



## DEPARTMENT OF THE NAVY

COMMANDING OFFICER  
HELICOPTER TRAINING SQUADRON EIGHT  
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MILTON FL 32570-6010

IN REPLY REFER TO:

HELTRARONEIGHTINST 3710.20Q CH-1  
50  
9 Mar 16

HELTRARON EIGHT INSTRUCTION 3710.20Q CHANGE TRANSMITTAL 1

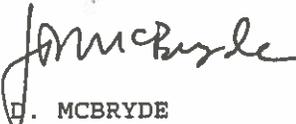
From: Commanding Officer, Helicopter Training Squadron EIGHT

Subj: SQUADRON STANDARD OPERATING PROCEDURES (SOP)

1. Purpose. To transmit change 1 to the basic instruction.
2. Action. Make the following pen and ink changes:

a. Change paragraph 14 to read: Students shall complete a NATOPS Instrument Rating Request Form and bring it to the I4690 brief. These forms are available in the Student Control (STUCON) Office.

b. Paragraph 27, after the last sentence add the following: "If an UNSAT is awarded on an event where the SNA has follow-on observer duties, the SNA should not observe. The IP should adjust the flight profile appropriately to prevent the SNA from any requirement to perform crew functions immediately following an USNAT event."

  
J. D. MCBRYDE

Distribution:  
HELTRARONEIGHTINST 5216.8L (List I)

CHANGE 1 ENTERED 3/11/16  
HELTRARONEIGHTINST 3710.20Q  
50  
20 Aug 15

HELTRARON EIGHT INSTRUCTION 3710.20Q

Subj: SQUADRON STANDARD OPERATING PROCEDURES (SOP)

1. Purpose. To publish Helicopter Training Squadron EIGHT's (HT-8) Standard Operating Procedures.

2. Cancellation. HELTRARONEIGHTINST 3710.20P

3. Scope. The regulations and instructions set forth are applicable to all flight operations conducted in Training Air Wing FIVE TH-57s, in execution of HT-8's events. These instructions are not to be construed as a substitute for sound judgment or deviation in order to maintain safety of flight.

4. Action

a. All aircrew operating Training Air Wing FIVE aircraft in execution of HT-8 events shall be thoroughly familiar with the contents of this instruction.

b. The Standardization Officer is responsible for the maintenance, review and revision of this SOP and shall ensure the current SOP is incorporated into the Read and Initial binder.

c. The Operations Officer shall ensure a current copy of the SOP is incorporated into the Operations, Command, and Squadron Duty Officer's binders.

d. The Student Control Officer shall ensure each new Student Naval Aviator (SNA) is supplied with a current SOP upon check-in.

e. The Officer-in-Charge of the Helicopter Instructor Training Unit (HITU) shall ensure all new HT-8 Instructors Under Training (IUT) receive an SOP.

J. D. MCBRYDE

Distribution:  
HELTRARONEIGHTINST 5216.8L (List I)

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1. General. Flight discipline requires all aircrew to be thoroughly familiar with this SOP, the HT-8 Flight Instructor Standardization and Training (FIST) Program instruction, and all other directives of higher authority related to flight instruction.

2. Crew Day/Crew Rest.

a. Crew day begins with the first military obligation (flight/brief/meeting/academic class/medical appt, etc.) and ends with the last military obligation (including post-flight debrief). Crew day should be no more than 10 hours to the maximum extent possible but shall not exceed 12 hours for all aircrew. This applies to all military obligations. Arriving on base early to study, exercise at the gym, or complete flight preparation does not constitute a military obligation and is not to be included in crew day calculations.

b. For all SNAs, minimum crew rest shall be 12 hours from the completion of the last military obligation. SNAs shall inform the Command Duty Officer (CDO) of any potential crew rest conflicts.

c. For all Instructor Pilots (IPs) and Aircrewmembers, minimum crew rest should be no less than 12 hours and shall be no less than 10 hours from last military obligation. Operations shall schedule events based on a 12-hour crew rest for all aircrew.

3. Weight and Balance. All SNAs shall have a weight and balance form introduced on FAM-0 and completed for every flight thereafter. Students shall not enter the squadron early to complete a weight and balance form when crew rest will be violated. For IP/IP flights, the co-pilot shall complete the weight and balance.

a. Aircraft not assigned. The left column of the weight and balance form shall be completed using the heaviest aircraft to determine the maximum allowable fuel load. The center and right columns of the weight and balance form shall then be completed using the most forward CG aircraft and the planned takeoff fuel load, not to exceed the maximum fuel load determined for the heaviest aircraft.

b. Aircraft assigned. The center and right columns of the weight and balance form shall be completed using the assigned aircraft. The left column shall not be completed.

