

**CHAPTER 8  
TOUR PROGRAM POLICY**

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## CHAPTER 8 TOUR PROGRAM POLICY

8000. **GENERAL.** This Policy addresses Tour Program Preparations and On-Site Tour Procedures to ensure Safe, Coordinated, and Professional Tour Operations.

8001. **PURPOSE.** The purpose of the Tour Program appearances is to exhibit the military history of the aircraft, honor the wartime experiences of its crews, and give presentations on typical military operations and missions. The Tour Program includes any appearance of ABAZ aircraft and members to events and locations throughout the U.S. and Canada.

8002. **TOUR PROGRAM PREPARATION.** There are numerous ABAZ functional areas required to prepare for the Tour Program. The following departments and members have specific requirements that are directed:

1. **Operations Department**
  - a. Operations Officer
  - b. Tour Director
  - c. Tour Crew Coordinator
  - d. ABAZ Ride Coordinator
  - e. Flight Loadmaster (FLM) Leads
  - f. Ground Operations Coordinator (GOC) Lead
2. **Maintenance Department**
  - a. Maintenance Officer
  - b. Flight Crew Chief (FCC) Leads
  - c. Truck / Trailer Coordinator
3. **Safety Officer**
4. **PX Store Manager**
5. **Business/Finance Manager**

8003. **OPERATIONS: OPERATIONS OFFICER.** The Operations Officer is responsible for the conduct and execution of the Tour Program.

1. **Pilot Crew Assignments.** Schedules all pilots per tour stop requirements.
2. **Pilot Training.** Per Ref (a) and (d), Ensure all pilot annual training is complete and all tour assigned pilots meet required FAA currency requirements.
3. **Operations Administration.** Ensures that Operations Administration notifies the appropriate Flight Service District Office (FSDO) two (2) weeks in advance of aircraft tour stop arrival, per Unit Manual (Para 6003 (3)).
4. **GOC Coordination.** Maintains weekly communication with GOC to ensure smooth tour stop operations.

8004. **OPERATIONS: TOUR DIRECTOR.** The Tour Director manages the Tour Program schedule and supervises the Tour Coordinators in the research and development of tour venues and final approved tour schedule.

1. **Reporting.** Reports to the Operations Officer
2. **Objective:** The Tour Director's primary mission is to select quality tour stops that can produce the highest net income through maximum revenue potential while minimizing expenses.

3. **Tour Stop Agreement (TSA).** The TSA is the primary document developed by the Tour Director that outlines all tour stop information, supported by the venue Host Support Organization (HSO), including major expenses for crew lodging, transportation, and aircraft fuel/oil. The TSA also addresses specific in-kind support for major expenses through sponsorships and donations as coordinated with the HSO. The TSA is uploaded to the Airbase Dropbox to allow access by the ABAZ Ride Coordinator for website posting, GOCs for tour stop information, and Finance for cost estimating. The TSA is updated as revisions and additions are made up until the Tour Stop begins.
4. **Tour Program Schedule.** Published as an initial draft document of all the summer Tour Stops that, reviewed with Airbase leadership, and presented at the annual ground school training. Once a venue TSA is signed off by the HSO, Tour Coordinator, and Tour Director, the TSA becomes FINAL and the tour dates are considered approved for that tour location. The Tour Stop is then posted on our website and media/marketing activities can begin. Tour Schedule is utilized by Tour Crew, Operations Officer, Maintenance and FCC's for member scheduling.
5. **Tour Media.** The Tour Media Focal (TMF) is responsible for coordinating marketing and media activity for each Tour Stop through coordination with the Tour Director, Tour Coordinator, and HSO. Primary tools used by the TMF for each Tour Stop are the Marketing Flyer, Press Releases and the Media Contact List.

8005. **OPERATIONS: TOUR CREW COORDINATOR.** The Tour Crew Coordinator schedules all Ground Support Staff (GSS) that includes the GOC, FLM, RC, Truck Driver and PX support personnel.

