

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. **MISSION:** 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 simulations environments.

4. **AREA OF RESPONSIBILITY:** The Flight simulation facility at Fort Carson provides training for aviators & non rated crew members IAW AR 95-1 and FORSCOM Regulation 350-1 utilizing the UH-60A/L/M Flight simulator, the AH-64D & E Longbow Crew Trainer, the CH-47F Transportable Flight Proficiency Training System (TFPS), the Aviation Combined Arms Tactical Trainer (AVCATT) the Non rated Crew Member Manned Module (NCM3), and the Gray Eagle & Shadow v2 UMS as well as the Shadow PIMS v1 UAS simulators.

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. **Pilots & non rated crewmembers:** All facility users shall sign in at the reception area upon arrival at the facility to ensure compliance with this SOP and operational control procedures.

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

d. Orientation flight requests for family members must be approved by the sponsor's Commander. All non-military personnel will be required to complete a "Release and Hold Harmless Agreement" prior to the orientation flight.

UH-60A/L 2B38 procedures

6. Scheduling: Training periods for the UH-60 flight simulator shall be scheduled by each respective unit primarily thru the Range Facility Management Support System (RFMSS) or with coordination with the flight simulations facility staff. Each unit shall designate a representative to schedule the unit's simulator training periods.

- a. Training periods are:
- | | |
|----------|-------------|
| Period 1 | 0600 - 0800 |
| Period 2 | 0800 - 1000 |
| Period 3 | 1000 - 1200 |
| Period 4 | 1200 - 1400 |
| Period 5 | 1400 - 1600 |
| Period 6 | 1600 - 1800 |

b. Cancellation and special training requirements shall be made a minimum of 72 hours 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. Aviators that reserve/schedule a training period on an individual basis shall advise the Branch Chief or scheduler whether he/she will be the sole occupant during the training period. The branch 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 1801 DOD international flight plan) should 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. 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. Copies 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, and flight time.

a. 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 1 occurrence with corrective maintenance not exceeding 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 branch chief and turn the system over to the contractor for maintenance. The device will be returned for training and the branch chief notified upon completion of repair. The branch 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 branch chief notified. The branch 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 branch 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.

b. Use of tobacco products, food or drink is prohibited in the flight simulator.

c. 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.

d. 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 Instructor operator: A qualified simulator instructor operator is defined as an existing standardization instructor pilot, instructor pilot, instrument examiner, maintenance evaluator, maintenance test pilot, Aviation Mission Survivability Officer (AMSO), unit trainer, Department of the Army civilian, or civilian contract employee who has completed all programs of instruction (POI) on the 2B38 operations and has been locally or previously certified. The simulator branch chief specifies training and certification requirements based on the instructors previous qualifications or experience.

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

(1) Requesting organization SP/IP's will either perform certification utilizing Fort

Carson's IO POI or coordinate with the Fort Carson flight simulation personnel for training.

(2) Applicants will be currently designated UT's, IP's, SP's, IE's, AMSO's, or MTP/ME's at their assigned unit.

(3) Applicants will bring a request for IO qualification memorandum signed by the unit commander if requesting certification and training by facility personnel. Requests will include applicant's name, rank, duty position, and previous simulator qualification, if any.

(4) Applicants not previously qualified will complete the 2B38 Instructor Operator slide presentation (available on the TSC/Flight simulations portal and at the facility) and up to 6.0 hours of training at the IO station based upon proficiency and POI. The initial training at the IO station will consist of only the Instructor and the applicant(s) in the trainer. During subsequent training, other aviators may occupy the pilot and co-pilot station, however the primary focus of that time will remain IO qualification.

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

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

(7) No more than two applicants will be at the IO station during cockpit training.

(8) A final "evaluation" is not required as applicants are trained to proficiency.

(9) Evaluations of other aviators during IO training in the simulator will not be conducted.

(10) 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 flight simulations facility.

9. Currency & annual requirements: To ensure competency the following currency and refresher training requirements apply for simulator instructor/operators:

a. To be considered current, a simulator instructor must have completed one period of simulator instructor operator duties within the preceding 180 days, and received an annual validation on the proper operation and any upgrades to the simulator. If 180 days or more elapses since last duties or more than 12 months since the last revalidation, instructors must receive a revalidation administered by a current Fort Carson instructor prior to conducting IO duties.

b. Conduct and requirements of the revalidation are at a minimum IAW the latest facility revalidation checklist. Facility personnel will update the individuals DA Form 7122-R.

c. A qualified and current simulator instructor operator shall be in the flight simulator when training/evaluations are conducted. The simulator instructor may occupy any station while performing duties.

d. All I/O's operating facility flight simulators will be revalidated annually on the proper operation of the simulator and recorded on the individuals DA Form 7122-R.

e. For any training or evaluations in support of a units Aircrew Training Program (ATP) the facility IO must have received an evaluation from a CAB SP/IE within the previous 12 months and an MOU established.

