DEPARTMENT OF THE NAVY

COMMANDING OFFICER
HELTRARON TWENTY EIGHT
7180 USS LONG ISLAND STREET SUITE 320
MILTON FL 32570-6101

IN REPLY REFER TO
HT-28INST 3710.2E
00
3 Jan 13

HELTRARON TWENTY-EIGHT INSTRUCTION 3710.2E

Subj: HT-28 STANDARD OPERATING PROCEDURES (SOP)

Ref: (a) OPNAVINST 3710.7U (NATOPS General Flight & Operating Instructions)
(b) COMTRAWINGFIVEINST 3710.8S(Rotary Wing Operating Procedures)
(c) CNATRAINST 3710.13G (CNATRA FIST Program)
(d) OPNAVINST 3750.6R (Naval Aviation Safety Program)
(e) CNATRAINST 1500.4G (TA Manual)
(f) CNATRAINST 1542.156C (Advanced Helicopter MPTS Curriculum)
(g) COMTRAWINGFIVEINST 3710.14 (Flight Instructor Guide)
(h) NAVAIR 01-H57BC-1 (TH-57 NATOPS Manual)

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

2. Cancellation. HT-28INST 3710.2D

3. Scope. This instruction promulgates 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 by squadron pilots. Deviations from this SOP are authorized in emergency situations, where 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.

C. L. PESILE

Distribution:
Electronic Distribution
COMTRAWING FIVE

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CHAPTER 1
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 in accordance with reference (a). Additionally, all pilots shall report to the Standardization (Stan) Officer for an initial jacket screening in accordance with references (b) and (c). All discrepancies shall be noted, and pilots shall not be scheduled for flights until all deficiencies are corrected or waived by proper authority.

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

a. Annual Flight Physical

b. Instrument Rating

c. Annual NATOPS Evaluation

d. Annual Egress

e. CRM Evaluation

f. Individual Swim Qualification

g. Annual Emergency Procedures Simulator

h. Instructor Qualifications

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

4. Instructor Pilots that have been flying with SNAs for one year or more shall meet with the Commanding Officer after each NATOPS check to discuss IP fatigue, complacency and mishap risk.

5. Uniform policy

a. Required uniform for SDOs is Navy Working Uniform for Navy, Marine Corps Combat Utility Uniform for Marines, and Operational Dress Uniform for Coast Guard.

b. 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. When wearing a green flight suit, uniform patches (including rank insignia) shall be either all subdued, or all full color. When wearing a tan flight suit, uniform patches (including rank insignia) shall be all subdued. IPs are encouraged to participate in "Fleet Patch Friday." SNAs are not authorized to participate in "Fleet Patch Friday."

6. In case of a PEL resulting in an overnight stay, etc., each member of the flight crew that has been issued a Government Travel Charge Card (GTCC) shall carry their GTCC when on out-and-in or "cross-country profile" flights.

102. Crew Day and Crew Rest. It is the responsibility of the individual crewmembers to remove themselves from the flight schedule if they are unable to safely and effectively accomplish all flight duties due to fatigue, stress, or other non-medical grounding reasons. It is the individual's responsibility to adhere to crew day and crew rest restrictions in accordance with references (a), (b), (d), (e) and (f). Individuals shall resolve crew day and crew rest conflicts with the ODO at the earliest opportunity. For example, IPs/SNAs unable to make the following day's scheduled brief due to crew rest requirements shall ensure that the next day's entire crew is contacted with a revised brief time. SNA's failure to abide within these guidelines may result in a supplemental pink sheet entry in their ATJ.

1. Crew Day

a. SNA crew day is the period from beginning of the first event, official duty of the day, or upon entering the squadron spaces for any reason until the completion of the last event of the day (including associated paperwork and allotted debrief time). SNA crew day shall not exceed 12 hours. All SNA solo events shall be on deck (engine secured) at 10 hours of crew day unless extended by the CO (or XO in the CO's absence).

b. IP crew day is the period from beginning the first official duty of the day or upon entering the squadron spaces for any reason until the completion of the last flight of the day. IP crew day shall not exceed 12 hours.

c. If scheduled to land after sunset all crew shall be on deck by 10 hours of their crew day.

