

**BY ORDER OF THE SECRETARY
OF THE AIR FORCE**

AIR FORCE INSTRUCTION 34-117

1 OCTOBER 2014



**KIRTLAND AIR FORCE BASE
Supplement**

30 JULY 2015

Services

AIR FORCE AERO CLUB PROGRAM

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

ACCESSIBILITY: Publications and forms are available for downloading or ordering on the e-Publishing website at <http://www.e-Publishing.af.mil>

RELEASABILITY: There are no releasability restrictions on this publication

OPR: AF/A1SO

Certified by: AF/A1
(Robert E. Corsi, Jr.)

Supersedes: AFI 34-217, 1 February
1997; AFMAN 34-232,
7 February 2007

Pages: 89

(KIRTLANDAFB)

OPR: 377 FSS/FSC

Certified by: 377 FSS/CL
(Mr. Rickey L. Farrin)

Supersedes: AFMAN 34-
232_KIRTLANDAFBSUP,
18 February 2014

Pages:34

This instruction implements Air Force Policy Directive (AFPD) 34-1, *Air Force Services*. Submit requests for waivers through the chain of command to the appropriate Tier waiver approval authority, or alternately, to the Publication OPR for non-tiered compliance items. This publication applies to all Air Force Personnel including the Regular Air Force (RegAF), the Air Force Reserve (AFR) and the Air National Guard (ANG) on Title 10 status. ANG personnel on Title 32 status must utilize the following guidance unless otherwise directed by state law. In collaboration with the Chief of Air Force Reserve (AF/RE) and the Director of the Air National Guard (NGB/CF), the Deputy Chief of Staff, Manpower, Personnel and Services (AF/A1) develops personnel policy for the Air Force Aero Club Program. This Air Force Instruction (AFI) may be supplemented at any level; all MAJCOM level supplements must be approved by the Human Resources Management Strategic Board prior to certification and approval. Refer recommended changes and questions about this publication to the OPR using Air Force (AF) Form 847, Recommendation for Change of Publication; route AF Form 847's to the AFPC

Publishing Office, 550 C Street West Suite 48, Randolph AFB Texas 78150-4750, or email afpc.publications@us.af.mil. The authorities to waive wing/unit level requirements in this publication are identified with a Tier (“T-0, T-1, T-2, T-3”) number following the compliance statement. See AFI 33-360, Publications and Forms Management, Table 1.1. for a description of authorities associated with tier numbers. Submit requests for waivers to the Publication OPR for non-tiered compliance items. Ensure all records created as a result of processes prescribed in this publication are maintained in accordance with (IAW) Air Force Manual (AFMAN) 33-363, Management of Records, and disposed of IAW the Air Force Records Information Management System Records Disposition Schedule. The use of the name or mark of any specific manufacturer, commercial product, commodity, or service in this publication does not imply endorsement by the Air Force.

(KIRTLANDAFB) This publication supplements Air Force Instruction (AFI) 34-117, Air Force *Aero Club Program*. It establishes procedures and applies to members of the Kirtland Air Force Base (KAFB) Flight Center and members of other aero clubs/flight centers flying KAFB Flight Center aircraft. For the purpose of this supplement, installation of KAFB refers to the entire confines of KAFB military reservation subject to the jurisdiction of the 377th Air Base Wing (ABW) Commander (CC). This publication does not apply to the Air National Guard (ANG). This publication does not apply to Air Force Reserve Command (AFRC) Units. Refer recommended changes and questions about this publication to the Office of Primary Responsibility (OPR) using the AF Form 847, *Recommendation for Change of Publication*; route AF Form 847s from the field through the appropriate functional’s chain of command. This publication may not be supplemented or further implemented/extended. Requests for non-tiered, publication approval level waivers must be submitted to the OPR listed above for consideration and approval. Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with (IAW) Air Force Manual (AFMAN) 33-363, *Management of Records*, and disposed of IAW Air Force Records Information Management System (AFRIMS) Records Disposition Schedule (RDS).

SUMMARY OF CHANGES

This document has been substantially revised and must be completely reviewed. Major changes include revised and updates reference to all Air Force Instruction (AFI)/AFMAN to reflect current numbering and publication dates. This instruction identifies tier waiver authorities for unit level compliance items and deletes all tasking and reference to Major Command Directors of Manpower, Personnel and Services (MAJCOM/AIS). It reflects the Force Support Squadron (FSS) structure led by a Commander (CC) or Civilian Leader (CL). This instruction adds responsibility to conduct operational and safety inspections to the Air Force Personnel Center Services Directorate (AFPC/SV) and identifies tiered waiver authorities for unit level compliance items. This instruction incorporates guidance from AFMAN 34-232, *Aero Club Operations*.

(KIRTLANDAFB) The publication has been revised. Rewritten to correspond with new parent AFI.

Chapter 1—GENERAL GUIDANCE	6
1.1. Specific Application.	6
1.2. Purpose and Intent.	6
1.3. Roles and Responsibilities	7
1.4. Establishing an Aero Club.	18
1.5. Dissolving an Aero Club.	19
1.6. Insurance Programs.	19
1.6. (KIRTLANDAFB) The KAFB Flight Center insurance program is:	19
1.7. Initiation Fees.	20
1.8. Member Records/Training Folders.	21
1.9. (Added-KIRTLANDAFB) Finances.	21
Chapter 2—AIRCRAFT, EQUIPMENT, AND SUPPLIES	23
2.1. Purchasing and Leasing Aircraft.	23
2.2. Department of Defense (DoD) Loaned Aircraft.	23
2.3. AFPC/SVPCR Loaned Aircraft.	24
2.4. Obtaining Aircraft and Engine Parts.	24
2.5. Obtaining Other Supplies and Equipment.	24
2.6. Selling Fuel, Oil and Other Aviation-Related Items.	24
2.7. Maintaining Inventories.	25
2.8. Registering Aircraft.	25
Chapter 3—SAFETY	26
3.1. Applicability.	26
3.2. Safety Meetings.	26
3.2. (KIRTLANDAFB) Safety Meetings and the general membership meeting are held on the first Wednesday (of each month) at 1830, unless otherwise announced.	26
3.3. Fire Extinguishers.	27
3.4. Flight Clothing.	28
3.5. Air Force Occupational Safety and Health (AFOSH) Standards.	28
3.6. Disciplinary Action/Retraining.	28
3.7. Classifying Mishaps.	29
3.8. Investigating Mishaps.	29
3.9. Reporting Mishaps.	29

3.10. Using or Releasing Mishap Reports Without Authorization. 30

3.11. Investigating Pecuniary Liability. 30

3.12. Ground and Occupational Safety. 30

Chapter 4—OPERATIONS 32

4.1. Standard Operating Procedures (SOP). 32

4.2. Pilot Information File (PIF). 32

4.3. USAF Aero Club Instructor Standardization Guide. 33

4.4. Documents and Publications. 33

4.5. Local Flying Area. 33

4.5. (KIRTLANDAFB) Local Flying Area. 33

4.6. Pilot-In-Command (PIC). 34

4.7. Passengers. 34

4.8. Aircraft Scheduling. 35

4.9. Required Equipment. 36

4.10. Checklists. 36

4.11. Clearance Procedures. 37

4.12. Pilot Currency. 37

Figure 4.1. (Added-KIRTLANDAFB) Wind Chart Ratings 39

4.13. Pilot Training. 40

4.14. Aircraft Checkouts. 40

4.15. Knowledge Examinations. 42

4.16. Refueling. 43

4.17. Flight Restrictions. 44

Figure 4.2. (Added-KIRTLANDAFB) Taxi & No Go Areas 49

Figure 4.3. (Added-KIRTLANDAFB) Cross Country Routes 51

4.18. (Added-KIRTLANDAFB) Cross Country Procedures. 55

4.19. (Added-KIRTLANDAFB) Lost Communication Procedures. 57

4.20. (Added-KIRTLANDAFB) Mid-Air Collision Avoidance. 57

4.21. (Added-KIRTLANDAFB) Parking. 58

4.22. (Added-KIRTLANDAFB) Diversion. 58

4.23. (Added-KIRTLANDAFB) Extreme Weather Procedures. 58

4.24. (Added-KIRTLANDAFB) Other Flight Center Procedures. 61

4.25. (Added-KIRTLANDAFB) Flight Center Security. 62

4.26. (Added-KIRTLANDAFB) ABQ International Sunport Airport Procedures.	62
Chapter 5—MAINTENANCE	63
5.1. General Maintenance Information.	63
5.2. Time Between Overhaul (TBO).	66
5.3. Compliance With Manufacturer's Service Bulletins.	66
5.4. Grounding an Aircraft.	66
5.5. Maintenance Records.	67
5.6. Maintenance Status.	68
5.7. Use of Base Facilities.	68
5.8. Aircraft Parts.	68
5.9. Precision Measuring Equipment.	69
5.10. Service Difficulty Reports (SDR)/Malfunction Defect Reports (MDR).	69
5.11. Functional Check Flight (FCF).	69
5.12. Deferred Maintenance.	69
5.13. Tool Control Program.	69
5.14. Maintenance Training.	69
5.15. Corrosion Control.	70
Attachment 1—GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION	71
Attachment 1—(KIRTLANDAFB) GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION	75
Attachment 2—FORMAT FOR STANDARD OPERATING PROCEDURES	78
Attachment 3—GRADING PRACTICES	79
Attachment 4—PILOT CHECKOUT REQUIREMENTS	81
Attachment 5—MISHAP REPORTING PROCEDURES	83
Attachment 6—INSTRUCTIONS FOR COMPLETING AF FORM 270 (AERO CLUB OPERATIONS, RCS: HAF-SV (Q) 9495)	85
Attachment 7—MEMBERSHIP RECORDS	88
Attachment 8—PILOT INFORMATION FILE (PIF) BINDER FORMAT	89

Chapter 1

GENERAL GUIDANCE

1.1. Specific Application. This instruction applies to commanders at each echelon, aero club personnel, members and others responsible for implementing the AF Aero Club Program. These individuals must comply with applicable AFPDs and Instructions (**T-1**), Federal Aviation Regulations (FAR) (**T-0**), National Transportation Safety Board (NTSB) Statutes (**T-0**), and the Transportation Security Administration (TSA). (**T-0**).

1.1.1. Air Force Personnel Center Community Programs Branch (AFPC/SVPC) may waive requirements and restrictions in this instruction. (**T-3**).

1.1.2. Pilots may deviate from requirements and restrictions in this instruction to the extent required to meet an emergency situation. Pilots shall report any deviation from this instruction to the Aero Club Manager as soon as possible.

1.1.3. In addition to the authorized persons specified in AFI 34-101, *Air Force Morale, Welfare, and Recreation (MWR) Programs and Use Eligibility*, the following individuals are authorized membership:

1.1.3.1. Individuals authorized Veterans Administration (VA) Flight Training Benefits for the period they are enrolled in a VA approved flight training course provided local VA flight training facilities are unavailable.

1.1.3.2. Civil Air Patrol (CAP) members.

1.1.3.3. Flight instructors and mechanics on contract with the aero club.

1.2. Purpose and Intent.

1.2.1. Aero clubs are recreational activities established to promote morale. Aero clubs give eligible personnel an opportunity to:

1.2.1.1. Support the AF mission.

1.2.1.2. Participate in professional aviation training programs.

1.2.1.3. Enjoy safe, low cost aircraft operations.

1.2.1.4. Develop and maintain aeronautical skills.

1.2.1.5. Develop awareness and appreciation of aviation.

1.2.1.6. Enjoy a social activity.

1.2.2. Aero clubs support the United States Air Force Survival, Recovery, and Reconstruction Plan, search and recovery operations and other operational missions. Except for actual survival, recovery and reconstitution or contingency missions, normal club activities have priority.

1.2.2.1. Appropriated fund (APF) reimbursement to the aero club is authorized according to AFMAN 64-302, *Nonappropriated Fund (NAF) Contracting Procedures*. When clubs participate in Air Force operational missions, their aircraft perform an APF function and the nonappropriated funds (NAF) insurance liability program does not apply.

1.2.2.2. File any claims arising out of such missions in accordance with AFI 51-501, *Tort Claims*.

1.2.2.3. Only qualified aero club pilots may operate aircraft for operational missions. (T-3).

1.2.3. Members are encouraged to use aero club aircraft as a method of temporary duty (TDY). Joint Travel Regulations, Volume I, and AFI 24-101, *Passenger Movement*, authorizes the use of aero club aircraft for this purpose.

1.3. Roles and Responsibilities

1.3.1. Headquarters United States Air Force, Director of Services (AF/A1S). This office establishes policy for aero clubs.

1.3.2. AFPC/SV:

1.3.2.1. Sets, publishes and distributes guidance on aero club operations.

1.3.2.2. Trains aero club managers.

1.3.2.3. Acquires and distributes Government-loaned aircraft.

1.3.2.4. Performs staff assistance visits to aero club activities upon installation request as funding allows.

1.3.2.5. Reviews major aero club construction and renovation projects.

1.3.2.6. Publishes forms needed to document flight training programs.

1.3.2.7. Conducts operational and safety program management reviews in conjunction with MAJCOM appointed advisors.

1.3.3. AFSC Commander. Air Force Safety Center Commander (AFSC/CC) is the OPR for United States Air Force (USAF) safety policies and instructions. Additionally, AFI 36-2833, *Safety Awards*, establishes a program to give special annual recognition to mishap-free aero clubs and to promote aviation safety.

1.3.4. Major Command Commander (MAJCOM/CC).

1.3.4.1. Designates three advisors, one each from operations, maintenance, and safety to provide the AFPC and installations with specific area expertise. (T-1).

1.3.4.2. Appoints advisors whom accompany AFPC to conduct program management reviews and training visits of all aero clubs within the command at least every 24 calendar months. (T-1). The inspection/staff assistance team consists of the MAJCOM appointed advisors and AFPC OPR is the team chief. (T-1).

1.3.4.3. IAW AFI 90-201, *The Air Force Inspection Program*, MAJCOM functionals will coordinate with their respective Inspector General (IG) to schedule, validate and deconflict all current and planned inspections, assessments, evaluations and audits. (T-1).

1.3.4.4. Helps with mishap investigations as required; once the mishap report is complete, tracks recommendations to completion.

1.3.4.5. Supplements this instruction as required after coordinating the supplements through AFPC/SVPCR.

1.3.5. Installation Commander.

1.3.5.1. Provides hangar and ramp space, classroom, and maintenance facilities and supplies.

1.3.5.2. Authorizes off-base operations if the installation has inadequate facilities. **NOTE:** Get AFPC approval to lease off-base civilian facilities. Any lease for facilities at a civilian airport must permit AF inspection. **(T-3)**.

1.3.5.3. Ensures that specialists (e.g., fuels and corrosion control) work with the manager to implement aggressive quality assurance programs.

1.3.5.4. Includes aero club facilities in ground safety and fire protection inspections. **(T-3)**.

1.3.5.5. Appoints, in writing, an operations, maintenance and safety advisor to serve as a direct operational link with the club. **(T-3)**.

1.3.5.5.1. Ensures at least one of the appointed operations, maintenance or safety advisor attends club monthly safety meetings and standardization meetings. **(T-3)**.

1.3.5.5.2. Directs each operations, maintenance and safety advisor to conduct and document at least one club spot inspection monthly. **(T-3)**.

1.3.5.6. May suspend all or a portion (such as night flying) of a Club's operations if systemic safety failures are suspected or implicated by a mishap. **(T-3)**.

1.3.5.7. Revokes a club member's privileges if the member demonstrates negligence, willful misconduct or drug or alcohol abuse. **(T-3)**.

1.3.5.8. Revokes membership privileges according to this instruction. **(T-3)**.

1.3.5.9. Supplements this instruction as required after coordinating the supplements through AFPC/SVPCR. **(T-3)**.

1.3.6. Force Support Squadron (FSS/CC) or Force Support Squadron Civilian Leader (FSS/CL).

1.3.6.1. Helps establish or dissolve the aero club according to this instruction and AFI 34-101.

1.3.6.2. Supervises the aero club manager and notifies AFPC/SVPCR within five working days of any change in the manager's position. **(T-3)**.

1.3.6.3. Removes from flying activities or aircraft maintenance any employee or contractor who demonstrates, or who is suspected of, negligent acts, willful misconduct, drug abuse or alcohol abuse, and investigates and takes appropriate action. **(T-3)**.

1.3.6.4. Approves the club Standard Operating Procedures (SOP). **(T-3)**.

1.3.6.5. Conducts an inspection of the aero club at least every 12 calendar months. **(T-3)**. The FSS CC CL:

1.3.6.5.1. Assembles the inspection team, consisting of at least the Installation Commander's three appointed advisors and the FSS resource manager. (T-3).

1.3.6.5.2. Serves as the team chief or designates their deputy as the team chief. (T-3).

1.3.6.5.3. Forwards a consolidated report to the installation commander within five working days of the inspection. (T-3).

1.3.6.5.4. Ensures the club manager returns proposed corrective actions within 15 working days of receipt. (T-3).

1.3.6.5.5. Forwards the amended report to the installation commander within 45 workdays of the inspection. (T-3).

1.3.6.5.6. Forwards completed inspection reports to AFPC/SVPCR once approved by the installation commander (T-3).

1.3.6.6. For flight instruction, may authorize the aero club manager, if qualified, to perform duties as a flight instructor. **NOTE:** Club management takes precedence over any instructional duties, and the manager must return instructor fees to the club.

1.3.7. Installation Operations Advisor.

1.3.7.1. Is a rated military pilot actively flying at the installation (if installation has a flying mission), and if practical, a qualified supervisor of flying. This individual should be highly experienced in general aviation and hold a valid FAA Airman's Certificate. (T-3).

1.3.7.2. Coordinates with Safety and Maintenance Advisor to insure attendance at each safety and standardization meeting and advises the manager on operational issues. (T-3).

1.3.7.3. Helps the club operations officer monitor flight operations and coordinate with installation agencies. (T-3).

1.3.7.4. Conducts spot inspections as required, documents at least one per month. (T-3).

1.3.8. Installation Safety Advisor.

1.3.8.1. Is a rated flight safety officer from the servicing safety office. This individual should be highly experienced in general aviation and hold a valid FAA Airman's Certificate. (T-3).

1.3.8.2. Coordinates with Operation and Maintenance Advisor to insure attendance at each safety and standardization meeting and helps the club safety officer develop an aggressive mishap prevention program. (T-3).

1.3.8.3. Provides the club safety officer with mishap prevention information and serves as a link to MAJCOM Safety Staff and HQ AFSC. (T-3).

1.3.8.4. Conducts mishap investigations. (T-3).

1.3.8.5. Takes part in the annual activity inspection and follows up on any safety discrepancies found. (T-3).

1.3.8.6. Conducts spot inspections, as required, documents at least one per month. (T-3).

1.3.9. Installation Maintenance Advisor.

1.3.9.1. Is a senior maintenance manager familiar with FAA maintenance procedures. This individual should be highly experienced in general aviation and hold a valid FAA Airframe and Powerplant Certificate. **(T-3)**.

1.3.9.2. Helps the maintenance officer to use installation maintenance facilities and equipment. **(T-3)**.

1.3.9.3. Coordinates with Operation and Safety Advisor to insure attendance at each safety meeting **(T-3)** and advises the manager on:

1.3.9.3.1. Overall condition of the aircraft and maintenance facilities. **(T-3)**.

1.3.9.3.2. Aircraft maintenance procedures. **(T-3)**.

1.3.9.3.3. Fuels quality assurance program. **(T-3)**.

1.3.9.3.4. Corrosion control program. **(T-3)**.

1.3.9.4. Conducts spot inspections, as required, documents at least one per month. **(T-3)**.

1.3.10. Manager Responsibilities.

1.3.10.1. Responsible for all aspects of the club's operation. Managers shall conduct daily business according to applicable Air Force publications to include this manual, AFI 34-217, *Federal Aviation Regulations*, TSA, NTSB statutes, and local directives.

1.3.10.2. Shall maintain the SOP, PIF, applicable Flight Information Publications, and other documents directed by this manual.

1.3.10.3. Shall maintain membership, flight currency, safety, and annual currency records, TSA documentation and training folders.

1.3.10.4. Shall report accidents, incidents, unusual occurrences, or other pertinent safety information immediately to the FSS commander or division chief, with a copy to their MAJCOM representative, and AFPC/SVPCR in **Attachment 5**. Also follow guidance contained in the AF/AIS message, *Serious Incident Reporting for Services Activities*, for serious incidents or accidents.

1.3.10.5. Shall stop any club pilot, whether local or transient, from flying when, in the manager's judgment, flight safety may be compromised.

1.3.10.6. Shall suspend membership privileges of any member suspected of having engaged in negligent acts, willful misconduct, drug abuse, or alcohol abuse. Suspension will remain in force pending installation commander evaluation. While under suspension, the member shall not be required to pay dues. Managers shall forward results of suspension and/or revocation actions signed by the installation commander through the MAJCOM to AFPC/SVPCR and inform the FAA if certification review is warranted.

1.3.10.7. Shall monitor contractor personnel to ensure compliance with contract provisions and report substandard performance to the contracting officer.

1.3.10.8. Shall designate a safety, operations, and maintenance officer to meet the requirements of this manual.

1.3.10.9. Managers shall designate a chief flight instructor who meets the requirements of 14 CFR Part 141.

1.3.10.10. Shall retain flight/ground instructors as employees or individual contractors. Employees may perform duties as flight/ground instructors when their job descriptions include these duties; however, all fees and revenues from flight/ground instructor duties shall go to the club. An employee whose job description does not include instructor duties may provide contract flight or ground instruction under contract for compensation during off-duty hours.

1.3.10.11. Shall ensure personnel who lease aircraft to the club are not in a position to affect flight instruction or aircraft scheduling procedures for personal gain.

1.3.10.12. Shall ensure compliance with manufacturer's mandatory service bulletins and FAA maintenance directives, including Airworthiness Directives (AD) that apply to aircraft operated by the club.

1.3.10.13. Shall conduct frequent inspections of club maintenance facilities, with particular attention to inventories.

1.3.10.14. Shall ensure a positive means of securing unattended aircraft, and implement procedures to prevent members from flying an aircraft with an uncorrected discrepancy that may adversely affect safety of flight.

1.3.10.15. Shall ensure a quality assurance program is established for fuels, to include periodic replacement of filters, and inspection of fuel storage tanks and pumping equipment sumps for contamination. Commercial fuel vendors must meet the standards established by the American National Standards Institute, and fuel storage facilities must meet the standards prescribed by the National Fire Protection Association.

1.3.10.16. Shall establish and post crosswind limits for each make and model aircraft and pilot category.

1.3.10.17. Shall perform semiannual cost analyses to ensure adequate rental rates. Managers shall recommend lower dues and initiation fees to the FSS commander/division chief for additional family members or as a temporary recruiting initiative.

1.3.10.18. Shall complete the AF Form 270, *Aero Club Operations*, according to [Attachment 6](#).

1.3.10.19. Shall use base level market data to support planned programs.

1.3.10.20. Shall account for aircraft, equipment, and supplies on loan or issued to aero clubs in accordance with AFMAN 23-110, *USAF Supply Manual*. Managers shall account for all equipment purchased from NAFs in accordance with AFI 34-201, *Use of Nonappropriated Funds (NAFs)*. Managers shall manage NAF assets in compliance with AFI 34-204, *Property Management*.

1.3.10.21. Managers shall obtain AF/A1S approval to conduct any events open to the general public, to include demonstration rides.

1.3.10.22. Shall develop a plan to recall, shelter, or evacuate aircraft in the event of hazardous weather advisories.

1.3.10.23. Shall track and correct any deficiencies noted during base-level inspections or evaluations.

1.3.10.24. Shall attend or designate an aero club member to attend all base-level flying safety meetings.

1.3.10.25. Shall implement installation bird condition procedures.

1.3.10.26. Shall ensure a current ADP database is maintained on all members.

1.3.11. Club Operations Officer Responsibilities. The operations officer monitors the club's flying operations and works closely with base operations personnel, the commander's appointed operations advisor, and the chief flight instructor to ensure compliance with the SOP. The operations officer should hold at least an FAA private pilot certificate.

1.3.12. Club Safety Officer Responsibilities. The safety officer conducts an aggressive aviation safety program, working closely with the commander's appointed safety advisor, the MAJCOM safety point of proactive mishap prevention program. The safety officer should be a certificated flight instructor or an experienced pilot. Additionally, having attended a military or civilian flight safety course is desirable. The safety officer shall:

1.3.12.1. Be alert to potential hazards and recommend changes in procedures to minimize their occurrence.

1.3.12.2. Maintain a flight safety bulletin board.

1.3.12.3. Coordinate with appropriate agencies to correct safety deficiencies discovered during inspections.

1.3.12.4. Ensure safety meeting minutes, mishap reviews, and mishap report messages are promptly posted in the PIF. **NOTE:** Safety officers shall obliterate all references to pilot identification, specific location, or identification of aircraft before posting.

