BASIC INDOC TRAINING SCHEDULE AND MATERIALS

Welcome and congratulations on being selected to attend Ameriflight’s Basic Indoc training! For many of you this will be your initial 135 experience and you will be learning many new things. While this is a new and exciting experience which is sure to be enjoyable, there is also a high degree of learning that will be required on your part in order for you to be successful. Remember, this industry has a culture of learning, this is a discipline that will serve you well throughout your career so develop good study habits early and you will succeed!

Itinerary:
Week 1: Basic Indoc
   Monday-Friday morning 0800 meet at the front office.
Week 2: Aircraft Specific Training
   Monday-Friday morning 0800 meet at the classroom (or specified location)
Week 3: Flight Training
   Takes place at multiple training bases and is determined on a case-by-case basis.

Study Priority:
1. Thoroughly understand the Indoc materials and be able to apply them to real world scenarios. It must be emphasized that the Indoc material must be understood and demonstrated before the candidate will be able to move onto the aircraft specific training.

2. Study the SOP; make yourself intimately familiar with the flows and procedures as this is how each phase of flight is managed. It is expected that you will be able to demonstrate the flows the first day of aircraft specific ground school.

3. Study the aircraft specific Pre-Ground School Briefing packet so that you will be on speed for ground school Monday morning (week 2).

Understand that the Basic Indoc ground school is designed to teach you and help you integrate the specific rules, regulations, procedures, and company policies into real world scenarios so that you can safely and efficiently operate in the IFR system. It is your responsibility to make sure that you have an adequate understanding on how these concepts work together from the time you arrive at your aircraft to the time you secure it and go home.

The aircraft specific ground school is designed to give you an excellent overview of the systems with enough depth so that you can troubleshoot problems from the flight deck. You will be expected to be familiar enough with the aircraft systems so you will be able to understand what is being discussed in class. It is your responsibility to make sure that you have an adequate understanding of the systems before beginning ground school.
Company History

Founded by Gary Richards, Ameriflight began operations at Burbank, California in 1968, as a small demand charter and cargo service flying a 1956 Aero Commander 560A. Although named "California Air Charter", we soon focused our efforts on scheduled high-priority cargo flying and de-emphasized passenger charter work. Our first expansion to another location occurred in 1970 with the start of operations at Oakland International Airport.

In 1971, California Air Charter (CalAir) teamed up with United Couriers (now known as UCI DistributionPlus), a ground courier company specializing in scheduled route services for the banking industry. UCI DistributionPlus is a wholly-owned subsidiary of ATI Systems International, Inc., which has served the financial industry since 1940. In 1976, California Air Charter was contracted to provide service for a major California bank, adding a new customer and six Piper Navajo routes in California, a contract we still serve today. 1981 saw the addition of the first Learjet to our fleet. In 1983, CalAir expanded its customer base beyond the financial industry with our appointment as a feeder carrier to support a new overnight package delivery service. In conjunction with the new small package cargo service for this customer, we became a contractor for the loading and ground handling service of their large jet freighters. Additional contracts with various freight forwarders in the ensuing years have allowed us to expand into other states, including Washington, Oregon, Arizona, Nevada, Utah, Idaho, Montana, Colorado, Ohio and Texas.

This growth continues today. Expansion of CalAir’s jet fleet came in 1986, when we were awarded a contract by a consortium of financial institutions to provide daily service to the east coast and other Federal Reserve Bank locations throughout the U.S. By this time our routes had grown to include many destinations outside of California; and in 1987, the "Ameriflight" name was adopted to better reflect the scope of our interstate air cargo services.

Ameriflight was purchased by Jim Martell in January 2014, and has appointed Jennifer Dorris as Chief Executive Officer. In May 2014, Martell announced Ameriflight will move its corporate headquarters from Burbank, California to Dallas/Fort-Worth International Airport in Texas to be more centralized to the company’s nation-wide operations.
Where We Fly (As of August 2014)
Who We Work For
Our customers are UPS, FedEx, DHL, and Bank Curriers; our job is customer service. For companies such as UPS, FedEx, and DHL, we are the vital link between their jet freighters and their package drivers.

This is how it works: Let’s say you live in Lewiston, Idaho and you want to send an overnight package to Corpus Christi, Texas. The UPS driver stops by your place of business and picks up your package (along with others throughout the day) and then takes it to the local sort center where it is divided into local and not-local. The packages that are not local are brought to one of our airplanes (in this case an SA227 out-stationed in Lewiston, ID) where we fly it to a regional UPS hub (in this case Boeing Field, Seattle, WA). The freight is offloaded from our aircraft and re.sorted, and then loaded onto a UPS jet freighter where it is flown to Louisville, KY. Workers sort all of the freight from all of the different jet freighters and then re-load the freight onto outbound freighters destined for regional UPS hubs (in this case San Antonio, TX). The jet freighter arrives in San Antonio, TX about 5 a.m. where it is offloaded, re.sorted, and then re-loaded onto another Ameriflight aircraft (in this case a BE1900 out-station based in Corpus Christi, TX). We then fly the freight to Corpus Christi, TX where the freight is offloaded onto a UPS package truck(s) and then driven to the local sort center where it is sorted and distributed to all of the local drivers who throughout their day drop off and pick up packages along their route. At about 9 a.m. the package that left Lewiston, ID, is delivered to its destination in Corpus Christi, TX.