1. **Reporting.** Reports to the Operations Officer.
2. **Ground Support Staff (GSS) Crew Size.** The GSS crew size for both the B-17 & B-25 is Five (5) members. Specific crew assignments include:
  - a. Ground Operations Coordinator (GOC) (ABAZ Appointed)
  - b. Ride Coordinator (RC) (Specific RC Training Required)
  - c. Truck Driver (Certified ABAZ Truck Driver Program Required)
  - d. Flight Load Master (Certified FLM Program) / PX Support
  - e. Flight Load Master (Certified FLM Program) / PX Support
3. **GSS Crew Assignments.** The following procedures must be followed by members to be scheduled for the Tour Program.
  - a. **Annual Ground School.** Provide the Tour Crew Coordinator the dates you are available to support the Tour Program. Coordinator makes every effort to support your dates, but specific jobs / training requirements are the first priority. If your availability changes, please contact [tourcrew@azcaf.org](mailto:tourcrew@azcaf.org) immediately with updates or date changes.
  - b. **GSS Crew Assignments.** Tour Coordinator will start the assignment process as soon as the initial Tour Schedule is published. The assignments will be forwarded to all members in two (2) spreadsheets, one for the B-17 and B-25. Please check both schedules when you receive the assignments, your name will appear in the following color codes:
    - i. Name appears in **GREEN** on the arriving / departing column you are **CONFIRMED** for those dates.
    - ii. Name appears in **BLACK** on the arriving / departing column you are **NOT CONFIRMED** and you need to contact [tourcrew@azcaf.org](mailto:tourcrew@azcaf.org) immediately to confirm your assigned dates are good.
    - iii. Tour Assignment Length. All assignments will be for fourteen (14) days. Some exceptions may be required to ensure a GOC, Truck Driver or FLM is on-site to support operations.

4. **GOC Contact.** All GSS members must contact the GOC at least **Three (3) Days** prior to your arrival date, this allows the GOC to coordinate airport pick-up. The GOC U.S. and Canadian phone numbers are as follows:
  - a. B-17 GOC. U.S. 602-448-1499, Canada 778-558-6517
  - b. B-25 GOC. U.S. 480-340-7414, Canada 778-989-4617
5. **Uniform.** It is recommended that you travel in CAF Uniform per Unit Manual, Chapter 2, Para (2006).
  - a. **Canadian Stops.** Members will **NOT** wear the CAF Uniform when traveling into Canada.
6. **Flight Scheduling.** All members will coordinate with the Business/Finance Office for all flight travel arrangements. See Para (8014) below.

8006. **ABAZ RIDE COORDINATOR (RC).** Overall responsibility for managing the ABAZ Ride Program using the Online Ride Booking System. ABAZ RC manages the ABAZ Operations Ride Section and the FLM program.

1. **Reporting.** Reports to the Operations Officer
2. **Pre-Tour Requirements.**
  - a. **RC Training.** ABAZ RC will establish a RC training curriculum for members filling the Tour RC crew position. Tour RC crew members must review the training documents on the ABAZ website (Member Leap) prior to tour stop arrival. ABAZ RC will forward current list of trained RCs to Tour Crew Coordinator. Updates to the Ride System will be covered during ABAZ Annual Ground School.
  - b. **On-Line Ride Booking System.** Once a Tour Stop receives final approval the ABAZ RC will schedule three (3) flights per day on Friday, Saturday and Sunday for that tour stop. The Tour RC can add additional flights as demand dictates. Five (5) is the maximum single day revenue flights authorized. The Operations Officer must be notified of a request by the GOC for additional flight(s) for approval or disapproval.
  - c. **Tour RC Bags.** The Tour B-17 and B-25 RC bags are maintained in the Business/Finance Office. The Tour RC Bag contains the RC Computer and RC Instructions
  - d. **Tour RC Computers.** Ensure both B-17 and B-25 RC computers / electronic forms are updated.
  - e. **Tour Printers.** Ensure both B-17 and B-25 Trailer Printers are updated, and sufficient ink and paper inventory is loaded to support the tour schedule.
  - f. **FLM Tracking.** Maintain B-17, B-25 and C-47 FLM Database tracking for Ground School completion and flight currency.

8007. **FLIGHT LOADMASTER (FLM) LEADS.** ABAZ has assigned leads for the B-17, B-25, and C-47 aircraft. See Flight Loadmaster Program Policy in ABAZ Unit Manual, Chapter 6 Operations, Para (6010).

1. **Reporting.** Report to the ABAZ Ride Coordinator. FLMs report to GOC during Tour Program flight and ground support assignments.
2. **Pre-Tour Requirements.**
  - a. **FLM Checklists.** Ensure all specific aircraft FLM Checklists are updated and distributed to all FLMs prior to tour.
  - b. **FLM Tour Training.** GOC/FLM can train a FLM candidate during Tour Program per FLM Policy.

8008. **GROUND OPERATIONS COORDINATOR (GOC)**. Responsible to ensure GOC training, documents, and equipment readiness to support Tour Program schedule.

1. **Reporting.** Reports to the Operations Officer.
2. **Pre-Tour Requirements.**
  - a. **GOC Training.** Responsible for conducting annual GOC training and reviewing Tour Program Policy for accuracy and compliance.
  - b. **GOC Bag.** The B-17 and B-25 GOC Bags are maintained in the Business/Finance Office. The Bag contents include the GOC Computer, GOC Phone and additional forms/supplies as required.
  - c. **Trailer IT Hardware.** In coordination with Business/Finance Office complete REVEL, Credit Card Readers, Routers and phone system checks NLT Seven (7) days prior to truck/trailer departure.
  - d. **GOC Binder.** Responsible to ensure the GOC Binder in the Trailer is current/updated prior to the start of the Tour Program.
  - e. **TSA Binder.** Responsible to ensure the TSA Binder is current/updated prior to departure.
  - f. **GOC Checklist.** Responsible to ensure the GOC Checklist, ABAZ Unit Manual, Appendix (g), is current/updated prior to the start of the Tour Program.

