

CHAPTER 6 AUSTRALIAN DEFENCE FORCE CURRENCY FLYING SCHEME

INTRODUCTION

6.1 The Australian Defence Force (ADF) Currency Flying Scheme (ACFS) is for ADF qualified pilots to maintain flying currency whilst posted to non-flying positions. The use of civilian registered General Aviation (GA) aircraft provides a cost-efficient method of supporting the ACFS outcome.

6.2 The ACFS objectives are to maintain ADF pilot flying skills and thereby enhance pilot performance on subsequent return to ADF flying duties, to maintain relevance of the pilot's knowledge of the contemporary aviation environment and to facilitate ADF pilot retention and motivation.

POLICY STATEMENT

6.3 Defence is to provide support to maintain ADF pilot flying skills through the ACFS.

SCOPE

6.4 This policy applies to qualified ADF pilots. It does not apply to Defence members who have obtained private civilian flying qualifications but are not an ADF-qualified pilot.

6.5 For the purpose of this Chapter, the Sponsor is the authority responsible for defining the required aviation outcome, receives or uses the outcome and is responsible for funding the related activities, processes, project or products required to safely achieve the outcome.

RESPONSIBILITIES

6.6 **Sponsor.** The relevant Service Chief is appointed the ACFS Sponsor for their Service. The Service Chief may further delegate Sponsorship to an appropriate Commander.

6.7 The Sponsor must ensure that ACFS use within each Service complies with all relevant financial, legal and safety requirements, including but not limited to:

- a. [Public Governance, Performance and Accountability Act 2013 \(PGPA\)](#)
- b. [Work Health and Safety Act 2011 \(WHS\)](#)
- c. [Aviation Accident Work Health and Safety Manual \(AAWHSMAN\)](#)

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6—2

- d. [Financial Manual \(FINMAN\)](#)
- e. [Defence Aviation Safety Regulations \(DASR\)](#).

ELIGIBILITY - PARTICIPATION CRITERIA

6.8 A Sponsor may approve participation in the ACFS for ADF pilots who are posted to a non-flying position and maintain a liability to fly.

6.9 The Sponsor may make participation decisions regarding ADF pilots undertaking long service leave or leave without pay, noting that future employment in a designated flying position could be expected to occur.

6.10 A Sponsor may only approve ACFS participation for an ADF pilot posted outside Australia if the aircraft intended for use are operated under the oversight of a Defence Aviation Authority recognised National Airworthiness Authority (NAA).

6.11 ADF pilots who tender their resignation must cease ACFS participation effective from the date such notification is provided.

6.12 Any costs incurred by the Commonwealth after ACFS eligibility has ceased will be recovered from the individual.

EXPENDITURE - APPROVED EXPENDITURE

6.13 The following items or charges are considered approved expenditure under the ACFS:

- a. hire costs for aircraft, including the cost of an instructor for dual flight
- b. hire cost for CASA approved flight simulators
- c. administration costs for the issue or renewal of a civilian pilot's licence
- d. training courses for type endorsements
- e. training courses for multi-engine licence endorsements
- f. training courses for instrument ratings
- g. training courses for navigation aid endorsements
- h. training courses for flying instructor ratings
- i. training courses for Global Positioning Satellite navigation qualifications

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6—3

- j. training materials, including online packages or documentation, that support required training outcomes
- k. landing, en route and instrument approach fees
- l. the cost of In Command Under Supervision time
- m. biennial flight test review
- n. Instrument Rating Examination fee, Command Instrument Rating and renewal flight test fee
- o. administration costs only for annual CASA medical
- p. costs for initial or renewal of ASIC/AVID identity card
- q. aeronautical information publications (En route Supplement Australia, Departure and Approach East/West, En route Chart, Terminal Area Chart etc). If required, CAO, CASR and CAR should be sourced and printed from CASA website.

6.14 **Expenditure exclusions.** Specific expenditure exclusions include, but are not limited to:

- a. flying clothing and clothing related items such as gloves
- b. civilian sourced aviation medical examination fees, only if Defence is unable to provide the required examination
- c. the cost of travel to and from airports where currency flying is to be undertaken, including airport parking
- d. the purchase of aviation headsets
- e. aircraft repairs.

GOVERNANCE

6.15 **ACFS review group.** The ACFS review group meets annually to review current Aviation Safety Reports, review and amend the ACFS policy and review this policy as required. Each Service informs the ACFS review group on the funding, scheme participation and outcomes.

6.16 The ACFS group includes (delegates may represent):

- a. Air Force ACFS Sponsor (Chair)
- b. Army ACFS Sponsor

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6—4

- c. Navy ACFS Sponsor
- d. Director Defence Aviation and Air Force Safety (DDAAFS)
- e. Director Airworthiness Coordination and Policy Agency (DACPA)
- f. Defence Insurance Office representative
- g. Defence Legal representative.

Sponsor: CAF

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ROYAL AUSTRALIAN AIR FORCE

OFFICE OF THE CHIEF OF AIR FORCE

s47E(d) [REDACTED], PO Box 7902, CANBERRA BC ACT 2610

CAF Directive 007/17

AC1848787

CHIEF OF AIR FORCE DIRECTIVE

AIR FORCE ADF CURRENCY FLYING SCHEME MANAGEMENT – DELEGATION OF AIR FORCE SPONSORSHIP TO ACAUST

Reference:

Brief – CAF – ADF Currency Flying Scheme Management Review of Apr 17 (AC1850985)

INTRODUCTION

1. Reference agreed to re-establish the ADF Currency Flying Scheme (ACFS) under MILPERSMAN and that each Service Chief would be appointed as the ACFS Sponsor for their individual Service. The Sponsor is responsible for defining the required aviation outcome, receives or uses the outcome and is responsible for funding the related activities, processes, project or products required to safely achieve the outcome.

PURPOSE

2. The purpose of this directive is support ACFS within Air Force as a Raise, Train, Sustain (RTS) activity by delegating my Air Force ACFS Sponsor responsibilities to Air Commander Australia (ACAUST). This delegation dovetails with ACAUST's operational airworthiness (OPAW) responsibilities, affording a one-stop-shop management for Air Force participation in the ACFS.

POLICY

3. The following direction is provided: ACAUST will act on my behalf as the Air Force ACFS Sponsor, assuming all ACFS responsibilities.

IMPLEMENTATION

4. This directive is effective immediately and will remain current until withdrawn.

5. Addressees are to ensure widest dissemination.

s22 [REDACTED]

Digitally signed
by gavin.davies
Date: 2018.04.09
08:21:34 +10'00'

GN Davies, AO, CSC
Air Marshal
Chief of Air Force

Apr 18

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ADF CURRENCY FLYING SCHEME – RAAF

INTRODUCTION

1. The Military Personnel Manual ([MILPERSMAN](#))¹ establishes an Australian Defence Force (ADF) Currency Flying Scheme (ACFS) as a cost-efficient method that supports ADF Raise, Train, Sustain (RTS) activities by allowing eligible ADF pilots to maintain a level of aviation skill using non-defence registered aircraft (NDRA).
2. The ACFS objectives are to maintain ADF pilot flying skills and thereby enhance pilot performance on subsequent return to ADF flying duties; to maintain relevance of the pilot's knowledge of the contemporary aviation environment; and to facilitate ADF pilot retention and motivation.

AIM

3. The purpose of this Instruction is to detail the management of RAAF pilot participation in the ACFS, and to ensure compliance with MILPERSMAN and the Defence Aviation Safety Regulation for non-Defence Registered Aircraft (DASR NDR).

AUTHORITY

4. The authority for this instruction is Air Commander Australia (ACAUST).

SCOPE

5. This instruction applies to all RAAF pilots.

RECORD OF CHANGES

6. A record of changes document ([BP48731704](#)) details former text, revised text and rationale for this amendment.

DEFINITIONS

7. The terms used in this instruction are defined in the [DASP Manual](#) – Glossary of Terms.

GOVERNANCE

Roles and Responsibilities

8. **Sponsor.** ACAUST is delegated by CAF as the Sponsor for RAAF ACFS.²

¹ [MILPERSMAN Part 8 Chapter 6 Australian Defence Force Currency Flying Scheme](#)

² [CAF Directive](#) 007/17

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2

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9. **Approval Authority.** A9 DD FOAS is delegated as the RAAF ACFS Approval Authority for determining a RAAF applicant's participation in, and scope of use of, the ACFS on behalf of the Sponsor.³

10. **Coordinator.** The RAAF ACFS Coordinator is responsible for the day-to-day management of the ACFS, budget allocations, and reviews.

11. **Appeals.** Where an application or scheme-use proposal is not approved by the Approval Authority, an appeal may be made to DACAUST for further review.

Eligibility

12. **MILPERSMAN** states that participation in the ACFS is for ADF pilots who are posted to a non-flying position and maintain a liability to fly.

13. A non-flying position is considered a position that is not entitled to Flying Disability Allowance (FDA) and where the applicant does not maintain flying currency on an ADF aircraft type.

14. Maintenance of a liability to fly is considered met when an applicant is paid under the Officer Aviation Command Pathway and there is an expectation that they will return to a designated flying position.

