

**BY ORDER OF THE
SECRETARY OF THE AIR FORCE**



AIR FORCE INSTRUCTION 34-217

1 FEBRUARY 1997

CHARLESTON AIR FORCE BASE

Supplement 1

25 FEBRUARY 2004

Services

AIR FORCE AERO CLUB PROGRAM

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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<http://www.e-publishing.af.mil>

OPR: HQ AFSVA/SVPAR
(Lt Col Roger Sharp)
Supersedes AFI 34-117, 17 February 1995.

Certified by: HQ USAF/SVP (Col William Brady)

Pages: 12
Distribution: F

This instruction implements Air Force Policy Directive (AFPD) 34-2, Air Force Community Service Programs, by providing guidance and procedures for operating Air Force and AFRES aero clubs. This instruction is only applicable to the Air National Guard upon mobilization. A indicates revisions from the previous edition.

(CHARLESTON) AFI 34-217, 1 February 1997 is supplemented as follows: This instruction establishes policy and procedures for the installation oversight. It implements AFI 34-217, *Air Force Aero Club Program*. It outlines Charleston AFB duties and responsibilities of Aero Club Management and Installation Advisors.

SUMMARY OF REVISIONS

This document is substantially revised and must be completely reviewed.

This publication implements the realignment of Services publications from AFPD 34-1, Morale, Welfare, Recreation, and Services, to AFPD 34-2, Air Force Community Service Programs. This instruction replaces AFI 34-117. It clarifies membership eligibility criteria, classifying mishaps, inspection policy, and safety officer responsibilities in investigating mishaps. It deletes aero club manager responsibilities as they are outlined in AFMAN 34-230. This instruction adds responsibility to conduct operational and safety inspections to the Headquarters Air Force Services Agency (HQ AFSVA). It requires the Services Commander or division chief to conduct an inspection at least every 12 months and to approve the standard operating procedures. It requires the installation operations, safety, and maintenance advisors to conduct spot inspections as required.

Chapter 1

GENERAL GUIDANCE

1.1. Specific Application. This instruction applies to commanders at each echelon, aero club personnel, members, and others responsible for implementing the Air Force Aero Club Program. These individuals must comply with applicable Air Force Policy Directives and Instructions, Air Force Manual (AFMAN) 34-232, Aero Club Operations, Federal Aviation Regulations (FAR), and National Transportation Safety Board (NTSB) Statutes.

1.1.1. AFMAN 34-232 explains operational requirements and restrictions applicable to aero clubs.

1.1.2. HQ AFSVA Community Programs Division (SVPAR) may waive requirements and restrictions detailed in this instruction and AFMAN 34-232.

1.1.3. In addition to the authorized persons specified in AFI 34-201, Services Programs and Use Eligibility, the following individuals are authorized membership:

- Individuals authorized Veterans Administration (VA) Flight Training Benefits, for the period they are enrolled in a VA approved flight training course provided local VA flight training facilities are unavailable.
- Civil Air Patrol members.
- Flight instructors and mechanics on contract with the aero club.

1.2. Purpose and Intent. Aero clubs are recreational activities established to promote morale. Aero clubs give eligible personnel an opportunity to:

- Support the Air Force mission.
- Participate in professional aviation training programs.
- Enjoy safe, low-cost aircraft operations.
- Develop and maintain aeronautical skills.
- Develop awareness and appreciation of aviation.
- Enjoy a social activity.

1.2.1. Aero clubs support the United States Air Force Survival, Recovery, and Reconstitution Plan, search and recovery operations, and other operational missions. Except for actual survival, recovery, and reconstitution or contingency missions, normal club activities have priority.

1.2.1.1. Appropriated fund reimbursement to the aero club is authorized according to AFI 64-301, Nonappropriated Fund Contracting. When clubs participate in operational missions, their aircraft perform an appropriated fund function and the nonappropriated funds (NAF) insurance liability program does not apply.

