

Department of the Air Force  
78th Force Support Squadron (AFMC)  
Robins AFB GA 31098

STANDARD OPERATING PROCEDURES  
1 March 2010  
FSS  
Robins AFB Aero Club

**COMPLIANCE WITH THESE PROCEDURES ARE MANDATORY**

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OPR: Harry "Skip" Piper  
Supersedes Robins AFB Aero Club  
Standard Operating Procedures, 13 Sep 2007

Approved by: **78 FSS/CL (David Quinn)**  
Pages: 27

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These procedures implement Air Force Instruction 34-217, *Air Force Aero Club Program*, and Air Force Manual 34-232, *Air Force Aero Club Operations*, by establishing local procedures and supplementing Air Force guidance as appropriate. These Standard Operating Procedures (SOPs) establish procedures for members of Robins Air Force Base (RAFB) Aero Club and members of other Air Force Aero Clubs flying RAFB Aero Club aircraft. In addition to these SOPs, members are responsible for complying with the applicable parts of Title 14, Code of Federal Regulations (CFR), and appropriate Air Force directives.

**SUMMARY OF CHANGES**

This SOP supersedes the RAFB Aero Club SOPs, dated 13 Sep 2007, and aligns aircraft parking procedures with T.O. 00-25-172. Aircraft grounding procedures have been brought in line with the new dispatch procedures. The definition of "night" has been brought in line with FAA guidance. Authorization to conduct spin training has been added. Safety Pilot requirements, and filing of AF Fm 1585, Covenant not to Sue. This revision also includes significant changes and should be completely reviewed.

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Supersedes: RAFB Aero Club SOP 13 Sep 2007  
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OPR: 78 FSS/FCSA

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## CHAPTER 1

### Administration

**1.1 Membership.** Membership in the RAFB Aero Club is open to all eligible personnel in accordance with Air Force Instruction (AFI) 34-217, *Air Force Aero Club Program*, and AFI 34-262, *Services Programs and Use Eligibility*.

**1.2 Joining the Aero Club.** Application for membership shall be made on AF Form 1710, *Membership Application*, and submitted to the Aero Club Manager

1.2.1 Upon approval of the application by the Aero Club Manager, the applicant will be entitled to all privileges and benefits afforded to members. The Manager or Operations Clerk will compile a membership folder and enter the member into the Flight Training Center System (FTCS) and online scheduling program.

**1.3 Billing, Fees, and Charges.** MasterCard, Visa, check, or cash is accepted for payment of Aero Club fees, dues, rentals, services, and retail items. Credit card payment is preferred and is more convenient to both the Aero Club and the member. If using a credit card, the Aero Club Operations Clerk will keep on file the card number and expiration date. If payment is made by check, it will be given to the manager or operations clerk, or secured in a metal lockbox located near the main entrance. Cash will be accepted only during duty hours. TDY charged trips must use the government credit card and no promotional benefits can be applied.

1.3.1 Monthly Dues. Dues are \$25.00 per month. Additional family members are \$15.00 per month. New members pay dues for the first full month. Dues must be paid by the 5<sup>th</sup> of each month. Members not paying dues by credit card must maintain a 3-month credit for club privileges.

1.3.1.1 Members are responsible for paying monthly dues regardless of whether they use Aero Club Facilities or not. However, if a Military member is deployed or is TDY for a period of at least 30 consecutive days, dues may be suspended or reimbursed with the Manager's authorization.

1.3.2 Aircraft Charges. A list of current aircraft charges and instructional costs will be displayed prominently in the Aero Club operations area and is available on an information sheet at the front desk. Hourly rates are based on Hobbs meter time. It is the responsibility of each pilot to complete the daily flight tachometer (TACH) sheet with the Hobbs hour meter reading and tachometer time before and after each flight.

1.3.2.1 If the Hobbs meter is inoperative and/or written up in the maintenance forms as inoperative, then the following procedure will be used to compute the flying charges:

1.3.2.1.1 For local flights, the difference between the start time and stop time on the TACH is multiplied by 1.3, and the product is rounded off to the nearest tenth. This figure is multiplied by the aircraft hourly rate to compute the total charge for the flight.

1.3.2.1.2 For cross-country flights, the difference between the start time and the stop time on the TACH is multiplied by 1.1 and the product is rounded off to the nearest tenth. This figure is multiplied by the aircraft hourly rate to compute the total charge for the flight.

1.3.2.2 For cross-country flights scheduled for five 5 hours or more in one day, a minimum charge equal to the cost of solo flying will be charged on all aircraft at the rate of 2.0 hours per day on all weekend and federal holidays and 1.0 hour per day for all other days for aircraft 817AC and 8454A. The minimum for the remaining aircraft on cross-country flights will be 1.0 hour per day, 7 days per week. Members on cross-country trips delayed by weather or maintenance will not be assessed additional charges. Flights departing after 1700 and returning before 1200 will not count as a cross country day.

1.3.2.3 Members are not authorized to commit Aero Club aircraft for repairs without Aero Club Manager approval. Members on cross-country may authorize minor repairs, in emergency situations only, and these repairs may not exceed \$200.00. The member will be reimbursed at face value upon presentation of proper receipts. All work orders or vouchers certifying work accomplished must be returned for proper engine/airframe logbook documentation.

1.3.2.4 To obtain reimbursement for repairs or fuel purchases, receipts must be turned in to the operations clerk upon returning to Robins AFB. Reimbursement for Cross-country fuel costs are adjusted in the dispatch computer when checking the aircraft in.

1.3.2.5 Other items not limited to but including oil, landing fees, tiedown fees, ramp/parking fees, or hangar fees are not reimbursable.

1.3.3 Suspension, Termination, and Denial of Privileges. Accounts that are past due are subject to action in accordance with (IAW) AFI 34-262, Services Programs and Use Eligibility.

1.4 **Resignation.** Resignations will be submitted in writing or e-mailed to the Aero Club Manager. Use of Robins Aero Club letter of resignation/exit survey may be used. Members must accomplish their resignation before the 1<sup>st</sup> day of any month or dues will be charged for that month. A simple handwritten statement of resignation will suffice; however, it must be signed, dated, and contain a forwarding address. Resignation becomes effective on the date the request is received at the Aero Club or as otherwise stated. No account will be cleared until outstanding charges have been paid in full. A letter of good standing will be issued once a member's account is paid in full. Members who have had collection actions taken against them are not eligible for a letter of good standing.

