

HITUINST 3710.2H
8 September
2022

HELICOPTER INSTRUCTOR TRAINING UNIT (HITU) INSTRUCTION 3710.2H

Subj: UNIT STANDARD OPERATING PROCEDURES (SOP)

Ref: (a) CNAF 3710.7 Series (NATOPS General Flight and Operating Instructions)
(b) COMTRAWINGFIVEINST 3740.5 Series (FIST)
(c) CNATRAININST 1542.91K (Advanced Helicopter IUT MPTS)
(d) COMTRAWINGFIVEINST 3710.8 Series (RWOP)
(e) COMTRAWINGFIVEINST 3710.14 Series (FIG)
(f) COMTRAWINGFIVEINST 1601.2 Series (Wing CDO Responsibilities)

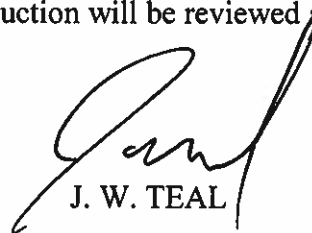
1. Purpose. To implement HITU Standard Operating Procedures (SOP) applicable to the safe conduct of flight operations.

2. Cancellation. HITUINST 3710.2G, dated 15 August 2021.

3. Scope. This instruction is applicable to all flight operations conducted in Training Air Wing FIVE (TW-5) TH-57 aircraft in the execution of HITU events. It is intended to support and supplement references (a) through (f) and in no case shall this SOP supersede directives from higher authority where applicable. This instruction is not to be construed as restricting pilot judgment or deviation in order to maintain safety of flight. Any deviations from this instruction shall be promptly reported to the HITU Officer-in-Charge (OIC).

4. Action. All pilots operating TW-5 aircraft in execution of HITU events shall be familiar with and comply with the contents of this instruction.

5. Review. The HITU Standardization Officer is responsible for the maintenance, review, and update of the SOP. This instruction will be reviewed annually for applicability, currency, and consistency.



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Distribution:
HITU (List I)
CTW-5 STAN
HT-8/18/28 STAN

TABLE OF CONTENTS

CHAPTER I - GENERAL INFORMATION

1. Administrative Requirements
2. Crew Rest, Crew Day, and ORM Policy
3. Currency, Proficiency, and Warm-up Flights
4. Scheduling Guidance
5. Flight Time Limitations
6. TW-5 Command Duty Officer (CDO) Duties

CHAPTER II - NORMAL PROCEDURES

1. Weight and Balance
2. Briefing Requirements
3. Passenger Manifesting Requirements
4. Flight Gear
5. Enroute Procedures
6. Instrument and Night Flight
7. Cross-Country (CCX) Procedures
8. Ground Handling Wheels
9. Pre-Positioning Procedures
10. Precautionary Emergency Landing (PEL) Procedures
11. Authorized Passengers, Flight Personnel, and Qualified Observers

CHAPTER I – GENERAL INFORMATION

1. Administrative Requirements

- a. Prior to initial flight in the HITU, all newly assigned staff instructor pilots (IPs) and Instructors Under Training (IUTs) shall report to the NATOPS Officer or Clerk with their NATOPS jacket. The NATOPS Officer or Clerk shall screen the jacket for any discrepancies. Pilots shall not be scheduled for any flights or high-risk activities until all deficiencies are corrected or specifically waived by competent authority.
- b. In accordance with reference (b), all HITU Staff IPs and Additional Duty (ADDU) IPs shall be designated and current Standardization Instructors (SI) prior to conducting any IUT training event at the HITU.
- c. IPs shall complete ATFs within one working day of the flight. At a minimum, ensure the gradesheet is set to “Pass” in TSHARP when submitting the NAVFLIR.
- d. An IUT who meets CTS on all graded maneuvers prior to their end of block flight should be proficiency advanced to the next block of training at the discretion of the SI. The following guidelines shall be adhered to:
 - The SI shall notify HITU Operations/Schedules Technician of the intent to proficiency advance as soon as possible after landing
 - The SI shall change the status of remaining gradesheets in block to “Proficiency Adv” and annotate “Event proficiency advanced due to meeting CTS prior to end of block” in the comments section.

