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 3710.2I
29 Mar 16

HELTRARON TWENTY EIGHT INSTRUCTION 3710.2I

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 3750.6S (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) TW-5 Policy Statement on Flight Suits

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

2. Cancellation. HT-28INST 3710.2H

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. 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 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 (Stan) Officer.

C. E. DEKRAAI

Distribution:
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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 prior to their first flight in the squadron. The NATOPS Officer shall screen all jackets to ensure currency of qualifications in accordance with reference (a). Additionally, all pilots shall report to the Standardization 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/waived by proper authority.

2. The NATOPS and Standardization Officers shall publish the following expirations in the Monthly Operations Plan:

a. Annual Flight Physical

b. Instrument Rating

c. Annual NATOPS Evaluation

d. Annual Egress

e. CRM Evaluation

f. Aircrew Refresher NASTP Training (Swim/Phys)

g. Annual Emergency Procedures Simulator

h. Instructor Qualifications

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

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

5. Uniform policy.

a. Uniform for Squadron Duty Officers (SDOs) is:

(1) Navy: Navy Working Uniform (NWU)

(2) Marines: Marine Corps Combat Utility Uniform (MCCUU)

(3) Coast Guard: Operational Dress Uniform (ODU)

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, or fleet T/M/S may be substituted at any time for Hellion insignia

patch. IPs are encouraged to participate in "Fleet Patch Friday". Student Military Aviators (SMAs) are not authorized to participate in "Fleet Patch Friday". Empty Velcro is not authorized and the appropriate patch shall be worn.

(1) Green Flight Suits. All patches (squadron, flag and rank insignia) shall be cloth embroidered and either be all subdued or all color, not a mixture of the two. Boots may be flight approved brown or black leather. Undershirt shall be black or NWU Type I blue, crew neck/turtleneck style and 100% cotton (or NAVAIR approved fire retardant material). Aramid fiber long underwear may be worn in addition to the undershirt during cold weather conditions.

(2) Tan Flight Suits. All patches (squadron, flag and rank insignia) shall be subdued brown/tan. This does not apply to approved fleet shoulder and chest patches. Nametags may be subdued brown/tan (cloth embroidered) brown leather or black leather. Tan suede flight boots are only authorized to be worn with tan flight suits. Flight approved brown leather flight boots may also be worn. Undershirt shall be "Army" brown, crew neck style and 100% cotton (or NAVAIR approved fire retardant material). "Sand" brown (tan) and black shirts are not authorized.

(3) Occasions for Wear. Flight Suits may be worn at any time before, during or after the workday. Exceptions include:

(a) Consuming alcohol while off base

(b) CONUS commercial travel (e.g. airlines, railways, or bus)

(c) Washington DC mall area. Further guidance outlined in NAVADMIN 366/11, Paragraph 3.a.2.

(4) U.S. Marine Corps Personnel. Will follow MCO P1020.34G and ALMAR 035107 for flight suit guidance.

(5) U.S. Coast Guard Personnel. Will follow Navy guidance for green flight suits with the exception of undershirt color, which shall be blue.

6. Each member of the flight crew that has been issued a Government Travel Charge Card (GTCC) shall carry it during "out-and-in" or "cross-country" profile flights in case of a Precautionary Emergency Landing (PEL) which may necessitate an overnight stay (hotel) or a rental car to Return to Base (RTB).

102. Crew Day/Crew Rest. 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 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 Operations Duty Officer (ODO) at the earliest opportunity. For example, if IPs/SMAs 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 SMA's failure to follow these guidelines will result in a Supplementary ATF and counseling in accordance with reference (e).

1. Crew Day.

a. Crew day begins with the first military obligation (flight/brief/meeting/CAI/academic class/medical apt, etc.) and ends with the completion of the last event, including the debrief.

b. Crew day shall not exceed 12 hours. All SMA 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).

c. If landing after sunset (scheduled or unscheduled) IP/SMA 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.