**1.5 Grounding and Expulsion.** Violations to RAFB Aero Club Standard Operating Procedures (SOP), policies, Federal Aviation Administration (FAA) or Air Force (AF) regulations may result in grounding or expulsion. The Aero Club Manager and instructors are authorized to ground members. Grounding actions will remain in effect until the deficiency is corrected. Aero Club instructors may clear a member to resume flying operations only after approval of the Aero Club manager. The Aero Club Manager shall determine if the violation requires action to comply with AFMAN 34-232, paragraph 4.5.

**1.6 Quorums and Meetings.** Attendance at one of the two monthly safety meetings is mandatory. Safety meetings are held on the third Tuesday and fourth Wednesday of each month unless otherwise announced. A short discussion about club activities and status is conducted after the Safety meeting. Attendance will be taken and management will enter the attendance record into the Flight Training Center System (FTCS).

1.6.1 A member who fails to attend either Safety meeting loses flying privileges until reviewing the meeting minutes and video, and then FTCS will be updated. Flight Instructors who have attended the Safety meeting are allowed to brief members for student/standardization/currency flights and update the FTCS.

1.6.2 Aero Club flying privileges will be denied to any member who does not attend a safety meeting for two consecutive months. This member must attend a Safety meeting before flying. A one-on-one briefing from the Manager or Safety Officer counts as “attending” a meeting.

**1.7 Aircraft Scheduling Procedures.** Aircraft are scheduled on a first come first served basis. FAA check rides will take precedence over routine member flying, but every effort should be made to accommodate all parties. Aircraft should be scheduled in time blocks large enough to allow the member to preflight the aircraft, fly, and secure the aircraft before the next scheduled flight. In other words, if you wish to fly for an hour, schedule the airplane for two hours to allow for preflight, securing, and unforeseen delays.

1.7.1 All pilots who are scheduled with an instructor should notify that instructor in advance about proposed flight to avoid conflicts.

1.7.2 Flights scheduled to depart outside of normal Aero Club operating hours must coordinate with the Club Manager or any Clearing Authority. Pilots returning after normal operating hours are responsible for securing the aircraft and Club Facilities.

1.7.3 Members who schedule an aircraft and fail to show within 30 minutes, or fail to cancel at least two hours in advance of the scheduled time will be penalized as follows:

1.7.3.1 First Offense – member will be advised about penalty for no shows.

1.7.3.2 Second offense - member will be charged one hour of flying time and instructor fee (if applicable).

1.7.3.3 It is recognized that in some instances a valid reason may warrant excuse which will be at the discretion of the Aero Club Manager.

1.7.3.4 If the originally scheduled member fails to show within 30 minutes of his/her scheduled time, another member may take the aircraft.

1.7.4 Cross Country Flights/Reservations. Cross-country flight is any flight that is scheduled for five (5) hours or more, makes a full-stop landing at an airport other than RAFB, or the aircraft is shut down/parked for any reason other than switching crew positions for training. Cross-country requests (including TDY travel) are submitted to the Manager on AF Form 1583, *Club Cross-country Request Form*. Proposed itineraries listed on the form will include all planned stops and telephone numbers for all overnight locations. The Aero Club Manager will provide cross-country approval on a day-to-day basis. Once the manager approves the reservation, members will not deviate from the approved itinerary without notification/coordination from the manager unless the decision to deviate is to maintain the safety of the flight.

1.7.4.1 The Aero Club Manager will designate one training aircraft (Warrior) for local training when multiple cross-country reservations occur.

1.7.4.2 An aircraft is to be ready for the next member at the beginning of his/her flight period unless there has been prior notification/coordination with the Aero Club Manager or member to change the schedule.

**1.8 Security for Club Buildings and Equipment.** The Aero Club Manager or the Operations Clerk insures the safe is locked and the office is secure after each day's activities. After 1700 hours, weekends and holidays, the East end club door will be locked. Access will only be allowed through the operations West end door.

1.8.1 In the event a member returns from a cross-country flight after the Aero Club has been secured, he/she will return the flight kit to the flight planning room, drop any receipts in the check box, and secure the West end operations door on the way out.

1.8.2 The hangar, shop, and storage areas will be secured at all times when maintenance personnel are not in the immediate area.

1.8.3 The pilot will secure fuel and oil facilities each time he/she services the aircraft.

**1.9 Aircraft Security.** The pilot will park and secure the aircraft in accordance with aircraft servicing and parking procedures.

1.9.1 The keys for aircraft fuel are secured in the aircraft flight kits. When not in use, flight kits will be stored in the flight planning room. When Aircraft are grounded, Flight kits will be stored in the Fight Training room.

1.9.2 Upon being advised of a severe weather warning by base operations IAW RAFBI 13-203, *Air Traffic Control and Airfield Operations*, club aircraft will be tied down and chocked. If hangar space is available, aircraft will be placed in the hangar under the supervision of the manager or maintenance personnel.

**1.10 Response to Increased Force Protection Conditions (FPCON).** The Aero Club Manager will have the FPCON status (other than status normal) posted on the main entrance to the Aero Club.

1.10.1 During normal duty hours the Aero Club Manager will be responsible for posting FPCON levels and briefing personnel on procedures to be followed.

1.10.2 Aero Club maintenance personnel and pilots will inspect aircraft prior to flight for any suspicious packages or possible sabotage.

1.10.3 Pilots of aircraft transiting areas with increased FPCONs are responsible for checking their aircraft for suspicious packages or possible sabotage.

**1.11 General Information.** The Aero Club is located in building 186 on Perimeter Road. The normal operating hours are 0800-1700, Monday -Friday for applications, payment of bills, and purchases of goods. The Aero Club mailing address is 620 9<sup>th</sup> Street Bldg 905 room 159, Robins AFB, Georgia, 31098. The telephone numbers are commercial (478) 926-4867, FAX (478) 922-2634, DSN 468-4867. The telephone number for Robins Base Operations is (478) 926-2114/2115.

## CHAPTER 2

### Pilot Currency Requirements

**2.1 Pilot Currency.** Pilots will maintain currency in accordance with Air Force Manual (AFMAN) 34-232 and the Federal Aviation Regulations (FARs).

**2.2 Aircraft Checkouts.** Initial/annual checkouts will be accomplished in Robins Aero Club aircraft in accordance with AFMAN 34-232, FAA regulations, and HQ AFSVA Instructor Standardization Guide.

