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OF THE AIR FORCE**

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*Services*

**AIR FORCE AERO CLUB OPERATIONS**

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This manual implements Department of the Air Force Policy Directive (DAFPD) 34-1, *Air Force Services* and Department of the Air Force Instruction (DAFI) 34-101, *Department of the Air Force Morale, Welfare, and Recreation (MWR) Programs and Use Eligibility*, by providing detailed operational requirements, restrictions, and operating procedures for Air Force (AF) and Space Force (USSF) Aero Clubs. This publication applies to all Air Force and Space Force personnel including the Regular Air Force, the Air Force Reserve (AFR) and the Air National Guard (ANG) on Title 10 status as well as AFR and ANG installations/garrisons. ANG personnel on Title 32 status must utilize the following guidance unless otherwise directed by state law. In collaboration with the Deputy Chief of Space Operations for Personnel (SF/S1), the Chief of Air Force Reserve (AF/RE) and the Director of the Air National Guard (NGB/CF), the Deputy Chief of Staff, Manpower, Personnel and Services (AF/A1) prepares policies for approval and develops guidance for the AF and USSF Aero Club program. This publication may be supplemented at any level; all Major Command and Field Command level supplements must be approved by the Human Resource Management Strategic Board prior to certification and approval. The ANG and AFR may supplement this publication with advance approval of the ANG or AFR Commander. Proposed supplements can be sent via email to: Air Force Services Center Commander's Action Group (AFSVC/CAG) Workflow [AFSVC.CAG.Workflow@us.af.mil](mailto:AFSVC.CAG.Workflow@us.af.mil). Send copies of each published supplement to the Director of Services, Headquarters United States Air Force, 1040 Air Force Pentagon, Washington District of Columbia 20330, and to Air Force Services Center (AFSVC) Financial Management and Comptroller. Send two copies of each proposed supplement to Air Force Services Center Financial Management and Comptroller, 2261 Hughes Avenue., Suite #156, Lackland Air Force Base, TX 78236-9854. The authorities to waive wing, unit, delta, or garrison level requirements in this publication are identified with a Tier (T-0, T-1, T-2, or T-3)

number following the compliance statement. See Department of the Air Force Manual (DAFMAN) 90-161, *Publishing Processes and Procedures*, for a description of the authorities associated with the Tier numbers. Submit requests for waivers through the chain of command to the appropriate Tier waiver approval authority, or alternately, to the Commander, Air Force Services Center for non-tiered compliance items. Coordination for all Tier 0, Tier 1, and Tier 2 is required with AFSVC and recommended for Tier 3 waivers. Refer recommended changes and questions about this publication to the OPR using the DAF Form 847, *Recommendation for Change of Publication*; route DAF Forms 847 from the field through the appropriate functional chain of command. Ensure all records generated as a result of processes prescribed in this publication adhere to Air Force Instruction 33-322, *Records Management and Information Governance Program*, and are disposed in accordance with the Air Force Records Disposition Schedule, which is located in the Air Force Records Information Management System. This publication requires the collection and or maintenance of information protected by the Privacy Act of 1974 authorized by Department of Defense Directive (DoDD) 5400.11, *DoD Privacy and Civil Liberties Programs*. The applicable SORN F036 AF PC C, Military Personnel Records System is available at: <http://dpclo.defense.gov/Privacy/SORNS.aspx>. The use of the name or mark of any specific manufacturer, commercial product, commodity, training, industry standards, or service in this publication does not imply endorsement by the Department of the Air Force.

## **SUMMARY OF CHANGES**

This publication has been substantially revised and needs to be completely reviewed. Major changes include: added Space Force applicability; incorporated change of the Air Force Services Activity to the Air Force Services Center; substantially revised waiver guidance and tier waiver authorities; expanded roles and responsibilities; added details to the annual operations inspection; rewrote **Chapter 5** to incorporate existing guidance from Department of the Air Force (DAF) maintain safe flying operations, protection of funds, and protection of government property; updated references, clarified maintenance procedures, eliminates the possibility of MWR Category C public usage even in the case of underutilized aero clubs; provided operations and safety information; identified tier waiver authorities for unit level compliance items; and added DAF Form 1710, *Aero Club Membership Application*, as a prescribed form.

<b>Chapter 1—GENERAL GUIDANCE</b>	<b>6</b>
1.1. Overview.....	6
1.2. Waivers. ....	6
<b>Chapter 2—ROLES AND RESPONSIBILITIES</b>	<b>7</b>
2.1. Headquarters United States Air Force, Director of Services (AF/A1S). ....	7
2.2. Air Force Services Center (AFSVC). ....	7
2.3. Air Force Safety Center Commander (AFSEC/CC). ....	7
2.4. Major Command's/Field Command's A3, A4 and Chief of Safety.....	7
2.5. Installation/Garrison Commander.....	7
2.6. Force Support Squadron (FSS) Commander (CC) or Director (CL). ....	8

2.7.	Installation/Garrison Operations Advisor. ....	8
2.8.	Installation/Garrison Safety Advisor. ....	9
2.9.	Installation/Garrison Maintenance Advisor. ....	10
2.10.	Aero Club Manager. ....	10
2.11.	Volunteer Aero Club Officer Positions. ....	12
2.12.	Chief Flight Instructor. ....	13
2.13.	Flight Instructor. ....	13
2.14.	Chief of Maintenance. ....	13
2.15.	Members. ....	14
<b>Chapter 3—GENERAL OPERATING PROCEDURES</b>		<b>15</b>
3.1.	Establishing an Aero Club. ....	15
3.2.	Closing an Aero Club. ....	15
3.3.	Insurance Programs. ....	15
3.4.	Club Membership. ....	15
3.5.	Member Records and Training Folders. ....	16
3.6.	Program Management Reviews. ....	16
3.7.	Clearing Authority. ....	16
3.8.	Standardization Board Function. ....	17
3.9.	Member Suspension. ....	17
3.10.	Aero Club Operational Inspection. ....	17
<b>Chapter 4—AIRCRAFT, EQUIPMENT, AND SUPPLIES</b>		<b>20</b>
4.1.	Purchasing and Leasing Aircraft. ....	20
4.2.	Department of Defense (DoD) Loaned Aircraft. ....	20
4.3.	AFSVC Loaned Aircraft. ....	21
4.4.	Obtaining Aircraft and Engine Parts. ....	21
4.5.	Obtaining Other Supplies and Equipment. ....	21
4.6.	Maintaining Inventories. ....	21
<b>Chapter 5—SAFETY</b>		<b>22</b>
5.1.	Applicability. ....	22
5.2.	Safety Meetings. ....	22
5.3.	Safety Meeting Attendance. ....	22
5.4.	Flight Clothing. ....	23

5.5.	Fire Extinguishers.....	23
5.6.	Mishaps.....	23
5.7.	Reporting Mishaps.....	23
5.8.	Classifying Mishaps.....	23
5.9.	Investigating Mishaps.....	24
5.10.	Using or Releasing Mishap Reports without Authorization.....	24
5.11.	Disciplinary Action and Retraining.....	24
<b>Chapter 6—OPERATIONS</b>		<b>25</b>
6.1.	Standard Operating Procedures.....	25
6.2.	USAF Aero Club Instructor Standardization Guide.....	25
6.3.	Documents and Publications.....	25
6.4.	Local Flying Area.....	25
6.5.	Pilot-In-Command.....	25
6.6.	Checklists.....	26
6.7.	Clearance Procedures.....	27
6.8.	Pilot Currency.....	27
6.9.	Pilot Training.....	28
6.10.	Aircraft Checkouts.....	28
6.11.	Knowledge Examinations.....	29
6.12.	Refueling.....	30
6.13.	Weather Restrictions.....	30
6.14.	Night Restrictions.....	31
6.15.	Aircraft Passengers.....	31
6.16.	Required Rest and Flight Duty Day.....	32
6.17.	Flight Plans.....	32
6.18.	Approved Airports/Runways/Taxi Procedures.....	32
6.19.	Minimum Altitudes.....	33
6.20.	Multi-Engine Aircraft Restrictions.....	33
6.21.	Formation Flight.....	34
6.22.	Student Pilots Restrictions.....	34
6.23.	Aerobatic Flight.....	35
6.24.	Fuel Reserves.....	35
6.25.	Other Restrictions.....	35

<b>Chapter 7—MAINTENANCE</b>	<b>36</b>
7.1. General Maintenance Information .....	36
7.2. Time Between Overhaul .....	37
7.3. Compliance with Manufacturer's Service Bulletins.....	37
7.4. Grounding an Aircraft.....	38
7.5. Maintenance Records.....	38
7.6. Maintenance Status.....	38
7.7. Use of Base/Garrison Facilities. ....	39
7.8. Aircraft Parts.....	39
7.9. Precision Measuring Equipment.....	39
7.10. Service Difficulty Reports and Malfunction Defect Reports.....	39
7.11. Functional Check Flight.....	40
7.12. Deferred Maintenance.....	40
<b>Attachment 1—GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION</b>	<b>41</b>
<b>Attachment 2—FORMAT FOR STANDARD OPERATING PROCEDURES</b>	<b>46</b>
<b>Attachment 3—GRADING PRACTICES</b>	<b>47</b>
<b>Attachment 4—PILOT CHECKOUT REQUIREMENTS</b>	<b>48</b>
<b>Attachment 5—AFSVC MISHAP REPORTING PROCEDURES</b>	<b>49</b>
<b>Attachment 6—EXAMPLE OF AF FORM 270, AERO CLUB OPERATIONS, RCS: HAF-SV (Q) 9495)</b>	<b>50</b>
<b>Attachment 7—MEMBERSHIP RECORDS</b>	<b>53</b>
<b>Attachment 8—PILOT INFORMATION FILE BINDER FORMAT</b>	<b>54</b>
<b>Attachment 9—COVENANT NOT TO SUE AND INDEMNITY AGREEMENT</b>	<b>55</b>
<b>Attachment 10—MEMBER RECORD REVIEW</b>	<b>56</b>

## Chapter 1

### GENERAL GUIDANCE

**1.1. Overview.** An Aero Club is an MWR, Category C activity offering a variety of activities to accommodate DoD-affiliated aviation enthusiasts with flight training and recreational flying. This manual applies to commanders at each echelon, staff, members, and others responsible for implementing the Air Force (AF) and Space Force (USSF) Aero Club programs. These individuals must comply with applicable DAFPDs, DAFIs, Federal Aviation Administration (FAA) regulations, National Transportation Safety Board Statutes (NTSB), and the mandates of Transportation Security Administration (TSA). **(T-0)** Pilots may deviate from requirements and restrictions in this manual to the extent required to meet any emergency situation.

**1.2. Waivers.** Refer to DAFMAN 90-161 for waiver guidance. The Commander, AFSVC, is the waiver authority for any non-tiered guidance in this manual and can delegate that authority to the Aero Club Director of Operations & Safety. Coordination for all Tier 0, Tier 1, and Tier 2 is required with AFSVC and recommended for Tier 3 waivers. The inherent risks involved with the unique nature of flying operations and the significant liability the DAF would be required to assume under the NAF self-insurance program, preclude the approval of non-DoD public usage waivers for Aero Club as a Category C activity IAW DoDI 1015.10, Table 2., Note 2, and DAFI 34-101, Table A2.2., Rule 26 and Note 4. **(T-1)**

## Chapter 2

### ROLES AND RESPONSIBILITIES

**2.1. Headquarters United States Air Force, Director of Services (AF/A1S).** AF/A1S is responsible for drafting policy language for Aero Clubs.

