



DEPARTMENT OF THE NAVY
COMMANDER
TRAINING AIR WING FIVE
7480 USS ENTERPRISE STREET SUITE 205
MILTON, FLORIDA 32570-6017

IN REPLY REFER TO
COMTRAWINGFIVEINST 3740.5N CH-2
N31
22 Feb 12

COMTRAWINGFIVEINST 3740.5N CHANGE TRANSMITTAL 2

From: Commander, Training Air Wing FIVE

Subj: FLIGHT INSTRUCTOR STANDARDIZATION AND TRAINING (FIST) PROGRAM

Ref: (a) CNATRA ltr 1542 Ser N714/0868 of 4 Oct 11

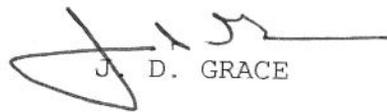
1. Purpose. To provide change 2 to the basic instruction. This change will redefine TH-57 Tactics "C" qualification and align the CTW-5 FIST with reference (a), which waives all FDLP and DLQ flights for personnel enrolled in active curriculums.

2. Action. Make the following pen and ink changes to the basic instruction:

a. Page 3-5, Attachment 3-1, Shipboard Qualification ("C" Tactics), Currency renewal, delete "DLQ shipboard landing currency requirement is not less than 2 (two) air capable ship landings and takeoffs" and insert "1.0 hour SAR flight with not less than 1 each: Windline Rescue Pattern, Shipboard TACAN Approach, and ELVA."

b. Page 3-5, Attachment 3-1, Shipboard Qualification ("C" Tactics), Warm up, delete "Five FCLP and five Ship landings with a current instructor" and insert "1.0 hour SAR flight with not less than 1 each: Windline Rescue Pattern, Shipboard TACAN Approach, and ELVA."

c. Page 3-6, Attachment 3-1, NOTE 4, delete "Following initial qualification, currency shall be maintained IAW the TH-57 NATOPS Chapter 8 and Reference (a) appendix A. Failure to conduct at least one instructional field or shipboard SQ event within 90 calendar days shall constitute loss of SQ stage qualification. Should SQ or DLQ shipboard landing currency lapse, initial qualification requires Initial requirements must be met."


J. D. GRACE

Distribution:
COMTRAWINGFIVEINST 5216.1S
Lists I(b), II, III(i)



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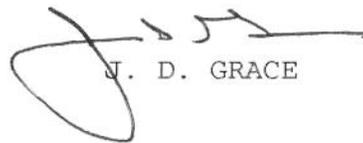
COMTRAWINGFIVEINST 3740.5N CH-1
N3
14 Nov 11

COMTRAWING FIVE INSTRUCTION 3740.5N CHANGE TRANSMITTAL 1

From: Commander, Training Air Wing FIVE

Subj: FLIGHT INSTRUCTOR STANDARDIZATION AND TRAINING (FIST) PROGRAM

1. Purpose. To provide changes to the basic instruction.
2. Action. Make the following pen and ink change to the basic instruction:
 - a. Page B-2, 4.a., delete "TRAWING FIVE OPSO" and pen in "CTW-5".
 - b. Page B-2, 4.b., last sentence, delete the phrases "with the" and "the TW-5 Operations Officer and".
 - c. Page B-3, first full paragraph, third sentence, delete "TRAWING FIVE OPSO" and pen in "FITU OIC".


J. D. GRACE

Distribution:
COMTRAWINGFIVEINST 5216.1S
List I(a), II, III(a,i)



DEPARTMENT OF THE NAVY

COMMANDER

TRAINING AIR WING FIVE

7480 USS ENTERPRISE STREET SUITE 205

MILTON, FLORIDA 32570-6017

CH-2, incorp 22 Feb 12, cmw

CH-1, incorp 14 Nov 11, cmw

IN REPLY REFER TO

COMTRAWINGFIVEINST 3740.5N

N3

25 Oct 10

COMTRAWING FIVE INSTRUCTION 3740.5N

From: Commander, Training Air Wing FIVE

Subj: FLIGHT INSTRUCTOR STANDARDIZATION AND TRAINING (FIST) PROGRAM

Ref: (a) CNATRAININST 3710.13G
(b) CNATRAININST 1500.4G
(c) CNATRAININST 1550.6E
(d) CNATRAININST 1542.61 (Series)
(e) CNATRAININST 1542.165 (Series)
(f) CNATRAININST 1542.91 (Series)
(g) OPNAVINST 3710.7 (Series)
(h) NATOPS Instrument Flight Manual
(i) COMTRAWINGFIVEINST 3710.2L
(j) CNATRAININST 1542.156 (Series)
(k) CNATRAININST 1542.53 (Series)
(l) COMTRAWINGFIVEINST 1542.17E
(m) COMTRAWINGFIVE/NASWFINST 3750.8D
(n) CNATRAININST 1542.41 (Series)

1. Purpose. To promulgate the policies and requirements of the Commander, Training Air Wing FIVE (CTW-5) Flight Instructor Standardization and Training (FIST) Program which addresses Naval Air Training and Operating Procedures Standardization (NATOPS) and instrument curriculum within Training Air Wing (TRAWING) FIVE. To state the mission, organization, guidelines, and procedures of the Helicopter Instructor Training Unit (HITU) and Fixed-Wing Instructor Training Unit (FITU).

2. Cancellation. COMTRAWINGFIVEINST 3740.5M. This instruction is a complete revision and should be reviewed in its entirety.

3. Scope. This instruction is applicable to all TRAWING FIVE activities engaged in the flight training of Student Naval Aviators and Instructors-Under-Training (IUTs).

4. Discussion. The necessity and requirements for a dynamic standardization program are outlined in reference (a). This instruction further amplifies additional requirements for standardized operations within TRAWING FIVE.

5. Action. Implement FIST Program per references (a) through (m).
Submit recommended changes to CTW-5, Attn: Standardization.


J. L. VANDIVER

Distribution:
COMTRAWINGFIVEINST 5216.1S
Lists I(a), II, III(a, i)

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CHAPTER ONE

RESPONSIBILITIES AND IMPLEMENTATION OF THE FIST PROGRAM

1. Commander, Training Air Wing FIVE. In addition to the responsibilities listed in reference (a), CTW-5 shall:

a. Designate, at least quarterly, specific instructors within each training squadron as Standardization Instructors Additional Duty (ADDU) to the Wing. ADDU instructors will conduct specific instructor training and Check Flights at the FITU and HITU, as needed. ADDU instructors may also be assigned to fly with a specific squadron to assist with student instruction.

NOTE: *During the TRAWING FIVE transition from T-34C aircraft to the T-6B aircraft the CTW-5 may temporarily reassign operational control of VT squadron instructors utilizing the ADDU list. Administrative control may remain with the instructor's parent squadron.*

b. Nominate CNATRA Stage/Course Managers for the Primary Fixed-Wing and Advanced Rotary-Wing phases of flight training.

2. The TRAWING FIVE Standardization Officers. TRAWING FIVE Standardization Officer billets are key positions requiring training squadron experience. Nominees shall be a highly qualified and respected senior 0-3 or 0-4, preferably volunteers with at least 12 months remaining before their Projected Rotation Date (PRD). Nominees are required to be qualified in most stages and standardization qualified in a majority of stages. Each squadron shall nominate at least one highly qualified Standardization Instructor to CTW-5 within 30 days of receiving a request for nominations. In addition to the responsibilities listed in reference (a), the TRAWING FIVE Standardization Officers shall:

a. Monitor and coordinate the TRAWING FIVE FIST Program per reference (a) and this directive. Direct the efforts of TRAWING FIVE squadrons, FITU, HITU, and Flight Simulator Standardization Officers to ensure compliance with reference (a), this instruction, and appropriate training curricula.

b. Conduct periodic student and instructor curriculum flights.

c. Conduct periodic instructor standardization Check Flights to ensure currency and proficiency in student training. At a minimum, they shall conduct the standardization checks on each Squadron Standardization Officer and designated Contract Standardization Instructors per the current government contract.

d. Serve as a member of TRAWING FIVE NATOPS and/or Instrument Boards, and conduct periodic Instrument and/or NATOPS Check Flights to ensure their currency and proficiency in the appropriate aircraft.

e. Make periodic (at least quarterly) Standardization Assist visits to ensure compliance with student and instructor flight curricula and applicable flight training directives.

f. Convene Standardization Boards at least quarterly to review curriculum content, applicable directives, and to promote standardization effectiveness throughout TRAWING FIVE. The Board shall consist of (at a minimum) TRAWING FIVE Operations representative, Standardization, Safety and Academic Training Officers, and a NAS Whiting Field Operations representative. Board minutes shall be forwarded to CNATRA (N31).

g. Maintain a standardization library as outlined in reference (a).

h. Coordinate monthly monitoring of contract simulator instruction. (See Chapter 4).

i. Coordinate monitoring of flight support procedures lectures and flight procedures audio/visual programs for standardization. (See Chapter 4).

j. Promulgate minimum standards for authorized T-34, T-6 and TH-57 kneeboard cards. In addition, promulgate and maintain a master file of authorized student approach plates, in-flight guides, checklist guides, preflight study guides and flight instructor guides.

k. Review Course Rules annually and make modifications as required to Standard Operating Procedures manuals (FWOP/RWOP), locally written in-flight guides, and Course Rules lectures/examinations.

l. Coordinate training for the senior Training Review Board (TRB) members with Wing Student Control to ensure standardized TRB procedures. Maintain a current member list on the TRAWING FIVE notices web page.

m. Review squadron and ITU Standard Operating Procedures (SOPs) and FIST Program instructions, when they are published or modified, to ensure compliance with TRAWING FIVE instructions. (See Chapter 4)

3. TRAWING FIVE Squadron Commanding Officers. In addition to responsibilities outlined in reference (a), squadron Commanding Officers shall:

a. Conduct a vigorous and continuing FIST Program per reference (a) and this directive.

b. Designate the most qualified flight instructors to become Squadron Standardization Instructors ("S" designated) for each stage. These instructors may provide instructor standardization flights at the squadron level and may be assigned ADDU to the Wing per Appendixes A and B. Fixed-wing training squadrons shall designate a maximum of 10 active duty Standardization Instructors per stage for each aircraft

type flown by the squadron, and the maximum number of active duty Standardization Instructors in all stages shall not exceed 20 for each aircraft type flown. The CO and XO may be "S" designated in any stage, per the CO's discretion, and do not count toward the maximums. Selected Reservist instructor standardization qualifications are not included toward the maximum count per stage, nor total count.

c. Designate experienced Selected Reservists (SELRES) to augment the standardization department as Squadron Standardization Instructors. These instructors, having demonstrated the highest level of standardization in the applicable stage, may be nominated by the Squadron Augment Unit Commanding Officer, Reserve Department Head, and Standardization Officer. While no limit exists, the CO may impose restrictions dependent upon current proficiency. Designated SELRES Standardization Instructors are also eligible for ADDU nomination to augment the ITUs, and do not count toward the FITU's maximum ADDU designation list. However, special consideration should be given before nomination, as minimum IUT syllabus proficiency outlined in Appendix B must be maintained.

d. Forward nominations for ADDU instructors to augment ITUs to CTW-5, per Appendixes A and B, no later than the 15th of the last month of the quarter or as requested by the ITU Officer-In-Charge (OIC).

e. CTW-5 shall submit notification for replacement of TAD ITU pilots to squadrons. To ensure adequate turnover, squadrons shall nominate a replacement for their respective instructor NLT 30 days prior to the instructor's expected detachment or terminal leave date per Appendixes A and B, under "Replacement of Instructors."

f. Designate a squadron Standardization Officer (Department Head) as well as Stage Standardization Leaders. The squadron Standardization Officer should serve in that position for at least one year.

g. Ensure the squadron has a mid tour counseling program designed to address and assess individual instructor mishap risks (Attachment 5-6 should be filed in the IP's ATJ).

4. TRAWING FIVE Squadron/ITU Standardization Officers. In addition to those responsibilities listed in reference (a), the squadron/ITU Standardization Officer shall:

a. Manage the FIST Program and Stage Standardization Programs for all instructors in his/her squadron/ITU.

b. Submit a list of instructors requiring an annual Standardization Check Flight and/or written exam for the following month to TRAWING FIVE Standardization no later than the 25th of each month.

c. Forward a copy of the squadron/ITU Qualification Matrix to TRAWING FIVE Standardization no later than the 25th of each month.

d. Forward a copy of the Contract Simulator Instructor Evaluation Form (Attachment 4-1) to TRAWING FIVE Standardization by the 1st of the month following the evaluation.

e. Forward a copy of the Flight Support Standardization Critique for each lecture their unit is responsible for monitoring, to the Academic Training Officer and a copy to TRAWING FIVE Standardization, no later than the 15th of the last month of the quarter.

f. Forward a copy of the squadron/ITU SOP and FIST Program instruction, to TRAWING FIVE Standardization, when they are published or modified.

g. Maintain a FIST Jacket (separate from NATOPS Qualification Jacket) on each instructor as outlined in Appendixes B and C of reference (a).

h. Coordinate the scheduling of instructor initial/upgrade stage training and Standardization Check Flights with the FITU/HITU, as required.

i. Assist the TRAWING FIVE Standardization Officers, as required.

j. Submit change recommendations for kneeboard cards, in-flight guides, checklist guides, pre-flight guides, and flight instructor quals to TRAWING FIVE Standardization (See Chapter 4).

k. Receive their annual Standardization Check Flight, in each stage, with the TRAWING FIVE Standardization Officer.

5. CNATRA Stage/Course Managers. CNATRA Stage Managers shall be squadron or ITU Standardization Officers nominated by CTW-5, and designated in writing by CNATRA. CNATRA Course Managers shall be TRAWING FIVE Academic Instructors nominated by CTW-5, and designated in writing by CNATRA. In addition to the responsibilities listed in Chapter 2 and Appendix D of reference (b), the CNATRA Stage/Course Managers shall:

a. Be a Flight Instructor and should serve for a minimum of one year. Course Managers are not required to be Flight Instructors, but must serve for a minimum of one year.

b. Be tasked by, and report to, the Course Curriculum Model Manager in matters relating to standardization.

c. Coordinate with TRAWING FIVE Standardization Officers and the CNATRA Pipeline Training Officer (PTO) within phase on issues pertaining to their stage(s).

d. Coordinate and submit revisions and interim changes to appropriate instructions, Flight Training Instructions (FTIs), academic training publications, flight procedure audio/visual programs, computer courseware, and flight support lecture guides per

reference (b) for all units within their stage/course(s).

e. Construct learning objectives and a question bank from which the Course Curriculum Model Manager will issue stage exams per reference (a).