1.3.12.5. Conduct safety meetings and prepare minutes for membership review. **NOTE:** Videotaped meetings may replace safety meeting minutes provided the videotape is kept on file for 1 year.

1.3.12.6. Post safety meeting minutes in the PIF within 5 workdays after each meeting.

1.3.12.7. Notify the wing safety office of all aero club safety and standardization board meetings.

1.3.13. Club Maintenance Officer Responsibilities. The maintenance officer monitors the maintenance program and ensures an aggressive, pro-active approach is taken to identify, correct, and prevent aircraft discrepancies. The maintenance officer works closely with the commander's appointed maintenance advisor and club chief of maintenance to maintain a rigorous quality control program. The maintenance officer should have a background in aircraft maintenance gained from military or civilian aviation. An FAA Airframe and Powerplant (A&P) certificate is desirable.

1.3.14. Chief Flight Instructor Responsibilities.

1.3.14.1. Direct all flight training and checkout activities according to 14 CFR Part 61, 91, and 141, this instruction, USAF Aero Club Instructor Standardization Guide, and the SOP.

1.3.14.2. Conduct check activities as specified in this manual and the USAF Aero Club Instructor Standardization Guide.

1.3.14.3. Make applicant/instructor assignments.

1.3.14.4. Develop standardized flight check procedures.

1.3.14.5. Chair the standardization board meetings.

1.3.14.6. Appoint assistants according to 14 CFR Part 141, as needed, for each course of instruction.

1.3.14.7. Stop any club pilot, whether local or transient, from flying when, in the chief flight instructor's judgment, flight safety may be compromised.

1.3.14.8. Maintain at least a valid FAA Third Class medical certificate.

1.3.14.9. **(Added-KIRTLANDAFB)** Conduct initial and annual instructor standardization flights in the most complex aircraft in which the instructor intends to instruct. **NOTE:** The assistant chief flight instructor may also accomplish this task.

1.3.15. Flight Instructor Responsibilities.

1.3.15.1. Stop any club pilot, whether local or transient, from flying when, in the instructor's judgment, flight safety may be compromised.

1.3.15.2. Act as PIC of the aircraft while conducting flight instruction.

1.3.15.3. Assist the chief flight instructor, as required, in developing training and checkout procedures.

1.3.15.4. Conduct training and checkouts according to this instruction, USAF Aero Club Instructor Standardization Guide, the SOP, and applicable Federal Aviation Regulations.

1.3.15.5. Maintain at least a valid FAA Third Class medical certificate.

1.3.15.6. **(Added-KIRTLANDAFB)** Familiarize students with the proper use of all applicable flight training information to include course curriculum, airport and radio procedures, applicable forms (e.g., flight tickets, Maintenance Discrepancy Record, cross country requests), written tests, this supplement, and the use of the computer for weight and balance, weather, and the Automated Dispatch Program (ADP) program.

1.3.15.7. **(Added-KIRTLANDAFB)** Maintain training records and make appropriate logbook entries at the conclusion of each session. Student training folders will be placed in the chief flight instructor's in-box after each flight. The chief flight instructor will review and re-file the training folder.

1.3.15.8. **(Added-KIRTLANDAFB)** Assist students with refueling and tie-down until they are certain the student can accomplish these functions unassisted.

1.3.15.9. **(Added-KIRTLANDAFB)** Keep students informed of their progress and deficiencies. Notify the chief flight instructor/manager of unusual student training problems.

1.3.15.10. **(Added-KIRTLANDAFB)** Assign a wind chart "number" to the student or pilot based on demonstrated ability and explain the use of the wind chart.

- 1.3.15.11. **(Added-KIRTLANDAFB)** Report hazardous or potentially hazardous flight training situations to the manager or chief flight instructor.
- 1.3.15.12. **(Added-KIRTLANDAFB)** Periodically check his/her distribution mailbox at the flight center office.
- 1.3.15.13. **(Added-KIRTLANDAFB)** Attend instructor and safety meetings including quarterly standardization board meetings.
- 1.3.15.14. **(Added-KIRTLANDAFB)** Perform clearing authority (CA) duties as outlined in Air Force and flight center directives.
- 1.3.15.15. **(Added-KIRTLANDAFB)** Assist the student in drafting Federal Aviation Administration (FAA) Form 8710-1, *Airman Certificate and/or Rating Application*, and review the application for correct format and complete information. The chief flight instructor will review FAA Form 8710-1 upon final completion.
- 1.3.15.16. **(Added-KIRTLANDAFB)** Make every trainee aware of the following:
- 1.3.15.16.1. **(Added-KIRTLANDAFB)** Scheduling and flight clearance requirements.
 - 1.3.15.16.2. **(Added-KIRTLANDAFB)** Stage and Practical Exam checks can only be scheduled with instructor approval. (Use of a designated examiner for stage checks will be accomplished only with the approval of the chief flight instructor, assistant chief flight instructor, or flight center manager). The flight center FAA principle operations inspector (POI) may be used to accomplish stage checks, since they are required to fly with students in various stages of training. Use adequate lead-time.
 - 1.3.15.16.3. **(Added-KIRTLANDAFB)** FAA Flight check will only be scheduled with the chief flight instructor's approval.
- 1.3.15.17. **(Added-KIRTLANDAFB) Aircraft Utilization.** Instructors will return the aircraft to the ramp to meet the next scheduled time. Delay in the departure of a scheduled flight is not considered a valid reason for returning late. Habitual tardiness will be considered grounds for contract termination.
- 1.3.15.18. **(Added-KIRTLANDAFB) Instructor Currency and Standardization.**
- 1.3.15.18.1. **(Added-KIRTLANDAFB) Standardization Flights.** Instructor standardization flights will be accomplished at the instructor's expense.
 - 1.3.15.18.2. **(Added-KIRTLANDAFB) Aircraft.** Initial and Annual instructor standardization flights conducted by chief or assistant chief flight instructor will include the most complex aircraft in which the instructor intends to instruct. Aircraft outside of the flight center's fleet may also be designated by the chief flight instructor for instructor standardization flights.
- 1.3.16. Chief of Maintenance Responsibilities.
- 1.3.16.1. Coordinate the scheduling and priority of all maintenance activities.
 - 1.3.16.2. Perform aircraft maintenance.
 - 1.3.16.3. Supervise aero club mechanics.

1.3.16.4. Establish and maintain the maintenance technical library.

1.3.16.5. Manage the maintenance parts inventory.

1.3.16.6. Ensure environmental and AFOSH standards are met.

1.3.17. Member Responsibilities. Members shall comply with all applicable directives and operate club aircraft in a safe and prudent manner consistent with Air Force, FAA, and the aircraft manufacturer's guidance. **NOTE:** Operations that damage aircraft can lead to assessment of pecuniary liability under AFI 34-202, examples include; failure to follow checklist procedures, disregarding operating restrictions, flying while out of currency, and careless or reckless operations.. Members shall:

1.3.17.1. Pay established dues.

1.3.17.2. Assist the manager or other club officials in daily club operations when requested.

1.3.17.3. Present their logbooks, pilot certificate, and medical certificate to the manager, chief flight instructor, or clearing authority for examination upon request.

1.3.17.4. Attend scheduled flight safety meetings.

1.3.17.5. Members are authorized to exercise PIC privileges in an aircraft belonging to another Air Force aero club if each of the following requirements is met.

1.3.17.5.1. The visiting pilot must show proof of good standing and active membership in a military aero club. **NOTE:** Visiting members are not charged initiation fees or monthly dues unless the visit exceeds one billing period at their home club, then members must pay dues at either their home or the visiting club.

1.3.17.5.2. The visiting pilot will comply with all host club regulations and pilot qualification requirements.

1.3.17.5.3. The manager or designated representative will verify membership and currency prior to the visitor flying at their club. **NOTE:** Visiting pilots will hand-carry a copy of their membership record and training folder to the club where the member is requesting flying privileges.

1.3.17.5.4. The visitor shall receive a complete local area briefing by a host club instructor. **NOTE:** The club SOP may require a local area checkout flight.

1.3.18. Standardization Board Member Responsibilities. The standardization board is chaired by the Chief Flight Instructor, and is comprised of the following: 1) all aero club flight instructors, 2) all clearing authorities, 3) club operations and safety officers, and 4) the installation operations and safety advisors.

1.3.18.1. The board is responsible to the manager for standardizing the club's flying activities, including:

1.3.18.1.1. Checkout procedures and performance requirements.

1.3.18.1.2. Annual flight checks.

1.3.18.1.3. Training curricula, methods and techniques.

1.3.18.1.4. Identifying applicant/member weaknesses and trends.

- 1.3.18.1.5. Flight clearing procedures.
- 1.3.18.1.6. Training folders and currency records.
- 1.3.18.1.7. Written tests.
- 1.3.18.1.8. Local area procedures.
- 1.3.18.1.9. SOP.

1.3.18.2. The standardization board shall make recommendations, through the manager, to the installation commander on matters of pilot discipline. Any board member directly or indirectly involved in an accident, incident, unusual occurrence, or action that may be perceived as a violation of established directives, will not participate in the board's deliberations or recommendations. **NOTE:** Indirect involvement includes instances where the board member was acting as flight instructor, clearing authority, or in any other capacity whereby the board member's involvement in disciplinary recommendations could create the perception of impropriety.

1.3.18.3. Meetings shall be conducted at least quarterly. Minutes shall be kept and forwarded through the manager to the FSS commander or division chief for review.

1.3.19. Clearing Authority Responsibilities. Managers who have successfully implemented the latest AFPC/SVPCR approved version of ADP are authorized to use self-clearing procedures for their membership who hold at least a FAA Private Pilot certificate. This will allow maximum flexibility and reduce aero club manning requirements. Managers must develop procedures to ensure unauthorized members are not given access to aircraft.

1.3.19. (KIRTLANDAFB) The Flight Center CA will be a person who is at least a FAA certified pilot with more than 200 flying hours. They will have a thorough understanding of AFI 34-117 KIRTLANDAFBSUP, and applicable FAA regulations and be designated, in writing, by the flight center manager on a clearing authority list. The flight center manager, operations officer, or chief flight instructor may make deletions from the list, but proposed additions require approval of the flight center manager. The flight center manager and operations officer will jointly review the list, at least semi-annually. Copies of the current approved list will be maintained in the flight center operations area. If the semi-annual review reveals no need to publish a new clearing authority list, the list will be so annotated, dated, and signed by the flight center manager to indicate that the required review was accomplished.

1.3.19.1. Student pilots flying solo are not authorized self-clearing privileges. A clearing official will dispatch aircraft to solo student pilots.

1.3.19.1.1. (Added-KIRTLANDAFB) **When the ADP system computer is down:** manual clearing of the flights may be done with the manager, chief pilot or assistant chief pilot approval, all necessary data will be recorded and be entered into the computer ADP system when it is brought back on line.

1.3.19.2. Managers not utilizing the latest approved AFPC/SVPCR version of ADP shall continue to use clearing officials to dispatch aircraft to their membership.

1.3.19.3. If required, clearing authorities shall be designated by the manager, and they must possess at least a valid FAA Private Pilot Certificate, with a minimum of 200 pilot

hours to clear pilots operating under VFR. The clearing authority must be a current and qualified instrument rated pilot to clear pilots operating on an IFR flight plan. The clearing authority must have a thorough understanding of this instruction, SOP, and applicable FAA and USAF guidance. The clearing authority shall ensure each of the following:

1.3.19.3.1. The pilot is current, qualified, and prepared for the flight.

1.3.19.3.2. The pilot has signed off applicable PIF items.

1.3.19.3.3. The pilot and all passengers have completed an AF Form 1585.

1.3.19.4. (Added-KIRTLANDAFB) CAs will:

1.3.19.4.1. **(Added-KIRTLANDAFB)** Begin the tour of duty at 0800 and end at 1600 unless other prior arrangements are made.

1.3.19.4.2. **(Added-KIRTLANDAFB)** Obtain a thorough area briefing of existing and forecast weather from Direct User Access Terminal System (DUATS), the Albuquerque (ABQ) Automated Flight Service Station (AFSS), or the United States Air Force (USAF) Weather Detachment for the period of duty.

1.3.19.4.3. **(Added-KIRTLANDAFB)** Advise pilots on weather and other items pertaining to their flight.

1.3.19.4.4. **(Added-KIRTLANDAFB)** Recall, divert, or cancel flights as weather conditions dictate.

1.3.19.4.5. **(Added-KIRTLANDAFB)** Follow the severe weather procedures as set forth in [paragraph 4.23.4](#)

1.3.19.4.6. **(Added-KIRTLANDAFB)** Sign navigation/ survival kits in and out. Check them for currency prior to sign out and ensure they are complete upon return.

1.3.19.4.7. **(Added-KIRTLANDAFB)** Ensure that enough blank flight clearances, covenants not-to-sue, cross country requests, and personal minimum checklists are available.

1.3.19.5. (Added-KIRTLANDAFB) Weekend Maintenance Requests by CA. A flight center mechanic should only be called for weekend emergency maintenance. Their phone numbers are in the CA Handbook. A certain amount of discretion is required before calling one of them out. Do not call unless the flight is absolutely necessary, or unless the aircraft is heavily scheduled through the next day and no replacement is available. If doubt exists, contact the manager, operations officer or chief flight instructor for assistance before calling the mechanic.

1.3.19.6. (Added-KIRTLANDAFB) Accidents/Incidents/Unusual Occurrences. A CA that witnesses or is notified of a flight center aircraft accident, incident, or unusual occurrence will follow the Accident/Incident Procedure checklist in the CA Handbook.

1.3.19.7. (Added-KIRTLANDAFB) CA Scheduling and Credit for Duty. CAs will be scheduled as far in advance as possible. The schedule is located on the CAs desk, and should be checked by all CA personnel when visiting the flight center. CAs receive a

one-month dues credit for each full shift. CAs must claim their credit on a flight ticket; on the day they perform duty.

1.3.19.8. **(Added-KIRTLANDAFB) CA Flight Clearance Procedures.** All student pilot solo flights must be cleared by a flight instructor who is familiar with the student's capabilities, as outlined in Code of Federal Regulations (CFR), Part 141, and AFI 34-117. Another instructor may clear a solo student pilot, if the student's instructor authorizes the flight. CFR Part 141 requires an instructor be present at the time of dispatch.

1.4. Establishing an Aero Club. Persons who wish to establish a club will inform the installation FSS commander or division chief who will conduct a base-wide survey to determine the potential size of the initial organization, club growth potential, and type of flying desired. The installation FSS commander or division chief will coordinate with the base safety office, civil engineering, and base operations to ensure feasibility; and afterwards, call a meeting of interested people to study the survey results. If results are favorable, the installation FSS commander or division chief will appoint interested individuals eligible for membership to temporarily direct the club until the aero club staff assume duties.

1.4.1. The installation FSS commander or division chief will assist appointed individuals in obtaining applicable Air Force publications, writing the club's Standard Operating Procedures (SOP), developing the financial plan, and obtaining installation commander approval.

1.4.2. The installation FSS commander or division chief will ensure the club does not begin operation or obligate funds until it has accomplished all of the following.

1.4.2.1. Appointed an aero club manager.

1.4.2.2. Established administrative files according to AFMAN 33-363.

1.4.2.3. Conducted a pre-operational activity inspection by the base safety office, MAJCOM, and AFPC/SVPCR.

1.4.2.4. Advised AFPC/SVPCR, in writing, the club is established.

1.4.3. Once the pre-operational activity inspection is complete, the inspection team will brief the club manager, who will ensure that discrepancies are corrected. The corrective action report will be forwarded to the installation commander for approval to begin flight operations.

1.4.4. **(Added-KIRTLANDAFB) Program Guidance.** The flight center is part of the overall KAFB Services' program. The flight center is established as a membership organization, self-sustaining with no appropriated equipment or funds authorized. The flight center must maintain financial solvency through the collection of initiation fees, dues, aircraft rental, retail sales, and instructor fees. Facilities are provided on a space-available basis. All office furniture, office supplies, maintenance equipment, and aircraft parts must be purchased with flight center funds, donated, or drawn from salvage. All flight center employees and contract instructors will be paid from flight center-generated funds. The flight center will be operated without discrimination against race, color, religion, age, sex or national origin.

1.4.4.1. **(Added-KIRTLANDAFB) Aircraft, Fees and Available Courses.** A list of current aircraft and costs will be displayed prominently in the flight center operations

area, posted on the flight center web site (<http://kirtlandflightcenter.org/>), and published in flight center publications.

1.4.4.1.1. **(Added-KIRTLANDAFB)** An initiation fee is charged to new members. This one-time initiation is transferable to any other AF Aero Club. The initiation fee will be waived upon presentation of a letter of good standing from another military flight center. Current initiation fees and monthly dues will be announced in flight center publications, meetings, and in the Pilot's Information File (PIF), as changes occur.

1.4.4.1.2. **(Added-KIRTLANDAFB)** The flight center operates as a FAA approved pilot school under Title 14, *Code of Federal Regulations* (CFR), Part 141. Course materials for CFR, Part 141, programs are specified in the FAA-approved Training Course Outline. The flight center's Air Agency Certificate contains a list of FAA-approved courses. The Flight Training Catalog contains course descriptions and cost estimates based on Veterans Administration (VA) guidelines.

1.5. Dissolving an Aero Club. The installation FSS commander or division chief will notify their MAJCOM and AFPC/SVPC at least 60 days prior to dissolving an aero club. AFPC/SVPC will determine the disposition of government owned or loaned aircraft.

1.6. Insurance Programs. Managers must receive permission from AFPC/SVPC before their club may operate a newly acquired aircraft. AF aero clubs have insurance coverage for liability, hull, club assets, contractors, employees and customers as described in AFI 34-208, *Nonappropriated Fund Property and Liability Program*.

1.6. (KIRTLANDAFB)The KAFB Flight Center insurance program is: Associated only with aircraft operated by military aero clubs.

1.6.1. Aircraft make, model, and year.

1.6.2. Airframe, engine(s), and propeller(s) serial numbers.

1.6.3. Federal Aviation Administration (FAA) registration number.

1.6.4. Total number of seats.

1.6.5. Declared value.

1.6.6. Date obtained.

1.6.7. Airframe, engine(s), and propeller(s) total time.

1.6.8. Total time since major overhaul of engine(s) and propeller(s).

1.6.9. Detailed avionics listing.

1.6.10. **(Added-KIRTLANDAFB) Liability Insurance.** The public liability program, which consists of self-insured and commercial portions, covers the flight center and its employees, members, contract instructors, and authorized patrons against claims or suits which result from personal injury, death, or property damage to third parties. This program covers the public liability risk on all flight center-operated aircraft.

1.6.11. **(Added-KIRTLANDAFB) Hull Insurance.** The hull insurance program covers flight center-owned aircraft and aircraft under exclusive use lease agreements. There is no

hull coverage on government or AF Services Activity (AFSVA) Aero Program loaned aircraft unless capital improvements have been accomplished. This program is designed to provide coverage for loss of or damage to aircraft registered in the program. A person may be held liable for damage or loss to an aircraft, damage to property, or personal injuries to others under the provisions of AFI 34-202, *Protecting Nonappropriated Fund Assets*. Liability may be based on simple negligence (maximum liability of \$250), or gross negligence/willful misconduct (liability is for full amount of nonappropriated fund (NAF) loss).

1.6.12. **(Added-KIRTLANDAFB) Supplemental Insurance.** Members are encouraged to purchase separate insurance that covers deductible and personal liability.

1.7. Initiation Fees. Clubs may charge members an initiation fee to cover the administrative costs of establishing membership. If a member transfers to another aero club, an initiation fee should not be charged if the member presents a letter of good standing from the previous club. Managers will accept a letter of good standing from any other military aero club.

1.7.1. **(Added-KIRTLANDAFB) Membership Eligibility.** Membership in the KAFB flight center is at [para 1.1.3](#) and IAW AFI 34-101, *Air Force Morale, Welfare and Recreation (MWR) Programs and Use Eligibility*, current waiver memorandums and labor agreements.

1.7.2. **(Added-KIRTLANDAFB)** Application for membership shall be made on AF Form 1710, *Membership Application - AFB Aero Club*, to the flight center manager. If the prospective member has a letter of good standing, from another U.S. Armed Forces' flight center/aero club, the letter must be submitted with the AF Form 1710. Members must provide a credit card number for dues billing purposes. Upon approval of the application by the manager, the applicant will be entitled to all privileges and benefits afforded to members.

1.7.2.1. **(Added-KIRTLANDAFB)** Upon receipt of the application, the manager will issue the new member a copy of the flight center instructions and initiate an account for the new member. The manager or a flight center representative will explain the aircraft rates, method of scheduling aircraft and instructors, the PIF system, and the tests that must be completed prior to flight as pilot in command. The new member will also be informed that they are responsible for paying monthly dues, regardless of whether they fly or not. Fees for all other rentals, services, and retail items are payable immediately by cash, check, or credit card.

1.7.2.2. **(Added-KIRTLANDAFB)** If a prospective member joins on or before the 15th day of the month, they will be assessed that month's membership dues in full. If a prospective member joins on or after the 16th day of the month they will be assessed one half of that month's membership dues.

1.7.3. **(Added-KIRTLANDAFB)** Resignation must be submitted in writing to the flight center manager. A simple handwritten statement of resignation will suffice; however, it must be signed, dated, and contain a forwarding address. Resignation becomes effective on the date the written request is received at the flight center.

1.7.4. **(Added-KIRTLANDAFB) Suspension/Expulsion.** Violations of flight center instructions, guidance, or FAA and AFIs may result in suspension or expulsion. Violations

of Federal Aviation Regulations (FARs) will be reported to the Flight Standards District Office (FSDO).

1.7.4.1. **(Added-KIRTLANDAFB)** At the discretion of the manager, an individual's membership may be discontinued for just cause. Discontinuance of membership will be directed by the manager when, upon investigation of the case, it is determined that the individual involved willfully and knowingly disregarded safe flying rules or has demonstrated unsatisfactory flying proficiency that cannot be improved to meet flight center standards. Suspension shall be immediate upon such action and the final expulsion will be at a date set by the manager.

1.7.4.2. **(Added-KIRTLANDAFB)** In the interest of other flight center members, it is the duty of each member to immediately notify the flight center manager, chief flight instructor, operations officer, safety officer, or CA, when violations are observed. Safety of flight is paramount to the flight center's operations.

1.8. Member Records/Training Folders. Managers shall maintain a membership record IAW **Attachment 7** on each member. Managers shall maintain a training folder IAW the USAF Aero Club Instructor Standardization Guide on members who are currently enrolled in a flight-training course leading to the issuance of an FAA certificate or rating.

1.8.1. Members will be given a copy of their membership record and training folder(s) (excluding FAA and Veterans Administration records) and a letter of good standing upon terminating or transferring membership, provided the member has cleared their account and is not under investigation.

1.8.2. Members shall present a valid government issued identification card to the manager for identity verification.

1.9. (Added-KIRTLANDAFB) Finances. The KAFB Flight Center is a self-supporting activity. The manager is responsible for maintaining the financial solvency of the flight center.

1.9.1. **(Added-KIRTLANDAFB)** Initiation fees, membership dues, aircraft rental fees, instructional fees and other financial assessments are determined by the manager and approved by the NAF Council.

1.9.2. **(Added-KIRTLANDAFB)** The flight center operates on a pay-as-you go cash/check/credit card system. Flight tickets will be used for recording all financial activities associated with flying and instruction. Members are responsible for completing their flight tickets accurately. Any flight instruction ticket that is incomplete will be returned to the instructor. Payment to the instructor for the subject flight will not be processed until the flight ticket is corrected and re-submitted. Incomplete non-instruction flight tickets will be placed in the member's folder, the member's ADP account will be tagged and placed in the "Inactive" status in the ADP, and the member will not be considered current until the flight ticket is corrected.

1.9.3. **(Added-KIRTLANDAFB)** Hobbs meter readings are used to record total flight time and to determine the cost of the flight. In the event the Hobbs meter fails, flight time will be computed using tachometer time multiplied by 1.2.

1.9.4. **(Added-KIRTLANDAFB)** Engine tachometer time is used for maintenance purposes.

1.9.5. (**Added-KIRTLANDAFB**) Members will sign the ticket, make all required entries after the flight, and retain the copy marked “for member” for their records.

Chapter 2

AIRCRAFT, EQUIPMENT, AND SUPPLIES

2.1. Purchasing and Leasing Aircraft. Aero clubs may acquire aircraft by purchase or exclusive-use lease. Obtain approval for leases according to AFI 34-201 and AFMAN 64-302.

2.1.1. Make any purchases or leases of aircraft through AFPC/SVC. The Nonappropriated Funds (NAF) Council and the installation commander must approve any purchase. Once approved, managers shall forward a request for purchase through the internet based purchasing system (IBPS), including make, model, year, and exact equipment desired, to the MAJCOM/A1S for review and action. If purchasing a used aircraft, managers will include competitive sources or a signed sole-source statement listing as a minimum each of the following:

- 2.1.1.1. Overall condition.
- 2.1.1.2. Airframe and engine history.
- 2.1.1.3. Engine(s), airframe, and propeller(s) total time.
- 2.1.1.4. Total time since major overhaul of engine(s) and propeller(s).
- 2.1.1.5. Detailed avionics listing.

