



AIR OPERATIONS BEST PRACTICES DOCUMENT



**United States Coast Guard Auxiliary
Response Directorate
Air Operations Division
24 May 2022**

Table of Contents

CHAPTER I. INTRODUCTION	- 1 -
A. PURPOSE	- 1 -
B. AUTHORITY	- 1 -
C. AUXAIR MISSION STATEMENT	- 1 -
D. AIRCRAFT & TRAINING.....	- 2 -
CHAPTER II. COAST GUARD AUXILIARY AVIATION PROGRAM.....	- 3 -
A. U.S. COAST GUARD AUXILIARY	- 3 -
1. Our Mission.	- 3 -
2. Organization.	- 3 -
3. Auxiliary Aviation.	- 5 -
B. AUXILIARY AVIATION HISTORY	- 5 -
C. AUXILIARY AIR OPERATIONS	- 6 -
D. OPERATIONAL MISSIONS	- 6 -
1. Search and Rescue.....	- 7 -
2. Pollution Response.	- 7 -
3. Aids to Navigation.....	- 7 -
4. Chart Updating.	- 7 -
5. Living Marine Resources (LMR) and Marine Protected Species (MPS) Patrols.....	- 8 -
6. Law Enforcement.....	- 8 -
7. Ice Patrols.....	- 8 -
8. Logistics/Passenger Transport.....	- 8 -
9. Area Familiarization.	- 8 -
10. Rotary Wing Air Intercept (RWAI).	- 8 -
10. Special Missions.....	- 8 -
CHAPTER III. AIR QUALIFICATIONS AND REQUIREMENTS.....	- 9 -
A. AIR OBSERVER (AIROBS).....	- 9 -
B. AIR CREW (AIRCREW)	- 10 -

C. COPILOT (CP)	- 11 -
D. FIRST PILOT (FP)	- 11 -
E. AIRCRAFT COMMANDER (AC)	- 12 -
F. INSTRUCTOR PILOT/FLIGHT EXAMINER (IP/FE)	- 12 -
CHAPTER IV. CURRENCY REQUIREMENTS	- 13 -
A. ALL	- 13 -
B. ALL PILOTS (Additionally)	- 13 -
C. FIRST PILOTS (Additionally)	- 13 -
D. AIRCRAFT COMMANDERS (Additionally)	- 14 -
E. IP/FE (Additionally)	- 14 -
F. PILOT IN COMMAND (PIC)	- 14 -
CHAPTER V. MISSION CREW REQUIREMENTS	- 15 -
A. MINIMUM CREW	- 15 -
1. Logistics Missions, Daylight Hours, VMC, and non-divertible.....	- 15 -
2. Standard Missions (non-SAR), Daylight Hours, and VMC.	- 15 -
3. Search and Rescue (SAR), Daylight Hours, and VMC.	- 15 -
4. Night or IMC Operational Missions.	- 16 -
5. Night or IMC Missions (single pilot, super currency rule).	- 16 -
6. Passenger Transport Missions in Daylight Hours and VMC.	- 16 -
7. Transporting Active-Duty Flight Crews.	- 16 -
8. Passenger Transport Missions in Nighttime Hours or IMC.....	- 16 -
9. Rotary Wing Air Intercept (RWAI) in Daylight Hours and VMC.....	- 16 -
10. Rotary Wing Air Intercept (RWAI) in Nighttime Hours and VMC.	- 16 -
CHAPTER VI. AVIATION TRAINING	- 17 -
A. INTRODUCTION	- 17 -
B. AVIATION C-SCHOOLS	- 17 -
1. AUX-14	- 17 -
2. AUX-15	- 18 -
3. AUX-17	- 19 -
4. AUX-18.....	- 20 -
C. C-SCHOOL PROCEDURES	- 21 -

1. STTR	- 21 -
2. Funded Orders	- 21 -
3. Non-Funded Orders (AUX-17)	- 21 -
4. Scheduling an (AUX-17 Class)	- 22 -
5. Uniforms (C-schools).....	- 22 -
CHAPTER VII. AIRCRAFT FACILITIES	- 23 -
A. REQUIREMENTS.....	- 23 -
B. AIRCRAFT and PPE	- 23 -
C. AIRCRAFT MAINTENANCE	- 23 -
1. Inspections.	- 23 -
2. Spectrographic Oil Analysis Program (SOAP).	- 24 -
3. Major Alteration and Repair.....	- 24 -
4. Documentation and Reporting.....	- 24 -
C. CALL SIGNS	- 25 -
1. Format.	- 25 -
2. Assignment.....	- 26 -
3. Communicating with ATC and Coast Guard Units.	- 26 -
CHAPTER VIII. MISHAPS.....	- 27 -
A. COAST GUARD SAFETY and ENVIRONMENTAL HEALTH MANUAL.....	- 27 -
1. Coast Guard Auxiliary Aviation Mishap Analysis.	- 27 -
2. Toxicology, Class A and B Mishaps.	- 27 -
3. Dissemination of Auxiliary Aviation Mishap Information.	- 28 -
B. MISHAP REPORTING.....	- 28 -
C. NOTIFICATION	- 29 -
CHAPTER VIII. AUXILIARY AVIATION ORGANIZATION.....	- 30 -
A. NATIONAL STAFF ORGANIZATION.....	- 30 -
1. Air Operations Division.	- 30 -
2. Air Operations Staff.....	- 30 -
B. DISTRICT PROGRAM ORGANIZATION	- 35 -
1. Squadron.	- 35 -
2. District Staff.	- 35 -
C. DISTRICT AVIATION PROGRAM MANAGEMENT	- 41 -
1. Leadership.....	- 41 -
2. Recruiting.....	- 42 -

3. Training.....	- 42 -
4. Fellowship.....	- 42 -
5. Flight Minimums.	- 43 -
6. B-2 Standby Crew.	- 43 -
7. Pre-Mission Reporting.....	- 43 -
8. Post-Mission Reporting.....	- 43 -

CHAPTER IX. RELATIONSHIP WITH ACTIVE-DUTY COMMANDS - 44 -

A. AIR STATION	- 44 -
1. Professionalism.	- 44 -
2. Availability and Scheduling.....	- 44 -
3. Active-Duty Aviators.....	- 44 -
4. Standardized Mission Planning Form.....	- 44 -
5. Weekly Reporting	- 44 -
6. Squadron Information Manual	- 44 -
7. District Aviation Board.	- 44 -
8. Aviation Safety Workshops.	- 44 -
9. Seek New Missions	- 45 -
B. SECTOR	- 45 -
1. Auxiliary Sector Coordinator (ASC).....	- 45 -
2. AFAM Flights.	- 45 -
3. Marine Safety Specialists.....	- 45 -
4. Meet the Customer.....	- 45 -
5. Tasking and Orders.....	- 45 -

CHAPTER X. RECRUITING - 46 -

A. ACTIVE RECRUITING	- 46 -
B. DISTRICT RECRUITING TEAM	- 46 -
C. SQUADRON RECRUITING OFFICER	- 46 -
C. TRACKING	- 47 -

CHAPTER XI. COMMUNICATION - 48 -

A. ACTIVE-DUTY COMMANDS	- 48 -
B. SQUADRON MEMBERS.....	- 48 -
C. PROGRAM ACCOMPLISHMENTS.....	- 48 -
D. PUBLIC AFFAIRS and PUBLIC RELATIONS.....	- 48 -

E. PUBLICATIONS.....	- 48 -
CHAPTER XII. RECOGNITION AND RETENTION.....	- 50 -
A. WINGING CEREMONY.....	- 50 -
1. Items to Have.	- 50 -
2. Script	- 50 -
B. AWARDS	- 52 -
C. RECOGNITION	- 52 -
CHAPTER XIII. NEW DISTRICT AVIATION PROGRAM.....	- 53 -
A. AUTHORITY	- 53 -
B. FIRST STEPS	- 54 -
1. Objective.	- 54 -
2. Strategy.	- 54 -
3. Form the working group.	- 54 -
4. Issues to be addressed.	- 54 -
5. Potential Obstacles.....	- 55 -
6. Potential mission contributions.	- 55 -
7. Air Station Support.	- 56 -
8. DIRAUX Support.....	- 56 -
9. Develop Milestones.....	- 56 -
10. Other Auxiliary Programs.	- 57 -
C. APPOINT DISTRICT AVIATION LEADERSHIP	- 57 -
1. Appoint a DSO-AV.	- 57 -
2. Appoint Aviation Leadership Team.....	- 57 -
D. OPERATIONALIZE the PROGRAM.....	- 58 -
1. Sponsor.	- 58 -
2. Qualify an IP-FE.	- 58 -
3. Develop a District Aviation Safety Program & Culture.....	- 59 -
4. Qualify Pilots and Crew.	- 59 -
5. Develop a District Aviation Training Program.....	- 60 -
6. Develop a District Aviation Management Program.	- 60 -
7. AUXDATA II Training.	- 61 -
8. Communication.	- 61 -
E. INITIAL AIR OPERATIONS	- 61 -
1. Phase I Operations – Simulate Missions.	- 63 -
2. Phase II Operations.	- 63 -
CHAPTER XIV. LINKS	- 64 -

APPENDIX A. AIR STATION AUXAIR SOP (EXAMPLE)65
A. Purpose.65
B. References.65
C. Chain of Leadership/Order Issuing Authority.....65
D. Operations.66
E. Safety..... 71
F. Financial.....72
G. Enclosures.....73

CHAPTER I. INTRODUCTION

A. PURPOSE

This Document introduces prospective members to the Coast Guard Auxiliary Air Operations Program (AUXAIR) and provides a summary of qualification, currency and mission requirements for current members.

The document includes best practices to assist Auxiliary Squadron leadership implement and lead an effective District Air Operations Program. It is intended to supplement, but not replace, the Auxiliary Operations Policy Manual. Excerpts from this document may be used to assist Coast Guard Air Stations and Sector Commands to better understand the Auxiliary Aviation Program.

B. AUTHORITY

The Federal Aviation Administration (FAA) is the authority that licenses Auxiliary pilots. Coast Guard policies supplement, rather than supersede, other governing directives, such as the Federal Aviation Regulations (FAR). Auxiliarists may use an Auxiliary aircraft on any authorized mission with the approval of the Air Station Commanding Officer. Auxiliarists participating in Air Operations are required to understand Coast Guard regulations contained the applicable manuals and policy letters, and FAA regulations contained in the Federal Aviation Regulations (FAR).

The Auxiliary Operations Policy Manual, COMDTINST 16798.3 (series) is the primary regulation governing the employment of Auxiliary aircraft. The Coast Guard Air Station Commanding Officer has the sole order-issuing authority (OIA) to assign Auxiliary aircraft to necessary missions.

The active-duty Coast Guard Air Operations Manual, COMDTINST M3710.1I (series), states:

“Using Auxiliary Aviation in conjunction with Coast Guard Aviation will increase the capability of any Coast Guard District, Sector, or Air Station. It is a force multiplier for Coast Guard Aviation. In this regard it is helpful to review the Auxiliary Aviation Mission Statement:”

C. AUXAIR MISSION STATEMENT

“Assist the Coast Guard in all areas authorized by the Commandant by performing any Coast Guard function, power, duty, role, or operations authorized by law. It shall be the responsibility of the Coast Guard Auxiliary to provide aircraft which meet all current Federal Aviation Regulations along with trained and qualified crews to accomplish these tasks.”

The mission of the Coast Guard Auxiliary Aviation Program is to assist the Coast

Guard in any mission(s) or operation(s) authorized by law and by the Commandant. Air Station Commanding Officers have the sole authority to assign auxiliary aircraft to missions. When assigned to duty, Auxiliary aircraft are considered Coast Guard Aircraft, and identify as such with Air Traffic Control. Aircraft owners are reimbursed for fuel expenses and granted a maintenance allowance.

Auxiliary aircraft can offer increased range and, in many cases, can be on station as quickly as active-duty aircraft. They act as a significant force multiplier for the Air Station Commanding Officer. Missions are followed up with a detailed report and photographic images.

D. AIRCRAFT & TRAINING

AUXAIR assets range in size from 2-seat single engine to twin engine cabin class aircraft, including turbofan aircraft and helicopters. Auxiliary aircraft are equipped with safety equipment that enables offshore operations. All Auxiliary pilots and flight crewmembers receive training in water survival techniques, emergency egress procedures and the use of survival equipment on an annual basis.

CHAPTER II. COAST GUARD AUXILIARY AVIATION PROGRAM

A. U.S. COAST GUARD AUXILIARY

The United States Coast Guard Auxiliary is the uniformed civilian component of the U.S. Coast Guard and falls under the Department of Homeland Security. The Auxiliary was authorized in 1939 by an act of Congress. Since 1939 the U.S. Coast Guard Auxiliary has safeguarded our Nation's maritime interests in the heartland, in the ports, at sea, and around the globe. Members from all walks of life bring their training and experience as a member of the uniformed volunteer component of the United States Coast Guard. Today's U.S. Coast Guard Auxiliary, with nearly 26,000 men and women, is a unique force that carries out an array of responsibilities touching almost every facet of the U.S. maritime environment.

The Coast Guard Auxiliary operates in:

- Safety and Security Patrols
- Search and Rescue
- Mass Casualty or Disasters
- Pollution Response & Patrols
- Homeland Security
- Recreational Boating Safety
- Commercial Fishing and Vessel Exams
- Platforms for Boarding Parties
- Marine Safety and Environmental Protection
- Pollution Response
- Recruit for all service in the Coast Guard
- Ice Reconnaissance

In addition to the above, the U.S. Coast Guard Auxiliary operates in any mission as directed by the Commandant of the U.S. Coast Guard or Secretary of Homeland Security.

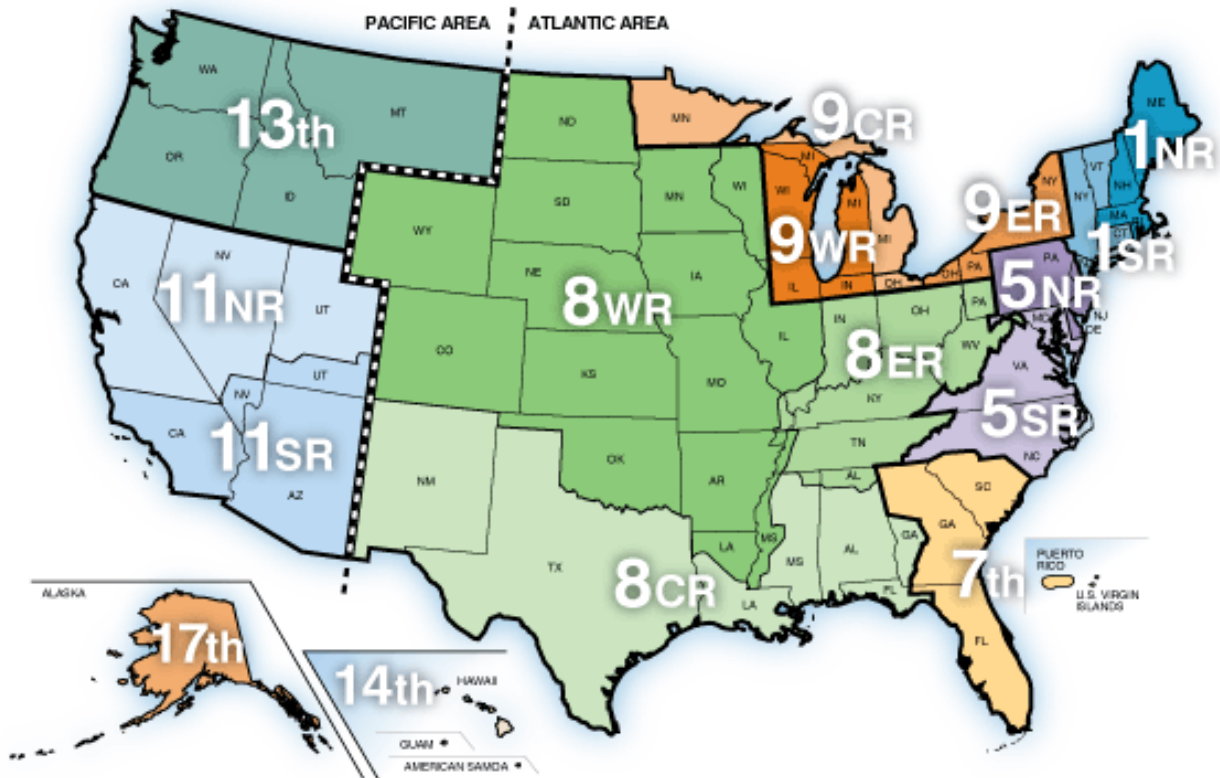
1. Our Mission.