6. TRAWING FIVE Squadron Standardization Instructors shall:

a. Receive their annual standardization Check Flight with another "S" designated instructor. To promote standardization within the Wing, their annual Check Flight shall be accomplished with the TRAWING FIVE Standardization Officer, the Squadron Standardization Officer, ITU Standardization Instructor, CNATRA Stage Manager or Squadron Stage Leader.

b. Conduct Instructor Standardization Flights in the squadron per Chapters 2 or 3 and reference (a).

c. FITU ADDU Instructors are required to receive their annual standardization checks per Appendix B, paragraph 4-D.

CHAPTER TWO

T-34C and T-6B FIXED-WING INSTRUCTOR QUALIFICATION

1. General. Each prospective Flight Instructor shall complete the current syllabus for Fixed-Wing Flight Instructors and the Flight Instructor Training Course (FITC) prior to designation as a Naval Air Training Command (NATRACOM) Flight Instructor.

NOTE: *To provide for mandatory assignment of quotas to FITC, the FITU Operations Officer shall submit quota requests to TRAWING FIVE Operations not later than seven working days prior to the commencement of each class. E-mail requests are acceptable. If feasible, the FITU may coordinate directly with FITC. (See Attachment 2-6)*

2. Initial Qualifications. All IUTs will receive initial training in accordance with reference (d) for T-34 and reference (e) for T-6 at the TRAWING FIVE FITU per appendix B. TRAWING FIVE FITU IUT Time To Train (TTT) goal is established at 82 days (18.3 weeks) for T-34 and 70.8 days (15.7 weeks) for T-6. For those IUTs who are designated for formation training, the TTT goal is 90 days (19.4 weeks) for T-34.

a. IUTs who have previously been designated as Primary T-34 or T-6 Instructors may use an accelerated syllabus designed by the FITU Officer-in-Charge (OIC) and approved by CTW-5. In accordance with reference (d) or reference (e) in the case of demonstrated proficiency (when an IUT makes Maneuver Item File (MIF) in a block of training prior the end of block flight), the FITU OIC is delegated the authority to advance the IUT to the subsequent block or check ride as appropriate. An accelerated syllabus that falls within the following currency guidelines will not require specific approval by the CTW-5. (time refers to time since detachment from previous T-34 or T-6 command):

(1) FITC. Less than 3 years - not required per reference (a).

(2) NATOPS. Greater than 90 days - requires NATOPS syllabus which may be accelerated based on IUT performance.

(3) Contact/Instrument/Navigation. 1-6 months-complete 1 flight and a check ride in each stage, as well as 1 Out-of-Control Flight (OCF) common student errors flight (C5201 (T-34) or C4301 (T-6)). 7-12 months - complete 2 flights and a check ride in each stage, as well as 2 OCF common student errors flights (C5201/C5202 (T-34) or C4301/C4302 (T-6)). Greater than 1 year - complete the entire syllabus, which may be accelerated, based on IUT performance and per Multi-Purpose Training System (MPTS) rules.

(4) Simulator Training. 1-3 months - 1 simulator event. 4 months or more - 2 simulator events.

NOTE: *Based on previous experience or demonstrated ability, combination of any two events may be authorized by the FITU OIC.*

b. Written Exams. All exams shall be taken prior to their respective Check Flight. A written exam score of less than 80% will be considered unsatisfactory. An IUT who receives an unsatisfactory written exam score while assigned to the FITU shall receive additional instruction as deemed appropriate by the FITU OIC. If a designated Instructor Pilot (IP) fails an exam during initial/upgrade stage training, refer to the squadron CO for additional instruction or other action. IUTs/IPs who subsequently fail the same exam shall be referred to CTW-5.

c. Flights. If an IUT fails a NATOPS Check Flight or a syllabus Check Flight while assigned to the FITU, refer the IUT to the FITU OIC for additional instruction, as appropriate. If a designated IP fails a Check Flight during initial/upgrade stage training, refer the IP to the squadron CO for additional instruction or other action, as appropriate. IUTs/IPs who subsequently fail the same Check Flight shall be referred to CTW-5.

d. TIMS/MPTS Brief. Prior to designation as a TRAWING FIVE IP, IUTs shall attend a TIMS/MPTS brief presented by TRAWING FIVE as late as possible in the IUT syllabus. IUTs should attend FITC prior to attending this brief.

3. Initial Stage Training. All initial stage training (Basic Formation/Cruise Formation/OCF w/the exception of Air Force Formation) shall be conducted at the FITU per Appendix B. Air Force Formation upgrades should be conducted at VT-3. Squadrons shall coordinate with the FITU and provide ADDU IPs as required.

4. Currency Requirements. At a minimum, instructor requirements shall be per reference (a) and Attachments 2-1, 2-2 and 2-3. Squadrons may establish additional requirements as deemed necessary.

a. Maximum qualification period for any stage is 12 months.

5. Annual and Re-Qualification

a. Written Exams

(1) An IP shall successfully complete a written exam annually, for each stage in which the IP is current. A minimum of 20 questions shall be administered for each stage. A copy of the most current examination results shall be maintained in the individual's FIST Jacket. The written exam shall be completed prior to, but not earlier than, 60 days before the annual/re-qualification standardization Check Flight.

(2) Written exams shall be reviewed by Stage Managers semi-annually. The CNATRA T-34/T-6 Course Curriculum Coordinator (CCC) will maintain a current copy of each exam.

(3) TRAWING FIVE Academic Training Department shall administer and score stage exams.

(4) A qualified IP who receives a grade of unsatisfactory may be allowed 30 days to take a different version of the stage test to re-qualify. The IP shall not instruct in that Stage until a satisfactory grade has been obtained. A subsequent failure shall be referred to CTW-5 for appropriate action.

b. Standardization Check Flights

(1) By the end of the qualification period (no more than 12 months), instructors shall successfully complete a Standardization Check Flight performed by a Standardization Instructor.

(2) Instructors who receive an unsatisfactory Check Flight will be allowed 1 re-check of the event within 30 days of the initial failure. The instructor shall not instruct in that stage until passing the re-check. If an instructor fails to re-qualify due to unsatisfactory performance on the re-check, refer him/her to CTW-5 for appropriate action.

(3) All qualifications are valid until the last day of the month in which the qualification expires.

(4) All Standardization Check Flights shall comply with reference (d) for T-34 and reference (e) for T-6. All required items indicated by the '+' shall be accomplished and evaluated by the STANDARDIZATION IP. Further, discussion items shall include a review of pertinent NATOPS procedures, FWOP procedures, and a thorough review of instructional techniques.

c. Expiration of Qualification

(1) Expiration of qualification due to loss of 1 in 90 currency requires re-qualification in the applicable stage, i.e., Contact, Instrument, Formation, Cruise Formation, Air Force Formation, or OCF (for OCF "D" and "S" IPs only). Requalification may be completed by satisfactory completion of the stage written examination and a stage Standardization Check Flight.

(a) Expiration of qualification in Contact causes automatic expiration of qualification in Night Contact.

(b) Expiration of qualification in Formation causes automatic expiration of qualification in Cruise Formation (T-34), Tactical Formation (T-6) and Air Force Formation.

(2) Refer to Attachment 2-1, Notes 4 and 5, for expiration of qualification in Night Contact and Navigation, respectively.

6. Qualification Matrix

a. The unit Commanding Officer will determine which stages flight instructors will instruct. Each squadron and the FITU shall monitor instructor standardization qualifications by producing a Qualification Matrix (QM). The QM shall be signed by the CO/OIC and published at least monthly. A copy will be forwarded to TRAWING FIVE Standardization when updated.

b. Additionally, the unit Commanding Officer must authorize any mid-month changes to the QM or issue a new one, as required. A Master QM shall be maintained by the unit Standardization Officer. A sample IP Qualification Status Change Form is provided in Appendix A of reference (a).

c. Each squadron will maintain a current QM, which, at a minimum, will:

(1) Have all flight stages broken down into the following categories:

- (a) INST
- (b) DCON
- (c) NCON
- (d) NAV
- (e) LL (T-6)
- (f) FORM
- (g) TFORM (T-6)
- (h) AF FORM
- (i) LEAD - SEC, DIV
- (j) SPECIAL - FCP, INSTX, NATOPS, OCF, CRM, FDO, RDO

(2) Utilize the following Qualification Key to track qualifications:

- S = STANDARDIZATION IP
- X = STAGE CHECK IP
- Q = QUALIFIED IP
- I = INSTRUCTOR UNDER TRAINING
- D = DESIGNATED
- E = EXPIRED/REQUIRES STANDARDIZATION CHECK
- L = QUALIFIED TO GIVE LECTURE
- F = FACILITATOR (For CRM)
- N = INSTRUCTOR (For CRM)

(3) List all Instructor Pilots authorized to give instruction at the squadron or ITU.

d. A sample T-34C/T-6B Qualification Matrix is provided as Attachment 2-8.

**T-34 PRIMARY INSTRUCTOR CURRENCY/STANDARDIZATION CHECK FLIGHT
MATRIX**

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	NOTES
INST	INST	1,7
INST - X	INST	1,7
DCON	DCON	2,10
NATOPS - X	DCON, OCF	2
NCON	NCON	3,4
NNAV	NCON	5
DNAV	N/A	5
FORM	FORM	6
AFORM	FORM	6,8
OCF	OCF	9

NOTE 1: The annual INST - X may be combined with the annual Instrument Standardization Check Flight, as per attachment 2-3 after initial training is complete in the FITU. If flights are combined the INST - X Evaluator must be a designated member of unit's Instrument Flight Board and qualified as both an INST - X Evaluator and INAV "S" qualified. In addition, if combined the flight shall be flown from the rear cockpit and comply with NATOPS and Instrument FTI procedures.

NOTE 2: The annual NATOPS check shall not be flown concurrently with the annual Contact Standardization Check Flight, as per attachment 2-3. The NATOPS Evaluator must be designated a NATOPS Instructor/Assistant NATOPS Instructor and the pilot receiving the annual NATOPS check shall fly from the front cockpit.

NOTE 3: Night Contact requires initial Standardization Check Flight only. Annual requirements to maintain qualification are an annual Contact Standardization Check Flight and an annual Night Contact Standardization Exam.

NOTE 4: Instructors who lose their 1 in 90 currency in Night Contact shall fly an Instructor Warm-Up Flight (see Attachment 2-2), with a current NCON Instructor. Take-off, on the warm-up flight, shall occur no earlier than ½ hour after official sunset. The flight shall log at the minimum 0.5 hour and consist of 5 landings and 1 PPEL. The IP requiring the warm up shall occupy the aft cockpit.

NOTE 5: Navigation Stage Qualification requires Initial Syllabus Flights and Stage Standardization Exam only. Following initial qualification, the requirement for 1 in 90 does not apply. However, instructors must be current in Contact Stage to fly Day Navigation

flights and must be NCON current to fly Night Navigation flights. Annually, instructors must pass the Navigation Procedures Standardization Exam to maintain stage qualification.

NOTE 6: The Standardization Instructor shall be in the same aircraft as the instructor receiving the Standardization check.

NOTE 7: May be flown in a simulator.

NOTE 8: AFORM must be flown once every 45 days to remain current. AFORM may be flown in conjunction with FORM annual STAN checks.

NOTE 9: 1 in 90 currency for OCF applies to OCF "D" and "S" instructors only. The following flights will update OCF 1 in 90 currency: C7002 (if OCF conducted), C7004 (if OCF conducted), C7005 (if OCF conducted), C7190 (NATOPS Check), C5201, C5202, C5390 (if OCF conducted), C5601, C5790, OCF Refresher flight. Annual OCF Standardization Check Flights for OCF "D" and "S" instructors are required (OCF Standardization Exam completed within 60 days prior to the flight) and must be flown with an OCF "S" instructor. OCF refresher flights may be combined with annual Contact Standardization Check or NATOPS check flights, however, the check pilot must be appropriately qualified.

NOTE 10: The DCON Evaluator must be "S" qualified in the Contact stage and the pilot receiving the annual Contact Standardization Check Flight shall fly from the rear cockpit.

T-6 PRIMARY INSTRUCTOR CURRENCY/STANDARDIZATION CHECK FLIGHT MATRIX

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 stage.

NOTE 3: Night Contact stage requires only initial in-flight qualification, maintenance of 90 day currency and an annual Day Contact standardization check 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 the same aircraft as IUT receiving the standardization check.

NOTE 7: May be flown in a simulator.

NOTE 8: C4301-3, C4701, C-4890 and Q-4390 are considered OCF events for the purpose of OCF currency.

PRIMARY INSTRUCTOR QUALIFICATION AND CURRENCY

	ANNUAL	SIX-MONTH	REMARKS
NATOPS	Open and Closed Book Exams must be completed within 60 days prior to Check Flight.		Expires 12 months from the last day of the month in which the current evaluation expires.
Instrument Check Flight	Instrument Ground School (IGS) and Written Examination must be completed within 60 days prior to Check Flight.		Expires 12 months from the last day of the month in which the current evaluation expires.
CRM	Anniversary month		Lecture and flight evaluation (concurrent with instrument check)
Bailout Training trainer (T-34C)	Anniversary month		Initial training requires lecture and procedure Refresher training requires only procedure trainer. A plane-side brief is acceptable only in the event procedure trainer is not available.
Emergency Procedure Training	Concurrent with NATOPS Check Flight		2B37 flight (T-34) 2F207B/2F208B (T-6) 6 months after NATOPS Check Flight
OCF	Concurrent with NATOPS Check Flight		6 months after NATOPS Check Flight
Annual Course Rules Exam	Anniversary month		
Instructor Warm-up	After 21 calendar days have elapsed, an Instructor Pilot requires a dual warm-up prior to flying. The warm-up flight shall be no less than .5 hours in length and shall include at least 4 touch-and-go landings and an Emergency Landing Pattern. The instructor receiving the warm-up shall fly from the rear cockpit.		
45 Day Warm-up (T-34)	After 45 calendar days have elapsed, an Instructor Pilot requires a dual warm-up prior to flying a student curriculum event. The warm-up flight shall be no less than 1.0 hours in length and shall include at least 4 touch-and-go landings, 1 Spin, 1 Inverted flight,		

1 PPEL, 1 PPEL/P, 1 HAPL, 1 LAPL, 1 LAPLP, 1 AOA, 1 STS, ATS, 3 Aerobatic maneuvers, and Unusual Attitude Recoveries. The instructor receiving the warm-up shall fly from the rear cockpit.

45 Day Warm-up (T-6)	After 45 calendar days have elapsed, an Instructor Pilot requires a dual warm-up prior to flying a student curriculum event. The warm-up flight shall be no less than 1.0 hours in length and shall include at least 4 touch-and-go landings, an Emergency Landing Pattern, an instrument approach and complete an OPS limits/ boldface exam. The instructor receiving the warm-up shall fly from the rear cockpit.
IUT Warm-up	After 21 calendar days have elapsed, an IUT requires a minimum of one mandatory dual warm-up coded as an SXX86 on the last event completed and shall include at least 4 touch-and-go landings and an ELP. After a break of 7-21 days, an optional warm-up may be granted based upon performance. Additional warm-up flights or extra training may be awarded on a case-by-case basis as determined by the ITU OIC.

