



NAVAL AIR TRAINING COMMAND

NAS CORPUS CHRISTI, TEXAS

CNATRAINST 3710.13G (14 May 11)

CHIEF OF NAVAL AIR TRAINING



FLIGHT INSTRUCTOR STANDARDIZATION AND TRAINING PROGRAM

2011



DEPARTMENT OF THE NAVY
CHIEF OF NAVAL AIR TRAINING
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CNATRA INSTRUCTION 3710.13G

Subj: FLIGHT INSTRUCTOR STANDARDIZATION AND TRAINING PROGRAM

Ref: (a) OPNAVINST 3710.7U
(b) NAVAIR 00-80T-112, NATOPS Instrument Flight Manual
(c) CNATRAINST 1550.61A
(d) CNATRAINST 1550.6E
(e) CNATRAINST 3740.8K

Encl: (1) SF FORM 600
(2) CNATRA 3710/15 (Rev. 4-11)
(3) Commanding Officer's Interview Guide

1. Purpose. To establish a Chief of Naval Air Training (CNATRA) Flight Instructor Standardization and Training (FIST) program which addresses Naval Air Training and Operating Procedures Standardization (NATOPS), Instrument, and curriculum implementation procedures within the Naval Air Training Command (NATRACOM).
2. Cancellation. CNATRAINST 3710.13F
3. Action. Implement subject program per references (a) through (e). Submit recommended changes to CNATRA (N71).
4. Reports and Forms. The following forms may be obtained electronically through the Naval Forms Online Web site (<http://navalforms.daps.dla.mil>): NATOPS Flight Personnel Training/Qualifications Jacket, OPNAV 3760/32; NATOPS Evaluation Report, OPNAV 3710/7; NATOPS Instrument Rating Request, OPNAV 3710/2; Mission Qualification Record, OPNAV 3760/32D. The following forms may be obtained electronically through the CNATRA Web site (<https://www.cnatra.navy.mil/publications.htm>): Privacy Act Statement and Record of Disclosure, CNATRA 1542/PA; Instructor Screening, CNATRA 3710/15.

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Distribution:
CNATRA Website

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CHAPTER 1

FLIGHT INSTRUCTOR STANDARDIZATION AND TRAINING PROGRAM

100. General. This chapter establishes the policies and requirements of the Chief of Naval Air Training (CNATRA) Flight Instructor Standardization and Training (FIST) program. The FIST is applicable to all Naval Air Training Command (NATRACOM) activities engaged in the flight training of Student Naval Aviators (SNA) and Student Naval Flight Officers (SNFO). The scope of the NATRACOM mission requires a dynamic standardization program to ensure safe and effective training. The foundation of this program is a strong NATOPS program.

101. Responsibilities

a. Chief of Naval Air Training. Develop, implement, and control flight training curricula and flight training instructions which are responsive to fleet requirements as determined by the Chief of Naval Operations and Commander, Naval Air Forces.

b. CNATRA Training Officer (N7). Schedule and conduct TRAWING standardization inspections per the policies and requirements contained in reference (c).

c. CNATRA Aviation Training and Standardization Officer (N71). Monitor and coordinate the CNATRA FIST program and direct the efforts of the CNATRA Pipeline Training Officers (PTO) as necessary to enhance FIST program effectiveness.

d. CNATRA Pilot Training Officers (PTO). Assist the CNATRA Aviation Training and Standardization Officer (N71) in monitoring the FIST program to ensure an effective and viable program. The PTOs are the standardization evaluators for their phase of training. As such, their qualifications are valid for the duration of their tour as a PTO. Each PTO shall routinely fly standardization checks with TRAWING and squadron Instructor Training Unit (ITU) Standardization Officers. In addition, CNATRA PTOs are authorized to schedule a standardization check, NATOPS check, or other instructional event for which they are qualified, with any TRAWING or squadron pilot within their phase of training. The CNATRA PTOs shall:

(1) Manage the CNATRA standardization program for their phase as outlined in Chapter 3 of this instruction.

(2) Make quarterly standardization visits to their respective TRAWINGs and squadrons.

(3) Manage the curricula for their pipeline.

(4) Coordinate and process inputs from their Course Curriculum Model Manager (CCMM), Course Curriculum Coordinator (CCC), and Stage Managers (SM).

(5) Request inputs from Fleet Replacement Squadrons (FRS) and other CNATRA PTOs.

e. CNATRA Stage Managers (SM). Designated by CNATRA as the Subject Matter Experts (SME) for their assigned stage. For flying stages of training, SMs shall regularly fly events within their respective stage with all applicable training squadrons. These flights shall be completed at least quarterly within the SM's TRAWING and not less than twice per year for SMs who must travel to a different TRAWING. Specific CNATRA stage manager assignments are listed in reference (d).

f. Training Air Wing Commanders

(1) Establish and monitor a TRAWING FIST program. Ensure compliance with this instruction and appropriate training curricula.

(2) Establish an Instructor Under Training (IUT) program which provides qualified instructors to the training squadrons. This TRAWING-monitored program may consist of an Instructor Training Unit (ITU), an IUT program within the squadron, or a combination of the two. Where an ITU is maintained, it shall:

(a) Provide basic and upgrade IUT training. TRAWING Commanders may delegate IUT upgrade training to the squadron level.

(b) Ensure appropriate instructor Aviation Training Forms (ATFs) are completed and maintained for all IUTs. These shall be filed in the IUT's FIST jacket as outlined in Appendix B. After completion of the basic IUT syllabus, IUT FIST jackets

will be transferred to the squadron Standardization Officer for maintenance.

(c) Ensure compliance with IUT curricula.

(d) Maintain appropriate NATOPS flight manuals, OPNAV instructions, and Flight Training Instructions (FTI).

(3) Maintain a current standardization library (paper or electronic) which includes:

(a) Updated CNATRANOTE 5215 - CNATRA instructions.

(b) Appropriate NATOPS flight manuals.

(c) OPNAVINST 3710.7 Series instruction.

(d) Standardization Officer turnover file.

(e) Student and IUT Master Curriculum Guides.

(f) A complete set of applicable Peculiar to Aviation Training (PAT) Pubs.

(g) Locally prepared briefing guides, In-Flight Guides, and maneuver descriptions as appropriate.

(h) Standardization notes currently in effect.

(i) TRAWING and Squadron Standard Operating Procedures (SOP).

(j) Station Air Operations Manual and Letters of Agreement.

(k) CNATRAINST 1500.4 Series instruction.

(l) CNATRAINST 1550.6 Series instruction.

(m) CNATRAINST 3710.13 Series instruction.

(n) Copy of the most recent CNATRA standardization inspection results.

(4) Nominate SMs and ensure they carry out their responsibilities as outlined in reference (d).

(5) Maintain copies of all current stage standardization tests.

(6) Ensure TRAWING Standardization Officers conduct annual standardization checks on each squadron Standardization Officer and contract simulator check instructor per the current government contract. Due to the nature of the TRAWING Standardization Officer's position, he should be standardization qualified in all stages of training to the maximum extent possible.

(7) Ensure TRAWING Standardization Officers periodically conduct standardization assist visits to subordinate activities throughout the TRAWING. Where IUT training has been delegated to the squadron level, TRAWING Standardization Officers shall ensure the highest level of quality, adherence to directives, and adherence to IUT time-to-train goals.

(8) Ensure all flight, academic, and special device training are conducted per the approved curricula.

(9) Ensure the administrative procedures associated with grading and attrition practices are closely monitored and uniformly applied by subordinate activities.

(10) Convene TRAWING Standardization Boards as required, or at least quarterly, to promote standardization among subordinate activities. A copy of the minutes shall be electronically forwarded to the appropriate CNATRA PTO. TRAWING Commanders shall ensure that Contract Simulator Instructors (CSI) are kept informed of all changes to the Standardization and NATOPS programs.

(11) Designate in writing one person to serve as the Training Publications Officer whose responsibility it shall be to:

(a) Track PAT Pub usage in the ITU, squadrons, and training department.

(b) Coordinate the ordering and distribution of PAT Pubs.

(12) Monitor all aspects of instructor qualifications to ensure compliance with curriculum requirements and the requirements established by this instruction.

(13) Designate in writing all newly qualified flight instructors.

(14) Provide a Functional Check Flight (FCF) pilot/NFO training program and designate FCF pilots/NFOs in writing. The authority to designate FCF pilots/NFOs within the NATRACOM may be delegated to the squadron Commanding Officer by the TRAWING Commander.

(15) Review course rules annually and make modifications as required to locally written In-Flight Guides and course rules lectures and examinations.

(16) Generate a local course rules written examination for each aircraft type within the TRAWING and administer to all students and IUTs in conjunction with their individual course rules lecture. Thereafter, each designated flight instructor shall take this course rules examination annually.

g. Training Squadron Commanding Officers

(1) Determine which stages of instruction each instructor will fly.

(2) If authority is delegated from the TRAWING Commander, maintain an IUT program to produce standardized instructors for the squadron.

(3) Maintain a vigorous and continuing standardization program.

(4) Implement a training program and designate in writing all Section and Division Leaders. Particular attention shall be given to previously non-designated formation leaders.

(5) Designate the most qualified flight instructors to become squadron standardization instructors ("S" designated).

(6) Designate an overall squadron Standardization Officer and stage standardization officers. The squadron

Standardization Officer should be able to serve in that position for at least one year.

(7) Ensure the Standardization Officer maintains Flight Instructor Standardization and Training (FIST) jackets in accordance with Appendix B.

(8) Ensure each flight instructor and student strictly complies with the approved curriculum and associated publications.