2. Crew Day, Crew Rest, and ORM Policy

- a. It is the individual’s responsibility to adhere to crew day and crew rest restrictions in accordance with references (a), (b), and (c).
- b. It is the individual’s responsibility to remove themselves from the flight schedule if unable to safely and effectively accomplish all flight duties due to fatigue, stress, or other grounding reasons.
- c. Individuals are obligated to proactively resolve crew day and crew rest conflicts at the soonest opportunity. To the maximum extent possible, it is recommended that IUTs discuss conflicts with the last IP that provided training or any other available IP. If unable to contact an IP, the IUT is expected to contact the FDO and arrive at the earliest opportunity that maintains crew rest. (Ex: If scheduled to brief the next day at 0830 and the IUT lands at 2200 the night prior due to a weather delay, the IUT should arrive no earlier than 1000 the following day.)

3. Currency, Proficiency, and Warm-up Flights

a. Upon check-in, newly assigned HITU Staff IPs shall complete a standardization flight with a current HITU Staff IP before being scheduled to instruct IUT flights.

This standardization flight shall focus on:

- Mitigating risks and defensive posturing techniques for these maneuvers
- Common IUT errors and proper control guarding
- Proficiency and proper sight picture on maneuvers from the right seat (especially those that require proper skid alignment/landing attitude at touchdown)
- Proper Auto Techniques (ie. Nr & VSI management).
- Low Nr recovery procedures
- Charlie Full-Autos (qualifications and weather permitting)

Additionally for Bravo Contact Flights:

- Simulated Tail Rotor Emergency Procedures
- Simulated Engine Failures on Take-off

b. Additional Duty (ADDU) Instructors are highly encouraged to request an IP Proficiency flight with a HITU Staff IP prior to instructing IUTs. But at a minimum all ADDU's shall review and initial the ADDU Read and Initial Binder prior to instructing IUTs.

c. All IPs and IUTs shall ensure they are current in all columns of the Read and Initial Status Board in the duty office before each flight.

d. For IUTs, after a break of seven or more days, an optional warm-up may be granted by the IP based upon performance. Additional warm-up flights may be awarded on a case-by-case basis as determined by the HITU OIC.

4. Scheduling Guidance

a. All IUTs should expect to complete at least one training event every day and shall check the flight schedule daily to include the front page for any notes. If there is an issue viewing the schedule on-line, the IUT should call the HITU Flight Duty Officer (FDO). If the HITU FDO is not available, the IUT should call their parent squadron's duty office because each squadron gets a hard copy of the HITU Schedule.

b. IUTs shall ensure all prerequisites outlined in reference (c) are completed and shall be proactive in finishing them prior to the associated training event. If prerequisites cannot be completed prior to the next scheduled event, all reasonable efforts shall be made to contact the HITU OIC or Operations Officer for guidance.

- c. IUTs may be scheduled to stand the TW-5 CDO Watch while in the HITU syllabus. IUTs shall not be scheduled to fly while standing CDO. However, IUTs assigned CDO may be scheduled for CPTs, simulators, or other ground training events in accordance with reference (f).
- d. To the maximum extent possible, all snivels shall be entered no less than two days prior and should include a specific time period and reason. Resolution of any scheduling conflicts will be made by the HITU OIC or HITU Operations Officer as necessary.
- e. Any changes or additions to the signed flight schedule shall be approved by the HITU OIC or the HITU Operations Officer.
- f. In accordance with Ref (b), HITU staff shall fly a minimum of 4 student events per quarter. Squadron ADDUs should fly an IUT event at least once a quarter.

5. Flight Time Limitations

- a. IPs shall not exceed the daily or periodic flight time limits listed in reference (d).
- b. A waiver shall be obtained *before* a limit is exceeded. Likewise, a new waiver shall be obtained whenever any additional limit is expected to be exceeded, even if a current waiver exists for another limit.
- c. The HITU Operations Officer is responsible for ensuring no time limits are exceeded without waiver approval and shall coordinate with the HITU Administrative Clerk to verify flight times daily. In addition, all staff IPs and IUTs are expected to monitor their own personal flight time for possible exceedances.
- d. A waiver requires an evaluation from a flight surgeon and an interview with the HITU OIC. If unavailable, the interview may be conducted by the HITU Operations Officer.
- e. The IP's flight time waiver is valid up to the maximum flight time limits listed in reference (d). Specific approval from CTW-5 is required to exceed maximum flight time limits.

6. TW-5 CDO Duties

- a. All IUTs O-3 and below are eligible to stand TW-5 CDO and will be notified in advance by the OPSO if slated for the duty.
- b. All IUTs assigned CDO Duties shall muster Mondays at 0830, in the Wing Building room 235 with the TW-5 Operations Officer (or designated representative) for turnover.