**2.2. Air Force Services Center (AFSVC).** AFSVC is responsible for:

- 2.2.1. Setting, publishing, and distributing club operations guidance.
- 2.2.2. Training Aero Club managers.
- 2.2.3. Acquiring and distributing government-loaned aircraft.
- 2.2.4. Conducting program management reviews.
- 2.2.5. Reviewing major Aero Club construction and renovation projects.
- 2.2.6. Publishing forms needed to document flight training programs.
- 2.2.7. Assisting with opening and closing of Aero Clubs.

**2.3. Air Force Safety Center Commander (AFSEC/CC).** AFSEC/CC is responsible for AF safety policies and instructions.

**2.4. Major Command's/Field Command's A3, A4 and Chief of Safety.** These organizations are responsible for providing the AFSVC and installations/garrisons with specific expertise including:

- 2.4.1. Assisting with mishap investigations.
- 2.4.2. Tracking mishap report recommendations.
- 2.4.3. Supplementing this manual as required after coordinating the supplements through AFSVC.

**2.5. Installation/Garrison Commander.** The installation/garrison commander is responsible for ensuring Aero Club programs comply with higher headquarters policy and guidance. The installation/garrison commander:

- 2.5.1. Provides hangar and ramp space, classroom, and maintenance facilities and supplies.
- 2.5.2. Authorizes off-base operations if the installation/garrison has inadequate facilities. AFSVC approval must be obtained to lease off-base civilian facilities. The leased facilities must permit AF inspection.
- 2.5.3. Ensures that specialists (e.g., fuels and corrosion control) work with the manager to implement quality assurance programs.
- 2.5.4. Ensures Aero Club facilities are included in installation/garrison ground safety and fire protection inspections.
- 2.5.5. Appoints, in writing, operations, maintenance, and safety advisors to serve as a direct operational link with the Aero Club.
- 2.5.6. Ensures at least one of the appointed operations, maintenance, or safety advisors attends Aero Club quarterly safety meetings and standardization meetings.

2.5.7. Directs each operations maintenance and safety advisor to conduct and document at least one club spot inspection quarterly.

2.5.8. May suspend all or a portion (such as night flying) of an Aero Club's operations if systemic safety failures are suspected or implicated by a mishap.

2.5.9. Revokes membership privileges (e.g., failure to pay dues and unsafe flying).

2.5.10. Supplements this manual as required after coordinating the supplements through AFSVC.

**2.6. Force Support Squadron (FSS) Commander (CC) or Director (CL).** The commander or director is responsible for providing resources to accomplish the Aero Club mission. The commander/director:

2.6.1. Recommends to installation/garrison commander the establishment or closure of program according to this manual and DAFI 34-101.

2.6.2. Supervises the Aero Club manager and notifies AFSVC within five working days of any change in the manager's position.

2.6.3. Investigates and takes appropriate action to including removing from flying activities or aircraft maintenance any employee or contractor who demonstrates, or who is suspected of, negligent acts, willful misconduct, or reckless behavior.

2.6.4. Approves the Aero Club standard operating procedures.

2.6.5. Authorizes the Aero Club manager, if qualified, to perform duties as a flight instructor. **Note:** Club management takes precedence over any instructional duties, and the manager must return instructor fees to the club.

2.6.6. Directs installation appointed operations, maintenance, and safety advisors with FSS Resource Manager to complete an annual operational inspection of the Aero Club program.

**2.7. Installation/Garrison Operations Advisor.** The advisor must be a rated military pilot, navigator, Weapons System Officer, or Air Battle Manager. The rated individual should actively fly at the installation/garrison (if installation/garrison has a flying mission) or tenant unit. If a rated individual is not available for appointment, other base personnel, highly experienced in general aviation and holding a valid FAA Airman's Certificate may be appointed. The operations advisor:

2.7.1. Advises the manager and club operations officer on operational issues.

2.7.2. Conducts quarterly spot inspections and provides written documentation or record to the Aero Club Manager.

2.7.3. Quarterly spot inspections will compromise of at least three of the following areas:

2.7.3.1. Ensure standardization checks are being documented properly on AF Form 1584, *USAF Aero Club Standardization Record*.

2.7.3.2. Review of active membership records and student training records for accuracy.

2.7.3.3. Observe automatic dispatch program for accuracy with currency requirements.

2.7.3.4. Review standardization board meeting minutes.



2.7.3.5. Ensure pilots accomplish knowledge exams prior to exercising pilot in command privileges.

2.7.3.6. Ensure flight operations are being conducted in compliance with standard operating procedures.

2.7.3.7. Ensure pilot information file is established in accordance with [Attachment 8](#).

2.7.3.8. Ensure FAA Notices of Discrepancies have been forwarded to Air Force Services Center Business and Recreation Branch (AFSVC/VBRR).

2.7.3.9. Ensure each aircraft checklist contains all required items.

2.7.3.10. Member and aircraft clearing procedures.

2.7.4. Reviews standard operating procedures prior to FSS/CC or CL approval.

2.7.5. Conducts annual operational inspection at the direction of the FSS/CC or CL and provides written feedback, noting findings, strengths, and observations.

**2.8. Installation/Garrison Safety Advisor.** The installation/garrison safety advisor is assigned in accordance with DAFI 91-202, *The US Air Force Mishap Prevention Program*. The safety advisor:

2.8.1. Assists the club safety officer in developing a mishap prevention program.

2.8.2. Provides the club safety officer with mishap prevention information and serves as a link to major command and field command safety staff and AFSVC.

2.8.3. Conducts mishap investigations in accordance with DAFI 91-204, *Safety Investigations and Reports*.

2.8.4. Conducts annual operational inspection at the direction of the FSS/CC or CL and provides written feedback, noting findings, strengths and observations.

2.8.5. Conducts quarterly spot inspections and provides written documentation or record to the Aero Club Manager. Quarterly spot inspections will comprise of at least three of the following areas:

2.8.5.1. Safety meeting attendance and member participation.

2.8.5.2. Mishap reporting procedures.

2.8.5.3. Mid-Air Collision Avoidance (MACA) Program and procedures.

2.8.5.4. Bird/Wildlife Aircraft Strike Hazard (BASH) Program and procedures.

2.8.5.5. Required emergency equipment and appropriate survival gear for area of operations.

2.8.5.6. Emergency response checklist.

2.8.5.7. Aircraft refueling procedures.

2.8.5.8. Aircraft towing and hangaring procedures.

2.8.5.9. General Aero Club aircraft operations.

2.8.5.10. Overall aircraft exterior and interior condition expectations.

**2.9. Installation/Garrison Maintenance Advisor.** The installation/garrison maintenance advisor is a senior maintenance manager familiar with FAA maintenance procedures. This individual should be highly experienced in general aviation and should hold a valid FAA Airframe and Power-plant Certificate. The installation/garrison maintenance advisor:

2.9.1. Helps the maintenance officer to use installation/garrison maintenance facilities and equipment.

2.9.2. Conducts annual operational inspection at the direction of the FSS/CC or CL and provides written feedback, noting findings, strengths, and observations.

2.9.3. Conducts quarterly spot inspections and provides written documentation or record to the Aero Club Manager. Quarterly spot inspections will comprise of at least three of the following areas:

2.9.3.1. Overall condition of the aircraft and maintenance facilities.

2.9.3.2. Ensures logbook entries are compliant with Title 14 Code of Federal Regulations (CFR) Part 43.

2.9.3.3. Compliance with FAA Airworthiness Directives and Mandatory Service Bulletins.

2.9.3.4. Aircraft maintenance procedures.

2.9.3.5. Fuels quality assurance program.

2.9.3.6. Corrosion control program.

**2.10. Aero Club Manager.** The manager is responsible for all aspects of the club's operation.

2.10.1. Conducts daily business according to applicable AF publications to include this manual, DAFI 34-101, FAA regulations, TSA, NTSB statutes, and local directives.

2.10.2. Maintains standard operating procedures, pilot information file, applicable flight information publications, and other documents directed by this manual.

2.10.3. Responsible for accuracy and compliance with membership and records including:

2.10.3.1. Eligibility requirements including those from outside governing agencies necessary to conduct flight training.

2.10.3.2. Flight currency records.

2.10.3.3. Student training records.

2.10.3.4. Safety and disciplinary action records.

2.10.4. Reports accidents, incidents, unusual occurrences, or other pertinent safety information immediately to the FSS/CC or CL and governing installation/garrison safety office, and AFSVC/VBRR in accordance with [Attachment 5](#).

2.10.5. Suspends membership privileges.

2.10.6. Monitors contractor personnel to ensure compliance with contract provisions and reports substandard performance to the Contracting Officer.

- 2.10.7. Designates club safety, operations, and maintenance officers to meet the requirements of this manual.
- 2.10.8. Designates a chief flight instructor who meets the requirements of Title 14 Code of Federal Regulations (CFR), Part 141, *Pilot Schools*.
- 2.10.9. Retains flight and ground instructors as employees or individual contractors. Employees may perform duties as flight and ground instructors when their job descriptions include these duties; however, all fees and revenues from flight and ground instructor duties shall go to the club. An employee whose job description does not include instructor duties may provide contract flight or ground instruction under contract for compensation during off-duty hours.
- 2.10.10. Ensures personnel who lease aircraft to the club are not in a position to affect flight instruction or aircraft scheduling procedures for personal gain.
- 2.10.11. Ensure compliance with FAA maintenance directives, including airworthiness directives and manufacturer's mandatory service bulletins, that apply to aircraft operated by the club.
- 2.10.12. Must conduct frequent inspections of club maintenance facilities, paying particular attention to inventories.
- 2.10.13. Develops and implements clearing procedures that ensure a positive means of securing unattended aircraft, to prevent members from flying an aircraft with an uncorrected discrepancy that may adversely affect safety of flight.
- 2.10.14. Ensures a quality assurance program is established for fuels, to include periodic replacement of filters, and inspection of fuel storage tanks and pumping equipment sumps for contamination. Commercial fuel vendors must meet the standards established by the American National Standards Institute, and fuel storage facilities must meet the standards prescribed by the National Fire Protection Association. The use of the name or mark of any specific manufacturer, commercial product, commodity, or service in this publication does not imply endorsement by the Department of the Air Force.
- 2.10.15. Establishes and posts crosswind limits for each make and model aircraft and pilot category.
- 2.10.16. Must perform semiannual cost analyses to ensure adequate rental rates and submit to AFSVC/VBRR and FSS/CC or CL.
- 2.10.17. Completes the AF Form 270, *Aero Club Operations*, according to [Attachment 6](#).
- 2.10.18. Must use base/garrison level market data to support planned programs.
- 2.10.19. Guidance on accounting for aircraft, equipment, and supplies on loan or issued to Aero Clubs is provided in Air Force Handbook (AFH) 23-123V3, *Air Force Equipment Management*. Managers must account for all equipment purchased from nonappropriated funds in accordance with AFMAN 34-201, *Use of Nonappropriated Funds (NAFs)*. **(T-1)** Managers shall manage nonappropriated fund assets in compliance with AFMAN 34-204, *Property Management*. **(T-1)**
- 2.10.20. Managers must obtain installation/garrison commander approval to conduct any events open to the general public including demonstration rides.