**2.3 Pilot's Information File (PIF).** Only the Chief Flight Instructor, Manager, or club Safety Officer may approve items for inclusion in the PIF. The Aero Club Safety officer and the Manager will revise and update the PIF. The number and date of the most recent PIF item will be posted on the flight activity board, as well as updated in the Flight Training Center System (FTCS) software.

**2.4 PIF/Currency Maintenance.** Pilots will use the FTCS software to dispatch aircraft prior to flight. If the pilot is not current for any reason, or if the pilot's PIF and safety meeting is not up to date, the pilot will be responsible for reviewing the item and updating his records prior to flight. If need be, the pilot may seek assistance from an instructor or the Manager.

**2.4.1 Annual Standardization Check.** An initial aircraft checkout or successful FAA flight check for an airman certificate or rating satisfies this requirement if all required written tests are complete, graded, reviewed, and the AF Form 1584 is completed by the examiner or the recommending flight instructor, and approved by the Aero Club Manager.

**2.4.2 FAA Medical Certificate.** For all members other than contract flight instructors, the medical certificate and the date it expires are referenced as Third Class Medicals.

**2.4.3 Mountain flying video.** The mountain flying video is a one-time requirement. It is not necessary for flight outside of mountainous terrain.

**2.4.4 AF Form 1585, *Covenant Not to Sue/Indemnity Agreement*.** Required annually for all members and passengers. Expires at the end of the twelfth month on which it was signed. The form will be filed in the membership folder for the pilot, and his family members. For occasional guests the member will attach it to the flight plan. The Aero Club staff will separate and file them.

**2.4.5 Aircraft Checks/Standardization Checks/Instrument Checks.** Instructors will enter the dates of the most recently completed checkout for each pilot for each type of aircraft in which currency is maintained.

**2.4.6 PIF Items.** All pilots will review PIF items found in the PIF file regularly. Update PIF currency by entering the current PIF number in FTCS.

2.4.6.1 Safety Meetings. Attendance at safety meetings are also critical to maintaining pilot currency and will be entered into the FTCS by the Aero Club management.

2.4.6.2 Non-Current Members. If a member becomes non-current, the member's record in FTCS will also show non-current status. The non-current condition must be corrected prior to next flight.

2.5 Safety Pilots. A safety pilot being used as required under 14 CFR 91.109(b), simulated instrument flight, must meet the requirements of 14 CFR 91.109(b) and be a member of the Robins Aero Club, qualified and current for the aircraft and flight.



## **CHAPTER 3**

### **Operational Restrictions and Local Area Procedures**

**3.1 Restrictions and Requirements.** Comply with restrictions in AFMAN 34-232, Chapter 3. In addition, the following apply to Aero Club operations:

3.1.1 Instrument Flying Restrictions. Actual IFR flights will not be performed when:

3.1.1.1 Any gyroscopic instrument is inoperative.

3.1.1.2 Obvious generator, alternator, or battery problems exist.

### **3.2 Clearing Authority (CA) and Clearance Procedures.**

3.2.1 Clearing Authority. A person defined in AFMAN 34-232, paragraph 6.10. He/she shall follow the procedures in AFMAN 34-232, paragraph 3.10, RAFB Aero Club SOP, and the Clearing Authorities Handbook. The Aero Club Manager will designate in writing the list of clearing authorities. Base Operations will receive a copy of the designation letter, and a copy is posted in the flight operations room.

3.2.1.1 The Aero Club Manager and the Chief Flight Instructor will maintain the Clearing Authority Handbook.

3.2.1.2 Pilots who are qualified and designated as CAs may clear their own flights.

3.2.1.3 A flight instructor who is familiar with the student's capabilities may clear that student pilot for solo flights.

3.2.1.4 Duties. CAs are charged with the following duties.

3.2.1.4.1 Clearing qualified Aero Club members for flight from Robins AFB.

3.2.1.4.2 Checking weight and balance computations when more than two seats are occupied in any aircraft with more than two seats.

3.2.1.4.3 CAs will ensure that all passengers on board an aircraft have signed Covenant Not To Sue prior to clearing any flight.

3.2.1.4.4 CAs will ensure that the pilot dispatch slip is printed, meaning that the pilot in command of the flight is current, prior to clearing any flight.

3.2.1.4.5 CAs will be available by phone for club members to reach. This ensures that a member can obtain the clearing code in order to file the flight plan.

3.2.1.4.6 Training. The Chief Flight Instructor or Assistant Chief Flight Instructor will train all CAs covering all duties and responsibilities. Pilots will not be placed on the CA list until training has been completed.

3.2.1.4.7 Currency. Clearing Authorities must have attended the last Standardization Board Meeting or been briefed by the manager or Chief Instructor.

**3.3 Aircraft Starting.** Aircraft engines will not be started until the aircraft is in such a place and position as to prevent blast and debris from striking other aircraft, buildings, or objects nearby. Do not start until a visual check is made to assure propeller clearance and a loud and distinct “clear” is voiced. Checklists will be used for all operations.

3.3.1 All starts will use the built-in starter and, if necessary, may use the external battery capability with a second person that is familiar with using the battery and cable system. That individual will connect external cables while the pilot remains in the aircraft. Never leave the aircraft running if the pilot cannot occupy the pilot seat for any reason.

3.3.2 There will be no hand starting of any Aero Club aircraft.

**3.4 Taxiing.** Comply with taxi procedures in AFMAN 34-232 chapter 3. Taxiing should be slow enough to insure positive control and maximum safety to the aircraft being taxied, other aircraft, objects, and personnel. Extreme caution must be exercised at night. Necessary “S”ing (lights on at night), if applicable, shall be performed to insure positive knowledge of conditions ahead and in the areas immediately adjacent to the line of travel.

**3.5 Fire Precautions and Procedures.** Fires during preflight and engine start are very hazardous. Safety of people always takes priority over preservation of property. Remain clear of a fire that is rapidly growing or uncontrolled. Do not attempt to extinguish a fire if it is unsafe to do so. Always notify the fire department of any fire (911), even though the fire appears to be out.

3.5.1 Instructors will cover the use of flight line fire extinguishers during initial and annual check rides.

3.5.2 If a fire occurs before start, attempt to put out the fire with an extinguisher. However, if it is not safe for you to attempt to extinguish the fire, proceed to the nearest phone, call the fire department, and provide all information necessary for them to locate the aircraft.

