

REDSTONE ARSENAL FLYING ACTIVITY
STANDING OPERATING PROCEDURE

1 April 2008

HEADQUARTERS, U S Army Garrison
REDSTONE ARSENAL
DIRECTORATE OF FAMILY and MORALE,
WELFARE, and RECREATION
IMSE-RED-MWB
Redstone Arsenal, Alabama

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AUTHORIZATION

This edition of the Redstone Arsenal Flying Activity Standing Operating Procedures supersedes the RAFA SOP dated 1 May 2005 including all policy letters and changes.

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REDSTONE ARSENAL FLYING ACTIVITY (RAFA) STANDING OPERATING PROCEDURES (SOP)

1.0 ADMINISTRATION

1.1 PURPOSE: The RAFA is a Category C, MWR recreational activity providing safe, low cost, light aircraft flying opportunities. The activity mission is to provide aviation instruction, supplies, equipment and related services in order for its patrons to develop skills in aeronautics and to develop an awareness of and appreciation for aviation requirements, safety and techniques. This SOP establishes procedures for the normal day-to-day operations of the RAFA and supersedes any previous SOPs. When special circumstances require, the manager may deviate from this SOP providing that other regulatory procedures are not violated.

1.2 SCOPE: This SOP is applicable to all activity patrons, private aircraft owner patrons, flight instructors, employees, guests, and patrons of other military flying activities using RAFA facilities or equipment.

1.3 GOVERNING DOCUMENTS: Army Regulation (AR) 215-1, Appendix J, Army Flying Activities, is the primary document authorizing the establishment of the Redstone Army Flying Activity. It has been incorporated into this SOP. Other publications governing this activity are cited within this SOP and quoted as applicable.

1.3.1 RAFA POLICY LETTERS: These are letters which contain policy developed subsequent to the publication of this SOP. All policy letters will be developed on an “as required” basis, forwarded to all members in email, announced in the newsletter, posted on the bulletin board, put onto RAFA’s website and incorporated into the next revision of the SOP. They have the same governing status as this SOP.

1.3.2 SOP REVIEW: Each patron will read this SOP as part of in-processing and during each Annual Flight Review. RAFA management will review the SOP on an annual basis not later than the month published. This will facilitate incorporation of policy letters and other necessary changes.

1.4 DEFINITIONS

1.4.1 PATRON and MEMBER - are considered to be synonymous and are used interchangeably. The generic pronoun “he” refers to male as well as female patrons.

1.4.2 FAMILY MEMBER - The spouse, children, mother, father, brother or sister of a RAFA patron and the mother and father of a patron’s spouse.

1.4.3 BONAFIDE GUEST - A person whose presence at the activity is in response to an invitation from an activity patron for whom the patron is willing to assume responsibility; a person or persons authorized to become a member of the RAFA that has requested or has been invited to undergo an orientation flight for the purpose of deciding whether or not to become a member of the activity; or a person or persons from the Redstone Community (including persons from the Huntsville area otherwise

authorized to become members) attending a scheduled, announced, approved RAFA Open House.

1.4.4 AIRCRAFT OR FLIGHT MISHAP -An in-flight occurrence, taxiing for takeoff with intent for flight, or taxiing to the ramp after flight. After the aircraft is shut down, incidents are no longer considered “Aircraft or Flight Mishaps.”

1.4.5 OTHER THAN NORMAL ENGINE START -Any situation that requires the use of efforts other than those specified in the normal engine start checklist (jump start, etc.).

1.4.6 SCHEDULED MAINTENANCE - Routine, predictable maintenance conducted on an established schedule of engine tachometer hours or calendar time. This includes maintenance directed by the manufacturer’s guidelines, time change/time to overhaul intervals, airworthiness directives, the FAR’s, and RAFA directives.

1.4.7 UNSCHEDULED MAINTENANCE - Faults, malfunctions, damage, breakage, and special inspections required due to certain conditions, or “Squawks” that affect the airworthiness of the airplane. Unscheduled maintenance faults may be “grounding” or “limiting/deferred” types of conditions.

1.4.8 FEDERAL AVIATION REGULATIONS - Applicable Civil Aviation Regulations covered in Title 14, Code of Federal Regulations, commonly referred to as FAR’s.

1.5 MANAGEMENT AND STAFF:

1.5.1 The RAFA MANAGER is responsible for the day-to-day operation of the activity. The Manager has the authority to temporarily ground, suspend, or terminate the membership of any patron who fails to fulfill financial obligations, whose conduct jeopardizes the safety of anyone, who violates regulations or policies, or whose conduct causes unrest or otherwise jeopardizes the well being of the RAFA. Specific duties of the RAFA manager are defined in AR 215-1

1.5.2 The RAFA OPERATIONS OFFICER may be a full-time or part-time employee or gratuitous services patron or volunteer and generally will be the most experienced pilot available. The operations officer will perform operational functions as assigned by the AFA manager, to include those functions listed in AR 215-1.

1.5.3 The RAFA SAFETY OFFICER may be a full-time or part-time employee or gratuitous services patron or volunteer but must be a military or FAA-licensed pilot. The safety officer will manage the flight safety and accident prevention programs and perform safety functions assigned by the RAFA manager, to include what is outlined in AR 215-1 and the following:

- a. Ensure that information needed for preliminary report of aircraft mishap (PRAM) is collected and provided to the Redstone Directorate of Flight Operations, Aviation Safety Officer within established time frames and in prescribed formats.
- b. Conducts a detailed monthly and quarterly safety inspection surveys.
- c. Collects and files statements from personnel involved in or who witness incidents, unsafe acts, or damage to property on or in the vicinity of the RAFA. These statements will become official records of the safety files and will only be used for the improvement of the RAFA Safety Program.

1.5.4 The RAFA Maintenance Officer may be a full-time or part-time employee or gratuitous services patron or volunteer. The maintenance officer will supervise the RAFA's maintenance program and ensure the airworthiness of aircraft. The maintenance officer will have experience in military or civil aviation maintenance. Possession of a FAA air-frame and power plant mechanic's certificate is desirable and mandatory where assigned functions require an FAA-certified mechanic or inspector. Duties will be assigned by the RAFA manager to include the duties outlined in AR 215-1.

1.5.5 The RAFA CHIEF FLIGHT INSTRUCTOR will be appointed by the RAFA manager from the staff CFI's and will hold the certificates and have the experience specified for a chief instructor under FAR Part 141. The chief flight instructor may be a full-time or part-time employee or gratuitous services patron or volunteer, or services may be obtained by NAF non-personal services contract. The chief instructor will maintain his ratings current and will be checked as required by the FAA. The chief instructor is responsible to the manager and performs those duties outlined in AR 215-1. The chief instructor has the authority to temporarily ground a patron or instructor when he has cause for concern over that person's piloting ability or when he has knowledge of an infraction of this SOP or regulations pertaining to flight operations. Notice of any such grounding shall be immediately provided to the manager. In addition, the chief instructor will recommend appointment of Certified Flight Instructors (CFI's) and assistant chief flight instructors as appropriate. The chief flight instructor has primary responsibility for planning, conducting, and managing flight training programs and supervising the performance of flight instructors as outlined in AR 215-1.

1.5.6 An ADMINISTRATIVE ASSISTANT may be hired on a part time basis. This individual does not establish policies, but assists in interpretation and enforcement of RAFA policies. The administrative assistant may help patrons with aircraft scheduling and with operation of the flight planning and currency computer but is not responsible for determining if a patron is current regarding flight activities.

1.5.7 FAA CERTIFIED FLIGHT INSTRUCTORS (CFI) provide services under a Non Appropriated Funds contract to the RAFA. Instructors must be FAA Certified and are responsible for keeping their instructor certificates and appropriate medical certificates current at all times. In addition, CFI's are responsible for maintaining their currency as required by the FAR, and this SOP. Instructors will perform those duties as outlined in AR 215-1, applicable FAR's, and Section C of their NAF contract. All CFI's will undergo an Annual Flight Review (AFR) with the chief flight instructor. This flight will be used to evaluate training techniques and procedures, standardize training methods, and review applicable regulations and policies for updated information. The successful completion of a FAA check ride for the addition of a certificate, rating, or CFI renewal may suffice for the CFI AFR if approved by the chief flight instructor. The CFI AFR will also be entered in the CFI's logbook as a FAA Flight Review (FAR Part 61.56), if deemed appropriate.

1.5.8 REDSTONE ARSENAL FLYING ACTIVITY ADVISORY COUNCIL: The purpose of the council is to represent the needs of the patrons of the Redstone Arsenal Flying Activity and provide recommendations for action to the RAFA management team. Council minutes are provided to the Garrison Commander for approval through MWR's chain of command. The council will also assist the manager in maintaining the SOP for the RAFA and updating as required with approved changes.

- a. The Council will consist of the following Officers:
 1. Council President (Appointed by the Garrison Commander)
 2. Operations Officer (Appointed by the RAFA manager)
 3. Chief Flight Instructor (Appointed by the RAFA manager)
 4. RAFA Safety Officer (Appointed by the RAFA manager)
 5. RAFA Maintenance Officer (Appointed by the RAFA manager)
 6. Advisory Council Secretary (Elected Position)
 7. Military Representative (Active and Reserve) (Elected Position)
 8. Retired Military Representative (Elected Position)
 9. DOD Civilian Representative (Elected Position)
 10. NASA Representative (Elected Position)
 11. At Large Representative (Elected Position)

- b. The following members will be elected for a period of two years:
 1. Council Secretary: Records minutes for all Advisory Council meetings and coordinates scheduling for all meetings and events.
 2. Military Representative (Active and Reserve): Represents the active and reserve military patrons of the RAFA.
 3. Retired Military Representative: Represents the retired military patrons of the RAFA.
 4. DOD Civilian Representative: Represents the DOD civilian patrons of the RAFA.
 5. NASA Representative: Represents the NASA civilian patrons of the RAFA.
 6. At Large Representative: Represents all other patrons who are not classified under any of the other representatives of the council.

- c. Election Procedures: Elections will be held every two years. Election of council members will be based on having the most votes from the general membership who vote. All flying activity members in good standing are eligible to vote. Elections will be scheduled 3 months prior to the end of the term for elected council members so that a transition of responsibilities may be accomplished in a timely manner. Newly elected council members will attend meetings with existing council members to effect the transition and will have voting power on the effective date of the change.

- d. Removal of Advisory Council members prior to end of term: Members may be removed from office by majority vote of the other officers if actions by that member are deemed inappropriate by the council or its membership. The council member is permitted to speak before the Advisory Council concerning any charges made concerning his/her performance. The council member is not permitted to participate in the deliberation of the Advisory Council regarding the charges. Advisory Council members may also resign in writing. Resignations “must” be accepted by the president of the council. Replacement of any member of the Advisory Council will be accomplished through appointment by the President of the Advisory Council.

1.5.9 VOLUNTEER ADMIN STAFF: The Redstone Flying Activity may utilize volunteer administrative staff to maintain the office on Saturday’s between 0900 and 1400. Volunteer staff members have the authority to sell items to patrons, coordinate the scheduling of testing, provide applications to new members and provide general information as required to patrons and prospective

patrons.

1.6 MEMBERSHIP/PATRONAGE in the activity will be in accordance with the provisions of AR 215-1 and this SOP. Except as otherwise noted, all members have equal responsibilities, rights and privileges with respect to activity facilities, services and aircraft.

INTRODUCTORY FLIGHTS may be arranged for prospective members prior to making formal application. The RAFA manager will process these requests prior to an introductory flight. The administrative staff will assure the requisite administrative requirements have been met. At that time the individual will be assigned to a CFI to receive the introductory flight. The CFI will conduct the flight and record the completion. The CFI will then provide the information back to the administrative staff who will assist the individual in completion of an application for membership if so desired by the prospective patron.

1.6.1 APPLICATIONS FOR MEMBERSHIP are submitted to the manager using the Membership/Data Application Form (Appendix C, Fig 1). The manager can approve applications of qualified applicants who present evidence of eligibility. If the manager has evidence that the applicant's membership could be detrimental to the activity (i.e., demonstrated poor credit, history of failure to follow rules, record of unsafe actions, etc.), he can deny membership based on **documented** instances of poor behavior. Applications submitted by foreign military personnel stationed at Redstone Arsenal will be forwarded for approval of the Director, Directorate of Family and Morale, Welfare and Recreation. All applicants must read and agree in writing to observe and abide by the applicable provisions of AR 215-1 and this SOP in its entirety.

1.6.2 TRANSFERS FROM OTHER MILITARY FLYING ACTIVITIES will be accepted providing the individual left the prior activity in good standing and is eligible in accordance with the patronage policy.

1.6.3 RESIGNATION: A member who desires to resign must do so in writing and settle all financial accounts prior to receiving a letter of good standing and a termination of the account. A patron who wishes to resign before having flown 3 hours in a RAFA aircraft will be refunded the initiation fee "less unpaid monthly fees" and flying time charges. After a patron has flown three hours in any activity aircraft, the initiation fee is no longer refundable.

1.6.4 SUSPENSION OR TERMINATION OF MEMBERSHIP: A patron exercising full privileges at the RAFA may have his membership suspended or terminated for the following reasons:

- a. **SUSPENSION:** A suspended member is one whom the manager has temporarily denied the privileges of participation in RAFA activities. A suspended patron may not make use of RAFA aircraft or facilities except as a guest. Reasons for suspension include:
 1. Failure to fulfill financial obligations and/or violation of RAFA rules.
 2. Pursuing a course of conduct that is in blatant disregard for the rights or privileges of their fellow patrons.
- b. **TERMINATION OF MEMBERSHIP:** Termination of a patron's membership may occur for the

following reasons:

1. Termination of membership is automatic when patronage eligibility under AR 215-1 no longer exists.
2. When it is considered in the best interests of the RAFA a member's membership may be terminated after approval from the Garrison Commander, Redstone Arsenal.

1.6.5 INACTIVE STATUS may be granted when a member expects to be temporarily absent for thirty or more consecutive days and not able to use the activity facilities, or has other valid reasons recognized by the manager. Inactive status may be granted on a calendar month basis only and requires a previously submitted and approved written request. Applicable dues are shown in paragraph 2.4 of this SOP.

1.6.6 HOLD-HARMLESS WAIVER: A "Hold Harmless Waiver" will be completed in accordance with AR 215-1. DA Form 4910-R (Covenant Not to Sue and Indemnity Agreement Appendix C, Fig 3) will be completed when a patron initially joins the activity and during the Annual Flight Review for each pilot and any family members who regularly fly in activity aircraft. A current DA Form 4910-R is required any time a passenger is carried in a RAFA aircraft. If a pilot picks up passengers at an airfield other than RAFA, sufficient blank forms must be available in the fly-away book to comply with the above instructions prior to any passenger flying in RAFA aircraft. The original copies of those forms will be mailed to, Flying Activity Manager, IMSE-RED-MWB, Bldg 4828, Redstone Arsenal, Alabama 35898.

1.6.7 PILOT LIABILITY: Where circumstances require an investigation, as prescribed in the controlling regulations, and upon a finding of negligence on the part of the pilot, he can be subject to legal actions arising from his liability. The pilot, upon being found negligent in the damage or destruction of an aircraft, may be required to pay up to \$1000.00 for the repair of the aircraft.

1.7 MEETINGS: Mandatory safety and general membership meetings are held quarterly. The manager will take the steps necessary to publicize the date, time, and location of the meetings.

1.7.1 FAILURE TO ATTEND a quarterly safety meeting will cause a member to be removed from flight status (grounded) effective at the close of the meeting. To be removed from the grounding list, the patron must review the record (usually a video recording) of the safety meeting and document the appropriate attendance roster.

2.0: FINANCIAL OPERATIONS

2.1 GENERAL: In accordance with AR 215-1, the RAFA is a Category "C" Activity, which must operate as a self-sustaining business capable of funding its operating expenses within its revenue envelope.

2.2 GENERAL FINANCE OPERATIONS: Finances are the responsibility of the RAFA manager. The manager may provide any information necessary concerning the organization's finance status of the RAFA to the Advisory Council.

2.3 AN INITIATION FEE is due and payable at the time of acceptance to participate as a member of the RAFA. There is no additional initiation fee for family members (if one family member is already a member/patron). Persons who present letters of good standing from another Department of Defense (DOD) Flying Activity may have the initiation fee waived. Initiation fees may also be waived by the RAFA manager and may be waived for persons joining the RAFA during “Open House” events.

2.4 DUES ARE PAYABLE IN ADVANCE: A patron pays dues for the full month in which he joins. Dues are continuous until the member resigns (in writing), or until the manager terminates that patron’s membership. Dues are not paid for any portion of the month a member departs. The following monthly dues will be charged:

- a. Patrons on active status: \$35.00 / month.
- b. Other Patrons within family: \$15.00 per month.
- c. Patrons on inactive status: \$10.00 per month
- d. Initiation Fee: \$30

***** NOTE: ALL DUES AND FEES ARE SUBJECT TO CHANGE**

2.5 GROUND SCHOOL FEES for course materials are paid for when received and instructor fees are paid at the first meeting of the class.

2.6 INSTRUCTOR FEES are based on aircraft “Hobbs Meter” time for flight instruction and on clock hours for ground instruction. There are flat rate fees for specific instructor duties. Fees are posted by the manager on the activity bulletin board. All flight instruction conducted on, or from the RAFA will be billed at the posted rates.

2.7 RENTAL RATES for aircraft will be set by the manager and based on good business practices and “Hobbs Meter” time. Rates will be conspicuously posted in the activity building. In the event of “Hobbs Meter” failure or if the actual Hobbs time cannot be determined, tachometer time will be used with a conversion factor ($1.15 \times \text{tachometer time} = \text{charged time}$). Minimum times have been established for overnight or extended use of the aircraft (see paragraph 3.6.3).

2.8 FUEL PURCHASES by members of the Civil Air Patrol (CAP) for the CAP aircraft and by authorized private owners will be at the rate posted by the manager. Fuel purchases made at locations other than the RAFA (cross-country fuel) will be reimbursed at the rate established by the RAFA and posted on the RAFA bulletin board. The sale of fuel to eligible transient aircraft is permissible and will be paid for at the time of purchase.

