HELICOPTER TRAINING SQUADRON
TWENTY EIGHT
STANDARD OPERATING
PROCEDURES
(SOP)

JANUARY 2019

COMMANDING OFFICER, HELTRARON TWO EIGHT (HT-28)
NAS WHITING FIELD, MILTON, FL – HT-28INST 3710.2L
HELTRARON TWENTY EIGHT INSTRUCTION 3710.2L

From: Commanding Officer, Helicopter Training Squadron TWENTY EIGHT

Subj: HT-28 STANDARD OPERATING PROCEDURES

Ref: (a) CNAF M-3710.7 (NATOPS General Flight & Operating Instructions)
(b) COMTRAWINGFIVEINST 3710.8T (Rotary Wing Operating Procedures)
(c) CNATRAINST 3710.13H (CNATRA FIST Program)
(d) OPNAVINST 3750.6 (Naval Aviation Safety Program)
(e) CNATRAINST 1500.4H (TA Manual)
(f) CNATRAINST 1542.156D (Advanced Helicopter MPTS Curriculum)
(g) CNATRAINST 1542.161 (Intermediate Tiltrotor Helicopter MPTS Curriculum)
(h) NAVAIR 01-H57BC-1 (TH-57 NATOPS Manual)
(i) TRAINING AIR WING FIVE Policy Statement on Flight Suits
(j) HT-28INST 1602.1B (Implementation of Watch Bill)
(k) HT-28INST 5351.2F (Class Advisor Program)
(l) COMTRAWINGFIVEINST 1542.6B (Student Monitoring Status Program)
(m) HT-28INST 1626.2C (Policy concerning Extra Military Instruction (EMI))
(n) COMTRAWINGFIVEINST 3710.19A (Personal Electronic Kneeboard In-Flight Authorization and Guidance)
(o) NAVAIR Multiplatform Interim Flight Clearance for Portable Electronic Tablets

1. Purpose. To publish policies and procedures for the conduct of flight operations within HELTRARON TWENTY EIGHT (HT-28) per references (a) through (o).

2. Cancellation. HT-28INST 3710.2K

3. Scope. This instruction issues Standard Operating Procedures (SOP) applicable to the safe and orderly conduct of flight operations. In no case shall this SOP supersede directives of higher authority. This instruction is not a substitute for sound judgment. Deviations from this SOP are authorized in emergency situations where, in the judgment of the Pilot-in-Command, 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 shall comply with this instruction.

5. Records Management. Records created as a result of this instruction, regardless of media and format, must be managed per Secretary of the Navy Manual 5210.1 of January 2012.

6. Review and Effective Date. Per OPNAVINST 5215.17 (Series), HT-28 will review this instruction annually on the anniversary of its effective date to ensure applicability, currency, and consistency with Federal, DoD, SECNAV, and Navy policy and statutory authority using OPNAV 5215/40 Review of Instruction. This instruction will automatically expire 10 years after effective date unless reissued or canceled prior to the 10-year anniversary date, or an extension has been granted. Recommended changes are encouraged and should be forwarded in writing to the Standardization Officer.

Releasability and distribution:
This instruction is cleared for public release and is available electronically via the HT-28 Web site, https://www.cnatra.navy.mil/tw5/ht28/index.asp.
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CHAPTER 1

GENERAL INFORMATION

101. Administrative Ground and Flight Requirements

1. All pilots and aircrewmen shall report to the Naval Air Training and Operating Procedures Standardization (NATOPS) Officer prior to their first flight in the squadron. The NATOPS Officer shall screen all jackets to ensure currency of qualifications per reference (a). Additionally, all pilots shall report to the Standardization (Stan) Officer for an initial jacket screening per references (b) and (c). All discrepancies shall be noted and pilots shall not be scheduled for flights until all deficiencies are corrected/waived by proper authority.

2. 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 IP’s record. Squadron paperwork that is being routed for signature absent from an IP’s NATOPS/Flight Instructor Standardization and Training (FIST) Program jacket will not be considered as completed.

3. The NATOPS and Stan Officers shall publish the following expirations in the Instructor Qualifications Tracker:
   a. Annual Flight Physical
   b. Instrument Rating
   c. Annual NATOPS Evaluation
   d. Annual Egress
   e. Crew Resource Management Evaluation
   f. Naval Aviation Survival Training Program (NASTP) Training (Swim/Phys), Aircrew Refresher
   g. Annual Emergency Procedures Simulator
   h. Instructor Qualifications

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

5. IPs shall meet with the Commanding Officer (CO) after each NATOPS check to discuss IP fatigue, complacency, and mishap susceptibility and avoidance.

6. Uniform policy
   a. Uniform for Squadron Duty Officers (SDOs) is:
(1) Navy: Navy Working Uniform

(2) Marines: Marine Corps Combat Utility Uniform

(3) Coast Guard: Operational Dress Uniform

b. Flight Suits. When not participating in “Fleet Patch Friday” and a patch is worn on the right shoulder of the flight suit, the HT-28 Hellion insignia patch shall be worn. Qualification patches, such as NSI and WTI, fleet T/M/S, HT-28 Safety Pro, patches authorized by CNATRA or Training Air Wing FIVE, or military service specific patches may be substituted at any time for the Hellion insignia patch. IPs are encouraged to participate in “Fleet Patch Friday.” Student Naval Aviators (SNAs) are not authorized to participate in “Fleet Patch Friday.” However, SNAs are authorized to wear an appropriate University/College shoulder patch on Fridays. Empty velcro is not authorized. The HT-28 legacy patch is authorized to be worn by IPs on Fridays only.

(1) U.S. Navy Personnel. Only the green flight suit is authorized and its manner of wear per NAVADMIN 164/12.

(2) U.S. Marine Corps Personnel. Shall follow MCO P1020.34 (series).

(3) U.S. Coast Guard Personnel. Shall follow Navy guidance with the exception of undershirt color, which shall be blue.

c. Promotions. Personnel being promoted shall coordinate with the Awards Promotion Officer no less than two weeks prior.

7. All squadron instructors shall apply for a Government Travel Charge Card (GTCC) or activate a previous card upon check in. Each member of the flight crew shall carry their GTCC during “out-and-in” or “cross-country” profile.

