BY ORDER OF THE SECRETARY OF THE AIR FORCE

AIR FORCE MANUAL 34-152

5 JUNE 2019

Services

AIR FORCE AERO CLUB OPERATIONS

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

ACCESSIBILITY: Publications and forms are available on the e-Publishing website at **www.e-Publishing.af.mil**

RELEASABILITY: There are no releasability restrictions on this publication

---

OPR: AF/A1SOS

Certified by: SAF/MR

Supersedes: AFMAN34-152, 16 April 2019

Pages: 57

This manual implements Air Force Policy Directive 34-1, *Air Force Services* and Air Force Instruction (AFI) 34-101, *Air Force Morale, Welfare, and Recreation (MWR) Programs and Use Eligibility*, by providing detailed operational requirements, restrictions, and operating procedures for Air Force aero clubs. Submit requests for waivers through the chain of command to the appropriate Tier waiver approval authority, or alternately, to the Publication office of primary responsibility (OPR) for non-tiered compliance items. This publication applies to all Air 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. ANG personnel on Title 32 status must utilize the following guidance unless otherwise directed by state law. In collaboration with 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) develops policy for the Air Force aero club program. This publication may be supplemented at any level; all Major 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 instruction with advance approval of the ANG or AFR Commander. Proposed supplements can be sent via email to: AFSVA/CAG Workflow **AFSVA.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 Activity Financial Management and Comptroller. Send two copies of each proposed supplement to Air Force Services Activity Financial Management and Comptroller, 2261 Hughes Avenue., Suite #156, Lackland Air Force Base, TX 78236-9854. Also any proposed supplements can be sent via email to: AFSVA/CAG Workflow

AFSVA.CAG.Workflow@us.af.mil. The authorities to waive wing/unit level requirements in this publication are identified with a Tier (**T-0, T-1, T-2, or T-3**) number following the compliance statement. Refer recommended changes and questions about this publication to the OPR using the Air Force Form 847, *Recommendation for Change of Publication*; route Air Force Forms 847 from the field through the appropriate functional chain of command. Ensure all records created as a result of processes prescribed in this publication are maintained in accordance with Air Force Manual (AFMAN) 33-363, *Management of Records*, and disposed of in accordance with the Air Force Records Information Management System Records Disposition Schedule.

SUMMARY OF CHANGES

This document is new and must be thoroughly reviewed. The operational guidance to maintain safe flying operations, protection of funds, and protection of government property is included in this Air Force Manual. It provides references, clarifies maintenance procedures, and provides operations and safety information. This manual identifies tier waiver authorities for unit level compliance items. AF form 1710 was added as a prescribed form.

Chapter 1

GENERAL GUIDANCE

1.1. Overview. An aero club is a MWR program offering a variety of activities to meet 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) aero club program. These individuals must comply with applicable AF policy directives, AFIs, Federal Aviation Administration (FAA) regulations, National Transportation Safety Board Statutes (NTSB), and the Transportation Security Administration (TSA). **(T-0).** Pilots may deviate from requirements and restrictions in this manual to the extent required to meet an emergency situation.

Chapter 2

ROLES AND RESPONSIBILITES

2.1. Headquarters United States Air Force, Director of Services (AF/A1S) is responsible for establishing guidance for aero clubs.

2.2. Air Force Services Activity (AFSVA) 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.

2.3. Air Force Safety Center Commander is responsible for AF safety policies and instructions.

2.4. Major Command's A3, A4 and Chief of Safety are responsible for designating a primary and alternate advisor from operations, maintenance, and safety to provide the AFSVA and installations with specific are expertise including:

2.4.1. Assisting with mishap investigations.

2.4.2. Tracks mishap report recommendations.

2.4.3. Supplements this manual as required after coordinating the supplements through AFSVA.

2.5. Installation Commander is responsible for ensuring aero club programs comply with higher headquarters policy and guidance.

2.5.1. Provides hangar and ramp space, classroom, and maintenance facilities and supplies.

2.5.2. Authorizes off-base operations if the installation has inadequate facilities. AFSVA approval must be obtained to lease off-base civilian facilities. (T-3). The leased facilities must permit AF inspection. (T-3).

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 ground safety and fire protection inspections.

2.5.5. Appoints, in writing, operations, maintenance, and safety advisors to serve as a direct operational links with the aero club.

2.5.6. Ensures at least one of the appointed operations, maintenance, or safety advisors attends aero club monthly 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 monthly.

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 AFSVA.

2.6. Force Support Commander or Director is responsible for providing resources to accomplish the aero club mission.

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

2.6.2. Supervises the aero club manager and notifies AFSVA 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 drug abuse or alcohol abuse.

