

NAVAL AIR TRAINING COMMAND

NAS CORPUS CHRISTI, TX

CNATRAINST 1500.4G

14 Sep 07

CHIEF OF NAVAL AIR TRAINING



STUDENT NAVAL AVIATOR TRAINING AND ADMINISTRATION MANUAL (TA MANUAL)

2007



DEPARTMENT OF THE NAVY

CHIEF OF NAVAL AIR TRAINING
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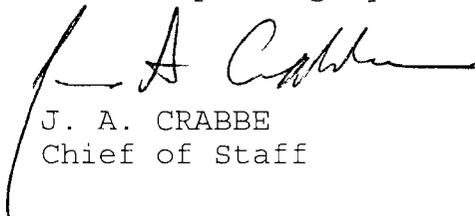
CNATRAINST 1500.4G
N7

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CNATRA INSTRUCTION 1500.4G

Subj: STUDENT NAVAL AVIATOR TRAINING AND ADMINISTRATION MANUAL
(SHORT TITLE TA MANUAL)

1. Purpose. To modify and update the present Chief of Naval Air Training (CNATRA) Training and Administration Manual.
2. Cancellation. CNATRAINST 1500.4F
3. Summary of Revision. Significant changes have been made to the flight training procedures for evaluating and processing student Naval Aviators. This instruction has been substantially revised and should be read in its entirety. Due to the numerous changes in this instruction, notations are not included to indicate additions, deletions or revisions.
4. Action. Commanders shall implement policy in consonance with the content of this instruction to ensure maximum training effectiveness through standardized procedures. Recommendations for changes to this instruction or the inclusion of new matter shall be submitted to CNATRA (N71). This instruction is effective on receipt.
5. Forms and Reports
 - a. The CNATRA forms required by this directive are listed in Appendix A and may be procured by submitting a memo to CNATRA (N1221). The CNATRA-GEN forms may be ordered by submitting a DD Form 1348 to Commanding Officer, Naval Air Station Pensacola, ATTN: Supply Department (Code 19560), Pensacola, Florida 32508-6200 or downloading from <https://www.cnatra.navy.mil/publications.htm>.
 - b. The reports required by this directive are listed in Appendix B and are approved for three years from the date of this instruction. The Casualty Report is exempt from reports control by SECNAVINST 5214.2B and requires no reporting symbol.


J. A. CRABBE
Chief of Staff

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CNATRAINST 5215.1Q

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LIST OF EFFECTIVE PAGES

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3/(4 blank)	3
5/(6 blank)	3
i-ii	0
iii-iv	2
I-I - I-4	0
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V-1 - V-18	0
VI-1 - VI-12	0
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VII-6	1
VII-7 - VII-24	0
VII-25 / (VII-26 blank)	0
VIII-1 - VIII-20	0
VIII-21 / (VIII-22 blank)	0
IX-1 - IX-16	2
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IX-21	0
X-1 - X-2	0
A-1 - A-10	0
A-11 / (A-12 blank)	0
B-1 - B-12	0
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CNATRAINST 1500.4G
14 SEP 2007

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CNATRAINST 1500.4G
14 SEP 2007

