

### SECTION 3. FLIGHTCREW BASIC INDOCTRINATION CURRICULUM SEGMENTS

**361. GENERAL.** This section specifies the objectives and content of basic indoctrination curriculum segments. This training is required for all flight crewmembers who are enrolled in an initial new-hire category of training. Basic indoctrination is normally the first curriculum segment of instruction conducted for newly-hired flight crewmembers. It serves as the initial introduction for the new-hire employee to the operator and, in many cases, to the operational requirements of Part 121 and/or Part 135.

#### **363. OBJECTIVE OF BASIC INDOCTRINATION.**

The objective of basic indoctrination training is to introduce the new-hire flight crewmember to the operator and its manner of conducting operations in air transportation. It specifically acquaints the student with the operator's policies, procedures, forms, organizational and administrative practices, and ensures the student has acquired basic airman knowledge. The flight crewmember basic indoctrination curriculum segment consists of training modules which contain information applicable to the student's specific duty position. Two general subject areas are required during basic indoctrination training. These subject areas are "operator-specific" and "airman-specific" training. These two areas serve to acquaint the student with the operator's means of regulatory compliance and to ensure that basic knowledge has been acquired by the student before entering aircraft ground and flight training. These two areas are not always mutually exclusive and in many cases may be covered in the same training module.

#### **365. OPERATOR-SPECIFIC INDOCTRINATION TRAINING.**

A. The first subject area, "operator-specific," must include training modules in at least the following:

- Duties and responsibilities of flight crewmembers
- Appropriate provisions of the Federal Aviation Regulations
- Contents of the certificate holder's operating certificate and operations specifications

B. Operator-specific training modules should also include information about the company which the student needs in order to properly perform his duties as an em-

ployee of the operator. This information may include such items as the operator's history, organization, policies, scope of operation, administrative procedures, employee rules of conduct, compensation, benefits, and contracts.

#### **367. AIRMAN-SPECIFIC INDOCTRINATION TRAINING.**

A. The second subject area, "airman-specific," must address appropriate portions of the certificate holder's operating manual. Airman-specific training should also include other pertinent information that ensures the student will be prepared for aircraft ground and flight training. Airman-specific indoctrination training should include elements which show that training applicable to the duty position will be given on the general principles and concepts of the following:

- Flight control (This includes dispatch or flight release for Part 121 operators and flight-locating procedures for Part 135 operators.)
- Weight and balance
- Aircraft performance and airport analysis
- Meteorology
- Navigation
- Airspace and ATC procedures
- En route and terminal area charting and flight planning
- Instrument procedures

B. Airman-specific indoctrination training should address the kind of operation and the general capabilities of the operator's aircraft. For example, a Part 121 operator using transport category turbojet aircraft should include high altitude meteorological information (for example, the jet-stream) in the meteorology training module. A Part 135 operator, using single-engine reciprocating-powered aircraft, will not normally need to address high altitude meteorology in this module. It is important to note that airman-specific training is not "aircraft-specific" and is intended to ensure the student has a fundamental understanding of certain

generalized areas before progressing into aircraft ground and flight training for a specific aircraft.

**369. FLIGHTCREW BASIC INDOCTRINATION TRAINING MODULES.**

A. The flight crewmember basic indoctrination curriculum segments must include as many training modules as necessary to ensure appropriate training. Each module outline must provide at least the following:

- A descriptive title of the training module
- A list of the related module elements to be presented during instruction on that module

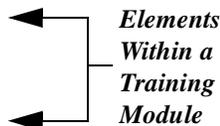
B. The training module outlines must contain sufficient elements to ensure a student will receive training in both operator-specific and airman-specific subject areas to provide a suitable foundation for subsequent “aircraft-specific” curriculum segments. An operator has a certain amount of flexibility in the construction of these training modules. For example, the airman-specific training modules for students with significant experience in Part 121 or Part 135 operations may be less comprehensive than the training modules for students without that experience. This is usually the case during acquisitions, mergers, or with operators who hire only highly qualified personnel with experience in Part 121 or Part 135 operations.

