DEPARTMENT OF COMMERCE
CIVIL AERONAUTICS ADMINISTRATION
Washington

January 15, 1942

INSTRUCTIONS TO DESIGNATED LANDING AREA REGISTRAR AND CLEARANCE OFFICERS

Emergency Regulations 60.95, copy of which is attached, provide for the control of the operation of civil aircraft and the following instructions are to be followed in maintaining this control.

DEFINITIONS

AIRCRAFT. As defined in these Regulations "the term 'aircraft' means all aircraft other than those operated by scheduled air carriers on their certificated routes, the United States Army or Navy, the Civil Aeronautics Administration or the Civil Aeronautics Board".

Where the term "aircraft" is used in these Instructions it applies to aircraft as defined above except where specifically stated otherwise.

Air Carrier aircraft when being operated other than as air carriers in air transportation over their scheduled routes are subject to these Emergency Regulations.

REGISTERED AIRCRAFT. Section 501 (a) of the Civil Aeronautics Act of 1938, as amended, provides that "It shall be unlawful for any person to operate or navigate any aircraft eligible for registration if such aircraft is not registered by its owner as provided in this section, or (except as provided in Section 6 of the Air Commerce Act of 1926, as amended) to operate or navigate within the United States any aircraft not eligible for registration ****".

Section 501.4 of Regulations of the Administrator of Civil Aeronautics reads as follows: "A registration certificate shall be carried at all times in the aircraft and shall be presented upon the request of any duly authorized representative for the Administrator or any State or municipal official charged with enforcing local laws or regulations involving Federal compliance".

Section 60.31 of the Civil Air Regulations specifies that "No flight of civil aircraft other than of a foreign aircraft whose navigation in the United States has been authorized according to law, shall be made or authorized to be made in the United States unless there is outstanding for such aircraft a valid aircraft airworthiness certificate, or in violation of any term, condition, or limitation of such certificate".

In accordance with the above regulations, all aircraft except military aircraft and properly authorized foreign aircraft are required to be properly registered and carry a registration certificate and an airworthiness certificate prior to engaging in flight in the United States.

"60.950 Definitions. (b) As used in this section (60.95) a 'designated landing area' is a landing area designated by the Administrator for the landing and take-off of aircraft during the period of national emergency.

(c) As used in this section (60.95) a 'local flying area' is an area adjacent to a designated landing area, including any channel leading thereto, which has been set aside by the Administrator, or his authorized representative, for local flying and a 'local flight' is a flight wholly within such area.

(d) As used in this section (60.95) a 'vital defense area' is an area set aside by the Secretary of War, or the Administrator upon the request or approval of the Secretary of War, within which the operation of aircraft is prohibited or is authorized only subject to prescribed conditions.

(e) As used in this section (60.95) a 'zone of military operations' is an area designated as such by the Secretary of War, or the Administrator upon the request or with the approval of the Secretary of War."

DESIGNATED LANDING AREA REGISTRAR AND CLEARANCE OFFICERS. A DESIGNATED Landing Area Registrar and Clearance Officer is a person holding a designation as such, issued by the Civil Aeronautics Administration.

DEPUTY LANDING AREA REGISTRAR AND CLEARANCE OFFICERS. A DEPUTY Landing Area Registrar and Clearance Officer is a person who has been deputized by the Designated Landing Area Registrar and Clearance Officer to assist him in the performance of his duties and approved for such duty by the Civil Aeronautics Administration.

LOCAL FLIGHTS. A local flight is a flight wholly within a Local Flying Area which has been properly designated adjacent to a Designated Landing Area in accordance with 60.950 (c).

CROSS COUNTRY FLIGHT. A cross country flight is any flight made beyond the boundaries of a Local Flying Area even though the aircraft takes off from and lands at the same Designated Landing Area.

HOURS OF DAYLIGHT. "Hours of daylight" as used in these Instructions shall mean the hours between official sunrise and sunset.

NIGHT FLIGHTS. A night flight shall be any flight made during the hours between official sunset and sunrise.

DUTIES AND RESPONSIBILITIES OF DESIGNATED LANDING AREA REGISTRAR AND CLEARANCE OFFICERS

GENERAL. Designated Landing Area Registrar and Clearance Officers shall have the following duties and responsibilities:

1. To maintain an accurate and adequate Landing Area Register on the form

prescribed by the Administrator of Civil Aeronautics, containing all the information required with respect to each and every aircraft arriving at or departing from the Landing Area, and to keep proper files of aircraft arrival notices and aircraft clearances, properly cross-referenced to the Landing Area Register and to permit the inspection of same by any proper official having interest therein.

Form ACA-960 - "Landing Area Register", has been provided for use in maintaining a Landing Area Register. Form ACA-958 - "Aircraft Clearance", and Form ACA-959 - "Aircraft Arrival Notice", have been provided for use in keeping proper files of information of arrivals and clearances.

The use of these Forms will be explained in detail under the heading, "Use of Forms".

2. To require that the complete required information be entered on each Clearance Form before issuing any clearance.

3. To clear each aircraft departing from the Landing Area during hours he is on duty as the Landing Area Registrar and Clearance Officer.

No aircraft shall be authorized to take-off without the issuance to the Pilot of an official written clearance previous to such take-off, except as otherwise specifically provided in these Instructions.

4. To be certain that the aircraft which is to be cleared carries a registration certificate, that the registration certificate carried is issued in the name of the person, partnership or corporation whom he has good reason to believe is the actual owner of the aircraft, and that the airworthiness certificate of the aircraft is currently effective.

