DISTRICT ONE NORTHERN REGION AUXILIARY AVIATION PROGRAM QUALIFICATION GUIDE

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"Semper Paratus – Always Ready"

REFERENCE DOCUMENTS:

    (a) Auxiliary Operations Policy Manual, COMDTINST M16798.3 (series)
    (b) Auxiliary Aviation Training Manual, COMDTINST M16798.5 (series)[1]
    (c) Air Station Cape Cod Air Operations Manual, AIRSTAINST M3710.1 (series)
    (d) Auxiliary Aviation Program, COMDTINST 16798.1 (30 JAN 77)
    (e) Auxiliary Air Crew Qualification Program, COMDTINST 16798.2 (16 AUG 99)
    (f) Auxiliary Av. Std, Instructor Pilot/Flight Examiner Syllabus, IPFE-05-03 (MAY 2003)
    (g) Auxiliary Av. Std, Auxiliary Pilot Qualification Syllabus, AV-04-06 (MAR 2003)
    (h) Auxiliary Av. Std, Auxiliary Air Observer Initial Qualification Syllabus, AV-06-1 (24 APR 06)
    (i) Auxiliary Aviation Updates, COMDT message (R 042014Z OCT 06)
    (j) Federal Aviation Regulations, 14 CFR Part 23, Part 43, and Part 91
    (k) Auxiliary Aviation Facility Reimbursement, COMDTNOTE 16798 (06 MAR 06)
    (l) Auxiliary Aviation Std, Auxiliary Passenger Transport Missions, AV-06-3 (24 APR 06)
    (m) Coast Guard Reimbursable Standard Rates, COMDTINST 7310.1 (series)
    (n) Code of Federal Regulations, Title 49, Chapter VIII, Subpart B, Section 830
    (o) Auxair Policies and Procedures D1NR (17 NOV 11)

NON-STANDARD DISTRIBUTION:

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[1] Highly recommended that this document be read completely by prospective aviators.

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Chapter 1   Introduction

What We Do
The D1NR Auxiliary Aviation (AUXAIR) Program Qualification Guide is a reference document to clarify how Auxiliarists obtain aviation qualifications and use the D1NR AV Initial Qualification Sequence Checklist (Section F and Appendix B). The Observer (OB), Air Crew (AW), Second Pilot (SP), First Pilot (FP), and Aircraft Commander (AC) qualifications require that a collection of tasks be learned, practiced and performed by the trainee. These tasks represent the <u>minimum</u> elements of skill and knowledge necessary for safe and effective performance as a Coast Guard Auxiliary Airman. Sections in this chapter include:

- Section A. Opportunities for Participation

- Section B. Aviation Program Requirements

- Section C. Initial Qualification Sequence

- Section D. AUXAIR Participation Requirements

- Section E. AUXAIR Designation Requirements

- Section F. AUXAIR Qualification Sequence

- Section G. Other New Aviation Member Information

- Section H. Frequently Asked Questions

- Appendix A. USCG D1NR Aviation Program Application

- Appendix B. USCG D1NR AV Initial Qualification Sequence Checklist

Missions
AUXAIR is a valuable multiplying force for team Coast Guard. The AUXAIR pilots and their air crews are dedicated volunteers who donate their personal time and aircraft to assist the active-duty side. All missions in the AUXAIR program are performed using small privately owned general aviation aircraft. Some aircraft are owned by multiple partners and there is at least one aircraft owned by a club that is available for use with membership. Missions in support of the Coast Guard include:

- Search and Rescue Assistance

- Marine Safety Patrols

- Marine Domain Awareness (Homeland Security) Patrols

- Support of USCG Law Enforcement

- Area Familiarization

- Logistics and Transport

- Photographic Missions & Ice Patrols

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Training Paths   AUXAIR offers pilot and non-pilot training paths to qualifications. Each qualification requires mastery of tasks specific to the air crew position.   Typical paths are shown in Figure 1.
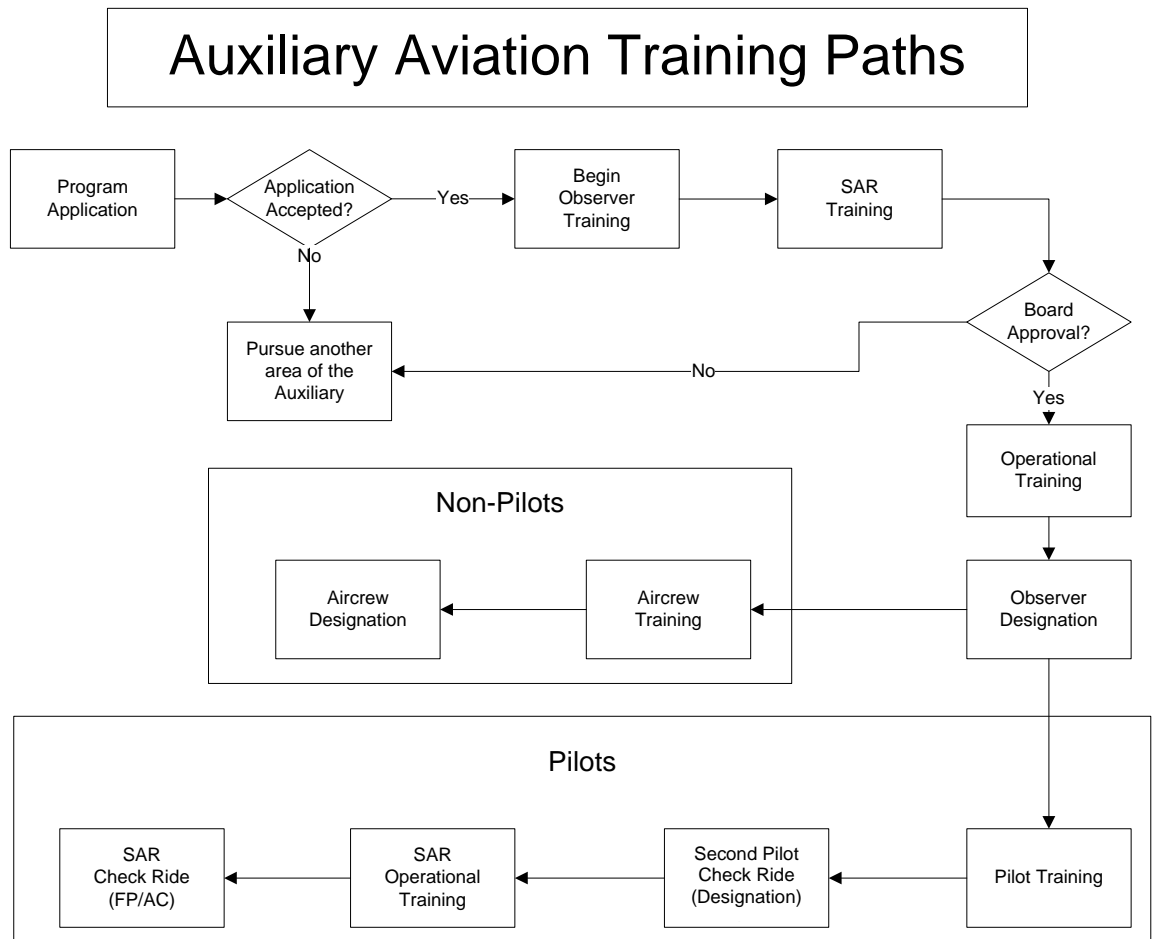
Auxiliary Aviation Training Paths

