

AIR AMERICA, INC. VIENTIANE
FLYING DEPARTMENT
PERSONNEL INFORMATION

Introduction

This pamphlet has been compiled as an aid to all pilots, new arrivals and old hands, and is intended as a guide to the requirements and procedures relating to the Flying Department.

The pamphlet is arranged in the following order:

- Section I: General Information
- Section II: Administrative
- Section III: Crew Scheduling
- Section IV: Daily routine
- Section V: New Arrivals

Section I: General Information

The following items are the responsibility of the individual pilot. These items have a direct bearing on your ability to work for the Flying Department, and so are listed in this pamphlet.

- A. Passports & Visas - Each pilot is required to maintain a valid, current passport and visas. These documents are required for crews ferrying aircraft to Taiwan, as well as crews on flights to Bangkok. Passports and Visas can be obtained and/or renewed through the facilities provided by the Personnel Office.
- B. Immunization Records - Each pilot is required to keep his "shots" and "shot Record" up to date. All of the standard immunizations can be acquired through the Air America Medical Unit.
- C. U.S. Embassy & Air America Identification cards - Each pilot is required to maintain current I.D. Cards. These can be obtained through the Personnel Office.
- D. Lao Pilots License - All pilots flying Lao registered aircraft are required to have a Lao Pilots License. These may be obtained by submitting your FAA license, Log Book, current physical certificate and three photos to Crew Scheduling. These licenses have a six month validity and it is each pilots responsibility to resubmit his license to CSS for renewal prior to its expiration.
- E. Flight Physical - Crew Scheduling will send a notification to each pilot at the end of the month preceding that in which his physical examination comes due. It is the responsibility of the pilot concerned to contact the Air America Medical Unit and arrange for his examination prior to the 20th day of that month.
- F. Medical Grounding and Release - If a pilot is ill and therefore unavailable for flight duty, it is his responsibility to report to the Air America Medical Unit to be officially grounded. He then will hand-carry his "Grounding Slip" to Crew Scheduling.

Pilots are required to return to the Medical Unit on the date specified on the "Grounding Slip". When released by the Medical Unit, pilots will hand-carry their "Release Slip" to Crew Scheduling.

Section II: Administrative

The following items fall primarily into the category of individual welfare such as leaves, travel and time-off-flight schedule. It also includes and explanation of various forms used by flight personnel. All forms used in conjunction with these items are kept in the Pilots Library. When typing is required the Chief Pilot's secretary will have them typed for F/D personnel.

- A. Leave - During October of each year pilot is requested to submit his desired leave dates for the following year. The individual requests are evaluated and charted to assure equitable distribution in accordance with manning requirements throughout the year. In those cases where too many pilots within any particular time period ask for the same dates, seniority will prevail. For this reason it is important to indicate more than one choice, particularly for the more junior pilots. In their case, several alternate choice should be specified.

This procedure is for planning purposes only, and the appropriate Leave Request Forms must be submitted separately. Submitting the Leave Request Forms three to six months in advance of departure dates is recommended.

Upon return from leave the pilot will notify the Chief Pilot's secretary of his return and will assure that the Return-to-Duty report on the reverse side of the form is properly executed and submitted. (It is of paramount concern to the pilot to see that the Return-to-Duty is properly executed - PAY IS INVOLVED).

- B. Sick Leave - A pilot who becomes sick must report to the Air America Medical Unit for authentication. The Air America doctor will confirm such sickness and initiate a medical slip grounding the pilot and indicating a probable date of return to flight duty. The grounding slip will be hand-carried to the Crew Scheduling section so that scheduling adjustments can be made. Although the pilot may elect to see a doctor of his own choice for medication, he is still responsible for presenting himself physically to the company doctor for official grounding and subsequent release for flight duty. When the pilot is physically incapable of reporting, then any reasonable means of communicating with the Air America doctor is acceptable. In cases of a prolonged illness, the pilot must assure a PROFORMA Sick Leave form is instituted and signed by himself. Upon conclusion of the illness, the pilot again presents himself to the company doctor for reinstatement to flight duty. The medical slip to return to flight duty (Release Notice) is initiated by the doctor and hand-carried by the pilot to Crew Scheduling. The Crew Scheduling secretary prepares a Sick Leave Report form for signatures. The pilot is responsible for the accurate and timely submission of such Sick Leave Reports.
- C. Requests for Transportation - The Requests for Transportation should be initiated and processed at the same time as the Leave Request. Each pilot should monitor closely the use of his authorized travel and submit requests in sufficient time so that authorized travel is not lost due to his exceeding time limits for use.

