

Fort Carson Flight Simulation Facility SOP

23 June 2010

1. **PURPOSE:** To outline policies, duties and responsibilities that will provide continuity in the scheduling, operation, administration and conduct of personnel utilizing the Fort Carson Flight Simulation Facility.
2. **SCOPE:** This SOP applies to Active Duty, National Guard, Reserve Component and civilian personnel.
3. **OBJECTIVE:** The Fort Carson Flight Simulation Facility is a Multi-Platform FORSCOM designated Regional Flight Training Facility tasked to develop POI on applicable aviation tasks, and to provide basic, advanced and tactical training in both the classroom and flight simulators.
4. **AREA OF RESPONSIBILITY:** The Flight simulation facility at Fort Carson provides training for aviators IAW AR 95-1 and FORSCOM Regulation 350-1 utilizing the UH-60A/L Flight simulator, the AH-64D Long Bow Crew Trainer (LCT), and the Aviation Combined Arms Tactical Trainer (AVCATT). The AVCATT is a reserve component asset and will support active component and reserve component units IAW this SOP and FORSCOM 350-1.
5. **Responsibilities:**
 - a. **Facility Personnel:** Ensure the training devices are prepared for training and provide support as necessary to all aviation personnel utilizing the facility.
 - b. **Aviators:** Ensure compliance with this SOP and maintain ATP requirements in accordance with AR 95-1.

UH-60 2B38 procedures

6. **Scheduling:** Training periods for the UH-60 flight simulator shall be scheduled by each respective unit in coordination with the flight simulator personnel. Each unit shall designate a representative to schedule the unit's simulator training periods.
 - a. Training periods are:

Period 1	0800 - 1000
Period 2	1000 - 1200
Period 3	1200 - 1400
Period 4	1400 - 1600
 - b. Cancellation and special training requirements shall be made telephonically or in writing and routed through appropriate channels so as to arrive at the facility office a minimum of 72 hours day prior to the scheduled training date.

c. Requests for specific academic instruction shall be coordinated on an individual basis through the facility staff.

d. A unit is considered a “No Show” if the scheduled unit is more than 15 minutes late for the scheduled time period or if the period was not canceled 72 hours prior.

e. Requests for a facility tour or VIP visit are submitted and processed through the Fort Carson Public Affairs Office.

f. Orientation flight requests for family members must be approved by the sponsor’s unit commander or his/her representative. This verbal request must be submitted to the Facility Chief no later than 24 hours prior. Aviator training requirements have priority over informal visits. All non-military personnel will be required to complete a “Release and Hold Harmless Agreement” prior to the orientation flight (Appendix A).

g. Aviators that reserve/schedule a training period on an individual basis shall advise the facility chief or training coordinator whether he/she will be the sole occupant during the training period. The facility chief reserves the right to schedule other aviators in unscheduled or unoccupied crew stations.

7. Operations: An appropriate type flight plan (DD Form 175, FAA 7233-1, or DD Form 1801DOD international flight plan) shall be completed prior to the start of each period. This flight plan shall indicate, as a minimum, the aviators name, unit, point of departure and the type of training requested: i.e., NVG, instrument, etc.

a. Aviators shall sign in at the reception area upon arrival at the facility. When flight planning is completed at other than the simulator facility, aviators shall report a minimum of 15 minutes prior to the training period. This time will be utilized for briefing the crew (to include the instructor) on the mission and requirements for the flight. When flight planning is to be completed at the simulator facility, aviators shall report no later than 30 minutes prior to the training period. Instructors shall ensure appropriate entries are made to the simulator log book. Extracts of DA Form 2408-12 shall be available for aviators to complete and turn in at their operations section. Each aviator assumes responsibility for the accuracy of the DA Form 2408-12 pertaining to his name, PID and flight time.

b. In case of interruptions to the training period the following will apply:

(1) A cockpit shall be considered available for training if major interruptions per training period are not in excess of one (1) occurrence with corrective maintenance not exceeding fifteen (15) minutes. If more than one major interruption occurs, or if total time for corrective maintenance exceeds 15 minutes per training period, the instructor shall notify the facility chief and turn the system over to the contractor for maintenance. The device will be returned for training and the facility

chief notified upon completion of repair. The facility chief and aircrew will determine whether to cancel or continue with the training period.