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. (T-3).

2.7. Installation Operations Advisor is responsible for the operations of the aero club. The advisor must be a rated military pilot actively flying at the installation (if installation has a flying mission), and if practical, a qualified supervisor of flying. (T-1).

2.7.1. This individual is highly experienced in general aviation and must hold a valid FAA Airman's Certificate. (T-1).

2.7.2. Ensures safety and maintenance advisors to attendance safety and standardization meetings

2.7.3. Advises the manager on operational issues.

2.7.4. Assists club operations officer monitor flight operations and coordinate with installation agencies through spot inspections as required.

2.8. Installation Safety Advisor is responsible for overseeing the aero club safety program. The installation safety advisor is a rated flight safety officer from the servicing safety office (if installation has a flying mission). This individual should be highly experienced in general aviation and should hold a valid FAA Airman's Certificate.

2.8.1. Assists the club safety officer develop an aggressive mishap prevention program.

2.8.2. Provides the club safety officer with mishap prevention information and serves as a link to major command safety Staff and Air Force Sustainment Center.

2.8.3. Conducts mishap investigations in coordination with the NTSB if they are also investigating the mishap.

2.8.4. Participates in the annual activity inspection and follows up on any safety discrepancies found.

2.8.5. Conducts spot inspections.

2.9. Installation Maintenance Advisor is responsible for overseeing aircraft maintenance on the installation. Installation 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.

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

2.9.2. Coordinates with operation and safety advisor to ensure attendance at each safety meeting and advises the manager on:

2.9.2.1. Overall condition of the aircraft and maintenance facilities.

2.9.2.2. Aircraft maintenance procedures.

2.9.2.3. Fuels quality assurance program.

2.9.2.4. Corrosion control program.

2.9.3. Conducts documented quarterly spot inspections or as required.

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

2.10.1. Will conduct daily business according to applicable AF publications to include this manual, AFI 34-101, FAA regulations, TSA, NTSB statutes, and local directives. (T-0).

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

2.10.3. Maintains membership, flight currency, safety, and annual currency records, Transportation Security Administration documentation and training folders.

2.10.4. Reports accidents, incidents, unusual occurrences, or other pertinent safety information immediately to the Force Support commander or director, with a copy to their major command representative, and AFSVA 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 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 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. (T-3). 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 manufacturer's mandatory service bulletins and FAA maintenance directives, including airworthiness directives that apply to aircraft operated by the club. (T-0).

2.10.12. Must conduct frequent inspections of club maintenance facilities, with particular attention to inventories. (T-3).

2.10.13. Must ensure a positive means of securing unattended aircraft, and implement procedures to prevent members from flying an aircraft with an uncorrected discrepancy that may adversely affect safety of flight. (T-3).

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. (T-0).

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. (T-3). Managers should recommend lower dues and initiation fees to the Force Support commander or director for additional family members or as a temporary recruiting initiative.

2.10.17. Completes the AF Form 270, *Aero Club Operations*, according to **Attachment** 6.

2.10.18. Must use base level market data to support planned programs. (T-3).

2.10.19. Accounts for aircraft, equipment, and supplies on loan or issued to aero clubs in accordance with Air Force Handbook (AFH) 23-123v 3, *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 AFSVA commander approval to conduct any events open to the general public including demonstration rides. (T-3).

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-level inspections or evaluations. (T-3).

2.10.23. Must attend or designate an aero club member to attend all base-level flying safety meetings. (T-3).

2.10.24. Must implement installation bird condition procedures. (T-3).

2.10.25. Maintains a current automatic dispatch system database on all members.

2.11. Aero Club Operations Officer is responsible for monitoring the club's flying operations and works closely with base 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.

2.12. Aero Club Safety Officer is responsible for conducting an aggressive aviation safety program, working closely with the commander's appointed safety advisor and the major command safety point of proactive mishap prevention program. The safety officer should be a certificated flight instructor or an experienced pilot. Additionally, having attended a military or civilian flight safety course is desirable. The safety officer should:

2.12.1. Be alert to potential hazards and recommend changes in procedures to minimize their occurrence.

2.12.2. Maintain a flight safety bulletin board.

2.12.3. Coordinate with appropriate agencies to correct safety deficiencies discovered during inspections.

2.12.4. Ensure safety meeting minutes, mishap reviews, and mishap report messages are promptly posted in the pilot information file. Note: Safety officers must obliterate all references to pilot identification, specific location, or identification of aircraft before posting. (T-0).

