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**THIS VERSION WILL ALLOW YOU TO ANSWER QUESTIONS IN OUR STANDARDIZATION TEST.**

## **Chapter 5**

### **SAFETY**

**5.1. Applicability.** A comprehensive safety program is a vital element in maintaining a successful aero club. Safety is every aero club member's responsibility. Managers, with assistance from the club safety officer, develop and implement an aggressive mishap prevention program.

**5.2. Safety Meetings.** The club safety officer must hold a club safety meeting for the membership at least once a month. **(T-3)**. Any member or flight instructor who fails to attend a mandatory safety meeting is denied pilot-in-command privileges until cleared by the manager. Schedule these meetings when most members can attend. Member and flight instructor currency in aero club aircraft is conditional upon regular attendance at AF aero club safety meetings.

5.2.1. If a safety meeting is missed alternate means of making up the meeting will be prescribed by the manager. **(T-3)**. Options include, but are not limited to, the following:

5.2.2. Review videotapes of the missed safety meeting(s).

5.2.3. Review meeting minutes from the missed safety meeting(s).

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

**5.3. Safety Meeting Attendance.** The manager or designated representative should document member and flight instructor safety meeting attendance or completion of actions listed in [para 5.2](#) in the automatic dispatch system. Safety meeting minutes are posted in the pilot information file within 5 workdays after each meeting.

**5.3.1.** Any member or flight instructor who misses two consecutive meetings without a reason acceptable to the manager shall be denied flying privileges until they attend a safety meeting or accomplish one of the actions listed in 5.2.1. **(T-3)**.

**5.3.2.** Any member or flight instructor who misses three consecutive meetings must attend a safety meeting prior to regaining flying privileges. **(T-3)**.

**5.3.3.** The installation commander must authorize members and flight instructors to view a videotape of the safety meeting to satisfy attendance requirements. **(T-3)**.

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

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

5.3.5.1. AF and major command policies and directives.

5.3.5.2. FAA regulations.

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

5.3.5.4. Midair collision avoidance and prevention.

5.3.5.5. Seasonal flying hazards, including weather.

5.3.5.6. Light aircraft maintenance and potential problem areas

5.3.5.7. Light aircraft accident briefs.

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

5.3.5.9. Lost and emergency procedures.

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

5.3.5.11. Mountain flying.

5.3.5.12. All aero club mishap reports.

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

**5.5. Air Force Occupational Safety and Health Standards.** Safety is every aero club member's responsibility. Club managers must develop and implement an aggressive mishap prevention program which includes a flight, aircraft servicing, ground handling, and maintenance activities. **(T-1)**. Additionally, club managers and his or her staff must comply with applicable portions of Air Force Occupational Safety and Health Standards. **(T-1)**. Club managers must hold a safety meeting for the membership at least once a month with attendance documented. **(T-3)**.

**5.5.1.** Any member or flight instructor who fails to attend a mandatory safety meeting will be denied pilot-in-command privileges by the club manager until the member or flight instructor accomplishes one of the following: **(T-3)**.

5.5.1.1. If authorized by the installation commander, reviews videotapes of the missed safety meeting(s).

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

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

**5.5.2.** Any member or flight instructor who misses three consecutive meetings must attend a safety meeting prior to regaining flying privileges. **(T-3)**.

5.5.3. Members may attend another military aero club's safety meeting, if authorized by the local club.

5.5.4. Safety meeting format is at the discretion of the club; however, the following topics are recommended for periodic discussion:

5.5.4.1. AF and major command policies and directives.

5.5.4.2. FAA regulations.

5.5.4.3. Local flying area, including briefings by safety specialists or representatives from the FAA.

5.5.4.4. Midair collision avoidance and prevention.

5.5.4.5. Light aircraft maintenance and potential problem areas.

5.5.4.6. Light aircraft accident briefs.

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

5.5.4.8. Lost and emergency procedures.

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

5.5.4.10. Mountain flying.

5.5.4.11. Seasonal flying hazards, including weather.

5.5.5. Club managers must ensure fire extinguishers are readily accessible during engine starts, aircraft maintenance, and aircraft refueling. **(T-1)**. Local fire protection authorities determine the amount, locations, and types of fire extinguishers to be used. Fireguards are not required for aero club operations.

**5.6. Disciplinary Action and Retraining.** The club manager will deny flying privileges to any pilot(s) involved in a flying accident, incident, unusual occurrence, or in actions which may be perceived as a violation of established directives, until a reasonable determination of the facts can be made and the pilot's aero club privileges are reinstated by the installation commander. **(T-1)**. Student pilots involved in any of the above-mentioned actions may continue the dual portion of their flight training. However, student pilots will not solo until the investigation is completed and the installation commander reinstates their solo flight privileges. **(T-1)**.

**5.6.1.** The club manager and staff member he or she designates must investigate the event to determine if the pilot(s) knowingly violated established guidance, or whether the pilot(s) should receive additional training. **(T-1)**. The club manager presents its findings to the standardization board. The standardization board will make recommendations to ensure this event does not reoccur and forward those recommendations to the installation commander for approval. **(T-1)**.

**5.6.2.** If the installation commander determines the pilot(s) knowingly violated established guidance; the pilot(s) must be removed from the club. **(T-3)**. "Knowingly" is interpreted to mean a similarly experienced pilot, in a similar situation, would have known the actions were in violation of established directives. The pilot(s) will not be eligible to reapply to any AF aero club for a period of at least one year. **(T-3)**. Club managers must forward a copy of the report of investigation of the events that led to the member's dismissal and approved recommendations to AFSVA. **(T-1)**.

