Civil Aeronautics Manual 27

Aircraft Dispatcher Certificates

FEDERAL AVIATION AGENCY

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FEDERAL AVIATION AGENCY

E. R. QUESADA, *Administrator*

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Introductory Note

This manual contains in consolidated form (1) revised Civil Air Regulations Part 27, Aircraft Dispatcher Certificates, effective November 1, 1958, and the editorial changes required by Special Regulation SR–430 effective December 31, 1958; and (2) the rules, policies, and interpretations issued by the Administrator of the Federal Aviation Agency in application to the various sections of the regulations.

FAA *rules* are supplementary regulations issued pursuant to authority expressly conferred on the Administrator in the Civil Air Regulations. Such rules are mandatory and must be complied with.

FAA *policies* provide detailed technical information on recommended methods of complying with the Civil Air Regulations. Such policies are for the guidance of the public and are not mandatory in nature.

FAA *interpretations* define or explain words and phrases of the Civil Air Regulations. Such interpretations are for the guidance of the public and will be followed by the Agency in determining compliance with the regulations.

This manual is arranged to give the number, title, and text of each section of the regulations followed by any rules, policies, or interpretations applicable to that section. These rules, policies, or interpretations of the Administrator are identified by consecutive dash numbers appended to the regulation section number.

Civil Aeronautics Manual 27 dated October 15, 1956, has been changed to conform to revised Civil Air Regulations Part 27 which became effective November 1, 1958, as follows:

(1) The text material has been revised, as appropriate, and the paragraph designations changed to coincide with revised Part 27; and

(2) "The Study Guide for the Written Examination Required for an Aircraft Dispatcher Certificate," formerly contained in appendix A, has been deleted. However, a study guide titled "Written Examination Information for Aircraft Dispatcher" may be obtained from the Superintendent of Documents, U.S. Government Printing Office, Washington 25, D.C., for 20 cents.

As amendments and other pertinent materials pertaining to Part 27 are issued, they will be included in this manual.

Aircraft Dispatcher Certificates

Applicability and Definitions

27.1 *Applicability of this part.* This part establishes certification and general operating rules for aircraft dispatchers.

27.2 *Definitions.* As used in this part, terms are defined as follows:

Administrator. The "Administrator" is the Administrator of the Federal Aviation Agency.

Air carrier. An "air carrier" is any citizen of the United States who undertakes directly, or by lease or by other arrangement, the carriage by aircraft of persons or property as a common carrier for compensation or hire, or the carriage of mail by aircraft.

Aircraft dispatcher. An "aircraft dispatcher" is an individual holding a valid aircraft dispatcher certificate issued by the Administrator who exercises responsibility with the pilot in command in the operational control of each flight.

Approved. "Approved," when used alone or as modifying terms such as means, method, action, equipment, etc., means approved by the Administrator.

Authorized representative of the Administrator. An "authorized representative of the Administrator" is any employee of the Federal Aviation Agency or any private person, authorized by the Administrator to perform particular duties of the Administrator under the provisions of this part.

Flight time. "Flight time" is the time from the moment the aircraft first moves under its own power for the purpose of flight until it comes to rest at the next point of landing (block-to-block time).

Operational control. "Operational control" is the exercise of authority over initiation, continuation, diversion, or termination of a flight.

Pilot in command. The "pilot in command" is the pilot responsible for the operation and safety of the aircraft during the time defined as flight time.

Certification Rules

27.5 *Application for certificate.* An application for a certificate shall be made on a form and in a manner prescribed by the Administrator.

27.5–1 *Application for certificate (FAA rules which apply to sec. 27.5).* Application for the certificate shall be made on Form FAA–374. The applicant for an aircraft dispatcher certificate shall complete items 1 through 16, inclusive. Incorrectly executed applications will be returned for amendment.

(Section 27.5–1 published in 25 F.R. 8481, Sept. 2, 1960, effective Aug. 29, 1960.)

27.6 *Issuance.*

(a) An aircraft dispatcher certificate shall be issued by the Administrator to an applicant who meets the requirements of this part.

(b) Pending a review of an applicant's application and supplementary documents and the issuance of a certificate by the Administrator, an authorized representative of the Administrator may, subject to such conditions and limitations as the Administrator may prescribe, issue a temporary aircraft dispatcher certificate to an applicant who meets the requirements of this part.