4. Publications Required for Briefs. The following publications shall be brought to flight briefs by students, and shall be prepared as required:

a. For all flights:

- (1) Weight and Balance work sheet
- (2) Grade card for the correct flight
- (3) Student maintained "unofficial" ATJ
- (4) TH-57 Packet Checklist

b. Additional requirements for BI/RI flights:

- (1) DD-175-1
- (2) DD-175 (for RIs)
- (3) Applicable flight publications for route of flight (sectional, low level IFR charts, approach plates, etc...)

5. Publications Required for Flight. The following publications shall be accessible to the front seat pilots during the indicated phase of flight.

a. For all flights:

- (1) NATOPS Pocket Checklist
- (2) Appropriate Approach Plates
- (3) Appropriate IFR Low Chart
- (4) Appropriate VFR Sectional
- (5) ORM Briefing Guide
- (6) Carbon Lock Checklist
- (7) Hard Landing Checklist
- (8) On-Scene Commander Checklist
- (9) Bird-Strike Checklist
- (10) Tail-Strike Checklist

b. Additional publications for RI/BI flights:

- (1) Current Weather Brief
- (2) Copy of DD-175 (if applicable)
- (3) Student Approach Plates (if applicable)
- (4) Instrument Hood and Partial Panel Card

6. Briefing Requirements. The following syllabus events shall not be briefed in aircraft (BIAC): C4001-4004, C4101-4103, C4201-4203, C4390, C4601, I4001, I4103, I4301, I4401-4404, I4690, V4001, and all Low-level and Formation stage events.

7. Precautionary Emergency Landing (PEL) Procedures. During a PEL, the Pilot-in-Command (PIC) shall follow the appropriate checklist and then contact the CDO.

(1) Following the PEL:

(a) Navy Outlying Fields (NOLFs). An aircrew member is not required to remain with the aircraft at NOLFs provided Site Watch is present. If Site Watch is not present, the NOLF will be considered an Unsecured Field.

(b) Unsecured Fields. A member of the aircrew shall remain with the aircraft until completion of recovery effort by competent crew or until properly relieved.

(2) Additionally, following a pilot-induced PEL, the PIC shall provide a brief description of the event and any lessons learned to the Safety Department (hard copy) and all IPs (email).

(3) After a PEL if the PIC determines that the aircraft is safe to fly, the Commanding Officer, Executive Officer, Operations Officer, or otherwise designated officer may authorize a one-time flight to return to base.

8. Radar Altimeter. Low-level BI flights shall not be conducted over water with an intermittent or inoperative radar altimeter, but may be flown over land at or above 700 feet MSL using the barometric altimeter. Refer to the Rotary Wing Operating Procedures (RWOP) for additional radar altimeter procedures.

9. Normal/Recover switch. The Normal/Recover switch in the TH-57C shall be in the "Recover" position from 30 minutes prior to official sunset until sunrise.

10. Ground Handling Wheels. Personnel not assigned to TW-5 or the civilian maintenance contractor shall not assist in the installation or removal of ground handling wheels. HT-8 SNAs may assist IPs installing/removing ground handling wheels, and all TW-5 personnel shall wear a helmet with the chin strap fastened and the visor down during this evolution.

11. Passenger Manifesting Requirements. Passengers shall be manifested by aircraft side number at the site if not on the Acceptance Sheet for that aircraft. IPs shall give their on-wings a passenger brief on FAM-0.

12. Aviation Training Forms (ATFs). IPs should complete ATF's the same day as the event is flown. IP's shall complete the ATF prior to the next SMA event, or within 24 hours; whichever occurs first, unless extenuating circumstances are present. Special attention must be given to the timely submission of end-of-stage ATFs. ATFs for Incomplete and UNSAT events shall be completed immediately upon completion of the IP's scheduled events and an UNSAT email shall be sent to appropriate personnel.

13. I4300/I4400 Block. Per Multi-Service Pilot Training System (MPTS), SNAs shall prepare a DD-175 IAW current General Planning (GP) publication and jet log IAW INAV class/Instrument Ground School standards.

a. I4300 block. Students shall plan a route respective of the event's briefing items and that will complete approaches still needed for end of block requirements. IP's shall critique SNA's DD-175/Jet Log in this block to ensure SNAs are ready for the I4400 block.

b. I4400 block. Students shall call the IP the night prior for route of flight details. SNAs shall not call IPs after 2200 to obtain a route of flight. If unable to contact the IP prior to 2200, contact the CDO for route of flight and plan according to the CDO's guidance. IPs should make every effort to fly out of the local area to include KTLH, KBFM, KMGH and KGPT. Fuel planning shall be conducted using the actual allowable fuel load or the fuel load allowed by the heaviest aircraft. IPs may specify different fuel loads based on mission requirements.

