U.S. Department of Homeland Security

United States Coast Guard

AUXILIARY OPERATIONS POLICY MANUAL

COMDTINST M16798.3E

"Proud Traditions – Worthy Missions"

U.S. Department of Homeland Security
United States Coast Guard

Commandant
United States Coast Guard

2100 Second Street SW
Washington, DC 20593-0001
Staff Symbol: G-OCX
Phone: (202) 267-1001

COMDTINST M16798.3E

APR - 5 2005

COMMANDANT INSTRUCTION M16798.3E

Subj: AUXILIARY OPERATIONS POLICY MANUAL

1. PURPOSE. This Manual applies to all members of Coast Guard Forces who are involved with Coast Guard Auxiliary Operations, including Auxiliarists, military and civilian personnel.

2. ACTION. Area and district commanders, commanders of maintenance and logistics commands, commanding officers of headquarters units, assistant commandants for directorates, Judge Advocate General, and special staff offices at Headquarters shall ensure all Auxiliarists, all Directors of Auxiliary, and any military or civilian Coast Guard members who are involved with Auxiliary operations become thoroughly familiar with this Manual. Internet release authorized.

3. DIRECTIVES AFFECTED. The previous edition of the Auxiliary Operations Policy Manual, COMDTINST M16798.3D, is hereby canceled and should be recycled.

4. DISCUSSION. This Manual outlines policies and procedures necessary for effective operation of the Coast Guard Auxiliary. The Coast Guard Auxiliary has been a critical part of the Coast Guard's historic transition to the Department of Homeland Security (DHS), and the Auxiliary now assumes the role and responsibility as the Department's lead organization of dedicated volunteers. This Manual further helps set the course for the ready, reliable, and relevant Auxiliary operational support to the full spectrum of Coast Guard missions, both traditional and new, and in a different and far more complex maritime security environment. This new Auxiliary Operations Policy Manual should be reviewed in its entirety.

DISTRIBUTION – SDL No.142

	a	b	c	d	e	f	g	h	i	j	k	l	m	n	o	p	q	r	s	t	u	v	w	x	y	z
A	1	1	1	1	1	1	1		1	1		1	1	1	1	1	1		1		1					
B	30	8	10	1	2	1	1	2	1	2	1	6	2	5	1	3	1	5		3	1	1	3	1	1	1
C	3	2	2	2	2				1	1	2	1	1	3		1	1			1			1			2
D	1	1		3				1					1						3							1
E			1		1	1	1		1	10	10	10		1	3		2		1	1			1	1		
F																	1	1								
G		1	1	1	1																					
H																										

NON-STANDARD DISTRIBUTION: See page three

5. MAJOR CHANGES. This Manual represents a major revision of the previous *Auxiliary Operations Policy Manual* promulgated May 1996. Due to the extensive changes, units are encouraged to conduct a thorough review of the Manual. This edition of the Manual contains the following significant policy changes:

   a. Improved format of entire manual to facilitate ease of use, including utilizing information mapping features, and reorganizing text.

   b. Replaced "on orders" and "under orders" with "assigned to duty" when appropriate.

   c. Developed Foreword for users.

   d. Updated verbiage to include facilities owned by Corporations (*Chapter 1*).

   e. Improved policy regarding catastrophic failure of an Auxiliary facility (*Chapter 2*).

   f. Improved clarity of Auxiliary Ensign, patrols sign, and flag display images (*Chapter 3*).

   g. Removed current and past Flag officer definitions (*Chapter 3*).

   h. Updated air operations policy on blood donation (*Annex 1*).

   i. Added air intercept mission requirements (*Annex 1*).

   j. Modified Telecommunications Annex with updated requirements and terminology (*Annex 4*).

   k. Inserted copy of the Aviation Risk Assessment Matrix (*Appendix D*).

   l. Developed new appendix with updated copies of forms (*Appendix E*).

   m. Developed new appendix with quick reference information (*Appendix F*).

   n. Developed new appendix with Auxiliary station establishment guidance (*Appendix G*).

   o. Inserted new appendix containing the *Auxiliary Aviation Program,* COMDTINST 16798.1 (series) (*Appendix H*).

   p. Developed new appendix with engine stop policy when embarking or disembarking passengers or crew (*Appendix I*).

   q. Developed new glossary appendix and inserted terms and definitions from various chapters, appendixes, and annexes and inserted additional terms and definitions (*Appendix K*).

   r. Developed list of acronyms (*Appendix L*).

6. ENVIRONMENTAL ASPECT AND IMPACT CONSIDERATIONS. Environmental considerations were examined in the development of this directive and have been determined to be not applicable.

7. RESPONSIBILITY. Commandant (G-OCX-2) is responsible for the content and upkeep of this Manual. Questions or concerns about this material contained in this Manual should be addressed to Commandant (G-OCX) at (202) 267-1001.

8. FORMS/REPORTS. The forms mentioned in this Manual are listed in Appendix E and most are stocked at the Auxiliary National Supply Center. All forms are made available to any Auxiliarist through the Flotilla Staff officer - Materials (FSO-MA) or secondarily, the local Director of Auxiliary. Many of the forms are also available on the World Wide Web at the following address: http://www.uscgaux.org/~forms/forms.html.

R. D. SIROIS
Assistant Commandant for Operations

NON-STANDARD DISTRIBUTION:

All Auxiliary Operators
All Flotilla Commanders
State Boating Law Administrators
Civil Air Patrol Headquarters (6 copies)
U.S. Power Squadron (2 copies)
National Ocean Survey (2 copies)
Auxiliary National Supply Center (3 copies)

Foreword

From the Chief Director and National Commodore:

The U.S. Coast Guard recognizes and highly respects all Auxiliarists who so generously donate their skills, time, and resources to support the full spectrum of Coast Guard operations and operational support missions. As such, the U.S. Coast Guard takes great pleasure in presenting the Auxiliary Operations Policy Manual to the volunteers of the U.S. Coast Guard Auxiliary. This manual serves as the primary policy guide for the operations programs within the Auxiliary.

Countless hours of dedicated Auxiliary, civilian, and active duty time, and remarkable effort went into the research and construction of this manual. Our hope is that this manual provides clear, well-organized guidance, and serves as an enabler to maximize Auxiliary resources in safe, efficient, and productive support of the dynamic and challenging missions of the U.S. Coast Guard. With our move into the Department of Homeland Security, the emphasis on Maritime Domain Awareness and Ports, Waterways, and Coastal Security has never been greater. Now and as never before, the Auxiliary is a vital, trusted, and integral component of "Coast Guard Forces." We wish you the best that your membership in the U.S. Coast Guard Auxiliary and your service to the U.S. Coast Guard and the American people have to offer.

Thank you for your continued support! Keep up the great work!

Mikeal S. Staier
Operations Division Chief (G-OCX-2)
Lieutenant Commander, U.S. Coast Guard

Linda A. Nelson
Department Chief, Operations
U.S. Coast Guard Auxiliary

Barry P. Smith
Chief Director, Auxiliary (G-OCX)
Captain, U.S. Coast Guard

Gene M. Seibert
National Commodore
U.S. Coast Guard Auxiliary

RECORD OF CHANGES

CHANGE NUMBER	DATE OF CHANGE	DATE ENTERED	ENTERED BY

Table of Contents

CHAPTER 1 USE OF AUXILIARY 1-1
Section A. Scope and Purpose of the Auxiliary 1-3
A.1. Mission 1-3
A.2. Authority 1-3
A.3. Operational Use 1-3
A.4. Eligibility 1-4
A.5. Organization 1-5
Section B. Facility Ownership 1-7
B.1. Auxiliarist Owned Facilities 1-7
B.2. Government Owned Facilities 1-7
B.3. Facilities Owned by Corporations or Partially Owned by Auxiliarists 1-8
Section C. Offer and Acceptance of Facilities 1-9
C.1. Offer for Use Form 1-9
C.2. Non-Owner Use of Facility 1-9
C.3. Copies or Summaries of Offer for Use Form 1-9
C.4. Unacceptable Facilities 1-9
Section D. Coast Guard Custody/Control of Auxiliary Facilities 1-11
D.1. Owner not Onboard 1-11
D.2. Emergency Situations 1-11
D.3. Facility Survey and Inventory 1-11
D.4. Coast Guard Service 1-11
D.5. Joint Survey Upon Return 1-12
Section E. Facility Inspection 1-13
E.1. Inspection Prior to Coast Guard Custody 1-13
E.2. Vessels 1-13
E.3. Vessel Equipment Requirements 1-13
E.4. Aircraft 1-13
E.5. Radios 1-13
Section F. Auxiliary Unit Vessel Requirements 1-15
F.1. Authorized Missions 1-15
F.2. Marking Requirements 1-15
F.3. Liability Protection 1-15
F.4. Call Signs 1-15
F.5. Facility Status 1-15
F.6. Operational Limitation Standards 1-16
F.7. Required Published Guidance 1-16
F.8. Electronic Equipment 1-16
F.9. Coast Guard Duty 1-16
Section G. Responsibilities of Directors 1-17
G.1. Special Purpose Facilities 1-17
G.2. SAR Assistance Policy 1-17
G.3. Certifications 1-17
G.4. Facility Inspection and Offer for Use Form 1-17
G.5. Aviation Program 1-17
G.6. Re-Delegation of Authority 1-17

Section H. Responsibilities of the Order-Issuing Authority 1-19
H.1. Auxiliary Capabilities 1-19
H.2. Call-Out List 1-19
H.3. Orders 1-19
H.4. Proper Uniform 1-19
H.5. Personal Protective Equipment 1-19
H.6. Crew Fatigue 1-19
H.7. Operational Limitation Standards 1-19
H.8. Re-Delegation of Authority 1-19
Section I. Responsibilities of Facility Owners 1-21
I.1. Facility Inspection Cycle 1-21
I.2. Proof of Ownership 1-21
I.3. Facility Maintenance 1-21
I.4. Significant Changes in Status 1-21
I.5. Selling the Facility 1-21
I.6. Operational Limitations 1-21
I.7. Aborted Missions 1-21
Section J. Responsibilities of Facility Operators 1-23
J.1. Crew 1-23
J.2. Personal Protective Equipment 1-23
J.3. Kill Switch 1-23
J.4. Patrol Orders 1-23
J.5. Crew Capability 1-23
J.6. Crew Fatigue 1-23
J.7. Mission Requirements 1-23
J.8. Risk Management 1-23
J.9. Aborted Missions 1-23
Section K. Responsibilities of Auxiliary Staff Officers 1-25
K.1. Functional Supervision and Oversight 1-25
K.2. Directives Compliance 1-25
K.3. Aborted Missions 1-25
K.4. Non-Operational Facilities 1-25
Section L. Physical Requirements 1-27
L.1. Health Concerns 1-27
L.2. Supplementing Active Duty Crews 1-27
L.3. Auxiliary Aviators 1-27
L.4. Director Responsibility 1-27
L.5. Crew of Coast Guard Owned Boats Authorized for Auxiliary Use 1-27
Section M. Crew Certification 1-29
M.1. Crew Position 1-29
M.2. Currency Maintenance 1-29
M.3. Failure to Complete Currency Maintenance 1-29
M.4. Voluntary Downgrade 1-29
M.5. Coast Guard Certification 1-29
Section N. Minimum Crew Requirements 1-31
N.1. Aircraft 1-31
N.2. Boats 1-31
N.3. Personal Watercraft 1-31
N.4. Waivers 1-31

N.5. Additional Requirements 1-31
CHAPTER 2 OPERATIONS PROGRAM ADMINISTRATION 2-1
Section A. Orders 2-3
A.1. Written Orders 2-3
A.2. Verbal Orders 2-5
A.3. Non-Reimbursable Orders 2-5
A.4. Reimbursable Orders 2-5
A.5. Personal Services 2-6
A.6. Appropriate Orders 2-6
A.7. Operational Activities Not Requiring Orders 2-6
A.8. Contingency ("Pocket") Orders 2-7
Section B. Operational Training 2-9
B.1. Boat Crew 2-9
B.2. Air Crew 2-9
B.3. Communications Watchstander 2-9
B.4. International Search and Rescue School 2-9
B.5. Coast Guard Correspondence Courses 2-9
B.6. Experiential Training 2-9
B.7. Operations Workshops 2-10
Section C. Equipment Support 2-11
C.1. Loaned Equipment 2-11
C.2. Typical Items Provided 2-11
C.3. Standard Auxiliary Maintenance Allowance 2-12
C.4. Reimbursement Rate 2-12
Section D. Mishap Reporting, Damage Claims, and Personal Injury 2-13
D.1. Mishap Reporting 2-13
D.2. Damage Claim Procedures 2-13
D.3. Facilities and Equipment Eligible for Damage Claims 2-14
D.4. Catastrophic Failure 2-14
D.5. Gross Negligence 2-14
D.6. Results of Claim Investigation 2-15
D.7. Written Explanation of Denial 2-15
D.8. Auxiliary Investigators 2-15
D.9. Loss or Damage to Personal Property 2-15
D.10. Personal Injuries 2-16
D.11. Third Party Claims 2-16
D.12. Civil or Criminal Charges 2-17
Section E. Additional Administrative Items 2-19
E.1. Security Clearances 2-19
E.2. Forms 2-19
E.3. Solicitations, Gifts, and Donations 2-19
CHAPTER 3 FLAGS, SIGNS, INSIGNIA, AND MARKINGS 3-1
Section A. Flags 3-3
A.1. Authorization 3-3
A.2. National Ensign 3-3
A.3. Coast Guard Ensign 3-3
A.4. Union Jack 3-4
A.5. Auxiliary Ensign 3-4

A.6. Auxiliary Patrol Ensign 3-5
A.7. Auxiliary Leader Flags 3-6
A.8. Auxiliary Ensign Displayed by Coast Guard Units 3-6
A.9. Auxiliary Ensign Displayed by Auxiliary Land Facilities 3-6
A.10. Flag Display 3-6
A.11. National Ensign Notes 3-7
A.12. Auxiliary Ensign Notes 3-7
A.13. Auxiliary Patrol Ensign Notes 3-8
A.14. Auxiliary Leader Flag Notes 3-8
Section B. Patrol Signs 3-13
B.1. Surface Facility Patrol Signs 3-13
B.2. Vessel Control Signs 3-15
B.3. Mobile Unit Patrol Signs 3-15
B.4. Commercial Advertisements/ Identification 3-16
Section C. Decal Insignia 3-17
C.1. Surface Facilities 3-17
C.2. Non-Operational Facilities 3-17
C.3. Special Purpose Facilities 3-17
C.4. Radios 3-17
C.5. Aircraft 3-17
Section D. Air to Surface Marking and Coast Guard Identification Insignia 3-19
D.1. Air to Surface Marking 3-19
D.2. Coast Guard Identification Insignia 3-20
Section E. Surface to Air Recognition Banner 3-21
E.1. Purpose 3-21
E.2. Use 3-21
E.3. Construction 3-22
Section F. Auxiliary Markings 3-23
F.1. Mandatory Markings 3-23
F.2. Optional Markings 3-23
F.3. Coast Guard Owned and Commercially Maintained Boats 3-23
F.4. Vehicle Markings 3-24
CHAPTER 4 OPERATIONAL ACTIVITIES 4-1
Section A. Ordered Operational Patrol Missions 4-3
A.1. Patrol by Vessel or Aircraft 4-3
A.2. Patrol by Land Mobile Facility 4-3
A.3. Communication 4-3
A.4. Reporting Requirements 4-3
A.5. Alternate Communications Plan 4-4
A.6. Coxswain Responsibility 4-4
A.7. Maritime Domain Awareness 4-4
A.8. Multi-Mission Patrols 4-4
A.9. SAR Call-Out 4-6
A.10. Regatta Support 4-6
A.11. Safety Zone Support 4-6
A.12. Security Zone Support 4-6
A.13. Exercise Support 4-6
A.14. Reporting Missions 4-7

A.15. Surface Operational Mission Requirements....4-7
A.16. Logistics Missions....4-8
A.17. Missions in State Waters....4-8
Section B. Operational Support Missions....4-9
B.1. Examples of Operational Support Missions....4-9
B.2. Requirements for Coast Guard Support....4-9
Section C. Missions Not Under Orders....4-11
C.1. Good Samaritan....4-11
C.2. Auxiliary Actions....4-11
Section D. Facility Readiness Status....4-13
D.1. ALPHA Status....4-13
D.2. BRAVO Status....4-13
D.3. CHARLIE Status....4-13
Section E. Operational Guidelines....4-15
E.1. Law Enforcement/ Firearms....4-15
E.2. Detection and Monitoring of Unusual Events/Scenarios....4-16
E.3. Coast Guard Personnel on Auxiliary Facilities....4-16
E.4. Auxiliarists on Coast Guard Units....4-18
E.5. Use of Government Vehicles....4-19
E.6. Jurisdiction....4-19
E.7. Foreign Waters....4-19
E.8. Crew Fatigue....4-20
E.9. Maritime SAR Assistance Policy....4-21
E.10. Emergency Medical Response....4-23
E.11. Towing Lights....4-24
E.12. Public Safety Vessel ID Light....4-24
E.13. Personal Flotation Device....4-25
E.14. Survival Equipment....4-26
E.15. Hypothermia Protective Clothing....4-26
E.16. Bloodborne Pathogen Protective Clothing....4-28
E.17. Operational Support Equipment....4-28
E.18. Guests/ Passengers on Auxiliary Facilities....4-29
E.19. Entering the Water....4-29
E.20. Surf Zones....4-29
E.21. Pregnancy....4-29
E.22. Alcohol and Drug Use....4-30
E.23. Toxicological Testing....4-30
CHAPTER 5 ADDITIONAL AUTHORIZED MISSIONS AND ACTIVITIES....5-1
Section A. Disaster Relief....5-3
A.1. Auxiliary Assistance....5-3
A.2. Emergency Plans....5-3
Section B. Auxiliary Stations and Detachments....5-5
B.1. Stations....5-5
B.2. Detachments....5-5
Section C. Adoption of Coast Guard Owned Lighthouses....5-7
C.1. Auxiliarists vs. Private Citizens....5-7
C.2. Policy....5-7
Section D. Foreign Travel....5-9

D.1. Risk Assessment 5-9
D.2. Requirements 5-9

ANNEX 1 FLIGHT OPERATIONS A1-1

Section A. Authority for Flights A1-3
A.1. Orders A1-3
A.2. Command of Aircraft A1-3
A.3. Pilot Responsibilities A1-3
A.4. Training Missions A1-3

Section B. Air Crewmember Fatigue/Physical Requirements A1-5
B.1. Medical Certification A1-5
B.2. Fatigue Standards A1-5
B.3. Application A1-5
B.4. Crew Mission Time A1-6
B.5. Mission Scheduling Limitations A1-6
B.6. Crewmember Responsibility A1-6
B.7. Alcohol Consumption A1-6
B.8. Medication A1-6
B.9. Flight Restrictions Following Blood Donations A1-7
B.10. Hypobaric Exposure A1-7
B.11. Pregnancy A1-8

Section C. Safety Devices and Rescue Equipment A1-9
C.1. Lap Belts and Shoulder Harnesses A1-9
C.2. Facility Equipment A1-9

Section D. Personal Protective Equipment A1-11
D.1. Helmets A1-11
D.2. Hearing Protection A1-11
D.3. Personal Flotation Equipment A1-11
D.4. Survival Equipment A1-11
D.5. Emergency Position Indicating Radio Beacon A1-12
D.6. Flight Clothing A1-12
D.7. Anti-Exposure Garments A1-12
D.8. Undergarments A1-13

Section E. Passenger and Cargo Transportation Flights A1-15
E.1. Passenger Transportation A1-15
E.2. VIP Transportation A1-15
E.3. Cargo Authorization A1-15

Section F. Flight Plans A1-17
F.1. Flight Plans A1-17
F.2. Call Signs A1-17
F.3. Military Airfield Clearance A1-17
F.4. Preflight Activities A1-18

Section G. Aircraft Traffic Rules A1-21
G.1. Non-Compliance with FAR 91.119 and 91.159(a) A1-21
G.2. Annoyance to Persons and Endangering Property A1-21
G.3. Transponder Codes A1-21
G.4. Airspace Regulations A1-21
G.5. Violation of Flight Regulations A1-22
G.6. Position Reporting Requirements A1-22

Section H. General Precautionary Rules A1-23
H.1. Fuel Reserve A1-23
H.2. Turbulence/Icing A1-23
H.3. Beach Landings A1-23
H.4. Water Landings A1-23
H.5. Offshore Operation A1-23
H.6. Formation Flying A1-23
H.7. Aerial Deliveries A1-23
Section I. Flight Environment A1-25
I.1. Minimum Crew A1-25
I.2. Night or IMC Operational Missions A1-25
I.3. Night/IMC Logistics Missions A1-26
I.4. Night/IMC Altitude Restrictions A1-26
I.5. Pilots for Special Missions A1-26
I.6. Authorization A1-27
I.7. Patrol Missions A1-27
Section J. Air Intercept Exercise Support Mission Requirements A1-29
J.1. Crewing A1-29
J.2. Facility Requirements A1-29
J.3. Briefing A1-29
J.4. Weather A1-30
J.5. Mission Altitudes A1-30
J.6. Training Requirements A1-30
J.7. Responsibility A1-30
J.8. Security A1-30

ANNEX 2 AIR CREW QUALIFICATION AND TRAINING A2-1
Section A. Authorized Missions A2-3
A.1. Co-Pilot A2-3
A.2. First Pilot A2-3
A.3. Aircraft Commander A2-3
A.4. Instructor Pilot A2-3
A.5. Flight Examiner A2-3
Section B. Pilot Qualifications A2-5
B.1. Pilot Qualifications A2-5
B.2. Air Crew Qualifications A2-6
B.3. Observer Qualifications A2-7
Section C. Certification and Currency Maintenance Requirements A2-9
C.1. Certification A2-9
C.2. Auxiliary Pilots, Aircrew, and Observers A2-9
C.3. Auxiliary Pilots A2-10
C.4. Co-Pilot A2-10
C.5. First Pilots A2-10
C.6. Aircraft Commanders A2-11
C.7. Instructor Pilots/Flight Examiners A2-11
C.8. Additional Required Pilot Training A2-11
C.9. Air Crew A2-11
C.10. Observers A2-11
C.11. Failure to Maintain Currency A2-11

Section D. Aircraft Facility Inspections **A2-13**
D.1. Annual Inspection A2-13
D.2. Authorized Inspectors A2-13
D.3. Unauthorized Inspections A2-13
D.4. Requirements A2-13
D.5. All Aviation Personnel A2-13

ANNEX 3 AVIATION SAFETY PROGRAM **A3-1**
Section A. Background **A3-3**
A.1. Scope/Authority A3-3
A.2. Program Goal A3-3
A.3. Focus A3-3
A.4. Responsibility A3-3
Section B. Organization **A3-5**
B.1. Coast Guard Headquarters A3-5
B.2. Coast Guard Auxiliary A3-6
Section C. Mishaps **A3-9**
C.1. Pre-Mishap Planning A3-9
C.2. Class A and B Mishaps A3-9
C.3. Class C, D, and E Mishaps A3-10

ANNEX 4 TELECOMMUNICATIONS **A4-1**
Section A. Auxiliary Communications Network **A4-3**
A.1. Purpose A4-3
A.2. Radio Equipment A4-3
Section B. Administration **A4-5**
B.1. District Commander Responsibilities A4-5
B.2. Director Responsibilities A4-5
B.3. Branch Chief Responsibilities A4-6
B.4. Decal Display A4-6
B.5. Motor Vehicles A4-6
Section C. Radio Facilities **A4-7**
C.1. Director Acceptance of Auxiliary Radio Facility A4-7
C.2. Facility Operators A4-7
C.3. Equipment Capabilities A4-7
C.4. Authorized Operation for Radio Facilities A4-8
C.5. Authorized Operation for Vessel and Aircraft Facilities A4-8
C.6. Portable Radios A4-8
C.7. FCC License A4-8
C.8. Owner or Operator Qualifications A4-9
C.9. Auxiliary Communications Watchstanders A4-9
C.10. Auxiliary Unit Owned Radio Station A4-10
C.11. Technical Requirements A4-10
Section D. Inspections **A4-13**
D.1. Initial Inspection A4-13
D.2. Permanently Installed Equipment A4-13
D.3. Owner Responsibility A4-13
D.4. Non-Authorized Inspectors A4-13
D.5. Land Mobile Owners A4-13
D.6. Inspection Procedure A4-14

Section E. Radio Call Signs A4-15
E.1. Authorization A4-15
E.2. Designations A4-15
Section F. Radio Logs A4-17
F.1. Requirements A4-17
F.2. Public Availability A4-17
F.3. Files A4-17
F.4. Interference A4-17
Section G. Authorized/Required Frequencies and Radiotelephone Communications A4-19
G.1. Assistance to Non-Coast Guard Agencies A4-19
G.2. Frequency Requests A4-19
G.3. Surface Facilities A4-19
G.4. Air Facilities A4-19
Section H. Reporting Radio Violations A4-21
H.1. Recordings A4-21
H.2. Violation Reports A4-21
H.3. Information A4-21
H.4. Testifying A4-21
ANNEX 5 MARINE SAFETY AND SECURITY A5-1
Section A. Auxiliary Marine Safety and Security Support A5-3
A.1. Goals and Objectives A5-3
A.2. Marine Environmental Safety and Security A5-3
A.3. Waterways Management A5-3
A.4. Regional Exam Center Support A5-3
A.5. Auxiliary Specific Personal Qualification Standards Program A5-3
Section B. Auxiliary Trident Program A5-5
B.1. Program Goal A5-5
B.2. PQS Availability A5-5
Section C. Auxiliary Commercial Fishing Vessel Safety Program A5-7
C.1. Program Goal A5-7
C.2. Program Information A5-7
Section D. Environmental Protection A5-9
D.1. Sea Partners A5-9
D.2. Aquatic Nuisance Species Mitigation A5-9
D.3. Good Mate Program A5-10
D.4. Clean Marina Programs A5-10
D.5. Marine Mammal Monitoring A5-10
D.6. Pollution Investigation and Response A5-11
Section E. Incident Command System A5-15
E.1. Manageable Incidents and Events A5-15
E.2. Online Training A5-15
APPENDIX A CORPORATE OWNERSHIP FORMAT – SAMPLE A-1
APPENDIX B MULTIPLE OWNERSHIP FORMAT – SAMPLE B-1
APPENDIX C FAA FAR EXEMPTION MEMORANDUM C-1
APPENDIX D AVIATION RISK ASSESSMENT MATRIX D-1

APPENDIX E STANDARD FORMS E-1

APPENDIX F QUICK REFERENCE F-1

Phone Numbers F-3
Web Sites F-3

APPENDIX G AUXILIARY STATION ESTABLISHMENT GUIDANCE G-1

Section A. Auxiliary Stations G-3
A.1. Local Notice to Mariners G-3
A.2. Prohibited Functions G-3
A.3. Required Actions by the Director G-3
A.4. Required Actions by the Operational Commander G-4
Section B. Auxiliary Detachments G-5
B.1. Auxiliarist Participation G-5
B.2. Local Notice to Mariners G-5
B.3. Real Property Licensing Authority G-5
B.4. Required Actions G-5

APPENDIX H AUXILIARY AVIATION PROGRAM INSTRUCTION H-1

APPENDIX I ENGINE STOP POLICY WHEN EMBARKING OR DISEMBARKING PASSENGERS OR CREW I-1

APPENDIX J AUTHORIZED/REQUIRED FREQUENCIES J-1

J.1. Authorized Frequencies J-3
J.2. Required Frequencies J-5
J.3. Maritime Mobile Service Identity J-7

APPENDIX K GLOSSARY K-1

APPENDIX L LIST OF ACRONYMS L-1

INDEX INDEX-1

List of Figures

Figure 3-1 Auxiliary Ensign 3-4
Figure 3-2 Auxiliary Patrol Ensign 3-5
Figure 3-3 Sailboat Flag Display 3-9
Figure 3-4 Powerboat Flag Display 3-11
Figure 3-5 Auxiliary Facility Patrol Signs 3-13
Figure 3-6 Auxiliary Facility Patrol Sign Dimensions 3-14
Figure 3-7 Control Signs 3-15
Figure 3-8 Aircraft Operational Facility Decal 3-18
Figure 3-9 Auxiliary Aircraft Marking Dimensions 3-19
Figure 3-10 Auxiliary Aircraft Marking Placement 3-20
Figure 3-11 Surface to Air Recognition Banner 3-21
Figure 3-12 Auxiliary Unit Vessel Call Sign Display 3-23
Figure 4-1 U.S. Coast Guard Boarding Officer Supplemental Card 4-17
Figure 4-2 Hypothermia Protective Device Requirements 4-27
Figure A5-1 Coast Guard Auxiliary Eligibility for Enrollment in the Occupational Medical Surveillance and Evaluation Program A5-12
Figure A-1 Corporate Ownership Format – Sample A-3
Figure B-1 Multiple Ownership Format - Sample B-3
Figure E-1 Vessel Facility Inspection and Offer for Use Form (CG-2736/ANSC-7003) E-3
Figure E-2 Auxiliary Aircraft Facility Inspection and Offer for Use Form (ANSC-7005) E-7
Figure E-3 Auxiliary Pilot/Air Crew Qualification Form (ANSC-7015) E-9
Figure E-4 Activity Report - Mission Form (ANSC-7030) E-11
Figure E-5 Report of Violation of Radio Regulations or Communications Instructions Form (CG-2861A) E-19
Figure E-6 Offer of Custody and Control to Coast Guard Form (Addendum to CG-2736) E-20
Figure E-7 Coast Guard Auxiliary Patrol Orders Form (CG-5132/ANSC-7000) E-22
Figure E-8 Radio Facility Inspection and Offer for Use Form (CG-2736A/ANSC-7004) E-26

List of Tables

Table 1-1 Minimum Crew Requirements 1-31
Table 3-1 Recommended Flag Sizes 3-3
Table 3-2 Summary of Flag Display By Auxiliary Surface Facilities 3-7
Table 3-3 Auxiliary Facility Patrol Sign Sizes 3-14
Table 4-1 Coast Guard Boat Crew Fatigue Standards 4-21
Table A1-1 Maximum Air Crew Use Per 24-Hour Period A1-5
Table A1-2 Anti-Exposure Garment Requirements A1-13
Table J-1 Authorized Frequencies J-3
Table J-2 Additional VHF/UHF Authorized Frequencies J-4
Table J-3 HF/MF Authorized Frequencies J-5
Table J-4 VHF-FM Marine Required Frequencies J-6

Chapter 1
Use of Auxiliary

Introduction

This chapter describes the overall purpose and responsibilities of the Coast Guard Auxiliary.

In this Chapter

This chapter contains the following sections:

Section	Title	See Page
A	Scope and Purpose	1-3
B	Facility Ownership	1-7
C	Offer and Acceptance of Facilities	1-9
D	Coast Guard Custody/Control of Auxiliary Facilities	1-11
E	Facility Inspection	1-13
F	Auxiliary Unit Vessel Requirements	1-15
G	Responsibilities of Directors	1-17
H	Responsibilities of the Order-Issuing Authority	1-19
I	Responsibilities of Facility Owners	1-21
J	Responsibilities of Facility Operators	1-23
K	Responsibilities of Auxiliary Staff Officers	1-25
L	Physical Requirements	1-27
M	Crew Certification	1-29
N	Minimum Crew Requirements	1-31

Section A. Scope and Purpose of the Auxiliary

Introduction	The use of the Auxiliary in supporting Coast Guard missions is essential. This section describes the general scope and purpose of the Auxiliary in carrying out their roles and responsibilities within the Coast Guard organization.
A.1. Mission	The mission of Auxiliary operations is to provide operational, logistics, and training support to appropriate Coast Guard programs. 14 U.S.C. § 826 and 831 authorize the Coast Guard to utilize suitably trained Auxiliarists and Auxiliary facilities to carry out this mission.
A.2. Authority	In accordance with the provisions of 14 § U.S.C. 821(a), the Commandant has delegated authority for Auxiliary administration to other Coast Guard members and to certain Auxiliary leaders (see *Auxiliary Manual*, COMDTINST M16790.1 (series)). The delegations pertaining to the Auxiliary operations program are stated throughout this manual. Delegations authorized in this manual may not be further re-delegated unless expressly authorized herein. Authority delegated to division captains or Flotilla Commanders (FCs) in accordance with this manual may only be re-delegated to division vice captains or flotilla vice commanders, respectively, with no further re-delegation authorized.
A.3. Operational Use	The operational use of Auxiliarists and their resources is encouraged and must be exercised within the scope of this manual.
A.3.a. Volunteers	The Auxiliary is an organization of volunteers promoting boating safety and supporting Coast Guard units and missions. The Auxiliary also provides support to state and local agencies and the boating public.
A.3.b. Command Determination	The use of any Coast Guard resource is a command determination by the responsible Operational Commander. Operational Commanders shall use Auxiliary resources based on their capabilities, limitations, experience, availability, and Coast Guard need.
A.3.c. Resource Assignment	In most cases, unit commanders may use Auxiliary resources only in those areas already authorized by Commandant policy as outlined in this manual. Using Auxiliary resources outside of this policy must be coordinated through Commandant (G-OCX).

Coast Guard unit commanders may assign Auxiliary resources to authorized missions such as, but not limited to, using:

- Qualified Auxiliarists as crewmembers on any Coast Guard cutter, aircraft, or boat in any authorized capacity. Auxiliarists may not serve as coxswain unless *paragraph M.1* of this chapter applies.
- Qualified Auxiliarists to train or to assist in training Coast Guard personnel.
- Qualified Auxiliarists as watchstanders at Marine Safety Offices, Districts, Sectors, Groups, Station Operations Centers, Communications Centers, Joint Intelligence Centers, Command Centers, etc.
- Auxiliary facilities to supplement Coast Guard cutter, boat, air, or communications resources in a multimission environment including shoreside logistics in support of Coast Guard cutters.
- Auxiliary facilities to provide area familiarization and other mission related transportation for Coast Guard personnel.
- Individual Auxiliary facilities for duty independent of other Coast Guard resources.

A.3.d. Mission Execution

Auxiliary forces are a viable, trusted, security-vetted resource available to Coast Guard Operational Commanders in executing most Coast Guard missions. When consistent with Coast Guard policy, Auxiliary resources shall always be considered as one element of first response. Auxiliary resources should be given first priority for Coast Guard missions when active duty or reserve resources are not available. If Auxiliary resources are not available, then alternative resources (e.g., Civil Air Patrol, local agencies, etc.) may be considered.

A.3.e. Law Enforcement Support

Auxiliarists do not have and cannot be given general police powers or direct law enforcement authority. Coast Guard unit commanders may, however, assign Auxiliarists to missions that support Coast Guard law enforcement efforts (see *Section E* of *Chapter 4*).

A.4. Eligibility

All Auxiliarists may take part in operational activities, subject to meeting security, qualification, certification, and currency requirements. Members who participate in Auxiliary operations programs must first have passed or successfully challenged one of the following:

- Boating Skills and Seamanship (BS&S),
- Sailing Fundamentals (SF),
- Boating Safety (BS),
- America's Boating Course (ABC), or
- United States Power Squadron (USPS) Public Boating or Boat Smart courses.

However, only facilities (e.g., operational or special purpose) accepted by the Director are authorized to be employed on ordered missions. The Director is responsible for operational certification of Auxiliarists, their vessels, aircraft, and radio stations.

A.5. Organization

Auxiliary members are encouraged to work directly with Coast Guard units at their organizational level via the established local Auxiliary Unit Liaison (AUXULO). In geographic areas without a Coast Guard local unit presence, the cognizant district must ensure the appropriate Operational Commander exercises command and control. Auxiliary operational support of the Coast Guard might include administrative units, such as district offices, headquarters units, training centers, recruiting offices, security centers, etc.

The Auxiliary Liaison (AUXLO) is an active duty member assigned by the Coast Guard unit commander who coordinates with the applicable Auxiliary elected leaders, staff officers, or Auxiliarists.

NOTE

The AUXULO is an experienced Auxiliarist assigned by the District Commodore in consultation with the Director of Auxiliary and the Coast Guard unit commander, who works with the Coast Guard command to provide immediate input and response to requirements for Auxiliary support and facilitate Auxiliary service to the unit.

Section B. Facility Ownership

Introduction

Facility ownership may fall into any one of the following categories:

- Auxiliarist Owned
- Government Owned
- Corporation Owned
- Partially Auxiliarist Owned

B.1. Auxiliarist Owned Facilities

Auxiliarists offering a facility for use, including an Auxiliary unit vessel, must show proof of ownership during initial and every subsequent facility inspection.

Auxiliarists offering facilities solely owned by a single Auxiliarist (or by spousal combinations) need only show the vessel examiner (VE) their documentation or registration papers during the facility inspection. The VE must then annotate the inspection form to show that proof of ownership has been verified.

Auxiliarists offering facilities not solely owned by a single Auxiliarist must submit a copy of the documentation or registration papers along with their completed Offer for Use to the Director. Proper authorization by all owners of the facility being offered for use (see *Section C* of this chapter) must be submitted to the Director in one package.

B.2. Government Owned Facilities

The following facility requirements shall be considered to determine acceptance and Auxiliary boat usage.

B.2.a. Facility Acceptance

A Director may accept as facilities those boats, aircrafts, and radio stations owned by any state government or political subdivision thereof provided:

- The owner of the vessel enters into an appropriate MOU that fully describes the responsibilities of the owner, the United States, the Coast Guard Auxiliary, and those associated potential liabilities and costs as to the use and operation of the vessel.
- The Chief Director concurs that the offer for use of the governmental vessel is consistent with the operational objectives of the Coast Guard and the Coast Guard Auxiliary.

B.2.b. Coast Guard Owned Facilities

Commandant (G-OCS) may specifically authorize certain Coast Guard owned boats be made available for Auxiliary use. These boats are Auxiliary unit vessels and are considered as Auxiliary facilities. The facility must meet the requirements outlined in *Section F* of this chapter.

B.3. Facilities Owned by Corporations or Partially Owned by Auxiliarists

The Director may accept facilities or special purpose facilities (see *Appendix K*) which are partially owned by Auxiliarists or corporations, after considering the following information before acceptance:

- Determine the legal name of the corporation or other owners and that the facility is properly documented or registered under that name.
- For the facility in question, determine the percentage of ownership by either the corporation or the Auxiliarist(s).
- Be presented evidence of an appropriate vote of the board of Directors or stockholders of the corporation or documentation from all of the multiple owners authorizing its offer for use (see *Appendixes A* and *B*).
- Refer Auxiliarists to Appendix A for the format to document the authorization for corporate owned facilities to be used as facilities.
- In the case of multiple owners of a facility, all of the Auxiliary owners must sign the appropriate Offer for Use Form. Non-Auxiliarists who own part of the facility being offered for use must sign an Assent and Authorization Form (see *Appendix B*).
- Auxiliarists offering a corporate owned facility or Auxiliary unit vessel for use as a facility must, in addition to other requirements, provide a copy of the registration or documentation that identifies the legal ownership of the facility to the Director.

B.3.a. Legal Considerations

Auxiliarists must be aware the Department of Justice (DOJ) is not likely to provide representation to the corporate owner if someone sues the corporation because of Auxiliary related actions. However, DOJ has not refused to represent individual owners for privately owned facilities under similar circumstances.

B.3.b. Acceptance

Acceptance of corporate or multiple-ownership facilities must be as follows:

- Directors may accept facilities owned by corporations which are 100% owned by an individual Auxiliarist (normally for business purposes).
- Directors may accept facilities owned by corporations with multiple stockholders or members in which Auxiliarists own at least 25% of the stock or at least 25% of the members are Auxiliarists.
- Directors may accept facilities owned by more than one person which are at least 25% owned by Auxiliarists.
- Directors must, unless Commandant (G-OCX) grants a waiver, reject facilities owned by corporations in which Auxiliarists own less than 25% of the stock or less than 25% of the stockholders are Auxiliarists.
- Directors must, unless Commandant (G-OCX) grants a waiver, reject facilities owned by more than one person that are less than 25% owned by Auxiliarists.
- Cases that require a waiver will be subject to careful scrutiny at the Headquarters level. Directors should consider liability (including third party), conflict of interest, and ethics issues prior to submitting a request for waiver.

Section C. Offer and Acceptance of Facilities

Introduction

The requirements outlined in this section must be followed in order for the Auxiliary to officially obtain use of a facility offered for operations.

C.1. Offer for Use Form

Auxiliarists offering facilities must forward the current Facility Inspection and Offer for Use Forms, appropriate to the facility type, to the Director for action in accordance with district procedures (see *Appendix E* for forms for vessels, aircraft, and radio facilities). This authorization is valid for a specific mission or time period up to one year plus 45 days, unless specifically revoked by the owner. Auxiliarists offering special purpose facilities must forward the current Offer for Use letter to the Director for action in accordance with district procedures (see *paragraph B.1* of this chapter).

NOTE

Offers for use may not be accepted from retired Auxiliarists.

C.2. Non-Owner Use of Facility

Offers for use which allow non-owner use of the facility must include that authorization on the Vessel Facility Inspection and Offer for Use Form (CG-2736/ANSC-7003) (see *Appendix E*). If the coxswain does not own the facility, the owner must authorize the coxswain to use the facility. This authorization must be in writing and may be for a special group of Auxiliarists (e.g., all qualified Auxiliary coxswains or pilots) or specific Auxiliarists. There is no limit to the number of groups or individual names that the owner may list on the authorization. However, for each group or individual authorized, the owner must stipulate that either the owner must be onboard as a member of the crew or the owner does not have to be onboard. The owner must submit an authorization annually or when changes occur.

For an Auxiliary unit vessel, the Auxiliary unit commander must file a "non-owner use" authorization on an annual basis.

C.3. Copies or Summaries of Offer for Use Form

The Director must provide Order-Issuing Authorities (OIAs) with copies (or summaries) of Offer for Use Forms (see *Appendix E*) and copies (or summaries) of any appropriate letter(s) (e.g., special purpose facility Offer for Use letters, non-owner use of a facility letters, etc.) submitted for all facilities and special purpose facilities located within the OIA's areas of responsibility.

C.4. Unacceptable Facilities

Directors must not accept any vessel used in commercial towing, salvage, or marine police work (e.g., vessels which may be vested with law enforcement authority such as harbor masters, constables, etc.).

Section D. Coast Guard Custody/Control of Auxiliary Facilities

Introduction

Auxiliarists may offer custody and control of facilities to the Coast Guard. Under 14 U.S.C. § 827-829, a facility offered for control and transferred to the Coast Guard is a public vessel of the United States and a vessel or aircraft of the Coast Guard, or a government and Coast Guard radio station, as applicable, from the time placed in Coast Guard service until released to the owner(s) or the owner's agent.

D.1. Owner not Onboard

This offer applies only when custody and control of the facility are turned over to the Coast Guard without the owner being onboard. Patrol orders are not required for a facility under the custody and control of the Coast Guard and crew assignments (e.g., coxswain, crew member, engineer, etc.) will follow procedures of the Coast Guard unit taking custody and control. Although this change in custody occurs very seldom, and only when authorized by the owner, it is important to have the procedures and resources identified well in advance.

D.2. Emergency Situations

The Coast Guard will ask to take custody and control of an Auxiliary facility only in an emergency situation. These situations usually occur when normal Coast Guard resources are not available or are not sufficient to provide the necessary coverage in an area of operation.

D.3. Facility Survey and Inventory

If the facility is found suitable, the Coast Guard representative must conduct a survey and inventory of the facility in a manner suitable to all parties. The Coast Guard representative must provide a written copy of the survey and inventory to the facility owner as follows:

- The Director must add the survey and inventory to the appropriate Facility Inspection Form on file.
- The sample Offer of Custody and Control to Coast Guard format in Appendix E can be used as a guide for the survey and inventory or a locally developed format may be used. If possible, the survey and inventory should accompany a videotape or photographs of the facility.
- If practical, the Auxiliarist owner must remove all equipment not necessary for Coast Guard operation of the facility (e.g., dishes, linens, etc.).
- If the facility is transferred to the Coast Guard, miscellaneous items (such as those listed above) left onboard should be included in the survey and inventory. If a loss occurs, the facility owner may not receive compensation from the Coast Guard for the miscellaneous items.

D.4. Coast Guard Service

A facility offered under the above procedures will remain an Auxiliary facility until Coast Guard authority orders it placed into Coast Guard service.

D.5. Joint Survey Upon Return

The facility owner(s) and the Coast Guard representative must conduct a joint survey and inventory upon the return of the facility as follows:

- The owner(s) and the Coast Guard representative must make note of all discrepancies between the original and return survey and inventory. Any problem areas not resolved on the spot must be submitted as a claim for investigation (see *Section D* of *Chapter 2*).
- The Coast Guard representative must take all necessary precautions to protect the interests of both the owner(s) and the United States.

Section E. Facility Inspection

Introduction

Patrol orders will not be issued to a facility that does not have a current inspection. The OIA must ensure each facility is currently inspected and displays the appropriate type of facility decal(s) before orders are issued. Only facilities with a current inspection may display any Auxiliary flag, insignia, or decal. See *Chapter 3* for details on flag and insignia display. Facilities 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. This guidance supercedes the *Auxiliary Vessel Examiner Manual*, COMDTINST M16796.2 (series). Facilities not "offered for use" are not entered into AUXDATA.

E.1. Inspection Prior to Coast Guard Custody

Before the Coast Guard assumes custody and control of an Auxiliary facility, the Operational Commander must direct a Coast Guard officer or petty officer to inspect the facility offered.

E.2. Vessels

Only a certified Vessel Examiner (VE) may conduct vessel facility inspections. VEs must conduct facility inspections in accordance with current standards. The VE may claim credit in AUXDATA for the inspection regardless of the results.

E.3. Vessel Equipment Requirements

Specific equipment requirements for all Auxiliary surface facilities are found in the *Auxiliary Vessel Examiner Manual*, COMDTINST M16796.2 (series), and Vessel Facility Inspection and Offer for Use Form (CG-2736/ANSC-7003) (see *Appendix E)*. The Director sets equipment requirements for special purpose facilities. Directors may require additional equipment based on the operational needs of their area.

E.4. Aircraft

See *Section D* of *Annex 2* for details on aircraft inspection requirements.

E.5. Radios

See *Section D* of *Annex 4* for details on radio station inspection requirements.

NOTE

Radio equipment installed on vessels and aircraft is associated vessel or aircraft equipment.

NOTE

The initial and each annual inspection must be conducted by an appropriate vessel examiner or aircraft inspector. Inspectors must report inspection findings on the current version of the correct inspection form.

Section F. Auxiliary Unit Vessel Requirements

Introduction

Auxiliary owned unit vessels must adhere to the same requirements similar facilities meet. This includes being inspected, being offered for use (and being accepted by the Director) as a facility, submitting a "non-owner" use authorization, and using the appropriate markings (including the display of the facility decal). All required documents (e.g., Vessel Facility Inspection and Offer for Use Form (CG-2736/ANSC-7003), Non-Owner Use Authorization, etc.) shall be signed by the Auxiliary unit commander on behalf of the unit that was given the facility. Coast Guard owned vessels specifically made available for Auxiliary use remain Coast Guard vessels. Coast Guard vessels do not need to be offered for use nor display the facility decal. The provisions of this paragraph do not apply to boats owned by corporations, whether controlled by Auxiliarists or not.

F.1. Authorized Missions

Auxiliary unit vessels may only be used for Coast Guard, or Coast Guard Auxiliary missions as authorized by Commandant. This includes transportation to and from maintenance or repair facilities. Appropriate patrol orders must be issued by the OIA. These facilities may not be used under any other circumstance or for any other purpose.

F.2. Marking Requirements

Auxiliary unit vessels must comply with the Auxiliary marking requirements outlined in *Section F* of *Chapter 3*. These markings shall be in lieu of any state or federal requirement for registration, documentation, numbering, or marking of boats.

F.3. Liability Protection

Auxiliary units are not required to carry personal, hull, or liability insurance. Hull insurance coverage is recommended for Auxiliary unit owned vessels during non-ALPHA status. Other governmental owned facilities (i.e., vessels owned by a state or political subdivision) must either carry private insurance or have a valid memorandum of understanding (MOU) with the owner of the vessel which holds the Coast Guard, the Auxiliary, and Auxiliary members harmless regarding the use and operation of the vessel.

NOTE

Paragraph F.3 is a change from earlier manuals due to a statutory change that is reflected in *paragraph F.9*.

F.4. Call Signs

The Director must issue call signs for Auxiliary owned vessels. The Coast Guard call sign with "Auxiliary" prefix may be used for Coast Guard owned vessels assigned to an Auxiliary unit.

F.5. Facility Status

Auxiliary unit owned vessels shall be assigned a facility status (e.g., BRAVO-2, CHARLIE, etc.) at all times by the OIA, including winter storage.

F.6. Operational Limitation Standards

Coast Guard owned vessels specifically made available for Auxiliary use and Coast Guard owned vessels must be operated in accordance with established operational limitation standards or limitations specified by the cognizant Coast Guard authority.

F.7. Required Published Guidance

The procedures governing the use of Coast Guard owned, Auxiliary operated vessels must be contained within a published Standard Operating Procedures (SOP) or Operational Order (OPORDER). This shall include the operating costs, dockage, and maintenance. The SOP or OPORDER should also specify the Auxiliary unit's responsibility and include such matters as operating restrictions, minimum and maximum crew levels, optional equipment, call signs, and facility status (e.g., BRAVO-2, CHARLIE, etc.).

NOTE

The operating costs, dockage, and maintenance for Auxiliary unit owned vessels are the responsibility of the Auxiliary unit.

F.8. Electronic Equipment

Radios and other electronic equipment owned by Auxiliary units and used on an Auxiliary unit vessel do not require Federal Communications Commission (FCC) licenses.

F.9. Coast Guard Duty

Auxiliary unit owned facilities will at all times be deemed to be assigned to authorized Coast Guard duty and be public vessels of the United States and vessels of the Coast Guard or government stations, as applicable.

Section G. Responsibilities of Directors

Introduction	This section describes the responsibilities and authority of Directors. The responsibilities and authority contained in this section may only be delegated to other members of the Director's staff, except as noted in *paragraph G.6* of this section.
G.1. Special Purpose Facilities	If special purpose facilities are accepted and authorized for use, the Director must publish policy, procedures, or requirements covering such use unless covered by national program requirements. The following areas should be covered: • Operation (Auxiliary call sign, when use is authorized, operating limitations, setting facility operational limitation standards, etc.). • Crew (physical, qualification, and crew numbers, etc.). • Equipment (communications, safety, clothing, survival, etc.) as required by operating conditions in each district.
G.2. SAR Assistance Policy	The Director must ensure each certified operator is aware of and has access to the *U.S. Coast Guard Addendum to the United States National Search and Rescue Supplement (NSS) to the International Aeronautical and Maritime Search and Rescue Manual (IAMSAR*), COMDTINST M16130.2 (series).
G.3. Certifications	The Director must verify both the qualifications of Auxiliarists and their facilities relocating to their district/region prior to certifying those Auxiliarists or accepting their facilities (see the *Auxiliary Boat Crew Training Manual*, COMDTINST M16794.51 (series), *Chapter 4, paragraph A.8*).
G.4. Facility Inspection and Offer for Use Form	The Director must ensure that the OIA is provided a copy of the appropriate Facility Inspection and Offer for Use Form (see *Appendix E)* for each facility.
G.5. Aviation Program	Working with the District Commodore, the Director must establish a District Aviation Board (DAB) and a Flight Examining Board (FEB), a subset of the DAB. This shall be done in accordance with *Auxiliary Aviation Program*, COMDTINST 16798.1. Directors and Air Station Commanding officers are encouraged to work together to capitalize on the benefits of the Auxiliary squadron concept.
G.6. Re-Delegation of Authority	Directors are authorized to re-delegate any authority contained in this manual, consistent with district policy, to other members of the Coast Guard or to members of the Auxiliary except the following: • The authority to accept vessels, aircraft, and radios as facilities may only be delegated to other paid government employees of the Director's staff. • The authority contained in *paragraph L.4* of this chapter to consider physical capabilities when certifying Auxiliarists for specific operational roles may only be delegated to the operations training officer (OTO).

- The authority contained in *paragraph E.17* of *Chapter 4*, to establish policy, procedures, and requirements for the use of operational support equipment may not be delegated.
- The responsibility contained in *Chapter 5* to publish an OPORDER concerning the staffing of any authorized Auxiliary station or Auxiliary detachment may only be delegated to a Coast Guard unit commander.
- The authority to designate specific Auxiliary aviators to perform aircraft facility inspections may be delegated to the OTO (see *paragraph D.2* of *Annex 2*). This does not authorize an OTO to conduct inspections.
- The authority to suspend, remove, rescind, or downgrade an Auxiliarist's qualifications or certifications in the operations program may only be delegated to the OTO.
- The authority to appoint Auxiliarists as members to the DAB or as members to the FEB may not be delegated.
- The authority to grant a waiver of specific requirements in the Operations Program may only be delegated to the OTO.

Section H. Responsibilities of the Order-Issuing Authority

Introduction	This section describes the responsibilities of the OIA.
H.1. Auxiliary Capabilities	The OIA shall become familiar with and utilize Auxiliary capabilities in their respective areas to the maximum extent possible.
H.2. Call-Out List	The OIA shall maintain an updated call-out list of qualified Auxiliarists.
H.3. Orders	The OIA shall issue orders to Auxiliarists for authorized activities (see *Section A* of *Chapter 2*).
NOTE	Whenever an Auxiliary aircraft is being considered for SAR response, the OIA must notify the SAR mission coordinator.
H.4. Proper Uniform	The OIA shall ensure Auxiliarists are in the proper Auxiliary uniform at all times when accomplishing operational missions. The wearing of hypothermia protective suits and other personal protective equipment (PPE), when required, constitutes a "proper" uniform.
H.5. Personal Protective Equipment	The OIA shall ensure Auxiliarists have appropriate PPE prior to issuance of orders (see *Section E* of *Chapter 4*).
H.6. Crew Fatigue	The OIA shall ensure established crew fatigue standards are observed (see *paragraph E.8* of *Chapter 4*).
H.7. Operational Limitation Standards	The OIA shall ensure compliance with facility operational limitations and apply risk management principles in mission planning and execution. If necessary, the OIA shall establish additional operational limitation standards for the area of responsibility (AOR).
H.8. Re-Delegation of Authority	Consistent with district policy, unit commanders are authorized to re-delegate any authority contained in this manual (note restrictions in *paragraph G.6* of this chapter), dealing with the support or use of Auxiliary operations, to other members of the Coast Guard or the Auxiliary.

Section I. Responsibilities of Facility Owners

Introduction	This section describes the responsibilities of facility owners.
I.1. Facility Inspection Cycle	Surface facilities shall be inspected annually. Owner(s) shall submit an offer for use for each facility each year to the Director. The Director must accept the offer before use of a facility may occur. The inspection will expire 12 months after the acceptance of the facility. The Coast Guard's liability umbrella will not cover Auxiliarists who use facilities without receiving an approved Offer for Use Form (see *Section C* of this chapter) from the Director. Radio facilities shall be inspected in accordance with *Annex 4*. Aircraft facilities shall be inspected in accordance with *Section D* of *Annex 2*.
I.2. Proof of Ownership	A facility owner shall provide the inspector proof of ownership as outlined in *Sections B* and *C* of this chapter. The owner must present this documentation at the initial inspection and at each subsequent inspection.
I.3. Facility Maintenance	A facility owner shall maintain the facility with all required equipment in good working condition.
I.4. Significant Changes in Status	A facility owner shall immediately advise the Director of any significant changes to the offer for use, the non-owner use authorization, the facility, or its associated equipment. The owner must inform the Director of these changes by submitting an updated Facility Inspection Form.
I.5. Selling the Facility	A facility owner shall remove all Auxiliary decals before selling a facility and shall notify the Director upon completion of the sale.
I.6. Operational Limitations	A facility owner shall recommend operational capabilities and limitations on the appropriate Facility Inspection and Offer for Use Form (CG-2736/ANSC-7003, CG-2736A/ANSC-7004, or ANSC-7005) (see *Appendix E*) prior to acceptance as a facility. However, the facility will never be assigned to duty in conditions that exceed the limitations set by the OIA.
I.7. Aborted Missions	A facility owner shall abort a mission when any situation pertaining to the facility or crew may adversely affect the safety of the mission. The facility owner shall immediately notify the OIA of the reason and the action being taken to remedy the situation. Proper risk assessment and management is key to operational success.

Section J. Responsibilities of Facility Operators

Introduction	This section describes the responsibilities of facility operators.
J.1. Crew	A facility operator shall ensure at least the minimum number of qualified crew is onboard (see *paragraph N.2* of this chapter).
J.2. Personal Protective Equipment	A facility operator shall ensure only authorized personnel are onboard, in the proper uniform, and wearing personal flotation devices (PFDs) or hypothermia protective clothing/PPE, as required (see *paragraphs E.12* and *E.15* of *Chapter 4).*
J.3. Kill Switch	A coxswain shall ensure kill switches are operable and utilized at all times while underway on vessels so equipped.
J.4. Patrol Orders	A facility operator shall ensure the facility is properly equipped and patrol orders have been issued prior to order execution (see *Section A* of *Chapter 2*).
J.5. Crew Capability	A facility operator shall ensure all crew members are capable of performing the mission (see *Section L* of this chapter).
J.6. Crew Fatigue	A facility operator shall comply with crew fatigue standards (see *paragraph E.8* of *Chapter 4* and *paragraph B.2* of *Annex 1*).
J.7. Mission Requirements	A facility operator shall comply with operational mission requirements (see *paragraph A.15* of *Chapter 4*) and operational limitations.
J.8. Risk Management	A facility operator shall assume responsibility for supervising and safely carrying out the ordered mission in accordance with current Coast Guard policy, team coordination training, and principles of risk management.
J.9. Aborted Missions	A facility operator shall abort a mission when any situation pertaining to the facility or crew will adversely affect the safety of the mission and cannot be mitigated. The facility operator shall immediately notify the OIA of the reason and the action being taken to remedy the situation.

Section K. Responsibilities of Auxiliary Staff Officers

Introduction	This section describes the responsibilities of Auxiliary Staff officers.
K.1. Functional Supervision and Oversight	The Flotilla Staff officers, under the supervision and authority of the FC and vice commander, have functional supervision of their respective operational activities of the flotilla. The FC, as the senior leader in the flotilla, is ultimately responsible for the direct oversight and supervision of applicable Auxiliary operational activities within the flotilla. Division and District Staff officers, under the supervision of their unit elected and appointed leaders, have functional oversight and supervisory authority for Auxiliary operations taking place within their respective programs.
K.2. Directives Compliance	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.
K.3. Aborted Missions	In addition to the operator, Auxiliary Operations Staff officers and unit elected and appointed leaders have the responsibility and authority to abort any ordered mission. This should be done in the event they become aware of any situation pertaining to the facility or crew that may adversely affect the safety of the mission. The person aborting a mission shall immediately notify the OIA of the reason and the action being taken to remedy the situation. The OIA shall determine whether the mission should proceed with another resource or be canceled. When appropriate, the leader aborting the mission shall report the matter through the chain of leadership to the Director.
K.4. Non-Operational Facilities	The district commodore shall be responsible for accepting and tracking non-operational facilities. The duties of this responsibility may be delegated as appropriate within the Auxiliary. Directors are not responsible for tracking or maintaining files with respect to non-operational facilities. Non-operational facilities may not participate in any official operational activity or patrol. These facilities shall not be entered into AUXDATA.

Section L. Physical Requirements

Introduction	There are no specific physical standards for participating in Auxiliary surface or radio operations. However, Auxiliarists must have demonstrated the ability to successfully accomplish each qualifying task found in applicable qualification guides and, in a broader sense, demonstrated the mobility and endurance necessary to perform in a challenging and often stressful environment. Each Auxiliarist is charged with an ongoing responsibility to use good judgment and common sense when evaluating their continuing ability to carry out their assignments. Each individual's responsibility to exercise sound judgment requires each operator or crewmember, prior to departing on an ordered mission, to evaluate their own physical status and decline orders when unable to perform the required duties or when a physician has advised a condition exists which may preclude reliable and safe performance. This policy is not an attempt to establish either a requirement or an expectation for a person to schedule a physical exam solely for the purpose of evaluating physical capabilities. This policy is intended to ensure the safety of the member, the crew, the facility, and the public.
L.1. Health Concerns	In the event a crew member becomes aware of a physical or mental condition in one of the other crew members or in himself/herself, which may jeopardize the safety of the mission, said person has a responsibility for immediately bringing the condition to the attention of the coxswain, FC, and Director via the chain of leadership and the OIA. The Director may inquire into the circumstances.
L.2. Supplementing Active Duty Crews	Individual Auxiliarists, desiring to augment Coast Guard boat or air crews, are required to meet the same physical standards for those specific crew positions as their Coast Guard active duty counterparts in accordance with the *U.S. Coast Guard Boat Operations and Training (BOAT) Manual, Volume II*, COMDTINST M16114.33 (series) and the *Coast Guard Air Operations Manual*, COMDTINST M3710.1 (series).
L.3. Auxiliary Aviators	See *Section B* of *Annex 1*.
L.4. Director Responsibility	The Director must consider any known physical limitations before certifying Auxiliarists for specific operational roles.
L.5. Crew of Coast Guard Owned Boats Authorized for Auxiliary Use	Since Coast Guard owned boats authorized for Auxiliary use are considered to be Auxiliary facilities, physical requirements are the same for crews and coxswains of privately owned facilities. This does not preclude the Director or OIA from promulgating policy to establish reasonable physical requirements for Auxiliarists who operate or crew Coast Guard owned boats authorized for Auxiliary use.

Section M. Crew Certification

Introduction	This section contains policy for crewing Auxiliary vessels and describes the requirements for Auxiliarists to remain certified.
M.1. Crew Position	Qualified Auxiliarists may crew, including the coxswain position: • Any Auxiliary vessel accepted as an operational facility. • Any government or corporation owned vessel that has been accepted for use as an operational facility. • Coast Guard owned boats authorized by Commandant (G-OCS) to be specifically for Auxiliary use.
M.2. Currency Maintenance	An Auxiliarist certified for a specific level in an Auxiliary operations program must complete currency maintenance tasks and workshop requirements, as applicable, to remain certified. • Boat Crew currency requirements are contained in the *Auxiliary Boat Crew Training Manual*, COMDTINST M16794.51 (series) and *Auxiliary Boat Crew Qualification Guide, Volumes I-III,* COMDTINST M16794.52, .53, .54 (series). • Air crew currency maintenance requirements are contained in *Section C* of *Annex 2*.
M.3. Failure to Complete Currency Maintenance	Auxiliarists failing to complete currency maintenance requirements in the time allotted will have their certification lapse and will not be issued orders or be permitted to act as required crew on a mission.
M.4. Voluntary Downgrade	An Auxiliarist, in either the Boat Crew or Aviation programs, may at any time voluntarily downgrade to the next lower qualification level. Auxiliarists must notify their Director in writing if they voluntarily downgrade their qualification level. The Director may prescribe the manner to request a qualification downgrade.
M.5. Coast Guard Certification	To be certified by Coast Guard units to augment Coast Guard active duty assets and to remain current, Auxiliarists must be Basically Qualified (BQ) and meet Coast Guard active duty qualification, certification, and maintenance standards.

Section N. Minimum Crew Requirements

Introduction

This section describes the minimum crew requirements for normal operating conditions.

N.1. Aircraft

Minimum crew requirements for aircraft are provided in *Section I* of *Annex 1*.

N.2. Boats

Minimum crew requirements for boats shall be:

- Coxswain and
- Specified minimum number of crewmembers, who may be certified crewmembers of the Coast Guard (see **Table 1-1**). Coxswains cannot substitute trainees for any of the crew requirements on surface facilities.

Table 1-1
Minimum Crew Requirements

Vessel Length (Feet)	Coxswain	Crew
< 26	1	1
≥ 26 < 40	1	2
≥ 40 < 65	1	3
≥ 65	1	4

N.3. Personal Watercraft

PWCs require only one certified coxswain.

N.4. Waivers

Waivers to the minimum crew requirements may be granted by the DIRAUX in cases where the OTO is satisfied that a smaller crew can safely operate the facility. All waivers must be in writing and must be specific to each facility and describe the precise conditions under which the waiver applies. A waiver shall not be granted to allow single-handed operation of an Auxiliary vessel while conducting Auxiliary missions.

N.5. Additional Requirements

Notwithstanding the requirements found above, the OIA may impose additional crewing requirements taking into account the facility size and capabilities, mission, crew experience, and environmental factors.

Chapter 2
Operations Program Administration

Introduction This chapter describes the Auxiliary operations program administration.

In this Chapter This chapter contains the following sections:

Section	Title	See Page
A	Orders	2-3
B	Operational Training	2-9
C	Equipment Support	2-11
D	Mishap Reporting, Damage Claims	2-13
E	Additional Administrative Items	2-19

Section A. Orders

Introduction

Two general kinds of Coast Guard orders may be issued to Auxiliarists:

- Orders issued to individuals for duty assignments such as operational, logistics, or training support.
- Orders for facility movement, whether for vessel or aircraft movement, or radio facility activation and/or movement.

Both types of orders issued to Auxiliarists are considered "assignment to duty". These orders may be either written or verbal, and may be reimbursable or non-reimbursable. In the case of orders to an individual for support activities, benefiting program managers are encouraged to support Auxiliary travel via Temporary Duty Travel Orders (CG-4251). Specific Auxiliary activities may also be considered "assignment to duty" as detailed in the *Auxiliary Manual*, COMDTINST M16790.1 (series), *Chapter 5, Section J*.

