30 OCT 2012

TRAINING SQUADRON TWENTY-SEVEN/TRAINING SQUADRON TWENTY-EIGHT INSTRUCTION 3710.2

Subj: TRAINING SQUADRON'S TWENTY-SEVEN AND TWENTY-EIGHT JOINT STANDARD OPERATING PROCEDURES

Ref: (a) NASCORPCINST 3710.13M
(b) NASCORPCINST 3710.15
(c) NAVAIR 01-T34AAC-1
(d) CNATRAINST 1542.61L
(e) CNATRAINST 1542.140D
(f) CNATRAINST 6410.2
(g) OPNAVINST 3710.7U
(h) OPNAVINST 4790.2J
(i) COMTRAWINGFOURINST 3710.9D
(j) COMTRAWINGFOURINST 3710.11J
(k) COMTRAWINGFOURINST 3710.12F

Encl: (1) Standard Operating Procedures
(2) NATOPS Briefing Guide
(3) VFR Unusual Attitude Recovery Guidelines
(4) "I'm Safe" Policy

1. Purpose. To promulgate standardized flight and administrative policies and procedures applicable to all aircrew on flights approved by the Commanding Officers of Training Squadron TWENTY-SEVEN and TWENTY-EIGHT. These Standard Operating Procedures (SOPs) were agreed upon by each respective commanding officer to facilitate cross-allocating personnel during the T-6B transition phases. This instruction may be cancelled at the discretion of either Commanding Officer with the publication of a superseding individual squadron SOP.

2. Cancellation. VT-27INST 3710.2X and VT-28INST 3710.1S

3. Scope. This instruction is issued to standardize flight and ground procedures within Training Squadron TWENTY-SEVEN and TWENTY-EIGHT and is applicable to all flights approved by both Commanding Officers (COs). Procedures contained in this instruction supplement and amplify those found in references (a) through (k). Deviation from this instruction is authorized when, in the judgment of the Pilot-in-Command (PIC), such deviation is necessary in order to maintain safety of flight.

Such deviation shall be reported to the cognizant CO as soon as practicable.

4. Action. This instruction shall be considered the Standard Operating Procedures for all Training Squadron TWENTY-SEVEN and TWENTY-EIGHT aircrew, and all aircrew who fly on the VT-27 or VT-28 schedule. It shall be incorporated within the front cover of reference (c). Submit recommended changes to this instruction to the VT-27 or VT-28 Operations Officer.

C. E. ARCHER

A. M. ORGAIN

Distribution:
VT-27INST 5216.2H
VT-28INST 5216.3M
List I and II, Case A

CHAPTER 1 - GENERAL POLICIES

1. The use of good headwork and exercising proper judgment are critical to the safety of our crews and aircraft. We mitigate risk by implementing Operational Risk Management (ORM) and allowing Pilots-in-Command the leeway in mission execution to always select the safest option. Except in extraordinary circumstances, if you have not received proper training to perform or instruct a maneuver from the cockpit you are currently occupying, do not perform the maneuver.

2. Duty Officer Authority: The Operations Duty Officer (ODO) is responsible for the execution of the flight schedule and the good order and discipline of the squadron. The ODO and Student Duty Officer (SDO) are required to know the status and location of every aircrew and aircraft assigned to the squadron. This includes cross-country flights and Functional Check Flights (FCF). When immediate action is required, and the appropriate CO, Executive Officer (XO), and Operations Officer (OPSO) are not readily available, the ODO has the authority to act in the CO's stead until the CO, XO, or OPSO is contacted. The ODO is required to keep the CO and XO informed on all items of interest. The ODO is the Senior Officer on watch and will ensure all other watches are properly stood. When an ODO is not on watch, a Command Duty Officer (CDO) will assume all duties of the ODO.

3. Emergencies and Malfunctions: Any flight that is terminated because of an emergency, a malfunction that necessitates a PEL, or a pilot's illness that requires medical attention, it shall be reported to the ODO. The ODO shall ensure the appropriate CO, XO, OPSO Safety Officer and CTW-4 Duty Officer are notified. An Aviation Safety Report shall be submitted for all the above events.

