

The purpose of this letter is to keep the personnel of the Air Service both in Washington and in the field, informed as to the activities of the Air Service in general.

GENERAL RULES TO BE OBSERVED AT ALL U.S. FLYING FIELDS

During the rush of war the rules of flying pertaining to aviation activities were left entirely to the Commanding Officer of each and every Air Service Station. This resulted in such a state that pilots flying under the rules of one field found themselves breaking all of the rules of the field when entering another station. For this reason and for the sake of standardization of flying fields, general rules which pertain and apply to all Air Service activities have been compiled. They contain only general rules in regard to hangars, machines, ground rules and rules of the air and hold true in all Air Service stations. It is understood that each field will have special rules peculiar to its own locality. The general rules are as follows:

HANGARS.

1. Smoking is prohibited in any hangar or within 25 feet of any machine or gasoline container. Notice to this effect to be posted in the hangar.
2. Landing or taking off must not be over hangars.
3. Visitors will not be allowed on the Flying Field or in the vicinity of hangar unless they are accompanied by an officer or enlisted man of the Post.
4. Landing near hangar is prohibited.
5. Hangars must be cleared by 50 feet.

MACHINES.

1. The crew chief will personally inspect and see that all safety belts are securely fastened and fit snugly; in case a seat is empty that the safety belt is so fastened as to prohibit it ever becoming entangled in the controls.
2. Instructors and students in flying will not wear a long coat or loose clothing that might become entangled in the controls, nor will loose articles such as waste or rags that might jam the controls be left in the machine.
3. In leaving a machine always head it into the wind and change the propeller to a horizontal position.
4. Unless alone pilots should not attempt to start a motor without assistance.
(This is properly a cross country rule).

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5. Do not take a machine into the air unless you are satisfied it is in perfect condition.

6. Never leave the ground with the motor leaking or running poorly. Never take a machine in the air until you are thoroughly familiar with the working of the throttle, the switch, the gasoline shut-off, the oil pressure, the air release, the air-pump, and all other controls and instruments.

7. If pilot finds anything wrong with the plane he is to report it to his Flight Commander and to no one else.

GROUND RULES.

1. Ambulances to be on Flying Field during all flying hours with a surgeon and necessary medical detail in attendance. Ambulance should be equipped with all necessary tools, such as wire cutters, axes and fire extinguishers.

2. A landing "T" will be used on Flying Fields to designate the direction of landing and will govern irrespective of the direction of the wind. As far as practicable this "T" will be kept headed into the wind.

3. Do not turn sharply in taxiing when on starting lines, instead of turning short, have tail lifted around, thus avoiding a turn which might strain the fuselage.

4. Do not taxi closer to 100 feet to another ship unless mechanic has hold of wing.

5. Never get out of machine with motor running until pilot relieving you can reach engine controls.

6. Pilot must clearly inspect machine before taking same into the air. Inspect action of controls.

7. In taxiing to take off position, oblique machine to right or left to make sure that the Section of the Field you are going to use is clear, and that no other machines are coming in to land directly behind you.

8. Machines in flying into Field have preference over those about to leave.

9. It is advisable to carry a good pair of cutting pliers in a position where both passenger and pilot can reach them in case of an accident.

10. Never use glass goggles. No flights should be made without goggles or a helmet. Handkerchiefs should be carried in a handy position in order that goggles may be wiped off.

11. Riding on steps, wings or tails of a machine is forbidden.

12. A fire extinguisher will be carried on each machine.

13. Before leaving ground pilots and passengers will make sure that belts are securely fastened.

14. After coming on a bed line allow motor to idle a few minutes to prevent sudden cooling of motor, thus warping valves.

15. In taking off, look on the ground and in the air behind in front and to either side.

16. In taking off never start suddenly. Open throttle change and take the first 20 feet slowly, thus avoiding other pilots that are about to take off.

17. In case engine fails on take off, land straight ahead regardless of obstacles.

18. A plane with a dead motor has the right of way in landing.

19. No plane is to taxi faster than a man can walk.

20. Do not forget to close throttle before starting motor.

21. In taxiing hold elevator back, never taxiing with tail end without man holding the wings.

22. Planes will not be taxied abreast. They will follow ahead 100 feet in the rear of the preceding machine.

23. Never run motor so that blast from the propeller will blow on other machines or in the direction of the hangar.

24. Motors will be tried out only in the presence of the Flying Officer.

25. Rules about right of way are for guidance only. Collisions are always avoidable. There is no right of way. Every pilot must be awake at all times and prevent his machine from getting dangerously near another machine.

