders.	1.0	Quarterly	
1.5.5	Approves and processes request for individual and Unit waivers.	0.5	Monthly	
1.5.6	Reviews consolidated Individual Flight Record reports. (single facility states)	2.0	Monthly	
1.5.7	Manages state AFTP program.	0.6	Monthly	
1.5.8	Provides oversight and reviews execution of aviation simulation training for aircrew members.	1.5	Quarterly	
1.5.9	Analyzes requirements and provides resources to ensure individual aircrew readiness goals are met.	2.5	Quarterly	
1.6	<b>Standardizes Aviation Program.</b>			NGR 95-210 PARA 1-10
1.6.1	Serves as chairperson for State Standardization Committee.	4.0	Simi Annually	
1.6.2	Provides staff oversight for Standardization issues.	1.0	Monthly	
1.6.3	Standardizes operations, training and maintenance actions throughout the State.	1.0	Monthly	
1.6.4	Conducts Flying Evaluation Board.	12.0	as required	
1.6.5	Insures that message files for regulatory guidance from NGB and DA are maintained.	1.5	Daily	
1.7	<b>Assists Mobilization of Aviation elements.</b>			NGR 95-210 PARA 1-10
1.7.1	Provides oversight and guidance for development of the organization of Aviation Task Force elements.	18.0	Annually	
1.7.2	Provide support to FTX, CTC and JRTC exercises.	10.0	Annually	

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1.7.3	Coordinate aviation specific requirements associated with aviation unit deployments and redeployments aircrew training, funds transfer, etc.	30.0	Annually	
1.8	<b>Implements aviation safety unique programs.</b>			NGR 95-210 PARA 1-10
1.8.1	Publishes written guidance and policies on the State ARNG Aviation Safety and Accident Prevention Program.	8.0	Annually	
1.8.2	Provides training resources for Aviation Safety Officers.	2.0	Quarterly	
1.8.3	Provides guidance to aviation unit commanders in developing safety programs and integrating unit risk management procedures.	1.0	Quarterly	
1.8.4	Initiates prompt investigation of all A, B and C aviation accidents.	2.0	5 Yr Avg	
1.8.5	Establishes standing state accident investigation board.	1.5	Annually	
1.8.6	Ensures prompt completion and processing of AAARs in accordance with AR 385-95.	1.5	Annually	
1.8.7	Oversees aviation safety awards program for individuals and units.	1.5	Annually	
1.8.8	Establish and maintain Aviation Safety Standown and Required Briefing.	30.0	Annually	
1.9	<b>Provides oversight for Aviation Logistical Operations</b>			NGR 95-210 PARA 1-10
1.9.1	Coordinates requirements for fielding of new equipment to include aircraft, test equipment and support systems.	9.0	Annually	
1.9.2	Coordinates aircraft transfers into the State and reallocation within the State.	2.0	Quarterly	
1.9.3	Coordinates contract maintenance team for aircraft maintenance and modification.	3.0	Annually	
1.9.4	Maintains AASF manpower and workload capabilities.	2.0	Simi Annually	
1.9.5	Reviews high cost, high priority maintenance requirements.	0.5	Quarterly	
1.9.6	Coordinates aircraft configuration control to include the installation of mission equipment and MWO applications.	3.0	Simi Annually	
1.9.7	Review DA Form 1352. (Maint Man Hours)	1.0	Monthly	
1.10	<b>Manages Aviation Medicine Program.</b>			NGR 95-210 PARA 1-10
1.10.1	Provide oversight and resources for Aviation Life Support Equipment Program.	1.0	Quarterly	
1.10.2	Coordinates with OTSS and provide oversight for Flight Duty Medical Evaluation process.	1.0	Monthly	
1.10.3	Provides oversight and staff guidance for aviation health issues and medical waivers with the flight surgeon (SAMO) and Ft. Rucker.	2.0	Simi Annually	
1.11	<b>Supervises Aviation Activities.</b>			NGR 95-210 PARA 1-10
1.11.1	Provides general oversight and supervision over Army Aviation Support Activities.	1.0	Daily	
1.11.2	Provides general oversight and supervision over Operational Support Airlift Detachments (OSA).	1.5	Weekly	
1.11.3	Provides general oversight and supervision over Counterdrug Aviation Detachment (RAID-CD).[specific states]	6.0	Monthly	
1.11.4	Supervise and coordinate aviation elements when committed to the support of state active duty / emergencies.	20.0	Per event (AVG 5/yr)	
1.12	<b>Analyzes requirement for aviation automation and Information.</b>			NGR 95-210 PARA 1-10
1.12.1	Provides guidance and oversight for implementation of ULLS-A changes	3.0	Simi Annually	
1.12.2	Provides oversight for ALARM consolidation and reporting	0.5	Monthly	
1.12.3	Provides input and approval for ATRRS reservations for aviation related training	1.5	Monthly	

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1.12.4	Provides oversight for utilization of JALIS by F/W Detachment	2.0	Simi Annually	
1.12.5	Provides advise to DCSC4 on implementation of RCAS upgrades and service packs within the aviation force structure.	1.5	Quarterly	
1.12.6	Provides guidance for the procurement of hardware and software to support aviation unique applications. (ie. ASE/EW, DUAT, WSI, etc.)	4.0	Simi Annually	
1.13	<b>Administers State Aviation counterdrug operation.</b>			NGR 95-210 PARA 1-10
1.13.1	Reviews CNOPS mission Request.	0.9	Weekly	
1.13.2	Reviews and processes consolidated counterdrug operation after-action-report.	0.5	Monthly	
1.13.3	Develops counterdrug resource requirements.	1.0	Quarterly	
1.13.4	Monitors counterdrug training program.	1.0	Quarterly	
1.14	<b>Conducts Travel.</b>			NGR 95-210 PARA 1-10
1.14.1	Attends periodic regional and national level aviation related conference and meetings.	27.0	Quarterly	
1.14.2	Conducts staff visits with NGB-AVS staff and other NGB staff sections.	18.0	Quarterly	
1.14.3	Visits aviation elements within state providing staff assistance (State Organizational Inspection Program, AR 710-2).	8.0	Quarterly	<b>Provides Aviation and Safety Staff Services.</b>
2.	<b>Manage Aviation Logistics</b>			<b>Conduct Staff Coordination</b>
2.1	<b>Serve as Sub Program Manager for Aviation Budget Activity Groups</b>			Advises TAG, Staff, and Major Commands (MACOM) on the use and limitations of fixed-wing and rotary-wing aircraft.
2.1.1	Manage execution of Aviation SFDLR accounts	0.50	Weekly	Advises TAG, Staff, and command on all aspects of the Functions and responsibilities of the State Aviation Office.
2.1.2	Manage execution of Aviation Class IX accounts	4.00	Weekly	Attends Staff/Committee meeting representing Army aviation function
2.1.2.1	Adjust Class IX MIPRs with supporting AVCRAD	2.00	Quarterly	Develops and implements strategic plans and written policies relating to State aviation program
2.1.3	Manage execution of Aviation Class III accounts	1.00	Weekly	Manages air traffic and airspace issues in conjunction with installations, the Federal Aviation Authority (FAA), FEMA, civil authorities, Emergency Operation Centers, et al., for the purpose of employing Army National Guard (ARNG) aviation assets

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Number	Item	Per Accomplish Time	Frequency	Reference
2.1.3.1	Coordinate requisition and usage of credit cards (Into-Plane and AVCARD)	2.00	Monthly	Provides liaison services with all organizations concerning matters relevant to aviation support to include LEA, FEMA, civil authorities, Emergency Operations Centers, etc. for the purpose of employing ARNG aviation assets
2.1.3.2	Process bulk fuel requests	1.00	Monthly	Prepare and present Officer and Enlisted Efficiency Reports
2.1.3.3	Process bulk fuel request MIPRs to out-of-state training sites	5.00	Annual	Maintain records, documents, and forms in filing system IAW MARKS
2.1.4	Manage the execution of IMPAC card programs in support of Aviation Logistics operations	3.00	Monthly	Review aviation unit status report.
2.2	<b>Review and analyze aircraft readiness data and reports</b>			Administers Internal Control Programs.
2.2.1	Verify accuracy of commanders' readiness comments on USRs.	1.00	Monthly	<b>Manages and directs the activities State Aviation Office Work Centers.</b>
2.2.2	Review aircraft readiness reports for supply or maintenance trends that require corrective action.	1.00	Monthly	Supervises SOH Manager and direct activities of Safety and Occupational Health Branch
2.3	<b>Coordinate implementation of new Aviation equipment fieldings/changes</b>			Supervises the Avn Ops Branch Chief and direct activities of Aviation Operations and Training Branch
2.3.1	Verify and Validate technical manuals, training devices and contractor-furnished training material pertaining to new aviation fieldings.	12.00	Annually	Supervises the Avn Log Branch Chief and direct activities of Aviation Logistic Branch
2.4	<b>Coordinate aircraft movements to/from the State and reallocation within the State.</b>			<b>Manages Aviation Resources</b>
2.4.1	Allocate ferry flight funding and publish orders	3.00	Quarterly	Serves as Program Manager and oversees all budget activities, to include 2G15, RAFT, SFDLR, Repair Parts, fuel, Safety, Counter Drug, and Travel funding.
2.4.2	Direct the appropriate property accountability actions.	3.00	Quarterly	Supervises subordinate Program Managers to insure proper funds accountability and control procedures.

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2.4.3	Coordinate changes to 1352 reports with NGB.	1.00	Monthly	Analyzes requirement and provides program direction and supervision in the staffing of the overall aviation program to include the Traditional Soldier.
2.5	<b>Ensure compliance with AMCOM/MACOM mandatory messages (Safety of Flight, Aviation Safety Action Messages, Safety of Use Messages, etc.)</b>			Coordinates specific requirements for aviation facility construction, maintenance and repair consistent with modernization and force structure changes.
2.5.1	Ensure receipt of messages at subordinate unit level	1.00	Weekly	Analyzes requirements and provides staff oversight and assistance to aviation commanders in the development of the Annually flying hour program.
2.5.2	Ensure timely compliance with reporting requirements	1.00	Weekly	Provides resources to aviation units consistent with TAG and MACOM priorities.
2.5.3	Maintain master file of Aviation messages.	0.50	Weekly	Coordinates requirements for contract services for aviation facility upkeep, maintenance, and security.
2.6	<b>Plan and Coordinate the employment of aviation maintenance and logistics assets.</b>			Coordinates budget planning.
2.6.1	Coordinate contract maintenance support for aircraft maintenance and modification.	1.00	Monthly	Coordinates budget execution.
2.6.2	Coordinate OLR team support	1.00	Monthly	<b>Directs state aviation operations</b>
2.6.3	Coordinate MWO Contact teams	1.00	Monthly	Receives, processes and approves mission requests to ensure compliance with local, State, and National regulatory guidance.
2.6.4	Review and Process Air Worthiness Releases (AWR).	1.00	Monthly	Tasks subordinate elements with planning and execution of valid missions
2.6.5	Monitor action plans developed to correct inspection deficiencies to ensure corrective action is implemented.	5.00	Monthly	Monitors mission status for compliance and mission completion.
2.7	<b>Manage Aviation Supply Operations</b>			Reviews reports and AARs on mission executions and maintains records and post mission data.

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2.7.1	Review and Approve Logistics SOPs	8.00	Semi-Annually	Provides program direction in the administration of a comprehensive physical security program.
2.7.2	Perform Command Supply Discipline Program (CSDP) evaluations.	16.00	Annual	Processes and reviews all requests for aviation service orders for flight status personnel.
2.7.3	Ensure compliance with Explosives Storage requirements.	2.00	Annually	Reviews and approves gate reviews for aviator personnel to ensure payroll entitlements.
2.7.4	Maintain Hand Receipts	2.00	Semi-Annually	Coordinated aviation facility leased property issues with Facility Management Office (FMO)
2.7.5	Participate in State ASL Review Boards	1.00	Semi-Annually	Approves and establishes remote helipad sites and landing areas. Ensures required safety surveys are conducted and that sites are properly maintained and operated.
2.7.6	Certify monthly fuel invoices for payment	1.00	Monthly	Develops Flying Hour program
2.7.7	Review and Manage Aviation Authorization documents.	8.00	Annually	Provides oversight for ATP execution.
2.7.8	Conduct inspections and provide technical assistance to aviation storage activities.	3.00	Quarterly	Coordinates requirements for Aviation School quotas.
2.7.9	Analyze operations statistical data and reports to ascertain functional trends, conformance to standards and directives, and efficiency of operations.	1.00	Monthly	Approve flying status crewmember position designation orders.
2.7.10	Assist in the preparation of Quality Deficiency Reports (QDR), DA Form 2028s, ROS, etc.	2.00	Quarterly	<b>Oversees State aviation training program.</b>
2.7.11	Establish policy for Aviation Central Issue Facility (CIF) Operations.	2.00	Semi-Annually	Approves and distributes aviation school allocations and priorities.
2.7.12	Provide technical assistance to subordinate Supply personnel	2.00	Monthly	Resources and coordinates local specialized aviation training schools as required
2.8	<b>Perform Information Management Operations</b>			Oversees the Aircrew Training Program (ATP) to include RAID and CDAOPS.
2.8.1	Coordinate ULLS-A Interoperability	2.00	Quarterly	Provides guidance on aviation training to major and subordinate unit commanders.
2.8.2	Manage Aviation Logistics Readiness Model (ALRM) Functions	3.00	Monthly	Approves and processes request for individual and Unit waivers.

