



DEPARTMENT OF THE NAVY

COMMANDANT OF MIDSHIPMEN
U.S. NAVAL ACADEMY
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COMMANDANT OF MIDSHIPMEN INSTRUCTION 3710.1A

Subj: NAVAL ACADEMY FLYING SQUADRON (VT-NA) STANDARD OPERATING PROCEDURES

Ref: (a) COMDTMIDNINST 1710.14G
(b) OPNAVINST 3710.7R
(c) CNATRAININST 3501.1C
(d) COMDTMIDNINST 7041.1H
(e) COMDTMIDNINST 1020.3B
(f) COMDTMIDNINST 4653.1K
(g) Federal Aviation Regulations (FAR)/Aeronautical Information Manual (AIM)

Encl: (1) VT-NA Standard Operating Procedures

1. Purpose. To provide authoritative guidelines for the conduct of all flight operations and aviation squadron related activities by Midshipmen assigned to the United States Naval Academy. This publication standardizes and regulates all flying programs sponsored by the Academy including the Intercollegiate Flying Team, Summer Programs, and all other Naval Academy Flying Squadron (VT-NA) operations. These regulations are a supplement to and do not supersede Federal Aviation Regulations (FARs), Federal Aviation Administration (FAA) Notices to Airmen (NOTAMs), Naval Air Training and Operating Procedures Standardization Program (NATOPS), local airport regulations, aircraft rental agreements and restrictions, organization or club rules, or good judgment by the pilot-in-command (PIC). VT-NA will abide by all rules and regulations set forth in reference (a). The Standard Operating Procedures (SOP) guidelines focus on aviation **SAFETY**, standardization, and personal accountability in order to optimize aviation training and proficiency and to prevent aircraft mishaps and related injuries.

2. Cancellation. COMDTMIDNINST 3710.1. This edition is a complete revision and should be reviewed in its entirety.

3. Background. The Naval Academy Flying Squadron (VT-NA) SOP is modeled after reference (b) and has similar goals - optimize flight training, organization, and safety of flight operations. The SOP is specifically tailored to Naval Academy flight operations and training with the objective of providing procedures contributing to the professional environment we work in as well as to familiarize Midshipmen with publications similar to those employed in the Fleet.

4. General. The Naval Academy Flying Squadron, here-after referred to as VT-NA or *Squadron*, is a unit established to familiarize Midshipmen with all aspects of flight operations in the military and civilian aviation communities. VT-NA facilitates and standardizes all flight operations conducted by Midshipmen for purposes of flight training, currency, and related flying. The Naval Academy Intercollegiate Flight Team is a component of the Squadron sponsored by the Academy which allows Midshipmen who have prior flight experience to represent the Academy at regional and national

flight competition events. The VT-NA Summer Flight Training Program is another entity of VT-NA which provides initial flight and ground school familiarization in aircraft and training to rising First and Second Class Midshipmen who have expressed career interest in Navy or Marine Corps aviation.

5. Applicability. These Standard Operating Procedures apply to Midshipmen, and each person participating with VT-NA or otherwise on board an aircraft being operated under the authority of these procedures.

6. Organization. VT-NA is organized and run by Midshipmen under the direction of officer leadership. Principally, the administration and operation of the Squadron is managed by the Midshipman staff. The involvement of Officer Representatives provides leadership and guidance similar to that of a squadron commander in the Fleet. The two leadership components work integrally to provide a strong learning environment and effective organization to educate Midshipmen about Naval Aviation:

a. Squadron Leadership

(1) US Naval Academy Senior Aviator. The US Naval Academy Senior Aviator shall be responsible for overall operational and material readiness of the squadron as well as the overall safety of all VT-NA operations and functions. As such, he/she provides oversight over VT-NA and provides guidance to all Officer Representatives, the VT-NA Midshipman Commanding Officer, Intercollegiate Flight Team Captain, and Summer Flight Training Program Director.

(2) VT-NA Officer Representation. VT-NA is supported by an Officer Representative (O-Rep) who is a commissioned officer from the Naval Aviation community. The VT-NA O-Rep works closely with the Midshipman Commanding Officer to provide input into the development of Squadron programs and activities to best integrate aspects of fleet operations. Assistant Officer Representatives (AO-Rep) and Senior Enlisted Representatives (E-Rep) provide additional support of Squadron operations and serve in an advisory role to specific aspects of the organization and may be appointed as needed by the O-Rep.

(3) VT-NA Midshipman Commanding Officer. The VT-NA Midshipman Commanding Officer (VT-NA MIDN CO) is a First Class Midshipman selected by previous year Squadron membership based on background experience, desire to serve, and input from peers and Officer Representatives. The responsibilities of the VT-NA MIDN CO are to lead and guide Squadron activities, training programs, and develop the organization to best accomplish Squadron objectives. The VT-NA MIDN CO works directly with his/her midshipmen staff and in close conjunction with officer representation.

(4) VT-NA Midshipman Executive Officer. The VT-NA Midshipman Executive Officer (VT-NA MIDN XO) is a First Class Midshipman selected by the VT-NA MIDN CO. The VT-NA MIDN XO provides a direct link between VT-NA, the Intercollegiate Flight Team, Ground School, and Summer Flight Training Program midshipmen staff who work together closely to conduct daily operations.

b. VT-NA Midshipman Department Heads

(1) VT-NA Administrative Officer. The VT-NA Administrative Officer (VT-NA ADMIN) is a Second or Third Class Midshipman selected by the VTNA MIDN CO. VT-NA ADMIN is responsible for all administrative items related to the Squadron to include maintaining meeting agendas and minutes, ensuring all ECA requirements are met, and maintaining a full staff and Squadron roster. Additionally, VT-NA ADMIN shall maintain flight status information to include at a minimum each VT-NA member's pilot qualifications, ratings, medical status, flight hours, FAA WINGS participation, and a copy of any record that the supporting flight school holds on the VT-NA member.

(2) Midshipman Public Affairs Officer. The VT-NA Public Affairs Officer (VT-NA PAO) is in charge of documenting and promoting VT-NA and the Intercollegiate Flight Team. The VT-NA PAO serves as the spokesperson for the Squadron and Intercollegiate Flight Team and oversees media and public relations efforts. The VT-NA PAO shall work closely with the VT-NA MIDN CO and VT-NA MIDN XO to develop a comprehensive program to involve the Intercollegiate Flight Team and Squadron in Academy activities. Specifically, the VT-NA PAO will coordinate recruitment of Midshipmen, maintain an updated website and email list, and coordinate with the Brigade PAO for events to promote the Academy and its aviation programs.

(3) VT-NA Operations Officer. The VT-NA Operations Officer (VT-NA OPS) is a First or Second Class Midshipman selected by the VT-NA MIDN CO to manage the operational aspects of Squadron activities. Specifically, VT-NA OPS is tasked with implementing and enforcing Squadron procedures, maintaining a detailed outline of flight operations areas, managing Movement Orders, fly-ins, special events and socials, and all operational functions of VT-NA and the Intercollegiate Flight Team. VT-NA OPS shall work closely with the VT-NA Treasurer in funding squadron activities and with the VT-NA MIDN CO and Intercollegiate Flight Team Captain to plan activities throughout the year and monitor the progress of Squadron and Intercollegiate Flight Team operational procedures.

(4) VT-NA Logistics Officer. The VT-NA Logistics Officer is selected by the VT-NA MIDN CO and is tasked with coordinating and arranging transportation, logistical support, lodging, meals and equipment for VT-NA and Intercollegiate Flight Team activities. He/She will work closely with the VT-NA MIDN CO, Intercollegiate Flight Team Captain, VT-NA OPS, the VT-NA Scheduling Officer, and Intercollegiate Flight Team Logistics Officer to manage all VT-NA and Intercollegiate Flight Team Movement Orders and other arranged or necessary movements.

(5) VT-NA Maintenance Officer. The VT-NA Maintenance Officer is selected by the VT-NA MIDN CO and is responsible for monitoring the material condition of aircraft and scheduled maintenance. Maintenance status will be made available to VT-NA OPS and the Intercollegiate Flight Team Maintenance Officer upon completion of a weekly check. Any discrepancies shall be reported to the supporting flight school maintenance officer immediately. The VT-NA Maintenance Officer will work closely in conjunction with the supporting flight school's maintenance officer and its employed maintenance program. Pilots In Command (PIC) should report squawks immediately to the

supporting flight school in accordance with the school's procedures. They should also notify the VT-NA Maintenance Officer promptly.

(6) VT-NA Scheduling Officer. VT-NA Scheduling Officer (VT-NA SKEDS) is selected by the VT-NA MIDN CO to maintain daily and weekly schedules of all flight and ground activities. Additionally, VT-NA SKEDS will work closely with the VT-NA MIDN CO, VT-NA Safety Officer, VT-NA OPS, and Intercollegiate Flight Team Scheduling Officer to coordinate meetings, briefs, and other events pertaining to VT-NA and Intercollegiate Flight Team operations. The VT-NA Scheduling Officer will also work in close conjunction with the VT-NA Training Officer and Intercollegiate Flight Team Scheduling Officer to coordinate with the supporting flight school in scheduling aircraft and instructors for Midshipmen training. VT-NA SKEDS will post the weekly flight schedule on the VT-NA Squadron intranet webpage as well as submit an updated copy to the VT-NA and Intercollegiate Flight Team Chain of Command and pertinent recipients as per the Commandant's request upon completion, daily and weekly, prior to the scheduled date.

(7) VT-NA Training Officer. The VT-NA Training Officer is a First or Second Class Midshipman selected by the VT-NA MIDN CO. He/She is responsible for developing Saturday Morning Training programs related to the Squadron for the Brigade to utilize at large. The Midshipman Training Officer is also responsible for the use and maintenance of the VT-NA flight simulators in Luce Hall that are to be utilized primarily for Saturday Morning Training (SMT) and Ground School labs. Finally, The VT-NA Training Officer is responsible for providing information and coordination with the supporting flight school, organizing aviation seminars for training in conjunction with safety meetings or as required. The VT-NA Training Officer shall work closely with VT-NA OPS and the VT-NA Scheduling Officer in assigning midshipmen to flight training and placing them on the flight schedule.

(8) VT-NA Treasurer. The VT-NA Treasurer is a First or Second Class Midshipman selected by the VT-NA MIDN CO. The VT-NA Treasurer is responsible for maintaining the Midshipmen activities budget and conducting monthly reviews of financial records with the Morale Welfare Fund (MWF) Office. He/She is also in charge of coordinating any donations or fundraising activities for VT-NA and/or the Intercollegiate Flight Team. The VT-NA Treasurer shall work closely with the VT-NA MIDN CO and VT-NA MIDN XO in the progress and currency of budgeting for the Squadron and Intercollegiate Flight Team.

(9) VT-NA Safety Officer. The VT-NA Safety Officer is a First, Second, or Third Class Midshipman selected by the VT-NA MIDN CO to develop, implement and enforce safety procedures and programs for VT-NA and the Intercollegiate Flight Team. Specifically, the VT-NA Safety Officer shall develop checklists, forms, SOP updates, and other publications specific to Academy flight operations and ensure the dissemination of Squadron safety procedures. Operational checklists and procedures shall be consistent with those of the supporting flight school. The VT-NA Safety Officer works in conjunction with VT-NA OPS and the Intercollegiate Flight Team Safety Officer to address issues, which are critical to local flight and ground safety. Pre-mishap planning shall be developed to include procedures to be followed in the event of mishaps both at our primary field of operation and surrounding airports within the flight operations area (FOA). The VT-NA

Safety Officer is responsible for working with VT-NA ADMIN to track progress in the FAA Wings Safety Program. The VT-NA Safety Officer will develop an Operational Risk Management (ORM) matrix for operations within the Local Operations Area (LOA) and shall complete a separate ORM matrix prior to VT-NA or Intercollegiate Flight Team movement beyond the LOA.

(10) Midshipman Chief Ground School Instructor. The Midshipman Chief Ground School Instructor (MIDN CGI) is a First, Second, or Third Class Midshipman who possesses at least an FAA Advanced Ground Instructor license (AGI) and/or an FAA Certified Flight Instructor-Airplane license (CFI). The MIDN CGI is chosen by the VT-NA MIDN CO and is responsible for the overall implementation and offering of Ground School as an optional evening course during the academic year to the Brigade in accordance with reference (c). The MIDN CGI shall ensure that all Midshipman instructors are qualified per FAA regulations to teach. He/She is also responsible for documenting and maintaining grades for Midshipmen who pass the course to include the courses offered during the Summer Flight Training Program.

(11) Intercollegiate Flight Team Captain. The Intercollegiate Flight Team Captain (IFT CO) is a First Class Midshipman selected by the previous year's Intercollegiate Flight Team, based on background experience, desire to serve, and input from peers and Officer Representatives. It is the IFT CO's responsibility to organize, develop, and ensure the proper implementation of required ground and flight training in preparation for regional and national competitions. The IFT CO shall work closely with the VT-NA MIDN CO and VT-NA OPS to schedule flight practices, movement orders, and other activities pertinent to the operations of the Intercollegiate Flight Team. The IFT CO is responsible for organizing the selection process of new Intercollegiate Flight Team members which shall include at least an initial interview with the current Intercollegiate Flight Team along with a trial period of flight and/or ground practice(s) leading to a final selection for the Intercollegiate Flight Team.

