

UNITED STATES COAST GUARD
FIFTH DISTRICT – NORTHERN REGION
AUXILIARY POLICY MANUAL

AVIATION PROGRAM



DEPARTMENT OF
HOMELAND SECURITY

**United States
Coast Guard
Auxiliary**



U.S. Department of
Homeland Security

United States
Coast Guard

Commander
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MMS-PR-AUX (D5NR 16791)-A-CHAPTER 11-(02)
09NOV2011

FIFTH DISTRICT INSTRUCTION MMS-PR-AUX (D5NR 16791)-A-CHAPTER 11-(02)

Subj: FIFTH DISTRICT NORTHERN REGION (D5NR) AUXILIARY POLICY MANUAL –
AVIATION PROGRAM

Ref: (a) Coast Guard Fifth District Northern Region Auxiliary Policy Manual, MMS-PR-AUX (D5NR 16791)-A-(series)
(b) Coast Guard Auxiliary Manual, COMDTINST M16790.1 (series)
(c) Coast Guard Auxiliary Operations Policy Manual, COMDTINST M16798.3 (series)
(d) Coast Guard Auxiliary Aviation Training Manual, COMDTINST M16798.5 (series)

1. **PURPOSE.** This manual outlines policies and procedures for the Coast Guard Auxiliary within Fifth District Northern Region (D5NR) per reference (a). The Auxiliary D5NR is comprised of Auxiliary units and the District Auxiliary staff in the state of Delaware, in areas of Pennsylvania and New Jersey that are within the Coast Guard Sector Delaware Bay area of responsibility. This manual supplements national level guidance provided by reference (b) and (c).
2. **ACTION.** Commanders, Commanding Officers, Officers in Charge, Director of Auxiliary and Auxiliarists within D5NR shall comply with the provisions of this instruction.
3. **DIRECTIVES AFFECTED.** The previous edition of the D5NR Policy Manual, MMS-PR-AUX (D5NR 16791)-A-CHAPTER 11-(01) is cancelled.
4. **DISCUSSION.** This manual has been revised due to recent changes in Coast Guard and Coast Guard Auxiliary. The D5NR Policy Manual (POLMAN) addresses policies and programs locally. It should be reviewed by regional Auxiliary leadership and referred to frequently for clarification and guidance, particularly in the support and execution of references (b) thru (c).
5. **CHANGES.** Recommendations for changes to this instruction are encouraged and forwarded to the Director of Auxiliary via the chain of leadership and management. A list of recent changes are included.
6. **PROCEDURES.** Official distribution of this manual will be via electronic copy to the Auxiliary Executive Committee (EXCOM) and e-mailed for distribution. An electronic version will be located at: <https://5nr.org/diraux-guidelines-policies-and-manuals/>

7. PRIVACY COMPLIANCE. When completed, the numerous forms identified or referred to in this instruction contain Personally Identifiable Information (PII). The Privacy Act of 1974, 5 U.S.C. 522a, mandates that agencies establish administrative, technical, and physical safeguards to ensure the integrity of records maintained on individuals. The Privacy Act also requires the protection against any anticipated threats which could result in substantial harm, embarrassment, or compromise to an individual. In order to maintain the public's trust and prevent privacy breaches, the Coast Guard has a duty to safeguard all types of PII in its possession. Unintended disclosure or compromise of an individual's PII constitutes a Privacy Incident and must be reported in accordance with COMDTINST 5260.5 (series), Privacy Incident Response, Notification, and Reporting Procedures for Personally Identifiable Information.
8. RESPONSIBILITY. Commander, Fifth Coast Guard District, Director of Auxiliary (dpa-n), is responsible for the content and upkeep of this instruction. Questions or concerns about this material contained in manual should be emailed to Director of Auxiliary (D5NR) at D05-SMB-NRDIRAUX@USCG.MIL
9. DISCLAIMER. This instruction is not a substitute for applicable legal requirements, nor is it itself a rule. It is intended to provide operational direction for Coast Guard personnel and is not intended nor does it impose legally-binding requirements on any party outside the Coast Guard.
10. RECORDS MANAGEMENT CONSIDERATIONS. All data and documents created for Coast Guard use and delivered to, or falling under the legal control of the Coast Guard are Federal records. Ensure that all records created as a result of processes described in this directive are maintained and disposed of in accordance with the Coast Guard Information and Life Cycle Management Manual, COMDTINST M5212.12 (series).
11. ENVIRONMENTAL ASPECT AND IMPACT CONSIDERATIONS. This directive will not have any of the following: significant cumulative impacts on the human environment; substantial controversy or substantial change to existing environmental conditions; or inconsistencies with Federal, State, or local laws or administrative determinations relating to the environment. All future specific actions resulting from general policies in this Manual must be individually evaluated for compliance with the National Environmental Policy Act (NEPA), Council on Environmental Policy NEPA regulations at 40 CFR Parts 1500-1508, DHS and Coast Guard NEPA policy, and compliance with all other environmental mandates.
12. FORMS AVAILABILITY. Most if not all required forms can be downloaded from the D5NR website. <https://5nr.org/member-links/d5nr-forms>, or may be ordered from the Auxiliary National Supply Center.

