

U.S. Department of
Homeland Security

United States
Coast Guard



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AIRSTADETINST 16798.1

FEB 25 2008

COAST GUARD AIR STATION DETROIT INSTRUCTION 16798.1

Subj: AIRSTA DETROIT AUXILIARY SOP

Ref: (a) Auxiliary Manual, COMDTINST M16790.1 (series)
(b) Auxiliary Operations Policy Manual, COMDTINST M16798.3 (series)
(c) Auxiliary Aviation Training Manual, COMDTINST M16798.5 (series)
(d) Auxiliary Air Crew Qualification Program, COMDTINST M16798.2 (series)
(e) Safety and Environmental Health Manual, COMDTINST M5100.47 (series)
(f) Air Operations of the Coast Guard Auxiliary, Ninth District Instruction 16798.2E (series)
(g) CCGDNINE OPORDER 04-02

1. PURPOSE. To supplement and amplify the guidance provided to Auxiliary Aviators operating in conjunction with Air Station Detroit.
2. ACTION. All Auxiliary Aviators affiliated with Air Station Detroit shall become familiar with this directive as well as the associated references. The Auxiliary Liaison Officer (AUXLO) and the Auxiliary District Staff Officers for Aviation (DSO-AV) will maintain this SOP jointly.
3. DIRECTIVE AFFECTED. None.
4. DISCUSSION. As the premier volunteer force in the Department of Homeland Security, the Coast Guard recognizes the tremendous dedication and professionalism of those members of Air Station Detroit's Auxiliary Air Squadron who generously donate their talents, time and private resources to support the "Guardians of the Great lakes." Auxiliary Air Operations have become an integral part of our Air Station's success, and a vital component of the Coast Guard's collective efforts to provide for the safety and security of our nation. In order to ensure continued success, the Air Station is emphasizing the importance of following the appropriate safety precautions and procedures.
5. PROCEDURE.
 - a. Proper preflight procedures are a key component to the safe completion of our mission. As experienced aviators, Auxiliarists possess the knowledge and expertise required to conduct the necessary preflight planning. However, because the safety of our pilots is of paramount concern, the following points should be emphasized:

- (1) 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 (b). Due to the potential for extreme weather in our area of responsibility, pilots are instructed to pay particular attention to Section H.2. Pilots must 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 AUXLO, who will obtain permission through the Air Station Operations Officer for Command approval before any flight through potential icing conditions is attempted. If AUXLO is not obtainable, direct contact must be made with OPS before mission proceeds.
 - (2) The pilots and flight crews of Auxiliary aircraft must conduct a thorough risk assessment prior to each mission. It is vital for the success of the mission that the PIC and aircrew understand and evaluate the full impact of risk versus gain for each tasking. The PIC shall use the standardized risk assessment form included as enclosure (1). Any mission which results in a numeric risk assessment value (risk assessment vs. gain) greater than 20 requires re-evaluation and Air Station Operations Officer approval via the AUXLO, before launch. If AUXLO is not obtainable, direct contact must be made with OPS before mission proceeds. The risk assessment process is an ongoing process, and the associated risks should be reassessed and mitigated throughout the flight.
 - (3) 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.
 - (4) Auxiliary pilots must file either an IFR or VFR flight plan and should utilize the FAA form (7233-1), the Military Flight Plan form (DD-175), or electronic filing (DUATS) as appropriate. If the Auxiliary pilot is flying into a military airfield, a PPR is required. Enclosure (3) provides procedures for flights inbound to Selfridge Air National Guard Base.
- b. Auxiliary pilots shall call Air Station Detroit's Operations Center and the appropriate Sector Controller prior to takeoff to relay the intended departure time, type of flight, risk assessment number from enclosure (1), and area of coverage. At this point, pilots may inquire to see if there is any additional tasking that can be accomplished. After landing, pilots shall contact the Air Station Operations Center to advise them of the safe completion of the flight. If a security patrol mission was completed, then the actual zones covered should be relayed at this time.
 - c. Coast Guard Auxiliary pilots operating aircraft under orders must follow the appropriate rules, which include, but are not limited to the applicable Coast Guard Instructions; FARs (only exception are those we are approved not to follow); ICAO Conventions, Procedures, and Standards; and International Regulations for Preventing Collision at Sea. Aircraft must 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 getting airborne.

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- d. 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 reference (b). The pilot must pass Position and Status messages to the flight-following radio station every 15 minutes for single-engine aircraft and helicopters, and every 30 minutes for multi-engine fixed-wing aircraft. Each report must also include the aircraft's present position, direction of flight, and ground speed, if available. At the conclusion of the flight, the aircraft must secure their guard with the appropriate Sector holding its radio guard. A sample report is included in enclosure (4). In the event that it is impossible or impractical to establish the radio guard as prescribed above, flight following with Air Traffic Control may be required. No flight off shore can be conducted without appropriate radio guard (i.e. sector, station, surface facility, ATC).
- e. As soon as possible after the conclusion of the mission an after action (post mission) report must be created, completed, and sent by email via the AUXLO/DSO AV. This after action report will in turn be sent up the appropriate ASDET AUXAIR Mission Report distribution list. Urgent information should be passed by phone immediately following the flight. Email reports must be in the D9 post mission report format. A sample report is included in enclosure (5). Such reports must be made no later than 24 hours after the completion of the flight.
- f. If a mishap occurs, Air Station Commanding Officer approval is required via the AUXLO and OPS before any further flight is attempted.
 - (1) The Coast Guard Safety and Environmental Health Manual 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. In addition, 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.
 - (2) The following information must be relayed to the Air Station Detroit Operations Center 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 (6) 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, DFSO AV) as soon as possible after all mishaps.
- 6. ENVIRONMENTAL ASPECT AND IMPACT CONSIDERATIONS. Environmental considerations were examined in the development of this instruction and have been determined to be not applicable.
- 7. FORMS/REPORTS. All forms and reports referenced by this instruction are included as enclosures (1) through (6).

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- Encl: (1) Risk Management Instruction and Matrix
(2) Sample Crew Brief
(3) Selfridge Air National Guard Base Instructions
(4) Sample Communications
(5) Post Mission Report Format
(6) Aviation Mishap Data Sheet

Distribution: CO
XO
Dept Heads
DSO-AVs
Admin (Master Copy)