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

Commandant
United States Coast Guard

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AUG 23 2004

MEMORANDUM

From: M. S. STAIER, LCDR
G-OCX-2

Reply to Attn of: G-OCX-2
LCDR Staier

23 AUG 2004

To: B. P. SMITH, CAPT (G-OCX)
Thru: C. J. OLIN, CDR (G-OCXd) Recommend sign.

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C. J. OLIN, CDR, USCG

Subj: PROMULGATION OF VARIOUS AUXILIARY AVIATION POLICIES

1. ISSUE: The enclosed documents have been concurrently developed and reviewed by G-OCX-2, G-OCA, G-WKS-1, ATC Mobile and the Auxiliary aviation leadership over the past 6 months and are ready for official promulgation and incorporation into Auxiliary operations policy.

   a. Form ANSC 7005 – This form is designed to provide specific information on aircraft facilities that are offered for use. This form will be submitted annually. This form replaces CG2736B.

   b. Form ANSC 7005a – This is a new form designed to better track the qualification and currency status of Auxiliary aviators. This form will be submitted annually.

   c. Instructor Pilot/Flight Examiner Syllabus – This document sets a national standard for the certification of Auxiliary flight instructors and examiners. This document was created by the Auxiliary aviation standardization team in coordination with ATC Mobile. I propose as of the date of your signature on this memo, all prospective IPs and FEs shall complete this syllabus prior to being certified. The current District Flight Examining Board Senior Member shall administer to and current IPs and FEs shall complete this syllabus within 24 months of the date of your signature on this memo.

   d. Risk Assessment Matrix – This document was created to provide Auxiliary aviators a standardized vehicle for use in analyzing and mitigating risk. This document was created by the Auxiliary aviation standardization team in coordination with ATC Mobile.

   e. Engine Stop Policy when Embarking/Disembarking Passengers or Crew – This document was created by the Auxiliary aviation standardization team and is intended to provide an improved level of safety during operations.

2. These documents represent a fraction of the work the Auxiliary aviation standardization team has undertaken. ATC Mobile has been a tremendous help and continues to provide valuable input as we continue to mold Auxiliary aviation into a more standardized and safer program.

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Enclosures: (1) Form ANSC 7005
(2) Form ANSC 7005a
(3) Instructor Pilot/Flight Examiner Syllabus
(4) Risk Assessment Matrix
(5) Engine Stop Policy when Embarking/Disembarking Passengers or Crew

Copy: G-OCA
G-WKS-1
NACO
NAVCO-COS
NADCO-OMS
DC-O
DCO-d