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14 SEP 2007

TABLE OF CONTENTS

	<u>PAGE</u>
CHAPTER I. <u>INTRODUCTION</u>	
100. GENERAL.....	I-1
101. PURPOSE AND SCOPE.....	I-1
102. CHANGE PROCEDURES.....	I-1
103. ADDITIONAL COPIES.....	I-1
104. CHANGE TRANSMITTALS.....	I-1
105. WORDING.....	I-1
106. UNFORESEEN SITUATIONS.....	I-1
107. WAIVERS.....	I-1
108. DROP ON REQUEST (DOR) POLICY.....	I-3
109. TRAINING TIME OUT POLICY.....	I-3
110. MEDICAL AND PSYCHOLOGICAL EVALUATION.....	I-4
OF INSTRUCTORS	
111. ADMINISTRATION OF STUDENT CRITIQUE PROGRAM.....	I-4
112. FRATERNIZATION.....	I-5
113. PREGNANCY.....	I-5
CHAPTER II. <u>ASSIGNMENT TO TRAINING</u>	
200. STUDENT NAVAL AVIATOR TRAINING COURSES.....	II-1
201. SNA PIPELINE ASSIGNMENT CRITERIA.....	II-1
202. SNA PIPELINE ASSIGNMENT PROCESS.....	II-2
203. SNFO TRAINING COURSES.....	II-2
204. SNFO ASSIGNMENT CRITERIA.....	II-3
205. SNFO PIPELINE ASSIGNMENT PROCESS.....	II-4
206. CENTRIFUGE-BASED FLIGHT ENVIRONMENT TRAINING... ..	II-4
CHAPTER III. <u>TRAINING AND QUALIFICATION JACKETS</u>	
300. GENERAL.....	III-1
301. INITIATION OF ATJs AND NATOPS TRAINING/ QUALIFICATION JACKET.....	III-1
302. NUMBER SYSTEM.....	III-2
303. NON-MPTS/MNTS ATJ REVIEW.....	III-2
304. MPTS/MNTS ATJ REVIEW.....	III-3
305. CUSTODY OF THE ATJs.....	III-3
306. TRANSMISSION OF ATJs.....	III-4
307. TIME LIMITATIONS FOR TRANSMISSION OF ATJs.....	III-4
308. RESTRICTIONS REGARDING RELEASE OF INFORMATION CONTAINED IN ATJs.....	III-5
309. ATJ CLOSE-OUT.....	III-5
310. CHANGES TO CNATRA ATJ FORMS.....	III-7
311. PROCUREMENT OF FORMS.....	III-7
312. REPORTS AND FORMS.....	III-7
CHAPTER IV. <u>ACADEMIC TRAINING</u>	
400. GENERAL.....	IV-1
401. ACADEMIC INSTRUCTION.....	IV-1
402. LEARNING CENTER.....	IV-1
403. EXAMS.....	IV-1
404. COURSE WEIGHT.....	IV-3

405.	CURRICULUM MANAGERS.....	IV-3
406.	ACADEMIC TRAINING ACCREDITATION.....	IV-3

CHAPTER V. INTERNATIONAL TRAINING

500.	GENERAL.....	V-1
501.	OBJECTIVES OF THE SATP.....	V-1
502.	RESPONSIBILITIES.....	V-2
503.	ADMINISTRATIVE PROCEDURES.....	V-6
504.	ATTRITION OF INTERNATIONAL MILITARY STUDENTS..	V-11
505.	CERTIFICATES OF COMPLETION.....	V-13
506.	REPORTS.....	V-13
507.	INFORMATIONAL PROGRAM (IP).....	V-16
508.	CENTRIFUGE-BASED FLIGHT ENVIRONMENT TRAINING...	V-16

CHAPTER VI. SCHEDULING AND CONDUCT OF TRAINING FLIGHTS

600.	GENERAL.....	VI-1
601.	SCHEDULING.....	VI-1
602.	RESCHEDULING.....	VI-2
603.	TRAINING DELAYS/WARM-UP EVENTS WITHIN STAGE....	VI-3
604.	TRAINING DELAYS/WARM-UP EVENTS BETWEEN STAGES..	VI-4
605.	EXTENDED TRAINING DELAYS.....	VI-4
606.	CHANGE OF ON-WINGS.....	VI-5
607.	STANDARDIZATION.....	VI-5
608.	BRIEFING.....	VI-6
609.	DEBRIEF.....	VI-7
610.	EMERGENCY PROCEDURES BRIEFING AND DEBRIEFING...	VI-7
611.	NFS FLIGHT TIME.....	VI-7
612.	HOURS PER EVENT (H/X).....	VI-7
613.	ADDING ITEMS TO AN EVENT.....	VI-7
614.	MEDICAL DELAYS.....	VI-8