27.7 *Duration.*

(a) An aircraft dispatcher certificate issued to a United States citizen shall remain in effect until surrendered, suspended, revoked, or otherwise terminated by order of the Administrator. A certificate issued to an applicant other than a United States citi-

zen shall remain in effect for a period no longer than 12 months after the date of issuance; however, it may be reissued without further demonstration of technical competence.

(b) A temporary aircraft dispatcher certificate shall remain in effect for a period no longer than 90 days after the date of issuance.

(c) After revocation, and upon request after suspension, the certificate shall be returned to the Administrator.

27.8 *Change of address.* Within 30 days after any change in the permanent mailing address of a certificated aircraft dispatcher, he shall notify the Administrator in writing of his new address. This notice shall be mailed to the Examination and Records Division, Federal Aviation Agency, 621 North Robinson Avenue, Oklahoma City 2, Oklahoma.

General Certificate Requirements

27.21 *Citizenship.* An applicant for an aircraft dispatcher certificate may be a citizen of any country or a person without nationality.

27.22 *Age.* 23 years is the minimum age for the issuance of an aircraft dispatcher certificate.

27.23 *Education.* An applicant shall be able to read, speak, and understand the English language, or an appropriate operation limitation shall be placed on his aircraft dispatcher certificate.

27.24 *Examinations and tests.* Examinations and tests shall be conducted by an authorized representative of the Administrator at such times and places as the Administrator may designate. The passing grade for such examinations and tests shall be at least 70 percent.

27.25 *Re-examination after failure.* An applicant who has failed any prescribed written or practical examination or test may not apply for re-examination within a 30-day period from the date of such failure unless he presents a statement signed by a certificated aircraft dispatcher, an appropriately rated and certificated ground instructor, or an authorized representative of the Administrator, which attests that the applicant has received an additional 5 hours of instruction in each of the subjects failed and that the applicant is considered competent for re-examination.

27.26 *Substantiation of experience.* An applicant shall present to the Administrator satisfactory documentary evidence to substantiate the experience qualifications for an aircraft dispatcher certificate.

Qualifications for a Certificate

27.31 *Experience.*

(a) An applicant shall have served for a total of 2 of the 3 years immediately preceding the date of application in scheduled air carrier operations, scheduled military operations, or in other aircraft operations which the Administrator finds provides equivalent experience as:

(1) A pilot member of the crew, or

(2) A flight radio operator or ground radio operator, or

(3) A flight navigator, or

(4) A meteorologist, or

(5) An individual or an assistant performing the functions of an aircraft dispatcher, or

(6) An individual performing other functions which the Administrator finds provides equivalent experience; or

(b) An applicant shall have served for at least 2 of the 3 years immediately preceding the date of application as an air route traffic controller or as a certificated air-traffic control-tower operator; or

(c) An applicant shall have served for at least one of the 2 years immediately preceding the date of application as an assistant in the dispatching of scheduled air carrier aircraft performing all the duties of an aircraft dispatcher under the direct supervision of a certificated aircraft dispatcher; or

(d) An applicant, within 90 days immediately preceding the date of application, shall have completed successfully a course of instruction which the Administrator ap-

proves as adequate for the training of an aircraft dispatcher.

(e) An applicant may credit any combination of experience in paragraph (a) or in paragraphs (a) and (b) of this section provided that the aggregate of such experience is at least 2 years.

27.31–1 *Requirements for approved aircraft dispatcher course (FAA rules which apply to sec. 27.31(d)).*

(a) *General.* Graduates of an aircraft dispatcher course approved by the Administrator are deemed to have met the aeronautical experience requirements for the aircraft dispatcher certificate. This means that they are accepted on equal terms with an applicant who has met any of the alternate minimum experience requirements provided for in section 27.31. For this reason it is essential that the requirements for approved aircraft dispatcher courses include adequate training facilities, and sufficient coverage of the subject matter to insure acceptable proficiency of persons applying for aircraft dispatcher certification as graduates of an approved course.

(b) *Application for approval.* The agency or applicant desiring approval of a flight dispatcher course must submit to the local inspector [1] three copies of the course outline, a description of the equipment and facilities to be used, and a list of instructors with their qualifications, together with a letter to the Administrator of the Federal Aviation Agency requesting approval of the course of study. The letter requesting approval shall be submitted to the nearest regional office of the Federal Aviation Agency through the local inspector.

