

USAF Aero Club
Instructor Standardization Guide



AFSVC/VBRR
1 February 2024

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Chapter 1 – Pilot Checkouts

1.1 Reference: DAFMAN 34-152 6.10 et al. and Attachment 1-3 of this guide

- 1.1.1 Checkouts should be completed in full. Instructors may credit pilots for a task if:
- 1.1.2 It has been demonstrated satisfactorily
- 1.1.3 It has been verbally discussed to a satisfactory level
- 1.1.4 A similar task has been demonstrated at a greater level of complexity
- 1.1.5 Checkouts may be combined where appropriate, but each task of each checkout must still be completed.
- 1.1.6 If a member is not able to satisfactorily complete all assigned tasks on one flight, additional instruction and/or flights should be given to bring the tasks up to the applicable ACS standards and complete the checkout.
- 1.1.7 Members with little or no previous experience with the avionics packages in each aircraft (glass cockpit, advanced GPS, ADS-B, etc.) may require additional ground and/or flight training to achieve acceptable standards. The same applies to pilots who have extended lapsed landing currency, or who have limited experience with each aircraft make and model.
- 1.1.8 After a checkout is completed, an *AF Form 1584* will be completed and placed in the member's folder and updated in the Automatic Dispatch Program (ADP). See Attachment 4 for example.
- 1.1.9 FAA WINGS credit can be requested from each instructor as appropriate.

Standardization

- 1.2 The standardization checkout is required every *12 calendar months* by Aero Club members exercising flight privileges.
 - 1.2.1.1 The initial standardization checkout is required of any new member to gain flying privileges at the Aero Club.
 - 1.2.1.2 This checkout will also be credited as a Make & Model checkout and may be combined with a Mountain Flying checkout.
 - 1.2.1.3 The annual standardization checkout is required to maintain flying privileges at the Aero Club and is an opportunity to review and refresh proficiency in flight operations and local procedures.
- 1.2.2 The initial and/or annual standardization checkout may be credited as a flight review. This requires prior agreement with the instructor, and any assignments or additional tasks as per FAA guidelines must be completed.

Instrument

- 1.3 Initial and annual checkout for Instrument rated pilots wishing to exercise instrument privileges in Aero Club aircraft (*12 calendar months*)
 - 1.3.1 The instrument checkout may be conducted in a combination of both an FAA certified simulator and the aircraft. Additional and/or remedial instruction may be given in the simulator where appropriate. All other checkouts are conducted in the aircraft only.

- 1.3.2 The instrument checkout may be credited as an IPC. This requires prior agreement with the instructor, and any assignments or additional tasks as per FAA guidelines must be completed.
- 1.3.3 The Instrument checkout is required for Instrument rated members to establish and maintain instrument flying privileges at the Aero Club.
- 1.3.4 This checkout may be conducted with a combination of an FAA approved simulator and an aircraft.
- 1.3.5 All flight maneuvers except takeoff, landing and circling should be completed by reference to the instruments only.
- 1.3.6 The INITIAL Instrument checkout should include at least three total approaches including one precision and two non-precision approaches. Non-precision approaches should include at least one hand-flown approach, and one partial panel approach.
- 1.3.7 NOTE: Pilots may request that this checkout be credited as an IPC, with prior agreement with the instructor.

Make/Model

- 1.4 Initial checkout for each make and model aircraft the member wishes to fly (one-time). The annual standardization check will be in the most complex aircraft the member is checked out in.

Recurrency

1.5 DAFMAN 34-152 para 6.8.4.

- 1.5.1 The requirement to regain basic landing currency is based on the individual's total flight time:
 - 1.5.1.1 Less than 200 hours total time: 3 landings in the last 60 days in each make and model
 - 1.5.1.2 Over 200 hours total time: 3 landings in the last 90 days in category/class
- 1.5.2 A flight to regain basic landing currency alone does not require an *AF Form 1584*.