CHAPTER VII. PERFORMANCE MEASUREMENT, STANDARDS AND DOCUMENTATION

700.	GENERAL.....	VII-1
701.	SUBJECTIVITY AND OBJECTIVITY IN MEASUREMENT..	VII-2
702.	FLIGHT GRADING SYSTEMS.....	VII-2
703.	NON-MPTS/MNTS GRADE LEVEL DEFINITIONS.....	VII-2
704.	MPTS/MNTS GRADE LEVEL DEFINITIONS.....	VII-3
705.	GRADING CONSIDERATIONS.....	VII-4
706.	INSTRUCTOR PREPARATION OF STUDENT.....	VII-5
	AVIATION TRAINING FORMS (ATFs)	
707.	IMPORTANCE OF ACCURATE GRADES.....	VII-5
708.	COMPLETE OR INCOMPLETE.....	VII-6
709.	OVERALL EVENT GRADES.....	VII-7
710.	SPECIAL MARKS.....	VII-10
711.	NON-MPTS/MNTS GRADING PROCEDURES.....	VII-11
712.	MPTS/MNTS GRADING PROCEDURES.....	VII-13
713.	WARM-UP AND EXTRA TIME GRADING.....	VII-15
714.	CHECK EVENT.....	VII-16
715.	RECHECK.....	VII-16
716.	SPECIAL PROGRESS CHECK.....	VII-16
717.	MPTS/MNTS EVAL FLIGHTS AND GROUND EVALS....	VII-16
718.	MARGINAL PERFORMANCE.....	VII-20

719. CALC. AND NFS AND SQUADRON AVERAGESVII-20
720. MID-STAGE AND END-OF-STAGE MARGINALSVII-21
721. MARGINAL PERFORMANCE DISPOSITIONVII-22
722. MPTS/MNTS STUDENT MONITORING STATUS (SMS) ..VII-24
723. COMMAND DIRECTED FINAL PROGRESS CHECK (FPC) .VII-24

CHAPTER VIII. FAILURE TO MAINTAIN REQUIRED STANDARDS
UNSATISFACTORY PERFORMANCE ADMINISTRATIVE
PROCEDURES

800. FAILURES.....VIII-1
801. INITIAL ACTION.....VIII-1
802. SUSPENSION FROM AND RETURN TO TRAINING.....VIII-1
803. EXTRA TRAINING (ET).....VIII-1
804. EXTRA INSTRUCTION (EI).....VIII-3
805. TERMINATION OF FLIGHT TRAINING.....VIII-3
806. CONDITIONALLY RETURNED TO TRAINING.....VIII-3
807. PROGRESS REVIEW BOARD (PRB) (NON-MPTS/MNTS)..VIII-4
808. COMPOSITION OF A PRB.....VIII-5
809. CONDUCT OF PRBs.....VIII-6
810. ACTION FOLLOWING A PRB.....VIII-8
811. TRAINING REVIEW BOARD (TRB) (MPTS/MNTS).....VIII-8
812. COMPOSITION OF A TRB.....VIII-9
813. TRB DOCUMENTATION.....VIII-9
814. ACTIONS, REPORTS AND RECORDS OF PRBs/TRBs.. VIII-10
815. ATTRITION RECOMMENDATIONS REGARDING..... VIII-11
INTERNATIONAL MILITARY STUDENTS
816. FAILURE TO MAINTAIN REQUIRED STANDARDS AT.. VIII-11
NAVAVSCOLSCOM
817. FAILURE TO ACHIEVE REQUIRED END OF PHASE... VIII-11
STANDARDS
818. FAILURE TO DEMONSTRATE OFFICER-LIKE..... VIII-13
QUALITIES
819. OTHER REASONS FOR ATTRITION..... VIII-14
(U.S. MILITARY STUDENTS)
820. PROCEDURES FOR ATTRITION - PURSUANT TO..... VIII-14
SECTION 818 AND 819

CHAPTER IX. TRAINING TRANSFERS, SEPARATIONS AND DESIGNATION

900. SCOPE.....IX-1
901. PROGRAM CHANGES.....IX-1
902. SNFO TRAINING ACCELERATION PROGRAM (TAP).....IX-6
903. PIPELINE CHANGE.....IX-7
904. REINSTATEMENT TO TRAINING.....IX-10
905. SEPARATION FROM TRAINING.....IX-10

