



DEPARTMENT OF THE NAVY
CHIEF OF NAVAL AIR TRAINING
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CNATRINST 1550.61B
N71
13 Jan 2015

CNATRA INSTRUCTION 1550.61B

Subj: TRAINING STANDARDIZATION AND SAFETY EVALUATION PROGRAM

Ref: (a) OPNAVINST 3710.7U
(b) OPNAVINST 1500.75
(c) CNATRINST 1500.4H
(d) CNATRINST 3740.8L
(e) SECNAVINST 5211.5E
(f) OPNAVINST 3750.6S
(g) OPNAVINST 5100.12J
(h) OPNAVINST 5100.23G with CH-1
(i) OPNAVINST 3500.39C
(j) OPNAVINST 5102.1D with CH-2
(k) OPNAVINST 5100.25C
(l) CNATRINST 3710.40
(m) CNATRINST 3058.1A
(n) CNATRINST 3750.22J
(o) CNATRINST 3750.23N
(p) CNATRINST 3750.24F
(q) CNATRINST 3750.26J
(r) CNATRINST 5420.13H
(s) CNATRINST 5100.13
(t) CNATRINST 1300.2H
(u) CNATRINST 3710.13G
(v) CNATRINST 1550.6E

Encl: (1) CNATRA Training Standardization Evaluation Checklist (Training Air Wing)
(2) CNATRA Training Standardization Evaluation Checklist (Squadron or Instructor Training Unit)
(3) Safety Evaluation Checklist
(4) Sample Evaluation Timeline
(5) Sample Evaluation Report
(6) Sample Report of Corrective Action

1. Purpose. This instruction sets forth the policies and procedures for conducting training standardization and safety evaluations of activities under the command of Chief of Naval Air Training (CNATRA).

2. Cancellation. CNATRAINST 1550.61A

3. Scope. This instruction applies to all Training Air Wings (TRAWINGS), squadrons, departments, and activities within the Naval Air Training Command (NATRACOM).

4. Background. CNATRA will use this formal visit to evaluate training in terms of quality, standardization, safety, and performance. The evaluation will focus on compliance with established Office of the Chief of Naval Operations (OPNAV) and CNATRA policy, procedures, and standards while objectively verifying mission capability and performance.

5. General. Training standardization and safety evaluations will be conducted on each TRAWING to ensure curricula are being executed in accordance with corresponding Master Curriculum Guides (MCG); quality of instruction meets CNATRA standards; students are trained in a standardized manner; student administration is conducted in accordance with CNATRA instructions; Crew Resource Management (CRM) techniques are properly introduced and practiced; and basic safety and Operational Risk Management (ORM) measures are being applied. In addition, the following objectives will also be met:

a. Assist commanders in improving the performance, efficiency, effectiveness, safety, and quality of training. Evaluations will provide commanders mission-relevant evaluations and recommendations that are timely, accurate, candid, and objective.

b. Help Sailors, Marines, and Department of the Navy (DoN) civilians improve the performance, efficiency, and effectiveness of their organizations while constantly improving individual quality of training in the NATRACOM.

c. Recognize, commend, and disseminate Best Practices throughout the NATRACOM.

6. Action

a. CNATRA N7. Serve as the principal advisor to CNATRA for evaluation matters; coordinate and conduct standardization evaluations of all activities under CNATRA. In this capacity, CNATRA N7 serves as Chief Evaluator and exercises overall

direction and coordination of the CNATRA training standardization and safety evaluation program. To carry out this function, CNATRA N7 shall:

(1) Schedule, coordinate, and monitor the training standardization and safety evaluation of all activities under the command of CNATRA.

(2) Request resources from CNATRA Chief of Staff (COS) and field activities as necessary to fully support the CNATRA training standardization and safety evaluation program.

(3) Prepare reports after each evaluation and distribute copies to all relevant parties.

(4) Distribute Best Practices to all TRAWINGS following each evaluation.

(5) Monitor and report to CNATRA COS the status of corrective actions for all noted discrepancies.

(6) Ensure that CNATRA is in compliance with the reporting requirements of references (a) through (v).

b. CNATRA N00R

(1) Inspect all CNATRA Reserve Component units in accordance with reference (d) and updates disseminated by CNATRANOTE 3740.

(2) Forward all CNATRA Reserve Component evaluation results to CNATRA N7 for inclusion in the evaluation report.

c. CNATRA N3

(1) Provide CNATRA or NALO air assets to move the evaluation team to and from the evaluation site.

(2) Government Flight Representative (GFR) inspections are covered in CNATRAINST 3710.39A. If the regular GFR inspection cycle coincides with a TRAWING's training standardization and safety inspection, the CNATRA GFR may accompany the inspection team to conduct the inspections simultaneously. The GFR inspection report will always be routed

and signed separately from the training standardization and safety inspection report.

d. CNATRA N6. A CNATRA Information Technology (IT) or Information Management (IM) associate will review the functional effectiveness of all hardware and software at the TRAWINGs and squadrons in order to assess effectiveness throughout the NATRACOM. A summary of these assessments will be included in the report, but will not be graded.

e. CNATRA N8. Provide appropriate Temporary Additional Duty (TAD) funds to CNATRA N7, Safety, and other N-Codes in support of the training standardization and safety evaluation program.

f. CNATRA N-Codes. CNATRA N-Codes should provide manpower and resources as requested by CNATRA N7 to support the training standardization and safety evaluation program. If manpower and resources are not available, CNATRA N-Codes shall coordinate with CNATRA N7 to ensure the necessary evaluation requirements are met.

g. Commands, Units, and Activities Being Evaluated

(1) Ensure the requested instructors, students, events, and records are available for evaluation. The evaluation will include aircraft, simulator, and synthetic training device events, as well as academic and flight support training.

(2) Provide CNATRA N7 copies of all requested command/unit instructions and Standard Operating Procedures (SOP) related to training standardization and safety.

(3) Request training, informational briefs, or assist visits from CNATRA N7 as desired.

(4) Provide egress training for selected flight evaluators.

7. Evaluation Team Composition. Training standardization and safety evaluation teams will consist of sufficient qualified members to adequately perform a thorough evaluation. CNATRA N71, CNATRA N00R, and CNATRA N00X will serve as Assistant Chief Evaluators.

8. Frequency of Evaluations. Each NATRACOM unit will receive a training standardization and safety evaluation every 18 months or when special circumstances require.

9. Evaluation Planning. On an annual basis, CNATRA shall disseminate proposed training standardization and safety evaluation dates for the next two fiscal years. Affected activities will be notified of any changes to their proposed evaluation dates.

10. Evaluation Scheduling. Approximately 90 days prior to the evaluation, CNATRA N7 shall notify the command/unit of the exact evaluation dates.

11. Itinerary and Funding. The Chief Evaluator will distribute a detailed evaluation agenda to all concerned parties 15 days prior to the scheduled evaluation. TAD orders and funding requirements will be prepared by respective CNATRA N-Codes and submitted to CNATRA N8 via DTS at least five working days prior to the day of travel.

12. Execution. An in-brief with the respective unit's commander and staff will start the formal portion of the evaluation. Execution will continue per enclosure (4) and will include standardization flights with members of the CNATRA staff. The evaluation will culminate with an out-brief with the unit's commander. The evaluation will terminate once all members of the team return to Naval Air Station (NAS) Corpus Christi.

a. Training and standardization, including Medical, will be evaluated per enclosures (1) and (2).

b. Safety will be evaluated per enclosure (3).

c. TRAWING Reserve Components and Squadron Augment Units will be evaluated per reference (d) and per updates disseminated by CNATRANOTE 3740.

13. Unannounced Evaluations. In addition to planned evaluations, unannounced evaluations may be conducted when circumstances warrant.

14. Evaluation Grading

a. Functional areas, units, and parent command shall be inspected for compliance with all governing documents listed in the reference section of this instruction and as detailed in the enclosed inspection checklists. Such compliance will be graded and noted discrepancies will be recorded, with each discrepancy classified as either Major or Minor.

(1) Major: Intentional or gross violation of CNATRA or higher directives, safety of flight (to include qualification and standardization requirements), or previously identified discrepancies that have insufficient remediation measures (ie, repeat discrepancies from the previous inspection cycle).

(2) Minor: Anything not listed as a major discrepancy; a minor non-compliance not affecting safety of flight or personnel safety. Also includes administrative errors.

b. A grade of Outstanding, Excellent, Satisfactory, Marginal, or Unsatisfactory shall be individually assigned to functional areas, units, and the parent command.

c. Although grade assignment is at the discretion of CNATRA, grades are generally based on the number of Major and Minor discrepancies per Table 1.

d. If an Unsatisfactory grade is assigned to a functional area in a unit, the corresponding functional area of the parent command may receive the same grade in that functional area.

e. An overall unit grade less than Satisfactory and/or any functional area graded as Unsatisfactory will result in a reevaluation of that unit or functional area per paragraph 18 of this instruction.

g. An Unsatisfactory grade in any functional area may result in CNATRA halting operations in that area until the discrepancy is resolved.

3. Functional Area Grades. Functional areas shall normally be graded in accordance with Table 1 below. CNATRA or the Chief Evaluator may assign a functional area a grade different than outlined in Table 1 below. CNATRA or the Chief Evaluator may assign a grade of Unsatisfactory or Marginal to a functional area for any discrepancy within that functional area that is serious enough to warrant such a grade.

Table 1 Functional Area Grades

# of Major Discrepancies + # of Minor Discrepancies = Grade		
# Major Discrepancies	# Minor Discrepancies	Grade
0	0-1	Outstanding
0	2-4	Excellent
1	5-6	Satisfactory
2	7	Marginal
>2	>7	Unsatisfactory

4. Unit Grades. The overall unit (e.g., squadron, ITU) grade shall be the average of all functional area grades, subject to the following additional requirements.

a. The majority of the functional areas must be graded as equal to or higher than the overall grade assigned.

b. If a grade of Marginal is assigned to any one functional area, the highest overall grade possible for the unit is Excellent.

c. If a grade of Unsatisfactory is assigned to any one functional area, the highest overall grade possible for the unit is Satisfactory.

d. The overall grade for a unit receiving two or more Marginal or Unsatisfactory functional area grades shall be assigned at CNATRA's discretion based on evaluation findings.

5. TRAWING Grades. The overall TRAWING grade shall be the average of all functional area grades, subject to the following additional requirements.

a. The majority of the functional areas must be graded as equal to or higher than the overall grade assigned.

b. If a grade of Marginal is assigned to any one functional area, the highest overall grade possible for the TRAWING is Excellent.

c. If a grade of Unsatisfactory is assigned to any one functional area, the highest overall grade possible for the TRAWING is Satisfactory.

c. The overall grade for a TRAWING receiving two or more Marginal or Unsatisfactory functional area grades shall be assigned at CNATRA's discretion based on evaluation findings.

d. If an overall grade of Marginal is assigned to any subordinate unit, the highest overall grade possible for the TRAWING is Excellent.

e. If an overall grade of Unsatisfactory is assigned to any subordinate unit, the highest overall grade possible for the TRAWING is Satisfactory.

15. Evaluation Report Procedures. The Chief Evaluator shall prepare and submit a formal report of the training standardization and safety evaluation within 60 days of completion of the evaluation. A sample of this report is included as enclosure (5). Specifically, this report shall contain:

a. An evaluation of the activity including comments necessary to substantiate the overall evaluation.

b. A list of Best Practices, to include any innovative or particularly noteworthy achievements.

c. All notable discrepancies with recommended corrective actions. Conditions requiring remedial action should be brought to the attention of the unit commander during the outbrief.

16. Release Authority

a. Evaluation reports are considered internal communications and are privileged information. Adherence to the provisions of reference (e) is required for activities under CNATRA.

b. Evaluation reports shall contain the following statement:

"The information contained herein relates to the internal practices of the Department of the Navy and is an internal communication within the Navy Department. This report is not releasable without the specific approval of CNATRA. Its contents may not be disclosed outside original distribution, nor may it be reproduced in whole or in part. All requests for this report, extracts therefrom, or correspondence related thereto, shall be referred to CNATRA."

17. Follow-up. The commander of the unit being evaluated shall submit a report of corrective action for all noted discrepancies no later than 30 days from the date of the evaluation report. See enclosure (6) for proper format. CNATRA COS is the final approval authority for completion of CNATRA evaluation discrepancies. These reports will continue at 30-day intervals until all discrepancies are corrected.

