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## Annex 3 Aviation Safety Program

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**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:

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## Section A. Background

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<b>Introduction</b>	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 <i>Safety and Environmental Health Manual</i> , COMDTINST M5100.47 (series), <i>Chapter 1</i> defines the Coast Guard's overall safety policies, goals, authority, responsibilities, and organization.
<b>A.1. Scope/Authority</b>	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.
<b>A.2. Program Goal</b>	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.
<b>A.3. Focus</b>	<p>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.</p> <p>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.</p>
<b>A.4. Responsibility</b>	Air Station Commanding officers shall ensure the Auxiliary District Flight Safety officer (DFSFO) is part of a robust aviation safety program. The DFSFO shall become familiar with and work closely with the Air Station Flight Safety officer (FSO) in the coordination of the Auxiliary flight safety program as detailed in this annex.






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## Section B. Organization

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### 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.

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### B.1. Coast Guard Headquarters

The following Coast Guard Headquarters offices participate in the Auxiliary Aviation Safety Program.

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#### 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.

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#### 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.

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#### 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.

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#### 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.

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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.
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<b>B.2. Coast Guard Auxiliary</b>	The following Coast Guard Auxiliary Leaders participate in the Auxiliary Aviation Safety Program.
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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.
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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.
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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).
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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.

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B.2.c.2.  
Responsibilities

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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.
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## Section C. Mishaps

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

**C.1. Pre-Mishap Planning** The DFSSO 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.

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**C.3. Class C, D,  
and E Mishaps**

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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.

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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).

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C.3.b.  
Investigation

Investigations at this level will normally be completed by the cognizant air station FSO and Auxiliary DFSO.

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