2.12.5. Conduct safety meetings and prepare minutes for membership review. Note: Videotaped meetings may replace safety meeting minutes provided the videotape is kept on file for 1 year.

2.12.6. Must notify the wing safety office of all Aero Club Safety and Standardization Board meetings. (T-3).

2.13. Club Maintenance Officer is responsible for maintenance program and should ensure an aggressive, proactive approach is taken to 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.

2.14. 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, this manual, *USAF Aero Club Instructor Standardization Guide*, and the standard operating procedures.

2.14.1. Conducts check activities as specified in this manual and the *USAF Aero Club Instructor Standardization Guide*.

2.14.2. Makes applicant and instructor assignments.

2.14.3. Develops standardized flight check procedures.

2.14.4. Chairs the standardization board meetings.

2.14.5. Appoints assistants according to 14 CFR Part 141, as needed, for each course of instruction.

2.14.6. Stops any club pilot, whether local or transient, from flying when, in the chief flight instructor's judgment, flight safety may be compromised.

2.14.7. Maintains a valid FAA medical certificate.

2.15. Flight Instructor is responsible for flight instruction.

2.15.1. Stops any club pilot, whether local or transient, from flying when, in the instructor's judgment, flight safety may be compromised.

2.15.2. Acts as pilot-in-command of the aircraft while conducting flight instruction.

2.15.3. Assists the chief flight instructor, as required, in developing training and checkout procedures.

2.15.4. Conducts training and checkouts according to this manual, *USAF Aero Club Instructor Standardization Guide*, standard operating procedures, and 14 CFR.

2.15.5. Maintains a valid FAA medical certificate.

2.16. Chief of Maintenance is responsible for coordinating the scheduling and priority of all maintenance activities.

2.16.1. Performs aircraft maintenance.

2.16.2. Supervises aero club mechanics.

2.16.3. Establishes and maintains the maintenance technical library.

2.16.4. Manages the maintenance parts inventory.

2.16.5. Ensure environmental and Air Force Occupational Safety and Health standards are met.

2.17. Members are responsible for complying with all applicable directives and operate club aircraft in a safe and prudent manner consistent with AF, FAA, and the aircraft manufacturer's guidance. Note: Operations that damage aircraft can lead to assessment of pecuniary liability under AFI 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.

2.18. Standardization Board is responsible to the manager for standardizing the club's flying activities.

Chapter 3

GENERAL OPERATING PROCEDURES

3.1. Establishing an Aero Club. Refer to AFI 34-101. Additionally, installations who wish to establish an aero club will conduct a base-wide survey to determine the potential size of the initial organization, club growth potential, and type of flying desired. (T-1).The installation Force Support commander or director coordinates with the base safety office, civil engineering, and base operations to ensure feasibility; and afterwards, calls a meeting of interested people to study the survey results. If results are favorable, the Force Support commander or director appoints interested individuals eligible for membership to temporarily direct the aero club until a permanent staff assume duties.

3.1.1. Force Support staff assists appointed individuals in obtaining applicable AF publications, writing the club's standard operating procedures, developing the financial plan, and obtaining installation commander's approval.

3.1.2. The club does not begin operation or obligate funds until it has accomplished all of the following.

3.1.2.1. Appointed an aero club manager.

3.1.2.2. Established administrative files according to AFMAN 33-363.

3.1.2.3. Conducted a pre-operational activity inspection by the base safety office, major command, and Air Force Services Activity (AFSVA).

3.1.2.4. Advised AFSVA in writing the club is established.

3.1.3. Once the pre-operational activity inspection is complete, the inspection team briefs the club manager, who will ensure that discrepancies are corrected. (T-1). The corrective action report will be forwarded to the installation commander for approval to begin flight operations. (T-1).

3.2. Closing an Aero Club. Refer to AFI 34-101.

3.3. Insurance Programs. Managers must receive permission from AFSVA before their club may operate a newly acquired aircraft. (T-2) AF aero clubs have insurance coverage for liability, hull, club assets, contractors, employees and customers as described in AFMAN 34-208, *Nonappropriated Fund Property and Liability Program*.

3.4. Club Membership. In addition to the authorized persons specified in AFI 34-101, the following individuals are authorized membership:

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 on each member. Moreover, a training folder is maintained in accordance with the AF 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-0).

3.5.1. Members must be given, if requested, a copy of their membership record and training folder(s) (excluding FAA and VA records) 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).

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. AFSVA conducts program management reviews of all aero clubs every 24 months. The inspection and staff assistance team consists of the AFSVA aero club program manager and director of operations and safety. The major command and installation appointed advisors are formally invited and highly encouraged to attend but funding will be at unit expense. (T-1).

