

D9INST 16798.2G

AUG 11 2008

NINTH DISTRICT INSTRUCTION 16798.2G

Subj: AIR OPERATIONS OF THE COAST GUARD AUXILIARY

- 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) CGD9 Memorandum (oax) of 07 NOV 02

1. **PURPOSE.** This instruction establishes Ninth District policy for operation and use of Coast Guard Auxiliary pilots and aircraft. It supplements references (a) through (e).
2. **DIRECTIVES AFFECTED.** D9INST 16798.2E, Air Ops of the Coast Guard Auxiliary is hereby cancelled.
3. **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 the D9 Auxiliary Air (AUXAIR) Squadrons who generously donate their talents, time and private resources to support the "Guardians of the Great Lakes." Auxiliary Air Operations have become an integral and vital component of the Coast Guard's collective efforts to provide for the safety and security of our nation.

DISTRIBUTION – SDL No. SDL 148 (Ninth District Only)

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NON-STANDARD DISTRIBUTION: B:a (CG-5421)3, Sector Commanders, OTOs, Auxiliary Commodores, Sector Auxiliary Coordinators

Auxiliary aircraft provide the Coast Guard with the services of trained and competent FAA-certified pilots and aircraft. These services assist the Coast Guard through participation in operational and logistical missions. A structured approach under the stewardship of Air Station Detroit and Air Station Traverse City has many benefits. It aligns aviation resources; gains efficiencies in regards to call-out authority, risk assessment, standardization, and safety; establishes accountability for the investment in AUXAIR; enables the Auxiliary to demonstrate performance; and measures the payoff to the Coast Guard. This will, in turn, help justify funding for survival equipment and maintenance reimbursement, attract more pilots to the Auxiliary, and enable them to fly.

4. **ORGANIZATION**. Auxiliary aircraft and aircrews are spread throughout the Ninth District and require district level management. In accordance with (IAW) reference (a) & (b), the Ninth District will retain several key Auxiliary positions as well as a District Aviation Board.

a. Each Auxiliary region will maintain, as a minimum the following positions to manage the air operations program:

(1) District Staff Officer for Aviation (DSO-AV) who will be responsible for the entire program for the region.

(2) District Flight Safety Officer (DFSFO) who will promote, monitor and report on all aspects of the AUXAIR safety program IAW Annex 3 of reference (b). IAW reference (a) & (b), the DFSFO shall be a member of the District Aviation Board. Air Station Commanding officers shall ensure the Auxiliary District Flight Safety officer (DFSFO) is part of a robust aviation safety program. The DFSFO shall become familiar with and work closely with the Air Station Flight Safety officer (FSO) in the coordination of the Auxiliary flight safety program.

(3) IAW reference (a), Assistant District Flight Safety Officer – ADFSFO positions are authorized as needed.

(4) Assistant District Staff Officer for Aviation Management (ADSO-AVM) IAW reference (b) Appendix H.

(5) Auxiliary Aviation Coordination (AAC). There shall be one position per air station actively involved in issuing Auxiliary aviation orders within the district. The DSO may assume the ACC duties or may delegate the AAC position to an ADSO (ADSO-AAC) IAW reference (a).

(6) Assistant District Staff Officer for Aviation Training, IAW reference (b) Appendix H.

(7) IAW reference (a) other aviation ADSO positions may be authorized as needed.

(8) One or more Instructor Pilots (IP) who will provide instruction in Auxiliary Aviation procedures IAW reference (b) and the appropriate Auxiliary Aviation training syllabi.

(9) One or more Flight Examiners (FE) who will conduct Auxiliary Flight Checks IAW reference (b) and the appropriate Auxiliary Aviation training syllabi. IAW reference (b) the FEs will constitute the Flight Examining Board.

b. All D9 Auxiliary Aircraft Commanders, Air Station Auxiliary Aviation Liaison Officers (AUXLO), and Auxiliarists holding FAA Airframe and Power plant mechanic certificates are authorized to inspect aircraft as facilities IAW reference (b).

c. The District Aviation Board will meet as required to resolve issues pertaining to Ninth District Auxiliary air operations. The board will consist of the DSO-AVs, DFSOs, Auxiliary Commodores, Director of Auxiliary, and the Air Stations' AUXLO.

