

**BY ORDER OF THE  
DIRECTOR**

**10TH FORCE SUPPORT SQUADRON  
ACADEMY FLIGHT TRAINING CENTER (AFTC)**



**SOP SUPPLEMENT AF34-152S**

**22 March 2024**

**STANDARD OPERATING AND SAFETY PROCEDURES (SOP)**

**COMPLIANCE WITH THIS PUBLICATION IS MANDATORY**

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This standard operation procedure supplements AFMAN 34-152 dtd 26Dec23 and 306 FTG OI 13-204, *Airfield Management and Operations*, by providing guidance and procedures for Academy Flight Training Center 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 (Part 61, 91, 141 and the Airman's Information Manual).

**1.2. MEMBERSHIP ELIGIBILITY.** For membership eligibility, see AFI 34-152.

**1.3. APPLICATION FOR MEMBERSHIP.** Application for membership will be made on AF Form 1710. The manager or their 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 Academy Flight Training Center 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. Academy Flight Training Center dues.** Academy Flight Training Center dues will be charged on the 20th of each month. A Credit Card must be given upon joining the Academy Flight Training Center 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. These fees pay for the hull and liability insurance for all of the aircraft.

**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 departing member a Letter of Good Standing upon receipt of full payment of the final bill if requested by the departing member.

**1.6. MEMBERSHIP PRIVILEGES SUSPENSION OR REVOCATION.** Membership suspension/revocation action will be IAW AFI 34-152. The Academy Flight Training Center Manager or Chief Pilot may suspend a member's privileges at any time for safety of flight issues.

**1.7. 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.

**1.8. AIRCRAFT SCHEDULING AND CANCELING PROCEDURE FOR NON-STUDENT LOCAL FLIGHTS.** (Student flights see chapter four)

**1.8.1. Flight Scheduling.** Flights are scheduled in Flight Circle by the SOF, an instructor or an individual for non-instructional sorties. To provide maximum availability of aircraft for all Academy Flight Training Center members, aircraft will be scheduled at 0700L (L-local time), 1000L, 1300L and 1600L (when daylight allows) for three-hour blocks. The Manager, SOF or Flight Instructor may modify the schedule to permit more efficient scheduling or when training syllabus requires different durations or conditions (i.e. night or cross country). Aircraft may be reassigned if the member does not show within 15 minutes of their scheduled time.

**1.8.2. Flight Cancellation.** Cancellation will be accepted without charge no later than 1500L the day prior to the scheduled flight, unless weather, official duty, emergency, or other valid reasons exist as determined by the Manager.

**1.9. CROSS-COUNTRY FLIGHT SCHEDULING, CANCELING AND MINIMUM FLIGHT TIME.**

**1.9.1. Flight Scheduling and Approval Procedure.** Cross country flights may be requested up to two calendar months in advance by submitting an AF Form 1583. 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. Maximum distance for cross country flights should not be planned to exceed 250 nautical miles without prior permission.

**1.9.2. Flight Cancellation.** Cancellation of confirmed cross-country reservations will be accepted without charge no later than two 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.

**1.9.3. Minimum Flying Time.** If a cross country flight over 250 NM is granted, minimum flying time for all aircraft is 2 hours per day while aircraft is off base.

**1.9.4. Aircraft rental prices are “WET.”** Members will be reimbursed for fuel purchases at the Academy Flight Training Center rate, reference paragraph 3.9 of this document for more details.

**1.10. NO SHOW PENALTY.**

**1.10.1.** 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 one hour of aircraft time unless the flight instructor feels the lesson can be completed in the time remaining. For certificated pilots, no-shows not cancelled the day prior will be charged one hour of aircraft

time for the first instance and the scheduled duration for subsequent no-shows. Members may appeal no-show charges in writing to the manager.

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

**1.11. WAIVER REQUESTS.** The Academy Flight Training Center manager or Chief Flight Instructor is the waiver authority for non-tiered requirements and restrictions directed by the Academy Flight Training Center in this SOP. Tier 0-3 requirements can only be waived by the AFSVC Commander.

**1.12. SAFETY MEETINGS.** Monthly safety meetings are normally held on the third Tuesday of each month with a make-up scheduled with the Safety Officer. Attendance is mandatory (see chapter 5 for details).

### **1.13. SURVIVAL GEAR.**

**1.13.1. Personal.** Each pilot is responsible for their personal survival gear, appropriate to the season, and for that of each passenger in the aircraft. Temperature permitting, long pants are recommended. Closed toe shoes are mandatory. Each pilot should adopt a “dress to egress” philosophy.

**1.13.2. Aircraft.** The Academy Flight Training Center provides a survival kit for each aircraft. The contents of this kit are posted in the aircraft book. Additional survival kits for mountain flying are mandatory and available upon request.

## Chapter 2

### PILOT CURRENCY REQUIREMENTS

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

**AGREEMENT.** Each occupant of an Academy Flight Training Center aircraft must have completed the AF Form 1585 within the last 365 days IAW AFI 34-117, chapter 4, Para 4.6.5. If a passenger is flown on a sortie away from home station (KAFF), the AF Form 1585 will be completed and forwarded to the Academy Flight Training Center **prior to flight** in person or email.

**2.2. MEDICAL.** The pilot of an Academy Flight Training Center aircraft must have a valid medical certificate IAW 14 CFR Part 61.23 when acting as pilot in command. Active duty or reserve pilots may substitute a USAF Class II Physical for this requirement.

**2.3. KNOWLEDGE TESTS.** The pilot must meet the requirements detailed in AFMAN 34-152.

**2.4. FLIGHT CHECKS.** Initial and annual standardization flight checks must be completed and current IAW AFMAN 34-152.

**2.5. PIF REVIEW.** Pilots must review the PIF prior to flight.

**2.6. SAFETY MEETINGS.** Members must meet the attendance requirements of AFMAN 34-152 IAW paragraph 1.12 of this SOP.

**2.7. RECENT FLIGHT EXPERIENCE.** Recent pilot general, night, and instrument experience must be IAW 14 CFR Part 61 and AFMAN 152, chapter 4 which are more restrictive for less experienced pilots.

#### 2.8. AIRCRAFT.

**2.8.1. Knowledge Tests.** Separate knowledge tests (each has an open and closed book) are required for similar aircraft make and models. 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 (Academy Flight Training Center 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 all similar aircraft make and models. The annual standardization flight check will be accomplished in the most complex aircraft in which the pilot maintains currency.

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**2.8.3. Flight Currency.** Currency will be maintained IAW AFMAN 34-152 Chapter 6. In summary:

- a. Pilots with less than 200 hours total flight time must accomplish 3 takeoffs and landings for each similar make and model aircraft in the last 60 days.
- b. Pilots with more than 200 hours total flight time must accomplish 3 takeoffs and landings for each similar make and model aircraft in the last 90 days.
- c. For night currency, all Pilots shall accomplish 3 night takeoff and landings to a full stop within the last 90 days for each similar make and model aircraft.
- d. Lost currency in any of the above situations may be regained by flying with any IP.
- e. Currency which has lapsed more than 6 months may be regained by taking an aircraft closed book exam and flying a standardization check with a Check IP.



## Chapter 3

### OPERATIONAL RESTRICTIONS AND LOCAL AREA PROCEDURES

**3.1. RESTRICTIONS AND REQUIREMENTS.** The following flight restrictions are in addition to those stated in AFI 34-117:

**3.1.1. Hours of Operation.** The USAF Academy Airfield (KAFF) 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 306 FTG aircraft. No aircraft will takeoff or land between official sunset and official sunrise. Aircraft may begin taxiing at sunrise and up to sunset. Academy Flight Training Center Management reserves the right to tailor Academy Flight Training Center hours as necessary.

