

**BY ORDER OF THE
DIRECTOR**

**10TH FORCE SUPPORT SQUADRON 34-232
OPERATING INSTRUCTION**



**1 APRIL 2013
AERO CLUB**

OPERATIONS PROCEDURES

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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OPR: 10 FSS/FSCA (Justin L. Hoover)
Supersedes SOP 15 February 2012

Certified by: 10 FSS/FCO (Ross M. Ryan)
Pages: 57

This standard operation procedure supplements AFMAN 34-232 (Aero Club Operations), and 306th OG OI 13-204, Airfield Operations and Air Traffic Control, by providing guidance and procedures for USAF Academy Aero Club members, guests, staff, and contractors.

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Chapter 1

Administration

1.1. TERMS

All references to pilot certification and aircraft operations will be as defined by Federal Aviation Regulations (FAR part 61, 91, 141).

AFF--The USAF Academy Airfield.

Aircraft--Airplanes that are owned, loaned to, or leased by the USAF Academy Aero Club.

Active--An individual who has all required currencies and records up to date.

Clearing Authority--Clearing authorities designated in writing by the Aero Club manager will clear all flights departing AFF. All Aero Club flight instructors are automatically clearing authorities.

Aero Club--Unless specified otherwise, this term refers to the USAF Academy Aero Club.

IAW--In accordance with.

Inactive-- An individual who do not have all required currencies and records up to date and is on "Flight Hold."

Instructor--FAA certified flight instructor who has completed all checkout requirements prescribed by AFMAN 34-232 is under a Non-appropriated Funds contract and approved by the Manager.

Manager--Unless specified otherwise, this term refers to the appointed Aero Club manager.

Pilot--Individual acting as pilot-in-command of an Aero Club aircraft.

Specialist--Academy Airfield Management flight data specialist on duty at AFF Base Operations.

SOF--The individual on duty at the Aero Club premises appointed as the Aero Club supervisor of flying (SOF) activities.

Non-Towered Operations--Flying operations at AFF when the control tower is closed.

800 Numbers--1-800-379-1455 may be used to contact the USAF Academy telephone operator. Ask for either extension 4423 or 4542 to contact the Aero Club.

PIC--Pilot-in-command.

PIF--Pilots Information File.

FAR--Federal Aviation Regulations.

AIM--Airman's Information Manual.

1.2. MEMBERSHIP ELIGIBILITY.

For membership eligibility, see Air Force Instruction 34-262, *Services Programs and Use Eligibility*.

1.3. APPLICATION FOR MEMBERSHIP.

Application for membership will be made on AF Form 1710. The manager or his designated representative will explain the aircraft rates, method of scheduling aircraft and instructors, the Pilot Information File (PIF) system, and required knowledge tests to be completed prior to flight.

The new member will be informed that he/she is responsible for paying all charges, including monthly dues, whether or not he/she flies. Upon approval of the application, applicants will be entitled to all privileges and benefits afforded to active members.

1.4. INITIATION FEE, DUES, AND CHARGES.

1.4.1. Initiation Fee. An initiation fee will be charged unless the member presents a letter of good standing from membership in another military Aero Club at the time of application.

1.4.2. Dues and Charges. The current rate for monthly dues and flying will be posted in the Aero Club office.

1.4.3. Members. Members joining on or after the 20th day of the month will not be charged that month's dues. If a member resigns on or before the 19th of the month, the member will not be charged that month's dues.

1.4.4. Aero Club dues. Aero club dues will be charged on the 20th of each month. A Visa or MasterCard number must be given upon joining the Aero Club in order for dues to be automatically charged to the member's credit card. Services and purchases must be paid by credit card at the time of purchase or when a service is rendered. Method of payment is Visa or MasterCard only.

1.5. MEMBERSHIP RESIGNATION PROCEDURE.

Resignations must be submitted in writing to the manager. A simple handwritten statement or email of resignation will suffice. It must be signed and dated. Resignation becomes effective on the date the written request is received. The manager will issue the resignee a Letter of Good Standing upon receipt of full payment of the final bill.

1.6. MEMBERSHIP PRIVILEGES SUSPENSION.

Membership suspension action will be in accordance with AFMAN 34-217 and AFMAN 34-232.

1.7. MEMBERSHIP REVOCATION PROCEDURE.

Membership revocation action will be in accordance with AFMAN 34-217 and AFMAN 34-232.

1.8. ACTIVE AND INACTIVE STATUS OF MEMBERS.

A member remains active as long as all required currencies are met and records are up to date and correct. If a member becomes inactive, he/she is on Flight Hold until active status is regained.

1.9. AIRCRAFT SCHEDULING AND CANCELING PROCEDURE FOR NON-STUDENT LOCAL FLIGHTS. (Student flights see Chapter Four)

1.9.1. Flight Scheduling. Flights are scheduled, in pencil, by the SOF or an instructor on forms located in the Aero Club office. Flights may be scheduled up to seven days in advance. Flights may be requested up to 14 days in advance if a member is unable to schedule during the seven-day window. To provide maximum availability of aircraft for all Aero Club members, aircraft will be scheduled for no more than 30 minutes before desired takeoff to 30 minutes after planned landing. Aircraft may be reassigned if the member does not show within 15 minutes of their scheduled time.

1.9.2. Flight Cancellation. Cancellation will be accepted without charge no later than 1630 local time the day prior to the scheduled flight, unless weather, official duty, emergency, or other valid reasons exist as determined by the Manager.

1.10. CROSS-COUNTRY FLIGHT SCHEDULING, CANCELLATION, AND MINIMUM FLIGHT TIME.

1.10.1. Flight Scheduling and Approval Procedure. Cross country flights may be requested up to two calendar months in advance by submitting an AF Form 1583, Cross Country Flight Request form to the Manager. Approval by the Manager will be on a case-by-case basis. A primary point of contact (phone number and address where member will be staying) needs to be included on the request.

1.10.2. Flight Cancellation. Cancellation of confirmed cross-country reservations will be accepted without charge no later than four days prior to the scheduled departure date. Cancellation after these deadlines may be accepted without charge if weather, official duty, emergency, or other valid reasons exist as determined by the manager.

1.10.3 Minimum Flying Time. Minimum flying time for all aircraft is 2 hours per day.

1.10.4 Aircraft rental prices are “WET.” Members will be reimbursed for fuel purchases at the Aero Club rate.

1.11. NO SHOW PENALTY.

1.11.1. Dual flight no-shows, late shows (15 min after scheduled time), or late cancellations without a valid excuse will be charged a minimum of one hour of instructor and aircraft time. Repeated no-shows or late cancellations will be charged the scheduled instructor and aircraft time. The amount charged may be at the discretion of the manager. Members may appeal no-show charges by letter to the manager.

1.11.2. Charge for a late cancellation or no-show for a cross-country flight is two hours at the aircraft rate.

1.12. WAIVER REQUESTS.

The Aero Club manager or Chief Flight Instructor is the waiver authority for requirements and restrictions directed by the Aero Club in this SOP.

1.13. SAFETY MEETINGS.

Monthly safety meetings are normally held on the third Tuesday of each month. Attendance is mandatory (see chapter 5 for details).

1.14. SURVIVAL GEAR.

1.14.1. Personal. Each pilot is responsible for his/her personal survival gear, appropriate to the season, and for that of each passenger in the aircraft.

1.14.2. Aircraft. The Aero Club provides a survival kit for each aircraft. The contents of this kit are posted in the aircraft book.

Chapter 2

PILOT CURRENCY REQUIREMENTS

2.1. AIR FORCE FORM 1585, COVENANT NOT TO SUE AND INDEMNITY AGREEMENT.

Each occupant of an Aero Club aircraft must have completed the AF Form 1585 within the last 365 days IAW AFMAN 34-232, Chap 3, Para 3.17.3. If a passenger is flown on a sortie away from home station (AFF), the AF Form 1585 will be completed and forwarded to the Aero Club **prior to flight** via fax [(719) 333-6423] or through first class mail. A toll free number [(800) 379-1455] is listed in the aircraft forms under “Extended Flight Instructions” for questions. Contact the USAFA Operator and ask for ext. 4423.

2.2. MEDICAL.

The pilot of an Aero Club aircraft must have a valid medical certificate IAW 14 CFR Part 61.23.

2.3. KNOWLEDGE TESTS.

The pilot must meet the requirements detailed in AFMAN 34-232.

2.4. FLIGHT CHECKS.

Initial and annual standardization flight checks must be completed and current IAW AFMAN 34-232, Chap 3.

2.5. PIF REVIEW.

Pilots must review the PIF IAW AFMAN 34-232, Chap 3, paragraph 3.2. prior to flight.

2.6. SAFETY MEETINGS.

Members must meet the attendance requirements of AFMAN 34-232, chapter 4 paragraph 4.1. And as modified by the waiver dated 04 Aug 10, **which expires 31 Aug 2012.**

2.7. RECENT FLIGHT EXPERIENCE.

Recent pilot general, night, and instrument experience must be IAW 14 CFR Part 61 and AFMAN 34-232, Chap 3.

2.8. AIRCRAFT.

2.8.1. Knowledge Tests. Separate knowledge tests (each has an open and closed book) are required for the C-172, and T-41C. Aircraft tests are good as long as the pilot stays current, and will be reviewed during each annual standardization check. All required knowledge tests must be completed and graded prior to completion of AF Form 1584 (Aero Club Standardization Record). Minimum passing grade is 80% and the test will be corrected to 100%. A score of less than 80% will require retesting.

2.8.2. Flight Checks. An initial flight check is required for the C-172, and T-41C. The annual standardization flight check will be accomplished in the most complex aircraft in which the pilot maintains currency.

2.8.3. Flight Currency. For pilots with 200 hours or less, 3 takeoffs and landings must be accomplished within the preceding 60 days in each make and model aircraft they wish to fly. For pilots with 200 hours or more, three takeoffs and landings must be accomplished within the preceding 90 days in each make and model aircraft they wish to fly. Currency in the T-41C will count for the Cessna 172 but not vice versa. Pilots, regardless of number of pilot hours, who have not made 3 takeoffs and landings in a particular make and model aircraft within the preceding 6 months, must accomplish a re-currency check for that make and model aircraft, as well as retake the appropriate closed book aircraft exam. If a pilot is no longer current in make and model of aircraft, (not made 3 takeoffs and landings in the past 6 months in make and model) a standardization check, **including flying the South, North and East arrivals and departures**, and aircraft knowledge test are required to regain currency. If a member has gone non-current for over one year he/she will be required to accomplish a standardization check, local, standardization, aircraft tests, and fly all arrival and departures procedures.

Chapter 3

OPERATIONAL RESTRICTIONS AND LOCAL AREA PROCEDURES

3.1. RESTRICTIONS AND REQUIREMENTS.

The following flight restrictions are in addition to those stated in AFMAN 34-232:

3.1.1. Hours of Operation. The USAF Academy Airfield (AFF) can be used for daytime VFR flying activity from official sunrise to official sunset. The control tower hours of operation for controlled operations will be based on the flying schedules of the 557th FTS, 94th FTS, and the 98th FTS. No aircraft will takeoff or land between official sunset and official sunrise. Aircraft may begin taxiing at sunrise and up to sunset. Taxiing will not be allowed outside of these times. Aero Club Management reserves the right to tailor Aero Club hours as necessary.

3.1.2. Local Flying Area. The local flying area is limited to airspace within a fifty nautical mile radius from AFF, excluding mountainous terrain and restricted airspace. A map is available in the flight planning area.

3.1.3. Weather Minimums.

3.1.3.1 Ceiling and Visibility. Day VFR minimums for the traffic pattern are 1,500 ft ceiling and 3 miles visibility. Day VFR flights outside the AFF traffic pattern require a 2,000 ft ceiling and 5 miles visibility. Night VFR minimums are 2,500 ft ceiling and 5 miles visibility.

3.1.3.2 Wind. For takeoffs maximum reported surface wind is 30 knots. If the wind is greater than 30 knots, takeoffs will be suspended and landings will be as soon as practicable. Maximum wind forecast is 35 knots provided that current winds are 30 knots or less and a suitable alternate is available where the winds are forecast to be 30 knots or less during the flight period. Maximum crosswind component is 15 knots for all C-172 and T-41C aircraft. Maximum tailwind component is 5 knots. Cease taxiing when winds exceed 35 knots. When calculating winds the gust factor must be included!

3.1.3.3 Density Altitude (DA). When the DA is 9,000 feet or above takeoffs will be suspended for the following 150/160 horsepower (hp), Cessna-172K/M/N aircraft (Tail 1401E). When DA is 9,500 ft or above takeoffs will be suspended for all 160 horsepower (hp) Cessna-172P aircraft (Tail # 6601K). When DA is 10,000 ft or higher, takeoffs will be suspended for 210 horsepower (hp) T-41C aircraft (Tail # 164AC) and the 180 horsepower Superhawk (Tail # N1370U and Tail #78512). Takeoff data will be computed for all aircraft IAW FARs and aircraft POH. **The above DA restrictions apply to both departure and destination airfields. Do not plan to fly to or from any field where the DA is above the aircraft's limits.**

3.1.3.4 RCR. A minimum Runway Condition Reading (RCR) of “Wet” or 12 (1-17 scale) is required for takeoffs and landings (at any airport). No takeoffs and landings are allowed when the crosswind component exceeds the RCR.