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

2. 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 graded event (classes excluded). Crew rest for all personnel is 12 hours. Crew rest ends when the next day's crew day begins.

b. SNAs shall not be required to brief a flight event prior to 30 minutes after crew rest expires.

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 scheduled event, the SNA shall ask the Operations Duty Officer (ODO) for a route and approaches to plan. This does not preclude the IP from changing the route of flight or destination for safety of flight considerations, weather and/or proper pre-flight planning.

103. Scheduling Guidance. All IPs and students should expect to fly every operational flight day and shall check the squadron flight schedule and front page notes daily.

1. IP Scheduling

a. A "triple" is defined as three student syllabus flight events in a fly day. With the exception of cross-country flights, instructors shall not be schedule for more than three local syllabus flights per day. Instructors shall not be required to triple more than once per week. Flight leaders and individual instructors are responsible for tracking the number of times an IP is triple-scheduled. In accordance with the principles of ORM, IPs have ultimate responsibility and discretion to determine their personal readiness to fly.

b. Instructors on cross-country flights may be scheduled for four syllabus flight events in a fly day.

c. IPs scheduled for night flights should be kept on a night schedule for the remainder of the week.

d. All triples shall be on deck by sunset. Completing a third event after sunset or taking off after sunset with the intent to triple requires CO approval (or XO in the CO's absence).

2. SNA Scheduling

a. Scheduling Frequency. 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. If there are any questions concerning the daily schedule, the SNA shall contact the ODO. SNAs shall fill out their calendar card immediately after the completion or cancellation of any event.

b. Ground Prerequisites. SNAs shall comply with the lecture/test schedules provided in reference (f). SNAs should 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.

c. SDO Watchstanding. First Watch Squadron Duty Officers (SDO) (0800-2000) 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 1930. SNAs shall snivel with their Flight Leader when assigned to this duty and shall check out and in with the ODO during duty hours. Second Watch SDOs (2000-0800) shall not be scheduled for any graded event on the day their duty ends.

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

e. Marginal and UNSAT Events. It is the responsibility of the SNA who receives a Marginal or UNSAT grade on any event to report to his/her Flight Leader and contact his/her Class Advisor without delay. Additionally, the SNA who receives an UNSAT shall report to his/her senior service member for counseling. An SNA may be removed from training on the day following the UNSAT event. IPs shall inform necessary squadron personnel of UNSAT or Marginal grades, and reason, via email to all HT-28 IPs.

104. SNA Solo Guidance.

1. SNA solo flights shall not be flown below 1,000 FT AGL unless required for course rules, weather, safety, or as required by ATC.

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

105. SNA Instrument and Navigation Solo Currency and Warm-up Criteria. In accordance with reference (b), the following currency requirements apply to Wingers and Completers observing SNA solos.

1. Winger/Completer

Currency period:	13 Days
Currency renewal:	1.0 hour flight
Warm up:	1.0 hour flight with a minimum of two normal approaches and two instrument approaches (one precision and one non-precision) with a current Instrument Stage IP.

2. SNA

a. If the SNA is unable to complete the Day Navigation (N4201)/Instrument Navigation (I4701) solo flights within five days of flying the I4690, a instrument warm-up flight (I4686) shall be flown before attempting the solo flight again.

b. The intent of this flight is to allow the SNA to maintain proficiency on his/her basic contact maneuver skills in order to perform the solo flights safely. The maneuver/item grades will not count toward graduation, but the SNA shall meet I4690 MIF for the maneuver/item. An UNSAT grade may be awarded for any unsafe tendencies or deficient procedural knowledge. The warm-up criteria outlined in reference (a) applies.

c. The I4686 shall be a minimum of a 1.0 hour flight and at a minimum shall consist of one power recovery autorotation, one precision approach, one non-precision approach and one simulated emergency. In addition, any maneuver listed for the I4690 flight may be performed at the discretion of the IP.

d. The instrument approaches may be conducted by the SNA without the use of a hood, removing the requirement for an observer in the back seat.

e. These warm-up flights may be flown with a current Instrument/ Contact C Stage Standardization Instructor. The combination flight shall count as single event for IP scheduling considerations and as two events for SNA scheduling considerations.