**3.1.2. Local Flying Area.** The local flying area is limited to airspace within a seventy-five nautical mile radius from KAFF, excluding mountainous terrain and restricted airspace. A map for reference is available in the flight planning area and maintained in each aircraft logbook.

**3.1.3. Weather Minimums.**

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

**3.1.3.2. Wind Limitations.** 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 forecast wind is 30 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 aircraft and includes gusts. Maximum tailwind component is 5 knots for all aircraft. Cease taxiing when winds exceed 30 knots including gusts.

**3.1.3.3. Density Altitude.** When DA is 10,000 feet or higher, takeoffs will be suspended for all 180 horsepower aircraft. Takeoff data will be computed for all aircraft IAW FARs and aircraft POH prior to each flight. **The DA restrictions apply to both departure and destination airfields.**

**3.1.3.4. Runway Condition Reading.** A minimum 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 (e.g. RCR 12 - 12 knot crosswind).

**3.1.3.5. Wind Chill Temperature.** Operations will cease when the WCT is – 20° F or below.

**3.1.3.6. Lightning.** No aircraft will takeoff at the KAFF 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. 306 FTG 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 within 10 NM aircraft should taxi directly to the hangers. Crews should secure aircraft in hangars as soon as possible to minimize exposure to lightning. If you are unable to return to KAFF, monitor Eagle Traffic (121.95 MHz) for instructions from the SOF. If no instructions are received, divert to KCOS or KFLY. Plan your recovery at KAFF once the lightning has moved beyond the 10 NM radius. Aircraft established in the pattern may land as long as lightning is not within 5 NM and SOF approval is granted.

**3.1.3.7. Turbulence and Low Level Wind Shear.** Operations will cease with forecast or reported severe turbulence or severe wind shear (loss or gain of >20 Kts) within one hour and 10 NM of your intended flight path.

**3.1.4. Night Flights.** Reference AFMAN 34-152. Night flights are not authorized to or from KAFF. 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 KAFF within two hours after field opening, weather permitting. Aircraft book and keys will be left at the overnight facility. If the PIC is unable to get the aircraft back to KAFF, additional charges may be incurred. **To operate outside of the airport environment pilots must be on an instrument flight plan and instrument current; instructors must be night current and instrument qualified if conducting an approved syllabus sortie.**

**3.1.5. Instruction Flight Rules Flights.** Pilots IFR flight plans must depart the Academy VFR and pick up IFR service while airborne or activate through electronic means. They may obtain IFR clearance via telephone or from Springs Approach on the radio.

**3.1.6. Mountain Flights.** **All mountain flights shall be briefed to and approved by the Club Manager or Chief IP.** AFMAN 34-152 requires Academy Flight Training Center 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 ground school, to be taught out of the Colorado Mountain Flying Course Book, additional references and time may be spent if necessary. The flight portion of the mountain flying course will consist of a flight with landings at a minimum of three mountain airports. Training at other than the Academy Flight Training Center requires Academy Flight Training Center Manager approval to be accepted. All mountain aircraft regardless of number of seats, are restricted to 2 persons on board when flying in mountainous terrain. Exceptions to this policy can be granted by the Club Manager or Chief IP. **Maximum Density Altitude restrictions for all airfields of intended use are the same as paragraph 3.1.3.3 of this chapter and will not be waived for any reason.**

**3.1.6.1.** The following mountain passes are PROHIBITED by Academy Flight Training Center Aircraft:

3.1.6.1.1. Independence Pass – 12, 093 feet

3.1.6.1.2. Mosquito Pass – 13,185 feet

3.1.6.1.3. Cinnamon Pass – 12,598 feet

3.1.6.1.4. Cottonwood Pass – 12,126 feet

3.1.6.1.5. Halfmoon Pass – 12,728 feet

3.1.6.1.6. Tin Cup Pass – 12,154 feet

3.1.6.1.7. Whiskey Pass – 12, 560 feet

3.1.6.2 The RECOMMENDED mountain flying routes by Academy Flight Training Center Aircraft are included in Attachment 8

3.1.7. **Cross Country Flights.** For cross country flights returning to KAFF the same day, the PIC will contact the SOF or manager, prior to departure for KAFF, with any anticipated timeline adjustments.

3.1.8. **Other Restrictions.** Pilots will not fly below 1,000 feet AGL (2,000 feet 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 Academy Flight Training Center aircraft unless prior approval is obtained by the Club Manager or Chief IP. Pilots will not takeoff or land on runways less than 2,000 feet long, or the sum of the aircraft takeoff and landing roll, whichever is greater. All runways used must be a minimum of 50 feet wide. During stop-and-go, or practice short field landings, pilots will avoid heavy braking and ensure there is a **minimum of 2,000 feet** of runway remaining for takeoff. **Landings will be made only on paved runways, a soft surface airfield is prohibited, except in emergencies.** Student Solo Aircraft should not perform straight-in VFR approaches to any non-towered airfield, including KAFF. Student Solo Aircraft landing on Runway 16L will not turn off on Runway 08/26.. Student Solo Aircraft landing on Runway 34R will not turn off on Taxiway D. Normally, Academy Flight Training Center flights will remain east of the Runway 16L/34R extended centerline to the north or south over USAF Academy (USAF A) property. Use of the 16C or 34C will only be done for operational reasons when directed by Academy Tower or when 16L/34R is closed during non-towered operations.

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 touch gos only initial takeoffs to depart the local area and all aircraft will recover to a full stop.

## **3.2. CLEARING AUTHORITY AND CLEARANCE PROCEDURES.**

**3.2.1. Academy Flight Training Center SOF.** A SOF will be on duty at the Academy Flight Training Center at the initiation of flying operations when the airfield is uncontrolled and at the termination of flying activities. The 306 FTG Available Commander (FTGA) controls all flying operations on KAFF while the airfield is open. Academy Flight Training Center pilots will follow instructions issued by the 306 FTG SOF.

**3.2.2. Flight Clearance Procedures.** The following clearance procedures are in addition to those stated in AFI 34-117. A clearing authority will clear each flight departing KAFF. The signature of the clearing authority on the Flight Plan/Flight Clearance Checklist (USAFA Form O-435 or the modified form for dual training flights only) indicates clearance for the flight. For flights from KAFF to outside the local area, an FAA Flight Plan will be filed in addition to the USAFA Form O-435. If a full stop landing is made and the engine is shut down, the PIC will telephone the Academy Flight Training Center SOF with the proposed departure time and ETA for return to KAFF.

## **3.3. VFR FLIGHTS AT KAFF.**

**3.3.1. KAFF Towered Operations.** The PIC will complete the USAFA Form O-435 and the Academy Flight Training Center clearing authority will clear the flight by signing the USAFA Form O-435. Flights conducted by Flight Instructors in the local area only need to complete the local checklist items, the USAFA Form O-435 is not required. The PIC will file flight plan with the appropriate FSS for all flights 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. Pilots should plan to open their flight while airborne with the appropriate FSS or by electronic means. The PIC will close the Flight Plan with the appropriate FSS or through electronic means not later than 30 minutes after landing. If you divert to another location other than filed, **CALL THE ACADEMY FLIGHT TRAINING CENTER MANAGER or SOF.** For a flight to a training area, the pilot will put the practice area in the Training Area Block on the USAFA Form O-435 (e.g. "KAFF- A, B, C or D - KAFF"). Academy Flight Training Center has priority in areas Alpha and Bravo. To use additional areas coordinate with the 94 FTS or the 557 FTS Operations Supervisor. During scheduled towered operations the Academy Flight Training Center flying operations will start when the runway is officially open (tower and Base Ops open) unless pre-coordinated with 306 OSS Base Ops. Base Ops must inspect the runways and taxiways prior to airfield operations.