(12) Midshipman Summer Flight Training Program Director. The Midshipman Summer Flight Training Program Director (SFP CO) is a First Class Midshipman selected by the VT-NA MIDN CO. He/She is responsible for the overall operation of Soaring and/or Powered Flight Training during the summer. During the academic year, the SFP CO shall train instructors, assemble a staff of future TAD ENS/2ndLts and qualified Midshipmen, and develop a plan of action for the summer VT-NA program to be implemented upon commencement of summer training Block 1.

7. Review Responsibility. The Commandant Operations Officer is responsible for the annual review of this instruction.



R. E. CLARK II

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**CHAPTER 1 - VT-NA ESTABLISHMENT, COMMAND RELATIONSHIPS,
MISSION AND POLICY**

1.1 ESTABLISHMENT OF NAVAL AIR TRAINING SQUADRON: NAVAL ACADEMY

1. Since the beginning of Naval Aviation at NAS Greenbury Point, MD, the U.S. Naval Academy has actively sought to provide Midshipmen with aviation training opportunities. Naval Air Training Squadron Naval Academy has had various periods of activity and inactivity since its inception.

2. Naval Air Training Squadron Naval Academy was recommissioned September 1, 2008 as Naval Academy Flying Squadron (VT-NA) to provide the United States Naval Academy (USNA) an active training tool for Midshipmen interested in aviation. The squadron has since developed a fully Midshipmen-run summer training program in gliders and light powered aircraft, a comprehensive ground school and flight training program to prepare Student Naval Aviators (SNA) and Student Naval Flight Officers (SNFO) for Introductory Flight School (IFS), a Saturday Morning Training (SMT) program with flight simulators and airport visits, and the reestablishment of an Intercollegiate Flight Team to represent USNA at regional and national competitions.

1.2 COMMAND RELATIONSHIPS

1. VT-NA reports directly to the Senior Aviator at the Naval Academy for operational and safety requirements. The Senior Aviator is responsible for overall operational and material readiness of the squadron as well as the overall safety of all VT-NA operations and functions.

2. VT-NA reports to the Commandant of Midshipmen's ECA Officer for administrative matters.

3. VT-NA does not report to or fall within authority of Naval Air Training Command.

1.3 MISSION

1. Actively educate the brigade of Midshipmen about Naval Aviation.

2. Provide educational and meaningful training opportunities for those Midshipmen who are interested in making Naval Aviation a career.

3. To accomplish our mission, we will:

a. Safely operate and maintain all aircraft used in summer training and by the Intercollegiate Flight Team.

b. Be the Midshipmen experts in fleet aviation.

c. Improve our training and pursue innovative educational opportunities for the brigade.

d. Promote full opportunity for professional and personal growth.

e. Attract, develop, and retain the highest-caliber personnel.

- f. Emphasize teamwork and demand personal integrity.
- g. Optimize our resources through training and quality workmanship in a safe environment.
- h. Improve our products through active dialogue with the brigade.
- i. Communicate the Squadron's mission and vision up and down the chain of command.

1.4 POLICY

1. The USNA Senior Aviator's policy is to:

- a. Ensure efficient operations of VT-NA by making effective use of personnel, money, and material.
- b. Provide maximum training opportunities to members of the brigade interested in Naval Aviation.

2. The Midshipman Commanding Officer's policy is to:

- a. Closely coordinate with VT-NA Midshipman Department Heads to keep apprised on all matters adversely affecting the state of operating ability and effectiveness of the squadron.
- b. Report to the VT-NA Officer Representative and/or Senior Aviator, immediately, of any issues affecting VT-NA and/or its members.

CHAPTER 2 - VT-NA COMMAND AND EXECUTIVE DEPARTMENT

2.1 VT-NA MIDSHIPMAN COMMANDING OFFICER

1. Basic Function. The VT-NA Midshipman Commanding Officer (VT-NA MIDN CO) is concerned with matters of policy, commendation, and morale. He/She must supervise day-to-day activities, which mold the personnel and equipment of the Squadron into an effective training and supporting force. The VT-NA MIDN CO assigns tasks to subordinate midshipmen officers, who are responsible for accomplishment of these tasks and who in turn assign duties to their subordinates. In this manner, authority is delegated, responsibility is fixed and chain of command is established.

2. Duties and Authority. Duties and responsibilities of the VT-NA MIDN CO are well established by General Orders, regulations, customs and traditions within the Naval Academy.

a. The VT-NA MIDN CO is charged with the responsibility for efficient and economical discharge of the following command functions:

- (1) Safety
- (2) Administration of personnel
- (3) Operations and training
- (4) Communications
- (5) Public Information

b. In discharging the duties of the office, the VT-NA MIDN CO shall:

- (1) Command the squadron in carrying out assigned missions.
- (2) Ensure that all rules and orders issued under his/her authority are in accordance with existing directives from higher authority.
- (3) Initiate, prepare, and disseminate squadron policies and directives consulting and complying with regulations and instructions received from higher authority.
- (4) Ensure that the VT-NA Midshipman Executive Officer is informed of policies so that, in the VT-NA MIDN CO's absence, the VT-NA Midshipman Executive Officer may properly exercise command.
- (5) Ensure safe operation of aircraft used by the command for operations involving the squadron.
- (6) Take responsibility for the proper administration and accounting of all appropriated and non-appropriated funds in accordance with current instructions.
- (7) Ensure the proper administration of an aggressive squadron safety program with respect to flight operations.

(8) Implement and sustain an active, dynamic process improvement program in the command.

(9) Maintain a public information program.

3. Organizational Relationships

a. The VT-NA Midshipman Commanding Officer reports to the VT-NA Officer Representative and Senior Aviator for all issues regarding the Squadron.

b. The following report directly to the VT-NA MIDN CO:

(1) The VT-NA Midshipman Executive Officer for the administration of the Squadron as a whole.

(2) The VT-NA Administrative Officer for the proper handling of all Squadron administrative correspondence.

(3) The VT-NA Public Affairs Officer.

(4) The VT-NA Operations Officer for the coordination of operations and planned events.

(5) The VT-NA Logistics Officer for the coordination of Operational Movements.

(6) The VT-NA Maintenance Officer for Operational Maintenance issues.

(7) The VT-NA Scheduling Officer for the scheduling of operations and planned events.

(8) The VT-NA Training Officer for planned evolutions with the Saturday Morning Training program as well as usage of the flight simulators in Luce Hall.

(9) The VT-NA Treasurer for all Squadron financial matters.

(10) The VT-NA Safety Officer for all operational safety issues.

(11) The Intercollegiate Flight Team Captain in all matters concerning the Intercollegiate Flight Team - most importantly safety.

(12) The Midshipman Chief Ground School Instructor for the implementation of the ground school course each semester and over the summer.

(13) The Midshipman Summer Program Director for all matters regarding the Squadron's planned training program over the summer (i.e. Soaring, Powered-Flight).

2.2 VT-NA MIDSHIPMAN EXECUTIVE OFFICER

1. Basic Function. The VT-NA Midshipman Executive Officer (VT-NA MIDN XO) is first in succession to command in absence of the VT-NA MIDN CO. As the direct representative of the VT-NA MIDN CO, the VT-NA MIDN XO must maintain high standards and general efficiency. He/She is the principal assistant and advisor

to the VT-NA MIDN CO. He/She keeps the squadron informed of decisions and policies originating from the VT-NA MIDN CO and is responsible for preparation and promulgation of necessary orders and for their execution. The VT-NA MIDN XO coordinates the efforts of the Squadron toward fulfillment of its mission and tasks by implementing the VT-NA MIDN CO's policies.

2. Duties, Responsibilities, and Authority. The VT-NA MIDN XO is the direct representative of the VT-NA MIDN CO and shall be primarily responsible under the VT-NA MIDN CO for the organization and performance of duty of the command. Subject to the orders of the VT-NA MIDN CO and assisted by the appropriate subordinates, he/she shall, in part:

a. Act as direct representative of the VT-NA MIDN CO such that all VT-NA Midshipmen Department Heads and all other personnel onboard shall consider themselves under his/her orders, even though a VT-NA Midshipman Department Head may have direct access to the VT-NA MIDN CO in regard to matters connected with the duties of their respective department.

b. Be responsible for the execution of all orders received directly from the VT-NA MIDN CO and shall transmit them to other Midshipmen officers as may be necessary.

c. Assign midshipmen officers' primary and collateral duties.

d. Exercise direct supervision over the activities of the Midshipmen Department Heads.

e. Exercise effective control over the Squadron's organizational bills and regulations.

f. Keep the VT-NA MIDN CO informed of all deficiencies, anticipated difficulties, and any other matters which may significantly affect operations or administrative efficiency of the command.

g. Remain advised of all current operational and administrative doctrine and procedures in order to assume command should the need arise.

h. Assume command in the absence of the VT-NA MIDN CO.

i. Review all correspondence and directives prepared for signature by the VT-NA MIDN CO.

j. Coordinate the educational and professional training programs of the squadron in order to provide personnel with incentives and opportunities for self-improvement and professional advancement.

3. Organizational Relationships

a. The VT-NA MIDN XO is directly responsible to the VT-NA MIDN CO, from whom he/she receives all authority for the execution of duties.

b. All VT-NA Midshipmen Department Heads report to the VT-NA MIDN XO for matters pertaining to the internal administration of the Squadron. The following report to the VT-NA MIDN XO:

- (1) VT-NA Administrative Officer
- (2) VT-NA Public Affairs Officer
- (3) VT-NA Operations Officer
- (4) VT-NA Logistics Officer
- (5) VT-NA Maintenance Officer
- (6) VT-NA Scheduling Officer
- (7) VT-NA Training Officer
- (8) VT-NA Treasurer
- (9) VT-NA Safety Officer
- (10) Midshipman Chief Ground School Instructor
- (11) Intercollegiate Flight Team Captain
- (12) Midshipman Summer Program Director

c. Except as otherwise noted, or as directed by the VT-NA MIDN CO, all communications of an official nature from subordinates to the VT-NA MIDN CO shall be transmitted through the VT-NA MIDN XO.

2.3 VT-NA MIDSHIPMEN DEPARTMENT HEADS

2.1 Basic Function. A VT-NA Midshipman Department Head of the Squadron will be the midshipman detailed as such by competent authority. He/She will be a representative of the VT-NA MIDN CO in matters pertaining to their respective department. In the performance of his/her duties as VT-NA Midshipman Department Head, he/she will conform to the policies and comply with the orders of the VT-NA MIDN CO.

2.2 Duties, Responsibilities, and Authority. Each VT-NA Midshipman Department Head shall:

a. Direct and control the assignment of the midshipman in their respective department in accordance with the Squadron Organizational Manual subject to the approval of the VT-NA MIDN XO to higher authority.

b. Formulate and promulgate policies and procedures for the coordination and direction of personnel in their respective department in the performance of their duties.

c. Maintain the records, files, and publications of their respective department in accordance with current instructions.

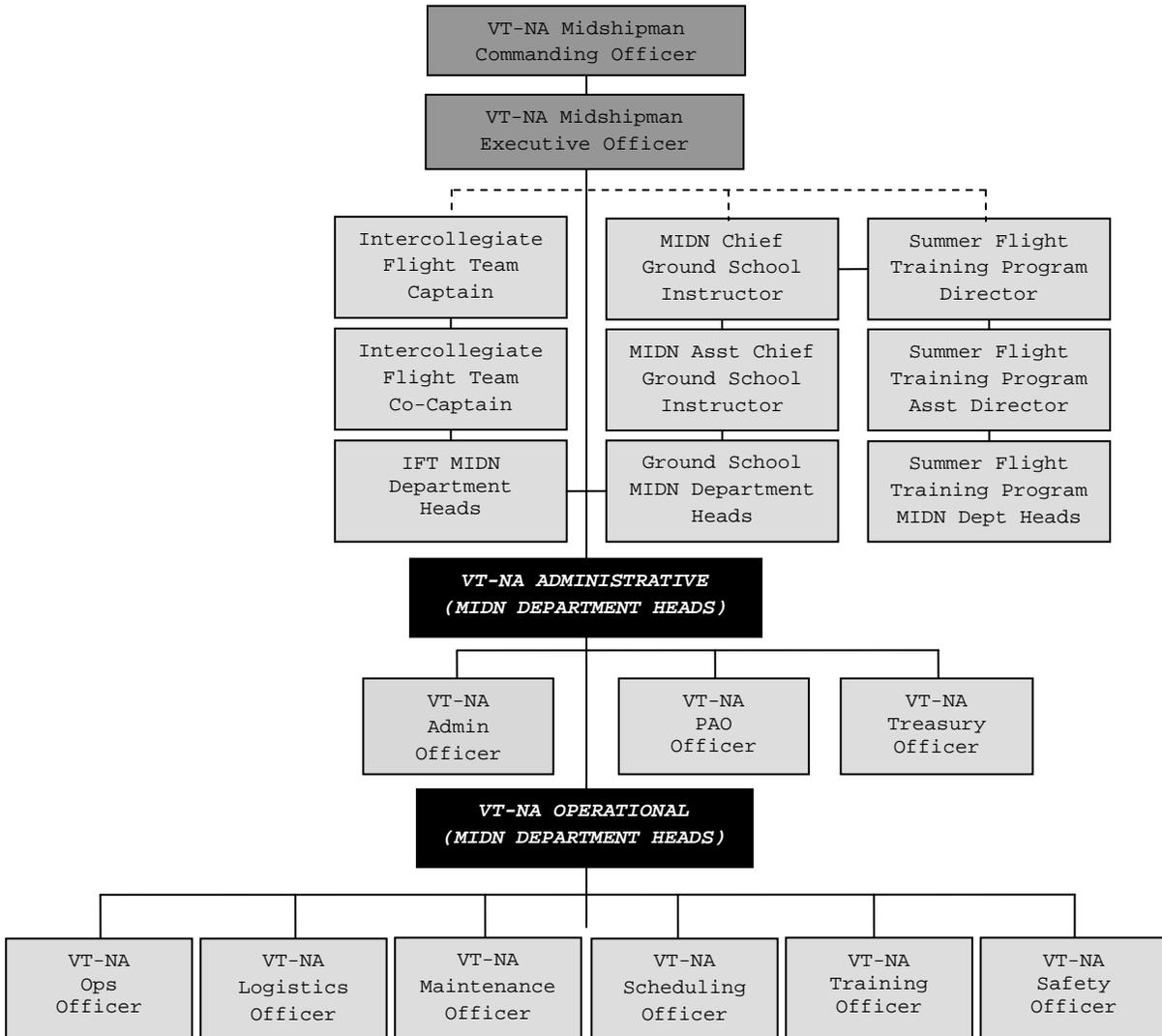
d. Maintain a department turnover file containing the current status of work, special projects or operations in progress, condition of equipment, and

such other data as may be useful for the orientation of the relieving VT-NA Midshipman Department Head.

e. Keep the VT-NA MIDN CO and VT-NA MIDN XO advised concerning all deficiencies and anticipated difficulties, which may significantly affect the operational readiness and administrative efficiency of the Squadron.

