

7th District New Membership & Auxiliary Aviation Membership

The following guidance is based on Instructions from the USCG Commandant (COMDTINST) and supplemented by Directives issued by the 7th District Director of the Auxiliary (DIRAUX). Auxiliary Air (AUXAIR) operations may also be modified based on unique Area Of Responsibility (AOR) requirements by USCG Air Stations within the 7th District.

This document summarizes procedures for:

1. Auxiliary membership
2. AUXAIR membership
3. Initial Qualification for Pilots (Aircraft Commanders, First Pilots and Copilots) Aircrew and Observers
4. Upgrading from Observer to Aircrew

This information is presented as guidance for the new member and provides references and links to the published USCG & USCG Auxiliary Documents that cover these subjects. Although every attempt has been made to ensure that the information in this document is correct, the published USCG and USCG Auxiliary documents take precedence over what is contained herein. This document is simply a tool that directs the user to the official USCG and USCG Auxiliary published documents and links.

The information is presented in two parts. Part 1 is a dialogue overview of the process of joining the Auxiliary and joining Auxiliary Aviation. Part 2 is a stand-alone checklist that includes the process of joining and the Auxiliary and the Auxiliary Aviation (AUXAIR) program, plus progression path for observers and pilots to higher qualifications.

Part 1 – Description of Process for Joining the Auxiliary and Auxiliary Aviation program

Auxiliary Membership

The entire process of joining the USCG Auxiliary is accomplished at the USCG Auxiliary Flotilla level. Typically a candidate who is interested in joining the Auxiliary is invited to a Flotilla meeting where he is introduced to the Flotilla members. If the candidate wishes to join, the following processes are accomplished by the Flotilla Human Resources Staff Officer who is primarily responsible for new membership.

1. A “New Member” package is either hand delivered or mailed to the prospective candidate. The package includes an USCG Auxiliary Application Form (7001), and an Auxiliary Manual. Candidates will be required to study and familiarize themselves with the Auxiliary Manual.
2. After completing the enrollment application, the candidate is then interviewed by the Human Resources Staff Officer, or another designated Flotilla Staff Officer.
3. Using the Auxiliary Manual provided, the candidate must pass an open-book test given by a proctor either at the candidate’s home or a location specified by the proctor.
4. After successfully passing the open book test, arrangements are made to fingerprint and photograph the candidate. The Flotilla Human Resources Staff Officer submits the entire package consisting of the following to DIRAUX.
 - a. Enrollment Application (7001)
 - b. Prospective Member Interview (7036)
 - c. New Member Test Answer Sheet
 - d. ID Form
 - e. ID Picture (on CD or e-mail to DIRAUX)
 - f. Operational Support (OS) Personal Security Investigation Forms. All USCG Auxiliary members must undergo a Personal Security Investigation (PSI) as a condition of membership in the Auxiliary. The Operational Support PSI is the initial Security Investigation required for all new Auxiliary Members.

An applicant’s new member package is sent to DIRAUX where a new member number is assigned and the applicant’s name is entered into AUXDATA. Although a member number is assigned and the applicant’s name is in AUXDATA, the applicant is not a member until the security check is complete and a Department of Homeland Security, USCG Auxiliary ID Card is issued

An applicant can take and receive credit for on-line tests, Boating courses (i.e. America’s Boating Course), and workshops. Applicants for AUX membership cannot participate in any hands-on training (swim, egress, patrols, flights, etc.) until they become members (issued a Department of Homeland Security, USCG Auxiliary ID Card) and complete the AUXAIR application process.

AUXAIR Membership

Membership in the USCG Auxiliary is a prerequisite before joining AUXAIR.

Prospective members may be joining the Auxiliary only to participate in Auxiliary Air programs. Since Auxiliary membership is a prerequisite to joining AUXAIR, application to AUXAIR may be made simultaneously with new Auxiliary membership.

Acceptance to AUXAIR is not guaranteed. Acceptance in the Aviation program is based on USCG Air Station needs and budget constraints. A member's geographical location, skills, physical condition, medical condition and experience are key elements of the acceptance process. All AUXAIR members must provide detailed background information and submit to a more in-depth security investigation. Since the process in joining and qualifying for AUXAIR may take many months, every attempt will be made to give prospective members some insight as to whether their geographical location, skills and experience are suitable to the current needs of the USCG.