**3.3.2. KAFF Non-Towered Operations.** Non-towered Operations at KAFF were designed primarily for after duty hours and weekends. At the beginning of the day, prior to flying operations, the runways must be inspected by an Academy Flight Training Center Instructor with Airfield Driving Privileges. PIC of a returning cross-country flight will notify the Academy Flight Training Center SOF of ETA prior to departure for KAFF when the airfield is uncontrolled and get an update on the airfield, weather, and any applicable NOTAMs or TFR.

**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 hold your position until a flashing white light is issued 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. 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. Set a maximum endurance airspeed (typically best glide) and fuel flow.

**3.5.2. CONFESS:** If you believe that you are lost, do not be afraid to admit that you are lost! Ask Tower, Approach or ARTCC for radar vectors.

**3.5.3. COMPLY:** Follow instructions provided. Additionally, use radio NAV aids, if able, to pinpoint your position. 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 306 FTG SOF, land at the directed airfield or a self-determined suitable airfield. Contact the Academy Flight Training Center after landing. When conditions require a self-initiated diversion, land at a suitable airfield and contact the Academy Flight Training Center after landing.

### **3.7. WEATHER RECALL AND AIRCRAFT EGRESS PROCEDURES.**

#### **3.7.1. Weather Recall Procedures.**

**3.7.1.1. Towered Operations:** Normally the 306 FTG SOF initiates the recall with a blanket radio transmission on Eagle Traffic (121.95 MHz) 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 traffic frequency and make advisory calls at normal reporting points.

**3.7.1.2. Non-Towered Operations:** Academy Flight Training Center aircraft will monitor the KAFF tower frequency (124.15 MHz) in the pattern. When leaving the airfield for the training areas, EAGLE frequency will be used and monitored as in controlled operations. The Academy Flight Training Center SOF will initiate a blanket recall on 124.15 MHz and 121.95 MHz and through airborne aircraft. All aircraft will depart their areas and return to KAFF.

**3.7.1.3. Plan for a full stop landing.**

**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 Academy Flight Training Center staff must initial the new start reading in the aircraft handbook or on the receipt.

**3.9. REIMBURSEMENTS FOR FUEL COSTS.** Anyone purchasing fuel at 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 Academy Flight Training Center will reimburse you for the amount of fuel purchased (gallons) when presented with a receipt. 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.

## 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 the club manager or Chief Pilot. 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 an Academy Flight Training Center 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. If the student is not a US Citizen they will have to register and gain approval from TSA prior to beginning flight training.

**4.1.2.** TSA has issued Title 49 of the United States Code of Federal Regulations Part 1552 that prohibits a flight school from providing flight training in an aircraft or aircraft simulator to non-U.S. Citizens without TSA approval. Under this Rule pilots must create and maintain a TSA account at [www.flightschoolcandidates.gov](http://www.flightschoolcandidates.gov). Based on these details TSA will determine that the candidate is not a threat to aviation or national security and issue permission to train. Please direct any questions directly to the Chief Flight Instructor at (719) 333-4423.

**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. Training credit provided will be IAW 14 CFR. 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 of the losing school 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 or Club Manager will assign students to their instructor. If for any reason a student or instructor believes a change of instructor would benefit the student, the change must be approved by the Chief Flight Instructor.

**4.4. TRAINING MATERIALS AND SYLLABUS.** The FAA approved syllabus found within the approved Training Course outline will be used at all times for ground and flight training regardless of 14 CFR Part 61 or 14 CFR Part 141. Each student will possess their own training materials required for their course.

**4.5. GROUND TRAINING.** Under 14 CFR Part 141, each student pilot is required to take a FAA approved Ground School Course (35 hours). This will be accomplished by using the Jeppesen Online program. Students can enroll under 14 CFR Part 61 or use a previously completed ground school course, but it must be approved by the Chief Instructor and is only on a case-by-case basis.

**4.6. FLIGHT TRAINING.** All Flight Training will be conducted in Academy Flight Training Center aircraft with Academy Flight Training Center contracted instructors and IAW Federal Aviation Regulations, AFI 34-117, the Academy Flight Training Center SOPs, and training manual. Primary private pilot training will only be conducted in C-172 aircraft unless waived by the Aero Club Manager.

#### **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 14 CFR 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 the student will be required to present the test results for his/her FAA Written test. If required, the cross-country planning will be completed.**

**4.7.3. FAA Check Rides.** The student's Primary Flight Instructor will schedule the FAA Examiner for a student's practical test Flight only after the student has demonstrated that they will successfully complete all Part 141 or Part 61 requirements and is properly endorsed by the instructor. All students will successfully complete a final progress check and extensive review of all FAA driven requirements (see Chapter Seven) prior to taking the FAA practical test flight.



**4.8. STUDENT RECORDS.** Each Student must maintain a current Medical and Student Pilot Certificate. These documents as well as a government issued ID and the student's logbook 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. The endorsing instructor will complete an AF Form 1584 establishing make and model proficiency. The assigned instructor is responsible for keeping the information in this folder up-to-date. Students who are enrolled in a Part 141 course will maintain all flight training and hours on the USAF approved training folder. It is the responsibility of the student's assigned instructor to keep the information in these records up-to-date. **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 Parts 61, 91, 141 and AFMAN 34-152, the following limitations and restrictions apply: 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 knots and maximum reported or forecast crosswind component 10 knots, maximum tailwind limit 5 knots. 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 briefing from Flight instructor or manager, 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 feet long, the student is briefed by his/her instructor, and there is a minimum of 2,500 feet (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 the Academy airfield NLT 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 Academy Flight Training Center closing time, whichever occurs first. The student pilot will call Academy Flight Training Center 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.

**4.10.1. 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 (KAFF)	to	Limon (LIC)	57 NM	
Limon (LIC)	to	Pueblo (PUB)	71 NM	
Pueblo (PUB)	to	Academy (KAFF)	43 NM	Total: 171 NM
• Academy (KAFF)	to	Trinidad (TAD)	105 NM	
Trinidad (TAD)	to	Pueblo (PUB)	62 NM	
Pueblo (PUB)	to	Academy (KAFF)	43 NM	Total: 210 NM
• Academy (KAFF)	to	Limon (LIC)	57 NM	
Limon (LIC)	to	Akron (AKO)	57 NM	
Akron (AKO)	to	Academy (KAFF)	104 NM	Total: 218 NM
• Academy(KAFF)	to	La Junta (LHX)	82 NM	
La Junta (LHX)	to	Pueblo (PUB)	46 NM	
Pueblo (PUB)	to	Academy (KAFF)	43 NM	Total: 171NM
• Academy (KAFF)	to	Lamar (LAA)	113 NM	
Lamar (LAA)	to	La Junta (LHX)	39 NM	
La Junta (LHX)	to	Academy (KAFF)	82 NM	Total: 234 NM
• Academy (KAFF)	to	Limon (LIC)	57 NM	
Limon (LIC)	to	Kit Carson (ITR)	64 NM	
Kit Carson (ITR)	to	Academy (KAFF)	120 NM	Total: 241 NM
• Academy (KAFF)	to	Limon (LIC)	57 NM	
Limon (LIC)	to	Lamar (LAA)	86 NM	
Lamar (LAA)	to	Academy (KAFF)	113 NM	Total: 256 NM
• Academy (KAFF)	to	Lamar (LAA)	113 NM	
Lamar (LAA)	to	Trinidad (TAD)	91 NM	
Trinidad (TAD)	to	Academy (KAFF)	105 NM	Total: 309 NM
• Academy (KAFF)	to	Goodland (GLD)	148 NM	
Goodland (GLD)	to	Akron (AKO)	85 NM	
Akron (AKO)	to	Academy (KAFF)	104 NM	Total: 337 NM

- |                   |    |                   |       |               |
|-------------------|----|-------------------|-------|---------------|
| • Academy (KAFF)  | to | Limon (LIC)       | 57 NM |               |
| Limon (LIC)       | to | Meadow Lake (FLY) | 47 NM |               |
| Meadow Lake (FLY) | to | Academy (KAFF)    | 11 NM | Total: 115 NM |