CHAPTER TWO – NORMAL PROCEDURES

1. Weight and Balance.

- a. The PIC shall ensure a proper weight and balance form is completed in accordance with reference (d) and is filed with the FDO prior to launch.
- b. Multiple IUTs may be included on a single computation form as long as the heaviest of those candidates is used for calculations. The same applies for multiple passengers riding in the back seat at separate times.

2. Briefing Requirements.

- a. The IP shall ensure a proper ORM and NATOPS brief is conducted prior to commencing all flights. It is the responsibility of the individual crewmembers to remove themselves from the flight schedule if unable to safely and effectively accomplish all flight duties due to fatigue, stress, or other non-medical grounding reasons.
- b. At the scheduled brief time, IUTs shall have all publications and paperwork necessary in accordance with reference (d) and be prepared to thoroughly brief all discussion items for that event. In addition, the IUT shall be prepared with an unlabeled diagram of any system listed in the discussion items.
- c. IUTs shall take ownership of their training. **It is the responsibility of the IUT to make known to the IP what maneuvers are yet to be flown to MIF within the current training block during the brief** (maneuvers necessary to be flown may be circled on the IUT's event kneeboard card). If there is a maneuver or working area where the IUT would like to focus additional training, they should make it known in the brief and the IP will make reasonable efforts to accommodate the request if it does not conflict with other required training. All IUTs shall be familiar with the FTI procedures as well as the CTS for any maneuver presented on the grade card for their flight.
- d. Preflight planning and flight filing shall be done in accordance with references (a) and (d).
- e. Brief-In-Aircraft (BIAC) evolutions should be used only when scheduling constraints require it. The HITU Operations Officer should evaluate the use of BIAC on a case-by-case basis considering such things as IUT experience, type-of-flight, length of brief, etc.

3. Passenger Manifest Requirements.

- a. The Pilot-In-Command (PIC) shall ensure all crewmembers and passengers are manifested regardless of the point of pickup in accordance with references (a) and (d).

4. Flight Gear.

a. It is the responsibility of each crewmember to maintain all items of personal flight equipment in serviceable condition and store it in approved locations (assigned locker or in the aircraft). When away from KNDZ, survival gear shall be stored in the aircraft's cargo compartment.

b. Personnel shall have gloves on and sleeves down when entering, within, or exiting the rotor arc of an operating aircraft.

c. Cell phones may be carried by aircrew for use during an emergency situation or for flight-related purposes at stopover locations. However, the device must be carried in the silence/off position and stored in a location that does not interfere with flight duties. At no time shall cell phones be used to communicate while in flight.

d. Due to lack of availability of anti-exposure suits, overwater flight (defined as outside of autorotative capability to land distance) is prohibited when water temperature is below 60 °F or the outside air temperature is 32 °F (wind chill factor corrected) or below.

5. Enroute Procedures.

a. Only maneuvers listed in the Flight Training Instructions (FTIs) or Standardization Instructor Guide (SIG) and listed on the kneeboard card for the scheduled flight are authorized in flight. This does not preclude IPs from conducting maneuvers for their own proficiency and/or currency, provided the maneuvers were briefed prior to flight. All training shall be in accordance with applicable FTIs and other governing directives.

b. The PIC shall ensure copies of all filed DD-1801 Flight Plans and associated weather briefs, if not using a local "On Top" weather brief, for instrument and navigation flights are left with the HITU FDO prior to departure. For return legs on out-and-in flights (if not utilizing a stereo flight plan or if different then what is indicated on the DD-1801 left with the FDO), all reasonable efforts shall be made to provide the HITU FDO with the intended route of flight via phone prior to departure.

c. The PIC shall ensure the HITU FDO is contacted when Safe on Deck at all intermediate stops and at the final destination. The PIC shall provide the FDO with an estimated time of departure (ETD), approximate time enroute, and destination for the next leg, as applicable.

d. Ground Power Units (GPUs) mitigate the risk of an engine hotstart. IUTs shall verify the availability of GPUs prior to determining destinations for out-and-in/CCX profile flights. However, when situations dictate the need for attempting a battery start crews shall review the Hot Start Prevention checklist in the In-Flight Guide. Battery starts do

not require different procedures than any other start, however, when a battery start is attempted, the IP shall be at a heightened state of awareness. HITU IPs shall execute the first battery start of the day if attempting a battery start. Subsequent starts maybe conducted by the IUT with close IP supervision. If the TOT exceeds 840°C on any start, the start should be aborted and maintenance should be consulted prior to additional attempts.