106. Flight Time Waivers. The CO (or XO in the CO's absence) shall interview and evaluate the instructor, and may grant a limit waiver. Flight is authorized only within a given waiver's time and does not apply to any other flight time waiver (i.e. a 90-day waiver does not clear an instructor to over fly his or her 30 day limit. A separate 30-day waiver must be signed). Each individual flight time waiver has its own expiration date, separate from any other flight time waiver.

CHAPTER 2
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. SNA Responsibilities

1. SNAs are responsible for their own training. SNAs are expected to carry themselves as professional military officers. Uniform and grooming standards shall be in accordance with service requirements. SNAs shall show up to the brief fully prepared to thoroughly discuss all briefing items, and shall be physically and mentally prepared for the training event. SNAs shall come to each brief with their "Dummy ATJ" containing a copy of all ATFs and ATSs. SNAs should be able to discuss any problem areas and strong points they have in training. UNSAT areas or those maneuvers that are not up to MIF shall be brought to the attention of the IP.

2. SNAs shall complete a draft NATOPS Instrument Rating Form (OPNAV 3710/2) for IP review during the I4690 brief. Upon successful completion of the I4690, the SNA shall report to the NATOPS clerk within 24 hours to finalize and route the complete rating request.

203. Guarding the Controls

1. The IP is obligated to remain in complete control of the training event at all times and shall practice defensive posturing and guard the controls in accordance with reference (g).

2. To support safe practices and CRM, when the twist grip is FULL OPEN, the pilot at the controls should utilize his/her copilot to secure/energize systems to the maximum extent possible.

204. Flight Equipment

1. It is the responsibility of each crewmember to maintain all items of personal flight equipment in serviceable condition in accordance with references (a) and (h).

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

3. To reduce the FOD hazard, loose jewelry should be removed before climbing on or entering an aircraft. Personnel shall have gloves on and sleeves down when entering, within, or exiting the rotor arc of an operating aircraft. Helmets shall be worn with visors or NVDs down within 150 feet of an operating aircraft. Helmets shall be worn with chin straps fastened when preflighting the top of the aircraft.

4. Cell phone use in the aircraft in flight is strictly prohibited by reference (a). Crewmembers may use cell phones while safely on deck in order to contact Lucky Base following a PEL, on stopover flights to report "Safe on Deck," or for official military flight use only (i.e. checking radar graphics, SIGMET size/location, texting the ODO/SDO only outside of radio contact).

5. If NVD storage is required, the only authorized location is in the designated locker in the squadron spaces. NVD storage shall be in accordance with the procedures outlined in Appendix C of this instruction.

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

205. Mission Planning

1. Detailed preflight planning is essential to successful mission accomplishment. All Pilots in Command (PICs) and Formation Flight Leaders are responsible for completion of appropriate flight preparation per references (a), (b), (h), Advanced Helicopter Flight Training Instructions (FTIs) and this directive. **BRIEF THE FLIGHT, FLY THE BRIEF**.

2. PICs will ensure a completed Weight and Balance Form for each flight is filed with the ODO prior to launch. If no aircraft is assigned before the brief, CG limits shall be computed with the most forward CG aircraft and maximum gross weight shall be computed with the heaviest aircraft. Forecast maximum PA, DA and temperature shall be used when computing HIGE/HOGE.

3. IPs and SNAs will utilize approved appropriate publications and websites to accomplish their mission planning. Approved websites:

http://adds.aviationweather.gov/adds/ (TAFs/Sigmets/Wx Radar)
http://www.spc.noaa.gov/products/watch/ (Weather Watches)
https://www.notams.jcs.mil/ (NOTAMS use radius search 50NM)
http://tfr.faa.gov/tfr/ (TFRs)
https://fwb.metoc.navy.mil/fwb123/ (Naval Flight Weather Briefer)

4. IPs and SNAs shall review and ensure they are current on the Read and Initial (R&I) binder posted in the duty office. Aircrew shall not walk for their event if they are delinquent on the R&I. IPs shall 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, or personnel listed in COMTRAWINGFIVENOTE 3710, are authorized to fly as qualified observers.