A Day in the Life
For most of our pilots a typical “day-in-the-life” goes like this: If you are assigned to a “bank” run (bank/currier work) you would show up to your base at the assigned time (usually between 5a.m. and 6a.m. depending on the run). You would then gather your weather and other documents, pre-flight the aircraft, and then wait for the cargo to arrive. Once the cargo has arrived and been loaded, you would then fly the cargo to its destination where you would help the curriers offload the cargo. After you secure your aircraft you would head over to the layover (hotel or crew layover apartment) and enjoy your day. In the evening you would arrive back at the aircraft at the assigned time, gather your weather information, and wait for the cargo to arrive. After the cargo is loaded, you would then fly the cargo back to the base, offload, post-flight and secure your aircraft, check the flight schedule for last minute changes, and then go home. A typical bank run schedule like this is usually Monday a.m. through Friday p.m., however, there are variations that are “back-side of the clock”, or afternoons only, or mornings only, but these are not as common.

The package runs (UPS, DHL, and FedEx) can either be in-stationed (flight originates at the base) or out-stationed (flight originates at the out-station). That means the typical in-station run flies Monday a.m. through Friday p.m. OR Monday p.m. through Saturday a.m. depending on the run. So you spend your day at a layover, and you spend the weekend at home. However, for outstationed runs you would fly Monday p.m. through Saturday a.m. spending your days and weekend at home and sleeping at a layover at night.
Our Expectations When You Arrive for Indoc

Attire
Dress for class is business casual (dress shirt/blouse and slacks/skirt).

Uniform Shirt: We wear the Van Heusen “Aviator”. This is available online. (If you Google “van heusen aviator shirt” multiple providers pop up) The sizing runs true and you are generally safe ordering your size online. We also allow a grey “Ameriflight Flight Crew” polo shirt for use in warmer weather.

Pants: We wear Dickies “Original 874 Work Pant” (Dark Navy) or equivalent pant. This is available online and also at stores such as: Wal-Mart, Target, K-Mart, Tilly’s, or uniform stores, ranch wear stores etc… The Dickies do not always run true and you are better off finding them at a store and trying them on for fit.

Shoes: Any black dress shoe is acceptable; however, we suggest a durable rubber sole (oil-resistant, non-slip).

Tie: Plain navy ties are available at the company store.

It is not required that you have your uniform until you are sent for your checkride, at which point you will be expected to be attired in full uniform. Also, deviations from uniform for weather conditions will be discussed in Indoc.

Items to Bring
On the first day of class you need to bring:
• Restricted Radio Telephone Operator Permit
• Valid Passport-(if you have requested it and not yet received the passport, please provide the request receipt)
• Current valid Drivers License
• All foreign nationals must submit a Permanent Resident card or Work Authorization card as well as a current passport of their country of origin. Foreign nationals training for aircraft over 12,500 lbs max takeoff weight are required to process TSA approvals prior to start of training.
• Your log book with current totals including all point-to-point cross country (FAR135 does not require the more limiting 50 NM rule)
• Note taking materials: You will need paper, pen, and pencil for note and test taking.
• Current FAR/AIM reprint (including FAR Parts 61, 91, 135, and NTSB 830)
• Current FAA weather texts (AC00-6 and AC00-45
• Pilot (with English Proficiency Endorsement) and current Medical Certificates

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**Housing and Travel:**
Ameriflight provides housing for those people who are attending ground school from outside the DFW area. You can expect to have a room at Dex Media Hotel and Conference Center. Reservations will be made for you at:

**Dex Media Hotel and Conference Center**
**2200 West Airfield Drive**
**Dallas, TX 75261**
**Main Phone: 972.453.0600**
**Shuttle Phone: 972.615.5390**

Accommodations begin starting Sunday evening before the first day of class (check in is after 3 p.m.). Tell the front desk that you are with the Ameriflight block of rooms. You may be required by the hotel to provide a deposit for all charges beyond room and tax. You will be responsible for travel to the Initial New-Hire Training class. If you are purchasing a ticket we recommend you purchase a one way as we are unable to provide you with a specific date your training will be complete. If you are required to reposition for training, Ameriflight will handle the arrangements for travel and accommodation.

**Wages**
An hourly wage is paid beginning Day 1 of class for those hours that you are training. Pilot pay starts following successful completion of your training and PIC checkride.
Jeppesen Charts
Jeppesen charts are the Ameriflight required navigation charts and will be provided to you by Ameriflight.