2.2. Department of Defense (DoD) Loaned Aircraft. Aero clubs may borrow excess DoD aircraft. Headquarters Air Force Materiel Command (HQ AFMC), Aerospace Vehicle Distribution Office, screens excess DoD aircraft and offers to loan those compatible with aero club operations. Air Force Personnel Center Business Recreation Section (AFPC/SVPCR), distributes the aircraft to clubs with appropriate membership needs, financial stability and FSS CC or CL approval.

2.2.1. Clubs that acquire government loaned aircraft shall:

- 2.2.1.1. Maintain aircraft and engines intact. **NOTE:** Salvaging government-loaned aircraft and engines, including spare engines, is permitted only with approval from AF/A4MY, Directorate of Maintenance and A8PL, Directorate of Programs. Make applications through AFPC/SVPCR.
- 2.2.1.2. Register and maintain aircraft in an airworthy condition according to FAA regulations.
- 2.2.1.3. Remove all Army, Navy, or Marine markings.
- 2.2.1.4. Create and maintain aircraft and engine logbooks according to FAA directives.
- 2.2.1.5. File and retain AFTO 781 series forms, or aircraft maintenance history documents received with the aircraft at the time of transfer to the club.
- 2.2.1.6. Notify AFPC/SVPC when a loaned aircraft is no longer needed.

2.2.2. AFPC/SVPCR reassigns aircraft to optimize usage. If AFPC/SVPCR determines an aircraft should be turned in for salvage or disposal, the club manager shall ensure an Air Force Technical Order (AFTO) Form 92, *Aerospace Vehicle Condition Inspection Report*, is

completed, signed by the installation commander, and forwarded to AFPC/SVPC for disposition.

2.2.3. Clubs will dispose of non-serviceable aircraft according to AFMAN 23-110, and Technical Order 1-1-638, *Repair and Disposal of Aerospace Vehicles*. Aircraft disposal requires AFPC/SVPC approval, and the aircraft must be damaged or worn beyond economical repair. **NOTE:** Repair price must normally exceed 50 percent of the national average retail selling price to be considered beyond economical repair.

2.3. AFPC/SVPCR Loaned Aircraft. Aero clubs may borrow excess aircraft obtained from the General Services Administration (GSA) or CAP. AFPC/SVPCR screens GSA/CAP aircraft and offers to loan those compatible with aero club operations and then distributes the aircraft to clubs with appropriate membership needs and financial stability.

2.3.1. Gaining clubs are responsible for all acquisition costs and needed repairs.

2.3.2. Gaining managers shall:

2.3.2.1. Ensure aircraft are registered and maintained in an airworthy condition according to Federal Aviation Regulations.

2.3.2.2. Create and maintain aircraft and engine logbooks according to FAA directives.

2.3.2.3. Notify AFPC/SVPCR when a loaned aircraft is destroyed, damaged beyond economical repair, or no longer needed.

2.3.3. AFPC/SVPCR will either reassign excess aircraft or transfer them to the Defense Reutilization and Marketing Office. **NOTE:** Salvage is permitted only with AFPC/SVPCR approval.

2.4. Obtaining Aircraft and Engine Parts. Aero clubs may get replacement parts on a reimbursable basis from the AF supply system. Clubs can also borrow excess major replacement items according to AFMAN 23-110.

2.4.1. Gifts of aircraft to Aero Clubs should be processed in accordance with AFI 34-201, section 5B.

2.4.2. Procedures for turning in excess government property are detailed in AFMAN 23-110. Procedures for turning in excess NAF property are detailed in AFI 34-204, *Property Management*.

2.4.3. Government-owned engines on loan to clubs may be exchanged for new, remanufactured, or factory overhauled engines of the same type, model, and series.

2.5. Obtaining Other Supplies and Equipment. Managers may obtain other items from base supply as authorized by AFI 65-106, *Appropriated Fund Support of Morale, Welfare, and Recreation (MWR) and Nonappropriated Fund Instrumentalities (NAFIs)*. Clubs establish supply accounts according to AFMAN 23-110.

2.6. Selling Fuel, Oil and Other Aviation-Related Items. Aero clubs may sell items according to AFI 34-101. Sell items only to: **(T-3)**

2.6.1. Individuals authorized to use FSS activities.

2.6.1. **(KIRTLANDAFB)** Sale of fuel and oil to transient flight center/aero club aircraft are authorized. Prices of fuel and oil for these aircraft are located in the Clearing Authority Handbook. Payment can be made by check, MasterCard or Visa. Issue a receipt from the receipt book and indicate on it the total gallons of fuel and quarts of oil sold.

2.6.2. Government and official mission aircraft.

2.6.3. Other United States (US) military aero club members for use in other aero club aircraft.

2.7. Maintaining Inventories. Clubs may maintain a centralized inventory of aviation-related merchandise and a decentralized storeroom inventory of aviation petroleum, oil, lubricants and aircraft spare parts. Refer to AFI 34-202, *Protecting Nonappropriated Fund Assets*, for guidance on establishing, maintaining and controlling these inventories.

2.7.1. Managers shall maintain a stock of spare parts to minimize aircraft down time. This stock should include items having a high turnover rate (i.e., spark plugs, light bulbs, and tires) and items not readily available (i.e., flight instruments). The manager shall establish and adjust inventory levels based on consumption rates and cost effectiveness. The objective is to establish a stock large enough to meet operational needs, yet small enough to control and manage with minimal cost.

2.7.2. Managers are not required to inventory spare parts with a fair market value less than \$50.00; however, it is advisable to maintain bin cards or other stock records for re-ordering. This also includes low cost hardware items such as nuts, bolts, screws, gaskets, lubricants, hoses, etc. Spare parts with a fair market value of over \$50.00, as well as aviation fuel, aircraft engine oil, and other lubricants, will be secured in a decentralized storeroom inventory. Refer to AFMAN 34-214, *Procedures for Nonappropriated Funds Financial Management and Accounting*, for additional guidance.

2.8. Registering Aircraft. Register all aircraft owned or operated by aero clubs IAW Federal Aviation Regulations (FARs). Obtain registration information from the local Federal Aviation Administration (FAA) office or <http://www.faa.gov>. (T-0).

Chapter 3

SAFETY

3.1. Applicability. Safety is every aero club member's responsibility. Managers, with assistance from the club safety officer, develop and implement an aggressive mishap prevention program. (T-3).

3.2. Safety Meetings. A comprehensive safety program is a vital element in maintaining a successful aero club. The club safety officer holds a safety meeting for the membership at least once a month. (T-3). Schedule these meetings when most members can attend. Member and flight instructor currency in aero club aircraft is conditional upon regular attendance at USAF Aero Club safety meetings.

3.2. (KIRTLANDAFB) Safety Meetings and the general membership meeting are held on the first Wednesday (of each month) at 1830, unless otherwise announced. A short general membership session is conducted prior to the start of the safety portion of the meeting. Instructor meetings will be held during the half-hour preceding the safety and general membership meeting at the discretion of the chief flight instructor.

3.2.1. Any member or flight instructor who fails to attend a mandatory safety meeting shall be denied PIC privileges until they accomplish one of the following actions. Note: Paragraph 3.2.1.1. must first be followed for missed meetings (if recorded proceedings are available) and, only if they are not available, Paragraphs 3.2.1.2. and 3.2.1.3. be used as make-up options.

3.2.1.1. If authorized, reviews videotapes of the missed safety meeting(s).

3.2.1.2. Reviews meeting minutes from the missed safety meeting(s).

3.2.1.3. Receives a briefing from the manager, club safety officer, or designated representative on subjects covered during the missed safety meeting(s).

3.2.2. The manager or designated representative shall document member and flight instructor safety meeting attendance or completion of actions listed in 3.2.1. in ADP.

3.2.3. Any member or flight instructor who misses two consecutive meetings without a reason acceptable to the manager shall be denied flying privileges until they attend a safety meeting or accomplish one of the actions listed in 3.2.1.

3.2.4. Any member or flight instructor who misses three consecutive meetings must attend a safety meeting prior to regaining flying privileges.

3.2.5. The installation commander may authorize members and flight instructors to view a videotape of the safety meeting to satisfy attendance requirements.

3.2.5. **(KIRTLANDAFB)** The installation commander has authorized KAFB members to view a video of the meeting if members are unavailable due to emergency, temporary duty (TDY) status, or official duty commitments. In these instances members will provide appropriate documentation substantiating reason for excusal. Also obtain approval from the flight center manager prior to viewing the videotape, sign appropriate attendance forms, and

a flight center official will ensure the member's flying status is upgraded through the computer dispatch system.

3.2.6. The manager may authorize attendance at another military aero club's safety meeting to satisfy attendance requirements.

3.2.7. Safety meeting format is at the discretion of the manager or club safety officer; however, the following topics are recommended for periodic discussion.

3.2.7.1. Air Force and MAJCOM policies and directives.

3.2.7.2. Federal Aviation Regulations.

3.2.7.3. Local flying area topics, including briefings by safety specialists or representatives from the local FAA office.

3.2.7.4. Midair collision avoidance/prevention.

3.2.7.5. Seasonal flying hazards, including weather.

3.2.8. The manager may authorize attendance at another military aero club's safety meeting to satisfy attendance requirements.

3.2.9. Safety meeting format is at the discretion of the manager or club safety officer; however, the following topics are recommended for periodic discussion.

3.2.9.1. Air Force and MAJCOM policies and directives.

3.2.9.2. Federal Aviation Regulations.

3.2.9.3. Local flying area topics, including briefings by safety specialists or representatives from the local FAA office.

3.2.9.4. Midair collision avoidance/prevention.

3.2.9.5. Seasonal flying hazards, including weather.

3.2.9.6. Light aircraft maintenance and potential problem areas.

3.2.9.7. Light aircraft accident briefs.

3.2.9.8. Wake turbulence, flight planning, and fuel management.

3.2.9.9. Lost and emergency procedures.

3.2.9.10. Spatial disorientation, survival, hypoxia, and effects of medication.

3.2.9.11. Mountain flying.

3.2.9.12. All aero club mishap reports.

3.3. Fire Extinguishers. Fire extinguishers shall be readily accessible during engine starts, aircraft maintenance, and aircraft refueling. Local fire protection authorities shall determine the amount, locations, and types of fire extinguishers to be used.

3.3.1. Fireguards are not required for aero club operations.

3.3.2. **(Added-KIRTLANDAFB) Aircraft Fire.** Fires during preflight and engine start are very hazardous. Safety of people always takes priority over preservation of property. Remain clear of a fire that is rapidly growing or uncontrolled. Do not attempt to extinguish a

fire if it is unsafe to do so. Always notify the fire department of any fire, even if the fire appears to be out.

3.3.2.1. **(Added-KIRTLANDAFB)** Instructors will cover the use of flight line fire extinguishers during student checkouts, initial and annual check rides.

3.3.2.2. **(Added-KIRTLANDAFB)** If a fire occurs while starting, attempt to put out the fire with an extinguisher. However, if it is not safe for you to attempt to extinguish the fire, proceed to the nearest phone, call the fire department, and provide all information necessary for them to locate the aircraft.

3.3.2.3. **(Added-KIRTLANDAFB)** Follow the procedures in the aircraft's operating handbook in the event of an induction system or engine fire during starting, ground operations, or shutdown. If time permits, call Ground Control on 121.9 to request emergency assistance. All aircraft occupants should be briefed to gather 50 yards upwind of the aircraft for a head count in the event that a ground evacuation is required. If the aircraft has a fire extinguisher, it may be used for small fires.

3.4. Flight Clothing. Pilots are encouraged to wear Nomex clothing, particularly gloves, while flying. Wear of synthetic materials such as nylon and polyester next to the skin is strongly discouraged.

3.5. Air Force Occupational Safety and Health (AFOSH) Standards. Clubs shall comply with applicable portions of AFOSH standards.

3.5.1. **(Added-KIRTLANDAFB) Safety Guidance.**

3.5.1.1. **(Added-KIRTLANDAFB) Director's Guidance.** Taking calculated risks in flying will not be fostered, condoned, or accepted. Our flying and ground operations are based upon, guided by, and executed under the concept that all facets of our mission fall in place behind safety. In other words, SAFETY COMES FIRST. This means that everyone connected, directly or indirectly, with flight center operations must take a professional approach to the business. Personnel must follow technical references and checklists to the letter. Except when undergoing training under competent supervision, aircrew members must be fully qualified in their mission. When, in their opinion, conditions either locally, enroute, or at destination indicate flight cannot be accomplished in a safe and efficient manner, the flight will be cancelled.

3.5.1.2. **(Added-KIRTLANDAFB) Flight Center Guidance.** Safety will be the first consideration in all actions. If the pilot, student, or instructor is not absolutely certain the flight can be accomplished safely, the flight will be cancelled. The guidance is simple: WHEN IN DOUBT, DON'T.

3.6. Disciplinary Action/Retraining. Managers shall deny flying privileges to any pilot(s) involved in an accident, incident, unusual occurrence, or in actions which may be perceived as a violation of established directives, until a reasonable determination of the facts can be made and the pilot's aero club privileges are reinstated by the installation commander. Student pilots involved in any of the above-mentioned actions may continue the dual portion of their flight training. However, they will not solo until the investigation is completed and the installation commander reinstates their solo flight privileges.

3.6.1. The club safety officer shall investigate the event to determine if the pilot(s) knowingly violated established guidance, and/or whether the pilot(s) should receive additional training. The club safety officer will present their findings to the standardization board. The standardization board will make recommendations to ensure this event does not reoccur and forward those recommendations through the manager to the installation commander for approval.

3.6.2. If the installation commander determines the pilot(s) knowingly violated established guidance; the pilot(s) shall be removed from the club. (**NOTE:** "Knowingly" shall be interpreted to mean a similarly experienced pilot, in a similar situation, would have known the actions were in violation of established directives). The pilot(s) will not be eligible to reapply to any USAF Aero Club for a period of at least one year. Managers will forward copies of the events that led to the member's dismissal and approved recommendations to their MAJCOM and AFPC/SVPCR.

3.7. Classifying Mishaps. Classify mishaps according to AFI 91-204, *Safety Investigations and Reports*. (**T-3**).

3.8. Investigating Mishaps. An AF flight safety officer (FSO) conducts an official investigation on each reportable aero club mishap according to AFI 91-204. (**T-3**). The FSO works closely with applicable ground safety, NTSB, FAA or host country investigators.

3.8.1. The FSO will impound all applicable training and membership records, as well as any applicable aircraft or aircraft component, until a reasonable determination of the facts can be made. (**T-3**).

3.8.2. The FSOs will contact AFPC/SVPCR to determine the source and extent of material analysis needed to determine the cause of the mishap. (**T-3**).

3.9. Reporting Mishaps. The manager notifies the installation safety office of any mishap as soon as possible. The safety office reports aero club mishaps according to AFI 91-204, (**T-3**) and if required by NTSB Statutes, notifies the NTSB. (**T-0**). The manager notifies AFPC/SVPCR according to AFMAN 34-232.

3.9.1. The Major Command (MAJCOM) safety staff forwards reports to AFPC/SVPCR. (**T-3**).

3.9.2. Headquarters Air Force Safety Center (HQ AFSC) renders the final evaluation on all mishaps involving injury to personnel (refer to AFI 91-204). AFPC/SVPCR renders the final evaluation on all others. **Note: Both injury and property damage thresholds are used to report mishaps.**

3.9.3. (Added-KIRTLANDAFB) Hazard and Safety Reports.

3.9.3.1. **(Added-KIRTLANDAFB) Hazard Reports.** A Hazard Report (HR) is an AF report submitted on AF Form 457, *USAF Hazard Report*. The report is used to identify areas where hazards, either flight or ground, may exist. Forms are available at the flight center. The report should be given to the flight center safety officer or base safety personnel for processing.

3.9.3.2. **(Added-KIRTLANDAFB) Safety Reports.** The FAA Aviation Safety Reporting Program uses the National Aeronautics and Space Administration (NASA) as a third party, to receive and analyze Aviation Safety reports. This system is described in

FAA AC 00-46C, and forms are available at the flight center or ABQ Flight Service Station, or electronically at <http://asrs.arc.nasa.gov/report/electronic.html>

3.9.3.3. **(Added-KIRTLANDAFB) Aircraft Accident/Incident Reporting.** Take whatever action is necessary to protect life and prevent further injury or damage, then notify the flight center. The flight center is responsible for notifying various agencies both on KAFB and AFSVA using the checklist in the “Clearing Authorities Handbook”. During normal duty hours, the flight center manager will assume duties of key personnel notification. On weekends and holidays, notification responsibility will be vested in the clearing authority or senior member present.

3.9.3.4. **(Added-KIRTLANDAFB) Required Reports.** There may be several reports required by both the AF and the National Transportation and Safety Board (NTSB). The reporting procedures are found in at **attachment 5**, and in NTSB part 830. If a NTSB report is required, two copies of the report should be retained by the pilot for insurance reporting. A qualified USAF flight safety officer will conduct the official investigation for each flight center accident, incident, or unusual occurrence.

3.9.3.4.1. **(Added-KIRTLANDAFB) Bird Strike.** The flight center is considered a military activity for purposes of the Bird Strike Reporting program (BASH). In the case of a bird strike, if there is any suspicion of damage, the flight should be terminated as soon as is practical, and the aircraft inspected. If the inspection reveals questionable damage, notify the flight center and request instructions. **NOTE:** the type of bird, if possible, and the altitude/phase of flight in which the strike occurred. Complete an AF Form 853, *Air Force Wildlife Strike Report*.

3.10. Using or Releasing Mishap Reports Without Authorization. Mishap investigations determine causes of mishaps and identify steps to keep them from recurring.

3.10.1. Reports may not be used as evidence to support a disciplinary action or to determine pecuniary liability. **(T-1)**.

3.10.2. The mishap investigator must advise witnesses they have no guarantee of confidentiality because the report is not protected by claim or privilege. **(T-1)**.

3.10.3. All reports are For Official Use Only (FOUO).

3.10.4. The releasing authority for aero club AFI 91-204 mishap reports is the Director, AFSC. Refer all requests for release to HQ AFSC Staff Judge Advocate (JA), 9700 Ave G SE, Ste 237, Kirtland AFB, NM 87117-5671.

3.10.5. Non-injury related reports are maintained at AFPC/SVPCR, refer requests for release to AFPC Freedom of Information Act Office.

3.11. Investigating Pecuniary Liability. FSS CC/CL investigates pecuniary liability for mishaps according to AFI 34-202. Although this investigation is separate from the mishap investigation, the investigator may use factual data and recall witnesses from the mishap investigation.

3.12. Ground and Occupational Safety.

3.12.1. Managers establish comprehensive ground safety programs including aircraft servicing, ground handling and maintenance activities. **(T-3)**.

3.12.2. Club employees must comply with applicable portions of the Air Force Occupational Safety and Health Standards. (T-1).

Chapter 4

OPERATIONS

4.1. Standard Operating Procedures (SOP). The purpose of the SOP is to consolidate information on membership responsibilities, local airfield procedures, and operational restrictions and requirements. As a minimum, the SOP shall contain items described in [Attachment 2](#). The SOP shall be detailed enough that a pilot with adequate knowledge of Federal Aviation Regulations and applicable USAF publications can read the SOP and Pilot Information File (PIF) and have the information required to safely operate club aircraft at that location. Federal Aviation Regulations and USAF guidance will not be reiterated unless needed for clarification purposes. Items impacting flight operations will be coordinated with the applicable installation operations staff.

4.1.1. Managers shall publish an SOP approved by the FSS commander or division chief, and are strongly encouraged to draw upon experience from club officers, certified flight instructors, maintenance personnel, and installation advisors.

4.1.2. Managers shall maintain a current paper copy of the SOP. Managers will make electronic file of SOP available to all club certified flight instructors and members, and provide a paper copy if requested. **(T-3)**.

4.1.3. Managers shall update the SOP, as required, by using one or more of the following methods.

4.1.3.1. Pen and ink for minor changes.

4.1.3.2. Remove and replace existing pages.

4.1.3.3. Accomplish a complete rewrite.

4.1.4. Managers will maintain an SOP status page on all changes made to the original document. This status page will be provided (electronic or hard copy) to all members, certified flight instructors, and maintenance personnel. **(T-3)**.

4.2. Pilot Information File (PIF). The purpose of the PIF is to make information pertinent for safe flight, but not yet covered in the SOP, available to pilots. The PIF shall be a single binder, maintained in an accessible location, and as a minimum, contain the items listed in [Attachment 8](#).

4.2.1. Managers shall number each PIF item sequentially by calendar year (03-1, 03-2, etc.) and move items of a permanent nature to the SOP.

4.2.2. Members desiring to exercise pilot-in-command privileges shall ensure they have read and annotated/acknowledged all current PIF items before flight. Managers will use the automated dispatch program (ADP) to track PIF currencies.

4.2.3. **(Added-KIRTLANDAFB)** Only the chief flight instructor, assistant chief flight instructor or flight center manager may approve items for inclusion in the PIF. The operations officer, chief flight instructor, and assistant chief flight instructor maintain the PIF. The number and date of the most recent PIF item will be posted on the flight activity board.

4.3. USAF Aero Club Instructor Standardization Guide. The purpose of the USAF Aero Club Instructor Standardization Guide is to describe aero club pilot checkout requirements and standards, private pilot training requirements, and proper documentation of pilot training and checkouts. All certified flight instructors are required to adhere to the guidance provided in this guide.

4.4. Documents and Publications. Clubs shall maintain a reference library of flight planning documents and publications suited to the club's scope of operations, applicable maintenance manuals, and aircraft handbooks or flight manuals for each make and model aircraft operated. Managers shall offer for sale copies of the manufacturer's information handbooks for each make and model aircraft operated.

4.4.1. Managers shall establish flight publications requirements through the base flight publication distribution sections on a non-reimbursable account. Reference material shall include the *Aeronautical Information Manual (AIM)*; 14 CFR Part 1, 61, 91, and 141; and NTSB Part 830. Additionally, the manager will make the following publications available for flight planning purposes; *Airport/Facility Directories*, DOD Flight Information Publication, Enroute Low Altitude Charts, Low Altitude Instrument Approach Procedures, Class B Airspace Charts, and Sectional Charts.

4.4.2. Base supply shall make available to the club the supply publications and documents needed to identify desired Air Force items. The base Publications Distribution Office shall provide the club with Air Force technical orders for maintaining and using government-loaned aircraft and equipment when these publications are available in the Air Force publishing system.

4.5. Local Flying Area. The installation commander shall determine boundaries of the local flying area based on terrain, special use airspace, and available airports. A 50 nautical mile radius is recommended. The local area for solo student pilots shall be defined according to Federal Aviation Regulations or the installation commander, whichever is more restrictive. Managers shall develop a local area map depicting local area limits, training areas, ingress/egress routes, and local traffic patterns. This map shall be prominently displayed in the flight planning area.

4.5. (KIRTLANDAFB) Local Flying Area. The local flying area includes the airspace within a 50 nautical mile radius of ABQ International Sunport Airport, plus specified extensions for Socorro and Grants airports. **NOTE:** Flights into Moriarty Airport will require specific approval by the flight center manager or chief flight instructor due to the heavy glider activity.

4.5.1. **(Added-KIRTLANDAFB) Northwest Practice Area.** Flight Center pilots and students will make maximum use of the northwest practice area. The northwest practice area is located just north of Double Eagle Airport over sparsely populated terrain. A pictorial representation of the area is located in the flight center, and instructors will point out landmarks to all new flight center pilots.

4.5.2. **(Added-KIRTLANDAFB) Southwest Practice Area.** Flight Center pilots and students may also use the Southwest practice area if desired. The southwest practice area is located just west and northwest of the Belen Alexander airport over sparsely populated terrain. A pictorial representation of the area is located in the flight center, and instructors will point out landmarks to all new flight center pilots.

4.6. Pilot-In-Command (PIC). Only club members, employees, or aero club contractors possessing a valid FAA pilot certificate, valid FAA medical certification and who have successfully completed the applicable checkout requirements may pilot club aircraft. The AFPC/SVPCR aero club program manager and director are authorized to act as PIC of any club aircraft in which they maintain currency, without a local checkout.

4.6.1. Members possessing only a valid Recreational Pilot Certificate shall not act as PIC of club aircraft except when enrolled in a course of training for a Private, Commercial, or Airline Transport Pilot (ATP) certificate. In this instance, a member holding a Recreational Pilot Certificate shall comply with all restrictions in the Federal Aviation Regulations and this manual, pertaining to student pilots.

4.6.2. Members possessing only a valid Sport Pilot Certificate may only operate Light Sport Aircraft as PIC after successfully completing the applicable club checkout requirements. They shall not act as PIC of other club aircraft except when enrolled in a course of training for a Private, Commercial, or Airline Transport Pilot (ATP) certificate. In this instance, a member holding a Sport Pilot Certificate shall comply with all restrictions in the Federal Aviation Regulations and this instruction pertaining to student pilots.