(9) Maintain a current standardization library (paper or electronic) which includes:

- (a) Updated CNATRANOTE 5215 - CNATRA instructions.
- (b) Appropriate NATOPS flight manuals.
- (c) OPNAVINST 3710.7 Series instruction.
- (d) Standardization Officer turnover file.
- (e) Student and IUT Master Curriculum Guides.
- (f) A complete set of applicable PAT Pubs.
- (g) Locally prepared briefing guides, In-Flight Guides, and maneuver descriptions as appropriate.
- (h) Standardization notes currently in effect.
- (i) TRAWING and Squadron Standard Operating Procedures (SOP).
- (j) Station Air Operations Manual and Letters of Agreement.
- (k) CNATRAINST 1500.4 Series instruction.
- (l) CNATRAINST 1550.6 Series instruction.
- (m) CNATRAINST 3710.13 Series instruction.
- (n) Copy of the most recent CNATRA standardization inspection results.

(10) Convene the squadron Standardization Board as required, or at least quarterly, to promote standardization and training effectiveness; forward minutes to the TRAWING Commander. The squadron Standardization Board shall consist of (at a minimum) the Operations Officer, Standardization Officer, Safety Officer, and a TRAWING standardization representative.

102. Instructor Qualification Requirements

a. Each prospective flight instructor shall complete the appropriate TRAWING ITU, Flight Instructor Training Course (FITC) or AETC equivalent, and Navy e-learning ORM Supervisor course (or equivalent) prior to designation as a NATRACOM flight instructor. FITC may be waived and the IUT curriculum may be condensed by the TRAWING Commander (per specific curriculum instructions) if the IUT receives flight instructor re-designation prior to three calendar years from his or her detachment date from a previous NATRACOM instructor tour.

b. Successful completion of an IUT formation syllabus does not qualify the IUT as a Section or Division Lead. Section and Division Lead designations are made in writing by the squadron Commanding Officer.

c. Stage qualification requirements are found in Appendix A.

d. All initial, re-qualification, and annual standardization check events shall be conducted by an "S" qualified standardization instructor. To achieve and maintain qualification, each flight instructor shall:

(1) Successfully complete a 20 question written stage examination followed by an annual standardization check flight or simulator. Each examination shall be administered to the instructor on or before the last day of the anniversary month of his or her designation in that stage. The examination must be completed and passed before the check flight or simulator but no earlier than 60 days before the check flight or simulator.

(2) Fly one instructional flight per stage qualified every 90 days (unless extended by Appendix A) or lose stage qualification. To re-qualify in stage, the instructor shall complete the requirements listed in subparagraph (1) above.

(3) Medically grounded flight instructors who are unable to maintain 90-day or annual currency in a stage of flight instruction may continue to present flight support lectures in all stages previously qualified if their annual stage currency has not expired and they present the lecture at least once every 90 days. Should either 90-day or annual lecture currency expire, the instructor shall complete a written stage examination followed by a lecture standardization check administered by a Standardization Instructor in that particular stage.

e. A qualified instructor who receives a grade of unsatisfactory on any standardization examination (defined as scoring less than 80 percent correct) or check flight may be allowed 30 days to re-qualify. Any flight instructor who receives a grade of unsatisfactory shall not instruct in that stage until he or she has obtained a satisfactory grade. If after 30 days the instructor fails to re-qualify due to unsatisfactory performance, he or she shall be referred to the TRAWING Commander for appropriate action.

f. An IUT who receives a grade of unsatisfactory on any portion of instructor training shall receive additional instruction as deemed appropriate by the squadron Commanding Officer (CO) or ITU department head. If the instructor continues to display substandard performance, the instructor shall be referred to the TRAWING Commander for appropriate action.

g. Annual flight instructor standardization check flights should additionally include pertinent NATOPS procedures (e.g., systems malfunctions, power plant failures, instrument and normal operating procedures).

h. No portion of the IUT syllabus may be waived for a Selectively Retained Graduate (SERGRAD). However, the TRAWING Commander may waive portions of the NATOPS syllabus for SERGRADs.

103. Selected Reserve Flight Instructor (SRFI) Program.
Special requirements concerning SRFIs may be found in reference (e).

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104. Course Curriculum Model Managers (CCMM) Assignments.
Course Curriculum Model Managers are assigned by CNATRA in accordance with reference (d). CCMMs are responsible for their CNATRINST 1542.XXX assignments and SM assigned PAT Pubs.

CHAPTER 2

INSTRUCTOR UNDER TRAINING (IUT) PROGRAM

200. General. This chapter sets forth CNATRA policy governing the operation of a TRAWING IUT program. It applies to all TRAWINGS in the NATRACOM whether they use an Instructor Training Unit (ITU) or squadron IUT programs. It is imperative that all prospective flight instructors receive their NATOPS qualification and instructor designation in a standardized manner.

201. Program. Each TRAWING Commander is charged with establishing an instructor training program within their TRAWING. This may include the use of an ITU, a squadron IUT, or a combination of the two.

a. Training Time Out. In any situation when an IUT, or the flight instructor providing the training, expresses concern for personal safety or a need to clarify procedures or requirements, they shall call a Training Time Out (TTO). Training shall immediately cease and will not resume until the situation or condition is returned to a safe state.

b. Drop on Request (DOR). If an IUT desires to quit or Drop on Request (DOR), the IUT need only make such intentions known. The IUT shall be expeditiously removed from the training environment and the matter referred to the squadron Commanding Officer for further action.

202. Responsibilities of the ITU

a. TRAWING Commander. The TRAWING Commander shall ensure the ITU is comprised of highly qualified and highly motivated standardization instructors. The unit's operational and administrative requirements will be supported by the TRAWING staff. The ITU instructor's primary duty is instruction and standardization of prospective flight instructors. To meet surge requirements, TRAWING and squadron standardization instructors may be used as required.

b. ITU Officer in Charge

(1) Be either an O-4 or O-5 appointed by the TRAWING Commander.

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(2) Comply with requirements of Chapters 1 and 2 of this instruction.

(3) Determine training requirements, obtain class quotas, and coordinate training events as necessary for IUTs.

(4) Create and maintain the IUT's FIST jacket while the IUT is undergoing initial IUT training.

(5) Ensure adequate numbers of qualified IUT instructors are available to meet expected IUT loading.

(6) Ensure Master Curriculum Guide IUT time-to-train goals are met.

c. ITU Instructors

(1) Conduct instructor training in accordance with the applicable curriculum and reference (a).

(2) Conduct instructor standardization check flights at the training squadrons as workload permits.

(3) Fly SNA or SNFO syllabus flights as workload permits.

203. Responsibilities of the Squadron IUT Program

a. Training Squadron Commanding Officers

(1) Ensure the IUT department is comprised of highly qualified and highly motivated standardization instructors.

(2) Determine training requirements, obtain class quotas, and coordinate training events as necessary for IUTs.

(3) Create and maintain the IUT's FIST jacket.

(4) Ensure adequate numbers of qualified standardization instructors are available to meet expected IUT loading.

(5) Ensure Master Curriculum Guide IUT time-to-train goals are met.

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b. Training Squadron Standardization Instructors

(1) Conduct instructor training in accordance with the applicable curriculum and reference (a).

(2) Conduct instructor standardization check flights.

(3) Fly SNA or SNFO syllabus flights at least quarterly in stage.

204. Minimum IUT Qualifications

a. Minimum IUT qualifications prior to designation as a flight instructor are listed in the applicable Master Curriculum Guide. Additionally, all IUTs shall complete the following prior to designation as a flight instructor:

(1) All academic and physiological training (e.g., FITC, ground school, water survival training, high altitude pressure chamber, aviation physiology training).

(2) Instrument qualification.

(3) NATOPS qualification.

(4) The ORM Supervisor course on Navy e-learning (or equivalent).

b. New flight instructors shall not conduct instructional events until designated as a flight instructor in writing by the TRAWING Commander.

c. Flight instructors with significant recent NATRACOM instructor experience may validate any previously designated stage of training with completion of a standardization exam, checkride, and TRAWING Commander's written approval.

CHAPTER 3

CNATRA PIPELINE TRAINING OFFICER BILLET ASSIGNMENTS

300. General

a. CNATRA PTO billets are key positions requiring fleet and NATRACOM experienced Naval Aviators (NA) and Naval Flight Officers (NFO). Each nominee shall be a highly qualified and respected senior O-3 or O-4, preferably a volunteer, with at least 12 months remaining before their projected rotation date (PRD). Nominees are required to be qualified in most stages in their pipeline.

b. The billets require administrative and operational excellence in dealing with all facets of the standardization and curriculum programs. As a member of the CNATRA training team, the PTO performs Master Curriculum Guide (MCG) and Flight Training Instruction (FTI) reviews; co-chairs comprehensive phase curriculum conferences; coordinates inputs from CCMMS, CCCs, and SMS; and may be assigned to special projects.

c. The CNATRA PTOs shall conduct periodic informal standardization visits to their respective TRAWINGs. In doing so, they will routinely meet with the TRAWING Commanders, squadron COs, and Standardization Officers to solicit feedback and discuss current NATRACOM policies. They shall fly with Standardization Officers, instructors, and students to ensure the entire program is functioning properly and flight instruction is standardized throughout the NATRACOM. The PTOs shall also monitor simulator flights, academic events, and flight support lectures.

d. Staff codes, billet titles, and associated aircraft for the CNATRA PTOs:

<u>CODE</u>	<u>BILLET TITLE</u>	<u>AIRCRAFT</u>
N711	Primary PTO	T-34C, T-6B
N712	NFO PTO	T-39G/N, T-6A, T-45C
N713	Advanced Multi-engine PTO	T-44A/C, TC-12B
N714	Advanced Rotary PTO	TH-57B/C
	Intermediate Tiltrotor PTO	TH-57B/C
N715	Intermediate E-2/C-2 PTO	T-45C
	Intermediate Jet PTO	T-45C
	Advanced Strike PTO	T-45C

N716	JPATS PTO	T-6B
N718	Instrument Flight PTO	N/A
N719	UAS PTO	TBD

301. Responsibilities

a. CNATRA Assistant Chief of Staff for Training (N7)

(1) Solicit PTO nomination letters four months prior to the incumbent PTO's PRD.