3.5.3 Follow the procedures in the aircraft's operating handbook in the event of an induction system or engine fire during starting, ground operations, or shutdown. If time permits, call Ground Control to request emergency assistance. All aircraft occupants should be briefed to gather 50 yards upwind of the aircraft for a head count, in the event that a ground evacuation is required. If the aircraft has a fire extinguisher, it may be used for small fires.

**3.6 Dispatch Procedures after Unprogrammed Landing On and Off Airports.** A pilot will not take off after an emergency landing resulting from a known or suspected aircraft malfunction without approval from the Aero Club Manager or the Safety Advisor.

**3.7 Assigned Local Practice Areas.** Local practice areas are as depicted on the wall chart. Westbound traffic to areas one and three normally will use a left turn to 230 degrees (runway 33) or a right turn to 180 degrees (runway 15), or as ATC directs. Eastbound departures will be as coordinated with ATC, but in no case should enroute altitude be below 1500' AGL.

**3.7.1** Airports authorized for local area night flying use are listed under Night Flying.

**3.8 Flying General Officers.** To act as PIC while flying a general officer as passenger in an Aero Club airplane the person must hold a current commercial pilot certificate and must be instrument current.

**3.9 Operating on Runways with Jet Barrier Systems (Arresting Gear).** Aero Club pilots will plan landing and take-off so as to avoid barrier cables at all times.

**3.9.1** Departures may involve intersection take-offs (including back taxiing). During preflight, pilots should be thoroughly familiar with departure and destination airport diagrams with special emphasis on location of arrestor cables, if installed.

**3.9.2** Approaches should be planned to completely avoid arrestor cables. Final approach visual aim points should be such that touchdowns occur 500-1000 ft beyond cable systems using normal vertical flight path techniques. Flat, dragging final segments are not acceptable.

**3.9.3** Coordination with ATC is very important. You must inform them of your desires or unique requirements in advance and get their approval. Planning is the key to minimize delays.

**3.10 Flight Plans and Preflight Weather Briefings.** Robins Aero Club aircraft must be covered by a flight plan for the entire duration of the flight other than FAA flight checks. Flight plans will be filed by using the following procedures:

**3.10.1** For VFR flights to local areas 1-4 and landing at Robins AFB, the pilot, using the example shown on the clearing authority desk, will complete a DD Form 175, *Military Flight Plan*. The clearing authority will furnish the PIC with the daily clearing code after reviewing the planned flight and any other information specified in the Clearing Authority Handbook.

**3.10.2** Local flight plans will be filed by telephone with base operations at least 30 minutes prior to proposed departure. Weather information will be obtained by telephone (military or FSS briefer) or via internet service. This procedure can be used if the flight is scheduled to remain within the 50 mile designated local area and not shut down at another airport with the intent of doing a stopover.

**3.10.3** Cross-country or IFR flight plans. The pilot must file a DD Form 175, (in accordance

with General Planning document), with base operations via fax, (or hand carry if fax inoperative), at least 30 minutes prior to proposed departure. A copy of the DD Form 175 will be retained at the Robins Aero Club and placed in the flight plan tray. Weather information will be obtained by telephone (military or FSS briefer) or via internet service. Prior Permission Request (PPR) number for other military bases is the responsibility of the pilot. Clearing Authorities must sign Cross-country and IFR plans, as well as furnish the PIC with the appropriate clearing code.

3.10.3.1 Flights originating from other than military installations will be filed with the nearest flight service station by telephone or by radio as soon after takeoff as possible. Remember to activate flight plans after takeoff by radio and to close flight plans with flight service upon landing.

3.11 **Departures/Arrivals.** Normal procedures will be conducted IAW RAFB Mid-Air Collision Avoidance (MACA) Handbook. Non-standard departures or arrivals must be coordinated with ATC. Planning for all approaches should be so as to allow minimum time on runway consistent with safety.

### 3.12 **Lost Communication Procedures.**

3.12.1 Visual flight rules (VFR) departures from Robins AFB: Follow last air traffic controller (ATC) assigned instructions, stay clear of Macon runway 5 ILS approach corridor, and the two airport Class D traffic areas, set 7600 code on transponder. Divert to an alternate non-tower airport in the local area, land and phone Robins Aero Club or Robins Base Operations for coordination.

3.12.2 VFR arrival from cross-country or inbound from practice area when two-way communications cannot be established before entering class D airspace, the pilot should divert to one of the non-tower airports in the local area, land and call Robins Base Operations/Control Tower for coordination. The procedure will determine a point for the aircraft to circle over, and light gun signals from the control tower will be used to clear the pilot to land.

3.12.3 If radio failure occurs when on the ground at Robins and the aircraft is on the west side of the runway, face the aircraft toward the tower and flash the landing lights, and comply with light gun signals. If the aircraft is on the east side of the runway, face the aircraft toward the tower and flash the landing lights, and comply with light gun signals before crossing the runway. If unable to see the light gun signals, taxi to and park on the 93rd ramp, using Taxiway K avoiding the restricted part of the ramp (red line) just to the right of the ramp entrance. A Transient Alert (TA) vehicle will be dispatched.

3.13 **Lost and Alternate Airfield Procedures.** It would be impossible to create an exact procedure that would cover all cases of becoming lost or temporarily disoriented. The following sequence of steps will assist you in becoming reoriented.

3.13.1 If flying at low altitude, maintain VFR and climb, if possible, to increase the chance of

radio or radar contact. If weather is closing in, remain VFR.

3.13.2 Switch transponder to code 7700.

3.13.3 Contact a flight service station and give the nature of distress and your intentions.

3.13.4 If unable to contact any ground station on normal radio frequencies, transmit on the emergency frequency (121.5) the following information:

3.13.4.1 “PAN, PAN, PAN” - if your situation is such that you consider it a dire emergency, then use “MAYDAY, MAYDAY, MAYDAY”. Try not to allow your situation to deteriorate to a “MAYDAY” condition when flying VFR.

