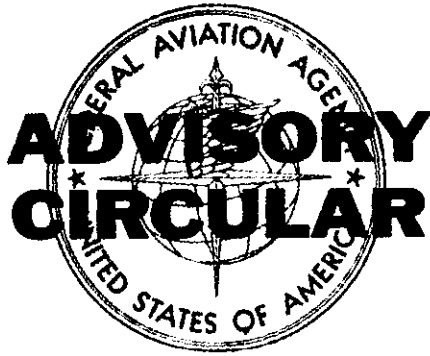


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*Federal Aviation Agency*

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# MILITARY PILOT EXAMINATION GUIDE

(REGULATIONS)

DECEMBER 1, 1963

# Federal Aviation Agency



AC NO: AC 61-7

AIRMEN

EFFECTIVE :  
12/1/63

**SUBJECT : MILITARY PILOT EXAMINATION GUIDE**

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1. PURPOSE. This advisory circular is being issued to outline the scope of the basic knowledge or "need-to-know" requirements for military pilots or former military pilots seeking FAA certificates as private or commercial pilots and acquaints the prospective applicant with source material that may be used to acquire this basic knowledge and presents a sample examination showing the nature of the test items he may be expected to encounter.
  2. HOW TO GET THIS PUBLICATION.
    - a. Order copies of this publication from:  
  
Office of Headquarters Operations, HQ-438  
Federal Aviation Agency  
Washington, D. C. 20553
    - b. Identify the publication in your order as:  
  
FAA Advisory Circular AC 61-7  
Military Pilot Examination Guide

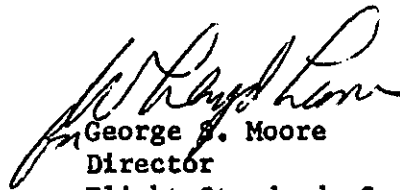
  
George S. Moore  
Director  
Flight Standards Service

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CHAPTER 1. NATURE OF THE REGULATIONS EXAMINATION  
FOR MILITARY PILOTS

1. REGULATIONS PERTAINING TO THE REQUIREMENT FOR THE WRITTEN EXAMINATION.

The Federal Aviation Agency recognizes that rated pilots of the military services have previously undergone rigorous training and have satisfied civilian requirements with regard to experience and skill. In the area of knowledge, however, particularly as it relates to Regulations, the military pilot may not possess all the information he needs to operate as a civilian pilot. For this reason, section 61.31 of Part 61 of the Federal Aviation Regulations sets forth the requirements for military pilots or former military pilots who wish to obtain a private or commercial certificate. After a study of this material, it will become apparent that the examination required by section 61.31 is based entirely on a knowledge of the applicable regulations. It should be noted that there is no difference in the requirements for a private or a commercial pilot certificate for military pilots.

In essence, section 61.31 states that under the conditions prescribed relative to experience and flying status, military pilots may be certificated as private or commercial pilots if they pass the written examination based on questions relating to:

- (a) pilot privileges and limitations
- (b) general operating and air traffic rules
- (c) accident reporting rules.

If the applicant presents satisfactory evidence of meeting the stipulated requirements for experience and flying status and passes the written examination, the District Office where he takes the examination will issue a temporary certificate immediately. A permanent certificate will be sent to him within the next 90 days.

2. RECODIFICATION PROGRAM FOR REGULATIONS. Under the recodification program which is designed to update and simplify Regulations of the Federal Aviation Agency, the student should be aware that certain changes have been made. The old Civil Air Regulations either are now, or will be in the near future, called Federal Aviation Regulations and will appear under part numbers which differ from those formerly used. For example, the old Civil Air Regulations, Part 20, "Pilot and Instructor Certificates," is now contained in Federal Aviation Regulations, Part 61, "Certification: Pilots & Flight Instructors." The cost of the pertinent regulations and instruction on how to obtain them will be found under STUDY MATERIALS on pages 3 and 4 of the "Guide."

3. TYPE OF EXAMINATION QUESTIONS. Examination questions are of the objective, multiple-choice type, and each can be answered by the selection of a single item as the correct choice. This method conserves the applicant's time, saves time in scoring, and eliminates the element of individual judgment in determining grades. Each question can be answered on a special answer sheet with a pencil mark. The applicant should carefully follow the directions outlined in the examination booklet when taking the exam.
  