18. Re-evaluation. CNATRA shall conduct a re-evaluation of all units graded Marginal or Unsatisfactory overall, or Unsatisfactory in any functional area. This re-evaluation shall occur no later than 90 days after release of the evaluation report, shall focus on the areas that led to the Marginal or Unsatisfactory, and shall be graded as Pass or Fail. Re-evaluations may be performed remotely if performance in all required areas can be evaluated online or through other means.

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Chief of Staff

Distribution:
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CNATRAINST 1550.61B
13 Jan 2015

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CNATRA TRAINING STANDARDIZATION EVALUATION CHECKLIST
(TRAINING AIR WING)

The following functional areas shall be evaluated and graded. Other areas may be reviewed at the discretion of the evaluation team.

1. Curriculum Model Manager (CMM)
2. Curriculum Coordinator (CC)
3. Stage Managers (SM)
4. Academics
5. Training Publications
6. Standardization
7. Operations
8. Instructor Training Unit (ITU)
9. Student Control
10. International Military Student Officer (IMSO)
11. Landing Signal Officer (LSO)
12. Training Integration Management System (TIMS)
13. Corporate Enterprise Training Activity Resource Systems (CeTARS)
14. Contract Instructional Services
15. Medical
16. TRAWING FITC

1. Curriculum Model Manager (CMM)

a. Does the CMM hold curriculum reviews a minimum of every two years or no later than one year after a major rewrite/revision of CNATRAINST 1542 for cognizant phases?

b. How does the CMM ensure CCs and SMs carry out their responsibilities?

c. Is the CMM aware of all SM assignments and PRDs? Have replacement SM nominations been submitted to CNATRA in a timely manner to allow for sufficient turnover?

d. Is the CMM actively engaged in curriculum management? Does the CMM ensure that all SMs have conducted annual stage reviews of all courseware, lectures, examinations, Flight Training Instructions (FTIs), workbooks, and instructor guides? Have these reviews resulted in Training Change Request (TCR) submissions that have routed expeditiously through the Curriculum Coordinator (CC) to CNATRA? Has the CC kept the CMM informed regarding the status of all SM assignments, annual reviews, and TCR progress?

e. How does the CMM ensure associated activities are afforded the opportunity to participate in the curriculum review and/or maintenance process, including Advanced or Fleet Replacement Squadron (FRS) customers?

2. Curriculum Coordinator (CC)

a. Is the CC designated in writing?

b. What curriculum phase(s) is the CC administratively responsible for coordinating?

c. How does the CC manage and coordinate courseware revision and implementation?

d. Has the CC published an annual plan for review of all training courseware and media for their respective phase(s) of training?

e. Demonstrate the CC's actions required in processing courseware revisions.

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f. What actions were completed by the CC for the previous phase curriculum review? What actions will be taken for the next phase curriculum review?

3. Stage Managers (SM)

a. Is the SM designated in writing?

b. Does the SM have a turnover binder that contains the SM appointment letter, training courseware review plan, record of last courseware reviews conducted, record of unit standardization visits, TCRs submitted, and results of last standardization inspection?

c. Is the SM able to serve in this position for at least one year?

d. Explain how the SM coordinates with TRAWING Standardization Officers, the CNATRA Pipeline Training Officer (PTO), and the CC on issues pertaining to their stage?

e. Does the SM review and revise as necessary (at least annually) test questions for the stage standardization examinations? How does the SM accomplish this?

f. How often are the stage Peculiar to Aviation Training Publications (PATPUB), Military Interactive Lectures (MIL), Instructor Guides (IG), and Computer Aided Instructions (CAI) reviewed and updated? How does the SM accomplish this?

g. Does the SM serve as the CNATRA subject matter expert for projects such as development of audiovisual and Computer Aided Instruction (CAI) academic and flight support materials? Explain.

h. Does the SM periodically visit other units to gather and exchange ideas (minimum of two times per year)? Do they travel to other TRAWINGs, if applicable (minimum of twice per year)?

i. How does the SM validate stage Flight Training Instructions (FTI) and procedures?

j. How often does the SM meet with simulator instructors?
How often does the SM monitor simulators?

k. Does the SM attend quarterly TRAWING standardization boards?

l. Explain the process of submitting a TCR. What is the SM's role in the process?

4. Academics

a. Are classrooms clean, well lit, and appropriately furnished? Are chairs functioning properly and properly aligned to desk height, computer interface, and computer screen?

b. Is CNATRA-approved courseware used for all presentations?

c. Is there a program for administering critique sheets? How are critique sheets routed?

d. Are there regular meetings of instructors to cover review of critique sheets and/or possible curricula changes? Are records kept to document meetings held and actions required? Are records maintained to record progress attained?

e. Has the TRAWING established a Learning Center (LC)? Is there a qualified instructor available to assist students during working hours? Are the learning materials up to date and in good condition?

f. Does the LC monitor understand his/her responsibilities for reporting defective equipment? Is a log maintained to reflect equipment and program malfunctions?

g. How is replacement equipment obtained?

h. Are academic/flight support instructor presentations observed and observations documented?

i. Are classroom/flight support instructors qualified for their specific course(s) of instruction?

j. Are training jackets maintained for each classroom/flight support instructor?

k. Is a secure testing center established and utilized per reference (c)?

5. Training Publications

a. Is the Training Publications Officer designated in writing?

b. How are print requests initiated and routed to CNATRA?

c. Does the TRAWING maintain a Standardization library (electronic copy is considered sufficient for publications so distributed)?

d. Are all training publications current?

6. Standardization

a. How does the TRAWING monitor and implement its Flight Instructor Standardization and Training (FIST) program?

b. Do the TRAWING Standardization Officers, including squadron Standardization Officers and Contract Simulator Standardization Instructors, conduct annual standardization checks as required?

c. Do the TRAWING Standardization Officers conduct periodic Standardization assist visits to subordinate activities?

d. Are TRAWING Standardization Boards convened as required (at least quarterly)? Are minutes forwarded to the appropriate CNATRA PTO?

e. Does the TRAWING Commander designate all newly qualified instructors in writing prior to commencement of instructor duties?

f. Does the TRAWING provide a Functional Check Flight (FCF) program and designate FCF pilots in writing?

g. Does the TRAWING review local course rules annually and make modifications as required?

h. Has the TRAWING generated a local course rules examination for each aircraft type/model within the TRAWING?

i. Are instructor qualifications and currency in stages tracked using TIMS/WingStats? How does the TRAWING monitor this?

j. Is the TW IP Manning Report accurate and complete?

j. Who is the CC? Explain their function.

k. How does the TRAWING Commander nominate SMs and ensure they carry out their responsibilities?

l. How does the TRAWING process curriculum change proposals?

7. Operations

a. Does Operations use the TIMS currency tracker to ensure that flight instructors are not scheduled in stage if 90-day currency or annual standardization has expired?

b. How does Operations use the TIMS qualification checker to construct the daily flight schedule?

c. Are students scheduled per the curriculum sequencing guidelines contained in the appropriate Master Curriculum Guide (MCG)?

d. Are students scheduled so as not to exceed crew-day, crew-rest, and work-week limitations?

e. Are students properly scheduled for warm-up events in the aircraft or simulator?

f. Are students assigned on-wing instructors? How are the on-wing instructors selected?

g. How does Operations prevent a flight instructor who has awarded a student an Unsat resulting in an Initial Progress Check (IPC) or Final Progress Check (FPC) from flying with that student again?

8. Instructor Training Unit (ITU)

a. Describe the TRAWING Instructor Under Training (IUT) program. If instructor training is conducted at the squadron level, how does the TRAWING ensure standardization and quality?

b. Is IUT time-to-train tracked and does it fall within curriculum guidelines?

c. How does the ITU schedule IUT training events?

d. Does the ITU create and maintain IUT FIST jackets while the IUT is undergoing basic IUT training?

e. Does the ITU provide basic/initial and upgrade/advanced stage IUT training?

f. Does the ITU ensure Aviation Training Forms (ATF) are completed and maintained for all IUTs?

g. How often do ITU instructors conduct standardization check flights at the training squadrons?

h. How often do ITU instructors fly SNA or SNFO syllabus flights?

i. Does the TRAWING Commander designate in writing all newly qualified flight instructors?

j. Do all prospective instructors attend the CNATRA Flight Instructor Training Course (FITC) as part of their IUT training?

k. What does the ITU/TRAWING do for instructors who have unsatisfactory performance on standardization flights and examinations? What is the method of documentation?

l. Are IUTs who are previously qualified instructor pilots assigned an abbreviated curriculum or advanced through block or stage based on proficiency? Who approves this and how is this

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documented? Does the method comply with the CNATRA FIST and the applicable MCG?

9. Student Control

a. Are students thoroughly briefed prior to commencement of flight training on the Drop On Request (DOR) and Training Time Out (TTO) policies and procedures?

b. Is student assignment to training consistent with required performance standards and anthropometric restrictions?

c. Do all SNAs selected for Strike training or Advanced E-2/C-2 training, and all SNFOs selected for Strike-Fighter, attend Centrifuge-Based Flight Environment Training (CFET) prior to flight in a T-45?

d. Is training conducted per the applicable Master Curriculum Guide?

e. Are all student crew-rest, crew-day, work-week, and event limitations adhered to?

f. Are student warm up criteria adhered to?

g. Are Extra Training (ET) events awarded to address training deficiencies, and is each deficiency clearly documented?

h. Are all medical hold, medical waivers, medical extensions, and medical attritions properly processed? Are all medical waivers documented on the CNATRA 1542/132 and is a copy of the BUPERS waiver letter filed beneath the CNATRA 1542/132?

i. How is the status of students on hold (e.g., medical, legal, admin) tracked? Are students on long-term medical hold properly documented and recommended for attrition per CNATRAINST 1500.4H?

j. Are students who become pregnant during flight training medically grounded until the completion of the pregnancy?

k. Are International Military Students (IMS) placed in pools or subject to avoidable delays in training?

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l. Are Naval Standard Scores and Composite Scores properly calculated and documented in student Aviation Training Jackets (ATJ)?

m. How are Unsats, Entry Progress Checks (EPCs), IPCs, and FPCs tracked?

n. Are students properly assigned to Student Monitoring Status (SMS)? Does the supplemental ATF state the requirements for removal from SMS? Are students informed in writing on the supplemental ATF of consequences of failure to attain SMS goals?

o. Do the squadron Commanding Officers (CO) interview all Drop-On-Requests (DOR)? Is the interview properly documented on CNATRA-GEN 1542/16 (Supplementary Jacket Form)?

p. Are Training Review Boards (TRB) properly conducted?

q. Are pipeline and program change requests properly processed? Is this completed prior to submission of the separation from training report?

r. Does the TRAWING Commander personally interview all students prior to their being attrited?

s. Are student attritions reported to CNATRA within ten working days?

t. Do all completers and attrites from each phase of training complete the online CNATRA Exit Survey administered by Naval Aerospace Medical Institute (NAMI) Code 41, a detachment of Navy Medicine Operational Training Center (NMOTC)? Are the survey completion certificates filed in the ATJ?

u. Does every waived student event have a signed curriculum waiver? Are all waivers documented on the Waiver Summary Card, with a copy of the waiver filed underneath in the ATJ?

v. Are ATJs properly initiated, labeled, and numbered for both U.S. military and international students? Do they contain all required documentation (e.g., Privacy Act Training, DOR/TTO, Anthropometric Data Record)? Are they properly handled and secured?

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w. Are ATJs properly closed out? Are they promptly forwarded once all training is complete at that site? Is there a Record of Transmittal on file for every ATJ handled by the unit? Is all PII and Protected Health Information (PHI) removed per applicable instructions?

x. Are Aviation Training Forms (ATFs) properly completed? Are specific reasons for warm-up and incomplete flights annotated on ATFs in the comment section? Are items marked as U/2 or E/5 on the ATF justified with appropriate comments? Are Maneuver Item File (MIF) standards met prior to block progression? Are regression rules properly followed?

y. How are incoming students screened for EPC criteria, when applicable?

