



D1SRINST 16792.2

10 November 2004

DIRECTOR OF AUXILIARY FIRST SOUTHERN REGION INSTRUCTION 16792.2

Subj: FIRST COAST GUARD DISTRICT, SOUTHERN REGION AVIATION AND
FLIGHT EXAMINATION BOARDS

Ref: (a) Auxiliary Aviation Program, COMDTINST 16798.1
(b) Auxiliary Manual, COMDTINST M16790.1 (series)
(c) Auxiliary Operations Policy Manual, COMDTINST M16798.3D

1. PURPOSE. This instruction revises District policy for management in the Aviation program for the First Southern Region.

2. ACTION. Effective December 01, 2004, all Auxiliarist's within the First Coast Guard District Southern Region shall ensure that all flight operations and administrative procedures are in accordance with those established in reference (a), (b) and (c).

3. DIRECTIVES AFFECTED. D1SR Notice 16790 is cancelled.

4. DISCUSSION.

a. The Director of Auxiliary or the Coast Guard Air Station, exercising operational control in the First Southern Region, may establish additional policies and procedures.

b. All recommendations and qualifications in the aviation program as described below shall be communicated to DIRAUX through the chain of communication via the District Qualification Officer (DQO).

c. The District Aviation Board (DAB)

1) The DAB has been established by DIRAUX in accordance with reference (a). The DAB will meet at minimum, quarterly. The DAB duties are;

a) Oversee Aviation Program from a policy perspective, approve and establish training and qualification requirements as recommended by the Flight Examining Board

b) Upon such recommendation for removal of qualification by the FEB, the DAB shall act in a timely manner to approve or disapprove such removal and to forward all recommendations to the DIRAUX via the DQO, for action/recommendation and final action.

- 2) The DAB consists of the following:
 - a) DSO-AV and the DQO as co-chairs
 - b) DDO-OMS
 - c) DFSO
 - d) ADSO-AVT
 - e) Chief Flight Examiner (CFE), senior member of the Flight Examining Board
 - f) Coast Guard Aviation Liaison Officer
 - g) DIRAUX representative (usually the OTO)
 - h) EXCOM representative (appointed by DCO)
 - i) The principal ADSOs on the DSO-AV staff

- 3) Other members may be appointed to the DAB with the approval of DIRAUX. A request for such additions to the DAB shall be submitted to DIRAUX upon motion of the DAB, or DIRAUX may from time to time appoint representatives to the DAB for special purposes.

- d. The District Flight Examining Board (FEB)
 - 1) The District Flight Examining Board (FEB) has been established by DIRAUX in accordance with reference (a). Its duties are:
 - a) Establish and maintain the training and qualification program for the District
 - b) Develop an aviation mentoring program using the Boat Crew Mentoring Program as a model. The goal is to ensure that all aviation members, new and old are kept interested, motivated and engaged in developing and improving their personal aviation skills, the skills of fellow members and the professionalism and safety of the program as a whole.
 - c) The FEB shall review any request for removal or suspension of qualification or determination of air-worthiness in a timely manner and submit their recommendation to the DAB.
 - 2) The senior member of the Flight Examining Board shall be designated by DIRAUX, upon recommendation by the DCO, and will be designated the Chief Flight Examiner (CFE). The term of appointment shall be until relieved.
 - 3) The Flight Examining Board shall be composed of:

- a) Chief Flight Examiner (CFE), who shall be the senior member;
 - b) District Qualification Officer (DQO), who shall act as Chair for all meetings;
 - c) DSO-AV
 - d) All currently designated Flight Examiners; and
 - e) Other members that may from time to time be appointed by DIRAUX upon recommendation of the Board.
- 4) The FEB shall recommend the number and distribution of Flight Examiner positions to DIRAUX via the chain of communication. The DAB will recommend qualified members of the Auxiliary aviation program for appointment as Flight Examiners (FE).
- e. The Chief Flight Examiner (CFE)
- 1) Qualifications:
 - a) Airline Transport Pilot (ATP)
 - b) FAA Certified Flight Instructor (CFI) for over three years, min 250hrs of instruction
 - c) Minimum 2000hrs Total Flight Time
 - d) Minimum 3yrs in AUX Air Program
 - e) Aircraft Commander
 - 2) Duties and Responsibilities
 - a) Supervises the overall activities of the Flight Examiners (FE), ensuring the highest level of safety, efficiency and standardization of all flight evaluations.
 - b) Provides the District AUX Air program with sufficient qualified FEs to meet all evaluation requirements. FE' should be sufficient to cover needs in all geographic areas of the District.
 - c) Tracks, records and forwards results of flight evaluations to DQO with a copy to the regional ADSO-AV.
 - d) Ensures, by a system of review, that evaluation forms submitted are properly completed.
 - e) Consults with DQO, DSO-AV and FEs and recommends resolution of individual crew proficiency problems.

- f) Notifies DSO-AV of any accidents or incidents involving AUX Air Crews regardless if crew is on AUX Air duty.
 - g) Coordinates with the ADSO-AVT on standardization and training issues.
- f. Flight Examiners (FEs) - Qualified Auxiliary aviation program members may be appointed as Flight Examiners, are recommended by the FEB and DAB, and are so designated by DIRAUX. They must meet minimum qualifications as listed below.
- 1) Qualifications:
 - a) Commercial Instrument Rating,
 - b) CFI for over 2 years, min 200hrs of instruction experience
 - c) Minimum 2yrs in the AUX Air Program
 - d) Aircraft Commander
 - e) Minimum 1500hrs Total Flight Time
 - f) FEs must possess appropriate category and class certificates and ratings to perform flight evaluations. (e.g., if a flight evaluation is to be performed in multiengine airplane, FE must possess a multiengine rating.)
 - 2) Duties and Responsibilities of Flight Examiners
 - a) Flight Examiner appointment will normally be for a term of one year, and FEs may be re-appointed as required.
 - b) Flight Examiner candidates must meet the established District criteria as noted above including a documented ground and flight check with the CFE or his designated representative FE or an FAA designated examiner.
 - c) Reports to the Chief Flight Examiner
 - d) Promotes and maintains flight standards as established
 - e) Accepts and schedules requests from active aircrew and performs AUX Air crewmember flight evaluations
 - f) Submits properly completed forms for all evaluations
 - g) Makes recommendations as to the status of AUX Air crewmembers to the Chief Flight Examiner based on the results of flight evaluations.
 - h) Recommends and documents retest as required.

- i) Conduct a check ride, prior to the first recommendation for Auxiliary pilot qualification at any level, or any upgrade in qualification. Such check ride will be carried out in accordance with the established Standardized District Check Ride format.
- j) Conduct bi-annual re-qualification check ride with Auxiliary pilots as required. Each pilot must successfully complete this in the second (2nd) year of each qualification cycle. This cycle shall commence January 1 in the year of their original qualification, and begin anew every two (2) years thereafter. The check ride may be coincident with a SAR check ride.

3) Suspension/Removal of Qualification

- a) Flight Examiners may recommend suspension or removal of qualifications from any Auxiliarist who is perceived committing an unsafe, dangerous or unlawful act while under orders.
- b) Flight Examiners or DAB members may recommend suspension or removal of qualifications if it is believed that the member is physically incapable of safely performing the mission and/or properly performing in an emergency situation.
- c) Flight Examiners may recommend removal of qualification from any facility that exhibits unsafe or un-airworthy condition. Such recommendations must be made in writing and submitted to the FEB for endorsement.



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