4. TAKING THE EXAMINATION. This examination may be taken at any Flight Standards Service General Aviation District Office and some Air Carrier District Offices of the Federal Aviation Agency. The applicant is allowed two hours to answer the test items. When taking the examination, keep in mind the following points:
  - a. Read the test item carefully and completely. Avoid hasty assumptions.
  - b. Do not attempt to answer the test item until there is a clear understanding of the question posed by the item.
  - c. The answer selected must be the most complete and accurate of the alternatives given. It is most important that the applicant understands that even though he feels there is no completely correct answer, he must make his choice based on the alternatives given with the question.
  - d. It may appear that there is more than one possible answer. However, there is only one answer that is correct and complete. The other answers are either incomplete or erroneous.
  - e. Do not be concerned if it seems obvious that either a question or its answers are based on out-of-date Regulations. If such a situation exists, applicants receive credit for the question until a revision can be made. Answer all questions on the basis of current information.
  - f. Do not spend too much time on any one question. If an inordinate amount of time is spent on some questions, it may force hurried reading and inaccurate analysis in order to complete the test in the time allotted. Deal with the questions whose answers you know; then in the time remaining reconsider the more difficult items.
  - g. There are no "trick" questions or answers in the examination. Questions or statements mean exactly what they say. There are no hidden meanings.
  
5. SCORING THE EXAMINATION. Grading is accomplished at the District Office where the applicant takes the examination and at the time it is completed. If a passing grade (70%) is not obtained, FAA Form 666 (Notice of Disapproval of Application) is issued. This form MUST be presented upon application for re-examination.

CHAPTER 2. STUDY MATERIAL

6. REQUIRED STUDY MATERIAL: PART 61 - CERTIFICATION: PILOTS AND FLIGHT INSTRUCTORS, FEDERAL AVIATION REGULATIONS (\$.30). This new part to the Federal Aviation Agency's recodification program incorporates the Regulations included in the old CAM 20, "Pilot and Instructor Certificates". Part 61, FAR, gives the requirements applicable to certification of military pilots, therefore applicant should be familiar with its provisions with particular emphasis on all areas that deal with the privileges and limitations of the certificate for which he seeks to qualify.
7. REQUIRED STUDY MATERIAL: PART 91 - GENERAL OPERATING AND FLIGHT RULES, FEDERAL AVIATION REGULATIONS (\$.30). In accordance with the straight subject matter format followed in the FAA recodification program, the new Part 91 incorporates most of the Regulations pertaining to air traffic rules (old Part 60, CAR) and to general operating rules (old Part 43, CAR). Since FAR 61.31 specifically states that military pilots will pass a written examination which includes knowledge of air traffic and general operating rules, it is apparent that he must be familiar with the Regulations in Part 91, except for those dealing with instrument flight rules.
8. REQUIRED STUDY MATERIAL: PART 320, SAFETY INVESTIGATION REGULATIONS, CIVIL AERONAUTICS BOARD (\$.05). Part 320 sets forth the procedures and requirements relating to the notification or reporting of accidents, incidents, or lost or overdue aircraft. Since FAR 61.31 requires that military pilots know the rules concerning accident reporting, it is apparent that the applicant must be familiar with the pertinent provision of Part 320.
9. REQUIRED STUDY MATERIAL (General). In some instances a Regulation pertaining to one of the three areas for which the military pilot is responsible on the written examination (see (a), (b), and (c) on page 1), will make additional reference to a Regulation in an entirely different sub-chapter and Part of the Federal Aviation Regulations. Applicants should be aware that they may also be asked questions which will require knowledge of these Regulations -- for example, a question which refers to FAR 91.97 (Positive Control Areas and Route Segments), may also refer to FAR 71.15 (Positive Control Route Segments and Positive Control Areas), and require knowledge of this Regulation.

10. ADDITIONAL STUDY MATERIAL: RULES OF FLIGHT, FAA (\$.55). This is an excellent publication covering basic information on requirements for pilot certification, rules of the air, air traffic control, reporting accidents, aircraft registration, airworthiness, inspection, and maintenance. It does not treat rules and regulations in the legal sense and cannot be used as a substitute for the legal regulations because they are frequently revised and are much broader in scope. Therefore, it should not be used as the only reference source in a study program. However, the format and illustrations used make it easy to understand and remember the information. While the military pilot seeking FAA certification as a private or commercial pilot will not need to know all the material contained in this publication in order to pass the written examination, he is certain to find it a very useful reference manual. Much of it is directly related to the subjects covered in the written examination he must take.
  