5. To see that the pilot of an aircraft departing his Landing Area is properly certificated, carries the required identification and has complied with all Civil Air Regulations and official Instructions with regard to the carriage of aliens, other passengers, the inspection of baggage or cargo, the carrying of cameras, fire arms, explosives, etc.

No camera equipment of any nature will be taken aloft by civil aircraft except with the specific approval of the War Department and under the control and supervision of War Department representatives.

6. To make a reasonably accurate check of the estimated duration of the flight or arrival time proposed before approving the Clearance in order to be certain that, considering the speed of the aircraft, the existing velocity of the wind and the distance to the destination or the purpose of the flight, neither too much nor too little time has been estimated for the trip or conduct of the operation.

7. To report and initiate an investigation of the intent of any pilot seeking clearance who insists on requesting an unreasonable amount of time to complete any proposed trip or flight.

8. To assign aircraft, whose operators desire to engage in local flights, to the proper Local Flying Areas and altitude ranges, and when practice landings are authorized at outlying Designated Practice Landing Areas, to assign a Deputy Registrar to have charge of the activities at the Practice Landing Area.

9. Before granting clearance to call to the special attention of the pilot that Emergency Regulations 60.95

   (a) Prohibit the landing of any aircraft at any place other than for which it is cleared, unless such landing is caused by unforseeable circumstances beyond the control of the pilot, in which event the pilot shall make a report to the Clearance Officer clearing him as soon as possible, but in no case less than 24 hours after such landing, setting forth fully the reasons therefor;

   (b) Require that no person shall leave an aircraft unattended under circumstances which would permit its operation by an unauthorized person without rendering the aircraft incapable of being placed in operation for the length of time it will be left unattended.

   After any emergency landing the aircraft may not again be taken off without clearance from the Registrar and Clearance Officer.

10. To secure and transmit all flight plans and PX's required of deparing aircraft.

11. To cooperate with the Military authorities to the fullest extent in the clearing and routing of aircraft departing from his Landing Area.

12. To notify the proper Military authorities of the proposed clearance and routing of any aircraft flying into, across, or out of a "Vital Defense Area" or "Zone of Military Operations", and to issue such clearance only after approval of the proper Military authorities.

13. To refuse clearance to aircraft for flight to any point other than a Local Flying Area or a Designated Landing Area, except for special and emergency operations which have otherwise been specifically provided for.

14. To refuse clearance to aircraft except in strict accordance with the latest rules, regulations and instructions of which he has knowledge.

15. To refuse clearance to any pilot who has not familiarized himself with all available current flight information relating to the area proposed to be traversed during the flight.

16. To refuse clearance to aircraft for departure to any point, or flight over any route, regarding which he has reason to believe that he does not have full information concerning "Vital Defense Areas", "Zones of Military Operations", or other special instructions regarding flight restrictions.

17. To use such means as he may be authorized to use to prevent the take-off of any aircraft from his Landing Area which has not been properly cleared, and to report immediately to the Civil Aeronautics Administration and other proper authorities any aircraft which may take-off, or attempt to do so, without proper clearance.

18. To deputize, with the consent of the Airport Manager and approval of the Civil Aeronautics Administration, Deputy Registrar and Clearance Officers, for whose actions he will be personally responsible, to assist him in properly executing clearance forms, arrival notices, registration, and in controlling activities at Practice Landing Areas.

19. To work in conjunction with all Airport Traffic Controllers on duty at his airport and where concerned, with the Airways Traffic Control, with regard to reporting clearances, routing of aircraft, filing of flight plans and PX's, receiving reports of landing aircraft and reporting aircraft cleared to his station of which he receives other notification.

20. To fill out the Aircraft Arrival Notice for all arriving aircraft from information obtained from the pilot, without reference to the copy of the official clearance carried by such pilot.

21. To secure from each pilot arriving at the Landing Area the carbon copy of his Clearance Form issued by the Designated Landing Area Registrar and Clearance Officer at the point of departure.

22. To thoroughly examine the carbon copy of the official Clearance secured from the pilot for any erasures or alterations, and to check the information it contains for conformity with the information he has entered on the Arrival Notice.

23. To require the pilot to explain in detail on the reverse side of the Notice of Arrival Form any discrepancy noted in the information contained in the two Forms, and <u>any deviation from the route, altitude and estimated arrival time</u>, given on the Clearance Form.

24. To report immediately to the Civil Aeronautics Administration and other proper authorities all unsatisfactory explanations of any such discrepancies or any unexplained deviations made by any pilot or aircraft from the Approved Flight Plan or Clearance, or discrepancies in the information contained on the official Clearance Form and the Arrival Notice.

25. To secure and transmit any "PX Clearance" required of arriving aircraft.

26. To file the arriving pilot's copy of his clearance after having checked it with the Arrival Notice, with the original of the "Arrival Notice" in a permanent file of "Completed Flights - Incoming", properly cross-referenced to the entry in the Landing Area Register.

27. To mail, <u>within 24 hours of the aircraft's arrival</u>, the duplicate copy of the Arrival Notice to the Landing Area Registrar and Clearance Officer at the point from which the flight of an arriving aircraft was cleared.