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V.L.TAYLOR-DAVIES
Commander, U.S. Coast Guard
Fifth Coast Guard District Northern Region

09 NOV 2021

Director of Auxiliary

Significant changes to the D5NR Policy Manual made in this revision:

Chapter 11 – AVIATION PROGRAM

1. Updated per MMS-PR-AUX(D5NR 16791)-A-03
2. Updated phone number

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CHAPTER 11

AVIATION PROGRAM

A. General. With the appropriate amount of advance notice, the Auxiliary aviation program is designed to provide dependable, qualified air personnel and aircraft to assist regional order issuing authorities in conducting various missions. Auxiliary aviation personnel are available to various units for the following missions:

1. Search and rescue (including first light searches).
2. Maritime homeland security multi-mission patrols.
3. Aids to Navigation (ATON) location.
4. Marine safety support.
5. Area familiarization flights.
6. Logistic support.
7. Post-storm contingency flights.
8. Very Important Person (VIP) and personnel transport.

B. District Aviation Program Staff Functions and Responsibilities.

1. Director of Auxiliary (DIRAUX). The DIRAUX can delegate to the Operations Training Officer or a member of DIRAUX staff for the following functions and responsibilities:
 - a. Administer enrollment of members and facilities in the aviation program.
 - b. Review and approve the Pre-Mishap Plan prepared by the District Flight Safety Officer (D-FSO).
 - c. Establish waiver guidelines for facilities and personnel.
 - d. Appoint Instructor Pilot (IP)'s and Flight Evaluator (FE)'s based on recommendations of District Staff Officer for Aviation (DSO-AV) and Air Station.
 - e. Set inspection deadlines and waiver polices for facilities.
 - f. Provide guidance and necessary assistance on damage claims.
 - g. Ensure program compliance with instructions/directives.
 - h. Provide administrative and policy guidance to Auxiliary program membership.
 - i. Oversee regional aviation training program.
2. District Aviation Board (DAB). The DAB will be comprised of the DSO-AV (Chairman), the Air Station Atlantic City Liaison Officer, the D-FSO, the Assistant District Staff Officer for Aviation Administration and Compliance (ADSO-AVA), the Assistant District Staff Officer for Aviation Operations (ADSO-AVO), the Assistant District Staff Officer for Aviation Training ADSO-(AVT), the Assistant District Staff Officer for Senior Air Observer (ADSO-SAO), the Senior Member of the Flight

Examination Board, District Directorate Chief of Response (DDC-R) , and the Operations Training Officer (OTO). Its functions and responsibilities are:

- a. Plan the regional aviation program, including recommended standards and practices to be followed.
 - b. Establish regional training program guidelines.
 - c. Review, modify as needed, and approve training programs proposed by the ADSO-AVT.
 - d. Establish and maintain qualifications, examinations and inspections for air crew and aircraft in Auxiliary flight activities to ensure safety and effectiveness.
 - e. Oversee and regularly review all aspects of the Auxiliary aviation program.
 - f. Review and act on recommendations and audit reports from the DSO-AV and the D-FSO.
3. Flight Examination Board (FEB). The FEB will be comprised of up to four senior FE's and a selected Observer. Pilots must be designated as Auxiliary IP's for at least six months before becoming a member of the FEB. One FE will be appointed as Senior Member of the FEB. Its functions and responsibilities are:
- a. Ensure adherence to standard operating procedures.
 - b. Provide evaluation of the air crew training program through the ADSO-AVT.
 - c. Monitor initial, upgrade, re-qualification and refresher training.
 - d. Enhance professional knowledge of pilots and observers.
 - e. Monitor and review status changes among pilots and observers.
 - f. Evaluate new pilots, observers and facilities for initial appointments and acceptance.
 - g. Act as the first level in the review process for air crew appeals of mandated changes in status and send appropriate recommendations to the DSO-AV for action.
 - h. Recommend appointments and changes regarding FE's and IP's to the DSO-AV.
4. District Staff Officer for Aviation (DSO-AV). The following functions and responsibilities apply:
- a. Serve as program manager for the D5NR aviation program.
 - b. Provide administrative oversight of all program activities.
 - c. At a minimum, remain qualified as air crew.
 - d. Coordinate flights and provide orders as issued by the order issuing authority (OIA).
 - e. Serve as Chairman of the DAB.
 - f. Recommend appointment and replacement of FE's and IP's to DIRAUX based on input from the FEB.
 - g. Oversee recruitment, appointment and acceptance of air crewmen, observers and facilities based on recommendations of the FEB.
 - h. Propose standards and qualifications.

- i. Liaison with the DDC-R and District Staff Officer for Operations (DSO-OP) as necessary concerning regional operations.
 - j. Liaison with District Staff Officer for Member Training (DSO-MT) as necessary concerning regional training.
 - k. Review aviation mishap reports.
 - l. Liaison with National staff, D5-Southern Region's DSO-AV, Coast Guard Air Station Atlantic City, CG Sectors/Sector Field Offices (SFO)s/Stations, and other regional and local public and private agencies.
 - m. Distribute aviation equipment for optimal use by regional Auxiliary facilities.
5. District Flight Safety Officer (D-FSO). The D-FSO shall operate under and report directly to the DCO on matters related to Flight Safety (working closely with the DSO-AV). The following functions and responsibilities apply:
- a. Responsible for flight safety for all aspects of the regional aviation program.
 - b. Implement and monitor the regional aviation safety program.
 - c. Implement aviation safety training in conjunction with the ADSO-AVT.
 - d. Advise the DSO-AV on effectiveness of the program.
 - e. Advise the DSO-AV and District Commodore (DCO) on all regional aviation safety matters.
 - f. Review results of the semi-annual audit conducted by the ADSO-AVO and provide appropriate input.
 - g. Prepare and implement a regional pre-mishap plan.
 - h. Serve as the Auxiliary Accident Investigation Representative on a District Mishap Board.
 - i. Serve as a member of the DAB.
6. Coast Guard Air Station Atlantic City Auxiliary Liaison Officer (AUXLO). The following functions and responsibilities apply:
- a. AUXLO shall be a designated Coast Guard Aviator.
 - b. Serve as unit point of contact for aviation program matters to DIRAUX, Auxiliary Sector Coordinator (ASC), and the DSO-AV.
 - c. Serve as an active member and mentor of the DAB.
 - d. Serve as an active member and consultant to the FEB.
 - e. Provide advice on current program procedures, techniques and trends.
 - f. Assist with training standardization for the aviation program.
 - g. Approve Auxiliary flight schedule through AIRSTA chain of command (approved no lower than the Operations Officer).
 - h. Generate or supervise the generation of patrol orders and approve reimbursement for all patrols.