4. Aviation Safety Reports: Each time an Aviation Safety Report (Green Sheet) is warranted, the PIC or solo Student Military Aviator (SMA), shall ensure its completion after landing. Reports should be submitted as soon as possible to the Aviation Safety Officer (ASO) and the Aviation Safety Awareness Program (ASAP) database.

5. Maximum Flight Times/Waiver:

a. It is the responsibility of each instructor to monitor his or her individual flight time and submit a waiver request if

expecting to exceed the flight time limits set by OPNAVINST 3710.7U, reference (g).

b. IP's shall notify the CO and XO before attempting to fly 100 hours in 30 days. IPs shall meet with the CO or XO prior to surpassing the 90 hour point to assess their ability to continue safely to 100 hours. IPs shall only exceed 100 hours in a 30 day period as necessary to achieve the squadron Centurion Award.

6. Crew Rest/Crew Day:

a. IP/SMA crew day shall not exceed 12 hours. Crew day starts upon arrival at their place of official business (Squadron, Wing, PFT course, etc) and ends upon landing from the last flight of the day. Crew day encompasses all scheduled duties, meetings or watches.

b. All aircrew shall allow 12 hours from the time they depart squadron spaces until they report for flight duties or instructional events the following day. If operating away from home field, 12 hours shall be allowed from the completion of post-flight duties/debrief until reporting for any pre-flight duties/brief the following day.

c. For scheduling purposes, ODO and RDO watches are considered flight duties. When performing duties as ODO crew day limits do not apply unless scheduled to fly following duty; however, standard crew rest requirements should apply.

d. SMAs shall be afforded 12 hours of crew rest immediately following ground duty, watches, or flight events. SMAs shall also be granted 12 hours of crew rest before any graded events, to include simulator events and exams.

e. Instructors may be scheduled for a maximum of three instructional flights in a single crew day, unless authorized by their CO. IPs shall not be scheduled to fly three flights per crewday on two consecutive days during local operations. An out/in is considered two flights. An IP shall be scheduled for a maximum of two C40XX, C41XX, C42XX, C43XX, and C45XX block flights in a crew day, unless this restriction is waived by the

scheduled instructor's CO.

7. Flight Duties/Leave: SMAs shall not solo if departing on leave/special liberty the same day.

8. SMAs shall successfully manually extend the landing gear without extreme difficulty on C4001. Difficulty completing the task will be documented on the gradesheet and the OPSO notified. The SMA shall not be scheduled for further training flights until evaluated by the Flight Surgeon.

9. Any 'G' Induced Loss of Consciousness (GLOC) episode by a SMA shall be documented on the gradesheet and reported to Safety, Student Control and Operations. The SMA shall not fly until cleared by a Flight Surgeon.

10. All members shall comply with I'M SAFE policy outlined in enclosure (4).

CHAPTER 2 - OPERATIONAL POLICIES

1. Operations Duty Officer (ODO):

a. Only the CO, with TW-4 Commodore approval, may authorize further flight in the event of a precautionary or emergency landing.

b. Depending on their total instructional time, IPs may have to complete a Back-in-the-Saddle (BIS) flight after an extended period out of the aircraft. A BIS is required for instructors with less than 150 instructional hours who have not flown for a period of 14 calendar days. Those instructors with more than 150 instructional hours, a BIS shall be required at the 21 day mark. In either case, a BIS may be requested at the IP's discretion. Additionally, the IP requesting the BIS shall not sign as the aircraft commander. Of utmost importance is instructor proficiency and comfort in the aircraft.

c. Back in the Saddle (BIS) flights may be flown as a "hot seat." They should include the following maneuvers:

(1) 3 landings
(2) PPEL or PPEL(P)
(3) HAPL, LAPL or LAPL(P)
(4) 0.5 flight hours minimum
(5) 1 Instrument Approach

d. IPs who fail to maintain currency for a specific instructional phase will be removed from the Qual Matrix.