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2.8.3	Coordinate RCAS requirements with RCAS manager.	2.00	Monthly	Reviews consolidated Individual Flight Record reports. (single facility states)
2.8.4	Assist subordinate aviation units in the management of their publications accounts.	2.00	Quarterly	Manages state AFTP program.
2.9	<b>Manage Aviation Maintenance Standardization Program</b>			Provides oversight and reviews execution of aviation simulation training for aircrew members.
2.9.1	Perform Maint Test Flight Evaluator duties			Analyzes requirements and provides resources to ensure individual aircrew readiness goals are met.
2.9.1.1	Perform Maintenance test flight evaluation	8.00	Annually	<b>Standardizes Aviation Program.</b>
2.9.1.2	Administer Maintenance Training Program	8.00	Monthly	Serves as chairperson for State Standardization Committee.
2.9.1.3	Perform No Notice evaluations	8.00	Annually	Provides staff oversight for Standardization issues.
2.9.2	Review and Approve Quality Control SOPs	1.00	Semi-Annually	Standardizes operations, training and maintenance actions throughout the State.
2.9.3	Review and Approve Internal and External Maintenance SOPs	1.00	Semi-Annually	Conducts Flying Evaluation Board.
2.9.4	Recommend and Establish plans, policies and procedures for aircraft maintenance operations.	2.00	Quarterly	Insures that message files for regulatory guidance from NGB and DA are maintained.
2.9.5	Plan and Coordinate employment of aviation maintenance and logistics assets.	2.00	Quarterly	<b>Assists Mobilization of Aviation elements.</b>
2.9.6	Evaluate and Prepare reports pertaining to aircraft maintenance, component repair, and related activities.	2.00	Quarterly	Provides oversight and guidance for development of the organization of Aviation Task Force elements.
2.9.7	Plan/Review the layout of aircraft maintenance areas, component repair shops, and facilities.	2.00	Annually	Provide support to FTX, CTC and JRTC exercises.
2.9.8	Supervise the development of maintenance training programs.	2.00	Monthly	Coordinate aviation specific requirements associated with aviation unit deployments and redeployments aircrew training, funds transfer, etc.
2.9.9	Interpret regulations, technical manuals, and orders pertaining to maintenance of Army aircraft for the organization.	2.00	Monthly	<b>Implements aviation safety unique programs.</b>
2.9.10	Participate in various boards, committees and councils.	16.00	Quarterly	Publishes written guidance and policies on the State ARNG Aviation Safety and Accident Prevention Program.



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2.10	<b>Manage Aviation Environmental Program</b>			Provides training resources for Aviation Safety Officers.
2.10.1	Review Aviation Facility environmental programs.	2.00	Monthly	Provides guidance to aviation unit commanders in developing safety programs and integrating unit risk management procedures.
2.10.2	Monitor Aviation Facility environmental programs.	2.00	Monthly	Initiates prompt investigation of all A, B and C aviation accidents.
<b>3.0</b>	<b>Manage Safety, Occupational Health and Industrial Hygiene</b>			Establishes standing state accident investigation board.
<b>3.1</b>	<b>Program Management</b>			Ensures prompt completion and processing of AAARs in accordance with AR 385-95.
3.1.1	Directs, Manages the State SOH Pgm	2.00	Weekly	Oversees aviation safety awards program for individuals and units.
3.1.2	Develops and Implements Plans/Policy for compliance with regulations and directives	6.00	Weekly	Establish and maintain Aviation Safety Standown and Required Briefing.
3.1.3	Manages Aviation Safety Program	4.00	Monthly	<b>Provides oversight for Aviation Logistical Operations</b>
3.1.4	Manages Ground Safety Program	4.00	Monthly	Coordinates requirements for fielding of new equipment to include aircraft, test equipment and support systems.
3.1.5	Manages Occupational Health Program	4.00	Monthly	Coordinates aircraft transfers into the State and reallocation within the State.
3.1.5.1	Manages Medical Surveillance Program	30.00	Monthly	Coordinates contract maintenance team for aircraft maintenance and modification.
3.1.5.2	Manages Reproductive Health Surveillance Program	1.00	Monthly	Maintains AASF manpower and workload capabilities.
3.1.5.3	Manages Epidemiology Program	6.00	Monthly	Reviews high cost, high priority maintenance requirements.
3.1.5.4	Manages Hearing Conservation Program	160.00	Annually	Coordinates aircraft configuration control to include the installation of mission equipment and MWO applications.
3.1.5.5	Manages Vision Conservation Program	12.00	Monthly	Review DA Form 1352. (Maint Man Hours)
3.1.5.6	Manages Case Management for OWCP and Personal Health Issues	4.00	Monthly	<b>Manages Aviation Medicine Program.</b>

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3.1.5.7	Manages Wellness Program for FTS Employees	1.00	Monthly	Provide oversight and resources for Aviation Life Support Equipment Program.
3.1.5.8	Manages OH Medical Record Keeping	2.00	Weekly	Coordinates with OTSS and provide oversight for Flight Duty Medical Evaluation process.
3.1.5.9	Manages Bloodborne Pathogens Pgm for FTS Personnel	8.00	Annually	Provides oversight and staff guidance for aviation health issues and medical waivers with the flight surgeon (SAMO) and Ft. Rucker.
3.1.5.10	Monitor and coordinate w/HRO Illness/Absence Cases	8.00	Monthly	<b>Supervises Aviation Activities.</b>
3.1.6	Manages Industrial Hygiene Program	4.00	Monthly	Provides general oversight and supervision over Army Aviation Support Activities.
3.1.6.1	Conducts workplace IH surveys/exposure sampling	20.00	Weekly	Provides general oversight and supervision over Operational Support Airlift Detachments (OSA).
3.1.6.2	Initiate/Investigate Indoor Air Quality Issues	8.00	Annually	Provides general oversight and supervision over Counterdrug Aviation Detachment (RAID-CD). [specific states]
3.1.6.3	Coordinate IH with Regional Industrial Hygiene	2.00	Weekly	Supervise and coordinate aviation elements when committed to the support of state active duty / emergencies.
3.1.7	Manages SOH Budget and Resources	160.00	Annually	<b>Analyzes requirement for aviation automation and Information.</b>
3.1.8	Manages Ionizing and Non-ionizing Radiation	150.00	Annually	Provides guidance and oversight for implementation of ULLS-A changes
3.1.9	Maintains liaison with internal and external agencies	1.00	Weekly	Provides oversight for ALARM consolidation and reporting
3.1.10	Manages Workcenter Activities and Personnel	4.00	Weekly	Provides input and approval for ATRRS reservations for aviation related training
3.1.11	Manage Airborne Safety Program	0.50	Weekly	Provides oversight for utilization of JALIS by F/W Detachment
3.1.12	Monitor Compliance with RM procedures	2.00	Weekly	Provides advise to DCSC4 on implementation of RCAS upgrades and service packs within the aviation force structure.

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<b>3.2</b>	<b>Manage Safety and Occupational Health Training</b>			Provides guidance for the procurement of hardware and software to support aviation unique applications. (ie. ASE/EW, DUAT, WSI, etc.)
3.2.1	Assess, Plan and Participate SOH training for SOH staff	300.00	Annually	<b>Administers State Aviation counterdrug operation.</b>
3.2.2	Assess, Plan and Provide SOH training for FTS staff	15.00	Weekly	Reviews CNOPS mission Request.
3.2.3	Assess, Plan and Provide SOH training for traditional soldiers	100.00	Annually	Reviews and processes consolidated counterdrug operation after-action-report.
3.2.4	Develop and provide risk management training package	12.00	Semi-Weekly	Develops counterdrug resource requirements.
3.2.5	Conduct Safety Standdowns	40.00	Annually	Monitors counterdrug training program.
<b>3.3</b>	<b>OSHA Compliance</b>			<b>Conducts Travel.</b>
3.3.1	Plan and conduct SOH inspections/surveys/evaluations/assistance visits	8.00	Annually	Attends periodic regional and national level aviation related conference and meetings.
3.3.2	Manages hazard abatement program (hazlog/RAC)	0.25	Bi-weekly	Conducts staff visits with NGB-AVS staff and other NGB staff sections.
3.3.2.1	Investigates employee complaints	1.00	Quarterly	Visits aviation elements within state providing staff assistance (State Organizational Inspection Program, AR 710-2).
3.3.2.2	Conducts evaluation of hazard abatement activities	1.00	Monthly	
3.3.3	Consultation/technical advice with supervisors/employees	1.00	Weekly	
3.3.4	Conducts design review for MILCON	1.00	Monthly	
3.3.4.1	Reviews Range Construction Plans and waivers	6.00	Annually	
3.3.5	Monitors SOH aspects of MILCON	1.00	Monthly	
3.3.6	Develop and implement emergency action plans	1.00	Weekly	
3.3.7	Conducts ASAAPS	40.00	Annually	
3.3.8	Implements HAZCOM Program	40.00	Annually	
3.3.9	Implements Ergonomics Program	40.00	Annually	
3.3.10	Implements Confined Space Program	40.00	Annually	
3.3.11	Implements PPE Program w/job hazard analysis	40.00	Annually	
3.3.12	Implements Respiratory Protection Program	40.00	Annually	
3.3.13	Coordinates Asbestos Employee Training Program	1.00	Annually	
<b>3.4</b>	<b>Injury/Illness Prevention and Damage Control</b>			PL 91-596, EO 12196, 29 CFR 1960, 29 CFR 1910, DODI 6055.1, DODI 6055.5, AR 385-10, AR 385-95, AR 40-5, AR 702-12, NGR 385-10, AR 600-55, AR 385-55, AR 11-34, AR 11-9, AR 40-63, AR 385-63, AR 385-64, AR 385-40, NGR 385-5, AR 674-72

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Number	Item	Per Accomplish Time	Frequency	Reference
3.4.1	Develop countermeasures and corrective actions	1.00	Daily	
3.4.2	Managing accident investigation, reporting, and record keeping rqmts	4.00	Weekly	
3.4.2.1	Maintain and analyze accident statistics	4.00	Weekly	
3.4.2.2	Provide technical assistance during accident investigations	2.00	Weekly	
3.4.2.3	Coordinate comprehensive investigation of serious accidents	240.00	5 yr Avg	
3.4.2.4	Collect, review and submit accident reports to NGB, USASC, DA, DOL	4.00	Weekly	
3.4.2.5	Brief senior leadership on accident trends and system defects	1.00	Monthly	
3.4.3	Coordinate and assist DOD Explosive Safety Board	10.00	Annually	
3.4.4	Coordinate implementation of Defensive Driving Training (AMV/ACV/POV)	30.00	Annually	
3.4.5	Manage SOH Awards Program	1.00	Weekly	
3.4.6	Manage SOH functions w/ NG support of civilian activities (demos, exhibits, exercises or contingencies)	4.00	Quarterly	
3.4.7	Manage SOH functions during military support to civil authorities (MSCA), Disaster Relief	4.00	Quarterly	
3.4.8	Review requests for Environmental Differential Pay	8.00	Annually	
3.4.9	Review and coordinate EIRs, QDRs and SOUMs	2.00	Weekly	
3.4.10	Review fire protection/fire prevention plans	1.00	Weekly	
<b>3.5</b>	<b>Tactical Force Protection/SOH Program</b>			AR 385-10, AR 385-95, AR 702-12, NGR 385-10, AR 600-55, AR 385-55, AR 11-34, AR 11-9, AR 40-63, AR 385-63, AR 385-64, AR 385-40, NGR 385-5
3.5.1	Manage and coordinate Range Certification and Waivers	32.00	Annually	
3.5.2	Manage and coordinate Explosive Safety Program	24.00	Annually	
3.5.3	Develop and disseminate Tactical safety regulations and guidance	40.00	Annually	
3.5.4	Provide technical advice on Convoy Safety	80.00	Annually	
3.5.5	Conduct SOH visits during Annual Training-FTXs	100.00	Annually	
3.5.6	Coordinate SOH training for military deployment	80.00	Annually	
<b>3.6</b>	<b>Information Processing and Dissemination</b>			PL 91-596, EO 12196, 29 CFR 1960, 29 CFR 1910, DODI 6055.1, DODI 6055.5, AR 385-10, AR 385-95, AR 40-5, AR 702-12, NGR 385-10, AR 600-55, AR 385-55, AR 11-34, AR 11-9, AR 40-63, AR 385-63, AR 385-64, AR 385-40, NGR 385-5, DA PAM 40-501
3.6.1	Serve as technical rep to SOH Councils/Committees	24.00	Quarterly	
3.6.2	Plans and conducts SOH demos, lectures and meetings	20.00	Quarterly	
3.6.2.1	Participates in VTCs	1.00	Semi Annually	
3.6.3	Develop, monitor and prepare SOH standards, regulations	40.00	Annually	
3.6.4	Produce SOH bulletins/articles, guides, messages, checklists	80.00	Annually	
3.6.5	Maintain SOH library: regs/pubs/videos/CDs	0.50	Weekly	
3.6.6	Provide family safety information to family support groups	0.50	Quarterly	