C. The following example illustrates one of the many acceptable methods in which a basic indoctrination training module could be presented:

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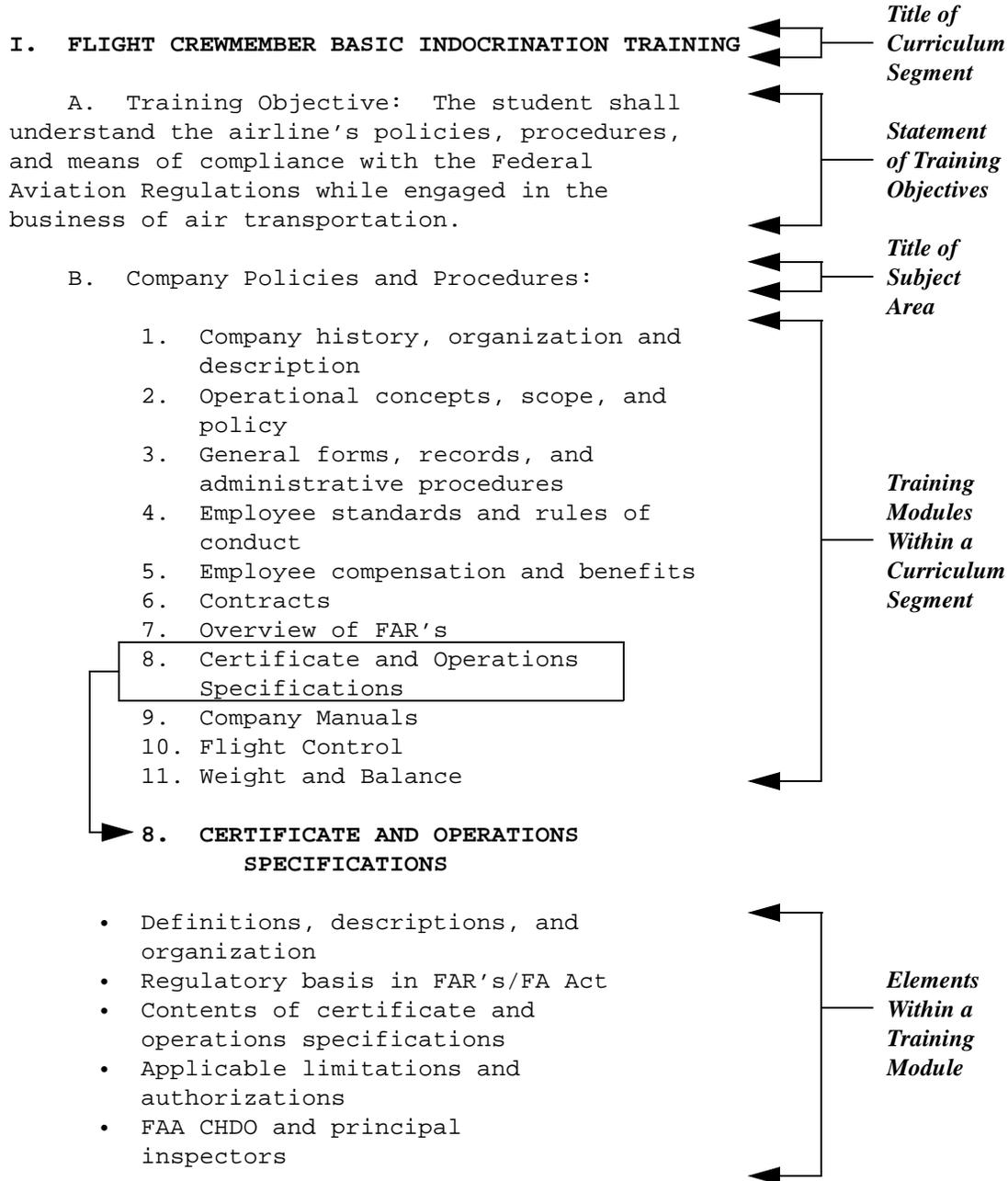
8: CERTIFICATE AND OPERATIONS SPECIFICATIONS

- (a) Definitions, descriptions, and organization
- (b) Regulatory basis in FAR’s/FA Act
- (c) Content of certificate and specifications
- (d) Applicable limitations and authorizations



D. It is not necessary or desirable to include detailed descriptions of each element within a training module outline. Such detailed descriptions are more appropriate when included in the operator’s courseware such as lesson plans. During the approval process, POI’s should review

lesson plans as necessary to ensure the scope and depth of the courseware is adequate. The following example illustrates the interrelationship of training modules in the flight crewmember basic indoctrination curriculum segment:



**371. TRAINING HOURS.**

A. FAR 121.415 specifies a minimum of 40 programmed hours of instruction for basic indoctrination training. Normally, 40 hours should be the minimum number of training hours for basic indoctrination for Part 121 operators who employ personnel with little or no previous Part 121 experience. Reductions to the programmed hours in certain situations, however, may be appropriate for several reasons. One example would be a merger or acquisition situation where flight crewmem-

bers new to the surviving certificate holder may only require "operator-specific" training modules. Another example would be the operator's enrollment prerequisites requiring a high level of Part 121 experience.

B. Part 135 does not specify programmed hours for flight crewmember basic indoctrination training. Table 3.2.3.1 provides direction and guidance to POI's on training hours when approving basic indoctrination curriculum segments for Part 135 operators. This table provides national norms. When approving these curriculum seg-

ments, POI's must consider the complexity of the operation and aircraft. For example, training hours for a complex type of operation may need to exceed the na-

tional norm while training hours below the national norm for a less complex type of operation may be acceptable.

**TABLE 3.2.3.1. PART 135 - INITIAL NEW-HIRE FLIGHT CREWMEMBER BASIC INDOCTRINATION TRAINING HOURS**

PART 135 AIRCRAFT FAMILY	INITIAL NEW-HIRE FLIGHT CREWMEMBER BASIC INDOCTRINATION TRAINING HOURS	
	TYPE OF OPERATION	TRAINING HOURS
Transport and Commuter Category	ALL	32
Multiengine Airplanes	IFR/VFR	24
	VFR ONLY	16
Single-Engine Airplanes	IFR/VFR	24
	VFR ONLY	16
Helicopters	IFR/VFR	24
	VFR ONLY	16

### 373. COURSE COMPLETION REQUIREMENTS.

Completion of this curriculum segment must be documented by an instructor's or supervisor's certification that a student has successfully completed the course. This certification is usually based on the results of a written examination given at the end of the course. With some training methods, the certification may be based on student progress checks administered during the course.

### 375. CONTENT OF FLIGHTCREW BASIC INDOCTRINATION CURRICULUM SEGMENTS.

A basic indoctrination curriculum segment should show that training will be given in at least two general subject areas appropriate to the operator's type of operation. These subject areas of training are "operator-specific" (see paragraph 377) and "airman-specific" (see paragraph 379).

### 377. OPERATOR-SPECIFIC TRAINING MODULES.

The subject area of a basic indoctrination training curriculum segment referred to as "operator-specific" includes training modules that pertain to the operator's methods of compliance with the regulations and safe operating practices. Examples of recommended training modules for the operator-specific subject area follow:

#### A. Duties and Responsibilities.

- Company history, organization, and management structure
- Operational concepts, policies, and kind of operation
- Company forms, records, and administrative procedures
- Employee standards and rules of conduct
- Employee compensation, benefits, and contracts
- Authority and responsibilities of duty position
- Company-required equipment
- Company manual organization, revisions, and employee responsibilities concerning manuals

#### B. Appropriate Provisions of the Federal Aviation Regulations.

- Flight crewmember certification, training, and qualification requirements
- Medical certificates, physical examination, and fitness for duty requirements
- Flight control requirements (dispatch, flight release, or flight-locating)
- Flight duty and rest requirements
- Recordkeeping requirements
- Operational rules in Part 91 and Part 121 or Part 135 (as appropriate) and any other applicable regulations
- Regulatory requirements for company manuals
- Other appropriate regulations such as flightcrew emergency authority, interference with crewmembers, and reporting requirements

*C. Contents of Certificate and Operations Specifications.*

- Regulatory basis in Part 121 or 135 (as applicable) and Title 49, United States Code (U.S.C.) (formerly the Federal Aviation Act (FA Act) of 1958)
- Definitions, description, and organization of operations specifications
- Limitations and authorizations of operations specifications
- Description of certificate
- Description of FAA certificate holding district office and responsibilities of FAA principal inspectors