8009. **MAINTENANCE: MAINTENANCE OFFICER**. Responsible to ensure Aircraft Readiness to support the Tour Program schedule.

1. **Pre-Tour Requirements.**
  - a. **Aircraft Readiness.** Per Unit Manual, Ref (a) and (f), ensure all maintenance requirements are met and documentation is in compliance. FAA aircraft registration and Airworthiness certificate are verified to be physically on the aircraft.
  - b. **Training.** Ensure all Airframes & Power Plants (A&P) Mechanic and Flight Crew Chief annual training is complete and documented.

8010. **MAINTENANCE: FLIGHT CREW CHIEF (FCC) LEADS**. FCC Leads are assigned to the B-17, B-25 and C-47 Aircraft.

1. **Reporting.** Report to the Maintenance Officer.
2. **Tour Scheduling.** FCC Leads assign FCCs to support the Tour Program Schedule.
3. **Training.** FCC training and certification is per Flight Crew Chief Policy, Unit Manual Chapter 7, Para (7011).
4. **Pre-Tour Requirements:**
  - a. **Aircraft Parts:** Inventory and document all aircraft parts located in the aircraft, truck and trailers.
  - b. **Aircraft Tools / Accessories:** Inventory and document all aircraft unique tools, engine/canopy covers, tiedowns, and jacks located in the aircraft, truck and trailers.
  - c. **Aircraft Oil:** Ensure trucks have full oil load (110 Gallons) prior to departure. Coordinate with Tour Director on aircraft oil requirements and potential in-kind support.

8011. **MAINTENANCE: TRUCK/TRAILER COORDINATOR**. Responsible to ensure Tour Truck / Trailer readiness to support the Tour Program schedule. The Safety Officer oversees the Drivers Certification Program.

1. **Reporting.** Reports to the Maintenance Officer.
2. **Pre-Tour Requirements.**
  - a. **Driver Certification Training.** Supports the Driver Certification Lead during member driver training to ensure the truck and trailers are prepared for over the road driving.
  - b. **Truck/Trailer Registration & Insurance.** Coordinate with Business/Finance Office to ensure current registration and U.S. and Canadian (if required) insurance cards are in truck(s). Ensure current Truck/Trailer license plate stickers are in place.

- c. **Truck.** Review maintenance records and vehicle program maintenance scheduled mileage requirements and the additional items below:
  - i. Complete Oil Change, Check Tire / Brake Wear
  - ii. Update Truck Binder in center console
  - iii. Ensure Truck Credit Card in center console
  - iv. Update Garmin GPS
  - v. Update Truck Checklist as required
- d. **Trailer.**
  - i. Check Brakes, Grease Wheel Bearings
  - ii. Coordinate with Finance Office / GOC Lead on REVEL system check-out
  - iii. Inventory and document Non-PX items, check flags are in good condition
  - iv. Update Trailer Checklist as required
  - v. Update File Documents Drawer
  - vi. Purchase Administrative & Cleaning Supplies as needed
  - vii. Coordinate with Safety Officer for First Aid, Glove, Mask, Ear Protection inventories and ensure Fire Extinguisher date is current.
- e. **Truck/Trailer Weights.**
  - i. CAT SCALES: Obtain and document Tour Ready Truck/Trailer Weights
  - ii. Tongue Weight: Obtain and document Tour Ready Truck/Trailer Tongue Weight

8012. **SAFETY OFFICER.** Responsible to ensure Aircraft and Truck/Trailer Safety Inventory is updated and current.

1. **Reporting.** Reports to Airbase Leader.
2. **Pre-Tour Requirements.**
  - a. **Fire Extinguishers.** Ensure aircraft and trailer fire extinguishers are current.
  - b. **First Aid Kits.** Ensure aircraft and trailer first aid kits are updated
  - c. **Emergency Exit Handouts.** Ensure aircraft emergency exit handouts are in trailers for distribution to tour on-site fire departments.
  - d. **Trailer Supplies.** Ensure masks, sick bags, ear plugs, safety glasses and maintenance gloves are in sufficient supply.

8013. **PX STORE MANAGER.** Responsible to ensure Trailer PX inventory supports Tour Program Schedule.