15. RAAF Balloon pilots are eligible to participate in the ACFS.

16. Pilots on long service leave or leave without pay may be considered for participation.

17. Participants are not eligible to accrue additional leave due to ACFS participation.

18. Members of the ACFS become ineligible upon the tending of their resignation.

19. **Waiver.** The Approval Authority may approve a waiver for applicants who are not directly eligible for ACFS participation if a significant benefit to Air Force can be demonstrated.

20. **Cessation.** Members are responsible for monitoring ongoing eligibility and notifying the ACFS Coordinator when they no longer meet the requirements, or no longer intend to participate even if they remain eligible.

Applications

21. Eligible ADF pilots must apply for access to the ACFS. Note, although applicants may meet the above eligibility criteria, participation in the ACFS is not an entitlement.

22. Applications must include the following details:

a. The applicant's current posting and confirmation that this position is not entitled to FDA;

³ 180418-e-mail.s47E(d) /Many - ACFS Approval Authority delegation decision required (BI745388)

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3

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- b. Applicants are to articulate when they expect to return to ADF flying to ensure there is a capability link between expenditure of Commonwealth Funds and the ACFS;
 - c. A description of how the applicant intends to use the ACFS and the associated capability benefit to Air Force from the applicant's participation in the ACFS; and
 - d. Supervisor endorsement of the applicant's participation in the ACFS.⁴
23. Applicants subject to flying-related adverse administrative action or sanctions must inform the Approval Authority, and provide supporting information from their previous Flying Supervisor to assist in the assessment of their application.
24. ACFS participants are considered to be on duty while conducting scheme-funded activities. Where practicable, ACFS flying should occur during normal duty periods vice weekends or periods of approved leave. Therefore, applicants should discuss the requirements of scheme participation with their supervisor, and receive in-principle approval to participate.
25. Applicants must record (e.g. email) their supervisor's endorsement for their participation in the ACFS and any in-principal time away from normal duties as a result of the associated flying training. The supervisor is not required to endorse the actual application form.
26. If an applicant has not held a Category C – Aircraft Captaincy, they must include the details of a qualified ADF Flying Supervisor who will be expected to provide flying supervision IAW the Safety Section of this SI.
27. To apply for participation in the ACFS, complete the ACFS application form ([BI871884](#)), and email it to the [ACFS inbox](#).

ADMINISTRATION

Using the Scheme

28. **Website.** All forms, agreements or other guidance material that may be referred to in this instruction are available from the HQAC A9 ACFS RAAF website.
29. **Email.** All ACFS correspondence should be directed to the ACFS inbox (s47E(d)).
30. **Objective.** The ACFS Coordinator will designate an objective folder for each RAAF ACFS participant for the storage of all correspondence, approvals and financial receipts.

Funding

31. There is no entitlement to a particular level of funding; participants are supported according to their need, and to the best ability of the scheme's budget while ensuring its sustainability for others.

⁴ Supervisor endorsement should be recorded by the applicant (e.g. email), and referenced in the application. The supervisor is not required to endorse the actual application form.

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4

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32. Funding in excess of \$8000 per annum will require DD FOAS approval.
33. When planning scheme use, participants should aim for an even spread of allocated funds across their eligibility period. Allocations will be granted on a periodic basis, nominally quarterly, in accordance with participants' approved plans. Approval for consolidated spending to support a training plan or bulk flying will be considered where it enhances the benefit to the scheme.
34. The ACFS Coordinator should be contacted for advice and assistance if contemplating use of the scheme for Duty travel.
35. Value for money is a prime concern for the sustainability of the budget. Participants should not hire an aeroplane or simulator that has a wet hire cost, i.e. total hire cost including fuel, greater than \$1000 per hour. Requests for activities that exceed \$800 per hour require a submission describing the benefit to Air Force for approval by the ACFS Approval Authority.
36. Prior to expending funds, participants must submit an AE643 for funding approval. The ACFS Coordinator will advise the participant of the approved funding allocation. Under the provisions of Commonwealth Procurement Regulations (CPR), verbal approval may be given where completion and approval of the AE643 is not practical. In these cases, the AE643 is to be completed as soon as practical after the activity noting details of the verbal approval.

Expenditure

37. ACFS expenditure guidelines are specified in [MILPERSMAN Part 8 Chapter 6](#) and administered by the ACFS Coordinator.
38. Access to Defence-provided medical services for a CASA medical certificate examination is provided IAW [AC SI\(OPS\) 01-39 Aviation Medical Requirements](#). ACFS funds may be used for civilian-sourced examination fees if Defence medical services are unable to, or necessitate a material delay in receiving the required medical examinations.
39. Although excluded from payment using ACFS funds, members may approach their chain of command for the provision, at unit discretion, of travel expenses associated with approved ACFS activities from unit funds.
40. A Defence Purchasing Card (DPC) is essential for participation in the ACFS and is the preferred method of payment. Cash transactions (cash advances on the DPC) or transfer of funds to supplier's accounts using the DPC are prohibited.
41. Where use of the DPC is not possible or practical, or the transaction is incomplete, members may use personal credit cards and request reimbursement via the [MiFi system](#).⁵
42. Under exceptional circumstances, and only with the approval of the ACFS Coordinator, service providers may be established (registered in ROMAN) as a 'Supplier to Defence' which will enable direct invoicing for ACFS approved activities where other payment options are not possible.

⁵ <http://drnet/dfg/Services-Guidance/MyFi-Support/Pages/MyFi-Guidance.aspx>

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43. **Supplementing duty travel.** ACFS funds are not to be used to fund the total hire costs of a light aircraft for Duty travel, only to supplement the cost. The total value of equivalent travel by normal means must be paid from unit travel funds, with any remaining balance being paid through the ACFS. (If carrying passengers, total travel entitlement of all passengers, plus the pilot, is to be used before supplementing costs with ACFS funding.) Separate invoices will be required for each component. Failure to source separate invoices may result in an expenditure breach, which would be resolved appropriately as detailed later.

44. **Tracking Expenditure.** Participants are responsible for ensuring their expenditure does not exceed approved amounts.⁶ If the approval is overspent, participants should negotiate with the vendor to defer payment until financial approval can be obtained. If immediate payment is required, participants may pay the account provided but must advise the ACFS Coordinator as soon as possible by submitting an additional AE643.

45. **Expenditure Breaches.** Any expenditure beyond that approved by the ACFS Coordinator could be considered a Certificate of Compliance Breach. The ACFS Coordinator is responsible for determining the course of recovery action for expenditure breaches in accordance with FINMAN2. This may make the participant liable and the amount could be pursued as a debt owing to the Commonwealth.

46. **Reporting.** ACFS participants must provide the ACFS Coordinator with:

- a. a quarterly activity report of ACFS hours and expenditure
- b. an annual activity report within 30 days of EOFY
- c. an activity report within 30 days of becoming ineligible for the scheme.

Legal

47. When under airborne instruction or training from a civilian provider, the insurance and excess liability resides with that provider. When a participant acts as the Pilot-In-Command (PIC), the insurance policy liability resides with the provider and the excess liability with Defence.

48. **Hire Agreement.** The Office of the General Counsel–Defence (OGC–D) has produced a mandatory use Hire Agreement (HA) template that meets Defence’s obligations⁷ and suitably protects ACFS participants and Defence in the event of an incident or accident when acting as the PIC.

49. The ACFS Approval Authority is the delegate for approving a HA and must:

- a. be a Section 23 Commitment Approver.

⁶ This should not override safety decisions. See Safety section later in SI.

⁷ As required under the Public Governance, Performance and Accountability (PGPA) Act 2013

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6

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- b. not sign an agreement where the highest excess exceeds their delegation limit as per FINMAN 2 – Financial Delegations, part A, Division 1, Schedule 1, Part 1.
50. The minimum insurance amount should be at least \$5M and ideally as high as \$10M.⁸ If \$5M cannot be offered by the aircraft provider, the insurance must cover the replacement cost of the aircraft as a minimum amount.
51. The standard validity period for HA is 12 months. Longer periods may be approved where mutually agreed between the Supplier and Delegate.
52. Only one HA is required for each aircraft hire provider. The availability of extant HA can be checked with the ACFS Coordinator.
53. Due to differing insurance arrangements outside Australia, the standard HA is not available for use by overseas participants in the Scheme.
54. ASIC. ACFS members are encouraged to obtain an ASIC. However, Defence personnel are exempt from the civil requirement to carry an ASIC at security controlled civil aerodromes provided: the member is on duty and involved in the operation of an aircraft or supporting the operation of an aircraft; is in uniform or other role appropriate clothing, and displays proper Defence identification.⁹ Therefore, members who do not hold an ASIC may wear issued flying clothing when engaging in ACFS activity.

Defence Support

55. Participants may access Defence aerodromes, including use of an aerodrome for training purposes, e.g. circuits; however, the participant must comply with any prior permission requirements. If local training is planned, prior coordination with the relevant ATC unit must also be conducted to ensure desired outcomes may be achieved.

