



DEPARTMENT OF THE NAVY
COMMANDER TRAINING AIR WING ONE
101 FULLER ROAD SUITE 250
MERIDIAN, MS 39309-5403

COMTRAWINGONEINST 1550.1B
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1 May 2015

COMTRAWING ONE INSTRUCTION 1550.1B

From: Commander, Training Air Wing ONE

Subj: TRAINING AIR WING ONE (TW-1) STANDARD OPERATING PROCEDURES FOR THE TRAINING INTEGRATION MANAGEMENT SYSTEM (TIMS)

Ref: a. CNATRINST 1500.4H
b. CNATRINST 1542.167

Encl: (1) TIMS Procedures in the Event of a Mishap
(2) IP Guide for NAVFLIRS and ATF Entries
(3) TW1 TIMS Student Check In/In Training/Check Out
(4) Detachment Clerk Responsibilities
(5) MED-Down/MED-Up/DNIF Process
(6) IJET to Advanced Strike/E2C2 Transition Procedure
(7) TIMS Hardware Outage Contingency Procedures
(8) TW-1 Qualification Manager SOP Data Entry Training Guide
(9) SOP to Create and Map Manual Qualifications and Activities in TIMS

1. Purpose. To issue administrative processes and procedural guidance for the TIMS.
2. Cancellation. COMTRAWINGONEINST 1550.1A
3. Scope and Content. This instruction set forth TW-1 guidelines for general administration and use of TIMS. It contains information for managers, users and is applicable to all TW-1 TIMS users. Additional procedures not covered in the SOP may be found in whole, or in part, in references (a) and (b).
4. Discussion. These procedures describe the roles and responsibilities pertaining to TIMS at TW-1. They establish command and user responsibilities for TIMS and provide TIMS guidance on processes and procedures. This instruction applies to TW-1 and all subordinate commands. When conflicts exist between this instruction and contractual requirements, contractual requirements take precedence. Individuals detecting such a conflict must notify TW-1 Administration without delay.
 - a. Proper administration and use of TIMS is an essential element in managing student training and all levels of command shall use TIMS to the fullest extent. The TW-1 TIMS Functional Administrator (TFA) shall interface with the CNATRA TIMS Operation Manager (N731) to validate and ensure that standardized operating procedures are consistent with current CNATRA N7 guidance.

1 May 2015

b. Standardized use of TIMS provides security to the system, data integrity, and the ability to accurately report metrics pertinent to student production and training. All users shall abide by TIMS user agreements. It is incumbent that the TFA, with the oversight of CNATRA N731, properly and frequently manage roles and permissions to ensure users have the proper access to TIMS while protecting the security of the system.

c. Timely, accurate and comprehensive reporting of system problems is vital to ensure TIMS, maintains a high level of reliability. All TIMS users are required to report system problems immediately to Wing Operations, the TW-1 TFA, or through their local Application Assistant Coordinator (AAC) via the helpdesk.

5. CNATRA Guidance. Action for TRAWING Commanders, Commanding Officers, TFAs, Wing/Squadron TIMS representatives and TIMS users are delineated by CNATRA N7.

6. TW-1 Guidance. Enclosures (1) through (9) provide TW-1 specific guidance and are intended to clarify and/or establish TW-1 specific standards for the use of TIMS.

7. Changes. Recommended changes to this instruction or the inclusion of new material shall be submitted to TW-1 Assistant Operations Officer and then forwarded to the TFA.


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Distribution:

Electronic only, via TRAWING ONE website:

https://www.cnatra.navy.mil/TW1/pubs_instructions.asp

https://www.cnatra.navy.mil/TW1/pubs_notices.asp

<https://www.cnatra.navy.mil/TW1/cancellations.asp>

TIMS PROCEDURES IN THE EVENT OF A MISHAP

In the event of a mishap, to allow operations to continue, the local TIMS server will not be taken off-line. To prevent people from using the internet flight schedule to identify the mishap pilots, the web schedule should be taken off line.

1. If a mishap occurs **during normal duty (support) hours (0600 to 1800)**:

Contact listed personnel to remove the flight schedule from the internet:

- a. CNATRA N6 (361) 961-5398

2. If a mishap occurs **after normal duty (support) hours (1800 to 0600)**:

The on duty officer should call the CNATRA Help Desk at the following number. The Help Desk is manned continuously and can be contacted after normal work hours. They will ensure the flight schedule is removed from the website as soon as possible.

CNATRA HELP Desk: (361) 876-8490

The following information should be relayed:

- Identify yourself
- State the following:
"There is an emergency situation at VT-__ (or TW-__) and the web based flight schedule for VT-__ (or TW-__) needs to be removed from public viewing immediately."

3. If for some reason the HELPDESK cannot be reached, contact the following POC and relay the same situational information as stated in the above paragraph.

1. Matt Jackson -- (361) 533-0381

IP GUIDE FOR NAVFLIRS AND ATF ENTRIES

Aviation Training Forms (ATFs)

1. Ensure that all excellent Maneuver Item File (MIF) columns have a comment somewhere in the comment section.
2. Make sure ATF is signed in BLACK ink only.
3. Comment Section:
 - a. The following events require justification in the Comment Section:
 - (1) Warm up
 - (2) Extra Time
 - (3) Incomplete
4. The landings must match the total landings on the ATF in the ATF box, as saved to the ATF by the yellowsheet.
5. Always check the ATF to ensure that all times recorded from the yellow sheet have migrated to the ATF. If flight time is missing on the ATF, see your respective squadron scheduling clerk.
6. The ODO will be the only person authorized to clone an event other than the scheduling techs. Always be very careful in selecting the correct cloned event. For example: You flew an ACM 4 (3), but you selected an ACM 4 (2); this will result in preventable and redundant database maintenance. Please double check to make sure you have selected the correct event.
7. Selecting modifiers: If you are aware of what event type it is (i.e. ET, WU, or RPT), please enter it correctly on the yellow sheet. If it is scheduled incorrectly, then it is the responsibility of the Instructor Pilot (IP) to ensure it is changed on the NAVFLIR.
8. Hand written yellow sheets must be filled out properly. Always use the most recent version of the manual yellowsheet. Handwritten yellowsheets should always be delivered to your respective squadron scheduling clerk. Make additional copies, as necessary, to ensure proper distribution.
10. Yellowsheets should always reflect the same mission code. There are two areas for the mission code and they must be identical.
11. Always read your Detachment (DET) description closely before you select it. On occasion you will see two DETs in the drop down list. Only select the DET you are currently on.
12. Please ensure that your division of flight time matches the total flight time of the flight. Example: if you flew 1.0 total hours the sum of your First Pilot (FP) and Copilot (CP) hours should always equal 1.0.
13. When flying a non-syllabus event with a student in the back seat, the student will only earn special crew time (SCT) unless it is a night time event for the student to get required syllabus night hours. In the latter case, the event must be characterized as an extra time (ET) event.

TW1 TIMS STUDENT CHECK IN/IN TRAINING/CHECK OUT

1. Initial Wing In-Processing

a. Arrival from API (Start when receiving API grad list):

(1) Corporate enterprise Training Activity Resource system (CeTars) clerk places student "In Transit" in TIMS Navy Student Tracker.

(2) TFA creates student's TIMS account.

(3) TFA assigns roles to student as TW1 student to the TW1 Organization.

(4) Wing Student Control Clerk makes the student a resource.

(5) Wing Student Control Clerk enters wing check in date in Resource Manager.

(6) Wing Student Control Clerk completes bio information in Resource Manager.

(7) Wing Student Control Clerk assigns the student's pipeline and phase using check-in date.

(8). CeTars clerk changes status in Navy Student Tracker to "On Board Prior"

b. Upon Class-Up:

(1) Wing Student Control Clerk allocates student to a new squadron and changes owning organization to squadron.

(2) CeTars Clerk enrolls student in a class in Navy Student Tracker.

(3) Wing Student Control Clerk assigns student the syllabus and track in Student Manager and change state to "active", then changes the pipeline phase start date to the enrollment date or class start date.

(4) Squadron Student Control Clerk enters squadron check in date in Resource Manager

(5) CeTars Clerk convenes class in CeTars on convene date.

GRADE BOOK

1. Squadron

a. Monitor student progress

b. Prerequisites

c. Cumulative grade

d. Printing grade sheets

INTERRUPTION OF STUDENTS IN TRAINING

1. Squadron

- a. All stops in training should be entered in Student Manager.
- b. Squadron determines who will clean up TIMS generated holds; some may be valid and need attention before ending. DO NOT DELETE.
- c. Comments should be annotated to ensure authorized holds are entered into Navy Student Tracker (CeTars interrupts). Only authorized interrupts are entered in Navy Student Tracker.
 - (1) Medical – record any time lost due to medical related problems resulting in interruption of training.
 - (2) Emergency leave – account for any period of time in which emergency leave has been granted.
 - (3) Christmas leave – allow 2 weeks for each student on board during the Christmas break.
 - (4) Temporary Additional Duty (TAD) for non-training missions.
 - (5) Disciplinary Grounding – report any time lost as a result of disciplinary actions.
 - (6) Selection/Winging – report any time lost while waiting for pipeline selection or winging.
 - (7) Administration delays – report any time lost as a result of board action, waivers, appeals in the attrition process, or any other administrative action.
- d. DNIF (student has a med down chit, but can participate in non-flying activities). Student is still training and clock is not stopped.
- e. Removal of hold may require wing coordination.
- f. Monitor hold status on Status Board daily.

2. CeTars Clerk

- a. Runs School House Summary report from CeTars.

COMPLETIONS

1. Squadron Processing Student

- a. At last flight:
 - (1) Enter the last flight event date on last event date box on pipeline and phases tab in Student Manager but does not enter the end date. End date is entered by Wing Student Control Clerk when student detaches from the Wing.
 - (2) Enter the selection/winging date in the ASR phase completion date box. (DO NOT ENTER END DATE) on this page.

(3) In change states, enter an interim state of “Graduating from a course” with last flight date as the start date of this state. In comment column, enter “Last Flight”.

(4) Verify all ATFs and NAVFLIRS are complete.

(5) Enter selection date on training assignment data tab in Resource Manager.

b. At winging:

(1) In change states, enter an interim state of “Phase Grad” with the winging date as the start date of this state. You must enter the end date for “Graduating from a course”, using the winging date.

(2) Check status board to verify your wingers.

c. At check out:

(1) Delete allocation.

(2) Enter the squadron check out date on training assignment data tab in Resource Manager.

(3) In change states in Student Manager, enter an end date for current state when student detaches.

(4) Squadron Student Control completes last event in grade book – this event is “check-out”.

2. Wing Processing Student

a. Wing Student Control Clerk enters END date in pipeline phase’s grid in Student Manager after CeTars clerk has made the entry into NST.

b. Wing Student Control Clerk changes owning organization to TW1 archive for those students detaching to another training command.

c. Wing Student Control Clerk enters Wing check out date on training assignment date Tab in Resource Manager.

d. At Selection/Winging CeTars Clerk puts student on reservation in the preload of next command/FRS.

e. When last person in class completes, the class needs to be graduated in CeTars by CeTars Clerk.