- To promote and improve Recreational Boating Safety
- To provide trained crews and facilities to augment the Coast Guard and enhance safety and security of our ports, waterways, and coastal regions
- To support Coast Guard operational, administrative, and logistical Requirements

2. Organization. The Auxiliary has units in all 50 states, Puerto Rico, the Virgin Islands, American Samoa, and Guam. Under the direct authority of the U.S. Department of Homeland Security via the Commandant of the U.S. Coast Guard, the

Auxiliary's internally operating levels are broken down into four organizational levels: Flotilla, Division, District and National.

U.S. COAST GUARD AUXILIARY AREAS, DISTRICTS, AND REGIONS



- **National** - The national staff officers are responsible, along with the Commandant, for the administration and policymaking for the entire Auxiliary.
- **District** - The District provides administrative and supervisory support to Divisions, promotes policies of both the District Commander and National Committee.
- **Division** - Flotillas in the same general geographic area are grouped into Divisions. The Division provides administrative, training and supervisory support to Flotillas and promotes District & National policy.
- **Flotilla** - The Flotilla is the basic organizational unit of the Auxiliary and is comprised of at least 15 qualified members who carry out the day-to-day missions of "Team Coast Guard". Every Auxiliary member is part of a Flotilla.

3. Auxiliary Aviation. Auxiliary aviation (AUXAIR) is an operational program of the Coast Guard Auxiliary. Qualified Auxiliary flight crewmembers conduct Coast Guard missions under orders from the Air Station. When operating under Coast Guard orders, Auxiliarist's wear Coast Guard uniforms with Auxiliary identification. Flight crews wear the Coast Guard flight suit with their squadron's Air Station identification. Auxiliary aviators and flight crewmembers often train with active-duty counterparts.

AUXAIR offers several ways to be part of a valuable team and serve their Nation. One can serve as Air Observer, Air Crew, Copilot, First Pilot or Aircraft Commander and fly Coast Guard missions under orders. Members join the Coast Guard Auxiliary, affiliate with a local Flotilla, complete initial Auxiliary training and then may begin specialized aviation training.

AUXAIR aviators are offered membership in the Coast Guard Aviation Association, a fraternal organization consisting of active-duty, reserve and auxiliary aviators and flight crews.

Get started in the U.S. Coast Guard Auxiliary, visit: <https://join.cgaux.org>

B. AUXILIARY AVIATION HISTORY

The United States Coast Guard became involved in aviation in 1903 when surfmen from the Kill Devil Hills Lifeboat Station provided the Wright Brothers assistance during the prelaunch activities of their first flight. Surfman J.T. Daniels took the only photograph of the event. By 1915 the Coast Guard had determined that aerial observation would improve the success of search and rescue operations and began procuring and operating aircraft.

According to recorded Coast Guard history, Auxiliary pilots first flew during 1943, in the midst of World War II. The first legislative mention of Auxiliary aviation is when Congress passed Public Law 451, in September 1945, permitting aircraft to be used by the Auxiliary. Auxiliary aviation grew after the war and several Districts formed aviation flotillas. Pilots from the 11th district operated out of Vail Field in Los Angeles and the 14th District formed two air divisions in Hawaii. In November 1947, Coast Guard Commander David H. Bartlett was assigned to establish an Auxiliary Air Wing in Hawaii. Commander Bartlett drew upon the Coast Guard Auxiliary expertise of Commodore Lloyd T. Nicholls, and by March 1948, after establishing administrative and organizational protocols and acquiring necessary equipment, the Auxiliary Air Division had more than 40 aircraft certified for Search and Rescue in Hawaii.

The 1996 Coast Guard Act greatly expanded the missions of the Auxiliary, and aviation was tasked to assist the Coast Guard in any mission or operation authorized by law and by the Commandant. Coast Guard Auxiliary Aviation (AUXAIR) was upgraded, and a standard command and control network established. AUXAIR became a force multiplier, and it was necessary to develop and implement an

upgraded training, qualification and flight safety program, that continues to evolve and improve.

“While assigned to authorized Coast Guard duty, any aircraft shall be deemed to be a Coast Guard aircraft while assigned to duty, qualified Auxiliary pilots shall be deemed to be Coast Guard pilots.”

C. AUXILIARY AIR OPERATIONS

Today the Coast Guard operates aircraft from 24 Air Stations in the United States and Territories. AUXAIR operates 18 Auxiliary squadrons with aircraft located from Puerto Rico and the Virgin Islands to Hawaii, directly supporting the local Air Station.

AUXAIR aviators volunteer their aircraft for use as Coast Guard aircraft and qualify as an Auxiliary pilot. Many AUXAIR aviators are accomplished pilots with several thousands of hours of military and civilian flight time. Members offer a wide range of aircraft for use, including single engine, multi-engine, turboprop, twin jet and helicopters.

Auxiliary Aviation qualifications include Pilot, Air Crew and Air Observer positions. All flight crewmembers complete training in Coast Guard air operations, ditching and emergency egress, water survival, search and rescue (SAR) techniques and patterns, Coast Guard communications, Coast Guard flight safety rules and procedures, how to fly a Coast Guard mission and lead a Coast Guard flight crew. Joint training with active-duty aviators is a key part of the program, and includes egress, ditching, water survival, Risk Management (RM) and Crew Resource Management (CRM). Pilots also attend the Spatial Disorientation, Survival and Aviation Physiology Course at the FAA’s Mike Monroney Aeronautical Center in Oklahoma City

Air Observers are responsible for communications between aircraft and Coast Guard units, assist the pilot with navigation, keep records in the air, and most importantly, focus their attention outside the aircraft while searching for those in distress. Air Crew members are observers with additional training and qualifications who provide additional assistance to the pilot in times of high workload. Pilots may be certified as an Auxiliary Copilot, First Pilot or Aircraft Commander depending on flight experience and ratings.

D. OPERATIONAL MISSIONS

A standard mission is the Maritime Observation Mission (MOM) where the flight crew patrols specific portions of the shoreline in the Coast Guard District’s area of responsibility (AOR). Flight crews are trained to observe and report on shipping, maritime targets of interest, recreational boating, commercial fishing, pollution, coastal security, and special events. Aircraft and crews in the air are ready at all times to be diverted on a Search and Rescue (SAR). Flight crews are often called to fly first-light SAR in the early morning after active-duty flight crews have exhausted their

mission endurance during a night search. During the winter months in colder regions, Auxiliary aircraft provide intelligence on ice conditions, enabling the Coast Guard Sector Commands to determine the best use of ice breaking assets. In northern Districts, qualified AUXAIR members may crew active-duty helicopters as ice observers.

The Coast Guard has a national responsibility for Rotary Wing Air Intercept (RWAI) over the Nation's Capital and other key locations and events. They use HH-65 helicopters to defend the lower levels of our air space. RWAI pilots take extremely specialized training at the Aviation Training center in Mobile, AL. The mission is to identify low, slow-moving targets that have entered restricted airspace. The HH-65 performs special maneuvers to approach and intercept the target aircraft. Auxiliary aircraft routinely fly training support by acting as the aggressor aircraft. This training helps to improve and refine the intercept pilot's response times and hone their flight intercept techniques.

The squadrons conduct Search and Rescue Exercises (SAREX) with Coast Guard surface vessels. These exercises provide aircraft crews an excellent opportunity to enhance their search and rescue pattern flight skills, observation techniques, and vectoring surface vessels. They also provide the surface vessel crews experience directing aircraft.

From the Coast Guard Air Operations Manual, COMDTINST M3710.1I(series):

1. Search and Rescue. With most Auxiliary aircraft being fixed wing, the Auxiliary role in this mission is mainly to search. Upon location of a distressed vessel or the object of a search, Auxiliary aircraft should be prepared to stay on scene, fuel permitting, until a Coast Guard air or surface asset arrives. The Coast Guard asset will become the On-scene Commander and assign any further tasking to the Auxiliary aircraft.

2. Pollution Response. Auxiliary aircraft are excellent platforms for use in the pollution response role. Auxiliary aircraft provide the District with a dedicated resource that if used correctly, can effectively enhance spill detection and response. Pollution response flights can be performed by aircraft as a dedicated mission or in conjunction with a normal Auxiliary safety patrol.

3. Aids to Navigation. The relatively high speed of Auxiliary aircraft maximizes the amount of navigation aids that can be surveyed versus using a vessel to perform the same task. Potential problems with navigation aids discovered from the air can be checked further by visits from Coast Guard or Auxiliary surface craft.

4. Chart Updating. The use of Auxiliary aircraft is ideal for the chart updating mission. Auxiliary pilots and observers can identify objects that need to be added or deleted from nautical or aeronautical charts. More specific information can be gathered on the object during a ground or water-based follow-up survey.

5. Living Marine Resources (LMR) and Marine Protected Species (MPS) Patrols. Some air stations are tasked with flying agents from the National Marine Fisheries Service on LMR/MPS patrols. To fully complete this mission, the Auxiliary aircraft should be configured for offshore operations. When configured for offshore operations, Auxiliary aircraft are excellent platforms for this mission.

6. Law Enforcement. Although the Auxiliary has no law enforcement authority, Auxiliary aircraft can be a useful tool for overt surveillance and information gathering. As with virtually any other Coast Guard mission, the LE mission can be conducted with a normal safety patrol or as a dedicated mission. Auxiliary aircraft should record and report any unusual activity detected during the course of a patrol. A thorough debrief of Auxiliary personnel should be conducted by the air station or group LE Officer upon their return

7. Ice Patrols. Auxiliary aircraft are an effective tool in detecting ice buildups in the Northeast Rivers and the Great Lakes. Districts where ice is a problem during the winter should take advantage of the benefits of Auxiliary air in the Ice Detection mission.

8. Logistics/Passenger Transport. Auxiliary Air can be used as effectively in this role as Coast Guard Air can be. Air Station Commanding Officer order issuing authority should exercise due care in assigning the proper pilot and aircraft to match the appropriate logistics or transport flight.

9. Area Familiarization. Use Auxiliary aviation in this role as a cost-effective way of familiarizing Sector and District personnel with their Area of Responsibility (AOR). Many questions can be answered by viewing the AOR from the air.

10. Rotary Wing Air Intercept (RWAI). Select Coast Guard Pilots fly the Rotary Wing Air Intercept mission in MH-65 helicopters and are responsible for protecting and maintaining airspace security over the National Capital Region. Specially trained Auxiliary flight crews assist active-duty flight crews to maintain proficiency by acting as the “aggressor aircraft” and work to improve the “interceptor” pilot’s response time. This specialized mission provides the helicopter crews a moving target on which to hone their interceptor techniques. Auxiliary pilots must learn and practice techniques that place them in close proximity to the interceptor helicopter in flight. These training flights take place in both daylight and night conditions.

10. Special Missions. Coast Guard Auxiliary flight crews and aircraft are authorized to fly any mission authorized by the Commandant and by Law. Air Station Commanding Officers are the Order Issuing Authority.

CHAPTER III. AIR QUALIFICATIONS and REQUIREMENTS

A. AIR OBSERVER (AIROBS)

This is the "entry level" position in the Coast Guard Auxiliary aviation program. Candidates for any Auxiliary air qualification, including Pilot, must first train and qualify as an Air Observer. Observers are trained in aerial observation techniques, waterway features and vessel traffic, signals, Coast Guard communications, wind & sea states, oil spills, air & marine navigation, emergency procedures, ditching, egress, maintaining situational awareness and mission planning.

Prior to Designation as Air Observer Trainee:

- Auxiliary member in AP, BQ, AX or AX2 status
- Current for all Auxiliary Prerequisites (AUXCT, etc.)
- Complete Auxiliary Aviation Exam A
- Complete FEMA Courses ICS-100 and ICS-700
- Possess a current FAA Medical certificate (3rd class or higher) or ANSC-7042 Medical Screening
- Recommended by an Aircraft Commander of First Pilot
- Obtain the Permission of the DSO-AV to enter the Aviation Program

Prior to Flight Training:

- Emergency egress training
- Aviation swim (prior to flying beyond gliding distance from shore)
- Survival gear training
- Submit DO-PSI security package

Prior to Certification as Air Observer:

- Initial Aviation CRM (AUX-17)
- Complete all BQ (Basically Qualified Member) Requirements
- Successfully complete the Air Observer Syllabus and Checklist
- Successfully complete a minimum of 10 flight hours training as an Observer Trainee under orders
- Signed off by an Auxiliary Flight Examiner

B. AIR CREW (AIRCREW)

The Auxiliary Air Crew qualification was created to provide the Auxiliary Pilot a capable assistant during all phases of Auxiliary aviation missions and especially during times of high cockpit workload. Well trained Auxiliary air crew are able to fulfill all Auxiliary observer duties, while also assisting the Auxiliary pilot with radio communications, weather gathering and recording, navigation in both visual and instrument meteorological conditions, and visual and instrument approaches to airports.

Prior to Designation as Air Crew Candidate:

- Qualify as an Auxiliary Air Observer
- Current for Auxiliary Core Training (AUXCT)
- Current for CRM Refresher, annual flight safety workshop, air operations workshop, emergency egress training, and swim
- Possess a current FAA Medical Certificate (3rd class or higher) or ANSC-7042A Medical Screening
- Complete Auxiliary Aviation Exam B
- Submit ANSC-7043 (Air Crew Application Form) to DSO-AV
- ANSC-7043 approved by the DSO-AV and the Director of the Auxiliary (DIRAUX)

Prior to Certification as Air Crew (non-pilots):

- Successfully complete the Air Crew Syllabus and Checklist
- Successfully complete a minimum of 5 flight hours training as an Air Crew Candidate
- Signed off by an Auxiliary Flight Examiner

Prior to Certification as Air Crew (pilots holding FAA Private Pilot or higher):

- Successfully complete a minimum of 5 flight hours training as an Air Crew Candidate
- Non-instrument rated pilots must also complete the IFR tasks of the Syllabus with an Aircraft Commander, including:
 - Low altitude enroute charts
 - Terminal Procedure Publications (TPP)
 - VOR/DME, LOC, ILS and RNAV approach plates
 - Standard Arrivals and Departures (STAR, SID)
 - Open and close an ICAO instrument flight plan
 - Back up pilot on instrument approaches (VOR, ILS, RNAV)
 - Explain and demonstrate use of low altitude en-route charts
 - Demonstrate the use of approach plates in flight
- Signed off by an Auxiliary Flight Examiner

C. COPILOT (CP)

Copilots are authorized to fly as PIC on most daylight/VMC missions, including Maritime Patrols, Coastal Security, Ice Reconnaissance, Aids to Navigation, Chart Updating, and Logistics. They may act as a second (safety) pilot on other missions if they hold the appropriate ratings and are current.

Prior to Designation as a Pilot Candidate:

- Qualify as an Auxiliary Air Observer
- Current for Auxiliary Core Training (AUXCT)
- Current for CRM Refresher, annual flight safety workshop, emergency egress training, and swim
- Possess a current FAA Medical Certificate (3rd class or higher)
- Possess an FAA Airman's Certificate (Private Pilot or higher)
- Auxiliary Aviation Exam B
- ICS -200, ICS-210 (or ICS-300), and ICS-800
- Aviation Spatial Disorientation and Survival (AUX-18)
- CFR 61.57(a) - current for recent flight experience
- Have accumulated and logged a minimum of 200 flight hours as pilot-in-command (PIC) of which 12 hours were within the past 6 months.
- Successfully complete the Copilot Syllabus and Checklist
- Complete an Auxiliary flight check and be signed off by an Auxiliary Flight Examiner

D. FIRST PILOT (FP)

In addition to missions authorized for Copilots, First Pilots may be assigned as PIC for Search and Rescue (SAR) and night missions. Specially trained First Pilots may be authorized to fly Air Intercept Training missions.

Satisfy all the requirements of Copilot, and:

- Have accumulated and logged a minimum of 500 flight hours as PIC of which 12 hours were within the past 6 months.
- CFR 61.57(b) - current for night flight
- Successfully complete the First Pilot Syllabus and Checklist
- Complete an Auxiliary flight check and be signed off by an Auxiliary Flight Examiner

E. AIRCRAFT COMMANDER (AC)

In addition to the missions authorized for First Pilots, Aircraft Commanders may fly any mission deemed necessary by the Air Station, except flight checks. Specifically designated Aircraft Commanders may perform aircraft facility inspections.

Satisfy all the requirements of First Pilot, and:

- Have accumulated and logged a minimum of 1000 flight hours as PIC of which 12 hours were within the past 6 months.
- Hold a current FAA instrument rating
- CFR 61.57(c) - current for instrument flight
- Successfully complete the Aircraft Commander Syllabus and Checklist
- Complete an Auxiliary Flight Check and be signed off by an Auxiliary Flight Examiner

F. INSTRUCTOR PILOT/FLIGHT EXAMINER (IP/FE)

IP/FEs are authorized may fly any mission authorized by the Air Station, including Instructional Flights and Auxiliary Flight Check. They may perform aircraft facility inspections.