2.9 RESALE ITEMS are available for purchase by RAFA customers. The manager will determine resale items to be offered based on the limitations in the regulations and business demand for those items. Items made available for sale will be sold at competitive prices

2.10 TIE-DOWN FEES will be collected from members who have been approved to tie-down their privately owned, non leased-back aircraft on the RAFA ramp. The monthly rate will be posted on the RAFA bulletin board.

2.11 OTHER FEES: There may be circumstances where the actions of a member/patron cause hardship on other members, cause the administrative staff extra work, or cause disharmony among the membership. The manager may charge extra fees for these occasions either as a standard fee or, at his/her discretion, reasonable penalties deemed necessary.

2.12 PATRONS ARE RESPONSIBLE FOR ALL BONA FIDE CHARGES against their account, without exception. If a patron has a question concerning charges, the manager must be contacted immediately. Failure to do so may result in late charges, notwithstanding any error in the accounting system.

2.13 METHOD OF PAYMENT: RAFA patrons are authorized MWR participants and as such, are encouraged to be holders of an MWR card which is issued by an Army recognized Bank Card Center. This card serves as a membership card. Membership dues and other applicable charges are applied to the card. Patrons are encouraged to pay all RAFA charges with the MWR card since accounting can be accomplished automatically with minimum effort with no fee being assessed to the RAFA by the Bank Card Center. Patrons may also settle account balances by other means e.g., other credit cards, cash, etc.

2.14 FAILURE TO RECONCILE AN ACCOUNT within thirty days after the due date is cause for suspension. Payment of all charges, including any accumulated late charges, will remove the patron from suspended status if late payment is the only reason. A late charge will be applied to any unpaid balance of a patron's account overdue by 30 days. After sixty days of suspension for non-payment, the manager will terminate the delinquent patron's membership and initiate legal action to collect bad debts.

2.15 OFFICIAL TRAVEL: Activity aircraft may be used for official TDY trips and the pilot reimbursed for those flight expenses if such flights are in the best interest of the government. (see the applicable Joint Federal Travel Regulations for explanation). RAFA aircraft are permitted to land at other military installations under the provisions of AR 95-2.

3.0 LOGISTICAL OPERATIONS

3.1 RAFA FACILITIES & BUILDINGS are purchased and largely maintained from funds generated by the RAFA. Operating hours are 24 hours per day, 7 days per week. The manager and staff are only present Monday through Friday during normal working hours. Volunteer staffing is provided on Saturday's from 0900 to 1400. The activity has custodial service twice per week. Members are expected to clean up after themselves, and to do such common tasks as emptying trash when necessary, turn off lights and secure the building if they are the last to leave.

3.2 UNESCORTED CHILDREN are not allowed on or in the immediate vicinity of the aircraft ramp or hangar and must not be left unattended. Activity patrons are responsible for their family members and guests while at the RAFA.

3.2.1 PETS will be under strict control (dogs on a leash), and are not allowed in the RAFA buildings.

3.3 DAMAGE TO PROPERTY in any amount, either on or in the vicinity of the RAFA, particularly as a result of aircraft operations (flight, taxing, ground handling, refueling, and maintenance) will require immediate notification of the manager and the RAFA safety officer. All personnel involved (to

include observers/witnesses), should provide the RAFA safety officer, and/or Airfield Safety Officer, a written statement within 24 hours.

3.4 GROUND SUPPORT EQUIPMENT: Ground support equipment items are available to all patrons for use at the facility as required. Equipment may be used as needed, but only after a proper checkout and an entry in their individual folder.

3.5 USE OF THE AIRCRAFT PARKING RAMP: Aircraft parking must be prioritized because of limited space. The first priority is RAFA owned aircraft, then RAFA leased aircraft, then private aircraft owned by members who gain permission from the appropriate authorities. There will be at least one tie down reserved for transient aircraft from other DOD Flying Activities. In order to provide for a smooth and efficient operation, assignments of RAFA owned / leased aircraft to parking pads will be made with consideration of weight and proximity to the fuel pump and maintenance hangar for parking space on the ramp.

3.5.1 IN ORDER TO REDUCE FOREIGN OBJECT DAMAGE (FOD) to aircraft and promote safety, all vehicles are prohibited from entering the ramp or runways or operating on these surfaces except as expressly approved by the RAFA manager, or the RAFA safety officer. In the event that such operations are deemed necessary by the RAFA manager, the areas entered and used by such traffic shall be inspected and cleaned of contamination as required by the driver of the vehicle or persons designated by the official who approved the encroachment. Inspection and cleaning shall take place as soon as possible after such activity.

3.5.2 TIE DOWN OF PRIVATELY OWNED AIRCRAFT may be authorized if requested in writing, provided that the aircraft is not used in ventures for profit. Requests will be forwarded to and approved by the manager if space is available. The owner must then obtain and maintain a current Civil Aircraft Landing Permit (Reference AR 95-2) from the Director of Flight Operations. Private owners must abide by the regulations of the Activity, agree to hold the RAFA, its officers, employees and the US Government harmless for any loss, damage or injury resulting from such use, and park only in the space assigned that aircraft. If a patron owned aircraft is to be tied down on a permanent or semi-permanent basis, the member must install and maintain privately owned tie-downs in a location specified by the manager. Tie downs will be inspected for adequacy and periodically for safety by the RAFA safety officer. The individual must also care for his area which may involve mowing grass or sweeping the ramp adjacent to the applicable aircraft. Use of facilities may be denied or withdrawn at any time if directed by the manager, Garrison Commander, the Director, or Directorate of Flight Operations.

3.6 AIRCRAFT SCHEDULING: Aircraft scheduling is accomplished through the automated computer system within the flight operations area of the RAFA. Scheduling can also be accomplished by going to the following website: <http://www.flyingactivity.com/AircraftScheduling/logon.php>.

3.6.1 AIRCRAFT SCHEDULING IS ON A “FIRST COME FIRST SERVED” BASIS: The time period shown on the schedule log is the time a patron reserves an aircraft. Patrons are expected to have the aircraft serviced and ready for another flight by the end of their own scheduled time. If an aircraft is required to accomplish an FAA check ride, the patron should carefully coordinate scheduling of the check ride to preclude conflicts with others. If necessary, the manager, chief flight instructor may preempt a scheduled patron when other action or rescheduling of the check ride cannot resolve the

conflict. In any event, if a patron fails to arrive to checkout a scheduled aircraft and does not contact the RAFA staff prior to his scheduled checkout of that aircraft a 15 minute grace period will be in effect. After 15 minutes any other patron who desires to utilize the aircraft may do so.

3.6.2 EACH PILOT IS RESPONSIBLE FOR HIS OWN SCHEDULING: The pilot will use the online scheduling for the scheduling of aircraft and instructors. The pilot will enter his name and the phone number where he can be reached on the scheduling log. Flights with CFI's will also be scheduled so that other students may determine the instructor's availability. A patron may enter his name as an "alternate" in case the originally scheduled pilot cancels before flight time. The following rules will be observed when scheduling:

- a. NO PATRON MAY SCHEDULE MORE THAN ONE AIRCRAFT in any given time period.
- b. NO AIRCRAFT WILL BE SCHEDULED MORE THAN 30 DAYS IN ADVANCE for a flight that departs and returns to the RAFA on the same day.
- c. REMAIN OVER NIGHT (RON) FLIGHTS in RAFA aircraft may be scheduled up to 90 days in advance, and must be requested on a RON request form (Appendix C, Fig 5).
- d. SCHEDULE CONFLICTS will be resolved between the concerned parties. The individual who first scheduled in the log will have first priority. A patron may be subject to an EXTRA FEE of \$25.00 or suspended from flying if he takes an aircraft properly scheduled by another member, or tampers with the schedule.
- e. LATE CHECKOUT OF AIRCRAFT: Any individual who arrives more than 15 minutes late to the RAFA relinquishes claim to the aircraft, unless they have called the RAFA to notify of a late checkout. A pilot listed as "alternate" will have first right to the aircraft in a "no-show" situation.
- f. A PILOT WHOSE RETURN IS DELAYED while on a cross country flight must notify at least one of the following: (1) Activity Manager, (2) one of the Activity Staff, (3) the next person scheduled for the aircraft.
- g. A NO SHOW EXTRA FEE of \$25.00 MAY BE ASSESSED if a scheduled flight is not flown and not canceled before the scheduled time.
- h. A LATE RETURN EXTRA FEE of \$25.00 MAY BE ASSESSED if a patron is late in returning an aircraft for reasons other than unavoidable weather or maintenance problems and has failed to notify the activity staff.
- i. If a patron cancels a flight and if there is a standby request, the patron will call that standby request and inform that person the aircraft is available.

3.6.3 RON PUBLISHED FLYING TIME RATES WILL APPLY to the time recorded by the Hobbs meter. To ensure productive use of aircraft, minimum Hobbs times that must be flown during RONS are established at 2 hours per day. An additional fee shall be charged in the event that the member does not fly the established minimum hours. The determination of the additional fee will be based on the formula $AF = (A - B)(R/2)$

AF = Additional Fee

R=Normal rate for aircraft

A = Minimum hours established by RON request

B=Hours actually flown

For computation of minimums, the day of departure and each subsequent 24-hour period will be considered as days the aircraft is away. If a plane departs after 1800 hours or returns before 1000 hours,

these days will not be considered in the computation of the minimum required flying time. In addition to the above hour changes, no RAFA Aircraft will be approved for RON to a location within 50 nautical miles of the Redstone Arsenal Army Airfield.

3.6.4 PILOTS ON RON FLIGHTS will ensure that the aircraft is properly tied down, covers and control lock installed, secured against theft/vandalism to the greatest extent possible, and that the airport operator is advised of where the pilot can be contacted/located while in that local area.

3.7 PASSENGERS IN ACTIVITY AIRCRAFT: The following categories of personnel are authorized passengers provided that Hold Harmless Agreements (see para 1.6.6) are properly filed: other patrons; family members of patrons; persons whose official duties require them to be passengers such as FAA inspectors, instructors, and maintenance personnel; and bona fide guests of active patrons within the guidelines set up by the Installation Commander (See paragraph 1.4, DEFINITIONS).

4.0 FLIGHT OPERATIONS

4.1 GENERAL FLIGHT OPERATIONS: All aircraft, Certificated Flight Instructors, pilots and mechanics must hold current FAA certification, as specified in FAR, parts 61 and 91.

- a. Use of Aircraft is limited to bona fide recreational flights or official temporary duty (TDY) flights. Aircraft are not to be used for any of the following purposes:
 1. Transporting passengers or cargo for a fee
 2. Skydiving or sport parachuting activities
 3. Towing Gliders without prior approval
 4. Loaned, leased, or rented to individuals, groups, or organizations that are not eligible patrons

4.2 FLIGHT PLANNING: The Pilot in Command (PIC) will accomplish all actions and research within reason to ensure that the flight can be conducted in accordance with the FARs, AR 215-1 and this SOP. The PIC is responsible for correctly listing his/her destination on the flight plan with either the identifier of the airfield or the location with respect to a particular navigation aid (bearing and distance). The PIC is also responsible for having in their possession the proper charts, equipment, and information for the flight in accordance with the applicable FAR's, AR 215-1 and this SOP. No RAFA aircraft will depart any location without having filed a flight plan with the servicing Flight Service Station (FSS).

4.2.1 FLIGHT PLANNING FORMS: (See Appendix C, Fig 4) Normally, the automated (computer) flight planning system will be used for all flights in RAFA or privately owned aircraft operating from the RAFA. The PIC, or solo student pilot, will telephonically or electronically file flight plans with the FSS and place the written flight plan in the "open flight plans" box at the RAFA. All data on the flight plan will be completed, to include attachment of all forms applicable for passengers aboard the aircraft. If the computer system is not operational, preparation of a manual flight plan is required. Manual flight plans forms are in the flight planning area desk drawers and in the fly-away books.

4.2.2 FLIGHT PLANNING WEATHER MINIMUMS: All pilots will determine existing and forecasted weather conditions prior to a flight and ensure that the conditions meet minimum standards

for the type of flight planned. The following VFR minimums are listed below based on rating and experience as follows:

	<u>CEILING</u>	<u>VISIBILITY</u>
STUDENT PILOT SOLO DAY	2000 Feet AGL	3 Miles
STUDENT PILOT WITH INSTRUCTOR DAY	1500 Feet AGL	3 Miles
PRIVATE PILOT UNDER 200 Hours DAY	1500 Feet AGL	3 Miles
STUDENT PILOT WITH INSTRUCTOR NIGHT	2500 Feet AGL	5 Miles
PRIVATE PILOT UNDER 200 HOURS NIGHT	2500 Feet AGL	5 Miles

- a. Private Pilots with over 200 hours and Commercial Pilots may request standard FAA VFR Minimums.
- b. No Student Pilot is allowed to fly SOLO at night under any circumstances.
- c. Only private pilots with 200 hours or more, commercial and CFI pilots may request other VFR minimums (Special VFR).
- d. VFR-Over-The-Top flight is not recommended and will not be initiated by VFR-only pilots or pilots in VFR only aircraft.
- e. Non-instrument rated pilots will not request nor accept instrument clearances.
- f. Activity pilots will adhere to the limitations in the aircraft operator’s manual for cross-wind component limitations provided for each aircraft and the RAFA Cross-Wind Component Chart (Appendix C, Fig 7). The stricter of those references will govern.

4.2.3 FLIGHT PLANNING REVIEW PRIOR TO CLEARANCE: The following review will be accomplished prior to receiving a Clearance for Flight for all flights:

- a) A flight plan is filed and the pilot’s currency in the aircraft to be flown is validated before any flight.
- b) Preflight planning for flights should verify, as a minimum, the following:
 1. Adequacy of intended public-use destination airports and alternates, including runway length. Minimum acceptable runway length is 2,000 feet or the aircraft takeoff or landing roll requirement, whichever is greater.
 2. Accuracy of weight and balance computations and limitations
 3. Availability of navigation, communications, and en route flight service station facilities
 4. Applicability of any passenger restrictions
 5. Adequacy and completeness of charts
 6. Adequacy of personal equipment
 7. Adequacy and completeness of flight logs, except for winds, times, and ground speeds. Minimum en route altitude must be no lower than 1,500 feet above ground level (AGL).
 8. Flights departing the continental limits of the United States are planned, cleared, and conducted under provisions of the FAA International Flight Manual or the U.S. Air Force Foreign Clearance Guide, as appropriate, and applicable RAFA operating instructions.

4.2.4 FLIGHT PLANNING FUEL MINIMUMS: All flights will adhere to the FAR, AR 215-1, and this SOP concerning fuel minimums for VFR and IFR Flight, as follows:

- a. VFR flight: A minimum of 30 minutes of fuel remaining at the end of the flight.
- b. IFR flight: A minimum of 45 minutes of fuel remaining at the end of the flight.

4.2.5 FLIGHT PLANNING FOR IFR: All instrument rated pilots will adhere to the FAR, AR 215-1, and this SOP concerning flights in IFR conditions to include the following:

- a. Pilots must hold a current FAA instrument rating and be current with Federal Aviation Regulations and local flying area requirements.
- b. Pilots will ensure that the aircraft is equipped with required instrumentation, and that instruments, communications, and navigation equipment are checked and calibrated according to FAA regulations. Appropriate entries are made in aircraft logs.
- c. Pilots will have in their possession all current departure, terminal, and en route flight information publications.

4.2.6 FLIGHT CLEARANCE / FLIGHT CLEARANCE AUTHORITIES: Activity pilots operating RAFA aircraft will obtain flight clearance from one of the RAFA's flight clearance authorities. CFIs under contract to RAFA and those senior pilots delegated the authority to act as flight clearance authorities whose names are posted as such may clear flights. STUDENT PILOTS can only obtain clearing authority for flights from their CFI of record or another designated CFI. The flight clearance authority will review the PIC pre-flight planning and currency status in the type of aircraft scheduled and anticipated flight conditions. Current and forecasted weather conditions for the duration of the flight will be considered. Clearance authorities will indicate their approval by signing the flight planning form. Clearance may be granted telephonically provided that the clearance authority has up-to-date information on the weather conditions and currency status of the PIC. Telephonic clearance will be noted on the flight plan form. Approval of a flight by a clearance authority does not in any way relieve the pilot of the responsibility to perform all required pre-flight actions nor does that clearance imply or transfer responsibility for the outcome of that flight from the PIC to the clearance authority. Clearing authorities may not self-clear a flight in which they are acting as PIC and not conducting a flying lesson with a student pilot. These flights must be cleared by another clearance authority.

4.2.7 FLYING RESTRICTIONS will be in accordance with the applicable FAR, AR 215-1, and this SOP. Also, RAFA pilots are prohibited from conducting formation flights or acrobatic maneuvers in RAFA owned or leased aircraft except for those maneuvers required by FAR and the appropriate Part 141 training syllabus for the purpose of obtaining a certificate or rating. (i.e., spin recovery training required for the CFI rating).

4.2.8 THE RAFA LOCAL FLYING AREA is defined at Appendix C, Fig 6, on the local flying area wall chart, and the charts maintained in each aircraft. The North East Practice Area (NEPA) and South East Practice Area (SEPA) are used to conduct flight training within prescribed boundaries so that maneuvering and basic aircraft control can be practiced in an area familiar to instructors, pilots, and controllers.

4.2.9 RESTRICTED AIRSPACE: Redstone Arsenal has 5 restricted areas that are active at various times, with the exception of R2104B which is always active to 2400 MSL. All restricted areas can be avoided by remaining east of Redstone Army Airfield and North of Martin Rd. Redstone Army Airfield control tower and Huntsville Approach Control can provide status of all restricted areas.