Auxiliarists may not use any facility or special purpose facility for any Coast Guard or Coast Guard Auxiliary purpose or mission unless appropriate patrol orders have been issued and the facility has been properly offered and accepted for use.

NOTE

Auxiliarists must understand that orders do not guarantee liability coverage. The legal process bases coverage on a review of the course and scope of employment and specific facts involved. Orders are issued for the legal protection of the Auxiliarists assigned as operator and crew. Auxiliarists operating without orders may not be entitled to Coast Guard benefits if there is loss or damage to an Auxiliary facility, a third party claim, or an injury or death of a passenger (see *Auxiliary Manual*, COMDTINST M16790.1 (series), *Chapter 5, Section J*).

A.1. Written Orders

The Patrol Order Management System (POMS) is the mandatory method of issuing patrol orders to operational facilities. This system is an online web-based tool to assist OIAs with planning, preparation of orders, and reimbursement of claims. An OIA must issue or authorize orders before an Auxiliarist conducts any patrol activity.

A.1.a. Order-Issuing Authority

A Coast Guard authority overseeing or directing Auxiliary operations is an OIA (see *Section H* of *Chapter 1*).

NOTE

Only Air Station COs may issue orders to Auxiliary aircraft.

A.1.a.1. Operator

An OIA must issue orders only to the operator who will be in charge for an ordered mission, not the owner who provides the facility (see *paragraph C.2* of *Chapter 1*). All authorizations must be on file with the OIA before the ordered mission.

A.1.a.2. Aircraft	For aircraft, the OIA may assign Auxiliarists to duty by any of the following methods: • Issuing written orders in advance of an operation. • Listing the order in the Auxiliary order log. • Listing the order on an air station flight schedule.
A.1.b. Limitations of Orders	Orders must not exceed the known facility capabilities, and must not go beyond the scope of Auxiliary duties, as outlined in *Chapter 4*.
A.1.c. Events of Extended Duration	When issuing orders to Auxiliarists for events of extended duration, the Coast Guard must consider the extent of responsibility for the crew and facility during rest, break, or standby periods. An OIA must clearly authorize such details in assigning the crew to duty and in any pertinent OPORDER, etc. Further information concerning legal authorization and entitlements may be found in the *Auxiliary Manual*, COMDTINST M16790.1 (series). The Coast Guard considers Auxiliarists assigned to duty for events of extended duration in the same manner as other Coast Guard personnel assigned to those duties. The OIA must consider Auxiliary facilities dedicated to Coast Guard use during extended operations as being on duty during the entire period of the event (including rest, break, or standby periods), subject to reasonableness, course, and scope of employment review, even though not continually underway/airborne.
A.1.d. OPORDER	The lack of local Coast Guard resources or size of an operation may require use of an OPORDER. An OPORDER must provide the same information for a group of Auxiliarists as would be provided in an individual patrol order for a typical patrol (e.g., operator names, facility names, and patrol areas, times, and dates). If the OPORDER is for reimbursable patrols, POMS generated orders are still required for each facility, each 24-hour period, unless individual travel order numbers (TONOs) are issued.
A.1.e. Order Acceptance/Non-Acceptance	An Auxiliarist is not required to accept orders. Auxiliarists and the OIA must apply risk management principles as part of their decision-making process to issue, accept, or decline orders. If an Auxiliarist accepts orders, they must promptly notify the OIA if they cannot carry out the mission (see *paragraph J.9* of *Chapter 1*).
A.1.f. Aborted Missions	Aborted missions are officially terminated upon return to the point of departure. Patrol orders for aborted missions remain in effect until return to the point of origin (i.e., home).
A.1.g. Completed Missions	Completed missions are officially terminated upon return to point of departure. Patrol orders for completed missions remain in effect until return to the point of origin (i.e., home).

A.2. Verbal Orders

In emergencies and when necessary in non-emergencies, an OIA may issue verbal orders (either reimbursable or non-reimbursable). OIAs must make appropriate log entries, noting the verbal authorization in the unit's Auxiliary order log, SAR case file, or radio log. OIAs must issue follow-up written orders with corresponding case numbers as soon as possible for reimbursable orders and for non-reimbursable orders where injury, damage, or a mishap occurs.

A.3. Non-Reimbursable Orders

Non-reimbursable orders do not provide any reimbursement of expenses, but do provide death benefits, disability/medical coverage and meal reimbursement, if authorized, for Auxiliarists onboard a facility. The orders also provide financial protection against facility damage and financial protection in case of damage to other property or personal liability.

- This kind of order is appropriate for missions where an Auxiliarist is willing to carry out the mission without reimbursement.
- Consistent with the District Commander's policy, OIAs may issue non-reimbursable orders to surface facilities underway for personal reasons within the district (e.g., fishing area, vacation cruise, etc.) for the transit to and from the intended destination. The appropriate requirements for an operational mission must be met while underway during the transit (e.g., display patrol signs, conduct communications checks, wear uniforms, etc.). Once reaching the recreational spot, the operator must remove all patrol signs, flags, and uniforms. The operator must then tell the controlling Coast Guard unit that the facility is standing down. If the non-reimbursable patrol is resumed on the return trip, the operator must then restore patrol items and advise the Coast Guard unit.

A.4. Reimbursable Orders

All features of non-reimbursable orders apply to reimbursable orders. The only difference is the Coast Guard reimburses the operator for certain authorized expenses for an operational mission. OIAs are authorized and encouraged to issue reimbursable orders to Auxiliarists engaged on sole state waters provided the State has formally requested Auxiliary patrols on inland lakes (see *paragraph E.6* of *Chapter 4*). The District Commander shall establish policy and procedures for apportioning, obligating and reconciling funding associated with reimbursable orders.

A.4.a. Operation Expenses

If authorized, reimbursement for a patrol may include the actual necessary expenses of operation (e.g., payment of fuel, oil, landing or ramp fees, subsistence, and ice, chargeable against district accounting data). When trailering a facility, vehicle fuel, bridge tolls, ramp or hoist fees, and park entrance fees may also be reimbursed. The calculated reimbursement for trailering costs may be based on the Auxiliarist's costs for those authorized items listed above, or a mileage payment may be authorized in lieu of vehicle fuel, plus authorized fees and tolls.

A.4.b. Meals and Lodging	As with non-reimbursable orders, the Coast Guard provides payment to an Auxiliarist for meals based on current Basic Allowance for Subsistence (BAS) rates. These rates may be found in the *U.S. Coast Guard Pay Manual*, COMDTINST M7220.29 (series). If available, the Coast Guard may furnish subsistence in kind (e.g., food furnished by the Coast Guard or a Coast Guard authorized vendor) instead of reimbursement for meal costs. While assigned to duty, Auxiliarists must substantiate any single authorized expenditure of $75.00 or more by dated, paid, receipted bills. Any associated claim for lodging reimbursement, regardless of amount, must be accompanied by the receipt.
A.4.c. Reimbursement Claims	Auxiliarists must submit claims for the reimbursement of authorized out-of-pocket mission expenses via POMS. All claims must be submitted within 30 days after completing the mission. To receive reimbursement, the Coast Guard may require the operator to submit receipts (regardless of amount). It is a good idea to retain receipts just in case there is ever a question about cost. To determine the current Coast Guard reimbursement requirements, Auxiliarists should check with the Director.
A.5. Personal Services	The Coast Guard may not authorize compensation for personal services of Auxiliarists.
A.6. Appropriate Orders	OIAs may schedule operational activities (see *Chapter 4*), not specifically requiring the use of Coast Guard Auxiliary Patrol Orders Form (CG-5132), using the standard Coast Guard Order Form (CG-4251). Auxiliarists shall not issue Coast Guard patrol orders for Auxiliarists or perform administrative authorizations for claim reimbursement without written Coast Guard "by direction" authority from the cognizant Coast Guard OIA. Orders can be issued via phone, fax, or email notification. In unusual cases, on nights/weekends/non-office hours or when Coast Guard units are not manned, voice message notification by the OIA prior to issuing orders will constitute assignment to duty. In such cases, normal order-issuing procedures shall be followed at the first opportunity upon mission completion. Ultimate oversight remains with the cognizant OIA.
A.7. Operational Activities Not Requiring Orders	Auxiliarists are also authorized to perform various types of operational activities without Coast Guard orders, provided the activity does not involve the movement of any Auxiliary facility. Such activities include, but are not limited to: • Attending Auxiliary meetings. • Performing ashore training. • Participating in disaster relief. • Performing vessel safety checks (VSCs). • Operating fixed land, land mobile, or radio direction finding facilities. • Performing duty ashore at a Coast Guard unit or facility adopted by an Auxiliary unit.

Qualified Auxiliarists, and Auxiliarists in training who are authorized to perform these activities, are considered to be assigned to duty while performing them. These activities must be scheduled by the appropriate Auxiliary leader or Staff officer. Auxiliarists performing these activities are authorized to use operational support equipment reasonably required to facilitate the mission activity (see *paragraph E.17* of *Chapter 4*). The legal protections for assignment to duty are detailed in the *Auxiliary Manual*, COMDTINST M16790.1 (series), *Chapter 5*.

A.8. Contingency ("Pocket") Orders

There is a chance operationally qualified Auxiliarists may discover SAR situations while not assigned to duty and not in contact with the unit commander. OIAs may issue contingency (pocket) orders for these situations, but only to the coxswains of surface facilities or fixed land and land mobile radios, and direction finding facilities.

These coxswains may voluntarily activate these orders when necessary. OIAs may issue these orders in accordance with the following criteria:

- Contingency orders must show an authorized period within a single fiscal year, not to exceed one year.
- Contingency orders are normally non-reimbursable.
- OIAs may only write contingency orders for certified coxswains of facilities. Only those Auxiliarists may activate those orders. OIAs will not write contingency orders for the pilots of Auxiliary aircraft.
- To activate contingency orders, the coxswain must have a minimum qualified crew onboard and follow all patrol requirements except being in uniform and displaying patrol sign boards. Non-Auxiliary guests must wear PFDs and may not become involved in operations. The total number of persons onboard must not exceed the manufacturer's stated maximum capacity of the facility.
- The coxswain must make every effort to contact the unit commander before getting underway, or as soon as practicable, to report the circumstances of the activation. This method includes by cellular telephone, relays through law enforcement or (state or local) government agencies, or civilians. Coxswains may use Auxiliary radio stations or Auxiliary Duty officers to help in relaying this information.

Section B. Operational Training

Introduction

The Coast Guard offers operational training, available through various formal and informal sources, to enhance or refresh an Auxiliarist's operational skills and knowledge. Coast Guard units may help provide this training, time and resources permitting. Interested Auxiliarists may contact their Flotilla Staff officer - Member Training (FSO-MT) for additional information. Cross-training with other organizations should be accomplished in accordance with applicable MOUs. The following operational training is available.

B.1. Boat Crew

The qualification/certification requirements for the boat crew program are listed in the *Auxiliary Boat Crew Training Manual*, COMDTINST M16794.51 (series). The reference source for task performance is found in the *Auxiliary Boat Crew Qualification Guide, Volumes I-III*, COMDTINST M16794.52, .53, .54 (series).

B.2. Air Crew

Annex 2, Air Crew Qualification and Training, lists the training and qualification/certification standards for air crew.

B.3. Communications Watchstander

Annex 4, Telecommunications, lists the training and qualification/certification standards for communications watchstanding.

B.4. International Search and Rescue School

The International Search and Rescue School offers districts an exportable five-day course that is available to Auxiliarists. This course includes training on Basic SAR Planning. Locations of the course vary from year to year. In addition, the three-week Resident Course at Training Center Yorktown is available to Auxiliarists who fill SAR planning positions at district command centers or group operation centers.

B.5. Coast Guard Correspondence Courses

All unclassified correspondence courses offered by the Coast Guard Institute are available to Auxiliarists via the local active duty Educational Services officer (ESO).

B.6. Experiential Training

Auxiliarists may participate in experiential (hands-on) training such as local, regional, or national level schools or competitions, e.g., Coxswain Academy, International Search and Rescue Competition (ISAR), spatial disorientation training, or crew resource management (CRM).

NOTE

Competitions may be supported by Coast Guard appropriated funds.

B.7. Operations Workshops

Operations workshops may be mandated on an annual basis by Commandant (G-OCX) or by the Director. When operations workshops are mandated, the requirements apply to all personnel participating in surface operations and programs requiring them to be aboard surface facilities. Auxiliarists must complete such workshops prior to June 1 of the year in question in order to participate in operational missions. workshop attendance credit remains valid through May 31 of the year following.

Section C. Equipment Support

Introduction

Coast Guard policy permits the issue or loan of equipment as dictated by district policy and local Auxiliary activity if the equipment is available. The benefiting units must provide all equipment necessary for the performance of the mission beyond regular Auxiliary equipment. The goal is to ensure safe and efficient prosecution of Coast Guard and Auxiliary missions to one consistent level regardless of whether crews are active duty, reserve, or Auxiliary.

C.1. Loaned Equipment

Unit commanders may issue or loan equipment under the following conditions:

- Issuing or loaning the equipment does not impair the response capability of Coast Guard units.
- The Auxiliarist and the Coast Guard maintains, inspects, and tests the equipment to the same standards as the equipment used by the issuing unit.
- The Coast Guard trains and qualifies Auxiliarists to use the equipment. Appropriate active duty, reserve, or Auxiliary personnel may carry out qualification procedures.
- Appropriate property lists and records shall be maintained by the receiving entity. Transfer documents (e.g., Form DD-1149) shall be used to document any Coast Guard property transfer.

C.2. Typical Items Provided

Typical items (but not an all-inclusive list) provided to operational Auxiliarists include the following:

- Dewatering pumps
- Towing equipment (line, bridles, fenders, etc.)
- Anti-exposure coveralls or drysuits with required undergarments
- Consumable safety equipment such as visual distress signals (exceeding minimum legal boat requirements), dye markers, or first aid kits
- Portable loudhailers
- Fire extinguishers (exceeding minimum legal requirements)
- Equipment for aircraft operating beyond gliding distance to shore (emergency position indicating radio beacons (EPIRBs), life rafts, and PFDs)
- Portable direction finding equipment
- Portable VHF-FM radios for:
  - Communications relay points
  - Use during repair of an Auxiliarist's equipment
  - Use by a crewmember transferred to a distressed unit
  - Air facilities to provide a communications link between air and surface/shoreside facilities
- Flight suits
- Air crew anti-exposure coveralls
- Bloodborne pathogen (BBP) protective clothing kits
- Navigation gear (charts, plotters, etc.)
- Personal emergency position indicating radio beacon (PEPIRB).

C.3. Standard Auxiliary Maintenance Allowance

This reimbursable allowance, although authorized by policy, is subject to the availability of funds. Formerly known as hourly maintenance allowance (aviation program), Standard Auxiliary Maintenance Allowance (SAMA) was established as a standard actual and necessary reimbursement rate for the expenses of Auxiliary facilities while operating under official orders in support of the Coast Guard. SAMA is based on an hourly rate of underway/airborne operational mission hours for each facility. Hours are logged or recorded by an installed mechanical device (hour meter, etc.). Underway mission hours shall be the time the vessel, aircraft, or communications facility starts the patrol, or activity until the end of the patrol excluding standby periods such as moored during the evening awaiting the second day of duties of a multi-day marine event. Underway hours will also include time moored or anchored in direct support of the orders such as moored to an aid to navigation for servicing, or strategically anchored in an area to warn mariners of a danger such as boat races, marine disasters, or military support.

C.4. Reimbursement Rate

The rates established reimburse the facility owner for routine maintenance costs incurred while assigned to Coast Guard duties. The SAMA rate is not based on expenses currently payable under patrol orders, or those expenses eligible for payment under the claims process (including the wear and tear claims policy), or any expense that is either purely service or prospective in nature. For example, the SAMA rate helps cover more minor/routine expenses such as oil and filter changes, transmission fluid replacement, and air filter replacement. Reimbursement rates are based on categories including vessel length, single or multiple engines, and a horsepower rating, etc. SAMA is not intended to reimburse 100% of the facility maintenance costs.

Section D. Mishap Reporting, Damage Claims, and Personal Injury

Introduction

This section describes the mishap reporting and damage claims procedures and requirements.

D.1. Mishap Reporting

An individual or unit with first-hand knowledge of an accident or incident while assigned to duty must report all available information in accordance with district requirements. This report is normally made to the OIA, who then must pass the information to the appropriate Coast Guard commands and Auxiliary leadership. The Coast Guard will direct appropriate investigations as necessary. For aviation mishap reporting, see *Section C* of *Annex 3*.

D.2. Damage Claim Procedures

Damage claim procedures include the following:

- Report of Loss or Damage
- Insurance Company Involvement
- Claim Submission
- Claim Investigation

D.2.a. Report of Loss or Damage

The Auxiliarist should report the loss or damage sustained or caused by an Auxiliary facility operating while assigned to duty to the OIA as rapidly as possible by any available means and the Director via the chain of leadership within 48 hours.

- Take steps necessary to safeguard the crew and damaged facility from further damage or loss without waiting for further instructions.
- Except as noted above, do not begin repairs (except in emergencies) until the investigation is completed and authorized to do so by the Coast Guard.

D.2.b. Insurance Company Involvement

The Auxiliarist should also tell their own insurance company of the incident. The Auxiliarist may or may not be required to file a claim with his/her own insurance company. This process helps protect the Auxiliarist in case the Coast Guard, after any required investigation, denies the claim. If an insurance payment is made and a damage claim has been paid, the insurance payment must be remitted to the Coast Guard. Detailed guidance for damage claims is found in *Auxiliary Claims Handbook*, MLCLANTINST 5890.3 (series).

D.2.c. Claim Submission

Auxiliarists must submit their damage/loss claim in accordance with district and Maintenance and Logistics Command (MLC) directives. The Director or the OIA shall guide and help Auxiliarists submit and resolve their claims.

D.2.d. Claim Investigation

The Coast Guard OIA shall investigate the claim in accordance with appropriate MLC guidelines. However, no investigation is required for a minor claim (a claim whose total does not exceed $200) unless the OIA is not satisfied with the information provided (e.g., the claim does not support a finding that the "ordered" facility was the cause of the damage/loss).

D.2.e. Patrol Cause

In addition, the damage/loss must be linked to some identifiable patrol cause during the "ordered" activity. If the damage/loss has no identifiable patrol cause, the Coast Guard presumes the claim arose from normal wear, a defect in the facility, or improper maintenance. Auxiliarists may choose to submit a claim which totals $200 or less (a minor claim) without the necessity of investigation or proof of an identifiable link between the "ordered" activity and the minor damage/loss. If a facility suffers a catastrophic failure/damage that is not patrol related, the Auxiliarist involved should review the *Auxiliary Manual*, COMDTINST M16790.1 (series), to determine if the loss may be claimed and reimbursed.

D.2.f. Minor Claim Payments

Payment for a minor claim may be authorized by the OIA. If approved by the OIA, payment comes from the OIA's normal operating expenses. It is strongly recommended that maintenance records be kept for the facility.

D.3. Facilities and Equipment Eligible for Damage Claims

The following types of facilities and equipment which are lost or damaged may be eligible for reimbursement under appropriate circumstances:

- Auxiliary facilities.
- Special purpose facilities, facility equipment, and operational support equipment.
- In the case of a mobile radio and trailered Auxiliary facility, the motor vehicle and trailer being used to transport the facility are considered equipment for which a claim may be made. Such a claim will be payable only if the vehicle or trailer are damaged under the following circumstances:
  - While transporting the facility from its normal storage location on a reasonably direct route to its assigned location of duty; or
  - During a similar trip to return the facility to storage; or
  - While the vehicle is parked or being used during the assigned mission. Further guidance can be found in the *Coast Guard Claims and Litigation Manual*, COMDTINST M5890.9 (series).
- Damage claims beyond any deductible will not typically be approved, except as noted above for damage to a privately owned motor vehicle.

D.4. Catastrophic Failure

When there is a catastrophic failure to an Auxiliary facility, where the facility is damaged by reason of its use, such a claim may be payable for repair and replacement of the facility or equipment subject to the availability of funds. More information about catastrophic failure is available in the *Coast Guard Claims and Litigation Manual*, COMDTINST M5890.9 (series). An Auxiliarist shall maintain a facility log book documenting all (including personal and CGAUX) hours of use. A Coast Guard approved log book is available at the Auxiliary center.

NOTE

Log book pages should be continuous and not capable of removal or insertion. Common green fixed-page log books are acceptable; loose leaf ring binders are unacceptable.

D.5. Gross Negligence

A claim is not payable if such results wholly or partly from the gross negligence or willful misconduct of the claimant.

D.6. Results of Claim Investigation	An OIA may give the Auxiliarist(s) the benefit of the doubt in recommending payment of a claim that may have resulted from negligence or other questionable conduct of the Auxiliarist(s) involved, but the recommendation shall also take into account the results of the claim investigation. The results of the claim investigation may require the Auxiliarist(s) involved to undergo additional training, re-qualify for all or part of their qualification level, and/or pass a check-ride for recertification prior to orders. In such cases, an Auxiliarist's refusal to reply in a timely fashion shall result in revocation of their certification. The investigation may also recommend, as appropriate, an Auxiliarist's certification be suspended or revoked.
D.7. Written Explanation of Denial	If the OIA is not going to recommend full payment of the claim, a written explanation of the denial (whether in whole or in part) shall be sent to the claimant. The claimant has 15 days to provide additional information to the OIA to substantiate full payment of the claim. A copy shall also be sent to the Director.
D.8. Auxiliary Investigators	Directors are authorized to designate and assign Auxiliarists to investigate Auxiliary facility damage claims only if it is not practical to assign an active duty Coast Guard member.
D.9. Loss or Damage to Personal Property	Auxiliarists must, to the best extent possible, reduce the risk of loss or damage to personal property by removing all personal property from Auxiliary facilities while assigned to duty. Personal property includes items of a personal nature not considered to be facility equipment or equipment necessary for the Coast Guard mission. The Coast Guard realizes in some circumstances it may be impractical to remove and to safeguard these items before using the facility for Coast Guard purposes.
D.9.a. Appropriate Reimbursement	The responsibility to determine whether reimbursement for loss or damage is appropriate rests with the Coast Guard. The Coast Guard will consider the facility's civilian use in determining what is reasonable to be onboard. However, personal items reasonable to be on an Auxiliary facility do not include high value items. Usually, the Coast Guard will not reimburse Auxiliarists for such loss or damage.
D.9.b. Limits for Reimbursement	The limits for reimbursement for authorized items are found in the Allowance List-Depreciation Guide, enclosure (1), and the Appreciation table, enclosure (2), to the *Coast Guard Claims and Litigation Manual*, COMDTINST M5890.9 (series). The depreciation rates and maximum payment amounts in these tables are set by the U.S. Government as guides and are subject to variation and frequent change. Therefore, copies of these tables are not included in this manual.
D.9.c. Computing Reimbursement	Auxiliarists should understand the Coast Guard computes reimbursement for authorized items in the same way an insurance company computes payment for losses. In most cases, reimbursement does not compensate the Auxiliarist for the full cost of lost or damaged items; normally there is a significant difference.

D.9.d. Filing Claims

The Coast Guard Authorization Act of 1996 provides that a member of the Auxiliary, while assigned to duty, shall be deemed a Federal employee for the purpose of resolving, under the Military Personnel and Civilian Claims Act of 1964 (31 U.S.C. § 3721), claims relating to the damage or loss of personal property of the member incident to such duty. Such claims must be filed in accordance with the procedures set forth in the *Coast Guard Claims and Litigation Manual*, COMDTINST M5890.9 (series).

D.10. Personal Injuries

Chapter 5 of the *Auxiliary Manual*, COMDTINST M16790.1 (series), provides the policy regarding Auxiliarists who receive personal injuries while assigned to duty. If necessary, Auxiliarists should seek medical attention immediately. As soon as possible, Auxiliarists should notify the OIA and Director via the chain of leadership if appropriate, of all personal injuries that occur while assigned to duty.

D.11. Third Party Claims

A third party claim is a claim against the Coast Guard, the Auxiliary, or an Auxiliarist. Such claims come from incidents occurring while the Auxiliarist is assigned to duty.

D.11.a. Defense Against Third Party Claims

To defend against third party claims, Auxiliarists must fully document each incident that may lead to a third party claim being filed. The following procedures apply:

- Obtain witnesses' names and addresses as soon as possible, take a liberal number of quality photographs; and get a comprehensive written statement from each crewmember (in their own words).
- Complete a Boating Accident Report Form (CG-3865) or the appropriate State Boating Accident Form (or FAA report for aircraft accidents) and a Report of Potential Third Party Liability Form (CG-4899).
- Report the incident to the OIA and Director who will then notify the Coast Guard Legal officer.
- Inform appropriate Auxiliarists (e.g., District Commodore, District Legal officer, etc.) as soon as possible, without using the chain of leadership.
- Report any incident or accident no matter how small or insignificant it seems at the time.
- Immediately forward to the Director any claim letter or lawsuit paperwork received (including a subpoena).
- Forward all inquiries from third parties, including lawyers, to the Director's office without comment (49 CFR Part 9). The Director must then forward the papers to the district or Commandant legal staffs, as appropriate.
- Auxiliarists shall send duplicate copies of all pertinent documents to their insurance company until the government establishes whether or not it will defend the Auxiliarist.

D.11.b. Scope of Employment Determination	When a lawsuit is filed against an Auxiliarist alleged to have negligently injured someone, the suit is handled in the same way as a personal injury suit against any government employee. The United States Government is normally substituted for the defendant, provided the act allegedly causing the injury occurred while the individual was acting within the scope of his or her employment. For an Auxiliarist, this normally means being assigned to duty. When the Department of Justice makes a "scope of employment" determination, the usual basis for such decision is the recommendation of the Coast Guard. When the government is substituted as the defendant, the Auxiliarist is usually dismissed from the suit.
D.12. Civil or Criminal Charges	The Coast Guard Authorization Act of 1996 provides that Auxiliarists, while assigned to duty, may be entitled to the protection of the Federal officer Removal Statute (28 U.S.C. § 1442). Auxiliarists in the performance of authorized operational duties may, as a result of the performance of a particular mission, be ordered to or authorized to perform in such a manner that state or municipal law may be violated. If these operational duties result in subsequent civil or criminal charges being brought against the Auxiliarist, the Auxiliarist must immediately notify the OIA and the Director of Auxiliary. If it is determined the Auxiliarist was properly authorized to violate such law in performing authorized duties, a hearing on those charges will be moved from the state or municipal court to Federal court to be heard by a federal magistrate or judge.

Section E. Additional Administrative Items

Introduction	This section provides additional administrative items related to operations program administration.
E.1. Security Clearances	Auxiliary operations do not normally require the use of classified material. However, personnel standing watches in Operations Centers may need to hold a security clearance due to the open storage of classified material or classification of missions. Unit commanders who anticipate using Auxiliary watchstanders in these areas are responsible for initiating the Auxiliary clearance process. The *Auxiliary Manual*, COMDTINST M16790.1 (series), contains guidance for Auxiliary personnel security investigation procedures.
E.2. Forms	Various Coast Guard forms and reports required for Auxiliary operations can be found on the Auxiliary National and Auxiliary Chief Director web sites in *Annex F*. This summary does not include forms required for other agencies, such as the FAA, to meet Auxiliary operational standards.
E.3. Solicitations, Gifts, and Donations	Occasionally, a person who has been helped by the Auxiliary insists on giving a monetary contribution. Policy regarding solicitations, gifts, and donations acceptance procedures is found in the *Auxiliary Manual*, COMDTINST M16790.1 (series), *Chapter 5, Section H*.

Chapter 3
Flags, Signs, Insignia, and Markings

Introduction

This chapter describes flags, signs, insignia, and markings authorized for use by the Coast Guard Auxiliary.

In this Chapter

This chapter contains the following sections:

Section	Title	See Page
A	Flags	3-3
B	Patrol Signs	3-13
C	Decal Insignia	3-17
D	Air to Surface Marking	3-19
E	Surface to Air Recognition Banner	3-21
F	Auxiliary Markings	3-23

Section A. Flags

Introduction

This section describes the flags authorized for Auxiliary use.

A.1. Authorization

U.S.C. 891 authorizes Auxiliary flags. District Materials Centers and the Auxiliary Center (AUXCEN) stock the flags described in this section. Auxiliarists may purchase these flags through their FSO-MA.

A.2. National Ensign

The following policy applies when flying the National Ensign:

- All surface facilities underway must fly the National Ensign.
- While there is no law against flying the National Ensign at night, it is customary to fly it only between sunrise and sunset when not underway.
- All facilities must fly the National Ensign whenever the Auxiliary Ensign is flown.
- The National Ensign must be about one inch on the fly for each foot of overall boat length. **Table 3-1** provides standard National Ensign sizes relative to boat length.
- Auxiliarists must never display the National Ensign upside down on Auxiliary facilities. This is not a recognized international distress signal because the flags of many nations appear the same when flown upside down.

Table 3-1
Recommended Flag Sizes

Vessel Length (Feet)	National Ensign (Inches)	Auxiliary & Patrol Ensigns (Inches)
14 – 18	12 x 24	9 x 15.5 (#5)
18 – 24	16 x 24	12 x 21 (#4)
24 – 30	20 x 30	15 x 24 (#3)
30 – 36	24 x 36	24 x 36 (#2)
Over 36	30 x 48	30 x 48 (#1)

A.3. Coast Guard Ensign

A surface facility must fly the Coast Guard Ensign when assigned to duty and there is a Coast Guard officer or petty officer aboard on official duty. Auxiliarists must not fly it when the Coast Guard personnel are onboard for a social event, personnel or logistics transportation, area familiarization, or similar activities. Auxiliary surface facilities must only fly the National Ensign and the Coast Guard Ensign in the above situations. They must strike all other flags, pennants, burgees, etc.

A.4. Union Jack

The union jack is a flag composed of white stars on a blue field of the National Ensign. Only government vessels that are commissioned vessels may fly the union jack. When assigned to duty, an Auxiliary facility becomes a government vessel, however, it is not a commissioned vessel. The union jack may not be displayed from an Auxiliary surface facility at any time.

A.5. Auxiliary Ensign

The Auxiliary Ensign (**Figure 3-1**), also called the "Blue Ensign," has a blue field and white slash, on which is the Auxiliary emblem. The following policy applies when flying the Auxiliary Ensign:

- Auxiliarists may fly the Auxiliary Ensign, but only on inspected surface facilities and non-operational facilities that display a current facility decal. Those Auxiliarists may fly the Auxiliary Ensign day and night. However, while underway, an Auxiliarist must be onboard when flying the Auxiliary Ensign.
- Auxiliarists must fly the Auxiliary Ensign from the main truck, if the boat has a mast. If there is no mast, Auxiliarists may fly the Auxiliary Ensign from the bow staff, or, if equipped with a radio antenna, from the antenna at a point approximately two-thirds the height of the antenna. Auxiliarists must never fly the Auxiliary Ensign at the stern, so as not to confuse it as a flag of nationality.
- **Table 3-1** provides the proper Auxiliary Ensign size in relation to boat length. Auxiliary Ensigns are available from the Auxiliary Center (AUXCEN) or District Material Centers in five standard sizes. Dimensions of the Auxiliary Ensign flying on a boat may not exceed those of the National Ensign flown at the same time.

Figure 3-1
Auxiliary Ensign

A.6. Auxiliary Patrol Ensign

The Auxiliary Patrol Ensign (**Figure 3-2**) is a modification of the Auxiliary Ensign, established to promote recognition during operational activities. The Patrol Ensign field is white with an Auxiliary emblem centered on a broad diagonal Coast Guard red stripe. The stripe has two narrow stripes to the right or left, first a white stripe and then a Coast Guard blue stripe. The following policy applies when flying the Auxiliary Patrol Ensign:

- Auxiliarists may fly the Auxiliary Patrol Ensign only when on inspected vessel facilities that display the current facility decal. The Ensign may be flown day or night, but only when the facility is assigned to duty. Auxiliarists must fly the Patrol Ensign in the same manner as, and in place of, the Auxiliary (blue) Ensign.
- Boats must display the largest practical size using the recommendations from **Table 3-1**. Patrol Ensigns are available from the Auxiliary Center (AUXCEN) and District Materials Center in five sizes. An Auxiliarist may not fly a Patrol Ensign on a boat if its dimensions exceed the dimensions of the National Ensign flown on the same boat.
- When operating under orders, Auxiliarists may fly the Auxiliary Patrol Ensign and National Ensign, plus one leader's flag. See *paragraph A.7* of this section for restrictions on flying flags.

Figure 3-2
Auxiliary Patrol Ensign

A.7. Auxiliary Leader Flags

Only inspected and approved surface facilities and non-operational facilities may fly elected or appointed leader pennants and past leader's burgees. Auxiliarists may fly these flags day and night when the leader is aboard.

- A vessel facility must not display more than one leader's flag, pennant, or past leader's burgee. If an incumbent leader and past leader (of the same position level) are onboard a facility, the coxswain must fly the incumbent leader's flag or pennant rather than the past leader's burgee. However, if a senior leader is onboard as a visitor, it is a courtesy to display the flag of the senior leader, whether it is a flag, pennant, or burgee. Past leaders may fly the burgee of the highest office held, or the flag or pennant of the present office.
- Auxiliarists must fly a pennant or burgee from the starboard yardarm, if the boat has yardarms (spreaders). If the boat has a mast, but no yardarms (such as a power boat's mast), Auxiliarists may fly the Auxiliary Ensign from the truck of the mast and the leader's pennant or burgee from the bow staff. If the boat does not have a mast, an Auxiliarist may fly the pennant or burgee instead of the Auxiliary Ensign from the bow staff.
- A vessel facility assigned to duty may fly only a leader's flag, pennant or burgee, and the National and Patrol Ensigns. The coxswain must remove all other flags, yacht Ensigns, U.S. Power Squadron Ensigns, yacht club burgees, squadron pennants, windsocks, or like items.
- Auxiliary leaders, past or present, may not fly their flags, pennants, or burgees on land.

A.8. Auxiliary Ensign Displayed by Coast Guard Units

Coast Guard units may and should display the blue Auxiliary Ensign to emphasize the Commandant's "Coast Guard Forces" concept. Coast Guard units may fly the Auxiliary Ensign whether or not an Auxiliarist is onboard. Display shall be in accordance with normal flag protocol.

A.9. Auxiliary Ensign Displayed by Auxiliary Land Facilities

Currently, certified Auxiliary land facilities may display the blue Auxiliary Ensign at their base location. The Ensign may only be displayed during the time that the location or facility is in service.

A.10. Flag Display

Table 3-2 summarizes Auxiliary surface facilities and their requisite flag display rules. **Figure 3-3** and **Figure 3-4** show the proper display of flags on Auxiliary surface facilities and non-operational facilities.

Table 3-2
Summary of Flag Display By Auxiliary Surface Facilities

	National Ensign	Coast Guard Ensign	Auxiliary Ensign	Auxiliary Patrol Ensign	Auxiliary Leader
Not Under Orders	Optional	No	Optional w/ National Ensign	No	Optional w/ National Ensign
Assigned to Duty	Yes	No	No	Yes	Optional
Ordered Coast Guard Aboard	Yes	Yes	No	No	No
Ref Section	A.2	A.3	A.5	A.6	A.7
Use Notes	A.11		A.12	A.13	A.14

A.11. National Ensign Notes

All surface facilities and non-operational facilities must fly the National Ensign whenever the Auxiliary Ensign is flown.

A.11.a. Power Boats

The National Ensign is flown aboard power boats from the stern staff except when it has a gaff, in which case the Ensign must fly from the stern staff at anchor and the gaff when underway.

A.11.b. Sailboats

The National Ensign is flown aboard sailboats from the stern staff while underway or at anchor. It may optionally fly, when under sail, from peak of aftermast sail on a gaff-rigged boat, or from two-thirds up the leech of aftermost sail on a Marconi rigged boat (**Figure 3-3, Configuration B**).

A.12. Auxiliary Ensign Notes

The Auxiliary Ensign will be flown onboard surface facilities and non-operational facilities as follows:

A.12.a. Power Boats

The Auxiliary Ensign is flown aboard power boats:

- From the main truck when boat has a mast(s).
- Without a mast, from the bow staff (**Figure 3-4, Configuration A**).
- (Optional) Without a mast, but with a radio antenna, display the Auxiliary Ensign from the antenna. The uppermost portion of the Ensign must be put at a point about two-thirds the way up the antenna (**Figure 3-4, Configurations B and F**).

A.12.b. Sailboats	The Auxiliary Ensign is flown aboard sailboats: • At mainmast head of catboat, cutter, sloop, ketch, or yawl; foremost masthead of a schooner. • At the principal starboard spreader/shroud when Auxiliary leader flag/pennant/burgee is at masthead/shroud (**Figure 3-3, Configurations A and E_1**).
A.13. Auxiliary Patrol Ensign Notes	The Auxiliary Patrol Ensign will be flown in place of the Auxiliary (blue) Ensign when assigned to duty.
A.14. Auxiliary Leader Flag Notes	A surface facility assigned to duty may fly an Auxiliary leader's flag, pennant, or burgee (see *Figure 11-6* of the *Auxiliary Manual*, COMDTINST M16790.1 (series)), in addition to the national and Patrol Ensigns as follows:
A.14.a. Power Boats	An Auxiliary Leader's flag, pennant, or burgee is flown aboard power boats: • From starboard yardarm when boat has yardarms (spreaders). If the boat has a mast but no yardarms (such as a power boat's radar mast), fly the Auxiliary Ensign from the truck of the mast and the leader's flag, pennant, or burgee from the bow staff (**Figure 3-4, Configuration D**). • With one flag, pennant, or burgee at any one time.
A.14.b. Sailboats	An Auxiliary Leader's flag, pennant, or burgee is flown aboard sailboats: • At masthead of boat without spreader halyard instead of Auxiliary Ensign (**Figure 3-3, Configuration A**). • At masthead of single-masted boat when Auxiliary Ensign is at starboard spreader or shroud (**Figure 3-3, Configuration C_1**). • At aftermost masthead of multi-masted boat when Auxiliary Ensign is carried on foremost masthead (**Figure 3-3, Configuration E_2**). • On port/starboard spreader/shroud under Auxiliary Ensign when electronic equipment at masthead (**Figure 3-3, Configurations D_1 and D_2**).

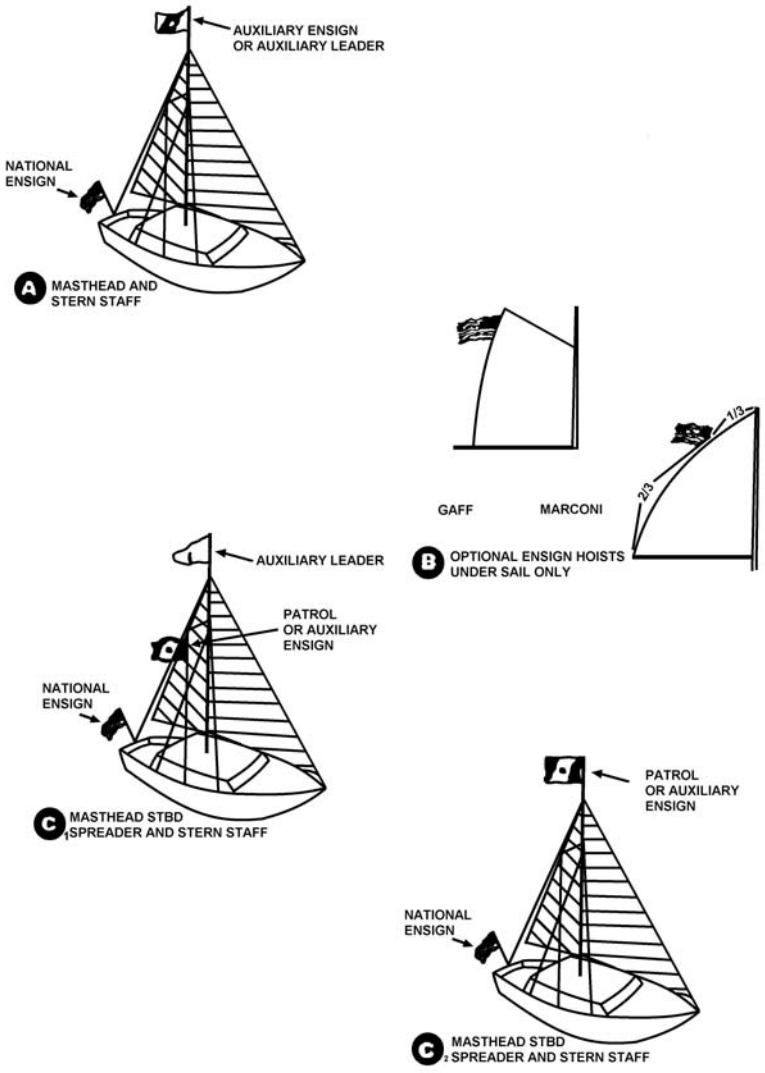


Figure 3-3
Sailboat Flag Display

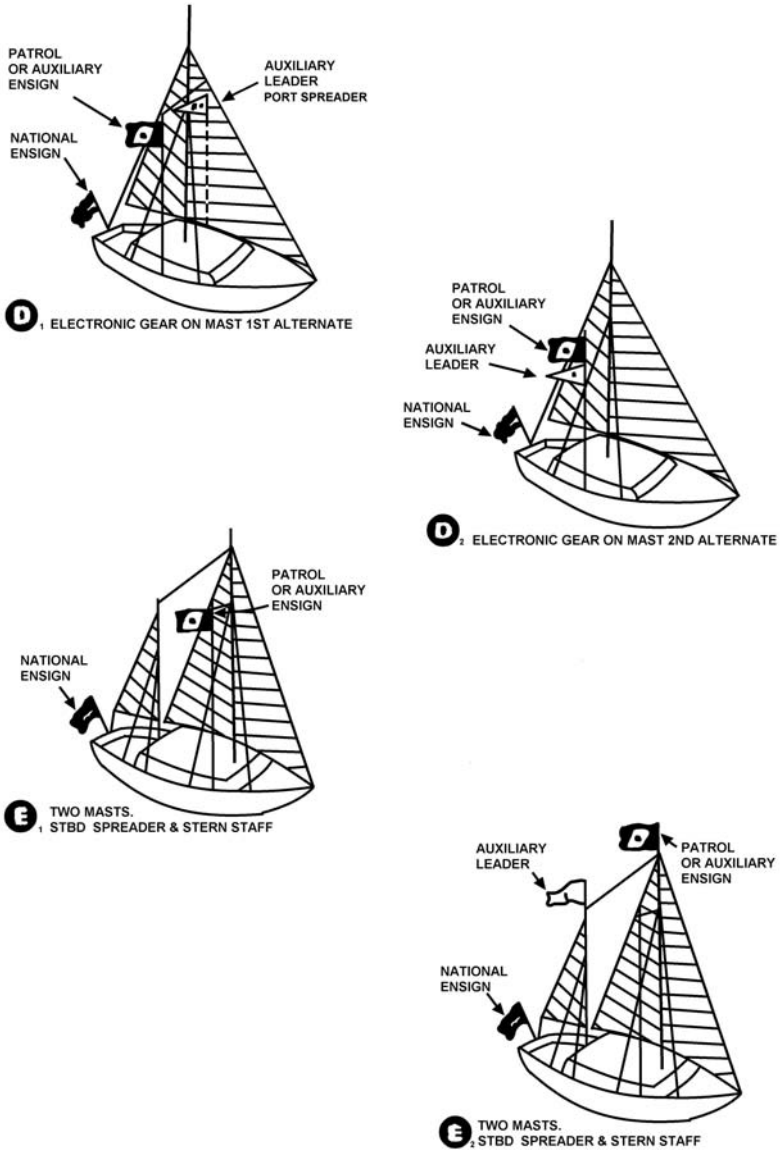


Figure 3-3
Sailboat Flag Display - Continued

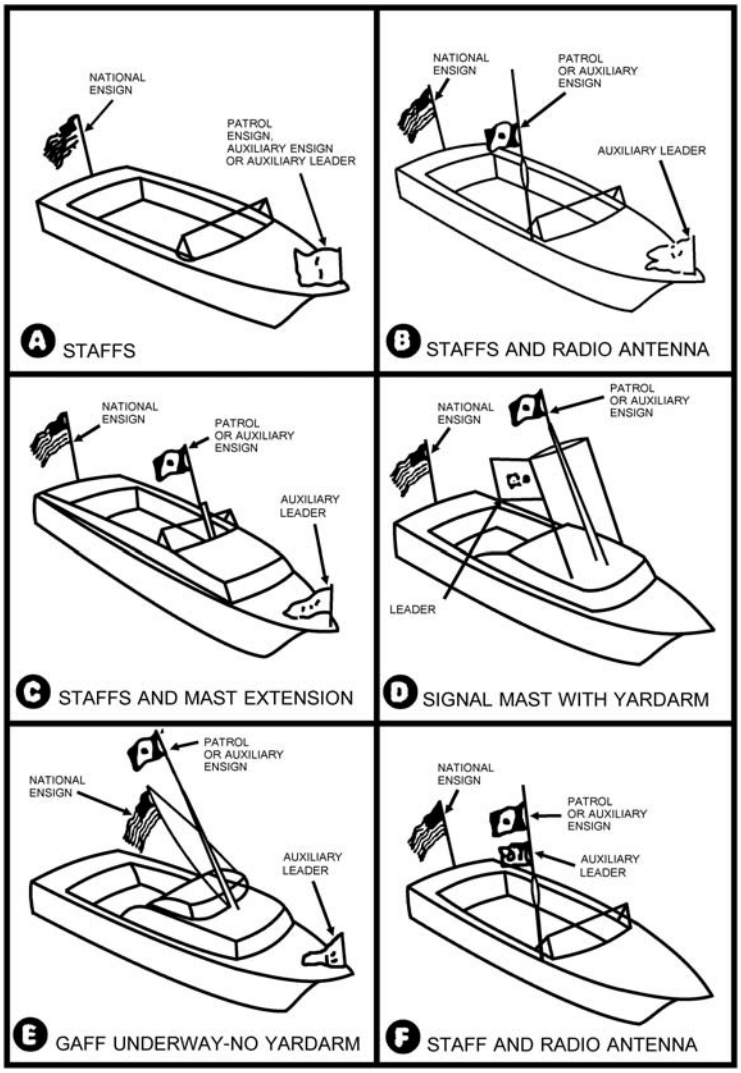


Figure 3-4
Powerboat Flag Display

Section B. Patrol Signs

Introduction

This section describes the patrol signs authorized for Auxiliary use.

B.1. Surface Facility Patrol Signs

Auxiliarists operating Auxiliary surface facilities on patrol must prominently display the patrol signs shown in **Figure 3-5**. These signs must be visible on both sides of the facility. A facility must not display patrol signs while it is not assigned to duty. If a facility is on ordered patrols for consecutive days, patrol signs may remain displayed during periods of non-use.

Starboard Side

Port Side

Figure 3-5
Auxiliary Facility Patrol Signs

B.1.a. Sizes

Patrol signs are available in three sizes. **Figure 3-6** provides the approximate dimensions and **Table 3-3** provides the recommended sign size for the corresponding facility length.

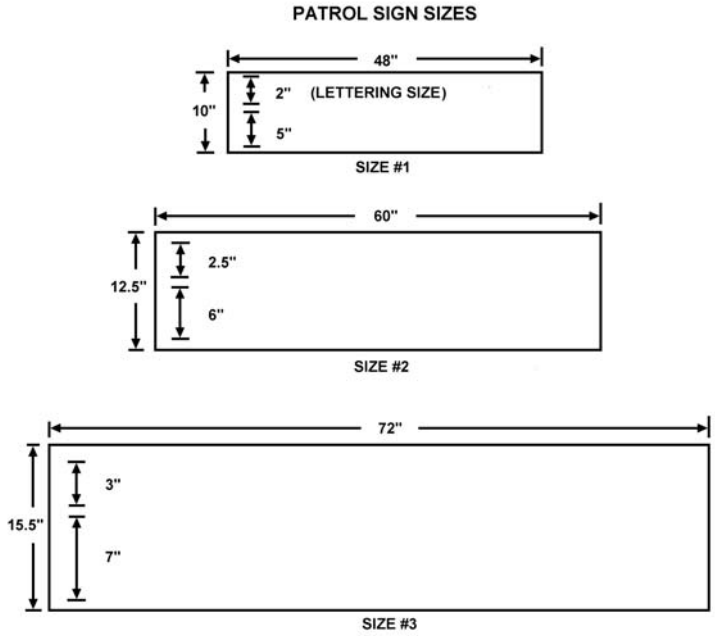


Figure 3-6
Auxiliary Facility Patrol Sign Dimensions

Table 3-3
Auxiliary Facility Patrol Sign Sizes

Facility Length, Overall	14' – 24'	20' – 30'	Over 30'
Recommended	#1	#2	#3

B.1.b. Lettering Color

Patrol sign lettering must be black or dark blue. A similarly colored sign border or oversized mounting board is optional.

B.1.c. Optional Stern Patrol Sign Board

Auxiliary surface facilities assigned to duty may carry and display a stern patrol sign board. This option is only for boats with sterns of adequate size. Auxiliarists may use either a port or starboard sign board in the stern position (stripe going in either direction). The optional stern sign board must be the same size or smaller than the required port and starboard sign boards.

B.1.d. Director Authorization

Directors may authorize appropriate placement and size of sign boards on a case-by-case basis. Additionally, the Director may approve modifications to signs, but only after review of the submitted specifications.

B.1.e. Exemptions

PWCs and special purpose facilities are exempt from the provisions of this section.

B.2. Vessel Control Signs

Auxiliary facilities conducting regatta patrols are encouraged to carry and use control signs. Auxiliarists may construct or purchase control signs (**Figure 3-7**). Control signs must have solid black (or dark blue) block letters (minimum 4 inches in height) on a yellow, orange, or red background. For further information, see *Auxiliary Special Course Patrols (AUXPAT) Instructor Text,* COMDTPUB P16794.27 (series).

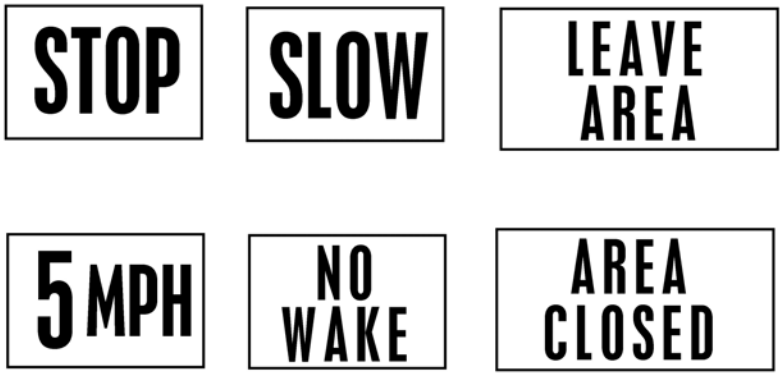


Figure 3-7
Control Signs

B.3. Mobile Unit Patrol Signs

Operators of Auxiliary land mobile radio units may display the Auxiliary land mobile radio unit patrol signs. These signs are made with plastic magnetic tape and similar in design to the Auxiliary facility patrol signs in **Figure 3-5**. The following policy applies:

- Auxiliarists may only display mobile unit patrol signs while assigned to duty.
- Auxiliarists must only use the manufactured patrol signs, which are available from the Auxiliary National Supply Center (ANSC). No substitutes are acceptable.
- Auxiliarists may not permanently affix a patrol sign to their personal vehicle.
- Auxiliarists must place patrol signs on the upper half of the front doors on both sides of the vehicle, as much as the vehicle design will permit.

B.4. Commercial Advertisements/ Identification	Commercial advertisement signs on any facility may not be visible while under patrol orders.

Section C. Decal Insignia

Introduction	Facilities may display only the decal insignia and markings authorized below and only on those specific facility types listed.
C.1. Surface Facilities	Auxiliary surface facilities must display the facility decal insignia with the operational wreath and may display the Operational Excellence Decal if awarded.
C.1.a. Facility Decal and Wreath	The facility decal and wreath must be displayed on the port side of the boat. They must be visible when meeting other boats in the typical "port to port" situation. The wreath must be positioned immediately underneath the facility decal causing them to blend together. Auxiliarists may not display a VSC decal on any Auxiliary facility.
C.1.b. Operational Excellence Decal	The Operational Excellence ("E") decal is awarded to those surface facilities that have demonstrated their operational excellence level in accordance with the *Coast Guard Auxiliary Operational Excellence Program*, COMDTINST 16794.4 (series). The decal will be displayed on the port side forward window, just aft of the operational decal and wreath if possible. For vessels with no port side window, the E-decal may be displayed on the port side of the operating console, above the viewing line of the vessel's gunwale.
C.2. Non-Operational Facilities	Auxiliary non-operational facilities must display only the facility decal insignia, without the operational wreath. The decal must be displayed on the port side of the boat. It must be visible when meeting other boats in the typical "port to port" situation. Auxiliarists may not display a VSC decal on any Auxiliary non-operational facility.
C.3. Special Purpose Facilities	Special purpose facilities may display a VSC decal but are not authorized to display a surface facility or non-operational facility decal.
C.4. Radios	Auxiliary radio facilities may only display the miniature decal (see *paragraph B.4* of *Annex 4*).
C.5. Aircraft	Display of the Auxiliary decal must be in conformance with the following guidelines: • The facility decal and wreath must be displayed on the port side of the aircraft fuselage, forward of the pilot's door or wing (see **Figure 3-8**). • Since an aircraft does not lend itself to the flying of the Auxiliary Ensign, owners may place the Auxiliary blue logo decal on the aircraft. • Auxiliarists must only place this logo on both sides of the vertical stabilizer (outside of the stabilizer for twin-tail aircraft) or on both sides of the fuselage, aft of the wing. • The Auxiliary blue logo must not be in both positions (see **Figure 3-8**).

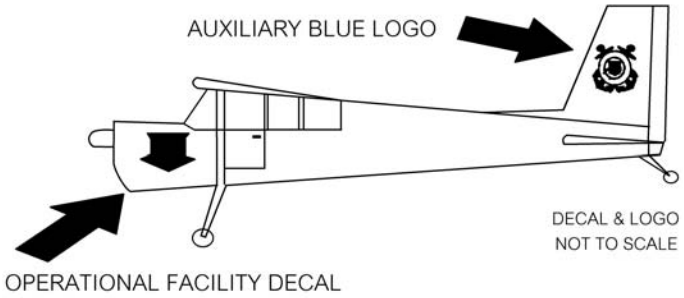


Figure 3-8
Aircraft Operational Facility Decal

Section D. Air to Surface Marking and Coast Guard Identification Insignia

Introduction

This section describes authorized air to surface marking and Coast Guard identification insignia.

D.1. Air to Surface Marking

To provide easier identification of Auxiliary aircraft from the surface, owners may place the word "RESCUE" or "PATROL" on the underside of the wing or fuselage. In lieu of the words "RESCUE" or "PATROL", Auxiliary air facilities may be marked with an Auxiliary stripe and 12-inch Auxiliary logo decal using the dimensions provided in **Figure 3-9**. The placement shall be under the wing as shown in **Figure 3-10**.

The Coast Guard color numbers are as follows:

- Wide Stripe - CG Blue 15182
- Narrow Stripe - CG Red 12199
- Separator - CG White 17925

Colors are found in the *Coatings and Color Manual*, COMDTINST M10360.3 (series).

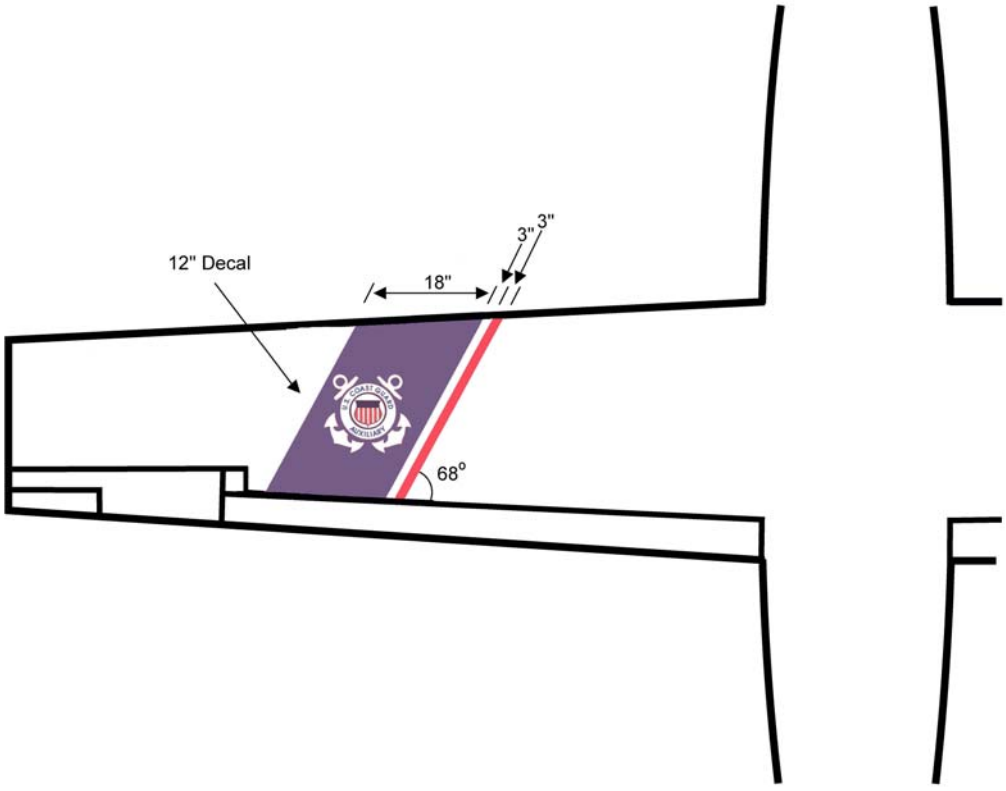


Figure 3-9
Auxiliary Aircraft Marking Dimensions

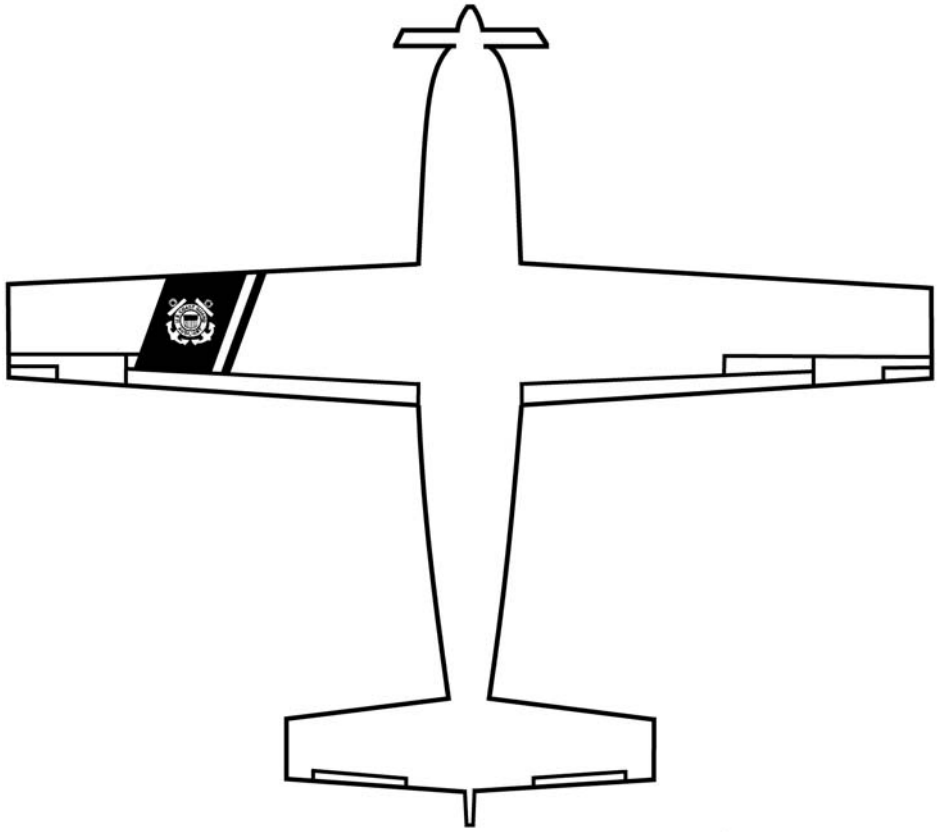


Figure 3-10
Auxiliary Aircraft Marking Placement

D.2. Coast Guard Identification Insignia

Auxiliarists, individuals, or groups may not use the Coast Guard's well known stripe (properly known as the Coast Guard Identification Insignia) without prior authorization from the Commandant. The Coast Guard stripe is for identifying Coast Guard boats, cutters, aircrafts, and units. The Coast Guard also uses it on semi-official and official publications, stationery, etc., and on such items as authorized Coast Guard jewelry.

Section E. Surface to Air Recognition Banner

Introduction

This section describes the purpose, use, and construction of the surface to air recognition banner.

E.1. Purpose

To provide the best view for and identification from other surface locations, coxswains must display Auxiliary Ensigns, flags, lights, and patrol signs in a vertical plane. However, identification of an Auxiliary surface facility by an aircraft is difficult. This is due to the limited time, near vertical viewing angle, and altitude restrictions an aircraft has available. Using the surface to air recognition banner (**Figure 3-11)** in a horizontal plane will help air crewmembers identify an Auxiliary facility.

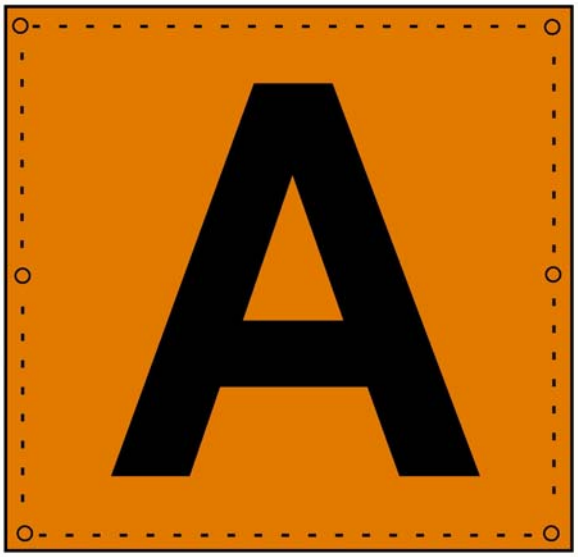


Figure 3-11
Surface to Air Recognition Banner

E.2. Use

Auxiliarists may display the surface to air recognition banner in the following manner:

- Use it only on a surface facility that is assigned to duty.
- Do not permanently affix the banner to any facility.
- Use the banner as an optional display.
- Display the banner in a horizontal plane, on the fore-deck, pilothouse, or bimini top. The base of the "A" must be towards the stern of the boat.

E.3. Construction

Auxiliarists may make a surface to air recognition banner under the following guidelines:

- The banner must be 36 inches by 36 inches in size. Use a larger banner only if adequate display area is available on the facility.
- Make the banner using nylon, hemmed edges, and grommets for fastening banner to display location.
- Sew on the letter "A" (for better durability) or use the silk screening process.
- Use international orange color for the background and black for the letter "A". The "A" must be 80% of the banner's height.

Section F. Auxiliary Markings

Introduction

This section describes the requirements for Auxiliary unit vessels and vehicle markings.

F.1. Mandatory Markings

In addition to complying with flag and sign provisions in this chapter, Auxiliary unit vessels owned by the unit shall be marked on each side of the hull (and, if feasible, marked on the transom) with the words "U.S. COAST GUARD AUXILIARY", "U.S. COAST GUARD AUX", or "USCGAUX". The facility call sign, required to be issued by the Director of Auxiliary in accordance with the provisions of *paragraph F.4* of *Chapter 1*, shall be placed directly below the Auxiliary markings, if space permits. Otherwise, the number should be placed aft of the Auxiliary markings so as not to be confused with state registration numbers. The letters and numbers shall be affixed to the vessel and be "block type, 4 inches in height, and either white or black (contrasting to the hull color). (see **Figure 3-12**)

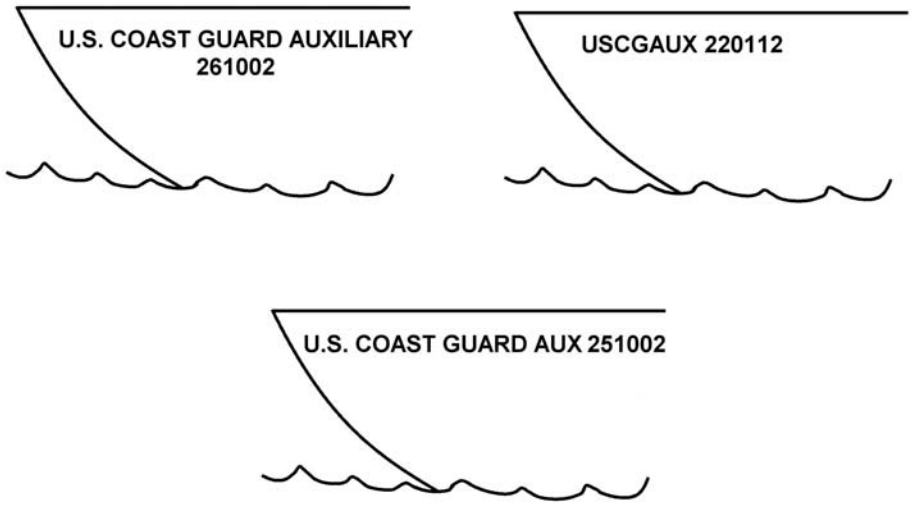


Figure 3-12
Auxiliary Unit Vessel Call Sign Display

F.2. Optional Markings

Auxiliary unit vessels may display a Coast Guard Auxiliary identification insignia consisting of a broad diagonal blue stripe followed towards the stern by two narrow stripes, first white then red. The Auxiliary emblem shall be centered within the confines of the broad blue diagonal stripe.