3.7. Clearing Authority. Managers who have successfully implemented the latest AFSVA approved version of automatic 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-3).

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 the latest approved AFSVA version of automatic 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 operations and safety advisors.

3.8.1. Flying activities the Board will oversee include: (T-1).

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 applicant 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 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.

3.8.3. Meetings should be conducted quarterly. Minutes should be kept and forwarded through the manager to the FSS commander or division chief for review.

3.9. Member Suspension. Any member suspected of having engaged in negligent acts, willful misconduct, drug abuse, or alcohol abuse may be suspended. Suspension must remain in force pending installation 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 commander through the major command to AFSVA and inform the FAA if certification review is warranted. (T-1).

3.10. Aero Club Operational Inspection.

3.10.1. 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).

3.10.2. A consolidated inspection report must be forwarded to the installation commander within five working days of the inspection. (T-3).

3.10.2.1. The club manager must present proposed corrective actions within 15 working days of receipt to the Force support commander or director and the amended report to the installation commander within 45 workdays of the inspection. (T-3).

3.10.2.2. Once approved by the installation commander, the completed inspection report must be sent to AFSVA. (T-1).

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 AFSVA. The nonappropriated funds council and installation commander must approve the purchase. **(T-1).** Once approved, managers shall forward a request for purchase through the internet based purchasing system, including make, model, year, and exact equipment desired, to AFSVA/SVI. 2261 Hughes Avenue., Suite #156, Lackland Air Force Base, TX 78236-9854 for review and action. **(T-1).** If purchasing a used aircraft, managers must include competitive sources or a signed sole-source statement listing as a minimum each of the following **(T-1)**:

4.1.1.1. Overall condition.

4.1.1.2. Airframe and engine history.

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

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

4.1.1.5. 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 AF/A4MY, Directorate of Maintenance and AF/A8PL, Directorate of Programs. Contact AFSVA for application and procedures. **(T-1).**

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. Must create and maintain aircraft and engine logbooks according to 14 CFR Part 91, subpart E. **(T-0).**

4.2.5. File and retain Air Force Technical Order (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. Clubs must notify AFSVA when a loaned aircraft is no longer needed. **(T-2).** AFSVA reassigns aircraft to optimize usage. If AFSVA determines an aircraft should be turned in for salvage or disposal, the club manager must ensure an AFTO Form 92, *Aerospace Vehicle Condition Inspection Report*, is completed, signed by the installation commander, and forwarded to AFSVA for disposition. **(T-1).**

4.2.7. Clubs will dispose of non-serviceable aircraft according to AFH 23-123v3. Aircraft disposal requires AFSVA approval, and the aircraft must be damaged or worn beyond economical repair. **(T-1).** Consult AFI 51-307, *Aerospace and Ground Accident Investigations,* para 8.4, 8.5 and 8.7 for release from legal hold requirements for certain types of Aero Club mishaps. **Note:** Repair price must normally exceed 50 percent of the national average retail-selling price to be considered beyond economical repair. **(T-1).**

4.3. AFSVA 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 AFSVA when a loaned aircraft is destroyed, damaged beyond economical repair, or no longer needed. **(T-2).** In addition, the clubs must:

4.3.1. Either reassign excess aircraft or transfer them to the Defense Reutilization and Marketing Office when the aircraft is no longer needed. **(T-1).**

4.3.2. If AFSVA approves an aircraft for salvage or disposal, the club must ensure an AFTO Form 92, *Aerospace Vehicle Condition Inspection Report*, is completed and forwarded to AFSVA for disposition. **(T-1).** Consult AFI 51-307 para 8.4, 8.5 and 8.7 for release from legal hold requirements for certain types of Aero Club mishaps.

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. Gifts of aircraft to aero clubs should be processed in accordance with AFI 34-201.

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 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 AFI 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 $50.00 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 $50.00, as well as aviation fuel, aircraft engine oil, and other lubricants, will be secured in a decentralized storeroom inventory. **(T-1).** Refer to AFMAN 34-214, *Procedures for Nonappropriated Funds 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, with assistance from the club safety officer, develop and implement an aggressive mishap prevention program.