Night

1.6 Reference DAFMAN 34-152, para 6.14 (et al.) for Night Restrictions & Checkout requirements

- 1.6.1 Local area only for pilots with less than 25 hours PIC (one-time).
- 1.6.2 The entire checkout must be flown at night (as defined by the FAA) and include at least three takeoffs and landings to a full stop. At least one landing should be made without the use of the landing light.
- 1.6.3 Night landing currency requires pilots to accomplish at least three takeoffs and three landings to a full-stop within the preceding 90 days in each category and class.
- 1.6.4 A night checkout is required to act as PIC any time after sunset.
- 1.6.5 If pilots are noncurrent due to landings not being accomplished in the appropriate timeframe, a currency flight must be conducted with a flight instructor.

Mountain

1.7 Reference DAFMAN 34-152, para 6.9.4.

- 1.7.1 One time checkout for pilots desiring to fly in mountainous terrain.

- 1.7.2 Mountain Checkouts are locally developed and are a one-time requirement for members that intend to fly in mountainous terrain either within or outside of the local area.

Instructor

- 1.8 Initial and Annual right-seat checkout for Aero Club instructors (12 calendar months).
- 1.8.1 The Initial Instructor checkout must be flown with the Chief Instructor. Annual Instructor checks may be flown with either the Chief or Assistant Chief. All other checks (additional makes and models, instrument, night or mountain) may be flown with any appropriately rated instructor (with the Chief's concurrence).

Chapter 2 - Written Testing

2.1 Reference: DAFMAN 34-152 6.11 et al.

- 2.1 All written tests results shall be documented on the *AF Form 1584C*, placed in the appropriate section of the Member Folder, and entered in the ADP.
- 2.1.1 The minimum passing score on any test is 80%. An instructor will correct the test to 100% and review all deficient areas with the member prior to flight. Members with a score of less than 80% shall retake that test. All required tests are valid for 1 year from the end of the month in which the test was taken.
- 2.1.1.1 Example: 10 Jun 2023 test date; 30 Jun 2024 expiration date

2.2 Initial Tests

- 2.2.1 Standardization, Instrument (if applicable), Instructor (if applicable), aircraft open/closed book (for each applicable make/model), and any interactive mountain flying course exam
- 2.2.2 Required annual tests include: Standardization, Instrument (if applicable) or Instructor (if applicable)
- 2.2.3 Required Private Pilot student tests include: Aircraft open/closed book
- 2.2.4 The Chief Flight Instructor shall review and revise all locally developed tests at least every 24 months

2.3 Aircraft Tests

- 2.3.1 Each aircraft open book test shall cover pertinent aspects of the aircraft systems, procedures, and operating limits. Computing takeoff data, including weight and balance, takeoff, climb, cruise, and landing data shall be examined. Each aircraft closed book test shall cover the locally developed information on the reverse side of the *AF Form 1584C*.
- 2.3.2 Tests issued by AFSVC/VBRR shall be used in lieu of locally developed tests.

2.4 Student Tests

- 2.4.1 The initial pre-solo and solo cross-country tests shall include the applicable restrictions and requirements of *DAFI 34-101*, *DAFMAN 34-152*, the local *Club SOP*, *14 CFR Parts 61 and 91*, and the *Aeronautical Information Manual*.

2.4.2 The Solo Cross Country test is required prior to the student’s first solo cross country. If the FAA written test was taken and passed prior to the student’s first solo cross country, the locally developed cross country test is not required.

Chapter 3 - Private Pilot Student Training

3.1 Instructors shall use the Jeppesen Private Pilot Syllabus, as amended in Table 3.6, and associated training materials to train Private Pilot students. Instructors are encouraged to develop their own additional materials to enhance this curriculum.

3.2 Instructors shall document all training on the *HQ AFSVA Form 1580* (preferred) or commercial equivalent training record. Note: Documentation on this form does not replace required logbook endorsements in the student’s logbook. Refer to Attachment 4 to complete this form.

3.3 Instructors shall use the *HQ AFSVA Form 1581, Attachment 5*, to document any items they feel necessary to ensure an accurate and complete record of the student’s training. Examples include ground training, deviations from the syllabus, combining flight lessons, poor training continuity, lack of progress, Below Average or Below Acceptable Standards grades, etc.

3.4 An *AF Form 1584* qualifying the member for solo flight privileges must be completed as part of the Initial Solo (Jeppesen Syllabus lesson #10).