Satisfy all the requirements of Aircraft Commander, and:

- Have accumulated and logged a minimum of 1300 flight hours as PIC of which 12 hours were within the past 6 months.
- Possess a CFI or CFII (highly recommended)
- Receive approval from the Air Station and DIRAUX to train
- Complete the IP/FE Syllabus
- Complete an Auxiliary flight check and by signed off by the District Senior Flight Examiner

CHAPTER IV. CURRENCY REQUIREMENTS

A. ALL

Annual Requirements:

- Maintain Auxiliary BQ requirements (AUXCT, etc.)
- Aviation Flight Safety Workshop
- Air Operations Workshop
- Aviation Swim Test
- Aviation Emergency Egress
- CRM Refresher
- Submit annual ANSC-7015

Biennial requirements:

- Aviation Medical

5-Year Requirements:

- AUX-17

B. ALL PILOTS (Additionally)

Annual Requirements:

- FAA Airman's Certificate (Private Pilot or higher)
- FAA flight currency (12 hours as PIC per semi-annual period)
- FAA recent flight experience (CFR 61.57(a) passenger)

Biennial requirements:

- FAA 3rd Class Medical certificate (or higher)
- FAA Flight Review
- AUX Flight Check

5-Year Requirements:

- AUX-18

C. FIRST PILOTS (Additionally)

Annual Requirements:

- AUX Flight Check w/SAR procedures
- FAA recent flight experience (CFR 61.57(b) night)
- AUX Flight Currency (6 mission hours per semi-annual period)
- AUX mission currency (3 missions per semi-annual period)

D. AIRCRAFT COMMANDERS (Additionally)

Annual Requirements:

- AUX Flight Check w/Instrument procedures
- FAA recent flight experience (CFR 61.57(c) instrument)

E. IP/FE (Additionally)

Annual Requirements:

- 3 instructional or flight check rides
- Maintain CFI or CFII if held when initially qualified

F. PILOT IN COMMAND (PIC)

To operate an aircraft on Coast Guard orders, the PIC must meet the following requirements:

- A minimum 200 flight hours as PIC in an aircraft of the same category (fixed or rotary wing)
- A minimum 100 flight hours in an aircraft of the same class (single or multi-engine, land/sea, etc.)
- A minimum of 50 flight hours and 25 landings to a full stop in a tail wheel aircraft if the aircraft to be flown is a tail wheel
- A minimum of 50 flight hours in a complex aircraft (retractable gear, etc.) if the aircraft to be flown is a complex aircraft as described in the FARs
- A minimum of 25 hours in a gas turbine aircraft if the aircraft to be flown is a gas turbine
- A minimum of 25 hours in a high-performance aircraft (over 200 hp) if the aircraft to be flown is a high-performance aircraft as described in the FARs
- These hours may be logged concurrently

CHAPTER V. MISSION CREW REQUIREMENTS

A. MINIMUM CREW

1. Logistics Missions, Daylight Hours, VMC, and non-divertible.

Logistics missions (non-divertible) in daylight and VMC may be flown by a single pilot and no additional crew.

2. Standard Missions (non-SAR), Daylight Hours, and VMC.

Standard missions require a minimum flight crew consisting of:

- Pilot and
- Observer who may be:
 - i). Second AUX Pilot
 - ii). Active-duty Pilot
 - iii). Air Crew
 - iv). Air Observer
 - v). Observer Trainee
 - vi). Active-duty member of the Coast Guard

These missions include:

- Maritime Observation Mission
- Ice Reconnaissance
- Aids to Navigation
- Marine Environmental Protection
- Law Enforcement Support
- Chart Updating
- Ports, Waterways and Coastal Security
- Area Familiarization of Auxiliary or Active-Duty members
- Any other mission authorized by the Air Station Commanding Officer for this crew level

3. Search and Rescue (SAR), Daylight Hours, and VMC.

- First Pilot or Aircraft Commander as PIC
- Observer who may be:
 - i). Second AUX Pilot
 - ii). Active-duty Pilot
 - iii). Air Crew
 - iv). Air Observer
 - v). Active-duty member of the Coast Guard
- Observer Trainees **do not** suffice as minimum crew for SAR.

4. Night or IMC Operational Missions.

- Two pilots who are instrument rated, current for instrument procedures, and current in category and class.

5. Night or IMC Missions (single pilot, super currency rule).

- PIC must have 10 hours actual or simulated IMC time within the past 6 months, 5 of which must be within the past 3 months. This flight time does not have to be logged while under Coast Guard Orders.
- Missions include:
 - i). Logistics Mission (non-divertible)
 - ii). Pre-positioning the aircraft for a later mission
 - iii). Transit to a search area for a first light search
 - iv). Rendezvous with a safety pilot for a night/IMC non-logistics mission

6. Passenger Transport Missions in Daylight Hours and VMC.

- Two pilots who are both current in category and class.
- If the weather at departure, destination or along the route is forecasted to be less than 1000' ceiling or less than 3 miles visibility in airspace less than 10,000' MSL **OR**, less than 3000' ceiling or less than 5 miles visibility above 10,000' MSL **THEN**
 - a. PIC must be a current Aircraft Commander
 - b. Current instrument rated safety pilot must be onboard
 - c. Aircraft facility must be instrument flight equipped and certified.

7. Transporting Active-Duty Flight Crews. Missions transporting active-duty flight crew to other air stations, air facilities and airports may be flown by a single pilot if conducted in daylight and VMC conditions. The active-duty crew serve as minimum crew for the flight and should be engaged in CG communications, air traffic observation, and other assigned crew duties.

8. Passenger Transport Missions in Nighttime Hours or IMC.

- Two pilots who are both instrument rated, current for instrument procedures, and current in category and class.

9. Rotary Wing Air Intercept (RWAI) in Daylight Hours and VMC.

- One PIC who is a First Pilot or Aircraft Commander
- Another flight crewmember who is either Pilot or Air Crew qualified, and current

10. Rotary Wing Air Intercept (RWAI) in Nighttime Hours and VMC.

- PIC must be an Aircraft Commander, current in instrument procedures
- Safety pilot who is instrument rated and current for instrument procedures.

CHAPTER VI. AVIATION TRAINING

A. INTRODUCTION

Coast Guard Auxiliary aviators are held to high standards of training and safety. Aviators must successfully pass written tests, take water survival training and pass a check flight. Auxiliary flight crew members complete a Coast Guard course in situational awareness, risk management, hazardous attitudes, flight physiology, environmental threats, emergency landings, flight discipline, error producing conditions, stress, crew responsibilities, and cockpit communications. Auxiliary pilots and flight crewmembers have the opportunity to train with active-duty and reserve aviators.

Additionally, pilots attend an Aviation Spatial Disorientation, Physiology and Survival course. This is a hands-on class with significant time spent in a pool, cold room, flight simulator, and a high-altitude chamber. The course includes spatial disorientation, flight physiology, emergency egress, ditching at sea, water survival, cold-weather survival, hypoxia and rescue techniques. Further specialized training is available to train Auxiliary aviators for squadron leadership. Typically, the auxiliary and active-duty members will train together as a team. Recurrent training occurs both during skills training missions and at Aviation Safety Workshops, typically held at the Air Station.

B. AVIATION C-SCHOOLS

1. AUX-14. *Auxiliary District Flight Safety Officer (DFSO) and Flight Safety Officer (FSO)* (Course # 501570), Length: 2 1/2 days.

Applicants: FSO, DFSO, ADFSO or a candidate. Air Station FSOs and Auxiliary DFSOs are encouraged to attend as a team.

Purpose: This three-day experience provides students with an understanding of elements required to build a safe Auxiliary aviation program. It prepares the Auxiliary District Flight Safety Officer (DFSO) to work in concert with the active-duty Flight Safety Officer (FSO) to implement and lead the Aviation safety program in their District. In addition, it will acquaint students with mishap reporting and investigations, as well as elements of and implementation of Operational Risk Management. There will be a continuing emphasis on building a culture of safety throughout the Auxiliary aviation program. This is a unique opportunity for Active-Duty Flight Safety officers and their Auxiliary District Flight Safety Officer counterparts to participate together in reviewing, revising, or formulating a safety plan for the Auxiliary squadron.

Topics covered and practiced will include:

- Developing a Safe Auxiliary Aviation Program
- Mishap Reporting and Investigations
- Operational Risk Management
- Building a Culture of Safety
- Interface with the FAA

2. AUX-15. *Auxiliary Aviation Coordinator (AAC) and Auxiliary Liaison Officer (AUXLO)* (Course # 501571), Length: 2 1/2 days.

Applicants: AUXLO, DSO-AV AAC or a candidate. Air Station AUXLOs and Auxiliary AACs are encouraged to attend as a team.

Purpose: AUX-15 provides students the critical foundations training and prerequisite knowledge for being an effective Auxiliary Aviation Coordinator (AAC) or active-duty Auxiliary Liaison Officer (AUXLO). The course prepares the AAC to lead the Auxiliary squadron that supports their Air Station and work in concert with the AUXLO. The AAC is the primary link between the CG Air Station AUXLO and the Auxiliary members serving that Air Station and is responsible for day-to-day scheduling of Auxiliary operations as well as tracking Auxiliary pilot and air crew qualifications. The Auxiliary Liaison Officer (AUXLO) is the primary link between the Auxiliary and the Air Station and is responsible for oversight of Auxiliary operations on behalf of Air Station command. This course includes familiarization with Coast Guard Air Station flight rules, schedules, procedures, and general air operations. It also includes safety gear and its servicing, order writing, and other paperwork procedures. It serves to introduce the AUXLO to the Auxiliary, its structure, leadership, and operating policies, as well as small aircraft and their operating capabilities and rules. This course is designed to integrate the AUXLO and AAC into a unified team to support the needs of the USCG with Auxiliary Aviation support.

Topics covered and practiced will include:

- Coast Guard Air Station Flight Rules
- Aviation Order Management System
- Scheduling Auxiliary Missions
- Auxiliary Aviation Flight Rules
- Air Operations
- Mission Requirements
- Flight Safety Equipment

3. AUX-17. *Air Crew Resource Management (Course # 501573)*, Length: 1 ½ days.

Applicants: All Auxiliary pilots, air crew, and observers must attend this C-school prior to certification in any Auxiliary aviation position. It must then be taken on a recurring basis with an interval not to exceed five calendar years.

Purpose: AUX-17 is required by all Auxiliary aviators and flight crewmembers assigned to duty aboard an Auxiliary aircraft. CRM is the utilization of all available resources in flight to maximize the safety and effectiveness of the mission. Resources include autopilots, avionics systems, operating manuals, and people, including crew members, air traffic controllers, and others in the aviation operating environment. The goal of CRM is to improve individual and crew performance by using all of the resources available to minimize risk. The principles of CRM and risk management are an essential part of the Coast Guard Auxiliary Aviation Program. These principles also apply even in the single-pilot environment by using all available resources both in the cockpit and on the surface. The human factor is the single most important element for safe and effective aircraft operations. An understanding of CRM will help the pilot to better utilize the crew and at the same time will help the crew to understand that they must take an active part in the operation of each flight.

Topics covered and practiced will include:

- Flight Discipline
- Normalizing Excellence
- Biomedical issues
- Fatigue, nutrition & hydration
- Stress
- Hazardous Attitudes
- Error Producing Conditions
- Communications
- Assertion and Mutual Support
- Risk Management

Prerequisites:

- Introduction to Risk Management Course (100202)
- Observer Trainee or higher
- Completed and passed Aviation Exam A
- AUXCT
- ICS-100 & ICS-700
- Member must have submitted their DO security request

4. AUX-18. *Auxiliary Aviation Spatial Disorientation, Flight Physiology and Survival Training (COURSE # 501574), Length: 2 ½ days.*

Applicants: All Auxiliary pilots must attend a course on spatial disorientation and flight physiology at the C-school provided by the FAA Civil Aerospace Medical Institute (CAMI) prior to certification in any Auxiliary pilot qualification, and then on a recurring basis with an interval not to exceed five calendar years.

Purpose: AUX-18 includes training in spatial disorientation, flight physiology, hypoxia, visual illusions, emergency egress, water survival, and cold weather survival. The pilot is trained to develop an understanding of the physiological dangers of flight and techniques to counter them. This course is conducted in cooperation with the FAA at CAMI in Oklahoma City and is a personal hands-on training event for advanced airmanship. Spatial disorientation is discussed in detail and then experienced in a flight simulator. Techniques are developed to mitigate the risk. Cold weather survival skills are developed in a cold weather simulator. Hypoxia is discussed, experienced in a high altitude chamber and techniques are developed to recognize the onset and mitigate the risk. Significant time is spent in a deep-water pool developing water survival skills.

Topics covered and practiced will include:

- Flight physiology
- Spatial disorientation
- Flight simulator
- Emergency egress
- Water survival skills (significant time in pool)
- Cold weather survival skills
- Smoke chamber
- High altitude chamber and hypoxia

Prerequisites:

- Qualified Auxiliary Pilot, Pilot Candidate or Air Crew (space available basis)
- Introduction to Risk Management Course (100202)
- Completed and passed Aviation Exam A and Exam B
- AUXCT
- ICS-100, ICS-200, ICS-210 (or ICS-300), ICS-700 and ICS-800
- Members must have submitted their DO security request
- Medical Certificate, FAA 3rd Class (or higher) **or** Auxiliary Flight Crew Medical
- Bring current Medical Certificate **or** ANSC-7042 to the class
- Current AUX ID card to get on the facility

C. C-SCHOOL PROCEDURES

1. STTR. Form ANSC-7059, Short Term Training Request, is used to request assignment to an aviation c-school. The member completes the form online and submits to their Flotilla Commander (FC) electronically. The Flotilla Commander endorses the request and submits to the DSO-AV, who verifies the member meets all requirements, endorses, and then submits for District approval.

ANSC 7059 (STTR) is available: <http://forms.cgaux.org/archive/a7059.pdf>

2. Funded Orders. Students attending C-schools who reside more than 50 miles from the training site may submit an STTR and receive paid orders. Members who live within 50 miles of the training site should not submit an STTR, and instead be placed on Temporary Assignment to Duty Orders (un-funded). The DSO-AV should coordinate this with DIRAUX and copy the national aviation training staff (BC-RAT and BA-RAT). The DSO-AV shall provide a written list of students to the BC-RAT and BA-RAT which includes the following information: employee ID, name, qualification, city/state of residence, email address, and phone number.

Once the STTR arrives in the office of DIRAUX and is entered in DA, the student becomes an “applicant” for funded orders. The National Training Staff reviews all applicants to ensure that the most qualified receive the available funded slots. Approximately 30 days prior to the class commencement, DIRAUX will mail or email orders to the member. Occasionally, orders may be received as few as 10 days prior to the start of the course. These orders direct the member to the class and entitle them to lodging and “per diem” for the location of the class.

The student is responsible to call CWT SATO (1-800-753-7286), the contracted Government travel agency, whose number is on the orders, to make their flight or train reservation. The student will need to call the recommended hotel and make a reservation. Be sure to advise the hotel that you are using a reservation from the Coast Guard Auxiliary block. This will prevent the hotel from having a double reservation for you.

3. Non-Funded Orders (AUX-17). Students residing within 50 miles will be listed on a temporary duty listing and not receive paid orders. The POC must manage this list and provide it to the training branch and assigned instructors prior to one week before class. The POC will work with the district staff to arrange a location for holding the training and coordinate any supporting equipment required. It is recommended that DIRAUX use the final list to generate an assignment to duty order for the non-funded students.

4. Scheduling an (AUX-17 Class. Any District with 10 or more students in need of AUX-17 may request a course be scheduled. The DSO-AV or ADSO-AVT should contact the National Aviation Training Branch and make the request. District requests should include a date, training location, and recommended hotel for instructors and members who travel under orders. A point of contact (POC) designated by the DSO should be assigned to facilitate the course offering, ensure the training site is available and properly equipped, and communicate student information with the instructors. The Aviation Training Branch will assign instructors to support the training and the instructors will manage their own travel and lodging arrangements.

5. Uniforms (C-schools). Aviation C-schools require the member to be in the Tropical Blue Long uniform (short sleeve blue shirt and long pants). Members who arrive without the correct uniform, will be sent home. Any deviation in uniform requirements will be defined in the student's orders. The DSO-AV, or an assigned member of the district aviation staff, should ensure that members attending aviation C-schools understand the uniform requirements and assist in obtaining uniform items that the member may need prior to attending.

