



18TH FORCE SUPPORT SQUADRON

STANDARD OPERATING PROCEDURES

Kadena Aero Club / Okinawa, Japan

**COMPLIANCE WITH THIS INSTRUCTION
IS MANDATORY.**

These procedures are effective 07 January 2021.

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CHAPTER 1

[ADMINISTRATION]

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- A. MEMBERSHIP ELIGIBILITY.** Membership in the Kadena Aero Club is open to the following personnel and their dependents:
- a. *Active Duty & Retired Military (any service); DOD employees; Non-Appropriated Fund employees; Military Contractors with SOFA status; National Guard & Reserve members; Aero Club contracted pilots; Special members who legally possess a military ID card; FAA employees; Civil Service & NSPS employees; Individuals designated by 18th Wing Commander.*
 - b. ** New members must present proof of membership eligibility (a copy of which will be kept on file in the member's folder). Visiting pilots must show proof of good standing and active membership in a military aero club.
- B. DUES/FEES, PAYMENTS & BILLING METHODS.** Members shall pay established dues.
- a. Members may have the dues charged directly to a credit card. The member will sign a form allowing Aero Club management to charge the member's credit card without having possession of the card.
 - b. Dues are mandatory and are issued monthly if you fly or not. Dues must be paid by the 5th of each month unless paid in advance. Members are responsible for monthly dues independent of whether or not they use Aero Club facilities. You will not be allowed to fly until all fees are paid in full.
 - c. Dues are collected until the member completes the resignation process.
 - d. The Members joining the Aero Club after the 15th of the month will not owe dues for that month.
 - e. Visiting members are not charged initiation fees [with letter of good standing from "home" club] or monthly dues for visits less than one month. If the visit exceeds one month then members must pay dues at either their home or visiting club. Aero Club must be notified beforehand if a person is scheduled to be away on a TDY or dues will be charged on schedule.
 - f. Family membership monthly dues are \$10 per additional family. Family initiation fees are \$35 per additional family.
 - g. While these fees are subject to change without prior approval by or notice to members, the Manager will keep the members abreast of potential changes.
 - h. No cash and charge (credit card) combination of paying methods are allowed for one invoice and Aero Club will not accept cash during closed hours.
 - i. All accounting portions of receipts must be put in the payment box so the receipt number can be tracked (even in no charge/no fly/void situations).
- C. RESIGNATIONS.** Submit resignations in writing to the Aero Club Manager. Members must sign and date resignations, to include forwarding addresses in these letters. Handwritten letters are sufficient; however, no account will be cleared until outstanding charges have been paid in full. Members resigning prior to the 1st of the month will not be charged dues for that month. *Letter of Good Standing* will only be issued if the member's account is paid in full. Members who have had collection actions taken against them are not eligible for Letter of Good Standing.
- D. SUSPENSION/LOSS OF MEMBERSHIP PRIVILEGES.** Violations of this SOP, FAA or Air Force directives may result in suspension or expulsion from the Aero Club. If violations are confirmed, disciplinary actions/retraining will be IAW AFI 34-117 paragraph 3.6. The Aero Club Manager will determine penalties for all other infractions.
- E. REFUNDS.** Although the Aero Club Manager reserves the right to refund payments for unusual circumstances, normally members are not entitled to refunds for aviation sale items.
- F. MEMBER RESPONSIBILITIES.** Member participation in Aero Club activities is essential to the well being of the Aero Club. If a member loses or damages Aero Club property, they may be charged the cost of replacement and labor. Careless operation of aircraft can cause revocation of membership.
- a. Report unusual occurrences or problems to the Manager.

- G. MONTHLY SAFETY MEETINGS.** Safety Meetings are held on the second Tuesday of each month at the Rocker Enlisted Club at 6 pm unless otherwise announced. Safety items and guest speakers make up the bulk of the meeting with a short general membership session prior to closing.
- a. No Aero Club member will schedule flight or ground training, which will conflict with a required meeting.
 - b. Members may contact the Manager, 634-4207 or email for excuse permission **prior** to a meeting. Members must view video of the Safety Meeting prior to regaining Aero Club flying privileges whether or not the absence is excused.
 - i. After reviewing the safety meeting video, it is the member's responsibility to notify either the Manager or Chief Flight Instructor to update the dispatch program.
- H. AIRCRAFT/INSTRUCTOR SCHEDULING PROCEDURES. **Including solo pilot rentals**** Aircraft are scheduled "First Come, First Served," by tail number up to two months in advance. The Aero Club utilizes an online scheduling system which maintains our daily schedule. Cancellations will be accepted up to 24 hours before the scheduled flight, however, cancellations the same day of the scheduled flight—without a valid reason approved by the Manager or Chief Instructor—will result in a "No Show Fee".
- a. Scheduling an instructor is considered a binding contract. If a member schedules an instructor and has a no-show without informing the instructor at least eight hours prior to the scheduled flight, the total hourly instructor rate scheduled will be assessed (to include aircraft scheduled time if applicable).
 - b. If dual training flight, it is the member and instructors' responsibilities to schedule and cancel their schedules. Each person must notify each other of any schedule changes.
 - c. Student cross-country, stage/progress checks, and FAA check rides will be given priority.
 - d. In case of unscheduled maintenance, the reserved schedule will be cancelled or rescheduled to another aircraft.
- I. NO SHOW FEES. **Including solo pilot rentals**** If a scheduled student fails to appear within 15 minutes (without notification to instructor) of the scheduled block time ground or flight), the airplane will be released to another member and a fee will be charged in the following format:
- a. 100% of the scheduled instructor time
 - b. PLUS (*if flight lesson*) the scheduled aircraft rental time minus one hour
- EXAMPLE 1: Student schedules a four hour cross country flight block, and no-shows. That member will be charged four hours of instructor time and three hours of aircraft rental.
- EXAMPLE 2: Student schedules a two hour flight block, and no-shows. That member will be charged two hours of instructor time and one hour of aircraft rental.
- EXAMPLE 2: Student schedules an hour of ground instruction, and no-shows. That member will be charged one hour of instructor time.
- J. CROSS COUNTRY FLIGHTS.**
- a. Kerama airport is off limits.
 - b. When you fly non-syllabus cross countries, have the Aero Club Manager or Chief Flight Instructor give approval.
 - c. Flight plans must be filed for the outgoing and return legs of flight. *See the Grey Book and Local Airports binder in the Dispatch Room for more info.*
- K. WRITTEN ENTRIES.** All entries in member folders, student training folders (in pencil), and other official documentation (for example, *Covenants Not to Sue*, etc.) will be made in ink.

L. HOURS OF OPERATION. Aero Club flight operations open daily from 0600 to 2200. The administration office is open Monday through Friday from 1000 to 1800, Saturdays from 1000 to 1600, closed on Sundays and U.S. national holidays.

CHAPTER 2

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A. FIRST FLIGHT REQUIREMENTS. Aero Club members must complete the following paperwork prior to their first flight:

- a. AF Form 1710 (Membership Application)
- b. AF Form 1585 (Covenant Not to Sue)
- c. Kadena Aero Club Membership Agreement
- d. Present official document to proof US citizenship, if seeking for training (TSA requirements)
- e. Instructor endorsement to proof US citizenship, if seeking for training (TSA requirements)
- f. Photocopy of valid military ID
- g. Photocopy of valid FAA pilot certificate with single-engine land or student pilot certificate, as applicable
- h. Photocopy of valid FAA medical certificate, if obtained
- i. Read all PIF (Pilot Information Files)
- j. Complete required exams (see paragraph C of this chapter)
- k. Complete Indoctrination Briefing
- l. Set up membership account on online flight scheduler (www.flightschedulepro.com) and obtain permission to be a member

B. KADENA AERO CLUB AIRCRAFT COMPLEXITY LEVEL. The following aircrafts are operated by the Kadena Aero Club and have different complexity levels (up to 3). The high complexity level aircraft checkout and currency meets ones for lower complexity level aircraft. The low complexity level aircraft checkout and currency does **NOT** meet ones for higher complexity level aircraft.

- a. Cessna 172 Redhawk—*complexity level 3*

C. KNOWLEDGE EXAMINATIONS.

- a. Satisfactorily complete written test(s) for respective membership scenario (see table below)
- b. Initial/Annual Standardization, Instrument, and Instructor exams are valid until the end of the 12th month following the month in which the exam was taken.
- c. Local developed exams are located in question #36 thru #50 of the Annual Standardization exam.
- d. Minimum passing score is 80 percent for open book and 100 percent for closed book. The instructor must correct all tests to 100 percent.
- e. All test and answer sheets are available on the Aero Club website and Google Drive folder (www.tinyurl.com/RODNhandouts).

Type of Exam	Type of Pilot	Completion Deadline	Expiration Date	Minimum Score	Who can grade?
Annual Standardization Exam & Retest Exam	Student & Certified Pilot	Prior to first solo for Student	12 calendar months	80%	Any club instructor
Instrument Exam & Retest Exam	IRA pilot or ATP	Prior to Instrument Check	12 calendar months	80%	Any club CFII or IGI
Instructor Exam & Retest Exam	Flight Instructor	Prior to instructor check	12 calendar months	80%	Chief Flight Instructor
Make and Model Exam (Open & Closed Book)	Student & Certified Pilot	Prior to first solo for Student	N/A	80% (Open) 100% (Closed)	Any club instructor
Make and Model Exam (Closed Book only)	Private or higher	Recurrency Check	N/A	100%	Any club instructor

D. AIRCRAFT CHECKOUTS.

- a. Pilots shall satisfactorily complete a separate flight checkout, given by an instructor, for each make and model aircraft the member is authorized to fly. Pilots shall complete all checkouts in an Aero Club aircraft and demonstrate performance to the applicable standard in the **USAF Aero Club Instructor Standardization Guide**. It is located in the flight planning room and available at the Aero Club website.
- b. Flight Checks shall include all items listed in the **USAF Aero Club Instructor Standardization Guide** and satisfactory completion will be documented on the AF Form 1585 and dispatch program.
- c. A successful flight check administered by an FAA inspector or pilot examiner may be credited for applicable **annual** requirements if properly documented on the AF Form 1584 and approved by the manager.
- d. Annual flight check will be accomplished in the highest complexity aircraft in which the pilot maintains currency. If the pilot uses lower complexity aircraft, a restriction may be applied until the pilot accomplishes the checkout in the highest complexity aircraft available.
- e. Naha and southwest-bound transition checks with landing at Kumejima (ROKJ) can satisfy cross-country checks. However, cross-country checks using one of Kagoshima prefecture airports cannot satisfy Naha and southwest-bound transition checks.

Type of Check	Type of Pilot	Expiration Date	Written Exam	Who can conduct?
Initial/Annual Standardization	Private or higher	12 calendar months	Annual Standardization	Any Club instructor
Initial/Annual Instrument	Private or higher	12 calendar months	Instrument	Aero Club CFII
Initial/Annual Instructor	Contracted flight instructor	12 calendar months	Instructor	Chief Flight Instructor
Cross Country	Private or higher	N/A	Annual Standardization	Any Club instructor
Naha and Southwest-Bound Transition	Private or higher	N/A	Annual Standardization	Any Club instructor
Make and Model	Private or higher	N/A	Make and Model	Any Club instructor
Right Seat	CFI Candidate	N/A	Make and Model	Any Club instructor
Recurrency	Private or higher who has not completed 3 LDs within 6 months	N/A	Make and Model <u>Closed Book</u>	Any Club instructor
Night	Private or higher with 50+ hours PIC	N/A	N/A	Any Club instructor

E. GENERAL CURRENCY REQUIREMENTS.

- a. Pilots shall record all applicable currency items in their personal logbook. Computer files are authorized provided they contain all applicable currency information. All pilots will maintain the Aero Club Dispatch Program to show currency.