2.3 Organizational Relationships. VT-NA Midshipman Department Heads will report to the VT-NA MIDN CO for the operational readiness of their respective department. VT-NA Midshipman Department Heads will also report to the VT-NA MIDN XO for all administrative matters and advise the VT-NA MIDN XO of direct reports to the VT-NA MIDN CO. Immediate subordinates assigned to a VT-NA Midshipman Department Head will report directly to that VT-NA Midshipman Department Head.

2.4 VT-NA MIDSHIPMAN EXECUTIVE ORGANIZATIONAL CHART



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CHAPTER 3 - VT-NA GROUND SCHOOL

3.1 OVERVIEW

1. Purpose. The objective of this course is to provide Naval Academy Midshipmen with a solid, foundational knowledge of the aviation community and to prepare them for the Navy's Introductory Flight Screening (IFS) program. At the conclusion of this course, Midshipmen will have the required knowledge to pass the FAA Private Pilot written exam, which is required of all Student Naval Aviators (SNA) and Student Naval Flight Officers (NFO) selectees per reference (c).

2. Outline

a. Academic Year - the duration of this course will be one semester and is to be offered during both the fall and spring. During each semester, the class will meet three times a week, typically Tuesdays, Thursdays, and Sundays from 1900 until 2000 in accordance with reference (a).

b. Summer - the duration of this course is the length of each summer program block (either 1 full block or one-half block, depending on the duration of each VT-NA Summer Program block). Classes will meet in accordance with the current VT-NA Summer Program schedule and in accordance with Chapter 3 of this SOP.

3.2 ORGANIZATION

1. Midshipman Chief Ground School Instructor. The Midshipman Chief Ground School Instructor (MIDN CGI) is a First, Second, or Third Class Midshipman who possesses at least an FAA Advanced Ground Instructor license (AGI) and/or an FAA Certified Flight Instructor-Airplane license (CFI). The MIDN CGI is chosen by the VT-NA MIDN CO and is responsible for the overall implementation and offering of Ground School as an optional evening course during the academic year to the Brigade in accordance with reference (c).

The MIDN CGI is responsible in ensuring that all Midshipman instructors are qualified per FAA regulations to teach. In addition, he/she will keep and maintain a Ground School binder which will contain all the necessary materials in order to run the course including lesson plans for each class. He/She is also overall responsible for documenting and maintaining grades for Midshipmen who pass the course to include the courses offered during the VT-NA Summer Flight Training Program. These course grades will be offered to the USNA Senior Aviator NLT September 1 of each year for the respective graduating class to facilitate aviation service assignment.

2. Midshipman Assistant Chief Ground School Instructor. The Midshipman Assistant Chief Ground School Instructor (MIDN ACGI) is a First, Second, or Third Class Midshipman chosen by the MIDN CGI. He/she carries out the plan of action as directed by the MIDN CGI and is responsible for assisting the MIDN CGI in teaching an FAA Private Pilot Ground School course beginning at the start of each semester and lasting through the end of the semester. The MIDN ACGI will be in charge of leading additional support staff consisting of Admin, Operations, and simulator lab staff as well as ordering the appropriate materials and supplies for the classroom.

3. Midshipman Ground School Operations Officer. The Midshipman Ground School Operations Officer (GS OPS) is a First or Second Class Midshipman chosen by the MIDN CGI and is responsible for coordinating movement orders, flight days, and any other pertinent events related to the development of Midshipmen in Ground School. He/She will work directly with VT-NA Department Heads in order to ensure proper movement orders are established and passed. It is his/her duty to ensure that an SOP is created and approved for each flight day in accordance with reference (f).

4. Midshipman Ground School Administrative Officer. The Midshipman Ground School Administrative Officer (GS ADMIN) is a Second or Third Class Midshipman chosen by the MIDN CGI and is responsible for maintaining the overall records of attendance, fees, supplies, and exams for Ground School. He/She must ensure that attendance sheets are present for every meeting and that correct accountability is being taken. All information/updates that need to be sent out to the class will be sent out through him/her. GS ADMIN will work directly with the Assistant Chief Ground School Instructor and VT-NA Treasurer when ordering supplies (E6Bs, plotters, charts and test guides) for the class.

5. Midshipman Ground School Assistant Administrative Officer (if required). The Midshipman Ground School Assistant Administrative Officer (GS ASST ADMIN) is a Second or Third Class Midshipman selected by the MIDN CGI to assist as necessary.

3.3 MIDSHIPMEN REQUIREMENTS

1. Eligibility. The Ground School course is available for the all Midshipmen. The only requirement for this course is a fee of \$15, which will cover the materials needed for the FAA exam.

2. Materials. This course and all its lessons are based on the Jeppesen Private Pilot Manual. A number of test guide books will be available for lease through Ground School, however, all Midshipmen will be required to return these guides by the end of the semester. Midshipmen enrolled in this course will also receive and retain sectional charts, Airport/Facility Directories (A/FD), a single plotter, and an E6B flight computer which are required for the FAA exam and IFS.

3.4 EVENTS/LABS

1. Special Events. In order to provide the Midshipmen enrolled in Ground School with a better understanding of the aviation community and the lessons taught throughout the semester, Ground School will provide opportunities to visit various aviation establishments. Each semester Ground School will provide Movement Orders for Midshipmen to visit locations such as airports, ATC facilities, and museums.

2. Labs. In conjunction with the flight simulators in Luce Hall, labs will be offered throughout the semester to interested Midshipmen enrolled in Ground School. Labs will be optional and not required to pass Ground School. Dependent on the condition of the flight simulators, the labs shall present an opportunity to learn the practical lessons of Ground School, such as system and instrument failures and VOR navigation.

3.5 COURSE COMPLETION

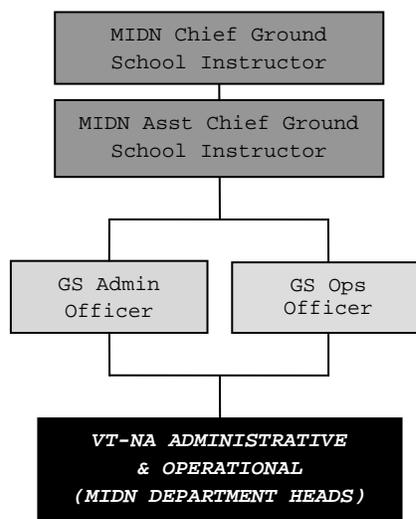
1. Grades and Exams. This course consists of three stage exams per semester and a final exam that will be administered at the end of each semester. In order to remain in the course and take the final exam, all Midshipmen will be required to pass at least two of the three exams during the semester. If a Midshipman fails only one exam, he/she will need to retake the failed stage exam before being able to receive credit for completion. Once Midshipmen have completed and passed all exams, they then receive an FAA endorsement. All exams will be multiple choice and similar to exam questions found on the FAA exam. In accordance with reference (c), Midshipmen must receive an 80% or better on each stage exam and on the final exam in order to pass.

2. Summer Flight Training Program. Due to logistical constraints, the Summer Flight Training Program Ground School is authorized to use quizzes and stage exams however deemed appropriate, however, it is important to keep in mind that IFS requires three stage exams and one final exam. Thus, the program coordinator will attempt to match IFS with the Summer Program Ground School as much as practical. An 80% minimum grade shall be maintained for all exams.

3. Endorsements. All FAA endorsements will be signed by the MIDN CGI. All endorsements will be provided to Midshipmen who pass the course and final with an 80% or higher.

4. Records. A record will be kept of each exam for all Midshipmen who successfully complete Ground School during the academic year and during the Summer Flight Training Program. This record shall be presented to the Senior Aviator NLT September 1 of each year for all Midshipmen graduating at the conclusion of that academic year.

3.6 VT-NA GROUND SCHOOL ORGANIZATIONAL CHART



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CHAPTER 4 - TRAINING

4.1 ORGANIZATION

1. VT-NA Training Officer. The VT-NA Training Officer is a First or Second Class Midshipman tasked with the implementation of Saturday Morning Training programs within the Brigade in addition to aiding VT-NA ground school labs. The VT-NA Training Officer also is responsible for the use and maintenance of flight simulators within Luce Hall for use with Saturday Morning Training and VT-NA Ground School labs.

2. VT-NA Training Department Members. Members of the VT-NA Training Department may be Midshipmen of any rank that consist of the majority of the training staff. VT-NA Members are responsible for implementing and presenting training briefs, overseeing proper use of the VT-NA flight simulators, and providing instruction on VT-NA Training Department Movement Orders.

4.2 GROUND TRAINING OPERATIONS

1. General. Ground Operations include any activity in which the VT-NA Training Department is directly involved with or otherwise assumes responsibility for, to include training events, movement orders, briefings, staff training, or simulator maintenance.

2. Qualification. VT-NA Training department members must have either passed their FAA ground school exam or at least had their first solo during training for a private pilot's certificate. In addition, Fourth Class Midshipmen are to be accompanied by an upper-class Midshipman during all VT-NA training events they participate in as a member of the VT-NA Training staff.

4.3 FLIGHT TRAINING OPERATIONS

1. General. Conducting flight operations is not a right - it is a privilege. With this privilege and opportunity comes the responsibility to conduct all operations with the highest regard for safety, professionalism and understanding that your actions reflect directly upon yourself, the Naval Academy and the Navy. Flight operations are granted to Midshipmen for the purpose of advancing aviation professionalism and promoting involvement in general and military aviation.

2. Qualification. All VT-NA members shall fly with a qualified FAA Certified Flight Instructor (CFI). In addition, all Fourth Class Midshipmen are to be accompanied by an upper-class Midshipman during all VT-NA flight training events they participate in.

3. Roster. Each Midshipman participating in flight operations shall maintain their VT-NA membership and flight status information with the VT-NA ADMIN officer to ensure accountability of those involved in VT-NA activities, standardize operations, and facilitate dissemination of information pertinent to flight operations. The VT-NA membership roster will be updated as necessary by VT-NA ADMIN and approved by the VT-NA MIDN CO and VT-NA Officer Representative to reflect an accurate account of Midshipmen participating in VT-NA. Violation

of the standards set forth in this publication will be grounds for termination of VT-NA membership and participation in flight training.

4. Flight Schedule. The flight schedule is used to account for all flight activities being conducted by individuals for whom this publication pertains. The VT-NA Scheduling Officer (VT-NA SKEDS) shall be notified of all planned flights NLT 2000, 10 days prior to the planned departure in order to generate a Movement Order in MIDS - it is best to submit information as soon as possible. Placement on the flight schedule is an official account of each flight and it is the sole responsibility of each PIC to ensure that all information is correct and updated. The PIC may always elect not to fly and is expected to notify VT-NA SKEDS of such changes to the planned flight including the addition or deletion of passengers, change of aircraft, and any planned route changes. If a PIC is unsure whether the flight will be conducted, he/she should schedule the flight with as much information as possible and leave any unknown information as to-be-determined (TBD). The PIC should update VT-NA SKEDS as soon as possible on all flight information prior to departure. Individual PICs are responsible for scheduling resources with the supporting flight school per the school's SOP.

a. The following information must be provided to VT-NA SKEDS for the purpose of flight scheduling:

- (1) Brief Time (usually 30 min prior to departure)
- (2) Proposed takeoff time
- (3) Proposed landing time
- (4) Tail number and aircraft type
- (5) Type of flight (VFR or IFR)
- (6) Pilot-in-command/Instructor's name
- (7) Name of passenger(s)
- (8) Route of flight
- (9) Planned Local Training Area (LTA) (if applicable)
- (10) Mission type code:
 - (a) Cross country flight
 - (b) Maneuvers practice
 - (c) Landings and pattern work
 - (d) Instrument work
 - (e) Aircraft checkout
 - (f) Ground instruction

- (g) Paperwork
- (h) Proficiency
- (i) Intercollegiate Flight Team practice

5. Flight Schedule Distribution. The daily flight schedule will be distributed by VT-NA SKEDS to the VT-NA MIDN CO and VT-NA Officer Representative by 2200, 10 days prior to the scheduled departure. The VT-NA SKEDS will submit the Movement Order in MIDS and route the schedule to Academy Operations, Battalion Officers, Officer Representatives, the Senior Aviator, and the Supporting Flight School. The Flight Schedule will be updated and made available online by VT-NA SKEDS for reference as necessary. The flight schedule and approved Movement Order serves as permission for Midshipmen to travel between the yard and the supporting flight school and conduct operations based on the proposed route of flight. Following all flights, VT-NA SKEDS will be updated with actual flight times following the flight and this information, along with the published schedule, will be recorded, by VT-NA ADMIN, in a training jacket for each member.

