USAF AERO CLUB

INSTRUCTOR STANDARDIZATION GUIDE

AFSVC/SVPCR
Ms. Stacey Farland
Comm : 210-395-7240

1 OCTOBER 2019

Table of Contents

FORWARD

Aero Club members come to us with widely differing flight experience. We need to be certain they can operate any club aircraft they are authorized to rent, in a safe and predictable manner. As such, the Aero Club system has several checks and balances. Initial training is obviously the most comprehensive and our first look at a new member. We are able to engrain the Aero Club safety culture and ensure the new member meets our flight proficiency standards prior to solo flights. Annual training is a follow-up to ensure the member is continuing to maintain flight proficiency at a higher level that we require to operate our aircraft safely.

Members checked out in more than one make and model must maintain landing currency in each make and model they are qualified in. Not just to carry passengers, but also to be allowed to rent Aero Club aircraft. However, they only have to demonstrate annual proficiency in their most complex aircraft. Because of this, it is imperative that we take a realistic approach to both the Initial and Annual training flights with an emphasis on proficiency and safety.

The guidance contained in AC 61-98d, Currency Requirements and Guidance for the Flight Review and Instrument Proficiency Check, is particularly applicable to us. It forms the basis of our Initial and Annual training philosophy. Although the Initial and Annual flights are not officially a FR or IPC, they should follow the same basic guidance. The length of the flight or flights may or may not reach or exceed the 1 hour minimum required for an official FR, but the objective is the same: Assure the flight proficiency of our members is maintained, and determine if there are any downward trends in safe operations.

All Aero Club checkouts and student syllabus stage checks should be completed using the applicable ACS standards for the selected maneuvers.

The existence of the Aero Club is dependent on our safety record, which is a direct reflection of how well we conduct our training and checkout programs. Flight training is a complex business that is continuously evolving and our regulations and training programs need to evolve with them.

CHAPTER 1

Pilot Checkouts

INTRODUCTION

This guide identifies and defines the basic Aero Club checkout areas as:

Standardization	Initial and annual standardization (12 calendar months)
Instrument	Initial and annual checkout for Instrument rated pilots wishing to exercise instrument privileges in Aero Club aircraft (12 calendar months)
Make and model	Initial checkout for each make and model the member wishes to fly (one-time). The Annual Standardization check will be in the most complex aircraft the member is checked out in.
Re-currency	Landing currency for pilots with less than three takeoffs/landings in the previous six months in that particular make and model.
Night	Night flying checkout for members (Local area only for pilots with less than 50 Hours PIC) (one-time).
Mountain	One time checkout for pilots desiring to fly in mountainous terrain.
Instructor	Initial and Annual right-seat checkout for Aero Club instructors (12 calendar months).

Checkouts should be completed in full. Instructors may credit pilots for a task if:

- It has been demonstrated satisfactorily
- It has been verbally discussed to a satisfactory level
- A similar task has been demonstrated at a greater level of complexity.

Checkouts may be combined where appropriate, but each task of each checkout must still be completed.

The instrument checkout may be conducted in a combination of both an FAA certified simulator and the aircraft. Additional and/or remedial instruction may be given in the simulator where appropriate. All other checkouts are conducted in the aircraft only.

If a member is not able to satisfactorily complete all assigned tasks on one flight, additional instruction and/or flights should be given to bring the tasks up to the applicable ACS standards and complete the checkout.

The Initial and/or Annual Standardization checkout may be credited as a Flight Review. This requires prior agreement with the instructor, and any assignments or additional tasks as per FAA guidelines must be completed.

The instrument checkout may be credited as an IPC. This requires prior agreement with the instructor, and any assignments or additional tasks as per FAA guidelines must be completed.

NOTE: Members with little or no previous experience with a Club's avionics packages (glass cockpit, advanced GPS, ADS-B, etc.) may require additional ground training and/or flight training to achieve acceptable standards. The same applies to pilots who have extended lapsed landing currency, or who have limited experience with the Club's aircraft make and models.

After a checkout is completed, an AF Form 1584 will be completed and placed in the member's folder and the Automatic Dispatch Program (ADP) will be updated. FAA WINGS credit can be requested from each instructor as appropriate.