(2) Interview selected nominees.

(3) Select nominee best suited for designation as the PTO.

b. TRAWING Commanders. Ensure CNATRA receives nominations of at least two highly qualified and experienced instructors within 30 days of receiving the "Request for Nominations" letter.

c. CNATRA (N1). After CNATRA (N7) selection of the best candidate, CNATRA (N1) will coordinate with the Chief of Naval Personnel to ensure permanent change of station (PCS) orders are issued in a timely manner. For United States Marine Corps (USMC) Officers selected as PTOs, the appropriate Marine Aviation Training Support Group (MATSG) shall coordinate assignment.

302. Sample Nomination Letter. The following is a sample of the format to be used by the TRAWING Commander to submit PTO nominees to CNATRA (N7).

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SAMPLE FORMAT: PTO NOMINATION LETTER

From: Commander, Training Air Wing XXXX
To: Chief of Naval Air Training (N7)

Subj: NOMINATIONS FOR CNATRA _____ PIPELINE TRAINING
OFFICER

Ref: (a) CNATRA ltr/msg 3710 of _____
(b) CNATRINAT 3710.13G

1. In response to references (a) and (b), I am submitting the following nominations for the CNATRA _____ Pipeline Training Officer billet.

2. Primary Nomination

- a. Name/rank/SSN last four
- b. Date of rank
- c. Previous fleet experience and total fleet hours/type
- d. Instructor qualifications and total instructor hours
- e. Number of months as flight instructor and PRD
- f. Billets held and collateral duties
- g. Standardization/curriculum development experience
- h. TRAWING Commander's assessment/recommendation

3. Secondary Nomination

4. Point of Contact, etc.

I. M. COMMODORE

CHAPTER 4

CNATRA NATOPS PROGRAM

400. General. This chapter amplifies the provisions of reference (a) and sets forth policy, organization, and requirements for implementing the NATOPS program within the NATRACOM. All NATRACOM aircrew are required to follow procedures set forth in applicable NATOPS publications and to qualify in a NATOPS evaluation per reference (a) and as amplified by this instruction.

401. Responsibilities

a. CNATRA NATOPS Coordinator

(1) Ensure NATOPS unit evaluations are conducted on each squadron/detachment by the NATRACOM NATOPS model manager or evaluation unit per reference (a). The NATOPS model manager or evaluation unit will use the NATOPS unit evaluation checklist in Appendix C.

(2) Ensure an annual evaluation is conducted on each NATOPS evaluator within the command. A like-model NATOPS evaluator within the same major command should conduct the evaluation.

(3) Respond to incoming NATOPS urgent and routine change recommendations.

(4) Represent CNATRA at OPNAVINST 3710.7 Series General NATOPS review conferences, NATOPS Instrument Flight Manual review conferences, and other NATOPS conferences as required.

(5) Maintain the CNATRA staff NATOPS program as outlined below in paragraph b.

b. Naval Air Training Command Activities

(1) Establish and maintain a command NATOPS program.

(2) Assign highly motivated and qualified personnel as NATOPS Officers to direct and monitor the program.

(3) Establish a system of record keeping for individual NA, NFO, and aircrew qualification and currency.

(4) Establish a system for tracking all NATOPS manuals and promulgating all changes and revisions.

(5) Maintain a NATOPS Flight Personnel Training and Qualification Jacket (OPNAV 3760/32) for each NA, NFO, air crewmember, SNA, and SNFO.

(6) Report NATOPS evaluation failures to the CNATRA NATOPS Coordinator with comments, recommendations, and requests for waivers within 30 days of the NATOPS evaluation failure.

(7) Submit all recommended changes to NATOPS manuals and associated publications in accordance with reference (a).

(8) Update NATOPS qualification examinations annually.

c. Model Managers and Lead Evaluation Units. The unit designated by CNATRA to administer the NATOPS program for a specific Type/Model/Series (T/M/S) aircraft. Responsible for the currency of all assigned NATOPS publications and aircrew. The NATOPS model manager shall:

(1) Designate highly qualified NAs and NFOs as NATOPS program managers. NATOPS program managers should be assigned these responsibilities for a minimum of 18 months and shall have the authority to act on behalf of the model manager. Forward a copy of all program manager designation letters to the CNATRA NATOPS program coordinator.

(2) Designate highly qualified personnel as NATOPS evaluators.

(3) Ensure all NATOPS evaluators receive a NATOPS standardization evaluation at least every 18 months.

(4) Ensure all units receive a NATOPS unit evaluation at least every 18 months. Provide a copy of unit evaluation results to the CNATRA NATOPS program coordinator.

(5) Host NATOPS review conferences for all assigned NATOPS products.

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d. NATOPS Program Managers. Responsible to the model manager for specific duties in the maintenance of the assigned NATOPS products; act as the model manager's single point of contact for all NATOPS related issues. The NATOPS program manager shall:

(1) Conduct a rigorous review of existing publications to discover any conflicts that may exist and submit change recommendations to Naval Air Systems Command (NAVAIRSYSCOM) via the Airworthiness Issue Resolution System (AIRS).

(2) Review all pending NATOPS change recommendations within the time period designated:

(a) Urgent change recommendation - less than 24 hours.

(b) Priority change recommendation - 3 to 5 days.

(3) Make recommendations to the model manager on scheduling review conferences.

(4) Provide guidance and assistance to NATOPS evaluators and NATOPS instructors.

(5) Monitor the unit evaluation on behalf of the NATOPS model manager for that T/M/S aircraft. Every unit operating that specific T/M/S aircraft shall have a unit evaluation at least once every 18 months.

(6) Review the NATOPS status report to ensure the accuracy of all pertinent information.

(7) Forward a copy of designation letter and point of contact information to the CNATRA NATOPS program coordinator, the NATOPS program administrator, and the NATOPS product administrator.

e. NATOPS Evaluators. Highly qualified aircrew assigned to a NATOPS evaluation unit; designations shall be made in writing by the NATOPS model manager. The NATOPS evaluator shall:

(1) Provide guidance and assistance to NATOPS instructors.

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(2) Conduct the unit evaluation on behalf of the NATOPS model manager for that T/M/S aircraft. Every unit operating that specific T/M/S aircraft shall have a unit evaluation at least once every 18 months.

(3) Conduct NATOPS standardization evaluations on unit NATOPS instructors.

f. NATOPS Instrument Evaluators. Highly qualified NA or NFO designated by the Commanding Officer to conduct instrument evaluation flights.

(1) Conduct instrument evaluation flights in an aircraft or a simulator in accordance with references (a) and (b).

(2) Contract Simulator Instructors (CSI) may be designated as NATOPS instrument evaluators by TRAWING Commanders. CSIs who hold this designation shall receive a NATOPS instrument standardization evaluation annually by an appropriate NATOPS instrument evaluator.

g. NATOPS Instructors (NI). Highly qualified NA, NFO, or air crewmember whose primary duty should be administering the NATOPS evaluation program within a squadron or unit.

(1) NATOPS Instructors (NI) shall receive initial and subsequent NATOPS evaluations from the appropriate NATOPS evaluator and be designated in writing by the Commanding Officer.

(2) Conduct evaluations on flight aircrew within their units.

h. Assistant NATOPS Instructors (ANI). Highly qualified NA, NFO, or air crewmember who assists the squadron NATOPS instructor and can administer NATOPS evaluation checks.

(1) ANIs shall receive initial and subsequent NATOPS evaluations from the appropriate NATOPS evaluator, or squadron/unit NI, and be designated in writing by the Commanding Officer.

(2) Up to 10 percent of the TRAWING onboard aircrew per aircraft T/M/S may be designated as assistant NATOPS instructors.

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(3) TRAWING Commanders may designate CSIs as assistant NATOPS instructors. CSIs who maintain this designation shall receive a NATOPS standardization evaluation annually by an appropriate NATOPS evaluator.

402. Individual NATOPS Evaluations. NAs, NFOs, and air crewmembers shall receive individual NATOPS evaluations annually.

a. Purpose. Individual NATOPS evaluations allow close assessment of the NA, NFO, or air crewmember and are the basic building block of the unit NATOPS evaluation.

b. Discussion

(1) Individual NATOPS evaluations shall consist of an open book examination, a closed book examination, an oral examination, and an evaluation flight (aircraft or simulator).

(2) In the interest of promoting a level of professionalism and safety commensurate with the training mission of NATRACOM, the provisions of this instruction are deliberately more stringent in certain areas than reference (a).

(3) If portions of the NATOPS evaluation are not completed, the unfinished portions shall be completed on any appropriate flight flown with the same NATOPS instructor within one week of the initial flight.

