DEPARTMENT OF THE NAVY
HELICOPTER TRAINING SQUADRON EIGHTEEN
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IN REPLY REFER TO

HT-18INST 3710.2V
31 Jan 13

HELTRARON EIGHTEEN INSTRUCTION 3710.2V

Subj: HT-18 STANDARD OPERATING PROCEDURES (SOP)

Ref: (a) OPNAVINST 3710.7U (NATOPS General Flight & Operating Inst.)
(b) NAVAIR 01-H57BC-1 (TH-57 NATOPS Manual)
(c) COMTRAWINGFIVEINST 3710.8S (Rotary Wing Operating Procedures)
(d) CNATRAINST 1542.156C (Advanced Helicopter MPTS Curriculum)
(e) COMTRAWINGFIVEINST 3740.5N (TW-5 FIST Program)
(f) HT-18INST 3750.3C (Command Aviation Safety Program)
(g) CNATRAINST 3710.13G (CNATRA FIST Program)
(h) CNATRAINST 1542.91H (Advanced Helicopter IUT MPTS Curriculum)
(i) COMTRAWINGFIVEINST 1542.6A (Student Monitoring Status Program)
(j) HT-18INST 1542.1A (Student Monitoring Status Program)

1. Purpose. To publish policies and procedures for the conduct of flight operations within HELTRARON EIGHTEEN per references (a) through (h).

2. Cancellation. HT-18INST 3710.2U.

3. Scope. This instruction promulgates SOP applicable to the safe and orderly conduct of flight operations. In no case shall this SOP supersede directives of higher authority. It is not a substitute for sound judgment by squadron pilots. Deviations from this SOP are authorized in emergency situations, when, in the judgment of the Pilot in Command (PIC), safety of flight justifies such a deviation. Any deviations from this instruction shall be promptly reported to the Chain of Command.

4. Action. All pilots and aircrewmen involved in the flight operations of this squadron shall comply with this instruction.

5. Review. Annual review of this SOP is mandatory. Recommended changes are encouraged and should be forwarded in writing to the Standardization Officer.

R. S. WHITE

Distribution: (HT-18INST 5216.1H)
S:/WHTG/HT18_NEW/Squadron Documents/Instructions

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CHAPTER I

GENERAL INFORMATION

101. Administrative Ground and Flight Requirements.

1. All pilots and aircrewmen shall report to the NATOPS Officer before their first flight in the squadron. The NATOPS Officer shall screen all jackets to ensure currency of qualification per reference (a). Additionally, all pilots shall report to the Standardization Officer for an initial jacket screening per the Flight Instructor Standardization Training (FIST) Program. All discrepancies shall be noted and brought to the attention of the Operations Officer (OPSO) and the Standardization Officer. Pilots shall not be scheduled for flights until all deficiencies are corrected or waived by proper authority.

2. The NATOPS and Operations Officers shall publish in the Monthly Operations Planner a list of the following expirations:

a. Pilot/Aircrew Qualification/Student Physicals due.

b. Aircrew Training Report.

c. HT-18 Instructor Qualification Matrix.

d. Staff/Student ALSS Report.

e. Officer Watchbill.

f. Recurring Reports.

g. Administrative Department Three Month Outlook.

3. It is the responsibility of each individual pilot and aircrewman to maintain currency in the areas listed above.

4. Instructor Pilots (IPs), whether upgrading in a stage of instruction or receiving their initial qualification shall not be placed on the flight schedule, or pick up student events in the corresponding stage, until the NATOPS office has made the appropriate entries in the IPs records. Squadron paperwork that is being routed for signature or absent from an IPs NATOPS/FIST jacket will not be considered as completed.

5. Reference to previous designations in Categories transfers to a qualification in the corresponding Stages:

CAT I	Contact "B", Tactics "B"
CAT II	Contact "C", Night Contact, Navigation, Instrument
CAT III	Formation, Tactics "C"
CAT IV	Night Tactics

102. Crew Day/Crew Rest.

1. It is the responsibility of individual crewmembers to remove themselves from the flight schedule if unable to accomplish flight duties due to temporary fatigue, mental or physical stress, or other non-medical grounding reasons. All crewmembers shall adhere to limitations set forth in references (a), (c), and (d).

2. SNA shall not interrupt an IP's crew day or crew rest after 2130L for the sake of flight planning. If a SNA find themselves in this position and they need to plan a route for their next scheduled event, the SNA shall ask the Operations Duty Officer (ODO) for a route and/or approaches to plan. This does not necessarily mean that this plan will be executed the next day; however, it will be graded as flight planning for the purposes of the brief.

3. Crew day begins with the first event of official duty until the completion of the last event of the day including associated debrief and paperwork.

4. Crew rest for SNAs is 12 hours and begins when the SNA leaves the squadron or other work-related spaces (e.g., academic or simulator building).

5. IPs will be afforded 12 hours crew rest from their last scheduled flight event (when rotors stop turning) until their next scheduled flight event (brief).

103. Medical Waivers. Any IP with an expired (non-flight time-related) medical waiver shall report to the CO with the squadron Flight Surgeon.

104. ORM Cancellations. Any SNA utilizing the ORM process to remove themselves from the flight schedule shall report to a representative of the Safety Department to complete the appropriate paperwork. It is the responsibility of the SNA's IP to ensure a member of the squadron Safety Department and the ODO/CDO have been properly informed as to the nature of the SNA's ORM cancellation prior to the IP flying any additionally scheduled event.