11. ADDITIONAL STUDY MATERIAL: FLIGHT INFORMATION MANUAL - October 1962 (\$3.75 DOMESTIC; \$4.75 FOREIGN - AMENDMENTS PROVIDED FOR AN INDEFINITE PERIOD). An FAA publication issued in looseleaf form, containing the relatively permanent information essential to the pilot, with regard to air traffic control (VFR and IFR), emergency procedures, radar, search and rescue, air navigation radio aids, good operating practices, cruising altitudes, airport traffic control procedures, D/F data, DME, VOR, weather broadcast service, and many other important matters. Some of the material in the Flight Information Manual is not related directly to the examination, but all of its information deals with topics that may be of vital concern to the civilian pilot.
  
12. HOW TO OBTAIN STUDY MATERIAL. All study materials listed in this Chapter may be obtained by remitting check or money order to:

Superintendent of Documents  
U. S. Government Printing Office  
Washington, D. C. 20402

### CHAPTER 3. SAMPLE EXAMINATION TEST ITEMS

13. PURPOSE OF THE SAMPLE EXAMINATION. It should be clearly understood that the test items which follow are merely intended as representative questions for the areas of knowledge and types of questions the applicant can expect on the examination. The few typical questions contained herein are not comprehensive in nature and do not in themselves provide an adequate background of knowledge. Applicants should obtain the regulations mentioned in this guide and study them carefully before attempting to take the regular Military Pilot Examination on Regulations.
14. QUESTIONS ON PART 61 - FAR. The following test items deal with pilot certificates and are intended to familiarize you with the type that will be used in the written examinations. Choose the response which answers the question most completely and accurately.

#### Test Item 1.

In compliance with the requirements of the Federal Aviation Regulation applicable to him, an applicant takes a written examination for a commercial pilot certificate. If the applicant takes this examination on January 9, and is advised that he failed, he may apply for retesting.

1. either on February 8, or after obtaining 5 hours of additional instruction.
2. after 30 days after the date he failed that test.
3. upon presenting a statement from a certificated flight instructor with an appropriate category rating or a certificated ground instructor with a rating for the subject failed, certifying that he has given additional instruction to the applicant and now considers that he is ready for retesting.
4. by observing the requirements stated in either (2) or (3).

#### Test Item 2.

Excluding operations requiring an airline transport pilot certificate, a certificated pilot may act as pilot-in-command of an airplane carrying passengers during the period beginning one hour after sunset and ending one hour before sunrise (as published in the American Air Almanac).

1. if within the past 90 days he has made at least five takeoffs and landings in an airplane of the same class and type.
2. without meeting any additional requirements if he is appropriately rated and has a current medical certificate.
3. if within the previous 60 days he has made at least three takeoffs and landings to a full stop in an airplane of the same class and type.
4. if within the same period of the day, in an airplane of the same class and type, he has made five takeoffs and landings to a full stop within the preceding 90 days.



Test Item 3.

The holder of a pilot certificate who has a change in permanent mailing address shall notify:

1. the nearest FAA General Aviation District Office either in person or by telephone as soon as possible.
2. in writing, and within 30 days after the change, the FAA Airman Certification Branch, Oklahoma City, Oklahoma.
3. the Chairman, Civil Aeronautics Board, Washington, D. C.
4. the medical examiner at the time the holder's medical certificate is renewed.

Test Item 4.

Excluding airline transport pilots, a logbook or some reliable record of flying time:

1. is not necessary once a student pilot acquires a pilot certificate.
2. must be maintained only on all flying done for hire.
3. must be maintained only for that flying time submitted to meet the experience requirements for any pilot certificate or rating, or to meet the recent experience requirements of Federal Aviation Regulations.
4. must be maintained on all dual, solo, copilot, and pilot-in-command flying.

15. QUESTIONS ON PART 91 - FAR. This part of the Federal Aviation Regulations deals with general operating and flight rules and except for the sections dealing with instrument flight rules, is applicable in its entirety to military pilots taking the written examination on Regulations. The test items that follow are intended to serve as examples of the type of questions applicants can expect.

Test Item 5.