**5.7. Classifying Mishaps.** The installation commander classifies mishaps according to AFI 91-204, *Safety Investigations and Reports*. **(T-1)**.

**5.8. Investigating Mishaps.** An AF flight safety officer must conduct an official investigation on each reportable aero club mishap according to AFI 91-204. **(T-1)**. The flight safety officer works closely with applicable ground safety, NTSB, FAA or host country investigators. The flight safety officer must retain all applicable training and membership records, as well as any applicable aircraft or aircraft component, until a reasonable determination of the facts can be made. **(T-1)**. Consult AFI 51-307 para 8.4, 8.5 and 8.7 for release from legal hold requirements for certain types of Aero Club mishaps. In addition, the flight safety officer contacts AFSVA to determine the source and extent of material analysis needed to determine the cause of the mishap.

**5.9. Reporting Mishaps.** The manager notifies AFSVA according to [Attachment 5](#).

**5.9.1.** The major command safety staff forwards reports to AFSVA. **(T-2)**.

5.9.2. Headquarters Air Force Safety Center renders the final evaluation on all mishaps involving injury to personnel. Refer to AFI 91-204. Both injury and property damage thresholds are used to report mishaps.

**5.10. Using or Releasing Mishap Reports without Authorization.** If the report is non-injury related, it is maintained at AFSVA; refer requests for release to AFSVA Freedom of Information Act Office. The releasing authority for aero club mishap reports is the Air Force Safety Center director. Refer all requests for release to HQ AFSC Staff Judge Advocate (JA), 9700 Ave G SE, Ste 237, Kirtland AFB, NM 87117-5671.

**5.11. Ground and Occupational Safety.** Aero club employees must comply with applicable portions of the Air Force Occupational Safety and Health Standards. **(T-0)**.

**5.12. Fire Extinguishers.** Fire extinguishers must be readily accessible during engine starts, aircraft maintenance, and aircraft refueling. **(T-1)**. Local fire protection authorities must determine the amount, locations, and types of fire extinguishers to be used. **(T-1)**. Fireguards are not required for aero club operations.

## Chapter 6

### OPERATIONS

**6.1. Standard Operating Procedures.** Managers must publish and maintain standard operating procedures approved by the Force Support commander or director. **(T-3)**. Managers are strongly encouraged to draw upon experience from club officers, certified flight instructors, maintenance personnel, and installation advisors. Standard operating procedures will be provided (electronic or hard copy) to all members, certified flight instructors, and maintenance personnel. **(T-3)**. An electronic version of standard operating procedures and a status page of all changes must be available to all club certified flight instructors and members. **(T-3)**. As a minimum, the standard operating procedures must contain items described in [Attachment 2](#). **(T-2)**.

6.1.2. Update the standard operating procedures as required, by using one or more of the following methods.

6.1.2.1. Pen and ink for minor changes.

6.1.2.2. Remove and replace existing pages.

6.1.2.3. Accomplish a complete rewrite.

**6.2. AF Aero Club Instructor Standardization Guide.** The purpose of the *USAF Aero Club Instructor Standardization Guide*, located at <https://www.usafservices.com/Managers/AeroClubs/SupportingStandards.aspx>, is to describe aero club pilot checkout requirements and standards, private pilot training requirements, and proper documentation of pilot training and checkouts. All certified flight instructors must adhere to the guidance provided in the *USAF Aero Club Instructor Standardization Guide*. **(T-3)**.

**6.3. Documents and Publications.** Managers must establish flight publications requirements and may use the base flight publication distribution sections on a non-reimbursable account. **(T-3)**. Reference material shall include the *Aeronautical Information Manual*; 14 CFR Part 1, *Definitions and Abbreviations*, Part 61, 91, and 141; and 49 CFR Part 830, *Notification and Reporting of*

*Aircraft Accidents or Incidents and Overdue Aircraft, and Preservation of Aircraft Wreckage, Mail, Cargo, and Records.* Additionally, the manager must make the following publications available for flight planning purposes; airport and facility Directories, DoD Flight Information Publication, Enroute Low Altitude Charts, Low Altitude Instrument Approach Procedures, Class B Airspace Charts, and Sectional Charts. **(T-3)**. Base supply should make available to the club the supply publications and documents needed to identify desired AF items. The base publications distribution office provides the club with AFTO for maintaining and using government-loaned aircraft and equipment when these publications are available in the AF publishing system.

**64. Local Flying Area.** The installation commander must determine boundaries of the local flying area based on terrain, special use airspace, and available airports. **(T-3)**. A 50 nautical mile radius is recommended. The local area for solo student pilots shall be defined according to FAA regulations or the installation commander, whichever is more restrictive. **(T-0)**. Clubs develop a local area map depicting local area limits, training areas, ingress and egress routes, local traffic patterns, and hazards to air navigation. This map should be prominently displayed in the flight planning area. **(T-3)**.

**65. Pilot-In-Command.** Only aero club members, employees, or aero club contractors possessing a valid FAA pilot certificate, valid FAA medical certification, and who have successfully completed the applicable checkout requirements may pilot club aircraft. **(T-0)**. The AFSVA aero club program manager and director of operations and safety are authorized to act as pilot-in-command of any club aircraft in which they maintain currency, without a local checkout.