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 MPTS event. Crew rest for all personnel is 12 hours. Crew rest ends when the next day's crew day begins.

b. SMAs shall be afforded 12 hours crew rest (plus 30 min for preflight planning) prior to briefing. Students shall not arrive in the squadron or academic spaces with less than 12 hours crew rest. Twelve hours crew rest is only required for flight and simulator events.

c. SMAs should not interrupt IP crew rest for the sake of graded flight planning requirements. If the SMA 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 SMAs 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 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. In accordance with 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 in accordance with ref (b).

c. IPs scheduled for night flights should be kept on a night schedule for the remainder of the week to avoid disruption of their circadian rhythm.

2. SMA Scheduling.

a. Scheduling Frequency. SMAs not scheduled for a training event may 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, SMAs shall contact the ODO. SMAs shall fill out their calendar card immediately after the completion or cancellation of any event.

b. Ground Prerequisites. SMAs shall comply with the lecture/test schedules provided in reference (g). SMAs shall be proactive in completing prerequisites in a timely manner to avoid delays in training. SMAs 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 in accordance with reference (e).

c. SDO Watchstanding. First watch SDOs (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 duty office in the uniform of the day no later than 1930 for proper turnover with their relief. SMAs shall snivel 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 HT-28INST 1602 IMPLEMENTATION OF HELICOPTER TRAINING SQUADRON TWENTY-EIGHT WATCH BILL.

d. Cancelled Events. SMAs 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 will determine whether the SMA is eligible to be placed on the PUB.

e. UNSAT Events. SMAs who receive a Marginal or UNSAT grade on any event shall report to their Flight Leader and Class Advisor (CA) without delay. Additionally, SMAs who receive an UNSAT shall report to their Senior Service Representative and the Operations Officer (OPSO) for counseling. SMAs may be removed from training on the day following an UNSAT event. IPs shall inform the following squadron personnel of UNSAT or Marginal grades (with justification) via email:

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

104. Student Monitoring Status (SMS).

1. Student Responsibilities:

a. SMA shall check in with their class advisor weekly (at a minimum) to provide an update for the next week's events and be prepared to discuss pertinent questions/brief items for the next training event.

b. SMA shall update SMS calendar card daily.

c. SMA shall study a minimum of two hours in squadron spaces, CAI lab, Liberty Center, or coffee shop; ensure time is annotated on calendar card.

2. Class Advisor Responsibilities.

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

b. Meet with SMA periodically (weekly at a minimum) to discuss progress towards achieving SMS goal.

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

(1) Mandatory daily meeting with SMA's Class Advisor

(2) Scheduling one syllabus event per day

(3) Removing the SMA from the watch bill

(4) Removing the SMA from the flight schedule

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

(6) Mandatory study with fellow SMAs or wingers

(7) Mandatory appointment with the Flight Surgeon

(8) Recommending appointment with the Chaplain

(9) Assignment of Extra Instruction (EI)

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

105. SMA Solo Guidance.

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

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

106. Flight Time Waivers. The CO (or XO in the CO's absence) shall interview and evaluate IPs prior to granting a limit waiver. Flight is only authorized during a given waiver's time period and does not apply to any other flight time waivers covering a separate time window (e.g. a 90-day waiver does not clear an instructor to fly over their 30-day limit. A separate 30-day waiver must be signed). All waivers shall be signed prior to exceeding the specified limit, no verbal waivers are authorized.

107. Over Water Operations.

1. 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)).

2. 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.

3. When a flight is expected to be flown over water with temperatures between 50°F and 60°F, the Commanding Officer shall determine if extended over water flights can be flown. During the flight the PIC shall:

a. Avoid overwater flight to the maximum extent practical.

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

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. SMA and Instructor Under Training (IUT) Responsibilities:

1. SMAs/IUTs are responsible for their own training and are expected to carry themselves as professional military officers. Uniform and grooming standards shall be in accordance with respective service requirements. SMAs/IUTs 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. SMAs should be prepared to discuss the strong and weak points they are currently experiencing in training. UNSAT areas or maneuvers below Maneuver Item File (MIF) shall be brought to the IP's attention.

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

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 CRM, the pilot at the controls (PAC) should utilize their copilot to secure/energize systems to the maximum extent possible when the twist grip is FULL OPEN.