CHAPTER VII. AIRCRAFT FACILITIES

A. REQUIREMENTS

The Auxiliary Operations Policy Manual provides the requirements for outfitting and inspecting Auxiliary aircraft facilities.

B. AIRCRAFT and PPE

Squadron aircraft should be clean, well maintained and present a professional and orderly appearance. Auxiliary aircraft and flight crew appearance and behavior reflect on the Coast Guard and the Coast Guard Auxiliary. Aircraft should be equipped with high resolution photographic capability and the capability to e-mail photos to Sector in near time is critical.

Acquire and maintain high quality PPE. Survival vests with a PLB in every vest, plus signaling devices, and rafts. Each members should have two flight suits. Members in northern areas should have cold weather protective gear. Recover and redistribute equipment from those members who are no longer actively participating. Appoint an ADSO-AVM who is focused on managing the squadron's PPE and develop a robust tracking and inspection process. "Air Station Commanding Officers will issue PPE and ensure Auxiliary aviators are properly outfitted before conducting Coast Guard missions. The District Commander provides funding support specifically for Auxiliary aviation PPE". While the ADSO-AVM may perform the inspection, conduct it at the Air Station swim shop and enlist the Air Station PPE shop and rescue swimmers to oversee. This ensures highly skilled "eyes-on" once a year.

The ADSO-AVM should work close with the Air Station and develop a multi-year plan for PPE procurement and maintain a detailed list of equipment needs. Funding for PPE and mission equipment is unpredictable regarding timing and amount, particularly near the end of the fiscal year (FY). Maintain lists of known expenses such as raft/vest overhaul and annual vest consumables (CO₂, batteries, etc.). Maintain a "wish list" to be acquired when funding is available.

[Aviation PPE Best Practices Document](#)

C. AIRCRAFT MAINTENANCE

1. Inspections.

- a) The FAA annual inspection determines the airworthiness of the aircraft, and the airworthiness certificate grants authorization to operate the aircraft in flight. No person may operate an Auxiliary aircraft facility under orders unless

the facility has a current annual FAA inspection or uses an approved progressive maintenance program and has been approved for flight in accordance with 14 CFR 91.409. The FAA annual inspection logbook shall be scanned and uploaded in AUXDATA II.

- b) The AUX facility inspection is used to ensure the required FAA documents are valid and onboard, and required AUX equipment is onboard. Aircraft 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 may accept the aircraft as a facility.

2. Spectrographic Oil Analysis Program (SOAP).

- a) No person may operate a piston engine Auxiliary aircraft facility under orders unless, within the preceding 100-hours of time in service, the owner/operator has submitted an oil sample as part of a Spectrographic Oil Analysis Program (SOAP), with trend monitoring. Prior to operation under orders, the SOAP reports will be reviewed by an FAA licensed Airframe and Powerplant Mechanic (A&P) and documented in the aircraft's maintenance log.

- b) No person may operate a turboprop or turbojet Auxiliary aircraft facility under orders unless during the lesser of, (1) the preceding 300 hours of time in service or (2) the interval recommended by the engine manufacturer, the owner/operator has submitted an oil sample as part of a Spectrographic Oil Analysis Program (SOAP), with trend monitoring.

- c) The limits established in paragraphs (a) and (b) are not to be exceeded during any mission, however a one-time exemption for exigent circumstances may be granted at the discretion of the Air Station Commanding Officer.

3. Major Alteration and Repair.

- a) 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 used to execute orders.

4. Documentation and Reporting.

- a) All Auxiliary aircraft owners/operators shall comply with this change and provide documentation after each SOAP, and/or progressive inspection, to their Assistant District Staff Officer for Aviation Management (ADSO-AVM) for verification. The ADSO-AVM shall submit a quarterly report to their Director of

Auxiliary (DIRAUX), Air Station Commanding Officer, and the Branch Chief for Aviation Maintenance (BC-RAP).

b) AUXAIR quarterly reports detail those Auxiliary aircraft facilities inspections and/or oil samples. The ADSO-AVM shall maintain these records for three years and send copies of the relevant logbook entries confirming annual inspection completions, SOAP reports, and their supplemental reports, to be developed in the future, to Air Station Commanding Officers, Command Representatives, or DIRAUX upon request. These reports may be submitted electronically by email, facsimile, etc.

c) Pilots should update the maintenance status (aircraft time since last annual or progressive inspection) to their appropriate district aviation staff officers, prior to each proposed mission or sets of missions. Prior to each flight under orders, the pilot shall make a pre-launch call to the Air Station and provide the maintenance status of the aircraft, including time until the next scheduled maintenance event is due (i.e., annual inspection / aircraft limitations), along with any other required items. This information will be provided to a responsible party in a duty status or designated position, who will document the information and provide verbal confirmation to the Air Station Operations Officer or designated representative.

c) Aircraft facilities that fail to comply will not be eligible for patrol orders and will be required to meet all compliance requirements prior to resuming operational activity.

C. CALL SIGNS

1. Format.

a) Auxiliary aircraft are assigned unique call signs in the active-duty format (C8xxx) ensuring the Auxiliary aircraft are properly identified as Coast Guard aircraft while executing missions under orders.



Auxair Call Sign Anatomy



2. Assignment.

a) The National Aviation Team will assign each operational Auxiliary aircraft a unique call sign and communicate those to the DSO-AV. The DSO-AV will verify the call signs are properly assigned (single-engine, multi-engine, turbine, or helo), and communicate to the Squadron pilots. The call signs will be entered into AUXDATA II by the National Aviation Team. DSO-AVs will alert the BC-RAP when a new aircraft facility is approved, or an aircraft facility becomes non-operational.

3. Communicating with ATC and Coast Guard Units.

a) When verbally communicating with Air Traffic Control (ATC) or a Coast Guard facility/asset the aircraft will identify as "Coast Guard" 8xxx (where 8xxx is the aircraft's unique call sign). When assigned to a SAR mission, the aircraft may use "Coast Guard Rescue 8xxx".

b) Coast Guard Auxiliary aircraft are required to file a flight plan for all patrols. IFR flight plans shall be filed using the ICAO International Standard form. Local VFR flight plans may be filed with the Air Station using either the ICAO form or a flight plan form unique to the Air Station. Waypoints should be used in the "Route" section to accurately describe the intended flight route. A primary and alternate destination shall be identified. In addition to the information required for a civilian flight, the following information should be included:

Type of Flight	M (military)
Remarks/other	USCG C8xxx, OPR/US Coast Guard
Pilot Contact	Air Station (ex. Air Station Miami), ODO's phone #

CHAPTER VIII. MISHAPS

A. COAST GUARD SAFETY and ENVIRONMENTAL HEALTH MANUAL

The standards and guidelines contained in the Coast Guard Safety and Environmental Health Manual apply to all Auxiliary personnel and facilities under orders. The Manual, **COMDTINST M5100.47(series)**, includes standards and protocols to reduce operational risk, eliminate preventable mishaps and enhance air mission success. Please review the Manual and the provisions that apply to Auxiliary Aviation.

The individual or unit with first knowledge of a mishap shall immediately **report** all available information to the Order Issuing Authority (OIA). This **reporting** requirement applies to all aviation mishaps, overdue aircraft, and those incidents listed in the FARs. All mishaps shall be reported in accordance with COMDTINST M5100.47(series). It is the responsibility of the Auxiliary pilot to report the mishap or incident to the DFSO as well as the OIA.

A memorandum from the National Commodore, dated 19 JUL 2021, provides guidance for **notification** of any aviation incident or mishap. The Commodore's memorandum describes the type of mishaps and incidents that require **notification** to Senior Auxiliary Leadership, and the notification procedure. In addition to the procedure specified, please copy the Branch Chief for Aviation Safety (BC-RAS). These procedures **are in addition** to those in place for reporting mishaps to the OIA occurring while members are under operational orders.

Standards specified in COMDTINST M5100.47(series) include, but are not limited to:

1. Coast Guard Auxiliary Aviation Mishap Analysis. The National Transportation Safety Board (NTSB) has the authority to investigate all Coast Guard Auxiliary Class A and B aviation mishaps. All Auxiliary aviation mishaps must be entered in e-AVIATRS regardless of class and type of analysis.

2. Toxicology, Class A and B Mishaps. Toxicology testing must be conducted for all personnel involved in Class A and B mishaps, for mishaps with the potential of meeting or exceeding the Class B threshold, or for any mishap where toxicology might be relevant.

Toxicology analyses must be completed within 2 hours to screen for alcohol, and 32 hours to screen for controlled substances, unless collection efforts will result in disruption of urgent operations or mishap response activities. A formal chain of custody must be maintained. Class C, D, and E mishaps do not normally require toxicology; however, toxicology may be completed at the command's discretion. Toxicology analysis must be conducted for Class C, D, and E mishaps when:

(a) Coast Guard employee actions or inactions might have contributed to a Class C or D mishap involving public/civilian personnel or property; **or**

(b) The unit or chain of command is authorized to direct toxicology through administrative or legal actions, independent from safety analysis (suspected willful violations, negligence, etc.); **or**

(c) Upon notification of required toxicological testing under the provisions noted in Paragraph (a) and (b) above, testing of Coast Guard members, Auxiliary, Civilians, and government contract employees mirror those indicated under Class A and B mishaps.

3. Dissemination of Auxiliary Aviation Mishap Information. Auxiliary District Flight Safety Officers (ADFSOs) and Air Station FSOs are encouraged to work cooperatively to facilitate the viewing of aviation mishap messages for Auxiliarists. ADFSOs should coordinate regular visits to Air Stations and facilitate FSO support during Auxiliary training events to provide briefings and viewing of mishap messages. Auxiliarists are encouraged to view Coast Guard Auxiliary aviation mishap messages in their entirety, and these should be available for review through the Air Station FSO. Abbreviated messages must be distributed to Auxiliarists via the Auxiliary Aviation Standardization (STAN) Team and the ADFSOU.

Coast Guard aviation mishap messages contain privileged information and are classified FOUO, and, therefore, cannot be transmitted outside protected Coast Guard computer systems. The Coast Guard e-AVIATRIS generates an abbreviated mishap report containing only factual data that is approved for release outside the Coast Guard system.

While Auxiliary review of mishap messages is authorized and encouraged, accountability of these documents must be emphasized. All members of team Coast Guard are reminded that these documents must be controlled and protected from unauthorized copy or distribution in order to maintain the integrity of the Coast Guard Safety Program and the continued promotion of aviation safety.

B. MISHAP REPORTING

The individual or unit with first knowledge of a mishap shall immediately **report** all available information to the Order Issuing Authority (OIA). This **reporting** requirement applies to all aviation mishaps, overdue aircraft, and those reportable incidents listed in the FARs. All mishaps shall be reported in accordance with COMTINST M5100.47(series). It is the responsibility of the Auxiliary pilot (or someone else with firsthand knowledge if the pilot is unable) to report the mishap or incident to the DFSO and the DCOS (for informational purposes) per the National Commodore's instructions, discussed in detail, later, as well as the OIA. As soon as practical,

Pilot reports mishap to:

- OIA
- District Flight Safety Officer (or DSO-AV if DFSO is unavailable)

DFSO reports mishap to:

- District Commodore (DCO)
- District Chief of Staff (DCOS)
- National Flight Safety Officer

C. NOTIFICATION

A memorandum from the National Commodore, dated 19 JUL 2021, provides guidance for **notification** of any aviation incident or mishap. The Commodore's memorandum describes the type of mishaps and incidents that require **notification** to Senior Auxiliary Leadership, and the notification procedure. See the Memorandum in Chapter XVI, Attachments, Forms and Job Aids.

In addition to the procedure specified, please copy the Branch Chief for Flight Safety (BC-RAS). These procedures **are in addition** to those in place for reporting mishaps to the OIA occurring while members are under operational orders

CHAPTER VIII. AUXILIARY AVIATION ORGANIZATION

A. NATIONAL STAFF ORGANIZATION

1. Air Operations Division. The Air Operations Division is part of the Response Directorate and responsible to develop and recommend policy and aviation regulations to the NEXCOM, CG-711, CG-1131 and CG-BSX.

2. Air Operations Staff

a. DVC-RA, the Division Chief for Air Operations is responsible to:

- Supervise the Auxiliary national aviation program.
- Promote the aviation program and the operational use of aircraft facilities in all districts.
- Encourage district Auxiliary leaders to maintain and increase aviation membership and aircraft.
- Provide advice, information and coordination on the aviation program to cognizant headquarters commands through CG-BSX.
- Exercise staff responsibility for all aviation training courses in cooperation with Coast Guard aviation project officers.
- Assist districts in complying with the Auxiliary Flight Safety Program and encourage training by Coast Guard Air Stations wherever practicable.
- Develop and participate in projects that will enhance the Air Operations Program and promote the air-surface team concept.
- Maintain a liaison with external agencies/organizations on aviation matters.

b. BC-RAA, the Branch Chief Air Flight Surgeon is responsible to:

- Provide guidance on establishing and maintaining aeromedical standards and practices for Auxiliary aviators and flight crewmembers.

- Provide aeromedical flight advice and counsel for CG-BSX-12 and other National Directorates as required.
- Develop and deliver training and presentations on aeromedical topics.

c. *BC-RAM*, the Auxiliary Branch Chief for Aviation Management is responsible to:

- Manage all aspects of Auxiliary administrative support and create a standard program to handle records management.
- Work closely with the Directorates of Information Services (IS) to ensure proper accountability and tracking of flight crew and aircraft facility data via AUXDATA II.
- Maintain liaison with CG-BSX-12 to ensure operational data is included in the Coast Guard Abstract of Operations reporting system.
- Establish a program for the acquisition, distribution, tracking and accountability of all aviation equipment assigned to the Auxiliary by the Coast Guard.
- Use aircraft facility data to track Auxiliary aviation operating expenses and develop/recommend innovative methods to optimize the operating costs of aviation facilities.
- Review, analyze and report on the use of Auxiliary aviation resources to better characterize mission profiles and determine areas for improvement in standardization, training and mission performance.
- Develop reporting models to demonstrate the cost effectiveness of Auxiliary aviation by mission type for the Coast Guard.

d. *BC-RAF*, the Auxiliary Branch Chief for Flight Standards is responsible to:

- Develop and maintain the Auxiliary Aviation portions of the Operations Policy Manual and the Auxiliary Aviation Training Manual (COMDTINST M16798.5 series) for the Auxiliary Aviation program.
- Lead the Flight Standards Team.

- Establish standards for the evaluation of pilots, air crew and observers for all aspects of auxiliary aviation operations, systems, and mission preparation.
- Establish qualification standards for aircraft to be used as Auxiliary Aviation facilities.
- Establish standards for aviation PPE.
- Establish and monitor the enforcement system that ensures all standards and procedures established by the Coast Guard and Coast Guard Auxiliary for Auxiliary Air operations are being met.
- Manage the national standardization and evaluation functional programs. Ensure that the Districts implement scheduling of flight crew evaluations to assess and insure the mission readiness of all aviation personnel.
- Recommends strategies and solutions to improve flight crew management and efficiency.
- Develops instructions for flight crews to ensure compliance with Coast Guard and Coast Guard Auxiliary directives.
- Participate in the Aviation Standardization Team to:
 - Establish initial and recurrent training requirements for equipment utilization.
 - Establish standards for use and deployment of mission support equipment.
 - Evaluate the effectiveness of new policies and procedures on aviation missions.
- Write and submit articles for publication on operational topics.
- Design and deliver training and presentations on operational topics as required.

e. BC-RAS, the Auxiliary Branch Chief for Flight Safety is responsible to:

- Design and deliver training and presentations on operational topics as required.