6. Uniforms. While en route from and returning to the Academy for the reason of conducting approved flight operations with VT-NA or related activities, Midshipmen shall wear USNA "Blue Over Khaki." Blue Over Khaki consists of a Navy blue polo shirt (plain or with approved insignia) and khaki slacks or shorts as appropriate with brown or black belt as per reference (e). Close-toed shoes are required to be worn at all times. No sandals or flip-flops are authorized.

7. Weekday Flight Operations. Flights may be scheduled if individuals are on authorized yard liberty status during the period in which the flight will be conducted. Participation in flight operations is voluntary and is not to interfere with mandatory military obligations to include formal parades, lectures, or study hour as required unless otherwise noted with approval from the Senior Aviator via the Flight Schedule and Movement Order. Intramural exemption is only granted in accordance with reference (a). If military obligations are to be missed, a Movement Order or excusal must be submitted by VT-NA SKEDS. Any officer or Senior Enlisted Leader (SEL) may disapprove the excusal. Only direct transit to and from the airport of intended operations is authorized. Third and Fourth Class Midshipmen are permitted to ride in vehicles with upper-class Midshipmen for the purpose of transit to and from the airport. A duty van may be provided for official flight operations or training flights. Adequate time should be allowed for return to the Naval Academy for military obligations. It is the sole responsibility of each Midshipman to ensure that all obligations are fulfilled prior to conducting flight operations. Midshipmen who are not eligible for movement orders or are not academically and/or physically SAT shall not participate in weekday flight operations.

8. Weekend Flight Operations. All official flights must be submitted to VT-NA SKEDS NLT 2000, 10 days prior to the weekend of the intended flight. Midshipmen may schedule flights during normal liberty periods or when yard liberty is authorized unless otherwise noted. If military obligations are to be missed, a movement order or excusal must be submitted by VT-NA SKEDS. Any officer or SEL may disapprove the excusal. Recreational flights by Midshipmen and independent flight training do not require an MO submission by MIDN SKEDS. Normal class

liberty rules apply if Midshipmen are conducting recreational flights or flight training on their own. Third and Fourth Class Midshipmen are permitted to ride in vehicles with upper-class Midshipmen for the purpose of transit to and from the airport. A duty van may be provided for official flight operations or training flights, but not recreational flights.

4.4 SATURDAY MORNING TRAINING

1. General SMT. Company level SMT is accomplished through a PowerPoint presentation conducted in Luce Hall or a Movement Order to Lee Airport. The presentation in Luce Hall involves a slide show directed by two members of the VT-NA training staff. Visual aids such as charts, flight computers, and models supplement the presentation. Upon completion of the presentation, Midshipmen are able to practically apply the theories through use of flight simulators. The schedule is as follows and may change by request of a specific company's training officer:

- a. 0900 - Instructors meet company at Luce Hall entrance closest to the Mid-Store parking lot
- b. 0905 - Begin Power point brief
- c. 0945 - Begin Questions and Answers session
- d. 1000 - Begin bringing company into simulator room based on how many simulators are operational. Midshipmen should be switched out every 5-10 minutes based on the number of participants and the company's training schedule.

2. Movement Order. The Movement order involves a 15 minute bus ride to Lee Airport where Midshipmen are given a tour of the airport to include various aircraft and airport procedures. Following this, the Midshipmen will plan a mock flight by obtaining the required weather data for the flight, conducting a preflight inspection of an aircraft, and sitting in the cockpit to walk through startup procedures and familiarize themselves with basic aircraft controls. The SMT concludes with a presentation on the Navy/Marine Corps aviation pipeline and possible guest speaker on Marine Corps aviation. The schedule is as follows and may change by request of the sponsoring flight school's staff:

- a. 0745 - Training staff and companies attending Movement Order (MO) meet curbside in front of Luce Hall on the Mid-Store parking lot side.
- b. 0800 - Accountability taken, Buses depart for local airport.
- c. 0820 - Buses arrive at airport; training staff meets sponsoring flight school.
- d. 0830 - Tour of Airport begins, to include view of aircraft types, taxiway markings, and items of interest on the airfield.
- e. 0900 - Midshipmen walk through aircraft pre-flight procedure.
- f. 0915 - Cockpit/Instrument brief given, Midshipmen given opportunity to sit in pilot/co-pilot seat.

- g. 0945 - Navy/Marine Corp pipeline information brief given.
- h. 1015 - Guest speaker begins presentation followed by a Question and Answer session.
- i. 1100 - Accountability taken, buses depart airport.
- j. 1120 - Buses Arrive at USNA.

4.5 TRAINING OBJECTIVES

1. Overview. In regards to conducting a briefing for the purposes of training, certain learning objectives over aviation related topics will be covered. Any presentation or slide made should be intended to address the following areas:

- a. Control surfaces
- b. Stability in flight
- c. Forces acting upon an aircraft
- d. Instruments, to include how they work
- e. Controls and inputs
- f. Aircraft systems to include Pitot static systems
- g. Naval Aviation pipeline organization
- h. Aviation platforms of USN and USMC
- i. USNA aviation selection process

4.6 FLIGHT SIMULATORS

1. Ownership. The flight simulators located in Luce Hall are owned and maintained by the US Naval Academy's Department of Seamanship and Navigation. The simulators are therefore maintained by enlisted sailors as directed by the Seamanship and Navigation department.

2. Use. Flight simulators are intended for use by VT-NA or other ECA organizations so long as coordination is made with the Department of Seamanship and Navigation (SEANAV) no later than 3 days before the morning they are to be used. The utmost responsibility must be made when overseeing a training session and responsibilities include:

- a. Coordinating use of flight simulators with the assigned Chief in charge of Luce Hall's sea and air simulators.
- b. Acquiring a key or ensuring the flight simulator room is unlocked prior to the start of any simulator training event (At the discretion of SEANAV).

- c. Ensuring only properly functioning simulators are used for training.
 - d. Maintaining order and proper discipline during the use of the simulators.
 - e. Shutting down all flight simulators and turning off all lights in the simulator room at the conclusion of the training evolution
 - f. Ensuring the simulator room is locked or that it will be properly locked by Luce Hall's staff.
3. Qualifications. Those entrusted with the responsibility of overseeing a training session utilizing flight simulators include members of the VT-NA training staff that have been properly instructed by another simulator qualified member of the VT-NA training staff. The simulators are to never be managed by a VT-NA training staff member unqualified for oversight of a simulator training session.

CHAPTER 5 - INTERCOLLEGIATE FLIGHT TEAM

5.1 ORGANIZATION

1. Intercollegiate Flight Team Captain. The Intercollegiate Flight Team Captain (IFT CO) is a First Class Midshipman selected by the Intercollegiate Flight Team to organize, develop, and ensure the implementation of required training in preparation for regional and national competitions. The IFT CO shall work closely with the VT-NA MIDN CO to schedule flight practices, movement orders, and other activities pertinent to the operations of the Intercollegiate Flight Team. The IFT CO is responsible for organizing the selection process of new Intercollegiate Flight Team members which shall include at least an initial interview with the current Intercollegiate Flight Team along with a trial period of flight and/or ground practice(s) leading to a final selection for the Intercollegiate Flight Team.
2. Intercollegiate Flight Team Co-Captain. The Intercollegiate Flight Team Co-Captain (IFT XO) is a First or Second Class Midshipmen selected by the Intercollegiate Flight Team Captain and acts as the Midshipman Executive Officer for the Intercollegiate Flight Team. He/She provides a direct link between the IFT CO and Intercollegiate Flight Team members and implements the training plan for the Intercollegiate Flight Team. Specifically, he/she shall organize the employment of individual staff positions within the Intercollegiate Flight Team in order to meet the training requirements for the various flight and ground events at regional and national competitions. Individual Intercollegiate Flight Team members will be selected based on expertise to manage a particular event and its training program. The IFT XO is directly responsible to the IFT CO with regards to Intercollegiate Flight Team operations, training, and administration, and also serves as an advisor to the IFT CO.
3. Intercollegiate Flight Team Administrative Officer. The Intercollegiate Flight Team Administration Officer (IFT ADMIN) is a Second or Third Class Midshipman selected by the IFT CO to ensure all Intercollegiate Flight Team requirements are met and maintained. Specifically, this involves maintaining the flight status roster and information for the IFT CO. IFT ADMIN shall work closely with the IFT CO and supporting flight school administrative staff. Flight status information includes at a minimum the member's pilot qualifications, ratings, medical status, flight hours, FAA WINGS participation, and a copy of any record that the supporting flight school holds on the Intercollegiate Flight Team member. Midshipman not on this list will not be allowed to fly during official sanctioned events or in any official capacity representing USNA. IFT ADMIN shall assist VT-NA ADMIN as necessary.
4. Intercollegiate Flight Team Assistant ADMIN (if required). Intercollegiate Flight Team Assistant ADMIN (IFT ASST ADMIN) is a Third or Fourth Class Midshipman selected by IFT ADMIN to assist as necessary.
5. Intercollegiate Flight Team Public Affairs Officer. The Intercollegiate Flight Team Public Affairs Officer (IFT PAO) is in charge of documenting and promoting the Intercollegiate Flight Team. The Intercollegiate Flight Team Public Affairs Officer serves as the spokesman and oversees media and public relations efforts. He/She also serves as the team historian or he/she may appoint one. The IFT PAO shall work closely with the IFT CO and VT-NA PAO to

develop a comprehensive program to involve the Intercollegiate Flight Team in Academy activities.

6. Intercollegiate Flight Team Operations Officer. The Intercollegiate Flight Team Operations (IFT OPS) Officer is a First or Second Class Midshipman selected by the IFT CO to manage the operational aspects of Intercollegiate Flight Team activities. Specifically, IFT OPS is tasked with implementing and enforcing Team procedures, maintaining a detailed outline of flight operations areas, managing Movement Orders, fly-ins, and all operational functions of the Intercollegiate Flight Team. IFT OPS shall work closely with the IFT CO to plan activities throughout the year and monitor the progress of Team operational procedures. IFT OPS works closely with the IFT CO and supporting flight school to accomplish the Intercollegiate Flight Team's mission. IFT OPS shall assist VT-NA OPS as necessary.

7. Intercollegiate Flight Team Logistics Officer. The Intercollegiate Flight Team Logistics Officer is selected by the IFT CO and is tasked with coordinating and arranging transportation, logistical support, lodging, meals and equipment for Intercollegiate Flight Team activities. He/She will work closely with the IFT CO, IFT OPS, and IFT SKEDS to manage all Intercollegiate Flight Team Movement Orders and other arranged or necessary movements. The IFT Logistics Officer shall assist the VT-NA Logistics Officer as necessary.

8. Intercollegiate Flight Team Maintenance Officer. The Intercollegiate Flight Team Maintenance Officer is selected by the IFT CO and is responsible for monitoring the material condition of aircraft and scheduled maintenance. Maintenance status will be made available to the Intercollegiate Flight Team upon completion of a weekly check. Any discrepancies shall be reported to the supporting flight school maintenance officer immediately. The Intercollegiate Flight Team Maintenance Officer will work closely in conjunction with the supporting flight school's maintenance officer and its employed maintenance program. Pilots In Command (PIC) should report squawks immediately to the supporting flight school in accordance with the school's procedures. They should also notify the Intercollegiate Flight Team Maintenance Officer promptly. The IFT Maintenance Officer shall assist the VT-NA Maintenance Officer as necessary.

9. Intercollegiate Flight Team Scheduling Officer. The Intercollegiate Flight Team Scheduling Officer (IFT SKEDS) is selected by the IFT CO to maintain daily and weekly flight schedules of all flight and ground activities. Additionally, IFT SKEDS will work closely with the IFT CO, IFT OPS, and Intercollegiate Flight Team Safety Officer to coordinate meetings, briefs, and other events pertaining to Intercollegiate Flight Team operations. IFT SKEDS will also work in close conjunction with the Intercollegiate Flight Team Training Officer to coordinate with the supporting flight school in scheduling aircraft and instructors for flight training. IFT SKEDS will post the daily flight schedule on the VT-NA Squadron intranet webpage as well as submit an updated copy to the Intercollegiate Flight Team Chain of Command and pertinent recipients as per the Commandant's request upon completion, daily and weekly, prior to scheduled date. IFT SKEDS shall assist VT-NA SKEDS as necessary.