8. All SNAs shall coordinate with Student Control (STUCON) for winger packets once I4701 and N4201 are complete.

9. All personnel shall log into TIMS and NMCI every 30 days.

102. **Crew Day and Crew Rest**

1. It is the individual responsibility of 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 reasons. It is the individual’s responsibility to adhere to maximum flight time, crew day, and crew rest restrictions per references (a), (b), (d), (e), and (f). Individuals shall resolve maximum flight time, crew day, and crew rest conflicts with the Operations Duty Officer (ODO) at the earliest opportunity. For example, if IPs/SNAs are unable to make the following day’s scheduled brief due to crew rest requirements, they shall contact the entire crew with a revised brief time. A SNA’s failure to follow these guidelines will result in a Supplementary ATF and counseling per reference (e).
2. Crew Day

   a. Crew day begins with the first military obligation (arrival in squadron spaces/flight/brief/meeting/CAI/academic class/medical appointment, etc.) and ends with the completion of the last event, including the debrief. This does not include individual physical training sessions.

   b. Crew day shall not exceed 12 hours. All SNA solo events shall be on deck at 10 hours of crew day unless extended by the CO (or Executive Officer (XO) in the CO’s absence).

   c. If landing after sunset (scheduled or unscheduled) IP/SNA crew day shall not exceed 10 hours unless extended by the CO (or XO in the CO’s absence).

   d. Crew day for any cross-country event is 12 hours, to include events landing after sunset.

3. Crew Rest

   a. The purpose of crew rest is to ensure crewmembers have adequate time to rest, travel to/from work, and prepare for their next flight or MPTS event. Crew rest for all personnel is 12 hours. Crew rest ends when the next day’s crew day begins.

   b. SNAs shall be afforded 12 hours of crew rest prior to briefing. Students shall not arrive in the squadron for a flight or simulator event with less than 12 hours crew rest. Twelve hours crew rest is required for all SNA syllabus events including academic events.

   c. SNAs should not interrupt IP crew rest for the sake of graded flight planning requirements. If the SNA needs to plan a route for their next day’s scheduled event, they shall ask the ODO for a route and approaches. This does not preclude the IP from changing the route-of-flight or destination.

103. Scheduling Guidance. All IPs and SNAs should expect to be scheduled every operational fly day and shall check the squadron flight schedule and Front Page notes daily.

1. IP Scheduling

   a. A "triple" is defined as any three flight events in a fly day. With the exception of cross-country events, IPs shall not be scheduled for more than 6.5 hours of instruction per day. IPs shall be consulted by their Flight Leaders prior to being scheduled for their third triple in a week excluding cross-country events. Flight Leaders and affected IPs are responsible for tracking the number of triples. Per ORM principles, IPs are ultimately responsible for their personal readiness to fly.

   b. IPs on cross-country events may be scheduled for a maximum of four syllabus flight events in a given fly day but shall not exceed eight hours of instructional time per reference (b).

   c. IPs scheduled for night or early morning flights should be kept on an appropriate schedule for the remainder of the week to avoid disruption of their circadian rhythm. Deviations are allowed, per the IP’s request, or approval, and shall be specifically briefed to Safety and the CO/XO when routing the schedule.
d. IPs scheduled for meetings/classes following flight events should be scheduled to be ODB no less than one hour prior to the meeting/class.

2. SNA Scheduling

   a. Scheduling Frequency. In addition to solo flights, VNAV and INAV cross-country flight events, and applicable simulator events, SNAs may be double scheduled for the following flight events per reference (b): N4402/3, F4003/F4101, F4101 and S4201 or V3001, S4201 and V3001, and V4004/5. The double scheduling of any other syllabus events for SNAs shall be made per references (f) and (g) and requires Operations Officer (OPSO) approval. F4001 should not be scheduled the day after a V4004 or V4005. If F4001 is scheduled the day after V4004/5, then it shall be specifically briefed to the routing chain when routing the schedule.

      (1) SNAs shall not go on a cross-country flight outside the local area if their last event resulted in an UNSAT. If applicable, SNAs should complete their VNAV cross-country flight events (N400X, N4101) prior to their INAV cross-country flight events (I450X). Any remaining cross-country flight events should be scheduled as out-and-in profiles prior to the scheduling of the SNA’s I4404 event. SNAs should not be scheduled for a cross-country flight event if they are currently in the BI or RI sims without OPSO approval. Sign up for CCX in OPS, or SNA’s will be assigned as needed. Requests are due by COB on the 1st working day the week of the CCX.

      (2) SNAs not scheduled for a training event shall be put on the “Pick-Up Board” (PUB) and, if so, shall report to the ODO at the scheduled brief time. If there are questions concerning the daily schedule, SNAs shall contact the ODO. SNAs shall fill out their calendar card immediately after the completion or cancellation of any event, or the next business day if STUCON is closed.

      (3) To the maximum extent practicable, SNAs should be scheduled with 14 hours from scheduled land time to first event the following day. Deviations shall be specifically briefed to the routing chain when routing the schedule.

      (4) SNIVELs are requests for special scheduling considerations that will be considered on a case-by-case basis. SNIVs may be approved by the Flight Leaders or Operations Department. Approved SNIVs should be accommodated to the maximum extent practicable. All SNIVs should include specific details when able to ensure proper consideration is given to the request. All SNIVs must be submitted three business days prior. SNIVs less than three business days and approved leave shall be taken directly to the flight leaders. Flight Leaders shall coordinate with individuals of approved SNIVs if operations requires them to fly during the SNIV.

   b. Ground Prerequisites. SNAs shall comply with the lecture/test schedules provided in references (f) and (g). SNAs shall be proactive in completing prerequisites in a timely manner to avoid delays in training. SNAs shall complete all prerequisites for C4001 no later than C2005. Failure to complete the appropriate prerequisites prior to a scheduled event will result in a Supplementary ATF and counseling per reference (e).

   c. SDO Watchstanding. First watch SDOs (0800-2000) may be scheduled for lectures or C200X block events while on duty. These events shall be scheduled so that the SDO has adequate time to complete the event and return to the duty office in the uniform of the day no
later than 1930 for proper turnover with their relief. SNAs shall SNIV with their Flight Leader when assigned to this duty and shall check out/in with the ODO during their duty hours. Second watch SDOs (2000-0800) shall not be scheduled for any graded event on the day their duty ends. Specific instructions for weekend duty are located in reference (j).

d. Cancelled Events. SNAs who have had their simulator or flight event cancelled shall report to their Flight Leader or the ODO immediately after being cancelled. The Flight Leader or the ODO shall determine whether the SNA is eligible to be placed on the PUB.

e. UNSAT Events. SNAs who receive a Marginal or UNSAT grade on any event shall report to their Senior Service Representative or the OPSO for counseling. SNAs may be removed from training on the day following an UNSAT event. Following a Marginal or UNSAT event, as long as a progress check is not triggered by the UNSAT, SNAs shall be scheduled as soon as possible for the next sequential training event, or scheduled to repeat the UNSAT event if it was an End of Block event. IPs shall inform the following squadron personnel of UNSAT or Marginal grades (with justification) via email:

(1) STUCON Clerk
(2) Senior Service Representative
(3) STUCON Officer
(4) Stan Officer
(5) Appropriate Stan Stage Leader
(6) Safety Officer
(7) OPSO
(8) IMSO (International Students Only)
(9) XO
(10) CO

f. Practice Simulator Events. SNAs that complete a practice simulator event shall bring practice simulator paperwork to operations.