207. Passenger Manifesting Requirements. All crewmembers and passengers shall be manifested. With the exception of the PIC, all crewmembers shall print their name on the back of the Aircraft Inspection and Acceptance Record ("A" sheet) prior to walking to the aircraft and line out their names upon return. Passengers departing an Outlying Field (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 FSS when out of the local area).

208. Fuel Planning. For planning instrument and visual navigation flights (to include upper stage RIs) calculate expected fuel flow by utilizing the TH-57B/C NATOPS for the appropriate pressure altitude and OAT for the route of flight. At the discretion of the Pilot in Command and when planning factors are not available, a more conservative fuel flow rate of 30 gallons/hour may be used.

209. Battery Starts. In the interest of SNA's training, a battery start on the initial start at home field is encouraged. IAW reference (h), any subsequent start following an aborted battery start, regardless of location (on the road or at KNDZ), shall use an APU. A second battery start may only be attempted with specific approval of the CO (or XO in the CO's absence).

210. Refueling Procedures. Hot refueling is authorized only at military airfields, authorized OLF's, Florala, or Andalusia. Hot refueling shall be conducted in accordance with references (b) and (h). Hot refueling with the aft doors removed is authorized.

211. Return to Base/Post-Flight Procedures

1. All aircraft should contact "Lucky Base" 15-20 minutes prior to return with aircraft status in order to coordinate follow-on and hot-seating instructions with the ODO.

2. The intent of the pilot receiving a hot-seated aircraft must be to launch and execute the next mission prior to shutting the aircraft down. The practice of hot-seating an aircraft and then shutting it down to be flown at a later time is prohibited.

3. When conducting crew changes between sorties in the crew change area, aircraft commanders shall conduct panel checks per reference (b).

4. 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 turning or a Plane Captain has positive control of the main rotor blades. Engagement of the ECS as a means to decrease main rotor spool-down time is prohibited.

5. Upon return, PIC shall report the number of events complete to the ODO. SNAs will advise the ODO and Flight Leader/Assistant Flight Leader in the event of any UNSAT, Incomplete, or Marginal grade upon return to the squadron spaces. IPs shall inform necessary squadron personnel of UNSAT or Marginal grades, and reason, via email to all HT-28 IPs.

6. All ATFs shall be completed within 24 hours of landing. If a legitimate time constraint prevents full completion of the ATF, a saved "place holder" ATF shall be completed and submitted at a minimum and the ATF shall be completed prior to IP's next flight.

212. "Safe on deck" Calls

1. On ANY flight that does not terminate at KNDZ, the PIC shall contact the ODO/SDO to report safe on deck. The PIC shall also indicate Estimated Time of Departure (ETD) and update the ODO/SDO if actual departure time will be greater than 15 minutes from ETD. This applies to any and all flights or PELs.

2. On out-and-in flights, aircrew shall use 60 minutes as the time on deck planning factor. Any delay longer than 60 minutes shall be cleared by the ODO.

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

CHAPTER 3
SPECIAL PROCEDURES

301. Precautionary Emergency Landings (PELs)

1. Following a PEL, the PIC shall contact the squadron ODO without delay.

2. Using a standard checklist from the ODO Action Binder, the ODO shall complete a PEL report. Ensure enough information is provided to answer the questions: who, what, where, when, and why.

3. Following a PEL for any reason the downed aircraft will either be returned to NAS Whiting Field via flatbed truck or flown back by qualified maintenance personnel. If qualified maintenance personnel determine that the aircraft is safe for flight, the Commanding Officer, Executive Officer, or Operations Officer may authorize a direct return ferry flight by squadron personnel.

4. In the event of a PEL, the PIC shall remain with the aircraft until relieved by maintenance recovery personnel or TRAWING FIVE Downed Aircraft Site Watch Officer (DASWO). OLF Airfield Operations Duty Officer (AODO) may accept custodial responsibility of PEL aircraft if the PIC and AODO determine 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 flights shall be conducted in accordance with 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 96 hours prior to departure. The Operations Officer will submit a Squadron Cross-Country Request to TW-5 Operations the Wednesday prior to departure.