3.1.3.5 Wind Chill Temperature. Operations will cease when the Wind Chill Temperature (WCT) is -20° F or below.

3.1.3.6 Lightning. When lightning is **observed within 15nm**, no specific action is required; however, pilots should exercise sound decision-making procedures. No aircraft will takeoff, fly an approach or land at the AFF airfield if a thunderstorm or lightning is reported at or within 10 NM of the airfield or the intended flight path. If lightning is reported at or within 5 NM, flight line operations will cease. 306th OG commander may grant approval for flight operations when a thunderstorm or lightning is between 5 NM and 10 NM as long as such weather is not expected to move towards the airfield and is not producing adverse local effects. If taxiing or on landing rollout and lightning is called with in 10 NM aircraft should taxi directly to the hangers. Crews should secure aircraft in hangers as soon as possible to minimize exposure to lightning. If you are unable to return to AFF Monitor Eagle Traffic for instructions from the SOF. If no instructions are received, divert to COS or FLY. Plan your recovery at AFF once the lightning has moved beyond the 10 NM radius.

3.1.3.7 Turbulence. Operations will cease in reported areas of severe turbulence.

3.1.4 Night Flights. Night flights are not authorized to or from AFF. If an aircraft is flown off station for a night flight, it is the PIC’s responsibility to file a FAA flight plan at the field from which he/she is operating. Arrangements must be made to return the aircraft to AFF within two hours of field opening, weather permitting. Do not leave the aircraft key with the aircraft (i.e. at the Jet Center front desk). Aircraft book and keys will be returned to the Aero Club. If the PIC is unable to get the aircraft back to AFF, additional charges may be incurred. The PIC will assure that all flight plans filed on night flights will be closed with the appropriate FSS.

3.1.5. IFR Flights. Pilots filing instrument flight rules (IFR) flight plans must depart the Academy VFR and pick up IFR service while airborne. They may obtain IFR clearance via telephone or from Springs Approach or Academy Tower on the radio.

3.1.6. Mountain Flights. AFMAN 34-232 requires Aero Club managers to establish a mountain flying training program. Pilots will not fly over mountainous terrain (see map referenced in 3.1.2) until this training is satisfactorily completed and documented. This course will consist of a minimum 3.0-hour ground school, to be taught out of the Colorado Mountain Flying Course Book. 3.0 hours is a minimum, additional time may be spent if necessary. Pre/Post flight briefings associated with the mountain flight will not count toward the 3.0 hour total for ground school. The flight portion of the mountain flying course will consist of a minimum 3.0-hour flight with landings at a minimum of three mountain airports. Remember 3.0 hours is a minimum! An aircraft checkout will

not be accomplished simultaneously! Training at other than the Aero Club requires Aero Club Manager or Chief Flight Instructor's approval. **Only N146AC, N1370U** and N78512 aircraft are cleared for flight over mountainous areas, all other C-172s are not. **N146AC, N1370U and N78512 aircraft**, regardless of number of seats, are restricted to 2 persons on board when flying in mountainous terrain and calculated weight and balance must be within utility category. **Maximum Density Altitude restrictions for all airfields of intended use are the same as paragraph 3.1.3 of this chapter.**

3.1.6.1 The following mountain passes will not be used by Aero Club Aircraft:

3.1.6.1.1 Independence Pass – 12, 093

3.1.6.1.2 Mosquito Pass – 13,185

3.1.6.1.3 Cinnamon Pass – 12,598

3.1.6.1.3 Cottonwood Pass – 12,126

3.1.6.1.4 Halfmoon Pass – 12,728

3.1.6.1.5 Tin Cup Pass – 12,154

3.1.6.1.6 Whiskey Pass – 12, 560

3.1.7 Cross Country Flights. For cross country flights returning to AFF the same day, the PIC will contact the SOF, prior to departure for AFF, with ETA and to get updated local weather and airfield conditions.

3.1.8. Other Restrictions. Pilots will not fly below 1,000 ft AGL (2,000 ft in designated mountainous terrain) unless required by specific regulation, airspace restriction, for takeoff or landing, or when accomplishing requirements directed by an approved instructional syllabus. Touch and Go Landings are prohibited with more than 2 persons on board any Aero Club aircraft. Pilots will not takeoff or land on runways less than 2,000 ft long, or the sum of the aircraft takeoff and landing roll, whichever is greater. All runways used must be a minimum of 50 ft wide. During stop-and-go, or practice short field landings, pilots will avoid heavy braking and ensure there is a minimum of 2,000 ft of runway remaining for takeoff. Landings will be made only on paved runways. Landing on a soft surface airfield is prohibited, except in emergencies. Pilots will not perform straight-in VFR approaches to any non-towered airfield, including AFF. Aircraft landing on Runway 16L will not turn off on Runway 08/26, unless directed by ATC. Aircraft landing on Runway 34R will not turn off on Taxiway D, unless directed by ATC. Normally, Aero Club flights will remain east of the Runway 16L/34R extended centerline to the north or south over USAF Academy property. Limit touch and go landings to 4 consecutive landings, and limit full stop landings to 3 full stop landings. If you would like to do more landing than limits allow you will need to depart the airfield and allow engine to cool for at least ten minutes.

3.1.8.1 Bird Watch Conditions. Bird Watch Conditions that may exist are as follows:

3.1.8.1.1 LOW: Normal Bird Activity (Occasional Appearance). Low probability of strike.

3.1.8.1.2 MODERATE: Increased Bird Activity. Potential for Strike. No initial takeoffs for Student Solo flights.

3.1.8.1.3 SEVERE: High Bird Activity. High probability of strike. No initial takeoffs and all aircraft will recover to a full stop.

3.2. CLEARING AUTHORITY AND CLEARANCE PROCEDURES.

3.2.1. Aero Club SOF. A SOF will be on duty at the Aero Club at all times during flying operations. The 306th Flying Training Group Available Commander (FTGA) controls all flying operations on AFF. The SOF will determine whether to fly Aero Club aircraft at AFF. The SOF and Aero Club pilots will follow instructions issued by the Tower SOF.

3.2.2 Flight Clearance Procedures. The following clearance procedures are in addition to those stated in AFMAN 34-232. All clearing authorities will be assigned in writing by the Aero Club Manager (AFMAN 34-232). A clearing authority will clear each flight departing AFF. The signature of the clearing authority on the Flight Plan/Flight Clearance Checklist (USAFA Form 0-435 or the modified form for dual training flights only) indicates clearance for the flight. For flights from AFF to outside the local area, an FAA Flight Plan Form will be filed in addition to the Form 0-435. For flights from AFF to fields within the local area (COS, FCS, A50, FLY, APA, 1V6, or PUB), it is not necessary to file a FAA Flight Plan Form. If a full stop landing is made and the engine is shut down, the PIC will telephone the SOF with the proposed departure time and ETA for return to AFF. The pilot's PIF card, membership folder, and form 0-435, will be clipped to an appropriate clipboard in the flight clearing area.

3.3. VFR FLIGHTS AT AFF.

3.3.1. AFF Towered Operations. The PIC will complete the USAFA Form 0-435 and the Aero Club clearing authority will clear the flight using the Form 0-435. If a flight is returning from COS, FCS, A50, FLY, APA, 1V6, or PUB, a FAA flight plan is not required. The PIC will inform the Aero Club SOF of departure airport and ETA at AFF. The PIC will additionally file a military flight plan (DD form 175) with Base Operations for the first destination airport, if the flight is departing to a destination outside the local area. Any remaining destinations after the first stop will be filed, opened, and closed with the appropriate FSS on an FAA flight plan form, for each leg of the flight. One copy of the military flight plan will be placed with Base Ops and one will be attached to Form 0-435. Base Ops will activate the Flight Plan departing AFF based on notification from the tower. The PIC will close the Flight Plan with the appropriate FSS. Base Ops will close all Flight Plans for flights returning to AFF based on the same notifications. If you divert to another location other than filed, **CALL THE AERO CLUB**, who will

notify Base Ops. The ETE will be the estimated time from lift-off at AFF to touchdown back at AFF. If on a stopover flight to another airport in the local area, the ETA will be the local time that the pilot expects his return flight to land at AFF posted in the Remarks block on the Form-0-435. For a flight to a training area, the pilot will put the practice area # in the Training Area Block on the Form 0-435 (e.g. "AFF-1-AFF"). For a stopover or round robin flight within the local area, (not using training areas) the pilot will put his route of flight in the Training Area Block (e.g. "AFF-PUB-AFF"). Aero Club areas are as follows: A1, A2, A3, A4, A5, A6 and A7. The Aero Club has priority over other aircraft in these areas. If you want to use any other areas please coordinate with the 94th FTS, or the 557th. During scheduled towered operations (normally Monday through Friday and, occasionally, on Saturdays), the Aero Club flying operation will start when the runway is officially open (tower and Base Ops open). Base Ops will inspect the runways and taxiways. There will be no "Non-towered Operations" prior to official runway opening. If an early takeoff is absolutely necessary, (prior to official runway opening) the SOF will coordinate with Base Ops. For a flight to a training area, the PIC will put the practice area # in the Training Area Block on the Form 0-435 (e.g. "AFF-A1-AFF"). This will help de-conflict from other Aero Club aircraft.

3.3.2. AFF Non-Towered Operations. Non-towered Operations at AFF were designed primarily for after duty hours and weekends (Sundays). At the beginning of the day, prior to flying operations, the runways must be inspected by the SOF. All FAA Flight Plans will be filed, opened, and closed with the appropriate FSS. In the event AFF goes Non-Towered and there are still Aero Club aircraft returning from cross-country flights, Base Ops will pass all inbound traffic to the Aero Club SOF prior to closing. In this case, the PIC of the returning aircraft will be responsible for closing the FAA flight plan. PIC of a returning cross-country flight will notify the SOF of ETA prior to departure for AFF.

3.4. LOST COMMUNICATIONS PROCEDURES.

In the event of a radio failure, adhere to applicable directives and the Aeronautical Information Manual to the maximum extent possible. Refer to aircraft checklist.

3.4.1. At The Academy While Holding For Takeoff. Turn the aircraft towards the tower and light to hold your position or a flashing white light to return to the parking area via the taxiway.

3.4.2. While Airborne At The Academy. Set transponder code to 7600. Remain outside Academy Class D airspace until the direction of landing can be determined using established pattern traffic or wind indicators, then maneuver to join the traffic pattern. Turn landing lights on prior to entering the pattern. Monitor Tower frequency and transmit in the blind. In addition, watch for light signals. USE EXTREME CAUTION. WATCH FOR TRAFFIC CONFLICTS.

3.5 LOST PROCEDURES.

3.5.1 CONFESS: If you believe that you are lost, **do not be afraid to admit that you are lost!**

3.5.2 CLIMB/CONSERVE: Climb to get a better view and conserve fuel. Check for rivers, power lines, roads, towers or other prominent landmarks against your charts. Re-orient yourself, re-establish your course and continue if possible.

3.5.3 CALL: Approach or ARTCC for radar vectors.

3.5.4 COMPLY: Follow instructions provided. Additionally, use radio NAV aids, if able, to pinpoint your position. Call FSS for a DF Steer. If totally lost, make an off field landing prior to fuel exhaustion.

3.6. ALTERNATE AIRFIELD PROCEDURES (Diversion).

When ordered to divert by Academy Tower or the SOF, land at the directed airfield or a self-determined suitable airfield. Contact the Aero Club after landing. When conditions require a self-initiated diversion, land at a suitable airfield and contact the Aero Club after landing.

3.7. WEATHER RECALL/AIRCRAFT EGRESS AND EVACUATION PROCEDURES.

3.7.1. Weather Recall Procedures.

3.7.1.1 Towered Operations: Normally the tower SOF initiates the recall with a blanket radio transmission on Eagle frequency (121.95) Note: Do not acknowledge this transmission. Aircraft will monitor Eagle frequency while in the assigned training area unless directed otherwise. Aircraft receiving the recall should monitor Eagle frequency and make advisory calls at normal reporting points.

3.7.1.2 Non-Towered Operations: Aero Club aircraft will monitor the AFF tower frequency (124.15) in the pattern. When leaving the airfield for the training areas, EAGLE frequency will be used and monitored as in controlled operations. The Aero Club SOF will initiate a blanket recall on 124.15 and 121.95 and through airborne aircraft. All aircraft will depart their areas and return to AFF unless instructed otherwise.

3.7.1.3 Plan for a full stop landing.

3.7.2. Aircraft Egress: If the aircraft is egressed, and the engine is running, shut down the engine immediately by pulling the mixture control knob to idle cutoff. Stop the aircraft if it is moving and set the parking brake. Accomplish the remaining steps of the engine shutdown procedure and advise the tower of the situation.