F.3. Coast Guard Owned and Commercially Maintained Boats

The Coast Guard markings on Coast Guard owned boats, authorized by Commandant (G-OCS) to be specifically made available for Auxiliary use, must be replaced with Auxiliary markings in accordance with this chapter.

F.4. Vehicle Markings

Law enforcement lights may not be mounted or used in any way on a vehicle engaged in Auxiliary activities. Public safety lights may not be energized while engaged in Auxiliary activities. Law enforcement or public safety identifying stripes or markings may not be displayed while assigned to duty.

Chapter 4
Operational Activities

Introduction

An OIA must approve/direct the operational activities of Auxiliary facilities. An Auxiliarist operating a facility without orders is doing so as a private citizen and not as an Auxiliarist (see *Section B* of this chapter).

In this Chapter

This chapter contains the following sections:

Section	Title	See Page
A	Ordered Operational Patrol Missions	4-3
B	Operational Support Missions	4-9
C	Missions Not Under Orders	4-11
D	Facility Readiness Status	4-13
E	Operational Guidelines	4-15

Section A. Ordered Operational Patrol Missions

Introduction

A patrol is the movement of an operational facility under orders to conduct an ordered mission. The Coast Guard issues the orders to the facility operator, who may not always be the owner.

NOTE

The owner or operator is authorized to refuse the orders.

A.1. Patrol by Vessel or Aircraft

A patrol by a vessel or aircraft begins when the facility has left the dock or pier, has taxied from the hangar or tie-down, or is launched; not when arriving "on station." The patrol ends when the facility returns to its dock, hangar, or launch ramp by the most direct route.

A.2. Patrol by Land Mobile Facility

A patrol by a land mobile facility begins when the mobile unit leaves its previous location en route to the patrol area. The patrol ends when the mobile unit returns home or to its next place of repose.

A.3. Communication

For a patrol, a facility must have two-way communications with any Coast Guard unit; any Auxiliary station or detachment; any federal, state, or local agency (e.g., Army Corps of Engineers, police, fire department, etc.); or any local marina that agrees to maintain the scheduled communication guard, relay official information between the Coast Guard and Auxiliary facility, and must understand and agree to immediately report a communications loss to the Coast Guard if the reporting period is exceeded.

A.4. Reporting Requirements

Facility operators must follow all Coast Guard reporting requirements during a patrol. Surface vessels must report OPS normal and position every 60 minutes. Helicopters and single-engine fixed-wing (SEFW) aircraft must report OPS normal and position every 15 minutes and multi-engine fixed-wing (MEFW) aircraft must report every 30 minutes. The OIA may impose a more stringent reporting requirement. If communications are lost for more than the designated reporting period, the mission must be aborted, the facility moved to a safe haven, and the OIA advised of the situation. Facilities en route to or from assigned areas are subject to call and assignment, if needed.

Operators must report the ordered use of a facility in the appropriate patrol category on the Activity Report-Mission Form (ANSC-7030). Auxiliarists conducting an operational activity which does not fall within the definition of a patrol (see the *Introduction* of this section) must report it as an operational support mission.

NOTE

Auxiliary communications reporting requirements shall be the same as the active duty reporting requirements for a given area of operation.

A.5. Alternate Communications Plan

In areas where there are known communication gaps, the OIA may authorize an alternate communications plan. At a minimum, the facility operator must notify that OIA, or designee, before beginning the mission, of the patrol's start and end times and the names of all individuals aboard. The facility operator must notify the OIA, or designee, immediately upon return from the mission. At any time the mission is expected to run more than 15 minutes beyond the estimated end time (ETA), the facility operator must communicate a new ETA to the OIA, or designee, as soon as practicable, but in no case later than 15 minutes from the original ETA.

A.6. Coxswain Responsibility

Only the Auxiliarist listed as coxswain for the facility on a set of orders will get the credit as coxswain for the patrol. The ordered coxswain maintains exclusive and total responsibility for the crew and the safe operation of the facility. Auxiliarists must operate within the bounds of the orders. Unless the coxswain is physically unable to continue the patrol, the designated coxswain shall remain in charge until mission completion. In the event that the operator is physically unable to continue the patrol, the patrol must be aborted, and the OIA or Coast Guard command having tactical control (TACON) must be contacted immediately for further guidance.

A.7. Maritime Domain Awareness

Maritime Domain Awareness (MDA) underscores all operational missions in the Coast Guard Auxiliary. Auxiliarists carry out MDA as follows:

- Increase vigilance in the maritime environment.
- Observe, detect, report, and monitor the normal and the abnormal.
- Enhance the presence of Coast Guard Forces.
- Carry out specific tasking from cognizant Coast Guard authority (see *paragraph A.6* of *Chapter 2*).

A.8. Multi-Mission Patrols

The OIA must make every effort to use the Auxiliary in a multi-mission manner. Auxiliarists must report multi-mission patrols in accordance with the instructions on the Activity Report-Mission Form (ANSC-7030).

With few exceptions all patrols are capable of being multi-mission in nature and may include some or all of the following. Each mission is subject to the applicable operational guidelines in *Section E* of this chapter.

A.8.a. Maritime Safety

Auxiliarists carry out the maritime safety mission as follows:

- Promote safe boating.
- Provide SAR response.
- Render assistance to distressed persons in the marine environment.

A.8.b. Ports, Waterways, and Coastal Security

Auxiliarists carry out the Ports, Waterways, and Coastal Security (PWCS) mission as follows:

- Record information about ships, facilities, and critical infrastructure as directed by cognizant Coast Guard authority.
- Identify hazards or potential hazards in a port or waterway.
- Report any port, waterway, or coastal activity/incident that affects the safety of the area or jeopardizes the critical infrastructure.

A.8.c. Aids to Navigation/Chart Updating	Auxiliarists carry out aids to navigation/chart updating (see *Coast Guard Auxiliary Aids to Navigation Program*, COMDTINST 16500.16 (series)), as follows: • Verify private aids to navigation or support Coast Guard ATON efforts. • Conduct chart updating missions to verify the accuracy and completeness of information published on charts and related navigation publications. • Report all ATON discrepancies to the Coast Guard.
A.8.d. Ice Reconnaissance	Auxiliarists carry out ice reconnaissance as follows: • Observe and report ice conditions. • Monitor ice fishing and other winter activities.
A.8.e. Bridge Administration	Auxiliarists carry out bridge administration as follows: • Support and augment bridge surveys. • Investigate and provide information regarding waterways safety and navigation situations pertaining to the bridge program. • Provide direct assistance and support to the bridge program personnel. Further information regarding Auxiliary support to the Bridge Program is contained in the 29 February 1996 MOU and Joint Action Plan (MOUJAP) addressing Auxiliary support of the Bridge Administration Program. MOUJAP is located in the *Auxiliary Manual,* COMDTINST M16790.1 (series).
A.8.f. Waterways Management	Auxiliarists carry out waterways management missions as follows: • Assist in Coast Guard waterways management responsibilities. • Provide platforms and personnel for Coast Guard and other federal and state agencies, by providing information and input into the Waterways Analysis and Management System (WAMS) analysis process.
A.8.g. Training	Auxiliarists conduct training missions to qualify other Auxiliarists in the tasks required for the different Auxiliary programs (e.g., all levels in the surface and air crew programs, etc.).
A.8.h. Marine Environmental Protection	Auxiliarists conduct environmental protection missions to support Coast Guard Sectors, Activities, Groups, MSOs, and other operational units and the various programs for which they are responsible (e.g., pollution response, marine environmental missions, aircraft overflights, and environmental education and outreach programs).
A.8.i. Law Enforcement Support	Auxiliarists are fully authorized to conduct low risk law enforcement support missions to provide transportation or interpretation for a specific law enforcement mission.
A.8.j. Logistics Support	Auxiliarists provide logistics support in any of the above missions.
A.8.k. Agency Support	Auxiliarists provide support to other agencies as directed by the OIA.

A.9. SAR Call-Out

A SAR call-out is the unscheduled movement of an Auxiliary facility for purposes of SAR. The movement is at the specific request of a unit commander for a SAR mission. If the unit commander cancels a SAR call-out before movement, the mission time shall be reported as operational support (see *Section B*). Auxiliarists usually perform movements of a facility engaged in storm, flood, and other disaster or emergency response in conjunction with the Coast Guard or local agencies.

A.10. Regatta Support

A "regatta" or "marine event" is an organized water activity approved by the Coast Guard or other agencies. It is of limited duration and is conducted on a prearranged schedule and has public interest. Auxiliarists conduct regatta missions to enhance safety during approved regattas or other marine events as follows:

- Operational Commanders may assign an Auxiliary Patrol Commander (AUXPATCOM) to carry out the regatta mission.
- The Coast Guard generally limits its control over regattas or marine events to those events which may introduce hazards to navigation, may endanger protected species, or which may impede marine traffic flow.
- The District Commander may issue special local regulations and set up special aids to navigation to ensure the safety of life and property in the regatta or marine event area.
- The District Commander may assign Coast Guard units and/or Auxiliary facilities for a regatta or marine event to control spectator and transient watercraft and to minimize safety hazards in the event area.
- The sponsoring organization is primarily responsible for protecting participants from the hazards of the event.

A.11. Safety Zone Support

The Coast Guard may deploy Auxiliary facilities to patrol safety zones. The Auxiliary may conduct these patrols with or without Coast Guard Boarding officers (officers or petty officers authorized to conduct law enforcement) onboard. Auxiliarists operating facilities without Coast Guard Boarding officers onboard may function only in an advisory or informational mode when directing the movement of boats in the vicinity of the zone, and may not exercise law enforcement authority.

A.12. Security Zone Support

The Coast Guard may deploy Auxiliary facilities in support of security zones established by the Captain of the Port (COTP). While not a part of the security zone enforcement, Auxiliary facilities may be used to advise the public of the existence of the security zone. The Auxiliary may conduct these patrols with or without Coast Guard Boarding officers (officers or petty officers authorized to conduct law enforcement) onboard. Auxiliarists operating facilities without Coast Guard Boarding officers onboard may function only in an advisory or informational mode when directing the movement of boats in the vicinity of the zone, and may not exercise law enforcement authority.

A.13. Exercise Support

The Coast Guard may assign Auxiliary facilities and personnel to support defense and non-defense exercises and training evolutions (i.e., ready for ops, harbor defense, incidents of regional and national significance, air intercept, etc.).

A.14. Reporting Missions

All missions shall be reported in AUXDATA.

A.15. Surface Operational Mission Requirements

Auxiliarists on assigned missions and the facilities used on those missions must meet the following requirements:

A.15.a. Facility

Auxiliary facilities must have the minimum required certified crew onboard (or in the immediate vicinity, if on standby) in accordance with *paragraph N.2* of *Chapter 1* and the following:

- Only a currently inspected facility accepted for use by the Directors shall be used.
- The facility must have onboard all equipment and publications required for designation as a facility.

A.15.b. Crew

All crewmembers shall wear:

- The appropriate uniform authorized in the *Auxiliary Manual,* COMDTINST M16790.1 (series), or OPORDERs (as authorized in *paragraph F.7* of *Chapter 1*). The OIA may, for emergency call-outs only, waive the requirement for being in appropriate uniform and displaying patrol sign boards. This does not apply to PPE.
- Hypothermia protective suits, when required.
- Appropriate PFD with required survival equipment attached (see *paragraphs E.13-16* of this chapter and *Section D* of *Annex 1*).
- The same uniform (normally).

A.15.c. Coxswain

The coxswain is responsible for all aspects of facility operation including those described below. The coxswain does not have to be the helmsman and may delegate that duty to a certified crewmember. The coxswain is the person listed as the "coxswain" on the orders. They will be either the owner of the facility or one of the people listed on the owner's "Non-Owner Authorization Letter."

- The coxswain must carry out assigned missions following Coast Guard policies, regulations, or orders of the OIA and must meet any additional qualifications specified by the District Commander.
- The coxswain of a surface facility must follow the requirements of *paragraph A.2* of this section concerning communications and position reporting during a patrol. *Paragraph G.6* of *Annex 1*, lists the position reporting requirements for an aircraft facility.
- The coxswain must be sure the facility properly displays all required flags, decals, and patrol signs (see *Chapter 3*).

- The coxswain must not use unauthorized lights, sirens, flags, or markings and must be sure the facility does not display unauthorized lights, sirens, flags, or markings.
- The coxswain shall provide the names of all crewmembers (including crew trainees) and passengers to the OIA to be sure an accurate account is on record just prior to the facility's departure.

A.16. Logistics Missions

Auxiliarists may use an Auxiliary facility in any logistics mission with the approval of the OIA. Logistics missions are primarily for moving equipment and, with the exception of air facilities, personnel when the resources of the agency requesting transportation are unable to provide the necessary platform (see *paragraph E.17* of this chapter). For Auxiliary air facilities, see *paragraph I.3* of *Annex 1*.

A.17. Missions in State Waters

In addition to promoting boating safety on state waters, Auxiliarists may conduct all authorized missions. This includes the use of Auxiliary facilities, on either reimbursable or non-reimbursable orders, on state waters and municipal waters over which the state has jurisdiction (see *paragraph E.6* of *Chapter 4*).

Section B. Operational Support Missions

Introduction

An operational support mission is a service provided for/to operational Coast Guard units (e.g., Sectors, Groups, Stations, air stations, MSOs, etc.) in support of Coast Guard programs. This service does not involve the movement of an Auxiliary facility. An Operational Commander must specifically authorize missions requiring the movement of Auxiliary facilities.

B.1. Examples of Operational Support Missions

Examples (but not an inclusive list) of operational support missions include:

- Support to a Coast Guard unit, such as a communications watchstander.
- Coast Guard approved operational activities in support of state, local, or other federal agencies (other than patrols or public education).
- Operational administration duties (e.g., chart corrections, SARMIS entry, etc.).
- Watchstanding, including serving as officer-of-the-day, Operations officer, or person in charge of Auxiliary operated facilities, such as Auxiliary stations or detachments (see *Section B* of *Chapter 5*).
- Aiding (other than while on patrol) the Coast Guard during pollution incidents.
- SAR standby, when on call under the authority of an Operational Commander. Standby is the time spent near the facility, in uniform, while moored, or in the case of aircraft, when near the facility at the airport, awaiting orders to deploy.
- Communications watchstanding at Auxiliary facilities, such as:
  - Fixed land communications or direction finding (DF) support provided to either Coast Guard units or Auxiliary facilities.
  - A communications watch at an Auxiliary radio facility specifically requested by the Coast Guard.
  - Monitoring of a radio frequency, specifically requested by the Coast Guard or in support of a facility on patrol.
  - The time spent on Auxiliary training net drills.
  - Participation in an Auxiliary administrative traffic net, an Auxiliary amateur radio (HAM) net, or Federal Highway Administration (FHWA) and other entities operating under a current MOU with the Coast Guard or Coast Guard Auxiliary.
- Miscellaneous support such as a lighthouse watchstander or tower watches, marine licensing and inspection missions, or conducting administrative license and marine document examinations.

B.2. Requirements for Coast Guard Support

The relationship between the Auxiliarist assigned to perform an operational support mission at a Coast Guard unit and the Coast Guard unit leadership must be clear. Everyone must understand the relationship so the assignment does not infringe on the authority or responsibility delegated to Auxiliary elected leaders. To provide for the proper use and conduct of Auxiliarists, follow the below procedures:

- The Auxiliarist must inform his/her respective FC when a Coast Guard unit initially accepts the Auxiliarist for Coast Guard support missions at the unit.
- The Auxiliarist must wear an appropriate uniform while on the assigned mission.

- The Auxiliarist must report his/her activities on the appropriate AUXDATA reporting form.
- No Coast Guard unit may vest Auxiliarists with any titles or duties which entail direct law enforcement duties or responsibilities.
- Only the unit commander may assign any titles or duties to an Auxiliarist (e.g., communications watchstander, boat crewmember, etc.). Both the unit commander and the appropriate Auxiliary elected leader must mutually agree to the assignment when the assignment includes position "seniority" over other Auxiliarists, active duty, or reserve members (e.g., Junior officer of the day (JOOD), etc.) or active duty members.
- No Auxiliary Staff officer or elected or appointed leader may delegate any authority or duties to any other Auxiliarists on missions assigned by Coast Guard authority.
- Complaints concerning Auxiliarist misconduct, while serving on a Coast Guard support mission, must be referred, in writing, to the Auxiliarist's FC, with a copy to the Director, for appropriate action as recommended or required by any provisions of Commandant policy or instructions.

Section C. Missions Not Under Orders

Introduction

This section describes the assistance activities Auxiliarists may engage in while not under orders.

C.1. Good Samaritan

- 46 U.S.C. § 2303 requires the coxswain of a boat involved in a marine casualty to give aid, when able to be done without serious danger to the coxswain's boat or to individuals onboard. In addition, most states have Good Samaritan laws that protect people who render such assistance, without objection from the person assisted, from liability for any civil damages. The Volunteer Protection Act of 1997 also provides liability protection for Good Samaritans. The assisting person must be acting in an ordinary, reasonable, and prudent manner. The extent of a rescuer's liability for injuries resulting from Good Samaritan actions depends on the circumstances of a particular case and the applicable law.
- Any Auxiliarist acting in response to a potential SAR incident, before receipt of verbal or written orders from competent Coast Guard authority, is taking action as a Good Samaritan private boater. Without orders, their actions will fall outside the Coast Guard's liability umbrella, even if in uniform. The Coast Guard bears no responsibility and will not intervene for the Auxiliarist who acts as a Good Samaritan (e.g., an Auxiliarist not under orders helps in a boating rescue). See *Section* A of *Chapter 2* for details while assigned to duty.
- Auxiliarists may not submit an AUXDATA report where an Auxiliarist gives aid as a private citizen.

C.2. Auxiliary Actions

The Coast Guard serves as SAR coordinator for all maritime emergencies. If a boater has a non-emergency situation but needs some help, the Coast Guard will normally coordinate the effort to locate an alternative source of assistance.

Auxiliarists not under orders, having information concerning an actual or potential distress (emergency or non-emergency), must advise the nearest Coast Guard unit without delay. The Coast Guard will need the below information:

- Identify yourself as an Auxiliarist and give your radio call sign or instructions on how the Coast Guard can reach you.
- Describe the situation. Give position, nature of the distress, number and condition of persons in distress, number or name of the distressed (surface or air) craft, type of craft (e.g., sailboat, PWC, airplane, etc.), approximate length, color (of hull, of deck house, of fuselage, etc.). If informed of a distress by another person, also give pertinent data as to who provided the information.
- Advise what you intend to do as a Good Samaritan. Use good judgment and do not take any action that might endanger your passengers or vessel/aircraft. Consider the Duty officer's advice. If possible, remain on scene until other help arrives or until released.
- See *paragraph A.8* of *Chapter 2*, for information on "pocket" orders. Pocket orders allow a unit commander to place an Auxiliarist on orders during certain circumstances when the Auxiliarist is not in contact with the unit commander.

Section D. Facility Readiness Status

Introduction

Facilities may be in any one of the three readiness statuses:

- ALPHA
- BRAVO
- CHARLIE

D.1. ALPHA Status

An Auxiliary aircraft or vessel facility is in ALPHA (operating status) when performing an ordered mission or task, except when on standby. An Auxiliary aircraft or vessel facility is not considered to be in ALPHA status solely because of absence from its home station (e.g., an aircraft or vessel temporarily deployed from its assigned station for operational reasons).

D.2. BRAVO Status

An Auxiliary aircraft or vessel facility is in BRAVO status (readiness/standby/ potential working status) when under orders, but not in ALPHA status. The OIA determines level of BRAVO status. A facility in BRAVO status must be ready to proceed within the stated period, defined as follows:

- BRAVO ZERO (B-0): Ready to proceed without delay.
- BRAVO-n (B-n): Ready to proceed within (n) hours/minutes (e.g., a BRAVO-2 SAR standby facility would be underway in two hours).

D.3. CHARLIE Status

CHARLIE status applies to facilities in a maintenance, repair, or storage status and not available for mission execution.

Section E. Operational Guidelines

Introduction

Auxiliarists are engaged by the Coast Guard primarily in operational or administrative support roles. In accordance with 14 U.S.C. § 831, while assigned to authorized duty to assist, to augment, or to replace Coast Guard personnel in the performance of Coast Guard duties, including while assigned as crew on Coast Guard or Auxiliary vessels, Auxiliarists shall have the same power and authority in execution of those duties as an active duty Coast Guard member assigned or previously assigned to similar duties, except Auxiliarists shall have no direct law enforcement authority.

E.1. Law Enforcement/ Firearms

While Auxiliarists cannot execute direct law enforcement missions, they may support certain Coast Guard law enforcement activities. The key restriction is that no command can vest Auxiliarists with general police powers (e.g., power to search, seize, or arrest) or give Auxiliarists any direct role in law enforcement police action.

E.1.a. Authorized Support

A unit commander may request an Auxiliarist employ an operational facility to provide transportation of logistics support to armed Coast Guard personnel enforcing general vessel safety laws (e.g., conducting CG-4100 boardings) where there is a low chance of detecting criminal activities. Unit commanders may also employ Auxiliarists as interpreters for boardings when language barriers exist. Auxiliary interpreters may join boarding teams on low risk (as determined by the Operational Control (OPCON)) boardings aboard vessels to facilitate communications only after the initial safety inspection is complete and the subject vessel is deemed safe/secure.

NOTE

For a law enforcement boarding, Auxiliarists are only authorized to assist law enforcement officials (Coast Guard, federal, state, or local) as translators and by providing their facilities as boarding platforms. Auxiliarists assisting these law enforcement officials, other than as outlined in this manual, will be acting outside the scope of the employment set for the Auxiliary and probably will not be covered by the Coast Guard's legal umbrella (see *Section A* of *Chapter 2* and *paragraph E.*3 of this section). In the event any problem occurs on board a vessel being boarded, the only option available to the Auxiliary crew and facility is to stand off and to request assistance from the Coast Guard unit commander.

Sorties for regattas, marine parades, safety/security zones, or pollution reporting or monitoring sufficiently relate to promoting boating safety and protection of the marine environment to be considered missions not involving the exercise of direct law enforcement powers (see *Appendix F* for the web site). Unit commanders must thoroughly brief Auxiliary crews on the nature and conduct of these assignments. Unit commanders may also use Auxiliary resources for logistics support of Coast Guard investigations or transportation of investigators.

E.1.b. Prohibited Support

Auxiliarists are prohibited from conducting the following activities:

- Actual boarding of a boat for law enforcement purposes other than for language interpretation.
- The carrying of firearms (by hand or holster) or any related law enforcement equipment (e.g., handcuffs, pepper spray, etc.) on their person.
- Investigating complaints of negligent operations or serving of subpoenas.
- Covert operations.

E.2. Detection and Monitoring of Unusual Events/Scenarios

During the course of a multi-missioned patrol, Auxiliarists should observe their surroundings and report any unusual events or scenarios to the unit commander. District Commanders may place Auxiliary assets under orders to observe and to report information, but only under the following conditions:

- Appropriate safeguards are set up to maintain the confidentiality of information received from the Auxiliary and the reporting source identity.
- Unit commanders thoroughly brief Auxiliarists, who voluntarily accept such duty, on the nature and conduct of these assignments.
- Unit commanders use Auxiliarists and their facilities in information gathering only on a carefully screened case-by-case basis.

NOTE

Coast Guard Auxiliarists are prohibited from conducting covert surveillance.

E.3. Coast Guard Personnel on Auxiliary Facilities

Coast Guard officers and petty officers may conduct boardings from an Auxiliary vessel facility which is crewed by Auxiliarists but only under the conditions listed below:

- There is a low chance of detecting unlawful/criminal activities or conduct during the boarding; and
- The Coast Guard will not request or require Auxiliarists to take any direct law enforcement actions.

Coast Guard personnel onboard Auxiliary facilities, even those assigned to operate the facility, do no have the authority to compel Auxiliarists to follow any requests.

E.3.a. Facility Movement

Coast Guard personnel may request the Auxiliary operator take certain actions in the movement of the facility, but should not violate navigational rules nor create a situation that places any vessel in navigational extremis. In following such requests, the Auxiliary operator has sole responsibility for the safety of the facility and crew. If the requested movement(s) are not within the capability of the facility or crew, or in the Auxiliarist's judgment would hazard the facility or crew, the Auxiliarist must decline the request.

E.3.b. Public Understanding

To avoid a false interpretation by the public that the Auxiliary is directly involved in law enforcement, Coast Guard boarding personnel must ensure those being boarded understand:

- The boarding party consists only of U.S. Coast Guard personnel;
- Under U.S. law, the Boarding officer is a federal law enforcement officer and can enforce U.S. laws;
- The boat coxswain and crew are members of the U.S. Coast Guard Auxiliary and only provide a platform to transport the boarding party; or
- The interpreter is U.S. Coast Guard Auxiliary and only present to facilitate communication between the boarding party and crews of vessels being boarded.

Unit commanders may print a credit card sized card to supplement the Boarding officer's discussion with a boat "coxswain." These cards must bear the Coast Guard logo and contain the following text as shown in **Figure 4-1**.

You have been boarded by the United States Coast Guard. The individual conducting the boarding is a member of the Coast Guard and is duly authorized to perform law enforcement duties.

The boat coxswain and crew (or interpreter) are (is a) member(s) of the Coast Guard Auxiliary. Members of the Auxiliary do not have law enforcement authority. Their sole duty is to provide the platform from which the Boarding officer can carry out assigned duties (or to facilitate effective communications across the language barrier).

Figure 4-1
U.S. Coast Guard Boarding Officer Supplemental Card

E.3.c. Coxswain Appointment

With the concurrence of the facility owner, unit commanders may appoint a Coast Guard coxswain or pilot to act as coxswain of an Auxiliary operational facility. The designation must be done using the Auxiliary Patrol Order Form (CG-5132/ANSC-7000) (see *Appendix E*). This Coast Guard coxswain (or pilot) is not to exercise any law enforcement authority or take any actions that would jeopardize the Auxiliarists or the facility. No other Coast Guard personnel may operate any Auxiliary facility. The provisions of this paragraph (except the law enforcement provision) do not apply to a facility under the custody and control of the Coast Guard in accordance with *Section D* of *Chapter 1*.

E.3.d. Support Equipment	A Coast Guard officer or petty officer, on official duty and onboard an Auxiliary facility which is under orders, may bring and use all necessary portable Coast Guard equipment to ease the execution of the duty with the exception of blue lights. Also, on vessel facilities, the coxswain must fly the Coast Guard Ensign instead of the Auxiliary Operational Ensign to signify the Coast Guard is onboard. However, the coxswain must not display the Coast Guard Ensign when Coast Guard personnel are onboard only as crewmembers, for familiarization, for training, for a social event, or for similar activities.
E.4. Auxiliarists on Coast Guard Units	Any Auxiliarist may be authorized to train on Coast Guard units and replace or augment Coast Guard crews or augment Coast Guard air crews provided that the Auxiliarist is Basically Qualified (BQ), meets applicable local Auxiliary requirements, and meets all necessary Coast Guard requirements.
E.4.a. Boat or Cutter Support	Auxiliarists may be qualified and certified in accordance with current Coast Guard standards for any position on a Coast Guard boat or cutter and may be assigned to any position except coxswain. In accordance with the *U.S. Coast Guard Boat Operations and Training (BOAT) Manual, Volume I*, COMDTINST M16114.32 (series), unless the Auxiliary has been specifically authorized use of a Coast Guard owned boat (see *paragraph A.3* of *Chapter 1*), the Auxiliarist's lack of law enforcement and military authority prevents him/her from performing the duties of a coxswain on a Coast Guard boat. Auxiliarists, in support of Coast Guard cutters, may earn the Auxiliary Cutterman Insignia in accordance with *Coast Guard Auxiliary Cutterman Insignia*, COMDTINST 1650.9 (series).
E.4.b. Law Enforcement Support	Auxiliarists may not be used to exercise general law enforcement or military authority. The Coast Guard unit involved, however, may take all appropriate law enforcement action, notwithstanding the presence of Auxiliarists. In no event may any Auxiliarist carry firearms or be made a member of any actual boarding party deployed during law enforcement action. Auxiliarists may act as interpreters for boarding parties once the situation is deemed low risk by the Boarding officer.
E.4.c. Aviation Support	Auxiliarists may be used for aviation augmentation (see *Annex 1*).
E.4.d. Shore Unit Support	Auxiliarists may be qualified, certified, and assigned duties in accordance with current Coast Guard standards at Coast Guard shore units. These duties should assist with any day-to-day tasking necessary to keep the unit at an operational performance level. These duties may vary widely and may include, but are not limited to, communication or OPCEN watchstanding, participative or instructional training, administrative support, or facility maintenance with the unit commander's approval. Mutual agreement and creativity between the Auxiliarist and the unit commander are key factors here.

E.5. Use of Government Vehicles	An Auxiliarist with a valid state driver's license may use government vehicles for official business only after obtaining permission from the Commanding Officer (CO), officer in charge, or their designee. Specific rules governing the use of government vehicles may be found in the *Motor Vehicle Manual*, COMDTINST M11240.9 (series). The guiding authority is 14 U.S.C. § 821, 831, and 832.
E.6. Jurisdiction	The Coast Guard has either sole or joint jurisdiction upon the "navigable waters of the United States," as defined by federal regulations. Sole state waters are those upon which only state and/or municipal authorities have jurisdiction. The Coast Guard governs Auxiliary operational missions on navigable waters of the United States.
E.6.a. Promotion of Boating Safety	Auxiliarists may aid states in the promotion of boating safety on sole state waters or waters on which the states share jurisdiction (joint jurisdiction). This assignment includes assignments of surface or air patrol duties. However, the appropriate state boating law administrator (or the equivalent) must request this aid from the Director, who may authorize Auxiliary support, if available. In an emergency, this assistance may be a verbal agreement, however, in the normal course of events, comprehensive MOUs or letters of agreement should be executed and should be on file. Each agreement should include a request from the state for Auxiliary support and a written letter from the Director authorizing the assistance and articulating the conditions and parameters that are expected of all parties involved.
E.6.b. Assisting State or Local Officials	Auxiliarists assisting state or local officials on sole state waters may conduct any authorized mission. Coast Guard OIAs may authorize the transporting of state or local officials if the guidelines of *paragraphs E.1* and *E.3* of this section are met (also see *paragraph A.4* of this chapter). When working with state boating officials, Auxiliarists must be particularly careful not to assume or imply any law enforcement authority (federal, state, or otherwise).
E.7. Foreign Waters	An Auxiliarist under orders may not respond to SAR incidents in foreign waters without specific Coast Guard authority for foreign operations. Action necessary to prevent imminent loss of life may be taken without prior approval. However, Auxiliarists must report such actions to the OIA and Director by the most rapid means available.

E.8. Crew Fatigue

Fatigue is a condition of impaired mental and physical performance brought about by extended periods of exertion and stress. Some fatigue-causing factors are sleep loss, exposure to temperature extremes, motion sickness, changes in work or sleep cycles, physical exertion, illness, hunger, and boredom. Evidence exists to associate a high percentage of mishaps with prolonged operations and crew fatigue. Auxiliarists crewing Auxiliary surface facilities or Coast Guard boats must follow Coast Guard fatigue standards provided in **Table 4-1** and as follows: (Air crew fatigue standards are contained in *Section* B of *Annex 1*.)

- Crew underway time begins when the crew member reports to the designated place to prepare for a specific mission. Computation of such time ends when the mission is complete. Crew underway time includes time spent accomplishing pre-mission and post-mission vessel checks.
- Time spent conducting trailering activities and at a sheltered anchorage counts as 50% underway time (e.g., one hour spent at a sheltered anchorage counts for ½ hour accumulated crew underway time).
- Operators may exceed crew fatigue guidelines only after receiving a waiver from the Commander exercising TACON and OPCON in accordance with the *U.S. Coast Guard Boat Operations and Training (BOAT) Manual, Volume I,* COMDTINST M16114.32 (series).
- The operator is responsible for keeping track of crew mission time and advising the OIA when their crew mission time is approaching the limits.

Table 4-1
Coast Guard Boat Crew Fatigue Standards

Boat Type	Maximum Underway Hours			Rest Hours Required
	Seas < 4 ft	Seas > 4 ft	Heavy Weather	
PWCs	See Note Below			1
44', 47', 52' MLB	10	8	6	8
41' UTB	10	8		8
49' BUSL/ 55' ANB	10	8		8
SRB	8	6	4	8
Aux/Non-Standard <30'	8			8
Aux/Non-Standard >30'	8	6		8

NOTE PWCs may not be operated in seas greater than 3 feet. PWC patrols may operate for a maximum of 6 hours during any 24-hour period. A mandatory 1-hour off-the-water rest is required after 3 hours of PWC operations. See the *Auxiliary Boat Crew Qualification Guide, Volume* III, COMDTINST M16794.54 (series), for operational limitations.

E.9. Maritime SAR Assistance Policy

Auxiliarists on orders and operating an Auxiliary facility must follow the Coast Guard's Maritime SAR Assistance Policy. The *U.S. Coast Guard Addendum to the United States National Search and Rescue Supplement (NSS) to the International Aeronautical and Maritime Search and Rescue Manual (IAMSAR*), COMDTINST M16130.2 (series), *Chapter 4* sets forth policy and procedures for handling requests for any type of SAR assistance. It also defines Coast Guard relationships with other possible sources of assistance. Unit commanders must provide Auxiliarists on orders the necessary guidance to understand the policy.

E.9.a. Requests for Assistance	When an Auxiliary vessel on routine patrol or otherwise on orders discovers a vessel requesting assistance, but is not in contact with the Coast Guard, the Auxiliarist will relay the request for assistance to the Coast Guard Operational Commander and may undertake to provide assistance, if capable.
E.9.b. Safety Considerations	If a tow is undertaken, the Auxiliary vessel is required to notify the Operational Commander of the identity of the vessel, location of the vessel, and the destination to which the vessel is being towed. No Auxiliary vessel may undertake the tow of another vessel unless the coxswain is reasonably assured of the safety of both vessels and the persons aboard. If the Auxiliary vessel cannot safely tow a disabled vessel that is standing into danger, it may endeavor to remove the persons from the threatened vessel and stand by until a more capable resource arrives on scene. In cases involving towing by the Coast Guard Auxiliary, the vessel being assisted will normally be taken to the nearest safe haven. Coast Guard Auxiliary resources should not tow the vessel beyond the nearest safe haven when there are commercial resources that could perform this function. Exceptions to this policy may be made in specific cases if, in the judgment of the SAR mission coordinator (SMC), they are warranted by humanitarian or other concerns.
E.9.c. Non-Emergency Assistance	In cases involving towing by the Coast Guard Auxiliary where no emergency exists, the assisted vessel may be released to another provider who appears capable provided that; • The SMC and coxswain of the assisting vessel determine that a hand-off can be carried out safety, and either • Alternative assistance is desired and arranged by the operator of the vessel being assisted; or • The Operational Commander has a higher need for the Auxiliary resource.
E.9.d. Commercial Assistance	In cases when a Coast Guard Auxiliary facility under orders arrives on scene nearly simultaneously with a commercial provider, the Auxiliary coxswain should report to the SMC, remain on scene until it is confirmed the provider is capable of providing the required assistance and safely completing the case and the disabled vessel owner/ coxswain accepts the assistance; then clear the area and take no further part in the incident. When a mariner requesting assistance rejects the first arriving commercial assistance, Coast Guard or Coast Guard Auxiliary units should not assist in these cases so long as the situation remains classified below the DISTRESS phase (see *U.S. Coast Guard Addendum to the United States National Search and Rescue Supplement (NSS) to the International Aeronautical and Maritime Search and Rescue Manual (IAMSAR*), COMDTINST M16130.2 (series)).

NOTE

Cases discovered by the Auxiliary are a particularly sensitive section of the SAR policy. How the situation is dealt with is the end product of sustained negotiations and compromise efforts on the part of all concerned parties. It intends that the Auxiliarist, not the SMC, will make the judgment as to whether the Auxiliarist can safely assist. When the Auxiliarist notifies the SMC that they intend to assist the vessel, it's not "asking for permission". The Auxiliarist has already determined that he/she can safely provide assistance, and the notification to the SMC is a courtesy. This policy does not reduce the operational commander's authority and responsibility to exercise command and control over all assigned forces, including Auxiliary vessels on ordered patrols. The operational commander may override the Auxiliarist's decision if warranted by an evaluation of the circumstances. However, unless there is a specific reason to do so, such as an indication of unusual risk or hazard, or an operational need to assign the Auxiliary vessel to a higher priority mission, the decision to assist should be left to the Auxiliarist.

NOTE

Auxiliarists not under orders my act freely as "Good Samaritans" to provide help. (See *paragraph C.1* of *Chapter 4.*)

E.10. Emergency Medical Response

First aid training (beyond a basic awareness of emergency situations) is not a part of the Auxiliary boat or air crew qualification process. Auxiliarists, while on orders (verbal or written) or while assigned to duty, can give first aid. In cases of boating emergencies, Auxiliarists shall advise the unit commander of any emergency medical situation. If unable to contact the unit commander, then seek guidance from competent medical authority.

NOTE

The Auxiliarist may only provide first aid that they are trained to give and which is within the scope of their assigned duties. For example, an Auxiliarist on an authorized patrol who is not CPR, qualified must not perform CPR but an Auxiliarist who is CPR qualified may.

E.10.a. Taking First Aid Courses

Auxiliarists are encouraged to develop personal first aid qualifications by taking first aid courses (e.g., a Red Cross course, etc.) and to maintain those qualifications.

E.10.b. Operation Without Orders

Any medical aid given by an Auxiliarist operating without orders (verbal or written) or not assigned to duty is given as a private citizen and not as an Auxiliarist (see *paragraph C.1* of this chapter).

E.10.c. Assigning Certified EMTs

Unit commanders may assign Auxiliarists certified as EMTs under Coast Guard standards to augment Coast Guard forces as EMTs. A unit commander must first issue the Auxiliarist a "letter of certification" (upon proof that Coast Guard EMT standards were met). The Auxiliarist is then eligible for orders. Only the Coast Guard unit which issued the "letter of certification" may issue orders assigning the Auxiliarist as an EMT.

E.11. Towing Lights

Auxiliarists must follow Rule 24 of the *Navigation Rules*, *International - Inland*, COMDTINST M16672.2 (series), regarding regulations for all vessels when towing. Rules 24 (j) and 36 discuss alternatives to follow when it is impracticable to display the required towing lights. The following applies to Auxiliary facilities:

- The Coast Guard may accept the use of Auxiliary surface facilities for towing under all visibility conditions. Unit commanders may accept these facilities even though their configuration may be such that they cannot reasonably follow the towing light requirements of Rule 24.
- Auxiliary vessel facilities are basically for recreational use and do not normally engage in towing. Therefore, it is often impracticable for most facilities to exhibit required towing lights.
- Coxswains must make every effort to show other boats that their Auxiliary facilities are towing a disabled boat. A coxswain might "visually" show other boats the tow by illuminating the towline or tow.
- Owners of Auxiliary surface facilities are encouraged to install proper towing lights onboard their facilities when, due to the nature of their operating area, they are likely to conduct tows after dark.

E.12. Public Safety Vessel ID Light

The pilot rules allow use of an optional alternately flashing red and yellow (amber) light by public safety vessels engaged in public safety activities. The use of the light serves only as an identification signal and conveys no special privileges. Vessels using the identification light during public safety activities must abide by the Navigation Rules and must not presume that the light or the nature of the activity (emergency or otherwise) gives them precedence or right of way to complete the activity.

E.12.a. Optional Use

The public safety vessel ID light is optional for Auxiliary vessel facilities. Absence of this light does not affect the Auxiliary facility's certification to perform operational missions unless it is required by the Coast Guard unit commander. Purchase of the public safety vessel ID light is the responsibility of the facility owner – unless it is otherwise required by the Operational Commander, who would provide an ID light for the ordered mission.

E.12.b. Light Use Allowed

Auxiliary vessel facilities may use the public safety vessel ID light while under orders in the following situations:

- When patrolling regattas and marine events.
- When helping Coast Guard forces in maintaining security zones during such events as shuttle launches and hazardous cargo transfers.
- When needed for brief periods of identification of the Auxiliary facility. These periods include helping a boat in distress locate the Auxiliary facility during a SAR case, warning boats away from a hazardous situation, or when SAR activity takes place within the boundaries of regattas, marine events, or security zones.

E.12.c. Light Use Prohibited

An Auxiliary vessel facility may not display the public safety vessel ID under the following circumstances:

- As a towing light (see *paragraph E.11* of this section for guidance on towing lights).
- During the prosecution of a SAR case, except as authorized above.

NOTE ✍ No law enforcement light configuration (i.e., blue lights) is authorized.

E.13. Personal Flotation Device

All Auxiliarists on a surface facility or special purpose facility that is underway, assigned to duty shall wear the appropriate Coast Guard approved Type I, II, or III inherently buoyant or Coast Guard approved automatic/manual inflatable PFD (which meets Coast Guard requirements of a Type I, II, or III when worn) at the Operational Commander's discretion.

E.13.a. Within Enclosed Engine Space

Requirements for wearing PFDs within an enclosed engine space, or enclosed living space on vessels constructed with overnight accommodations, may be relaxed by the coxswain on a case-by-case basis after careful consideration of risk factors.

E.13.b. Onboard Personal Watercraft

Auxiliary personal watercraft (PWC) coxswains (including passengers) shall only use inherently buoyant Type I, II, or III PFDs with a minimum dynamic strength test rating of 50 miles per hour.

E.13.c. During Air Patrols

Specific PFD requirements for air patrols are outlined in *Annex 1*.

E.13.d. While Performing Evolutions Near Water

Auxiliarists must also wear PFDs when performing evolutions near the water (such as when embarking or disembarking, line handling, or refueling). PFDs must be international orange or high-visibility yellow, and all crewmembers should be in the same color. In addition, each person on a boat being towed by an Auxiliary facility must wear an approved PFD meeting Type I, II, or III Coast Guard standards.

NOTE ✍ Some automatic/inflatable PFDs and anti-exposure coveralls are of Type V design but meet Type I, II, and III requirements when worn as directed in the product label or owner manual. If those Type V PFDs are removed, a suitable Type I, II, or III PFD must be readily available for each member.

NOTE ✍ Auxiliarists utilizing an automatic/inflatable PFD must check before donning that the device is armed and packed in accordance with the owner's manual, and that a fully charged CO_2 cylinder is in place. Scheduled maintenance recommendations in the owner's manual must be completed. Uncharged or manual only inflatable PFDs are not authorized for Auxiliary use while on orders.

E.14. Survival Equipment

Auxiliarists must equip their PFDs, worn while conducting a mission or evolution, with certain survival equipment identified below.

E.14.a. Required PFD Equipment

The following survival equipment must be attached to each PFD during surface operations:

- Whistle
- Reflective tape
- Personal marker light (PML) – a cyalume light stick, a flashlight, or a strobe light
- A signal mirror

NOTE

As of June 1, 2004, Auxiliary surface facilities (including PWCs) and special purpose facilities not equipped with a 406 MHz EPIRB are required to have a minimum of one crew member carrying a PEPIRB while underway on orders.

E.14.b. Optional Equipment

The following equipment is recommended, but optional for each PFD:

- Transceiver
- Knife
- Dye marker or other manual person in water (PIW) locator

E.15. Hypothermia Protective Clothing

Hypothermia protective clothing permits personnel to function in cold weather and to reduce the loss of body heat in cold water. The four types of clothing are:

- Wet suits
- Survival (exposure) suits
- Dry suits
- Anti-exposure coveralls

E.15.a. Usage Requirements

The following usage requirements apply to hypothermia protective clothing:

- Crewmembers may not use the wet suit as an on-deck work garment. Wet suits are authorized for PWC operations only.
- Survival (exposure) suits, also known as "Gumby suits," provide the best protection from hypothermia in the water. However, the suits are extremely bulky and, therefore, the Coast Guard limits their use to abandoning ship operations in cold water.
- Dry suits, with proper undergarments, as outlined in the *Rescue and Survival Systems Manual*, COMDTINST M10470.10 (series), provide the best protection for crewmembers in adverse weather conditions and in cold water immersion. However, dry suits are not inherently buoyant, so crewmembers must wear PFDs over them.
- Anti-exposure coveralls provide good durability and out-of-water protection from the elements. Coveralls also provide limited protection from hypothermia to crewmembers in the water.
- Boat crewmembers and all other persons onboard must wear hypothermia protective devices (dry suit or anti-exposure coveralls) if the water/air temperatures meet the requirements in **Figure 4-2**.

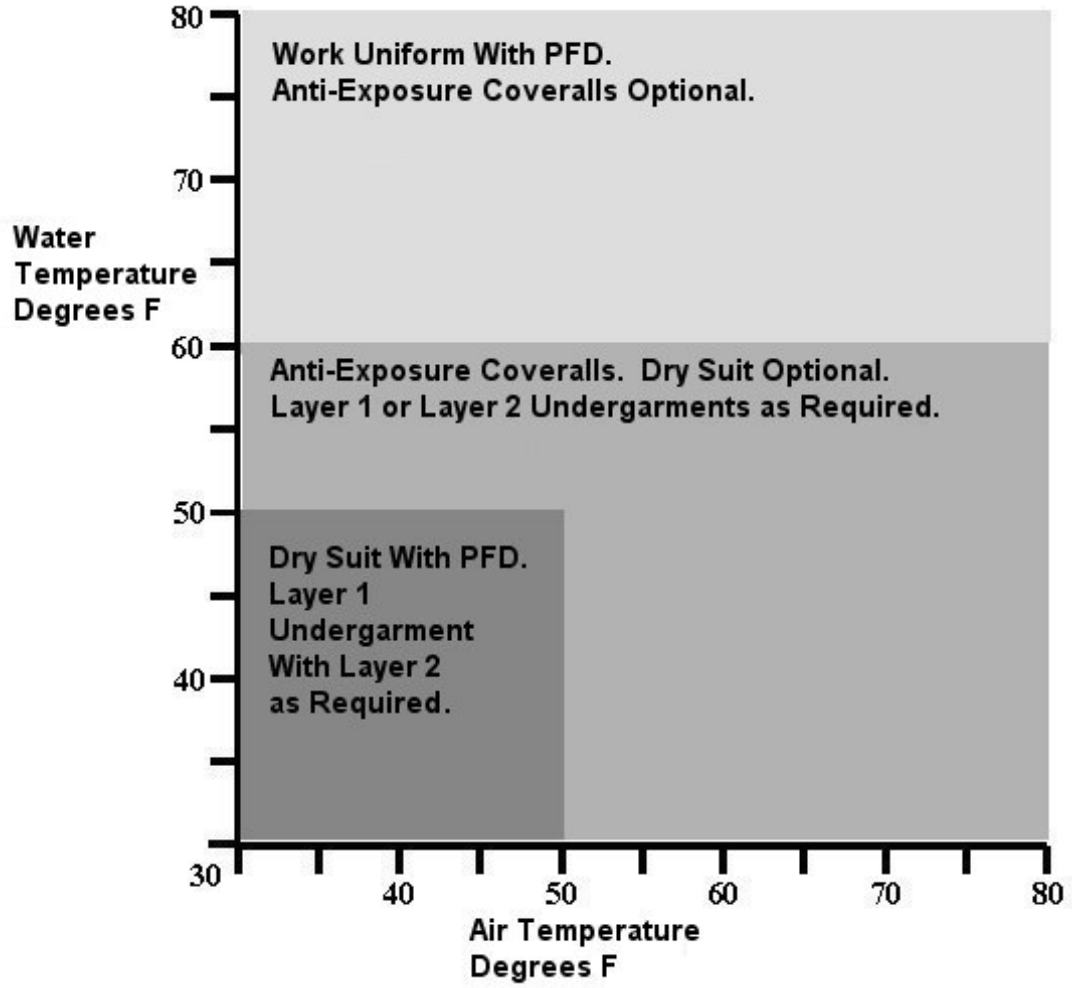


Figure 4-2
Hypothermia Protective Device Requirements

E.15.b. Waivers

The OIA may waive the wearing of PFDs with the hypothermia device when the device is inherently buoyant (17½ pounds of buoyancy) or provides the proper buoyancy once activated (e.g., an inflatable vest/PFD).

The OIA may waive, on a single sortie basis, the wearing of hypothermia protective devices in accordance with the *Rescue and Survival Systems Manual*, COMDTINST M10470.10 (series), if the degree of risk of hypothermia is minimal (e.g., non-hazardous, daylight operations in calm water). The coxswain may request a waiver from the OIA when there is concern about the adverse effects of "thermal stress". If an OIA waives the wearing of hypothermia protective devices, Auxiliarists are required to carry them onboard the facility.

E.15.c. Air Operations

See *Section D* of *Annex 1* for additional guidelines on the use of hypothermia protective devices in air operations.

E.16. Bloodborne Pathogen Protective Clothing

Bloodborne pathogen (BBP) protective clothing provides protection from accidental contact with HIV and hepatitis organisms, helping to prevent Auxiliarists from acquiring those diseases. The complete BBP protective clothing kit can be found in *Prevention of Bloodborne Pathogen Transmission*, COMDTINST M6220.8 (series), includes the following:

- Gown
- Mask
- Eye shield
- Shoe covers
- Hair cover
- Latex gloves (or an alternative material for persons allergic to latex)

E.16.a. Latex Glove Usage

Using latex (or alternative material) gloves provide a basic level of protection for most situations. It is highly recommended that gloves be immediately available on all Auxiliary missions.

E.16.b. Training

An extensive video discussion of BBPs, the steps necessary to assess the risks of contamination, and the steps necessary to manage those risks is available. This video fulfills the training requirement for Coast Guard personnel required to receive Level 2 training in accordance with *Prevention of Bloodborne Pathogen Transmission*, COMDTINST M6220.8 (series).

E.17. Operational Support Equipment

The Coast Guard considers operational support equipment to be pertinent to the execution of authorized Auxiliary missions.

- Auxiliarists may use personally-owned operational support equipment with the following:
  - Any Auxiliary facility
  - Any Coast Guard unit
  - Any state or federal agency authorized by the Director
- Operational support equipment includes the following:
  - Vessels that use only oars and sail power, designed to transport people (e.g., row boats, dinghies, rubber rafts) and are not otherwise eligible for a facility decal.
  - Other equipment not routinely required of operational facilities but certified by the unit commander to be or have been necessary to the execution of the mission. This equipment includes portable electronic devices, optical equipment, and safety equipment.
- Auxiliarists may use this equipment to further the execution of any authorized mission in accordance with unit commander policy.
- Operational support equipment must be:
  - Maintained in a working and serviceable condition.
  - Used in accordance with policy, procedures, and requirements set by the Operational Commander.

- Operational Commanders must consider the operating conditions in their district/region in developing policy, procedures, and operational support equipment requirements.

NOTE Refer to *paragraph D.9.a* of *Chapter 2* for further guidance regarding reimbursement.

E.18. Guests/ Passengers on Auxiliary Facilities

Operators may not allow non-Auxiliary guests or passengers (including family members) onboard any Auxiliary surface or aircraft facility under orders unless the OIA authorizes their presence specifically for that event or patrol. However, the total number of persons onboard must not exceed the manufacturer's stated maximum capacity. All individuals' names onboard (guests/passengers as well as crew) must be given to the unit commander before getting underway or getting airborne and must be listed on the patrol orders prior to returning them to the OIA. Guests and passengers may be authorized only for limited purposes (e.g., training, indoctrination, public affairs, and other circumstances reasonably linked to the Auxiliary's purpose and mission). When guests or passengers are contemplated in advance of orders being issued, the below must be followed:

- Guest/passenger authorization must be in writing. Authorization can be by title (e.g., members of WXXX-TV news team, on-water training students of flotilla X) or by name (e.g., Mrs. Martha C. Cranberry, prospective Auxiliarist).
- Operators may not involve guests or passengers in any crew activity except as authorized in *paragraph E.6* of *Chapter 4*.
- All guests/passengers must wear appropriate flotation and hypothermia protective equipment when underway (see *paragraph E.13* of this section).
- Auxiliarists who are not assigned to duty as crewmembers are not guests within the meaning of this restriction. Facility operators may take these Auxiliarists onboard at their discretion, consistent with district policies.
- The passenger carrying requirements of this paragraph do not apply to persons recovered from the water or assisted during a patrol.

E.19. Entering the Water

Auxiliarists on an Auxiliary facility that is under orders shall not enter the water during any operations. This restriction also applies to PWC coxswains, except when necessary to mount or dismount to allow normal operation, remount if involuntary ejected, or while performing PWC coxswain qualification task "dismount/remount/re-right in deep water" under the supervision of a mentor in accordance with *Auxiliary Boat Crew Qualification Guide, Volume III*, COMDTINST M16794.54 (series).

E.20. Surf Zones

Auxiliarists shall not operate surface facilities in surf zones.

E.21. Pregnancy

While not specifically disqualified from any Auxiliary missions, unit commanders (or operators) must not place pregnant Auxiliarists in high risk situations. Unit commanders shall follow the guidelines in *Pregnancy in the Coast* Guard, COMDTINST 1900.9 (series), *Enclosure (1)*. These guidelines provide measures to help determine what assignment limits are appropriate. For aviation guidelines see *Annex 1*.

E.22. Alcohol and Drug Use

Auxiliarists shall not consume alcoholic beverages on any mission. An Auxiliarist impaired due to alcohol consumption before a mission or who has consumed alcoholic beverages within the 8 hours before a mission shall not participate in that mission. They also may not activate contingency orders (see *paragraph A.*8 of *Chapter 2*) or otherwise act on behalf of the Coast Guard. A zero alcohol level is essential for personnel to meet the demands of a mission.

This prohibition includes prescribed medications that may diminish the ability of an Auxiliarist to function safely. Failure to abide by these rules may be grounds for disenrollment. Further, failure to abide by these rules could constitute gross negligence and may subject Auxiliarists to personal liability.

NOTE

See *paragraph B.7* of *Annex 1* for additional alcohol and drug use restrictions for air operations.

E.23. Toxicological Testing

Toxicological testing is in accordance with Commandant policy applicable to Coast Guard Operations and National Transportation Safety Board (NTSB) recommendations. In order to ensure Auxiliarists are provided complete liability protection, coxswains under orders and directly involved in a vessel accident may be subject to an immediate post-accident toxicological testing.

Chapter 5
Additional Authorized Missions and Activities

Introduction

This chapter describes additional authorized missions and activities that may be carried out by the Coast Guard Auxiliary.

In this Chapter

This chapter contains the following sections:

Section	Title	See Page
A	Disaster Relief	5-3
B	Auxiliary Stations and Detachments	5-5
C	Adoption of Coast Guard Owned Lighthouses	5-7
D	Foreign Travel	5-9

Section A. Disaster Relief

Introduction

Modern weather forecasting makes possible the early detection of hurricane, storm, and flood conditions. Rapid dissemination of this information to the public comes via the press and radio. Timely preparation for these natural disasters and the understanding of their characteristics can lessen damage and loss.

A.1. Auxiliary Assistance

The Coast Guard may use qualified Auxiliary units or individual Auxiliarists and facilities to:

- Warn personnel on waterfronts and in isolated areas.
- Transport supplies, equipment, or personnel.
- Evacuate personnel or property.
- Coordinate boat traffic by dispersing and guiding to safe moorings.
- Secure small craft and waterfront facilities.
- Conduct other tasks to expedite preparations for, or in relief of, emergency conditions (e.g., emergency communications networks).
- Support state and local emergency response operations, including assistance in staffing emergency response centers.

This list is not intended to be all-inclusive, but rather give viable examples of properly employing the Auxiliary.

A.2. Emergency Plans

Directors/Operational Commanders are highly encouraged to use Auxiliarists in the development process and in the actual execution of plans. With Coast Guard approval, FCs:

- With proper coordination, may liaison with local representatives of sheriff, police, and fire departments, American Red Cross, Civil Air Patrol, Federal Emergency Management, Federal Highway Administration, U.S. Power Squadrons, commercial and sport fishermen groups, marine operators, and any other entity operating under a current MOU with the Coast Guard or Auxiliary.
- May prepare an Auxiliary emergency response plan. The plan must interface with the district/sector commander's plan and must include a list of flotilla members and facilities, with crews assigned and available for emergency work. Also, the plan must identify and set up a call-out system to organize this group quickly. While the Coast Guard does not prohibit Auxiliarists from enrolling in local emergency response organizations, flotillas must consider any involvement with these groups during emergencies in contingency planning.
- Must ensure proper Coast Guard orders have been issued prior to the movement of any vessel, aircraft, or mobile radio facility and Auxiliarists have been properly assigned to duty by the Coast Guard prior to undertaking any activities listed in this Section.

Section B. Auxiliary Stations and Detachments

Introduction

The District Commander may use Auxiliarists to independently staff Auxiliary stations or Auxiliary detachments. When establishing Auxiliary stations or detachments, an OPORDER must be promulgated establishing standard operating procedures, staffing (limitations/expectations), and command structure. Additionally, a Notice to Mariners shall be issued indicating operating hours, radio frequencies monitored, and geographic area of the Auxiliary station or detachment.

B.1. Stations

Auxiliary stations may be established to fulfill an operational need within a geographic area where the establishment of a fully manned Coast Guard station is not justified. The mission of an Auxiliary station is to provide service to the boating public utilizing Auxiliary personnel with Coast Guard and Auxiliary resources, which may include a Coast Guard owned boat authorized for Auxiliary use. A key consideration in establishing an Auxiliary station is determining that there are ample resources and sustainable support to meet long-term public expectations. See *Appendix G* for guidance on establishing an Auxiliary station.

B.2. Detachments

Auxiliary detachments may be established as a base of operations to fulfill needs that do not warrant the establishment of an Auxiliary station. While the mission of the Auxiliary detachment is the same as an Auxiliary station, the detachment will be manned and supported by the Auxiliary. When available, the Coast Guard may authorize Auxiliarists to use a decommissioned Coast Guard shore facility and/or a Coast Guard owned boat authorized for Auxiliary use.

Section C. Adoption of Coast Guard Owned Lighthouses

Introduction	The Auxiliary may help the Coast Guard in the operation and maintenance of Coast Guard owned and maintained lighthouses and other Coast Guard facilities as specified below. The duties and responsibilities of Auxiliarists (or the Auxiliary adopting unit) and the Coast Guard servicing unit must be clear and comprehensive. Agreements must clearly state the level and type of maintenance and upkeep that the Auxiliary will perform, with safety a cardinal consideration.
C.1. Auxiliarists vs. Private Citizens	The Coast Guard Auxiliary may not maintain non-Coast Guard owned lighthouses or other ATON as "Auxiliarists". Auxiliarists as "private citizens" may assist other organizations in maintaining non-Coast Guard lighthouses.
C.2. Policy	The Coast Guard may assign Auxiliarists and Auxiliary units to provide maintenance, upkeep, minor repairs, and conduct tours of Coast Guard lighthouses or other Coast Guard facilities. The following paragraphs outline the criteria for these adoptions:
C.2.a. OPORDER	The responsible primary Coast Guard ATON unit must publish an instruction or operations order (OPORDER) assigning the responsibility for operation and maintenance of lighthouses and other facilities. The instruction or OPORDER, in addition to other items, must clearly outline the level and type of maintenance and repairs the Coast Guard servicing unit and the Auxiliarist(s) (or the Auxiliary unit) will perform.
C.2.a.1. Required Topics	The following topics must be in the instruction or OPORDER: • Grounds keeping • Tour coordination and execution • General housekeeping • Lens and window cleaning • Repairs/painting supervised by the servicing unit • Maintenance/safety problem identification and reporting • Safety requirements • Training requirements

C.2.a.2. Additional Items

The instruction or OPORDER must also specify, at a minimum, the following items:

- Required coordination with the Coast Guard servicing unit or group, including provisions for covering necessary expenses.
- Maintenance requirements, including any particular requirements for proper preservation and maintenance of any historical site.
- Equipment and supplies the Coast Guard will provide to the Auxiliarist(s) or Auxiliary unit.
- Appropriate training necessary, including the proper safety precautions for Auxiliarists working on the facility, as well as any visitors touring the facility.
- Identification of any safety problems or hazards.
- Outline guidelines for conducting facility tours.

C.2.b. Identification Sign

The Coast Guard may authorize an Auxiliary unit that adopts a Coast Guard facility to place a standardized sign at each facility. The sign may identify the Auxiliary unit responsible for operation and maintenance of the facility and the telephone number to contact for information and tour scheduling.

Section D. Foreign Travel

Introduction	Auxiliarists may travel to foreign countries while assigned to duty or under patrol orders with the approval of cognizant Coast Guard authority.
D.1. Risk Assessment	Prior to authorizing an Auxiliary member to travel to a foreign country, the cognizant Coast Guard authority shall assess the threat level to the member and ensure the mission is low risk.
D.2. Requirements	The cognizant Coast Guard authority shall ensure the following requirements are met: • The mission or visit is needed. • The member shall possess appropriate orders for the mission and means of travel. • The member shall possess a valid U.S. passport (blue), when appropriate. • A country clearance has been submitted and approved, when appropriate. • The member shall possess a current Auxiliary identification card. • If transporting equipment or supplies via commercial means, the member must possess a signed Proforma Invoice in triplicate. This invoice must list the number and approximate value of each item and the total value. • The member should possess the emergency contact information for Coast Guard and U.S. government officials in the foreign country. • For SAR response efforts into foreign waters, see *paragraph E.9* of *Chapter 4*.

Annex 1
Flight Operations

Introduction

This annex describes the requirements for Auxiliary participation in flight operations. The intention is to migrate this information into a future standalone Auxiliary Aviation Operations Manual.

In this Annex

This annex contains the following sections:

Section	Title	See Page
A	Authority for Flights	1-3
B	Air Crewmember Fatigue/Physical Requirements	1-5
C	Safety Devices and Rescue Equipment	1-9
D	Personal Protective Equipment	1-11
E	Passenger and Cargo Transportation Flights	1-15
F	Flight Plans	1-17
G	Aircraft Traffic Rules	1-21
H	General Precautionary Rules	1-23
I	Flight Environment	1-25
J	Air Intercept Exercise Support Mission Requirements	1-29

Section A. Authority for Flights

Introduction

The Federal Aviation Administration (FAA) is the authority that licenses Auxiliary pilots. The policies in this manual 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, including the transportation of local, state, or federal officials authorized in the patrol order.

A.1. Orders

Section A of *Chapter 2* provides guidance for all Auxiliary orders. The Coast Guard Air Station Commanding officer has the sole order-issuing authority (OIA) to assign Auxiliary aircraft to necessary missions. *Annex 2* lists the missions for each air crew level and their mission limitations. When Coast Guard aviation missions are assigned to other than active duty resources, Auxiliary aircraft will be given first priority for these missions (see *paragraph A.3.d* of *Chapter 1*). Auxiliary aircraft, while assigned to authorized Coast Guard duty, shall be deemed to be Coast Guard aircraft, public vessels of the United States, and vessels of the Coast Guard within the meaning of 14 U.S.C. § 646 and 647 and other applicable provisions of law. Subject to the provisions of 14 U.S.C. § 823(a) and 831, while assigned to duty, qualified Auxiliary pilots shall be deemed to be Coast Guard pilots.

NOTE

Commandant (G-OCA), via Commandant (G-OCX), shall be notified in advance of Coast Guard Auxiliary aircraft planning to operate within the Washington, DC area, including Andrews Air Force Base, Ronald Reagan Washington National Airport, and Washington Dulles International Airport.

A.2. Command of Aircraft

Only Coast Guard Auxiliary aviators, with the requisite certifications for a given mission and flight environment, may pilot Auxiliary aircraft under orders. The terms "pilot-in-command (PIC)," "pilot," and "operator" all refer to the Auxiliary pilot listed on the orders. Coast Guard Auxiliary aircraft under orders may fly only under the command of the pilot authorized by those orders.

A.3. Pilot Responsibilities

The pilot is responsible for the safe and orderly conduct of the flight. This responsibility and authority exists from the time the pilot begins flight/mission planning until completion of the flight and related post-flight duties. All air crewmembers must understand, respond to, and comply with the pilot's authority. A misunderstanding of this authority may jeopardize the successful completion of the mission or the safety of the crew and aircraft. All passengers and crew must respond immediately to instructions given by the pilot.

A.4. Training Missions

Air Station Commanding officers may issue orders for proficiency training, such as area familiarization, pilot proficiency, observer training, etc. Auxiliary pilots should not expect Coast Guard funding to maintain FAA mandated currency.

Section B. Air Crewmember Fatigue/Physical Requirements

Introduction

This section describes the fatigue/physical requirements for Auxiliary air crewmembers.

B.1. Medical Certification

Auxiliary pilots must maintain medical certification in accordance with FARs.

B.2. Fatigue Standards

The standards in **Table A1-1** are necessary to combat the effects of fatigue as a factor in aircraft mishaps. These standards are not intended to restrict authority for call-outs when urgent operations are required. Air Station Commanding officers may establish more stringent, comprehensive requirements considering the variety of conditions that affect the Auxiliarist assigned to their units. However, conforming to these standards is necessary to reduce the risk of fatigue related mishaps.