105. Scheduling Guidance.

1. IP Scheduling.

a. IPs shall not be scheduled for more than three syllabus flights per day without CO approval. Six navigation flights per day are authorized on a cross country if crew day permits.

b. Newly designated Contact "B" IPs shall complete a minimum of four flights in the C45 block (to be flown first) and four flights between C4102-C4203 (not to exceed two syllabus flights per day) prior to being assigned on-wings.

2. SNA Scheduling.

a. SNAs shall comply with the lecture/test schedule provided at the beginning of each module in the MPTS Curriculum Guide. These required events shall be completed in a timely manner to preclude undue delay in training. SNAs shall complete all prerequisites for C4001 no later than C2005.

b. AM Squadron Duty Officers (SDO) (0600-1800) may be scheduled for lectures or C20 block events while on duty. These events must be scheduled so that the SDO has adequate time to complete the event and return to the squadron duty office, in the uniform of the day, no later than 1600. SNAs shall snivel with their Flight Leader when assigned to this duty and

shall check out and in with the Operations Duty Officer (ODO) during duty hours. PM SDOs (1800-0600) shall not be scheduled on the day their duty ends.

c. SNAs should be scheduled for a syllabus flight or simulator every operational flight day. Students who are not scheduled for a training event may be scheduled for the pick up board (PUB) and if so shall report to the ODO at the scheduled brief time. Call the ODO if there are any questions concerning the daily schedule. SNAs shall fill out their calendar card immediately after the completion or cancellation of any event.

d. SNAs who have had their simulator or flight event cancelled shall report to the ODO immediately after the cancellation. The ODO will then confer with the appropriate operations personnel. The Operations Department will determine whether the SNA is eligible to be placed on the PUB. This shall not interfere with crew rest, crew day, or required lectures.

e. SNAs receiving a Marginal or Unsatisfactory grade on any event shall report to the ODO and then contact their Class Advisor. Additionally, the SNA who receives a Ready Room Unsatisfactory or Flight Unsatisfactory shall be directed to report to his/her senior service member. SNA shall not be scheduled on the day following the unsatisfactory event without the CO's approval.

3. Squadron Scheduling.

a. All IPs and students shall check the squadron flight schedule daily using the following website: https://cnatra.navy.mil/tw5/. Click the "Schedules" tab on the left of the page and follow the HT-18 link. If the web based schedule is unavailable, personnel shall call the Squadron Duty Office (SDO). All personnel are responsible for the information on the front page of the schedule.

b. In addition to solo flights, VNAV and INAV cross country events, and applicable simulator events, SNAs may be double scheduled for the following flight events: N4402/3, F4101 and S4201 OR V3001, and V4004/5. The double scheduling of any other syllabus events for SNAs shall be made IAW with reference (d) and requires OPSO approval. IAW ref (c), SNAs shall not be doubled scheduled for V4001 and V4002.

c. SNAs may be scheduled for the following syllabus events as Brief in Aircraft (BIAC): C4501, C4502, C4503, C4602, C4701, C4802, I4002, I4003, I4101, I4102, I4103, I4502, I4503, I4504, N4002, N4003, and T4001.

106. Check Flight Requirements.

1. Check flights shall be flown with a standardization IP.

2. IP transition check flights and written exams are required during IP initial qualification and annually thereafter.

3. It is the individual's responsibility to ensure all prerequisites have been satisfied prior to the seventh day of the month that the check

flight is due, to include the initiation of all required paperwork. Check flights are not complete until the requisite paperwork is signed by the CO or his designated representative and logged appropriately by the NATOPS office.

4. All personnel receiving an instrument check shall ensure that required flight minimums are accounted for.

5. Aircrewman check rides should be flown with the aircrewman being evaluated in the right rear seat and the examining aircrewman in the front left seat. The pilot flying an aircrewman checkride shall be a standardization pilot.

107. Student Monitoring Status (SMS).

1. Student Monitoring Status shall be conducted in accordance with references (i) and (j).

2. Students on SMS shall not be double scheduled. The only exception is the C4390/C4401 and cross country profile flights. Students on SMS may be scheduled for cross country flights with the approval of the Operations Officer.

108. IP Designations.

1. All initial IP qualifications (Contact "C", Night Contact, Navigation, and Instrument) shall be designated in writing by Commander, Training Air Wing FIVE, upon completion of the appropriate Instructor Under Training (IUT) syllabus and prior to being scheduled for any student syllabus training flights.

2. During IUT transition flights, in addition to completing the critical items for each stage the focus of each flight should be on instructional techniques, tips, and common student errors and detection. After successful completion of the advanced transition syllabus (Contact/Tactics "B", Formation/Tactics "C", and Night Tactics), the CO will designate the IP in the appropriate stage, thereby updating the squadron qualification matrix as required. All IUT transition flights shall be flown by standardization designated IPs for that particular stage transition. IP Standardization upgrade and transition check ride shall be flown with the squadron Stage Representative or the Standardization Officer. However, if the Stage Representative or Standardization Officer is not available, a standardization qualified IP in that stage may fly the upgrade flight with the Commanding Officer's approval.