28. To check all copies of Arrival Notices so returned to him covering aircraft cleared from his Landing Area with the applicable Clearance, notify the Civil Aeronautics Administration and other proper authorities of any unsatisfactorily explained discrepancies of information or deviations from the approved flight plan as cleared, and file both together in a permanent file of "Completed Flights - Outgoing" properly cross-referenced to the entry in the Landing Area Register.

29. To report immediately to the Civil Aeronautics Administration and other proper authorities, and cause search proceedings to be instituted for, any aircraft known to have cleared to his Landing Area which has not arrived, or which is unreported, after ONE HOUR has elapsed from its estimated arrival time as reported, or which arrives ONE HOUR or more after the estimated arrival time given on his clearance.

30. To report to the Civil Aeronautics Administration and the Registrar and Clearance Officer at the point listed as "Destination" of, and initiate investigation of, any flight cleared but upon which the attending records are not "completed" by the return of an Arrival Notice after the lapse of four calendar days from date of departure.

31. To report immediately to the Civil Aeronautics Administration and other proper authorities the arrival at his Landing Area of any aircraft which has not been properly cleared to his Landing Area.

32. To enter in the "Remarks" column of the Airport Register a notation of any unusual happening such as crash, unauthorized flight, etc., together with the time of the occurrence.

33. To enter the weather information required, in the space provided on the Airport Register, at the time of any unusual occurrence requiring an entry to be made in the "Remarks" column.

34. To make and file a complete report, properly cross-referenced to the entry on the Landing Area Register, regarding any unusual occurrence requiring more information to be available than can be entered in the space provided on the Register.

35. To report immediately to the Civil Aeronautics Administration, the Airport Manager, and other proper authorities, any suspicious acts by airmen or other persons which come to his attention.

36. To notify the Civil Aeronautics Administration, General Inspection Division, Washington, D. C., of any new or additional aircraft being based permanently at his Landing Area and of the departure and change of base of any aircraft departing from his Landing Area for permanent base or storage at some other point.

37. To make available to the Deputy Registrars assisting him, and to pilots having need for such knowledge, all current flight information available and necessary for their use during any flight for which he issues clearance.

38. To maintain proper supervision over the activities of any aircraft based at points other than his Designated Landing Area regarding which arrangements have been made for his control and specific authorization

for such basing and control has been issued by the Civil Aeronautics Administration.

39. To exercise adequate supervision over all Deputy Registrar and Clearance Officers serving as such while he is on duty and to report any dereliction of duty by them to the Airport Manager and the Civil Aeronautics Administration.

40. To avail himself of the services of Police Officers and Guards, within the scope of their authority, to assist him in preventing unauthorized flights or in any investigations he believes necessary.

CLEARANCES FOR LOCAL FLIGHTS

SINGLE FLIGHTS. Clearances for single flights in the Local Flying Areas shall contain all the information required and have an Area and altitude or altitude range assigned appropriate to the purpose of the flight.

Upon the completion of a local flight an Arrival Notice must be filled out and filed and both the Clearance and Arrival Notice numbers entered in the Landing Area Register. In entering such flights in the Landing Area Register a single line may be used, showing in the "Departed For" column the number or numbers of the Local Area or Areas and the time of departure, and in the "Arrived From" column the number or numbers of the Local Area or Areas and the time of arrival, in which case the "Time of Arrival and Departure" columns may be left blank.

CONTINUOUS SERIES OF LOCAL FLIGHTS. A continuous series of local flights may be authorized with one Clearance for such series and one Arrival Notice at the end of such series, with the arrival and departure for the series entered in the Landing Area Register as provided for single flights provided a record of each take-off and landing in which a change of passenger or student occupants is involved is filed with the Clearance and Arrival Notice.

A "series of local flights" may consist ONLY of flights made at short intervals with the same pilot in command of the aircraft, provided that in each case of change of passenger or student occupants a person properly authorized by the Designated Landing Area Registrar and Clearance Officer shall record the names and addresses of all passengers or students carried prior to each such take-off of the series, and the time of each take-off and final landing in which a change of passenger or student occupants is involved. Such record must be submitted to the Registrar and Clearance Officer for filing with the Clearance and Arrival Notice.

A Clearance for a "series of local flights" may be issued for flights in more than one Flight Area with the same occupants in the aircraft.

A Clearance for a "series of local flights" may be issued for flight in more than one Area with a change of student or passenger occupants as provided above if each of the series of flights uses the same Areas.

A change of Flight Area or Areas during any "series of local flights" will require a new Clearance.

A change of the purpose of the flight during any "series of local flights" will require a new Clearance.

A Clearance for a "series of flights" shall not be granted allowing a change of occupants and for flight in more than one Area unless all Areas authorized are used for each flight of the series.

Clearances for Practice Landings shall not be granted for landings at places other than the properly Designated Practice Landing Areas.

Designated Practice Landing Areas shall not be used unless a Deputy Landing Area Registrar and Clearance Officer is assigned and present at such Practice Landing Area to keep the required records of all aircraft using such Area.

A Deputy Landing Area Registrar and Clearance Officer assigned to duty at a Practice Landing Area shall examine the Clearance of the pilot of each aircraft using the Landing Area unless he has personal knowledge that the aircraft is based at the Designated Landing Area he is representing, and shall keep a record of the identification number of the aircraft and the time of arrival and departure of each and every aircraft using such Practice Landing Area while he is on duty at such Area. This record shall be submitted to the Designated Landing Area Registrar and Clearance Officer for comparison and checking with Clearances issued by him.