- Assist and advise the Auxiliary and the Coast Guard in matters pertaining to flight safety.
- Conduct regular and on-going virtual flight safety training with DFSOs.
- Communicate mishaps and notifications.
- Coordinate efforts with the Coast Guard via Commandant (CG-BSX) to ensure published directives concerning flight safety are current, accurate and provide proper guidance for those responsible for directing the aviation program at the district level.
- Liaise with Coast Guard headquarters flight safety staff, via Commandant (CG-BSX) and Auxiliary District Flight Safety officers.
- Write and submit articles for publication on operational topics and flight safety.
- Design and deliver training and presentations on operational topics and flight safety as required.

f. BC-RAT, the Auxiliary Branch Chief for Aviation Training is responsible to

- Establishment and maintenance of standardization and training program similar to the one used in the active-duty Aviation Program
- Develop, coordinate and insure the standard implementation of all Auxiliary aviation training.
- Review initial qualification and training requirements for new Auxiliary aviators and observers and develop doctrine to provide each aviation customer with a definite guide that maximized mission effectiveness.
- Ensure written examinations for pilots and observers are current and annually review the Coast Guard Auxiliary Aviation Training Manual and recommend changes as appropriate.
- Participate in the Aviation Standards Team for issues relative to aviation training, qualifications and currency.
- Coordinate the aviation C-school courses.
- Write and submit articles for publication on aviation training topics as required.

g. BC-RAL, the Auxiliary Branch Chief for IP-FE Liaison is responsible to:

- Establish and maintain a continuing relationship with all Instructor Pilot – Flight Examiners (IP-FE).
- Chief IP-FE of the Auxiliary
- IP-FE Liaison BRANCH CHIEF should be a current or prior IP-FE.
- Facilitate sharing of best practices, recommendations and issues throughout the IP-FE community. Maintain focus on crew standards and ability to perform required tasks. Reinforce importance of safety and mishap avoidance.
- Function as the Chairperson for quarterly conference calls with the IP-FEs.
- Encourage and assist each district to organize and maintain annual IP-FE training sessions.
- Be thoroughly familiar with the content of all Auxiliary air qualification requirements and training syllabi.
- Work closely with the BC-RAF and staff to ensure communication of any program changes.
- Serve as a conduit to the Response Directorate for any IP-FE issues, concerns and recommendations.
- Recommend strategies and solutions to improve crew qualification procedures and processes.
- Write articles, instructions and training curriculum to support the program.

h. BC-RAP, the Auxiliary Branch Chief for Aviation Maintenance is responsible to:

- Monitor Auxiliary Aviation’s compliance with the Coast Guard’s requirement to comply with aircraft/engine/propeller recurring maintenance inspection/overhaul requirements and recommendations. Report to active-duty commands.
- Assist the DSO-AV’s efforts to manage compliance with those requirements.
- Assign and track aircraft call signs.
- Research, develop, and present for implementation alternate methods of compliance for the generic hours- and calendar-based recurring overhaul inspection programs currently in use.
- Serve as a Subject Matter Expert, both for the DSO-AVs and for the Division, on all issues regarding aircraft maintenance.
- Write and submit articles for publication on operational topics and aircraft maintenance.
- Design and deliver training and presentations on operational topics as required.

B. DISTRICT PROGRAM ORGANIZATION

1. Squadron. Auxiliary flight crewmembers and aircraft are organized into squadrons and assigned to a specific Air Station. The squadron is lead on a day-to-day basis by the Auxiliary Aviation Coordinator (AAC) and the active-duty Auxiliary Liaison Officer (AUXLO), typically an active-duty pilot, who work closely together as a team. Large Districts with multiple Air Stations will have multiple squadrons. The District Staff Officer for Aviation (DSO-AV) leads the overall District Aviation Program and may be responsible for multiple squadrons.

2. District Staff.

a. DSO-AV, the District Staff Officer for Aviation shall be responsible to:

- Lead the Aviation Program within the District and function as the senior member of the District Aviation Board. Ensure effective support for the Air Station(s).
- Exercise staff responsibility for administration, functional management, and supervision over all matters pertaining to the District’s aviation program.

- Recommend the appointment of Assistant District Staff Officers for Aviation (ADSO-AV).
- Maintain a close and effective liaison with the Air Station(s) and Sector(s) Leadership in the District.
- Ensure the National and District policies are followed and that the District Aviation Program has effective training, qualification, currency tracking, and record keeping systems and procedures in place.
- Establish goals and measurable objectives for the District aviation program and develop the plans necessary to achieve them. Maintain and communicate periodic review of achievements and report to the Air Station and District Aviation Board.
- Serve as the District liaison for interfacing with external agencies/organizations within the district, state and local level for aviation matters.
- Work with the DFSO and Air Station FSO to maintain a robust Aviation Safety Program.
- Work closely with the National Air Operations Staff to coordinate activities and keep them informed of District activities and issues.
- Establish and maintain a program of accountability for all Coast Guard provided aviation PPE, such as life vests, rafts, etc.
- Ensure national reports are communicated in a timely manner.
- Oversee a training program that ensures all Auxiliary flight crewmembers are qualified and current for the missions assigned.
- Maintain such records and correspondence as may be required to effectively discharge the responsibilities of this office.

b. DFSO, the District Flight Safety Officer shall be responsible to:

- Implement the Aviation Safety Program within the District. Communicate details of the program to the divisions and flotillas with aircraft facilities. Advise the District Commodore (DCO) and DSO-AV on

all aviation safety matters and shall report directly to the DCO. The DFSO promotes, monitors, and reports on safety matters.

- Maintain a close liaison with the Air Station Flight safety Officer (FSO) on all Auxiliary flight safety matters. Become a trusted member of the Air Station's Flight Safety Team and be familiar with the Aviation safety Program.
- Communicate pertinent aviation mishap information to the FSO, DCO and Branch Chief for Flight Safety (BC-RAS) according to the Mishap Reporting Procedure. Inform the DCO and BC-RAS on the status of the Aviation Safety Program within the District.
- DFSO shall be a current Aircraft Commander and an FAA certified flight instrument instructor (CFII), when practicable. Candidates for DFSO shall exhibit a personal dedication to flight safety and a willingness to work throughout the district on this program.
- Act as the DCO's representative and advisor on all aviation safety matters.
- Recommend appointment of Assistant District Flight Safety Officers needed to execute program goals. Exercise responsibility for supervision and management of appointed AV Safety staff, including assigning tasking, requiring reports, and following up on their actions.
- Exchange aviation safety information in a timely manner with other agencies and organizations having similar aircraft, equipment, and missions. The DFSO shall liaison with the order-issuing air station FSO, the National Auxiliary flight safety branch chief, other Auxiliary units as necessary to share critical safety information.
- Emphasize the following to all Auxiliary aviators:
 - Strict pilot attention to the dangers of low speed, low altitude circling, emphasizing the effect of bank angle on stall speed.
 - The minimum altitudes as specified in current directives.
 - Importance of rest periods and requirements on alcohol consumption.
 - Care and use of emergency equipment.
 - Day, night, and instrument flight limitations.
 - FAR equipment requirements for instrument flight.
 - Value of using FAA air traffic control facilities on Auxiliary missions.

- Importance of maintaining communications during SAR missions.
- The purpose and importance of filing, activating and closing a flight plan, conducting a preflight check, and using checklists.
- The review and analysis of Auxiliary mishaps with attention to lessons to be learned.
- CRM principles.
- Runway incursion hazards associated with ground operations.
- The effects of spatial disorientation.
- Encourage an understanding of the various classes of airspace and the requirements for operating in these areas.

c. ADFSO, the District Assistant District Flight Safety Officer

- Districts with multiple Air Stations should appoint one or more ADFSOs so that all Air Stations have a focused Auxiliary Flight Safety leader.
- The ADFSO should assist the DFSO in all matters promoting Flight Safety, mishap planning. Documenting reportable incidents and promoting the Command's safety policy.

d. ADSO-AAC, the Auxiliary Aviation Coordinator shall be responsible to:

- Lead the Auxiliary Squadron's day-to-day operational activities for a specific Air Station. One per Air Station per District.
- Liaise closely with the AUXLO and Air Station Leadership. Become a trusted member of Team Coast Guard.
- Oversee scheduling of AUXAIR missions.
- Attend the Auxiliary Aviation Coordinator (AAC) and Auxiliary Liaison Officer (AUXLO) Course (AUX-15).
- Liaise closely with the Auxiliary Sector Coordinator (ASC). Attend Sector Command Meetings, when requested, to inform Sector Leadership on Auxiliary aviation missions, capability and availability.
- Squadron Operations Officer.
- Member of the District Aviation Board (DAB).

e. ADSO-AVT, the Assistant District Staff Officer for Aviation Training shall be responsible to:

- Oversee the District's aviation standardization and training program.
- Schedule/coordinate all aviation training, including aviation safety workshops, egress and water survival, CRM Refresher, C-Schools and operational training.
- Monitor flight crewmembers' qualification and currency.
- Liaise closely with the ADSO-AVM(s) to ensure appropriate training, qualification and currency records are maintained and that appropriate information has been uploaded in AUXDATA II.
- Liaise with the Branch Assistant for Aviation Training (BA-RAT) to ensure that the District's training program meets all requirements and standards Liaison with the Branch Assistant for Aviation Management (BA-RAM) to update the operational status of flight crewmembers on a regular basis.
- Notify the DSO-AV and ADSO-AAC when flight crewmembers are not current or new members qualify.
- Squadron Training Officer.
- Member of the District Aviation Board (DAB).

f. ADSO-AVM, the Assistant District Staff Officer for Aviation Management shall be responsible to:

- Implement the Squadron's process to record and track flight crewmembers and aircraft facility records. Work closely with the ADSO-AVT to support the District's aviation standardization and training program.
- Liaise closely with the District Information Systems Officers (IS) to ensure all appropriate records are uploaded in AUXDATA II.

- Liaise with the Branch Assistant for Aviation Management (BA-RAM) and the Branch Chief for Aviation Maintenance (BC-RAP) to ensure that operational data is included in the Coast Guard reporting system.
- 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.
- Use facility data to track Auxiliary aviation operating expenses within the district and assist the BC-RAM in developing/recommending innovative methods to offset the high operating and maintenance costs of aviation facilities.
- Track and report aircraft facility inspection and maintenance data to the BC-RAP on a periodic basis. Maintain records for 3 years.
- Squadron Administrative Officer.
- Districts/Squadrons may appoint multiple ADSO-AVMs.

g. *IP-FE*, the Instructor Pilot – Flight Examiner(s) shall be responsible to:

- Ensure the flight standards of the Auxiliary Aviation Program are maintained.
- Conduct AUX instructional flights including, but not limited to, formal SAR procedures flight syllabus instruction.
- Approve and signoff all initial syllabus, all upgrades and AUX flight examinations for all Pilot qualifications. Authorized to train-to-level, candidates for an air qualification, during flight examinations.
- Approve and signoff initial syllabus for all Air Observer Trainees and Air Crew Candidates.
- Member of the Flight Examination Board (FEB) whose function is to monitor/review changes in flight crewmember status and act as the first level in the review process for flight crew appeals of mandated changes in status.

- The District's Senior Member of the FEB shall serve on the District Aviation Board (DAB) and report directly to the DSO-AV.

h. ***District Aviation Board.*** Each Director of Auxiliary (DIRAUX) will establish a District Aviation Board composed of, but not limited to, the DSO-AV (senior member), ADSO-AVT, District Flight Safety Officer (DFSIO), the senior member of the Flight Examining Board (FEB), ADSO-AAC(s), and as operations permit, the active-duty aviator designated as the Auxiliary Aviation Liaison Officer (AUXLO). Air, Station Commanding Officers, Operations Officers and Sector Commanders (or their designees) should be invited. The District Aviation Board's function is to advise the DIRAUX and the District Commodore (DCO) on matters pertaining to aviation standardization, aircraft, recommendations for flight examiners and instructor pilots, crew performance, flight crew appeals, and other related topics.

i. ***Flight Examining Board.*** The Flight Examining Board (FEB), as a sub-set of the District Aviation Board, will be comprised of the Flight Examiners (see paragraph e.2 for selection criteria) and selected senior air crew or observer(s). Pilot AUX flight checks shall be given by a Flight Examiner or Coast Guard Aircraft Commander. The FEB will be responsible for ensuring adherence to standard operating procedures; evaluation of the flight crew training program; providing initial, upgrade, requalification and refresher training; and enhancing the professional knowledge of pilots and observers.

The FEB will monitor/review changes in pilot and observer status and act as the first level in the review process for flight crew appeals of mandated change in status. The senior member of the FEB will be a member of the District Aviation Board.

C. **DISTRICT AVIATION PROGRAM MANAGEMENT**

1. Leadership. AACs should view their position as the Operations Officer of the Squadron and act accordingly. They need to be available for late evening and early-morning calls from the Air Station requesting flights. AACs should have a number of pilots and flight crewmembers who are available for last minute tasking, especially for SARs and special missions. Squadron leadership should strive to be thought as members of the Air Station wardroom. This level of respect cannot be granted, it must be earned over time.

The Auxiliary Manual states that "The District Flight safety Officer (DFSIO) Advises the District Staff Officer – Aviation (DSO-AV) on safety issues." This is necessary, but not sufficient, because flight safety is integral to all aspects of aviation leadership. The DSO-AV and DFSIO should attend all annual Aviation Workshops and training. "Showing the Flag" is essential for effective leadership. DFSIOs shall interact and communicate with the Air Station FSO on a regular basis.

The DSO-AV should appoint as many assistants as necessary to assume all required administrative duties. The AAC at each Air Station should be able to stay focused on Air Operations in support of the Air Station and not burdened with administrative paperwork, although the AAC may have supervision/oversight of ADSOs doing those functions.

Do not lose sight of the essential Auxiliary structure and leadership. Squadron members are Coast Guard Auxiliarists first. Organizations like AUXAIR, that are relatively small in size and that have demanding admission requirements, can sometimes think of themselves as “elite”. This mindset is toxic to the concept of Team Coast Guard and must be avoided. Aviators are members of their Flotilla, Division and District in addition to being integral to the Air Station. Professionalism and excellence in all activities are the desired behavior, not elitism. Pride is good, teamwork is better.

2. Recruiting. Recruit new members/aircraft aggressively, but selectively. Not every pilot is a candidate for Auxiliary membership. Not every aircraft is a candidate for an operational facility. Auxiliary pilots, flight crewmembers and aircraft represent the Coast Guard.

3. Training. Conduct aviation training on a 6-month recurring cycle. The required aviation safety workshops, refresher CRM, swim and egress training should be held at the Air Station to provide additional opportunity for interaction with active duty. In the same year, hold another training session in conjunction with the Districts DTRAIN event to increase interaction between aviation members and other Auxiliarists. The ADSO-AVT should monitor members aviation qualifications and currency and submit periodic reports to the AAC and DSO-AV

Develop a virtual monthly event for District aviators. Many members in the aviation program belong to flotillas that have few aviators and in many cases are not actively engaged with the flotilla. Include topics such as flight safety, mishaps, FARs, aviation bio-medical, District events, mission success, etc. Keep the squadron motivated and engaged throughout the year – don’t wait until the annual flight safety workshop.

4. Fellowship. Seek opportunities for social integration of squadron members with active-duty aviators. Changes of Command, unit Dining-In or Dining-Out, Christmas parties, Air Station picnics, etc. are opportunities for social integration. Squadron leadership should consider hosting an event that includes active-duty aviators. Schedule fraternal gatherings throughout the year. Engage active-duty aviators when practicable.

Create a Squadron challenge coin. The motivation, good will and *esprit de corps*

generated is significant. This communicates that the squadron understands and respects military traditions and procedures. Encourage squadron members to join the Coast Guard Aviation Association

5. Flight Minimums. Develop local environmental prerequisites for ordered missions. These should be established and promulgated to all flight crews and will vary by AOR. Examples include, but are not limited to, surface winds, wave heights, thunderstorm probability, icing probability, and ceiling and visibility forecasts. Limits may vary by mission type and/or experience level (ex. CP vs AC).

6. B-2 Standby Crew. Schedule a B-2 standby crew for times of heavy boating activity, especially weekends, Memorial Day, 4th of July, labor Day, and local events that generate substantial boating activity. A ready flight crew can respond promptly when Air Station assets are beyond their tasking limits. Set up Auxiliary Air Operations at a remote airport with aircraft and flight crews ready for immediate tasking on key weekends.

7. Pre-Mission Reporting. Use the recommended AUXAIR Mission Summary and AUX Flight OPS Worksheet forms to facilitate and record pre-mission planning activities. Email to the Air Station and summarize in a pre-mission phone call.

8. Post-Mission Reporting. Use the recommended AUXAIR SAR/LE Report Form to facilitate and record all mission activities.

CHAPTER IX. RELATIONSHIP with ACTIVE-DUTY COMMANDS

A. AIR STATION

1. Professionalism. Auxiliary pilots and flight crewmembers must strive to hold themselves to the same professional standards as the active duty. Not only in airmanship, but also in dress, comportment and attitude. It is insufficient to simply recruit good pilots/flight crewmembers and instruct them how to fly Coast Guard missions. They need to internalize and practice the Coast Guard core values of honor, respect and devotion to duty.

2. Availability and Scheduling. Squadron leadership shall develop an availability schedule for aircraft and flight crews that enables normal scheduled operations plus offers availability for special requests (vs. a fixed monthly schedule that does not get re-visited). Identify who is available for short-notice and unscheduled calls and build a process to respond quickly. Establish B-2 standby crews for times of heavy boating activity and other times of high Air Station activity. Communicate and coordinate this availability with active-duty commands.