3. Upon reaching 250 instructional TH-57 hours (150 hours of instruction for Night Tactics), an IP may submit the appropriate paperwork for a stage transition through the Standardization Department and begin the appropriate syllabus once approved by the Commanding Officer. IPs should have 250 instructional TH-57 hours before being qualified in Contact/Tactics "B", or Formation/Tactics "C" stages. IPs should have 100 hours of NVG experience and 150 instructional TH-57 hours for the Night Tactics stage. IPs previously designated as Contact "C"/Night Contact/Navigation/Instrument standardization pilots may be recommended for a stage transition upon reaching 50 instructional TH-57 hours. Early qualification for pilots will be considered on a case-by-case basis.

4. The CO heads the squadron standardization program. The Standardization Officer is the CO's designated representative. The Standardization Board will determine new standardization pilots based on the needs of the squadron. Contact "B" IPs should have completed 150 hours of Contact "B"/Tactics "B" instruction and five sets of on-wings (pairs or individuals). Contact "C"/Night Contact/Navigation/Instrument IPs should have completed 250 hours of Contact "C"/Night Contact/Navigation/Instrument instruction. Formation/Tactics "C" IPs should have completed 50 hours of Formation/Ship Qual/SAR instruction. Night Tactics IPs should have completed 75 hours of NVG instruction. IPs previously designated as standardization pilots may be recommended for a standardization upgrade (for the stage in which they were previously designated as standardization) upon reaching 50 instructional TH-57 hours. Early qualification for pilots will be considered on a case-by-case basis and receive final approval from the Commanding Officer.

a. IPs who meet the minimum requirements for a Standardization upgrade qualification should discuss their intentions with the Standardization Officer. IPs may be recommended for a Standardization upgrade by another IP or during a Standardization Board meeting. The Standardization Board will discuss every recommendation and forward minutes of the meeting to the CO. The CO makes the final determination on all standardization upgrades and will brief all IPs who are discussed during board meetings.

b. Those IPs approved for the appropriate Standardization upgrade shall, upon completion of the CO's briefing, conduct an indoctrination flight with the Standardization Officer or appropriate Stage Representative. The CO will then designate the instructor as a Standardization IP in the appropriate stage, thereby updating the squadron qualification matrix as required.

5. Quarterly monitoring shall be conducted for all flight stages, simulators and classes. These events shall be monitored per the assignments issued by the Standardization Officer and be completed by the end of the quarter for which they were assigned.

109. Maximum Flight Time.

1. Maximum flight time restrictions for 30/90/365 days are covered in reference (c). These restrictions apply to both instructional and non-instructional flight time.

2. Maximum flight time per day for local area flights for an IP is 6.5 hours. An IP may fly a maximum of 8.0 hours per day when conducting cross country flights or profile. A student's maximum flight time per day is 6.5 hours.

3. An IP flight time waiver shall be signed by the Squadron CO, XO or OPSO with the recommendation by the Flight Surgeon when IPs reach the following flight hour limits:

a. 30 hours in a 7 day period.

b. 65 hours in a 30 day period.

c. 165 hours in a 90 day period.

d. 595 hours in a 365 day period.

4. This evaluation shall consist of an interview covering, but not limited to, sleep habits and adequate rest, dietary habits and adequate nutrition, exercise, personal stress, family, and extracurricular activities.

5. Flight waivers are valid for 30 days. The CO may refer the IP to the Flight Surgeon at any time if it is warranted.

110. IP Currency, Renewal and Warm Up Criteria.

1. All IPs shall follow reference (e) for currency, renewal, and warm up situations. IPs are responsible for maintaining the above and ensuring completion of necessary flights/tests/classes. The NATOPS office shall track and make appropriate record entries.

2. The third Friday of every month will be considered a heavy IP to IP schedule day. The purpose is to complete as many IP to IP events that the schedule will allow. Flight Leaders should use every available opportunity to schedule IP to IP events throughout the month, focusing on the second Friday.

3. It is the individual IPs responsibility to ensure their monthly/quarterly event is completed during the month that NATOPS has scheduled it.

4. With the exception of the Instrument Ground School test, all tests should be completed by the seventh day of the month during which the qualification is due.

111. IP Proficiency.

1. The requirements listed below are the minimum necessary to maintain proficiency:

a. Quarterly 1.0 hour IP/IP flight.

b. Currency in Stage per COMTRAWINGFIVEINST 3740.5_ (Wing FIST).

c. Read and Initial board current.

d. Contact/Tactics "B" IPs must fly a Contact "B" or Tactics "B" event every 21 days; this flight may be fulfilled with the quarterly requirements.

2. Proficiency flights may be used to fulfill currency requirements, however they shall not be used to fulfill quarterly/annual standardization checks, annual NATOPS or Instrument checks.

3. Reserve component IPs shall maintain currency and proficiency requirements.

CHAPTER II

NORMAL PROCEDURES

201. General. Thorough crew preparation, detailed planning, maximum aircrew coordination, and strict adherence to safety characterize normal procedures within the Training Command. The purpose of this chapter is to elaborate on practices common to daily flight operations.

202. Flight Equipment.

1. It is the responsibility of each crewmember to maintain all items of personal flight equipment in serviceable condition. No one will participate in flight operations as a crewmember unless equipped per the NATOPS Manual and OPNAVINST 3710.7 series.

2. All crewmembers shall wear the CMU-33 survival vest on all flights. Overwater flights shall be flown per reference (c). At least one PRC-90 radio shall be available per aircraft.