INDIVIDUAL CHECKOUT REQUIREMENTS

1. The INITIAL standardization checkout is required of any new member to gain basic flying privileges at the Aero Club. It is an opportunity to become familiar with Club flight operations and local procedures. Emphasis is placed on the many unfamiliar areas associated with flying with the Aero Club, and operating the Aero Club aircraft fleet. This checkout will also be credited as a Make & Model checkout and may be combined with a Mountain Flying checkout. The checkout requires adequate ground and flight time to demonstrate familiarity and safety with Aero Club aircraft and operations. In some cases, additional instruction and/or flights may be required for the checkout to be completed.

2. The ANNUAL standardization checkout is required to maintain flying privileges at the Aero Club and is an opportunity to review and refresh proficiency in flight operations and local procedures.

NOTE: Completion of either of these checkouts may be credited as a flight review with prior agreement with the instructor.

3. The Instrument checkout is required for Instrument rated members to establish and maintain instrument flying privileges at the Aero Club.

   This checkout may be conducted with a combination of an FAA approved simulator and an aircraft.

   All flight maneuvers except takeoff, landing and circling should be completed by reference to the instruments only.

   The INITIAL Instrument checkout should include at least three total approaches including one precision and two non-precision approaches. Non-precision approaches should include at least one hand-flown approach, and one partial panel approach.

   NOTE: Pilots may request that this checkout be credited as an IPC, with prior agreement with the instructor.

4. Basic landing currency for Aero Club members differs slightly from FAA requirements. It is required not only to carry passengers, but also to rent Aero Club aircraft. Additionally, members are not allowed to regain their own landing currency. They are required to fly with an instructor to regain basic landing currency.

   The number of landings required to regain basic landing currency is based on the individual's total flight time as stated in AFI 34-101, para 10.35.3:

   a. Less than 200 hours total time: 3 landings in the last 60 days to be current
   b. Over 200 hours total time: 3 landings in the last 90 days to be current

NOTE: A flight to regain basic landing currency alone does not require an AF Form 1584.

5. "Recurrency Checks" are only required when pilots flying more than one make and model aircraft have not made 3 landings in a particular make and model in the previous 6 calendar months. An annual standardization check may be conducted to satisfy recurrency check requirements if desired by the pilot.

6. Night flying involves many unique aeromedical, operational, and regulatory operational hazards.

   This one-time checkout is required to gain and demonstrate the required knowledge, proficiency and judgement to fly safely and legally at night in Aero Club aircraft.

   The entire checkout must be flown at night (as defined by the FAA), and include at least three takeoffs and landings to a full stop. At least one landing should be made without the use of the landing light.

   Night landing currency requires pilots to accomplish at least three takeoffs and three landings to a full-stop within the preceding 90 days in each category and class.

NOTE 1: A night checkout is required to act as PIC any time after sunset.
NOTE 2: Pilots must have 50 PIC hours and be instrument rated and on an instrument flight plan to fly outside the local area IAW AFI 34-101, para 10.38.2.
NOTE 3: If pilots are noncurrent due to landings not being accomplished in the appropriate timeframe, a currency flight must be conducted with a flight instructor.

7. Mountain Checkouts are locally developed and are a one-time requirement for members that intend to fly in mountainous terrain either within or outside of the local area.

8. The Initial Instructor checkout must be flown with the Chief Instructor. Annual Instructor checks may be flown with either the Chief or Assistant Chief. All other checks (additional makes and models, instrument, night or mountain) may be flown with any appropriately rated instructor (with the Chief's concurrence).

Written Testing

1. All written test results shall be documented on the AF Form 1584C, placed in the appropriate section of the Member Folder, and entered in the ADP.

2. The minimum passing score on any test is 80%. An instructor will correct the test to 100% and review all deficient areas with the member prior to flight. Members with a score of less than 80% shall retake that test. All required tests are valid for 1 year from the end of the month in which the test was taken.

   Example: 10 Jun 2019 test date; 30 Jun 2020 expiration date

3. Required initial tests include: Standardization, Instrument (if applicable), Instructor (if applicable), aircraft open/closed book (for each applicable make/model), and any interactive mountain flying course exam.

4. Required annual tests include: Standardization, Instrument (if applicable) or Instructor (if applicable).

5. Required Private Pilot student tests include: Aircraft open/closed book, Pre-Solo, and Solo Cross Country. **All except the Solo Cross Country test are required prior to initial solo.** The Solo Cross Country test is required prior to the student's first solo x/c. However, if the FAA written test was taken and passed prior to the student's first solo x/c, this test is not required.