1. **Reporting.** Reports to Airbase Leader
2. **Pre-Tour Requirements.**
  - a. **Trailer PX Inventory.** Complete Trailer Stock NLT seven (7) days prior to truck/trailer departure date.
  - b. **REVEL.** Ensure REVEL inventory and pricing is updated by SKU numbers.
  - c. **Customs Permits.** Secure Canadian custom permits and any additional coordinating cross-border customs documents.

8014. **BUSINESS/FINANCE MANAGER.** Responsible to ensure REVEL Point of Sale (POS) System supports Tour Program Schedule.

1. **Reporting.** Reports to Airbase Leader
2. **Pre-Tour Requirements.**
  - a. **Canadian Currency:** Ensure Canadian Currency Rates updated in REVEL (if required).

- b. **Vehicle Documents:** Ensure vehicle insurance cards, registration, License stickers and Road-Side Assistance Program documents are forwarded to Truck/Trailer Coordinator.
  - c. **Aircraft Documents.** Ensure aircraft registration / insurance card documents are forward to maintenance department.
  - d. **Trailer IT Hardware.** Ensure REVEL iPads, Credit Card readers, Routers and Phones are updated and working. Coordinate with GOC lead for full system check.
3. **Member Commercial Flight Scheduling.** The following procedures are directed.
- a. **Tour Crew Travel Form.** Forms are issued during annual school, members will fill out and forward to Business/Finance Office, [finance@azcaf.org](mailto:finance@azcaf.org).
  - b. **Flight Scheduling.** In coordination with the Tour Crew Coordinator, schedule and manage all member commercial flight requirements supporting the Tour Program Schedule.
    - i. **Authorized Bags.** Members are authorized One (1) travel bag.
    - ii. **Individual Requests.** All individual requests/changes will be coordinated with Business/Finance Office via e-mail or phone call.

8015. **ON-SITE TOUR PROGRAM PROCEDURES.** ABAZ Staff and volunteer members will adhere to the following policies and procedures in support of the On-site Tour Program Daily/Weekly operations.

8016. **TOUR VOLUNTEER REQUIREMENTS.** Volunteer Tour Program requirements are directed:

1. **Member Status.** Current CAF Airbase Arizona Member
2. **Ground School.** Attend current year ABAZ Annual Ground School
3. **Assignment Length.** Available to accept a 14-day assignment in order to be reimbursed for travel expenses. Length of tour duty less than 14 days will be considered for approval on a limited basis at the discretion of the Tour Crew Coordinator.
4. **Fitness.** Physically able to perform assigned duties and to work 12-Hour days
5. **Assignment Schedule.** Notify [tourcrew@azcaf.org](mailto:tourcrew@azcaf.org) that you have received your assignment and can support. Notify tour crew immediately if you have a schedule conflict.
6. **Member Commercial Flight Scheduling.** The following procedures are directed.
  - a. **Tour Crew Travel Form.** Forms are issued during annual school, members will fill out and forward to Business/Finance Office, [finance@azcaf.org](mailto:finance@azcaf.org).
  - b. **Flight Scheduling.** In coordination with the Tour Crew Coordinator, Business/Finance Manager will schedule and manage all member commercial flight requirements supporting the Tour Program Schedule.
    - i. **Authorized Bags.** Members are authorized one (1) travel bag.
    - ii. **Individual Requests.** All individual air travel requests/changes will be coordinated with Finance Office via e-mail or phone call.
7. **Travel Uniform.** Travel in ABAZ Uniform is recommended. Uniform will not be worn into Canada.
8. **Personnel Appearance.** Present professional appearance per Unit Manual Uniform Policy, ABAZ Unit Manual Chapter 2, Para (2006).
9. **Personal Conduct.** Ability to work with confidence and grace when dealing with fellow volunteers and our guests/passengers.
10. **GOC Notification.** Contact Tour GOC a minimum of three (3) days prior to your arrival to confirm your arrival Date/Time/Airline/Flight #.
11. **Meals.** Volunteers will pay for their own meals on tour. Trailer snacks, water and sodas are provided.

12. **Travel Claims.** Travel Claims will be submitted to the Finance Office no later than **Seven (7) Days** after completion of your tour assignment. Claims will not be processed after **Thirty (30) Days**.
13. **Fit for Duty:** Volunteers who are disqualified or otherwise deemed not a good fit for assignment will be counseled by the GOC and may be reassigned to more suitable duties. In the instance of misconduct or non-compliance, the volunteer may be relieved of duties and be sent home. In all cases the GOC shall document all discussions and related actions and forward them to the Tour Crew Coordinator.

#### 8017. Alcohol Policy.

1. Alcohol consumption is **NOT** permitted during contracted Tour business hours.
2. Alcohol consumption is **PROHIBITED** in ABAZ / Rental vehicles.