T-34 FIXED-WING INSTRUCTOR PROFICIENCY

1. General. This attachment lists proficiency requirements that apply to IP's after their completion in the FITU. Proficiency flights for IP's are implemented to provide dedicated time for the IP to practice maneuvers, increase flying skills, and/or learn from other IP's various techniques and coaching skills.

2. Logging flights. Proficiency flights shall be annotated in TIMS as 1C1 for VFR, or 1C2 for IFR.

3. Interval for NATOPS Check/DCON Stan and NATOPS Instrument check/Instrument Stan Check. After a new IP arrives at their squadron, NATOPS (flown from front cockpit) and DCON Stan checks (flown from rear cockpit) should be flown 6 months apart, however either flight may be combined with OCF refresher requirements. Any flight time required to adjust DCON and Instrument Stan check at the squadron may be logged as IP proficiency since the checks are being flown earlier than required by reference (a).

4. Semi-Annual Proficiency. Each IP shall be provided flying proficiency flights totaling 5 hours semi-annually, to work on specific maneuvers or types of flights (i.e. Aerobatics, Nav, or IFR).

a. The intent of proficiency flights is to provide each IP with time to increase his or her proficiency on maneuvers or types of flights not flown with enough frequency to satisfy the individuals' comfort level. Suggestions include maneuvers in accordance with NATOPS vice FTI's, Partial panel, Aerobatics, Skidded Turn Stalls, PPEL at NSE, simulated emergencies initiated by a non-flying IP, IFR or VFR navigation cross countries, and night flights. Figure 2-1 is provided as a guide. Specific maneuvers and number of each maneuver should be based on each IP's proficiency needs.

b. Each squadron has the option of breaking the 5 semi-annual flight hours into any incremental division necessary. For example, the IP may be scheduled to fly an IP/IP local flight, IP/IP Out and In, IP/IP cross country if navigation exposure is desired, or as a solo.

c. Flights should be flown in a configuration such that the individual needing proficiency flying from the back seat is afforded that opportunity; likewise for the IP desiring front seat time.

P QTLY FLIGHT		T-34C 2.0	IP: IP:	Date:	
Instructor proficiency					
A/C:	T/O:	Land:	TPT:	FPT:	CPT:
ATIS:	W:	C/V:	ALT:		RWY:
ATIS:	W:	C/V:	ALT:		RWY:
General Knowledge			Procedures		
Defensive posturing			EP's		
Spin			STS		
ATS			Inverted Flight		
UA Set-up/Recovery			Aerobatic Maneuver		
Aerobatic Maneuver			Aerobatic Maneuver		
HAPL			LAPL		
LAPL/P			PPEL		
PPEL/P			FFL (1 min)		
NFL (1 min)			Instrument Approach		

Fig. 2-1 T-34C PROFICIENCY FLIGHT PROFILE

5. Quarterly. In conjunction with scheduled IP proficiency flights, or as part of scheduled IP/SNA flights, every IP shall perform the following maneuvers. Specific maneuvers will be flown with the IP at the controls.

5 Landings Total, 2 at Night, 2 Full Stop	2.0 hours Night Time
1 AOA Approach	2.0 hours Instrument (Simulated or Actual)
1 Skidded Turn Stall (STS)	2 Precision Approaches
1 Approach Turn Stall (ATS)	1 Non Precision Approach
1 Spin	1 HAPL
3 Aerobatic Maneuvers	1 LAPL
1 Inverted Flight	1 LAPL/P
Unusual Attitude Recoveries	1 PPEL
1 Night PPEL	1 PPEL/P

a. If performing a maneuver for proficiency that is out of the stage that SNA is currently in, the maneuvers shall be pre-briefed, unless the maneuver is a weather-driven instrument approach.

b. The proficiency requirements start for IP's at the beginning of their first full quarter in the squadron.

c. Instrument time and approaches may be accomplished in the simulator.

d. If an IP does not meet the requirements in the above table per quarter, a proficiency flight shall be allocated to allow the IP to achieve these minimums prior to next IP/SNA flight.

e. If an IP is demonstrating a maneuver to an SNA as part of a syllabus event, then the time required to perform the maneuver(s) will be logged under the appropriate TIMS mission code for the syllabus event. However, if the maneuver(s) are practiced strictly for IP proficiency and not a part of the syllabus event being flown, then the appropriate TIMS mission code for proficiency (1C1 or 1C2) will be logged for that time. Regardless of the code logged, if the IP was at the controls during the maneuver, then the maneuver counts toward the IP's proficiency in the table above.

f. Each squadron is responsible for tracking IP proficiency requirements. Attachments 2-4 and 2-5 provide examples of how maneuver proficiency can be tracked.

6. Warm Up Flights. Warm up flights should count toward semi-annual proficiency time and shall be flown with the IP requiring warm up in the rear cockpit. These warm up flights shall be flown with a NATOPS qualified and current IP or IUT.

a. If an IP does not fly for greater than 21 days, then a Contact

warm up flight shall at a minimum be 0.5 hours in duration, and accomplish 4 touch-and-go landings and an Emergency Landing Pattern.

b. If an IP does not fly for greater than 45 days, then a Contact warm up flight shall at a minimum be 1.0 hours in duration, and accomplish the maneuvers listed in the table below. The instructor receiving the warm-up shall fly from the rear cockpit.

4 Landings (minimum of 1 FFL / 1 NFL)	1 HAPL
1 AOA Approach	1 LAPL
1 STS	1 LAPL/P
1 Spin	1 PPEL
3 Aerobatic Maneuvers	1 PPEL/P
1 Inverted Flight	1 ATS
Unusual Attitude Recoveries	1 Instrument Approach

T-34 Quarterly Individual Pilot Proficiency Tracker

Maneuver	Date	Maneuver	Date
Precision Approach		HAPL	
Precision Approach		LAPL	
Non Precision Approach		LAPL/P	
STS		PPEL	
ATS		PPEL/P	
Spin		Landing	
Inverted Flight		Landing - Full Stop	
Aerobatic Maneuver		Landing - Full Stop	
Aerobatic Maneuver		Night Landing	
Aerobatic Maneuver		Night Landing	
Unusual Attitude Recoveries		AOA approach	

Night Hours	Date	Instrument Hours	Date

SAMPLE FITC LETTER

Date: _____

From: Officer-in-Charge, (HITU/FITU)
To: Training Air Wing FIVE Operations Officer
Subj: FLIGHT INSTRUCTOR TRAINING COURSE (FITC)

1. The following quotas are requested for FITC Class _____
convening _____.

NAME

RANK

BRANCH OF SERVICE

SAMPLE T-34C QUALIFICATION MATRIX

NAME	INST	CONTACT		NAVIGATION		FORM		LEAD		SPECIAL						
		DCON	NCON	DNAV	NNAV	FORM		SEC	DIV	FCP	INSTX	N A	OCF	FDO	RDO	CRM
LCDR MENTOR	Q	S	Q	Q	Q	Q				D		D	S			
LT TOMCAT	Q	Q	E	S	E	S		Q	Q					D	D	
CAPT HARRIER	S	X	Q	Q	Q	E		Q							D	
CAPT FALCON	Q	Q	E	Q	E	S		Q	Q					D	D	
LT ORION	X	Q	Q	Q	Q						D	D	D		D	F
LT FROGG	Q	S	S	S	S	Q		Q		D				D	D	
LT SEAHAWK	Q	Q(1)	I	Q												

SAMPLE T-6B QUALIFICATION MATRIX

NAME	INST	CONTACT		NAVIGATION			FORM			LEAD		SPECIAL					
		DCON	NCON	DNAV	NNAV	LL	FORM	TFORM	AFFORM	SEC	DIV	FCP	INSTX	N A	OCF	FDO	RD
LCDR MENTOR	Q	S	Q	Q	Q	S	Q					D		D	S		
LT TOMCAT	Q	Q	E	S	E	Q	S	Q		Q	Q					D	D
CAPT HARRIER	S	X	Q	Q	Q		E	E	S	Q							D
CAPT FALCON	Q	Q	E	Q	E		S	S	S	Q	Q					D	D
LT ORION	X	Q	Q	Q	Q	Q							D	D	D		D
LT FROGG	Q	S	S	S	S		Q			Q		D				D	D
LT SEAHAWK	Q	Q(1)	I	Q													

Instructor Qualification Key

Note (1) No C45XX

S = STANDARDIZATION IP

X = STAGE CHECK IP

Q = QUALIFIED IP

D = DESIGNATED

I = INSTRUCTOR UNDER TRAINING

E = EXPIRED/REQUIRES STAN CHECK

L = QUALIFIED TO GIVE LECTURE

F = FACILITATOR

1. All instructors are responsible for maintaining flight currency. This includes, but is not limited to, currency in stage, NATOPS, and instrument requirements, and all applicable stage exams.

2. A dual warm up flight is required for any instructor who has not flown for a period of 21 days or greater.

(CO/ITU DEPARTMENT HEAD SIGNATURE)

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CHAPTER THREE
HELICOPTER INSTRUCTOR QUALIFICATION

1. General. Each prospective Flight Instructor shall complete the current syllabus for Helicopter Flight Instructors and the FITC prior to designation as a NATRACOM Flight Instructor.

NOTE: To provide for mandatory assignment of quotas to FITC, the HITU Operations Officer shall submit quota requests to TRAWING FIVE Operations not later than seven working days prior to the commencement of each class. If feasible, the HITU may coordinate directly with FITC. (See attachment 2-7)

2. Initial Qualification. All IUTs will receive initial ground support instruction, initial NATOPS qualification in both TH-57B/C, and all required MPTS syllabus flights with the TRAWING FIVE HITU. Instructors must initially qualify in Instrument, Navigation, and "C" Contact Stages as per references (a) and (e). Instructors who have previously been assigned as a TH-57 Instructor Pilot in Advanced Training may use an accelerated syllabus designed by the HITU OIC and approved by CTW-5.

a. Written Exams. All exams shall be taken prior to their respective Check Flights. A written exam score of less than 80 percent will be considered unsatisfactory. An IUT who receives an unsatisfactory exam grade shall receive additional instruction as deemed appropriate by the HITU OIC. If a designated IP fails an exam during initial/upgrade training, refer them to the squadron CO for additional instruction or other action. Subsequent failure shall be referred to CTW-5.

b. Flights. The Initial NATOPS Check Flight and all syllabus Check Flights shall be conducted by the HITU. Complete annual Standardization Check Flights per the schedule in Attachment 3-1. If an IUT fails a NATOPS Check Flight or a syllabus Standardization Check Flight while assigned to the HITU, refer them to the HITU OIC for additional instruction, as appropriate. If a designated IP fails a Check Flight during initial/upgrade stage training, refer them to the squadron CO for additional instruction or other action, as appropriate. Refer further Check Flight failures to CTW-5.

3. Additional Stage Upgrade Training. Stage upgrade transition flights may be conducted at the HITU or the squadron. Squadrons may specify additional requirements for qualification as deemed necessary by the Commanding Officer. Qualification duration in any Stage shall not exceed one year.

4. Currency Requirements. At a minimum, instructor currency requirements shall be per Appendix A of reference (a) and Attachment 3-1 of this instruction. Squadrons may establish additional requirements as deemed necessary.

a. Written Exams

(1) An IP shall successfully complete a written exam annually,

for each stage in which they are current. A minimum of 20 questions shall be administered for each stage. A copy of the most current examination results shall be maintained in the individual's FIST Jacket. The written exam shall be completed prior to, but not earlier than, 60 days before the annual/re-qualification standardization Check Flight.

(2) Written exams shall be reviewed by Stage Managers semi-annually. The TRAWING FIVE TH-57 Standardization Officer will maintain a current copy of each exam.

(3) A qualified instructor who receives a grade of unsatisfactory may be allowed 30 days to take a different version of the stage test to re-qualify. The instructor shall not instruct in that category until a satisfactory grade has been obtained. A subsequent failure shall be referred to CTW-5 for appropriate action.

b. Standardization Designations

(1) Standardization designations shall come from the squadron Commanding Officer(s), based upon recommendation for designation by the squadron STAN Board.

(2) Initial standardization upgrade flights shall be flown with the TRAWING FIVE Standardization Officer, the Squadron Standardization Officer, the HITU Standardization Instructor, the CNATRA Stage Manager, or the Squadron Stage Leader. Squadrons may specify additional requirements for qualifications as deemed necessary by the Commanding Officer.

(3) The standardization qualification is valid until the last day of the month in which the qualification expires.

(4) The Squadron Standardization Officer should fly annual NATOPS Check Flights with the TH-57 Program Manager.

(5) The Squadron NATOPS Instructors (NIs) shall fly annual NATOPS Check Flights with the TRAWING FIVE NATOPS Evaluator (NE).

5. Qualification Matrix(QM)

a. The unit Commanding Officer will determine which stages flight instructors will instruct. Each squadron and the HITU shall monitor instructor standardization qualifications by producing a QM. The QM shall be signed by the CO/OIC and published monthly. Forward a copy to TRAWING FIVE Standardization NLT the 25th of each month.

b. The unit Commanding Officer or HITU OIC must authorize any mid-month changes to the QM. Subsequent mid-month changes will be published by the Standardization Department IN WRITING (Example of a Status Change Form is provided in Appendix A-3 of reference (a)). The unit Standardization Office will maintain a Master QM.

Utilize the following Qualification Key to track qualifications:

S = STANDARDIZATION IP
X = STAGE CHECK IP
Q = QUALIFIED IP
I = INSTRUCTOR UNDER TRAINING
D = DESIGNATED
E = EXPIRED/REQUIRES STANDARDIZATION CHECK
L = QUALIFIED TO GIVE LECTURE
F = FACILITATOR (For CRM)
N = INSTRUCTOR (For CRM)

6. Definitions:

a. STAGE - a grouping of related flights as follows:

- 1) Contact "B" (CON "B")
- 2) Contact "C" (CON "C")
- 3) Instrument (INST)
- 4) Navigation (NAV)
- 5) Formation (FORM)
- 6) Tactics "B" (TAC)
- 7) Tactics "C" (SQ)
- 8) Night Tactics (NVD)

**ADVANCED ROTARY (TH-57B/C) CURRENCY AND STAGE STANDARDIZATION CHECK
FLIGHT GUIDELINES**

1. Instructor Pilot Currency. The requirements listed below are the minimum necessary to maintain currency:
 - a. NATOPS qualified in model (NOTE 17)
 - b. Instrument qualified in model
 - c. One flight every 21 days
 - d. Currency in Stage per Paragraph 2
 - e. CRM Training current (NOTE 12)
 - f. Course Rules Exam current (NOTE 13)
 - g. Read and initial board current

2. After 21 calendar days have lapsed, an Instructor Pilot requires a dual warm-up prior to flying a student curriculum event. The warm-up flight shall be no less than 1.0 hour in length and shall include 2 landings and 2 autorotations. Additionally, Contact "B" warm-ups shall include simulated tail rotor malfunctions at altitude and in a hover.