DETACHMENT CLERK RESPONSIBILITIES

1. NAVFLIR entry – The detachment (DET) Clerk will be responsible for making sure all flight record information is entered correctly on detachment NAVFLIRs in the TIMS DET System. The DET Clerk will ensure that the correct detachment organization is selected upon the initial manual entry of the NAVFLIR. The DET clerk will be totally familiar with every field in the flight record and be able to assist with entry and/or answer any question the IP or SNA might have about NAVFLIR entry.
2. ATF entry/editing, cloning events and ATF screening – The DET Clerk will be responsible for assisting the IP with any TIMS ATF entry problems that might occur, including editing the ATF. They will also be responsible for ensuring all paperwork is entered properly in TIMS before cloning of any required Repeats, (WUs or ETs) is started. The DET Clerk shall also be familiar with deleting clones in TIMS. The DET Clerk will be trained and have a good understanding of the ATF Screening Guide, and follow all steps to ensure each ATF is screened properly. Reference (a) shall be available at all times.
3. Signals of Difficulty - The DET Clerk must be fully trained on all aspects of the processes associated with SNA training difficulties. They will be responsible for contacting the Squadron Student Control Clerks should an UNSAT, IPC, or FPC event occur. The Squadron Student Control Clerk will handle the issue and report back to the DET Clerk for resolution. The DET Clerk will be responsible for handling any paperwork required for after hours and weekend UNSAT, IPC, and FPC.
4. Student “HOLD” issues - The DET Clerk will be responsible for knowing what types of holds can be set in TIMS for students. They must know the difference between a syllabus deviation hold, and administrative hold. The clerk will be responsible for removing student holds in a timely manner to prevent prerequisite issues and ensure that the next opted even can be scheduled for the student accordingly.
5. Student Syllabus Flow – The DET Clerk will have a firm general knowledge of the Master Curriculum Guide and be able to pull up the student’s syllabus flow in TIMS should questions arise. Reference (b) shall be available at all times.
6. TIMS Report Generation – The DET Clerk will be responsible for generating, printing, and distributing the Daily TIMS Schedule report and the End of Day Summary Report.
7. Canceled Schedule Lines – The DET Clerk will be responsible for faxing a copy of all “canceled” schedule line item events at the end of the flight day. These canceled lines will be entered into the Executing Schedule and then immediately canceled by the Skeds Clerk in order to keep track of canceled events on detachment. “DET CNX” will be notated by the Skeds Clerk in the remarks section of the executing schedule. OIC Canceled Schedule Line quick reference guide will accompany DET equipment for reference.
8. Incomplete Schedule Lines – The Squadron Skeds Clerk will notate “DET INC” in the remarks section of the executing schedule for all Incomplete Detachment schedule lines.
9. Changes to Executing Schedule – The DET Clerk will be responsible for Communicating back to the respective squadron ODO or the Skeds Clerk any changes or deletions that need to occur on the Executing Schedule.
10. Monitor Detachment Administrative supplies - The DET Clerk will ensure there are adequate administrative supplies on hand during the detachment. If supplies run low, the clerk will notify the OIC immediately with a supply status and recommend course of action for restock.

MED-DOWN/MED-UP/DNIF PROCESS

1. Aircrew receives an original and 2 copies of pertinent chit referenced above from the TW-1 Flight Surgeon.
2. Aircrew delivers a copy of chit to Skeds Clerk, who immediately enters the status (Med-down/ Med-UP/DNIF) into TIMS Student Manager.

***Important Note – A Med-down/DNIF status entered into TIMS Student Manager will immediately feed to the Medical Report in Wing Stats reflecting the Med-down/DNIF status. While a Med-down/DNIF status in TIMS Student Manager will update the Wing Stats Medical Report, a Med-up status in TIMS Student Manager will NOT update the Wing Stats report until TIMS Navy Student Tracker is updated with the Med-up status and the two entries coincide.

3. Aircrew delivers 2nd copy of pertinent chit to the Squadron Student Control Clerk who immediately checks TIMS Student Manager to ensure the status has been entered by the Skeds Clerk.

***Important Note – By this process the Squadron Student Control Clerk will be acting as a quality assurance control for the Skeds Clerk. If the Skeds Clerk is absent, the Student Control Clerk will enter the pertinent status (Med-down/ Med-UP/ DNIF) into TIMS Student Manager.

4. The Squadron Student Control Clerk will e-mail the NAPP Functional Analyst with the Med-Down/ Med-UP/DNIF data, which will then be entered into TIMS Navy Student Tracker.

***Important Note – The Total Delayed Days in the Wing Stats Report is duplicated if the end date (Med-UP) is not entered into TIMS Student Manager and TIMS Navy Student Tracker. The two dates MUST coincide.

5. The original chit is given to the NATOPS office for filing.
6. TW-1 Flight Surgeon verifies medical status at least twice a week via the Wing Stats Medical Report.

IJET TO ADVANCED STRIKE/E2/C2 TRANSITION PROCEDURE

This process should be followed in order to properly assign students who are completing the Intermediate phase of I-JET (1542.167A) syllabus and moving to Advanced Strike, or assign the I-Jet students (1542.167A) who have been selected for the E2/C2 track.

Squadron Student Control Clerk will send an e-mail to the CeTars Clerk and Wing Student Control Clerk listing the names of all I-JET students that will be beginning their FCLP stage. This notification is strictly an unofficial projection of the student/students are soon to finish the Intermediate phase.

***Important Note - Once the student/students complete FCLP-09, Squadron Student Control Clerk must ensure that all yellowsheets and grade sheets for the Intermediate phase have been electronically entered into TIMS and all pertinent data is correct for each event in that phase. When this information is verified by the Squadron Student Control Clerk, they will inform the CeTars Clerk and the Wing Student Control Clerk via e-mail that all data has been validated and is in TIMS. If there is a student who has been selected for the E2/C2 phase, the Squadron Student Control Clerk should also notify the CeTars Clerk and the Wing Student Control Clerk.

1. Once the CeTars Clerk has received the completion notification from Squadron Student Control Clerk, the clerk will graduate the student/students in TIMS via Navy Student Tracker. This process will write the completion status to the students CeTars record.

2. Once the students are graduated from the Intermediate phase, the CeTars Clerk will enter the end date into the pipeline phase end date field in TIMS.

***Important Note - This is not the last flight flown end date. Squadron Student Control Clerk will continue to assume the responsibility of entering last flight flown end date once the student completes his/her training.

3. Once the pipeline phase end date is entered, the CeTars Clerk will notify the Wing Student Control Clerk via e-mail that the end date process is complete.

4. The Wing Student Control Clerk will then enter the new pipeline phase (Advanced Strike, or E2/C2). Once the Wing Student Control Clerk has entered the new pipeline phase, the clerk will notify the CeTars Clerk via e-mail that this process is complete.

5. The CeTars Clerk will then enroll each student via Navy Student Tracker and assign a new class number. The CeTars Clerk will notify the Wing Student Control Clerk via e-mail once this process is complete.

6. The Wing Student Control Clerk will then assign the new syllabus and activate the student for training.

7. While completing the above transactions, the FCLP completers will attend ONAV ground school lectures which usually last 3 days. To allow complex and lengthy database processing to finalize, students are not scheduled in TIMS. Instead, students are verbally instructed to report to their ONAV lecture events. This 3 day period of time also gives the Instructors and Student Control personnel time to complete the IJET student's FCLP events, screen their jackets in preparation for IJET completion, and assign them to the Advanced Strike or E2/C2 phase II syllabus.

8. Once the students complete the ONAV ground school lectures, the lectures are backfilled on the TIMS lecture schedule and they are then accomplished by the ONAV instructor after the fact (each now showing up in Advanced Strike, Phase II). Once the ONAV lecture events are scheduled and accomplished, the students can be scheduled for the final ONAV exam.

TIMS HARDWARE OUTAGE CONTINGENCY PROCEDURES

1. In the event of TIMS hardware outage or other technology system issue(s), TFAs are directed by CNATRA N6 to contact their local TRAWING N6 support personnel, vice contacting CNATRA N61, or CNATRA N611 directly. Local TRAWING N6 support personnel will contact N6 to work the issue(s).
2. In the event of electrical power and/or connectivity loss of the main CNATRA servers the following impacts would occur:
 - a. The following TIMS "support services" would not be available with loss of Server Support at NAS Corpus Christi.
 - (1) WingStats
 - (2) Pipeline Fit Score (PFS)
 - (3) Routes
 - (4) CNATRA "private" web site would be "down".
 - (5) CNATRA public web site would be "up".
 - (6) No "TIMS data" replication at Corpus Christi, TX; back-up "tape units" at each site will be operational.
3. The following Manual Backup plan will go into affect immediately upon loss of TIMS hardware at TW1.

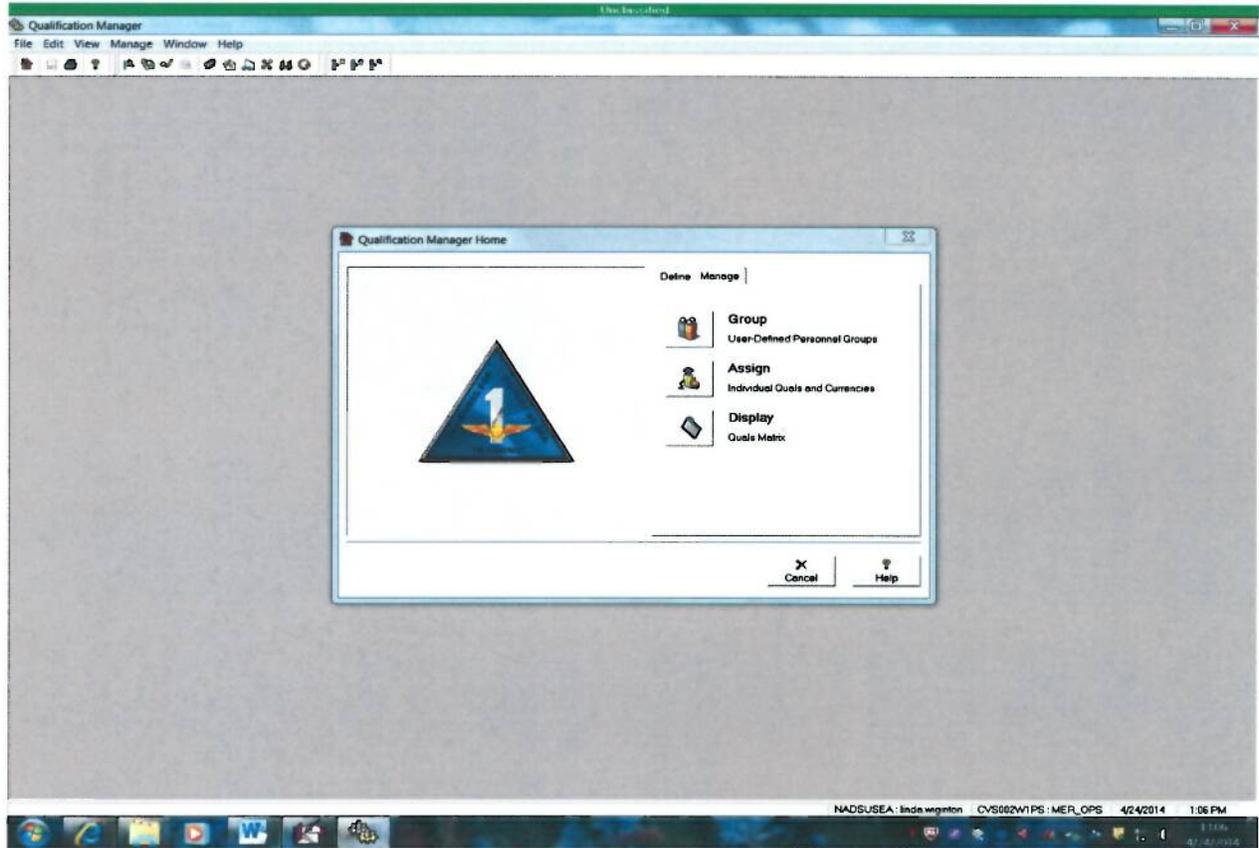
TW1 MANUAL BACKUP PLAN

- a. Squadron flight, sim, schedules will be produced via a Excel spreadsheet and disseminated to squadron ODO personnel, Maintenance Control personnel, and Simulator/Academic personnel for next day execution, sim utilization planning and aircraft issue planning. The backlog of spreadsheet schedules will be entered into TIMS once the hardware is functional.
- b. Phone inquiries will be made directly to Squadron ODOs for student and IP next day schedule information.
- c. All electronic CAIs will be canceled if there is a existing executing schedule at the time of outage. No CAI's can be scheduled until equipment is up and functional.
- d. Manual yellowsheets will be available in Maintenance Control and at the Simulator Building. A copy of the handwritten flight yellowsheet will be given to Maintenance Control and Squadron Skeds Clerk. Once the hardware is functional and the flight and sim backlogged schedules have been entered electronically into TIMS, the handwritten simulator yellowsheets will be entered into TIMS by the Student/Sim Instructor. The handwritten flight yellowsheets will be entered into TIMS by the Squadron Skeds Clerk. Once all manual yellowsheets are entered electronically into TIMS, IP/Sim Instructors will then be responsible for entering student's ATF.

