



DEPARTMENT OF THE NAVY
HEADQUARTERS UNITED STATES MARINE CORPS
3000 MARINE CORPS PENTAGON
WASHINGTON, DC 20350-3000

MCO 3770.2A
AVN/MCRC
26 Aug 10

MARINE CORPS ORDER 3770.2A

From: Commandant of the Marine Corps
To: Distribution List

Subj: MARINE CORPS FLIGHT ORIENTATION PROGRAM (MCFOP)

Ref: (a) 14 CFR, Chapter 1, 3
(b) OPNAVINST 3710.7U
(c) National Transportation Safety Board (NTSB)
Aviation Regulations
(d) MCO 3504.2
(e) OPNAV 3750.6R
(f) MCO P1000.6G
(g) SECNAV M-5210.1
(h) FAA 2150.3a Par. 501
(i) 49 CFR Section 46101 Par 4(b)
(j) MCO P1100.73B
(k) SECNAV M5210.2
(l) EIAD 011 - PII

Encl: (1) NAVMC 11680 (11-09) (EF) Hold Harmless Agreement and
Release From Liability
(2) MCFOP Pilot Flight Operations and Training Report
(3) OPREP-3 Serious Incident Report Format
(4) Request for MCFOP and Non-Training Flight
Authorization
(5) Sample Aircraft Mishap Plan - District Order

Report Required: MCFOP Flight Operations and Training (Report
Control Symbol: MC-3770-01) par. 5.b.(1) and
encl (2).

1. Situation. This Order revises the policies, procedures, and standards for the operation of MCFOP and the conduct of flying duties of MCFOP pilots. MCFOP pilots are generally assigned to the Aviation Assistant for Officer Procurement (AAOP) billet at each of the six Marine Corps Recruiting Districts within Marine Corps Recruiting Command.

DISTRIBUTION STATEMENT A: Approved for public release;
distribution is unlimited.

2. Cancellation. MCO 3770.2.

3. Mission. The Marine Corps establishes this Order which provides direction and guidance on administration, safety, standardization, investigation, and management of MCFOP in order to assist in the recruitment of highly qualified applicants for Marine Corps aviation.

4. Execution

a. Commander's Intent and Concept of Operations

(1) Commander's Intent. Maintaining the high standards demanded of Marine aviators while operating civilian aircraft is critical to ensuring a successful MCFOP. Involvement with such a highly visible program in the general aviation community, and the operation of a variety of civilian aircraft demands high levels of proficiency on the part of our MCFOP pilots.

(2) Concept of Operations. MCFOP consists of designated Naval Aviators with the required Federal Aviation Administration (FAA) pilot's license on Duty in a Flying Status Involving Operational Flight (DIFOP) orders. MCFOP pilots utilize civilian aircraft to conduct orientation flights for potential applicants or candidates participating in a Marine Corps aviation officer program. MCFOP is also used to create and enhance Marine Corps aviation awareness among recruiting Centers of Influence (COI), thereby directly influencing the success of Marine Corps officer recruiting.

b. Tasks

(1) Deputy Commandant for Aviation (DC AVN)

(a) DC AVN is the convening authority for Field Flight Performance Boards (FFPB) in the case of MCFOP pilots and is responsible for initiating MCFOP pilot flight violation investigations at the request of the Commanding General, Marine Corp Recruiting Command (CG MCRC). DC AVN will direct an appropriate Marine Aircraft Wing (MAW) to staff and conduct an FFPB or investigate and report a flight violation as required.

(b) DC AVN will act as the sole authority to grant flight authorization to MCFOP pilots for the conduct of non-training and MCFOP flights.

(2) CG MCRC. CG MCRC is responsible for the following items:

(a) The conduct of the MCFOP as well as exercising Administrative and Operational Control over MCFOP pilots.

(b) Report all mishaps, flight violations, and incidents to DC AVN. When required, CG MCRC shall request that DC AVN convene an FFPB or investigate a flight violation via Headquarters Marine Corps, Aviation Manpower and Support Branch (HQMC ASM).

(c) Appoint a senior MCFOP pilot in writing to serve a one year term starting in December. Ensure that a formal turnover is conducted at the annual Officer Selection Officer (OSO) conference or other appropriate event.

(3) Commanding General, Training and Education Command (CG TECOM). CG TECOM shall direct Marine Aviation Training Support Group Twenty-Two (MATSG 22) to support the scheduling of initial and annual military aviation ground training for MCFOP pilots as required.

(4) Commanding Officer, MATSG 22. MATSG 22 shall provide support for the scheduling of initial and annual military aviation ground training for MCFOP pilots as required.

(5) Commanding Officers, Marine Corps Recruiting Districts (CO MCD). CO MCDs shall ensure the following items:

(a) Ensure that MCFOP pilots meet and maintain qualifications, training, and flight time per this Order.

(b) Ensure that MCFOP pilots have sufficient time to conduct training flights and maintain currency as well as proficiency per the references and this Order.

(c) Maintain and exercise annually the District's MCFOP Mishap Plan. The respective AAOP should be tasked with coordinating this requirement and serve as an advisor for the conduct of any exercise. However, as the AAOP will likely be the pilot in the event of a mishap, he or she shall not actually conduct the exercise. All phone calls and reports to outside agencies must clearly identify that this is an exercise and not an emergency or actual mishap.

(d) Ensure proper and timely reporting as required by paragraph 5.e.

(e) Convene and conduct a Judge Advocate General Manual (JAGMAN) investigation on any incident involving damage

to aircraft, other property, or persons in per current regulations.