3. 90 day currency applies to all Stages other than Contact "B", Low Level Navigation, and Night Tactical. Contact "B" stage currency is 21 days. Low Level Navigation requires initial qualification only. Night tactical currency is 45 days. Instructors who lose their 1 in 90 currency, 1 in 21 Contact "B" Stage currency, or 1 in 45 Night Tactical currency, shall fly an instructor warm-up flight per below charts.

4. Emergency Procedure Training shall be conducted by all Instructor Pilots in the 2B42 flight simulator. The visual simulator should be utilized to the maximum extent possible. This requirement shall occur 6 months (\pm 30 Days) from the NATOPS Evaluation.

5. The charts below delineate guidelines for Annual Flight Evaluations, Standardization Check Flights, and Currency Requirements.

Instrument	Instrument Navigation
NATOPS Instrument (OPNAV 3710) Evaluation	Annual (NOTE 1,10)
Stage Evaluation	Annual (NOTE 2,3)
Currency period	90 days
Currency renewal	1.0 hour syllabus flight in this stage
Warm up	Instrument-1.0 hour flight with, one precision

	approach, and one non-precision approach with a current instructor.
--	---

Contact "C"

Stage Evaluation	Annual (NOTE 2)
Currency period	90 days
Currency renewal	1.0 hour syllabus flight in this stage
Warm up	Contact "C"-1.0 hour flight with a minimum of one normal approach, Hover Cut-gun, Hover Taxi Cut-gun and two power recovery autorotations.

Formation

Stage Evaluation	Annual (NOTE 6)
Currency period	90 days
Currency renewal	1.0 hour
Warm up	1.0 hour Form syllabus flight with IP shall perform all maneuvers as DASH-2, with 2 approaches (Normal and HS Section) to a NO-HOVER landing.

Shipboard Qualification ("C" Tactics)

Stage Evaluation	Annual (NOTE 4)
Currency period	90 days (NOTE 4)
Currency renewal	DLQ shipboard landing currency requirement is not less than 2 (two) air capable ship landings and takeoffs.
Warm up	Five FCLP and five Ship landings with a current instructor

CH-2

1.0 hour SAR flight with not less than 1 each: Windline Rescue Pattern, Shipboard TACAN Night Contact Approach, and ELVA.

Stage Evaluation	Annual (NOTE 5)
Currency period	90 days
Currency renewal	1.0 hour of continuous unaided night time
Warm up	1.0 hour unaided night flight with two landings and two power recovery autorotations with a current instructor

Night Tactical

Stage Evaluation	Annual (NOTE 8)
Currency period	45 days
Currency renewal	1.0 hour flight on Night Tacticals (NVGs)
Warm up	1.0 hour NVG flight with two landings and two autorotations with a current NVG instructor.

Contact "B"

NATOPS Evaluation	Annual (NOTE 7,11)
Stage Evaluation	Quarterly (NOTE 2,7,14)
Currency period	21 Days
Currency renewal	1.0 hour Contact 'B' or Tactics 'B' syllabus flight
Warm up	1.0 hour flight with a minimum of one normal approach, simulated tail rotor malfunctions, and two FULL autorotations.

~~requirements must be met.~~

NOTE 5: Night Contact requires initial Standardization Check Flight only. Annual requirements to maintain qualification are an annual Contact "B" or "C" Standardization Check Flight and an annual Contact Standardization Exam. Instructors who lose their 1 in 90 currency in Night Contact shall fly an Instructor Warm-Up Flight, with any night/TH-57C model current Instructor Pilot. Take-off, on the warm-up flight, shall occur no earlier than ½ hour after official sunset. Night flight currency is not a cumulative total of night time, but one hour of continuous unaided night flight.

NOTE 6: The Standardization Instructor shall be in the same aircraft as the instructor receiving the Standardization check.

NOTE 7: The Annual NATOPS check satisfies the requirement for the Quarterly Contact Standardization Check Flight and the Quarterly Instructor Proficiency Flight in the quarter in which the NATOPS check is flown. The Annual NATOPS check evaluator must be a designated NATOPS Instructor/Assistant NATOPS Instructor and an "S" qualified IP in the Contact Stage in order to concurrently fly the Annual NATOPS check, the Quarterly Contact Standardization Check Flight, and the Quarterly Instructor Proficiency Flight.

NOTE 8: NVG IPs must be unaided current and have flown on NVGs once every 45 days to be considered aided current. NVG Contact requires initial Standardization Check Flight and Stage Exam. Annual requirements to maintain qualification are an annual NVG Check Flight and an annual NVG Standardization Exam. Instructors who lose their 1 in 45 currency in NVG shall fly an Instructor Warm-Up Flight, with a NVG current Instructor Pilot.

NOTE 9: Shall be flown with any Instrument Stage current Instructor Pilot. Complete one precision and one non-precision approach.

NOTE 10: IGS and Written Examination must be completed within 60 days prior to Check Flight. Expires 12 months from the last day of the month in which the current evaluation expires.

NOTE 11: Open and Closed Book Exams must be completed within 60 days prior to Check Flight. Expires 12 months from the last day of the month in which the current evaluation expires. Complete Annual Egress training.

NOTE 12: CRM training shall be conducted annually. CRM must include a lecture and flight evaluation, the flight evaluation may be conducted concurrently with the NATOPS evaluation.

NOTE 13: Requirement to maintain qualification is an annual Course Rules exam.

NOTE 14: "B" Contact IP's shall fly one "B" Contact Stage event with

a "B" Contact Standardization IP every quarter. This flight will serve as the Quarterly Contact Standardization Check Flight and can be flown in conjunction with the Annual NATOPS evaluation. This flight shall be flown in addition to a Quarterly Instructor Proficiency Flights.

NOTE 15: Tactical/Navigation proficiency flights should be flown on an approved route and Outlying Field (OLF) where the focus of the flight shall be tactical Low Level Navigation and tactical maneuvers and procedures.

NOTE 16: Tactics "B" Stage Qualification requires Initial Syllabus Flights and Stage Standardization Exam only. Annually, instructors must pass the Tactics "B" Standardization Exam to maintain stage qualification.

NOTE 17: Annual NATOPS Flight Evaluation shall include demonstration of a 5' hover utilizing the hover trainer.

ADVANCED ROTARY (TH-57B/C) QUARTERLY PROFICIENCY FLIGHT GUIDELINES

1. Instructor Pilot Proficiency. The requirements listed below are the minimum necessary to maintain quarterly proficiency requirements:
 - a. 1.0 hour IP/IP and/or IP/STAN IP flight Quarterly (NOTE 1)
 - b. Read and Initial Board current.
2. If Instructor pilots fail to meet proficiency flight requirements, that IP shall not conduct in-flight instruction until those requirements have been satisfied.
3. Proficiency flights may be used to satisfy currency requirements. However, only if the flight profile satisfies the requirements listed in Attachment 3-1 for that stage.
4. Reserve component IPs shall maintain currency and proficiency requirements.
5. The below delineate guidelines for quarterly (3 month calendar period) flight proficiency requirements.
6. All profiles shall be 1.0 hour.

Instrument, Instrument Navigation

6 months from Annual Instrument Evaluation all IP's should conduct Profile B. Night/Instrument proficiency flights should focus on night flight, or instrument procedures/maneuvers. Night flights should include Contact Charlie maneuvers and Autorotations. Instrument flights should focus on maintaining annual instrument requirements and familiarity with ATC and the instrument environment.

Contact 'C'

Contact "C" proficiency flights should focus on basic Contact maneuvers, to include Autorotations, Emergency Procedures, and FTI maneuvers.

Night Contact

Profile B

Night Tactical

Profile B flight on NVG.

Tactical LLNAV

Profile D flight. Tactical/Navigation proficiency flights should be flown on an approved route and OLF where the focus of the flight shall be tactical Low Level Navigation and tactical maneuvers and procedures.

Contact 'B'

"B" Contact IPs should conduct profile B, or D. All other IPs should conduct profile A to the maximum extent possible. Contact Bravo proficiency flights should focus on basic Contact Bravo maneuvers, to include Emergency Procedures, Full Autorotations, and Tail Rotor Malfunctions.

NOTE 1: Proficiency flights shall be conducted quarterly by all current Instructor Pilots. These flights may be conducted by an IP or by a designated squadron STAN IP. No requirement exists that

quarterly flights be flown strictly by STAN IPs except for concurrent NATOPS flight as listed on 3-7, Note 7.

P QTLY FLIGHT	A	TH-57B 1.0	IP: IUT:	Date:	
Contact "B" proficiency					
A/C:	T/O:	Land:	TPT:	FPT:	CPT:
ATIS:	W:	C/V:	ALT:	DA:	RWY:
ATIS:	W:	C/V:	ALT:	DA:	RWY:
General Knowledge			Procedures		
Defensive posturing			EP's		
Normal Approach			Sim Eng Failure at ALT		
Steep Approach			Sliding Landings		
Sim Eng Failure in Hover			Sim Eng Failure in Hover Taxi		
Tail Rotor EP's			Hydraulic Boost Off Approach		
Power Recovery Autorotations			Full Autorotations		

Fig. 3-1 TH-57 PROFICIENCY FLIGHT PROFILE A

IP QTLY FLIGHT	B	TH-57C 1.0	IP: IUT:	Date:	
Instrument, Night Contact, and NVG proficiency This flight should emphasize Night and/or Instrument flying in the TH-57C. Focus should be on approaches/flight time to maintain currency and annual OPNAV requirements. *PERFORMED ON NVG FLIGHTS					
A/C:	T/O:	Land:	TPT:	FPT:	CPT:
ATIS:	W:	C/V:	ALT:	DA:	RWY:
ATIS:	W:	C/V:	ALT:	DA:	RWY:
*General Knowledge			*Procedures		
*Defensive posturing			*EP's		
*Normal Approach			*Steep Approach		
TACAN Approach			Instrument Procedures		
GPS Approach			VOR Approach		
ILS/LOC Approach			PAR/ASR Approach		
*Night Autorotation			*No Hover Takeoffs		
*No hover Landings			*Low-Level Navigation		

Fig. 3-2 TH-57 PROFICIENCY FLIGHT PROFILE B

IP QTTY FLIGHT	C	TH-57C 1.0	IP: IUT:	Date:	
Contact "C" proficiency					
A/C:	T/O:	Land:	TPT:	FPT:	CPT:
ATIS:	W:	C/V:	ALT:	DA:	RWY:
ATIS:	W:	C/V:	ALT:	DA:	RWY:
General Knowledge			Procedures		
Defensive posturing			EP's		
Normal Approach			Sim Eng Failure at ALT		
Steep Approach			Sliding Landings		
Waveoff			EP Initiation		
Sim Eng Failure in Hover			Sim Eng Failure in Hover Taxi		
Stab Off Approach			No Hover Takeoff		
Power Recovery Autorotation			Hydraulic Boost Off Approach		

Fig. 3-3 TH-57 PROFICIENCY FLIGHT PROFILE C

IP QTTY FLIGHT	D	TH-57C 1.0	IP: IUT:	Date:	
LL Nav proficiency					
A/C:	T/O:	Land:	TPT:	FPT:	CPT:
ATIS:	W:	C/V:	ALT:	DA:	RWY:
ATIS:	W:	C/V:	ALT:	DA:	RWY:
General Knowledge			Procedures		
Defensive posturing			EP's		
Low-Level Navigation			Normal Approach		
No Hover Takeoff			Steep Approach		
No Hover Landing			Sliding Landings		
360° Approach			180° Approach		
90° Approach			Power Recovery Autorotations		

Fig. 3-4 TH-57 PROFICIENCY FLIGHT PROFILE D

CHAPTER FOUR

STANDARDIZED FLIGHT SUPPORT

1. Training Device Standardization

a. General. The TRAWING FIVE Training Device Monitor Program shall ensure standardized instruction and efficient utilization of training devices 2F207B, 2F208B, 2C78, 2C79, 2C42, 2B37, 2C67, and 2B42. This chapter is applicable to all TRAWING FIVE activities utilizing training devices 2F207B, 2F208B, 2C78, 2C79, 2C42, 2B37, 2C67, and 2B42. Reference (a) directs that both the content and methods of all special device training are conducted per the appropriate curriculum and its related publications. A primary requisite for a strong standardization program throughout these various activities is direct liaison between academic training personnel, flight support personnel, flight instructors, simulator instructors, and student aviators.

b. The TRAWING FIVE Standardization Officer shall coordinate the following:

(1) Initial certification of Contract Instructors shall be conducted by a TRAWING FIVE Standardization Instructor qualified in the appropriate stage utilizing the Contract Simulator Instructor Evaluation Form (Attachment 4-1).

(2) Re-certification may be conducted as in paragraph 1.b.(1) or by Designated Contract Standardization Instructors (DCSIs). DCSIs will receive their re-certification by a TRAWING FIVE Standardization Officer as a requirement to maintaining designation as a DCSI.

(3) Each Contract Instructor shall receive initial certification/re-certification per the current government contract.

(4) Certification events shall be monitored in their entirety, i.e., brief, flight, and debrief. A complete and detailed Contract Simulator Instructor Evaluation Form (Attachment 4-1) will be filed in each Contract Instructor's training jacket.

(5) During all certification events, the Contract Instructor will be specifically quizzed on proper preparation of simulator ATFs. If this item is not covered, the certification event will be considered incomplete.

c. Training Device Monitor Program

(1) Each squadron utilizing devices 2F207B, 2F208B, 2B42, 2C42, 2B37, and 2C67 shall monitor one event per month. Squadron Instructor Pilots "S" qualified in stage are qualified to one syllabus event from each training stage every quarter. Results of the monitoring will be forwarded to TRAWING FIVE Standardization utilizing Attachment 4-1 upon completion.

(2) Squadrons/ITUs shall utilize the following schedule to ensure all Stages are adequately monitored:

VT-2	T-34 Radio Instruments	2B37
VT-2	T-34 Basic Instruments	2B37
VT-2	T-34 Cockpit Procedures Trainer	2C42
VT-3	T-6B Formation	2F208B
VT-3	T-6B Contact	2F208B

VT-3	T-6B Radio Instruments	2F207B/2F208B
VT-3	T-6B Basic Instruments	2F207B/2F208B
VT-6	T-6B Low-Level	2F208B
VT-6	T-6B Navigation	2F208B
HT-8	Cockpit Procedures Trainer	2C67
HT-18	Basic Instruments	2B42
HT-28	RI/INAV	2B42
HITU	Emergency Procedures	2B42

(3) It is the responsibility of unit standardization departments to coordinate with the current simulator contractor/TRAWING FIVE Standardization to schedule times/places for monthly monitoring.