104. Student Monitoring Status (SMS)

1. Per reference (l), students on SMS should not be double scheduled but may be double scheduled for C4390/C4401, I4701/N4201, and cross-country profile flights. Students on SMS may be scheduled for cross-country flights with the approval of the OPSO.

2. Student Responsibilities

a. At a minimum, SNAs on SMS shall contact their Class Advisor on a weekly basis to provide an update on the next week’s events and be prepared to discuss pertinent questions/brief items for the next training event per reference (l).

b. SNAs on SMS shall update their SMS calendar card daily or as soon as possible the following business day if STUCON is closed.
c. SNAs on SMS shall study a minimum of two hours in squadron spaces, CAI Lab, Liberty Center, or coffee shop; SNAs on SMS shall ensure this time is annotated on their SMS calendar card.

3. Class Advisor Responsibilities

   a. Class Advisors shall be proactive in identifying potential issues that may necessitate placing a SNA on SMS and shall coordinate with the SMS Coordinator if they believe that SMS is recommended.

   b. Class Advisors shall meet with their assigned SNAs periodically (at least every other week) to review their SMS calendar and discuss progress towards achieving SMS goals.

   c. If appropriate, recommend any of the following to the SMS Coordinator:

      (1) Mandatory daily meeting with SNA’s Class Advisor

      (2) Scheduling one syllabus event per day

      (3) Removing the SNA from the watch bill

      (4) Removing the SNA from the flight schedule

      (5) Mandatory counseling at the Fleet and Family Support Center

      (6) Mandatory study with fellow SNAs or wingers

      (7) Mandatory appointment with the Flight Surgeon

      (8) Recommend appointment with the Chaplain

      (9) Assignment of extra military instruction as outlined in reference (m)

   d. Provide necessary information to the safety officer prior to monthly human factor council meetings for discussion.

105. SNA Solo Guidance

1. SNA solo flights shall not be flown below 1,000 FT AGL unless on course rules, weather, safety, or ATC dictate(s) otherwise.

2. SNA solos shall not operate in a Convective SIGMET without the explicit approval of the CO (or XO in the CO’s absence).
106. **Maximum Flight Time**

1. Maximum flight time restrictions for 7/30/90/365 days are covered in reference (b). These restrictions apply to both instructional and non-instructional flight time. Prior to reaching the maximum flight time restrictions outlined in reference (b), an IP flight time waiver shall be signed by the Squadron CO, XO, or OPSO with the recommendation of the Flight Surgeon via an evaluation.

2. The flight surgeon 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.

3. SNAs shall follow the guidelines outlined in references (f) and (g).

107. **Over Water Operations**

1. For any event planned for extended over water flight, a wet vest shall be used by all aircrew.

2. Due to the lack of anti-exposure suit availability, flights shall not be flown outside of autorotational range from shoreline with water temperature below 50°F and/or outside air temperature (OAT) less than 32°F (based on the wind chill factor corrected temperature listed in reference (a)).

3. When OAT corrected for wind chill is at or below 50°F and anti-exposure suits are not mandated, the wearing of fire-resistant (aramid) undergarments is recommended.

4. When a flight is expected to be flown over water with temperatures between 50°F and 60°F, the CO shall determine if extended over water flights can be flown. During the flight the Pilot In Command (PIC) shall:

   a. Avoid over water flight to the maximum extent practical.

   b. If over water 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.
CHAPTER 2

NORMAL PROCEDURES

201. General. Normal procedures are characterized by thorough crew preparation, detailed planning, maximum aircrew coordination, and strict adherence to safety. The purpose of this chapter is to elaborate on practices common to daily flight operations.

202. SNA and IUT Responsibilities. SNAs are responsible for their own training and are expected to carry themselves as professional military officers. SNAs shall be physically and mentally prepared for each training event, able to thoroughly discuss all briefing items. They shall bring their “Dummy” ATJ containing a copy of all Aviation Training Forms (ATFs) and Aviation Training Summaries (ATSs) for the IP to review. SNAs should be prepared to discuss the strong and weak points they are currently experiencing in training. UNSAT areas or maneuvers below Maneuver Item File shall be brought to the IP’s attention in the brief.

203. Guarding the Controls

1. IPs shall have complete control of the training event during all maneuvers and shall practice defensive posturing at all times.

2. To practice good Crew Resource Management, the pilot at the controls should utilize their copilot to secure/energize systems to the maximum extent possible when the twist grip is FULL OPEN.

3. All IPs shall familiarize themselves with the topographic depictions and surface hazards contained in figures contained in figures 7.5-2 and 7.6-2 of reference (b). IPs who are not familiar with conducting power-off maneuvers to the grass at an Outlying Field (OLF) should first evaluate the intended landing area prior to conducting power-off maneuvers for the first time noting micro terrain, slope, and apparent horizon below 100ft AGL (flare attitude reference).

204. Flight Equipment

1. It is each crewmember’s responsibility to maintain all personal flight equipment in serviceable condition per references (a) and (h). All aviators shall ensure their vest and helmet, if issued, are inspected by the expiration date located on the rear of the helmet.

2. The location of survival gear shall be introduced to SNAs on FAM 0. The SNA’s knowledge of survival gear location and function/operation shall be checked on C4390 and C4990. This shall be annotated on the ATF for both respective check ride events. IP and aircrewman survival gear location and knowledge shall be checked during the annual NATOPS check.

3. To reduce the potential for FOD and personnel injury, loose jewelry and rings should be removed before climbing on or entering the aircraft. Personnel shall wear gloves with sleeves rolled down when entering, within, or exiting the rotor arc of a spinning aircraft. Helmets shall be worn with visors or Night Vision Devices (NVDs) down within 100 feet of a spinning aircraft. Chin straps shall be fastened anytime helmets are worn, particularly when preflighting on top of the aircraft.
4. Cell phone use in the aircraft during flight is prohibited per reference (a). Crewmembers may use cell phones when safely on deck with rotors turning at the discretion of the aircraft commander (excluding solos):
   a. Contact Lucky Base following a PEL
   b. Report “Safe-on-Deck” during a stopover
   c. Check radar graphics and/or SIGMET size/location
   d. Text or call the ODO/SDO when outside of radio contact

5. The only authorized location for NVD storage is Storage Room 208 in Building 2943. NVD storage shall be per the procedures outlined in Appendix C of this instruction.