6. The Chief Flight Instructor shall review and revise all locally developed tests at least every 24 months.

7. Each aircraft open book test shall cover pertinent aspects of the aircraft systems, procedures, and operating limits. Computing takeoff data, including weight and balance, takeoff, climb, cruise, and landing data shall be examined. Each aircraft closed book test shall cover the locally developed information on the reverse side of the AF Form 1584C.

   Note: Sample aircraft closed book exams are included on pages 8 and 9 below.

8. Tests issued by AFSVC/SVPCR shall be used in lieu of locally developed tests.

9. The initial pre-solo and solo cross country tests shall include the applicable restrictions and requirements of AFI 34-101, AFMAN 34-152, the local Club SOP, 14CFR Parts 61 and 91, and the Aeronautical Information Manual.

SAMPLE C-172 (FUEL INJECTED) CLOSED BOOK EXAM

Write the Emergency Action Procedures for the following:

Engine Fire During Start

1. **Cranking –** **RPM –** **Engine –**

If engine fails to start:

2. **Throttle –**
3. **Mixture –**
4. **Cranking –**
5. **Fuel Shutoff Valve –**
6. **Aux Fuel Pump –**
7. **Fire Extinguisher –**

Engine Fire In-Flight

1. **Mixture –**
2. **Fuel Shot Off Valve –**
3. **Aux Fuel Pump Switch –**
4. **Master Switches –**
5. **Cabin Heat & Air –**
6. **Airspeed –**
7. **Forced Landing –**

Engine Failure In-Flight (Cruise)

1. **Airspeed –**
2. **Fuel Shutoff Valve –**
3. **Fuel Selector Valve –**
4. **Aux. Fuel Pump Switch –**
5. **Mixture –**
6. **Ignition Switch –**

Emergency Landing Without Engine Power

1. **Airspeed –** (FLAPS UP); (FLAPS DOWN)
2. **Mixture –**
3. **Fuel Shutoff Valve –**
4. **Ignition Switch –**
5. **Wing Flaps –**
6. **Master Switches –**

Fill in all the applicable blanks.

1. V_A _____ _____ Lbs
2. V_A _____ _____ Lbs
3. V_A _____ _____ Lbs
4. V_{FE}_____ (First Extension Increment)
5. V_{LO} _____ Retraction (R/G aircraft only)
6. V_{LO} _____ Extension (R/G aircraft only)
7. B/G _____ (Best Glide At Max Gross Weight)

NAME: _____

A/C: C-172

DATE: _____

SAMPLE C-172R/G (CARBURATED) CLOSED BOOK EXAM

Write the Emergency Action Procedures for the following:

Engine Fire During Start

1. **Cranking –** **RPM –** **Engine –**

If engine fails to start:

2. **Throttle –**
3. **Mixture –**
4. **Cranking –**
5. **Master and Ignition Switches –**
6. **Fuel Selector Valve –**
7. **Fire Extinguisher –**

Engine Fire In-Flight

1. **Mixture –**
2. **Fuel Selector Valve –**
3. **Master Switches –**
4. **Cabin Heat & Air –**
5. **Airspeed –**
6. **Forced Landing –**

Engine Failure In-Flight (Cruise)

1. **Airspeed –**
2. **Carb Heat –**
3. **Fuel Selector Valve –**
4. **Mixture –**
5. **Ignition Switch –**
6. **Primer –**

Emergency Landing Without Engine Power

1. **Airspeed –** (FLAPS UP); (FLAPS DOWN)
2. **Mixture –**
3. **Fuel Shutoff Valve –**
4. **Ignition Switch –**
5. **Landing Gear –**
6. **Flaps –**
7. **Master Switches –**

Fill in all the applicable blanks.

