

**Training Squadron TEN
Naval Air Station
Pensacola, Florida**

Welcome Aboard Handbook



(Last updated 12 January 2012)

**Training Squadron TEN
250 San Carlos Road, Suite H
Pensacola, Florida 32508-5202**

FOREWORD

Welcome aboard Training Squadron TEN (VT-10) "HOME OF THE WILDCATS!" You are now a significant part of the Wildcat team. Our goal is to train and mentor the best world's finest Naval Flight Officers - **SUPERIOR AIRBORNE AND VICTORIOUS IN COMBAT.**

All VT-10 students shall thoroughly acquaint themselves with the information in this handbook. This booklet provides a valuable overview of squadron policies and procedures that affect you during your training.

Dedication, training and professionalism are the cornerstones of VT-10. Our steadfast commitment to improve is in keeping with the squadron's goal to produce world famous, highly respected NFOs, shaping the Future of U.S. Military Aviation.

Your comments are encouraged to help us increase the usefulness and accuracy of this handbook for future students. Submit recommendations to:

Student Control Officer
Training Squadron TEN
250 San Carlos Road, STE H
Pensacola, Florida 32508-5202



DEPARTMENT OF THE NAVY
TRAINING SQUADRON TEN
250 SAN CARLOS ROAD SUITE H
PENSACOLA, FLORIDA 32508-5502

1 December 2011

From: Commanding Officer, Training Squadron TEN
To: All Wildcats

Subj: COMMANDING OFFICER'S SAFETY POLICY

1. The Wildcats have a long and distinguished history of leading from the front. Together as a team, we will continue that legacy and foster a Command safety climate that includes squadron members, dependents, flight operations, and ground events.

Our Goal: Zero injuries, incidents, or mishaps.

2. Your safety is my #1 concern as we continue to train combat ready Naval Flight Officers for the fleet. Toward that goal keep the following tenants in mind:

a. Priorities. Our mission is to provide the fleet with the best trained and most capable NFOs possible. However, there is nothing in our charter that outweighs the safety of our personnel. Safety is priority #1.

b. Risk Management. Every event at VT-10 will use risk management to address safety concerns. We will identify risks as a team, look for ways to mitigate those risks, then ultimately decide if the risks outweigh the benefits of the training. You have my full support if your decision is to suspend training until the risks are acceptable.

c. Tradition. VT-10 has a long history of accomplishments. We operate today on the shoulders of those who have gone before us. As a team, we will not accept status quo. We will continue to be vigilant regarding threats, and assertive in addressing concerns. As a squadron, we will continue to lead in aviation safety.

d. Teamwork. Safety is truly a team effort. We must constantly look out for each other, both on and off duty. If you identify a situation, I expect you to speak up. Every Wildcat is charged with making our squadron mishap free.

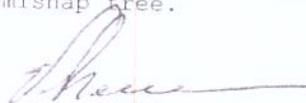

V. REEVES

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ANTHROPOMETRICS

You probably were measured before checking into VT-10. If you have marginal tolerance restrictions, you will be contacted for a seat check prior to selection. Student Control can let you know if you are marginal. If you wish to be remeasured, contact Student Control.

CALENDAR CARD (BLUE SHEET)

You are required to keep a calendar card in your junk jackets at all times. You are responsible for keeping your calendar card up-to-date using the proper codes listed on the sheet. Use **BLACK INK ONLY**; pencil is not authorized. Completed calendar cards must be turned in during the pre-graduation ATJ review. Blank calendar cards can be obtained from the Student Control Department.

CHAIN OF COMMAND

The Student's Chain of Command is as follows:

Student
Class Leader (the senior officer in your class)
Class Advisor
Operations Officer
Executive Officer
Commanding Officer

You shall use the proper chain of command to solve problems at the lowest possible level. In addition, it is your responsibility to ensure that the chain of command is informed of any pertinent matters. Keep Student Control and your Class Advisor aware of any issues the student may have. Bottom line...if you have a problem, tell someone.