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

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

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

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

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

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

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

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

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

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

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

5.3.5.1. AF and major command policies and directives.

5.3.5.2. FAA regulations.

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

5.3.5.4. Midair collision avoidance and prevention.

5.3.5.5. Seasonal flying hazards, including weather.

5.3.5.6. Light aircraft maintenance and potential problem areas

5.3.5.7. Light aircraft accident briefs.

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

5.3.5.9. Lost and emergency procedures.

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

5.3.5.11. Mountain flying.

5.3.5.12. All aero club mishap reports.

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

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

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

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

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

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

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

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

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

5.5.4.1. AF and major command policies and directives.

5.5.4.2. FAA regulations.

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

5.5.4.4. Midair collision avoidance and prevention.

5.5.4.5. Light aircraft maintenance and potential problem areas.

5.5.4.6. Light aircraft accident briefs.

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

5.5.4.8. Lost and emergency procedures.

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

5.5.4.10. Mountain flying.

5.5.4.11. Seasonal flying hazards, including weather.

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

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

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

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

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

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

5.9. Reporting Mishaps. The manager notifies AFSVA according to **Attachment** 5.

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

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

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

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

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

Chapter 6

OPERATIONS

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

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

6.1.2.1. Pen and ink for minor changes.

6.1.2.2. Remove and replace existing pages.

6.1.2.3. Accomplish a complete rewrite.

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

6.3. Documents and Publications. Managers must establish flight publications requirements and may use the base flight publication distribution sections on a non-reimbursable account. **(T-3).** Reference material shall include the *Aeronautical Information Manual;* 14 CFR Part 1, *Definitions and Abbreviations*, Part 61, 91, and 141; and 49 CFR Part 830, *Notification and Reporting of Aircraft Accidents or Incidents and Overdue Aircraft, and Preservation of Aircraft Wreckage, Mail, Cargo, and Records*. Additionally, the manager must make the following publications available for flight planning purposes; airport and facility Directories, DoD Flight Information Publication, Enroute Low Altitude Charts, Low Altitude Instrument Approach Procedures, Class B Airspace Charts, and Sectional Charts. **(T-3).** Base supply should make available to the club the supply publications and documents needed to identify desired AF items. The base publications distribution office provides the club with AFTO for maintaining and using government-loaned aircraft and equipment when these publications are available in the AF publishing system.

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

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 may pilot club aircraft. **(T-0).** The AFSVA aero club program manager and director of operations and safety are authorized to act as pilot-in-command of any club aircraft in which they maintain currency, without a local checkout.

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

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

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

6.5.3.1. When prohibited by the flight manual.

6.5.3.2. When weight and balance considerations dictate otherwise.

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

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

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

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

6.5.5. No person shall operate or occupy a club aircraft unless they have executed the form **Attachment** 9 within the previous 12 months. **(T-0).** This requirement does not apply to FAA inspectors performing official flight examinations.

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

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

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

6.6.1.1. Normal procedures.

6.6.1.2. Emergency procedures.

6.6.1.3. Takeoff, climb, and landing data.

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

6.6.1.5. Cruise performance and fuel consumption.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

6.10.5.1. Initial check in each make and model aircraft.

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

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

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

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

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

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

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

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

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

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

6.11.5. Initial and annual certified flight instructor.

6.11.6. Student pre-solo.

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

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

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

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

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

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

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

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

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

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

6.13.1. Weather Minimums.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

6.20. Minimum Altitude Multi-Engine Aircraft.

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

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

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

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

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

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

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

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

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 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.

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

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

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

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

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

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

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

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

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

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

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

6.24. Fuel Reserves.

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

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

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

6.25. Other Restrictions.

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

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

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

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

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

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

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

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

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

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, consistent with AFMAN 33-363, Management of Records, and the AF Records Disposition Schedule in accordance with the Air Force Records Information Management System Records Disposition Schedule. **(T-1).**

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

7.1.1.1. Manual review, annual training documentation, and personnel roster. **(T-1).**

7.1.1.2. Purpose.

7.1.1.3. Responsibilities and duties.

7.1.1.4. Aircraft inspections.

7.1.1.5. Working procedures.

7.1.1.6. Documentation procedures.

7.1.1.7. Write-up and grounding procedures.

7.1.1.8. Corrosion Control.

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

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

7.1.1.11. Material control.

7.1.1.12. Occupational Safety and Health Administration, Air 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-1).**

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 IAW 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. **(T-0).**

7.1.5. Aero clubs will notify AFSVA 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. If engines meet airworthiness standards at time between overhaul, aero clubs may delay engine overhaul, rebuild, or replacement until time between overhaul plus 20 percent, provided they conduct actions prescribed by FAA regulations for 100-hour inspections every 50 hours on the engine(s). **(T-0).**

7.2.3. Aero clubs will use suppliers designated by Air Force Services Activity (AFSVA) for engine overhauls. **(T-2).** Aero clubs will not overhaul or rebuild engines without approval from AFSVA. **(T-2).** 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 AFSVA, clubs will complete all actions directed by manufacturer's mandatory service bulletins. **(T-0).**