1.2.1.2. File any claims arising out of such missions in accordance with AFI 51-501, Tort Claims.

1.2.1.3. Only qualified aero club pilots may operate aircraft for operational missions.

1.2.2. Members are encouraged to use aero club aircraft as a method of temporary duty (TDY). Joint Travel Regulation, Volume I, and AFI 24-101, Passenger Travel, authorizes the use of aero club aircraft for this purpose.

1.3. Establishing an Aero Club. Establish aero clubs according to the instructions in AFMAN 34-232.

1.4. Insurance Programs. Air Force aero clubs have insurance coverage for liability, hull, club assets, contractors, employees, and customers as described in AFI 34-408, Property and Casualty Insurance.

Chapter 2

AIRCRAFT, EQUIPMENT, AND SUPPLIES

2.1. Purchasing and Leasing Aircraft. Aero clubs may acquire aircraft by purchase or exclusive-use lease.

2.1.1. Obtain approval for leases according to AFI 34-401, Use of Nonappropriated Funds, and AFMAN 64-302, NAF Contracting.

2.2. Department of Defense (DoD) Loaned Aircraft. Aero clubs may borrow excess DoD aircraft.

2.2.1. HQ Air Force Materiel Command (AFMC), Aerospace Vehicle Distribution Office, screens excess DoD aircraft and offers to loan those compatible with aero club operations. HQ AFSVA/SVPAR then distributes the aircraft to clubs with appropriate membership needs, financial stability, and Major Command Services Commander/Director (MAJCOM/SV) approval.

2.3. HQ AFSVA/SVPAR Loaned Aircraft. Aero clubs may borrow excess aircraft obtained from the General Services Administration (GSA).

2.3.1. HQ AFSVA/SVPAR screens GSA aircraft and offers to loan those compatible with aero club operations and then distributes the aircraft to clubs with appropriate membership needs, and financial stability.

2.4. Obtaining Aircraft and Engine Parts. Aero clubs can get replacement parts on a reimbursable basis from the Air Force supply system. Clubs can also borrow excess major replacement items according to AFMAN 23-110, USAF Supply Manual.

2.5. Obtaining Other Supplies and Equipment. Managers may obtain other items from base supply as authorized by AFI 65-106, Appropriated Funds Support of Morale, Welfare, and Recreation Programs and Nonappropriated Fund Instrumentalities. Clubs establish supply accounts according to AFMAN 23-110.

2.6. Selling Fuel, Oil, and Other Aviation Related Items: Aero clubs may sell items according to AFI 34-401. Sell items only to:

- Individuals authorized to use Services activities.
- Government and official mission aircraft.
- Other US military aero club members for use in other aero club aircraft.

2.7. Maintaining Inventories. Clubs may maintain a centralized inventory of aviation-related merchandise and a decentralized storeroom inventory of aviation petroleum, oil, lubricants, and aircraft spare parts. Refer to AFI 34-402, Protecting Nonappropriated Fund Assets, for guidance on establishing, maintaining and controlling these inventories.

2.8. Registering Aircraft. Register all aircraft owned or operated by aero clubs in accordance with FARs. Obtain registration information from the local Federal Aviation Administration (FAA) office.

Chapter 3

SAFETY AND MISHAP REPORTING

3.1. Applicability. Safety is every aero club member's responsibility. Managers, with assistance from the club safety officer, develop and implement an aggressive mishap prevention program.

3.2. Holding Safety Meetings. The club safety officer holds a safety meeting for the membership at least once a month. Schedule these meetings when most members can attend.

3.3. Classifying Mishaps. Classify mishaps according to AFI 91-204, Safety Investigations and Reports.

3.4. Investigating Mishaps. An Air Force flight safety officer (FSO) conducts an official investigation on each reportable aero club mishap according to AFI 91-204. The FSO works closely with applicable ground safety, NTSB, FAA, or host country investigators.

3.4.1. FSO will impound all applicable member training and checkout records, as well as any applicable aircraft or aircraft component until a reasonable determination of the facts can be made.

3.4.2. FSOs will contact HQ AFSVA/SVPAR to determine the source and extent of material analysis needed to determine the cause of the mishap.