5. **SURVIVAL EQUIPMENT.** The purchase, maintenance, and aircrew training associated with Auxiliary aviation survival equipment requires continuing attention. Air Stations will purchase new or replacement survival gear for the Auxiliary using normal procurement procedures. The DSO-AV (or designee), will sign for all survival equipment from the Air Stations and will either hand deliver it to the individual pilots in their regions, or position the equipment in designated "depots" available to multiple flight crews. The DSO-AV (or designee) will inform and coordinate the location of any such "depots" with the Air Stations, and are also responsible for coordinating with the Air Stations for annual inspection and maintenance of equipment.

6. **EMPLOYMENT OF AUXILIARY AIR.**

a. Commanding Officers of Coast Guard Air Stations possess a thorough understanding of the nature of aviation-related missions and risks associated with them. Accordingly, Air Stations will receive, prioritize and schedule all aviation-related missions, to include missions for Air Station and Auxiliary aircraft.

b. All Auxiliary air operations will be conducted in accordance with reference (b) and other applicable policy directives.

c. The Air Stations are the Order Issuing Authority (OIA) for all AUXAIR missions and will issue orders for all flights including logistics, operational flights, Auxiliary Flight Checks, IBET / LES mission flights IAW reference (f), Rotary Wing Air Intercept (RWAI) flights, training flights or any other flights. The Air Stations, in essence, are "one-stop shopping centers" for all Auxiliary aviation missions.

d. Sectors and other units must contact the Air Station's Operations Department to request any Aviation resource. Sectors Detroit and Buffalo and units within those AORs will contact Air Station Detroit. Sectors Lake Michigan and Sault Ste. Marie and units

within those AORs will contact Air Station Traverse City. Units should identify known aviation requirements with as much lead time as possible.

e. Based on stated requirements for aviation support, the Air Stations will schedule Auxiliary flights. Maritime Observation Missions (MOM) and SAR patrols will be preplanned and scheduled using standard patrol zone nomenclature described in Enclosure (1). The actual routes flown will be determined before each flight by the Air Station in conjunction with the Pilot in Command, taking into account the needs and requests of the Sectors and field commands, the capabilities of the flight crew and aircraft, and the environmental conditions at the time of the flight. Enclosure (2) shows the proper flow of aviation requests.

f. An Auxiliary facility on any flight that diverts to SAR will communicate with the SAR Mission Coordinator (SMC), normally the Sector, to give flight data. This can be done at the completion of the mission by telephone. The Sector will then incorporate all of the information into a consolidated SITREP.

g. Auxiliary aircrew members are expected to utilize appropriate flight uniforms and their full complement of flight gear. While conducting aviation missions, Auxiliary aircrews will wear Personal Protection Equipment (PPE) in accordance with reference (b).

h. Each Air Station shall develop and maintain a Standing Operating Procedure (SOP) document detailing Air Station specific concerns relating to its respective AUXAIR Squadrons. Tasking for these Air Station AUXAIR squadrons will be performed per the respective air stations SOP. The SOP document will be developed and maintained jointly by the Air Station and the Auxiliary DSO-AV.