TW-1 QUALIFICATION MANAGER SOP AND DATA ENTRY TRAINING GUIDE

1. The TIMS Qualification Manager module maintains instructor pilot qualifications and currencies. Once the qualifications are entered into the system, TIMS will track IP qualifications for scheduling purposes, and keep up-to-date IP qualifications via automatic event mapping or manual dot sheet entry.
2. All qualifications have expiration periods which are a block of time the qualification will be recognized as valid. All expiration periods are defined at the Navy Muss level (AETC- JPATS /TIMS modification update and support system). If new expiration periods need to be added or changed, the request should be given to the TRAWING TIMS Functional Administrator for proper submission to Navy Muss.
3. All qualifications are made up of a comprehensive list of tasks for flying, syllabus and/or duty requirements for the instructor. In TIMS these tasks are known as activities, and make up the actual qualification. They are replicated to the respective TIMS databases at each Wing, but owned and maintained by CNATRA for the specific training syllabi. Note: Although CNATRA owns the majority of qualifications and activities, each Wing can create and maintain their own specific qualifications and activities.
4. All activities must be accomplished and maintained in order to not display an expired status on the qualification matrix report. Note: If a qualification has 5 activities and one of them has expired, the entire qualification will show on the matrix as expired.
5. Each qualification will have a number of levels subdividing it to specify the number of activities required. Levels include: I (IUT), Q (qualified IP), X (Stage Check IP), S (Standardization IP). Levels are also maintained at the Navy Muss level.
6. There are two ways to update qualifications in TIMS. First is automatic update: This process occurs when a flight record or grade sheet is entered and saved in TIMS for a specific event (syllabus event or non-syllabus event). TIMS will automatically assign the qualification according to how the event is mapped via the mapping function in the Qualification Manager application. **Note: If a new syllabus is published to the TRAWING database, the TFA is responsible for the mapping process.
7. Second is manual "dotsheet" entry: This process occurs when a user enters an event via the Dotsheet Editor function in the Qualification Manager application. Flight physicals, designation letters, IA certifications, etc...are examples of manual dotsheet entries.
8. The following graphics will provide guidance for data entry to qualifications in TIMS via Manage Qualls and Dotsheet Editor.

Manage Quals tab – Assign tab



Select name from Personnel Pick list and drag to member box you will see all the Qualifications and Currencies for selected member.

The screenshot displays the 'Qualification Manager - Individual Qualifications and Currencies' application. On the left, the 'Personnel Picklist' contains a search bar and a list of personnel with columns for Rank, Full Name, and Organization. A red arrow points from the pick list to the 'Member' box in the center. The 'Member' box shows details for LCDR BELL, JAMES L 6941. Below this, the 'Qualifications and Currencies' table lists various qualifications with columns for Abbrev., Level, Status, Effective Date, Exp. Override, Expiration Date, Date Assigned, Assigned By, and Comment. A 'Status Log' table at the bottom shows updates to the member's status. On the right, a 'Qual / Currency' sidebar lists training organization filters and levels.

Rank	Full Name	Organization
LT	ACTON, KRISTIN 9721	VT-9
ENS	ADAM, STEPHENS P 4543	VT-7
ENS	ADAMS, NICHOLAS B 8916	VT-9
ENS	AKEN, CHRISTOPHER R 3409	VT-9
ENS	ALESSANDRIA, CHRISTOPHER D 2777	VT-7
LTJG	ALEXANDER, MICHAEL B 6384	VT-7
CV	ALFORD, LEONARD D 6459	TRAWING 1
LCDR	ALLEN, JAMES M 6904	VT-7
ENS	ALVRDE, JONATHAN A 8229	VT-7
AMES	KIMBERLY J 0570	TRAWING 1
LT	ANDERSON, JAMES F 6364	TRAWING 1
ANDREAS	BENJAMIN N 4008	VT-9
LCDR	ANGERMANN, MEGHAN 5724	VT-7
CDR	ANGERMANN, WILLIAM 9632	TRAWING 1
2ndLI	ASHLEY, JASON A 3975	VT-7
Maj	AUSBROOKS, BENJAMIN P 9042	VT-7
AUST	MICHELE L 0840	TRAWING 1
CV	AVILES, RAYMOND 3995	TRAWING 1
CDR	BATES, JUSTIN 2531	TRAWING 1
CDR	BATES, LYNDISI 1963	VT-9
1stLI	BELET, DANIEL M 7652	VT-9
ENS	BELLAVIA, MICHAEL E 2066	VT-9
LT	BENSON, LANCE M 2287	VT-7
1stLI	BERNER, MICHAEL P 9329	VT-7
LT	BERTA, JOSEPH 7528	VT-9
LTJG	BIGOT, EMMANUEL 6949	VT-7
1stLI	BISSELL, JUSTIN R 3440	VT-7
Maj	BLANKENSHIP, CHARLES B 0264	VT-9
CDR	BOICE, BRANN 4991	VT-7
LCDR	BOOKER, DOUGLAS 1021	VT-9
LCDR	BOOKER, TROY 1604	VT-9
Capt	BOOTH, KAMESHA 9354	TRAWING 1
BOOTH	SCOTT 5593	VT-9
LT	BOSMA, ADAM H 1478	VT-9
LCDR	BRADDOCK, JOHNS, 7172	VT-7
Maj	BRADLEY, ROBERT D 5686	VT-9
LCDR	BRADY, CHARLES B 2737	TRAWING 1
ENS	BRAY, PARKER W 7831	VT-7
LT	BREEDEN, JOSEPH 0851	VT-9
LT	BRENNAN, STEPHEN M 0794	VT-9
LT	BRIERY, LOGAN J 2369	VT-9
CV	BROXSON, MARION N 6810	TRAWING 1
BROWN	JESSIE V 4585	TRAWING 1
CV	BRUBAKER, ROBERT 1529	TRAWING 1
OWM	BRUCE, ADAM L 9152	TRAWING 1
BRYANT	DANA 2181	VT-9
BRYANT	JEREMY H 6114	TRAWING 1
Maj	BUERSTATTE, SCOTT S 1778	VT-7
ENS	BURGART, DENNIS T 9577	VT-9
LT	BURNEY, TARA 8634	TRAWING 1
LT	BURNS, JAMES 9633	VT-7
ENS	BUSTER, PHILIP C 7341	VT-9
CDR	FABRIZIO, DAVID J 1962	VT-9

Member	Rank	SSN	Organization
BELL, JAMES L 6941	LCDR	xxx-xx-6941	VT-9

Abbrev.	Level	Status	Effective Date	Exp. Override	Expiration Date	Date Assigned	Assigned By	Comment
T-45CIP	D	Assigned	07 Dec 2011	<input type="checkbox"/>	31 Aug 2014	07 Dec 2011	FORD, MYESHA L	
T-45 ACMGLD	D	Assigned	25 Jan 2013	<input type="checkbox"/>	24 Jan 2063	25 Jan 2013	BRYANT, DANA	
T-45 ACMGLD	D	Assigned	09 Sep 2013	<input type="checkbox"/>	09 Sep 2063	09 Sep 2013	PARTRIDGE, NAN	
T-45ACM	O	Assigned	22 Jan 2013	<input type="checkbox"/>	20 Jul 2014	22 Jan 2013	BRYANT, DANA	
T-45ACM	S	Assigned	28 Oct 2013	<input type="checkbox"/>	20 Jul 2014	28 Oct 2013	PARTRIDGE, NAN	
T-45ACM	X	Assigned	28 Oct 2013	<input type="checkbox"/>	20 Jul 2014	28 Oct 2013	PARTRIDGE, NAN	
T-452FORM	O	Assigned	13 Mar 2012	<input type="checkbox"/>	20 Jul 2014	13 Mar 2012	BRYANT, DANA	
T-452FORM	S	Assigned	08 Nov 2012	<input type="checkbox"/>	20 Jul 2014	08 Nov 2012	BRYANT, DANA	
T-453ACM	O	Assigned	16 May 2013	<input type="checkbox"/>	31 May 2014	16 May 2013	PARTRIDGE, NAN	
T-453ACM	S	Assigned	09 Sep 2013	<input type="checkbox"/>	31 May 2014	09 Sep 2013	PARTRIDGE, NAN	
T-453ACM	X	Assigned	09 Sep 2013	<input type="checkbox"/>	31 May 2014	09 Sep 2013	PARTRIDGE, NAN	
T-454FORM	O	Assigned	13 Mar 2012	<input type="checkbox"/>	20 Jul 2014	13 Mar 2012	BRYANT, DANA	
T-454FORM	O	Assigned	08 Nov 2012	<input type="checkbox"/>	20 Jul 2014	08 Nov 2012	BRYANT, DANA	
T-45C FAM	O	Assigned	13 Mar 2012	<input type="checkbox"/>	06 Jun 2014	13 Mar 2012	BRYANT, DANA	
T-45C FAM	S	Assigned	28 Oct 2013	<input type="checkbox"/>	06 Jun 2014	28 Oct 2013	PARTRIDGE, NAN	
T-45C FAM	X	Assigned	16 May 2013	<input type="checkbox"/>	06 Jun 2014	16 May 2013	PARTRIDGE, NAN	
T-45C WEPS	O	Assigned	30 Oct 2012	<input type="checkbox"/>	24 Oct 2062	30 Oct 2012	BRYANT, DANA	
T-45C1ON	I	Assigned	07 May 2012	<input type="checkbox"/>	17 May 2062	07 May 2012	BRYANT, DANA	
T-45C1ON	O	Assigned	02 May 2012	<input type="checkbox"/>	27 Aug 2014	02 May 2012	BRYANT, DANA	
T-45C1ON	S	Assigned	30 Oct 2012	<input type="checkbox"/>	27 Aug 2014	30 Oct 2012	BRYANT, DANA	
T-45C2ON	I	Assigned	08 Aug 2012	<input type="checkbox"/>	02 May 2062	08 Aug 2012	WESLEY, RICHARD	
T-45C2ON	O	Assigned	22 Aug 2012	<input type="checkbox"/>	27 Aug 2014	22 Aug 2012	BRYANT, DANA	
T-45C2ON	S	Assigned	28 Oct 2013	<input type="checkbox"/>	27 Aug 2014	28 Oct 2013	PARTRIDGE, NAN	
T-45CINST	O	Assigned	13 Mar 2012	<input type="checkbox"/>	15 May 2014	13 Mar 2012	BRYANT, DANA	

Updated	Status	Effective Date	Exp. Override	Expiration Date	Changed By	Comment
28 Oct 2013	Assigned	28 Oct 2013	<input type="checkbox"/>			
28 Oct 2013	Assigned	28 Oct 2013	<input type="checkbox"/>			
22 Jan 2013	Assigned	22 Jan 2013	<input type="checkbox"/>			

Click on Activities tab to see specific qual activities for the member.