The Deputy Landing Area Registrar and Clearance Officer shall report to the Designated Landing Area Registrar and Clearance Officer any aircraft using the Practice Landing Area which was not cleared for such purpose.

Clearance shall not be granted for a series of daylight flights for a period longer than the daylight hours of the same day.

Clearance shall not be granted for a single or a series of local flights during the hours of darkness for a period longer than from official sunset to the following midnight.

Clearance shall not be granted for night flights of more than 30 minutes duration in any Local Flying Area or Areas unless the aircraft is equipped with two-way radio and the pilot remains on the alert to receive any instructions which may be given him during such flight.

The Designated Landing Area Registrar and Clearance Officer shall report to the Civil Aeronautics Administration and other proper authorities any pilot who operates an aircraft otherwise than in strict accordance with the terms specified in his official Clearance. This shall include emergency deviations, the use of Local Areas other than those assigned, or the use of Local Areas for types of flying other than that for which the Area is designated, or the operation of aircraft for purposes other than those contained in the statement of purpose of the flight in the official Clearance.

CROSS COUNTRY FLIGHTS. No clearance shall be granted for cross country flights contrary to CAR 60.471 except to holders of Certificates of Waiver specifically waiving this Section, issued by the Civil Aeronautics Administration, and then only for flights of the type and for the purpose specified in such Waiver.

No Clearance shall be granted for night cross country flights unless the aircraft is equipped with two-way radio, nor contrary to any instructions or requests for cooperation by the Military authorities

No Clearance shall be granted for any flight for which regulations, orders or instructions require that a PX or a flight plan be submitted unless the Designated Landing Area Registrar and Clearance Officer secures and transmits such PX or flight plan.

No Clearance shall be granted for take-offs and landings at a place or a series of places other than Designated Landing Areas unless the person so cleared reports to the clearing Registrar and Clearance Officer the location of the aircraft at the end of each day's operation or at the end of the daylight hours of each day.

No Clearance shall be granted for landings and take-offs at a place or a series of places other than Designated Landing Areas covering an itinerary of a duration of more than 72 hours. The return of an aircraft not based at a Designated Landing Area to it's approved base shall not be construed as an itinerary as applied above.

No Clearance shall be granted authorizing arrivals at, departures from, or take-offs or landings at a place or a series of places other than a Designated Landing Area to be made at any time other than during the Daylight Hours of the day unless the applicant is the holder of specific permission for such operation issued by the Civil Aeronautics Administration, and then only with permission of the proper Military authorities unless such a Clearance is necessitated by an emergency which, in the opinion of the Designated Landing Area Registrar and Clearance Officer, is sufficient to merit such Clearance and the emergency is so great that time does not permit the securing of special permission from the Civil Aeronautics Administration

No Daylight flights shall be cleared to points beyond Local Flying Areas unless the aircraft is equipped with two-way radio, except when:

1. Such flights will be continuously at an altitude of less than 3500 feet above the ground or water immediately under the aircraft; and

2. Such flights will not at any time be into, across, out of, or in the vicinity of a "Vital Defense Area" or a "Zone of Military Operations", unless such flights are necessary industrial operations such as Crop Dusting, Insect or Pest Control operations, or of emergency character such as dropping of food or supplies, or emergency carriage of persons of property, when radio equipped aircraft are unavailable or impractical because of the type of operation involved, in which case the proper Military Authorities shall be given full information regarding such flights and their approval secured; and

3. Such flights will not be of more than two hours duration; and

4. Facilities are available for immediately reporting by telephone or telegraph the arrival at the destination; and

5. In the case of proposed landings and take-offs at places other than Designated Landing Areas, facilities are available at <u>each such point</u>

for reporting to the clearing Registrar and Clearance Officer by telephone all such arrivals and departures and the person cleared is required to so receive permission immediately prior to each such departure and so report immediately after each such arrival.

CLEARANCE FOR FLIGHT TO POINTS OTHER THAN DESIGNATED LANDING AREAS. The Regulations require that, except upon prior approval of the Administrator or his authorized representative, no person shall take-off any aircraft from a place other than a Designated Landing Area or land any aircraft at a place other than a Designated Landing Area.

The DESIGNATED Landing Area Registrar and Clearance Officer is hereby authorized by the Administrator to give such prior approval for only two categories of aircraft operations and to clear aircraft for flight in such categories ONLY under the following circumstances and conditions, in addition to requirements previously specified:

CATEGORY 1. When the aircraft is based, with the specific approval of the Administrator at a place other than a Designated Landing Area.

Before permission is granted by the Civil Aeronautics Administration for the basing of an aircraft at a place other than a Designated Landing Area, the owner or operator is required to make arrangements satisfactory to the Administration and the Landing Area Management of a specific Designated Landing Area for the clearance and control of his operations, and the Landing Area with which such satisfactory arrangements have been made will be specified in the permission issued to the aircraft owner. The Designated Landing Area Registrar and Clearance Officer at the Designated Landing Area specified in this permission may clear such aircraft when it is at it's base only for:

(a) Local flights in the immediate vicinity of the aircraft's base. ("Immediate Vicinity" shall in no case mean a distance greater than five miles beyond the boundaries of the aircraft base or of property owned or directly controlled by the aircraft owner on which, or in the immediate vicinity of which, such base is located);

(b) Flights directly from the approved base to the Designated Landing Area and directly from the Designated Landing Area to the aircraft base, provided such clearances, together with the required information, are entered in the Landing Area Register of the Designated Landing Area and Clearance Forms and Arrival Notices are used and filed at the Designated Landing Area for all such flights.