(1) *Training course outline.* It is not mandatory that the training course outline have the subject headings arranged exactly as listed in the following example. Any arrangement of headings and subheadings will be satisfactory provided all the subjects listed in this section are included. Each general subject of the outline shall be broken down, in detail, showing the items to be covered. Additional subjects, especially those which are not closely associated with the training of aircraft dispatchers, may be listed so long as the hourly requirements devoted to the subjects are not included as a part of the basic minimum hours.

(2) *Format of the training outline.* The course outline submitted for approval shall be in looseleaf form and shall include a table of contents and minimum coverage of the course material shall include the following:

Subject	*Classroom hours*
Civil Air Regulations	15
Part 4b—Airplane Airworthiness; Transport Categories.	
Part 27—Aircraft Dispatcher Certificates.	
Part 40—Scheduled Interstate Air Carrier Certification and Operation Rules.	
Part 41—Certification and Operation Rules for Scheduled Air Carrier Operations Outside the Continental Limits of the United States.	
Part 42—Irregular Air Carrier and Off-Route Rules.	
Part 43—General Operation Rules.	
Part 49—Transportation of Explosives and Other Dangerous Articles.	
Part 60—Air Traffic Rules.	
Part 320 of the Civil Aeronautics Board's Safety Investigation Regulations—Notification and Reporting of Aircraft Accidents and Overdue Aircraft.	
Meteorology	75
Basic properties of the atmosphere:	
Composition.	
Density.	
Measurement.	
General circulation.	
Solar heating.	
Clouds:	
Formation.	
Condensation.	
Precipitation.	
Use of cloud knowledge in forecasting.	
Stability and instability.	

[1] The word "inspector", unless otherwise specified means "Bureau of Flight Standards Inspector."

Subject	Classroom hours
Meteorology—Continued	
Air mass analysis:	
Classification.	
Flying conditions to be encountered.	
Use of air mass knowledge in forecasting.	
Analysis of Fronts:	
Structure and characteristics.	
Cloud sequences in fronts.	
Establishing position of front by cloud types.	
Fronts in North America and seasonal variations.	
Flying weather in fronts.	
Cyclones and anticyclones.	
Fog:	
Types.	
Cause and formation.	
Ice:	
Type.	
Cause and formation.	
Thunderstorms, hurricanes, tornadoes:	
Causes.	
Methods of forecasting.	
Structure and complexity of internal winds.	
Hail, its cause and formation.	
Turbulence:	
Cause.	
Determining the smooth level of flight.	
Interpreting weather data:	
Weather sequences and symbols.	
Weather map symbols.	
Drawing a weather map.	
Reading a weather map.	
Upper-level charts.	
Adiabatic charts.	
Winds-aloft charts.	
Instruments used to gather and record the weather.	
Weather forecasting:	
Extrapolation.	
Movement of fronts and air masses.	
Isobars.	
Barometric tendency.	
Application of weather knowledge:	
Planning a flight.	
Navigation	30
Study of the earth as a planet (charts, maps, and projections):	
Mercator projections.	
Gnomonic projections.	
Lambert projections.	
Polyconic projections.	
Chart reading:	
Symbols, landmarks, etc.	
Dead reckoning:	
Magnetic variation, compass deviation terms, winds and vectors.	
Correction angle.	
Finding wind drift-off course.	
Off-course problems.	
Wind velocity by single and double drift.	
Interception problems.	
Radius of action—problems.	
Search problems.	
Computer use—problems.	
Radio navigation:	
Principles of the radio range, radio compass direction finder, marker beacons, ILS, GCA, radio altimeter, LORAN, and any other.	
Navigation instruments:	
Altimeter, air-speed indicator, compass, drift and rate of climb indicator.	
Aircraft	15
Weight and balance:	
Center of gravity.	
How determined.	
Center of gravity limits.	
Problem in loading.	
Engine specifications:	
Power plant:	
Operating limits.	
Fuel consumption.	
Accessories.	
Operating manual.	
Airplane specifications:	
Operational equipment.	
Flight controls, landing gear hydraulic system, electrical system, loading characteristics, fuel capacity heating and ventilating system, and de-icing equipment.	