3. Helmets shall be worn with visors down within 150 feet of an operating aircraft (parking spots are 100 feet apart). Helmets and gloves shall be worn when preflighting above ground level.

4. Cell phones may be carried by crewmembers for use in emergency situation such as PELs or on stopover flights to report "Safe on Deck." However, the device must be carried in the silenced/off position and stored in a location that does not interfere with the flight.

5. Only NAVAIR-approved flight equipment (i.e. flight gloves, jackets, Wiley-X eyewear) is authorized for use/wear in the aircraft.

203. General Uniform Guidelines.

1. The following general guidelines apply to all HT-18 military personnel. Flight suits shall be worn professionally and to the standards of each respective service's uniform regulations, as applicable. Flight suits, boots, and patches should be in serviceable condition. While personnel are on the flightline, all flight suit pockets shall be zipped closed without objects hanging out of them. Other than on the flight line or in the aircraft, only the two lower leg pockets are authorized to be unzipped. Personal devices (cell phones, PDAs, etc.) are not authorized for outer wear on flight suits. Each service's respective garrison cover will be worn with the flight suit; ball caps are not authorized for officers. Aside from what is outlined below for each respective service, no logo patches shall be worn (including college, athletic team, or other patches deemed to be in poor taste) unless authorized by the Commanding Officer. If wearing subdued color scheme patches, all patches will be subdued and the same color as the flight suit. All velcro should be covered by a corresponding size/shape patch. Brown or black flight boots are authorized with the green flight suit and either brown or desert suede flight boots are authorized for wear with the tan flight suit.

2. For all Navy personnel, the green flight suit shall be worn with a black shirt. In addition to wearing the U.S. flag on the left shoulder, SNAs are authorized to wear either the standard 3" black U.S. navy patch, the POW/MIA patch, or the TH-57 Sea Ranger patch on their right shoulder. IPs may wear logo patches (e.g. detachment patch, flight hour achievement, type/model/series, etc.) on their right shoulder.

3. For all Marine personnel, both the green and tan flight suits shall be worn with an olive drab shirt. Marines shall wear the green flight suit in winter and shall shift to the tan flight suit for summer in accordance with Marine Corps Uniform Regulations. Marine IPs are authorized to wear logo patches (e.g. U.S. Marine Corps, WTI, etc.) on their right shoulder.

4. For Coast Guard personnel, only the green flight suits shall be worn with a navy blue or white shirt. A 4" x 2" Coast Guard patch is authorized on the right shoulder. Subdued patches are not authorized.

5. To enhance fleet representation, IPs are authorized to wear fleet patches and embroidered fleet squadron name tags on Fridays in lieu of the HT-18 patch, and/or leather name tag.

6. Workday SDO shall wear NWU, ODU, or Utility uniforms. For any emergent tasking that requires the SDO to travel off NAS Whiting Field in an official capacity the SDO will wear the Khaki, Trops, or Service uniform.

204. Mission Planning.

1. Accurate preflight planning is essential to successful mission accomplishment. All Pilots in Command (PIC) and Formation Flight Leaders are responsible for completion of appropriate flight preparations per references (a), (b), (c), FTIs, and this directive.

2. All PIC shall ensure a Weight and Balance Form for the assigned aircraft is completed and filed with the ODO prior to launch for each flight to be flown. In the event an aircraft is not assigned before the brief, the weight and balance shall be computed with the "most forward CG" aircraft and the crew shall confirm that they will not exceed the max gross weight using the "heaviest aircraft". Forecast maximum PA, DA, and temperature shall be used when computing HIGE/HOGE.

3. IP and SNA should utilize approved appropriate publications and websites to accomplish their mission planning. Some recommended websites to aid in this process are listed below:

http://www.aviationweather.gov/adds/ (TAFs/Sigmets/Wx Radar)
http://www.spc.noaa.gov/products/watch/ (Weather Watches)
http://www.intellicast.com/ (Wx Radar)
https://www.notams.jcs.mil/ (NOTAMS use radius search 50NM)
http://www.aopa.org/whatsnew/notams.html (TFRs)
https://www.tfrdod.dins.jcs.mil/TfrDOD/ (TFRs)
http://tfr.faa.gov/tfr/ (TFRs)
http://sua.faa.gov/sua/welcome.do (Special use airspace)
https://www2.nima.mil/products/digitalaero/index.cfm (FLIP)
https://fwb.metoc.navy.mil/fwb123/
(Mil Wx/On-Top)

4. The TW-5 HT Operational Risk Management guide shall be used for preflight briefing and led by the IP.

5. SNA shall present their previous Aviation Training Forms (ATFs) and Aviation Training Summaries (ATSs) to their IP and be prepared to discuss the progression of their training, maneuver proficiency, or items that need to be completed prior to the End of Block.

6. Contact "B" stage SNAs shall refer to reference (c) for an appropriate Contact stage NATOPS briefing guide. This is a generic guide to prepare students brief a typical Contact "B" flight.

7. SNAs shall not go on a cross country if their last event resulted in an UNSAT. If applicable, SNAs should complete their VNAV cross country events (N400X, N4101) prior to their INAV cross country events (I450X). SNAs should not be scheduled for a weekend cross country event past their I4404; any remaining cross country should be scheduled as out-in profiles prior to the scheduling of the SNA's I4404 event. SNAs should not be scheduled for a cross country if they are currently in the BI or RI sims without OPSO approval.