- 2.10.21. Develops a plan to recall, shelter, or evacuate aircraft in the event of hazardous weather advisories.
- 2.10.22. Must track and correct any deficiencies noted during base/garrison-level inspections or evaluations.
- 2.10.23. Should attend or designate an Aero Club member to attend base/garrison-level flying safety meetings relevant to Aero Club activities.
- 2.10.24. Must implement base/garrison bird condition procedures.
- 2.10.25. Maintains a current automatic dispatch system database on all members.
- 2.10.26. Conducts member record review utilizing **Attachment 10** annually.

**2.11. Volunteer Aero Club Officer Positions.** Aero Club Officer positions are voluntary. In the absence of a volunteer in any position, the Aero Club Manager is responsible for duties being completed.

2.11.1. Aero Club Operations Officer assists the club manager with monitoring the Aero Club's flying operations and works closely with base/garrison operations personnel, the commander's appointed operations advisor, and the chief flight instructor to ensure compliance with the standard operating procedures. The Operations Officer should hold at least an FAA Private Pilot Certificate.

2.11.2. Aero Club Safety Officer assists the club manager with implementing an aviation safety and mishap prevention program, working closely with the commander's appointed safety advisor and installation/garrison safety office. The Safety Officer should be a certified flight instructor or an experienced pilot with a minimum of 200 total flight hours. Additionally, having attended a military or civilian flight safety course is desirable. The safety officer should:

- 2.11.2.1. Be alert to potential hazards and recommend changes in procedures to minimize their occurrence.
- 2.11.2.2. Maintain a flight safety bulletin board.
- 2.11.2.3. Conduct safety meetings and prepare minutes for members' review. **Note:** Recorded meetings may replace safety meeting minutes provided the recording is kept on file for 1 year.
- 2.11.2.4. Ensure safety meeting minutes, mishap reviews, and mishap report messages are promptly posted in the pilot information file. **Note:** Safety officers must destroy all references to pilot identification, specific location, or identification of aircraft before posting.

2.11.3. Club Maintenance Officer assists the manager with developing a maintenance program that ensures an aggressive, proactive approach is taken to maintain aircraft airworthiness and identify, correct, and prevent aircraft discrepancies. The maintenance officer works closely with the commander's appointed maintenance advisor and club chief of maintenance to maintain a rigorous quality control program. The maintenance officer should have a background in aircraft maintenance gained from military or civilian aviation. An FAA Airframe and Power-Plant Certificate is desirable.

**2.12. Chief Flight Instructor.** The Chief Flight Instructor is responsible for all flight training and checkout activities according to 14 CFR Part 61, *Certification: Pilots, Flight Instructors, and Ground Instructors*, 14 CFR Part 91, *General Operating and Flight Rules* and 14 CFR Part 141 (if the Aero Club is **Part 141** Certified), this manual, *USAF Aero Club Instructor Standardization Guide*, and the standard operating procedures.

- 2.12.1. Conducts check activities as specified in this manual and the *USAF Aero Club Instructor Standardization Guide*.
- 2.12.2. Makes applicant and instructor assignments.
- 2.12.3. Develops standardized flight check procedures.
- 2.12.4. Chairs the standardization board meetings.
- 2.12.5. Appoints assistants according to 14 CFR Part 141, as applicable, for each course of instruction.
- 2.12.6. Stops any club pilot, whether local or transient, from flying when, in the chief flight instructor's judgment, flight safety may be compromised.
- 2.12.7. Designates approved cross-country routes for solo students.
- 2.12.8. Maintains a valid FAA medical certificate.

**2.13. Flight Instructor.** Flight instructors are responsible for flight instruction.

- 2.13.1. Stops any club pilot, whether local or transient, from flying when, in the instructor's judgment, flight safety may be compromised.
- 2.13.2. Acts as pilot-in-command of the aircraft while conducting flight instruction.
- 2.13.3. Assists the chief flight instructor, as required, in developing training and checkout procedures.
- 2.13.4. Conducts training and checkouts according to this manual, *USAF Aero Club Instructor Standardization Guide*, standard operating procedures, and 14 CFR.
- 2.13.5. Maintains a valid FAA medical certificate.

**2.14. Chief of Maintenance.** The Chief of Maintenance is responsible for coordinating, scheduling, and determining the priority of all maintenance activities. In the absence of a Chief of Maintenance, the Aero Club Manager is responsible for coordinating all Chief of Maintenance duties with certified mechanics.

- 2.14.1. Performs aircraft maintenance in accordance with 14 CFR.
- 2.14.2. Oversees Aero Club mechanics.
- 2.14.3. Establishes and maintains the maintenance technical library.
- 2.14.4. Manages the maintenance parts inventory.
- 2.14.5. Ensure environmental and Air Force/Space Force Occupational Safety and Health standards are met.
- 2.14.6. Ensures compliance with **Chapter 7** of this manual.

**2.15. Members.** Members are responsible for complying with all applicable directives and operate club aircraft in a safe and prudent manner consistent with AF, USSF, FAA, and the aircraft manufacturer's guidance. **Note:** Operations that damage aircraft can lead to assessment of pecuniary liability under AFMAN 34-202, *Procedures for Protecting Nonappropriated Fund Assets*. Examples include: failure to follow checklist procedures, disregarding operating restrictions, flying while out of currency, and careless or reckless operations.

## Chapter 3

### GENERAL OPERATING PROCEDURES

**3.1. Establishing an Aero Club.** Refer to DAFI 34-101. Additionally, installations/garrisons should develop a business case analysis, including a base/garrison-wide survey to determine the potential size of the initial organization, club growth potential, approved installation location and financial plan to support the purchase of aircraft and sustain the program long-term. The installation/garrison Force Support commander or director coordinates with the base/garrison safety office, civil engineering, and base/garrison operations to ensure feasibility; and afterwards, calls a meeting of interested people to study the survey results. If results are favorable, the request to establish an Aero Club and business case analysis should be forwarded to AFSVC/CC for final approval.

3.1.1. The club does not begin start-up operations or obligate funds until it has accomplished all of the following:

3.1.1.1. Appointed an Aero Club manager.

3.1.1.2. Developed Aero Club standard operating procedures.

3.1.1.3. Established administrative files according to AFI 33-322.

3.1.1.4. Established business location in accordance with *FSS Activity Standards* available on the Aero Club SharePoint site at <https://usaf.dps.mil/sites/10042/SitePages/Aero-Club.aspx>.

3.1.1.5. Purchase, lease or obtain loaned aircraft suitable to meet the needs of potential membership.

3.1.1.6. Pre-Operational Inspection. Prior to flight operations commencing, a pre-operational activity inspection by the installation appointed advisors and AFSVC/VBRR is required.

3.1.1.7. Once the pre-operational activity inspection is complete, the inspection team briefs the club manager, who ensures that discrepancies are corrected. The corrective action report will be forwarded to the installation/garrison commander for approval to begin flight operations. **(T-3)** Aero Club Manager notifies AFSVC/VBRR of corrective action and approval to begin.

3.1.2. Installation commander appoints operations, maintenance, and safety advisors in writing.

**3.2. Closing an Aero Club.** Refer to DAFI 34-101.

**3.3. Insurance Programs.** Managers must receive permission from AFSVC before their club may operate a newly acquired aircraft. **(T-2)** AF and USSF Aero Clubs have insurance coverage for liability, hull, club assets, flight instructors, employees and customers as described in DAFMAN 34-123, *Nonappropriated Fund Property and Liability Program*.

**3.4. Club Membership.** In addition to the authorized persons specified in DAFI 34-101, the following individuals are authorized membership. If a person is authorized due to their status as specified in DAFI 34-101, they do not fall into one of these categories.

3.4.1. Individuals authorized Veterans Administration (VA) flight training benefits for the period they are enrolled in a VA approved flight-training course provided local VA flight training facilities are unavailable.

3.4.2. Civil Air Patrol members.

3.4.3. Flight instructors and mechanics on contract with the Aero Club.

**3.5. Member Records and Training Folders.** Aero Clubs should maintain a membership record in accordance with [Attachment 7](#) for each member. **(T-2)** A training folder must be maintained in accordance with the *USAF Aero Club Instructor Standardization Guide* on members who are currently enrolled in a flight-training course leading to the issuance of a Federal Aviation Administration certificate or rating. **(T-1)**

3.5.1. Members must be given, if requested, a copy of their membership record and training folder(s) (including FAA and VA records with appropriate Privacy Act redactions for information that is not the requesters information) and a letter of good standing upon terminating or transferring membership, provided the member has cleared their account and is not under investigation. **(T-3)** An example letter of good standing can be found on the Aero Club page within the AFSVC SharePoint Site.

3.5.2. Members shall present a valid government issued identification card to the manager for identity verification. **(T-3)**

**3.6. Program Management Reviews.** AFSVC conducts program management reviews of all Aero Clubs every 24 months. The inspection and staff assistance team consists of the AFSVC Aero Club Program Manager and Director of Operations and Safety.

**3.7. Clearing Authority.** Managers who have successfully implemented an AFSVC approved dispatch system are authorized to use self-clearing procedures for their membership who hold at least a FAA Private Pilot Certificate. This will allow maximum flexibility and reduce Aero Club manning requirements. Managers must develop procedures to ensure unauthorized members are not given access to aircraft. **(T-1)**

3.7.1. Student pilots flying solo are not authorized self-clearing privileges. A clearing official will dispatch aircraft to solo student pilots. **(T-1)**

3.7.2. Managers not utilizing an approved AFSVC dispatch system shall continue to use clearing officials to dispatch aircraft to their membership. **(T-3)**

3.7.3. If required, clearing authorities are designated by the manager, and they must possess at least a valid FAA Private Pilot Certificate, with a minimum of 200 pilot hours to clear pilots operating under visual flight rules. **(T-1)** The clearing authority must be a current and qualified instrument rated pilot to clear pilots operating on an instrument flight rules flight plan. **(T-1)** The clearing authority must have a thorough understanding of this manual, standard operating procedures, and applicable FAA and AF guidance. **(T-1)** The clearing authority shall ensure each of the following:

3.7.3.1. The pilot is current, qualified, and prepared for the flight. **(T-0)**

3.7.3.2. The pilot has signed off applicable pilot information file items. **(T-2)**

3.7.3.3. The pilot and all passengers have completed a *Covenant Not to Sue and Indemnity Agreement* which is found in [Attachment 9](#). **(T-1)**



**3.8. Standardization Board Function.** Board is chaired by the chief flight instructor and is comprised of the following: 1) all Aero Club flight instructors, 2) all clearing authorities, 3) club operations and safety officers, and 4) the installation/garrison operations and safety advisors.

3.8.1. The standardization board is responsible to the manager for standardizing the club's flying activities by overseeing the following:

- 3.8.1.1. Checkout procedures and performance requirements.
- 3.8.1.2. Annual flight checks.
- 3.8.1.3. Training curricula, methods, and techniques.
- 3.8.1.4. Identifying student or member weaknesses and trends.
- 3.8.1.5. Flight clearing procedures.
- 3.8.1.6. Training folders and currency records.
- 3.8.1.7. Written tests.
- 3.8.1.8. Local area procedures.
- 3.8.1.9. Standard operating procedures.