906. DESIGNATION.....IX-15
907. POSTHUMOUS DESIGNATION.....IX-16
908. CERTIFICATE OF COMPLETION.....IX-16
909. REPORTING TO FRS.....IX-16
910. ASSIGNMENT OF NEWLY DESIGNATED AVIATORS.....IX-16

CHAPTER X. OFFICER STUDENT FITNESS REPORTS AND ENLISTED
EVALUATIONS

1000. BACKGROUND.....X-1
1001. ACTION.....X-1

APPENDICES

A - LIST OF FORMS..... A-1
B - LIST OF TRAINING REPORT REQUIREMENTS.....B-1
C - SEX/ETHNIC CODES.....C-1
D - ATTRITION CODES.....D-1
E - PRIMER ON DESCRIPTIVE STATISTICS AND NORMING.....E-1
F - ATJ CONSTRUCTION FORMAT.....F-1
G - STUDENTS PROCUREMENT SOURCES.....G-1
H - GLOSSARY.....H-1
I - INDEX.....I-1

CHAPTER I

INTRODUCTION

100. GENERAL. The CNATRA Student Naval Aviator Training and Administrative Manual is designed to provide a single source document setting forth policy, guidance and procedures in support of Student Naval Aviator and Naval Flight Officer training. Matters concerning other Naval Air Training Command (NATRACOM) programs will be found in separate CNATRA instructions.

101. PURPOSE AND SCOPE. This manual prescribes flight training grading procedures and special procedures for the processing of all students undergoing training in the NATRACOM, including students from non-Naval or international military services, and those students outside the NATRACOM prior to designation. All pilot, flight officer, navigator, or Combat Systems Officer students under training, regardless of service shall be referred to as Naval Flight Students (NFS). All NFSs from foreign military services (FMS) shall be referred to as International Military Students (IMSS). NFSs undergoing pilot training, regardless of service, shall be referred to as Student Naval Aviators (SNAs). NFSs undergoing flight officer, navigator, or Combat Systems Officer training, regardless of service, shall be referred to as Student Naval Flight Officers (SNFOs).

102. CHANGE PROCEDURES. Change recommendations for this manual or the inclusion of new matter are submitted to CNATRA (N71) via applicable chain of command. Copies of recommendations should be provided to other interested Training Air Wing (TRAWING) Commanders for coordination purposes.

103. ADDITIONAL COPIES. Additional copies of this manual and changes thereto may be procured from CNATRA (N111) or electronically from the CNATRA web site.

104. CHANGE TRANSMITTALS. Change transmittals are changes or corrections to the manual issued by CNATRA. Changes are issued as printed pages or as pen and ink changes. The Record of Changes page is provided to record all changes. Upon receipt of a change, the custodian of the manual should check the change page to ascertain that all changes have been incorporated.

105. WORDING. The concept of word usage and intended meaning which has been adhered to in preparing this manual is as follows:

a. "Shall" has been used only when application of a procedure is mandatory.

b. "Should" has been used only when application of a procedure is recommended.

14 SEP 2007

c. "May" and "need not" have been used only when application of a procedure is optional.

d. "Will" has been used only to indicate futurity, never to indicate any degree of requirement.

106. UNFORESEEN SITUATIONS. TRAWING Commanders and Commanding Officers (CO), Naval Aviation Schools Command (NAVAVSCOLSCOM) and Fleet Replacement Squadron (FRS) COs shall contact CNATRA (N7) for final disposition of situations not specifically covered by this manual. Unforeseen conflicts between this directive and the AETC CNATRA Memorandum of Understanding for joint and inter-service training shall be brought to CNATRA (N7) and AETC (A3) for resolution.