7. PATROL ORDERS PROCEDURES.

a. The Air Station Operations Departments will issue CG-5132 (Auxiliary Patrol Orders) for all flights using the Patrol Order Management System (POMS). Following their missions, pilots will use POMS to complete patrol order claims IAW current POMS and Finance Center procedures.

b. AUXAIR facilities and crew will be scheduled on an "as available" basis by their respective regional District Staff Officer (DSO) or designated staff member, in line with the current Auxiliary budget. Regional District Staff Officers (DSOs) will be responsible for submitting weekly flight schedules by COB Wednesday (for the following week from Monday through Sunday) to the Air Station Auxiliary Liaison Officer. This task may be delegated to their Auxiliary Aviation Coordinator (ADSO-AAC)s. Flight schedules will then be adjusted as necessary to meet the frequency and patrol route needs of the requesting field commands. Approval of the adjusted flight schedule by the Air Station Operations Officer will finalize the scheduled sorties. However, final patrol routes and specific tasking input will be furnished by the Sector (or other requesting command's) duty officer during the pre-flight patrol briefing.

c. The Auxiliary Aviation Coordinator (AAC) will enter scheduled missions into POMS.

d. Short or no-notice missions will be handled on a case by case basis. The Air Station will approve such missions, and assign temporary patrol order numbers if necessary. The missions will be entered into POMS prior to, or as soon as practical after the mission.

e. Pilots need not have orders in hand before launching on scheduled flights, although that is preferable. They must, however, have at least a temporary patrol order number from the Air Station.

f. For unscheduled operational flights, such as SAR missions, the Air Stations will show the temporary patrol order numbers on their SITREPS and enter the missions into POMS as soon as practical thereafter.

g. Auxiliary pilots are responsible for maintaining their pilot certificate requirements IAW reference (b).

8. FLIGHT OPERATIONS PROCEDURES.

a. All air operations will be conducted in accordance with references (a), (b), and (c). Close communication with the Air Station's Auxiliary Aviation Liaison Officer (AUXLO), Assistant Operations Officer, Operations Officer and the applicable field commands will be required for safe and effective operations.

b. A post mission report must be sent to the OIA Air Station AUXAIR Mission Report distribution list by email as soon as possible after each mission, following the Air Station SOP. 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 (3). Such reports must be made no later than 24 hours after the completion of the flight.

c. If a mishap, other than those solely involving excellent displays of CRM, occurs, the OIA Air Station Commanding Officer approval is required before any further flight is attempted.

(1) The Coast Guard Safety and Environmental Health Manual reference (e) 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, excellent displays of CRM, a significant failure 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 via phone or radio prior to continued flight: aircraft tail number, mishap description, flight or ground, location, mission, and destination. Upon Commanding Officer approval, flight may continue. Enclosure (4) is the mishap data sheet to be completed and sent in with the mission report. Pilots shall notify their Auxiliary chain of leadership and management as soon as possible after all mishaps.

9. **ACTION.**

a. The DSO-AVs will:

- (1) Send all documentation for aircraft, pilots, observers, and aircrew to Ninth District (dpa) for approval.
- (2) Provide names of prospective Instructor Pilots and Flight Examiners to Ninth District (dpa).
- (3) Serve on the Ninth District Aviation Board.
- (4) Provide the Air Stations with points of contact.
- (5) Provide yearly data on missions and hours flown to the Director of Auxiliary and Air Stations.
- (6) Maintain a list of approved Auxiliary Qualification and Aircraft Inspection Reports for each aviator.
- (7) Assist the Air Station in the creation, management and maintenance of an SOP document for the AUXAIR Squadron.

b. The Air Stations will:

- (1) Conduct initial issue, then, supervise the inspection and maintenance of survival equipment for Auxiliary aircrews, with the help of Auxiliarists as needed.
- (2) Provide training to Auxiliary air crews in water survival techniques and search techniques as requested and as operations permit.
- (3) Approve all AUXAIR flights, assign patrol order numbers, and supervise the administration of orders, via POMS.
- (4) Appoint an active duty aviator as the Air Station's AUXLO, IAW reference (b), Appendix H, and appoint an alternate or assistant AUXLO to serve in the AUXLOs absence.
- (5) Serve on the Ninth District Aviation Board.