Subject	Classroom hours
Performance:	
Effect of weight, wind, air density, and runway surfaces on take-off performance of aircraft.	
Power setting and cockpit procedure.	
Types of cruise control.	
Communications	8
Radio-telephone rules and regulations.	
FCC rules and regulations.	
Company communications:	
Air to ground radio communications and procedures.	
Point to point communications and procedures.	
Equipment air to ground and point to point.	
FAA Communications:	
Air to ground radio communications and procedures.	
Point to point communications and procedures.	
Equipment air to ground and point to point.	
Simulated instrument flight	10
Instrument familiarization.	
Bracketing.	
Orientation.	
Holding procedure.	
Let-down procedure.	
Missed-approach procedure.	
Air Traffic Control	30
Air route traffic control procedures and equipment.	
Airport traffic control procedures and equipment.	
Practical Dispatching	15
Pre-flight:	
Safety.	
Economic advantage.	
Crew.	
Notams.	
The course and distance.	
Horizontal and vertical extent of the weather.	
Winds.	
Forecast.	
Minimum safe altitude.	
The cruising altitude.	
Flight plan.	
Practical Dispatching—Continued	
Pre-flight—Continued	
The alternate plan.	
Clearances, company air traffic control.	
The fuel.	
The load.	
The departure time.	
In-flight:	
Position report.	
Altimeter settings.	
Weather reports.	
Changes in forecast.	
Changing instrument altitude.	
Changing from VFR to IFR.	
Additional clearances.	
Emergency procedures.	
Post-flight:	
Arrival report.	
Differences between the forecasted and actual weather encountered for subsequent flights.	

(c) *Facilities, equipment, and material.* Applicant for authority to operate an approved aircraft dispatcher course of study shall have the following facilities, equipment, and materials:

(1) *Facilities.* Suitable classrooms, adequate to accommodate the largest number of students scheduled for attendance at any one time. Such classrooms shall be properly heated, lighted, and ventilated.

(2) *Equipment and materials.* Suitable devices for the teaching of simulated instrument flight, navigation, and meteorology, acceptable textbooks, operations manuals, wall maps, charts, blackboards, and visual aids of a quantity which will provide for each student the theoretical and practical aspects of aircraft dispatching.

(d) *Instructors.*

(1) The number of instructors available for conducting the course of study shall be determined according to the needs and facilities of the applicant. However, the ratio of students per instructor shall not exceed 25 students for one instructor.

(2) At least one instructor who possesses a currently effective aircraft dispatcher certifi-

cate shall be available for coordination of the training course instruction.

(e) *Revision of training course.* Requests for revision of course outlines, facilities, and equipment shall be accomplished in the same manner established for securing approval of the original course of study. Revisions shall be submitted in such form that an entire page or pages of the approved outline can be removed and replaced by the revision.

The list of instructors may be revised at any time without request for approval, provided the minimum requirements are maintained and the local inspector is notified.

(f) *Credit for previous experience or training.* A course operator may evaluate an entrant's previous experience or training and where the training or experience is provable and comparable to portions of the approved course curriculum, may, as each individual case warrants, allow credit for such, commensurate with accepted training practices. Where credit is allowed, the basis for allowance and the total hours credited shall be incorporated as a part of the student's records, provided for in paragraph (g) of this section.

(g) *Student records and reports.* Approval of a course shall not be continued in effect unless the course operator keeps an accurate record of each student, including a chronological log of all instructions, subjects covered, and course examinations and grades, and unless he prepares and transmits to the FAA not later than January 31 of each year, a report containing the following information:

(1) The names of all students graduated, together with school grades for aircraft dispatcher courses.

(2) The names of all students failed or dropped, together with school grades and reasons for dropping. (A sample form is included in appendix A for your guidance.)

(h) *Quality of instruction.* Approval of a course shall not be continued in effect unless at least 80 percent of the students who apply within 90 days after graduation are able to qualify on the first attempt for certification as aircraft dispatchers.

(i) *Statement of graduation.* Each student who successfully completes the approved aircraft dispatcher course shall be given a statement of graduation. An acceptable statement of graduation is:

FEDERAL AVIATION AGENCY,
Washington 25, D.C.