10. International Military Student Officer (IMSO) Program

a. Is the IMSO designated in writing? Is the IMSO available to serve in the billet for a minimum of two years?

b. Has the IMSO attended the Security Assistance Management Training Officer (SAM-TO) course at the Defense Institute of Security Assistance Management (DISAM)?

c. Does NETSAFA have the IMSO's and alternate IMSO's name, phone number, and email address?

d. Is the IMSO familiar with SECNAVINST 4950 and other appropriate instructions?

e. Are International Military Students (IMS) assigned to courses as specified in their Invitational Travel Orders (ITO)?

f. Does the TRAWING have a sponsor program for IMSs, which is encouraged by SECNAVINST 4950.4B, the Joint Security Cooperation Education and Training (JSCET) Manual?

g. Does the IMSO brief new IMSs about their rights, privileges, and responsibilities?

h. Are IMSs briefed on the prohibitions of civilian employment while in training?

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- i. Do IMSS understand the medical services available to them and their authorized dependents, and the IMS's responsibility for dependent service costs?
- j. Are identification (ID) cards issued only to dependents authorized in the ITOs?
- k. Have the CO and other appropriate base officials been briefed on the background of the Security Assistance Program and the Department of Defense (DoD) Field Studies Program?
- l. Are staff and administrative personnel aware of the contents and responsibilities in SECNAVINST 4950.4B?
- m. Does the IMSO review IMS records (ATJs, log books, etc.) for accuracy and completeness?
- n. Does the IMSO attend all Training Review Boards (TRB) for IMSSs?
- o. Does the IMSO make Security Assistance Network (SAN) Website status reports in all required cases? Are arrival, progression, flight hour, and completion reports completed and submitted in a timely manner?
- p. Have Country Liaison Officers (CLO) been advised of students with academic or disciplinary problems in time to effect corrective action and ITO extensions (if required)?
- q. Are CLOs invited to sit as non-voting members of TRBs for students from their country?
- r. Does the IMSO debrief each IMS during out processing?
- s. Are ID cards collected and destroyed at the final security assistance training location?
- t. Have procedures been established to ensure that all international students have cleared their personal and financial obligations prior to departure?

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u. Does the IMSO ensure that IMS personnel, financial, and training records are forwarded to arrive at the next training location in a timely manner?

v. Does the IMSO notify the next gaining activity of the trainee's scheduled arrival? How?

w. Are ATJs forwarded to CNATRA by the final training activity?

x. Field Studies Program (FSP)

(1) Has the IMSO implemented a DoD Field Studies Program? Is it available to all IMSs?

(2) Prior to departure on a Field Studies Program activity, does the IMSO brief each IMS on what the activity will entail?

(3) Have the required documents for a Field Studies Program been provided in accordance with local procedures as well as higher-headquarters directives?

(4) Are all receipts for expenditures maintained by the IMSO for three years?

11. Landing Signal Officer (LSO)

a. Does the LSO have LSO designation letters (Wing qualification, Training qualification, etc.) on all squadron LSOs?

b. Evaluator will observe and comment on a Field Carrier Landing Practice (FCLP) brief.

c. Evaluator will interview, and evaluate the training of, all new LSOs.

d. Student training jackets will be inspected to ensure proper grading and flight prerequisites are being adhered to for both FCL and CQL stages.

12. Training Integration Management System (TIMS)

a. Does the TRAWING ensure TIMS is used to the fullest extent possible for management of student and instructor training? At a minimum, TIMS shall be used to: assign syllabi, make Navy Student Tracker (NST) to CeTARS entries, schedule all training events, conduct schedule execution, assign aircraft, complete Naval Aviation Flight Record (NAVFLIR) entry, execute CBT courseware and exams, enter grade sheets, track instructor qualifications, and maintain personnel data (BIO info).

b. Does the TIMS Functional Administrator (TFA) have System Manager set to lock NAVFLIRs within 15 minutes of a Save/Submit for the entire TRAWING?

c. What is the process to track NAVFLIR postings to the system?

d. What is the process to modify a NAVFLIR after the 15-minute lock in the system?

e. Are gradesheets posted on the day of event execution or NLT one business day following event execution?

f. What is the process to identify missing gradesheets?

g. Does the wing use the following features in TIMS?

(1) Absence Request

(2) Duty Manager

h. Does the TRAWING ensure standardized TIMS operating procedures are used between units?

i. Does the TRAWING have a standardized process used to check incoming personnel into TIMS? What is the process?

j. Does the TRAWING have a standardized process used to checkout personnel within TIMS? What is the checkout process?

k. Does maintenance assign aircraft to flights using the Assign Tails module within TIMS?

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- l. Does the TRAWING have set procedures in place to properly clone events?
- m. Does the TRAWING know the procedures for removing a schedule from the website after a mishap?
- n. Is a government employee assigned as the TFA?
- o. Does the TFA act as the sole TRAWING approval authority for the following:
 - (1) Granting access to all local TIMS databases.
 - (2) Creation/De-activation of local TIMS users via the User Manager interface.
 - (3) Assigning all User Roles and any modifications to functions assigned to local TIMS users (describe the process).
 - (4) WingStats
 - (5) Routes (if applicable)
- p. Does the TFA act as the TRAWING point of contact for TIMS and WingStats user change requests?
- q. Does the TFA do the following:
 - (1) Advise the local TRAWING Commander and staff on the status and impact of changes to TIMS?
 - (2) Coordinate and conduct initial TIMS indoctrination training for all new local users?
 - (3) Participate in all CNATRA meetings/telecons and other TIMS-related input solicitations for proposed system software and hardware changes?
- r. Does the TFA interface with the CNATRA TIMS Operations Manager (CNATRA N731) to establish and ensure standardized operating procedures are used throughout the NATRACOM?
- s. Is the TFA the only local person with access to the TIMS System Manager? If not, who else is authorized to make changes

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to settings in the local TIMS Operations Database via the TIMS System Manager or Gradebook Options interface?

t. Does the TFA monitor all module-specific system administration and administration permissions? How?

u. Does the TRAWING have procedures in place for sharing take-off time slots between squadrons that use the same type aircraft?

v. Describe the TRAWING procedure to modify scheduling templates.

w. Does the TFA function as the local test director for operational testing of new TIMS software releases and WingStats reports?

x. Does the TFA monitor and remove dual syllabus instances? Provide a short demonstration.

y. Does the TFA map qualifications to new syllabi? Provide a short demonstration.

z. How does the TRAWING monitor proper assignment of syllabi?

aa. How does the TRAWING ensure that all events are scheduled?

bb. Describe the process for posting and updating biographical data.

cc. Does the TFA ensure compliance with the CNATRA NSS process and provide the squadrons with proper NSS indoctrination and refresher training?

13. CeTARs

(1) How are TIMS Navy Student Tracker to CeTARS data entries validated?

(2) What is the procedure to enter Reservations after Primary completion?

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(3) How does the Naval Aviator Production Process (NAPP)/CeTARS representative use the Limited Physical Activity Personal Event (PEVT) code?

(4) What is the process for reporting medically interrupted students to CeTARS?

14. Contract Instructional Services

a. Brief

(1) Were students made aware of evolution-specific safety requirements and procedures?

(2) Were instructors thoroughly familiar with, and qualified for, the specific training event?

(3) Did instructors encourage student questions and requests for clarification?

(4) Was briefing conducted using training aids as necessary?

(5) Was briefing conducted per all applicable CNATRA, TRAWING, and Squadron instructions/SOPs?

b. Simulator Event

(1) Were all evolutions conducted per all applicable CNATRA, TRAWING, and Squadron instructions/SOPs?

(2) Were instructors thoroughly familiar with, and qualified for, the specific event?

(3) Did instructors encourage student questions and requests for clarification?

(4) Were instructors and safety observers in sufficient numbers commensurate with the nature of the evolution?

(5) Were event training objectives met?

c. Debrief

(1) Did the instructor give accurate and constructive feedback to aid the student in meeting future training objectives?

(2) Did the instructor encourage student questions and requests for clarification?

(3) Was debriefing conducted using training aids as necessary?

(4) Was debriefing conducted per all applicable CNATRA, TRAWING, and Squadron instructions/SOPs?

(5) Was each item on the ATF graded per Course Training Standards (CTS)?

15. Medical. The primary reference is CNATRAINST 1500.4H, section 514. The medical department inspection is conducted at the TRAWING level due to the sharing of squadron flight surgeons among all wing and squadron personnel during daily clinic operations.

a. Are all NFSs whose period of medical grounding exceeds or is expected to exceed 72 hours placed on the command's Med Hold list (status in TIMS changed to Med Hold)?

b. Do all students grounded 14 days or more have a follow up evaluation?

c. Has the FS advised the NFS's CO concerning the NFS's condition and prognosis after each 14-day evaluation?

d. Do all students grounded 60 days or more have a grounding physical?

e. Do all students grounded 90 days or more have a Medical Evaluation Board completed if required?

f. Do all students grounded 120 days or more have a Local Flight Surgeon Review? Is a post-review letter submitted to the TRAWING Commander via Squadron CO indicating the NFS's medical

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situation, motivation to continue training, and a recommendation to attrite or retain?

g. Have all students grounded 180 days or more been granted an extension of med hold status?

(1) Has an extension of med hold status request been submitted to CNATRA N7 via the TRAWING Commander and Squadron CO?

(2) Was the request for Med Hold Extension submitted to CNATRA prior to reaching 180 days?

(3) Does the request indicate the NFS's attitude, skills, ability, grades, and motivation to continue and successfully complete training? Does the request avoid inclusion of any protected health information (PHI)?

(4) Has a separate Medical Brief been submitted by the NFS's Flight Surgeon to CNATRA N00M outlining the medical justification?

h. Have all Students grounded 365 days or longer been submitted for medical attrition based on:

(1) Existing diagnosis at the 365 day mark?

(2) Failure to maintain satisfactory syllabus progression due to repeated medical delays in training?

(3) In those rare cases where further waiver may be warranted, has the request been submitted to CNATRA in a timely manner?

i. Protected health information (PHI) compliance:

(1) Does the Squadron CO designate all those at the Squadron expected to have access to PHI via a designation letter?

(2) Does the TRAWING Commander designate all those at the TRAWING expected to have access to PHI via a designation letter?

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(3) Is PHI entered on Aeromedical Clearance Notices (NAVMED 6410/2 "up-chits") and Aeromedical Grounding Notices (NAVMED 6410/1 "down-chits")?

16. Flight Instructor Training Course (FITC)

a. Does the TRAWING conducting FITC East/West:

(1) Provide FITC instructors with coordinated support and assistance to implement CNATRA FITC course of instruction? How?

(2) Work with the CI Site Manager to ensure the best qualified FITC instructors are chosen and that they are highly qualified, motivated and have flight instructor experience? Have they been designated by the TRAWING?

(3) Limit FITC CIs' duties to providing course instruction on Day 1, Day 2, and as coordinated with their respective TRAWING Stan Officer on Day 3?

(4) Teach only the approved CNATRA course material during FITC Day 1 and Day 2?

(5) Effectively administer FITC East or FITC West?

(6) Establish course control quotas in coordination with the other GTOs?

(7) Refer requests for quotas to FITC East/West from outside the NATRACOM to the CNATRA N7 FITC Curriculum Coordinator (CC) via the GTO?

(8) Maintain effective liaison with supported TRAWING(s) and respective CI site manager(s) regarding FITC instructor assignment and replacement and for necessary temporary support personnel and assistance?

(9) Provide attendance rosters documenting the completion of FITC Day 1 and 2 to each supported TRAWING?

b. Does each TRAWING Stan Officer:

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(1) Conduct a TRAWING-specific course of instruction for prospective instructors that includes, but is not limited to, platform-specific syllabus overview, platform-specific safety concerns, Wing SOP review, and local airspace safety concerns as a part of FITC Day 3? Who conducts the training?

(2) Ensure the quality, content and effectiveness of FITC Day 3 training? How?

(3) Provide well-qualified instructors for Day 3, as necessary?

(4) Ensure all officers assigned to the TRAWING have completed FITC prior to qualification as a flight instructor and flying instructional flights with students?

(5) Provide letters documenting completion of FITC, only after the verified completion of FITC Day 1 and 2 as required, as well as the TRAWING's Day 3 course, for inclusion in each prospective instructor's NATOPS Jacket?

c. Does the FITC East/West TRAWING GTO:

(1) Discuss FITC critiques with FITC Instructors and, if required, the CI site manager to discuss issues?

