

Office of the Director of Auxiliary



Eighth District - Coastal Region

JUNE 13, 1999

EIGHTH DISTRICT INSTRUCTION 16798.1

Subj: AUXILIARY AVIATION PROGRAM

Ref: (a) Auxiliary Manual, COMDTINST M16790.1 (series)

(b) Auxiliary Operations Policy Manual, COMDTINST M16798.3 (series)

(c) Auxiliary Aviation Program Instruction, COMDTINST 16798.1

(d) Eighth District Standard Operating Procedures (SOP)

1. **PURPOSE.** This Instruction promulgates the policy for consolidating regional Auxiliary aviation programs into a single Eighth District Coast Guard Auxiliary Aviation Program.

2. **ACTION.** Directors of Auxiliary, Air Station Auxiliary Liaison officers and Coast Guard Auxiliarists who participate in the Auxiliary Aviation Program shall be aware of the contents of this instruction and conform with its provisions.

3. **DIRECTIVES AFFECTED.** As appropriate, the changes outlined in this Instruction will be incorporated into the next change to reference (d) and all other appropriate manuals, instructions, and publications.

4. **DISCUSSION.**

a. The mission of the Eighth District Coast Guard Auxiliary Aviation Program is to assist Eighth District units in any mission(s) or operation(s) authorized by law and authorized by the Commandant.

b. Auxiliary aviation continues to provide the Eighth Coast Guard District with a superb source of volunteer aviators and aviation assets to augment Eighth District Air Station assets. However, the number of Auxiliary aviators and their assets in each of the three Auxiliary regions are not sufficient to staff three separate aviation boards as required in reference (c). This instruction establishes one Auxiliary aviation management board under the stewardship of Air Station New Orleans for the Eighth District.

5. **IMPLEMENTATION .**

a. **AUXILIARY DISTRICT AVIATION BOARD.** One Senior Auxiliary Aviation Board Member shall be the Chairperson and will hold a board position listed below. Other board positions will be an Aviation Training Officer (AVT), the Senior Member of the Flight Examining board (AFSB), a Flight Safety Officer (AFSO), an Aviation Administrative

Management Officer (AVM), and an active duty aviator from Air Station New Orleans who will be the Auxiliary Liaison Officer. This board's function will be to advise the D8 Air Stations and Directors of Auxiliary and the District Commodores on matters pertaining to district aviation standardization, aircraft, recommendations for flight examiners and instructor pilots, crew performance, aircrew appeals, and other related topics. A structured approach under the stewardship of Air Station New Orleans will align aviation resources and gain efficiencies in regards to call-out authority, risk assessment, standardization and safety. This board shall meet as required but not less than once annually.

b. **FLIGHT EXAMINING BOARD.** The Flight Examining Board (FEB), as a subset of the Auxiliary District Aviation board, will be composed of Flight Examiners and selected observers. Pilot SAR procedures checks shall be given by a Flight Examiner or a Coast Guard Aircraft Commander. The Flight Examining Board will be responsible for ensuring adherence to standard operating procedures, evaluation of the aircrew training program, providing initial, upgrade, requalification, and refresher training and enhancing professional knowledge of pilots and observers. The Flight Examining Board will monitor/review changes in pilot/observer status and act as the first level in the review process for aircrew appeals of mandated changes in status. The senior member of the Flight Examining Board will be a member of the Auxiliary District Aviation Board and will report directly to the Chairperson. This board shall meet at least once annually.

c. **AVIATION TRAINING OFFICER (AVT).** The responsibilities of the AVT will include the establishment of a district standardization and training program that will carry out the Auxiliary's aviation standardization and training program. They will develop, coordinate, and ensure the standard implementation of all district Auxiliary aviation training. The AVT will be tasked with developing a district addendum to the Auxiliary aviation doctrine which will provide the district Auxiliary aviation customer with a definitive training guide for Eighth District aviation missions.

d. **FLIGHT SAFETY OFFICER (AFSO).** The district flight safety officer will ensure all Auxiliary aircrew meet Federal Aviation Administration (FAA) qualification standards and training guidelines.

e. **ADMINISTRATIVE MANAGEMENT OFFICER (AVM).** The responsibilities of the AVM will include managing all aspects of the district Auxiliary aviation administrative support. The AVM will implement a standard program to handle aircrew and aviation facility records management. They will work closely with the regional district staff officer-Information Services (DSO-IS) to ensure proper accountability and tracking of aircrew and operational aviation data via AUXMIS. The AVM will liaison with the national staff BC-OAM to ensure operational data is included in the Coast Guard's Abstract of Operations reporting system. They will work closely with the AVT to support the district's Auxiliary aviation standardization and training program. The AVM will establish a district standard program for acquisition, distribution, tracking, and accountability of all Coast Guard provided aviation equipment (e.g. life rafts, vests, radios, etc.) as part of the overall Auxiliary equipment management program. They will use facility data to track Auxiliary aviation operating expenses within the district and assist the BC-OAM in developing/recommending innovative methods to offset the high operating and maintenance costs of aviation facilities.

AUXILIARY AVIATION LIAISON OFFICER. The Auxiliary Aviation Liaison Officer shall be the Air Station liaison and mentor to the District Aviation Board. When practicable, the designated individual shall be qualified and current as a Flight Examiner (FE), an Instructor Pilot (IP), or an Aircraft commander, with the Flight Examiner being the preferred choice to provide advice on current procedures, techniques, and trends in standardization and training. The aviator will be assigned from Air Station New Orleans and will liaison with Air Stations Houston and Corpus Christi on Auxiliary Aviation matters.

g. INSTRUCTOR PILOTS AND FLIGHT EXAMINERS. Instructor pilots and flight examiners are, perhaps, the critical element of the Auxiliary aviation standardization and training program. They are the District Aviation board's link to the front-line Auxiliary aviator. Each instructor pilot and flight examiner will be responsible for ensuring the standards of the Auxiliary Aviation Program are maintained and will be designated in writing by their Director of Auxiliary. Qualifications and guidelines for selecting instructor pilots and flight examiners are contained in reference (c).

PAUL J. PLUTA

Encl: (1) Auxiliary Aviation Board Members

Enclosure (1) to D8INST 16798.1

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