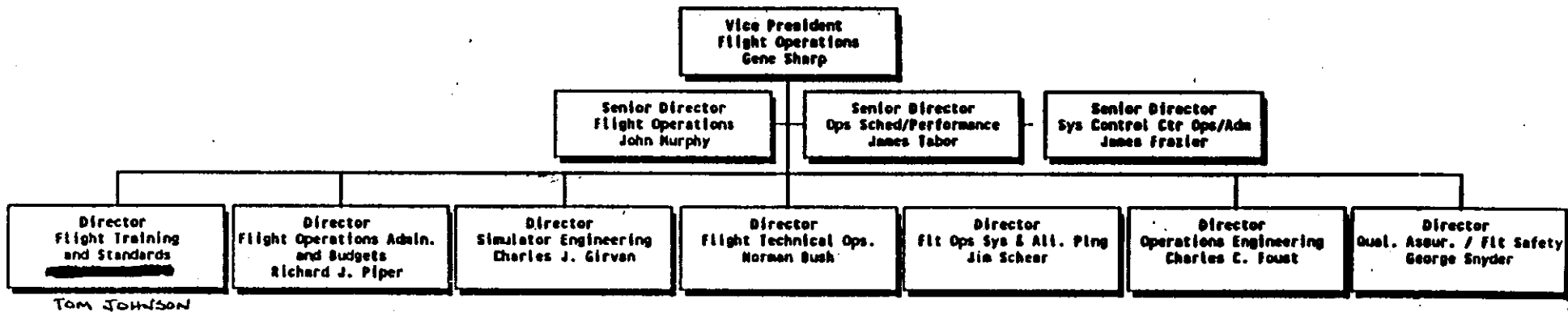


APPENDIX G

ORGANIZATIONAL CHARTS & JOB DESCRIPTIONS

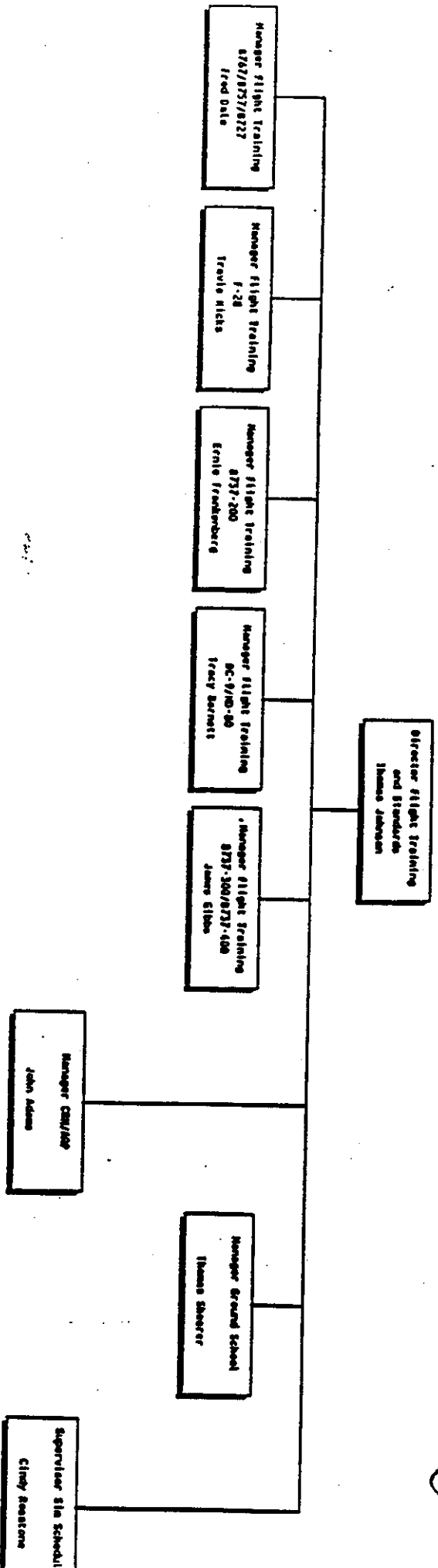
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FLIGHT OPERATIONS
DEPARTMENT 210