#### 4.10.2. DUAL ONLY cross-country (class B airspace):

- |                            |    |                         |        |               |
|----------------------------|----|-------------------------|--------|---------------|
| • Academy (KAFF)           | to | Jeffco (BJC)            | 58 NM  |               |
| Jeffco (BJC)               | to | Greeley (GXY)           | 39 NM  |               |
| Greeley (GXY)              | to | Academy (KAFF)          | 89 NM  | Total: 186 NM |
|                            |    |                         |        |               |
| • Academy (KAFF)           | to | Rocky Mtn Metro (BJC)   | 58 NM  |               |
| Rocky Mountain Metro (BJC) | to | Cheyenne (CYS)          | 76 NM  |               |
| Cheyenne (CYS)             | to | Academy (KAFF)          | 134 NM | Total: 266 NM |
|                            |    |                         |        |               |
| • Academy (KAFF)           | to | Goodland (GLD)          | 148 NM |               |
| Goodland (GLD)             | to | CO Air&Space Port (CFO) | 134 NM |               |
| Front Range (FTG)          | to | Academy (KAFF)          | 51 NM  | Total: 333 NM |

#### 4.10.3. DUAL ONLY NIGHT cross country:

##### 4.10.3.1. Within Local Area:

- |                          |    |                               |       |                 |
|--------------------------|----|-------------------------------|-------|-----------------|
| • Academy (KAFF)         | to | Centennial / Colorado Springs |       | Prior to Sunset |
|                          |    |                               |       |                 |
| • Centennial (APA)       | to | Pueblo (PUB)                  | 79 NM |                 |
| Pueblo (PUB)             | to | Colorado Springs (COS)        | 32 NM | Total: 111 NM   |
|                          |    |                               |       |                 |
| • Colorado Springs (COS) | to | Limon (LIC)                   | 56 NM |                 |
| Limon (LIC)              | to | Pueblo (PUB)                  | 69 NM |                 |
| Pueblo (PUB)             | to | Colorado Springs (COS)        | 32 NM | Total: 157 NM   |
|                          |    |                               |       |                 |
| • Centennial (APA)       | to | Pueblo (PUB)                  | 79 NM |                 |
| Pueblo (PUB)             | to | Colorado Springs (COS)        | 32 NM | Total: 111 NM   |

##### 4.10.3.2. Outside Local Area:

- |                          |    |                        |        |                 |
|--------------------------|----|------------------------|--------|-----------------|
| • Academy (KAFF)         | to | Colorado Springs (COS) | 11 NM  | Prior to Sunset |
|                          |    |                        |        |                 |
| • Colorado Springs (COS) | to | Lamar (LAA)            | 103 NM |                 |
| Lamar (LAA)              | to | Pueblo (PUB)           | 93 NM  |                 |
| Pueblo (PUB)             | to | Colorado Springs (COS) | 32 NM  | Total: 220 NM   |
|                          |    |                        |        |                 |
| • Colorado Springs (COS) | to | La Junta (LHX)         | 68 NM  |                 |
| La Junta (LHX)           | to | Pueblo (PUB)           | 46 NM  |                 |
| Pueblo (PUB)             | to | Colorado Springs (COS) | 32 NM  | Total: 146NM    |

- 
- Colorado Springs (COS) to Trinidad (TAD) 94 NM  
Trinidad (TAD) to Pueblo (PUB) 62 NM  
Pueblo (PUB) to Colorado Springs (COS) 32 NM Total: 188 NM
  
  - Colorado Springs(COS) to Jeffco (BJC) 68 NM  
Jeffco (BJC) to Limon (LIC) 76 NM  
Limon (LIC) to Colorado Springs (COS) 56 NM Total: 200NM

## 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 feet hard surface runway (concrete or asphalt) and 50 feet wide will be used.

**5.1.3. Academy Flight Training Center Safety Meetings.** Meetings will be held monthly. Attendance is mandatory IAW AFMAN 34-152. Academy Flight Training Center Safety Meetings will be archived and kept as written minutes. An individual who misses more than one safety meeting may not act as Pilot in Command until he/she attends a safety meeting in person or is briefed by the Safety Officer. Before acting as Pilot-In-Command, a Pre-solo student, or a new member (who is a Certificated Pilot), must attend the safety meeting or be briefed by the manager or the Safety Officer.

**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 AFMAN 34-152, paragraph 4.

**5.1.5. Simulated Emergencies.** All airborne simulated emergencies will be briefed prior to the sortie. Do not descend below 500 feet 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.** Following all SOPs, Air Force guidance, all FAR and AIM directives.

**5.3. CHILDREN AND PASSENGERS.** Children (under 14) are not permitted on the Flight Line without adult supervision. See AFMAN 34-152 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 appropriate controlling agency or the Academy Flight Training Center 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 306 FTG Flight Safety Officer immediately after landing (333-9306). If an incident occurs while on a cross-country, relay information through the Academy Flight Training Center SOF (719) 333-4542. 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 or the Director of Maintenance as soon as the pilot returns to the Academy Flight Training Center. 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, or other occurrences deemed appropriate by the Pilot in Command.

**5.8. UNUSUAL AIRCRAFT CHARACTERISTICS.** If unusual or adverse characteristics not attributable to pilot inducement are encountered while operating Academy Flight Training Center aircraft, the pilot will land as soon as practicable (return to KAFF), or land as soon as possible (nearest suitable airfield) as the situation dictates. If any assistance is required, notify tower (719) 333-3641. An entry in the AFTO Form 781A will be made.

**5.9. MISHAP REPORTING MESSAGES.** Mishap reporting messages will be incorporated into appropriate Safety Meeting minutes and briefed to all members.

## 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

**6.1.2.** Most current weight and balance report

**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, or Academy Flight Training Center SOF when the form is placed in the book. Pilots entering discrepancies will notify the Academy Flight Training Center manager, mechanic, or 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 Academy Flight Training Center Manager, the Chief Instructor Pilot or Mechanic.** During weekend operations, the SOF may obtain assistance via telephone from one of the above listed supervisors.

**6.3. GROUNDING ITEMS.** Academy Flight Training Center aircraft will be grounded for the following reasons:

**6.3.1.** Aircraft accidents, incidents, or unusual occurrences.

**6.3.2.** Flight control system malfunctions.

**6.3.3.** Significant structural damage or defects.

**6.3.4.** Engine malfunction, or in the operation of retractable flaps, or constant speed propeller.

**6.3.5.** Precautionary, forced, or off-airport landings, excessively hard landings, or running of the runway during takeoff or landing.

**6.3.6.** Collisions with other objects, including bird strikes, in flight or during ground operations.

**6.3.7.** Brake system malfunctions.



**6.3.8.** Any fuel or oil leaks.

**6.3.9.** A tire with fabric cord showing, any cut over 3/32" deep or any bulge in sidewall or between treads.

**6.3.10.** Reported hard landing.

**6.3.11.** And anything that would violate FAR 91.205, 91.213.

#### **6.4. STANDARD MAINTENANCE PRACTICES.**

**6.4.1.** The Academy Flight Training Center manager will monitor the maintenance program and the chief mechanic as allowed by AFMAN 34-152.

**6.4.2.** With the exception of those specific items noted in 14 CFR, Appendix A, Part 43, considered as "preventive maintenance," all maintenance on Academy Flight Training Center aircraft will be accomplished by or under the direct supervision of an appropriately rated FAA certified A&P mechanic. All maintenance performed by Academy Flight Training Center pilots under the preventive maintenance program will be approved by the Academy Flight Training Center manager or chief mechanic and documented in the AFTO Form 781A.

**6.4.3.** The Academy Flight Training Center manager or chief mechanic will ensure that all pertinent FARs, 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.