- b. Managers or Chief Flight Instructors may credit pilot activities performed in other than club aircraft to satisfy currency requirements.
- c. Pilots shall fly with and receive a logbook endorsement from an instructor to regain any currency.
- d. Pilots who have not made 3 takeoffs and landings in a particular make and model aircraft within the preceding 6 months must accomplish a recurrency check for that make and model aircraft according to HQ AFSVA Instructor Standardization Guide. In this case, specific make and model closed exam and AF Form 1584 shall be accomplished.
- e. If landing currency is lost, the pilot will be required to fly with an instructor. Items required to regain currency are at the discretion of the flight instructor.
- f. Night landing currency satisfies day landing currency. However, day landing currency does not satisfy night landing currency. In order to gain night currency, takeoff and landing shall be made from one hour after sunset to one hour before sunrise.
 - i. If you aren't night current, TOs/LDs must be completed between sunrise and sunset.

CURRENCY REQUIREMENTS			
	Solo Student Pilot	Less than 200 hr Pilot	More than 200 hr Pilot
Same Make & Model <i>(i.e. C-172 S or C-172 P)</i>	Dual flight instruction on all maneuvers marked with * on training folder within 30 days	3 TOs/LDs within 60 days	3 TOs/LDs within 180 days
Same Category & Class <i>(i.e. ASEL)</i>	N/A	N/A	3 TOs/LDs within 90 days

*If a member has not maintained the above currency requirements within those time frames, that member must do the following to regain currency (with a CFI):

LESS THAN 200 HOURS TT: If member has less than 3 LDs in the past *60 days*, he/she will accomplish *5 LDs with a certified Aero Club CFI* to regain currency

OVER 200 HOURS TT: If member has less than 3 LDs in the required amount of days (*90 or 180 days...see chart above*), he/she will accomplish *3 LDs with a certified Aero Club CFI* to regain currency

- F. ANNUAL REQUIREMENTS.** Kadena Aero Club pilots (pre-solo student, private pilot or higher) must satisfactorily complete a checkout and written exam for the following:
- a. Annual Standardization Check and Standardization written exam
 - b. Annual Instructor Check and Instructor written exam
 - c. **Kadena Aero Club member and instructor checkouts will be IAW AFI 34-117 paragraph 4.14. If an FAA Inspector, Chief Flight Instructor from another USAF Aero Club, or AFSVA/SVPCR is unable to conduct the annual flight check for the Kadena Aero Club Chief Instructor the Kadena Aero Club Manager will request a waiver from AFSVA/SVPCR to authorize evaluation by 18th Wing Operations Group OGV (Stan/Eval).
- G. PIF REQUIREMENTS.** The Pilot Information File contains information pertinent for safe flight. Pilots shall review the PIF before each flight. Review of each PIF shall be documented in the Aero Club Dispatch Computer Program. Aero Club Dispatch Computer Program is used to annotate viewing, reading and aircraft currency. **It is the pilot's responsibility to keep the Aero Club Dispatch Computer Program system up to date.** If discrepancies are found in the dispatch program, you will not be able to dispatch an aircraft until the discrepancies are corrected. Member non-currencies will be displayed in red in the dispatch program. These currencies must be updated before the member can dispatch an aircraft.

CHAPTER 3

[OPERATIONAL RESTRICTIONS & LOCAL AREA PROCEDURES]

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- A. RESTRICTIONS AND REQUIREMENTS.** Aero Club members who are exercising their PIC privileges must meet the following restrictions and requirements in addition to AFI 34-117:
- a. No pilot may perform takeoffs or landings after sunset and before sunrise unless night checkout is completed.
 - b. For night flight (or if expected return time is at night), the pilot and passenger(s) are required to carry reflective belts.
 - c. Refueling after each flight must be coordinated with the next flight reservation's PIC. The next block may be a cross country or full-passenger flight. Fill the tanks as requested, unless weather (heavy rain, lightning within 5 SM, etc.) prohibits. **Measure the remaining fuel after each flight** using the provided calibrated measuring device (dipstick), and **record in the Blue Book**.
 - i. For refueling at cross country airports, contact the local instructor for checking with the airport.
 - d. Cable equipped runways post special hazards to aircraft tires and landing gear components of small aircraft. When landing and departing runways equipped with arresting cables, all efforts should be made to avoid crossing over the cable at faster than taxi speed. When crossing the cable, line the nose wheel up off the centerline (there are more "donuts" nearer the centerline) and taxi at a normal rate. Hold full back pressure on the control yoke to lessen the impact on the nose gear and tire. RODN Kadena and ROTM Futenma are equipped with arresting cables. Refer to the Kadena AB and Futenma MCAS Airport Diagrams. Cable status is available in the ATIS report (or confirm with Tower over frequency).
 - e. Each passenger shall receive a passenger briefing.
- B. SELF-CLEARING PROCEDURES.** Aero Club members who have at least a FAA Private Pilot Certificate can be a "Self-Clearing Authority". For a student pilot's solo flight, their assigned instructor must dispatch the flight.
- a. The preflight planning checklist must be used during self-clearing procedures.
 - b. The flight data package, including signed and completed flight plan(s), preflight planning checklist, dispatch slip, PPR form, weather briefing, and covenant not to sue (as appropriate) need to be displayed on the aircraft clipboard.
 - c. After the flight is completed, the pilot will place the flight data package in the clearing basket (titled Flight Plans).
- C. FLIGHT PLANS.** Af form 1801 will be used for both local and cross-country flights. See the Grey Book for examples.
- a. The flight plan(s) will be filed through Base Operations a minimum of 30 minutes prior to flight for local VFR flight and one hour prior for cross country and IFR. All flight plans are required to be verified by phone, email (18oss.osam.airfieldmanagement@us.af.mil) or face-to-face.
 - b. Check the Local Airport Guide and Grey Book for methods on how to file cross country flight plans.
- D. WEATHER BRIEFING.**
- a. Aero Club pilots must check weather information via the internet for any flights. ATIS can be checked by handheld radio in the flight planning room.
 - b. Aero Club pilots must obtain a weather briefing (in-person from Weather Flight room) for any local island (cross-country) flights. This briefing must be requested 24 hours prior to briefing by using the weather briefing request form. In the case of originating from an airport other than Kadena AB, obtain the weather briefing directly from Base Weather by telephone or local JCAB weather station at the airport.
 - i. *Kadena Base Weather Phone: 634-3140/4162*
 - ii. *Kadena Base Weather Fax: 634-3629*

E. AIRFIELD OPERATIONS.

- a. Pilots should be alert for jet blast from taxiing aircraft and should stay at least 500 feet behind a moving jet aircraft (or from heavy tanker aircraft).
- b. Aircraft will be shut down a safe distance from the fuel trailer and towed to refueling/parking spots.

F. JET BLASTS.

- a. 25 knots or more of jet engine blast by large or heavy aircraft create hazardous conditions during taxiing, landing, and takeoff of small aircraft. The chart below indicates the farthest distance from each aircraft that these jet blasts will be felt. Exercise extreme caution on Kadena AB.

	B727	A300	CD-10	B747
Takeoff Power	550 ft	1,000 ft	2100 ft	1750 ft
Taxi-out Power	200 ft	450 ft	850 ft	1250 ft
Idle Power	150 ft	100 ft	350 ft	620 ft

- b. **Large/heavy aircraft taxiing on Taxiway B:** When you are approaching or landing 5R/L (Aero Club aircraft normally land past taxiway B because of arresting cable), use standard wake turbulence avoidance procedures to avoid jet blast. The landing point will be farther down the runway. Refer to Attachment 1 (Kadena AB Airport Diagram).

G. FLIGHT LINE PROCEDURES.

The entire Kadena Air Base flight line is a controlled area. Kadena Aero Club staff and members are responsible for flight line access for themselves and their passengers. Challenge and report any unusual or unauthorized activities. The Airfield Management Office is the point of contact for all flight line operations.

a. Aircraft Movement.

- i. Avoid taxiing over chocks, chains, or ropes.
- ii. Maintain a minimum 10-foot clearance from all obstacles.

b. Flight Line Access.

- i. Access to the flight line is for official business only.
- ii. No one is allowed to cross the red line for Bldg. 3730 (next to the Aero Club ramp) for use of the bathroom or any other reason.

c. Personnel Access.

Aero Club members will remain clear of all indicated restricted areas (all red line or rope off areas). Failure to do so will result in immediate termination of Aero Club privileges, as well as potential criminal prosecution.

d. Control and Reporting.

Aero Club personnel will report suspicious activities to the Aero Club Manager, Aero Club instructors, Airfield Management Flight Data Section (634-3118), Security Forces who patrol in the area, or to the Central Security Control (634-3370).

e. Photo Devices.

Carrying cameras such as film cameras, digital cameras, video cameras, etc. and taking pictures or video is prohibited on the ramp area unless prior coordination is made through Central Security Control (Phone 634-6242).

- i. No camera devices are allowed to be attached on the outside of the aircraft for in-flight photography/videography (i.e. attaching a GoPro to the wing strut).

H. VFR TRAFFIC PATTERNS AT KADENA AB (RODN).

- a. If there is conflicting traffic or a vehicle on the active runway, it is the pilot's responsibility to keep a minimum of 650 ft MSL over the runway. ATC may give you a restricted low-approach clearance in this case.

- b. Enter the traffic pattern at either of the four designated checkpoints including *Gate One, Gate Three, Water Tower, and Sea Wall*. If instructed by ATC to hold over a specific point, pilots must hold north of runway 5L/23R or south of 5R/23L to stay beyond the traffic pattern environment.
 - c. All turns (crosswind, base, turning to departure procedure) must have approval from Tower.
 - d. Traffic pattern altitude at RODN is 800' MSL.
 - e. Right or left traffic pattern is determined by Kadena Tower. Example: you takeoff on 5R, but Tower instructs you to make left closed traffic because of inbound aircraft.
- I. VFR TRAFFIC PATTERNS AT FUTENMA MCAS (ROTM).**
- a. Contact Futenma Tower (118.8) for approval for transition or traffic patterns. Use 118.8 as CTAF or Kadena Tower (134.1), when the tower is closed.
 - b. Enter the traffic pattern at either of the four designated points including *Point Sierra, Point Kilo, Point Tango, and Aja Point*.
 - c. The Aero Club VFR traffic pattern altitude is 1,000 ft MSL. Large aircraft will maintain 1,300 ft MSL while helicopters maintain 1,000 ft MSL.
 - d. Tower will determine left or right traffic.
 - e. After takeoff, turn crosswind leg after climbing above 700 ft MSL (300 ft below TPA) and continue climb to 1,000 ft MSL on crosswind leg, unless otherwise specified by Tower.
 - f. North downwind should be positioned over Route 58.
 - g. For a full stop at ROTM, pilots need to file a PPR prior with the applicable flight plan (excluding emergency situations).
- J. STANDARD RADAR CLIMBOUT AT KADENA AB (RODN).** The following are standard climbout instructions for aircraft reentering or remaining in the radar pattern for multiple approaches:
- a. **Runway 23.** "After completing (type landing), (when the airfield is VFR add "cross departure end of the runway at or below 1,300"), make climbing right turn heading 360 within 2 DME, climb and maintain 3,000 ft MSL."
 - b. **Runway 5.** "After completing (type landing), (when the airfield is VFR add "cross departure end of the runway at or below 1300"), make climbing left turn heading 360, climb and maintain 3,000 ft MSL."
- K. STANDARD RADAR CLIMBOUT AT FUTENMA MCAS (ROTM).** The following are standard climbout instructions for aircraft reentering or remaining in the radar pattern for multiple approaches:
- a. **Runway 24.** "After completing (type landing), (when the airfield is VFR add "cross departure end of the runway at or above 35"), make climbing left turn heading 160 within 3 DME, climb and maintain 2,000 ft MSL."
 - b. **Runway 6.** "After completing (type landing), (when the airfield is VFR add "cross departure end of the runway at or above 35"), make climbing right turn heading 095, climb and maintain 2,000 ft MSL."
- L. LOCAL AIRPORTS/AIRSPACE.**
- a. **Kadena AB Airport Traffic Area** (Class D)
 - i. From the surface up to but not including 3,000 ft AGL (3,143 ft MSL)
 - ii. 5 nm radius from Airport Reference Point with 2 nm extension
 - iii. Establish two-way radio communication
 - b. **Futenma MCAS Airport Traffic Area** (Class D)
 - i. From the surface up to but not including 2,000 ft AGL (2,247 ft MSL)
 - ii. Unique shape of airspace due to surrounding airspace
 - iii. Establish two-way radio communication
 - c. **Naha Airport Control Zone**
 - i. From the surface up to but not including 2,000 ft AGL (2,011 ft MSL)

- ii. Obtain ATC clearance

M. LOCAL FLYING AREA, CHECKPOINTS AND RESTRICTED AREAS.

- a. The local area is defined in Attachment 3 (Kadena Aero Club Training Areas). There are five airports within the local flying area, to include three airports on the Okinawa Island:
 - i. **Kadena AB.** Checkpoints—Gate 1, Gate 3, Water Tower, Sea Wall, Bolo Point, Moon Beach, Point Sierra, Gushikawa
 - ii. **Futenma MCAS.** Checkpoints—Point Sierra, Point Kilo, Point Tango, Aja Point
 - iii. **Naha Airport.** Checkpoints—Aja Point, Mabuni, Yonabaru
- b. There are five restricted areas over and near Okinawa island. See Attachment 4 (Restricted areas).