Qualifications and Currencies **Activities**

Personnel Picklist		Qualifications and Currencies		Member	
Rank	Full Name	Organization	Name	Rank	SSN
ENS	BELL, JAMES L 6941	VT-9	BELL, JAMES L 6941	LCDR	xxxx-xx-6941

Abbrev.	Level	Status	Effective Date	Exp. Override	Expiration Date	Date Assigned	Assigned By	Comment
T-45CIP	D	Assigned	07 Dec 2011	<input type="checkbox"/>	31 Aug 2014	07 Dec 2011	FORD, MYESHA L	
T-45 ACM3LD	D	Assigned	25 Jan 2013	<input type="checkbox"/>	24 Jan 2063	25 Jan 2013	BRYANT, DIANA	
T-45 ACM3LD	D	Assigned	09 Sep 2013	<input type="checkbox"/>	09 Sep 2063	09 Sep 2013	PARTRIDGE, NAN	
T-45ZACM	Q	Assigned	22 Jan 2013	<input type="checkbox"/>	20 Jul 2014	22 Jan 2013	BRYANT, DIANA	
T-45ZACM	S	Assigned	28 Oct 2013	<input type="checkbox"/>	20 Jul 2014	28 Oct 2013	PARTRIDGE, NAN	
T-45ZACM	X	Assigned	28 Oct 2013	<input type="checkbox"/>	20 Jul 2014	28 Oct 2013	PARTRIDGE, NAN	
T-45FORM	Q	Assigned	13 Mar 2012	<input type="checkbox"/>	20 Jul 2014	13 Mar 2012	BRYANT, DIANA	
T-45FORM	S	Assigned	08 Nov 2012	<input type="checkbox"/>	20 Jul 2014	08 Nov 2012	BRYANT, DIANA	
T-45ZACM	Q	Assigned	18 May 2013	<input type="checkbox"/>	31 May 2014	18 May 2013	PARTRIDGE, NAN	
T-45ZACM	S	Assigned	09 Sep 2013	<input type="checkbox"/>	31 May 2014	09 Sep 2013	PARTRIDGE, NAN	
T-45ZACM	X	Assigned	09 Sep 2013	<input type="checkbox"/>	31 May 2014	09 Sep 2013	PARTRIDGE, NAN	
T-45FORM	Q	Assigned	13 Mar 2012	<input type="checkbox"/>	20 Jul 2014	13 Mar 2012	BRYANT, DIANA	
T-45FORM	S	Assigned	08 Nov 2012	<input type="checkbox"/>	20 Jul 2014	08 Nov 2012	BRYANT, DIANA	
T-45C FAM	Q	Assigned	13 Mar 2012	<input type="checkbox"/>	08 Jun 2014	13 Mar 2012	BRYANT, DIANA	
T-45C FAM	S	Assigned	28 Oct 2013	<input type="checkbox"/>	08 Jun 2014	28 Oct 2013	PARTRIDGE, NAN	
T-45C FAM	X	Assigned	18 May 2013	<input type="checkbox"/>	08 Jun 2014	18 May 2013	PARTRIDGE, NAN	
T-45C WAFSRI	Assigned		18 Oct 2012	<input type="checkbox"/>	24 Oct 2062	30 Oct 2012	BRYANT, DIANA	

Name	Status	Exp. Override	Expiration Date	Expiration Time	Last Met Date
T-45 ZACM Check	Current	<input type="checkbox"/>	30 Apr 2015	2359	15 Apr 2014
T-45 ZACM Stan Exam	Current	<input type="checkbox"/>	31 Aug 2014	2359	05 Aug 2013
T-45 ZACM Sorties	Current	<input type="checkbox"/>	20 Jul 2014	2359	21 Apr 2014
T-45 ZACM Q Designation	Current	<input type="checkbox"/>	21 Jan 2063	0000	21 Jan 2013

Assigning the qualification to a member: To add the qualification, select the qualification from the qual/currency level pick list. Select the level of the qual from the levels pick list. Drag the level to Qualification and Currencies window.

The screenshot displays the 'Qualification Manager - (Individual Qualifications and Currencies)' application. The main window is divided into several panes:

- Personnel Picklist:** A list of personnel with columns for Rank, Full Name, and Organization. A red arrow points to the 'Qualifications and Currencies' tab at the top of this pane.
- Qualifications and Currencies:** A table showing the member's current qualifications. The member is BELL, JAMES L 6941, Rank LCDR, SSN xxx-xx-6941, Organization VT-9. The table has columns for Abbrev., Level, Status, Effective Date, Exp. Override, Expiration Date, Date Assigned, and Assigned. A red arrow points to the 'Qualifications and Currencies' tab at the top of this pane.
- Qual / Currency Levels Picklist:** A pane on the right containing two sub-lists: 'Quals and Currencies' and 'Levels'. A red arrow points to the 'Quals and Currencies' list, which includes items like 'T-45 4FORM', 'T-45 Center Qual Demo', etc. Another red arrow points to the 'Levels' list, which includes 'T-45 4FORM' and 'T-45 3ACM'.
- Status Log:** A table at the bottom of the main window showing a log of updates to the member's qualifications.

At the bottom of the application window, the status bar shows: NADSUSEA / Inds.wington CV5002W1PS MER_TFA_BRT 4/24/2014 1:37 PM.

Click on the activities tab to view activities associated with the newly assigned qual.

The screenshot shows the 'Qualification Manager' application window. On the left is a 'Personnel Picklist' with columns for Rank, Full Name, and Organization. On the right, the 'Qualifications and Currencies' tab is active, displaying a table with columns: Abbrev., Level, Status, Effective Date, Exp. Override, Expiration Date, Date Assigned, Assigned By, and Comment. Below this is an 'Activities' section with columns: Name, Status, Exp. Override, Expiration Date, Expiration Time, and Last Met Date. A red arrow points to the 'Activities' tab in the top navigation bar.

Rank	Full Name	Organization
LT	ACTON, KRISTIN 9721	VT-9
ENS	ADAM, STEPHENS P 4543	VT-9
ENS	ADAMS, NICHOLAS B 8516	VT-9
ENS	AIKEN, CHRISTOPHER R 3409	VT-9
ENS	ALESSANDRIA, CHRISTOPHER D 2777	VT-7
LTJG	ALEXANDER, MICHAEL B 6384	VT-7
CV	ALFORD, LEDERPOCK D 6459	TRAWING 1
LCDR	ALLEN, JAMES M 6904	VT-7
ENS	ALVRDE, JONATHAN A 8229	VT-7
	AMIS, KIMBERLY J 0570	TRAWING 1
LT	ANDERSON, JAMES F 6384	TRAWING 1
LT	ANDREAS, BENJAMIN N 4008	VT-9
LCDR	ANGERMANN, MICHAN 5724	VT-7
CDR	ANGERMANN, WILLIAM 9632	TRAWING 1
2ndLI	ASHLEY, JASON A 3975	VT-7
Maj	AUSBROOKS, BENJAMIN P 9042	VT-7
	AUST, MICHELE L 0840	TRAWING 1
CV	AVILES, RAYMOND 3895	TRAWING 1
CDR	BATES, JUSTIN 3251	TRAWING 1
CDR	BATES, LYNDSI 1863	VT-9
1stLI	BELET, DANIEL M 7652	VT-9
ENS	BELLAVIA, MICHAEL E 2066	VT-9
LT	BENSON, LANCE M 2282	VT-7
1stLI	BERNER, MICHAEL P 0329	VT-7
LT	BERTA, JOSEPH 7529	VT-9
LTJG	BIGOT, EMMANUEL 8949	VT-7
1stLI	BISSELL, JUSTIN R 3440	VT-7
Maj	BLANKENSHIP, CHARLES B 0264	VT-9
CDR	BOICE, BRIAN 4991	VT-7
LCDR	BOOKER, DOUGLAS 1021	VT-9
LCDR	BOOKER, TROY 1604	VT-9
	BOOTH, KAMESHA 9354	TRAWING 1
Capt	BOOTH, SCOTT 5593	VT-9
LT	BOSMA, ADAM H 1478	VT-9
LCDR	BRADDOCK, JOHNS 7172	VT-7
Maj	BRADLEY, ROBERT D 5886	VT-9
LCDR	BRADY, CHARLES B 2737	TRAWING 1
ENS	BRAY, PARKER W 7831	VT-7
LT	BREEDEN, JOSEPH 0851	VT-9
LT	BRENNAN, STEPHEN M 0794	VT-9
LT	BERRY, LOGAN J 2389	VT-9
CV	BRONSON, MARION H 8810	TRAWING 1
	BROWN, JESSIE V 4585	TRAWING 1
CV	BRUBAKER, ROBERT 1528	TRAWING 1
CWO4	BRUCE, ADAM L 0152	TRAWING 1
	BRYANT, DANA 2181	VT-9
	BRYANT, JEREMY H 6114	TRAWING 1
Maj	BURSTATTE, SCOTT S 1778	VT-7
ENS	BURGART, DENNIS T 9577	VT-9
	BURNEY, TARA 8634	TRAWING 1
LT	BURNS, JAMES 3633	VT-7
ENS	BUSTER, PHILLIP C 7341	VT-7
1stLI	CADREDDY, DAVID J 1906C	VT-9