(6) Senior MCFOP Pilot. The Senior MCFOP pilot shall be the AAOP or other MCFOP pilot who has been in the billet the longest. The Senior MCFOP pilot will be assigned in writing for a one year period of time. The Senior MCFOP Pilot will ensure the following:

(a) Mentor all new MCFOP pilots by providing additional guidance and assistance as required.

(b) Ensure annual training for all pilots is conducted.

(c) Track all pilot training and currency to ensure the annual, semi-annual, monthly, and initial requirements of this Order are met.

(d) Conduct other duties as assigned by CG MCRC for the conduct of the MCFOP.

(7) MCFOP Pilot. MCFOP pilots will ensure the following:

(a) Prior to the conduct of non-training or MCFOP flights, authorization from DC AVN (ASM) must be granted. In order to request authorization to conduct MCFOP flights and non-training flights, pilots shall submit enclosure (4) through the appropriate chain of command.

(b) Plan, schedule, execute, track, and report: flight hours, training, qualifications, aviation physicals, and currency per this Order.

(c) Report to the CO MCD and the Senior MCFOP pilot any loss of currency for training flights or failure to meet minimum standards for flight qualifications.

(d) Maintain the district pre-mishap plan in accordance with this Order. Additionally, they will advise the CO MCD on any issues concerning the maintenance and exercise of the pre-mishap plan.

c. Coordinating Instructions

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(1) Funding. MCRC will allocate specific funds to offset MCFOP expenses via the individual Marine Corps Districts (MCD) or as otherwise determined by CG MCRC.

(2) Aircraft

(a) Because civilian aircraft are used, all flights are subject to FAA requirements listed in reference (a). Military aviators operating civilian aircraft on official business must qualify under reference (a) [Parts 1, 61, 91], reference (b), and reference (c) [Part 830].

(b) In order to maintain standardization, to the maximum extent possible, fixed wing aircraft should be multi-engine aircraft from the "King Air" series of aircraft and rotary wing aircraft should be from the "Bell Ranger" series of aircraft. Deviation from this standard shall be coordinated with CG MCRC.

(c) All aircraft must, by contract, carry minimum insurance requirements as directed by CG MCRC.

(3) Selection and Assignment of MCFOP Pilots. The selection and assignment of MCFOP pilots shall be a joint process undertaken by HQMC (ASM) and HQMC, Manpower Management Officer Assignments (MMOA-2) upon the recognition of a billet vacancy. HQMC (ASM) will have final decision on granting a MCFOP pilot his or her flying status. HQMC (ASM) will disapprove the assignment of aviators who do not meet the minimum requirements of paragraph 4-c-(4). MCRC will endorse the assignment of MCFOP pilots following HQMC (MMOA-2) assignment and DC AVN (ASM) approval.

(4) MCFOP Pilot Selection and Assignment Pre-Requisite Certifications. At a minimum, the following items are required for consideration of selection and assignment as a MCFOP pilot:

(a) FAA Private Pilot's License.

(b) Commercial Rating.

(c) Instrument Rating.

(d) Current OPNAV Flight Physical.

(e) Letter of recommendation from Commanding Officer of last operational flying squadron.

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(5) MCFOP Pilot Initial Training Requirements. The outgoing MCFOP pilot from each MCD shall assist in the coordination of the following requirements for their inbound replacements. The Senior MCFOP pilot shall be the mentor for all new MCFOP pilots and provide additional guidance and assistance to ensure newly assigned MCFOP pilots accomplish the following basic requirements:

(a) Multi-Engine Fixed Wing Crew Resource Management (CRM) (MATSG-22/NAS Corpus Christi).

(b) Multi-Engine Fixed Wing Aerodynamics (MATSG-22/NAS Corpus Christi).

(c) Non-Centerline Thrust Multi-Engine Fixed Wing Rating. Training shall be provided by an appropriate FAA approved multi-engine fixed wing training facility (i.e. Flight Safety/SIMCOM or other).

(d) Helicopter Rating (for rotary wing qualified pilots only). This requirement is as required, based on MCD aircraft usage. Training shall be provided by appropriate FAA approved helicopter training facility (i.e. Bell Factory Training).

(e) Attendance at a CRM Course within the last 12 months. Previous attendance of this course will satisfy this requirement.

(f) Completion of the Operational Risk Management (ORM) Course, within the last twelve months. Previous attendance of this course will satisfy this requirement.

(g) Aircraft vendor or contractor check-ride (administered by the vendor or contractor, Certified Flight Instructor, or FAA approved facility, (i.e. Flight Safety/SIMCOM)).

(h) Additional items required by aircraft vendor or contractor (i.e. minimum flight hours, additional check-rides, etc.).

(6) MCFOP Pilot Annual Requirements. Completion of the listed requirements or required training is the responsibility of the MCFOP Pilot. Due to the autonomous nature of the AAOP billet and lack of a squadron safety department, standardization board, or ability to conduct an annual NATOPS evaluation, the following training shall be completed annually:

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(a) MCFOP pilots shall budget for, schedule, and attend a formal training session once a year on the specific type and model aircraft that may be utilized in the upcoming year. The training shall be done at an establishment with FAA certified simulators. The class and simulator time is to include, but is not limited to, aircraft systems, emergency procedures, and instrument procedures. It is the responsibility of the MCFOP pilot to ensure that the scheduled training includes an FAA flight review and instrument currency check.

(b) Instrument Ground School administered by an FAA approved facility or at qualified OPNAV location.

(c) Instrument Evaluation/Check-ride administered by an FAA certified check pilot, Flight Safety, or SIMCOM.

(d) Aviation Meteorology Review administered by an FAA approved facility or at a qualified OPNAV location.

(e) Multi-Engine Fixed Wing or Rotary Wing CRM.