**379. AIRMAN-SPECIFIC TRAINING MODULES.** The “airman-specific” training modules of the basic indoctrination curriculum segment contain training to ensure a student will be able to enter subsequent ground and flight training curriculum segments. These modules address the appropriate portions of the operator’s manual and standard practices of airmanship and flight procedures in other documents such as the Airman’s Information Manual. The emphasis in airman-specific training is not aircraft-specific. It should relate to the operator’s kind of operation and the family or families of aircraft used by the operator. The objective of airman-specific training is to ensure the student has acquired the basic knowledge necessary for Part 121 or Part 135 operations (as applicable). Examples of recommended training modules for the airman-specific subject area follow:

*A. Company Flight Control.*

- Dispatch, flight release, or flight locating systems and procedures (as applicable)
- Organization, duties, and responsibilities
- Weather and NOTAM information
- Company communications

*B. Weight and Balance.*

- Definitions (such as zero-fuel weight, moments, and inches of datum)
- General loading procedures and center of gravity computations
- Effects of fuel burn and load shifts in flight
- Weight and balance forms, load manifests, fuel slips, and other applicable documents

*C. Aircraft Performance and Airport Analysis.*

- Definitions (such as balanced field, VMC, obstruction planes, and maximum endurance)
- Effects of temperature and pressure altitude
- General TERPS criteria (obstacle clearance standards)
- Airport analysis system as appropriate to the type of operation and family or families of aircraft
- Effects of contaminated runways

*D. Meteorology.*

- Basic weather definitions (such as forecasts, reports, and symbols)
- Temperature, pressure, and winds
- Atmosphere moisture and clouds
- Air masses and fronts
- Thunderstorms, icing, and windshear

*E. Navigation.*

- Definitions (such as Class I, Class II navigation)
- Basic navigational instruments
- Dead reckoning and pilotage concepts and procedures
- Navigational aids
- VHF, VLF, and self-contained systems (as applicable)

*F. Airspace and ATC Procedures.*

- Definitions (such as precision approaches, airways, and ATIS)
- Description of airspace
- Navigation performance and separation standards
- Controller and pilot responsibilities
- ATC communications
- Air traffic flow control
- Wake turbulence recognition and avoidance

**NOTE: There have been several accidents and incidents related to Boeing 757 (B-757) wake turbulence. Although the B-757 does not fit into the "heavy" classification of aircraft, it is being treated as such until a new classification determination is made. Each of these events occurred when the trailing aircraft was not being provided IFR traffic separation. To reduce the possibility of such occurrences, ATC started issuing "Wake Turbulence Cautionary Advisories" to VFR aircraft following B-757 aircraft. The FAA is studying wake turbulence to include pilot awareness, avoidance, and aircraft-specific procedures for a wake turbulence encounter. Pilots and operators should review information, procedures, and guidance contained in chapter 7, section 3, of the AIM and in Advisory Circular (AC) 90-23, "Aircraft Wake Turbulence." The FAA is not aware of any wake turbulence accidents occurring when pilots have observed AIM-recommended procedures or have utilized IFR traffic separation. Therefore, pilots should be encouraged to maintain the prescribed wake turbulence separation distances. Since wake turbulence is not unique to the B-757, all pilots should exercise caution when operating behind and/or below all heavier aircraft.**

*G. En Route and Terminal Area Charting and Flight Planning.*

- Terminology of charting services (such as Jeppesen or NOAA)
- Takeoff minimums, landing minimums, and alternate requirements
- General company flight planning procedures
- Flight service and international procedures (as applicable)
- Airport diagrams

*H. Concepts of Instrument Procedures.*

- Definitions (such as MDA, HAA, HAT, DH, CAT II ILS, and NOPT)

- Holding patterns, procedure turns
- Precision approaches (such as CAT I, CAT II, and CAT III)
- Nonprecision approaches
- Circling, visual, and contact approaches (as applicable)

**381. EVALUATION OF FLIGHTCREW BASIC INDOCTRINATION CURRICULUM SEGMENT OUTLINES FOR INITIAL APPROVAL.** When evaluating a basic indoctrination curriculum segment, inspectors must determine that the operator-specific and airman-specific subject areas are properly addressed. Operator-specific and airman-specific elements may be outlined in the same training module. Inspectors must determine that basic indoctrination curriculum segments meet the following two requirements:

A. The operator-specific training must contain information of sufficient quality, scope, and depth to ensure the crewmember fully understands the duties and responsibilities applicable to the duty position. Training modules must also provide enough information to acquaint the student with the operator's policies, procedures, and practices.