7. Assistant District Staff Officer for Aviation Administration (ADSO-AVA). The following functions and responsibilities apply (appointed ADSOs shall determine how best to share these duties):
 - a. Provide administrative support to the DSO-AV and the aviation program.
 - b. Manage air crew and facility records in accordance with DIRAUX office requirements.
 - c. Track air crew and aviation data.
 - d. Maintain an updated list of equipment needs.
 - e. Track and account for aviation program equipment and ensure its timely certification, proper accountability and testing.
 - f. Liaison with Coast Guard Air Station Atlantic City and other units to obtain required equipment.
 - g. Serve as members of the DAB.

8. Assistant District Staff Officer for Operations (ADSO-AVO). The following functions and responsibilities apply:
 - a. Provide administrative support to the DSO-AV and the aviation program.
 - b. Plan and coordinate aviation operations.
 - c. Organize aviation assignments.
 - d. Maintain mission-ready resources.
 - e. Coordinate aviation resources to meet Coast Guard needs, as requested.
 - f. Liaison with the DSO-OP, the Air Station Atlantic City AUXLO, and respective Sector/SFO Operations Officers.
 - g. Serve as a member of the DAB.

9. Assistant District Staff Officer for Training (ADSO-AVT). The following functions and responsibilities apply:
 - a. Provide administrative support to the DSO-AV and the aviation program.
 - b. Develop, implement, and monitor training syllabi and regional training program.
 - c. Implement outreach programs that effectively train throughout the region.
 - d. Nominate IP's to the FEB to implement the training program.
 - e. Ensure that required check rides are conducted in accordance with re-certification requirements as defined by pertinent Commandant and District directives and other such requirements as may be established by the FEB and approved by the DAB.
 - f. Provide initial, upgrade, re-qualification, and refresher training syllabi and programs in concert with the ADSO-AVO.
 - g. Serve as a member of the DAB.

10. Flight Evaluator (FE). The following functions and responsibilities apply:
 - a. Execute policies and guidelines to ensure the aviation program is held to the highest standards.
 - b. Fulfill all requirements of an IP.
 - c. Remain current and qualified, as IP, for six months prior to designation as a FE or as recommended by the DSO-AV.
 - d. Complete a flight and ground syllabus prior to designation.
 - e. Complete a flight and ground check for the Senior Member of the FEB prior to designation.
 - f. Provide appropriate Search and Rescue (SAR) procedures flight syllabus evaluations and sign offs.
 - g. Conduct initial and annual facility inspections.
 - h. Evaluate and recommend pilots and observers for initial qualifications and currency maintenance, and recommend further training where appropriate.

11. Instructor Pilot (IP). The following functions and responsibilities apply:
 - a. Instruct as directed by the FE's or the DSO-AV.
 - b. Instruct in accordance with the IP syllabus.
 - c. Instruct in standardized initial and currency maintenance training as needed.
 - d. Instruct SAR procedures and any other specialized training required.
 - e. Ensure regional aviation program standards are maintained.
 - f. Remain qualified and current as an Aircraft Commander for six months prior to appointment or as determined by the DSO-AV.
 - g. Remain IP qualified and current.
 - h. Complete a flight/ground check for a member of the FEB prior to designation.
 - i. Conduct area familiarization training flights.
 - j. Complete an approved flight and ground syllabus prior to designation.
 - k. Remain thoroughly familiar with aircraft systems, equipment, normal and emergency procedures, and aircraft performance, under all conditions of flight for each aircraft in which instruction will be given.

12. Observer Instructor (OI). The following functions and responsibilities apply:
 - a. Instruct as coordinated by FE's or the DSO-AV.
 - b. Provide instruction in accordance with the OI syllabus.
 - c. Provide standardized initial and currency maintenance training as needed.
 - d. Provide SAR procedures observer instruction and other training.
 - e. Ensure regional aviation program standards are followed and maintained.
 - f. Remain Initial Trained (IT) qualified and current.
 - g. Complete a flight/ground check by a member of the FEB prior to designation.
 - h. Complete an approved flight and ground syllabus prior to designation.