(f) Current OPNAV Flight Physical.

(g) Current Class II or better FAA Medical certificate.

(h) MCFOP Conference attendance and completion of all training.

(7) MCFOP Pilot Semi-Annual Training Requirements. Completion of the listed training is the responsibility of the MCFOP pilot. MCFOP pilots are highly encouraged to engage in Emergency Procedure (EP) training on a semi-annual basis as funding and time permits. EP check-ride shall be administered by the vendor or contractor, FAA Certified Flight Instructor (CFI), or at an FAA approved facility (i.e. Flight Safety/SIMCOM).

(8) MCFOP Pilot Monthly All Officers' Meetings. All MCFOP pilots will participate in a monthly phone conference. The monthly phone conference simulates monthly All Officers' Meetings (AOMs) that are conducted in fleet squadrons. The Senior MCFOP pilot is responsible for scheduling and conducting the monthly phone conferences. Conferences, such as the OSO conference, at which all MCFOP pilots are in attendance, may be held in lieu of that month's phone conference. At a minimum the following topics shall be discussed:

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- (a) Emergency Procedures.
- (b) Aircraft Systems.
- (c) Operational Risk Management (ORM).
- (d) MCFOP lessons learned.

(9) MCFOP Pilot Annual/Semi Annual Flight Time Requirements. On account of high visibility in the general aviation community, lack of squadron standardization, and flight operations into and out of uncontrolled and unfamiliar airfields, it is paramount for MCFOP pilots to maintain a high level of flying proficiency. MCFOP pilots are also responsible for maintaining the below listed flight time annual minimums per references (a) and (b), as well as the currency and proficiency requirements that are specific to this Order:

- (a) 40 hrs semi-annual/100 hrs annual.
- (b) Six hrs night semi-annual/12 hrs night annual.
- (c) Within the 12 months preceding the date of an instrument check: 12 hrs instruments, 18 approaches, 12 of which shall be precision, six of which shall be non-precision.
- (d) Within the six months preceding the date of an instrument check: six hrs instruments, 12 approaches, six of which shall be precision, six of which shall be non-precision.

(10) MCFOP Pilot Currency and Proficiency Requirements to Conduct MCFOP Flights and Other Non-Training Flights

- (a) In order to maintain currency, the currency requirements to fly a MCFOP or other non-training flight are listed below. However, every consideration should be given to exceeding these minimums to ensure the proficiency of the MCFOP pilot.
- (b) At least one flight within 30 days.
- (c) At least five takeoffs and landings per month.
- (d) At least one instrument approach per month if the aircraft is instrument rated.

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(e) At least two hours of flight time and two take-offs and landings in the preceding seven days before the commencing of a MCFOP flight.

(11) MCFOP Pilot Currency Requirements for Training Flights

(a) 15 hrs of flight time in the past 90 days.

(b) One flight consisting of at least two takeoffs and landings within 60 days.

(c) NOTE: If a MCFOP pilot exceeds currency requirements for training flights established by this Order, a flight shall be flown with another AAOP who is current on the same Type/Model/Series or a pilot who is employed by the vendor, rated in the same T/M/S and is current by FAA standards. The flight will consist of at least, but not limited to, one hour and at least two take-offs and two landings to a full-stop. Helicopter re-currency flights shall practice power on auto-rotations and EPs. Coordination in such instances shall be the responsibility of the MCFOP pilot who exceeded the currency requirements. The Senior AAOP shall assist in the process to ensure that the currency issue is resolved in the most expeditious and financially feasible method possible.

(12) Annual MCFOP Conference. The Senior MCFOP pilot shall be responsible for coordinating the annual MCFOP conference. The conference shall be scheduled at an agreed upon time and location to ensure attendance by all MCFOP pilots. The conference topics shall include, but are not limited to: ORM, CRM, Instrument Ground School (IGS), meteorology, aerodynamics, MCFOP techniques, lessons learned, and effectiveness of the MCFOP program.

(13) Requirements for MCFOP Flights with Potential Officer Candidates

(a) MCFOP flights are authorized for potential applicants or candidates seeking participation in, or already a participant in, a Marine Corps officer program.

(b) MCFOP flights are designed to determine the motivation and suitability for flight training of individuals as well as their interest in aviation-related occupational fields. It is the responsibility of each OSO to ensure that only properly screened persons receive a flight.

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(c) Orientation flights are authorized for all COIs in order to enhance their knowledge of Marine Corps aviation officer programs.

(d) MCFOP orientation flights are authorized only during daylight hours in Visual Meteorological Conditions (VMC). Formation flying is prohibited.

(e) The duration of the orientation flight should not exceed one hour and must terminate at the point of origin with no intermediate stops.

(f) Prior to flight, each pilot will note paragraph 3.10 (Cross Country Flight Planning) of reference (b), paying particular attention to the risk assessment checklist in paragraph 3.10.1.

(g) Prior to flight, passengers shall be briefed on EPs and the proper use of emergency equipment as outlined in the appropriate type/model pilots operating handbook.

(h) Passengers must provide the appropriate Hold Harmless Agreement and Release From Liability prior to the flight. Enclosure (1) is provided for your use and will be incorporated into the next revision of MCO P1100.73. The Hold Harmless agreements shall be maintained by the Officer Selection Station (OSS) Representative while flight operations are being conducted. The Hold Harmless agreements shall be considered the flight manifest of passengers during MCFOP flights. In the event of any incident or mishap, all Hold Harmless agreements must be held by the senior MCRC representative and included as part of any investigation.

(i) The MCFOP pilot shall provide the mishap plan binder and brief the representative from the OSS, who is coordinating the MCFOP, on the mishap plan and the actions that should be taken in the event of a mishap. The mishap plan shall remain with the OSS representative at all times while flight operations are being conducted.