3.13.4.2 Type of aircraft.

3.13.4.3 Position or estimated position and time.

3.13.4.4 Heading (magnetic).

3.13.4.5 Indicated airspeed.

3.13.4.6 Altitude.

3.13.4.7 Fuel remaining (in hours and minutes).

3.13.4.8 Nature of emergency.

3.13.4.9 Your intentions (land at suitable airfield and call the Robins Aero Club).

3.13.4.10 Assistance desired (radar fix, DF steer, etc.).

3.13.4.11 Two 10 second dashes (depress microphone button, aircraft call sign/over once).

3.13.4.12 If you land due to a lost situation and the recovery is at an airfield other than Robins AFB, do not continue the flight. Call the nearest flight service station to close the flight plan, and then notify Robins Aero Club (478-926-4867) for further instructions.

### **3.14 Weather Recall and Aircraft Evacuation Procedures.**

3.14.1 Cold Weather.

3.14.1.1 Frost, Snow and Ice. Do not, under any circumstances, attempt to take off with any frost, snow or ice on the wing or tail surfaces. If you need to remove frost from the aircraft surfaces, the following procedures apply:

3.14.1.2 If available, apply heat or de-icing fluid to the frosted surfaces.

3.14.1.3 Orient the aircraft to take advantage of the sun for melting frost.

3.14.1.4 Engine Start Procedures. Cold weather takes a heavy toll on aircraft batteries each winter. Proceed with engine starting as outlined in the checklist. Use the primer as needed, but not in excess. Wet plugs do not start in cold weather. If available, engine pre-heat should be used for cold engine starts when temperature is below 40° F.

3.14.2 Hot Weather.

3.14.2.1 Engine Start Procedure. Priming the engine is not normally used unless engine is cold-soaked (engine at outside air temperature). Engine fire may result with over-priming.

3.14.3 Deteriorating Weather Procedures. If a situation arises where the weather begins to close in, the following procedures should be followed:

3.14.3.1 Remain VFR.

3.14.3.2 Call a flight service station or any available ground station and update your weather information.

3.14.3.3 Determine the amount of usable fuel available to you.

3.14.3.4 Select a suitable alternate airfield.

3.14.3.5 If required, request a radar or DF steer to a suitable airfield. (In a situation where the weather is closing in on you, a 2000-ft sod/dirt runway is suitable).

3.14.3.6 Land as soon as possible.

3.14.3.7 CLOSE YOUR FLIGHT PLAN.

3.14.4 Weather Advisory/Warning Procedures. If an Aero Club member or CA receives a weather advisory from base operations, the following procedures will be completed:

3.14.4.1 Evaluate weather and decide which pilot categories are affected and whether to recall or divert specific aircraft or all aircraft. An Aero club member or CA receiving the weather advisory will contact the following for assistance in relaying instructions to airborne aircraft:

3.14.4.1.1 Robins Tower: 926-4422

3.14.4.1.3 Perry-Houston County 987-3713

3.14.4.1.4 Atlanta Radar (Macon sector): 678-364-6103

3.14.4.2 Notify Aero Club Manager, Chief Flight Instructor, or operations clerk as soon as practicable.

3.14.4.2.3 Insure all club aircraft are tied down, chocked, and control surfaces are locked.

3.14.4.2.4 Insure that loose items on the Aero Club ramp such as trashcans, ladders, and chocks are secured during high winds.

3.14.4.2.5 Solo student flights will be terminated. All other flying will be at the discretion of the clearing authority.

3.14.4.3 Severe Weather Warnings: If an Aero Club member or CA receives a severe weather warning from base operations, IAW RAFBI 13-203, paragraph 2.10, use the following procedures. Aero Club aircraft will normally be in Building 184, the hangar. This hangar can house two or three aircraft, depending on size. Contact the Aero Club Manager or Maintenance Advisor to coordinate with Maintenance Control for additional hangar space. If hangar space is not available, the Manager, Chief Flight Instructor, or other Aero Club official will direct evacuation of aircraft, if time permits, to a location where the threat of damage is reduced.

3.14.4.4.1 Additional hangar space for excess aircraft can be found by coordinating with Base OPS (ext. 6-2114) and maintenance control (ext. 6-3567). Notify base operations that excess Aero Club aircraft will be taxied to appropriate hangars.

3.14.4.4.2 Push; do not taxi aircraft into hangars. Call other members for assistance if necessary.

3.14.4.4.3 Secure the trashcan lids and ladders using the installed tie down straps.

3.14.4.4.4 All flying will cease. Other aircraft flying in the local areas will be recalled through Robins Base Operations, or Atlanta Radar (Macon sector).

3.14.4.4.5 Insure airborne aircraft are informed of the weather situation and return to base, divert to suitable alternate, or remain clear of the hazardous weather until it dissipates.

3.14.4.4.6 Pilots will be responsible for protection and security of aircraft unable to return to Robins AFB for any reason, but do not put the aircraft ahead of your own safety.

3.14.5 Aircraft Evacuation. In the event that an aircraft must be evacuated for any reason (fire, smoke, suspicion of malfunction, etc.), having a good plan in place is key.

3.14.5.1 Brief your passengers before they board the aircraft! Be sure they understand where the exit is located, how to operate their seatbelts, and how to open all doors on the aircraft. Instruct them to, in the event of an evacuation, exit the aircraft quickly, but safely, help each other out of the aircraft, and meet at a designated point (suggestion: 100 feet behind the aircraft).

**3.15 Runway Condition Reading (RCR) Criteria.** RCR is a term air traffic control (ATC) uses to describe braking action reports to Air Force and Air National Guard aircraft. It is useful in determining aircraft controllability when the surface has deteriorated due to rain, snow, sleet, or icing conditions.

3.15.1 Pilots of Aero Club aircraft will not land at airports where braking actions are reported as “NIL”. (Note: “NIL” is defined as no braking action.)

3.15.2 Pilots of Aero Club aircraft will divert to another airport, if at all possible, if braking action is reported POOR.

3.15.3 Pilots and mechanics will not taxi or perform run-ups on untreated snow or ice. If the area has been cleared or sanded, the pilot or mechanic may proceed; however, if the aircraft brakes fail to hold the aircraft in position, the operation will be terminated.

**3.16 Designated Alternate and Touch and Go Landings Airports.** The airports listed below are designated alternate airports and local airports approved for touch and go landings. In the event of severe weather or the primary airport is closed, divert to the nearest airport with VFR conditions.