**6.5.1.** Members possessing only a valid Recreational Pilot Certificate shall not act as pilot-in-command of club aircraft except when enrolled in a course of training for a Private, Commercial, or Airline Transport Pilot Certificate. **(T-0)**. In this instance, a member holding a Recreational Pilot Certificate must comply with all restrictions in the FAA regulations and this manual pertaining to student pilots. **(T-0)**.

**6.5.2.** Members possessing only a valid Sport Pilot Certificate may only operate light sport aircraft as the pilot-in-command after successfully completing the applicable club checkout requirements. They shall not act as pilot-in-command of other club aircraft except when enrolled in a course of training for a Private, Commercial, or Airline Transport Pilot Certificate. **(T-0)**. In this instance, a member holding a Sport Pilot Certificate shall comply with all restrictions in the FAA regulations and this manual pertaining to student pilots. **(T-0)**.

**6.5.3.** The pilot-in-command must occupy the left front seat in side-by-side aircraft or the front seat in tandem aircraft **(T-0)**, except in any of the following circumstances.

6.5.3.1. When prohibited by the flight manual.

6.5.3.2. When weight and balance considerations dictate otherwise.

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

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

6.5.3.5. When the pilot is a flight instructor conducting flight instruction or receiving and administering flight checks.

**6.5.4.** The Force Support commander or director may authorize a one-time flight for a prospective buyer of a club aircraft; however, a qualified instructor shall act as pilot-in-command. **(T-3)**.

**6.5.5.** No person shall operate or occupy a club aircraft unless they have executed the form

**Attachment 9** within the previous 12 months. **(T-0)**. This requirement does not apply to FAA inspectors performing official flight examinations.

6.5.6. When conducting a practical test, an FAA inspector or designated examiner may act as pilot-in-command without meeting the requirements specified in this manual.

**6.6. Checklists.** Clubs must supply a consolidated aircraft checklist for each aircraft operated. **(T-0)**. Use of the checklist by pilots is mandatory. **(T-0)**. Each checklist page is numbered and includes the revision date. Use of locally developed in-flight guides is highly encouraged.

6.6.1. The checklist includes the applicable items contained in the manufacturer's owner's manual; however, if the owner's manual does not adequately cover the items below, managers shall supplement procedures and include them in the checklist. **(T-0)**. As a minimum, the checklist includes the following:

6.6.1.1. Normal procedures.

6.6.1.2. Emergency procedures.

6.6.1.3. Takeoff, climb, and landing data.

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

6.6.1.5. Cruise performance and fuel consumption.

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

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

**6.7. Clearance Procedures.** Clubs use the latest version of the automated dispatch program populated with current data to check pilot-in-command currencies. Members authorized self-clearing privileges as specified in paragraph 2.19. of this manual and clearing authorities shall clear all flights originating at the home station using automatic dispatch guide. Guidance from this manual, major command supplements, installation directives, current pilot information file items, and standard operating procedures must be followed. **(T-0)**. The pilot-in-command is the clearing authority for all flights originating off-station. **(T-0)**. All flights where a student pilot is flying solo must be cleared by a flight instructor who is familiar with the student's capabilities. **(T-0)**.

**6.8. Pilot Currency.** Pilots record all applicable currency items in their personal logbook and provide the data to the manager for entry into automatic dispatch system. **(T-0)**. Computerized logbooks are authorized in lieu of handwritten logbook entries, provided they contain all applicable currency information. Managers may, when deemed in the best interest of the aero club and not specifically prohibited by this manual, may accept currency items achieved via nonstandard means as long as the pilot is in compliance with FAA requirements.

6.8.1. Managers or chief flight instructors may credit pilot activities performed in other than club aircraft to satisfy currency requirements if activity is in the same make and similar model aircraft (e.g., Cessna 182RG could count toward aero club Cessna 182 currency; but Boeing KC-135 will not count toward Piper Seneca currency).

**6.8.2.** Pilots must fly with, and receive a logbook endorsement from a flight instructor to regain any currency. **(T-0)**. The flight instructor will complete an AF Form 1584, *USAF Aero Club Standardization Record*, and update automatic dispatch system. **(T-3)**.

**6.8.3.** To act as pilot-in-command, pilots with less than 200 pilot hours must have accomplished three takeoffs and landings within the preceding 60 days in each make and model aircraft they wish to fly. **(T-0)**. Pilots with at least 200 pilot hours shall have accomplished three takeoffs and landings within the preceding 90 days in each category and class aircraft

they wish to fly. (T-0).

**6.8.4.** Pilots who have not made three takeoffs and landings in a particular make and model aircraft within the preceding 180 days must accomplish a re-currency check and closed book exam for that make and model aircraft. (T-0).

**6.8.5.** To exercise pilot-in-command privileges in club aircraft at night, pilots must have accomplished at least three takeoffs and three landings to a full stop, at night, within the preceding 90 days, in each aircraft category and class they wish to fly. (T-0). If night currency is lost, the pilot must make three takeoffs and landings to a full stop, at night, in each aircraft category and class they wish to fly, with a current and qualified club certified flight instructor. (T-0).