1. V_A _____ _____ Lbs
2. V_A _____ _____ Lbs
3. V_A _____ _____ Lbs
4. V_{FE}_____ (First Extension Increment)
5. V_{LO} _____ Retraction (R/G aircraft only)
6. V_{LO} _____ Extension (R/G aircraft only)
7. B/G _____ (Best Glide At Max Gross Weight)

NAME: _____

A/C: C-172RG

DATE: _____

Table 1.1: Checkout Requirements for Aero Club Pilots

INITIAL/ANNUAL VFR CHECKOUTS

(Items in bold print are mandatory)

Pre-Flight Preparation:

_____ **All required Club written tests completed**
_____ Preflight Inspection
_____ Cockpit Management
_____ Use of Checklist
_____ Engine Starting/Taxiing
_____ Before Takeoff Check
_____ Radio Communications and ATC Light Signals
_____ Collision Avoidance Precautions/Wake
_____ Turbulence Avoidance
_____ Low-Level Wind Shear Precautions
_____ Airport, Runway and Taxiway Signs, Markings, and Lighting
_____ Pre-takeoff check
_____ Standard Local Area Arrival/Departure Procedures

Flight Maneuvers:

_____ **Takeoff - Normal and Crosswind and Climbs**
_____ **Short-Field Takeoff and Maximum Performance Climb**
_____ **Pilotage and Dead Reckoning**
_____ Radio Navigation
_____ Diversion to an Alternate
_____ Lost Procedures
_____ Instrument (Straight & Level, Constant Airspeed Climb/Descent, Turns to Heading, Unusual Flight Attitudes, Radio Communications, Navigation Facilities and Radar Services)
_____ Maneuvering during slow flight
_____ Flight at Slow Airspeeds with Realistic Distractions
_____ **Stalls-Power-On, Power-Off**
_____ **Steep Turns**
_____ Ground Reference Maneuvers
_____ **Emergency Approach and Landing**
_____ Emergency Equipment and Survival Gear
_____ System and Equipment Malfunctions
_____ **Traffic Pattern Operations**
_____ **Takeoff - Normal, Short, Soft and Crosswind**
_____ **Landing - Normal, Short, Soft and Crosswind**
_____ Forward Slips to Landing
_____ Go-around from Rejected Landing

After Landing:

_____ Aircraft shutdown (Checklist and procedures)
_____ Judgment

INITIAL/ANNUAL INSTRUMENT CHECKOUTS

(Items in bold print are mandatory)

Pre-Flight Preparation:

_____ **Required Club Instrument Test completed**
_____ IFR Preflight Inspection
_____ IFR Takeoff Preparations
_____ Obtaining IFR Clearance
_____ IFR Departure Procedures & Clearances
_____ Cockpit Management
_____ Voice Communications
_____ Enroute Procedures and Clearances

Arrival Procedures and Clearances:
(Minimum of 1 precision and 2 nonprecision)

_____ **VOR Approaches (if available)**
_____ **GPS Approaches (if available)**
_____ **ILS Approaches (if available)**
_____ VOR and GPS Holding
_____ Missed Approach Procedures
_____ Landing from a Straight-In or Circling Approach
_____ Aeronautical Decision Making and Judgement

Simulated Emergency Procedures:

_____ Loss of Communications
_____ Radio Failure
_____ **Instrument & Equipment Failure**
_____ Engine Failure
_____ Systems Failure

Partial Panel Procedures:

_____ Straight and Level
_____ Standard Rate Turns
_____ Constant Rate Climbs and Descents
_____ Constant Airspeed Climbs and Descents
_____ Power-Off Stalls
_____ Power-On Stalls
_____ Magnetic Compass Turns
_____ Recovery From Unusual Flight Attitudes
_____ Non-precision Instrument Approach
_____ Aeronautical Decision making and Judgment
_____ Recovery from Unusual Flight Attitudes
_____ Timed Turns to Magnetic Heading
_____ Time and Distance Calculations

After Landing:

_____ Aircraft shutdown (Checklist and procedures)
_____ Judgment

INITIAL/ANNUAL MULTI-ENGINE CHECKOUTS

(Items in bold print are mandatory)

Pre-Flight Preparation:

_____ **All required Club written tests completed**
_____ Performance and Limitations
_____ Operation of Systems
_____ Taxing and Run-up
_____ Pre-takeoff Check
_____ Visual Scanning and Collision Avoidance

Basic Flight Maneuvers:

_____ Straight and level
_____Change of Airspeed
_____ Constant Airspeed Climbs and Descents
_____ Turns to Headings

Performance Maneuvers, Slow Flight, and Stalls:

_____ **Steep Turns**
_____ Maneuvering during slow flight
_____ **Power-on Stalls, Straight ahead or Turns**
_____ **Power-off Stalls, Straight ahead or Turns**
_____ Accelerated Stalls
_____ Spin Awareness

Takeoff and Landing:

_____ **Normal and Crosswind Takeoff and Climb**
_____ **Short-Field Takeoff / Max Performance Climb**
_____ **Normal and Crosswind Approach and Landing**
_____ **Short-Field Approach and Landing**

Emergency Operations:

_____ Engine Failure During Takeoff, Before Vmc (Simulated)
_____ Emergency Descents
_____ System and Equipment Malfunctions
_____ Emergency Equipment and Survival Gear
_____ Identification of Inoperative Engine
_____ Procedures for Shutdown and Feathering
_____ **Engine Failure after Liftoff (Simulated)**
_____ **Maneuvering with One Engine Inoperative**
_____ Engine Inoperative - Loss of Directional Control Demo (Vmc demo)
_____ **Approach and Landing with an Inoperative Engine (Simulated)**
_____ Go-around (One and Two Engine)

Instrument Approaches – Two Engine or <u>One Engine Inoperative:</u> (as Required)

_____ VOR and GPS holding
_____ VOR and GPS Approaches (if available)
_____ Localizer Approach (if available)
_____ ILS Approach (if available)
_____ Missed Approach Considerations
_____ Wake turbulence and collision avoidance

After Landing:

_____ Aircraft shutdown (Checklist and Procedures)
_____ Judgment

ATTACHMENT 1 – 1

USAF AERO CLUB STANDARDIZATION RECORD

PILOT'S NAME (Last, First, MI)	Airman's Certificate number
Lynch, Chuck C.	049281396

FLIGHT DETAILS		TYPE CHECK
AIRCRAFT MAKE AND MODEL		STANDARDIZATION (❑Initial ❑ Annual)
C-172	X	AIRCRAFT MAKE & MODEL
TOTAL TIME FLOWN DURING CHECKOUT		INSTRUMENT (❑ Initial ❑ Annual)
2.2	X	NIGHT
INSTRUCTOR'S NAME (Last, First)		INSTRUCTOR (❑ Initial ❑Annual)
Jones, Steve		RECURRENCY
WRITTEN TESTS PASSED (☒ Open Book ☒ Closed Book)		OTHER: (Specify)

REMARKS: (Use reverse if necessary)

☒ PILOT IS QUALIFIED

❑ PILOT IS NOT QUALIFIED
(List details and restrictions below)

1.2 hours flown day for make/model checkout
1.0 hours flown at night to complete night checkout

❑ Completed an initial proficiency check IAW FAR 141.79 (d) (2)

❑ Member completed a flight review IAW FAR 61.56

❑ Member completed an instrument proficiency check IAW FAR 61.57

I certify that I have read and understand all applicable FAA and USAF regulations/directives pertinent to flying in USAF Aero Club aircraft. I believe I have been properly trained and that I am fully qualified to act as Pilot In Command in the capacity indicated.

PILOT'S SIGNATURE	DATE (DD MMM YY)
Chuck C. Lynch	09 JUL 2019

I certify that I have administered an Aero Club checkout IAW the USAF Aero Club Instructor Guide and believe the named pilot is fully qualified to act as Pilot in Command in the capacity indicated.

INSTRUCTOR'S SIGNATURE	DATE (DD MMM YY)
Steve Jones	09 JUL 2019

PRIVACY ACT STATEMENT

AUTHORITY: 10 U.S.C., 8013 PRINCIPLE PURPOSE: To maintain record of pilot qualifications required by AFMAN 34-232. ROUTINE USE: Will be disclosed to appropriate federal or state agencies conducting accident investigations involving USAF Aero Club aircraft. DISCLOSURE: Disclosure of Airman's Certificate number is voluntary but lack of disclosure will result in denial of club privileges.

