Travis AFB Aero Club
Standard Operating Procedures
Rev. 06 – December 2020

X RAYMOND S. WHISENHUN...

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STANDARD OPERATING PROCEDURES (SOP)
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The Travis AFB Aero Club SOP's and Pilot's Information Files are provided for all members in order for you to properly participate in club flying activities. Each member is responsible for reading and complying with the instructions and procedures herein. Noncompliance with these instructions or procedures through ignorance, omission, or neglect will be cause for grounding and/or expulsion. The general Aero Club flight rules, organization, and operations are all contained in these SOP's and AFMAN 34-152.

CHAPTER 1 – ADMINISTRATION

1.1 APPLICATION

Eligible personnel must:
- Complete AF Form 1710 Membership Application
- Complete Covenant Not to Sue - AF Form 1585
- Provide a copy of ID to show eligibility
- Provide a copy of pilot's license and medical certificate (if applicable)
- Provide original birth certificate or passport
- Pay a $25.00 Initiation fee (waived with Letter of Good standing)
- Provide a Visa or Master Card number for membership fees

1.2 MEMBERSHIP ELIGIBILITY

- Active Duty personnel
- Reservist personnel
- Retired military personnel
- Federal Government / DoD employees
- Military contractors
- Military dependents
- Civil Air Patrol members
- Aero Club Maintenance Contractor
- Civilian
  - Note: It is Management's decision on eligibility for Civilian members and the allowing of Civilian in the Travis AFB Aero Club. This is based on the fiscal needs of the Travis AFB Aero Club. Civilian member shall not at any time impact Military members of the Travis AFB Aero Club.

1.3 DUES AND PAYMENTS

Members who join the club after the 16th of the month will not be charged that month's dues. Members are responsible for dues whether they participate in flying activities that month or not. Dues will be charged to a MasterCard/Visa monthly. Members going TDY or deploying for more than 30 days, must provide a copy of their orders to Travis AFB Aero Club management prior to their departure. **Member dues will not be refunded after any TDY or deployment.**

Flight payments are due immediately following each flight. The Travis AFB Aero Club will no longer permit activities to carry accounts receivables. Payments may be made with cash, check, VISA or MasterCard. The pilot must pay with a credit card for any flights operating when a manager is off duty. No cash will be accepted after hours. To pay with credit card, input the credit card number and expiration date on the Automatic Dispatch Program invoice and place in the "Flight Payment" drop box. Credit card payments will be processed the next billing day; Mondays for weekend charges.

The most current dues and charges will be posted in the Travis AFB Aero Club. Charges include:
- Initiation Fees
- Club Dues
- Aircraft Charges
- Instructional Charges
- Ground School Charges
- Pilot Supply Charges
- Fuel Charges

1.4 RESIGNING FROM THE CLUB

Resignation must be submitted in writing 30 days prior to the Travis AFB Aero Club's Manager. A letter of good standing will be issued upon request, provided the member is in good standing with the Travis AFB Aero Club and there are no grounding issues, payments due, etc. **Dues will not be refunded to members who fail to resign at their desired time.**

1.5 EXPULSION FROM THE CLUB

Members will be expelled for the following reasons:
- Willful misconduct
- Drug/Alcohol abuse
- Any other action at the discretion of the manager

1.6 MEMBERSHIP GROUNDING

Members may be denied flying privileges for the following reasons:
- Safety violations
- Regulatory violations
- Any other action at the discretion of the Travis Aero Club's Manager or designee

Members will be reinstated after proper retraining at the discretion of the manager or Chief Flight Instructor.

1.7 MONTHLY SAFETY MEETINGS

Attendance at the monthly safety meetings are mandatory. Safety meetings are held in the Travis AFB Aero Club Classroom on the second Saturday of each month at 0900hrs, unless posted otherwise. If you fail to attend, you must review the video of the meeting prior to flying. *Travis AFB Aero Club Members must physically attend at least one safety meeting per quarter or your flying privileges will be suspended until you attend the next meeting. Members can pay an instructor for a one hour safety brief to make up for missed attendance.*

1.8 AUTOMATIC FLIGHT DISPATCH SYSTEM

The Automatic Flight Dispatch System is the Air Force Flight Clearing Authority. This program

allows members to clear themselves for a flight and no longer requires a dispatcher to clear them. This system replaced the older, handwritten clearing authority.

Procedures:
- All rated members and student pilots must be cleared through the Automatic Flight Dispatch System prior to every flight.
- All student pilots and rated pilots who are receiving dual instruction will be cleared through the instructor's account on the Automatic Flight Dispatch System prior to flight.
- All members are responsible for maintaining their record on the Automatic Self Dispatch System and their membership record file.
- If the Automatic Self Dispatch System denies a member to fly, the member must correct the discrepancy presented on the Automatic Self Dispatch System (i.e. Safety meetings, PIFs, Annual tests, Aircraft tests, etc.). If the member has corrected the discrepancy and it shows in the member's record file, but the Automatic Self Dispatch System says otherwise, the member must notify the Travis AFB Aero Club Manager.
- Solo students are required to have an instructor's signature on their Flight Log (Travis AFB Aero Club Form 1588) or received flight clearing from an instructor prior to every solo flight.

1.9 SCHEDULING PROCEDURES

All aircraft and instructors will be scheduled on a first come first served basis online at www.flightschedulepro.com. Only dues paying members will have access to the system.

Overnight, cross country flight requests must be made in writing on the locally developed cross country request form to the aircraft being reserved. Cross country requests may be submitted 15 days in advance, and confirmed at least two days prior to the trip. Cross Country flights not reconfirmed will result in the aircraft being released to the membership. **There is a 2 hour rental rate, per day minimum on all cross country flights, no exceptions. Members accept financial responsibility for these rates upon taking the aircraft.**

If the member who has scheduled an aircraft is not at the Travis AFB Aero Club by 15 minutes past the scheduled time, the aircraft is released to the next scheduled person. If this person is not available or does not desire the time, any member has the option on the aircraft providing that the aircraft be returned in time for the next scheduled period. No member will hold an aircraft beyond the time scheduled unless arrangements are made with the Manager.

When an airplane has been reserved, the reservation will remain valid until departure or cancellation. Should the member's plans change, they will be responsible for notifying the Travis AFB Aero Club or releasing the aircraft on the online schedule as early as practical.

No Shows - Members who fail to give adequate notice/reason (24 Hrs) for not showing for a scheduled flight can result in the following charges:
- 1 hour charge for the instructor
- $60.00 aircraft lost revenue fee (for block times of 4 hours or less)
- $150.00 for block times of more than 4 hours

Any notice of less than 24 hours will require the manager's approval. Legitimate reasons will be one of the following: duty, TDY, sickness, and weather.

Scheduled FAA check rides have priority over local and cross-country flights. If a pilot schedules a check ride that preempts another scheduled flight, that pilot is responsible for notifying the cancelled member as soon as practical.

Privacy Policy with Flight Scheduling:
To use the Flight Schedule Pro System, all members must submit their email address to register. This will allow Travis AFB Aero Club administrators, flight instructors, and club members to get in touch with everyone in the club of upcoming events, aircraft scheduling and cancellations, and injuries between club members and officials. These email addresses must only be used within the Travis AFB Aero Club. No email addresses shall be disclosed to any third party by any administrator, flight instructor, or member (i.e. Member sending everyone's email address to an aircraft manufacturer so the manufacturer can advertise).

1.10 PASSENGERS

Passengers are not allowed on training flights, except with the approval of the chief flight instructor or manager.

All passengers must have AF Form 1585, Covenant Not to Sue on file at the Travis AFB Aero Club office before any flight occurs. ***Exception: If boarding the plane from a remote airfield, each passenger must have a completed and signed Covenant Not to Sue form emailed to the Travis AFB Aero Club Manager prior to take off.***

CHAPTER 2 – PILOT CURRENCY

2.1 PILOT-IN-COMMAND

To act as pilot-in-command of a club aircraft:
- Pilots must have completed a Flight Review in accordance with 14 CFR 61.56 within the preceding 24 calendar months.
- Pilots with less than 200 pilot hours must have accomplished three takeoffs and landings within the preceding 60 days for the make and model of aircraft they intend to fly.
- Pilots with more than 200 pilot hours must have accomplished three takeoffs and landings within the preceding 60 days in the most complex of each category and class aircraft, and three takeoffs and landings within 180 days in the make and model they intend to fly.
- Logbooks must be made available to the clearing authority to verify currency items.
- Instrument currency must be maintained in accordance with 14 CFR 61.57. Instrument time and approaches flown in other than Travis AFB Aero Club aircraft will count toward the instrument currency.
- Instructors with more than 200 pilot in command hours must have accomplished three takeoffs and landings in the preceding 90 days in the most complex of each category and class aircraft and must have accomplished three takeoffs and landings within 180 days in each make and model aircraft they intend to fly.

2.2 PILOT CHECK-OUTS

In addition to FAR requirements, successful completion of a written test and a flight instructor endorsement are required for an aircraft checkout. Instructors will evaluate all applicable portions of *HQ AFSVA Instructor Standardization Guide.*

Pilots must satisfactorily complete a written test for the following:
- Individual make and model aircraft (Open & Closed Book)
- Glass Cockpit/GPS (Open Book, Annual)
- Standardization (Initial and Annually)
- Instrument (Initial and Annually)
- Instructor (Initial and Annually)

The following flight checks are required of each member desiring to obtain Pilot-in-Command privileges:
- Initial checks in each make and model aircraft. (Day VFR conditions only)
- Initial night VFR local checkout. (Minimum 50 hours PIC)
- Initial Travis Aero Club Mountain checkout (Required before any flights over 50NM from Rio Vista Airport)
- Initial instrument flight check for members desiring IFR privileges

2.3 FLYING REQUIREMENTS

The following requirements must be met for each make and model, standardization, and instrument flight:
- A minimum of one hour flight time
- Satisfy the checkout requirements specified in the Instructor Standardization Guide
- Three take off and landings (except instrument)

Requirements for Trinidad Checkout
- 150 hours total time.
- 25 hours PIC in a high performance aircraft rated at 250 HP or greater OR 10 hours make and model.
- Pilots who intend on taking the Trinidad above 12,500 ft. should watch a video regarding the physiological effects of high altitude flying.