(14) Requirements for Training Flights

(a) The conduct of all training flights will be in accordance with references (a) through (c).

(b) MCFOP pilots will be given the opportunity to conduct training flights to maintain and ensure pilot currency and proficiency. To the extent possible, training flights

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should be conducted at least monthly. Consideration should be given to conducting these flights solo or with a safety observer who does not assist in the conduct of the flight.

(15) Requirements for Other Non-Training Flights

(a) At the discretion of the CO MCD, and on a not to interfere basis with the primary MCFOP mission, MCFOP pilots and aircraft may be used for other official business as necessary.

(b) The conduct of all flights will be per references (a) through (c).

(c) Prior to flight, each pilot will note paragraph 3.10 (Cross Country Flight Planning) of reference (b), paying particular attention to the risk assessment checklist in paragraph 3.10.1.

(d) Prior to flight, passengers shall be briefed on EPs and the proper use of emergency equipment as outlined in the appropriate type/model pilots operating handbook.

5. Administration and Logistics

a. Uniforms. It is paramount that the Marine Corps flight programs are visible to the public in order to remain an effective recruiting tool. Since these orientation flights will be in civilian aircraft, it is important that MCFOP Pilots and Marine Corps personnel be in the appropriate uniform or military flight gear. Every effort will be made to fly in military flight gear. However, this does not authorize MCFOP pilots to wear military flight gear outside the scope of their MCFOP duties unless directed by the CO MCD.

b. Records and Reports. In order to track flight hours and training requirements, it is important that detailed records are maintained and reports on flight operations are submitted.

(1) MCFOP pilots will generate, submit, and maintain flight operations, and training reports using enclosure (2) monthly. Report Control Symbol MC-3770-01 is assigned to this reporting requirement. MCFOP pilots are responsible for planning, scheduling, executing, and tracking their own flight hours, training, qualifications, aviation physicals, etc.

(2) The Senior MCFOP pilot will consolidate the monthly reports and submit a semi-annual executive summary to CG, MCRC (OP). This report will certify that all flight operations and

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training have been conducted in a safe and professional manner and per this Order. MCFOP Pilot Flight Operations and Training Report shall be maintained by CG MCRC per reference (g) SECNAV M5210.2, SSIC 3760.10.

(3) MCFOP pilots may be required to submit reports on the efficacy of the MCFOP program to the CO MCD as required. CO, MCD shall maintain MCFOP required reports per reference (g) SECNAV M5210.2, SSIC 3700.4.

(4) In the event a pilot fails to meet the minimum monthly requirements or fails to submit a monthly report, that pilot shall inform the Senior MCFOP pilot and their respective CO MCD. The Senior MCFOP pilot shall report such occurrences to CG MCRC (OP) and shall review and approve the proposed course of action to remedy the situation. The Senior MCFOP pilot shall provide assistance as necessary to ensure requirements are met in the most expeditious and effective manner possible. CG MCRC shall maintain MCFOP required reports per reference (k) SECNAV M5210.2, SSIC 3760.10. CO MCD shall maintain MCFOP required reports per reference (k) SECNAV M5210.2, SSIC 3700.4.

c. Operational Risk Management (ORM). While planning and creating the MCFOP schedule, MCFOP pilots shall execute a detailed ORM Assessment, taking into consideration all relevant aviation, weather, and safety factors. All identified risk factors shall be mitigated to the maximum extent possible and MCFOP pilots must take every possible precaution to ensure they do not over-extend themselves for any reason. The MCFOP pilot shall provide a brief of the MCFOP schedule to the Assistant for Officer Procurement (AOP) at least twice a year (once per semester). This brief is designed to ensure the AOP and AAOP agree on the MCFOP schedule and the schedule can be safely and effectively executed. In the event an unscheduled MCFOP event is added to the schedule previously briefed, the MCFOP pilot shall conduct an ORM assessment with the AOP and ensure all identified risk factors are mitigated to the maximum extent possible.

d. Safety Stand-Downs. Safety stand-downs, or operational pauses are useful tools that help ensure the safety of MCFOP pilots and aircraft. Commanders at all levels have the authority to order safety stand-downs. In the event a commander orders a safety stand-down and restricts further flying for an individual district, region, or MCRC, the commander that orders the safety stand-down will be responsible to re-authorize flight operations for those areas affected by the stand-down.

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Commanders shall ensure that all safety issues have been properly resolved before allowing flight operations to resume.

e. Mishap and Incident Planning and Reporting and Investigations

(1) Mishap Plan Preparations. The district mishap plan will be executed for any incident or mishap. However, based on the nature of the event, required steps may vary. Mishap plans should cover all possible reporting requirements and the initiation of a JAGMAN investigation. Each MCFOP pilot is responsible to their CO MCD for maintaining a Pre-Mishap Plan. The CO MCD shall ensure that the mishap plan is functional and executable by the MCD. All Pre-Mishap plans shall conform to the format outlined in enclosure (5), which are in compliance with the standards set forth by the Naval Safety Center. Examples of tabs for enclosure (5) can be obtained from MCRC, Officer Programs. Amplifying guidance can be found at the following website:

<http://www.safetycenter.navy.mil/aviation/default.htm>.

(2) JAGMAN Investigation. The CO MCD is responsible for appointing and conducting a JAGMAN investigation on any incident per reference (d). Consult with a judge advocate before conducting an investigation. Expertise in aviation is not a requirement for the initiation of this investigation. Coordination for aviation expertise shall not delay the initiation of this investigative responsibility. All JAGMAN Investigations shall be maintained per reference (k) SECNAV M5210.2, SSIC 5830.1a or 1b as appropriate.