N. NAHA POSITIVE CONTROL AIRSPACE (PCA). See Attachment 6.

- a. If operating between the NHC R-055 clockwise to NHC R-225 contact Naha Approach or Radar (South) on 126.5 or 119.175.
- b. If operating between the NHC R-225 clockwise to NHC R-055 contact Naha Approach or Radar (North) on 119.1 or 120.0.
- c. When flight following is requested under or outside of the Class B, Naha Approach or Radar will provide the requested service on a workload-permitting basis.

O. APPROVED AIRFIELDS.

- a. Pilots shall only land at active airports listed in DoD flight information publications, or those designated by the installation commander. (NOTE: If an emergency situation or precautionary landing is made at an unauthorized location, the pilot shall not takeoff without the club manager's approval.) Only Hateruma (RORH) and Naha (ROAH) are not authorized to use as of April 2007 in the southern chain islands.
- b. Kerama airport (ROKR) is **off limits**.
- c. Pilot shall overfly (500 feet AGL minimum) an uncontrolled airfield [Ie-jima (RORE) and Izena] with unknown runway surface or approach conditions before landing.

P. AERO CLUB FREQUENCY. 119.7 is designated as the Aero Club frequency. The Club office continuously monitors this frequency unless another frequency is used momentarily. Monitoring 119.7 in COMM 2 radio is strongly encouraged at all times.

Q. WIND OPERATING LIMITS.

Pilot Rating	Maximum Crosswind Component (incl. gust factor)	Maximum Wind (incl. gust factor)
Student Pilot	10 knots for Kadena AB	20 knots
Private Pilot	Per POH or 20 knots*	25 knots
Commercial Pilot & ATP	Per POH or 25 knots*	30 knots

- a. *A pilot must demonstrate crosswind takeoffs and landings to an instructor to exceed POH limitation, and it must be documented in the pilot's logbook. If a pilot meets a satisfactory level designated by the USAF Instructor Standardization Guide in that crosswind condition, this will be the pilot's maximum limitation (not to exceed 20 kt for PPL and 25 kt for commercial pilot).

R. LOST PROCEDURES.

- a. **DO NOT** be afraid to admit that you are lost! **USE GPS!**
- b. Climb to conserve fuel and gain a better view vantage point of position. Conserve fuel by setting the minimum power setting to hold the maximum altitude consistent with safe flight—the airspeed this power setting provides by definition is the max endurance airspeed. Check for terrain, power

lines, roads, etc. against onboard charts. Reorient position, reestablish course, and continue if possible.

- c. Use all radio navigational aids available to pinpoint position.
- d. Contact the Naha Center and/or Okinawa Approach and follow instructions for a Radar Vector.
- e. Utilize other aircraft for radio communications or assistance.
- f. Don't be afraid to use 121.5 emergency frequency, if necessary.
- g. Still lost? → Find an usable runway/land and ask for assistance.

S. WEATHER RECALL & AIRCRAFT EVACUATION. Local area conditions considered to pose a hazard include the following:

- a. Ceiling below 1,500 feet and visibility less than 3 statute miles for VFR flights.
- b. Winds above 25 knots, gusts exceeding 30 knots, or winds exceeding the limitations of the PIC
- c. Thunderstorms/Lightning within 5 miles of Kadena AB or predicted to pass within 2 miles of the field
- d. Hail or Tornadoes
- e. **Inclement Weather Procedures (Supervisory Personnel).**
 - i. Terminate Aero Club aircraft operations. Request Kadena Ground to relay this message to aircraft taxiing or to aircraft awaiting takeoff clearance.
 - ii. Recall local area airborne aircraft if the weather forecast provides sufficient warning to recover aircraft to Kadena AB before weather hazards develop.
 - iii. Inform airborne aircraft of the weather situation and divert them to suitable alternates or have them remain clear of the hazardous weather until it dissipates. **DO NOT** initiate a recall after the weather has already deteriorated with local Kadena Aero club aircraft airborne: doing so will force a recovering aircraft into a hazardous weather situation. Instead, direct airborne aircraft to remain clear until it dissipates or divert to a suitable alternate by contacting Tower, which will relay information to RAPCON or through RAPCON to Naha Center (if necessary).
- f. **Recall or Divert Checklist.** Evaluate weather and decide which pilots are affected.
 - i. Contact the following for assistance in relaying weather conditions and instructions to airborne aircraft:
 1. *Kadena Tower* 634-5297 (**For official Use Only**)
 2. *RAPCON* 634-7673 (**For Official Use Only**)
 3. *Kadena Airfield Management Office* 634-3118
 - ii. Check aircraft for proper tie down and installation of control locks. Hangar aircraft if necessary. Use wing walkers if required for taxiing aircraft.
 - iii. If aircraft are to be evacuated for any reason, Aero Club Instructors will pilot them. If CFI's are unavailable, highly experienced Aero Club members will ferry the aircraft. The aircraft will be flown to a safe location.

T. THEFT OR HIJACKING. Though remote possibilities, theft and/or hijack remain potential threats. Consequently, follow these procedures to avert or lessen the effects of both:

- a. **Theft.** Notify the Airfield Management Office immediately upon observing any attempted wrongful use of an Aero Club aircraft. Base Operations will implement procedures to halt the aircraft's movement and to apprehend the offender.
- b. **Hijacking.** Set transponder code to 7500. If unable to change the transponder code or when not under RADAR control, transmit a radio message including the phrase "(Aircraft call sign) transponder seven-five-zero-zero." The controller will ask the hijacked aircraft to confirm the transponder code, after which confirmation is received the controller will notify Federal agents.

Should immediate action (i.e., a last resort situation requiring armed intervention) be necessary, transmit code 7700 and state the code to the controller, as outlined above.

- c. The Aero Club staff will monitor the aircraft parking area during normal working hours.

U. REMAIN OVERNIGHT (RON) PROCEDURES & EMERGENCY PHONE NUMBERS.

- a. On all intended and unintended (WX diversion, etc.) RON's, the pilot will select a secure airport with lighting.
- b. The pilot is responsible for chocking, locking and grounding the aircraft in a location permitting free movement of other aircraft. Use wing walkers whenever wingtip clearance is questionable.
- c. Overnight fee payment credit card agreement must be filled out prior to departing.
- d. Following any unprogrammed landing (WX, maintenance, etc.), pilots will immediately notify the Aero Club of their location and the problem. Pilots leaving messages on the recorder should leave their name, location, phone number and the nature of the problem.
- e. No Pilot will takeoff from any location in an Aero Club aircraft with any problem posing a risk or potential risk to flight safety.

V. PRIOR PERMISSION REQUIRED (PPR). Refer to the Grey Book in the dispatch room.

- a. PPR is required at all airports other than Kadena AB and Futenma MCAS. Futenma requires a PPR for full-stop landing.
- b. All Kagoshima prefecture airports require a PPR no later than filing the flight plan.
- c. All Okinawa prefecture airports require a PPR at least 1 business day prior to the day of flight.

W. NO RADIO (NORDO) PROCEDURES. Should two-way radio communication equipment fail during flight, the AIM recommended procedures must be executed. Hold over the following designated points, and land on the NORDO designated runway (23R or 5L), if available.

- a. **Gate 3:** while staying within the south traffic pattern // recovering from Gushikawa or Point Sierra.
- b. **Water Tower:** while staying within the north traffic pattern // recovering from Moon Beach or Bolo Point.

CHAPTER 4

[STUDENT PILOT PROCEDURES]

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A. GENERAL.

- a. All members training for all certificates and/or ratings will be enrolled in and complete training under 14 CFR Part 61.

B. SECURITY CHECK. The following security check applies for those who are taking flight training for their initial pilot certificate (private, commercial, certified flight instructor and airline transport pilot), or instrument rating. The Aero Club will copy and retain for five years the proof of citizenship offered.

- a. **U.S. Citizens.** U.S. citizenship or nationality is proven by any of the following:

- i. Original or government-issued certificated birth certificate
- ii. Current, valid (not expired) U.S. passport (contains photo)
- iii. DOD or Federal Agency written certification attesting to the Federal employee's U.S. citizenship or nationality, plus their government-issued photo ID

- b. **Alien.** Alien must furnish the identification data and a digital photograph of the individual, taken when the trainee arrives at the Aero Club. Critical identification data includes:

- i. Full name and all aliases
- ii. Date of birth
- iii. Passport number and issuing nation
- iv. Airman certificate number, type ratings, and issuing nation
- v. Type and dates of the training applied for

C. TRANSFER STUDENTS. Transferring students from Part 141 schools, or those who have been given instruction under Part 61, must consult with the Chief Flight Instructor. They will assess credit amounts for previous training, and determine how to modify the syllabus. A student who has soloed at another school (and those who have all required aeronautical experience) will fly with an instructor at least 3 hours to cover Kadena AB traffic patterns, Futenma MCAS traffic patterns, local area and all required maneuvers indicated by asterisks in the HQ AFSVA Form 1580 prior his/her solo as Kadena AB.**D. INSTRUCTOR ASSIGNMENT & CONTINUITY.** A student's primary instructor is assigned to by the Chief Instructor. The primary instructor bears sole responsibility for their students assigned to them, including ensuring optimum training for their students as well as accurate and timely updating of their student's folders. Each student's primary instructor will not change without the Chief Instructor's approval. If approved, the change of primary instructor will be annotated in the student folder. To ensure optimum continuity, Private Pilot course pre-solo students will fly with one instructor through the *Stage I Phase Check*. Post-solo students may fly with up to a maximum of two other instructors (3 total).

- a. **Note:** This training goal in no way releases instructors from duties outlined in 14CFR Part 61, §61.87 and AC 61-65C.

E. TRAINING MATERIALS & SYLLABUS COMPLIANCE. The applicable syllabus will be used for training. Any deviation from the syllabus will be documented in the student record (AF Form 1581) with reason for the syllabus deviation. A complete set of educational training materials is available for Aero Club members. While these videos and texts may be used at no charge, they shall not be removed from the Aero Club building.**F. STAGE CHECKS.**

- a. The primary instructor will schedule the student for all stage checks only after the student has completed all syllabus requirements. The Chief Instructor or Assistant Chief Instructor will conduct the stage check according to the applicable syllabus. Students must meet the standards described in the syllabus.
- b. Prior to a student's pilot's first unsupervised solo, the student pilot must have completed a satisfactory flight check with the Chief Flight Instructor or Assistant Chief Flight Instructor.

