



16790 / AUX-PL-028(A)  
BSX Policy Letter 24-03  
05 Jul 2024

## MEMORANDUM

From: /S. J. Minutolo, GS-14/  
Chief Director of Auxiliary (Acting)

Reply to Mr. Steven R. Keel  
Attn of: (202) 372-1263

To: Distribution

Subj: REMOVAL OF DIRECT OPERATIONAL PERSONNEL SECURITY INVESTIGATION  
REQUIREMENT FOR DISTRICT CAPTAINS AND AVIATION QUALIFICATIONS

Ref: (a) Auxiliary Manual, COMDTINST M16790.1 (series)  
(b) Auxiliary Training Handbook – Aviation, ATH 16798.5A (series)  
(c) All Auxiliary Message (AL AUX) 19-14, Change to Auxiliary District Captain Election  
Eligibility Requirement, dated 17 Sep 2014  
(d) USCG Auxiliary Healthcare Participant Sponsorship Program, HSWLSCTD 2022-001

1. PURPOSE. This Policy Letter removes the requirement for Direct Operational Personnel Security Investigations (DO PSI / Tier 3 Background Investigation) for District Captains (DCAPT) and all air operations aviation qualifications as required by references (a) and (b), unless required by a Coast Guard command authority. (Note: This Policy Letter does not apply to Auxiliary Flight Surgeons in the Auxiliary Health Services (AUXHS) program.)

2. ACTION. All Auxiliarists, District Directors of Auxiliary (DIRAUX), and Order Issuing Authorities (OIA) must comply with the provisions in this Policy Letter.

3. AUTHORIZED RELEASE. Internet release is authorized.

4. DIRECTIVES AFFECTED. Section C.2.c in Chapter 3 and section C.31 in Appendix C of reference (a), and Section A in Chapter 2 and Section A in Chapter 12 of reference (b) are updated. Reference (c) is canceled.

5. BACKGROUND.

- a. In accordance with references (a) and (b), Auxiliarists whose qualifications involve any of the “Air Operations” qualifications including Co-pilot, First Pilot, Aircraft Commander, Instructor Pilot/Flight Examiner, Air Crew, and Air Observer, were required to have a DO PSI. With current Federal Aviation Administration (FAA) background check requirements and current Auxiliary initial and annual Operational Support (OS) PSIs, the requirement for Auxiliary aviators to have higher level background investigations is no longer needed (Note: Auxiliary Flight Surgeons in the AUXHS program follow the requirements in reference (d) or as required by a Coast Guard command authority.).

b. The DCAPT DO PSI requirement defined in reference (a) was removed per reference (c) and made District Chief of Staff (DCOS) the first Auxiliary elected office for which DO PSI package submission is required.

6. DISCLAIMER. This Policy Letter is not a substitute for applicable legal requirements, nor is it a rule. It is intended to define training requirements for Auxiliary personnel and is not intended to, nor does it impose legally binding requirements on any party outside the Coast Guard.

7. MAJOR CHANGES: The below policy changes are effective immediately. These changes will be incorporated into the next revision of references (a) and (b).