2. Aircraft executing a Precautionary Emergency Landing (PEL) due to streaming fuel or fuel fumes shall shut down upon clearing the active runway and request a tow. Do not taxi the aircraft.

3. Beta shall not be used to move the aircraft backward.

4. Only current formation qualified IPs may conduct in-flight landing gear checks.

5. IPs shall only log pilot or copilot time for SMAs on syllabus events. Special crew time shall be logged for any non-

syllabus student flights (i.e. FCF, FORM chase).

6. T-34C Fuel Requirements:

a. Fuel requirements shall be in accordance with references (c),(g),(j), and (k). All flights shall have sufficient fuel to proceed to a suitable alternate airfield regardless of destination weather.

b. Aircrews shall plan to land with no less than 90 lbs per side.

c. If 90 lbs per side is reached in flight or a steady low-fuel light illuminates (in balanced flight), the flight should land as soon as practicable.

d. Hot seats shall be conducted in the T-34 Hot Spot per reference (a) during daylight hours. At night, hot seats shall be conducted directly in front of Hangar 56 on the hangar side of taxiway Charlie.

7. Radio frequencies:

a. IPs should monitor A-County (KRKP) CTAF (123.05) when working in any North low areas. Helicopters working out of KRKP should be making advisory calls when transiting these areas.

b. VHF should be the primary radio when transmitting to Corpus International Tower (119.4). UHF Channel 14 should be tuned and monitored as necessary.

c. If required to conduct pattern work at Waldron, solos shall set Waldron Tower VHF frequency (133.85) in the VHF radio prior to the Camel Humps on course rules into Waldron.

d. Flights on the North VNAV route, as well as any other VFR flights transiting underneath the Delta Area, shall make an advisory call on 337.8 when transiting underneath the Delta Area to mitigate the potential for mid-air collisions with other Training Air Wing FOUR aircraft that may be conducting low-level training or exiting the Delta Area.

8. All takeoffs shall be IAW the Contact FTI and NATOPS. Maximum performance takeoffs (any takeoff in which you

accelerate beyond 150 kts below 150' AGL and then abruptly climb) are prohibited, except on designated NATOPS upgrade flights.

9. If given "Line Up and Wait" instructions, complete the last four of the takeoff checklist, but do not run the engine up and complete final engine checks until given clearance to takeoff by tower.

10. Aerobatics, short breaks, and stalls are prohibited at night.

CHAPTER 3 - WEATHER

1. Local Area Ceiling/Visibility Minimums:

a. For instructional flights departing from and returning to KNGP, the following apply:

(1) The forecast shall be 500/1 or better for the entire duration of flight.

(2) If the weather is forecast to be below 3000/3, KCRP or KNQI shall meet alternate filing minimums for the runway in use in accordance with reference (g).

b. For out/in flights, forecast weather at estimated time of return +/- 1 hr must meet criteria in paragraph 2a.

c. For daylight operations, if the weather is not developing as forecast, local flights may continue at the discretion of the ODO (CO shall be notified). The intent is to evaluate the validity of TEMPO lines that appear in the forecast.

2. Whenever flight operations are terminated or initiated due to changes in weather or visibility, the CO shall be notified.

3. Wind Limitations:

a. Consideration should be given to canceling training events when steady state wind velocities exceed 25 knots. The decision to cancel should be based on the nature of the flight, student proficiency, and instructor experience. The ODO shall notify the CO when maximum winds exceed 25 knots.

b. Consideration should be given to discontinuing spins and OCF training when steady state winds are greater than 25 knots, due to decreased chances of surviving a parachute landing.

c. Landing the T-34C with any tailwind component is prohibited where runway remaining after touchdown is less than 2000 ft. Otherwise, the tailwind component should not exceed 5 knots.