107. WAIVERS

a. Authority to grant waivers to deviate from the CNATRA approved Master Curriculum Guides rests with CNATRA (00) unless this authority is delegated to the training air wing (TRAWING) Commanders, CO, NAVAVSCOLSCOM, or squadron COs, in writing. A copy of all curriculum waivers granted by TRAWING Commanders, CO, NAVAVSCOLSCOM, or squadron COs shall be sent to CNATRA (N71). Waivers requiring CNATRA endorsement shall be sent to the appropriate CNATRA Pipeline Training Officer (PTO) via the chain of command and shall include the following information:

(1) Name

(2) Events or curriculum requirements to be waived

(3) Reason(s) for waiver request

b. Waivers of NFS's age and physical requirements require approval by the Navy Personnel Command (COMNAVPERSCOM), or the Commandant of the Marine Corps (CMC). The Naval Operational Medicine Institute (NAVOPMEDINST) (NOMI Code 342) makes the final recommendation concerning fitness to continue Not Physically Qualified (NPQ), or Not Aeronautically Adapted (NAA) to COMNAVPERSCOM and CMC. Units shall submit separation from training reports, Report Control Symbol [RCS] CNATRA 1900-2 (see Appendix B), within five working days upon receipt of the NFS's fitness to continue message indicating permanent NPQ or NAA status.

c. NFSs shall not begin API or NACCS training unless they are Physically Qualified (PQ), NPQ with waiver granted, or certified by the NAVOPMEDINST as qualified to commence initial training.

d. NFSs awaiting waiver approval for a physical condition may not be transferred from NAVAVSCOLSCOM to further aviation pipeline training until such waiver is approved by NAVPERSCOM/CMC. NFSs and student aeromedical officers who have commenced actual aerial flight training and subsequently require

waiver of physical standards will be considered under provisions of OPNAVINST 3710.7(Series) and the Manual of the Medical Department. Where medically indicated, Local Boards of Flight Surgeons (LBFS) may recommend temporary waivers for conditions specifically outlined in the Aeromedical Reference and Waiver Guide (ARWG). An Aeromedical Clearance Notice may be issued by a LBFS only for conditions addressed in the ARWG. An Aeromedical Clearance Notice issued under these circumstances shall be valid for a period of 90 days only pending final waiver approval by NAVPERSCOM/CMC. Within five working days, the findings and recommendations of the LBFS shall be forwarded to NAVPERSCOM/CMC, via the appropriate chain of command and NOMI (Code 342).

e. All NFSs with a newly identified requirement for a medical waiver(s), along with a statement prohibiting aerial flight, shall have those facts documented on CNATRA-GEN 1542/16 and filed on the left side of the ATJ with Record of Training Waivers.

f. All waivers shall be documented in the ATJ on the CNATRA 1542/132 (see Appendix A), and a copy of the waiver granted letter filed under that summary.

108. DROP ON REQUEST (DOR) POLICY. All NATRACOM courses are voluntary. Accordingly, NFSs have the option to individually request termination of training. Any time the NFS makes a statement such as "I quit" or "DOR", he or she shall be immediately removed from the training environment and referred to the student control officer for administrative action. In no case shall an NFS be coerced or threatened to induce him or her to return to training following a DOR. Additionally, in no case shall any individual coerce or induce an NFS to DOR. All instances of this type of supervisory error shall be investigated.

109. TRAINING TIME OUT (TTO) POLICY

a. In any training situation when an NFS or instructor expresses concern for personal safety or a need exists to clarify procedures or requirements, the NFS or instructor may call a "training time out" (TTO). Instructors are responsible for maintaining situational awareness and shall remain alert to signs of NFS panic, fear, extreme exhaustion, or lack of confidence, that may impair safe completion of the training evolution, and shall immediately cease training when the instructor considers this action appropriate. It is the responsibility of the instructor to document a TTO request on the flight or simulator aviation training form (ATF) for a flight or simulator event, or on a CNATRA-GEN 1542/16, Supplementary Jacket Form for any other training event. Information concerning the TTO and action taken by the instructor shall be provided.

b. If an NFS asks for a TTO, the training event may or may not be terminated. Following a TTO, the training situation shall

14 SEP 2007

be examined and additional explanation and instruction will be provided as necessary to allow safe resumption of training. The instructor will determine if the event can be completed after the TTO.

c. When an NFS refuses to participate in training after additional instruction is provided, and the safety concern is resolved, or when excessive use of TTO occurs, the NFS shall be removed from training (i.e., incomplete the flight event) for counseling or administrative processing, including potential removal from training.

d. Only verbal TTO signals will be used for aircraft flight events. TTO signals other than verbal shall be appropriate to the training environment and clearly indicated in the curriculum, Lesson Topic Guides and Student Guides. Prior to commencing any "high risk" evolution the instructor shall detail the TTO procedures with emphasis on evolution specific verbal signals (and nonverbal signals when appropriate) as part of the safety/ORM portion of the preflight brief.