3.7.3. Aircraft Evacuation: Consideration has been given to Aircraft Protection /Evacuation. We have adequate hangar space for all aircraft and based on typical weather conditions at AFF, we have decided that the best course of action is to hangar our aircraft on location.

3.8 FLIGHT TIME.

Flight time will be charged according to the Hobbs meter. If the Hobbs meter is inoperative, take the Tachometer time multiplied by 1.2 to calculate flight charges. If any portion of the higher number is visible, the "Time In" reading on the Hobbs will be the higher number. The person accepting an aircraft for flight is responsible for the starting Hobbs reading. If there is a discrepancy, the SOF or Aero Club staff must initial the new start reading in the aircraft handbook or on the receipt. A charge will be added to any ticket where the Flight Training Center staff flies the aircraft back to the Academy from Colorado Springs.

3.9 REIMBURSEMENTS FOR FUEL COSTS.

Anyone purchasing fuel at COS or any other airfields will be required to pay for the fuel at the time of fill-up. Get a receipt that reflects the amount of fuel purchased. The Aero Club will reimburse you for the amount of fuel purchased (gallons) at the Aero Club fuel rate, when presented with a receipt. Do not put fuel on the Aero Club account unless you have permission from the Aero Club Manager first. If another pilot is using the aircraft after you at COS or another airport you are responsible for paying for the fuel and getting reimbursed. The club is unable to sell fuel to anyone.

GROUND OPERATIONS. See Attachment 1.

LOCAL AREA FLIGHT PROCEDURES. See Attachment 2.

RADIO COMMUNICATIONS PHRASEOLOGY. See Attachment 3.

Chapter 4

STUDENT PILOT PROCEDURES

4.1. GENERAL.

All student training for certifications and additional ratings will be accomplished under a FAA approved 14 CFR Part 141 school. Exceptions may be made for 14 CFR Part 61 but must be approved by a waiver. Approved 14 CFR Part 141 training includes Private Pilot Certification Course and Instrument Rating Course.

4.1.1 TSA REQUIREMENTS. All Students beginning training for a new certificate or rating must provide proof of US Citizenship to a aero club instructor. Proof of citizenship would include a birth certificate or passport. The instructor will get two photocopies of the birth certificate or passport and place on in the student's membership folder and one on the Chief Flight Instructors desk. If the student is not a US citizen they will have to register at www.flightschoolcandidates.gov and gain approval from TSA prior to beginning flight training.

4.2. TRANSFER STUDENTS.

If a student transfers in from another 14 CFR Part 141, or 14 CFR Part 61 school, the student must pass a proficiency test and a knowledge test that is administered by the Chief Flight Instructor or Assistant Chief Flight Instructor. Transfer students are required to use the appropriate training materials of this school. Transfer Students will present their logbook and a copy of their training record signed by the Chief Flight Instructor to the manager. The school will determine the amount of course credit to be transferred based on the proficiency test and knowledge test given before assignment to or flight with an instructor. These records will include:

4.2.1. Total Flight Time

4.2.2. Dual and Solo Time

4.2.3. Dual and Solo Cross Country Time

4.2.4. Instrument Time (actual and simulated)

4.2.5. Night Time

4.2.6. Total Ground Training

4.3. INSTRUCTOR ASSIGNMENT.

The Chief Flight Instructor will assign students to their instructors based upon the student's needs. If for any reason a student or instructor believes a change of instructor would benefit the student, this change will be made by Chief Flight Instructor.

4.4. TRAINING MATERIALS AND SYLLABUS.

The FAA approved syllabus will be used at all times for ground and flight training. Each student will possess their own training materials required for their course. Additional training materials, including videos, are available to the student at no charge, but they **MAY NOT** be removed from the Aero Club building.

4.5. GROUND TRAINING.

Under 14 CFR Part 141, each student pilot is required to take a FAA approved Ground School Course (35 hrs). This will be accomplished by using the Cessna CD-ROM program. We also have the option of accomplishing training under 14 CFR Part 61, but it must be approved by a waiver, and is only on a case-by-case basis. Ground training under part 61 will be accomplished through personal study and ground briefing with the students CFI.

4.6. FLIGHT TRAINING.

All Flight Training will be conducted in Aero Club aircraft with Aero Club contracted instructors and in accordance with Federal Aviation Regulations, AFMAN 34-232, the Aero Club SOPs, and training manual.

4.7. STUDENT PROGRESS.

4.7.1. Academic Progress. Academic progress is defined as progressing through a program in a manner that will ensure completion within the prescribed number of hours outlined for each course within the program.

4.7.2. Progress / Stage Checks. Progress of a student will be checked IAW the approved part 141 syllabus in the form of a progress check. Under part 61 the student will complete stage checks IAW the part 61 syllabus. The progress/stage check is a ground and flight evaluation of the student's competence in pilot operations appropriate to the stage of training. All checks will be accomplished by the Chief Flight Instructor or by designated check instructor. Final progress/stage checks will meet Practical Test Standards for the specific flight test. **All students will come prepared for each scheduled check with current weather information, performance data, weight and balance data calculated, and limitations determined, at the progress check between lessons 19 and 20 the student will be required to present the test results for his/her FAA Written.** If required, the cross-country planning will be completed.

4.7.3. FAA Check Rides. The Chief Flight Instructor will schedule the FAA Examiner for a student's practical test Flight only after the student has completed all Part 141 / 61 School requirements and is properly signed off by the instructor. All students will successfully complete a final progress check prior to taking the FAA practical test flight. It is not the student's determination when he/she is ready for the practical test flight.

4.8. STUDENT RECORDS.

Each Student must maintain a current Medical and Student Pilot Certificate this document as well as a government issued ID, and must be with the student on every solo flight. Students may fly on their instructor's currency while DUAL. Additionally, the logbook and endorsement is required for each solo cross-country flight. PIF/Safety/Annual currency record and flight currency record must be current for solo flight. Each Part 61 student has a paper Student Training Folder for each course of training. These Folders are kept in the file cabinet in the students membership folder. The assigned instructor is responsible for keeping the information in this folder up-to-date, accurate and neat. Students who are enrolled in a Part 141 course will have an electronic copy of all flight training and hours located on the student record computer. Additionally, each student will have a paper record to record of all maneuvers and ground training. This record will be placed on the Chief Flight Instructors desk after each flight, to check for accuracy. This record will be stored in the students membership folder. It is the responsibility of the students assigned instructor to keep the information in these records up-to-date, accurate, and neat. Each flight will be recorded on the Flight Currency Record (AF Form 653). If a student has not flown dual in 30 days, or after logging 10 hours continuous solo time, he/she will become inactive and must fly with an IP to become active again.

4.9. STUDENT PILOT (PRIVATE PILOT COURSE) LIMITATIONS AND RESTRICTIONS.

4.9.1 Limitations and Restrictions. In addition to the general limitations of Part 61, 91, 141 and AFMAN 34-232, the following limitations and restrictions apply: Solo Student practice areas are not restricted. Weather Minimums: For pattern and areas at least 2,000' ceiling and 5 miles visibility. For cross-country at least 3,000' ceiling and 7 miles visibility. Maximum reported or forecast surface winds 20 kts and maximum reported or forecast crosswind component 10 kts, maximum tailwind limit 5 kts. Pre-Solo requirements: all current PIFs reviewed, Local Procedures test, Pre-solo test, and appropriate Aircraft test, all taken with a passing grade (80%), he/she is familiar with the COS class C airspace and operations (flight training received). Solo flights require safety meeting attendance or viewing of video (no more than 2 months in a row) or IAW waiver, and AF Form 1584 completed, reflecting make and model and pilot qualified "as student pilot only." Stop and Go landings will be accomplished only if the runway is at least 4,500 ft long, the student is briefed by his/her instructor, and there is a minimum of 2,500 ft (or the sum of the takeoff and landing roll, whichever is greater) of runway remaining after coming to a complete stop. Student Pilots will not land on RWY 08-26 at the Academy, unless an instructor is onboard the aircraft. Student Pilots will file an FAA flight plan *any* time a full stop landing is made and the engine is shut down. Student pilots cannot fly solo after more than 30 days without a dual flight or after logging more than 10 hours continuous solo time. Student pilots will not perform simulated emergencies while solo. Student pilots who ferry aircraft to COS for night flights must be wheels up from AFF 30 minutes prior to sunset.

4.9.2. Student Pilot Cross-Country Flights. Students must complete the Solo Navigation Test and the FAA written test prior to embarking on solo cross-country flights. On the first two solo cross-country flights, students shall fly to airfields where they have previously demonstrated satisfactory traffic patterns to an instructor. Students may then fly the remainder of the solo cross-country requirements to other airports approved by the Chief Flight Instructor. Student pilots will make solo cross-country flights during daylight hours only. Flight planning will be accomplished so that the student will be back at the Academy airfield no later than 1 hour prior to official sunset or 1 hour before Aero Club closing time, whichever occurs first. The student pilot will call Aero Club SOF prior to departing the first destination airport. Standard Student Solo Cross-Country Destinations: The first two solo cross-country routes will duplicate the dual routes. The instructor will select destination airports from those listed below. Any combination of route segments between airports listed and navigation stations, which the instructor assigns, may be flown.

4.10. APPROVED STUDENT PILOT CROSS-COUNTRY ROUTES.

The following cross-country routes will be used for student training. Any variation from these, approved routes, must be approved by the Chief Flight Instructor prior to the flight.

• Academy (AFF)	to	Limon (LIC)	57 NM	
Limon (LIC)	to	Pueblo (PUB)	71 NM	
Pueblo (PUB)	to	Academy (AFF)	43 NM	Total: 171 NM
• Academy (AFF)	to	Trinidad (TAD)	105 NM	
Trinidad (TAD)	to	Pueblo (PUB)	62 NM	
Pueblo (PUB)	to	Academy (AFF)	43 NM	Total: 210 NM
• Academy (AFF)	to	Limon (LIC)	57 NM	
Limon (LIC)	to	Akron (AKO)	57 NM	
Akron (AKO)	to	Academy (AFF)	104 NM	Total: 218 NM
• Academy(AFF)	to	La Junta (LHX)	82 NM	
La Junta (LHX)	to	Pueblo (PUB)	46 NM	
Pueblo (PUB)	to	Academy (AFF)	43 NM	Total: 171NM
• Academy (AFF)	to	Lamar (LAA)	113 NM	
Lamar (LAA)	to	La Junta (LHX)	39 NM	
La Junta (LHX)	to	Academy (AFF)	82 NM	Total: 234 NM
• Academy (AFF)	to	Limon (LIC)	57 NM	
Limon (LIC)	to	Kit Carson (ITR)	64 NM	
Kit Carson (ITR)	to	Academy (AFF)	120 NM	Total: 241 NM
• Academy (AFF)	to	Limon (LIC)	57 NM	
Limon (LIC)	to	Lamar (LAA)	86 NM	
Lamar (LAA)	to	Academy (AFF)	113 NM	Total: 256 NM

- Academy (AFF) to Raton (RTN) 134 NM
- Raton (RTN) to Pueblo (PUB) 93 NM
- Pueblo (PUB) to Academy (AFF) 43 NM Total: 270 NM

- Academy (AFF) to Lamar (LAA) 113 NM
- Lamar (LAA) to Trinidad (TAD) 91 NM
- Trinidad (TAD) to Academy (AFF) 105 NM Total: 309 NM

- Academy (AFF) to Goodland (GLD) 148 NM
- Goodland (GLD) to Akron (AKO) 85 NM
- Acron (AKO) to Academy (AFF) 104 NM Total: 337 NM

- Academy (AFF) to Sidney (SNY) 153 NM
- Sidney (SNY) to Akron (AKO) 57 NM
- Acron (AKO) to Academy (AFF) 103 NM Total: 313 NM

- Academy (AFF) to Limon (LIC) 56 NM
- Limon (LIC) to Meadowlake (FLY) 47 NM
- Meadowlake (FLY) to Academy (AFF) 11 NM Total: 114 NM

DUAL ONLY cross-country (class B airspace):

- Academy (AFF) to Jeffco (BJC) 58 NM
- Jeffco (BJC) to Greeley (GXY) 39 NM
- Greeley (GXY) to Academy (AFF) 89 NM Total: 186 NM

- Academy (AFF) to Rocky Mtn Metro (BJC) 58 NM
- Rocky Mountain Metro (BJC) to Cheyenne (CYS) 76 NM
- Cheyenne (CYS) to Academy (AFF) 134 NM Total: 266 NM

- Academy (AFF) to Goodland (GLD) 148 NM
- Goodland (GLD) to Front Range (FTG) 134 NM
- Front Range (FTG) to Academy (AFF) 51 NM Total: 333 NM

DUAL ONLY NIGHT cross country:

Within Local Area:

- Academy (AFF) to Centennial (APA) 36 NM (transfer before sunset)

