



16798.1

MEMORANDUM

COAST GUARD AIR STATION TRAVERSE CITY INSTRUCTION 16798.1

Subj: AIRSTA TRAVERSE CITY 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 16798.2G (series)
(g) CCGDNINE OORDER 04-02

1. PURPOSE. To supplement and amplify the guidance provided to Auxiliary Aviators operating in conjunction with Air Station Traverse City.
2. ACTION. All Auxiliary Aviators affiliated with Air Station Traverse City 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. DIRECTIVES 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 Traverse City'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.
5. PROCEDURE.
 - a. PICs will ensure within 48 hours of the flight that they have active approved patrol orders through POMS or a temporary order number issued by the Operations Center. If it is necessary to cancel a flight (e.g. weather, mechanical, illness) the PIC may request to reschedule it in accordance with enclosure (6).

b. 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 shall ensure that the weather meets the mission requirements as specified in Annex 1 of Reference (b). PICs shall review and adhere to Annex 1, Section H of Reference (b) in regards to flight through turbulence/icing conditions.
- (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 (2). 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 the AUXLO is not obtainable, direct contact must be made with a direct representative of the Air Station Operations Department (OPS Officer, AOPS, or SDO) before the mission proceeds. The risk assessment process is ongoing 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 (3). 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. As a reminder, if the Auxiliary pilot is flying into a military airfield, a PPR is required.
- (5) Flight beyond glide distance from shore is considered an offshore operation. Single engine aircraft may not proceed more than 25 miles offshore. When working with a surface facility, helicopter, or other recovery aircraft with which communications are maintained, the shore effectively extends to the location of the surface facility or aircraft. However, in no case may a single engine aircraft operate more than 50 miles from shore. Auxiliary personnel conducting off shore operations must wear/possess appropriate PPE outlined in Annex 1, Section D of Reference (b).
- (6) Additionally, twin engine facilities flying under orders for AIRSTA Traverse City are required to wear ADCs in situations where the Policy Manual allows them to be carried on board in a “ready to wear” status.

- (7) Flight crews will adhere to the requirements set forth in the Auxiliary Operations Policy Manual on proper wear of Personal Protective Equipment (PPE).
- (8) Flights within a 1NM radius of nuclear power plants are prohibited. However, If operational necessity dictates a flight within 1 NM coordination must be made with the plant via the appropriate Sector.

c. Auxiliary pilots shall call Air Station Traverse City's Operations Center and the appropriate Sector Controller prior to takeoff to relay the intended departure time, type of aircraft, and scheduled patrol areas. Pilots shall inquire to see if there is any additional tasking that can be accomplished. If there is additional tasking that causes a deviation from assigned patrol zones, Enclosure (1), approval will be requested via the AUXLO or Operations Officer prior to departure. If additional tasking is requested by the Sector during the flight, it may be accepted, if within facility and aircrew capability. However, the Sector must be requested to inform the Air Station Operations Officer of the diversion. If, at any time, a stop-over is conducted during the flight, the PIC will contact the Operations Center to update their location and status. Additionally, stop-over length and estimated time of departure will be passed. At the completion of the mission, pilots shall contact the Air Station Operations Center to advise them of the safe completion of the flight.

d. 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 exceptions are those we are approved not to follow); ICAO Conventions, Procedures, and Standards; and International Regulations for Preventing Collisions at Sea. Aircraft must follow the special airspace regulations (Warning Areas, Class B airspace, TFRs, etc.). It is the sole responsibility of the PIC to check all Notices to Airmen (NOTAMs) and other applicable guidance prior to getting airborne.

e. During all missions, the Auxiliary pilot should establish a radio guard via direct contact with a Coast Guard Sector, Coast Guard boat, small boat station or Auxiliary radio station. 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 radio guard with the appropriate unit holding its radio guard. 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).

f. 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 Coast Guard Aux Air Mission Reports group. Urgent information should be passed by phone immediately following the

flight. Email reports in the D9 post mission report format. A sample report is included in Enclosure (4). Such reports must be made within 24 hours after the completion of the flight.

g. If a mishap occurs, Air Station Commanding Officer approval is required via the AUXLO or 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 Traverse City 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 (5) 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).

S. M. Merrill

- Encl: (1) D9 Patrol Zones
 (2) Risk Management Instruction and Matrix
 (3) Sample Crew Brief
 (4) Post Mission Report Format
 (5) Aviation Mishap Data Sheet
 (6) Rescheduling Procedure

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