Before beginning a cross-country flight, each pilot-in-command is required by Regulations to:

1. familiarize himself with all available information concerning the flight including weather reports and fuel requirements.
2. make a preflight check to determine that the airplane is in a safe operating condition, but nothing more.
3. make a preflight check and file a flight plan.
4. accomplish both (1) and (3).

Test Item 6.

A pilot operating a foreign civil aircraft in the United States under VFR conditions:

1. must file a VFR flight plan.
2. must file a VFR flight plan only if he is carrying passengers.
3. is not required by Regulations to file any type of flight plan.
4. must file an IFR flight plan and conduct all flights along civil airways.

Test Item 7.

A pilot of a U. S. registered civil aircraft who is using VHF omnirange (VOR) navigational equipment for navigation purposes may:

1. not at the same time operate a portable FM (frequency modulation) receiver.
2. use portable FM receivers at the same time whether he is VFR or IFR.
3. not use portable FM receivers at the same time if he is flying IFR, but if flying VFR he may do so.
4. use any type of portable receiver including FM receivers at any time if he is not flying aircraft operated by a certificated air carrier or commercial operator.

Test Item 8.

When VFR, each person operating an aircraft to an airport with an operating control tower and served by a visual approach slope indicator (VASI):

1. is authorized to make an approach using any glide slope desired if the tower gives a landing clearance.
2. is authorized to make an approach utilizing the visual approach slope indicator only if declaration of this intent is communicated to the tower.
3. will be authorized to use the visual approach slope indicator only in conjunction with simulated ILS approaches.
4. shall maintain an altitude at or above the VASI glide slope until a lower altitude is necessary for a safe landing unless otherwise authorized or required by ATC.

Test Item 9.

While in level cruising flight, VFR cruising altitudes must be maintained appropriate to the:

1. magnetic heading being flown when at or above 3000 feet above mean sea level.
2. magnetic course being flown when at or above 3000 feet above the surface.
3. compass course being flown when at or above 3000 feet above the surface.
4. compass heading being flown when operating above 23,500 feet MSL and up to flight level 290.

16. QUESTION ON PART 320, CAB. This part to the Civil Aeronautics Board Safety Investigation Regulations deals with accidents, incidents, and lost or overdue aircraft. The test item which follows indicates the type of questions an applicant can expect in this area.

Test Item 10.

The operator of an airplane of less than 12,500 lbs. and of U. S. registry is involved in a landing accident on a vacation trip in Mexico. The accident results in substantial damage to the airplane but no injuries to anyone. Under these circumstances, Part 320 of Safety Investigation Regulations

1. does not require the operator to notify either the Federal Aviation Agency or the Civil Aeronautics Board, since the accident occurred outside the continental limits of the U. S.
2. requires the operator to submit a report to the nearest Bureau of Safety Field Office of the CAB within 10 days.
3. requires the operator to notify the CAB immediately and submit a report within 10 days to the nearest FAA Flight Standards District Office.
4. requires the operator to notify the closest U. S. Consular official immediately and to submit a report to him within 7 days.

17. ANSWERS AND EXPLANATIONS TO SAMPLE TEST ITEMS

Item    Answer

- |   |     |  |
|---|-----|--|
| 1 | (4) | Alternate response #4 is the correct answer. FAR 61.27 states that an applicant may apply for retesting after failure of a written examination either by waiting until after 30 days have passed or by presenting a statement from an appropriately qualified person certifying that applicant is ready for retesting.   |
| 2 | (4) | Alternate response #4 is the correct answer. FAR 61.47 states that the pilot in command of an airplane carrying passengers cannot legally conduct a flight operation if he has not, during the period beginning one hour after sunset and ending one hour before sunrise, made at least 5 takeoffs and landings to a full stop in an <u>aircraft</u> . Additionally, FAR 61.47 requires that the pilot in command of an aircraft carrying passengers must have accomplished at least 5 takeoffs and landings to a full stop within the preceding 90 days in an <u>aircraft of the same category, class, and type</u> . In other words, the pilot may obtain the night recent experience in <u>any</u> aircraft regardless of category, class, or type. Then he may act as pilot in command of an airplane carrying passengers at night if he meets recency of experience requirements in an airplane of the same class and type. |