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Number	Item	Per Accomplish Time	Frequency	Reference
3.6.7	Review, research and investigate SOH suggestions	1.00	Monthly	
3.6.8	Review, research draft regulations, directives, guidance	1.00	Daily	
3.6.9	Conduct/participate in special studies/projects	80.00	Annually	
3.6.10	Procure and distribute SOH promotional and educational material	0.25	Weekly	
3.6.11	Input and maintenance of automation databases (RCAS) (SOH/OHM) DOHRS (EAR3A), HHIM, OHMIS	4.00	Weekly	
3.6.12	Provide Health Education and Counseling	0.50	Daily	
<b>3.7</b>	<b>Technical Consultation and Guidance</b>			PL 91-596, EO 12196, 29 CFR 1960, 29 CFR 1910, DODI 6055.1, DODI 6055.5, AR 385-10, AR 385-95, AR 40-5, AR 702-12, NGR 385-10, AR 600-55, AR 385-55, AR 11-34, AR 11-9, AR 40-63, AR 385-63, AR 385-64, AR 385-40, NGR 385-5, DA PAM 40-501
3.7.1	Provide subject matter expertise to FECA, EQCC (Environmental Control), EDP/HDP, ECAS, Counterterrorism, accident investigation boards	4.00	Quarterly	
3.7.2	Provide guidance for Immunization Related Issues for FTS Personnel	8.00	Annually	
3.7.3	Technical consultant to collective bargaining process and worker grievances	16.00	Annually	
<b>3.8</b>	<b>Industrial Hygiene Monitoring of Workplace</b>			29CFR Part 1910
3.8.1	Industrial Hygiene Monitoring of Workplace: (29 CFR Part 1910, Industrial Hygiene Implementation Plan or request of Regional Industrial Hygienist).	1.50	Annually	
3.8.1.1	Reviews Copy of Last Industrial Hygiene Report for findings in shop/office to be monitored	1.00	Annually	
3.8.1.2	Reviews Industrial Hygiene Implementation Plan for Work center and Type of Sampling to be conducted	1.00	Annually	
3.8.1.3	Makes appointment with shop/office supervisor/manager for sampling workplace.	0.50	Annually	
3.8.1.4	Travels to facility to conduct workplace monitoring.	1.00	Annually	
3.8.2	Conducts Workplace Sampling:			
3.8.2.1	Conducts air sampling: pre-calibration of sampling device, collect sample, post calibration, enters information on appropriate laboratory request form.	4.00	Annually	
3.8.2.1.1	Conducts Personal air sampling: Places device on worker, monitors worker, and documents tasks.	2.00	Annually	
3.8.2.1.2	Conducts General Area Sampling: Places sampling device in area, monitors device.	3.00	Annually	
3.8.2.2	Conducts Noise Sampling. Checks sampling device for calibrate date, Conducts pre and post calibration on device, collects data.	2.00	Annually	
3.8.2.2.1	Conducts personal noise dosimetry. Places device on employee, monitors worker, documents worker tasks, enters results on appropriate form.	3.00	Annually	
3.8.2.2.2	Conducts general area sound level measurements. Using a Type II sound level meter, measures sound level, documents on appropriate form, measured level, type of equipment and Serial Number.	4.00	Annually	

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Number	Item	Per Accomplish Time	Frequency	Reference
3.8.2.3	Conducts Bulk Sampling. Collects bulk sample, records sample on, appropriate form, and packages sample for shipment to laboratory.	4.00	Annually	
3.8.2.4	Conducts wipe sampling. Collects wipe sample, records sample on appropriate form, and packages sample for shipment to laboratory.	3.00	Annually	
3.8.3	Processes Samples for Laboratory			
3.8.3.1	Completes Laboratory request. Enters information on appropriate laboratory form, reviews request for accuracy on information entered.	1.25	Annually	
3.8.3.1.1	Ships samples to laboratory: Package samples for shipment, ensure laboratory request with accompanying sampling media is sent to the appropriate laboratory for analysis.	1.25	Annually	
3.8.4	Health Hazard Information Module:			
3.8.4.1	Enters Health Hazard Information into system. Enters workplace data, Equipment Calibration data and Sampling results.	3.00	Annually	
3.8.4.1.2	Transmits Health Hazard Information. On a Monthly basis transmits all Health Hazard Information to Regional Industrial Hygiene Office.	0.50	Monthly	
3.8.5	Maintains Industrial Hygiene Equipment			
3.8.5.1	Process IH equipment for calibration. Prepares instrument for calibration, packages instrument for shipment, ships instrument to proper calibration facility.	1.00	Annually	
3.8.5.2	Prepares equipment for use. Performs user level maintenance on IH equipment	1.00	Annually	
3.8.5.3	Checks equipment for software revision. Contacts Regional Industrial Hygiene office for information on current software revisions.	1.00	Annually	
3.8.5.4	Process IH equipment for shipment. Cleans, inspects, packages and ships Industrial Hygiene equipment back to the Regional Industrial Hygiene Office.	1.00	Annually	
3.8.6	Field Inquires:			
3.8.6.1	Field Inquires: Researches appropriate references, Regional Industrial Hygienist, and answers questions from the field and/or headquarters.	3.00	Annually	
<b>3.9</b>	<b>Manage Aviation Safety Program</b>			<b>NG CIR 385-95, para. 1-6f(1), 2-6</b>
3.9.1	Mission Protection			NG CIR 385-95, para 2-6a
3.9.1.1	Advise and assist in developing the Adjutant General's (commander's) training assessment based upon safety assessment of functional areas using diagnostic tools and programs administered or monitored by the ASO.	5.00	Weekly	AR 385-95, para 1-6d(4)
3.9.1.2	Assist the Adjutant General, commanders and staffs in assessing the risk management effectiveness and safety performance after operations by assisting these personnel in determining if the performance met the applicable commander's guidance (goals, objectives, and priorities).	5.00	Weekly	AR 385-95, para 1-6d(5)(b)
3.9.1.3	Administer or monitor safety-related programs, including reviewing aircraft accident reports and helping to implement corrective measures.	7.00	Weekly	AR 385-95, para. 1-6d(6)(d)
3.9.1.4	Administer or monitor safety-related programs, including ensuring air traffic control (ATC) communication equipment, navigational aids, and all other electronic aids to aircraft operations are inspected frequently and regularly.	4.00	Monthly	AR 385-95, para. 1-6d(6)(f)

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Number	Item	Per Accomplish Time	Frequency	Reference
3.9.1.5	Budget for resources necessary to conduct safety activities.	4.00	Monthly	AR 385-10, para. 5-2d
3.9.1.6	Assist subordinate commanders and supervisors in determining the numbers and qualifications of personnel necessary to ensure an effective safety program.	4.00	Monthly	AR 385-10, para. 5-2f
3.9.1.7	Ensure adequate safe practices and safety physical standards are incorporated into operating procedures, manuals, directives, and other instructions.	10.00	Weekly	AR 385-10, para. 5-2l
3.9.1.8	Investigate and analyze field exercise accidents and other special emphasis areas to determine cause factors and provide appropriate prevention measures.	7.00	Weekly	AR 385-10, para. 5-2r
3.9.1.9	Participate in the planning, conduct, and debrief of exercises. Participate in related activities to include in-process reviews. Ensure the incorporation of safety principles into all field training operations orders.	5.00	Weekly	AR 385-10, para. 5-2s
3.9.1.10	Establish and maintain liaison with other military services, Federal and civilian agencies, and, where appropriate, host nations, to ensure cooperation on matters of mutual concern.	7.00	Monthly	AR 385-10, para. 5-2t
3.9.1.11	Supervise and direct specific aviation safety training, as required.	20.00	Monthly	NG CIR 385-95, para. 1-6i(5)
3.9.2	Damage Control			NG CIR 385-95, para. 2-6b
3.9.2.1	Monitor the ability of each organizational function to protect the force against aviation accidents.	10.00	Weekly	AR 385-95, para. 1-6d(2)
3.9.2.2	Administer or monitor safety-related programs, including rehearsing, reviewing, and documenting the adequacy of the pre-accident plan. This must be a systematic review to be conducted at least quarterly. The degree of response by elements in the pre-accident plan may be varied; however, an exercise requiring all elements to physically respond must be conducted at least annually.	10.00	Quarterly	AR 385-95, para. 1-6d(6)(e)
3.9.2.3	Administer or monitor safety-related programs, including inspecting semiannually the physical condition of airfields, heliports, helipads, and tactical landing sites for hazards; when deficiencies are noted, recommending abatements and ensuring all known hazards are publicized.	80.00	Semi Annually	AR 385-95, para. 1-6d(6)(g)
3.9.2.4	Administer or monitor safety-related programs, including observing aviation maintenance operations, making recommendations to correct unsafe procedures and practices, and monitoring the SOF program.	6.00	Weekly	AR 385-95, para. 1-6d(6)(l)
3.9.2.5	Administer or monitor safety-related programs, including managing the operational hazard report (OHR) program and monitoring the foreign object damage (FOD) program.	10.00	Weekly	AR 385-95, para. 1-6d(6)(m)
3.9.3	Liability Limitation			NG CIR 385-95, para 2-6c
3.9.3.1	Advise the Adjutant General when a below-standard status that affects safety is detected in any functional area.	2.00	Monthly	AR 385-95, para 1-6d(3)
3.9.3.2	Administer or monitor safety-related programs, including observing flight and ground operations to detect and correct unsafe practices.	10.00	Weekly	AR 385-95, para 1-6d(6)(a)
3.9.3.3	Administer or monitor safety-related programs, including maintaining accident-prevention and other appropriate safety literature and posters and making distribution a priority.	6.00	Monthly	AR 385-95, para. 1-6d(6)(i)