SAFETY

56. **Unforeseen circumstances.** There may be times (due weather or ATC requirements) where flights are unavoidably extended and the costs exceed the approved amount. While reasonable attempts should be made to remain within the approved funding, safety outcomes must not be compromised to meet a budget.
57. **Flying supervision.** Participants in the ACFS are largely self-supervising, utilising the aircraft operator's FMS. Notwithstanding, members are to disclose any factors that could potentially compromise Suitability For Flight to the ACFS Coordinator or Approval Authority, as would occur in normal operations on an RAAF flying squadron.
58. For members who have not held a Category C – Aircraft Captaincy, or for any other reason as determined by the ACFS Approval Authority, additional supervision by a qualified ADF Flying Supervisor is required. The level of supervision will be determined between the

⁸ 180618 - e-mail - s47E(d) /Many - Army revised ACFS Hire Agreement ([BI710895](#)).

⁹ Aviation Transport [Security Regulations](#) 2005 Part 3 regulation 3.06 / GPA GEN 1.2 para 1.10.1

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7

AC SI(OPS) 01-30

Approval Authority, the member, and the Flying Supervisor. This supervision will ensure that personnel in the ACFS operate with equivalent levels of safety to RAAF flying operations.

59. **Flight Authorisation.** ACFS members must 'self-authorise' per DASR ORO.30(a)3(ii)a. A self-authorisation checklist is at Annex A.

60. **Safety Reporting.** Immediately advise the ACFS Coordinator or Approval Authority of any safety occurrence that will be reported to the ATSB or the ADF.

61. s47E(d)

62. In addition to civil reporting requirements, an ASR must be submitted within Sentinel for any routine aviation safety event (as defined in DASA policy and IAW DASM requirements) involving Defence personnel operating under this Instruction.

Aircraft Refuelling

63. Defence is cognisant of the risks associated with the handling of even the smallest amounts of fuel. All ACFS personnel conducting aircraft refuelling must comply with [CAO 20.9 Air service operations — precautions in refuelling, engine and ground radar operations](#) and any local operating procedures.

64. **Mandatory Training.** ACFS participants are required to have completed the Hazardous Chemicals Awareness Course (212980) available via [Learn eXcel Perform \(LXP\)](#) with the associated proficiency code (P114574) recorded in PMKeyS. Other training courses which become applicable will be advised by the ACFS Coordinator as required.

65. **PPE.** All personnel working with hazardous chemicals, including fuel products, must be provided with and wear suitable PPE IAW [AFSAFETYMAN](#) Part 3 chapter 16 – Personal Protective Equipment. ACFS participants are required to take all reasonably practical steps to safeguard their own health and safety, and the safety of others in the workplace. Individuals conducting ACFS aircraft refuelling must wear the following PPE:

- a. skin protection – long sleeve clothing, or Defence issued flying suit with sleeves rolled down
- b. eye protection

¹⁰ DASM, Edition 3, Part 2 Chapter 1, Aviation Safety Events – Reporting and Notification Requirements

¹¹ www.atsb.gov.au/aviation-reporting-requirements

¹² DASM, Edition 3, Part 2, Table 1-1

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8

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- c. fuel resistant gloves.

GENERAL REQUIREMENTS

Pilot Controls

66. ACFS participants must:
- a. hold current and appropriate civil aviation licences, endorsements and ratings relevant to the aircraft type and operation to be conducted.
 - b. operate solely under the relevant Civil Aviation Safety Regulations (CASR), or equivalent, for the type of aircraft and operation.
 - c. operate within the scope of an Approved Agreement for Hire for flights where an ACFS participant will be the PIC of an aircraft.
 - d. log flying times in accordance with civil requirements in the member's Defence flying logbook.
 - e. conduct an ACFS flight with a minimum of VFR SARTIME for arrival at their planned destination, except for local flights operated within the circuit area. A VFR flight note does not meet this requirement.
 - f. when considering crew duty limitations, include the impact of any duty in their regular role accrued prior to conducting an ACFS activity.

Carriage of Passengers

67. The carriage of passengers in ACFS aircraft is restricted to mission essential personnel that are:
- a. Defence personnel required to travel on the aircraft for duty.¹³
 - b. Civilian instructional staff required to perform supervision and assessment for the attainment of a requisite license or appropriate endorsement.
68. To carry a Defence passenger, the ACFS participant must:
- a. hold a current civilian Commercial Pilots License (CPL)
 - b. provide the ACFS Coordinator with written approval of the passenger's Supervisor for occasions of duty travel (email is sufficient).

¹³ May include mutual flights of ACFS members with prior approval from the Approval Authority.

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AIRCRAFT OVERSIGHT REQUIREMENTS

CASA

69. Aircraft operated under CASA oversight must:
- a. be within the scope of a valid Air Operator's Certificate or Part 141 Certificate
 - b. have a current Type Certificate, or equivalent document for the aircraft type/class
 - c. have a system of maintenance approval, or equivalent document.

Recreational Aircraft – Australia (RA-Aus)

70. Light sport aircraft operated under RA-Aus oversight include the following restrictions¹⁴¹⁵:
- a. the aircraft are:
 - (1) classified Group A under the RA-Aus Operations manual (three-axis controlled)
 - (2) a production aircraft holding a type certification
 - (3) a powered aircraft and have been issued a Special CoA
 - b. operated by an RA-Aus approved flight training facility
 - c. ACFS participant must hold a valid RA-Aus Student Pilot or higher level Certificate
 - d. passengers are limited to mutual ACFS participants and mission essential civilian instructional staff.

Australian Warbirds Association Limited (AWAL)

71. Limited category aircraft operated under AWAL oversight include the following restrictions:
- a. the aircraft:
 - (1) has a valid Special (limited category) CoA
 - (2) is assigned a limited category permit index of 0¹⁶

¹⁴ Minute DACPA of 17 Dec 14 ([AB20724951](#))

¹⁵ [Project SS 99/05](#) - CASR Part 149 Approved Self-Administering Aviation Organisations

¹⁶ [CASA Advisory Circulars - AC 21-25 Limited Category Aircraft - Permit Index](#)

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10

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- (3) is operated according to requirements set by Australian Warbirds Association Limited (AWAL)
- (4) is maintained by a CASA approved maintenance organisation that hold the appropriate approvals¹⁷
- b. the ACFS participants must
 - (1) have Flying Membership with AWAL
 - (2) be appropriately licenced by AWAL
- c. passengers are limited to mutual ACFS participants and mission essential civilian instructional staff.

Gliding Federation Australia (GFA)

72. Gliding operated under [GFA](#)¹⁸ oversight include the following restrictions:
- a. gliders are maintained and operated according to GFA and CASA requirements
 - b. ACFS participants must:
 - (1) be a full member of a GFA Gliding Club
 - (2) hold appropriate licence and certificates issued by GFA
 - c. passengers are limited to mutual ACFS participants and mission essential civilian instructional staff.

Foreign Civil Airworthiness Authority (CAA)

73. ACFS participation for a pilot posted outside Australia may be approved if the aircraft intended for use are operated under the oversight of a Defence Aviation Safety Authority recognised Civil Airworthiness Authority (CAA).¹⁹

74. Requests to operate foreign registered aircraft must demonstrate to the ACFS Approval Authority that the NDRA are operated with an equivalent level of regulation and safety oversight to that provided by CASA for similar operations.

Aircraft owned by Defence personnel

75. ACFS participants may operate an aircraft that they own, part own or source from a commercial organisation in which they or their next of kin hold an interest. In this

¹⁷ [CASA Advisory Circulars - AC 21-05 Limited Category Aircraft - Certification](#)

¹⁸ CASA provide oversight of GFA is a [self-administering organisation](#).

¹⁹ <https://dasa.defence.gov.au/aviation-authority-recognition>

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11

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circumstance, the owned aircraft is exempt from operating under an AOC, however, the aircraft must:

- a. have a valid Standard CoA²⁰
- b. be civilian registered
- c. comply with other CASA requirements that may apply
- d. be approved for use within the ACFS by the Approval Authority.

76. When using own aircraft, participants may use ACFS funds to pay for fuel, landing fees, airway charges, Glider towing fees and other reasonable costs for operating the aircraft. In determining 'reasonable costs' the participant must prepare a schedule of costs for comparison between their aircraft and an equivalent aircraft hired from a civilian company for consideration by the ACFS Approval Authority as part of the approval process.

RESTRICTIONS, EXCLUSIONS AND SPECIAL APPROVALS

77. **Restrictions.** ACFS participants must not:

- a. flight plan as 'Military' (ACFS operates using civil aircraft and do not operate state aircraft)
- b. carry internal cargo other than personal or any passengers' personal baggage
- c. undertake flying for charity, display or public relations purposes
- d. conduct flights as PIC when utilising the Scheme overseas.

78. **Exclusions.** The following aircraft categories are prohibited for use in the ACFS:

- a. aircraft that have a Maximum Takeoff Weight (MTOW) greater than 5700 kg
- b. [experimental aircraft](#)
- c. [gyroplanes](#)
- d. [hang gliders, paragliders and powered parachutes](#)
- e. [ultralight](#) and weight shift microlight aircraft
- f. restricted or similar aircraft
- g. lighter than air aircraft (balloons).

²⁰ Standard CoA are issued under CASR 21.176.

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12

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79. **Special Approval.** Use of the following aircraft categories require specific approval from the Approval Authority:

- a. aircraft simulators
- b. float planes
- c. helicopters.