G. FAA CHECKRIDES.

- a. There is no DPE (Designated Pilot Examiner) on-island. The DPE will travel from the States.

- i. The Aero Club Manager will coordinate with the DPE on their travels to Kadena. Once the DPE communicates their available time frame, this information will be forwarded out to Aero Club members. Scheduling a checkride's date and time will be between the applicant and DPE.
 - b. The Aero Club does not set the exam fee—this is set by the DPE. Depending on the examiner, you might need to electronically deposit your fee for the checkride.
 - i. Anticipate the checkride fee to be approximately \$1,000. This covers the DPE's travel and hotel fee. It can change depending upon the number of applicants. Members scheduled for checkrides will still pay the aircraft rental rate.
 - c. If the DPE stays off base, applicants are responsible for escorting him/her on base.
 - d. Checkrides have first priority over ALL reservations on the flight schedule (FSP program). Members will receive an email with the checkride dates to avoid cancelled & rescheduled flights.
 - i. ALL members, students and pilots, will accommodate those needing space on the schedule for their checkride.
- H. SYLLABUS CROSS COUNTRY ROUTES.** The following cross country routes are approved. Only the Chief Flight Instructor may authorize the use of other routes. The instructor will select the most favorable route based on student skills and weather conditions. Refer to USAF Instructor Standardization Guide.
- a. **Dual Cross Country.**
 - i. RODN - Moon Beach or Bolo Point - Nago - Hedo Point - RJKB (land) • RJKB - RJKA
 - ii. RJKA - ONC - YRE - RODN (night)
 - iii. RODN – Moon Beach or Bolo Point – Nago – Hedo Point – RORY (and return)
 - iv. RODN – Moon Beach or Bolo Point – Nago – Hedo Point – YRE – RJKB (and return)
 - v. RODN – Point Sierra – Aja Point – NHC – ROKR (fly-over) – 10 nm south checkpoint – ROKJ (land) • ROKJ – AN – ROKR (fly-over) – NHC – Mabuni – TIC – Gushikawa – RODN
 - vi. RODN - Moon Beach or Bolo Point - Nago - Hedo Point - YRE - RJKB (land) - RJKN • RJKN - ONC - YRE - Hedo Point - Nago - Bolo Point - RODN (night)
 - b. **Solo Cross Country.**
 - i. RODN – Moon Beach or Bolo Point – Nago – Hedo Point – YRE or RORY to full-stop – RJKB (and return)
 - ii. RODN – Moon Beach or Bolo Point – Nago – Hedo Point – YRE or RORY to full-stop – ONC or RJKB to full-stop – RJKN (and return)
 - iii. RODN – Moon Beach or Bolo Point – Nago – Hedo Point – RORY (and return)
- I. SOLO WEATHER MINIMUMS.**

	Kadena AB Traffic Pattern	Local Area	Cross Country
Ceiling	1500 ft	2500 ft	4000 ft
Visibility	3 SM	5 SM	5 SM

J. STUDENT WRITTEN EXAMS. Pilots must satisfactorily complete a written test for the following.

Type of Exam	Type of Pilot	Completion Deadline	Expiration Date	Minimum Score	Who can grade?
Pre Solo Exam	Student	Prior to first solo	N/A	80%	Primary CFI
Annual Standardization Exam	Student & Certified Pilot	Prior to first solo for Student	12 calendar months	80%	Any club instructor
Make and Model Exam (Open & Closed Book)	Student & Certified Pilot	Prior to first solo for Student	N/A	80% (Open) 100% (Closed)	Any club instructor
FAA Private Pilot Knowledge Exam	Student	Prior to checkride (recommend before first solo cross country)	12 calendar months	70%	FAA

CHAPTER 5

[SAFETY]

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A. ACCIDENT/INCIDENT REPORTING PROCEDURES.

- a. Immediately contact the following upon discovering any aircraft accident or incident:
 - i. SCOTT MASE, Aero Club Manager (scott.mase@us.af.mil)
 - ii. YU MACHIDA, Chief Flight Instructor (yumachida@gmail.com)
 - iii. LANCE “Duke” Dale, Safety Officer (Phone: 090-1941-1929)
- b. The Aero Club Manager will contact the “on scene commander” and appropriate Air Force representatives, who will organize the aircraft search according to established directives.
- c. 18 Wing Command Post and 18 Wing Safety will control all local search and rescue operations.
- d. Remove the pilot’s Flight Plan, training folder, membership folder and any other information about the pilot and lock it in the Manager’s Office. **DO NOT** provide any part of this information to anyone. Do not give anyone access to this information.
- e. Close the Aero Club and direct everyone to leave. Ask a dependable member to remain to help make the appropriate calls or answer the phone. Guests, family members, and non-essential members are not authorized in the Aero Club facility during this period.
- f. Notify appropriate parties immediately, but **DO NOT** allow the phone to be used for personal conversations. If someone calls without the proper need to know, politely tell him or her that they are on an *emergency line* and direct them to hang up.
- g. **DO NOT** talk to the press. Refer all inquiries (press or otherwise) to the base Public Affairs office at 634-1509 or after duty hours the 18th Command Post at 634-1800 and request the on-duty Public Affairs representative.
- h. **DO NOT** give information about the pilots or passengers, including their names.
- i. Report all mishaps to HQ AFSVA/SVPAR (Flight Center Program Manager), DSN 487-4979, or Commercial (210) 652-4979, however, do not do so without first consulting with the Chief Instructor or Manager, if either is available. If HQ AFSVA/SVPAR cannot be reached, report the information to the USAF Casualty Reporting Command Post at 1-800-531-5501. This agency will then contact HQ AFSVA and relay information.
- j. Written reports will be IAW A34-117, Attachment 12 (*Mishap Reporting Procedures*).

B. GROUND SAFETY. The pilot is responsible for following safe ground procedures including:

- a. Using checklists appropriately
- b. Securing aircraft using established procedures
- c. Supervising all passengers or guests
- d. **DO NOT** secure action cameras (i.e. GoPros) to outside of aircraft (inside the cockpit allowed)
- e. Securing flightline equipment
- f. Removing FOD
- g. Taxiing according to Section 3 of this SOP
- h. Maintaining vigilance on the flightline for other aircraft
- i. Following all FAA, Air Force, and base directives, to include this SOP
- j. Securing aircraft fuel cap, oil cap, removal of tie-down and tow-bar
- k. Securing empty oil bottles or can
- l. Pushback an aircraft by pushing wing strut and/or nose of aircraft (do NOT push on the propeller spinner)
- m. Servicing an aircraft appropriately, to include type of fuel, oil, cleaning paper

C. SURVIVAL EQUIPMENT. Aero Club aircraft are loaded with standard life preservers. Complete survival kits are located in the dispatch room and maintenance room (simulator training room). However, each pilot should bring additional survival gear—appropriate to the season as desired.

D. FUEL PROCEDURES.

- a. Fuel aircraft with reference to **CHECKLIST FUELING PROCEDURES**

- b. Fuel quantity measurements will be taken after each flight. Use the provided fuel measuring device (dipstick) to measure the amount of fuel in each tank. Compare the fuel usage rate to published information provided by the manufacturer. Report any excessive fuel consumption to Aero Club Maintenance.
 - c. The pilot is responsible for fueling the aircraft after their flight (or as requested by the next reservation's PIC). Slowly taxi the aircraft to the fuel pit (5-mph), shutdown the engine at a safe distance from the fuel trailer and apply the brakes or chock the plane. Fuel the aircraft, holding onto the fuel nozzle handle to ensure undue forces do not rupture the fuel tank filler neck. Avoid dragging the fuel hose across the ground. Put the hose away in the fuel trailer and make the appropriate entries in the aircraft log (Blue Book). Remove breaks or chocks, grounding wire, and tow bar. Ensure the ladder, as well as all other foreign objects, are well clear of the aircraft.
 - d. NO SMOKING on ramp
 - e. Matches, lighters, or other flammable material must not be on your person when fuelling aircraft.
 - f. Never block open the dead man nozzle.
 - g. Avoid dragging the nozzle along the ground.
 - h. Do not allow the hose to kink.
 - i. After any fuel spill, shut off the electrical switch, stop fueling and ensure that the spill is cleaned up using the fuel spill kit located next to the trailer, then notify maintenance. If a spill spreads to cover an area 10 feet across, or 50 square feet or more, contact Kadena Ground on 118.5 from another aircraft or dial 911, and state parking location (Spot 401 - 402).
 - j. Always ground the aircraft to the trailer before fueling
 - k. Fueling should be discontinued when lightning is within 5 miles from the airport and/or during night.
 - l. In the event of a fire, shut off the pump if possible. Immediately contact Kadena Ground 118.5 from another aircraft or dial 911, request fire department and state parking location (Spot 401 - 402).
 - m. See SOP Chapter 3, Paragraph A.c. (refueling procedures).
- E. UNUSUAL OCCURRENCES.** Report unusual occurrences to the Manager, Chief Instructor, or Safety Officer as soon as possible. Examples of such occurrences include non-standard Tower/ATC directives, controller requests for pilots to call Tower/ATC, near midair collisions, or events not described by everyday routines. These occurrences may also include single system or component failures, fuel exhaustion, or engine or parts failures that result in forced or unplanned landings. Unusual occurrences such as these will be reported to Air Force Headquarters for general dissemination and trend analysis. Address concerns with any unusual occurrence to the Manager or Chief Instructor.
- F. UNUSUAL AIRCRAFT CHARACTERISTICS.** Pilots encountering unusual aircraft characteristics (any anomaly adversely affecting aircraft performance) will land as soon as practical. If returning to Kadena AB is not feasible, the pilot should land at the nearest suitable airport. Notify Tower or the controlling agency if landing difficulties are anticipated. Discuss the incident with the Manager or Chief Instructor and enter a description of the incident in the AFTO 781A.
- a. **Note:** Student pilots will discuss the incident with their primary instructor prior to notification and documentation.
- G. PILOT ATTITUDE.** Each pilot must maintain a constant vigilance for deficiencies in:
- a. Personal Health/Attitude/Present Condition
 - b. Personal Training and Currency
 - c. Personal commitment to professionalism in the cockpit
 - d. When in doubt, don't fly: instead, live to fly another day.
 - e. *Always be aware of your situation and know your options...ALWAYS!*

H. FIRE PRECAUTIONS AND PROCEDURES. If an aircraft engine catches on fire during start, follow these procedures immediately:

- a.** Follow critical action procedures listed in the applicable Pilot Operating Handbook (POH).
- b.** Ensure all occupants meet at the location briefed during the passenger briefing and ensure each occupant is accounted for. *Do this before taking any further action.*
- c.** For small fires (as determined by the PIC), point the onboard extinguisher at the base of the fire and attempt to extinguish the fire. If the aircraft has no onboard extinguisher (or if the onboard extinguisher was unable to be retrieved) and time permits, retrieve the nearest fire extinguisher on the parking ramp and use it accordingly.
- d.** If the fire is too large or an explosion appears to be imminent, evacuate the area, and ensure the Fire Department has been notified of the fire.
- e.** Immediately contact the manager or Aero Club staff.

I. AVOIDING OTHER AIRCRAFT AND VEHICLES.

- a.** Taxi slowly, maintaining awareness of the aircraft's position relative to other aircraft and obstructions.
- b.** Once airborne, maintain a vigilant scan across the sky, using a sector scan as recommended by the FAA. A good visual search plan is the number one method of avoiding midair collisions. Use radar service when available and self announce on common frequencies when radar service is unavailable.