(4) Contract Instructor initial certification/re-certification events may count for the monthly monitoring requirement. Annotate the Evaluation Form appropriately and forward by the first of the following month to TRAWING FIVE Standardization.

(5) If a squadron does not do a monthly Sim Monitor, it must be made up the following month, for a total of 12 per year.

2. Flight Support Lectures

a. Flight support lectures are a critical part of an SNA's Primary and Advanced flight training. In most cases, the SNA's first exposure to flight procedures is during the support lectures.

b. All TRAWING FIVE training squadrons are responsible for providing qualified instructors to administer Primary and Advanced flight support lectures as scheduled by the Training Department. Per reference (a), squadron COs and the FITU/HITU OICs are to assist the TRAWING Commander in monitoring the training syllabus and advising of any standardization deficiencies.

c. Flight support lecture instructors shall meet the following criteria prior to instructing their first lecture:

(1) Have a minimum of one year remaining on his/her orders and be ADDU to TRAWING FIVE for a period of not less than 12 months.

(2) Have completed the certification process per Academic Training Office requirements.

(3) Be a qualified flight instructor in the stage which corresponds with the flight support lectures to be given.

(4) Have their initial lecture monitored by the appropriate CNATRA Stage Manager or Course Curriculum Coordinator.

d. Lectures shall be monitored once each quarter by an instructor "S" qualified in the appropriate stage.

(1) Primary flight support lecture instructors and lecture monitors are assigned as follows:

VT-2

T-34 Formation Flight Procedures
 T-34 RI Flight Procedures I
 T-34 RI Flight Procedures II
 T-34 IFR Academic Training
 T-34 Bailout (*)
 T-34 Aircraft Systems (*)
 T-34 DCON Flight Procedures
 T-34 NCON Flight Procedures
 T-34 VNAV Flight Procedures

VT-6

Course Rules (*)
 Wheels Watch (*)
 Aviation Safety (*)
 GLOC/GTIP (*)
 Safe for solo
 Meteorology Flight Planning
 T-6B Navigation

FITU

Crew Resources Management (+)

* Monitor may be instructor "S" qualified in ANY stage
 + Monitor must be a CRM Instructor or Facilitator

(2) T-6B Primary flight support lecture instructors and lecture monitors are assigned as follows:

VT-3

T-6B Procedures
 T-6B Systems
 T-6B Flying Fundamentals
 T-6B Contact
 T-6B Instruments
 T-6B Formation

(3) Advanced helicopter squadrons shall monitor the following lectures:

HT-8

Course Rules
 Map Interpretation (MITAC-I)
 Preflight & Cockpit Proc. (PRF-2)

HT-18

Safety
 Preflight & Cockpit Proc. (PRF-1)
 VFR Navigation (VRFP)

HT-28

Tactics Flight Proc (TFP-2)
 CRM
 RI Flight Procedures

e. Reports. A Flight Support Standardization Critique, Attachment 4-2, shall be completed by the assigned Standardization Instructor and submitted as soon as possible, but no later than the last day of March, June, September and December to the TRAWING FIVE Academic Training Officer, copy to TRAWING FIVE Standardization.

3. Kneeboard Cards

a. Kneeboard cards are a critical tool that both instructors and students use during the brief, flight, and debrief.

b. TRAWING FIVE Standardization Officer shall:

(1) Promulgate minimum standards for kneeboard cards per the Multi-Service Pilot Training System Curriculum.

(2) Centralize the procurement of kneeboard cards.

(3) Establish an effective monitoring program.

c. Only TRAWING FIVE kneeboard cards are authorized for use in conjunction with Primary and Advanced student and flight instructor syllabus flights. Squadrons may add additional items to the TRAWINGFIVE cards, i.e. CTS for maneuvers, upon approval from Wing Stan Officer.

d. All training squadrons shall:

(1) Maintain a current electronic copy and a sufficient supply of kneeboard cards.

(2) Recommend kneeboard card changes to TRAWING FIVE Standardization.

4. Student Approach Plates

a. TRAWING FIVE Standardization Officers shall manage the Student Approach Plates and establish an effective review program to ensure the plates conform to DoD format and are per TRAWING FIVE Standard Operating Procedures.

b. Only TRAWING FIVE Student Approach Plates, DOT, and DOD approach plates are authorized for use in conjunction with student syllabus flights.

c. TRAWING FIVE Academic Training shall maintain a sufficient supply of Primary and Advanced Student Approach Plates.

d. All training squadrons shall:

(1) Ensure instructors and students are utilizing current

TRAWING FIVE Student Approach Plates.

(2) Recommend Student Approach Plate changes to TRAWING FIVE Standardization.

5. Fixed-Wing Operating Procedures (FWOP) In-flight Guides

a. FWOP In-flight Guides are a necessary tool that both instructors and students use during primary training flights.

b. TRAWING FIVE T-34 and T-6B Standardization Officers shall manage the In-flight Guides and establish an effective review program to ensure the guides are per the local FWOP.

c. Only TRAWING FIVE In-flight Guides are authorized for use in conjunction with student primary syllabus flights.

d. TRAWING FIVE Academic Training shall maintain a sufficient supply of FWOP In-flight Guides.

e. Fixed-Wing training squadrons shall:

(1) Ensure instructors and students are utilizing current TRAWING FIVE In-flight Guides.

(2) Recommend FWOP In-flight Guide changes to TRAWING FIVE Standardization.

6. Preflight Study Guide

a. TRAWING FIVE T-34 and T-6B Standardization Officers shall manage the Preflight Study Guide and establish an effective review program to ensure the Guide is per the current NATOPS Flight Manual.

b. TRAWING FIVE Academic Training shall maintain a sufficient supply of Preflight Study Guides.

c. Fixed-Wing training squadrons shall:

(1) Ensure instructors and students are utilizing current TRAWING FIVE Preflight Study Guides.

(2) Recommend Preflight Study Guide changes to TRAWING FIVE Standardization.

7. Rotary-Wing Operating Procedures (RWOP) In-flight Guides

a. RWOP In-flight Guides are a necessary tool that instructors use during TH-57 advanced training flights.

b. TRAWING FIVE TH-57 Standardization Officer shall manage the In-flight Guides and establish an effective review program to ensure the guides are per the RWOP.

c. Only TRAWING FIVE In-flight Guides are authorized for use in conjunction with student advanced syllabus flights.

d. TRAWING FIVE Academic Training shall maintain a sufficient supply of RWOP In-flight Guides.

e. Rotary-Wing training squadrons shall:

(1) Ensure instructors and students are utilizing current TRAWING FIVE In-flight Guides.

(2) Recommend RWOP In-flight Guide changes to TRAWING FIVE Standardization.

8. CNATRA Stage/Course Managers Assignments for TRAWING FIVE

a. The following are Stage/Course Manager assignments for TRAWING FIVE (T-34) Squadrons:

<u>VT-2</u>	<u>VT-3</u>	<u>VT-6</u>
Course Rules	AFORM Flight Procedures	Wheels Watch

b. The following are Stage/Course Manager assignments for TRAWING FIVE (T-6B) Squadrons:

<u>TW-5</u>	<u>VT-3</u>	<u>VT-6</u>
OCF Stage Contact Stage Formation Stage	AFORM Stage Instruments Stage	Navigation/LL Stage

<u>TRAWING FIVE Academic Training</u>
Systems (T-6B)

c. The following are Stage and Course Manager assignments for TRAWING FIVE Advanced Rotary (TH-57) Squadrons:

<u>HT-8</u>		
	Instrument Stage	Formation Stage
Systems (TH-57)	Basic Instrument (ICW)	Helicopter Formation (ICW, Lecture)
	Radio Instrument (ICW, Lecture)	
	Radio Instrument Review (ICW)	

<u>HT-18</u>	
Contact "B"/Tactics "B"	Night Tactics (NVG) Stage
Course Rules	NVG Lab (ICW, Lecture)
FAM-0/PRF-1	
Emergency Procedures One (ICW)	
Advanced Crew Resource Management	
TFP-1	
Preflight/Cockpit Procedures "B" (Lecture)	

<u>HT-28</u>	
Tactics "C" Stage	Navigation Stage
Shipboard Ops (ICW, Lecture)	MITAC
SAR Procedures (ICW, Lecture)	JMPS
	VFR Navigation (ICW, Lecture)

<u>TRAWING FIVE Safety</u>	
Safety	
(TH-57)	

<u>TRAWING FIVE Academic Training</u>	
Aerodynamics	
(AIGT)	
Helo MET Review	
Advanced Instrument Ground Tra.	

CONTRACT SIMULATOR INSTRUCTOR EVALUATION FORM

INSTRUCTOR	_____	_____	Initial Certification
	Name	_____	Re-certification
EVALUATOR	_____ / _____	_____	Monthly monitor
	Name	Squadron	TH-57
BRIEF	_____ / _____	_____	T-34
	Date	Time	T-6
			EP _____ CPT
			RI/AN _____ BI
			Tactics
			Contact/NATOPS/Nav
			Instrument
			Formation
			Low Level

	UNQ	CQ	Q
A. BRIEF:			
1. FTI Knowledge	_____	_____	_____
2. Attitude/Initiative	_____	_____	_____
3. Verbal Presentation	_____	_____	_____
4. Rapport with SNA/IUT	_____	_____	_____
B. IN-FLIGHT:			
1. Attitude/Initiative	_____	_____	_____
2. Error Detection/Correction	_____	_____	_____
3. Verbal Presentation	_____	_____	_____
4. Headwork - Conduct of Flight	_____	_____	_____
5. CRM (TH-57 only)	_____	_____	_____
C. DEBRIEF:			
1. Attitude/Initiative	_____	_____	_____
2. Error Detection/Correction	_____	_____	_____
3. Verbal Presentation	_____	_____	_____
4. Emergency Procedures	_____	_____	_____
5. ATF Preparation	_____	_____	_____

EVALUATOR COMMENTS:

_____	_____
Instructor's Signature	Date
_____	_____
Evaluator's Signature	Date

Original to: Contract Instructor's Training Jacket
 Copy to: TH-57/T-34/T-6 (Please Circle) TRAWING FIVE Standardization

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FLIGHT SUPPORT STANDARDIZATION CRITIQUE

Course Title: _____

Instructor's Name: _____

Date: _____ Monitor: _____/_____
Name Squadron

1. Did the Instructor conduct a Professional Class and foster a Professional Learning Environment?
2. Was the Instructor Guide (IG) current? Comment.
3. Was all of the information in the IG adequately covered? Comment.
4. Was the information presented clearly with sufficient explanation? Instructor Evaluation.
5. Was the level of instruction such that the material was easily understood? Instructor Evaluation.
6. Was the information complete and per the current FTI/FWOP/RWOP? List discrepancies.
7. Did you observe a lack of standardization between this instructor and others you have monitored? Comment.
8. Was information presented in conflict with current MPTS syllabus? Comment.
9. Was information presented in an organized manner? Comment.
10. Was there information omitted from this lecture? List.
11. Recommendations:

Original to: TRAWING FIVE Academic Training Officer
Copy to: TH-57/T-34/T-6 (Please Circle) TRAWING FIVE Standardization

CHAPTER FIVE**OPERATIONAL FLIGHT REQUIREMENTS**

1. Semi-annual Emergency Procedures (EP) Program. The Semi-annual Emergency Procedures (EP) Program is applicable to all TRAWING FIVE Instructors. These events are necessary to ensure standardization and produce an increased level of proficiency in handling aircraft emergencies per reference (a). An EP flight shall be conducted in conjunction with the annual NATOPS evaluation. Additionally, pilots shall participate in an EP refresher conducted in type high fidelity simulator: 2B37 for T-34, 2B42 for TH-57 or 2F207B/2F208B for T-6. For TRAWING FIVE fixed-wing IPs this shall occur by the last day of the sixth month following the NATOPS evaluation. For TH-57 IPs this shall occur by the last day of the sixth month (± 30 days) following the NATOPS evaluation.

a. Squadrons and ITUs shall establish procedures to ensure compliance.

b. The EP refresher conducted in the simulator shall be accomplished per Attachment 5-1 (T-34), Attachment 5-3 (TH-57), or per Q2201 in reference (e) (T-6).

c. The EP refresher conducted in the simulator shall be documented in the aviator's NATOPS Training Qualification Jacket using Attachment 5-2 (T-34), Attachment 5-4 (TH-57), or the Q2201 grade sheet in TIMS (T-6).

d. A TH-57 error detection simulator event shall be conducted in conjunction with the initial EP, "B" Contact Transition and annual EP refresher simulator.

2. Semi-annual Out-of-Control Flight Training Program. The semi-annual OCF training program is applicable to all TRAWING FIVE Fixed-Wing IPs. These events are necessary to ensure a high level of instructor proficiency and currency in OCF prevention, recognition, and recovery procedures. An OCF flight shall be conducted in conjunction with the annual NATOPS evaluation. Additionally, pilots shall fly an OCF refresher flight by the last day of the sixth month following the NATOPS evaluation.

a. Squadrons and Instructor Training Units shall establish procedures to ensure compliance.

b. The OCF refresher flight shall be conducted with the OCF "D" or "S" Instructor in front cockpit.

c. For the T-34, both the annual NATOPS and the OCF refresher flights shall include: Inverted Flight, Progressive and control release Spins, Cross-Control Departure Demonstration, Skidded Turn Stall (idle power), Approach Turn Stall (idle power), Aggravated Approach Turn Stall Demonstration, High Speed Spiral Demonstration. For the T-6, both the annual NATOPS and the OCF refresher flights shall include: Inverted Flight, Progressive Spin, Controls Neutral Recovery Spin, Landing Pattern stall/Approach Turn Stall (at idle

power) and the High Speed Spiral Demonstration.

d. For the T-34, OCF 'S' and NATOPS instructors who maintain their 1 in 90 currency are exempt from the semi - annual OCF flight requirement due to their habitual exposure to the OCF flight regime. For the T-6, OCF 'S' or 'D', NATOPS instructors, and assistant NATOPS instructors are exempt from the semi-annual OCF flight requirement due to their habitual exposure to the OCF flight regime.

e. Intentional Cross-Control Departures, Zero Airspeed Departures, Aggravated Approach Turn Stall, and High Speed Spirals shall be accomplished by OCF "D" or "S" instructors only. Intentional control release spins and progressive spins shall only be conducted with an OCF "D" or "S" Pilot on board the aircraft, or by qualified Functional Check Pilots (FCPs).