2.4 MOUNTAIN CHECKOUT

All pilots desiring Pilot in Command privileges outside of the local area (50 nm radius from O88) are required to complete a mountain check.

The following are minimum requirements for a mountain check:
- Watch the mountain flying video.
- Received ground instruction from a club instructor in mountain flying procedures.
- Received flight instruction from a club instructor in mountain flying procedures, which includes a flight to a high-density altitude airport. The airport of choice must be at a field elevation of 4000 feet MSL or greater. Tahoe, Truckee and Reno are good choices within a reasonable distance. The flight must include a minimum of 1 take-off and landing at the high density altitude airport and a demonstration of proper leaning procedures prior to landing, taxi and takeoff.
- A mountain check is a one-time requirement.

2.5 NIGHT LOCAL VFR CHECK-OUT

The following are minimum requirements for a night check-out:
- Day VFR check-out and current.
- Flight time as required. (One Hour Minimum).
- Private pilot with at least 50 hours PIC time.
- At least three (3) landings will be to a full stop at Rio Vista.
- A tour of the local flying area, identify local area landmarks and obstacles to air navigation.
- Blackout landings will not be performed solo. If an instructor desires to demonstrate a blackout landing, it will not be accomplished on the initial landing.

2.6 ANNUAL TEST AND FLIGHT CHECKS

Pilots must satisfactorily complete a written test annually for the following:
- Standardization
- Instrument
- Instructor

Pilots must satisfactorily complete a flight check annually for the following:
- Annual instrument flight check for members desiring IFR privileges.
- Annual flight check in the most complex aircraft in which the pilot maintains currency. (Day VFR Conditions only).

2.7 REGAINING CURRENCY

Pilots must fly with, and, receive an appropriate endorsement from an instructor to regain day or night currency. Pilots may retain their day and night currency by completing 3 full stop landings at night. Three (3) full stop landings during the day will NOT count towards night currency.

Pilot's non-current for more than 6 months in a particular make and model aircraft must re-accomplish a recurrency flight check for that make and model aircraft and the closed book portion of the written test.

2.8 STANDARDS

The minimum passing score on each test is 80%. Instructors will correct the test to 100% and review all deficient areas with the member prior to flight. Members failing to achieve a score of 80% shall not retake the test until sufficient ground instruction has fully prepared the member for re-testing.

Satisfactory completion of a checkout is accomplished when the pilot has demonstrated performance to the Practical Test Standards applicable to the aircraft and ratings held.

2.9 WAIVERS

A successful flight check administered by a designated or FAA examiner may be credited for applicable annual requirements if properly documented on the AF Form 1584 and approved by the Manager.

The Manager may approve currency in other than Travis AFB Aero Club aircraft.

CHAPTER 3 – OPERATIONAL RESTRICTIONS AND LOCAL AREA PROCEDURES

3.1 RESTRICTIONS AND REQUIREMENTS

The following restrictions and requirements apply to all club pilots operating club aircraft.

3.2 WEATHER MINIMUMS

- See AFMAN 34-152

3.3 NIGHT FLYING

Travis Night Pilot Currency:
Pilots must accomplish 3 full stop landings and one approach to each runway at night within the previous 60 days at Rio Vista.

Travis Night Operations:
Instructors flying with students do not require a manager to be on duty. The crew; however, must file a flight plan with 60 FSS for all local and cross country flights. This also pertains if the flight is to remain in the traffic pattern. When filing a flight plan with 60 FSS, list a phone number other than the Travis AFB Aero Club number.

3.4 FLIGHT RESTRICTIONS

Animals on Board:
There are no animals allowed within any aircraft owned or operated within the Travis AFB Aero Club.

Flight Boundary Limits:
No flight in any aircraft is allowed to enter the airspace of another country, to include Canada or Mexico.

- See AFMAN 34-152 for additional restrictions.

Maintenance:
No flight in any aircraft can occur with known maintenance issues.

3.5 PASSENGER RESTRICTIONS

- See AFMAN 34-152

3.6 DUTY DAY RESTRICTIONS

- See AFMAN 34-152

3.7 FLIGHT PLANS

- See AFMAN 34-152

3.8 APPROVED APPROACHES/AIRPORTS/RUNWAYS/TAXI PROCEDURES

- See AFMAN 34-152

3.9 MINIMUM ALTITUDES

- See AFMAN 34-152

3.10 MULTI ENGINE AIRCRAFT

- See AFMAN 34-152

3.11 FORMATION FLIGHT

- See AFMAN 34-152

3.12 FUEL RESERVES

- See AFMAN 34-152

3.13 OTHER RESTRICTIONS

All Pilots who have not received a night check out and/or who are not night current must land no later than official sunset.

- See AFI AFMAN 34-152 for additional restrictions.

3.14 PREFLIGHT REQUIREMENTS

- Pilots shall be cleared through the Automatic Flight Dispatch System prior to flight.
- Pilots shall verify if the previous pilot filled the aircraft with fuel appropriately (i.e. "Full") unless the pilot made arrangements with the previous pilot beforehand. If the aircraft is not fueled appropriately, notify the manager on duty.
- Pilots shall not begin a flight unless there is sufficient fuel to complete the flight to the point of intended landing, fly from that airport to an alternate (if an alternate is required), and then fly after that for at least 1 hour at normal cruise consumption.
- Pilots shall not begin a flight unless the flight can be completed prior to any inspections becoming due.
- Pilots shall not begin a flight unless the pilots has computed takeoff distances for each flight, checked actual aircraft performance against computed data, and submit that form by email (picture, fax or scan) prior to take off from any remote field.

- The pilot must abort the takeoff if aircraft performance data demonstrates it is inadequate for a takeoff within the required specifications.
- Pilots shall calculate weight and balance data for each flight and submit that form by email (picture, fax or scan) prior to take off from any remote field.
- A flight plan is required to remain on file at the Travis AFB Aero Club for all flights.
- Prior to every flight all pilots will complete a preflight inspection of the aircraft in accordance with the aircraft checklist.

3.15 CROSS COUNTRY FLIGHT PLAN PROCEDURES

- Flight plans for cross country flights will be opened and closed with Rancho Flight Service. Pilots are responsible for timely notification to FSS after their flight terminates.
- Club pilots are now required to provide two telephone numbers on the FAA flight plan they file with 60 FSS. The first number will be the Travis AFB Aero Club number (To Be Determined) and the second will be a number at which the pilot may be located, after the flight, such as a home phone number, hotel number, cell phone number, etc. We must have a way to contact you in case you forget to close your flight plan with 60 FSS.
- Managers will make every effort to ensure pilots returning from cross country flights are reminded to close their flight plan with 60 FSS; however, the responsibility for this action remains solely with the Pilot in Command.
- The Travis AFB Aero Club Manger is to be notified by email of the location of any plane owned and or operated by the Travis AFB Aero Club on each leg of the cross country plan as approved and recorded on the filed flight plan.

3.16 EARLY MORNING DEPARTURES/LATE ARRIVALS

Early morning departures during daylight hours are authorized even though there is no manager on duty using the following procedures:

Departures:
- Coordinate with the Manager, Operations Officer, or Chief Flight Instructor.
- File a Flight Plan with Rancho Murrieta Flight Service Station.
- Cleared through the Automatic Flight Dispatch System, and an Instrument current clearing authority for IFR flight.
- Obtain a weather briefing and file a flight plan with the FAA Flight Service Station prior to departure. IF THE WEATHER IS IFR, follow the approved IFR departure procedures.
- When airborne, if it is a VFR cross-country flight, contact Rancho Radio and request they open your flight plan.
- If it is an IFR Flight Plan, NorCal Approach will automatically notify Flight Service when you are airborne.
- To assist us in locating you in the event you fail to close your flight plan, please annotate on your Flight Plan Form a telephone number that we can contact you at your destination.

3.17 IFR OPERATIONS

Clearance and Release Procedures:
- File your flight plan with Rancho Murrieta Flight Service Station and receive a Standard Weather Briefing from a briefer.
- Must be cleared through the Automatic Flight Dispatch and an Instrument current clearing authority.

Departures:
- The Pilot in Command is responsible for obstacle clearance until reaching MVA and turning on course.

Arrivals:
- For IFR arrival into Rio Vista Airport, adhere to the FAR/AIM and the appropriate approach procedures into Rio Vista Airport.

3.18 OPERATIONS AT RIO VISTA AIRPORT

- Adhere to the FAR/AIM and AFMAN 34-152 for operations into uncontrolled airfields.
- All Travis AFB Aero Club pilots must hold short prior to taxiing across any runway at Rio Vista Airport or at any uncontrolled airport, regardless if the runway is active or inactive. When the runway has been visually deemed clear, the pilots must state on the CTAF they are crossing the runway and at which taxiway (i.e. "Rio Vista Traffic, Cessna 7891N, crossing runway 14, 32 at alpha, Rio Vista," or "Rio Vista Traffic, Trinidad 30417, crossing runway 7, 25 at bravo, Rio Vista.").
- **Traffic Pattern Altitude:** 1020' MSL.
- **CTAF:** 122.725
- **Right Traffic Pattern:** Runway 25 and 32.
- **General:** Field elevation: 20' MSL. Calm wind (below 5 knots) runway 25. Pilot Controlled Lighting on 122.8: Runways, PAPI, Taxiway, Ramp. (3x Low, 5x Medium, 7x High).
- **Noise Abatement:** Avoid homes, ranch, and corrals adjacent to the North.
- **Departure:** **RWY 25 –** Climb runway heading to 700'.
  RWY 33 – Climb runway heading to 700' and avoid noise sensitive area to the North.
- **Instrument Approaches:** VOR-A and GPS/RNAV Runway 25.

3.19 OPERATIONS INTO TRAVIS AFB

- Adhere to the FAR/AIM and AFMAN 34-152 for operations into controlled airfields.
- Obtain ATIS (if possible) over the Travis VOR on 116.4.
- Contact tower on 120.75 and follow normal controlled airfield communications.
- Advise tower that you are a Travis AFB Aero Club aircraft.
- State intentions and adhere to tower's instructions.