4.6.3. The PIC shall occupy the left front seat in side-by-side aircraft or the front seat in tandem aircraft, except in any of the following circumstances.

4.6.3.1. When prohibited by the flight manual.

4.6.3.2. When weight and balance considerations dictate otherwise.

4.6.3.3. When a pilot is enrolled in an instructor pilot training program and has been endorsed by a flight instructor for solo flight in either seat, flying under visual flight rules in the local training area.

4.6.3.4. When the pilot is a flight instructor flying under visual flight rules in the local training area.

4.6.3.5. When the pilot is a flight instructor conducting flight instruction or receiving/administering flight checks.

4.6.4. The FSS commander or division chief may authorize a one-time flight for a prospective buyer of a club aircraft; however, a qualified instructor shall act as PIC.

4.6.4. (**KIRTLANDAFB**) The date when the document expires will be entered into the KAFB ADP. **NOTE:** This does not apply to FAA representatives performing official FAA duties.

4.6.5. No person shall operate or occupy a club aircraft unless they have executed an AF Form 1585, *Covenant Not to Sue and Indemnity Agreement*, within the previous 12 months. **NOTE:** This requirement does not apply to FAA Inspectors performing official flight examinations.

4.6.6. When conducting a practical test, an FAA Inspector or designated examiner may act as PIC without meeting the requirements specified in this manual.

4.7. Passengers. The PIC is personally responsible for the safety and actions of their passengers.

4.7.1. AFPC/SVPCR and MAJCOM aero club program managers/directors, club chief flight instructors, managers, and installation advisors are not considered passengers when conducting training, standardization, or evaluation flights.

4.7.2. FAA Inspectors are not considered passengers when performing official flight examinations.

4.8. Aircraft Scheduling. Scheduling will be on a first come, first served, basis for daily flying. Managers shall establish cross-country scheduling and approval procedures, and include those procedures in the SOP.

4.8.1. **(Added-KIRTLANDAFB) Reservations.** Aircraft will be reserved on a first-come, first-served basis. The computer-scheduling program, FlightSchedulePro.com will be used to schedule all flights. Members may place themselves on a standby list in case of cancellations. Local area flights cannot be reserved more than 60 days in advance. If there are conflicts in the scheduling of an aircraft and cannot be resolved, contact the flight center manager or chief flight instructor.

4.8.2. **(Added-KIRTLANDAFB) Cancellations.** The member should cancel scheduled flights no later than 24 hours before the scheduled takeoff time. It is the student's responsibility to notify his/her flight instructor of any changes or cancellations. When airplane reservations are cancelled due to maintenance, the flight center staff will attempt to notify the individuals affected or attempt to find an equivalent airplane for the same time block. Failure to use the airplane, as scheduled, because of an unexcused "no show" will result in the member being charged 75 percent of the expected aircraft and instructor fees. Any aircraft scheduled for a local flight, and not claimed within 20 minutes of the scheduled period, will be made available for use for the remainder of the period.

4.8.3. **(Added-KIRTLANDAFB) Schedule for Checkout.** Any member may schedule an aircraft for checkout purposes. Scheduling other flight time, such as solo and solo cross country, is not permitted unless the pilot is checked out and current in the aircraft.

4.8.4. **(Added-KIRTLANDAFB) Double Scheduling.** Scheduling more than one airplane for the same time block is absolutely prohibited. Repeated violations of this nature will be grounds for membership suspension.

4.8.5. **(Added-KIRTLANDAFB) Cross Country.** A cross country flight is defined as a flight that departs the local area. The local area consists of a 50 nautical mile radius that is centered on the ABQ International Sunport. Extensions to the local area include Socorro and Grants, New Mexico (NM). See **Figure 4.3 (Added)**. Cross country flights are not authorized unless a cross country request is submitted and approved by the chief flight instructor; or, in the case of same-day "out-and-back" requests, the CA or an instructor.

4.8.5.1. **(Added-KIRTLANDAFB)** Members will submit a local cross country request for all cross country flights, including training flights and out-and-backs. Members shall schedule the aircraft using Flight Schedule Pro.

4.8.5.2. **(Added-KIRTLANDAFB)** Cross country requests will not be approved unless the pilot is checked out and current in the scheduled aircraft. However, this will not prohibit the pilot from reserving an aircraft if the member can be reasonably expected to gain currency prior to the day of the flight.

4.8.5.3. **(Added-KIRTLANDAFB)** Maximum duration of any cross country will be 15 days, unless other arrangements are made with the manager. The manager shall be notified of any weather or maintenance delays that prevent timely return.

4.8.5.4. **(Added-KIRTLANDAFB)** Flights outside the continental U.S. are not allowed/authorized.

4.8.5.5. **(Added-KIRTLANDAFB)** Approved cross country requests will be filed in the cross country file box according to the month of departure.

4.8.5.6. **(Added-KIRTLANDAFB)** Members may sign out a navigation chart kit for cross country flights. The member will sign for the entire kit, not just a few items, and shall not leave an incomplete kit in the flight center. The manager or the chief flight instructor shall be notified if any kit is found to be incomplete or out of date.

4.8.5.7. **(Added-KIRTLANDAFB)** Daily utilization rates apply for cross country flights. Minimum use will be computed at the rate of two hours per day or three hours per weekend day, for each day the aircraft will be away or the actual Hobbs time recorded whichever is greater. The two-hour rule does not apply to the day of return if return is before 1200.

4.9. Required Equipment. The PIC shall ensure appropriate survival and safety equipment for the intended operation area is onboard the aircraft. Base life support units shall issue survival equipment if immediate operational needs do not preclude such use, and shall establish appropriate safety procedures for issued equipment.

4.9.1. The PIC shall ensure an FAA approved personal flotation device for each occupant is onboard the aircraft and readily accessible if the aircraft is operated over water, beyond gliding distance from land.

4.9.2. The PIC shall ensure adequate tie-down equipment is onboard if landing at an airport without tie-down equipment.

4.10. Checklists. Managers shall supply a consolidated aircraft checklist for each aircraft operated. Use of the checklist by pilots is mandatory. The checklist shall include the applicable items contained in the manufacturer's owner's manual; however, if the owner's manual does not adequately cover the items below, managers shall supplement procedures and include them in the checklist.

4.10.1. As a minimum, the checklist shall include each of the following:

4.10.1.1. Normal procedures.

4.10.1.2. Emergency procedures.

4.10.1.3. Takeoff, climb, and landing data.

4.10.1.4. Crosswind component chart (including locally established crosswind limits).

4.10.1.5. Cruise performance and fuel consumption.

4.10.1.6. Applicable alternate airfield procedures, unless contained in a local in-flight guide.

4.10.1.7. A *Warning* that reads, “Improper leaning procedures will greatly reduce endurance” in the cruise section of the Normal Procedures checklist.

4.10.2. Each checklist page will be numbered and include the revision date.

4.10.3. Use of locally developed in-flight guides is highly encouraged.

4.11. Clearance Procedures. Managers will use the latest version of the automated dispatch program (ADP) populated with current data to check PIC currencies. Members authorized self-clearing privileges as specified in section 5.10 of this manual, and clearing authorities, shall clear all flights originating at the home station using ADP. Guidance from this manual, MAJCOM supplements, installation directives, current PIF items, and the SOP will be followed. **NOTE:** The PIC is the clearing authority for all flights originating off-station.

4.11.1. All flights where a student pilot is flying solo shall be cleared by a flight instructor who is familiar with the student's capabilities.

4.11.1. (**KIRTLANDAFB**) When a pilot or student joins the flight center, management will enter the new member into the computer Flight Training System, ADP database.

4.11.1.1. (**Added-KIRTLANDAFB**) **Record Entry.** The flight center instructor conducting the individual's initial checkout will prepare the required forms and enter the data into the ADP.

4.11.1.2. (**Added-KIRTLANDAFB**) **Records Maintenance.** Members are responsible for maintaining their own currency records. All dates will be entered in military format (i.e., 11 Nov 15) when entered into the ADP.

4.12. Pilot Currency. Pilots shall record all applicable currency items in their personal logbook and provide the data to the manager for entry into ADP. Computerized logbooks are authorized in lieu of handwritten logbook entries, provided they contain all applicable currency information.

4.12.1. Managers or Chief Flight Instructors may credit pilot activities performed in other than club aircraft to satisfy currency requirements if activity is in the same make and similar model aircraft (e.g. Cessna 182RG could count toward Aero Club Cessna 182 currency; but Boeing KC-135 will not count toward Piper Seneca currency).

4.12.2. Pilots shall fly with, and receive a logbook endorsement from a flight instructor to regain any currency. The flight instructor will complete an AF Form 1584, *USAF Aero Club Standardization Record*, and update ADP.

4.12.3. To act as PIC, pilots with less than 200 pilot hours shall have accomplished three takeoffs and landings within the preceding 60 days in each make and model aircraft they wish to fly. Pilots with at least 200 pilot hours shall have accomplished three takeoffs and landings within the preceding 90 days in each category and class aircraft they wish to fly.

4.12.4. Pilots who have not made three takeoffs and landings in a particular make and model aircraft within the preceding 180 days must accomplish a recurrency check and closed book exam for that make and model aircraft.

4.12.5. To exercise PIC privileges in club aircraft at night, pilots must have accomplished at least three takeoffs and three landings to a full stop, at night, within the preceding 90 days, in each aircraft category and class they wish to fly. If night currency is lost, the pilot must

make three takeoffs and landings to a full stop, at night, in each aircraft category and class they wish to fly, with a current and qualified club certified flight instructor (CFI).

4.12.6. **(Added-KIRTLANDAFB) Flight Currency Record.** When flight data is entered into the ADP, the program automatically updates the pilot's currency.

4.12.7. **(Added-KIRTLANDAFB) Annual Standardization Check.** An initial aircraft checkout or successful FAA flight check for an airman certificate or rating satisfies this requirement provided all required written tests are also completed, graded, reviewed, and the AF Form 1584, *USAF Aero Club Standardization Record*, is completed by the examiner or chief flight instructor and approved by the manager. The instructor will endorse the member's logbook as appropriate and enter the data into the ADP.

4.12.8. **(Added-KIRTLANDAFB) Aircraft Checks.** Enter the date of the annual standardization check ride into the ADP for each aircraft in which currency is maintained. **NOTE:** Student pilots may maintain solo currency in only one aircraft make and model at the KAFB Flight Center. Aircraft written tests must be completed, graded, and reviewed prior to a check flight. Aircraft tests are a one-time requirement, provided they are recorded on the AF Form 1584. The Emergency Procedures Closed Book questions are completed on the back of the form. The Emergency Procedures Closed book test is required whenever currency is lost.

4.12.9. **(Added-KIRTLANDAFB) FAA Flight Review.** Applies to all FAA certified pilots (not students) and expires 24 months after the flight review. A successful FAA flight check for issuance of a pilot certificate, rating, operating privilege satisfies this requirement. A successful military pilot proficiency check documented in appropriate military flight records, or satisfactorily completing one or more phases of an FAA-sponsored pilot proficiency award program also satisfies this requirement. The check date of the flight review will be entered into the ADP.

4.12.10. **(Added-KIRTLANDAFB) FAA Medical Certificate.** The expiration of the medical certificate will be entered into the ADP.

4.12.11. **(Added-KIRTLANDAFB)** PIF currency is maintained using the ADP program.

4.12.12. **(Added-KIRTLANDAFB) Safety Meetings.** Attendance at safety meetings will be documented in the computer in the ADP. Prior to flying, the ADP must be updated or clearance will not be authorized. Waivers to the requirements of [paragraph 3.2](#) may be approved by the manager if a member provides a written statement from his or her employer or school explaining schedule conflicts with work or school commitments. See [paragraph 3.2.5](#) relative to missed safety meetings. The statement will specify the duration of the conflict, not to exceed 1 year, and will be filed in the membership folder.

4.12.13. **(Added-KIRTLANDAFB)** An AF Form 1585, *Covenant Not to Sue and Indemnity Agreement* is required annually for all members and passengers. The date when the document expires will be entered into the ADP. **Exceptions:** FAA representatives performing official FAA duties and students enrolled in the Initial Flight Training (IFT) or Navigator IFT program.

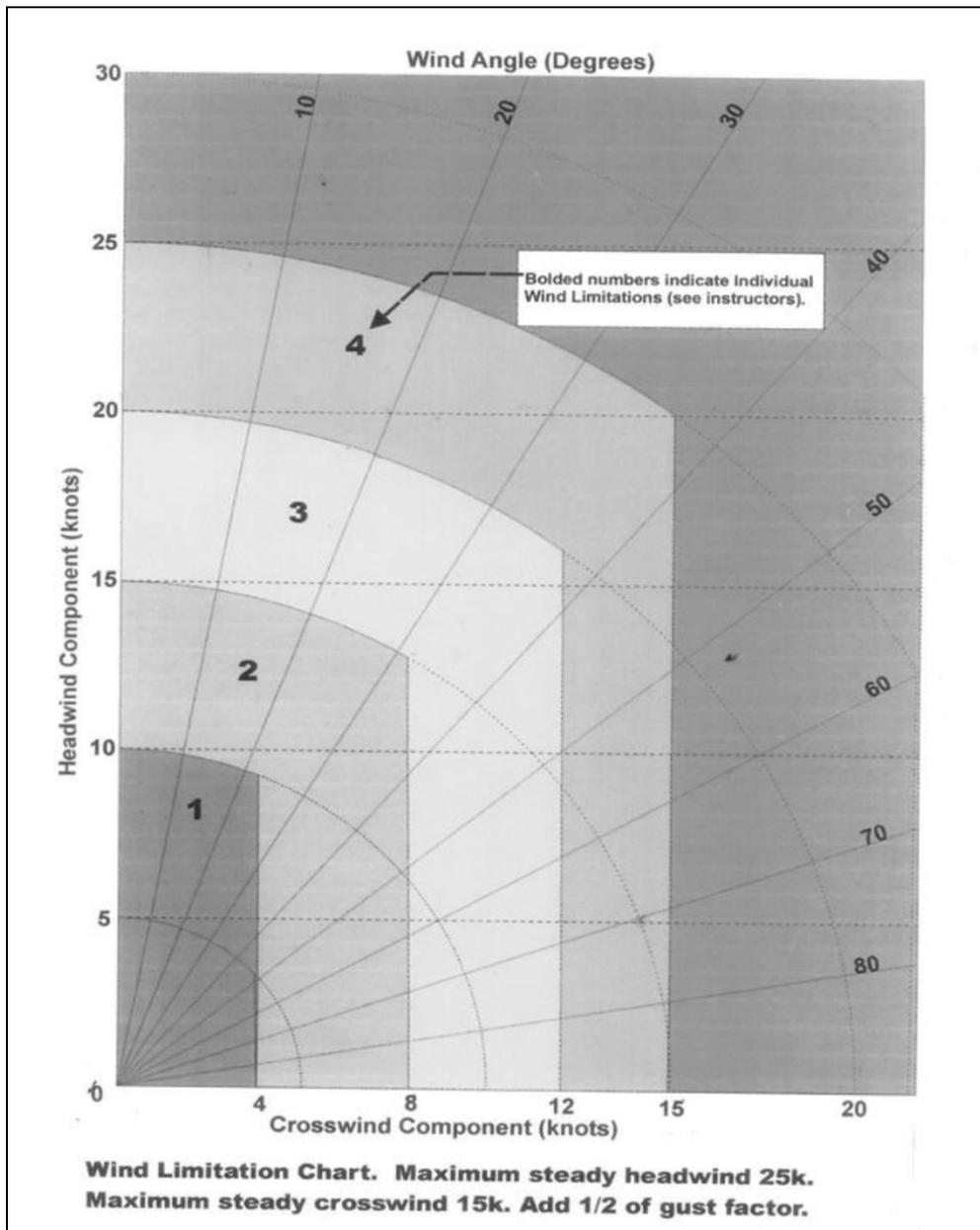
4.12.14. **(Added-KIRTLANDAFB) Annual Review of Videos.** There is a requirement for each member to view the following videos initially and annually: the Flight Line Safety

Video, Foreign Object Damage (FOD) Video, and the Mountain Flying Video. These dates will be entered into the ADP.

4.12.15. **(Added-KIRTLANDAFB) Mountain Flying Test.** Pilots must satisfactorily complete a written test on mountain flying procedures. The written test is a one-time requirement. The date will be entered into the ADP.

4.12.16. **(Added-KIRTLANDAFB) Wind Chart.** Each pilot completing a checkout will be assigned a wind chart number from 1 to 4, IAW **Figure 4.1 (Added)**. This number is based on crosswind proficiency as assessed by the instructor. The rating will be entered into the ADP.

Figure 4.1. (Added-KIRTLANDAFB) Wind Chart Ratings



4.12.17. **(Added-KIRTLANDAFB) Non-Current Member.** If a member becomes noncurrent, his/her ADP membership status may be changed to INACTIVE. Members not exercising their flight center flying privileges for more than 6 months will be considered inactive and their ADP membership status may be changed to INACTIVE. **NOTE:** The non-current condition must be corrected prior to flying again. A member may become noncurrent for any of the following reasons:

4.12.17.1. **(Added-KIRTLANDAFB)** Aircraft currency overdue.

4.12.17.2. **(Added-KIRTLANDAFB)** Medical expired.

4.12.17.3. **(Added-KIRTLANDAFB)** Covenant-not-to-sue expired.

4.12.17.4. **(Added-KIRTLANDAFB)** Annual standardization overdue.

4.12.17.5. **(Added-KIRTLANDAFB)** Incomplete documentation in membership folder.

4.12.17.6. **(Added-KIRTLANDAFB)** New PIF item.

4.12.17.7. **(Added-KIRTLANDAFB)** Missed safety meeting(s). (See [paragraph 3.2](#)).

4.12.17.8. **(Added-KIRTLANDAFB)** Violations or non-compliance of regulations as defined (see [paragraph 1.4.1 \(Added\)](#) and [paragraph 3.6](#)) may result in suspension or investigation.

4.13. Pilot Training. Managers shall prepare and use a ground school and flight training curriculum certificated by the FAA under 14 CFR Part 141 for training leading to the issuance of an initial private or commercial pilot certificate, or an Instrument rating. All members training for the initial issuance of a private or commercial pilot certificate, or an instrument rating shall be enrolled in, and complete training under, a 14 CFR Part 141 curriculum. AFPC/SVPCR must approve all other flight and ground training courses not certificated under 14 CFR Part 141 before implementation. Instructors will use the grading procedures described in [Attachment 3](#). Aero Clubs located in foreign countries are exempted from 14 CFR 141 certification, but will conduct training as if 14 CFR 141 to the extent practical.

4.13.1. AFPC/SVPCR Form 1580, *USAF Student Pilot Training Record*, will be used to document all private pilot flight and ground training. However, clubs using commercially produced computer based training (CBT) programs are exempt from this requirement. All other courses of training will use FAA acceptable training folders. **(T-3)**.

4.13.2. Instructors will use the grading procedures specified in [Attachment 3](#) for all flight training courses. However, clubs using commercially produced CBT programs are exempt from this requirement.

4.13.3. Managers shall notify AFPC/SVPCR within 48 hours of receiving any FAA notice of discrepancies.

4.14. Aircraft Checkouts. Pilots shall satisfactorily complete a separate flight checkout, given by an aero club certified flight instructor, for each make and model aircraft the member desires to exercise PIC privileges in. Pilots shall complete all checkouts in an aero club aircraft and demonstrate performance to the applicable standards specified in the *USAF Aero Club Instructor Standardization Guide*.

4.14.1. Managers shall establish a mountain flying training program. Pilots will not fly over mountainous terrain until this training has been satisfactorily completed and documented in ADP.

4.14.2. Aero club flight checks shall include all applicable tasks listed in the *USAF Aero Club Instructor Standardization Guide*. *Satisfactory completion of an aero club flight check will be documented on AF Form 1584 and updated in ADP.*

4.14.3. A successful flight check administered by an FAA inspector or pilot examiner may be credited for applicable annual requirements if properly documented on the AF Form 1584 and approved by the manager.

4.14.4. The Chief Flight Instructor shall administer all initial flight instructor proficiency checks IAW 14 CFR Part 141. Additionally, the Chief Flight Instructor should administer all annual flight instructor proficiency checks; however, they may be delegated to the assistant chief flight instructor or check instructor.

4.14.4.1. An FAA Inspector shall administer all annual flight checks required by this manual to the chief flight instructor. Annual requirements will only be credited if the FAA Inspector completes the tasks prescribed in the *USAF Aero Club Instructor Standardization Guide* and documents completion on AF Form 1584. Update ADP to reflect successful completion of the annual check. If an FAA Inspector cannot accomplish the required evaluations, a Chief Flight Instructor from another USAF Aero Club, or AFPC/SVPCR may accomplish the required evaluations.

4.14.5. The following flight checks are required of each member desiring to obtain/maintain PIC privileges, and shall be administered by an aero club certified flight instructor.

4.14.5.1. Initial check in each make and model aircraft.

4.14.5.2. Initial night Visual Flight Rules (VFR) local check in aircraft category and class.

4.14.5.3. Initial and annual instrument flight check for members desiring Instrument Flight Rules (IFR) privileges.

4.14.5.4. Initial and annual standardization flight check in the most complex aircraft in which the pilot desires to maintain currency.

4.14.5.5. Initial formation flight check for those members desiring to fly aero club aircraft in formation.

4.14.5.6. Initial aerobatic flight check for those members desiring to fly aero club aircraft acrobatically.

4.14.6. **(Added-KIRTLANDAFB)** All checkouts are on a demonstrated proficiency basis, and will include instruction in systems particular to that aircraft and its operating environment, (i.e., oxygen systems, turbo-charging system and operations, etc.). In addition, a wind chart number will be assigned by the instructor and entered into the ADP based on his/her assessment of the pilot's proficiency in crosswind landings.

4.14.7. **(Added-KIRTLANDAFB)** The following are pre-requisites for initial and annual Standardization checks or any aircraft checkout:

4.14.7.1. **(Added-KIRTLANDAFB)** Membership application must have been completed and submitted to the flight center manager, or a clearing authority, and initiation fees and dues paid.

4.14.7.2. **(Added-KIRTLANDAFB)** AF Form 1584, expiration date entered into the ADP.

4.14.7.3. **(Added-KIRTLANDAFB)** A flight center flight instructor will check the customer's pilot and medical certificates for validity and currency. The instructor will enter data into the ADP and ensure copies of these documents are obtained for the member's folder.

4.14.7.4. **(Added-KIRTLANDAFB)** Except in the case of new members, the ADP must reflect safety meeting currency. New members must review PIF volumes 1 and 2, in their entirety. Minutes of the last 12 safety meetings are included in PIF, volume 2.

4.14.7.5. **(Added-KIRTLANDAFB)** A flight center flight instructor will verify the customer's logbook or other proof of flight hours.

4.14.7.6. **(Added-KIRTLANDAFB)** Members must have read all PIF items through latest entry.

4.14.7.7. **(Added-KIRTLANDAFB)** Members must meet Flight Review requirements before being cleared.

4.14.7.8. **(Added-KIRTLANDAFB)** Members will view the mountain flying video, be briefed on mountain flying procedures, and complete the mountain flying test, as part of their initial checkout. In addition, the mountain flying video will be reviewed annually.

4.14.7.9. **(Added-KIRTLANDAFB)** A completed AF Form 1585.

4.15. Knowledge Examinations. Members must satisfactorily accomplish the appropriate knowledge exams prior to acting as PIC of an aero club aircraft. Unless otherwise noted, all exams are open book.

4.15.1. Initial and annual standardization. **NOTE:** Not required for student pilots.

4.15.2. Initial and annual instrument. **NOTE:** Initial instrument exam waived if the member successfully completed the FAA Instrument Rating-Airplane knowledge exam within the last 12 calendar months.

4.15.3. Initial make and model aircraft. **NOTE:** Student pilots must complete prior to first solo.

4.15.4. Initial closed book make and model aircraft. **NOTE:** Student pilots must complete prior to first solo.

4.15.5. Initial and annual certified flight instructor.

4.15.6. Student pre-solo.

4.15.7. Student pre-cross country. **NOTE:** Waived if the student has successfully completed the FAA Private Pilot Airplane knowledge exam within the last 12 calendar months.

4.15.8. Knowledge examinations issued by AFPPC/SVPAR shall be used in lieu of locally developed tests.

4.15.9. Initial/Annual standardization, instrument, and certified flight instructor knowledge exams are valid for 12 calendar months.

4.15.10. Satisfactory exam completion will be documented in ADP.

4.16. Refueling. The pilot shall ground the aircraft prior to fuel servicing operations by bonding the aircraft to the refueling equipment with an approved cable before making any fueling connection to the aircraft. The ground shall be maintained until fueling connections have been removed. The pilot will bond the nozzle with a nozzle bond cable having a clip or plug to a metallic component of the aircraft that is metallicity connected to the tank filler port. The bond connection shall be made before the filler cap is removed. If there is no plug receptacle or means for attaching a clip, the pilot shall touch the filler cap or surrounding area (unpainted surface) with the nozzle spout before removing the cap. The spout shall be kept in contact with the filler neck until the fueling is completed. **NOTE:** Refer to *National Fire Code 407* for further guidance.