WARNING

Any time fuel is introduced to the combustion chamber with no light off, crews shall ensure either a 2 minute delay or that the starter has been motored for at least 15 seconds (while observing appropriate starter limits) prior to attempting additional starts to ensure there is no residual fuel in the combustion chamber for subsequent starts.

e. All aircraft should contact the HITU FDO at least 10 minutes prior to return with aircraft status, ETA and to determine the desired fuel load for the next crew, if hotseating.

f. At the completion of IUT events, IPs are authorized to contact their parent squadron and “pick-up” any Student Naval Aviator (SNA) events that are available and they are current and qualified to conduct. SNA events may be completed provided they do not interfere with the remaining HITU flight schedule (Note: SNA events must be completed on squadron TSHARP aircraft lines, coordination will be required with Squadron FDO and Maintenance to ensure proper logging of SNA events.)

g. At completion of all scheduled HITU events, reasonable attempts should be made to hotseat an aircraft in an up-status to other squadrons prior to shutdown. Any limitations (aircraft flight hours limitations, chip lights or events scheduled later that day) shall be passed to the squadron FDO prior to the hotseat.

h. For HITU weekend Closed Tower Operations (CTO) and CCX operations, the PIC shall utilize the IUT’s parent squadron duty office for flight following and shall comply with all applicable regulations of that command (including flight in a SIGMET guidance). The HITU Operations Officer shall coordinate with the respective squadron to ensure flight following expectations are understood.

6. Instrument and Night Flight.

a. For the purposes of instrument approaches and flight planning, the TH-57C may be considered multi-piloted when manned by two pilots qualified in model (PQM). IUTs that have successfully completed a NATOPS Check and are officially designated a PQM meet this requirement.

- b. When conducting simulated failed directional gyro and attitude gyro emergency procedures, IPs should operate in accordance with references (d) and (e).
- c. Night flight in an area labeled as containing Convective SIGMET activity adds additional risk to flight events. Crews shall operate in accordance with guidance provide in reference (d). IPs shall consider current conditions, forecasted conditions as well as IUT experience, training objectives, type-of-flight and availability of alternates prior to requesting approval to operate in a Convective SIGMET at night.

7. Cross-Country Procedures.

- a. The IUT Syllabus, allows for Cross-country (CCX) profiles to be flown as syllabus events. However, IUT parent squadron TAD funding approval is required prior to requesting a CCX.
- b. A fully completed CCX request needs to be turned into the HITU Operations Officer no later than close of business the Monday prior to the CCX weekend. In the event of a mid-week CCX, the request needs to be submitted with adequate time to obtain approval from TW-5 and ensure maintenance support.
- c. The IUT shall ensure their destination and stopover airfields have, at a minimum, contract fuel and an appropriate power cart.
- d. A copy of the route of flight, initial weather brief, fuel plan, and weight and balance shall be given to the HITU FDO (or IUT's parent squadron's FDO, if events are conducted on a weekend) prior to departure.
- e. Upon completion of each leg of a cross-country flight, the PIC shall make a Safe on Deck call to the appropriate FDO.
- f. If a deviation from the planned flight or route of flight is necessary and known before takeoff, the HITU OIC (or Operations Officer in their absence) shall be contacted for approval. Any deviation from the planned flight or route of flight that occurs in flight shall be reported to the HITU OIC or HITU Operations Officer immediately upon landing.
- g. Proper security of the aircraft at the final destination is the responsibility of the PIC. A secure ramp area is mandatory.

8. Ground Handling Wheels.

- a. While installing or removing ground handling wheels, all HITU IPs and IUTs shall wear a helmet with the chin strap fastened and the visor down. This requirement also applies during the Cross-Country Procedures class (G0701).
- b. To ensure proper operation, HITU staff should maintain an 18 month currency, where they either put the wheels on during a CCX evolution, or attend a refresher class.

9. Pre-Positioning Procedures.

- a. The HITU OIC shall be briefed on intended procedures and facilities to be utilized before attempting pre-positioning operations.

10. Precautionary Emergency Landing (PEL) Procedures.

- a. Following a PEL, no further flight shall be attempted until all applicable checklists are complete and approval has been granted by qualified maintenance personnel and the HITU OIC or, in his absence, the HITU Operations Officer.
- b. PEL procedures shall be in accordance with reference (d).

11. Authorized Passengers, Flight Personnel, and Qualified Observers.

- a. No personnel shall be flown in HITU aircraft without prior approval of the HITU OIC or, in his absence, the HITU Operations Officer. This excludes properly manifested personnel needing a ride back to base (e.g., a PEL aircrew, SNAs awaiting a ride after training at an OLF, etc.).