3. Active-Duty Aviators. AACs are encouraged to work with Air Station leadership and schedule regular interaction between Auxiliary and active-duty pilots and flight crew members. Invite active-duty pilots to fly along on occasional Auxiliary missions to facilitate the rapport and the professionalism of Auxiliary flight crews. This is an opportunity for the Air Station to assess airmanship, operational awareness, crew capability and mission types. It is an excellent opportunity for active-duty pilots to instruct Auxiliary pilots and flight crewmembers on USCG procedures.

4. Standardized Mission Planning Form. All Auxiliary pilots will use the standardized flight planning form and submit to the Air Station prior to the mission.

5. Weekly Reporting. Develop a weekly reporting cycle to appropriate Air Station leadership, with copies to DIRAUX, Sector leadership, and Auxiliary leaders. Report should include operational statistics, missions of interest, partnerships, upcoming events, etc. Make sure the ASC is included.

6. Squadron Information Manual. Develop and communicate a Squadron Information Manual that describes pilots, flight crewmembers, aircraft, profiles, mission examples, experience, photos, etc. See Forms and Job Aids Section of this Manual.

7. District Aviation Board. Encourage DIRAUX, Air Station Leadership (CO, XO, OPS, AUXLO), Sector Leadership, DCO, DCOS to attend the District Aviation Board meetings.

8. Aviation Safety Workshops. In addition to Air Station Leadership, invite Sector Leadership to Auxiliary Aviation Workshops at the Air Station. Use as an

opportunity to communicate the Squadron's capability, professionalism and availability.

9. Seek New Missions. Continually seek new missions that are suitable for the squadron. Examples include ice reconnaissance in D9, preferred transport to Andros, Great Inagua and GTMO for crew swaps, repair parts delivery, etc. in D7, ferrying active-duty flight crews to a remote Air Facility in D9, and many others.

B. SECTOR

1. Auxiliary Sector Coordinator (ASC). DSO-AVs and AACs should develop a close working relationship with the ASC(s) and discuss AUXAIR activities on a regular basis. Encourage the ASC to be an advocate for missions/tasking requests from Sector commands to the Air Station. Attend monthly Sector Command meetings with the ASC to provide a brief AUXAIR update to the Sector Commander and Staff. Increase the awareness of the Sector Command Staff of AUXAIRs capability and awareness.

2. AFAM Flights. Active-duty members who are new in the AOR need to learn the lay-of-the-land. An aerial overview is highly effective. Response Chiefs, Operations Center watchstanders, SAR coordinators, Marine Safety Office personnel are prime examples. Coordinate with the ASC.

3. Marine Safety Specialists. Develop a relationship with Auxiliary and active-duty Marine Safety Specialists. The District Staff Officer for Marine Safety (DSO-MS) and the ASC can facilitate. Marine Safety specialists are working on diverse issues that range from pollution to the protection of marine mammals and can be more effective by having an aerial view.

4. Meet the Customer. Seek opportunities to connect Auxiliary flight crews with their active-duty commands, ex. Sector Command, Sector Response, ODOs, MSUs, etc. This opportunity can highlight their capabilities and create a forum for working out operational issues. Helps to create a professional customer-focused program. Ex., flight crews flying ice reconnaissance in D9 will meet with the ICE coordinator at Sector Detroit and review AOR concerns for the season, procedures and reporting prior to the hard freeze.

5. Tasking and Orders. These are recommendations to improve visibility and communication. Remember, all tasking and orders must come from the Air Station. There shall be no direct tasking from any other Command. Keep the AUXLO informed of all interaction with Sectors, MSUs, Stations, etc.

CHAPTER X. RECRUITING

A. ACTIVE RECRUITING

Auxiliary Pilots are beginning to leave the program due to their medical status, the expense of aircraft ownership and several other factors. Air Stations are requesting additional support from AUXAIR with larger more capable aircraft. Current passive recruiting techniques have not been successful in maintaining squadron strength, let alone increasing it. Active recruiting needs to be utilized by Auxiliary Districts and squadrons with focused recruiting officers within the District assisted by the National H Directorate.

B. DISTRICT RECRUITING TEAM

Each Auxiliary district should create their own recruiting team to focus on recruiting individuals who possess the specific backgrounds and experience that are need. This team will consist of members from the District H staff working alongside the Aviation staff.

The recruiting team will focus on bringing in new members who are interested in serving as pilots, air crew and air observers in our aviation program – with an initial focus on pilots with aircraft. The DSO-AV and the DSO-HR from each district will be members of the team and serve as advisors and consultants to those members who will be engaged in the actual recruiting activities.

Recruiters should initiate contact with local organizations where pilots are currently active or in training to become pilots. Examples include, but are not limited to, local airports, flying clubs and local colleges and universities offering various degree programs in aviation and pilot certifications.

Each team across the country will encounter similar recruiting challenges as well as some challenges that will be unique to their own specific areas of the country. A monthly conference call among a designated team leader from each district could share ideas and discuss best practices. These meetings would be coordinated by members of the National Staff who are serving in leadership roles.

By taking a more focused approach to recruiting, we can bring in more members with backgrounds in aviation that will ultimately increase our squadron strength, improve retention. The recruiting team can also assist the DSO-AV to develop member recognition and retention programs.

C. SQUADRON RECRUITING OFFICER

Each squadron should designate an ADSO-AVR for recruiting. Ideally, this officer will have both recruiting and aviation skills, but it is more important that they have the

ability to seek out and engage potential recruits than to be aviation program experts. They may need to be supported by aviation experts within the squadron to discuss program specifics and technical requirements.

The ADSO-AVR will report to the DSO-AV and also be a member of the DSO-HR's staff. The ADSO-AVR will actively recruit new members for the Aviation Program, assist them enrolling in the Coast Guard Auxiliary and begin training in aviation. At the appropriate time, the recruit may be turned over to the ADSO-AVT for further specialized aviation training.

C. TRACKING

AAMS can be used to track the recruiting progress of each prospective member as they move through the membership process. We can also develop a tracking system that would be unique to the Air Operation onboarding process which would track each completed stage of their AV certification.

CHAPTER XI. COMMUNICATION

A. ACTIVE-DUTY COMMANDS

Timely and precise communication at all levels is critical to the effectiveness of the Auxiliary Aviation Program. Active-duty commands need to understand the capability of the program and the specific availability to fly missions, even with little lead time. The AAC should have an on-going engaged relationship with the Air Station Leadership and the ASC.

B. SQUADRON MEMBERS

Precise and timely communication with squadron members ensures that everyone understands the requirements and expectations. This includes the requirements to become qualified and stay current, planned training for the year, new information from the National Air Operations Division and active-duty, and expectations that include but are not limited to availability, professionalism, flight rules, and reporting requirements. AUXAIR District leadership should communicate to members on a regular basis. AACs should take the lead on communicating operational matters, ADSO-AVTs should plan and publish training events as early in the calendar year as possible to allow members to set their schedules. ADSO-AVMs should communicate qualification and currency information to flight crewmembers on a regular and on-going basis.

C. PROGRAM ACCOMPLISHMENTS

Communicate program accomplishments to active-duty commands and Auxiliary leadership on a regular and on-going basis. This should include the Air Station AUXLO and FSO, the Auxiliary District DCO, DCOS and DDCR (if applicable) and the DIRAUX. Engage with the appropriate Branch Chief(s) in the Air Operations Division and keep them apprised.

D. PUBLIC AFFAIRS and PUBLIC RELATIONS

Liaise with the District DSO-PA and request assignment of an PA officer to the squadron. They can provide significant advice and assistance with effective communications and public relations.

E. PUBLICATIONS

Publishing concise articles about the program and accomplishments is an extremely effective way to communicate, both internally and externally. Interesting missions, lives saved, successful SARs, etc. are of interest to our aviation members (both locally

and nationally), the active-duty commands, AUX leadership and potential members in the aviation world.

The Response Directorate has assigned a Branch Chief – Editor (BC-BEE) to ensure that articles get published in a wide range of publications including, but not limited to, Homeland Security Today, The Navigator, The Responder, and several aviation periodicals. Articles including mission data should be reviewed with the Air Station PA Officer first to ensure that information of a classified nature is not included.

In many cases the BC-BEE is able to advise and assist how to create a “story” from factual mission data.

CHAPTER XII. RECOGNITION and RETENTION

A. WINGING CEREMONY

Winging is an important ceremony in a Coast Guard aviator's career. Active-duty commands have multiple ceremonies and parties over several days that surround this event, including a "blessing of the wings", Commander's brunch, formal ceremony, after party, etc. It is recommended that qualification upgrades from Copilot to First Pilot and Aircraft Commander should also be recognized in a less formal manner.

Auxiliary squadrons should hold a formal winging ceremony for newly qualified aviators. Invitees should be the recipient, spouse/significant other, DSO-AV, AAC, AUXLO, Air Station Commanding Officer or Operations Officer (if available), and squadron mates.

1. Items to Have.

- DIRAUX – PROVIDE CERTIFICATE AND WINGS TO AAC OR DSO-AV
- CGAA – PROVIDE LETTER OF MEMBERSHIP
- COPIES OF USCG ETHOS
- POEM HIGH FLIGHT
- CERTIFICATE OF APPRECIATION – SPOUSE

2. Script

I will be your MC today for the winging of [Members Name]

We welcome USCG LT [AUXLO/PILOT Named] an active-duty Pilot from [Air Station Name].

All USCG Auxiliary aviators and flight crewmembers [recipient name] and his wife [name].

MC - This day represents a culmination of many hours of flying and also persevering with taking and passing the many requirements to become an Aircraft Commander for the USCG AUXILIARY. It is no small task as many of you that are here today recognize. But before we start the formal Winging of [Member's name], some history of the USCG Auxiliary is important. It is because of this history that we are here today.

Aircraft joined the Auxiliary informally during World War II. Public Law 451 passed by congress in September 1945, added owners of aircraft and radio stations to those eligible for membership in the Auxiliary. Public education, vessel examinations and search and rescue became the basic missions. The postwar period brought cutbacks in funding and reductions in the number of personnel, aircraft and vessels available for search and rescue while at the same time the need was increasing.

The Auxiliary supplemented active-duty forces and proved to be a welcome addition. The Coast Guard, over the years to come, would rely on the Auxiliary to fill the gaps. Aircraft utilization increased and as a result there were several Auxiliary Districts that had aviation flotillas. Pilots from the 11th district operated out of Vail Field in Los Angeles and the 14th District formed two air divisions in Hawaii where the Coast Guard total aviation assets were very limited.

In 1952 the Commandant of the Coast Guard, ADM Merlin O'Neill, authorized the creation of Auxiliary Operational Units (AUXOPS). Specially trained groups consisting of five boats, two aircraft, two radio stations, and 50 Auxiliarists were organized to assist the Coast Guard in emergencies. This evolved into a specialized, rigorous training program for individual Auxiliarists. A member, who passed seven courses, Administration, Communications, Patrols, Piloting, Seamanship, Weather, and Search and Rescue, were eligible for AUXOP status symbolized by an insignia incorporating a wreath of excellence. We applaud those that completed the AUXOPS designation.

[applause for those with AUXOP designation]

MC – BACKGROUND WITH AUXILIARY

[winging recipient name] first became Aux First Pilot in 2013 and was the AAC for AS Miami in 2016. He accomplished a great deal including completing a Pilot Handbook that we use today. Among his awards, He has a Unit Commendation 2014, Meritorious Team Commendation 2018, Auxiliary Achievement Award 2016. Born and raised in Vero Beach, his family is from Michigan. A Notre Dame grad, he has found many excuses to use his plane to return to Notre Dame games. Go Irish! John and Leigh have Three children 2 boys and a girl.

His good friend and fellow pilot Randy Brennan said John recruited him and probably many of you in and around Vero Beach, claiming that Randy would get everything completed within several months. As most of you know it takes sometimes a year or more to complete all the courses and qualification.

MC – INCLUDE A MISSION STORY OR SIMILAR

So, what were some of those flights like for John in the early days. One of those flights was a mission story when John was flying with Randy on an Aux Mission and looking for a boat in distress on a windy day. John was in the backseat and John didn't feel very good, but they stayed on task until the boat was found, and surface vessels took over. Then they went to lunch at Flagler Airport and had mushroom soup, which looked and felt like him. Remember John.

- MC - John Moore, front and center
- MC – Call wife/significant other to front
- MC – Call AAC to front

His Aircraft Commander wings will be pinned on today by his wife, [name]. His follow-on orders are to fly frequent missions for the USCG Auxiliary.

PINNING OF JOHN MOORE – Wife [name], DSO-AV [name] AAC-AS [name] - Assists

Pictures

USCG ETHOS – [newly winged Aircraft Commander recites]

CGAA LETTER – [read by AAC or AUXLO]

Certificate of Appreciation – Recite and give to spouse/significant other

High Flight Poem – [read by Active Duty in attendance]

Final Comments – [Active Duty in attendance]

Pictures [group and individual]

B. AWARDS

Awards may be processed through the Air Station, starting with the AUXLO. Air Station Commanding Officers may be the final approval authority for the Auxiliary Commendation Medal, Auxiliary Achievement Medal, Auxiliary Letter of Commendation, Meritorious Team Commendation and Auxiliary Medal of Operational Merit. The Air Station typically understands and appreciates the nature and scope of the action being recognized. Always keep your Auxiliary leadership apprised.

C. RECOGNITION

Recognition of members accomplishments is critical to maintain squadron motivation and retaining highly trained pilots and flight crewmembers. It is highly recommended that Squadron, AUX District and Air Station Leadership (when practicable) recognize aviation accomplishments during major events, such as: the Flight Safety Workshop and DTRAIN. Awards, promotion from First Pilot to Aircraft Commander, etc. should be recognized as significant events. If possible, family members should be invited.

CHAPTER XIII. NEW DISTRICT AVIATION PROGRAM

A. AUTHORITY

The authority to establish or disestablish a District Aviation Program and squadron(s) is vested in the Director (DIRAUX) and Air Station Leadership. District Commodores (DCO) desiring an aviation program should have the approval of the Coast Guard District Commander, Air Station(s) Commanding Officer(s) and DIRAUX. The National Air Operation's Staff is available to assist the District in establishing an Aviation Program. Operationally, AUXAIR serves the Air Station.

Aviation is a District level program consisting of a single or multiple squadron(s) depending on the number of Air Stations served. Primary responsibility for initiating efforts to start a new aviation program rests with the DCO or other such Auxiliary leaders as appointed by the DCO. Before taking any action, all plans should be discussed with Air Station leadership to gain their support.

Assistance should be provided by other division officers and flotilla members who have aviation experience.

The Auxiliary Operations Policy Manual, COMDTINST 16798.3 (series) is the primary regulation governing the employment of Auxiliary aircraft. The Coast Guard Air Station Commanding officer has the sole order-issuing authority (OIA) to assign Auxiliary aircraft to necessary missions.

The active-duty Coast Guard Air Operations Manual, COMDTINST M3710.I, states:

“Using Auxiliary Aviation in conjunction with Coast Guard Aviation will increase the capability of any Coast Guard District, Sector, or Air Station. It is a force multiplier for Coast Guard Aviation. In this regard it is helpful to review the Auxiliary Aviation Mission Statement:” Assist the Coast Guard in all areas authorized by the Commandant by performing any Coast Guard function, power, duty, role, or operations authorized by law. It shall be the responsibility of the Coast Guard Auxiliary to provide aircraft which meet all current Federal Aviation Regulations along with trained and qualified crews to accomplish these tasks.

The Federal Aviation Administration (FAA) is the authority that licenses Auxiliary pilots and certifies aircraft. Coast Guard policies supplement, rather than supersede, other governing directives, such as the Federal Aviation Regulations (FAR). Auxiliarists may use a current operational Auxiliary aircraft on any authorized mission with the approval of the Air Station Commanding officer. Auxiliarists participating in Air Operations are required to understand Coast Guard regulations contained within the applicable manuals and policy letters, and FAA regulations contained in the Federal Aviation Regulations (FAR).

B. FIRST STEPS

1. Objective. Develop a solid business case for the program, clearly communicating the benefits versus cost, and developing a structured way forward. Air Station Leadership must understand the value of an Auxiliary Aviation Program and how it will help the Air Station execute its mission.

2. Strategy. Get District approval for a cross functional working group to study all the CG and AUX issues and recommend a plan.