2. A copy of the route of flight, initial weather brief, fuel plan and weight and balance shall be given to the ODO prior to departure.

3. Any intended deviation from the planned flight or route of flight shall be reported to the ODO and approved by the CO, XO, or OPSO before takeoff. In flight route deviations are at the discretion of the pilot in command, but shall be reported to the ODO as soon as practical after landing. ODO will inform CO, XO, and OPSO IAW HT-28 standing instruction. Refer to section 214 of this instruction for "Safe on Deck" procedures.

4. Proper security of the aircraft at the final destination is the responsibility of the PIC. A secure ramp area is mandatory. A secure ramp area is defined as a ramp that is fenced and has 24-hour security.

5. In the event of a downing aircraft discrepancy 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 may report the availability of local Bell 206 licensed mechanics to the ODO/CDO.

6. Before submitting a cross-country request, any instructor with intentions to operate within the D.C. Metropolitan ADIZ and FRZ (to include the area within 100 NM of the DCA VOR/DME) shall:

a. Obtain Commanding Officer's permission.

b. Plan to enter and leave the ADIZ 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. As required by FAR 91.161, 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.

303. Static Displays

1. The squadron will only support those events sanctioned by the Navy Office of Community Outreach (NAVCO), Chief of Information (CHINFO) or setup as a result of CNATRA-directed cross-country recruiting efforts (e.g. NROTC units or recruiting centers), unless otherwise specifically approved by CNATRA or TRAWING FIVE.

2. At least one crewmember shall be stationed at the aircraft at all times during display hours. Crew day commences when the aircrew first arrives at the aircraft for the static display. The senior officer assigned is responsible for the welfare of all aircraft and aircrew during these events (e.g. hydration, fatigue, 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 (as applicable), the PIC shall conduct a thorough FOD walkdown of the immediate area and a detailed preflight of the aircraft.

304. Night Operations

1. C4801 and C4802 shall be flown no lower than 1,000 FT AGL unless:

a. Flying course rules.

b. Under positive control by ATC.

c. Flying on the Hospital Route.

d. In the take off/landing phase of flight.

2. At night, simulated attitude gyro and directional gyro failures shall only be conducted using the SNA's partial panel card.

305. Formation Flight. All section approaches at NAS Whiting Field shall terminate to a duty runway.

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 Initials.

b. Solo maximum crew day is 10 hours unless extended by the CO.

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

d. SNA 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) within the preceding day.

f. International Military Trainees (IMTs) shall not fly together as a solo/observer pair.

g. 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 (seven days).

(4) Not have an overall UNSAT on the last flight flown.

h. A site-watch aircraft must be on station while solos are operating at the site.

2. 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 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 ADB, students shall not accept aircraft with any history of chip lights.

b. Each solo shall sign a separate "A" sheet in the ADB.

c. Fuel Load: Minimum of 50 gallons (on preflight) for single solo; Minimum of 65 gallons for a dual solo; Maximum of 80 gallons.

4. Turn-up

a. Position lights shall be on steady bright throughout the 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, check UHF volume, turn the squelch off and try again.

5. In-flight

a. Solos shall include "SOLO" with the call sign on all radio calls.

b. Perform only maneuvers listed in the Curriculum Guide for C4401. Solo students are specifically prohibited from performing:

(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. After departing the OLF, contact Lucky Base with Estimated Time of Arrival 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. Contact solo hot-seats shall only occur in the flight line.

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

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

g. 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.

h. 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 or abeam the furthest unoccupied landing spot and turn into the wind.

(3) Land on the taxiway, set the position lights to flashing bright and shut down.

i. After landing, do not reposition the aircraft even if directed to do so by a plane captain.

j. After securing rotor, return to aircraft issue.

7. Administrative Requirements

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

b. Complete computer EFLIR:

(1) Double solo students must each complete a separate EFLIR (for PIC time).

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

(3) Observers will log co-pilot time.

(4) Call ODO if a mistake is made. Do not try to reenter the information.