Name	Rank	SIN	Organization
BELL, JAMES L 6941	LCDR	xxx-xx-6941	VT-9

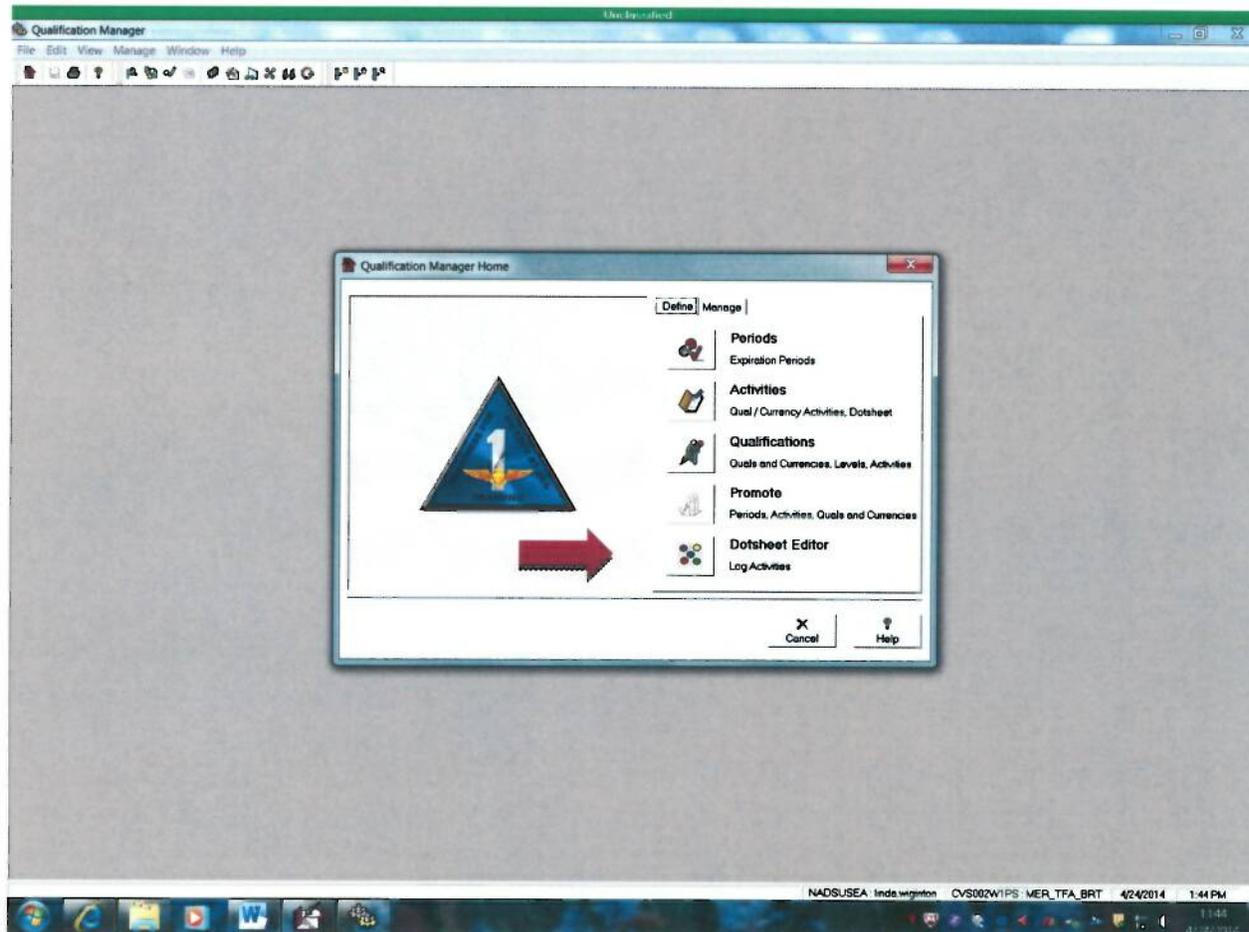
Abbrev.	Level	Status	Effective Date	Exp. Override	Expiration Date	Date Assigned	Assigned By	Comment
T-45CIP	D	Assigned	07 Dec 2011		31 Aug 2014	07 Dec 2011	FORD, MYESHA L	
T45 ACM/ILD	D	Assigned	25 Jan 2013		24 Jan 2063	25 Jan 2013	BRYANT, DANA	
T452ACM	Q	Assigned	22 Jan 2013		20 Jul 2014	22 Jan 2013	BRYANT, DANA	
T452ACM	S	Assigned	28 Oct 2013		20 Jul 2014	28 Oct 2013	PARTRIDGE, NAN	
T452ACM	X	Assigned	28 Oct 2013		20 Jul 2014	28 Oct 2013	PARTRIDGE, NAN	
T452FORM	Q	Assigned	13 Mar 2012		20 Jul 2014	13 Mar 2012	BRYANT, DANA	
T452FORM	S	Assigned	08 Nov 2012		20 Jul 2014	08 Nov 2012	BRYANT, DANA	
T453ACM	Q	Assigned	16 May 2013		31 May 2014	16 May 2013	PARTRIDGE, NAN	
T453ACM	S	Assigned	09 Sep 2013		31 May 2014	09 Sep 2013	PARTRIDGE, NAN	
T453ACM	X	Assigned	09 Sep 2013		31 May 2014	09 Sep 2013	PARTRIDGE, NAN	
T454FORM	Q	Assigned	13 Mar 2012		20 Jul 2014	13 Mar 2012	BRYANT, DANA	
T454FORM	S	Assigned	08 Nov 2012		20 Jul 2014	08 Nov 2012	BRYANT, DANA	
T45CFAM	Q	Assigned	13 Mar 2012		08 Jun 2014	13 Mar 2012	BRYANT, DANA	
T45CFAM	S	Assigned	28 Oct 2013		08 Jun 2014	28 Oct 2013	PARTRIDGE, NAN	
T45CFAM	X	Assigned	16 May 2013		08 Jun 2014	16 May 2013	PARTRIDGE, NAN	
T45CFAM/BRIN	Assignment		10 Oct 2013		10 Oct 2013	10 Oct 2013	BRYANT, DANA	

Name	Status	Exp. Override	Expiration Date	Expiration Time	Last Met Date
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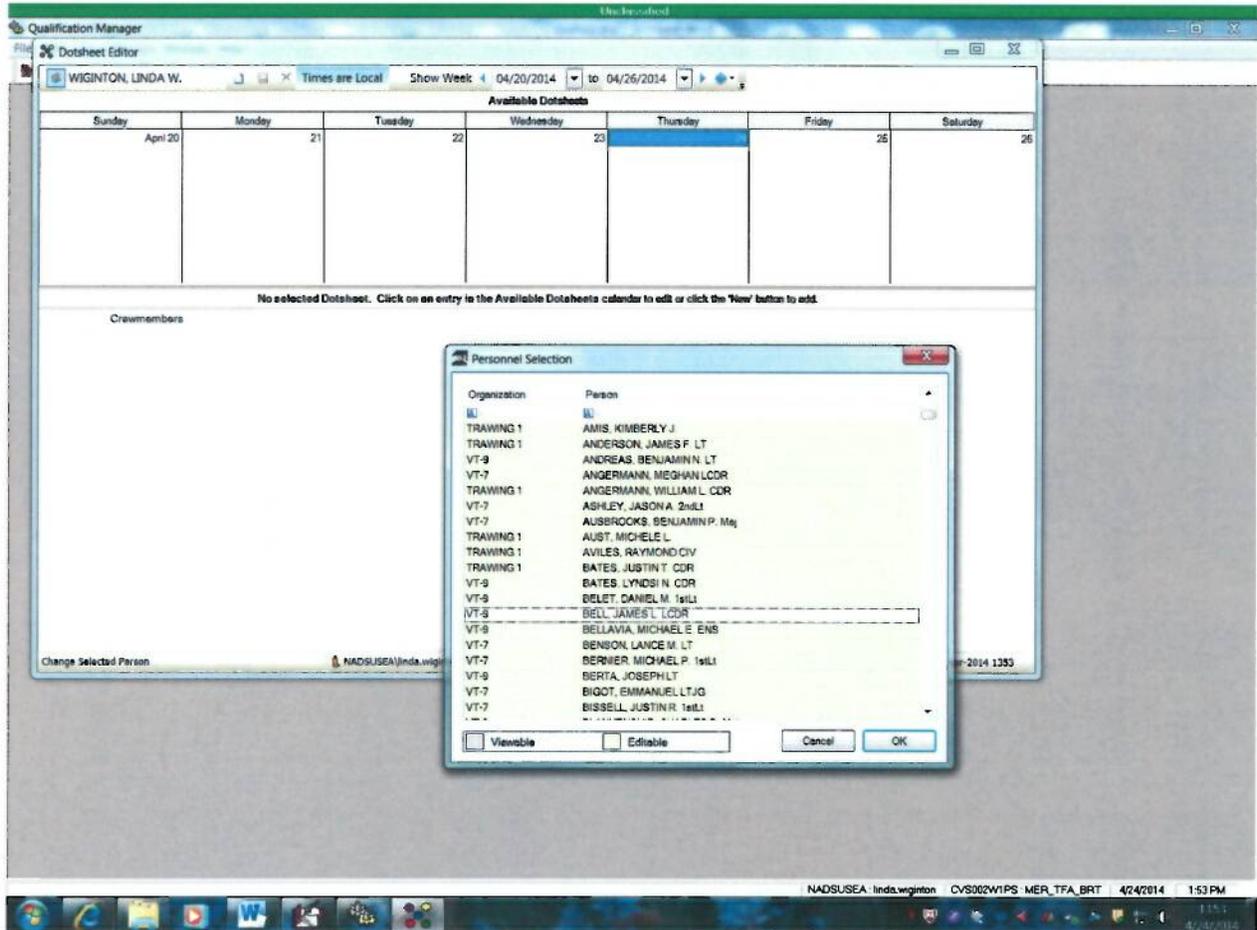
View Quals / Currencies and Levels

NADSUSEA inda.wington CV8902W1PS MER_TFA_BRT 4/24/2014 1:38 PM

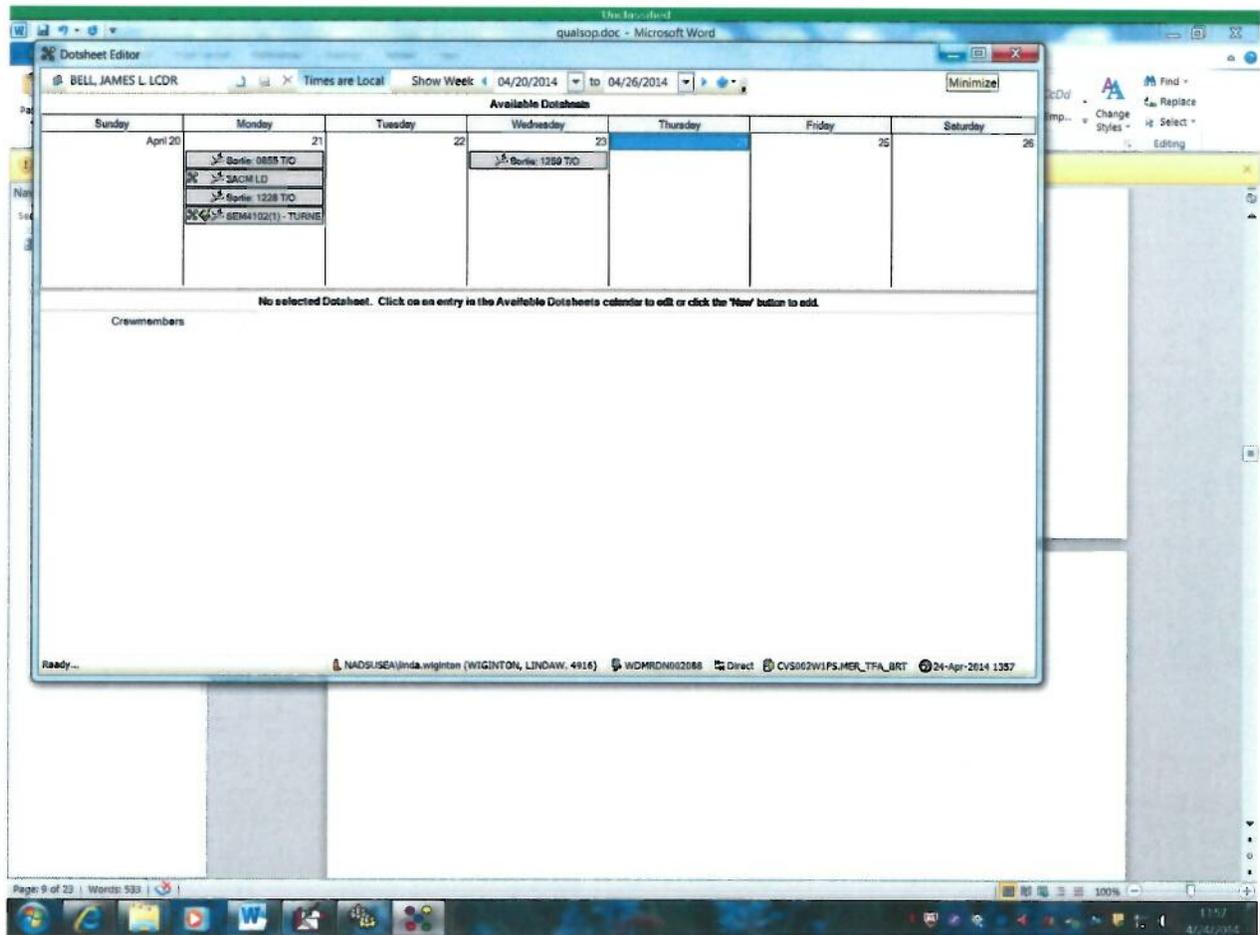
Dotsheet entry – Select Dotsheet Editor from Qualification menu