4.3 AIRPLANE CHECKOUT PROCEDURES: PRIOR TO OPERATING any aircraft from the RAFA, and prior to each flight, the pilot will ensure that the aircraft is airworthy. The pilot will perform the following:

- a. ACCOMPLISH ALL FLIGHT PLANNING prior to the scheduled time for the aircraft.
- b. CHECK THE MAINTENANCE STATUS in the flyaway book, aircraft documents, Hobbs Meter and engine tachometer reading, and determine that all inspections have been accomplished. Any pilot who overflies a 100 hour or annual inspection may be personally liable.
- c. OBTAIN THE AIRCRAFT KEY and telephonically or electronically file the flight plan with the appropriate Flight Service Station (FSS). If the computer is not operational, manual flight plan forms are available at the flight planning desk and in the fly-away books.
- d. PRIVATE AIRCRAFT OWNERS that are RAFA members will use the computerized flight planning system for operations into and out of the RAFA. This requires all PICs to use the weight and balance feature, currency, and billing procedures for purchase of fuel, oil, maintenance labor, parts, supplies and any flight instruction performed by a RAFA CFI. Patrons basing their aircraft at another airfield will leave their RAFA flight plan open while away from the RAFA. Upon returning for any services or use of the facility, the patron will update the database with hours flown and any service received at the RAFA.

4.4 ALL AIRCRAFT PREFLIGHT ACTIONS will be in accordance with the applicable FARs, the Pilot Operating Handbook, preflight checklists, AR 215-1, and this SOP. Pilots are encouraged to pay particular attention to pre-flight inspections as the pilot is charged with ensuring that the aircraft is safe and airworthy before flight. With the exception of latent or hidden defects, any incident or mishap which occurs after the aircraft is moved under its own power is the responsibility of the PIC. Damage occurring to an aircraft will be reported as soon as possible. Damage not noted by a pilot during preflight becomes his responsibility if he fails to notify the manager or owner of that damage prior to flight. Maintenance personnel, along with the maintenance officer, will ascertain whether any damage to an aircraft is deemed to be more than fair wear and tear. If it is deemed that the damage is other than fair wear and tear, the pilot responsible may be held liable for said damage. Check around the airplane for any debris that may be pulled into the propeller or blown into nearby automobiles or buildings.

4.5 FUEL SAMPLES will not be dumped on the ground. Patrons will use the fuel recovery sample tester and deposit samples in approved containers located on the ramp.

4.6 ENSURE REQUIRED EQUIPMENT IS ON THE AIRCRAFT and that any added oil or fuel is recorded on the Flight Plan Form (Appendix C, Fig 4) for later entry in the computer scheduling program.

4.7 RAFA RAMP/TAXI and DEPARTURE PROCEDURES:

- a. AIRCRAFT parked in any spot between the fuel pump and the maintenance hangar (western edge of the ramp) will not be started while the aircraft is still parked on the pad. Before starting the engine, move the aircraft into a position to prevent blowing debris hazards to persons and vehicles.
- b. Prior to taxiing from the ramp pilots will make initial contact with the tower. If the control tower is not in operation, use the Common Traffic Advisory Frequency (CTAF) and announce your intentions. When the tower is closed it is the responsibility of the PIC to conduct a radio check

(positive two-way communication) with, either FSS, Huntsville Approach, or another aircraft. No aircraft will depart the RAFA without an operational 2-way radio.

- c. WHEN TAXIING ON THE RAMP the PIC will ensure that the aircraft nose gear remains on the yellow taxi line and remains clear of obstructions. After engine shutdown the aircraft will be ground handled, using the appropriate tow bar, to the fuel pump or into its assigned parking pad. At no time will an aircraft taxi off the yellow taxi line into a parking pad with the engine operating. It is always the PIC's responsibility to maintain adequate obstruction clearance.
- d. ACTIVATE THE VFR FLIGHT PLAN just prior to, or immediately after becoming airborne (workload permitting) by contacting the appropriate FSS.
- e. WHEN DEPARTING THE REDSTONE ARMY AIRFIELD TRAFFIC pilots will either be handed off to contact Huntsville Approach Control, or will announce their departure on CTAF and then contact Huntsville Approach. All aircraft will comply with the requirements of the Class C Airspace surrounding the Huntsville International Airport, including use of the transponder MODE C (Altitude Reporting Function).

4.8 ENROUTE PROCEDURES

4.8.1 DETERIORATING OR UNFORECAST WEATHER ENROUTE: If unexpected and/or marginal weather is encountered enroute, and is deteriorating below the minimums for VFR flight, the pilot will alter course in order to maintain VFR flight conditions. If both aircraft and pilot are instrument capable, qualified, and current, the pilot may obtain the appropriate IFR or special VFR clearance to continue the flight. Where the pilot and/or aircraft is not IFR rated/current, or elects not to continue the flight IFR, the pilot will land at the nearest suitable airport or return to the departure airfield. In either case the pilot will advise FSS and the RAFA of the schedule change and subsequent plans.

4.8.2 PLANNED OFF AIRPORT LANDINGS: Except for an emergency type situation that requires a precautionary landing, no patron may intentionally operate a RAFA owned or leased aircraft into any landing site that is not charted or previously approved by the manager, or chief flight instructor. Prior approval is required to determine the adequacy of the landing area, the capability of the pilot and the aircraft itself to safely land and depart from the landing site. A written record of this approval will be inserted in the pilot's file.

4.8.3 UNPLANNED LANDINGS OCCURRING ON or OFF AN AIRPORT due to malfunctions, anomalies, or other similar unplanned events. The pilot will notify the FSS of the situation, close the flight plan, and then inspect the aircraft to assess any damage and determine cause of the malfunction that necessitated an unplanned landing. The pilot will then inform the RAFA manager of the condition of the aircraft and provide a suggestion as to whether it is airworthy and can be safely flown. The manager will coordinate with the safety officer, chief flight instructor, a specific instructor if student pilot involvement, and/or maintenance personnel as appropriate for recommendations. If qualified maintenance is available at or near the landing area, the manager may authorize inspection and repair if required. (NOTE: Maintenance or recovery operations must be approved by the manager; unauthorized maintenance/recovery actions may result in charges levied to the pilot.) Following an assessment of cause and evaluation of conditions, approval for continued flight must be received from RAFA management (student pilots must also receive approval from their approving flight instructor). If approved by management, the pilot will remain as the final authority in determining safety of flight.

4.8.4 AIRCRAFT FUELING/REFUELING PROCEDURES:

- a. When taxiing an aircraft (under power) to the RAFA refueling area, from either direction, the PIC will ensure that the aircraft nose gear gets no closer to the fuel pump than the yellow taxi line. (Under no circumstances will the aircraft engine be started with the nose gear any closer to the fuel pump than the taxi line.) After shut down is complete the PIC will **remove the keys from the ignition** and chock the wheels. This policy applies to all aircraft authorized access to RAFA and will be strictly enforced. **Under no circumstances will any** aircraft receive fuel without the ground wire being properly connected to one of the wing tie down eyebolts. **NOTE: UNDER NO CIRCUMSTANCES** will aircraft be refueled while using a cell phone, while smoking, during heavy rain, thunderstorms or when lightning is present. (Please note on the “Closed” flight plan that such conditions existed).
- b. Fueling procedures for each type aircraft are as follows:
 1. C-152 aircraft: Fueled as required prior to flight. Fuel quantity will be adjusted to keep the aircraft within gross weight limits and to meet the planned flying time and fuel reserve requirements.
 2. C-172 aircraft: **N35553** has standard tanks and will be topped off upon return. (**N5697E** and **N9791F** have extended range tanks and will be filled to the lower filler neck tab).
 3. Piper Arrows: **N4884T** and **N29RM** will be filled to the tabs upon return.
 4. C-182R: **N736ZX** will be refueled to the lower filler neck in each tank upon return.
- c. During refueling, the ground wire will only be connected to one of the wing tie down points. **Do not connect the grounding wire to any other place on the aircraft.** The fuel nozzle will NEVER be placed completely into any tank. The nozzle will be supported while refueling each tank and never rested on the aircraft in any way. The fuel hose should not be permitted to touch the aircraft. It leaves scuff marks and can potentially damage the wing. Remember: Use “worst case” consumption, plan the flight, and keep track of your fuel and flying time.

4.8.5 MAXIMUM FLIGHT TIME for a single pilot will not exceed 8 daytime flight hours, 6 nighttime flight hours, or 7 hours of combined day and nighttime flight. Minimum crew rest between flight days is 10 hours.

4.9 POSTFLIGHT ACTIONS will be accomplished in accordance with the applicable FAR, POH, and this SOP. After a flight, the pilot will:

- a. Close the flight plan with the appropriate FSS. Flight plans will be closed by radio after clearing the active runway or by telephone immediately after shut down.
- b. The aircraft will be tied down, control lock installed on the yoke, and pitot tube and appropriate covers installed.
- c. The pilot will ensure a thorough post-flight inspection of the aircraft is accomplished, to include tire wear and flight controls. Hobbs and Tachometer time, amount of fuel (both cross country and local fuel) pumped and oil used recorded on the closed flight plan, the aircraft checklist is placed in the side pocket of the aircraft, the POH placed in the glove compartment or passenger seat holder on the rear of that seat, all personal property removed and that the aircraft is locked.
- d. All recorded information from the flight plan should then be entered into the computer scheduling system to include Hobbs and tachometer time, dual hours and instructor information

if this was a training flight, day or night time hours, number of landings, fuel pumped, etc. After the flight plan is closed with the FSS, write “CLOSED” across the front of the flight plan, notate on the flight plan on how FSS was contacted on the closure (phone, radio) and deposit the completed form with logged Hobbs, tachometer, fuel pumped and oil used, into the “closed flight plans” box.

- e. “Squawk” all deficiencies (not previously noted) and any missing items (pitot cover, control lock, cowl covers, POH etc.) in the computer. Telephone calls may be required to notify the RAFA manager or the aircraft owner of a maintenance problem. If an aircraft has a grounding deficiency, place the aircraft keys in the grounded aircraft key box located under the regular key box and call the next person on the schedule to inform him/her that the aircraft is grounded.

Remember, all squawks found must be recorded. This ensures timely repair of items before they become larger issues.

4.10 PILOTS OF TRANSIENT AIRCRAFT must arrange their own clearances to land at RAAF. Transient pilots must receive a briefing on RAFA ramp operations. They will leave a copy of their flight plan with the RAFA prior to departure.

5.0 FLIGHT STANDARDIZATION PROGRAM

5.1 GENERAL: The RAFA is required to establish and maintain a flight standardization program IAW AR 215-1. The purpose of the program is to verify or revalidate the flying skills of all RAFA pilot patrons. In addition, this program ensures that flight checks and procedures utilized are uniformly applied, and standardized operating procedures are established for each aircraft. The RAFA Standardization Program consists of the following:

- a. Administrative records validation
- b. Written examinations
- c. Flight evaluations/checkouts
- d. Annual flight reviews
- e. Instructor flight evaluations/checkouts
- f. Pilot currency requirements

No pilot will act as PIC of a RAFA aircraft without the appropriate certificates/ratings, meeting all pilot currency requirements or with an expired medical certificate. It is the responsibility of the PIC to monitor and maintain flight currency, to schedule and complete written examinations and evaluation flights, and to ensure personal RAFA records are up to date.

5.2 ADMINISTRATIVE REQUIREMENTS: A new patron must complete administrative in-processing with the manager before the initiation of flight evaluations or instruction. The RAFA manager is responsible for ensuring that all administrative paperwork, including waiver, copies of the medical, TSA required info, birth certificate or passport and pilot certificate(s) are on file, and recorded in the RAFA automated database. The manager will coordinate with the chief flight instructor for assignment of a CFI. The CFI will check the automated database to ensure that the patron is established and that his certificates are current. For new members (non-licensed students) beginning flight training, the requirement for medical/student pilot certificate, pre-solo written exam, aircraft written exam and

student solo endorsement is waived until just prior to the initial solo flight. The CFI will ensure that all applicable written tests are taken, evaluated, scored/corrected and filed (placed) in the file before the member is allowed to solo or act as the pilot in command of a RAFA aircraft.

5.3 WRITTEN EXAMINATIONS are required to be taken on an annual basis. The following exams are required based upon the pilot's status:

- a. Pre Solo flight: Student Pilots prior to SOLO (this test is taken only once)
- b. Federal Aviation Regulations/Local Procedures: All Pilots
- c. Type Aircraft: All Pilots (including students but is only taken once while they are still students) who desire to fly each type of fleet aircraft.
- d. Instrument flying procedures: All instrument rated pilots
- e. Flight Instructor: All flight instructors.

****NOTE: STUDENT PILOTS WILL COMPLETE THE FAR/LOCAL PROCEDURES WRITTEN TEST PRIOR TO COMPLETION OF THEIR PRIVATE PILOT CHECKRIDE**

All appropriate written examinations will be taken, scored, and critiqued by a CFI. A minimum passing score of 85% corrected to 100% is required. All completed exams will be retained in the Patron's personnel information file. The certified exams will remain valid for one year through the end of the month taken the following year. Private aircraft owners, not flying RAFA aircraft, are exempt from written examinations on fleet aircraft, unless they desire to fly these aircraft. RAFA's private aircraft owners will be required to take the Far/Local Procedures test. Each RAFA pilot will maintain a record of their flight experience (logbook, certificates and licenses) which indicates their qualification status. Changes to a pilot's status will be updated by the patron's assigned flight instructor or RAFA manager after a review of the pilot's logbook or other documents. All pilots are responsible for ensuring that currency information in the computer system is correct and current. CFI's are responsible for ensuring all information on their primary student pilots is valid until completion of their private pilot checkride.

5.4 PILOT STANDARDIZATION EVALUATION FLIGHT CHECKS: Each RAFA pilot will undergo a standardization evaluation flight:

- a. Prior to solo or flight as PIC in each specific model aircraft
- b. Prior to an initial IFR flight as PIC
- c. Prior to an initial VFR night flight
- d. Every twelve months

All RAFA pilots are required to satisfactorily complete the appropriate evaluation flight, aircraft checkout, review, or endorsement for those operations intended to be conducted. New patrons will be screened and required to undergo training appropriate to their experience level. The manager, in coordination with the chief flight instructor, will assign an instructor to provide training and assist each patron with training and currency. Required evaluations, reviews, and endorsements are described below with actions and maneuvers to be performed indicated at Appendix D, Fig 1.

5.4.1 THE ANNUAL FLIGHT REVIEW (AFR) is considered to be the "baseline evaluation" in RAFA aircraft for new members or inter-activity members from other military flying activities. The AFR will be used to confirm all administrative information, patron eligibility, as well as flying

proficiency.

5.4.1.1 THE ANNUAL PERIOD “BEGINS” on the date the AFR is completed and will expire one year later at the end of the same month in which the AFR was accomplished. All applicable written examinations must remain current throughout the annual period.

5.4.1.2 THE FLIGHT EVALUATION PORTION OF THE AFR will consist of one hour (minimum) of ground instruction and one hour (minimum) of dual flight instruction including ½ hour of instrument (simulated or actual) flying. The pilot will accomplish the AFR in the most complex aircraft in which qualified. The CFI will evaluate and record the pilot’s performance for each required maneuver, and at least three takeoffs and landings will be accomplished. Successful completion of the AFR will validate that pilot’s annual evaluation flight in the check aircraft and all less complex aircraft for which the pilot has:

- a. already accomplished a “first time” Aircraft Type Check
- b. has current written exams on file

Should the pilot fail to perform all flight maneuvers to the satisfaction of the CFI, the AFR will be converted to a training flight, and the CFI will provide remedial instruction in the deficient area(s). The pilot will then be required to reschedule the flight portion of the AFR and successfully complete all maneuvers. During the period between failure and successful recheck, the CFI will appropriately restrict the pilots flying (to include grounding if necessary), and notify the RAFA manager and chief flight instructor in writing.

5.4.1.3 AFTER SUCCESSFUL COMPLETION OF THE AFR, the instructor endorses the pilot’s logbook (which may include an endorsement for the FAA, FAR Part 61.56 Flight Review, if deemed appropriate), completes a “Flight Review/Checkout” sheet, completes the In-Processing Checklist as found in Appendix C, Fig. 2, and any test answer sheets. The CFI will ensure that forms and test sheets are placed in the office for filing in the member’s permanent files. The patron must insure that his/her FAA Flight Review remains current; the completion of the RAFA AFR will not suffice for the FAA Flight Review unless appropriately endorsed as such in the pilot’s logbook.

5.5 PROFICIENCY EVALUATIONS/FLIGHT CHECKOUTS

5.5.1 A DAY VFR PROFICIENCY CHECK is flown with a CFI to regain day currency. The pilot must demonstrate proficiency in the required maneuvers appropriate to the certificate held and perform at least three takeoffs and three landings. The amount of flight time will be as deemed necessary by the flight instructor.

5.5.2 A NIGHT VFR PROFICIENCY CHECK is required prior to any member flying as PIC at night. A dual flight will be used as an initial night checkout or to regain night currency. Requirements for the flight include a local area orientation, the appropriate maneuvers as determined by the CFI, and at least three landings at night to a full stop.

5.5.3 AN INSTRUMENT PROFICIENCY CHECK is required for members who are instrument rated but out of currency and desire authorization to fly RAFA aircraft under IFR. This evaluation

consists of the instrument written examination and successful completion of a FAA (FAR Part 61.57) Instrument Proficiency Check administered by a RAFA CFII.

5.5.4 AN ADDITIONAL AIRCRAFT TYPE CHECKOUT is required when a patron desires to fly a different type aircraft. This evaluation consists of the RAFA written examination for the aircraft and (at a minimum) those maneuvers specified for a Day VFR Proficiency Check. The amount of flight time to demonstrate competency will be as deemed necessary by the flight instructor, in addition to meeting the requirements of 5.5.5 of the RAFA SOP as appropriate for the aircraft.

5.5.5 A HIGH PERFORMANCE/COMPLEX CHECKOUT is required as an initial aircraft check in any high performance/complex aircraft and will consist of completion of the aircraft written examination and those maneuvers specified for a Day VFR Proficiency Check. This checkout must also meet the requirement of FAR Part 61.31, including appropriate logbook endorsements. The maneuvers and flight time required to demonstrate competency will be as deemed necessary by the flight instructor. Pilot experience requirements are:

- a. Less than 100 hours total time: Cannot be signed off.
- b. Over 100 hours total and at least 25 hours in high performance/complex retractable gear aircraft: Must accomplish 10 takeoffs and landings with an instructor.
- c. Over 100 hours, but less than 25 hours in high performance/complex retractable gear aircraft: Must accomplish 15 landings and 5 hours dual.
- d. Commercial pilots or pilots with over 200 hours: Shall demonstrate competency in the required maneuvers.