- Travis AFB Aero Club aircraft will be parked in the old POL yard. Security access is not required and personal vehicle are not permitted on the ramp

3.20 CROSS-COUNTRY EXPENSES AND REIMBURSEMENTS

- All landing fees, tie-down and/or storage fees incurred on cross-country trips shall be arranged by the pilot in command and are not reimbursable.
- When any Travis AFB Aero Club aircraft is left at an airport the pilot shall be responsible for the return of the aircraft. Any transportation or fuel charges incurred by the Travis AFB Aero Club in returning an aircraft shall be paid for by the pilot involved. The Travis AFB Aero Club will pay any hangar or tie-down charges incurred for maintenance through the Saturday following the maintenance completion.
- Should it become necessary while on a cross-country flight to obtain extensive repairs, the pilot shall insure that the aircraft is properly secured and cared. If a pilot must return before the aircraft can be repaired he must return at his own expense. The pilot is not authorized to commit the Travis AFB Aero Club for major repairs in excess of $150.00 without the approval of the Travis AFB Aero Club manager.
- Any charges that are to be reimbursed by the Travis AFB Aero Club should not include sales tax.
- If the pilot decides to hangar the aircraft because of impending high winds and/or other threats of natural origin, he/she will be reimbursed the difference between hangar cost and tie down.

3.21 CLEARING AUTHORITY AND CLEARANCE PROCEDURES

- All flights in Aero Club aircraft will be cleared on the Automatic Flight Dispatch System.
- Only clearing authorities designated in writing by the manager may clear Travis Aero Club flights.
- Student flights may only be cleared by a Club Flight Instructor.
- IFR flights may only be cleared by the Automatic Flight Dispatch System and an Instrument current clearing authority.

3.22 DISCREPANCY LOG

The aircraft discrepancy log in the aircraft binder and Automatic Dispatch System will be used by all pilots to document aircraft discrepancies.

If any write-up should be cause to ground the aircraft, the keys and aircraft book will be placed on the managers' desk. If you are unsure if the write up you are making will ground the aircraft, consult with an instructor or the mechanic.

3.23 REFUELING/POST FLIGHT

- All pilots are responsible for refueling the aircraft after each flight.

- After refueling, all pilots will clean the windshield, landing gear struts, leading edges, and interior prior to pushing the aircraft back into parking or turning it over to the next pilot.
- When lightning is reported within 5 miles, aircraft will not be refueled.
- See AFMAN 34-152 for additional information on refueling.
- All Pipers will normally be refueled to the "Tabs."
- The T-41C will normally be refueled to "Full."
- The Trinidad will normally be refueled to 66 gallons.
- Pilots will return back to the Aero Club and close out their flight on the Automatic Flight Dispatch System.

3.24 HOBBS METER

- When recording the Hobbs time, remember that if any part of the next number is showing on the meter, that number (the higher one) will be used.
- When the Hobbs meter does not correspond with the aircraft form, the pilot involved must have it verified by a manager or clearing authority prior to the flight. If you don't, you will pay the difference. After verification, the preceding pilot will be charged for any time not read correctly.

3.25 LOST COMMUNICATIONS PROCEDURES FOR ARRIVAL AT O88

- Follow established FAR/AIM procedures.

3.26 RON (REMAIN OVERNIGHT) AND SEVERE WEATHER

Pilots remaining overnight away from Rio Vista will ensure the following listed items are accomplished. Pilot's responsibility for Travis AFB Aero Club equipment does not terminate until the aircraft and all associated items are secured within the Travis AFB Aero Club Area.
- Aircraft chocked at main gear front and rear of each main gear tire.
- Aircraft grounded.
- Aircraft tied to earth at installed rings.
- Aircraft control lock installed or controls secured by seat belts.
- Keys and forms removed.
- Doors and windows closed.

Severe weather is defined as wind in excess of 35 knots, hail or freezing rain. Pilots will make every effort to hangar aircraft which may be exposed to severe weather. In the event hangaring is impossible, in addition to items listed under paragraph 1, secure the aircraft in sheltered area. In the event of a precautionary landing due to weather or maintenance which may result in a nonscheduled RON or unusual delay, after closing the FAA flight plan, notify the Travis AFB Aero Club of your action by telephone. In the event you are unable to reach any Travis AFB Aero Club Official, contact Travis AFB Operations and ask them to notify the Travis AFB Aero Club of your situation.

3.27 ALTERNATE AIRFIELD PROCEDURES

If weather minimums or wind conditions go out of limits at Rio Vista Airport during your flight, the following procedures should be followed:
- Divert to a nearby suitable airfield that is within your fuel capabilities.
- Contact the Travis AFB Aero Club, Flight Service Station, or Base Operations as soon as possible and advise them of your location.

3.28 WEATHER RECALL AND AIRCRAFT EVACUATION PROCEDURES

Flights will not be initiated if surface winds are forecasted to exceed 30 knots, and flights will be terminated as soon as practicable if surface winds exceed 30 knots.

Aircraft will be evacuated when directed by local authorities, Aero Club manager or chief pilot, or Travis Command Post.

3.29 TRAVIS AFB AERO CLUB LOST AIRCRAFT PROCEDURE

Lost aircraft procedures can be simplified down to five simple steps called "The 5 C's"

Five C's:
- **Circle:**
  - If able, you want to minimize your travel so you can orient to the location without anything changing and not get any further off track.
- **Confess:**
  - Admit that you are lost and need some form of assistance.
  - Write down the time you determine you are lost.
  - Avoid stressing out and convincing yourself you are lost when maybe you are not.
- **Climb:**
  - "Climb to cope"
  - Ceiling and visibility permitting climb to improve radio reception (comm and NAVAID) and forward visibility.
  - Be sure not to fly around aimlessly, circle if required during a climb.
- **Conserve:**
  - Operate the aircraft (when straight and level) at maximum endurance power setting.
  - When oriented, fly max range.
  - Check your fuel state and determine how much time you have.
- **Communicate:**
  - Request assistance on the area working frequency.
  - Try to communicate using all available channels and NAVAIDs.
  - If unable, try calling an approach control frequency with a PAN report and request vectors.
  - If unable to receive any reply, switch to guard and deliver a PAN report.
  - If required set transponder to 7700.

- o   If ATC responds then comply with instructions.

  UHF: "PAN-PAN, PAN-PAN, PAN-PAN, [Callsign], [Situation], [Position], [Intention], PAN-PAN, PAN-PAN, PAN-PAN"

- **Comply:**
  - o   If you are attempting landing at a strange field, circle it at a safe altitude and locate all obstacles and hazards.
  - o   Determine wind direction and duty runway and get a rough estimate of runway length and width.
  - o   Try to contact the tower on guard prior to landing.
  - o   Use best estimation of pattern altitude.
  - o   Never fly above overcast layers.
  - o   If stuck above a cloud layer, bailout is an option.

CHAPTER 4 – STUDENT PILOT PROCEDURES

The Chief Flight Instructor is responsible for administration of the training program and for monitoring all training given at the Travis AFB Aero Club to include supervision of the instructors.

Student pilots may request a particular instructor, or request a new instructor at any time by notifying the Chief Flight Instructor, or the Travis AFB Aero Club manager. Flying with more than one instructor at a time is discouraged.

Prior to soloing, the following must be accomplished:
- Aero Club Standardization test.
- Aircraft written test – open and closed.
- Student pre-solo test.
- Pre-solo stage check completed and documented in training folder and logbook.
- All PIFs read and signed off in member folder and Automatic Flight Dispatch System.
- Safety meeting attendance or video review current and signed off in member folder and Automatic Flight Dispatch System.
- Appropriate logbook and student license endorsements.
- Form 1584 filled out listing all restrictions and signed by the student.
- Before any student is allowed unsupervised solos, they will accomplish three supervised solos. The first solo will be accomplished at Rio Vista Airport. The second solo should be at a towered airport if possible. Do not delay flight training if the towered airport solo can not be accomplished on the second solo. Solo 3 will be accomplished at an airport in the North/South practice area (Franklin, Byron, Kingdon Airpark). This does not apply to students who have previously met their solo requirements.

Prior to any student going solo cross-country, the following must be accomplished:
- Appropriate endorsements.
- Solo cross-country test.
  - Note: The solo cross-country test need not be accomplished if the student has taken and passed the Private Pilot Knowledge Exam within the preceding 24 months.

RESTRICTIONS

- Solo student pilots must receive final clearing from a CFI prior to every solo flight.
- Solo student pilots will terminate all flights no later than official sunset.
- Solo student pilots will not perform touch and go landings unless an instructor is on board.
- Student pilots will not fly more than 10 consecutive hours, or exceed 30 days without dual flight with a CFI.

CHAPTER 5 – SAFETY

ACCIDENT/INCIDENT ACTIONS

5.1 IN CASE OF ANY AIRCRAFT ACCIDENT OR INCIDENT:

Take whatever immediate action is necessary to provide emergency attention to protect life and prevent further injury to persons or damage to property.

The police or security police should be notified if the loss involves any type of theft of property or any other criminal conduct. The NTSB should be notified when applicable under NTSB Part 830. Required forms should be completed and filed with the appropriate military and civilian authorities. Gather as much information as possible and contact The Aero Club with the following data:

- Date of Occurrence
- Time of Occurrence
- Aircraft Registration Number
- Aircraft Make and Model
- Group I, II, or III Aircraft
- Location of Mishap
- Current Location of the Aircraft
- Pilot's Name (Civilian/Active Duty)
- Passenger's Name (Civilian/Active Duty)
- Injuries Sustained

NOTE: Do not delay reporting while awaiting more complete details, you can send additional information later.

In the event an accident occurs, immediately copy all aircraft and pilot logbook data and any other information that might possibly be relevant. The NTSB could impound these records and they will require us to assist you in any investigation.

ACCIDENT/INCIDENT REPORTING

All Travis AFB Aero Club personnel must be aware of the proper procedures for emergency notification in the event of a mishap. A mishap is defined here as any situation that can be classified as an incident, accident or unusual occurrence.