(4) NAs, NFOs, and air crewmembers whose flight responsibilities include instructing students shall be required to obtain a grade of qualified prior to conducting instructional flights.

c. Responsibilities. Prior to participating in a NATOPS evaluation, the evaluatee must have successfully completed a thorough ground and flight training syllabus as stipulated in the NATOPS flight manual for the particular model aircraft.

d. Timeline. NATOPS evaluations shall be administered to NATRACOM flight personnel as follows:

(1) Air crewmember. Within six months after reporting to a unit if not currently qualified in model.

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(2) Air crewmember Candidates. Prior to designation as air crewmember.

(3) All NAs, NFOs, and aircrew holding current evaluation in model. A complete evaluation of ground and flight phases shall be repeated annually per reference (a).

(4) SNAs. As directed by the respective CNATRAINST 1542 Series Master Curriculum Guide.

e. Conduct of Evaluation. The evaluation shall be conducted in accordance with reference (a). Evaluatees failing to successfully complete a reevaluation shall be removed from flight status and referred to CNATRA for appropriate action. Time limitations may be waived by CNATRA when compliance is impractical.

(1) The ground phase shall consist of:

(a) Written open and closed book examinations emphasizing aircraft systems, aircraft limitations, and normal procedures. The number of questions on both the open and closed book examinations shall be as specified in the NATOPS manual. Questions for the open book and oral examination shall be taken from the question bank in the NATOPS manual.

(b) An oral examination is part of the ground evaluation but may be conducted in conjunction with the flight evaluation. Questions should be direct and objective.

(2) The flight phase will consist of a demonstration of NATOPS procedures on a representative type of mission for the model concerned. The evaluatee must demonstrate the ability to fly the aircraft and to correctly analyze and carry out the proper NATOPS procedures for simulated malfunctions and emergencies. The flight may be conducted in an aircraft or a simulator.

403. Unit NATOPS Evaluation. Every unit operating naval aircraft shall be evaluated once every 18 months by the appropriate NATOPS evaluation unit.

a. Purpose. Measure the degree of compliance, the health of the unit NATOPS program, and the level of individual proficiency within the unit.

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b. Responsibility. Per paragraph 407, the NATOPS model manager unit within the NATRACOM is also designated the NATOPS evaluation unit for their assigned T/M/S aircraft. NATOPS unit evaluations of assigned squadrons/units shall be scheduled by the NATOPS program manager or evaluation unit as per reference (a). A copy of the schedule shall be sent to the CNATRA NATOPS program coordinator no later than 31 January of each calendar year.

c. Conduct of the Evaluation. Minimum requirements to be accomplished during the evaluation are:

(1) Inspect unit's NATOPS program to ensure compliance with references (a) and (b) and proper maintenance of NATOPS Flight Personnel Training Qualification Jackets.

(2) All NATOPS qualified aircrew, excluding those on leave or temporary additional duty (TAD), shall complete the NATOPS evaluator's open and closed book NATOPS examination.

(3) For NATRACOM units, the NATOPS evaluator should conduct a minimum of three flight evaluations, two selected at random by the evaluator and one selected by the unit CO or ITU department head.

(4) NATRACOM aircrew who fail any portion of a unit evaluation shall be unqualified to perform aircrew duties until satisfactorily completing a reexamination.

d. Critique. A critique will be held at the completion of the unit evaluation. The critique will be informal with adequate opportunity for questions and comments.

e. Unit Evaluation Report. A report of the evaluation shall be prepared by the NATOPS program manager and submitted to the inspected unit's CO via the appropriate NATOPS model manager, with a copy to the CNATRA NATOPS program coordinator. At a minimum, the report shall include:

(1) Evaluation date and unit inspected.

(2) Results of evaluation.

(a) NATOPS program and records.

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(b) Unit written examination score averages.

(c) Results of flight evaluations.

(3) Recommendations/comments.

404. Additional Training Requirements

a. Annual Emergency Procedure Trainer

(1) Every NATRACOM NA, NFO, and air crewmember in a flying status shall complete an annual emergency procedures trainer.

(2) The annual trainer shall be completed in the sixth month after the initial and each subsequent annual NATOPS evaluation flight and shall include both normal and emergency procedures.

(3) This requirement may be satisfied using an Operational Flight Trainer (OFT), Weapons System Trainer (WST), Cockpit Procedure Trainer (CPT), or aircraft cockpit.

(4) In the event individual commands require more frequent procedural training, these trainers may be spaced evenly through the year and not necessarily six months after the annual NATOPS evaluation flight.

b. Semi-annual T-34C Out-of-Control Flight (OCF) Training

(1) Every NATRACOM T-34C pilot in a flying status shall complete semi-annual OCF training to include satisfactory flight demonstration of OCF prevention, recognition, and recovery procedures.

(2) This additional semi-annual training shall be completed in the sixth month after the initial and each subsequent annual NATOPS evaluation flight.

(3) In the event individual commands require more frequent OCF training than twice per year, these flights may be spaced evenly through the year and not necessarily six months after the annual NATOPS evaluation flight.

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(4) OCF ("S" or "Q"), NATOPS instructor, and assistant NATOPS instructor pilots are exempt from the semi-annual OCF flight requirement due to their habitual exposure to the OCF flight regime. The OCF portion of the annual NATOPS evaluation flight is still required in accordance with applicable directives.

(5) Both the annual NATOPS and the annual OCF flight shall include at a minimum:

(a) Inverted Flight, Progressive Spin, Control Release Spin, Cross-Control Departure, and Zero Airspeed Departure (initial NATOPS qualification only).

(b) Approach Turn Stall (at idle power), Aggravated Approach Turn Stall demonstration, and the High Speed Spiral demonstration.

c. Semi-annual T-6A/B OCF Training

(1) Every NATRACOM T-6 pilot in a flying status shall complete semi-annual OCF training to include satisfactory flight demonstration of OCF prevention, recognition, and recovery procedures.

(2) This additional semi-annual training shall be completed in the sixth month after the initial and each subsequent annual NATOPS evaluation flight.

(3) In the event individual commands require more frequent OCF training than twice per year, these flights may be spaced evenly through the year and not necessarily six months after the annual NATOPS evaluation flight.

(4) SOCF, DOCF, and NATOPS instructor pilots are exempt from the semi-annual OCF flight requirement due to their habitual exposure to the OCF flight regime. The OCF portion of the annual NATOPS evaluation flight is still required in accordance with applicable directives.

(5) Both the annual NATOPS and the annual OCF flight shall include at a minimum:

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(a) High Speed Spiral demonstration, Inverted Flight, Progressive Spin, and Controls Neutral Recovery Spin.

(b) Approach Turn Stall (at idle power).

405. Documentation

a. Records. Individual evaluation records shall be maintained in accordance with reference (a). If the applicable NATOPS flight manual does not publish an evaluation worksheet, the NATOPS instructor shall use the CNATRA syllabus NATOPS evaluation instructor Aviation Training Form (ATF) used during initial IUT training for conduct and documentation. Annual emergency trainers shall be documented on the form listed in Appendix B.

b. Forms. Applicable work sheets may be obtained per reference (a).

c. Evaluation Failure. Failure of the evaluation will revoke all flight instructor qualifications.

d. Reports

(1) Individual NATOPS evaluation. OPNAV 3710/7 shall be completed and submitted to the evaluatee's Commanding Officer.

(2) Unit NATOPS evaluation. A written report of the results of a unit's annual NATOPS evaluation by the appropriate NATOPS program manager or head of the evaluation unit shall be made in accordance with paragraph 403.

(3) Records of evaluation reports shall be maintained per reference (a) and Appendix B. Upon transfer, NATOPS records will accompany the individual.

406. Waivers

a. NATRACOM units may request waivers from NATOPS procedures and requirements to permit the development or evaluation of improved and more effective methods or when local or unusual circumstances render compliance with NATOPS impracticable.

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(1) Requests for waiver shall be in writing to CNATRA (N7) via appropriate intermediate authority stating the deviation, reasons for the deviation, and a specific time period for the waiver.

(2) Approval of waiver requests will indicate the purpose for which granted and the applicable limitations.

b. Pregnancy. Flight personnel shall consult with their flight surgeon when they first suspect they are pregnant. NAs and NFOs who are confirmed to be pregnant are grounded, but may request a waiver to continue their flying duties while pregnant in accordance with OPNAVINST 3710.7U Section 8.3.2.8 and guidance provided in Naval Aerospace Medical Institute's (NAMI) Aeromedical Reference and Waiver Guide.

(1) Designated NAs and NFOs who are authorized to fly during pregnancy shall perform flight duties in a Medical Service Group 3 capacity only.

(2) Student NAs and student NFOs shall be grounded until completion of the pregnancy.

407. CNATRA Model Manager Unit Assignments

- a. T-34: TRAWING FOUR
- b. T-6: TRAWING FIVE
- c. TH-57: TRAWING FIVE
- d. T-39: TRAWING SIX
- e. T-44: TRAWING FOUR
- f. TC-12: TRAWING FOUR
- g. T-45: TRAWING TWO

CHAPTER 5

INSTRUMENT FLIGHT QUALIFICATIONS

500. General. This chapter sets forth NATRACOM procedures for the maintenance of instrument flying qualifications for all NATRACOM NAs and NFOs and establishes the CNATRA instrument training program. Reference (a) prescribes the standards for the maintenance of instrument qualifications by all NAs and NFOs and reference (b) establishes procedures for the conduct of instrument flights in Navy and Marine Corps aircraft.

501. Responsibilities

a. CNATRA

(1) Develop standardized core annual instrument ground training applicable to all NAs and NFOs. Training will be computer-based, fulfill the requirements of reference (a), and include the required examination.

(2) Aid in development of any new local instrument ground training per reference (a).