**6.9. Pilot Training.** Managers must prepare and use a ground school and flight-training curriculum certificated by the FAA under 14 CFR Part 141 for training leading to the issuance of an initial private or commercial pilot certificate, or an Instrument rating. (T-0). All members training for the initial issuance of a private or commercial pilot certificate or an instrument rating shall be enrolled in, and complete training under, a 14 CFR Part 141 curriculum. (T-0). AFSVA must approve all other flight and ground-training courses not certificated under 14 CFR Part 141 before implementation. (T-2). Instructors will use the grading procedures described in [Attachment 3](#). (T-1). Aero clubs located in foreign countries are exempted from 14 CFR 141 certification, but will conduct training as in 14 CFR 141 to the extent practical.

**6.9.1.** Procedures in the *USAF Aero Club Training Guide*, [Chapter 2](#), are used to document all private pilot flight and ground training. However, clubs using commercially available computer-based training programs are exempt from this requirement. All other courses of training will use FAA acceptable training folders. (T-0).

6.9.2. Instructors will use the grading procedures specified in [Attachment 3](#) for all flight-training courses. (T-2). However, clubs using commercially computer based training programs are exempt from this requirement.

6.9.3. Aero clubs should notify AFSVA within 48 hours of receiving any FAA notice of discrepancies.

**6.9.4.** Aero Clubs should establish a mountain flying training program. Pilots will not fly over mountainous terrain until this training has been satisfactorily completed and documented in automatic dispatch system. (T-0).

**6.10. Aircraft Checkouts.** Pilots must satisfactorily complete a separate flight checkout, given by an aero club certified flight instructor, for each make and model aircraft the member desires to exercise pilot-in-command privileges in. (T-0). In addition, pilots must complete all checkouts in an aero club aircraft and demonstrate performance to the applicable standards specified in the *USAF Aero Club Instructor Standardization Guide*. (T-2).

**6.10.1.** Aero club flight checks must include all applicable tasks listed in the *USAF Aero Club Instructor Standardization Guide*. (T-2). Satisfactory completion of an aero club flight check will be documented on AF Form 1584 and updated in automatic dispatch system. (T-2).

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

6.10.3. The chief flight instructor must administer all initial flight instructor proficiency checks in accordance with (IAW) 14 CFR Part 141 **(T-0)**. Additionally, the chief flight instructor should administer all annual flight instructor proficiency checks; however, they may be delegated to the assistant chief flight instructor or check instructor.

6.10.4. An FAA Inspector or Chief Flight Instructor from another AF aero club shall administer all annual flight checks required by this manual to the Chief Flight instructor. If an FAA inspector or Chief Flight Instructor from another AF aero club is not available or will cause excessive difficulty or cost, aero club managers may coordinate with AFSVA for alternate arrangements. Annual requirements may be credited if the tasks prescribed in the *USAF Aero Club Instructor Standardization* Guide are accomplished during the evaluation and documented on AF Form 1584.

**6.10.5.** The following flight checks are required of each member desiring to obtain and maintain pilot-in-command privileges, and must be administered by an aero club certified flight instructor. **(T-2)**.

6.10.5.1. Initial check in each make and model aircraft.

6.10.5.2. Initial night visual flight rules local check in the most complex aircraft in which the pilot desires to maintain currency.

6.10.5.3. Initial and annual instrument flight check for members desiring instrument flight rules (IFR) privileges.

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

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

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

**6.11. Knowledge Examinations.** Members must satisfactorily accomplish knowledge exams designated by the aero club manager prior to acting as pilot-in-command of an aero club aircraft. **(T-2)**. Unless otherwise noted, all exams are open book.

6.11.1. Initial and annual standardization. **Note:** Not required for student pilots.

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

6.11.3. Initial make and model aircraft. **Note:** Student pilots must complete prior to first solo. **(T-2)**.

**6.11.4.** Initial closed book make and model aircraft. **Note:** Student pilots must complete prior to first solo. **(T-2)**.

6.11.5. Initial and annual certified flight instructor.

6.11.6. Student pre-solo.

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

**6.11.8.** Knowledge examinations issued by AFSVA must be used in lieu of locally developed tests. **(T-2).**

6.11.9. Initial and annual standardization, instrument, and certified flight instructor knowledge exams are valid for 12 calendar months.

6.11.10. Satisfactory exam completion is documented in automatic dispatch system.

**6.12 Refueling.** The pilot must ground the aircraft prior to fuel servicing operations by bonding the aircraft to the refueling equipment with an approved cable before making any fueling connection to the aircraft. **(T-3).** The ground must be maintained until fueling connections have been removed. **(T-3).** The pilot will bond the nozzle with a nozzle bond cable having a clip or plug to a metallic component of the aircraft that is metalically connected to the tank filler port. **(T-3).** The bond connection must be made before the filler cap is removed. **(T-3).** If there is no plug receptacle or means for attaching a clip, the pilot must touch the filler cap or surrounding area (unpainted surface) with the nozzle spout before removing the cap. **(T-3).** The spout must be kept in contact with the filler neck until the fueling is completed. **(T-3).** Refer to *National Fire Protection Association 407* for further guidance.