In the event of an aircraft mishap, make the following telephone notifications:

At Rio Vista:
1. Call 911 For Fire/Fuel Spills
2. Call 911 For Ambulance
3. Notify Travis AFB Aero Club Manager: (707) 374-0081
4. Notify Travis AFB Command Post: Comm: (707) 424-5517 / DSN: 837-5517
5. Notify 60 FSS/FSW Flight Chief: Ron Estrella, Comm: (707) 424-2469 / DSN: 837-2469

6. Notify HQ AMC-Scott AFB IL: Comm: (618) 229-7817/7819 / DSN: 779-7817/7819
   Note 1. Leave message if unavailable.
   Note 2. Notify HQ AMC before contacting HQ AFSVA
7. Notify HQ AFSVC/SVPAR Eric Treland
   a. Normal duty hours at Randolph AFB TX: Comm: (210) 652-4979 / DSN 487-4979
   b. Other than normal duty hours call AFSVC Casualty Affairs at (800) 531-5501 / DSN 487-3505). Provide them with mishap information, contact name and phone number.

Locations other than Rio Vista:
1. Notify local agencies as required to meet situation
   a. Call 911 in most areas
2. Notify Travis AFB Command Post: Comm: (707) 424-5517 / DSN: 837-5517
3. Notify HQ AMC-Scott AFB IL: Comm: (618) 229-7817/7819 / DSN: 779-7817/7819
   Note 1. Leave message if unavailable.
   Note 2. Notify HQ AMC before contacting HQ AFSVA
4. Notify HQ AFSVC/SVPAR Eric Treland
   a. Normal duty hours at Randolph AFB TX: Comm: (210) 652-4979 / DSN 487-4979
   b. Other than normal duty hours call AFSVC Casualty Affairs at (800) 531-5501 / DSN 487-3505). Provide them with mishap information, contact name and phone number.

In all cases notify Travis AFB Aero Club Manager at the Travis AFB Aero Club (TBD).

Any public announcement concerning Travis AFB Aero Club mishaps will be released only by the Travis AFB Public Affairs Office.

A copy of this procedure will be kept in each aircraft manual.

GROUND SAFETY

General Guidelines

5.2 ENCOURAGING THE REPORTING OF SAFETY INFORMATION

There is a growing realization in the aviation industry that encouraging prompt reporting of safety issues actually reduces the number of accidents and incidents. An environment of "open reporting" is a key element in fostering a "safety first culture" for the systematic reporting, collection, analysis, and dissemination of safety information that will be used solely to prevent accidents.

Implementation of a "safety first culture" begins with a written SOP signed by the squadron commander and requires commitment and action not just by the Travis AFB Aero Club Manager, but, by all Travis AFB Aero Club personnel and enables the Travis AFB Aero Club to create a safe and fun flying environment.

Encouraging all personnel to promptly and fully report incidents and accidents is a key element in a "Safety First" culture. Travis AFB Aero Club personnel must be trained to view safety as a

much more important priority than meeting schedules, and they should be encouraged to report immediately to a manager or flight instructor, the slightest scratch or dent in an aircraft and any collision between ground equipment or obstruction and an aircraft.

5.3 RAMP SAFETY RULES

The following rules apply to all operations on the ramp:

- Always be aware of your surroundings.

- Always wear personal protective equipment (PPE).

- No smoking.

- No alcoholic drinks or any drugs, legal or illegal, that are likely to impair performance or judgment.

- No rough or boisterous play; practical jokes may lead to injury or damage.

- Report all injuries, equipment damage, and near-collisions to a manager or flight instructor.

- Do not operate any equipment that has been declared unserviceable.

- Keep the ramp area clear of foreign object debris (FOD).

- Only a trained operator may drive a vehicle (Tug) or operate its controls.

- Never taxi faster than a brisk walk.

- Never try to get on or off a moving vehicle (Tug); wait until it stops.

- Never carry co-workers on vehicles unless seats are available. "No seat, no ride."

- Never drive over fuel hoses or static leads.

- Never back an aircraft unless a marshaller is present and/or the view is clear.

- Be very careful near moving aircraft; they have the right-of-way.

- Avoid the intake and exhaust areas of aircraft engines.

- Use extreme caution when walking under any part of an aircraft.

- Always make sure anti-collision beacon is ON before engine start.

- Always leave anti-collision beacon ON until engine comes to a full stop.

- Wait until the aircraft's anti-collision beacon is off before approaching the aircraft.

- Never try to load late-arriving baggage if the aircraft's anti-collision beacon is on.

The following general rules apply to ramp operations near propeller-driven aircraft:

- Do not approach the aircraft until the propellers have stopped turning and the anti-collision beacon is off.

- Never walk close to, or between propellers or between propeller blades, even if they are motionless.

- Never touch a propeller blade.

5.4 APPROACHING AN ARRIVING AIRCRAFT

Before approaching the aircraft, make sure that:

- The aircraft has stopped, prop is not spinning.

- The nose wheels are chocked.

- The anti-collision beacon is off.

- The marshaller has given the "safe to approach" signal.

When working around an aircraft, be alert for protrusions that could cause injury, such as antennas, pitot tubes, vortex generators, and air-conditioning pack exhaust ports.

5.5 CIRCLES OF SAFETY

Each parked aircraft has unmarked protection zones called the "circles of safety" designed to prevent damage from GSE. The outer circle of safety extends 5 meters (16 feet) from the aircraft. Vehicle drivers must test their brakes before crossing this imaginary boundary. The inner circle of safety is 2 meters (7 feet) from the aircraft and indicates where drivers must stop their vehicles before resuming their approach to the aircraft at a slow speed.

5.6 POSITIONING SAFETY CONES

Safety cones are used to create protective zones around specific aircraft areas, especially engines and wing tips, to prevent ground accident damage.

5.7 REFUELING

General guidelines during refueling of aircraft include:

- Use caution when maneuvering aircraft near fueling area.
- Aircraft shall be grounded before fueling.
- Keep at least 1 meter (3 feet) away from the refueling vehicle, hoses, and static lines while servicing the aircraft.
- Use extreme caution when starting aircraft in fueling area.
- Never taxi faster than a brisk walk in fueling area.
- Always look for location of **Emergency Fuel Shutoff.**

CHAPTER 6 – MAINTENANCE PROCEDURES

6.1 MEMBER RESPONSIBILITIES

Members shall prevent any possible damage to the aircraft at all times. If a pilot "knowingly" damaged an item on an aircraft, without notifying a manager or reporting it on the AFTO 781, and it is reported by the following pilot, the previous pilot will be charged the total cost of parts to their credit card on file after review from the Standardization Board.

6.2 GROUNDING AN AIRCRAFT

If for any reason the aircraft becomes grounded, make the appropriate write up in the AFTO 781 form and place the aircraft binder on the managers' desk.

Write only one discrepancy per block.

6.3 MAINTENANCE RESPONSIBILITIES

Each aircraft is provided with an aircraft binder. The binder contains a Flight Data Log, AFTO Form 781 discrepancy forms, and other information. The flight data log will be completely filled out after each flight, and the fuel used out of the fuel tank at the Travis AFB Aero Club will be entered into the log.

Club aircraft shall be grounded for discrepancies that adversely affect safety of flight or compromise the airworthiness of the airplane. The member discovering the grounding discrepancy shall write the discrepancy in the aircraft book and bring to the attention of a club official.

Once an aircraft is determined unairworthy by a Travis AFB Aero Club official, the aircraft will be blocked from the online schedule, and an attempt to contact those scheduled for the aircraft will be made.

All maintenance will be performed by certified FAA maintenance personnel and signed off in the aircraft logbooks and Aircraft Discrepancy Logs IAW with club SOP's, AFM 34-232, and FAA procedures.

Maintenance personnel will inspect club aircraft IAW the inspection list provided in the manufacturer's maintenance manual for the type, model, and series aircraft being inspected.

Travis AFB Aero Club aircraft may not be flown past scheduled inspections.

Aircraft Discrepancy Logs for the aircraft involved will be filed with the 100 hour inspection records which are required for the last 200 hours of operation on each aircraft. These will be filed in the Travis AFB Aero Club office.

Parts used will be listed on the parts usage log located in the maintenance office.

Maintenance personnel will check the Aircraft Discrepancy Log daily to insure write-ups are cleared as soon as possible.

The aircraft status board will be used to ensure inspections are accomplished on time. Fifty (50) hour inspections need to be annotated in the aircraft log book and on the status board.

Hangar area will be kept clean and free of clutter at all times. The hangar will not be used for storage of any kind.

Any maintenance problems will be brought to the attention of the maintenance officer and club manager.

All spare parts will be tagged to indicate serviceability. Unserviceable parts will be tagged and kept in locked storage until repaired or disposed of.

Bench stock items will be stored and identified by part number and source, like items will be stored by source.

6.4 CORROSION CONTROL

All club aircraft will be washed at least monthly.

Club maintenance personnel will inspect each aircraft during the 100 hour inspection for existing corrosion. Any corrosion found will be sanded and treated with Zinc Chromate and painted.

Aircraft should be rescheduled for painting at least every five years.

6.5 TOOL CONTROL

It is up to the Chief Mechanic to establish a tool control program to prevent tools from being left in the aircraft and the aircraft being returned to service. At a minimum, the following must be accomplished:

- The mechanics tool box will be shadowed in order to easily identify the fact that a tool is missing.
- After any kind of inspection, maintenance, etc., prior to returning the aircraft to service, it will be inspected for tools, parts, or any kind of FOD. In addition, the mechanics tool box will be inspected to ensure all tools are accounted for.
- If any tool in not accounted for, the aircraft will not be returned to service until a thorough search of that aircraft has been accomplished and it can be positively determined that the missing tool is not in the aircraft.

6.6 FUEL QUALITY ASSURANCE

Before each flight the PIC will insure each tank and sump is checked for both water and other contaminants. This will be accomplished by obtaining a fuel sample and visually checking it for water or other contaminants.

Although all fuel must meet the standards established by the American National Institute, management will check the storage tank and change the fuel filter every six months.

CHAPTER 7 – FLIGHT INSTRUCTOR RESPONSIBILITIES

Only FAA Certified Flight Instructors on contract with Travis AFB Aero Club may conduct flight training in club aircraft.

