

# OCSA Duty Officer Responsibilities

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## Purpose

The OCSA Duty Officer coordinates the use of club aircraft by pilots and helps enhance flight instructor efficiency by assisting with student preparation.

- The DO delegates (does not perform) tasks such as preflight inspections, glider pushout and retrieval, wing running, visitor information sessions.
- The DO will usually work in the flight shack / table area, not on the runway.
- The DO is not required to provide ground instruction to students.
- The DO should arrange for an alternate if he leaves (e.g. lunch, flying).

## Preparation

1. Collect student signups during the week. The DO should be copied on emails from students to instructors, so he has an idea of how many students to expect.
2. Gather weather information and provide a single copy for pilots to use at the field.
3. Arrive at the airport early.
4. Check aircraft & parachute inspection dates for airworthiness.
5. Ensure that each aircraft that will be used receives a successful preflight inspection and Positive Control Check.
6. Have available schedule sheets, inspection/log sheets, clipboard, pencil, walkie-talkie, batteries, and (optionally) an aviation radio.

## Coordinate use of aircraft

1. Manage the aircraft/instructor signup sheet. Resolve any conflicts over requested use of aircraft.
  - a. Generally, students who have notified the instructor, preflighted aircraft, or have date-sensitive goals such as upcoming Practical Tests should receive priority.
  - b. Match student daily goals with flight slots ("Early Bird Special" pattern flights vs. soaring).
  - c. Meet with the instructor(s) and set the initial flight sequence and ground instruction times.
  - d. Ensure instructor breaks are scheduled
2. Ensure solo students have 90-day / aircraft signoff and instructor approval.
3. Match students and visitors with private pilots for dual flights if instruction is not necessary or available.
4. Coordinate use of other equipment such as parachutes.
5. Ensure only trained club members act as wing runners.
6. Ensure signed waivers are collected for guest flights.
7. Collect daily fees from non-Flight Group members.
8. Alert students when their slot is approaching.
9. Announce the pilot of each flight to Sailplane Enterprises via walkie-talkie.
10. Record takeoff and landing times.

## Assist students before/after flights

1. Help new students get oriented with ground procedures, airport areas.
2. Ensure students have completed homework.
3. Ensure students have their workbook / logbook / syllabus.
4. If the DO is a CFI, a Ground Instructor, or a student CFI, they may assist students with homework questions, preflight briefing, suggested goals for the day, postflight debriefing, and other ground instruction as time permits.

## Help enhance instructor efficiency

### Before flight

1. Ensure students and instructor meet weight and balance requirements.
2. Remind students to think about their daily goals just before their flight.
3. Ensure students are ready to fly: have seat cushions / ballast / water, have used restroom.
4. Ensure students take logbook or syllabus to aircraft.
5. Provide water for instructors.

### After flight

1. Ensure students fill out their logbook after flight, ready for the instructor's comments and signature.
2. Ensure students know their homework assignments.
3. Ensure the student's syllabus is updated / collected.
4. Provide schedule sheets to instructor to assist with logbook entries.

### End of Day

1. Ensure aircraft are tied down.
2. Report any "squawks" on the flight status board and to the Maintenance Officer.
3. Notify the Maintenance Officer of any annual inspections coming due.
4. Arrange for parachute repacks if necessary.
5. Report any complaints or problems to the responsible Board members.
6. Ensure log sheets and waivers are collected and filed.
7. Secure equipment, shut down computer, and lock buildings.
8. Notify the members via email of any significant changes, e.g. aircraft grounded, equipment newly unavailable.