Figure 1. Auxiliary Aviation Training Paths

Section A. Opportunities for Participation

A.1. Program Overview

There are a number of ways Auxiliary members can participate in the aviation program. Non-pilots as well as pilots are a very important part of the program and offer significant value in the flight environment.

Pilots desiring to participate as Pilot in Command (PIC) must have an aircraft available for their use that meets Coast Guard requirements and can be designated as a Coast Guard Auxiliary facility. This includes the installation of a marine radio. If such a facility is not available, please contact the Assistant District Staff Officer – Aviation Personnel (ADSO-AVP), as there is at least one facility in the program that is owned by a flying club with open membership at a nominal cost. Non-owner pilots, especially those with current instrument ratings, are also valuable to the Auxiliary, since some missions require a second instrument-rated pilot.

There are five designations available within the aviation program. The requirements for each vary, as detailed below. The non-pilot designations of Observer (OB) and Air Crew (AW) are available to any Auxiliary member who is accepted into the program.

A.2. Observer (OB)

The observer is an integral part of auxiliary aviation in the flight environment of the Marine Domain Awareness (MDA) missions Auxiliarists fly. A good Observer lowers the risk level of the flight significantly by performing a variety of important tasks and is therefore a required crew member on nearly every mission.

More specifically, Observers are responsible for creating written records of flight activity, communicating with Coast Guard personnel on the ground, performing other tasks in the cockpit to assist the pilot, and observing whatever is required for each mission.

Observer candidates are expected to have an understanding of Search and Rescue (SAR) techniques, and be able to demonstrate that knowledge as part of their designation evaluation. Obtaining the Observer designation requires completion of all items on the OB syllabus and is an initial requirement for all participants in the program, even those participants desiring a pilot designation.

A.3. Air Crew (AW)

The Air Crew (AW) designation is often coined as the "Super Observer." Air Crew candidates have achieved the Observer designation, have demonstrated a significant level of knowledge of the aviation and cockpit environment above and beyond the observer requirements, and are thoroughly familiar with Search and Rescue (SAR) procedures. Those knowledge requirements are detailed on the AW syllabus. The knowledge required as an Air Crew member is often equated to the knowledge required to pass the FAA Private Pilot written test. Licensed pilots meeting Observer requirements will be automatically certified as Air Crew.

A.4. Pilot
  Designations

All pilots within the AUXAIR program must be at least a private pilot with 200 hours of PIC time and meet all FAA requirements for flight as a PIC carrying passengers including night currency.

New pilots are assigned a level of competency based of their total PIC hours prior to joining the Auxiliary.

The following chart lists the basic requirements for each designation:

Designation	Total Hours (PIC)	SAR	Instrument Rating
Second Pilot	200	No	No
First Pilot	500	Yes	No
Aircraft Commander	1000	Yes	Yes

Additionally, all pilot participants must attend the AUX-18 Spatial Disorientation and CRM Training at Pensacola Naval Air Station in Florida within one year after qualification. These trips are under orders at no cost to the auxiliary member. Submit a STTR (Short Term Training Request) via your Flotilla Commander to the DSO-AV to schedule this training.

A.5. Second Pilot (SP)

The Second Pilot (SP) designation in the aviation program is the basic PIC qualification for pilots with limited PIC experience, and is granted after meeting all requirements for Observer and completing an Auxiliary Flight Check.. This designation allows pilots to fly a restricted set of mission profiles.

A.6. First Pilot (FP)

The First Pilot designation allows pilots to participate in a much wider spectrum of missions, most notably Search and Rescue (SAR). A prerequisite for this qualification, in addition to the minimum total PIC hours, is SAR training and a First Pilot check ride. Pilots with this designation can be diverted for SAR missions if they have the appropriate crew and protective gear.

A.7. Aircraft Commander (AC)

The Aircraft Commander (AC) is the highest pilot designation in the Auxiliary. The primary difference between the First Pilot and Aircraft Commander qualification is that an instrument rating is required and IFR flight may be authorized for Aircraft Commanders (in adherence with the two-pilot rule).

Section B. Aviation Program Overview

B.1. Initial Requirements

There are a number of requirements for involvement in the AUXAIR program. Some of these requirements must be met up front, some before flying on missions, and others before achieving an air crew designation.

- Be a member of the Coast Guard Auxiliary with an assigned member number.

- Submit the D1NR Aviation Program Application (Appendix A).

- Meet Medical Screening Requirements.

- Submit Personnel Security Investigation (PSI) paperwork and receive a Direct Operations (DO) clearance.

- Be willing to commit to the time and participation requirements of the program.

- Although not a Coast Guard requirement, Internet access is essential to operation in the Air Auxiliary.

B.2. Participation Requirements

After an Auxiliarist meets the initial requirements (Section B.1.), additional tasks must be performed in order to begin flight training.