3.8.2. The Board makes recommendations, through the manager, to the installation/garrison commander on matters of pilot discipline. Any board member directly or indirectly involved in an accident, incident, unusual occurrence, or action that may be perceived as a violation of established directives does not participate in the board's deliberations or recommendations. Indirect involvement includes instances where the board member was acting as flight instructor, clearing authority, or in any other capacity whereby the board member's involvement in disciplinary recommendations could create the perception of impropriety. Since all members of the Standardization Board are U.S. Government employees, no Federal Advisory Committee Act committee, pursuant to DAFI 90-1401, *Federal Advisory Committee Management Program*, is created.

3.8.3. Meetings should be conducted quarterly, and minutes kept on-file for a period of 24-months.

**3.9. Member Suspension.** Any member suspected of having engaged in negligent or reckless acts or willful misconduct may be suspended. Suspension must remain in force pending installation/garrison commander evaluation. **(T-3)** While under suspension, the member should not be required to pay dues. Managers must forward results of suspension and revocation actions signed by the installation/garrison commander to AFSVC and inform the FAA if certification review is warranted. **(T-1)**

**3.10. Aero Club Operational Inspection.** Force Support Commander or director assembles the inspection team which must consist of at least the installation commander's three appointed advisors (operations, maintenance, and safety) and Force Support Resource Manager. **(T-3)**

3.10.1. The Operational Inspection should cover four areas: program, operations, maintenance, and safety with each advisor reviewing their respective areas.

3.10.1.1. The program review will consist of at least the following:

- 3.10.1.1.1. Wing appointed advisor assignment and spot inspection compliance.

- 3.10.1.1.2. Thorough member administrative record review.
- 3.10.1.1.3. Compliance with appropriate financial management requirements and financial management trainings.
- 3.10.1.1.4. Maintenance inventory and resale inventory review.
- 3.10.1.1.5. Budget and capital requirements plan.
- 3.10.1.1.6. Review of open insurance claims.
- 3.10.1.1.7. Review of all non-revenue generating flights and justification.
- 3.10.1.2. The operations review will consist of the following:
  - 3.10.1.2.1. Thorough member flight record review with comparison to approved dispatch program.
  - 3.10.1.2.2. Review of standard operating procedures.
  - 3.10.1.2.3. Review of standardization board meeting minutes.
  - 3.10.1.2.4. Review pilot information file for completeness and accuracy.
  - 3.10.1.2.5. Student training records.
  - 3.10.1.2.6. Aircraft and member clearing procedures.
- 3.10.1.3. The maintenance review will consist of the following:
  - 3.10.1.3.1. Compliance with airworthiness directives and mandatory service bulletins.
  - 3.10.1.3.2. Maintenance Procedures Manual compliance.
  - 3.10.1.3.3. Aircraft logbook reviews for compliance with annual 100-hour and 50-hour inspections.
  - 3.10.1.3.4. Review of Air Force Technical Order (AFTO) Form 781, *Arms Aircrew/Mission Flight Data Document*, with aircraft write-ups.
  - 3.10.1.3.5. Spare parts labeled for serviceability.
  - 3.10.1.3.6. Servicing of precision measuring equipment.
  - 3.10.1.3.7. Compliance with overhaul requirements for major components.
- 3.10.1.4. The safety review will consist of the following:
  - 3.10.1.4.1. AF/USSF occupational safety and health standards compliance.
  - 3.10.1.4.2. Emergency response and mishap reporting.
  - 3.10.1.4.3. MACA Program.
  - 3.10.1.4.4. BASH Program.
  - 3.10.1.4.5. Quarterly safety meeting content and attendance review.

3.10.2. A consolidated inspection report, with corrective action included, should be routed no later than 30 days from the date of inspection to the installation/garrison commander for approval. The approved memo, with signed individual area inspection reports, must be uploaded to the AFSVC Aero Club website in the appropriate drop box at <https://usaf.dps.mil/sites/10042/SitePages/Aero-Club.aspx> .

## Chapter 4

### AIRCRAFT, EQUIPMENT, AND SUPPLIES

**4.1. Purchasing and Leasing Aircraft.** Aero Clubs may acquire aircraft by purchase or exclusive-use lease. Obtain approval for leases according to AFMAN 64-302, *Nonappropriated Fund (NAF) Contracting Procedures*.

4.1.1. Make any purchases or leases of aircraft through AFSVC. The nonappropriated funds council and installation/garrison commander must approve the purchase. **(T-1)** Once approved, managers shall forward a request for purchase through the internet-based purchasing system (IPBS), including make, model, year, and exact equipment desired, to Air Force Services Center Recreation and Resiliency Support Branch (AFSVC/VPER) for review and action. **(T-1)**

4.1.2. If purchasing a used aircraft, managers must include competitive sources or a sole-source statement listing as a minimum each of the following: **(T-1)**

4.1.2.1. Overall condition.

4.1.2.2. Airframe and engine history.

4.1.2.3. Engine(s), airframe, and propeller(s) total time.

4.1.2.4. Total time since major overhaul of engine(s) and propeller(s).

4.1.2.5. Detailed avionics listing.

**4.2. Department of Defense (DoD) Loaned Aircraft.** Clubs that acquire government loaned aircraft shall:

4.2.1. Maintain aircraft and engines intact. **Note:** Salvaging government-loaned aircraft and engines, including spare engines, is permitted only with approval from Logistics Directorate, Aircraft Maintenance Division (AF/A4LM), and the Air Force Aerospace Vehicle Distribution Office, (AFMC/A4MM). **(T-1)** Contact AFSVC for application and procedures.

4.2.2. Register and maintain aircraft in an airworthy condition according to FAA regulations. **(T-0)**

4.2.3. Remove all Army, Navy, or Marine markings. **(T-2)**

4.2.4. Create and maintain aircraft and engine logbooks according to 14 CFR Part 91, Subpart E. **(T-0)**

4.2.5. File and retain AFTO 781 series forms, or aircraft maintenance history documents received with the aircraft at the time of transfer to the club. **(T-1)**

4.2.6. AFSVC may reassign aircraft at any time to optimize usage among Aero Clubs. Additionally, managers must notify AFSVC when a loaned aircraft is no longer needed or damaged beyond economical repair. If AFSVC/VBRR determines an aircraft should be turned into AF/A4LM and General Services Administration (GSA) for salvage or disposal, the club manager must ensure Standard Form (SF) 120, *Report of Excess Personal Property*, along with

photos of current condition, is forwarded to AFSVC/VBRR for submission to AF/A4LM and GSA for screening to resale or dispose of. **(T-1)** Consult AFI 51-307, *Aerospace and Ground Accident Investigations*, paragraph 8.4, 8.5 and 8.7 for release from legal hold requirements for certain types of Aero Club mishaps.

**4.3. AFSVC Loaned Aircraft.** If a club is loaned excess aircraft obtained from the General Services Administration or Civil Air Patrol, gaining clubs must create and maintain aircraft and engine logbooks according to 14 CFR Part 91, Subpart E. **(T-0)** Clubs must also notify AFSVC when a loaned aircraft is destroyed, damaged beyond economical repair, or no longer needed. **(T-2)** In addition, the clubs must: either reassign excess aircraft or transfer them to the Defense Reutilization and Marketing Office when the aircraft is no longer needed. **(T-1)** Consult AFI 51-307 paragraph 8.4, 8.5 and 8.7 for release from legal hold requirements for certain types of Aero Club mishaps.

**4.4. Obtaining Aircraft and Engine Parts.** Clubs may get replacement parts on a reimbursable basis from the AF supply system. Clubs can also borrow excess major replacement items according to AFH 23-123V3.

4.4.1. Guidance on how to process gifts of aircraft to Aero Clubs can be found in AFMAN 34-201 and AFI 51-506, *Gifts to the Department of the Air Force from Domestic and Foreign Sources*.

4.4.2. Procedures for turning in excess government property are detailed AFH 23-123V3. Procedures for turning in excess nonappropriated property are detailed in AFMAN 34-204.

4.4.3. Government-owned engines on loan to clubs may be exchanged for new, remanufactured, or factory overhauled engines of the same type, model, and series.

**4.5. Obtaining Other Supplies and Equipment.** Managers may obtain other items from base/garrison supply as authorized by AFI 65-106, *Appropriated Fund Support of Morale, Welfare, and Recreation (MWR) and other Nonappropriated Fund Instrumentalities (NAFIs)*. Clubs establish supply accounts according to AFH 23-123V3.

**4.6. Maintaining Inventories.** Refer to AFMAN 34-202 for guidance on establishing, maintaining, and controlling these inventories.

4.6.1. A stock of spare parts to minimize aircraft down time should be maintained. This stock should include items having a high turnover rate (i.e., spark plugs, light bulbs, and tires) and items not readily available (i.e., flight instruments). The club should establish and adjust inventory levels based on consumption rates and cost effectiveness. The objective is to establish a stock large enough to meet operational needs, yet small enough to control and manage with minimal cost.

4.6.2. Inventory spare parts with a fair market value less than \$125.00 are not required to be inventoried; however, it is advisable to maintain bin cards or other stock records for re-ordering. This also includes low-cost hardware items such as nuts, bolts, screws, gaskets, lubricants, hoses, etc. Spare parts with a fair market value of over \$125.00, as well as aviation fuel, aircraft engine oil, and other lubricants, will be secured in a decentralized storeroom inventory. **(T-1)** Refer to AFMAN 34-209, *Nonappropriated Fund Financial Management and Accounting*, for additional guidance.

## 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 and club safety officers, with assistance from the installation/garrison safety office and/or advisor will develop and implement a mishap prevention program that aligns with DAFI 91-202. **(T-1)** Additionally, the manager and staff will ensure compliance with applicable occupational safety and health standards in accordance with DAFMAN 91-203, *Air Force Occupational Safety, Fire, and Health Standards*. **(T-1)**

**5.2. Safety Meetings.** The manager or club safety officer must hold a club safety meeting for the membership at least once a quarter. **(T-3)**

5.2.1. Meetings can be held in-person or virtually where settings allow. Schedule these meetings when most members can attend.

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

5.2.2.1. AF/USSF and major/field command policies and directives.

5.2.2.2. AFSVC Aero Club Director of Operations and Safety recommended topics.

5.2.2.3. FAA regulations.

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

5.2.2.5. Midair collision avoidance and prevention.

5.2.2.6. Seasonal flying hazards, including weather.

5.2.2.7. Light aircraft maintenance and potential problem areas.

5.2.2.8. Light aircraft accident briefs.

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

5.2.2.10. Lost and emergency procedures.

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

5.2.2.12. Mountain flying.

5.2.2.13. All Aero Club mishap reports.

**5.3. Safety Meeting Attendance.** Safety meetings are mandatory for all Aero Club members and flight instructors. The manager or club safety officer documents member and flight instructor safety meeting attendance in the automatic dispatch system. Safety meeting minutes or location of recordings are to be posted in the pilot information file within 5 workdays after each meeting.

5.3.1. Members and flight instructor currency in Aero Club aircraft is conditional upon regular attendance at AF/USSF Aero Club safety meetings. Any member or flight instructor who misses a meeting without a reason acceptable to the manager shall be denied flying privileges until they attend a safety meeting or accomplish one of the following actions:

5.3.1.1. Review a recording of the missed safety meeting(s).

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

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

5.3.2. Any member or flight instructor who misses two consecutive meetings must receive a briefing from the manager, club safety officer, or designated representative on subjects covered during the missed safety meeting(s) or attend a safety meeting prior to regaining flying privileges. **(T-3) Note:** This does not apply to members who have been on extended temporary duty or deployments in a flying status.