(3) Naval Safety Center Reporting and Investigation. Due to the unique nature of the MCFOP and the use of civilian owned/maintained aircraft that is not for the "exclusive use of the Marine Corps," there is no Department of the Navy requirement to notify the Naval Safety Center of an aircraft mishap. Additionally, there is no Department of the Navy directed safety investigation. The lack of requirement for Naval Safety Center reporting and investigation is a result of the MCFOP aircraft lack of classification as a "naval aircraft" per reference (e).

(4) FAA Investigation. The FAA and the National Transportation Safety Board (NTSB) have sole responsibility and authority to conduct any safety investigation. CO MCD shall cooperate with any investigation conducted by these agencies.

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(5) Other Reporting. Since Marine Corps aviators are conducting flight for official business, the timely reporting of mishaps which may generate media attention or claims against the government is essential. In the event of a mishap or incident, the CO MCD and the Regional Contracting Office should be notified immediately. A reportable incident is any event involving material damage to an aircraft beyond the scope of the contract with that contractor/vendor or incident involving damage to property (including the aircraft), or injury to any persons during the conduct of any flight operation. Minimum reporting requirements are:

(a) In the event of injury to any person or damage to anything other than the aircraft, the CO MCD shall ensure that an OPREP-3 report is generated in accordance with reference (d). CG MCRC and CMC (ASM) will be an information addressee on any OPREP-3 message; enclosure (3) provides the format.

(b) The CO MCD shall ensure that any incident or mishap is reported to the CG MCRC within six hours.

(c) The CG MCRC will ensure that any incident or mishap during the conduct of flight operations is reported to CMC (ASM) within 24 hours.

f. FAA and Military Relationship Regarding Flying Violations

(1) FAA. Per FAA 2150.3A Par. 501, "when a member of the Armed Forces, while in performance of official duties, is involved in a violation of the Federal Aviation Regulations (FAR), the FAA compiles all information in its possession and forwards it as a complaint to the Secretary of the department concerned." Additionally, reference (i) states, "The Secretary of Transportation shall refer a complaint against a member of the Armed Forces of the United States performing official duties to the Secretary of the department concerned for action." Per 49 CFR, 90 days is allowed for a report of action taken on the complaint to be submitted to the Secretary of Transportation.

(2) Military. Per reference (b) Par 3.9.1, "An alleged violation of flying regulations falls within the purview of U.S. Navy regulations. The responsibility to conduct the investigation into an alleged flight violation belongs to the immediate superior in the chain of command of the individual involved." CG MCRC is responsible for requesting flight violation investigations via DC AVN. DC AVN is the convening authority for FFPBs and initiating MCFOP pilot flight violation

investigations. If appropriate, DC AVN will direct an appropriate MAW to staff, conduct, and endorse a flight violation investigation.

g. Field Flight Performance Board (FFPB)

(1) FFPB Requirements. In the event the need arises to convene an FFPB, the report shall be forwarded as indicated below, with final disposition forwarded to CMC (ASM). The convening authority is DC, AVN. The board will be per reference (f). To the maximum extent possible, dependent on date-of-rank, a MCFOP pilot from a separate recruiting district should be a member of the board.

(2) FFPB Endorsement Chain of Command. The following is the endorsement chain for an FFPB conducted in the case of a MCFOP pilot:

(a) CG MAW.

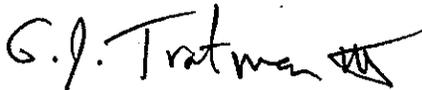
(b) CG MCRC.

(c) DC AVN.

6. Command and Signal

a. Command. This Order is not applicable to the Marine Corps Reserve.

b. Signal. This Order is effective immediately.



G. J. TRAUTMAN III
Deputy Commandant for
Aviation



R. E. MILSTEAD, JR.
Commanding General
Marine Corps Recruiting Command

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Print Form

HOLD HARMLESS AGREEMENT AND RELEASE FROM LIABILITY

I, _____, on my own behalf, in consideration
(Poolee/Applicants printed full name)

and for the purpose of _____
(Name of Event)

release liability to the United States Marine Corps, and all personnel, agents, or employees, therein, acting officially or otherwise; from any and all injuries incurred enroute, during, or returning from this activity. I acknowledge that this agreement is limited solely for the purpose of the aforementioned activity and binds the United States in no manner whatsoever. Furthermore, I attest that this agreement is entered into voluntarily and that I understand that participation in the aforementioned activity is also voluntary. I acknowledge that I have been provided the opportunity to ask questions as to any of the risks foreseeable in connection with the aforementioned activity and transportation connected to/from this activity, which will be on _____

(Date of Event)

This agreement has been explained as to the above terms, provisions, and statements and I hereby accept all the said terms, provisions, and statements listed above as my own unconditionally and voluntarily.

(Signature of Poolee/Applicant)

(Date)

PARENTS OR GUARDIANS AGREEMENT

To be used when poolee/applicant is a minor under 18 years of age. I/We hereby execute and subscribe to the above waiver as the parents or guardian of the named minor and consent to his/her being on the property, or using the indicated facilities on the stated military activity. I/We jointly and severally, for ourselves, our heirs, executors and administrators, agree to hold harmless the United States Marine Corps, its officers, personnel, agents and employees, acting officially or otherwise, against all suits, actions, claims, costs or demands, whether arising from sole or concurrent negligence or otherwise (including those resulting from death, personal injury and property damage) to which the United States, its officers, personnel, agents and employees may be subject by reason of being on the property or using the indicated facilities of the stated military activity for the activity described above.