(2) A cockpit shall be considered available if the minor interruptions per training period are not in excess of (5). If more than (5) interruptions occur, the device will be turned over to the contractor for repair and the facility chief notified. The facility chief and aircrew will determine whether to cancel or continue the training period once the repair has been completed.

(3) The site supervisor (maintenance) and the facility chief are the final authority for determining the availability status of the trainer in degraded mode operation, i.e., without texture, without visual, etc. When the trainer is declared available (including degraded modes), simulator instructors will make every effort to tailor the training (consistent with user requirements) and complete the training period.

(4) Use of tobacco products, food or drink is prohibited in the flight simulator.

(5) All personnel must be in their seats with seat belts fastened prior to going on motion and remain so until the trainer is off motion.

(6) Instructors will make a determination considering the safety of all occupants whether or not motion will be used in the trainer during the flight period.

8. Flight Simulator Instructors: A qualified simulator instructor is an existing standardization instructor pilot, instructor pilot, instrument examiner, maintenance evaluator, unit trainer, Department of the Army civilian, or civilian contract employee who has completed all programs of instruction on console operations and has been locally certified. The simulator facility chief specifies training and certification requirements based on instructors previous qualifications or experience.

a. The following requirements and POI apply for qualifying unit personnel as Instructor/Operators (IOs):

1. Requesting organization will coordinate with the Fort Carson flight simulation personnel prior to arrival.

2. Applicants will be currently designated UT's, IP's, SP's, IE's or ME's at their assigned unit. Future intentions to send personnel to training courses, or designation as "simulator UT", do not meet the requirements of this policy.

3. Applicants will bring a request for IO qualification signed by the unit commander. Requests will be submitted in writing to include applicant's name, rank, duty position, and previous simulator qualification, if any (Appendix B).

4. Applicants previously qualified on the upgraded LSMP System (locally or at other sites) in the 2B-38 will receive a 1.0 hour period in the trainer to demonstrate proficiency. Based on performance, the Fort Carson instructor will recommend approval or specific additional training required.

5. Applicants previously qualified on the Legacy System but who have not been upgraded to the LSMP System will receive the following at a minimum:

- a) Orientation flight in the trainer (30-60 min.)
- b) LSMP upgrade presentation (1-2 hours)
- c) Introduction to SAF (Semi Automated Forces) – if applicable (1-2 hrs)
- d) Introduction to STEPS (Simulation Training Exercise Planning Software) – if applicable (1 hour)
- e) Training at the IO station (1-2 hours)

6. Applicants not previously qualified will receive 4.0 hours of ground school and a minimum of 6.0 hours of training at the IO station. The first 4.0 hours at the IO station will consist of the Fort Carson Instructor and the applicant(s) only in the trainer. During subsequent training, other aviators may occupy the pilot and co-pilot stations, however the primary focus of that time will remain IO qualification.

7. Units will schedule simulator training periods to complete the qualifications within three months from start to finish.

8. Subject areas and tasks will consist, as a minimum, of those designated as mandatory on DA Form 4507-1-R.

9. There is no limit on attendees at classroom instruction. However, no more than two applicants will be at the IO station during cockpit training.

10. A final “evaluation” is not required; applicants are trained to proficiency.

11. Evaluations of other aviators during IO training in the simulator will not be conducted.

12. Upon completion of training, instructors will complete DA Form 7122-R and include it in the applicant’s training folder established and maintained by the simulator facility training coordinator.

b. To ensure competency the following currency and refresher training requirements apply for simulator instructor/operators:

(1) To be considered current, a simulator instructor must have completed one period of simulator instructor duties within the preceding 180 days, and received an annual evaluation on the proper operation of the simulator. If 180 days or more

elapses since last duties or more than 12 months since the last re-certification, instructors must receive a re-certification evaluation of proficiency administered by a Fort Carson instructor prior to conducting further IO duties.