B. Airman-specific modules must address appropriate portions of the certificate holder's operating manual and other pertinent information. These modules should contain elements which address the operator's type of operation and certain generalized areas, such as meteorology and the principles of weight and balance. It is essential that the inspectors and operators understand that airman-specific training is not aircraft-specific training. Airman-specific training is intended to ensure that students have acquired fundamental aviation concepts before progressing into ground and flight training for a specific aircraft.

**383. FLIGHT CREWMEMBER BASIC INDOCTRINATION CURRICULUM SEGMENT JOB AID.**

A. The basic indoctrination curriculum segment job aid (table 3.2.3.2) is provided to assist the inspector when evaluating this curriculum segment outline. This job aid is provided for guidance only and must not be construed as containing mandatory or regulatory requirements. This job aid focuses on the two subject areas of this curriculum segment (operator-specific and airman-specific training). It serves as an aid for inspectors when evaluating individual training modules.

B. When using the job aid, inspectors should make a side-by-side comparison of the operator's proposal to make the following determinations:

- The proposal provides for operator-specific and airman-specific instruction
- The proposal is generalized in nature, and serves to acquaint the student with the operator's procedures, policies, and practices
- Normally, training modules should not contain elements which are "aircraft-specific"
- Sufficient training module elements should be listed to ensure the appropriate depth and scope of the material will be presented

C. The job aid is organized with training subjects listed in the left column and evaluation criteria or remarks listed horizontally across the top. Inspectors may use the spaces within the matrix for items such as notes, comments, dates, or checkmarks. There are also blank columns and rows in each job aid which permit inspectors to include additional training modules or evaluation criteria.

### **385. DRUG/ALCOHOL TESTING PROGRAM APPROVAL AND INCLUSION IN BASIC INDOCTRINATION TRAINING.**

A. *Drug/Alcohol Testing Programs.* Each FAR Part 121 and 135 operator is required by FAR §§ 121.459, 135.255, and Appendices I and J of FAR Part 121 to submit for approval a plan for a drug testing program and alcohol misuse program to the Drug Abatement Division (AAM-800) of the FAA's Office of Aviation Medicine. Once the operator's drug/alcohol "plan" has been approved, it becomes known as the operator's drug/alcohol "program." The operator's drug testing and alcohol misuse program must include an Employee Assistance Program (EAP), which includes education and training on drug use and alcohol misuse prevention for employees and supervisors.

B. *Responsibility for Approval, Surveillance, and Enforcement of Operator Drug/Alcohol Training Programs.* AAM-800 is responsible for the approval, surveillance, and enforcement of drug/alcohol training plans and programs. AAM-800 personnel conduct audits and inspections of operator drug/alcohol training programs. POI's who receive drug/alcohol testing plans from operators should return them to the operator with instructions to submit them promptly to the FAA at the following address:

Federal Aviation Administration

Office of Aviation Medicine  
Drug Abatement Division, AAM-800  
2400 7th Street, S.W.  
Washington, D.C. 20591  
(202) 366-6710

C. *Inclusion of Operator Drug/Alcohol Training Programs as a Module in Basic Indoctrination and Recurrent Training Curriculum Segments.* Operators may, but are not required to, include EAP training (part of the operator's overall drug/alcohol training program) as a module in the operator's basic indoctrination and recurrent training. POI's are not to review the EAP training module content or to conduct surveillance of the training conducted in the EAP training module either before or after the operator has submitted the module for approval to AAM-800.

(1) *Credit for EAP Training Module Hours.* Operators who have currently approved training curriculums and who wish to receive credit for EAP training hours should submit a revised outline for the basic indoctrination and recurrent training curriculum segment, including the EAP module, to the POI. The operator's outline must indicate the additional number of course hours required to include EAP training. POI's and operators may count these hours in the total hours of the basic indoctrination and recurrent training curriculum segment. The POI shall stamp the revised pages/control page of the curriculum segment outline according to the instructions in volume 3, paragraph 339.