CLASS ADVISOR PROGRAM

1. Each class is assigned a primary Class Advisor and an alternate Class Advisor during check-in.
2. The Class Advisor program is incorporated for your **BENEFIT**. In order to maximize this benefit, it is your **RESPONSIBILITY** to utilize the Class Advisor to aid in the completion of the flight program. At a minimum, you shall:
 - a. Schedule an initial interview with the Class Advisor within one week of check-in. The primary function of this interview is to obtain information relating to your residence, discuss flight schedules and service record. During this initial interview, inform the Class Advisor of circumstances which may be of concern. Throughout the rest of your time in VT-10, you shall meet with your Class Advisor every week. Take advantage of this opportunity to ask questions

you may have. After each meeting ensure you and your Class Advisor sign your ATJ Jacket Review Sheet.

b. If any issue comes up that may affect your flight progress (illness, injury, family problems, pregnant wife, impending divorce, etc.) arrange a meeting with your Class Advisor to discuss the situation.

c. If you UNSAT any event, you MUST contact your Class Advisor in an expeditious manner and schedule an interview.

3. The assigned Class Advisor is responsible for the proper tracking of all your issues (personal, stage/phase marginal, Student Monitoring Status (SMS) and academic/flight downs.)

4. The bottom line is that all your student-related issues and concerns will be made aware of to the Class Advisor brought to the attention of the Student Control Officer and a higher authority.

CLASS BOXES

Class boxes are located in the Student Ready Room. Any mail you receive will be placed in the class box, along with any pertinent information that needs to be passed to the class. Class Leaders are responsible for checking these boxes daily.

CREW REST

Being well rested is crucial to safety of flight and conducive to learning. At VT-10, crew day commences upon your arrival for the first scheduled military duty of the day and ends after the last official duty, including associated flight debrief. For students, the maximum crew day is 12 hours. A minimum of 12 hours shall elapse between your last official duty and ½ hour prior to your first scheduled event the following day. You shall depart TRAWING SIX spaces, to include Griffith Hall and the Simulator building, no later than 12 hours prior to the next day's event. Ref: TRARONTENINST 3710.W.

CRITIQUES

We use critiques to solicit your thoughts and ideas about the syllabus, instructors, facilities, training materials, etc.. Critiques are turned in throughout academic training and at the end of the primary and the intermediate training phases. Please give constructive comments. Please be as specific as possible, we cannot make effective changes if you say that something was good or bad – explain why. Write critiques as though you are writing to the Commodore. Always remember, be courteous, honest and professional when writing critiques.

CROSS COUNTRY FLIGHTS

1. Cross country (i.e. out of the local area) flights offer an outstanding training opportunity and are fun. With rare exceptions, cross-country flights in VT-10 are optional. To be considered for

a cross-country flight, you *must* be in good standing. All cross-country flights will be planned and flown per the squadron Standard Operating Procedure (SOP).

2. You must complete and file DTS vouchers within five working days of returning from the cross-country flight. You must have receipts for any expense in excess of \$75, all hotel/billeting receipts must have a zero-balance (showing no credit or debit remaining) and **UNDER NO CIRCUMSTANCE WILL YOU BE REIMBURSED FOR A RENTAL CAR** (instructors will only be reimbursed for a rental car if the rental car is authorized on their travel orders).

DRESS AND APPEARANCE

You are responsible for knowing, and adhering to your service's grooming standards (i.e. haircut, make-up, and facial hair requirements). If you are "out of standards" you will be directed to your Class Advisor for counseling. In addition, Class Advisors will also conduct uniform and flight-suit inspections on an "as-needed" basis. Time and location will be announced in the flight schedule.

DROP ON REQUEST (DOR)

All TRARON TEN courses are voluntary. You have the right to individually request termination of training at any time. If you are considering using the DOR policy, talk to your Class Advisor, STUCON Officer, or any instructor. Whenever a student makes a statement such as "I quit" or "DOR", he/she shall be immediately removed from the training environment and referred to Student Control for administrative action. Once you **DOR**, you cannot change your mind.

FLIGHT GEAR

Flight suits and flight jackets are highly pilfered items. Do not leave these items lying around. If flight gear is lost or stolen, immediately report it to RMS and Security. If the gear was stolen, the student must obtain a copy of the police report so the item can be replaced at no cost. Lost flight gear will be paid for by the student, through either a payroll deduction or direct remittance. Worn out flight gear will be replaced at no cost to the student. G-Suits must be returned to the Paraloft Shop when the student has completed the T-6A flight syllabus. You will be issued a new G-Suit, if required, when checking into VT-86.

FLIGHT PAY

Flight pay should have started the day you checked in to CTW-6. If you have not received your flight pay after eight weeks, please inform Student Control. You will receive \$125.00 per month for your first two years of aviation service. Don't spend it all in one place.