- (2) Conduct and requirements of the re-certification are determined by the evaluator. Facility personnel will update the individuals DA Form 7122-R.
- (3) A qualified and current simulator instructor shall be in the flight simulator when training/evaluations are conducted. The simulator instructor may occupy any station while performing duties.
- (4) IO's assigned to the facility will be evaluated at least annually on the proper operation of the simulator and recorded on the individuals DA Form 7122-R.

Longbow crew trainer (LCT) procedures

9. Scheduling: Training periods for the LCT shall be scheduled by each respective unit in coordination with the flight simulator personnel. Each unit shall designate a representative to schedule the unit's simulator training periods. Periods may be adjusted with prior coordination with instructor/Operator (I/O) to meet unit requirements.

- a. Training periods are:

Period 1	0700 - 0830
Period 2	0830 - 1000
Period 3	1000 - 1130
Period 4	1130 - 1300
Period 5	1300 - 1400 (Make-Up Pd.)
Period 6	1400 - 1530
Period 7	1530 - 1700

b. Cancellation and special training requirements shall be made telephonically or in writing and routed through appropriate channels so as to arrive at the I/O a minimum of 24 hours the day prior to the scheduled training date.

c. Requests for specific academic instruction shall be coordinated on an individual basis through the I/O.

d. A training period is considered a "No Show" if the scheduled trainee (s) is more than 15 minutes late for the scheduled period or if the period was not canceled 24 hours prior.

e. Aviators that reserve/schedule a training period on an individual basis shall advise the I/O or facility chief whether he/she will be the sole occupant during the training period. The I/O and facility chief reserves the right to schedule other aviators in the unscheduled or unoccupied crew station. Individuals needing time in the

simulator should provide their contact information to the I/O so coordination can be made should a seat become open.

f. Instructors shall ensure appropriate entries are made to the simulator log book. Extracts of DA Form 2408-12 shall be available for aviators to complete and turn in at their operations section. Each aviator assumes responsibility for the accuracy of the DA Form 2408-12 pertaining to his name, PID and flight time. The LCT I/O will keep a duplicate copy of the -12 on file for one year to help reconcile any lost time at the end of his/her semiannual period.

g. In case of interruptions to the training period the following will apply:

(1) A cockpit shall be considered available for training if major interruptions per training period are not in excess of one (1) occurrence with corrective maintenance not exceeding twenty (15) minutes. If more than one major interruption occurs, or if total time for corrective maintenance exceeds 15 minutes per training period, the instructor shall notify the facility chief and turn the system over to the contractor for maintenance. The device will be returned for training and the facility chief notified upon completion of repair. The facility chief and I/O will determine whether to cancel or continue with the training period. The Crew always has the right to continue training or turn back the device if they feel the training goals can or cannot be met.

(2) A cockpit shall be considered available if the minor interruptions per training period are not in excess of (5). If more than (5) interruptions occur, the device will be turned over to the contractor for repair and the facility chief notified. The facility chief and I/O will determine whether to cancel or continue the training period once the repair has been completed.

(3) The site supervisor (maintenance) and the facility chief are the final authority for determining the availability status of the trainer in degraded mode operation, i.e., without texture, without visual, etc. When the trainer is declared available (including degraded modes), I/O's will make every effort to tailor the training (consistent with user requirements) and complete the training period.

(4) Use of tobacco products, food or drink is prohibited in the flight simulator.

10. Severe weather: The morning maintenance support tech will call Fort Carson weather (526-3620) to determine the maximum forecast wind for the day. When weather conditions are forecast for winds greater than 25 Knots (either gust or continuous) the LCT will be configured to be operated by generator power to preclude

power spikes or drops resulting in dropped IG's, damage to equipment and lost training time. When high winds are forecast care must be taken when entering or exiting the LCT to avoid damage to equipment or injury to personnel.

During periods of severe weather if lightening is sighted or reported within 5 miles of the airfield training will stop. If a tornado warning is issued for the Butts Army Airfield area all external training will stop and all personnel will comply with the Flight simulator facility emergency action plan.

11. Parking: Parking near the LCT is authorized per the Facility Chief only in support of LCT training for those crews conducting training. The I/O will coordinate with the Flt Crews if the vehicles need to be moved to support maintenance i.e. generator refuel. Crews must keep their vehicles on the gravel area and off of the grass area to prevent dust and erosion.