(2) Provide feedback on best practices and/or negative feedback based on critiques to the CNATRA N7 FITC CC?

(3) Forward specific critiques to the CNATRA FITC CC, if requested?

(4) Submit proposed changes to the FITC curricula to CNATRA FITC CC?

(5) Provide copies of proposed changes to the FITC curriculum to TRAWING FOUR, TRAWING SIX and FITC East/West Lead Instructors?

c. Do TRAWING FITC CIs:

(1) Provide copies of critiques and a completed FITC roster to the Ground Training Officer (GTO)?

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(2) Provide feedback to CNATRA FITC CC on best practices and/or negative feedback based on critiques to the CNATRA FITC CC?

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CNATRA TRAINING STANDARDIZATION EVALUATION CHECKLIST
(SQUADRON OR INSTRUCTOR TRAINING UNIT)

The following functional areas shall be evaluated and graded. Other areas may be reviewed at the discretion of the evaluation team.

1. CO/XO/OIC
2. Stage Managers
3. Training and Standardization
4. Operations (including flight and simulator events)
5. Instructor Under Training (IUT)
6. Student Control
7. International Military Student Officer (IMSO)
8. Landing Signal Officer (LSO)
9. Training Integration Management System (TIMS)
10. Student Interview Questions

1. CO/XO/OIC

a. Does unit leadership have awareness of all assigned SMs, their annual reviews, submitted TCRs, and PRDs?

b. How does unit leadership select IPC and FPC instructors?

c. How do unit leaders determine when Operations Officer-directed IPCs or CO-directed FPCs should be conducted?

d. Does the CO interview all DORs and attrites, and complete the required paperwork for each?

2. Stage Managers (SM)

a. Is the SM designated in writing?

b. Does the SM have a turnover binder that contains the SM appointment letter, training courseware review plan, record of last courseware reviews conducted, record of unit standardization visits, TCRs submitted, and results of last standardization inspection?

c. Is the SM able to serve in this position for at least one year?

d. Explain how the SM coordinates with TRAWING Standardization Officers, the CNATRA Pipeline Training Officer (PTO), and the CC on issues pertaining to their stage?

e. Does the SM review and revise as necessary (at least annually) test questions for the stage standardization examinations? How does the SM accomplish this?

f. How often are the stage Peculiar to Aviation Training Publications (PATPUB), Military Interactive Lectures (MIL), Instructor Guides (IG), and Computer Aided Instructions (CAI) reviewed and updated? How does the SM accomplish this?

g. Does the SM serve as the CNATRA subject matter expert for projects such as development of audiovisual and Computer Aided Instruction (CAI) academic and flight support materials? Explain.

h. Does the SM periodically visit other units to gather and exchange ideas (minimum of two times per year)? Do they travel to other TRAWINGs, if applicable (minimum of twice per year)?

i. How does the SM validate stage Flight Training Instructions (FTI) and procedures?

j. How often does the SM meet with simulator instructors? How often does the SM monitor simulators?

k. Does the SM attend quarterly TRAWING standardization boards?

l. Explain the process of submitting a TCR. What is the SM's role in the process?

3. Training and Standardization.

a. How does the squadron monitor and implement its Flight Instructor Standardization and Training (FIST) program?

b. Is the Squadron Standardization Officer designated in writing and is his PRD at least 12 months from designation date? Is he able to serve in the office for at least 12 months?

c. Does the Standardization Officer conduct as many annual standardization checks as feasible?

d. Are Standardization Boards convened as required (at least quarterly)? Are minutes forwarded to the appropriate CNATRA PTO?

e. Are all newly qualified instructors designated in writing by the TRAWING Commander prior to commencement of instructor duties?

f. Are IP FIST jackets maintained IAW reference (u)?

g. Are all instructor qualifications and currency in stages tracked using TIMS/WingStats? How is this monitored?

h. Who is the CC? Explain their function.

i. How do SMS interact with the CMM, CC, and PTO to carry out their responsibilities?

j. How are curriculum change proposals routed?

k. Does the Standardization Department conduct a "vigorous and continuing standardization program?" Consider the following in making this assessment: information dissemination (read boards, stan notes), student interviews, end of phase/stage critiques, flight and simulator observations, etc.

4. Operations.

a. Does Operations use the TIMS currency tracker to ensure that flight instructors are not scheduled in stage if 90-day currency or annual standardization has expired?

b. How does Operations use the TIMS qualification checker to construct the daily flight schedule?

c. Are students scheduled per the curriculum sequencing guidelines contained in the appropriate Master Curriculum Guide (MCG)?

d. Are students scheduled so as not to exceed crew-day, crew-rest, and work-week limitations?

e. Are students properly scheduled for warm-up events in the aircraft or simulator?

f. Are students properly scheduled for Extra Training (ET) events IAW reference (c)? Is each training deficiency clearly documented?

g. Are students assigned on-wing instructors? How are on-wing instructors selected?

h. Does Operations ensure that a flight instructor who has awarded a student an Unsat which results in an Initial Progress Check (IPC) or Final Progress Check (FPC), does not fly the IPC or FPC with that student?

i. Are instructor and student read-and-initial boards current? Has anyone flown "in the red?"

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j. Are all instructions (SOP, MCG, FTIs, policy statements, etc.) current throughout the squadron (ready room, passageways, briefing spaces, etc.)?

k. Flight and Simulator Events.

(1) Brief

(a) Were TTO/DOR procedures covered in the safety portion of the brief?

(b) Were mission specific risks covered during the Operational Risk Management (ORM) portion of the brief?

(c) Were students made aware of evolution-specific safety requirements and procedures?

(d) Were instructors thoroughly familiar with, and qualified for, the specific training event?

(e) Did instructors encourage student questions and requests for clarification?

(f) Was briefing conducted using training aids as necessary?

(g) Was briefing conducted per applicable CNATRA, TRAWING and Squadron instructions/SOPs using the approved briefing guide?

(h) Did the instructor cover all MCG Discuss Items?

(i) Did the instructor review block requirements regarding maneuvers and MIF levels to ensure all required training would be accomplished?

(2) Event

(a) Were all evolutions covered per all applicable CNATRA, TRAWING, and Squadron instructions/SOPs?

(b) Were instructors thoroughly familiar with, and qualified for, the specific event?

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(c) Did instructors encourage student questions and requests for clarification?

(d) Were instructor and safety observers in sufficient numbers commensurate with the nature of the evolution?

(e) Was the event conducted as safely as possible while meeting course objectives and realism considerations?

(f) Were event training objectives met?

(g) Was the event executed in accordance with the brief?

(3) Debrief

(a) Did the instructor give accurate and constructive feedback to aid the student in meeting future training objectives?

(b) Did the instructor encourage student questions and requests for clarification?

(c) Was debriefing conducted using training aids as necessary?

(d) Was debriefing conducted per all applicable CNATRA, TRAWING, and Squadron instructions/SOPs?

(e) Was each item on the ATF graded per Course Training Standards (CTS)?

(f) Did the instructor grade only those maneuvers that were performed?

5. Instructor Under Training (IUT).

a. Describe the command IUT program.

b. Is IUT time-to-train tracked and does it fall within curriculum guidelines?

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- c. How are IUT events scheduled?
- d. How are IUT FIST jackets reviewed and maintained while an IUT is undergoing training?
- e. How often do IUT instructors fly SNA or SNFO syllabus flights?
- f. Does the TRAWING Commander designate in writing all newly qualified flight instructors before they commence instructor duties?
- g. Do all prospective instructors attend the CNATRA Flight Instructor Training Course (FITC) as part of their IUT training?
- h. What does the squadron do for instructors who have unsatisfactory performance on standardization flights and examinations? Is there documentation?
- i. Are IUT FIST jackets properly constructed and maintained?
- j. What methods are used to notify instructors and Operations of expiring qualifications?
- k. How are annual training requirements (e.g. Privacy Act, Course Rules) tracked?
- l. Are IUTs who are previously qualified instructor pilots assigned an abbreviated curriculum or proficiency advanced? Who approves this and how is this documented? Does the method comply with the CNATRA FIST and the applicable MCG?

6. Student Control.

- a. Are students thoroughly briefed prior to commencement of flight training on Drop On Request (DOR) and Training Time Out (TTO) policies and procedures?
- b. Is student assignment to training consistent with required performance standards and anthropometric restrictions?

c. Do all SNAs selected for Strike training and Advanced E-2/C-2 training, and all SNFOs selected for Strike-Fighter, attend Centrifuge-Based Flight Environment Training (CFET) prior to flight in a T-45?

d. Is training conducted per the applicable Master Curriculum Guide?

e. Are all student crew-rest, crew-day, work-week, and event limitations adhered to?

f. Are student warm up criteria adhered to?

g. Are Extra Training (ET) events awarded to address training deficiencies, and is each deficiency clearly documented?

h. Are all medical hold, medical waivers, medical extensions, and medical attritions properly processed? Are all medical waivers documented on the CNATRA 1542/132 and is a copy of the BUPERS waiver letter filed beneath the CNATRA 1542/132? Are all documents reviewed to ensure no protected health information (PHI) is included in regular correspondence or in ATJs?

i. How is the status of students on hold (e.g., medical, legal, admin) tracked?

j. Are students who become pregnant during flight training medically grounded until the completion of the pregnancy?

k. Are IMSs placed in pools or subject to avoidable delays in training?

l. Are Naval Standard Scores and Composite Scores properly calculated and documented in student ATJs?

m. How are Unsats, EPCs, IPCs, and FPCs tracked?

n. Are students properly assigned to Student Monitoring Status (SMS)? Does the supplemental ATF state the requirements for removal from SMS? Are students informed in writing on the supplemental ATF of consequences of failure to attain SMS goals?

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o. Does the CO interview all DORs? Is the interview properly documented on CNATRA-GEN 1542/16 (Supplementary Jacket Form)?

p. Are pipeline and program change requests properly processed? Is this completed prior to submission of the separation from training report?

q. Do all completers and attrites from each phase of training complete the online CNATRA Exit Survey administered by Naval Aerospace Medical Institute (NAMI) Code 41, a detachment of Navy Medicine Operational Training Center (NMOTC)? Are the survey completion certificates filed in the ATJ?

r. How are incoming students screened for EPC criteria (Primary only)?

s. Aviation Training Jacket (ATJ) Procedures

(1) Are ATJs properly initiated, labeled, and numbered for both U.S. military and international students?

(2) Is the required annual privacy act training for those who handle ATJs documented?

(3) Does every student ATJ contain a signed statement that the student understands the DOR and TTO policies and procedures?

(4) Are ATJs stored in a locked container? Is access limited and is there an access roster posted?

(5) How is the chain of custody for ATJs documented?

(6) Are ATJ reviews conducted as required and documented correctly?

(7) Is all extra instruction properly awarded and accurately documented in the student's ATJ?

(8) Is there an Anthropometric Data Record in ATJ?

(9) Does every waived student event have a signed curriculum waiver? Are all waivers documented on the Waiver Summary Card, with a copy of the waiver filed underneath in the ATJ?

(10) Are all Marginal events and SMS paperwork printed on blue paper?

(11) Are unsatisfactory event ATFs that do not result in an IPC or FPC printed on yellow paper? Are unsatisfactory event ATFs that do result in an IPC or FPC, and unsatisfactory progress checks, printed on pink paper?

(12) Are class leader counseling, Unsat event counseling, and progress check counseling documented?

(13) Are ATJs properly closed out?

(14) Are ATJs promptly forwarded once all training is complete at that site? Is there a Record of Transmittal on file for every ATJ handled by the unit? Is PII and PHI removed during closeout?

s. Aviation Training Form (ATF) Procedures

(1) Are there general comments on each ATF?

(2) Are all on-wing changes documented on supplemental ATFs?

(3) Are specific reasons for warm-up and incomplete flights annotated on ATFs in the comment section?

(4) Is every ATF marked Pass, Marginal or Unsatisfactory, and Complete or Incomplete?

(5) Are ATFs marked appropriately when necessary, e.g., "Further Training Is/Is not Warranted", "Extra Training", "Warm-up"?

(6) Are events graded Unsat justified in the remarks section of the ATF?

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(7) Is every ATF marked as pass, marginal, or unsatisfactory? Are the criteria for unsatisfactory grades followed?

(8) Are items marked as U/2 or E/5 on the ATF justified with appropriate comments when required?