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Number	Item	Per Accomplish Time	Frequency	Reference
3.9.3.4	Provide technical assistance in accident investigating and reporting to ensure accuracy, completeness, and timeliness. Review Class A-F Aviation accident and incident reports, and Class A-D aviation-related ground accident reports to ensure they comply with AR 385-40.	8.00	Weekly	AR 385-10, para. 5-2i
3.9.3.5	Review plans for proposed demonstrations, exhibits, exercises, or contingencies to ensure the safety and occupational health of Army personnel and the public.	6.00	Weekly	AR 385-10, para. 5-2m
3.9.3.6	Ensure policies, objectives, and standards are established and clearly defined to support an effective aviation accident prevention effort. Develop and implement a State/Territory aviation safety program which integrates agency safety policy into aviation related activities.	20.00	Monthly	41 CFR Volume II, 101-37.1204
3.9.3.7	Provide input to personnel officers/offices on projected accidental losses.	10.00	Monthly	FM 101-5, page 4-28
3.9.4	Management Improvement			NG CIR 385-95, para. 2-6d
3.9.4.1	As a primary duty, advise and assist the Adjutant General, the various commanders and staffs; on all matters of safety, including developing safety policy.	10.00	Weekly	AR 385-95, para. 1-6d(1)(a)
3.9.4.2	Assist the Adjutant General, commanders and staffs in assessing the risk management effectiveness and safety performance after operations by collecting from each staff section information about risk management successes, shortcomings, and needed improvements.	4.00	Weekly	AR 385-95, para. 1-6d(5)(a)
3.9.4.3	Assist the Adjutant General, commanders and staffs in assessing the risk management effectiveness and safety performance after operations by assisting staff officers in implementing corrective actions/controls selected by the commander to improve performance. This shall include development of a YTP, YTC, and YTG for each affected/applicable organization.	2.00	Weekly	AR 385-95, para 1-6d(5)(c)
3.9.4.4	Administer or monitor safety-related programs, including acquiring and maintaining a current reference library of aviation literature.	4.00	Monthly	AR 385-95, para. 1-6d(6)(h)
3.9.4.5	Administer or monitor safety-related programs, including reviewing aviator flight records and making appropriate entries as necessary to training programs and recommending corrections to any deficiencies noted.	2.00	Monthly	AR 385-95, para. 1-6d(6)(j)
3.9.4.6	Administer or monitor safety-related programs, including managing the safety awards program. This should be done in consonance with the administration officer and according to AR 672-74.	4.00	Monthly	AR 385-95, para. 1-6d(6)(q)
3.9.4.7	Participate in State/Territory/Installation planning boards to ensure safety considerations are presented in Master Planning, MCA, and OMA project approvals and work order prosecutions.	20.00	Monthly	AR 385-10, para. 5-2x+E2
3.9.4.8	Advise and coordinate with the State Safety Officer/Manager on all matters pertaining to the State/Territory Aviation Safety program.	4.00	Weekly	NG CIR 385-95, para. 1-6i(2)
3.9.4.9	Serve as the principal safety mentor to the Assistant ASO (as/when appointed), the ASNCO, and each ASO/ASNCO in the chain of safety personnel/offices. This includes identifying and grooming successors to each position, and identifying individuals to fill aviation safety vacancies within the State/Territory.	15.00	Monthly	NG CIR 385-95, para. 1-6i(10)
3.9.5	Injury Prevention			NG CIR 385-95, para 2-6e



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Number	Item	Per Accomplish Time	Frequency	Reference
3.9.5.1	Administer or monitor safety-related programs, including conducting hazard analysis, prioritizing hazards in terms of accident severity and probability, and promptly advising the appropriate officials.	10.00	Weekly	AR 385-95, para. 1-6d(6)(b)
3.9.5.2	Administer or monitor safety-related programs, including monitoring techniques and proficiency of personnel in handling weapons; ammunition or explosives; petroleum, oil, and lubricants (POL); chemicals; hazardous and toxic materials; and lasers.	10.00	Weekly	AR 385-95, para. 1-6d(6)(k)
3.9.5.3	Administer or monitor safety-related programs, including monitoring aviation life support equipment (ALSE) and related survival training programs.	8.00	Monthly	AR 385-95, para. 1-6d(6)(o)
3.9.6	OSHA Compliance			NG CIR 385-95, para. 2-6f
3.9.6.1	As a primary duty, advise and assist the Adjutant General; the various commanders and staffs; on all matters of safety, including developing safety goals, objectives, and priorities and integrating them into appropriate training guidance based upon identification of the most probability and severe types of accidents expected and the most likely reasons (hazards) of these accidents. This shall include development of a YTP, YTC and YTG at each applicable/affected organizational level.	10.00	Weekly	AR 385-95, para. 1-6d(1)(b)
3.9.6.2	As a primary duty, advise and assist the Adjutant General; the various commanders and staffs; on all matters of safety, including developing corrective actions/control options for command selection.	5.00	Weekly	AR 385-95, para 1-6d(1)(c)
3.9.6.3	Administer or monitor safety-related programs, including conducting safety meetings Monthly.	3.00	Monthly	AR 385-95, para 1-6d(6)(c)
3.9.6.4	Administer or monitor safety-related programs, including reviewing results of accident prevention surveys and other inspection results, bringing noted deficiencies to the immediate attention of the Adjutant General (and commander) and Command Safety Council, and establishing follow-up procedures to correct deficiencies.	20.00	Quarterly	AR 385-95, para. 1-6d(6)(n)
3.9.6.5	Administer or monitor safety-related programs, including monitoring the hazard communication program.	2.00	Weekly	AR 385-95, para. 1-6d(6)(p)
3.9.6.6	Provide interpretation of safety and occupational health policies and procedures.	5.00	Weekly	AR 385-10, para. 5-2c
3.9.6.7	Assist subordinate commanders and supervisors in developing safety and occupational health training.	8.00	Monthly	AR 385-10, para. 5-2g
3.9.6.8	Determine the need to procure and distribute safety and occupational health promotional and educational materials within the State/Territory.	4.00	Monthly	AR 385-10, para. 5-2h
3.9.6.9	Manage the conduct of safety and occupational health advisory councils.	10.00	Quarterly	AR 385-10, para. 5-2w
3.9.6.10	Arrange for procurement and selective use of aviation safety posters, films, and other safety educational and promotional publications and materials.	4.00	Monthly	NG CIR 385-95, para. 1-6i(4)
3.9.6.11	Ensure safety/accident prevention surveys are conducted (within subordinate organizations, and at the State/Territory-level).	120.00	Semi Annually	NG CIR 385-95, para. 1-6i(7)
3.9.7	Preservation of the Environment			NG CIR 385-95, para. 2-6g

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Number	Item	Per Accomplish Time	Frequency	Reference
3.9.7.1	Train State/Territory and subordinate organization personnel to perform their safety-related jobs in an environmentally responsible manner. Provide legally-required training to appropriate personnel (reference the applicable pre-accident plan). Train them to respond properly in case of an environmental emergency (e.g., aircraft accidents involving fuel or other hazardous materials spills). Ensure maintenance of training and/or certification records as required by Federal, state or local law or regulation.	20.00	Monthly	AR 200-1, para. 1-27a(14)
3.9.7.2	Coordinate and assist all installation/State/Territory and tenant environmental activities to ensure compliance	10.00	Monthly	AR 200-1, para. 1-27a(23)
3.9.7.3	Ensure implementation of a program to track hazardous materials and hazardous waste in aviation organizations from 'cradle-to-grave'.	5.00	Quarterly	AR 200-1, para. 1-27a(26)
4.0	<b>Manage Aviation Operations and Training</b>			
4.1	<b>Standardization</b>			AR 95-1, NGR 95-210, NGR95-1
4.1.1	Serves on the State Standardization Committee	4.00	Simi Annually	
4.1.2	Conduct State Standardization committee meeting	90.00	Annually	
4.1.3	Provides staff oversight for Standardization issues	2.00	Weekly	
4.1.4	Standardizes operations, training and maintenance actions throughout the State	1.00	Daily	
4.1.5	Conducts Flying Evaluation Board	100.00	As Required	
4.2	<b>Manages ARNG training resources</b>			AR 95-1, NGR 95-210, NGR95-1
4.2.1	Serves as Program Manager and oversees all budget activities, to include 2G15, RAFTP	8.00	Weekly	
4.2.2	Analyze, prepare, manage 2G15 RAFTP budget activities	20.00	Weekly	
4.2.3	Supervises subordinate Program Managers to insure proper funds accountability and control procedures	2.00	Weekly	
4.2.4	Analyzes requirement and provides program direction and supervision in the staffing of the overall aviation program to include the Traditional Soldier	450.00	Annually	
4.2.5	Coordinates specific requirements for aviation facility construction, maintenance and repair consistent with modernization and force structure changes	5.00	Monthly	
4.2.6	Analyzes requirements and provides staff oversight and assistance to aviation commanders in the development of the Annually flying hour program	24.00	Annually	
4.2.7	Provides resources to aviation units consistent with TAG and MACOM priorities	70.00	Annually	
4.2.8	Coordinates budget planning	5.00	Weekly	
4.2.9	Coordinates budget execution	3.00	Weekly	
4.3	<b>Manages Army National Guard (ARNG) Aviation Operations</b>			AR 95-1, NGR 95-210, NGR95-1
4.3.1	Receives, processes and approves mission requests to ensure compliance with local, State, and National regulatory guidance	15.00	Weekly	
4.3.2	Tasks subordinate elements with planning and execution of valid missions	5.00	Weekly	
4.3.3	Monitors mission status for compliance and mission completion	5.00	Weekly	
4.3.4	Reports/records post mission data	8.00	Monthly	

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Number	Item	Per Accomplish Time	Frequency	Reference
4.4	<b>Oversees State aviation training program</b>			AR 95-1, NGR 95-210, NGR95-1
4.4.1	Develops Flying Hour program	20.00	Annually	
4.4.2	Reviews Air Crew training requirements	50.00	Annually	
4.4.3	Coordinates Aviation School requirements and quotas	10.00	Monthly	
4.4.4	Process flying status requests/orders	0.50	Per Aviator	
4.4.5	Resources and coordinates local specialized aviation training schools as required	5.00	Monthly	
4.4.6	Provides Guidance on aviation training to major and subordinate unit commanders	5.00	Monthly	
4.4.7	Reviews and processes individual and Unit waiver requests	8.00	Monthly	
4.4.8	Manages State AFTP program	2.00	Weekly	
4.4.9	Coordinates resources to maximize aviation simulation training for aircrew members	30.00	Annually	
4.5	<b>Supervises Aviation Activities</b>			AR 95-1, NGR 95-210, NGR95-1
4.5.1	Provides general oversight and supervision over Army Aviation Activities	20.00	Weekly	
4.5.2	Provides general oversight and supervision over Operational Support Airlift Detachments (OSA).	2.00	Weekly	
4.5.3	Supervise aviation elements committed to the support of State Emergencies	80.00	Per Event (AVG 5/yr)	
4.5.4	Provides general oversight and supervision over Counterdrug Aviation Activities	1.00	Daily	
4.5.4.1	Reviews mission Request	5.00	Monthly	
4.5.4.2	Coordinates execution of counterdrug mission	5.00	Monthly	
4.5.4.3	Reviews and processes counterdrug operation after-action-report	2.00	Monthly	
4.5.4.4	Monitors counterdrug training program	2.00	Weekly	