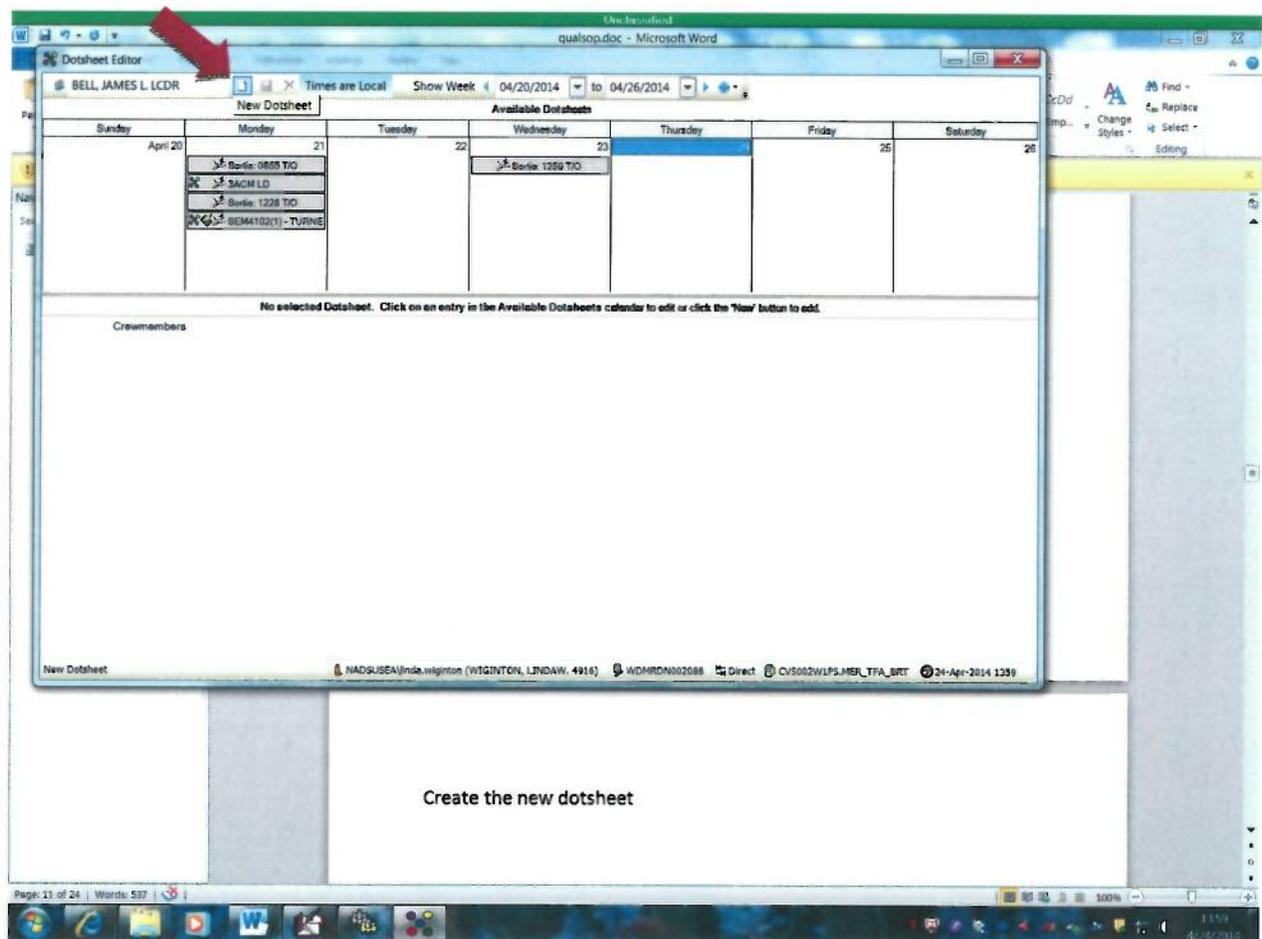
Select name from Personnel Pick list and click OK.



After the name is selected, you will see current week and any prior entered dotsheets via NAVflir (yellow sheets), gradesheets, or manual entries:

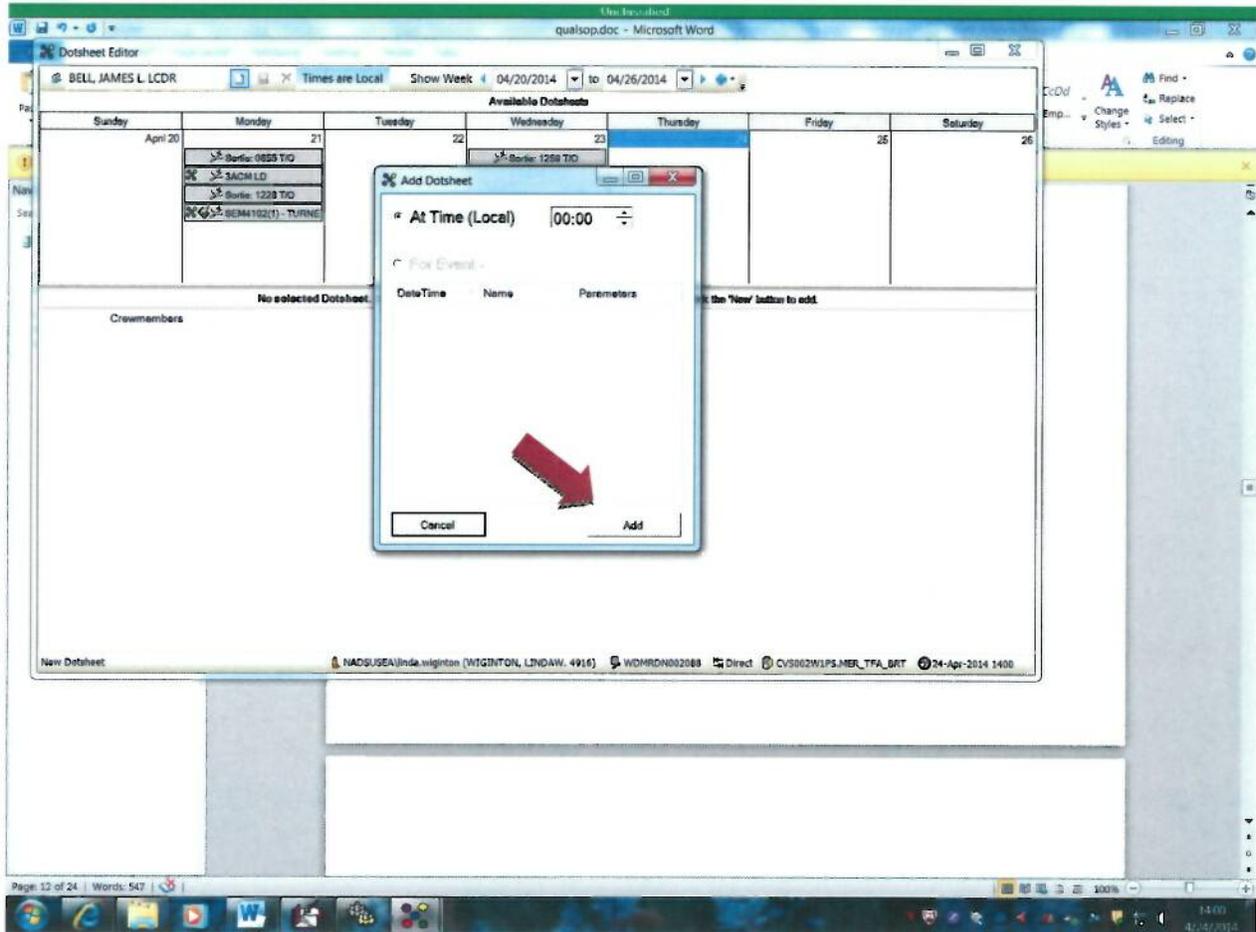


Create the new dotsheet by clicking the “new dotsheet” tab at top of page.



Create the new dotsheet

Click Add.



Select activity for manual dotsheet entry from dropdown. Save entry.

The screenshot displays the TIMS Browser Dotsheet Editor interface. At the top, the window title is "TIMS Browser" and the application is "Dotsheet Editor". The user is logged in as "BELL, JAMES L LCDR". The interface shows a calendar for the week of April 20-26, 2014. A dropdown menu is open, showing a list of activities for "T-45C Instrument Sten Check". A red arrow points to the "T-45C INST CHK" option in the dropdown. The interface also includes a "Miscellaneous" section at the bottom with a browser address bar showing "https://esop-navy.com/navy/".

Available Databases

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
April 20	21	22	23	24	25	26
	T-45C QJ Demo/LDSF T-45 FORM/NFORM/NFAM... T-45 Safety/NATOPS T-45 TF/ACM/OCF/SLL T-45C FAM/INST Activities T-45C INST CHK T-45 WEPS/ON		T-45C Instrument Sten Check			

Dotsheet on 24-Apr-2014 at 0000

Activity Name	Value
T-45C Instrument Sten Check	✓

Activity Summary

Activity Name	Value
T-45C Instrument Sten Check	✓

Activity Summary

Activity Name	Value
T-45C Instrument Sten Check	✓

SOP TO CREATE AND MAP MANUAL QUALIFICATIONS AND ACTIVITIES IN TIMS

1. A list of all academic lectures conducted by Cubic Instructors will need to be reviewed and submitted for activity entry. This list will be provided to the TFA by the Cubic Site Manager.
2. TFA - In TIMS, Quals Manager, Define Activities – add all lecture activities from the list.

Name	Required?	Data Type	Precision	Minimum	Maximum	Master Activity	Owning Database	Description
T-45C NATOPS Sortie	<input checked="" type="checkbox"/>	True / False					NAVY_MUSS	
T-45C NATOPS Stan Exam	<input checked="" type="checkbox"/>	True / False					NAVY_MUSS	
T-45C NAV01 Instrument Navigation	<input checked="" type="checkbox"/>	True / False					MER_TFA_BRT	
T-45C NFAM "Q" SIM Designation	<input checked="" type="checkbox"/>	True / False					NAVY_MUSS	
T-45C NFAM "S" SIM Designation	<input checked="" type="checkbox"/>	True / False					NAVY_MUSS	
T-45C NFAM SIM Annual Stan	<input checked="" type="checkbox"/>	True / False					NAVY_MUSS	
T-45C NFAM SIM Event	<input checked="" type="checkbox"/>	True / False					NAVY_MUSS	
T-45C NFAM Stan Exam	<input checked="" type="checkbox"/>	True / False					NAVY_MUSS	
T-45C NFM11 Night Familiarization F	<input checked="" type="checkbox"/>	True / False					MER_TFA_BRT	
T-45C NFORM "Q" SIM Designation	<input checked="" type="checkbox"/>	True / False					NAVY_MUSS	
T-45C NFORM "S" SIM Designation	<input checked="" type="checkbox"/>	True / False					NAVY_MUSS	
T-45C NFORM SIM Annual Stan	<input checked="" type="checkbox"/>	True / False					NAVY_MUSS	
T-45C NFORM SIM Event	<input checked="" type="checkbox"/>	True / False					NAVY_MUSS	
T-45C NFORM Stan Exam	<input checked="" type="checkbox"/>	True / False					NAVY_MUSS	
T-45C NFR11 Night Formation Flight	<input checked="" type="checkbox"/>	True / False					MER_TFA_BRT	
T-45C OCF "Q" SIM Designation Le	<input checked="" type="checkbox"/>	True / False					NAVY_MUSS	
T-45C OCF "S" SIM Designation Le	<input checked="" type="checkbox"/>	True / False					NAVY_MUSS	
T-45C OCF SIM Annual Stan	<input checked="" type="checkbox"/>	True / False					NAVY_MUSS	
T-45C OCF SIM Event	<input checked="" type="checkbox"/>	True / False					NAVY_MUSS	
T-45C OCF Stan Exam	<input checked="" type="checkbox"/>	True / False					NAVY_MUSS	
T-45C OCF/Spin Instructor Designa	<input checked="" type="checkbox"/>	True / False					NAVY_MUSS	
T-45C OCF11 OCF Flight Procedure	<input checked="" type="checkbox"/>	True / False					MER_TFA_BRT	
T-45C ON01 Onnav Ground School	<input checked="" type="checkbox"/>	True / False					MER_TFA_BRT	
T-45C ON11 Operational Navigation	<input checked="" type="checkbox"/>	True / False					MER_TFA_BRT	
T-45C ONAV "Q" SIM Designation	<input checked="" type="checkbox"/>	True / False					NAVY_MUSS	
T-45C ONAV "S" SIM Designation	<input checked="" type="checkbox"/>	True / False					NAVY_MUSS	
T-45C ONAV SIM Annual Stan	<input checked="" type="checkbox"/>	True / False					NAVY_MUSS	
T-45C ONAV SIM Event	<input checked="" type="checkbox"/>	True / False					NAVY_MUSS	
T-45C ONAV Stan Exam	<input checked="" type="checkbox"/>	True / False					NAVY_MUSS	
T-45C ORM11 Operational Risk Ma	<input checked="" type="checkbox"/>	True / False					MER_TFA_BRT	
T-45C RI11 Radio Instrument Flight	<input checked="" type="checkbox"/>	True / False					MER_TFA_BRT	
T-45C SEA11 NACES Flight Physical	<input checked="" type="checkbox"/>	True / False					MER_TFA_BRT	
T-45C Section Lead Designation	<input checked="" type="checkbox"/>	True / False					NAVY_MUSS	
T-45C Section Weapons Annual St	<input checked="" type="checkbox"/>	True / False					NAVY_MUSS	
T-45C Section Weapons Check Ric	<input checked="" type="checkbox"/>	True / False					NAVY_MUSS	
T-45C Section Weapons Flight 1	<input checked="" type="checkbox"/>	True / False					NAVY_MUSS	
T-45C Section Weapons Flight 2	<input checked="" type="checkbox"/>	True / False					NAVY_MUSS	
T-45C Section Weapons Sortie(s)	<input checked="" type="checkbox"/>	True / False					NAVY_MUSS	
T-45C Section Weapons Stan Exam	<input checked="" type="checkbox"/>	True / False					NAVY_MUSS	
T-45C Section WEP "Q" Designatic	<input checked="" type="checkbox"/>	True / False					NAVY_MUSS	
T-45C Section WEP "S" Designatic	<input checked="" type="checkbox"/>	True / False					NAVY_MUSS	
T-45C Section WEP "X" Designatic	<input checked="" type="checkbox"/>	True / False					NAVY_MUSS	
T-45C SIM Instructor Designation L	<input checked="" type="checkbox"/>	True / False					NAVY_MUSS	
T-45C Simulator Instructor Designat	<input checked="" type="checkbox"/>	True / False					NAVY_MUSS	
T-45C STK11 Weapons Flight Proc	<input checked="" type="checkbox"/>	True / False					MER_TFA_BRT	
T-45C WEP "Q" SIM Designation L	<input checked="" type="checkbox"/>	True / False					NAVY_MUSS	
T-45C WEP "S" SIM Designation L	<input checked="" type="checkbox"/>	True / False					NAVY_MUSS	
T-45C WEP "X" SIM Annual Stan	<input checked="" type="checkbox"/>	True / False					NAVY_MUSS	