CHAPTER 6

[MAINTENANCE PROCEDURES]

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- A. MAINTENANCE SHOP ACCESS.** The Kadena Aero Club Maintenance Shop and aircraft under maintenance are off limits to all personnel except Aero Club staff. Coordinate with the Manager, Chief Mechanic or Chief Instructor to enter this area.
- B. MAINTENANCE RECORDS.** Aircraft maintenance records are legally “secure” documents, according to 14 CFR Part 43 and Part 91. When students prepare for FAA checkrides and need to review or present maintenance records to the FAA Designee, they will obtain permission from the Manager, Chief Mechanic or Chief Instructor before taking the records. The Manager, Chief Mechanic or Chief Instructor will have the student “sign” for the records, and the student will return the records directly to the Manager, Chief Mechanic or Chief Instructor. Otherwise, these documents will not leave the Aero Club building.
- C. SHOP TOURS.** Ground School classes include a tour of the maintenance facility; however, individual tours may be arranged by contacting the Manager, Chief Mechanic or Instructor. The Manager, Chief Mechanic or Instructor must accompany a member, visitor, or group when touring the maintenance area (defined as any hangar area where aircraft are undergoing maintenance or any maintenance shop area).
- D. MAINTENANCE & INSPECTION PROCEDURES.** Only FAA Certificated Airframe & Powerplant Mechanics who are either Non-appropriated Fund (NAF) employees or under contract with the Kadena Aero Club may perform maintenance on Aero Club aircraft. However, qualified Mechanic Assistants or Apprentices may work under the direct supervision of a certified mechanic having a current NAF Services contract. Additionally, volunteers under the direct supervision of the Chief Mechanic may also assist in mechanic duties. However, NO person will perform maintenance work unless they are qualified to do so. NO mechanic will perform specific maintenance without prior coordination with the Aero Club Manager or Chief Mechanic. Mechanics conduct aircraft inspections according to FAA directives and regulations, Air Force Instructions, and this SOP.
- a. 50 Hour Inspections.** Aero Club aircraft will have 50-hour inspections, as directed by AFI 34-117. Aircraft not requiring oil changes may be inspected on the ramp, if desired. The 50 hour inspection “window” is a period from 5 hours before to 5 hours after the inspection due time. All 50-hour inspections will be performed within this window.
 - b. 100 Hour Inspections.** 100-hour inspections will not be over flown. Aero Club members will not schedule an Aero Club aircraft for a cross country if the projected cross country flight time brings the aircraft within 5 hours of a 100-hour inspection.
- E. AIRCRAFT DISCREPANCIES.** Aero Club members will notify the Manager or Chief Instructor of any aircraft maintenance requirements. If the Manager or Chief Instructor is unavailable, leave a message on the Aero Club answering machine. In any event, enter all discrepancies on the AFTO Form 781A and dispatch program. Discrepancies will be “cleared” by authorized personnel only. Members who discover aircraft discrepancies that may pose hazards to flight or which require immediate repair will:
- a.** Notify the Manager, Chief Instructor, or an Aero Club official immediately.
 - b.** Make an appropriate entry on the aircraft Maintenance Form (AFTO 781) including the date, the pilot’s name, and the discrepancy (annotate only one discrepancy per “block”).
 - c.** While on a cross country flight, authorize reasonable maintenance required for flight safety, provided the cost is less than \$100/10000 Yen. The pilot will pay the bill, and the Aero Club will reimburse the pilot. A work order and paid receipt must accompany the pilot’s request for reimbursement.
 - d.** While on a cross country flight, no member will obligate the Aero Club for more than \$100/10000Yen without specific authorization by the Manager. Members unable to pay for required maintenance will call the Aero Club for direction. In no case will the Aero Club assume responsibility for personal expenses incurred as a result of aircraft difficulties, including return air travel fees or other transportation. Aero Club members solely assume financial risk of such difficulties.

- F. TELEPHONE CALLS TO THE MAINTENANCE SHOP.** Telephone calls to the Maintenance Shop interrupt the safe maintenance program of the Aero Club. Such phone calls are both a nuisance to the mechanic and a delay to the mechanic's work. Additionally, the loss of attention to ongoing work by the mechanic to answer frivolous queries about aircraft statuses poses additional maintenance risks. Members wanting to know the status of a particular aircraft will first check the aircraft clipboard and—if sufficient information does not exist—only then will they query the Manager or Chief Instructor.
- G. FERRY FLIGHTS.** The Chief Instructor, an instructor and commercial pilots designated by the Chief Instructor will perform all maintenance test flights. These missions will be performed upon requested by the manager, chief mechanic, or chief flight instructor in any flyable weather conditions. A brief written report of the ferry flight will be retained in the aircraft's files. *This report will include:*
- a. Purpose of flight
 - b. Destination and route of flight
 - c. Time departure and arrival at Kadena and destination airport
 - d. Passenger's information
- H. AIRCRAFT GROUNDING & CLEARING GROUNDED AIRCRAFT.** Aircraft will be grounded for the following:
- a. Inspections due (annual or 100 hour)
 - b. Flight control malfunctions
 - c. Abnormal landing gear operation or indications
 - d. Inoperative brakes, worn tires (cord showing), or flat tires
 - e. Propeller control malfunctions
 - f. High, low, or fluctuating oil pressure
 - g. Electrical malfunctions affecting normal operations
 - h. Fuel malfunctions
 - i. Engine instrument malfunctions
 - j. Radio transmitter or receiver malfunctions in single radio equipped aircraft
 - k. Malfunctions or abnormalities, which, in the opinion of the PIC, clearing authority, or staff pose a hazard to flight safety
 - l. While all Aero Club members are encouraged to bring deficiencies to the attention of maintenance staff, only an Aero Club mechanic or the Manager may "clear" a grounded aircraft. Thus, aircraft will be "grounded" only by staff or members specifically designated by the Chief Instructor or Manager to preclude the possibility of needlessly grounding aircraft. This does not relieve members of the responsibility to inform management of problems or to make entries in the AFTO 781.
- I. ORDERING PARTS.** Aero Club maintenance staff will provide the Aero Club Manager with a completed parts order form with correct part numbers, part names, part quantities, and aircraft tail numbers. Notify the Manager should a part be required immediately. The Manager will order all parts, unless specifically authorized otherwise for a particular purchase. Prior to all inspections, the maintenance staff will provide the Manager with a list of all estimated parts needed to complete the inspection. Parts will be delivered to the Aero Club office—not the hangar—except for extremely large or heavy items such as aircraft engines or major structural parts.
- J. CHIEF MECHANIC DUTIES.**
- a. The Chief Mechanic is responsible for all aspects of the shop, hangar area, aircraft maintenance, and fuel pit maintenance.
 - b. The Chief Mechanic is responsible for ensuring the maintenance facility and hangar meets all Safety, OSHA, and Fire Department directives.

- c. The Chief Mechanic will also ensure each day that the hangar area is clean and uncluttered, and oily rags, trash, empty cans etc. are removed from the area.
 - d. The Chief Mechanic is responsible for the organization, filing, and currency of all aircraft maintenance materials (Airworthiness Directives, service bulletins, etc.) and shop documentation.
 - e. The Chief Mechanic will ensure that inspection checklists are used and kept on file until either superseded or the next 100-hour inspection is accomplished whichever occurs first.
 - f. The Chief Mechanic will supervise/oversee and train all Aero Club maintenance staff (including volunteers).
- K. AIRCRAFT WASHING PROGRAM.** This monthly program focuses on cleaning and protecting Aero Club aircraft. Only authorized wash materials will be used. No one may wash an aircraft without a briefing from the Chief Mechanic or designated assistant. This briefing will cover:
- a. Protection of pitot/static system
 - b. Correct use of wash materials
 - c. Correct use of tools and brushes
 - d. Protection of windscreen
- L. AIRCRAFT FUEL QUALITY ASSURANCE PROGRAM.** The Aero Club fuel complies with all federal and local fuel quality requirements. However, as a precaution at Kadena and as a mandatory practice at other airports where fuel quality may be uncertain, members will check each aircraft's fuel drains before each flight for water and other contaminants in the fuel.
- M. TOOL CONTROL PROGRAM.**
- a. Newly assigned maintenance personnel will be briefed by the Chief Mechanic on Foreign Object Damage (FOD) procedures.
 - b. All applicable tools will be placed in foam inserts inside the appropriate tool box to aid in positive accountability
 - c. Personal tools will not be carried/used on the flight line or back shops to perform any maintenance.
 - i. The only exceptions to this rule are health and safety related equipment (i.e. reflective belts, hearing protection, etc.). These items may be issued to individuals; however, they will be marked prior to issue with the individual's employee number, last name and unit. When issued, whistles will be attached to a string that can be secured to the uniform. Personal cell phones and pagers are not authorized on the flight line except for issue/use in official duties.
 - d. Conduct a complete toolbox inventory before use and after each job task is completed.
 - e. Set up tool rooms to ensure positive accountability. Process tools that are lost, damaged, destroyed, or become unserviceable according to AFMAN 23-220. As a minimum, conduct a yearly inventory of all non-expendable tools and equipment.
 - i. **Lost Tool Procedures.** On the flightline, immediately report missing tools to the Chief Mechanic or Manager. When a tool is missing on or near an aircraft, place a red X in the aircraft forms with a description of the tool. Include a specific, last-known location of the tool. Initiate a thorough search for the tool.

CHAPTER 7

[FLIGHT INSTRUCTOR RESPONSIBILITIES]

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A — General Responsibilities	34
B — Security Check	34
C — Simulator	34
D — Annual Instructor Checks	34
E — Observation Ride	35

- A. GENERAL RESPONSIBILITIES.** The Flight Instructor has the following responsibilities:
- a. Consult the Chief Flight Instructor, or manager, as applicable to resolve questions, complaints, or suggestions regarding this document.
 - b. Attends all Standardization, Instructor, and Safety meetings, unless excused by the Manager or Chief Flight Instructor. Under no circumstance will an instructor schedule a conflict with these meetings (e.g., flight or ground training). All meetings' agenda and handouts must be kept in the "Kadena Aero Club Instructor Handbook."
 - c. Keeps all required currencies, including each make and model aircraft, instrument, night, written exams, checkouts, contracts.
 - d. Honor appointments made and be prepared for lessons prior to the scheduled start time. Consistent absences, postponements, or tardiness will be grounds for summary contract termination.
 - e. Makes all logbook and student folder entries immediately following each lesson
 - f. Grades all written tests and ensure all PIF/Safety Meeting requirements for upgrading members are fulfilled prior to certifying checkouts.
 - g. Retains the primary students initially assigned to them by the Chief Flight Instructor
 - h. Retains responsibility for assigned primary students, training and training folders. Primary instructors also retain responsibility for their solo cross-country. If the primary instructor is not available to monitor the flight, the primary instructor must make arrangements with the Chief Instructor or Manager for another instructor to monitor the flight.
 - i. Follow AFI 34-117 and USAF Instructor Standardization Guide as well as 14 CFR part 61 and 91, and SOP.
- B. SECURITY CHECK.** The following logbook endorsement will be made prior to the first flight training for any initial pilot certificate (private, commercial, instructor, ATP):
- a. *"I certify that [student's name] has presented a [insert type of document or documents presented, such as current U.S. passport, including citizenship, or nationality in accordance with 49 CFR 1552.3(h)]. [Instructor's signature, CFI number, and date]"*
- C. SIMULATOR.** Aero Club instructors are encouraged to use flight simulators to keep instrument proficiency at no charge. The chief flight instructor will conduct "6-month" simulator checks in the following maneuvers. Each maneuver will be evaluated twice every six months by performing "vectoring" and then followed by "missed-approach" and "full approach". In addition, the partial panel non-precision approach will be performed every six months.
- a. ILS
 - b. Localizer
 - c. Back course localizer
 - d. VOR
 - e. NDB
 - f. GPS
 - g. Holding
- D. ANNUAL INSTRUCTOR CHECKS.** The Chief Instructor will conduct the following annual checkrides for Aero Club instructors. These checks are administered at no charge to the instructor if dual instruction (flight or ground) were conducted at least 100 hours in the preceding 12 calendar months.
- a. Annual Standardization Check
 - b. Annual Instrument Check
 - c. Annual Instructor Check

- E. OBSERVATION RIDE.** The Chief Instructor will conduct an observation ride for any instructional and check flights with or without notice to ensure the quality of instruction is given. The instructor is encouraged to observe their student's stage check flight.