DCSSAV Workshop  
Aviation and Staff

Number	Item	Per Accomplish Time	Frequency	Time Per Year	Workload Driver	Driver Number	Total Per Task
1.	<b>Provides Aviation and Safety Staff Services.</b>						
1.1	<b>Conduct Staff Coordination</b>						
1.1.1	Advises TAG, Staff, and Major Commands (MACOM) on the use and limitations of fixed-wing and rotary-wing aircraft.	2.0	Weekly	104.00	State	1	104.00
1.1.2	Advises TAG, Staff, and command on all aspects of the Functions and responsibilities of the State Aviation Office.	0.5	Weekly	26.00	State	1	26.00
1.1.3	Attends Staff/Committee meeting representing Army aviation function	4.5	Weekly	234.00	State	1	234.00
1.1.4	Develops and implements strategic plans and written policies relating to State aviation program	28.0	Annually	28.00	State	1	28.00
1.1.5	Manages air traffic and airspace issues in conjunction with installations, the Federal Aviation Authority (FAA), FEMA, civil authorities, Emergency Operation Centers, et al., for the purpose of employing Army National Guard (ARNG) aviation assets	2.0	Annually	2.00	State	1	2.00
1.1.6	Provides liaison services with all organizations concerning matters relevant to aviation support to include LEA, FEMA, civil authorities, Emergency Operations Centers, etc. for the purpose of employing ARNG aviation assets	3.0	Monthly	36.00	State	1	36.00
1.1.7	Prepare and present Officer and Enlisted Efficiency Reports	6.0	Annually	6.00	State	1	6.00
1.1.8	Maintain records, documents, and forms in filing system IAW MARKS	1.5	Daily	390.00	State	1	390.00
1.1.9	Review aviation unit status report.	1.0	Quarterly	4.00	State	1	4.00
1.1.10	Administers Internal Control Programs.	8.0	Annually	8.00	State	1	8.00
1.2	<b>Manages and directs the activities State Aviation Office Work Centers.</b>						
1.2.1	Supervises SOH Manager and direct activities of Safety and Occupational Health Branch	2.0	Weekly	104.00	State	1	104.00
1.2.2	Supervises the Avn Ops Branch Chief and direct activities of Aviation Operations and Training Branch	3.0	Weekly	156.00	State	1	156.00
1.2.3	Supervises the Avn Log Branch Chief and direct activities of Aviation Logistic Branch	3.0	Weekly	156.00	State	1	156.00
1.3	<b>Manages Aviation Resources</b>						
1.3.1	Serves as Program Manager and oversees all budget activities, to include 2G15, RAFT, SFDLR, Repair Parts, fuel, Safety, Counter Drug, and Travel funding.	4.8	Weekly	249.60	State	1	249.60
1.3.2	Supervises subordinate Program Managers to insure proper funds accountability and control procedures.	0.3	Daily	78.00	State	1	78.00
1.3.3	Analyzes requirement and provides program direction and supervision in the staffing of the overall aviation program to include the Traditional Soldier.	3.0	Annually	3.00	State	1	3.00
1.3.4	Coordinates specific requirements for aviation facility construction, maintenance and repair consistent with modernization and force structure changes.	4.0	Monthly	48.00	State	1	48.00
1.3.5	Analyzes requirements and provides staff oversight and assistance to aviation commanders in the development of the Annually flying hour program.	12.0	Annually	12.00	Units (Co/Det)	17	204.00
1.3.6	Provides resources to aviation units consistent with TAG and MACOM priorities.	1.5	Weekly	78.00	State	1	78.00
1.3.7	Coordinates requirements for contract services for aviation facility upkeep, maintenance, and security.	1.5	Quarterly	6.00	Facilities	4	24.00
1.3.8	Coordinates budget planning.	27.0	Annually	27.00	State	1	27.00
1.3.9	Coordinates budget execution.	3.0	Monthly	36.00	State	1	36.00
1.4	<b>Directs state aviation operations</b>						
1.4.1	Receives, processes and approves mission requests to ensure compliance with local, State, and National regulatory guidance.	4.0	Weekly	208.00	State	1	208.00
1.4.2	Tasks subordinate elements with planning and execution of valid missions	0.8	Weekly	41.60	State	1	41.60
1.4.3	Monitors mission status for compliance and mission completion.	0.3	Weekly	15.60	State	1	15.60
1.4.4	Reviews reports and AARs on mission executions and maintains records and post mission data.	0.4	Weekly	20.80	State	1	20.80
1.4.5	Provides program direction in the administration of a comprehensive physical security program.	4.0	Simi Annually	8.00	Facilities	4	32.00

DCSSAV Workshop  
Aviation and Staff

Number	Item	Per Accomplish Time	Frequency	Time Per Year	Workload Driver	Driver Number	Total Per Task
1.4.6	Processes and reviews all requests for aviation service orders for flight status personnel.	0.5	Monthly	6.00	State	1	6.00
1.4.7	Reviews and approves gate reviews for aviator personnel to ensure payroll entitlements.	2.0	Monthly	24.00	State	1	24.00
1.4.8	Coordinated aviation facility leased property issues with Facility Management Office (FMO)	1.0	Simi Annually	2.00	Facilities	4	8.00
1.4.9	Approves and establishes remote helipad sites and landing areas. Ensures required safety surveys are conducted and that sites are properly maintained and operated.	0.2	Weekly	10.40	State	1	10.40
1.4.10	Develops Flying Hour program	3.0	Annually	3.00	State	1	3.00
1.4.11	Provides oversight for ATP execution.	2.0	Monthly	24.00	State	1	24.00
1.4.12	Coordinates requirements for Aviation School quotas.	3.0	Quarterly	12.00	State	1	12.00
1.4.13	Approve flying status crewmember position designation orders.	1.0	Monthly	12.00	State	1	12.00
1.5	<b>Oversees State aviation training program.</b>						
1.5.1	Approves and distributes aviation school allocations and priorities.	1.5	Quarterly	6.00	State	1	6.00
1.5.2	Resources and coordinates local specialized aviation training schools as required	6.0	Annually	6.00	State	1	6.00
1.5.3	Oversees the Aircrew Training Program (ATP) to include RAID and CDAOPS.	1.0	Monthly	12.00	State	1	12.00
1.5.4	Provides guidance on aviation training to major and subordinate unit commanders.	1.0	Quarterly	4.00	State	1	4.00
1.5.5	Approves and processes request for individual and Unit waivers.	0.5	Monthly	6.00	State	1	6.00
1.5.6	Reviews consolidated Individual Flight Record reports. (single facility states)	2.0	Monthly	24.00	State	1	24.00
1.5.7	Manages state AFTP program.	0.6	Monthly	7.20	State	1	7.20
1.5.8	Provides oversight and reviews execution of aviation simulation training for aircrew members.	1.5	Quarterly	6.00	State	1	6.00
1.5.9	Analyzes requirements and provides resources to ensure individual aircrew readiness goals are met.	2.5	Quarterly	10.00	State	1	10.00
1.6	<b>Standardizes Aviation Program.</b>						
1.6.1	Serves as chairperson for State Standardization Committee.	4.0	Simi Annually	8.00	State	1	8.00
1.6.2	Provides staff oversight for Standardization issues.	1.0	Monthly	12.00	State	1	12.00
1.6.3	Standardizes operations, training and maintenance actions throughout the State.	1.0	Monthly	12.00	State	1	12.00
1.6.4	Conducts Flying Evaluation Board.	12.0	as required				0.00
1.6.5	Insures that message files for regulatory guidance from NGB and DA are maintained.	1.5	Daily	390.00	State	1	390.00
1.7	<b>Assists Mobilization of Aviation elements.</b>						
1.7.1	Provides oversight and guidance for development of the organization of Aviation Task Force elements.	18.0	Annually	18.00	State	1	18.00
1.7.2	Provide support to FTX, CTC and JRTC exercises.	10.0	Annually	10.00	State	1	10.00
1.7.3	Coordinate aviation specific requirements associated with aviation unit deployments and redeployments aircrew training, funds transfer, etc.	30.0	Annually	30.00	State	1	30.00
1.8	<b>Implements aviation safety unique programs.</b>						
1.8.1	Publishes written guidance and policies on the State ARNG Aviation Safety and Accident Prevention Program.	8.0	Annually	8.00	State	1	8.00
1.8.2	Provides training resources for Aviation Safety Officers.	2.0	Quarterly	8.00	State	1	8.00
1.8.3	Provides guidance to aviation unit commanders in developing safety programs and integrating unit risk management procedures.	1.0	Quarterly	4.00	State	1	4.00
1.8.4	Initiates prompt investigation of all A, B and C aviation accidents.	2.0	5 Yr Avg	8.66	State	1	8.66
1.8.5	Establishes standing state accident investigation board.	1.5	Annually	1.50	State	1	1.50
1.8.6	Ensures prompt completion and processing of AAARs in accordance with AR 385-95.	1.5	Annually	1.50	State	1	1.50
1.8.7	Oversees aviation safety awards program for individuals and units.	1.5	Annually	1.50	State	1	1.50
1.8.8	Establish and maintain Aviation Safety Standown and Required Briefing.	30.0	Annually	30.00	State	1	30.00
1.9	<b>Provides oversight for Aviation Logistical Operations</b>						

DCSSAV Workshop  
Aviation and Staff

Number	Item	Per Accomplish Time	Frequency	Time Per Year	Workload Driver	Driver Number	Total Per Task
1.9.1	Coordinates requirements for fielding of new equipment to include aircraft, test equipment and support systems.	9.0	Annually	9.00	State	1	9.00
1.9.2	Coordinates aircraft transfers into the State and reallocation within the State.	2.0	Quarterly	8.00	State	1	8.00
1.9.3	Coordinates contract maintenance team for aircraft maintenance and modification.	3.0	Annually	3.00	State	1	3.00
1.9.4	Maintains AASF manpower and workload capabilities.	2.0	Simi Annually	4.00	Facilities	4	16.00
1.9.5	Reviews high cost, high priority maintenance requirements.	0.5	Quarterly	2.00	State	1	2.00
1.9.6	Coordinates aircraft configuration control to include the installation of mission equipment and MWO applications.	3.0	Simi Annually	6.00	State	1	6.00
1.9.7	Review DA Form 1352. (Maint Man Hours)	1.0	Monthly	12.00	State	1	12.00
1.10	<b>Manages Aviation Medicine Program.</b>						
1.10.1	Provide oversight and resources for Aviation Life Support Equipment Program.	1.0	Quarterly	4.00	State	1	4.00
1.10.2	Coordinates with OTSS and provide oversight for Flight Duty Medical Evaluation process.	1.0	Monthly	12.00	State	1	12.00
1.10.3	Provides oversight and staff guidance for aviation health issues and medical waivers with the flight surgeon (SAMO) and Ft. Rucker.	2.0	Simi Annually	4.00	State	1	4.00
1.11	<b>Supervises Aviation Activities.</b>						
1.11.1	Provides general oversight and supervision over Army Aviation Support Activities.	1.0	Daily	260.00	State	1	260.00
1.11.2	Provides general oversight and supervision over Operational Support Airlift Detachments (OSA).	1.5	Weekly	78.00	State	1	78.00
1.11.3	Provides general oversight and supervision over Counterdrug Aviation Detachment (RAID-CD).[specific states]	6.0	Monthly	72.00	State	1	72.00
1.11.4	Supervise and coordinate aviation elements when committed to the support of state active duty / emergencies.	20.0	Per event (AVG 5/yr)	100.00	State	1	100.00
1.12	<b>Analyzes requirement for aviation automation and Information.</b>						
1.12.1	Provides guidance and oversight for implementation of ULLS-A changes	3.0	Simi Annually	6.00	State	1	6.00
1.12.2	Provides oversight for ALARM consolidation and reporting	0.5	Monthly	6.00	State	1	6.00
1.12.3	Provides input and approval for ATRRS reservations for aviation related training	1.5	Monthly	18.00	State	1	18.00
1.12.4	Provides oversight for utilization of JALIS by F/W Detachment	2.0	Simi Annually	4.00	State	1	4.00
1.12.5	Provides advise to DCSC4 on implementation of RCAS upgrades and service packs within the aviation force structure.	1.5	Quarterly	6.00	State	1	6.00
1.12.6	Provides guidance for the procurement of hardware and software to support aviation unique applications. (ie. ASE/EW, DUAT, WSI, etc.)	4.0	Simi Annually	8.00	State	1	8.00
1.13	<b>Administers State Aviation counterdrug operation.</b>						
1.13.1	Reviews CNOPS mission Request.	0.9	Weekly	46.80	State	1	46.80
1.13.2	Reviews and processes consolidated counterdrug operation after-action-report.	0.5	Monthly	6.00	State	1	6.00
1.13.3	Develops counterdrug resource requirements.	1.0	Quarterly	4.00	State	1	4.00
1.13.4	Monitors counterdrug training program.	1.0	Quarterly	4.00	State	1	4.00
1.14	<b>Conducts Travel.</b>						
1.14.1	Attends periodic regional and national level aviation related conference and meetings.	27.0	Quarterly	108.00	State	1	108.00
1.14.2	Conducts staff visits with NGB-AVS staff and other NGB staff sections.	18.0	Quarterly	72.00	State	1	72.00
1.14.3	Visits aviation elements within state providing staff assistance (State Organizational Inspection Program, AR 710-2).	8.0	Quarterly	32.00	State	1	32.00
					<b>Total</b>		1543.16

