

Operations and Training Standard Operating Procedure

The following Standard Operating Procedure (SOP) supplements the NASJAXINST 1710.22B, providing clarification as allowed by instruction or as needed, and duplicates some information to provide complete awareness to Navy standards and club developed standards in one document. Not all operating restrictions, like weather limitations, are provided.

This document is meant to fill the gap between NASJAXINST 1710.22B and current practices that have been approved by the Standardization Board to be incorporated into a SOP. A comprehensive SOP is being developed that will be a one-stop document for club flying operations, incorporating BUPERS and NASJAX instructions as well as this SOP into one document.

1. All Pilots
 - a. The Club President or designated representative will receive a prospective member's application and verify eligibility before forwarding the member to the Chief CFI for CFI assignment.
 - b. Members shall be assigned a CFI per the JAXNFC CFI Assignment SOP
 - c. Members shall be checked out in club aircraft per the JAXNFC Aircraft Qualification SOP.

2. Electronic Pilot Training Folder
 - a. A member's records of eligibility and accomplishment of training requirements shall be kept in the member's documents folder in Sky Manager.
 - b. All personally identifiable information with the exception of the member's last name will be redacted.
 - c. Required documents:
 - (1) Application (if member joined after March 1, 2021)
 - (2) Documentation of eligibility (ID)
 - (3) Covenant not to sue (not applicable for active duty)
 - (4) Pilot certificate
 - (5) Medical certificate
 - (6) Aircraft exams
 - (7) General knowledge/SOP exam
 - (8) IFR exam (if applicable)
 - (9) CFI exam (if applicable)
 - (10) Aircraft, night, and instrument check outs (as applicable)
 - (11) Annual standardization check out

3. Tests
 - a. Tests shall be reviewed annually and revised every two years
 - b. Minimum passing grade is 70%.
 - c. Tests shall be corrected to 100% and verbally discussed with the member by a CFI.
 - d. A member shall not be allowed to retake a test until sufficient ground instructions has been provided.
 - e. Tests shall be uploaded to the member's documents folder in Sky Manager and retained for 3 years.

4. Currency
 - a. Aircraft. To maintain aircraft currency, a member must:
 - (1) Perform 3 take-offs and landings every 90 days in category/class (aircraft single engine land)

- (2) Perform 3 take-offs and landings every 180 days in make/model/series (PA-28-140)
- (3) If a member does not meet 90-day currency, the member shall perform a currency training flight in make/model with a CFI.
- (4) If a member is not 180-day currency, the member shall perform an initial aircraft check out.
- (5) CFIs may maintain currency in all aircraft if current in one aircraft at the discretion of the Chief CFI.
- b. Night. To maintain night currency, a member must:
 - (1) Perform 3 take-offs and landings to a full stop every 90 days in category/class.
 - (2) If a member is out of night currency, the member shall perform a currency night training flight with a CFI.
- c. Instrument.
 - (1) Instrument currency is 6 instrument approaches, intercept/tracking courses through navigation systems, and holding every 6 months in actual or simulated weather conditions, per FAR 61.57.
 - (2) Currency may be maintained with the club's BATD.
 - (3) Active duty pilot
 - a. If an active duty member possess a valid instrument rating, a member shall still complete an initial instrument check out.
 - b. After an initial instrument check out, active duty pilots may maintain currency with Chief CFI approval
 - (4) If a member is not instrument current, the member shall perform an Instrument Proficiency Check per 61.57 with a CFI.
5. Student Pilots
 - a. A student pilot shall be verified as a US citizen per 49 CFR 1552.23(d) by their CFI, and the student pilot's logbook endorsed prior to the start of any flight training, including "Discovery Flights."
 - b. Private pilot student pilots will only fly with their assigned CFI, unless their CFI will be unavailable for an unreasonable amount of time.
 - c. A stage check with the Chief CFI or designated representative shall be performed
 - (1) Pre solo (waiverable with Chief CFI approval)
 - (2) Pre cross-country solo
 - (3) Pre FAA check
 - d. Designated training areas.
 - (1) With the exception of cross-country training, student pilots will operate in an approved training area.
 - (2) Prior to flying solo in an approved student solo training area, the student shall be checked out in the area by a CFI.
 - e. Prior to solo, progressive go-around training from approach to landing shall be conducted with the CFI demonstrating and emphasizing recover from a bounced landing or ballooning flare. Training shall include go-around with full flap configurations as outlined in the AFM/POH.
 - f. Prior to solo, the following tests shall be corrected to 100% and uploaded to Sky Manager:
 - (1) Pre-solo test
 - (2) Aircraft test
 - (3) FAR knowledge and SOP test
 - g. All student solo flights shall be conducted during daylight hours and will terminate no later than official sunset.
 - h. Minimum useable runway length for student solo touch-n-go is 3,000 feet on a local hard-surface runway
 - i. Simulated engine-out/forced landings may only be performed with a CFI occupying a pilot seat.