#### 8018. Ground Operations Coordinator (GOC).

1. **Senior ABAZ Representative.** The GOC is in charge of each tour stop and oversees management and execution of all tour site operations, programs and volunteers. GOC is the direct representative of the Airbase Leader/Operations Officer at each tour stop. The GOC, PIC and FCC shall work collaboratively to conform to CAF regulations and ABAZ policies and procedures into ensure safe and professional operations.
2. **Tour Stop Agreement (TSA).** GOC will use the TSA developed by the Tour Director that outlines all tour stop information to include, HSO support, crew lodging, transportation and aircraft fuel/oil agreements. Coordinate directly with Tour Director to address any conflicts.
3. **GOC Checklist.** The GOC Checklist, (ABAZ Unit Manual, Appendix (g)), is provided for GOC daily/weekly tour stop continuity and standardization.
4. **GSS Assignments.** Assign and Brief Ground Support Staff and FLM daily duties. Additional GSS Flight Line duties include the following and are described in Paragraph (8025) below.
  - a. Fire Guard
  - b. Flight Line Static Tours
  - c. Wing Walker
5. **Daily GSS Briefings.** Ensures GSS members understand the expected daily schedule flow, times and assignments.
  - a. **Emergency Response Plan (ERP).** Understand the responsibilities and information flow requirements in the event of a ground or airborne incident/accident. Review ERP with GSS members during the week and prior to flight operations.
6. **Non-ABAZ Aircrew.** Ensure Non-ABAZ aircrew are briefed on the Launch and Recovery Procedures.
7. **Lodging Issues.** The GOC must contact/call the Tour Director for approval before changing any lodging arrangements.
8. **Crew Schedule Changes.** The GOC must contact/call the Tour Crew Coordinator for approval to change any crew scheduling arrival or departure locations.
9. **GOC Credit Card.** The GOC CC will be used for lodging, rental vehicles, aircraft fuel/oil, maintenance parts/service and trailer supplies. Obtain Business/Finance Office approval for large one-time purchases on items not covered above.

8019. **STAFF/TOUR COMMUNICATION.** To ensure clear and concise ABAZ staff and tour communication and information flow the following procedures are directed.

1. **Flight Log.** FCCs will send completed flight log at the end of the day to [abazmxrecords@gmail.com](mailto:abazmxrecords@gmail.com) and [pilotrecords@azcaf.org](mailto:pilotrecords@azcaf.org)
2. **Mandatory Communication.** The following situations require **Immediate** GOC notifications to Key Tour Staff Members; Aircraft Down for Maintenance (Revenue Flight Impacts), Aircraft Down for Maintenance (Change of Point-to-Point Departure Time/Date), and Ground or Airborne Incident/Accident (Follow Emergency Response Plan (ERP) Checklist).
  - a. **Initial Notification.** GOC will forward a detailed email describing the issue and current schedule impact.
  - b. **Follow-On Communications.** GOC and all Staff members will use the **single email thread** for updates until the situation is corrected/resolved. It is imperative that the GOC take charge of this process as they collect coordinated information. GOC will provide an End-of-Day status update until issue has been solved.
3. **Key Tour Staff Members.**
  - a. [airbaseleader@azcaf.org](mailto:airbaseleader@azcaf.org)
  - b. [xo@azcaf.org](mailto:xo@azcaf.org)
  - c. [operations@azcaf.org](mailto:operations@azcaf.org)
  - d. [Maintenance@azcaf.org](mailto:Maintenance@azcaf.org)
  - e. [tourdirector@azcaf.org](mailto:tourdirector@azcaf.org)
  - f. [tourcrew@azcaf.org](mailto:tourcrew@azcaf.org)
  - g. [rides@azcaf.org](mailto:rides@azcaf.org)
  - h. [finance@azcaf.org](mailto:finance@azcaf.org)
4. **Point-to-Point Arrival Date/Time Change.** In the event that the aircraft departure/arrival date or times changes the GOC will contact the Tour Coordinator (Top of the TSA) or Tour Director and they will contact the HSO at the next stop.
  - a. **Flight Log.** FCC will send copy of Flight Log to [abazmxrecords@gmail.com](mailto:abazmxrecords@gmail.com) if a maintenance release sign-off was required prior to departure.

8020. **GIFT POLICY.** GOC is authorized to present aircrew/staff signed Aircraft Poster to venue host, or other organizations that were instrumental in a successful tour stop. REVEL must be updated reflecting these gifts. GOC may gift an additional PX Inventory item(s) in unique circumstances as he/she feels is appropriate.

8021. **PUBLIC DONATIONS POLICY.** The following procedures will be followed:

1. **Monetary.** Credit Card, Cash and Check Donations are acceptable and entered into REVEL under donations.
2. **Artifacts.** The GOC will **NOT** accept any Artifacts (Photos, Letters, Clothing, or Hardware such as Engines, Propellers, etc.). Provide guest with ABAZ Unit Manual (Appendix D) "Want to Make a Donation to the Museum" Flyer. The guest will have to contact [museum@azcaf.org](mailto:museum@azcaf.org) and coordinate any potential donation.