4.16.1. A single operator may refuel aircraft if the requirements of the preceding paragraph have been satisfied.

4.16.2. If wearing Nomex flight clothing, the operator shall assure grounding by bare hand contact with the aircraft grounding connector, an unpainted aircraft surface, or a static ground before removing the fuel filler cap or while inserting the ground cable jack on the fuel nozzle.

4.16.3. No active ignition sources are permitted within 50 feet of an aircraft being refueled. No preflight involving energized electrical systems, engine starts, or maintenance of aircraft parked within 50 feet of the refueling operation is permitted.

4.16.4. No passengers or crewmembers are authorized in the aircraft during refueling. **(T.3).**

4.16.5. **(Added-KIRTLANDAFB) Procedures at KAFB Aero Club.** All flight center pilots will receive refueling training during their initial checkout by a flight center instructor, to include fire extinguisher use and the location of the emergency fuel cut-off valve. Safety goggles are available for use and are kept in the oil locker.

4.16.5.1. **(Added-KIRTLANDAFB)** Each pilot is responsible for refueling, cleaning windscreens, and adding oil (if required) after each flight.

4.16.5.2. **(Added-KIRTLANDAFB)** Enter the refueling loop, from the south, so the pumps are on the pilot's left side. Put the nose wheel on the yellow line in front of the pumps - this will ensure adequate wing tip clearance for all flight center aircraft. Avoid the gravel/soft asphalt areas north and south of the tanks.

4.16.5.3. **(Added-KIRTLANDAFB)** When the air tankers are parked at the south end of their servicing manifolds, it may be impossible to exit the north side of the refueling loop. In that case, back and turn the aircraft away from the pumps with the tow bar and exit the loop on the south side.

4.16.5.4. **(Added-KIRTLANDAFB)** Damage can occur to the filler neck of the aircraft if excessive force is applied to it by the nozzle. Do not allow the weight of the hose and nozzle to bear on the filler neck opening. Never leave the nozzle in the opening if you forget to turn on the pump and return to the pump controls. To prevent contamination and damage, do not allow the pump nozzle to drag on the ground.

4.16.5.5. **(Added-KIRTLANDAFB)** The requirement to refuel after each flight may be waived by the chief flight instructor for local flights under specified conditions. Make an entry in the maintenance record if the aircraft was not refueled and note the reason. Include in the entry the amount of time flown, so the next person may ascertain whether the aircraft needs to be refueled prior to their flight.

4.16.6. **(Added-KIRTLANDAFB) Fuel Spills.** In the event of a fuel spill at the fuel pumps, take whatever action appropriate to stop the flow of fuel. Normally turning off the pump with the key should work. Use the emergency cut-off if necessary. Then notify flight center management/maintenance, the KAFB Fire Department, 911 or (853-9111 from a cell phone), and KAFB Environmental Management, 846-2751. Should a fuel spill occur causing puddles of fuel, under or around an aircraft, do not attempt to start the engine. The aircraft will be towed clear using the tow bar. The fire department must be called to dispose of the spilled fuel. There is a phone located northeast of the fuel tanks on the light pole.

4.16.7. **(Added-KIRTLANDAFB) Refueling During Inclement Weather.** Do not refuel aircraft when surface wind speed, including gusts, exceeds 25 knots. Do not refuel during sandstorms, in heavy rain, or if lightning is observed within five miles of the airport.

4.17. Flight Restrictions. The following restrictions and requirements apply to all members operating club aircraft as pilot-in-command.

4.17.1. Weather Minimums.

4.17.1.1. Day VFR minimums are 1,500-foot ceiling and 3 statute miles visibility.

4.17.1.2. Night VFR minimums are 2,500-foot ceiling and 5 statute miles visibility.

4.17.1.3. Weather minimums for IFR takeoff shall be no lower than the lowest compatible circling minimums, both ceiling and visibility, at the departure airport or the takeoff minimums listed in the Terminal Flight Information Publication for the airport, whichever are greater. **NOTE:** Pilots with over 100 hours actual instrument time logged as PIC may takeoff when the weather is at or above the lowest compatible approach minimums at the departure airport or the takeoff minimums listed in the Terminal Flight Information Publication for the airport, whichever are greater.

4.17.1.4. Pilots shall comply with maximum crosswind components for each pilot rating and make and model aircraft posted in the aircraft checklist.

4.17.1.5. Flight will not be initiated if surface winds are forecast to be greater than 30 knots, and flights will be terminated as soon as practicable if surface winds exceed 30 knots.

4.17.1.6. Flight under special VFR, as defined in 14 CFR Part 91, is limited to pilots with a current instrument rating, in an aircraft certified for instrument flight, and only at an altitude that assures terrain and obstacle clearance established in paragraph 4.17.7 of this manual.

4.17.1.7. Simulated emergency training is limited to Visual Meteorological Conditions (VMC).

4.17.1.8. Managers shall establish minimum Runway Condition Reading (RCR) criteria for aircraft, to include maintenance ground run operations.

4.17.1.8. **(KIRTLANDAFB) Runway Condition Reading (RCR).** This is a term air traffic control (ATC) uses to describe braking action reports to AF and ANG aircraft. It is useful in determining aircraft controllability when the surface has deteriorated due to rain, snow, sleet, or icy conditions. Ensure RCR is known.

4.17.1.8.1. **(Added-KIRTLANDAFB) Do Not Land.** Pilots of flight center aircraft will not land at airports where braking action is reported as not existent “None, Not existent (NIL)”. If at all possible pilots of flight center aircraft will divert to another airport if braking action is reported as “Poor”.

4.17.1.8.2. **(Added-KIRTLANDAFB) No Taxi, No Run Ups.** Pilots and mechanics will not taxi or perform run-ups on untreated snow or ice. If the area has been cleared or sanded, the pilot or mechanic may proceed; however, if the aircraft brakes fail to hold the aircraft in position, the operation will be terminated.

4.17.1.9. **(Added-KIRTLANDAFB) Visual Flight Rule (VFR).** Student Pilot Solo (Day-time), 2500’ ceiling, 5 statute miles (sm) visibility.

4.17.2. Night Flight. The following shall not be performed at night.

4.17.2.1. Aerobatics.

4.17.2.2. Unusual attitudes, stalls, approach to stalls, or flight at minimum controllable airspeed, except as required by a 14 CFR Part 141 approved syllabus of instruction, with an instructor onboard that is qualified to act as PIC under instrument conditions in the aircraft used for the flight.

4.17.2.3. Except for takeoff or landing, VFR flight below 2,000 feet AGL.

4.17.2.4. Operations at airports without runway lighting.

4.17.2.5. Visual or non-precision approaches to runways outside the local training area without visual glide path guidance.

4.17.2.6. Simulated emergency training, to include forced landings, except to lighted runways.

4.17.2.6.1. Night power-off approaches will only be accomplished with an Aero Club Instructor onboard. Instructor must be qualified to act as pilot in command (PIC) under instrument conditions in the aircraft used for flight.

4.17.2.6.2. Night power-off approaches will be conducted as 90 degree or 180 degree power off approach only. Guidance found in the Federal Aviation Administration Airplane Flying Handbook (FAA) FAA-H-8083-3 must be followed.

4.17.2.7. Flight outside the local area unless the flight is operated under IFR, or the flight is required to be conducted under VFR by an approved syllabus of instruction, and the instructor onboard is qualified to act as PIC under instrument conditions in the aircraft used for the flight.

4.17.2.8. Local VFR night flight, unless the pilot has logged at least 50 hours as PIC and maintains visual contact with an airport approved for night operations, or is a current and qualified instrument rated pilot.

4.17.2.9. Simulated night instrument practice in the local area unless a second pilot, with night currency in the aircraft being flown, is onboard as a safety observer and has access to the flight controls.

4.17.3. Passengers.

4.17.3.1. The PIC shall not allow any passengers to be carried onboard the aircraft unless they have completed an AF Form 1585. **NOTE:** Executed forms shall not be carried onboard the aircraft, and the form must be re-executed at least every 12 months.

4.17.3.2. A parent or legal guardian shall execute the document on behalf of any person under 21 years of age. **NOTE:** If the individual is an emancipated minor, the sponsoring member shall execute the document. Additionally when the sponsoring member is the individual under 21 years of age, the member can sign Form 1585 on their own behalf.

4.17.3.3. Passengers are not authorized on training flights except when approved by the manager or chief flight instructor and an instructor is occupying one of the pilot positions.

4.17.3.4. Passengers are not authorized on check flights.

4.17.3.5. Simulated emergency procedures are not permitted on any passenger flight except when an instructor occupies a pilot's position, the passengers are applicants enrolled in the same training course, and the Chief Flight Instructor determines the training will benefit all applicants onboard the aircraft.

4.17.3.6. Each passenger shall occupy a seat with an individual seat belt. However, children under four years old or less than 40 pounds shall occupy a Department of Transportation approved infant/child seat restrained by an individual seat belt.

4.17.4. Duty Day Restrictions.

4.17.4.1. Maximum aero club duty day is 12 hours for a single pilot or 16 hours for two qualified pilots in an aircraft with dual flight controls.

4.17.4.2. Flight duty day begins when the pilot(s) reports to the aero club for the first flight, or to the duty location (place of employment) for the first duty (work) of the day, whichever occurs first.

4.17.4.3. Minimum crew rest between duty days is 10 hours after 8 hours or less of duty time, 12 hours for more than 8 hours duty time.

4.17.5. Flight Plans.

4.17.5.1. Pilots shall file a flight plan for all flights outside the local area.

4.17.5.1. **(KIRTLANDAFB)** A flight plan is not required if the flight is conducted under the control of ABQ Approach. Momentary stops at Double Eagle II or Belen Alexander for pattern work is considered under ABQ Approach Control. If a flight plan cannot be filed before takeoff, one will be filed by radio as soon as feasible after departure. All flight plans filed for outside the local area must be activated.

4.17.5.2. Before filing to a military field, contact the destination base operations and aero club (if applicable) to ensure they can accept the aircraft, and obtain a Prior Permission

Required (PPR) number, if required. **NOTE:** Enter the statement "USAF Aero Club aircraft, please advise _____Base Operations" in the remarks section of the flight plan.

4.17.5.3. When departing a military base from other than home station, the pilot shall file a flight plan with the local base operations.

4.17.6. Approved Airports/Runways/Taxi Procedures.

4.17.6.1. Pilots shall not perform straight-in VFR approaches to non-towered airports. **NOTE:** This does not apply to practice instrument approaches being flown under radar control when the safety pilot is able to simultaneously monitor approach control and the Common Traffic Advisory Frequency (CTAF) and make appropriate position calls on the CTAF.

4.17.6.2. Pilots shall self-announce pattern position on downwind, base, and final leg using the phraseology recommended in the Aeronautical Information Manual (AIM).

4.17.6.3. Pilots shall only land at active airports listed in FAA (or Host Nation equivalent at oversea locations) or DOD flight information publications, or those designated by the installation commander. **NOTE:** If an emergency or precautionary landing is made at an unauthorized location, the pilot shall not takeoff without the club manager's approval.

4.17.6.4. Pilots shall not takeoff or land on runways less than 2,000 feet long, or the sum of the aircraft takeoff and landing ground roll, whichever is greater.

4.17.6.5. Pilots shall not takeoff or land on runways less than 50 feet wide.

4.17.6.6. When approaching a non-towered airfield with unknown runway surface or approach conditions, pilots shall make a low approach to the landing runway to determine surface conditions before making an approach to landing. (**NOTE:** Not applicable to actual instrument approaches.)

4.17.6.7. Pilots shall not accomplish takeoff or landing rolls across raised arresting cables and must use minimum speed if the aircraft must taxi over arresting cables.

4.17.6.8. Pilots shall not taxi within 10 feet of an obstacle unless wing walkers or designated taxi lines, suitable for the make and model aircraft being operated, are used.

4.17.6.9. Unless a higher taxi speed is required to prevent delay of traffic flow, pilots shall not exceed a slow walk while taxiing in congested areas, or a brisk walk in all other areas.

4.17.6.10. Pilots shall not perform touch and go landings in complex aircraft.

4.17.6.11. **(Added-KIRTLANDAFB) Taxi Procedures.** Flight center aircraft will follow designated taxi routes and will not use designated vehicle roadways for taxiing. Do not cross double yellow lines along taxi routes. The only exception to this is to enter the parking ramp. Taxiing between the double yellow line and parked aircraft is not allowed, except to enter a row for parking the aircraft. Taxiing an aircraft from one side of the base operations hangar to the other will be accomplished using Taxiway B and maintaining radio contact with ground control.

4.17.6.11.1. **(Added-KIRTLANDAFB)** Flight center aircraft will not be taxied closer than 500 feet behind a large aircraft whose engines are running. Flight center

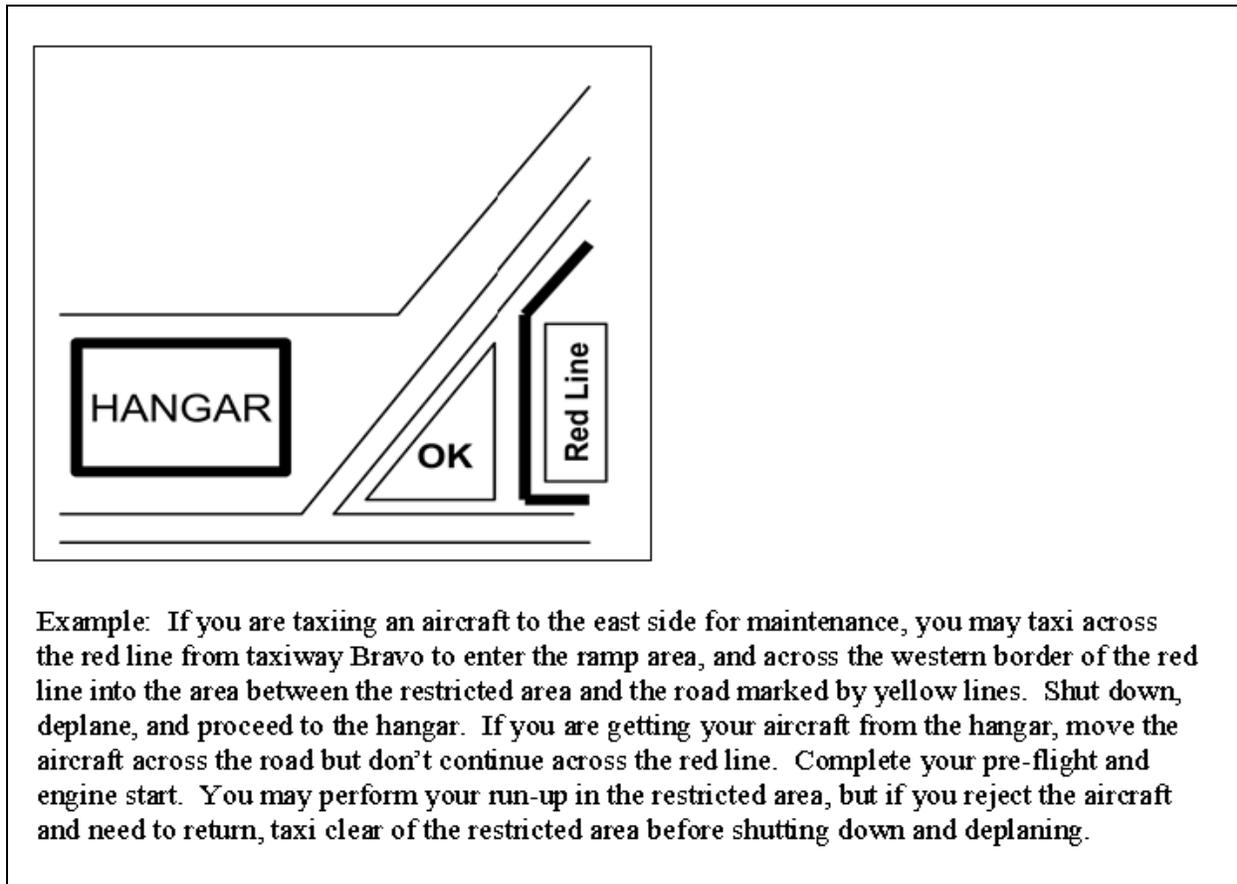
aircraft will not be stopped for engine run-up, or other purposes, in a position such that jet or propeller blast from passing large aircraft will be directed at flight center aircraft from a distance of less than 500 feet. When a large aircraft is taxiing from the opposite direction, move your aircraft well off to the side of the taxiway to avoid possible intense propeller or jet engine blast.

4.17.6.11.2. **(Added-KIRTLANDAFB)** Flight center aircraft will not be taxied or parked closer than 300 feet from a hovering helicopter, or a helicopter on the ground with its rotor blades in motion.

4.17.6.11.3. **(Added-KIRTLANDAFB)** Flight center aircraft will not be taxied within 50 feet of any aircraft that is being refueled.

4.17.6.11.4. **(Added-KIRTLANDAFB)** Flight center aircraft will not be taxied within 50 feet of the hangar. Aircraft engines will not be operated east of the base operations hangar between the hangar and the vehicular roadway.

4.17.6.12. **(Added-KIRTLANDAFB) Restricted Area.** A restricted ramp area **(Figure 4.2 (Added) Taxi & No Go Areas)** is located east of the hangar and identified by a painted red line. Designated entry control points are marked with white paint and are for official use only. **NOTE:** Pilots must notify the Site Security Control Center (SSCC) by phone (846-1478 or 846-1323) prior to crossing the red line, give tail number and estimated time of crossing. Pilots may taxi an aircraft through the area during the course of normal operations but may not enter the area on foot without a restricted area badge. Engine run-up may be performed in the restricted area, but if the pilot rejects the aircraft he or she must taxi clear of it prior to shut down and egress.

Figure 4.2. (Added-KIRTLANDAFB) Taxi & No Go Areas

4.17.7. Minimum Altitudes.

4.17.7.1. Pilots shall not fly below 1000 feet AGL (2000 feet in designated mountainous terrain) unless required by specific regulation, airspace restriction, for takeoff or landing, or when accomplishing requirements directed by an approved syllabus of instruction.

4.17.7.2. Pilots shall not descend below 500 feet AGL during simulated forced landings, except to approved runways.

4.17.7.3. Pilots shall ensure proper engine operation at least every 500' when performing simulated engine failures in single engine aircraft.

4.17.7.4. Pilots shall not conduct aerobatic maneuvers below 2,500 feet AGL.

4.17.7.5. During the day, pilots shall not descend below 1,500 feet AGL when performing stalls, turns over 45 degrees of bank, slow flight, or unusual attitudes in single engine aircraft.

4.17.7.6. At night, pilots shall not descend below 2,000 feet AGL when performing stalls, turns over 45 degrees of bank, slow flight, or unusual attitudes in single engine aircraft.

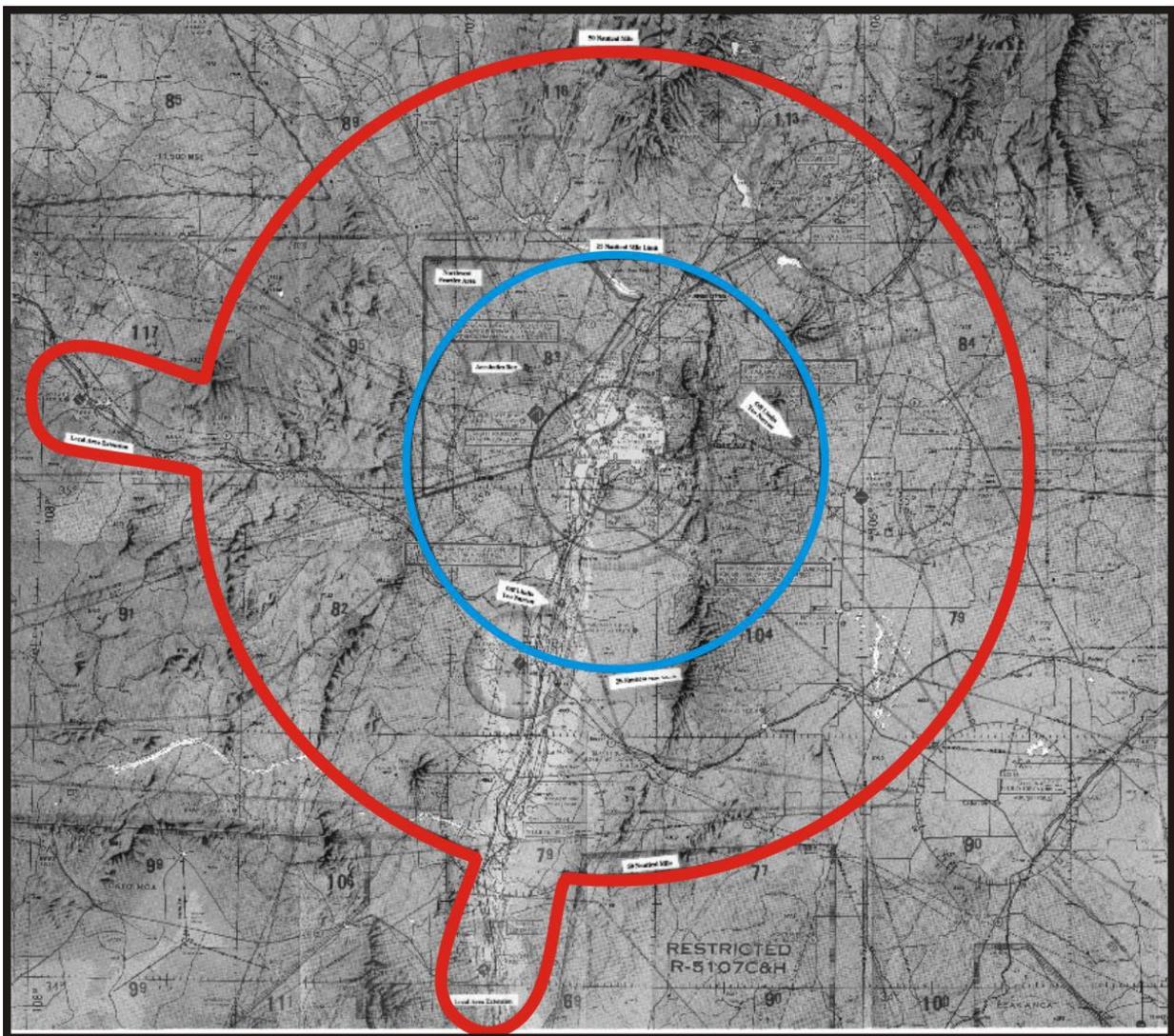
4.17.8. Multi-Engine Aircraft.

- 4.17.8.1. Pilots shall not descend below 3,000 feet AGL when performing stalls, turns over 45 degrees of bank, slow flight, or unusual attitudes.
- 4.17.8.2. Engine failures shall not be simulated on the runway at an airspeed greater than one-half V_{mc} , and only if the aircraft is still on the runway with sufficient runway remaining for a normal stop.
- 4.17.8.3. Flight instructors may accomplish a simulated engine failure during climb-out in multi-engine aircraft by retarding a throttle, but not below 500 feet AGL, nor below recommended V_{sse} or V_{yse} , whichever is greater.
- 4.17.8.4. Feathering of one propeller during a simulated engine failure shall only be demonstrated above 3,000 feet above ground level (AGL) and in a position where a safe landing can be accomplished on an approved runway, should difficulty be encountered in unfeathering the propeller.
- 4.17.8.5. While airborne, a simulated engine failure below 3,000 feet AGL shall only be performed by initially retarding the throttle of the selected engine to the minimum power setting authorized, then setting zero thrust.
- 4.17.8.6. Simulated single engine go-arounds shall not be initiated or continued below 500 feet AGL.
- 4.17.8.7. V_{mc} demonstrations will not be performed below 3,000 feet AGL. Recovery will be made at the first indication of loss of directional control, stall warning, or buffet, whichever occurs first.
- 4.17.9. Smoking is prohibited in or within 50 feet of club aircraft.
- 4.17.10. Formation Flight.
- 4.17.10.1. Pilots shall not conduct formation flights without the installation commander's approval. **NOTE:** The installation commander may delegate this authority to the manager, and a copy of this delegation authority must be maintained in the SOP.
- 4.17.10.2. Pilots shall not conduct formation flight unless they have satisfactorily completed a formation checkout.
- 4.17.11. Student Pilots.
- 4.17.11.1. Solo student pilots shall not fly when the actual or forecast crosswind component for takeoff or landing exceeds 10 knots.
- 4.17.11.2. Solo student pilots shall not fly when the actual or forecast surface winds exceed 20 knots.
- 4.17.11.3. Solo student pilots shall not perform touch-and-go landings.
- 4.17.11.4. Student pilots shall not fly more than 10 hours solo or exceed 30 days without a dual proficiency flight. This flight will include all items listed in 14 CFR Part 61.87 (d) and (e).
- 4.17.11.5. Student pilots shall not fly solo at night.
- 4.17.11.6. Solo student pilots shall not conduct simulated emergency procedures, to include simulated forced landings.