**6.4.4.** 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 Academy Flight Training Center manager, SOF, or mechanic 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 IAW 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 Academy Flight Training Center and will become a permanent part of the aircraft's record or transferred to the applicable aircraft log books.

**6.4.5.** When a discrepancy is entered in the AFTO 781A that affects the status of the aircraft, it will be the responsibility of the Academy Flight Training Center manager to notify the mechanic to schedule the repair of the aircraft.

**6.4.6.** 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 Academy Flight Training Center Manager will decide which Instructor is to perform the flight test.

**6.4.7.** A maintenance status board will be maintained and updated at least weekly by the chief mechanic to include the following:

**6.4.7.1.** Aircraft status.

**6.4.7.2.** IFR/VFR Capable.

**6.4.7.3.** FAA registration (N) number and aircraft serial number.

**6.4.7.4.** Current tachometer reading.

**6.4.7.5.** Engine hours since major overhaul.

**6.4.7.6.** Date annual inspection due. (14 CFR Part 91.409).

**6.4.7.7.** Tachometer time when 50-hour/100 hour are due. (14 CFR Part 91.409).

**6.4.7.8.** Date altimeter/static check due (14 CFR Part 91.411).

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

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

**6.4.8.** 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 Academy Flight Training Center 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.

## Chapter 7

### FLIGHT INSTRUCTOR RESPONSIBILITIES

This standard operating procedure (SOP) chapter outlines the responsibilities of all Academy Flight Training Center 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 IAW 14 CFR Parts 61, 91, 141, AFI 34-117, Academy Flight Training Center Standard Operating Procedures, and the course syllabus. Conduct checkouts according to the Academy Flight Training Center Instructor Standardization Guide, AFI 34-117, the Club Standard Operating Procedures, 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.** Conduct training IAW the FAA approved Training Course Outlines.

**7.1.2.3.** Become familiar with approved syllabi within the Training Course Outlines.

**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 any of the Check Pilots.

**7.1.2.6.** Notify Chief Flight Instructor when Stage III is completed. Schedule the student for an FAA Practical Test when the Instructor is confident they will pass the Stage Check and complete all the other admin requirements. Complete the items in section 7.7, at a minimum, to prepare the student for the Practical.

**7.1.2.7.** Maintain currency IAW appropriate directives.

**7.1.2.8.** Perform Clearing Authority and SOF duties as 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 Academy Flight Training Center and prepared for the next lesson PRIOR to the student's scheduled time.

**7.1.2.11.** Dress and act as a professional Flight Instructor. 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.

**7.1.2.13.** Attend all Standardization Meetings, unless excused by the Manager or Chief Flight Instructor.

**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 Academy Flight Training Center.

**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 Academy Flight Training Center to let the SOF know ETA back at KAFF.

## **7.2. ACADEMY FLIGHT TRAINING CENTER 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 and update Flight Circle. Academy Flight Training Center member flight status is recorded on or in the:

**7.2.1.1.** Member Folder.

**7.2.1.2.** HQ AFSVA Form 1580, USAF Flight Training Center Private Pilot Student Training

**7.2.1.3.** AF Form 1584, USAF AERO Club Standardization Record

**7.2.1.4.** AF Form 1584C, Local Testing Answer Sheet

**7.2.1.5.** Orientation Briefing Guide (Academy Flight Training Center Form).

**7.2.2. Member Folder Content.** The Member Folder Format and Content IAW AFMAN 152. (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 (Academy Flight Training Center Form).

**7.2.2.2.** AF Form 1585, Additional Covenant not to Sue Forms

**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 USAFA Flight Training Center 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 in the Student Activity Record (AF Form 1580).

**7.2.4. Student Training Records for Part 141.** All Students enrolled in a Part 141 Course will be required to have an online record to record flight time and notes. 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 provided to the Chief Flight Instructors. All records will be updated within 24 hours of the flight. Instructors are required to read and become familiar with the syllabi for all courses they will teach. Upon enrollment the following items should be furnished to students IAW 14 CFR Part 141.93:

**7.2.4.1.** A certificate of enrollment containing the name of the course in which the student is enrolled and the date of that enrollment.

**7.2.4.2.** A copy of the student's training syllabus.

**7.2.4.3.** A copy of the safety procedures and practices developed by the school (**this document**) on the use of the facilities and aircraft.

**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 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 student's training folder if applicable will be packaged together and filed separately from the active or inactive files for one calendar year following the date of resignation. At the end of one year, the records will be disposed of as required by Air Force directives. This does not apply to foreign national students. Disposition is five years from termination of training.

### **7.3. INSTRUCTOR CHARGES.**

**7.3.1. Initial Instructor Evaluation.** The Academy Flight Training Center will pay for the initial instructor applicant evaluation flight, not the Instructor Checkout Flights. If the flight time required for the checkout exceeds the normally required time (3.0 hours), the additional expense will be borne by the flight instructor applicant. If the Academy Flight Training Center manager desires that the instructor become qualified in additional types of aircraft, the Academy Flight Training Center will bear the expense of the checkout. The manager will approve all currency/recurrency flights that are paid for by the Academy Flight Training Center.

**7.3.2. Annual Instructor Standardization Check.** The checkout flight time will be paid for by the Academy Flight Training Center provided the flight instruction minimums described in paragraph 7.3.4. have been met. If they have not been met, the Academy Flight Training Center

manager may determine that the instructor's limited participation in Academy Flight Training Center 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 30 hours of flight instruction in any 180-day period. An instructor who fails to meet this minimum will have their 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. Initial solos will not take place unless the instructor at a minimum has a hand-held radio and can maintain visual contact with the supervised solo at all times.

**7.4.2. Local Solo 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 Academy Flight Training Center at the time of their student's departure and arrival back at the airfield. Academy Flight Training Center staff (i.e. Manager, Chief Flight Instructor) are not responsible for your students! *Do not assume another instructor will sign them out!*

**7.4.3. Solo Cross Country Flights.** On the day of the flight, the student's assigned instructor will review flight planning, sign the Academy Flight Training Center 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 Academy Flight Training Center 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 Academy Flight Training Center use.

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

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

**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 never 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, solo navigation, and FAA written) must be satisfactorily completed and graded.

**7.6.1.3.** For Part 61: All required lessons for the appropriate stage are completed and student is meeting standards. 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. Lessons in subsequent stages will not be accomplished until the stage check is completed and the minimum hours for each stage are met or IAW the Training Course Outline.

**7.6.1.5.** All appropriate endorsements/sign-offs are completed (Log Book, except Stage I)

**7.6.1.6.** Cross country planning (if required) completed.

**7.6.2. Private Pilot Certification Course grading procedure (14 CFR Part 61 or Part 141).** To pass the stage 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 approved grading system. The overall lesson grade will be SAT or UNSAT.

## **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 any designated Check Pilot. 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 and the student's enrollment and course completion certificates are accurate.

**7.7.1.4.** FAA Knowledge Test result.

**7.7.1.5.** FAA practical test will not be scheduled until the Instructor has high confidence that the student will successfully pass 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 the endorsing instructor, as well as any required logbook endorsements. The instructor will also inform the Chief Pilot to associate the student with the Academy Flight Training Center. Finally, a hard copy of the student's FAA Form 8710 and Course Completion Certificate should be printed before the Practical Exam.

**7.7.2.** FAA practical tests (after scheduled) have priority over all other Academy Flights.

Mary Willis, DAFC  
Community Support Flight Chief



## Attachment 1

## GROUND OPERATIONS

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**A1.1. GROUND OPERATIONS.**

Use caution on the flight line. Always avoid the arc of an aircraft propeller to the max extent possible during pre-flight and ground operations.

**A1.2. GROUND HANDLING THE AIRCRAFT.**

Aircraft will not be moved in or out of the hangar unless the manager, an instructor, a member with a completed local area checkout or a mechanic supervises the aircraft movement. Prior to engine start clear fore and aft of aircraft, aircraft should be pointed perpendicular to the hangar doors to prevent debris from being blown into hangars. Aircraft in the maintenance hangar should be pulled clear of all structures and vehicles prior to engine start.