6. The only authorized storage spaces for survival gear are the paraloft or a locked personal locker in the HT-8/HT-18 spaces.

205. Mission Planning

1. Detailed preflight planning is essential to successful mission accomplishment. All PICs and Formation Leaders are responsible for completion of appropriate flight preparation per references (a), (b), (h), Advanced Helicopter Flight Training Instructions (FTIs), and this directive. Utilize Hellion University for preflight preparation and appropriate references: https://www.cnatra.navy.mil/tw5/ht28/university.asp.

2. PICs shall ensure a completed Weight and Balance Form for each flight is filed with the ODO prior to launch. If no aircraft is assigned prior to the brief, Center of Gravity (CG) limits shall be computed for the most forward CG aircraft and maximum gross weight shall be computed for the heaviest aircraft. Forecast maximums for PA, DA, and temperature shall be used when computing HIGE/HOGE. Students should add the other student, if so scheduled, to the back seat for the purposes of CG calculations. If aircraft passengers or configuration changes it is the aircraft commander’s responsibility to ensure CG and maximum gross weight is within limits prior to takeoff.

3. SNAs shall contact their IPs and prepare a DD-175 per the current General Planning publication and jet log per INAV class/Instrument Ground School standards for ALL RI flight events (I4301-I4690). Completion and grading of the DD-175 and jet log shall only be annotated on the SNA’s ATF for I4401-I4690.

4. SNAs shall use the MAWTS-1 format from JMPS when creating route cards for any Low-Level, VFR navigation, NVD, and Form flights.

5. SNAs shall use the HT-28 Cover Sheet located online at Hellion University. This requirement includes routes during the Formation and NVD syllabi.
6. IPs and SNAs shall use approved publications and websites for mission planning. Approved websites are:

<table>
<thead>
<tr>
<th>Publication</th>
<th>Website</th>
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<tbody>
<tr>
<td>TAFs/Sigmet/Wx Radar</td>
<td><a href="http://aviationweather.gov/adds">http://aviationweather.gov/adds</a></td>
</tr>
<tr>
<td>NOTAMS (50NM radius)</td>
<td><a href="https://www.notams.jcs.mil">https://www.notams.jcs.mil</a></td>
</tr>
<tr>
<td>TFRs</td>
<td><a href="http://tfr.faa.gov">http://tfr.faa.gov</a></td>
</tr>
<tr>
<td>Naval Flight Weather Briefer (FWB)</td>
<td><a href="https://fwb.metoc.navy.mil">https://fwb.metoc.navy.mil</a></td>
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7. Prior to commencing a flight event, IPs and SNAs shall review and ensure they are current on the Read and Initial binder posted in the duty office. IPs shall also review the “Stan Gram” binder monthly (when updated).

206. **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) and personnel listed in COMTRAWINGFIVENOTE 3710 are authorized to fly as qualified observers in HT-28 assigned aircraft.

207. **Passenger Manifesting Requirements.** Crewmembers and passengers shall be properly manifested on every flight. With the exception of the PIC, all crewmembers and passengers shall print their name on the back of the Aircraft Inspection and Acceptance Record (“A” sheet) prior to walking to the aircraft. Accordingly, they shall cross out their names upon return. Passengers departing an OLF 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 Lucky Base (or an appropriate Flight Service Station (FSS) when out of the local area).

208. **Fuel Planning.** When planning instrument and visual navigation flights, expected fuel flow shall be calculated by utilizing reference (h) for the appropriate pressure altitude and OAT for the route-of-flight. When planning resources are not available, a conservative fuel flow rate of 30 gallons/hour may be used.

209. **External Power**

1. To the maximum extent possible, a Ground Power Unit (GPU) or appropriate alternative (Tesla, battery cart, etc.) should be used. IPs shall confirm the availability of a functional GPU or appropriate alternative at all destinations prior to out-and-in, cross-country profiles, or weekend operations where a shutdown is expected.

2. In order to maintain proficiency with battery starts, IPs should, to the maximum extent practicable, preform quarterly battery starts when conducting IP/IP flights. When departing KNDZ for cross country flights or weekend preposition operations, IPs are encouraged to conduct a battery start in order to ensure the viability of the battery should a battery start be necessary. When not meeting these two cases, IPs shall contact the ODO for CO approval/guidance prior to conducting battery starts during IP/SNA flights. In the absence of the CO, the XO then the Operations Officer can approve IP/SNA battery starts.
3. SNAs assigned Tesla Duty shall attend the weekly familiarization course provided by CONTRACT MAINTENANCE and should familiarize themselves with the guidance provided on the CNATRA HT-28 website regarding Tesla Duty. SNAs assigned Tesla Duty shall contact the squadron ODO, Duty Driver, and preposition flight IPs for guidance and coordination for the day of assigned duty. To the maximum extent possible, Tesla ground power units should be transported via squadron duty vehicle but may be transported via privately-owned vehicle (POV) at the discretion of the ODO. If the use of a POV is authorized, a log entry shall be made by the ODO/CDO. When not in transit or in use, Tesla ground power units signed out by SNAs on Tesla Duty shall be stored in a secure squadron space.

4. SNAs assigned Tesla Duty should be syllabus complete. When on station, and prior to attaching the Tesla to an aircraft, SNAs on Tesla Duty shall wear flight suits with sleeves rolled down, all pockets closed, helmet with visor down, flame-retardant gloves, and steel toe flight boots donned. SNAs on Tesla Duty shall remain on station until the IP utilizing the Tesla ground power unit gives the SNA permission to depart. SNAs on Tesla Duty shall contact the ODO/CDO following completion of all assigned aircraft startups for guidance and for ultimate dismissal.

5. Per reference (h), any subsequent start following an aborted battery start, regardless of location, shall use a GPU or other authorized external power source. For all engine starts:

   a. Crews shall pre-brief specific Abort Start procedures prior to engine start, to include responsibilities for pushing the IDLE/RELEASE button and how to secure the Twist Grip.

   b. Crews shall secure the twist grip at 840° (depicted by the red circle defining the Power Transient Limit 843°).

   c. Crews are reminded that turbine outlet temperature (TOT) will continue to rise and the exceedance time will continue to count (above 810°) even after the Twist Grip is initially secured.