4.17.11.7. The chief flight instructor shall develop standard training cross-country routes for student pilots. Only the chief flight instructor may authorize the use of other routes.

4.17.11.7.1. **(Added-KIRTLANDAFB) Cross Country Routes.** As defined in **para 4.8.5 (Added)**, the routes identified in **Figure 4.3 (Added)** are approved and may be flown. They also may be flown in reverse direction when desired. Routes not established in this supplement may not be used, unless the chief flight instructor approves them. Remain Over Night (RON) is not permitted, except when due to weather or mechanical failure. Student pilots will fill out cross country requests for all cross country training, since they will leave the “local area” during the flight. Only these routes are allowed – (unless approved by the Chief Flight Instructor):

Figure 4.3. (Added-KIRTLANDAFB) Cross Country Routes



4.17.11.7.1.1. **(Added-KIRTLANDAFB) First (Dual) - ABQ International Sunport to Grants Airport, to Socorro Airport (ONM), then to ABQ International Sunport.**

4.17.11.7.1.2. **(Added-KIRTLANDAFB)** Second (Solo) - ABQ International Sunport to ONM, to Grants Airport, then to ABQ International Sunport

4.17.11.7.1.3. **(Added-KIRTLANDAFB)** Third (Dual night) – ABQ International Sunport to Santa Fe Airport, to Grants Airport, then to ABQ International Sunport

4.17.11.7.1.4. **(Added-KIRTLANDAFB)** Fourth (Solo) - ABQ International Sunport to Santa Fe Airport, to Grants Airport, then to ABQ International Sunport

4.17.11.7.1.5. **(Added-KIRTLANDAFB)** Fifth (Solo Long Cross country) - ABQ International Sunport to Farmington Airport, to Gallup Airport, then to ABQ International Sunport. **NOTE:** Aircraft must be refueled at Farmington.

4.17.11.7.1.6. **(Added-KIRTLANDAFB)** ABQ International Sunport to Grants Airport, to Gallup Airport, to Farmington Airport, then to ABQ International Sunport. **NOTE:** Aircraft must be refueled at either Gallup or Farmington. Santa Fe may be substituted for Grants.

4.17.11.7.2. **(Added-KIRTLANDAFB) Long Solo Cross Country.** No student pilot will be permitted to fly the long solo cross country unless they meet the ground training requirements of CFR, Part 141, pass the stage 3 written test (or pass the FAA Private Pilot Airman Knowledge Test) and also passes the stage 2 check ride. Student pilots on solo cross country flights are required to contact their flight instructor or the chief flight instructor prior to any variation from the planned flight. If existing or forecast weather conditions change for the planned flight, the instructor shall review the weather with the student, and approve or disapprove continuing the planned flight.

4.17.11.8. All dual portions of supervised solo flights shall include three student landings and one go-around at the airfield where the student will solo. Flight instructors shall ensure adequate student proficiency and be present at the airport during the solo portion of the flight. Prior to a student pilot's first unsupervised solo flight, the student pilot must have completed a satisfactory flight check with the chief or assistant chief flight instructor.

4.17.11.9. On the first two solo cross-country flights, students shall fly to airfields where they have previously demonstrated satisfactory traffic patterns to a flight instructor. Students may then fly the remainder of the solo cross-country requirements to other airports approved by the chief flight instructor.

4.17.11.10. Unless restricted by local area procedures, solo student pilots will use the student pilot radio identification procedure as specified in the *Aeronautical Information Manual*.

4.17.11.11. Aerobatic Flight. Pilots shall not conduct aerobatic flight unless they have satisfactorily completed an aerobatic checkout. **(T-3)**.

4.17.11.12. **(Added-KIRTLANDAFB)** Student Pilots who enroll in a flight center training course will conform to established rules and policies governing flying operations. These are covered in the course curriculum, flight center instructions, AFIs and

AFMANs, CFRs, and the Aeronautical Information Manual (AIM). Students will be unenrolled from training for any of the following reasons:

- 4.17.11.12.1. **(Added-KIRTLANDAFB)** Chronic, unexcused absences.
- 4.17.11.12.2. **(Added-KIRTLANDAFB)** Operating aircraft in an unsafe or reckless manner.
- 4.17.11.12.3. **(Added-KIRTLANDAFB)** Falsifying flight records or training documents.
- 4.17.11.12.4. **(Added-KIRTLANDAFB)** Carrying passengers as a student pilot.
- 4.17.11.12.5. **(Added-KIRTLANDAFB)** Substandard performance if, in the opinion of the instructor and the chief flight instructor, further training is unwarranted.
- 4.17.11.13. **(Added-KIRTLANDAFB) Deviation of Plans.** It is occasionally necessary for student pilots to land at other than their planned destination, or to remain at an airport until weather conditions improve. When this situation arises, the student pilot will call the KAFB Flight Center or his/her instructor for approval to depart and return to ABQ International Sunport Airport. Phone calls for this purpose to the flight center should be made on the (505) 242-4184 number and can be made as a collect call. In the event the flight center is closed, the pilot shall call their instructor, the chief flight instructor or the manager.
- 4.17.11.14. **(Added-KIRTLANDAFB)** Student pilots, who have not been cleared for solo flight, will not taxi aircraft without the instructor in the cockpit.
- 4.17.11.15. **(Added-KIRTLANDAFB)** Instructors will cover fire extinguisher use with their student pilots relative to fire extinguishers placed in each row of parked aircraft.
- 4.17.11.16. **(Added-KIRTLANDAFB)** Student pilots will identify each and every solo maneuver practiced during the solo flight in their grade folders. A “checkmark” will be used to mark the block for each item practiced on that flight.
- 4.17.11.17. **(Added-KIRTLANDAFB)** All entries in the student training folder will be made in ink.
- 4.17.12. Fuel Reserves.
 - 4.17.12.1. Pilots shall not begin a flight unless there is sufficient fuel to complete the flight to the point of intended landing, fly from that airport to an alternate (if an alternate is required), and then fly after that for at least 1 hour at normal cruise consumption.
 - 4.17.12.2. If a flight extends to a point where less than 1 hour of fuel remains, the PIC will land at the nearest suitable airport to obtain additional fuel.
 - 4.17.12.3. For flight planning purposes the PIC shall calculate fuel consumption using the aircraft or engine manufacturer’s data, whichever is greater.
 - 4.17.12.3. **(KIRTLANDAFB)** To prevent fuel management shortfalls, the following observations regarding fuel management will be observed by all Flight Center pilots.

- 4.17.12.3.1. **(Added-KIRTLANDAFB)** Fuel consumption in the Pilot Operating Handbook (POH) may vary significantly from that published by the engine manufacturer.
- 4.17.12.3.2. **(Added-KIRTLANDAFB)** Improper leaning techniques can greatly increase consumption.
- 4.17.12.3.3. **(Added-KIRTLANDAFB)** Any attitude, other than level, positive G flight can cause fuel interruption in gravity - fed fuel systems.
- 4.17.12.3.4. **(Added-KIRTLANDAFB)** Range data published by the manufacturer is very optimistic.
- 4.17.12.3.5. **(Added-KIRTLANDAFB)** Know your departure fuel.
- 4.17.12.3.6. **(Added-KIRTLANDAFB)** Account for all phases of flight and use pessimistic fuel consumption rates.
- 4.17.12.3.7. **(Added-KIRTLANDAFB)** Know and use proper leaning techniques.
- 4.17.12.3.8. **(Added-KIRTLANDAFB)** Prolonged slips, skids, or turbulence can easily uncover a fuel port when there is minimum fuel in tanks.
- 4.17.12.3.9. **(Added-KIRTLANDAFB)** Know your fuel consumption and how long you have been airborne.
- 4.17.12.4. **(Added-KIRTLANDAFB) Baron Aircraft.** The fuel level in the auxiliary fuel tanks should be maintained at or above 5 gallons to prevent the fuel cells from deteriorating and should be full for flights outside the local training area.
- 4.17.13. Other Restrictions.
 - 4.17.13.1. Pilots shall not use club aircraft for towing gliders or sail planes.
 - 4.17.13.2. Pilots shall not use club aircraft for parachuting or skydiving.
 - 4.17.13.3. Club members shall not use club aircraft for commercial purposes.
 - 4.17.13.4. For all flights, pilots shall compute takeoff and landing performance for each airport of intended use based on actual or forecast conditions. In addition, pilots will check actual aircraft takeoff performance against computed data, and abort the takeoff if aircraft performance is inadequate.
 - 4.17.13.5. Pilots shall calculate weight and balance data for each flight.
 - 4.17.13.6. Pilots shall not takeoff with snow or frost on the aircraft.
 - 4.17.13.7. Pilots shall not hand prop aero club aircraft certified to operate with an electrically driven starter.
 - 4.17.13.7. **(KIRTLANDAFB)** All KAFB Aero Club aircrafts have electrically driven starters.
 - 4.17.13.7.1. **(Added-KIRTLANDAFB)** All starts will use the built-in starter. If necessary the external battery may be used if a second person is available and familiar with using the battery and cable system. That individual will connect external cables

while the pilot remains in the aircraft. Never leave the aircraft running if the pilot cannot occupy the pilot seat for any reason.

4.17.13.7.2. **(Added-KIRTLANDAFB)** Aircraft engines will not be operated east of the hangar unless the aircraft is east of the vehicle road marked on the ramp by double solid yellow lines. Engine operation between the hangar and the road is considered hazardous and will be reported as a safety violation.

4.17.13.8. Pilots will not taxi an aero club aircraft until each person onboard has properly fastened their seat belt.

4.17.13.9. Pilots will comply with established bird condition procedures.

4.17.13.10. **(Added-KIRTLANDAFB)** Aerobatics, including spins, are prohibited except for maneuvers required by the flight instructor-training course.

4.17.13.11. **(Added-KIRTLANDAFB) Weather Limitations.** No flight will be made into areas of known or forecast icing conditions, severe weather areas, or where wind is forecast over 25 knots. The calculation for wind speed is steady-state plus one-half the gust factor.

4.17.13.12. **(Added-KIRTLANDAFB)** The T-41C is limited to 105 miles per hour (mph) indicated air speed (IAS) for cruise climb and will not be operated in cruise flight at power settings above 2600 revolutions per minute (RPM), to prevent engine over speed.

4.18. (Added-KIRTLANDAFB) Cross Country Procedures. Scheduling is addressed in [Paragraph 4.8.5.1](#) An instructor or clearing authority may approve last minute changes to cross countries or “pop-up” after assuring that there will not be any scheduling conflicts, the airports are legal to fly to and all regulation will be adhered to.

4.18.1. **(Added-KIRTLANDAFB)** Prior to departure on a cross country flight, the pilot will become familiar with all factors that affect the flight.

4.18.1.1. **(Added-KIRTLANDAFB)** Current and appropriate aeronautical charts covering the entire route of flight will be carried on the flight.

4.18.1.2. **(Added-KIRTLANDAFB)** Weather data, appropriate to the flight, will be obtained within 2 hours prior to take off.

4.18.1.3. **(Added-KIRTLANDAFB) Clearance Procedure.** The Pilot In Command (PIC) will compute the number of hours remaining until the next scheduled 100-hour inspection to ensure that no airworthiness directives (AD)s or 100 hour inspections are over flown.

4.18.2. **(Added-KIRTLANDAFB) Navigation and Survival Kits.** Both navigation and survival kits are available for use on cross country flights (survival kit is required). Contents of the survival kit are displayed on the container.

4.18.2.1. **(Added-KIRTLANDAFB)** Navigation kits are required for instrument flight rule (IFR) flights and optional for VFR. A pilot who wishes to use a navigation kit will sign for the entire kit and remove it from the cabinet. They must take all required publications; no incomplete kits shall be left in the cabinet. The pilot may leave any unnecessary publications behind in his car during the flight, but kits in the cabinet are

considered complete. The pilot will check the contents of the navigation kit to ensure that the charts, approach books, etc. are current. The chief flight instructor may issue individual publications to members on a first-come, first-serve basis.

4.18.2.2. **(Added-KIRTLANDAFB)** Survival kits are not to be opened, except in an emergency. Upon return from a cross country flight, the member will ensure navigation kits are complete and secure. If a survival kit seal has been broken, notify a flight center official; do not return the kit to the shelf for reuse.

4.18.3. **(Added-KIRTLANDAFB) Late Return.** If an aircraft cannot be returned on schedule, the pilot will notify the flight center as soon as possible. If a member leaves an aircraft at another location, for any reason other than mechanical failure, they are responsible to pay all tie-down, hangar, storage, or other fees incurred, and to return the aircraft within a reasonable time. If the member is unable to personally return the aircraft, the flight center will take whatever action is required to return it. In this event, the member who left the aircraft is responsible for all expenses incurred in returning it. The flight center will keep these expenses to a minimum. The flight center is not responsible for additional member expenses incurred because of aircraft mechanical failure. Members planning extended cross country flights, who have deadlines to be back in the ABQ area, should consider these rules carefully before deciding to use a flight center aircraft for travel.

4.18.4. **(Added-KIRTLANDAFB) Accidents or Incidents.** Report IAW Chapter 5. The aircraft checklist contains instructions and phone numbers for contacting the flight center. In the event of a landing off of a hard surface runway, pilots will not attempt to takeoff. If an unplanned hard landing occurs away from KAFB, contact the flight center for takeoff approval.

4.18.5. **(Added-KIRTLANDAFB) Maintenance.** A qualified FAA-certified mechanic must return damaged or malfunctioning aircraft to service.

4.18.5.1. **(Added-KIRTLANDAFB)** Members will not contract for, nor obligate the flight center for maintenance services without obtaining prior specific approval from the flight center manager. In such cases, the manager will coordinate with the Fixed Base Operator (FBO) on repairs and attempt to make arrangements for payment.

4.18.5.2. **(Added-KIRTLANDAFB)** The flight center manager must approve repairs in order for the member to be reimbursed for maintenance expenses incurred away from the home field. In the event that the FBO demands cash for repairs, the pilot should make the payment and return the invoice to the flight center for reimbursement.

4.18.6. **(Added-KIRTLANDAFB) Deviations.** Significant deviations from original flight plan and cross country request will be reported to the flight center or one of the telephone contacts listed in the aircraft checklist. Specifically, the flight center should be aware of any RON at other than scheduled locations.

4.18.7. **(Added-KIRTLANDAFB) RON Actions.** The pilot will ensure the aircraft is securely locked, chocked fore and aft of each main landing gear, static grounding cable attached properly (if available), tied down, control locks and pitot covers installed (if applicable), and that the aircraft is serviced.

4.18.7.1. **(Added-KIRTLANDAFB)** The pilot will pay all fees in connection with the RON.

4.18.7.2. **(Added-KIRTLANDAFB)** If possible, let airport personnel know where you can be contacted.

4.18.8. **(Added-KIRTLANDAFB) Fuel and Oil Purchases.** The flight center reimburses members for fuel and oil purchases, for cross country flights, based on a fixed rate posted in the flight center. A copy of the fuel receipt must be submitted as proof of purchase. The member is responsible for excess costs. Oxygen is not a reimbursable item.

4.19. (Added-KIRTLANDAFB) Lost Communication Procedures.

4.19.1. **(Added-KIRTLANDAFB) Within 50 Nautical Miles.** If in the air and within 50 miles of ABQ, and you have not contacted ABQ approach, land at an approved non-towered airport and inform the flight center of your whereabouts (status and location).

4.19.2. **(Added-KIRTLANDAFB) Outside 50 Nautical Miles.** If not within 50 miles, land at the most appropriate public-use, hard surface, non-towered airport and inform the flight center of your status and location.

4.19.3. **(Added-KIRTLANDAFB)** If you have contacted ABQ approach, continue according to your last instructions. If you have not been cleared to land and are entering the traffic area:

4.19.3.1. **(Added-KIRTLANDAFB)** From the north, circle above the intersection of Interstate 25 (I-25) and Interstate 40 (I-40), until you receive a light signal from the tower. Then continue in accordance with light signal instructions.

4.19.3.2. **(Added-KIRTLANDAFB)** From the south, circle above Isleta Pueblo, until you receive a light signal from the tower; then continue IAW light signal instructions.

4.19.3.3. **(Added-KIRTLANDAFB)** Consider the option of landing at Double Eagle II airport, in lieu of returning to ABQ. This will create some inconvenience; however, it may be safer for all aircraft during the peak period.

4.20. (Added-KIRTLANDAFB) Mid-Air Collision Avoidance.

4.20.1. **(Added-KIRTLANDAFB)** There are low altitude tracks for C-130s refueling helicopters to the southwest of ABQ. Watch for and remain clear of in-flight refueling operations. You may check Notice to Airmen, (NOTAM) prior to flight.

4.20.2. **(Added-KIRTLANDAFB)** ABQ Approach/Departure Control vectors numerous aircraft over the northwest practice area. Watch for inbound or outbound traffic to ABQ International Sunport Airport, particularly when operating above 8,500 feet means sea level (MSL).

4.20.3. **(Added-KIRTLANDAFB)** When operating south of ABQ International Sunport Airport at low level, watch for helicopters transitioning to their practice field approximately 12 miles south of the airport.

4.20.4. **(Added-KIRTLANDAFB)** There is an aerobatics box in the local training area. It is located at the ABQ 345 radial, 12 Distance Measuring Equipment (DME), ½ nm radius, surface to 9,500 feet. Flight Service or Approach/Departure Control may advise when the

box is in use; however, other pilots frequently use it without providing notification. Exercise caution near this area.

4.20.5. **(Added-KIRTLANDAFB) Bird Hazards.** Rio Grande Valley is a main migratory route. Pay attention to the Bird Hazard Board posted by the key box in the club. Also be alert when flying over bodies of water. Animals on the taxiways/ramp at KAFB are not uncommon and create a real FOD problem. Report any bird strikes utilizing the AF Form 853 which are posted on the Flight Center wall by the bulletin board.

4.21. (Added-KIRTLANDAFB) Parking. Each member is responsible for the security of the aircraft after the flight. Parking will normally be in the flight center parking spots, west of the hangar. Pilots may leave aircraft parked near the fuel pumps between flights only if a face-to-face or telephone exchange is made with the oncoming pilot. Aircraft will be chocked and secured per the checklist. **NOTE:** Aircraft must be towed onto the paved taxiway before engine start to avoid propeller damage.

4.21.1. **(Added-KIRTLANDAFB)** Aircraft parked on the ramp must have all 3 tie-downs (tail, each wing) installed; grounding wire attached, and have both main wheels chocked fore and aft.

4.21.2. **(Added-KIRTLANDAFB)** Aircraft parked in the hanger must have the nose wheel chocked and a ground wire attached to the aircraft.

4.22. (Added-KIRTLANDAFB) Diversion. Pilots on local area flights who divert to an airport, other than ABQ, for weather or other reasons (with the exception of a bona fide emergency) will be responsible for returning the airplane to the flight center, as soon as possible. If the member is unable or unwilling to do this, they will be charged for the costs of returning the airplane. Every effort will be made to keep these costs to a minimum.

4.23. (Added-KIRTLANDAFB) Extreme Weather Procedures.

4.23.1. **(Added-KIRTLANDAFB) Cold Weather Operations.** The two biggest problems with cold weather are frost and engine starting difficulties. This section describes procedures to be used as a guide in minimizing delays and costly replacement of batteries.

4.23.1.1. **(Added-KIRTLANDAFB) Frost, Snow and Ice.** Do not, under any circumstances, attempt to takeoff with any frost, snow or ice on the wing, tail, or fuselage surfaces.

4.23.1.2. **(Added-KIRTLANDAFB) Frost Removal.** When below-freezing temperatures are forecast, the flight center will try to have aircraft parked in a hangar when scheduled before 0900 hours. In the event your aircraft has frost accumulation, taxi or tow the aircraft to the hangar. It only takes about 10-15 minutes to defrost in the hangar. If you need to remove frost from the aircraft surfaces, the following procedures apply:

4.23.1.2.1. **(Added-KIRTLANDAFB)** If available, request maintenance personnel to apply heat or de-icing fluid to the frosted surfaces.

4.23.1.2.2. **(Added-KIRTLANDAFB)** Do not use scrapers, credit cards, or any other such device on windshields or side windows. Heat or de-icing fluids are the only approved methods of removing frost from clear plastic surfaces.

4.23.1.2.3. **(Added-KIRTLANDAFB)** Brushes for sweeping frost from and snow from all metal aircraft surfaces are located along each row of aircraft.

4.23.1.2.4. **(Added-KIRTLANDAFB)** Orient the aircraft to take advantage of the sun for melting frost.

4.23.2. **(Added-KIRTLANDAFB) Engine Start Procedure.** Cold weather takes a heavy toll on aircraft batteries each winter. The following procedures have been successful in the past; however, preheating is always the best option.

4.23.2.1. **(Added-KIRTLANDAFB)** Proceed with engine starting as outlined in the checklist. Use the primer as needed, but not in excess. Wet plugs do not start in cold weather.

4.23.2.2. **(Added-KIRTLANDAFB)** If the aircraft starter will not turn the engine, contact maintenance for starting assistance. If all attempts fail maintenance may bring the battery or the aircraft into the hangar. Dead batteries will freeze and cannot be recharged.

4.23.3. **(Added-KIRTLANDAFB) Hot Weather Operations.** The greatest problem with hot weather operation is reduced aircraft performance and engine overheating.

4.23.3.1. **(Added-KIRTLANDAFB)** Take-off and climb performance requirements may exceed published data for the aircraft. Pilots may use a performance computer or the Koch chart to evaluate aircraft performance. Take-off will not be attempted unless aircraft performance is verified as adequate for conditions and terrain. The pilot must carefully consider waiting until conditions improve and consider the benefits of reduced aircraft loading. Density altitude will be computed for all flights.

4.23.3.2. **(Added-KIRTLANDAFB)** Constantly check oil temperature. When the oil temperature approaches the red line the aircraft should be maneuvered into cruise flight until the temperature is reduced. If this is unsuccessful, land at nearest suitable field until a cooler time of the day. The following corrective actions may also be useful:

4.23.3.2.1. **(Added-KIRTLANDAFB)** Slow speed/high power operations should be limited/avoided.

4.23.3.2.2. **(Added-KIRTLANDAFB)** Climb at higher than normal airspeed (enroute climb vs. climb airspeed (Vy)).

4.23.3.2.3. **(Added-KIRTLANDAFB)** Slightly enrich the mixture.

4.23.3.2.4. **(Added-KIRTLANDAFB)** Operate at reduced power for cruise.

4.23.3.2.5. **(Added-KIRTLANDAFB)** Leave cowl flaps open after level off (if so equipped) and monitor cylinder head temperatures.

4.23.4. **(Added-KIRTLANDAFB) Severe Weather Operations.** This section establishes procedures for the termination of flight center flying; and the recall, or diversion of airborne aircraft during periods of forecasted, or reported severe weather conditions. Normally, local flights in flight center aircraft are conducted in VFR, low-wind conditions. When weather conditions pose a hazard, the manager, chief flight instructor, or CA will take appropriate action.

4.23.4.1. **(Added-KIRTLANDAFB)** Local area conditions considered to pose a hazard include the following:

4.23.4.1.1. **(Added-KIRTLANDAFB)** Winds above 25 knots (including ½ the gust factor), or gusts exceeding 30 knots.

4.23.4.1.2. **(Added-KIRTLANDAFB)** Lightning thunderstorms, within 5 miles of ABQ International Sunport Airport, predicted to pass within 2 miles of the airport.

4.23.4.1.3. **(Added-KIRTLANDAFB)** Hail or tornadoes.

4.23.4.2. **(Added-KIRTLANDAFB) Hangar of Aircraft.** Members, employees, and instructors will hangar as many aircraft, as possible, when threatening weather exists.

4.23.4.3. **(Added-KIRTLANDAFB) Recommended actions for supervisory personnel:**

4.23.4.3.1. **(Added-KIRTLANDAFB)** Terminate further flying by flight center aircraft. Announce the decision in the flight center and request ABQ Tower/Approach Control informs departing/airborne aircraft.

4.23.4.3.2. **(Added-KIRTLANDAFB)** Recall all or certain airborne aircraft, if the weather forecast gives sufficient warning to recover aircraft before weather hazards develop.

4.23.4.3.3. **(Added-KIRTLANDAFB)** Inform airborne aircraft of the weather situation and divert them to suitable alternate, or have them remain clear of the hazardous weather until it dissipates.

4.23.4.3.4. **(Added-KIRTLANDAFB)** Avoid the trap of issuing a recall after the weather has already deteriorated, since this ensures that the aircraft will face hazardous conditions on recovery. Recall requires time and should be used when timely forecasts provide the necessary time to recover before the hazard develops.

4.23.5. **(Added-KIRTLANDAFB) Recall/Divert Checklist.** The following actions will be taken, should it become necessary to recall or divert aircraft:

4.23.5.1. **(Added-KIRTLANDAFB)** Evaluate weather and decide which pilot categories are affected and whether to recall or divert specified aircraft or all aircraft. If recall/divert is needed, use the radio of an aircraft on the ramp, or a portable radio, and broadcast on 121.5, Guard frequency.