- i. Conduct observer communication training and participate in area familiarization training flights.
- j. Conduct training on aviation and marine charts that meet program standards.
- k. Train observers to recognize restricted, prohibited and controlled air space.

C. Pilots' Qualifications and Re-Certification.

1. Pilots' Classification.

- a. There are three levels of qualifications in the Auxiliary aviation program: Aircraft Commander (AC), First Pilot (FP), and Co-Pilot (CP). The requirements for each of these levels can be found in sections C.2 (a) and C.2 (b) of this manual.

2. Entry Level Requirements – General.

- a. To qualify for any pilot designation, a member should be an owner or approved part-owner (i.e., at least 25% ownership) of an accepted air facility* offered for operational use. If a part-owner of an aircraft, the member must have a non-owner use letter on file with the DIRAUX office. Facilities may be flown on missions by qualified and current Auxiliary pilots who do not own the facility. The owner of this aircraft and current Auxiliary pilots who do not own the facility. The owner of this aircraft must submit a letter to the DSO-AV and the DIRAUX office approving the specific pilot(s) to act as the Pilot in Charge (PIC) on missions in the aircraft.

Aircraft must be a four place aircraft capable of carrying three average sized adults (weighing approximately 180 pounds each) and be instrument capable and certified. Required equipment includes but is not limited to the following: Shoulder harness and lap belt, two 720 frequency radios, Very High Frequency/Localizer Beam (VOR)/ (LOC), Glideslope, Global Positioning System (GPS), and Transponder. Additionally, an alternate power supply for a marine radio is required. It is also recommended that an exterior mounted marine radio antenna be in place. The aircraft also needs to be in compliance with all Federal Aviation Administration (FAA) regulations and published Airworthiness Directives (AD)'s. If additional personal survival equipment is required; such as, PFDs and PLBs, this may be provided by DIRAUX through the ADSO-AV.

- b. Prospective Auxiliary Air Operations pilots must submit their official FAA log book for inspection, complete the Air Operations Training course and pass the air operations qualification exam (Pilot) with a score of 90% or better. The examination, which is an open book test, is based on material provided in reference (d) and the Air Operations Policy Manual and the Air Operations Training Text. The exam, must be taken on-line through the National Testing Center website. In

addition, the applicant is required to fly two missions, as a trainee, for a total of 10 hours and complete a flight check ride with an FE.

- c. All qualifications (initial or subsequent) must be recorded on an Auxiliary National Supply Center 7015 (ANSC-7015) form and submitted to the DIRAUX office for filing on the member's record.

3. Entry Level Requirements – Specific.

a. Common Requirements for all three levels:

- (1) Hold an FAA license and have a Third Class (or higher) medical certificate.
- (2) Have maintained currency according to Federal Acquisition Regulation (FAR) 61.57.
- (3) Complete water survival and emergency egress training.
- (4) Log a minimum of 12 hours PIC (patrol or personal flying) every 12 months
- (5) Complete the Aviation Spatial Disorientation Course (AUX-18) and then redo every five years thereafter.
- (6) Complete the AUX-17 course every five years and a Crew Resource Management (CRM) seminar, annually.
- (7) Attend an Air Safety workshop, specifically for Auxiliary crewmembers, conducted by either a CG Air Station or an approved organization.
- (8) Complete the General Boating Safety Course Requirement.

b. Specific Requirements for each level:

(1) Co-Pilot (CP):

- a. Have accumulated 200 hours flight time as the Pilot in Command (PIC)

(2) First Pilot (FP):

- a. Have accumulated 500 hours flight time as PIC.
- b. Complete a SAR Procedures Flight Check (ANSC-7048) and a biennial SAR flight check thereafter.
- c. Fly 3 missions totaling 6 hours under orders every 12 months.
- d. Complete regional area familiarization.

(3) Aircraft Commander (AC):

- a. Must hold a current Instrument Rating License.
- b. Have accumulated 1,000 hours of flight time as a PIC.
- c. Complete a SAR Procedures Flight Check (ANSC-7048) and a biennial SAR flight check thereafter.

d. Act as the PIC on a minimum of three missions and six hours under orders each year.