210. Refueling Procedures

1. Hot refueling is authorized at military airfields, authorized OLFs, and any civilian airfield that is compliant with reference (h). Hot refueling shall be conducted following references (b) and (h).

2. Hot refueling with the aft doors removed is authorized.

3. Any hot refueling not conducted at KNDZ, Spencer, or Site 8 requires a fuel card.

211. RTB/Post-Flight Procedures

1. All aircraft should contact “Lucky Base” 15-20 minutes prior to return with aircraft status to facilitate a potential hot-seat at the discretion of the ODO.
2. During a normal shutdown, the collective shall remain in the full-down position and pedal inputs shall be limited to those required to maintain aircraft alignment until the rotor blades have stopped or a Plane Captain has positive control of the main rotor blades. Engagement of the Environmental Control System, left pedal input, and increased collective (to decrease main rotor spool-down time) is prohibited.

3. Upon Return To Base, the PIC shall report the number of events complete to the ODO (e.g., “In the box, two complete”).

4. IPs should complete all ATFs in their entirety prior to departing for the day/night. The only exceptions to the statement above are for cross country returns and if completing the ATFs will cause a violation of crew rest for the next fly day, in which case the grade sheets shall be completed at the earliest opportunity the following day, and no later than close of business the following day.

5. Following each flight event, SNAs shall initial next to their name (or call the AODO to initial if ASAP was completed at home), ASAP complete, on the SDO flight schedule. The web site is: https://asap-navy.com/navy/. Username and password can be found on the front page notes.

### 212. “Safe-on-deck” Calls

1. On ANY flight that does not terminate at KNDZ, the PIC shall ensure the ODO/SDO receives a “safe-on-deck” call. The PIC shall also indicate Estimated Time of Departure (ETD) and update the ODO/SDO if actual departure time will exceed 15 minutes from original ETD. This applies to all flights and PELs.

2. On “out-and-in” flights, aircrew shall use an on-deck time of 60 minutes for planning purposes. Any delay exceeding 60 minutes shall be coordinated with the ODO.

### 213. Electronic Kneeboard Use

1. All individuals intending to use an Electronic Kneeboard (EKB) in flight shall see the HT-28 EKB Manager to demonstrate functional knowledge and compliance with references (n) and (o) prior to flying with an EKB.

2. IPs and SNAs shall familiarize themselves and become proficient with EKB usage on the ground prior to use in flight to preclude excessive “heads down” time in the aircraft.

3. IPs are authorized to use EKBs with no restrictions beyond those in references (n) and (o).

4. SNAs may use an EKB with no restrictions while acting as an observer. At no time shall the EKB be allowed to become a distraction, or negatively impact the SNA’s primary responsibility to visually clear the aircraft.

5. SNA’s may use an EKB in the front seat for the following syllabus events. Note this list is more restrictive than reference (n).

   a. I3301-5C (2nd block of RI sims).

   b. I4501-4 (INAV cross country), IP shall document EKB use on ATF.
c. I4701/N4201 SOLO FLTS (Only if SNA has demonstrated proficiency with their EKB on graded events).

d. Anytime acting as a copilot for the N4201 or I4701.

e. N4001-4003, N4101 (VNAV Cross Country) IPs shall document EKB use on ATFs.

6. IP may direct that the EKB be turned off to simulate a failure for the entire flight or for a particular maneuver or phase of flight.
CHAPTER 3

SPECIAL PROCEDURES

301. Precautionary Emergency Landings (PELs)

1. Following a PEL or flight abort, the PIC shall immediately contact and coordinate with the squadron ODO.

2. Using a standard checklist from the ODO Action Binder, the ODO shall complete an abort report. Enough information shall be provided to answer the questions of Who, What, When, Where, and Why.

3. If upon inspection by qualified maintenance personnel it is determined that the aircraft is “safe-for-flight”, the CÔ, XO, or OPSO may authorize a direct return ferry flight by the crew or continued training.

4. The PIC shall remain with the aircraft until relieved by maintenance recovery personnel or TW-5 Downed Aircraft Site Watch Officer if at an OLF or nonsecured airfield/site. OLF Airfield Operations Duty Officer (AODO) may accept custodial responsibility of PEL aircraft if the PIC and AODO determine and approved by the CO/XO/OPSO that maintenance recovery will occur prior to OLF closing. OLF Crash Crew personnel are not authorized to accept custody of PEL aircraft.

302. Cross-Country Flights. Cross-country (CCX) flights shall be conducted following reference (b), Chapter 11. Additionally:

1. The HT-28 Cross-Country Flight Request Form, TW-5 Cross-Country Request Checklist, and Commanding Officer’s Guidelines for Cross-Country Flights shall be completed and delivered to the Flight Operations Officer no later than the Monday prior to the CCX departure. The OPSO shall submit a Squadron Cross-Country Request to TW-5 Operations the Wednesday prior to departure. The PIC shall ensure that if the final destination has a NROTC, Navy Officer Recruiting or Marine Officer Recruiting station, that are Officer Selection Units are contacted.

2. A copy of the route-of-flight, initial weather brief, Weight and Balance Form, and fuel plan shall be given to the ODO prior to departure.

3. If prior to takeoff the PIC determines route deviations are necessary they shall be reported to the ODO. The ODO will then inform the CO, XO, and OPSO of the situation if the final destination is changed.

4. Proper security of the aircraft at the final destination is the PIC’s responsibility. A secure ramp area is mandatory and is defined as having a fence and 24-hour security.

5. In the event of a “downing” aircraft discrepancy outside of the local area, the PIC shall initiate a maintenance recovery through the ODO/CDO. The PIC shall not authorize local civilian maintenance efforts, but may report the availability of local Bell 206 licensed mechanics to the ODO/CDO for consideration.
6. IPs intending to operate within the Washington D.C. Metropolitan ADIZ and FRZ (to include the area within 100 NM of the DCA VOR/DME) shall:
   a. Obtain the CO’s permission.
   b. Plan to enter and leave the SFRA on an IFR flight plan.
   c. Thoroughly review the actual NOTAM as published on the FAA website or on the squadron shared drive at: (S:\WHTG\HT28\OPERATIONS\CCX and Weekend Ops\CCX Cheat Sheets\DC Cross Country Information (ADIZ)).
   d. Complete the on-line training course (titled: “Washington DC Special Flight Rules Area (SFRA)”) on the following website: https://www.faasafety.gov/gslac/ALC/course_catalog.aspx, as required by FAR 91.161 within 1 month of intended CCX.