- j. Solo cross country fuel shall be full tanks.
 - k. A Dual flight with a CFI shall be performed:
 - (1) After 10 hours solo since previous dual flight
 - (2) After 15 days since previous dual flight
6. Standard Dual and Solo Cross Country Routes
- a. Private Pilot: TBD
 - b. Commercial: TBD
 - c. Instrument: TBD
7. Student Pilot Logbook Endorsements.
- a. A student pilot's log book shall be properly endorsed by their CFI prior to any solo flight, knowledge test, and practical test.
 - b. The Chief CFI will perform random spot checks on student pilot logbooks to ensure compliance with logbook endorsements.
 - c. Required endorsements
 - (1) US citizenship (TSA)
 - (2) Pre-solo aeronautical knowledge/test
 - (3) Pre-solo flight training
 - (4) Solo flight (90 days)
 - (5) Solo flight (each additional 90 days)
 - (6) Solo take-off and landings at another airport within 25 nm
 - (7) Pre-solo flight training at night (not authorized under BUPERSINST)
 - (8) Solo Cross-country training
 - (9) Solo Cross-country flight planning review
 - (10) Repeated solo cross-country flights not more than 50 nm from the point of departure
 - (11) Class B airspace (if applicable)
 - (12) Class B airspace airport (if applicable)
 - (13) Aeronautical knowledge training for airman knowledge test
 - (14) Review of deficiencies from airman knowledge test
 - (15) Prerequisites for Practical Test
 - (16) Flight proficiency for Practical Test
8. Passengers.
- a. All non-member civilian passengers must sign a 'Covenant Not To Sue' document prior to flying. Documents are good for one year. Active duty passengers are not required to sign a covenant.
 - b. Passengers under 18 must have the document signed by a legal guardian.
 - c. Documents shall be placed in the Ready Room aircraft cubby hole prior to the flight and removed once the flight is completed.
 - d. Documents may be uploaded to a member's documents folder in Sky Manager if the passenger will fly more than once.
 - e. The PIC shall provide a passenger brief that covers aircraft door operation, ventilation options, seat adjustment, harness and seatbelt operation and use requirement, evacuation, emergency equipment (if any), and sterile cockpit concept.
9. Aircraft Check-out/Dispatch
- a. Enter route of flight and passenger names in the "Comments" field of the aircraft reservation in Sky Manager.
10. Ground Operations
- a. Piper aircraft shall be started on the left tank. The right tank shall be selected for engine run-up, after which tanks shall be switched every 30 minutes. If there is

significant imbalance between the left and right tanks, this may be adjusted to prevent asymmetric loading and lateral trim concerns.

- b. If people are on the flight line or in the hangar, aircraft run-up shall be conducted on the west side of the flying club ramp with the aircraft pointed into the wind
- c. Do not taxi or roll-over arresting gear cables.

11. Take-off

- a. Minimum USEABLE runway for take-off is 2,000' or take-off distance plus landing distance, which ever is greater, and minimum width is 50'.
 - (1) When operating at KNIP Runway 28 with the long field arresting gear raised, pilots shall back-taxi from intersection Charlie as necessary to obtain required minimum useable runway distance.

12. Enroute

- a. If your actual time of arrival at KNIP will be greater than 30 minutes past your estimated time of arrival given to ground on initial contact, update NAS JAX Tower.

13. Approach and Landing

- a. Minimum USEABLE runway for landing is 2,000' or take-off distance plus landing distance, which ever is greater, and minimum width is 50'.

14. Simulated Engine-Out Training

- a. Simulated engine-out landings on take-off may only be performed with a CFI occupying a pilot seat.
- b. Clear the engine every 500' for 5 seconds.
- c. Minimum altitude is per FAR 91.119.

15. Night Flying

- a. Flight outside the local area requires an instrument rating and the aircraft IFR-equipped per the FAR 91.205 and a VOR
- b. Pilots without an instrument rating shall only fly in the local area and maintain visual contact with at least one the following airports:
 - (1) KNIP, KNRB, KVQQ, KCRG, KJAX, KSGJ, KHEG, KFHB
- c. Pilots without an instrument rating shall only operate at an approved airport as identified above AND the following operational requirements:
 - (1) Minimum useable runway length: 3,000;
 - (2) Minimum lighting: Edge lighting
 - (3) Visual glideslope indicator

16. Post Flight

- a. Standard refueling is:
 - (1) Piper aircraft: tabs
 - (2) C-210: tabs
 - (3) C-172: 30 gallons on EDM
 - (4) C-182: 40 gallons on EDM
- b. After coordination with the next pilot, if the aircraft is to be left unattended and not tied down, install aircraft chocks, or set the parking brake if chocks are not available.
- c. If the following new aircraft discrepancies exist, call the Maintenance Officer (MO), if able, prior to entering the discrepancy in Sky Manager. If unable to contact the MO prior to entry, follow-up or leave a message with MO.
 - (1) Downing discrepancy
 - (2) Instrument or indicator failure
 - (3) Instrument or indicator abnormal indications
 - (4) External lighting

- d. For discrepancies listed in 16.c. on lease-back aircraft, contact the lease-back owner as well.
 - (1) N9924W - Wayne Dunn
 - (2) N66111- Ron Koblitz
 - (3) N1311S - Ron Koblitz