DCSSAV Workshop  
Logistics

Number	Item	Per Accomplish Time	Frequency	Time Per Year	Workload Driver	Driver Number	Total Per Task
<b>2.</b>	<b>Manage Aviation Logistics</b>						
<b>2.1</b>	<b>Serve as Sub Program Manager for Aviation Budget Activity Groups</b>						
2.1.1	Manage execution of Aviation SFDLR accounts	0.50	Weekly	26.00	State	1	26.00
2.1.2	Manage execution of Aviation Class IX accounts	4.00	Weekly	208.00	State	1	208.00
2.1.2.1	Adjust Class IX MIPRs with supporting AVCRAD	2.00	Quarterly	8.00	State	1	8.00
2.1.3	Manage execution of Aviation Class III accounts	1.00	Weekly	52.00	State	1	52.00
2.1.3.1	Coordinate requisition and usage of credit cards (Into-Plane and AVCARD)	2.00	Monthly	24.00	Facility	4	96.00
2.1.3.2	Process bulk fuel requests	1.00	Monthly	12.00	Facility	4	48.00
2.1.3.3	Process bulk fuel request MIPRs to out-of-state training sites	5.00	Annual	5.00	Training Site	3	15.00
2.1.4	Manage the execution of IMPAC card programs in support of Aviation Logistics operations	3.00	Monthly	36.00	Facility	4	144.00
<b>2.2</b>	<b>Review and analyze aircraft readiness data and reports</b>						
2.2.1	Verify accuracy of commanders' readiness comments on USRs.	1.00	Monthly	12.00	"AA" Unit	19	228.00
2.2.2	Review aircraft readiness reports for supply or maintenance trends that require corrective action.	1.00	Monthly	12.00	"AA" Unit	19	228.00
<b>2.3</b>	<b>Coordinate implementation of new Aviation equipment fieldings/changes</b>						
2.3.1	Verify and Validate technical manuals, training devices and contractor-furnished training material pertaining to new aviation fieldings.	12.00	Annually	12.00	"AA" Unit	19	228.00
<b>2.4</b>	<b>Coordinate aircraft movements to/from the State and reallocation within the State.</b>						
2.4.1	Allocate ferry flight funding and publish orders	3.00	Quarterly	12.00	State	1	12.00
2.4.2	Direct the appropriate property accountability actions.	3.00	Quarterly	12.00	State	1	12.00
2.4.3	Coordinate changes to 1352 reports with NGB.	1.00	Monthly	12.00	State	1	12.00
<b>2.5</b>	<b>Ensure compliance with AMCOM/MACOM mandatory messages (Safety of Flight, Aviation Safety Action Messages, Safety of Use Messages, etc.)</b>						
2.5.1	Ensure receipt of messages at subordinate unit level	1.00	Weekly	52.00	State	1	52.00
2.5.2	Ensure timely compliance with reporting requirements	1.00	Weekly	52.00	State	1	52.00
2.5.3	Maintain master file of Aviation messages.	0.50	Weekly	26.00	State	1	26.00
<b>2.6</b>	<b>Plan and Coordinate the employment of aviation maintenance and logistics assets.</b>						
2.6.1	Coordinate contract maintenance support for aircraft maintenance and modification.	1.00	Monthly	12.00	Aircraft	40	480.00
2.6.2	Coordinate OLR team support	1.00	Monthly	12.00	State	1	12.00
2.6.3	Coordinate MWO Contact teams	1.00	Monthly	12.00	State	1	12.00
2.6.4	Review and Process Air Worthiness Releases (AWR).	1.00	Monthly	12.00	State	1	12.00
2.6.5	Monitor action plans developed to correct inspection deficiencies to ensure corrective action is implemented.	5.00	Monthly	60.00	Facility	4	240.00
<b>2.7</b>	<b>Manage Aviation Supply Operations</b>						
2.7.1	Review and Approve Logistics SOPs	8.00	Semi-Annually	16.00	State	1	16.00
2.7.2	Perform Command Supply Discipline Program (CSDP) evaluations.	16.00	Annual	16.00	Facility and "AA" Unit	21	336.00
2.7.3	Ensure compliance with Explosives Storage requirements.	2.00	Annually	2.00	Facility	4	8.00
2.7.4	Maintain Hand Receipts	2.00	Semi-Annually	4.00	Facility	4	16.00
2.7.5	Participate in State ASL Review Boards	1.00	Semi-Annually	2.00	State	1	2.00
2.7.6	Certify monthly fuel invoices for payment	1.00	Monthly	12.00	Facility	4	48.00
2.7.7	Review and Manage Aviation Authorization documents.	8.00	Annually	8.00	Units	19	152.00
2.7.8	Conduct inspections and provide technical assistance to aviation storage activities.	3.00	Quarterly	12.00	Facility	4	48.00
2.7.9	Analyze operations statistical data and reports to ascertain functional trends, conformance to standards and directives, and efficiency of operations.	1.00	Monthly	12.00	State	1	12.00
2.7.10	Assist in the preparation of Quality Deficiency Reports (QDR), DA Form 2028s, ROS, etc.	2.00	Quarterly	8.00	State	1	8.00
2.7.11	Establish policy for Aviation Central Issue Facility (CIF) Operations.	2.00	Semi-Annually	4.00	State	1	4.00

DCSSAV Workshop  
Logistics

Number	Item	Per Accomplish Time	Frequency	Time Per Year	Workload Driver	Driver Number	Total Per Task
2.7.12	Provide technical assistance to subordinate Supply personnel	2.00	Monthly	24.00	Facility	4	96.00
<b>2.8</b>	<b>Perform Information Management Operations</b>						
2.8.1	Coordinate ULLS-A Interoperability	2.00	Quarterly	8.00	State	1	8.00
2.8.2	Manage Aviation Logistics Readiness Model (ALRM) Functions	3.00	Monthly	36.00	State	1	36.00
2.8.3	Coordinate RCAS requirements with RCAS manager.	2.00	Monthly	24.00	State	1	24.00
2.8.4	Assist subordinate aviation units in the management of their publications accounts.	2.00	Quarterly	8.00	Unit	19	152.00
<b>2.9</b>	<b>Manage Aviation Maintenance Standardization Program</b>						
2.9.1	Perform Maint Test Flight Evaluator duties						
2.9.1.1	Perform Maintenance test flight evaluation	8.00	Annually	8.00	per MTP	22	176.00
2.9.1.2	Administer Maintenance Training Program	8.00	Monthly	96.00	Facility	4	384.00
2.9.1.3	Perform No Notice evaluations	8.00	Annually	8.00	Of 50% of the MTPs assigned	11	88.00
2.9.2	Review and Approve Quality Control SOPs	1.00	Semi-Annually	2.00	State	1	2.00
2.9.3	Review and Approve Internal and External Maintenance SOPs	1.00	Semi-Annually	2.00	State	1	2.00
2.9.4	Recommend and Establish plans, policies and procedures for aircraft maintenance operations.	2.00	Quarterly	8.00	State	1	8.00
2.9.5	Plan and Coordinate employment of aviation maintenance and logistics assets.	2.00	Quarterly	8.00	State	1	8.00
2.9.6	Evaluate and Prepare reports pertaining to aircraft maintenance, component repair, and related activities.	2.00	Quarterly	8.00	State	1	8.00
2.9.7	Plan/Review the layout of aircraft maintenance areas, component repair shops, and facilities.	2.00	Annually	2.00	Facility	4	8.00
2.9.8	Supervise the development of maintenance training programs.	2.00	Monthly	24.00	State	1	24.00
2.9.9	Interpret regulations, technical manuals, and orders pertaining to maintenance of Army aircraft for the organization.	2.00	Monthly	24.00	State	1	24.00
2.9.10	Participate in various boards, committees and councils.	16.00	Quarterly	64.00	State	1	64.00
<b>2.10</b>	<b>Manage Aviation Environmental Program</b>						
2.10.1	Review Aviation Facility environmental programs.	2.00	Monthly	24.00	Facility	4	96.00
2.10.2	Monitor Aviation Facility environmental programs.	2.00	Monthly	24.00	Facility	4	96.00
					<b>Total</b>		<b>4157.00</b>



DCSSAV Workshop  
SOHIH

Number	Item	Per Accomplish Time	Frequency	Time Per Year	Workload Driver	Driver Number	Total Per Task
<b>3.0</b>	<b>Manage Safety, Occupational Health and Industrial Hygiene</b>						
<b>3.1</b>	<b>Program Management</b>						
3.1.1	Directs, Manages the State SOH Pgm	2.00	Weekly	104.00	State	1	104.00
3.1.2	Develops and Implements Plans/Policy for compliance with regulations and directives	6.00	Weekly	312.00	State	1	312.00
3.1.3	Manages Aviation Safety Program	4.00	Monthly	48.00	State	1	48.00
3.1.4	Manages Ground Safety Program	4.00	Monthly	48.00	State	1	48.00
3.1.5	Manages Occupational Health Program	4.00	Monthly	48.00	State	1	48.00
3.1.5.1	Manages Medical Surveillance Program	30.00	Monthly	360.00	State	1	360.00
3.1.5.2	Manages Reproductive Health Surveillance Program	1.00	Monthly	12.00	State	1	12.00
3.1.5.3	Manages Epidemiology Program	6.00	Monthly	72.00	State	1	72.00
3.1.5.4	Manages Hearing Conservation Program	160.00	Annually	160.00	State	1	160.00
3.1.5.5	Manages Vision Conservation Program	12.00	Monthly	144.00	State	1	144.00
3.1.5.6	Manages Case Management for OWCP and Personal Health Issues	4.00	Monthly	48.00	State	1	48.00
3.1.5.7	Manages Wellness Program for FTS Employees	1.00	Monthly	12.00	State	1	12.00
3.1.5.8	Manages OH Medical Record Keeping	2.00	Weekly	104.00	State	1	104.00
3.1.5.9	Manages Bloodborne Pathogens Pgm for FTS Personnel	8.00	Annually	8.00	State	1	8.00
3.1.5.10	Monitor and coordinate w/HRO Illness/Absence Cases	8.00	Monthly	96.00	State	1	96.00
3.1.6	Manages Industrial Hygiene Program	4.00	Monthly	48.00	State	1	48.00
3.1.6.1	Conducts workplace IH surveys/exposure sampling	20.00	Weekly	1040.00	State	1	1040.00
3.1.6.2	Initiate/Investigate Indoor Air Quality Issues	8.00	Annually	8.00	State	1	8.00
3.1.6.3	Coordinate IH with Regional Industrial Hygiene	2.00	Weekly	104.00	State	1	104.00
3.1.7	Manages SOH Budget and Resources	160.00	Annually	160.00	State	1	160.00
3.1.8	Manages Ionizing and Non-ionizing Radiation	150.00	Annually	150.00	State	1	150.00
3.1.9	Maintains liaison with internal and external agencies	1.00	Weekly	52.00	State	1	52.00
3.1.10	Manages Workcenter Activities and Personnel	4.00	Weekly	208.00	State	1	208.00
3.1.11	Manage Airborne Safety Program	0.50	Weekly	26.00	State	1	26.00
3.1.12	Monitor Compliance with RM procedures	2.00	Weekly	104.00	State	1	104.00
<b>3.2</b>	<b>Manage Safety and Occupational Health Training</b>						
3.2.1	Assess, Plan and Participate SOH training for SOH staff	300.00	Annually	300.00	State	1	300.00
3.2.2	Assess, Plan and Provide SOH training for FTS staff	15.00	Weekly	780.00	State	1	780.00
3.2.3	Assess, Plan and Provide SOH training for traditional soldiers	100.00	Annually	100.00	State	1	100.00
3.2.4	Develop and provide risk management training package	12.00	Semi-Weekly	1248.00	State	1	1248.00
3.2.5	Conduct Safety Standdowns	40.00	Annually	40.00	State	1	40.00
<b>3.3</b>	<b>OSHA Compliance</b>						
3.3.1	Plan and conduct SOH inspections/surveys/evaluations/assistance visits	8.00	Annually	8.00	State	1	8.00
3.3.2	Manages hazard abatement program (hazlog/RAC)	0.25	Bi-weekly	6.50	Physical Plant	146	949.00
3.3.2.1	Investigates employee complaints	1.00	Quarterly	4.00	State	1	4.00
3.3.2.2	Conducts evaluation of hazard abatement activities	1.00	Monthly	12.00	State	1	12.00
3.3.3	Consultation/technical advice with supervisors/employees	1.00	Weekly	52.00	State	1	52.00
3.3.4	Conducts design review for MILCON	1.00	Monthly	12.00	State	1	12.00
3.3.4.1	Reviews Range Construction Plans and waivers	6.00	Annually	6.00	State	1	6.00
3.3.5	Monitors SOH aspects of MILCON	1.00	Monthly	12.00	State	1	12.00
3.3.6	Develop and implement emergency action plans	1.00	Weekly	52.00	State	1	52.00
3.3.7	Conducts ASAAPS	40.00	Annually	40.00	State	1	40.00
3.3.8	Implements HAZCOM Program	40.00	Annually	40.00	State	1	40.00
3.3.9	Implements Ergonomics Program	40.00	Annually	40.00	State	1	40.00
3.3.10	Implements Confined Space Program	40.00	Annually	40.00	State	1	40.00
3.3.11	Implements PPE Program w/job hazard analysis	40.00	Annually	40.00	State	1	40.00
3.3.12	Implements Respiratory Protection Program	40.00	Annually	40.00	State	1	40.00
3.3.13	Coordinates Asbestos Employee Training Program	1.00	Annually	1.00	State	1	1.00
<b>3.4</b>	<b>Injury/Illness Prevention and Damage Control</b>						
3.4.1	Develop countermeasures and corrective actions	1.00	Daily	260.00	State	1	260.00
3.4.2	Managing accident investigation, reporting, and record keeping rqmts	4.00	Weekly	208.00	State	1	208.00
3.4.2.1	Maintain and analyze accident statistics	4.00	Weekly	208.00	State	1	208.00
3.4.2.2	Provide technical assistance during accident investigations	2.00	Weekly	104.00	State	1	104.00
3.4.2.3	Coordinate comprehensive investigation of serious accidents	240.00	5 yr Avg	1039.20	State	1	1039.20