303. Static Displays

1. The squadron will only support events sanctioned by the Navy Office of Community Outreach (NAVCO), Chief of Information (CHINFO), CNATRA, or TW-5.

2. At least one crewmember shall be present at the aircraft at all times during static display hours. Crew day commences when the aircrew arrives at the aircraft for the static display. The most senior officer present is responsible for the welfare of all aircraft and aircrew during these events (e.g. hydration, fatigue, aircraft security etc.).

3. Unqualified personnel who wish to examine or sit in the aircraft shall be monitored at all times.

4. 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 pulled.
   d. Grounding wires should be used, if available.

5. Prior to flight (following a static display), the PIC shall conduct a thorough FOD walkdown of the immediate area and perform a detailed preflight.

304. Night Operations

1. C4801 and C4802 shall not be flown below 1,000 FT AGL unless:
   a. Flying course rules.
   b. Under positive control and directed by ATC.
c. Flying on the Hospital Route in Pensacola.

d. In the takeoff/landing phase of flight.

2. The “failed directional gyro” Radio Instrument flight (I4303) shall not be flown at night. At no time will both the directional gyro and attitude gyro be failed at the same time to simulate a partial panel situation. Simulated attitude gyro and directional gyro failures shall only be conducted in VMC. Prior to 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.
APPENDIX A

CONTACT SOLO (C4401) BRIEFING GUIDE

1. Crew Requirements
   
   a. Crew shall complete an ORM brief, NATOPS brief, and shall have read all current Read and Initial items.
   
   b. All SNA solo events shall be on deck at 10 hours of crew day unless extended by the CO (or XO in the CO’s absence).
   
   c. Solo flights shall not fly after sunset or before sunrise.
   
   d. Solos shall not operate in a Convective SIGMET without the explicit approval of the CO (or XO in the CO's absence).
   
   e. Solo students shall have flown C4390 or C4386 (warm-up) either the day of or day prior to their solo flight.
   
   f. International Military Students shall not fly together as a solo/observer pair.
   
   g. Observers shall:
      
      (1) Be C4390 complete.
      
      (2) Be currently in the C4400, C4500, or T4000 blocks.
      
      (3) Not be in an optional warm-up status (7 days).
      
      (4) Not have an overall UNSAT on last flight flown.
   
   h. A site-watch aircraft shall be on station while solos are operating at an OLF.

2. Weather Criteria
   
   a. Ceiling/Visibility: At least 1000/3.
   
   b. Winds:
      
      (1) Maximum sustained winds are 15 knots. Maximum gusts are 20 knots.
      
      (2) Maximum tailwind for takeoff/landing is zero knots. If winds are aft of abeam during pre-flight, solo crew shall have maintenance reposition the aircraft into the wind.
      
      (3) Winds for 360 degree turns on the spot shall not exceed 15 knots.
3. Aircraft

    a. When reviewing the Aircraft Discrepancy Book (ADB), students shall not accept an aircraft experiencing any chip light within the previous 50 aircraft flight hours.

    b. For Dual solos, the first student listed on the flight schedule is designated the Solo Pilot-in-Command. The Solo PIC will sign the “A” sheet and complete an EFLIR with two legs. The second student will write their name on the back of the “A” sheet.

    c. Min/Max Fuel Loads (on preflight) are as follows:

       (1) Single solo minimum: 50 gallons.

       (2) Dual Solo minimum: 65 gallons.

       (3) Single/Dual Solo: Maximum of 80 gallons.

4. Turn-up

    a. Position lights shall be on STEADY-BRIGHT throughout the entire flight.

    b. Use a GPU for start.

    c. Prior to taxi, call “outbound” with Lucky Base. If Lucky Base does not respond, ensure transmit selector is in position 1 or 2 for GTN configured aircraft, check UHF volume, turn the squelch off and try again.

5. In-flight

    a. Include “SOLO” with the call sign on all radio transmissions (e.g. “South Whiting Tower, Lucky 126 SOLO holding short Spot 1 for a Baker Departure.”).

    b. Only perform maneuvers listed in the MPTS Curriculum guide for C4401. Solo students are specifically prohibited from performing the following:

       (1) Simulated emergencies

       (2) Sliding Landings

       (3) Simulated engine failures (Cut-guns)

       (4) Boost-off flight

       (5) Simulated tail rotor malfunctions

       (6) No-hover landings

       (7) Steep Approaches

       (8) Max load takeoffs
(9) Practice auto-rotations

c. Twist grip shall be at FLIGHT IDLE for all hot seats.

d. Solo PIC shall fly in the right seat.

6. Return Procedures

   a. Depart OLFs with no less than 25 gallons indicated fuel and no later than 50 minutes prior to official sunset. After departing the OLF, contact Lucky Base with ETA and aircraft status.

   b. Contact solos shall not taxi through the fuel pits or crew change area.

   c. Contact solos shall not hot refuel.

   d. If hot-seating to an IP, searchlight shall be turned on after clearing the runway. Proceed to the F/G line, spot 1/2.

   e. Returning Solo aircraft shall not be hot-seated to another solo event.

   f. If experiencing difficulty with taxiing, turn into the wind line, land on the taxiway and shut down the aircraft.

   g. After landing, **DO NOT** reposition the aircraft (even if directed to do so by a plane captain).

   h. After shutdown, return to Aircraft Issue (a.k.a. Maintenance Control) and complete administrative requirements.

7. Administrative Requirements. (completed in Aircraft Issue)

   a. Report all aircraft discrepancies on Maintenance Action Forms (MAFs).

   b. Complete EFLIR on TIMS computer. Guidance is as follows:

      (1) For Dual Solos, the first student listed on the flight schedule will sign the “A” sheet and complete an EFLIR with two legs.

      (2) Fly and log at least 0.8 First Pilot Time per leg.

      (3) Observers will log co-pilot time.

      (4) Update the “Instructor/Evaluator” from “SOLO” to the current ODO’s name.

      (5) Do not attempt to make corrections to the EFLIR, once submitted. Call the ODO for assistance.

      (6) Check the printed EFLIRs carefully and sign the bottom signature block as “Aircraft Commander”.
(7) Place the two printouts in the aircraft’s ADB (inside pocket) in Aircraft Issue and return the ADB.