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

**6.12.2.** If wearing fire retardant flight clothing, the operator must assure grounding by bare hand contact with the aircraft grounding connector, an unpainted aircraft surface, or a static ground before removing the fuel filler cap or while inserting the ground cable jack on the fuel nozzle. **(T-0).**

**6.12.3.** No active ignition sources are permitted within 50 feet of an aircraft being refueled. **(T-0).** No preflight involving energized electrical systems, engine starts, or maintenance of aircraft parked within 50 feet of the refueling operation is permitted. **(T-0).**

**6.12.4.** No passengers or crewmembers are authorized in the aircraft during refueling. **(T-0).**

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

6.13.1. Weather Minimums.

6.13.2. Day visual flight rule minimums are 1,500-foot ceiling and 3 statute miles visibility. **(T-0).**

6.13.3. Night visual flight rule minimums are 2,500-foot ceiling and 5 statute miles visibility. **(T-0).**

6.13.4. Weather minimums for instrument flight rules takeoff must be no lower than the lowest compatible circling minimums, both ceiling and visibility, at the departure airport or the takeoff minimums listed in the Terminal Flight Information publication for the airport, whichever are greater. **(T-0).** **Note:** Pilots with over 100 hours actual instrument time logged as pilot in command may takeoff when the weather is at or above the lowest compatible approach minimums at the departure airport or the takeoff minimums listed in the Terminal Flight Information publication for the airport, whichever are greater.

**6.13.5.** Pilots must comply with maximum crosswind components for each pilot rating and make and model aircraft posted in the aircraft checklist. **(T-0).**

**6.13.6.** Flight will not be initiated if surface winds are forecast to be greater than 30 knots, and flights will be terminated as soon as practicable if surface winds exceed 30 knots. **(T-0).**

**6.13.7.** Flight under special visual flight rules, as defined in 14 CFR Part 91, is limited to pilots with a current instrument rating, in an aircraft certified for instrument flight, and only at an altitude that assures terrain and obstacle clearance established in Paragraph 4.1.6 of this manual. **(T-0).**

**6.13.8.** Simulated emergency training is limited to visual meteorological conditions. **(T-0).**

**6.13.9.** Aero clubs must establish minimum runway condition reading criteria for aircraft, to include maintenance ground run operations. **(T-0).**

**6.14. Night Flight.** The following must not be performed at night.

**6.14.1.** Aerobatics. **(T-0).**

**6.14.2.** Unusual attitudes, stalls, approach to stalls, or flight at minimum controllable airspeed, except as required by a 14 CFR Part 141 approved syllabus of instruction, with an instructor onboard that is qualified to act as pilot-in-command under instrument conditions in the aircraft used for the flight. **(T-0).**

**6.14.3.** Except for takeoff or landing, visual flight rules fly below 2,000 feet above ground level. **(T-0).**

**6.14.4.** Operations at airports without runway lighting. **(T-3).**

**6.14.5.** Visual or non-precision approaches to runways outside the local training area without visual glide path guidance. **(T-1).**

**6.14.6.** Simulated emergency training, to include forced landings, except to lighted runways. **(T-1).**

**6.14.7.** Night power-off approaches will only be accomplished with an aero club instructor onboard. **(T-1).** Instructor must be qualified to act as pilot-in-command under instrument conditions in the aircraft used for flight. **(T-0).**

**6.14.8.** Night power-off approaches will be conducted as 90 degree or 180-degree power off approach only. Guidance found in the *FAA Airplane Flying Handbook FAA-H-8083-3B*, Third Edition must be followed. **(T-0).**

**6.14.9.** Flight outside the local area unless the flight is operated under instrument flight rules, or the flight is required to be conducted under visual flight rules by an approved syllabus of instruction, and the instructor onboard is qualified to act as pilot-in-command under instrument conditions in the aircraft used for the flight. **(T-0).**

**6.14.10.** Local visual flight rules night flight, unless the pilot has logged at least 50 hours as pilot-in-command and maintains visual contact with an airport approved for night operations, or is a current and qualified instrument rated pilot. **(T-0).**

**6.14.11.** Simulated night instrument practice in the local area unless a second pilot, with night currency in the aircraft being flown, is onboard as a safety observer and has access to the flight controls. **(T-0)**

**6.15. Aircraft Passengers.** The pilot-in-command must not allow any passengers to be carried onboard the aircraft unless they have completed an AF Form 1585, *Aero Club Operations*. **(T-3)**. See **Attachment 9**. Executed forms must not be carried onboard the aircraft, and the form must be re-executed at least every 12 months. **(T-3)**.

**6.15.1.** A parent or legal guardian shall execute the AF Form 1585 (see **Attachment 9**) on behalf of any person under 18 years of age. If the individual is an emancipated minor, the sponsoring member must execute the document. **(T-0)**. Additionally, when the sponsoring member is the individual under 21 years of age, the member can sign AF Form 1585 on their own behalf. **(T-0)**. See **Attachment 9**.

**6.15.2.** Passengers are not authorized on training flights except when approved by the manager or chief flight instructor and an instructor is occupying one of the pilot positions. **(T-3)**.

**6.15.3.** Passengers are not authorized on check flights. **(T-3)**.

**6.15.4.** Simulated emergency procedures are not permitted on any passenger flight except when an instructor occupies a pilot's position, the passengers are applicants enrolled in the same training course, and the chief flight instructor determines the training will benefit all applicants onboard the aircraft. **(T-3)**.

**6.15.5.** Each passenger must occupy a seat with an individual seat belt. **(T-0)**. However, children under four years old or less than 40 pounds shall occupy a Department of Transportation approved infant or child seat restrained by an individual seat belt. **(T-0)**.