8022. **RIDE COORINATOR.** The Tour RC will coordinate and update the GOC on passenger bookings and flight(s) status. The RC procedures in ABAZ Unit Manual, (Chapter 6, Para (6007), apply for tour operations. Additional tour procedures are as follows:

1. **On-Line Booking System.** Contact AZAZ Ride Coordinator with any questions that might arise during tour operations. The ABAZ Ride Coordinator is able to access and provide system oversight to answer/solve any scheduling or system issues.
2. **RC & FLM Coordination.** The RC and FLM(s) will work closely together to ensure all required flight and passenger documentation is complete and accurate. The RC will maintain final hard copy of manifest during flight execution. Upon completion of flight, documentation will be forwarded to GOC for eventual return to ABAZ Business/Finance Office.

8023. **FLIGHT LOADMASTER.** The ABAZ Unit Manual Chapter 6, (Para (6010)), Flight Loadmaster Program Policy outlines the FLM roles and responsibilities. The following flight manifest procedures are directed.

1. **Flight Manifest.** FLM is **responsible** to ensure the flight manifest is accurate, complete and signed by all essential crew members and passengers prior to flight
2. **Revenue Flights.** Flight Manifest will remain with Ride Coordinator during revenue flights.
3. **Point-to-Point Flights.** FLM will send photo copy of manifest to [operations@azcaf.org](mailto:operations@azcaf.org) prior to departing on a point to point flight. FLM will also ensure the Host/FBO receives a hard copy manifest.

8024. **TRUCK DRIVER.** ABAZ certified truck drivers will be assigned by the Tour Crew Coordinator for each tour stop. The following procedures are directed:

1. **Two Person Crew.** The tour trucks require a certified truck driver and assistant driver for all movements with the tour trailer attached. The assistant driver is authorized to drive with the certified truck driver in cab.
2. **Truck Credit Card.** The truck CC will be used to purchase truck fuel, trailer generator fuel, trailer snacks, truck maintenance and overnight travel stops during long-distance point to point movements.
3. **Truck & Trailer Checklist.** The driver will utilize both the truck and trailer checklists, prior to movement from one tour stop to another, to ensure safe travel. Special attention to truck/trailer tire pressures are mandatory.
4. **Truck Binder.** The truck binder located in the center console will have the following information.
  - a. **Vehicle Expenses Worksheet.** Fill out all CC purchases with date, mileage, and type expense.
  - b. **CC Receipts.** Collect all CC receipts and forward to GOC prior to departure for new stop
  - c. **Maintenance Documentation.** Place all truck/trailer maintenance documents in binder (oil changes, etc.).
  - d. **Truck / Trailer Weights.** The current CAT Scale weights are in the binder.
  - e. **Road Side Assistance.** ABAZ Road Side Assistance program and phone numbers are in the binder.
5. **Truck Maintenance.** Contact Truck/Trailer Coordinator prior to any large maintenance system expenditure. Intent is to ensure that additional work is not done that had been completed prior to tour. The only normal expense should be an oil change at the required mileage.

8025. **AIRCRAFT LAUNCH AND RECOVERY PROCEDURES.** Safe and Professional Flight Line Ground Operations demonstrate CAF's commitment to Safety for our members and the public. The following procedures are directed:

1. **Fire Guard.** ABAZ Fire Guards are trained and assigned to assist the aircrew in launching and recovery of unit aircraft at ABAZ and while deployed supporting Tour Program locations.
  - a. **Annual Training.** Maintenance and Ground Support Staff (GSS) members trained as Fire Guards will receive annual refresher training to ensure all procedures and Hand Signals are Standardized.
  - b. **Ground Operations Coordinator.** GOCs will review all launch and recovery procedures with assigned Fire Guards prior to Tour Program flight operations. GOCs will also review these procedures with Non-ABAZ Aircrew supporting our Tour Program.
2. **Launch Procedures.** The Fire Guard will wear a safety vest and leather gloves and use the following aircraft launch procedures:
  - a. **Pre-Engine Start:**
    - i. **Fire Extinguisher.** Ensure Fire Extinguisher is serviceable.
    - ii. **Multi-Engine Start Sequence.** Verify with PIC which engine will be started first and parking location of plane upon return.
    - iii. **Fire Extinguisher/Bottle Location:**
      - **Multi-Engine Aircraft:** Fire Guard will position the Fire Extinguisher (Bottle) 40 feet in front of the nose of the aircraft.
      - **Single-Engine Aircraft.** Fire Extinguisher (Bottle) will be located forward and outboard of the right wingtip (Exhaust Side) for all starts.
    - iv. **Clear Flight Line.** Ensure Flight Line and areas around and aft of the aircraft are clear of all Guests/Non-Essential personnel.
    - v. **Aircraft Chocks.** Remove Chocks upon signal from PIC/SIC.
      - **Hand Signal: "Both Hands in a fist together, thumbs pointing out and then move hands away from each other"**
  - b. **Engine Start.**
    - i. **Fire Guard Location.** Fire Guard will stand forward and outboard of (all) Engine(s) Propeller Arcs in Line of Sight with PIC/SIC
    - ii. **Engine Start.** Upon signal from PIC/SIC for engine start Fire Guard will return following hand signal to PIC/SIC:
      - **Hand Signal: "Point to engine to be started with Left Hand, make Two Circles with Right Hand over your Head then return hands to your side",** Observe Start.
    - iii. **Normal Start.** Upon signal from PIC/SIC of good start, wait until you receive signal for next engine(s) to be started and then move into new position as required. **Observe aircraft at all times when moving to a new position.** Continue to scan the underside of the aircraft for any potential fuel/hydraulic leaks or any other abnormal condition. Once all Engines are started move fire bottle to Fire Guard Position forward and outboard of Wingtip (Insight of PIC/SIC) as you wait for aircraft to taxi.
  - c. **Abnormal Engine Starts.** Abnormal Starts may include the following.
    - I. **Wet Start.** Excess fuel dumping from the fuel drain located on the bottom of the engine cowling give following hand signal to PIC/SIC.
      - **Hand Signal: "Thumb Down with Right Hand",** maintain signal until fuel stops draining.
      - **Fuel Stops Draining Hand Signal: "Thumb rotated to Horizontal Position".**

- II. **Fire on Start.** Visible flames coming from the engine, airframe or ground give the following signal to PIC/SIC:
  - **Hand Signal: "Horizontal Lazy Eight with Right Hand" while Pointing at Fire with Left Hand"**, continue to give signal until no visible flame is present. Fire Guard **WILL NOT** move forward toward Engines/Propeller(s) until they have come to a complete stop. Aircrew will continue to windmill engine and/or use aircraft internal fire bottle(s) as required.
- III. **Emergency Engine(s) Shut Down:** In the case the Fire Guard sees a sustained Aircraft/Flight Line Fire that has not been corrected by aircrew procedure, Hydraulic/Fuel Leak or other abnormal aircraft condition Fire Guard will give the following hand signal to the PIC/SIC:
  - **Hand Signal: "Point at problem with Left Hand and Slashing Motion across Throat with Right Hand"**. This indicates to the PIC to shut down all engine(s) and aircraft power.
- IV. **Ground Fire.** Upon Engine(s) Shutdown use the Fire Extinguisher (Bottle) as required to extinguish the fire (Airframe, Fuel on Flight Line, Grass Fire, etc.). Approach the fire from the wing leading edge rearward while discharging the Fire Extinguisher as needed. At **NO TIME** will the Fire Guard approach the Aircraft with the Propellers still turning.
- d. **Aircraft Taxi.** After engine(s) are started Fire Guard remains on ramp outboard of the wingtip in Line of Sight with PIC. When PIC is ready to taxi and gives acknowledgment to Fire Guard, Fire Guard will **"Salute"** the aircraft as aircraft pulls forward. If taxi route is close to a fence, hangar or another aircraft follow Wing Walker procedures below.
3. **Aircraft Recovery Procedures.** Fire Guard will use the following procedures to support PIC during aircraft flight line recovery:
  - a. **Aircraft Returning to Flight Line.**
    - i. **Parking Centerline:** Fire Guard will stand at the Nose Wheel/Tail Wheel centerline as agreed to with the PIC and give following hand Signal
      - **Hand Signal: "Raise both Hands Over your Head"**. This provides the PIC with the visual cue when they need to start there turn into parking.
    - ii. **Parking Spot:** As the aircraft moves forward to the final parking spot move to your right toward the aircraft wingtip while keeping sight of the PIC as the aircraft taxis forward. To indicate where the plane should stop provide the following hand signal:
      - **Hand Signal: "Hold both Hands above head with separation indicating the distance to the stopping point.** As the aircraft approaches the stopping point, **"Move your Hands closer together to indicate the distance remaining bringing the hands together over your Head"** as the final Parking Spot has been reached.
    - iii. **Ramp Emergency Stop.** If Fire Guard sees situation that requires the aircraft to be brought to an immediate stop give the following Hand Signal:
      - **Hand Signal: "Hands to an X over your Head"**.
    - iv. **Engine Scavenge:** PIC will scavenge the engine(s) prior to shut down, Fire Guard will maintain position forward and outboard of aircraft wingtip.
    - v. **Chocks.** Once pilot has Secured Engines and Electrical Power PIC will give Fire Guard the signal to place aircraft tire chocks. Fire Guard will give following hand signal to PIC once Chocks in place:
      - **Hand Signal: "Bring Fists with Thumbs pointing Inboard together"**.