7.1 FLIGHT INSTRUCTOR DUTIES AND RESPONSIBILITIES

Provide complete supervision of all assigned students.

Maintenance and administration of flight training records on all assigned students.

Ensure compliance with all Air Force, FAA, and NAF directives pertaining to Flight Instruction, rules, and regulations governing ground and flight operations; to include attendance at all standardization, safety, and flight instructor meetings.

Perform duties as clearing authority (if applicable) IAW current directives and checklists.

Ensure compliance with Standard Operating Procedures for flight and ground operations.

7.2 STUDENT PILOTS

The following is a list of AF endorsements required for student pilots:
- AF Form 1584 endorsement for solo.
- Once the student has completed his/her solo at the Travis AFB Aero Club, and the instructor is ready to let them fly unsupervised solo, the instructor will fill out a 1584 for solo flight.
- 30 day endorsements (A dual proficiency flight for student pilot currency, as required by AFM 34-132. The duration of the flight, acceptable performance standards, and number of landings are at the instructor's discretion. The instructor will endorse the student pilot's training record upon proficiency flight completion with the following statement: "Dual proficiency flight accomplished IAW AFM 34-132". Name, Certificate Number and Expiration Date.)

Cross Country Locations:
- Cross country flights will be made to any of these locations under the determination of the student's flight instructor (**North:** Colusa, Chico, Marysville. **South:** Los Banos, Castle, Merced Madera).
- Student shall complete the first two solo cross country flights to airfields where they have previously demonstrated satisfactory traffic patterns to their instructor.

Stage Checks:
- Stage checks must be given by designated instructors.
- Stage I check is flight lesson #8, Stage II check is flight lesson #20, and Stage III check is flight lesson #25
- Deviations to the curriculum may be made with approval from the Chief Instructor.

7.3 CURRICULUMS AND RECORDS MAINTENANCE

Each instructor must comply with the FAA approved curriculum for the applicable course.

All training will be taught under Part 61 of the FARs, using a Part 141 curriculum. Each lesson will be documented on the flight training record, (HQ AFSVA FORM 1580) along with an entry in the individual's logbook. It is permissible to sign off more than one lesson on a single flight.

CHAPTER 8 – SECURITY AWARENESS (TSA)

8.1 AOPA OUTLINE OF THE TSA RULE

On September 21, 2004, the Transportation Security Administration (TSA) issued an "interim final rule" on flight training for aliens and other designated individuals. When the interim rule was first issued, it required every person to prove his or her citizenship status (including U.S. citizens) prior to undertaking flight training in an aircraft weighing 12,500 pounds or less. Additionally, all foreign flight students were required to complete a background check process with TSA. Not only did the rule apply to flight training, but also to recurrent training under Part 61. This meant that pilots would have to prove citizenship, and aliens submit background checks, for flight reviews, instrument proficiency checks, and aircraft checkouts.

AOPA's successful efforts to mitigate the effects of the rule led to several clarifications later issued by TSA. One of them removed "recurrent training" (flight reviews, aircraft checkouts, etc.) from the requirements of the rule. The other redefined "flight training" as training only for the issuance of a recreational pilot, sport pilot, private pilot certificate, multi-engine rating (at any level), or instrument rating.

This rule also initially required flight schools and flight instructors to provide security awareness training to each ground and flight instructor and any other employee who has a direct contact with a flight school student (regardless of citizenship or nationality) and to issue and maintain records of this training.

Once again, AOPA's efforts successfully led to TSA clarification of the applicability of the initial and recurrent security awareness training. Ground instructors and administrative personnel who come into direct contact with flight students are still required to complete this training requirement, but with regard to flight instructors, only active instructors must take the training. Inactive instructors are not required to take the training, but it is recommended.

AOPA was, and remains, the industry leader in monitoring the effects of the TSA rule on general aviation. AOPA's goal is to ensure that general aviation pilots are able to comply with the rule with less burden and fewer complications.

8.2 SIGNIFICANT PROVISIONS/CLARIFICATIONS

TSA Recurrent Security Awareness Training Module: Active flight instructors, ground instructors, and flight school employees now have a means available to complete the TSA's recurrent security awareness training. TSA offers an online training module, "Recurrent Flight School Security Awareness Training," which can be used to fulfill the recurrent training requirements or to develop an alternate training program.

Recurrent Security Awareness Training Exemption: TSA issued an exemption that the required recurrent security awareness training occurs in the same month as the initial security awareness training. Under this exemption, flight schools and independent instructors are allowed

to complete their first recurrent security awareness training within 18 months of their initial security awareness training.

TSA Clarification of "Flight Training": TSA has provided clarification on the definition of "flight training" for aircraft with an MTOW of 12,500 pounds or less. It now only includes flight training for a recreational pilot, sport pilot, or private pilot certificate; multiengine rating (at any level); or instrument rating.

TSA Defines "Recurrent Training": TSA interprets the definition of "recurrent training" to NOT include any flight review, proficiency check, or other check whose purpose is to review rules, maneuvers, procedures, or to demonstrate a pilot's existing skills.

Security Awareness Training — Applicability: TSA has clarified the applicability of the Security Awareness Training. Current and active instructors are required to have taken the training by January 18, 2005. Those who failed to meet this deadline should comply with this requirement as soon as possible. Current and inactive instructors are not required to take the training, but it is recommended. Expired instructors are not required to complete the training.

Security Awareness Training — Certificates: Many people have been unable to print the Flight School Security Awareness (FSSA) training completion certificate at the end of the training module; therefore, the following forms have been provided for individuals to be able to document their completion of the TSA required FSSA training. The documentation requirements are slightly different, depending on whether you are an independent CFI [PDF document] or a CFI/employee of a flight school [PDF document]. For those who are still unable to print a certificate using this method, an endorsement may be made in that person's logbook or other record to show compliance with the training. It is imperative that the same wording provided on these certificates is used when making this endorsement.

Enforcement of Security Awareness Training Compliance: According to the TSA rule, flight school employees (and flight instructors) not in compliance may be subject to civil penalties under federal regulations. TSA may also deal with violators by issuing verbal warnings and/or written notices. TSA considers each day a person operates in violation to the requirements of the rule an additional occurrence subject to penalty.

Airship, Balloon, and Glider Exemption: TSA has determined that airships, balloons, and gliders pose a minimal threat to aviation and national security and has granted an exemption for those schools that provide, and individuals who apply for, instruction in the operation of airships, balloons, or gliders. This exemption also exempts schools that only provide instruction in airships, balloons, and gliders from the security awareness training requirement.

International Fingerprinting Locations: TSA has announced that certain international locations are now equipped to process fingerprints for alien candidates as part of an expanded partnership with NATA Compliance Services. At the present time, fingerprinting services are now available at the following locations outside of the United States:
1. FSI and TAM Limited Aera's: Sao Paolo, Brazil
2. FSI Canada Limited: Dorval Quebec, Canada

3. Flight Safety International SARL: Le Bourget, France
4. Saudi Aramco: Dammam, Saudi Arabia
5. Flight Safety International: Farnborough Hampshire, United Kingdom

8.3 DEFINITIONS

Alien. Any person not a citizen or national of the United States. This also refers to resident aliens (green-card holders) and visa holders in the United States.

Aircraft Simulator. A flight simulator or flight training device as defined by 14 CFR 61.1.

Candidate. An alien or other individual designated by TSA who applies for flight training. It does not include an individual endorsed by the Department of Defense for flight training.

Flight School. Any pilot, flight training center, air carrier flight training facility, or flight instructor certificated under 14 CFR Part 61, 121, 135, 141, or 142; or any other person or entity that provides instruction under 49 U.S.C. Subtitle VII, Part A, in the operation of any aircraft or aircraft flight simulator. This also includes any individual or entity located outside the United States that provides such instruction. For example, a flight school located in Canada that provides instruction in the operation of an aircraft or aircraft simulator that would enable an individual to receive a U.S. airman certificate is subject to this rule.

Flight Training. The TSA rule initially defined "flight training" as instruction received from a flight school in an aircraft or aircraft simulator that a candidate could use toward a new airman certificate or type rating. On January 5, 2005, TSA clarified the definition to include only three types of training that substantially enhance piloting skills. The first is training that a candidate could use toward a recreational, sport, or private pilot certificate because such training provides a candidate with basic piloting skills. The second is training that a candidate could use toward a multiengine rating because such training provides a pilot access to larger, faster aircraft. The third is training that a candidate could use toward an instrument rating because such training enhances a pilot's abilities to pilot an aircraft in bad weather and enables a pilot to better understand the instruments and physiological experiences of flying without reference to visual cues outside the aircraft. Recurrent training, such as flight reviews and instrument proficiency checks, are exempt from the rule, as well as flight training listed under 14 CFR 61.31.

8.4 FLIGHT SCHOOLS AND FLIGHT INSTRUCTORS

Whether providing flight training to U.S. citizens or aliens, all active flight instructors must complete the TSA Initial Security Awareness Training prior to giving any further flight or ground instruction. Ground instructors and administrative personnel who come into direct contact with flight students must also complete this training. CFIs who have current certificates but are not actively involved in teaching, and CFIs whose certificates have expired, are encouraged to take the free training but not required.

Additionally, active flight instructors, ground instructors, and flight school employees now have a means available to complete the TSA's recurrent security awareness training. TSA posted an

online training module, which can be used to fulfill the recurrent training requirements or to develop an alternate training program.

1. Security Awareness Training
2. U.S. Citizens Receiving Flight Training
3. Aliens Receiving Flight Training
4. Flight School Record-Keeping Requirements

8.5 U.S. CITIZENS

Determine Applicability. The requirements for determining citizenship status for any student, whether U.S. or alien, applies only to flight training toward a recreational pilot, sport pilot, or private pilot certificate; instrument rating; or multiengine rating.