Table A1-1
Maximum Air Crew Use Per 24-Hour Period

Mission Fatigue Standards	Individual Flight Time (IFT)	Crew Mission Time (CMT)
Rotary-Wing, Single Piloted	6	12
Rotary-Wing, Multi Piloted	8	12
Fixed-Wing	8	12

This table indicates the maximum air crew use per 24-hour period. A new 24-hour period begins any time a crewmember has completed 10 hours of rest, 8 hours of which must be available for bed rest. IFT and CMT are cumulative unless 10 hours of rest are completed between sorties.

B.3. Application

These air crew fatigue standards apply to all personnel flying, as part of the crew, in Auxiliary aircraft assigned to duty. They also apply to the performance of any task, either ground or flight, connected with the ordered mission.

B.4. Crew Mission Time

CMT begins when the crewmember reports to the appointed place to prepare for the mission. It ends when the day's missions are complete (including post-flight duties). CMT accumulation can stop anytime adequate rest facilities are obtained in accordance **Table A1-1**.

NOTE

Stating that CMT begins with arrival for mission preparation is not intended to undermine the spirit of this regulation. For example, pilots should not consider themselves to have a fresh CMT clock if they have flown any sortie, Coast Guard or other, or have been in a stressful environment prior to arrival.

B.5. Mission Scheduling Limitations

Air Station Commanding officers must not schedule missions during which any air crewmember will exceed, within any consecutive 24 hours, the hourly limits shown in **Table A1-1**.

B.6. Crewmember Responsibility

Each air crewmember is responsible for tracking individual flight and crew mission times. They must advise the pilot when their flight/crew time is approaching the limits in **Table A1-1**. The pilot must in turn advise the OIA.

B.7. Alcohol Consumption

Any amount of alcohol in the blood, even small amounts, can impair judgment, reflexes, and muscular control. The level of alcohol in the body varies with many things. These include the frequency and amount of alcohol intake, the length of time following the end of drinking, and an individual's body weight. A zero alcohol level is essential for aviation personnel to meet the rigorous demands of flight operations. Detectable blood alcohol or symptomatic hangovers are causes for grounding of an air crewmember. Aviation personnel are restricted from aerial flight for 12 hours after last alcohol use, this includes the use of "low" and "no" alcohol beer, and must have no residual effects. Residual effects include lightheadedness, headache, fatigue, nausea, and lack of alertness.

B.8. Medication

Personnel engaged in flight operations shall not take any medication unless prescribed and/or approved by a flight surgeon.

NOTE

A list of approved over-the-counter medications is contained in the *Coast Guard Aviation Medicine Manual*, COMDTINST M6410.3 (series). These medications are approved for acute, episodic use in the treatment of mild, non-disqualifying conditions.

B.9. Flight Restrictions Following Blood Donations

The following restrictions on donating blood shall be observed because of the potential adverse effects of temporary blood deficiencies on air crew performance in flight:

- Aviation personnel shall notify the appropriate scheduling authority after donating blood.
- Aviation personnel shall be grounded for a period of three days (72 hours) after donation of 200 cc or more of blood.
- Aviation personnel shall be grounded for a period of 7 days after donation of 500 cc or more of blood (the standard unit of donated blood is less than 500 cc).
- Aviation personnel should not be permitted to engage in flights above 35,000 feet, night flying, or other demanding flights for a period of one week after blood donation.
- The following restrictions apply for air crew personnel selected for and undergoing bone marrow donation:
  - Aviation personnel selected for and undergoing bone marrow donation are grounded for a minimum of 30 days.
  - Return to full flight status after bone marrow donation must include examination and clearance by a flight surgeon.

B.10. Hypobaric Exposure

The following restrictions to flight, following low pressure chamber flights, or accidental hypobaric exposure apply:

- Aviation personnel shall not perform flight duties for 12 hours after exposure to low pressure chamber flight in excess of 30,000 feet. They may fly during the 12 hours as passengers in aircraft where cabin altitude does not exceed 10,000 feet.
- Individuals who have experienced a reaction to decompression (i.e., vaso-motor collapse, unconsciousness, bends, etc.) shall be immediately referred to a flight surgeon.
- Under normal circumstances, aviation personnel shall not fly or participate in low pressure chamber flights within 24 hours following scuba diving, compressed air dives, or high pressure chamber evolutions.

B.10.a. Urgent Requirements

Where an urgent operational requirement dictates, flight personnel may fly within 12 hours of scuba diving, provided no symptoms of aeroembolism develop following surfacing and the subject is examined and cleared for flight duties by a flight surgeon.

B.10.b. Training

Egress breathing device training does not limit personnel from flight or low pressure chamber training. The duration and depth of training is not normally sufficient to produce symptoms of aeroembolism.

B.11. Pregnancy

In accordance with the *Coast Guard Aviation Medicine Manual*, COMDTINST M6410.3 (series), Auxiliary aircraft shall not fly with any pregnant person (pilot, crew, passenger) onboard whose pregnancy is beyond the end of the second trimester. Pilots and crew shall not participate in any physiological training, including the dunker, shallow water egress training (SWET), swim training, etc., beyond the end of the second trimester.

From the time a pregnancy is determined, the Auxiliarist shall not participate in helicopter operations. This is to avoid potential fetal hearing damage due to the noise and pitch levels associated with helicopters.

Section C. Safety Devices and Rescue Equipment

Introduction

This section describes safety devices and rescue equipment required for Auxiliary air crew facilities.

C.1. Lap Belts and Shoulder Harnesses

Each occupant of Coast Guard Auxiliary aircraft must properly fasten their lap belt and shoulder harness (if provided). All occupants must use this equipment from just before engine start until engine shutdown. The only exception is when activities require temporary removal.

- Only the pilot may authorize the unfastening of the lap belt or shoulder harness. The pilot may also authorize passengers on a transport mission to unfasten their seat belts and move about the aircraft during flight in smooth air above 1,000 feet absolute altitude. However, the pilot must be alert to anticipate turbulent flight conditions while passengers have belts unfastened. The pilot will immediately direct passengers to secure their belts as soon as possible before entering turbulent conditions.
- All aircraft operating under orders must have shoulder harnesses installed for the front seats. Waivers will not be granted.

C.2. Facility Equipment

Facility equipment required for all Auxiliary flight operations includes the following communications and navigation equipment:

C.2.a. Communications Equipment

Required communications equipment includes:

- VHF-FM transceiver with at least channels 16, 22A, and district required channels with an external antenna
- VHF-AM transceiver with at least 121.5, 123.1, and 122.9 MHz

C.2.b. Required Navigation Equipment

Required navigation equipment includes current sectional and nautical charts of the mission area plus adjacent areas as appropriate.

C.2.c. Recommended Navigation Equipment

Recommended additional navigation equipment includes:

- LORAN-C receiver
- Global positioning system (GPS)
- VHF/UHF DF with capability on 121.5, 156.750, 237.9, 240.6, 242.65, 243.0, 326.15, 345.0, and 379.05 MHz

Section D. Personal Protective Equipment

Introduction

Personal protective equipment (PPE) requirements are the same as for active duty Coast Guard and are described below. 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. All aircraft conducting offshore operations (see *paragraph H.5* of this annex) must have one or more inspected life raft(s), together capable of holding all occupants. Air crewmembers must store the raft(s) in a position so that it may be removed without flight crewmembers leaving their flight station(s).

D.1. Helmets

Flight approved protective helmets must be worn by all pilots, crewmembers, and passengers of rotary-wing aircraft whenever the rotor(s) are turning.

D.2. Hearing Protection

All personnel must wear ear protection if a headset is not available.

D.3. Personal Flotation Equipment

For offshore operations, the aircraft and its occupants must be equipped as follows:

- Auxiliary aircraft shall carry one PFD for each person aboard.
- All personnel onboard must wear the standard survival vest or life preserver issued to Coast Guard aviators or a PFD approved by Commandant (G-OCX) (or designee).
- All PFDs used aboard aircraft facilities must have manually controllable buoyancy.
- Inherently buoyant or automatically inflated PFDs are prohibited.
- PFDs capable of selectable automatic or manual inflation may be worn provided the automatic inflation feature is disabled for use aboard aircraft.

D.4. Survival Equipment

Air crewmembers must carry the following required survival equipment on their person and tethered to the garment worn. It is not necessary for air crewmembers to duplicate the equipment in the life raft.

- Day/night flares
- Signaling mirror
- Portable or pocket strobe light
- Dye marker or sea rescue device
- Chemical emergency lights
- Whistle
- Survival knife

Recommended additional equipment includes:

- Insect repellent
- Space blanket
- Waterproof matches
- Sunscreen cream
- Pocket compass

Air Station Commanding officers may require additional items necessary for local conditions.

D.5. Emergency Position Indicating Radio Beacon

The aircraft must have onboard at least one class II emergency position indicating radio beacon (EPIRB), which must be carried in and tethered to one air crewmember's life jacket or survival vest.

D.6. Flight Clothing

Auxiliary air crewmembers must wear one of the following uniforms while assigned to duty:

- A Coast Guard Auxiliary flight suit, clean and neat, properly worn in a manner credible to the Coast Guard and Auxiliary. Air crewmembers may only display appropriate patches and nametags as described in the *Auxiliary Manual*, COMDTINST M16798.1 (series).
- An authorized Auxiliary uniform – which must, in most cases, be the same for all crewmembers. Non-polyester uniforms must be worn whenever possible.
- Anti-exposure garment approved by an Air Station Commanding officer for flight use.

D.7. Anti-Exposure Garments

When flying offshore, air crew members shall wear anti-exposure garments in accordance with the following requirements (see **Table A1-2**):

D.7.a. SEFW Aircraft and Helicopters

Anytime the water temperature is below 60 °F, all occupants of single-engine fixed-wing (SEFW) aircraft and helicopters must wear anti-exposure garments.

D.7.b. ME Aircraft

Multi-engine (ME) aircraft must carry this equipment onboard. The anti-exposure garment must meet Coast Guard approval for use in aircraft.

Table A1-2
Anti-Exposure Garment Requirements

Water Temp (W)		Air Temp (A)	Garment
70 °F ≤ W	And	Any	Flight Suit
60 °F ≤ W < 70 °F	And	85 °F ≤ A	Flight Suit
60 °F ≤ W < 70 °F	And	A < 85 °F	ADC/Survival Suit
W < 60 °F	And	Any	ADC

- Aircrew dry coverall (ADC) is a gortex/nomex full dry suit worn in place of flight suit. It includes 4 levels of undergarments, wet suit mitts, and hood or surf cap. Hood and mitts shall be carried in the suit at all times.
- A survival suit (Mustang, MAC-10, etc.) is a closed-cell, foam-insulated dry immersion suit which may be carried in the aircraft for post-egress wear. Although multi-engine fixed-wing crews may wear this suit during flight, rotary-wing aircraft crews are prohibited from wearing it because of the hazard involved in an inverted egress.

D.7.c. Deviations

The Air Station Commanding officer may authorize waivers from the requirements of the anti-exposure garment information in this annex on a case-by-case basis, after a determination that the risks associated with crew performance degradation, thermal stress, and environmental considerations are offset by the benefits associated with the waivers.

Blanket waivers are not authorized. If a flight crewmember's frame size and body fat percentage cause heat tolerance and performance degradation problems when complying with these tables, the OIA may request a waiver from Commandant (G-OCA), copy to Commandant (G-OCX).

D.8. Undergarments

The wearing of synthetic fabrics under flight gear may cause severe skin injury during a fire. Underwear and socks shall conform with any of the following:

- Underwear:
  - 100% cotton (T-shirts as required by the OIA)
  - Cotton/wool blend
  - 100% wool
  - Nomex
  - DSUG I, II, III (ADC undergarment)
- Socks:
  - At least 80% cotton
  - At least 80% wool

NOTE In cold climates, cotton long underwear and socks will absorb perspiration and make the person subject to chill, hypothermia, and frostbite.

Section E. Passenger and Cargo Transportation Flights

Introduction	This section describes Auxiliary aircraft usage for passenger and cargo transportation. Auxiliary passenger transport missions are "operational missions" and as such are subject to the requirements of *Section I* of this annex.
E.1. Passenger Transportation	Auxiliary aviation can be a valuable tool in reducing time delays and expenses that might be encountered with scheduled airline service. In accordance with the *Coast Guard Air Operations Manual*, COMDTINST M3710.1 (series), travel by Department of Homeland Security (DHS) aircraft should be utilized when it is deemed to be cost-effective based on a cost comparison with the use of commercial transportation. Also, consideration should be given to such travel-related items as charges for excess baggage, ground transportation, subsistence costs (per diem or actual expenses), and the value of lost work time when evaluating the cost effectiveness of using Auxiliary aviation as a mode of travel.
E.2. VIP Transportation	Except in an emergency, VIP passenger transportation flights for Coast Guard or Auxiliary personnel must not arrive before the latest estimated time of arrival (ETA) given to the destination. Pilots must provide changes or updated ETAs in ample time to permit notification of interested parties.
E.3. Cargo Authorization	Air Station Commanding officers may authorize the transportation of cargo, including U.S. mail, on ordered Auxiliary logistics flights subject to the limitations of FAA regulations. Auxiliary aircraft may not carry hazardous cargo.

Section F. Flight Plans

Introduction	This section describes flight plans for Auxiliary flight activities.
F.1. Flight Plans	Auxiliary pilots must file one of the following types of flight plans for each ordered flight: • Visual flight rules (VFR) • Instrument flight rules (IFR)
F.1.a. Visual Flight Rules	For a VFR flight, pilots may file their plan with an FAA flight service station (FSS). Air Station Commanding officers may accept local area, VFR flight plans from Auxiliary aviators provided that the flight (starts from and) returns to the same airport where the flight began. Auxiliary pilots should understand that VFR flight plans filed with the air station are not entered into the ATC system.
F.1.b. Instrument Flight Rules	For an IFR flight, pilots must file their flight plan with the nearest FSS or air traffic control tower (ATCT) unless operating from a military field. In this case, base operations may request Auxiliarists to use the Military Flight Plan Form (DD-175) instead of the FAA Form (7233-1).
F.2. Call Signs	Coast Guard Auxiliary aircraft while on Coast Guard orders shall use "Coast Guard AuxAir (tail number)" when communicating on any frequency external to the aircraft. This includes communication with ATC, FAA, and Coast Guard or other agency units/assets.
NOTE	When assigned to a SAR response mission, the aircraft facility may use "Coast Guard AuxAir Rescue (tail number)".
F.2.a. Tactical Call Signs	When approved by the Air Station Commanding officer, tactical call signs may be used for a mission or missions when warranted by operational needs. If so assigned, a record of the designated tactical calls must be kept by the air station, referenced to the actual facilities in use.
F.3. Military Airfield Clearance	The following regulations must be followed by pilots of Auxiliary aircraft.
F.3.a. Coast Guard Air Stations	The authority for Auxiliary aircraft to use a Coast Guard air station (or other Coast Guard shore facilities) is a direct responsibility of the CO of that shore facility. The CO may elect to prohibit the departure of an Auxiliary aircraft when the weather, condition of the aircraft, or other known factors might jeopardize the safety of the proposed flight. Air station COs are responsible for proper consideration of organizational resource management (ORM) with respect to Coast Guard Auxiliary flights.

F.3.b. Other Military Bases	If the destination or en route stop is a military installation, pilots of Auxiliary aircraft must advise the base of their arrival time. Auxiliarists must also follow the prior permission required (PPR) procedures of the military service. The pilot is responsible for making timely contact with the base to determine PPR and other requirements. Air station Auxiliary Liaison officers (AUXLOs) and other Coast Guard pilots are equipped to provide guidance and information concerning these procedures.
F.4. Preflight Activities	The following preflight activities must be conducted by Auxiliary pilots prior to flight operations.
F.4.a. Weather Briefing Requirement	The pilot of an Auxiliary aircraft on orders must receive a thorough weather briefing before each mission.
F.4.b. Risk Assessment Matrix	Prior to departure, each Auxiliary PIC assigned to a flying mission must complete the Risk Assessment Matrix (*Appendix D*) in accordance with its instructions.
F.4.c. Crew Discipline and Mission Briefing	The pilot is responsible for ensuring the crew is properly briefed for the mission. The briefing must be specific and must include significant safety related matters. The crew must know exactly who the PIC is and must respond to his/her orders promptly. When working in conjunction with a Coast Guard aircraft, the Auxiliary crew must receive a mission brief by the Coast Guard aircraft commander/mission commander prior to sortie commencement. All briefings should include: • Mission purpose • Area of operation • Communications procedures • Identities and calls of associated facilities • Pilot/crew responsibilities • Risk assessment – initial and on-going • CRM issues
F.4.d. Crew/Passenger Safety Briefing	The pilot must make sure that all crew and passengers embarked on Coast Guard Auxiliary aircraft receive an adequate briefing. This briefing must cover at least the following items: • Use of parachutes (if carried). • Use of PFDs for over water flights. • Applicable emergency alerting signals. • Action required in case of ditching or crash landing (e.g., emergency evacuation procedures). • Use of other emergency and survival equipment. • No smoking, seat belt rules, and signals. • Restrictions regarding butane lighters, electronic devices, etc.

F.4.e. Preflight Inspection	Before each flight, the pilot must inspect the aircraft using the recommended procedures in the applicable aircraft manual. This check must also ensure that all mission essential equipment, charts, cargo, etc., are onboard and properly secured.
F.4.f. Checklists	Pilots of Auxiliary aircraft must use written checklists. Use of checklists provided in the aircraft manual will meet this requirement. However, pilots may also develop individual aircraft checklists if they contain all items recommended by the manufacturer. Each pilot may individually develop and use checklists for SAR evolutions. When a second Auxiliary pilot or observer is onboard, the air crew must use a challenge and response method for checklist items.

Section G. Aircraft Traffic Rules

Introduction

Coast Guard Auxiliary pilots operating aircraft on orders must follow the appropriate rules, which include the applicable FARs; International Civil Aviation Organization (ICAO) Conventions, Procedures and Standards; and International Regulations for Preventing Collision at Sea.

G.1. Non-Compliance with FAR 91.119 and 91.159(a)

FAR 91.119 (c) specifies the minimum safe altitudes and clearances (from any person, boat, vehicle or structure) for aircraft operating over other than congested areas, except for takeoffs and landings. FAR 91.159(s) requires aircraft to be operated at an altitude specified for the direction of flight during cruising operations at less that 18,000 feet MSL.

Auxiliary aircraft under the command of an aircraft commander (AC) or first pilot (FP) conducting SAR missions ordered by the Coast Guard are exempt from the provisions of FAR 91.119 (c) and 91.159(a). These Auxiliary aircraft are under the FAA exemption granted the Coast Guard as necessary for the completion of the mission (see the *Coast Guard Air Operations Manual*, COMDTINST M3710.1 (series) and *Appendix C* of this manual).

NOTE

This exemption is not intended to be blanket authority for low-level flight on SAR cases, but to enable the pilot to offer better search assistance when deemed necessary by the pilot. Auxiliary aircraft under the command of an Auxiliary co-pilot are not included in this exemption. See the *Coast Guard Air Operations Manual*, COMDTINST M3710.1 (series).

G.2. Annoyance to Persons and Endangering Property

Coast Guard Auxiliary aircraft in flight must minimize the annoyance to persons and activities on the ground. The pilot must exercise enough caution to ensure that no person on the ground could reasonably believe that life or property is in danger. Pilots must plan flights to avoid over-flight of wildlife areas, except at altitudes above those shown as minimum on aeronautical charts.

G.3. Transponder Codes

Coast Guard Auxiliary aircraft may squawk mode C, code 1277 on ordered SAR missions when operating under the following conditions:

- On a VFR plan or VFR segments of a composite IFR/VFR plan; and
- En route to/from or within the designated search area.

G.4. Airspace Regulations

Coast Guard Auxiliary aircraft must follow special airspace regulations. This includes 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.

G.5. Violation of Flight Regulations

All pilots must be aware of and follow all applicable current flight regulations. Auxiliary pilots must report any known violations of flight regulations to the OIA. Auxiliary pilots are encouraged to use the Aviation Safety Reporting System (ASRS) for self-reporting. For more information, see the ASRS web site in *Appendix F*.

G.6. Position Reporting Requirements

During all ordered missions, the pilot must establish a radio guard via direct contact with a Coast Guard or Auxiliary radio station. The pilot must pass "Ops Normal" messages to the flight-following (guard) radio station every 15 minutes for single-engine aircraft and helicopters and every 30 minutes for multi-engine fixed-wing aircraft. Each 30 minutes, the "Ops Normal" report must also include the aircraft's present position and direction of flight. A report more than 15 minutes overdue is cause for initiation of a preliminary communications search (PRECOM). If the PRECOM is unsuccessful, the guard radio station must start SAR action for the aircraft. For flights operating under direct air traffic control or those receiving VFR flight following, radio contact with the controlling agency satisfies this requirement.

Section H. General Precautionary Rules

Introduction	This section describes general precautionary rules applicable to Auxiliary air crew and aircraft.
H.1. Fuel Reserve	Auxiliary aircraft must follow the fuel reserve requirements contained in FAR 91.151 or 91.167, as applicable.
H.2. Turbulence/Icing	Auxiliary pilots may plan flights through areas forecast to have light turbulence or icing as defined by current National Weather Service standards unless prohibited by the particular airframe flight manual. Pilots must plan all flights to avoid areas of moderate, severe, or extreme turbulence, icing conditions, or thunderstorms.
H.3. Beach Landings	Auxiliary pilots may conduct beach landings only when emergency conditions dictate.
H.4. Water Landings	The FAA approved aircraft flight manual contains procedures, limitations, and techniques dealing with water landings by seaplanes and amphibious aircraft. Pilots of floatplanes may not make non-emergency open-sea landings while on orders.
H.5. Offshore Operation	Flying beyond the gliding distance from shore (defined in *Appendix K*) is an offshore operation. Single-engine aircraft may not proceed more than 25 miles offshore unless authorized by the Air Station Commanding officer. When working with a surface facility, helicopter, or other recovery asset with which a communications guard is maintained, the shore effectively extends to the location of the communications guard. However, in no case may a single-engine aircraft operate more than 50 miles from shore. In addition, both single- and multi-engine aircraft must follow the PPE guidelines in *Section D* of this annex when operating offshore.
H.6. Formation Flying	Auxiliary aircraft may not fly in formation, of any type, including "loose" formation, while under orders.
H.7. Aerial Deliveries	Auxiliary air crew must not drop any equipment of any type from an Auxiliary aircraft for any purpose, except when the Air Station Commanding officer specifically grants in writing such authority for the aircraft. The Air Station Commanding officer must base such authority on a demonstration of deployment technique and aircraft suitability during an operational flight check.

Section I. Flight Environment

Introduction

Section A of *Annex 2* establishes the authorized missions and operational limitations for co-pilots, first pilots, ACs, and instructor pilots/flight examiners. In addition to that policy, the following policy applies with respect to the flight environment.

I.1. Minimum Crew

Minimum crew requirements for aircraft are as follows except as noted within this section:

- Pilot and
- Observer who may be:
  - Another Pilot
  - Certified Air Crew
  - Certified Observer
  - Observer Trainee
  - Member of the Coast Guard

NOTE

Observer trainees shall not be used in lieu of an observer on other than scheduled daylight, routine, non-SAR missions.

NOTE

Passenger transport or logistics missions (see *Appendix K)*, conducted in day VMC conditions, require only a pilot. When staffed in this manner, these missions are non-divertible.

I.2. Night or IMC Operational Missions

Auxiliary pilots must conduct all flights under applicable FARs and local air traffic rules. Any Auxiliary operational flight that includes flight in night or instrument meteorological conditions (IMC) must have two pilots who hold current FAA instrument ratings.

I.2.a. Pilot-in-Command

The PIC must be an AC and the aircraft must be IFR equipped in accordance with applicable FARs.

I.2.b. Safety Pilot

The second pilot (safety pilot) will also add to overall situational awareness. There is no requirement for dual instrumentation. Dual flight controls, but not flight instruments, are required for night or IMC flight. Auxiliary pilots must obtain an IFR clearance for all flights in IMC. Whenever practical, the safety pilot assigned to a mission should participate in the flight planning and risk assessment phases of the assigned mission. This should include, but not be limited to, scope of mission, weather evaluation, weight and balance calculations, route selection, etc. As a minimum, mission, weather, weight and balance, route selection, and risk assessment matrix shall be reviewed by the safety pilot prior to flight. It should be apparent that there is more value to the assignment of a safety pilot than merely having a "second pair of eyes" during the flight phase of a mission.

Guidance for safety pilot assignment is listed below in order of priority to maximize the use of all Coast Guard resources.

I.2.b.1. Coast Guard Auxiliary Pilots	Coast Guard Auxiliary pilots who are current instrument rated pilots in category (airplane/rotorcraft), in accordance with FAR 61.5, are eligible.
I.2.b.2. Civil Air Patrol Pilots	In light of the existing Memorandum of Understanding (MOU) between the CAP and the Coast Guard Auxiliary, the logistical impact of the safety pilot requirement may be greatly reduced, particularly in inland areas, by utilizing CAP pilots as safety pilots. CAP pilots must be current instrument rated pilots in category (airplane/rotorcraft) to be eligible.
I.2.b.3. Active Duty Coast Guard Pilots	No FAA instrument rating is required for Coast Guard active duty pilots, however, the active duty pilot must have a current instrument qualification in accordance with the *Coast Guard Air Operations Manual*, COMDTINST M3710.1 (series). An active duty fixed-wing pilot shall not serve as safety pilot on an Auxiliary helicopter aircraft, unless the active duty pilot holds an FAA instrument-helicopter rating and is current in accordance with applicable FAA regulations. An active duty rotary-wing pilot shall not serve as safety pilot on an Auxiliary fixed-wing aircraft, unless the active duty pilot holds an FAA instrument-airplane rating and is current in accordance with applicable FAA regulations.
I.3. Night/IMC Logistics Missions	The prerequisites for single-pilot night/IMC logistics missions are as follows: • The PIC must be an AC. • The mission must only be logistical in nature, (e.g., cargo transport, pre-positioning for a later mission, transit to a search area for a first light search, or to rendezvous with a safety pilot for a night/IMC non-logistic mission). • The pilot must file and fly an IFR flight plan. • The PIC must have a minimum of 10 hours of actual or simulated night or IMC time within the last 6 months, 5 of which must be within the last 3 months. This flight time does not have to be logged while on Coast Guard orders. • An aircraft flying a mission under these guidelines is strictly non-divertible.
I.4. Night/IMC Altitude Restrictions	Except for takeoff and landing, the following altitude restrictions apply to missions at night and/or in IMC: 1,000 feet above ground level (AGL) over water or other unobstructed areas. In other areas, the minimum altitude is 1,000 feet above the highest obstacle; in IMC the minimum altitude is the minimum vectoring altitude or minimum en route altitude (MEA) as applicable to the operational area.
I.5. Pilots for Special Missions	Only first pilots and ACs may act as PIC for SAR, communications relay, and special missions in Auxiliary aircraft. Except as provided in *paragraph I.2* of this section, Auxiliarists may fly these missions only in daylight and only when the weather on scene is forecast to meet visual meteorological conditions (VMC).

I.6. Authorization	An Air Station Commanding officer may authorize a night and/or IMC mission, subject to the limitations established in *paragraph I.2* of this section and in *Section A* of *Annex 2*. Once the mission is approved, the PIC must conduct appropriate planning and carry out the necessary coordination.
I.7. Patrol Missions	Patrol missions, including PWCS, ATON, ELT, MEP, ice operations, and chart updating, may be conducted only in daylight and only when the weather on scene is forecast to meet VMC.

Section J. Air Intercept Exercise Support Mission Requirements

Introduction

Air Intercept (AI) operations require a high degree of skill, training, coordination, and a mutual understanding among all participants if missions are to be accomplished safely and mishaps avoided. The primary consideration in all AI operations is flight safety. The objective of the flight safety program in the context of AI is to maintain the highest level of intercept readiness commensurate with accident-free operations. AI entails unique risks that must be carefully considered by all planners and flight crews to ensure that an adequate margin of safety is maintained. In order for an Auxiliary air crew to fly this mission, a high level of qualification, skill, and crew training is required to maintain the level of safety and to ensure mission success.

NOTE

Auxiliary aircraft shall only serve as the target aircraft and never as the intercepting aircraft.

J.1. Crewing

All AI missions shall be carried out with a minimum two-person crew consisting of the following:

J.1.a. Daytime Missions

Daytime missions shall be carried out by the PIC and safety pilot or aircrew-qualified crew. The safety pilot or aircrew responsibility is to monitor all flight instruments, maintain altitude guard for the pilot, and maintain visual contact with the intercepting aircraft when possible.

J.1.b. Nighttime Missions

Nighttime missions shall be carried out by the PIC and safety pilot. The PIC and safety pilot shall have the following minimum qualifications:

- The PIC shall meet all requirements of *paragraph I.2* of this annex.
- The safety pilot shall be an instrument rated, and current, Auxiliary pilot. The safety pilot's responsibility is to monitor all flight instruments, maintain altitude guard for the pilot, and maintain visual contact with the intercepting aircraft when possible.

J.2. Facility Requirements

Facilities must be currently certified and equipped as required for the mission environment, including:

- Dual flight controls are required for all missions, both day and night.
- Aircraft shall be equipped with a complete set of instruments for IFR flight in accordance with applicable FARs.

J.3. Briefing

A pre-flight briefing with all crews shall be held prior to the mission. The briefing shall cover issues such as intercept flight profiles, airspace, weather, emergency procedures including loss of visual contact by the intercepting aircraft, communications including air-to-air, radio guard, radar controller frequencies, and AI terminology.

J.4. Weather	All aircraft must maintain VMC throughout the mission. Anytime aircraft cannot meet the minimum VMC visibility requirements, the training mission must be halted until better conditions can be obtained.
J.5. Mission Altitudes	The minimum altitude to be flown on the AI mission by the intercepted aircraft shall under no circumstances be less than 1000 feet AWL/AGL, except during takeoff and landing.
J.6. Training Requirements	Training will include ground and aircraft-specific information. This information shall be provided by the air station for a series of missions, or may be included in a specific mission briefing. Training must have been received or updated within the past 12 months to be mission-current.
J.6.a. Ground Training	Ground training shall include information regarding applicable airspace considerations for the area of operations and AI procedures.
J.6.b. Aircraft Type Specific Training	The Auxiliary air crew will be briefed on the types of Coast Guard aircraft to be used in the specific mission(s) proposed, along with their flight characteristics and intercept plans. Emergency procedures such as breakout maneuvers and other requirements which utilize flying skills beyond those normally performed by Auxiliary aviators will not be expected or required on missions unless pilots are specifically trained and briefed on these maneuvers.
J.7. Responsibility	Final responsibility for the safe conduct of AI operations rests with each individual PIC. When operations involving Coast Guard and Coast Guard Auxiliary aircraft require deviations from the procedures briefed for the mission, such deviations must only be made with the knowledge of the air on-scene coordinator.
J.8. Security	Physical security, communications security (COMSEC), and operational security (OPSEC) are vital to the success of law enforcement missions. In order to intercept, track, and apprehend an aircraft attempting to remain undetected, Coast Guard assets and information must be protected from sabotage or disclosure. Therefore, methods and results of intercept training are not to be disclosed to unauthorized personnel.

Annex 2
Air Crew Qualification and Training

Introduction

This annex describes the requirements for Auxiliary air crew qualification and training. The intention is to migrate this information into a future standalone Auxiliary Aviation Operations Manual.

In this Annex

This annex contains the following sections:

Section	Title	See Page
A	Authorized Missions	2-3
B	Pilot Qualifications	2-5
C	Certification and Currency Maintenance Requirements	2-9
D	Aircraft Facility Inspections	2-13

Section A. Authorized Missions

Introduction

This section describes the authorized missions of the various Auxiliary air crew personnel.

A.1. Co-Pilot

Co-pilots (CPs) may operate in daylight/VMC only and to a minimum altitude of 1,000 feet AGL/AWL (above water level) except for takeoff and landing. Co-pilots are not included in the exemption from the provisions of FAR 91.119 (c) (see *Annex 1*). Co-pilots may act as PIC on the following missions:

- Cargo transport missions
- Aids to navigation and chart updating missions
- MEP and ice reconnaissance missions
- PWCS missions

CPs may not act as PIC on passenger transport missions. However, this does not prohibit CPs from carrying other Auxiliarists or active duty personnel who serve as members of the air crew or who are aboard for area familiarization. CPs may act as safety pilots on missions if they hold the appropriate ratings and are current.

A.2. First Pilot

In addition to CP missions, first pilots (FPs) may fly any other mission (except Auxiliary flight checks) deemed necessary by the OIA to include night and safety pilot missions if they hold the appropriate ratings and are current.

A.3. Aircraft Commander

Aircraft commanders (ACs) may fly any mission deemed necessary by the OIA except Auxiliary flight checks. If specifically designated by the Director of Auxiliary, ACs may perform aircraft facility inspections.

A.4. Instructor Pilot

Instructor pilots (IPs) may fly any mission assigned by the OIA including training for Auxiliary flight checks but not the flight check itself. If specifically designated by the Director of Auxiliary, IPs may perform aircraft facility inspections.

A.5. Flight Examiner

Flight examiners (FEs) may fly any mission assigned by the OIA. FEs may perform pilot qualification checks and Auxiliary flight checks. If specifically designated by the Director of Auxiliary, FEs may perform aircraft facility inspections.

NOTE

Aircraft facility inspections shall, if practical, be conducted by a member of the Auxiliary aviation program who has a current FAA airframe and power plant (A&P) mechanics license. If the designated facility inspector has an A&P license, he/she need not be an AC, IP, or FE. In the absence of an A&P mechanic, facility inspections may be conducted in accordance with the paragraphs above.

Section B. Pilot Qualifications

Introduction	This section describes the qualification requirements for the pilots, air crew, and observer.
B.1. Pilot Qualifications	Auxiliary aviation pilots must meet the following qualifications:
B.1.a. Pilot-in-Command Qualifications	To operate aircraft on Coast Guard orders, the pilot-in-command must meet the following requirements: • A minimum of 200 flight hours in an aircraft of the same category (fixed or rotary wing). • A minimum of 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 aircraft. • A minimum of 50 flight hours in a complex aircraft (retractable gear) if the aircraft to be flown is a complex aircraft as described in FARs. • A minimum of 50 flight hours in a gas turbine aircraft if the aircraft to be flown is a gas turbine powered aircraft. • A minimum of 25 flight hours in a high performance (over 200 HP) aircraft if the aircraft to be flown is a high performance aircraft as described in FARs. • These hours may be logged concurrently. • Must be basically qualified (BQ). • Meet the requirements in *Section C* of this annex.
B.1.b. Co-Pilot Qualifications	An Auxiliary co-pilot must meet the following requirements: • Meet all requirements of *paragraph B.1.a* of this section. • Hold a valid FAA private pilot license (or higher) and a current third class FAA medical certificate (or higher). • Have accumulated and properly logged a minimum of 200 hours of flight time as pilot-in-command of which at least 12 hours were within the last 6 months. • Successfully pass the Air Operations Training Course open-book examination Pilot/Observer section, and the Pilot Supplement with a score of 90% or higher on each. • Satisfactorily complete the CP syllabus including being recommended (by an AC) for and passing a CP check-ride. • Fly on at least two Coast Guard Auxiliary missions not as pilot-in-command and complete an area familiarization, as required by the OIA. • Meet water survival and emergency egress requirements in *paragraph C.2* of this annex.

B.1.c. First Pilot Qualifications

An Auxiliary first pilot (FP) must meet the following requirements:

- Satisfy all requirements for CP, except the CP check-ride.
- Have a minimum of 500 hours pilot-in-command flight time.
- Satisfactorily complete the FP syllabus including check-ride.
- Complete a current Auxiliary flight check.
- Be current for night flight in accordance with FAR 61.57.

B.1.d. Aircraft Commander Qualifications

An Auxiliary AC must meet the following requirements:

- Satisfy all requirements for FP, except the FP check-ride.
- Hold a current FAA instrument rating.
- Have a minimum of 1,000 hours pilot-in-command flight time.
- Satisfactorily complete the AC syllabus including check-ride.

B.1.e. Instructor Pilot Qualifications

An Auxiliary instructor pilot (IP) must meet the following requirements:

- Satisfy all requirements for AC.
- Satisfactorily complete the IP/FE syllabus including check-ride.
- Hold a valid FAA Certified Flight Instructor (CFI) certificate, when practical.
- Have a minimum of 1,300 hours pilot-in-command flight time.
- Have spent a minimum of one year as an Auxiliary AC, when practical.

B.1.f. Flight Examiner Qualifications

An Auxiliary flight examiner (FE) must meet the following requirements:

- Satisfy all requirements for AC.
- Satisfactorily complete the IP/FE syllabus including check-ride.
- Hold a valid FAA Certified Flight Instrument Instructor (CFII) certificate, when practical.
- Have a minimum of 1,300 hours pilot-in-command flight time.
- Have spent a minimum of one year as an Auxiliary AC, when practical.

B.2. Air Crew Qualifications

Auxiliary air crew must meet the following requirements:

- Qualify as a designated observer as described in *paragraph B.3* of this section.
- Meet all requirements of the *Auxiliary Air Crew Qualification Program*, COMDTINST 16798.2 (series), satisfactory completion of the aircrew syllabus.
- Have 5 hours of air crew flight training.
- Successfully pass the open-book Air Operations Training Test, Pilot Supplement, with a score of 90% or greater.

NOTE

It is important to distinguish between an air crew member as a qualification level and the air crew, that is, the crewmembers performing a particular mission. Example: "The aircrew that spotted the survivor received recognition at the district conference" refers to the entire crew, while "The air crew position spotted the survivor and suggested the pilot make a left turn to maintain visual contact" refers to the position being filled by an Auxiliarist qualified to the air crew level.

B.3. Observer Qualifications

Auxiliary observers must meet the following requirements:

- Be recommended for observer training by an Auxiliary pilot holding an FP certification or greater.
- Successfully pass the Air Operations Training Course open-book examination Pilot/Observer section with a score of 90% or better.
- Satisfactorily complete the Observer syllabus.
- Participate as an observer trainee on missions totaling 10 flight hours and complete such area familiarization as required by the OIA.
- Demonstrate an ability to understand and proficiently navigate from sectional charts.
- Demonstrate an ability to efficiently transmit and receive Coast Guard radio communications.
- Have an Auxiliary pilot holding a FP certification or greater verify completion of these requirements.
- Meet water survival and emergency egress requirements (see *paragraph C.2* of this annex).

NOTE Completion of any Auxiliary pilot certification level satisfies the requirements of the first 5 bullets above.

Section C. Certification and Currency Maintenance Requirements

Introduction	This section describes certification and currency maintenance requirements for Auxiliary aviators.
C.1. Certification	Initial certification as an Auxiliary aviator and the awarding of any later upgrade or the rescinding of any certification is the sole responsibility of the Director. The Director, in coordination with the cognizant Air Station Commanding officer, makes all pilot certifications on the appropriate Auxiliary Qualification and Aircraft Facility Inspection forms and must certify the original qualification and any upgrade by letter. Original certification letters are sent to the Auxiliarist concerned, with copies going to unit commanders and the Auxiliarist's record. To be certified, an Auxiliarist aviator must complete the applicable qualifications and be certified in writing by the Director.
C.2. Auxiliary Pilots, Aircrew, and Observers	All Auxiliary pilots, aircrew, and observers must meet the following applicable requirements to maintain certification:
C.2.a. Emergency Egress Training	Annual training in emergency egress must include at least a lecture on basic principles, use of related equipment, egress procedures, and the required preflight briefing for the types of aircraft in use.
C.2.b. Swim Test	Before the first flight as an air crewmember in an Auxiliary aircraft operating offshore under orders, and then as an annual requirement, each crewmember must swim 75 yards and then successfully demonstrate entry into a waterborne life raft. Crewmembers may wear an inflated PFD during the swim. They must receive instruction in water survival techniques and the use of all survival equipment onboard the aircraft. Subject to availability, Auxiliarists may make use of available Coast Guard personnel, equipment, and facilities in meeting the requirements of this paragraph. Auxiliary aviators are also encouraged to take part in Shallow Water Egress Training (SWET) when available and provided by the air station.
NOTE	Life rafts used in the swim test should be of the same type carried aboard Auxiliary or Coast Guard aircraft.

C.2.c. Pilots and Air Crew Air Safety Workshop

Pilots and air crew must annually attend an air safety workshop conducted for Auxiliary aircrew members by a Coast Guard air station or a Commandant (G-OCX-2) or Commandant (G-WKS-1) representative or approved instructor. The instructor must use a syllabus approved by the cognizant air station. This annual Auxiliary aviation workshop shall include the following agenda items:

- Aeromedical facts for pilots and air crew.
- Crew resource management (CRM) and aeronautical decision-making principles.
- Selected excerpts from the FAR and the Aeronautical Information Manual pertinent to Auxiliary aviation.
- Aviation subject matter pertinent to the district location.

C.2.d. Observer Air Safety Workshop

Observers should annually attend an air safety workshop, which may be part of the pilot and air crew workshop, or may be specific observer-oriented workshops covering similar agenda items. Instructors are encouraged to develop observer training for workshops which are portable and concise, and which may be combined with the required annual swim test and egress training.

C.3. Auxiliary Pilots

All Auxiliary pilots must meet the following requirements:

- Meet requirements in *paragraph C.2* of this section.
- Fly and properly log a minimum of 12 hours as pilot-in-command each semiannual period. The semiannual periods are 01 January through 30 June and 01 July through 31 December.
- Satisfy the requirements of FAR 61.57 (recent flight experience: PIC, Pax transport).

C.4. Co-Pilot

All Auxiliary co-pilots must meet the requirements in *paragraphs C.3* and *C.8* of this section.

C.5. First Pilots

All Auxiliary first pilots must meet the following requirements:

- Meet all requirements for CP.
- Have a current Auxiliary flight check.
  - The Auxiliary flight check is a biennial requirement. The certification expires at the end of the 24th month from the date of the last check. Only a current Auxiliary FE or a qualified Coast Guard AC, designated in writing by the Air Station Commanding officer, may give the Auxiliary flight check. This check should be scheduled so it falls in the alternate year from the FAA required biennial flight review. In years that require both the Auxiliary flight check and flight review, completion of the flight review allows the Auxiliary aviator to maintain certification as FP or AC. However, the Auxiliarist must then complete the Auxiliary flight check within the next 12-month period.
  - Auxiliarists must record their Auxiliary flight check by a line entry in the Auxiliary aviator's pilot log book (signed by the check pilot) and on the Auxiliary Aviation Procedures Check Form (ANSC-7048).
  - Fly 3 missions under orders, totaling 6 flight hours, each semiannual period.

C.6. Aircraft Commanders

All Auxiliary ACs must meet the following requirements:

- Meet all requirements for FP.
- Maintain a current instrument rating in accordance with the FARs.

C.7. Instructor Pilots/Flight Examiners

All Auxiliary IPs/FEs must meet the following requirements:

- Meet all requirements for AC.
- Maintain current FAA CFI certification (FE). If a CFI or CFII certification is held at the time of assignment as IP or FE, these certifications must be maintained in accordance with the FARs.
- Conduct, at a minimum, 3 instructional or flight checks per annual period.

C.8. Additional Required Pilot Training

Additional required pilot training is as follows:

- All pilots are required to attend a one-time spatial-disorientation training course, provided by the U.S. Navy, Naval Operational Medicine Institute (NOMI), Pensacola, FL within one year of their initial date of certification.
- All pilots and air crew are required to attend a one-time initial CRM training course provided by Aviation Training Center (ATC), Mobile, AL within one year of their initial date of certification.
- Current, certified pilots have until December 31, 2006 to complete this training.

C.9. Air Crew

Auxiliary air crew qualified aviators must meet the requirements of *paragraph C.2* of this section and applicable parts of *paragraph C.8* of this section.

C.10. Observers

There are no specific observer currency requirements other than those for all Auxiliary aviators in *paragraph C.2* of this section. However, non-current observers shall not participate as required crew members until currency is certified by a pilot with a FP or higher certification.

C.11. Failure to Maintain Currency

When a pilot does not meet the prescribed hours or other qualifying Auxiliary activities, they revert to the flight status for those qualifications currently met (i.e., an AC who is not IFR-current reverts to first pilot; FP or AC who is not current for SAR reverts to CP, etc.). Pilots not meeting any minimum set of pilot currency will revert to air crew status and air crew will revert in kind to the observer level.

During the initial 12-month period of losing qualification currency, an Auxiliary pilot's former status may be renewed by completing the currency requirements. If the currency requirements are not met within 12 months, a flight check with an authorized Auxiliary FE in his/her respective District is required. Should unusual circumstances dictate, a pilot may utilize an Auxiliary FE in another District with approval of the Director.

IPs/FEs are encouraged to randomly monitor and verify qualifications and observe the conduct of operational missions and performance.

Section D. Aircraft Facility Inspections

Introduction	This section describes the requirements for aircraft facility inspections.
D.1. Annual Inspection	Facilities 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.
D.2. Authorized Inspectors	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.
NOTE	Aircraft facility inspections shall, if practical, be conducted by a member of the Auxiliary aviation program who has a current FAA airframe and power plant (A&P) mechanics license. If the designated facility inspector has an A&P license, he/she need not be an AC, IP, or FE. In the absence of an A&P mechanic, facility inspections may be conducted in accordance with the paragraphs above.
D.3. Unauthorized Inspections	Auxiliarists may not inspect their own aircraft, aircraft of which they are partial owners, or aircraft owned by members of their immediate family.
D.4. Requirements	The aircraft facility inspector must perform each inspection following the requirements of this manual and Auxiliary Aircraft Facility Inspection and Offer for Use Form (ANSC-7005) (see *Appendix E*). The inspector must forward the completed Auxiliary Aircraft Facility Inspection and Offer for Use Form (ANSC-7005) to the Director.
D.5. All Aviation Personnel	Auxiliary pilots, air crew, and observers must complete and submit annually to the Director, the Auxiliary Pilot/Air Crew Qualification Form (ANSC-7015) (see *Appendix E*) signed by an IP/FE or a designated aircraft facility inspector.

Annex 3
Aviation Safety Program

Introduction

This annex describes the overall policy, authority, goals, and responsibilities of the Auxiliary Aviation Safety Program. The intention is to migrate this information into a future standalone Auxiliary Aviation Operations Manual.

In this Annex

This annex contains the following sections:

Section	Title	See Page
A	Background	3-3
B	Organization	3-5
C	Mishaps	3-9

Section A. Background

Introduction	The Commandant's Safety and Environmental Health Program provides for the safety and health of all Coast Guard personnel and the protection of all Coast Guard materiel resources. This program covers Auxiliary personnel and aircraft when assigned to duty. The *Safety and Environmental Health Manual*, COMDTINST M5100.47 (series), *Chapter 1* defines the Coast Guard's overall safety policies, goals, authority, responsibilities, and organization.
A.1. Scope/Authority	This annex is the authority for the Auxiliary Aviation Safety Program. This program is applicable to Auxiliary aircraft and flight crews while assigned to duty.
A.2. Program Goal	The goal of the Auxiliary Aviation Safety Program is to improve operational readiness and promote the availability of Auxiliary aviation by conserving human resources, equipment, and funds through mishap prevention. To accomplish these objectives, the program sets forth specific responsibilities, organization, and procedures for promoting the safety and occupational health of Auxiliary aviation personnel. This program also establishes procedures for reporting, investigating, and reviewing aviation mishaps.
A.3. Focus	Auxiliary aviation operations require continuous individual emphasis on mishap prevention. Aircraft performance capabilities and human limitations, along with the many variables and hazards inherent in flight operations, complicate this task. If air crewmembers do not recognize and work to eliminate hazards, accident potential will be high. Human error is the single largest causal factor in aviation mishaps. Latent and active errors combine to build a chain that can eventually lead to a mishap. This safety program is directed toward recognizing and breaking the chain of errors that lead to aviation mishaps.
A.4. Responsibility	Air Station Commanding officers shall ensure the Auxiliary District Flight Safety officer (DFSO) is part of a robust aviation safety program. The DFSO shall become familiar with and work closely with the Air Station Flight Safety officer (FSO) in the coordination of the Auxiliary flight safety program as detailed in this annex.

Section B. Organization

Introduction	The Auxiliary Aviation Safety Program functions through the established Auxiliary chain of leadership. Commandant (G-OCX), in concert with Commandant (G-WKS), Commandant (G-OCA), and the Auxiliary National Executive Committee, sets policy and program requirements. The Auxiliary National Operations Department staff is responsible for keeping Auxiliary aviators informed of safety requirements, health hazards, and safe operating procedures. The Auxiliary National Operations Department shall communicate this information as quickly as possible. The Auxiliary leadership shall carry out the policies and tailor program requirements to their particular operations. Safety shall be an integral part of all Auxiliary aviation mission planning and execution. All Auxiliarists shall commit to a personal responsibility to safeguard themselves, fellow crewmembers, and the property entrusted to their care. The leadership and responsibility for the safety program shall start with the National Commodore and follow the chain of leadership to each individual in the program. Auxiliarists at each level shall amplify the message of safety and enforce the rules and standards. The organizational components and individuals described in the following paragraphs have specific responsibilities in the Aviation Safety Program.
B.1. Coast Guard Headquarters	The following Coast Guard Headquarters offices participate in the Auxiliary Aviation Safety Program.
B.1.a. Director of Health and Safety	The Director of Health and Safety, Commandant (G-WK), is the support program Director for safety and environmental health risk management and is responsible for assisting the Chief of Staff, Commandant (G-CCS), in carrying out the Designated Agency Safety and Health Official (DASHO) duties.
B.1.b. Office of Safety and Environmental Health	The Chief, Office of Safety and Environmental Health, Commandant (G-WKS), is the support program manager for safety and environmental health risk management. See the *Safety and Environmental Health Manual*, COMDTINST M5100.47 (series), for responsibilities.
B.1.c. Aviation Safety Division	The Aviation Safety Division, Commandant (G-WKS-1), operates under the cognizance of Commandant (G-WKS). Commandant (G-WKS-1) is responsible for developing, coordinating, reviewing and implementing the policies, procedures and standards for the Aviation Safety Program. See the *Safety and Environmental Health Manual*, COMDTINST M5100.47 (series), for specific duties.
B.1.d. Operations Division	The Operations Division, Commandant (G-OCX-2), shall maintain liaison with Commandant (G-WKS-1) and shall advise them of the status of the Auxiliary Flight Safety Program.

B.1.e. Commandant's Aviation Safety Board	The Commandant's Aviation Safety Board (CASB) is responsible for reviewing significant aircraft mishaps, and other selected aviation mishaps and aviation safety matters. Officers on the Commandant's staff who have special knowledge of aviation operations, medicine, engineering, and safety make up the CASB. The CASB will review Auxiliary aviation mishaps as necessary. If the CASB desires an Auxiliary member to augment a Mishap Analysis Board (MAB), or serve as a member of the CASB reviewing an Auxiliary aviation Mishap, the National Commodore will be requested to make the nomination with Chief Director final approval.
B.2. Coast Guard Auxiliary	The following Coast Guard Auxiliary Leaders participate in the Auxiliary Aviation Safety Program.
B.2.a. National Commodore	The National Commodore is responsible for the formulation, implementation, and management of the Auxiliary Aviation Safety Program. As necessary, the National Commodore shall develop a separate mechanism for monitoring and testing the overall program.
B.2.b. District Commodores	District Commodores shall appoint, within those districts with aviation resources, a DFSO to implement the provisions of this program. These individuals shall report directly to their District Commodore and shall advise their Commodore and DSO-AV on the effectiveness of the program. The DFSO shall also maintain a healthy dialogue with the DSO-AV to effect changes where change is warranted. In districts containing more than one air station, the District Commodore is encouraged to appoint an assistant(s) to the DFSO (ADFSO) to liaison with each FSO.
B.2.c. District Flight Safety Officer	DFSOs are responsible for implementing the Aviation Safety Program within the district. They are also responsible for communicating details of the program to the divisions and flotillas with aircraft facilities. The DFSO shall advise the District Commodore and DSO-AV on all aviation safety matters. Communicating with all elements participating in the Auxiliary Aviation Program is a major function of the DFSO, including coordinating aviation program safety issues with the National Flight Safety officer (BC-OAS).
B.2.c.1. Selection	The DFSO shall be a current Auxiliary AC and, when practicable, a FAA certified flight instrument instructor (CFII). Candidates for DFSO shall show a personal dedication to flight safety and a willingness to work throughout the district on this program.

B.2.c.2. Responsibilities

The DFSO shall:

- Act as District Commodore's representative and advisor on all aviation safety matters. The DFSO promotes, monitors, and reports on safety matters.
- Inform the District Commodore and DSO-AV on the status of the Auxiliary's Aviation Safety Program.
- Apprise the BC-OAS on all aspects of the program's status within the district, including aviation mishaps.
- Be thoroughly familiar with the Aviation Safety Program as outlined in this annex.
- Communicate with FAA Aviation Safety Inspectors (ASIs) and Aviation Safety Counselors (ASCs). Support FAA sponsored safety seminars by personal participation and by urging all Auxiliary aviators to participate. DFSOs can obtain the names of ASIs and ASCs from FAA flight standards or the Flight Standards District Offices (FSDOs), airport managers, fixed base operators, or FAA flight service stations. DFSOs are encouraged to become ASCs.
- Distribute aviation safety literature to the widest readership possible. Submit safety articles for district newsletters and urge Auxiliarists to contribute.
- Arrange for Auxiliarists to participate in appropriate Coast Guard and other FAA/military safety seminars and training whenever possible.
- Communicate the latest FAA air traffic control information to Auxiliarists.
- Encourage instrument flight qualification and maintenance of instrument currency.
- 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, and Commandant (G-OCX) 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 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.

Section C. Mishaps

Introduction

This section describes the proper reporting, and investigation planning of mishaps.

C.1. Pre-Mishap Planning

The DFSO should liaison with the order-issuing air station to ensure the Auxiliary is covered by the cognizant Pre-Mishap Plan. Flotillas, unit commanders, Directors, the FAA, the National Transportation Safety Board (NTSB), local law enforcement, military SAR units, and airport management where Auxiliary aircraft operate are good sources for pre-mishap plan input. See the *Safety and Environmental Health Manual*, COMDTINST M5100.47 (series), for Pre-Mishap Plan guidance.

C.2. Class A and B Mishaps

The individual or unit with first knowledge of a mishap shall immediately report all available information to the OIA. This reporting requirement applies to all aviation mishaps, incidents, and overdue aircraft.

C.2.a. Reporting

Each OIA shall adhere to the provisions set forth in this annex for reporting and investigating Auxiliary aviation mishaps. In addition to making the notification requirements of NTSB Part 830, the OIA shall pass the information to the following:

- District command center (CC) who shall notify the Director and execute the aviation mishap quick reference card (QRC).
- COMDT CC (see phone number in *Appendix F*) who shall execute the aviation mishap QRC.

NOTE

The report shall include as much information as is immediately available, and should be reported using the format in the *Safety and Environmental Health Manual*, COMDTINST M5100.47 (series).

The OIA shall forward a preliminary report to Commandant (G-WKS-1) by priority message within 12 hours of learning of a reportable aviation mishap. See the *Safety and Environmental Health Manual*, COMDTINST M5100.47 (series), for reporting guidance.

C.2.b. Investigation

The NTSB will investigate Coast Guard Auxiliary aircraft mishaps as appropriate. Commandant (G-WKS-1) may request assignment of a Coast Guard and/or an Auxiliary representative to the NTSB investigation. Additionally, Commandant (G-WKS-1) may also elect to conduct a Coast Guard Mishap Analysis Board (MAB) to independently investigate the same mishap. See the *Safety and Environmental Health Manual*, COMDTINST M5100.47 (series), for additional information.

C.3. Class C, D, and E Mishaps	The individual or unit with first knowledge of a mishap shall immediately report all available information to the OIA. This reporting requirement applies to all aviation mishaps, overdue aircraft, and those incidents listed in the FARs.
C.3.a. Reporting	All Auxiliary aviation mishaps shall be reported in accordance with the *Safety and Environmental Health Manual*, COMDTINST M5100.47 (series). It is the responsibility of the Auxiliary pilot to report the mishap to the DFSO as well as to the OIA. The DFSO and the OIA FSO shall enter the mishap into E-Aviators and send a CGMS mishap message in accordance with time requirements outlined in *Safety and Environmental Health Manual*, COMDTINST M5100.47 (series).
C.3.b. Investigation	Investigations at this level will normally be completed by the cognizant air station FSO and Auxiliary DFSO.

Annex 4
Telecommunications

Introduction

This annex provides information and guidance related to Auxiliary telecommunications.

In this Annex

This annex contains the following sections:

Section	Title	See Page
A	Auxiliary Communications	4-3
B	Administration	4-5
C	Radio Facilities	4-7
D	Inspections	4-13
E	Radio Call Signs	4-15
F	Radio Logs	4-17
G	Authorized/Required Frequencies and Radiotelephone Communications	4-19
H	Reporting Radio Violations	4-21

Section A. Auxiliary Communications Network

Introduction

The Auxiliary communications network consists of those Auxiliary fixed land stations, land mobile stations, radio direction finder (RDF) stations, vessels, and aircraft that have been accepted by the Director as facilities.

NOTE

Radios installed on surface and air facilities are not separate facilities in themselves.

A.1. Purpose

The following are the primary purposes of the Auxiliary communications network:

- Coordinating authorized Auxiliary activities in support of Coast Guard operations.
- Augmenting the Coast Guard communications system, when required.
- Communicating urgent matters of official Auxiliary business.
- Training.
- Assisting national resources in time of disaster.

A.2. Radio Equipment

Radio equipment represents all transmitters, receivers, antennas and related equipment at a common location with common ownership used as part of the Auxiliary communications network.

A.2.a. Fixed Land Radio Facility

A fixed land radio facility is radio equipment that an Auxiliarist or Auxiliary unit operates at a fixed location (home, garage, office, etc.) and includes a building or trailer that exclusively houses such equipment. It may or may not have RDF capabilities. With Director approval, a fixed land radio facility can be temporarily relocated.

A.2.a.1. Transportable Station

A transportable station is a type of fixed land radio facility which can be transported to various locations, but is not used while moving. It may or may not have RDF capabilities. A transportable station requires Director approval for any operating location (including callsign assignment for that location). Normally a transportable station is ready for emergency deployment but is not in day-to-day use (not used at a permanent location).

A.2.b. Land Mobile Radio Facility

A land mobile radio facility is radio equipment that an Auxiliarist can operate while in motion (e.g., in a vehicle, walking, etc.). It may be installed in a vehicle or portable. It may or may not have RDF capabilities.

A.2.c. RDF Radio Facilities	Auxiliarists may not use any single radio for more than one facility. A radio facility is operational if it passes the facility inspection, the owner offers it for use, and the Director accepts the facility. RDF refers to receivers that determine a bearing (line of position) to a marine VHF-FM transmitter on a particular channel. RDF facilities are those facilities with direction finding capability, separate and independent of any other facility, and where land line or other non-marine communications are available. Units meeting the accuracy, range, and scope of direction finding requirements of *paragraph C.11* of this annex are eligible for facility status. An RDF station is essentially a receiving station with a link to pass lines-of-position, where a fixed land or land mobile station with RDF capability is a full-function station with complete transmitting capability.
A.2.d. Portable Radios	Portable radios are radios that an Auxiliarist can hand-carry and operate by means of a self-contained antenna and power source.

Section B. Administration

Introduction	This section describes the general requirements for the administration of Auxiliary telecommunications.
B.1. District Commander Responsibilities	The District Commander is responsible for control of the Coast Guard Auxiliary communications network. This includes such activities as training and drills. Auxiliary facilities may use one or more frequencies designated by the District Commander for specific authorized Auxiliary activities. These activities include regattas, coordinated VSC efforts, patrols, drills, training, and administration.
B.1.a. MOUs/MOAs	Memorandums of Understanding (MOUs) or Memorandums of Agreement (MOAs) with other agencies or organizations may provide for specific procedures and frequencies for use by Auxiliary facilities for authorized Auxiliary activities.
B.1.b. Assignments and Call Signs	Coast Guard and Auxiliary communications plans may include frequency assignments and Auxiliary call signs. If not, then they must reference publications that contain such data.
B.1.c. Communications Drills	Each Auxiliary district/region must conduct communications drills, at least quarterly. Operators of facilities must conduct these drills using the guidelines issued by the Coast Guard district telecommunications branch.
B.2. Director Responsibilities	The Director must, under the guidelines set by the Coast Guard district telecommunications staff: • Coordinate general supervision over Auxiliary communications. • Accept or reject radio facility inspections. • Encourage Auxiliary communications network development to the maximum level of effectiveness. • Keep a current listing of available Auxiliary facilities with communications capability. • Promulgate the approved radio call sign numbering system. • Properly record radio facility inspections, and radio equipment on vessels and aircraft, in AUXDATA. The information recorded in AUXDATA can be used to generate an electronic list of Coast Guard Auxiliary radio emitters for federal coordination purposes. Directors may authorize the use of the Federal Telecommunications Systems (FTS) and local Coast Guard landline voice and data systems for relay of official Auxiliary administrative messages. Directors may also issue telephone calling cards to selected Auxiliarists to relay official Auxiliary communications.

B.3. Branch Chief Responsibilities	The Coast Guard district telecommunications branch chief must coordinate with the Director the use or distribution of Coast Guard supplied radio equipment to Auxiliarists.
B.4. Decal Display	Auxiliarists may display the miniature decal and wreath on the exterior or interior of the building in which the radio equipment is housed, on any legal place on a motor vehicle containing the radio equipment, or on the radio itself. Radio facilities must not use the large size facility decal.
B.5. Motor Vehicles	No permanent markings related to a land mobile radio facility may be made on the motor vehicle containing the radio equipment. No law enforcement lights or sirens are authorized. Any temporary safety lights or equipment such as public address speakers must meet all local and state regulations for private motor vehicles.

Section C. Radio Facilities

Introduction

Any radio station or RDF station, while assigned to Coast Guard duty, is a Coast Guard radio station and a "government station" within the meaning of 14 U.S.C. § 829.

C.1. Director Acceptance of Auxiliary Radio Facility

To operate as a government station, the Director must accept an Auxiliary radio station for use as a radio facility or the radio equipment must be onboard an accepted surface or aircraft facility.

Directors may accept RDF stations as facilities if they meet the following criteria:

- The location of the station must be close to assigned patrol areas. The station must also provide accurate DF support to operational facilities working in the patrol area.
- Stations must have land line or non-marine communications capability to relay lines of position (LOPs) and fixes. Operators may not pass LOPs and fixes on marine VHF-FM channels unless specifically requested by an OIA.
- Two or more stations operating together to form a network must appoint one station as the plot station. Each station in the net must provide the plot station with their geographical coordinates. The plot station will receive LOPs, plot positions, and report the fix coordinates to the OIA. The plot station must give the cognizant Coast Guard authority all LOPs, a fix if available, and other information as soon as possible.
- The owner must show non-marine radios that operate on an authorized Auxiliary frequency on their Radio Facility Inspection and Offer for Use Form (CG-2736A/ANSC-7004). Acceptance by the Director of the RDF station will also authorize use of the supporting radio. The support radio is not a independent radio facility, but Auxiliarists must operate it under current Coast Guard procedures.

C.2. Facility Operators

Auxiliarists who meet the owner/operator requirements set forth in *paragraph C.8* of this section may operate Auxiliary radio facilities on government frequencies. Other Auxiliarists under direct supervision of the owner/operator may also operate these facilities without meeting the requirements of *paragraph C.8* of this section. Compliance with regulations and procedures is the responsibility of the facility owner.

C.3. Equipment Capabilities

Fixed land, land mobile, vessel, and aircraft facilities must include marine VHF-FM capability on the local authorized working channels. The Director may grant a waiver to a facility a waiver on a case-by-case basis. RDF facilities and Auxiliary FM repeaters are exempt from this requirement. Radio equipment (including RDF capability) must meet the technical requirements of *paragraph C.11* of this section.

C.4. Authorized Operation for Radio Facilities

Auxiliarists may only activate Auxiliary fixed land, land mobile, and RDF facilities under one or more of the following conditions:

- For a mission ordered or scheduled by the Coast Guard.
- When necessary to handle valid distress traffic.
- While conducting technical tests to determine a facility's capability (e.g., facility inspection).
- When necessary to contact a Coast Guard unit to determine if Auxiliary help is required.
- When conducting net drills.
- For assisting in time of disasters or national emergencies.
- When necessary to conduct authorized Auxiliary activities as assigned by appropriate Auxiliary Operational Commanders or Staff officers.

C.5. Authorized Operation for Vessel and Aircraft Facilities

Radio equipped vessel and aircraft facilities may only operate on authorized government frequencies under one or more of the following conditions:

- For a mission ordered or scheduled by the Coast Guard.
- When necessary to handle valid distress traffic.
- While conducting technical tests to determine a facility's capability (e.g., facility inspection).
- When necessary to contact a Coast Guard unit to determine if Auxiliary help is required.
- When conducting net drills.
- For assisting in time of disasters or national emergencies.
- When necessary to conduct authorized Auxiliary activities as assigned by appropriate Auxiliary Operational Commanders or Staff officers.

C.6. Portable Radios

A Director may certify a portable radio as the primary radio aboard a facility if that Director determines a portable radio is appropriate for the facility's missions. The Director may require additional antenna, power, or other capabilities to augment the performance of a basic portable radio.

