



DEPARTMENT OF THE NAVY
OFFICE OF THE CHIEF OF NAVAL OPERATIONS
2000 NAVY PENTAGON
WASHINGTON, D.C. 20350-2000

OPNAVINST 1710.10 CH-1
N135

7 Oct 2010

OPNAV INSTRUCTION 1710.10 CHANGE TRANSMITTAL 1

From: Chief of Naval Operations

Subj: NAVY FLYING CLUB PROGRAM

Encl: (1) Revised Page 1
(2) Revised Page 8

1. Purpose. To update the list of references and revise flying club inspection requirements that fall under the responsibility of regional and installation commanders.

2. Action

a. Remove page 1 of the basic instruction and replace with enclosure (1) of this change transmittal.

b. Remove page 8 of the basic instruction and replace with enclosure (2) of this change transmittal.

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Ref: (a) DoD Instruction 1015.10 of 6 Jul 2009
(b) NAVSO P-1000
(c) OPNAVINST 5100.23G
(d) DoD Instruction 1015.15 of 31 Oct 2007
(e) SECNAV M-5210.1 of Nov 2007
(f) Federal Aviation Regulations (FARS)
(g) 32 CFR 766
(h) Joint Federal Travel Regulations (JFTR)
(i) OPNAVINST 5102.1D
(j) 49 CFR 830, National Transportation Safety Board
(k) SECNAVINST 5720.42F
(l) DoD 1400.25-M, Chapter 1400, Nonappropriated Fund
Personnel Management, 1 Dec 96
(m) BUPERSINST 5300.10A

1. Purpose. To provide policy and assign responsibilities for the Navy Flying Club (NFC) program to ensure they are operated in a manner that promotes morale, operational safety, fiscal soundness, and the best interests of the U.S. Navy.

2. Applicability and Objectives. All commands and personnel responsible for implementing or administering an NFC program will comply with the guidelines contained in this instruction and references (a) through (m). NFCs shall be operated with the intent to:

a. Provide an off-duty, educational opportunity for active duty military personnel, their families, and other authorized personnel to develop skills in aeronautics, piloting, navigation, mechanics, and other related aero sciences.

b. Provide an opportunity for naval aviators to maintain pilot proficiency skills while assigned to non-flying billets.

c. Encourage an awareness and appreciation of aviation requirements and techniques.

d. Provide a social program in the interest of promoting club activities and morale.

3. Policy. Per reference (a), NFCs are designated as a Morale, Welfare, and Recreation (MWR) special interest (Category C) program and not authorized any direct Appropriated Fund (APF) support. However, guidance for indirect APF support is contained in reference (b). While NFCs are voluntary, off-duty, and self-supporting activities, they enjoy the status of a nonappropriated fund instrumentality of the Federal Government and, as such, shall not be incorporated under State or local law. NFC assets belong to the U.S. Government and they shall operate under the supervision of the U.S. Navy.

a. Establishment. Commanding Officers (COs) are authorized to administer flying clubs within their respective commands. To establish a club, the CO shall send a request, via the chain of command, to Commander, Navy Installations Command (CNIC), NFC Program Manager (N92C1). The request should specify where the club's aircraft will be based, operated, and maintained. The request should also include a draft constitution and bylaws, standard operating flight procedures, and financial budget. The CO shall ensure the club does not commence operations until:

(1) Written approval from CNIC for establishment is received.

(2) A pre-operational inspection by the command's operations, maintenance, safety, and command evaluation staff is conducted.

(3) Applicable portions of the Navy Occupational Safety and Health standards, found in reference (c), are complied with.

(4) All provisions required by this instruction and additional CNIC guidelines as may be issued have been satisfied.

b. Disestablishment. The CO shall request disestablishment of an NFC by letter, via the chain of command, to CNIC (N92C1).

Disestablishment shall be effected per reference (d) and procedures provided by CNIC (N92C1). Disposition of NFC records shall be per reference (e).

c. Waivers. Waivers to operational policy will be directed, via the chain of command, to CNIC (N92C1) who will coordinate the request as necessary with other interested offices and staffs. Installation commanders outside the continental United States may request waivers, as necessary, to comply with rules and regulations of the host country.

d. Membership. In addition to those patrons eligible for membership listed in reference (a), members of the Federal Aviation Administration (FAA) and Civil Air Patrol are eligible for membership. Request for waivers to membership eligibility should be forwarded from the CO to Office of the Chief of Naval Operations (OPNAV), Personal Readiness and Community Support (N135) via CNIC (N92C1). Each club member will:

- (1) Be familiar with, and comply with, all directives.
- (2) Pay established membership dues.
- (3) Assist manager and other club officials in the daily operation of the club.

e. Board of Directors (BOD). A BOD should be established to assist the CO and NFC manager in operating the club in a safe, efficient, and businesslike manner. The BOD shall meet as necessary, but not less than quarterly, to consider and recommend items such as hours of operation and associated work schedules; membership fees; sales and acquisitions, lease, and disposal of aircraft; aircraft rental rates; flight instructors to be used; and net profit objectives. Members of the BOD are responsible for ensuring implementation and adherence to the CO's directives and guidance. The BOD has supervisory authority over members' flying privileges when a member's involvement in acts of drug/alcohol abuse, willful misconduct, or gross negligence have been substantiated by investigation and reviewed by appropriate authorities.