(Printed Name of Minor)

Signature of (Parent or Guardian)

(Date)

EMERGENCY DATA INFORMATION

Notify	Address	Telephone
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Reset Form

MCFOP Pilot Flight Operations and Training Report

Report Symbol MC-3770-01

From: I. M. Aviator
To: Commanding General, Marine Corps Recruiting Command (OP),
3280 Russell Road, Quantico, VA 22134-5103
Via: Senior, Marine Corps Flight Orientation Program Pilot
Subj: MONTHLY FLIGHT OPERATIONS AND TRAINING REPORT FOR JANUARY
Ref: (a) MCO 3770.2A

1. Per the reference, the following flight information is submitted for flights in MCFOP aircraft only. Total times include all MCFOP flight information since assignment as a MCFOP pilot.

(a) Monthly

Aircraft Type	/	Day Flt Hrs	/	Night Flt Hrs	/	Inst Time
_____	/	_____	/	_____	/	_____
_____	/	_____	/	_____	/	_____

(b) Total Times

Aircraft Type	/	Day Flt Hrs	/	Night Flt Hrs	/	Inst Time
_____	/	_____	/	_____	/	_____
_____	/	_____	/	_____	/	_____

(c) Monthly Precision [Actual / Simulated]: _____ / _____

(d) Monthly Non-Precision [Actual / Simulated]: _____ / _____

(e) Landings: Day _____ Night _____

2. I certify that I am current for all annual and monthly requirements. The status of my required qualifications and training is as follows:

(a) Annual Formal Training: date received _____

(b) Instrument Ground School: _____ expires: _____

(c) Instrument Check Flight: _____ expires: _____

- (d) Meteorology Review: _____ expires: _____
- (e) CRM training: _____ expires: _____
- (f) Flight physical: _____ expires: _____
- (g) FAA physical: _____ expires: _____
- (h) ORM training: _____ expires: _____
- (i) AAOP monthly conference call: Y / N

3. If there are any questions or concerns, I can be contacted at telephone _____, e-mail _____, cell phone _____.

I. M. AVIATOR

**OPREP-3 SERIOUS INCIDENT REPORT (SIR) SAMPLE MESSAGE (Refer to
reference (d) for assistance)**

FROM: CO, _MCD
TO:
INFO: CG, MCRC
INFO: CMC, ASM
SUBJECT: OPREP-3SIR/M000201/001
MSGID/GENADMIN/CMC WASHINGTON DC PPO POC//
SUBJ/OPREP-3SIR/M000201/001 //
REF/A/DOC/CMC/XXXXXX2006//
REF/B/TEL/CDO I MEF/132000ZAUG2003//
NARR/REF A IS MCO ON OPREP-3SIR: SERIOUS INCIDENT REPORTS. REF B IS
VOICE REPORT SUBMITTED TO THE MCOC.//
POC/I. M. MARINE/GYSGT/X MCD ADJUTANT CHIEF/-/TEL:760-365-1234
/EMAIL:IMMARINE@MARINES.USMC.MIL//
GENTEXT/REMARKS/

1. WHILE PILOTING A ROUTINE ORIENTATION FLIGHT FOR TWO POTENTIAL APPLICANTS IN THE MARINE CORPS FLIGHT ORIENTATION PROGRAM, MAJOR MOTO AND CAPTAIN MARINE'S AIRCRAFT CRASHED INTO JOHNSON'S FIELD LOCATED 50 MILES DUE WEST OF CITY AND STATE. BOTH PILOTS WERE LICENSED BY THE FAA. THE NAME AND SERIAL NUMBER OF THE AIRCRAFT, TOOK OFF FROM NAME OF AIRPORT (ACRONYM FOR AIRPORT) LOCATED IN CITY AND STATE. MIDWAY THROUGH THE FLIGHT, THE FUEL GAUGE REPORTED THAT THE AIRCRAFT WAS OUT OF FUEL. THE AIRCRAFT'S ENGINES SHUTDOWN A CONSIDERABLE DISTANCE FROM ANY AIRPORT. CAPTAIN MARINE, WHO WAS PILOTING THE AIRCRAFT AT THE TIME, SPOTTED A FARMER'S FIELD THAT WOULD SUFFICE AS A LANDING AREA AND PROCEEDED TO CRASH LAND THE AIRCRAFT IN THAT FIELD. ALL INDIVIDUALS IN THE AIRCRAFT WERE WEARING THEIR SEATBELTS WHEN THE PLANE WENT DOWN. CAPTAIN MARINE SUCCESSFULLY LANDED THE PLANE BUT THE AIRCRAFT STILL RECEIVED DAMAGE TO THE LANDING GEAR TALLING \$40,000. NONE OF THE CIVILIAN PASSENGERS OR MARINES WERE SERIOUSLY INJURED ALTHOUGH MAJOR MOTO DID REPORT MINOR CHEST PAINS. EMERGENCY VEHICLES ARRIVED TO THE SCENE SHORTLY AFTER THE CRASH, TREATED ALL INVOLVED, AND TRANSPORTED EACH TO THE IDENTIFIED HOSPITALS.