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 Force (AF) guidance. **(T-0).** Minor unscheduled maintenance must be recorded on an AFTO Form 781A, *Maintenance Discrepancy and Work Document*, or equivalent substitute. **(T-1).** As a minimum, the AFTO Form 781A substitute will have discrepancy, corrective action, and certification sections. **(T-0).** 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 on each aircraft maintained by club mechanics, containing as a minimum, the following:

7.5.2.1. Aircraft, engine, and propeller service manuals and, if applicable, the appliance service manual (i.e. heater, etc.). **(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, 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).**

7.5.4. Club mechanics will make all date entries using a two number day, three letter month, and two number year format (e.g., 15 Sep 96). **(T-3).**

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

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

7.6.10. Automatic dispatch system may be used to provide inspection status.

7.7. Use of Base Facilities. Aero clubs may use base maintenance and repair facilities when authorized by the appropriate commander. The installation 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, require 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 Air Force 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 AFSVA 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 those 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.

7.13. Tool Control Program. The manager and chief mechanic will develop procedures to ensure tools are not inadvertently left inside aircraft during maintenance. **(T-2).** These procedures are included in the maintenance procedures manual. As a minimum, the tool control program procedures should cover the following:

7.13.1. Control of personal items.

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

7.13.3. Methodology for establishing tool ownership.

7.13.4. Permanent marking of all aero club and government owned tools and equipment.

7.14. Maintenance Training. 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).**

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

SHON J. MANASCO
Assistant Secretary of the Air Force
(Manpower and Reserve Affairs)

Attachment 1

GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION

References

Air Force Policy Directive 34-1, *Air Force Services*, 24 July 2018

AFI 34-101, *Air Force Morale, Welfare, and Recreation (MWR) Programs and Use Eligibility*, 24 July 2018

AFMAN 33-363, *Management of Records*, 1 March 2008

14 CFR Part 141, *Pilot Schools*

AFH 23-123v3, *Air Force Equipment Management*, 29 September 2017

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

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

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

14 CFR Part 91, *General Operating and Flight Rules*

USAF Aero Club Instructor Standardization Guide, November 1996

AFI 34-202, *Procedures for Protecting Nonappropriated Fund Assets*, 22 December 2015

AFMAN 34-208, *Nonappropriated Fund Property and Liability Program*, 18 September 2018

AFMAN 64-302, *Nonappropriated Fund (NAF) Contracting Procedures*, 8 November 2016

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

AFMAN 34-214, *Procedures for Nonappropriated Funds Financial Management and Accounting*, 14 February 2006

AFI 91-204, *Safety Investigations and Reports*, 27 April 2018

Aeronautical Information Manual, 2018

14 CFR Part 1; *Definitions and Abbreviations*

National Fire Protection Association 407, 2017 edition

FAA Airplane Flying Handbook FAA-H-8083-3B, Third Edition

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

14 CFR Part 39, *Airworthiness Directives*

14 CFR Part 43, *Maintenance, Preventive Maintenance, Rebuilding, and Alteration*

FAA Advisory Circular 43.9C, *Maintenance Records*, 8 June 1998

49 CFR Part 830 *Notification and Reporting of Aircraft Accidents or Incidents and Overdue Aircraft, and Preservation of Aircraft Wreckage, Mail, Cargo, and Records*

Prescribed Forms

AF Form 1584, *USAF Aero Club Standardization Record*

AF Form 1585, *Air Force Covenant Not to Sue*

AF Form 1710, *Aero Club Membership Application*

AF Form 270, *Aero Club Operations*

Adopted Forms

AF Form 847, *Recommendation for Change of Publication*

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

AFTO Form 92, *Aerospace Vehicle Condition Inspection Report*

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*

Abbreviations and Acronyms

AF—**Air Force**

AF/A1S—Headquarters United States Air Force, Director of Services

AFH—Air Force Handbook

AFI—Air Force Instruction

AFMAN—Air Force Manual

AFR—Air Force Reserve

AFSVA—Air Force Services Activity

ANG—Air National Guard

CFR—Code of Federal Regulations

DoD—Department of Defense

DSN—Defense Switching Network

FAA—Federal Aviation Administration

IAW—In Accordance With

IFR—Instrument flight rules

MWR—Morale, Welfare and Recreation

NTSB—National Transportation Safety Board

OPR—Office of Primary Responsivity

TSA—Transportation Security Administration

US—United States

USAF—Untied States Air Force

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.

Aircraft Accident—Accidents are when there physical damage to an aircraft and/or injury as a result aircraft mishap.