One hour after official sunset:

- Centennial (APA) to Pueblo (PUB) 79 NM

Pueblo (PUB)	to	Colorado Springs (COS)	32 NM	Total: 111 NM
• Colorado Springs	to	Centennial (APA)	47NM	
Centennial (APA)	to	Pueblo (PUB)	79NM	
Pueblo(PUB)	to	Colorado Springs(COS)	32NM	Total: 158NM

Outside Local Area:

• Academy AFF	to	Colorado Springs (COS)	11 NM	(transfer
before sunset)				

One hour after official sunset:

• C-Springs (COS)	to	Lamar (LAA)	103 NM	
Lamar (LAA)	to	Pueblo (PUB)	93 NM	
Pueblo (PUB)	to	C-Springs (COS)	32 NM	Total: 220 NM
• C-Springs (COS)	to	La Junta (LHX)	68 NM	
La Junta (LHX)	to	Pueblo (PUB)	46 NM	
Pueblo (PUB)	to	C-Springs (COS)	32 NM	Total: 146NM
• C-Springs (COS)	to	Trinidad(TAD)	94 NM	
Trinidad(TAD)	to	Pueblo (PUB)	62 NM	
Pueblo (PUB)	to	C-Springs (COS)	32 NM	Total: 188 NM
• C-Springs (COS)	to	Rocky Mtn Metro (BJC)	68 NM	
Rocky Mtn Metro (BJC)	to	Greeley (GXY)	43 NM	
Greeley (GXY)	to	Denver (DEN)	35 NM	
Denver (DEN)	to	C-Springs (COS)	64 NM	Total: 210NM
• C-Springs(COS)	to	Jeffco (BJC)	68 NM	
Jeffco (BJC)	to	Limon (LIC)	76 NM	
Limon (LIC)	to	C-Springs (COS)	56 NM	Total: 200NM
• C-Springs (COS)	to	Fort Collins Lvl. (FNL)	101 NM	
Ft. Collins Lvl. (FNL)	to	Greeley (GXY)	18 NM	
Greeley (GXY)	to	Denver (DEN)	35 NM	
Denver (DEN)	to	C-Springs (COS)	64 NM	Total: 218 NM

4.11. SCHEDULING.

- 4.11.1. Local Flight Scheduling.** Local flights may be scheduled up to seven days in advance. The scheduled aircraft may be reassigned if the student does not show within 15 minutes after scheduled time.

4.11.2. Cross Country Flight Scheduling. Student training cross-country flights may be scheduled up to 14 days in advance with approval of the Chief or Assistant Chief Flight instructor.

4.11.3. Cancellation of local or cross-country flights. Cancellation will be accepted without charge no later than 1630 the day prior to the scheduled flight.

4.13. NO SHOW PENALTY.

No-shows, late shows (15 min after scheduled time), or late cancellations without a valid excuse will be charged a minimum of one hour of instructor and aircraft time. Repeated no-shows or late cancellations will be charged the scheduled instructor and aircraft time. The amount charged may be changed at the discretion of the manager. Members may appeal no-show charges by letter to the manager.

Chapter 5

SAFETY

5.1. GENERAL.

- 5.1.1.** The procedures in this section supplement those in the Pilot's Operating Handbook. Pilots should take whatever action is necessary to safely terminate any emergency. The importance of studying all emergency procedures cannot be overemphasized.
- 5.1.2.** Except in an emergency only use airfields with a minimum of 2,000 ft hard surface runway and 50 ft width.
- 5.1.3. Aero Club Safety Meetings.** Meetings will be held monthly. Attendance is mandatory IAW AFM 34-232. A video of all Aero Club Safety Meetings is kept as written minutes. With a valid excuse for non-attendance, it may be viewed and counted as attendance for no more than two consecutive months. An individual who misses more than two consecutive safety meetings may not act as Pilot in Command until he/she attends a safety meeting in person.
- 5.1.3.1** Prep School students and Academy Cadets are not limited in the number of times they may view the video. (**Cadets** may view the video via closed circuit cadet T.V., and report it to Aero Club Personnel, via E-Mail to: justin.hoover.2@usafa.af.mil).
- 5.1.3.2** Members who have extraordinary circumstances may request, with justification, an exemption from the video no more than two times rule. A waiver will be requested from headquarters, and will be approved on a case-by-case basis. However, these members must view the video prior to flight.
- 5.1.3.3** Before acting as Pilot In Command, a Pre-solo student, or a new member (who is a pilot), must watch or attend the safety meeting.
- 5.1.4. PIF Review.** Students will accomplish all current PIF items prior to initial solo. New members must complete all current PIF items prior to acting as Pilot in Command. Both must comply with paragraph 3.2.2 thereafter.
- 5.1.5. Simulated Emergencies.** All airborne simulated emergencies will be briefed prior to the sortie. Do not descend below 500 ft AGL while performing a simulated forced landing, except to approved airfields. Student pilots will not perform simulated emergencies while solo!

5.2. GROUND SAFETY.

The Pilot in Command is responsible for the following safe ground procedures including:

- 5.2.1 Use of checklists (prior to, during, and following flights).
- 5.2.2 Correct securing of aircraft.
- 5.2.3 Supervision of all passengers or guests.
- 5.2.4 Securing of flight line equipment.
- 5.2.5 Pick up all FOD or inform Base Ops.
- 5.2.6 Safe and slow (brisk walk) taxi operations.
- 5.2.7 Following all SOPs, Air Force guidance, all FAR and AIM directives.

5.3. CHILDREN AND PASSENGERS.

Children (under 15) are not permitted on the Flight Line without adult supervision. See AFMAN 34-232 and FARs for children's seating requirements. All passengers are to be briefed by the pilot on Flight Line Safety Procedures:

- 5.3.1 Propeller avoidance.
- 5.3.2 NO running.
- 5.3.3 Correct boarding and deplaning procedures.
- 5.3.4 Appropriate clothing for the season, and terrain you will be overflying.
- 5.3.5 Seat belts/Shoulder harness.
- 5.3.6 Window and door locking procedures.
- 5.3.7 Headsets/Intercom.

5.4. AIR OPERATIONS.

- 5.4.1. **Emergency.** An in-flight condition making safe flight uncertain or which presents danger to aircrew/aircraft.
- 5.4.2. **Declaration.** Notify controlling agency of intentions. If time permits, relay the following information to SOF: Call Sign, position, type of malfunction, souls on board, fuel remaining, landing time and intentions.

5.5. AIRCRAFT ACCIDENT / INCIDENT.

In the event of an aircraft accident or incident, follow the procedures outlined in the **SOF-SOP Attachment 5 “Mishap Reporting Procedures.”**

5.6. REPORTABLE INCIDENTS.

All emergencies or significant malfunctions must be debriefed to the 306th FTG Flight Safety Officer ASAP after landing (333-9306). If an incident occurs while on a cross-country, relay information through the Aero Club SOF. The following are reportable (other malfunctions may be included):

5.6.1 Loss of thrust precluding level flight.

5.6.2 Aircraft/engine fire.

5.6.3 Engine failure or required shutdown (in flight or on ground).

5.6.4 Unexpected/hazardous flight control problem.

5.6.5 All bird strikes (with/without damage).

5.6.6 Fuel leak.

5.6.7 Loss of all pilot-static instrument indications.

5.6.8 Loss of all gyro-stabilized attitude indications.

5.6.9 Dropped objects (note location).

5.6.10 Physiological incident.

5.6.11 Near-collisions with other aircraft (note time, location, type of aircraft, and notify controlling agency immediately).

5.6.12 Other hazardous occurrences.

5.7. UNUSUAL OCCURENCES.

All Unusual Occurrences will be reported to the Manager, the Chief Flight Instructor or the Director of Maintenance as soon as the pilot returns to the Aero Club. Unusual occurrences pertaining to aircraft are those events that are not classified as accidents/incidents. Valid unusual occurrences will be reported via AFTO Form 781A. These occurrences include: Radio communication problems with ATC, other aircraft approaching too close, single system or component failures, fuel exhaustion, tail strikes, nose landings, HARD landings, engine backfire, etc.

5.8. UNUSUAL AIRCRAFT CHARACTERISTICS.

If unusual or adverse characteristics not attributable to pilot inducement are encountered while operating Aero Club aircraft, the pilot will land as soon as practicable (return to USAF Academy Airport), or land as soon as possible (nearest suitable airfield) as the situation dictates. If any assistance is required, notify tower. An entry in the AFTO Form 781A will be made.

5.9. MISHAP REPORTING MESSAGES

Mishap reporting messages will be incorporated into the Pilot Information File (PIF).

Chapter 6

MAINTENANCE PROCEDURES

6.1. AIRCRAFT FLIGHT REPORT/MAINTANANCE RECORD.

An Aircraft Flight Report and Maintenance Record will be maintained for each aircraft and **will be reviewed** prior to flight by the pilot-in-command and carried aboard the aircraft during flight. This book (Aircraft Dispatch Book) will contain:

6.1.1 AFTO Form 781A, Maintenance Discrepancy Sheet.

6.1.2 Most current weight and balance report.

6.1.3 AF Form 2209-1, Request for Purchase.

6.1.4 Form 1587 C, Maintenance Status or Phase Status.

6.1.5 Form 1587 B, Flight Log.

6.1.6 Form 1587 D, VOR Receiver Checks.

6.2. AIRCRAFT STATUS.

The AFTO Form 781A will be used to determine aircraft maintenance status and record all maintenance discrepancies. Pilots entering discrepancies will use only the left side of the form and enter each discrepancy in a separate block. Complete the "Discrepancy" block and enter a legible signature and date in the "Discovered By." Identifying and historical data at the top of each AFTO Form 781A will be completed by the mechanic, manager, chief flight instructor, or SOF when the form is placed in the book. Pilots entering discrepancies will notify the Aero Club manager, mechanic, or supervisor of flying (SOF) at that time and explain the discrepancy in detail. If any individual named above determines that a discrepancy is a grounding item, he or she will complete the appropriate discrepancy block to this effect and secure the aircraft keys and aircraft dispatch book until the aircraft is repaired and released. **Aircraft will not be flown with an open discrepancy unless it is deferred in writing in the AFTO 781A by the Aero Club manager, Chief pilot, Assistant Chief pilot, mechanic or SOF.** During weekend operations, the SOF may obtain assistance via telephone from one of the above listed supervisors.

6.3. AF FORM 2209-1, REQUEST FOR PURCHASE.

The AF Form 2209-1, Request for Purchase is to be used only if repair service and/or replacement parts must be obtained while the aircraft is away from the Academy. The pilot may initiate a repair contract (AF Form 2209-9) only if the estimated total cost of parts and labor is \$100.00 or less. If the total repair estimate exceeds \$100.00 but does not exceed \$500.00 the pilot must first obtain the approval of the Club manager or chief mechanic before any repair,

service, or parts replacement is authorized. The AF Form 2209-1 aboard the aircraft has a maximum limit of \$500.00 and has instructions for completion attached.

6.4. GROUNDING ITEMS.

Aero Club aircraft will be grounded for the following reasons:

- 6.4.1** Aircraft accidents.
- 6.4.2** Flight control system malfunctions.
- 6.4.3** Significant structural damage or defects.
- 6.4.4** Engine malfunction, or in the operation of retractable landing gear, flaps, or constant speed propeller.
- 6.4.5** Precautionary, forced, or off-airport landings, excessively hard landings, or running off the runway during takeoff or landing.
- 6.4.6** Collisions with other objects, including bird strikes, in flight or during ground operations.
- 6.4.7** Brake system malfunctions.
- 6.4.8** Any fuel or oil leaks.
- 6.4.9** A tire with fabric cord showing, any cut over 3/32" deep or any bulge in sidewall or between treads.
- 6.4.10** Reported hard landing.
- 6.4.11** And anything that would violate FAR 91.205, 91.213.

6.5. MAINTENANCE PROCEDURES.

- 6.5.1.** The Aero Club manager will monitor the maintenance program and the chief mechanic as allowed by AFMPC/DPMSBB waiver to AFR 215-12, paragraph 2-6d.
- 6.5.2.** With the exception of those specific items noted in 14 CFR, Appendix A, Part 43, considered as "preventive maintenance," all maintenance on Aero Club aircraft will be accomplished by or under the direct supervision of an appropriately rated FAA certified A&P mechanic. All maintenance performed by Aero Club pilots under the preventive maintenance program will be approved by the Aero Club manager or chief mechanic and documented in the AFTO Form 781A.
- 6.5.3.** The Aero Club manager or chief mechanic will ensure that all pertinent Federal Aviation Regulations (FARs), Airworthiness Directives (ADs), Service Bulletins, aircraft

service and parts manuals, and any other directives deemed necessary to carry out the maintenance program are current and available for use.