ATTACHMENTS

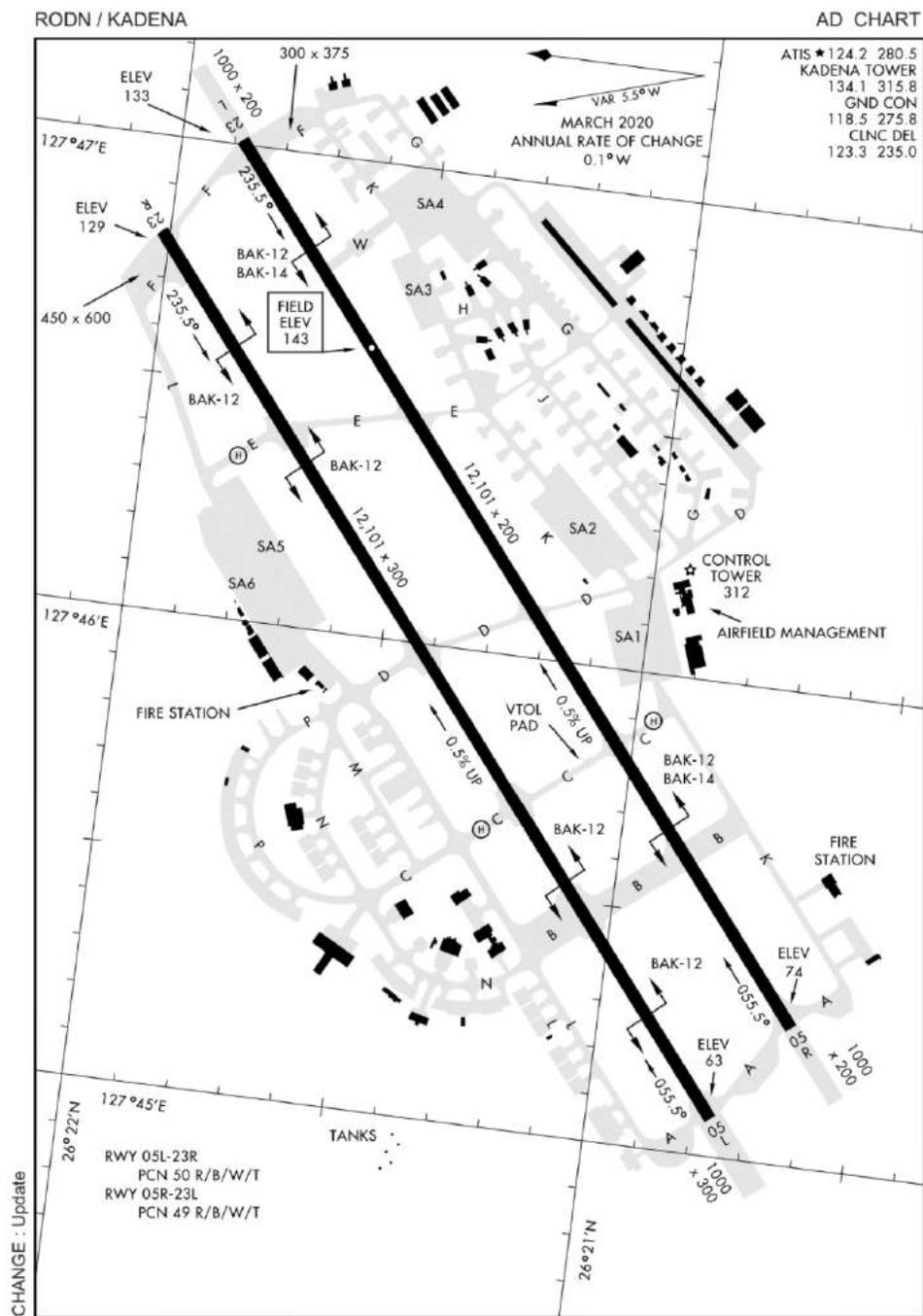
Paragraph	Page
1 — Kadena AB Airport Diagram	37
2 — Okinawa Controlled Area	38
3 — Kadena Aero Club Training Areas	39
4 — Restricted Areas	40
5 — Checkpoints & Arrival/Departure Procedures	41
6 — Okinawa Class B Airspace	42
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10 — Preflight Action Flow Chart B	46
11 — Cross Country Flight Planning Flow Chart	47
12 — Mishap Reporting Procedures	48

Attachment 1

[KADENA AB AIRPORT DIAGRAM]

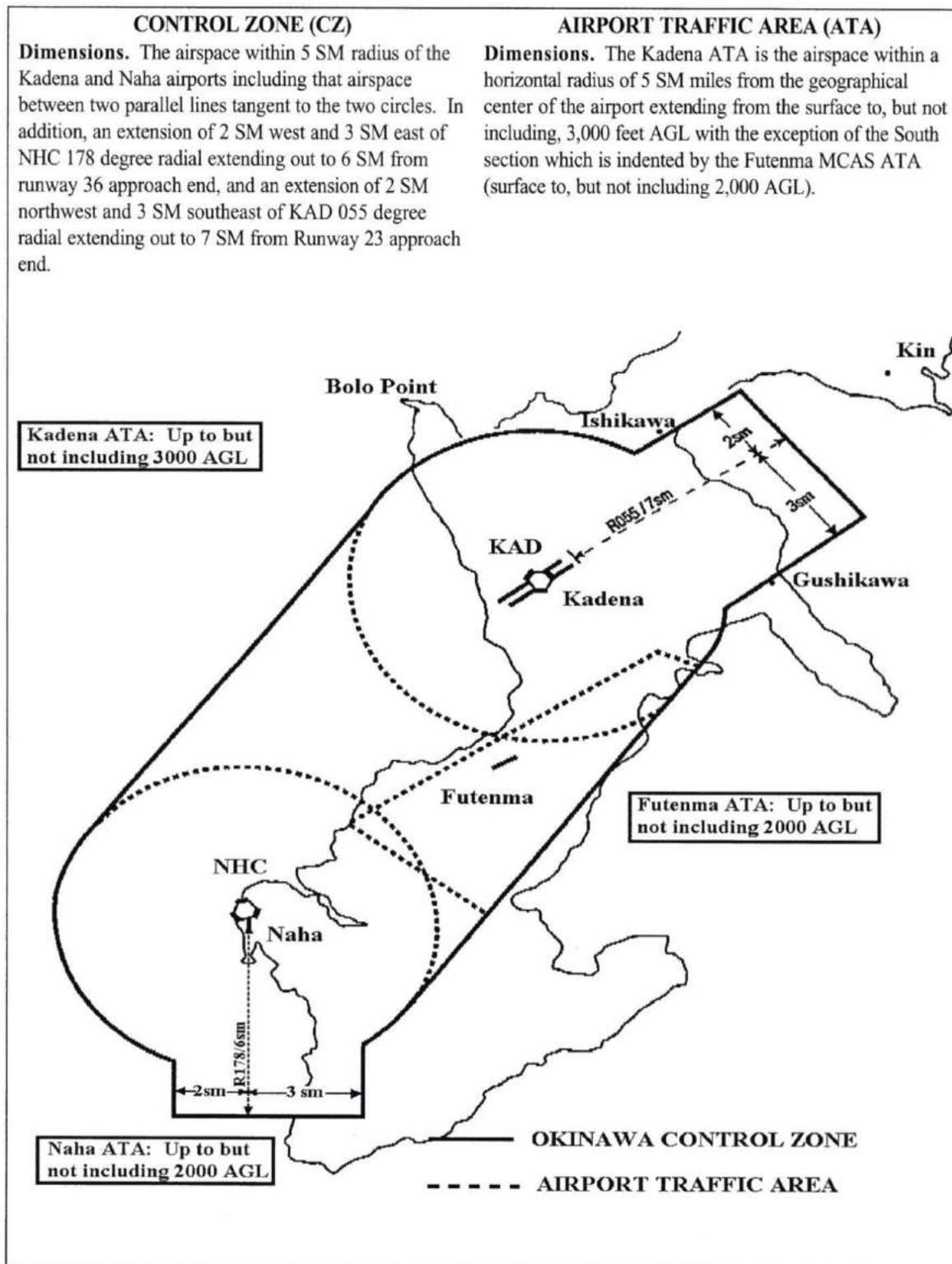
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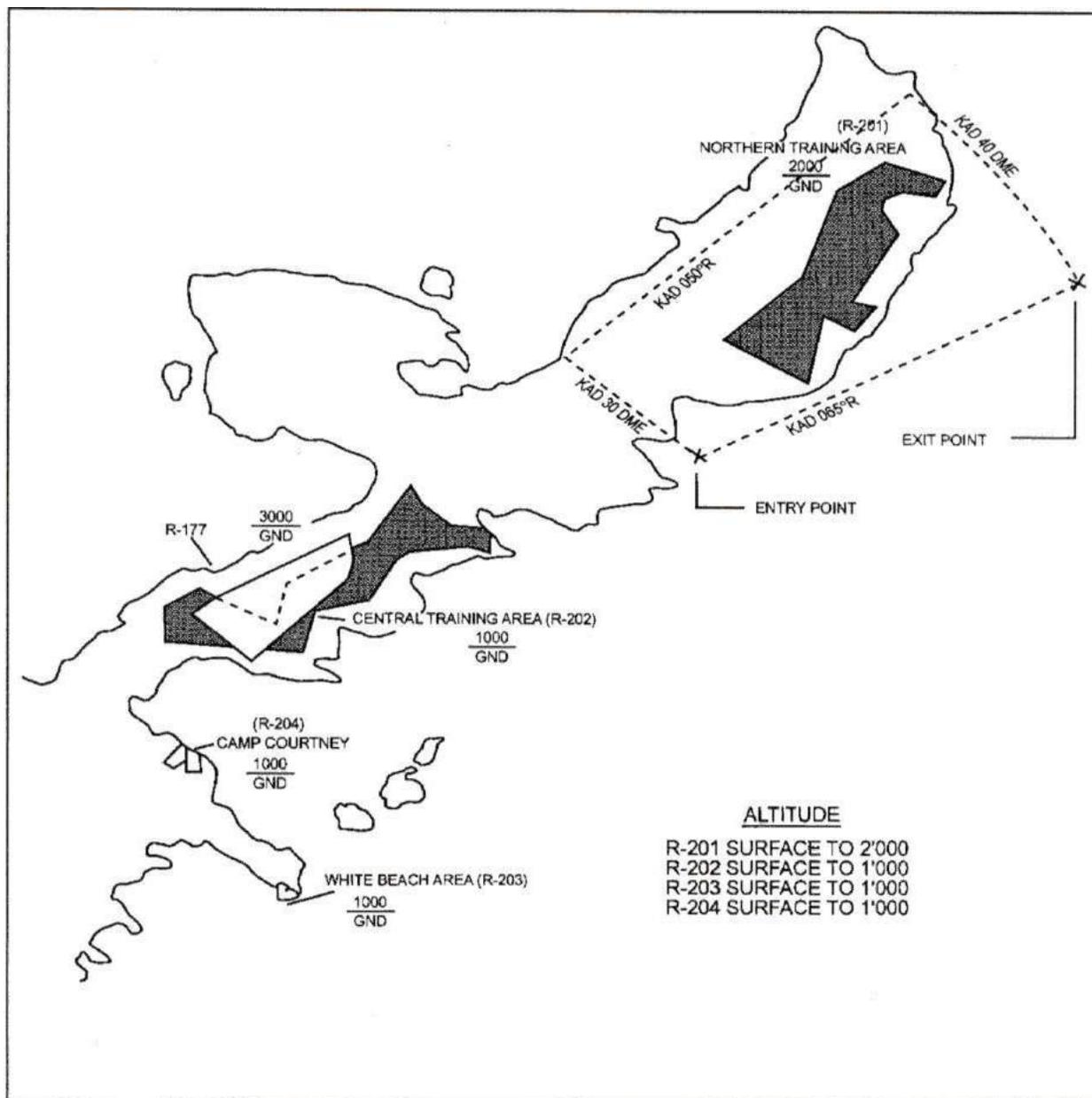


