



DEPARTMENT OF THE NAVY
COMMANDER
TRAINING AIR WING FIVE
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IN REPLY REFER TO
COMTRAWINGFIVEINST 3740.6A
00R
17 Jan 12

COMTRAWINGFIVE INSTRUCTION 3740.6A

Subj: RESERVE FORCES INTEGRATION

Ref: (a) BUPERSINST 1001.39 series
(b) CNATRAININST 3740.8 series
(c) COMNAVRESFORESNOTE 1001
(d) COMTRAWINGFIVEINST 1650.6 series
(e) COMTRAWINGFIVEINST 1650.1 series
(f) CNATRAININST 3740 series

Encl: (1) Administrative Procedures
(2) Operational Procedures

1. Purpose. Administrative procedures for reserve activities within Training Air Wing FIVE (TRAWING FIVE) are governed by references (a) through (f) and in accordance with enclosures (1) and (2). This instruction establishes local policy and promulgates standard administrative procedures for Navy, Marine Corps, and Coast Guard Reserve Component (RC) personnel ensuring the highest readiness and integration with the TRAWING FIVE Active Component (AC).

2. Cancellation. COMTRAWINGFIVEINST 3740.6

3. Background. This instruction links the structures and directives of the active duty and reserve forces (USN, USMC, and USCG) in order to merge their procedures, guidelines, and policies. This instruction, unless otherwise stated, applies to all Navy, Marine, and Coast Guard RC personnel.

4. Action. Implement subject program. Submit recommended changes to TRAWING FIVE Reserve Component Commander (NOOR).


J. D. GRACE

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ADMINISTRATIVE PROCEDURES

1. Overgrade Waivers. Per references (a) and (b), overgrade waivers will be required for all O-5 and twice failure of selection (FOS) O-4's in each Squadron Augment Unit (SAU).

a. Each SAU Commanding Officer (CO) shall submit respective waiver requests to the Training Wing Reserve Component Commander (TWRCC) no later than the second week of May. The TWRCC will compile SAU waiver requests and forward them to the Chief of Naval Air Training RCC (CRCC) no later than the first week of September.

b. With the exception of the SAU CO, all SELRES O-5's require a waiver to remain in their current billet. O-5 selects who will not promote until 01 October or later of the upcoming fiscal year do not require a waiver.

c. Automatic Waivers. Each SAU is authorized two automatic waivers for SELRES O-5s.

d. Special Waivers. All waivers not specified as automatic are special waivers.

2. Mandatory Drill Periods

a. The TRAWING FIVE RC will hold quarterly Mandatory Drill Periods (MDP's). The planned MDP schedule for the upcoming fiscal year will be published no later than 30 July of the preceding year.

b. MDP's are vital to RC unit cohesion, flight safety, and wing readiness. Specifically, the purpose of MDP's in TRAWING FIVE is to: complete general military training, brief current wing operations trends, deliver wing professional military training, provide type-model-series NATOPS/FTI training and standardization, accomplish individual medical readiness requirements, perform physical readiness testing, and conduct change of command ceremonies.

c. MDP's are mandatory; therefore all U.S. Navy SELRES, Selected Marine Corps Reservists (SMCR's), and U.S. Coast Guard Reserve (USCGR) Instructor Pilots are required to attend. In addition, Full Time Support (FTS) Reserve Department Heads (RDH's) are required to attend. FTS personnel who are not RDH's are also encouraged to attend.

d. MDP Inactive Duty for Training (IDT) Reschedule (RESCHED) Requests. Per reference (a), IDT RESCHED's must be

requested in advance of the MDP and the reschedule date must be identified in the request. Mandatory Drill Period IDT's may only be rescheduled one time. RESCHED Requests shall be forwarded through the RC chain of command as follows:

(1) Requests shall be initiated by each individual SELRES and submitted electronically via e-mail to the respective SAU CO with a courtesy copy to the Reserve Department Head (RDH).

(2) The request shall include the following:

- (a) Drill date to be rescheduled.
- (b) Member's name and rank.
- (c) Brief description of reason for request.
- (d) Proposed dates for RESCHEDs.

(3) The SAU CO shall forward the request to the TWRCC with a recommendation for adjudication. Additionally, the SAU CO shall submit a courtesy copy to the TRAWING FIVE OSO, AOSO and applicable service representative (if SMCR or USCGR)

(4) The TWRCC is the final approval authority for all rescheduled MDP drill periods and will adjudicate requests with one of three decisions:

(a) RESCHED Approved. RESCHED's will normally be granted for:

(1) Non-recurring (i.e. once per fiscal year), unavoidable civilian work conflicts, (e.g. airline annual recurrent training).

(2) Last minute illness.

(3) Emergent, unavoidable childcare issues.

(b) Authorized Absence (AA). AA's will be granted at the RCC's discretion for:

(1) Civilian work conflicts and significant family events that do not fall under the category of the above criteria.

(2) Recurrent civilian work conflicts or conflicts for the convenience of the member may or may not merit an AA.

(c) Unauthorized Absence (UA). UAs will be given for:

(1) Unannounced MDP absences.

(2) Absences deemed unnecessary or avoidable by the TWRCC.