Annex:

- A. Self-authorisation checklist

Related orders, instructions and publications

Military Personnel Manual ([MILPERSMAN](#))

Defence Aviation Safety Regulations ([DASR](#))

Defence Aviation Safety Manual ([DASM](#))

Aviation Accident Work Health And Safety Manual ([AAWHSMAN](#))

Air Force Safety Manual ([AFSAFETYMAN](#))

Public Governance, Performance and Accountability Act 2013 ([PGPA Act 2013](#))

[Work Health and Safety \(WHS\) ACT 2011](#)

Financial Manual ([FINMAN](#))

[AC SI\(OPS\) 01-41](#) *Aviation Operations Regulations*

SPONSOR: HQAC A9 – Director Maintenance and Airworthiness

DESK OFFICER: HQAC A9 – Deputy Director Flight Operations and Aviation Safety

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ANNEX A TO
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ACFS SELF-AUTHORISATION CHECKLIST

Licencing and experience

- Appropriate qualifications, endorsements and ratings
- Flight review
- Currency requirements
- Experience on type considerations
- Applicable membership

Pilot

- Medical fitness to fly
- Fatigue considerations
- Nutrition and hydration
- Personnel equipment considerations
- Preparation and self-assessed ability

Aircraft

- Fuel requirements
- Weight and balance
- Aircraft performance
- Familiarity with aircraft systems e.g. avionics
- Aircraft serviceability and maintenance requirements
- Suitable survival equipment

Flight planning

- Weather considerations
- Potential icing
- NOTAMs
- Obstacles
- Airspace considerations
- Maps and charts
- Electronic flight bag and redundancy plan
- Flight plan
- SARTIME

External pressures

- Allowance for delays
- Plans in case of diversion

Risk assessment

- Any specific risk considerations
- Application of the seven step risk management principle

VOL 1 AL NN/YY
DD MMM YY

**Standing Instructions (Aviation) Operations****SI(AVN) OPS 1-422**

1-422 USE OF ADF CURRENCY FLYING SCHEME BY ARMY PERSONNEL

DASR.NDR.05(a), 10, DASR.ORO.30(a)(3)(ii)(b)

1-422.1 Introduction

- a. The ADF Currency Flying Scheme (ACFS) exists to provide currency flying for ADF pilots posted to non-flying positions. The use of Non-Defence Registered Aircraft (NDRA) provides a cost-efficient method of supporting the ACFS objectives, which are to:
 1. Maintain pilot flying skills and thereby enhance pilot performance in anticipation for their subsequent return to Army flying duties,
 2. Maintain the pilot's knowledge of the contemporary aviation environment, and
 3. Facilitate the retention of key personnel with desirable skills and experience.
- b. COMD AVNCOMD has been delegated ACFS sponsorship for Army.

1-422.2 Aim

- a. This instruction prescribes the OPAW and administrative responsibilities of an Army ACFS participant in order to safely operate NDRA while maintaining proficiency, aircraft handling and aeronautical experience.

1-422.3 Applicability

- a. Under the authority of CA Directive 17/2021 – *Appointment of Army Military Air Operator – Accountable Manager (MAO-AM)*, this instruction applies to all Army participants in the ACFS.

1-422.4 Flying Safety and the Army ACFS

- a. Participants in the ACFS are largely self-supervising, utilising the aircraft operator's FMS. Entry to the scheme will be managed by the ACFS Coordinator, with additional controls beyond normal civilian requirements in order to ensure that Defence personnel operate with equivalent levels of safety to their operational types. This may include placing flight restrictions or increased supervision requirements on pilots with low experience levels.

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Standing Instructions (Aviation) Operations

SI(AVN) OPS 1-422

- b. In order to maximise proficiency whilst on the scheme, pilots are to avoid multiple type endorsements and are to concentrate on flying one helicopter type and/or one aeroplane type. In order to improve experience on type, participants should consider additional ratings such as night VFR, instrument rating, sling load endorsement, hoist endorsement, and instructor ratings.

1-422.5 Requirements for Participation in the ACFS

a. Participation Criteria.

1. A pilot may be approved as a participant in the ACFS when they:
 - i. Are posted to a non-flying position, and
 - ii. Not afforded the opportunity to maintain currency on an Army aircraft.
2. A pilot is not approved as a participant in the ACFS when they:
 - i. Are on leave without pay, or
 - ii. Tender their resignation.
3. Army pilots on any other form of extended leave may be considered as a participant in the ACFS by the Army ACFS Coordinator.
4. Any costs incurred by the Commonwealth after ACFS eligibility has ceased will be recovered from the individual.
5. Army pilots posted outside Australia may be approved as a participant in the ACFS for the use of aircraft flight simulators.

b. Application and Renewal Process.

1. Army pilots who meet the participation criteria may apply via the [Army ACFS Website](#) for consideration to join the Army ACFS. The Army ACFS Coordinator will nominally approve Army ACFS participants; however, where there are any concerns as to the suitability of an Army ACFS applicant, the application is to be referred to DCOMD AVNCOMD for approval.
2. When approving new Army ACFS participants the Army ACFS Coordinator is to consider the ACFS eligibility criteria, the member's aviation experience, and the Army ACFS budget. The ACFS Coordinator will then approve an appropriate ACFS training plan and financial allocation.



Standing Instructions (Aviation) Operations

SI(AVN) OPS 1-422

3. Continuing Army ACFS participants are to submit their ACFS training plans to the Army ACFS Coordinator by 30 June each year. Once the plan has been approved, an allocation of funds will be provided to the participant.
 4. A review of allocated funds will occur at the end of each financial quarter and redistribution of funds may occur depending on the needs of the Scheme. Participants can expect that the month of June will be a non-expenditure month due to end of year financial processing requirements.
- c. **General Requirements.** When an Army pilot, in the course of their duties, safely operates an NDRA (oversighted by CASA) they are acting as an agent of Defence and, therefore, they are required to:
1. Hold a current and appropriate civil aviation licence, endorsements, and ratings relevant to the aircraft type (FW/RW) and for the operations to be conducted¹:
 1. **AMC NDR.10.A.2.a.**
 - i. Without passengers² – current and appropriate civil aviation licence (Private Pilot Licence as a minimum³).
 2. **ADF pilots occupying a crew seat (whether licensed/endorsed or not) are considered to be crew, not passengers.**
 3. **ACFS members who do not hold a minimum of PPL may seek approval from the Army ACFS Coordinator to operate an aircraft for the express intent of completing flying training to be awarded a PPL.**
 - ii. With passengers:
 - A. Fixed Wing (FW) – Private⁴ Pilot Licence – Aeroplane (PPL(A)) and previously held a military CIR and hold a current Private Instrument Flight Rules (PIFR) rating.
 4. **The reduction in the requirement to hold a CPL(A) recognises the quality of training and experience obtained by the Army pilot and is equivalent to the skill set of a non-Army qualified pilot needing to hold a CPL(A) and CIR to carry passengers.**
 - B. Rotary Wing (RW) – Commercial Pilot Licence – Helicopter (CPL(H)) and previously held a military helicopter CIR.



Standing Instructions (Aviation) Operations

SI(AVN) OPS 1-422

2. Operate within the scope of a valid CASA Part 141 Certificate or Air Operator's Certificate (AOC) for training flights⁵;
 5. **AMC NDR.10.A.2.b.**
3. Operate within the scope of an Approved Agreement for Hire⁶ located on the [Army ACFS Website](#) for flights where an Army ACFS participant will be the Pilot-In- Command of an aircraft;
 6. **Extension of AMC NDR.10.A.4 where the aircraft need not operate under an AOC however, it is to have a valid CASA Standard Certificate of Airworthiness, civil registration and not included in the list of aviation activities at para 18.e.**
4. Log flying times in accordance with CASA requirements and enter them into PEX – My Workbook – Logbook (certification of those times will be performed by the Army ACFS Coordinator)⁷;
 7. **AMC NDR.10.A.2.c.**
5. Operate solely under the relevant Civil Aviation Safety Regulations (CASR) or equivalent for the type of aircraft and operation⁸;
 8. **AMC NDR.10.A.2.d.**
6. Hold a current and appropriate civil aviation medical certificate issued by CASA (Class 2 as a minimum);
7. Satisfy the currency requirements of CASA regulations and orders appropriate to their licence(s) and rating(s);
8. Meet the requirements of CASA regulations and orders for minimum time between alcohol intake and flying duties;
9. Comply with the crew duty limits specified in CASA regulations and orders;
10. Only operate an aircraft in accordance with the privileges and limitations of their licence as specified in CASA regulations and orders;
11. Only operate an aircraft in accordance with the limitations and conditions described in the aircraft operating instructions or flight manual;
12. Carry and display an Aviation Security Identification Card (ASIC) when required by CASA regulations;
13. Conduct an ACFS flight with a minimum of VFR SARTIME for arrival at their planned destination (except for local flights operated within the circuit area);

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Standing Instructions (Aviation) Operations