**A1.3. PREFLIGHT PROCEDURES.** The PIC is responsible for the preflight.

**A1.3.1.** Publications and equipment required on board are IAW FARs and AFI 34-117.

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

**A1.4. ENGINE START.** Hand-propping the aircraft is prohibited.

**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 Academy Flight Training Center hangar, office doors, and hangar doors or whenever blast of blowing debris might cause injury or property damage.

**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.** Individuals will not enter or exit Academy Flight Training Center aircraft when the engine is running. Exceptions must be approved by the manager or flight instructors.

### **A1.5. TAXI.**

**A1.5.1.** Prior to taxi, monitor ATIS on 128.525 MHz or CTAF 124.15 MHz when non-towered

**A1.5.2.** Clearance from ground control is required prior to departing the South ramp or the transient ramp for taxiway Charlie, Bravo, Delta, or Foxtrot.

**A1.5.3.** Do not taxi within 50 feet of a refueling operation.

**A1.5.4.** 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 within 500 feet.

**A1.5.5.** The Academy Airfield operates sunrise to sunset. Aircraft may not taxi prior to sunrise, and taxiing will stop at sunset.

**A1.5.6. CAUTION: Do not taxi in front of aircraft conducting 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.

**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 (thumbs up) to another aircraft that is ready for takeoff to taxi in front.

**A1.6.3.** The engine run-up may be performed on the taxiway prior to the hammerhead if a headwind component can be maintained, run-ups will not normally be completed on the ramps.

## **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 runway. Move out of the way of the other aircraft (leaving as much room as possible to allow several aircraft to exit the runway) and stop to perform after landing check.

**A1.7.2.** Whenever steady state winds or gusts exceed 30 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 Academy Flight Training Center SOF.

## **A1.8. AIRCRAFT SERVICING.**

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

**A1.8.1.1.** Surface winds exceed 35 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.

**A1.8.1.4.** During summertime operations, C-182s and heavier C-172s (N51387) are normally only filled to  $\frac{3}{4}$  capacity.

**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 minimum quantity on oil filler door for the first flight of the day. If the engine is warm, oil may indicate up to one quart low and be within tolerances. Windshields will be cleaned if required before and after each flight.

**A1.8.3.** Ensure the aircraft is adequately grounded before refueling. The 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. Record the amount of fuel required to fill the aircraft in the aircraft dispatch book.

**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 Academy Flight Training Center staff who will use the spill kit and call the fire department, if required.

### **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 and relieves the preceding pilot at the aircraft. **Aircraft will not be left unattended unless tied down and chocked.**

**A1.9.2.** After each flight, all aircraft will be secured IAW the aircraft checklist. Aircraft in the hangar need only be chocked. The aircraft dispatch book and keys will be returned to the Academy Flight Training Center office. **Maintenance discrepancies will be written up on the AFTO Form 781A (one per block) and reported to the Academy Flight Training Center Staff.**

**A1.9.3.** At airfields other than the Academy, pilots are expected to personally ensure the aircraft is adequately tied down, hangared and secured IAW the aircraft checklist.

### **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.** Open oil access door to allow greater cooling.

**A1.10.3.** The SOF making the evening check will assure all aircraft are hangared.

### **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 should be made to start an aircraft engine at temperatures of 30° F or colder unless it first receives adequate preheat or was hangared in a heated hangar. Engine heaters are kept in the South hangar.

**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 AT ALL TIMES.**

**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. 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.** 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. Do not make engine run-up checks until the engine has been operating at least **5 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.

**A1.11.9. 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.

**A1.11.9.1.** Avoid snow and ice while taxiing. Taxi slowly and avoid running wheels into snow, which might reduce directional control.

**A1.11.9.2.** Avoid engine run-ups on wet or slippery surfaces. 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.

## Attachment 2

## LOCAL AREA FLIGHT PROCEDURES

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**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 75 nautical miles and includes the following training areas and airports: Areas Alpha and Bravo, the Academy Airfield (KAFF), Colorado Springs Municipal Airport (KCOS), Meadow Lake (KFLY), Centennial Airport (KAPA), Pueblo Municipal Airport (KPUB), Limon Municipal Airport (KLIC) and Fremont County Airport (K1V6).

**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 situations.

**A2.2. AIR FORCE ACADEMY FLIGHT TRAINING CENTER ASSIGNED CODES**

**A2.2.1.** Rally call signs will be used at all times.

**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. Discreet squawk codes are found in the dispatch book with each aircraft and are placarded within the aircraft. Aircraft shall only use the pre-assigned beacon code while being controlled by Springs Approach or Academy Tower.

**A2.2.3.** If arriving in the East Pattern with an assigned squawk (including Academy Flight Training Center discreet squawk codes) from ATC, squawk VFR (1200) prior to contacting tower on entry.

**A2.3. RADIO PROCEDURES.**

**A2.3.1.** When requesting taxi, advise tower what departure you are planning to fly. 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 MHz) 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. If the aircraft has two operable radios monitor EAGLE on the back up radio to the max extent possible.

**A2.3.5.** At JOYAL and SLEDGE announce intentions: ATIS identifier and full stop or patterns.

**A2.3.6.** Each Base turn must be called with intentions: full stop or touch and go.

## **A2.4. USAFA AIRFIELD OPERATIONS.**

### **A2.4.1. General Information.**

**A2.4.1.1.** Flight operations may be towered (Tower & Base Ops open) or non-towered.

**A2.4.1.2.** Runway 16L-34R is controlled by Academy Tower and Runway 16C-34C is controlled by Skytrain (134.10 MHz). Runway 08-26 is controlled by Tower and will only be used for full stop landings. Takeoffs are not authorized and any go-around required will be right traffic.

**A2.4.1.3.** Takeoff Procedure: Maintain runway centerline until crosswind altitude (7,000 feet).

**A2.4.1.4.** Pattern Spacing. 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 300 feet below pattern altitude of 7300 feet MSL.

**A2.4.1.5.** All aircraft are required to use landing lights when at the Academy Airfield.

**A2.4.1.6. 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.

**A2.4.1.7. Go-Around.** ATC will direct go-around ground track if other than straight ahead by stating "offset left or right."

**A2.4.1.8. Runway Change.** Follow Tower instructions.

**A2.4.1.9. Landings.** Touch down no further than 1,000 feet down the runway on all landings or else go around.

**A2.4.1.10. Touch and Go Landings at the Academy Airfield.** Will only be accomplished by certificated pilots or Student Pilots with an instructor on board. Touch and Go landings are not permitted for solo students.

**A2.4.1.11. Closed Traffic.** Right or left closed traffic must be requested after each touch-and-go or initial takeoff during towered operations. Closed traffic allows you to stay in the traffic pattern and must be requested on upwind leg just prior to crosswind turn (7,000 feet). If spacing or “closed denied” by tower execute crosswind turn to NAIL or SAW.

**A2.4.2. Non-Towered Operations.** The Academy Flight Training Center 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:

**A2.4.2.1.** A SOF will be on duty at the Academy Flight Training Center at the initiation of non-towered flight operations. When weather or operations require, the SOF will be available to assist instructor, students and members to ensure safe operations are conducted.

**A2.4.2.2.** 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.

**A2.4.2.3.** The SOF will conduct a runway and taxiway inspection IAW the Academy Flight Training Center SOF checklist whenever Airfield Operations personnel do not perform this duty.

**A2.4.2.4.** The SOF will monitor 124.15 MHz and will normally be available to provide limited advisory service to Academy Flight Training Center aircraft.

**A2.4.2.5.** Normal Flight Clearance Procedures apply.

**A2.4.2.6.** Student pilot solo cross country flights must return no later than one hour before official sunset or Academy Flight Training Center closing time, whichever is earlier.