3.5. Reporting Mishaps. The manager notifies the installation safety office of any mishap as soon as possible. The safety office reports aero club mishaps according to AFI 91-204 and, if required by NTSB Statutes, notifies the NTSB. The manager notifies HQ AFSVA/SVPAR according to AFMAN 34-232.

3.5.1. FSOs prepare message reports according to AFI 91-204, send reports to AFI addressees and address indicator group (AIG) 9405.

3.5.2. The installation commander endorses all Class A Mishap reports and then sends them through channels to the MAJCOM commander.

3.5.2.1. The MAJCOM safety staff prepares an endorsement on mishap reports and obtains release from the command section. The MAJCOM safety staff then forwards the reports to HQ Air Force Safety Center (AFSC) and HQ AFSVA/SVPAR.

3.5.2.2. HQ AFSC renders the final evaluation on all mishaps involving injury to personnel (refer to AFI 91-204). HQ AFSVA/SVPAR renders the final evaluation on all others. **Note: Both injury and property damage thresholds are used to report mishaps.**

3.6. Using or Releasing Mishap Reports Without Authorization. Mishap investigations determine causes of mishaps and identify steps to keep them from recurring.

3.6.1. You may not use reports as evidence to support a disciplinary action or to determine pecuniary liability.

3.6.2. The mishap investigator must advise witnesses they have no guarantee of confidentiality because the report is not protected by claim or privilege.

3.6.3. All reports are For Official Use Only (FOUO).

3.6.4. The releasing authority for aero club AFI 91-204 mishap reports is the Director, Air Force Safety Center (AFSC).

3.6.4.1. Refer all requests for release to HQ AFSC Staff Judge Advocate (JA), 9700 Ave G SE, Ste 237, Kirtland AFB NM 87117-5671.

3.6.5. Non-injury related reports are maintained at HQ AFSVA/SVPAR, refer requests for release to HQ AFSVA, Directorate of Management Systems, Resource Mangement Division, 9504 IH 35 North, Suite 250, San Antonio TX 78233-6636.

3.7. Investigating Pecuniary Liability. Services commanders or division chief investigate pecuniary liability for mishaps according to AFI 34-402.

3.7.1. Although this investigation is separate from the mishap investigation, the investigator may use factual data and recall witnesses from the mishap investigation.

3.8. Ground and Occupational Safety

3.8.1. Managers establish comprehensive ground safety programs including aircraft servicing, ground handling, and maintenance activities.

3.8.2. Club employees must comply with applicable portions of the Air Force Occupational Safety and Health standards.

Chapter 4

WHAT PEOPLE DO

4.1. HQ USAF/SV. This office establishes policy for aero clubs.

4.2. HQ AFSVA.

- Sets, publishes, and distributes guidance on aero club operations.
- Trains aero club managers, safety officers, and chief mechanics.
- Acquires and distributes government-loaned aircraft.
- Performs staff assistance visits to aero club activities upon MAJCOM request.
- Reviews major aero club construction and renovation projects.
- Publishes forms needed to document flight training programs.
- Conducts no notice operational and safety inspections.

4.3. AFSC Director. AFSC/CC is the office of primary responsibility (OPR) for USAF safety policies and instructions. Additionally, AFI 36-2833, Safety Awards, establishes a program to give special annual recognition to mishap-free aero clubs and to promote aviation safety.

4.4. MAJCOM/CC: This office:

- Designates three advisors, one each from operations, maintenance, and safety, to provide the MAJCOM/SV with specific area expertise.
- Helps with mishap investigations as required; once the mishap report is complete, tracks recommendations to completion.
- Supplements this instruction as required after coordinating the supplements through HQ AFSVA/SVPAR.

4.5. MAJCOM/SV: This office conducts staff assistance and training visits of all aero clubs within the command at least every 24 calendar months.

- The staff assistance team consists of the MAJCOM appointed advisors and MAJCOM/SV OPR is the team chief.
- HQ AFSVA/SVPAR may supplement the staff assistance team upon request or when the command can't find qualified individuals.