- Pass aviation swim test (annual)

- Complete egress training (annual)

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- Attend Observer Ground Training

- Receive a passing grade on Part A of the online exam (Observer test)

- Complete ICS-100, and ICS-700 modules for the Observer and Air Crew designations (plus ICS-200, ISC-210 and ICS-800 for the pilot designations)

B.3. Designation Requirements

Auxiliarists that meet the initial requirements (Section B.1.) and participation requirements (Section B.2.) can begin flight training. Flight training consists of learning and demonstrating tasks on the respective qualification syllabus.

- Basically Qualified (BQ), OS-PSI status

- Obtain sign-offs on syllabus and checklists for desired designations.

- For Observers a passing grade on AV Test Part A, and for Pilots and Air Crew candidates, a passing grade on Aviation Test Part B (online exams).

- Have an ANSC 7015 Pilot/Aircrew Qualification form certified by an examiner and endorsed by the DSO-AV and DIRAUX.

Section C. AUXAIR Initial Requirements

C.1. Auxiliary Membership   Being a member in good standing of a Coast Guard Auxiliary flotilla is required to begin the AUXAIR application process. Those interested in participating in the program who are not yet a member should contact the ADSO-AVP listed in Section G.4. of this document on how to locate a flotilla and join the Auxiliary.

C.2. Basically Qualified   All Auxiliarists involved with the aviation program must be Basically Qualified (BQ) before earning an AUXAIR designation. Auxiliarists should check with their Flotilla Commander regarding requirements for obtaining the BQ status.

C.3. E-mail   Electronic mail and web tools are used extensively within the AUXAIR program. It is strongly recommended that a reliable e-mail address be available and that it is checked at least once every day.

C.4. Time   It is important to realize that participation in the AUXAIR program requires a significant amount of time from the application submission to obtaining the desired initial designation. It is not uncommon for this process to take nine to twelve months. Participants are expected to be proactive, resourceful, flexible, and self-motivated as they complete the application and qualification process. While we are an organization of volunteers, safety is paramount in a flight environment, so it is critical that all participants are properly prepared for any aviation task that may arise.

C.5. DO-PSI   There are two levels of participation within the Auxiliary, each with their own Personal Security Investigation (PSI) level: Operational Support (OS) and Direct Operational (DO). An approved Direct Operational PSI (DO) status is required for mission participation. As a Basically Qualified (BQ) member of an Auxiliary Flotilla, members are given an OS status. Auxiliary aviators are directly involved in operational missions in support of the USCG and therefore must obtain a DO status to participate in the AUXAIR program. Auxiliarists should contact their Flotilla Commander to begin the DO submission process. This includes additional finger prints and completion and submittal of the SF-86 form which provides a range of personal background and history information to the US government. Auxiliarists that request a DO-PSI through their FC will receive an e-mail with instructions to access the *E-Qip Applicant Site* as stated below:

> *As part of e-government and e-security the Office of Personnel Management (OPM) has developed E-QIP (electronic questionnaires for investigations processing) to streamline the SF-86 paperwork submission process.*
>
> *Applicants MUST begin their application within 30 days of receiving the E-QIP email or it will be terminated from the system by OPM and login access will not be granted. An on-line account will be created at OPM to complete the SF-86, refer to*

the user guide at: http://cgweb.seccen.uscg.mil/forms/applicant_guide_2010.pdf.
The main OPM E-QIP site can be accessed at: http://www.opm.gov/e-qip.

1. *After entering the E-Qip Applicant Site, select Continue and enter your Social Security Number. You will then be asked three security questions such as: What is your favorite movie? What is your mother's maiden name? What is your favorite color? The exact questions vary but they will be something personal that only you might know. Remember your answers, you will be asked them again if you need to log on in the future.*

2. *Complete the SF-86 form, BEFORE selecting "release to approver" print two copies of the signature pages, there should be 4 of these (2 copies of each for a total of 8 pages). Send the signed (in ink) pages to DIRAUX along with three FD-258 finger print cards (done by your flotilla) to:*

   COMMANDER, FIRST COAST GUARD DISTRICT
   ATTN: Director of Auxiliary (dpa-NR)
   408 Atlantic Avenue
   Boston, MA 02110-3350

Questions by Flotilla Commanders on the SF-86 process can be directed to:

   Telephone: 617-223-8223
   E-mail: Peter.J.Boardman@uscg.mil

Auxiliarists may participate in AUXAIR training events prior to receipt of a DO status. Auxiliarists that are ready to begin flight training but have not received their DO status may request an Interim Certification (IC) from the ADSO-AVP. Section *B.1.e. Other PSI Considerations* in the *Auxiliary Manual COMDTINST M16790.1G* further clarifies the *DO PSI* and *Interim Certification* processes:

> *Once an AP Auxiliarist has received a favorable OS PSI determination and their administrative status has been changed to IQ (or BQ or AX, as appropriate), the Auxiliarist may submit a DO PSI package and proceed on to qualification in a program that requires a favorable DO PSI determination. By doing so, the Auxiliarist may perform and successfully complete all training tasks and prerequisites and receive an interim certification by the Director or operational commander while the DO PSI package is processed to completion. Granting interim certification shall be made at the discretion of the Director upon favorable review of the member's DO PSI package with no adverse material issues identified.*

**C.6. Medical
Screening**

In order to increase overall program safety and standardize medical requirements, all Auxiliary Observers are required to meet the same medical screening requirements as Auxiliary Air Crew and Pilots. The Flight Crew Medical Screening document AV-10-1 dated 16 SEP 10 and USCG Auxiliary Flight Crew Medical Screening Form ANSC 7042A (revised 05/2010) detail all flight crew medical requirements. These standards are essentially equivalent to a Class III FAA Medical, which is allowed in lieu of the screening forms.

The AV-10-1 can be found at the following link:
http://www.cgaux.org/response/_documents/Air/AV-10-FlightCrewMedicalScreening.pdf

The 7042A form can be found at the USCGAux national forms website link:
http://forms.cgaux.org/

Section D. AUXAIR Participation Requirements

D.1. Swim Test
 The AUXAIR swim test is available at the Northern Region District Conferences typically held in January and April of each year. Additional swim tests may be conducted based on applicant needs. However, it is recommended that applicants attend one of the aforementioned district conference swim tests.