5.3.3. If a member or flight instructor misses two consecutive meetings, the manager may authorize attendance at another military Aero Club's safety meeting to satisfy attendance requirements.

**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. 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.

**5.6. Mishaps.** A mishap is an unplanned occurrence, or series of occurrences that results in damage to Aero Club property; occupational illness to Aero Club personnel; injury to any person participating in Aero Club activities; or damage to public or private property, or injury or illness to and person caused by Aero Club activities. Mishaps are classified by total direct mishap cost and severity of injury/occupational illness.

#### **5.7. Reporting Mishaps.**

5.7.1. In addition to normal reporting criteria Aero clubs will follow aviation-specific reporting criteria as outlined in Chapter 3 of DAFMAN 91-223, *Aviation Safety Investigations and Reports*.

5.7.2. Report all mishaps to FSS chain of command and installation/garrison safety office by following local mishap reporting procedures.

5.7.3. The Aero Club manager will notify AFSVC according to [Attachment 5](#).

5.7.4. Manager will notify NTSB in accordance with 49 CFR Part 830, *Notification and Reporting of Aircraft Accidents or Incidents and Overdue Aircraft, and Preservation of Aircraft Wreckage, Mail, Cargo, and Records Aeronautical Information Manual*. **(T-0)**

**5.8. Classifying Mishaps.** The installation/garrison commander classifies mishaps according to DAFI 91-204, *Safety Investigations and Reports*. **(T-1)**

**5.9. Investigating Mishaps.** An AF/USSF flight safety officer must conduct an official investigation on each reportable Aero Club mishap according to DAFI 91-204. **(T-1)** The Aero Club Manager works closely with applicable flight and ground safety, NTSB, FAA, or host country investigators. The Manager 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 paragraph 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 AFSVC to determine the source and extent of material analysis needed to determine the cause of the mishap.

5.9.1. If the mishap is not investigated as a reportable mishap in accordance with DAFI 91-204 by the installation/garrison safety office, then the Aero Club Manager will conduct or direct an internal review of the mishap and post the findings in the pilot information file for mishap prevention purposes. **(T-1)**

5.9.2. The Manager can seek assistance from the AFSVC Aero Club Director of Operations and Safety to complete this requirement.

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

**5.11. 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/garrison commander. **(T-2)** 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/garrison commander reinstates their solo flight privileges. **(T-2)**

5.11.1. 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-3)** 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-3)**

5.11.2. 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/USSF 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 AFSVC. **(T-2)**



## 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/garrison 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-3)**

6.1.1. The standard operating procedure cannot be less restrictive than this publication or FAA and AF/USSF guidance.

6.1.2. The Aero Club Manager should review the standard operating procedures every 24 months and provide to the Force Support Commander or Director for approval.

6.1.3. Immediate, and minor, changes, within 24 months within publication, can be made with pen and ink for minor changes or remove and replace existing pages.

**6.2. USAF Aero Club Instructor Standardization Guide.** The purpose of the *USAF Aero Club Instructor Standardization Guide* is to describe Aero Club pilot checkout requirements and standards, private pilot training requirements, and proper documentation of pilot training and checkouts. The guide can be downloaded in the publications list on the Aero Club website located at <https://usaf.dps.mil/sites/10042/SitePages/Aero-Club.aspx>. All certified flight instructors must adhere to the guidance provided in the *USAF Aero Club Instructor Standardization Guide*. **(T-1)**

**6.3. Documents and Publications.** Managers must establish and maintain flight publications requirements. **(T-3)** At a minimum, managers should provide, for sale, local sectional charts, facility directories or other publications applicable to the area. Additionally, installation specific procedures, should be provided at no-cost to members. A digital reference library should also be maintained including: 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*.

**6.4. Local Flying Area.** The installation/garrison commander must determine boundaries of the local flying area based on terrain, special use airspace, and available airports. **(T-3)** A 50 to 75 nautical mile range is recommended. Clubs should 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 must be prominently displayed in the flight planning area. **(T-3)**

**6.5. 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 shall pilot club aircraft. **(T-0)** The AFSVC 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 cannot 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. 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 cannot 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. 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 except in any of the following circumstances: **(T-0)**

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 a certified flight instructor 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 AF Form 1585, *Covenant Not To Sue and Indemnity Agreement*, found at [Attachment 9](#) within the previous 12 months. **(T-1)** 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)**

6.6.1. 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.

6.6.2. 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:

6.6.2.1. Normal procedures.

- 6.6.2.2. Emergency procedures.
- 6.6.2.3. Takeoff, climb, and landing data.
- 6.6.2.4. Crosswind component chart (including locally established crosswind limits).
- 6.6.2.5. Cruise performance and fuel consumption.
- 6.6.2.6. Applicable alternate airfield procedures, unless contained in a local in-flight guide.
- 6.6.2.7. A *Warning* that reads, “Improper leaning procedures will greatly reduce endurance” in the cruise section of the Normal Procedures checklist.

**6.7. Clearance Procedures.** Members authorized self-clearing privileges as specified in [paragraph 3.7](#) of this manual and clearing authorities shall clear all flights originating at the home station using approved dispatch program. **(T-1)** Guidance from this manual, major/field command supplements, installation/garrison directives, current pilot information file items, and standard operating procedures must be followed. **(T-1)** The pilot-in-command is the clearing authority for all flights originating off-station. **(T-1)** 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 input flight data into the approved 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, 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-1)**.

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.** Aero Club Managers should pursue and maintain FAA 14 CFR Part 141 certification for training leading to the issuance of an initial private or commercial pilot certificate, or an instrument rating, when practical. If unable to maintain certification under **Part 141**, Aero Clubs will operate under 14 CFR Part 61 but are required to use 14 CFR Part 141 ground and flight instruction training curriculum. AFSVC/VBRR must be notified of any changes in status to an Aero Clubs **Part 141** Certification prior to changes being made.

6.9.1. Procedures in the *USAF Aero Club Instructor Standardization 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 must notify AFSVC within 48 hours of receiving any written FAA communication or notices of discrepancies. **(T-2)**

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 the approved dispatch system and documented via AF Form 1584. **(T-1)**

**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-2)** 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-1)**

6.10.1. Aero Club flight checks must include all applicable tasks listed in the *USAF Aero Club Instructor Standardization Guide*. **(T-1)** Satisfactory completion of an Aero club flight check will be documented on AF Form 1584 and updated in approved dispatch system. **(T-2)**

6.10.2. A successful flight check administered by a designated 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 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/USSF 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 AFSVC 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. **(T-2)**

6.10.5.2. Initial night visual flight rules local check in the most complex aircraft in which the pilot desires to maintain currency. **(T-2)**

6.10.5.3. Initial and annual instrument flight check for members desiring instrument flight rules (IFR) privileges. **(T-2)**

6.10.5.4. Initial and annual standardization flight check in the most complex aircraft in which the pilot desires to maintain currency. **(T-2)**

6.10.5.5. Initial formation flight check for those members desiring to fly Aero Club aircraft in formation. **(T-2)**

6.10.5.6. Initial aerobatic flight check for those members desiring to fly Aero Club aircraft acrobatically. **(T-2)**

**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. Locally developed student pre-solo.

6.11.7. Locally developed 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 AFSVC 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 approved 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. Weather Restrictions.** The following weather restrictions and requirements apply to all members operating club aircraft as pilot-in-command.

6.13.1. Visual Flight Rules (VFR) Weather Minimums.

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

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

6.13.2. IFR Weather Minimums. 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.

6.13.3. Wind Limitations.

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

6.13.3.2. 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-2)

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

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

**6.14. Night Restrictions.** Flight instructors performing flight instructor duties at night must be instrument rated. (T-2) **Note:** The definition of night is the time between the end of evening civil twilight and the beginning of morning civil twilight. 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. (T-0)

6.14.3. VFR flight below 2,000 feet AGL. Except for takeoff, landing, or pattern work. (T-3)

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-3)

6.14.6. Simulated emergency training, to include simulated 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) This will be done using only the 90-degree or 180-degree power off approach method found in the *FAA Airplane Flying Handbook FAA-H-8083-3C*, Third Edition. (T-0)

6.14.8. 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. (T-3)

6.14.9. Pilots must have logged at least 25 hours as pilot-in-command to conduct night VFR operations within the local area. (T-3) Takeoff and landing points must be at an airport approved for night operations. (T-3)

6.14.10. Simulated instrument approaches, at night, under VFR, must be performed with a night current safety pilot on board. (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. (T-1) 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-1)

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-1) 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-1) 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.

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. Required Rest and Flight Duty Day.**

6.16.1. Pilots will ensure they receive at least 10 hours of rest prior to performing pilot duties. **(T-0)**

6.16.2. When a pilots duty day exceeds 12 hours, they will ensure they receive 12 hours of rest prior to performing pilot duties. **(T-0)**

6.16.2.1. Flight duty day begins when the pilot reports to the Aero Club for their first flight, or their duty location (place of employment), for their first shift of the day, whichever occurs first.

6.16.2.2. Flight duty day ends when the pilot leaves the Aero Club, after their last flight, or their duty location (place of employment) after their last shift of the day, whichever occurs last.

6.16.3. A pilots maximum duty day when flying an Aero Club aircraft is 12 hours for a single pilot or 16 hours for two pilots in an aircraft with dual flight controls.

**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/garrison 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/garrison operations" in the remarks section of the flight plan. When departing a military base/garrison from other than home station, the pilot must file a flight plan with the local base/garrison operations. **(T-0)**

#### **6.18. Approved Airports/Runways/Taxi Procedures.**

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-1)**

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/garrison commander. **(T-1)** 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 flying to a non-towered airfield with unknown runway surface conditions, pilots must make a low approach to the landing runway to determine surface conditions before landing. **(T-3)** Landing at a non-towered airfield with unknown runway surface conditions is prohibited if an instrument approach must be used due to actual Instrument Meteorological Conditions. **(T-3)**

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. Aircraft must not taxi or be towed within 10 feet of an obstacle unless wing walkers are used or designated taxi lines, suitable for the make and model aircraft, are present. **(T-3)**

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 without an instructor on board that is qualified in the make and model being flown and approved by the manager. **(T-3)**

6.18.10. Aero clubs must establish minimum runway condition reading criteria for aircraft, to include maintenance ground run operations. **(T-3)**

### **6.19. Minimum Altitudes.**

6.19.1. Pilots must not fly below 1,000 feet above ground level (2,000 feet in designated mountainous terrain) unless required by specific regulation, airspace restriction, for takeoff or landing, or when accomplishing requirements directed by an approved syllabus of instruction. **(T-0)**

6.19.2. Pilots shall not descend below 500 feet above ground level during simulated forced landings, except to approved 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)**

### **6.20. Multi-Engine Aircraft Restrictions.**

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 then 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  $V_{sse}$  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. Practicing 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)**

**6.21. 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/garrison 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)**

#### **6.22. Student Pilots Restrictions.**

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-2)**

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 covering 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-2) Note:** Night means the time between the end of evening civil twilight and the beginning of morning civil twilight.

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

6.22.7. Solo students are required to use designated cross-country routes as determined by the Chief Flight Instructor. Only the Chief Flight Instructor may authorize alternate routes. **(T-3)**.