Take-off of aircraft from such a base at any time for any purpose prior to receiving Clearance from the Registrar and Clearance Officer of the Designated Landing Area named in it's permission is prohibited.

Clearances for local flights in the "immediate vicinity" of the aircraft's base may be granted only for a single flight or a series of consecutive flights within such Area, to be concluded within the daylight hours of the same day.

Clearances for local flights in the "immediate vicinity" of the base or for flight directly to the Designated Landing Area may be cleared by telephone or radio provided full information is given and the Clearance Forms and Arrival Notices are made out and entered on the Landing Area Register and filed in their proper sequence.

In any Clearance for a series of consecutive flights within the "immediate vicinity" of the aircraft's base, the period of duration covered by the clearance must be specified. The time of take-off and landing of each flight of the series, together with the names and addresses of any passengers carried during each flight, must be entered on, or attached to, the Arrival Notice submitted immediately after the series has been completed. One Clearance and one Arrival Notice will suffice for each such series.

The Registrar and Clearance Officer may not clear such an aircraft from it's base to any Landing Area other than his own but must require that the aircraft check in at his Landing Area and be cleared from there before proceeding to another point.

When the aircraft is returning to it's base from a Designated Landing Area it must be cleared for such purpose only and the owner or pilot must be required to report the aircraft's arrival at it's base immediately upon arrival there by radio, telephone or telegraph to the Registrar of the Designated Landing Area authorized to clear him, and Arrival Notices must be immediately executed and filed.

Blanket Clearances for flights of such an aircraft between it's base and the Designated Landing Area shall not be issued.

The owner or pilot shall be required to submit promptly to the Registrar and Clearance Officer of the Landing Area he is authorized to use for clearance, Arrival Notices and Clearance Forms for all his arrivals at or departures from his base, and to report promptly all other aircraft arriving at or departing from his base.

Upon receiving a report of arrival or departure of an aircraft at such a base which was not properly cleared for such purpose, the Designated Landing Area Registrar and Clearance Officer shall immediately report full information regarding such aircraft and its pilot to the Civil Aeronautics Administration and other proper authorities.

CATEGORY 2. Where the applicant for such clearance is an operator engaged in legitimate commercial or industrial operations which necessitate the landing and take-off of aircraft at points other than Designated Landing Areas, or where such clearance is necessary for special or emergency purposes, clearance may be granted for aircraft to land and take-off at such places other than Designated Landing Areas as may be necessary for the successful accomplishment of the mission, provided the following requirements are met:

The methods of operation specified must be adhered to and proper precautions and safeguards must be maintained;

No such clearance shall be issued contrary to orders or instructions of Interceptor Commands and the Designated Landing Area Registrar and Clearance Officer will be responsible for keeping Interceptor Commands and Air Raid Warning Nets advised of all aircraft so cleared and the nature and area of operations being conducted under such clearance;

No clearances shall be granted to any aircraft for the conduct of any operation which would involve the violation of any Civil Air Regulations or Air Traffic Rules, except the requirements for take-off and landing at a Designated Landing Area, unless the operator is in possession of a currently effective Certificate of Waiver from the Civil Aeronautics Administration permitting such operation to be conducted.

Clearances shall not be granted unless all the following information is provided and filed, and the following stipulations imposed:

(a) Purpose for which such flight is to be made.

(b) An accurate itinerary must be entered on the Clearance Form.

(c) The clearing Registrar and Clearance Officer must require that he be notified in such a manner as he may deem necessary under the particular circumstances of the time of each departure and arrival, and of each change of occupant or occupants, together with the occupants' names and addresses, during the series.

(d) All arrival and departure times at points of landing and take-off during the series must be noted on the reverse side of the pilot's copy of the Clearance, together with any approved changes, including the names and addresses of occupants, when changed, and explanations of deviations in case of emergency.

The notation of approved changes must state the time and method of approval and the clearing Officer by whom approval was granted.

(e) Any changes found necessary in the itinerary must be cleared and approved by the clearing Registrar and Clearance Officer, except when caused by emergency, in which case the pilot shall file a complete explanation of the change and the emergency as required by Regulation, and shall comply with the Regulations with regard to rendering the aircraft incapable of being placed in operation during the period of his absence or establish a proper 24-hour guard. After an emergency landing the aircraft shall not be permitted to take-off without specific clearance for such take-off.

(f) Facilities or means proposed to be used in case it is necessary to leave the aircraft unattended for periods of short duration during such operations must be specified. All such aircraft must be either under guard when away from a Designated Landing Area or rendered incapable of being placed in operation in the length of time it will be unattended.

The adequacy of any means of rendering an aircraft incapable of being placed in operation during the length of time the aircraft is unattended will vary with the type of operation. If such operation is a more or less regular occurrence, means considered adequate for a one-time unexpected operation will not be considered adequate for a regular operation, inasmuch as an individual or organization desiring access to an unattended aircraft could easily secure information of a regular operation and the means taken to render the aircraft incapable of operation, and provide for nullifying them.

(g) It should be suggested to any applicant for this type of clearance whose operation is of such a nature that it would of necessity require the pilot to leave the aircraft unattended at a place other than a Designated Landing Area, that arrangements to carry a guard with him would constitute the most satisfactory procedure and means of safeguarding the aircraft.