AF IMT 1584 19990221, V2 PREVIOUS EDITIONS WILL NOT BE USED

ATTACHMENT 1 - 2

References upon which this Pilot Checkout guide is based include:

14CFR Part 43	Maintenance, Preventive Maintenance, Rebuilding, and Alteration
14CFR Part 61	Certification: Pilots and Flight Instructors
14CFR Part 91	General Operating and Flight Rules
14CFR Part 97	Standard Instrument Approach Procedures
NTSB Part 830	Notification and Reporting of Aircraft Accidents and Incidents
AC 00-2	Advisory Circular Checklist
AC 00-6	Aviation Weather
AC 00-45	Aviation Weather Services
FAA-H-8083-3A	Airplane Flying Handbook
FAA-H-8083-15	Pilot's Handbook of Aeronautical Knowledge
FAA-H-8083-25	Instrument Flying Handbook
AC 61-65	Certification: Pilots and Flight Instructors
AC 61-67	Stall Spin Awareness Training
AC 61-84	Role of Preflight Preparation
AC 61-98	Currency Requirements and Guidance for the Flight Review and Instrument Proficiency Check
AC 67-2	Medical Handbook for Pilots
AC 90-48	Pilots' Role in Collision Avoidance
FAA-H-8083-1	Pilot's Weight and Balance Handbook
AC 120-51	Crew Resource Management Training
AIM	Aeronautical Information Manual
AFI 34-101	USAF Aero Club Program
AFMAN 34-152	USAF Aero Club Operations
SOP	Local Aero Club Standard Operating Procedures
AFD	Airport Facility Directory
NOTAM's	Notices to Airmen
POH	Pilot Operating Handbooks or FAA-Approved Flight Manuals

ATTACHMENT 1 - 3

Areas of Operations/Task Requirements

A. *TASK: USAF RESTRICTIONS*
REFERENCES: AFMAN 34-152.

Objective. To determine the pilot exhibits knowledge of the USAF restrictions by explaining the limitations/restrictions in AFMAN 34-152.

B. TASK: LOCAL PROCEDURES
REFERENCES: Standard Operating Procedures (SOP)

Objective. To determine the pilot exhibits knowledge of local procedures by explaining:

1. Local departure and arrival routing.
2. Restrictions and limitations found in the local Aero Club's SOP.
3. Aircraft maintenance reporting/documentation.

C. TASK: NAVIGATION SYSTEMS
REFERENCES: FAA-H-8083-3A, FAA-H-8083-15; Navigation Equipment Operation Manuals.

Objective. To determine the pilot: Correctly enters an appropriate facility/fix and properly interprets the aircraft position relative to the desired course shown on a VOR or RNAV/GPS display.

D. TASK: ENROUTE WEATHER
REFERENCES: AC 00-6, AC 00-45, FAA-H-8083-3A, AC 61-84, AIM

Objective. To determine that the pilot:

1. Exhibits knowledge of the sources of enroute weather information by describing:
   a. ATIS
   b. AWOS/ASOS
   c. TWEB

2. Utilizes at least one source of enroute weather information in flight.

E. LOSS OF COMMUNICATIONS
REFERENCES: 14CFR Parts 61, 91; AIM

Objective. To determine the pilot exhibits adequate knowledge of the elements related to applicable loss of communications procedures to include:
1. Recognizing loss of communication.
2. Procedures to reestablish communications
3. Options if loss of communication occurs during VMC.
4. Procedures if loss of communications occurs during IMC.

CHAPTER 2

Private Pilot Student Training

1. Instructors shall use the Jeppesen Private Pilot Syllabus, as amended in Attachment 2.1, and associated training materials to train Private Pilot students. Instructors are encouraged to develop their own additional materials to enhance this curriculum.

2. Instructors shall document all training on the HQ AFSVA Form 1580 (preferred) or commercial equivalent training record. Note: Documentation on this form does not replace required logbook endorsements in the student's logbook. Refer to instructions on page 18 to complete this form.

3. Instructors shall use the HQ AFSVA Form 1581 to document any items they feel necessary to ensure an accurate and complete record of the student's training. Examples include ground training, deviations from the syllabus, combining flight lessons, poor training continuity, lack of progress, *Below Average* or *Below Acceptable Standards* grades, etc.

4. An AF Form 1584 qualifying the member for solo flight privileges must be completed as part of the Initial Solo (Jeppesen Syllabus lesson #10).

5. An AF Form 1584 may be completed by the DPE after successful completion of a PPL practical test. If it is not completed by the DPE, the recommending instructor will complete the 1584 and annotate the type test and the DPE's name in the remarks section.