- 6.5.4.** When a grounding discrepancy is discovered, the manager, chief mechanic, or SOF will ensure that AFTO Form 781A is annotated that the aircraft is grounded, and the flight report, maintenance record, and aircraft keys are secured until the grounding discrepancy has been cleared. If determined by the Aero Club manager, mechanic, or chief/assistant chief flight instructor, that an AFTO 781A discrepancy has been improperly entered, the aircraft may be returned to an in-commission status. The person who clears any discrepancy will enter such action in the "Action Taken" block of the AFTO 781A, and enter his or her name and date in the corrected blocks. Repair of discrepancies of a minor nature not affecting safety of flight may be deferred in accordance with the provisions of FAR 91.213 until the next scheduled inspection. When removed from the maintenance book, the AFTO 781A will remain on file in the Aero Club and will become a permanent part of the aircraft's record or transferred to the applicable aircraft log books.
- 6.5.5.** When a discrepancy is entered in the AFTO 781A that affects the status of the aircraft, it will be the responsibility of the Aero Club manager to notify the mechanic to schedule the repair of the aircraft.
- 6.5.6.** If a test flight is required to determine airworthiness or check systems operation or performance, no passengers will be carried on the flight. An A&P mechanic may be carried on the flight if his or her presence is required to perform in-flight checks, evaluations, or maintenance. The pilot designated to perform the test flight will be selected on the basis of experience and knowledge of flight test procedures. The Aero Club manager or chief flight instructor will decide which Instructor is to perform the flight test.
- 6.5.7.** A maintenance status board will be maintained and updated at least weekly by the chief mechanic to include the following:

 - 6.5.7.1** Aircraft status.
 - 6.5.7.2** IFR / VFR Capable.
 - 6.5.7.3** FAA registration (N) number and aircraft serial number.
 - 6.5.7.4** Current tachometer reading.
 - 6.5.7.5** Engine hours since major overhaul.
 - 6.5.7.6** Date annual inspection due. (14 CFR Part 91.409).
 - 6.5.7.7** Tachometer time when 50-hour/100 hour are due. (14 CFR Part 91.409).
 - 6.5.7.8** Date altimeter/static check due (14 CFR Part 91.411).

6.5.7.9 Date transponder/encoder check due (14 CFR Part 91.413).

6.5.7.10 Date ELT battery replacement due (14 CFR Part 91.207).

6.5.8. When the tachometer time for the 100-hour inspection has been reached, the 100-hour inspection limitations **will not be exceeded**. The 50-hour inspection will be performed as close as possible to the time limits, unless an AD is due, as determined by the manager. Prior to departure, the Aero Club manager will ensure that aircraft scheduled for cross country flight will not exceed the 50/100 hour or annual inspection limitations before the aircraft will be returned to the Academy.

6.5.9. Aero Club Tool Control Program. Mechanics will have an inventory listing of all tools on file. A FOD inspection will be accomplished prior to closing aircraft IAW Aero Club inspection checklists. Routine maintenance actions will include an entry on the AFTO Form 781A, "All tools and equipment accounted for."

Chapter 7

FLIGHT INSTRUCTOR RESPONSIBILITIES

This standard operating procedure (SOP) chapter outlines the responsibilities of all USAFA Aero Club contract flight instructors. These instructions are directive.

7.1. INSTRUCTOR RESPONSIBILITIES.

7.1.1. Perform duties required by the Flight and Ground Instructors' Contract.

7.1.2. Conduct all flight-training activities in accordance with 14 CFR Parts 61, 91, 141, AFMAN 34-232, Aero Club Standard Operating Procedures (SOP), and the course syllabus. Conduct checkouts according to the USAF Aero Club Instructor Standardization Guide, AFMAN 34-232, the Club SOP, and applicable FARs. All instructors will:

7.1.2.1 Ensure syllabus-training requirements are met and recorded in the appropriate records within 24 hours of the flight.

7.1.2.2 Read and follow precisely, the Cessna Pilot Center Instructors Guide.

7.1.2.3 Become familiar with all of the following: System operation, contents of the Cessna Syllabi, the Cessna Management Module.

7.1.2.4 Act as pilot-in-command (PIC) of the aircraft while conducting flight instruction.

7.1.2.5 Schedule the syllabus stage checks with the Chief Flight Instructor.

7.1.2.6 Notify Chief Flight Instructor when Stage III is completed. So that he/she may schedule a FAA Practical test with the examiner.

7.1.2.7 Maintain currency in accordance with appropriate directives.

7.1.2.8 Perform Clearing Authority and SOF duties. Teach ground school if required.

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

7.1.2.10 Be present at the Aero Club and prepared for the next lesson PRIOR to the student's scheduled time (Instructor's NO SHOW will be charged \$30.00 per schedule hour. Continual "No Shows" by an instructor will result in termination of the instructor's contract).

- 7.1.2.11** Dress and act as a professional Flight Instructor (Fundamental Of Instruction, Chap IX). Sloppy dress and demeanor will not be tolerated.
- 7.1.2.12** Flight Instructors will dress as professionals at all times. Flight instructors who are in the military and have access to a military flight suit, or military uniform may wear these items. No worn or faded jeans are allowed to be used as part of the Aero Club uniform.
- 7.1.2.13** Attend all Standardization Meetings, unless excused by the Manager or Chief Flight Instructor. If two meetings are missed consecutively, the CFI's contract will be terminated.
- 7.1.2.14** Observe student pre and post flight checks until his/her first solo flight.
- 7.1.2.15** Be responsible for supervisory fueling and tie down of the aircraft.
- 7.1.2.16** Perform all pre and post flight briefings in the briefing areas of the Aero Club.
- 7.1.2.17** Be responsible for their own student while they are on solo cross-country flights (see 7.4.3 for detail).
- 7.1.2.18** During cross-country training no round robin cross-countries will be done. All cross-country training flights will stop at destination and close flight plan re-file and call aero club to let the SOF know ETA back at the KAFF airfield.

7.2. AERO CLUB RECORDS.

7.2.1. Member Records. It is the responsibility of each instructor to update his or her students' records. It is also each instructor's responsibility to fill in membership folders with required documentation for those new members they check out. Aero Club member flight status is recorded on or in the:

- 7.2.1.1** Member Folder.
- 7.2.1.2.** Student Training Folder (AF Form 1580), or the Cessna Management Module (electronic).
- 7.2.1.3.** Student Activity Record (AF Form 1581).
- 7.2.1.4.** Flight Currency Record (AF Form 653).
- 7.2.1.5.** PIF/Safety/Annual Currency Record (AF Form 654).
- 7.2.1.6.** Standardization Record (AF Form 1584).
- 7.2.1.7.** Local Testing Answer Sheet (AF Form 1584C).

7.2.1.8. Orientation Briefing Guide (Aero Club Form).

7.2.2. **Member Folder Content.** The Member Folder Format and Content is according to the AFMAN 34-232, attachment 7. (For quick reference use the sample member folder). Attached to the member folder will be the following additional records:

7.2.2.1 Orientation Briefing Guide (Aero Club Form).

7.2.2.2 Additional Covenant not to Sue Forms (AF Form 1585).

7.2.2.3 Enrollment Certificate (14 CFR Part 141 students only).

7.2.2.4 Required exams for students.

7.2.2.5 All stage check forms.

7.2.3. **Student Training Folder Content.** If a student is enrolled in a Part 61 course, the instructor will maintain a paper student-training folder. The Student Training Folder Format and Content is according to the USAF Aero Club Instructor Standardization Guide and Part 61 requirements. (For quick reference use sample placed on top of the file cabinet). Attached to the student-training folder will be the following additional record if required:

7.2.3.1 Student Activity Record (AF Form 1581)

7.2.4 **Student Training Records for Part 141.** All Students enrolled in a Part 141 Course will be required to have an electronic record to record flight time and notes. They will also be required to have a paper record to record maneuvers and ground lessons. It is the instructor's responsibility to enroll and register each of their students in the electronic records. At time of enrollment an enrollment certificate will be printed in triplicate and placed on the Chief Flight Instructors desk. All records will be updated within 24 hours of the flight. All paper records will be place on the Chief Flight Instructor's desk after each update. The record will not be considered complete until the Flight Instructor, Student, and Chief Flight Instructor has all signed the paper records. All instructors are required to read and become familiar with the syllabi for all courses they will teach.

7.2.6. **Other records.** (If any) Place in the member folder as directed by the Chief Flight Instructor.

7.2.7. **Folder Disposition.** The member folders are kept in a file cabinet (locked after duty hours) in alphabetical order under active or inactive status. A member becomes inactive when currency is lost or the paperwork is out of date or incorrect. An inactive member is on flight hold until active status is regained. When a member resigns, the Member Folder (with all content) plus the two PIF cards (AF Forms 653 and 654) plus the student's training folder if applicable will be packaged together and filed separately from the active

or inactive files for 2 calendar years following the date of resignation. At the end of 2 years, the records will be disposed of as required by Air Force directives.

7.3. INSTRUCTOR CHARGES.

7.3.1. Initial Instructor Evaluation. The Aero Club will pay for the initial instructor applicant evaluation flight for aircraft checkout. If the flight time required for the checkout exceeds the normally required time (3.0hrs.), the additional expense will be borne by the flight instructor applicant. If the Aero Club manager desires that the instructor become qualified in additional types of aircraft, the Aero Club will bear the expense of the checkout. The manager will approve all currency/recurrency flights that are paid for by the Aero Club.

7.3.2. Annual Instructor Standardization Check. The checkout flight time will be paid for by the Aero Club provided the flight instruction minimums described in paragraph 7.3.4. have been met. If they have not been met, the Aero Club manager may determine that the instructor's limited participation in Aero Club instructing does not warrant the expense of the standardization check.

7.3.3. Instructor Fees. Instructor fees will not be charged by the Chief Flight Instructor or designated instructor when conducting flight checks on instructor applicants or contract instructors. Instructors will not charge other instructors for conducting aircraft checkouts, recurrency or currency flights, flight reviews, etc.

7.3.4. Instruction Minimum. Each instructor is expected to give a minimum of 50 hours of flight instruction in any 180-day period. An instructor who fails to meet this minimum will have his situation reviewed by the manager and Chief Flight Instructor to determine whether the individual should be retained as an instructor.

7.4. MONITORING OF STUDENT PILOTS.

7.4.1. Supervised Solo Flights. Supervised solo flights will be monitored ***in person*** by the student's instructor. Supervised solos will not take place unless radio contact and emergency services are available. The instructor, who conducts a supervised solo flight at AFF or FCS, must make arrangements to be present in the tower or coordinate with tower to use another location (557th control cab) or a hand-held radio.

7.4.2. Solo Local Flights. The student's assigned instructor will clear his/her student for the local solo and solo cross-country flights. If the instructor is unable to be present to clear the student, he/she will make arrangements with another instructor. Students will not be signed out unless an instructor is present. Instructors are required to be at the Aero Club at the time of their student's departure and arrival back at the airfield, Aero Club staff (i.e. Manager, Chief Flight Instructor) is not responsible for your students! ***Do not assume another instructor will sign them out! The Chief Flight Instructor or Manager will not sign out your students.***

7.4.3. Solo Cross Country Flights. On the day of the flight, the student's assigned instructor will review flight planning, sign the Aero Club clearance form, and endorse the student's logbook for the solo cross-country flight. The assigned instructor will conduct a post flight debriefing to determine if the student encountered any problems or has any questions concerning the flight. If the instructor is not available, arrangements must be made with the Manager or Chief Flight Instructor for another Aero Club CFI to monitor the flight.

7.5. SIMULATED FORCED LANDINGS.

7.5.1. Off airfield simulated forced landings will only be conducted during dual training flights. Simulated forced landing training to touchdown may be conducted during dual training flights at runways approved for Aero Club use. This is normally performed from a standard traffic pattern.

7.5.2. Do not fly over populated areas, houses, or livestock. Do not descend below 500 ft AGL. Except to an approved airport.

7.5.3. Avoid prolonged low power descents. Clear the engine at least every 500 ft of altitude lost. Use carburetor heat.

7.5.4. Teach students to use the same repetitive sequence of accomplishing emergency cockpit checks and the reason for each of the checks.

7.5.5. Aircraft engines will not be deliberately shut down to add realism to a simulated emergency.

7.6. PREPARATION FOR A STAGE / PROGRESS CHECK.

7.6.1. General. The instructor will recommend a student for a stage check required by the specific course syllabus to the Chief Flight Instructor for assignment of a stage check flight instructor. The following items must be met before recommendation:

7.6.1.1 Instructor finds student competent to pass the test.

7.6.1.2 Required exams (pre solo written, aircraft make & model, etc.) must be satisfactorily completed and graded.

7.6.1.3 For Part 61: All required lessons for the appropriate stage are completed (minimum passing grade is 4). All student folder items identified with an asterisk are performed and graded "S" or better. Systems and Equipment Malfunction Training Record: all items graded "S" or better.

7.6.1.4 For Part 141: All Required lessons for the appropriate stage are completed. All items in each lesson must be marked as completed.

7.6.1.5 The minimum hours for each stage are met or in accordance with the Training Course outline if flight under Part 141.