3.16.1 Robins Air Force Base

3.16.2 Middle Georgia Regional Airport (Macon)

3.16.3 Macon Downtown Airport

3.16.4 Baldwin County Airport (Milledgeville)

3.16.5 Dublin Airport

3.16.6 Cochran Airport

3.16.7 Heart of GA Regional Airport (Eastman)

3.16.8 McRae Airport

3.16.9 Cordele Airport

3.16.10 Souther (Americus Airport)

3.16.11 Montezuma Airport

3.16.12 Perry-Houston County Airport

3.16.13 Griffin (Spalding County Airport)



### 3.16.14 Sandersville (Kaolin Field)

**3.17 Night Flying.** The local area for night flights is within visual contact, (not more than 12 NM), from airports authorized for night solo use. Aero Club pilots must not fly as pilot in command beginning after Evening Civil Twilight and before Morning Civil Twilight unless a night checkout has been performed. Aero Club pilots may not fly outside the local area at night unless they have had a night checkout, an instrument check, and meet instrument currency requirements.

3.17.1 An operational landing/taxi light is required before departing on night local flights.

3.17.1.1 Authorized airports for night local use are:

3.17.1.1.1 Robins AFB

3.17.1.1.2 Middle Georgia Regional Airport (Macon)

3.17.1.1.3 Macon Downtown Airport

3.17.1.1.4 Perry-Houston County Airport

**3.18 Approved Advanced Flight Maneuvers.** Comply with AFMAN 34-232 minimum altitudes. Stalls will be conducted at an altitude that will allow for recover above 2500 ft AGL. The following is a list of maneuvers approved for Robins Aero Club aircraft and required for student training IAW approved syllabi:

3.18.1 Steep turns - bank angle not to exceed 60 degrees

3.18.2 Stalls - except whip stalls

3.18.3 Chandelles

3.18.4 Lazy eight's - steep and shallow

3.18.5 Spins are authorized in aircraft certified for spins. Spins will be done only when there is an Aero Club instructor in the airplane. Robins Aero Club instructors must have a Robins Aero Club endorsement to conduct spin training.

**3.19 Termination of flying.** Each pilot is responsible for refueling, cleaning the interior, proper tie-down/chocking, and securing of aircraft flight controls after each flight. Aircraft servicing and security will be conducted in accordance with AFMAN 34-232 and Chapter 6 of this manual. It is the member/pilot's responsibility to safely secure Aero Club aircraft in event of severe weather on cross-country trips. Security of aircraft is everyone's responsibility and will be maintained during normal operations.

**3.20 Procedures for Parking of Private Aircraft.** Written request by the aircraft owner must be coordinated with the 78 OSS/CC (6-2328) and Aero Club Manager. Comply with all applicable AFIs, AFMANs, and Robins AFB Aero Club SOPs. In addition the owner must comply with the following:

3.20.1 The owner of the aircraft must have completed DD Form 2400, *Civil Aircraft Certificate of Insurance*, on file with the Robins Aero Club and Base Operations.

3.20.2 The owner of the aircraft must have DD Form 2401, *Civil Aircraft Landing Permit*, on file with the Aero Club.

3.20.3 The owner of the aircraft must have DD Form 2402, *Civil Aircraft Hold Harmless Agreement*, on file with the Aero Club and base operations.

3.20.4 The owner must be a current member in good standing with the Aero Club in order to park aircraft.

3.21 Temporary Parking. The manager must approve temporary parking.

## **CHAPTER 4**

### **Student Pilot Procedures**

**4.1 Standards and Conduct.** Students who enroll in a Robins Aero Club training course will conform to established rules and policies governing flying operations. These are covered in the course curriculum, SOPs, Air Force Instructions (AFIs) and Manuals, Federal Aviation regulations (FARs), and the Aeronautical Information Manual (AIM).

4.1.1 Occasionally it is necessary for student pilots to land at other than their planned destination, or to remain at an airport until weather conditions improve. When this situation arises, the student pilot will call the Robins Aero Club (478-926-4867) for his/her instructor to obtain approval to depart and return to Robins AFB.

4.1.2 Student Solo. Before a student solos an Aero Club aircraft he/she must complete a pre-solo progress (Stage) check by the Chief or Assistant Chief Flight Instructor.

4.1.2.1 Individual make and model aircraft written test (Open and Closed Book). Students may maintain solo currency in only one make/model aircraft.

4.1.2.2 Student pre-solo written test. All tests must be graded with a minimum passing score of 80% and corrected to 100% by the student's flight instructor.

4.1.3 Student Solo Cross-country. Before an instructor clears a student for a solo cross-country, he/she must have passed the FAA Private Pilot written test or completed one of the Aero Club computer generated tests with a minimum score of 80%. A copy of either test is placed in the school records. A copy of the FAA Private Pilot written test will be placed in the school records when taken.

4.1.4 Stage checks required by the syllabus will be documented in the student's training records and logbook.

4.1.5 All entries in the training folder will be made in ink.

### **4.2 Weather Minimums.**

4.2.1 The wind speeds and crosswind component limitations in AFMAN 34-232 can be further restricted at the instructor's discretion.

4.2.2 VFR Student Pilot Solo (Daytime), 3000' ceiling, five statute miles (5sm) visibility. This is a weather minimum for local solo flight. Solo cross-countries are cleared at the discretion of the flight instructor.

**4.3 Student Pilot Restrictions.** In addition to the restrictions found in AFMAN 34-232 and applicable FARs, the following apply to Robins Aero Club students:

4.3.1 Student pilots will not fly any unsupervised solo flights until the Chief or Assistant Chief Flight Instructor has satisfactorily administered a progress (stage) check.

4.3.2 The clearing authority for student solo flights must be the student's instructor or another instructor who has flown with that student and is familiar with his/her capabilities.

4.3.2.1 Student pilots on local or cross-country solo flights will not depart Robins AFB before official sunrise and will plan to land 30 minutes before official sunset.

4.3.3 The airports used for the first two (2) student pilot solo cross-countries must be ones the student has demonstrated to the instructor a take off and a landing. If the airport has multiple runways, the student should be familiar with all traffic patterns.

4.3.4 Students will be graded according to practices in AFMAN 34-232.

4.3.5 Student pilots, who have not been cleared for solo flight, will not taxi aircraft without the instructor in the cockpit.