SI(AVN) OPS 1-422

14. Immediately advise the Army ACFS Coordinator of any potential claim from the aircraft provider, insurer, or third party resulting from loss or damage alleged to arise from the action of the ADF pilot(s);
 15. Immediately advise the Army ACFS Coordinator of any safety occurrence that will be reported to the ATSB and/or the ADF;
 16. Submit an Aviation Safety Report for any safety occurrence as defined in the Defence Aviation Safety Manual; and
 17. Submit a report for any safety occurrence as defined on the ATSB website at www.atsb.gov.au.
- d. **Carriage of Passengers.** The carriage of passengers is restricted to mission essential personnel that are⁹:
9. **AMC NDR.10.A.1.b.**
 1. Required to travel on the aircraft for duty, or
 2. Civilian instructional staff required to perform supervision and assessment for the attainment of requisite civil license and/or appropriate endorsements.
- e. **ACFS Restrictions.** Members on the ACFS are **not** to:
1. Flight plan as a 'Military' aircraft;
 2. Operate the aircraft as a 'State Aircraft'¹⁰;
 10. **GM NDR.10.A.4.**
 3. Conduct low flying;
 4. Carry passengers for the purpose of familiarising them with aircraft operations, ie passenger familiarisation or 'joy flights';
 5. Undertake flying in float-planes, flying-boats, gliders, parachuting, recreational ballooning, limited category, ex-military (warbirds), historic and replica aircraft, amateur built and experimental aircraft, gyroplanes, hang gliders, para gliders, powered parachutes, light recreational and microlight aircraft, restricted or similar aircraft; nor
 6. Undertake flying, unless approved by the Army ACFS Coordinator:
 - i. In an aircraft with a Maximum Take-off Weight greater than 5700 kg;



Standing Instructions (Aviation) Operations

SI(AVN) OPS 1-422

- ii. In an aeroplane that has a wet hire cost above \$1000 per hour¹¹;
 - 11. This cost limitation does not include costs for an instructor, ground school theory, landing fees etc.
 - iii. In a helicopter that has a wet hire cost above \$2500 per hour¹²;
 - 12. This cost limitation does not include costs for an instructor, ground school theory, landing fees etc.
 - iv. For charity, display or public relations purposes;
 - v. In support of other duty (eg. reconnaissance or support to exercises) except for duty travel.
- f. **Approved Expenditure.** The following items or charges are considered approved expenditure under the ACFS:
- 1. Hire costs for aircraft, including the cost of an instructor for dual flight;
 - 2. Hire cost for CASA or NAA equivalent approved flight simulators;
 - 3. Administration costs for the issue or renewal of a civilian pilot's licence (including changes to Part 61 qualifications or ratings);
 - 4. Theory courses, online packages or flying training courses and testing for:
 - i. Type endorsements;
 - ii. Multi-engine licence endorsements;
 - iii. Instrument rating;
 - iv. Navigation aid endorsements;
 - v. Flying instructor ratings;
 - vi. Global Positioning Satellite (GPS) navigation qualifications;
 - vii. Private/Commercial Pilot Licence.
 - 5. Landing, aircraft parking, en route and instrument approach fees;
 - 6. Aircraft consumables such as fuel, oil, oxygen, etc;
 - 7. The cost of In Command Under Supervision (ICUS) time;
 - 8. Biennial flight test review;



Standing Instructions (Aviation) Operations

SI(AVN) OPS 1-422

9. Administration costs only for CASA medical (but not the costs for a medical examination unless approved by the Army ACFS Coordinator);
 10. Costs for initial or renewal of ASIC/AVID identity card; and
 11. Aeronautical information publications and flight planning systems (hard-copy or electronic¹³).
 13. Specifically excluding communication and cellular data costs ie. BYOD.
- g. **Expenditure Exclusions.** Specific expenditure exclusions are:
1. Flying clothing and clothing related items such as gloves;
 2. The cost of travel to and from airports where ACFS flying is to be undertaken, including airport parking;
 3. The purchase of aviation headsets by an ACFS participant; and
 4. Aircraft repairs.
- h. **Additional Specific ACFS Approvals.** When specifically approved by the Army ACFS Coordinator, flying in Light Sports Aircraft is permitted when:
1. The aircraft is classified Group A under the RA-Aus (Recreational Aircraft – Australia) Operations Manual (three-axis controlled), is a factory production aircraft (having a type certification), is powered, and has been issued a Special Certificate of Airworthiness;
 2. The aircraft is operated by an RA-Aus approved flight training facility;
 3. The Army ACFS participant holds a valid RA-Aus Student Pilot or higher level Certificate; and
 4. Passengers are not carried.
- i. **Agreement for Hire of NDRA for Flights where an Army Member will be the Pilot-In-Command.**
1. To ensure compliance with the Public Governance, Performance and Accountability Act 2013 (PGPA Act 2013), insurance, and liability coverage for the pilot in command (PIC) acting as an agent of the Commonwealth, ACFS pilots are only to hire an aircraft for a flight where they will be the PIC in accordance with the requirements of the Agreement for Hire available from the Army ACFS Coordinator.

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Standing Instructions (Aviation) Operations

SI(AVN) OPS 1-422

2. When staffing a new agreement through a civilian provider, participants are not permitted to accept variation to the liability and insurance clauses as they have been drafted to comply with mandatory Defence and Commonwealth financial management law, regulation and policy, and, as such, these clauses are not open for negotiation.
 3. The authorised delegate for a new Agreement for Hire is the Army ACFS Coordinator. Each participant is also required to sign up to the authorised Agreement for Hire prior to undertaking any flying with the provider.
- j. **Reporting Requirements.** The Army ACFS Coordinator is to submit a quarterly progressive update report to DCOMD AVNCOMD.
- k. **Review of Decisions.** The Army ACFS Coordinator's decision on financial allocations and participation are reviewed by DCOMD AVNCOMD on a quarterly basis. If a member wishes to seek an appeal of a decision outside of the quarterly period they may submit their statement of reasons, through the Army ACFS Coordinator, to DCOMD AVNCOMD for review and determination.

Related Orders, Instructions and Publications:

DASR NDR.05(a) *Operation of Non-Defence Registered Aircraft by Defence Organisations*

DASR NDR.10(a) *Operation of Non-Defence Registered Aircraft by Defence Personnel*

[SI\(AVN\) OPS 1-421 – Use of Non-Defence Registered Aircraft by Army](#)

MILPERSMAN Part 8 Chapter 6 – *ADF Currency Flying Scheme*

Public Governance, Performance and Accountability Act 2013 (PGPA Act 2013)

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SI(NA) OPS 03-01

OPERATIONS OF NON-DEFENCE REGISTERED AIRCRAFT FOR NAVY DASR NDR

Reference:

- A. [SI\(NA\) OPS 03-07–ADF Currency Flying Scheme](#)
- B. [DASR NDR–Non-Defence Registered Aircraft](#)

INTRODUCTION

1. While most aircraft acquired for use by Defence are listed on the Defence Register, circumstances exist where Defence registration may be impractical, inappropriate or even undesirable. Defence activities may involve the use of Australian civil registered aircraft or foreign registered aircraft. In such cases, the flexibility to operate a Non–Defence Registered Aircraft (NDRA) enhances Defence capability; however, the operation of a NDRA does not remove the requirement to ensure that acceptable aviation safety management is in place prior to NDRA use.
2. **Aim.** The aim of this instruction is to detail instructions regarding operations of NDRA where they are utilised in an on-going basis by Navy to ensure that operations of non-Defence registered aircraft by or on behalf of Defence are conducted at an equivalent level of safety to that of Defence registered aircraft.

AUTHORITY

3. This instruction is issued by Commander Fleet Air Arm (COMFAA). COMFAA is the Accountable Manager (AM), Navy Military Air Operator (MAO).

SCOPE

4. This Instruction applies to all NDRA operations sponsored by COMFAA; and is applicable to all personnel within the RAN FAA, and personnel who may operate NDRA on behalf of the FAA. This includes members from other ADF services (including APS) or foreign services who are posted or on temporary duty with the RAN, or ADF personnel operating foreign state aircraft on temporary duty with a foreign service. It also applies to non-defence personnel operating aircraft on behalf of the FAA on an ongoing basis. This instruction does not cover the use of NDRA under the ADF Flying Currency Scheme (AFCS), the AFCS is covered in Ref A.

DEFINITIONS

5. The terms used in this instruction are defined in the Defence Aviation Safety Program (DASP) Master Glossary as provided within *Defence Aviation Safety Regulations (DASR) – Glossary* and the [Australian Defence Glossary](#) (aviation context)¹.
6. **Military Airworthiness Authority (MAA).** A person or organisation responsible for the safety oversight of military aviation. An MAA acts independently from the operational, acquisition and sustainment chains of command and is assigned responsibility through a formal instrument such as legislation or an order, directive or decree. For Defence this is the Defence AA.
7. **National Airworthiness Authority (NAA).** The NAA (sometimes referred to as a National Aviation Authority), for a country means the authority that is responsible for regulating civil aviation in the country (for example, CASA or EASA)

¹ Where a conflict may occur between the DASR Glossary and ADG, the DASR takes precedence.