CHAPTER 4 - CROSS-COUNTRY FLIGHTS/OUT & INS

1. Cross-country flights are conducted to fulfill the squadron's training mission in accordance with directives from higher authority. The following apply:

a. IPs desiring a cross-country flight shall submit a cross-country request form to the OPSO prior to 1630 on the Tuesday preceding the weekend for which the flight is requested. Requests for periods other than normal weekends should be submitted to the OPSO prior to 1630 on the Tuesday preceding the week for which the flight is requested, however in no case less than three working days prior to the desired departure date.

b. The itinerary approved by the XO may be amended only with prior approval from the CO, XO or OPSO. This does not include emergencies or safety of flight considerations which rest with the PIC after the cross-country flight has commenced.

c. At a minimum, flight following shall be conducted by the duty office in accordance with reference (j). If applicable, a copy of the DD-175, Military Flight Plan, shall be left with the ODO. Flights conducted under VFR should also provide a route of flight, in addition to estimated time of arrival and destination. IPs shall check-in with the ODO, CDO, or SDO before and after each leg of a cross-country or out/in.

d. Landings at fields without a control tower or RDO shall be full stop only with an SMA onboard. This does not apply to IP/IP or IP/IUT flights.

e. Cross-country flights shall not be flown into areas of actual or forecast adverse weather, where weather conditions preclude or excessively delay the possibility of return to KNGP. Coordinate with the CDO to depart/return early if required.

f. When operating away from home field without qualified maintenance personnel for periods not to exceed 72 hours, IPs are authorized to sign the Aircraft Inspection and Acceptance Record OPNAV 4790/141 in the certification ("safe for flight") block. IPs shall ensure NATOPS pre-flight and servicing requirements are accomplished. Whenever the above 72 hour time frame is exceeded, the squadron CDO

will coordinate any required extensions via the Training Air Wing FOUR CDO, as required.

2. PIC Responsibilities:

a. Ensure orders are initiated with the Administration Office once the cross-country is approved. All flight crew members shall create their own orders.

b. Ensure quarters have been arranged for all crewmembers. Tax-Free Exemption forms shall be utilized to the maximum extent possible by all flight crew.

c. Ensure proper conduct of the cross-country flight with primary emphasis on quality training, the timely execution of the flight plan, and completion of the assigned training requirements.

d. Make every effort possible to ensure forecast weather development does not impede scheduled return date.

e. No later than three (3) working days after return from cross-country flights, flight crew shall submit travel voucher and settle travel claims through the Administration Office. Failure to do so may result in denial or delay of reimbursement.

CHAPTER 5 - TRAINING/STANDARDIZATION

1. General:

a. Any SMAs in possession of "gouge" or "cheat sheets" in the simulator/aircraft is prohibited. SMA shall be awarded a 2 in both Headwork/Situational Awareness and General Knowledge/Procedures, which may result in an overall grade of Unsatisfactory.

b. Any intentional unusual attitude training shall comply with VFR UA Recovery Guidelines (enclosure 3).

2. Instrument Navigation:

a. The I4100 block shall be treated as single-piloted to the maximum extent possible. The I4200 block will introduce Crew Resource Management in relation to multi-piloted aircraft. This may include the following:

(1) IPs taking the controls during approach briefs and changing approach plates or charts.
(2) IPs taking avionics command upon request.
(3) Utilizing ICS callouts, especially when in actual IMC.

3. NATOPS: Where NATOPS is vague on procedural execution, IPs Should use the applicable FTI for guidance.

4. Formation:

a. On flights where one student solo flies on the wing of an IP platform, that IP shall also be qualified as a Division Leader.

b. Formation section takeoffs shall not be conducted on runways less than 150 feet in width. Formation section landings are prohibited.

5. Aerobatics: One of the most often HAZREP'ed events in the T-34C is G-induced Loss of Consciousness (GLOC). More often than not, the Split-S is the maneuver being performed at the time of the GLOC. This maneuver is particularly susceptible to GLOC due to the push-pull

effect on human physiology. In order to mitigate the risk inherent in this maneuver, all aircrew shall:

a. Only perform the Split-S maneuver for IP or SMA training.

b. Perform a G Warm-up sequence as described in the Primary Contact FTI prior to performing this maneuver.

c. Perform the maneuver as described in the contact FTI.

d. Alert the other crewmember prior to pulling positive G's in the second half of the maneuver so that he/she may begin the Anti-G straining maneuver.