Proof of Citizenship. Evidence of U.S. citizenship must be shown by one of the following:

- Valid, unexpired U.S. passport.
- Original birth certificate of the United States, American Samoa, or Swains Island, and government-issued picture ID.
- Original certification of birth abroad with raised seal (Form FS-545 or DS-1350) and government-issued picture ID.
- Original certificate of U.S. citizenship with raised seal (Form N-560 or N-561), or a Certificate of Repatriation (Form N-581), and government-issued picture ID.
- Original U.S. Naturalization Certificate with raised seal (Form N-550 or N-570) and a government issued picture ID

Logbook or Record-keeping Requirements. An instructor must keep a copy of the documents for five years that are used to prove citizenship or make an endorsement in both the instructor's logbook, or other record used by the instructor to record flight student endorsements, and the student's logbook with the following:

"I certify that [insert student's name] has presented me a [insert type of document presented, such as a U.S. birth certificate or U.S. passport, and the relevant control or sequential number on the document, if any] establishing that [he or she] is a U.S. citizen or national in accordance with 49 CFR 1552.3(h). [Insert date and instructor's signature and CFI number.]"

8.6 ALIENS

This applies to aliens who are receiving flight training inside or outside the United States for an U.S. Airman certificate.

Candidate Notifies Flight School. The flight training candidate should provide advanced notice to the flight school that he or she intends to start flight training.

Flight School Registers. After the candidate notifies the flight school of their intent to start flight training, the flight school needs to register online with TSA at https://www.flightschoolcandidates.gov/fsindex.html. After accessing the AFSP provider Web page, scroll down the page to select "new account." After registering, for flight schools in the

United States, a user ID will be immediately provided and a password will be sent later via e-mail. For flight schools outside the United States, follow the instructions provided at the provider registration Web page.

Candidate Creates Login. The candidate is required to create a login account at https://www.flightschoolcandidates.gov. A user ID is provided immediately after submitting the required information, and a password is sent via e-mail. (Time may vary on receiving the password — possibly 24 to 48 hours.)

Candidate Applies for Training. After receiving his or her password, the candidate will be instructed to change it. The candidate then logs into the TSA student registration page at https://www.flightschoolcandidates.gov and continues the application process.

The candidate will be required to submit the following information:
- Background Information. Full name, gender, current address and five-year address history, date and country of birth, and citizenship information.
- TSA Identification Number. The TSA identification number is not given to the candidate. Rather, it is an internal designator only seen by TSA.
- Passport and Visa Information. Foreign applicants are required to have a passport. A candidate may either scan his or her complete passport and submit it to TSA electronically, or copy his or her complete passport and fax it to TSA using the fax number provided on the AFSP Web site.
- Training Details. Basic information including the name of the school, course name, course description and ID number, type of aircraft, pilot certificate or rating sought, and the start and end dates for the flight training. If the flight school is already registered with TSA, it might be helpful if the candidate brings his or visa and passport and registers at the flight school. This will allow the flight school to upload the required documents to TSA and also to make copies for the flight school's record-keeping requirements. Upon completion of the application, the candidate will be prompted to click on the "validate and submit" icon. If any errors appear in the application, the candidate will be instructed to make any necessary corrections or complete any missing information. After making any changes, the candidate clicks on "submit application." Furthermore, after submitting the application, and for the application to proceed further, the candidate must select "I agree" or "I disagree" after reviewing important information regarding his or her application. The candidate training request status is available on the AFSP candidate home page at https://www.flightschoolcandidates.gov. Each training request the candidate has entered into the system is listed in the Current Flight Training Applications section of the AFSP home page after login.
- Fingerprints. Free fingerprinting forms are available by calling the American Association of Airport Executives at (703) 797-2550. (AAAE has reported it is not issuing fingerprinting forms to candidates, only flight schools and instructors.) Flight schools may opt to receive the fingerprinting forms via express or overnight mail for a charge. Additionally, a prepaid return envelope for returning the forms to AAAE may also be provided for a charge. A candidate's fingerprints must be collected by or under the supervision of one of the following:
  1. A U.S. federal, state, or local law enforcement agency.

2. U.S. government personnel at a U.S. embassy or consulate that possesses appropriate fingerprint collection equipment and personnel certified to capture fingerprints.
3. Another entity approved by the Federal Bureau of Investigation (FBI) or TSA, including airports that possess appropriate fingerprint collection equipment and personnel certified to capture fingerprints.

- A list of domestic and international fingerprinting locations is available at www.tsc-csc.com/printoffices/. The prints can be taken either electronically or by the provided forms. After they are completed, the prints are sent back to AAAE (an address is provided on the fingerprinting forms), who then forwards a copy to TSA. Additional instructions can be found on TSA's Web site at https://www.flightschoolcandidates.gov/fp_instr.html. *Note: Any candidate who has previously submitted fingerprints and received confirmation of fingerprint receipt for a prior AFSP training request is not required to resubmit fingerprints. If possible, TSA will use the fingerprints on file for that candidate.

- $130 Application Processing Fee. The fee must be paid by credit card on the TSA's Web site. (Candidates now have a maximum of 10 attempts at paying the processing fee. After the tenth failure, the training request is canceled by TSA's system, and the candidate must submit a new training request. Please verify that your credit card is valid before attempting to pay the processing fee).

- Photo. The student should have his or her photo taken by the flight school when he or she arrives at the flight school for the first day of flight training. The flight school will be required to upload this same photo, not one copied from the candidate's passport or other identification, to TSA's Web site or have it faxed to TSA at 703/542-1221. For guidance on taking and uploading the photo of the candidate, please see the frequently asked questions section below.

- The following are descriptions of each status type:
  o Draft — Candidate has started to enter request, but, it has not yet been submitted. Next step: Candidate (or provider for Category 4) selects the "Validate and Submit Application" icon and corrects errors prior to submitting the request.
  o Submitted — The request has been fully submitted. Next step (Category 1-3): Provider logs into Web site to validate or deny the request.
  o Provider Accepted — Provider accepted the candidate's request. Next step: Candidate pays the $130 AFSP fee online. Once the fee has been received by TSA, an authorized agent fingerprints the candidate.
  o Provider Rejected — Provider rejected the candidate's request. Next step: Candidate contacts the provider to inquire about denial of request.
  o Preliminary Approval Granted — Preliminary approval has been granted to the candidate.
  o Fingerprints Received — TSA has received the candidate's fingerprints. Next step: Category 1 candidates — up to 30 calendar days to receive approval; Category 2 candidates — up to five business days to receive approval; Category 3 and 4 candidates will not receive this status.
  o Final Approval Granted — Candidate has been granted final approval for the training request. Next step: Training must commence within 180 days of final approval.
  o Final Approval Rejected — Candidate has been denied training.

Further questions about the status of your flight training request should be directed to TSA by e-mail to AFSP.Help@dhs.gov.

Flight School Acknowledges Training Request. The flight school will be sent an e-mail from TSA requesting confirmation of the candidate's training request after the candidate's request has been submitted.

Candidate Instructed to Pay Fee. Once the flight school confirms the candidate's request, the candidate will be e-mailed instructions to pay the $130 processing fee (credit card only). Candidates now have a maximum of 10 attempts at paying the processing fee. After the tenth failure, the training request is canceled by TSA's system, and the candidate must submit a new training request. Please verify that your credit card is valid before attempting to pay the processing fee.

Flight School and Candidate Receive Preliminary TSA Decision. Upon receiving the payment, TSA e-mails both the candidate and the flight school an e-mail with the subject "Preliminary Approval." THIS DOES NOT GRANT YOU PERMISSION TO RECEIVE TRAINING. This e-mail confirms the application and fee have been received by TSA, but they still need to receive the candidate's fingerprints. If the preliminary decision is not received within seven business days, contact the TSA Help Desk at (703) 542-1222.

Candidate Instructed to Submit Fingerprints. If the preliminary decision is favorable, candidates will receive an e-mail from AFSP with a subject "Fingerprint Instructions" when a successful payment has been verified. Although you may receive a notification from Pay.Gov for a successful payment, your training request will not be processed by AFSP until the payment is verified by TSA and you have been sent the "Fingerprint Instructions" e-mail. If the decision is not favorable, the candidate will be provided details regarding any information that may be missing from their registration. For more details on how to get fingerprints taken, click here.
> *Note*: Any candidate who has previously submitted fingerprints and received confirmation of fingerprint receipt for a prior AFSP training request is not required to resubmit fingerprints. If possible, TSA will use the fingerprints on file for that candidate.

Notice: Effective April 17, 2006, if a candidate submits/submitted fingerprints prior to paying for his/her training request and receiving the official Alien Flight Student Program (AFSP) fingerprinting instructions, the fingerprints are invalid, and the associated training request(s) will be canceled. The fingerprints will NOT be applied to any current or future training request. Both the candidate and the provider will receive an e-mail notifying them that the fingerprints are invalid, the training request(s) is/are canceled, and what steps need to be taken to resolve the problem to complete processing through the AFSP.

Flight School and Candidate Receive TSA Confirmation. Prior to beginning any flight training, both the candidate and the flight training provider will receive an e-mail with the subject "Permission to Initiate Training/Fingerprint Receipt" when all of the required information has been received and verified by TSA. This e-mail needs to be received by the candidate before training is started.

Flight School Takes Photo. The flight school takes a photo of the candidate when he or she arrives for the first day of flight training. The flight school will be required to upload this same photo, not one copied from the candidate's passport or other identification, to TSA's Web site or have it faxed to TSA at (703) 542-1221. For guidance on taking and uploading the photo of the candidate, please see the FAQ section below.

Final Determination Is Made by TSA. TSA will make a final determination as to the candidate's eligibility to receive flight training (training may have already started) and will notify the flight school and candidate of its decision.

8.7 VISA INFORMATION

This section applies to aliens who are planning on receiving flight training in the United States.

The requirements for obtaining any visa are separate from the requirements of the TSA alien flight training rule.

According to INS regulations, Title 8 of the Code of Federal Regulations, Section 214.2(b)(7), any alien who is permitted to enter the United States on a B-1 or B-2 visitor's status visa is prohibited from enrolling in a course of study. Such an alien must an either obtain an F-1 or M-1 non-immigrant visa from a consular officer abroad and seek readmission to the United States, or apply for and obtain a change of status under section 248 of the Act and 8 CFR Part 248. The alien may not enroll in the course of study until the Service has admitted the alien as an F-1 or M-1 nonimmigrant or has approved the alien's application.