Attachment 2

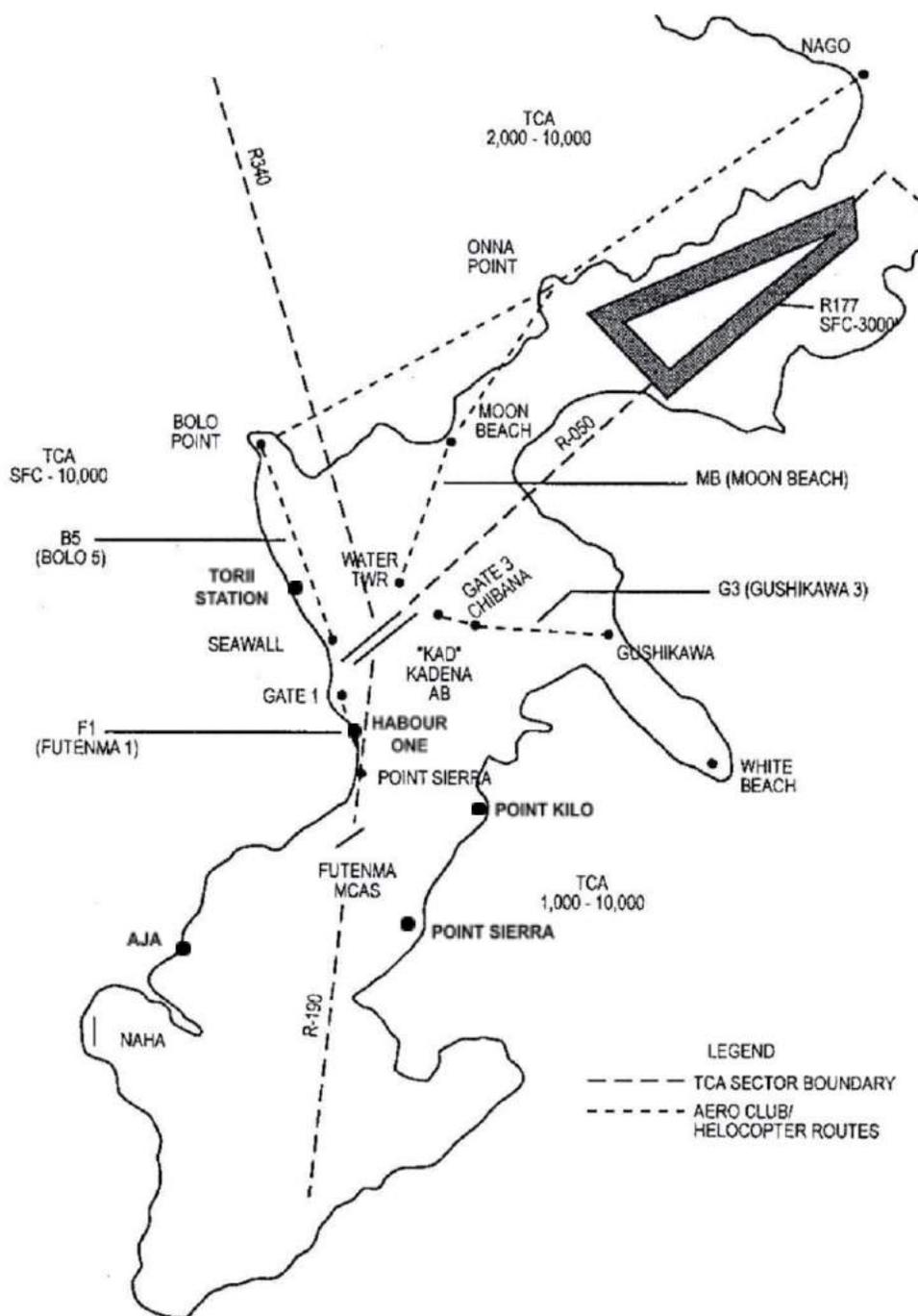
[OKINAWA CONTROL AREA]



Attachment 4 [RESTRICTED AREAS]



Attachment 5 [CHECKPOINTS & ARRIVAL/DEPARTURE PROCEDURES]

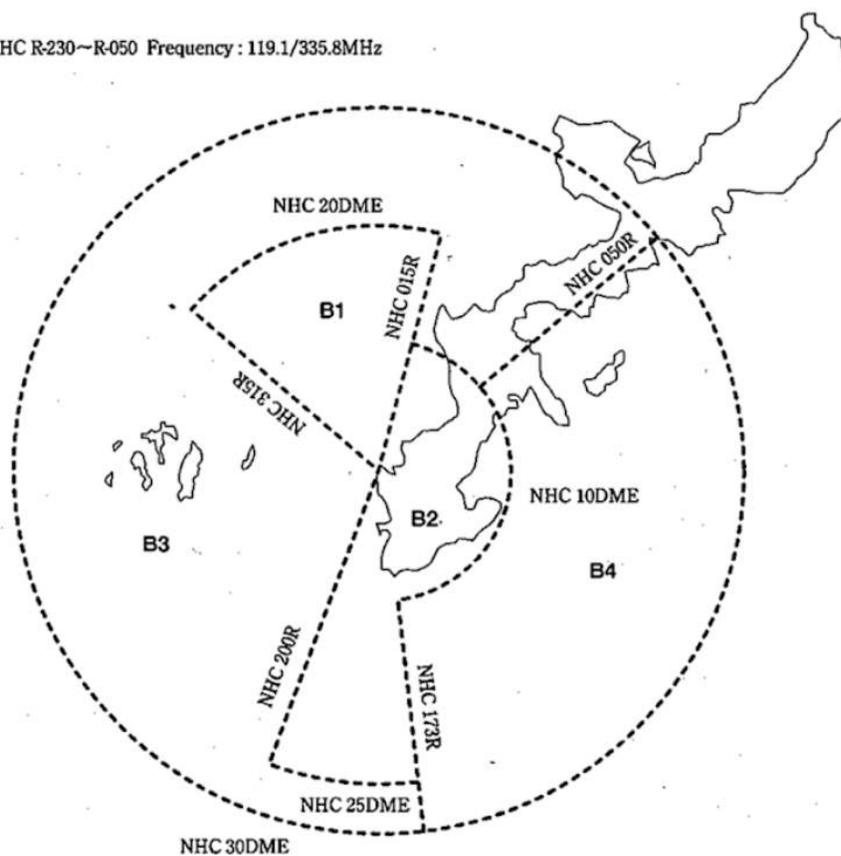


Attachment 6

[OKINAWA CLASS B AIRSPACE]

OKINAWA CLASS B AIRSPACE (excluding NAHA CTR, KADENA CTR and FUTENMA CTR)

NHC R-230~R-050 Frequency : 119.1/335.8MHz



NHC R-050~R-230 Frequency : 126.5/258.3MHz

- B1 : Surface—10,000 feet
- B2 : 1,000—10,000 feet
- B3 : 2,000—10,000 feet
- B4 : 4,000—10,000 feet

Attachment 8

[GENERAL CURRENCY FLOW CHART]

1. Pay monthly dues?	If no	Pay monthly dues.
2. Attend the most recent safety meeting?	If no	Review the tape(s), if you missed. If you missed three, you are grounded and will need to attend the next meeting before you can fly again.
3. Read all PIF?	If no	Read PIF(s) and update the dispatch computer.
4. Flight Review current?	If no	Accomplish flight review with an instructor prior to flight as PIC or safety pilot.
5. Medical Certificate current? 14 CFR 61.23	If no	Obtain new one prior to flight as PIC or safety pilot.
6. Covenant Not to Sue current? (yours and passengers')	If no	Fill it out and sign it.
7. Aero Club annual check current?	If no	Accomplish annual check with an instructor prior to flight as PIC or safety pilot.
8. Aero Club annual standardization exam current?	If no	Accomplish exam with minimum passing grade of 80% prior to flight as PIC or safety pilot.
9. Instrument Flight?	If no	Go to check number 11.
10. Aero Club annual instrument exam/check current?	If no	Accomplish annual instrument check with an instructor prior to IFR flight.
11. IFR current? 14 CFR 61.57	If no	Refresh currency prior to IFR flight.
12. Three takeoffs and landings in each make and model (C172RG or C172) within 180 days?	If no	Accomplish re-currency check with an instructor prior to flight as PIC or safety pilot in that make and model. The closed book exam is also required to complete with a minimum passing grade of 100%.
13. Three takeoffs and landings in each make and model (C172RG or C172) within 60 days (less than 200 hours) or within 90 days in any single engine land airplane (200 hours or more)?	If no	Accomplish flight training with an instructor with a minimum of 3 takeoffs and landings.
14. Three takeoffs and landings at night within 90 days or 60 days (less than 200 hours), if applicable?	If no	Accomplish flight training with an instructor with a minimum of 3 takeoffs and landings.
15. Do you have a minimum of 10 hours crew rest after 8 hours or less duty time or 12 hours crew rest after more than 8 hours duty time?	If no	Adjust your flight to satisfy this requirement.
At this point the pilot should be able to proceed flight planning. See Preflight Action flow chart A.		

Attachment 9

[PREFLIGHT ACTION FLOW CHART A]

1. Aircraft annual inspection current? Check ADP.	If no	Change your airplane or cancel flight.
2. Aircraft 100/50 hrs inspection current? Check ADP.	If no	Change your airplane or cancel flight.
3. ELT/battery inspection current? Check ADP.	If no	Change your airplane or cancel flight.
4. Pitot-Static system inspection current? Check ADP. (IFR only)	If no	If VFR, continue planning. If IFR, change your airplane or cancel flight.
5. Altimeter inspection current? Check ADP. (IFR only)	If no	If VFR, continue planning. If IFR, change your airplane or cancel flight.
6. Transponder inspection current? Check ADP.	If no	Change your airplane or cancel flight.
7. Airworthiness Directives complied with? Check ADP.	If no	Change your airplane or cancel flight.
8. All Form 781A discrepancies closed? Check ADP.	If no	Contact management or maintenance
9. Weather checked and acceptable per SOP?	If no	Replan or cancel your flight.
10. NOTAMs checked and acceptable?	If no	Replan or cancel your flight.
11. Weight and balance computed and within limits?	If no	Replan loading or cancel your flight.
12. Takeoff and landing distance computed and within limits?	If no	Replan or cancel your flight.
13. Adequate (at least 1 hour per SOP) fuel reserve at destination?	If no	Replan or cancel your flight.
14. Simulated Instrument Flight?	If no	Go to 15
15. Safety pilot qualified and current KAC pilot ? (Use Attachment 7)	If no	Find a current and qualified safety pilot or contact instrument instructor (CFII) for training.
16. Your planned ETA will be less than 12 hours from starting duty time if single pilot operation, 16 hours if multi pilot operation?	If no	Replan or cancel your flight.
At this point the pilot should be able to proceed attachment 9 Preflight Action flow chart B.		