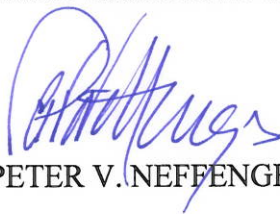
(6) Create and maintain an SOP document for each AUXAIR Squadron under its command, in conjunction with the cognizant DSO-AVs.

c. The Director of Auxiliary will:

(1) Certify facilities, pilots, observers, and aircrew, and appoint Instructor Pilots and Flight Examiners.

(2) Chair meetings of the Ninth District Aviation Board and provide minutes of those meetings to all participants.

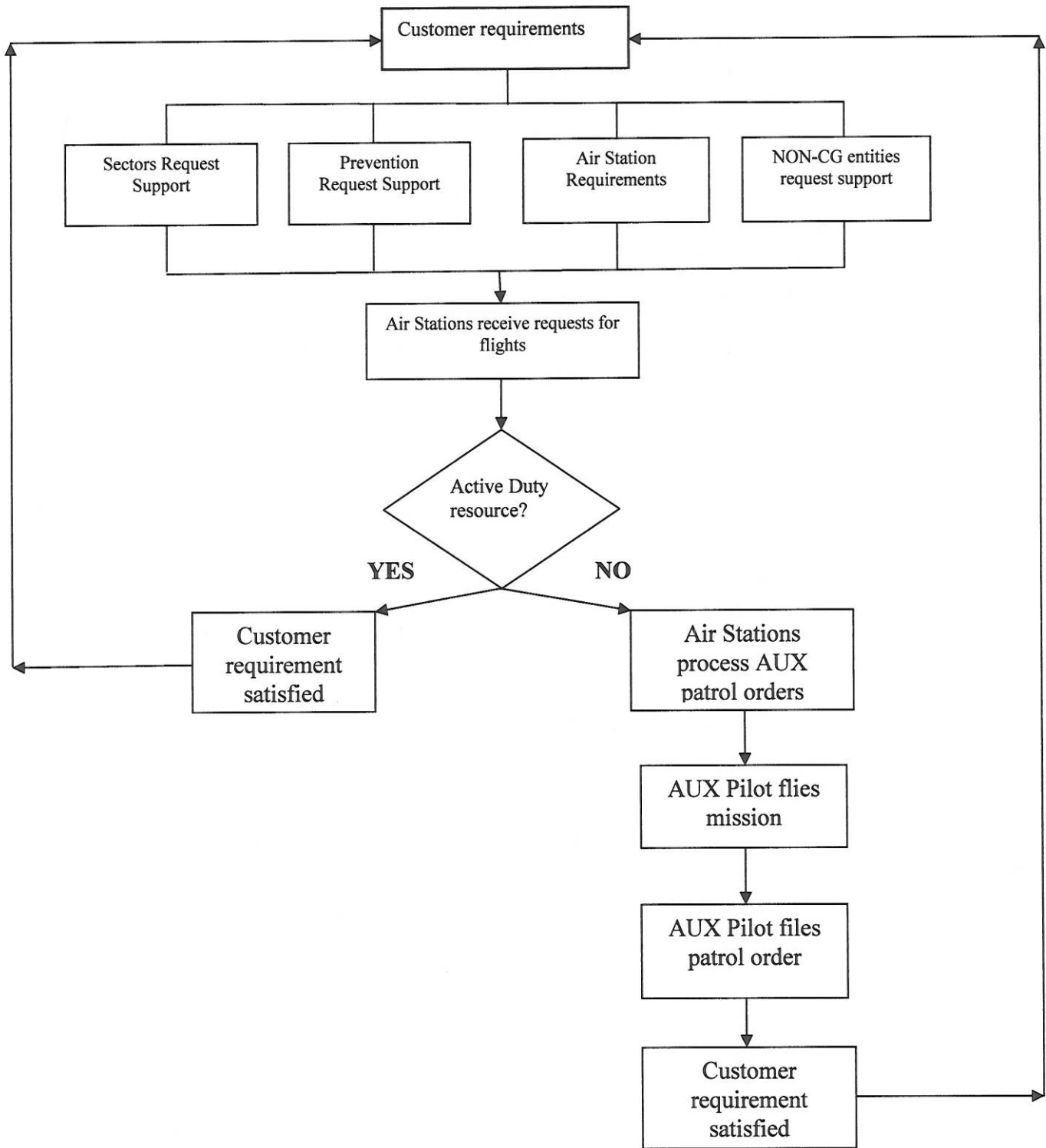
d. All Auxiliary Aviators within D9 shall become familiar with this directive as well as the associated references.