204. Flight Equipment.

1. It is each crewmember's responsibility to maintain all personal flight equipment in serviceable condition in accordance with references (a) and (h). Pilots 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 SMAs on FAM 0. The SMA'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 knowledge shall be checked during the annual NATOPS check.

3. To reduce the potential for FOD and personnel injury, loose jewelry 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 NVDs down within 150 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 by reference (a). Crewmembers may use cell phones when safely on deck to:

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 Night Vision Device (NVD) storage is in the designated locker outside of the squadron duty office in Room 333. NVD storage shall be in accordance with 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
BRIEF THE FLIGHT, FLY THE BRIEF!

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, 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.

3. SMAs shall call their IPs and prepare a DD-175 In Accordance With (IAW) the current General Planning (GP) publication and jet log IAW 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 SMA's ATF for I4401-I4690.

4. SMAs shall use the MAWTS-1 format from JMPS when creating route cards for any Low-Level or VFR navigation flight.

5. SMAs use the HT-28 Cover Sheet located online at Hellion University. This requirement includes routes during the Formation syllabus.

6. IPs and SMAs shall use approved publications and websites for mission planning. Approved websites are:

TAFs/Sigmets/Wx Radar	http://aviationweather.gov/adds
Weather Watches	http://www.spc.noaa.gov/products/watch/

NOTAMS (50NM radius)	https://www.notams.jcs.mil
TFRs	http://tfr.faa.gov
Naval Flight Weather Briefer (FWB)	https://fwb.metoc.navy.mil

7. Prior to commencing a flight event, IPs and SMAs shall review and ensure they are current on the Read and Initial (R&I) 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. All crewmembers and passengers shall be properly manifested on every flight. 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. Accordingly, they shall cross 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. 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. GPU Use and Battery starts. Ground Power Units (GPUs) or appropriate alternatives shall be used to the maximum extent possible. IPs shall confirm the availability of a functional GPU at all destinations prior to out-and-in or cross-country profiles where a shutdown is expected. IAW reference (h), any subsequent start following an aborted battery start, regardless of location, shall use a GPU. Under all other circumstances, a GPU shall be used. 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 TOT will continue to rise and the exceedence time will continue to count (above 810*) even after the Twist Grip is initially secured.

210. Refueling Procedures.

1. Hot refueling is only authorized at military airfields, authorized OLF's, Florala, and Andalusia. Hot refueling shall be conducted in accordance with 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. Return to Base (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. The intent of hot-seating aircraft is to launch and execute the next mission prior to shutting down the aircraft. The practice of hot-seating an aircraft and shutting down (to circumvent maintenance turnaround procedures) is prohibited.

3. 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 ECS, left pedal input, and increased collective (to decrease main rotor spool-down time) is prohibited.

4. Upon RTB, the PIC shall report the number of events complete to the ODO (e.g., "*In the box, two complete*"). SMAs will advise the ODO and Flight Leader/ Assistant Flight Leader of any UNSAT, Incomplete, or Marginal grades upon returning to squadron spaces. IPs shall inform necessary squadron personnel of UNSAT or Marginal grades (with justification) via email (see para 103.2.e. for details).

5. All ATFs shall be completed in their entirety prior to departing for the day/night. The only exception to the above statement is for cross country returns, in which case the gradesheets shall be completed no later than close of business the following day.

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 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.

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. 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 CO, 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 (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 (CCX) 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 the Monday prior to the CCX departure. The OPSO 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, Weight and Balance Form, and fuel plan and shall be given to the ODO prior to departure.

3. Any intended deviation from the planned route-of-flight shall be reported to the ODO prior to takeoff. In-flight route deviations are at the discretion of the PIC, 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 212 of this instruction for "Safe-on-Deck" procedures.

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 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.

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 with 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 by ATC.

c. Flying on the Hospital Route.

d. In the takeoff/landing phase of flight.

2. Simulated attitude gyro and directional gyro failures shall only be conducted using the SMA's partial panel card.

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

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

d. SMA 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) the day preceding their solo flight.

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

g. Observer shall:

(1) Be C4390 complete.