205. Authorized Passengers, Flight Personnel, and Qualified Observers. Active duty personnel attached to TW-5 in a flight status, with current water survival and physiology qualifications, or personnel listed in COMTRAWINGFIVENOTE 3710 (Authorization to Perform Crew Duties in Training Wing Five Aircraft), are authorized to fly as qualified observers.

206. Passenger Manifesting Requirements.

1. All crewmembers and passengers shall be manifested regardless of the point of origin. Passengers departing OLFs shall be manifested by aircraft side number at the site. If no other means are available, a verbal manifest shall be filed via radio with schedules or an appropriate FSS when out of the local area.

2. SNAs shall sign the back of the Aircraft Inspection and Acceptance Record ("A" sheet) immediately prior to walking to the aircraft and cross their name out at the completion of the flight.

207. Flight Maneuvers.

1. Only pre-briefed maneuvers listed in the FTI and in the MPTS Curriculum Guide are authorized on training flights.

2. When practicing simulated engine failures away from the OLF, the waveoff shall be executed by the IP and shall be initiated no lower than 400 feet AGL and completed no lower than 300 feet AGL.

208. Defensive Posturing. The IP shall be prepared to immediately take the controls during all low work maneuvers in the event ineffective or inappropriate control inputs are made by the SNA. IPs shall guard all controls (including twist grip) when below 200' AGL; hands and feet shall be physically in close proximity such that appropriate inputs may be made immediately.

209. Solo Guidelines.

1. Solos shall read and adhere to guidance written in Appendices A and B, as appropriate.

2. Solo SNAs and observers shall report to the ODO at their brief time. They shall be briefed by the ODO using the appropriate briefing guides located in Appendices A and B.

3. On solo flights the SNA in the right seat shall be the PIC.

4. While conducting the C4401 solo flight SNA shall not hot seat without an IP present.

5. Solos are prohibited from hot seating to another solo except in the case of dual C4401 events (Contact Bravo solos).

6. Contact solo (C4401) observers must be SNAs who are complete with C4390 and are still in the C44, C45 or T40 blocks. They shall not be in an optional warm up status (7 days) and shall not have an overall UNSAT on their last flight flown.

7. Navigation solos shall not execute practice approaches enroute or multiple approaches at the destination. Navigation solos shall not execute the Hospital Route.

8. Navigation solo observers shall not be in a mandatory warm up status (15 days) and shall not have an overall UNSAT on their last flight flown. Wingers/Completers shall have flown as pilot at the controls within the preceding 14 days. Navigation solo observers shall be complete with I4690.

9. Allied students shall not be scheduled together as pilot and co-pilot on any solo flight.

210. Instrument Flights.

1. The TH-57C is considered single-piloted for SNA flight.

2. All Basic Instrument and Radio Instrument flights (I40 through I44 blocks as well as I46 block) shall have an observer in the back of the aircraft regardless of day/night or IMC/VMC. I45 blocks do not require the SNA to use an instrument hood and therefore do not require an observer.

3. The "failed directional gyro" Radio Instrument flight (I4303) shall not be flown at night. Failed directional gyro portions of any flight shall be flown in VMC. Failed attitude gyro portions of any flight shall be flown in VMC, but may be performed at night.

4. At no time will both the directional gyro and attitude gyro be failed at the same time to simulate a partial panel situation. If using the partial panel card the IP shall ensure that the SNA has cut the card at the appropriate location as to not cover both gyros simultaneously.

211. Flight with Doors Removed.

1. Aft doors shall only be removed for events involving onfined Area Landings (CALs), Pinnacle operations, or external load operations (T4002/3).

2. The IP is responsible for security of the aft seat area and any associated flight gear or equipment with doors removed.

212. Refueling Procedures.

1. Hot refueling is authorized only at military airfields, authorized OLFs, Florala, or Andalusia, and shall be conducted per the NATOPS manual and RWOP.

2. Aircrew shall not accept fuel with the additive PLUS 100. This fuel will be labeled JP-5/8 (+ 100) and is used at many Air Force bases. The additive is not authorized for Naval aircraft. If fuel with + 100 is inadvertently added, TW5 maintenance personnel shall be contacted immediately.

3. Aircrew shall not accept the additive PRIST when given the choice at a commercial field. JET A+ (pre-mixed with PRIST) is authorized, but JET A is preferred. Many civilian refuelers will ask if you would like PRIST to be mixed (from a can) with JET A. Do not use PRIST that is not pre-mixed or from an aerosol can without consulting the ODO and maintenance.

213. Return to Base/Post Flight Procedures.

1. All aircraft shall contact "Skeds" prior to return with ETA and aircraft status. If the aircraft is not needed by "Skeds" aircrew shall contact HT-8, HT-28 and/or HITU "Base" time permitting.

2. Hot seating PICs shall conduct a face to face brief to determine aircraft status and/or maintenance issues. Hot seat shutdowns are authorized with approval from the CO, XO or designated representative.

3. The PIC hot seating out of the aircraft shall sign the safe for flight block on the aircraft acceptance sheet for the next pilot.

4. PICs shall ensure the squadron's accounting data is legibly printed on any fuel receipts. Fuel receipts shall be turned in with the entire fuel packet to the appropriate maintenance space.

5. Upon returning to the squadron, IPs shall report the number of Xs completed and flight hours flown to the ODO or annotate this on the squadron "rough" flight schedule.