7.6.1.6 All appropriate endorsements/sign-offs are completed (Student Pilot Certificate and/or Log Book, except Stage I)

7.6.1.7 Student will come to the check-flight prepared (Weight & Balance and Performance Data calculated, Limitations determined, Weather Information obtained).

7.6.1.8 Cross country planning (if required) completed.

7.6.2. Private Pilot Certification Course grading procedure (14 CFR Part 61). To pass the check-flight:

7.6.2.1 Stage I = All grades have to be “S” (SAFE) or better.

7.6.2.2 Stage II = All grades have to be “S” or better.

7.6.2.3 Stage III = All grades have to be “P” (PROFICIENT).

7.6.2.4 All stage checks will be entered into the student-training folder using the letter grading system (D, A, S, P). The overall lesson grade will be SAT or U (UNSAT).

7.6.2.5 On stage check form the number grading system (1-5) will be used instead with the following equivalents:

7.6.2.6 Stage I and II: for all tasks: 1 to 2 = P, 3 to 4 = S, 5 = A.

7.6.2.7 Stage III: for all tasks: 1 to 4 = P, 5 = A or S.

7.6.2.8 Grade 5 in any task will require a U as final grade.

7.6.3 Private Pilot Certification Course grading procedure (14 CFR Part 141). There is no grading required. All items within a lesson must be initialed by a flight instructor to show the item was completed to completion standards. All items and lessons must be completed prior to a progress check.

7.7. PREPARATION FOR THE PRIVATE PILOT PRACTICAL TEST.

7.7.1. The instructor will accomplish a thorough ground training session with the student pilot prior to the flight check with the Chief/Assistant Chief Flight Instructor. This session will include:

- 7.7.1.1 A review of the student's log book for mathematical accuracy of entries, completion of all flight time requirements of Parts 61 or 141.
- 7.7.1.2 Review of the student's pilot certificate to ensure that it has the required endorsements.
- 7.7.1.3 Review of training record and PIF cards for accuracy, flight currency, and agreement with logbook entries.
- 7.7.1.4 FAA Knowledge Test result.
- 7.7.1.5 FAA practical test will not be scheduled until the student has successfully passed the final progress/stage check.
- 7.7.1.6 Upon satisfactory completion of the final progress/stage check the instructor will complete the student's airman application on-line via IACRA, as well as any required logbook endorsements.

7.7.2 FAA practical tests (after scheduled) have priority over all other Aero Club flights. Block out an aircraft on the flight schedule and identify the flight as a FAA practical test. If the scheduled aircraft is unavailable on the day of the practical test, the Manager or Chief Flight Instructor will make any adjustment necessary to free a suitable replacement aircraft for use in the practical test.

7.8 CHECK-FLIGHT INSTRUCTOR PROCEDURES.

- 7.8.1 Assure compliance with paragraphs 7.6 and 7.7 above, as appropriate.
- 7.8.2 Conduct stage check and complete stage check paperwork.
- 7.8.3 Complete student folder and sign appropriate stage blocks (part 61).
- 7.8.4 Debrief recommending Instructor. (Recommending instructor should initiate debrief)
- 7.8.5 Provide completed progress/stage check paperwork to Chief Flight Instructor.

Attachment 1

GROUND OPERATIONS

A1.1. Ground Operations.....

A1.2. Ground Handling the Aircraft.....

A1.3. Preflight Procedure.....

A1.4. Engine Start.....

A1.5. Taxi.....

A1.6. Engine Run Up.....

A1.7. After Landing.....

A1.8. Aircraft Servicing.....

A1.9. Postflight Procedures.....

A1.10. Summer Operation.....

A1.11. Winter Operation.....

A1.1. GROUND OPERATIONS.

Use caution on the flight line. Always avoid the arc of an aircraft propeller.

A1.2. GROUND HANDLING THE AIRCRAFT.

Aircraft will not be moved in or out of the hangar unless the manager, an instructor, an authorized member or a mechanic supervises the aircraft movement. Be sure that the vertical stabilizer is clear of the hangar. **CAUTION: USE ONLY THE PROPELLER BLADE (NEAR ITS CENTER) OR WING STRUTS TO PULL OR PUSH THE AIRCRAFT. DO NOT PUSH DOWN ON THE ELEVATOR/HORIZONTAL STABILIZER TO MOVE OR TURN AIRCRAFT. THE RED BAR THAT ATTACHES TO THE NOSE STRUT IS FOR STEERING ONLY. DO NOT TRY TO USE IT TO TOW THE AIRCRAFT.**

A1.3. PREFLIGHT PROCEDURES.

The PIC is responsible for the preflight.

A1.3.1 Publications and equipment required on board are IAW FARs and AFMAN 34-232. In addition to the above items a fuel tester cup will be on board.

A1.3.2 When removing wheel chocks, place them in the rear of the aircraft in the box provided.

A1.4. ENGINE START.

Hand-propping the aircraft is prohibited. Do not start the engine within 50 feet of another aircraft, or fuel tank refueling operation. **USE CAUTION FOR VEHICLES PARKED NEAR THE AIRCRAFT OR VEHICLES PASSING IN FRONT OF THE LAST ROW OF PARKING.**

A1.4.1 Prior to starting, visually clear the area 360° around the aircraft. After calling "Clear Prop," pause long enough for others to move away before actuating the starter.

A1.4.2 Do not start the engine if the propeller blast will be directed toward the Aero Club hangar, office doors, and hangar doors or whenever blast of blowing debris might cause injury or property damage. Do not start the engine if there are unattended children or unrestrained animals nearby.

A1.4.3 Observe starter cranking and starter cooling limitations. Do not continue start attempts if the battery strength is weakening. If the aircraft does not start in 10 blades, allow the starter to cool 2 minutes before attempting a re-start.

A1.4.4 In the event of a weak or dead battery, **DO NOT ATTEMPT TO START AERO CLUB AIRCRAFT BY HAND PROPPING.**

A1.4.5 Individuals will not enter or exit Aero Club aircraft when the engine is running. The only exceptions are for the Manager or Flight Instructors, or otherwise approved by the aero club manager.

A1.5. TAXI.

A1.5.1 Prior to taxi, monitor AFF ATIS on 128.525

A1.5.2 Clearance from ground control is required prior to aircraft movement on the South ramp or any taxiway. Clearance is not required for aircraft movement on the transient ramp.

A1.5.3 Do not taxi within 50 feet of a refueling operation. Nozzle in fuel receptacle constitutes refueling, as well as truck re-filling tank.

A1.5.4 When cleared to taxi, repeat "aircraft call sign and runway taxiing to."

A1.5.5 Do not taxi closer than 50 feet behind small aircraft, or closer than 100 feet behind twin-engine aircraft, or closer than 500 feet behind larger aircraft with engines running. Do not taxi near helicopters hovering or on the ground with the rotors turning.

A1.5.6 The Academy Airfield operates sunrise to sunset. Aircraft may not taxi prior to sunrise, and taxiing will stop at sunset.

CAUTION: DO NOT TAXI IN FRONT OF AIRCRAFT PERFORMING ENGINE RUN-UPS.**A1.6. ENGINE RUN-UP.**

A1.6.1 When performing the engine run-up in either hammerhead, aircraft must remain behind the dashed line to allow the UV-18 to maintain wingtip clearance while taxiing past.

A1.6.2 Do not perform engine run-ups when other aircraft or vehicles are directly in front or taxiing in front of your aircraft. Maintain wingtip clearance. If performing before takeoff check—but not in engine run-up phase—be prepared to give visual clearance signal (thumb up) to another aircraft that is ready for takeoff to taxi by.

A1.6.3 The engine run-up may be performed on the taxiway prior to the hammerhead as long as a headwind component can be maintained.

A1.6.4 Run-up may also be accomplished on the South and Transient ramp. If using the South or Transient Ramp please ensure the engine has had time to adequately heat up.

A1.7. AFTER LANDING.

A1.7.1. After landing do not switch from tower to ground control frequency until the aircraft is clear of the runway. Complete the After Landing Checklist when clear of active runway. Move out of the way of the other aircraft (leaving at least one aircraft length of space behind) and stop to perform after landing check.

A1.7.2. Aircraft landing on Runway 16L will not turn off on Runway 08/26, unless directed by ATC. Aircraft landing on Runway 34R will not turn off on Taxiway D, unless directed by ATC.

A1.7.3. Whenever steady state winds or gusts exceed 35 knots, discontinue taxiing and notify ground control. Turn the aircraft into the wind, stop the aircraft and set the parking brake. If additional assistance is needed, the PIC will radio ground control to inform the Aero Club SOF.

A1.8. AIRCRAFT SERVICING.

A1.8.1. Aircraft are normally refueled and serviced after every flight. Exceptions are:

A1.8.1.1 Surface winds exceed 30 knots.

A1.8.1.2 Lightning within 5nm miles of the airfield.

A1.8.1.3 When the PIC of the next flight elects not to have the aircraft refueled.

A1.8.2. The following items will be checked and serviced as necessary:

A1.8.2.1 All fuel tanks will normally be filled to the bottom of the filler neck. **CAUTION:**
Do not let fuel tank neck support the weight of the nozzle and hose.

A1.8.2.2 Oil level will be checked and filled to capacity. Windshields will be cleaned.

A1.8.2.3 Do not lay the fuel hose nozzle on the ground.

A1.8.3. Ensure the aircraft is adequately grounded before refueling. The following groundings must be made to unpainted metal, when available. Aircraft will be grounded for refueling as indicated below:

A1.8.3.1 Ground to Aircraft. Connect grounding wire to wing tie-down ring.

A1.8.3.2 Fuel Nozzle to Aircraft. Prior to removing the filler fuel cap, connect the ground wire to the unpainted metal tab next to the fuel filler opening.

A1.8.4. When refueling is complete, recheck that all fuel caps are tightly in place. Return the hose nozzle to the stowed position inside the cover and ensure that the hose is not on the taxiway. Record the amount of fuel required to fill the aircraft. Remove and stow the grounding wire. Ensure that the refueling ladder is placed well clear of the aircraft taxi lane. Remove the wheel chock. The oil and windshield-cleaning materials will be placed in the storage container. Ensure the storage container is closed to prevent contamination.

A1.8.5. The aircraft will be moved away from the refueling area as soon as servicing is completed.

A1.8.6. Should a major fuel spill occur during refueling, do not start the aircraft. Notify the Aero Club staff who will use the spill kit and call the fire department, if required.

A1.8.7. If more than one aircraft is in line to refuel at the Aero Club pump, you may shut down on the ramp and tow your aircraft into position to refuel.

A1.9. POSTFLIGHT.

A1.9.1. After refueling, aircraft will be moved to tie-down spots or hangared and fully secured, unless another pilot is waiting for the aircraft, is cleared and ready for flight, and personally relieves the preceding pilot at the aircraft. Aircraft will not be left unattended unless tied down and chocked. Leave cabin neat and orderly.

A1.9.2. After each flight, all aircraft will be secured in accordance with the aircraft checklist. The tie-downs will be secured by pulling the slack out of the tie-down and ratcheting the device to snug up the straps, please don't over tighten. Aircraft in the hangar need only be chocked. The aircraft dispatch book and keys will be returned to the Aero Club office. **Maintenance discrepancies will be written up on the AFTO Form 781A (one per block) and reported to the Aero Club Staff or SOF.**

A1.9.3. At airfields other than the Academy, pilots are expected to personally ensure the aircraft is adequately tied down, hangered and secured in accordance with the aircraft checklist. It is also reasonably protected against theft or vandalism.

A1.10. SUMMER OPERATION.

A1.10.1 During hot weather months when aircraft are parked outside, leave the side window(s) open, put the sunshade in the windshield and leave the doors closed but unlocked.

A1.10.2 The SOF making the evening check will assure the maximum number of aircraft is hangered. Aircraft left on the ramp must have windows and doors locked, gusts lock installed, parking brake off, wheels chocked, tie down four points.

A1.10.3 Open oil access door to allow greater cooling.

A1.11. WINTER OPERATION.

A1.11.1. Ensure accumulations of frost, ice, and snow are removed from all aircraft surfaces and windows prior to flight. No attempt will be made to start an aircraft engine at temperatures of 30° F or colder unless it first receives adequate preheat. Engine heaters are kept in the South hangar. If your aircraft is parked outside and is iced up when the temperature is as previously stated, it must be towed to the hangar. Do not start the engine and taxi to the hangar for pre-heat.

A1.11.2. Do not taxi unless the windshield is free of any type of obstruction to vision. While using brushes, squeegees, etc, to clean aircraft surfaces, be careful not to touch any antenna, air temperature probe, pilot tube, stall warning vane, or similar object. These are easily damaged. **Do not use ice scrapers.**

A1.11.3. During preflight, make sure all flight controls move freely to the normal limit of travel. Check for snow or ice around control surface hinges, induction and oil cooler inlets, and brakes. Look inside of propeller spinners for ice accumulations that might cause imbalance and vibration once the engine is started. Make sure pitot and static sources are clear and the oil breather line is not blocked. Drain fuel tank sumps liberally to make sure there is no water in the samples.