STANDARD OPERATING PROCEDURES

CHAPTER 1 - General

CHAPTER 2 - Operational Policies

CHAPTER 3 - Weather

CHAPTER 4 - Cross-Country Flights/Out and In's

CHAPTER 5 - Training/Standardization

T-34C NATOPS BRIEFING GUIDE

The following should be used as a guide to the T-34 NATOPS brief and may be modified as required. This guide is not intended to limit the authority of the PIC. Comments in parenthesis are for clarification and are not to be verbalized. When the briefing item has the option of (VFR) or (IFR), only brief what is appropriate determined by what flight rules are to be utilized. Formation flights should refer to reference (k).

Pre-Brief:

IAW COMTRAWINGFOURINST 3710.12F, Enclosure 3. Additionally, aircrew should add a final step:

14. Will any unusual attitude training be conducted? *(If yes, brief in accordance with VFR UA Recovery Guidelines enclosure (2).)*

NATOPS BRIEF

Communications and Crew Coordination:

1. Frequencies: UHF primary, VHF secondary. 20 preset and manual as required.

2. Radio Procedures and Discipline: The flying pilot will make all radio calls. The non-flying pilot will provide backup on any missed calls. Either pilot can make a Safety of Flight call.

3. Change of Controls of Aircraft: Use a three-way positive change of controls emphasizing the word "controls". If any confusion exists as to who has controls, take controls and question the other pilot.

4. Navigational Aids: (VFR) VFR checkpoints. GPS is secondary with TACAN and VOR tuned to KNGP. (IFR) NAVAIDS tuned as appropriate.

5. Identification: (VFR) "BOOMER or RANGER 7/8XX" and "Squawk 55/56XX".
(IFR) "NAVY7GOLF or NAVY8GOLF 7/8XX" and squawk assigned.

6. Lookout Procedures: Call out all traffic utilizing the clock system, high/level/low, factor or no factor. Consider traffic unreported as unseen by other pilot. If an immediate conflict exists, either pilot shall maneuver the aircraft to avoid collision. *(If the student is under the hood, IP is responsible for all traffic calls.)*

Weather and NOTAMs:

1. Local Area: *(Brief current METARs)*

2. Local Area and Destination Forecast: *(Brief applicable TAFs, Weather Warnings, Sigmets, etc.)*

3. Weather at Alternate: *(Local area - brief KCRP, KNQI)* *(Outside local area - Brief applicable airfields)*

4. NOTAMS: *(Brief applicable NOTAMS)*

Navigation and Flight Planning:

1. Climb Out: (VFR) IAW course rules
(IFR) IAW ATC instructions

2. Mission Planning, including Fuel/Oxygen Management: *(Brief sequence of flight)* Ensure the aircraft matches the A-sheet with minimum of 350 lbs of fuel per side and 1,000 PSI of oxygen for local flights and a minimum of 1,500 PSI of oxygen for flights outside of the local area. Complete IGPs (IGOs) every 15-20 minutes.

3. Approach: (VFR) If unable to recover using VFR course rules, the IP will fly the approach. The SMA will back up the IP utilizing WARCHAFF (*Weather, altimeter, duty runway, clearances, headings, altitudes, frequencies and field in sight*).

(IFR) Multiple approaches with the non-flying pilot providing backup as appropriate.

4. Recovery: (VFR) Course rules with current ATIS.
(IFR) IAW an instrument approach.

Emergencies:

1. Aborts: If either pilot sees a reason to abort, initiate the abort using the words "abort, abort, abort." The flying pilot will execute the aborting takeoff procedure.

2. Divert Fields: (VFR) (*Brief intended working area only*)
North – Aransas National Wildlife Refuge, Aransas County, San Jose, Mustang Beach, T. P. McCampbell;
South – Waldron;
Foxtrot – Matagorda Island; Aransas National Wildlife Refuge
Delta (*A-632*) – T. P. McCampbell, Rooke, Chase, Goliad.