3. Form the working group.

- Air Station Leadership (OPS, AUXLO, FSO, etc.)
- Sector Representative
- DIRAUX
- District Aviation Program Manager
- DSO-AV
- DCO - COMO
- National Staff Officer

4. Issues to be addressed.

- Plan that a prototype AuxAir organization would be formed limited in scope, mission and size.
- Address Benefits vs Cost (Air Station Personnel & oversight, SAMA, Fuel, PPE). AUX should emphasize the return on investment using Auxiliary aircraft versus active-duty aircraft.
- Define the structure of AUXAIR/Coast Guard team.
- Clearly articulate and assign responsibilities for Training program administration, as well as the tracking of qualifications and proficiency.
- Define PPE support plan and roles/responsibilities.
- Develop and articulate operational risk management strategies for both preplanned missions, as well as for real time interventions.
- Consider utilizing AUXAIR personnel from outside the district to assist and mentor during development. In most cases, this will be required.
- Integrate AUXAIR into the Standardized Operational Planning Process at the District. Develop metrics and milestones.

5. Potential Obstacles.

- Convince Air Station Leadership that an AUXAIR squadron will be a true force multiplier.
- Convince the Air Station that the squadron/operations/personnel will strive to act as professional as their active-duty counterparts
- Perception that the risk of AUXAIR operations is greater than the gain. Risk management is a high priority in Coast Guard aviation. The District **must have** a Culture of Safety in place with the active duty FSO actively engaged.
- Coast Guard District & Sector(s) Leadership may not appreciate the value added that AUXAIR can provide. Need buy in at all levels regarding high value gains.
- Air Stations may feel they will have to oversee/manage the program like they do the active-duty aviation program. Many involved don't understand general aviation or the AUXAIR program. AUXAIR must be transparent, but self-managed. Professional and capable leadership of the program must be clear and well communicated. It must not be looked upon as a burden to the Air Station.
- Address active-duty concerns regarding facility inspections, flight crew qualifications and approval.

6. Potential mission contributions.

- Area Fam flights: District, Sector, Air Station, Boat Station MSU/MSO personnel
- Passenger Transport - any above personnel
- Cargo
- Marine Response Security Operations support (MRSO)
- LE support (reconnaissance)
- SAR diverts
- SAR first light flights
- Waterway Management Boat Station AOR flights
- Fisheries, Forest Service, silting monitoring, marine mammal monitoring, CBP support, other agencies support.
- Communications Platform – highbird, serve as a repeater when normal communication systems are disrupted, cell towers disrupted by hurricanes, etc.
- Photographic imagery – presentations to the Air Station and Sector should include actual AUXAIR photographic imagery.

7. Air Station Support. Support of Air Station Leadership, Commanding Officer (CO), and Operations Officer (OPS) is critical to the success of an AUXAIR Program. The Air Station will assign an active-duty pilot the additional duty assignment of Auxiliary Liaison Officer (AUXLO) to interface between the Command and Auxiliary Squadron. The AUXLO works with the Auxiliary Aviation Coordinator (AAC) to lead the squadron. Any operational orders must be issued by the Air Station.

When authorized by Auxiliary District Leadership, aviation leadership should meet with the Air Station(s) to discuss and review the plan and milestones necessary to achieve the desired results. Ensure the cognizant Air Station(s) is aware that their support and guidance will be crucial to the success of the program, while soliciting their input. It is recommended this meeting should be face to face rather than a conference call. The goal is to demonstrate the professionalism and commitment of the prospective Auxiliary Squadron(s). It is highly recommended that the prospective aviation leadership familiarize themselves with all current Auxiliary aviation policies, procedures, regulations, and training requirements prior to this meeting.

8. DIRAUX Support. With Auxiliary District Leadership and DIRAUX support, and their willingness to invest the time and effort to execute the plan, the next step would be to contact the cognizant Air Station(s). The Air Station(s) are the Order Issuing Authority (OIA), and their support and guidance will play a crucial role in the success of the district Auxiliary aviation program plan.

9. Develop Milestones.

- Achieve DIRAUX and Air Station support/commitment to re-activate the Auxiliary Air Operation.
- Appoint an Aviation Staff, District Aviation Board (DAB), and District Flight Examining Board (FEB).
- Aviation Staff to familiarize themselves with all Auxiliary Aviation policies, procedures, regulations, and training requirements.
- Aviation Staff will establish and address the expected Safety Culture of the Auxiliary aviation program.
- Qualify and designate an IP-FE to enable the re-qualification of additional pilots, flight crew, and inspection of aircraft.
- Inspect and approve aircraft for qualification as Auxiliary facilities.

- Previously qualified candidates must become current on the annual flight safety workshop, emergency egress, swim, and CRM refresher.
- Previously qualified candidates and new candidates attend appropriate aviation C-schools
- Train and simulate missions with desk top exercises.
- Receive approval for initial flight operations. Start with a training flight in the AOR, followed by evaluation, critique and, if necessary, recommended adjustments from the Air Station or AUX District Aviation Staff.

10. Other Auxiliary Programs. Aviation leadership should ensure that Air qualified members are familiar with the Auxiliary programs that typically interface with air operations. These include, but are not limited to; Surface Operations, Telecommunications, Marine Safety and Environmental Protection, Chart Updating, Support of Federal, State and Local Agencies, and Aids to Navigation.

C. APPOINT DISTRICT AVIATION LEADERSHIP

1. Appoint a DSO-AV. The DSO-AV should be a senior aviator with a passion to develop an AUXAIR program. This includes recruiting, leading, training, administering, and mentoring the members and the program. In the early stages of developing a program, the DSO-AV may also be tasked with the roles of ADSO-AAC, ADSO-AVT, ADSO-AVM, IP-FE, etc. The DSO-AV should meet with district Auxiliary leadership to discuss goals and a detailed plan to achieve those goals. Leadership needs to be aware of the significant effort, time, and commitment required to gain or regain the necessary Auxiliary aviation qualifications and currencies to start or restart the aviation program. The DSO-AV responsible to start up a new program should ideally be free from other Auxiliary and outside responsibilities to be able to dedicate the time and effort this will require.

2. Appoint Aviation Leadership Team

- Reference Chapter VIII.
- District Leadership shall appoint a District Aviation Staff consistent with the requirements outlined in the Auxiliary Aviation Program (COMDTINST 16798.1), including a District Staff Officer for Aviation (DSO-AV, District Flight Safety Officer (DFSOF), Auxiliary Aviation Coordinator (AAC), Assistant

District Staff Officer for Aviation Training (ADSO-AVT), and Assistant District Staff Officer for Aviation Management (ADSO-AVM).

- District Leadership shall appoint a District Aviation Board (DAB) as described in COMDTINST 16798.1 and the AOPM. Membership of the DAB is typically comprised of the DSO-AV, Director of the Auxiliary (DIRAUX), Auxiliary District Commodore (DCO), District Directorate Chief – Response (DDCR), District Chief of Staff (DCOS), Air Station Auxiliary Liaison Officer (AUXLO), ADSO-AVT, ADSO-AVM, the senior member (FE-IP) of the Flight Examining Board (FEB), and the DFSO.
- District Leadership shall appoint a Flight Examining Board (FEB) as described in COMDTINST 16798.1 and the AOPM. Membership of the FEB is typically comprised of the DSO-AV and the District IP-FEs.
- DSO-AV, DFSO and ADSO-AAC must familiarize themselves with all current policies, procedures, regulations and training requirements concerning Coast Guard Auxiliary Operational Programs, the Auxiliary Aviation Program, and Auxiliary Aviation Risk Management.
- Aviation safety is of the utmost importance. From the onset, the establishment, and ongoing maintenance, of the aviation Safety Culture is both a Leadership and member (flight crew) priority and responsibility.
- District Leadership and DIRAUX shall review the plans, milestones and progress with Air Station leadership, AUXLO and the FSO at every step along the path.
- DSO-AV, ADSO-AAC and AUXLO shall attend AUX-15 as soon as practicable.
- DFSO and FSO shall attend AUX-14 as soon as practicable.

D. OPERATIONALIZE the PROGRAM

- 1. Sponsor.** Neighboring Districts with an established Air Program and the National Air Operations Staff may sponsor a new program. Typically, qualified IP-FEs and Senior Aviators from an established district assist qualifying and examining aviators and aircraft in the new District. In the absence of this assistance, the National Staff may provide initial qualification and examination.
- 2. Qualify an IP-FE.** The Instructor Pilot – Flight Examiner (IP-FE) is critical to establishing and maintaining an aviation program. This senior pilot is responsible for instructing, qualifying and examining pilot and crew candidates. The IP-FE

may also be the aircraft facility examiner. An IP-FE from an established district may be used to assist and get the process started.

3. Develop a District Aviation Safety Program & Culture. Before accepting orders from the Air Station, the District needs to develop an Aviation Safety Program and develop a Culture of Safety. A District Flight Safety Officer (DFSOn) shall be appointed and sent to the AUX-14 DFSO/FSO C-school.

4. Qualify Pilots and Crew. The Auxiliary Operations Policy Manual (AOPM) states; members who were at one time qualified as pilots and lost their qualification revert to the Air Crew qualification. Air Crew that have lost their qualification revert to the Air Observer qualification. The District may presently have Air Crew and Air Observers, who are not current and whose qualifications do not show in AUXDATA. The first step is to determine which District members have Air Qualifications and what is needed for them to become current. (see Chapters III and IV).

- All pilot and air crew candidates previously holding a pilot or air crew qualification, for whom AUXDATA does not show having completed aviation exams A and B, shall successfully complete those exams and have them recorded in AUXDATA II.
- All air observer candidates previously holding an air observer qualification, for whom AUXDATA does not show having completed aviation exam A, shall successfully complete the exam and have it recorded in AUXDATA II.
- Candidates shall study Risk Management and GAR 2.0 and become proficient with new RM tools; PEACE, STAAR and Gar 2.0 for aviation.
- Candidates for pilot must possess a valid FAA Medical certificate (3rd class or higher). Candidates for air crew and air observer must possess a current FAA Medical Certificate or ANSC 7042 Flight Crew Medical Screening.
- All previously qualified candidates are to become current on the annual flight safety workshop, emergency egress, swim, CRM refresher, AUX-17 recurring requirement (all) and AUX-18 recurring requirement (pilots). It is required that all flight crew members complete AUX-17 and all pilots complete AUX-18 prior to commencing flight operations, even if they are current.
- Candidates not previously qualified shall enter the program as an observer trainee and progress through qualification requirements (qualification links attached).

- Aircraft facilities shall be inspected and an offer for use (ANSC 7005) submitted. Any FE or IP, or an AC specially designated by the Director or Air Station Commanding Officer may perform aircraft facility inspections. If a qualified Auxiliarist is not available to conduct the facility inspection, a qualified Coast Guard aviator, familiar with Federal Air Regulations, designated in writing by the Air Station Commanding Officer, may fill in.
- A process shall be developed and implemented to acquire, distribute, and manage PPE for every aircraft facility before it may be assigned to a mission, including training flights and flight reviews.
- Candidates for pilot qualifications who meet the requirements in the AOPM, shall perform a check ride with a current qualified IP-FE and complete the syllabus for the appropriate pilot qualification. A current IP-FE in another District may conduct the check ride, if approved by the Director (DIRAUX).
- A candidate(s) for IP-FE who has re-qualified as Aircraft Commander, meets the requirements in the AOPM shall perform a check ride with a current qualified IP-FE and complete the syllabus for IP-FE. A current IP-FE in another District may conduct the check ride, if approved by the Director (DIRAUX).

5. Develop a District Aviation Training Program. The ADSO-AVT shall develop a training program to qualify, re-qualify, and maintain currency of all pilots and flight crew members. The BC-RAT is available to advise and consult.

6. Develop a District Aviation Management Program. The ADSO-AVM(s) shall develop a process to manage and record all flight crew qualifications and currency. They are also responsible to manage and record all assigned aviation PPE.

The Auxiliary Operations Policy Manual states:

“Although Auxiliary operational activity requires the issuance of orders by an OIA, Auxiliary Staff officers and unit elected, and appointed leaders have the responsibility and obligation to ensure Auxiliarists participating in the operations program comply with all appropriate directives. These leaders are the persons with direct knowledge of the Auxiliary operation’s program within their units. It is also these leaders’ responsibility, together with all member training staff officers, to ensure Auxiliarists participating in the operations program are properly certified and maintain their respective currency maintenance requirements. They must also ensure facilities are properly inspected and equipped.”

The ADSO-AVM needs to work closely with the appropriate District IS Officer to ensure that appropriate records maintained by the ADSO-AVM are uploaded into AUXDATA II. Not all pertinent aviation qualification and currency data is contained in AUXDATA II, at this time, and ADSO-AVMs typically maintain their own data spreadsheets.

7. **AUXDATA II Training.** All pilots and flight crew members must become proficient in AUXDATA II and its application to Air Operations, order requesting, order issuing, order/claim completion, qualification and currency recording, Air Tasks, etc.

8. **Communication.**

- DSO-AV and DFSO shall communicate regularly, through the Chain of Leadership and Management with: DIRAUX, DCO, DCOS, Air Station Commanding Officer (or designee), AUXLO, Sector Commanders (or designee), and National Air Operations Staff.
- DFSO shall communicate regularly to Auxiliary District Leadership and Air Station Flight safety Officer (FSO).
- DSO-AV and DFSO will review plans and status with, and forward copies of **all documentation** concerning training, qualification, appointments, inspections, etc. to National Air Operations Staff (designee to be identified).

E. INITIAL AIR OPERATIONS

- Air Station shall develop a Policy and Procedures Document for Auxiliary Air Operations (see example in Chapter XVI). This document provides policy and procedures for the employment of Coast Guard Auxiliary aircraft and flight crews operating under orders from the Air Station.
- District Command may elect to develop a District Instruction, Air Operations of the Coast Guard Auxiliary Document (see example in Chapter XVI). This document establishes District Policy for operation and use of Coast Guard Auxiliary pilots and aircraft.
- Start with monitored desk top exercises that will capture the entire mission evolution ... chock to chock. Include but not limited to; request of orders, weather briefing, flight plan, pre-flight brief with flight crew, pre-flight brief with Order Issuing Authority (OIA), pre-flight checklist (challenge and

response), simulated launch, simulated conversations with ATC and Sector Comms, re-direct of flight while underway, weather changes, update risk assessment and GAR 2.0, landing, after landing checklist, flight crew de-brief, etc. Develop simulated post-mission report. National Staff designee will electronically observe/monitor the desk top evolutions and provide constructive feedback.

- DSO-AV and DFSO shall review status of the plan with Auxiliary District Leadership, DIRAUX, Air Station leadership, and the Aviation National Staff and receive approval prior to commencing any actual flight operations.
- First actual missions should be well planned and monitored area familiarization training flights with light duty tasking such as photography of certain targets of interest (TOI). Create concise post mission report with five or less high-quality photographs and submit to: OIA, DSO-AV, and DFSO. Request guidance on distribution list from OIA. Follow up with a thorough flight crew de-brief and action plan for further improvement.
- DFSO and FSO perform safety review of first flights and feedback recommendations for improvement.
- Aviation Leadership and pilots must be familiar with all pertinent standards and guidelines contained in the Coast Guard Safety and Environmental Health Manual that apply to all Auxiliary personnel and facilities under orders. The Manual, **COMDTINST M5100.47(series)**, includes standards and protocols to reduce operational risk, eliminate preventable mishaps and enhance air mission success. These procedures include, but are not limited to aviation mishaps, National Transportation safety Board (NTSB) authority to investigate, toxicology requirements, and the dissemination of Auxiliary aviation mishap information.
- A memorandum from the National Commodore, dated 19 JUL 2021, provides guidance for **notification** of any aviation incident or mishap. The Commodore's memorandum describes the type of mishaps and incidents that require **notification** to Senior Auxiliary Leadership, and the notification procedure. In addition to the procedure specified, please copy the Branch Chief for Aviation Safety (BC-RAS). These procedures **are in addition** to those in place for reporting mishaps to the OIA occurring while members are under operational orders. See memorandum in Chapter XVI, Attachments, Forms and Job Aids.