10. Intercollegiate Flight Team Training Officer. The Intercollegiate Flight Team Training Officer is a First or Second Class Midshipman selected by the IFT CO and is responsible for providing information and coordination with the supporting flight school, organizing aviation seminars for training in

conjunction with safety meetings or as required. The Intercollegiate Flight Team Training Officer, along with the IFT CO, is the primary staff member responsible for the development and implementation of the Intercollegiate Flight Team training syllabus for competition. He/She also serves as the Physical Mission Officer or he/she may appoint one. The IFT Training Officer shall assist the VT-NA Training Officer as necessary.

11. Intercollegiate Flight Team Safety Officer. The Intercollegiate Flight Team Safety Officer is a First, Second, or Third Class Midshipman selected by the IFT CO to develop, implement and enforce procedures and programs for the Intercollegiate Flight Team. Specifically, the Intercollegiate Flight Team Safety Officer shall develop checklists, forms, SOP updates, and other publications specific to Academy flight operations and ensure the dissemination of Squadron safety procedures. Operational checklists and procedures shall be consistent with those of the supporting flight school. The Intercollegiate Flight Team Safety Officer works in conjunction with IFT OPS to address issues, which are critical to local flight and ground safety. Pre-mishap planning shall be developed to include procedures to be followed in the event of mishaps both at our primary field of operation and surrounding airports within the Flight Operations Area (FOA). The Intercollegiate Flight Team Safety Officer is responsible for working with IFT ADMIN to track progress in the FAA Wings Safety Program. The Intercollegiate Flight Team Safety Officer will develop an Operational Risk Management (ORM) matrix for operations within the Local Operations Area (LOA) and shall complete a separate ORM matrix prior to team movement beyond the LOA. The IFT Safety Officer will assist the VT-NA Safety Officer as necessary.

12. Intercollegiate Flight Team Midshipmen Flight Instructors. Midshipmen who are FAA Certified Flight Instructors (CFI or CFII), are approved by the supporting flight school, and are in a current flight status per FAA Regulations and SOPs are authorized to give Midshipmen instruction in the supporting flight school's aircraft. CFIs will help administer the WINGS program. In addition they will provide oversight of the standardization and evaluation of all Midshipmen Intercollegiate Flight Team members along with CFI's from the supporting flight school.

13. Intercollegiate Flight Team Members. Members of the Intercollegiate Flight Team are selected based upon standards developed and outlined within this SOP. Intercollegiate Flight Team Members are classified by status: competition, flight, or member. All Intercollegiate Flight Team members in competition status must also meet the flight and member status requirements, all Intercollegiate Flight Team members in a flight status must also meet the member requirements in order to maintain their eligibility with the Intercollegiate Flight Team. All Intercollegiate Flight Team members seeking flight status must possess at least a student pilot certificate and current medical certificate in order to apply. Competition status is only afforded to those members who hold a Private Pilot certificate and have met the Intercollegiate Flight Team evaluation criteria as set forth by this instruction. Student pilots flying with a CFI may practice, but not compete with the Intercollegiate Flight Team.

5.2 OPERATIONS

1. General. Conducting flight operations is not a right - it is a privilege. With this privilege and opportunity comes the responsibility to conduct all operations with the highest regard for safety, professionalism and understanding that your actions reflect directly upon yourself, the Naval Academy and the Navy. Flight operations are granted to Midshipmen for the purpose of advancing aviation professionalism and promoting involvement in general and military aviation.

2. Roster. Each Midshipman participating in Intercollegiate Flight Team operations shall maintain their membership and their flight status information with the Intercollegiate Flight Team Administrative Officer to ensure accountability of those involved in Intercollegiate Flight Team activities, standardize operations, and facilitate dissemination of information pertinent to flight operations. The Intercollegiate Flight Team membership roster will be updated as necessary by IFT ADMIN and approved by the IFT CO and VT-NA MIDN CO to reflect an accurate account of Midshipmen participating in the program. Violation of the standards set forth in this publication will be grounds for non-participation with the Naval Academy Intercollegiate Flight Team and termination of VT-NA Squadron membership.

3. Flight Schedule. The flight schedule is used to account for all flight activities being conducted by individuals for whom this publication pertains. IFT SKEDS shall be notified of all planned flights NLT 2000, 10 days prior to the planned departure in order for a Movement Order to be generated in MIDS - it is best to submit information as soon as possible. Placement on the schedule is an official account of each flight and it is the sole responsibility of each PIC to ensure that all information is correct and updated. The PIC may always elect not to fly and is expected to notify IFT SKEDS of such changes to the planned flight including the addition or deletion of passengers, change of aircraft, and any planned route changes. If a PIC is unsure whether the flight will be conducted, he/she should schedule the flight with as much information as possible and leave any unknown information as to-be-determined (TBD). The PIC should update IFT SKEDS as soon as possible on all flight information prior to departure. Individual PICs are responsible for scheduling resources with the supporting flight school per the school's SOP.

a. The following information must be provided to SKEDS for the purpose of flight scheduling:

- (1) Brief Time (usually 30 min prior to departure)
- (2) Proposed takeoff time
- (3) Proposed landing time
- (4) Tail number and aircraft type
- (5) Type of flight (VFR or IFR)
- (6) Pilot-in-command's name
- (7) Name of passenger(s)/instructor

- (8) Route of flight
- (9) Planned Local Training Area (LTA) (if applicable)
- (10) Mission type code:
 - (a) Cross country flight
 - (b) Maneuvers practice
 - (c) Landings and pattern work
 - (d) Instrument work
 - (e) Aircraft checkout
 - (f) Ground instruction
 - (g) Paperwork
 - (h) Proficiency
 - (i) Intercollegiate Flight Team practice

4. Flight Schedule Distribution. The daily flight schedule will be distributed by IFT SKEDS to the IFT CO by 2200, 10 days prior to the scheduled departure date. IFT SKEDS will submit the Movement Order in MIDS and route the schedule to Academy Operations, Battalion Officers, Officer Representatives, the Senior Aviator, the Supporting Flight School, and VT-NA MIDN CO. The Flight Schedule will be updated and made available online by the IFT SKEDS for reference as necessary. The flight schedule along with approved Movement Order serves as permission for Midshipmen to travel between the yard and the supporting flight school and conduct operations based on the proposed route of flight. Following all flights, IFT SKEDS will be updated with actual flight times following the flight and this information, along with the published schedule will be sent to the IFT CO no later than 2300 on the day the flight was completed and be recorded in a training jacket for each Intercollegiate Flight Team member.

5. Uniforms. While en route from and returning to the Academy for the reason of conducting approved flight operations with the Intercollegiate Flight Team or related activities, Midshipmen may wear either the military green flight suit or USNA "Blue Over Khaki." The green flight suit may be worn in accordance with current Navy uniform regulations (NAVPERS 156651 Section 6803). Blue Over Khaki consists of a Navy blue polo shirt (plain or with approved insignia) and khaki slacks or shorts as appropriate with brown or black belt and may be worn as a substitute for the flight suit in accordance with reference (e). Close-toed shoes are required to be worn at all times. No sandals or flip-flops are authorized.

6. Weekday Flight Operations. Flights may be scheduled if individuals are on authorized yard liberty status during the period in which the flight will be conducted. Participation in the Intercollegiate Flight Team is voluntary and is not to interfere with military obligations to include formal parades,

lectures, or study hour as required unless otherwise noted with approval from the Senior Aviator via the Flight Schedule and Movement Order. Intramural exemption is only granted in accordance with reference (a). If military obligations are to be missed, a Movement Order (MO) or excusal must be submitted by IFT SKEDS. Any officer or Senior Enlisted Leader (SEL) may disapprove the excusal. Only direct transit to and from the airport of intended operations is authorized. Third and Fourth Class Midshipmen are permitted to ride in vehicles with upper-class Midshipmen for the purpose of transit to and from the airport. Adequate time should be allowed for return to the Naval Academy for military obligations. It is the sole responsibility of each Midshipman to ensure that all obligations are fulfilled prior to conducting flight operations. A duty van may be provided for Intercollegiate Flight Team transportation. Midshipmen who are not eligible for Movement Orders or are not academically and/or physically SAT shall not participate in weekday Intercollegiate Flight Team flight operations.

7. Weekend Flight Operations. All official flights must be submitted to the Intercollegiate Flight Team Scheduling Officer NLT 2000, 10 days prior to the weekend of the intended flight. Midshipmen may schedule flights during normal liberty periods or when yard liberty is authorized unless otherwise noted. If military obligations are to be missed, a Movement Order (MO) or excusal must be submitted by IFT SKEDS. Any officer or SEL may disapprove the excusal. Recreational flights by Midshipmen and independent flight training do not require an MO submission by MIDN SKEDS. Normal class liberty rules apply if Midshipmen are conducting recreational flights or flight training on their own. Third and Fourth Class Midshipmen are permitted to ride in vehicles with upper-class Midshipmen for the purpose of transit to and from the airport. A duty van may be provided for official flight operations or training flights, but not recreational flights.

5.3 TRAINING STANDARDIZATION/EVALUATION

1. General. All Intercollegiate Flight Team members will obtain the necessary aeronautical experience required to meet the standards stipulated in the most recent version of the National Intercollegiate Flying Association's *Rules for Intercollegiate SAFECONS*, here after referred to as the "rule book."

2. Standards. The Intercollegiate Flight Team member demonstrates through flight evaluation, verbal, written evaluation, and records that he/she has completed the required training and practice necessary to compete at standards established for SAFECON flight events as set forth in the rule book, FAR's, FAA Practical Test Standards, and flight school SOP.

3. Power On/Off Landing

a. General. The following prescribes the training program established to structure the process of achieving optimal level of performance to meet or exceed the competition requirements for the power off landing event.

b. Ground Training. Initial or recurrent familiarization must be performed to ensure proper procedures, specifications, and event rules are understood and followed. The following items must be covered as part of the ground instruction stage:

(1) Review of general rules in the rule book pertaining to flight events.

(2) Power on/off landing event rules

- (a) Event sequence
- (b) Pattern profile
- (c) Aircraft spacing
- (d) Flaps
- (e) Landing target
- (f) Scoring
- (g) Disqualifying maneuvers

(3) Safety of flight

- (a) Competition operations
- (b) ORM
- (c) Bird strike hazard
- (d) Go-around

(4) Aircraft Operations

- (a) Configuration
- (b) Airspeeds
- (c) Checklist

(5) Landing Pattern

- (a) Requirements
- (b) Profile

(6) Approach Profile

- (a) Sight picture
- (b) Winds
- (c) Aircraft spacing
- (d) Safety

- (e) Power management
- (7) Emergency Procedures
 - (a) Aircraft malfunction
 - (b) Aircraft strike

Completion Standards will be met when a full understanding of the event environment is achieved. This will be noted by verbal and/or written evaluation.

c. Flight Training. The development of practical experience will be accomplished through demonstration and practice of power off landings. It is imperative that each flight includes an in-depth discussion of that day's mission, procedures which are to be followed during the flight, and debriefed to maximize safety, efficiency and effectiveness of the training evolution. The listed items are to be covered during the flight training and evaluation stage.

- (1) Start-up procedures, "Hot Box" environment
- (2) Taxi, departure procedures
- (3) Communications, Team frequencies, air-ground on secondary radio
- (4) Pattern perimeters, requirements
- (5) Aircraft spacing
- (6) Aircraft configuration
 - (a) Checklist
 - (b) Airspeed
 - (c) Flap settings
- (7) Approach Profile
 - (a) Sight Picture
 - (b) Aim point
 - (c) Landing box and environment
 - (d) Touchdown point
 - (e) Correction techniques
- (8) Line Arrival Procedures
 - (a) Engine shutdown

(b) Refueling

(9) Safety

(a) Go-around, practice

(b) Hazards to operating area

d. Event Proficiency and Currency. To maintain standards that are up to competition level, progressive training and practice must be accomplished. The following are the principle areas that are pertinent to the safety of flight and required to optimize performance for competition.

(1) Touch and go's

4. Navigation

a. General. The navigation event requires proficiency and familiarity with aircraft performance perimeters as well as an efficient ability to produce a flight plan. Accurate data for aircraft performance is imperative to facilitate the generation of proper flight planning information. The following is an outline of the areas which should be addressed during preliminary and re-currency practice for the navigation event. The overall training is predominantly ground preparation.

b. Ground Training. Initial or recurrent familiarization must be performed to ensure proper procedures, specifications, and event rules are understood and followed. The following items must be covered as part of the ground instruction stage:

(1) Review of general rules in the rule book pertaining to flight events.

(2) Navigation event rules

(3) Sectional Chart

(a) Chart notation

(b) Identification of landmarks

(4) Pilotage and dead reckoning

(5) Role of pilot

(6) Role of safety observer

(7) CRM

Completion Standards will be met when a full understanding of the event environment is achieved. This will be noted by verbal and/or written evaluation.

c. Flight Training. The flight portion of the training for navigation consists of gaining familiarity with the aircraft in cruise flight as well as developing good CRM skills to utilize during event.

- (1) Power management
- (2) Fuel management and tracking
- (3) Utilization of proper equipment onboard
- (4) Visibility, use of safety observer
- (5) CRM

d. Event Proficiency and Currency. To maintain standards that are up to competition level, progressive training and practice must be accomplished. The following are the principle areas that are pertinent to the safety of flight and required to optimize performance for competition.