Item   Answer

- 2 (Cont.)      Of course, he may simply make 5 takeoffs and landings to a full stop during the period between one hour after sunset and one hour before sunrise within the preceding 90 days in an airplane of the same class and type as that to be flown. In this way there can be no question of compliance with both the night and category, class, and type requirements for recent experience.
- 3      (2)      Alternate response #2 is correct. FAR 61.51 states that within 30 days after any change in his permanent mailing address, the holder of a pilot certificate shall notify the Federal Aviation Agency, Airman Certification Branch, Oklahoma City, Oklahoma, in writing of his new address.
- 4      (3)      Alternate response #3 is correct. FAR 61.39 stipulates that there must be a reliable record of the flight time used to meet the experience requirements for any pilot certificate or rating, or to meet recent flight experience requirements. The logging of other flight time is not required except for airline transport pilots.
- 5      (1)      Alternate response #1 is correct. FAR 91.5 states that each pilot in command shall, before beginning a flight, familiarize himself with all available information concerning that flight. If the flight is not in the vicinity of an airport, this information must include available weather reports and forecasts, and fuel requirements as well as other specified items.
- 6      (1)      Alternate response #1 is correct. FAR 91.43 provides that, in addition to the general provision of this Part, each person operating a foreign civil aircraft within the United States shall comply with the section which states that no person may operate a foreign aircraft under VFR unless a VFR flight plan has been filed with an FAA communications station.
- 7      (1)      Alternate response #1 is correct. FAR 91.19 prohibits the use of portable frequency modulation (FM) radio receivers on any U. S. registered aircraft equipped with VHF omnirange (VOR) navigational equipment while such VOR equipment is being used for navigational purposes.

- | <u>Item</u> | <u>Answer</u>   |
|-------------|---|
| 8           | (4) Alternate response #4 is correct. FAR 91.87 requires that at those airports where an operating Visual Approach Slope Indicator (VASI) is in use, an airplane approaching to land on a runway served by such an indicator shall maintain an altitude at or above the glide slope until a lower altitude is necessary for a safe landing.   |
| 9           | (2) Alternate response #2 is correct. FAR 91.109 is the applicable Regulation here. It requires that specific altitude be maintained when an aircraft is in cruising flight at or above 3,000 feet above the surface except when turning or in a holding pattern. The specified altitudes are based on the magnetic course being flown.   |
| 10          | (3) Alternate response #3 is correct. Part 320 of the Civil Aeronautics Board Safety Investigation Regulations requires that the CAB be <u>notified</u> immediately, of all occurrences involving <u>substantial damage</u> to U. S. registered aircraft, regardless of where they occur. However, since the aircraft was less than 12,500 lbs. in authorized maximum take-off weight, the <u>report</u> on the accident will be submitted to the FAA within <u>10 days</u> after the occurrence. |

APPENDIX 1 - GENERAL AVIATION DISTRICT OFFICES

1. LOCATION, ADDRESS, AND TELEPHONE NUMBERS OF GENERAL AVIATION DISTRICT OFFICES. The locations, addresses, and telephone numbers of the FAA District Offices which appear on the following three pages, change from time to time. Up-to-date information with regard to telephone numbers and FAA information services may be obtained from a current issue of the Federal Aviation Agency's Flight Information Manual.