FLIGHT PHYSICAL

1. Flight physicals should be scheduled through Central Appointments at 505-7171. Flight physicals can be scheduled two months prior to your birthday, and should be completed well ahead of time. **DO NOT WAIT TO SCHEDULE YOUR FLIGHT PHYSICAL!** If you are having problems with scheduling (e.g. ground school requirements, scheduled for a sim or flight on the day of your flight physical) speak to your Class Advisor.
2. You will receive a Class II Dental exam (Dental Clinic, Bldg. 3600, at 452-5600) at the time of the physical. Upon completion of the exam, you will receive a Standard Form 88. This form is required for annual flight physicals.
 - a. Be in the uniform of the day (flight suit).
 - b. Bring prescription glasses to the physical. Contact lenses must be removed 72 hours prior to the physical exam.
 - b. Give the original copy of the annual flight physical up chit to Student Control.

FLIGHT SCHEDULE

1. The flight schedule is a direct order from the Commanding Officer. The flight schedule includes all flight and ground events for the day, as well as, aircraft, simulator and academic schedules. Any notes pertaining to classes or personnel are listed. The flight schedule is distributed 1600 daily. The flight schedule can be checked in one of the following ways.
 - a. Call the Assistant Squadron Duty Officer (ASDO) at 452-4669 or 452-2385.
 - b. Log onto the internet, and go to the following website:
https://www.cnatra.navy.mil/scheds/schedule_data.aspx?sq=vt-10
2. The flight schedule is posted in the VT-10 Duty Office, the passageway bulletin board outside of VT-10 Duty Office, and in Griffith Hall. **YOU ARE RESPONSIBLE FOR CHECKING THE FLIGHT SCHEDULE INCLUDING ALL GROUND NOTES.** You cannot rely on the phone watch to tell you everything you are scheduled for, because the watch may overlook something. The onus is on the student to be adequately prepared and to be in compliance with all scheduled events.
3. You must ensure that you have prepared and know the Questions of the Day, which are located on the flight schedule. If you are scheduled as a standby on a flight, you will muster with the Squadron Duty Officer (SDO). When your standby time has expired, you must check with the SDO for further instructions prior to being released for the day.
4. Every successful flight starts with a solid brief. The better prepared you are, the more beneficial and enjoyable the brief and flight will be. As you progress through the program, you

will be responsible for briefing more and more of your flight. Once again, be professional. Stand when briefing and do not eat or drink during the brief or debrief without permission from the instructor. At the conclusion of the flight, the debrief will help you identify both strong and weak areas. You must learn to take constructive criticism. Do not be offended when an instructor tells you what you did wrong. All instructors want you to learn and improve, to make you a better SNFO. Take notes and ask questions to increase your chances of success for your next flight. After the debrief, have the courtesy to straighten up the briefing room for the next student's brief.

GRADUATION

Approximate graduation timeline projections are as follows:

Primary	5 months after check-in
Intermediate	2 months after P-Grad

GRIFFITH HALL USE

You may use Griffith Hall for studying during the following hours: 0730 – 2200, Monday through Friday. Additionally, the Learning Resource Center (2nd deck of Griffith Hall) is open on Sundays from 1300-1700. The 2B47s are also available for use and are located on the first deck. **DO NOT study or plan flights in the Conference Room.** Ensure you comply with the squadron SOP requirements for crew day/crew rest when utilizing the academic areas.

ID CARDS/DOG TAGS

Carry your military ID card with you at all times. ID cards must be carried even when off duty. Dog tags are required during flight operations.

LEAVE/LIBERTY

1. Regular leave is not authorized while a student is in a flight status. This policy is set by the Chief of Naval Air Training. The only exceptions to this are:
 - a. Emergency Leave.
 - b. Normal leave upon completion of VT-10 and until transfer to new duty station.
 - c. Holiday Leave.

DO NOT PURCHASE AIRLINE TICKETS BEFORE LEAVE HAS BEEN APPROVED.

YOU MUST READ THE RED LEAVE BINDER IN ADMIN AND FOLLOW THE DIRECTIONS.

d. When requesting leave, personnel shall request leave E-Leave through their Electronic Service Record (ESR) via Navy Standard Integrated Personnel System (NSIPS) at <https://nsips.nmci.navy.mil/>. The student must print out their request and hand walk a Leave Request/Authorization Form (USN) or a Special Request/Authorization Chit (USMC) via the Chain of Command at least one week prior to the requested departure date. Leave should be requested to commence at 1600 on normal workdays or anytime on Saturday, Sunday, holidays, and terminate at 0730 on normal workdays or anytime on Saturday, Sunday or holidays.