PETER V. NEFFENGER

- Encl: (1) Patrol Zone Nomenclature
(2) Mission Request Workflow
(3) Sample Post Mission Report
(4) Aviation Mishap Data Sheet
(5) CGD9 Memorandum (oax) of 07 NOV 02 – reference. (f)

HOW AUXAIR WORKS IN THE NINTH DISTRICT



AUXAIR Mission Report

Mission Type:
Patrol Order Number:
Date:
Facility:
Pilot Name & ID#:
Observer(s) Name & ID#:
POB:
Takeoff:
Recovery:
Flight Hours
Mission Hours
Gallons / Fuel Cost:
Weather:
Risk Assessment:
Area Patrolled:

Physical Assets Monitored:

Route / Summary:

Observations & Vessels:

Comms:

Other Law Enforcement Encountered:

Pilot Contact Info:

AVIATION MISHAP DATA SHEET

Aircraft Tail Number: _____

Mishap Description: _____

Flight or Ground (Circle one)

Date: _____ **Local Time:** _____ **Period of Day (Dawn/Day/Dusk/ Night)**

Location of Mishap: _____ **Lat/Long** _____

Weather (Sky, Winds, Temp, Vis) _____

IMC or VMC (Circle one)

Obstructions to Vis (Fog, Haze, etc.) _____

Mission (SAR, Trng, etc.) _____

Flight Time: _____ **Flight Clearance VFR / SVFR / IFR (Circle one)**

Destination: _____

Evolution at time of mishap: _____

Airspeed: _____ **Altitude:** _____

Aircrew Info

Pilot at Controls (PIC / NPIC) **Pilot Not at Controls (PIC / NPIC)**

Seat Position (R / L) **Seat Position (R / L)**

Designation (IP / AC / FP / CP) **Designation (IP / AC / FP / CP)**

Months at unit _____

Months at unit

Aircrew Position (FM / BA / RS)

Aircrew Position (FM / BA / RS)

Rating (AMT / AVT / AST)

Rating (AMT / AVT / AST)

Months at unit _____

Months at unit _____

In cockpit analysis: _____ **Rotor** _____ %

Narrative:

Additional Information, Maintenance Actions, Concerns

U.S. Department
of Transportation

United States
Coast Guard



Commander
Ninth Coast Guard District

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7 November 2002

MEMORANDUM

From: *[Signature]* Chief of Operations, Ninth Coast Guard District Reply to: CDR Nelson
Attn of: (216) 902-6148

To: Commanding Officer, USCG Air Station Detroit, MI

Subj: USE OF AUX AIR FACILITIES IN IBET OPERATIONS

- Ref:
- (a) USCG Airsta Detroit e-mail of 24 Sep 2002
 - (b) 14 USC 823 / 33 CFR 5.35
 - (c) 14 USC 822
 - (d) COMDTINST M16790.1E (AUXMAN), Chapter 2.B.10
 - (e) COMDTINST M16798.3D (AUXOP Policy Manual), Chapter 4.F.1-2
 - (f) COMDTINST M16247.1B (MLEM), Chapter 2.G.8

1. Your request in reference (a) for using Auxiliary Air facilities to support Integrated Border Enforcement Team (IBET) operations is approved for the purposes of observing and reporting information in a low risk environment. This approval is based on a positive endorsement from Commandant (G-LGL) found in enclosure (1). The authority and guidance for using Auxiliary facilities in these IBET operations are found in references (a) through (d).