5.5.6 THE INSTRUCTOR FLIGHT REVIEW is required annually for each RAFA contracted flight instructor. This consists of at least 1.0 hour dual instruction, 3 takeoffs and 3 landings, and ½ hour dual instrument training. For satisfactory completion, the candidate must be able to instruct all of the maneuvers listed in Appendix D, Fig 1. as conducted by the chief flight instructor or a designated assistant chief flight instructor. (Normally the instructor review is flown concurrently with the Annual Flight Review)

5.6 ENDORSEMENTS: RAFA requires all pilot endorsements to be entered into the pilot logbook and so noted in the Personal Pilot Information File.

5.6.1 STUDENT SOLO ENDORSEMENT: In order to continue with solo flight privileges, the student is required to demonstrate proficiency to the instructor each 30 days during a dual flight. A 90-day endorsement is also required in the student's logbook by the FAR. CFI's must submit the checkout form (App D, Fig 1) and endorse the student's folder each 90 days.

5.6.2 FAA CHECKRIDE COMPLETION/RECORDS UPDATE: A review of the pilot's newly issued (temporary) certificate and RAFA records will be accomplished upon successful completion of a FAA check ride for a Private Pilot, Commercial, Multi-engine, Initial Flight Instructor (or recurrency), Instrument, or ATP. A checkride with the FAA meets the requirement for an AFR providing the RAFA written tests are current. An endorsement on the Flight Evaluation Form (App D, Fig 1) by a RAFA CFI permits the RAFA manager to update the patron's computer files.

5.6.3 CROSS-COUNTRY: Any pilot, including rated military pilots, without solo cross-country experience in the past two years, must meet the following refresher training requirements per AR 215-1. The checkout form (App D, Fig 1) has this endorsement printed for the CFI's signature.

- a. Satisfactorily complete dual navigation instruction with a CFI.
- b. Satisfactorily complete an oral test on flight planning.

5.7 PILOT CURRENCY REQUIREMENTS will be in accordance with the FAR and AR 215-1. A pilot may fly the minimum hours and maneuvers (takeoffs, approaches, etc.) under the flight conditions specified to remain current (both the RAFA records and the pilot's logbook must reflect the currency status). If a pilot loses "self maintained" currency in a specific type aircraft or under specific flight conditions, a proficiency check flight (day, night, or instrument) will be required with a RAFA instructor. Unless noted, there are no specific flying hour requirements and completion of a proficiency check (with logbook entries and RAFA forms completed) that will cause the pilot to become current. Pilots are "downward current", meaning that if they maintain currency in a more complex aircraft, they are current in aircraft of lesser complexity as well. It is always the responsibility of the PIC to track their own currency and ensure the RAFA records are up to date.

5.7.1 INSTRUMENT CURRENCY will be maintained in accordance with FAR Part 61.57.

5.7.2 DAY VFR CURRENCY will be maintained in accordance with the FAR and AR 215-1 which requires:

- a. Student pilots to demonstrate proficiency at least once every 30 days by performing a dual instructional flight and landing to the satisfaction of the flight instructor. Solo flights are not attempted until satisfactory completion of progress checks and approval of the flight instructor. Students must maintain currency in only one type of aircraft.
- b. Private Pilots under 200 hours to accomplish at least one hour of pilot time and three landings every 60 calendar days in the most complex aircraft qualified.
- c. Private Pilots over 200 hours: Commercial Pilots, and CFI's to accomplish a minimum of one hour of flight time and three landings every 90 calendar days in the most complex aircraft in which qualified.

5.7.3 NIGHT VFR CURRENCY: At least one hour of night flight time, with three takeoffs and three landings to a full stop, must be accomplished within the time period prescribed for night currency. Night flights also fulfill day currency requirements. A pilot who does not meet night currency requirements but remains current in all other requirements is allowed a 30 day grace period in which to regain currency. Night flights during this period are flown either solo or with a flight instructor. Following the 30 day grace period, night currency must be regained through an initial night flight check with a CFI.

5.7.4 CURRENCY FOR OPERATION OF NON-RAFA AIRCRAFT: Pilots "receive credit" for properly logged flying time. Those who also fly other than RAFA aircraft are encouraged to periodically post their time to their RAFA records. Private aircraft owners who do not fly RAFA airplanes will maintain currency in accordance with Part 61 of the FAR. They must also have a current

(annual) FAR/Local Procedures Test and are encouraged to employ RAFA CFI's to conduct training, regain currency and to administer proficiency flight evaluations.

6.0 FLIGHT TRAINING

6.1 GENERAL: The continued operation of a high quality flight training program constitutes a significant part of the RAFA flying activity operations and is the primary means of promoting interest in aviation, teaching of basic piloting skills to new patrons, and improving the skills of experienced pilots. All instruction will be conducted with adherence to the highest principles of professionalism and concern for the individual student. All training (flight and ground) conducted on, by, or from the RAFA will be given by a CFI properly under contract to the RAFA, and will be accomplished to the standards described in the RAFA approved curriculums. Instructors will emphasize safety, good judgment, and adherence to rules and regulations, at all times. Instructors will have a complete knowledge of flight and operational regulations, directives, and SOPs that govern the activities of the RAFA.

6.2 FLIGHT TRAINING PROGRAMS are established and conducted in accordance with the FAR, AR 215-1, and this SOP. The primary basis of all RAFA training is the curriculum outlined in FAR Part 141. Stage check-rides are required in accordance with the approved syllabus. Assignment of a CFI's for any new student or at the request of any member will be made by the chief flight instructor or assistant flight instructors as applicable. Requests by patrons to work with specific instructor(s) will be honored provided that the student/instructor ratio remains equitable for the instructor staff. Except for introductory flights, instruction will not be given to non-patrons in RAFA aircraft.

6.2.1 PRIOR PARTICIPATION IN OTHER FLIGHT TRAINING: Previous training time may be accepted provided the student presents a record of training from a previous training facility. A stage flight check will be conducted to determine the student's position relative to the RAFA approved curriculum. Based on the stage flight check and interviews with the student, the chief flight instructor will recommend areas of in-flight and academic review for the student to bring them current with the RAFA training syllabus.

6.3 FLIGHT EVALUATIONS CHECKOUTS AND CURRENCY: See Section 5.0.

6.4 TRAINING RECORDS: Training records will be established and maintained for all patrons who participate in any formalized flight instruction at RAFA. These records will be maintained in accordance with the FAR Part 61 and 141. Training records are established for the following levels of training:

- a. Private Pilot
- b. Instrument
- c. Commercial

6.4.1 STUDENT PILOTS will have their flight and ground training recorded on the FAR Part 141 Student Training Folder, according to the FAR Part 141 syllabus. FAA logbook and pilot certificate entries will be in accordance with the FAR Part 61. A 90-day CFI endorsement for continued primary student solo flight is required at RAFA. The 90-day FAA endorsement will be entered in the student's logbook and on a flight review sheet.

6.5 PRIMARY STUDENT PILOT OPERATIONS

6.5.1 WEATHER REQUIREMENTS: Primary student SOLO weather requirements are as follows:

- a. If Surface winds exceed 15 knots, gusts exceed 20 knots, students will NOT fly SOLO.
- b. Crosswind component is greater than 8 knots unless authorized by an instructor's entry in the logbook.
- c. Day minimums must be at least a 2,000 foot ceiling and 3 miles visibility.

6.5.2 FIRST SOLO and SUPERVISED SOLO FLIGHTS will be flown when the CFI is confident of the student's ability to safely perform the flight. A written pre-solo examination and aircraft written test will be completed, scored, and recorded, and a RAFA Student Solo Endorsement (Appendix D, Fig 1) will be completed. The CFI will also endorse the student's pilot certificate and logbook as required by the FARs. Student pilots will fly their initial supervised solo at Redstone Army Airfield. Instructors are encouraged to schedule all supervised solo flights during the operating hours of the RAAF Control Tower, and to observe these flights from the tower cab where radio communications and access to emergency support are immediately available. A stage check is required before solo flight outside the Redstone Army Airfield traffic pattern.

6.5.3 TOUCH-AND-GO / STOP-AND-GO LANDINGS: Primary students flying SOLO shall not utilize any runway under 3,000 feet long.

6.5.4 LOCAL FLYING AREA: The Local Flying Area for student pilots is defined as the area within a 25 NM radius of Redstone Army Air Field, modified as required by individual CFI's (See Appendix C, Fig 6). The limits of such areas must be specified to the student and entered in the training folder. Student pilots will not operate outside of the student local flying area unless on an approved cross country flight and are not to land at any airport other than Redstone unless their CFI has endorsed their logbook to do so.

6.5.5 STAGE CHECKS are mandatory as specified in the current teaching curriculum flight syllabus.

6.5.6 CROSS-COUNTRY ROUTES: Cross-country routes for student pilots are listed in Appendix A.

6.5.7 SOLO CROSS-COUNTRY FLIGHTS (DAY ONLY) will be permitted only after the CFI is satisfied with the student's competency. This will be evidenced by the CFI's endorsement in the student's logbook and on his student pilot certificate. CFI's may clear students for Solo Cross Country Flights only for the particular day and the route specified by the logbook endorsement. It is strongly encouraged that students use the routes published in the RAFA SOP. Students will not depart on cross-country flights in RAFA aircraft without appropriate communication/navigation equipment and an operational (including MODE C) transponder.

6.5.8 SOLO NIGHT FLIGHTS: Primary Student pilots are not permitted to make any SOLO night flights.

6.5.9 STUDENT PILOTS WILL NOT MAKE PLANNED RON FLIGHTS

6.5.10 FAA PRACTICAL TEST: Prior to the final stage check the student will complete the FAR/Local Procedures written exam and the appropriate written exam for the aircraft to be used on the practical test. After successful completion of the final stage check, the CFI will review all training records, tests, and the application form then make the necessary “sign-off” entries on the training folder and in the log book to permit the student to take the FAA practical test. Upon successful completion of the FAA Practical Test, the date of the test completion will be used to establish the “Annual” flight review date.

6.6 FLIGHT INSTRUCTOR TIME CHARGING POLICY: All flight and ground instruction conducted at, for, or from the RAFA will be billed through the RAFA at the established rates. Instructors do not collect fees directly from a pilot for ground or flight instruction performed. No RAFA pilot or contract instructor will provide flight instruction in RAFA owned or leased aircraft to any person not a patron of the RAFA . The only exception is a flight provided to an eligible individual as an introductory flight.

7.0 SAFETY OPERATIONS

7.1 The RAFA SAFETY AND ACCIDENT PREVENTION PROGRAM vigorously promotes and enforces safe flying practices, conducts related education and training programs on at least a quarterly basis and ensures that safety considerations are integrated into all management activities, maintenance, training and flight operations.

7.2 APPLICABILITY: Safety and accident prevention is the direct responsibility of each member and applies to all resources associated with the RAFA.

7.3 THE SAFETY OFFICER RESPONSIBILITIES: See 1.5.3 and section 7 of this SOP and AR 215.

7.4 SAFETY MEETINGS

7.4.1 THE SAFETY OFFICER WILL conduct the RAFA Quarterly Safety Meetings. Subjects for each meeting will be scheduled so that recurring items of interest and seasonal weather topics are covered and repeated as needed. Meetings should also include open discussions and must be conducted in an interesting and constructive manner using guest speakers, films, and other visual and audio aids. The subject should be appropriate and timely, and lend itself to differences of opinion significant to the accident prevention program. When possible, members should be asked to participate in the presentation.

7.4.2 The Safety Officer or Manager will record minutes of the meetings. All personnel who cannot attend the scheduled meeting will review the minutes or audiovisual record of the meeting. Records will be maintained for a period of one year.

7.4.3 SIGN-IN ROSTERS WILL BE MAINTAINED, annotating the date each individual attended or reviewed the minutes. Maximum emphasis will be made toward attendance at the scheduled meeting. Records of all sign-in rosters will be maintained for a period of one year.

7.4.4 ALL PATRONS ARE ENCOURAGED TO ATTEND FAA SAFETY SEMINARS and to participate in the FAA “WINGS” Pilot Proficiency Awards Program (AC 61-51).

7.5 ACCIDENT PREVENTION SURVEYS

7.5.1 SAFETY SURVEY: The RAFA safety officer will conduct a detailed quarterly survey. This survey will be conducted using the RAFA Safety Survey Checklist (Appendix E), and may also be in conjunction with survey(s) done by the Airfield Safety Officer and be submitted to the manager. A record of deficiencies and corrective actions will be maintained on file for a period of two years.

7.5.2 A MONTHLY HAZARD INSPECTION will be conducted by the safety officer, using a locally produced checklist (Appendix E). Monthly hazard inspections will be submitted to the manager and will be maintained on file for one year.

7.5.2.1 WHEN ON THE SPOT CORRECTIONS CANNOT BE MADE, the safety officer, will indicate recommended/required corrective actions in the action column of the survey and provide a “working” copy to the manager.

7.6 INCIDENT/ACCIDENT PROCEDURES

7.6.1 PILOT ACTIONS IF INVOLVED IN AN “AIRCRAFT OR FLIGHT MISHAP”:

- a. **FIRST AID AND LIFESAVING MEASURES:** Provide for first aid, evacuation, and care of persons involved.
- b. **REMAIN CLEAR OF THE AIRCRAFT** until you are certain that there is no danger of fire, then return to it for shelter or to retrieve supplies or equipment.
- c. **SEARCH AND RESCUE:** The Emergency Locator Transmitter (ELT) should transmit a distress signal automatically. To assist in rescue, make the crash site conspicuous and be alert to over flying aircraft. It is important that, if possible, you stay with the aircraft as it will be the focus of any rescue attempt, and may afford you the best shelter. If you seek aid on foot, leave a note indicating your intentions, time of departure, number of persons in the party, and general direction of travel.
- d. **SECURE AND SAFEGUARD THE AIRCRAFT:** Protect the aircraft and other property from further damage. Install protective covers, tie down the aircraft, and secure logbooks and records.
- e. **NOTIFICATION:** Be prepared to give the aircraft identification, location, situation, extent of injuries damage and a callback telephone number to the following agencies and personnel:

Redstone Flying Activity Safety Officer

Redstone Flying Activity Manager

Redstone Flying Activity Chief Flight Instructor

FAA - Notify the nearest FAA office (Call FSS 1-800-992-7433); close the flight plan if appropriate.

The names and phone numbers of these individuals are in the flyaway book you are required to have in the aircraft at all times it is in use.

- f. AIRCRAFT MOVEMENT: Unless the aircraft poses a hazard to navigation or traffic, DO NOT authorize movement of the aircraft until cleared to do so by the RAFA manager
- g. ACCIDENT / MISHAP REPORTING: Persons involved in the accident/mishap should be prepared to complete NTSB Form 6120.1, "Pilot/Operator Aircraft Accident Report". Additionally, at the first opportunity, patrons should prepare a written statement detailing all aspects of the mishap. This statement may be required to support a formalized mishap investigation at a later time.

7.6.2 ANY RAFA Pilot who is involved in a "Aircraft or Flight Mishap" will be immediately suspended from flying until a preliminary report is prepared. The manager will review the report and, in conjunction with the chief flight instructor and safety officer, may, or may not clear that patron to fly. If the FAA is involved, an accident investigation is mandatory and the pilot must first be cleared by the FAA. The aforementioned RAFA personnel will then review the findings and make a determination whether or not the pilot will be returned to flight status at RAFA.

7.6.3 REMEDIAL TRAINING: Incidents/accidents may occur where, in the judgment of the chief flight instructor, remedial training is necessary. Should such training be required, the patron involved may be administratively grounded until such time as the training has been completed. The chief flight instructor will determine the level of required training and will either conduct the training or assign the task to an assistant chief flight instructor or CFI.

8.0 RAFA AIRCRAFT MAINTENANCE PROGRAM

8.0 RAFA AIRCRAFT MAINTENANCE PROGRAM: The RAFA Maintenance Program is conducted in accordance with the guidance established by AR 215-1, FAR Part 43. The program consists of managing the scheduled and unscheduled maintenance requirements of the aircraft fleet and establishing a "flow" to keep the maximum number of safe aircraft available to the flying membership. The manager, maintenance staff, instructors, and all pilot patrons are vital to the success of the program and to the mechanical safety of the fleet. **No Airworthiness Directives or annual inspection dates will be over flown by any pilot operating a RAFA aircraft.**

8.1 THE MAINTENANCE STAFF will consist of licensed FAA mechanics with the requisite qualifications and certifications to perform inspect, and sign-off maintenance records according to FAA requirements. A non-certificated maintenance officer may be named to the staff to assist with administration, scheduling, and inventory. Certain of the maintenance staff may be placed on orders authorizing deferral of deficiencies while awaiting parts or other valid reasons.

8.2 PILOT MAINTENANCE of RAFA aircraft is limited to routine servicing. Pilots are permitted to refuel, add oil, check and adjust air pressure in tires, and perform housekeeping on the aircraft. No other

maintenance is permitted to be performed by pilots. Under no circumstances shall the cowling be removed from an aircraft without maintenance personnel supervision.

8.3 REPORTING DEFICIENCIES: It is the duty of each PIC to report "Squawk" any defect or suspected defect to any aircraft structure or accessory. The PIC will make such report(s) using the automated (computer) system (App F, Fig 1). Pilots should be accurate and descriptive as possible in their write-ups in order to assist maintenance personnel with the diagnosis. A vague statement such as "airplane makes noise on takeoff" may not be sufficient for the mechanic to diagnose a shimmy damper problem. If the PIC is not certain whether a defect should ground the airplane, he/she should err on the side of safety and not fly the aircraft. The manager, maintenance officer, maintenance manager, or a mechanic should be contacted to rule on the status. In the event one of those individuals is not available, the PIC should write up the deficiency, ground the aircraft in the automated system and place the aircraft key in the "Grounded Aircraft" key box.