6. ATFs shall be completed immediately after the flight. The ODO and a representative from the Logs & Records Department should be advised of any UNSAT, cancellation, incomplete, marginal or other unusual circumstance regarding any flight by the IP.

7. Each SNA is required to submit an ASAP report upon completion of every flight event. If a SNA is scheduled for multiple flights in the same

day, only one ASAP report is required. The SNA shall annotate ASAP report submission by placing a checkmark by their name on the "rough" flight schedule. Everyone is encouraged to submit additional ASAP reports as necessary.

CHAPTER III

SPECIAL PROCEDURES

301. Formation Flight.

1. The formation NATOPS brief (found in the FTI) shall be used to brief the flight. Each crew shall accomplish a separate NATOPS brief. This brief may be a full brief or by exception.

2. All formation flights shall terminate to the runway in use.

3. Section Formation Leaders shall be designated on the flight schedule by the OPSO.

302. Static Displays.

1. Only those events sanctioned by the Chief of Information (CHINFO) are authorized, unless specifically approved by CNATRA or TW-5.

2. At least one crewmember shall be stationed at the aircraft at all times during display hours.

3. Unqualified personnel who wish to examine or sit in the aircraft shall be monitored at all times. Aircraft preparation shall include the following prior to any unqualified personnel examining the aircraft:

a. ENG START and ENG IGN circuit breakers pulled.

b. Battery disconnected.

c. STBY BATT circuit breaker (baggage compartment) pulled.

d. Grounding wires used, if available.

4. Crew day commences when the aircrew first arrives at the aircraft for the static display.

5. Prior to departure, the PIC shall conduct a thorough FOD walkdown of the immediate area and a detailed preflight of the aircraft.

303. Cross Countries.

1. An HT-18 Cross Country Flight Request Form and a TW-5 Cross Country Request Checklist shall be filled out in its entirety in black ink and delivered to the Flight Operations Officer no later than 1600 the Monday prior to the flight. The OPSO will submit a Squadron Cross Country Request to TW-5 Operations the Wednesday prior to flight execution and register on the CNAF Cross Country website:
HTTPS://www.portal.navy.mil.COMNAVAIRFOR/N3/CNRC_SUPPORT_SITE/default.aspx

2. Cross Country orders will be initiated by the HT-18 Administration (Admin) Department for all pilots listed on the request. Contact Admin as soon as any changes in the crew or destination are made.

3. Preflight planning with detailed fuel, weather, and route of flight information is critical to a successful cross country training evolution. The IP shall ensure their destination and stopover airfields have, at a minimum, contract fuel and a power cart. A copy of the entire planned route of flight, initial weather brief, fuel plan, and weight and balance shall be given to the ODO prior to departure.

4. PICs are encouraged to perform a battery start before departing Whiting Field and are responsible for securing and tying down the airecraft at the end of each day.

5. Upon completion of each leg of a cross country flight, the PIC shall make a "Safe on Deck" call to the squadron ODO/SDO. Any deviation from the planned flight or route of flight shall be reported.

6. Proper security of the aircraft at the final destination is the responsibility of the PIC.

7. If at any time there is a period of uncertainty or question regarding aircraft status, the PIC shall contact the Chain of Command before launching. IPs are expected to use good "headwork" while away from home field and should consider executing all starts, taxiing, takeoffs and landings.

304. Pre-position Operations Procedures.

1. All IPs planning on conducting Weekend Pre-position (Pre-po) Flights shall notify their respective Flight Leader no later than 1600 the Tuesday prior.

2. Aircrew shall call the SDO or ODO prior to launch, at intermediate stops, and after final landing, including route of flight and any changes in flight crew manifest. IPs shall ensure updated weight and balance forms are completed throughout the weekend.

3. Aircrew shall ensure coordination for the proper and approved means of transportation and chain of custody for all ALSS and Night Vision Devices. ALSS and NVDs must be checked out before the paraloft secures for the weekend. ALSS shall be transported only in government vehicles or left secured in the aircraft. Do not store vests in POVs. Night Vision Devices shall be logged out/in with SDO, and returned to the squadron at the end of each day. Under no circumstances are NVDs to be stored in POVs, private residences, or the aircraft.

4. Squadron duty drivers are responsible for transporting aircrew to and from the pre-po location. Specific guidance is provided below:

a. Pensacola International. Briefings shall only be conducted at the squadron or Pensacola Aviation briefing rooms. Aircrew shall ensure that a proper ORM brief has been completed. Aircraft shall only be parked in pre-designated areas associated with Heliworks, Inc. IPs shall use the following phone numbers to coordinate parking and services at KPNS prior to commencing weekend operations:

Heliworks, Inc. - #850-438-6056
Pensacola Aviation Fuel - #850-434-0636
Pensacola International Airport Security - #850-436-5000

b. NAS Pensacola. Briefings shall be conducted at KNDZ, KNPA SAR or KNPA Base Ops spaces as required. Aircrew shall ensure that a proper ORM brief has been completed. Aircraft will park on appropriate T-line spots. IPs shall contact NAS Pensacola Base OPS at #850-452-2431 to coordinate parking and services at KNPA prior to commencing weekend operations.

5. PICs are encouraged to perform a battery start before departing Whiting Field, and are responsible for securing and tying down the aircraft at the end of each day.