A1.11.4. If airframe ice is melted using the hangar heater or glycol solution, wipe water from aircraft surfaces to prevent refreezing. Water may run into control surface hinges and refreeze. Check all flight controls for free travel just prior to takeoff.

A1.11.5. Engine Starting. Pull the propeller through by hand to loosen congealed oil. Make sure the ignition is off and the key removed prior to pulling the prop through. **STAY CLEAR OF THE PROPELLER ARC.**

A1.11.6. Prime depending on temperature. The colder the temperature, the more prime required. Do not overprime or you increase the risk of induction fire on starting.

A1.11.7. If the engine does not start within 10 blade rotations or 30 seconds, discontinue cranking. Excess cranking runs the battery down and overheats the starter. Allow the starter to cool for two minutes, reprime as before, and try one more time. If engine does not start within 10 blades, discontinue starting attempts. Do not run the battery down. If the engine starts but dies, reprime as above but reduce the number of primer strokes. Again, allow adequate starter cooling and do not continue starting attempts if the battery begins to weaken. **DO NOT HAND PROP TO START!!!**

A1.11.8. If the engine starts and catches fire, keep engine running up to a maximum of 1700 RPM to draw the fire into the induction system. When the fire goes out, shut down the engine and inspect for damage

A1.11.9. If engine does not start but catches fire, pull the mixture to idle cut-off to deny the engine fuel, push the throttle full open and keep cranking the starter to draw the fire into the engine. **IN EITHER CASE, RUNNING OR NOT, IF THE FIRE IS NOT EXTINGUISHED IN A REASONABLE TIME, TURN OFF THE FUEL SELECTOR AND MASTER SWITCH, AND ABANDON AIRCRAFT. SUMMON THE FIREFIGHTERS.**

A1.11.10. Oil pressure takes longer to register in cold weather. If there is no indication of oil pressure within one minute after engine start, shut the engine down. It doesn't have to be in the green arc, but it should be off zero and rising. Do not operate the engine above 1000 RPM until two minutes after engine start. Avoid high power operation until the engine has been running at least five minutes. Do not make engine run-up checks until the engine has been operating at least **five minutes**. If the engine hesitates or sputters as the throttle is advanced, throttle back and allow additional warm-up time. Do not take off unless the throttle can be moved smoothly from idle to full power without engine hesitation, sputtering, or rough running.

A1.11.11 Winter Ground Operation.

The ramp tie-down chains are anchored in circular depressions. They may fill with water or wet snow, which will subsequently freeze. Ice may have to be chopped from holes in order to tie aircraft down.

A1.11.11.1. Avoid chunks of snow and ice while taxiing. There have been cases of severe propeller damage due to props striking frozen chunks. Taxi slowly; avoid running one wheel into snow, which might cause the aircraft to swerve sharply.

A1.11.11.2. Aircraft with wheel fairings installed or retractable gear require extra consideration during ground operation. Avoid running through slush or wet snow, which tends to accumulate inside wheel fairings and on landing gear doors, up and down locks, and retractable gear mechanisms. This can then freeze as the aircraft climbs into colder air, resulting in locked up wheels, brake problems, and possibly preventing retractable gear from later extending.

A1.11.11.3. Avoid engine run-ups on wet or slippery surfaces. If patchy areas of snow or ice cover the run-up areas, park on the dry areas for run-up. If run-up areas are completely snow covered, obtain clearance from ground control to accomplish run-up checks on dry areas of taxiways or ramps. If power must be applied on wet or slippery surfaces, advance the throttle slowly and be alert for sliding. If the aircraft begins to slide, immediately retard the throttle to idle and discontinue run-up attempts.

A1.11.11.4. If an aircraft is stored outside the propeller should be placed in a vertical position to allow melting water to run out of the spinner.

Attachment 2

LOCAL AREA FLIGHT PROCEDURES

A2.1. General Profile Procedures

A2.2. Air Force Academy Aero Club Assigned Codes.....

A2.3. Radio Procedures

A2.4. Academy Departures

A2.5. Satellite Base Arrival/Departure Procedures

A2.6. Recoveries To The Academy

A2.7. Academy Arrivals.....

A2.8. USAF Academy Airfield Operations

A2.9. Uncontrolled Operations.....

A2.1. GENERAL PROFILE PROCEDURES.

A2.1.1. Local Flight Training Area. The local flight training area is limited to the east side of the Rampart Range and includes the following training areas and airports: Areas A1, A2, A3, A4, A5, A6, A7, Academy Airfield (AFF), Colorado Springs (COS), Butts Army Airfield (FCS), Meadow Lake (FLY), Centennial (APA), Pueblo (PUB), and Fremont 1V6).

A2.1.2. Noise Abatement. Do not fly over houses and livestock at low altitudes except as required for safety of flight or in an emergency situation. Fly arrivals and departures *exactly* as published! Also avoid congregations of people (golf courses, parks, playgrounds, etc.).

A2.2. AIR FORCE ACADEMY AERO CLUB ASSIGNED CODES.

A2.2.1 Rally call signs will be used.

A2.2.2 Aircraft shall squawk pre-assigned beacon code prior to contacting Springs Approach on any of the departure or arrival routes except when using flying the North departure/arrival.

A2.2.3 Aircraft shall only use the pre-assigned beacon code while being controlled by Springs Approach or Academy Tower.

A2.2.4 If arriving in the East Pattern with an assigned squawk (including Aero Club discreet squawk codes) from ATC, squawk VFR (1200) Just prior to SAINT, or at NIFE.

A2.2.5 Malfunctioning Transponders: If an aircraft has a malfunctioning or inoperable transponder, they may only use those routes that do not go through Class C airspace. Aircraft must remain outside of Class C airspace and below 10,000 feet MSL per Federal Aviation Regulations (FAR).

A2.3 RADIO PROCEDURES.

A2.3.1 When requesting taxi, advise tower what departure you are using. If remaining in the pattern, request “closed”. After touch and go request “closed” on upwind leg.

A2.3.2 For initial Closed Patterns and North Departure/Arrivals squawk beacon code 1200. All others squawk assigned beacon code.

A2.3.3 When leaving the Academy Airfield pattern, remain on Academy Tower frequency until clear of the Class D airspace, as directed by tower, or as required by published departure procedures.

A2.3.4 Eagle frequency (121.95) will be monitored on departure routes after automatic termination with Springs Approach, while in the practice areas, and until frequency change to Springs Approach on arrival routes is required (controlled or uncontrolled). Announce intentions on EAGLE frequency at appropriate point. Other traffic will advise if a specific practice area is occupied.

A2.3.5 Departing training areas, announce intentions on Eagle frequency at control points, use caution for other aircraft exiting areas onto the corridors, do not state which area you are exiting or entering.

A2.3.6 Control points are mandatory reporting points for COS/AFF/ FCS ATC that help de-conflict traffic when leaving the areas, proceeding to other airfields, or returning to the Academy.

A2.3.7 At SLEDGE and JOYAL, announce intentions: full stop or touch and go, and ATIS identifier.

A2.3.8 Each Base turn must be called with intentions: full stop or touch and go.

A2.4. USAF ACADEMY AIRFIELD OPERATIONS.

A2.4.1. General Information.

A2.4.1.1 Flight operations may be towered (Tower[s] & Base Ops open) or non-towered (neither Tower or Base Ops open).

A2.4.1.2 Landing Priority: Emergencies, aircraft on final, aircraft established in the pattern, straight-ins, aircraft on entry leg, and aircraft on breakout.

A2.4.1.3 Runway 16L-34R is controlled by Academy Tower and Runway 16C-34C is controlled by Skytrain (134.10). Runway 08-26 is controlled by Tower and will only be used for full stop landings. Takeoffs are not authorized.

A2.4.1.4 Takeoff Procedure: Maintain runway centerline until crosswind altitude (7,000 ft). When departing to the north, use caution for motor gliders operating west of I-25.

A2.4.1.5 Pattern Spacing. Minimum pattern spacing between aircraft is 3,000 ft at the Academy Airfield. Obtain spacing by extending departure leg as necessary for other aircraft. Do not turn crosswind until spacing with the previous aircraft is adequate. The minimum altitude need to turn to crosswind is 7,000 ft.

A2.4.1.6 All pilots are required to use landing lights when landing at the Academy Airfield.

A2.4.1.7 Drifting Parachutists. The tower will issue traffic advisories for parachutist drifting into the pattern and direct traffic as required. If a parachutist is observed drifting into the pattern and advisories have not been issued, notify the tower immediately.

A2.4.1.8 Go-Around. ATC will direct go-around ground track if other than straight ahead by stating "offset left or right." Straight ahead go-arounds may be accomplished over aircraft performing a full stop landing.

A2.4.1.9 Runway Change. Follow Tower instructions, which will probably be to make a full stop landing or clear the traffic pattern until the change has been completed.

A2.4.1.10 Landings. *Touchdown no further than 1,000 feet down the runway on all landings or else go around. (Hint: the 1000 ft mark is the first big white stripe across the runway!)*

A2.4.1.11 Touch and Go Landings. Ensure proper spacing exists with the preceding aircraft (clear of runway or airborne).

A2.4.1.12 Full Stop Landings. Early turn-off on high speed taxiways (D for RW 16L & E for RW 34R) is authorized, speed and conditions permitting. Inform ATC if unable to take the high speed taxiway. Landing Runway 16L, do not turn off on Runway 08-26 unless directed by ATC. For Runway 34R, do not turn off on Taxiway D, unless directed by ATC.

A2.4.1.13 Closed Traffic. Right or left closed traffic must be requested after each touch-and-go or initial takeoff. Closed traffic allows you to stay in the traffic pattern and must be requested on upwind leg just prior to crosswind turn (7,000 ft)

A2.4.2. Bird Watch Conditions. Bird Watch Conditions that may exist are as follows:

A2.4.2.1 LOW: Normal Bird Activity (Occasional Appearance). Low probability of strike.

A2.4.2.2 MODERATE: Increased Bird Activity. Potential for Strike. No initial takeoffs for Student Solo flights.

A2.4.2.3 SEVERE: High Bird Activity. High probability of strike. No initial takeoffs and all aircraft will recover to a full stop.

A2.4.3 NON-TOWERED OPERATIONS. The Aero Club is authorized to conduct non-towered flying operations at the Academy Airfield during day VFR conditions when the control tower, weather station, and base operations are closed if the following rules and procedures are observed:

A2.4.3.1 A SOF will be on duty at the Aero Club at all times during non-towered flight operations.

A2.4.3.2 The SOF will obtain a weather briefing/forecast for the period and will make frequent visual checks of weather conditions in the vicinity of the airfield and over the mountains.

A2.4.3.3 The SOF will conduct a runway and taxiway inspection IAW the Aero Club SOF checklist whenever Airfield Operations personnel will not perform this duty.

A2.4.3.4 The SOF will monitor 124.15 MHz and will normally be available to provide limited advisory service to Aero Club aircraft.

A2.4.3.5 Normal Flight Clearance Procedures apply.

A2.4.3.6 Student pilot solo cross country flights must return no later than one hour before official sunset or Aero Club closing time, whichever is earlier.

A2.4.3.7 Student pilot solo flights are not allowed when a cumulonimbus cloud formation exists within 15 miles of AFF.

A2.4.3.8 The AFF CTAF is 124.15 MHz. Use standard radio procedures. Departing to or arriving from and in the training areas, Eagle traffic frequency (121.95) will be monitored and used to give position advisories. Use the USAFA Form 0-435 for area de-confliction.

A2.4.3.9 All returning aircraft will enter the traffic pattern at the appropriate standard 45° entry leg.

A2.4.3.10 Positively determine wind direction prior to entering the pattern -- SOF can provide advisory. If NORDO, over-fly the airfield no lower than 8,000 ft MSL, to

determine traffic direction then proceed east in an area other than the published departure and arrival routes, let down 8,000 ft, and fly to the appropriate entry leg.

A2.4.3.11 All traffic patterns, departures, entry, and area procedures apply. Local training flights sign out for a specific numbered (and unoccupied) training area on the USAFA Form 0-435.

A2.4.3.12 Runway change: will be announced by initiator (aircraft in the pattern or Aero Club SOF). Aircraft not in the pattern remain clear until runway change is complete. All aircraft in the pattern continue original pattern to the downwind. Abeam the numbers start a 180° turn (away from traffic pattern). First aircraft on the changed downwind (outside wide) will correct/continue normal pattern after last aircraft on previous downwind is abeam. When last aircraft calls “at changed downwind” the runway change is complete.

A2.4.4 Satellite Base / Arrival / Departure Procedures / Airfield Regulations.

A2.4.4.1 See USAFI 13-205 Chapters 1, 2, 3, 4, 5

A2.4.4.2 Including Attachments 3, 7, 8, 13

Attachment 3

RADIO COMMUNICATIONS PHRASEOLOGY

A3.1. General

A3.2. Contact Procedure

A3.3. Ground Station Call signs

A3.4. Aircraft Call sign

A3.5. Correct Pronunciation and phraseology

A3.6. Radio Communication Guide

Example Transmissions

A3.1. GENERAL.