Before the first flight as an air crew member in an Auxiliary aircraft operating offshore under orders, and then as an annual requirement, each crewmember must swim 75 yards and then successfully demonstrate entry into a waterborne life raft. Crew members may wear an inflated PFD during the swim. They must receive instruction in water survival techniques and the use of all survival equipment onboard the aircraft. Subject to availability, Auxiliarists may make use of available Coast Guard personnel, equipment, and facilities in meeting the requirements of this paragraph. Auxiliary aviators are also encouraged to take part in Shallow Water Egress Training (SWET) when available and provided by the air station.[2]

D.2. Egress Training
 Egress training is available at the annual safety workshop, held at Air Station Cape Cod in May every year, an additional workshop is often held in November. Egress training can also be completed by the PIC prior to a flight.   The egress training is a timed event including pre-ditch and post-ditch simulations using aircraft on the flight line and must include at least a lecture on basic principles, use of related equipment, egress procedures, and the required preflight briefing for the types of aircraft in use.[3]

D.3. Safety Workshop
 Very important elements in the AUXAIR program are the AUXAIR sessions given at the two district conferences and the safety workshops. There are only a few AUXAIR events each year and important information is disseminated during these workshops, all participants are encouraged to attend.

After applying to the AUXAIR program, participants are encouraged to attend all scheduled aviation activities. Typically, there are four per year and attendance at these events is critical to success in the program. In addition to keeping up to date with the program and providing training specific to our mission profiles, AUXAIR events provide the opportunity to meet other participants in the program. They are also opportunities to meet all of the aviation board members.

For participants seeking an initial qualification (OB or AW), it is important to present oneself to pilots at these events to be considered on their future missions.

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[2] Refer to CIM16798.3E, Annex 2, C.2.b.
[3] Refer to CIM16798.3E, Annex 2, C.2.a.

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D.4. Ground Training

Ground training for the AUXAIR program is broken into the four categories listed below, which may or may not be presented as individual training classes. Additionally, there are topic-specific training sessions that are offered periodically.

D.4.1. Observer Ground Training

All participants in the program must attend initial Observer Ground Training. This curriculum includes introductory information on the AUXAIR program and practical information required for mission participation. Following this training, participants should be able to successfully pass the Observer portion (Part A) of the online aviation examination. This class is typically scheduled at least annually or on an as needed basis.

D.4.2. SAR Training

SAR training is usually available soon after the Observer Ground Training class (usually within one month), and provides training essential to the SAR elements of the observer and pilot designations.

D.4.3. Air Crew Training

This training, similar in structure to FAA Private Pilot ground school, covers the theory and skills required to complete the Air Crew qualification practical requirements.

D.4.4. Pilot Training

Pilot training covers everything pilots need to know in order to act as PIC on Coast Guard missions. At the conclusion of this training, all participants should be able to successfully complete the pilot online exam (Part B) and, upon completion of that test, will be qualified to take their Second Pilot (SP) check ride.

D.5. Aerial Photography Training

Aerial reconnaissance photography is becoming an increasingly important component of the services provided by AUXAIR to the U.S. Coast Guard and other government agencies. It is critically important that timely aerial reconnaissance photography results be available on an as needed basis and that those results meet the needs of AUXAIR's customers. It is even more important that those results be obtained without any reduction to the already high safety standards associated with all AUXAIR flying activities.

To help crews safely develop the required skills and coordination between Pilots and Observers, D1NR conducts an Aerial Reconnaissance Photography Training Workshop at Air Station Cape Cod every summer. The class includes advanced preparation, classroom instruction, aerial field exercises, evaluation of photographic results against established standards, and a second round of classroom instruction/aerial field exercises/evaluation with an emphasis on demonstrated progress from the morning to afternoon exercises. All training is conducted in a safety conscious environment with a strong emphasis on crew crosscheck procedures to maintain safe altitude, attitude and ample margin above stall using CRM.

Successful participation helps prepare Pilot/Observer crews for aerial reconnaissance photography tasking using methods, techniques and equipment that have been standardized across all of D1NR AUXAIR crews. Successful graduates are better able to meet the performance expectations of the U.S. Coast Guard and other government agencies that depend upon AUXAIR for aerial reconnaissance photography services.

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D.6. ICS Training   Successful completion of FEMA Incident Command System (ICS) classes are required for AUXAIR participation. All participants must complete IS-100 and IS-700 (on-line). Those intending to obtain a PIC designation will need to complete the IS-200 (on-line), ICS-210 (classroom) and IS-800 (on-line) as well. Completion of the Federal Emergency Management Agency (FEMA) online training and test is required for each on-line course. ICS-210 requires attendance of an Auxiliary training class, this class is often available at district conferences. The ICS courses are available to all members of the public at www.fema.gov (save completion certificates).

Section E. AUXAIR Designation Requirements

E.1. Syllabus Sign Off

Each non-pilot designation in the aviation program (OB and AW) has a syllabus that is signed off as participants progress through their flight training. For Observers and Air Crew, this syllabus is signed off as participants demonstrate their mastery of the specified tasks. The completed observer syllabus (AV-06-1) or Air Crew syllabus (COMDTINST 16798.2) is signed off by a First Pilot or Aircraft Commander.

For pilot designations, the syllabus sign offs are part of an organized check flight. The National Aviation Pilot Syllabus (AV-04-6) is the official standard for this designation. The completed flight check list must be signed off by a Flight Examiner.

The syllabus documents are available from the National Aviation website: http://www.auxodept.org/airoperations.htm.

All members that have qualified for a designation must attach their signed syllabus and signed Auxiliary Form 7015 and forward to the DSO-AV for review and approval. The 7015 package should include copies of other requirements (ICS certificates, medical forms, etc) to expedite the process.

E.2. Operational Training

After completion of observer and/or SAR ground school, training flights will be arranged (often as part of actual missions) to provide airborne training for trainees.

In the case of observer candidates, 10 hours of mission time is required for their designation as qualified observers. In addition, they must demonstrate mastery of the tasks on the Observer checklist (AV-06-1).   Air Crew candidates must complete a minimum of four check flights, each demonstrating a series of tasks chosen so a qualified Air Crew could assist the Pilot in non-flying tasks during times of heavy work loads.

For First Pilot and Aircraft Commander candidates, training flights will be arranged to provide practice and training on search pattern execution. After the candidate demonstrates satisfactory performance with the SAR elements, a SAR procedures flight check will be conducted to complete this training.