DEPUTY LANDING AREA REGISTRAR AND CLEARANCE OFFICERS. As many Deputy Landing Area Registrar and Clearance Officers may be deputized as is necessary to permit the Designated Landing Area Registrar and Clearance Officer to properly perform his duties, considering the scope, operations and activities of the Landing Area.

A "Designated" Landing Area Registrar and Clearance Officer shall be on duty at all times during the operation of the Airport and shall issue all clearances and register all arrivals. If more than one Designee is on duty during any period, one shall be given charge of, and responsibility for, the period by the Landing Area Manager.

At Landing Areas with several operators, it is suggested that at least one Deputy Landing Area Registrar and Clearance Officer be deputized at the office or hangar of each operator to secure the necessary information, check the aircraft, pilots, cargo or baggage, and passengers arriving at, or departing from, their hangar, for compliance with the regulations, and make arrangements for securing clearance of departing aircraft and for the registration of arriving aircraft by the Designated Landing Area Registrar and Clearance Officer.

Deputy Landing Area Registrar and Clearance Officers may not be given the responsibility of clearing or registering any aircraft, but any other duties and responsibilities may be assigned to them by the Designated Landing Area Registrar and Clearance Officer which will assist in, and permit the keeping of, adequate and accurate records of the arrival and clearance of aircraft in the proper sequence and at the time of their departure and arrival, and maintaining proper control over aircraft operations of the Landing Area and its Local Flying Areas and facilitate the issuance of clearances and the registration of arrivals.

In order to exercise proper control, all clearances and arrivals must pass through one central office, which will be in charge of the "Designated" Landing Area Registrar and Clearance Officer on duty. Each Designated Landing Area Registrar and Clearance Officer shall work out with the Airport

Manager and the operators using the Landing Area as a base the system best suited to the needs of his particular Landing Area during the period he is on duty at the Landing Area.

PROPER EXECUTION OF FORMS

Care must be taken in the execution of all forms in order that both the originals, and the carbon copies where necessary, are legible, otherwise the value of them will be negligible and the objectives requiring their use will be unattained.

Extreme care should be taken in order that erasures or alterations will not be necessary nor be made on any of the Clearance Forms or Arrival Notices, nor any evidence of such be apparent on these Forms when issued by the Registrar and Clearance Officer, inasmuch as these forms are to be checked for any evidence of erasures or alterations, and the Civil Air Regulations provide the following in this respect:

> "60.954 - False statements and alterations of documents. No person shall forge, counterfeit, alter, or mutilate any record or document required by or pursuant to this section (60.95) or make any false or misleading statements of information required by or pursuant to this section (60.95)".

Any corrections necessary on the Landing Area Register must be initialed in ink by the Registrar making the correction.

CLEARANCE FORM ACA-958. This Clearance Form is to be filled out in duplicate and the carbon copy issued to all pilots prior to take-off as previously set forth.

They are to be numbered consecutively during regular periods of a duration most suitable to the Airport, either by the periods of duty of Registrar and Clearance Officers, daily, weekly, monthly, or any set standard period most workable with the filing and reference system maintained by the Airport.

The majority of the entries required on this Form are self-explanatory. However, care should be exercised in seeing that each item of information for which a space is provided is entered, and any information for which provision is made which is not applicable to the particular flight should have a notation to that effect made in the proper space. If desired, the letters "N.A." as an abbreviation for "Not Applicable" may be entered instead of the complete words.

Under the entry for "Pilot's Certificate" the grade may be abbreviated as "St.", "Pvt.", "Com." or "A.T." for Student, Private, Commercial or Airline Transport. The pilot's name should correspond with his name as shown on his pilot's certificate.

The "Purpose of Flight" should be given as "Pleasure", "Business Trip", "Crop Dusting", "Sight-seeing", "Acrobatics", "Student Instruction", "Landing Practice", etc., and if local, the Area or Areas by number, for each purpose for which clearance is granted. For example: "Landing Practice #1"

or "Pleasure 2 - 3 - 7", etc.

Under "Crew and Passengers" provision is made for the name, occupation and address of each. The pilot's name need not be entered since this appears above. Co-pilots, students, or members of crew should be listed, together with the position occupied. The occupation of each passenger, such as Salesman, Attorney, Stenographer, etc., should be listed as an aid to identification should the necessity arise.

Under "Cargo" the kind of material carried and the name of the persons to whom it is consigned should be entered. Ordinarily the space provided will be sufficient. If it is not, additional information may be placed in any unused space provided for "Crew and Passengers". If more space is necessary use the reverse side of the Clearance.

Under "Destination" enter the Designated Landing Area at which the flight will terminate or the Approved Private Base of the aircraft. All entries of "Destination" must be one or the other.

Under "Route" may be entered the words "Direct Airline", "Via Civil Airway No.___", or proper description of the proposed route, and in the case of clearance for a landing, or a series of landings at places other than Designated Landing Areas, the names of each such place at which a landing is authorized prior to landing at a Designated Landing Area must be entered, together with the approved route between each such point, and the estimated arrival and departure times at each such place. If the space under "Route" is insufficient enter a notation "See reverse" and enter the information on the back and initial. In such case the "Destination" must be the Designated Landing Area to which the aircraft is cleared after these stops, which may be the Landing Area from which the flight originated and from which clearance is being given.

All Cross Country flights must state an altitude at which the flight will be made, and where applicable for local flights an altitude range should be entered.

Under "Departure" the time of take-off should be entered.