Aircraft Incident—An incident is when flight operations result the compromise of flight safety such as two planes nearly colliding with each other.

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 certificated 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 certificated ground instructor who has been approved by the manager to conduct ground instruction.

Group I Aircraft—Club owned aircraft.

Group II Aircraft—Government and AFSVA 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 AFI 34-101 and AFMAN 34-232.

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 certificated 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—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.

Vsse—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.

Vyse—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 FAA Practical Test Standards for the desired certificate or rating. Unless waived by AFSVA, 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 students overall performance for the flight. If an applicant receives a grade of *below average* or *below acceptable standards*, the chief flight instructor shall review the applicant's performance with their flight instructor prior to the applicant's next flight. **(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. **Note**: The FAA Practical Test Standards does not fully cover all maneuvers/tasks; therefore, the chief flight instructor shall supplement the Practical Test Standards in instances where the PTS performance level is not specific or adequate. **(T-1).**

Attachment 4

PILOT CHECKOUT REQUIREMENTS

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

A4.2. Single Engine Fixed Gear Aircraft

A4.2.1. 200 horsepower or less:

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

A4.2.1.2. Pilot time: 0 hours.

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

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

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

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

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

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

A4.2.3. 237 Horsepower or greater:

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

A4.2.3.2. Pilot Time: 100 hours.

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

A4.3. Single Engine Retractable Gear Aircraft

A4.3.1. 200 Horsepower or Less:

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

A4.3.1.2. Pilot time: 125 hours.

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

A4.3.2. Greater than 200 horsepower:

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

A4.3.2.2. Pilot Time: 125 hours.

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

A4.4. Multi-Engine Aircraft.

A4.4.1. All horsepower ratings:

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

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

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

Attachment 5

MISHAP REPORTING PROCEDURES

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

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

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

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

A5.1.3.1. Date of occurrence.

A5.1.3.2. Time of occurrence.

A5.1.3.3. Aircraft registration number.

A5.1.3.4. Aircraft make and model.

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

A5.1.3.6. Aircraft year.

A5.1.3.7. Location of mishap.

A5.1.3.8. Current location of the aircraft.

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

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

A5.1.3.11. Injuries sustained.

A5.1.3.12. Base of origin.

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

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

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

A5.2.1.1. AFSVA

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

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

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

Attachment 6

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

A6.1. This report is a record of all aircraft operated by AF aero clubs and is the basis for determining insurance rates for each club. Reports are due to AFSVA 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)

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 calendar 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: 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 AFSVA 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 AFSVA, 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.