CH-47F TFPS procedures

10. Scheduling: Training periods for the CH-47F flight simulator shall be scheduled by each unit primarily thru the Range Facility Management Support System (RFMSS) or with coordination with the flight simulations staff. Each unit shall designate a representative to schedule the unit's simulator training periods. Periods are available Tuesday-Friday.

a. Training periods are:	Period 1	1000 - 1200
	Period 2	1200 - 1400
	Period 3	1400 - 1600

b. Cancellation and special training requirements shall be made so as to arrive at the facility office a minimum of 72 hours 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. Aviators that reserve/schedule a training period on an individual basis shall advise the facility chief or IO as to whether he/she will be the sole occupant during the training period. The facility reserves the right to schedule other aviators in unscheduled or unoccupied crew stations.

11. Operations: An appropriate type flight plan (DD Form 175, FAA 7233-1, or DD Form 1801DOD international flight plan) should 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. 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. Copies 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 occurrence with corrective maintenance not exceeding fifteen 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.

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

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

(1) Requesting organization will conduct I/O certification training IAW Fort Carson POI or 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, AMSO's, MTP, or ME's at their assigned unit.

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

(4) Applicants previously qualified (locally or at other sites) in the 2B-47F will be integrated and a Fort Carson SFTS IATF will be established.

(5) Applicants not previously qualified will receive complete the CH-47F instructor operator training support package (available at the Fort Carson flight simulations facility) and up to 6.0 hours of training at the IO station based upon proficiency and POI. The initial training at the IO station will consist of only the Instructor and the

applicant(s) in the trainer. During subsequent training, other aviators may occupy the pilot and co-pilot station, however the primary focus of that time will remain IO qualification.

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

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

(8) No more than two applicants will be at the IO station during cockpit training.

(9) A final "evaluation" is not required as applicants are trained to proficiency.

(10) Evaluations of other aviators during IO training in the simulator will not be conducted.

(11) 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.

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

a. To be considered current, a simulator instructor must have completed one period of simulator instructor operator duties within the preceding 180 days, and received an annual validation on the proper operation and any upgrades to the simulator. If 180 days or more elapses since last duties or more than 12 months since the last revalidation, instructors must receive a revalidation administered by a current Fort Carson instructor prior to conducting IO duties.

b. Conduct and requirements of the revalidation are determined by the latest facility

revalidation checklist. Facility personnel will update the individuals DA Form 7122-R.

c. 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.

d. 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.

e. For any training or evaluations in support of a units Aircrew Training Program (ATP) the facility IO must have received an evaluation from a CAB SP/IE within the previous 12 months and an MOU established.

AH-64D/E Longbow Crew Trainer (LCT) procedures

14. Scheduling: Training periods for the LCT shall be scheduled by each unit primarily thru the Range Facility Management Support System (RFMSS) or with coordination with the flight simulations staff. 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	0800 - 1000
Period 2	1000 - 1200
Period 3	1200 - 1400
Period 4	1400 - 1600

b. Cancellation and special training requirements shall be made a minimum of 24 hours prior to the scheduled training date.

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

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 IO or facility chief whether he/she will be the sole occupant during the training period. The IO 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 IO so coordination can be made should a seat become open.

f. Instructors shall ensure appropriate entries are made to the simulator log book. Copies of DA Form 2408-12 shall be made available for aviators to complete and turn in at their flight operations. Each aviator assumes responsibility for the accuracy of the DA Form 2408-12 pertaining to his name and flight time. The Fort Carson flight simulations facility will keep the original copy of the -12 on file for one year.

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 1 occurrence with corrective maintenance not exceeding 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 IO will determine whether to cancel or continue the training period once the repair has been completed.

(3) The site supervisor (maintenance) and the branch 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.

15. Flight Simulator Instructor operator: A qualified flight simulator instructor operator is defined as an existing standardization instructor pilot, instructor pilot, instrument examiner, maintenance evaluator, unit trainer, AMSO, Master Gunner, Department of the Army civilian, or civilian contract employee who is rated and qualified in the aircraft and has completed all programs of instruction on LCT operations and has been locally or previously certified. The flight simulator facility staff will specify training and certification requirements based on the instructors previous qualifications or experience.

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

(1) Requesting organization will either conduct certification based upon Fort Carson's IO POI or coordinate with the Fort Carson flight simulation personnel for training.

(2) Applicants will be currently designated UT's, IP's, SP's, IE's, AMSO, MTP/ME's, or Master Gunnery at their assigned unit.

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

(4) Applicants previously qualified (locally or at other sites) in the 2B64D/E will be integrated and a Fort Carson SFTS IATF will be established.

(5) Applicants not previously qualified will complete the certification slide presentation and up to 6.0 hours of training at the IO station based upon proficiency and POI. The initial training at the IO station will consist of only the Fort Carson Instructor and the applicant(s) in the trainer. During subsequent training, other aviators may occupy the pilot and co-pilot gunner stations, however the primary focus of that time will remain IO qualification.

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

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

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

(9) A final "evaluation" is not required as applicants are trained to proficiency.

(10) Evaluations of other aviators during IO training in the simulator will not be conducted.

