



16790 / AUX-PL-014(A)  
BSX Policy Letter 22-04  
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 AIRCRAFT FACILITY INSPECTION AND RETURN TO  
SERVICE UPDATE

Ref: (a) Auxiliary Operations Policy Manual, COMDTINST M16798.3 (series), Annex 2,  
section D  
(b) eAVIATRS Mishap Report 2016009009

- 1) **PURPOSE.** The purpose of this policy letter is to update the Aircraft Facility Annual Inspection policies in reference (a) and to specify a Return to Service policy after a Major Repair and Alteration.
- 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. While returning from a successful patrol, an AUX pilot was maneuvering to land at their home air field. The mishap sequence is detailed as follows: *“AUX pilot announced entering extended base at 2200 ft, pattern altitude, 3 miles out and began pulling the nose up slightly to bleed off airspeed from 150 KTS to 105 KTS to lower the gear. After confirming the gear down and locked, the AUX pilot lowered the flaps to full down and trimmed the aircraft for 500 ft/min decent at 85 KTS. AUX pilot then turned toward the final approach course, announced final, reconfirmed the gear down and locked, mixture full rich, and prop full rpm. While on final, AUX pilot noticed the aircraft was going to be a bit short of the airport, so the AUX pilot added power to slow the decent from 500 ft/min to 250 ft/min. As the aircraft passed over the threshold, just above the ground, the AUX pilot began to flare the aircraft for landing by pulling back on the yoke. The nose began to slightly pitch up then suddenly dropped as the yoke unexpectedly came full back to the stop with little resistance. The main landing gear touched down on the runway with the nose gear immediately touching down thereafter. Already with some downward motion, the nose gear bounced upon impact while the main landing gear remained on the runway. As the nose gear came down again, it collapsed causing the nose and prop to strike the runway. The AUX pilot immediately closed the throttle, applied the brakes, and steered the aircraft off the runway onto the grass to reduce sparks and clear the runway. When the aircraft came to a stop, the AUX pilot pulled the*

*mixture, turned off the magnetos and master power, unhooked the seat belt, and egressed safely.”*

The recommended action for this this mishap is “*Clarify the FAA annual inspection and AUX facility inspection requirements and specify a procedure to return an auxiliary aircraft facility to service after a Major Repair and Alteration.*”

- 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 D is updated to read:

**D.1 Annual Inspection.** The FAA annual inspection determines the airworthiness of the aircraft, and the Airworthiness Certificate grants authorization to operate the aircraft in flight. The AUX facility inspection is used to ensure the required FAA documents are valid and onboard, and required AUX equipment is onboard.

**D.1.a. FAA Annual Inspection.** The aircraft owner is required to maintain a current FAA annual inspection. The FAA annual inspection logbook signoff shall be scanned and uploaded in AUXDATA II, and the expiration date tracked.

**D.1.b. AUX Facility Inspection.** Facilities must be inspected and a new offer for use must be completed on an annual basis. A facility shall be deemed to have a current inspection if no more than one year plus 45 days have lapsed since passing its last inspection. Each aircraft must meet the minimum equipment requirements before the Director of Auxiliary may accept the aircraft as a facility.

**D.1.c. Major Repair and Alteration.** Any Major Repair and Alteration to the airframe, powerplant, propeller, or appliance under 14 CFR Part 43 requires the submission of a completed FAA form 337. The form shall be uploaded in the facility inspection section of AUXDATA II, and approval of the DSO-AV is required before the aircraft can be returned to service and be used to execute orders.
- 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.

#

Dist: CG-711, DIRAUX, NEXCOM, DCO, ANACO-RP, ANACO-CC, DIR-R