8.4 OIL CHANGE INTERVALS will be established for individual aircraft based on manufacturer's recommendation, type filtration system, operational use, performance characteristics, and (for leaseback aircraft) the owner's desires. Oil changes will be tracked in the computer system and scheduled to be completed within +/- 5 hours of the established interval.

8.5 PILOT RESPONSIBILITY CONCERNING THE 100-HOUR INSPECTION: The aircraft engine tachometer will determine the flight hours flown between 100-hour inspections.

- a. Under no circumstances will an aircraft be flown if it is at or past the time due for a 100-Hour inspection.
- b. Under no circumstances will an aircraft nearing the 100 hour inspection be checked out to fly a cross country flight, the scheduled duration of which will cause the aircraft to exceed the 100 hour inspection. Pilots should include contingencies for weather and winds in their flight planning.
- c. When an aircraft on an extended cross-country flight is nearing the 100-hour inspection, the PIC will ensure that the aircraft begins the last leg of the flight within 100 hours since the last 100-hour inspection. Where weather or ATC directions make this impossible or unwise, the PIC must nonetheless ensure that the aircraft arrives at the RAFA ramp before the ten (10) hours over flight allowed by the FARs.

8.6 RESPONSIBILITY FOR ALL MAINTENANCE AND REPAIR COSTS at a location other than RAFA must be determined by the individual circumstances. The PIC may not approve maintenance or repairs while away from the Activity unless authorized by the manager or owner. Reimbursement for authorized repairs paid for by a pilot will be made upon presentation of a valid receipt. If the pilot is unable to remain with the aircraft, he must contact the manager or aircraft owner. The expense of returning the aircraft to Redstone may fall upon the pilot, the aircraft owner or the

RAFA, depending upon the circumstances. The incidental personal expenses of the pilot, if any, shall be paid by the aircraft owner only if authorized in advance by the owner.

8.6.1 REPAIRS MADE AWAY FROM THE RAFA must be certified by an FAA licensed Airframe and Powerplant (A&P) mechanic, and the aircraft released to service (in writing) by the mechanic who performed the work. Release of the aircraft will be recorded by making the appropriate notations on the shop invoice, work order, or the aircraft airframe/engine logbook. A copy of the maintenance write-up and sign-off will be attached to the flight plan on return.

8.7 OTHER THAN NORMAL ENGINE STARTS: (See definitions at Para 1.4) will not be made without assistance from qualified maintenance personnel or other pilots approved by the manager. In all cases, a qualified pilot shall be at the controls during all start attempts and any time the engine is operating. Engine starts by use of external electrical power may be accomplished with assistance from another qualified patron. Persons applying and removing external cables, batteries, etc., will EXERCISE EXTREME CAUTION to remain well clear of propeller danger areas.

8.7.1 THESE PROCEDURES ARE PROHIBITED:

- a. Engine starts by "propping".
- b. Engine starts by use of externally applied "quick start" sprays, etc.
- c. Engine starts that require external sources (jump-starts) without a qualified assistant and RAFA patron pilot at the airplane controls.

REDSTONE ARSENAL FLYING ACTIVITY SOP

APPENDENCES

APPENDIX A STUDENT PILOT CROSS COUNTRY ROUTES

APPENDIX B ACRONYMS / ABBREVIATIONS

APPENDIX C FIGURES

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- Fig 2 In-Processing Checklist
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- APPENDIX D FLIGHT EVALUATION / CHECKOUT REQUIREMENTS
- APPENDIX E SAFETY INSPECTION CHECKLIST
- APPENDIX F SQUAWK SHEET
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APPENDIX A
STUDENT PILOT CROSS-COUNTRY ROUTES

A1.0 GENERAL: The routes listed in this section meet the FAR leg-length requirements for student cross-country training.

A1.1 Airport Identifiers for Training and Cross

Airport Id	Name	State	Runways	Rwy length	Distance from HUA
HUA-					

A-1.2 ROUTES WITH INITIAL LEG OF 50 NM OR GREATER: NOTE: (XXnm distance / XXX degrees true course)

- a. Redstone AAF (HUA) 54nm/013 to Shelbyville, TN (SYI) 36nm/270 to Maury Co, Columbia, TN (MRC) 58nm/157 to HUA
- b. HUA 54nm/013 to SYI 45nm/244 to Lawrenceburg, TN (2M2) 44nm/140 to HUA
- c. HUA 54nm/013 to SYI 36nm/270 to MRC 53.205 to Muscle Shoals, AL (MSL) 46nm/095 to HUA
- d. HUA 76/073 to Chattanooga, TN (CHA) 76nm/253 to HUA
- e. HUA 67nm/183 to Birmingham, AL (BHM) 67nm/003 to HUA
- f. FHUA 100/208 to Tuscaloosa, AL (TCL) 100nm/028 to HUA
- g. HUA 52nm/155 to Gadsden, AL (GAD) 52nm/335 to HUA
- h. HUA 57nm/211 to Walker County (JFX) 85nm/065 to Ft. Payne, AL Isbell (4A9) 49nm/285 to HUA

A-1.3 SELECTED CROSS COUNTRY DISTANCES: In Nautical Miles

- a. HUA to TCL 100 Tuscaloosa
- b. HUA to SYI 54 Shelbyville, TN
- c. HUA to 2M2 44 Lawrenceburg TN
- d. HUA to CSV 109 Crossville, TN
- e. HUA to 4A9 49 Ft. Payne, AL
- f. HUA to GAD 52 Gadsden, AL
- g. HUA to MSL 46 Muscle Shoals, AL
- h. HUA to BHM 67 Birmingham, AL
- i. HUA to 02A 110 Clanton, AL
- j. HUA to JFX 57 Jasper, AL Walker County Airport

- k. HUA to CHA 76 Chattanooga, TN
- l. HUA to OM5 100 Waverly, TN Humphreys Co.
- m. HUA to TUP 106 Tupelo, MS
- n. HUA to LGC 129 LaGrange, GA
- o. HUA to MRC 58 Columbia, TN Maury Co.
- p. HUA to RMG 78 Rome GA

A.1.3 Short and Long Cross country routes will be approved by the flight instructor prior to a student pilot going a cross country solo trip. Dual night cross country trips will also be approved by flight instructor prior to the trip. Routes identified above are only recommendations.

APPENDIX B

ACRONYMS / ABBREVIATIONS

AFR Annual Flight Review
 ASO Aviation Safety Officer
 ATP Airline Transport Pilot
 CAP Civil Air Patrol
 CFI Certificated Flight Instructor
 DCFA Directorate of Community and family activities
 DOD Department of Defense
 DUAT Direct User Access Terminal
 ELT Emergency Locator Transmitter
 FAA Federal Aviation administration
 FAR Federal Aviation Regulations
 FSS Flight Service Station
 GATS Global Aviation (Products Co.) Test Set (fuel testing jar)
 IAW In Accordance With
 IFR Instrument Flight Rules
 LFA Local Flying Area
 MSDS Material Safety Data Sheets
 NEPA Northeast Practice Area
 NTSB National Transportation Safety Board
 PIC Pilot In Command
 PRAM Preliminary Report of Aircraft Mishap
 RAAF Redstone Arsenal Army airfield
 RAFA Redstone Arsenal Flying Activity
 RON Remain Overnight
 SOP Standing Operating Procedure
 TDY Temporary Duty
 USAAMCOM United States Army Aviation and Missile Command
 USAG Redstone United States Army Garrison Redstone
 VFR Visual Flight Rules

APPENDIX C

FIGURE 1

MEMBERSHIP APPLICATION

REDSTONE ARSENAL FLYING ACTIVITY
BUILDING 4828, REDSTONE ARSENAL, AL 35898-5355

ALL APPLICANTS:

This is a () New () Renewal Membership Application
(PILOT INFORMATION AND PRIVACY ACT INFORMATION ON REVERSE SIDE)

NAME: _____ SSAN: _____

ADDRESS: _____ PHONE: DUTY _____

ZIP: _____ HOME: _____

E-MAIL: _____

I hereby certify that I am eligible to become a patron of the Redstone Arsenal Flying Activity according to the command guidelines on Patronage dated 27 May, 1993. I understand that my insurance coverage may not be effective if I am not properly eligible, and that I must submit my resignation in the event that a change in my status makes me no longer eligible for patronage. I am applying for membership based on my eligibility as:

- () Active Duty Military () Dependent of Military (Act, Res, Ret)
- () Retired Military () Dependent of a DOD Civilian Employee
- () Reserve Component Military () NASA Employee
- () DOD Civilian Employee () Other (Specify) _____

Unit/Company/or Organization: _____

I desire to become a: () Pilot Member () Non-Pilot Member sponsored by: _____

PILOT MEMBER APPLICANTS: My () Initiation Fee of \$ ____; () Letter of good standing is enclosed along with \$ ____ advance dues for the month of _____, 20__.

NON-PILOT MEMBER APPLICANTS:

I am interested in general aviation and wish to support the Redstone Arsenal Flying Activity as a non-piloting member.

- () I wish to join on a yearly basis. Enclosed is \$ ____ yearly dues.
- () I wish to join only for the month of _____, 20__. Please charge my dues to my sponsoring member's account# _____

Sponsoring Member's signature: _____

It is understood and agreed that I will remain a member until I formally resign or have my membership terminated by the Activity, and that I am liable and responsible for all dues and charges made by me or my dependents until the date of resignation or termination. It is also understood and agreed that my failure to pay dues and charges on a timely basis as specified in the Activity SOP can result in the termination of my membership. It is further understood that to voluntarily resign or to change the status of my membership, I must do so in writing, and this must be done by my direct contact with the activity manager or clerk during the hours of 1000-1700 Monday thru Friday. It is further understood that the Activity cannot be held responsible for resignations sent through the mail or made by telephone. I agree to observe and abide by the rules and regulations set forth in AR 215-1, the RAFA SOP, and the policies and procedures of the Redstone Arsenal Flying Activity.

Date: _____ Signature: _____

I authorize the Flying Activity Rep or MWR Rep to charge dues and charges that I or my dependants may occur to my 1st USA Bank Credit Card, Which also serves as my Club Card. I understand that I must resign from the Activity in writing, and must return all 1st USA credit cards to the Activity. I understand that dues will be charged until the credit cards are turned in to the Membership Office. I further authorize the Activity to use my alternate credit card for billing purposes.

Date: _____ Signature: _____

ALL APPLICANTS:

In the event of an emergency, please notify:

Name: _____ Relationship: _____

Address: _____ Phone: Home () _____

_____ ZIP _____ Work () _____

PILOT INFORMATION FOR PILOT MEMBER APPLICANTS:

I (DO_____) (DO NOT_____) consent to have my name, address, and telephone number listed in the RARA directory which will be posted near the scheduling book at the RAFA. (Please initial the appropriate blank)

Pilot Certificate(s) Held:

- () None () Student Pilot () Private Pilot
() Commercial Pilot () ATP
() CFI () CFII () MEI

Total flying hours_____

Pilot Certificate Number:_____ Date Issued: _____

Instructor Certificate Number:_____ Date Issued: _____

Ratings and Limitations:

- () Instrument () Airplane Single Engine Sea
() Airplane Single Engine Land () Airplane Multi Engine Sea
() Airplane Multi Engine Land () Lighter than air
() Rotorcraft () Powered Lift
() Glider () Other_____

I hold a Class ____ medical issued on:_____ which expires on:_____

My last FAA Flight Review was satisfactorily completed on:_____

What would be a convenient time for you to fly?

Monday _____ Tuesday _____ Wednesday_____ Thursday_____
Friday_____ Saturday_____ Sunday_____

Special

Request's _____

PRIVACY ACT INFORMATION: (ALL APPLICANTS)

TITLE OF FORM: Redstone Arsenal Flying Activity Membership Application

PRESCRIBING DIRECTIVE(S):AR 215-1

AUTHORITY: Section 3012 Title 10 USC, and Executive Order 9397

PRINCIPLE PURPOSES: To obtain membership in the Redstone Arsenal Flying Activity, a membership association NAFI of the US Army.

ROUTINE USES:1. Verify applicant eligibility and identification

- 2. Establish permanent member file
3. Establish Activity account number for purposes of billing monthly charges for use of Activity aircraft and facilities
4. Establish member proficiency and qualification roster

DISCLOSURE: Voluntary - if member does not provide information required by completing this form, membership in the Activity will be denied by the Activity Manager

This membership application approved based on validation of this applicant's eligibility status under paragraph (_____) of the Commander's Patronage Policy.

Approved on:_____ By:_____
(date) (Activity Manager)

**APPENDIX C, FIGURE 2
IN-PROCESSING CHECKLIST**

PATRON NAME: _____ Key Number: _____

Initials & Date

RAFA ADMINISTRATIVE STAFF:

Membership application completed, Fees paid	_____
Enrolled / Waiting List - ground school	_____
Medical current? _____	Copy in office records? _____
Pilot certificate? _____	Copy in office records? _____
Waiver completed? _____	Waivers for family members? _____
TSA records (birth certificate/passport for student pilot, instrument, multi engine)	_____
Patron was provided a copy of the RAFA SOP _____	_____
Aircraft scheduling book and procedures _____	_____

ADMINISTRATIVE STAFF OR FLIGHT INSTRUCTOR:

Safety bulletin board / emergency notification procedures	_____
Safety meeting attendance / minutes review procedures	_____
Computer system orientation / review	_____
DTN (weather) computer orientation	_____
Local NOTAM (L) posting / review	_____
Airplane logbook(s) orientation / review	_____
Aircraft parking ramp briefing: Taxi, pre-flight, run-up, refueling, and post flight	_____
Refueling training / orientation	_____
Hangar orientation operating procedures	_____
Pre-Heater operation training	_____
Electric Start Cart operator training	_____

FLIGHT INSTRUCTOR:

FSS contact and flight plan filing procedures	_____
Restricted airspace orientation / review	_____
Redstone Army Airfield diagram review / test	_____
Redstone Army Airfield traffic pattern review / test	_____
FAR / Local Procedures test completed _____(date)	_____
Airplane documents location and review: AW/REG/POH/WT&BAL/CL's/OPNS Logs/ MAINT Logs & Records	_____
Airplane tests completed (as applicable)	_____
CFI Flight test completed _____(date)	_____
Instrument test completed _____(date)	_____

I have read the RAFA SOP on _____(date) _____(patron signature)
I have read the permanent section and the temporary and pertinent data sections of the RAFA Pilot Information File. _____(date) _____(patron signature)

APPENDIX C, FIGURE 3
WAIVER
COVENANT NOT TO SUE AND INDEMNITY AGREEMENT
(For use of this form see AR 215-1)

PLACE: **REDSTONE ARSENAL FLYING ACTIVITY** DATE: _____

EXPIRES: _____ (Not to exceed one year from date signed)

I, (*print full name) _____ * am about to voluntarily take part in various activities, including flying activities, of the Redstone Arsenal Flying Activity, Redstone Arsenal, AL. as a pilot, student pilot, co-pilot, instructor, or passenger. In consideration of the activity permitting me to take part in these activities, I for my heirs, administrators, executors, and assignees, make the following agreement. I agree that I will never prosecute or in any way aid in prosecuting any demand, claim, or suit against the U.S. Government** for any loss, damage, or injury to my person or property that may occur from any cause whatsoever as a result of taking part in flying. If I should take part in such a case, I agree to pay the U.S. Government for all damages, expenses, and costs it may incur as a result thereof. I understand and agree that I am assuming the risk of any personal injury or property damage to me that may result while taking part in the Flying Activity activities. These include such injuries or damage as may be caused by the negligence of the U.S. Government. I also understand and agree that I may be held liable for any damage or loss to the U.S. Government that is caused by my gross negligence, willful misconduct, or fraud.

_____/_____
(Signature) / Witnessed By: (signature of Redstone Arsenal Flying Activity Member)

Local Address: _____

Local Telephone: (_____) _____

* If a minor child, state age and have child sign. If he or she cannot sign, have parent or legal guardian sign for him or her (i.e., "John Jones by Harry Jones, his father) and sign below.

FOR MINOR CHILD

I, _____, parent / legal guardian of the above-said minor child, consent to his or her taking part in the Redstone Arsenal Flying Activity. I will abide by the above. _____ / _____
(date) (signature)

** U.S. Government, as used here, includes the Redstone Arsenal Flying Activity, and any officer, agent, or employee of the U.S. Government or the activity acting officially or otherwise.

APPENDIX C, FIGURE 5

REMAIN OVERNIGHT REQUEST

Patron's Name: _____ Date Prepared: _____

Home Phone: (____) _____ Work Phone: (____) _____

Primary Aircraft Requested: _____ Alternate Aircraft Requested: _____

Inclusive Dates of Request: (from) _____ (to) _____

Total Planned Flying Hours: _____

Intended Refuel Stops and Destinations:

Provide name of town (s) and three letter identifier of airport(s). If uncharted, provide a description of location (radial and distance from NAVAID or Lat/Long).

CERTIFICATION: I certify that I am current and qualified per FAR's, and the RAFA SOP for the requested aircraft and flight conditions. I will adhere to all applicable regulations and the provisions of the RAFA SOP. I will require each passenger to sign a "Covenant Not to Sue" (waiver) prior to their flying in the RAFA aircraft. I understand the minimum flying hours required for RON use of aircraft.