"Cruising Speed" should be the cruising air speed of the aircraft and the "Estimated Arrival Time" should be the proposed or calculated time of arrival at the destination named under "Destination".

All Clearances must show whether or not a Flight Plan was filed and whether or not Military approval was given. If Military approval was necessary and given, enter the name, rank and service of the person giving such approval.

All Clearances must be signed with the name of the Designated Landing Area Registrar and Clearance Officer on duty during the period in which clearance was given, even though at busy airports the Designated Landing Area Registrar and Clearance Officer may authorize assistants to sign for him.

AIRCRAFT ARRIVAL FORM ACA-959. The above instructions for properly executing Clearance Forms are applicable to the Aircraft Arrival Notice, except that the carbon copy shall be mailed to the Designated Landing Area Registrar and Clearance Officer at the point from which the pilot has presented clearance within 24 hours of the aircraft's arrival.

The Arrival Notice must be filled out from information received from the pilot without reference to his Official Clearance, and this information checked with the Official Clearance for discrepancies. No alteration of the Arrival Notice shall be permitted in order to make it conform with the Clearance, but any discrepancies shall be explained on the reverse side by the pilot, in accordance with preceding instructions, and any unsatisfactory explanations reported immediately to the Civil Aeronautics Administration and other proper authorities.

LANDING AREA REGISTER. FORM ACA-960. These pages are to be numbered consecutively for the period of time most convenient to the Airport, either monthly, yearly, or for an indefinite continuous series.

When a page is started and assigned a number, the certification in the upper right hand corner must be signed by the Registrar and Clearance Officer so starting, and must be attested by the Airport Manager.

All entries of arrivals and departures are to be entered as nearly as possible in the order of their occurrence, and the entry of Clearance numbers and Arrival Notice numbers should each be consecutive in their respective columns.

The Arrival Notices are to be numbered consecutively in the order of the aircraft's arrival from "one" to the number of the last arrival during the period established for such series.

The Clearances are to be numbered consecutively in the order of their issuance from "one" to the number of the last issue during the period established for such series.

At the time of any unusual occurrence requiring an entry in the space for "Remarks" an entry should be made in the space provided for entering weather data. The entry in the space for weather data should show the time of the occurrence and the weather data as reported at the time of the occurrence under the proper title in each of the columns provided.

This Register Form has been so devised that it may be a universal form for those Airports desiring to register all aircraft arrivals and departures, including Scheduled Airline and Military craft. The Regulations (60.95) do not require such entries to be made on Scheduled Airline or Military aircraft, but the applicable portions of the following instructions may be used when the Airport desires to register all such arrivals and departures:

In the column "Aircraft Make or Military Type" enter, if a civil aircraft, the name of the manufacturer such as Stinson, Piper, Douglas, etc. If a Military type enter either "single engine" or "multi-engine". Do NOT enter the Military designation such as Pursuit, Bombardment, Observation, etc.

In the column "Aircraft Model or Military Service" enter, if a civil aircraft, the manufacturer's model, or if a Military aircraft enter the name of the Service such as Army, Navy, Marine Corps, etc.

In the column "Airline Initials or Aircraft Color" enter the initials used by the Airline in identifying their aircraft such as "AA", "EAL", "PCA", etc., or the color of the aircraft such as "Red", "Blk" for black, "Sil" for silver, etc.

In the column "Military or CAA Identification No." enter the identification number displayed on the aircraft.

In the column "Arrived From" enter the last point of landing of the aircraft, even though the aircraft may have been cleared from an Area other than his last point of landing, in which case a star or asterisk should be made on this entry to show that the point of last landing and the point from which the aircraft was cleared were not the same and that further information should be obtained from the copy of the pilot's Clearance and the Arrival Notice, which will be filed under the number of the Arrival Notice entered in the column "Airline Trip or Arrival Notice No.".

In the column "Airline Trip or Arrival Notice No." enter the number of the Arrival Notice covering the landing of this aircraft or the Official Airline Trip No. of the Airline, prefacing any entries of an Airline Trip No. by the letters "AT" in order to keep such numbers from being confused with the numbers assigned to an Aircraft Arrival Notice.

In the column "Departed For" enter the point at which the pilot intends to land first regardless of the Designated Landing Area which may be listed as his destination. In cases where landings are authorized at places other than Designated Landing Areas or an approved Private Base, such an entry should have a star or asterisk placed in this entry to show that further information must be obtained from the copy of the Clearance filed under the number shown in the column "Airline Trip or Clearance No.".

In the column "Airline Trip or Clearance No." enter the Clearance number or the official Airline Trip No. as explained for entries in the "Airline Trip or Arrival Notice" column.

In the column "A.M. or P.M. Time of Arrival or Departure or Passover" enter the hour and minute, A.M. or P.M., unless a 24-hour clock is used, of arrival or departure, as the case may be, and in the case of passover of unidentified or unreported aircraft the time of such passover, together with the proper entries in other columns of any such information as is available.

In the column "Flight LCL or XC and if Local Area, No." enter either "LCL" and the number or numbers of the Areas assigned, or "XC" if Cross Country, or if a special operation such as crop dusting, etc., enter the appropriate wording descriptive of the operation.

In the column "Remarks" enter any remarks which may be pertinent to any of the entries previously made on the same line or references to reports and where they are filed covering any additional information which may be necessary to have on file covering the flight entries on that line. Each line or entry must be initialed by the Designated Landing Area Registrar

and Clearance Officer making such entry.