- (1) The majority of the BOD should be active duty military personnel.

(2) Voting members are the president, vice president, operations officer, safety officer, maintenance officer, and secretary. These members are elected from the general membership.

(3) Non-voting members are the MWR director and club manager.

(4) Additional members, as determined locally, may include the chief flight instructor and command advisors (in a non-voting capacity).

f. Registering and Obtaining Certification for Aircraft.
All aircraft owned or operated by NFCs must be FAA registered under reference (f), part 47. Registration information is available from the local FAA Flight Standards District Office. Aircraft operated by NFCs may be club owned, leased, and/or government loaned, and must have a standard airworthiness certificate.

g. Government-loaned Aircraft

(1) Excess (commercial derivative) government aircraft may be made available for club use, at no cost, and assigned in an "as-is where-is" condition. The gaining club is responsible for repairs and moving the aircraft to its new location. Excess government aircraft stricken from active aircraft inventory and transferred to the NFC program will be under the sub-custodial control of CNIC (N92C1). Official Navy aircraft administrative control remains with Naval Inventory Control Point, Stricken Aircraft Program Manager (0343.14). NFCs shall make every effort to maintain stricken aircraft and engines in an airworthy condition, however, cannibalization is permitted.

(2) NFCs must obtain approval from OPNAV, Air Warfare Division (N88) for transfer of any excess Department of the Navy aircraft. Upon receipt of a government-loaned aircraft, NFCs shall:

(a) Register government-loaned aircraft with the FAA.

(b) Remove distinctive markings from the aircraft (i.e., active/reserve squadron logos, "Navy Recruiting"). Markings such as "Fly Navy" or "Navy" are acceptable.

h. Landing Permits. Reference (g) permits members of the U.S. Navy/Marine Corps flying clubs, U.S. Air Force aero clubs, and U.S. Army flying activities to operate their privately-owned aircraft into and out of the U.S. Navy airfield where they hold aero/flying club membership.

i. Authorized Pilots and Passengers for Club Aircraft

(1) Only a regular member, an introductory member receiving instruction from a club flight instructor, or a qualified club employee is authorized to pilot NFC aircraft. Members with recreational and/or sport pilot certificates shall not act as pilot-in-command unless enrolled in a course of training for a private rating or higher.

(2) All pilots and passengers must sign an approved Covenant Not to Sue/Hold Harmless and Indemnity Agreement prior to flight. Passengers may be carried in club aircraft (i.e., guest; FAA flight instructor and/or designated examiner; airframe and power plant mechanic; and, individuals designated by the CO to evaluate club standardization). COs may authorize a one-time flight for a club member with a prospective buyer of a club aircraft.

j. Authorized Aircraft Utilization. Use of club aircraft is authorized for temporary additional duty travel when normal government conveyance is not available. Specific guidance is provided in reference (h).

k. Insurance Coverage and Entities Covered. CNIC (N92C1) shall procure insurance to cover the following:

- (1) United States of America and all agencies thereof.
- (2) All NFCs and their individual members.
- (3) Certified flight instructors and aircraft maintenance personnel retained as independent contractors of the NFC program, but only with respect to operations by or on behalf of the NFC.
- (4) All employees and bona fide volunteers of an NFC while acting within the scope of their duties.

(5) All recorded lien holders of aircraft (either owned or leased to an NFC) are covered for their financial interest in the aircraft.

(6) Liability coverage for the death, or bodily injury to others, as well as damage to the property of others. "Others" is defined as those persons on the ground, as well as passengers onboard NFC aircraft.

(7) Hull.

(8) Emergency medical.

1. Mishap Reporting. NFC aircraft mishap reporting is to be accomplished per references (f), (i), and (j), and additional specific direction provided by CNIC (N92C1). Reference (k) provides Freedom of Information Act direction.

m. Audit and Inspection. Policy guidance for audit coverage of non-appropriated fund instrumentalities is contained in reference (d), chapter 10, paragraph 1002, with additional specific guidance provided by CNIC (N92C1). Mishandling of club funds and property, violation of the standards of conduct, and any other improper situation will be referred to and investigated by the activity CO and, when appropriate, the Naval Criminal Investigative Service.