(2) Currently be in the C4400, C4500, or T4000 blocks.

(3) Not be in an optional warm-up status (seven 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 lights 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, 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 observes (general knowledge, preflight planning, etc.).

d. Turn the completed ATF into the Logs and Records Clerk (STUCON).

e. 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. SMA 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 SMA 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 five days.

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

i. N4201 observers shall:

(1) Be Night and Day Visual Navigation stage complete (N4001-4003/N4101).

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

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

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

k. 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.

1. 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.

2. Aircraft.

a. When reviewing the Aircraft Discrepancy Book (ADB), students shall not accept an aircraft experiencing any chip lights 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).

3. 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.

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.

4. 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.

5. 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 one 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.

6. 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.

7. 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.

8. 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 observes (general knowledge, preflight planning, etc.).

d. Turn the completed ATF into the Logs and Records Clerk (STUCON).

9. Important Phone Numbers.

Facility	Phone Number	Hours of Operation
Lucky Base ODO	850-623-7976	24/7
SDO (Schedule)	850-623-7977	24/7
Whiting Wx (Forecaster/Observer)	850-623-7101/2 1-800-295-7824	Field Openings
South Field Observer	850-665-6358	Field Openings
NAS Pensacola Wx	850-452-3644	Mon-Fri: 0400-2300 Sat: 0900-1730 Sun: 1200-2030

Navy (Norfolk) Wx	1-888-PilotWx 757-445-4555 757-444-2553	24/7
Whiting ASOS	850-623-7210	24/7
Flight Service Station (FSS)	1-800-WxBrief	24/7
Base Ops	850-623-7598 850-623-7356 (fax)	Field Hours
Aircraft Issue/Maint Control	850-665-6337	Sun 2230 - Fri 2300
Paraloft	111-2211 850-981-0062	Sun 2230 – Fri 2300
Tool Room (Fuel Packets)	111-2154 850-981-0072	Sun 1400 – Fri 2300
NVD Shack	111-2102 850-665-6343	1430-2100 (as needed during day) Call paraloft if access needed outside of hours.

APPENDIX C
NIGHT VISION DEVICE STORAGE PROCEDURES

1. All NVDs shall be secured in the black cabinet located in the NVD Closet (Room 333 outside the duty office).

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/SMA 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/SMA is responsible for returning their NVDs to the 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. The NVD Shack is usually manned from 2230-2100 on weekdays. Call the paraloft (111-2211) if access to the NVD Shack is needed outside of normal hours. NVDs can be turned into the paraloft outside of normal NVD Shack hours.

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 NVD Shack or 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
PRE-POSITIONING PROCEDURES

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

1. General Procedures.

a. Pre-positioning shall take place only at Pensacola International Airport (KPNS), 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 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. Battery starts should be conducted on pre-positioning aircraft prior to leaving KNDZ.

d. A single aircraft shall be assigned to an IP for the duration of weekend operations.

e. 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 ops.

f. All EFLIRS shall be completed upon recovery of the aircraft at KNDZ (Sunday).

g. The local area for pre-positioning weekend operations is defined as any suitable airfield or low-level training areas within 150 nm 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 NVDs.

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

k. NVDs shall be logged out/in with the SDO/ODO 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/tie down aircraft to the maximum extent possible.

m. Orders will NOT be issued to prepositioning aircrews.

n. Briefings shall be thorough and professional. Aircrews shall ensure that proper ORM and NATOPS briefs are completed.

2. Pensacola International(KPNS).

a. Briefings should be conducted at KNDZ or Pensacola Aviation briefing rooms.

B . Aircraft shall only be parked in pre-designated areas associated with Heliworks, Inc. IPs shall contact the following entities 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 should be conducted at KNDZ or KNPA Base Ops spaces, as required.

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.

4. Peter Prince/Milton T Airport (2R4).

a. Briefings should be conducted at KNDZ or AMS Aviation briefing rooms.

b. Pre-positioned aircraft will park south of the maintenance hangar in the small grass field. Currently, military contract fuel is not available at 2R4, therefore IPs shall ensure aircraft are fueled for the following days 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 SMA 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.