3. End of Year Awards. End of Year (EOY) awards recognize the tremendous accomplishments and dedication of the Reserve Component members in TRAWING FIVE.

a. The TRAWING FIVE OSO will publish a schedule and timeline for the upcoming FY awards NLT the last month of the current FY. This schedule will state the suspense dates for SAU award submissions to the Wing. Each SAU is responsible for the timely submission of EOY awards.

b. Specifics regarding awards eligibility requirements and submission format can be found in references (e) and (f).

4. Individual Achievement Awards. Individual Achievement Awards may be submitted for Reserve Component members IAW reference (e) for a specific action or in order to recognize outstanding accomplishments during a member's tour (similar to Active Component End of Tour Awards). Administrative processing requirements vary depending upon the type of award requested. Each SAU is responsible for timely submission of individual awards.

a. Navy Achievement Medal (NAM). Navy Achievement Medals may be routed through the Squadron Active Component Commanding Officers or through the RCC. The RCC must receive all NAM nominations 60 days in advance of award presentation.

b. Navy Commendation Medal (NCM). Navy Commendation Medals should be routed through the RCC. The RCC must receive all NCM nominations 60 days in advance of award presentation.

c. Meritorious Service Medal (MSM). Meritorious Service Medals should be routed through the RCC then to CNATRA. The RCC must receive all MSM nominations 120 days in advance of award presentation.

5. Administrative Processing. All official Reserve Component correspondence requiring Wing or higher approval shall be routed to the OSO prior to reaching TRAWING FIVE Admin.

a. Examples of official RC correspondence include, but are not limited to:

- (1) End of year award submissions.
- (2) Individual award submissions.
- (3) Instructor of the Quarter/Year nominations.
- (4) Board nomination requests.
- (5) Orders requests (ADSW, recall).
- (6) SAU CO Fitreps.

OPERATIONAL PROCEDURES1. Reserve Component Expectations

a. Fiscal Year Production Days. For the purpose of this discussion a Production Day is defined as either two drills or one active duty day. TRAWING FIVE Reserves are expected to complete a minimum of 60 Production Days every fiscal year. The expected breakdown of these 60 days is 48 Inactive Duty for Training (IDT), 48 Additional Flight Training Period (AFTP), and 12 days Annual Training (AT). Any changes to this breakdown must be addressed through the chain of command to ensure compliance with higher headquarters instructions and requirements.

b. Fiscal Year Flight Hour Minimums. TRAWING FIVE Reservists are expected to meet OPNAV 3710 annual NATOPS flight hour minimums. Any required waivers shall be submitted via the Squadron's Active Component.

2. Additional Flight Training Periods (AFTP's)

a. TRAWING FIVE Reserve Component is authorized Additional Flight Training Periods (AFTP's). The number of AFTP's available to each SELRES per FY is funding dependent and may change throughout the FY with little notice. Per reference (b), each SELRES is normally required to execute a minimum of 48 IDT's, 48 AFTP's, and 12 days of AT to complete a satisfactory year in CNATRA (60 production days). The maximum number of AFTP's any SELRES can complete in any one fiscal year is 72.

b. AFTP's are provided for flight related duties. As with other drills, AFTP's require a minimum of four hours of duty.

c. Two AFTP's can be completed in any calendar day.

d. While not an exhaustive list, AFTP's can be used in TRAWING FIVE for:

- (1) Flight Events
- (2) Annual Flight Physical
- (3) Annual CRM/IGS Refresher Course
- (4) NATOPS/Standardization Testing
- (5) Simulator Training (i.e. annual EP sim)

e. Flight Cancellation Guidance. All SELRES billets except TWRCC and SAU CO are designated production billets. To

the maximum extent practicable—but never at the expense of safety—SELRES are expected to focus attention on completing quality student advancing training sorties.

(1) In the Gulf Coast area as in all of aviation, it is understood that flight events occasionally cancel due to weather, operational issues, maintenance and scheduling, etc.

(2) In order to maintain the highest efficiency, each SELRES is expected to attempt to schedule at least one flight event per AFTP or IDT drill. The exceptions to this guideline include the events designated above in paragraph d. and Wing MDP's.

(3) If the member is placed on the squadron flight schedule for two actual flight(s) or readiness/production gaining simulator(s) and cancels those events for weather, maintenance, etc. and completes a minimum of EIGHT hours of flight related work at the squadron, two AFTP's may be submitted.

(4) All other aviation related readiness or production gaining activities (e.g. Swim/Physiology, Aviation Ground School instruction, CRM, Flight Physicals, NATOPS/Instrument Exams) may be performed on AFTP's, however only one AFTP can be paid for these events. If EIGHT hours of work is performed, an AFTP could be combined with an IDT to complete two drills for the day.

(5) Marine reservist's drill usage may be more restrictive. Refer to applicable USMCR instructions for specific guidance regarding the logging of AFTPs.

3. Annual Training (AT) and Active Duty for Training (ADT)

(1) Annual training will be conducted in accordance with reference (c). Priority for execution will generally be on AT. Prior to executing any ADT, a minimum of 12 days of AT shall be executed or committed in Navy Reserve Order Writing System (NROWS).

(2) Split AT is authorized per references (a) and (c). For members that do not live local to Training Wing FIVE, funding for travel will be authorized at least once per fiscal year. Additional funding for travel for AT or ADT will be approved if funding allows as determined by the TW-5 OSO. To receive funding for travel, orders will need to be a minimum of five days in duration.