2. Emergency Leave

a. Emergency leave will only be granted whenever a death or a bonafide emergency occurs within a member's immediate family, or the immediate family of the member's spouse when the presence of the member is required. The "immediate family" includes father, mother, person standing in loco parentis, spouse, children, brother, sister or the only living relative.

b. Emergency leave will be granted by the Commanding Officer or Executive Officer during normal working hours. Emergency leave may be granted by the SDO during non-working hours.

c. The SDO shall notify the Executive Officer and the individual's Class Advisor as soon as possible.

3. **Navy Students.** Regular leave requests for Navy students shall be routed through the Class Advisor, OPSO, and then to the XO for approval. If you are stage or phase marginal, you may not be granted regular leave under normal circumstances.

a. Approved Navy Leave Request: Students need to log into NSIPS E-Leave to get copy of approved leave request.

b. When checking in/out on leave, students shall do so with SDO/ASDO in person or by telephone (452-2385) from their local residence. When calling in to check out on leave, the SDO/ASDO will record date, time and name of the SDO/ASDO on the copy of the Leave Request/Authorization Form in the SDO's office. Permission to check-in/out by telephone is authorized as a personal convenience and shall not be used as a means of checking-in from leave when not actually in the local area.

c. Leave authorization must be in possession of the member while on leave.

d. Leave authorization does NOT have to be returned to Admin unless the times and/or dates of departure or return have changed.

e. Students who do not execute requested leave must inform Admin as soon as possible prior to the beginning of the requested leave period. Failure to comply may result in the member being charged with the full requested leave period.

4. **USMC Students.** Regular leave requests shall be routed through the Class Advisor, OPSO, and then to the XO for approval. If you are stage or phase marginal you may not be granted regular leave under normal circumstances.

a. Approved Special Request/Authorization Chits will be submitted to the VT-10 Senior Marine and a copy, with leave address and phone number, provided to the Admin Office.

b. Leave requests shall then be submitted electronically, via Marine On-Line (MOL), to the VT-10 Senior Marine for final leave approval.

c. Marine Corps Officers shall check out on leave via MOL.

d. Marine Corps Officer shall carry a printed copy of the MOL leave authorization with them while on leave.

e. Marine Corps Officers shall check in from leave via MOL. Check-in shall only be done from the local area.

5. **Extensions** are granted for students having a legitimate reason for not being able to return from leave on time. You must call the SDO and request an extension. Either the ASDO or the SDO will contact the Class Advisor who will give further instructions. If the extension is approved, you must log the new time and date the leave expires in block 29 of the leave papers ("granted extension of leave ending block"). The ASDO will log the extension in the duty logbook and the time the extension was granted. If you are not authorized an extension and fail to return on time, you are considered Unauthorized Absence (UA), which is punishable by the Uniform Code of Military Justice. If you are delayed for circumstances beyond your control, communicate the circumstances clearly with the SDO. Common sense and safety are the Wildcat goals.



VT-10 LEAVE ROUTING SHEET

SUBJ: _____

DATE: _____ CLASS#: _____ PGRAD/IGRADE DATE _____

ROUTE TO	Student	Staff	IUT	Date	APPROVE YES NO	SIGNATURE
CLASS ADVISOR	R					
ACADEMIC TRAINING OFF	*R					
SCHEDULES		I	I			
SENIOR WATCH OFFICER		I				
OPERATIONS	R	R				
DEPARTMENT HEAD		R				
EXECUTIVE OFFICER	A	A	A			
COMMANDING OFFICER					CO signature for all foreign travel	
R – RECOMMENDATION			I – INFORMATION		A - APPROVAL	
ADDITIONAL COMMENTS: *DENOTES IF STUDENT LEAVE TIME IS DURING ACADEMICS ADMIN SUPERVISOR/CO's SECRETARY MUST REVIEW ALL DOCUMENTS PRIOR TO CO/XO SIGNATURE. *** Students must initial that they have read and understand the Leave Instruction in the Red Binder in ADMIN *** UPON COMPLETION RETURN TO ADMIN FOR APPROVAL IN E-LEAVE Initial: _____						

INITIATED BY: _____ DATE: _____

Initial below if applicable:

____ Member info entered into Leave Web

____ Member info entered into Marine-On-Line (Marines only)

____ Member has received Force Protection Briefing from Security for foreign travel

6. Regular Liberty/Special Liberty

a. Definitions

(1) **REGULAR LIBERTY.** Is a routinely authorized absence which lasts from the end of normal working hours on one day to the beginning of normal working hours the next workday. Weekend Liberty will be from the end of working hours Friday afternoon until the beginning of normal working hours on the following Monday. When 3-day liberty includes only regular liberty time with a Monday or Friday national holiday, the time off is treated as regular liberty.