TFA - In TIMS, Qualls Manager, Define Qualification – add applicable qualification name, i.e. “T-45C Academic Instructor” and assign level and new lecture activities from pick list.

The screenshot displays the Qualification Manager application with the following sections:

- Qualifications and Currencies:** A table listing various qualifications. The selected row is:

Sequence	Name	Abbrev.	Organization	Created By	Date Created	Revised By	Date Revised	Owning Database	Description
767	T-6B IPC	T6B IPC		Carter, Judy	02 Feb 2010			NAVY_MUSS	
768	T-6B FPC	T6B FPC		Carter, Judy	02 Feb 2010			NAVY_MUSS	
769	T-6B Academic Instructor	T6B Acad		Carter, Judy	02 Feb 2010			NAVY_MUSS	
770	T-6B Simulator Instructor	T6B SIM I		Carter, Judy	02 Feb 2010			NAVY_MUSS	
771	T-6B Contact SIM	T6B CONE		Carter, Judy	02 Feb 2010			NAVY_MUSS	
772	T-6B NAV SIM	T6B NAVS		Carter, Judy	02 Feb 2010			NAVY_MUSS	
773	T-6B LL SIM	T6B LLSIM		Carter, Judy	02 Feb 2010			NAVY_MUSS	
774	T-6B INST SIM	T6B INSTI		Carter, Judy	02 Feb 2010			NAVY_MUSS	
775	T-6B FORM SIM	T6B FORM		Carter, Judy	02 Feb 2010			NAVY_MUSS	
776	T-45C Academic Instructor	T45C Acad		WILSON, LINDA	02 Feb 2011			NAVY_MUSS	
- Levels:** A table showing the level for the selected qualification:

Sequence	Name	Default?	Owning Database	Description
1	D	<input checked="" type="checkbox"/>	MER_TFA_BRT	Designated
- Activities:** A table listing activities for the qualification:

Sequence	Name	Date Type	Quantity	Expiration	Description	Owning Database
1	T-45C ASI0107 Introduc	T/F	1	90-Day Currency		MER_TFA_BRT
2	T-45C ENG01 Enginee	T/F	1	90-Day Currency		MER_TFA_BRT
3	T-45C AER01 Aerodyne	T/F	1	90-Day Currency		MER_TFA_BRT
4	T-45C MET01 Meteorolo	T/F	1	90-Day Currency		MER_TFA_BRT
5	T-45C NAV01 Instrumen	T/F	1	90-Day Currency		MER_TFA_BRT
6	T-45C ON01 Onnav Grou	T/F	1	90-Day Currency		MER_TFA_BRT
7	T-45C OR12 Course Rul	T/F	1	90-Day Currency		MER_TFA_BRT
8	T-45C FAM11 Familiariz	T/F	1	90-Day Currency		MER_TFA_BRT
9	T-45C OCF11 OCF Fligh	T/F	1	90-Day Currency		MER_TFA_BRT
10	T-45C NA11 Natops	T/F	1	90-Day Currency		MER_TFA_BRT
11	T-45C NFM11 Night Fan	T/F	1	90-Day Currency		MER_TFA_BRT
12	T-45C FCL11 Field Quali	T/F	1	90-Day Currency		MER_TFA_BRT
13	T-45C CRM11 Crew Prie	T/F	1	90-Day Currency		MER_TFA_BRT
14	T-45C ORM11 Operator	T/F	1	90-Day Currency		MER_TFA_BRT
15	T-45C SEA11 NACES PI	T/F	1	90-Day Currency		MER_TFA_BRT
16	T-45C CD11 Cockpit Ori	T/F	1	90-Day Currency		MER_TFA_BRT
17	T-45C EP11 Emergency	T/F	1	90-Day Currency		MER_TFA_BRT
18	T-45C BH11 Basic Instru	T/F	1	90-Day Currency		MER_TFA_BRT
19	T-45C RIT1 Radio Instru	T/F	1	90-Day Currency		MER_TFA_BRT
20	T-45C IR11 Instrument F	T/F	1	90-Day Currency		MER_TFA_BRT
21	T-45C FRM11 Section F	T/F	1	90-Day Currency		MER_TFA_BRT
22	T-45C DV11 Division Fc	T/F	1	90-Day Currency		MER_TFA_BRT
23	T-45C NFR11 Night For	T/F	1	90-Day Currency		MER_TFA_BRT
24	T-45C NRM11 Overhaul	T/F	1	90-Day Currency		MER_TFA_BRT

Cubic Quals Manager - In TIMS, Manage Quals – Assign "T-45 C Academic Instructor" qualification to each Fidelity Instructor.

The screenshot shows the Qualification Manager application window. The main area displays a table of qualifications and currencies for the member DENGLER, ROBERT 0635. The table has columns for Abbrev, Level, Status, Effective Date, Exp. Override, Expiration Date, Date Assigned, Assigned By, and Comment. A red arrow points to the row for 'T-45 C Academic Instructor' (Abbrev: T45CSIM, Level: D, Status: Assigned, Effective Date: 21 Aug 2008, Expiration Date: 31 Dec 2011, Date Assigned: 07 Aug 2009, Assigned By: BIRD, RUSS).

Abbrev	Level	Status	Effective Date	Exp. Override	Expiration Date	Date Assigned	Assigned By	Comment
45C_CQSIM	Q	Assigned	15 Jun 2009	<input type="checkbox"/>	15 Feb 2012	15 Jun 2009	TAYLOR, MICHAEL	
45C_WEPSIM	Q	Assigned	15 Jun 2009	<input type="checkbox"/>	31 Mar 2011	15 Jun 2009	TAYLOR, MICHAEL	
45CFORM_S	Q	Assigned	15 Jun 2009	<input type="checkbox"/>	31 May 2011	15 Jun 2009	TAYLOR, MICHAEL	
45CINST_SII	S	Assigned	15 Jun 2009	<input type="checkbox"/>	31 Dec 2011	15 Jun 2008	TAYLOR, MICHAEL	
45CNFAM_S	Q	Assigned	15 Jun 2009	<input type="checkbox"/>	26 Apr 2011	15 Jun 2009	TAYLOR, MICHAEL	
45CNFM_SII	Q	Assigned	15 Jun 2009	<input type="checkbox"/>	31 May 2011	15 Jun 2009	TAYLOR, MICHAEL	
45COCF_SII	Q	Assigned	15 Jun 2009	<input type="checkbox"/>	31 May 2011	15 Jun 2009	TAYLOR, MICHAEL	
45CovFAM_S	Q	Assigned	15 Jun 2009	<input type="checkbox"/>	31 Dec 2011	15 Jun 2009	TAYLOR, MICHAEL	
45CONAV_S	Q	Assigned	15 Jun 2009	<input type="checkbox"/>	31 May 2011	15 Jun 2009	TAYLOR, MICHAEL	
T45CSIM	D	Assigned	21 Aug 2008	<input type="checkbox"/>	31 Dec 2011	07 Aug 2009	BIRD, RUSS	

The right-hand pane shows a list of 'Quals and Currencies' with 'T-45 C Academic Instructor' highlighted. A red arrow points to this entry.

Cubic Quals Manager - In TIMS, Manage Quals – Update each activity expiration date:

The screenshot displays the 'Qualification Manager' application window. The interface is divided into several sections:

- Member List:** A table on the left lists personnel with columns for Rank and Full Name. Red arrows point to the 'Full Name' column header and a specific entry: 'DENICOLA, PHILIP J.'.
- Member Details:** A table at the top right shows details for 'DENGLER, ROBERT 0635', including Rank (CIV), SSN (xxxxxx-0635), and Organization (TRAWING 1).
- Qualifications and Currencies Table:** A large table in the center lists various qualifications. Red arrows point to the 'Expiration Date' column header and a specific entry: 'T45CSIM' with an expiration date of '31 Dec 2011'.
- Activities Table:** A table at the bottom lists specific activities for the selected member, including 'T-45C ASI0107 Introduction to IFT/ODT' and 'T-45C ENG01 Engineering', with columns for Status, Exp. Override, Expiration Date, Expiration Time, and Last Met Date.

The status bar at the bottom indicates the user is logged in as 'TRANET : Linda weiginton' on '12/6/2011' at '9:14 AM'.