FILES OF REGISTER PAGES, CLEARANCES AND ARRIVAL NOTICES

Files are to be kept of these Forms in order that proper authorities may examine them for investigating and obtaining full information regarding any flight at any time the occasion arises.

Register pages are to be filed consecutively and should be separated by months for easy reference.

Arrival Notices are to be filed consecutively by the periods which have been set up for the series of consecutive numbers. The carbon copy of the Clearance issued to the pilot of each arriving aircraft is to be attached to the original of the Arrival Notice covering the arrival, together with any explanations or additional reports which may be necessary covering the particular flight.

Clearances are to be filed consecutively by periods the same as Arrival Notices, and to them must be attached the carbon copy of the Arrival Notice mailed back by the Registrar and Clearance Officer at the point of destination stated on the Clearance.

This will probably necessitate the keeping of two files for Clearances, one for "Completed Flights - Outgoing", in which are filed, in the proper order, the Clearances on which Arrival Notices have been received, and the other Clearances filed in a similar manner upon which Arrival Notices have not as yet been received.

The entry of the Arrival Notice and Clearance numbers in the proper column on the Register Sheet will constitute a proper cross reference.

Reports of the passover of unidentified or unreported aircraft may be given an Arrival Notice number on the Landing Area Register and filed with the Arrival Notices.

Reports of unusual occurrences, if other than landing aircraft are involved, may be given an Arrival Notice number and filed with the Arrival Notices. Any unusual occurrence in connection with the arrival of aircraft will, of course, be attached to the Arrival Notice and filed with it.

The Landing Area Register pages will thus become a master index from which the proper location of full information with regard to any flight or occurrence can be readily obtained.

GENERAL

NOTIFICATION OF PROPER AUTHORITIES. Frequent instructions have been given to "notify the Civil Aeronautics Administration and other proper authorities" in cases requiring investigation or action.

Notification of the Civil Aeronautics Administration should be either to the local Inspector who covers the Area, or the Regional Manager of the

Region. "Other proper authorities" may be any or all of the following, according to the type of incident involved: Local, County or State Police Officers, Sheriff's Office, F. B. I., Army or Navy or the Branch of a Military Service which may be directly concerned.

CARRIAGE OF PACKAGES ON LOCAL SIGHTSEEING FLIGHTS. Any person wishing to carry a package on a local sightseeing flight should be requested to check it, and it is believed that the carriage of packages by passengers during such flights should be prohibited. However, if such packages are properly inspected in each instance, they may be cleared for daylight operation. It is believed that clearance should be refused for the carriage of any package on local sightseeing flights taking place at night.

GENERAL POLICY TO BE FOLLOWED IN THE ISSUANCE OF CLEARANCE. It is NOT the intention of the Emergency Regulations or of these Instructions to unduly restrict civil aircraft operation but ONLY to properly control such activities for the protection of the individuals involved and civil aviation as a whole, and thus to assist in the successful prosecution of the War Effort.

All Registrar and Clearance Officers should try to assist pilots and operators in carrying out their normal legitimate flying operations within the controls established and exercise good judgment in clearing aircraft. They should avoid an arbitrary attitude, or any suggestion of such, when it is necessary to refuse a clearance. They should explain fully to any pilot, to whom it is necessary to refuse a clearance, the reasons for such refusal and offer, if possible, alternative procedures or routes for which he may be cleared by which he may accomplish any legitimate objective.

Registrar and Clearance Officers must not issue clearance to a point beyond the first Designated Landing Area at which the pilot intends to land.

If a pilot wishes to make a flight of a distance sufficiently great that the Registrar and Clearance Officer does not have full information regarding "Vital Defense Areas" and "Zones of Military Operations" he should inform the pilot that for this reason he cannot be cleared to such a point, and suggest that he accept clearance to, and land at, a point nearer to the point of departure about which the Registrar and Clearance Officer does have full information. He can then secure a clearance under the proper terms and conditions from the Registrar and Clearance Officer at that Area to continue his flight.

THE WAR DEPARTMENT HAS REQUESTED THAT IT BE ANNOUNCED THAT ANY AIRCRAFT NOT COMPLYING WITH THE EMERGENCY REGULATIONS OR THE INSTRUCTIONS PROMULGATED FOR THEIR IMPLEMENTATION MAY BE SUBJECTED TO ANTI-AIRCRAFT FIRE OR ATTACK BY COMBAT AIRCRAFT AT ANY TIME WITHOUT WARNING.

Lack of cooperation or wilful disregard of the provisions of the Emergency Regulations and failure to comply with the system of control will lead to much more restrictive action by the Military Services than are now in effect, and in many cases may result in complete prohibition of any civil air activity.

Every Designated Landing Area Registrar and Clearance Officer should impress upon all aircraft owners, operators and pilots the necessity for, and importance of:

1. Adhering strictly to clearances and instructions;

2. Keeping the Registrar and Clearance Officer fully informed of their whereabouts and activities at all times when operating aircraft.

3. Refraining from any operation which might be questioned.

4. Keeping away from Defense Areas, Zones of Military Operations, or other restricted, prohibited or questionable areas, whenever possible, and of securing approval and strictly complying with the terms of such approval and any flight plans filed and clearances issued under it, when flight in such place is absolutely necessary.

By Direction of the Administrator

John F. Warlick

John F. Warlick
Acting Director, Safety Regulation