



DISRINST 16798.5  
AUG 27, 2004

DIRECTOR OF AUXILIARY FIRST SOUTHERN REGION INSTRUCTION 16798.5

Subj: AVIATION MISSION ASSIGNMENT PROCESS

1. PURPOSE. This sets forth the procedures to be used for the assignment of facilities and crews in the First Southern Region Aviation Operations program. The **goal of the mission assignment process** is to assign resources (facilities and air crews) to USCG and Auxiliary missions **safely, effectively, and efficiently**. Safety is always the most important consideration.
2. ACTION. The ADSO-AV(PS) will utilize the above criteria to schedule mission resources via NETSKEDS (the information and assignment database). D1SR uses [www.Netskeds.us](http://www.Netskeds.us) to centralize aviation communications within the district aviation community, to manage aircraft qualifications, to manage crew qualifications, to publish mission requirements documents, to publish the mission schedule, to collect crew assignment requests (bids), to facilitate the assignment process, to publish the final assignments, to manage mission dispositions, and to facilitate post-mission paperwork. NETSKEDS data will be retained permanently.
3. 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. **New missions** arise when a member of the USCG or Auxiliary requests an aviation service. When the mission originates from the USCG "gold side", the DSO-AV approves the mission, and the ADSO-AV(PS) schedules the mission and assigns a pilot-in-command (PIC). When the mission originates from the Auxiliary "silver side", the request is passed up the chain of communications to DIRAUX for approval, and then the ADSO-AV(PS) schedules the mission and assigns a PIC. If the mission **recurs** then only the original approval process is required, and the ADSO-AV(PS) schedules the mission and assigns the PIC as required.
  - c. The **Assignment Process** takes place as follows:
    - (1) Recurring missions are published monthly and new missions are published as they arise.
    - (2) Crewmembers wishing to be assigned to any mission may request (bid) for selected positions on that mission, such as PIC, co-pilot, observer, and trainee. Requestable positions depend on crewmember qualifications.

- (3) The aviation board (through the ADSO-AV(PS) – the assigner) assigns a PIC to a mission, and the PIC selects the remainder of the crew. Periodically, the assigner makes PIC assignments in bulk. This period is generally one week, but may vary depending on mission requirements, crew availability, and other factors. The PIC assignment process is described below.
- (a) The PIC assignment is published.
  - (b) The PIC makes and publishes the crew assignment.
  - (c) The PIC and crew fly the mission if possible.
  - (d) Following the completion or cancellation of the mission, the PIC publishes the disposition.
  - (e) The PIC may also complete the paperwork (Activity Report - Mission and Patrol Order Form).
- (4) **Assignment Rules:** The assigner will always attempt to satisfy these rules.
- (a) The District Aviation Board is solely responsible for scheduling missions and assigning resources to each mission.
  - (b) Flying for the USCG Auxiliary is a *privilege* and not a right.
  - (c) An approved USCG Aux pilot (AC/FP/CP) may request to be assigned as PIC (bid) for a mission. Once a mission is assigned to a PIC, the PIC cannot reassign their mission to another PIC. PIC can only advise the assigner that they cannot perform the mission, and ask to have the mission reassigned.
  - (d) Other crewmembers (co-pilots, observers, and trainees) may only request (bid) to be assigned as a crewmember.
  - (e) FAR 91.3(a) "The PIC is directly responsible for, and is the final authority as to, the operation of that aircraft."
  - (f) The PIC selects his crew. A prudent PIC must consider such attributes as Qualifications and Weight & Balance in the crew selection process, and may also consider bidding, availability, location, and other factors.
  - (g) Crewmembers should not be assigned to a mission in such a way as to exceed flight hour, crew mission time constraints, or other factors, which may affect safety.
  - (h) Requesting (bidding) is no guarantee of assignment.
- (5) **Assignment Preferences.** Wherever possible, the assigner will attempt to satisfy the following rules:

- (a) The best qualified PIC/Facility/Crew should be assigned to every mission.
  - (b) Each mission should have a PIC assigned; i.e. wherever possible, no missions should expire unassigned.
  - (c) Each qualified, requesting (bidding) PIC should be assigned at least one mission over the planning horizon.
  - (d) For contingent missions (i.e. MDA GRUMOR, where authorization is contingent on other missions flown), wherever possible, the same PIC should be assigned to all missions; the original mission and the contingent missions.
  - (e) When multiple PIC's bid for the same mission, an attempt will be made to rotate that assignment in a round-robin fashion over successive weeks.
  - (f) The PIC aircraft home base should be close to the required flight path, wherever possible. But an attempt will be made to have PIC's fly each type of mission for which they are qualified, even if the home base is not along the flight path.
- (6) When making bulk assignments, the assigner compiles a list of unassigned missions. For each mission, a list of PIC bidders is compiled and subdivided into two lists; fully qualified, and less than fully qualified PIC bidders. The **best available aircrews** are considered for assignment. If they are fully qualified then one of these crews may be selected. If no available aircrews are qualified then:
- (a) Mission requirements may be redefined or relaxed,
  - (b) The assignment may be deferred until a later date,
  - (c) A non-bidding PIC may be contacted and asked to fly the mission, or
  - (d) The mission may remain unassigned.
- (7) For any mission, when **multiple** PIC's are fully qualified and available and bid for this mission, then a PIC may be selected by considering:
- (a) Number of bids made within the planning horizon, and the impact on the remainder of the schedule.
  - (b) Number of assignments to date.
  - (c) Mission flight hours to date.
  - (d) Days since last mission assignment.
  - (e) Number of historical assignments to this specific mission.

- (8) Lastly, the following **advice** is offered to ALL air crew members wanting an assignment; i.e. how to make the system work to good advantage for YOU:
- (a) Bid as much as you like - more is better. If you bid for very few missions, or 'cherry-pick' occasional missions only, then the numbers will work against you, and you will receive fewer assignments.
  - (b) Bid as far into the future as you can - your planning horizon should extend further than one week. You can always change your bids before they are assigned.
  - (c) Co-pilots, Observers, and trainees should **contact** a PIC and ask to be taken on that mission.
  - (d) Co-pilots, Observers, and trainees must be willing to travel to the PIC or aircraft home base.

  
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