1. Phase I Operations – Simulate Missions.

- Share Training Road Map with all AUXAIR members
- Desk-top SAR Exercise
- SAR mission exercise in flight simulator for pilots, if practical
- Complete AUXAIR annual training
- Launch pilot and flight crew recruiting program
- Air Station check-in for Senior Flight Examiner
- Review all aspects flight safety with the DFSO and FSO. FSO must sign off on initial missions.
- Finalize mission set with Air Station
- PDCA (plan-do check-act)

2. Phase II Operations.

- Request Orders from Air Station
- Fly missions and prepare reports with imagery
- Safety Team (DFSO, FSO, etc.) review of first flights
- Prepare lessons learned on first flights
- Share safety review with Air Station leaders and AUXAIR members
- PDCA (plan-do-check-act)

CHAPTER XIV. LINKS

[Risk Management and GAR 2.0](#)

[Auxiliary Air Observer Syllabus](#)

[Auxiliary Air Crew Syllabus](#)

[Auxiliary Pilot Syllabus](#)

[Auxiliary Instructor Pilot - Flight Examiner Syllabus](#)

[Aviation Exam A & B](#)

[ANSC 7005 Aircraft Inspection & Offer for Use](#)

[ANSC 7015 Pilot/Aircrew Qualification](#)

[ANSC 7042 Flight Crew Medical Screening](#)

[ANSC 7043 Air Crew Application Form](#)

[ANSC 7059 Auxiliary Training Request](#)

[Auxiliary Aviation Training Manual](#)

[Auxiliary Manual](#)

[Auxiliary Operations Policy Manual](#)

[Auxiliary C-School Schedule](#)

[Manuals and Documents for Air Operations](#)

[Coast Guard Auxiliary Uniforms](#)

APPENDIX A. AIR STATION AUXAIR SOP (example)

APPENDIX B-3
MANUAL AUXILIARY AIR OPERATIONS
5400.1G

AIR STATION DETROIT ORGANIZATION
AIRSTADETINST

Appendix B-3: Auxiliary Air Operations

A. Purpose.

This appendix establishes policy and procedures for Air Station Detroit Air Auxiliary operations and administration.

B. References.

1. Auxiliary Manual, COMDTINST M16790.1 (series)
2. Auxiliary Operations Policy Manual, COMDTINST M16798.3 (series)
3. Auxiliary Aviation Training Manual, COMDTINST M16798.5 (series)
4. Auxiliary Air Crew Qualification Program, COMDTINST M16798.2 (series)
5. Safety and Environmental Health Manual COMDTINST M5100.47 (series)
6. Air Operations of the Coast Guard Auxiliary, CGDNINEINST 16798.2H
7. CCGDNINE OORDER 04-02

C. Chain of Leadership/Order Issuing Authority.

1. Auxiliary Liaison. With the exception of preflight notifications to the Operational Watch Stander (OWS), the Air Station Auxiliary Liaison Officer (AUXLO) is the primary point of contact at the Air Station for all Air Auxiliary matters. In the event the AUXLO is unavailable, the Assistant Operations Officer (AOPS) is the next point of contact. If the AOPS is unavailable, the Operations Officer (OPS) is the final point of contact. The AUXLO will normally work through the regional Auxiliary Aviation Coordinators (AACs) and vice versa. Deviations from this chain should be only for urgent operational matters.
2. Order Issuing Authority. The Commanding Officer (CO) Air Station Detroit (ASDET) is the Order Issuing Authority (OIA) for 9CR and 9ER Auxiliary Aviation Facilities. This authority may be delegated to OPS and relayed through the AUXLO to cognizant AACs and PICs.
3. Points of Contact.
 - a. Operational Watch Stander: 586-405-2324
 - b. Senior Duty Officer 810-533-2775
 - c. Auxiliary Liaison Officer: 586-239-2319
 - d. Assistant Operations Officer: 586-239-6706
 - e. Operations Officer: 586-405-2119

D. Operations.

1. Scheduling.

- a. Normal Procedures. The AAC or his/her designee will consult with the AUXLO periodically to determine operational needs for Auxiliary Aviation. In consultation with Auxiliary Pilots, AUXAIR facilities will be scheduled on an "as available" basis. A monthly flight schedule will be developed by the AAC and submitted to the Air Station and Auxiliary Pilots no later than 5 business days prior to the end of each month. Upon receipt of the flight schedule, pilots shall enter AUXDATA patrol requests aligned to the schedule within 5 days. The Air Station Commanding Officer or Operations Officer are the approval authority for changes to the approved schedule, however, authorized changes to final patrol routes and specific tasking input may be furnished by the AUXLO or the requesting command's duty officer during the pre-flight patrol briefing.
- b. 1st Light SAR Standbys and Patrol Zones. Each AAC shall identify 1st Light Search and Rescue (SAR) Standby crews for each Saturday and Sunday during AIRFAC season- pending crew availability. To the maximum extent possible, each AAC should identify a crew for each patrol zone in the AOR.
- c. The patrol zones are as follows:
 - CR North: Lower Lake Huron, Saginaw Bay, and the St. Claire River.
 - CR South: The Detroit River, and Western Lake Erie
 - ER West: Central and Eastern Lake Erie
 - ER Central: Eastern Lake Erie to Central Lake Ontario
 - ER East: Central Lake Ontario to the St. Lawrence Waterway

2. Approval. The OIA will approve all flights through AUXDATA and on the Air Station schedule in ALMIS. Pilots shall have approved orders in AUXDATA before launching on scheduled flights. For short or no-notice unscheduled operational flights such as SAR missions, the Air Station will approve such missions and assign temporary patrol order numbers on their SITREP. The mission requests and corresponding patrol orders will be entered into AUXDATA as soon as practical after the mission.

3. Pre-flight.

- a. Notification. Auxiliary pilots shall call the ASDET OWS as well as the appropriate Sector Controller prior to takeoff to relay the intended departure time, type of flight, risk assessment from enclosure (1), and

area of coverage. Pilots may inquire to see if there is any additional tasking that can be accomplished. If the flight is canceled, inform ASDET. After landing, pilots shall contact the Air Station to confirm safe completion of the flight. The OWS shall confirm and annotate the following information related to the flight:

- i. Name of PIC
 - ii. Tail Number
 - iii. Mission
 - iv. Any special notes the pilot deems important
 - v. Flight Approval in ALMIS or confirmed with AUXLO, AOPS, or OPS
 - vi. For flights not listed in ALMIS: Mission Area
- b. Weather Briefing. Pilots of Auxiliary aircraft on orders shall receive a thorough weather briefing prior to each mission. The PIC (Pilot in Command) shall ensure that the weather meets the mission requirements as specified in Annex 1 of reference 2. Due to the potential for extreme weather in our area of responsibility, pilots are instructed to pay particular attention to Section H. Pilots shall plan all flights to avoid areas of moderate, severe, or extreme turbulence; icing conditions; or thunderstorms. Flight through areas forecasted to have light icing or turbulence is only permitted if specified in the airframe flight manual. Pilots are instructed to contact the Air Station for Command approval before any flight through potential icing conditions is attempted.
- c. Risk Assessment. Pilots and flight crews of Auxiliary aircraft shall conduct a thorough risk assessment and carefully evaluate risk vs. gain prior to the mission. Auxiliary pilots shall utilize sound risk management principles during all phases of flight and include all crew members in every risk discussion. The PIC retains the right to cancel or abort a mission at any time for safety concerns. The PIC shall use the standardized risk assessment form included as enclosure (1). Any mission which results in a risk assessment value of HIGH or a risk assessment value of MEDIUM with LOW gain requires re-evaluation and Air Station Command approval before launch. In the event of a mid-mission risk change (changing weather, etc.) adhere to the following guidance:
- i. Increase to HIGH risk (red): Land as soon as practicable. Return to the desired recovery base only if doing so would concurrently mitigate the risk factors causing the change.
 - ii. Increase to MEDIUM risk (amber): Abort mission unless in-air

approval from the OIA can be obtained in a reasonable amount of time without jeopardizing the safety of flight.

- d. Crew Brief. Crew mission briefs shall be conducted by the PICs prior to each mission. A sample crew brief is provided in enclosure (2). Crew qualifications and requirements vary depending on the mission; thus, crew requirements shall be addressed prior to getting airborne.
- e. Filing. Auxiliary pilots shall file either an IFR or VFR flight plan and should utilize the International Civil Aviation Organization (ICAO) form 7233-4 or electronic filing (ForeFlight, etc.) as appropriate. If the Auxiliary pilot is flying into a military airfield, a PPR is required. Enclosure (4) provides procedures for flights inbound to Selfridge Air National Guard Base.

4. Flight Crew Requirements.

- a. Auxiliary pilots are responsible for maintaining their pilot certificate requirements and currency IAW reference 2 and all applicable FARs, relative to their qualification.
- b. Standard missions during daylight hours and VMC may be flown by a qualified CG AUX pilot with minimum crew consisting of:
 - i. Pilot and an observer who may be:
 - 1) Another Pilot
 - 2) Certified Air Crew
 - 3) Certified Air Observer
 - 4) Observer Trainee
 - 5) Member of the Coast Guard (active duty)
 - ii. Standard missions include:
 - 1) MOM (Maritime Observation Mission)
 - 2) Ice Reconnaissance
 - 3) ATON (Aids to Navigation)
 - 4) MEP (Marine Environmental Protection)
 - 5) LE (Law Enforcement Support)
 - 6) Logistics Transport
 - 7) Chart Updating
 - 8) Ports, Waterways, and Coastal Security
 - 9) Area Familiarization of Auxiliary or Active-Duty members

- c. SAR missions need to be flown by a qualified First Pilot or Aircraft Commander with appropriate minimum crew.
- d. RWAI daylight missions require a First Pilot or Aircraft Commander who has completed RWAI training.
- e. Operational night or IMC missions require two pilots with current instrument ratings who are also current in category and class.
- f. Logistics missions (non-divertible) in daylight and VMC may be flown with a single pilot and no additional crew.
- g. Missions ferrying active-duty crew may be flown by a single pilot if conducted in daylight and VMC conditions. The active-duty crew serve as minimum crew for the flight and should be engaged in CG communications, air traffic separation, and other assigned crew duties.
- h. Passenger Transport (Senior Coast Guard Officers, Senior Auxiliary Officers and VIPs authorized by the Air Station Commanding Officer).

1. VMC

- 1) Two pilots who are both current in category and class
- 2) If the weather at departure, destination or along the route is forecasted to be less than 1000' ceiling or less than 3 miles visibility in airspace below 10,000' MSL or less than 3000' ceiling or less than 5 miles visibility above 10,000' MSL then:
 - PIC shall be a current Aircraft Commander
 - Current instrument rated safety pilot shall be onboard
 - Aircraft facility shall be instrument flight equipped and certified

ii. Night or IMC

- 1) Two current instrument rated pilots who are both current in category and class
- i. The following night or IMC missions may be flown by a single pilot with current instrument rating who is also current in category and class so long as the requirements of the following "Super Currency Rule" are met: PIC shall have 10 hours actual or simulated IMC time within the past 6 months, 5 of which shall be within the past 3 months. This flight time does not have to be logged while under Coast Guard Orders.

- i. Logistics Mission (non-divertible)
- ii. Cargo Transport
- iii. Pre-positioning the aircraft for a later mission
- iv. Transit to search area for a first light search
- v. Rendezvous with a safety pilot for night/IMC non-logistics mission

5. Conduct of Flight.

- a. Coast Guard Auxiliary pilots operating aircraft under orders shall follow the appropriate rules which include but are not limited to applicable Coast Guard Instructions; Federal Aviation Regulations (FARs) (exceptions for Auxiliary aircraft under orders); ICAO Conventions, Procedures, and Standards; and International Regulations for Preventing Collision at Sea. Aircraft shall follow the special airspace regulations (Warning Areas, Class B airspace, etc.) It is the sole responsibility of the PIC to check all Notices to Airmen (NOTAMs) and other applicable guidance prior to departure.
- b. In accordance with Annex 1, Section H of reference 2, Auxiliary pilots are authorized to fly directly across Lake Michigan when ferrying crews and conducting logistics missions between Air Station Detroit and Air Facility Waukegan. The aircraft should be in communication with ATC and equipped with GPS navigational systems. It is recommended that Auxiliary aircraft increase altitude when overflying Lake Michigan to extend their glide range.

6. Communications Plan.

- a. During all missions, the Auxiliary pilot should establish a radio guard via direct contact with a Coast Guard Sector or Auxiliary radio station, in accordance with Annex 1, Section G of reference 2. Additional reporting recommendations are included in enclosure (3). At the conclusion of the flight, the aircraft shall secure their guard with the appropriate Sector holding its radio guard.
- b. In the event a pilot is unable to establish the radio guard as prescribed above, flight following with Air Traffic Control is required. No flight offshore may be conducted without appropriate radio guard (i.e., sector, station, surface facility, ATC).
- c. Auxiliary aircraft should be in contact with ATC and request flight following when operating near class B airspace.

- d. Auxiliary aircraft shall not use CH 70 for other than SAR related communications with maritime mobile stations in the maritime mobile service.

7. Flight Close-Out.

- a. Mission Reports. Urgent information should be passed by phone immediately following the flight. No later than 24 hours post-mission, an after action (post mission) report shall be created, completed, and sent by email via the AUXLO/District Staff Officer for Aviation (DSO-AV). This after-action report will in turn be sent up the appropriate ASDET AUXAIR Mission Report distribution list. Email reports shall be in the D9 post mission report format. A sample report is included in enclosure (5). Ice patrol reporting will be in accordance with the applicable Sector's requirements. Photos of any notable observations should be attached to the report or included in a separate document. Please save files as {DD/MM/YY, CGX####, PO-#####}.
- b. Patrol Orders. Following each mission, pilots will use AUXDATA to complete patrol order claims IAW AUXDATA and Finance Center procedures. Resolution of approved patrol orders shall occur no later than 5 days after the mission date. Unresolved patrol orders will be canceled by the AUXLO 1-week post-mission.

E. Safety.

1. PPE.

- a. PICs shall confirm that the crew is equipped with proper Personal Protective Equipment (PPE) for the planned mission.
- b. The OIA is responsible for issuing appropriate PPE to the Auxiliary and is allotted a small budget from District to support this directly. Issued PPE will be tracked by prudent means as determined by the AUXLO. The AUXLO shall maintain the PPE distribution plan.
- c. All PPE with manufacturers' inspections shall be inspected in accordance with manufacturer's inspection schedule or annually if no cycle is published.
- d. The AACs shall identify responsible personnel to manage off-shore kits when not under positive control of the Air Station or assigned to individual flight crew members. Any discrepancies shall be reported to the AUXLO immediately for disposition.

- e. The Air Station will purchase and issue a standard outfit for each Auxiliary Aviator. Additionally, the AUXLO will establish a standard kit for off-shore flight missions. This kit will include part numbers, sources of supply, approximate costs, etc. to facilitate purchasing replacements.
- f. In support of year-round off-shore flight operations, a limited number of Aviation Dry Suit coveralls will be purchased and issued to designated personnel. These will be issued out to provide adequate coverage of all patrol zones in the AOR.

2. Mishap.

- a. If a mishap occurs, Air Station Commanding Officer approval is required via the AUXLO and OPS before any further flight is attempted. All Auxiliary pilots and crew shall be familiar with Standard Operating Procedures Aviation - Mishap Reporting (Enclosure 6) and Annex 3, Section C of reference 2.
- b. Reference 5 defines a mishap as "any unplanned, unexpected, or undesirable event causing injury, occupational illness, death, or property damage/loss." Auxiliarists are required to report any injury to personnel or any damage to personal property that occurs while in the course of duty. Additionally, Auxiliarists are required to report any incidents that may not meet the criteria of a reportable event (as listed above) but can be used as indicators of possible trends and can teach valuable lessons. Reportable items include, but are not limited to precautionary landings, aborted takeoffs, human factors events, near mid-air collisions, significant failures of crew coordination, mishandling of Coast Guard equipment, or problems with aviation life support equipment.
- c. The following information shall be relayed to the Air Station Detroit AUXLO, OWS, or OIA via phone or radio after a precautionary emergency landing has been made Aircraft Tail Number, Mishap Description, Flight or Ground, Location, Mission, and Destination. Enclosure 7 is the mishap data sheet to be completed and sent in with the mission report. Pilots shall notify their Auxiliary chain of leadership, starting with DSO-AV and District Flight Safety Officer (DFSO-AV), as soon as possible after all mishaps.

F. Financial. The AUXLO is responsible for the day-to-day financial management of the Air Station Aux Air program and will work closely with the D9 DIRAUX, Supply, and

FINCEN as required to manage the program.

- A. AOM.** The AUXLO shall review Aux Order Management once a month at a minimum to review, sign, and submit for reimbursement orders for Aux Air Flights. In order to sign an order, the AUXLO shall review the Mission Report for the flight, fuel receipts, and order for accuracy.

- B. SAMA.** The AUXLO shall schedule flights to remain within the yearly Standard Auxiliary Maintenance Allowance (SAMA) budget and make adjustments as necessary. The current budget is approximately \$60,000/year and supports over 300 AUXAIR flights.

- C. PPE Budget.** District provides approximately \$20,000/year for the purchase of Aux Air PPE. The AUXLO shall manage these funds and ensure that all active Auxiliary pilots and crew are properly equipped with inspected gear in good condition, for the mission at hand.

G. Enclosures.

- 1. Risk Management – PEACE, STAAR, and GAR 2.0
- 2. Sample Crew Brief
- 3. SAR Job Aid
- 4. Selfridge Air National Guard Base Instructions
- 5. Post Mission Report Format
- 6. Aviation Mishap Policy
- 7. Aviation Mishap Data Sheet