(9) Are Maneuver Item File (MIF) standards met prior to block progression?

(10) Are regression rules properly followed?

7. International Military Student Officer (IMSO).

a. Is the IMSO designated in writing? Is the IMSO available to serve in the billet for a minimum of two years?

b. Has the IMSO attended the Security Assistance Management Training Officer (SAM-TO) course at the Defense Institute of Security Assistance Management (DISAM)?

c. Does NETSAFA have the IMSO's and alternate IMSO's name, phone number, and email address?

d. Is the IMSO familiar with SECNAVINST 4950 and other appropriate instructions?

e. Are International Military Students (IMS) assigned to courses as specified in their Invitational Travel Orders (ITO)? Are ITOs extended prior to their expiration, when required?

f. Does the TRAWING have a sponsor program for IMSs, which is encouraged by SECNAVINST 4950.4B, the Joint Security Cooperation Education and Training (JSCET) Manual?

g. Does the IMSO brief new IMSs about their rights, privileges, and responsibilities?

h. Are IMSs briefed on the prohibitions of civilian employment while in training?

i. Do IMSs understand the medical services available to them and their authorized dependents, and the IMS's responsibility for dependent service costs?

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j. Are ID cards issued only to dependents authorized in the ITOs?

k. Have the CO and other appropriate base officials been briefed on the background of the Security Assistance Program and the Department of Defense (DoD) Field Studies Program?

l. Are staff and administrative personnel aware of the contents and responsibilities in SECNAVINST 4950.4B?

m. Does the IMSO review IMS records (ATJs, log books, etc.) for accuracy and completeness?

n. Does the IMSO attend all Training Review Boards (TRB) for all IMSs?

o. Does the IMSO make Security Assistance Network (SAN) Website status reports in all required cases? Are arrival, progression, flight hour, and completion reports completed and submitted in a timely manner?

p. Have Country Liaison Officers (CLO) been advised of students with academic or disciplinary problems in time to effect corrective action and ITO extensions (if required)?

q. Are CLOs invited to sit as non-voting members of PRBs and TRBs for students from their country?

r. Does the IMSO debrief each IMS during out processing?

s. Are ID cards collected and destroyed at the final security assistance training location?

t. Have procedures been established to ensure that all international students have cleared their personal and financial obligations prior to departure?

u. Does the IMSO ensure that IMS personnel, financial, and training records are forwarded to arrive at the next training location in a timely manner?

v. Does the IMSO notify the next gaining activity of the trainee's scheduled arrival? How?

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w. Are ATJs forwarded to CNATRA by the final training activity?

x. Field Studies Program (FSP)

(1) Has the IMSO implemented a DoD Field Studies Program? Is it available to all IMSs?

(2) Prior to departure on a Field Studies Program activity, does the IMSO brief each IMS on what the activity will entail?

(3) Have the required documents for a Field Studies Program been provided in accordance with local procedures as well as higher-headquarters directives?

(4) Are all receipts for expenditures maintained by the IMSO for three years?

8. Landing Signal Officer (LSO)

a. Does the LSO have LSO designation letters on all squadron LSOs (Wing qualification, Training qualification, etc.)?

b. Evaluator will observe and comment on a Field Carrier Landing Practice (FCLP) brief.

c. Evaluator will interview, and evaluate the training of, all new LSOs.

d. Student training jackets will be inspected to ensure proper grading and flight prerequisites are being adhered to for both FCL and CQL stages.

9. Training Integration Management System (TIMS).

a. Does the Squadron ensure TIMS is used to the fullest extent possible for management of student and instructor training? At a minimum, TIMS shall be used to: assign syllabi, make Navy Student Tracker (NST) to CeTARS entries, schedule all training events, conduct schedule execution, assign aircraft, complete Naval Aviation Flight Record (NAVFLIR) entry, execute

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CBT courseware and exams, enter grade sheets, track instructor qualifications, and maintain personnel data (BIO info).

b. Does the squadron document all changes that occur to the approved schedule during execution within TIMS?

c. Are the squadrons documenting the actual events during the execution of the flight schedule?

d. Does the squadron know the differences between a rescheduled flight and an ADD-ON flight?

e. Does the squadron record take-off time in the execute schedule when aircrew call outbound on the radio or phone in their take-off time when away from home station?

f. Are mishap plans in place at the squadron duty office?

g. Do squadron personnel know procedures to get TIMS help or submit a change to TIMS?

h. Does Student Control process NSS computations correctly in TIMS?

i. Have Student Control office personnel received NSS indoctrination and refresher training?

j. Does the squadron Student Control Officer ensure the Aviation Training Jacket (ATJ) has been thoroughly audited for accuracy and completeness prior to running an individual NSS calculation?

k. Does the squadron Student Control Officer understand the NSS process? Describe the process. Are squadron Student Control office personnel finalizing each student in the TIMS NSS module within three business days of their last event IAW CNATRAINST 1500.4H?

l. Do squadron qualifications clerks track and monitor all instructor qualifications and currencies in TIMS? Describe the process.

(1) Is the squadron qualifications clerk taking the necessary TIMS actions to enable instructor pilots' names to appear on the "opted list"?

(2) Are TIMS and WingStats data used exclusively for qualification and currency tracking and verification?

10. Student Interview Questions

a. Do classroom lectures fully cover the information needed to understand the subject lesson?

b. Do instructors teach in accordance with the MCG, FTIs, Squadron SOPs, etc.?

c. Do instructors grade performance as it relates to CTS? Is there a culture of "All MIF" or "All 4's" grading? If so, where does this occur?

d. Do flight and simulator instructors grade or instruct to different standards, rather than the defined CTS?

e. Have you ever been scheduled in a way which violated SOP guidelines (e.g., exceeded crew day)? Did you bring it to the attention of someone? How was it handled?

f. Do instructors for flight and simulator briefs effectively cover the material listed in the Discuss Items for the events? Are safety and ORM issues discussed during the briefs?

g. Are flight and simulator debriefs thorough? Are questions answered effectively?

h. Are you familiar with the command Student Monitoring Status (SMS) policy?

i. Do you feel the Class Advisor Program is effective in helping you get through the program? Why or why not? Does your Class Advisor perform weekly jacket reviews?

j. How would you rate the level of instruction you received at the squadron?

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k. What do you think can be done to improve the level of training and standardization in your squadron?

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SAFETY EVALUATION CHECKLIST

1. Purpose. The safety portion of the evaluation will assess procedural compliance and effectiveness of the safety and NATOPS programs. Inspected units shall have supporting documentation readily available at the time of the inspection. Documentation available on-line/electronically (i.e. HAZREPs, instructions, etc.) does not need to be printed. The checklist is divided into an Aviation Safety Checklist (paragraph 2), a Ground Safety Checklist (paragraph 3), and a NATOPS checklist (paragraph 4). The NATOPS program supports the CNATRA mission of training aviation professionals by reducing aircraft mishaps and ensuring the fundamental procedural standardization required for effective flight instruction. Therefore, the NATOPS portion of the evaluation will assess programmatic aspects starting with the model manager/program manager.

2. Aviation Safety Checklist

a. Policy and Program Feedback

(1) Reference instructions. OPNAVINST 3750.6S, CNATRAINST 3750.22J, wing and/or squadron Standard Operating Procedure (SOP), wing and/or squadron Safety Instruction(s).

(2) Does the command have a current Safety Program instruction?

(3) Does the local SOP address safety issues?

(4) Are Aviation Safety Officers' School of Aviation Safety (SAS) completion letters maintained?

(5) Does the command have a functional Anymouse program?

(a) Can the command provide examples of recent inputs?

(b) Are processes in place to resolve issues?

(6) Are student critiques routed through Safety?

(7) Is the Pulse Safety Compliance Tracker continually maintained in an up-to-date status?
(<https://asap-navy.com/safety/>)

b. Pre-Mishap Planning (Aviation)

(1) Reference instructions. OPNAVINST 3750.6S, CNATRAINST 3750.23N, CNATRAINST 3750.26J.

(2) Is there a current pre-mishap plan in place that addresses actions to be taken in the event of an aviation mishap?

(3) Are procedures in place to send an OPREP-3 message in the event of an aviation mishap?

(4) Are locally tailored OPREP-3 Pinnacle, Navy Blue and Navy Unit SITREP templates immediately available to OPREP-3 drafters?

(5) Are enough primary and secondary message transmitting personnel identified on the pre-mishap plan?

(6) Are enough secondary personnel identified on the pre-mishap plan to draft and transmit a mishap initial notification in the event the Aviation Safety Officer (ASO) is unavailable?

(7) Are pre-mishap plans reviewed periodically and exercised annually to verify applicability, effectiveness, and currency?

(8) Are members of the Aircraft Mishap Board (AMB) appointed in writing?

(9) Is documentation maintained to verify the frequency and type of AMB training conducted?

c. Operational Risk Management (ORM)

(1) Reference instructions. OPNAVINST 3710.7U, OPNAVINST 3500.39C, CNATRAINST 5420.13H.

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(2) Can the command provide a current list of unit designated ORM facilitators?

(3) What type/level of certification have they received (i.e. SAS, Transportation Safety Institute (TSI), etc.)?

(4) Is documentation maintained to verify the completion of initial and annual ORM training?

(5) Is a Safety/ORM check-in brief given to all newly reported personnel and is the subject matter of the brief tailored to the command?

(6) Are procedures in place to document and track flight cancellations due to human factor issues (i.e. ORM cancel, IMSAFE cancel, etc.)?

(7) Are procedures in place to determine if an HFB is warranted based on a flight cancelation(s) due to human factor issues?

(8) Can the command provide a current top five risks list?

(9) What action has the command taken to mitigate risks on the top five list?

(10) Can the command provide a current listing of the Naval Aviation Requirements Group (NARG) top 10 for applicable T/M/S aircraft?

(11) What has the command done to support the NARG process?

(12) Does the command have documentation of recently completed risk assessments (for air shows, detachments, family day, integration of new equipment, implementation of new flight procedures, etc.)?

(13) Is risk management a part of syllabus change recommendations (Training Change Requests)?

Enclosure (3)

d. Human Factors Councils/Boards (HFC/HFB)

(1) Reference instructions. OPNAVINST 3750.6S, CNAPINST 5420.2B, CNATRAINST 5420.13H.

(2) Are HFC members appointed in writing? Is there FTS or SELRES representation on HFCs? Are all guest pilots (Wing Staff, NAS staff, etc.) and students covered during HFCs? Are students included as council members or participate in a pre-HFC?

(3) How often does the HFC meet? Does the command maintain documentation of the date each HFC was conducted and the members of that council for two years?

(4) Who typically is a member of an HFB?

(5) What criteria does the command use to convene an HFB?

(6) Does the command maintain documentation of the date each HFB was conducted, the name of the aviator reviewed, and the members of the board for two years?

(7) How are minutes/results of HFBs and HFCs maintained?

e. Culture Workshops (CW), Safety Assessments (CSA) & Surveys

(1) Reference instructions. OPNAVINST 3750.6S.

(2) What was the date of the last unit CW?

(3) When is the next CW due? Has it been requested?

(4) Can the command provide documentation of the most recent unit CSA? When is the next CSA due?

(5) When was the most recent unit Naval Safety Center Safety Survey? Does the Safety Department have the report from the last survey?

(6) What is the command policy for de-brief of Surveys?

Enclosure (3)

f. Safety Councils and Meetings

(1) Reference instructions. OPNAVINST 3750.6S,
CNATRAINST 3750.22J.

(2) Can the command provide documentation/minutes of the following meetings?

(a) Aviation Safety Council

(b) Any other locally conducted safety meeting

(3) Who chairs the Safety Council?

(4) Are Safety Council minutes routed to CNATRA Safety IAW CNATRAINST 3750.22J?

(5) Is safety represented at Stan Boards?

(6) Do Safety personnel participate in curriculum conferences?

g. Contract Flight Support

(1) Reference instructions. OPNAVINST 3750.6S,
NAVAIRINST 3710.1F, CNATRAINST 3710.39A.

(2) Does the contractor have an active aviation safety program?

(3) Who is the Contractor Aviation Safety Official?

(4) Is there a high level of coordination and communication between the contractor Aviation Safety Official and their Wing/Squadron counterparts?

(5) How does the Government Flight Representative (GFR) support safety of flight?