(IFR) (*Brief applicable fields*)

3. Minimum and Emergency Fuel: Minimum fuel is the quantity required to land with 90 lbs per side. Depart Mustang areas with no less than 120 lbs per side. If 90 lbs per side in flight or a steady low-fuel light, land as soon as practicable using the maximum range power setting. Emergency fuel is at discretion of PIC.

4. Wave-off Pattern: The wave-off may be initiated by RDO, tower, wheels watch, rudder shakers, IP, or SMA. The wave-off shall be initiated by saying "wave-off." The wave-off pattern is 500 ft offset to the pattern side of the runway. Maintain runway heading during the wave-off until cleared for downwind and/or proper interval is achieved.

5. Radio Failure/ICS Failure: Troubleshoot radio failures as situation allows. (*Check circuit breakers, volume, switches, frequencies, cords, microphones, etc.*) If unable to restore UHF, use VHF. If unable to restore any comms, execute "Lost Comm" procedures.

Troubleshoot ICS failures as situation allows. If unable to restore ICS, we can shout, pass notes, utilize hand signals, or attempt to communicate over the radio. Use "push to pass/shake to take" method to effect a change of controls with non-flying pilot showing hands for verification.

6. Inadvertent IMC: If inadvertent IMC is encountered, transition to an instrument scan and fly straight and level for 30 seconds. If VMC is not regained, turn around, climb or

descend to regain VMC. *(It is not recommended to descend below ATC's minimum vectoring altitude of 1600' in local area.)*

7. Loss of Visual Contact with Flight: N/A

8. Downed Pilot and Aircraft: If first on scene of an aircraft mishap, set max endurance and execute On Scene Commander (OSC) checklist. Remain on station until properly relieved by a more capable platform, reach our bingo fuel, have an emergency of our own, or the rescue is complete.

If not first on scene, remain well clear and provide assistance as requested.

9. Aircraft Emergencies and System Failures: All simulated emergencies will include the word "simulated".

If an actual emergency or system failure occurs, ensure one pilot is flying at all times. The flying pilot will complete the memory items while the non-flying pilot utilizes the PCL. No "fast hands".

10. Bailout: Bailout is never simulated. If time permits, two commands will be given.

First: "Prepare to Bailout" meaning complete optional steps.

Second: "Bailout, Bailout, Bailout" meaning immediately execute bailout procedures.

If in controlled flight, the pilot in front will dive left and the pilot in back will dive right. If OCF, both pilots will dive opposite the turn needle.

With an ICS failure, the command to bailout will be the emergency opening of canopy.

11. Inadvertent OCF: IAW Out-Of-Control Recovery Procedure.

VFR Unusual Attitude Training Guidelines

Overview: Recent primary training command mishaps have highlighted the absence of standard entry and execution of unusual attitude recovery. One resulted in an inverted spin and subsequent bailout with loss of the aircraft. The other resulted in an 8.6g overstress. The area of concern was not the recovery procedures themselves. However, it was the techniques used by the IP to set up or initiate the UA training, and the absence of forethought as to when the IP should take controls. This guidance aims to rectify this and adherence is mandatory.

General:

a. If VFR Unusual Attitude (UA) training is to be performed on a flight, the conduct of the UA training shall be a part of the preflight briefing.

b. In all cases, change of the controls shall be initiated by the IP via positive 3-way in accordance with NATOPS. We are not testing the SMA's recognition of an UA from a copilot perspective, so do not wait for them to take the controls.

c. Precision aerobatic maneuvers shall be used for all UA entries. Controls shall not be passed to the SMA when the aircraft is slower than 90 kts. This ensures that the aircraft remains within a safe flight envelope during entry, and mitigates the risk of exceeding NATOPS limits on recovery.

WARNING: Conservative judgment should be exercised especially when initiating an inverted UA. These are the entries that are more than likely to result in a stalled condition or an excessive airspeed (split S).