(2) *New Operator Awareness of EAP Training Requirements.* Inspectors who are responsible for certifying new operators must ensure that the operators are aware that they may take credit for the training hours in the basic indoctrination curriculum segment. POI's must also ensure that the operators know of the EAP training requirements and approval process. POI's must ensure that an operator's proposed training hours are listed on the operator's basic indoctrination and recurrent training curriculum segment outline. POI's shall not grant final approval to the operator's basic indoctrination and recurrent training curriculum segment until the operator's EAP has received final approval by AAM-800.

D. *Points of Contact.* Should operators or 8iPOI's have question about EAP training program content or approval status, they should contact AAM-800 or the FAA regional Aviation Drug/Alcohol Abatement Program representative. See table 3.2.3.3.

**386. - 390. RESERVED**

**TABLE 3.2.3.2.  
FLIGHTCREW BASIC INDOCTRINATION TRAINING JOB AID  
SUBJECT AREA 1: OPERATOR-SPECIFIC TRAINING**

TRAINING SUBJECTS	EVALUATION CRITERIA				
	ADEQUACY OF ELEMENTS/ EVENTS	ADEQUACY OF COURSEWEAR	TRAINING AIDS AND FACILITIES		
Company History, Organization, and Description					
Operational Concepts, Scope, and Policy					
General Forms, Records, and Administrative Procedures					
Employee Standards and Rules of Conduct					
Employee Compensation and Benefits					
Contracts					
Overview of FAR					
Certificate and Operations Specifications					
Company Manuals					
Flight Control					
Weight and Balance					

**TABLE 3.2.3.2.--Continued  
 FLIGHTCREW BASIC INDOCTRINATION TRAINING JOB AID  
 SUBJECT AREA 2: OPERATOR-SPECIFIC TRAINING**

TRAINING SUBJECTS	EVALUATION CRITERIA				
	ADEQUACY OF ELEMENTS/ EVENTS	ADEQUACY OF COURSEWEAR	TRAINING AIDS AND FACILITIES		
Principles of Weight and Balance					
Performance and Airport Analysis					
Principles of Meteorology					
Principles of Navigation					
Airspace and ATC Procedures					
En Route/Terminal Charting and Flight Planning					
Instrument Procedures					

**TABLE 3.2.3.3.**  
**FAA REGIONAL AVIATION DRUG/ALCOHOL ABATEMENT PROGRAM REPRESENTATIVE**  
**ADDRESSES, TELEPHONE NUMBERS, AND STATES COVERED**

1.	FAA/Alaskan Region (AAL-300) 222 West 7th Avenue Anchorage, Alaska 99513-7587 (907) 271-4514	Alaska	
2.	FAA/Central Region (ACE-300) 601 East 12th Street Kansas City, Missouri 64106 (816) 426-5097	Iowa Kansas Missouri Nebraska	
3.	FAA/Eastern Region (AEA-300) Federal Building JFK International Airport Jamaica, New York 11430	Deleware Maryland New Jersey New York	Pennsylvania Virginia Washington D.C. West Virginia
4.	FAA/Great Lakes Region (AGL-300) 2300 East Devon Avenue Des Plaines, Illinois 60018 (708) 298-5970	Illinois Indiana Michigan Minnesota	North Dakota Ohio South Dakota Wisconsin
5.	FAA/New England Region (ANE-300) 12 New England Executive Park Burlington, Mass 01803 (617) 238-7301	Connecticut Maine Massachusetts New Hampshire	Rhode Island Vermont
6.	FAA/Northwest Mt. Region (ANM-300) 1601 Lind Avenue, SW Renton, Washington 98055-4056 (206) 277-2300	Colorado Idaho Montana Oregon	Utah Washington Wyoming
7.	FAA/Southern Region 3400 Norman Berry Drive East Point, Georgia 30344 (404) 305-6175	Alabama Florida Georgia Kentucky Mississippi North Carolina South Carolina	Tennessee (ASO includes Canal Zone, Puerto Rico, Virgin Islands.)
8.	FAA/Southwest Region (ASW-300) 2601 Meachum Blvd Fort Worth, Texas 76137-4298 (817) 222-5305	Arkansas Louisiana New Mexico Oklahoma	Texas
9.	FAA/Western Pacific Region (AWP-300) P.O. Box 92007 World Ways Postal Center Los Angeles, California 90009 (310) 297-1301	Arizona California Hawaii Nevada	(AWP includes American Samoa, Mariana Islands, Marshall Islands.)

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