(6) What incidents have required GFR intervention?

(7) How are incidents and hazards involving contract safety personnel reported?

Enclosure (3)

(8) How is flight following of contractor flights conducted?

(9) Are contractor flights covered in the pre-mishap plan?

h. Non-Bird Aircraft Strike Hazard (BASH) Hazard Report (HAZREP)/Safety Investigation Report (SIR) Process

(1) Reference instructions. OPNAVINST 3750.6S, CNATRAINST 3750.23N.

(2) How many unit HAZREPs (non-BASH) and endorsements does the command have for the last 24 months?

(3) Can the command provide a list of applicable HAZREP recommendations for the last 24 months, including status?

(4) Does the command retain all applicable SIRs and endorsements for the last 24 months?

(5) Can the command provide a list of applicable SIR recommendations for the last 24 months, including status?

(6) How are reportable incidents tracked to ensure HAZREP completion and submission of timely reports?

(7) Are high quality HAZREP/SIRs and endorsements submitted within established timeframes?

(8) An essential element of a command safety program is proper reporting of hazards. As such, the highest possible grade of this section is:

(a) Outstanding: 6 or more non-BASH HAZREPs submitted on incidents occurring in the last 12 months.

(b) Excellent: 5 non-BASH HAZREPs submitted on incidents occurring in the last 12 months.

(c) Satisfactory: 4 non-BASH HAZREPs submitted on incidents occurring in the last 12 months.

Enclosure (3)

(d) Marginal: 3 non-BASH HAZREPs submitted on incidents occurring in the last 12 months.

(e) Unsatisfactory: 2 or less non-BASH HAZREPs submitted on incidents occurring in the last 12 months.

(f) The grade of this section will be further reduced based on discrepancies from questions 2h(2)-(7) above.

i. BASH HAZREP Process

(1) Reference instructions. OPNAVINST 3750.6S, CNATRAINST 3750.23N, CNIC BASH Manual.

(2) Have BASH HAZREPs been submitted for all bird/animal strikes that occurred in the last 24 months?

(3) What is the process by which BASH HAZREPs are submitted for aircrew discovered bird strikes?

(4) What is the process by which BASH HAZREPs are submitted for maintenance discovered bird strikes?

(5) Are remains and/or DNA specimens collected and submitted to the Smithsonian for identification for all strikes?

(6) Are associated costs for both damaging and non-damaging strikes recorded on BASH HAZREPs?

j. Handling of Privileged Information

(1) Reference instructions. OPNAVINST 3750.6S.

(2) Are SIR reports routed and disseminated with appropriate safeguards to protect privileged information?

(3) What process is used to inform instructors and students of pertinent privileged information?

k. Web Enabled Safety System (WESS)

(1) Reference instructions. OPNAVINST 3750.6S.

(2) Can the unit WESS Safety Authority(s) demonstrate the ability to execute Safety Authority functions within the WESS system?

(3) How are unit WESS account holders managed and trained?

(4) Are proper WESS permissions assigned to WESS account holders?

(5) How are WESS HAZREPs disseminated to instructors and students?

1. Aviation Safety Awareness Program (ASAP)

(1) Reference instructions. OPNAVINST 3750.6S, OPNAVINST 3710.7U, CNAF ltr ser N45/3745 dtd 2 Dec 11.

(2) Are ASAP reports submitted IAW applicable directives?

(3) Are the squadron and wing receiving pertinent safety information from ASAP reports?

(4) Are the squadron and wing reviewing and analyzing pertinent safety information in a timely manner? What is the review rate?

(5) Can the command provide recent examples of action taken as a result of hazards identified in ASAP?

(6) Is there a command ASAP feedback process for instructors and students?

(7) How is the front office informed of ASAP reports and issues?

(8) How is applicable ASAP data shared with outside organizations (i.e. other squadrons, the wing, CNATRA Det, contract maintenance, etc.)?

m. Safety/Maintenance Communication

(1) Reference instructions. NAVAIRINST 3710.1F, CNATRAINST 3710.39A, CNATRAINST 3750.22J.

(2) Does the command have a Maintenance Liaison Officer (MLO)?

(3) How is safety information communicated to and from the MLO, CNATRA Detachment and Maintenance Contractor?

(4) Are applicable local Safety Incident Reports and ASAP data shared with the CNATRA Detachment?

(5) How does pertinent maintenance information flow to and from the front office?

3. Ground Safety Checklist

a. Ground Safety Reference Publications. Are the following publications available?

(1) OPNAVINST 5100.23G - Navy Safety and Occupational Health Program.

(2) OPNAVINST 5102.1D - Navy & Marine Corps Mishap and Safety Investigation, Record Keeping Manual.

(3) OPNAVINST 5100.25C - Navy Recreation, Athletics and Home Safety Program.

(4) OPNAVINST 5100.12J - Navy Traffic Safety Program.

(5) OPNAVINST 3500.39C - Operational Risk Management.

(6) CNATRAINST 3058.1A - High Risk Recreational Activities.

b. Command Support

(1) Reference instructions. OPNAVINST 5100.23G.

(2) Has the Commander/Commanding Officer issued a Safety Policy statement that reflects his/her commitment to safety and to programs that prevent or minimize mishaps?

(a) Is the statement posted?

(b) Is a copy of the statement provided to all new staff and students?

(3) Does the head of the safety organization report directly to the CO?

(4) Have DD forms 2272 "Department of Defense Occupational Safety and Health Protection Program" (Dtd Nov 2000) been posted in prominent locations such as official bulletin boards?

(5) Is the CO/XO reviewing all lost time mishaps that require submission of an SIR with cognizant first line supervision and/or the next level management involved?

c. Safety Program Records Keeping

(1) Reference instructions. OPNAVINST 5100.23G.

(2) Does the command utilize the Enterprise Safety Application Management System (ESAMS) for safety program records keeping?

(a) Have all staff members and students been entered into ESAMS?

(b) Is there a process in place to ensure new staff members and students are entered into ESAMS and departing staff and students are removed?

(3) If ESAMS is not used does the command have a fully documented Occupational Safety & Health Training Plan?

(a) Is documentation maintained to verify staff and student completion of required training?

(b) Have training resources been identified?

Enclosure (3)

(c) Have processes been developed to collect and analyze metrics to conduct an annual self-assessment?

d. Occupational Safety Workplace Inspections

(1) Reference instructions. OPNAVINST 5100.23G.

(2) Are annual inspections being performed by the Base Safety Officer? Does the command have a copy of the most current inspection?

(3) Are NAVOSH deficiency notices for RAC's 1,2, and 3 provided to the CO of the inspected operation within 15 working days after the inspection?

(a) Are the deficiency notices posted in the work space?

(b) Was interim corrective action implemented until the hazards were abated?

(c) Did the Base Safety Office provide a written report of the inspection, including administrative findings, within 45 days of the inspection?

e. Training

(1) Reference instructions. OPNAVINST 5100.23G, OPNAVINST 5100.12J, OPNAVINST 5100.25C, OPNAVINST 5102.1D, CNATRAINST 3058.1A, CNATRAINST 5100.13.

(2) Does new staff and student indoctrination include the following?

(a) Ground mishap reporting requirements.

(b) Process for reporting unsafe, unhealthful conditions.

(c) CNATRA high risk off-duty activities.

(d) Identification of motorcycle riders.

(e) Verification of motorcycle qualifications and training requirements.

(f) Local area traffic safety.

(3) Have all military staff members and civilian supervisors completed the NAVOSH for Supervisors course?

(4) Have all military staff members, students, and civilians completed an ergonomics course?

(5) Have all military staff members and students received hearing conservation training?

(6) Have all military personnel under the age of 26 taken the four hour Drive for Life training on Navy Knowledge On-line (NKO)?

(7) Are all military personnel receiving quarterly off-duty safety training on seasonal and geographical topics?

f. Unsafe/Unhealthful Conditions

(1) Reference instructions. OPNAVINST 5100.23G.

(2) Is a process for reporting ground unsafe or unhealthful conditions established? Are all military, students, and civilians aware of this process?

(3) Are OPNAV 5100/11 forms (Report of Unsafe/Unhealthful Working Conditions) posted in conspicuous places, such as the coffee mess, etc.?

(4) Are OPNAV 5100/11 hazard reports documented and acted on promptly?

(5) Are records maintained on all hazard reports that record the date, time, identifying reference number, location of condition, brief description of the condition, hazard classification (RAC) and nature of action taken?

(a) If the hazard cannot be abated by the command, are they referred to the Base Safety Office?

Enclosure (3)

(b) Are all hazard reports tracked until corrected?

g. Mishap Investigation/Reporting

(1) Reference instructions. OPNAVINST 5102.1D.

(2) Is there an established process to ensure Safety is notified of all ground mishaps (i.e. notification from student control, Flight Surgeon, or SDO)?

(3) Does this process include military off-duty mishaps?

(4) Are all mishaps reviewed or investigated as applicable?

(5) Are logs maintained on both civilian and military injuries and illnesses, either hard copy or through WESS or ESAMS? Are the logs retained for 5 years after the completion of the calendar year?

h. Pre-Mishap Plan (Ground)

(1) Reference instructions. OPNAVINST 5102.1D.

(2) Is there a current pre-mishap plan in place that addresses actions to be taken in the event of non-aviation related mishap?

(3) Are pre-mishap plans reviewed periodically and exercised annually to verify applicability, effectiveness, and currency?

i. Annual OSH Self-Assessment

(1) Reference instructions. OPNAVINST 5100.23G.

(2) Are command self-assessments completed IAW OPNAVINST 5100.23G?

(3) Was the ESAMS "OSH" report card used for the report?

(4) If ESAMS was not used how was the self-assessment completed?

Enclosure (3)

j. Industrial Hygiene/Occupational Safety

(1) Reference instructions. OPNAVINST 5100.23G.

(2) Has an Industrial Hygiene Survey been conducted in the last 4 years?

(a) Is the most current survey on file?

(b) Have all recommendations been implemented?

k. Recreational Off-Duty Safety (RODS)

(1) Reference instructions. OPNAVINST 5100.25C, CNATRAINST 3058.1A.

(2) Are military staff and students participating in high-risk recreational activities required to complete a risk assessment and applicable checklist?

(3) Are ORM risk assessment sheets maintained and applicable activity documentation kept on file during the tenure of the staff/student?

l. Traffic Safety

(1) Reference instructions. OPNAVINST 5100.12J, OPNAVINST 5102.1D, DODINST 6055.4, CNATRAINST 5100.13.

(2) Are traffic safety briefs provided to Navy personnel prior to major holidays? Are they documented?

(3) Are Military personnel age 25 and under receiving at least 2 hours of annual refresher traffic safety training each year?

(4) Are off-duty motor vehicle accidents reported and investigated?

(5) Is the command's motorcycle safety training ESAMS database complete and current? Does the command maintain file copies of each rider's motorcycle license, proof of training (Motorcycle Safety Foundation (MSF) Cards), insurance

Enclosure (3)

documentation, motorcycle registration, and copy of base decal number?

(6) Have all personnel (including non-riders) signed a page 13 delineating motorcycle safety requirements before and after the purchase of a motorcycle? How are page 13's maintained?

(7) Is motorcycle training completed within required timelines?

(8) Has the Motorcycle Safety Representative (MSR) completed the required training?

(9) Prior to the purchase of a motorcycle are personnel counseled and is that counseling documented?

(10) Have riders of all-terrain vehicles and off-road motorcycles completed the Motorcycle Safety Course?

(11) Is bicycle safety emphasized and are members reminded that helmets are required on the installation?

m. HAZMAT Control/Management

(1) Reference instructions. 29 CFR 1910.1200.

(2) Does employee training include the following?

(a) Physical and health hazards of chemicals in the work area.

(b) Protective measures that employees can take, such as appropriate work procedures and PPE.

(c) Details on the Hazard Communication program including explanation of the Material Safety Data Sheets (MSDS) labeling system, and how to obtain and use hazard information.

(3) Does the command have an up-to-date Authorized Use List (AUL) with accompanying MSDS?

Enclosure (3)

4. NATOPS Checklist

a. Program Management

(1) Reference instructions. OPNAVINST 3710.7U,
COMNAVAIRFORINST 1542.7A, CNATRAINST 3710.40.

(2) NATOPS Program Managers (PM)

(a) Are NATOPS PMs designated in writing by the
Model Manger (MM)?