C.7. FCC License

An Auxiliary facility does not require a Federal Communications Commission (FCC) license when operating while assigned to duty or when performing a mission directed by or scheduled by the Coast Guard. However, most Auxiliarists use their vessel or aircraft facilities for both non-government (e.g., recreation) and government (e.g., on orders) purposes. For that reason, Auxiliarists must have any FCC required licenses for the appropriate facility inspection. (Most recreational vessels are not required to have an FCC license.) If Auxiliarists use a specific facility exclusively for government purposes, the Director may issue a waiver of the facility inspection requirement to have an FCC required license. Auxiliarists who use fixed land and land mobile facilities in accordance with this manual are considered government stations and, therefore, do not require FCC licenses.

- License applications to the FCC by Auxiliarists must not refer to any Auxiliary affiliation or equipment use for official government business.
- Auxiliarists must route all communications with the FCC about Auxiliary communication matters via the appropriate chain of leadership and management (via DSO-CM, then via DVC-OT) to Commandant (CG-62). Auxiliarists are not to communicate directly with the FCC regarding official Auxiliary business.

C.8. Owner or Operator Qualifications

Auxiliarists owning or operating radio equipment that is part of an Auxiliary facility must be qualified. Qualification training can be completed by meeting one or more of the following requirements:

- Successful completion of the requisite Auxiliary communications qualification (AUXCOM or replacement qualification program).
- Completion of the *Communications Watchstander Qualification Guide*, COMDTINST M16120.7 (series), at a Coast Guard unit.
- Appropriate boat crew or air crew qualifications (applicable to operating radio equipment onboard a vessel or aircraft only).

NOTE

The Director may require additional training. MOUs/MOAs with other agencies may require additional agency-specific training before operating according to the MOU/MOA.

C.9. Auxiliary Communications Watchstanders

Auxiliary communicators are an integral part of the Coast Guard's radio network. To the mariner, an Auxiliary communicator is the Coast Guard. The Auxiliary communicator must strive to maintain the public trust in the integrity of the Coast Guard radio network.

The following are qualifications of Auxiliary Communications Watchstanders:

- Auxiliary communications watchstanders at Coast Guard units must be basically qualified (BQ) and meet the unit's training and qualification requirements. This means, unless certified prior to 01 January 2003, completing the *Communications Watchstander Qualification Guide*, COMDTINST M16120.7 (series), and any additional requirements of the unit commander.
- Auxiliary communication watchstanders at shoreside Auxiliary facilities, including Auxiliary Detachments, which are required to maintain a communications watch and radio log, must fulfill the requirements of *paragraph C.8* of this section.
- Auxiliarists operating radios on surface or aviation facilities must fulfill the requirements of *paragraph C.8* of this section, or be under the direct supervision of the facility operator for training purposes.

C.10. Auxiliary Unit Owned Radio Station

Auxiliary unit owned radio stations must adhere to the requirements in this annex, including being inspected, being offered for use (and accepted by the Director), adhering to all operator requirements, and displaying the facility decal. The required documents (e.g., Radio Facility Inspection and Offer for Use Form (CG-2736A/ANSC-7004)) shall be signed on the unit's behalf by the Auxiliary unit leader owning the radio station. Auxiliary units are also authorized to own non-mobile trailers that exclusively house the radio station. The information pertaining to the trailer will be provided on the Radio Facility Inspection and Offer for Use Form (CG-2736A/ANSC-7004) in the "Description of Station Location" block. Auxiliary unit owned radio stations:

- May only be used for authorized Coast Guard Auxiliary missions, including training, in accordance with the provisions of *paragraph C.1* of this section.
- Must meet and be granted facility status in accordance with this chapter to ensure continued liability protection. This requirement is most important for units that own non-mobile trailers as part of the radio station.
- Are on call and subject to activation at all times throughout the year by the OIA. The operational parameters, including method of activation and call-up of Auxiliary watchstanders, should be the subject of an MOU or OPORDER.

C.11. Technical Requirements

For a fixed land, land mobile, or RDF radio station to qualify for facility status, it must meet all facility, frequency, and inspection requirements. Radios aboard vessel and aircraft facilities must meet frequency and inspection requirements. Technical requirements for radio equipment varies depending upon the frequency band of the radio and where the radio is used.

NOTE

The district commander may authorize frequency usage requiring radios not otherwise described here. Such radios must meet district commander technical requirements.

C.11.a. FAA-Required Radio

FAA-required radios on aircraft facilities must meet FAA and FCC requirements. Any aircraft radios must follow FAA regulations for installation and usage in an aircraft. Wireless telephone usage must follow FCC regulations (which may prohibit use of wireless telephones in aircraft due to the effect of altitude affecting multiple cellular sites).

C.11.b. Marine Band Radio

Marine VHF-FM band radios must either be explicitly FCC Part 80 Type Accepted, or be properly programmed radios that meet National Telecommunications and Information Administration (NTIA) wideband specifications and can be power limited on all marine VHF-FM channels to 25 watts maximum power.

C.11.c. Non-Marine Band Radios

Non-marine VHF-FM band radios (138-144MHz, 148-150MHz) must meet NTIA specifications. After December 31, 2007, only narrowband operation is authorized and narrowband NTIA specifications must be met. Prior to January 1, 2008, radios must meet wideband or narrowband NTIA specifications depending upon authorized emission type for the specific frequency.

C.11.d. Non-Compliant Radios

Non-NTIA compliant 138-144/148-150MHz radios must be retired from Auxiliary usage after December 31, 2007.

C.11.e. HF and MF Radios	High frequency (HF) and medium frequency (MF) radios must either be FCC Part 80 Type Accepted or meet NTIA HF/MF specifications.
C.11.f. Fixed Site RDF Receivers	Fixed site marine VHF-FM radio direction finding receivers must meet the following requirements: • Antenna height must provide a minimum reception range of 10 nautical miles. • The arc of unobstructed direction finding must be a minimum of 130 degrees with no reflected signals noted. The operator must orient the station to cover the anticipated area of transmissions. • Demonstrated bearing error does not exceed plus or minus 5 degrees within the service arc.
C.11.g. Portable or Mobile RDF Receivers	Portable or mobile marine VHF-FM radio direction finding receivers provide inherent difficulty in measuring direction finding performance. Bearing error with the receiver stationary should not exceed plus or minus 5 degrees.

Section D. Inspections

Introduction	This section provides guidance on inspection of radio facilities and assorted equipment.
D.1. Initial Inspection	The facility owner must arrange to conduct an initial inspection of each fixed land, land mobile, and RDF facility and, thereafter, a reinspection every three years from the date of acceptance. Only a flotilla, division, district, or National communications Staff officer who has successfully completed the requisite Auxiliary communications inspection qualification (AUXCOM or replacement course), or a member completing such qualification and specially designated by the Director, may conduct an inspection. The inspector must report the results on the Radio Facility Inspection and Offer for Use Form (CG-2736A/ANSC-7004) to the Director. The Auxiliary must complete all inspections following the initial inspection before the expiration date of the facility's acceptance for use.
D.2. Permanently Installed Equipment	Radio equipment permanently installed on operational boats and aircraft is boat/aircraft equipment. The boat or aircraft inspector must report the initial and each annual inspection on Vessel Facility Inspection and Offer for Use Form (CG-2736/ANSC-7003 or CG-2736B), as appropriate.
D.3. Owner Responsibility	The owner of inspected radio equipment is solely responsible for the proper and timely maintenance of equipment.
D.4. Non-Authorized Inspectors	Auxiliarists may not inspect their own radio facility or those owned by members of their immediate family.
D.5. Land Mobile Owners	Land mobile owners must carry a copy of their approved Radio Facility Inspection and Offer for Use Form (CG-2736A/ANSC-7004) in the vehicle. The Inspection Form lists the basic radio unit as well as any supporting equipment. Carrying the approved form, along with the facility decal and the Auxiliarist's ID card, should satisfy any enforcement agency query as to why the equipment is in a vehicle (or being carried) and the purpose.

D.6. Inspection Procedure

The following inspection procedures apply to inspection of radio facilities and associated equipment:

- Inspections of radio facilities, and of radio equipment on vessels and aircraft, should validate presence of any required equipment and properly list equipment (including listing antennas, for radio facilities) on the appropriate Inspection Form.
- Fixed land radio facilities should have the transmitter location (address and latitude/longitude) properly recorded. Appropriate grounding should be installed for safety and lightning protection.
- Technical requirements of the radio equipment should be verified. Where possible, a test should be made on all operating bands noting transmit power and voltage standing wave ratio (VSWR) between the transmitter and the antenna on that band. RDF equipment should have bearing accuracy measured and recorded.

Section E. Radio Call Signs

Introduction

This section describes the authorization and designations for radio call signs.

E.1. Authorization

All Auxiliary facilities must use assigned Auxiliary radio call signs when:

- Conducting SAR, emergency, or routine patrol communications.
- Conducting official Coast Guard or Coast Guard Auxiliary business on appropriate Coast Guard assigned frequencies.

Auxiliary facilities operating under an MOU/MOA with other agencies must use the MOU/MOA-required radio call signs.

NOTE

Auxiliarists must never use an FCC call sign with an Auxiliary call sign. Written orders are **not** required in order to use Auxiliary call signs.

E.2. Designations

Auxiliary facilities will use the radio designation for the situations listed below:

NOTE

Authorized short-term events (e.g., VSC stations, conferences, training exercises, etc.) may use temporary or tactical call signs to facilitate operations. The event coordinator may assign the call signs but may assign only those call signs (e.g., NACO, DCP, dock master, control, etc.) which would not be confused with district approved call signs.

E.2.a. Fixed Land Co-Located

For an Auxiliary fixed land facility co-located with an active duty Coast Guard radio facility, use: "Coast Guard (active duty unit name) Auxiliary radio."

- EXAMPLE: "Coast Guard Miami Auxiliary Radio."

E.2.b. Fixed Land Not Co-Located

For an Auxiliary fixed land facility not co-located, use: "Coast Guard Auxiliary (name of geographical location of station) radio."

- EXAMPLE: "Coast Guard Auxiliary Lake Powell Radio."

E.2.c. Two or More Fixed Land

Auxiliarists may not use the name of an existing Coast Guard unit unless co-located as described above. If two or more fixed land stations exist within the same geographical area, the Director must assign each station a call sign using their subdivision, street, or local area name or simply using a unique number for each.

- EXAMPLE: "Coast Guard Auxiliary Lake Powell Radio 3."

E.2.d. Fixed Land with HF/MF Radios

Fixed land facilities, if equipped with HF/MF radios, may request from their district the assignment of an international call sign (e.g., NMW73) for use only on 2-30 MHz SSB frequencies. This call sign is not just the word "International" added to other designations in this section.

E.2.e. Land Mobile	For an Auxiliary land mobile facility, use: "Coast Guard Auxiliary (flotilla geographical name from charter) mobile number ___" or a district approved land mobile numbering system such as "U.S. Coast Guard Auxiliary Mobile 1353." Here 13 would be the division number, 5 the flotilla number, and 3 the number of the unit in the flotilla. The Auxiliary may not use the name of an existing Coast Guard radio equipped unit.
E.2.f. Surface	For an Auxiliary surface facility, use a district approved number call sign. One example is a six-number call sign, where the first two digits are the boat's length in feet, the third digit should the type of propulsion, and the last three digits are in sequence with the acceptance of the facilities for use. A second example is a five-number system where the first two digits are the length in feet and the last three digits are the last three digits from the boat's registration or documentation number.
E.2.g. Aircraft	For an Auxiliary aircraft facility, use: "Coast Guard AuxAir (tail number)" when communicating.

NOTE

When assigned to a SAR response mission, the aircraft facility may use "Coast Guard AuxAir Rescue (tail number)".

Section F. Radio Logs

Introduction

This section describes the requirements for maintaining radio and formal message logs.

F.1. Requirements

The operators of all facilities must, in general, maintain radio logs and formal message logs. When operating under tactical control of a Coast Guard unit or Auxiliary shore unit, the following types of facilities are exempt from maintaining logs:

- Boats under 65 feet in length
- Aircraft
- Vehicles with land mobile radio facilities onboard

Facilities not under the tactical control of a Coast Guard station or Auxiliary fixed land facility (e.g., local authorities) must make log entries. Where possible, operators of vessels and aircraft must set up and maintain a fixed shoreside radio guard. Shoreside facilities are better equipped to maintain accurate radio logs.

F.2. Public Availability

Coast Guard Auxiliary radio logs are subject to public availability via the Freedom of Information Act (FOIA), 5 U.S.C. § 552. Request for Coast Guard or Coast Guard Auxiliary radio logs should receive immediate attention as required by *The Coast Guard Freedom of Information (FOIA) and Privacy Acts Manual*, COMDTINST M5260.3 (series). Request for logs, documentation, and records should immediately be brought to the attention of the Director and nearset FOIA Coordinator (Sector, Group, MSO, or district level) for specific guidance.

F.3. Files

Auxiliarists must maintain radio logs for one year except when distress traffic is recorded. When distress traffic is recorded, the retention period is three years. When a radio log contains information pertinent to an investigation or claim, the retention period may be longer.

F.4. Interference

Auxiliarists must not allow the act of keeping a radio log to interfere with the safe operation of the facility. If completing a log entry during an event could create an unsafe situation or is impractical (as in the case of a land mobile handheld facility), the Auxiliarist may defer the log entry until the event is over. The Auxiliarist will then make log entries from memory. The use of an audio recorder is helpful.

Section G. Authorized/Required Frequencies and Radiotelephone Communications

Introduction

Acceptance of a facility does not inherently authorize operation on all government radio frequencies. Auxiliary radio facilities may operate according to the *Telecommunications Manual*, COMDTINST M2000.3 (series), and only on the frequencies listed in *Appendix J* of this manual. Operations on these frequencies is subject to any conditions noted in the appendix and the net control of Coast Guard commands in the operating area. In addition, Auxiliarists may operate:

- On frequencies specifically authorized by Commandant (CG-62) (see *Appendix E)*.
- On frequencies designated by the District Commander as their local working frequencies.
- On any frequency required to maintain valid SAR communications for the incident's duration.

G.1. Assistance to Non-Coast Guard Agencies

When assisting other agencies during a disaster, only frequencies authorized by the other agencies may be used under the operating procedures of the other agencies. When operating under MOUs/MOAs, only frequencies authorized by the MOU/MOA parties may be used.

G.2. Frequency Requests

Auxiliary fixed land radio facilities, which need authority to operate on radio frequencies not presently authorized for that station, must receive frequency assignments from Commandant (CG-62) (see *Appendix E*). Auxiliarists must send authorization requests via their District Staff officer - Communications (DSO-CM) to the National Operations Department, Telecommunications Division Chief (DVC-OT). The DVC-OT will review all information required in accordance with the frequency request. The request will be sent back to the DSO-CM, then forwarded to Commandant (CG-62) via the Director. Facilities requesting authorization for new frequencies may not operate on them until the request is approved. Those fixed land stations which require authorization for new frequencies are only required to obtain authorization one time. The authorization remains valid until any change in facility characteristics reported as part of the original request is made (e.g., frequencies, location, antenna, call sign, etc.).

G.3. Surface Facilities

Auxiliary surface facilities must follow the radiotelephone communications provisions of the Bridge to Bridge Radiotelephone Act as implemented by 33 CFR Part 26, unless exempted therein. Auxiliary surface facilities must follow the applicable provisions of any mandatory Vessel Traffic Services.

G.4. Air Facilities

Auxiliary air facilities must follow the radiotelephone communications provisions of the FARs and appropriate Coast Guard regulations.

Section H. Reporting Radio Violations

Introduction	This section describes general procedures for reporting radio violations.
H.1. Recordings	Auxiliarists must make an audio recording, if possible, of all violations, especially hoax distress calls. When recording violations, the radio receiver squelch must be turned off. This will permit an analysis of transmitter signature characteristics.
H.2. Violation Reports	Auxiliarists hearing a violation of FCC rules should submit a Report of Violation of Radio Regulations or Communications Instructions, CG-2861A (see *Appendix E*). Auxiliarists must submit the violation reports, along with the recording, to the District Commander.
H.3. Information	The violation reports must include the name and location of the alleged offender (if known), date and time of offense, and description and circumstance of violation. The report must include, if available, a transcript or audio tape of the transmissions in the violation.
H.4. Testifying	If a violation case goes to court, Auxiliarists may be required to testify. Therefore, Auxiliarists should always maintain a complete log with notes of all relevant activities.

Annex 5
Marine Safety and Security

Introduction This annex provides information and guidance related to marine safety and security.

In this Annex This annex contains the following sections:

Section	Title	See Page
A	Auxiliary Marine Safety and Security Support	5-3
B	Auxiliary Trident Program	5-5
C	Auxiliary Commercial Fishing Vessel Safety Program	5-7
D	Environmental Protection	5-9
E	Incident Command System	5-15

Section A. Auxiliary Marine Safety and Security Support

Introduction	This section provides information related to the Auxiliary Marine Environmental Safety and Security (M).
A.1. Goals and Objectives	The goals and objectives of M support programs are to develop a trained cadre of Auxiliarists fully qualified to meet the augmentation needs of the M community. The programs and training are developed to meet the identified needs of the M field units and their programs. Training and participation is on a "needs" basis and is not available unless the need exists in an area or program. The development of this cadre of Auxiliarists and their inclusion within the assets available to meet M needs provides a pool of qualified Auxiliary members to serve as a force multiplier during normal and surge operations in the M mission fields.
A.2. Marine Environmental Safety and Security	Programs in this area relate to ensuring the safe, secure operation of our nations port facilities. Types of facilities include container, oil, hazardous gas, ferry and passenger facilities. Auxiliarists train to assist the active duty in their inspections both in the area of safety and in the area of security inspections.
A.3. Waterways Management	The primary program in this area is to have Auxiliarists serve as members of Area Maritime Security (AMS) committees with an emphasis on Recreational Boating Safety. The District Commodore, Captain of the Port, and Coast Guard Headquarters Commandant (G-MW), approve members chosen for these committees.
A.4. Regional Exam Center Support	Auxiliarists are encouraged to work in support of Regional Exam Centers (RECs) in support of mariner licensing programs. Areas where Auxiliarists may assist include assisting in the office, mariner document evaluation, licensing examination, and course audits.
A.5. Auxiliary Specific Personal Qualification Standards Program	Development of the Auxiliary specific Personal Qualification Standards (PQSs) include but are not limited to the areas of service described in Section B of this annex. PQS workbooks may be downloaded from the Auxiliary National web site at: http://www.auxetrain.org/tridenttext.html Additional Auxiliary PQSs are ready for implementation and new ones will be developed as the need is determined.

Section B. Auxiliary Trident Program

Introduction	The Auxiliary Trident Program is the Auxiliary training, qualification, and recognition program for Auxiliarists actively engaged in direct support of marine safety and environmental protection programs.
B.1. Program Goal	The goal of the Auxiliary Trident Program is to encourage active participation by Auxiliarists in marine safety and environmental protection missions and programs. The program is structured to develop and provide the requisite training and qualifications for the Auxiliary members to enable them to participate safely and productively, and to recognize this participation and service. The program establishes minimum education, training, and service requirements to be completed by an Auxiliarist to earn entitlement to wear the Auxiliary trident device.
B.2. PQS Availability	The Auxiliary National Marine Safety and Environmental Protection Department and Commandant (G-MRP) have developed, reviewed, and approved all Trident Program course elements. Auxiliary specific PQSs and active duty and reserve PQSs, as listed within the *Marine Safety Manual, Volume I, Administration and Management*, COMDTINST M16000.6 (series), are available to members of the Auxiliary for qualification and inclusion, unless specifically prohibited by statute. Complete program descriptions and requirements are available through the Coast Guard Auxiliary National web site and Marine Safety and Environmental Protection Department Trident Program web page at: http://www.auxetrain.org/tridenttext.html The Trident Program is currently comprised of the following PQS:
B.2.a. Auxiliary Assistant Container Inspector	Upon successful completion of the Auxiliary Assistant Container Inspector (AUX-CI) personal qualification, an Auxiliarist will hold the minimum competencies to complete an exterior container inspection.
B.2.b. Auxiliary Assistant Life Raft Inspector	Upon successful completion of the Auxiliary Assistant Life Raft Inspector (AUX-LR) personal qualification, an Auxiliarist will hold the minimum competencies to inspect liferafts and their associated equipment in all routine periodic tests.
B.2.c. Auxiliary Administrative and Management Specialist	Upon successful completion of the Auxiliary Administrative and Management Specialist (AUX-MSAM) personal qualification, an Auxiliarist will hold the minimum competencies to successfully fulfill staff positions in a district or National post.
B.2.d. Auxiliary Marine Safety Watchstander	Upon successful completion of the Auxiliary Marine Safety Watchstander (AUX-WS) personal qualification, an Auxiliarist will hold the minimum competencies necessary to complete a Marine Safety Watch.

B.2.e. Auxiliary Assistant Facilities Inspector	Upon successful completion of the Auxiliary Assistant Facilities Inspector (AUX-EU) personal qualification, an Auxiliarist will hold the minimum competencies to complete a routine Facility Inspection under supervision.
B.2.f. Auxiliary Assistant Pollution Response Specialist	Upon successful completion of the Auxiliary Assistant Pollution Response Specialist (AUX-ET) personal qualification, an Auxiliarist will hold the minimum competencies to assist a qualified Federal On-Scene Coordinator Representative (FOSC/R) in an Oil Pollution Response.
B.2.g. Auxiliary Assistant Pollution Investigator	Upon successful completion of the Auxiliary Assistant Pollution Investigator (AUX-ED) personal qualification, an Auxiliarist will hold the minimum competencies to assist a qualified Pollution Investigator in completing a Pollution Investigation case.
B.2.h. Auxiliary Assistant Harbor Safety Specialist	Upon successful completion of the Auxiliary Assistant Harbor Safety Specialist (AUX-EK) personal qualification, an Auxiliarist will hold the minimum competencies to assist a qualified Harbor Safety Officer in conducting a wide variety of Port Safety and Security tasks.
B.2.i. Auxiliary Uninspected Passenger Vessel Examiner	Upon successful completion of the Auxiliary Uninspected Passenger Vessel Examiner (AUX-UPV) personal qualification, an Auxiliarist will hold the minimum competencies to examine Uninspected Passenger Vessels (UPVs) and their associated equipment for compliance with the applicable safety regulation in 46 CFR Subchapter C.
B.2.j. Auxiliary Marine Environmental Education Specialist	Upon successful completion of the Auxiliary Marine Environmental Education Specialist (AUX-MEES) personal qualification, an Auxiliarist will hold minimum competencies to act as a Marine Education Specialist providing short duration (8 hours or less) seminars on selected Marine Environmental Protection topics to a wide range of audiences.

Section C. Auxiliary Commercial Fishing Vessel Safety Program

Introduction

The Commercial Fishing Industry Vessel Safety Act (CFIVSA) of 1988 required the Coast Guard to issue new regulations for safety equipment and operating procedures that apply to all U.S. uninspected commercial fishing, fish tender, and fish processing vessels either documented or state registered. The act also increased casualty reporting requirements to make the commercial fishing industry a safer place to work.

C.1. Program Goal

The goal of the Auxiliary Commercial Fishing Vessel Safety Program is to directly support and assist the Coast Guard in the performance of this mission to create a safer workplace for those engaged in these activities.

C.2. Program Information

The Commercial Fishing Vessel Safety Program is a Coast Guard program administered under Commandant (G-MOC). Auxiliary support and participation in the voluntary dockside examination program for commercial fishing vessels have been extensive and are responsible for significant support to the program. Auxiliarists are required to meet the same training and competency standards as the active duty and reserve personnel performing the same job. Additional program information is available at:

http://www.auxonline.org/~msep/commercial_fishing_vessels.htm

Section D. Environmental Protection

Introduction

This section describes various environmental protection programs.

D.1. Sea Partners

The Coast Guard Auxiliary is a critical element in the Sea Partners Campaign. Auxiliary support of Sea Partners consists primarily of:

- Inclusion of environmental materials in boat shows booths and other public affairs events. These materials are stocked at the Auxiliary National Supply Center.
- Inclusion of environmental protection information in boating safety classes, vessel safety checks and marine dealer visits. Detailed information on specific pollution issues is available in the Ocean Conservancy's *Good Mate* manual and materials.
- Assistance to the Marine Safety Office Sea Partners program through public presentations at schools, yacht clubs, business groups, etc.

More information about Sea Partners can be found at:

http://www.uscg.mil/hq/g-m/nmc/seapart.htm

D.2. Aquatic Nuisance Species Mitigation

The Coast Guard is one of several federal agencies charged with reducing the influx and impact of aquatic nuisance species (ANS).

Auxiliary support and participation in the voluntary dockside examination program for commercial fishing vessels have been extensive and are responsible for significant support to the program.

This includes ensuring that management efforts are in place to prevent further importation and spread of ANS. Coast Guard and Auxiliary members perform public affairs, public education and marine safety missions in connection with boater education and marina public information to abate the spread of ANS.

The Coast Guard published on 12/28/2000 the Voluntary Guidelines on Recreational Activities to Control the Spread of Zebra Mussels and Other Aquatic Species, Federal Register Notice (USCG-2000-7206). The guidelines are based on the recommendation presented to the Coast Guard by the Recreational Activities Committee of the Aquatic Nuisance Species (ANS) Task Force as required by the National Invasive Species Act of 1996. These guidelines provide specific steps that can be taken by the public to prevent or minimize the transport of ANS through recreational activities. Program information and updates can also be accessed electronically through the Coast Guard's Environmental Standards Division Commandant (G-MSO-4) website at:

http://www.uscg.mil/hq/g-m/mso/mso4

In addition to public education and information activities regarding ANS mitigation, the Coast Guard Auxiliary engages in several field projects to address ANS issues. The Auxiliary supports the Smithsonian Environmental Research Center in a field survey of the distribution of ANS through waterborne sampling, where Auxiliary boats are used as platforms for scientists. The Auxiliary participates in the work of the 100th Meridian Initiative, an interagency federal-state-academic work program focused on stopping ANS migration westward of the 100th meridian line in the United States and Canada. Additional information is available at:

http://www.100thmeridian.org

D.3. Good Mate Program

Developed by the Ocean Conservancy, the Good Mate Program is an environmental education and awareness program for recreational boaters. Auxiliarists use the Good Mate Program to raise understanding and awareness of recreational boaters and marina staff about how they can help protect aquatic environments.

This program seeks to help boaters and marinas develop and incorporate environmentally friendly management strategies in six areas of concern: oil and fuel disposal, sewage discharge, vessel maintenance and repair, solid waste disposal, storm water runoff and vessel operation. Good Mate has been adopted by the Coast Guard Auxiliary as its basic training course for environmental education and awareness in the area of recreational boating. Additional information is available at:

http://www.oceanconservancy.org

D.4. Clean Marina Programs

Several States have established education and outreach programs to improve the environmental management of marinas. The Auxiliary is frequently the primary Coast Guard interface with these programs. Auxiliarists working in concert with these programs provide education, outreach, expert advice and program guidance.

D.5. Marine Mammal Monitoring

Marine mammal protection is a federal responsibility under the Marine Mammal Protection Act. Working in concert with other federal agencies, state agencies and a host of private conservation organizations, the Coast Guard participates in monitoring and encouraging management practices to reduce mammal injuries and to rescue stranded or injured animals. Auxiliary activity and support in this area includes:

- Performing monitoring patrols
- Recording and reporting mammal locations and behaviors
- Identifying mammals in difficulty and assisting in rescue operations.
- Education and outreach programs to familiarize the general public – and especially boaters – on responsible recreation practices.

Auxiliary activity in this area supports Coast Guard responsibilities under the Marine Mammal Protection Act and the Endangered Species Act.

D.6. Pollution Investigation and Response

Consistent with the USCGAUX reauthorization of 1997, the Coast Guard Auxiliary may be employed to assist in the response to and investigation of pollution incidents. Auxiliarists may hold positions within the Incident Command System (ICS) structure to assist the FOSC. Auxiliarists holding the Assistant Pollution Response Specialist (AUX-ET) or Assistant Pollution Investigator (AUX-ED) qualifications released in ALCOAST 262/03 have received specialized training in pollution investigation and oil spill response. These personnel may augment active duty or reserve forces or may be independently deployed to investigate and respond to pollution incidents. All personnel, including Coast Guard and Auxiliary members, who participate in any oil spill response or possible hazardous materials release event, are required by Occupational Safety and Health Administration (OSHA) to have a level of hazardous waste operations (HAZWOPER) training appropriate to their duties and responsibilities. Auxiliarists engaging in pollution response or investigation activities for 30 or more days per year are required to participate in the Occupational Medical Surveillance and Evaluation Program (OMSEP).

D.6.a. Occupational Medical Surveillance Program

The provisions of the OMSEP have been extended to Auxiliarists engaged in the Trident Program who meet the same criteria for inclusion as do active duty, reserve, and civilian U.S. Coast Guard employees engaged in potentially hazardous activities. OMSEP physical examinations are not mandatory for Auxiliarists, but are offered through Coast Guard clinics at no cost. The inclusion of Auxiliarists in this program is at "no cost" to the Auxiliarist. This removes a barrier to full inclusion of the Auxiliary in these activities at many M units. This inclusion is approved in the authorization provided in **Figure A5-1**.

R 101312Z JAN 05 ZUI ASN-A00010000009 ZYB
FM COMDT COGARD WASHINGTON DC//G-WKS//
TO AIG 11989
BT
UNCLAS
SUBJ: COAST GUARD AUXILIARY ELIGIBILITY FOR ENROLLMENT IN THE OCCUPATIONAL MEDICAL SURVEILLANCE AND EVALUATION PROGRAM (OMSEP).
A. OCCUPATIONAL MEDICAL SURVEILLANCE AND EVALUATION PROGRAM (CHAPTER 12), MEDMAN, COMDTINST M6000.1B.
B. OCCUPATIONAL HEALTH (CHAPTER 4), SAFETY AND ENVIRONMENTAL HEALTH MANUAL, COMDTINST M5100.47.
1. THE TRIDENT PROGRAM IS THE AUXILIARY'S TRAINING AND QUALIFICATIONS PROGRAM TO PREPARE MEMBERS TO PROVIDE MARINE SAFETY AND ENVIRONMENTAL PROTECTION SUPPORT FOR THE COAST GUARD.
2. AUXILIARISTS ENGAGED IN THE TRIDENT PROGRAM MAY BE ELIGIBLE FOR ENROLLMENT IN OMSEP AS GOVERNED BY REF (A). REF (A) SPECIFIES THAT IF A MEMBER IS ACTIVELY ENGAGED IN CERTAIN OCCUPATIONS (MARINE RESIDENT INSPECTORS, POLLUTION INVESTIGATORS, MARINE SAFETY(GENERAL), PORT SAFETY (GENERAL), VESSEL INSPECTORS, OR MARINE INVESTIGATORS) FOR 30 DAYS OR MORE PER CALENDAR YEAR, ENROLLMENT SHOULD BE CONSIDERED.
3. OMSEP PHYSICAL EXAMINATIONS ARE NOT MANDATORY FOR AUXILIARISTS BUT WILL BE OFFERED THROUGH CG CLINICS, AT NO COST, TO MEMBERS WHO MEET THE ENROLLMENT CRITERIA. DECLINING PERIODIC COAST GUARD EXAMINATIONS MAY AFFECT THE ABILITY OF THE COAST GUARD TO DETECT OR TREAT POTENTIAL ILLNESSES AND AS A RESULT, COULD AFFECT THE AMOUNT OF DISABILITY COMPENSATION RECOVERED BY THE PARTICIPANT. AUXILIARY MEMBERS DECLINING COAST GUARD PERIODIC EXAMINATIONS ARE STRONGLY ENCOURAGED TO UNDERGO THEIR OWN EXAMS AND FORWARD ANY ASSOCIATED RECORDS OR INFORMATION TO THE COAST GUARD OFFICE OF SAFETY AND ENVIRONMENTAL HEALTH, G-WKS-3, 2100 SECOND STREET SW, ASHINGTON, DC 20593.
4. AUXILIARY MEMBERS IDENTIFIED ABOVE ARE ENCOURAGED TO MEET WITH THEIR UNIT SAFETY AND OCCUPATIONAL HEALTH COORDINATOR AT MARINE SAFETY OFFICES, ACTIVITIES, AND SECTORS TO REQUEST ENROLLMENT IN OMSEP. UNIT SAFETY AND OCCUPATIONAL HEALTH COORDINATORS SHOULD RECOMMEND THE ENROLLMENT OF AUXILIARY MEMBERS ENGAGED IN THE TRIDENT PROGRAM, TO THEIR SERVICING ISC SAFETY AND ENVIRONMENTAL HEALTH OFFICER (SEHO), BY MAKING AN ENTRY INTO THE OMSEP DATABASE. TO ENTER AND LOG-ON TO THE OMSEP DATABASE USE THE LINK:
<HTTP://WEBAPPS.MLCA.USCG.MIL/KDIV/KSEOMSEP/DEFAULT.CFM>

Figure A5-1
Coast Guard Auxiliary Eligibility for Enrollment in the Occupational Medical Surveillance and Evaluation Program

5. IAW REFS (A) AND (B), EACH ISC SEHO SHALL SCRUTINIZE RECOMMENDATIONS FOR ENROLLMENT IN OMSEP AND EITHER APPROVE OR DISAPPROVE ENROLLMENT. UNIT SAFETY AND OCCUPATIONAL HEALTH COORDINATORS ARE ENCOURAGED TO CONTACT THEIR SERVICING ISC SEHO FOR ASSISTANCE. COAST GUARD HEADQUARTERS POINT OF CONTACT: CDR WADE MCCONNELL: 202-267-1388. COAST GUARD SEHO POINTS OF CONTACT:

A. MLCPAC (KSE) POC: HSCS KIRK WATSON: 510-637-1245, OR CDR JOSELITO IGNACIO: 510-637-1243.

1) ISC ALAMEDA (SEHO): (510) 437-3672.
2) ISC HONOLULU (SEHO): (808) 541-1545.
3) ISC SAN PEDRO (SEHO): (310) 732-7447.
4) ISC SEATTLE (SEHO): (206) 217-6341.
5) ISC KETCHIKAN (SEHO): (907) 228-0229.
6) ISC KODIAK (SEHO): (907) 487-5757 X133.

B. MLCLANT (KSE) POC: LCDR WAYNE MACKENZIE: 757-628-4410.

1) ISC BOSTON (SEHO): (617) 223-3202.
2) ISC PORTSMOUTH (SEHO): (757) 483-8496.
3) ISC MIAMI (SEHO): (305) 535-4493.
4) ISC NEW ORLEANS (SEHO): (504) 942-4133.
5) ISC ST LOUIS (SEHO): (314) 539-3900 X2267.
6) ISC CLEVELAND (SEHO): (216) 902-6395.

6. INTERNET RELEASE AUTHORIZED.

7. MR. A.C. KOTZ, CHIEF OFFICE OF SAFETY AND ENVIRONMENTAL HEALTH

SENDS.

BT

NNNN

Figure A5-1
Coast Guard Auxiliary Eligibility for Enrollment in the Occupational Medical Surveillance and Evaluation Program - Continued

Section E. Incident Command System

Introduction

The Incident Command System (ICS) is used to manage an emergency incident or a non-emergency event. It is designed to be used for both small and large situations and has been adopted by the Coast Guard. The system has considerable flexibility and can grow or shrink to meet differing needs.

E.1. Manageable Incidents and Events

Some examples of the kinds of incidents and events that are manageable by the ICS are:

- Fires, HAZMAT, and multicasualty incidents
- Multi-jurisdictional and multi-agency events
- Wide area search and rescue missions
- Oil spill response and recovery incidents
- Planned events

E.2. Online Training

Auxiliarists may assume many roles within an ICS structure. Online introductory ICS training is available to Auxiliarists at:

http://www.auxetrain.org/icsintro100.htm

Appendix A
Corporate Ownership Format – Sample

Introduction This appendix provides a sample format for corporate ownership.

In this Appendix This appendix contains the following information:

Topic	See Page
Corporate Ownership Format – Sample	A-3

[name of corporation]

CORPORATE RESOLUTION

I, , duly elected Clerk/Secretary of below hereto were duly adopted by all of the existing Directors holding office at a meeting held on , 199 .

I further certify that said Votes are in accordance with law, the By-Laws and Articles of Incorporation/Organization of said Corporation, and that said Votes are presently in full force and effect and have not been adversely affected by any other Vote of the Directors or Stockholders of this Corportation.

VOTED: That the Corporation offer the Vessel/Aircraft/Radio Station described in the attached U.S. Coast Guard Offer of Use Form as an Auxiliary Facility/Operational Facility (hereinafter referred to as "the Facility"), in accordance with the provisions of Title 14, U.S.C. 826 and applicable regulations, and that the President, Treasurer or any Vice President of this Corporation, acting singly, be and is hereby authorized and empowered, in the name of and on behalf of this Corporation, and with or without corporate seal, to execute and deliver to the United States Coast Guard, or Coast Guard Auxiliary, now or at any time in the future, such forms, applications, documents, instruments and writings, without limitation upon such terms and conditions and whenever the said President, Treasurer or any Vice President shall deem it necessary or desirable pertaining to the use of the Facility, and the execution thereof shall be sufficient evidence of the determination authorizing the transaction by the Board of Directors.

VOTED: That the Facility may be utilized and operated by the attached list of Coast Guard Auxiliarists who may use the Facility for any authorized Coast Guard or Coast Guard Auxiliary purpose, provided the Coast Guard issues reimbursable or non-reimbursable patrol orders.

Figure A-1
Corporate Ownership Format – Sample

VOTED: That the Corporation understands that the Facility may be used in circumstances which could result in damage to the Facility and/or third party claims. The Corporation understands that pursuant to Title 14 U.S.C. 830 and Coast Guard Regulations promulgated thereunder that loss or damage to the Facility and/or third party claims could occur which would not be paid for or reimbursed by the Coast Guard. The Corporation has determined that it has adequate insurance in the event the Facility is so damaged or if such a claim results, or has sufficient finances available to assume this risk.

I further certify that the Corportation is validly existing and in good standing, and the person(s) named as officers and Directors of this Corporation, as set forth in the Corporate-Owned Facility Application, are true, complete and correct.

A true copy Attest.

_____
Secretary/Clerk

DATED: _____

Figure A-1
Corporate Ownership Format – Sample – Continued

Appendix B
Multiple Ownership Format – Sample

Introduction This appendix provides a sample format for multiple ownership.

In this Appendix This appendix contains the following information:

Topic	See Page
Multiple Ownership Format - Sample	B-3

SAMPLE FORMAT FOR MULTIPLE OWNERSHIP

ASSENT AND AUTHORIZATION FOR USE

The undersigned, being a partial owner of the vessel/aircraft/radio station described below and in the attached United States Coast Guard Offer For Use form as an Auxiliary facility/operational facility (hereinafter referred to as "the Facility"), in accordance with the provisions of Title 14 U.S.C. 826 and applicable regulations, assent to the Facility being utilized and operated by the attached list of Coast Guard Auxiliarists who may use the Facility for any authorized Coast Guard or Coast Guard Auxiliary purpose, provided the Coast Guard issues reimbursable or non-reimbursable patrol orders. The undersigned understands that the Facility may be used in circumstances which could result in loss or damage to the Facility and/or third party claims, which under Title 14 U.S.C. 830 and applicable Coast Guard regulations may not be paid for or reimbursed by the Coast Guard. The undersigned has determined that there is adequate insurance to cover this risk or that they are prepared to assume this risk.

DESCRIPTION OF FACILITY OFFERED FOR USE

Boat_____ Aircraft_____ Radio_____

Year, Make, Model_____

ID/Registration/Documentation Number_____

OWNERS ASSENT AND AUTHORIZATION

[**add enough date, name, address, percent owner, signature lines to cover ALL owners**]

Date:_____ Name(type or print):_____

Address:_____

_____

Percent Owner:_____ Signature:_____

Date:_____ Name(type or print):_____

Address:_____

_____

Percent Owner:_____ Signature:_____

Figure B-1
Multiple Ownership Format - Sample

Appendix C
FAA FAR Exemption Memorandum

Introduction This appendix provides the FAA FAR Exemption Memorandum.

In this Appendix This appendix contains the following information:

Topic	See Page
FAA FAR Exemption Memorandum	C-3

U.S. Department
of Transportation
**Federal Aviation
Administration**

800 Independence Ave., S.W.
Washington, D.C. 20591

MAR 2 2004

Exemption No. 5231G
Regulatory Docket No. FAA-2002-11723

Captain T.C. King, Jr.
Chief, Office of Aviation Forces
United States Coast Guard
2100 Second Street, SW
Washington, DC 20593-0001

Dear Captain King:

This is in response to your January 13, 2004, letter petitioning the Federal Aviation Administration (FAA) on behalf of the United States Coast Guard (USCG) for an extension of Exemption No. 5231, as amended. That exemption from §§ 91.117(b) and (c), 91.119(c), 91.159(a), and 91.209(a) of Title 14, Code of Federal Regulations (14 CFR) permits USCG to conduct air operations in support of drug law enforcement and drug traffic interdiction without meeting part 91 provisions governing: (1) aircraft speed, (2) minimum safe altitudes, (3) cruising operations for flights conducted under visual flight rules (VFR), and (4) use of aircraft lights.

In your petition, you indicate that the conditions and reasons regarding public interest and safety, presented in the original petition upon which the exemption was granted, remain unchanged.

The FAA has determined that good cause exists for not publishing a summary of the petition in the Federal Register because the requested extension of the exemption would not set a precedent, and any delay in acting on this petition would be detrimental to USCG.

The FAA has determined that the justification for the issuance of Exemption No. 5231, as amended, remains valid with respect to this exemption.

AFS-04-220-E

In consideration of the foregoing, I find that a grant of exemption is in the public interest. Therefore, pursuant to the authority contained in 49 U.S.C. §§ 40113 and 44701, delegated to me by the Administrator, Exemption No. 5231, as amended, is hereby further amended by extending its May 31, 2004, termination date to May 31, 2006, unless sooner superseded or rescinded.

All conditions and limitations of Exemption No. 5231, as amended, remain the same. This letter shall be attached to, and is a part of, Exemption No. 5231.

Sincerely,

John M. Allen

John M. Allen
Acting Director, Flight Standards Service

U.S. Department of Homeland Security
United States Coast Guard

Commandant
United States Coast Guard

2100 Second Street, S.W.
Washington, DC 20593-0001
Staff Symbol: G-OCA
Phone: (202) 267-1556
Fax: (202) 267-4664
Email: mbruyere@comdt.uscg.mil

3710

JAN 13 2004

Mr. James Ballough
Director, Flight Standards Service (AFS-1)
Federal Aviation Administration Headquarters
800 Independence Avenue, SW
Washington, DC 20591

Dear Mr. Ballough:

The United States Coast Guard (USCG) has a continuing requirement to deviate from certain Federal Aviation Regulations (FARs) in order to carry out our homeland security, law enforcement, and search and rescue responsibilities. The USCG is the Nation's leading maritime law enforcement agency and has broad, multifaceted, jurisdictional authority. The recent significant increase in homeland security operations has further heightened the need to take actions previously only needed for counter narcotics law enforcement operations. Specifically, Title 14 USC 2 states:

The Coast Guard shall enforce or assist in the enforcement of all applicable Federal laws on, under, and over the high seas and waters subject to the jurisdiction of the United States; and shall engage in maritime air surveillance or interdiction to enforce or assist in the enforcement of laws of the United States ... shall develop, establish, maintain, and operate, with due regard to the requirements of national defense, aids to maritime navigation, icebreaking facilities, and rescue facilities for the promotion of safely on, under, and over the high seas and waters subject to the jurisdiction of the United States...and shall maintain a state of readiness of function as a specialized service in the Navy in time of war, including the fulfillment of Maritime Defense Zone command responsibilities.

As required by 14 CFR 11.25, the USCG hereby petitions for renewal of Exemption Number 5231F dated 16 April 2002. We request exemption from the following FARs:

91.117(b) prohibits the operation of aircraft at or below 2500 feet above the surface within 4 nautical miles of the primary airport of a Class C or D airspace at an indicated airspeed of more than 200 knots (230 mph).

91.117(c) prohibits the operation of an aircraft in the airspace underlying a Class B airspace area designated for an airport or in a VFR corridor designated through such a Class B airspace area, at an indicated airspeed of more then 200 knots (230 mph).

3710

JAN 13 2004

91.119(c) prohibits the operation of an aircraft at an altitude less than 500 feet above the surface over other than congested areas, except when over open water of sparsely populated areas, in which case, the aircraft may not be operated closer than 500 feet to any person, vessel, vehicle, or structure.

91.159(a) requires aircraft to be operated at an altitude specified for the direction of flight during cruising operations at less than 18,000 feet MSL.

91.209(a) prohibits the operation of an aircraft from sunset to sunrise unless it has lighted position lights.

In general, these waivers are essential for the USCG to carry out our statutory requirements. The waivers will also enable the USCG to obtain maximum effectiveness from all aviation assets. The specific needs for requesting exemptions to these FARs are:

91.117(b) and (c) - Aircraft Speed: Aircraft operations at speeds in excess of those prescribed may be essential to the success of Homeland Security and air intercept missions.

91.119(c) -Minimum Safe Altitudes: To identify, pursue, and track suspect vessels and aircraft, descent below 500 feet AGL/AWL may be necessary to remain in visual contact for tracking a suspect. All USCG fixed-winged aircraft engaged in operations below 500 feet are multi-engine and radar altimeter equipped. We are confident that an acceptable margin of safety can be maintained over open water at altitudes below 500 feet and less than 500 feet of lateral separation without hazard to persons or property.

91.159(a) - VFR Cruising Altitude: In order to identify, track, and remain undetected by a suspect aircraft, operation at other than the appropriate VFR cruising altitudes is necessary.

91.209(a) -Aircraft Lights: Operations without position lights are required in order to maintain covert surveillance of suspect aircraft and vessels at night.

In requesting renewal of these exemptions, we agree to abide by the conditions and limitations previously described in Exemption Number 5231B. The USCG recognizes that safety of flight is paramount. We will continue to require specialized training for our flight crew, including initial and recurrent training.

3710

JAN 13 2004

We ask that the requirement to publish this petition in the Federal Register be waived for operational security reasons. Withholding policies and protocols from general knowledge is necessary due to the sensitive nature of this law enforcement mission.

Your continued cooperation and support are appreciated.

Sincerely,

T. C. KING JR.
Captain, U.S. Coast Guard
Chief, Office of Aviation Forces
By direction

Appendix D
Aviation Risk Assessment Matrix

Introduction This appendix provides the Auxiliary Aviation Risk Assessment Matrix.

In this Appendix This appendix contains the following information:

Topic	See Page
Aviation Risk Assessment Matrix	D-3

U.S.C.G. AUXILIARY STANDARD AV-04-4

Draft Standard Doc. AV- 04-4
18 August 2004

RISK ASSESSMENT MATRIX

STANDARD FOR AUXILIARY AVIATION

UNITED STATES COAST GUARD AUXILIARY

NATIONAL OPERATIONS DEPARTMENT

AVIATION DIVISION STANDARDIZATION TEAM

TABLE OF CONTENTS

1 SCOPE 3

A. PURPOSE 3
B. APPLICATION 3
C. REFERENCES 3

2. DEFINITIONS 3

3. SPECIFICATION 4

4. APPENDIX 1 4

1. SCOPE

A. Purpose

Auxiliary aviation operations are conducted in a variety of environments and support a number of different missions. It is vital to the safety of the crew and to the success of the mission that the pilot and crew understand and evaluate the full impact of risk versus gain for each tasking.

The Final Action Message regarding Coast Guard Class A, R041706Z Jun 03 COMDT COGARD Washington DC, directed the expansion of Auxiliary aviation policy to include an Auxiliary unique Risk Assessment Matrix. This Matrix will assist Air Station Commanding Officers and their pilots and crews in risk management duties/responsibilities while employing the widely varied aircraft and pilot attributes of Auxiliary Aviation.

This document establishes the policy of utilizing the enclosed Auxiliary unique Risk Assessment Matrix (Appendix 1, below) for use in planning for all Auxiliary aviation aircraft operations to assist Auxiliary pilots in quantifying operational risk exposure associated with assigned missions.

B. Application

The policies and procedures in this Standard shall be applicable to all Auxiliary aviation aircraft operations.

C. References

a. United States Coast Guard Auxiliary Manual, M16790.1 (series)

b. United States Coast Guard Auxiliary Operations Policy Manual, M16798.3 (series)

c. Commandant Instruction M16798.1, The Auxiliary Aviation Program

d. COMDT COGARD Washington DC 041706Z Jun 03 - Final Action Message regarding Coast Guard Class A Aviation Flight Mishap involving an Auxiliary Aviation Aircraft on 01 Feb 01

e. Commandant Instruction 3500.3, Operational Risk Management

2. DEFINITIONS

Operational Risk Management - A continuous, systematic process of identifying and controlling risk in all activities according to a set of pre-conceived parameters by applying appropriate management policies and procedures. This process includes detecting hazards, assessing risk, and implementing and monitoring risk controls to support effective, risk-based decision-making.

Risk - The chance of personal injury or property damage or loss, determined by combining the results of individual evaluations of specific elements that contribute the majority of risk concerns. Risk generally is a function of Severity, Probability and Exposure (SPE).

3. SPECIFICATION

When Auxiliary aircraft are given a set of orders for a Coast Guard assigned mission, the pilot in command shall, in conjunction with the crew during pre-flight planning, complete the enclosed Auxiliary Risk Assessment Matrix (Appendix 1).

The risk assessment matrix was developed in a generic format, flexible enough to apply to most mission situations. Values in the Matrix are to be mission-based on circumstances unique to District mission events, assets, resources, communications, and flight environment.

Any mission, which results in a numeric risk assessment value (risk assessment vs. gain) greater than 20, or greater than the local Air Station commanding officer established threshold, requires re-evaluation and / or Air Station command approval before launch.

Due to the dynamic nature of our mission and flight environment, pilots and crew should re-evaluate the risks whenever parameters shift from the pre-flight assessment; for example, when a routine patrol turns into a SAR mission.

4. APPENDIX 1

See attachment, U.S.C.G. AuxAir Aviation Risk Assessment, pages 1 and 2.

U. S. C. G. AUXAIR Aviation Risk Assessment

Date: _____ Mission: _____ U.S.C.G. AUXILIARY STANDARD AV-04-4 RISK ASSESSMENT MATRIX Appendix 1 Page 1

Step 1. Risk Assessment

Review questions and circle the score according to currently available information. Score items according to instinct and the examples given. Absence of data automatically sets the score to maximum point value.

Planning: Thoroughness of pre-mission planning. Factors which increase risk: Launch from B-0 , in-flight diversion.

Adequate Minimal None

1 2 3 4 5

Event: Refers to mission complexity and guidance or doctrine available. Factors which may increase risk: sketchy details or non-standard mission profile.

Clear Guidance Complex/Innovation Required

1 2 3 4 5

Asset: Selection of appropriate resources. Factors that affect risk: time with qualification, unfamiliar area, fatigue, flight time (total time & time in type), crew rest, requestor's knowledge of asset capabilities.

A. Pilots

Excellent Adequate Marginal

1 2 3 4 5

B. Aircrew

Excellent Adequate Marginal

1 2 3 4 5

C. Airframe/Resources

Fully Mission Capable Partially Mission Capable

1 2 3 4 5

Communications: Ability to maintain comms throughout mission. Factors: internal w/command and external w/customer.

Adequate Marginal None

1 2 3 4 5

Environment: External condition surrounding mission: Weather, night, illumination, seastate, terrain, power lines/structures, alternate airfields, water temp, on-scene cover.

Benign Marginal Hazardous

2 4 6 8 10

Add the values for each Risk Assessment and plot the final Risk Assessment on graph below (include re-assessment from Step 2).

Step 2. Risk Management

Risk Management is the decision to control or reduce hazards. Below are *Control Options* to assist in risk control or reduction. Review the options and reassess the risks as appropriate.

Spread-out – Disperse the risk by launching additional air/surface assets.

Transfer – If practical, locate a better suited asset to conduct the mission i.e. different airframe, surface asset, or crew.

Avoid – Circumvent hazard: Wait for risk to subside i.e. wait until daylight or weather passes.

Accept – In all cases the benefit must justify the assumption of low risk. The decision to accept risk must be made with the stipulation that risk is reevaluated as the mission progress. (No adjustment to Risk Assessment)

Reduce – Reduce or limit risk exposure: Additional PRECOM/EXCOM, bring in fresh or more experienced crew.

Reassess Step 1 Values

Step 3 Risk vs. Gain

Low **G**ain – Situation with intangible benefits or a low probability for providing concrete results. Examples include passenger transport, non-critical logistics missions, PAO demonstration flight, etc.

Medium **G**ain – Situation that provides immediate, tangible benefits. Examples include saving property, protecting the environment, deterring illegal operations.

High **G**ain– Situation that provides immediate, tangible benefits that if ignored could result in loss of life. Examples include Urgent SAR.

Given the mission description above, what is the "Gain" for this mission?

Risk Assessment (Hi/Med/Lo) Vs. Gain (Hi/Med/Lo)

Use the Risk vs. Gain Chart (next page) for recommendations on how to proceed

It is recommended that any mission which results in a Risk Assessment value above 20, requires re-evaluation and/or Command approval.

8 12 20 21 32 40

Low Medium High

U. S. C. G. AUXAIR Aviation Risk Assessment

Date: _____ Mission: _____ U.S.C.G. AUXILIARY STANDARD AV-04-4 RISK ASSESSMENT MATRIX Appendix 1 Page 2

It is recommended that any mission, which results in a Risk Assessment value above 20, requires re-evaluation or Command approval.

This actual value, for any mission or missions, may be set at the discretion of the CGAS Commanding Officer.

Risk	*High Gain*	*Medium Gain*	*Low Gain*
Low Risk	**Accept the Mission. Continue to monitor Risk Factors, if conditions or mission changes.**	**Accept the Mission. Continue to monitor Risk Factors, if conditions or mission changes.**	**Accept the Mission. Re-evaluate Risk vs. Gain, should Risk Factors change.**
Medium Risk	**Contact Air Station for guidance. Continue to monitor Risk Factors and employ Control Options when available.**	**Contact Air Station for guidance. Continue to monitor Risk Factors and employ Control Options when available.**	**Do not accept the Mission.**
High Risk	**Do NOT accept High Risk Missions**		

NOTE: This Risk Assessment Matrix is intended as a tool to focus attention on items which cause risk when flying Coast Guard Auxiliary missions. Although one could selectively evaluate Risk Factors with a mind toward achieving an acceptable Risk Factor score, doing that would subvert the intent of this tool. This is intended to help everyone on the aircrew shift their thinking from a ground-bound mindset, to the hazards of the aviation environment. All members of the flightcrew should participate in the Risk Assessment scoring. This Risk Assessment process should continue throughout the mission as conditions evolve.

Instructions

1. Complete Step 1, Risk Assessment. Review each of the Risk Factors and assign a numerical score as indicated. Place the score in the upper left-hand portion of the boxes. Note: The relative scale provided is a guide to determine how much risk is associated with each factor. If you know or have information not specifically addressed in the example you may want to reference the scale at the bottom of the page. Example: If you feel that the wrong *Asset* is being sent on the case, you may want to score that factor as high risk due to an inappropriate dispatch of an asset. Use your best judgment as YOU see the information developing. Add the values of the boxes together. Use this score to determine the Risk, by applying it to the Risk Scale at the bottom of the page. *Note: The Environmental Risk Factor has a weighted value.*
2. Complete Step 2, Risk Management. If Risk Assessment is determined to be excessive, review the control options and determine if the risks can be reduced or controlled. Reassess each risk factor and enter new value in the lower right hand portion of the box provided. Re-total the values of the boxes and again compare to the Risk Scale at the bottom of the page.
3. Complete Step 3, Determine Potential Gain. Determine the gain by reviewing the assigned mission, apply the definitions as appropriate.
4. Utilize the matrix above to receive a recommendation on whether or how, to proceed with the mission.
5. Communicate the findings with your crew. Continue to re-evaluate Risk Assessment vs. Risk Management throughout all phases of the mission. This process should be an endless loop and continue until the safe completion of the mission.

Appendix E
Standard Forms

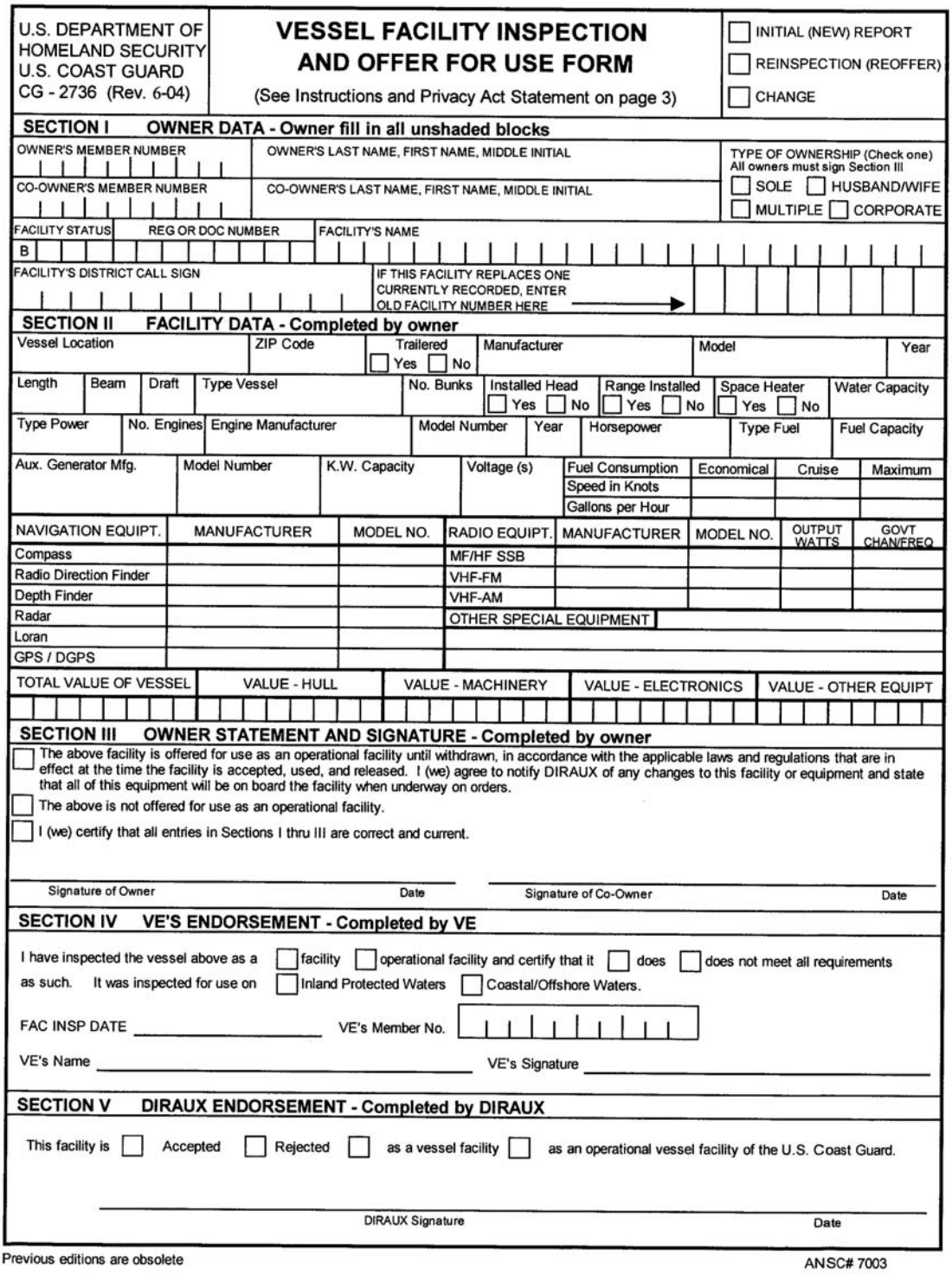
Introduction

This appendix provides a listing of and sample copies of forms referenced in this manual. These forms are current as of the printing of this manual, however they are constantly being changed and modified. These are only examples and should not be used for official business. The most up to date version of the forms can be found on the National Auxiliary web site or ordered from ANSC.

In this Appendix

This appendix contains the following information:

Title	See Page
Vessel Facility Inspection and Offer for Use Form (CG-2736/ANSC-7003)	E-3
Auxiliary Aircraft Facility Inspection and Offer for Use Form (ANSC-7005)	E-7
Auxiliary Pilot/Air Crew Qualification Form (ANSC-7015)	E-9
Activity Report - Mission Form (ANSC-7030)	E-11
Report of Violation of Radio Regulations or Communications Instructions Form (CG-2861A)	E-19
Offer of Custody and Control to Coast Guard Form (Addendum to CG-2736)	E-20
Coast Guard Auxiliary Patrol Orders Form (CG-5132/ANSC-7000)	E-22
Radio Facility Inspection and Offer for Use Form (CG-2736A/ANSC-7004)	E-26



U.S. DEPARTMENT OF HOMELAND SECURITY
U.S. COAST GUARD
CG - 2736 (Rev. 6-04)

VESSEL FACILITY INSPECTION AND OFFER FOR USE FORM

(See Instructions and Privacy Act Statement on page 3)

☐ INITIAL (NEW) REPORT
☐ REINSPECTION (REOFFER)
☐ CHANGE

SECTION I OWNER DATA - Owner fill in all unshaded blocks

OWNER'S MEMBER NUMBER	OWNER'S LAST NAME, FIRST NAME, MIDDLE INITIAL	TYPE OF OWNERSHIP (Check one) All owners must sign Section III
CO-OWNER'S MEMBER NUMBER	CO-OWNER'S LAST NAME, FIRST NAME, MIDDLE INITIAL	☐ SOLE ☐ HUSBAND/WIFE ☐ MULTIPLE ☐ CORPORATE

FACILITY STATUS	REG OR DOC NUMBER	FACILITY'S NAME
B		

FACILITY'S DISTRICT CALL SIGN	IF THIS FACILITY REPLACES ONE CURRENTLY RECORDED, ENTER OLD FACILITY NUMBER HERE →

SECTION II FACILITY DATA - Completed by owner

Vessel Location	ZIP Code	Trailered ☐ Yes ☐ No	Manufacturer	Model	Year

Length	Beam	Draft	Type Vessel	No. Bunks	Installed Head ☐ Yes ☐ No	Range Installed ☐ Yes ☐ No	Space Heater ☐ Yes ☐ No	Water Capacity

Type Power	No. Engines	Engine Manufacturer	Model Number	Year	Horsepower	Type Fuel	Fuel Capacity

Aux. Generator Mfg.	Model Number	K.W. Capacity	Voltage (s)	Fuel Consumption	Economical	Cruise	Maximum
				Speed in Knots			
				Gallons per Hour			

NAVIGATION EQUIPT.	MANUFACTURER	MODEL NO.	RADIO EQUIPT.	MANUFACTURER	MODEL NO.	OUTPUT WATTS	GOVT CHAN/FREQ
Compass			MF/HF SSB				
Radio Direction Finder			VHF-FM				
Depth Finder			VHF-AM				
Radar			OTHER SPECIAL EQUIPMENT				
Loran							
GPS / DGPS							

TOTAL VALUE OF VESSEL	VALUE - HULL	VALUE - MACHINERY	VALUE - ELECTRONICS	VALUE - OTHER EQUIPT

SECTION III OWNER STATEMENT AND SIGNATURE - Completed by owner

☐ The above facility is offered for use as an operational facility until withdrawn, in accordance with the applicable laws and regulations that are in effect at the time the facility is accepted, used, and released. I (we) agree to notify DIRAUX of any changes to this facility or equipment and state that all of this equipment will be on board the facility when underway on orders.

☐ The above is not offered for use as an operational facility.

☐ I (we) certify that all entries in Sections I thru III are correct and current.

Signature of Owner _____ Date _____ Signature of Co-Owner _____ Date _____

SECTION IV VE'S ENDORSEMENT - Completed by VE

I have inspected the vessel above as a ☐ facility ☐ operational facility and certify that it ☐ does ☐ does not meet all requirements as such. It was inspected for use on ☐ Inland Protected Waters ☐ Coastal/Offshore Waters.

FAC INSP DATE _____ VE's Member No. _____

VE's Name _____ VE's Signature _____

SECTION V DIRAUX ENDORSEMENT - Completed by DIRAUX

This facility is ☐ Accepted ☐ Rejected ☐ as a vessel facility ☐ as an operational vessel facility of the U.S. Coast Guard.