Patron's Signature: _____

MANAGER:

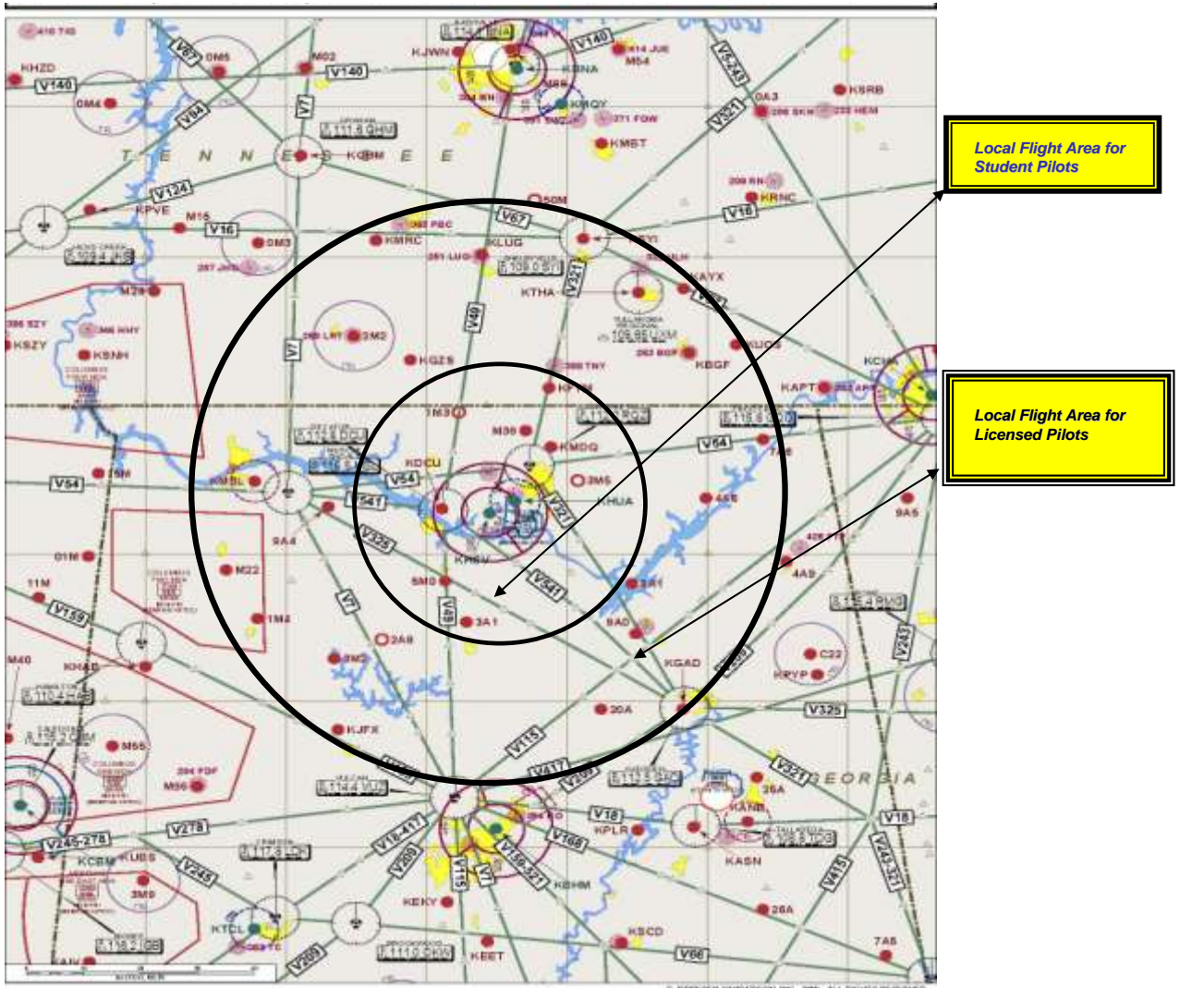
Request Approved on _____, / _____

If use is approved for fewer minimum flying hours than stated in the SOP, specify revised minimum required and manager initials: _____ hours / (initials) _____

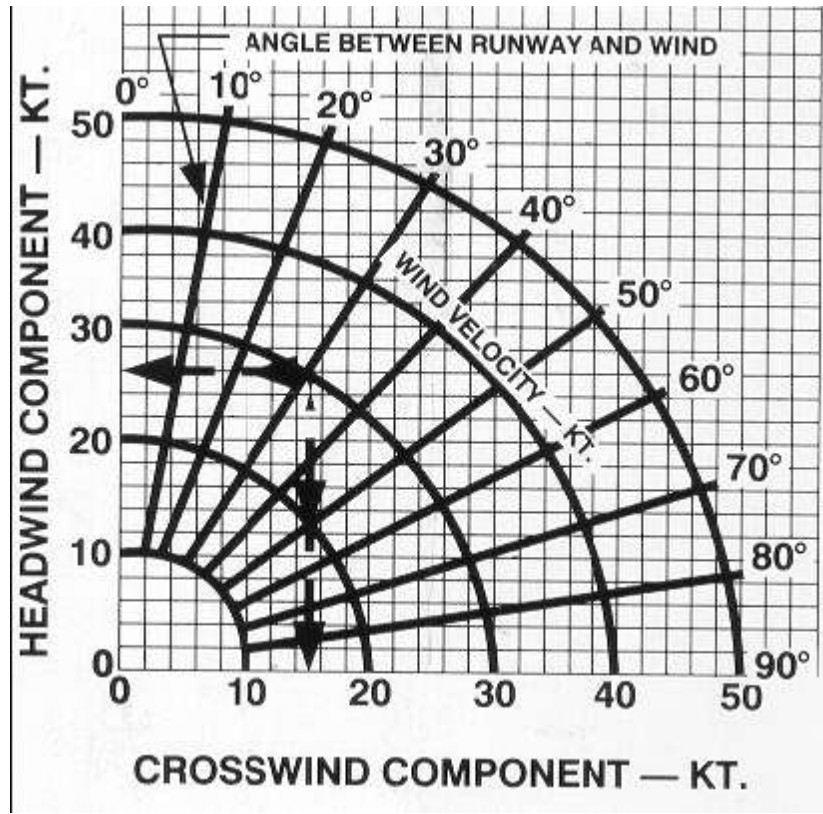
Request Disapproved on _____, /s/ _____

Reason for disapproval: _____

APPENDIX C FIGURE 6
LOCAL FLYING AREA



APPENDIX C, FIGURE 7
Crosswind Component Chart



Example: 30K Wind and 30° Angle

- A. 30° Angle between Wind and Runway Heading**
- B. 30 Knots Total Wind Velocity**
- C. 26 Knot Headwind Component**
- D. 13 Knot Crosswind Component**

APPENDIX D, FIGURE 1 FLIGHT REVIEW / CHECKOUT REQUIREMENTS

INITIAL / ANN FLT REV-VFR	DAY VFR PROF	NIGHT VFR PROF/ CURR	INST PROF EVAL	ADD'L ACFT TYPE	HI PERFORM/CMPLX/TAIL	INSTRUCTOR FLT REVIEW	STUDENT SOLO	AFTER FAA CHKRIDE	
									PILOT: _____ Key # _____ DATE: _____ TYPE AIRCRAFT: _____
									NOTE: CFI must check each item performed satisfactorily. U = Unsatisfactory
									COMPLETE RAFA INPROCESSING CHECKLIST
									REVIEW PILOT INFORMATION FILE
									FAR / LOCAL PROCEDURES TEST
									AIRCRAFT TEST FOR EACH TYPE
									INSTRUMENT TEST
									CFI TEST
									PRE-SOLO TEST
									RAFA COMPUTER/CURRENCY SYSTEM (ORIENTATION)
									RAFA/FAA MAINTENANCE FORMS & RECORDS (ORIENTATION)
									FLIGHT PLANNING & FILING PROCEDURES (ORIENTATION)
									WEIGHT & BALANCE / MAX GROSS WEIGHT
									RAFA RAMP OPERATIONS (BRIEFING / SOP REQUIREMENTS)
									BATTERY CART / PRE-HEATER / COLD START PROCEDURES
									PREFLIGHT
									FUEL SYSTEM / FUEL QMNTS (RAFA & FAA)
									COCKPIT ORGANIZATION / COCKPIT MANAGEMENT
									COMMUNICATIONS AND ATC/RADAR OPERATIONS
									COLLISION AVOIDANCE
									WAKE TURBULENCE
3	3	3		3		3			TAKEOFFS / LANDINGS
									INFLIGHT SYSTEM MALFUNCTIONS
									LOCAL AREA ORIENTATION
									VOR/ADF ORIENTATION & TRACKING
									AIRSPEED / CONFIGURATION CHANGES, FLIGHT AT MCA
									STALL RECOGNITION & RECOVERY
									INSTRUMENT APPROACHES
									ATTITUDE INSTRUMENT FLYING (FULL/PART PANEL) 0.5HR
									UNUSUAL ATTITUDE RECOVERY
									EMERGENCY LANDING (POWER OFF)
									BALKED LANDING
									COMMUNICATION FAILURE
									SHUTDOWN / REFUELING / POST FLIGHT
									COMPUTER POST FLIGHT / ADMIN PROCEDURES (ORIENTATION)
									AIRCRAFT LIGHTING CONTROLS / REQUIREMENTS
									PILOT (RADIO) CONTROLLED LIGHTING
									NIGHT EMERGENCIES
									IFR EMERGENCIES
									USE OF MANIFOLD PRESSURE
									CONTROLLABLE PITCH PROPELLER
									RETRACTABLE GEAR OPERATION
									INOPERATIVE GEAR PROCEDURE
									14 CFR Part 61.56 FLIGHT REVIEW (LOGBOOK ENTRY)

FAA FLIGHT REVIEW COMPLETED (DATE) _____

Approved for cross-country flying (AR215-1 and SOP require solo X-C logged within the past two years and 0.5 hood training during the current annual period). _____ (CFI signature)

Mr./Ms. _____ has satisfactorily completed a _____
(type checkout or flight review) and is competent to safely perform those pilot operations permitted by his/her
FAA certificate or certification within the limitations of local regulations and any additional logbook endorsements

Signature _____ CFI # 46 EXP: _____

Print Name: _____

APPENDIX E, FIGURE 1
REDSTONE ARSENAL FLYING ACTIVITY
SAFETY INSPECTION CHECKLIST AND COMMENTS
DATE OF INSPECTION: _____

1. OPERATIONS BUILDING:

Bulletin board neat, current: _____
Emergency notification listing posted and current: _____
Pilot Information File current: _____ Flight plans being properly filled out and filed: _____
Aircraft status current with maintenance logs: _____, tach time verified: _____,
Squawks reviewed for seriousness and maintenance action planned: _____
Local area map posted, current and accurate: _____
Flight planning area: Blank forms available? Waiver of liability: _____, Flight plans: _____,
Membership applications: _____, Weight and balance data accurate: _____, Operator's manuals
available: _____, Aeronautical Information Manual: _____, Scratch paper: _____, Phone directory: _____
Trash cans empty: _____, general cleanliness: _____, lights functional: _____, posters and magazines neat,
current: _____, heater/air conditioner filters clean: _____ Fire extinguisher inspected _____
Last Ohm check of static grounding points: (should be current within 12 months) _____.
Annual ladder inspection date of last inspection _____
Front door lock batteries (replace every 6 months) last changed _____

2. HANGAR:

Trash removed: _____, Oil and solvents removed or stored properly: _____, Floor clean: _____,
Oil soaked up and removed: _____, Parts washer clean and operational: _____,
Electric "jump start" system in good repair: _____, Air tank and hose in good repair: _____,
Pre-heater in good repair: _____
Aircraft in hangar grounded: _____, Air compressor drained: _____
Extension cords in good repair: _____, Electrical items grounded: _____,
Paint and flammables properly stored in fireproof cabinet: _____
Grinder tool rests adjusted: _____, Compressed gas cylinder(s) secured properly: _____
Material Safety Data Sheets available for inventory of paints, oils, etc.: _____
Orderly arrangement: _____, Grass trimmed 10' from building in all directions: _____ Fire extinguisher
inspected _____

3. USED OIL STORAGE AREA:

Drums not full or overflowing, bungs in place: _____, Drums grounded: _____
Area neat / clean: _____, Grass trimmed 10' around building: _____, Funnel present: _____

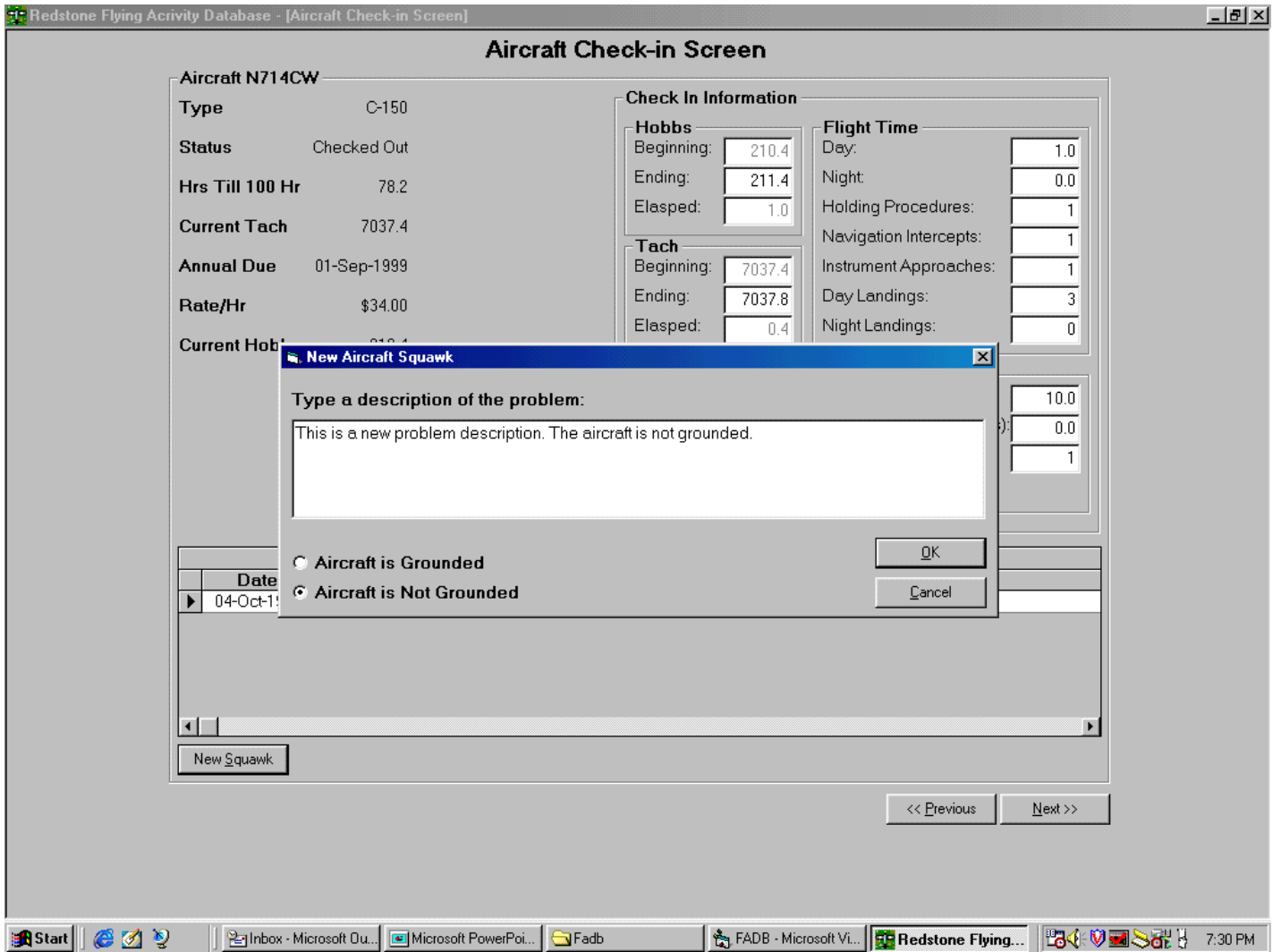
4. FLIGHT LINE:

Trash / debris: _____, Tiedowns present / serviceable : _____, Trash cans empty, not full of water: _____,
Fuel sample cans secured, not full: _____, Grounding wires at fuel pump secure and serviceable: _____,
Any evidence of leaks at fuel pump: _____, Oil cabinets grounded, neat: _____ Fire extinguisher
inspected _____

5. NOTES / CORRECTIVE ACTIONS:

Ref Para:	Action Taken / Coordination
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

APPENDIX F, FIGURE 1
REDSTONE ARSENAL FLYING ACTIVITY
Automated Aircraft Check-in Screen
and
"SQUAWK SHEET"



APPENDIX G

AR 215-1 Appendix J

Army Flying Activities

J-1. General

Army flying activities (AFA) may be established as recreational programs that enhance morale by providing recreational flying opportunities on off-duty time, teaching or improving aeronautical skills, and developing an awareness and appreciation of aviation requirements, safety, and techniques.

a. Commanders may authorize use of hangar space, aircraft tie-down facilities, and maintenance facilities provided such use does not interfere with official military flight operations.

b. AFA may be established at any installation with an assigned active Army aviation element, subject to approval by the responsible IMCOM Region and FMWRC. Requests to establish a flying activity will be forwarded through command channels to FMWRC to the Commander, Family and Morale, Welfare and Recreation Command, ATTN: IMWR-CR, 4700 King Street, Alexandria, VA 22302-2218, and include the following information:

- (1) Size of the initial patron base.
- (2) Growth potential.
- (3) Planned aircraft and equipment acquisitions, to include methods of acquisition.
- (4) Installation facilities available for use.
- (5) Source of funds and proposed expenditures.

c. AFA may be established regionally to support two or more installations in the same general area to maximize participation, minimize cost, and provide for operating efficiencies. Requests to establish regional flying activities will be forwarded by the host installation, through command channels, to FMWRC with the above information.

d. Aircraft assets authorized are generally limited to light, single-engine aircraft. IMCOM Region approval is required before acquiring or operating multiengine aircraft and is based on the ability of the local activity to support and maintain larger, more complex aircraft and the availability of insurance. In any event, the maximum gross weight of flying activity aircraft will not exceed 12,500 pounds.

e. The acquisition or operation of turbine-powered aircraft is not authorized.

f. Ground safety is included within the scope of the safety and accident prevention program. Army regulations and other relevant instructions will also apply to AFA.

J-2. Patrons

Aircraft will be flown by only qualified eligible MWR patrons and flight instructors employed by the AFA. An exception is that prospective buyers may fly aircraft on local flights when accompanied by a flight instructor or AFA member, as determined by the AFA manager.

J-3. Passengers

Aircraft passengers will be limited to the following individuals:

- a.* Active, introductory, and nonpilot patrons.
- b.* Family members of patrons, defined as spouse, children, mother, father, brother, or sister of an AFA patron, and the mother or father of a patron's spouse.
- c.* Persons whose official duties require them to be passengers, such as FAA inspectors, flight instructors, and maintenance personnel hired by the local AFA.
- d.* Bona fide guests of eligible patrons subject to policy established by the commander.