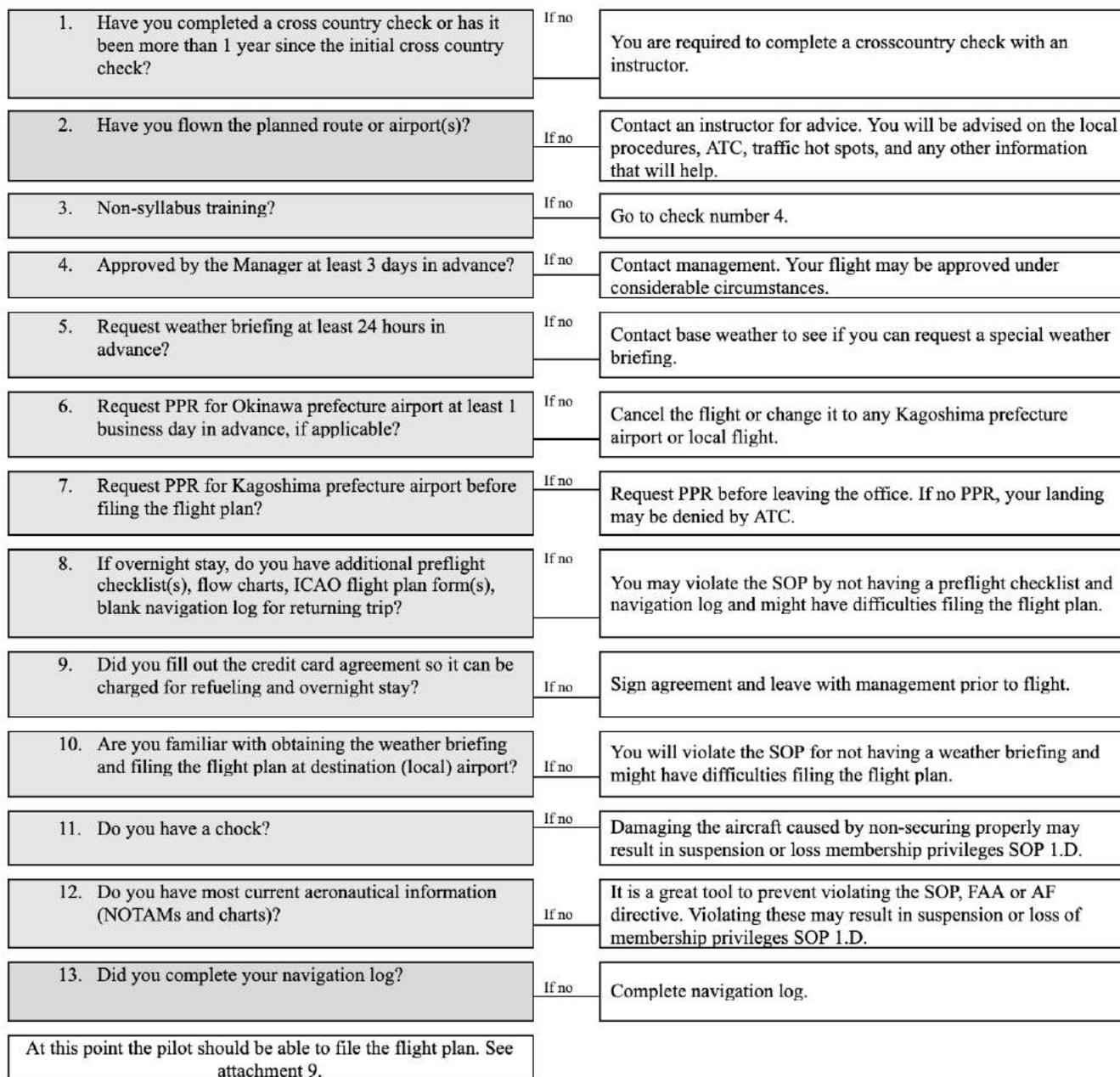
Attachment 10

[PREFLIGHT ACTION FLOW CHART B]

1. Estimated landing time is before sunset? Takeoff time is after sunrise?	If no	You must land by official sunset time and takeoff after sunrise unless night checkout is completed and current.
2. Did you check the "HOT SPOT" map and binder?	If no	You must check it before every flight.
3. Flight plan(s) and preflight checklist completed and signed?	If no	Complete and sign.
4. Flight plans(s) and preflight data reviewed by reviewing official (CFI for students)?	If no	Consult official reviews.
Filing the Flight Plan. - Any flight plan at Kadena AB will be filed through Base Ops/Airfield Management via face-to-face or email (consult Grey Book). - Filing the flight plan at the local airport will be made at JCAB or airport office via phone. - Filing the flight plan at local airport should be made only for an overnight flight. - This must be made at least 30 min. prior to departure for VFR local flight, 60 min. for IFR or cross country flight.		
5. Flight plan(s) filed (faxed and verified by the Airfield Management Office, if departing at Kadena)?	If no	File flight plan.
6. Dispatched the aircraft with ADP?	If no	If any missing data is found in ADP, contact management for resolution.
7. Attached flight plan, preflight checklist and dispatch slip on aircraft board?	If no	Attached to the aircraft board.
8. Do you have the following flight items? Fuel tester, fuel measurement stick, sick sac, headset(s), trash bag (<i>do not leave your trash in the plane!</i>), reflective belt and flash-light for night flight.	If no	Obtain items prior to flight.
At this point the pilot should be able to leave for flight.		

Attachment 11

[CROSS COUNTRY PLANNING FLOW CHART]



Attachment 12

[MISHAP REPORTING PROCEDURES]

CRITICAL ACTION (must be accomplished):

To assist the pilot when an emergency occurs, three basic rules are established which apply to emergencies.

The Pilot-in-Command (PIC) will:

1. *MAINTAIN AIRCRAFT CONTROL*
2. *ANALYZE THE SITUATION*
3. *TAKE THE PROPER ACTION*

Once the above is accomplished the pilot in command will:

1. *Contact ATC on applicable frequency, Ground (GND): 118.5 • Tower (TWR): 126.2 • Approach APP: 119.1 or 126.5 or Emergency Frequency 121.5—State nature of emergency*
2. *Evacuate the aircraft*
3. *Immediately contact the following, in order, upon any aircraft accident, incident or unusual occurrence (see Definitions for clarification on categorization).*

- a. Aero Club Manager, Scott Mase—Cell: 090-4470-9593
- b. Chief Pilot, Yu Machida—Cell: 090-6862-1227
- c. Chief, Community Support Flight—634-3002 // Cell: 090-080-1452-0640
- d. Commander, 18th FSS—634-0018
- e. Wing Safety—634-2577
- f. Base Operations—634-3118
- g. Control Tower—634-5297 // 632-9799
- h. RAPCON—634-7673 // 634-1075
- i. Wing Command Post—634-1800

Once contact is made from the above list, the pilot in command will stand down and wait for any further direction.

The Kadena Aero Club will ensure the following occurs:

1. The Aero Club Manager will contact the “on-scene commander” and appropriate Air Force representatives, who will organize the aircraft investigation or search according to established directives.
2. Wing Command Post and Wing Safety will control all local investigations, search and rescue operations.
3. Impound the pilot’s flight plan, training folder, membership folder and any other information about the pilot and lock it in the Aero Club safe.
4. Impound aircraft maintenance records
5. Aero Club Office WILL NOT provide any part of items 3 and 4 information to anyone. Do not give anyone access to this information unless directed by the on scene commander and cleared through the Aero Club manager.
6. Close the Aero Club and direct everyone to leave. Ask a dependable member to remain to help make the appropriate calls or answer the phone. Guests, family members, and non-essential members are not authorized in the Aero Club facility during this period.
7. Notify appropriate parties immediately, but DO NOT allow the phone to be used for personal conversations. If someone calls without the proper need to know, politely tell him or her that they are on an *emergency line* and direct them to hang up.
8. DO NOT talk to the press. Refer all inquiries (press or otherwise) to the Public Affairs office at 634-1509 or after duty hours the Wing Command Post at 634-1800 and request the on-duty Public Affairs representative.
9. DO NOT give out information about the pilots or passengers, to include their names.

10. Thoroughly document all actions/events on the AF Form 3616, Duty Record of Facility Operations.
11. Report all mishaps to HQ AFPC/SVPAR (Aero Club Program Manager), DSN 969-7240/7232, or Commercial (210)-395-7240/7232; however, do not do so without first consulting with the Aero Club Manager. If HQ AFSVA/SVPAR cannot be reached, report the information to the USAF Casualty Reporting Command Post at 1-800-531-5501.
12. Written reports will be IAW AFI 34-117, Attachment 5, and Mishap Reporting Procedures.
**NOTE: Student pilots will discuss the incident with their instructor or another instructor prior to notification and documentation.
13. If preliminary communication search fails to produce results, request Wing Command Post contact the West Pac Rescue Coordination Center (RCC) declaring the aircraft missing.

Definitions:

ACCIDENT:

An occurrence associated with the operation of an aircraft which takes place between the time any person boards the aircraft with the intention of flight and all such persons have disembarked, and in which any person suffers death or *serious injury*, or in which the aircraft receives *substantial damage*.

SERIOUS INJURY:

Any injury which: (1) requires hospitalization for more than 48 hours, commencing within 7 days from the date of the injury was received; (2) results in fracture of any bone (except simple fractures of fingers, toes, or nose); (3) cause severe hemorrhages, nerve, muscle, or tendon damage; (4) involves any internal organ' or (5) involves second- or third-degree burns, or any burns affecting more than 5 percent of the body surface.

SUBSTANTIAL DAMAGE:

Damage or failure that adversely affects the structural strength, performance, or flight characteristics of the aircraft, and which would normally require major repair or replacement of the affected component. Engine failure or damage limited to an engine if only one engine fails or is damaged, bent fairings or cowling, dented skin, small puncture holes in the skin or fabric, ground damage to rotor or propeller blades, and damage to landing gear, wheels, tires, flaps, engine accessories, brakes, or wingtips and not considered "substantial damage" for the purpose of this.

INCIDENT:

An occurrence other than an accident, associated with the operation of an aircraft, which effects or could affect the safety of operations.

UNUSUAL OCCURRENCES:

Report unusual occurrences to the Manager, Chief Instructor, or Safety Officer as soon as possible. Examples of such occurrences include non-standard Tower/ATC directives, controller requests for pilots to call Tower/ATC, near midair collision, or events not described by everyday routines. These occurrences may also include single system or component failures, fuel exhaustion, or engine or parts failures that result in forced or unplanned landing. Unusual occurrences such as these will be reported to Air Force Headquarters for general dissemination and trend analysis. Address concerns with any unusual occurrence to the Manager or Chief Instructor.

UNUSUAL AIRCRAFT CHARACTERISTICS:

Pilots encountering unusual aircraft characteristics (any anomaly adversely affecting aircraft performance) will land as soon as practical. If returning to Kadena AB is not feasible, the pilot should land at the nearest suitable airport. Notify Tower or the controlling agency if landing difficulties are anticipated. Discuss the incident with the Manager or Chief Instructor and enter a description of the incident in the Maintenance Discrepancy Log.

AFSVA /SVPCR (FTC Program Manager) Mr. Eric Treland

DSN: 969-7240/7232

Commercial: 98-001- (210) -395-7240/7232

Off -duty: 98-001-1-210-496-9500

In the event of an aircraft accident, or any bodily injury, immediate FSS SERIOUS INCIDENT notification, regardless of the time of day or night, should be made at: <https://cs2.eis.af.mil/sites/10042/Pages/SIR.aspx>

If after duty hours and you are unable to reach HQ AFSVA /SVPCR, report the information to the USAF Casualty Reporting Command Post: 98-001-1-800-531-5501.