(3) Take action in accordance with reference (a) in the case of assigned aircrew who fail to meet annual instrument rating requirements.

b. TRAWING Commanders

(1) Ensure a dynamic local instrument refresher training program is established and conducted for subordinate commands. Training shall cover local instrument procedures, T/M/S specific information, and other topics at the commander's discretion.

(2) Ensure local instrument refresher ground training is conducted at intervals which satisfy the requirements of the TRAWING activities.

c. Commanding Officers and ITU Department Heads

(1) Conduct continuing instrument training to ensure each aircrew maintains the level of instrument proficiency required by the provisions of references (a) and (b). Each

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flight will be planned and executed in a professional and cost-effective manner.

(2) Take action in accordance with reference (a) in the case of aircrew who fail to meet annual instrument rating requirements.

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CHAPTER 6FLIGHT INSTRUCTOR SCREENING

600. General. All flight instructors shall be screened as part of the flight instructor qualification process to determine emotional stability and judgmental capacity to fulfill flight instructor duties. This screening process shall involve interviews and record reviews of the prospective flight instructor. Training activity Commanding Officers are responsible for ensuring flight instructor candidates are appropriately screened. These guidelines apply to all flight instructors involved in flight training within the NATRACOM.

601. Screening and Interview Sequence. Flight instructor screening shall consist of a Medical Officer interview and medical record review, a flight record review, and a CO interview. This process will usually be completed at the squadron level, but may be completed at an ITU with TRAWING Commander approval. Documentation of each review shall be made on the CNATRA flight instructor screening worksheet in enclosure (2) and the completed worksheet shall be filed in the instructor's NATOPS jacket. Sensitive information shall be communicated directly to the CO prior to the CO interview. The flight instructor screening process shall be completed prior to commencing duties as a flight instructor and shall be performed on each occasion that a prospective flight instructor receives orders to flight training duties.

a. Medical Interview and Record Review. Flight instructor candidates shall be referred to the unit flight surgeon or other competent medical authority for flight instructor medical screening. The candidate's medical record shall be reviewed and an interview of the candidate shall be conducted. Results of the medical screening shall be documented on enclosure (1) of this instruction and filed in the candidate's medical record. Documentation of completion of the medical screening shall be included on enclosure (2) of this instruction. Medical concerns of a physical, psychological, or behavioral nature that may affect the candidate's ability to conduct flight instructor duties in a safe and effective manner shall be communicated directly to the CO prior to the CO interview.

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b. Safety Review. The Safety Department shall review the aviator's flight log book and NATOPS jacket. Additional investigation shall be conducted on aviators who have a documented Field Naval Aviator Evaluation Board, flight violation, mishap, failed NATOPS or instrument check, etc. Documentation of completion of the flight record review shall be included on enclosure (2) of this instruction. Negative information regarding previous flight performance shall be communicated directly to the CO prior to the CO interview.

c. Commanding Officer Interview. The CO interview shall be conducted as the final step in the flight instructor screening process. Upon conclusion of the CO interview, a "qualified" or "not qualified" determination shall be made and documented on enclosure (2) and filed in the flight instructor's NATOPS jacket. Authority to conduct the CO interview may be delegated to the Executive Officer in the Commanding Officer's absence.

602. Revoking Flight Instructor Qualification. When a flight instructor is experiencing medical, administrative, or safety problems that call into question their ability to conduct training, the instructor shall be removed from flight instructor duties until the matter can be investigated and mitigated to the CO's satisfaction. The instructor shall have flight instructor qualification reinstated only after the CO has determined that the instructor can safely conduct flight instructor duties.

APPENDIX A

QUALIFICATION MATRIX AND INSTRUCTIONAL LIMITATIONS

1. General

a. Commanding Officers (COs) decide in which stages flight instructors will instruct. (Exception: in order to perform their duties in accordance with (IAW) this instruction, CNATRA PTOs and TRAWING Standardization Officers shall be authorized to instruct in all subordinate units in all stages for which qualified. Such flights will be coordinated in advance and conducted IAW local SOPs).

b. CNATRA (N71), each TRAWING, all squadrons, and all ITUs shall monitor instructor standardization qualifications by maintaining the Qualification Matrix (QM) within TIMS Qualification Manager. CNATRA and TRAWING instructor qualifications may be integrated into squadron level QMs. TRAWING Commanders and squadron COs shall encourage the combining of instructor pilot standardization re-qualification flights whenever practical. The suggested combinations for each phase are contained within the guidelines sections of this appendix.

c. Qualification Matrices

(1) "S" Standardization Instructor. May conduct student or IUT syllabus events for that particular stage of training. Includes all student check flights, extra time events (87 flights), initial progress checks (88 flights), special progress checks, and IUT/IP check flights (only instructors designated "S" in a particular stage may conduct NATOPS syllabus events that correlate with that stage of training).

(2) "X" Check Instructor. May conduct student syllabus events for that particular stage of training including student check flights and ETs.

(3) "Q" Stage Instructor. May conduct student syllabus events for that particular stage excluding stage check flights (unless otherwise delineated in the applicable CNATRINIST 1542.XXX).

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(4) "I" Instructor Under Training (IUT). Designated NA/NFO undergoing initial or upgrade training in a specific stage or qualification.

(5) "E" Expired. Any stage qualification which has lapsed because of failure to meet 90-day or annual standardization check flight criteria.

(6) "D" NATOPS Instrument Check Pilot. Designated as a member of the unit's Instrument Flight Board.

(7) "D" NI/ANI. Qualified to perform NATOPS evaluation checks.

(8) "D" Functional Check Pilot (FCP). FCPs shall be designated in writing by the respective CO or TRAWING Commander.

(9) "D" Section/Division Lead. Section and Division Leaders shall be designated in writing by the respective CO or TRAWING Commander.

(10) NATOPS syllabus. Only instructors designated "S" in a particular stage may conduct NATOPS syllabus events that correlate with that stage of training.

(11) "D" Crew Resource Management (CRM) Facilitator and Instructor. CRM Facilitators/Instructors shall be designated in writing by the respective CO, TRAWING Commander, or CNATRA.

(12) "D" Operations/Flight Duty Officer (ODO/FDO). ODOs and FDOs shall be designated in writing by the respective CO.

(13) "D" Runway Duty Officer (RDO). RDOs shall be designated in writing by the respective CO.

(14) "L" Lectures. Stage specific flight support lectures shall be given by instructors with a minimum designation of "X". Lectures that are not stage-specific (CR, ASI, CO, Bailout, SFS, etc.) may be given by any "Q" instructor. Contract simulator instructors may give lectures for stages where they have significant experience. These lectures should be monitored closely by the appropriate SM.

2. Primary Pilot (T-34C) Qualification Guidelines

a. Intentional cross-control departures, zero-air-speed departures, high speed spiral demonstrations, approach turn stalls (idle power), and aggravated approach turn stalls shall be accomplished by qualified OCF instructors only (i.e., NIs/ANIs, OCF instructors). Intentional control release spins and progressive spins may only be conducted by NIs/ANIs, OCF instructors, or qualified FCPs.

b. NIs/ANIs may conduct any NATOPS syllabus event. DCON "S" instructors may conduct C7001-C7002 events and Instrument "S" instructors, or designated instrument check pilots, may conduct C7003 events.

c. Before designation as a T-34C NI/ANI, instructor pilots must be currently qualified OCF instructors.

d. The chart below delineates which standardization flights or 90-day requirements are validated by other stages. NATOPS events which correlate to a certain stage may be used to update that stage for 90-day purposes.

FLIGHT FLOWN	UPDATES 90-DAY CURRENCY	CAN BE FLOWN IN CONJUNCTION WITH ANNUAL STAN CHECK FOR	NOTES
INST	INST	INST-X	1, 5
INST-X	INST	INST	1, 5
DCON	DCON	FORM, CFORM	
NATOPS-X	DCON	N/A	
NCON	NCON	N/A	2
NAV(night)	NCON	N/A	3
FORM	FORM	DCON	4
CFORM	CFORM, FORM	DCON, FORM	4

NOTE 1: Instrument Standardization check flights may coincide with annual NATOPS Instrument evaluation flights. If flights are combined, IUT should fly event from the rear cockpit. Evaluator must be a designated member of unit's Instrument Flight Board to give annual NATOPS instrument evaluations as well as Standardization (STAN) qualified in the instrument stage.

NOTE 2: Night Contact stage requires only initial in-flight qualification, maintenance of 90-day currency, an annual Day Contact standardization flight, and an annual Night Contact standardization exam. A Night

Navigation flight shall update the Night Contact 90-day currency.

NOTE 3: Navigation stage only requires an initial in-flight qualification. Following initial qualification, the requirement for one Navigation flight each 90 days does not apply. A Night Navigation flight shall update the Night Contact 90-day currency.

NOTE 4: Unless currency has lapsed, multi-plane events do not require that the "S" instructor fly in the same aircraft as instructor receiving the standardization check.

NOTE 5: May be flown in a simulator.

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3. Primary Pilot (T-6B) Qualification Guidelines

a. Authorized OCF training shall be accomplished by qualified OCF instructors only. Intentional spins may be conducted by all qualified Instructor Pilots and FCPs.

b. NIs/ANIs may conduct any NATOPS syllabus event. DCON "S" instructors may conduct Q4101-Q4104 and Q4203-Q4204 flights. Instrument "S" instructors or designated instrument check pilots may conduct the Q4201-2 flights.

c. Before designation as a T-6B NI/ANI, instructor pilots must be currently qualified OCF instructors.

d. The chart below delineates which standardization flights or 90-day requirements are validated by other stages. NATOPS events which correlate to a certain stage may be used to update that stage for 90-day purposes.