4. Responsibilities and Actions

a. OPNAV (N135) shall establish NFC program policy.

b. Commander, Naval Safety Center (Code 40) shall provide aeronautical and technical expertise in support of the NFC program, as required.

c. CNIC (N92C1) shall:

(1) Develop amplifying guidance as to the operation of NFCs.

(2) Approve establishment and disestablishment of NFCs.

(3) Maintain records of active and disestablished clubs, aircraft inventories, and points of contact.

2 Apr 09

(4) Maintain liaison with individual club officials and commands to provide policy interpretation, advice, and assistance.

(5) Hold primary responsibility for all club safety matters.

(6) Obtain and provide aircraft liability and hull insurance from a commercial aviation insurance company that covers all authorized NFCs.

(7) Coordinate centrally-provided support to the program, such as aircraft distribution and oversight.

(8) Conduct on-site reviews of individual club operations to ensure adequate program management oversight.

(9) Temporarily suspend operations for any questionable act or omission affecting flight safety.

d. Regional/installation commanders are responsible for the overall administration, supervision, and operation of the local NFC, including implementation of and adherence to Navy, FAA, safety, maintenance, and local flight rules and regulations. The administration and supervision of club assets and financial affairs is the responsibility of the regional/installation commander, who is assisted by the MWR director, club manager, and advised by the BOD. These duties are command functions of the activity establishing the club, pursuant to regulatory control by the Department of the Navy and CNIC. Regional commanders/COs shall:

(1) Ensure the administration of the NFC is organized under the management of the local fleet and family readiness department. Each NFC must have a manager. The manager cannot be a contractor, but must be a full-time, part-time, or flexible NAF employee of the NFC. References (l) and (m) govern the employment of personnel by a NFC. The NFC manager works for and reports to the installation MWR director for administrative matters and reports to the local CO, via the command appointed advisors, in areas pertaining to aircraft maintenance, operations, and safety.

(2) Provide personnel, payroll, procurement, marketing, publicity, internal controls, accounting, and banking support on the same basis as support provided to other MWR program elements defined in reference (a).

(3) Ensure club funds and financial records are kept separate from those of other MWR programs. Reference (d) governs accounting procedures for clubs.

(4) Ensure administrative and operational procedures are developed, maintained, and comply with references (b), (f), and (j), and additional specific direction provided by CNIC (N92C1).

(5) Coordinate and maintain a working relationship with local FAA personnel.

(6) Ensure command-appointed (preferably, active duty military personnel) maintenance, operations, and safety advisors maintain liaison with the NFC by attending club meetings and safety meetings on a periodic basis to the degree necessary to ensure compliance with reference (f) and additional specific direction provided by CNIC (N92C1).

(7) Ensure a command inspection is conducted during the years when a biennial CNIC (N92C1) on-site review is not conducted. Members of the inspection team (command appointed maintenance, operations, and safety advisors; command evaluation, internal audit board, or local/regional IG personnel) shall conduct the review per the guidelines of reference (d) and procedures provided by CNIC (N92C1).

(8) Ensure guidelines are in place for suspending, terminating, or denying eligible participants the use of club aircraft when such action is determined to be in the best interest of the Navy and the club.

(9) Ensure the club has hangar, ramp space, and other facilities such as classroom, meeting, or maintenance spaces.

Note: If adequate base facilities are not available, or their use would conflict with installation operational requirements, the CO may authorize the club to operate at a nearby civilian airport. If a lease or contractual agreement requires the use of civilian facilities, the nearest regional naval facilities engineering command office must approve the lease or contract

agreement. Any lease for use of facilities at a civilian airport shall permit inspection by the U.S. Navy.

(10) Include the club on all command inspection evaluations such as fire, environmental hazardous material, and command evaluation.


(11) Supervise and approve acquisition and procurement of loans for aircrafts.

Note: Reference (b) requires a loan be solicited first from sources within the Navy (i.e., from the NFC program's central fund or another club). When funds cannot be made available from a Navy source, cross-Service borrowing is encouraged. Commercial borrowing shall be obtained only as a last resort. All solicitations must be approved by CNIC (N92C1).

(12) Ensure aircraft mishaps are reported per references (f), (i), and (j). Investigate and report all injuries, fatalities, and material (property) damage involving personnel and equipment associated with NFCs operating within their command.

5. Records Management. Per subparagraph 3b, records created as a result of this instruction, regardless of media and format, shall be managed in accordance with reference (e).

6. Reports. The reports required by this instruction are exempt from reports control per SECNAV Manual 5214.1 of December 2005.


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