



16790 / AUX-PL-016(A)
BSX Policy Letter 22-06
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 FUEL MANAGEMENT AND FLIGHT PLANNING
UPDATE

Ref: (a) Auxiliary Operations Policy Manual, COMDTINST M16798.3 (series), Annex 1,
sections F and H
(b) eAVIATRS Mishap Report 2015514016

- 1) PURPOSE. The purpose of this policy letter is to update the Fuel Reserve and Flight Planning policies listed in 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, *“Coast Guard Auxiliary Aircraft lost engine power on return from pollution patrol mission. The aircraft made an emergency landing on nearby highway. The aircraft impacted cable lines during the landing and suffered damage to its wings and propeller and collapsed the landing gear. The mishap pilot (MP) was treated for a head laceration at the scene. The aircraft was damaged beyond economical repair.”*

The recommended action for this this mishap is *“Recommend BSX, CG-711, CG-1131 review and update, as required, Auxiliary policy and procedures on fuel management for Auxiliary air crews operating under orders to mitigate risk of fuel starvation (e.g., Auxiliary aviation units adopt mandatory practice of selecting fullest fuel tank prior to takeoff and landing for all aircraft that have selectable fuel tanks).”*

- 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 F.4 is updated to read:

F.4 Preflight Planning Requirements. At a minimum, the PIC shall be familiar with applicable performance data at all intended and alternate airfields, weather for the route of flight, fuel reserve requirements, aircraft weight and balance, Notices to Airmen (NOTAM), Temporary Flight Restrictions (TFR), special use airspace, Air Defense Identification Zones, and foreign clearance requirements relevant to the mission. Prior to any flight, the PIC will ensure that all required risk management analyses are performed per current Coast Guard policy to identify potential hazards and mitigation strategies. An alternate airport should be identified, discussed during the pre-flight mission brief, and noted in the flight plan. The following preflight activities must be conducted by Auxiliary pilots prior to flight operations, and communicated to the flight crew:

F.4.a. Weather Briefing Activities. The pilot of an Auxiliary aircraft on orders must receive a thorough weather briefing. Acceptable sources of weather data include government-sanctioned aviation weather services and dedicated aviation weather subscription services. The weather briefing shall include all items (applicable to the route of flight) contained in a Standard Briefing as defined in the Aeronautical Information Manual (AIM).

F.4.b. Risk Assessment Matrix. Prior to departure, each Auxiliary PIC assigned to a flying mission shall complete the Aviation Risk Assessment, GAR 2.0, in accordance with its instructions and discuss mitigation strategies with the flight crew.

F.4.c. Crew Discipline and Mission Briefing. The pilot is responsible for ensuring the crew is properly briefed for the mission. The briefing must be specific and include significant safety related matters. The crew must know exactly who the PIC is and must respond to his/her orders promptly. When working in conjunction with a Coast Guard aircraft, the Auxiliary crew must receive a mission brief by the Coast Guard aircraft commander/mission commander prior to sortie commencement. All briefings should include:

- Mission purpose
- Area of operation
- Communications procedures
- Identities and call signs of associated facilities
- Pilot/crew responsibilities
- Risk assessment – initial and on-going
- CRM issues

F.4.d. Crew/Passenger Safety Briefing. The pilot must make sure that all crew and passengers embarked on a Coast Guard Auxiliary aircraft receive an adequate briefing. This briefing must cover at least the following items:

- Use of flotation devices (is flight will proceed over water)

- Applicable alerting signals in event of emergency
- Action required in case of ditching or crash landing (e.g., emergency evacuation procedures).
- Location and operation of emergency exits and other equipment
- Seat belt rules and procedures
- Restrictions regarding electronic devices, firearms, etc.
- Location and use of supplement oxygen (as required).
- Sterile cockpit requirements
- Use of parachutes if carried
- Tobacco use is not allowed aboard Coast Guard aircraft.
- Alternate airport

F.4.e. Preflight Inspection. Before each flight, the pilot must inspect the aircraft using the recommended procedures in the Pilot Operating Handbook for the specific model flown. This check must also ensure that all mission essential equipment, charts, cargo, etc., are onboard and properly secured.

F.4.f. Checklists. Pilots of Auxiliary aircraft must use written checklists. Use of checklists provided in the Pilot Operating Handbook will meet this requirement. However, pilots may also develop individual aircraft checklists if they contain all items recommended by the manufacturer. Each pilot may individually develop and use checklists for SAR evolutions. When a second Auxiliary pilot, Air Crew or Air Observer is onboard, the pilot must use a challenge and response method for checklist items.

b) Reference (a), Annex 1, Section H.1.is updated to read:

H.1 Fuel Reserve. The PIC shall assess departure, destination and alternate field conditions, and all en route segments to ensure the flight fuel reserve requirements are met. Consider meteorological factors, mission requirements, and any known or expected traffic delays when computing fuel reserves. Fuel reserve will be, at least that required to complete the mission, fly to the airport of intended landing (in many cases the same as the departure airport), fly from that airport to the alternate airport and then fly after that for 45 minutes at normal cruising speed (for fixed-wing aircraft) or 30 minutes at normal cruising speed (for rotary-wing aircraft). Fuel carried on board at departure will be at least ten percent more than required to reach the alternate airfield via the intended destination.

c) Reference (a) Annex 1, Section H.1.a (new paragraph) titled Fuel Tank Switching. This section reads:

H.1.a Fuel Tank Switching. The PIC will follow procedures recommended in the Pilot Operating Handbook for the specific aircraft flown. Additionally, it is recommended to:

- Depart with maximum fuel, for weight and conditions, to enable the opportunity for mission diverts, SAR, etc. Use takeoff tank for preflight run-up.
- Switch fuel tanks when the aircraft is at a safe cruise altitude.

- Ensure the fuel selector valve is switched to the fullest tank prior to descent for landing.
- 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. This policy letter and other policy documents are posted on the CG Auxiliary website at: <http://www.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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