Aviation combined arms tactical trainer (AVCATT) procedures

12. Scheduling: Training periods for the AVCATT shall be scheduled thru the Western Army Aviation Training Site (WAATS). Areas of support for the Fort Carson AVCATT are Colorado, Kansas, Nebraska, South Dakota, North Dakota, and Wyoming.

a. Training periods are:	Period 1	0800 - 1200
	Lunch	1200 - 1300
	Period 2	1300 - 1700

b. Cancellation and special training requirements shall be made telephonically or in writing and routed through appropriate channels so as to arrive at the BMC or facility chief a minimum of 72 hours day prior to the scheduled training date.

c. Requests for specific missions shall be coordinated on an individual basis through the BMC a minimum of 72 hours prior to the scheduled training date.

d. A training period is considered a "No Show" if the scheduled unit/trainee (s) is more than 15 minutes late for the scheduled period or if the period was not canceled 72 hours prior.

e. Aviators that reserve/schedule a training period on an individual basis shall advise the BMC or facility chief whether he/she will be the sole occupant during the training period. The BMC and facility chief reserves the right to schedule other aviators in unscheduled or unoccupied crew stations.

f. Instructors shall ensure appropriate entries are made to the simulator log book. Extracts of DA Form 2408-12 shall be available for aviators to complete and turn

in at their operations section. Each aviator assumes responsibility for the accuracy of the DA Form 2408-12 pertaining to his name, PID and flight time.

g. In case of interruptions to the training period the following will apply:

(1) A man module shall be considered available for training if major interruptions per training period are not in excess of one (1) occurrence with corrective maintenance not exceeding fifteen (15) minutes. If more than one major interruption occurs, or if total time for corrective maintenance exceeds 15 minutes per training period, the BMC shall notify the facility chief and turn the system over to the contractor for maintenance. The device will be returned for training and the facility chief notified upon completion of repair. The facility chief and BMC will determine whether to cancel or continue with the training period.

(2) A man module shall be considered available if the minor interruptions per training period are not in excess of (5). If more than (5) interruptions occur, the module will be turned over to the contractor for repair and the facility chief notified. The facility chief and BMC will determine whether to cancel or continue the training period once the repair has been completed.

(3) The BMC and the facility chief are the final authority for determining the availability status of the trainer in degraded mode operation, i.e., without primary visual, etc. When the trainer is declared available (including degraded modes), BMC will make every effort to tailor the training (consistent with user requirements) and complete the training period.

(4) Use of tobacco products, food or drink is prohibited in the AVCATT.

13. Severe Weather: During periods of severe weather if lightening is sighted or reported within 5 miles of the airfield training will stop. If a tornado warning is issued for the Butts Army Airfield area all external training will stop and all personnel will comply with the Flight simulator facility emergency action plan. When high winds are forecast care must be taken when entering or exiting AVCATT man modules to avoid damage to equipment or injury to personnel.

14. Facility Classroom: Organizations or individuals may schedule the classroom through the facility chief or the training coordinator. To enhance the classroom utilization and minimize disruption to resident offices and personnel, users will comply with the following procedures:

- a. Scheduling is on a first come, first serve basis.
- b. Prior to using the classroom, unit or group leaders will review these

procedures.

- c. Users will not move tables from their original arrangement.
- d. If chalkboards are utilized, users shall wipe chalkboard with wet sponge at the end of each course and ensure the room is clean.
- e. Users will empty all trash cans and replace liners at the termination of the course and ensure the room is clean.
- f. Unit or group leaders will notify the facility staff when their class is completed to verify compliance with all procedures.
- g. Messages for class attendees will be posted on the message board to the right of the reception desk. Facility personnel will not interrupt classes, except in an emergency.
- h. The wall telephone (to the right of the reception desk) is available for use by those attending class.
- i. To avoid disruption to other offices in the building, classroom personnel will utilize the break room or outside areas for all breaks.
- j. Users shall advise facility personnel of intention to use the multimedia projector or computer.

COR/TOR
FACILITY CHIEF