(2) **3-DAY SPECIAL LIBERTY.** Begins at the end of normal working hours on a given day and expires with the start of normal working hours on the 4th day, e.g., from Monday evening until Friday morning.

(3) **4-DAY SPECIAL LIBERTY.** Usually begins at the end of normal working hours on a given day and expires with the start of normal working hours on the 5th day, and includes at least two consecutive non-work days, e.g., from Thursday evening until Tuesday morning.

b. Student Liberty Policy

(1) Students departing the Pensacola area for a destination greater than 350 miles must have approved leave or special liberty.

(2) Students remaining within 350 miles, but departing the Pensacola area for a period greater than 24 hours, must notify their Class Advisor and provide a phone number in case of emergency notification or recall for training.

(3) Students NOT on the flight schedule, including those who have completed or terminated training, are considered in a duty status and therefore must remain in the local area and be available for recall to duty.

(4) Until told otherwise, students in a med-down status will contact their Class Advisor (or Student Control if the Class Advisor is unavailable) daily (or is otherwise instructed) providing status of their medical condition. Students who are SIQ or hospitalized are released from daily check-in procedures until deemed physically able by the Squadron Flight Surgeon.

(5) Special Liberty is not authorized during your time in Academics.

PINK SHEETS/IPC/FPC/TRB

1. Upon receiving a “pink sheet” (an Aviation Training Form (ATF) printed on pink paper), you will report to Student Control immediately following the debrief. If the debrief is done after normal working hours, report to Student Control at 0730 the following work day.

2. In the event that you receive a Ready Room UNSAT or two (2) academic failures, the event will be documented on an Aviation Training Form (ATF) pink sheet, and you will receive an Initial Progress Check (IPC). Additionally, in the event that you receive two (2) consecutive flight failures, three (3) flight failures in a single stage of training, or a single failed Check Ride, a pink sheet will be awarded, and you will be directed to an Initial Progress Check (IPC). If you fail the Initial Progress Check (IPC), you will be directed to a Final Progress Check (FPC).
3. There is no distinction between Ready Room or Flight IPC/FPCs. If you have already received any Initial Progress Check (IPC) in the current phase of training, you will complete a Final Progress Check (FPC). If you fail the Final Progress Check (FPC), you will be sent to a Training Review Board (TRB) and you will have a meeting with the Commodore.

PRACTICE PRE-FLIGHTS

Practice pre-flights are strongly encouraged. Practice preflights may only be performed on designated aircraft. Contact the Maintenance Control Office for assistance. During non-working hours you must contact the SDO upon arrival and departure.

PREFERENCE SHEETS

“Preference Sheets”, (also known as “Dream Sheets”) are your opportunity to request your future aircraft platform. Submit your primary preference sheet to the VT-10 Student Control upon arrival on the flight side of VT-10. Give careful consideration to the comments you write on the sheet. Make sure your comments are well thought out and explain why you want a particular pipeline selection. Requesting a platform does not guarantee you will get it! **Pipeline selection is based on slot availability, student performance, and anthropometrics.**

PROMOTIONS

If you are expecting to be promoted while attached to VT-10 you must inform Student Control and Admin as soon as possible.

QUARTERS

Squadron Quarters will be held approximately once each quarter. Uniform, time and location will be published in the flight schedule. Attendance is mandatory unless it conflicts with a scheduled event.

READY ROOM USE

The Student Ready Room and the briefing rooms in the VT-10 hangar are available for your use 24 hours a day. Do not use the briefing rooms to study, except for after hours or on weekends. (Once again, ensure all crew rest requirements are met when utilizing squadron facilities.) The Instructor Ready Room is off limits. If you are looking for your instructor, do not enter the Instructor Ready Room without permission.

RECALL ROSTER

1. If you have a change of address, telephone number, marital status, rank, designator, etc., you must immediately notify the following personnel.
2. Remember to update your Page 2 and SGLI if you get married, divorced or have a baby.
 - a. Student Control
 - b. Your Class Leader
 - c. Your Class Advisor
 - d. The SDO/ASDO
3. You are responsible to ensure your information remains current. This is not an invasion of privacy, but a military requirement. VT-10 must be able to contact you at any time.