NOTE: All aircraft flight training events are considered "high risk" events per NETCINST 5100.1.

e. NAVAVSCOLSCOM shall ensure all Aviation Preflight Indoctrination(API) NFSs are briefed on CNATRA DOR and TTO policies. NAVAVSCOLSCOM shall ensure each NFS signs and dates a Supplementary Jacket Form (ATJ) with these policies stated on it and witnessed by the briefer. That form will be filed in the NFS's Aviation Training Jacket (ATJ). Each subsequent command shall ensure the DOR/TTO form is in the ATJ. If it is not, a new one will be completed and inserted in the ATJ.

110. MEDICAL AND PSYCHOLOGICAL EVALUATION OF INSTRUCTORS. All high-risk course instructors shall be screened in accordance with CNATRAINST 3710.13 (Series).

111. ADMINISTRATION OF NFS CRITIQUE PROGRAM. All Naval Air Training Command (NATRACOM) training activities shall administer NFS critique programs in accordance with NAVEDTRA 135 (Series).

a. All NFSs completing a phase of aviation training shall, prior to checkout from Introductory Flight Screen (IFS), API, Primary, Intermediate (if applicable), and Advanced phases of training, complete the CNATRA Level I Flight Training Exit Survey available at the following URL:

<https://survey.cnet.navy.mil/perseus/surveys/214612692/42fd98d6.htm>

b. Additionally, all NFS flight training non-graduates, prior to checkout, shall complete the CNATRA Level I Flight Training Exit Survey available at the above URL once more.

c. Thus, an NFS who finishes IFS and API, but fails to complete Primary training will complete the survey three times: Upon completion of IFS, upon completion of API, and once prior to checkout following non-graduation. An NFS who earns his or her wings will complete the Flight Training Survey on either four or five occasions (depending on pipeline) prior to winging.

d. Upon completion of this survey, NFSs shall print out a Survey Completion Certificate, which they will be required to produce as part of the check-out process for each phase of flight training.

e. The CNATRA Level I Flight Training Survey and results shall be reviewed by squadron COs and TRAWING Commanders. Annually, the survey results, with associated trend analysis, shall be reviewed by TRAWINGS and submitted to CNATRA (N7) with trend comparisons and recommendations to improve the quality of NFS training.

112. FRATERNIZATION. Unduly familiar personal relationships between staff/instructors and NFSs within Navy training commands, that do not respect differences in grade, rank, or the staff/student relationship, are prejudicial to Good Order and Discipline. For training to be most effective, all personnel must meet the highest standards of professionalism. Professionalism requires that there be a clear distinction between staff/instructor and NFS. Therefore, fraternization between instructors and NFSs in the NATRACOM, whether in the same unit or not, will not be tolerated. Instructors in one squadron can influence grading in another, therefore this prohibition is established to ensure fairness and objectivity throughout the NATRACOM.

113. PREGNANCY. Pregnant NFSs shall not be attrited for being or becoming pregnant.

a. NFSs who become pregnant during flight training shall be handled IAW OPNAVINST 3710.7 and OPNAVINST 6000.1 (Series) directives. Pregnant NFSs shall be medically grounded until the completion of the pregnancy and convalescence, with subsequent return to normal duty and training.

b. Pregnant Flight Instructors shall not conduct NFS flight training events. Pregnant Instructors are considered Service Group 3 Naval Aviators and are authorized to fly IAW OPNAVINST 3710.7 and OPNAVINST 6000.1 (Series) directives.