14. I4690. Students shall complete a NATOPS Instrument Rating Request Form and bring it to the I4690 brief. These forms are available in the CH-1 ~~Standardization (STAN) Office~~ Student Control (STUCON) Office.

15. Contact Solos (C4401).

a. Two International students shall not fly together on solo events.

b. For dual Contact Solo flights, minimum fuel at takeoff is 65 gallons. For single Contact Solo flights, minimum fuel at takeoff is 50 gallons.

c. Contact solos are required to leave the NOLF no later than 50 minutes prior to official sunset and with no less than 25 gallons of fuel.

d. Maneuvers shall be limited to those contained in the MPTS and required for the safe conduct of the flight.

16. N4201/I4701.

- a. Two International students shall not fly together on solo events.
- b. Solos shall not execute any practice approaches en route nor multiple practice approaches at the destination.
- c. Deviations from planned routes shall be relayed to the CDO and Flight Service Station (FSS).
- d. "Temporary," "Becoming," "From," "Probability," and "Scattered/Variable Broken" conditions at the destination constitute ceilings.
- e. Solos shall contact the Squadron Duty Officer (SDO)/CDO immediately upon reaching the destination and again prior to departure.
- f. Solos shall be on deck at the destination at least 30 minutes prior to official sunset. Solos shall not depart from an airfield if the next destination cannot be reached at least 30 minutes prior to sunset. If unable to land at the planned destination prior to sunset solos shall land at a suitable alternate airfield.
- g. Solos shall brief the following with the CDO: dd-175(s), weather, jet/fuel logs, and applicable charts and pubs.

17. Hot Seating. Personnel shall not enter or exit the rotor arc when either front seat pilot is entering or exiting the cockpit. Additionally, only students that are C4001 complete shall be left at the controls by themselves.

18. Helmets. Helmets, with chin straps fastened, shall be worn while preflighting the top of the aircraft and main rotor. Helmets, with chin straps fastened and visors down, shall be worn at all times when within 100 feet of turning aircraft.

19. Jewelry and FOD. Squadron personnel will ensure all rings and earrings are removed, all necklaces are placed inside of shirts, and all pockets are zipped prior to commencing preflight, hot seating, or walking onto the flight line for any reason.

20. Minimum Crew for Instrument Flight. An observer is required on flights in the following blocks/events: I40XX and I41XX. An observer should be present in the following blocks/events: I43XX, I44XX, and I4690. Hoods shall not be used without an observer present.

21. Lightning Storm Procedures.

- a. During periods of convective activity where ground lightning is possible within the local area, the CDOs shall utilize JAAWIN lightning strike website: <https://weather.afwa.af.mil>. Aircrewmembers/LSEs shall employ the SkyScan Lightning/Storm Detector to alert personnel conducting External Load Operations of possible lightning activity.

b. Refer to current HELTRARONEIGHTINST 3750.2 (Lightning Storm Detection) for specific guidance regarding use of the JAAWIN website and SkyScan Lightning/Storm Detector. Walking to the aircraft is prohibited when lightning is present and/or the flight line is secured. Walking from an aircraft when the flight line is secured due to lightning is at the pilot's discretion.

22. Night Vision Device (NVD) Guidance. Routes shall consist of at least 40 nautical miles and 8 checkpoints.

a. Prior to weekend operations, aircrew shall ensure coordination for the proper and approved means of transportation and chain of custody for all NVDs. NVDs must be checked out before the paraloft secures for the weekend. NVDs shall be logged out/in with the SDO, and returned to the squadron at the end of each day. Under no circumstances are NVDs to be stored in privately owned vehicles, private residences, or the aircraft.

23. Altitude restrictions. Pilots shall avoid overflying the houses near the southeastern corner of NOLF Harold below 200 feet AGL.

24. Cross-Country Flights.

a. To the maximum extent practical, an IP's first cross-country should be conducted as a multi-aircraft (non-formation) event to the same stop-over airfields and destinations with an IP in another aircraft who has conducted a cross country in a TH-57.

b. On cross-country return flights, aircrew shall ensure that an updated weight and balance is computed at the point of departure using that day's environmental data.