**6.16. Duty Day Restrictions.** Maximum aero club duty day is 12 hours for a single pilot or 16 hours for two qualified pilots in an aircraft with dual flight controls. Flight duty day begins when the pilot(s) reports to the aero club for the first flight, or to the duty location (place of employment) for the first duty (work) of the day, whichever occurs first. Minimum crew rest between duty days is 10 hours after 8 hours or less of duty time, 12 hours for more than 8 hours duty time.

**6.17. Flight Plans.** Pilots must file a flight plan for all flights outside the local area. **(T-0)**. Before filing to a military field, contact the destination base operations and aero club (if applicable) to ensure they can accept the aircraft, and obtain a "prior permission required" number, if required. Enter the statement "USAF aero club aircraft, please advise base operations" in the remarks section of the flight plan. When departing a military base from other than home station, the pilot must file a flight plan with the local base operations. **(T-0)**.

**6.18. Approved Airports/Runways/Taxi Procedures.** Pilots must not perform straight-in visual flight instruments approaches to non-towered airports. **(T-0)**. This does not apply to practice instrument approaches being flown under radar control when the safety pilot is able to simultaneously monitor approach control and the common traffic advisory frequency and make appropriate position calls on the common traffic advisory frequency.

**6.18.1.** Pilots must self-announce pattern position on downwind, base, and final leg using the phraseology recommended in the *Aeronautical Information Manual*. **(T-0)**.

**6.18.2.** Pilots must only land at active airports listed in FAA (or host nation equivalent at oversea locations) or Department of Defense (DoD) flight information publications, or those designated by the Installation Commander. **(T-0)**. If an emergency or precautionary landing is made at an unauthorized location, the pilot must not takeoff without the club manager's approval. **(T-3)**.

**6.18.3.** Pilots must not takeoff or land on runways less than 2,000 feet long, or the sum of the aircraft takeoff and landing ground roll, whichever is greater. **(T-3)**.

**6.18.4.** Pilots shall not takeoff or land on runways less than 50 feet wide. **(T-3)**.

6.18.5. When approaching a non-towered airfield with unknown runway surface or approach conditions, pilots must make a low approach to the landing runway to determine surface conditions before making an approach to landing. **(T-3)**. This may not be applicable not applicable to actual instrument approaches.

**6.18.6.** Pilots must not accomplish takeoff or landing rolls across raised arresting cables and must use minimum speed if the aircraft must taxi over arresting cables. **(T-0)**.

**6.18.7.** Pilots must not taxi within 10 feet of an obstacle unless wing walkers or designated taxi lines, suitable for the make and model aircraft being operated, are used. **(T-0)**.

**6.18.8.** Unless a higher taxi speed is required to prevent delay of traffic flow, pilots must not exceed a slow walk while taxiing in congested areas, or a brisk walk in all other areas. **(T-0)**.

6.18.9. Pilots must not perform touch and go landings in complex aircraft. **(T-3)** Touch and go landings in complex aircraft are permitted when a pilot is accompanied by an Instructor, qualified in the make and model being flown, and approved by the manager.

**6.19. Minimum Altitudes (for multiengine aircraft see also paragraph 6.20.).**

**6.19.1.** Pilots must not fly below 1000 feet above ground level (2000 feet in designated mountainous terrain) unless required by specific regulation, airspace restriction, for takeoff or landing, or when accomplishing requirements directed by an approved syllabus of instruction. **(T-0)**.

6.19.2. Pilots shall not descend below 500 feet above ground level during simulated forced landings, except to approve runways.

**6.19.3.** Pilots must ensure proper engine operation at least every 500 feet when performing simulated engine failures in single engine aircraft. **(T-0)**.

**6.19.4.** Pilots must not conduct aerobatic maneuvers below 2,500 feet above ground level. **(T-0)**.

**6.19.5.** During the day, pilots must not descend below 1,500 feet above ground level when performing stalls, turns over 45 degrees of bank, slow flight, or unusual attitudes in single engine aircraft. **(T-0)**.

**6.19.6.** At night, pilots must not descend below 2,000 feet above ground level when performing stalls, turns over 45 degrees of bank, slow flight, or unusual attitudes in single engine aircraft. **(T-0)**.

## **620. Minimum Altitude Multi-Engine Aircraft.**

**6.20.1.** Pilots shall not descend below 3,000 feet above ground level when performing stalls, turns over 45 degrees of bank, slow flight, or unusual attitudes. **(T-0).**

**6.20.2.** Engine failures must not be simulated on the runway at an airspeed greater than one-half minimum control airspeed, and only if the aircraft is still on the runway with sufficient runway remaining for a normal stop. **(T-0).**

**6.20.3.** Flight instructors may accomplish a simulated engine failure during climb-out in multi-engine aircraft by retarding a throttle, but not below 500 feet above ground level, nor below recommended  $V_{se}$  or  $V_{yse}$ , whichever is greater. **(T-0).**

**6.20.4.** Feathering of one propeller during a simulated engine failure must only be demonstrated above 3,000 feet above ground level and in a position where a safe landing can be accomplished on an approved runway, should difficulty be encountered in unfeathering the propeller. **(T-0).**

**6.20.5.** While airborne, a simulated engine failure below 3,000 feet above ground level must only be performed by initially retarding the throttle of the selected engine to the minimum power setting authorized, then setting zero thrust. **(T-0).**