CNATRAINST 1500.4G
14 SEP 2007

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CHAPTER IIASSIGNMENT TO TRAINING

200. STUDENT NAVAL AVIATOR TRAINING COURSES. The Naval Undergraduate Pilot Training (UPT) Program provides advanced training courses to accomplish the integrated production plan (IPP) requirements. Specialized advanced or intermediate and advanced training produces qualified pilots to meet the needs of the fleet in the carrier based fixed wing, land based fixed wing and helicopter communities, and of the Fleet Marine Force in the Tactical Jet, turbo-prop, helicopter and Tilt-rotor communities. Training which is common for all Student Naval Aviators (SNAs) commences with the start of API at Naval Aviation Schools Command (NAVAVSCOLSCOM) and terminates with the completion of Primary Flight Training. Upon completion of Primary Flight Training, SNAs are assigned to Intermediate Tilt-rotor training in the TH-57, Intermediate Jet training in the T-45, Advanced E-6 training in the T-1 (at the USAF 32nd Flying Training Squadron), Advanced Multi-engine training in the TC-12 or T-44, or Advanced Helicopter training in the TH-57. Completion of Intermediate Jet training leads either to Advanced Strike training continuing in the T-45, or to Intermediate E2/C2 training in the T-45 followed by Advanced E2/C2 training in the T-44. Completion of intermediate Tilt-rotor training in the TH-57 is followed by Advanced Tilt-rotor training in the TC-12 or T-44.

201. SNA PIPELINE ASSIGNMENT CRITERIA. Assignment of SNAs to Strike, Multi-engine, E2/C2, E-6, Helicopter, and Tilt-rotor courses is made in accordance with the integrated production plan (IPP) requirements and the following criteria:

a. Needs of the Service. Fleet seat requirements as modified by Fleet Replacement Squadrons (FRS) and CNATRA training capacity shall dictate the number of SNAs assigned to each course by month.

b. SNA Performance. Primary Phase performance is the second most influential factor in determining the specific course to which a student is assigned. Each student's Primary Phase performance ranking shall be established using the end-of-phase flight NSS derived from the Phase Aggregate Score (PAS). Every effort will be made to ensure the SNA with the highest overall grade is given first choice of the courses available. All other selections are based on service needs and maintaining quality spread. Navy SNAs with NSS less than 50.0 shall not be considered for strike and E-2/C-2 training, and Marine SNAs with NSS less than 52.0 shall not be considered for strike training. Marine SNAs with NSS less than 40.0 shall not be considered for tilt-rotor training. In addition, Marine SNAs requesting the tilt-rotor pipeline shall have no more

than one Progress Check, no more than four unsatisfactory/complete events, and no more than two academic failures.

c. SNA Preference. SNAs shall indicate advanced training pipeline preference by first, second and third choice. SNAs may list only three of the below choices and may not select as a preference a pipeline for which he or she is not anthropometrically compatible. Forward the SNAs' preferences to the CNATRA Aviator Production Manager (N351) no later than one day before selections using CNATRA 1542/1321 (see paragraph 202a).

(1) USN SNAs may indicate a preference for the following advanced training pipelines.

(a) T "Tailhook": Leads to intermediate jet training at TRAWING ONE in Meridian Mississippi (T1) or TRAWING TWO in Kingsville Texas (T2) for eventual selection into either the intermediate/ advanced E2/C2 or the advanced strike (tactical jet) training curricula.

(b) E6: Leads to training at the USAF 32nd flying training squadron at Vance AFB Enid, Oklahoma for training as an E-6 pilot. The "E6" pipeline is being phased out and will no longer be available as a choice after September 2010.

(c) M "Multi-Engine": Leads to training at TRAWING FOUR in Corpus Christi Texas as a land based fixed wing pilot. SNAs selected for "Multi-Engine" will be further selected by TRAWING FOUR into the P3/P8 or the E6 curricula at TRAWING FOUR.

(d) R "Rotary": Leads to training at TRAWING FIVE at Whiting Field Florida as a Helicopter pilot.

(2) USMC SNAs may indicate a preference for the following advanced training pipelines.