DIRAUX Signature _____ Date _____

Previous editions are obsolete

ANSC# 7003

Figure E-1
Vessel Facility Inspection and Offer for Use Form (CG-2736/ANSC-7003)

SECTION VI CME AND ADDITIONAL FEDERAL REQUIREMENTS - Completed by VE					
Yes	No	Item	Yes	No	Item
		1. Numbering			15. Dewatering device
		2. Registration / Documentation			16. Overall vessel condition
		3. Navigation lights			17. Electrical systems
		4. Sound producing device			18. Galley / Heating systems
		5. Bell (boats 12m [39.4 ft] or longer)			19. State requirements
		6. Personal Flotation Device (PFD)			20. Marine Sanitation Device (MSD)
		7. Fire extinguishers (mounted, minimum)			21. MARPOL Trash Placard
		8. Visual Distress Signals (VDS) inland			22. Pollution Placard
		9. Visual Distress Signals (VDS) International			23. Navigation Rules
		10. Ventilation			24. CG Capacity Plate
		11. Backfire Flame Arrester			25. Certificate of Compliance
		12. Fuel System			26. Hull Identification Number (HIN)
		13. Anchor & Anchor Line			
		14. Alternate propulsion			

SECTION VII REQUIREMENTS FOR AN AUXILIARY FACILITY (Non Operational) - Completed by VE					
Yes	No	Item	Yes	No	Item
		1. Meets all requirements of Section VI			8. RPM Table (or a means of determining speed)
		2. National Ensign			9. Tools for emergency repairs
		3. CG Auxiliary Ensign			10. Lantern - flashlight
		4. First Aid Kit			11. Spare Navigation light bulbs
		5. Charts of operating area			* 12. Navigation plotting instruments
		6. Compass			13. Depth sounder, leadline, sounding pole
		7. Deviation Table			14. Boat hook

SECTION VIII REQUIREMENTS FOR AN OPERATIONAL AUXILIARY FACILITY - Completed by VE					
Yes	No	Item	Yes	No	Item
		1. Meets all requirements of Section VII			17. Boarding ladder (or other means of boarding)
		2. Comms capability per operations Policy Manual			* 18. Kicker (skiff) hook
		* 3. Satisfactory radio check on required frequencies			19. Binoculars
		4. SAR Incident Auxiliary Report (CG-4612) at least 1			20. Blanket
		5. Auxiliary engine (sailboat only)			21. Adequate fenders
		6. PFD (2 over legal requirements)			22. Towline and bridle (appropriate size / length)
		7. Patrol Signboards and Patrol Ensign			23. Heaving lines plus sufficient mooring lines
		* 8. Search pattern plotting guide			* 24. Extra anchor and anchor line
		9. Stern and bow cleats thru hull w/back plates			25. Search light
		10. Knife (3" blade minimum)			* 26. Loud hailer/megaphone
		11. Watch or clock			27. Inspector viewed Reg/Doc papers for ownership
		* 12. Portable pump or means of dewatering			28. Attached Assent & Authorization form for multiple owners
		* 13. Tide tables (local)			29. Attached info requirements for corp. owned facilities
		* 14. Light List for area (current)			30. Attached authorization for corporate offer for use
		15. Navigation Rules, COMDTINST M 16672.2 (series)			31. Additional items required by District Commander
		16. Extra fire extinguisher			

Figure E-1
Vessel Facility Inspection and Offer for Use Form (CG-2736/ANSC-7003) - Continued

CG-2736 (Rev. 6-04)

PRIVACY ACT STATEMENT

1.	Authority:	14USC 826 and 827.
2.	Principal Purpose:	To provide a means of selection and acceptance of vessels as U.S. Coast Guard operational and non-operational facilities.
3.	Routine Uses:	Retained by directors of Auxiliary and cognizant USCG group commanders as a record of which vessels have been accepted by the director as U.S. Coast Guard operational and non-operational facilities.
4.	Disclosure:	Voluntary, however, the detailed information requested on this form enables the Coast Guard to select qualified vessels as Coast Guard facilities. Failure by the member to provide all or part of the information will prevent the acceptance of the vessel as a Coast Guard facility.

Make sure your letters and numbers are printed like this:

1 2 3 4 5 6 7 8 9 0 A B C D E F G H I J K L M N O P Q R S T U V W X Y Z

VESSEL FACILITY INSPECTION AND OFFER FOR USE FORM

This form is used to report a vessel facility inspection and offer for use as well as to report changes in the status of a facility. If you sell or trade your facility and acquire a new one, this form is used to remove the old facility and enter the new one into the data base.

INSTRUCTIONS (Use Ballpoint pen)

Check the appropriate box, in the heading, for the type of report - initial (new) report, reinspection (reoffer), or change.

SECTION I - OWNER DATA Shaded area in SECTION I is for Director use only.

OWNER'S MEMBER NUMBER - The member holding the largest percentage of ownership enters their member number. If the owner is not Auxiliary, then enter "NON AUX." If the facility has multiple owners, enter primary owner's member number. If the facility has multiple owners and is being offered for use, then attach " Assent and Authorization for Use " information outlined in the Auxiliary Operations Policy Manual. If the facility is corporate owned, leave member number blank. If the facility is corporate owned and being offered for use, then also attach the required information and the "Corporate Resolution" authorizing offer for use as outlined in the Auxiliary Operations Policy Manual.

OWNER'S LAST NAME - Enter the last name, first name, and middle initial that corresponds to the member number. If the facility is corporate owned, enter the corporation's name.

TYPE OF OWNERSHIP - Check the appropriate box for ownership of facility.

CO-OWNER'S MEMBER NUMBER AND LAST NAME - Complete as above instructions for "OWNER," except this applies to the owner who holds the second largest percentage of ownership.

REG. or DOC. NUMBER - Enter the facility's state registration number or documentation number. Do not use hyphens or leave spaces between letters and numerals. Example: MD 9185 N is entered as MD9185N or CA 625 BA is entered as CA625BA. Leave unused blocks blank. If number exceeds available spaces enter as many as possible.

FACILITY'S NAME - Enter the name of the vessel. If the vessel does not have a name, leave this box blank.

FACILITY'S DISTRICT CALL SIGN - Enter the district assigned CALL SIGN for the facility being inspected.

PREVIOUS BOAT NO. - As necessary, enter the previous vessel's registration number if the facility being inspected replaces one that you previously owned. Do not use hyphens or leave spaces between letters and numerals.

SECTION II - FACILITY DATA (NOTE: To be completed by owner before inspection of vessel.)

VESSEL LOCATION - Enter the city and state where the vessel is located or berthed.

ZIP CODE - Enter zip code where the vessel is located or berthed.

TRAILERED - Check appropriate box.

MANUFACTURER - Enter the name of the manufacturer of the vessel.

MODEL - Enter the manufacturer's model number or the model name of the vessel.

YEAR - Enter the year the vessel was built.

LENGTH - State the length of the hull in feet, (as indicated on the Registration/Documentation papers).

BEAM - State beam of vessel in feet.

DRAFT - State the draft of the vessel in feet.

TYPE VESSEL - State if the vessel is OPEN or CLOSED construction, style of vessel, (example sailboat, cruiser, trawler, etc).

NO. BUNKS - Indicate sleeping capacity.

INSTALLED HEAD - Check appropriate box.

RANGE INSTALLED - Check appropriate box.

SPACE HEATER - Check appropriate box.

WATER CAPACITY - Enter the water tank capacity in gallons. If no water tank is installed, indicate "Not Applicable" or NA.

TYPE POWER - Indicate type power, (example: outboard, auxiliary sail, inboard, I/O or sailboat).

NO. ENGINES - Indicate the number of main propulsion engines on the vessel.

ENGINE MANUFACTURER - Indicate the name of the engine(s) manufacturer.

(Continued on next page)

Figure E-1
Vessel Facility Inspection and Offer for Use Form (CG-2736/ANSC-7003) - Continued

CG-2736 (Rev. 6-04)

MODEL NUMBER - Enter the engine(s) model number(s).
YEAR - Enter the year the engine(s) was (were) installed in the vessel.
HORSEPOWER - Enter the total horsepower of the engine(s).
TYPE FUEL - Enter the type of fuel the engine(s) require, (example: gasoline or diesel).
FUEL CAPACITY - Enter the total fuel capacity in U.S. gallons.
AUX. GENERATOR MFG. - If auxiliary generator is installed, indicate the manufacturer's name. If no auxiliary generator is installed, indicate "Not Applicable" or N/A.
MODEL NUMBER - Enter the model number of the auxiliary generator.
K.W. CAPACITY - Enter the output in kilowatts of the auxiliary generator.
VOLTAGE(S) - Enter the voltage and type (AC/DC) of the auxiliary generator.
FUEL CONSUMPTION - Indicate the fuel consumption per hour and speed in knots for economical, cruise, and maximum.
(NOTE: ONE (1) KNOT = 1.15 STATUTE MILES PER HOUR.)
NAVIGATOR EQUIPMENT - Enter the manufacturer and model number for the navigational equipment.
RADIO EQUIP. - Enter manufacturer's name, model number, output in watts, and government channels/frequencies available for the radio equipment. If synthesized, so state in lieu of listing all frequencies. (NOTE: Indications such as Channel 16, Channel 83, etc. is acceptable.)
OTHER SPECIAL EQUIP - In the space provided list other equipment or attach a separate sheet that lists other special equipment, if necessary. (Example: EPIRB, strobe light, inflatable life raft, cell phone, CB radios, etc.)
TOTAL VALUE OF VESSEL - Enter the total fair market value of the vessel and all of its equipment. If the vessel and all of the equipment is new, enter the cost price.
VALUE-HULL - Enter the fair market value of the hull. If the vessel is new enter the cost price.
VALUE-MACHINERY - Enter the fair market value of the vessel's engine(s), auxiliary generator, and any other machinery installed on the vessel. If they are all new, enter the cost price.
VALUE-ELECTRONICS - Enter the fair market value of all radios, depthfinders, radar, etc. installed on the vessel. If all are new, enter the cost price.
VALUE-OTHER EQUIP - Enter the fair market value of all other equipment installed in the vessel. (example: life raft, boathooks, anchors, etc.) If all are new, enter the cost price.
(NOTE: The sum total of the values of the hull, machinery, electronics, and other equipment cannot exceed the total value listed for the vessel.)

SECTION III - OWNER STATMENT AND SIGNATURE

Check the appropriate box but be sure you fully understand the statements before checking the statement which best describes the owner's intentions on the OFFER FOR USE. Any question(s) should be answered to the owner's (s) complete satisfaction prior to signing and dating the form. For corporate owned facilities, the appropriate designed officer of the corporation is to sign as the owner. Remember, before any facility can be accepted for use, ALL appropriate information must be provided to and approved by the director.

SECTION IV - VE's ENDORSEMENT (To be completed by VE only).

Check the appropriate boxes.
If facility does not meet requirements, return VE signed form to owner - don't forward to director for signature.
Enter date of inspection. Enter your member number.
Print VE name and sign the form.
Give copy 2 to owner and, if requirements met, forward remaining copies to director.

SECTION V - DIRAUX ENDORSEMENT (To be completed by director only).

Make sure required documents are attached before checking box or signing.
Check the appropriate boxes.
Confirm (or issue) district call sign in Section I.
Sign and date the form.
Forward Copy 1 to owner and, if accepted, forward Copy 3 to AUXMIS Input site.

SECTION VI - CME and Additional Federal Requirements. (To be completed by VE only).

Check the appropriate boxes.

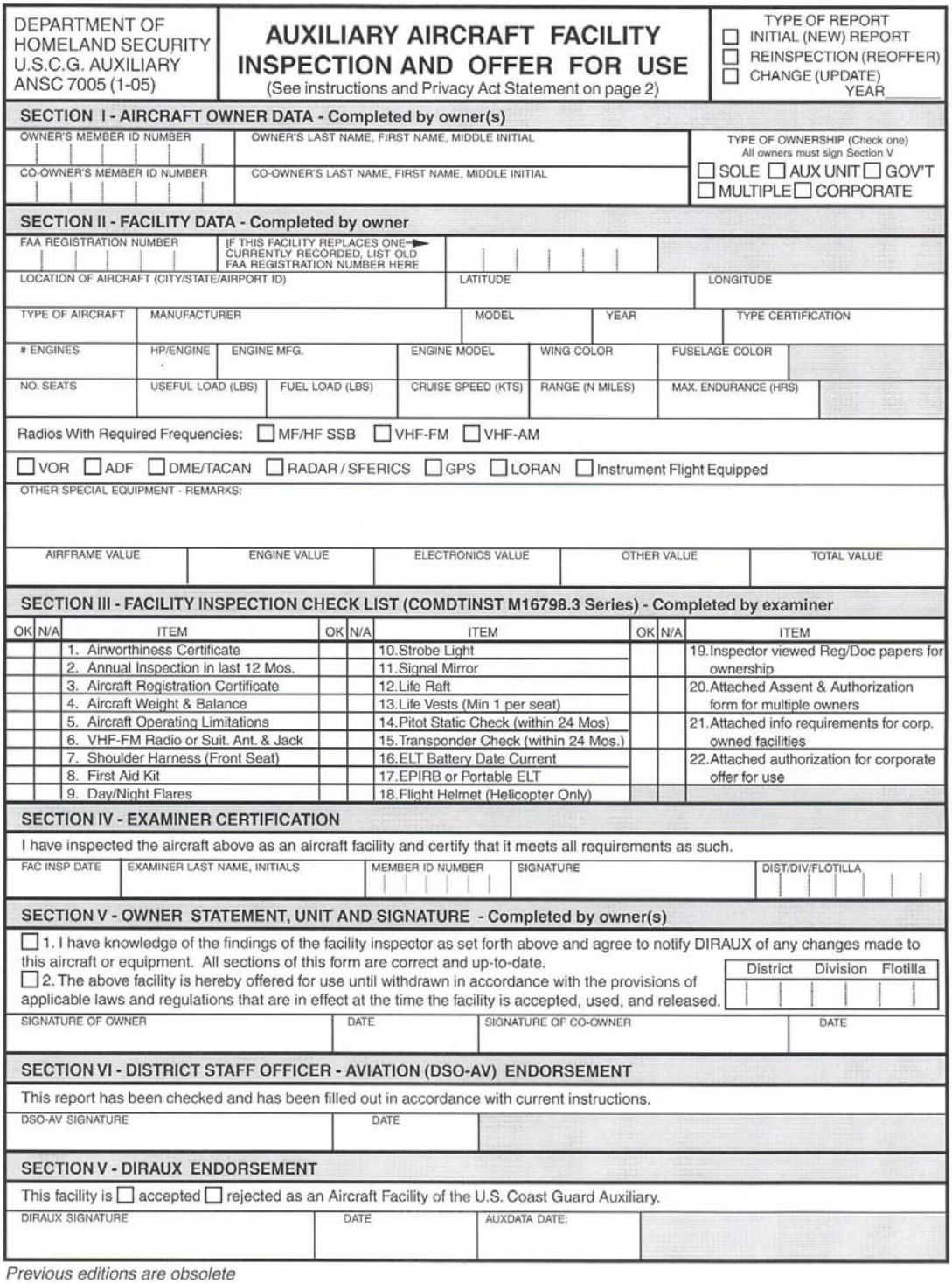
SECTION VII - Requirements for an Auxiliary Facility (Non-operational). (To be completed by VE only).

Check the appropriate boxes.
Items marked by an asterisk (*) are recommended but may be waived by the district commander.

SECTION VIII - Requirements for an Operational Auxiliary Facility. (To be completed by VE only).

Check the appropriate boxes.
Items marked by an asterisk (*) are recommended but may be waived by the district commander.
Attach required district requirements check-off list. (see item # 31)
Make sure required documents are attached. See Section 1 instructions.

Figure E-1
Vessel Facility Inspection and Offer for Use Form (CG-2736/ANSC-7003) - Continued



DEPARTMENT OF HOMELAND SECURITY
U.S.C.G. AUXILIARY
ANSC 7005 (1-05)

AUXILIARY AIRCRAFT FACILITY INSPECTION AND OFFER FOR USE
(See instructions and Privacy Act Statement on page 2)

TYPE OF REPORT
☐ INITIAL (NEW) REPORT
☐ REINSPECTION (REOFFER)
☐ CHANGE (UPDATE)
YEAR

SECTION I - AIRCRAFT OWNER DATA - Completed by owner(s)

OWNER'S MEMBER ID NUMBER	OWNER'S LAST NAME, FIRST NAME, MIDDLE INITIAL	TYPE OF OWNERSHIP (Check one) All owners must sign Section V
CO-OWNER'S MEMBER ID NUMBER	CO-OWNER'S LAST NAME, FIRST NAME, MIDDLE INITIAL	☐ SOLE ☐ AUX UNIT ☐ GOV'T ☐ MULTIPLE ☐ CORPORATE

SECTION II - FACILITY DATA - Completed by owner

FAA REGISTRATION NUMBER	IF THIS FACILITY REPLACES ONE CURRENTLY RECORDED, LIST OLD FAA REGISTRATION NUMBER HERE				
LOCATION OF AIRCRAFT (CITY/STATE/AIRPORT ID)		LATITUDE		LONGITUDE	
TYPE OF AIRCRAFT	MANUFACTURER	MODEL	YEAR	TYPE CERTIFICATION	
# ENGINES	HP/ENGINE	ENGINE MFG.	ENGINE MODEL	WING COLOR	FUSELAGE COLOR
NO. SEATS	USEFUL LOAD (LBS)	FUEL LOAD (LBS)	CRUISE SPEED (KTS)	RANGE (N MILES)	MAX. ENDURANCE (HRS)

Radios With Required Frequencies: ☐ MF/HF SSB ☐ VHF-FM ☐ VHF-AM

☐ VOR ☐ ADF ☐ DME/TACAN ☐ RADAR / SFERICS ☐ GPS ☐ LORAN ☐ Instrument Flight Equipped

OTHER SPECIAL EQUIPMENT - REMARKS:

AIRFRAME VALUE	ENGINE VALUE	ELECTRONICS VALUE	OTHER VALUE	TOTAL VALUE

SECTION III - FACILITY INSPECTION CHECK LIST (COMDTINST M16798.3 Series) - Completed by examiner

OK	N/A	ITEM	OK	N/A	ITEM	OK	N/A	ITEM
		1. Airworthiness Certificate			10. Strobe Light			19. Inspector viewed Reg/Doc papers for ownership
		2. Annual Inspection in last 12 Mos.			11. Signal Mirror			
		3. Aircraft Registration Certificate			12. Life Raft			20. Attached Assent & Authorization form for multiple owners
		4. Aircraft Weight & Balance			13. Life Vests (Min 1 per seat)			
		5. Aircraft Operating Limitations			14. Pitot Static Check (within 24 Mos)			21. Attached info requirements for corp. owned facilities
		6. VHF-FM Radio or Suit. Ant. & Jack			15. Transponder Check (within 24 Mos.)			
		7. Shoulder Harness (Front Seat)			16. ELT Battery Date Current			22. Attached authorization for corporate offer for use
		8. First Aid Kit			17. EPIRB or Portable ELT			
		9. Day/Night Flares			18. Flight Helmet (Helicopter Only)			

SECTION IV - EXAMINER CERTIFICATION

I have inspected the aircraft above as an aircraft facility and certify that it meets all requirements as such.

FAC INSP DATE	EXAMINER LAST NAME, INITIALS	MEMBER ID NUMBER	SIGNATURE	DIST/DIV/FLOTILLA

SECTION V - OWNER STATEMENT, UNIT AND SIGNATURE - Completed by owner(s)

☐ 1. I have knowledge of the findings of the facility inspector as set forth above and agree to notify DIRAUX of any changes made to this aircraft or equipment. All sections of this form are correct and up-to-date.
☐ 2. The above facility is hereby offered for use until withdrawn in accordance with the provisions of applicable laws and regulations that are in effect at the time the facility is accepted, used, and released.

District	Division	Flotilla

SIGNATURE OF OWNER	DATE	SIGNATURE OF CO-OWNER	DATE

SECTION VI - DISTRICT STAFF OFFICER - AVIATION (DSO-AV) ENDORSEMENT

This report has been checked and has been filled out in accordance with current instructions.

DSO-AV SIGNATURE	DATE

SECTION V - DIRAUX ENDORSEMENT

This facility is ☐ accepted ☐ rejected as an Aircraft Facility of the U.S. Coast Guard Auxiliary.

DIRAUX SIGNATURE	DATE	AUXDATA DATE:

Previous editions are obsolete

Figure E-2
Auxiliary Aircraft Facility Inspection and Offer for Use Form (ANSC-7005)

ANSC-7005 (1-05) Page 2 of 2 **INSTRUCTIONS**

PRIVACY ACT STATEMENT

1. Authority:	14 USC 826 and 827
2. Principal Purpose:	To provide a means of selection and acceptance of vessels as U.S. Coast Guard operational facilities.
3. Routine use:	Retained by directors of Auxiliary and cognizant USCG group commanders as a record of which vessels have been accepted by the director as U.S. Coast Guard operational facilities.
4. Disclosure:	Voluntary, however, the detailed information requested on this form enables the Coast Guard to select qualified vessels as Coast Guard facilities. Failure by the member to provide all or part of the information will prevent the acceptance of the vessel as a Coast Guard facility,

Make sure your letters and numbers are printed like this:

1 2 3 4 5 6 7 8 9 0 A B C D E F G H I J K L M N O P Q R S T U V W X Y Z

AUXILIARY AIRCRAFT FACILITY INSPECTION AND OFFER FOR USE

This form is used to report an aircraft facility inspection and offer for use well as to report changes in the status of a facility. If you sell or trade your facility and acquire a new one, this form is used to remove the old facility and enter the new one into the database.

INSTRUCTIONS

In the upper right corner of the form, check TYPE OF REPORT, Initial (new), Reinspection (reoffer), or Change (update). Also enter the year.

Section I - Aircraft Owner Data: Self explanatory.

Section II – Facility Data: (Completed by owner)

FAA Registration Number and previous FAA Number: Enter current number and previous number if this aircraft replaces one previously offered for use.
Location of Aircraft: Enter City, State and Airport ID
Latitude/Longitude: Enter Latitude and Longitude to nearest 1/10 min. of aircraft location.
Type of Aircraft:: Insert appropriate code: **AMP-**Amphibious, **FLT-**Float, **FXGR**-Fixed Gear, **HELI-**Helicopter, **RTGR-**Retractable Gear, **SKI-**Ski.
Manufacturer: Enter name of manufacturer of the aircraft.
Model: Enter model of aircraft.
Year: Enter the year the aircraft was built.
Type Certification: Enter type of FAA certification (Normal, Utility, etc.)
Number of Engines: Enter number of engines.
HP/Engine: Enter horsepower of each engine.
Engine MFG.: Enter engine manufacturer.
Engine Model.: Enter engine model.
Wing Color: Enter paint color(s) of wing.
Fuselage Color: Enter paint color(s) of fuselage.
No. Seats: Enter number of seats, including pilot's seat.
Useful Load (Pounds): Enter the maximum weight (pounds) the aircraft can take off with when caring a full load of fuel.
Fuel Load (Pounds): Enter the weight of full fuel load (pounds).
Cruise Speed (KTS): Enter cruising speed in knots.
Range (N Miles): Enter maximum safe distance (Nautical Miles) at cruising speed without refueling including normal reserves at landing.
Max. Endurance (HRS): Enter maximum safe time in hours the aircraft can remain airborne without refueling, including normal reserves at landing.
Radios/Navigation Equipment: Check box next to item if present.
Other Special Equipment - Remarks: Note any equipment carried not listed elsewhere on this form.
Values: Enter the valuation in dollars of the various categories for airframe and equipment. NOTE: Total Value must equal sum of individual values.

Section III-IV – Facility Inspection Check List and Certification:

This section will be completed by the examiner who must be a specially designated Aircraft Commander or Flight Examiner. Equipment listed may either be aboard the aircraft, or to be supplied for patrol use from district resources, in which case "yes" may be checked.

Section V – Owner Statement, Unit and Signature:

Ensure you understand the statements contained in this section prior to checking the statements which describe your intentions of Offer for Use. Any questions should be answered to owner's satisfaction prior to signing and dating form. If the facility is corporate-owned, the official corporate representative is to sign as primary owner. Before a corporate-owned facility can be accepted for use, the appropriate authorizations must be completed and submitted with this form. See Section III, numbers 21 & 22.

Section VI – District Staff Officer- Aviation (DSO-AV) Endorsement

DSO-AV will review this report for accuracy and ensure any supporting documentation is included, and sign and date.

Section V – DIRAUX Endorsement

DIRAUX will indicate acceptance or rejection, sign, and date. Enter date data is entered into AUXDATA.

Figure E-2
Auxiliary Aircraft Facility Inspection and Offer for Use Form (ANSC-7005) - Continued

DEPARTMENT OF HOMELAND SECURITY U.S. COAST GUARD ANSC 7015 (1-05)	U.S. COAST GUARD AUXILIARY **PILOT/AIR CREW QUALIFICATION**	TYPE OF REPORT ☐ ANNUAL REPORT ☐ UPGRADE (CHANGE) ☐ NEW (INITIAL) YEAR_____

SECTION I - PILOT / AIR CREW DATA (IAW FAR 61.56, 57) Completed by member

MEMBER NUMBER	MEMBER'S LAST NAME, FIRST NAME, MIDDLE INITIAL	MEMBER UNIT

PILOTS:	CERTIFICATE NUMBER	ISSUE DATE	FAA PILOT TYPE	FAA RATING		FAA FLT REVIEW DATE
MED CLASS	FAA MED EXP DATE	PIC HRS	FAA CURRENCIES: ☐ INSTRUMENT ☐ PASSENGER ☐ NIGHT			☐ CERT. FLIGHT INSTRUCTOR
AIRCREW:	MEDICAL SCREEN EXP DATE					
ALL:	MEMBER SIGNATURE					

SECTION II - ANNUAL AIR PROGRAM REQUIREMENTS (COMDTINST M16798 SERIES)

PILOTS:	☐ 24 PIC HOURS/12 MONTHS	☐MIN. MISSION FLIGHT HOURS	
ALL:	AV SAFETY WKSHP DATE	EGRESS TRAINING DATE	WATER SURVIVAL DATE

SECTION III - BIANNUAL AIR PROGRAM REQUIREMENTS (COMDTINST M16798 SERIES)

PILOTS:	FLIGHT/SAR CHECK DATE	

SECTION IV - INITIAL OR UPGRADE REQUIREMENTS (COMDTINST M16798 SERIES)

OBSERVER:	☐10 MISSION FLIGHT HOURS	☐NAVIGATION	☐COMMUNICATIONS	
AIR CREW:	☐TRAINING SYLLABUS OR PILOT LICENSE		AIR OPS EXAM (B) DATE	
PILOT:	☐INITIAL FLIGHT HOUR REQUIREMENT ☐2 MISSIONS AS TRAINEE	FLIGHT/SAR CHECK DATE	AIR OPS EXAM (B) DATE	
ALL:	AIR OPS (A) DATE	AREA FAM. DATE	OPCON	

SECTION V - EXAMINER'S CERTIFICATION

This member has completed or maintained all necessary requirements and is recommended for the qualification checked:
☐ Observer ☐ Aircrew ☐Co-Pilot ☐ First Pilot ☐ Aircraft Commander

EXAMINER NAME	SIGNATURE	MEMBER NUMBER	UNIT	DATE

SECTION VI - DISTRICT STAFF OFFICER - AVIATION (DSO-AV) ENDORSEMENT

This report has been has been completed in accordance with current program policy.

DSO-AV NAME	SIGNATURE	DATE	

SECTION VII - DIRAUX ENDORSEMENT

MEMBER IS DESIGNATED:
☐ Observer-O ☐ Air Crew-C ☐Co-Pilot-CP ☐ First Pilot-FP ☐ Aircraft Commander-AC

DIRAUX NAME	SIGNATURE	DATE	AUXDATA DATE

REMARKS

_____

_____

_____

_____

Figure E-3
Auxiliary Pilot/Air Crew Qualification Form (ANSC-7015)

ANSC-7015 (1-05) Page 2 of 2 INSTRUCTIONS

Make sure your letters and numbers are printed like this:

1 2 3 4 5 6 7 8 9 0 A B C D E F G H I J K L M N O P Q R S T U V W X Y Z

PILOT/AIR CREW QUALIFICATION

The Air Operations Program requires annual renewal of Co-Pilot, First Pilot, and Aircraft Commander Qualifications. That check list is part of this form.

In the upper right hand corner of the form, check TYPE OF REPORT (annual, new (initial), or upgrade). Note the year.

SECTION I - PILOT / AIR CREW DATA (IAW FAR 61.56, 57) Completed by member

MEMBER NUMBER - Enter the reporting member's number.

MEMBER'S LAST NAME, FIRST NAME, AND MIDDLE INITIAL - Enter the reporting member's last name, first name and middle initial.

UNIT - Enter member's two-digit division and two-digit flotilla numbers.

PILOTS:

PILOT'S CERTIFICATE NUMBER - Enter the Pilots Certificate Number.
ISSUE DATE - Enter the issue date of the Pilot Certificate
FAA PILOT TYPE - Enter pilot certificate type, **ATP** Air Transport Pilot, **COMM** Commercial Pilot, or **PRIV** Private Pilot.
FAA RATING - Enter ratings on Pilot Certificate - **INST** Instrument **RC** Rotor Craft, **MEL** Multi-Engine Land, **SEL** Single Engine Land, **MES** Multi-Engine Sea, **SES** Single Engine Sea
FAA FLT REVIEW DATE - Enter date of most recent Flight Review IAW FARs
MED CLASS - Enter class of FAA Airman Medical Certificate held.
FAA MED DATE - Enter date current FAA Airman Medical Certificate is invalid for use in lowest applicable class.
PIC HRS - Enter total Pilot in Command hours to date.
FAA CURRENCIES - Check applicable box if current per FARs.
CERT. FLIGHT INSTRUCTOR - Check if a CFI.

AIRCREW:

MEDICAL SCREENING DATE - Enter date of most recent Aircrew Medical Screening

ALL - Sign form.

SECTION II ANNUAL AIR PROGRAM REQUIREMENTS (COMDTINST M16798 SERIES)

This section will be completed by the Inspector. The Inspector must be an specifically appointed Aircraft Commander.

PILOTS - Check applicable boxes if current IAW COMDTINST M16798

ALL - Enter Dates for AV SAFETY Workshop, Egress Training, and Water Survival Training

SECTION III - BIANNUAL AIR PROGRAM REQUIREMENTS (COMDTINST M16798 SERIES)

Pilots - Enter Flight/SAR Check Date

SECTION IV - UPGRADE REQUIREMENTS (COMDTINST M16798 SERIES)

OBSERVERS - Check applicable boxes if requirements are met.

AIR CREW

TRAINING SYLLABUS OR PILOT LICENSE - Check box if training syllabus has been completed, or if applicant holds an FAA pilot certificate. Enter Certificate Number in PILOT area of Section I.
AIR OPS EXAM (B) DATE - Enter date Air Ops Training Test (B) was passed.

PILOT

INITIAL FLIGHT HOUR AND 2 MISSIONS AS TRAINEE - Check boxes if requirements have been met.
FLIGHT/SAR CHECK DATE - Enter date of Flight/SAR check.
AIR OPS EXAM (B) DATE - Enter date Air Ops Training Test (B) was passed.

ALL

AIR OPS TNG TEST DATE - Enter date Air Ops Training Test (A) was passed.
AREA FAMILIARIZATION DATE - Enter date Area Familiarization was completed.
OPCON - Enter area in which familiarization flight was conducted

SECTION V - EXAMINER'S CERTIFICATION

Examiner shall check applicable box. Examiner enters examiner's own name, signature, member number, unit and date.

SECTION VI - DISTRICT STAFF OFFICER - AVIATION (DSO-AV) ENDORSEMENT

The DSO-AV signs, dates, and forwards this form to the Director of Auxiliary in member's district or region.

SECTION VII - DIRAUX ENDORSEMENT

This section to be completed by the Director of Auxiliary.

REMARKS

Enter any remarks or comments.

Figure E-3
Auxiliary Pilot/Air Crew Qualification Form (ANSC-7015) - Continued

DEPARTMENT OF HOMELAND SECURITY
U.S. COAST GUARD
ANSC-7030 (10-04)

U.S. COAST GUARD AUXILIARY

ACTIVITY REPORT - MISSION

Division ___ Flotilla ___

MISSION DATE DDMMMYY

SECTION I TYPE OF RESOURCE ☐ Air ☐ Boat ☐ Radio ☐ Unit/Individual

SECTION II TIME & MISSION

Always record START TIME, START MISSION, and FINISH TIME. (See MISSION list on page 3.) Use change boxes if mission changes. See instructions.

	START	Change 1	Change 2	Change 3	Change 4	Change 5	FINISH
TIME							
MISSION							

SECTION III ACTIVITY LOG DETAILS

Location: | OPCON

PATROL MISSIONS ONLY

SAR ASSISTS ONLY

ATON MISSIONS ONLY

SECTION IV CREW ASSIGNMENTS

	Member ID	Last Name and Initials	Trainee
LEAD			----
2			☐
3			☐
4			☐
5			☐
6			☐
7			☐
8			☐
9			☐

PE End-of-Course ONLY

LOCAL NOTES (non-AUXDATA):

SECTION VI REMARKS

*Use **Member Activity Log (ANSC-7029)** for missions not reported on VE (ANSC-7038), RBSVP(ANSC-7046) or this form and for Travel & Prep time previously reported on this form.*

Date submitted | Submitting Member Name *(print)* | **Report number**

Previous edition may be used until supply is exhausted **COPY 1 - MEMBER**

Figure E-4
Activity Report - Mission Form (ANSC-7030)

ACTIVITY REPORT - MISSION

A. GENERAL

1. AUXDATA manages each resource equally. The data capture process is fundamentally the same regardless of the type of resource the user is reporting.
2. The Activity Report-Mission (ANSC-7030 (1-04) replaces ANSC 7030 (7-03) and is used to report hours of activity on a particular mission.
3. The Activity Report-Mission lists multi-resources in Section I; however, only one type of resource and one mission are to be reported on each form, except as detailed in D below. This does not mean a member cannot participate in more than one mission type per day. Simply, each type of mission completed for that day is reported on a separate Activity Report-Mission form. The total number of hours reported per member cannot exceed 24 hours in any one calendar day. NOTE: Preparation and Travel Hours are no longer reported on this form. Preparation and Travel Hours are to be reported on ANSC 7029 - *Member Activity Log.*
4. The activity reported on this form is entered into each member's record. The numbers listed in Section IV as lead are credited toward the individual as well as the flotilla's objectives. All entries other than "Lead" are credited to individual records and are used to achieve individual goals or objectives.
5. When more than one member participates in a mission, only the Lead member should complete the form. If additional space is needed, a second ANSC 7030 should be submitted and attached to the first one. If a second report is submitted, Lead member must not be repeated on the second "or subsequent" report(s).
6. All Auxiliarists may be reported on one form for a mission regardless of their home District, Division, or Flotilla. When reporting a mission involving a resource, the division/flotilla IS Officer of the division/flotilla that owns the resource MUST enter the data. An IS Office from another division does NOT have access to resources outside of their division/flotilla.

B. DATE - Enter the mission start date. The date format to be entered is DDMMMYY, April 29, 2002 as 29APR02. Show Division Number and Flotilla Number as applicable on top line of the block.

C. SECTION I - TYPE OF RESOURCE: Air, Boat, Radio, Unit/Individual (Check one only.)

D. SECTION II - TIME & MISSION: Enter the start time of the mission in the "START" column and the ending time of the mission in the "FINISH" column. Enter the appropriate two digit mission number (and letter, if applicable) in the "Start" column, selecting from the list on page three or if using the computer to complete the form, click the appropriate mission from the pick list that appears automatically. Minimum entries for each form is the "Start time", "Mission", and "Finish time."

For a Safety Patrol via a trailerable resource with one SAR Mission, the entry would look similar to the following:

	Start	Change 1	Change 2	Change 3	Change 4	Finish
Time:	0800	0830	1115	1150	1530	1600
Mission:	01B	01A	24	01A	01B	

This reflects Trailer to launch ramp, Safety Patrol, SAR OPS, Safety Patrol, Trailer from launch ramp, Finish.

E. SECTION III - ACTIVITY LOG DETAILS: (The following information (except LOCATION) is entered for Air & Boat missions only. Radio missions need registration number only.)

1. LOCATION: Enter city, state, or body of water for mission location. Include Mile Numbers for river operation. May be entered for Unit missions, but is not recorded in AUXDATA.
2. OPCON: Enter Orders Issuing Agency or Unit Supporting ID number. List is available on PDF picklist. If unable to determine, query your OP officer.
3. FACILITY REGISTRATION NUMBER: Enter State Registration Number, Documentation Number, Aircraft Tail Number, or Land Mobile ID Number. Examples: FL1234AB; 135791; N123A; or NM11BJ.
4. NUMBER OF ASSISTS: If there is a SAR Mission(s), enter the number of assists provided during the mission.
5. PATROL STATUS: Check whether orders are Reimbursable or Non-reimbursable.
6. WATERS: Check whether waters are classified as Navigable or Sole State. (Only lakes on which you can travel to another state or country are considered as Navigable.)
7. ORDER NUMBER: Enter patrol order number (last three digits.)
8. SAR: For each SAR mission (up to 4, include a subsequent ANSC 7030 if more than 4 were performed) include number of Lives Saved, Persons Assisted, Property Value, and Case Number as reported on *ANSC-7034 Auxiliary SAR Incident Report.* (It is not necessary to attach a copy of the ANSC 7034.)
9. ATON: Enter ATON, PATON, and Bridge Discrepancies and corresponding Watching Properly numbers as reported on *ANSC 7054 Aids to Navigation Report.* (It is not necessary to attach a copy of the ANSC 7054.)

F. SECTION IV - MEMBER INFORMATION IMPORTANT! Members not belonging to the same Division and Flotilla as entered in DATE (B above), must have their district-division-flotilla number indicated in REMARKS.

1. MEMBER ID NUMBER: Enter the member ID number of each Auxiliarist who participated in this mission. The first line should be the LEAD Member for this mission, (i.e. Coxswain, Lead Instructor, Pilot in Command.)
2. LAST NAME: Enter each member's last name and their initials.
3. LEAD: Already completed. (Lead is for the Head Instructor, Patrol Coxswain or Pilot, all other lines are crew or aides.) (Check if member is in a trainee status for this mission.) (NOTE: All members on a PA mission are considered as LEAD.)

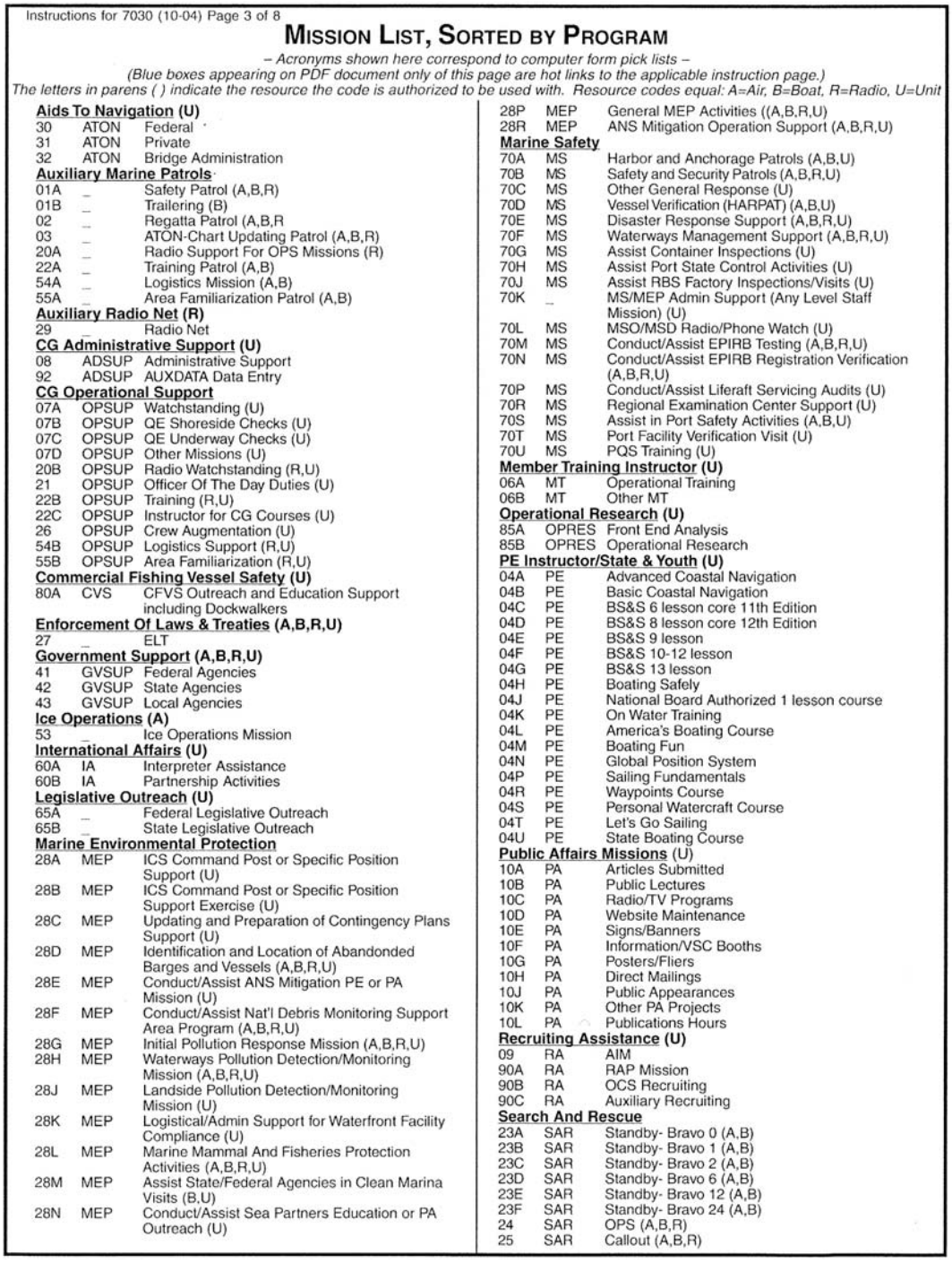
G. SECTION V - PE

1. Enter information in this section ONLY with the last Mission for the class category (see missions- page 3), Only ONE report is to be made for a class. Enter total enrollees and graduates, with the corresponding number of students 17 and under. Enter the two letter abbrevistion for the state in which taught.

H. SECTION VI - REMARKS

1. REMARKS: Use this space to enter any additional relevant information pertaining to this mission. Limit remarks to 240 characters.
2. DATE SUBMITTED: Enter date as DDMMMYY, May 1, 2002 as 01MAY02.
3. SUBMITTING MEMBER NAME: Enter name of member completing this form if other than LEAD member.
4. REPORT NUMBER: Member should number reports consecutively for the calendar year and in accordance with district policy (optional-not recorded in AUXDATA.)

Figure E-4
Activity Report - Mission Form (ANSC-7030) - Continued



Instructions for 7030 (10-04) Page 3 of 8

MISSION LIST, SORTED BY PROGRAM

– Acronyms shown here correspond to computer form pick lists –
(Blue boxes appearing on PDF document only of this page are hot links to the applicable instruction page.)
The letters in parens ( ) indicate the resource the code is authorized to be used with. Resource codes equal: A=Air, B=Boat, R=Radio, U=Unit

Aids To Navigation (U)

30	ATON	Federal
31	ATON	Private
32	ATON	Bridge Administration

Auxiliary Marine Patrols

01A	_	Safety Patrol (A,B,R)
01B	_	Trailering (B)
02	_	Regatta Patrol (A,B,R
03	_	ATON-Chart Updating Patrol (A,B,R)
20A	_	Radio Support For OPS Missions (R)
22A	_	Training Patrol (A,B)
54A	_	Logistics Mission (A,B)
55A	_	Area Familiarization Patrol (A,B)

Auxiliary Radio Net (R)

29	_	Radio Net

CG Administrative Support (U)

08	ADSUP	Administrative Support
92	ADSUP	AUXDATA Data Entry

CG Operational Support

07A	OPSUP	Watchstanding (U)
07B	OPSUP	QE Shoreside Checks (U)
07C	OPSUP	QE Underway Checks (U)
07D	OPSUP	Other Missions (U)
20B	OPSUP	Radio Watchstanding (R,U)
21	OPSUP	Officer Of The Day Duties (U)
22B	OPSUP	Training (R,U)
22C	OPSUP	Instructor for CG Courses (U)
26	OPSUP	Crew Augmentation (U)
54B	OPSUP	Logistics Support (R,U)
55B	OPSUP	Area Familiarization (R,U)

Commercial Fishing Vessel Safety (U)

80A	CVS	CFVS Outreach and Education Support including Dockwalkers

Enforcement Of Laws & Treaties (A,B,R,U)

27	_	ELT

Government Support (A,B,R,U)

41	GVSUP	Federal Agencies
42	GVSUP	State Agencies
43	GVSUP	Local Agencies

Ice Operations (A)

53	_	Ice Operations Mission

International Affairs (U)

60A	IA	Interpreter Assistance
60B	IA	Partnership Activities

Legislative Outreach (U)

65A	_	Federal Legislative Outreach
65B	_	State Legislative Outreach

Marine Environmental Protection

28A	MEP	ICS Command Post or Specific Position Support (U)
28B	MEP	ICS Command Post or Specific Position Support Exercise (U)
28C	MEP	Updating and Preparation of Contingency Plans Support (U)
28D	MEP	Identification and Location of Abandonded Barges and Vessels (A,B,R,U)
28E	MEP	Conduct/Assist ANS Mitigation PE or PA Mission (U)
28F	MEP	Conduct/Assist Nat'l Debris Monitoring Support Area Program (A,B,R,U)
28G	MEP	Initial Pollution Response Mission (A,B,R,U)
28H	MEP	Waterways Pollution Detection/Monitoring Mission (A,B,R,U)
28J	MEP	Landside Pollution Detection/Monitoring Mission (U)
28K	MEP	Logistical/Admin Support for Waterfront Facility Compliance (U)
28L	MEP	Marine Mammal And Fisheries Protection Activities (A,B,R,U)
28M	MEP	Assist State/Federal Agencies in Clean Marina Visits (B,U)
28N	MEP	Conduct/Assist Sea Partners Education or PA Outreach (U)
28P	MEP	General MEP Activities ((A,B,R,U)
28R	MEP	ANS Mitigation Operation Support (A,B,R,U)

Marine Safety

70A	MS	Harbor and Anchorage Patrols (A,B,U)
70B	MS	Safety and Security Patrols (A,B,R,U)
70C	MS	Other General Response (U)
70D	MS	Vessel Verification (HARPAT) (A,B,U)
70E	MS	Disaster Response Support (A,B,R,U)
70F	MS	Waterways Management Support (A,B,R,U)
70G	MS	Assist Container Inspections (U)
70H	MS	Assist Port State Control Activities (U)
70J	MS	Assist RBS Factory Inspections/Visits (U)
70K	_	MS/MEP Admin Support (Any Level Staff Mission) (U)
70L	MS	MSO/MSD Radio/Phone Watch (U)
70M	MS	Conduct/Assist EPIRB Testing (A,B,R,U)
70N	MS	Conduct/Assist EPIRB Registration Verification (A,B,R,U)
70P	MS	Conduct/Assist Liferaft Servicing Audits (U)
70R	MS	Regional Examination Center Support (U)
70S	MS	Assist in Port Safety Activities (A,B,U)
70T	MS	Port Facility Verification Visit (U)
70U	MS	PQS Training (U)

Member Training Instructor (U)

06A	MT	Operational Training
06B	MT	Other MT

Operational Research (U)

85A	OPRES	Front End Analysis
85B	OPRES	Operational Research

PE Instructor/State & Youth (U)

04A	PE	Advanced Coastal Navigation
04B	PE	Basic Coastal Navigation
04C	PE	BS&S 6 lesson core 11th Edition
04D	PE	BS&S 8 lesson core 12th Edition
04E	PE	BS&S 9 lesson
04F	PE	BS&S 10-12 lesson
04G	PE	BS&S 13 lesson
04H	PE	Boating Safely
04J	PE	National Board Authorized 1 lesson course
04K	PE	On Water Training
04L	PE	America's Boating Course
04M	PE	Boating Fun
04N	PE	Global Position System
04P	PE	Sailing Fundamentals
04R	PE	Waypoints Course
04S	PE	Personal Watercraft Course
04T	PE	Let's Go Sailing
04U	PE	State Boating Course

Public Affairs Missions (U)

10A	PA	Articles Submitted
10B	PA	Public Lectures
10C	PA	Radio/TV Programs
10D	PA	Website Maintenance
10E	PA	Signs/Banners
10F	PA	Information/VSC Booths
10G	PA	Posters/Fliers
10H	PA	Direct Mailings
10J	PA	Public Appearances
10K	PA	Other PA Projects
10L	PA	Publications Hours

Recruiting Assistance (U)

09	RA	AIM
90A	RA	RAP Mission
90B	RA	OCS Recruiting
90C	RA	Auxiliary Recruiting

Search And Rescue

23A	SAR	Standby- Bravo 0 (A,B)
23B	SAR	Standby- Bravo 1 (A,B)
23C	SAR	Standby- Bravo 2 (A,B)
23D	SAR	Standby- Bravo 6 (A,B)
23E	SAR	Standby- Bravo 12 (A,B)
23F	SAR	Standby- Bravo 24 (A,B)
24	SAR	OPS (A,B,R)
25	SAR	Callout (A,B,R)

Figure E-4
Activity Report - Mission Form (ANSC-7030) - Continued

Mission descriptions are as follows:

01A SAFETY PATROL - Time spent on a mission conducted under Coast Guard orders with an Auxiliary Operational Facility and a qualified Auxiliary Coxswain/Pilot and Crew (either Auxiliary, Active Duty, or Reserve). Coxswain/pilot/communicator hours are reported as "Lead" and Crew hours are reported on additional lines. This includes aircraft, boat, and land mobile radio resources. See 20A for land mobile radio acting as relay for a Boat resource.

01B TRAILER - Time spent trailering a boat resource to a launch ramp for a safety patrol. Indicate in the Local Notes opposite the members who were involved in the trailering mission if it was not everyone included on the patrol.

02 REGATTA PATROL - Time spent on a mission for an organized regatta conducted under Coast Guard orders with an Auxiliary Operational Facility and a qualified Auxiliary Coxswain/Pilot and Crew (either Auxiliary, Active Duty, or Reserve). Coxswain/pilot hours are reported as "Lead" and Crew hours are reported on additional lines.

03 ATON-C/U PATROL - Time spent on an ATON mission, or a mission for the purpose of verifying the accuracy and completeness of information published on charts and related navigation publications. Conducted under Coast Guard orders with an Auxiliary Operational Facility and a qualified Auxiliary Coxswain/Pilot, and Crew (either Auxiliary, Active Duty, or Reserve). Coxswain/pilot hours are reported as "Lead" and Crew hours are reported on additional lines.

PE INCLUDING STATE/YOUTH

Use the code for the course taught. Hours spent as instructor for approved Public Education classes, including State and Youth Courses. The Lead Instructor must be qualified and listed on the "Lead" line. Aides and Assistants do not have to be qualified. Do not enter a name on the "Lead" line if a guest instructor is used. (A guest instructor does not have to be an Auxiliarist.)

04A Advanced Coastal Navigation
04B Basic Coastal Navigation
04C BS&S 6 lesson core 11th Edition
04D BS&S 8 lesson core 12th Edition
04E BS&S 9 lesson
04F BS&S 10-12 lesson
04G BS&S 13 lesson
04H Boating Safely
04J National Board Authorized (1 lesson course). Any stand-alone lesson from one of the approved courses shown here.
04K On Water Training
04L America's Boating Course
04M Boating Fun
04N Global Position System
04P Sailing Fundamentals
04R Waypoints Course
04S Personal Watercraft Course
04T Let's Go Sailing
04U State Boating Course

06A OPERATIONAL TRAINING - Hours spent as a qualified instructor for any Operational Member Training activity including boat crew mentoring and presenting the Operations Workshop.

06B OTHER MT - Hours spent as instructor for any Member Training activity, including specialty courses, basic qualification, instructor, vessel examiner, or marine dealer visitor classes and workshops, other than the Operations Workshop. The Lead Instructor must be qualified and listed on the "Lead" line. Aides and Assistants do not have to be qualified. Do not enter a name on the "Lead" line if a guest instructor is used. (A guest instructor does not have to be an Auxiliarist.)

CG OPERATIONAL SUPPORT - A service provided to Coast Guard units in support of Coast Guard operational programs. Included are those missions specified below. This mission does not involve the movement of an Auxiliary Facility. An Operational Support Mission does not normally require a qualification. Qualification Examiners should use the "Lead" line in this category to report time spent performing Shoreside and Underway check-offs.

07A WATCHSTANDING - Use for any type of watch at a CG Unit except for Radio Watch which is code 20B.
07B QE SHORESIDE CHECKS - All QEs are to use this entry for performing shoreside check-offs.
07C QE UNDERWAY CHECKS - All QEs are to use this entry for performing underway check-offs.
07D OTHER MISSIONS - (Any CG Support mission not otherwise shown in these codes.)

08 CG ADMINISTRATIVE SUPPORT - Time spent providing support to the Coast Guard in areas other than operations or recruiting. Must be authorized and can be either ashore or aboard a Coast Guard boat or cutter. Assigned duty could be administrative or clerical.

09 AIM MISSION - A scheduled activity directly relating to the recruitment of students for the Coast Guard Academy programs. Auxiliary's Academy Introduction Mission (AIM) is one of those programs. Report all hours performing public appearances in support of the Academy programs. This includes time spent interviewing, counseling, or selecting a candidate for the Academy programs. When performing a mission outside your home or office, it must be performed in proper uniform.

Figure E-4
Activity Report - Mission Form (ANSC-7030) - Continued

PUBLIC AFFAIRS MISSIONS

10A ARTICLES SUBMITTED - Time spent preparing any article submitted as an announcement, story, feature, photo, or listing for public consumption promoting the USCGAUX, or CG.

10B PUBLIC LECTURES GIVEN - Time spent on any address, lecture, or speech, while in uniform, to any gathering of the public. The number in the audience is to be reported in REMARKS.

10C PARTICIPATION IN RADIO/TV PROGRAMS - Time spent in the preparation or participation in any aired TV or Radio program, or segment thereof.

10D WEBSITE MAINTENANCE - The time spent altering or updating your unit's website, or responding directly to inquiries received on your unit's website.

10E SIGNS/BANNERS - The time spent preparing and/or erecting signs and/or banners promoting the Auxiliary and its programs.

10F INFORMATION/VSC BOOTHS - The time spent standing watch, in uniform at an Information, Boat Show or VSC booth providing information to the public. The number of visitors contacted while on watch is to be included in REMARKS.

10G POSTERS/FLIERS - The time spent preparing and/or distributing posters and/or fliers for display to the public promoting the Auxiliary and its programs.

10H DIRECT MAILINGS - The time spent preparing and mailing information/promotions to the public.

10J PUBLIC APPEARANCES - The time spent, in uniform, officially representing the USCGAUX without speaking, i.e. Parades, school events, recognition ceremonies, public forums, operating Coastie, etc.

10K OTHER PA PROJECTS - Time spent on any other organized Public Affairs promotion, project or activity that promotes the aims and/or purposes of the USCGAUX.

10L PUBLICATIONS HOURS - The total number of hours spent in preparing a publication and readying it for mailing and posting. This includes time spent in layout, editing, addressing and mailing.

RBSVP VISITS - USE FORM ANSC-7046, *Activity Report RBS Visitation* for reporting hours and visits.

20A RADIO SUPPORT FOR OPS MISSIONS - Land Mobile Radio - Hours spent on radio guard for a vessel facility that cannot reach a fixed land unit while under orders.

20B RADIO WATCHSTANDER - Hours spent as a qualified watchstander at a Coast Guard or Auxiliary fixed land radio station, when specifically requested by the Coast Guard. Wearing a beeper is not reportable. Only one operator is reportable per radio.

21 OFFICER OF THE DAY DUTIES - Hours spent as qualified Officer Of The Day, Junior Officer Of The Day, or Junior Operations Duty Officer, at a Coast Guard facility, either ashore or afloat.

22A OPS TRAINING MISSION - Hours spent underway on training missions involving surface/air operations, by coxswains, pilots, and crew, who are not IT qualified, which are not otherwise reportable as a Safety Patrol, CG Operational Support, or Member Training mission.

22B OPS TRAINING MISSION - Hours spent NOT underway on surface/air operations training, by coxswains, pilots and crew, who are not IT qualified, which are not otherwise reportable under Member Training.

22C INSTRUCTOR FOR CG COURSES - Hours spent as an instructor for any Coast Guard active duty, civilian, or reserve courses at the Leadership Development Center (LDC), TRACEN Yorktown or Petaluma, including LAMs, SLPS, Navigation and SAR courses. All instructors must be fully qualified as an Auxiliary Instructor.

23 STANDBY - Hours spent as available under Coast Guard orders with an Auxiliary Operational surface/air facility with a qualified Coxswain/Pilot and Crew. For Air, it is time spent On-Deck for picking up passengers, fueling, lunch, etc. For Vessel. It is time spent In-Port for lunch, fueling, or standby. Coxswain/Pilot hours are reported as "Lead" and Crew hours are reported on additional lines. When completing ANSC-7030 to report this mission, use 23A through 23F to denote the hours needed to get underway from STANDBY. (23A=B0, 23B=B1, 23C=B2, 23D=B6, 23E=B12. 23F=B24)

- **23A STANDBY- BRAVO 0**
- **23B STANDBY- BRAVO 1**
- **23C STANDBY- BRAVO 2**
- **23D STANDBY- BRAVO 6**
- **23E STANDBY- BRAVO 12**
- **23F STANDBY- BRAVO 24**

24 SAR OPS - Time spent on a SAR case under Coast Guard orders with an Auxiliary Operational surface/air facility with a qualified Coxswain/Pilot and Crew. Coxswain/ Pilot hours are reported as "Lead" and Crew hours are reported on additional lines.

25 SAR CALL OUT - Time spent on a Search and Rescue call out mission involving surface, air, or communication facilities. Coxswain/pilot/communicator hours are reported as "Lead" and Crew hours are reported on additional lines.

26 CG CREW AUGMENTATION - Time spent serving as a qualified crew on Coast Guard, not Auxiliary, vessels or aircraft. All time is reported on any line other than "Lead".

27 ELT (Enforcement of Laws and Treaties) SUPPORT MISSION - Time spent providing surface/air support for a Coast Guard law enforcement mission such as transportation of law enforcement personnel or authorized intelligence gathering. Coxswain/pilot hours are reported as "Lead" and Crew hours are reported on additional lines. If your mission did not involve movement of an Auxiliary facility be sure UNIT/INDIVIDUAL is checked in Section I.

Figure E-4
Activity Report - Mission Form (ANSC-7030) - Continued

Instructions for 7030 (10-04) Page 6 of 8

MEP MISSIONS

Time spent providing surface/air support to the Coast Guard in the area of Marine Environmental Protection. Coxswain/pilot hours are reported as "Lead" and Crew hours are reported on additional lines. If your mission did not involve movement of an Auxiliary facility be sure UNIT/INDIVIDUAL is checked in Section I.

28A ICS COMMAND POST OR SPECIFIC POSITION SUPPORT - Hours spent in any activity related to the Incident Command System other than training time-which is reported separately.

28B ICS COMMAND POST OR SPECIFIC POSITION SUPPORT EXERCISE - Time spent in any training or practice/exercise activities related to the Incident Command System.

28C UPDATING AND PREPARATION OF CONTINGENCY PLANS SUPPORT - Hours spent in planning or participating in exercises related to the National or Area Contingency Plans for mitigating or preventing oil or hazardous substance discharges from vessels and/or onshore facilities.

28D IDENTIFICATION AND LOCATION OF ABANDONED BARGES AND VESSELS - Time spent working on locating, identifying, and reporting abandoned vessels and barges from the air, water or land.

28E CONDUCT/ASSIST ANS MITIGATION PE OR PA MISSION - Hours spent in assisting teaching and/or conducting public outreach activities related to aquatic nuisance species and ballast water programs.

28F CONDUCT/ASSIST NAT'L DEBRIS MONITORING SUPPORT AREA PROGRAM - Time spent conducting or assisting the National Debris Monitoring program, including coastal and inland waterway cleanup activities.

28G INITIAL POLLUTION RESPONSE MISSION - Hours spent assisting or working as an Initial Pollution Response Specialist under orders or at the direction of the USCG.

28H WATERWAYS POLLUTION DETECTION/MONITORING MISSION - Time spent in any activity associated with pollution detection while under orders or at the direction of the USCG.

28J LANDSIDE POLLUTION DETECTION/MONITORING MISSION - (USCG Orders). Hours spent in any onshore activity related to pollution detection and/or monitoring and reporting while under orders or at the direction of the USCG.

28K LOGISTICAL/ADMIN SUPPORT FOR WATERFRONT FACILITY COMPLIANCE - Time spent assisting or supporting the implementation of the Waterfront Facility Compliance Programs.

28L MARINE MAMMAL AND FISHERIES PROTECTION ACTIVITIES - Time spent in activities not specifically covered in any other category pertaining to the protection of marine mammals, marine protected species and fisheries, and habitats on oceans, coastal and/or inland waters.

28M ASSIST STATE/FEDERAL AGENCIES IN CLEAN MARINA VISITS - Time spent working with state and/or Federal agencies in establishing and/or participating in any Clean Marina Program.

28N CONDUCT/ASSIST SEA PARTNERS EDUCATION OR PA OUTREACH - Hours spent conducting or assisting in the preparation or presentation of the Sea Partners programs.

28P GENERAL MEP ACTIVITIES - Hours spent in any activity supporting the environmental protection programs of the USCG and/or the Auxiliary, which are not specifically included or covered in any other mission/activity.

28R ANS MITIGATION OPERATION SUPPORT - Hours spent in any activity, water-, air- or land-based, related to the ANS Mitigation program, including multi-mission patrols, educating the boating public, etc.

29 AUXILIARY RADIO NET MISSION (RN) - Hours spent maintaining Coast Guard authorized Auxiliary radio nets and conducting radio net drills.

30 AIDS TO NAVIGATION MISSION-FEDERAL - This activity includes hours spent by a Certified Aid Technician "NE" servicing any Federal Short Range ATON (including Lighthouses), or checking and reporting on any of those ATONs at the direct request of any CG Unit. It also includes hours spent by any Auxiliarist reporting discrepancies on any of those ATONs.

31 AIDS TO NAVIGATION MISSION-PRIVATE - This activity includes hours spent by a Certified Aid Verifier "AV" verifying all Private Short Range Aids to Navigation (PATON) at the direction of CG (oan) or any ANT Unit or reporting all unauthorized PATONs. It also includes hours spent by any Auxiliarist reporting any PATON discrepancy.

32 BRIDGE ADMINISTRATION - This activity includes hours spent by a Certified Aid Verifier "AV" verifying all Bridge Lighting and Fender Systems at the direction of a CG Bridge Administration Unit. It also includes hours spent by any Auxiliarist reporting any Bridge Lighting and Fender Systems Discrepancy.

41 FEDERAL AGENCIES - Hours spent providing operational/non-operational support to other federal agencies, such as Customs, Corps of Engineers and , as requested and authorized by the Coast Guard.

42 STATE AGENCIES - Hours spent providing operational/non-operational support to state agencies, such as the Department of Natural Resources, State Police and Marine Patrols, as requested and authorized by the Coast Guard.

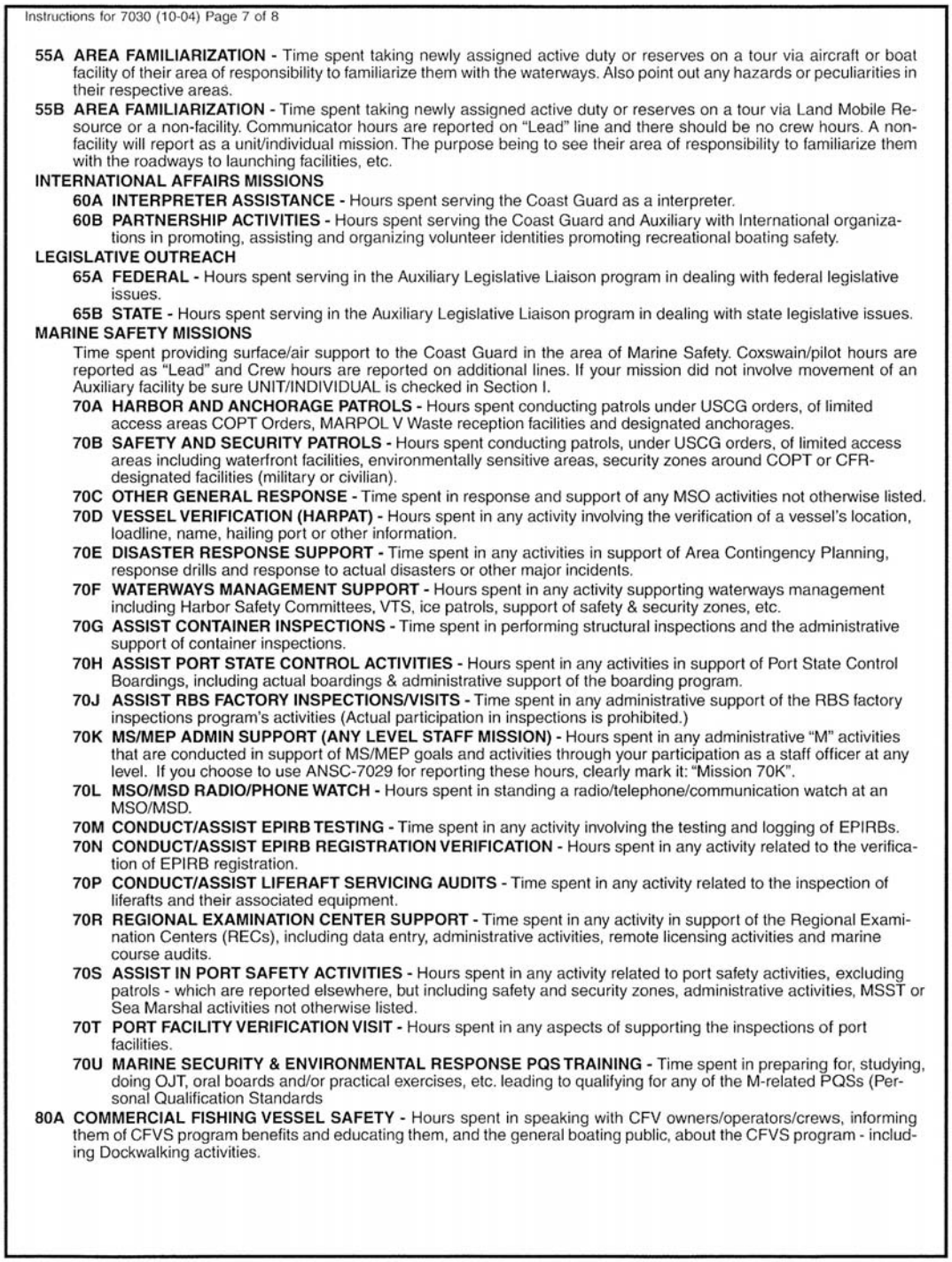
43 LOCAL AGENCIES - Hours spent providing operational/non-operational support to local agencies, such as local police, sheriff's offices, fire/rescue and Harbormasters, as requested and authorized by the Coast Guard.