State	City	Address	Telephone
ALABAMA	Birmingham	Municipal Airport, Birmingham, Ala.	592-6372.
ALASKA	Anchorage	South Wing-Safeway Airways Hangar, Merrill Field, Post Office Box 440, Anchorage, Alaska.	BRoadway 7-1401, extension 215, 213; BRoadway 2-4611.
	Fairbanks	Arctic Airways Hangar, International Airport, Fairbanks, Alaska.	GLobe 2-1276.
	Juneau	Star Route-Terminal Bldg. Juneau Municipal Airport, Juneau, Alaska.	6-3755.
ARIZONA	Phoenix	2800 Sky Harbor Blvd., Sky Harbor Airport, Phoenix, Ariz.	275-6276.
ARKANSAS	Little Rock	Terminal Annex Bldg., Adams Field, Little Rock, Ark.	FRanklin 2-5930.
CALIFORNIA	Fresno	Government Agency Bldg., Fresno Air Terminal Bldg., Suite 1-B, Fresno 27, Calif.	CLinton 1-6056, -7, -8.
	Long Beach	3421 Lakewood Blvd., Long Beach 8, Calif.	HArrison 1-8287.
	Los Angeles	3200 Airport Ave., Suite No. 3, Municipal Airport, Santa Monica, Calif.	EXmont 1-6701, extension 240.
	Oakland	Municipal Airport, Box 2397, Oakland, Calif.	NEptune 8-5711, -2, -3.
	Ontario	Admin. Bldg., Annex, International Airport, Ontario, Calif.	YUkon 4-2411, -2.
	Palo Alto	1901 Embarcadero Rd., Palo Alto, Calif.	DAvenport 6-5880, -1.
	Sacramento	Municipal Airport, Sacramento, Calif.	GArden 8-9614.
	San Diego	3110 Goddard Ways, Lindbergh Field, San Diego 1, Calif.	CYpress 5-3112, -3.
	Van Nuys	Van Nuys Airport, 16700 Roscoe Blvd., Van Nuys, Calif.	STate 5-8624, -5.
COLORADO	Denver	Post Office Box 326, Broomfield, Colo.	GENessee 3-7104.
DISTRICT OF COLUMBIA	Washington, D.C.	West Lab., Public Roads Bldg., Washington National Airport, Room 157, Washington 1, D.C.	MEtropolitan 8-0979.
FLORIDA	Jacksonville	Post Office Box 1504, Jacksonville 1, Fla.	ELgin 4-7111.
	Miami	Post Office Box 59-2014, AMF Branch, Miami 59, Fla.	NEWton 4-4511.
	St. Petersburg	St. Petersburg-Clearwater Airport, St. Petersburg, Fla.	HEmlock 6-9072.
GEORGIA	Atlanta	Federal Aviation Bldg., Fulton County Airport, Atlanta 11, Ga.	DIAMond 4-3033, -4.
HAWAII	Honolulu	3641 Nimitz Highway, Honolulu 18, Hawaii	814829, 816553.
IDAHO	Boise	1412 Idaho St., Boise, Idaho.	342-2861.
ILLINOIS	Chicago	Post Office Box 337, DuPage County Airport, West Chicago, Ill.	(Area Code 312) JUno 4-4490.
	Springfield	Box 197, Capital Airport, Springfield, Ill.	LAkeside 3-3657.
INDIANA	Indianapolis	Administration Bldg., Weir Cook Municipal Airport, Indianapolis 47, Ind.	CHapel 4-2473, -4.
	South Bend	St. Joseph County Airport, South Bend, Ind.	CEntral 2-5843, -4.
IOWA	Des Moines	Air National Guard, Administration Bldg., 4200 Southwest 34th St., Des Moines, Iowa.	CHerry 4-6133, -4.
KANSAS	Kansas City	2d Floor, Administration Bldg., Fairfax Airport, Kansas City 15, Kans.	ATwater 1-3491.
	Wichita	Room 210, Terminal Bldg., Municipal Airport, Wichita 9, Kans.	WHitchall 3-3244.
KENTUCKY	Louisville	Administration Bldg., Bowman Field, Louisville 5, Ky.	GLendale 8-1314, 1-2930.