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-2)**

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-2)**

**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 including transporting passengers for fare and advertising 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 hand prop Aero Club aircraft certified to operate with an electrically driven starter. **(T-1)**

6.25.7. Pilots will not taxi an Aero Club aircraft until all persons onboard have properly fastened their seat belts. **(T-0)**

6.25.8. Pilots will comply with established bird condition procedures. **(T-2)**

6.25.9. Smoking is prohibited in or within 50 feet of club aircraft and during refueling operations. **(T-1)**

## Chapter 7

### MAINTENANCE

**7.1. General Maintenance Information.** Managers will ensure aircraft records are maintained according to manufacturer's maintenance manuals (including recommended procedures), FAA directives, and this manual. **(T-0)**

7.1.1. Managers will establish a maintenance program of scheduled inspections, routine maintenance, component overhauls, and life-cycle replacement plan for aircraft; and develop a maintenance procedures and training manual that contains, at a minimum, the following:

7.1.1.1. Maintenance manual review, annual training documentation, and personnel roster. **(T-1)** The manager will develop, conduct, and document initial training for all nonappropriated employee Aero Club mechanics; and require documentation that contract Aero Club mechanics have received such training. **(T-2)**

7.1.1.2. Purpose.

7.1.1.3. Responsibilities and duties.

7.1.1.4. Aircraft inspections.

7.1.1.5. Daily working procedures.

7.1.1.6. Documentation procedures including digital management of Aircraft Technical Publishers library.

7.1.1.7. Aircraft discrepancy write-ups, grounding and clearing procedures.

7.1.1.8. Corrosion Control. Aircraft shall be treated for corrosion according to Advisory Circular 43-4, *Corrosion Control for Aircraft*. As a minimum, all flight controls and trim surfaces, brackets, and mounting hardware must be free of corrosion. **(T-0)**

7.1.1.9. Tool and foreign object damage control including tool accountability.

7.1.1.9.1. The manager and chief mechanic will develop procedures to ensure tools are not inadvertently left inside aircraft during maintenance. **(T-2)**

7.1.1.9.2. These procedures are included in the maintenance procedures manual. As a minimum, the tool control program procedures should cover the following:

7.1.1.9.2.1. Control of personal items.

7.1.1.9.2.2. Positive control of all tools used in or around the aircraft.

7.1.1.9.2.3. Methodology for establishing tool ownership.

7.1.1.9.2.4. Permanent marking of all Aero Club and government owned tools and equipment.

7.1.1.10. Engine ground run and taxi procedures for each aircraft operated.

7.1.1.11. Inventory control.

7.1.1.12. Occupational Safety and Health Administration, Air Force/Space Force Occupational Safety and Health, and hazardous materials requirements.

- 7.1.1.13. Nondestructive testing.
- 7.1.1.14. Fuels quality assurance.
- 7.1.1.15. Other local training as required.

7.1.2. The maintenance program must ensure no one operates any aircraft with a discrepancy that would make the aircraft non-airworthy. **(T-0)**

7.1.3. One hundred (100) hour and annual inspections prescribed by 14 CFR Part 91.409 are required for all Aero Club aircraft operations. **(T-0)** These inspections must be in accordance with the manufacturer's checklist. **(T-0)** However, if a manufacturer's checklist is not available, one must be developed that meets the requirements of 14 CFR Part 43, *Maintenance, Preventive Maintenance, Rebuilding, and Alteration*, Appendix D. **(T-0)**

7.1.4. Aero Clubs will document the circumstances resulting in any overflight of an annual or 100-hour inspection, notifying AFSVC and the FAA. Documentation will be kept with aircraft logbooks. **(T-0)**

7.1.5. Ferry permits approved by the FAA will be kept on file with the aircraft logbooks. **(T-2)**

7.1.6. Aero Clubs will notify AFSVC within 48 hours of receiving any FAA notice of maintenance discrepancies. **(T-2)**

## **7.2. Time Between Overhaul.**

7.2.1. Overhaul aircraft components at the manufacturer's recommended time between overhaul.

7.2.2. Aero Clubs may delay engine overhaul, rebuild, or replacement until time between overhaul plus 30 percent; however, to delay beyond plus 30 percent a request must be sent to AFSVC/CC for approval in advance. Should Aero Clubs choose to delay the overhaul, funding request and engine order should still occur at the manufacturers recommended overhaul time.

7.2.3. When engines exceed the manufacturer's recommended time between overhaul and engines continue to meet airworthiness standards, a certified Aero Club mechanic must:

7.2.3.1. Recommend delaying the overhaul and annotates the recommendation in the logbook. **(T-1)**

7.2.3.2. Conduct actions for 100-hour inspections prescribed by FAA regulations every 50 hours on the engine(s). **(T-1)**

7.2.3.3. Borescope the inside of the cylinders and annotate the condition of the cylinders in the aircraft logbooks in 100-hour increments. **(T-1)**

7.2.4. Overhauled or rebuilt engines should have detailed logbooks, serviceability tags, and appropriate break-in procedures. If appliances are included with the engine, they should also have serviceability tags.

**7.3. Compliance with Manufacturer's Service Bulletins.** Unless specifically exempted or modified by AFSVC, clubs will complete all actions directed by manufacturer's mandatory service bulletins. **(T-2)**

**7.4. Grounding an Aircraft.** Any Aero Club pilot or airframe and power plant mechanic, or the manager must ground an aircraft, if in their opinion; the aircraft is not in an airworthy condition. **(T-0)** AFTO 781A, *Maintenance Discrepancy and Work Document* (or equivalent), will be used to document discrepancies, which caused the grounding action. **(T-1)** The aircraft will not be operated until released by a club airframe and power plant mechanic with appropriate documentation. **(T-0)**

**7.5. Maintenance Records.** The manager, with assistance from the club maintenance officer or chief mechanic, will ensure aircraft maintenance records are maintained in accordance with applicable FAA and Air/Space Force guidance. **(T-0)** Minor unscheduled maintenance must be recorded on an AFTO Form 781A, or equivalent substitute. **(T-1)** As the minimum, the AFTO Form 781A substitute will have discrepancy, corrective action, and certification sections. **(T-2)** The individual performing the repair or inspection will certify their corrective actions in the maintenance record. **(T-0)** **Note:** Technical Orders Series 00-20 does not apply to the maintenance of these forms, and use of other AFTO forms in the 781 series is optional.

7.5.1. The AFTO Form 781A, or its substitute, will be maintained in 100-hour increments between required inspection cycles, and maintained for the previous 200 hours of operation. **(T-0)** When these records exceed the 200-hour retention requirement, dispose of them in 100-hour increments according.

7.5.2. The club will maintain a technical library profile, via Aircraft Technical Publishers, on each aircraft maintained by club mechanics, containing as a minimum, the following:

7.5.2.1. Aircraft, engine, and propeller service. **(T-0)**

7.5.2.2. Airworthiness directives, service letters, and service bulletins for each make and model aircraft maintained. **(T-0)**

7.5.2.3. All applicable FAA regulations and advisory circulars (e.g., 14 CFR Part 23, *Airworthiness Standards: Normal Category Airplanes*, Part 39, *Airworthiness Directives*, and **Part 43**; FAA Advisory Circular 43 Series). **(T-0)**

7.5.3. In addition to the requirements specified in 14 CFR Part 43 and FAA Advisory Circular 43.9C, *Maintenance Records*, logbook entries shall contain the following:

7.5.3.1. Reference to the manufacturer's service manual, part numbers, or other technical data acceptable to the FAA Administrator, used to complete all maintenance performed. **(T-0)**

7.5.3.2. Part number(s), model number(s), and serial number(s), if applicable, of all parts installed during the maintenance process. **(T-0)**

**7.6. Maintenance Status.** The manager will ensure the current maintenance status of each club aircraft is available to the pilot, containing as a minimum:

7.6.1. FAA registration number. **(T-0)**

7.6.2. Instrument flight rules and visual flight rules capable. **(T-0)**

7.6.3. Status (operational or grounded). **(T-0)**

7.6.4. Date next overhaul is due for engine(s) and, if applicable, propeller(s). **(T-0)**

7.6.5. Date the annual inspection is due. **(T-0)**

7.6.6. Date the 100-hour inspection is due (50 hours for aircraft engines over time between overhaul). **(T-0)**

7.6.7. Date oil change is due. **(T-0)**

7.6.8. Date 500-hour magneto inspection is due. **(T-2)**

7.6.9. Dates other 14 CFR Part 91 inspections are due (i.e., transponder and pitot-static tests, if applicable). **(T-0)**

7.6.10. Date the emergency locator transmitter battery is due replacement or change. **(T-0)**

7.6.11. Approved dispatch system may be used to provide inspection status.

**7.7. Use of Base/Garrison Facilities.** Aero Clubs may use base/garrison maintenance and repair facilities when authorized by the appropriate commander. The installation/garrison maintenance advisor should assist the Aero Club in gaining access to these facilities.

### **7.8. Aircraft Parts.**

7.8.1. All items or components undergoing maintenance, repairs, and alterations in the Aero Club will have the items or components segregated, and if possible, placed in containers to assure that all parts of the same unit(s) are kept together. **(T-3)** Suitable trays, racks, stands, and protective coverings, as required, shall be available to ensure maximum protection of all parts. **(T-3)**

7.8.2. The manager or chief mechanic will ensure all aircraft parts are labeled as to their serviceability. **(T-3)** DD Form 1577, *Unserviceable (Condemned) Tag-Material*, 1577-2, *Unserviceable (Repairable) Tag-Material*, and 1574, *Serviceable Tag-Material*, are authorized for this purpose. Components having unknown conditions will be tagged with DD Form 1575 *Suspended Tag-Material*, (or its equivalent) until a conformity inspection or operational check is performed. **(T-0)**

7.8.3. New components manufactured under a type or production certificate, or in accordance with a Technical Standard Order (or similar FAA approved technical data), or components which have been rebuilt by the manufacturer to production specifications, must have a visual receiving inspection. **(T-0)** Any repaired or overhauled components received from an FAA certified repair station do not normally require more than a visual receiving inspection before being returned to service. Repaired or over hauled components that are received from other than an FAA certified repair station, in addition to the normal visual receiving inspection, will be functionally checked before being returned to service. **(T-0)**

**7.9. Precision Measuring Equipment.** Managers will ensure all precision measurement tools are calibrated at least annually according to requirements listed in 14 CFR Part 43, manufacturer's instructions, and AF guidance. **(T-0)** If AF/USSF equipment (Aero Club owned) is used or available for the club's use, it will be calibrated as required by the applicable technical order. **(T-0)** Each piece will be labeled, and identify the unit by manufacturer, model, and serial number. **(T-0)** The label must also indicate the last calibration date and next due date. **(T-0)**

**7.10. Service Difficulty Reports and Malfunction Defect Reports.** Clubs will forward a copy of all service difficulty reports and malfunction defect reports to AFSVC for trend analysis. **(T-2)**

**7.11. Functional Check Flight.** A functional check flight is required for aircraft being returned to service after having undergone alterations or repairs, which in the opinion of the chief mechanic could alter the flight characteristics of the aircraft, affect the navigation systems of the aircraft or adversely affect the operability of aircraft systems that cannot be adequately ground tested. **(T-0)** Managers will designate by letter, highly qualified pilots to perform functional check flights on aircraft being returned to service following maintenance. **(T-1)** The number of functional check flight pilots designated should be kept to a minimum. The functional check flight pilot and chief mechanic develop the functional check flight profile to be accomplished.

