

28 June 1999

MEMORANDUM

From: Training Air Wing FIVE Operations Officer  
To: Distribution

SUBJ: HELICOPTER SIMULATOR PILOT/CO-PILOT DUTIES

1. The pilot and co-pilot should work as a team in the simulator; however, the pilot is responsible for all actions taken in the aircraft. The co-pilot should not be proactive in calling procedures, giving instructions, or setting up NAVAIDS. It is the pilot's responsibility in the simulator to make these decisions due to the nature of the flight. The co-pilot will be expected to advise the pilot of any incorrect procedures after the pilot has either taken the wrong action or verbally stated his intentions to take a wrong action. This is extremely important during emergency procedures. It is the pilot's responsibility to advise the co-pilot of his expected performance and instruct him specifically on which switches to throw, what frequencies to tune, and when to do so. Good teamwork and communication in the cockpit is the goal.

2. The following pilot and co-pilot duties are provided for added clarification:

A. Pilot Duties:

1. Conduct the NATOPS brief for the flight. Be sure to include co-pilot responsibilities.
2. Make decisions for the flight; i.e. determine point-to-point headings, holding entries, COM/NAV setup, etc. The pilot is responsible for the execution of proper procedures.
3. Initiate checklists and initiate/calculate timing (It is permissible for the co-pilot to remind the pilot if he forgets or advise if he disagrees).

B. Co-Pilot Duties:

1. Comply with all non-flying pilot duties listed in the NATOPS Cockpit Crew Coordination brief under IFR/Night flight.
2. Copy instructions, altitudes, headings, clearances, frequencies, etc. Additionally, the C.P. will tune and identify radios and NAVAIDS when instructed by the pilot.
3. Monitor gauges, caution lights, and fuel quantity and alert the pilot if approaching or exceeding NATOPS limits.
4. When directed by the pilot, read the checklist and use the PCL for non-memory items during emergencies.

SUBJ: HELICOPTER SIMULATOR CO-PILOT RESPONSIBILITIES

5. Start timing as directed by the pilot. Do not calculate timing, but advise when a limit has been reached.
6. Twist in courses on the HIS/CDI as directed by the pilot.
7. Remind the pilot to make required and requested voice reports if not already accomplished.
8. Upon reaching the missed approach point, read missed approach instructions and monitor compliance.
9. Advise the pilot anytime you intend to throw a switch or tune a radio and when that action is complete.
10. Speak up if you don't agree with the pilot's procedures or actions but keep the talking to a minimum so the pilot can concentrate. Use verbal communication vice pointing if possible.

  
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