8. **Squadron Requirements**
   
   a. Check in with the ODO upon return to squadron spaces with flight time totals.
   
   b. Have the ODO print out the ATF and sign in the “Instructor” block.
   
   c. The ODO is required to grade anything he or she observes (general knowledge, preflight planning, etc.).
   
   d. Initiate any required solo paperwork in STUCON.
APPENDIX B

INSTRUMENT/NAVIGATION SOLO (I4701/N4201) BRIEFING GUIDE

1. Crew Requirements

   a. Crew shall complete an ORM brief, NATOPS brief, and shall have read all current Read and Initial items.

   b. Students shall report to the ODO at scheduled brief time with:

      (1) Completed DD-175 (two copies)

      (2) Current DD-175-1 (two copies)

      (3) Completed jet logs

      (4) Completed weight & balance form

      (5) Appropriate publications and charts/NOTAMS

   c. Solo maximum crew day is 10 hours unless extended by the CO (or XO in the CO’s absence).

   d. Solo flights shall not operate after sunset or before sunrise.

   e. SNA solos shall not operate in a Convective SIGMET without the explicit approval of the CO (or XO in the CO's absence).

   f. Filing shall be reviewed by the ODO to verify:

      (1) A valid destination, considering weather and student experience. The solo (or their observer) shall have initiated or terminated a TH-57 syllabus flight at the destination airport, which shall have a manned tower.

      (2) A valid flight plan.

      (3) The planned destination has a confirmed GPU available.

   g. For N4201 solo students: I4690 or I4686 shall have been flown within the previous 5 days.

   h. International Military Students shall not fly together as a solo/observer pair.

   i. N4201 observers shall:

      (1) Be I4690 Complete.

      (2) Have flown 1 hour of flight time within the previous 13 days.
(3) Not have an overall UNSAT on last flight flown.

j. I4701 solos shall have flown I4690 or I4686 within the previous 5 days.

k. I4701 solo observers shall:
   
   (1) Be I4690 complete.
   
   (2) Have flown 1 hour of flight time within 13 days.
   
   (3) Not have an overall UNSAT on last flight flown.

2. Weather Criteria

   a. N4201: Forecast ceiling/visibility shall be no less than 1500/3 throughout the entire route-of-flight +/- 1 hour of destination ETA.

   b. I4701: Forecast ceiling/visibility shall be no less than 1500/3 for departure and destination +/- 1 hour of destination ETA.

3. Aircraft

   a. When reviewing the Aircraft Discrepancy Book (ADB), students shall not accept an aircraft experiencing any chip light within the previous 50 aircraft flight hours.

   b. For Dual solos, the first student listed on the flight schedule is designated the Solo Pilot-in-Command. The Solo PIC will sign the “A” sheet and complete an EFLIR with two legs. The second student will write their name on the back of the “A” sheet.

   c. The Solo PIC is responsible for checking out and returning fuel packet to Tool Issue (a.k.a. Retrograde).

4. Turn-up

   a. Position lights shall be on STEADY-BRIGHT throughout the entire flight.

   b. Use a GPU for start.

   c. If any problems arise prior to takeoff, request a troubleshooter and inform Lucky Base of the situation when safe to do so.

   d. Prior to taxi, call “outbound” with Lucky Base.

   e. At your stopover airport:
      
      (1) Conduct a proper post-flight and subsequent pre-flight.
      
      (2) Plan to use a GPU for start. If a GPU is not available, contact the ODO for guidance.
(3) At U.S. Air Force bases, request permission on appropriate Ground frequency for all engine starts.
   Note: Ensure avionics are secured prior to engine start.

5. **In-flight**

   a. Include “SOLO” with the call sign on all radio transmissions (e.g., “South Whiting Tower, Navy 7E057 **SOLO** holding short Spot 1 for Departure.”).

   b. Get updated weather during flight if conditions appear to be worsening.

   c. Only perform maneuvers listed in the MPTS Curriculum guide.

   d. The Solo PIC shall fly in the right seat.

   e. Altitude shall not be lower than 1,000 ft AGL unless required for course rules, weather, safety, or compliance with ATC direction.

   f. Solos shall not execute practice approaches enroute nor multiple practice approaches at the destination.

6. **Terminal Environment**

   a. If uncertain about a given destination on an airfield, request a “progressive taxi” from Ground/Tower and they will verbally guide you over the radio.

   b. Do not park the aircraft in a tailwind condition.

   c. Call the ODO when safe-on-deck and immediately prior to departure.

   d. Time on deck should not exceed 1 hour unless otherwise coordinated with the ODO.

   e. Close out flight plan and file return leg with FSS, as appropriate.

   f. Get updated weather for the return leg. Military weather sources shall be used (when available). Solo PIC shall contact the ODO for updated weather at KNDZ prior to departing stopover location.

   g. Call the ODO as soon as possible if:

      (1) Unable to launch (for any reason).

      (2) Delayed for weather.

7. **Return Procedures**

   a. Contact Lucky Base when approximately 20 minutes out (with aircraft status).

   b. Instrument/Navigation solos may taxi in and out of the fuel pits, hot refuel, and hot-seat in the crew change area. Solo aircraft shall not be hot-seated to another solo event.
8. **Administrative Requirements**
   a. Report all aircraft discrepancies on a MAF, which can be found in Aircraft Issue.
   b. Complete EFLIR on TIMS computer:
      1. Fly and log at least 75% of the event’s hours per event (H/X).
      2. For Dual solos, the first student listed on the flight schedule will sign the “A” sheet and complete an EFLIR with two legs.
      3. Observers log copilot time.
      4. Update the “Instructor/Evaluator” from “SOLO” to the current ODO’s name.
      5. Do not attempt to make corrections to the EFLIR, once submitted. Call the ODO for assistance.
      6. Check the printed EFLIRs carefully and sign the bottom signature block as “Aircraft Commander”.
      7. Place the two printouts in the aircraft’s ADB (inside pocket) in Aircraft Issue and return the ADB.