## CHAPTER 5

### Safety

#### 5.1 Safety Policies.

5.1.1 Commander's Policy. Taking calculated risks in flying will not be fostered, condoned, or accepted. Our flying and ground operations are based upon, guided by, and executed under the concept that all facets of our mission fall in place behind safety. In other words, **SAFETY COMES FIRST**. This means that everyone connected, directly or indirectly, with Aero Club operations must take a professional approach to the business. Personnel must follow technical references and checklists to the letter. Except when undergoing training under competent supervision, aircrew members must be fully qualified in their mission. When, in their opinion, conditions either locally, enroute, or at destination indicate flight cannot be accomplished in a safe and efficient manner, the flight will be cancelled.

5.1.2 Aero Club Policy. Safety will be the first consideration in all actions. If the pilot, student, or instructor does not feel the flight can, to a reasonable degree of certainty, be conducted safely, it will be cancelled. The policy is simple: **WHEN IN DOUBT, DON'T**.

5.2 **Safety Meetings.** See Chapter 1 of this SOP.

#### 5.3 Hazard and Safety Reports.

5.3.1 A Hazard Report (HR) is an Air Force report submitted on AF Form 457. The report is used to identify areas where hazards, either flight or ground, may exist. Forms are available at the Aero Club. The report should be given to the Aero Club safety officer or base safety personnel for processing.

5.3.2 The FAA Aviation Safety Reporting Program uses NASA, as a third party, to receive and analyze Aviation Safety reports. This system is described in FAA AC 00-46C, and forms are available at the Aero Club or Macon Flight Service Station.

#### 5.4 Aircraft Accident/Incident Reporting Procedures.

5.4.1 You should take whatever action is necessary to protect life and prevent further injury or damage, then notify the Aero Club. The Aero Club is responsible for notifying various agencies both on Robins AFB, at HQ AFMC, and at HQ AFSVA using the checklist in the Clearing Authority's Handbook. During normal duty hours, the Aero Club Manager will assume duties of key personnel notification. On weekends and holidays, notification responsibility will be vested in the clearing authority or senior member present.

#### 5.5 Aircraft Accident/Incident Reports.

5.5.1 There may be several reports required by both the Air Force and the National

Transportation Safety Board. The reporting procedures are found in AFMAN 34-232, attachment 5, and in National Transportation Safety Board (NTSB), part 830. If a NTSB report is required, two copies of the report should be retained by the pilot for insurance reporting. A qualified USAF flight safety officer will conduct the official investigation for each Aero Club accident, incident, or unusual occurrence.

**5.6 Mid-Air Collision Avoidance (MACA).** Reference RAFB MACA Handbook. All operations at Robins AFB will be in compliance with the RAFB MACA Handbook. Vigilance shall be maintained by all aircrew members to see and avoid other aircraft, when meteorological conditions allow. MACA Handbooks are available at the Aero Club.

**5.7 Bird/Aircraft Strike Hazard (BASH) Program.** Due to the location of Robins AFB, there is always a potential for bird and wildlife activity on the airfield. For this reason, the Environmental Management Directorate at the base has prepared a BASH program in order to provide aircrew members with information concerning migratory movement of birds in the local area. A copy of this program is available at the Aero Club, and should be reviewed periodically by all club members.

**5.7.1** The Aero Club is considered a military activity for purposes of the BASH program. A bird strike is potentially dangerous. If one occurs and you're not sure how much damage has occurred, if any, you should terminate the flight, as soon as practical, and inspect for damage. If the inspection reveals questionable damage, notify the Aero Club and request instructions. Note the type of bird, if possible, and the altitude/phase of flight the strike occurred in.

## CHAPTER 6

### Maintenance Procedures

**6.1 Maintenance Practices.** All maintenance on Aero Club aircraft will be accomplished by or under the direct supervision of an appropriately rated FAA-certified mechanic. The Aero Club mechanic will supervise all maintenance performed by Aero Club pilots under the preventative maintenance program.

#### **6.2 Servicing procedures.**

6.2.1 Make sure there is a serviceable fire extinguisher at the pump for all refueling operations.

6.2.2 A yellow line and a spot for the nose wheel have been painted on the ramp to mark the position for refueling aircraft. Only one aircraft will be in the refueling area at a time. At no time will aircraft be started while pointing towards the fuel pump or other aircraft. The nose gear or main gear of the aircraft will be chocked. A “2-point” grounding system will be used. The aircraft will be grounded to the approved static ground on the curb reel and the nozzle clip will be grounded at the closest suitable grounding point.

6.2.3 A ladder will be used for gaining access to the fuel tank filler neck on all high wing aircraft. Keep feet off struts and cowling. Do not climb on the aircraft.

6.2.4 Attach the fuel nozzle-grounding strap to the aircraft. The nozzle must always be grounded to aircraft before the tank cap is removed. This connection must remain in place until the tank cap is replaced. Failure to observe this procedure may result in a static spark at the tank fill opening causing fire or explosion. Never remove more than one fill cap at a time.

6.2.5 Pay close attention to visually ensure the tank is filled and to avoid fuel spillage.

6.2.6 Replace fuel tank cap properly to insure that it is secure. Remove hose nozzle to aircraft static line.

6.2.7 Replace hose nozzle on the pump and assure the pump is turned off and locked.

6.2.8 Remove the aircraft curb reel ground static line.

6.2.9 Insure oil filler cap and measuring stick have been properly secured after servicing or checking oil quantity.

6.2.10 Before removing static grounds inspect for fluid leakage prior to, during, and after completion of the servicing operation. If a fuel spill is evident, it will be washed down prior to removing the static grounds and moving the aircraft.

6.2.11 Manually move the aircraft to its tie-down position. Personnel authorized by Aero Club Manager (per authorization letter) may use the Power Tow to move these aircraft into parking position.

**6.3 Flight Line Parking Procedures.** Aircraft will be parked and secured in the designated parking area. If the aircraft is in the hangar or the pilot is instructed to return the aircraft to the hangar upon termination of the flight, insure adequate precautions are taken with respect to aircraft handling and building security.

6.3.1 Proper chocking of the parked aircraft consists of chocking fore and aft of each main gear wheel. Chocks shall not be placed around the nose gear except during refueling or maintenance. Any equipment, including chocks or tow bars, is to be stowed and carried in the baggage compartment and will be secured before starting the engine.

6.3.2 Check aircraft for proper tie-down and installation of control locks. The forward ground tie-down rings should be forward of the wing tie-down rings and the aft ground tie-down ring should be aft of the tail tie-down ring.