(4) Pilot's re-qualification and Currency Maintenance.

- a. Pilot's re-certification, and currency maintenance shall be conducted by a qualified FE and recorded on an ANSC-7015. Members update their information and upload the completed forms into AUXDATA II. The upload should include current copies of the pilot's medical certificate, FAA pilot license, SAR Procedures Flight Check (aNSC-7048), biennial flight review, and the last two pages of the pilot flight logbook. The member, and subsequent approvers, select whom the system should notify next; for example, ADSO-AVM, DSO-AV, etc. until the form is received at DIRAUX.
- b. The member's qualification letter, certificate, and insignia should be issued by DIRAUX to the member via the appropriate District Captain for presentation at the next unit meeting. The DSO-AV, ADSO-AVM, and FC can retrieve a copy of the letter from AUXDATA II, if needed.
- c. Members who offer and gained approval of their aircraft as air facilities through DIRAUX should be issued the appropriate decal.
- d. The annual pilot currency maintenance period begins on October 1 for the new calendar year and should be completed by February 1. Patrol orders will not be issued after January 1 unless the pilot has been certified as current for that year.
- e. Pilots, like all Auxiliarists in operational programs, are responsible for ensuring their currency maintenance is properly completed and remains up-to-date. Pilots who do not fly the prescribed hours or satisfy other Auxiliary flight currency maintenance requirements, during a given year, will be reverted to the next lowest qualification level until completion of all maintenance and recertification requirements.
- f. Currency maintenance must be accomplished by completing a check flight with an authorized FE. If attempting to re-gain the previous level of pilot currency, the pilot will regain former Auxiliary flight status if a favorable examination flight takes place within 90 days of loss of status and is ultimately approved by DIRAUX. If more than 90 days pass before completion, then the pilot will have to re-qualify. Requests for waiver of currency maintenance time requirements may be submitted to the DIRAUX office via the DSO-AV for endorsement. All such waivers must be made in a timely fashion as soon as the member becomes aware of the likelihood that they will not meet normal time requirements and under no circumstance any later than the 90-day period after normal currency maintenance expiration.
- g. In addition to annual currency maintenance requirements, all Auxiliary pilots are required to undergo re-certification check ride every two years.

The check ride will include a review of all requirements of the pilot's rating by an FE who will inform the DIRAUX office and the DSO-AV of the pilot's status upon completion.

- h. For AC's and FP's, the SAR check ride may be included in this flight. The ANSC-7015 form will be used to document this event. A SAR Procedures Flight Check form (ANSC-7048) must be used for the SAR portion of the check ride. Included in the check ride, the pilot must be able to demonstrate and instrument approach, a hold, and any item included as part of an FAA instrument competency check. The pilot must also demonstrate full use of the airplane's equipment including setting up a SAR point and pattern and then fly the designated SAR procedure.

4. Non-Pilot Qualification and Currency Maintenance.

a. Air Observer (AO).

- (1) Auxiliarists wishing to participate as AO's in the aviation program must complete the Air Operations Training course and pass the Auxiliary AO examination with a score of 90% or better. The examination, which is an open book test, may be taken on-line through the Auxiliary National Testing Center. Additionally, the member must complete all requirements identified on the ANSC-7015 form.
- (2) Upon completion by an FE, the ANSC-7015 form shall be forwarded to the DSO-AV for endorsement and forwarding to the DIRAUX office for approval. A letter of qualification will be issued to the member with copies to the member's FC, DSO-AV and ADSO-AVM. The member's certificate shall be forwarded to the FC for presentation.
- (3) As part of the qualification, AO's must successfully complete the General Boating Safety Course Requirement.

b. Air Crew.

- (1) If a member qualifies as an AO and desires to move on to the level of Air Crew, the DSO-AV is authorized to approve the member's request to so qualify. Such requests should be submitted to the DSO-AV using the Air Crew Application form (ANSC-7043).
- (2) Trainees must pass the Pilot's qualification exam with a score of 90% or better. The examination, which is an open book test may be taken on-line through the Auxiliary National Testing Center. Additionally, the member must complete all requirements identified on the ANSC-7015 form.