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2 OF 2

SI(NA) OPS 03-01

8. **Military Air Operator (MAO)** is the regulated organisation approved by DASA to conduct air activities. In Defence, a MAO is usually a Force Element Group (FEG) or equivalent. For Navy the Fleet Air Arm is the only designated MAO. Key appointments in a MAO include:

- a. **Accountable Manager (AM)** (usually the organisation's commander), in Navy's case COMFAA is the AM.
- b. **Continuing Airworthiness Manager (CAM)** (usually the organisation's senior air engineering officer). For Navy this is DAE.

9. **Sponsor** - The Authority responsible for defining the required aviation outcome, receives or uses the outcome and is responsible for funding the related activities, processes, project or products required to safely achieve the outcome.

OPERATION OF NDRA

10. Other than the ACFS, FAA does not routinely sponsor the operation of NDRA. In the event of a requirement for the operation of NDRA being identified, the requirement shall be communicated through SO1 OPAW. Once the operational requirement for operation of NDRA has been developed, appropriate governance instructions shall be issued.

Related regulations, orders, instructions and publications

[DASR NDR](#)–*Non-Defence Registered Aircraft*

Policy Sponsor: SO1 OPAW
Content Officer: SO2 OPAW

OFFICIAL**USE OF ADF CURRENCY FLYING SCHEME BY NAVY MEMBERS****DASR NDR.10****References:**

- A. [MILPERSMAN Part 8, Chapter 6](#)
- B. [SI \(NA\) OPS 01-04](#) - Flight Authorisation
- C. [SI \(NA\) OPS 05-01](#) - Policy and Instruction for the use of PEX

INTRODUCTION

1. This SI should be read in conjunction with Ref A, which explains the rationale for and objectives of the ADF Currency Flying Scheme (ACFS)
2. The aim of this instruction is to detail the policy and administrative responsibilities for a Navy ACFS participant in order to safely operate non-defence registered aircraft (NDRA), under CASA oversight¹, in support of the ACFS objectives.
3. **Scope.** This instruction applies to all Navy ACFS participants.

AUTHORITY

4. This instruction is issued by Commander Fleet Air Arm (COMFAA). COMFAA is the Accountable Manager (AM), Navy Military Air Operator (MAO).

DEFINITIONS

5. **Non-Defence Registered Aircraft (NDRA).** An aircraft operated by or on behalf of Defence that is not recorded on the Defence Register.

INSTRUCTION

6. The ACFS exists to provide currency flying for ADF pilots posted to non-flying positions. The use of NDRA provides a cost-efficient method of supporting the ACFS objectives, which are to:
 - a. maintain pilot flying skills and thereby enhance pilot performance in anticipation for their subsequent return to Navy flying duties;
 - b. maintain the pilot's knowledge of the contemporary aviation environment, and
 - c. facilitate the retention of key personnel with desirable skills and experience.

Roles and Responsibilities

7. **Sponsor and Approval Authority.** DCOMFAA is delegated as the Sponsor and Approval Authority for the FAA ACFS.
8. **Coordinator.** The HQ-FAA Business Support Co-ordinator shall act as ACFS Coordinator. The ACFS Coordinator is responsible for the routine management of the ACFS budget allocations and reviews.
9. **Flying Supervisor.** The following officers are delegated as ACFS Flying Supervisors:
 - a. HQ-FAA, SO2 PLT STDS

¹ For ACFS participation by an ADF pilot posted outside Australia, NDRA shall be operated under the oversight of a Defence Airworthiness Authority recognised National Airworthiness Authority.

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- b. XO 723 SQN (may be delegated to the TO)
- c. XO 725 SQN (may be delegated to the TO)
- d. §47E(d)
- e. §47E(d)

Participation Criteria

10. A pilot may be approved to participate in the ACFS by DCOMFAA, when they satisfy the participation criteria listed in Ref A.

Application and Renewal Process

11. Navy pilots who meet the participation criteria may submit an [ADF Currency Flying Scheme Application](#). IAW Ref A, participation in the scheme is for pilots who are expected to return to a flying billet and is defined as your liability to fly. The application should be accompanied by a short narrative detailing the applicant's posting situation and an explanation of how they intend to use the scheme.

12. ACFS participants must submit a new application by 15 April each year for continued participation in the ACFS. Once the plan has been approved, an allocation of funds will be provided to the participant. A review of allocated funds will occur at the end of each financial quarter and redistribution of funds may occur depending on the needs of the ACFS. Consideration for the allocation of funding will be given to members posted to sea going billet, where their continuity and availability to part take in the scheme will be affected by the Fleet Activity Schedule. Participants should expect that no expenditure of funds will occur during the month of June due to end of financial year processing requirements.

General Requirements

13. Participants in the ACFS shall:
- a. hold a current and appropriate civil aviation licence, endorsements and ratings relevant to the aircraft type and operations to be conducted unless under instruction
 - b. operate within the scope of a valid Air Operator's Certificate (AOC) or CASA Part 141 Certificate,
 - c. operate solely under the relevant Civil Aviation Safety Regulations (CASR) or equivalent for the type of aircraft and operation, ensuring the aircraft is maintained in accordance with a Defence recognised maintenance system with a current maintenance release,
 - d. hold a current CASA-issued medical certification (Class 2 as a minimum),
 - e. carry and display one of the following forms of CASA-issued identification:
 - (1) an Aviation Security Identification Card (ASIC); or
 - (2) an Aviation Identification (AVID) card, which restricts operations to non-security controlled aerodromes
 - f. comply with the crew duty limits specified by CASA,
 - g. log flight time in accordance with CASA requirements and annotated into PEX – My Workbook-Logbook DUTY, as 'ACFS Flight'. The AFCS Flying Supervisor shall certify flight events in the PEX logbook IAW Ref C.

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- h. immediately advise the ACFS coordinator of any potential claim from the aircraft provider, insurer, or third party resulting from loss or damage alleged to arise from the action of the ACFS participant,
- i. submit a report for any safety occurrence to the Australian Transport Safety Bureau (ATSB),
- j. submit an Aviation Safety Report (ASR) for any safety occurrence as per the Defence Aviation Safety Manual (DASM),
- k. immediately advise the ACFS Flying Supervisor of any safety occurrence that will be reported to the ATSB or the ADF.

Carriage of Passengers

- 14. For carriage of passengers in an aeroplane or helicopter, the NDRA shall be a twin engine piston or single engine turbine design.
- 15. Carriage of passengers is restricted to mission essential personnel that are:
 - a. personnel required to travel on the NDRA for duty
 - b. civilian instructional staff required to perform supervision and/or assessment of the ACFS participant for the attainment of requisite license, rating and/or appropriate endorsements
 - c. with specific approval from a designated ACFS flying supervisor, military aircrew who's carriage supports the intent of the AFCS (ie. Pilot/ AVWO/ Aircrewman).
- 16. In addition to the above, for operations with passengers, an ACFS participant shall:
 - a. have a Commercial Pilots Licence and attained a Category C pilot qualification (or higher) hold a current Command Instrument Rating or have previously held an Instrument Rating on military aircraft type,
 - b. submit a Flight Plan or Flight Note for all rotary wing flights where passengers are to be carried outside controlled airspace.

Flying Supervision and Authorisation

- 17. ACFS participants must 'self-authorise' each flight in NDRA. The form in Annex A shall be used as both an aide-memoir for self-authorisation, and as a record of flight authorisation.
- 18. Though Ref B does not apply to ACFS flying, the principle of having independent oversight of a planned flight is valid. Participants shall seek independent review of their flight planning from an ACFS Flying Supervisor whenever practicable.
- 19. The flight authorisation record should not be carried on the aircraft conducting the task, unless a duplicate copy of the record is stored in a suitable location (for example, scanned and emailed to the flying supervisor).
- 20. Navy pilots who have not attained Category C on an operational aircraft type (i.e. junior ACFS participants) are subject to additional supervisory requirements when operating under the ACFS. In this instance, the role of the ACFS flying supervisor is to act as an advisor/mentor to the junior ACFS participant, providing additional safety oversight for flight in NDRA. Supervisors are expected to monitor the participant's plans for flying and ensure that they have considered all the factors detailed in Ref B.
- 21. Junior ACFS participants are to contact an ACFS flying supervisor on the last working day prior to undertaking any flight in NDRA to discuss their planning. In the event of an extended period of flying operations, junior participants are expected to remain in regular contact with their flying supervisor during working hours.

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22. The majority of junior ACFS participants will conduct flying operations within the Nowra, Canberra, and Sydney regions. In this instance, supervision should be sought from a Nowra-based flying supervisor. Junior participants operating outside of these regions should contact the Senior Naval Officer (SNO) in the appropriate region for supervision, particularly for information pertaining to local weather patterns and operating procedures.

Utilisation of Aircraft Owned by Defence Personnel Used Whilst on Duty (including ACFS)

23. In the event that FAA personnel wish to utilise an aircraft whilst on duty (including ACFS) which they own, part own or source from a commercial organisation in which they or their next of kin hold an interest, SO1 OPAW is to be contacted to provide approval, aircraft and piloting compliance requirements.

ACFS Restrictions

24. In order to maximise proficiency whilst using the ACFS, participants should avoid multiple type endorsements. Participants should concentrate on flying one helicopter type and/or one aeroplane type. In order to improve experience on type, participants should consider additional ratings and endorsements, such as: night VFR rating, instrument rating, slung load endorsement, hoist endorsement, and instructor rating.