(5) Check the printouts carefully and sign the bottom as Aircraft Commander.

(6) Leave the two printouts in the ADB.

8. Squadron Requirements

a. Check in with the ODO upon return with flight time totals.

b. Have the ODO print out ATF and sign the instructor block.

The ODO is required to grade anything he observes (general knowledge, preflight planning, etc.).

c. Turn the ATF in to Logs and Records.

d. Initiate solo paperwork in Student Control.

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 Initials.

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

(1) DD-175 (two copies).

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

(3) Jet logs.

(4) Weight & Balance.

(5) Appropriate publications and charts/NOTAMS.

c. Solo maximum crew day is 10 hours unless extended by the CO.

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) Valid destination considering weather and student experience. Either the solo SNA or the observer must have initiated/terminated a TH-57 syllabus flight at the planned destination and shall be to a towered airfield.

(2) Valid flight plan.

(3) The planned destination shall have a confirmed GPU available.

g. N4201 solo students shall have flown I4690 or I4686 within five days.

h. IMTs shall not fly together as a solo/observer pair.

i. N4201 observers shall:

(1) Be visual navigation stage complete.

(2) Have flown one hour of flight time within 13 days.

(3) Not have an overall UNSAT on last flight flown.

j. I4701 solo students shall have flown I4690 or I4686 within five days.

j. I4701 solo observers shall:

(1) Be I4690 complete.

(2) Have flown one 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 no less than 1500/3 throughout the entire route of flight +/- 1 hour of destination landing time.

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

3. Aircraft

a. When reviewing the ADB, students shall not accept aircraft with any history of chip lights.

b. Each solo shall sign a separate "A" sheet in the ADB.

c. PIC is responsible for checking out and returning fuel packet to Tool Issue.

4. Turn-up

a. Position lights shall be on steady bright throughout the flight.

b. If any problems arise, request a troubleshooter and inform Lucky Base of the situation.

c. Prior to taxi, call outbound with Lucky Base.

d. Utilize a GPU for start.

e. When turning up at your stopover point:

(1) Conduct proper post-flight and subsequent pre-flight.

(2) Plan to use a GPU for start. If the GPU is not operational/available, contact ODO for guidance.

(3) At Air Force bases, request permission for engine start from ground prior to turn up. Secure avionics prior to start.

5. In-flight

a. Include "SOLO" with the call sign on all radio calls.

b. Update weather during flight if conditions appear to worsen.

c. Perform only maneuvers listed in the Curriculum Guide.

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

e. SNA solo flights shall not be flown below 1,000 FT AGL unless required for course rules, weather, safety, or as required by ATC.

6. Terminal Environment

a. If uncertain about destination on airfield, request a "progressive taxi."

b. Do not park the aircraft with a tailwind.

c. Call the ODO when safe on deck and again immediately prior to launch.

d. Minimize time on deck. Time on deck should not exceed one hour unless approved by the ODO.

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

g. Update weather for return leg. Military weather sources shall be used when available. SNA shall contact the squadron ODO for updated weather at home-field prior to departing current location.

i. Call the ODO as soon as possible if unable to launch or delayed by weather.

7. Return Procedures

a. Contact Lucky Base approximately 15-20 minutes out with aircraft status.

b. Solo aircraft shall not be hot-seated to another solo.

8. Administrative Requirements

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

b. Complete computer EFLIR:

(1) Fly and log at least 75% of the event's H/X.

(2) Double solo students must each complete a separate EFLIR.

(3) Observers log copilot time.

(4) Call ODO if a mistake is made. Do not try to reenter the information.

(5) Sign EFLIR as Aircraft Commander.

(6) Leave the two printouts in the ADB.

9. Squadron Requirements

a. Check in with the ODO upon return with flight time totals.

b. Have the ODO print out ATF and sign the instructor block.

c. Turn the ATF in to Logs and Records.