4.23.5.2. **(Added-KIRTLANDAFB)** Use the following contact information for assistance in relaying instructions to airborne aircraft:

4.23.5.2.1. **(Added-KIRTLANDAFB)** Flight Service Station, 1-800-WXBRIEF.

4.23.5.2.2. **(Added-KIRTLANDAFB)** ABQ Tower, 856-4904.

4.23.5.2.3. **(Added-KIRTLANDAFB)** ABQ Approach, 856-4903.

4.23.5.2.4. **(Added-KIRTLANDAFB)** Belen Alexander Airport, 864-4302.

4.23.5.2.5. **(Added-KIRTLANDAFB)** Double Eagle II Tower, 352-5595.

4.23.5.3. **(Added-KIRTLANDAFB) Termination of Flying.** Notify all personnel in the flight center building and call ABQ tower to request they notify designated aircraft

that the flight center has cancelled their flights. Place notice on flight planning board in flight center.

4.23.5.4. **(Added-KIRTLANDAFB) Secure Flight Line Aircraft.** Check aircraft for proper tie-down and installation of control locks. Provide wing walkers, if required for taxiing aircraft. Aircraft will not be taxied/towed when winds exceed 40 knots.

4.23.5.5. **(Added-KIRTLANDAFB) Responsibilities of Individual Personnel.** The manager, or chief flight instructor, will be responsible to implement these actions, if they are present. In their absence, the clearing authority is the responsible individual; but flight instructors should volunteer advice and assistance, and should accept the direct responsibility for flights by their students. In all cases, flight center employees, flight instructors, and flight center members should volunteer their services to assist supervisory personnel to implement these instructions.

4.23.6. **(Added-KIRTLANDAFB) Evacuation/Diversion Procedures.** In the event of severe weather as described above, flight center aircraft will normally be hangared. If hangar space is not available, the flight center manager, chief flight instructor, or other flight center official will direct evacuation of aircraft. If time permits the aircraft will be directed to a location where the threat of damage is reduced. Natural phenomena/disasters that could justify evacuation are tropical depressions, floods, tornadoes, toxic spills/leaks, etc. Timely warning is essential and is unlikely to be available for some of these phenomena.

4.24. (Added-KIRTLANDAFB) Other Flight Center Procedures. This section includes other operational procedures that have been incorporated from PIF items.

4.24.1. **(Added-KIRTLANDAFB) Ground Handling of Aircraft.** Do not use the horizontal tail to lift the nose gear during parking/towing/repositioning of any Cessna aircraft. This can cause severe damage, including a cracked spar.

4.24.2. **(Added-KIRTLANDAFB) Risk Management.** For risk management purposes the PIC will use the "I'M SAFE" Personal Checklist from the acronym published in the Aeronautical Information Manual along with the Flight Training Center Systems (F.T.C.S.) Dispatch Checklist

4.24.2.1. **(Added-KIRTLANDAFB) I = Illness**

4.24.2.2. **(Added-KIRTLANDAFB) M = Medical**

4.24.2.3. **(Added-KIRTLANDAFB) S = Stress**

4.24.2.4. **(Added-KIRTLANDAFB) A = Alcohol**

4.24.2.5. **(Added-KIRTLANDAFB) F = Fatigue**

4.24.2.6. **(Added-KIRTLANDAFB) E = Emotion**

4.24.3. **(Added-KIRTLANDAFB) Fire Tanker Operations.** During the summer months Fire Tanker operations require additional precautions near the refueling area (see **paragraph 3.16.5.2**). When the tankers are flying missions, they pull into position, reload with fire retardant, and depart almost immediately. Ground crews are present during these operations. Don't taxi behind the tankers while their engines are running, or stop and shutdown in a location where a tanker's prop blast could strike your aircraft. Potentially damaging prop blast exists several hundred feet behind these aircraft.

4.24.4. **(Added-KIRTLANDAFB) T-41 Engine Clearing.** Will be IAW FAA-H-8083-3A Airplane Flying Handbook located in the pilots reference material library in the main Flight Center office area.

4.24.5. **(Added-KIRTLANDAFB) Weather Briefings.** A thorough pre-flight weather briefing will be obtained from flight service or FAA-approved computer weather services prior to departure. Pilots will obtain the latest available information on weather conditions that could cause alteration of the planned. Weather forecasts will be updated at regular intervals along the route through Flight Watch.

4.24.6. **(Added-KIRTLANDAFB) Touch-and-Go.** Touch-and-go landings (if authorized for the aircraft) may be made by FAA- certified pilots (not solo student pilots) on all hard surface runways at ABQ International Sunport, Santa Fe, Grants-Milan, Alexander (Belen), Double Eagle II, and on runway 15/33 at Socorro. Touch-and-go landings in all retractable gear aircraft are prohibited, in addition to this publication's restriction for complex aircraft.

4.25. (Added-KIRTLANDAFB) Flight Center Security. Member access to the facility is provided through a cipher lock on the main door. Each member has a six digit code, which allows a traceable access to the facility. Aircraft keys will be kept in a locked cabinet.

4.26. (Added-KIRTLANDAFB) ABQ International Sunport Airport Procedures. Advise ABQ Approach that you will be parking at the flight center when inbound.

4.26.1. **(Added-KIRTLANDAFB) Intersection Departures.** Intersection takeoffs are not authorized for the Baron unless the runway remaining is at least the distance of the calculated Accelerate/Stop plus 20%.

4.26.2. **(Added-KIRTLANDAFB) Noise Abatement.** T-41C aircraft engines produce above average noise because they turn at high RPM. When departing on runway 8, the normal procedure is to delay turning northbound until east of the airport boundary. This usually allows for a climb to above 6,000 feet MSL before crossing Gibson Avenue. If the tower controller requests an early northbound turn that takes you across Gibson below 6,000 feet MSL, reduce power to 2400 RPM until above 6,000 feet MSL. Use short field technique when departing on runway 35 from intersections Alpha or Bravo to gain as much altitude as possible before crossing Gibson. At Gibson, accelerate to the best rate of Vy and, if below 6,000 feet MSL, reduce power to 2400 RPM. In any case, full power should be used if safety would be compromised by a power reduction.

Chapter 5

MAINTENANCE

5.1. General Maintenance Information. General Maintenance Information. Managers shall ensure aircraft records are maintained according to manufacturer's maintenance manuals (including recommended procedures), FAA directives, and this manual, consistent with AFMAN 33-363, Management of Records, and the AF Records Disposition Schedule in AFRIMS.

5.1.1. Managers shall establish a maintenance program of scheduled inspections, routine maintenance, and component overhauls; and develop a maintenance procedures and training manual that contains, at a minimum, the following:

- 5.1.1.1. Manual review, annual training documentation, and personnel roster.
- 5.1.1.2. Purpose.
- 5.1.1.3. Responsibilities/Duties.
- 5.1.1.4. Aircraft Inspections.
- 5.1.1.5. Working Procedures.
- 5.1.1.6. Documentation Procedures.
- 5.1.1.7. Write-up/Grounding Procedures.
- 5.1.1.8. Corrosion Control.
- 5.1.1.9. Tool/Foreign Object Damage (FOD) Control, to include tool accountability.
- 5.1.1.10. Engine ground run/taxi procedures for each aircraft operated.
- 5.1.1.11. Material Control.
- 5.1.1.12. OSHA/AFOSH/HAZMAT Requirements.
- 5.1.1.13. Nondestructive testing.
- 5.1.1.14. Fuels Quality Assurance.
- 5.1.1.15. Other local training as required.

5.1.2. The maintenance program must ensure no one operates any aircraft with a discrepancy that would make the aircraft non-airworthy.

5.1.2.1. (Added-KIRTLANDAFB) Maintenance Practices.

5.1.2.1.1. **(Added-KIRTLANDAFB) Aircraft.** All maintenance on flight center aircraft will be accomplished by or under the direct supervision of an appropriately rated FAA-certified mechanic, with the exception of those specific items noted in 14 CFR Volume V, part 43, considered as preventative maintenance. The flight center mechanic will approve all maintenance performed by flight center pilots under the preventative maintenance program.

5.1.2.1.2. (Added-KIRTLANDAFB) Fuel Quality Assurance.

5.1.2.1.2.1. **(Added-KIRTLANDAFB) Fuel.** The flight center mechanic will

be advised of excess water contamination in the fuel, and will ensure that the water is drained and the fuel tanks are de-contaminated prior to any flights.

5.1.2.1.2.2. **(Added-KIRTLANDAFB) Facility.** A flight center mechanic will inspect the flight center fuel facility each working day. The following will be checked during the inspection:

5.1.2.1.2.2.1. **(Added-KIRTLANDAFB)** The physical integrity of the fuel delivery equipment and aircraft grounding system. Fuel pump meter readings will be recorded each morning.

5.1.2.1.2.2.2. **(Added-KIRTLANDAFB)** Pumps located on the fuel pumping equipment will be checked for water or other contamination.

5.1.2.1.2.3. **(Added-KIRTLANDAFB) Tanks.** Fuel storage tanks will be checked weekly for water content and fuel contamination. If water contamination equals or exceeds a measurement of 1/8 inch, the water will be removed from the tanks.

5.1.2.1.2.4. **(Added-KIRTLANDAFB) Analysis.** The contractor will provide a documentation of the laboratory analysis of the fuel to the flight center at the time of delivery of the fuel.

5.1.2.1.2.5. **(Added-KIRTLANDAFB) Filters.** Fuel delivery system filter(s) will be replaced IAW manufacturer's recommendation.

5.1.2.1.3. **(Added-KIRTLANDAFB) Hazardous Material Management.** Hazardous materials will be handled in compliance with directions and precautions/warnings on the labels of the containers. Safety Data Sheets (SDS) (formerly known as Material Safety Data Sheets (MSDS)) will be displayed for all hazardous materials stored and used in the shop. Personnel handling hazardous materials will comply with the Hazardous Chemical Program described by the 377 MSG (Mission Support Group) Environmental Management Office (CEIE). Absorbent material will be applied immediately to all spills. Large fuel spills will be responded to by the Fire Department. Absorbent material used in large fuel spills will be given to the Fire Department for proper disposal.

5.1.2.1.4. **(Added-KIRTLANDAFB) Safety Kits.** A complete first aid kit and an eyewash facility will be maintained in the flight center maintenance area. Safety goggles and gloves will be used when using solvents for cleaning parts as required by AFI 91-203, *Air Force Consolidated Occupational Safety Instruction*.

5.1.2.1.5. **(Added-KIRTLANDAFB) Windows.** Aircraft window cleaning supplies, located by the fuel pumps, will be checked daily and stocked by a flight center mechanic. Trash cans around the fuel pumps will be inspected and emptied as needed.

5.1.2.2. **(Added-KIRTLANDAFB) Aircraft Discrepancy Reporting Procedures.**

5.1.2.2.1. **(Added-KIRTLANDAFB) Responsibilities.** The pilot-in-command is responsible for reporting any discrepancies or malfunctions discovered during preflight, post-flight, or in-flight operations. Aircraft maintenance discrepancy

reporting forms are provided for each aircraft and are used to document aircraft malfunctions and repair actions.

5.1.2.2.2. **(Added-KIRTLANDAFB) Reporting Procedures.** When a discrepancy is Noted, it should be entered in the ADP computer program. Discrepancies should be concise, but comprehensive (i.e., “VOR #2 needle inop. To-From flag and navigation audio were normal” would be preferable to “VOR inop”). Discrepancy pages will only be used on cross country flights or when the computer is down. The data will be transferred to the computer when the cross country flight has returned and/or when the computer is back on line. The discrepancy page should be given to the Maintenance Technician. Deferred maintenance pages are reserved for deferred write-ups and will be annotated only by maintenance personnel.

5.1.2.2.2.1. **(Added-KIRTLANDAFB)** Enter only one discrepancy in each block. Make sure you use the correct section and write only one discrepancy per block. Describe the discrepancy in detail and include your phone number in case maintenance has questions. If the discrepancy is a grounding item, notify someone in the management chain to ensure appropriate action is taken.

5.1.2.2.2.2. **(Added-KIRTLANDAFB)** Do not repeat previously reported discrepancies, unless they were cleared/corrected or you have additional information to provide.

5.1.2.2.2.3. **(Added-KIRTLANDAFB)** Hard landings or suspected hard landings are mandatory discrepancies and must be reported to the manager, or chief flight instructor.

5.1.2.2.2.4. **(Added-KIRTLANDAFB)** Pilots will not clear a discrepancy, without the approval of maintenance personnel, except for signing off refueling not previously accomplished. Instructors may clear discrepancies that are determined to be operator-related (i.e., “unable to transmit from co-pilot side”; “turned on intercom, operational check good”).

5.1.2.2.3. **(Added-KIRTLANDAFB) Flight Center Operations Notification.** After completing the discrepancy form, advise the flight center manager, chief flight instructor, or CA. The person, who is notified, will ground the aircraft by writing the word “OUT” on the flight schedule, and in red, on the maintenance status board. The book will be placed in the maintenance “in box” and the keys will be placed in the key lock box. If no operations personnel are available, the pilot discovering the discrepancy will take these actions.

5.1.3. 100 hour and annual inspections prescribed by 14 CFR Part 91.409 are required for all aero club aircraft operations. These inspections must be IAW the manufacturer’s checklist. However, if a manufacturer’s checklist is not available, one must be developed that meets the requirements of 14 CFR Part 43, appendix D.

5.1.4. Managers will document the circumstances resulting in any overflight of an annual or 100 hour inspection.

5.1.5. Managers shall notify AFPC/SVPCR within 48 hours of receiving any FAA notice of maintenance discrepancies.

5.2. Time Between Overhaul (TBO).

5.2.1. Overhaul aircraft components at the manufacturer's recommended TBO.

5.2.2. If engines meet airworthiness standards at TBO, managers may delay engine overhaul, rebuild, or replacement until TBO plus 20 percent, provided they conduct actions prescribed by Federal Aviation Regulations for 100 hour inspections every 50 hours on the engine(s).

5.2.3. Managers will use suppliers designated by AFPC/SVPCR for engine overhauls. Aero clubs will not overhaul or rebuild engines without approval from AFPC/SVPCR. Overhauled or rebuilt engines should have detailed logbooks, serviceability tags, and appropriate break-in procedures. If appliances are included with the engine, they must also have serviceability tags.

5.3. Compliance With Manufacturer's Service Bulletins. Unless specifically exempted or modified by AFPC/SVPCR, clubs shall complete all actions directed by manufacturer's mandatory service bulletins.

5.4. Grounding an Aircraft. Any aero club pilot or airframe and powerplant (A&P) mechanic, or the manager shall ground an aircraft, if in their opinion; the aircraft is not in an airworthy condition. AFTO 781A, *Maintenance Discrepancy and Work Document* (or equivalent), will be used to document discrepancies, which caused the grounding action. The aircraft shall not be operated until released by a club A&P mechanic with appropriate documentation.

5.4.1. **(Added-KIRTLANDAFB) Grounding Discrepancies.** When a grounding discrepancy is discovered, the individual discovering the discrepancy will ensure the aircraft is secured, locked, and that the keys are placed in the key drop box. The individual should also notify a flight center official, (manager, instructor, clearing authority, or mechanic) and advise them of the aircraft's status. The flight center official will reschedule flights, as appropriate and coordinate maintenance. If problems occur away from KAFB, the manager or chief mechanic will coordinate maintenance actions to return the aircraft to service. If you determine that an aircraft needs to be grounded after flight, park the aircraft on the line and secure it. Don't taxi it to the hangar. Maintenance will work on it on the line or tow it to the hangar as needed. This procedure guards against possible wind damage to aircraft left unsecured.

5.4.2. **(Added-KIRTLANDAFB) Grounding Reasons.** Flight center aircraft will be grounded for reasons

5.4.2.1. **(Added-KIRTLANDAFB)** Aircraft accident.

5.4.2.2. **(Added-KIRTLANDAFB)** Flight control system malfunction.

5.4.2.3. **(Added-KIRTLANDAFB)** Engine malfunction.

5.4.2.4. **(Added-KIRTLANDAFB)** Landing gear malfunctions on retractable gear aircraft.

5.4.2.5. **(Added-KIRTLANDAFB)** Precautionary or forced landing off airport, excessively hard landing, or departing the runway surface during takeoff or landing.

5.4.2.6. **(Added-KIRTLANDAFB)** Collisions with other objects in flight or on the ground.

- 5.4.2.7. (Added-KIRTLANDAFB) Brake system malfunctions.
- 5.4.2.8. (Added-KIRTLANDAFB) Cord showing on tires.
- 5.4.2.9. (Added-KIRTLANDAFB) Excessive oil leaks.
- 5.4.2.10. (Added-KIRTLANDAFB) Fuel leaks.
- 5.4.2.11. (Added-KIRTLANDAFB) Propeller malfunctions on complex aircraft.
- 5.4.2.12. (Added-KIRTLANDAFB) Large nicks or cracks in any propeller.
- 5.4.2.13. (Added-KIRTLANDAFB) Excessive water contamination found in the fuel.
- 5.4.2.14. (Added-KIRTLANDAFB) Any inoperative equipment contained in the Mandatory Equipment List.

5.4.3. (Added-KIRTLANDAFB) **Return to Flight.** Only FAA-certified mechanics are authorized to return a grounded aircraft back to service; therefore, all pilots must be certain that discrepancies are valid. The mechanic who returns the aircraft to serviceable status will make an entry in the log clearing the discrepancy. The log becomes a part of the aircraft's records.

5.5. Maintenance Records. The manager, with assistance from the club maintenance officer or chief mechanic, shall ensure aircraft maintenance records are maintained IAW applicable FAA and Air Force guidance. Minor unscheduled maintenance shall be recorded on an AFTO Form 781A or equivalent substitute. As a minimum, the AFTO Form 781A substitute shall have discrepancy, corrective action, and certification sections. The individual performing the repair or inspection shall certify their corrective actions in the maintenance record. (**NOTE:** Technical Orders Series 00-20 do not apply to the maintenance of these forms, and use of other AFTO forms in the 781 series is optional.)

5.5.1. The AFTO Form 781A, or its substitute, will be maintained in 100 hour increments between required inspection cycles, and maintained for the previous 200 hours of operation. When these records exceed the 200-hour retention requirement, dispose of them in 100 hour increments according.

5.5.2. The club shall maintain a technical library on each aircraft maintained by club mechanics, containing as a minimum, the following:

5.5.2.1. Aircraft, engine, and propeller service manuals and, if applicable, the appliance service manual (i.e. heater, etc.).

5.5.2.2. Airworthiness directives (AD), service letters, and service bulletins for each make and model aircraft maintained.

5.5.2.3. All applicable Federal Aviation Regulations and advisory circulars (ACs) (eg., 14 CFR Part 23, 39, & 43; AC 43 Series).

5.5.3. In addition to the requirements specified in 14 CFR Part 43 and AC 43.9C, logbook entries shall contain the following:

5.5.3.1. Reference to the manufacturer's service manual, or other technical data acceptable to the FAA Administrator, used to complete all maintenance performed.

5.5.3.2. Part number(s), model number(s), and serial number(s), if applicable, of all parts installed during the maintenance process.

5.5.4. Club mechanics shall make all date entries using a two number day, three letter month, and two number year format (eg., 15 Sep 96).

5.6. Maintenance Status. The manager shall ensure the current maintenance status of each club aircraft is available to the pilot, containing as a minimum:

5.6.1. FAA registration number.

5.6.2. IFR/VFR capable.

5.6.3. Status (operational/grounded).

5.6.4. Time next overhaul is due for engine(s) and, if applicable, propeller(s).

5.6.5. Date the annual inspection is due.

5.6.6. Time the 100 hour inspection is due (50 hours for aircraft engines over TBO).

5.6.7. Time oil change is due.

5.6.8. Dates other 14 CFR Part 91 inspections are due (i.e., transponder and pitot-static tests, if applicable).

5.6.9. Date the Emergency Locator Transmitter (ELT) battery is due replacement or change.

5.6.10. ADP may be used to provide inspection status.

5.7. Use of Base Facilities. Aero clubs may use base maintenance and repair facilities when authorized by the appropriate commander. The installation maintenance advisor should assist the aero club in gaining access to these facilities.

5.7.1. **(Added-KIRTLANDAFB) Hangar 333.** In the event of 377 ABW mission or contingency operations where Hangar 333 is required, Aero Club personnel will move aircraft from Hangar 333 to the Alpha Ramp per direction of the 377th Maintenance Squadron (MXS) CC.

5.8. Aircraft Parts.

5.8.1. All items or components undergoing maintenance, repairs, and/or alterations in the aero club will have the items or components segregated, and if possible, placed in containers to assure that all parts of the same unit(s) are kept together. Suitable trays, racks, stands, and protective coverings, as required, shall be available to ensure maximum protection of all parts.

5.8.2. The manager or chief mechanic will ensure all aircraft parts are labeled as to their serviceability. DD Form 1577, *Unserviceable (Condemned) Tag-Material*, 1577-2, *Unserviceable (Repairable) Tag-Material*, and 1574, *Serviceable Tag-Material*, are authorized for this purpose. Components having unknown conditions will be tagged with DD Form 1575 *Suspended Tag-Material*, (or its equivalent) until a conformity inspection or operational check is performed.

5.8.3. New components manufactured under a type or production certificate, or in accordance with a Technical Standard Order (or similar FAA approved technical data), or components which have been rebuilt by the manufacturer to production specifications,

require a visual receiving inspection. Any repaired or overhauled components received from an FAA certified repair station do not normally require more than a visual receiving inspection before being returned to service. Repaired or over hauled components that are received from other than an FAA certified repair station, in addition to the normal visual receiving inspection, will be functionally checked before being returned to service.

5.9. Precision Measuring Equipment. Managers will ensure all precision measurement tools are calibrated at least annually according to requirements listed in 14 CFR Part 43, manufacturer's instructions, and USAF guidance. If Air Force equipment (aero club owned) is used or available for the club's use, it will be calibrated as required by the applicable technical order. Each piece will be labeled, and identify the unit by manufacturer, model, and serial number. The label must also indicate the last calibration date and next due date.

5.10. Service Difficulty Reports (SDR)/Malfunction Defect Reports (MDR). Clubs will forward a copy of all SDRs and MDRs to AFPC/SVPCR for trend analysis.

5.11. Functional Check Flight (FCF). A Functional check flight is required for aircraft being returned to service after having undergone alterations or repairs, which in the opinion of the chief mechanic could alter the flight characteristics of the aircraft, affect the navigation systems of the aircraft, and/or adversely affect the operability of aircraft systems that cannot be adequately ground tested.

5.11.1. Managers will designate by letter, highly qualified pilots to perform FCFs on aircraft being returned to service following maintenance. The number of FCF pilots designated shall be kept to a minimum.

5.11.2. The FCF pilot and chief mechanic will develop the FCF profile to be accomplished.

5.12. Deferred Maintenance. The manager will be the final authority for approving those discrepancies the chief mechanic has determined may safely be deferred until the next scheduled inspection. Discrepancies the chief mechanic does not wish to defer shall be grounding items.

5.13. Tool Control Program. The manager and chief mechanic will develop procedures to ensure tools are not inadvertently left inside aircraft during maintenance. These procedures shall be included in the maintenance procedures manual.

5.13.1. As a minimum, the tool control program procedures will cover the following:

5.13.1.1. Control of personal items.

5.13.1.2. Positive control of all tools used in or around the aircraft.

5.13.1.3. Methodology for establishing tool ownership.

5.13.1.4. Permanent marking of all aero club/government owned tools and equipment.

5.14. Maintenance Training The manager will develop, conduct, and document initial training for all NAF employee aero club mechanics; and require documentation that contract aero club mechanics have received such training. As a minimum, this training shall include the items listed in Paragraph **5.1** of this manual.

5.15. Corrosion Control. Aircraft shall be treated for corrosion according to AC 43-4, Corrosion Control For Aircraft. As a minimum, all flight control/trim surfaces, brackets, and mounting hardware shall be free of corrosion.