4.6. Installation Commander. The commander:

- Provides hangar and ramp space, classroom and maintenance facilities, and supplies.
- Authorizes off-base operations if the base has inadequate facilities. NOTE: Get HQ AFSVA approval to lease off-base civilian facilities. Any lease for facilities at a civilian airport must permit Air Force inspection.
- Ensures that specialists (e.g. fuels and corrosion control) work with the manager to implement aggressive quality assurance programs.

- Includes aero club facilities in ground safety and fire protection inspections.
- Appoints, in writing, an operations, maintenance, and safety advisor to serve as a direct operational link with the club.
- Revokes a club member's privileges if the member demonstrates negligence, willful misconduct, or drug or alcohol abuse.
- Revokes membership privileges according to AFMAN 34-232.
- Supplements this instruction as required after coordinating the supplements through the MAJCOM and HQ AFSVA/SVPAR.

4.6. (CHARLESTON) Installation Commander. The commander:

Allows Aero Club to utilize wash rack on a non-interference basis to wash aircraft.

The Maintenance and Operations Advisors will be selected by the Group Commander. The Safety Advisor will be selected by the Chief of Safety.

4.7. Services Commander or Division Chief

4.7.1. Overall Responsibilities:

- Helps establish or dissolve the aero club according to AFMAN 34-232.
- Supervises the aero club manager and notifies HQ AFSVA/SVPAR within five working days of any change in the manager's position.
- Removes from flying activities or aircraft maintenance any employee or contractor who demonstrates, or who is suspected of, negligent acts, willful misconduct, drug abuse, or alcohol abuse, and investigates and takes appropriate action.
- Conducts an inspection of the aero club at least every 12 calendar months.
- Approves the club Standard Operating Procedures.

4.7.1. (CHARLESTON) Overall Responsibilities:

Provide quarterly report to 437 MSG/CC on status of the Aero Club to include:

Quarterly assessment results of Operations, Maintenance, and Safety Advisors

Aircraft status (hours and sorties previous qtr.)

Assessment of pending budgeted capital improvements

Feedback from any FAA, or other agency, visits

Other information as requested by the commander

4.7.2. For the activity inspection,

- Assembles the inspection team, consisting of at least the commander's three appointed advisors and the resource management flight chief.
- Serves as the team chief.
- Forwards a consolidated report to the installation commander within five working days of the inspection.

- Ensures the club manager returns proposed corrective actions within 15 working days of receipt.
- Forwards the amended report to the installation commander within 45 workdays of the inspection.
- Once approved by the installation commander, forwards completed inspection reports to the MAJCOM/SV and HQ AFSVA/SVPAR.

NOTE: The reporting requirement in this paragraph is exempt from licensing in accordance with AFI 37-124, The Information Collections and Reports Management Program; Controlling Internal, Public, and Interagency Air Force Information Collections, para 2.11.8.

4.7.3. For flight instruction, may authorize the aero club manager, if qualified, to perform duties as a flight instructor. NOTE: Club management takes precedence over any instructional duties, and the manager must return instructor fees to the club.

4.8. Installation Operations Advisor:

- Is a rated military pilot actively flying at the installation and, if possible, a qualified supervisor of flying. This individual should be highly experienced in general aviation and hold a valid FAA Airman's Certificate.
- Attends all safety and standardization meetings and advises the manager on operational issues.
- Helps the club operations officer monitor flight operations and coordinate with base agencies.
- Conducts spot inspections as required.

4.8. (CHARLESTON) Installation Operations Advisor:

Conduct quarterly inspection of the Aero Club and provide feedback to 437 SVS/CC (1 Qtr results due NLT 15 Dec, 2 Qtr results due NLT 15 Mar, 3 Qtr results due NLT 15 Jun, 4 Qtr results due NLT 15 Sep)

4.9. Installation Safety Advisor:

- Is a rated flight safety officer from the servicing flight safety office. This individual should be highly experienced in general aviation and hold a valid FAA Airman's Certificate.
- Attends all safety and standardization meetings and helps the club safety officer develop an aggressive mishap prevention program.
- Provides the club safety officer with mishap prevention information and serves as a link to MAJCOM Safety Staff and HQ AFSC.
- Conducts mishap investigations.
- Takes part in the annual activity inspection and follows up on any safety discrepancies found.
- Conducts spot inspections, as required.