Section F. AUXAIR Qualification Sequence

F.1. Sequence

This section presents the AUXAIR program requirements in the suggested sequence of form submissions and other qualifications to be followed by Auxiliarists interested in the D1NR Aviation Program. It is used in conjunction with the applicable reference documents, notably the Auxiliary Operations Policy Manual, COMDTINST M16798.3 (series), Auxiliary Aviation Training Manual, COMDTINST M16798.5 (series), Auxiliary Aviation Program, COMDTINST 16798.1 (30 JAN 77), and (o) Auxair Policies and Procedures D1NR (17 NOV 11), to assist Auxiliary members in obtaining their first aviation qualification.   It is recommended that the D1NR AV Initial Qualification Sequence Checklist (Appendix B) be completed by the applicant as they progress through the program requirements and that it be forwarded to the ADSO-AVP to be recorded.

F.2. EMP ID

Auxiliarists must have an Employee ID (EMP ID) prior to completing the D1NR Aviation Program Application (Appendix A) but may have any of the following statuses: Application Pending (AP), Initially Qualified (IQ) or Basically Qualified (BQ). Receiving an EMP ID means that the OS-PSI paperwork has been submitted and is in process. BQ status is required prior to obtaining an aviation qualification.

F.3. Application

After obtaining an EMP ID, submit the D1NR Aviation Program Application (Appendix A) to the Assistant District Staff Officer Aviation – Personnel (ADSO-AVP) with a copy also going to the Assistant District Staff Officer Aviation – Training (ADSO-AVT).

F.4. Netskeds.us

After the D1NR Aviation Program Application is processed, applicants are provided with a logon username and password to www.netskeds.us, the online flight Mission Management System (MMS). The MMS system is central to the aviation program and is the system used for tracking progress towards an aviation qualification and currency as well as recording mission statistics. It is important to note that it is the *responsibility of the applicant* to confirm their own MMS record accuracy. In addition, the applicant is required to notify the ADSO-AVA via e-mail whenever an update is made to the MMS record and to periodically check their MMS record for accuracy and currency (contact the ADSO-AVA if there is a discrepancy).   Observer Trainees (OT) and other trainees bid on daily missions via the MMS and after pilots are assigned to missions, they select their air crew using the same system.

F.5. Reading

While waiting for the OS-PSI, read the Auxiliary Aviation Training Manual, COMDTINST M16798.5 (series), this document will clarify many questions. The other reference documents listed on page two should be read as well. Once the OS-PSI is received, Auxiliarists will be Initially Qualified (IQ) or Basically Qualified (BQ) and may now submit an application for the DO-PSI (BQ status required prior to flight training).

F.6. DO-PSI

The Direct Operational Personal Security Investigation (DO-PSI) requires several steps to complete: a) contact your Flotilla Commander (FC) and ask them to request DIRAUX grant access to a secure online SF-86 form; b) Complete the online SF-86 form and print out two copies of the signature page; c) Provide your FC with the two copies of the signature page with original signatures, one copy of Form DHS 11000-9, one copy of the citizenship verification form, one copy of your birth certificate and three DD-258 completed fingerprint cards.

NOTE: If the applicant has a current SECRET clearance or has had such clearance within the past ten years, a Prior/Current Clearance Information Cover Sheet, a source document from the agency that issued the clearance, and Form SF-86C may be submitted in lieu of Form SF-86. If the applicant has not yet submitted the new member application form, ANSC-7001, the forms cited above may be substituted for pages 4-8 of ANSC-7001. In all cases, a cover note to the effect that the applicant intends to pursue the aviation program should be included.

F.7. ICS

Complete the ICS-100 and ICS-700 online exams required for the OB and AW qualifications. Candidates for pilot levels must also pass the ICS-200 and ICS-800 online exams as well as the ICS-210 classroom test (contact your FSO-MT for a schedule of local ICS210/300 classes). Send copies of course completion certificates to the Auxiliary Cape Office and the Assistant District Staff Officer Aviation – Administration (ADSO-AVA) and the ADSO-AVP.

F.8. Medical

Download the AV-10-1 Flightcrew Medical Screening form to be completed by a doctor, a current FAA medical certificate can be substituted for the AV-10-1 form. Scan and email a copy to the ADSO-AVA and ADSO-AVP.

F.9. Ground School

Information on upcoming training will be communicated by the ADSO-AVT and or the ADSO-AVP. Register as instructed in the communication to attend the next available air observer ground school. Upon completion of the ground school and review of M16798.5B, AUXAIR POLICIES AND PROCEDURES Guide and CIM_16790_1G, take and pass the on-line Aviation Test A. Candidates for AW or pilot levels must also pass on-line Aviation Test B. Copies of exam completion certificates go to the ADSO-AVA, and the ADSO-AVP.

F.10. Swim Test

Pass the aviation water survival test. Swim tests are given periodically in D1SR in various locations in addition to being given at their conferences. Email the ADSO-AVP when completed. The Workshop Attendance Form ANSC-7039 is used to establish annual currency and a record of participation. It is the applicant or aviator's responsibility to make sure they sign the ANSC-7039 form which is then forwarded to the ADSO-AVA and entered into the applicant or aviator's MMS system record.

F.11. Egress

Complete egress training either at an aviation safety workshop, or on the ramp before first flight under orders. It is the applicant or aviator's responsibility to make sure they sign an ANSC-7039 form which is then forwarded to the ADSO-AVA and entered into the applicant or aviator's MMS system record.

F.12. Safety Workshop

The Safety Workshop is not a requirement for qualification. Once qualified as AW or pilot it is an annual currency requirement and is given once a year at ASCC in late spring. It is the applicant or aviator's responsibility to make sure they sign an ANSC-7039 form which is then forwarded to the ADSO-AVA and entered into the applicant or aviator's MMS system record.

F.13. OB Syllabus

Complete the air observer flight syllabus. The flight examiner (FE) endorsement block may be signed by any current First Pilot (FP) or Aircraft Commander (AC). Email the ADSO-AVP when completed.