DANIEL R. SITTERLY, SES
Principal Deputy Assistant Secretary
(Manpower and Reserve Affairs)

(KIRTLANDAFB)

ERIC H. FROEHLICH, Colonel, USAF
Commander

Attachment 1**GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION*****References***

AFPD 34-1, *Air Force Services*, 2 November 2012

AFI 24-101, *Passenger Movement*, 19 October 2012

AFI 33-324, *The Air Force Information Collections and Reports Management Program*, 6 March 2013

AFI 33-360, *Publications and Forms Management*, 25 September 2013

AFI 34-101, *Air Force Morale, Welfare, and Recreation (MWR) Programs and Use Eligibility*, 28 March 2013

AFI 34-201, *Use of Nonappropriated Funds (NAFs)*, 17 June 2002

AFI 34-202, *Protecting Nonappropriated Fund Assets*, 27 August 2004

AFI 34-204, *Property Management*, 27 August 2004

AFI 34-208, *Nonappropriated Fund Property and Liability Program*, 17 May 2011

AFI 36-2833, *Safety Awards*, 31 October 2012

AFI 51-501, *Tort Claims*, 15 December 2005

AFI 65-106, *Appropriated Fund Support of Morale, Welfare, and Recreation (MWR) and Nonappropriated Fund Instrumentalities (NAFIS)*, 6 May 2009

AFI 90-201, *The Air Force Inspection Program*, 2 August 2013

AFI 91-204, *Safety Investigations and Reports*, 12 February 2014

AFMAN 23-110, *USAF Supply Manual*, 1 April 2009

AFMAN 33-363, *Management of Records*, 1 March 2008

AFMAN 34-214, *Procedures for Nonappropriated Funds Financial Management and Accounting*, 14 February 2006

AFMAN 64-302, *Nonappropriated Fund (NAF) Contracting Procedures*, 16 November 2011

Prescribed Forms

AF Form 1710, *Membership Application _____AFB Aero Club*

AF Form 1584, *USAF Aero Club Standardization Record*

AF Form 270, *Aero Club Operations*

Adopted Forms

AF Form 847, *Recommendation for Change of Publication*

AF Form 9, *Request for Purchase*

AF Form 1585, *Covenant Not to Sue and Indemnity Agreement*

AFTO Form 781A, *Maintenance Discrepancy and Work Document*

AFTO Form 92, *Aerospace Vehicle Condition Inspection Report*

DD Form 1574 – *Serviceable Tag - Materiel*

DD Form 1575- *Suspended Tag - Materiel*

DD Form 1577, *Unserviceable (Condemned) Tag – Materiel*

DD Form 1577-2, *Unserviceable (Reparable) Tag – Materiel*

Abbreviations and Acronyms

AF—Air Force

AFI—Air Force Instruction

AFMAN—Air Force Manual

AFPC/SV—Air Force Personnel Center Services Directorate

AFPC/SVPC—Air Force Personnel Center Community Programs Branch

AFPC/SVPCR—Air Force Personnel Center Business Recreation Section

AFPD—Air Force Policy Directive

AFSC/CC—Air Force Safety Center Commander

APF—Appropriated Fund

CAP—Civil Air Patrol

CC—Commander

CL—Civilian Leader

DoD—Department of Defense

FAA—Federal Aviation Administration

FARs—Federal Aviation Regulations

FOUO—For Official Use Only

FSO—Flight Safety Officer

FSS—Force Support Squadron

GSA—General Services Administration

HQ AFMC—Headquarters Air Force Materiel Command

HQ AFSC—Headquarters Air Force Safety Center

HQ USAF/A1S—Headquarters United States Air Force, Director of Services

IAW—In Accordance With

IG—Inspector General

JA—Judge Advocate

MAJCOM—Major Command

MAJCOM/AIS—Major Command Directors of Manpower, Personnel and Services

MAJCOM/CC—Major Command Commanders

MWR—Morale, Welfare and Recreation

NAF—Nonappropriated Funds

NTSB—National Transportation Safety Board

OPR—Office of Primary Responsibility

RDS—Records Disposition Schedule

SOP—Standard Operating Procedures

TDY—Temporary Duty

TSA—Transportation Security Administration

US—United States

USAF—United States Air Force

VA—Veterans Administration

Terms

Applicant— A member enrolled in a course of training leading to the issuance of a pilot rating or certificate.

Certificate— Refers to a valid airman's certificate as defined by Federal Aviation Regulations.

Club— Unless specified otherwise, the term "club" refers to the aero club.

Flight Instructor— Refers to an F AA certificated Flight Instructor who has completed all checkout requirements prescribed by this instruction and has been approved by the manager to conduct flight instruction. Additionally, an "instrument" flight instructor is one who holds a valid FAA Instrument Flight Instructor rating and has been approved to conduct instrument flight training by the manager.

Ground Instructor—Refers to an F AA certificated ground instructor who has been approved by the manager to conduct ground instruction.

Manager—Unless specified otherwise, the term "manager" refers to the appointed aero club manager.

Member— An individual who has joined the aero club, is paying dues and is following guidance provided in AFI 34-117.

Month— When used in conjunction with currency requirements, refers to the end of the calendar month.

Pilot—Refers to the individual acting as pilot-in-command of an aero club aircraft.

Student— Refers to an individual training for, but not yet certificated as a private pilot. This also applies to any individual holding a recreational pilot certificate, or another country or military certificate but does not yet hold a Private Pilot Certificate or higher.

Tier Definitions— Tier 0 (T-0) - Determined by respective non-AF authority (e.g. Congress, White House, Office of Secretary of Defense, Joint Staff). The waiver authority is non-applicable, or external to AF.

Tier 1 (T-1)— Non-compliance puts Airmen, Commanders or the USAF strongly at risk of mission or program failure, death, injury, legal jeopardy or unacceptable fraud, waste or abuse. The waiver authority is the MAJCOM/CC, delegable no lower than MAJCOM Director, with the concurrence of the AFI Certifying Official.

Tier 2 (T-2)— Non-compliance may degrade mission or program effectiveness or efficiency and has potential to create moderate risk of mission or program failure, injury, legal jeopardy or unacceptable fraud, waste or abuse. The waiver authority is the MAJCOM/CC (delegable no lower than MAJCOM Director).

Tier 3 (T-3)— Non-compliance may limit mission or program effectiveness or efficiency and has a relatively remote potential to create risk of mission or program failure, injury, legal jeopardy or unacceptable fraud, waste, or abuse. The waiver authority is the Wing/DRU/FOA/CC (delegable no lower than Group/CC or equivalent).

Attachment 1 (KIRTLANDAFB)

GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION

References

AFI 31-117, *Aero Club Operations*, 1 October 2014
 AFI 34-101, *Air Force Morale, Welfare and Recreation (MWR) Programs and Use Eligibility*, 28 March 2013
 AFI 34-202, *Protecting Nonappropriated Fund Assets*, 27 August 2004
 AFMAN 33-363, *Management of Records*, 1 March 2008
 AFI 91-203, *Air Force Consolidated Occupational Safety Instruction*, 15 June 2012
 FAA AC 00-46C
 FAA-H-8083-3A *Airplane Flying Handbook*
 Title 14, Code of Federal Regulations (CFR), Part 141
 Aeronautical Information Manual

Adopted Forms

AF Form 457, *USAF Hazard Report*
 AF Form 847, *Recommendation for Change of Publication*
 AF Form 853, *Air Force Wildlife Strike Report*
 AF Form 1584, *USAF Aero Club Standardization Record*
 AF Form 1585, *Covenant Not to Sue and Indemnity Agreement*
 AF Form 1710, *Membership Application - AFB Aero Club*
 FAA Form 8710-1, *Airman Certificate and/or Rating Application*

Abbreviations and Acronyms

ABQ – Albuquerque
ABW - Air Base Wing
AD - airworthiness directives
ADP - Automated Dispatch Program
AFMAN – Air Force Manual
AFPC – Air Force Personnel Center
AFRC - Air Force Reserve Command
AFRIMS - Air Force Records Information Management System
AFSS – Automated Flight Service Station
AFSVA - AF Services Activity
AIM - Aeronautical Information Manual
ANG - Air National Guard
ATC – Air Traffic Control
BASH – Bird Strike Reporting Program
CA – Clearing Authority
CC - Commander
CEIE - Environmental Management Office
CFR – Code of Federal Regulations
DME – Distance Measuring Equipment
DUATS – Direct User Access Terminal System
FAA – Federal Aviation Administration

FARs - Federal Aviation Regulations
FBO - Fixed Base Operator
FOD – Foreign Object Damage
FSDO - Flight Standards District Office
FSS – Force Support Squadron
F.T.C.S. - Flight Training Center Systems
HR – Hazard Report
I-25 – Interstate (Highway) 25
I-40 – Interstate (Highway) 40
IAS – indicated air speed
IAW - In Accordance With
IFT - Initial Flight Training
IFR - instrument flight rule
KAFB - Kirtland Air Force Base
mph – miles per hour
MSDS - Material Safety Data Sheets
MSG – Mission Support Group
MSL – Means Sea Level
MWR – Morale, Welfare and Recreation
MXS - 377th Maintenance Squadron
NAF – nonappropriated fund
NASA – National Aeronautics and Space Administration
NIL – None, Not existent
NOTAM – Notice to Airmen
NM – New Mexico
NTSB - National Transportation and Safety Board
ONM – Socorro AirPort
PAD - Program Action Directive
PIC - Pilot In Command
PIF – Pilot’s Information Folder
POH - Pilot Operating Handbook
POI - Principle Operations Inspector
RCR - Runway Condition Reading
RDS - Records Disposition Schedule
RON – Remain Overnight
rpm – revolutions per minute
SDS - Safety Data Sheets
sm – statute miles
SSCC - Site Security Control Center
TDY – Temporary Duty
USAF- United States Air Force
VA – Veterans Administration
VFR - Visual Flight Rules
Vy - climb airspeed

Terms

Cross-country – A flight that departs the local area and is over 50 nautical miles distance.

Means Sea Level - Measure that is counted from zero (0) which is sea level.

Notice to Airmen - Document published via FAA due to change flying area status.

Pitot cover - Cover that fits over the aircraft pitot tube (keeps bugs out).

Runway Condition Reading - (RCR) a term air traffic control (ATC) uses to describe braking action reports to AF and ANG aircraft.

Tachometer - A device used to determine speed of rotation, typically of a vehicle's crankshaft, usually measured in revolutions per minute.

Attachment 2**FORMAT FOR STANDARD OPERATING PROCEDURES****A2.1. Chapter 1:** Administration.

A2.1.1. Membership application, resignation, and expulsion procedures.

A2.1.2. Quorums and meetings.

A2.1.3. Aircraft scheduling procedures.

A2.2. Chapter 2: Pilot Currency Requirements.**A2.3. Chapter 3:** Operational Restrictions and Local Area Procedures.

A2.3.1. Restrictions and Requirements.

A2.3.2. Clearing Authority and Clearance Procedures.

A2.3.3. Lost Communications Procedures.

A2.3.4. Lost and Alternate Airfield Procedures.

A2.3.5. Weather Recall and Aircraft Evacuation Procedures.

A2.4. Chapter 4: Student Pilot Procedures.

A2.4.1. This chapter should contain only restrictions and requirements applicable to student pilots.

A2.5. Chapter 5: Safety.

A2.5.1. Accident / Incident Reporting Procedures.

A2.5.2. Ground Safety.

A2.6. Chapter 6: Maintenance Procedures.**A2.7. Chapter 7:** Flight Instructor Responsibilities.**A2.8. Attachments:** As needed.

Attachment 3

GRADING PRACTICES

A3.1. Ensure all instructors are grading against a uniform standard and the applicant's progress is assessed against their ability to meet the requirements of FAA Practical Test Standards (PTS) for the desired certificate or rating. Unless waived by AFPC/SVPCR, the following grades shall be used on the applicant's training record.

A3.2. Individual Maneuver/Task Grade

A3.2.1. P = Proficient. The applicant meets the applicable FAA PTS for the individual maneuver/task without intervention or verbal assistance from the flight instructor.

A3.2.2. S = Safe. While the applicant does not fully meet the PTS, they are able to consistently perform the maneuver/task safely, without flight instructor intervention or verbal assistance. The applicant is cleared to perform this maneuver/task solo.

A3.2.3. A = Accomplished. Unsafe to perform this maneuver/task solo. The applicant is unable to perform the maneuver/task without demonstration, intervention, or verbal assistance from the flight instructor, or the applicant's relative experience makes it impossible to determine if they could perform the maneuver/task without assistance.

A3.2.4. D = Demonstrated Only. The flight instructor demonstrated the maneuver/task; however, the student was not allowed to accomplish the maneuver/task. (**NOTE:** If the instructor demonstrated the maneuver/task and then allowed the applicant to perform it, the grade shall reflect the applicant's performance.)

A3.2.5. □ = Accomplished While Solo. Student pilots will place an individual "□" in the appropriate box to indicate they performed the maneuver one or more times while solo.

A3.3. Overall Grade.

A3.3.1. The following grades will be used to assess the students overall performance for the flight. If an applicant receives a grade of *below average* or *below acceptable standards*, the chief flight instructor shall review the applicant's performance with their flight instructor prior to the applicant's next flight.

A3.3.2. 1 = Excellent. The applicant's performance exceeded expectations, given their phase of training, experience, etc.

A3.3.3. 2 = Above Average. The applicant's performance was above average, given their phase of training, experience, etc.

A3.3.4. 3 = Average. The applicant's performance was average, given their phase of training, experience, etc.

A3.3.5. 4 = Below Average. The applicant's performance was below average, given their phase of training, experience, etc.

A3.3.6. 5 = Below Acceptable Standards. The applicant's performance was below average given their phase of training, experience, etc. **NOTE:** The FAA PTS does not fully cover all maneuvers/tasks; therefore, the chief flight instructor shall supplement the PTS in instances where the PTS performance level is not specific or adequate.

Attachment 4

PILOT CHECKOUT REQUIREMENTS

A4.1. Below are the minimum certificate and time requirements a pilot must obtain prior to exercising PIC privileges in that category and class of aircraft. Checkouts will not be completed until the pilot has met these requirements. For example, a pilot desires to fly a 230 HP complex single engine aircraft and has logged only 10 hours of complex time, of which 3 hours was in make and model. In this case, the pilot would need to complete the entire approved training program.

A4.2. Single Engine Fixed Gear Aircraft

A4.2.1. 200 Horsepower or Less:

A4.2.1.1. Airman's certificate (SEL): Student, Private, Commercial, or ATP.

A4.2.1.2. Pilot Time: 0 hours.

A4.2.1.3. PIC time in aircraft with less than 200 horsepower: 0 hours.

A4.2.1.4. PIC time in make and model: 0 hours.

A4.2.2. 201 – 236 Horsepower:

A4.2.2.1. Airman's certificate (SEL): Student, Private, Commercial, or ATP.

A4.2.2.2. Pilot Time: 75 hours, or 50 hours in make and model.

A4.2.2.3. PIC time in aircraft with 201 - 236 horsepower: 5 hours; or 5 hours PIC in make and model; or completion of an approved training program of not less than 5 hours.

A4.3. Single Engine Retractable Gear Aircraft

A4.3.1. 200 Horsepower or Less:

A4.3.1.1. Airman's certificate (SEL): Private, Commercial, or ATP.

A4.3.1.2. Pilot Time: 125 hours.

A4.3.1.3. PIC time in complex aircraft: 10 hours; or 5 hours PIC in make and model; or completion of an approved training program of not less than 5 hours.

A4.3.2. Greater than 200 Horsepower:

A4.3.2.1. Airman's certificate (SEL): Private, Commercial, or ATP.

A4.3.2.2. Pilot Time: 125 hours.

A4.4. Multi-Engine Aircraft.

A4.4.1. All Horsepower Ratings:

A4.4.1.1. Airman's certificate (MEL): Private, Commercial, or ATP

A4.4.1.2. Pilot Time: 250 hours, of which 50 must be in complex aircraft

A4.4.1.3. PIC time in piston multi-engine aircraft: 25 hours; or 5 hours PIC in make and model; or completion of an approved training program of not less than 10 hours

NOTES: 1. T-41C aircraft are considered in the “200 Horsepower or Less” category

(FAA requirements for endorsement still apply). **2.** Pilots may proficiency advance with the approval of the chief flight instructor; however, in no circumstances will the flight phase be less than 5 hours.

Attachment 5

MISHAP REPORTING PROCEDURES

A5.1. In case of any aircraft accident or incident:

A5.1.1. Take whatever immediate action is necessary to provide emergency attention to protect life and prevent further injury to persons or damage to property.

A5.1.2. The police or security police should be notified if the loss involves any type of theft of property or any other criminal conduct. The NTSB should be notified when applicable under NTSB Part 830. Required forms should be completed and filed with the appropriate military and civilian authorities.

A5.1.3. Gather as much information as possible and contact AFPC/SVPCR and the MAJCOM POC with the following data.

A5.1.3.1. Date of Occurrence.

A5.1.3.2. Time Of Occurrence.

A5.1.3.3. Aircraft Registration Number.

A5.1.3.4. Aircraft Make and Model.

A5.1.3.5. Group I, II, or III Aircraft.

A5.1.3.6. Aircraft Year.

A5.1.3.7. Location of Mishap.

A5.1.3.8. Current Location of the Aircraft.

A5.1.3.9. Pilot's Name (Civilian/Active Duty).

A5.1.3.10. Passengers Name (Civilian/Active Duty).

A5.1.3.11. Injuries Sustained.

A5.1.3.12. Base of Origin. ***NOTE: Do not delay reporting while awaiting more complete details, you can send additional information later.***

A5.1.4. In the event an accident occurs, **immediately** copy all aircraft and pilot logbook data. The NTSB could impound these records and they will be required for us to assist you in any investigation.

A5.2. Accident/Incident Reporting.

A5.2.1. In the event of an aircraft accident or incident, make the following telephone notifications:

A5.2.2. In the event of an aircraft **accident**, or any bodily injury, make the following notifications immediately, regardless of the time of day or night:

A5.2.2.1. Notify AFPC /SVPCR at DSN 969-7240/7232, Commercial: 210-395-7240/7232 during duty hours.

A5.2.2.2. If after duty hours and you cannot reach AFPC/SVPCR, report the information to the USAF Casualty Reporting Command Post at 1-800-531-5501. They will connect you with someone from AFPC.

A5.2.3. In the event of an aircraft **incident or property loss**, make the telephone notification as described above immediately if during duty hours, or the next duty day if during non-duty hours.

A5.2.4. In the event of an aircraft accident, or any bodily injury, immediate FSS SERIOUS INCIDENT notification, regardless of the time of day or night, should be made at: <https://www.usafservices.com/sir/sir.aspx>.

Attachment 6**INSTRUCTIONS FOR COMPLETING AF FORM 270 (AERO CLUB OPERATIONS,
RCS: HAF-SV (Q) 9495)**

A6.1. This report is a record of all aircraft operated by Air Force aero clubs and is the basis for determining insurance rates for each club. Reports are due to AFPC/SVPCR NLT the 15th calendar day following the end of the quarter. Continue reporting during emergency conditions, with delayed precedence. Submit data requirements as prescribed, but they may be delayed to allow the submission of higher precedence reports. Submit by non-electronic means if possible. Discontinue reporting during “minimize” conditions.

A6.2. Specifics on Completing the AF Form 270 (Figure A6 1.)

A6.2.1. As of Date: Last day of the quarter.

A6.2.2. DSN Number: Self-Explanatory.

A6.2.3. Fly Hours (This Quarter and Calendar Year to Date): Base flying hours on Hobbs meter time; if a Hobbs meter is not installed or is inoperative, multiply tachometer time by a factor of 1.2.

A6.2.4. Sorties This Quarter: Total number of sorties flown by all aircraft this quarter. (A sortie is defined as one mission by a single plane).

A6.2.5. Aero Club Location: Self-Explanatory.

A6.2.6. Active Airmen: Total number of active duty enlisted members.

A6.2.7. Active Officer: Total number of active duty officer members.

A6.2.8. Retired: Total number of retired members.

A6.2.9. Other: Total number of members not reported in previous three categories.

A6.2.10. Total T-1 Hours: Total number of T-1 hours flown.

A6.2.11. Total T-2 Hours: Total number of T-2 Hours flown.

A6.2.12. Total T-3 Hours: Total number of T-3 hours flown.

A6.2.13. N Number: Enter the FAA assigned registration number of the aircraft.

A6.2.14. Aircraft Make and Model: List any aircraft a club possesses, regardless of airworthiness.

A6.2.14.1. Group I: Any aircraft a club owns.

A6.2.14.2. Group II: Government and AFPC Loaned Aircraft.

A6.2.14.3. Group III: Leased Aircraft.

A6.2.14.4. Enter the make, model, and type of aircraft. Use more than one line if necessary, and fully identify the aircraft; for example, PA-28R-200, C-177RG, etc.

A6.2.15. Declared Value: Declared value is the value a club places on an aircraft. The declared value for a Group I or III aircraft shall be within 15 percent of the average retail price, listed in the published price guide determined by AFPC/SVPCR, for a comparably

equipped make and model. Declared value for Group II aircraft shall be the depreciable interest the club has in the aircraft. A club may change the declared value due to appreciation or depreciation; however, the club shall not change declared value on leased aircraft unless the lease agreement is also changed to reflect the declared value.

A6.2.16. Seats: Self-Explanatory. If number changes, note date of change in remarks column.

A6.2.17. Rental Rate: Enter the wet rate charged for aircraft rental. If an aircraft is rented at a dry rate, enter the approximate rental rate if the aircraft were to be rented wet.

A6.2.18. T-1 Hours: Hours flown where the primary purpose was training leading to the issuance of a new rating or pilot certificate. This includes solo time flown for this purpose. 1

A6.2.19. T-2 Hours: Hours flown where the primary purpose of the sortie was training conducted for currency, recurrency, annual, or aircraft checkout requirements. An instructor pilot need not be onboard to log this training. 1

A6.2.20. T-3 Hours: Hours flown for other than T-1, or T-2 purposes. This includes recreation, business, TDY, etc., where no training is involved. 1

A6.2.21. Sorties: Number of sorties flown by an individual aircraft during that quarter. (**NOTE:** A sortie is one mission that ends when the aircraft is shut down.)

A6.2.22. Remarks: List any pertinent remarks on gain or loss of aircraft during the reporting period to include exact dates of any status changes.

A6.2.23. Gain Loss: Indicate gains/losses during the quarter in the remarks section. Once a club reports an aircraft as a gain or a loss, no further entries on subsequent reports are required until a change occurs. Enter the effective date of the gain or loss in the remarks column. Do not use a numerical designator for the month. (**NOTE:** The gain and loss dates of inter-command transfers must coincide to ensure no lapse in insurance coverage; therefore, the gaining and losing clubs must establish a mutually agreeable date on which the transfer occurs.)

A6.2.24. Signature: Managers will sign the AF Form 270 in the lower right hand corner. **NOTE:** 1. A single sortie may involve one or more categories; for example, an individual may fly 2 hours for recreational purposes and then an hour of pattern work for currency. In this instance that individual would log 2 hours T-3 and 1 hour T-2 time. In each case the total of T-1, T-2, and T-3 hours must equal the total time flown.

Figure A6.1. Aero Club Operations

AERO CLUB OPERATIONS			A3 DP/AGE	-234 P/AGE		P/AGE		P/AGE		P/AGE	
Randolph AFB			31 Dec 94	487-4979		2,000		10,000		1340	
AERO CLUB OPERATIONS			A3 DP/AGE	-234 P/AGE		P/AGE		P/AGE		P/AGE	
Randolph AFB			100	100		100		1000		500	
GROUP	AIRCRAFT	AIRPORT/MAKE/MODEL	AC/AGE	SEA/IT	AIR/AGE	A1 HOURS	A2 HOURS	A3 HOURS	ED/AGE	REMARKS	
I	3478R	C-172	22,800	4	46.50	400	200	100	500	Gained 01 Oct 94	
I	23456	C-172	21,000	4	46.50	100					
II	432RS	C-172	5,000	4	45.00	200	200	250	400		
III	6340Q	PA28R-200	45,000	4	65.00	300	100	150	440		

Attachment 7**MEMBERSHIP RECORDS**

A7.1. Managers shall maintain membership records on all actively flying members using the following format.

A7.2. Section 1 (In the following order, top to bottom).

A7.2.1. Current AF Form 1585 (Covenant Not To Sue).

A7.2.2. Copy of current pilot and medical certificates for members exercising PIC privileges.

A7.2.3. AF Form 1710, *Membership Application* _____ *AFB Aero Club*.

A7.2.4. Copy of proof of membership eligibility.

A7.3. Section 2.

A7.3.1. HQ AFSVA Form 1586 (Member Training Record Review).

A7.4. Section 3 (In reverse chronological order).

A7.4.1. All AF Forms 1584, *USAF Aero Club Standardization Record*.

A7.5. Section 4 (In reverse chronological order).

A7.5.1. AF Form 1584C (Answer sheets for the latest Standardization, Instrument, and Instructor Exams, if applicable).

A7.5.2. Individual TSA documentation (as required).

A7.6. Section 5 (In reverse chronological order).

A7.7. Section 6.

A7.7.1. Local use items.

Attachment 8

PILOT INFORMATION FILE (PIF) BINDER FORMAT

- A8.1.** Managers shall maintain a PIF binder containing at least the following items.
- A8.2.** Items affecting flight operations or safety.
- A8.3.** Applicable local interest items.
- A8.4.** Initial and final aero club mishap message reports, including AFPC/SVPCR or Air Force Safety Center (AFSC) reviews for the previous 12 months.
- A8.5.** Information items directed by higher headquarters.
- A8.6.** The latest flying safety meeting minutes (not required if meeting is videotaped).
- A8.7.** Latest standardization board meeting minutes.
- A8.8.** Current version of the SOP and status page indicating date of latest edition and changes.