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COMDTINST M16790.1  3.C.2.c. Direct Operational (DO)	DO is defined as Auxiliarists whose qualifications involve the following:  (1) Command Center/Operations Center/Communications Center watchstanding, if required by a Coast Guard command authority. (2) Auxiliary elected and staff officers as determined by active duty Operational Commander, Director of Auxiliary, or the Chief Director. Minimum elected officer DO requirements are contained in Appendix C. (3) As directed by a Coast Guard command authority for any Auxiliarist who, due to the nature of the support they provide, has a clear, articulable, and recurring need for a security clearance (e.g., an Auxiliary watchstander whose duties require access to and handling of classified material along with commensurate need-to-know), or duties that require a more in-depth background investigation.
COMDTINST M16790.1, Appendix C  District Captain  C.31. Election Criteria	a. Must, by the date of assuming office, have completed a regular term of office as DCDR. b. Must, by the date of nomination, be a member of a Flotilla within the geographic sub-region or organizational area to which they seek elected office (e.g., DCAPT-North, DCAPT-East, DCAPT-Sector Grand Bay). c. Must, by the date of nomination, meet one of the following requirements: (1) Have obtained an Auxiliary qualification (interim certification acceptable) and be current in one of the Auxiliary programs or mission areas as defined in paragraphs B.2 thru B.10 of Chapter 8. (2) Have served as a staff officer or elected officer at any organizational level for the previous year. (3) Have 25 hours of documented activity in Auxiliary programs or mission areas that are authorized in section B of Chapter 2 and as reported on Activity Report forms, not including Member Activity forms (ANSC-7029), for the previous year.

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2.A.2.  
Eligibility

Auxiliary members who meet the requirements listed in Chapter 1, Section A of the Auxiliary Manual and have been selected by the DSO-AV are eligible to begin training in the Aviation Program. Members must be Basically Qualified (BQ) before entering the aviation program.

Pilots must possess an FAA airman’s certificate in accordance with the applicable Federal Aviation regulations (FARs). The FAA is the authority that licenses all Auxiliary pilots.

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2.A.7.  
Observer  
Trainee Entry  
Requirements

Members shall meet the following additional pre-requisites prior to being designated as an Air Observer Trainee:

- Member in BQ or AX status.
- Current for Auxiliary Core Training (AUXCT).
- Pass Aviation Exam A.
- Current FAA 3rd Class Medical or ANSC-7042.
- ICS 100 and 700.
- AUX-17 C-school completed within the past 5-years.
- Recommended by a FP or AC.
- Obtain permission of the DSO-AV to enter the Aviation Program (some districts require DIRAUX approval).

Prior to Flight Training:

- Emergency Egress Training.
- Aviation swim prior to flying beyond gliding distance from shore.
- Water survival and equipment training.

Prior to Certification:

- AUX-17 C-school completed within the past 5-years.
- Completion of the syllabus.

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12.A.4.  
Prerequisites

Prior to requesting appointment as Short-Range Unmanned Aircraft System Remote Pilot Candidate, the member shall have completed the following:

- ICS-100, ICS -200, ICS-210 (or ICS-300), and ICS-800.
- Auxiliary member in AP, BQ, or AX status.
- Current for Auxiliary Core Training (AUXCT).
- Submit their Direct Informational (DI) Personnel Security Investigation.
- Pass the FAA Part 107 knowledge test and obtain a Remote Pilot Certificate.
- Current for Risk Management training.

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8. SCOPE AND AUTHORITIES. It is recommended the reader become familiar with the directives and publications noted throughout this Policy Letter.

9. ENVIRONMENTAL ASPECT AND IMPACT CONSIDERATIONS. This Policy Letter will not result in any substantial change to existing environmental conditions or violations of any applicable federal, state, or local laws relating to the protection of the environment.

10. DISTRIBUTION: No paper distribution will be made of this 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.

11. RECORDS MANAGEMENT CONSIDERATIONS. Records created as a result of this Policy Letter, regardless of format or media, must be managed in accordance with records retention guidance in reference (a).

12. REQUEST FOR CHANGES. Questions concerning this Policy Letter should be directed to the Office of Auxiliary and Boating Safety, Auxiliary Division COMDT (CG-BSX-1) at [CGAUX@uscg.mil](mailto:CGAUX@uscg.mil). Coast Guard units and individuals may recommend changes via their chain of command to the same address. Auxiliary units and individuals may similarly recommend changes via the cognizant Auxiliary chain of leadership and management.

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Dist: DIRAUX, HSWL SC, NEXCOM, DCOs, ANACO-RP, ANACO-CC, ANACO-AS, DIR-R,  
DIR-T, DIR-H