State	City	Address	Telephone
LOUISIANA	New Orleans	New Orleans Airport, Dahl Bldg., 7915 Downman Rd. Box 26275, New Orleans, La.	WHitchhall 4-6706.
	Shreveport	Downtown Airport, Shreveport 194, La	2-6919.
MAINE	Portland	Municipal Airport, Portland, Maine	SPruce 4-1452.
MARYLAND	Baltimore	Pier "C" Terminal Bldg., Friendship International Airport, Baltimore, Md.	SOuthfield 1-2610.
MASSACHUSETTS	Norwood	Municipal Airport, Norwood, Mass	NORwood 7-2436, 7-2675.
	Westfield	Barnes-Westfield Municipal Airport, 1st Floor, Terminal Bldg., Post Office Box 544, Westfield, Mass.	LOgan 8-8691.
MICHIGAN	Detroit	Willow Run Airport, Ypsilanti, Mich	483-1226.
	Grand Rapids	Kent County Airport, Grand Rapids 8, Mich	CHerry 1-0155
MINNESOTA	Minneapolis	2721 East 42d St., Minneapolis 6, Minn	PARkway 9-7301.
MISSISSIPPI	Jackson	Post Office Box 1727 (Woodrow Wilson Ave. West), Jackson 5, Miss.	FLEetwood 5-1171.
MISSOURI	St. Louis	St. Louis-Lambert Airport, Box 6127, St. Louis 34, Mo	PERshing 1-0930.
MONTANA	Billings	Rm. 205, Administration Bldg., Billings Logan Field, Billings, Mont.	245-7910.
	Helena	Municipal Airport, Box 1167, Helena, Mont.	442-4230, -1.
NEBRASKA	Lincoln	Post Office Box 1748, Municipal Airport (Union), Lincoln 1, Nebr.	434-5949.
NEVADA	Reno	Rm. 9, Savier Bldg., Box 499, 210 West 2d St., Reno, Nev.	FAirview 2-3790.
NEW JERSEY	Teterboro	Teterboro Air Terminal, Teterboro, N.J.	ATlas 8-1745, -6, -7.
NEW MEXICO	Albuquerque	Post Office Box 8445, 225 San Pedro Drive NE., Albuquerque, N. Mex	265-1539, -0.
NEW YORK	Albany	Albany Airport, Watervliet, Post Office Box 128, Latham, N.Y.	UNion (Colonic) 9-7411.
	La Guardia	TWA Hangar No. 4, Room 220, Box 575, La Guardia Airport Station, Flushing 71, N.Y.	HAvenmeyer 6-9729.
	Lindenhurst	Zahns Airport, North Wellwood Ave., Lindenhurst, N.Y.	TURner 8-1440.
	Rochester	Municipal Airport, Rochester, N.Y.	BEverly 5-3438.
NORTH CAROLINA	Charlotte	FAA Bldg., Municipal Airport, Branch Post Office, Charlotte, N.C.	392-3214.
	Raleigh	Raleigh-Durham Airport, Post Office Box 1858, Administration Bldg., Raleigh, N.C.	TEmple 2-6160.
NORTH DAKOTA	Fargo	Administration Bldg., Hector Field, Post Office Box 2128, Fargo, N. Dak.	ADams 5-5032.
OHIO	Cincinnati	Lunken Airport, Administration Bldg., Cincinnati 26, Ohio	EASt 1-7171.
	Cleveland	Cleveland-Hopkins Airport, S-21, Cleveland 35, Ohio	WInton 1-3030, -1.
	Columbus	Box 214, Administration Bldg., Port Columbus Airport, 4600 East 17th Ave., Columbus 19, Ohio.	BElmont 7-3741.
OKLAHOMA	Oklahoma City	Tulakes Airport, Terminal Bldg., Bethany, Okla	WHitney 9-5684.
OREGON	Medford	Municipal Airport, Box 832, Medford, Oreg	SPRing 3-4033.
	Portland	5410 North East Marine Dr., Portland, Oreg	ATLantic 8-5846.
PENNSYLVANIA	Allentown	Allentown-Bethlehem-Easton Airport, Allentown, Pa	COngress (Catasauqua) 4-2431, 4-8321.
	Harrisburg	East Wing, 2d Floor Airport Terminal Bldg., Harrisburg-York State Airport, Post Office Box 390, New Cumberland, Pa.	CEdar 4-0193, -4.

State	City	Address	Telephone
PENNSYLVANIA—Continued	Tulsa	Administration Bldg., Room 107, Municipal Airport, Tulsa, Okla.	TEmple 5-4429.
	Philadelphia	Administration Bldg., 1st Floor, North Philadelphia Airport, Philadelphia 36, Pa.	ORchard 3-0250, -1.
SOUTH CAROLINA	Pittsburgh	Allegheny County Airport, Dravoburg, Pa.	HOmestead 1-2726, 1-7800.
	Columbia	Post Office Box 368, Columbia Airport, West Columbia, S.C.	794-3789.
SOUTH DAKOTA	Rapid City	Post Office Box 27, Rapid City, S. Dak.	FIllmore 2-3738.
	Sioux Falls	Foss Field Tower Bldg., Sioux Falls, S. Dak.	EDison 8-2381.
TENNESSEE	Memphis	Municipal Airport, Post Office Box 7097, Memphis 18, Tenn.	WHitehall 8-3919.
	Nashville	Berry Field, Nashville 10, Tenn.	ALpine 5-7791.
TEXAS	Amarillo	Post Office Box 2306 (Tradewind Airport), Amarillo, Tex.	DRake 6-9481.
	Dallas	c/o Southwest Airmotive, Inc., Love Field, 7515 Lemmon Ave., Dallas 9, Tex.	FLeetwood 2-8453.
	Lubbock	Municipal Airport, Lubbock, Tex.	PO 2-4760.
	Fort Worth	Post Office Box 1689, Meacham Field, Ft. Worth, Tex.	MARket 4-1184.
	Houston	Post Office Box 60158, International Airport, Houston 17, Tex.	OLive 4-6557.
	El Paso	El Paso Natural Gas Bldg., El Paso International Airport, El Paso, Tex.	PR 8-3001.
	San Antonio	371 North Terminal Dr., Room 2, International Airport, San Antonio 9, Tex.	TAylor 6-2355.
	Salt Lake City	Municipal Airport No. 1, Salt Lake City, Utah	ELgin 5-2951, -2.
VIRGINIA	Richmond	Byrd Field, Sandston, Va.	REpublic 7-8256, 7-0891.
WASHINGTON	Seattle	Box 118, Boeing Field, FAA Bldg., Seattle, Wash.	PArkway 3-5600.
	Spokane	Box 247, Parkwater Station, Spokane, Wash.	KEystone 5-1601.
WISCONSIN	Milwaukee	General Mitchell Field, Milwaukee 7, Wis.	SHERidan 4-9202, -3.
WYOMING	Cheyenne	Municipal Airport, Box 2166, 4101 Evans Ave., Cheyenne, Wyo.	(Area Code 307) 634-2652.