Radio communications phraseology and techniques are found in the AIM Chapter 4, section 2. It is necessary to understand, that the Aviation Language is a Language of its own, where terms and phrases have a specific meaning. To enhance safety, these specifics must be understood and should be used by the professional pilot. **Jargon, chatter, and “CB” slang have no place in ATC communications.** Any pilot for any communication should follow the following formula:

C³ which means: EACH COMMUNICATION SHOULD BE

CRISP: brevity is important, and contacts should be kept as brief as possible

CLEAR: be distinct and definite, clear understanding is paramount

CORRECT: use correct ATC phraseology

A3.2. CONTACT PROCEDURE.

A3.2.1. Initial Contact. This is the first radio call to a given facility or the first call to a different controller within a facility. The following format should be used:

A3.2.1.1 Name of the facility (see A3.3.)

A3.2.1.2 Full aircraft identification as filed in the flight plan (see A3.4.)

A3.2.1.3 The type of message to follow or your request if it is short. If the message is not short, use only **A3.2.1.1** and **A3.2.1.2** and wait for the controller to respond, then continue with your message.

A3.2.2. Subsequent Contacts and Responses to Callup from a Ground Facility. Use the same format as used for the initial contact. The ground station name may be omitted if the message requires an obvious reply and there is no possibility for misunderstandings. All call-ups or clearances should be acknowledged unless the controller advises otherwise.

A3.3. GROUND STATION CALLSIGNS.

Pilots, when calling a ground station, should begin with the name of the facility followed by the type of the facility being called. The name of the facility, if not known, can be found in the AFD. It should be well known and understood that the name of the facility may differ from the name of the airport. Examples:

Airport: USAF ACADEMY AFLD	Facility name: ACADEMY
COLORADO SPRINGS MUNI	SPRINGS

For the facility type, refer to the table in the FAR/AIM 4-2-1. (e.g. GROUND, TOWER, APPROACH, etc.)

A3.4. AIRCRAFT CALLSIGNS.

Call signs should never be abbreviated on an initial contact or at any time if not initiated by ATC. The aircraft call sign consists of a *prefix* followed by *digits/letters*. The prefix for all U.S. registered aircraft is N (NOVEMBER). Civil aircraft pilots should state the aircraft type, model or manufacturer's name, followed by the digits/letters of the registration number. When the aircraft manufacturer's name or model is stated, the prefix "N" is dropped. The manufacturer's name or model, if not known, can be found in the FAA Contractions 7340.1R, Appendix A. Concerning the Type Designator (needed for the FAA Flight Plan, field # 3), all Aero Club aircraft (including the T-41) are C-172. The model name for Aero Club aircraft is "Skyhawk" for all C-172s and T-41s. The correct call sign, therefore, is: **N78512** or **SKYHAWK 78512** / **N146AC** or **SKYHAWK 146AC**. However when you are in the Denver Center airspace the RALLY call signs will be used as assigned. ATC specialists may *initiate* abbreviated callsigns using the prefix and the three digits/letters of the aircraft ID *after* communications are established. The pilot **may** use the abbreviated call sign in subsequent contacts. Note: The pilot may not initiate an abbreviated call sign! Example: **N 512** or **SKYHAWK 512**.

A3.5. CORRECT PRONUNCIATION AND PHRASIOLOGY.

A3.5.1. Phonic Alphabet. A professional pilot will follow the phonic alphabet as listed in the AIM 4-2-7. For example: C = Charlie and not Charles, F = Foxtrot and not Fox, P = Papa and not Paps, Skyhawk 6SB = Skyhawk Six Sierra Bravo and not Six Sugar Babe (as heard with Springs Approach).

A3.5.2. Terms. It is important that the correct terms are known and understood. They should be used in ATC communications according to the situation and content of the message. Do not use terms that do not exist in ATC. NOTE: Different pronunciation, different meaning. Understand the difference and meaning of the terms ROGER, WILCO, AFFIRMATIVE, and NEGATIVE.

A3.6. RADIO COMMUNICATION GUIDE.

A3.6.1. General. Not all situations can be covered here. In all cases, unless safety of flight dictates otherwise, comply with air traffic control instructions. Acknowledge all clearances, altitude restrictions, headings, altimeter settings, frequency changes, and repeat landing runway numbers. Some basic knowledge is provided in the following:

ATIS:

If the airport provides ATIS (e.g., COS), the pilot should notify controllers on initial contact that he has received the ATIS by repeating the alphabetical code word appended to the broadcast.

Example: “Information Sierra Received”. Some pilots use the phrase “Have Numbers”; this means they have received wind, runway, and altimeter information ONLY. It does not indicate receipt of the ATIS broadcast and should never be used for this purpose.

CLEARANCE DELIVERY:

If the airport has a Clearance Delivery Frequency published, the pilot should contact this frequency to obtain a clearance, when on an IFR Flight Plan, or a Takeoff Advisory, when on a VFR Flight Plan. It is important therefore to advise the controller that you are VFR or IFR.

Example: “Springs Clearance Delivery, Skyhawk 78512 with information Charlie, VFR to Pueblo / to the west “or whatever the direction of flight may be.

TAXIING:

Approval must be obtained prior to moving an aircraft or vehicle onto the movement area. These areas are marked by a double yellow line (the non-movement side solid, the movement side dashed). Always state your position on the airport and where you need the taxi clearance. Therefore, a taxi clearance must be *requested* to taxi from A to B. Do not state that you are “ready to taxi”. Do not request taxi “FOR” takeoff because that makes no sense.

Example: “Academy Ground, Skyhawk 78512 at the Transient Ramp, request taxi to 16L.” If the runway in use is not known, the term “request taxi to the ACTIVE” may be used. It is also common to simply say “request taxi.” In this case the controller assumes that you want to taxi to the active runway. This should never be used when taxi clearance is required to any other position at the airport. The issuance of a taxi clearance “to” a runway clears the aircraft to taxi to but does not include authorization to “taxi onto” or “cross” the assigned takeoff runway at any point. You must hold short of the runway.

INTERSECTION TAKEOFFS:

An aircraft is expected to taxi to the **end** of the assigned runway unless prior approval to an intersection departure is received from ground control. Unless otherwise advised by ATC, remain on the appropriate frequency during taxiing and runup, then change to local control frequency when READY to request takeoff clearance.

TAKEOFF:

A clearance must be obtained prior to taxiing onto a runway, taking off, or landing. ATC can only issue a takeoff clearance when the pilot advises that he/she is READY to receive the takeoff clearance.

Example: “Academy Tower, Skyhawk 78512 is READY for takeoff.” No need to state where you are and what you are doing. The first is well known if you follow rules and regulations; the second is of no interest to ATC. If you are not at the end of the assigned runway, because you requested taxi to an intersection, for an intersection departure, you have to state your position.

NOTE: “ready to ROLL” or “ready to GO” or “ready for DEPARTURE” are incorrect. Do not say, “holding short” with nothing else, because that statement has no meaning at all. Tower simply needs to know that you are “READY”.

EXITING RUNWAY:

Pilots are requested to exit the runway **without delay** at the first available taxiway or on a taxiway as instructed by ATC. Without delay means that the pilot makes an effort to accomplish that request without violating safety and proper aircraft handling procedures. Never stop or reverse course on the runway without ATC approval. Taxi clear of the runway unless otherwise directed by ATC. An exiting aircraft is not clear of the runway until **all** parts of the aircraft have crossed the applicable holding position marking. Stop the aircraft after clearing the runway if instructions have not been received from ATC. Immediately change to ground frequency when advised by tower and obtain taxi clearance.

A3.6.2. Military vs. Civil. There are differences in radio phraseology used by military pilots and controllers than used by civil pilots and controllers. Those differences should be well known by any pilot flying in both systems. Not knowing these differences could become a safety hazard or simply lead to violations.

Examples: (When the term “military pilots” is used it also means “on a military airport” and “civil pilots” also means “civil airport”).

A3.6.2.1 Before takeoff:

Military pilots will state that they are “NUMBER ONE”. That indicates a position rather than a sequence. There is also a Number Two position (weapon arming area, *last chance area*). The tower will know that all checks are completed and that the pilot is *ready* to receive a takeoff clearance. Civil pilots will state that they are “READY FOR TAKEOFF”. (See A3.6.1.). No need to state: “NUMBER ONE, READY FOR TAKEOFF,” that is the same information twice. If there are other aircraft in front of you and they have not called tower to advise that they are ready, you don’t need to wait on your call or inform tower that you are not the first in line. Tower can clear you for

takeoff. If an aircraft in front of you informed tower that he/she is ready, but has to hold short, or when you are unable to pass another aircraft in front. An aircraft that is *not ready* should not be at any position to block any other aircraft from entering the runway. Civil pilots should repeat hold short, taxi in position and hold, and takeoff instructions / clearances all the time (we are a civil operation). Military pilots on military airfields may not have to do so.

A3.6.2.2 Landing:

Civil pilots should always repeat or acknowledge landing clearances or other instructions given by ATC. Military pilots may not have to do so. To acknowledge an ATC message use the term “ROGER” if no action is required or the term “WILCO” if any action is required. Do not use the term “COPY or COPIES”.

A3.6.2.3 Exiting the Runway:

Military pilots may automatically switch to ground frequency when clear of the runway and keep taxiing. Civil pilots have to stop when clear of the runway (unless otherwise instructed by ATC) and contact ground frequency when advised by tower. Civil pilots will have to request a taxi clearance from (the position clear of runway) to the parking position. Military pilots may use different procedures.

A3.6.2.4 Other:

“Tally Ho” and “No Joy” are military terms and should not be used by civil pilots. As a response to traffic advisory by civil ATC, these terms should never be used. The correct response is “Looking for traffic” or “Traffic in sight”. All other calls (searching for traffic, keeping an eye out for him, I got him) are incorrect.

Event	From	To	Example Transmission
<u>Taxi</u>	Pilot	Gnd.	<i>"Academy Ground, Callsign, with Bravo (if ATIS received), at Transient Ramp (or where ever you are), request taxi, whatever departure you want." If ATIS is off: "Academy Ground, Callsign, at Transient ramp, negative ATIS, request taxi."</i>
	Gnd.	Pilot	<i>"Call sign, taxi to runway 34R (16L, or 34/16 Center)". If ATIS was not received, Tower will also give wind and altimeters setting "wind 340° at 10 10, altimeter 3002."</i>
	Pilot	Gnd.	<i>"Callsign, altimeter 3002 (if given), taxi to Runway 34R."</i>
<u>Takeoff</u>	Pilot	Twr.	<i>"Academy Tower, Callsign, ready for takeoff added, if another aircraft is in front and ready),"</i>
	Twr.	Pilot	<i>"Callsign, wind XXX at XX, cleared for takeoff," or "Callsign, hold short 34R," or "Callsign, taxi into position and hold."</i>
	Pilot	Twr.	<i>"Callsign, cleared for takeoff," or "Callsign, hold short of 34R," or "Callsign, taxi into position and hold 34R."</i>
<u>Depart AFF</u>	Pilot	Spgs.	<i>"Springs Approach, Callsign, NINJA, SOKET or NAIL. (altitude), NORTH or SOUTH Departure."</i>
<u>Depart for areas</u>	Pilot	Eagle	<i>(At Power Lines or VORTAC) "Eagle Traffic, Callsign, North Departure (or appropriate departure)"</i>
<u>Return to the</u>	Pilot	Twr.	<i>"Academy tower, Callsign, JOYAL/SLEDGE (as appropriate) North/South Arrival."</i>
<u>Academy</u>	Pilot	Twr.	<i>"Academy tower, Callsign, 2 miles prior to JOYAL/SLEDGE North/South Arrival, full stop or touch and go"</i>
<u>Tower</u>	Twr.	Pilot	<i>"Callsign, report NAIL/SAW 16L / 34R. "</i>
	Pilot	Twr.	<i>"Callsign, report NAIL/SAW16L / 34R. "</i>
<u>Tower</u>	Pilot	Twr.	<i>"Academy tower, Callsign, NAIL/SAW</i>

	Twr.	Pilot	<i>“Callsign, report base 16L / 34R.”</i>
<u>Base</u>	Pilot	Twr.	<i>“Academy tower, Callsign, left / right base for 16L / 34R, full stop / touch-and-go / the option.”</i>
<u>Final</u>	Pilot	Twr.	<i>“Callsign, three miles for runway 34R / 16L, Full Stop.”</i>
	Twr.	Pilot	<i>“Callsign, cleared to land / for touch and go / for the option rwy. 16L / 34R.”</i>
	Pilot	Twr.	<i>“Callsign, cleared to land / for touch and go / for the option rwy. 16L / 34R.”</i>

LOUIS L. VAN DE MARK, GS-14
10 FSS Director