F.14. ANSC-7015

Complete Form ANSC-7015 and indicate the qualification requested, OB, AW or Pilot. Candidates who possess a private pilot license will automatically be qualified at the AW level. Attach the completed observer syllabus checklist, the ANSC-7015 form and the AV-10-1 medical screen form (an FAA medical certificate is required for pilot designations) and send copies to the Distract Staff Officer - Aviation (DSO-AV) and the Assistant District Staff Officer – Aviation Administration (ADSO-AVA). The ADSO-AVA will forward on your paperwork to DIRAUX. Email the ADSO-AVP when completed.

NOTE: The Auxiliary Aviation Training Manual, COMDTINST M16798.5 (series) provides specific information for pilots to follow after receiving the AW qualification.

Section G. Other New Aviation Member Information

G.1 Uniform
Refer to the Auxiliary Manual 16790 (series) for aviation uniform standards. Auxiliarists will be issued a nomex flight suit by the Assistant District Staff Officer – Aviation Materials (ADSO-AVM) but will be required to purchase the flight suit patches (Figure 2 and Figure 3) including: a custom ordered name patch (velcro - left breast), an American Flag shoulder patch (sew on - gold border with star field facing forward on left shoulder), a Coast Guard Auxiliary patch (sew on - right breast) and an Air Station Cape Cod shoulder patch (sew on - right shoulder), all patches other than the name tag are the sew on type.

Observer (OB)	Air Crew (AW)	Pilot (SP, FP, AC)

Figure 2. Aviation Name Tags.

Figure 3. Other Uniform Patches.

Additional required uniform elements include all leather black boots (avoid nylon panels as they melt when they burn), nomex or cotton undergarments only, a garrison cap or ball cap; optional items include nomex light weight gloves, nomex winter gloves and a nomex or leather flight jacket. Online stores like eBay are a good resource for aviation items.

G.1.1. Uniform Sizing

The sizing of flight suits is similar to sport coat sizing (see Table 1). Sizes range from 34S to 54R. They are measured by chest size and height. The first two numbers correspond to chest measurement in inches and the letter corresponds to height. The height is represented by an S, R, or L. These stand for Short, Regular, and Long. Use a flexible measuring tape to determine your chest measurement. Place the tape as far up in your arm pits as possible, take a deep breath, and measure across the breadth of your chest. You may also use your sport coat measurement, but keep in mind the flight suit should be loose fitting for the cockpit environment, therefore going up one chest size is recommended. Remember, sizing is only measured in even numbers. Also, if by chance your waist measurement is more than your chest measurement, go with the waist measurement.

SHORT			REGULAR			LONG		
Chest Size	Sleeve Inseam	Leg Inseam	Chest Size	Sleeve Inseam	Leg Inseam	Chest Size	Sleeve Inseam	Leg Inseam
34	21 1/8	28 1/8	34	22 5/8	30 1/8	34	N/A	N/A
36	21 1/4	28 1/4	36	22 3/4	30 1/4	36	24 1/4	32 1/4
38	21 3/8	28 3/8	38	22 7/8	30 3/8	38	24 3/8	32 3/8
40	21 1/2	28 1/2	40	23	30 1/2	40	24 1/2	32 1/2
42	21 5/8	28 5/8	42	23 1/8	30 5/8	42	24 5/8	32 5/8
44	21 3/4	28 3/4	44	23 1/4	30 3/4	44	24 3/4	32 3/4
46	21 7/8	28 7/8	46	23 3/8	30 7/8	46	24 7/8	32 7/8
48	N/A	N/A	48	23 1/2	31	48	25	33
50	N/A	N/A	50	23 5/8	31 1/8	50	25 1/8	33 1/8
52	N/A	N/A	52	23 3/4	31 1/4	52	25 1/4	33 1/4
54	N/A	N/A	54	23 7/8	31 3/8	54	N/A	N/A

Table 1. CWU-27P Nomex Flight Suit Sizing Chart

G.2. Dry Suit

Qualified Auxiliarists should request a dry suit from the Assistant District Staff Officer Aviation Materials (ADSO-AVM), these come from Air Station Cape Cod and are difficult to get in the right size. Included with the dry suit will be a thermal layer, gloves and a head cover. It is recommended that Auxiliarists supply a small duffle bag to store the dry suit, gloves, head cover, undergarments, and extra socks. This duffle must be brought on all missions for the flight to be considered SAR ready.

G.3. Other Gear

Purchase of a knee board is recommended to facilitate a flat writing surface during flight. Knee boards range from aluminum military issue types to fabric. Aluminum knee boards tend to hold up to the rigors of flight and are available with integrated clip boards for tablet devices. Android tablets and iPads are popular in aviation, however, the United States Coast Guard has chosen Android tablets as their "standard". Auxiliarists that choose to purchase a tablet can select the best unit for their requirements, many have optional moving map software and external Bluetooth GPS receivers.

G.4. AV Staff The typical District AUXAIR organization is shown in Figure 4 below, followed by a list of the 2013 D1NR AUXAIR staff.
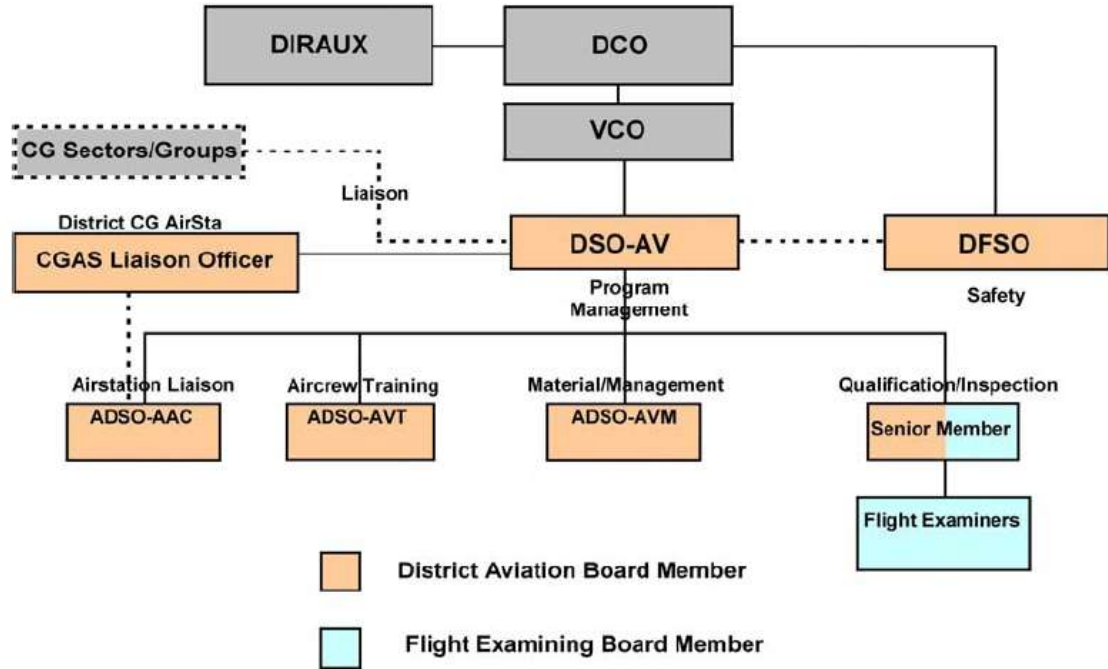