(11) 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.

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 validation on the proper operation and any upgrades to the simulator. If 180 days or more elapses since last duties or more than 12 months since the last revalidation, instructors must receive a revalidation evaluation of proficiency administered by a Fort Carson instructor prior to conducting IO duties.

(2) Conduct and requirements of the revalidation are IAW the latest LCT revalidation checklist. Facility personnel will update the individuals DA Form 7122-R.

(3) All simulator instructor operators utilizing Fort Carson flight simulations devices will be revalidated annually on the proper operation of the simulator and recorded on the individuals DA Form 7122-R.

(4) For any training or evaluation in support of a unit's Aircrew Training Program (ATP) the facility IO must have received an evaluation from a CAB SP/IE within the previous 12 months and an MOU established

Aviation combined arms tactical trainer (AVCATT) procedures

16. Scheduling: Training periods for the AVCATT shall be scheduled thru the National Guard bureau utilizing the Range Facility Management Support System (RFMSS) or with coordination with the flight simulations staff. Areas of support for the Fort Carson AVCATT are Colorado, or as needed to support total AC/RC needs.

a. Training periods are:

Period 1	0800 - 1200
Lunch	1200 - 1230
Period 2	1230 - 1630

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 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. Unit representatives shall ensure appropriate entries are made to the DA Form 2408-12 in the simulator log book for turn in at their flight operations section. Each aviator assumes responsibility for the accuracy of the DA Form 2408-12 pertaining to his name, PID and flight time.

f. 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 branch 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.

(5) When high winds are present care must be taken when entering or exiting AVCATT man modules to avoid damage to equipment or injury to personnel.

Nonrated Crewmember Manned Module (NCM3) procedures

17. Scheduling: Training periods for the NCM3 shall be scheduled thru the National Guard Bureau utilizing the Range Facility Management Support System (RFMSS) or with coordination with the flight simulations staff. Areas of support for the Fort Carson NCM3 are Colorado, or as needed to support total AC/RC needs.

a. Training periods are:	Period 1	0900 - 1030
	Period 2	1030 - 1200
	Lunch	1230 - 1330
	Period 3	1330 - 1500
	Period 4	1500 - 1630

b. Cancellation and special training requirements shall be made telephonically or in writing and routed through appropriate channels so as to arrive at the Instructor Operator Maintainer (IOM) or branch 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 IOM a minimum of 24 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. Crewmembers that reserve/schedule a training period on an individual basis shall advise the IOM or branch chief whether he/she will be the sole occupant during the training period. The IOM and facility chief reserves the right to schedule other aviators in unscheduled or unoccupied crew stations.

f. 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 1 occurrence with corrective maintenance not exceeding 15 minutes. If more than one major interruption occurs, or if total time for corrective maintenance exceeds 15 minutes per training period, the IOM 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 IOM 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 IOM will determine whether to cancel or continue the training period once the repair has been completed.

(3) The IOM and the branch 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), IOM 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 NCM3.

Gray Eagle & Shadow UAS procedures

17. Scheduling: Training periods for the Shadow & Gray eagle shall be conducted during the scheduling conference held annually in August or with coordination with the flight simulations staff.

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 via email/SMS so as to arrive at the UAS technician (UT) or branch 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 UT a minimum of 24 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. Crewmembers that reserve/schedule a training period on an individual basis shall advise the UT or branch chief whether he/she will be the sole occupant during the training period. The UT and facility chief reserves the right to schedule other Unmanned Aerial Crewmembers (UAC's) in unscheduled or unoccupied crew stations.

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

(1) A UMS/PIMS shall be considered available for training if major interruptions per training period are not in excess of 1 occurrence with corrective maintenance not exceeding 15 minutes. If more than one major interruption occurs, or if total time for corrective maintenance exceeds 15 minutes per training period, the UT 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 UT will determine whether to cancel or continue with the training period.

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

(3) The UT and the branch 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), UT 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 UMS/PIMS.

Severe weather plan

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

Facility VTC conference room

19. Facility VTC conference room: Organizations or individuals may schedule the conference room through the branch chief or other staff. To enhance 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. Scheduling will be for no more than 5 consecutive days at a time and will not support an enduring event (i.e. pilots call).
- c. For other than local use all off site VTC connections require a minimum of 24 hours notification so as to coordinate with the NEC at each participating location.
- d. Prior to using the conference room, unit or group leaders will review these procedures.

- e. Users will not move tables from their original arrangement unless pre arranged.

- g. If chalkboards are utilized, users shall wipe chalkboard with wet sponge at the completion of training and ensure the room is clean.

- h. Users will empty all trash cans and replace liners at the termination of the course and ensure the room is clean.

- i. Unit or group leaders will notify the facility staff when their class is completed to verify compliance with all procedures.

- j. To avoid disruption to other offices in the building, classroom personnel will utilize the break room or outside areas for all breaks.

- k. Users shall advise facility personnel of intention to use the VTC or computer and request assistance to start and stop all training sessions to avoid damage to the VTC.

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