- D. Time-off-Flight Schedule - The amount of time and frequency that the individual pilot can be spared from the flight schedule is dependent on many variables such as manning versus workload in the particular program, the relative number of pilots on authorized leaves, and the daily average flight time in a particular program. Consequently, determination usually cannot be made until about the 20th of the month preceeding the month involved. Each pilot therefore should submit a copy of the Request for Travel Order Form (commonly referred to as the S.T.O. form) to Crew Scheduling by the 20th of the month preceeding the month he wishes to have a block of days off. Generally, the pilot who has been here the longest since his last TOFS should have preference, and of course in cases of several who are equal in that respect, then seniority will dominate.
- E. Captains Trip Report - The Captains Trip Report is a major means of your identifying to management problem areas which are of concern to you. You are encouraged to not only identify the problem, but where appropriate, provide your suggested remedy. Generally, this report should be initiated about specific conditions related to a particular flight. However, it may also be used for other problems you deem essential to bring to the Chief Pilot's attention.
- F. First Officer Evaluation - These forms are prepared quarterly. The Chief Pilot's secretary will distribute the forms with the F/O's name on the form, to selected Captain. The Captain will complete the form and return it to the secretary. The Captain should assure that the F/O has accomplished at least three take-offs and landings and record the dates on the form in the space provided.
- G. Safe 9 Forms. - This form should be completed immediately after damage to an aircraft, malfunction of an aircraft or other instances as appropriate.
- H. Crewmember Duty Report - Sometimes referred to as Crew Movement Reports or CMDR, this form is processed by the Accounting and Finance Department, and are prepared monthly. Blank forms are obtainable from the clerk-typist in the accounting office. Details for preparation of these forms are contained in your AAM Operators Manual.
- I. Expense Reports. - Although the majority of expense items for which pilots are authorized company reimbursement can be listed on the Crewmember Duty Report, some items are not. The Expense Report (T/C-GA-2-1057 R5) is used for such miscellaneous items as authorized taxi expenses, getting required visas, renewal of passport, etc. Instructions for preparing this forms can found on the back of the form itself.

Section III: Crew Scheduling

The purpose of this portion of this brochure is to acquaint you with the functions performed by the Crew Scheduling Section here at Vientians, and to familiarize you with your responsibilities to that office. Aside from maintaining accurate records of each pilots flying time and preparing the daily flight schedule, the Crew Scheduling Section handles numerous administrative tasks. The following list is prepared for your enlightenment and, where applicable, to emphasize your responsibility to CSS.

- A. Licenses - CSS maintains a training file on each pilot and as part of this file a photo-copy of your FAA license and your Radio-Telephone Operators Permit is required. If you have not already done so, Please turn in these documents to CSS so that copies may be made for your file.
- B. Training - Maintenance of training records and the scheduling of various types of training are handled by CSS. Pilots are normally advised of upcoming recurrent ground schools at the end of the month prior to which it is to be held. In the case of Survival Ground School, Link Trainer and various other incidental training, the Daily Pick-up Schedule will be your source of notification.

Flight training, proficiency checks, and Line/route checks are also scheduled by CSS in co-ordination with the SIP in each program and in accordance with the availability of aircraft for this purpose. Due to the instability of the aircraft requirements it is difficult to pre-schedule these flights. Therefore, the daily flight schedule or daily pick-up schedule will most often be your first positive notification of such a flight. Wherever possible, CSS will try to notify pilots of such up-coming requirements far enough in advance to allow him to brush up "for his check ride". CSS also tries to schedule each man for few hours in the Link Trainer Prior to any check ride.