**6.20.6.** Simulated single engine go-arounds shall not be initiated or continued below 500 feet above ground level. **(T-0).**

**6.20.7.** Minimal control speed demonstrations will not be performed below 3,000 feet above ground level. **(T-0).** Recovery will be made at the first indication of loss of directional control, stall warning, or buffet, whichever occurs first. **(T-0).**

**6.20.8.** Smoking is prohibited in or within 50 feet of club aircraft. **(T-1).**

**621. Formation Flight.** Pilots must not conduct formation flights without the installation commander's approval and have satisfactorily completed a formation checkout. **(T-3).** The installation commander may delegate this authority to the manager, and a copy of this delegation authority must be maintained in the standard operating procedures. **(T-3).**

## **622. Student Pilots.**

**6.22.1.** Solo student pilots must not fly when the actual or forecast crosswind component for takeoff or landing exceeds 10 knots. **(T-0).**

**6.22.2.** Solo student pilots must not fly when the actual or forecast surface winds exceed 20 knots. **(T-0).**

**6.22.3.** Solo student pilots shall not perform touch-and-go landings. **(T-0).**

**6.22.4.** Student pilots will not fly more than 10 hours solo or exceed 30 days without a dual proficiency flight. **(T-0).** This flight will include all items listed in 14 CFR Part 61.87 (d) and (e). **(T-0).**

**6.22.5.** Student pilots shall not fly solo at night. **(T-0).**

**6.22.6.** Solo student pilots will not conduct simulated emergency procedures, to include simulated forced landings. **(T-0).**

**6.22.7.** The chief flight instructor must develop standard training cross-country routes for student pilots. **(T-0)**. Only the chief flight instructor may authorize the use of other routes. **(T-0)**.

**6.22.8.** All dual portions of supervised solo flights shall include three student landings and one go-around at the airfield where the student will solo. **(T-0)**. Flight instructors must ensure adequate student proficiency and be present at the airport during the solo portion of the flight. **(T-0)**. Prior to a student pilot's first unsupervised solo flight, the student pilot must have completed a satisfactory flight check with the chief or assistant chief flight instructor. **(T-0)**.

6.22.9. On the first two solo cross-country flights, students must fly to airfields where they have previously demonstrated satisfactory traffic patterns to a flight instructor. **(T-0)**. Students may then fly the remainder of the solo cross-country requirements to other airports approved by the chief flight instructor.

**6.22.10.** Unless restricted by local area procedures, solo student pilots will use the student pilot radio identification procedure as specified in the *Aeronautical Information Manual*. **(T-1)**.

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

**6.24. Fuel Reserves.**

**6.24.1.** Pilots will not begin a flight unless there is sufficient fuel to complete the flight to the point of intended landing, fly from that airport to an alternate (if an alternate is required), and then fly after that for at least 1 hour at normal cruise consumption. **(T-0)**.

**6.24.2.** If a flight extends to a point where less than 1 hour of fuel remains, the pilot-in-command will land at the nearest suitable airport to obtain additional fuel. **(T-0)**.

**6.24.3.** For flight planning purposes, the pilot-in-command will calculate fuel consumption using the aircraft or engine manufacturer's data, whichever is greater. **(T-0)**.

**6.25. Other Restrictions.**

**6.25.1.** Pilots will not use club aircraft for towing gliders or sail planes. **(T-2)**.

**6.25.2.** Pilots will not use club aircraft for parachuting or skydiving. **(T-2)**.

**6.25.3.** Club members will not use club aircraft for commercial purposes. **(T-1)**.

**6.25.4.** For all flights, pilots will compute takeoff and landing performance for each airport of intended use based on actual or forecast conditions. **(T-0)**. In addition, pilots will check actual aircraft takeoff performance against computed data, and abort the takeoff if aircraft performance is inadequate. **(T-0)**.

**6.25.5.** Pilots will calculate weight and balance data for each flight. **(T-0)**.

**6.25.6.** Pilots will not takeoff with snow or frost on the aircraft. **(T-0)**.

**6.25.7.** Pilots will not hand prop aero club aircraft certified to operate with an electrically driven starter. **(T-1)**.

**6.25.8.** Pilots will not taxi an aero club aircraft until all persons onboard have properly fastened their seat belts. **(T-0)**.

**6.25.9.** Pilots will comply with established bird condition procedures. **(T-0).**

## Attachment 4

### PILOT CHECKOUT REQUIREMENTS

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

#### **A4.2. Single Engine Fixed Gear Aircraft**

A4.2.1. 200 horsepower or less:

A4.2.1.1. Airman's certificate (single engine land): student, private, commercial, or airline transport pilot.

A4.2.1.2. Pilot time: 0 hours.

A4.2.1.3. Pilot-in-command time in aircraft with less than 200 horsepower: 0 hours.

A4.2.1.4. Pilot-in-command time in make and model: 0 hours.

A4.2.2. 201 – 236 Horsepower: T-41C aircraft are considered in the “200 Horsepower or Less” category. (FAA requirements for endorsement still apply)

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

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

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

A4.2.3. 237 Horsepower or greater:

A4.2.3.1. Airman's certificate (single engine land): Private, Commercial, or ATP.

A4.2.3.2. Pilot Time: 100 hours.