5/20/94

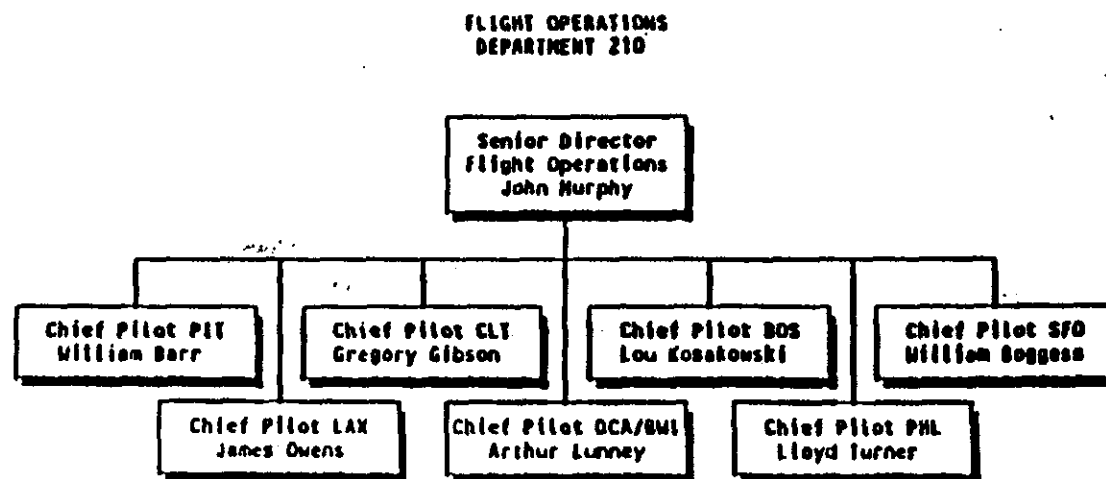
FLIGHT OPERATIONS
DEPARTMENT 216



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**FLIGHT OPERATIONS
DEPARTMENT 216**

**Director
Qual Assur/ Flt Safety
George Snyder**

**Air Saf Coord/Hum Factors
Captain Joseph Lofaso**

**Air Saf Coord/Technical
Captain J. Scott Reynolds**

5/20/94

**DUTIES AND RESPONSIBILITIES — FLIGHT OPERATIONS
FLIGHT TRAINING & STANDARDS****DIRECTOR — FLIGHT TRAINING & STANDARDS**

Responsible to: Vice President — Flight Operations

Job Summary: Directs the administration of pilot and flight engineer qualification and training, and assures the continuing competency of line pilots, check pilots, and instructors.

Responsible for:

- Conception, construction, FAA approval, and administration of ground, simulator, and aircraft training programs.
- Aiding in the scheduling and in formation and maintenance of records systems for such programs and for individuals.
- Coordinating with Vice President — Flight Operations on other operational programs. This includes major efforts such as Training Center improvements, equipment evaluation, cockpit equipment and layout, unit evaluation, flight programs, etc.
- Construction, revision, and maintenance of Flight Operations Department manuals and other publications.
- Interdepartmental coordination on procedures, policies, equipment, manuals, and personnel relationship involving the Flight Operations Department. This pertains to their establishment and their application to training and/or line operation.
- Representing Company with industry and Government committees and meetings.
- Participating in classroom instruction, flight training, flight checking, or test flying to support Company needs. Performing special assignments as assigned by Vice President — Flight Operations.
- Supporting the Company's Affirmative Action Program to insure that decisions within the appropriate area of responsibility are free from consideration of sex, color, race, age, religion, or national origin.

**DUTIES AND RESPONSIBILITIES — FLIGHT OPERATIONS
ADMINISTRATION**

SENIOR DIRECTOR — QUALITY ASSURANCE & FLIGHT SAFETY

Responsible to: Vice President — Flight Operations

Job Summary: Directs the development and implementation of philosophies, policies, plans, goals, and standards in flight safety.

Monitors the quality of the training department to assure that all pilots are trained to a high degree of excellence and that all training programs are coordinated and focused on safety as the Company's primary objective.

Responsible for:

- Directing the development, implementation, and administration of the safety assurance function within the Flight Operations Department to assure that training programs, procedures, and effectiveness are consistent with corporate flight safety goals.
- Directing the investigation of all flight operation accidents and incidents.
- Representing USAir and serving as a liaison with the National Transportation Safety Board and foreign accident investigation authorities.
- Directing the development and administration of systems and procedures to monitor, collect, and analyze flight safety data and to disseminate information and recommendations to appropriate USAir departments and personnel.
- Support the Company's Affirmative Action Program to ensure that decisions within the appropriate area of responsibility and other actions are free from considerations of race, color, religion, sex, national origin, age, handicap, or status as a disabled veteran or veteran of the Vietnam era.

**DUTIES AND RESPONSIBILITIES — FLIGHT OPERATIONS
ADMINISTRATION**

PROGRAM SUPERVISOR — HUMAN FACTORS

Responsible to: Director — Flight Technical Operations

Job Summary: Responsible for the development and implementation of an advanced qualification program at USAir.