**A2.4.2.7.** Student pilot solo flights are not allowed when a cumulonimbus cloud formation exists within 15 miles of KAFF.

**A2.4.2.8.** The KAFF CTAF is 124.15 MHz. Use standard radio procedures for non-towered fields. Departing to or arriving from the training areas, EAGLE TRAFFIC frequency (121.95) will be monitored and used to give position advisories as needed. Use the USAFA Form O-435 for area de-confliction.

**A2.4.2.9.** Returning aircraft will enter the traffic pattern using the established routing through JOYAL or SLEDGE during non-towered operations and make all calls on Academy Traffic.



**A2.4.2.10.** Positively determine wind direction prior to entering the pattern -- SOF may provide advisories. If NORDO, over-fly the airfield no lower than 8,400 feet MSL, to determine traffic direction then enter the pattern through initial for the appropriate runway.

**A2.4.2.11.** Runway change: will be announced by initiator (aircraft in the pattern or Academy Flight Training Center SOF). Aircraft will maneuver as required staying well clear (500 feet) of other aircraft.

## Attachment 3

## RADIO COMMUNICATIONS PHRASEOLOGY

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**A3.1. GENERAL.** Refer to AIM Chapter 4 section 2, “Communications Phraseology and Techniques” when any recommended communication procedures are not clear. Follow the following structure when communicating to the max extent possible:

**A3.1.1. EACH RADIO TRANSMISSION SHOULD BE:**

**A3.1.1.1. CLEAR:** be distinct and definite, clear understanding is paramount

**A3.1.1.2 CONCISE:** brevity is important, and contacts should be kept as brief as possible

**A3.1.1.2.**

**A3.1.1.3. 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.

**A3.2.1.2.** Full aircraft identification as filed in the flight plan.

**A3.2.1.3.** The type of message to follow or your request if it is short. If the message is not short, 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 Airfield Facility Directory or chart supplements.

**A3.4. AIRCRAFT CALLSIGNS.** Call signs should never be abbreviated on an initial contact or at any time if not initiated by ATC. 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.

### **A3.5. RADIO COMMUNICATION GUIDE.**

**A3.5.1. General.** Not all situations can be covered. 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:

**A3.5.2. 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.

**A3.5.3. 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.

**A3.5.4. 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. Pilots must read back all clearances issued verbatim.

**A3.5.4.1. NOTE:** “Ready to ROLL” or “Ready to GO” or “Ready for DEPARTURE” are incorrect. Tower simply needs to know that you are “READY FOR TAKEOFF”.

**A3.5.5. LANDING:** Read back all landing clearances. For example “Rally 01 cleared touch and go, runway 16 Left.” Always include the landing runway in the read back.

**A3.5.6. 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. 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.

Event	From	To	Example Transmission
<b><u>Taxi</u></b>	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>
<b><u>Takeoff</u></b>	Pilot	Twr.	<i>"Academy Tower, Callsign, ready for takeoff"</i>
	Twr.	Pilot	<i>"Callsign, wind XXX at XX, cleared for takeoff" or "Callsign, hold short 34R," or "Callsign, line up and wait."</i>
	Pilot	Twr.	<i>"Callsign, cleared for takeoff," or "Callsign, hold short of 34R," or "Callsign, line up and wait 34R."</i>
<b><u>Depart KAFF</u></b>	Pilot	Spgs.	<i>"Springs Approach, Callsign, SAW or SOCKET. (altitude) In-bound for KCOS or SOUTH Departure."</i>
<b><u>Tower</u></b>	Pilot	Twr.	<i>"Academy tower, Callsign, JOYAL / SLEDGE with Bravo (if ATIS was received), full stop" or "touch and go."</i>
<b><u>Tower</u></b>	Twr.	Pilot	<i>"Callsign, report NAIL / SAW or Initial RWY 34R or 16L"</i>
	Pilot	Twr.	<i>"Callsign, report NAIL / SAW or Initial RWY 34R or 16L"</i>
<b><u>Tower</u></b>	Pilot	Twr.	<i>"Academy tower, Callsign, Initial 16L / 34R."</i>
	Twr.	Pilot	<i>"Callsign, report base / report in the break 16L / 34R."</i>
<b><u>Base</u></b>	Pilot	Twr.	<i>"Academy tower, Callsign, left / right base for 16L / 34R, full stop / touch-and-go / the option."</i>

## Attachment 4

**CHECKOUT REQUIREMENTS FOR PILOTS**

**A4.1. GENERAL.** All requirements of AFI 34-117 Attachment A4.2. apply for single engine aircraft with fixed landing gear, complex or multi-engine aircraft are covered in AFI 34-117 Attachment 4.3. Normal checkout is 5.0 hours PIC in make and model and proficiency in the Academy Airfield pattern and local area. In some circumstances Academy Flight Training Center procedures may be more restrictive and final checkout is at the discretion of the Academy Flight Training Center manager.

**A4.2. CHECKOUT REQUIREMENTS FOR PILOTS MATRIX.** These are the minimum required topics to be covered. The instructor should cover additional areas as required after assessing the proficiency and ability of the pilot being checked out.

<b>CHECKOUT REQUIREMENTS FOR PILOTS MATRIX</b>			
<b>GENERAL KNOWLEDGE*</b>	<b>CFI INITIALS</b>	<b>PILOT INITIALS</b>	<b>DATE</b>
1. Academy Flight Center Restrictions			
2. Local Ground Movement Area and Airspace			
3. Billing, Scheduling System and Clearing Procedures			
<b>PREFLIGHT*</b>			
4. Weather Information and Sources			
5. Access to Aviation Information at the Training Center			
6. Maintenance Log and Practices			
7. Use of Hangars, Parking Ramps, and Refueling Area			
<b>ACADEMY AIRFIELD OPERATIONS*</b>			
8. Airspace Overview, Departure and Arrival Procedures			
9. Approved Radio Calls: Towered and Non-Towered			
10. Pattern Procedures, Runway Change and Breakouts			
<b>AIRCRAFT MANUEVERS REQUIRED VFR*</b>			
11. Steep Turns, Slow flight, Power-on, Power-off Stalls			
12. Normal, No-Flap, and Power Off 180 Landings			
<b>AIRCRAFT MANUEVERS REQUIRED IFR**</b>			
13. Operating on Instrument References			
14. Conducting Precision and Non-Precision Approaches			
<b>BI-ANNUAL FLIGHT REVIEW see AC 61-98D**</b>			
15. Review of Part 91 Operating and Flight Rules			
16. Pilot Deviation Avoidance			
17. Automation Competency			
18. Angle of Attach Systems			
19. Review of Maneuvers and Procedures			
20. Flight Maneuvers as required by the Instructor			

**CHECKOUT REQUIREMENTS MATRIX FOR PILOTS CONTINUED**

<b>CHECKOUT REQUIREMENTS MATRIX FOR PILOTS (continued)</b>			
<b>INSTRUMENT PROFICIENCY CHECK see AC 61-98D**</b>	<b>CFI INITIALS</b>	<b>PILOT INITIALS</b>	<b>DATE</b>
21. Ground Review of Flight Profiles to be Flown			
22. Aircraft Control by Reference to Instruments			
23. Systems and Procedures within the IFR Realm			
24. Aeronautical Decision Making			
25. Stabilized Approaches and Landings			
<b>NIGHT OPERATIONS**</b>			
26. Night Preparation			
27. Night Flight Checkout			
<b>LOCAL EMERGENCY PROCEDURES*</b>			
28. Radio Out Procedures for the Academy Airfield			
29. Alternate Airfields for Divert Purposes			
30. Survival Equipment for Local and Mountain Flights			
<b>POSTFLIGHT PROCEDURES*</b>			
31. After Landing			
32. Parking, Refueling and Securing Aircraft			

\* - Required for Local Area Checkout

\*\* - As required for Bi-Annual Flight Review, Night or Instrument Checkouts

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**Attachment 5****MISHAP REPORTING PROCEDURES****A5.1. IN CASE OF AIRCRAFT INCIDENT OR ACCIDENT.**

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

**A5.1.2.** The NTSB should be notified when applicable under NTSB Part 830. Required forms should be completed and filed with the appropriate military and civilian authorities.