53 ICE OPERATIONS MISSION - Time spent providing air support to the Coast Guard in the area of ice patrol operations. Pilot hours are reported on "Lead" line and Crew hours are reported on additional lines.

54A LOGISTICS MISSION - Hours spent in the logistical transportation of personnel or material via Auxiliary Aircraft or Boat facility. Must be authorized and conducted under Coast Guard orders. Coxswain/Pilot hours are reported on "Lead" line and Crew hours are reported on additional lines.

54B LOGISTICS SUPPORT - Hours spent in the logistical support of the Coast Guard personnel or material via Land Mobile Resource or a non-facility. Communicator hours are reported on "Lead" line and there should be no crew hours. A non-facility will report as a unit/individual mission.

Figure E-4
Activity Report - Mission Form (ANSC-7030) - Continued



Instructions for 7030 (10-04) Page 7 of 8

55A AREA FAMILIARIZATION - Time spent taking newly assigned active duty or reserves on a tour via aircraft or boat facility of their area of responsibility to familiarize them with the waterways. Also point out any hazards or peculiarities in their respective areas.

55B AREA FAMILIARIZATION - Time spent taking newly assigned active duty or reserves on a tour via Land Mobile Resource or a non-facility. Communicator hours are reported on "Lead" line and there should be no crew hours. A non-facility will report as a unit/individual mission. The purpose being to see their area of responsibility to familiarize them with the roadways to launching facilities, etc.

INTERNATIONAL AFFAIRS MISSIONS

60A INTERPRETER ASSISTANCE - Hours spent serving the Coast Guard as a interpreter.

60B PARTNERSHIP ACTIVITIES - Hours spent serving the Coast Guard and Auxiliary with International organizations in promoting, assisting and organizing volunteer identities promoting recreational boating safety.

LEGISLATIVE OUTREACH

65A FEDERAL - Hours spent serving in the Auxiliary Legislative Liaison program in dealing with federal legislative issues.

65B STATE - Hours spent serving in the Auxiliary Legislative Liaison program in dealing with state legislative issues.

MARINE SAFETY MISSIONS

Time spent providing surface/air support to the Coast Guard in the area of Marine Safety. Coxswain/pilot hours are reported as "Lead" and Crew hours are reported on additional lines. If your mission did not involve movement of an Auxiliary facility be sure UNIT/INDIVIDUAL is checked in Section I.

70A HARBOR AND ANCHORAGE PATROLS - Hours spent conducting patrols under USCG orders, of limited access areas COPT Orders, MARPOL V Waste reception facilities and designated anchorages.

70B SAFETY AND SECURITY PATROLS - Hours spent conducting patrols, under USCG orders, of limited access areas including waterfront facilities, environmentally sensitive areas, security zones around COPT or CFR-designated facilities (military or civilian).

70C OTHER GENERAL RESPONSE - Time spent in response and support of any MSO activities not otherwise listed.

70D VESSEL VERIFICATION (HARPAT) - Hours spent in any activity involving the verification of a vessel's location, loadline, name, hailing port or other information.

70E DISASTER RESPONSE SUPPORT - Time spent in any activities in support of Area Contingency Planning, response drills and response to actual disasters or other major incidents.

70F WATERWAYS MANAGEMENT SUPPORT - Hours spent in any activity supporting waterways management including Harbor Safety Committees, VTS, ice patrols, support of safety & security zones, etc.

70G ASSIST CONTAINER INSPECTIONS - Time spent in performing structural inspections and the administrative support of container inspections.

70H ASSIST PORT STATE CONTROL ACTIVITIES - Hours spent in any activities in support of Port State Control Boardings, including actual boardings & administrative support of the boarding program.

70J ASSIST RBS FACTORY INSPECTIONS/VISITS - Time spent in any administrative support of the RBS factory inspections program's activities (Actual participation in inspections is prohibited.)

70K MS/MEP ADMIN SUPPORT (ANY LEVEL STAFF MISSION) - Hours spent in any administrative "M" activities that are conducted in support of MS/MEP goals and activities through your participation as a staff officer at any level. If you choose to use ANSC-7029 for reporting these hours, clearly mark it: "Mission 70K".

70L MSO/MSD RADIO/PHONE WATCH - Hours spent in standing a radio/telephone/communication watch at an MSO/MSD.

70M CONDUCT/ASSIST EPIRB TESTING - Time spent in any activity involving the testing and logging of EPIRBs.

70N CONDUCT/ASSIST EPIRB REGISTRATION VERIFICATION - Hours spent in any activity related to the verification of EPIRB registration.

70P CONDUCT/ASSIST LIFERAFT SERVICING AUDITS - Time spent in any activity related to the inspection of liferafts and their associated equipment.

70R REGIONAL EXAMINATION CENTER SUPPORT - Time spent in any activity in support of the Regional Examination Centers (RECs), including data entry, administrative activities, remote licensing activities and marine course audits.

70S ASSIST IN PORT SAFETY ACTIVITIES - Hours spent in any activity related to port safety activities, excluding patrols - which are reported elsewhere, but including safety and security zones, administrative activities, MSST or Sea Marshal activities not otherwise listed.

70T PORT FACILITY VERIFICATION VISIT - Hours spent in any aspects of supporting the inspections of port facilities.

70U MARINE SECURITY & ENVIRONMENTAL RESPONSE PQS TRAINING - Time spent in preparing for, studying, doing OJT, oral boards and/or practical exercises, etc. leading to qualifying for any of the M-related PQSs (Personal Qualification Standards

80A COMMERCIAL FISHING VESSEL SAFETY - Hours spent in speaking with CFV owners/operators/crews, informing them of CFVS program benefits and educating them, and the general boating public, about the CFVS program - including Dockwalking activities.

Figure E-4
Activity Report - Mission Form (ANSC-7030) - Continued

85A FRONT END ANALYSIS - Hours spent in support of projects authorized by CG Headquarters to analyze Coast Guard and Coast Guard Auxiliary training and performance problems.

85B OPERATIONAL RESEARCH - Hours spent in support of studies authorized by CG Headquarters such as risk management and human factors to predict and compare alternative strategies and outcomes.

90A RAP MISSION - A scheduled activity directly relating to the recruitment of enlisted personnel into the Coast Guard. Work performed in a recruiting office, time spent interviewing, counseling in person or by phone. When performing a mission outside your home or office, it must be performed in proper uniform.

90B OCS RECRUITING - A scheduled activity directly relating to the recruitment of Officer Candidate School applicants for the Coast Guard. Public appearances and time spent interviewing, counseling in person or by phone. When performing a mission outside your home or office, it must be performed in proper uniform.

90C AUXILIARY RECRUITING - A scheduled activity directly relating to the recruitment of Auxiliary members into the Coast Guard Auxiliary. This includes time spent interviewing or counseling in person or by phone.

VESSEL EXAMINATIONS - USE FORM ANSC-7038, *Vessel Examinations,* for reporting hours spent performing, and the number of examinations and inspections performed on Auxiliary Facilities, private boats (VSCs), Commercial Fishing Vessels, and Uninspected Passenger Vessels, T-Boats, Tugs, and Barges.

92 AUXDATA ENTRY - Time spent entering data into AUXDATA as an FSO/SO-IS authorized user. Time spent entering data, as a DIRAUX or National user should be reported as category 08, CG Administrative Support

AUXILIARY ADMINISTRATIVE, PREP AND TRAVEL - USE FORM ANSC-7029, *Member Activity Log,* to report all hours not reported elsewhere and all preparation and travel hours for other missions reported on other forms.

Figure E-4
Activity Report - Mission Form (ANSC-7030) - Continued

U.S. DEPARTMENT OF HOMELAND SECURITY U. S. COAST GUARD CG-2861A (Rev. 06-04)	REPORT OF VIOLATION OF RADIO REGULATIONS OR COMMUNICATIONS INSTRUCTIONS (See Communications Manual, COMDTINST M2000.3)	REPORTS CONTROL NUMBER RCN-2000-2

REPORTING STATION	VIOLATING STATION	
1. NAME	5. NAME	
2. ADDRESS	6. ADDRESS	
3. CALL SIGN	7. CALL SIGN	8. NATIONALITY
4. APPROXIMATE POSITION	9. FREQUENCY	10. TYPE OF EMISSION

PARTICULARS CONCERNING THE VIOLATING STATION

STATION IN COMMUNICATION WITH VIOLATING STATION		13. DATE AND TIME (UTC) OF VIOLATION
11. NAME	12. CALL SIGN	

14. NATURE OF THE IRREGULARITY

15. EXCERPTS FROM RADIO LOG AND/OR DOCUMENTS OR REFERENCES SUPPORTING REPORT (Continue on reverse, if necessary).

DATE	COMMANDING OFFICER'S SIGNATURE

PREVIOUS EDITIONS ARE OBSOLETE

Figure E-5
Report of Violation of Radio Regulations or Communications Instructions Form (CG-2861A)

R. Sample Offer Of Custody And Control To Coast Guard Format.

OFFER OF CUSTODY AND CONTROL TO COAST GUARD: Page One
FACILITY SURVEY & INVENTORY (Addendum to CG-2736)

Owner Name: _____ Owner Member no: _____

Facility Name: _____ Facility Reg. No: _____

Indicate equipment condition (G=Good, F=Fair, P=Poor). Expand with written comments where necessary. Use addition sheets, if required.

REMARKS	REMARKS
Hull Exterior: _____	Searchlights
_____	Mfgr: _____ Mfgr: _____
Deck House(s): _____	Size/type: _____ Size/type: _____
_____	
Paint & bright work: _____	Radio(s)
_____	Mfgr: _____ Mfgr: _____
Rubbing Strakes: _____	Type: _____ Type: _____
_____	Antenna(s): _____
Bow Pulpit: _____	
_____	Depth Sounder
Lifelines/stanchions: _____	Mfgr: _____ Model: _____
_____	
Rub Rail: _____	Electronic Positioning Equipment
_____	Type/Model/Mfgr: _____
Navigation Lights: _____	Antenna: _____
_____	
Towing lights: _____	Anchor(s)
_____	Type: _____ Type: _____
Windows & Windshields: _____	Size: _____ Size: _____
_____	
Doors: _____	Anchor chain/hawser
_____	Type: _____ Type: _____
Swim Platform: _____	Size: _____ Size: _____
_____	Length: _____ Length: _____
Whistle or Horn	
Mfgr: _____ Mfgr: _____	PFDs: Type Number
type: _____ type: _____	1 _____
	2 _____
Bell - Size: _____	3 _____
	4 _____
Compass	5 _____
Mfgr: _____ Mfgr: _____	
Size: _____ Size: _____	Fire Extinguishers
	Mfgr: _____ Mfgr: _____
Dinghy	Type: _____ Type: _____
Mfgr: _____ Size: _____	Size: _____ Size: _____
Equipment(List):	
_____	
_____	

Figure E-6
Offer of Custody and Control to Coast Guard Form (Addendum to CG-2736)

OFFER OF CUSTODY AND CONTROL TO COAST GUARD: **Page Two**
FACILITY SURVEY & INVENTORY (Addendum to CG-2736)

Indicate equipment condition (G=Good, F=Fair, P=Poor). Expand with written comments where necessary. Use addition sheets, if required.

	REMARKS		REMARKS
Keel & Framing:		Batteries Mfgr: _____ Voltage: _____ No: _____	
Fire Fighting System Mfgr: _____ Type: _____		Space Heater(s) Mfgr: _____ Mfgr: _____ Size/type: _____ Size/type: _____	
Ventilation Blower(s) No. _____ Mfgr: _____		Hot water heater/Boiler Mfgr: _____ Mfgr: _____	
Rudder(s) & Quadrant(s) Number: _____		Refrigerator Mfgr: _____ Type/Size: _____	
Propellers & Shafting:		Main engine(s):	
Shaft Bearings, Struts, & Stern tube seals:		Miscellaneous: (List on continuation sheets)	
Electrical Wiring:			
Auxiliary generator(s):			
Air Conditioner(s) Mfgr: _____ Mfgr: _____			
Galley Range Mfgr: _____ Type: _____			

I (we) hereby authorize the Coast Guard to use this facility. I understand that the Coast Guard will be responsible for the operation and upkeep of the facility while in their custody and that it will be returned to me in its present condition, as summarized in this report, or I will be remunerated for any damages. I further understand that I may withdraw this authorization at any time.

Date of survey: _____

_____
CG Representative Signature:
(incl: Name, grade, & title)

_____
_____
_____
Owners Signature(s):

Figure E-6
Offer of Custody and Control to Coast Guard Form (Addendum to CG-2736) - Continued

DEPARTMENT OF TRANSPORTATION U.S. COAST GUARD CG-5132-1 (Rev. 01/00)	COAST GUARD AUXILIARY PATROL ORDERS CONTINUATION SHEET (Instructions and Privacy Act Statement on page 2)	TYPE	FY	DOCUMENT NUMBER
		27		

PATROL # **CLAIM FOR REIMBURSEMENT**

1. ITINERARY	DATE	TIME	LOCATION	AUTO/TRAILER DATA
Departed Home/Office				Miles:
Arrived Launch Site				Cost:
Facility in Use				
Facility Use Ended				
Departed Launch Site				Miles:
Returned Home/Office				Cost:

2. LIST NAME AND MEMBER # (AS APPROPRIATE) OF ALL PERSONNEL ON BOARD (less operator)

A.	E.
B.	F.
C.	G.
D.	H.

3. REIMBURSABLE EXPENSES	RECEIVED IN KIND (GOVERNMENT PROVIDED)	TOTAL CREW/TRAINEES/AUTHORIZED PASSENGERS OPR	A	B	C	D	E	F	G	H	TOTAL	GRAND TOTAL
Breakfast	Yes☐ No☐											
Lunch	Yes☐ No☐											
Dinner	Yes☐ No☐											
Fuel,Oil	Yes☐ No☐											
Ice	Yes☐ No☐											
Aircraft Flight Hours:		Type Aircraft:										
Trailer Costs, Ramp Fees, Lock Fees												
Other (Official Telephone Costs, etc.)												

PATROL # **CLAIM FOR REIMBURSEMENT**

1. ITINERARY	DATE	TIME	LOCATION	AUTO/TRAILER DATA
Departed Home/Office				Miles:
Arrived Launch Site				Cost:
Facility in Use				
Facility Use Ended				
Departed Launch Site				Miles:
Returned Home/Office				Cost:

2. LIST NAMES AND MEMBER # (AS APPROPRIATE) OF ALL PERSONNEL ON BOARD (less operator)

A.	E.
B.	F.
C.	G.
D.	H.

3. REIMBURSABLE EXPENSES	RECEIVED IN KIND (GOVERNMENT PROVIDED)	TOTAL CREW/TRAINEES/AUTHORIZED PASSENGERS OPR	A	B	C	D	E	F	G	H	TOTAL	GRAND TOTAL
Breakfast	Yes☐ No☐											
Lunch	Yes☐ No☐											
Dinner	Yes☐ No☐											
Fuel,Oil	Yes☐ No☐											
Ice	Yes☐ No☐											
Aircraft Flight Hours:		Type Aircraft:										
Trailer Costs, Ramp Fees, Lock Fees												
Other (Official Telephone Costs, etc.)												

Previous edition may be used

ANSC 7000A

Figure E-7
Coast Guard Auxiliary Patrol Orders Form (CG-5132/ANSC-7000)

Page 2 of CG-5132-1 (Rev. 01/00)

PRIVACY ACT STATEMENT

1. Authority :	14 USC 821 and 632.
2. Principal Purpose:	Used to maintain accurate records of (a) patrols conducted by auxiliarists and (b) claims brought against the Coast Guard by Auxiliarists following an authorized patrol.
3. Routine Uses:	(a) to issue patrol orders and (b) to substantiate claims for reimbursement.
4. Disclosure:	Voluntary. Failure to provide the requested information may (a) result in total or partial denial of amount claimed and (b) will prevent the issuance of patrol orders.

A. THE ORDER ISSUING AUTHORITY OR OPERATOR SHOULD ENTER INFORMATION IN THE FOLLOWING AREAS

ORDER NUMBER:	Enter complete DAFIS document number beginning with document type 27.
PATROL : CLAIM FOR REIMBURSEMENT	Enter the sequential patrol number after "PATROL#" and before "CLAIM FOR REIMBURSEMENT." For example, the original order form will contain patrol #1, so the first continuation sheet will contain patrols #2 and #3. Add sufficient Continuation Sheets, CG-5132-1, with appropriate sections completed for number of patrols indicated in "Perform the following . . . per current policy" paragraph of original order form, CG-5132 .

B. THE OPERATOR SHOULD ENTER INFORMATION IN THE FOLLOWING AREAS

1. ITINERARY:	Complete **ALL DATE, TIME AND LOCATION BLOCKS**. Fill in mileage or trailering costs, as authorized Complete additional Continuation Sheet(s), CG-5132-1 , if any, to be reimbursed for multi-patrol orders.
2. LIST NAME AND MEMBER # OF ALL PERSONNEL ON BOARD:	Enter the name and member number (as appropriate) for **REQUIRED** crew plus all trainees and passengers authorized to be on board, but **DO NOT** list the operator.
3. REIMBURSABLE EXPENSES:	**FINCEN** will compute meal reimbursements based on current BAS rates: Mark boxes of items received in kind(those furnished by the Coast Guard or sometimes from a Coast Guard authorized vendor). If item, other than meals, was not received in kind, mark NO and enter total dollar amount. However, do not enter anything in Total Crew/Trainees/ Passengers Breakfast, Lunch or Dinner boxes, except a mark to indicate it was received. "Reimbursable" orders must be returned even if no reimbursement is desired or the patrol was not accomplished. If no reimbursement is desired, or necessary, because patrol was not accomplished, mark the orders as such and return to order issuing authority.

Figure E-7
Coast Guard Auxiliary Patrol Orders Form (CG-5132/ANSC-7000) - Continued

DEPARTMENT OF TRANSPORTATION U.S. COAST GUARD CG-5132 (Rev. 01/00)	**COAST GUARD AUXILIARY PATROL ORDERS** (Instructions and Privacy Act Statement on page 2)	TYPE	FY	DOCUMENT NUMBER
		27		

SECTION I - AUTHORIZATION

FROM *(Order Issuing Authority)*:

TO *(Name and address of operator)*:

MEMBER #:

FACILITY #:

CREW REQUIRED (Including operator):

1. PERFORM THE FOLLOWING AUTHORIZED ☐ REIMBURSABLE ☐ NON-REIMBURSABLE DUTY PER CURRENT POLICY:

2. ACCOUNTING DATA

ITEM	AUTHORIZED	ESTIMATED COST	DIST	APPN	LIM	ALLOT	PRO ELEMENT	COST CENTER	OBJ. CODE
FUEL COST	Yes ☐ No ☐								
AIRCRAFT MAINT. COST	Yes ☐ No ☐								
SUBSISTENCE COST	Yes ☐ No ☐								
AUTO/TRAILERING COST	Yes ☐ No ☐								

SIGNATURE OF ORDER ISSUING AUTHORITY: DATE:

SECTION II - CLAIM FOR REIMBURSEMENT

1. ITINERARY	DATE	TIME	LOCATION	AUTO/TRAILER DATA
Departed Home/Office				Miles:
Arrived Launch Site				Cost:
Facility in Use				
Facility Use Ended				
Departed Launch Site				Miles:
Returned Home/Office				Cost:

2. LIST NAMES AND MEMBER # (AS APPROPRIATE) OF ALL PERSONNEL ON BOARD (less operator)

A.	E.
B.	F.
C.	G.
D.	H.

3. REIMBURSABLE EXPENSES	RECEIVED IN KIND (GOVERNMENT PROVIDED)	TOTAL CREW/TRAINEES/AUTHORIZED PASSENGERS OPR	A	B	C	D	E	F	G	H	TOTAL	GRAND TOTAL
Breakfast	Yes ☐ No ☐											
Lunch	Yes ☐ No ☐											
Dinner	Yes ☐ No ☐											
Fuel,Oil	Yes ☐ No ☐											
Ice	Yes ☐ No ☐											
Aircraft Flight Hours:		Type Aircraft:										
Trailer Costs, Ramp Fees, Lock Fees												
Other (Official Telephone Costs, etc.)												

I HEREBY CERTIFY that the above claim is accurate. My crew and I made these expenditures in the use of the Facility listed above, in carrying out the duties specified in this ORDER. No previous payment for this patrol has been received.

SIGNATURE OF OPERATOR: DATE

MAIL CHECK TO *(Name and address:)*

Signature of Claimant:

SSN:

MEMBER #

SECTION III - ENDORSEMENT BY ORDER ISSUING AUTHORITY

1. THIS CLAIM ☐ FORWARDED, APPROVED FOR PAYMENT ☐ RETURNED, DISAPPROVED FOR PAYMENT

SIGNATURE OF ORDER ISSUING AUTHORITY: DATE:

Previous edition may be used

ANSC 7000

Figure E-7
Coast Guard Auxiliary Patrol Orders Form (CG-5132/ANSC-7000) - Continued

Page 2 of CG-5132 (Rev. 01/00)

PRIVACY ACT STATEMENT

1. Authority :	14 USC 821 and 632.
2. Principal Purpose:	Used to maintain accurate records of (a) patrols conducted by auxiliarists and (b) claims brought against the Coast Guard by Auxiliarists following an authorized patrol.
3. Routine Uses:	(a) to issue patrol orders and (b) to substantiate claims for reimbursement.
4. Disclosure:	Voluntary. Failure to provide the requested information may (a) result in total or partial denial of amount claimed and (b) will prevent the issuance of patrol orders.

A. THE ORDER ISSUING AUTHORITY SHOULD ENTER INFORMATION IN THE FOLLOWING AREAS

ORDER NUMBER:	Enter complete DAFIS document number beginning with document type 27.

SECTION I - AUTHORIZATION

FROM:	Enter title of Order Issuing Authority.
TO:	Enter selected operator's name and address.
MEMBER#:	Enter the operator's member number.
FACILITY ID #:	Enter the district assigned identification number.
# OF CREW REQUIRED:	Enter the total amount of crew **REQUIRED** by the district for patrol/mission, including operator.
1. PERFORM AUTHORIZED DUTY:	Check reimbursable or non-reimbursable. Enter description of duty including dates, places, reporting requirements, etc., and indicate how trailering costs are reimbursed (either mileage or receipts). Add sufficient Continuation Sheets, CG-5132-1, with appropriate sections completed to cover multi-patrol orders.
2. ACCOUNTING DATA:	Indicate whether Fuel, Aircraft maintenance , Subsistence or Auto/Trailering costs are authorized. Enter estimated costs and complete the accounting line for each. If only aircraft fuel cost is authorized, fuel receipts are required for reimbursement. If both aircraft Fuel and Maintenance costs are authorized, reimbursement is based on the Flat Rate Reimbursement Schedule below, and fuel receipts are not required. For boat fuel use obj. 2637. For aircraft fuel use obj. code 2632. For aircraft maintenance use obj. code 2532.
SIGNATURE OF ORDER ISSUING AUTHORITY:	Enter name of person authorized to sign as Order Issuing Authority and obtain signature.
DATE:	Enter the date orders were issued (must be on or before date of actual patrol).

SECTION III - ENDORSEMENT BY ORDER ISSUING AUTHORITY

1. THIS CLAIM	Once form is returned for reimbursement, mark "Approved for Payment" or "Disapproved for Payment." If approved, send original to FINCEN, if disapproved, return to member.
SIGNATURE OF ORDER ISSUING AUTHORITY:	Enter name of person authorized to sign as Order Issuing Authority and obtain signature.
DATE:	Enter date endorsement was signed.

B. THE OPERATOR SHOULD ENTER INFORMATION IN THE FOLLOWING AREAS

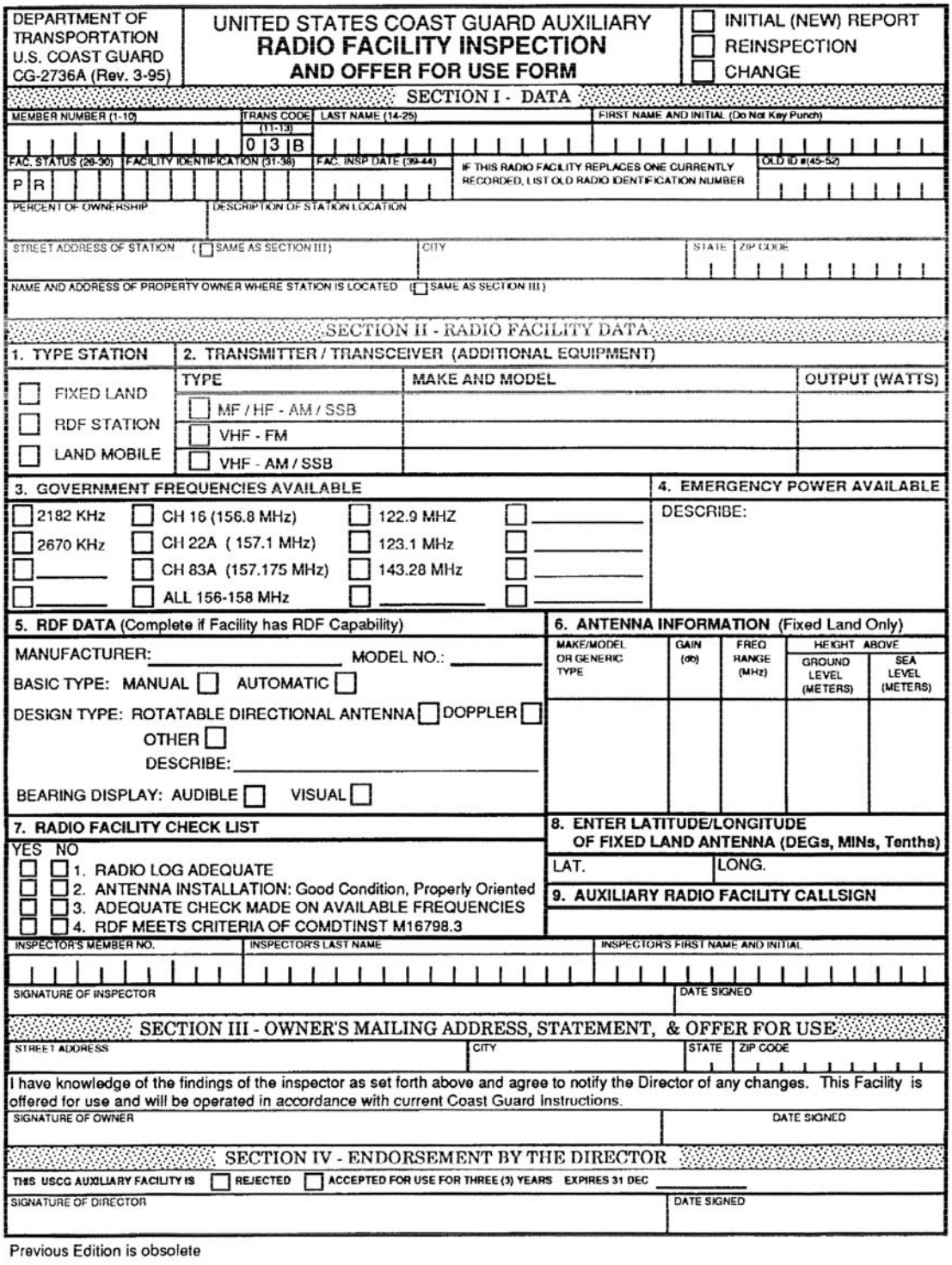
SECTION II - CLAIM FOR REIMBURSEMENT

1. ITINERARY:	Complete **ALL DATE, TIME AND LOCATION BLOCKS.** Fill in mileage or trailering costs, as authorized (attach required receipts). Complete attached Continuation Sheet(s), CG-5132-1, if any, to be reimbursed for multi-patrol orders.
2. LIST NAME AND MEMBER # OF ALL PERSONNEL ON BOARD:	Enter the name and member number (as appropriate) for **REQUIRED** crew plus all trainees and passengers authorized to be on board, but **DO NOT** list the operator.
3. REIMBURSABLE EXPENSES:	FINCEN will compute meal reimbursements based on current BAS rates: Mark boxes of items received in kind (those furnished by the Coast Guard or sometimes from a Coast Guard authorized vendor). If items, other than meals, were not received in kind, mark NO and enter total dollar amount. However, do not enter anything in Total Crew/Trainees/Passengers Breakfast, Lunch or Dinner boxes, except a mark to indicate it was received. Aircraft Flight Hours must be entered. Enter the type aircraft. Reimbursement is based on the total for aircraft type from the Flat Rate Reimbursement Schedule below.
SIGNATURE OF OPERATOR:	Operator must sign certification. This certification is required by law. Forward the signed and appropriately completed forms as directed.
DATE:	Enter the date the operator signed the claim certification.
MAIL CHECK TO:	Enter name and address of the claimant (person to receive the reimbursement for the patrol.
SIGNATURE OF CLAIMANT:	The person who is to receive the reimbursement for the patrol must sign here.
SSN:	Enter the claimant's Social Security Number
MEMBER #	Enter the claimant's member number.

AUXILIARY AIRCRAFT FLAT RATE REIMBURSEMENT SCHEDULE

	Type 1 80-139 Horsepower Aircraft	Type 2 140-199 Horsepower Aircraft	Type 3 200-235 Horsepower Aircraft	Type 4 236-300 Horsepower Aircraft	Type 5 301-400 Horsepower Aircraft	Type 6 All Multi-Engine Aircraft
Fuel/hour	$10.00	$16.00	$24.00	$28.00	$37.00	$40.00
Maintenance/hour	$21.00	$41.00	$43.00	$44.00	$47.00	$63.00
Total	**$31.00/hr**	**$57.00/hr**	**$67.00/hr**	**$72.00/hr**	**$84.00/hr**	**$103.00/hr**

Figure E-7
Coast Guard Auxiliary Patrol Orders Form (CG-5132/ANSC-7000) - Continued



DEPARTMENT OF TRANSPORTATION
U.S. COAST GUARD
CG-2736A (Rev. 3-95)

UNITED STATES COAST GUARD AUXILIARY
RADIO FACILITY INSPECTION
AND OFFER FOR USE FORM

☐ INITIAL (NEW) REPORT
☐ REINSPECTION
☐ CHANGE

SECTION I - DATA

MEMBER NUMBER (1-10)	TRANS CODE (11-13)	LAST NAME (14-25)	FIRST NAME AND INITIAL (Do Not Key Punch)
	0 3 B		

FAC. STATUS (26-30)	FACILITY IDENTIFICATION (31-38)	FAC. INSP DATE (39-44)	IF THIS RADIO FACILITY REPLACES ONE CURRENTLY RECORDED, LIST OLD RADIO IDENTIFICATION NUMBER	OLD ID # (45-52)
P R				

PERCENT OF OWNERSHIP | DESCRIPTION OF STATION LOCATION

STREET ADDRESS OF STATION (☐ SAME AS SECTION III) | CITY | STATE | ZIP CODE

NAME AND ADDRESS OF PROPERTY OWNER WHERE STATION IS LOCATED (☐ SAME AS SECTION III)

SECTION II - RADIO FACILITY DATA

1. TYPE STATION

☐ FIXED LAND
☐ RDF STATION
☐ LAND MOBILE

2. TRANSMITTER / TRANSCEIVER (ADDITIONAL EQUIPMENT)

TYPE	MAKE AND MODEL	OUTPUT (WATTS)
☐ MF / HF - AM / SSB		
☐ VHF - FM		
☐ VHF - AM / SSB		

3. GOVERNMENT FREQUENCIES AVAILABLE

☐ 2182 KHz	☐ CH 16 (156.8 MHz)	☐ 122.9 MHZ	☐ _____
☐ 2670 KHz	☐ CH 22A (157.1 MHz)	☐ 123.1 MHz	☐ _____
☐ _____	☐ CH 83A (157.175 MHz)	☐ 143.28 MHz	☐ _____
☐ _____	☐ ALL 156-158 MHz	☐ _____	☐ _____

4. EMERGENCY POWER AVAILABLE

DESCRIBE:

5. RDF DATA (Complete if Facility has RDF Capability)

MANUFACTURER: _____ MODEL NO.: _____

BASIC TYPE: MANUAL ☐ AUTOMATIC ☐

DESIGN TYPE: ROTATABLE DIRECTIONAL ANTENNA ☐ DOPPLER ☐
OTHER ☐
DESCRIBE: _____

BEARING DISPLAY: AUDIBLE ☐ VISUAL ☐

6. ANTENNA INFORMATION (Fixed Land Only)

MAKE/MODEL OR GENERIC TYPE	GAIN (dB)	FREQ RANGE (MHz)	HEIGHT ABOVE GROUND LEVEL (METERS)	HEIGHT ABOVE SEA LEVEL (METERS)

7. RADIO FACILITY CHECK LIST

YES	NO	
☐	☐	1. RADIO LOG ADEQUATE
☐	☐	2. ANTENNA INSTALLATION: Good Condition, Properly Oriented
☐	☐	3. ADEQUATE CHECK MADE ON AVAILABLE FREQUENCIES
☐	☐	4. RDF MEETS CRITERIA OF COMDTINST M16798.3

8. ENTER LATITUDE/LONGITUDE OF FIXED LAND ANTENNA (DEGs, MINs, Tenths)

LAT. | LONG.

9. AUXILIARY RADIO FACILITY CALLSIGN

INSPECTOR'S MEMBER NO.	INSPECTOR'S LAST NAME	INSPECTOR'S FIRST NAME AND INITIAL

SIGNATURE OF INSPECTOR | DATE SIGNED

SECTION III - OWNER'S MAILING ADDRESS, STATEMENT, & OFFER FOR USE

STREET ADDRESS | CITY | STATE | ZIP CODE

I have knowledge of the findings of the inspector as set forth above and agree to notify the Director of any changes. This Facility is offered for use and will be operated in accordance with current Coast Guard Instructions.

SIGNATURE OF OWNER | DATE SIGNED

SECTION IV - ENDORSEMENT BY THE DIRECTOR

THIS USCG AUXILIARY FACILITY IS ☐ REJECTED ☐ ACCEPTED FOR USE FOR THREE (3) YEARS EXPIRES 31 DEC _____

SIGNATURE OF DIRECTOR | DATE SIGNED

Previous Edition is obsolete

Figure E-8
Radio Facility Inspection and Offer for Use Form (CG-2736A/ANSC-7004)

(USE BALL POINT PEN AND PRESS FIRMLY)

AUXILIARY RADIO FACILITY INSPECTION REPORT AND OFFER FOR USE FORM

This form is used to report a Radio Facility Inspection and Offer for Use. This form is also used to report changes in the status of an authorized facility. Radio facility inspections are valid for a period of three years and expire on 31 Dec. of the third year.

TYPE OF REPORT -- Check block to indicate initial, reinspection, or change report.

SECTION I -- DATA

MEMBER NUMBER -- (Block 1-10) Beginning in block 1, enter your Auxiliary member number.

LAST NAME -- (Blocks 14-25) Beginning in block 14, enter your last name.

FIRST NAME AND INITIAL -- Enter your first name and initial.

FAC. STATUS -- FACILITY IDENTIFICATION NUMBER -- (Blocks 26-38) Beginning in block 28, enter the facility status & ID number if known; otherwise leave blank for entry by the Director.

FAC. INSPECTION DATE -- (Blocks 39-44) Enter month, day and year of inspection. (July 4, 1995 = 070495)

PREVIOUS FACILITY ID NUMBER -- (Blocks 45-52) Enter old ID number ONLY if this facility replaces one currently authorized.

PERCENT OF OWNERSHIP -- Indicate your percent of ownership. If less than 100% (i.e., multiple ownership), then submit the information required for Multiple Ownership (see sample in Appendix D in Operations Manual) with CG-2736A. If owned by a corporation, omit owner's member number and name, then insert the word "corporation" in blocks 1-10 and the name of the corporation in blocks 14-25. Also, submit information required for Corporate-owned Facility and the Corporate Resolution (see sample in Appendixes B and C in the Operations Policy Manual).

DESCRIPTION OF STATION LOCATION -- Indicate type of property where the station is housed (i.e., truck, car, house, marina, yacht club, trailer, etc.) If transportable, enter "Transportable Facility."

STREET ADDRESS OF STATION -- If same as section III, check box; otherwise, indicate address. If transportable, enter "Transportable Facility."

NAME/ADDRESS OF PROPERTY OWNER WHERE STATION LOCATED -- If same as Section III, check box; otherwise, indicate name and address. If transportable, enter "Transportable Facility."

SECTION II -- RADIO FACILITY DATA

1. TYPE STATION -- Check appropriate box. (Check only one box.)
2. TRANSMITTER/TRANSCEIVER -- Enter make, model and output power of equipment used. ADDITIONAL EQUIPMENT (scanners, etc., especially in LAND MOBILES) may be entered in this area.
3. GOVERNMENT FREQUENCIES AVAILABLE -- Check those available. If not listed, enter in blank space. For VHF-FM marine transceivers with all channels, check "ALL 156-158 MHz."
4. EMERGENCY POWER AVAILABLE -- Describe emergency power (e.g., generator -300 watt, 1 kw, 5 kw; battery; etc.)
5. RADIO DIRECTION FINDING DATA -- Complete this section if the facility has RDF capabilities. Conduct the required tests, enter the test results below and forward this page with the completed inspection report.

A. Operation Test Results: (Minimum of two LOPs obtained). #1 Station used _____ . Observed LOP _____ Actual LOP _____ #2 Station used _____ . Observed LOP _____ Actual LOP _____ #3 Station used _____ . Observed LOP _____ Actual LOP _____ B. Estimated usable range _____ NM. C. Total time to obtain bearing _____ Seconds D. Repeatability of bearing, within _____.	YOUR MEMBER NUMBER _____-_____-_____-_____

6. ANTENNA INFORMATION -- Complete for Fixed Land Facilities Only. Enter antenna make (Antenna Specialists, Shakespeare, etc.) and model number or generic type (dipole, yagi, etc.). Enter the rated gain factor in decibels (db) (3 db, 6 db, etc.) and the frequency range of the antenna (2-30 MHz, 156-158 MHz, etc.). Enter two heights; above ground level which includes all supporting structures like buildings, masts, etc.; and above sea level which is the first height plus the height of local area above sea level. Enter in meters (39.37 in = 1 meter).
7. RADIO FACILITY CHECK LIST -- To be completed by the inspector. All items must be checked except number 4, which is for RDF only.
8. ENTER LATITUDE AND LONGITUDE OF FIXED LAND ANTENNA (use degrees, minutes, and tenths) -- If it is a transportable facility enter "TRANSPORTABLE FACILITY."
9. AUXILIARY RADIO FACILITY CALL SIGN -- Enter assigned Auxiliary call sign or, if initial inspection, the desired call sign (Call signs are subject to approval by the Director.).

INSPECTOR INFORMATION - Enter INSPECTOR's member number, last name, and first name. Inspector must complete Section II, number 7, and sign and date the form.

SECTION III -- OWNER'S MAILING ADDRESS, STATEMENT, & OFFER FOR USE Enter Owner's mailing address. Owner must sign and date the form to indicate information is correct (notify Director of any changes), the facility is offered for use, and it will be operated per current directives. The primary changes that must be reported are changes in frequencies available, antenna height, station location, or call sign.

SECTION IV -- ENDORSEMENT BY DIRECTOR This section will be completed by the director who will check the appropriate box, write in the expiration year on the line after "31 DEC" and then sign and date the form.

Figure E-8
Radio Facility Inspection and Offer for Use Form (CG-2736A/ANSC-7004) - Continued

Appendix F
Quick Reference

Introduction This appendix provides a listing of useful source references.

In this Appendix This appendix contains the following information:

Topic	See Page
Phone Numbers	F-3
Web Sites	F-3

Phone Numbers	
Chief Director, Auxiliary Office	P: (202) 267-1001 F: (202) 267-4460

Web Sites	
Auxiliary National	http://www.cgaux.org
Aviation Safety Reporting System	http://asrs.arc.nasa.gov/main.htm
Chief Directory, Auxiliary*	http://www.cgaux.info/g_ocx

LEGEND: * - Indicates AUXDATA is accessible from web site.

Appendix G
Auxiliary Station Establishment Guidance

Introduction

District Commanders, with concurrence from Commandant (G-OCS), may establish Auxiliary stations or detachments in areas where sufficient Coast Guard personnel are not available or when the District Commander deems such action desirable. However, Auxiliarists are never to assume Coast Guard Boarding officer or officer-in-charge positions. This appendix provides guidance for the establishment of Auxiliary stations and Auxiliary detachments.

In this Appendix

This appendix contains the following sections:

Section	Title	See Page
A	Auxiliary Stations	G-3
B	Auxiliary Detachments	G-5

Section A. Auxiliary Stations

Introduction	The Coast Guard may augment existing stations with Auxiliarists or authorize Auxiliarists to use a decommissioned Coast Guard station as a base of operations for an Auxiliary station. The Coast Guard must authorize an Auxiliary unit such use in writing, specifying policies, guidelines, and an expected operating schedule. Individual reimbursement for actual necessary operating expenses will follow the guidelines provided in *Section A* of *Chapter 2*.
A.1. Local Notice to Mariners	The Coast Guard must publish a Local Notice to Mariners indicating the geographical area within which the Auxiliary will perform SAR, the radio frequencies guarded, and the dates and hours of operation.
A.2. Prohibited Functions	The Auxiliarists shall not perform any law enforcement or military functions.
A.3. Required Actions by the Director	The Director must be sure to perform the following: • Ensure the Coast Guard assigns Auxiliarists only to nonmilitary missions and that Auxiliarists have no implied or actual law enforcement authority. The Coast Guard must limit Auxiliary augmentation of Coast Guard boats to duties that do not include the exercise of direct law enforcement authority (see *paragraph E.1* of *Chapter 4*). • Brief unit commanders on Auxiliary capabilities. • Liaison with the Coast Guard district chief of operations, unit commanders, and involved Auxiliary forces to carry out this policy. • Process any agreements for use of facilities by Auxiliary stations other than simple license agreements within the authority delegated to the Auxiliary in accordance with current Coast Guard regulations.

A.4. Required Actions by the Operational Commander

The Operational Commander must be sure to perform the following:

- Publish an OPORDER concerning the staffing of authorized Auxiliary stations.
- Coordinate with appropriate Coast Guard district staffs to develop an OPORDER when establishing any authorized Auxiliary station. The OPORDER, in addition to other items, must specify the following:
  - The Auxiliary leader responsible for administrative control - FC, division captain, or District Staff officer. The responsibility must fall clearly within the Auxiliary chain of leadership and management, even though the Auxiliary station may have its own command and control structure within the flotilla, division, or district.
  - The Coast Guard unit commander responsible for operational control of all missions performed within the Auxiliary station's area of responsibility (AOR).
  - If authorized, the Coast Guard delegates authority for ordering unscheduled sorties (i.e., Auxiliary station officer-of-the-day, Operations officer, FC, or division captain). Upon launching any sortie or other operational mission, the Auxiliarist authorizing the sortie must immediately notify the appropriate Coast Guard commander.
- Ensure the Coast Guard assigns Auxiliarists only to nonmilitary missions and that Auxiliarists have no implied or actual law enforcement authority. The Coast Guard must limit Auxiliary augmentation of Coast Guard boats to duties that do not include the exercise of direct law enforcement authority (see *paragraph E.1* of *Chapter 4*).
- Set up local qualification procedures for communications watchstanding. These procedures must be based on the *Group and Station Communications Watchstander Qualification Guide*, COMDTINST M16120.7 (series), as modified by the Director to meet local Auxiliary and operational needs. See *paragraph C.9* of *Annex 4* of this manual for policies on communications watchstanders.

Section B. Auxiliary Detachments

Introduction	District Commanders (with concurrence from Commandant (G-OCS)) may establish Auxiliary detachments, manned solely by Auxiliarists, using donated or shared facilities such as docking areas, waterfront buildings, boats, and other equipment. However, District Commanders may consider implementing this program only in those areas where sufficient Auxiliary resources exist to sustain a continuous program. Directors and Operational Commanders must be aware that Auxiliary manned units may raise the public's expectations for "Coast Guard" services.
B.1. Auxiliarist Participation	Auxiliarists desiring to become a part of this innovative concept must direct their interest through normal channels to the Director.
B.2. Local Notice to Mariners	Upon establishment, the Coast Guard may issue a Local Notice to Mariners, similar to that discussed in *Section A* of this appendix.
B.3. Real Property Licensing Authority	FCs, division captains, district commodores, and the national commodore have the authority to sign licenses for the use of real property. This authority is valid only after review and approval of the license by the Auxiliary District Staff officer - Legal (DSO-LP) or, in the case of the national commodore, after review by the Department Chief - Legal (DC-L). This delegation is limited and does not include the authority to obligate appropriated funds or to establish or disestablish Auxiliary detachments. No Auxiliarists or Auxiliary corporations have the authority to enter into leases for the use of Auxiliary detachments. Proper Coast Guard authority, using the procedures for leasing of real property, must sign agreements for the use of Auxiliary detachment facilities which are beyond the Auxiliary's license signing authority.
B.4. Required Actions	The required actions for establishing an Auxiliary detachment are the same as those required for an Auxiliary station. (see *Section A* of this appendix)

Appendix H
Auxiliary Aviation Program Instruction

Introduction

This appendix provides the instruction that promulgates the policy for upgrading the Auxiliary Aviation Program.

In this Appendix

This appendix contains the following information:

Topic	See Page
Auxiliary Aviation Program, COMDTINST 16798.1 (series)	H-3

U.S. Department of Transportation
United States Coast Guard

Commandant
United States Coast Guard

2100 Second Street, S.W.
Washington, DC 20593-0001
Staff Symbol: G-OCX-2a
Phone: (202) 267-1336

COMDTINST 16798.1
JAN 30 1997

COMMANDANT INSTRUCTION 16798.1

Subj: AUXILIARY AVIATION PROGRAM

Ref: (a) Auxiliary Manual, COMDTINST M16790.1 (series)
(b) Auxiliary Operations Policy Manual, COMDTINST M16798.3 (series)
(c) Auxiliary Aviation QAT Results

1. PURPOSE. This Instruction promulgates the policy for upgrading the Coast Guard Auxiliary Aviation Program.

2. ACTION. Area and district commanders, commanders of maintenance and logistics commands, commanding officers of headquarters units and assistant commandants for directorates shall ensure that units under their command that oversee or direct Auxiliary operations adhere to the provisions of this instruction. Coast Guard Auxiliarists who participate in the Auxiliary Aviation Program shall be aware of the contents of this instruction and conform with its provisions.

3. DIRECTIVES AFFECTED. As appropriate, the changes outlined in this instruction will be incorporated into the next change to references (a) and (b), and all other appropriate manuals, instructions, and publications.

4. DISCUSSION.

   a. MISSION STATEMENT. 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 authorized by the Commandant.

   b. BACKGROUND. Auxiliary aviation continues to provide the Coast Guard with a superb source of volunteer aviators and aviation assets to augment Coast Guard aviation.

However, since its inception, Auxiliary Aviation has operated without a standard command and control network or a standard aircrew training program. That lack of standard may have been adequate in years past, but as the program matures and the drawdown in active duty forces continue, it is imperative that Auxiliary aviation be consolidated into a cohesive force multiplier for "TEAM COAST GUARD." A Quality Action Team (QAT) was chartered to propose recommendations which would provide Auxiliary aviation aircrews (pilots and observers) and their customers with the tools to effect a standard, finely tuned program; one that maximizes flight safety, focuses on correcting long-standing deficiencies, improves internal as well as external communications, and instills pride and a sense of ownership in a pro-active program which provides an essential service to the Coast Guard. Therefore, the following changes are effective immediately:

5. IMPLEMENTATION.

a. **NATIONAL STAFF.** The current Auxiliary Aviation National Staff is insufficient to properly manage the Auxiliary Aviation Program. The current staff positions are the Air Operations Division Chief (DVC-OA), the Flight Safety Branch Chief (BC-OAS), the Air Augmentation Branch Chief (BC-OAA), and the Air Facilities Branch Chief (BC-OAF). Conversion of two of the four current positions and the addition of a single position to oversee Auxiliary Aviation administration management are seen as the first stage of phased upgrade to the Auxiliary Aviation Program. Only the two converted positions and the new administration position will be discussed below. The omission of any discussion concerning the Flight Safety Branch in no way diminishes its importance. On the contrary, the Flight Safety Branch as well as the entire national staff will be charged with molding the Auxiliary Aviation Program into an effective force multiplier. Once the modifications and additions to the national staff are in place, a primary goal of the Air Operations Division Chief (DVC-OA) will be to review the existing Auxiliary aviation organizational structure(s) to maximize availability and use of Auxiliary aviation assets (i.e., pros/cons of aviation only flotillas, command and control within districts, affiliation with Groups, Air stations, etc.).

(1) Convert the Air Augmentations Branch (BC-OAA) in the Department of Operations to the **Aviation Training Branch (BC-OAT).** Branch responsibilities will include the establishment of a standardization and training program similar to the one used in the active duty's aviation program. The branch will develop, coordinate, and insure the standard

implementation of all Auxiliary aviation training. It will be tasked with reviewing initial qualification and training requirements for new Auxiliary aviators and observers. The branch will be tasked with developing doctrine to provide each Auxiliary aviation customer with a definitive guide that maximizes mission effectiveness.

(2) Create the **Aviation Administration Management Branch (BC-OAM)** in the Auxiliary Department of Operations. Branch responsibilities will include managing all aspects of Auxiliary aviation administrative support. The branch will create a standard program to handle records management. Members of the branch will work closely with the Department of Information Services to ensure proper accountability and tracking of aircrew and aviation facility data via AUXMIS II and beyond. They will also liaison with members of Commandant (G-OCC) to ensure operational data is "mainstreamed" into the Coast Guard's Abstract of Operations reporting system. The branch will work closely with the Aviation Training Branch (BC-OAT) to support concepts such as distant learning via the Internet. It will establish a standard program for acquisition, distribution, tracking, and accountability of all aviation equipment (e.g., life rafts, vests, radios, etc.) distributed to Auxiliary aviation by the Coast Guard. The branch will use facility data to track Auxiliary aviation operating expenses and develop/recommend innovative methods to offset the high operating and maintenance costs of aviation facilities. Auxiliary aviation facilities must meet Federal Aviation Administration (FAA) mandatory annual inspections which can average $1,200.00 for a single engine aircraft and $2,100.00 for a twin engine aircraft. Facility owners are also well advised to comply with the engine manufacturer's recommended time between overhaul (TBO) which can average $25,000 for a single engine aircraft and $60,000.00 for a twin engine aircraft, inspections not required of vessel facilities.

(3) Convert the Air Facilities Branch in the Auxiliary Department of Operations to the **Air Facilities/Liaison Branch (BC-OAF/L).** Branch responsibilities will include coordinating "national" level assessment of need and facility/aircrew recruitment. The branch will develop contingency plans to support regional mission requirements which may draw Auxiliary

aviation support from multiple districts (i.e., for major disasters, etc.). Members of the branch will liaison with external agencies or organizations at the federal and regional level (CAP, FAA, FEMA, State emergency management programs, etc.) and will act as intermediary for coordinating regional and out of district outreach efforts by each of the district staff officers with responsibility in Auxiliary aviation. For example, through the MOU with the Civil Air Patrol (CAP), the branch will facilitate joint operations throughout the country and will assist each district staff officer's efforts to coordinate CAP/AUX operations which cross district boundaries. The branch will be responsible to ensure a pro-active, focused effort for joint operations.

b. **DISTRICT STAFF.** Most Auxiliary aircraft and aircrew are spread throughout an AOR and therefore require a more regional (district level) approach to management. The recommendations contained in reference (c), especially the establishment of a District Aviation Board, are based on that premise. Sufficient flexibility is provided to effectively manage a program which spans large distances, using diverse resources and talent pools.

(1) For purposes of delineating the relative size of district Auxiliary Aviation Programs, the following criteria will be used: (a) Small - less than fifteen aircraft. (b) Large - greater than fifteen aircraft. The upgrade of the assistant district staff officer for aviation (ADSO-OP(A)) to the district staff officer for aviation (DSO-AV) and the creation of the two additional assistant district staff officer positions are designed to support those districts having large numbers of aircraft and aircrew, or particular geographic, personnel or resource issues. For those districts with smaller Aviation Programs, the required assistant district staff officer positions may be consolidated and held by one or two persons. At the discretion of the district commodore (DCO), the small Aviation Program may be administered by an assistant district staff officer. If the DCO does elect to administer the Aviation Program with an ADSO vice DSO, he/she should be aware that the program may not receive the level of recognition and/or support that is vital to effectively manage such critical operational assets. As the program matures and crosses the threshold from a small program to a

large program, the upgrade of the ADSO-AV to DSO-AV will be mandatory. Short term fluctuations in aviation assets which may temporarily downgrade a program to "small" shall not be grounds to downgrade the DSO-AV to ADSO-AV. Only a long-term, sustained decrease in assets requiring designation as a small program will warrant the downgrade. Once a program reaches the "large" status, the full compliment of upgraded staff positions and boards are mandatory. Provisions may be made by directors and district commodores to align a small Aviation Program with a larger adjacent program, or consolidate small regional programs into one district program to facilitate mutual support. If the latter approach is taken, the combined regional programs shall be administered by a DSO-AV. An ADSO-AV shall represent each region within the district and report directly to the DSO-AV.

(2) Upgrade the **Assistant District Staff Officer- Operations (air) ADSO-OP(A)** to the **District Staff _ Officer-Operations (air) DSO-AV.** This upgrade ensures proper representation for the air program within the district and facilitates the establishment of critical assistant district staff officer positions needed to execute program goals. The DSO-AV will be the district liaison for dealing with external agencies/organizations at the district, state, and local level as part of the overall Auxiliary aviation liaison outreach effort of the Air Facilities/Liaison Branch (BC-OAF/L). The DSO-AV will work with the BC-OAF/L as required to coordinate regional liaison efforts, should attend the Coast Guard district's aviation planning and scheduling conference, and will oversee the recruitment of Auxiliary aircrews and aircraft facilities. The DSO-AV will serve as the senior member of the Auxiliary's District Aviation Board, or in the case of a smaller program, the DSO-AV or the ADSO-AV will serve as the senior member of the District Aviation Board.

(3) Create the **Assistant District Staff Officer for Aviation Training (ADSO-AVT).** The responsibilities of the ADSO-AVT will include the establishment of a district standardization and training program that will carry out the Auxiliary's aviation standardization and training program. They will develop, coordinate, and ensure the standard implementation of all district Auxiliary aviation training. The ADSO-AVT will be tasked with developing a district addendum to the Auxiliary

aviation doctrine which will provide the district Auxiliary aviation customer with a definitive guide which maximizes mission effectiveness.

(4) Create the **Assistant District Staff Officer for Aviation Administration Management (ADSO-AVM).** The responsibilities of the ADSO-AVM will include managing all aspects of the district Auxiliary aviation administrative support. The ADSO-AVM will implement the standard program to handle aircrew and aviation facility records management. They will work closely with their district staff officer-Information Services to ensure proper accountability and tracking of aircrew and operational aviation data via AUXMIS II and beyond. The ADSO-AVM will liaison with the BC-OAM to ensure operational data is "mainstreamed" into the Coast Guard's Abstract of Operations reporting system. They will work closely with the ADSO-AVT to support the district's Auxiliary aviation standardization and training program. The ADSO-AVM will 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. They will use facility data to track Auxiliary aviation operating expenses within the district and assist the BC-OAM in developing/recommending innovative methods to offset the high operating and maintenance costs of aviation facilities.

c. **DISTRICT BOARDS.** Establishing a District Aviation Board is a necessary upgrade to ensure a standard Auxiliary aviation training program. Auxiliary pilots and observers must be trained to the standard set by the district, which in turn conforms to the standard set by the Auxiliary. There is no set standard now. In the early 1980s, the Federal Aviation Administration transitioned to the Practical Test Standard (PTS). This was a quantum improvement in establishing a "national standard" for each certificate or rating. Prior use of Test Guides left too much to individual instructor and examiner interpretation. Active duty Aviation Programs have long recognized the need for a set standard which has vastly improved flight safety and provided the services with highly qualified aircrews. The Auxiliary has to follow suit.

(1) **DISTRICT AVIATION BOARD.** Each director of Auxiliary will establish a District Aviation Board composed of the DSO-AV (senior member); the ADSO-AVT; the district flight safety officer (DFSO); the senior member of the Flight Examining Board (FEB); and, as operations permit, the active duty aviator designated as the Auxiliary aviation liaison officer. The District Aviation Board's function will be to advise the director of Auxiliary and the district commodore on matters pertaining to district aviation standardization, aircraft, recommendations for flight examiners and instructor pilots, crew performance, aircrew appeals, and other related topics.

(a) **FLIGHT EXAMINING BOARD.** The Flight Examining Board (FEB), as a sub-set of the District Aviation Board, will be composed of Flight Examiners (see paragraph e.2 for selection criteria) and **selected** observers. Pilot SAR procedures checks shall be given by a Flight Examiner or a Coast Guard Aircraft Commander. The Flight Examining Board will be responsible for ensuring adherence to standard operating procedures; evaluation of the aircrew training program; providing initial, upgrade, requalification, and refresher training; and enhancing professional knowledge of pilots and observers. The Flight Examining Board will monitor/review changes in pilot/observer status and act as the first level in the review process for aircrew appeals of mandated changes in status. The senior member of the Flight Examining Board will be a member of the District Aviation Board and will report directly to its senior member (DSO-AV).

d. **AUXILIARY AVIATION LIAISON OFFICER.** To provide connectivity to the active duty Aviation Program, each Coast Guard district shall, operations permitting, appoint an active duty aviator as a point of contact (POC) to act as liaison and mentor to the District Aviation Board. When practicable, the designated individual shall be qualified and current as a Flight Examiner (FE), an Instructor Pilot (IP), or an Aircraft Commander, with the Flight Examiner being the preferred choice to provide advice on current procedures, techniques, trends, etc. in standardization and training.

e. **INSTRUCTOR PILOTS AND FLIGHT EXAMINERS.** Instructor pilots and flight examiners are, perhaps, the critical element of the Auxiliary aviation standardization and

training program. They are the District Aviation Board's link to the front line Auxiliary aviator. Each instructor pilot and flight examiner will be responsible for ensuring the standards of the Auxiliary Aviation Program are maintained. In establishing these two qualifications, the QAT realized each district may have to waive some of the prerequisites for the initial designation listed below. However, the initial designee will complete those missing elements within six months of designation to remain designated. From that point on, the requirements for designation will not be waiverable.

(1) **INSTRUCTOR PILOTS**

(a) Only designated instructors shall provide formal SAR procedures flight syllabus instruction.

(b) Each director of Auxiliary shall designate in writing each instructor in their AOR. Prospective instructors must meet the minimum qualification requirements in the following categories:

1. Judgment. Each instructor must possess superior judgment.

2. Personal Qualities. Each instructor must have patience, tact, understanding, and a desire to instruct others. Each instructor must have a personality which inspires confidence and wins the respect of each "student."

3. Technical Knowledge. Each instructor must be thoroughly familiar with aircraft systems and equipment, normal and emergency procedures, and aircraft performance under all conditions of flight. Recognizing the diversity of aircraft in the Auxiliary fleet, it is incumbent upon each instructor to become familiar with the specifics of the aircraft in which the training will be conducted.

4. Proficiency and Experience. Each instructor must have sufficient experience to ensure the desired standard of knowledge, judgment, and proficiency. Each instructor must have been qualified and current as a aircraft commander for at least six months prior to designation

as an instructor pilot. Although highly desirable, it is not necessary that an instructor hold FAA qualifications as a certified flight instructor.

5. Methods of Instruction. Instructor pilots must have received formal military, auxiliary, or civilian training in methods of instruction.

6. Instructor syllabus. Prior to designation, each instructor shall complete an Auxiliary and Commandant (G-OCX-2) approved flight and ground syllabus.

7. Designation Checks. A ground and flight check is required prior to designation as an instructor. Ground and flight checks shall be conducted by a member of the Flight Examining Branch.

8. Recommendations. Recommendation for designation as an instructor pilot will be forwarded to the Director of Auxiliary via the Auxiliary chain of communications from the District Aviation Board.

(2) **FLIGHT EXAMINERS.**

(a) Flight Examiners are to the air program what the QEs are to the surface program. The examiner will be the Auxiliary aviation expert. As a member of the Flight Examining Board, and in the case of the senior member, a member of District Aviation Board, each examiner will carry out the policies and guidelines which ensure the Auxiliary Aviation Program is held to the highest standards. Prospective flight examiners must meet the minimum qualification requirements in the following categories:

1. Qualifications. Flight Examiners will fulfill, to a higher degree, all the requirements of an instructor pilot. When practicable, each examiner should hold an FAA certified flight instructor-instrument (CFII) certificate. If the SAR procedures check is to be conducted

COMDTINST 16798.1

in a multi-engine aircraft, it is desirable each examiner hold the FAA multi-engine instructor (MEI) certificate as well.

2. Proficiency and Experience. Each examiner must be a highly experienced aviator to ensure the standards expected from the Auxiliary Aviation Program are maintained. They must be qualified and current as an instructor pilot for at least six months prior to designation as an examiner.

3. Examiner Syllabus. Prior to designation, each examiner shall complete an Auxiliary and Commandant (G-OCX-2) approved flight and ground syllabus.

4. Designation Checks. A ground and flight check is required prior to any designation. Ground and flight checks for each examiner will be conducted by the senior member of District Flight Examining Branch.

5. Recommendations. Recommendation for designation as a Flight Examiner will be forwarded to the Director of Auxiliary through the Auxiliary chain of communications via the Auxiliary Aviation Board.

N. T. SAUNDERS
Assistant Commandant for Operations

NON-STANDARD DISTRIBUTION:
NAVCO-CG/SS
DC-O
All Auxiliary Pilots and Observers
All Flotilla Commanders

Appendix I
Engine Stop Policy When Embarking or Disembarking Passengers or Crew

Introduction

This appendix provides the Engine Stop Policy When Embarking or Disembarking Passengers or Crew.

In this Appendix

This appendix contains the following information:

Topic	See Page
Engine Stop Policy When Embarking or Disembarking Passengers or Crew	I-3

DEPARTMENT OF HOMELAND SECURITY
UNITED STATES COAST GUARD AUXILIARY

Doc. AV- 04-3
12 April 04

Engine Stop Policy When Embarking or Disembarking Passengers or Crew

STANDARD FOR AUXILIARY AVIATION

UNITED STATES COAST GUARD AUXILIARY

NATIONAL OPERATIONS DEPARTMENT

AVIATION DIVISION STANDARDIZATION TEAM

Table of Contents

Table of Contents 2
1. SCOPE 3
A. Purpose 3
B. Application 3
C. References 3
2. DEFINITIONS 3
3. SPECIFICATION 3

1. SCOPE

A. Purpose

Safety programs consistently stress selecting the option, where choices are available, that minimizes risk. In this context, risk means the presence of a factor that detracts from the certainty of a safe environment. The prudent person eliminates a risk entirely when the juxtaposed cost or loss of efficiency is negligible.

In resolving in favor of safety, there is a choice in aviation operations between personal safety and the cost of some additional engine wear and tear due to engine stop and start. This standard would establish a policy of shutting down the engine(s) of airplanes when embarking or disembarking passengers. This policy should apply not only for embarking or disembarking crewmembers or passengers but any time a person leaves or enters the airplane cabin, in order to enhance the safety factors for pilot, crew, passengers and ground support personnel.

B. Application

The policies and procedures in this Standard shall be applicable to all Auxiliary aviation airplane operations.

C. References

a. United States Coast Guard Auxiliary Manual, M16790.1 (series)

b. United States Coast Guard Auxiliary Operations Policy Manual, M16798.3 (series)

c. Commandant Instruction M16798.1, The Auxiliary Aviation Program

2. DEFINITIONS

Airplane - Airplane means an engine driven fixed wing aircraft heavier than air, that is supported in flight by the dynamic reaction of the air against its wings.

3. SPECIFICATION

When Coast Guard missions are operated with an Auxiliary airplane, the pilot in command shall shut down the engine(s) whenever embarking or disembarking passengers or crewmembers, or any time a person leaves or enters the airplane cabin.

Appendix J
Authorized/Required Frequencies

Introduction

This appendix provides frequencies that are authorized for Auxiliary use and those that are required to operate. Auxiliarists may use the authorized frequencies for official use. However, Auxiliary radios must contain the required frequencies.

