

DOE AVIATION SAFETY OFFICER (ASO) – JOB TASK ANALYSIS

Job Analysis Worksheet for Task

DOE AVIATION SAFETY OFFICER

	Task	Source	Importance	Frequency
A	Gathers, trends, and analyzes aviation safety performance data to ensure the safety of the field aviation program.	DOE O 440.2C, chng 1	4	3
B	Conducts periodic assessments of aviation activities to ensure that requirements, policies, and procedures are implemented and followed and prepares reports documenting assessment findings, concerns, and recommendations and tracks corrective actions to help prevent similar occurrences.	DOE O 440.2C, chng 1	4	3
C	Participates as directed in aviation accident or incident investigations and provides assistance to accident investigation boards during their investigations.	DOE O 440.2C, chng 1	5	1
D	Identifies and reports safety concerns to the AvM when he/she believes that the field element manager's intervention is required and works to eliminate potential hazards.	DOE O 440.2C, chng 1	5	2
E	Develops ASR and/or ASD as required by paragraph 10 of this Order, or in the case of a contractor operated aviation element, reviews and concurs on ASRs and ASDs. ASDs will address potential hazards associated with the activity and methods to mitigate these hazards.	DOE O 440.2C, chng 1	5	2
F	Ensures that aviation personnel report mishaps, hazards, and concerns to the Occurrence Reporting and Processing System (ORPS) or the Aircraft Accident Incident Reporting System (AAIRS).	DOE O 440.2C, chng 1	4	2
G	Participates in the Aviation Safety Awards Programs	DOE O 440.2C, chng 1	3	1

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	to ensure that organizations and personnel are recognized for their contributions toward providing the Department with a safe aviation program.			
H	Field elements must establish procedures for the timely notification of applicable management personnel, and immediate initiation of search and rescue operations in case of a lost or downed aircraft.	DOE O 440.2C, chng 1	5	1

Job Analysis Worksheet for Competencies

DOE AVIATION SAFETY OFFICER

	Competency	Source	Importance	When Needed
1	Aviation Safety Officers shall demonstrate the ability to trend and analyze aviation safety performance data to ensure the safety of the field aviation program.	TECHNICAL QUALIFICATION PROGRAM “TOP” FUNCTIONAL AREA QUALIFICATION STANDARD AVIATION SAFETY OFFICER QUALIFICATION CARD	3	4
2	Aviation Safety Officers shall demonstrate a working level knowledge of the Department’s philosophy and approach to implementing an Integrated Safety Management System.	Same as Above	5	4
3	Aviation Safety Officers shall demonstrate a working level knowledge of the Department’s aviation history, organization, and missions.	Same as Above	2	4
	Aviation Safety Officers shall demonstrate a working level knowledge of DOE O 440.2C, Aviation Management and Safety	Same as Above	5	4
5	Aviation Safety Officers shall demonstrate a working level knowledge of the roles of the Aviation Board of Directors (ABD), the Senior Aviation Management	Same as Above	3	4

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	Official (SAMS)), and the Office of Aviation Management (OAM)			
6	Aviation Safety Officers shall demonstrate a familiarity level knowledge of a typical commercial aviation organization.	Same as Above	4	4
7	Aviation Safety Officers shall demonstrate a working level knowledge of their site specific Aviation Implementation Plan (AIP).	Same as Above	5	4
8	Aviation Safety Officers shall demonstrate a working level knowledge of the capabilities of the aircraft used in their program.	Same as Above	5	4
9	Aviation Safety Officers shall demonstrate a working level knowledge of Federal Aviation Administration's (FAA's) role in DOE Aviation	Same as Above	4	4
10	Aviation Safety Officers shall demonstrate a working level knowledge of the organization of the Code of Federal Regulations and how to locate information in it.	Same as Above	4	4
11	Aviation Safety Officers shall demonstrate the ability to conduct evaluation of Commercial Aviation Service (CAS) operators using the DOE CAS Operator Checklist.	Same as Above	4	4
12	Aviation Safety Officers shall demonstrate a working level knowledge of requirements contained in 14 Code of Federal Regulations (CFR) Parts 91, General Operating and Flight Rules; 121, Operating Requirements: Domestic, Flag, and Supplemental Operations; 133, Rotocraft External-Load Operations; 135, Operating Requirements: Commuter and On-Demand Operations; and 137, Agricultural Aircraft Operations; for commercial operators.	Same as Above	4	4
13	Aviation Safety Officers shall demonstrate a Working level knowledge with the Department's aviation accident/fatality history and its impact on the program	Same as Above	2	4

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14	Aviation Safety Officers shall demonstrate a working level knowledge of their site specific pre-accident plan.	Same as Above	5	4
15	Aviation Safety Officers shall demonstrate a working level knowledge of DOE Order 225.1A, Accident Investigations and its associated Guide, DOE G 225.1A.1, Guide for DOE O 225.1 Accident Investigations.	Same as Above	3	4
16	Aviation Safety Officers shall demonstrate a familiarity level of knowledge of National Transportation Safety Board's (NTSB) role in investigation DOE aviation accidents.	Same as Above	4	4
17	Aviation Safety Officers shall demonstrate a working level knowledge of how to notify the National Transportation Safety Board (NTSB) if an accident occurs and the information that is required in the notification	Same as Above	4	4
18	Aviation Safety Officers shall demonstrate a working level knowledge of DOE O 232.1A, Occurrence Reporting and Processing of Operations Information and its associated Guide, DOE G 232.1-1A, Occurrence Reporting and Processing of Operations Information.	Same as Above	2	4
19	Aviation Safety Officers shall demonstrate a working level knowledge of the GSA Aircraft Accident Incident Reporting System (AAIRS)	Same as Above	3	4
20	Aviation Safety Officers shall demonstrate a working level knowledge of the Aviation Safety and Management Awards Program.	Same as Above	3	4
21	Aviation Safety Officers shall demonstrate a working level knowledge of 41 CFR 102-33, Federal Management Regulations.	Same as Above	4	4
22	Aviation Safety Officers shall demonstrate a working level knowledge of safeguards and security as it relates to aviation operations.	Same as Above	5	4

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Job Analysis Worksheet for Competencies Linkage

DOE AVIATION SAFETY OFFICER

Competencies	DUTIES AND RESPONSIBILITIES							
	A	B	C	D	E	F	G	H
1	4	4	5	4	4	3	5	4
2	2	4	4	4	5	3	3	5
3	2	2	5	4	3	3	2	2
4	2	2	4	2	5	4	2	4
5	1	1	3	4	2	4	2	3
6	1	1	4	4	2	1	1	2
7	4	4	5	5	5	5	5	5
8	3	3	5	5	5	5	5	5
9	2	2	5	4	2	4	2	4
10	2	2	5	4	3	4	2	4
11	4	4	5	4	4	N/A	1	1
12	2	2	5	4	4	4	3	5
13	4	4	5	2	2	3	1	2
14	3	3	5	5	5	3	1	5
15	3	3	5	3	4	4	1	4
16	1	1	5	2	2	3	1	4
17	1	1	5	2	2	3	1	5
18	4	4	5	2	2	4	1	3
19	4	4	5	2	2	4	1	3
20	4	4	2	3	2	2	5	1
21	2	2	3	2	2	2	3	2
22	4	4	5	4	5	5	3	5