305. Precautionary Emergency Landings (PELs).

1. Following a PEL the appropriate checklist shall be used and the PIC shall make every effort to contact the squadron ODO. The PIC shall receive permission from the CO or designated representative prior to lifting from a PEL site away from an OLF. Upon return to base, the PIC shall complete a PEL/Down Aircraft Report and assist the ODO with the PEL checklist. A completed PEL checklist will be routed through the designated channels for appropriate action and review.

2. Outside the local area, the PIC shall initiate a maintenance recovery through the ODO/CDO. The PIC shall not authorize local civilian maintenance efforts but should report the availability of local Bell 206 licensed mechanics to the ODO/CDO if such services are determined to be available.

3. Environmental and personal safety conditions permitting, at least one crewmember shall stay with the aircraft until it is turned over to maintenance recovery personnel or appropriate security has been established. An NOLF crash crew shall not be used for aircraft security.

306. Over Water Operations.

1. Extended flights over water shall not be flown when either of the following conditions prevail:

a. The water temperature is 50 F or below.

b. The outside air temperature (OAT) is 32 F or below (based on the wind chill factor corrected temperature).

2. When the water temperature is between 50 and 60 F the Commanding Officer shall determine if extended over water flights can be flown. This determination will be based on a maximum probable rescue time and the lowest water temperature in the mission area during the time period of flight. During the flight the PIC shall:

a. Avoid overwater flight to the maximum extent practicable.

b. If overwater flight cannot be avoided the PIC should ensure that communications are maintained with an appropriate controlling agency, appropriate flotation is donned by all crew members and an adequate autorotational range is maintained from shoreline, bridge, or other appropriate forced landing site.

APPENDIX A

CONTACT SOLO (C4401) BRIEFING GUIDE

Crew Requirements

A. Crew shall complete an ORM brief, NATOPS brief, and shall have read all current Read and Initials.
B. Solo maximum crew day is 10 hoursunless an extension is granted by the CO IAW Reference (c).
C. Solo flights shall not operate after sunset or before sunrise.
D. Solo students shall have flown C4390 or C4386 (warm up) within the preceding day.
E. Observer shall:
   1. Be complete with C4390.
   2. Be in the C44, C45, or T40 blocks.
   3. Not be in an optional warm up status (7 days).
   4. Not have an overall UNSAT on the last flight flown.
F. Site Watch must be on station while solos are operating at the site.

Weather Criteria

A. Ceiling/Visibility: 1000/3.
B. Winds:
   1. Maximum sustained winds are 15 knots. Maximum gusts are 20 knots.
   2. Maximum tailwind for takeoff/landing is 0 knots.
   3. Maximum winds for 360 degree turns on the spot are 15 knots.

Aircraft

A. Students shall not accept aircraft with a history of engine chips or transmission chips.
B. Each solo shall sign a separate "A" sheet in the ADB prior to departing.
   1. The solo who signs as PIC first shall sign the aircraft Safe for Flight on the second "A" sheet.
C. Fuel Load:
   1. Minimum of 50 gallons (on preflight) for single solo.
   2. Minimum of 65 gallons for a dual solo.
   3. Maximum of 80 gallons.
D. Have maintenance reposition the aircraft prior to start if there is a tailwind.

Turn-up

A. To avoid breaking the chin bubble, do not place anything on the instrument glare shield.
B. Position lights shall be on steady bright throughout the flight.
C. Use a GPU when available. If any problems arise, request a troubleshooter and inform Skeds of the situation.
D. Prior to taxi, call outbound with Skeds. If Skeds does not respond, ensure transmit selector is in position 1, check UHF volume, turn the squelch off and try again.

In-flight

A. Solos shall include "SOLO" with the call sign on all radio calls.
B. Solo students are prohibited from performing:
   Simulated emergencies
   Sliding landings
   Simulated engine failures (Cut guns)
   Boost-off flight
   Simulated tail rotor malfunctions

No-hover landings
Steep approaches
Max load takeoffs
Practice autorotations

C. Perform only maneuvers listed in the Curriculum Guide for C4401.
D. Twist grip shall be at flight idle for all hot seats.
E. Only IPs or IUTs may assist Contact solo students when changing seats.
F. Solo PIC must fly from the right seat.

Return Procedures

A. Depart the OLF with no less than 25 gallons. After departing contact Skeds with ETA and aircraft status.
B. When returning from OLF Spencer, utilize Pt. Whiskey arrival procedures unless precluded by weather or advised by the Site Watch.
C. When returning from OLF Pace, utilize Pt. Snake arrival procedures unless precluded by weather or advised by the Site Watch.
D. Contact solos shall not taxi through the pits or crew change area.
E. Contact solos shall not hot refuel.
F. Contact solo hot seats shall only be conducted in the flight line.
G. Solo aircraft shall not be hot seated to another solo.
H. If having difficulty with taxiing, land on the taxiway, contact the ODO and shut down.
I. If hot seating to an IP, turn the searchlight on after clearing the runway to indicate to the lineman your intent to taxi to the F/G line spot 1 or 2.
J. If the line is secured due to lightning (signaled by steady light in the maintenance tower):
   1. Returning via spot 1, taxi to the G/H line. Returning via spot 2, taxi to the F line (stay to the left).
   2. Taxi to the end of the line and turn into the wind.
   3. Land on the taxiway, set the position lights to flashing bright, and shut down.
K. After landing, do not reposition the aircraft even if directed to do so by a plane captain.
L. After completion of the post-flight inspection, return to aircraft issue to sign the hotseat paperwork or generate Maintenance Action Forms (MAFs).