Important Phone Numbers	Local/Long Distance	DSN
Lucky Base ODO:	850-623-7976	868-7976
SDO (Schedule):	850-623-7977	868-7977
Whiting Weather:	850-623-7101/2/1-800-295-7824	
Observer:	Field Hours	
Forecaster:	0700-2300 M-Th 0600-2200 Fri	
NAS Pensacola Weather:	850-452-3644	
Observer:	Field hours	
Forecaster:	0600-2300 M-F	
FSS:	1-800-Wxbrief	
Navy (Norfolk) WX:	1-888-PilotWX 757-445-4555 757-444-2553	565-4555

APPENDIX C
NIGHT VISION DEVICE STORAGE PROCEDURES

1. All NVD's shall be secured in the black cabinet in Storage Room 333 (outside the duty office).

2. The SDO shall retain the keys to the cabinet and door to room 333 at all times (either in his possession or in the lock box).

3. The SDO shall be present at all times when room 333 is accessed. The SDO shall ensure the cabinet and door to room 333 remain locked at all other times.

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

5. The person taking custody of the NVD's shall ensure all pieces are present before accepting them (Case, Eye Pieces, Mounting Bracket, two Battery Brackets and Battery Pack).

6. During SDO turnover, the oncoming SDO shall inventory the NVD cabinet in room 333 to confirm all NVG boxes listed on the NVG Log are present.

7. The IP/SNA is responsible for returning their set of goggles to the flight equipment shop at the earliest opportunity.

8. The flight equipment shop is manned from 1430 Sunday until 2300 Friday. The goggle building is usually manned from near sunset until 2000 each weekday night. Call the flight equipment shop (x 2211) to check if the goggle shack is manned or to have someone open it. The paraloft accepts NVDs for turn-in when the goggle shack is closed.

APPENDIX D
PRE-POSITIONING PROCEDURES

Aircraft pre-positioning during week-end ops will be treated in accordance with prescribed cross-country procedures with the following amplifications:

1. General Procedures

a. Pre-positioning shall take place only at Pensacola Regional Airport (KPNS) or NAS Pensacola (KNPA) or other approved airfields as required.

b. Aircrews shall turn in a completed weight and balance form, manifest and route of flight to the squadron duty officer prior to departing KNDZ. IP shall ensure completion of updated weight and balance forms (with the exception of HIGE/HOGE calculations) prior to weekend flights. IPs must still ensure accurate HIGE/HOGE computations are completed prior to executing weekend events as part of normal preflight planning.

c. Battery starts should be conducted on pre-positioning aircraft prior to leaving Whiting Field.

d. Aircraft shall be assigned to one IP for the duration of weekend operations.

e. IPs shall notify the duty officer prior to takeoff via appropriate UHF base frequency, cell phone, or landline. IPs shall also ensure that the duty officer is contacted upon landing at all intermediate stops, final destination and at the conclusion of flight ops via base frequency, cell phone or landline.

f. All EFLIRS shall be completed after recovering the aircraft on Sunday at KNDZ.

g. The local area for pre-positioning weekend operations is defined as all suitable airfields and low-level training areas within a 150 nm radius of KNDZ.

h. Squadron duty drivers shall be available Friday through Sunday for crew recovery per the flight schedule.

i. Aircrews shall ensure coordination for the proper and approved means of transportation, facilitation and chain of custody for all ALSS and Night Vision Devices.

j. ALSS shall be transported only in government vehicles or left secured in aircraft.

k. Night Vision Devices shall be logged out/in with the duty officer and returned to the squadron at end of day. They shall not be left in the aircraft or taken home by the aircrew.

l. IPs shall properly secure and tie down aircraft to the maximum extent possible.

m. Orders will not be issued to prepositioning aircrews.

2. Pensacola Regional (KPNS)

a. Briefings shall be thorough and professional. Briefings should be conducted at KNDZ or Pensacola Aviation briefing rooms. Aircrews shall ensure that a proper ORM brief has been completed.

b. 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 Center Fuel - #850-434-0636
Pensacola Intl. Airport Security - #850-436-5000

3. Sherman Field (KNPA)

a. Briefings shall be thorough and professional. Briefings should be conducted at KNDZ or KNPA Base Ops spaces as required. Aircrews shall ensure that a proper ORM and NATOPS brief have been completed.

b. Pre-positioned 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.