4.9. (CHARLESTON) Installation Safety Advisor:

Conduct quarterly inspection of the Aero Club and provide feedback to 437 SVS/CC (1 Qtr results due NLT 15 Dec, 2 Qtr results due NLT 15 Mar, 3 Qtr results due NLT 15 Jun, 4 Qtr results due NLT 15 Sep)

4.10. Installation Maintenance Advisor:

- Is a senior maintenance manager familiar with FAA maintenance procedures. This individual should be highly experienced in general aviation and hold a valid FAA Airframe and Powerplant Certificate.
- Helps the maintenance officer to use base maintenance facilities and equipment.
- Attends all safety meetings and advises the manager on:
 - Overall condition of the aircraft and maintenance facilities.
 - Aircraft maintenance procedures.
 - Fuels quality assurance program.
 - Corrosion control program.
- Conducts spot inspections as required.

4.10. (CHARLESTON) Installation Maintenance Advisor:

Conduct quarterly inspection of the Aero Club and provide feedback to 437 SVS/CC (1 Qtr results due NLT 15 Dec, 2 Qtr results due NLT 15 Mar, 3 Qtr results due NLT 15 Jun, 4 Qtr results due NLT 15 Sep)

Assist Aero Club in scheduling wash rack during periods that will not interfere with mission aircraft requirements.

PATRICK O. ADAMS, Brigadier General, USAF
Director of Services

Attachment 1**GLOSSARY OF REFERENCES, ABBREVIATIONS, ACRONYMS, AND TERMS*****References***

AFPD 34-2, Air Force Community Services Programs

AFI 24-101, Passenger Movement

AFI 34-201, Services Programs and Use Eligibility

AFI 34-401, Use of Nonappropriated Funds (NAFs)

AFI 34-402, Protecting Nonappropriated Fund Assets

AFI 34-408, Property and Casualty Insurance

AFI 36-2833, Safety Awards

AFI 37-124, The Information Collections and Reports Management Program; Controlling Internal, Public, and Interagency Air Force Information Collections

AFI 51-501, Tort Claims

AFI 64-301, Nonappropriated Fund Contracting

AFI 65-106, Appropriated Funds Support of Morale, Welfare, and Recreation Programs and Nonappropriated Fund Instrumentalities

AFI 91-204, Safety Investigations and Reports

AFMAN 23-110, USAF Supply Manual

AFMAN 34-232, Aero Club Operations

AFMAN 64-302, NAF Contracting

Title 14, Code of Federal Regulations, Aeronautics and Space

Title 49, Code of Federal Regulations, Part 800, Notification and Reporting of Aircraft Accident or Incidents and Overdue Aircraft, and Preservation of Aircraft Wreckage, Mail, Cargo, and Records

Abbreviations and Acronyms

AFI—Air Force Instruction

AFMAN—Air Force Manual

AFMC—Air Force Materiel Command

AFPD—Air Force Policy Directive

AFSC—Air Force Safety Center

AFSVA—Air Force Services Agency

AIG—address indicator group

CC—commander

DoD—Department of Defense

FAA—Federal Aviation Administration

FARs—Federal Aviation Regulations

FSO—flight safety officer

FOUO—For Official Use Only

GSA—General Services Administration

HQ USAF/SV—Headquarters Air Force Services

MAJCOM—major command

NAF—nonappropriated funds

NTSB—National Transportation Safety Board

OPR—Office of Primary Responsibility

SOP—Standard Operating Procedures

SV—Services Commander/Division Chief

SVXM—HQ AFSVA Management Support Division

SVPAR—Community Programs Division

TDY—temporary duty

VA—Veterans Administration

Terms

Club—The Aero Club

Manager—The Appointed Aero Club Manager