- C. Time Off Flight Schedule - This subject is covered more thoroughly in the Administrative section of this brochure. Request for Travel Order forms can be obtained in the Pilot's Library and should be submitted to CSS for processing by the 20th of the month prior to which the TOFS is desired. Be sure to indicate your intended address on the Request for Travel Order Form as no TOFS will be granted without this information on record.
- D. Daily Tentative Schedule - Each morning a "Tentative Schedule" is prepared for the following day. This is a list of those pilots which will most likely be utilized the following day. Normally, enough pilots will be listed in each program to cover the available number of aircraft, plus one standby, plus one buffer (in case illness or emergency restricts utilization of anyone listed). Link training, and ground schools will account for most other numerical variations.

This schedule is posted on a clip-board in Operations, and a copy is posted daily at the ACA. Pilots not listed on the Daily Tentative Schedule are not required to check the Daily Pick-up Schedule and can assume that they will not be on duty the following day.

Should it become necessary to use a pilot on the Flight Schedule who was not listed on the Tentative Schedule, CSS will send him a note to that effect or notify him personally or by CB radio.

- E. Daily Flight Schedule - The Daily Flight Schedule is published each evening by CSS and copies can be obtained from Operations. This schedule reflects aircraft and crew assignments.
- F. Daily Pick-up Schedule - Daily Pick-up Schedule is the final word on who shall be working the following day and what time he must report for duty. It also reflects his RON location and the number of nights he can expect to RON.

Section IV: Daily Routine

Although pilots have countless tasks to perform in the daily execution of their duties, all of which could not possibly be listed here, the following items have been selected because of their importance or due to their having become problem areas.

- A. **Daily Tentative Schedule** - All pilots not on authorized leave, sick leave or approved TOFS are required to check the Daily Tentative Schedule.
- B. **Daily Pick-up Schedule** - All pilots whose names appeared on the Daily Tentative Schedule are required to check the Daily Pick-up Schedule.
- C. **Daily Sign-in Sheet** - When reporting for work pilots are required to sign-in by putting their initials beside their name on the copy of the Daily Pick-up Schedule at the OD Desk in Operations.
- D. **Departing of Crew Status** - Captains will report to the Crew Scheduling representative any member of his crew who has not arrived. This should be done in sufficient time to call out the standby and still meet the scheduled aircraft departure time.
- E. **Reading File** - Much pertinent information is contained in the Memos and Notams file which is kept in the Pilots Library. This is required reading for newly arrived pilots.
- F. **Uniforms** - Uniforms can be obtained by filling out the required forms with the Chief Pilot's secretary. When they are signed and returned to you, take them to Supply to complete the purchase.
- G. **Ground School & Flight Training** - Once you have been assigned to a program you will be scheduled for Ground School and Flight Training respectively. Check the Daily Pick-up Schedule for airport arrival time and information on where your Ground School will be held.

Section V: New Arrivals

This section is intended as an aid to newly arriving pilots, whether new hires or transferees. It is basically an outline of requirements to be fulfilled so that we can put you to work.

- A. Arrival & Accommodations - Whenever possible new arrivals will be met by a member of the Flying Department staff. He will be assisted in obtaining accommodations, thru the OD, at company provided quarters.
- B. Ground Transportation - Ground Transportation is provided by the company for all flight personnel. It is the pilots responsibility to inform GTD of his address and to notify them when he changes residence.
- C. Processing Procedures - Newly arrived personnel are required to complete an arduous processing. This process is administered by the Personnel Department and should be completed as quickly as possible.
- D. Indoctrination - When your processing has been completed, report to Crew Scheduling Section so that they can arrange for an Initial Indoctrination class for you. This is primarily a briefing covering general information on Air America, the U.S. Mission in Lao, and Laos itself.
- E. Standby duty - Pilots assigned standby duty are expected to remain at home, or call until 1700L. If for any reason he finds it necessary to come out to the airport he is required to advise Crew Scheduling of his presence and his intended whereabouts. He is also required to advise Crew Scheduling when he is leaving the airport to return home. Further, when a standby pilot comes out to the airport he must be in uniform.
- F. Arriving & Departing Station - All flight crew personnel are required to sign-out and sign-in when departing and arriving the station on Leave, TOPS or Company Business. This can be accomplished by signing the sheet provided on the clip-board at the OD Desk in Operations.
- G. Logging and Computing "Project" - This is intended as a reminder to all pilots they are require to log and compute their "project" in accordance with MF/L-70-208 on their Log Sheet.
- H. Signing Log Sheets - This is also intended as a reminder. All Captains are required to sign their Log Sheets.