25. ACFS participants shall not:

- a. flight plan as a 'Military' aircraft,
- b. conduct low level flying, except when required for either:
 - (1) training for a low level rating on a helicopter
 - (2) the conduct of sling load and/or hoist training/operations
- c. carry internal cargo other than their personal baggage and passenger baggage,
- d. undertake flying in ultra-lights, gliders, hang gliders, balloons, or experimental aircraft,
- e. undertake flying, unless approved by DCOMFAA, in:
 - (1) in an aircraft with a Maximum Takeoff Weight (MTOW) greater than 5700 kg
 - (2) in an aeroplane that has a wet hire cost above \$1000 per hour²
 - (3) in a helicopter that has a wet hire cost above \$2500 per hour³
 - (4) for charity, display, or public relations purposes.

Expenditure

26. Items that are considered approved expenditure under the ACFS, and expenditure exclusions are listed in Ref A.

27. **Expenditure limits.** Expenditure limits are listed in Table 1. The financial year limit may be reviewed throughout the year, and reduced at the sponsor's discretion. Any changes to the annual limit will normally be issued at the start of the financial year. The financial year limit must never be exceeded.

² This cost limitation does not include costs for an instructor, ground school theory, landing fees, etc.

³ This cost limitation does not include costs for an instructor, ground school theory, landing fees, etc.

Table 1: Expenditure limits

Time Period	Expenditure Limit (excluding Goods and Services Tax (GST) component)
Half yearly limit (aeroplane or aeroplane/helicopter combination)	\$6000
Half yearly limit (helicopter only)	\$10000
Financial year limit	Fixed Wing \$10400 or Helicopter \$17270

28. Funds are managed and reconciled via the [Card Management System](#) IAW DPC requirements and [Defence Procurement Policy Framework](#). ACFS participants are to complete an [AE643](#) and forward it to HQ-FAA Business Support Co-ordinator the prior to ACFS DPC use.

29. A quarterly financial report that details FAA budget expenditure against the ACFS shall be tabled by the ACFS Coordinator and approved by DCOMFAA.

Annex:

A. ACFS Flight Authorisation Record and Aide-Memoire

Related Orders, Instructions and Publications

Defence Aviation Safety Regulations ([DASR](#)) NDR.10 *Operation of NDRA by Defence Personnel*

Defence Aviation Safety Regulations ([DASR](#)) ORO.30 *Flight Authorisation*

[SI \(NA\) OPS 01-04](#)–*Flight Authorisation*.

[SI \(NA\) OPS 03-01](#)–*Operation of Non-Defence Registered Aircraft by Navy Units and Navy Pilots*

[MILPERSMAN Part 8 Chapter 6](#)–*ADF Currency Flying Scheme*

Policy Sponsor: SO1 OPAW

Content Officer: SO2 PLT STDS

OFFICIALANNEX A TO
SI(NA) OPS 03-07**ACFS FLIGHT AUTHORISATION RECORD AND AIDE-MEMOIR**

AIRCRAFT TYPE		CALL SIGN	
PLANNED START DTG		PLANNED DURATION	
PILOTS			
CREW/PAX			
ROUTE			
TASK			
FLIGHT AUTHORISATION AIDE-MEMOIR			
AIRCRAFT			
CONFIGURATION	Suitable For mission	RESTRICIONS	CFU, Role Limitations
PERFORMANCE	W&B, fuel load, endurance		
CREW			
HEALTH	Medical/dental, TMUFF, crew duty, fatigue, external stressors	QUALIFICATIONS	Suitable for mission
NTS	Crew experience/mix, cockpit gradient	RECENCY/CURRENCY	When were events last flown?
PASSENGERS	Manifest, briefing	ALSE	Appropriate for flight
MISSION			
AIM	Expected outcomes	CONDUCT	Sequences to be flown
TIMINGS	First/last light, aircraft hours	COMMUNICATIONS	Frequencies, flight following, remote area
ENVIRONMENT			
WEATHER	Suitable for task, minima, IF recovery plan	NOTAMS	Airfield, en-route, head office
AIRSPACE	Flight plan, restrictions	DIVERSIONS	Alternate requirements
ADMINISTRATION			
SAR	SARTIME/SARWATCH, Dress to Survive	PUBLICATIONS	Maps/Charts/EFB
ACFS FLYING SUPERVISOR			

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USE OF ADF CURRENCY FLYING SCHEME BY NAVY MEMBERS

DASR NDR.10

References:

- A. [MILPERSMAN Part 8, Chapter 6](#)
- B. [SI \(NA\) OPS 01-04](#) - Flight Authorisation
- C. [SI \(NA\) OPS 05-01](#) - Policy and Instruction for the use of PEX

INTRODUCTION

1. This SI should be read in conjunction with Ref A, which explains the rationale for and objectives of the ADF Currency Flying Scheme (ACFS)
2. **Aim.** This instruction details the policy and administrative responsibilities for a Navy ACFS participant in order to safely operate non-defence registered aircraft (NDRA), under CASA oversight¹, in support of the ACFS objectives.

AUTHORITY

3. This instruction is issued by Commander Fleet Air Arm (COMFAA). COMFAA is the Accountable Manager (AM), Navy Military Air Operator (MAO).

SCOPE

4. This instruction applies to all Navy ACFS participants.

DEFINITIONS

5. **Non-Defence Registered Aircraft (NDRA).** An aircraft operated by or on behalf of Defence that is not recorded on the Defence Register.

INSTRUCTION

6. The ACFS exists to provide currency flying for ADF pilots posted to non-flying positions. The use of NDRA provides a cost-efficient method of supporting the ACFS objectives, which are to:
 - a. maintain pilot flying skills and thereby enhance pilot performance in anticipation for their subsequent return to Navy flying duties;
 - b. maintain the pilot's knowledge of the contemporary aviation environment, and
 - c. facilitate the retention of key personnel with desirable skills and experience.

Roles and Responsibilities

7. **Sponsor and Approval Authority.** DCOMFAA is delegated as the Sponsor and Approval Authority for the FAA ACFS.
8. **Coordinator.** The HQ-FAA Business Support Co-ordinator shall act as ACFS Coordinator. The ACFS Coordinator is responsible for the routine management of the ACFS budget allocations and reviews.

¹ For ACFS participation by an ADF pilot posted outside Australia, NDRA shall be operated under the oversight of a Defence Airworthiness Authority recognised National Airworthiness Authority.

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2 OF 5

SI(NA) OPS 03-07

9. **Flying Supervisor.** The following officers are delegated as ACFS Flying Supervisors:
- a. HQ-FAA, SO2 PLT STDS
 - b. XO 723 SQN (may be delegated to the TO)
 - c. XO 725 SQN (may be delegated to the TO)
 - d. s47E(d)
 - e. s47E(d)

Participation Criteria

10. A pilot may be approved to participate in the ACFS by DCOMFAA, when they satisfy the participation criteria listed in Ref A.

Application and Renewal Process

11. Navy pilots who meet the participation criteria may submit an [ADF Currency Flying Scheme Application](#). IAW Ref A, participation in the scheme is for pilots who are expected to return to a flying billet and is defined as your liability to fly. The application should be accompanied by a short narrative detailing the applicant's posting situation and an explanation of how they intend to use the scheme.

12. ACFS participants must submit a new application by 15 April each year for continued participation in the ACFS. Once the plan has been approved, an allocation of funds will be provided to the participant. A review of allocated funds will occur at the end of each financial quarter and redistribution of funds may occur depending on the needs of the ACFS. Consideration for the allocation of funding will be given to members posted to sea going billet, where their continuity and availability to part take in the scheme will be affected by the Fleet Activity Schedule. Participants should expect that no expenditure of funds will occur during the month of June due to end of financial year processing requirements.

General Requirements

13. Participants in the ACFS shall:
- a. hold a current and appropriate civil aviation licence, endorsements and ratings relevant to the aircraft type and operations to be conducted unless under instruction
 - b. operate within the scope of a valid Air Operator's Certificate (AOC) or CASA Part 141 Certificate,
 - c. operate solely under the relevant Civil Aviation Safety Regulations (CASR) or equivalent for the type of aircraft and operation, ensuring the aircraft is maintained in accordance with a Defence recognised maintenance system with a current maintenance release,
 - d. hold a current CASA-issued medical certification (Class 2 as a minimum),
 - e. carry and display one of the following forms of CASA-issued identification:
 - (1) an Aviation Security Identification Card (ASIC); or
 - (2) an Aviation Identification (AVID) card, which restricts operations to non-security controlled aerodromes
 - f. comply with the crew duty limits specified by CASA,

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3 OF 5

SI(NA) OPS 03-07

- g. log flight time in accordance with CASA requirements and annotated into PEX – My Workbook-Logbook DUTY, as 'ACFS Flight'. The ACFS Flying Supervisor shall certify flight events in the PEX logbook IAW Ref C.
- h. immediately advise the ACFS coordinator of any potential claim from the aircraft provider, insurer, or third party resulting from loss or damage alleged to arise from the action of the ACFS participant,
- i. submit a report for any safety occurrence where applicable to the Australian Transport Safety Bureau (ATSB),
- j. submit an Aviation Safety Report (ASR) for any safety occurrence as per the Defence Aviation Safety Manual (DASM),
- k. immediately advise the ACFS Flying Supervisor of any safety occurrence that will be reported to the ATSB or the ADF.