GENTLEMEN: This is to certify that _____ on
(Name of graduate)

_____ successfully completed a course of training for aircraft dispatchers which is approved by the Administrator of the Federal Aviation Agency.
(Date of graduation)

Signed _____
Title _____
School _____

(j) *Change of ownership, name, or location.*

(1) *Change of ownership.* Approval of an aircraft dispatcher course shall not be continued in effect after the course has changed ownership. The new owner must obtain a new approval by following the procedure prescribed for original approval.

(2) *Change in name.* An approved course changed in name but not changed in ownership shall remain valid if the change is reported by the approved course operator to the local inspector who will issue a letter of approval under the new name.

(3) *Change in location.* An approved course shall remain in effect even though the approved course operator changes location if the change is reported without delay by the operator to the local inspector who will inspect the facilities to be used in the new location and, if they are found to be adequate, issue a letter of approval showing the new location.

(k) *Cancellation of approval.*

(1) Failure to meet or maintain any of the standards set forth herein for the approval or operation of an approved aircraft dispatcher course shall be considered sufficient reason for discontinuing approval of the course.

(2) If an operator desires voluntary cancellation of his approved course, a letter requesting cancellation shall be directed to the Administrator of the Federal Aviation Agency through the local inspector.

(l) *Duration.* The authority to operate an approved aircraft dispatcher course of study shall expire 24 months after the last day of the month of issuance.

(m) *Renewal.* Application for renewal of an approved aircraft dispatcher course shall be made by letter addressed to the Administrator of the Federal Aviation Agency through the local inspector at any time within 60 days of the expiration date. Renewal of approval will depend on the course operator's meeting the current conditions of course approval and having a satisfactory record as a course operator.

(Section 27.31–1 published in 25 F.R. 8481, Sept. 2, 1960, effective Aug. 29, 1960.)

27.32 ***Knowledge.*** **An applicant shall satisfactorily pass a written examination on the following subjects:**

(a) The provisions of the Civil Air Regulations applicable to the duties of an aircraft dispatcher;

(b) The general system of collection and dissemination of weather information;

(c) The interpretation of aviation weather reports, including the abbreviations and symbols employed therein, as prescribed in Department of Commerce Weather Bureau Circular N (Instructions for Airway Meteorological Service), as amended;

(d) The fundamentals of meteorology as applied to aircraft operations, with particular reference to:

(1) Surface and upper air weather maps and the general characteristics of air masses, pressure systems, and frontal systems, including the symbols and nomenclature pertaining thereto,

(2) Cloud forms and their significance,

(3) Icing,

(4) Turbulance,

(5) Thunderstorms,

(6) Fog and low ceilings,

(7) Winds aloft,

(8) Pressure pattern flying,

(9) Influence of terrain on meteorological conditions, and

(10) General principles of forecasting and analysis;

(e) Principles of aircraft navigation with particular respect to instrument operation and procedures;

(f) Communications facilities and procedures;

(g) Air navigation facilities and procedures; and

(h) Air traffic control procedures.

27.32–1 *Written examination (FAA policies which apply to sec. 27.32).*

(a) An applicant for the written examination must meet the experience requirements contained in section 27.31 of this part.

(b) Application for the written examination will be made on the combination application and score sheet Form FAA 983.

(Section 27.32–1 published in 25 F.R. 8483, Sept. 2, 1960, effective Aug. 29, 1960.)

27.33 ***Skill.*** **An applicant shall satisfactorily pass a practical examination on at least the following:**

(a) With respect to one type of large aircraft used in air carrier operations:

(1) Weight and balance limitations;

(2) Performance operating limitations;

(3) Use of cruise control charts; and

(4) Fuel and oil capacities and rates of consumption.

(b) The characteristics of air routes and airports with particular reference to:

(1) Landing areas;

(2) Lighting facilities; and

(3) Approach and landing facilities and procedures.

(c) The use and limitations of sensitive type altimeters.

(d) The application of available weather forecasts and reports for purposes of determining whether a flight can be made with safety.

(e) The dispatch and assistance of a flight under adverse weather conditions.

(f) Emergency procedures.