25. IUT Only Maneuvers. All IUT Only maneuvers shall be thoroughly briefed prior to any IP or IUT conducting the maneuver.

26. HT-8 Anti-Exposure Requirements.

a. S4201 flights expected over water with water temperatures below 50 degrees Fahrenheit and/or when outside air temperature (OAT) wind chill adjusted is less than 32 degrees Fahrenheit shall be cancelled.

b. During cold weather operations water temperature, air temperature, and proximity of rescue assets shall be considered in preflight planning and route selection.

c. When a flight is expected to be flown over water with water temperatures between 50 and 60 degrees Fahrenheit, anti-exposure suits are not required.

d. When OAT corrected for wind chill is at or below 50 degrees Fahrenheit and anti-exposure suits are not mandated, the wearing of fire-resistant (Aramid) undergarments is recommended.

27. Students Receiving a Marginal or Unsat. SNAs who receive a Marginal or Unsat grade on any event shall report to their Flight Leader and contact their Class Advisor. Additionally, a SNA who receives an Unsat grade on any syllabus event shall report to the CDO in the uniform of the day/flight suit. The SNA will remain unscheduled until STUCON notifies Operations that the SNA may continue training. SNAs shall not violate their crew day while awaiting to acquire all signatures on a "pink sheet". If an UNSAT is awarded on an event where the SNA has follow-on observer duties, the SNA should not observe. The IP should adjust the flight profile appropriately to prevent the SNA from any requirement to perform crew functions immediately following an UNSAT event.

Appendix A:PRE-POSITIONING STANDARD OPERATING PROCEDURES

This pre-positioning SOP was developed by referencing current SOP, RWOP and the 3710.7-series, as well as, recommendations from IP's who have pre-positioned aircraft in the past. This instruction is NOT intended to replace or substitute thorough pre-flight planning, sound airmanship and good headwork!

Aircraft pre-positioned during weekend ops will be treated in accordance with prescribed cross-country procedures with the following amplifications:

GENERAL PROCEDURES

1. Pre-positioning takes place at airfields approved by the HT-8 Commanding Officer.
2. Aircrews shall turn in a weight and balance, manifest, and route of flight to the CDO prior to departing KNDZ. IPs shall ensure completion of an updated weight and balance prior to weekend flights.
3. Aircrews shall ensure that a proper ORM brief has been completed prior to flight.
4. Battery starts should be conducted on pre-positioning aircraft prior to leaving KNDZ to ensure subsequent starts can be performed using only the battery.
5. Aircraft shall be assigned to one IP for the duration of weekend operations. IPs shall ensure their aircraft's fuel packet is checked out for the duration of weekend operations and remain in the custody of a crewmember. Fuel packets shall not be left in the aircraft.
6. IPs shall notify the SDO prior to takeoff via appropriate UHF base frequency, cell phone, or landline. IPs shall also ensure that the SDO is contacted upon landing at all intermediate stops, final destination, and at the conclusion of flight ops.
7. All NAVFLIRS shall be completed after recovering the aircraft on Sunday at KNDZ.
8. 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.
9. Squadron duty drivers shall be available Friday for crew recovery and Saturday and Sunday for crew transport.
10. Aircrews shall ensure coordination for the proper and approved means of transportation, storage, and chain of custody for all ALSS and Night Vision Devices. Aircrew survival vests shall be transported only in government vehicles or left secured in aircraft. Night Vision Devices shall be logged out/in with the duty officer and returned to the squadron at end of the day.
11. IPs shall properly secure and tie down aircraft to the maximum extent possible.

**PENSACOLA INTERNATIONAL AIRPORT (KPNS)**

1. Briefings should be conducted at KNDZ or Pensacola Aviation briefing rooms.
2. Pre-positioned aircraft will park in pre-designated areas associated with Heliworks, Inc. IPs shall use the following phone numbers to coordinate parking and services at KPNS prior to commencing weekend operations.

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

**NAS PENSACOLA (SHERMAN FIELD) (KNPA)**

1. Briefings should be conducted at KNDZ or KNPA Base Ops spaces as required
2. 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.

**PETER PRINCE/MILTON T AIRPORT (2R4)**

1. Briefings should be conducted at KNDZ or AMS Aviation briefing rooms.
2. 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 day's operations prior to landing. IPs shall contact AMS Aviation at (850)623-4151 or (850)623-4704 to coordinate parking and services at 2R4 prior to commencing weekend operations. Aircraft shall not depart 2R4 with less than 25 gallons of fuel.

AMS Aviation - 850-623-4151 or 850-623-4704