3. Instrument Flight Qualifications

a. Reference (e) prescribes the standards for the maintenance of instrument qualifications by all naval aviators, and sets forth procedures for the conduct of instrument flights in Navy aircraft. Per the general policies defined in references (a), (e), and (f), the TRAWING FIVE Instrument Training Program is designed to provide refresher training in procedures and techniques required to support all-weather operation of assigned aircraft.

b. Refresher Training. Annually, all pilots who are required to maintain an instrument qualification shall:

(1) Attend TRAWING FIVE Instrument Refresher Ground Training.

(2) Successfully complete the TRAWING FIVE written instrument examination. The written examination shall be administered in conjunction with the instrument refresher ground training syllabus.

(3) Satisfactorily complete an instrument evaluation flight per references (e) and (f).

c. TRAWING FIVE Academic Training Department is designated as the Instrument Ground Training Activity for TRAWING FIVE. They shall:

(1) Establish, schedule, and conduct instrument refresher ground training for TRAWING FIVE and NAS Whiting Field aviators.

(2) Provide the necessary publications to examinees. These publications shall be corrected to the date of the examination and kept together in a packet or other suitable container.

(3) Correct and immediately review exams with the examinees upon completion.

(4) Review the TRAWING FIVE written instrument examination

question bank annually, or whenever procedural changes dictate, ensuring the examination complies with the requirements of reference (e).

d. In addition to the requirements for the syllabus listed in reference (e), the Instrument Refresher Ground Training syllabus will include a review of:

- (1) FLIP publications
- (2) OPNAVINST 3710.7 Series
- (3) FAR Part 91
- (4) NATOPS Instrument Flight Manual
- (5) Aerospace Physiology
- (6) Meteorology

e. Changes to the Instrument Examination will be promulgated by TRAWING FIVE Academic Training. Commands are urged to submit comments and recommendations, including proposed revisions, to TRAWING FIVE Academic Training.

f. Per reference (e), TRAWING FIVE and all assigned squadrons shall establish individual Instrument Flight Boards. These Boards will conduct instrument flight evaluations of Navy, Marine Corps, Coast Guard, Air Force, and Allied aviators.

g. In the case of those pilots who fail to meet annual instrument rating requirements, action shall be taken per reference (e).

4. NATOPS Qualifications

a. Individual Pilots are responsible to complete an annual NATOPS Open Book, Closed Book, and Check Flight per references (e) and (g).

(1) Shall be responsible for arranging their schedule to complete an Open Book and Closed Book Examination before their annual NATOPS Check Flight.

(2) Shall bring a NATOPS Pilot Evaluation Worksheet to the NATOPS Check Flight brief with all applicable information entered.

(3) Shall bring their NATOPS Flight Manual and Pocket Checklist to the NATOPS Check Flight brief.

b. T-34C/T-6B NATOPS Instructor

(1) Before designation as a T-34C/T-6B NATOPS Instructor or Assistant NATOPS Instructor, IPs must be currently designated as an OCF "D" or "S" instructor.

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**2B37 EMERGENCY PROCEDURES
REFRESHER SYLLABUS**

1. Preflight Brief (.5 hours)
 - a. Discuss differences between 2B37 and T-34C
 - (1) 2B37 flight characteristics
 - (2) 2B37 torque limiting
 - b. Discuss route of flight
 - c. Pilot responsibilities
 - (1) Items to bring to the simulator:
 - (a) NATOPS Pocket Checklist
 - (b) Student instrument approach plates
 - (c) DoD instrument approach plates for Florida

NOTE: *Helmet not required; headsets available.*

(2) Expect emergencies during start, ground operations, and during the flight.

(3) Normal fuel management and voice communication procedures will be utilized.

(4) Assume Instrument Meteorological Conditions (IMC), radar environment.

(5) Uniform of the day or flight suit.

2. Conduct of flight (1.3 hours)

- a. Pilot completes all ground checklists as required by NATOPS.
- b. Emergencies: Minimum of 15 items (see Attachment 5-2) are required to complete this event. At a minimum, the following must be given:
 - (1) Start/ground/takeoff malfunctions
 - (2) Prop malfunctions
 - (3) Engine rollback at low altitude
 - (4) Engine flameout at low altitude

- (5) Navigation equipment malfunctions
- (6) Electrical/Unknown Origin Fire
- (7) Landing gear malfunctions
- (8) Landing/shutdown malfunctions

c. The flight is designed to refresh the pilot with NATOPS emergencies, which he/she might encounter during an actual flight.

d. Due to the sensitivity of the 2B37 controls, the trainer may be placed on altitude and attitude "hold" as required.

e. Flight scenarios will be developed by TRAWING FIVE Standardization in conjunction with the contractor.

f. Instrument time and approaches will apply toward semi-annual minimums. Electronic Flight Logistics Information Records (EFLIRS) will be forwarded to the squadrons and ITU.

3. Post flight debrief (.5 hours)

a. Instructor Training Form (ITF), Attachment 5-2, shall be completed, returned to the squadron/ITU NATOPS Office by the IP, and filed in his/her NATOPS Jacket.

INSTRUCTOR TRAINING FORM 2B37 EMERGENCY PROCEDURES REFRESHER (T-34C)				
#	MANEUVER	MIF	GRADE	COMMENTS
1	No Start/Zero Oil Press	4		
2	Hung Start	4		
3	Hot Start	4		
4	Engine Fire During Start	4		
5	Engine Fire After Start	4		
6	Chip Light While Taxiing	4		
7	Rollback During Takeoff/Abort	4		
8	Engine Fire During Takeoff/Abort	4		
9	Engine Fire In Flight/HAPL	4		
10	Engine Fire In Flight/LAPL	4		
11	Fuel Quantity Imbalance	4		
12	Fuel Quantity Failure	4		
13	Propeller Primary Governor Fail	4		
14	Uncontrollable High Power/PEL	4		
15	Flameout/Airstart/PEL	4		
16	Chip Lt/Low Oil Press/Prop FX	4		
17	Eng Driven Fuel Boost Pump Fail	4		
18	Primary High Press Fuel Pump Fail	4		
19	Compressor Stall/Engine Seizure	4		
20	Inverter Fail/Torque Gauge Fail	4		
21	Inverter Fail/Partial Panel PAR	4		
22	Electrical/Unknown Origin Fire	4+		
23	Unsafe Gear Up	4		
24	Unsafe Gear Down	4		
25	Bailout	4		
26	Ditching	4		
27	Engine Flameout In Flight/LAPL	4+		
28	Engine Rollback In Flight/LAPL	4+		
29	Abnormal ITT During Shutdown	4		
NOTE: 1. Minimum of fifteen (15) items are required to complete this event. 2. Latest copy of this ITF shall be filed in NATOPS Jacket, Section IIC.				
STAGE: NATOPS		DATE:		Contract Instructor SIGN:
EVENT: EP Refresher		FLT DURATION:		Contract Instructor NAME:
DEVICE: 2B37		SQUADRON:		IP NAME: RANK:

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**2B42 EMERGENCY PROCEDURES
REFRESHER SYLLABUS**

1. Preflight Brief (.5 hours)
 - a. Discuss:
 - (1) Land as soon as practicable
 - (2) Land as soon as possible
 - (3) MAYDAY/PAN report
 - (4) Abnormal starts
 - (a) Hot start
 - (b) Hung start
 - (c) No start
 - (d) Igniter failure
 - (e) Abort start
 - (5) APU start
 - b. Pilot Responsibilities
 - (1) Items to bring to the simulator:
 - (a) NATOPS Pocket Checklist
 - (b) Kneeboard
 - (2) Expect emergencies during start, ground operations, and during flight. Error Detection portion will focus common student errors and high risk situations induced by SNAs.
 - (3) Uniform of the day or flight suit to be worn.
2. Conduct of flight (1.7 hours)
 - a. Introduce:
 - (1) Engine overspeed (Nf), rotor RPM (Nr)
 - (2) Engine underspeed gas producer (Ng)
 - (3) Main driveshaft failure

- (4) Hydraulic system failure
- (5) Hydraulic power cylinder malfunction
- (6) Engine failure
- (7) Engine restart in flight
- (8) Sprague clutch slippage
- (9) Compressor stall
- (10) Ng tach generator failure
- (11) Rotor tach generator failure
- (12) Torque meter malfunction
- (13) Loss of tail rotor thrust in flight
- (14) Main rotor out of track
- (15) Main rotor out of balance
- (16) Tail rotor out of balance

b. Practice:

- (1) Hotseat checklist
- (2) Instrument takeoff
- (3) NDZ departure
- (4) Instrument autorotation

c. The flight is designed to refresh the pilot with NATOPS emergencies, which his/her crew might encounter during an actual flight.

d. Flight scenarios will be developed by TRAWING FIVE Standardization in conjunction with the contractor.

3. Post flight debrief (.2 hours)

a. Instructor Training Form shall be completed and filed in IP's NATOPS Jacket.

4. This emergency procedures refresher flight will be conducted in the 2B42 visual simulator, whenever possible.

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**INSTRUCTOR TRAINING FORM/NATOPS EMERGENCY PROCEDURES/ERROR DETECTION
TRAINER (TH-57)**

#	ITEMS	MIF	GRADE	COMMENTS
1	Headwork	4		
2	BAW	4		
3	Procedures/Concepts	4		
4	Emergency Procedures	4+		
5	Crew Coordination	4		
6	Engine Overspeed (Nf) Rotor RPM (Nr)	4		
7	Engine Underspeed Nf or Ng (low Nr)	4		
8	Main Driveshaft Failure	4		
9	Hydraulic System Failure	4		
10	Hydraulic Power Cylinder Malfunction	4		
11	Engine Failure	4+		
12	Engine Restart In Flight	4		
13	Sprague Clutch Slippage	4		
14	Compressor Stall	4		
15	Ng Tach Generator Failure	4		
16	Nr Tach Generator Failure	4		
17	Torque meter Malfunction	4		
18	Loss of Tail Rotor Thrust (In Flight)	4+		
19	Main Rotor Out of Track	4		
20	Checklists	4		
21	Comm Procedures	4		
22	Instrument Takeoff (ITO)	4		

NOTE:			
1. Minimum of ten (10) Items required to complete this event.			
2. Latest copy of this ITF shall be filed in NATOPS Jacket, Section IIC.			
STAGE: NATOPS	CAL DATE:	IP SIGN:	
EVENT: EPT	JUL DATE:	IP NAME:	RANK:
OFT: 2B42	SQUADRON:	IUT NAME:	RANK:

INSTRUCTOR TRAINING FORM OCF REFRESHER (T-34C)				
#	MANEUVER	MIF	GRADE	COMMENTS
1	Inverted Flight	4+		
2	High Speed Spiral Demo	1		
3	Control Release Spin	4+		
4	Progressive Spin	4+		
5	Approach Turn Stall (Idle Power)	4+		
6	Aggravated ATS	4+		
7	Skidded Turn Stall (Per Contact FTI Procedures)	4+		
8	Cross-Control Departure	4		
9	Slip/Skid Departure Demo	1		
10	Rudder Swap Departure Demo	1		
NOTES:				
<ol style="list-style-type: none"> 1. Discussion Items: OCF/recovery procedures, high spins, spin vs. spiral, defensive positioning (spin, ATS, slip, ELP, and landing pattern) 2. Items 1-7 are required to complete this event. 3. Latest copy of this ITF shall be filed in NATOPS jacket, Section IIC. 				
STAGE: Contact		FLT DURATION:		Standardization Instructor SIGNATURE:
EVENT: OCF Refresher		DATE:		Standardization Instructor NAME/RANK:
DEVICE: T-34C		GRADE/STATUS:		IP NAME/RANK:

From: LT Short Timer
To: Commanding Officer Training Squadron XX

Via: VT/HT-XX Standardization Officer
VT/HT-XX Safety Officer
VT/HT-XX Operations Officer

Subj: INSTRUCTOR MID-TOUR COUNSELING

Ref: COMTRAWINGFIVEINST 3740.5N

1. Due to the inherent risk of aviation duty and my (current flight time, proximity to orders, and/or reception of orders). I hereby have completed the following checklist:

Standardization Officer

- FWOP/RWOP
- FTI
- NATOPS
- On-wings

Standardization Officer

Safety Officer

- CNATRA human factors board meeting worksheet (CNATRA INST 3750.9E enclosure 3)
- Mishaps (Squadron and Training Wing FIVE)
- Current PEL trends

Safety Officer

Operations Officer

- Flight hours (total and in model) _____/_____
- Total CCX flights
- Cancellation policy/2X restriction

Operations Officer

S. Timer

APPENDIX AHELICOPTER INSTRUCTOR TRAINING UNIT GUIDELINES AND PROCEDURES

1. Purpose. To state the mission, organization, guidelines, and procedures of the HITU under TRAWING FIVE.
2. Discussion. TRAWING FIVE shall provide all prospective TH-57 Helicopter Flight Instructors with their initial NATOPS qualification, Instrument Check, and initial Instrument, Navigation, and "C" Contact Stage qualification as outlined in reference (a). Reference (e) specifies the administration of general NATOPS requirements. The instructor training syllabus outlined in reference (d) promulgates the policies and requirements of the flight instructor standardization and training program under TRAWING FIVE. ADDU HITU instructors may be utilized as per reference (a).
3. Mission. The mission of the HITU is to provide Helicopter Training Squadrons EIGHT (HT-8), EIGHTEEN (HT-18), and TWENTY-EIGHT (HT-28) with qualified Helicopter Flight Instructors, perform stage upgrade transition flights, SNA check rides and IP standardization check rides as required, and contribute to TRAWING FIVE helicopter standardization.
 - a. Primary Training Duties:
 - (1) NATOPS qualify assigned IUT in the TH-57 aircraft.
 - (2) Conduct all IUT curriculum flights required for initial qualification as a flight instructor per reference (d).
 - (3) Provide initial Instrument, Navigation, and "C" Contact Stage qualification to assigned aviators per reference (a).
 - (4) Ensure prospective flight instructors are instrument qualified per reference (e).
 - (5) Ensure completion of all academic and physiological training of assigned aviators (i.e., Flight Instructor Training Course (FITC), Naval Aviation Water Survival Training (NAWST), etc.).
 - b. Secondary Training Duties:
 - (1) Provide NATOPS qualification and continued flight support for TRAWING FIVE staff helicopter aviators, as required.
 - (2) Conduct instructor standardization upgrade flights and check flights for the training squadrons per reference (a). IUT flights will have priority.
 - (3) Provide SNA curriculum flights for the training squadrons per reference (h). IUT flights will have priority.

(4) Conduct VIP, photo, and other special mission flights.

(5) Provide instruction to assigned flight surgeons per reference (i).

(6) Provide Transition Pilot Training per reference (n)

(7) Additional duties as assigned by CTW-5.