FLIGHT FLOWN	UPDATES 90-DAY CURRENCY	CAN BE FLOWN IN CONJUNCTION WITH ANNUAL STAN CHECK FOR	NOTES
INST	INST	INST-X	1, 7
INST-X	INST	INST	1, 7
DCON	DCON	NATOPS-X	2
NATOPS-X	DCON	DCON	2
NCON	NCON	N/A	3
NAV(night)	NCON	N/A	4
LL	LL	N/A	5
FORM	FORM	TACFORM, AFFORM	6
TFORM	TFORM, FORM	FORM	6
AFFORM	AFFORM, FORM	FORM	6
DCON(OCF)	OCF, DCON	N/A	8

NOTE 1: Instrument Standardization check flights may coincide with annual NATOPS Instrument evaluation flights. Evaluator must be a designated member of unit's Instrument Flight Board to give annual NATOPS instrument evaluations as well as Standardization (STAN) qualified in the instrument stage.

NOTE 2: Contact Standardization check flights may coincide with the annual NATOPS evaluation flights. Evaluator must be a designated NI/ANI and STAN qualified in the Contact and OCF stages.

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- NOTE 3: Night Contact stage requires only initial in-flight qualification, maintenance of 90-day currency, and an annual Day Contact standardization flight. A Night Navigation flight shall update the Night Contact 90-day currency.
- NOTE 4: Navigation stage only requires an initial in-flight qualification. Following initial qualification, the requirement for one Navigation flight each 90 days does not apply. A Night Navigation flight shall update the Night Contact 90-day currency.
- NOTE 5: A Low Level flight shall update the Low Level currency.
- NOTE 6: Unless currency has lapsed, multi-plane events do not require that the "S" instructor fly in the same aircraft as IUT receiving the standardization check.
- NOTE 7: May be flown in a simulator.
- NOTE 8: C4301-3, C4701, C4890, and Q4390 are considered OCF events for the purpose of OCF currency.

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4. Advanced Multi-engine Qualification Guidelines

a. The chart below delineates which standardization flights or 90-day requirements are validated by other stages.

b. NATOPS events which correlate to a certain stage may be used to update that stage for 90-day purposes.

FLIGHT FLOWN	UPDATES 90-DAY CURRENCY	CAN BE FLOWN IN CONJUNCTION WITH	NOTES
INITIALINST	INITIAL INST	INST-X	1, 2
INST	INST, INITIAL INST	INST-X	1, 2
INST-X	INST, INITIAL INST	INST or INITIAL INST	1
CON	CON	NATOPS-X	3, 4
NATOPS-X	CON	CON	3
ONAV	ONAV	SAR	5
SAR	SAR	ONAV	5
TACLOW	TACLOW	N/A	5, 6
TACHIGH	TACHIGH	N/A	5, 6

NOTE 1: Instrument Standardization check flights may coincide with annual NATOPS Instrument evaluation flights. Stan evaluator must be STAN qualified in the instrument stage. NATOPS Instrument evaluator must be a member of the unit's Instrument Flight Board. Instrument check and Instrument Stan Check may be flown in the simulator.

NOTE 2: INITIALINST is an IP's initial qualification out of the IUT. INITIALINST IP is qualified to instruct I31, I32, I41, I33, I42, I44, I34 and I45 blocks. INST IP is qualified to instruct everything INITIALINST IP is qualified plus the I46 block.

NOTE 3: Contact Standardization check flights may coincide with the annual NATOPS evaluation flights. Stan evaluator must be a STAN qualified in the Contact stage. NATOPS evaluator must be designated NI/ANI.

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- NOTE 4: Night Contact is a subset of the Contact stage and only requires an initial in-flight exposure during the Contact stage upgrade qualification. Following initial qualification, the requirement for one Contact flight each 90 days is all that applies. Standardization Exams in the Night Contact subset will still be required annually.
- NOTE 5: TACLOW is considered one stage with regards to currency requirements. Any T or N flight except ONAV and SAR will reset an IP's 1 in 90 for TACLOW. Standardization exams shall still be required annually for TF, LL, and LAT. TACHIGH is considered one stage with regards to currency requirements. Any F flight will reset an IP's 1 in 90 for TACHIGH. Standardization exams shall still be required annually for Aerial refueling, Maritime formation, and Tilt Form.
- NOTE 6: Unless currency has lapsed, multi-plane events do not require that the "S" instructor fly in the same aircraft as IUT receiving the standardization check.

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5. Intermediate Jet (T-45C), Advanced Strike (T-45C), and Intermediate E-2/C-2 (T-45C) Qualification Guidelines

a. The chart below delineates which standardization flights or 90-day requirements are validated by other stages.

b. NATOPS events which correlate to a certain stage may be used to update that stage for 90-day purposes.

FLIGHT FLOWN	UPDATES 90-Day CURRENCY IN	CAN BE USED TO STAN CHECK	NOTES
BI	BI, RI, AN, IR	BI	4
RI	BI, RI, AN, IR	BI, RI	4
AN	BI, RI, AN, IR	BI, RI, AN, IR	1,4
IR	BI, RI, AN, IR	BI, RI, AN, IR	1,4
INST-X	BI, RI, AN, IR	BI, RI, AN, IR	1,4
FAM	FAM, CQ DEMO	FAM	NONE
NATOPS-X	FAM	FAM	2,4
2FORM	2FORM, FAM	2FORM	3
4FORM	4 AND 2FORM, FAM	4 AND 2FORM	3
NFAM	NFAM	NFAM	NONE
NFORM	NFAM, NFORM	NFAM, NFORM	3
NCHASE	NCHASE, NFAM	NCHASE, NFAM	3
OCF	OCF	OCF	NONE
TACF	TACF, 2FORM	TACF	3
2ACM	2ACM, TACF, 2FORM	2ACM, TACF	3
3ACM	3 AND 2ACM, TACF, 4 AND 2FORM	3ACM, 2 ACM, TACF	3
1ON	1ON	1ON	5
2ON	2ON, 1ON, 2FORM, SLL	2ON, 1ON, SLL	3
SLL	2ON, 1ON, 2FORM, TACF	2ON, SLL	3
WEP	WEP, 4 AND 2FORM	WEP	3
POP	POP, WEP, 4 AND 2FORM	POP, WEP	3
CQ DEMO	CQ DEMO, FAM	CQ DEMO	6
CQLDSF	CQLDSF, CQ DEMO 4 AND 2FORM	CQLDSF, CQ DEMO	3,6

NOTE 1: Instrument Standardization check flights may coincide with annual NATOPS Instrument evaluation flights and annual Crew Resource Management (CRM) flights. Evaluator must be a designated member of unit's Instrument Flight Board to give annual NATOPS instrument evaluations (or SNA IR-07X events) as well as STAN qualified in the instrument stage.

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NOTE 2: FAM Standardization check flights may coincide with the annual NATOPS evaluation flights. Evaluator must be a designated NI/ANI and STAN qualified in the FAM stage.

NOTE 3: With the exception of initial qualification or unless currency has lapsed, multi-plane events do not require that the "S" instructor fly in the same aircraft as IP receiving standardization check.

NOTE 4: May be flown in a simulator.

NOTE 5: The flight portion need not be monitored until the IP has allowed 180 days to lapse.

NOTE 6: CQ stage flights require currency every 180 days.

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6. Advanced Rotary and Intermediate Tiltrotor (TH-57B/C)
Qualification Guidelines

a. Basic IUT requires training/NATOPS qualification in both TH-57B/C.

b. The chart below delineates which standardization flights or 90-day requirements are validated by other stages. NATOPS events which correlate to a certain stage may be used to update that stage for 90-day purposes.

FLIGHT FLOWN	UPDATES 90-DAY CURRENCY	CAN BE FLOWN IN CONJUNCTION WITH ANNUAL STAN CHECK FOR	NOTES
CON "B"	CON "B"	N/A	5
NATOPS-X	CON "B", CON "C"	N/A	1,5
TAC "B"	TAC "B", CON "B"	N/A	2,5
CON "C"	CON "C", NAV	INST	
INST	INST, NAV, CON "C"	CON "C"	
INST-X	INST, NAV, CON "C"	N/A	3
NAV	CON "C"	N/A	2
FORM	FORM, CON "C"	N/A	2
TAC "C"	TAC "C", CON "C"	N/A	2,4
NTAC (NVD)	NTAC, CON "C"	N/A	5

NOTE 1: Contact "B" standardization check flights may coincide with annual NATOPS evaluation flights. Evaluator shall be a designated NI/ANI and STAN qualified in the Contact "B" stage.

NOTE 2: The Tactics "B", Navigation, Formation and Tactics "C" stages require only initial in-flight qualification. After initial qualification, the requirement for the Tactics "B", Formation and Tactics "C" stages is one flight in stage every 90 days. After initial qualification in the Navigation stage, the requirement for one flight in stage every 90 days does not apply. Standardization exams for the stages shall still be required annually.

NOTE 3: Instrument Standardization check flights may coincide with annual NATOPS Instrument evaluations. Evaluator shall be a designated member of the unit's Instrument Flight Board to give annual NATOPS instrument evaluations (and SNA instrument check events) as well as STAN qualified in the instrument stage.