SELECTION

Upon completing Primary USN students are assigned to either stay for Intermediate flight training or PCS to VP-30 or VQ-7 for their respective FRS. All USMC students stay for Intermediate flight training. CNATRAINST 1500.4 states that the number one student at graduation gets first choice of available pipeline quotas. All other students will be determined by the needs of their particular service, what is available, their ranking and student preference. Students are not authorized to call VT-86, VP-30, VQ-7 or VAW-120 to discuss availability.

STUDENT PARKING

1. **YOU SHALL** park in designated parking areas only.
2. Do not park on the grass or in any reserved spot.
3. Tickets will be issued and vehicles will be towed, if you park in any unauthorized area and may result in disciplinary action by the CO.

STUDY HABITS

Studying in groups is a good study habit and is strongly recommended. Students who fail to use this resource typically encounter academic/flight difficulties. Form study groups consisting of at least three but no more than six students.

TRAINING TIME OUT (TTO)

In any training situation when you or an instructor has apprehension concerning your personal safety or that of another, you or the instructor shall signal for a “Training Time Out” (TTO) to clarify procedures or requirements. Prior to commencing any aircraft flight training (“high risk”) evolution the instructor will detail the TTO procedures with emphasis on evolution specific verbal (and nonverbal signals when appropriate) as part of the safety portion of the brief. “Training Time Out” signals other than verbal shall be appropriate to the training environment and shall be clearly indicated in the curriculum, Lesson Topic Guides and Student Guides.

UNIFORMS

1. Official Visits to CO/XO.

- a. USN – Summer Khaki with brown shoes
 - b. USMC – Service “B” (Bravos) or “C” (Charlies)
2. Flight suits may be worn on base, at the exchange/commissary and for short stops to and from work only. Flight suits are authorized for wear when picking up/dropping off children at day care/school, Navy Federal and purchasing vehicle gasoline. Flight suits are not authorized to wear at off-base restaurants, negotiating home loans or at civilian businesses. USN students *will* wear a black t-shirt with the green & white Wildcat patch. USMC students will wear the Marine approved t-shirt under the flight suit. Flight jackets shall be zipped at least halfway and all uniforms shall be worn correctly according to regulations.

VEHICLE OPERATION

1. Do not speed. Speeding on base is not tolerated. When you are stopped for speeding, you will go to traffic court. After traffic court, your name will be forwarded to the Student Control Officer and the Executive Officer (XO) and may result in disciplinary action. Radar detectors are against DoD regulation and are not to be used on base.
2. Pedestrians and bicycles have the right of way on all military installations.
3. Seat belts are to be worn on and off base. You can be fined if you do not wear a seat belt on base. It’s the law so buckle up! Off-base speeding fines begin at \$83.00 and go in excess of \$550.00. In addition to the fines, the student will be assessed 4 to 6 points on their driver’s license. State law also requires that all children under the age of 5 must be in an approved child restraint. Each child restraint violation carries a fine of \$115.00.
4. If you choose to ride a motorcycle or bicycle on base, you must wear a helmet and an orange reflective safety vest. Additionally, squadron policy requires all motorcycle riders to talk with the Ground Safety Officer and the Executive Officer within one week of check-in. If you ride a

bicycle you may use an orange flag attached to the back of the bicycle instead of the orange reflective safety vest.

5. No cell phones on base while driving. This includes texting while driving.

WATCH STANDING

1. Among your other duties, you will be required to stand watches during your stay at VT-10. Watch standing duty will be posted on the flight schedule the day before the watch. Watches are assigned by the Schedules Department upon completion of Academic training. Switching watch-standing duty requires prior notification to the Schedules Department. Watch standing duties are as follows:

a. Assistant Squadron Duty Officer (ASDO). This is a 24- hour watch, 7 days a week, manned by two students in 12 hour shifts. The ASDO will assist the Squadron Duty Officer (SDO). Students shall stand watch in flight suits unless otherwise directed. You SHALL show 30 minutes prior to your assigned duty e.g. show at 0530 for a 0600 watch.

b. Military Duty Officer (MDO) Griffith Hall. One watch scheduled per day located in Griffith Hall. The uniform is flight suits unless otherwise directed.

c. Supernumerary (Super). This is a 24-hour standby duty. You are required to be at a landline recall in the event that you should be called for duty. If you are on standby, you must notify the SDO and the ASDO prior to departing your residence.

2. You must carefully check the schedule and be certain about what watch you will be standing. Times for all watch standing duties will be listed in the flight schedule.

3. A scheduled watch is a mandatory assignment. You are to stand watch in the prescribed uniform, and with superior professionalism.