4. Organization

a. Officer in Charge (OIC). The OIC should be an O-4 or above appointed by CTW-5 and directly responsible to the TRAWING FIVE Operations Officer.

b. HITU Instructors. HITU instructor pilots shall be highly qualified flight instructors selected from TRAWING FIVE helicopter squadrons and transferred to TRAWING FIVE for Temporary Additional Duty (TAD) under the direction of the HITU OIC. HITU staffing, per reference (j) should consist of the following:

(1) One O-4 or above OIC (from any of the three helicopter squadrons),

(2) Two IPs from each squadron (desired manning level of six staff pilots drawn equally from the three squadrons),

(3) One enlisted air crewman (whose selection will rotate between the helicopter training squadrons), shall fly a minimum of two SMA syllabus flights per month with parent squadron to observe squadron standardization and to maintain familiarity with common student errors. Fly SMA syllabus flights IAW reference (h).

(4) One civilian.

c. Replacement of Instructors. CTW-5 shall submit notification for replacement of a HITU Instructor NLT 45 days prior to the instructor's expected detachment or terminal leave date using attachment (A-1). Squadrons shall nominate a replacement for their respective instructor within 30 days of this date using attachment (A-2). Upon screening and selection by CTW-5, the individual shall report to TRAWING FIVE Admin for check-in at least two weeks in advance of the instructor's departure date. While previous ADDU experience is desired, nominees shall possess the following qualifications: (However, (3), (4), and (5) may be waived on a case-by-case basis.)

(1) Currently serving as a Instrument, Navigation, and "C" Contact Stage or "B" Contact standardization instructor. The instructor should possess a minimum of two month's standardization

experience in each Stage to better prepare them for the unique demands of the HITU.

(2) Minimum of one year recent flight instructor experience.

(3) Minimum of 500 hours of TH-57B/C flight time.

(4) Minimum of six months remaining on board.

(5) Minimum of nine months remaining on board for terminal personnel.

d. ADDU HITU Instructors. The Commanding Officers of the helicopter training squadrons shall augment the HITU with a minimum of six standardization instructors from each squadron assigned the additional duty of HITU instructors. These instructors shall conduct IUT syllabus flights and initial stage upgrade check flights per reference (d) as scheduled by the HITU. ADDU instructors should fly a minimum of two IUT syllabus flights per quarter with the HITU, including stage upgrades, to maintain proficiency with initial instructor training. ADDU standardization instructors shall be nominated by squadron commanding officers per attachment (A-3) and assigned by CTW-5 per attachment (A-4). At least half of the ADDU Nominations shall be "B" Contact Standardization. Nominations shall be delivered to TRAWING FIVE Operations Officer no later than two weeks prior to the beginning of each quarter of the fiscal year. ADDU instructor assignments should normally remain in effect for at least the quarter assigned, but may be changed at the discretion of the HITU OIC as needed. TRAWING FIVE Standardization Officer and NATOPS Officer shall first contact the HITU to be scheduled to fly any available IUT/Standardization Checks/NATOPS Check events. Based on availability, the HITU Schedule Writer will coordinate with the squadrons for scheduling the TRAWING FIVE Standardization Officer and NATOPS Officer for the flying of SMA events.

5. Training and Scheduling

a. Reporting. After initial check-in procedures with Personnel Support Detachment, Marine Aviation Training Support Group (MATSG - Pensacola), or the Coast Guard Liaison Office (Pensacola) as appropriate, USN and USCG IUTs shall report first to TRAWING FIVE Admin. USMC IUTs shall report to Senior Marine, TRAWING FIVE for squadron assignment. Following initial check in with parent HT squadron, all IUTs shall report to the HITU for training and qualification as a flight instructor. The IUT will not be assigned duties by the parent squadron until completion of the IUT training curriculum.

b. Training. The HITU shall conduct training in accordance with the mission statement and curriculum as outline in reference (d).

c. Scheduling. Scheduling for all IUT initial qualification events shall be administered by the HITU with the full cooperation of the training squadrons. The HITU enlisted air crewman will be required to fulfill daily HITU aircrew requirements. Any squadron stage upgrade flights/STAN check rides done by the HITU will be scheduled through the HITU. ALL ANNUAL HITU IP FLIGHTS (NATOPS/INSTRUMENT CHECK etc...) SHALL BE SCHEDULED THROUGH THE HITU.

d. Administration. The HITU shall maintain the IUTs NATOPS training jackets and flight logbooks.

e. Leave. Annual leave will be granted by the parent squadron on a case-by-case basis for pilots while in an IUT status. Requests shall be routed through the HITU OIC via the HITU Operations Officer.

6. Awards. The HITU awards program recognizes selected instructors for outstanding achievement and affords incentives for greater effort and increased morale. The following guidelines provide proper recognition for individuals who, through tremendous personal effort, demonstrate exceptional aptitude for their assignments and make significant contributions to the accomplishment of the TRAWING FIVE mission.

a. Instructor of the Month (IOM). The OIC shall select and present the award monthly to the most outstanding instructor, based on quality and professionalism in training. The HITU Operations Officer (OPSO) shall manage this program by conducting a monthly review and forwarding a nominee list of the top two instructor pilots to the OIC for selection.

(1) Letter of Commendation

(2) Photograph prominently displayed in the HITU spaces

b. Instructor of the Quarter (IOQ). The OIC shall select and present the award quarterly to the most outstanding instructor. This recipient is recognized for their level of professionalism and quality of instructional training to IUT's and SNA's alike. Not later than the fifth working day following the end of the quarter, the HITU OPSO shall forward a nominee list of the top two instructor pilots to the OIC for selection. Additionally, the HITU IOQ shall be nominated for the TRAWING FIVE Instructor of the Quarter by submitting the award package to TRAWING FIVE no later than the 10th day of the month following the end of the quarter, per reference (1). The HITU IOQ will receive the following recognition:

(1) Letter of Commendation

(2) Photograph prominently displayed in the HITU spaces

7. Responsibilities

a. HITU OIC. The OIC is responsible for the overall operation of the HITU, its mission, and the management and leadership of assigned instructors. Additional duties shall include:

(1) Comply with requirements delineated in previous sections of this document.

(2) Maintain IUT NATOPS training jackets and flight logbooks.

(3) Create and maintain the IUT's FIST jacket while the IUT is under-going basic IUT training.

(4) Maintain NATOPS training jackets and flight logbooks for HITU IPs, flight surgeons, and physiologists, as required.

(5) Maintain a current file of instructions and publications pertinent to all flight instruction accomplished in the TH-57 aircraft and local rotary wing operating procedures.

(6) Assist the TRAWING FIVE Standardization Officer in matters pertaining to training syllabus.

(7) Publish a daily flight and ground training schedule.

(8) Ensure an adequate number of HITU flight instructors are available to meet expected IUT loading.

(9) Provide commanding officers of the HT squadrons with timely IUT status reports.

(10) Act as the CTW-5 authorized deputy in the certification of aviators' flight logbooks maintained by the HITU.

b. HITU Instructors. Staff instructors in the HITU are charged with upholding and promoting the highest standards of aviation professionalism, standardization, and excellence. Special duties shall include:

(1) Conduct the IUT syllabus per reference (d).

(2) Conduct instructor standardization check flights for the training squadron(s) as delineated in previous sections of this document.

(3) Fly SMA syllabus flights per reference (h).

c. HITU Operations Officer (OPSO). The HITU OPSO is responsible for the planning and execution of the daily flight schedule, coordinating off-site operations, and submitting requests for weekend cross-country or regional aircraft. Additional duties shall include:

(1) Attend the weekly TRAWING FIVE Operations meeting.

(2) Manage instructor availability; including recommendation of instructor leave requests and coordination of ADDU utilization between HITU and squadrons.

(3) Supervise Flight Duty Officers (FDOs) while TAD from TRAWING FIVE.

d. HITU Standardization Officer. The HITU Standardization Officer is responsible for ensuring standardization of the training syllabus administered to IUTs, in accordance with this instruction as well as references (a,d,i). Specific duties shall include:

(1) Track staff IP qualifications, expirations, and test scores as well as submit training qualification matrix to CTW-5 by the 25th of each month.

(2) Conduct quarterly standardization training with summarized information provided on periodic "Stan Gram."

(3) Maintain the standardization library, including FTIs and regulations, with all up-to-date references specified in applicable directives.

(4) Ensure HITU Instructors meet monthly SMA syllabus flight minimums.

e. HITU NATOPS Officer. The HITU NATOPS Officer shall administer the NATOPS program for all applicable TRAWING FIVE staff personnel and IUTs, in accordance with reference (e). As responsibilities sometimes overlap with the TH-57 Program Manager/NATOPS Evaluator, close coordination with the Program Manager is required. Special duties shall include:

(1) Ensure completeness and accuracy of all NATOPS related paperwork, including OPNAV3710/7 (NATOPS Evaluation Report), OPNAV3710/2 (NATOPS Instrument Rating Request), and review or revise as necessary, all Open and Closed Book NATOPS Exams.

(2) Ensure staff personnel and IUTs are current in all areas of flight physiology, egress, instrument requirements, emergency procedures simulators, and annual NATOPS check flights through periodic reporting.

(3) Coordinate and assist with annual unit NATOPS Evaluation.

(4) Ensure an adequate number of qualified Assistant NATOPS Instructors (ANI) are onboard the HITU to meet training requirements, not to exceed limitations outlined in reference (a).

f. HITU Safety Officer. The HITU Safety Officer is responsible for the HITU Safety program. Additional duties shall include:

(1) Liaise with the TRAWING FIVE and squadron Safety Officers on all safety matters (aviation safety, ground safety, on and off duty ORM, etc).

(2) Attend the monthly TRAWING FIVE Safety meeting as a HITU representative.

(3) Comply with reference (k).

(4) Maintain a HITU Safety pass down binder.

(5) Maintain a HITU Pilot/Aircrew Read and Initial board.

g. HITU Schedule Writer. The HITU Schedule Writer shall coordinate with the Helicopter Squadrons for scheduling input requirements (i.e., upgrade check flights, ADDU instructor/IUT flights, HITU instructor/SMA flights). The HITU shall provide HT-8, HT-18, HT-28, and Aircraft Issue with smooth copies of the HITU flight schedule. The HITU Schedule Writer shall schedule the TRAWING FIVE Standardization Officer and NATOPS Officer for all HITU/WING flights and coordinate with the squadrons schedule writers to schedule the TRAWING FIVE Standardization Officer and NATOPS Officer for SMA flights.

h. Commanding Officers of HT Squadrons:

(1) Shall require all newly assigned potential flight instructors to report to the HITU OIC for initial instructor training after Initial Squadron Check-in is complete.

(2) Shall not assign the IUT additional duties (full time collateral duties nor individual tasks, including watches) until initial qualification is attained.

(3) Provide top quality HITU replacement pilots and ADDU standardization instructors per this instruction.

(4) Ensure ADDU instructors are provided to the HITU in order to complete Stage upgrade flights and IUT training per this instruction and reference (j).

(5) Provide scheduling to ensure each HITU staff instructor completes at least two SMA syllabus flights per month with the parent squadron.

(6) Provide feedback to CTW-5 on IUT training.

1301
Ser N3/
Date

From: Commander, Training Air Wing FIVE
To: Commanding Officer, Helicopter Training Squadron (EIGHT,
EIGHTEEN, TWENTY EIGHT)

Subj: NOTIFICATION FOR REPLACEMENT OF HELICOPTER INSTRUCTOR TRAINING
UNIT (HITU) INSTRUCTOR

Ref: (a) COMTRAWINGFIVEINST 3740.5N

1. Per reference (a), the HITU requests a replacement HITU Instructor for Lieutenant John P. Jones, USN.

2. It is desired that the replacement instructor be of the highest caliber, not only as an instructor, but in officer-like qualities as well. While previous ADDU experience is desired, nominee shall possess the following qualifications:

a. Currently serving as an Instrument, Navigation and "C" Contact standardization instructor. The instructor should possess a minimum of two month's standardization experience in each Stage to better prepare them for the unique demands of the HITU.

b. Minimum of one year recent flight instructor experience.

c. Minimum of 500 hours of total TH-57B/C flight time.

d. Minimum of six months remaining on board.

e. Minimum of nine months remaining on board for terminal personnel.

3. Request a nomination in writing no later than 1 March 2008 (30 days prior to expected detachment) to coordinate interview/screening. Point of contact is TRAWING FIVE Operations Officer, extension x7147.

Signature Line

1301
Ser N3/
Date

From: Commanding Officer, Helicopter Training Squadron (EIGHT,
EIGHTEEN, TWENTY EIGHT)
To: Commander, Training Air Wing FIVE
Subj: NOMINATION FOR HELICOPTER INSTRUCTOR TRAINING UNIT
(HITU) INSTRUCTOR
Ref: (a) COMTRAWINGFIVEINST 3740.5N

1. The following information is provided per reference (a):
 - a. Name, rank, last 4 of SSN, designator/MOS
 - b. Date reported to squadron, date of rank, PRD
 - c. Total flight time, total instructor time
 - d. Months of flight instructor experience
 - e. Stage qualification.
2. (Commanding Officer's comments)

Signature Line

3740
Ser N3/
Date

From: Commanding Officer, Helicopter Training Squadron (EIGHT,
EIGHTEEN, TWENTY EIGHT)
To: Commander, Training Air Wing FIVE (Code N7)
Subj: NOMINATION FOR ADDITIONAL DUTY (ADDU) HELICOPTER INSTRUCTOR
TRAINING UNIT (HITU) INSTRUCTOR
Ref: (a) CNATRINST 3710.13F
(b) COMTRAWINGFIVEINST 3740.5N

1. Per references (a) and (b), the following personnel are nominated
for ADDU to the Helicopter Instructor Training Unit:

<u>NAME</u>	<u>RANK</u>	<u>QUALS</u>
-------------	-------------	--------------

Signature Line

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APPENDIX BFIXED-WING INSTRUCTOR TRAINING UNIT (FITU) GUIDELINES AND PROCEDURES

1. Purpose. To state the mission, organization, guidelines, and procedures of the Fixed-Wing Instructor Training Unit (FITU) under TRAWING FIVE.

2. Discussion. TRAWING FIVE is tasked to provide all prospective T-34C/T-6B flight instructors with an initial NATOPS qualification and instructor designation, and provide all stage upgrade check flights from a highly standardized instructor training unit per references (a),(c),(d),(g), and this instruction. Manned with the highest quality instructors from TRAWING FIVE fixed-wing squadrons, the FITU provides in-depth ground and flight instruction which is the foundation of a successful training command tour. Reference (e) specifies the administration of general NATOPS requirements. The instructor training syllabus outlined in reference (d) promulgates the policies and requirements of the flight instructor standardization and training program under TRAWING FIVE. ADDU FITU instructors may be utilized as per this instruction.