Application to AUXAIR is in accordance with Seventh Coast Guard District Auxiliary Policy Directive AV-05 "Requirements for Acceptance of Aviation Personnel and Facilities". <http://d7diraux.org/scripts/cgiip.exe/WService=d7diraux/d7gw.htm>
AUXAIR members must be Basically Qualified (BQ) by having completed all of the requirements of Initially Qualified (IQ) and passed or successfully completed an approved boating course prior to applying for admission to the aviation program. (COMDTINST 16790.1F Chapter 8, Section B, paragraph B1.)

AUXAIR members (Pilots, Aircrew and Observers,) must be approved for Direct Operations (DO) by completing a National Agency Check Law and Credit application. The DO application is through the Electronic Questionnaires for Investigations Processing (eQIP) gateway.

1. Auxiliarists who require a Direct Operational designation will make a request through their Division Security Liaison Officer (DDSL) to the Coast Guard Command Security Officer (CSO) at the member's respective Sector or Air Station. Air Station Command Security Officers will only be utilized for Auxiliary Aviation participant DO requests. The respective Sector or Air Station CSO will contact the applicant via email to initiate the eQIP process. (See District Directive AD-07.4)
<http://d7diraux.org/scripts/cgiip.exe/WService=d7diraux/d7gw.htm>
2. Auxiliarists who have received a favorable OS PSI determination and have submitted the requisite DO PSI package may be granted interim certification to begin training and qualification requirements for any of the aviation program competencies if all other prerequisites are met.

Notes:

- There are two types of PSI requirements:
 - Fingerprint Check – basic or entry level Operational Support (OS) determination.
 - National Agency Check, Law and Credit (NACLC) – Direct Operational (DO) determination.
- There are two categories of Auxiliarist participation:
 - Direct Operational (DO)
 - Operational Support (OS)
- DO is defined as Auxiliarists whose qualifications involve the following:
 - Surface Operations
 - Air Operations
 - Operations Planning
 - Interpreters
 - Command Center/OPCEN/COMMS/Watchstanding

A DO package is required for members who participate in direct operations.

Part 2 - Checklist

The following checklist is based on policies and procedures contained in USCG Commandant Instructions (COMDTINST) and supplemented by Directives issued by the 7th District Director of the Auxiliary. Auxiliary Air (AUXAIR) operations may also be modified based on unique USCG Air Station requirements.

This document summarizes procedures for Auxiliary Membership, AUXAIR Membership, and Initial Qualifications for Observers and Pilots, upgrading from Observer to Aircrew, upgrading through the levels of pilot qualifications, and AUXAIR Currency Maintenance.

Auxiliary Membership

Table 1

Auxiliary Membership Requirements	Done by	Comments	Reference
Auxiliary Enrollment Application	Flotilla		
Prospective Member Interview	Flotilla		
New Member Test	Flotilla		
Member Picture for Identification Badge	Flotilla		
New Member Security Application OS-PSI Package	Flotilla	Directive AD-07.4	http://d7diraux.org/scripts/cgiip.exe/WService=d7diraux/d7gw.htm
Fingerprint Cards (2)	Flotilla		
Form OFI-86C (not SF-86)	Flotilla		
Form 85	Flotilla		
Submit Member Package to DIRAUX	Flotilla		
National Incident Management System (NIMS) Training (IS-100, IS-200, IS-700, IS-800 Tests)	Member	All PICs	http://training.fema.gov/EMIWeb/IS/ICSResource/TrainingMaterials.htm
National Incident Management System (NIMS) Training (IS-210 or IS-300) Class	Class	All PICs	Scheduled through Division or District, Class conducted only by District (IS-210) or USCG (IS-300)
National Incident Management System (NIMS) Training (IS-100, IS-700, Tests)	Member	Non-PIC crew	http://training.fema.gov/EMIWeb/IS/ICSResource/TrainingMaterials.htm