3.5 An *AF Form 1584* may be completed by the DPE after successful completion of a PPL practical test. If it is not completed by the DPE, the recommending instructor will complete the 1584 and annotate the type test and the DPE’s name in the remarks section.

Table 3.6 Change Page to Jeppesen Private Pilot Syllabus

Page	Existing Jeppesen Text	Change to Read
XVII	Flight 8 - Review Flight 9 – First Solo Flight 10 - Stage Check	Flight 8 – Stage Check Flight 9 – Review Flight 10 - First Solo
41	Flight Lesson 8	Flight Lesson 9
43	Flight Lesson 9	Flight Lesson 10
44	Flight Lesson 10	Flight Lesson 8

3.7 HQ AFSVA 1580

3.7.1. Cover

Complete all items. The Remarks section is for school administrative items and should not be used to document training flights. Comments related to individual ground and flight lessons, if required, shall be documented on the *HQ AFSVA Form 1581*.

3.7.2. Exam Record/Endorsements

Log dates and grades for all exams noted. If your Chief Flight Instructor requires more than the exams listed, document these on a *HQ AFSVA Form 1584C* and include in the student’s records. Annotate all initial/30 day/cross-country endorsements on the lines provided. These endorsements do not replace FAA required logbook endorsements but provide the club with documentation of authorizations in the event the logbook is lost or destroyed.

3.7.3. Stage Flight/Ground Training Record

3.7.3.1. Annotate the total time for each of the ground training lessons.

3.7.4. Systems and Equipment Malfunctions

3.7.4.1 Annotate the date completed and grade received each time the item was covered. The student must receive an “S” or “P” grade in each of the items before solo. If several items are covered during one training flight, record the lowest grade on the main section of the form under Systems and Equipment Malfunctions. (Note: Cover selected topics throughout the pre-solo phase making the training as realistic as possible). Once the student has received at least an “S” grade on an individual item, instructors don’t have to document training on that item; however, that topic should be sampled throughout out the training program.

3.7.5. Main Section

3.7.5.1 Record total time spent on pre and post flight briefings in the box provided. Use grading practices established in paragraph 3.8, for individual maneuver grades and overall lesson grade. The Chief Flight Instructor will initial the block “CFI Initials” indicating their review of the training folder. Each box in the student training folder will be marked (as applicable) with either the time, lesson number, a grade if the item was accomplished, or remain blank if the item was not accomplished. Students flying solo will put a checkmark for each item accomplished or leave blank if it was not accomplished. Students will not enter an overall number grade at the end of the lesson.

3.7.5.2. NOTE: Students may proficiency advance by combining lesson numbers in the lesson number box. For example, a student transfers from another flight school with 10 hours of instruction received. On their first flight, they do very well. The instructor may opt to log lessons 1 and 2 (1-2) in the lesson number box. The next flight would be lesson 3.

3.7.5.3. NOTE: If the student needs to repeat a lesson, it should be logged as “R” in the lesson number box. For example, lesson 9, 9R, 9R, etc, until the instructor gets out of the aircraft and lets the student do 3 solo landings. That would be lesson 10.

3.8 Individual Maneuver/Task Grade

(Excerpts from DAFMAN 34-152, Attachment 3)

- **P = Proficient.** The applicant meets the applicable FAA ACS for the individual maneuver/task without intervention or verbal assistance from the flight instructor.
- **S = Safe.** While the applicant does not fully meet the ACS, they are able to consistently perform the maneuver/task safely, without flight instructor intervention or verbal assistance. The applicant is cleared to perform this maneuver/task solo.
- **A = Accomplished.** Unsafe to perform this maneuver/task solo. The applicant is unable to perform the maneuver/task without demonstration, intervention, or verbal assistance from the flight instructor, or the applicant's relative experience makes it impossible to determine if they could perform the maneuver/task without assistance.
- **D = Demonstrated Only.** The flight instructor demonstrated the maneuver/task; however, the student was not allowed to accomplish the maneuver/task. (NOTE: If the

instructor demonstrated the maneuver/task and then allowed the applicant to perform it, the grade shall reflect the applicant's performance.)