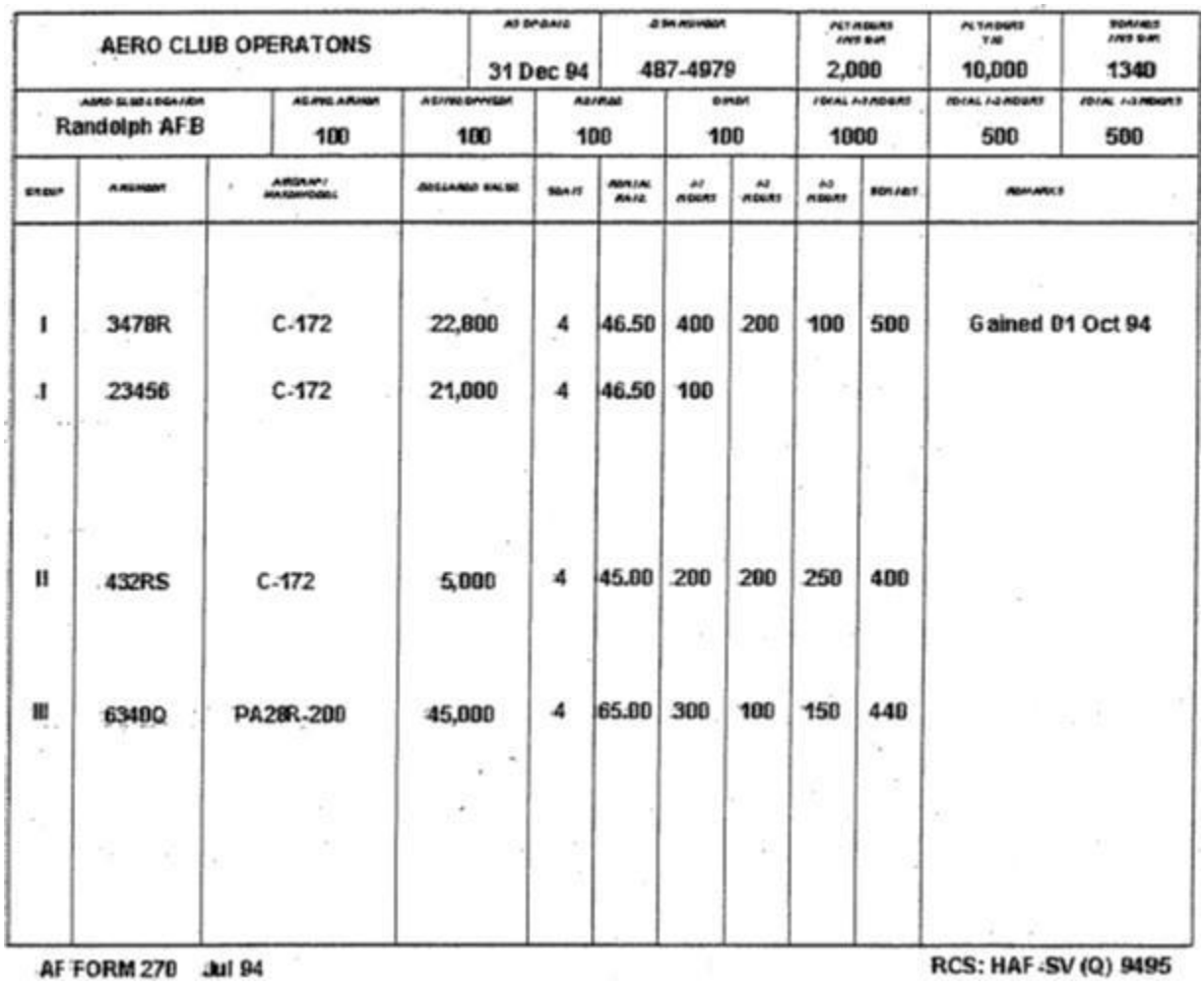
A6.2.16. T-3 hours: Hours flown for other than T-1, or T-2 purposes. This includes recreation, business, temporary duty, etc., where no training is involved.

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 OPERATONS | 31 Dec 94 | 487-4979 | 2,000 | 10,000 | 1340

Randolph AFB | 100 | 100 | 100 | 100 | 1000 | 500 | 500

GROUP	AIRCRAFT	AIRCRAFT MAKE/MODEL	DECLARED VALUE	SEATS	HOURLY RATE	1ST HOURS	2ND HOURS	3RD HOURS	3RD HRS	REMARKS
I	3478R	C-172	22,800	4	46.50	400	200	100	500	Gained 01 Oct 94
I	23456	C-172	21,000	4	46.50	100				
II	432RS	C-172	5,000	4	45.00	200	200	250	400	
III	6340Q	PA28R-200	45,000	4	65.00	300	100	150	440	

AF FORM 270 Jul 94 RCS: HAF-SV (Q) 9495

Attachment 7

MEMBERSHIP RECORDS

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

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

A7.2.1. Current AF Form 1585. See **Attachment** 9**.**

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

A7.2.3. Copy of proof of membership eligibility.

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

A7.3. Section 2.

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

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

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

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

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

A7.6. Section 5.

A7.6.1. Local use items.

Attachment 8

PILOT INFORMATION FILE BINDER FORMAT

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

A8.1.1. Items affecting flight operations or safety. **(T-2).**

A8.1.2. Applicable local interest items. **(T-2).**

A8.1.3. Initial and final aero club mishap message reports, including AFSVA or Air Force Safety Center reviews for the previous 12 months. **(T-2).**

A8.1.4. Information items directed by higher headquarters. **(T-2).**

A8.1.5. The latest flying safety meeting minutes (not required if meeting is videotaped). **(T-2).**

A8.1.6. Latest standardization board meeting minutes. **(T-2).**

A8.1.7. Current version of the standard operating procedures and status page indicating date of latest edition and changes. **(T-2).**

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

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.

DATE	PLACE

I. AGREEMENT

I, *(Print Name)* _____ 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 *(including death)* 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.

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 for all damages, expenses, and costs it may incur as a result thereof.

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.

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.

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 or otherwise.

DATE	SIGNATURE

SIGNATURE OF AERO CLUB OFFICIAL

If a minor, so indicate and state age. If the minor is capable of signing, have him/her sign. If he/she is not capable, have parent sign for the minor: that is, "John Jones by Harry Jones, his father" and sign below.

II. AGREEMENT FOR MINOR PARTICIPANT

FOR MINOR *(Signature)*

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/our 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 21 years of age.

DATE	PARENT'S SIGNATURE