Notes			
1. Applicants for Aux membership are restricted from all Direct Operations and from taking Swim, Egress, and Spatial Disorientation training, until they complete and submit the DO Package..		Directive AV-07-4	http://d7diraux.org/scripts/cgiip.exe/WService=d7diraux/d7gw.htm
2. Prospective members should use the time waiting for their membership to study for and complete required Observer & Pilots tests and complete an authorized boating course necessary for Basically Qualified.		Directive AV-04.1	COMDTINST 16790.1F Chapter 8.B.1.b http://ntc2.cgaux.org/NTC/membersHome.php
3. DIRAUX will assign a member number to new applicants but membership will not be effective until the security investigation is complete and a Homeland Security USCG Auxiliary ID card has been issued.		Directive AD-07.4	http://d7diraux.org/scripts/cgiip.exe/WService=d7diraux/d7gw.htm
4. Security forms can be obtained from Air Station Personnel Security Office.		AD-07.4	http://d7diraux.org/scripts/cgiip.exe/WService=d7diraux/d7gw.htm
5. 7 th District Auxiliary Directives website:			http://d7diraux.org/scripts/cgiip.exe/WService=d7diraux/d7gw.htm

Auxiliary Air (AUXAIR) Membership

Membership Requirements	Done by	Comments	Reference
Application to Auxiliary Air Program	Member	Directive AV-05	http://d7diraux.org/scripts/cgiip.exe/WService=d7diraux/d7gw.htm
Prospective Member Interview	AAC	Attachment 1	Introduction to D7 AUXAIR Application
Assign to Air Station or Waiting List	AAC	Directive AV-05	
Auxiliary Aviation Pilot & Obs Tests	Member		http://ntc2.cgaux.org/NTC/membersHome.php
Submit DO Package via eQIP	Air Station		Dir AD-07-4
Fingerprint Cards	Flotilla	2 required	
Authorization to Release Information			
DHS-11000-9			
Flight physical or Medical Screening	Physician	With application	FAA Medical Certificate http://forms.cgaux.org/archive/a7042.pdf
Complete Egress Training	Classroom	Directive AV-02.1	Usually Part of Annual Workshop
Satisfactorily complete water survival (swim test)	Air station or IP/FE		75 yards with flight suit and raft entry
Complete Boating Course for Basically Qualified	Member		COMDTINST 16790.1F
Complete Familiarization Flights	Flight	Directive AV-04	Specific Requirements below

Notes
1. Passing the swim Test (for offshore flights) & Egress Training must be complete before overwater flights are authorized
2. On-line pilot and observer tests must be completed to qualify for AUXAIR Designation.
3. Members may participate in workshops, complete swim and egress tests, complete on-line observer and pilots tests, fly as a trainee on patrols including a check Ride (if applicable) after completing the DO Application.
4. A completed DO application (submitted the eEquip application) is required for any aviation hands on training, including Swim & Egress. A “Favorable” report is not required to start training.
Observer Specific Requirements - Policy Manual - COMDTINST 16798.3E Annex 2
Be recommended for Observer training by an FP or higher
Medical Screening per COMDTINST 16798.2 / FAA Medicate Certificate
Pass by 90% the Air Operations Training Test, Pilot/Observer Section (A) - http://ntc2.cgaux.org/NTC/membersHome.php
Complete the Observer Syllabus http://www.d7oax3.net/directive_archive/DirectiveAV04_1.doc
Complete 10 hrs of training on area familiarization flights (unless candidate is or was a certificated military or FAA pilot) http://www.d7oax3.net/directive_archive/DirectiveAV04_1.doc
Qualification requirements verified by FP or higher
Air Crew Specific Requirements- Policy Manual -COMDTINST 16798.3E Annex 2
First be an Observer per Commandant Instructions 16798.2 Directive AV-04 http://www.d7oax3.net/directive_archive/DirectiveAV04_Enc2.pdf
Medical Screening per COMDTINST 16798.2 / FAA Medicate Certificate http://forms.cgaux.org/archive/a7042.pdf
Complete Air Crew Syllabus or have Private Pilot certificate
Complete 5 hrs. of Air Crew flight training
Pass by 90% the Air Operations Training Test, Pilot Supplement (B) http://ntc2.cgaux.org/NTC/membersHome.php