26. Never turn a machine after landing until you have looked around you and are sure the path is clear.

27. No two cadets shall fly together. Cadet must be accompanied by an instructor when flying dual.

28. No ship will cross the line when motor is running.

RULES OF THE AIR.

1. Speed always means control. Loss of speed means loss of control. If motor starts to miss while getting out of field always nose plane down to gain flying speed before trying any maneuvers. Most crashes are caused by trying to turn close to the ground without sufficient flying speed.

2. After flight has begun if conditions arise that make flying hazardous, land as soon as possible.

3. Do not trust any altitude instruments. Learn to judge altitude especially on landings. Barometric conditions may change in a cross-country flight, so that even a barometer that is functioning properly may read an incorrect altitude. Moreover, the altitude of the landing place may be different from that of the starting point.

4. An officer in charge of flying will prescribe whatever rules are necessary and advisable to cover such lines of traffic as are necessary to eliminate the possibility of accidents when machines are coming into and taking off from the home field.

5. In all maneuvers where altitude is lost rapidly, be sure that no machines are under you.

6. If other machines precede you in starting, allow them to gain a sufficient distance before following. Do not follow in trace; propeller wash will thus be avoided.

7. In passing a machine going in the same direction, have an interval of at least 200 yards.

8. In passing over or under another machine, interval must be at least 200 yards.

9. Machines approaching head-on pass to the right at an interval of at least 200 yards.

10. Before beginning a glide see that no machines are under you. Those flying beneath you have preference.

11. If you see another machine, get out of its way. Do not depend upon the other pilot having seen you.

12. At all times keep machine in such position, in reference to suitable ground, that a landing can be effected at any time.

13. Do not cut across bows of other machines when making your first turn.

14. No vertical banks, steep climbing turns or zooming will be done under 300 feet.

15. All acrobacy such as loops, wing-overs, eights, rolls, half-rolls and spins must be completed at not less than 1,500 feet.

16. All instruction in forced landings is to be done with the instructor in the machine.

17. Come out of steep side-slips and spirals at not less than 300 feet.

18. At no time will "hedge-hopping" be tolerated.

19. No machine will take off until the officer in charge has been notified of proposed air route to be followed, the purpose of a flight and the names of both pilot and passenger.

20. All landings will be made on the home field except in case of forced landings or to assist another pilot whose machine has been wrecked. All such landings off home field will be reported immediately upon return to the officer in charge of flying.

21. No pilot will fly over a city or town without sufficient altitude to reach a landing place.

22. All pilots going out for acrobatics will be assigned to sectors far enough from the field so that they will not interfere with the regular traffic.

23. No acrobatics will be indulged in without the permission of the officer in charge of flying.

24. Whenever possible, landings and take offs will be directly into the wind.

25. There will be a trouble-shooter on the field at all times when flying is going on.

26. No spins on back or tail slides will be indulged in as they put unnecessary strain on the machine.

27. All machines will land in a straight glide from 500 feet.

28. No acrobatics at any time will be done over the field.

29. To go off the ground in a side wind, be sure to allow the machine to have flying speed before attempting to arise then turn slightly into the wind, gain a safe altitude and then level out before attempting to turn and go with the wind.

30. If machine slides in, use more rudder or take off some of your bank or combine both.

31. If flying against the wind and you wish to turn and fly with the wind, do not make a sharp turn close to the ground.

32. In gliding for a landing, if gliding flat at a high altitude, increase the angle of the glide and store up speed when approaching the ground. If gliding flat and you wish to make a turn, increase the angle of glide and allow the machine to pick up speed, then make the turn. Glide steep rather than flat. Increase glide for a turn.

33. Motors have been known to stop during a long glide on account of running same throttled down too low. If pilot wishes the use of motor for landing, open throttle at intervals during the glide.

34. In coming down with excess speed, level out and allow machine to skim along close to ground. Do not attempt to force machine on ground with more than flying speed; the result is bouncing and ricocheting.