DCSSAV Workshop  
SOHH

Number	Item	Per Accomplish Time	Frequency	Time Per Year	Workload Driver	Driver Number	Total Per Task
3.4.2.4	Collect, review and submit accident reports to NGB, USASC, DA, DOL	4.00	Weekly	208.00	State	1	208.00
3.4.2.5	Brief senior leadership on accident trends and system defects	1.00	Monthly	12.00	State	1	12.00
3.4.3	Coordinate and assist DOD Explosive Safety Board	10.00	Annually	10.00	State	1	10.00
3.4.4	Coordinate implementation of Defensive Driving Training (AMV/ACV/POV)	30.00	Annually	30.00	State	1	30.00
3.4.5	Manage SOH Awards Program	1.00	Weekly	52.00	State	1	52.00
3.4.6	Manage SOH functions w/ NG support of civilian activities (demos, exhibits, exercises or contingencies)	4.00	Quarterly	16.00	State	1	16.00
3.4.7	Manage SOH functions during military support to civil authorities (MSCA), Disaster Relief	4.00	Quarterly	16.00	State	1	16.00
3.4.8	Review requests for Environmental Differential Pay	8.00	Annually	8.00	State	1	8.00
3.4.9	Review and coordinate EIRs, QDRs and SOUMs	2.00	Weekly	104.00	State	1	104.00
3.4.10	Review fire protection/fire prevention plans	1.00	Weekly	52.00	State	1	52.00
<b>3.5</b>	<b>Tactical Force Protection/SOH Program</b>						
3.5.1	Manage and coordinate Range Certification and Waivers	32.00	Annually	32.00	State	1	32.00
3.5.2	Manage and coordinate Explosive Safety Program	24.00	Annually	24.00	State	1	24.00
3.5.3	Develop and disseminate Tactical safety regulations and guidance	40.00	Annually	40.00	State	1	40.00
3.5.4	Provide technical advice on Convoy Safety	80.00	Annually	80.00	State	1	80.00
3.5.5	Conduct SOH visits during Annual Training-FTXs	100.00	Annually	100.00	State	1	100.00
3.5.6	Coordinate SOH training for military deployment	80.00	Annually	80.00	State	1	80.00
<b>3.6</b>	<b>Information Processing and Dissemination</b>						
3.6.1	Serve as technical rep to SOH Councils/Committees	24.00	Quarterly	96.00	State	1	96.00
3.6.2	Plans and conducts SOH demos, lectures and meetings	20.00	Quarterly	80.00	State	1	80.00
3.6.2.1	Participates in VTCs	1.00	Semi Annually	2.00	State	1	2.00
3.6.3	Develop, monitor and prepare SOH standards, regulations	40.00	Annually	40.00	State	1	40.00
3.6.4	Produce SOH bulletins/articles, guides, messages, checklists	80.00	Annually	80.00	State	1	80.00
3.6.5	Maintain SOH library: regs/pubs/videos/CDs	0.50	Weekly	26.00	State	1	26.00
3.6.6	Provide family safety information to family support groups	0.50	Quarterly	2.00	State	1	2.00
3.6.7	Review, research and investigate SOH suggestions	1.00	Monthly	12.00	State	1	12.00
3.6.8	Review, research draft regulations, directives, guidance	1.00	Daily	260.00	State	1	260.00
3.6.9	Conduct/participate in special studies/projects	80.00	Annually	80.00	State	1	80.00
3.6.10	Procure and distribute SOH promotional and educational material	0.25	Weekly	13.00	State	1	13.00
3.6.11	Input and maintenance of automation databases (RCAS) (SOH/OHM) DOHRS (EAR3A), HHIM, OHMIS	4.00	Weekly	208.00	State	1	208.00
3.6.12	Provide Health Education and Counseling	0.50	Daily	130.00	State	1	130.00
<b>3.7</b>	<b>Technical Consultation and Guidance</b>						
3.7.1	Provide subject matter expertise to FECA, EQCC (Environmental Control), EDP/HDP, ECAS, Counterterrorism, accident investigation boards	4.00	Quarterly	16.00	State	1	16.00
3.7.2	Provide guidance for Immunization Related Issues for FTS Personnel	8.00	Annually	8.00	State	1	8.00
3.7.3	Technical consultant to collective bargaining process and worker grievances	16.00	Annually	16.00	State	1	16.00
<b>3.8</b>	<b>Industrial Hygiene Monitoring of Workplace</b>						
3.8.1	Industrial Hygiene Monitoring of Workplace: (29 CFR Part 1910, Industrial Hygiene Implementation Plan or request of Regional Industrial Hygienist).	1.50	Annually	1.50	State	1	1.50
3.8.1.1	Reviews Copy of Last Industrial Hygiene Report for findings in shop/office to be monitored	1.00	Annually	1.00	State	1	1.00
3.8.1.2	Reviews Industrial Hygiene Implementation Plan for Work center and Type of Sampling to be conducted	1.00	Annually	1.00	State	1	1.00
3.8.1.3	Makes appointment with shop/office supervisor/manager for sampling workplace.	0.50	Annually	0.50	State	1	0.50
3.8.1.4	Travels to facility to conduct workplace monitoring.	1.00	Annually	1.00	State	1	1.00
3.8.2	Conducts Workplace Sampling:						
3.8.2.1	Conducts air sampling: pre-calibration of sampling device, collect sample, post calibration, enters information on appropriate laboratory request form.	4.00	Annually	4.00	State	1	4.00
3.8.2.1.1	Conducts Personal air sampling: Places device on worker, monitors worker, and documents tasks.	2.00	Annually	2.00	State	1	2.00

DCSSAV Workshop  
SOHIIH

Number	Item	Per Accomplish Time	Frequency	Time Per Year	Workload Driver	Driver Number	Total Per Task
3.8.2.1.2	Conducts General Area Sampling: Places sampling device in area, monitors device.	3.00	Annually	3.00	State	1	3.00
3.8.2.2	Conducts Noise Sampling. Checks sampling device for calibrate date, Conducts pre and post calibration on device, collects data.	2.00	Annually	2.00	State	1	2.00
3.8.2.2.1	Conducts personal noise dosimetry. Places device on employee, monitors worker, documents worker tasks, enters results on appropriate form.	3.00	Annually	3.00	State	1	3.00
3.8.2.2.2	Conducts general area sound level measurements. Using a Type II sound level meter, measures sound level, documents on appropriate form, measured level, type of equipment and Serial Number.	4.00	Annually	4.00	State	1	4.00
3.8.2.3	Conducts Bulk Sampling. Collects bulk sample, records sample on, appropriate from, and packages sample for shipment to laboratory.	4.00	Annually	4.00	State	1	4.00
3.8.2.4	Conducts wipe sampling. Collects wipe sample, records sample on appropriate form, and packages sample for shipment to laboratory.	3.00	Annually	3.00	State	1	3.00
3.8.3	Processes Samples for Laboratory						
3.8.3.1	Completes Laboratory request. Enters information on appropriate laboratory form, reviews request for accuracy on information entered.	1.25	Annually	1.25	State	1	1.25
3.8.3.1.1	Ships samples to laboratory: Package samples for shipment, ensure laboratory request with accompanying sampling media is sent to the appropriate laboratory for analysis.	1.25	Annually	1.25	State	1	1.25
3.8.4	Health Hazard Information Module:						
3.8.4.1	Enters Health Hazard Information into system. Enters workplace data, Equipment Calibration data and Sampling results.	3.00	Annually	3.00	State	1	3.00
3.8.4.1.2	Transmits Health Hazard Information. On a Monthly basis transmits all Health Hazard Information to Regional Industrial Hygiene Office.	0.50	Monthly	6.00	State	1	6.00
3.8.5	Maintains Industrial Hygiene Equipment						
3.8.5.1	Process IH equipment for calibration. Prepares instrument for calibration, packages instrument for shipment, ships instrument to proper calibration facility.	1.00	Annually	1.00	State	1	1.00
3.8.5.2	Prepares equipment for use. Performs user level maintenance on IH equipment	1.00	Annually	1.00	State	1	1.00
3.8.5.3	Checks equipment for software revision. Contacts Regional Industrial Hygiene office for information on current software revisions.	1.00	Annually	1.00	State	1	1.00
3.8.5.4	Process IH equipment for shipment. Cleans, inspects, packages and ships Industrial Hygiene equipment back to the Regional Industrial Hygiene Office.	1.00	Annually	1.00	State	1	1.00
3.8.6	Field Inquires:						
3.8.6.1	Field Inquires: Researches appropriate references, Regional Industrial Hygienist, and answers questions from the field and/or headquarters.	3.00	Annually	3.00	State	1	3.00
<b>3.9</b>	<b>Manage Aviation Safety Program</b>						
3.9.1	Mission Protection						
3.9.1.1	Advise and assist in developing the Adjutant General's (commander's) training assessment based upon safety assessment of functional areas using diagnostic tools and programs administered or monitored by the ASO.	5.00	Weekly	260.00	State	1	260.00
3.9.1.2	Assist the Adjutant General, commanders and staffs in assessing the risk management effectiveness and safety performance after operations by assisting these personnel in determining if the performance met the applicable commander's guidance (goals, objectives, and priorities).	5.00	Weekly	260.00	State	1	260.00
3.9.1.3	Administer or monitor safety-related programs, including reviewing aircraft accident reports and helping to implement corrective measures.	7.00	Weekly	364.00	State	1	364.00

DCSSAV Workshop  
SOHIIH

Number	Item	Per Accomplish Time	Frequency	Time Per Year	Workload Driver	Driver Number	Total Per Task
3.9.1.4	Administer or monitor safety-related programs, including ensuring air traffic control (ATC) communication equipment, navigational aids, and all other electronic aids to aircraft operations are inspected frequently and regularly.	4.00	Monthly	48.00	State	1	48.00
3.9.1.5	Budget for resources necessary to conduct safety activities.	4.00	Monthly	48.00	State	1	48.00
3.9.1.6	Assist subordinate commanders and supervisors in determining the numbers and qualifications of personnel necessary to ensure an effective safety program.	4.00	Monthly	48.00	State	1	48.00
3.9.1.7	Ensure adequate safe practices and safety physical standards are incorporated into operating procedures, manuals, directives, and other instructions.	10.00	Weekly	520.00	State	1	520.00
3.9.1.8	Investigate and analyze field exercise accidents and other special emphasis areas to determine cause factors and provide appropriate prevention measures.	7.00	Weekly	364.00	State	1	364.00
3.9.1.9	Participate in the planning, conduct, and debrief of exercises. Participate in related activities to include in-process reviews. Ensure the incorporation of safety principles into all field training operations orders.	5.00	Weekly	260.00	State	1	260.00
3.9.1.10	Establish and maintain liaison with other military services, Federal and civilian agencies, and, where appropriate, host nations, to ensure cooperation on matters of mutual concern.	7.00	Monthly	84.00	State	1	84.00
3.9.1.11	Supervise and direct specific aviation safety training, as required.	20.00	Monthly	240.00	State	1	240.00
3.9.2	Damage Control						
3.9.2.1	Monitor the ability of each organizational function to protect the force against aviation accidents.	10.00	Weekly	520.00	State	1	520.00
3.9.2.2	Administer or monitor safety-related programs, including rehearsing, reviewing, and documenting the adequacy of the pre-accident plan. This must be a systematic review to be conducted at least quarterly. The degree of response by elements in the pre-accident plan may be varied; however, an exercise requiring all elements to physically respond must be conducted at least annually.	10.00	Quarterly	40.00	State	1	40.00
3.9.2.3	Administer or monitor safety-related programs, including inspecting semiannually the physical condition of airfields, heliports, helipads, and tactical landing sites for hazards; when deficiencies are noted, recommending abatements and ensuring all known hazards are publicized.	80.00	Semi Annually	160.00	State	1	160.00
3.9.2.4	Administer or monitor safety-related programs, including observing aviation maintenance operations, making recommendations to correct unsafe procedures and practices, and monitoring the SOF program.	6.00	Weekly	312.00	State	1	312.00
3.9.2.5	Administer or monitor safety-related programs, including managing the operational hazard report (OHR) program and monitoring the foreign object damage (FOD) program.	10.00	Weekly	520.00	State	1	520.00
3.9.3	Liability Limitation						
3.9.3.1	Advise the Adjutant General when a below-standard status that affects safety is detected in any functional area.	2.00	Monthly	24.00	State	1	24.00
3.9.3.2	Administer or monitor safety-related programs, including observing flight and ground operations to detect and correct unsafe practices.	10.00	Weekly	520.00	State	1	520.00
3.9.3.3	Administer or monitor safety-related programs, including maintaining accident-prevention and other appropriate safety literature and posters and making distribution a priority.	6.00	Monthly	72.00	State	1	72.00
3.9.3.4	Provide technical assistance in accident investigating and reporting to ensure accuracy, completeness, and timeliness. Review Class A-F Aviation accident and incident reports, and Class A-D aviation-related ground accident reports to ensure they comply with AR 385-40.	8.00	Weekly	416.00	State	1	416.00
3.9.3.5	Review plans for proposed demonstrations, exhibits, exercises, or contingencies to ensure the safety and occupational health of Army personnel and the public.	6.00	Weekly	312.00	State	1	312.00