Responsible for:

- Development of a traditional Cockpit Resource Management (CRM) program.
- Managing the transition process of integrating the CRM course into the Advanced Qualification Program.
- Representation of USAir in industry meetings and symposiums (ATA, FAA, NTSB).
- Feasibility studies of future programs relating to the Flight Operations Department.
- Support the Company's Affirmative Action Program to ensure that decisions within the appropriate area of responsibility and other actions are free from considerations of race, color, religion, sex, national origin, age, handicap, or status as a disabled veteran or veteran of the Vietnam era.

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PERSONNEL
FLIGHT OPERATIONS MANUAL

USAir

**DUTIES AND RESPONSIBILITIES — FLIGHT OPERATIONS
FLIGHT TRAINING & STANDARDS**

FLIGHT MANAGER

Responsible to: Director — Flight Training & Standards

Job Summary: Assist in achieving Flying Department objective of providing a corps of proficient line, training, and check pilots. Assist with Department support programs that insure a safe and efficient flying operation.

Responsible for:

- Promoting standardization, proficiency, and motivation among check pilots on a particular aircraft type and assist in establishing standardization among all aircraft types.
- Administering training and checking of line pilots, flight instructors, simulator instructors, and check pilots.
- Assisting in providing a superior quality of flight simulation through application and monitoring of simulator training, engineering, and maintenance programs.
- Coordinating in the establishment and maintenance of a superior quality of ground training programs, including the integration of procedures trainers.
- Assisting in establishment and maintenance of pilot manuals and other publications, assuring that contained information is complete, correct, and timely.
- Coordinating in the establishment of effective policies, procedures, and regulations as they pertain to a particular aircraft type.
- Representing the Company with government and industry in activities related to maintaining Company objectives.
- Coordination among Flight Operations Department management, ground, simulator and aircraft training, Flight Publications, Scheduling, Pilot Records, other departments, manufacturers' representatives, and FAA as necessary to promote Department objectives.
- Providing aircraft type expertise on a regular basis.
- Providing, with other equipment managers, a forum for researching, evaluating, and implementing new or revised systems, policies, and procedures.
- Assignments by Director — Flight Training & Standards.
- Supporting the Company's Affirmative Action Program to insure that decisions within the appropriate area of responsibility are free from considerations of sex, color, race, age, religion, or national origin.

**DUTIES AND RESPONSIBILITIES — FLIGHT OPERATIONS
FLIGHT TRAINING & STANDARDS**

SENIOR CHECK AIRMAN

Responsible to: Flight Manager

Job Summary: Assist in selection, training and scheduling of proficiency check airmen. Assist with Department support programs that insure a safe and efficient flying operation.

Responsible for:

- Selection, training and monitoring of proficiency check airmen.
- Promoting standardization, proficiency and motivation among check airmen assigned.
- Planning and executing the monthly schedule of training involving proficiency check airmen.
- Administering training and checking of line pilots and proficiency check airmen.
- Performance of test flights, when required.
- Assisting the Flight Manager in the performance of his duties. Assume his responsibilities, when assigned or required.
- Support the Company's Affirmative Action Program to ensure that decisions within the appropriate area of responsibility and other actions are free from considerations of race, color, religion, sex, national origin, age, handicap, or status as a disabled veteran or veteran of the Vietnam era.

**DUTIES AND RESPONSIBILITIES — FLIGHT OPERATIONS
FLIGHT TRAINING & STANDARDS**

→ **CHECK PILOTS (ALL CHECKS)**

Responsible to: Flight Manager

Job Summary: Conducting of pilot training and checking flights (simulator and aircraft).

Responsible for:

- Functioning as flight instructor for simulator and aircraft initial, transition, upgrade, and recurrent training, including for obtaining appropriate ratings.
 - Proficiency check activity for simulator and aircraft ATPC, Flight Engineer rating, type rating, and proficiency check flights, as applicable.
 - Line Check Pilot activity for operating experience and recurrent line check requirements.
 - Administering all flights in accordance with current FAR's and Company regulations, policies, and procedures, conforming with normal Company customs and usage where not detailed in writing, and insuring that pilots being trained and/or checked are knowledgeable of and operating in respect with such.
 - Special assignment flights (test, ferry, etc.).
 - Ground Instructor activity as assigned.
 - Monitoring and otherwise assisting with administrative programs including: airport/route qualification; flight time limitations; currency requirements (physicals, takeoffs and landings, home study courses, etc.); pilot flight equipment; uniform discipline; manuals; policies and procedures; and others as assigned.
 - Support the Company's Affirmative Action Program to ensure that decisions within the appropriate area of responsibility and other actions are free from considerations of race, color, religion, sex, national origin, age, handicap, or status as a disabled veteran or veteran of the Vietnam era.
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