NOTE 4: Tactics "C" Stage

- a. Tactics "C" instructors must be qualified in the Formation stage in order to instruct a shipboard event in a multi-aircraft flight.
- b. Initial qualification requirements are as outlined in the TH-57C NATOPS Shipboard Procedures section.
- c. Failure to conduct at least one instructional field or shipboard landing qualification event within 90 calendar days shall constitute loss of Tactics "C" stage qualification.
- d. Deck Landing Qualifications (DLQ) shipboard landing currency shall be in accordance with the TH-57B/C NATOPS. Currency is not less than two air capable ship landings and takeoffs within 90 days. Should shipboard landing currency lapse, initial qualification requirements apply.

NOTE 5: Contact "B" currency is 21 days and NVD currency is 45 days.

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7. Naval Flight Officer Phases. The stages defined here for NFO training are for the purpose of instructor standardization. They do not correspond one-to-one to the stages listed in CNATRA SNFO curricula.

a. Primary and Intermediate NFO (T-6A) Qualification Guidelines

(1) Intentional high speed spiral demonstrations, control release spins, progressive spins and aggravated approach turn stalls shall be accomplished by qualified OCF instructors.

(2) NIs/ANIs and DCON "S" instructors may conduct any NATOPS syllabus event.

(3) Before designation as a T-6A NI/ANI or DCON "S", instructor pilots must be currently qualified OCF instructors.

(4) Before designation as a T-6A FCP, pilots must have satisfactory completed the OCF upgrade syllabus.

(5) The chart below delineates which standardization flights or 90-day requirements are validated by other stages. NATOPS events which correlate to a certain stage may be used to update that stage for 90-day purposes.

FLIGHT FLOWN	UPDATES 90-DAY CURRENCY	CAN BE FLOWN IN CONJUNCTION WITH ANNUAL STAN CHECK FOR	NOTES
INST	INST	INST-X	1, 5
INST-X	INST	INST	1, 5
DCON	DCON	NATOPS-X, FORM	2
NATOPS-X	DCON	DCON	2
NCON	NCON	DCON	3
FORM	FORM	DCON	4

NOTE 1: Instrument Standardization check flights may coincide with annual NATOPS Instrument evaluation flights. Evaluator must be a designated member of unit's Instrument Flight Board to give annual NATOPS instrument evaluations as well as STAN qualified in the instrument stage.

NOTE 2: Contact Standardization check flights may coincide with annual NATOPS evaluation flights. Evaluator must be a designated NI/ANI and DCON "S" instructor.

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NOTE 3: Night Contact stage requires only initial in-flight qualification. After initial qualification, the requirement for one Night Contact flight each 90 days is all that applies. Standardization exams will still be required annually.

NOTE 4: Unless currency has lapsed multi-plane events do not require that the "S" instructor fly in the same aircraft as IUT receiving standardization check

NOTE 5: May be flown in a simulator.

b. Advanced NFO (T-39N) Qualification Guidelines

FLIGHT FLOWN	UPDATES 90-DAY CURRENCY IN	CAN BE USED TO STAN CHECK	NOTES
LL	LL	LL	NONE
RN	RN	RN	NONE
AN	AN	AN	NONE
STK/COMP	LL/RN/AN/STK/COMP	LL/RN/AN/STK/COMP	NONE
AP	AN/AP	AN, AP	NONE
FR/FC/FA/FS	FR/FC/FA/FS	FR, FC, FA, FS	NONE
FR-2X/FC-2X/FS-2X	AN/AP	FR, FC, FA, FS	NONE
NATOPS-X/IPROF/FCF	IPROF/AN/AP		NONE

c. Advanced NFO (T-45C) Qualification Guidelines

FLIGHT FLOWN	UPDATES 90-DAY CURRENCY IN	CAN BE USED TO STAN CHECK	NOTES
NA-4,5,6,12	NA, CON, AN		NONE
AN-1	NA, CON, AN		NONE
AN-2X/INST-X	NA, CON, AN	CON, AN	NONE
NA-14/NATOPS-X)	NA, CON, AN	NA, CON, AN	NONE
NA-10 (FORM)	NA, FORM		NONE
NA-8 (OCF)	OCF	OCF	NONE
CON	NA, CON, AN	CON	NONE
WEPS-1,2,3X (SEC)	SEC WEPS, FORM	SEC WEPS	NONE
BFM-1 (OCF)	BFM, OCF	BFM	NONE
BFM-2,3,4,5,6X	BFM	BFM	NONE
WEPS-4,5 (CAS)	CAS	CAS	NONE

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APPENDIX B

DOCUMENTATION

1. NATOPS FLIGHT PERSONNEL TRAINING AND QUALIFICATION JACKET.

NATRACOM NATOPS jackets will conform to reference (a), with extra records (such as ATFs) kept in the FIST jacket. Initial stage qualifications needs to be recorded on the OPNAV 3760/32D only. NATOPS jackets shall be constructed as follows:

a. Inside front cover: Record of Disclosure (OPNAV 5211/9)

b. Section I: General

(1) Part A. Review and Certification (OPNAV 3760/32A). Review to be completed on check-in at current command, within 30 days of birthday, and for all major changes in flying status.

(2) Part B. PCS Orders

(a) Copy of the most recent PCS Orders

(b) Volunteer flight status letter (enlisted aircrew only)

(c) Letters suspending or revoking flight status

(3) Part C. Medical Clearance

(a) Signed original current annual flight physical (NAVMED 6410/1 or 6410/2)

(b) Anthropometric Data Sheet (NAVMED 6410/9 or OPNAV 3710/37)

(c) Up chits since last annual

(d) Any medical waivers in effect

(e) Psychological (high risk) screening

(4) Part D. Flight Equipment issue (OPNAV 3760/32B)

c. Section II: Qualifications and Achievements

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(1) Part A. Designations (OPNAV 3760/32C). To maintain a historical record, copies of designation letters containing designation dates and approving authority signature shall be maintained following OPNAV 3760/32C.

- (a) Naval Aviator
- (b) Aircraft Commander
- (c) Post maintenance check pilot
- (d) NATOPS Instructor / Assistant NATOPS Instructor
- (e) Instrument check pilot

(2) Part B. Mission Qualifications (OPNAV 3760/32D)

- (a) Stage Instructor
- (b) Stan Instructor
- (c) Stage Manager
- (d) Runway Duty Officer/Flight Line Duty Officer
- (e) Section Leader and Division Leader
- (f) Naval Air Training Command Instructor Pilot
- (g) All other designations not included in part A

(3) Part C. Miscellaneous

- (a) CRM Training and Flight Evaluations
- (b) Current Semi-annual EP Simulator Instructor

Training Form

d. Section III: Training

(1) Part A. Schools and courses (OPNAV 3760/32E)

- (a) Systems Course
- (b) FITC Course

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(c) ORM Course Certificates

(d) Copy of the training command student summary and all FRS summaries for training completed after 1 Jan 88.

(e) Formal Schools Only - Not Squadron Training.

(2) Part B. Physiology and Survival Training (OPNAV 3760/32F)

(a) Annual egress/ejection seat

(b) Aviation Physiology

(c) Water Survival

(d) Follow-on Training (e.g., SERE)

(3) Part C. Examinations (OPNAV 3760/32G)

(a) Current Open/Closed NATOPS test or answer sheet

(b) Current Instrument exam

(c) Current course rules exam

(d) Other exams as required (EP, Spin, OCF, etc.)

(4) Part D. NATOPS Evaluations (OPNAV 3710/7)

(5) Part E. NATOPS Instrument Rating (OPNAV 3710/2)

(a) All Instrument Evaluations

(b) Any Instrument Waivers

e. Section IV: Flight Records

(1) Part A. Flight Time Summary. Include Monthly Individual Flight Activity Reports (MIFAR) for current fiscal year.

(2) Part B. Aircraft mishaps, flight violations involving aircrew causal factor, and FNAEB results.

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2. FLIGHT INSTRUCTOR STANDARDIZATION TRAINING (FIST) JACKET.

To keep the NATOPS jackets clear of extraneous records, a FIST jacket shall be maintained for each flight instructor. The standard student Aviation Training Jacket (ATJ) may be used, but dividers are not required. The jacket shall contain, at a minimum:

a. Left Side (from top to bottom):

(1) CNATRA Privacy Act Statement and Record of Disclosure.

(2) TTO Policy Statement.

(3) Latest annual or re-qualification stage examinations used in conjunction with a standardization check flight.

(4) All standardization check flight paperwork not recorded on appropriate ATF.

(5) Completion certificate for the ORM Supervisor course on Navy e-learning (or equivalent).

(6) Latest Annual NATOPS Emergency Procedures (EP) Re-qualification, Annual T-34C/T-6A/T-6B OCF re-qualification and SOCF ATFs for NATOPS instructors (if an NA/NFO does not have a "MISC" section, the latest EP ATF shall be filed under NATOPS Qualification).

b. Right Side: The top page may contain a standard Jacket Review sheet. Underneath will be all the ATFs (chronologically by event number in block within stage) completed on the instructor while in the ITU/IUT and during subsequent training. Any approved waivers required will be placed in proper order with the ATF for which the flight was waived.

c. The FIST jacket is the property of the command while the instructor is attached to NATRACOM and becomes the property of the instructor upon detaching on PCS orders to other than a NATRACOM billet.