DCSSAV Workshop  
SOHH

Number	Item	Per Accomplish Time	Frequency	Time Per Year	Workload Driver	Driver Number	Total Per Task
3.9.3.6	Ensure policies, objectives, and standards are established and clearly defined to support an effective aviation accident prevention effort. Develop and implement a State/Territory aviation safety program which integrates agency safety policy into aviation related activities.	20.00	Monthly	240.00	State	1	240.00
3.9.3.7	Provide input to personnel officers/offices on projected accidental losses.	10.00	Monthly	120.00	State	1	120.00
3.9.4	Management Improvement						
3.9.4.1	As a primary duty, advise and assist the Adjutant General, the various commanders and staffs; on all matters of safety, including developing safety policy.	10.00	Weekly	520.00	State	1	520.00
3.9.4.2	Assist the Adjutant General, commanders and staffs in assessing the risk management effectiveness and safety performance after operations by collecting from each staff section information about risk management successes, shortcomings, and needed improvements.	4.00	Weekly	208.00	State	1	208.00
3.9.4.3	Assist the Adjutant General, commanders and staffs in assessing the risk management effectiveness and safety performance after operations by assisting staff officers in implementing corrective actions/controls selected by the commander to improve performance. This shall include development of a YTP, YTC, and YTG for each affected/applicable organization.	2.00	Weekly	104.00	State	1	104.00
3.9.4.4	Administer or monitor safety-related programs, including acquiring and maintaining a current reference library of aviation literature.	4.00	Monthly	48.00	State	1	48.00
3.9.4.5	Administer or monitor safety-related programs, including reviewing aviator flight records and making appropriate entries as necessary to training programs and recommending corrections to any deficiencies noted.	2.00	Monthly	24.00	State	1	24.00
3.9.4.6	Administer or monitor safety-related programs, including managing the safety awards program. This should be done in consonance with the administration officer and according to AR 672-74.	4.00	Monthly	48.00	State	1	48.00
3.9.4.7	Participate in State/Territory/Installation planning boards to ensure safety considerations are presented in Master Planning, MCA, and OMA project approvals and work order prosecutions.	20.00	Monthly	240.00	State	1	240.00
3.9.4.8	Advise and coordinate with the State Safety Officer/Manager on all matters pertaining to the State/Territory Aviation Safety program.	4.00	Weekly	208.00	State	1	208.00
3.9.4.9	Serve as the principal safety mentor to the Assistant ASO (as/when appointed), the ASNCO, and each ASO/ASNCO in the chain of safety personnel/offices. This includes identifying and grooming successors to each position, and identifying individuals to fill aviation safety vacancies within the State/Territory.	15.00	Monthly	180.00	State	1	180.00
3.9.5	Injury Prevention						
3.9.5.1	Administer or monitor safety-related programs, including conducting hazard analysis, prioritizing hazards in terms of accident severity and probability, and promptly advising the appropriate officials.	10.00	Weekly	520.00	State	1	520.00
3.9.5.2	Administer or monitor safety-related programs, including monitoring techniques and proficiency of personnel in handling weapons; ammunition or explosives; petroleum, oil, and lubricants (POL); chemicals; hazardous and toxic materials; and lasers.	10.00	Weekly	520.00	State	1	520.00
3.9.5.3	Administer or monitor safety-related programs, including monitoring aviation life support equipment (ALSE) and related survival training programs.	8.00	Monthly	96.00	State	1	96.00
3.9.6	OSHA Compliance						

DCSSAV Workshop  
SOHIIH

Number	Item	Per Accomplish Time	Frequency	Time Per Year	Workload Driver	Driver Number	Total Per Task
3.9.6.1	As a primary duty, advise and assist the Adjutant General; the various commanders and staffs; on all matters of safety, including developing safety goals, objectives, and priorities and integrating them into appropriate training guidance based upon identification of the most probability and severe types of accidents expected and the most likely reasons (hazards) of these accidents. This shall include development of a YTP, YTC and YTG at each applicable/affected organizational level.	10.00	Weekly	520.00	State	1	520.00
3.9.6.2	As a primary duty, advise and assist the Adjutant General; the various commanders and staffs; on all matters of safety, including developing corrective actions/control options for command selection.	5.00	Weekly	260.00	State	1	260.00
3.9.6.3	Administer or monitor safety-related programs, including conducting safety meetings Monthly.	3.00	Monthly	36.00	State	1	36.00
3.9.6.4	Administer or monitor safety-related programs, including reviewing results of accident prevention surveys and other inspection results, bringing noted deficiencies to the immediate attention of the Adjutant General (and commander) and Command Safety Council, and establishing follow-up procedures to correct deficiencies.	20.00	Quarterly	80.00	State	1	80.00
3.9.6.5	Administer or monitor safety-related programs, including monitoring the hazard communication program.	2.00	Weekly	104.00	State	1	104.00
3.9.6.6	Provide interpretation of safety and occupational health policies and procedures.	5.00	Weekly	260.00	State	1	260.00
3.9.6.7	Assist subordinate commanders and supervisors in developing safety and occupational health training.	8.00	Monthly	96.00	State	1	96.00
3.9.6.8	Determine the need to procure and distribute safety and occupational health promotional and educational materials within the State/Territory.	4.00	Monthly	48.00	State	1	48.00
3.9.6.9	Manage the conduct of safety and occupational health advisory councils.	10.00	Quarterly	40.00	State	1	40.00
3.9.6.10	Arrange for procurement and selective use of aviation safety posters, films, and other safety educational and promotional publications and materials.	4.00	Monthly	48.00	State	1	48.00
3.9.6.11	Ensure safety/accident prevention surveys are conducted (within subordinate organizations, and at the State/Territory-level).	120.00	Semi Annually	240.00	State	1	240.00
3.9.7	Preservation of the Environment						
3.9.7.1	Train State/Territory and subordinate organization personnel to perform their safety-related jobs in an environmentally responsible manner. Provide legally-required training to appropriate personnel (reference the applicable pre-accident plan). Train them to respond properly in case of an environmental emergency (e.g., aircraft accidents involving fuel or other hazardous materials spills). Ensure maintenance of training and/or certification records as required by Federal, state or local law or regulation.	20.00	Monthly	240.00	State	1	240.00
3.9.7.2	Coordinate and assist all installation/State/Territory and tenant environmental activities to ensure compliance	10.00	Monthly	120.00	State	1	120.00
3.9.7.3	Ensure implementation of a program to track hazardous materials and hazardous waste in aviation organizations from 'cradle-to-grave'.	5.00	Quarterly	20.00	State	1	20.00
					<b>Total</b>		21672.70

DCSSAV Workshop  
OPNS TNG

Number	Item	Per Accomplish Time	Frequency	Time Per Year	Workload Driver	Driver Number	Total Per Task
4.0	<b>Manage Aviation Operations and Training</b>						
4.1	<b>Standardization</b>						
4.1.1	Serves on the State Standardization Committee	4.00	Semi Annually	8.00	State	1	8.00
4.1.2	Conduct State Standardization committee meeting	90.00	Annually	90.00	State	1	90.00
4.1.3	Provides staff oversight for Standardization issues	2.00	Weekly	104.00	State	1	104.00
4.1.4	Standardizes operations, training and maintenance actions throughout the State	1.00	Daily	260.00	State	1	260.00
4.1.5	Conducts Flying Evaluation Board	100.00	As Required	0.00		0	0.00
4.2	<b>Manages ARNG training resources</b>						
4.2.1	Serves as Program Manager and oversees all budget activities, to include 2G15, RAFTP	8.00	Weekly	416.00	State	1	416.00
4.2.2	Analyze, prepare, manage 2G15 RAFTP budget activities	20.00	Weekly	1040.00	State	1	1040.00
4.2.3	Supervises subordinate Program Managers to insure proper funds accountability and control procedures	2.00	Weekly	104.00	Facility	4	416.00
4.2.4	Analyzes requirement and provides program direction and supervision in the staffing of the overall aviation program to include the Traditional Soldier	450.00	Annually	450.00	State	1	450.00
4.2.5	Coordinates specific requirements for aviation facility construction, maintenance and repair consistent with modernization and force structure changes	5.00	Monthly	60.00	Facility	4	240.00
4.2.6	Analyzes requirements and provides staff oversight and assistance to aviation commanders in the development of the Annually flying hour program	24.00	Annually	24.00	Unit (Co/Det)	17	408.00
4.2.7	Provides resources to aviation units consistent with TAG and MACOM priorities	70.00	Annually	70.00	State	1	70.00
4.2.8	Coordinates budget planning	5.00	Weekly	260.00	State	1	260.00
4.2.9	Coordinates budget execution	3.00	Weekly	156.00	State	1	156.00
4.3	<b>Manages Army National Guard (ARNG) Aviation Operations</b>						
4.3.1	Receives, processes and approves mission requests to ensure compliance with local, State, and National regulatory guidance	15.00	Weekly	780.00	State	1	780.00
4.3.2	Tasks subordinate elements with planning and execution of valid missions	5.00	Weekly	260.00	"AA" Unit	19	4940.00
4.3.3	Monitors mission status for compliance and mission completion	5.00	Weekly	260.00	State	1	260.00
4.3.4	Reports/records post mission data	8.00	Monthly	96.00	State	1	96.00
4.4	<b>Oversees State aviation training program</b>						
4.4.1	Develops Flying Hour program	20.00	Annually	20.00	Unit (Co/Det)	17	340.00
4.4.2	Reviews Air Crew training requirements	50.00	Annually	50.00	Facility	4	200.00
4.4.3	Coordinates Aviation School requirements and quotas	10.00	Monthly	120.00	Unit (Co/Det)	19	2280.00
4.4.4	Process flying status requests/orders	0.50	Per Aviator	90.00	% Turnover	0.15	13.50
4.4.5	Resources and coordinates local specialized aviation training schools as required	5.00	Monthly	60.00	State	1	60.00
4.4.6	Provides Guidance on aviation training to major and subordinate unit commanders	5.00	Monthly	60.00	Unit (Co/Det)	17	1020.00
4.4.7	Reviews and processes individual and Unit waiver requests	8.00	Monthly	96.00	Unit (Co/Det)	17	1632.00
4.4.8	Manages State AFTP program	2.00	Weekly	104.00	Facility	4	416.00
4.4.9	Coordinates resources to maximize aviation simulation training for aircrew members	30.00	Annually	30.00	Facility	4	120.00
4.5	<b>Supervises Aviation Activities</b>						
4.5.1	Provides general oversight and supervision over Army Aviation Activities	20.00	Weekly	1040.00	Facility	4	4160.00
4.5.2	Provides general oversight and supervision over Operational Support Airlift Detachments (OSA).	2.00	Weekly	104.00	State	1	104.00
4.5.3	Supervise aviation elements committed to the support of State Emergencies	80.00	Per Event (AVG 5/yr)	400.00	State	1	400.00
4.5.4	Provides general oversight and supervision over Counterdrug Aviation Activities	1.00	Daily	300.00	State	1	300.00
4.5.4.1	Reviews mission Request	5.00	Monthly	60.00	State	1	60.00

Functions and Tasks  
associated with the  
Aviation Safety

Number	Item	Per Accomplish Time	Frequency	Time Per Year	Workload Driver	Driver Number	Total Per Task
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