- (1) Aircraft performance data
- (2) Pilotage and dead reckoning
- (3) Flight planning procedures

5.4 MIDSHIPMEN ELIGIBILITY

1. Intercollegiate Flight Team Member Status

- a. Must maintain at least a 2.0 CQPR and SQPR, and have no "Fs" or more than 1 "D" in the current marking period.
- b. Must maintain a conduct grade of "B" or better.
- c. Must maintain a performance grade of "C" or better.
- d. Be PE SAT and pass the PRT each semester.
- e. In all cases, members must be otherwise eligible for movement orders as set out by reference (f).

2. Intercollegiate Flight Team Flight Status

- a. All requirements of Team Member Status
- b. Must possess at least a student pilot certificate
- c. Must possess a current medical certificate
- d. Must have a current FAA Biannual Flight Review
- e. May not have previously had their driver's license suspended or revoked. A waiver to this requirement must be approved by the Intercollegiate Flight Team Captain or Intercollegiate Flight Team O-Rep.

f. Must comply with this SOP, the supporting flight school's SOP, FAR's, NOTAMS, local airport regulations, aircraft rental agreements, NIFA policies and event rules, and all written and verbal instructions from the Intercollegiate Flight Team Captain, VT-NA Midshipman staff, Officer Representatives, Senior Aviator, and supporting flight school instructors.

g. Must complete and pass an aircraft checkout in accordance with flight school SOPs.

h. May not have previously had their FAA pilot's certificate suspended or revoked due to an incident that involved personal injury or aircraft damage. A waiver to this requirement must be approved by the Intercollegiate Flight Team Captain, VT-NA MIDN CO, Officer Representatives, Senior Aviator, and supporting flight school staff.

i. A member may be removed from flight status at the recommendation of a flight school CFI. This recommendation must be forwarded to the IFT CO and IFT O-Rep for approval.

j. Failure to meet the flight school training requirements will result in removal from Intercollegiate Flight Team flight status.

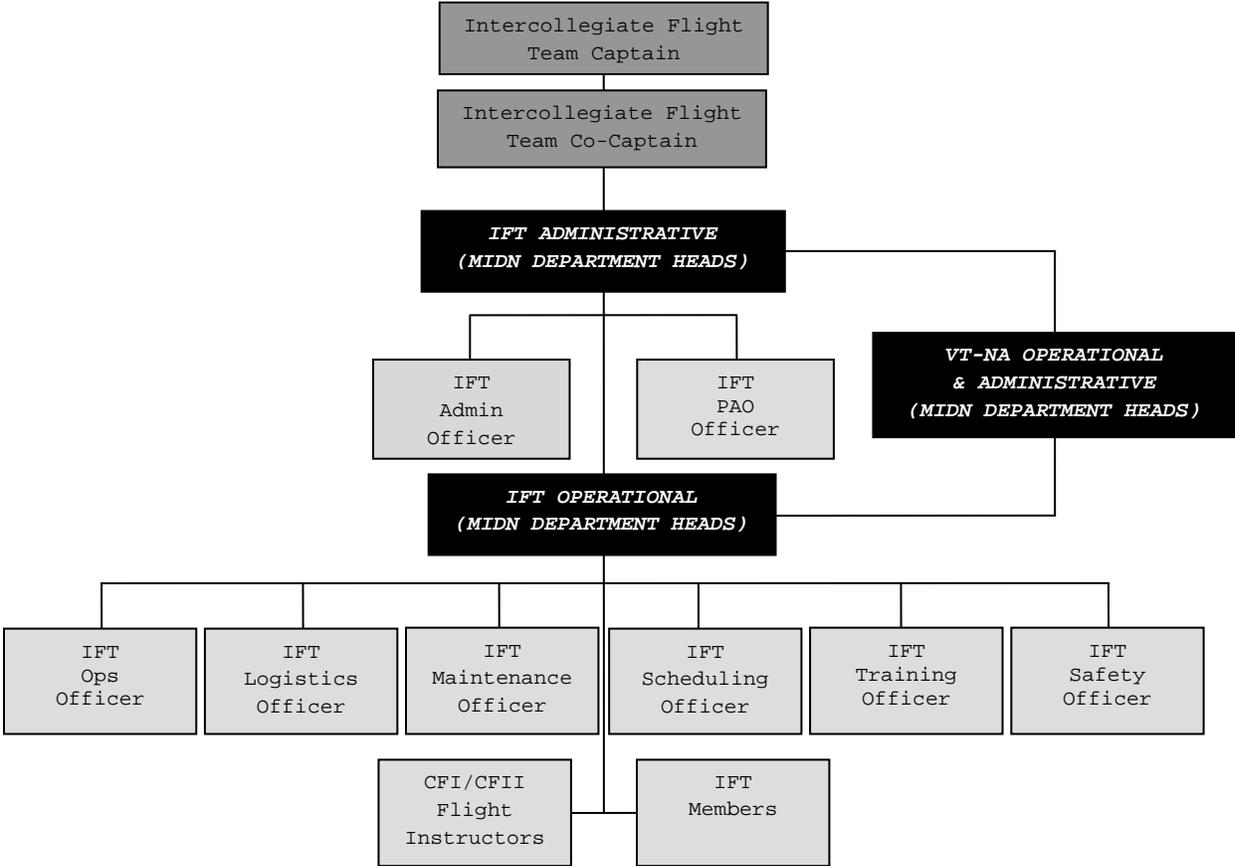
3. Intercollegiate Flight Team Competition Status

a. All requirements of Intercollegiate Flight Team Flight Status (except Section 1.6.2b)

b. Must possess at least a private pilot certificate to act as PIC.

c. Must complete and pass a flying events evaluation flight with the IFT CO or his/her designated representative.

5.5 INTERCOLLEGIATE FLIGHT TEAM ORGANIZATIONAL CHART



CHAPTER 6 - SUMMER FLIGHT TRAINING PROGRAM

6.1 OVERVIEW

1. Purpose. The VT-NA Summer Flight Training Program (SFP) exists to provide Midshipmen exposure to the Naval Aviation training pipeline through soaring or powered flight. It serves as both a screener and an in-depth learning opportunity to all Midshipmen before they put in their preferences for their desired service assignment. The goal is to provide Midshipmen with relevant exposure to aviation in order that they make their career choices provided with the most information possible. The program also serves to give service selection boards more relevant information concerning aviation candidates for service assignment.

2. Staff. The VT-NA SFP shall be run by a Summer Flight Training Program Director who shall be responsible for the overall operation of Soaring/Powered Flight Training during the summer. During the academic year, the Summer Flight Training Program Director shall train instructors, assemble a staff of future TAD ENS/2ndLts and qualified Midshipmen, and develop a plan of action to be implemented upon commencement of summer training Block 1.

6.2 ORGANIZATION

1. Officer Representation. The SFP is supported by an Officer Representative (O-Rep), usually the VT-NA Assistant Officer Representative (AO-Rep), who is a commissioned officer from the Naval or USMC aviation community. The O-Rep works closely with the Summer Flight Training Program Director, VT-NA O-Rep, and with the supporting flight school to provide input into the development of SFP programs and activities to best integrate aspects of fleet operations. Assistant Officer Representatives (AO-Rep) and Senior Enlisted Representatives (E-Rep) provide additional support of Squadron operations and serve in an advisory role to specific aspects of the organization and may be appointed as needed by the O-Rep.

2. Summer Flight Training Program Director. The Summer Flight Training Program Director (SFP CO) is selected by the VT-NA MIDN CO at the recommendation of the current SFP CO and is based on background experience, desire to serve, and input from Officer Representatives. The SFP CO is the Commanding Officer of the Summer Flight Training Program.

3. Summer Flight Training Program Executive Officer. The Summer Flight Training Program Executive Officer (SFP XO) is selected by the SFP CO and is the direct assistant to the SFP CO. The SFP XO is in charge of enforcing policy, maintaining standards, and generally assisting the SFP CO in any manner the SFP CO deems necessary.

4. Flight Training Program Administrative Officer. The Summer Flight Training Program Administration Officer (SFP ADMIN) is selected by the SFP CO to ensure all administrative duties are met. These responsibilities include maintaining an updated roster of pilots, instructors, and students; processing FITREPS and leave paperwork for out processing TAD officers; managing the contracting process, and filing all awards and commendations for staff at the conclusion of the summer.

5. Summer Flight Training Program Assistant Administrative Officer (if required). The Summer Flight Training Program Assistant Administrative Officer (SFP ASST ADMIN) is selected by SFP ADMIN to assist as necessary.

6. Summer Flight Training Program Operations Officer. The Summer Flight Training Program Operations Officer (SFP OPS) is selected by the SFP CO to manage the operational aspects of SFP activities. Specifically, SFP OPS is tasked with implementing and enforcing Squadron procedures, securing classrooms for ground school, maintaining a detailed record of flight operations, securing transportation assets, and managing Movement Orders and all operational functions of the SFP.

7. Summer Flight Training Program Maintenance Officer. The Summer Flight Training Program Maintenance Officer is selected by the SFP CO and is responsible for monitoring the material condition of all aircraft used by SFP.

8. Summer Flight Training Program Safety Officer. The Summer Flight Training Program Safety Officer is selected by the SFP CO to develop, implement, and enforce procedures and programs for the SFP. Specifically, the SFP Safety Officer shall develop checklists, forms, SOP updates, and other publications specific to Academy flight operations and ensure the dissemination of Squadron safety procedures. Operational checklists and procedures shall be consistent with those of the supporting flight school. The SFP Safety Officer works in conjunction with SFP OPS to address issues, which are critical to local flight and ground safety. Pre-mishap planning shall be developed to include procedures to be followed in the event of mishaps. The IFT Safety Officer is responsible for implementing and working with SFP ADMIN to track progress in the FAA Wings Safety Program.

9. Summer Flight Training Program Ground School Department Head. The Summer Flight Training Program Ground School Department Head (SFP CGI) will be in charge of the Ground School Department and is responsible for the execution of the ground school portion of the SFP. The SFP CGI will manage all current Ground School Instructors and train all potential Ground School Instructors throughout the academic year in preparation for the SFP.

10. Summer Flight Training Program Ground School Instructors. The Summer Flight Training Program Ground School Instructors (AGIs) are certified FAA Advanced Ground Instructors (AGI) that teach ground school to the Midshipmen during SFP. They report to the SFP GSI.

11. Summer Flight Training Program Glider Department Head. The Summer Flight Training Program Glider Department Head (SFP CFI-G) is chosen by the SFP CO who will be in charge of the Glider Flight Training Department. The SFP CFI-G will be in charge of executing the flight training mission with gliders.

12. Summer Flight Training Program Chief Tow Pilot. The Summer Flight Training Program Midshipman Chief Tow Pilot is the senior most tow pilot as determined and chosen by the SFP CO and is responsible for managing current active Midshipmen tow pilots and training future tow pilots. The SFP Chief Tow Pilot works with the SFP CFI-G in order to complete the soaring mission.

13. Summer Flight Training Program Midshipmen Tow Pilots. Midshipmen who are qualified to serve as tow pilots are authorized to tow gliders for the SFP. Tow pilots report to the Chief Tow Pilot.

14. Summer Flight Training Program Powered Flight Department Head. The Summer Flight Training Program Powered Flight Department Head is a Midshipman chosen by the SFP CO who will be in charge of the Powered Flight Training Department. The SFP CFI will be in charge of executing the flight training mission with powered airplanes.

15. Summer Flight Training Program Flight Instructors. Midshipmen and Officers who are FAA Certified Flight Instructors (CFI, CFI-G, or CFII) and who are in a current flight status per FAA Regulations and SOPs are authorized to give Midshipmen instruction in the supporting flight schools' aircraft. They report to either the SFP CFI or SFP CFI-G respectively.

16. Summer Flight Training Program Van Commander. The Summer Flight Training Program van commanders (Drivers) will each be assigned a squad of 10-15 Midshipmen. The Drivers are responsible for these Midshipmen and will act as their squad leaders throughout SFP.

17. Summer Flight Training Program Members. Members of the SFP are selected based upon selection standards developed and outlined within the SOP. Members are those who are seeking to contribute to the SFP but have not obtained the necessary qualifications to step into official billets.

6.3 OPERATIONS

1. General. Conducting flight operations is not a right - it is a privilege. With this privilege and opportunity comes the responsibility to conduct all operations with the highest regard for safety, professionalism and understanding that actions reflect directly upon yourself, the Naval Academy, and the Navy. Flight operations are granted to Midshipmen for the purpose of advancing aviation professionalism and promoting involvement in general and military aviation.

2. Roster. Each Midshipman participating in SFP operations shall maintain their membership and/or their flight status information with the SFP ADMIN officer to ensure accountability of those involved in SFP activities, standardize operations, and facilitate dissemination of information pertinent to flight operations. The SFP membership roster will be updated as necessary by SFP ADMIN and approved by the SFP CO to reflect an accurate account of Midshipmen participating in the program.

3. Flight Schedule. The flight schedule is used to account for all flight activities being conducted for whom this publication pertains. Placement on the flight schedule is an official account of each flight and it is the sole responsibility of each PIC to ensure that all information is correct and updated. The daily flight schedule will be distributed by SFP OPS to the SFP CO by 1200 the day prior to the scheduled departure.