2. 131245L AUG 03 (131945Z AUG 03)

3. PERSONNEL INVOLVED:

A. PILOT

- (1) CAPTAIN
- (2) I. M. MARINE
- (3) 3456
- (4) UNIT ORGANIZATON OR ADDRESS EXAMPLE MCRC, MCB QUANTICO
- (5) CAUCASIAN, MALE
- (6) SAINT MARY'S HOSPITAL, COMMERCE, VIRGINIA

B. PILOT

- (1) MAJOR
- (2) REAL TUFF'N MOTO
- (3) 2222
- (4) UNIT ORGANIZATON OR ADDRESS
- (5) HISPANIC, MALE
- (6) CHEST CONTUSION, SAINT MARY'S HOSPITAL, COMMERCE, VIRGINIA

C. PASSENGER

- (1) CIVILIAN
- (2) ME B. CANDIDATE
- (3) 3654
- (4) N/A
- (5) AFRICAN AMERICAN, FEMALE

- (6) SAINT MARY'S HOSPITAL, COMMERCE, VIRGINIA
- D. PASSENGER
- (1) CIVILIAN
 - (2) IMA REAL CANDIDATE
 - (3) 2585
 - (4) N/A
 - (5) CAUCASIAN, FEMALE
 - (6) SAINT MARY'S HOSPITAL, COMMERCE, VIRGINIA
4. DESIGNATION OF THE ORGANIZATION OR OFFICES, MILITARY AND CIVILIAN, CONDUCTING THE INVESTIGATION OR POINT OF CONTACT FOR INFORMATION.
5. HIGH MEDIA INTEREST IS PRESENT AT THIS TIME. X MCD PAO IS AT SCENE HANDLING ALL MEDIA QUERIES.
6. THE LOCAL PUBLIC AFFAIRS OFFICER AT DISTRICT HEADQUARTERS HAS BEEN NOTIFIED.
7. ALL CIVILIANS AND MARINES INVOLVED ARE BEING TREATED AT SAINT MARY'S HOSPITAL IN COMMERCE, VA. MAJOR MOTO WAS SLIGHTLY INJURED AND RECEIVED BRUISES TO HIS CHEST. ALL OTHERS WILL BE RELEASED AFTER ROUTINE TESTS HAVE BEEN COMPLETED. OVERALL PROGNOSIS FOR ALL INVOLVED IS GOOD.///

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REQUEST FOR MCFOP AND NON-TRAINING FLIGHT AUTHORIZATION

From: Grade/First/Middle/Last Name/Last Four SSN/MOS USMC
 To: Commandant of the Marine Corps for Aviation
 Via: (1) Commanding Officer, _____ Marine Corps District
 (2) Commanding General, _____ Recruiting Region
 (3) Commanding General, Marine Corps Recruiting Command
 (4) HQMC Aviation Manpower and Support

Subj: REQUEST FOR AUTHORIZATION TO FLY AS MARINE CORPS FLIGHT ORIENTATION PROGRAM (MCFOP) PILOT

Ref: (a) MCO 3770.2A
 (b) OPNAVINST 3710.7T

1. I certify that I have met all minimum flight and training requirements to conduct non-training and MCFOP flights with passengers per the references. I also certify that I have gained sufficient currency and proficiency to conduct safe and professional performance of such flights. Additionally, I agree to abide by the regulations, and not fly either MCFOP or non-training flights unless I maintain the required currency and proficiency per the references. Therefore, I request authorization to conduct such flights under the direction of reference (a).

2. My qualifications are as follows:

a. Total Military Flight Time: _____

Type Aircraft	Time in Aircraft	Date Last Flown
_____	_____	_____
_____	_____	_____
_____	_____	_____

b. Total Civilian Flight Time: _____

Type Aircraft	Time in Aircraft	Date Last Flown
_____	_____	_____
_____	_____	_____
_____	_____	_____

c. Military and Civilian Flight Leadership Designations.
 (i.e. Sec Ldr, Flt Ldr, WTI, TPC, CFI)

d. FAA Certificates Held / Expiration Date
 _____ / _____

FOR OFFICIAL USE ONLY

_____ / _____

- e. Instrument Card Expiration Date. _____
 - f. Class _____ (I / II) Medical Exp. Date. _____
3. I can be contacted at commercial _____ or DSN
_____, or e-mail.

I. M. AVIATOR

FOR OFFICIAL USE ONLY

From: Commanding Officer, _____ Marine Corps District
To: Distribution List

Subj: SAMPLE AIRCRAFT MISHAP PLAN - DISTRICT ORDER

Ref: (a) MCO 3770.2A MCFOP
(b) MCO 3504.2
(c) MCO P3040.4E CACO
(d) JAGINST 5800.7E

TAB: (A) Senior Officer's Guidance for an Aircraft Mishap
(B) Immediate Action Checklist
(C) Initial Notification Form
(D) Personnel to be Notified or Recalled
(E) Format for OPREP-3 Report
(F) Hold Harmless Agreement
(G) Federal Aviation Administration (FAA) and National
Transportation Safety Board (NTSB) Guidance/Contact
(H) FAA Notification Checklist/Message Example
(I) Pilot Qualification Summary

1. Purpose. This Order replaces District Order _____ and serves as the guide for initiating reports and investigative procedures in the event of a mishap involving aircraft used by _____ Marine Corps District (**XMCD**) personnel while conducting flight operations in accordance with the current Marine Corps Flight Orientation Program (MCFOP) order. In addition, it specifies the responsibilities of key District members in the event of an aircraft mishap in Order to provide the Commanding Officer with timely and accurate information regarding the circumstances surrounding the mishap and the status of the personnel involved.

2. Scope. This Order concerns responding, reporting and supporting a mishap involving aircraft utilized by **XMCD**. The references set forth requirements for various reports applicable to aircraft mishaps and prescribe procedures to be followed in the submission of these reports.

3. Mishap Responsibilities

a. XMCD Duty and/or Senior Officer on Deck

(1) When an aircraft mishap notification is received, activate the Aircraft Mishap Plan. Take action in accordance with Tabs (A) and (B) which provide further details on the Senior Member's responsibilities in the event of a mishap.

(2) Fill out the Initial Notification form using TAB (C).