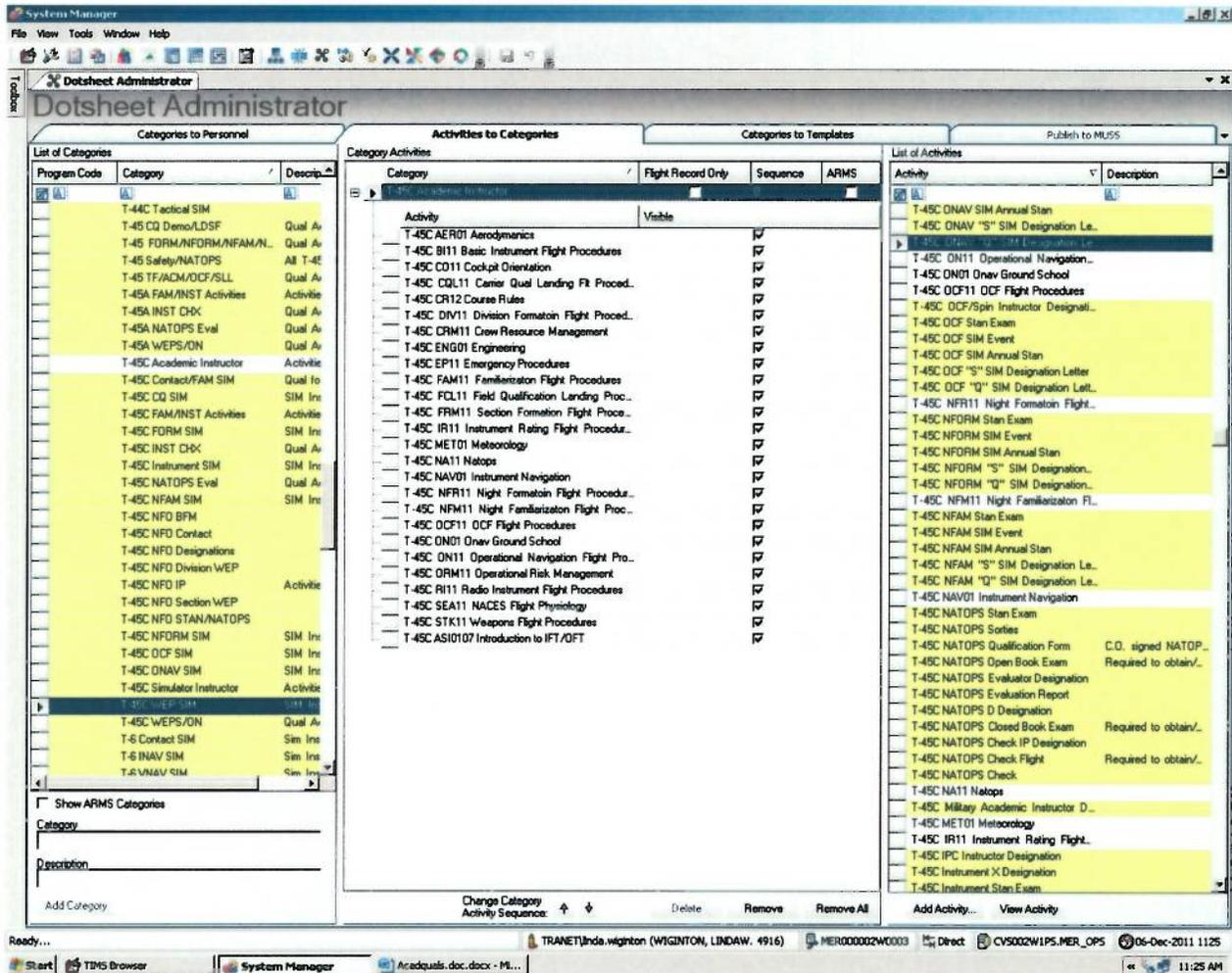
PROCEDURES TO SET UP ACTIVITES AND CATEGORIES IN DOTSHEET ADMINISTRATOR
TFA – In TIMS System Manager, Dotsheet Administrator –
Add “T-45C Academic Instructor” category under Categories to Personnel column.

The screenshot displays the Dotsheet Administrator application window. The main interface is divided into several panes:

- Categories to Personnel:** A table listing various categories. A red arrow points to a newly added category: "T-45C Academic Instructor".
- Personnel Categories:** A large empty area for listing personnel, with a red arrow pointing towards it from the new category.
- Apply Category Templates:** A section with a "Templates" list containing "VT-7 Safety", "VT-09 SAFETY", and "NFAM/NFORM SIM".
- List of Resources:** A table listing personnel resources, including names and organizations like "AUST, MICHELE L 0940" and "BATES, JUSTIN 3251".

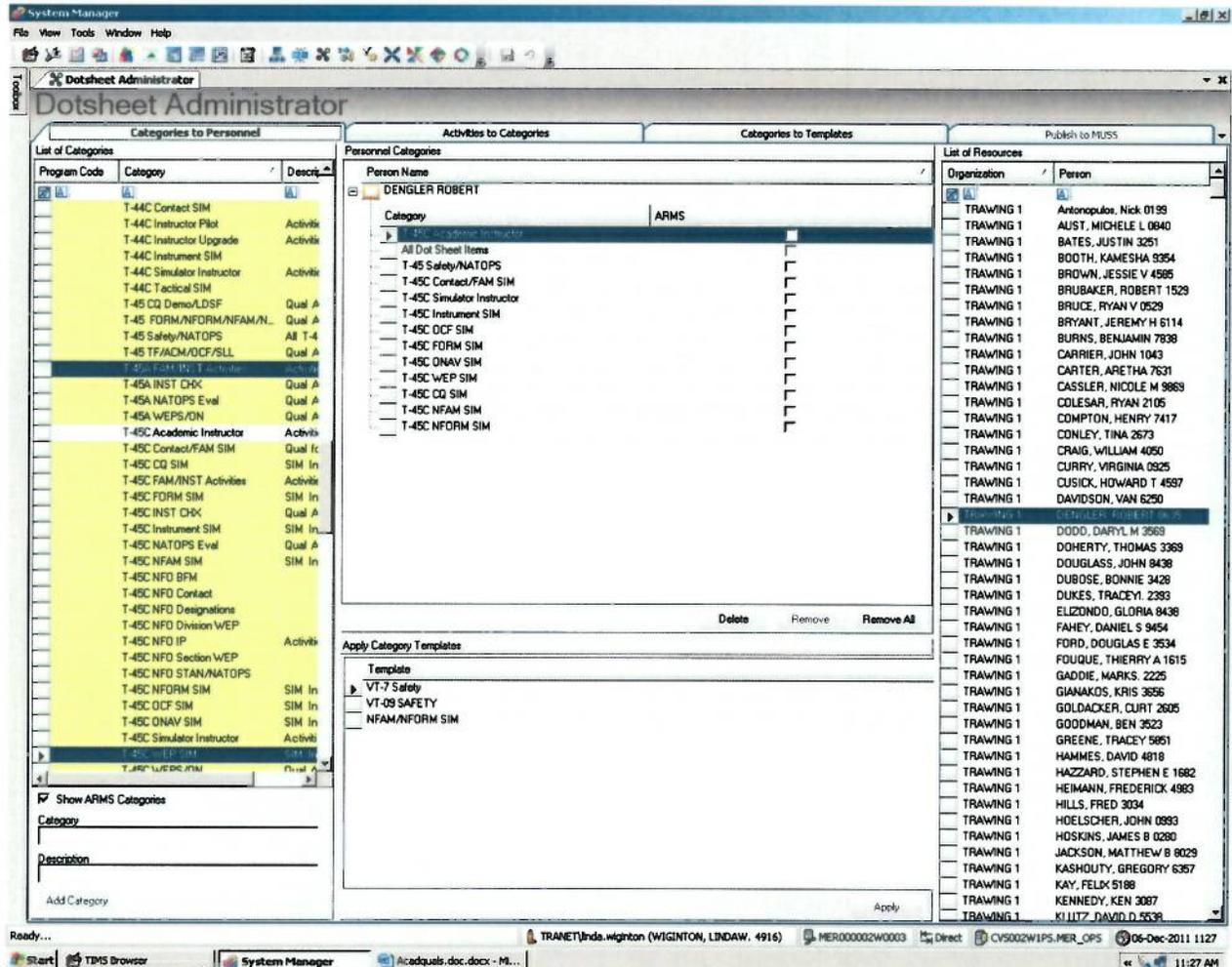
At the bottom, the Windows taskbar shows the system is ready, with the date 06-Dec-2011 12:17 PM and the user TRANET\linda.wignton (WIGINTON, LINDAW. 4916).

TFA – In TIMS System Manager, Dotsheet Administrator, - add all new Academic Activities in List of Activities function dropdown and assign the newly added activities to the “T-45C Academic Instructor Category.

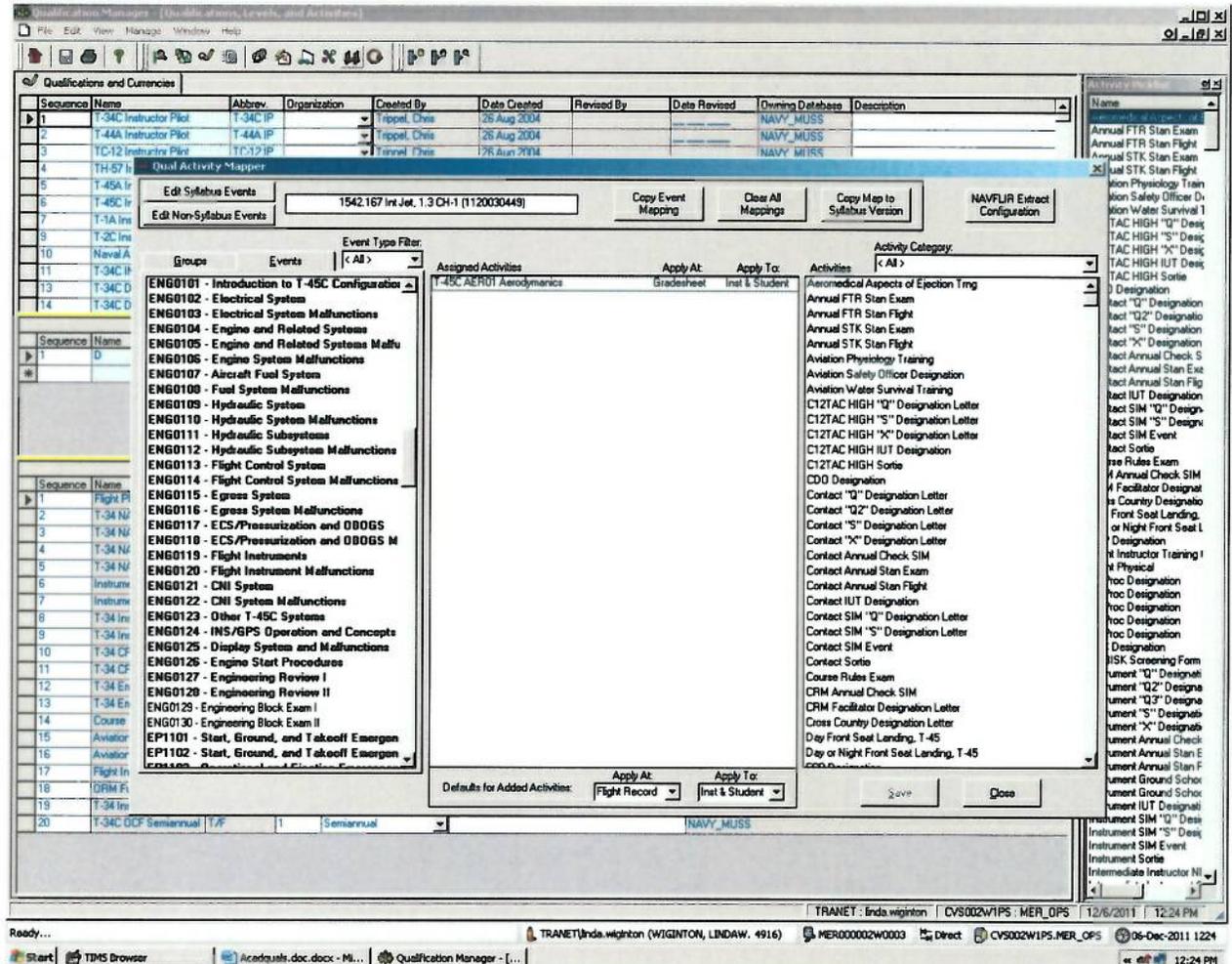


At this point you can select to train your Cubic Qualls Manager on Dotsheet Administator and Syllabus Mapping functions so permissions can be issued. Or, as the TFA you can complete the Dotsheet Administrator and Mapping functions below to complete the task.

In TIMS System Manager, Dotsheet Administrator, - add Category "T-45C Academic Instructor" to all Cubic Instructors under Categories to Personnel Tab.



In TIMS Qual Activity Mapper – Map all Academic events to apply at the Grade sheet level to student and Instructor.



Task complete.