In this Appendix

This appendix contains the following information:

Topic	See Page
Authorized Frequencies	J-3
Required Frequencies	J-5
Maritime Mobile Service Identity	J-7

J.1. Authorized Frequencies

Auxiliarists may use the following authorized frequencies for official use (see **Table J-1, Table J-2, and Table J-3**):

Table J-1
Authorized Frequencies

Purpose	Designator	Frequency	Mode	Max Power
CG Working	Channel 21A	157.050 MHz	FM	25W
CG Working	Channel 23A	157.150 MHz	FM	25W
CG Working	Channel 81A	157.075 MHz	FM	25W
CG Working	Channel 83A (Note 1)	157.175 MHz	FM	25W
CG Liaison/Working	Channel 22A	157.100 MHz	FM	25W
Distress, Safety, Calling	Channel 16	156.800 MHz	FM	25W
Alternate calling	Channel 9	156.450 MHz	FM	25W
Intership Safety/SAR Ship to Aircraft	Channel 6	156.300 MHz	FM	25W
Datum Marker Buoy	Channel 15	156.750 MHz 240.6 MHz 242.65 MHz 275.1 MHz	FM	1W
Auxiliary facilities are authorized to use additional channels when required in the interest of vessel safety (e.g., to access Bridge-to-Bridge Radiotelephone Act frequencies and Vessel Traffic Services). Operational necessity may also require the use of other channels. Use of other channels for operations must be limited to the duration of the need, and is subject to the approval of the controlling Coast Guard unit. Aircraft facilities and radio facilities may be authorized to use additional channels by requesting authorization according to *paragraph G.2* of *Annex 4*. For all facilities, direct communications between a SAR unit and a vessel in distress may use any channel necessary for the duration of the distress.				
NOTE: **Note 1:** Channel 83A (157.175 MHz) must not be used in areas where interference with Canadian users of this frequency is possible.				

Table J-2
Additional VHF/UHF Authorized Frequencies

Purpose	Notes	Frequency	Mode	Max Power
CG Aeronautical Working	Distress (Note 1)	121.500 MHz	AM	10W
CG Aeronautical Working	SAR training (Notes 1, 2)	122.900 MHz	AM	10W
CG Aeronautical Working	SAR (Notes 1, 2)	123.100 MHz	AM	10W
Non-Marine Working		143.280 MHz	FM (Note 3)	50W
Non-Marine Working		138.475 MHz	FM (Note 4)	50W
Non-Marine Working		142.825 MHz	FM (Note 4)	50W
Non-Marine Working		143.475 MHz	FM (Note 4)	50W
Non-Marine Working		149.200 MHz	FM (Note 4)	50W
Non-Marine Working		150.700 MHz	FM (Note 4)	50W
UHF Air-to-Air, Air-to-Ground		(Note 5)	AM	10W

Auxiliarists are not authorized to use General Mobile Radio Service (GMRS) or Family Radio Service (FRS) UHF radios for official use. Auxiliarists are authorized to use government Inter Squad Radio (ISR) UHF radios on a shared frequency basis (e.g., must accept any interference) for official use only. Facilities that require more power than normally authorized (e.g., repeater systems) should request authorization using the procedure in *paragraph G.2* of *Annex 4*.

NOTES:

Note 1: The listed frequency is for aircraft use only.

Note 2: The Director of Auxiliary must coordinate with the District Chief of Telecommunications on the use of the aeronautical frequency 123.100 MHz for SAR operations, and 122.900 MHz for SAR training with Auxiliary aircraft facilities.

Note 3: Usage is only authorized through December 31, 2007 using either wideband (25KHz channel) or narrowband (12.5Khz channel) bandwidth. Any usage must terminate starting January 1, 2008.

Note 4: Through December 31, 2007, both wideband (25KHz channel) or narrowband (12.5KHz channel) are authorized. Starting January 1, 2008, only narrowband (12.5KHz channel) is authorized.

Note 5: Aircraft usage of Coast Guard VHF/UHF frequencies may be authorized by the controlling Coast Guard air station.

Table J-3
HF/MF Authorized Frequencies

Purpose	Notes	Frequency	Mode	Max Power
Distress, Safety, Calling		2183.4 (2182) KHz	SSB	100W
CG Liaison/Working		2671.4 (2670) KHz	SSB	100W
CG Working	(Note 1)	2 - 4 MHz	SSB	100W
Aircraft HF, Rotary	(Note 2)	3121.4 (3120) KHz	SSB	400W
Aircraft HF	(Note 2)	3124.4 (3123) KHz	SSB	400W
Aircraft HF, Primary Rotary	(Note 2)	5693.4 (5692) KHz	SSB	400W
Aircraft HF, Primary	(Note 2)	5697.4 (5696) KHz	SSB	400W
Aircraft HF, Rotary	(Note 2)	8981.4 (8980) KHz	SSB	400W
Aircraft HF	(Note 2)	8985.4 (8984) KHz	SSB	400W
Inland Working	(Note 3)	27.980 MHz	AM	5W

NOTES:

Note 1: District working HF authorization may be made by the District Commander when appropriate. Working HF frequencies range from 2-4 MHz.

Note 2: These are the most common HF aircraft frequencies used by the Coast Guard. Auxiliary aircraft with HF/MF transceivers must coordinate their frequency selection with the Coast Guard or Auxiliary ground stations and aircraft with which they will be working. These frequencies are authorized for air-to-air or air-to-ground use only.

Note 3: This frequency is for hand held portable use only, in inland areas beyond the range of established Coast Guard VHF nets. The District Commander must recommend to Commandant (CG-62) specific geographic areas for 27.980 MHz use. This is a government frequency, not a Citizens Band channel.

J.2. Required Frequencies

Auxiliary facilities must have radios containing the following VHF-FM marine frequencies. Aircraft facilities with HF transceivers must coordinate any frequency assignments with, and have other required operational frequencies assigned by, the controlling Coast Guard air station (see **Table J-4**).

Table J-4
VHF-FM Marine Required Frequencies

Frequency	Fixed Land	Land Mobile	RDF	Vessel	Aircraft (Note 3)	Remarks
Ch 21A (157.050 MHz)	**X**	**X**		X	**X**	Note 2
Ch 23A (157.150 MHz)	**X**	**X**		**X**	**X**	Note 2
Ch 81A (157.075 MHz)	**X**	**X**		**X**	**X**	Note 2
Ch 83A (157.175 MHz)	**X**	**X**		**X**	**X**	Note 1, 2
Ch 16 (156.800 MHz)	**X**	**X**	**X** (DF)	**X**	**X**	Note 3
Ch 22A (157.100 MHz)	**X**	**X**		**X**	**X**	Government to non-government liaison frequency
Ch 6 (156.300 MHz)	**X**	**X**	**X** (DF)	**X**	**X**	For SAR or safety purposes only

NOTES:

Note 1: Channel 83A (157.175 MHz) must not be used in areas where interference with Canadian users of this frequency is possible.

Note 2: Facilities only need the appropriate group/sector/district VHF-FM working frequencies for the operation area. The Director of Auxiliary, with the approval of the cognizant District Chief of Telecommunications, may also authorize facilities to use secondary Coast Guard working frequencies on a sole use or shared basis.

Note 3: The following limitations apply to Auxiliary aircraft use of VHF-FM marine band and non-marine VHF working frequencies:

- Aircraft must not use air-to-air VHF-FM except when needed for a common band on multiple unit SAR operations.
- Aircraft must use 1-watt power output. Higher power may be used ONLY when needed to ensure communications.
- Aircraft must not transmit on VHF-FM frequencies when operating 3000 feet above ground level. The only exception is in an emergency or when no other means of communications with a Coast Guard or Auxiliary ground station is available.
- Aircraft must monitor Channel 16, or the Coast Guard working channel specified by the controlling base station, if practical.

J.3. Maritime Mobile Service Identity

Digital Selective Calling for VHF-FM and HF/MF marine bands requires a Maritime Mobile Service Identity (MMSI) code.

Member-owned vessel facilities are expected to acquire an MMSI as a civilian vessel. Auxiliary Unit vessels, aircraft facilities, and radio facilities are not authorized civilian MMSI codes. A request for a Coast Guard-based MMSI code should be made using the process provided in *paragraph G.2* of *Annex 4*, and include specific operational plans for the use of the MMSI-coded radio.

Appendix K
Glossary

Introduction

For brevity, this manual uses common Auxiliary terms. For consistency, this manual uses the terms contained in this appendix where there are multiple terms for similar positions or functions.

In this Appendix

This appendix contains the following information:

Topic	See Page
Glossary	K-3

TERM	DEFINITION
Annual Requirement	Unless specifically defined differently for a particular currency requirement, annual requirements to remain current are satisfied by completing the requirement during any part of the previous calendar year. For example, the requirement to attend an annual workshop means that to be current for calendar year 2, the mandatory workshop was attended sometime between January 1 and December 31 of calendar year 1. This satisfies the requirement for currency during the entire calendar year 2, from January 1 to December 31. This sequence must be repeated in year 2, in order to remain current for year 3, etc.
Auxiliary Detachment	An Auxiliary detachment is an established base of operations used by one or more flotillas for the purpose of communications watches and operating vessel facilities on patrol to provide enhanced operational support to the Coast Guard. These detachments, operated at the initiative of the Auxiliary: • Should not create a public expectation of Coast Guard response capability. • Are not formally recognized as part of the SAR system. • May receive some Coast Guard support, including shore facilities, boats, financial, administrative and/or technical support. Detachments will have an Auxiliary detachment leader.
Auxiliary Station	An Auxiliary station (AUXOP) is a permanent Coast Guard operating facility established through the formal planning process. The District Commander defines readiness requirements, creating an ongoing public expectation and a higher degree of accountability. Auxiliary stations: • Are formally recognized, listed in the *Operating Facilities (OPFAC) of the U.S. Coast Guard*, COMDTINST M5440.2 (series), and aligned organizationally with an active duty command/field unit. • Receive direct Coast Guard support, including shore facilities, boats, and personnel, and financial and administrative support. • May or may not have an active duty command cadre (i.e., officer-in-charge).

TERM	DEFINITION
Auxiliary Unit Vessel	An Auxiliary unit vessel may be any one of the following: • A boat purchased by an Auxiliary unit for their use. • A boat transferred to an Auxiliary unit as a gift from a third party or from a corporation controlled by Auxiliarists (after appropriate Coast Guard approval). • A Coast Guard boat which is surveyed and which Commandant (G-83) has formally transferred to an Auxiliary unit. • A Commandant (G-OCS) authorized, Coast Guard owned boat that is made available for Auxiliary use. **NOTE** **All boats listed in this paragraph may <u>only</u> be used for Coast Guard or Coast Guard Auxiliary missions authorized in accordance with the provisions of 14 U.S.C. 826, and provided appropriate patrol orders have been issued/authority given by the Coast Guard. These boats may not be used under any other circumstance or for any other purpose (see *Section F* of *Chapter 1*).**
Covert	Acts or operations that can reasonably appear to be hidden, concealed, or secret.
Crewmember	A crewmember is a general term for an Auxiliarist certified to be part of a surface or air facility crew assigned to duty. This term includes the operator.
Director (Director of Auxiliary)	A Director is an officer serving in the district operation's staff who is a direct representative of the District Commander with the responsibility to promote and manage the Auxiliary program. The Director receives program policy direction from the Chief Director of Auxiliary, Commandant (G-OCX).
Districts	Districts is an inclusive term used to identify both districts and regions, Coast Guard and Auxiliary.
Facility	When the term "facility" is used within this manual, it refers to privately owned or Auxiliary unit vessels, aircraft, fixed land or land mobile radio stations, or fixed land radio direction finding (RDF) stations offered for use and accepted by the Director as an operational facility. Additional requirements are found in the following locations: • *Auxiliary Vessel Examiner Manual*, COMDTINST M16796.2 (series), and Vessel Facility Inspection and Offer for Use Form (CG-2736/ANSC-7003), contain vessel equipment requirements. • *Annex 1* contains aircraft equipment requirements. • *Annex 4* contains radio equipment/owner qualification requirements. • *Chapter 3* contains facility marking requirements. • *Paragraph C.4* of *Chapter 1* of this chapter details conflict of interest restrictions on facilities.
Logistical Mission (Air)	A logistical mission is a mission that is non-operational in nature to include cargo transport, pre-positioning for a later mission, or to rendezvous with a safety pilot for a night/IMC operational mission.

Mission	A mission is a specific task or assignment undertaken by individuals that has been determined to be within the scope of their training and qualification.
Night	Night is the period after civil twilight following sunset, and prior to civil twilight preceding sunrise.
Non-Operational Facility	A non-operational facility is a privately owned vessel that is not offered for use but meets the requirements found in the *Auxiliary Vessel Examiner Manual*, COMDTINST M16796.2 (series), and Vessel Facility Inspection and Offer for Use Form (CG-2736/ANSC-7003). The District Commodore accepts non-operational facilities.
Offshore	Offshore is the distance beyond gliding or the autorotative distance from shore.
Operational Commander	An Operational Commander is an active duty Coast Guard command responsible for certain Coast Guard operations in a given geographic area. Operational Commanders include sector commanders, group commanders, activity commanders, Air Station Commanding officers, marine safety office Commanding officers, and station Commanding officers/officers-in-charge.
Operational Flight	An operational flight is a flight that is operational in nature, i.e., patrol, air intercept, MDA, etc., including passenger transport flights.
Operations Training Officer	An Operations Training officer is a Training officer assigned to the Director's office to assist the Director. This officer usually is an active duty Chief Warrant officer boatswain or an active duty chief petty officer.
Operator	An operator is a general term for an Auxiliarist in charge of a facility or special purpose facility assigned to duty (e.g., coxswain, personal watercraft (PWC) operator, radio operator, or pilot-in-command).
"Ops Normal" Reports	"Ops Normal" reports are position and status reports transmitted on a regular basis. These reports give the current location and status of the facility, which may be "Ops Normal", or may be some other status, such as "Conducting the Search".
Orders	Orders are written or verbal and are issued by an OIA to direct an Auxiliarist(s) or any Auxiliary resource(s) to conduct authorized missions. The order process used for Auxiliary Patrol Orders (surface, aviation, or mobile radio facility) is the Patrol Order Management System (POMS) (see *paragraph A.1* of *Chapter 2*). The Coast Guard Auxiliary Patrol Orders Form (CG-5132/ANSC-7000) may be used only if POMS is not accessible. Auxiliarists assigned temporary additional duty (TAD) shall use Military Temporary Additional Duty or Civilian Temporary Duty Request and Travel Order Form (CG-4251).
Order-Issuing Authority	An OIA is an active duty entity authorized to issue operational orders. This responsibility shall not be delegated to the Auxiliary. Unit commanders and Directors may act as OIAs (also known as call-out authorities).

Patrol	A patrol is movement of an operational facility under orders. It is expected that one or more missions will be accomplished during that patrol.
Patrol Order Management System (POMS)	Patrol Order Management System (POMS) is an easy-to-use, web-accessible patrol order and claim processing application that automates and streamlines the entire patrol order process, including the direct deposit of claim payments. POMS is available both on the Coast Guard intranet and internet for Auxiliarists to request orders and submit claims. Orders and claims are approved by the appropriate Coast Guard authority only after the POMS application automatically verifies and validates necessary information such as operator and facility qualifications and claim data. POMS receives daily qualification updates from AUXDATA to ensure accuracy. The approved claim is transmitted directly to FINCEN for reimbursement. As mandated by *Innovation: E-Coast Guard: Auxiliary Patrol Order Management System (POMS) Implementation*, ALCOAST 177/04 (COMDTNOTE 16798, dated 13 April 2004), POMS shall be used for all types of orders, including those for surface, air, and mobile radio facilities.
Shore	Shore is land that is suitable for an emergency landing with a reasonable expectation of landing without injury to persons onboard the aircraft.
Special Mission	A special mission is a non-routine or unscheduled mission that falls outside the normal profile of training, logistics, passenger transport, or patrol, and has a higher than normal level of risk.
Special Purpose Facility	A special purpose facility is a vessel less than 14 feet in length, offered for use, in writing, and accepted by the Director.
Vessel	A vessel is a general term used, by itself, throughout this manual, where differentiation between types of surface facilities is not necessary.

Appendix L
List of Acronyms

Introduction This appendix contains a list of acronyms used by the Auxiliary.

In this Appendix This appendix contains the following information:

Topic	See Page
List of Acronyms	I-3

ACRONYM	DEFINITION
A&P	Airframe and Power Plant
AC	Aircraft Commander
ADC	Aircrew Dry Coverall
ADFSO	Assistant District Flight Safety Officer
AGL	Above Ground Level
AI	Air Intercept
AMS	Area Maritime Security
ANS	Aquatic Nuisance Species
ANSC	Auxiliary National Supply Center
ASC	Aviation Safety Counselor
ASI	Aviation Safety Inspector
ASRS	Aviation Safety Reporting System
ATC	Aviation Training Center
ATCT	Air Traffic Control Tower
ATON/CU	Aids to Navigation Chart Updating
AUX-CI	Auxiliary Assistant Container Inspector
AUX-ED	Auxiliary Assistant Pollution Investigator
AUX-EK	Auxiliary Assistant Harbor Safety Specialist
AUX-ET	Auxiliary Assistant Pollution Response Specialist
AUX-EU	Auxiliary Assistant Facilities Inspector
AUX-LR	Auxiliary Assistant Life Raft Inspector
AUX-MEES	Auxiliary Marine Environmental Education Specialist
AUX-MSAM	Auxiliary Administrative and Management Specialist
AUX-UPV	Auxiliary Uninspected Passenger Vessel Examiner
AUX-WS	Auxiliary Marine Safety Watchstander
AUXCOM	Auxiliary Communications Specialty Course
AUXLO	Auxiliary Liaison Officer
AUXOP	Auxiliary Station
AUXPATCOM	Auxiliary Patrol Commander

ACRONYM	DEFINITION
AWL	Above Water Level
AWW	America's Waterway Watch
BAS	Basic Allowance for Subsistence
BBP	Bloodborne Pathogen
BC-OAS	National Flight Safety Officer
BQ	Basically Qualified
CAP	Civil Air Patrol
CASB	Commandant's Aviation Safety Board
CC	Command Center
CFI	Certified Flight Instructor
CFII	Certified Flight Instrument Instructor
CFIVSA	Commercial Fishing Industry Vessel Safety Act
CGMS	Coast Guard Message System
CMT	Crew Mission Time
COMSEC	Communications Security
COTP	Captain of the Port
CP	Co-Pilot
CRM	Crew Resource Management
DAB	District Aviation Board
DASHO	Designated Agency Safety and Health Official
DC-L	Department Chief, Legal
DF	Direction Finding
DFSO	District Flight Safety Officer
DSO	District Staff Officer
DSO-AV	District Staff Officer - Aviation
DSO-CM	District Staff Officer - Communications
DSO-LP	District Staff Officer - Legal
DVC-OT	National Operations Department, Telecommunications Division Chief
EPIRB	Emergency Position Indicating Radio Beacon

ACRONYM	DEFINITION
ESO	Educational Services Officer
FAA	Federal Aviation Administration
FAR	Federal Aviation Regulation
FC	Flotilla Commander
FE	Flight Examiner
FEB	Flight Examining Board
FHWA	Federal Highway Administration
FOIA	Freedom of Information Act
FOSC/R	Federal On-Scene Coordinator Representative
FP	First Pilot
FRS	Family Radio Service
FSDO	Flight Standards District Office
FSO	Flight Safety Officer
FSO-MT	Flotilla Member Training Officer
FSS	Flight Service Station
FTS	Federal Telecommunications Systems
GMRS	General Mobile Radio Service
GPS	Global Positioning System
HF	High Frequency
ICAO	International Civil Aviation Organization
ICS	Incident Command System
IFR	Instrument Flight Rules
IFT	Individual Flight Time
IMC	Instrument Meteorological Condition
IP	Instructor Pilot
ISAR	International Search and Rescue Competition
ISR	Inter Squad Radio
JOOD	Junior Officer of the Day
LOP	Line of Position

ACRONYM	DEFINITION
M	Marine Environmental Safety and Security
MAB	Mishap Analysis Board
MDA	Maritime Domain Awareness
ME	Multi-Engine
MEFW	Multi-Engine Fixed-Wing
MEA	Minimum En Route Altitude
MF	Medium Frequency
MLC	Maintenance and Logistics Command
MMSI	Maritime Mobile Service Identity Code
MOA	Memorandum of Agreement
MOU	Memorandum of Understanding
MOUJAP	Memorandum of Understanding Joint Action Plan
MSM	Marine Safety Manual
MSO	Maritime Safety Office
NACO	National Commodore
NAVMARS	Navy-Marine Corps Military Affiliate Radio System
NOMI	Naval Operational Medicine Institute
NOTAM	Notice to Airmen
NTIA	National Telecommunications and Information Administration
NTSB	National Transportation Safety Board
ODO	Operations Duty Officer
OIA	Order-Issuing Authority
OMSEP	Occupational Medical Surveillance and Evaluation Program
OPCON	Operational Control
OPSEC	Operational Security
ORM	Organizational Resource Management
OSHA	Occupational Safety and Health Administration
OTO	Operations Training Officer
PEPIRB	Personal Emergency Position Indicating Radio Beacon

ACRONYM	DEFINITION
PFD	Personal Flotation Device
PIC	Pilot-in-Command
PPE	Personal Protective Equipment
PPR	Prior Permission Required
PQS	Personal Qualification Standard
PRECOM	Preliminary Communications Search
PWC	Personal Watercraft
PWCS	Ports, Waterways and Coastal Security
QRC	Quick Reference Card
REC	Regional Exam Center
RDF	Radio Direction Finder
SAMA	Standard Auxiliary Maintenance Allowance
SAR	Search and Rescue
SARMIS	Search and Rescue Management Information System
SEFW	Single-Engine Fixed-Wing
SMC	SAR Mission Coordinator
SWET	Shallow Water Egress Training
TACON	Tactical Control
TONO	Travel Order Number
UPV	Uninspected Passenger Vessel
UTV	Uninspected Towing Vessel
VFR	Visual Flight Rules
VMC	Visual Meteorological Condition
VSC	Vessel Safety Check
VSWR	Voltage Standing Wave Ratio
WAMS	Waterways Analysis and Management System

INDEX

A

A&P, L-3
ABC, 1-4
aborted missions, 1-29, 1-31, 1-33, 2-5
above ground level, A1-33, A1-38, A2-3, L-3
above water level, A1-38, A2-3, L-5
AC, A2-3, A2-7, A2-13, L-3
ADC, L-3
ADFSO, L-3
administration, 1-3, 2-1, 2-24, 4-13, A4-5
AGL, L-3
AI, 4-8, A1-1, A1-36, K-6, L-3
aids to navigation, 4-6, 4-8, L-3
air crew, 1-36, 1-38, 2-11, 2-15, 3-24, 4-7, 4-22, 4-25, 4-28, A1-1, A1-3, A1-6, A1-7, A1-8, A1-10, A1-12, A1-14, A1-23, A1-28, A1-31, A1-36, A1-38, A2-1, A2-3, A2-6, A2-8, A2-11, A2-12, A2-14, A2-16, A3-3, A4-11, E-1, E-14, E-16
air intercept, A1-36, A1-37, A1-38, L-3
air operations, 4-35
air patrol, 4-24, 4-30
air to surface, 3-22
air traffic control tower, A1-20, L-3
aircraft, 1-4, 1-5, 1-11, 1-14, 1-17, 1-24, 1-25, 1-41, 2-3, 2-4, 2-9, 2-15, 2-21, 3-21, 3-22, 3-24, 4-3, 4-7, 4-10, 4-13, 4-16, 4-17, 4-37, 5-3, A1-3, A1-6, A1-8, A1-9, A1-10, A1-12, A1-14, A1-15, A1-18, A1-20, A1-22, A1-23, A1-25, A1-26, A1-27, A1-28, A1-31, A1-32, A1-33, A1-36, A1-37, A1-38, A2-3, A2-6, A2-11, A2-16, A3-3, A3-7, A3-10, A3-12, A3-14, A4-3, A4-6, A4-8, A4-9, A4-10, A4-11, A4-13, A4-16, A4-17, A4-20, A4-21, J-5, J-6, J-8, J-9, K-5, K-8
aircraft commander, A1-25, A1-31, A1-33, A2-6, A2-7, A2-13, A2-14, A2-16, A3-7, L-3
aircrew, A1-15, A1-36, A2-8, A2-11, A2-12, L-3
aircrew dry coverall, A1-15, A1-16, L-3
airframe and power plant, L-3
alcohol, 4-38, A1-7, A3-10
alpha, 1-20, 4-17
america's boating course, 1-4
annual requirement, A2-11, K-3
ANS, A5-12, L-3
ANSC, 1-11, 1-17, 1-20, 1-29, 3-18, 4-3, 4-5, 4-21, A2-13, A2-16, A4-8, A4-12, A4-16, A5-11, E-1, E-4, E-5, E-7, E-9, E-11, E-13, E-14, E-16, E-17, E-18, E-19, E-20, E-21, E-22, E-23, E-24, E-31, E-32, E-34, E-35, E-36, E-38, K-5, K-6, K-7, L-3
anti-exposure, 2-15, 4-32, 4-33, A1-14, A1-15
AOR, 1-26, G-4
aquatic nuisance species, A5-12, L-3
area of responsibility, 1-26, G-4
areas, 1-3, 1-6, 1-11, 1-16, 1-23, 1-26, 2-4, 2-24, 4-3, 4-5, 5-3, A1-10, A1-25, A1-26, A1-28, A1-32, A1-33, A3-10, A4-8, A5-3, A5-13, G-1, G-5, J-3, J-6, J-8
ASC, A3-10, L-3
ASI, A3-10, L-3
ASRS, A1-27, F-3, L-3
assignment to duty, 2-3, 2-7, 2-8
assistant commandant for operations, 1-3, 1-8, 1-10, 1-38, 2-13, 3-27, A1-12, A1-15, A2-12, A3-5, A3-6, A3-10, G-1, G-5, K-4
assistant district flight safety officer, A3-7, L-3
ATC, A2-14, L-3
ATCT, L-3
AtoN, 4-6, L-3
AUXCEN, 3-3, 3-4, 3-6
AUX-CI, A5-6, L-3
AUXCOM, A4-11, A4-16, L-5
AUXDATA, 1-17, 1-34, 4-9, 4-14, 4-15, A4-6, F-3, K-8
AUX-ED, A5-7, L-4
AUX-EK, A5-7, L-4
AUX-ET, A5-7, L-4
AUX-EU, A5-7, L-4
AUXFAC, 3-15, 3-16
auxiliary assistant container inspector, A5-6, L-3
auxiliary assistant facilities inspector, A5-7, L-4
auxiliary assistant harbor safety specialist, A5-7, L-4
auxiliary assistant life raft inspector, A5-6, L-4
auxiliary assistant pollution investigator, A5-7, A5-14, L-4
auxiliary assistant pollution response specialist, A5-7, A5-14, L-4

auxiliary center, 2-19, 3-3, 3-4, 3-6
auxiliary chief director, 2-24
auxiliary communication specialty course, A4-11, A4-16, L-4
auxiliary database, 1-17, 1-34, 4-9, 4-14, 4-15, A4-6, F-3, K-8
auxiliary detachment, 1-25, 5-5, A4-12, G-1, G-5, K-3
auxiliary emblem, 3-4, 3-6, 3-26
auxiliary facility, 1-14, 1-17, 2-8, 2-17, 2-18, 2-19, 2-20, 3-4, 3-15, 3-16, 3-18, 3-20, 3-24, 4-3, 4-7, 4-11, 4-12, 4-22, 4-22, 4-26, 4-28, 4-29, 4-30, 4-31, 4-36, 4-37, A4-11
auxiliary liaison officer, L-5
Auxiliary Manual, 1-3, 2-3, 2-4, 2-8, 2-18, 2-21, 2-24, 3-9, 4-6, 4-10, A1-14
auxiliary marine environmental education specialist, A5-8, L-4
auxiliary marine environmental safety and security, 1-1, 1-4, 1-38, 1-39, A5-3, A5-14, L-10
auxiliary marine safety and security support, A5-1, A5-3
auxiliary marine safety watchstander, A5-7, L-4
auxiliary national supply center, 1-11, 1-17, 1-20, 1-29, 3-18, 4-3, 4-5, 4-21, A2-13, A2-16, A4-8, A4-12, A4-16, A5-11, E-1, E-4, E-5, E-7, E-9, E-11, E-13, E-14, E-16, E-17, E-18, E-19, E-20, E-21, E-22, E-23, E-24, E-31, E-32, E-34, E-35, E-36, E-38, K-5, K-6, K-7, L-3
auxiliary patrol commander, 4-8, L-5
auxiliary patrols specialty course, 3-17
auxiliary station, 1-25, 4-3, 4-13, 5-1, 5-5, G-1, G-3, G-4, G-5, K-3, L-5
auxiliary uninspected passenger vessel examiner, A5-7, L-4
AUXLO, L-5
AUX-LR, A5-6, L-4
AUXMAN, 1-3, 2-3, 2-4, 2-8, 2-18, 2-21, 2-24, 3-9, 4-6, 4-10, A1-14
AUX-MASM, A5-7, L-4
AUX-MEES, A5-8, L-4
AUXOP, 5-1, 5-5, G-1, G-3, K-3, L-5
AUXPAT, 3-17
AUXPATCOM, 4-8, L-5
AUX-UPV, A5-7, L-4
AUX-WS, A5-7, L-4
aviation, 1-23, 1-38, 2-15, 2-17, 4-22, 4-38, A1-1, A1-3, A1-7, A1-8, A1-9, A1-12, A1-18, A1-27, A2-1, A2-6, A2-12, A2-13, A2-14, A2-16, A3-1, A3-3, A3-5, A3-7, A3-10, A3-12, A3-14, A4-12, D-1, F-3, H-1, K-7, L-3, L-5, L-7
aviation risk assessment matrix, D-1
aviation safety counselor, L-3
aviation safety inspector, L-3
aviation safety reporting system, A1-27, L-3
aviation training center, A1-20, A2-14, L-3
AWL, L-5

B

BAS, 2-7, L-5
basic allowance for subsistence, 2-7, L-5
basically qualified, 1-39, 4-22, A2-6, A4-12, L-5
BC, A3-7, A3-10, L-5
BC-OAS, L-5
BCQ, 1-38, 2-11, 4-37
beach landings, A1-28
blood borne pathogen, 2-15, 4-36, L-5
blood donation, A1-8
boarding, 4-19, 4-20, 4-21, 4-22
boarding officer, 4-8, 4-21, 4-22, G-1
boat crew, 1-23, 1-38, 2-11, 4-14, 4-26, 4-33, 4-37, A4-11
boating law administrator, 4-24
boating skills and seamanship, 1-4
BQ, 1-39, 4-22, A2-6, A4-12, L-5
branch chief, national staff, A3-7, A3-10, L-5
bravo, 1-20, 1-22, 4-17
bridge administration, 4-6
BS&S, 1-4

C

call signs, 1-20, 1-22, A1-20, A4-1, A4-5, A4-18
call-out, 1-26, 4-7, 4-10, 5-3, A1-6, K-7
CAP, 1-4, 5-3, A1-32, L-5
captain, 4-8, A5-3, G-4, L-6
captain of the port, 4-8, A5-3, L-6
career counselor, A3-12, L-6
cargo, 4-30, A1-1, A1-18, A1-23, A1-33, A2-3, K-5
catastrophic, 2-18, 2-19
CC, A3-12, L-6
CDR, 4-25, A4-5, G-1
certified flight instructor, A2-7, A2-13, L-6
certified flight instrument instructor, A2-7, A2-13, A3-8, L-6

CFI, A2-7, L-6
CFII, A2-7, L-6
CFIVSA, A5-9, L-6
CFR, 2-21, A4-24, A5-7
CGI, 2-11
CGMS, L-6
charlie, 1-20, 1-22, 4-17
charter, A4-20
chief, A3-10, A4-7, G-3, K-6
chief of staff, A3-5
chief petty officer, K-6
civil air patrol, 1-4, 5-3, A1-32, L-5
claim, 1-16, 1-17, 2-1, 2-3, 2-7, 2-16, 2-17, 2-18, 2-19, 2-20, 2-21, A4-21, K-8
CM, 1-4, 1-22, 2-11, 2-15, 4-5, 4-13, A1-10, A1-22, A4-1, A4-3, A4-5, A4-11, A4-12, A4-23, A4-26, E-1, E-26, G-4, L-4, L-6, L-7
CMT, A1-6, A1-7, L-6
CO, 4-24, A1-20
Coast Guard institute, 2-11
Coast Guard message system, A3-14, L-6
code of federal regulations, 2-21, A4-24, A5-7
command determination, 1-3
commandant, 1-3, 1-8, 1-10, 1-20, 1-38, 2-13, 2-21, 3-7, 3-23, 3-26, 4-14, 4-38, A1-12, A1-15, A2-12, A3-3, A3-5, A3-6, A3-7, A3-10, A3-12, A4-11, A4-23, A5-3, A5-6, A5-9, A5-12, G-1, G-5, J-6, K-4, L-5
commandant's aviation safety board, A3-7, L-5
commander, 4-25, A4-5, G-1
commanding officer, 4-24, A1-20
commercial fishing industry vessel safety act, A5-9, L-6
commodore, A3-7
communication, 1-4, 1-22, 1-23, 2-5, 2-11, 2-15, 4-3, 4-5, 4-10, 4-13, 4-14, 4-19, 4-21, 4-23, 5-3, A1-10, A1-20, A1-22, A1-27, A1-28, A1-33, A1-37, A1-38, A2-9, A3-10, A4-1, A4-3, A4-4, A4-5, A4-6, A4-8, A4-11, A4-12, A4-16, A4-18, A4-23, A4-24, A4-26, E-1, E-26, G-4, J-3, J-8, K-3, L-4, L-6, L-7
communications security, A1-38, L-6
communications watchstander, 2-11, A4-11, A4-12, G-4
COMO, A3-7
COMSEC, L-6
co-pilot, A1-31, A2-3, A2-6, A2-7, A2-12, A2-13, A2-14, L-6
corporate ownership format, A-1, A-3, A-4
COS, A3-5
COTP, 4-8, A5-3, L-6
coxswain, 1-4, 1-11, 1-14, 1-31, 1-36, 1-38, 1-41, 2-9, 2-12, 3-7, 3-24, 4-5, 4-10, 4-11, 4-15, 4-21, 4-22, 4-27, 4-28, 4-29, 4-30, 4-34, 4-37, 4-38, K-6
CP, A2-3, A2-6, A2-12, L-6
crew certification, 1-1, 1-38
crew mission time, A1-6, A1-7, L-6
crew requirements, 1-1, 1-41, A1-31
crew resource management, 2-12, A1-22, A2-12, A2-14, A3-10, L-6
crewing, 1-38, 1-41, 4-25, A1-36
crewmember, 1-36, 2-15, 2-21, 4-10, A1-6, A1-7, A1-15, A2-11, K-4
CRM, L-6
custody/control, 1-1, 1-6, 1-14, 1-17, 3-17, 4-5, 4-8, 4-22, A1-7, A1-20, A1-27, A3-10, A4-5, A4-21, A4-23, A5-12, G-4

D

DAB, 1-23, L-6
DC, G-5, L-6
DC-L, G-5, L-7
DCO, 1-23, 2-21, A3-7, A3-10, A5-3, K-6
death, 2-5
decal display, A4-7
delegation, 1-3, 1-24, 1-27, G-5
department chief of legal affairs, G-5, L-6
department of homeland security, 1-1, A1-18
department of justice, 1-9, 2-22
detachments, 4-13, 5-1, 5-5, G-1, G-5, K-3
DF, L-7
DFSO, A3-7, L-7
DHS, 1-1, A1-18
DIRAUX, 1-41
direction finding, 4-13, A1-10, A4-8, J-7, L-7
directive, 1-33, 2-17, A1-3, A3-10
director of auxiliary, 1-41, 2-22, 3-26, A2-3, J-5, J-8, K-4
director of operations capability, 1-3, 1-8, 1-10, 1-38, 2-13, 3-27, A1-12, A1-15, A2-12, A3-5, A3-6, A3-10, G-1, G-5, K-4
disability, 2-5
disaster, 2-8, 4-7, 5-1, 5-3, A4-3, A4-23
disembarking passengers, I-1
disenrollment, 4-38
district, 1-1, 1-6, 1-11, 1-23, 1-24, 1-26, 1-33, 2-5, 2-6, 2-11, 2-14, 2-17, 2-21, 3-3, 3-4, 3-6, 4-

8, 4-10, 4-20, 4-37, 5-3, 5-5, A1-10, A1-12, A2-12, A2-14, A3-3, A3-7, A3-8, A3-10, A3-12, A4-5, A4-6, A4-7, A4-16, A4-19, A4-20, A4-21, A4-23, A4-26, A5-3, A5-7, G-1, G-3, G-4, G-5, J-5, J-6, J-8, K-3, K-4, K-6, L-6, L-7
district aviation board, 1-23, 1-25, L-6
district commander, 2-5, 2-6, 4-8, 4-10, 4-20, 5-5, A4-5, A4-23, A4-26, G-1, G-5, J-6, K-3, K-4
district commodore, 1-23, 1-33, 2-21, A3-7, A3-10, A5-3, G-5, K-6
district communications officer, A4-11, A4-23, L-7
district flight safety officer, A3-3, A3-7, A3-10, A3-12, A3-14, L-7
district staff officer, A3-7, A3-10, A4-11, A4-23, G-5, L-7
district staff officer - aviation, A3-7, A3-10, L-7
division, 1-3, 1-33, A3-5, A3-6, A4-16, A4-20, A4-23, A5-12, G-4, G-5, L-7
division chief, A4-11, A4-23, L-7
DOJ, 1-9, 2-22
donation, A1-8
DSO, A3-7, A3-10, A4-11, A4-23, G-5, L-7
DSO-AV, L-7
DVC, A4-11, A4-23, L-7
DVC-OT, A4-23, L-7

E

education, 4-7, A5-6, A5-8, A5-12, A5-13, L-4
educational services officer, 2-11, L-8
electronic equipment, 1-22, 3-9
eligibility, 1-4, A5-15, A5-16
embarking passengers, I-1
emergency, 1-14, 2-15, 4-7, 4-10, 4-16, 4-24, 4-27, 4-28, 4-29, 5-3, 5-9, A1-13, A1-14, A1-18, A1-22, A1-28, A1-36, A1-38, A2-6, A2-9, A2-11, A3-10, A4-3, A4-18, A5-18, J-8, K-8, L-7
emergency position indicating radio beacon, A1-14, L-7
engine stop policy, I-1
enrollment, A5-15, A5-16
ensign, 3-3, 3-4, 3-5, 3-6, 3-7, 3-8, 3-9, 3-9, 3-21, 4-22
EPIRB, A1-14, L-7
equipment, 1-14, 1-17, 1-22, 1-23, 1-25, 1-29, 2-1, 2-8, 2-14, 2-15, 2-18, 2-19, 4-9, 4-10, 4-11, 4-20, 4-22, 4-32, 4-36, 4-37, 5-3, 5-8, 5-9, A1-1, A1-10, A1-12, A1-14, A1-22, A1-23, A1-28, A2-11, A2-16, A3-3, A3-10, A4-3, A4-6, A4-7, A4-8, A4-9, A4-11, A4-13, A4-16, A4-17, A5-6, A5-7, A5-9, G-5, K-5
ESO, L-8
expenses, 2-5, 2-6, 2-7, 2-15, 2-16, 2-18, 5-8, A1-18, G-3

F

FAA, A1-3, L-8
FAA FAR exemption memo, C-1
facility inspection, 1-1, 1-8, 1-11, 1-14, 1-17, 1-20, 1-23, 1-25, 1-29, A2-1, A2-3, A2-11, A2-16, A4-4, A4-6, A4-8, A4-10, A4-11, A4-12, A4-16, A5-7, E-1, E-4, E-5, E-7, E-9, E-11, E-13, E-36, E-38, K-5, K-6
facility owned, 1-9
facility ownership, 1-1, 1-8
failure, 1-38, 2-18, 2-19, 4-38, A2-14
FAR, A1-3, A1-25, A1-28, A1-32, A2-3, A2-7, A2-12, A3-10, L-8
fatigue, 1-26, 1-31, 4-25, 4-26, A1-1, A1-6, A1-7
FC, 1-3, 1-33, 1-36, 4-14, G-4, L-8
FCC, 1-22, A4-11, A4-13, A4-14, A4-26
FE, A2-3, A2-7, A2-13, L-8
FEB, 1-23, L-8
federal aviation administration, 2-21, 2-24, A1-3, A1-4, A1-18, A1-20, A1-25, A1-28, A1-31, A1-32, A2-6, A2-7, A2-13, A3-8, A3-10, A3-12, A4-13, C-1, L-8
federal aviation regulation, A1-3, A1-25, A1-28, A1-32, A2-3, A2-7, A2-12, A3-10, L-8
federal highway administration, 4-13, L-8
federal telecommunications systems, A4-6, L-9
fees, 2-6
FHWA, 4-13, 5-3, L-8
finance center, K-8
FINCEN, K-8
first aid, 4-28
first pilot, A1-25, A1-31, A1-33, A2-3, A2-7, A2-9, A2-13, A2-14, L-8
fixed land, 2-8, 2-9, 4-13, A4-3, A4-4, A4-9, A4-10, A4-11, A4-13, A4-16, A4-17, A4-18, A4-19, A4-21, A4-23, J-7, K-5
fixed land radio facility, A4-3
fixed-wing, A1-6, A1-32

flag, 1-17, 2-5, 3-1, 3-3, 3-4, 3-6, 3-7, 3-8, 3-9, 3-11, 3-12, 3-13, 3-24, 3-26, 4-10, 4-11
flight examiner, A2-7, A2-13, A2-14, A2-16, L-8
flight examining board, 1-23, 1-25, L-8
flight plans, A1-1, A1-20
flight safety officer, 2-11, A3-3, A3-7, A3-10, A3-14, L-8, L-9
flight service station, A1-20, L-9
flight standards district office, L-8
flotilla, 1-3, 1-33, 2-11, 4-37, 5-3, A4-16, A4-20, G-4, L-8
flotilla commander, 1-3, 1-33, 1-36, 4-14, G-4, L-8
flotilla member training officer, 2-11, L-9
flotilla staff officer, 2-11, A3-3, A3-7, A3-10, A3-14, L-8
FOIA, A4-21, L-8
foreign waters, 4-24, 5-9
FP, A1-25, A1-31, A1-33, A2-3, A2-7, A2-9, A2-13, A2-14, L-8
freedom of information act, A4-21, L-8
frequencies, 5-5, A1-37, A4-1, A4-5, A4-8, A4-10, A4-18, A4-19, A4-23, G-3, J-1, J-3, J-4, J-5, J-6, J-7, J-8
FSDO, A3-10, L-8
FSO, 2-11, A3-3, A3-7, A3-10, A3-14, L-8
FSO-MT, L-8
FSS, L-9
FTS, A4-6, L-9
FW, A1-6, A1-32

G

G-C, 1-3, 1-8, 1-10, 1-20, 1-38, 2-13, 2-21, 3-7, 3-23, 3-26, 4-14, 4-38, A1-12, A1-15, A2-12, A3-3, A3-5, A3-6, A3-7, A3-10, A3-12, A4-11, A4-23, A5-3, A5-6, A5-9, A5-12, G-1, G-5, J-6, K-4, L-5
G-CCS, A3-5
gifts, K-4
global positioning system, A1-10, L-9
G-O, 1-3, 1-8, 1-10, 1-38, 2-13, 3-26, A1-12, A1-15, A2-12, A3-5, A3-6, A3-10, G-1, G-5, K-4
G-OC, 1-3, 1-8, 1-10, 1-38, 2-13, 3-27, A1-12, A1-15, A2-12, A3-5, A3-6, A3-10, G-1, G-5, K-4
G-OCX, 1-3, 1-10, 2-13, A1-12, A1-15, A2-12, A3-5, A3-6, A3-10, K-4
good mate program, A5-13
good samaritan, 4-15, 4-16
GPS, L-9

H

HF, L-9
high frequency, A4-14, A4-19, J-5, J-6, J-9, L-9
human resources, A3-3
hypobaric, A1-8
hypothermia, 1-26, 1-31, 4-10, 4-32, 4-33, 4-34, 4-35, 4-37

I

ICAO, A1-25, L-9
identification, 3-19, 3-22, 3-23, 3-24, 3-26, 4-29, 4-30, 5-7, 5-8, 5-9
identification card, 5-9
IFR, A1-20, L-9
IFT, A1-6, L-9
IMC, L-9
immediate past office, A2-7, A2-13, A2-16, L-9
individual flight time, A1-6, L-9
information system, L-13
injury, 2-5, 2-17, 2-22, A1-16, K-8
inspection, 1-8, 1-17, 1-29, 4-13, 4-19, A1-23, A2-16, A4-11, A4-12, A4-13, A4-16, A4-17, A5-6
instructor, 3-17, A1-31, A2-3, A2-7, A2-12, A2-13, A3-8, L-6, L-9
instructor pilot, A2-7, A2-13, A2-16, L-9
instrument flight rules, A1-20, A1-25, A1-31, A1-32, A1-33, A1-36, A2-14, L-9
instrument meteorological condition, A1-31, A1-32, A1-33, A1-34, K-5, L-9
international civil aviation organization, A1-25, L-9
international search and rescue competition, 2-12, L-9
international search and rescue school, 2-11
internet, 1-1
IP, A2-3, A2-7, A2-13, A2-16, L-9
ISAR, 2-12, L-9
IT, 3-17, A1-31, A2-3, A2-7, A2-12, A2-13, A3-8, L-6, L-9

J

joint survey, 1-16
JOOD, 4-14, L-10

junior officer of the deck/day, 4-14, L-10

L

land mobile radio facility, A4-3
law enforcement, 1-4, 1-11, 2-9, 3-28, 4-7, 4-8, 4-14, 4-19, 4-20, 4-21, 4-22, 4-24, A1-38, A3-12, A4-7, G-3, G-4
legal/parliamentarian, G-5, L-7
liability, 1-10, 1-20, 1-29, 2-5, 2-21, 4-15, 4-38, A4-13
lighthouses, 5-1, 5-7
line of position, L-10
lodging, 2-7
logistical mission, K-5
LOP, L-10
LP, G-5, L-7

M

MAB, A3-7, A3-13, L-10
mail, A1-18
maintenance and logistics command, 1-1, 2-17, 2-18, L-10
management, 1-26, 1-29, 1-31, 2-4, 2-12, 4-6, 5-3, A1-21, A2-12, A3-5, A3-7, A3-12, A4-11, A5-3, A5-6, A5-7, A5-12, A5-13, G-4, K-8, L-4, L-12, L-14
marine band radio, A4-13
marine safety, 1-4, A5-1, A5-6, A5-7, A5-11, A5-12, K-6, L-11
marine safety office, 1-4, A4-21, A5-11, A5-12, L-11
maritime domain awareness, 4-5, K-6, L-10
markings, 1-20, 3-1, 3-20, 3-26, 3-28, 4-11, A4-7
materials, 3-3, 3-6, A5-11, A5-14
MDA, 4-5, K-6, L-10
ME, 4-3, A1-14, A1-15, A1-27, A1-28, A2-6, L-10
MEA, L-10
meals, 2-5, 2-7
medium frequency, A4-14, A4-19, J-5, J-6, J-9, L-10
MEFW, 4-3, A1-15, A1-27, L-10
member training, 1-33, 2-11
memorandum of agreement, A4-18, A4-23, L-10
memorandum of understanding, 1-8, 1-20, 4-6, 4-13, 5-3, A1-32, A4-13, A4-18, A4-23, L-11
memorandum of understanding joint action plan, 4-6, L-11
MF, L-10
miniatures, 3-20, A4-7
minimum en route altitude, A1-33, L-10
mishap, 2-1, 2-5, 2-17, A3-3, A3-7, A3-12, A3-13, A3-14, L-10
mishap analysis board, A3-7, A3-13, L-10
MLC, 2-17, 2-18, L-10
MOA, L-10
motor vehicle, 2-18, 4-24, A4-7
MOU, A1-32, L-11
MOUJAP, L-11
MSO, 1-4, A4-21, A5-11, A5-12, K-6, L-11
MT, 1-33, 2-11
multi-engine, 4-3, A1-14, A1-15, A1-27, A1-28, A2-6, L-10
multi-engine fixed-wing, 4-3, A1-15, A1-27, L-10
multiple ownership format, B-1, B-3

N

NACO, A3-5, A3-7, L-11
national commodore, A3-5, A3-7, L-11
national department chief, G-5, L-6
national executive committee, A3-5
national fight safety officer, A3-7, A3-10, L-5
national operations department, telecommunications division chief, A4-11, A4-23, L-7
national telecommunications and information administration, A4-13, A4-14, L-11
national transportation safety board, 4-38, A3-12, L-11
naval operational medicine institute, A2-14, L-11
NAVMARS, L-11
navy-marine corps military affiliate radio system, L-11
NEXCOM, A3-5
night, 3-3, 3-4, 3-6, 3-7, A1-8, A1-12, A1-31, A1-32, A1-33, A1-34, A1-36, A2-3, A2-7, A3-10, K-5, K-6
NOMI, 2-14, L-11
non-operational facility, 3-20, K-6
non-owner use, 1-11, 1-20, 1-29
non-reimbursable order, 2-5, 2-6, 2-7, 4-11
NOTAM, L-11
notice to airmen, L-11

notification, 2-7, A1-18, A3-12
NTIA, A4-13, L-11
NTSB, 4-38, A3-12, L-11

O

OAX, 2-22, 3-26, A2-3, J-5, J-8, K-4
ODO, L-11
offer and acceptance, 1-1, 1-11
offer of custody and control to Coast Guard, 1-14, E-1, E-28, E-30
office of auxiliary, 1-3, 1-10, 2-13, A1-12, A1-15, A2-12, A3-5, A3-6, A3-10, K-4
officer-in-charge, G-1, K-3
offshore, A1-12, A1-14, A1-28, A2-11, K-6
OIA, 1-1, 1-26, 2-3, A1-3, K-7, L-12
OMS, 2-3, K-7, K-8
OP, 1-1, 1-4, 1-25, 1-33, 1-36, 2-1, 2-13, 2-24, 4-13, 4-22, 4-25, 4-35, 4-38, A1-1, A1-18, A1-25, A1-32, A2-1, A2-6, A2-8, A2-9, A3-1, A3-5, A3-6, A4-23, G-4, K-6, L-11, L-12
OPCON, 4-19, L-12
operation duty officer, L-11
operational auxiliarist, 1-1, 1-3, 1-4, 1-6, 1-27, 1-33, 1-38, 2-1, 2-3, 2-24, 4-21, 4-24, A1-31
operational auxiliarist status, K-3, L-5
operational commander, 1-3, 1-4, 1-6, 1-17, 4-8, 4-12, 4-13, 4-27, 4-29, 4-30, 4-36, 4-37, 5-3, A4-10, G-4, G-5, K-6
operational control, 4-19, 4-25, L-12
operational flight, A1-29, K-6
operational order, 1-22, 1-25, 2-4, 5-5, 5-7, 5-8, A4-13, G-4, K-7
operational security, A1-38, L-12
operational use, 1-3
operations, 1-1, 1-4, 1-11, 1-24, 1-25, 1-33, 1-36, 2-1, 2-4, 2-9, 2-13, 2-24, 4-13, 4-20, 4-22, 4-24, 4-25, 4-32, 4-33, 4-34, 4-35, 4-37, 4-38, 5-3, 5-5, 5-7, A1-1, A1-6, A1-7, A1-9, A1-10, A1-12, A1-18, A1-20, A1-22, A1-25, A1-32, A1-34, A1-36, A1-38, A2-1, A2-6, A2-8, A2-9, A3-1, A3-3, A3-5, A3-6, A3-7, A3-10, A4-3, A4-23, A5-3, A5-13, A5-14, G-3, G-4, J-3, J-5, J-8, K-3, K-4, K-6, L-11, L-12
operations and marine safety, 2-3, K-7, K-8
operations officer, 4-3
operations training officer, 1-24, 1-25, 1-41, K-6, L-12
operator, 1-23, 1-31, 1-33, 1-36, 2-4, 2-5, 2-6, 2-7, 4-3, 4-5, 4-20, 4-25, 4-27, A1-3, A4-8, A4-11, A4-12, A4-14, K-4, K-6, K-8
OPORDER, 1-22, 1-25, 2-4, 5-5, 5-7, 5-8, A4-13, G-4, K-7
OPS, 4-3
OPSEC, L-12
order-issuing authority, 1-1, 1-11, 1-17, 1-20, 1-23, 1-26, 1-29, 1-31, 1-33, 1-36, 1-41, 2-3, 2-4, 2-5, 2-7, 2-17, 2-18, 2-19, 2-21, 2-22, 4-1, 4-3, 4-5, 4-7, 4-10, 4-11, 4-17, 4-24, 4-25, 4-34, 4-37, A1-3, A1-7, A1-15, A1-16, A1-27, A2-3, A2-6, A2-9, A3-12, A3-14, A4-8, A4-13, K-7, L-12
orders, 1-14, 1-17, 1-20, 1-26, 1-31, 1-33, 1-36, 1-38, 2-1, 2-3, 2-4, 2-5, 2-6, 2-7, 2-8, 2-9, 2-15, 2-16, 2-19, 3-6, 3-8, 3-19, 4-1, 4-3, 4-5, 4-10, 4-13, 4-15, 4-16, 4-17, 4-20, 4-22, 4-24, 4-26, 4-27, 4-28, 4-29, 4-30, 4-37, 4-38, 5-3, 5-9, A1-3, A1-10, A1-20, A1-22, A1-25, A1-28, A1-33, A2-6, A2-11, A2-13, A4-11, E-1, E-31, E-32, E-34, E-35, K-7, K-8
organization resource management, A1-21, L-12
OTO, K-6, L-12

P

PA, 4-37, A5-11, A5-12
PAtoN, 4-6
patrol, 1-14, 1-17, 1-20, 1-31, 1-33, 2-3, 2-4, 2-5, 2-6, 2-7, 2-9, 2-15, 2-16, 2-18, 3-1, 3-3, 3-6, 3-7, 3-8, 3-9, 3-15, 3-16, 3-17, 3-18, 3-19, 3-24, 4-1, 4-3, 4-5, 4-8, 4-10, 4-13, 4-20, 4-21, 4-27, 4-37, 5-9, A1-3, A1-34, A4-8, A4-18, E-1, E-31, E-32, E-34, E-35, K-3, K-6, K-7, K-8
patrol ensign, 3-3, 3-6, 3-7, 3-8, 3-9
patrol mission, 4-1, 4-3, A1-34
patrol order management system, 2-3, 2-4, 2-7, K-7, K-8
patrol sign, 2-5, 2-9, 3-1, 3-15, 3-16, 3-17, 3-18, 3-24, 4-10
PE, 1-26, 4-13, A5-12
PEPIRB, L-12
personal emergency position indicating radio beacon, 2-15, L-12
personal flotation device, 1-31, 4-10, 4-30, 4-31, 4-32, 4-34, A1-12, A2-11, L-12
personal property, 2-19, 2-21

personal protective equipment, 1-26, 1-31, 4-10, A1-1, A1-12, A1-28, L-12
personal qualification standard, A5-3, A5-6, L-12
personal water craft, 4-16, 4-30, 4-33, 4-37, K-6, L-13
personal watercraft, 1-41, 3-17, 4-26
petty officer, 1-17, 3-4, 4-8, 4-20, 4-22
PFD, 1-31, 4-10, 4-30, 4-31, 4-32, 4-34, A1-12, A2-11, L-12
PIC, A1-31, A2-6, L-12
pilot-in-command, A1-3, A1-22, A1-26, A1-31, A1-33, A1-34, A1-36, A1-38, A2-3, A2-12, L-12
POMS, 2-3, 2-4, 2-7, K-7, K-8
port safety and security, A5-7
portable radio, A4-4, A4-10
ports, waterways, and coastal security, 4-6, A1-34, A2-3, L-13
powerboat, 3-13
PPE, 1-26, 1-31, 4-10, A1-1, A1-12, A1-28, L-12
PPR, L-12
PQS, A5-3, A5-6, L-12
PRECOM, L-13
preflight, A1-22, A1-23, A2-11, A3-10
pregnancy, 4-38, A1-9
preliminary communications search, A1-27, L-13
prior permission required, A1-22, L-12
privacy act, A4-21
private aids to navigation, 4-6
privileges, 4-29
protocol, 3-7
PSS, A5-7
public affairs, 4-37, A5-11, A5-12
public education, 1-26, 4-13, A5-12
PWC, 4-16, 4-30, 4-33, 4-37, K-6, L-13
PWCS, L-13

Q

QRC, L-13
qualification, 1-4, 1-23, 1-36, 1-38, 1-39, 2-11, 2-14, 2-19, 4-28, 4-37, A1-32, A1-36, A2-1, A2-3, A2-6, A2-8, A2-11, A2-14, A2-16, A3-10, A4-11, A4-12, A4-16, A5-6, A5-7, A5-8, E-1, E-14, E-16, G-4, K-5, K-6, K-8
quick reference card, A3-12, L-13

R

radio, 1-5, 1-8, 1-11, 1-14, 1-17, 1-22, 1-24, 1-29, 1-36, 2-3, 2-5, 2-8, 2-9, 2-15, 2-18, 3-4, 3-9, 3-18, 3-20, 4-13, 4-16, 5-3, 5-5, A1-14, A1-27, A1-37, A2-9, A4-1, A4-3, A4-4, A4-6, A4-7, A4-8, A4-9, A4-10, A4-11, A4-12, A4-13, A4-13, A4-14, A4-16, A4-17, A4-18, A4-19, A4-20, A4-21, A4-23, A4-26, E-1, E-26, E-36, E-38, G-3, J-1, J-3, J-4, J-6, J-9, K-5, K-6, K-7, K-8, L-7, L-8, L-9, L-10, L-11, L-12, L-13
radio direction finder, A4-3, A4-4, A4-8, A4-9, A4-10, A4-13, A4-14, A4-16, A4-17, J-7, K-5, L-13
radio logs, A4-1, A4-21
radio violations, A4-1, A4-26
RBS, A5-3
RDF, A4-3, A4-4, A4-8, A4-9, A4-10, A4-13, A4-14, A4-16, A4-17, J-7, K-5, L-13
REC, A5-3, L-13
receptions, A4-14
recognition, 3-6, 3-24, 3-25, A5-6
records, 4-6, 4-11, A1-20, A2-11, A2-13, A4-6
recreational boating safety, A5-3
recruiting, 1-6
region, 1-23, 4-37, A4-5
regional exam center, A5-3, L-13
reimburse, 2-3, 2-5, 2-6, 2-7, 2-15, 2-16, 2-18, 2-20, 2-19, 2-20, G-3, K-8
reimbursement, 2-3, 2-5, 2-6, 2-7, 2-15, 2-16, 2-18, 2-20, 2-19, 2-20, G-3, K-8
REP, 1-14, 1-16, A2-12, A3-10, A3-13, A5-7, K-4, L-8
reports, 1-33, 2-9, 2-17, 2-21, 4-3, 4-5, 4-6, 4-14, 4-15, 4-20, 4-24, 4-28, A1-27, A3-7, A3-12, A3-14, A4-8, A4-16, A4-26
representative, 1-14, 1-16, A2-12, A3-10, A3-13, A5-7, K-4, L-8
responsibilities of directors, 1-1, 1-23
responsibilities of facility operators, 1-1, 1-31
responsibilities of facility owners, 1-1, 1-29
RET, A4-13
rotary-wing, A1-6, A1-12, A1-15, A1-32
RW, A1-6, A1-12, A1-15, A1-32

S

sailing fundamentals, 1-4
SAMA, 2-15, 2-16, L-13

SAR, 1-23, 2-5, 2-9, 2-11, 4-5, 4-7, 4-13, 4-15, 4-16, 4-17, 4-24, 4-26, 4-27, 4-28, 4-30, 5-9, A1-23, A1-25, A1-27, A1-33, A2-14, A3-10, A3-12, A4-18, A4-23, A5-18, G-3, J-3, J-4, J-5, J-7, J-8, K-3, L-13
SARMIS, L-13
SC, L-5
search and rescue, 1-23, 2-5, 2-9, 2-11, 4-5, 4-7, 4-13, 4-15, 4-16, 4-17, 4-24, 4-26, 4-27, 4-28, 4-30, 5-9, A1-23, A1-25, A1-27, A1-33, A2-14, A3-10, A3-12, A4-18, A4-23, A5-18, G-3, J-3, J-4, J-5, J-7, J-8, K-3, L-13
search and rescue management information system, 4-13, L-13
security, 1-1, 1-4, 1-6, 2-24, 4-6, 4-8, 4-19, 4-30, A1-38, A5-1, A5-3, L-3, L-10, L-13
SEFW, 4-3, A1-14, L-13
SF, 1-4
shallow water egress training, A1-9, A2-11, L-13
shore, 2-15, 4-23, 5-5, A1-20, A1-28, A4-21, K-3, K-6, K-8
single-engine fixed-wing, 4-3, A1-14, L-13
solicitations, 2-24
special mission, A1-33, K-8
special purpose facility, 1-11, 2-3, 4-30, K-6, K-8
specialty course, L-5
staff, 1-1, 1-23, 1-24, 1-33, 2-8, 2-11, 3-4, 3-7, 3-8, 3-9, 3-9, 4-14, 5-5, A3-5, A3-7, A4-6, A4-10, A4-16, A4-23, A5-7, A5-13, G-4, G-5, K-4
staff officer, 1-1, 1-33, 2-8, 2-11, 4-14, A4-10, A4-16, A4-23, G-4, G-5
standard auxiliary maintenance allowance, 2-15, 2-16, L-13
standards, 2-7, 2-15, 3-3, 3-4, 5-5, A1-8, A1-12
surface facility, 3-4, 3-9, 3-15, 3-20, 3-24, 4-10, 4-30, A1-28, A4-20
surface to air, 3-24, 3-25
survey, 1-14, 1-16, A5-12
SWET, A2-11, L-13

T

TACON, L-13
tactical control, 4-5, 4-25, L-13
TAD, K-7
telecommunication, 2-11, A4-1, A4-5, A4-6, A4-7, A4-23, J-5, J-8, L-7
temporary additional duty, K-7
TONO, 2-4, L-14
towing, 1-11, 2-15, 4-27, 4-29, 4-30, L-14
TRACEN, 1-6, 2-11
training, 1-3, 1-4, 1-6, 1-23, 1-31, 1-36, 1-38, 2-1, 2-3, 2-8, 2-11, 2-12, 2-19, 4-7, 4-8, 4-13, 4-22, 4-23, 4-25, 4-28, 4-36, 4-37, 5-7, 5-8, A1-3, A1-4, A1-8, A1-9, A1-36, A1-38, A2-1, A2-3, A2-6, A2-8, A2-9, A2-11, A2-12, A2-14, A3-10, A4-3, A4-5, A4-11, A4-12, A4-13, A5-3, A5-6, A5-9, A5-13, A5-14, A5-18, J-4, J-5, K-6, K-8, L-13
training center, 1-6, 2-11
transfer, 2-14
transponder code, A1-25
transportable station, A4-3
transportation, 1-4, 1-20, 3-4, 4-7, 4-11, 4-19, A1-1, A1-3, A1-18
travel order number, 2-4, L-14
travel orders, 2-3, 2-4, K-7, L-14

U

uniforms, 1-26, 1-31, 2-9, 4-10, 4-13, 4-14, 4-15, A1-14
union jack, 3-4
unit vessel, 1-1, 1-8, 1-9, 1-11, 1-20, 1-22, 3-26, J-9, K-4, K-5
United States Coast Guard Auxiliary, 3-26, A5-14
United States power squadrons, 1-4
unusual events, 4-20
USCGAUX, 3-26, A5-14
USPS, 1-4

V

VE, 1-8, 1-17, A5-7, K-5, K-6, L-4
vehicle, 2-6, 2-18, 3-18, 3-26, 3-28, A1-25, A4-3, A4-16
vessel, 1-5, 1-8, 1-11, 1-14, 1-17, 1-20, 1-22, 1-24, 1-31, 1-38, 1-41, 2-3, 2-8, 2-15, 2-16, 3-3, 3-4, 3-6, 3-7, 3-17, 3-20, 3-26, 4-3, 4-16, 4-17, 4-19, 4-20, 4-21, 4-22, 4-25, 4-27, 4-28, 4-29, 4-30, 4-38, 5-3, A1-3, A4-3, A4-6, A4-9, A4-10, A4-11, A4-13, A4-16, A4-17, A4-21, A4-24, A5-1, A5-7, A5-9, A5-11, A5-12, A5-13, E-1, E-4, E-5, E-7, E-9, J-3, J-7, J-9, K-3, K-5, K-6, K-8, L-4, L-6, L-14
vessel control sign, 3-17

vessel examination, 1-8, 1-17
vessel examiner, 1-8, 1-17, A5-7, K-5, K-6, L-4
vessel safety check, 2-8, 3-20, A4-5, A5-11, L-14
VFR, A1-20, L-14
visual flight rules, A1-20, A1-25, A1-27, L-14
visual meteorological condition, A1-33, A1-34, A1-38, A2-3, L-14
VMC, L-14
voltage standing wave ratio, A4-17, L-14
volunteer, 4-15
VSC, 2-8, 3-20, A4-5, A5-11, L-14
VSWR, L-14

W

WAMS, 4-6, L-14
watchstander, 4-13, 4-14, A5-7, L-4
waterways analysis and management system, 4-6, L-14