2. Use of Auxiliary facilities in IBET operations shall be in accordance with current policies found in references (c) through (e). The following parameters shall be observed:

- a. Auxiliary facilities shall be used only in low risk missions based on a thorough risk analysis.
- b. Auxiliary facilities shall be used only for observing and reporting information. Under no circumstances shall Auxiliary facilities make contact with any target vessels. Reference (e) expressly states that Law Enforcement authority does not extend to the Auxiliary.
- c. The IBET Operations Order (OPORD) shall clearly define the role and expectations of Auxiliary resources, delineate safeguards and operating parameters that limit risk, and provide detailed instructions on what to observe and how to report information. If necessary, the Air Station will provide training to pilots and crew prior to assigning them IBET missions. Additionally, the patrol issuing authority shall provide a mission briefing, including target information, to the Auxiliary Air crew prior to each mission.

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Encl: (1) Commandant (G-LGL) e-mail of 28 Oct 2002

Copy: CCGD9 (oax), (ole), (osr)
USCG Airsta Traverso City
USCG Aux DCO (9WR), (9CR), (9ER)

From: Krajewski, Jason LT
Sent: Monday, October 28, 2002 11:57 AM
To: Staler, Mikeal LCDR
Cc: Lucas, William
Subject: RE: IBET for Air Aux operations

LCDR Staler,

My evaluation is that the following applicable legal authorities permit the use of CG Auxiliary facilities (airplanes) in support of Integrated Border Enforcement Team (IBET) operations, provided auxiliary involvement is limited to the observation of and reporting of information about suspect vessels.

Ref: (a) 14 USC 823 / 33 CFR 5.35
(b) 14 USC 822
(c) COMDTINST M1679.1E, Chapter 2.B.10
(d) COMDTINST M1678.3, Chapter 2.F.2
(e) MLE Manual Chapter 2.G.8

Air Station Detroit proposed the use Auxiliary air facilities as part of IBETs for "contact, and tracking of suspect vessels in the act of trafficking narcotics or illegal immigrants and the forwarding of navigational and vessel information directly to supporting law enforcement or CG assets on the surface." The general authority to use Auxiliary facilities comes from reference (a). Reference (b) lists four general purposes of the Auxiliary among which is "to facilitate other operations of the Coast Guard." Further guidance regarding "other operations" comes from COMDTINSTs.

The mission proposed by Air Station Detroit appears to fit most neatly into the Port Security mission area as defined by ref (c). This provides for the assignment of qualified unarmed Auxiliarists and their facilities for "surveillance and reporting." In addition Ref (d) grants District Commanders the authority to place Auxiliary assets under orders to "observe and report information" for intelligence purposes. Ref (d) should also be referenced for proper procedures regarding the safeguarding of intelligence and of the identity of the source.

However, there is no legal authority for "contact" with suspect vessels. Ref (e) expressly states that Law Enforcement authority does not extend to the Auxiliary. Also, Auxiliary facilities are generally only approved for use as transportation for Law enforcement activities in low risk operations. "Contact" with a suspect vessel may dramatically effect the initial risk level (e.g. A smuggler may react differently regarding a Cessna aircraft flying overhead than he would to a Cessna which identified itself as a Coast Guard asset). In the absence of any "contact" operational commanders should be capable of crafting OPORDs which include safeguards such as "hard decks" and other operating parameters which will limit any risk to an acceptable level.

Provided Air Station Detroit (and similar IBET members) limit the activity of CG Auxiliary facilities to information gathering, these operations appear to have been contemplated and authorized by COMDTINST. Approval for IBET participation may be authorized by the District Commander.

Feel free to call me with any additional / follow up questions, or if there is something which I have overlooked.

V/R Jason Krajewski, LT USCG
G-LGL
202 267 0064

ENCLOSURE(1)