A4.2.3.3. Pilot-in-command time in piston aircraft with 237 horsepower or greater: 10 hours; or 5 hours pilot-in-command in make and model; or completion of an approved training program of not less than 10 hours. Pilots may proficiency advance with the approval of the chief flight instructor; however, in no circumstances will the flight phase be less than 5 hours. **(T-1)**.

#### **A4.3. Single Engine Retractable Gear Aircraft**

A4.3.1. 200 Horsepower or Less:

A4.3.1.1. Airman's certificate (single engine land): private, commercial, or airline transport pilot.

A4.3.1.2. Pilot time: 125 hours.

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

A4.3.2. Greater than 200 horsepower:

A4.3.2.1. Airman's certificate (single engine land): private, commercial, or airline transport pilot.

A4.3.2.2. Pilot Time: 125 hours.

A4.3.2.3. Pilot-in-command time in piston complex aircraft: 25 hours; or 5 hours in make and model; or completion of an approved training program of not less than 10 hours. Pilots may proficiency advance with the approval of the chief flight instructor; however, in no circumstances will the flight phase be less than 5 hours. **(T-1)**.

#### **A4.4. Multi-Engine Aircraft.**

A4.4.1. All horsepower ratings:

A4.4.1.1. Airman's certificate (multiengine land: private, commercial, or airline transport pilot.

A4.4.1.2. Pilot time: 250 hours, of which 50 must be in complex aircraft. **(T-1)**.

A4.4.1.3. Pilot-in-command time in piston multi-engine aircraft: 25 hours; or 5 hours pilot-in-command in make and model; or completion of an approved training program of not less than 10 hours. Pilots may proficiency advance with the approval of the chief flight instructor; however, in no circumstances will the flight phase be less than 5 hours. **(T-1)**.

## Attachment 5

### MISHAP REPORTING PROCEDURES

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

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

A5.1.2. The police or security forces should be notified if the loss involves any type of theft of property or any other criminal conduct. The NTSB should be notified when applicable under 49 CFR Part 830. Required forms should be completed and filed with the appropriate military and civilian authorities.

A5.1.3. Do not delay reporting while awaiting more complete details. New details may be sent in an additional information at a later date. Gather as much information as possible and contact AFSVA and the major command point of contact with the following data:

A5.1.3.1. Date of occurrence.

A5.1.3.2. Time of occurrence.

A5.1.3.3. Aircraft registration number.

A5.1.3.4. Aircraft make and model.

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

A5.1.3.6. Aircraft year.

A5.1.3.7. Location of mishap.

A5.1.3.8. Current location of the aircraft.

A5.1.3.9. Pilot's name (civilian and active duty).

A5.1.3.10. Passengers name (civilian and active duty).

A5.1.3.11. Injuries sustained.

A5.1.3.12. Base of origin.

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

**A5.2. Aircraft Accident and Incident Reporting.** Accidents are when there physical damage to an aircraft and/or injury as a result aircraft mishap. An incident is when flight operations result the compromise of flight safety such as two planes nearly colliding with each other.

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

A5.2.1.1. AFSVA

A5.2.1.2. If after duty hours and AFSVA cannot be reached, report the information to the AF Casualty Reporting Command Post. They will connect to someone from AFSVA. **(T-1).**

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

A5.2.3. In the event of an aircraft accident, or any bodily injury, immediate Force Support serious incident notification, regardless of the time of day or night, should be made at: <https://cs2.eis.af.mil/sites/10042/Pages/SIR.aspx>.

## Attachment 7

### MEMBERSHIP RECORDS

**A7.1. Managers shall:** Maintain membership records on all actively flying members using the following format. (T-2).

**A7.2. Section 1 (In the following order, top to bottom).**

A7.2.1. Current AF Form 1585. See [Attachment 9](#).

A7.2.2. Copy of current pilot and medical certificates for members exercising pilot-in-command privileges.

A7.2.3. Copy of proof of membership eligibility.

A7.2.4. Individual TSA documentation (as required).

**A7.3. Section 2.**

A7.3.1. *Member Training Record Review* found at:  
<https://www.usafservices.com/LinkClick.aspx?fileticket=jXtUsemocbU%3d&tabid=501&mid=1813&forcedownload=true>

**A7.4. Section 3 (In reverse chronological order).**

A7.4.1. All AF Forms 1584, *USAF Aero Club Standardization Record*.

**A7.5. Section 4 (In reverse chronological order).**

A7.5.1. AF Form 1584C (Answer sheets for the latest Standardization, Instrument, and Instructor Exams, if applicable).

**A7.6. Section 5.**

A7.6.1. Local use items.

## **Attachment 8**

### **PILOT INFORMATION FILE BINDER FORMAT**

**A8.1. Managers shall:** Maintain a pilot information file binder containing at least the following items:

- A8.1.1. Items affecting flight operations or safety. **(T-2).**
- A8.1.2. Applicable local interest items. **(T-2).**
- A8.1.3. Initial and final aero club mishap message reports, including AFSVA or Air Force Safety Center reviews for the previous 12 months. **(T-2).**
- A8.1.4. Information items directed by higher headquarters. **(T-2).**
- A8.1.5. The latest flying safety meeting minutes (not required if meeting is videotaped). **(T-2).**
- A8.1.6. Latest standardization board meeting minutes. **(T-2).**
- A8.1.7. Current version of the standard operating procedures and status page indicating date of latest edition and changes. **(T-2).**

