



16790 / AUX-PL-017(A)  
BSX Policy Letter 22-07  
28 Feb 2022

From: T. P. Glendye, CAPT /s/  
Chief, Office of Auxiliary and Boating Safety

Reply to CDR E. Cruz  
Attn of: (202) 372-1268

To: Distribution

Subj: AUXILIARY AVIATION OPERATIONS AT UNCONTROLLED AIRFIELDS  
UPDATE

Ref: (a) Auxiliary Operations Policy Manual, COMDTINST M16798.3 (series), Annex 1,  
sections G and H  
(b) eAVIATRS Mishap Report 2013507019

- 1) PURPOSE. The purpose of this policy letter is to update the eAVIATRS Mishap Report of reference (a).
- 2) ACTION. All Auxiliary pilots must comply with the provisions in this Policy Letter. Elected and appointed leaders and program managers at all levels of the Auxiliary organization shall ensure adherence to this Policy Letter.
- 3) BACKGROUND. Reference (b) details an AUXAIR mishap that occurred. The narrative reads, *“CG Auxiliary single-engine fixed wing aircraft was returning to their home field at the completion of an assigned patrol. The aircraft landed on runway 29, failed to stop prior to the end, departed the runway, and rolled through approximately 150 feet of grass before going down a 45-degree embankment coming to rest against a chain link fence separating the airport from a busy road. All three crew members egressed safely.”*

The recommended action for this these mishaps is *“Recommend all CG Auxiliary pilots comply with FAA guidelines for traffic pattern entry at uncontrolled airports per the Airman’s Information Manual (AIM). The standardized entry facilitates traffic flow and the transition from the en route to landing phase of flight.”*

- 4) DIRECTIVES AFFECTED. These changes will be incorporated into the next revision of reference (a).
- 5) MAJOR CHANGES. The policy changes below are effective immediately:
  - a) Reference (a), Annex 1, Section G is updated to read:

**G. Introduction.** Coast Guard Auxiliary pilots operating aircraft on orders must follow the appropriate rules, which include applicable FARs, International Civil Aviation

Organization (ICAO) Conventions, Procedures and Standards, and International Regulations for Preventing Collisions at Sea. Pilots shall follow the procedures described in the FAA Aeronautical Information Manual (AIM), FAA Airplane Flying Handbook, and all pertinent FAA Advisory Circulars (AC). Pilots shall be aware of and comply with all Restricted Airspace, Prohibited Airspace, and Temporary Flight Restrictions (TFRs).

- b) Reference (a), Annex 1, Section H.9 (new paragraph) titled Operations at Uncontrolled Airfields. This section reads:

**H.9. Operations at Uncontrolled Airfields.** Pilots of Auxiliary Aircraft operating at uncontrolled airfields should exercise additional caution and mitigate the risk by following the procedures described in the Aeronautical Information Manual (AIM), Airplane Flying Handbook, and pertinent Advisory Circulars (AC). These references provide guidance for standardized traffic patterns, communicational phraseology, and operational procedures. Pilots shall follow recommended procedures for the transition from the en route to the landing phase of flight, and standardized entry into and departure from the pattern. Prior to entering or departing the airspace surrounding an uncontrolled airfield, flight crews should update their Risk Management assessment to identify and assess the hazards, evaluate the risk level, and mitigate the risk. Effective CRM is essential to reducing risk.

- 6) DISCLAIMER. This Policy Letter is not a substitute for applicable legal requirements, nor is it a rule. It is intended to define requirements for Auxiliary personnel and is not intended to, nor does it impose legally binding requirements on any party outside the Coast Guard.
- 7) QUESTIONS. Questions concerning this policy letter should be directed to the Office of Auxiliary and Boating Safety, Auxiliary Division (CG-BSX-1) at [CGAUX@uscg.mil](mailto:CGAUX@uscg.mil). This policy letter and other policy documents are posted on the CG Auxiliary website at: <http://wow.uscgaux.info/content.php?unit=T-DEPT&category=risk-mgt>
- 8) DISTRIBUTION. No paper distribution will be made of the Policy Letter. An electronic version will be posted on the Chief Director of Auxiliary and Coast Guard Auxiliary web sites: <http://agroup-bx.wow.uscgaux.info/content.php?unit=BX-GROUP> and <http://www.cgaux.org/>, respectively. All web sites in this Policy Letter are the most current available. If the cited web site link does not work, then access should be attempted by copying and pasting or typing the web site address into the user's internet browser.
- 9) REQUEST FOR CHANGES. Units and individuals may recommend changes in writing via their cognizant Auxiliary chain of leadership to Commandant (CG-BSX-1), ATTN: Office of Auxiliary and Boating Safety, Auxiliary Division (CG-BSX-1), U. S. Coast Guard Stop 7501, 2703 MARTIN LUTHER KING JR. AVE SE, WASHINGTON DC 20593-7501.

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