J-4. Aircraft use

a. Use of aircraft will be limited to bona fide recreational flights or official TDY flights. Aircraft will not be used for any of the following purposes:

- (1) Transporting passengers or cargo for a fee.
- (2) Skydiving or sport parachuting activities.
- (3) Towing gliders, without prior IMCOM Region approval.

b. Aircraft and other resources will not be loaned, leased, or rented to individuals, groups, or organizations that are not eligible patrons.

J-5. Federal Aviation Administration certification

All aircraft, pilots, instructors, and mechanics must hold current FAA certification, as specified in the FAR, parts 61 and 91.

J-6. Interactivity flying

Installation AFA may allow patrons of other flying activities to fly aircraft provided each individual—

- a.* Presents acceptable proof of patronage in another military installation flying activity.
- b.* Holds current FAA certification in the type of aircraft to be flown.
- c.* Complies with all rules and regulations of the host activity.
- d.* Satisfactorily completes a flight check conducted by a local flight instructor in the type of aircraft to be flown.

J-7. Aircraft equipment and supplies

Aircraft and related supplies and equipment will be acquired either through purchase (AR 215-4), or by donation as described in chapter 13. Accountability and classification of property will comply with DOD 7000.14-R, volume 13. Disposition will be in accordance with chapter 17.

J-8. Retail sales

The resale of incidental merchandise such as maps, plotters, flight computers, logbooks, and training materials is authorized. AFA may also operate snack bars. Retail sale of aircraft parts to individuals is not authorized.

J-9. Hold harmless agreement

Use of hold harmless agreements will be in accordance with chapter 13.

J-10. Management

Qualified individuals employed as managers on a full-time, part-time, or gratuitous or volunteer basis will manage installation flight activities carefully and professionally. Managers employed on a full-time or part-time basis will be paid from NAF sources. AR 215-3 will govern employment of off-duty military personnel. Gratuitous services provided by patrons and volunteers will be subject to the provisions of chapters 5 and 13 of this regulation, and AR 608-1.

a. The flight activity manager will generally be a full-time employee who supervises day-to-day operations and has overall responsibility for the following functions:

- (1) Schedules flights on a first-come, first-served basis.
- (2) Maintains flight records, bulletin boards, charts, status boards, and pilot information files (PIFs).
- (3) Maintains pilot qualification and currency record for each user in accordance with parts 61 and 91 of the FAR.
- (4) Supervises AFA employees.
- (5) Promptly reports mishaps, late aircraft, or other safety information to the AFA and installation safety officers.
- (6) Ensures that procedures are established requiring the installation aviation element to notify the AFA of overdue aircraft and other emergencies.
- (7) Ensures that no patron is permitted to pilot any aircraft under AFA control without current FAA flight and medical certificates.
- (8) Establishes procedures to ensure compliance with this regulation, FAR, and other pertinent directives.

b. The operations officer may be a full-time or part-time employee or gratuitous services patron or volunteer and generally will be the most experienced pilot available. The operations officer will perform operational functions as assigned by the AFA manager, to include these functions:

- (1) Providing required flight data to patrons.
- (2) Coordinating all local flight areas, ingress and egress routes, and traffic patterns with installation airfield operations personnel and ensuring publication in AFA directives.
- (3) Maintaining a PIF for each patron, organized as follows:
 - (a)* A permanent section, to be reviewed annually, that includes this appendix with IMCOM Region and installation supplements; AFA regulations, operating instructions, and local installation airfield procedures; FAR, parts 61 and 91; and other pertinent safety data.
 - (b)* A temporary section, to be reviewed every 3 months and prior to each flight as pilot-in-command, that includes new material or information of a permanent nature.
 - (c)* A pertinent data section that includes operations and maintenance manuals, DOD and FAR restrictions and limitations, and performance specifications for assigned aircraft.
 - (4) Coordinating operational matters with installation aviation operations and FAA officials, as appropriate.

c. The safety officer may be a full-time or part-time employee or gratuitous services patron or volunteer but must be a military or FAA-licensed pilot. The safety officer will manage the flight safety and accident prevention programs and perform safety functions assigned by the AFA manager, to include—

- (1) Coordinating aviation safety matters with the installation safety officer, installation aviation safety officer, Army Combat Readiness Center (ACRC), and FAA officials, as appropriate.
- (2) Obtaining pertinent ACRC aviation safety publications for use by the AFA.
- (3) Ensuring that deficiencies detected during safety inspections are recorded and corrected.
- (4) Maintaining a safety bulletin board.
- (5) Conducting a continuing accident prevention program in coordination with the installation airfield safety officer and the servicing FAA General Aviation District Office.
- (6) Conducting safety meetings at least quarterly and publishing resulting minutes within five days.

d. The maintenance officer may be a full-time or part-time employee or gratuitous services patron or volunteer. The maintenance officer will supervise the AFA's maintenance program and ensures the airworthiness of aircraft. The maintenance officer will have experience in military or civil aviation maintenance. Possession of a FAA air-frame and power plant mechanic's certificate is desirable and mandatory where assigned functions require an FAA-certified mechanic or inspector. Functions will be assigned by the AFA manager and generally include the following duties:

- (1) Developing and coordinating maintenance policy, subject to approval by the AFA manager. The maintenance policy will include the prohibition that licensed and qualified AFA personnel will not conduct repair and maintenance on non-AFA aircraft while aircraft are located on the AFA facility.
- (2) Grounding all aircraft that are deemed not airworthy, regardless of whether they are owned, leased, or transient.
- (3) Coordinating aircraft maintenance matters with installation aviation maintenance and FAA officials, as appropriate.
- (4) Developing a maintenance program to document and correct discrepancies as soon as possible.
- (5) Inspecting AFA maintenance facilities.
- (6) Assuming responsibility for the security of aircraft undergoing maintenance, providing positive means of securing unattended aircraft, and developing procedures to keep aircraft from being flown with uncorrected safety discrepancies.
- (7) Ensuring that FAA certification is obtained where required.
- (8) Establishing a quality assurance program for fuel used in AFA aircraft. Fuels supplied by commercial vendors must conform to standards established by the National Fire Protection Association and the American Petroleum Institute.

e. The chief flight instructor will supervise and monitor the activities of all flight instructors and will meet the requirements of FAR, part 141, wherever possible. A chief flight instructor may be a full-time or part-time employee or gratuitous services patron or volunteer, or services may be obtained by NAF no personal services contract.

f. Flight instructors will conduct flying lessons and related training activities and conduct flight checks as required by FAA or installation regulations. Flight instructors are generally employed part-time or are gratuitous service patrons or volunteers. Services may also be obtained by NAF no personal services contract. AFA managers who are not fulltime employees may be employed part-time as flight instructors under terms approved by the local chief, community recreation division. All flight instructors must be FAA certified.

J-11. Aircraft and equipment acquisition

Aircraft will be purchased, leased, or rented based on the needs of the AFA program and patron base, the ability to finance the acquisition, and the ability of patrons and AFA staff to operate and maintain the aircraft safely. Each acquisition will require approval of the commander.

a. *Need factors.*

- (1) *Patron-to-aircraft ratios.* Ratios will vary depending on whether operations are primarily pilot oriented or training oriented. A patron base that consists primarily of licensed pilots generally lowers the pilot-to-aircraft ratio. An active flight school that trains student pilots generally raises the ratio.
- (2) *Maintenance cost for each flying hour.* The estimated costs of maintenance, inspections, repairs, overhauls, and modifications will be weighed against projected flying-hour revenues.
- (3) *Fixed costs for new and used aircraft.* The effect of higher depreciation and insurance costs and lower maintenance costs for new aircraft will be considered against lower depreciation and insurance costs and higher maintenance costs for used aircraft.

(4) *Aircraft use.* If flight training is a significant activity, standard aircraft will increase efficiency in scheduling and supervision, and enhance safety. If flight training is not a consideration, the ability of patrons to operate higher performance aircraft safely and economically must be a prime consideration.

(5) *Maintenance capability.* The AFA must have access to maintenance facilities capable of maintaining the aircraft being considered.

(6) *Financing.* The AFA must have the financial resources to buy the aircraft and any associated equipment and must be able to afford long- and short-term maintenance costs.

b. Procurement procedures.

(1) *New aircraft procedures.*

(a) Coordinate the planned acquisitions, in advance, with NAF contracting, FMWRC.

(b) Obtain command approval.

(c) Submit DA Form 4067 with fund citation to the Commander, Family and Morale, Welfare and Recreation Command, ATTN: IMWR-NC, 4700 King Street, Alexandria, VA 22302-4415.

(2) *Used aircraft.* For used aircraft, all planned acquisitions will be coordinated through the installation acquisition office, in accordance with local procedures.

(3) *Equipment procedures.* Equipment procedures will be stated as follows:

(a) Requirements will be coordinated through the installation acquisition office. Acquisitions that cannot be completed by the installation acquisition office may be referred to the FMWRC NAF Contracting.

(b) Equipment and other items purchased for resale in AFA facilities will be identified as such on procurement or purchase requests. Avionics equipment and other controlled items generally will not be acquired through procurement channels for resale purposes.

(4) *Leasing or renting aircraft.* For leasing or renting, requirements will be coordinated through the installation acquisition office in accordance with installation policy and procedures.

(5) *Excess Army aircraft.* Installation AFA may not obtain excess Army aircraft on loan from military sources. However, AFA are authorized to acquire excess Army military aircraft by obtaining prior approval from FMWRC.

c. Advance approval. The purchase, lease, or rental of aircraft by AFA from patrons, military personnel, or civilian Government employees will be reviewed in advance by the installation SJA, and approved by the commander or designee, in order to preclude the potential for or appearance of any conflict of interest.

J-12. Petroleum products

Commanders may authorize the sale of petroleum products by AFA to patrons for reasons of safety. Considerations will include requirements for additional landings and takeoffs during periods of heavy air traffic; condensation of moisture in fuel tanks not topped off after landing; and commercial petroleum products not available within a reasonable distance. If the commander authorizes the sale of aircraft petroleum products by the AFA, the following guidance will apply:

a. Aircraft petroleum products intended for resale will be purchased from commercial sources.

b. Petroleum products will be sold only to patrons of AFA.

c. Prices charged for the petroleum products will be comparable to those charged in nearby civilian communities. A quarterly survey of at least three local area fixed base operators providing aviation fuel services will be used to determine average prices. AFA fuel and oil resale prices will be determined by the obtained average price.

d. Price adjustments will be made within three days of the quarterly survey.

e. Survey documentation must be retained on file for a period of 18 months.

f. Storage of petroleum products will be in accordance with Military Standard 161G (MIL-STD-161G) and Military Handbook 200F (MIL-HDBK-3004). Fuel handling personnel will be properly trained.

J-13. Flight publications

a. The U.S. Army Aeronautical Services Agency will provide AFA with free issues of publications listed below. Between one and three copies will be provided, depending on the size of the AFA and number of aircraft:

(1) En route Low-Altitude Charts (limited to the local flying area).

(2) Terminal Low-Altitude Instrument Approach Procedures (limited to the local flying area).

(3) En route instrument flight rules (IFR) and visual flight rules (VFR) supplements.

b. Publications may be obtained from U.S. Army Aeronautical Services Agency, Bldg 1466, Suite N319, 9225 Gunston Road, Fort Belvoir, VA 22060-5582.

c. Flight publications are listed in the Public Sale Catalog of Aeronautical Charts and Publications, available from the National Imagery and Mapping Agency, 4600 Sangamore Road, Bethesda, MD 20816-5003.

J-14. Flight operations

a. Local flying area. Each installation will establish a local flying area for AFA aircraft. Designation of local flying areas will be coordinated with the installation Army aviation element to ensure compatibility with Army aviation requirements and will be based on the considerations listed below.

(1) Boundaries will be marked by natural or artificial terrain features that are easily identified from the air.

(2) Local flying areas will be prominently displayed in classrooms and similar facilities.

(3) Local flying areas will not—

(a) Exceed a 50-nautical mile radius for licensed pilots and a 25-nautical mile radius for student pilots.

(b) Extend more than 5 nautical miles from the coast of the United States.

(c) Approach closer than 5 nautical miles to any international boundary.

b. Local flying area rules. Appropriate rules governing use of local flying areas will be established and published. All rules will be coordinated with the local Army aviation element or fixed base operator to ensure compatibility and are cleared with the servicing FAA General Aviation District Office.

(1) Patrons will not pilot AFA aircraft when fatigued, under the influence of alcohol or drugs, or otherwise incapacitated.

(2) Aerobatic maneuvers will be not flown below an altitude of 2,500 feet above ground level (AGL). This is a minimum and depends on the type of aircraft. Patrons may perform only those maneuvers that are specifically permitted in the aircraft manufacturer's handbook, FAR, part 91.71, and local flying area rules. A student pilot will not perform deliberate aerobatic maneuvers unless a qualified instructor pilot has access to the controls.

(3) Stalls, steep turns with banks of over 45 degrees, slow flight, and unusual altitudes will not be performed below 1,500 feet AGL, except for maneuvers that are performed for pilot certification.

(4) Night flights will be additionally restricted based on the following:

(a) Patrons will not pilot aircraft on night cross-country flights outside of the designated local flying area unless qualified in accordance with FAR, part 61.109, and cleared by an AFA flight instructor.

(b) Performance of aerobatics or unusual altitudes is prohibited.

(c) Night instrument training will be conducted by a FAA-certified instructor.

(d) Night instrument practice within the local flying area will be authorized only when accompanied by a second pilot who has proper current certifications and has access to the flight controls.

(5) Touch-and-go solo landings by student pilots will not be permitted unless authorized by a FAA-certified activity flight instructor.

(6) Stop-and-go landings will be permitted only when the remaining runway provides the required acceleration stop distance.

(7) All flight plans must meet or exceed minimum fuel requirements prescribed by FAR, part 91.

(8) Maximum flight time for a single pilot will not exceed 8 daytime hours, 6 nighttime hours, or 7 hours for a combination of both. Minimum crew rest between flight days is 10 hours.

c. Preflight and postflight checks.

(1) Each pilot will perform a preflight check of the aircraft before each flight. This check will ensure that the aircraft is airworthy and that all accessories are complete and in good working order. If a defect is found that could interfere with the safe operation of the aircraft, the flight will not be made.

(2) Postflight checks will be performed after each flight. Any defect detected during flight or during the post-flight check will be reported for correction.

(3) All flight checks will be performed using standard checklists, not from memory. Failure of the pilot to make a preflight or postflight check will be grounds for disciplinary action. The fact that a postflight check was made by a pilot who used the aircraft earlier in the same day will not relieve any other pilot of the responsibility for conducting required flight checks.

d. Required equipment. Each pilot will be responsible for obtaining the proper charts, equipment, and information required for each flight. In addition to equipment required by FAR, the following items will be kept in the aircraft at all times, unless otherwise specified:

(1) Checklists, including preflight, prestart, warmup, pretakeoff, cruising flight, prelanding, shutdown, and post flight

(2) Emergency procedures, to include maneuvering speeds, single-engine procedures for multi-engine aircraft, normal fuel consumption, best climb and glide speeds, stalling speed, and lost communications procedures. If not adequately covered in the aircraft manual, procedures will be typed on cards with plastic coverings and maintained in a conspicuous place that is readily accessible to the pilot.

(3) A placard showing compass deviation correction that is visible to the pilot.

- (4) Detailed instructions for remaining overnight and flying in severe weather.
- (5) A crosswind component chart that applies to the aircraft and charts showing the local flying area and its topographic features.
- (6) For visual flight rules (VFR) flights, charts showing the topographic features of the area of flight and publications containing the proper navigational aids.
- (7) For instrument flight rules (IFR) flights, charts and flight information publications necessary for instrument departures, en route flights, and instrument approaches.
- (8) For all night flights, an emergency light that does not require the use of the aircraft battery.
- (9) An emergency locator transmitter for all flights outside of the airport traffic area.

e. Flight planning, review, and clearance.

- (1) A flight plan will be filed and the pilot's currency in the aircraft to be flown will be validated before any flight.
- (2) Preflight planning for cross-country flights will verify, as a minimum the following:
 - (a) Adequacy of intended destination airports and alternates including runway length. Minimum acceptable runway length is 2,000 feet or the aircraft takeoff or landing roll requirement, whichever is greater, based on actual or forecast conditions.
 - (b) Accuracy of weight and balance computations and limitations.
 - (c) Availability of navigation, communications, and en route flight service station facilities.
 - (d) Applicability of any passenger restrictions.
 - (e) Adequacy and completeness of charts.
 - (f) Adequacy of personal equipment.
 - (g) Adequacy and completeness of flight logs, except for winds, times, and ground speeds. Minimum en route altitude must be no lower than 1,500 feet AGL.
 - (h) At least 30 minutes of fuel remaining at the end of the flight under VFR conditions, and 45 minutes under IFR conditions.
 - (i) That flights departing the continental limits of the United States are planned, cleared, and conducted under provisions of the International Flight Information Manual or the DOD Foreign Clearance Guide (DOD 4500.54-G), as appropriate, and applicable AFA operating instructions.
- (3) The pilot will determine existing and forecast weather conditions prior to the flight and ensure that conditions meet minimum standards for the type of flight planned. VFR minimums are—
 - (a) Day: 1,500 feet AGL and 3 miles.
 - (b) Night: 2,500 feet AGL and 5 miles.
- (4) Private pilots with 200 hours or more of flying time and commercial pilots may request standard FAA VFR minimums.
- (5) The AFA will establish maximum headwind and crosswind standards for each level of pilot certification and aircraft type.
- (6) Planning for IFR flights must include the following elements:
 - (a) *Pilots must hold a current FAA instrument certificate and be current with FAR and local flying area requirements.*
 - (b) Pilots will ensure that the aircraft is equipped with required instrumentation, and that instruments, communications, and navigation equipment are checked, calibrated, and fully operable according to FAA regulations. Appropriate entries are made in aircraft logs.
 - (c) Pilots will have in their possession current departure, terminal, and en route flight information publications.
- (7) The AFA will appoint clearing authorities to approve flight plans. Clearing authorities are experienced pilots who have demonstrated mature judgment and safety consciousness. There is no limit to the number of clearing authorities who may be appointed. Clearing authorities will have the following responsibilities:
 - (a) Ensure that pilots are current in all aspects.
 - (b) Ensure that flight plans are adequate and complete.
 - (c) Ensure that weather conditions do not present potential difficulties beyond the skill and experience levels of the pilot.
 - (d) Sign approved flight plans, indicating the date-time group of approval. If no clearing authorities are at the AFA, telephone clearances may be granted after the pilot briefs the clearing authority on the flight plan, weather, and other pertinent data. Records of telephone clearances will be noted on each flight plan.