USAF AERO CLUB
Change Page to
Jeppesen Private Pilot Syllabus

Page	Existing Jeppesen Text	Change To Read
XVII	Flight 8 – Review Flight 9 – First Solo Flight 10 – Stage Check	Flight 8 – Stage Check Flight 9 – Review Flight 10 – First Solo
41	Flight Lesson 8	Flight Lesson 9
43	Flight Lesson 9	Flight Lesson 10
44	Flight Lesson 10	Flight Lesson 8

Instructions for Completing the HQ AFSVA FORM
1580 (Private Pilot Training Folder)

Cover: Complete all items. The *Remarks* section is for school administrative items and should not be used to document training flights. Comments related to individual ground and flight lessons, if required, shall be documented on the HQ AFSVA Form 1581.

Exam Record/Endorsements: Log dates and grades for all exams noted. If your Chief Flight Instructor requires more than the exams listed, document these on a HQ AFSVA Form 1584C and include in the student's records. Annotate all initial/30 day/cross-country endorsements on the lines provided. These endorsements do not replace FAA required logbook endorsements, but provide the club with documentation of authorizations in the event the logbook is lost or destroyed.

Stage Flight/Ground Training Record: Annotate the total time for each of the ground training lessons.

Systems and Equipment Malfunctions: Annotate the date completed and grade received each time the item was covered. The student must receive an "S" or "P" grade in each of the items before solo. If several items are covered during one training flight, record the lowest grade on the main section of the form under *Systems and Equipment Malfunctions*. **(Note:** Cover selected topics throughout the pre-solo phase making the training as realistic as possible). Once the student has received at least an "S" grade on an individual item, instructors don't have to document training on that item; however, that topic should be sampled throughout out the training program.

Main Section: Record total time spent on pre and post flight briefings in the box provided. Use grading practices established in AFMAN 34-152 for individual maneuver grades and overall lesson grade. The Chief Flight Instructor will initial the block "CFI Initials" indicating their review of the training folder. Each box in the student training folder will be marked (as applicable) with either the time, lesson number, a grade if the item was accomplished, or a dash if the item was not accomplished. Students flying solo will put a checkmark for each item accomplished or a dash if it was not accomplished. They will not enter an overall number grade at the end of the lesson.

NOTE-1: Students may proficiency advance by combining lesson numbers in the lesson number box. For example, a student transfers from another flight school with 10 hours of instruction received. On their first flight, they do very well. The instructor may opt to log lessons 1 and 2 (1-2) in the lesson number box. The next flight would be lesson 3.

NOTE-2: If the student needs to repeat a lesson, it should be logged as "R" in the lesson number box. For example, lesson 9, 9R, 9R, etc, until the instructor gets out of the aircraft and lets the student do 3 solo landings. That would be lesson 10.

Individual Maneuver/Task Grade

(Excerpts from AFMAN 34-152)

A3.2. Individual Maneuver and Task Grade.

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

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

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

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

A3.3. Overall Lesson Grade.

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

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

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

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

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

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

USAF AERO CLUB
STUDENT ACTIVITY RECORD

NAME OF STUDENT: (Last, First, MI)
Johnson, James A.

DATE	ACTIVITY
1 Jan 18	*Repeated Flight Lessons 6 and 7 because of a 90 day*
	break in training.
	Tom Jones
	CFI 123456789 01/19
2 Feb 18	*Flight Lessons 16 and 18 (night and night cross country)*
	were combined. A total of 3.1 hours of night time
	And 10 night landings were accomplished on this flight.
	Tom Jones
	CFI 123456789 01/19

HQ AFSVA FORM 1581 JUL 98

CHAPTER 3

Instructor Endorsements

Instructors should refer to the current Advisory Circular 61-65 for endorsement samples to be used when endorsing logbooks, providing written statements for airmen applying for written or practical tests, and when certifying accomplishment of requirements for pilot operating privileges. For Aero Club private pilot student solo privileges, include student weather minimums in the Limitations section of the student's logbook endorsement.

Additional Student Pilot Solo Endorsements

AFMAN 34-152 requires additional endorsements for student solo and solo cross country over and above those required by the FAA. The location of these endorsements is on the backside of the HQ AFSVA Form 1580 (student training record).

CHAPTER 4

Aero Club Operations Guidance

Refer to AFI 34-101,
AFMAN 34-152, and local Club SOP

(Published under separate covers)