27.33–1 *Practical examination (FAA policies which apply to sec. 27.33).*

(a) An applicant for the practical examination must meet the eligibility requirements contained in section 27.31 of this part. The written examination required by section 27.32 should be satisfactorily completed by the ap-

plicant before taking the practical examination. However, where delay would cause inconvenience to an applicant, the practical examination may be taken first. If the practical examination is taken before the written and the applicant is successful, the inspector will issue Form ACA–578, Evidence of Aeronautical Knowledge. Form FAA–578A issued by the Federal Aviation Agency for reporting an applicant's performance on the written portion of the examination will be accepted for a period of 24 months from the date of issuance.

(b) The practical examination for an aircraft dispatcher certificate is of approximately 4 hours' duration, and is divided into 6 sections of equal value, as follows:

(1) Aircraft.
(2) Air routes and airports.
(3) Altimeters.
(4) Weather analysis.
(5) Dispatch and flight assistance.
(6) Emergency procedures.

(c) The applicant will provide the inspector or examiner with two copies of an acceptable operations manual. Since the examination is based on specific airplanes and specific routes chosen by the applicant, no problem should be encountered as to the acceptability of the manuals. During the examination, the applicant will be required to use the operations manual he provides, and to demonstrate his familiarity with the contents and use of the manual. He will also be required to demonstrate his familiarity with the contents and use of the Airman's Guide and the Flight Information Manual.

Operating Rules

27.41 *Certificate required.* No individual shall serve as an aircraft dispatcher in connection with any civil aircraft used in air commerce without, or in violation of the terms of, a certificate required by the Civil Air Regulations and issued in accordance with the provisions of this part. He shall have his certificate in his personal possession when performing his duties.

27.42 *Display.* An aircraft dispatcher shall, upon request, present his airman certificate for examination by any authorized representative of the Civil Aeronautics Board or the Administrator, or by any State or local law enforcement officer.

Appendix A

Sample Form for Annual Report

Annual Report for 1950

Bellows Approved Aircraft Dispatcher Course of Study

Graduates

Name	Date Enrolled	Course or Subject	Course or Subject	Course or Subject	Course or Subject	Course or Subject	Course or Subject	Course or Subject	Link Trainer	Date of Graduation
Arlen, George	Jan. 3, 1950	C	C	A	C	A	A	A	91%	July 28, 1950
Barnes, Wm.	Jan. 3, 1950	B	C	B	C	C	C	B	84%	Aug. 10, 1950
Heffner, Chas.	Jan. 5, 1950	C	B	B	C	B	B	A	94%	Aug. 14, 1950
Larson, James	Jan. 4, 1950	*B	B	A	C	B	C	C	93%	Aug. 10, 1950

Students who have withdrawn, failed, or were dropped from the course of study

Name	Date Enrolled	Course or Subject	Course or Subject	Course or Subject	Course or Subject	Course or Subject	Course or Subject	Course or Subject	Link Trainer	Remarks
Collier, John	Dec. 20, 1950	D		C	D	Inc.	B	D		Withdrew. Recalled to military service.
Dalton, Wm.	Dec. 18, 1950	Inc.	D	(**)	F	(**)	B	C		He discontinued. Poor grades and inability to attend classes.
Marsden, Chas.	Dec. 10, 1950	Inc.	F	B		(**)	F			Dropped. Poor grades.
Watson, T. J.	Dec. 20, 1950	(**)		F		(**)	D	B		Withdrew. Recalled to military service.

*Advance credit.
**Course in progress when student withdrew.
Explanation of grading system: A—90–100%; B—80–90%; C—70–80%; D—60–70%; F—Failure; Inc.—Did not complete assignment.

Sample List of Instructors

Department of Aeronautical Education

December 31, 1950

Instructors

Name and Title	Ground Instructor's Certificate Number and Ratings	Subject (At Present)
Joseph J. Champlain, Assistant Supervisor Flight Dispatch—Meteorology, Pan American World Airways	#73925–40 Meteorology	Meteorology
Thomas P. Littleton, Assistant Dispatcher, Junior, American Airlines	Aircraft Dispatcher #1073564 Radio Telegraph #T2–3558 (Second Class) Radio Telephone #P2–35744 (Second Class)	Radio Code and Theory
Anthony J. St. Clair, Operations Training Supervisor, American Airlines	#75336–40 Aircraft Aircraft Engines Meteorology Civil Air Regulations Aerial Navigation	Civil Air Regulations and Aircraft Loading
Jefferson Hancock, Link-Dehmel Instructor, Pan American World Airways	#736840 Link Trainer	Link Trainer

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