APPENDIX C

CNATRA UNIT NATOPS EVALUATION CHECKLIST

1. Are there any problems the NATOPS officer has that need to be discussed prior to commencing the inspection?
2. Does the unit maintain an effective command NATOPS program?
3. Is a highly qualified Naval Aviator or Naval Flight Officer assigned as NATOPS Officer to direct and monitor the program?
4. Does the squadron have an effective tracking system for individual pilot, NFO, and aircrew member qualifications and currency?
5. Is an effective communication system in place with the operations department to ensure recurring qualifications are scheduled and completed?
6. Does the unit have an established system of tracking all NATOPS manuals and promulgating all changes and revisions? Do all manuals have the current change entered and logged?
7. Are all recommended changes to NATOPS manuals and associated publications properly submitted?
8. Are NATOPS Instructors and Assistant NATOPS Instructors designated in writing? Are the respective check flights documented in the logbooks?
9. Are annual NATOPS emergency procedures trainers conducted and documented?
10. Is annual ground egress training being completed?
11. When was the last unit NATOPS evaluation conducted? Were the results forwarded to the CNATRA NATOPS program coordinator?
12. Were all active duty and reserve aircrew present for the open book and closed book examinations? Did anyone score less than 3.3 on the closed book exam? Did anyone score less than 3.5 on the open book exam?

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13. Does the unit report uncorrected NATOPS evaluation failures to higher for review with comments, recommendations, and requests for waivers within 30 days of the NATOPS evaluation?

14. Does the squadron maintain a NATOPS Flight Personnel Training and Qualification Jacket (OPNAV 3760/32) for each pilot, NFO, aircrew member, SNA, and SNFO?

15. Is each NATOPS jacket reviewed when an individual checks in, annually (within 30 days of date of birth), and upon major change in flight status?

16. Is the file cabinet containing the NATOPS jackets lockable? Is there an access list signed by the current Commanding Officer? Are the jackets logged in and out?

17. Does the NATOPS Officer maintain a discrepancy log? Are any grounding discrepancies in the log?

18. Are unit NATOPS exams kept in a secure location and updated annually?

19. Has the unit updated the Automatic Distribution Requirements List (ADRL)?

20. Have all aviators met their annual minimums? If not, are there waiver letters?

21. Have any aviators exceeded their 30-, 90-, or 365-day flight time maximums?

22. Does the information in the logbook match the information in the NATOPS jacket?

23. Are log books properly maintained?

a. Do logbooks have a NATOPS stamp? An instrument stamp?

b. Have the aviators and the Commanding Officer (or authorized deputy) signed the logbook? (Monthly is required for the aviator and at the end of the fiscal year, or upon detachment, for the Commanding Officer.)

c. Are instrument approaches and instrument time being logged on NATOPS evaluations?

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- d. Are full model entries entered into the log book?
- e. Have "No Flight" entries been made for aviators for months in which no flights were flown?
- f. Are entries legible?
- g. Is the log book in good condition, with no pages removed?
- h. Is there a NATOPS Evaluation flight entry (2L3 FPC logged) and an annual Instrument Evaluation flight or simulator entry (2L4 FPC logged)? Are these recorded on the qualifications and achievement record?
- i. Recording of information in the flight record, the accident and flight rule violation, and mishap record is mandatory. Additionally, recording of annual NATOPS and Instrument qualifications is mandatory. All other entries are optional, but shall be completed in accordance with OPNAV requirements.

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MEDICAL RECORD	<u>CHRONOLOGICAL RECORD OF MEDICAL CARE</u>
DATE	SYMPTOMS, DIAGNOSIS, TREATMENT, TREATING ORGANIZATION <i>(Sign each entry)</i>

FLIGHT INSTRUCTOR MEDICAL SCREEN, AVIATION MEDICINE, <your MTF, location, state>

(Rev. 11/19/08)

AUTHORITY: CNATRAINST 3710.13G

PRINCIPLE PURPOSE: To determine suitability as a flight instructor

ROUTINE USE: The information obtained herein will be utilized by the undersigned flight surgeon to advise the Commanding Officer of a candidate's physical and emotional suitability as a flight instructor.

DISCLOSURE: Voluntary; however, failure to provide the information may disqualify the candidate for flight instructor duty.

NAME	RATE/RANK	DATE	COMMAND
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1. **CANDIDATE INTERVIEW;** Does the member have a present or past history of:

a. Disease, injury, or infection that may hamper his/her ability to perform training duties? Y / N

b. A psychiatric disorder or undergone psychological counseling or treatment for the same? (i.e., psychosis/psychotic disorder, personality disorder, history of impulsive behavior, problems related to bad judgment, depression or mood disturbance) Y / N

c. History of significant adjustment disorder, personality traits of a maladaptive nature, "nervous breakdown," or "neurosis," anxiety disorder, phobic or panic disorder, poor coping skills, stress related problems. Y / N

d. Work related problems? (i.e., mishaps, FNAEB, FFPB, FEB, passed over for promotion, relieved of duty, formal written or verbal counseling, adverse fitness report) Y / N

e. Discipline problems? (i.e., insubordination, misconduct, failure to comply with rules or regulations, lawful orders, flight violations, NJP) Y / N

HOSPITAL OR MEDICAL FACILITY	STATUS	DEPART./SERVICE	RECORDS MAINTAINED AT
SPONSOR'S NAME	SSN/ID NO.	RELATIONSHIP TO SPONSOR	
PATIENT'S IDENTIFICATION: <i>(For typed or written entries, give: Name - last, first, middle; ID No or SSN; Sex; Date of Birth; Rank/Grade.)</i>		REGISTER NO.	WARD NO.

CHRONOLOGICAL RECORD OF MEDICAL CARE

Medical Record
STANDARD FORM 600 (REV. 6-97)
 Prescribed by GSA/ICMR
 FIRMR (41 CFR) 201-9.202-1

Enclosure (1)

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MEDICAL RECORD	CHRONOLOGICAL RECORD OF MEDICAL CARE
DATE	SYMPTOMS, DIAGNOSIS, TREATMENT, TREATING ORGANIZATION <i>(Sign each entry)</i>

- f. Alcohol abuse or dependence, alcohol or drug related incidents, undergone substance abuse rehab program? Y / N
- g. Spouse or child abuse/neglect? (family advocacy program) Y / N
- h. Suicide attempt/gesture or aggressive behavior? (verbal/physical) Y / N
- g. Any health problems not in record, seen a civilian provider within the past year, taking any prescribed medications? Y / N

2. CANDIDATE RECORD REVIEW

- a. Flight Physical is current? Y / N
- b. Problem Summary List reviewed/updated? Y / N
- c. Medical record reviewed? Y / N

3. COMMENT(s) on all (Y) responses in section 1 above and significant findings on medical record review or interview:

4. RECOMMENDATION:

The required medical screening has been conducted. Information does / does not currently exist which should be considered prior to CO interview.

Medical Officer Signature:

HOSPITAL OR MEDICAL FACILITY	STATUS	DEPART./SERVICE	RECORDS MAINTAINED AT
SPONSOR'S NAME	SSN/ID NO.	RELATIONSHIP TO SPONSOR	
PATIENT'S IDENTIFICATION: <i>(For typed or written entries, give: Name - last, first, middle; ID No or SSN; Sex; Date of Birth; Rank/Grade.)</i>		REGISTER NO.	WARD NO.

CHRONOLOGICAL RECORD OF MEDICAL CARE

Medical Record
STANDARD FORM 600 (REV. 6-97)
 Prescribed by GSA/ICMR
 FIRMR (41 CFR) 201-9.202-1

Enclosure (1)

FLIGHT INSTRUCTOR SCREENING	
From: _____ (Medical Officer)	Date
To: Commanding Officer, _____	
Subj: RESULTS OF FLIGHT INSTRUCTOR SCREENING IN THE CASE OF: _____	
Ref: (a) NAVEDTRA 135A (b) CNATRAINST 3710.13G	
1. The medical records review and interview required by references (a) and (b) has been conducted. Information does/does not currently exist which should be considered prior to CO interview.	
_____ Signature of Medical Officer	_____ Date
2. The flight records review required by reference (b) has been conducted. Information does/does not currently exist which should be considered prior to CO interview.	
_____ Signature of Aviation Safety Officer	_____ Date
3. _____ was interviewed and screened per reference (b) and is considered qualified for flight instructor duty.	
_____ Signature of Commanding Officer	_____ Date
Copy to NATOPS Training Jacket	

COMMANDING OFFICER'S INTERVIEW GUIDE

The following are suggested topics for the CO's interview. Look for signs of stress or annoyance in the candidate when discussing these issues, especially regarding abusive behavior and substance abuse.

Interpersonal Relationships/Job Adjustment

1. Have marital problems, financial problems, or family advocacy issues ever adversely affected your work performance?
2. Have you ever had problems relating to your supervisors?
3. Have you been a supervisor? Are you comfortable in that role? Have you had problems dealing with subordinates?
4. Have you had disciplinary problems or lost your temper in the work place?
5. Do you understand and adhere to guidelines for sexual harassment, core values, and personal discrimination?
6. Have you ever been counseled for fighting, writing bad checks, indebtedness, or unauthorized absence (UA)?
7. Since commissioning, have you ever been arrested?

Interpersonal Relationships

1. How many times have you been married or divorced? (more than twice should raise concern).
2. Do you have broken active duty? If yes, explore the reasons.
3. Have you ever been fired from a job?

Documented History Of Impulsive Or Aggressive Behavior

1. Since entering the Naval Service, have you been involved in two or more fights or physical altercations? If so, these should be thoroughly evaluated.

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2. Have you ever been arrested? If yes, explain. More than one misdemeanor arrest or any felony arrest should be fully evaluated.
3. Have you ever been suspended or expelled from school? More than once may be significant. The interviewer should explore the number of times and the reason.
4. Do you do things without thought that get you into trouble? (*Examples might include impulsive spending, speeding tickets, going UA or saying things in anger that later have to be retracted*).
5. Do you have a history of recurrent indebtedness, gambling, or misuse of personal funds significant enough to be drawn to command attention?

Enclosure (3)