(b) Are NATOPS Evaluators designated in writing by
the MM?

(c) Are NATOPS unit evaluations conducted every 18
months by the NATOPS Evaluator for units assigned to the MM?

(d) Are Change Recommendations for assigned
Type/Model/Series (T/M/S) reviewed and processed properly?

(e) Has a NATOPS review conference been conducted
for each Type/Model/Series within the last two years?

(f) Will the PM hold this billet for a minimum of 18
months? What is the designation date and PRD of incumbent?

(g) Does the PM conduct a continuous review of
existing publications to discover any conflicts that might
exist?

(h) Are conflicts reported to the appropriate MM,
NATOPS Program Coordinator, and the activity responsible for the
content of the conflicting directives, and are recommendations
for resolving the conflict included?

(i) Does the PM review T/M/S safety Hazard Reports
for recommended NATOPS changes or other potential NATOPS issues?

(j) For NATOPS changes recommended in Mishap and
Hazard Reports, does the PM track, take action on, and report
completion of these items to the Safety Officer/ASO?

Enclosure (3)

(k) Is the Airworthiness Resolution Systems (AIRS) updated with current T/M/S PM contact information?

(l) Are change recommendations submitted via AIRS?

(m) Are all pending NATOPS change recommendations in AIRS reviewed within the required time period?

(n) Does the PM make recommendations to the MM on when to schedule review conferences?

(o) Does the PM review the NATOPS status report to ensure the accuracy of all pertinent information?

(p) Has a copy of the PM designation letter and point-of-contact phone numbers been forwarded to the CNATRA NATOPS Program Coordinator, the NATOPS Program Administrator, and the NATOPS Products Administrator?

(q) Are NATOPS qualification examinations updated annually?

(3) NATOPS Officer

(a) Does the unit have a command NATOPS program established?

(b) Are NATOPS Instructors and Assistant NATOPS Instructors designated in writing?

(c) Is a highly qualified Naval Aviator (NA) or Naval Flight Officer (NFO) assigned as NATOPS Officer to direct and monitor the program?

(d) Does the squadron have an effective tracking system for aircrew qualifications and currency? Do they use TIMS/WingStats?

(e) Is an effective communication system in place with the operations department to ensure recurring qualifications are scheduled and completed?

(f) Does the unit have a system to track NATOPS manuals and promulgate changes and revisions? Do all manuals have the current change entered and logged?

(g) Is annual ground egress training completed?

(h) When was the last unit NATOPS evaluation conducted?

(i) Were all active duty and reserve aircrew present for the open book and closed book examinations? Did anyone score less than 3.3 on the closed book exam? Did anyone score less than 3.5 on the open book exam?

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

(k) Are unit NATOPS exams kept in a secure location and updated annually?

(l) Are annual NATOPS emergency procedures trainers conducted and documented six months +/- 30 days after NATOPS Evaluations?

b. NATOPS Flight Personnel Training and Qualification Jackets (OPNAV 3760/32)

(1) Reference instructions. DoDI 1000.30, DoD 5400.11R, OPNAVINST 3710.7U, COMNAVAIRFORINST 1542.7A, CNATRAINST 3710.40.

(2) Are NATOPS jackets maintained IAW OPNAVINST 3710.7U and CNATRAINST 3710.40?

(3) Does the TRAWING maintain a NATOPS jacket for each pilot, NFO, aircrew member, Student Naval Aviator (SNA), and Student Naval Flight Officer (SNFO)?

(4) Are NATOPS jackets in compliance with DoDI 1000.3 direction regarding removal of SSNs from all current and existing documents? If not, does the command have a plan to remove SSNs?

Enclosure (3)

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

(6) Does the NATOPS Officer maintain a discrepancy log?

c. Aviators Flight Log Books (OPNAV 3760/31)

(1) Reference instructions. OPNAVINST 3710.7U, COMNAVAIRFORINST 1542.7A.

(2) Do logbooks have an annual NATOPS stamp?

(3) Do logbooks have an annual instrument stamp?

(4) Have all instructors met their annual minimums? (If not, were waiver letters submitted?)

(5) Have any instructors exceeded their 30/90/365 day maximums?

(6) Does the information in the logbook correlate with the NATOPS jacket?

(7) Are log books maintained in accordance with OPNAVINST 3710.7U and CNATRAINST 3710.40?

(8) Are entries legible?

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

(10) Is there a NATOPS Evaluation flight entry (2L4 Flight Purpose Code (FPC)) and an annual Instrument Evaluation flight or simulator entry (2L3 FPC)? Are these recorded on the qualifications and achievement record?

(11) Is information in the flight record, the accident and flight rule violation, and mishap record recorded properly?.

Enclosure (3)

d. NATOPS and Flight Publications/Instructions

(1) Reference instructions. OPNAVINST 3710.7U, CNATRAINST 3710.13G, COMNAVAIRFORINST 1542.7A.

(2) Are all recommended changes to NATOPS manuals and associated publications properly submitted?

(3) Are current copies of OPNAVINST 3710.7U, CNATRAINST 3710.13G, and OPNAVINST 1542.7D maintained in the NATOPS office?

(4) Has the unit verified the Automatic Distribution Requirements List (ADRL) per OPNAVINST 3710.7U through the Naval Air Technical Data and Engineering Service Center (NATEC) Website?

(5) Does the TRAWING have a system to track NATOPS manuals and promulgate changes and revisions? Do all manuals have the current change entered and logged?

(6) Is the NATOPS publications library readily available and current?

SAMPLE EVALUATION TIMELINE

1. Preparation and Notification

- TBD Publish Training Standardization and Safety evaluation dates (CNATRA N7: two-year plan is released annually)
- E-120 Units being evaluated submit request for CNATRA assist visits, briefs, classes, and/or training to be conducted prior to the evaluation (TRAWING)
- E-90 Specific evaluation dates sent to TRAWING
- E-45 Nominate evaluation team members (CNATRA N-Codes)
- E-20 CNATRA evaluation team pre-brief
- E-15 Letter of Intent (LOI) sent to TRAWING (CNATRA N7)
- E-15 Coordinate and finalize billeting and transportation arrangements for evaluation team (CNATRA N71)
- E-15 CNATRA evaluation team reviews TRAWING records (e.g., ATJs, TIMS, WingStats, local SOPs)

2. Execution

- E-1 Evaluation team travel to evaluation site (normally from NAS Corpus Christi via government air) (Eval Team)
- E Day 0800 In-brief with TRAWING Commander and TRAWING evaluatees
- 0815 Meeting with Commodore (N7, N71, N00X)
Wing Stan Officer/CCC/SMS (N71X, N71X)
Wing Student Control (N717, N71X)
Wing IMSO (N717)
Ground Training/Academics (N71X)
TIMS (N73)
Training Publications (N735)
LSO (N72)
Reserve Component (00R1, 00R2, 00R3)
Wing Flt Surgeon (00M)
Wing Safety/ASO/GSO/AMSO (00X, 00X1-00X3)
NATOPS Program Managers (00X4)

1130 Lunch

1300 In-brief with unit CO and unit evaluatees in unit
Conference Room or Ready Room (Eval Team)

1315 Commanding Officer (N7/N71)
Training and Standardization (N71X, N71X)
Operations (N71X, N71X)
Student Control (N717)
IMSO (N717)
NATOPS (00X4)
TIMS (N73)
Student Interviews (N71X)
LSO (N72)
Reserve Component (00R1, 00R2, 00R3)
Flt Surgeon (00M)
Safety/ASO/GSO/AMSO (00X, 00X1-00X3)

TBD Observe the following:
Academic Lecture (N71X)
Flight Procedures Lecture (N71X)
Simulator Event (N71X)
Flight Brief/Debrief (N71X)

TBD CNATRA Training/Info Briefs (Eval Team)

1600 Evaluation Team Meeting (Eval Team)

E+1 0800 Repeat as necessary

E+TBD 0900 Out-brief with Commodore (N7, N71, 00X)
(additional attendees at
discretion of CTW)

TBD Evaluation team departs (normally via government air)

3. After Action and Follow-up

E+60 Evaluation report sent to TRAWING (CNATRA N7)
Best Practices sent to all TRAWINGS (CNATRA N7)

Report+30 Corrective action report due to CNATRA (TRAWING)
(continuing at 30-day intervals until complete)

Report+90 Required re-evaluations complete

Enclosure (4)

CNATRAINST 1550.61B
13 Jan 2015

SAMPLE EVALUATION REPORT

1550
Ser/N7

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

Subj: REPORT OF *MMM* *YYYY* TRAINING STANDARDIZATION AND SAFETY
EVALUATION OF TRAINING AIR WING XXXX

Ref: (a) CNATRAINST 1550.61B
(b) OPNAVINST 5100.23G
(c) OPNAVINST 5100.12J

Encl: (1) List of Best Practices
(2) Training and Standardization evaluation
(3) Reserve Component evaluation
(4) Safety evaluation
(5) List of discrepancies

1. Per reference (a), Chief of Naval Air Training (CNATRA) conducted a training standardization and safety evaluation of Training Air Wing (TRAWING) XXXX *from DD to DD MMM YYYY*.

2. Specific areas evaluated included: Adherence to current curricula and CNATRA instructions; quality and standardization of instruction; use of Training Integration Management System (TIMS); Reserve Component management, integration, and utilization; and command support for Naval Air Training and Operating Procedures Standardization (NATOPS), Crew Resource Management (CRM) and safety programs. Additionally, XXXX was treated as a Special Interest Item.

3. Concurrent with this evaluation, and per references (b) and (c), CNATRA conducted an Occupational Safety and Health Management Evaluation (OSHME) of TRAWING XXXX and associated squadrons. TRAWING XXXX, VT-XX, and HT-XX's occupational safety and health program elements were found to be XXXXXX.

4. *The information contained herein relates to the internal practices of the Department of the Navy and is an internal communication within the Navy Department. This report is not releasable without the specific approval of CNATRA. Its*

Enclosure (5)

contents may not be disclosed outside original distribution, nor may it be reproduced in whole or in part. All requests for this report, extracts therefrom, or correspondence related thereto, shall be referred to CNATRA.

5. General

a. Best Practices were identified and are included in enclosure (1). CNATRA N7 will distribute enclosure (1) to all CNATRA TRAWINGS.

b. Training and Standardization. *{Unsatisfactory, Marginal, Satisfactory, Excellent, or Outstanding}*. Overview comments here. Discrepancies and functional area grades are noted in enclosure (2).

c. Reserve Component. *{Unsatisfactory, Marginal, Satisfactory, Excellent, or Outstanding}*. Overview comments here. Discrepancies and functional area grades are noted in enclosure (3).

d. Safety. *{Unsatisfactory, Marginal, Satisfactory, Excellent, or Outstanding}*. Overview comments here. Discrepancies and functional area grades are noted in enclosure (4).

6. Results. Overall unit ratings are presented in the table below. Detailed evaluation results are contained in enclosures (2) through (4).

	Training and Standardization	Reserve	Safety
TRAWING XXXX	<i>O, E, S, M, or U</i>	<i>O, E, S, M, or U</i>	<i>O, E, S, M, or U</i>
FITU	<i>O, E, S, M, or U</i>	<i>O, E, S, M, or U</i>	<i>O, E, S, M, or U</i>
HELTRARON XX	<i>O, E, S, M, or U</i>	<i>O, E, S, M, or U</i>	<i>O, E, S, M, or U</i>
HELTRARON XX	<i>O, E, S, M, or U</i>	<i>O, E, S, M, or U</i>	<i>O, E, S, M, or U</i>
TRARON XX	<i>O, E, S, M, or U</i>	<i>O, E, S, M, or U</i>	<i>O, E, S, M, or U</i>
TRARON XX	<i>O, E, S, M, or U</i>	<i>O, E, S, M, or U</i>	<i>O, E, S, M, or U</i>

7. Tasks. Enclosure (5) lists all noted discrepancies.

a. Major discrepancies. TRAWING XXXX shall forward a remediation plan of action and milestones to CNATRA N7 within 30 working days of this report. Additional reports shall be forwarded every 30 days until all actions are completed.