Figure 4. District Aviation Organization (Typical)

2013 D1NR Auxiliary Aviation Staff:

District Staff Officer – Aviation (DSO-AV)
Carl England
Home Telephone: (508) 228-2337   E-Mail: cengland2@comcast.net

Assistant District Staff Officer - Auxiliary Aviation Coordinator (ADSO-AAC)
Oscar Orringer
Home Telephone: (781) 934-2827   E-Mail: Oscar.Orringer@uscg.mil

Assistant District Staff Officer – Aviation Special Operations (ADSO-AVC)
Paul Diette
Cellular Telephone: (508) 878-1515   E-Mail: pauldiette@aol.com

Assistant District Staff Officer – Aviation Training (ADSO-AVT)
Eric Wickberg
Cellular Telephone: (617) 784-9111   E-Mail: eric@wickberg.org

Assistant District Staff Officer – Aviation Personnel (ADSO-AVP)
Seth Spiller
Cellular Telephone: (603) 969-7988   E-Mail: USCGAux@saspiller.com

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Assistant District Staff Officer – Aviation Operations (ADSO-AVO)
Donald Brozenske
Home Telephone: (978) 468-3071   E-Mail: dbrozenske@comcast.net

Assistant District Staff Officer – Aviation Administration (ADSO-AVA)
Brian Pavlu
Cellular Telephone: (774) 722-0727   E-Mail: pavlu727@aol.com

Assistant District Staff Officer – Aviation Materials (ADSO-AVM)
Steve Waldron
Cellular Telephone: (339) 927-5444   E-Mail: swrams@comcast.net

District Flight Safety Officer (DFSO)
Steve Kokkins
Cellular Telephone: (617) 633-7814   E-Mail: sjkokkinspe@comcast.net

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Section H. Frequently Asked Questions

I don't know anything about aviation. Is there a place for me in the program?

Absolutely. The program actually presents a great way to experience and learn about general aviation, in addition to providing some essential services for the Coast Guard. Observers are an important part of the team and are highly valued within the program.

How do I get started?

Non Auxiliary members can take the online ICS100 and ICS700 exams and attend an approved boating safety class while their Auxiliary membership is processed. These three classes are required for operations (boat or air crew) participation in the Auxiliary. Existing Auxiliarists should mail, fax or e-mail the D1NR AV Application (Appendix A) to the ADSO-AVP, then plan to attend next AUXAIR event to meet other aviators in the program. Refer to the initial qualification sequence outlined in Section F.

How long will it take to become a member of AUXAIR?

It depends on the effort put in by the participant, the timing, and a number of other factors. This said, the time span from application to designation could take anywhere from six months to a year. Also keep in mind that many AUXAIR events are scheduled on Saturday and Sunday.

Why does the process take so long?

Safety is a critical part of the aviation program. In keeping with that, we must make sure that all crew members are properly trained and fully oriented so that their skills can contribute to the safety of each mission.

I'm an ATP/Flight Instructor/Former Military Pilot/Aerobatic Pilot/Hot Stick, why do I need to go though the entire process before flying a mission?

We have some very skilled pilots in the AUXAIR program. Being an experienced pilot is only half the equation with the missions we fly. There are many other things you will need to know in mid-flight that can only be properly addressed with proper training and gradual acclimation to the United States Coast Guard marine air operations environment.

I'd like to get started in the program, but the next event is four months away. Do I need to wait that long to meet the board members?

We apologize for this gap in the process, but you will need to wait for the next scheduled event to meet the staff and other AUXAIR members. In the meantime, there are plenty of requirements that you can meet independently (refer to the sequence in Section F).

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Where can I find the study materials and the online exam for my designation? Should I take the exam before anything else?

The study materials you'll need to prepare for your online exam – which you can find at *http://ntc.cgaux.org/* – will be included in your training package.

When and where can I get my picture taken for my ID? What happens if I don't have it?

There is always someone at the district conferences taking pictures for IDs. If you miss this opportunity, check with your Flotilla Commander (FC). You can also arrange to have it done through the Director's Office in Boston (contact the ADSO-AVP for details). You will need your picture ID in order to visit the Air Station for safety workshops. If you do not have one in time for the next workshop, we recommend that you coordinate with another member that does to gain entry to the base.

When can I get a flight suit and where can I get the patches that go on it?

Flight suits are ordered through the Air Station when a participant has completed the items required for assignment to flying status. Please ensure that you have a flight suit size listed on the application. The Coast Guard Auxiliary aviation patch (right breast) can be purchased from the district store. Nametags (compliant with the Auxiliary Manual) can be purchased from www.nametags4u.com, which offers both embroidered and leather patches (refer to Section G.1), as well as the American Flag for the left shoulder.

You will also need an Air Station Cape Cod patch for the right shoulder, although they are increasingly difficult to come by. If you can't obtain one at the district store in Boston or the Exchange at the air station, a District 1 NR patch (with the lighthouse) is a suitable alternative. More information will be provided during your Observer Ground Training.

How do I know what kinds of things to buy for my non-aviation uniform?

Please consult the Auxiliary Manual, which is available through your flotilla in hard copy or online in a PDF format from http://forms.cgaux.org/.