**7.12. Deferred Maintenance.** The manager is the final authority for approving discrepancies the chief mechanic has determined may safely be deferred until the next scheduled inspection. Discrepancies the chief mechanic does not wish to defer are grounding items.

ALEX WAGNER  
Assistant Secretary of the Air Force  
(Manpower and Reserve Affairs)



## Attachment 1

## GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION

*References*

Title 14 CFR Part 1; *Definitions and Abbreviations National Fire Protection Association 407*, Current edition

Title 14 CFR Part 23, *Airworthiness Standards: Normal, Utility, Acrobatic, and Commuter Category Airplanes*, Current edition

Title 14 CFR Part 39, *Airworthiness Directives*, Current edition

Title 14 CFR Part 43, *Maintenance, Preventive Maintenance, Rebuilding, and Alteration*, Current edition

Title 14 CFR Part 61, *Certification: Pilots, Flight Instructors, and Ground Instructors*, Current edition

Title 14 CFR Part 91, *General Operating and Flight Rules USAF Aero Club Instructor Standardization Guide*, Current edition

Title 14 CFR Part 141, *Pilot Schools*, Current edition

Title 49 CFR Part 830 *Notification and Reporting of Aircraft Accidents or Incidents and Overdue Aircraft, and Preservation of Aircraft Wreckage, Mail, Cargo, and Records Aeronautical Information Manual*, Current edition

(DoDD) 5400.11, *DoD Privacy and Civil Liberties Programs*, 29 January 2019

DAFPD 34-1, *Department of the Air Force Services*, 20 June 2023

AFI 33-322, *Records Management and Information Governance Program*, 28 July 2021

DAFI 34-101, *Department of the Air Force Morale, Welfare, and Recreation (MWR) Programs and Use Eligibility*, 7 March 2022

AFI 51-307, *Aerospace and Ground Accident Investigations*, 18 March 2019

AFI 65-106, *Appropriated Fund Support of Morale, Welfare, and Recreation (MWR) and other Nonappropriated Fund Instrumentalities (NAFIs)*, 15 January 2019

DAFI 90-1401, *Federal Advisory Committee Management Program*, 22 February 2023

DAFI 91-202, *The US Air Force Mishap Prevention Program*, 26 April 2023

DAFI 91-204, *Safety Investigations and Reports*, 10 March 2021

AFMAN 34-201, *Use of Nonappropriated Funds (NAFs)*, 28 September 2018

AFMAN 34-202, *Procedures for Protecting Nonappropriated Fund Assets*, 25 June 2019

AFMAN 34-204, *Property Management*, 9 October 2018

AFMAN 34-209, *Nonappropriated Fund Financial Management and Accounting*, 2 October 2019

DAFMAN 34-123, *Nonappropriated Fund Property and Liability Program*, 31 August 2023

AFMAN 64-302, *Nonappropriated Fund (NAF) Contracting Procedures*, 26 September 2019  
DAFMAN 90-161, *Publishing Processes and Procedures*, 15 April 2022  
DAFMAN 91-203, *Air Force Occupational Safety, Fire, and Health Standards*, 25 March 2022  
DAFMAN 91-223, *Aviation Safety Investigations and Reports*, 20 September 2022  
FAA *Airplane Flying Handbook FAA-H-8083-3C*, Third Edition  
AFH 23-123V3, *Air Force Equipment Management*, 8 August 2013  
FAA Advisory Circular 43-4, *Corrosion Control for Aircraft*, Current edition  
FAA Advisory Circular 43.9C, *Maintenance Records*, Current edition  
*Force Support Activity Standards*, 6 September 2019

### ***Prescribed Forms***

DAF Form 1710, *Aero Club Membership Application*

### ***Adopted Forms***

DAF Form 847, *Recommendation for Change of Publication*  
AF Form 270, *Aero Club Operations*  
AF Form 1584, *USAF Aero Club Standardization Record*  
AF Form 1585, *Covenant Not To Sue And Indemnity Agreement*  
AFTO Form 781, *Arms Aircrew/Mission Flight Data Document*  
AFTO Form 781A, *Maintenance Discrepancy and Work Document*  
DD Form 1574, *Serviceable Tag - Materiel*  
DD Form 1575, *Suspended Tag - Materiel*  
DD Form 1577, *Unserviceable (Condemned) Tag – Materiel*  
DD Form 1577-2, *Unserviceable (Reparable) Tag – Materiel*  
SF-120, *Report of Excess Personal Property*

### ***Abbreviations and Acronyms***

**AF**—Air Force  
**AFH**—Air Force Handbook  
**AFI**—Air Force Instruction  
**AFMAN**—Air Force Manual  
**AFR**—Air Force Reserve  
**AFSEC**—Air Force Safety Center  
**AFSVC**—Air Force Services Center  
**AGL**—Above Ground Level

**ANG**—Air National Guard  
**ATP**—Airline Transport Pilot  
**BASH**—Bird/Wildlife Aircraft Strike Hazard  
**CFR**—Code of Federal Regulations  
**CL**—Civilian Leader  
**DAF**—Department of the Air Force  
**DAFI**—Department of the Air Force Instruction  
**DAFMAN**—Department of the Air Force Manual  
**DoD**—Department of Defense  
**DSN**—Defense Switching Network  
**FAA**—Federal Aviation Administration  
**FSS**—Force Support Squadron  
**GSA**—General Services Administration  
**IFR**—Instrument Flight Rules  
**MACA**—Mid-Air Collision Avoidance  
**MWR**—Morale, Welfare and Recreation  
**NTSB**—National Transportation Safety Board  
**OPR**—Office of Primary Responsibility  
**TSA**—Transportation Security Administration  
**USAF**—United States Air Force  
**USSF**—United States Space Force  
**US**—United States  
**VA**—Veterans Administration  
**VFR**—Visual Flight Rules

*Office Symbols*

**AF/A1S**—Headquarters Air Force Services  
**AF/A1SO**—Air Force Services Operations Division  
**AF/A4LM**—Logistics Directorate, Aircraft Maintenance Division, Aircraft Disposition Office  
**AFMC/A4MM**—Air Force Aerospace Vehicle Distribution Office  
**AF/RE**—Chief of Air Force Reserve  
**AFSEC/CC**—Air Force Safety Center Commander  
**AFSVC/CAG**—Air Force Services Center Commander’s Action Group

**AFSVC/CC**—Air Force Services Center Commander

**AFSVC/VBRR**—Air Force Services Center Business and Recreation Branch

**AFSVC/VPER**—Air Force Services Center Recreation and Resiliency Support Branch

**FSS/CC or CL**—Force Support Squadron Commander or Director

**HQ AFSEC**—Headquarters Air Force Safety Center

**NGB/CF**—Director of the Air National Guard

**SAF/MR**—Secretary of the Air Force, Manpower and Reserve Affairs

**SF/S1**—Space Force Deputy Chief of Space Operations for Personnel

### *Terms*

**Aero Club**—An Aero Club is a MWR program offering a variety of activities to meet aviation enthusiasts with flight training and recreational flying.

**Applicant**—A member enrolled in a course of training leading to the issuance of a pilot rating or certificate.

**Certificate**—Refers to a valid airman's certificate as defined by Federal Aviation Regulations.

**Club**—Unless specified otherwise, the term "club" refers to the Aero Club.

**Flight Instructor**—Refers to an FAA certified flight instructor who has completed all checkout requirements prescribed by this manual and has been approved by the manager to conduct flight instruction. Additionally, an "instrument" flight instructor is one who holds a valid FAA instrument flight instructor rating and has been approved to conduct instrument flight training by the manager.

**Hobbs Meter**—measures the time that an aircraft is in use.

**Ground Instructor**—Refers to an FAA certified ground instructor who has been approved by the manager to conduct ground instruction.

**Group I Aircraft**—Installation owned aircraft.

**Group II Aircraft**—DoD and AFSVC loaned aircraft.

**Group III Aircraft**—Leased aircraft.

**Manager**—Unless specified otherwise, the term "manager" refers to the appointed Aero Club manager.

**Member**—An authorized individual, who has joined the Aero Club, is paying dues and is following guidance provided in DAFI 34-101 and this publication.

**Month**—When used in conjunction with currency requirements refers to the end of the calendar month.

**Nondestructive testing**—A wide group of analysis techniques used in science and technology industry to evaluate the properties of a material, component, or system without causing damage.

**Pilot**—Refers to the individual acting as pilot-in-command of an Aero Club aircraft.

**Student**—Refers to an individual training for, but not yet certified as a private pilot. This also applies to any individual holding a recreational pilot certificate, or another country or military certificate but does not yet hold a private pilot certificate or higher.

**T-1 hours**—Hours flown where the primary purpose was training leading to the issuance of a new rating or pilot certificate. This includes solo time flown for this purpose.

**T-2 hours**—(All other) Hours flown where the primary purpose of the sortie was training conducted for currency, recurrency, annual, or aircraft checkout requirements.

**T-3 hours**—Hours flown for other than T-1, or T-2 purposes.

**V<sub>sse</sub>**—The minimum speed at which intentional engine failures are to be performed. This speed is selected by the manufacturer to reduce the accident potential from loss of control due to simulated engine failures at inordinately slow airspeeds.

**V<sub>yse</sub>**—Best rate of climb speed with a single operating engine in a light, twin-engine aircraft – the speed that provides the most altitude gain per unit of time following an engine failure, while maintaining a small bank angle that should be presented with the engine-out climb performance data.

**Attachment 2****FORMAT FOR STANDARD OPERATING PROCEDURES****A2.1. Chapter 1: Administration.**

A2.1.1. Membership application, resignation, and expulsion procedures.

A2.1.2. Quorums and meetings.

A2.1.3. Aircraft scheduling procedures.

**A2.2. Chapter 2: Pilot Currency Requirements.****A2.3. Chapter 3: Operational Restrictions and Local Area Procedures.**

A2.3.1. Restrictions and Requirements.

A2.3.2. Clearing Authority and Clearance Procedures.

A2.3.3. Lost Communications Procedures.

A2.3.4. Lost and Alternate Airfield Procedures.

A2.3.5. Weather Recall and Aircraft Evacuation Procedures.

**A2.4. Chapter 4: Student Pilot Procedures.**

A2.4.1. This chapter should contain only restrictions and requirements applicable to student pilots.

**A2.5. Chapter 5: Safety.**

A2.5.1. Accident and Incident Reporting Procedures.

A2.5.2. Ground Safety.

**A2.6. Chapter 6: Maintenance Procedures.****A2.7. Chapter 7: Flight Instructor Responsibilities.****A2.8. Attachments: As needed.**

### Attachment 3

## GRADING PRACTICES

**A3.1. Ensure all instructors are:** Grading against a uniform standard and the applicant's progress is assessed against their ability to meet the requirements of the FAA *Airmen Certification Standards* for the desired certificate or rating. Unless waived by AFSVC, the following grades shall be used on the applicant's training record. **(T-1)**

### **A3.2. Individual Maneuver and Task Grade.**

A3.2.1. P = Proficient. The applicant meets the applicable FAA Practical Test Standards for the individual maneuver and task without intervention or verbal assistance from the flight instructor.