PIC Specific Requirements - Policy Manual -COMDTINST 16798.3E Annex 2
200 PIC hrs. in Category
100 PIC hrs. in Class
50 hrs. & 25 lds if tail wheel
50 hrs. if complex
50 hrs. if turbine
25 hrs. if > 200 HP
Co-Pilot Specific Requirements - Policy Manual COMDTINST 16798.3E Annex 2 / Directive AV-04
At least Private Pilot Certificate
At least Third Class Medical
200 hrs. PIC, at least 12 hrs. in last 6 mo.
Pass Pilot/Observer Test (A) with $\geq 90\%$
Pass Pilot Supplement Test (B) with $\geq 90\%$
Complete the Pilot Syllabus & be recommended by an IP
Two familiarization missions
Successfully Complete Check Ride
First Pilot Specific Requirements - Policy Manual COMDTINST 16798.3E Annex 2 / Directive AV-04
Meet Co-pilot requirements
500 hrs. PIC
Complete the Pilot Syllabus & be recommended by an IP
Successfully Complete Check Ride
Night flight current per FAR 61.57
Aircraft Commander Specific Requirements - Policy Manual COMDTINST 16798.3E Annex 2 / Directive AV-04
Meet First Pilot requirements
Hold an FAA Instrument rating
1000 hrs. PIC time
Successfully Complete Check Ride
Night flight current per FAR 61.57

Training and Annual Requirements	
Submit an annual 7015 each year	All
Annual emergency egress training	All
Annual Swim test	All
Annual Safety Workshop	Pilots/Aircrew
Fly at least 12 hrs. PIC in both the Jan. 1 - Jun. 30 & Jul. 1 - Dec. 31 periods (personal flight hours or on orders hours count)	All pilots (CP, FP, AC) – FAA Logbook recorded hours
Satisfy the currency requirements of FAR 61.57 (Recent Flight Experience)	All Pilots
Complete one-time Spatial Disorientation training at Pensacola – within one year of certification	Pilots/Air crew
Complete one-time CRM training by the Aviation Training Center – within one year of certification	Pilots/Aircrew
Bi-annual successfully complete Check Ride	Pilots /FP/CP
Fly 3 missions under orders totaling 6 flight hours each semi-annual period	FP & AC
Maintain an FAA Instrument rating and currency	AC (& IFR certified FP/CP)
Maintain an FAA CFI or CFII rating when applicable	IP/FE
For restoring expired qualifications, see Operations Policy Manual, Annex 2, Section C.11 for "Failure to Maintain Currency"	
References	
Operations Policy Manual COMDTINST 16798.3E - http://www.cgaux.info/g_ocx/publications/comdtinst/opman/index.html	
Auxiliary Aviation Training Manual M16798.5B - http://www.cgaux.info/g_ocx/publications/comdtinst/M16798.5B.pdf	
Air Crew Qualification Program -COMDTINST 16798.2 http://www.uscg.mil/hq/g-o/cgaux/Publications/Manuals/AuxAirCrew/AuxAirCrewQual.pdf	

Attachment 1

INTRODUCTION TO D7 AUXAIR APPLICATION

Because of the very nature of our mission, being aviation, AUXAIR must set standards higher than normally expected of a volunteer organization. To that end, you should read and understand the following. If you have any questions or concerns about the level of commitment, or wish to discuss the program in any way, please feel free to contact your AAC.

Everyone applying cannot be accepted. Every person and aircraft accepted into the AUXAIR Program is accepted only on the basis of the needs of the USCG. These needs are regularly established by each Air Station, and are tailored to the requirements of their particular AOR. These needs are revised and modified from time to time as the local situation requires. Should you not be accepted into the Aviation program, remember that this is no reflection on you, your qualifications, your character, your ability or your dedication to the Auxiliary.

It is expensive and time consuming to become qualified as an Aviator. This will require the purchase of equipment, specialized uniform items, medical screening and willingness to devote an enormous amount of time to study and testing, check rides and the many missions that occur on holidays or times of family celebrations. You may be frustrated from time to time as this process is long and arduous, but every Aviator who has gone through this process wears their CG Flight Suit with understandable pride, whether Pilot, Air Crew, or Observer.

If you are an aircraft owner, you must be aware that it is also expensive and time consuming to offer your aircraft as an operational facility. If your aircraft fits the needs of your AOR, you must be prepared to modify your aircraft **AT YOUR OWN EXPENSE** to meet certain standards set by the Coast Guard (such as installation of a marine-band radio). Your aircraft will be inspected, and you will be required to maintain it above minimum FAA standards. You will be required to operate your aircraft at all times in compliance with all applicable FAA, FCC, and USCG regulations. You must understand that there may be situations where your aircraft might be exposed to damage, or worse.

If Coast Guard equipment is issued to you or your aircraft, you will be charged with protecting, maintaining and preserving this equipment.