6.3.3 The aircraft in the hangar will be chocked.

**6.4 Maintenance Status Board.** The Aero Club Manager and maintenance personnel are responsible for keeping the status board current and will insure:

6.4.1 The hours to next 50/100-hour inspection and total hour's columns are updated daily. If any aircraft is within 10% or 15 days to next inspection, use of that aircraft will be strictly controlled by the Aero Club Manager to prevent over flying inspections.

6.4.2 That "GROUNDED" aircraft are annotated properly and next scheduled flights are cancelled and the appropriate pilots are notified.

6.4.3 Inspection requirements and inspection scheduling is coordinated with maintenance personnel.

**6.5 Aircraft Security.** Security of aircraft is everyone's responsibility and will be maintained during normal operations and maintenance by:

6.5.1 All aircraft will be chocked, ignition key secured, and when not in the maintenance hangar, the doors and flight controls locked, tie downs secured, and covers installed.

6.5.2 When undergoing maintenance in the hangar the aircraft will be chocked.

**6.6 Fuels Quality.** To insure the fuel quality used on all aircraft:



6.6.1 The pilot will sample the aircraft fuel tanks, sumps, and main strainers for contaminants prior to flight. Sample bottles will be provided in each aircraft for this purpose. If repeated draining does not clear any observed contaminants, the aircraft will be “GROUNDED” for further investigation.

6.6.2 Excessive contaminants found during preflight or fuel system maintenance will require further inspection of all aircraft sumps, filters, finger screens, manifold distribution valves, and fuel injectors. Any aircraft with excessive amounts of contaminants may be cause to ground all aircraft for further investigation. The Aero Club Manager, along with maintenance personnel will decide the type of audit necessary to determine airworthiness of the aircraft. The Aero Club Manager will be the final authority to release aircraft for unrestricted flight.

6.7 **Corrosion Control.** Club members should take an active part in ensuring aircraft get washed and waxed on a regular basis.

6.8 **Functional Check Flights (FCF).** FCFs are required for aircraft being returned to service after having undergone alterations or repairs, which, in the opinion of maintenance personnel, could alter the flight characteristics, navigation, or adversely affect the operability of aircraft systems that could not be adequately ground tested.

6.8.1 Only pilots designated by the Aero Club Manager will perform FCFs.

6.8.2 FCFs will only be performed in day VMC conditions.

#### 6.9 **Aircraft Grounding Procedures:**

6.9.1 When the Aero Club Manager, Clearing Authority, Instructor Pilot, Pilot in Command or maintenance person determines an aircraft is not airworthy, the aircraft will be grounded in accordance with the following procedures:

6.9.1.1 Ensure the discrepancy is clearly and concisely annotated in the Aircraft Discrepancy Log and the Dispatch Computer.

6.9.1.3 Annotate in the remarks block a brief narrative of the “GROUNDING” action.

6.9.1.5 Attempt to notify the next members who are scheduled to fly the applicable aircraft.

6.9.1.6 Notify the Aero Club Manager or maintenance personnel of the “GROUNDING” as soon as possible.

6.9.2 Only FAA certified mechanics are authorized to return a grounded aircraft back to service. The mechanic who returns the aircraft to serviceable status will make an entry in the log clearing the discrepancy. The log becomes a part of the aircraft's records

6.10 **Unscheduled Maintenance.** When Aero Club pilots note potential discrepancies,

unscheduled maintenance will be performed. The maintenance personnel will perform a regular review of discrepancies for maintenance actions. The Aero Club Manager will perform a weekly review of discrepancies to arrange or schedule maintenance actions with maintenance personnel.

6.10.1 The Aero Club members that utilize the aircraft will perform daily routine servicing of fuel and oil. All applicable safety precautions will be strictly observed. All non-essential personnel will “stand-back” 50 feet during the fueling process.

6.10.2 Discrepancies noted by an Aero Club member will be annotated in the Aircraft 781A located in the aircraft flight satchel. The entries must be neat, concise and include date discovered, the specific discrepancy, and the pilot’s name. Do not make duplicate entries if a previous pilot has entered the same discrepancy and it has not been corrected or signed off by a mechanic or pilot. Enter only one discrepancy per block. The Aero Club Manager will be the final authority, based on the maintenance personnel input, on deferring any discrepancy until the next scheduled inspection. If maintenance determines it is not safe to operate the aircraft, then the aircraft is “GROUNDED”.

6.10.3 Should a pilot determine a potential discrepancy is significant enough to warrant a maintenance action prior to flight, it will be classed as a Safety of Flight (SOF) discrepancy. Immediately bring this discrepancy to the attention of the Aero Club Manager, an Instructor Pilot (IP), or mechanic, who will make the airworthiness determination. NOTE: Even if the aircraft is determined to be airworthy by one of the aforementioned people, the Pilot in Command (PIC) shall retain the final decision whether or not to operate the aircraft for the pending flight.

6.10.5 Occasionally, maintenance actions will be encountered in the pilot training arena. These actions could include, but are not limited to unintentionally exceeding engine limits, exceeding aircraft structural G-limits and hard landings. The details of the incident are mandatory. It is absolutely necessary to report and record all these type incidents. Failure could result in damage that is undetectable to the incident pilot or the next pilot scheduled to fly the aircraft.

## CHAPTER 7

### Flight Instructor Responsibilities

**7.1 General Responsibilities.** Only FAA certified, Flight and Ground instructors with current 78 FSS contract may instruct in Robins Aero Club aircraft. Each instructor will comply with AFMAN 34-232, paragraph 6.6, Flight Instructor Responsibilities.

7.1.1 Flight instructors will be responsible for maintaining Form 1580 (USAF Flight Training Center Private Pilot Student Training Folder). Guidance provided by the Chief Flight Instructor, for any student assigned to them.

7.1.2 Flight instructors are responsible for completing an AF Form 1584, *Standardization Record*, for initial pilot flight checkouts and also for any of their students completing an FAA flight check. Instructors will ensure any pilots they complete an AF Form 1584 on will meet the requirements of a Flight Review IAW FAR 61.56.

7.1.3 All instructors will notify the chief instructor about any requirements of the Part 141 school they cannot comply with, the scheduling of stage, and practical exam checks, or student training problems.

7.1.4 All instructors will maintain a high standard of professionalism for the membership to follow. The chief instructor will resolve any complaints or questions about these areas.

DAVID L. QUINN

Director, 78 Force Support Squadron (FSS)