

Outcomes of Volunteer Pilot Orientation



Orientation for AFC Volunteer Pilots includes the **AFC Guide for Volunteer Pilots**, **Pilot Orientation Conference call** and **AFIDS Getting Started Guide** and any additional materials sent to new or re-activating pilots following approval of their application. AFC Pilots who have not flown a flight for AFC in 24 months or more must complete re-orientation, update their AFIDS account and review the Pilot Guide and instructional materials before flying again. The **Pilot Orientation call** reviews the AFC organization and Key Points from the **AFC Guide for Volunteer Pilots**. Pilots must periodically review the **Guide** and any updates. The most current version, with linking documents, is available from the [Pilot Toolbox on the AFC Website](#).

Upon completion of Orientation the AFC Volunteer Pilot will have an understanding of:

- AFC's mission, organization, leadership & staff
- Core values and best practices for AFC pilots and missions
- Best phone, email and pager contact's for missions
- Annual agreement and membership renewal
- Types of flights flown and not flown by AFC Pilots
- ACN and ACA Networks – Public Benefit Flying
- "Getting Started" in AFIDS
 - Confidentiality of access to AFIDS
 - Confidentiality of pilot and passenger information
- Why and how people request assistance from AFC
 - Repeat requests for assistance
 - Alternatives to volunteer pilot flights
 - Referral to other resources
- Screening passengers by staff
- Mission set-up process
 - Origin & Destination – Flight Legs - Pilot changes to AFC itinerary
- Passenger instruction and safety checklist – Working with AFC Passengers
- How Pilots request missions
 - Overnight Emails
 - Setting availability in AFIDS
- Pilot's flight planning, communication and coordination with AFC
 - Linking flights - contacting linking pilots - PIC for trips
 - Filing in flightplan.com - dead head legs
 - Use of NGF call sign
- Contacting your passenger – Review of Itinerary, luggage, companions & timing for flight
- Cancelling a flight – Making a Go or No-Go decision - Filing your post mission report
- AFC Logo & Trademark Usage - AFC Volunteer & Donor Recognition Programs