Acceptable VFR UA Method:

Preannounced - IP initiated - SMA recovered.

- IP takes controls and announces intentions to begin VFR UA training. This includes the clarification, "My initiation, your recovery."
- IP places the aircraft in an UA from a precision aerobatic maneuver.
- IP transfers controls to the SMA via positive 3-way change of controls.
- IP commands "Recover".

- SMA recognizes the UA and executes proper recovery procedure.

Methods Not Allowed (include but not limited to):

1. IP directing SMA to perform UA recovery from the SMA's properly or improperly executed aerobatic maneuver.

2. IP entering an UA by any means other than a precision aerobatic maneuver.

"I'm Safe" Policy

1. The "I'M SAFE" Human Factors Screening Checklist is used to determine if the pilot/SMA is ready and fit to fly. It does not apply to non-graded evolutions. If unable to fly due to illness, a medical grounding chit is required from the flight surgeon. The SMA shall be prepared to stand immediate duty if not Sick in Quarters (SIQ).

2. The "I'm Safe" checklist does not relieve the pilot/SMA of their responsibility for being prepared for all brief requirements. The IP should determine whether or not to brief the pilot/SMA based on a case by case basis.

3. The ODO shall give one copy of the "I'M SAFE" checklist to the Aviation Safety Officer (ASO) or Safety Officer. The second copy shall go to the SMAs Flight Leader.

4. A HFB may also be convened at any time based upon an IP recommendation.

"I'M SAFE" HUMAN FACTORS SCREENING CHECKLIST

The purpose of the "I'M SAFE" checklist is to prevent pilots who are legitimately not ready or safe to fly from doing so. However, utilization of the "I'M SAFE" checklist by a Student Military Aviator also highlights (*by the student's own admission*) a human factors issue that may require command attention. For serious problems, a Human Factors Board will be convened without delay at any time, to review the student's issues and syllabus progression.

I. **IP** - At the discretion of the IP, complete the brief for the scheduled flight. Generate an "Zero flight time ATF" if the brief is unsatisfactory. Once the SMA has declared they are not safe to fly, escort the student directly to the ODO. Enter the required information and sign below:

_____ was not safe to fly on _____.
(SMA's rank/name) (Date)

_____
IP's Signature

II. ODO - Complete the following Human Factors Screening Checklist:

1. **I** - Are you ill? YES NO
(If yes, call the Flight Surgeon and have SMA report to same)

2. **M** - Are you taking or under the effects of medications? YES NO

a. Was this medication prescribed by the Flight Surgeon? YES NO
b. Has the Flight Surgeon permitted you to remain in an "up" status while taking this medication? YES NO
(If yes, call the Flight Surgeon/Flight Leader and have SMA report to same)

3. **S** - Are you experiencing a major life stressor? YES NO

a. Marital/relationship problems? YES NO
b. Death or illness of a family member? YES NO
c. Job change of spouse? YES NO
d. Change of residence? YES NO
e. Other? YES NO
(If yes, call the Flight Leader and have SMA report to same)

4. **A** - Have you consumed alcohol within the last 18 hours?
_____ YES NO
(If yes, call the Flight Leader and have SMA report to same)

5. **F** - Are you well rested? YES NO

a. Do you have a new infant in your home? YES NO

b. Were you stressed about today's flight and consequently sleep deprived? YES NO

c. Did you stay up most of the night studying? YES NO

(If yes, call the Flight Leader and have SMA report to same)

d. Have you recently returned from out of the area, long drive, late flight return etc...?

6. **E** - Have you been eating normally? YES NO

(If yes, call Flight Surgeon and have SMA report to same)

_____

ODO's Signature

III. **SMA** - Provide a brief, concise summary of why you are not safe to fly. Use an additional sheet, if necessary.

_____

SMA's Signature

IV. **ODO** - Make one copy of this form. Personally carry the original to the Safety Department and the copy to the Flight Leader.

The information contained on this form is sensitive in nature. Only the three officers whose signatures appear on this form should be involved in this process until the document is turned over to the Safety Department or Flight Leader.