- vi. **Aircraft Ladders.** No personnel shall approach aircraft until chocks are in place. Once Chocks in place Fire Guard can assist placing boarding ladders and assist passenger/crew exit as required.
4. **Wing Walker Procedures.** In the situation where the flight line parking is in tight quarters, with a fence, hangar or another aircraft the PIC may request a Wing Walker(s) to ensure wingtip clearance, Wing Walker(s) will use the following signals:
  - a. **Normal Wingtip Clearance:** While keeping in visual Line of Sight with PIC/SIC provide visual cue of Wingtip Clearance with **“THUMBS UP”** hand signal when distance to obstruction is greater than 10 feet clearance.
  - b. **Limited Wingtip Clearance:** If Wingtip Clearance is estimated to be **10 feet** or less indicate the distance between wingtip and obstruction by holding **“Both Hands above your Head with an Estimated Wingtip Separation”** indicating the wingtip clearance. If you need to stop the aircraft bring your **“Hands to an X Over your Head”**.

8026. **PILOT-IN-COMMAND.** The PIC is the Senior Authority for all aircraft operations.

1. **PIC / GOC Relationship.** The PIC and GOC will work hand in hand to ensure safe and professional flight scheduling and flights for our guests. Pilots will contact the GOC several days prior with date and time of tour site arrival.
2. **Flight Regulations.** PIC will ensure the aircraft ground and flight operations are in accordance with ref (a) & (d).
3. **Crew Safety Brief.** PIC will conduct an essential crew safety briefing prior to the first flight of the day.
4. **Non-CAF Pilots.** PIC will ensure all Non-CAF Pilots are briefed on ABAZ Launch and Recovery procedures/hand signals.

8027. **POINT-TO-POINT FLIGHT POLICY.** See ABAZ Unit Manual Chapter 6, (Para (6009)), for additional information.

1. **ONLY ABAZ Members** are authorized to fly on point-to-point flights.
2. **Non-ABAZ Members (Guest/Passengers)** are **NOT** authorized on point-to-point flights unless approved by the Airbase Leader, Executive Officer or Operations Officer.
3. **Manifest.** FLM will ensure electronic copy (iPhone picture) of the manifest has been forwarded to [operations@azcaf.org](mailto:operations@azcaf.org) prior to departure.
4. **Flight Log.** FCC will send copy of Flight Log to [abazmxrecords@gmail.com](mailto:abazmxrecords@gmail.com) if a maintenance release sign-off is required prior to departure.

8028. **FLIGHT CREW CHIEF.** The FCC is responsible for the aircraft while parked in a static configuration and all aircraft maintenance.

1. **FCC / GOC Relationship.** The FCC and GOC will coordinate all aircraft ground operations to include providing the FCC with support personnel during required maintenance procedures and ensuring the aircraft is available for flight line static tours.

**2. Flight Operations.****a. Day Prior.**

- i. Service Oil as required
- ii. Fuel Aircraft per PIC direction
- iii. Coordinate with RC on number of scheduled flights
- iv. Weather: Hangar Aircraft or install aircraft covers installed if required

**b. Day of Flight.**

- i. Prepare aircraft for flight, perform daily check
- ii. FLM complete interior inspection and set up
- iii. Ground Crew Support Requirements, Fire Guard, Flight Line Security
- iv. Flight documentation complete
- v. FLM hands off Nose / Forward Cabin passengers to FCC
- vi. FCC Passenger Briefing
- vii. PIC Aircrew Safety Briefing

**c. Flight.** In accordance with CAF regulations and Aircraft normal / emergency checklists.**d. Post-Flight.**

- i. Crew Members coordinate with FCC prior to wiping down aircraft
- ii. Set-Up aircraft for Static Tours
- iii. Complete Flight Paperwork
- iv. Send completed flight log at the end of the day to [abazmxrecords@gmail.com](mailto:abazmxrecords@gmail.com) and [pilotrecords@azcaf.org](mailto:pilotrecords@azcaf.org).
- v. Crew De-Brief
- vi. Secure aircraft for static tours and/or overnight (Down Locks, pitot cover, aircraft cover if required, etc.)
- vii. Weather: Hangar Aircraft or install aircraft covers installed if required

8029. **Aircraft Weather Evacuation.** In the event that severe weather is forecast, and a suitable on-site hangar is not available, the Flight Crew, GOC, and Operations Officer will initiate the evacuation of the aircraft to a suitable airfield.

1. **Notifications.** Notify the Business/Finance Office, Tour Director and Tour Crew Coordinator as needed for lodging and vehicle requirements.