9. **Squadron Requirements**
   a. Check in with the ODO upon returning to squadron spaces with flight time totals.
   b. Have the ODO print out the ATF and sign in the “Instructor” block.
   c. The ODO is required to grade anything he or she observes (general knowledge, preflight planning, etc.).
10. **Important Phone Numbers**

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<th>Facility</th>
<th>Phone Number</th>
<th>Hours of Operation</th>
</tr>
</thead>
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<tr>
<td>Lucky Base ODO</td>
<td>850-623-7976</td>
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<td>SDO (Schedule)</td>
<td>850-623-7977</td>
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<td>Whiting Wx (Forecaster/Observer)</td>
<td>850-623-7101/2</td>
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<td>850-665-6358</td>
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<td>850-452-3644</td>
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<td>1-800-WxBrief</td>
<td>24/7</td>
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<td>Base Ops</td>
<td>850-623-7598</td>
<td>Field Hours</td>
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<td></td>
<td>850-623-7356 (fax)</td>
<td></td>
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<tr>
<td>Aircraft Issue/Maint Control</td>
<td>850-665-6337</td>
<td>Sun 2230 - Fri 2300</td>
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<td>Paraloft</td>
<td>111-2211</td>
<td>Sun 2230 – Fri 2300</td>
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<td>Tool Room (Fuel Packets)</td>
<td>111-2154</td>
<td>Sun 1400 – Fri 2300</td>
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APPENDIX C

NIGHT VISION DEVICE (NVD) STORAGE PROCEDURES

1. When not in possession of a SNA or IP, all NVDs shall be secured in Storage Room 208 in Building 2943.

2. The SDO shall retain the keys to the NVD Closet/cabinet at all times (in their possession or secured in the lock box).

3. The SDO shall be present at all times when the NVD Closet is accessed and ensure the cabinet and closet doors remain locked at all other times.

4. The SDO and IP/SNA shall fill out the NVD log completely.

5. The person taking custody of the NVDs shall ensure all pieces are present before accepting them (case, eye pieces, mounting bracket, two battery brackets, and battery pack).

6. During turnover, the oncoming SDO shall inventory the NVD cabinet to confirm all equipment is accounted for.

7. The IP/SNA is responsible for returning their NVDs to the NVD Shack/paraloft at the earliest opportunity. The SDO is not responsible for returning any NVD sets to paraloft.

8. The paraloft is manned from 2230 Sunday until 2300 Friday. All NVDs will be checked out and turned in to the paraloft

9. NVDs are not to be stored in the NVD closet for future use. If reusing the same NVD set outside of weekend operations, individuals are still required to visit the paraloft to update the status of the NVDs.

10. NVDs shall not be left unattended, to include hooks outside aircraft issue and around squadron spaces.
APPENDIX D

LOCAL WEEKEND OPERATIONS

Aircraft prepositioning during weekend ops will be by prescribed cross-country procedures, with the following amplifications:

1. General Procedures
   a. Prepositioning shall take place only approved airfields (as required).
   b. Aircrews shall turn in a completed Weight and Balance Form, manifest, and route-of-flight to the SDO prior to departing KNDZ. IPs shall ensure completion of updated Weight and Balance Forms (with the exception of HIGE/HOGE calculations) prior to weekend flights. IPs shall ensure accurate HIGE/HOGE computations are completed prior to executing weekend events.
   c. A single aircraft shall be assigned to an IP for the duration of weekend operations.
   d. IPs shall notify the ODO prior to takeoff via appropriate UHF base frequency, cell phone, or landline. IPs shall also contact the ODO on stopovers and the final destination/conclusion of flight operations.
   e. All EFLIRS shall be completed upon recovery of the aircraft at KNDZ.
   f. The local area for prepositioning weekend operations is defined as any suitable airfield or low-level training areas within 150 nm of KNDZ.
   g. Squadron duty drivers shall be available Friday through Sunday for crew recovery, per the flight schedule.
   h. Aircrews shall ensure coordination for the proper and approved means of transportation, facilitation, and chain of custody for all ALSS and NVDs.
   i. ALSS shall only be transported in government vehicles or left secured in aircraft.
   j. NVDs shall be logged out/in with the SDO/ODO and returned to the squadron at the end of the day. They shall not be left in the aircraft or taken home by the aircrew.
   k. IPs shall properly secure/tie down aircraft to the maximum extent possible.
   l. Orders will NOT be issued to prepositioning aircrews.
   m. Briefs shall be thorough and professional. Aircrews shall ensure that proper ORM and NATOPS briefs are completed.

2. Pensacola International (KPNS)
   a. Briefs should be conducted at KNDZ or Pensacola Aviation briefing rooms.
b. Aircraft shall only be parked in pre-designated areas associated. IPs shall contact the following entities to coordinate parking and services at KPNS prior to commencing weekend operations:

| Pensacola Aviation Center Fuel | (850) 434-0636 |
| Pensacola Intl. Airport Security | (850) 436-5000 |

3. Sherman Field (KNPA)
   a. Briefs should be conducted at KNDZ or KNPA Base Ops spaces, as required.
   b. Prepositioned aircraft should 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.

4. Peter Prince/Milton T Airport (2R4)
   a. Briefs should be conducted at KNDZ or AMS Aviation briefing rooms.
   b. Prepositioned aircraft shall park south of the maintenance hangar in the grass field. Military contract fuel is not available at 2R4, therefore, IPs shall ensure aircraft are fueled for the following day’s operations prior to landing. IPs shall contact AMS Aviation at (850) 623-4151 or 4704 to coordinate parking and services at 2R4 prior to commencing weekend operations. Aircraft shall not depart 2R4 with less than 25 gallons of fuel.
   c. Traffic patterns shall be flown to the east for noise abatement and traffic separation from fixed wing aircraft operating in a western pattern.
APPENDIX E
FOREIGN OBJECT DAMAGE (FOD) / THINGS FALLING OFF AIRCRAFT (TFOA) PROGRAMS

1. Responsibility. The PIC is responsible for everything that occurs, or fails to occur, during a flight event in a TW-5 aircraft. The assigned aircraft remains the responsibility of the PIC (or Solo PIC) until returned to maintenance at the completion of flight operations. As such, the PIC is responsible for the conduct of applicable pre-flight and post-flight inspections of the aircraft, to include a FOD check of the cockpit, cabin area, and the baggage compartment. Pilots/Aircrew shall:

   a. FOD awareness shall be discussed during the ORM checklist – to include zippers/charts/accountability for everything taken to the aircraft.

   b. IPs shall ensure a “cross-cockpit” check is completed by the IP and SNA of each other’s side at the conclusion of the event to include the backseat.

   c. ODOs shall include a verbal FOD check reminder to all crews when calling the box/shutting down.

   d. Minimize the amount of equipment taken to the aircraft for each flight.

   e. Clearly label all personal equipment taken into the aircraft with last name and assigned squadron. All serialized assigned equipment (e.g., flight vest, helmet, etc.) does not require further labeling.

   f. Ensure personal gear is inventoried before and after each flight.

   g. With doors removed:

      (1) No extraneous gear in the rear of the cabin.

      (2) Passengers in rear seats shall not fly with personal seat cushions.

      (3) Report any lost or missing equipment (assigned or personal) to Aircraft Issue, the Squadron Maintenance Representative, and ODO after a reasonable effort has been made to locate the equipment/personal gear.