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

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

A3.2.4. D = Demonstrated Only. The flight instructor demonstrated the maneuver and task; however, the student was not allowed to accomplish the maneuver/task. **Note:** If the instructor demonstrated the maneuver and task and then allowed the applicant to perform it, the grade shall reflect the applicant's performance. **(T-1)**

A3.2.5. Check Accomplished while Solo. Student pilots will place an individual check in the appropriate box to indicate they performed the maneuver one or more times while solo.

### **A3.3. Overall Grade.**

A3.3.1. The following grades will be used to assess the student's overall performance for the flight. If an applicant receives a grade of *below average* or *below acceptable standards*, the chief flight instructor shall review the applicant's performance with their flight instructor prior to the applicant's next flight. **(T-1)**

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

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

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

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

A3.3.6. 5 = Below Acceptable Standards. The applicant's performance was below average given their phase of training, experience, etc.

## Attachment 4

### PILOT CHECKOUT REQUIREMENTS

**A4.1. Minimum Certificate and Time Requirements.** 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. Pilots may proficiency advance, with less than the required training hours as prescribed below, via a written request from the Chief Flight Instructor to the AFSVC Aero Club Director of Operations and Safety.

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

A4.2.1. 200 horsepower or less: No restrictions.

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. 50 hours total time OR a minimum 3 training hours in make/model.

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. 75 hours total time OR a minimum 5 training hours in make/model.

**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. 75 hours total time OR a minimum 3 training hours in make/model.

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. 100 hours total time OR a minimum 5 training hours in make/model.

**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 total time.



**Attachment 5****AFSVC MISHAP REPORTING PROCEDURES**

**A5.1. Reporting Mishaps.** Mishaps that result in bodily injury or aircraft damage that is suspected to exceed \$25,000, immediate Force Support serious incident notifications, regardless of the time of day or night, must be made at: (T-2) <https://usaf.dps.mil/sites/10042/SitePages/Force-Support-Squadron-Serious-Incident-Reporting.aspx>.

A5.1.1. All mishaps must be reported to AFSVC/VBRR via email within 48 hours of mishap occurring in the following format:

- A5.1.1.1. Date of occurrence.
- A5.1.1.2. Time of occurrence.
- A5.1.1.3. Aircraft registration number.
- A5.1.1.4. Aircraft make and model.
- A5.1.1.5. Group I, II, or III aircraft.
- A5.1.1.6. Aircraft year.
- A5.1.1.7. Location of mishap.
- A5.1.1.8. Current location of the aircraft.
- A5.1.1.9. Pilot's name (civilian and active duty).
- A5.1.1.10. Passengers name (civilian and active duty).
- A5.1.1.11. Injuries sustained.
- A5.1.1.12. Base/Garrison of origin.
- A5.1.1.13. Brief description of the events that occurred.

## Attachment 6

### EXAMPLE OF AF FORM 270, *AERO CLUB OPERATIONS*, RCS: HAF-SV (Q) 9495)

**A6.1. Submitting the AF Form 270.** This report is a record of all aircraft operated by DAF Aero Clubs and is the basis for determining insurance rates for each club. Reports are due to AFSVC no later than the 15th calendar day following the end of the quarter. During emergency conditions submit data requirements as prescribed, but they may be delayed to allow the submission of higher precedence reports. Submit by non-electronic means if possible.

#### **A6.2. Specifics on Completing the AF Form 270 (Figure A6.1.).**

A6.2.1. As of date: Last day of the quarter.

A6.2.2. DSN Number: self-explanatory.

A6.2.3. Fly Hours (This quarter and fiscal year to date): base flying hours on Hobbs meter time; if a Hobbs meter is not installed or is inoperative, multiply tachometer time by a factor of 1.2.

A6.2.4. Sorties this quarter: total number of sorties flown by all aircraft this quarter. A sortie is defined as one mission by a single plane.

A6.2.5. Aero club location: self-explanatory.

A6.2.6. Active airmen/guardian: total number of active duty enlisted members.

A6.2.7. Active officer: total number of active duty officer members.

A6.2.8. Retired: total number of retired members.

A6.2.9. Other: total number of members not reported in previous three categories.

A6.2.10. Total T-1 hours: total number of T-1 hours flown. Refer to [paragraph A6.2.14](#).

A6.2.11. Total T-2 hours: total number of T-2 Hours flown. Refer to [paragraph A6.2.15](#).

A6.2.12. Total T-3 hours: total number of T-3 hours flown. Refer to [paragraph A6.2.16](#).

A6.2.13. Description of Aircraft. List each aircraft a club possesses, regardless of airworthiness.

A6.2.13.1. Group.

A6.2.13.1.1. Group I: any aircraft a club owns.

A6.2.13.1.2. Group II: government and AFSVC loaned aircraft.

A6.2.13.1.3. Group III: leased aircraft.

A6.2.13.2. Number: enter the FAA assigned registration number of the aircraft.

A6.2.13.3. Aircraft make and model: Enter the make, model, and type of aircraft. Use more than one line if necessary, and fully identify the aircraft; for example, PA-28R-200, C-177RG, etc.

A6.2.13.4. Declared value: declared value is the value a club places on an aircraft.

A6.2.13.4.1. The declared value for a Group I or III aircraft shall be within 15 percent of the average retail price, listed in the published price guide determined by AFSVC, for a comparably equipped make and model. **(T-1)**

A6.2.13.4.2. The declared value for Group II aircraft shall be the depreciable interest the club has in the aircraft. **(T-1)** A club may change the declared value due to appreciation or depreciation; however, the club shall not change declared value on leased aircraft unless the lease agreement is also changed to reflect the declared value. **(T-1)**

A6.2.13.5. Seats: Enter number of seats on aircraft. If the number has changed since last report, note change in remarks column.

A6.2.13.6. Rental rate: enter the wet rate charged for aircraft rental. If an aircraft is rented at a dry rate, enter the approximate rental rate if the aircraft were to be rented wet.

A6.2.13.6.1. Wet rate is the cost of aircraft rental plus the cost of fuel and oil used during the rental.

A6.2.13.6.2. A dry rental rate does not include the cost of fuel or oil in the rental rate.

A6.2.14. T-1 hours: Hours flown where the primary purpose was training leading to the issuance of a new rating or pilot certificate. This includes solo time flown for this purpose.

A6.2.15. T-2 hours: Hours flown where the primary purpose of the sortie was training conducted for currency, recurrency, annual, or aircraft checkout requirements. An instructor pilot need not be onboard to log this training.

A6.2.16. T-3 hours: Hours flown for other than T-1, or T-2 purposes. This includes recreation, business, temporary duty, etc., where no training is involved.

A6.2.17. Sorties: Number of sorties flown by an individual aircraft during that quarter. A sortie is one mission that ends when the aircraft is shut down. A single sortie may involve one or more categories; for example, an individual may fly 2 hours for recreational purposes and then an hour of pattern work for currency. In this instance that individual would log 2 hours T-3 and 1 hour T-2 time. In each case the total of T-1, T-2, and T-3 hours must equal the total time flown. **(T-1)**

A6.2.18. Gain loss: Indicate gains or losses during the quarter in the remarks section. Once a club reports an aircraft as a gain or a loss, no further entries on subsequent reports are required until a change occurs. Enter the effective date of the gain or loss in the remarks column. Do not use a numerical designator for the month. The gain and loss dates of inter-command transfers must coincide to ensure no lapse in insurance coverage; therefore, the gaining and losing clubs must establish a mutually agreeable date on which the transfer occurs. **(T-1)**

A6.2.19. Signature: Managers will sign the AF Form 270 in the lower right-hand corner even though there is not a signature line. **(T-1)**

Figure A6.1. Example of AF Form 270, Aero Club Operations.

AERO CLUB OPERATIONS			AS OF DATE	DSN NUMBER	FLY HOURS THIS QTR	FLY HOURS YTD	SORTIES THIS QTR		Report Control Symbol RCS:	
AERO CLUB LOCATION			ACTIVE ARMEN	ACTIVE OFFICERS	RETRD	OTHER		TOTAL T-1 HOURS	TOTAL T-2 HOURS	TOTAL T-3 HOURS
GROUP	N NUMBER	AIRCRAFT MAKE/MODEL	DECLARED VALUE	SEATS	RENTAL RATE	T-1 HOURS	T-2 HOURS	T-3 HOURS	SORTIES	REMARKS

**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 Record Review* found in [Attachment 10](#).

**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. 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. Information File Contents.** Managers shall maintain a pilot information file binder containing at least the following items: **(T-2)**

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 AFSVC 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)**

Attachment 9

COVENANT NOT TO SUE AND INDEMNITY AGREEMENT

Figure A9.1. Covenant Not to Sue and Indemnity Agreement.

COVENANT NOT TO SUE AND INDEMNITY AGREEMENT	
<p><small>NOTE: Section II of this form is to be completed for all minors, regardless of age and regardless of whether the parent has executed Section I on behalf of the minor. Complete one form for each person.</small></p>	
DATE	PLACE
<b>I. AGREEMENT</b>	
<p>I, <i>(Print Name)</i> _____ am about to voluntarily participate in various activities, including flying activities, of the _____ Aero Club as a pilot, student pilot, copilot, instructor, or passenger. In consideration of the Aero Club permitting me to participate in these activities, I, for myself, my heirs, administrators, executors, and assigns, hereby covenant and agree that I will never institute, prosecute, or in any way aid in the institution or prosecution of, any demand, claim, or suit against the US Government for any destruction, loss, damage, or injury <i>(including death)</i> to my person or property which may occur from any cause whatsoever as a result of my participation in the activities of the Aero Club.</p> <p>If I, my heirs, administrators, executors, or assigns should demand, claim, sue or aid in any way in such a demand, claim or suit, I agree for myself, my heirs, administrators, executors, and assigns to indemnify the US Government of all damages, expenses, and costs it may incur as a result thereof.</p> <p>I know, understand, and agree that I am freely assuming the risk of my personal injury, death, or property damage, loss or destruction that may result while participating in Aero Club activities, including such injuries, death, damage, loss or destruction as may be caused by the negligence of the US Government.</p> <p>I also understand and agree that I may be held liable for any damages or loss to the US Government which is caused by my gross negligence, willful misconduct, dishonesty, or fraud, and for limited damages or loss to the US Government which is caused by my simple negligence.</p> <p>The term US Government as used herein includes the _____ Aero Club and any officer, agent, or employee of the US Government or the Aero Club, or any Aero Club member, participant, user, or flight or ground instructor, acting officially other otherwise.</p>	
DATE	SIGNATURE
SIGNATURE OF CLUB OFFICAL	
<p><small><i>If a minor, so indicate and state age. If the minor is capable of signing, have him/her sign. If the minor is not capable, have parent sign for the minor: that is, "John Jones parent of Harry Jones, his father" and sign below.</i></small></p>	
<b>II. AGREEMENT FOR MINOR PARTICPANT</b>	
FOR MINOR <i>(Signature)</i>	
<p>I/We, _____, parent(s) of the above-named minor do hereby (1) consent to him/her participating in the activities of the _____ Aero Club. (2) agree to the provisions of the above agreement and adopt it as my/four own, and (3) agree to reimburse the US Government for any damages or loss incurred by it for which this minor would be liable were he/she over 17 years of age.</p>	
DATE	PARENT'S SIGNATURE