## APPENDIX 2. ACCIDENT REPORTING

1. HOW TO REPORT ACCIDENTS. The information which follows is neither Part 320 itself, nor verbatim excerpts from this Regulation. It is included here merely to outline in a general way the nature of the Regulation and some of its more common applications to accidents. It will be necessary to acquire and study Part 320 in order to obtain complete information on rules pertaining to aircraft accidents and related subjects.
  - a. DEFINITIONS.
    - (1) Substantial Damage - means damage or structural failure reasonably estimated to cost \$300 or more to repair. Engine failure, damage limited to an engine, bent fairing or cowlings, dented skin, small puncture holes in skin or fabric, taxi damage to propeller blades, damage to tires, engine accessories, brakes, or wing tips are not considered substantial damage for the purpose of Part 320.
    - (2) Fatal Injury - means an injury which results in death within 7 days.
    - (3) Serious Injury - means any injury which requires hospitalization for more than 48 hours, commencing within 7 days from the date the injury was received and which results in
      - (a) bone fracture
      - (b) severe hemorrhages
      - (c) nerve, muscle, or tendon damage
      - (d) 2nd or 3rd degree burns over 5% of body
    - (4) Operator - means any person who causes or authorizes the operation of an aircraft, such as owner, lessee, or bailee of an aircraft.
  - b. NOTIFICATION REQUIREMENTS. Immediately notify in the most expeditious manner, the Civil Aeronautics Board of any accident or occurrence which results in
    - (1) fatal or serious injury (occupant or nonoccupant).
    - (2) collision in flight.
    - (3) fire in flight.
    - (4) substantial aircraft damage.
    - (5) overdue aircraft believed to have been involved in an accident.
    - (6) unwanted or asymmetrical thrust reversal in flight.

NOTE: The above is not a complete list.

c. INFORMATION TO BE INCLUDED IN NOTIFICATION.

- (1) Location, date, and time of accident or occurrence.
- (2) Aircraft make, model, and registration number and nationality.
- (3) Number involved and names of operator and crew.
- (4) Injuries of each person.
- (5) Weather conditions.
- (6) Point of last departure and destination.
- (7) Description of any explosives, radioactive material, or other dangerous articles carried.
- (8) Nature of and circumstances surrounding the accident or occurrence.

- d. REPORTING REQUIREMENTS. Reports on accidents or occurrences which involve fatalities, rotorcraft, air carrier operations in the state of Alaska, and aircraft having a maximum takeoff weight in excess of 12,500 lbs., will be submitted to the CAB within 10 days of accident or occurrence or when after seven (7) days an aircraft is still missing. Reports on accidents or occurrences which involve substantial aircraft damage, serious injury, and collisions in aircraft of 12,500 lbs. or less in maximum takeoff weight, will be submitted to the FAA within 10 days of accident or occurrence, or when after seven (7) days an aircraft is still missing.

NOTE: This is not a complete list of all accidents or occurrences which require reports to the CAB or FAA. This will be found in Part 320.