(3) Activate the recall of key personnel per TAB (D).

b. District Adjutant

(1) Fill out the Initial Notification Form using TAB (C) if taking the initial notification call.

(2) Activate the recall of key personnel per TAB (D), if required.

(3) Ensure the OPREP-3 REPORT is completed within 24 hours and sent to higher headquarters, per reference (b). See TAB (E) for format.

(4) In the event of a death, activate the CACO Plan per reference (c). Ensure the CACO message, if necessary is released within 24 hours of notification.

c. District Public Affairs Officer. Assemble and brief key personnel on the situation and be prepared to assist the local Officer Selection Station with media handling procedures and responses.

d. Assistant for Officer Procurement

(1) Be prepared to assist the investigating officer for any Judge Advocate General Manual (JAGMAN) investigation, National Transportation Safety Board (NTSB), Federal Aviation Administration (FAA), Aviation Support Management Branch (ASM), or any other investigating authority with pertinent information regarding the **XMCD**, Marine Corps Flight Orientation Program (MCFOP) procedures, policies and practices per reference (d) as well as all flight records to include pilot qualifications, rental contracts, aircraft proof of insurance, and aircraft vendor point of contact.

(2) Assist the Senior Command member with determining the "who", "what", "where", "when", "how", and possible negative impact this may have on **XMCD** and the Marine Corps Officer recruiting effort.

e. Local Officer Selection Officer (OSO). If at the scene of the mishap, call 911 or Campus Police. Act as the liaison

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between the Campus Security, School Administrators and the local Fire and Police officials. **DO NOT** give out any detailed personal information about the pilot or any other person involved to the media (i.e. name, address, and phone number). **DO NOT** make any statements, give any opinions or derive any conclusions on behalf of the Marine Corps. Refer all media questions to the **XMCD** Public Affairs Officer. Gather as much information as possible and notify the Commanding Officer, **XMCD** of the incident immediately. Be prepared to provide the following information (use TAB (C)):

(1) Summary of mishap (i.e., crashed, midair collision, rolled over, etc.).

(2) Location of mishap in layman's terms (i.e. Olathe, Kansas, Johnson County Executive Airport).

(3) Time of occurrence (approximate).

(4) Status of aircrew and passengers if known (i.e., killed, injured, safe on deck).

(5) Pass the names, social security numbers, addresses, sex, dates of birth, and status of all individuals involved in accordance with the Marine Corps Enterprise Information Assurance Directive 011 - Personally Identifiable Information (PII), per reference (1). Refer to the Hold Harmless Agreement and Release from Liability.

f. Recruiting Station Commanding Officer. Establish a command post at the nearest Recruiting Sub-station to the mishap site in order to facilitate guidance from higher headquarters and any public affairs effort. No information is to be released from this Command Post until the Commanding Officer is briefed that the "Command Post is established and the Public Affairs personnel are present, briefed, and prepared with official statements." **This requirement will be at the discretion of the District Commanding Officer/Executive Officer.**

4. Release of Information. Except as provided for in this Order, no member of **XMCD** will release any information concerning the aircraft mishap. All inquiries will be referred to the **Xth** District Public Affairs Officer (PAO) at Commercial **(XXX) XXX-XXXX/XXXX**. In his absence, refer to District Adjutant at Commercial **(XXX) XXX-XXXX**.

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5. AMP Training. AMP training will be conducted annually. It will be given to all District Staff Officers, OSOs, OSAs, and the district Duty NCOs. The training will include a review of this Order and each member's roles and responsibilities. A review of the sequence of events from notification through reporting of a mishap will be accomplished during each training session. Casualty assistance training may be conducted in conjunction with this training.

6. Investigation. There are several investigations as a result of an aircraft mishap. External to the Marine Corps there will be the NTSB investigation or the FAA investigation. The NTSB is the primary investigative body should a fatality occur. The Federal Aviation Administration (FAA) will handle all investigations where bodily injury, aircraft or property damage occurs. The District AOP will be assigned to assist these agencies as required. See TAB (G) for current telephone numbers of the FAA and NTSB. TAB (H) is the FAA Notification Checklist. Internally, an investigating officer will be assigned by the District Commanding Officer to conduct a JAGMAN investigation. This officer will work independently of all other investigative agencies and will report his findings to the Commandant of the Marine Corps via the chain of command in accordance with reference (d). Additionally, an FFPB may be convened by DC, AVN to review the future administrative flight status of the pilot.

a. Release to Dependents. The investigating officer, the command, or other investigative personnel will not disclose mishap reports or any information from them to surviving dependents. Notification of next of kin, per reference (c), will not allude to any personal actions or other suspected reasons for the failure of equipment or facilities. Requests for such information by surviving dependents will be referred to the region command legal advisor or the NTSB. Any release of an investigation will be coordinated by the appropriate region Staff Judge Advocate.

b. Release to Aircraft Vendor. Under no circumstance will investigative personnel release mishap reports to aircraft contractors or other representatives, even though they may have participated or assisted in the investigation. Inquiries will be directed to the Region Staff Judge Advocate for any claims against the government.

7. Related Requirements. The occurrence of an aircraft mishap normally generates requirements in addition to the reporting and investigative requirements associated with references. These

potential requirements are listed by billet responsibility. Tabs (A) and (B) provide guidance and an Immediate Action Checklist for the Senior Officer to follow, which will ensure all required reports are completed within the specified time frame.

8. Action Officer. The Staff Action Officer for all policy regarding this plan is the Aviation Assistant for Officer Procurement (AAOP). He will ensure that annual training, lessons learned and policy review are implemented.

9. Certification. Reviewed and approved this date.

I. M. COMMANDING