**A5.1.3.** Gather as much information as possible and contact the Academy Flight Training Center manager and the 306th Flying Training Group Director of Safety with the following data IAW paragraph A5.2:

**A5.1.3.1.** Date of Occurrence.

**A5.1.3.2.** Time of Occurrence.

**A5.1.3.3.** Aircraft Registration Number.

**A5.1.3.4.** Aircraft Make and Model.

**A5.1.3.5.** Aircraft Year.

**A5.1.3.6.** Location of Mishap.

**A5.1.3.7.** Current Location of the Aircraft.

**A5.1.3.8.** Pilot's Name (Civilian/Active Duty).

**A5.1.3.9.** Passengers Name (Civilian/Active Duty).

**A5.1.3.10.** Injuries Sustained.

**A5.1.3.11.** Base of Origin.

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

**A5.1.4.** In the event an accident occurs (see National Transportation Safety Board (NTSB) Part 830, Federal Aviation Regulation, if unsure), immediately copy all aircraft and pilot logbook data. The NTSB could impound these records and they will be required for us to assist you in any investigation.

**A5.2. ACCIDENT/INCIDENT REPORTING.**

**A5.2.1.** In the event of an aircraft accident, incident, or any bodily injury, make the following notifications immediately, regardless of the time of day or night:

**A5.2.2.1.** Notify the Academy Flight Training Center manager at DSN 333-4542/4423, Commercial: 210-395-7240/7232 during duty hours. The manager will notify AFPC /SVPCR at DSN 969-7240/7232, Commercial: 210-395-7240/7232 during duty hours.

**A5.2.2.2.** If after duty hours contact the Academy Flight Training Center manager at (719) 244-6358 or (719) 481-1617.

**A5.2.2.3.** Contact the 306th Flight Training Group Director of Safety at (719) 333-9308 or (719) 333-8875.

**A5.2.2.** In the event of an aircraft incident or property loss, make the telephone notification as described above immediately if during duty hours, or the next duty day if during non-duty hours.



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**Attachment 6****OPENING AND CLOSING CHECKLIST**

**A6.1. OPENING CHECKLIST.** To be completed by the SOF during non-towered operations in addition to the KAFF Aero Club Airfield Checklist. The checklist will be completed by the manager or other Academy Flight Training Center designated personnel when the airfield is controlled. This checklist can be found in the SOF binder on the main desk.

**A6.1.1.** Inspect the facility and record any discrepancies in the SOF logbook.

**A6.1.2.** Turn on radio, ensure it's tuned to Tower/CTAF frequency (124.15 MHz).

**A6.1.3.** If the airfield is open notify Base Operations that the Flight Training Center is open.

**A6.1.4.** If the airfield is non-towered the SOF must:

**A6.1.4.1.** Complete a runway inspection form AFA Form 0-1010 in SOF Book.

**A6.1.4.2.** Notify fire department that the flight training center is operating (333-3603).

**A6.1.5.** Friday after 0700L request fuel from base fuels at 333-3845.

**A6.1.6.** Check phone messages using phone message log and place on manager's desk.

**A6.1.7.** Sunday only, empty trash when time permits and review manager's punch list.

**A6.2. CLOSING CHECKLIST.** Will be completed by the last responsible person to leave the Academy Flight Training Center.

**A6.2.1.** If the airfield is open contact Base Operations when flying is completed.

**A6.2.2.** If the airfield is non-towered the SOF must notify fire department that flying operations have been completed (333-3603).

**A6.2.3.** Ensure that the fuel pump is locked.

**A6.2.4.** Ensure coffee pot in hangar is off, computer screens are off, and radio is off.

**A6.2.5.** If last day of the month record fuel depth and meter reading in the fuel book.

**A6.2.6.** Close and lock facility and all hangar doors to include North hangar access door.

## Attachment 7

## ABBREVIATIONS/ACRONYMS

**A&P** - Airframe and/or Power plant mechanic  
**Aircraft** - Airplanes owned or leased by the Academy Flight Training Center.  
**Active Member** - An individual who has all required currencies and records up to date.  
**AD** - Airworthiness Directives  
**AGL** - Above Ground Level  
**AIM** - Airman's Information Manual  
**ARTCC** - Air Route Traffic Control Center  
**ATC** - Air Traffic Control  
**ATIS** - Automatic Terminal Information Service  
**Clearing Authority** - Designated in writing by the Academy Flight Training Center manager will clear all non-dual instruction flights departing KAFF  
**CTAF** - Common Terminal Advisory Frequency  
**DA** - Density Altitude  
**FAA** - Federal Aviation Administration  
**FAR** - Federal Aviation Regulations  
**FTGA** - Flying Training Group Available  
**IACRA** - Integrated Airman Certification Rating Application  
**IFR** - Instrument Flight Rules  
**Inactive Member** - Individual who DOES NOT have all currencies and records up to date and is on "Flight Hold."  
**Instructor** - FAA certified flight instructor who has completed all checkout requirements prescribed by AFI 34-117 is under a Non-appropriated Funds contract and approved by the Manager.  
**KAFF** - The USAF Academy Airfield.  
**KCOS** - Airport Identifier for Colorado Springs Airport  
**KFLY** - Airport Identifier for Meadow Lake Airport  
**Manager** - Unless specified otherwise, this term refers to the appointed Academy Flight Training Center manager.  
**MHz** - Mega Hertz  
**MSL** - Mean sea level  
**NM** - Nautical Miles  
**Non-Towered Operations** - Flying operations at KAFF when the control tower is closed.  
**NOTAM** - Notices to Airman  
**POH** - Pilots Operating Handbook  
**PIC** - Pilot-in-command  
**PIF** - Pilots Information File  
**Pilot** - Individual acting as pilot-in-command of an Academy Flight Training Center aircraft.  
**RCR** - Runway Condition Reading  
**RWY** - Runway  
**SOF** - The individual appointed as the supervisor of flying (SOF).  
**TFR** - Temporary Flight Restrictions  
**TSA** - Transportation Security Administration  
**VFR** - Visual Flight Rules

WCT – Wind Chill Temperature

**AFI 13-213**, Airfield Driving

**AFI 34-272**, Air Force Club Program.

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

**AFI 34-117**, Air Force Aero Club Program

**14 CRF**, Federal Aviation Administration, Department of Transportation

**306 FTG OI, 13-204**, Airfield Management and Operations

**USAF AI 13-204**, Airfield Operations and Base Flying Procedures

**AFA Form 0-1010**, in *SOF Book*, KAFF Main Airfield – Airfield Check Checklist Locally Produced

**AF Form 653**, Flight Currency Record (Aero Club)

**AF Form 654**, PIF/Safety/Annual Currency Record (Aero Club)

**AF Form 1710**, Membership Application—AFB Aero Club

**AF Form 1580**, USAF Flight Training Center, Private Pilot Student Training Folder

**AF Form 1583**, Cross Country Flight Request form to the Manager

**AF Form 1584**, USAF Aero Club Standardization Record

**AF Form 1584C**, USAF AERO Club Knowledge Exam Record

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

**Form 1587 B**, Flight Log

**HQ AFSVA Form 1580**, USAF Flight Training Center Private Pilot Student Training Folder

**AF Form 2005**, Cross Country Flight Request-Aero Club

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

**USAF A Form O-435**, USAFA AERO Club Flight Plan/Clearance Checklist Private Pilot and Higher Ratings