J-15. Flight training

The continuing operation of or access to a high-quality flight training program must constitute a significant part of installation AFA operations and is the primary means of promoting interest in aviation, teaching of basic piloting skills to new patrons, and improving the skills of experienced pilots. Certified FAA flight training programs will be used to the maximum practical extent.

- a. Each installation AFA will be required to operate or provide access to a primary ground school and a primary flight training program, based on the curriculum outlined in the FAR, part 141.
- b. The chief flight instructor will have primary responsibility for planning, conducting, and managing flight training programs, and supervising the performance of flight instructors, and additional responsibility for the following:
 - (1) Developing operating instructions for flight instructors that include—
 - (a) Flight instructor's duties and responsibilities.
 - (b) Standardized flight check procedures.
 - (c) Course outlines for each program.
 - (d) Endorsement requirements for student certificates and logbooks specified by the FAR, part 61.
 - (2) Establishing standard dual and solo training cross-country routes.
 - (3) Structuring training programs to satisfy the following requirements:
 - (a) Navigation training with increasingly graduated degrees of difficulty.
 - (b) Use of both controlled and uncontrolled airports.
 - (c) Civil weather briefing, flight plan filing, and closing procedures.
 - (d) Visual and navigational aids orientation procedures.
 - (e) Interpretation and use of aircraft owner's manual operating instructions.
 - (f) Calculation and use of density altitude.
 - (4) Developing detailed operating instructions for deteriorating weather and lost procedures, and ensuring that copies are aboard each aircraft during flight.
- c. Flights by student pilots are subject to the following restrictions:
 - (1) Solo cross-country flights will be limited to daytime hours.
 - (2) Solo cross-country flights may be flown into destination airports that have not previously been used only when the student pilots have the following requirements:
 - (a) Met all dual cross-country requirements.
 - (b) Completed 3 hours of solo cross-country flying into airfields where they have previously executed satisfactory traffic patterns in dual flights with instructors.
 - (3) Each cross-country route is a closed course requiring no more than 1 flying day to complete.
- d. Any pilot, including rated military pilots, without solo cross-country experience in the past 2 years must complete the following requirements before being cleared to fly as pilot-in-command of a cross-country flight:
 - (1) Satisfactory completion of dual navigation instruction with a certified flight instructor.
 - (2) Satisfactory completion of an oral test on flight planning.
- e. Training in simulated forced landings is authorized, provided the aircraft is not allowed to descend below 250 feet AGL unless the landing is on an authorized runway. Pilots will practice forced landings only when accompanied by a flight instructor.
- f. Training and checkouts in retractable-gear aircraft will require demonstrating proficiency in the following performance factors for the type of aircraft to be flown:
 - (1) The proper use of checklists.
 - (2) Retractable gear operation.
 - (3) Propeller operation.
 - (4) Emergency procedures.
 - (5) Various types of approaches and flap settings.
- g. The conduct of training flights involving student pilots will be subject to the following restrictions (these restrictions will not apply to FAA inspectors and others whose official duties require observation of training or qualification flights):
 - (1) Only the instructor pilot and pilots receiving flight checks will be permitted aboard a qualification check flight.
 - (2) Only the instructor pilot and the pilots receiving instruction will be permitted aboard a training flight.

J-16. Flight standardization

Each installation AFA will conduct an ongoing flight standardization program to verify or revalidate the flying skills of licensed pilots periodically, ensure that flight checks and procedures are carried out uniformly, and standardize operating procedures for each type of aircraft. Standardization requirements are as follow:

- a. *Pilot standardization checks.* A certified flight instructor will administer a standardization evaluation flight check to each pilot—
 - (1) Prior to initial VFR solo flight in each aircraft type.
 - (2) Prior to initial IFR flight as pilot-in-command.

(3) Prior to initial VFR night flight.

(4) Every 12 months.

b. Flight checks. Flight instructors will administer initial checkouts to AFA patrons as follows:

(1) Written exams on the aircraft, FAR, and local procedures. A grade of 85 percent is required. Completed exams will be retained in the patron's PIF.

(2) Demonstration of flying proficiency appropriate to the certificate held.

(3) Performance of three takeoffs and landings to the satisfaction of the flight instructor.

c. Instructor checks. The chief flight instructor will administer instructor checks as specified in the FAR, part 141.79, to include the following:

(1) A written examination on aircraft, instruction techniques, FAR, and local procedures. A grade of 85 percent corrected to 100 percent is required. Completed exams are retained in each instructor's PIF.

(2) Flight checks, as considered appropriate by the chief flight instructor.

d. Chief instructor checks. The chief instructor will be checked as required by the FAA. Results are retained in the chief instructor's PIF.

e. Instrument flight checks. These checks will be administered every 12 months to patrons who hold IFR flight authorization. A patron disqualified by any instrument flight check may not fly IFR flights until additional training is received and a recheck is successfully completed.

(1) Rechecks must be administered by a certified instrument flight instructor.

(2) The patron is required to demonstrate standards of flying proficiency and knowledge of procedures appropriate to the instrument rating.

(3) Written exams on instrument procedures, FAR, and local procedures will be graded, corrected, and filed in the patron's PIF. A grade of 85 percent corrected to 100 percent is required.

f. Twelve-month checks. This check requires at least 1 flight hour and three landings in the most complex aircraft in which the patron is current. Aircraft complexity will rank from fixed gear, fixed propeller, and less than 200 horsepower, through fixed gear, constant-speed propeller, cowl flaps, and more than 200 horsepower, to retractable gear, constant-speed propeller, and more than 200 horsepower. Requirements are as follows:

(1) The pilot must demonstrate standards of flying proficiency appropriate to the certificate held.

(2) Written examinations on the aircraft, FAR, and local procedures are graded, corrected, and filed in each patron's PIF. A grade of 85 percent corrected to 100 percent is required.

g. Night VFR checkouts. Pilots having a current private license and day VFR checkout must fulfill the following requirements to the satisfaction of the flight instructor prior to night flight:

(1) At least three takeoffs and landings to a full stop, with emphasis on correct patterns.

(2) A tour of the local flying area that identifies local area landmarks and all obstacles to air navigation.

(3) One very high frequency/direction finding or surveillance approach, if facilities are available.

(4) At least three landings at selected night-capable airports in the local area.

(5) Appropriate maneuvers for night VFR flights.

(6) Use of aircraft landing lights during the first night approach.

h. Alternate checks. The successful completion of a FAA flight check conducted by a FAA inspector may, at the discretion of the chief flight instructor, be accepted in place of one or more of the required flight checks. However, required written examinations will be administered and graded by an AFA flight instructor, and all other currency qualifications specified in FAR and this appendix must be satisfied.

(1) Patrons desiring to fly as pilot-in-command must satisfy FAA requirements and the requirements of this appendix.

(2) Medical requirements for glider pilots are the same as for pilots of powered aircraft.

(3) The AFA manager will maintain the currency status of all pilots to include aircraft type, health status, and expiration dates. A pilot who loses currency in a specific type of aircraft will be required to repeat the initial checkout for that type of aircraft.

(4) Day currency requirements are as follows:

(a) Student pilots must demonstrate proficiency at least once every 30 days by performing a dual instructional flight and landing to the satisfaction of the flight instructor. Solo flights will not be attempted until satisfactory completion of progress checks and approval of the flight instructor. Students must maintain currency in only one type of aircraft.

(b) Private pilots with fewer than 200 hours of pilot time must accomplish at least 1 hour of pilot time and three landings every 60 calendar days in the most complex aircraft in which qualified.

(c) Private pilots, commercial pilots, and instructor pilots with more than 200 hours of pilot time must accomplish a minimum of 1 hour of flight time and three landings every 90 calendar days in the most complex aircraft in which qualified.

(5) For night currency, at least 1 hour of night flight time, with three takeoffs and three landings to a full stop, must be accomplished within the time periods prescribed for day currency. Night flights also must fulfill day currency requirements. A pilot who does not meet night currency requirements but who remains current in all other requirements will be allowed a 30-day grace period in which to regain currency. Night flights during this period will be flown either solo or with a flight instructor. Following the 30-day grace period, night currency will be regained through an initial night flight check.

(6) Instrument currency will be maintained in accordance with the FAR, part 61.

J-17. Safety and accident prevention

Each installation AFA must conduct a vigorous safety and accident prevention program to promote and enforce safe flying practices, conduct related education and training programs, and generally, ensure that safety considerations are integrated into management activities and all maintenance and flight operations.

a. The AFA safety officer will manage the safety and accident prevention program in accordance with the provisions of paragraph J-10c.

b. The installation aviation safety officer will serve as advisor to the AFA and has the following responsibilities:

(1) Coordinating activities with the AFA safety officer.

(2) Conducting and documenting safety inspections of the AFA, as prescribed by the commander.

(3) Ensuring that safety discrepancies noted during inspections are corrected.

(4) Making accident prevention information available. This information will include mishap reviews, inspection reports, posters, safety magazines, training aids, and operational hazard reports.

(5) Assisting in reporting AFA accidents and incidents required by this appendix and the National Transportation Safety Board (NTSB) (49 CFR 830).

c. The ACRC will support installation AFA by providing ACRC aviation safety publications applicable to the AFA.

d. Patrons appointed as safety officers will be required to attend the ACRC aviation safety course. The supporting NAFI/entity will pay transportation, travel, and per diem. Attendance will be coordinated with FMWRC. Safety officers who have previously completed a formal aviation safety course are exempted by FMWRC.

e. The safety officer will be alert to potential hazards and recommend changes in operations, procedures, methods of instruction or supervision, and life support and airdrome facilities as they pertain to flight safety.

f. AFA aircraft will be operated in a safe manner at all times, and in compliance with this appendix, local installation directives, and applicable FAA directives. Local operating procedures will prohibit unsafe acts that expose individuals to possible injury, jeopardize life, or expose an airframe to conditions that may result in damage or destruction. Specific prohibitions must include—

(1) Buzzing or hedgehopping in violation of minimum safe altitudes.

(2) VFR flights in violation of VFR minimums.

(3) Flights in the vicinity of clouds in violation of minimum clearance distance.

(4) Operating aircraft beyond the manufacturer's stated operational limitations.

(5) Unauthorized aerobatics.

g. Undue stresses, such as hard landings or severe turbulence, will be recorded in the aircraft flight log, and the aircraft will be properly inspected and declared airworthy before being released for further flight.

h. The safety officer will conduct quarterly safety meetings and prepare minutes. Safety meetings are professional, stimulate interest, and will—

(1) Use guest speakers, such as control tower operators, flight surgeons, engine specialists, weather experts, FAA officials, and others involved in aspects of flight safety.

(2) Discuss the following subjects, as local needs dictate:

(a) Army and IMCOM Region policies and directives.

(b) FAA regulations.

(c) Local flying area problems.

(d) Seasonal flying hazards, to include weather.

(e) Light aircraft maintenance and potential problem areas.

- (f) Light aircraft accident briefs.
- (g) Wake turbulence, flight planning, and fuel management.
- (h) Emergency and lost procedures.
- (i) Spatial disorientation, hypoxia, and survival.
- (j) Recurring problems, such as seasonal weather, crosswinds, and wake turbulence.

i. Attendance at safety meetings will be mandatory for all AFA patrons. Patrons who fail to attend a meeting will be denied flying privileges until they review the minutes of the meeting or are briefed on the meeting by the safety officer or a designee. Records of attendance and make-up readings or briefings will be maintained for 1 year.

J-18. Accident report

a. Initial reports.

(1) *DA Form 7305 (Telephonic Notification of Aviation Accident/Incident)*. Worksheet information will be submitted telephonically or by data fax or e-mail as required by AR 385-40 immediately after any AFA aircraft flight or flight-related accident resulting in major or substantial damage (in accordance with FAA standards) to the airframe, property, or resulting in any of the following:

- (a) Fatality.
- (b) Permanent total disability.
- (c) Permanent partial disability.
- (d) Hospitalization of five or more (in-patient status).
- (e) Loss of time from work beyond the day on which the accident occurred.

(2) *DA Form 7306 (Telephonic Notification of Ground Accident)*.

- (a) Worksheet information will be submitted telephonically or by data fax or e-mail immediately after any AFA ground accident resulting in airframe damage or other events described in paragraphs J-18a(1)(a) through (e).
- (b) Worksheet information will be prepared and submitted by the installation AFA for any accident involving its own aircraft and for any accident involving AFA aircraft from other installations operating in the local flying area.
- (c) An accident involving two or more aircraft will be reported as a single event.

b. Accident investigation reports.

(1) *DA Form 2397 series (Technical Report of Army Aircraft Accident)*. This report will be submitted as required by AR 385-40. This report is a followup of the Telephonic Notification Worksheets and will be prepared in accordance with the following instructions:

- (a) The report is prepared as directed by the commander in accordance with instructions in AR 385-40.
- (b) The commander will appoint a rated Army aviator to conduct a technical review of the completed report in order for the commander to make appropriate recommendations.
- (c) The completed report will be forwarded through channels to the Commander, Army Combat Readiness Center, ATTN: CSSC-I, Fort Rucker, Alabama 36362-5363.
- (d) Completed reports will be submitted within 90 calendar days of accident occurrence.

(2) *DA Form 2397-AB (Abbreviated Aviation Accident Report)*. AFA flight and flight-related accidents resulting in minor airframe or property damage will be reported using this form. Reports will be submitted within 10 calendar days of accident occurrence.

(3) *DA Form 285-AB (Abbreviated Ground Accident Report)*. AFA ground accidents resulting in minor airframe or property damage will be reported using this form. Reports will be submitted within 30 calendar days of accident occurrence.

c. Army Flying Activity Accident Report. Accidents involving AFA aircraft will be reported to the NTSB in accordance with 49 CFR 830. Copies will be provided to FMWRC (IMWR-CR and IMWR-FM) at the street address in paragraph J-1.

d. Reporting requirement. The garrison MWR operating entity manager will report all accidents in accordance with this appendix.

J-19. Accident investigations

The commander will appoint a rated Army aviator to investigate any accident that requires submission of a report involving AFA aircraft. Accident investigations will be conducted in accordance with the following guidance:

- a.* Investigations will be conducted for the sole purpose of determining causes and preventing the recurrence of similar accidents. Investigations involving line of duty status, liability, or personal misconduct will be conducted separately.
- b.* Local investigations must not interfere with or obstruct NTSB or FAA investigations, or investigations conducted by the International Civil Aviation Organization in foreign areas. Local investigations will be conducted in cooperation with other investigating agencies to the extent feasible.
- c.* Release of accident investigation and information will be governed by AR 385-40.

J-20. Aviation maintenance

- a.* Aircraft will be maintained in accordance with applicable FAA directives and the specifications of aircraft manufacturers.
- b.* Systematic maintenance programs will be established that provide for scheduled inspections, routine maintenance, and major overhauls of airframes, engines, and other components. Deviations from established schedules will be permitted only in exceptional circumstances. Maintenance schedules for Government aircraft on loan to installation AFAs will not be changed without prior approval of the FAA and the Commander, Army Aviation and Missile Command, ATTN: AMSAM-MMC-MA, Redstone Arsenal, Huntsville, Alabama 35898-5000.
- c.* The maintenance program will be based on aircraft inspections conducted at specified intervals, and prompt correction of any discrepancies found. Compliance with inspection periods recommended by the aircraft manufacturer and FAA is mandatory. Minimum inspection requirements will be as follows:
- (1) Pilot's preflight and postflight inspections.
 - (2) Minor inspections, as recommended by aircraft and engine manufacturers.
 - (3) Major inspections at 100-hour intervals or progressive inspection programs approved by both the aircraft manufacturer and the FAA.
 - (4) Annual inspections for airworthiness certification.
 - (5) Periodic activity inspections.
- d.* Maintenance quality control will include, but not be limited to—
- (1) Currency of inspections.
 - (2) General condition of aircraft and associated equipment.
 - (3) Compliance with aircraft modification equipment manuals.
 - (4) Adequacy and currency of maintenance manuals.
 - (5) Adequacy and condition of facilities.
 - (6) Safety practices.
 - (7) Security of aircraft while undergoing maintenance.
- e.* The maintenance officer will ensure that the following maintenance records are maintained:
- (1) Aircraft and engine logbooks, as required by the FAA.
 - (2) Aircraft flight manuals, equipment lists, and repair and alteration records required by the FAA.
 - (3) Running maintenance logs documenting the recent maintenance history of each aircraft. Logs will include a record of the discrepancies noted by the pilot, a complete record of corrective actions, and the signature of the person releasing the aircraft for flight. Uncleared discrepancies require the aircraft to be grounded until corrective action is completed.

J-21. Safety inspections

USACRC may conduct annual safety inspections on an unscheduled basis.

J-22. Annual status report

Installation AFAs will prepare and submit an annual status report (RCS AG848) summarizing patronage, flight operations data, and related information.

- a.* Reports will be prepared using DA Form 4909.
- b.* Reports will be based on activities occurring during each fiscal year.
- c.* Completed reports will be forwarded to FMWRC, at the address in paragraph J-1, and must be received by 31 October annually. Copies will be provided to the commander and appropriate IMCOM Region director.

APPENDIX H

POLICY LETTERS

Policy Letters listed below are attached to and are effective as additional operating procedures. See paragraph 1.3.

<u>Policy Letter No.</u>	<u>Effective Date</u>	<u>Subject</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

(attach policy letters behind this listing)