PROFESSIONALISM

Professionalism is the cornerstone of aviation. Each and every Auxiliary flight crew member is expected to act professionally at all times whether in uniform or out, because you represent the United States Coast Guard. You must recognize that professionalism sometimes calls for sacrifice, or discretion, and you must conduct yourself at all times with all people remembering that you represent the best of the United States of America. You have a high standard to live up to.

Safety of our operation is paramount. Every flight crew member is expected to keep uppermost in his mind that the safety, comfort, and well-being of fellow crew members who entrust their lives to him/her are their first and greatest responsibility.

A professional aviator will never allow external pressures or personal desires to influence their judgment or actions. He/she will continue to advance in training and proficiency regardless of outside influences.

RELIABILITY

Schedule reliability is important. When we post the flight schedule, we consider this to be a binding contract with the Coast Guard. We are, in effect, giving our word to the Air Station that we will have an asset airborne at a specific time, for a specific mission, and nothing should keep us from fulfilling that contract unless weather conditions intervene or the Air Station modifies the mission.

This places responsibility upon all crew members to arrange their calendars and activities to allow them to fly each mission as promised or to make alternate arrangements in sufficient time to allow for all our procedural requirements.

This places responsibility upon all crew members to make sure they are physically, mentally, and emotionally fit for flight. We don't take this responsibility lightly, and will not tolerate lapses, with no exceptions.

RESPECT AND CONSIDERATION FOR YOUR FELLOW AVIATORS

It's sometimes hard to realize that you are part of a CREW, but you are. Moreover, if Commander, you are only as good as your crew members make you. You should always strive to instill in your crew a sense of pride and responsibility. You should put the comfort and welfare of your crew above your own.

When you tell someone you'll be somewhere at a specific time, be there. When you tell someone that you'll do something, do it. When you say you'll come up with a report, send it. Nobody will criticize you for being late if you call and give a realistic time of arrival. Nobody will criticize you for a lousy grade, or a lousy report, or a hundred other examples, but you should always be aware of how your actions affect and inconvenience other people.

We must remember that people live throughout a wide area and we operate out of many different airports, therefore travel time and road condition becomes an important consideration when planning a mission.

TRUTHFULNESS

Sometimes it is not comfortable to be completely honest, but it is a fundamental requirement of aviation -- more than any other human endeavor. If you make a mistake, FESS UP. In any situation in aviation your fellow crewmembers need to take action based on

information you provide, and if that information is inaccurate or incomplete the outcome can be tragic -- and you must realize that an act of omission can be just as hazardous as a deliberate act of commission.

It is the obligation of all crewmembers to report conditions which could be detrimental to safe operations and to advise the Aircraft Commander immediately so that appropriate action may be taken.

MAINTENANCE

Just as a prudent pilot will maintain his airplane, you will be expected to maintain yourself.

Your skills must be maintained and improved. You must establish and commit to a personal program of recurrent training. If you are a pilot, you will be expected to keep all aspects of your license current under FARs (if instrument rated, for example, you will be required to maintain instrument currency).

Your health, both physical and mental, must be maintained to a high degree. You will be required to pass a rigorous swim test each year, and you will be required to attend workshops and seminars on a periodic basis.

CONTRIBUTION

You will be expected and required to contribute to the success and improvement of the AUXAIR program. You will be expected and required to help out in various administrative or other non-flight duties.

SECURITY

Because of the nature and sensitivity of our mission, you must submit to a complete security screening for Direct Operations. You will be privy to sensitive information and you shall be expected to keep it to yourself. No breach of security can be tolerated.

PATIENCE

You must recognize that other members of the Auxiliary, whether flight crew members or not, may not have your particular skills, expertise, understanding or experience and it is essential you have the patience and sensitivity to deal with these people in a respectful manner. Always keep in mind that you represent AUXAIR. A careless or thoughtless word can do much damage to the Coast Guard/Coast Guard Auxiliary.

CONCLUSION

Your priorities will always be your crew, your aircraft, and your mission. If you agree with the above and go through all the qualifications process - then you can proudly call yourself a Coast Guard Auxiliary Aviator.

This is to certify that I understand the expectations of the Coast Guard Auxiliary AUXAIR program. I have received an Aviation packet explaining AUXAIR opportunities.

Name _____
(Please print)

(Signature)

Flotilla: _____

Member # _____

Date _____