Taking flight training without an appropriate visa could be a violation of your immigration status and could result in your arrest and removal from the United States; therefore, it is important that you have a visa that permits you to take flight training in the United States. If you do not possess the correct visa, or if you have questions pertaining to your visa status or the appropriate visas for flight training, please contact your local Bureau of Citizenship and Immigration Services at 800/375-5283 or www.uscis.gov or the State Department Consular Affairs Office for assistance. The AFSP will deny flight training requests from candidates who are present in the United States illegally or who do not have an appropriate visa for flight training. Fees paid for denied applications are not refundable.

Part 141 Flight Schools. Only FAA certificated Part 141 and/or 142 schools that are approved and participating in the Student and Exchange Visa Information Service (SEVIS) program are authorized to issue an I-20 form to a prospective student upon their enrollment into a course, which the prospective student needs to request the change of status and receive the subsequent student visa.

Part 61 Flight Schools and Independent Flight Instructors. Part 61 flight schools and independent flight instructors may train a foreign national if that alien is a legal permanent resident or in a work status (H-type visa) with extended stay privileges or a refugee in asylum status with appropriate DHS documentation. They also may train a foreign national on an F-1 (academic

visa) provided that the student is still enrolled and attending the college or university as shown on the F-1 and the student has notified SEVIS of the additional training being received at a non-SEVIS approved school.

Alien candidates who are coming to the United States to start flight training and need information on obtaining a visa should first contact the flight school where they intend on taking their flight training to get detailed procedures. In many cases, the flight school already has procedures in place to help a candidate obtain his or her visa.

8.8 FLIGHT SCHOOL RECORD-KEEPING REQUIREMENTS

The flight training provider must keep a record of the following for five years for each alien candidate:
- The photograph of the candidate.
- A copy of the approval sent by the TSA confirming the candidate's eligibility for flight training. (This approval is the final determination sent to the candidate and flight training provider via e-mail after the candidate has applied for flight training with the TSA, paid the $130 fee, and submitted passport and fingerprints.)
- Candidate's full name, gender, and date of birth.
- Candidate's ID number created by the TSA.
- Copy of candidate's valid, unexpired passport and visa (including all information listed in Step 4 of the AFSP Candidate Help Page.
- Copy of all previous passports and visas held by the candidate and all the information necessary to obtain a passport and visa.
- Candidate's country of birth, current country or countries of citizenship, and each previous country of citizenship, if any.
- Candidate's requested dates, type, and location of training (for more details, see Part 2 of the AFSP Candidate Help Page).
- Candidate's current U.S. pilot certificate and certificate number (if any).
- Candidate's current address and phone number and each address for the previous five years.
- Copy of receipt confirming that the $130 was paid (printable from TSA Web site after candidate makes payment).
- For DoD endorsees, a copy of the required written statement and picture ID.

8.9 FLIGHT SCHOOL SECURITY AWARENESS TRAINING

Initial security awareness training: A flight school may use either the initial security awareness training program offered by TSA or an alternative initial training program offered by a third party or designed by the flight school itself. TSA's initial security awareness training program is available online at http://download.tsa.dhs.gov/fssa/training/. For information on alternative initial security awareness training, please refer to Subpart B of the TSA rule.

IMPORTANT! While conducting flight school inspections, TSA inspectors are finding that documents being issued for completion of security awareness training are not completed

properly or missing required information. According to the TSA rule, the document issued for security awareness training must include the following:

- Employee and/or instructor's name.
- Distinct identification number for the employee or instructor to enable both the flight school and TSA inspectors to track the security awareness training.
- Date on which the employee or instructor received or completed the training.
- Name of the instructor who conducted the training, if an instructor conducted the training.
- A statement certifying that the flight school employee or instructor received or completed the security awareness training.
- The type of training received or completed, whether initial or recurrent.
- Signatures from the flight school employee and an authorized official of the flight school (independent instructors may not have an authorized official available to sign the document).
- If an alternative training program is used, a statement certifying that it meets the criteria in 49 CFR 1552.23(c).

Recurrent security awareness training: According to the TSA rule, each flight school employee or independent instructor must receive recurrent security awareness training every 12 months from the month of their initial training. A TSA exemption grants first-time recurrent training recipients an additional six months to complete this training. This exemption will remain in effect until January 1, 2007.

The purpose of the TSA recurrent security awareness training is to make flight schools, instructors, and flight school employees aware of security-related incidents, measures, and procedures that affect their local airport and flight school. This means they should be aware of any new security measures or procedures, new threats posed by or incidents involving general aviation aircraft, and any new guidelines or recommendations concerning the security of general aviation aircraft, airports, or flight schools.

TSA provides a Recurrent Security Awareness Training module online that can be used to meet the requirements for recurrent security awareness training.

Even though filling in blanks or answering multiple choice questions is not a part of this training module, completion of the recurrent security training typically requires more than only reviewing the training module and completing the certificate of completion. In most cases, physically visiting with your airport or flight school manager to discuss these measures and/or looking for security measures is an integral part of completing the recurrent security awareness training.

For flight schools that decide to develop their own recurrent security awareness training, please refer to the requirements stated in Subpart B of the TSA rule.

IMPORTANT! While conducting flight school inspections, TSA inspectors are finding that documents being issued for completion of security awareness training are not completed properly or missing required information. According to the TSA rule, the document issued for security awareness training must include the following:

- Employee and/or instructor's name.
- Distinct identification number for the employee or instructor to enable both the flight school and TSA inspectors to track the security awareness training.
- Date on which the employee or instructor received or completed the training.
- Name of the instructor who conducted the training, if an instructor conducted the training.
- A statement certifying that the flight school employee or instructor received or completed the security awareness training.
- The type of training received or completed, whether initial or recurrent.
- Signatures from the flight school employee and an authorized official of the flight school (independent instructors may not have an authorized official available to sign the document).
- If an alternative training program is used, a statement certifying that it meets the criteria in 49 CFR 1552.23(c).

Record keeping: This rule also requires a flight school to establish and maintain the following records for one year after an individual no longer is a flight school employee:
- A copy of the document issued to the employee when he or she received initial training and each time he or she received recurrent training; and
- A copy of the alternative initial security awareness training program, if the flight school used in the past or currently uses an alternative program instead of the TSA program.

Inspection requirements: This rule requires a flight school to allow officials authorized by TSA and the FAA to inspect the records required under this section. TSA officials will be conducting inspections of flight schools to ensure that they are complying with this rule. Flight schools that are not in compliance may be subject to civil penalties under 49 U.S.C. 46301 and 49 CFR Part 1503.

To help prepare for a TSA inspection, refer to AOPA's Flight School Checklist for TSA Inspections.

8.10 FREQUENTLY ASKED QUESTIONS

General

Are introductory or "discovery" flights exempt from the requirements of the TSA rule?
Yes. TSA has stated through correspondence with AOPA that introductory or "discovery" flights are exempt from the requirements of the TSA rule.

What is the definition of flight training as it pertains to this rule for the purposes of needing to undergo citizenship verification?
The TSA has further interpreted the definition of "flight training" for aircraft with a maximum certificated takeoff weight of 12,500 pounds or less to only apply to training for a recreational pilot, sport pilot, or private pilot certificate; multiengine rating (at any certificate level — i.e., does not apply to MEI); or instrument rating (does not include recurrent training).

Do the requirements for citizenship verification apply for flight reviews, aircraft checkouts, or instrument proficiency checks?
No, TSA has interpreted the definition of "recurrent training" to NOT include any flight review, proficiency check, or other check required by 14 CFR § 61.57 or § 61.58 whose purpose is to review rules, maneuvers, or procedures, or to demonstrate a pilot's existing skills. The TSA has further interpreted the definition of "flight training" for aircraft with a maximum certificated takeoff weight of 12,500 pounds or less to only apply to training for a recreational pilot, sport pilot, or private pilot certificate; multiengine rating (at any certificate level — i.e., does not apply to MEI); or instrument rating (does not include recurrent training).

Do the requirements for citizenship verification apply to flight training in airships, balloons, or gliders?
No, TSA has granted an exemption for those schools that provide, and individuals who apply for, instruction in the operation of airships, balloons, or gliders. This exemption also exempts schools that only provide instruction in airships, balloons, and gliders from the security awareness training requirement.

I was approved by the Department of Justice (DOJ) Flight Training Candidate Checks Program (FTCCP); do I have to go through the TSA background check?
The AFSP (Alien Flight Student Program) requires candidates to submit a request for each instance of flight training. Although some candidates have received final approval in the past through the DOJ's Flight Training Candidate Checks Program (FTCCP), they must submit a request for approval of new training through the AFSP Web site.

Please note that any user ID and password that was created for the FTCCP Web site will work on the AFSP Web site; you do not need to create a new account if you already have one from the FTCCP.

Flight Schools and Instructors

How do I submit an application for Category 4 (aliens who hold a pilot certificate from a foreign country and would like to get an unrestricted U.S. pilot certificate)?
Category 4 training requests for applicants are submitted by the provider through the form on the provider Web site. Flight school providers should click on the "Category 4 Menu" folder and the "Submit New Category 4" link within the flight school provider Web site. There is no processing fee for Category 4 requests.

Are flight instructors in the United States required to visit their local FSDO in order to validate their TSA registration and personal identification?
No, flight instructors in the United States are not required to visit their FSDO for this. Once the flight instructor submits his/her registration to TSA, a user name will be provided immediately, and a password will later be sent from TSA via e-mail.

Are flight schools and flight instructors located outside the United States affected by this rule?
Yes. The rule applies to any flight school or flight instructor certificated under 14 CFR that provides instruction in the operation of any aircraft or aircraft simulator toward the issuance of a U.S. airman certificate. This includes any flight school or instructor located outside the United States that provides such instruction.

I am an active flight instructor and an alien. Am I required to do anything different than instructors who are U.S. citizens?
No, nothing special is required. The requirements of the rule for flight schools and flight instructors still apply to you. This requires registering with TSA if you are giving flight instruction to other aliens, verifying citizenship for U.S. citizens, and completing initial and recurrent TSA security awareness training.