3.8.1 Check Accomplished while Solo. Student pilots will place an individual check in the appropriate box to indicate they performed the maneuver one or more times while solo.

3.8.2 Overall Lesson Grade

The following grades will be used to assess the student's overall performance for the flight. If an applicant receives a grade of below average or below acceptable standards, the chief flight instructor shall review the applicant's performance with their flight instructor prior to the applicant's next flight.

- **1 = Excellent.** The applicant's performance exceeded expectations, given their phase of training, experience, etc.
- **2 = Above Average.** The applicant's performance was above average, given their phase of training, experience, etc.
- **3 = Average.** The applicant's performance was average, given their phase of training, experience, etc.
- **4 = Below Average.** The applicant's performance was below average, given their phase of training, experience, etc.
- **5 = Below Acceptable Standards.** The applicant's performance was below average given their phase of training, experience, etc. NOTE: The *FAA ACS* does not fully cover all maneuvers/tasks; therefore, the chief flight instructor shall supplement the ACS in instances where the ACS performance level is not specific or adequate.

Chapter 4 – Flight Instructor Endorsements

4.1 Instructors should refer to the current *Advisory Circular 61-65H (dated 2018)* for endorsement samples to be used when endorsing logbooks, providing written statements for airmen applying for written or practical tests, and when certifying accomplishment of requirements for pilot operating privileges.

4.2 For Aero Club private pilot student solo privileges, include student weather minimums in the Limitations section of the student's logbook endorsement.

4.2 Additional Student Pilot Solo Endorsements

4.2.1 *DAFMAN 34-152* requires additional endorsements for student solo and solo cross country over and above those required by the FAA. The location of these endorsements is on the backside of the *HQ AFSVA Form 1580* (student training record).

ATTACHEMENTS

Attachment 1 – Initial/Annual Checkout Requirements for Aero Club Pilots

INITIAL/ANNUAL VFR CHECKOUTS

(Items in bold print are mandatory)

Pre-Flight Preparation:

- _____ All required Club written tests completed
- _____ Preflight Inspection
- _____ Cockpit Management
- _____ Use of Checklist
- _____ Engine Starting/Taxiing
- _____ Before Takeoff Check
- _____ Radio Communications and ATC Light Signals
- _____ Collision Avoidance Precautions/Wake
- _____ Turbulence Avoidance
- _____ Low-Level Wind Shear Precautions
- _____ Airport, Runway and Taxiway Signs, Markings, and Lighting
- _____ Pre-takeoff check
- _____ Standard Local Area Arrival/Departure Procedures

Flight Maneuvers:

- _____ **Takeoff - Normal and Crosswind and Climbs**
- _____ **Short-Field Takeoff and Maximum Performance Climb**
- _____ **Pilotage and Dead Reckoning**
- _____ Radio Navigation
- _____ Diversion to an Alternate
- _____ Lost Procedures
- _____ Instrument (Straight & Level, Constant Airspeed Climb/Descent, Turns to Heading, Unusual Flight Attitudes, Radio Communications, Navigation Facilities and Radar Services)
- _____ Maneuvering during slow flight
- _____ Flight at Slow Airspeeds with Realistic Distractions
- _____ **Stalls-Power-On, Power-Off**
- _____ **Steep Turns**
- _____ Ground Reference Maneuvers
- _____ **Emergency Approach and Landing**
- _____ Emergency Equipment and Survival Gear
- _____ System and Equipment Malfunctions
- _____ **Traffic Pattern Operations**
- _____ **Takeoff - Normal, Short, Soft and Crosswind**
- _____ **Landing - Normal, Short, Soft and Crosswind**
- _____ Forward Slips to Landing
- _____ Go-around from Rejected Landing

After Landing:

- _____ Aircraft shutdown (Checklist and procedures)
- _____ Judgment

Attachment 2 - Initial/Annual Instrument Requirements for Aero Club Pilots

INITIAL/ANNUAL INSTRUMENT CHECKOUTS

(Items in bold print are mandatory)

Pre-Flight Preparation:

- Required Club Instrument Test completed**
- IFR Preflight Inspection
- IFR Takeoff Preparations
- Obtaining IFR Clearance
- IFR Departure Procedures & Clearances
- Cockpit Management
- Voice Communications
- Enroute Procedures and Clearances

Arrival Procedures and Clearances:

(Minimum of 1 precision and 2 nonprecision)

- VOR Approaches (if available)
- GPS Approaches (if available)
- ILS Approaches (if available)
- VOR and GPS Holding
- Missed Approach Procedures
- Landing from a Straight-In or Circling Approach
- Aeronautical Decision Making and Judgement

Simulated Emergency Procedures:

- Loss of Communications
- Radio Failure
- Instrument & Equipment Failure**
- Engine Failure
- Systems Failure

Partial Panel Procedures:

- Straight and Level
- Standard Rate Turns
- Constant Rate Climbs and Descents
- Constant Airspeed Climbs and Descents
- Power-Off Stalls
- Power-On Stalls
- Magnetic Compass Turns
- Recovery From Unusual Flight Attitudes
- Non-precision Instrument Approach
- Aeronautical Decision making and Judgment
- Recovery from Unusual Flight Attitudes
- Timed Turns to Magnetic Heading
- Time and Distance Calculations

After Landing:

- Aircraft shutdown (Checklist and procedures)
- Judgment

Attachment 3 – Initial/Annual Multi-Engine Checkouts

INITIAL/ANNUAL MULTI-ENGINE CHECKOUTS

(Items in bold print are mandatory)

Pre-Flight Preparation:

- All required Club written tests completed
- Performance and Limitations
- Operation of Systems
- Taxing and Run-up
- Pre-takeoff Check
- Visual Scanning and Collision Avoidance

Basic Flight Maneuvers:

- Straight and level
- Change of Airspeed
- Constant Airspeed Climbs and Descents
- Turns to Headings

Performance Maneuvers, Slow Flight, and Stalls:

- Steep Turns
- Maneuvering during slow flight
- Power-on Stalls, Straight ahead or Turns
- Power-off Stalls, Straight ahead or Turns
- Accelerated Stalls
- Spin Awareness

Takeoff and Landing:

- Normal and Crosswind Takeoff and Climb
- Short-Field Takeoff / Max Performance Climb
- Normal and Crosswind Approach and Landing
- Short-Field Approach and Landing

Emergency Operations:

- Engine Failure During Takeoff, Before Vmc (Simulated)
- Emergency Descents
- System and Equipment Malfunctions
- Emergency Equipment and Survival Gear
- Identification of Inoperative Engine
- Procedures for Shutdown and Feathering
- Engine Failure after Liftoff (Simulated)**
- Maneuvering with One Engine Inoperative**
- Engine Inoperative - Loss of Directional Control Demo (Vmc demo)
- Approach and Landing with an Inoperative Engine (Simulated)**
- Go-around (One and Two Engine)

Instrument Approaches – Two Engine or One Engine Inoperative: (as Required)

- VOR and GPS holding
- VOR and GPS Approaches (if available)
- Localizer Approach (if available)
- ILS Approach (if available)
- Missed Approach Considerations
- Wake turbulence and collision avoidance

After Landing:

- Aircraft shutdown (Checklist and Procedures)
- Judgment

Attachment 4 – USAF Aero Club Standardization Record Example

USAF AERO CLUB STANDARDIZATION RECORD	
PILOT'S NAME (Last, First, MI) Lynch, Chuck C.	Airman's Certificate number 049281396
FLIGHT DETAILS	TYPE CHECK
AIRCRAFT MAKE AND MODEL C-172	<input type="checkbox"/> STANDARDIZATION (<input type="checkbox"/> Initial <input type="checkbox"/> Annual)
TOTAL TIME FLOWN DURING CHECKOUT 2.2	<input checked="" type="checkbox"/> AIRCRAFT MAKE & MODEL
INSTRUCTOR'S NAME (Last, First) Jones, Steve	<input checked="" type="checkbox"/> INSTRUMENT (<input type="checkbox"/> Initial <input type="checkbox"/> Annual)
WRITTEN TESTS PASSED / <input checked="" type="checkbox"/> Open Book <input checked="" type="checkbox"/> Closed Book	<input checked="" type="checkbox"/> NIGHT
REMARKS: (Use reverse if necessary)	<input type="checkbox"/> INSTRUCTOR (<input type="checkbox"/> Initial <input type="checkbox"/> Annual)
<input checked="" type="checkbox"/> PILOT IS QUALIFIED <input type="checkbox"/> PILOT IS NOT QUALIFIED (List details and restrictions below)	
1.2 hours flown day for make/model checkout 1.0 hours flown at night to complete night checkout	
<input type="checkbox"/> Completed an Initial proficiency check IAW FAR 141.79 (d) (2) <input type="checkbox"/> Member completed a flight review IAW FAR 81.56 <input type="checkbox"/> Member completed an instrument proficiency check IAW FAR 81.57	
I certify that I have read and understand all applicable FAA and USAF regulations/directives pertinent to flying in USAF Aero Club aircraft. I believe I have been properly trained and that I am fully qualified to act as Pilot in Command in the capacity indicated.	
PILOT'S SIGNATURE Chuck C. Lynch	DATE (DD MMM YY) 09 JUL 2019
I certify that I have administered an Aero Club checkout IAW the USAF Aero Club Instructor Guide and believe the named pilot is fully qualified to act as Pilot in Command in the capacity indicated.	
INSTRUCTOR'S SIGNATURE Steve Jones	DATE (DD MMM YY) 09 JUL 2019
PRIVACY ACT STATEMENT	
AUTHORITY: 10 U.S.C., 2013 PRINCIPLE PURPOSE: To maintain record of pilot qualifications required by AFMAN 34-232. ROUTINE USE: Will be disclosed to appropriate federal or state agencies conducting accident investigations involving USAF Aero Club aircraft. DISCLOSURE: Disclosure of Airman's Certificate number is voluntary but lack of disclosure will result in denial of club privileges.	

Attachment 5 – AF Form 1581 Student Activity Record

**USAF AERO CLUB
STUDENT ACTIVITY RECORD**

Page of Pages

<small>NAME OF STUDENT: (Last, First, MI)</small>	
<i>Johnson, James A.</i>	
<small>DATE</small>	<small>ACTIVITY</small>
<i>1 Jan 18</i>	<i>Repeated Flight Lessons 6 and 7 because of a 90 day break in training.</i>
	<i>Tom Jones</i>
	<i>CFI 123456789 01/19</i>
<i>2 Feb 18</i>	<i>Flight Lessons 16 and 18 (night and night cross country) were combined. A total of 3.1 hours of night time And 10 night landings were accomplished on this flight.</i>
	<i>Tom Jones</i>
	<i>CFI 123456789 01/19</i>

Attachment 6 – References

14CFR Part 43	Maintenance, Preventive Maintenance, Rebuilding, and Alteration
14CFR Part 61	Certification: Pilots and Flight Instructors
14CFR Part 91	General Operating & Flight Rules
14CFR Part 97	Standard Instrument Approach Procedures
NTSB Part 830	Notification & Reporting of Aircraft Accidents and Incidents
FAA-H-8083-3C	Airplane Flying Handbook
FAA-H-8083-15B	Pilots Handbook of Aeronautical Knowledge
FAA-H-8083-25C	Instrument Flying Handbook
AC 61-65H	Certification: Pilots & Flight Instructors
AC 61-67C	Stall Spin Awareness Training
AC 61-98D	Currency Requirements and Guidance for the Flight Review & Instrument Proficiency Check
AC 90-48E	Pilots Role in Collision Avoidance
FAA-H-8083-1B	Pilots Weight & Balance Handbook
AC 120-51E	Crew Resource Management Training
AIM	Aeronautical Information Manual
DAFI 34-101	Department of the Air Force Morale, Welfare and Recreation (MWR) Programs & Use Eligibility
DAFMAN 34-152	Air Force Aero Club Operations
SOP	Standard Operating Procedures
AFD	Airport Facility Directory
NOTAM's	Notices to Airmen
POH	Pilots Operating Handbooks or FAA Flight Manuals