Enclosure (5)

CNATRAINST 1550.61B
13 Jan 2015

b. Minor discrepancies require a one-time completion report. This report may be included in the Major discrepancies plan of action required above.

c. In accordance with reference (a), CNATRA shall conduct a re-evaluation of all units graded Marginal or Unsatisfactory overall, or Unsatisfactory in any functional area. This re-evaluation shall occur no later than 90 days from this report, it shall focus on the areas that led to the Marginal or Unsatisfactory, and it shall be graded as Pass or Fail.

Signed
I. M. CNATRA

Enclosure (5)

BEST PRACTICES: TRAINING AIR WING XXXX, MONTH 20XX

1. Best Practice
2. Best Practice
3. Best Practice
4. Best Practice
5. Best Practice
6. Best Practice
7. Best Practice

TRAINING AND STANDARDIZATION EVALUATION: TRAINING AIR WING XXXX

1. Overall: *Grade*

- a. General comments.
- b. Grade summary

	TRAWING XXXX	VT-XX	HT-XX
Overall	<i>O, E, S, M, or U</i>	<i>O, E, S, M, or U</i>	<i>O, E, S, M, or U</i>
CMM	<i>O, E, S, M, or U</i>	NA	NA
CO/XO/OIC	NA	<i>O, E, S, M, or U</i>	<i>O, E, S, M, or U</i>
CC	<i>O, E, S, M, or U</i>	NA	NA
Stage Managers	<i>O, E, S, M, or U</i>	<i>O, E, S, M, or U</i>	<i>O, E, S, M, or U</i>
Academics	<i>O, E, S, M, or U</i>	NA	NA
Training Pubs	<i>O, E, S, M, or U</i>	NA	NA
Standardization	<i>O, E, S, M, or U</i>	<i>O, E, S, M, or U</i>	<i>O, E, S, M, or U</i>
Operations	<i>O, E, S, M, or U</i>	<i>O, E, S, M, or U</i>	<i>O, E, S, M, or U</i>
ITU/IUT	<i>O, E, S, M, or U</i>	<i>O, E, S, M, or U</i>	<i>O, E, S, M, or U</i>
Student Control	<i>O, E, S, M, or U</i>	<i>O, E, S, M, or U</i>	<i>O, E, S, M, or U</i>
IMSO	<i>O, E, S, M, or U</i>	<i>O, E, S, M, or U</i>	<i>O, E, S, M, or U</i>
LSO	<i>O, E, S, M, or U</i>	<i>O, E, S, M, or U</i>	NA
TIMS	<i>O, E, S, M, or U</i>	<i>O, E, S, M, or U</i>	<i>O, E, S, M, or U</i>
CIS	<i>O, E, S, M, or U</i>	NA	NA
Student Interviews	NA	<i>Not graded</i>	<i>Not graded</i>
Medical	<i>O, E, S, M, or U</i>	NA	NA
FITC	<i>O, E, S, M, or U</i>	NA	NA

2. Functional Area XXXXX

a. TRAWING XXXX: *Grade*

- (1) Comments, notes or recommendations as needed.
- (2) Discrepancy.

b. VT-XX: *Grade*

- (1) Comments, notes or recommendations as needed.
- (2) Discrepancy.

c. HT-XX: *Grade*

- (1) Comments, notes or recommendations as needed.

Enclosure (5)

CNATRAINST 1550.61B
13 Jan 2015

(2) Discrepancy.

3. Continue for all functional areas evaluated.

I. M. STAN
Training and Stan Evaluator
CNATRA N71

I. M. TRAINING
Chief Evaluator
CNATRA N7

Enclosure (5)

RESERVE COMPONENT EVALUATION: TRAINING AIR WING XXXX

1. Overall: *Grade*

- a. General comments.
- b. Grade summary

	TRAWING XXXX	VT-XX	HT-XX
Overall	<i>O, E, S, M, or U</i>	<i>O, E, S, M, or U</i>	<i>O, E, S, M, or U</i>
Organization and Integration	<i>O, E, S, M, or U</i>	<i>O, E, S, M, or U</i>	<i>O, E, S, M, or U</i>
Leadership	<i>O, E, S, M, or U</i>	<i>O, E, S, M, or U</i>	<i>O, E, S, M, or U</i>
Operations	<i>O, E, S, M, or U</i>	<i>O, E, S, M, or U</i>	<i>O, E, S, M, or U</i>
Training and Readiness	<i>O, E, S, M, or U</i>	<i>O, E, S, M, or U</i>	<i>O, E, S, M, or U</i>
Administration	<i>O, E, S, M, or U</i>	<i>O, E, S, M, or U</i>	<i>O, E, S, M, or U</i>

2. Functional Area XXXXX

a. TRAWING XXXX: *Grade*

- (1) Comments, notes or recommendations as needed.
- (2) Discrepancy.

b. VT-XX: *Grade*

- (1) Comments, notes or recommendations as needed.
- (2) Discrepancy.

c. HT-XX: *Grade*

- (1) Comments, notes or recommendations as needed.
- (2) Discrepancy.

3. Continue for all functional areas evaluated.

I. M. RESERVE
 RC Evaluator
 CNATRA RC OSO N01R

I. M. TRAINING
 Chief Evaluator
 CNATRA N7

SAFETY EVALUATION: TRAINING AIR WING XXXX

1. Overall: Grade
 - a. General comments.
 - b. Grade summary

	TRAWING XXXX	VT-XX	HT-XX
Overall	<i>O, E, S, M, or U</i>	<i>O, E, S, M, or U</i>	<i>O, E, S, M, or U</i>
Aviation Safety			
Policy/Program Feedback	<i>O, E, S, M, or U</i>	<i>O, E, S, M, or U</i>	<i>O, E, S, M, or U</i>
Pre-Mishap Planning-Av	<i>O, E, S, M, or U</i>	<i>O, E, S, M, or U</i>	<i>O, E, S, M, or U</i>
ORM	<i>O, E, S, M, or U</i>	<i>O, E, S, M, or U</i>	<i>O, E, S, M, or U</i>
HFC/HFB	<i>O, E, S, M, or U</i>	<i>O, E, S, M, or U</i>	<i>O, E, S, M, or U</i>
CW, CSA, and Surveys	<i>O, E, S, M, or U</i>	<i>O, E, S, M, or U</i>	<i>O, E, S, M, or U</i>
Safety Councils	<i>O, E, S, M, or U</i>	<i>O, E, S, M, or U</i>	<i>O, E, S, M, or U</i>
Contract Flt Support	<i>O, E, S, M, or U</i>	<i>O, E, S, M, or U</i>	<i>O, E, S, M, or U</i>
Non-BASH HAZREP/SIR	<i>O, E, S, M, or U</i>	<i>O, E, S, M, or U</i>	<i>O, E, S, M, or U</i>
BASH HAZREP	<i>O, E, S, M, or U</i>	<i>O, E, S, M, or U</i>	<i>O, E, S, M, or U</i>
Privileged Info	<i>O, E, S, M, or U</i>	<i>O, E, S, M, or U</i>	<i>O, E, S, M, or U</i>
WESS	<i>O, E, S, M, or U</i>	<i>O, E, S, M, or U</i>	<i>O, E, S, M, or U</i>
ASAP	<i>O, E, S, M, or U</i>	<i>O, E, S, M, or U</i>	<i>O, E, S, M, or U</i>
Safety/Maint Comm	<i>O, E, S, M, or U</i>	<i>O, E, S, M, or U</i>	<i>O, E, S, M, or U</i>
Ground Safety			
Gnd Safety Ref Pubs	<i>O, E, S, M, or U</i>	<i>O, E, S, M, or U</i>	<i>O, E, S, M, or U</i>
Command Support	<i>O, E, S, M, or U</i>	<i>O, E, S, M, or U</i>	<i>O, E, S, M, or U</i>
Record Keeping	<i>O, E, S, M, or U</i>	<i>O, E, S, M, or U</i>	<i>O, E, S, M, or U</i>
Workplace Inspections	<i>O, E, S, M, or U</i>	<i>O, E, S, M, or U</i>	<i>O, E, S, M, or U</i>
Training	<i>O, E, S, M, or U</i>	<i>O, E, S, M, or U</i>	<i>O, E, S, M, or U</i>
Unsafe Conditions	<i>O, E, S, M, or U</i>	<i>O, E, S, M, or U</i>	<i>O, E, S, M, or U</i>
Investigation/Reporting	<i>O, E, S, M, or U</i>	<i>O, E, S, M, or U</i>	<i>O, E, S, M, or U</i>
Pre-Mishap Plan-Ground	<i>O, E, S, M, or U</i>	<i>O, E, S, M, or U</i>	<i>O, E, S, M, or U</i>
Self-Assessment	<i>O, E, S, M, or U</i>	<i>O, E, S, M, or U</i>	<i>O, E, S, M, or U</i>
IH/Occ Safety	<i>O, E, S, M, or U</i>	<i>O, E, S, M, or U</i>	<i>O, E, S, M, or U</i>
RODS	<i>O, E, S, M, or U</i>	<i>O, E, S, M, or U</i>	<i>O, E, S, M, or U</i>
Traffic Safety	<i>O, E, S, M, or U</i>	<i>O, E, S, M, or U</i>	<i>O, E, S, M, or U</i>
HAZMAT	<i>O, E, S, M, or U</i>	<i>O, E, S, M, or U</i>	<i>O, E, S, M, or U</i>
NATOPS			
Program Management	<i>O, E, S, M, or U</i>	<i>O, E, S, M, or U</i>	<i>O, E, S, M, or U</i>
NATOPS Flight Personnel Training and Qualifications Jackets			
Aviators Flight Log Books	<i>O, E, S, M, or U</i>	<i>O, E, S, M, or U</i>	<i>O, E, S, M, or U</i>
NATOPS and Flight Publications/Inst.	<i>O, E, S, M, or U</i>	<i>O, E, S, M, or U</i>	<i>O, E, S, M, or U</i>

2. Functional Area XXXXX

a. TRAWING XXXX: *Grade*

(1) Comments, notes or recommendations as needed.

(2) Discrepancy.

b. VT-XX: *Grade*

(1) Comments, notes or recommendations as needed.

(2) Discrepancy.

c. HT-XX: *Grade*

(1) Comments, notes or recommendations as needed.

(2) Discrepancy.

3. Continue for all functional areas evaluated.

I. M. SAFETY
Safety Evaluator
CNATRA Safety Officer

I. M. TRAINING
Chief Evaluator
CNATRA N7

Unit	Functional Area	Level	Discrepancy	Recommended Corrective Action	Completion Date
TRAWING	XXXXXX	Major or Minor			
TRAWING	XXXXXX	Major or Minor			
TRAWING	XXXXXX	Major or Minor			
TRAWING	XXXXXX	Major or Minor			
VT-XX	XXXXXX	Major or Minor			
VT-XX	XXXXXX	Major or Minor			
VT-XX	XXXXXX	Major or Minor			
VT-XX	XXXXXX	Major or Minor			
HT-XX	XXXXXX	Major or Minor			
HT-XX	XXXXXX	Major or Minor			
HT-XX	XXXXXX	Major or Minor			
HT-XX	XXXXXX	Major or Minor			

SAMPLE REPORT OF CORRECTIVE ACTION

1550
Ser

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

Subj: TRAINING STANDARDIZATION AND SAFETY EVALUATION REPORT OF
CORRECTIVE ACTIONS

Ref: (a) CNATRAINST 1550.61B
(b) CNATRA ltr 1550 Ser N7/xxxx of xx xxx xxxx

1. Per references (a) and (b), the following corrective actions
have been taken.

a. Training and Standardization: (*Major/Minor
Discrepancies or None*)

(1) Restate discrepancy

(a) Action Taken: *Command policy/directive, work
request, etc.*

(b) Management Controls: *Plans to prevent similar
occurrences.*

(2) Continue format above for multiple discrepancies.

b. Reserve: (*Major/Minor Deficiencies or None*)

(1) Restate discrepancy

(a) Action Taken: *Command policy/directive, work
request, etc.*

(b) Management Controls: *Plans to prevent similar
occurrences.*

(2) Continue format above for multiple discrepancies.

c. Safety: (*Major/Minor Discrepancies or None*)

(1) Restate discrepancy

(a) Action Taken: *Command policy/directive, work request, etc.*

(b) Management Controls: *Plans to prevent similar occurrences.*

(2) Continue format above for multiple discrepancies.

2. Commodore's Comments.

Signed
I. M. COMMODORE