3. Mission. The mission of the FITU is to ensure prospective flight instructors receive initial NATOPS qualification and initial instructor qualification, and to provide standardized upgrade check flights and IP annual standardization check flights as required per references (a), (c), and this instruction.

a. Primary Training Duties shall include the following:

(1) NATOPS qualify assigned IUTs in the T-34C or T-6B aircraft.

(2) Conduct all IUT curriculum flights required for initial qualification as a flight instructor per reference (d).

(3) Ensure prospective flight instructors are instrument qualified per reference (f).

(4) Ensure completion of all academic and physiological training of assigned aviators (i.e., Flight Instructor Training Course (FITC), Naval Aviation Water Survival Training (NAWST), etc.).

(5) Conduct all initial stage training and upgrade check flights for instructors per chapter 2.

b. Secondary Training Duties shall include the following:

(1) Provide NATOPS qualification and continued flight support for TRAWING FIVE staff aviators, as required.

(2) As asset availability allows, provide initial and advanced training/qualifications for satellite site aviators operating the T-34C/T-6B.

(3) Conduct FITU instructor annual standardization, NATOPS, and instrument checks and ADDU instructor annual standardization check flights as required.

(4) Conduct SNA curriculum flights as required.

(5) Duties as assigned by the FITU OIC.

(6) Additional duties as assigned by CTW-5.

4. Organization

a. FITU OIC. The OIC should be an O-4 or above appointed by CTW-5 and directly responsible to the ~~TRAWING FIVE OPSO~~.
CTW-5

CH-1

b. FITU Instructors. FITU IPs will be highly qualified aviators who meet the minimum requirements of paragraph c. below, are selected from TRAWING FIVE fixed-wing squadrons, and who possess, at the time of selection, either DCON or INAV STAN qualifications. After selection, they will be transferred to TW-5 for TAD under the direction of the FITU OIC. The manning level shall not be less than the OIC, 12 Staff Pilots (4 from each VT), and one civilian. During periods of heavy IUT loading (traditionally during Q4 and early Q1 due to PCS cycles), upon request from the FITU OIC and ~~with the concurrence of the TW-5 Operations Officer and~~ CTW-5, each squadron shall provide ADDU IPs to the FITU for 14 working day blocks of time.

CH-1

c. Replacement of Instructors. CTW-5 shall submit notification for replacement of a FITU Instructor 45 days prior to the instructor's expected detachment or terminal leave date, using attachment (B-1). Squadrons shall nominate a replacement for their respective instructor within 30 days of this date using attachment (B-2). Upon screening and selection by CTW-5, the individual shall report to TRAWING FIVE Admin for check-in at least two weeks in advance of the instructor's departure date. While previous ADDU experience is desired, nominees shall possess the following qualifications:

(1) Currently serving as a Standardization Stage Instructor. The instructor should possess a minimum of two months standardization experience to better prepare them for the unique demands of the FITU.

(2) Minimum of one year recent flight instructor experience.

(3) Minimum of 500 hours of total T-34C/T-6B flight time.

(4) Minimum of six months remaining on board.

(5) Minimum of nine months remaining on board for terminal personnel.

d. ADDU FITU Instructors. The COs of each fixed-wing training squadron shall augment the FITU with no less than three and no more than eight active-duty standardization instructors assigned the additional duty as FITU instructors. ADDU standardization instructors shall be nominated by squadron COs per Attachment (B-3) and assigned by CTW-5 per Attachment (B-4). Nominations shall be delivered to the ~~TRAWING FIVE~~ FITU OIC | CH-1 ~~OPSO~~ no later than two weeks prior to the beginning of each quarter of the fiscal year. ADDU instructor assignments will normally remain in effect for at least the quarter assigned, but may be changed at the discretion of FITU OIC as needed. ADDU instructors shall be the most highly qualified standardization instructors within the parent squadron's standardization department. Specific responsibilities shall include:

(1) Conduct IUT syllabus flights and initial stage upgrade check flights per reference (c) as scheduled by the FITU.

(2) Receive their annual standardization check flight in each stage "S" designated, with either the TRAWING FIVE Standardization Officer, the Squadron Standardization Officer, a FITU Standardization Instructor, or CNATRA Stage Manager.

(3) Active duty ADDU shall fly a minimum of six IUT syllabus flights per quarter with the FITU, including stage upgrades, to maintain proficiency with initial instructor training. Selected Reservists (SELRES) designated ADDU shall fly a minimum of two IUT syllabus flights per quarter.

5. IUT Training and Scheduling

a. Reporting. After initial check-in procedures with Personnel Support Detachment, Marine Aviation Support Group (Pensacola), or the Coast Guard Liaison Office (Pensacola), as appropriate, USN and USCG IUTs shall report first to TRAWING FIVE Admin; USMC IUTs shall report to Senior Marine, TRAWING FIVE for squadron assignment. Following initial check-in with parent VT squadron, all IUTs shall subsequently report to the FITU for training and qualification as a flight instructor. The IUT will not be assigned duties by the parent squadron until completion of the IUT training curriculum.

b. Training. The FITU will conduct training per the mission statement (paragraph 4 above) and the curriculum as outlined in reference (c).

c. Scheduling. Scheduling for all IUT initial qualification events, stage upgrade flights, and standardization check flights, including those flown by ADDU, shall be administered by the FITU on a space-available basis. If the FITU is unable to provide training, upgrade and check flights may be conducted by squadron Standardization pilots. The FITU OIC (or designated representative) will make the

determination as to availability. FITU events shall be scheduled and receive aircraft on a priority basis from available T-34C/T-6B assets. FITU flight events may exceed the normal anticipated flight time allotted SNA events and shall not be restricted to a specific turnaround time.

d. Administration. The FITU shall maintain IUT NATOPS jackets, standardization aviation training jackets (ATJs) and flight logbooks.

e. Leave. Annual leave will be granted by the parent squadron on a case-by-case basis for pilots while in an IUT status. Requests shall be routed through the OIC via the ITO and FITU OPSO. Off-duty education shall not interfere with training.

6. Responsibilities

a. FITU OIC. The OIC is tasked with the responsibility for the overall operation of the FITU, its mission, and the management and leadership of assigned instructors. Additional duties shall include:

- (1) Comply with requirements of this instruction.
- (2) Maintain IUT NATOPS jackets and flight logbooks.
- (3) Create and maintain IUT standardization ATJs while the IUTs are under initial IUT training.
- (4) Maintain staff aviator NATOPS jackets, standardization ATJs and flight logbooks.
- (5) Maintain a current file of instructions and publications pertinent to all flight instruction accomplished in the T-34C/T-6B aircraft and local fixed-wing operating procedures.
- (6) Assist the TRAWING FIVE Standardization Officer in matters pertaining to the training syllabus.
- (7) Publish a daily flight and ground training schedule.
- (8) Ensure an adequate number of FITU flight instructors are available to meet expected IUT loading.
- (9) Provide COs of the VT squadrons with timely IUT status reports.
- (10) Act as the CTW-5 authorized deputy in the certification of aviators' flight logbooks maintained by the FITU.

b. FITU Instructors. Staff members of the FITU are charged with upholding and promoting the highest standards of aviation professionalism and excellence. They are supported operationally and administratively by TRAWING FIVE. Special duties shall include:

- (1) Conduct the IUT syllabus per reference (d).
- (2) Conduct instructor standardization check flights, as required, per this instruction.

(3) Shall fly a minimum of six SNA syllabus flights per quarter with any squadron to observe squadron standardization and to maintain familiarity with common student errors.

(4) Perform additional duties as assigned by the FITU OIC.

c. FITU Operations Officer (OPSO). The FITU OPSO is responsible for the planning and execution of the daily flight schedule, coordinating off-site operations, and submitting requests for weekend cross-country or regional aircraft. Additional duties shall include:

(1) Attend the weekly TRAWING FIVE Operations meeting.

(2) Manage instructor availability; including recommendation of instructor leave requests and coordination of ADDU utilization between FITU and squadrons.

(3) Manage the FITU Awards Program.

(4) Supervise FDOs while TAD from TRAWING FIVE.

d. FITU Standardization Officer. The FITU Standardization Officer is responsible for ensuring standardization of the training syllabus administered to IUTs, in accordance with references (a), (d), and this instruction. Specific duties shall include:

(1) Track staff IP qualifications, expirations, and test scores as well as submit training qualification matrix to CTW-5 by the 25th of each month.

(2) Conduct quarterly standardization training with summarized information provided on periodic "Stan Gram."

(3) Maintain the standardization library, including FTIs and regulations, with all up-to-date references specified in applicable directives.

(4) Administer INAV and DCON stage briefs for IUTs.

(5) Ensure FITU Instructors meet monthly SNA syllabus flight minimums.

e. FITU Safety/NATOPS Officer. The FITU Safety/NATOPS Officer is responsible for the FITU Safety program and shall administer the NATOPS program for all TRAWING FIVE staff personnel and IUTs, in accordance with references (f) and (h). As responsibilities sometimes overlap with the T-34C/T-6B Program Manager/NATOPS Evaluator, close coordination with the Program Manager is required. Special duties shall include:

(1) Attend the monthly TRAWING FIVE Safety meeting as the FITU representative and maintain a FITU pilot read and initial board.

(2) Ensure completeness and accuracy of all NATOPS related

paperwork, including OPNAV 3710/7 (NATOPS Evaluation Report), OPNAV 3710/2 (NATOPS Instrument Rating Request), and review or revise as necessary, all open and closed book NATOPS exams.

(3) Ensure staff personnel and IUTs are current in all areas of flight physiology, egress, instrument requirements, emergency procedures simulators, and annual NATOPS check flights through periodic reporting.

(4) Coordinate and assist with annual unit NATOPS evaluation.

(5) Ensure an adequate number of qualified Assistant NATOPS Instructors (ANI) are onboard the FITU to meet training requirements, not to exceed limitations outlined in reference (a).

f. FITU Instructor Training Officer (ITO). The FITU ITO serves as a single point of contact to assist the OIC with IUT issues, specifically targeting factors affecting time-to-train. Special duties shall include:

(1) Manage IUT availability; including close monitoring of priority status IUTs and forwarding recommendations of IUT leave and special requests to the OIC via the FITU OPSO.

(2) Utilize the IUT time-to-train tracker to maintain weekly updates and submit bi-monthly progress reports to the parent squadron COs via the OIC.

g. FITU Schedules Officer. The FITU Schedules Officer shall ensure maximum utilization of IUTs, instructors, and aircraft. Special attention shall be observed to ensure prerequisite events are completed and high priority IUTs are scheduled. Additionally, the Schedules Officer shall coordinate ADDU exchanges with the VT squadrons.

h. Commanding Officers of Fixed-Wing Squadrons:

(1) Shall require all newly assigned potential flight instructors to report to the FITU OIC for initial instructor training after initial squadron check-in is complete.

(2) Shall not assign the IUT additional duties (full time collateral duties nor individual tasks, including watches, AOMs, changes of command, etc.) until initial qualification is attained.

(3) Provide top quality FITU replacement pilots and ADDU standardization instructors per this instruction.

(4) Ensure ADDU instructors are provided to the FITU in order to complete stage upgrade flights and IUT training per this instruction and reference (k).

(5) Provide scheduling to ensure each FITU staff instructor completes at least two SNA syllabus flights per month with the parent squadron.

(6) Provide feedback to CTW-5 on IUT training.

1301
Ser N3/
Date

From: Commander, Training Air Wing FIVE
To: Commanding Officer, Training Squadron _____

Subj: NOTIFICATION FOR REPLACEMENT OF FIXED-WING INSTRUCTOR TRAINING
UNIT (FITU) T-6B (or T-34C) INSTRUCTOR

Ref: (a) COMTRAWINGFIVEINST 3740.5N

1. Per reference (a), the FITU requests a replacement FITU Instructor for Lieutenant John P. Jones, USN, expected to detach 01 April 08.

2. It is desired that the replacement instructor be of the highest caliber, not only as an instructor, but in officer-like qualities as well. While previous ADDU experience is desired, nominee shall possess the following qualifications:

a. Currently serving as a standardization stage instructor. The instructor should possess a minimum of two month's standardization experience to better prepare them for the unique demands of the FITU.

b. Minimum of one year recent flight instructor experience.

c. Minimum of 500 hours of total T-34C/T-6B flight time.

d. Minimum of six months remaining on board.

3. Request a nomination in writing per reference (a), attachment(B-2), no later than 01 March 08 (30 days of expected detachment) to coordinate interview/screening. Nominee selected will be transferred two weeks prior to detachment or no later than 01 April 08. Point of contact is TRAWING FIVE Operations Officer, extension x7147.

Signature Line

Copy to:
FITU

1301
Ser N3/
Date

From: Commanding Officer, Training Squadron _____
To: Commander, Training Air Wing FIVE

Subj: NOMINATION FOR FIXED-WING INSTRUCTOR TRAINING UNIT (FITU) T-6B
(or T-34C) INSTRUCTOR

Ref: (a) COMTRAWINGFIVEINST 3740.5N

1. The following information is provided per reference (a):

- a. Name, rank, designator/MOS
- b. Date reported to squadron, date of rank
- c. Projected Rotation Date
- d. Total flight time, total instructor time
- e. Months of standardization instructor experience
- f. Current matrix qualifications
- g. Squadron billets held

2. (Commanding Officer's comments)

Signature Line

3740
Ser N3/
Date

From: Commanding Officer, Training Squadron _____
To: Commander, Training Air Wing FIVE (Code N7)

Subj: ADDITIONAL DUTY (ADDU) NOMINATION AS FIXED-WING INSTRUCTOR
TRAINING UNIT (FITU) T-6B (or T-34C) INSTRUCTOR

Ref: (a) CNATRINST 3710.13F
(b) COMTRAWINGFIVEINST 3740.5N

1. Per references (a) and (b), the following personnel are nominated for ADDU to the FITU:

<u>NAME</u>	<u>RANK</u>	LAST 4 OF <u>SSN</u>	<u>QUALIFICATIONS</u>
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Signature Line

3740
Ser N3/
Date

From: Commander, Training Air Wing FIVE
To: Commanding Officer, Training Squadron _____

Subj: ADDITIONAL DUTY (ADDU) ASSIGNMENT AS FIXED-WING INSTRUCTOR
TRAINING UNIT (FITU) T-6B (or T-34C) INSTRUCTOR

Ref: (a) CNATRINST 3710.13F
(b) COMTRAWINGFIVEINST 3740.5N

1. Per references (a) and (b), the following personnel are assigned
ADDU to the FITU effective _____ :

<u>NAME</u>	<u>RANK</u>	LAST 4 OF <u>SSN</u>	<u>QUALIFICATIONS</u>
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Signature Line

Copy to:
FITU
Each individual's NATOPS Jacket
CTW-5 Standardization
CTW-5 Admin