- (3) Regarding the FAA Third Class medical certificate, once the DSO-AV receives a copy of the medical certificate, the member will be sent the Air Crewman training syllabus. That training must be provided by an Aircraft Commander or First Pilot (FP).
- (4) Upon completion by an FE, the ANSC-7015 form shall be forwarded to the DSO-AV for endorsement and forwarding to the DIRAUX office for approval. A letter of qualification will be issued to the member with copies to the member's FC, DSO-AV and ADSO-AVM. The member's certificate and insignia, as appropriate, shall be processed similarly to coxswain qualification, namely routed through the respective RCO for coordination of presentation.
- (5) As part of qualification, AM's must successfully complete the General Boating Safety Course Requirement.
- (6) Auxiliarists must also demonstrate the ability to navigate from a current FAA sectional chart. The individual must also demonstrate competence in FAA radio communications.

D. Facility Administration. Aircraft facilities may be initially inspected at any time during the year. Once inspected, each Aircraft facility must be re-inspected within 12 months from the date of acceptance by DIRAUX. AUXDATA II will issue an e-mail reminder to facility owners approximately 30 days in advance of expiration). Inspections must be performed by an FE in accordance with Chapter 6 and routed through the DSO-AV for review before forwarding to the DIRAUX office for approval.

E. Designations and General Administration.

1. DIRAUX will designate all pilots, AO's and AM's.
2. The ADSO-AVA shall maintain a flight record for each designated aviation program member. Members are responsible for providing required flight record documents during initial qualification and annually for currency maintenance requirements. The record must contain copies of the following items:
 - a. FAA Pilot's License.
 - b. FAA Medical Certificate (current within 24 months).
 - c. SAR Procedures Check Flight.
 - d. Biennial Flight Review (within 24 months).
 - e. Annual Auxiliary Flight Requirements Summary.
 - f. Last two pages of the pilot flight log book.

3. The aviation program is administered by its own operation's branch (AV) within the Chain of Leadership and Management, and like all the other Auxiliary programs, its members are expected to report and communicate within it. This does not imply that it is an autonomous or independent branch; on the contrary, it is expected to interact and cooperate with the other District Auxiliary programs in support of Coast Guard missions.

F. VIP and Personnel Transport Support Missions.

1. VIP and personnel transport missions conducted by Auxiliary aviation assets, are often more cost effective than commercial or Coast Guard assets. In many instances, the flight may be the first and only exposure VIPs and Coast Guard personnel have with members of the Auxiliary, so every effort should be made to make the experience a positive one.
2. Planned schedules must be observed. Ensure early arrival at the departure point to conduct a preflight check and other required tasks before arrival of the pertinent party. The same procedure for the destination, the disembarkation point or Fixed Based Operator (FBO) should be known well in advance (preferably before departure) to avoid unnecessary delays. The pilot in Command should be familiar with the airport layout or diagram to allow for a smooth taxi to the designate gate or disembarkation point. Whenever possible, the aircraft should be brought to a stop with the deplaning door facing the reception personnel. When practicable, the ranking officer should be the last to enter the aircraft and the first to disembark.
3. No personnel shall disembark while any engines are still running.
4. Before boarding, ensure all passengers are acquainted with the emergency equipment and egress procedures.
5. In-flight maneuvers should be kept to a minimum and made as smooth as possible. What may be normal for an aviator may be uncomfortable for a passenger. Descents and approaches should be made gradually and harsh touchdowns and taxis must be avoided.
6. Pilots on any VIP or personnel transport flight shall be instrument rated and must file appropriate flight plans with the FAA.

All such missions shall be performed in strict accordance with current Auxiliary flight policies as defined by pertinent instructions issued by Coast Guard Headquarters and the Fifth Coast Guard District.

G. Chain of Leadership / Communications Flowchart

**District 5NR
AUXILIARY AVIATION PROGRAM
Chain of Leadership / Communications
Flowchart**

= Required
 = Vacant