Administrative Requirements

A. Report all aircraft discrepancies on (MAFs).
B. Complete computer EFLIR with the ODO:
   1. Leave two printouts of the EFLIR in the ADB.

Squadron Requirements

A. Check in with the ODO upon return with flight time totals.
B. Have the ODO print out your ATF and sign the instructor block.
C. Turn the ATF in to Logs and Records.
D. Initiate your solo paperwork in Student Control.

APPENDIX B

NAVIGATION SOLO BRIEFING GUIDE

Crew Requirements

A. Crew shall complete an ORM brief, NATOPS brief, and be current on the HT-18 Student Read Board.
B. Solo maximum crew day is 10 hours unless an extension is granted by the CO IAW Ref. (c).
C. Solo flights shall not operate after sunset or before sunrise.
D. Students shall report to the ODO at scheduled brief time with:
   1. DD-175 (2 copies)
   2. DD-175-1 (2 copies)
   3. Jet logs
   4. Weight & Balance
   5. Appropriate publications and charts
E. Filing shall be reviewed by the ODO to verify:
   1. Valid destination considering weather and student experience. Solo or observer shall have flown to destination in a TH-57.
   2. Valid flight plan.
F. Visual navigation solo students shall have flown I4690 or I4686 within 5 days.
G. Visual navigation solo observers shall:
   1. Be visual navigation stage complete.
   2. Have flown 1 hour of flight time within 15 days.
   3. Not have an overall UNSAT on last flight flown.
H. Airway SNA navigation solo students shall have flown I4690 or I4686 within 5 days.
I. Airway SNA navigation solo observers shall:
   1. Be I4690 complete.
   2. Have flown 1 hour of flight time within 15 days.
   3. Not have an overall UNSAT on last flight flown.

Weather Criteria

A. Visual navigation solo: Forecast ceiling/visibility 1500/3 throughout the entire route of flight. 1000/3 minimum in flight per FTI guidelines.
B. Airway Navigation solo: Forecast ceiling/visibility 1500/3 for departure and destination.

Aircraft

A. Students shall not accept aircraft with a history of engine chips or transmission chips.
B. Each solo shall sign a separate "A" sheet in the ADB prior to departing. The solo who signs as PIC first shall sign the aircraft Safe for Flight on the second "A" sheet.
C. Do not forget your Fuel Packet!

Turn-up

A. To avoid breaking the chin bubble, do not place anything on the instrument glare shield.
B. Position lights shall be on steady bright throughout the flight.
C. If any problems arise, request a troubleshooter and inform Skeds of the situation.

D. Prior to taxi, call outbound with Skeds. If Skeds does not respond, ensure transmit selector is in position 1, check UHF volume, turn the squelch off and try again.
E. When turning up at your stopover point:
   1. Ensure proper preflight is conducted.
   2. Ensure a GPU start is available and utilized on every start.
   3. At Air Force bases, request permission for engine start from Ground prior to turn up. Remember to secure avionics prior to start.

In-flight

A. Include "SOLO" with the call sign on all radio calls.
B. Do not hesitate to update weather during flight if conditions appear to worsen.
C. Do not hesitate to request clarification on missed or unclear radio calls.
D. Perform only maneuvers listed in the Curriculum Guide.
E. The solo PIC shall fly in the right seat.
F. Enroute portions of Visual navigation flights shall not be flown below 1000' AGL unless required for weather, safety or course rules.

Terminal Environment

A. If uncertain about airport specifics, request a "progressive taxi".
B. Do not land the aircraft with a tailwind.
C. Conduct a thorough post-flight inspection of the aircraft.
D. Call the ODO when safe on deck and prior to launch.
E. Minimize time on deck. Do not to exceed one hour unless approved by the ODO.
F. Close out and file with FSS as appropriate.
G. Military weather sources shall be used when available.
H. Call the ODO as soon as possible if you cannot launch or are delayed due to weather.

Return Procedures

A. Check in with Skeds 15-20 minutes out with aircraft status.
B. Solo aircraft shall not be hot seated to another solo.

Administrative Requirements

A. Report all aircraft discrepancies on Maintenance Action Forms (MAFs)
B. Complete computer EFLIR with the ODO.
   1. Leave two printouts of the EFLIR in the ADB.

Squadron Requirements

A. Check in with the ODO upon return with flight time totals.
B. Have the ODO print out your ATF and sign the instructor block.
C. Turn the ATF in to Logs and Records.

Important Phone Numbers		Local	Long distance
Skeds:		(850) 623-7477	1-800-597-0786
SDO (Schedule):		(850) 623-7418/7419	1-800-597-0786 or Collect
Whiting WX:		(850) 623-7101	1-800-295-7825
Observer:	0500-fld closure		
Forecaster:	0800-1600 M-Th		
	0600-1400 Fri		

NAS Pensacola WX:		(850) 452-3644	Call collect
Observer:	fld hours		
Forecaster:	0500-1700 M-F		
	0800-1730 Sat		
	1100-2330 Sun		
FSS:			1-800-Wxbrief
Navy(Norfolk)WX Briefer:		DSN 565-4555/2553	1-888-Pilotwx
		Comm (757) 445-4555/444-2553	