4. Uniforms. While enroute to or from the Academy for flight operations or related activities, Midshipmen may wear either the uniform of the day or Navy Blue-Over-Khaki as specified by reference (e). Close-toed shoes are required to

be worn at all times. No sandals or flip-flops are authorized. While at USNA for Ground School, all Midshipmen shall wear the uniform of the day.

5. Soaring Program Operations. When approved, glider instruction will be conducted at a general aviation airport local to the Naval Academy in accordance with reference (g). The goal is to maximize the amount of instruction based on the limited resources available. It will be expected of all CFI-Gs to allow students as much opportunity to fly/soar.

a. Midshipman Soaring Operations Director. The MIDN Soaring Operations Director (SOD) is in charge of all flight operations at the airfield. The MIDN SOD is responsible for ensuring the safety of launches, recoveries, and pedestrians on the ground. The MIDN SOD shall maintain a radio and the SOD board. The MIDN SOD is responsible for recording all flights with launch and recover times; passenger names, and launch height. The MIDN SOD is responsible for closing the airfield (if required) and ensuring all documentation is correct and all equipment is properly stowed at the completion of flight operations.

b. CFI-Gs. The CFI-Gs present will be responsible for the safe execution of the instructional flights as reflected by their duties as PIC. The individual CFI-Gs will be responsible for making the go/no go call. CFI-Gs will be responsible for conducting preflight inspections, giving safety briefs before commencing flights operations, and signing students' logbooks.

c. Tow Pilot. The tow pilot is responsible for readying the tow plane for flight operations before the CFI-Gs are ready to launch. This includes ensuring the integrity of the tow rope and taking one test flight with the tow plane.

d. Midshipman Soaring Van Commander. The Midshipman Soaring van commander (S-Driver) is responsible for a squad of Midshipmen. The driver must pick up boxed meals from King Hall before mustering the Midshipmen for their movement to the airfield. The S-Driver is the direct assistant to the MIDN SOD and will assist the MIDN SOD in any manner the MIDN SOD deems necessary.

6. Powered Program Operations. When approved, powered flight instruction will be conducted at a general aviation airport local to the Naval Academy in accordance with reference (g). The goal is to maximize the amount of instruction based on the limited resources available. It will be expected of all CFIs to allow students as much opportunity to fly as sole manipulators of the controls.

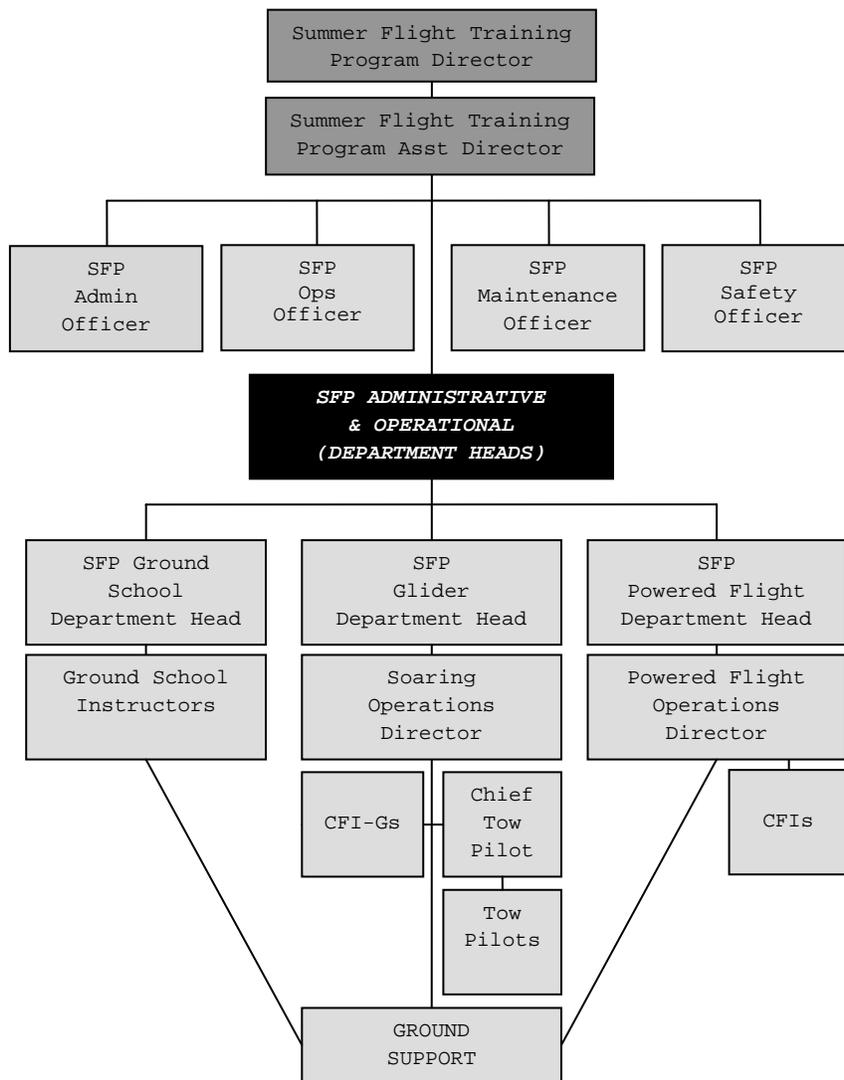
a. Midshipman Powered Flight Operations Director. The Midshipman Powered Flight Operations Director (POD) is in charge of all flight operations at the airfield. The MIDN POD is responsible for ensuring the safety of launches, recoveries, and pedestrians on the ground. The MIDN POD shall maintain a radio and the POD board. The MIDN POD is responsible for recording all flights with launch and recover times and passenger names. The MIDN POD is responsible for closing the airfield (if required) and ensuring all documentation is correct and all equipment is properly stowed at the completion of flight operations.

b. CFIs. The CFIs present will be responsible for the safe execution of the instructional flights as reflected by their duties as PIC. The individual CFIs will be responsible for making the go/no go call. CFIs will be responsible

for conducting preflight inspections, giving safety briefs before commencing flights operations, and signing students' logbooks.

c. Midshipman Powered Flight Van Commander. The Midshipman Powered Flight van commander (P-Driver) is responsible for a squad of Midshipmen. The P-Driver must pick up boxed meals from King Hall before mustering the Midshipmen for their movement to the airfield. The P-Driver is the direct assistant to the MIDN POD and will assist the MIDN POD in any manner the MIDN POD deems necessary.

6.4 SUMMER FLIGHT TRAINING PROGRAM ORGANIZATIONAL CHART



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CHAPTER 7 - VT-NA SAFETY PROGRAM

7.1 SAFETY PROGRAM OVERVIEW

1. Purpose. To develop safety awareness and prevention through a proactive safety program, and to establish a coordinated plan of action for the reporting and investigation of an accident/incident involving Midshipman/Officer-piloted aircraft.

2. Scope. Emphasis will be placed on training to ensure that approved procedures within the SOP are understood and followed while appropriate risk management techniques are applied. Mishap prevention is enhanced by the development of safe attitudes, safety hazard awareness training (Ref. *FAA-H-8083-9A Aviation Instructor's Handbook*), and monitoring of flight activities to ensure unsafe tendencies are corrected promptly. The existence of a detailed plan of action prior to a mishap will minimize the probability of initial confusion and delay of proper reporting and the timely initiation of an investigation of circumstances and causes of an accident, incident or mishap.

3. Training

a. In coordination with the supporting flight school, all Safety Officers will ensure that safety related training, to include a briefing, is conducted and documented prior to the first day of flying for any flight event. All VT-NA, Intercollegiate Flight Team, and Summer Flight Training Program members are required to attend this regular safety training. All Safety Officers should conduct additional safety training as necessary.

b. VT-NA, Intercollegiate Flight Team, and Summer Flight Training Program members are responsible for participation in at least the basic level of the FAA WINGS program. Each Safety Officer may elect to hold optional WINGS seminars.

4. Safety Publications and Information Distribution. All Safety Officers will coordinate the procurement of applicable safety related publications and make them available to their respective members. Urgent safety alerts will be disseminated to their respective members immediately via email or in person.

5. Hazard/Incident Reporting and Investigation

a. VT-NA, Intercollegiate Flight Team, and Summer Flight Training Program members are strongly encouraged to report unsafe practices or conditions to their respective Safety Officer or a CFI immediately. The respective Safety Officer will review the report and coordinate any corrective action. Timely feedback should be given to the member who reported the situation and to the entire membership if necessary.

b. Members may elect to submit their report verbally or in writing. A written report may be requested by any Safety Officer.

6. Accident/Incident Investigation

a. A safety stand-down will be instituted immediately following any "aircraft accident" as defined by the FARs. Only the Senior Aviator can lift the stand-down.

- b. Any accident or incident shall be fully investigated by the respective Safety Officer and a written report made to all other Safety Officers, COs, O-reps, the Senior Aviator, and supporting flight school.
- c. Significant findings and lessons learned will be presented to all staff and all current and future members as soon as possible following the accident.
- d. Safety Officer actions during an investigation will be congruent with established flight school SOPs, FARs, and NTSB Part 830.

7.2 FLIGHT SAFETY (SPECIAL FLIGHT RULES)

SFR 7.2.1 Flight Limitations over USNA. Maneuvering flight within 1 nm of the Chapel Dome, and including Annapolis Harbor, downtown area, the stadium and the Naval Station is not permitted. Deviations from this SFR must be explicitly approved by the Intercollegiate Flight Team Captain (IFT CO), Summer Flight Training Program Director (SFP CO), and/or VT-NA Midshipman Commanding Officer (VT-NA MIDN CO) and Naval Support Activity (NSA) Annapolis, in accordance with reference (b).

SFR 7.2.2 Aerobatic Flight Operations. Aerobatics as specified in FAR 91.303 are not authorized during operations for which these Standard Operating Procedures pertain. Instruction in aerobatics or aerobatic flight operations may be authorized only with prior approval. Requests for authorization shall be forwarded through the IFT CO, SFP CO and/or VT-NA MIDN CO for which final approval must be granted by the Intercollegiate Flight Team O-Rep and/or VT-NA O-Rep and Senior Aviator. This limitation does not apply to normal unusual attitude orientation conducted while under instruction.

SFR 7.2.3 Flight Operations Area. The Flight Operations Area (FOA) establishes areas of normal operations that are most conducive to safety of flight, local traffic flow and local airspace. Deviations from the local FOA may be conducted by participants that have a Certified Flight Instructor on board without any additional schedule action being necessary. The FOA excludes the Washington D.C. FRZ, Washington Dulles Int'l, Quantico MCAF Class D, Dahlgren Naval Surface Warfare Center Class E and the associated R-6611A/R-6613A, Dover AFB Class D, Phillips AAF Class D, Langley AFB, Felker AAF, Norfolk NS, A P Hill AAF (Chambers Island). Flight operations are not permitted within these airspaces or airports respectively without approval from the Chief Flight Instructor.

Local Operations Area. The Local Operations Area (LOA) is designated specifically for the purpose of flight training. The LOA contains all classes of controlled and uncontrolled airspace and provides for completion of all training tasks except for some cross-country flight requirements. The area begins north of Baltimore-Washington International (BWI) Class B airspace and is outlined by the following boundary waypoints/fixes (see Appendix A for graphical representation).

<u>Fix</u>	<u>Description</u>
A1	Carroll County Regional/Jack Poage Field (KDMW)
B2	Summit Airport (KEVY) -Remain clear of KDOV airspace
C3	Waterloo VOR/DME (ATR)
D4	Ocean City Municipal Airport (KQXB)
F	Snow Hill VOR (SWL)
G1	Cambridge-Dorchester County Airport (CGE) -Remain North of R-4007 if possible
H2	Duke Regional Airport at St. Mary's (2W6) -Remain North of R-6611A
I3	Brook VOR (BRV)
J4	Frederick Municipal Airport (KFDK)

Local Training Areas. Local Training Areas (LTA) are designated areas within the LOA which are arranged to be conducive to safe flight operations taking into account local airspace restrictions, air traffic density and flow, and avoidance of populated areas. LTAs "QUEBEC" (centered at KFME), "ROMEO" (centered at W29), "SIERRA" (eastern shore, Cambridge) and "TANGO" (DEALE) are each assigned specific frequencies to resolve traffic conflicts. Pilots must remain vigilant for other light civil, military, and commercial aircraft which may also be operating within these areas. While in the corresponding LTA, pilots shall monitor the following frequencies:

<u>LTA</u>	<u>Frequency</u>
Lee (ANP)	122.90 (TAC1)
QUEBEC	123.05 (TAC2)
ROMEO	123.00 (TAC3)
SIERRA	122.70 (TAC4)
TANGO	Potomac App (TAC5)

These frequencies will allow pilots to communicate with each other if necessary and provide enhanced safety. Pilots are also encouraged to monitor 121.5 if able.