Carriage of Passengers

- 14. For carriage of passengers in an aeroplane or helicopter, the NDRA shall be a twin engine piston or single engine turbine design.
- 15. Carriage of passengers is restricted to mission essential personnel that are:
 - a. personnel required to travel on the NDRA for duty
 - b. civilian instructional staff required to perform supervision and/or assessment of the ACFS participant for the attainment of requisite license, rating and/or appropriate endorsements
 - c. with specific approval from a designated ACFS flying supervisor, military aircrew who's carriage supports the intent of the ACFS (ie. Pilot/ AVWO/ Aircrewman).
- 16. In addition to the above, for operations with passengers, an ACFS participant shall:
 - a. have a Commercial Pilots Licence and attained a Category C pilot qualification (or higher) hold a current Command Instrument Rating or have previously held an Instrument Rating on military aircraft type,
 - b. submit a Flight Plan or Flight Note for all rotary wing flights where passengers are to be carried outside controlled airspace.

Flying Supervision and Authorisation

- 17. ACFS participants must 'self-authorise' each flight in NDRA. The form in Annex A shall be used as both an aide-memoir for self-authorisation, and as a record of flight authorisation.
- 18. Though Ref B does not apply to ACFS flying, the principle of having independent oversight of a planned flight is valid. Participants shall seek independent review of their flight planning from an ACFS Flying Supervisor whenever practicable.
- 19. The flight authorisation record should not be carried on the aircraft conducting the task, unless a duplicate copy of the record is stored in a suitable location (for example, scanned and emailed to the flying supervisor).
- 20. Navy pilots who have not attained Category C on an operational aircraft type (i.e. junior ACFS participants) are subject to additional supervisory requirements when operating under the ACFS. In this instance, the role of the ACFS flying supervisor is to act as an advisor/mentor to the junior ACFS participant, providing additional safety oversight for flight in NDRA. Supervisors are

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4 OF 5

SI(NA) OPS 03-07

expected to monitor the participant's plans for flying and ensure that they have considered all the factors detailed in Ref B.

21. Junior ACFS participants are to contact an ACFS flying supervisor on the last working day prior to undertaking any flight in NDRA to discuss their planning. In the event of an extended period of flying operations, junior participants are expected to remain in regular contact with their flying supervisor during working hours.

22. The majority of junior ACFS participants will conduct flying operations within the Nowra, Canberra, and Sydney regions. In this instance, supervision should be sought from a Nowra-based flying supervisor. Junior participants operating outside of these regions should contact the Senior Naval Officer (SNO) in the appropriate region for supervision, particularly for information pertaining to local weather patterns and operating procedures.

Utilisation of Aircraft Owned by Defence Personnel Used Whilst on Duty (including ACFS)

23. In the event that FAA personnel wish to utilise an aircraft whilst on duty (including ACFS) which they own, part own or source from a commercial organisation in which they or their next of kin hold an interest, SO1 OPAW is to be contacted to provide approval, aircraft and piloting compliance requirements.

ACFS Restrictions

24. In order to maximise proficiency whilst using the ACFS, participants should avoid multiple type endorsements. Participants should concentrate on flying one helicopter type and/or one aeroplane type. In order to improve experience on type, participants should consider additional ratings and endorsements, such as: night VFR rating, instrument rating, slung load endorsement, hoist endorsement, and instructor rating.

25. ACFS participants shall not:

- a. flight plan as a 'Military' aircraft,
- b. conduct low level flying, except when required for either:
 - (1) training for a low level rating on a helicopter
 - (2) the conduct of sling load and/or hoist training/operations
- c. carry internal cargo other than their personal baggage and passenger baggage,
- d. undertake flying in ultra-lights, gliders, hang gliders, balloons, or experimental aircraft,
- e. undertake flying, unless approved by DCOMFAA, in:
 - (1) in an aircraft with a Maximum Takeoff Weight (MTOW) greater than 5700 kg
 - (2) in an aeroplane that has a wet hire cost above \$1000 per hour²
 - (3) in a helicopter that has a wet hire cost above \$2500 per hour³
 - (4) for charity, display, or public relations purposes.

Expenditure

² This cost limitation does not include costs for an instructor, ground school theory, landing fees, etc.

³ This cost limitation does not include costs for an instructor, ground school theory, landing fees, etc.

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26. Items that are considered approved expenditure under the ACFS, and expenditure exclusions are listed in Ref A.

27. **Expenditure limits.** Expenditure limits are listed in Table 1. The financial year limit may be reviewed throughout the year, and reduced at the sponsor's discretion. Any changes to the annual limit will normally be issued at the start of the financial year. The financial year limit must never be exceeded.

Table 1: Expenditure limits

Time Period	Expenditure Limit (excluding Goods and Services Tax (GST) component)
Half yearly limit (aeroplane or aeroplane/helicopter combination)	\$6000
Half yearly limit (helicopter only)	\$10000
Financial year limit	Fixed Wing \$10400 or Helicopter \$17270

28. Funds are managed and reconciled via the [Card Management System](#) IAW DPC requirements and [Defence Procurement Policy Framework](#). ACFS participants are to complete an [AE643](#) and forward it to HQ-FAA Business Support Co-ordinator the prior to ACFS DPC use.

29. A quarterly financial report that details FAA budget expenditure against the ACFS shall be tabled by the ACFS Coordinator and approved by DCOMFAA.

Annexes:

A. ACFS Flight Authorisation Record and Aide-Memoire

Related Orders, Instructions and Publications

Defence Aviation Safety Regulations ([DASR](#)) NDR.10 Operation of NDRA by Defence Personnel

Defence Aviation Safety Regulations ([DASR](#)) ORO.30 Flight Authorisation

[SI \(NA\) OPS 01-04](#)—Flight Authorisation.

[SI \(NA\) OPS 03-01](#)—Operation of Non-Defence Registered Aircraft by Navy Units and Navy Pilots

[MILPERSMAN Part 8 Chapter 6](#)—ADF Currency Flying Scheme

Policy Sponsor: SO1 OPAW

Content Officer: SO2 PLT STDS

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A1 OF A1

SI(NA) OPS 03-07
Annex A

ACFS FLIGHT AUTHORISATION RECORD AND AIDE-MEMOIR

AIRCRAFT TYPE		CALL SIGN	
PLANNED START DTG		PLANNED DURATION	
PILOTS			
CREW/PAX			
ROUTE			
TASK			
FLIGHT AUTHORISATION AIDE-MEMOIR			
AIRCRAFT			
CONFIGURATION	Suitable For mission	RESTRICIONS	CFU, Role Limitations
PERFORMANCE	W&B, fuel load, endurance		
CREW			
HEALTH	Medical/dental, TMUFF, crew duty, fatigue, external stressors	QUALIFICATIONS	Suitable for mission
NTS	Crew experience/mix, cockpit gradient	RECENCY/CURRENCY	When were events last flown?
PASSENGERS	Manifest, briefing	ALSE	Appropriate for flight
MISSION			
AIM	Expected outcomes	CONDUCT	Sequences to be flown
TIMINGS	First/last light, aircraft hours	COMMUNICATIONS	Frequencies, flight following, remote area
ENVIRONMENT			
WEATHER	Suitable for task, minima, IF recovery plan	NOTAMS	Airfield, en-route, head office
AIRSPACE	Flight plan, restrictions	DIVERSIONS	Alternate requirements
ADMINISTRATION			
SAR	SARTIME/SARWATCH, Dress to Survive	PUBLICATIONS	Maps/Charts/EFB
ACFS FLYING SUPERVISOR			

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ADF Flying Currency Scheme - RAAF Application Form

Participant details

Surname	Given names	Rank	PMKEYS
Mobile number	Email		
Unit	Posting position		
Are you receiving FDA?	Anticipated return to ADF flying duties (e.g. SQN and date)		
Supervisor		Supervisor endorsed? (Ref)	

Military flying experience

Total military hours	Highest achieved aircraft category
ADF military aircraft experience within last 5 years (i.e. Type and hours)	
Last flying unit	Last flying supervisor
Have you been subject to any flying-related adverse administrative action or sanctions? (Yes / No) If yes, provide details in your supporting comments.	

Civilian flying experience

Total civil hours	CASA ARN
CASA ratings and endorsements	

Supporting comments

Describe your posting situation, anticipated return to flying, how you intend to use the ACFS and the potential benefit to Air Force from your participation in the ACFS. If appropriate, include any relevant flying supervisory considerations.

Declaration

This application is acknowledgement that the participant understands and will comply with [AC SI\(OPS\) 01-30 ADF Currency Flying Scheme – RAAF.](#)

Digital signature

Email digitally signed application to ^{s47E(d)} [REDACTED]

ACFS co-ordinator

This application to participate in the ADF Currency Flying Scheme – RAAF is:

--

Digital signature

ACFS approval

This application to participate in the ADF Currency Flying Scheme – RAAF is:

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Digital signature