How do flight training providers outside the United States verify their registration with TSA?
For providers outside the United States, you will need to validate with an international FSDO office (IFO). There are IFOs in New York, New York; San Francisco, California; and Miami, Florida. Please contact the nearest IFO to you and inquire whether that office can process your request for a provider account on AFSP. If you use the New York IFO, please select the New York IFO (EA29) as your FSDO option and "New York" for your state location. If you use the San Francisco IFO, please select the San Francisco IFO (WP03) as your FSDO option and "California" for your state location. If you use the Miami IFO, please select the Miami IFO (SO23) as your FSDO option and "Florida" for your state location. Once the IFO validates your request, you will be sent a password via e-mail.

How do I upload and submit a candidate photograph?
Candidate photographs must be taken when a candidate arrives for the first day of flight training. These photographs should be uploaded through the AFSP Web site by the provider through the "Photograph Upload" link. The following TSA guidelines for taking photographs are provided on the photograph upload page within the AFSP Web site.

TSA guidelines for flight candidate photographs:
1. Proper Lighting Arrangement — Position light sources on both sides of the subject to avoid shadows on face. Use a light source to illuminate the background behind the subject to avoid shadows in background. Diffuse sources of light, such as umbrella lights, are preferable to point sources.
2. Camera/Subject Position — Place the camera approximately 4 feet from the subject. Position the camera at the subject's eye level. Position the subject so that he faces the camera. Photograph the subject against a plain white or off-white background and center the subject's head within the frame.
3. Photograph Print Properties — Produce a 2 inch x 2 inch color or black and white photo on thin paper or stock. Ensure the print is clear and has a continuous tone quality. Do not retouch or otherwise enhance or soften the photo.
4. Resolution Quality — High-resolution photography and printing are highly recommended. The entire face and all fine facial features should be in focus.

5. For uploading photographs, TSA accepts the following file extensions: BMP, DOC, GIF, HTML, JPEG, JPG, PDF, and TIF. In addition, the file name may only contain English characters.

What is a provider admin? What is a provider agent?

A *provider admin* is the administrator of a flight training provider account. Only one provider admin is allowed per flight training provider. The administrator user ID has access to all of the same screens and functionality as the provider agent but is also able to change flight training provider information, such as the telephone number of the school. Each school MUST have one provider admin.

A *provider agent* is the standard flight training provider account. This type of account allows the user to validate candidate requests, submit and review Category 4 candidate information, upload candidate photographs, and mark candidate training requests as completed. The provider agent account does not have access to change school information. A school may have any number of provider agents, including zero.

I am registered with a Part 141 (Part 142) school as a provider agent but teach part-time as a CFI (Part 61) provider. Do I register as a provider admin or agent?

Flight instructors who are registered with a Part 141 or Part 142 school should be registered as a provider agent for that school. The schools may have only one provider admin, which is generally an administrator at the school. By registering as a provider agent to the Part 141 or 142 school, flight instructors may validate candidate requests for their students at the school.

CFIs or Part 61 providers who do not have FAA school certification numbers must sign up as individual flight training providers. In this case, each instructor would sign up as a provider admin. For instructors who teach within a Part 141 (Part 142) school and also teach separately as a CFI (Part 61) provider, the instructor should sign up as a provider agent within the Part 141 or 142 school AND as a provider admin for instruction on a CFI (Part 61) basis. The instructor will validate candidate requests for the Part 141 (142) school separately from the CFI (Part 61) instruction.

What is the flight training provider's responsibility if a candidate is denied?

The flight training provider may not provide training to a candidate who has been denied by the AFSP. If the flight training provider has already initiated training for a candidate, and TSA notifies the flight training provider that the candidate poses a threat to aviation or national security, the flight training provider must stop the training immediately. TSA will contact the flight training provider both electronically (e-mail) and by telephone and provide further instructions.

U.S. Citizens

It is my understanding that the logbook endorsement requirement for U.S. citizens should be done anytime an instructor/flight school is presented with a new student who received a logbook endorsement from a different school and/or location. But for students who remain

at one flight school throughout their training, and are known by all the instructors, a recurring endorsement is not necessary. Is this correct?

Yes, this is a correct interpretation. Think of the endorsement as a replacement of the copy of the proof of citizenship. If you had a copy of my birth certificate from private training, and now I want to do an instrument rating, no need to run a new Xerox copy just because I'm doing a new rating.

Aliens

I presently hold a pilot certificate from a foreign country and would like to get an unrestricted U.S. pilot certificate that is NOT based on my foreign certificate. Does this require registering with TSA?

Yes. TSA has stated that aliens who already hold a pilot certificate issued by a foreign country and are applying for an unrestricted U.S. pilot certificate should apply as a Category 4 candidate. Category 4 training requests for applicants are submitted by the provider through the form on the provider Web site. Flight school providers should click on the "Category 4 Menu" folder and the "Submit New Category 4" link within the flight school provider Web site. There is no processing fee for Category 4 requests. Category 4 candidates may commence training after receiving the "Request for Training Application Received" e-mail, which TSA issues upon receiving all of the required information.

I am pursuing a U.S. pilot certificate at a flight school located outside the United States. Do I need to comply with this rule?

Yes. The rule applies to the issuance of a U.S. airman certificate at any flight school located in or outside the United States that is providing flight training under 14 CFR.

I am pursuing a U.S. pilot certificate based on my foreign license. Am I required to comply with the TSA rule?

No, TSA has clarified that getting a U.S. certificate based on a foreign license does not apply to the requirements of the rule.

What about an alien who goes through the required verification, including fingerprinting, to receive training?

They complete their training and then later pursue additional training at a different flight school. Other than registering with TSA and the new flight school, must the candidate complete all of the requirements again (fingerprinting, etc.) or can they simply show proof that this was completed once when they register for the new training?

With respect to an alien who goes on to do another certificate or rating, either at the same school or a different one, the application to TSA must be made. The fingerprints do not have to be taken again, because TSA keeps them on file. However, the threat assessment and fee are still carried out.

Can an alien candidate register without a passport?
You are generally required to have a passport, but there are some people with very special circumstances who cannot obtain a passport. TSA will handle these situations on a case-by-case basis.

Is an alien required to have a visa? I have heard of aliens who have registered with TSA without a visa or green card. (Example: Some Europeans are allowed to stay in the United States for 90 days without a visa.)
"Visa" is not a required field, more of an "if applicable." TSA does realize there are some instances in which students are not required to and will not possess a visa.

Does the TSA have any international locations for processing fingerprints?
In March 2005, TSA announced that certain international locations have been selected to process fingerprints for alien candidates. A list of participating airports is available at www.tsc-csc.com/printoffices/.

How long will it take to get an answer on my training request?
There are factors that affect the amount of time between training request submission and response, including:
  1. Response time of your flight training provider.
  2. Accuracy and completeness of your training request.
  3. Nature of the request.
  4. Category of the candidate.

What can I do if my request was returned for insufficient information?
If your training request contains insufficient information required to make a determination on your request, you will receive an e-mail notification. You may return to this Web site, select the training request for which you received the e-mail notification, and review the information you provided for its accuracy and completeness. Make any changes needed, and resubmit your training request. On a resubmission, the flight training provider DOES NOT need to validate your request again, and you DO NOT have to pay another $130 USD processing fee.

What if I need to cancel my flight training request?
You may now cancel a training request that is in the Draft status by going to Step 7 of the request, clicking on the Edit link for that request, and clicking the "Delete Training Request" button.

Security Awareness Training

Where can I go to get the Recurrent Security Awareness Training?
Active flight instructors, ground instructors, and flight school employees now have a means available to complete the Transportation Security Administration's (TSA's) recurrent security awareness training. TSA posted an online training module, "Recurrent Flight School Security Awareness Training," which can be used to fulfill the recurrent training requirements or to develop an alternate training program.

I am having a problem printing TSA's security awareness training certificate after I completed their online course; what should I do?
You may obtain a certificate from AOPA [independent CFI (Word document | PDF document); CFI/employee of a flight school (Word document | PDF document)] and keep this for proof of complying with the security awareness training requirement. You may also elect to endorse your logbook or other permanent records with the wording provided on the certificate that applies to you.

Is a flight instructor who is not actively instructing required to take the initial security awareness training, and then continually undertake the recurrent training if they remain inactive?
TSA has clarified the applicability of the security awareness training. Current and active instructors must take the training. However, current and inactive instructors are not required to take the training, but it is recommended. Expired instructors are not required to complete the training. The deadline for TSA's security awareness training was January 18, 2005. Compliance is still required for active instructors who have yet to complete this training.

TSA's security awareness training document is required to have a distinct identification number and also indicate whether or not the training is initial or recurrent. Neither of these is provided on the TSA security awareness training certificate. What should I do?
1. After rechecking the rule and with our Chief Counsel's Office, here's what we have regarding the identification number:
2. Under 1552.25(a), a flight school must issue a document to each flight school employee each time the employee receives training (initial and recurrent). Paragraph (a)(1) requires the document to contain the employee's name and a distinct identification number.
3. The purpose is for TSA auditors to be able to better track/identify employees who have received the training. TSA does not provide the identification number. The flight school should make up a numbering system for employees or use any employee numbering system that the school already uses to identify employees.
4. The school is also free to note initial or recurrent training on the certificate for their record-keeping purposes.

With regards to the security awareness training, can you please tell me if the TSA's online training can be used again for recurrent training?
It is not the intent of TSA for the initial training to be used repeatedly. The requirements for recurrent training differ greatly from initial (they are much less centered on the awareness portion, and more on actual security events or changes to procedures at the airport or facility), as laid out in 49 CFR 1552.23. There is nothing to prevent a training provider from using the initial program as part of recurrent, but completing that only would not fulfill the requirements for recurrent training under 1552.23 because of the difference in content requirements for initial and recurrent. TSA has issued a recurrent security awareness training module that can be used by flight schools and independent instructors.

AOPA. "AOPA's Guide to TSA's Alien Flight Training/Citizenship Validation Rule." 4 Apr. 2006.http://www.aopa.org/tsa_rule/#outline

Changes to these SOP's will be dated and posted in the PIF.