Southern Extended Operations Area. The Southern Extended Operations Area (SEOA) is designated to incorporate airports south of the LOA which permit long cross country flights or flight training fields to airports that are in excess of 100 NM away. The SEOA is defined as that airspace bounded by the following waypoints/fixes:

<u>Fix</u>	<u>Description</u>
H2	Duke Regional Airport at St. Mary's (2W6) -Remain outside R-4005/4006/4007 if possible
K	Norfolk International Airport (KORF)
L	Chesapeake Regional Airport (KCPK)
M	Franklin VORTAC (FKN)
N	Chesterfield County Airport (KFCI)
O	Hanover County Airport (KOFK)
I3	Brook VOR (BRV)

Northern Extended Operations Area. The Northern Extended Operations Area (NEOA) is designated to incorporate airports north of the LOA which permit long cross country flights or flight training fields to airports that are in excess of 100 NM away. The NEOA is defined as that airspace bounded by the following waypoints/fixes:

<u>Fix</u>	<u>Description</u>
A1	Carroll County Regional/Jack Poage Field (KDMW)
P	Gettysburg Airport (W05)
T	Capital City Airport (KCXY)
U	Lancaster VORTAC (LRP)
B2	Summit Airport (KEVY)

SFR 7.2.4 Airport Facility Requirements. In general, pilots are authorized to land on any hard surface runway which is at least 45 feet wide and equal to or greater in length than the sum of the takeoff roll and landing distance or at least 2500 feet in length, whichever is greater. For all Midshipmen, operations from unimproved runways are generally not permitted except with a CFI on board. Requests for waiver of this provision shall be forwarded through the IFT CO, or SFP CO, and/or VT-NA MIDN CO for which final approval must be granted by the Intercollegiate Flight Team O-Rep and/or VT-NA O-Rep and Senior Aviator. The IFT CO, SFP CO, and/or VT-NA MIDN CO at his/her discretion, may prohibit flights at certain airports and/or airspace within the LOA. Instrument Flight Rules (IFR) flights conducted in actual Instrument Meteorological Conditions (IMC) are restricted to DOD approved approaches (i.e. only those contained in the DOD FLIPS), with the exception of the GPS 30 approach to ANP, or in the case of an emergency or unless a flight school approved CFI is onboard.

SFR 7.2.5 PIC Authority. In the event of an in-flight emergency, the PIC retains the authority to deviate from these SOPs during an emergency to the extent necessary to meet that emergency per FAR 91.3.

SFR 7.2.6 Pilot Safety Program. Pilots are required to participate in the Basic Level of the FAA Wings Safety Program. A current transcript must be kept to maintain flight status with the Intercollegiate Flight Team, Summer Flight Training Program, and/or VT-NA Staff.

SFR 7.2.7 Special Flight Rules Area Training. All pilots are required to complete Special Flight Rules Area (SFRA) training per flight school SOPs prior to any aircraft checkout flight. A copy of the completed training certificate will be kept on file by the Intercollegiate Flight Team, Summer Flight Training Program, and/or VT-NA Staff.

SFR 7.2.8 Pre-flight Actions. Pilots will take proper pre-flight action in accordance with FAR 91.103, to include a weather/TFR/NOTAM briefing from an official source (i.e. either 1-800-WX-BRIEF or DUAT/S).

SFR 7.2.9 Human Factors. Compliance with FAR 91.17 is required in addition to the following requirements which are based on Navy standards and safety studies:

SFR 7.2.9a Alcohol. No Midshipmen may act as a crewmember or board an aircraft during an operation for which this chapter applies if an alcoholic beverage has been consumed within twelve (12) hours prior to pre-flight planning.

SFR 7.2.9b Fatigue. Midshipmen must ensure adequate crew rest is achieved prior to each flight in which they will be acting as a crewmember. A minimum of eight hours of sleep is required in the 24 hour period preceding the flight operation being conducted. Midshipmen are advised to cancel flights if not adequately rested even if they meet the minimum crew rest.

7.3 PILOT REPORTING PROGRAM

2. Sortie Report. An important aspect of the continued growth and enhancement of the training program is the effective input by participating IFT members to improve readiness through experience gained from each flight. The approach taken for standardization purposes and to facilitate maximum effect will consist of a pilot reporting system. This will consist of pilots completing an End Sortie Report (ESR) which will cover any particulars noted on that flight that pertain to event notes, safety issues, or other pertinent information that will aid future flights and competitions.

3. Schedule Reporting. Pilots are responsible for updating the respective Scheduling Officer with actual flight times and other requested flight data to be entered into the official daily schedule. This will be accomplished through the ESR.

4. NASA Aviation Safety Reporting. Pilots are not required but are encouraged to utilize NASA's Aviation Safety Reporting System (ASRS) when appropriate.

7.4 MISHAP PLAN

1. Definitions. Per NSTB Part 830. If any definition in NTSB Part 830 is updated, that definition will supersede any definition in this instruction.

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

b. *Fatal injury* means any injury which results in death within 30 days of the accident.

c. *Incident* means an occurrence other than an accident, associated with the operation of an aircraft, which affects or could affect the safety of operations.

d. *Operator* means any person who causes or authorizes the operation of an aircraft, such as the owner, lessee, or bailee of an aircraft.

e. *Serious injury* means any injury which: (1) Requires hospitalization for more than 48 hours, commencing within 7 days from the date of the injury was

received; (2) results in a fracture of any bone (except simple fractures of fingers, toes, or nose); (3) causes severe hemorrhages, nerve, muscle, or tendon damage; (4) involves any internal organ; or (5) involves second- or third-degree burns, or any burns affecting more than 5 percent of the body surface.

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

2. Immediate Actions

a. The Pilot-in-Command (PIC) shall ascertain as much information as quickly as possible.

b. The PIC is responsible for preserving, to the extent possible, any aircraft wreckage, cargo, and all records, including all recording mediums of flight, until the Board takes custody thereof or a release is granted pursuant to NTSB §831.12(b).

c. The PIC, any crew member, passenger, or witness will immediately notify the SFP CO, IFT CO, and/or VT-NA MIDN CO. They will in turn notify the O-Reps, Senior Aviator, and appropriate USNA authorities.

d. Prior to the time the Board or its authorized representative takes custody of aircraft wreckage, such wreckage or cargo may not be disturbed or moved except to the extent necessary:

- (1) To remove persons injured or trapped;
- (2) To protect the wreckage from further damage; or
- (3) To protect the public from injury.

e. Where it is necessary to move aircraft wreckage, mail or cargo, sketches, descriptive notes, and photographs shall be made, if possible, of the original positions and condition of the wreckage and any significant impact marks.

f. The operator of an aircraft involved in an accident or incident shall retain all records, reports, internal documents, and memoranda dealing with the accident or incident, until authorized by the Board to the contrary.

g. In the event of a missing aircraft or PIC incapacitation, the Intercollegiate Flight Team, Summer Flight Training Program, and/or VT-NA Safety Officer or Operator should initiate the above actions.

3. Investigation

a. The respective Operations Officer will collect the pilot's training jackets, logbooks, flight plan, and weather brief.

b. The respective Maintenance Officer will collect the aircraft logbooks and maintenance history.

c. The respective Safety Officer will assist as necessary and begin his/her own internal investigation.

d. The respective CO will hold the collected items until requested or until the NTSB investigation is finished. If the respective CO or VT-NA MIDN CO is unavailable, the Intercollegiate Flight Team O-Rep or VT-NA O-Rep should hold this information.

e. Each crew member, if physically able will prepare a written statement setting forth the facts, conditions, and circumstances relating to the accident or incident as they appear to him/her. The respective Safety Officer will take these statements.

4. Report

a. The notification required in NTSB §830.5 shall contain the following information, if available:

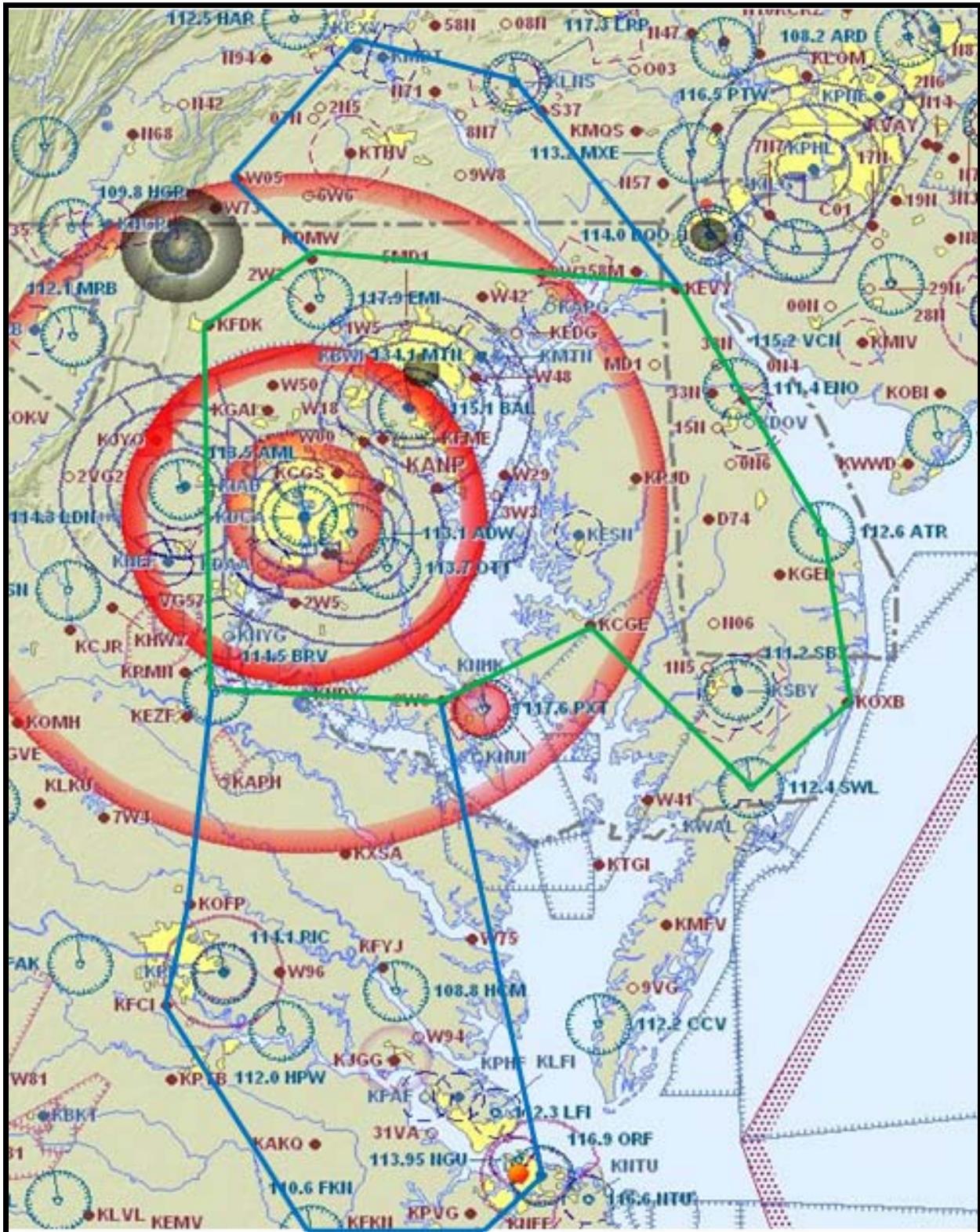
- (1) Type, nationality, and registration marks of the aircraft;
- (2) name of owner, and operator of the aircraft;
- (3) name of the pilot-in-command;
- (4) date and time of the accident;
- (5) last point of departure and point of intended landing of the aircraft;
- (6) position of the aircraft with reference to some easily defined geographical point;
- (7) number of persons aboard, number killed, and number seriously injured;
- (8) nature of the accident, the weather and the extent of damage to the aircraft, so far as is known; and
- (9) a description of any explosives, radioactive materials, or other dangerous articles carried.

b. This information shall be forwarded per the "Mishap Notification Checklist". This checklist will be developed and updated by all Safety Officers. A sample checklist is provided in Appendix B.

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APPENDIX A -LOCAL OPERATIONS AREA



APPENDIX B - SAMPLE MISHAP NOTIFICATION CHECKLIST

1. Pilot-in-Command (PIC) Actions

a. Any and all accidents/incidents involving members and/or the supporting flight school's aircraft shall be reported immediately by the PIC (or any member if the PIC is unable) to the following:

Supporting Flight School Owner	410-555-5555 (c)
Mr. John Doe	410-555-5555 (w)

VT-NA MIDN CO/IFT CO/SFP CO	410-555-5555 (c)
MIDN 1/c -or- ENS/2ndLt John Doe	

b. If both the supporting flight school owner and VT-NA MIDN CO/IFT CO/SFP CO are unreachable, the incident shall be immediately reported to the following:

Team/Program O-Rep	410-555-5555 (c)
LT John Doe, USN	410-555-5555 (w)

VT-NA O-Rep	410-555-5555 (c)
LT John Doe, USN	410-555-5555 (w)

c. When reporting, the PIC shall confirm with the all parties who has been notified by him/her, personally. This is to ensure that all required parties are properly notified.

2. VT-NA MIDN CO/IFT CO/SFP CO Actions

a. The VT-NA MIDN CO/IFT CO/SFP CO or his/her designee shall report the accident/incident immediately to the following:

Team/Program O-Rep	410-555-5555 (c)
LT John Doe, USN	410-555-5555 (w)

Bancroft OOW (Via Main Office)	410-293-5001
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VT-NA CO	410-555-5555 (c)
MIDN 1/c John Doe	

NTSB Washington Regional Office (If required by FARs)	253-874-2880
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b. He/She shall ensure that the Mishap Plan has been initiated.