I live in Northern Maine and want to be an observer. Are there any pilots up this way? If not, can someone pick me up for a mission?

There are an increasing number of aircraft joining the program that are located in the NH/ME area. Generally, as long as the distances are not unreasonable it is acceptable to pick up another crew member en route.

If I want to fly my own plane on missions, are there any special requirements?

There are requirements to outfit Auxiliary approved aircraft with a panel mount type marine-band radio with an external antenna for it to be accepted as a facility. The aircraft must also have a device capable of providing latitude and longitude information in real-time (i.e. GPS). It is highly recommended that these devices be panel mounted, or at least affixed in such a way that they are "secure" during the mission.There are also certain safety items specific to the marine environment that must be carried onboard aircraft during missions. Before incurring these expenses, spend some time in the program to make sure all the AUXAIR requirements can be met including the time required to fully commit to the program.

If I make my plane a Coast Guard facility, does that mean any Auxiliary aviator can fly it?

No. Although you have the option of authorizing specific Auxiliary pilots to use your facility on missions, this is only accomplished through your initiative. You should also ensure that your insurance will be in effect when this pilot is flying your aircraft.

I am a pilot but don't have a plane, is there one I can use?

All facilities (approved aircraft) are privately owned. However, there is at least one flying club with a facility that can be utilized by new members. Contact the ADSO-AVP for more details.

Who do I need to inform that I've met certain requirements like the online exam, BS&S, BFRs, new FAA medicals, etc?

As mentioned earlier in this document, you should email this information to the ADSO-AVP and mail hard copies to the ADSO-AVA.

Who should I get to sign off on my syllabus/flight check/7015?

Any First Pilot or Aircraft Commander can sign off on each of your checklist items based upon their experience with you on the ground or in the air. Check ride (pilot) items and 7015 forms must be signed by a Flight Examiner, whom your mentor will refer you to at the appropriate time.

What's all this about Pensacola? Can Observers go too? When is it offered?

Auxiliary Aviation Spatial Disorientation Training (AUX-18) is offered in Pensacola, Florida and requires the submission of a Short Term Training Request (STTR) Form CG-5223 via your Flotilla Commander to DIRAUX. DIRAUX will then contact the DSO-AV to confirm eligibility and contact Auxiliary National Headquarters to obtain a quota. AUX-18 training is required for SP, FP, AC and AW's within one year after the date of designation. Due to space constraints, Observers typically do not attend AUX-18. Orders

are issued at least two weeks in advance of the two-day training. While a commercial flight will be paid for in advance, meal, accommodations, and other expenses will be reimbursed after return.

If I know of other people who are interested in joining AUXAIR. Can I invite them to a conference/safety workshop to listen in?

Yes, as long as they are current members of the Auxiliary. If they aren't, please have them contact the ADSO-AVP to get started.

Where can I get more information?

Go to http://www.cgaux.org/response/AirOps/

Appendix A. USCG D1NR Aviation Program Application

Name:		Member #:
E-mail Address:		Div/Flot:
Home Phone:	Cell Phone:	Daytime Phone:
Date of Birth:	Height:	Weight:
Home Address:		
City:	State: Zip:	Fight Suit Size:

General Information

Desired Designation: ☐ Observer ☐ Air Crew
☐ Co-Pilot ☐ First Pilot ☐ Aircraft Commander

Your Status: ☐ AP ☐ IQ ☐ BQ ☐ SO-PSI ☐ DO-PSI

Have you completed the Boating Safety Course? ☐ Yes ☐ No

FEMA Courses Completed ☐ 100 ☐ 700 ☐ 200 ☐ 210 ☐ 300 ☐ 800

Information regarding aviation experience: _____

_____

_____

Pilot Information   Certificate #: _____

Pilot Certificate Type:
☐ Land ☐ Sea ☐ Rotorcraft
☐ Single Engine ☐ Multi-Engine ☐ Turbine
☐ Private ☐ Commercial ☐ Instructor ☐ ATP
☐ Instrument Rated ☐ High Performance ☐ Complex

Total Hours PIC: _____ Last 12 Mos: _____ Medical Class: _____ Date: _____

BFR Date: _____

Have you ever been involved in an aircraft incident, accident, or enforcement action? ☐ Yes ☐ No

Do you own/share an aircraft or have an agreement to fly a USCG Facility Aircraft? ☐ Yes ☐ No

Aircraft Type: _____ Tail Number: _____ Base: _____

Application Received ADSO-AVP _____ **Date** _____

Copy to: ☐ ADSO-AVT ☐ ADSO-AVA ☐ DSO-AV

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Appendix B. USCG D1NR AV Initial Qualification Sequence Checklist

Instructions: e-mail or mail after every completion to the ADSO-AVP at USCGAux@saspiller.com.

Task	Task Name	Completion Date
F.2.	Employee ID Received	
	Operational Support Personal Security Investigation (OS - PSI) Received	
	Basically Qualified (BQ) Status	
F.3.	D1NR Aviation Application Submitted	
F.4.	www.netsked.us account setup	
F.5.	Read D1NR Auxiliary Aviation Program Qualification Guide	
	Read Auxiliary Operations Policy Manual, COMDTINST M16798.3 (series)	
	Read Auxiliary Aviation Training Manual, COMDTINST M16798.5 (series)	
	Read Auxiliary Aviation Program, COMDTINST 16798.1 (30 JAN 77)	
F.6.	Direct Operational Personal Security Investigation (DO-PSI) Submitted	
F.7.	ICS100 – OB, AW (online exam)	
	ICS700 – OB, AW (online exam)	
	ICS 200 - SP, FP, AC (online exam)	
	ICS 210 - SP, FP, AC (classroom exam, part of ICS300)	
	ICS800 - SP, FP, AC (online exam)	
F.8.	AV-10-1 Flight crew Medical Screening Form or current FAA Medical	
F.9.	D1NR Ground School Class	
	Pass Aviation Test Part A - OB	
	Pass Aviation Test Part B – AW, SP, FP, AC	
F.10.	Swim Test	
F.11.	Egress Training	
F.12.	Safety Workshop	
F.13.	Observer (OB) Syllabus Completed	
F.14.	ANSC-7015 Submission	

Comments:

Name:

E-Mail Address: **Tel:**

Employee ID:

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