(a) T "Tailhook": Leads to training as a tactical jet pilot at either TRAWING ONE in Meridian Mississippi (T1) or TRAWING TWO in Kingsville Texas (T2).

(b) M "Multi-Engine": Leads to training at TRAWING FOUR in Corpus Christi Texas as a C-130 pilot.

(c) R "Rotary": Leads to training at TRAWING FIVE at Whiting Field Florida as a Helicopter pilot.

08 JUN 09

(d) V "Tiltrotor": Leads to training as an MV-22 pilot. Intermediate training is conducted at TRAWING FIVE in the TH-57 followed by advanced training in Multi-engine trainers at TRAWING FOUR.

(3) USCG SNAs and USAF and IMT flight students advanced training pipelines are determined by their parent service. As such, student preference should be made known to the appropriate parent service representative using the procedures set forth by the parent service.

d. Anthropometric Restrictions. CNATRA shall ensure assignments are anthropometrically compatible Per OPNAVINST 3710.37.

202. PIPELINE ASSIGNMENT PROCESS

a. USN and USMC SNA Assignment

(1) Pipeline Selection Record (CNATRA 1542/1321). Training Squadrons [TRARONs] TWO, THREE, SIX, TWENTY-SEVEN and TWENTY-EIGHT, and the 8FTS and 33FTS (Joint Primary Pilot Training (JPPT)) shall submit, by Wednesday noon of the selection week, all completed Pipeline Selection Record (CNATRA 1542/1321) forms. On selection weeks that include a holiday, forms will be submitted as specified by the CNATRA Aviator Production Manager (N351). Forms will be submitted to the respective Training Airwings (TRAWING FOUR, TRAWING FIVE) and the CNATRA N351. TRAWING FOUR and TRAWING FIVE will compile the data for their respective primary squadrons and send the data to CNATRA N351 with all pertinent fields completed. Selections will be handled by CNATRA N351 to meet the needs of the Navy while taking into account the desires of the individual SNA and the recommendations of the SNA's chain of command. The CNATRA Aviator Production Officer (N35) will release a letter assigning students to their respective pipeline by Thursday of each week using the pipeline codes delineated in paragraph 201c above. TRAWING Commanders shall ensure the SNAs are notified of the results of the selection within two working days.

(2) E2/C2 and Strike Selection from Intermediate Jet. USN SNAs who selected Tailhook and are in the Intermediate Jet phase may identify a preference for Strike or E2/C2 to their Squadron Commander. The SNA's preferences shall be forwarded by the respective squadron to the TGTAC Naval Aviator Production Process (NAPP) Officer no later than 45 days prior to SNA's projected Intermediate Jet completion date. Selections will be accomplished by the TGTAC NAPP Officer or designated representative. Selection criteria will be driven by the needs

08 JUN 09

of the Navy and the SNA's performance while taking into account the SNA's preference and the recommendations of the Chain of Command. The TGTAC NAPP Officer will release a letter assigning students to their selected pipeline.

b. USCG SNA Assignment. USCG SNAs are assigned by the USCG Liaison Officer in Pensacola.

c. USAF Flight Student Assignment. USAF flight student pipeline assignment and quota management are accomplished by Air Education and Training Command (AETC).

d. International Military Student (IMS) Assignment. IMSs will be assigned to courses as specified in their Invitational Travel Orders (ITOs).

e. USCG and IMT advanced pipeline selection will be included in the assignment letter released by CNATRA N35 along with the USN/USMC selections using the pipeline codes delineated in paragraph 201c above. USAF advanced training selection will be indicated on the selection letter by the follow on trainer the USAF student has been selected into (T-39, T-1, T-44 or TH-1).

203. STUDENT NAVAL FLIGHT OFFICER (SNFO) TRAINING COURSES. SNFO training courses commence with API at NAVAVSCOLSCOM and terminate with completion of one of the Advanced NFO phases. Completion of the Primary Phase of training qualifies the SNFO for subsequent training in one of the following courses:

a. Maritime (VP-30)

b. TACAMO (VQ-7)

c. Intermediate SNFO. The completion of the Intermediate phase of training qualifies the SNFO for subsequent training in one of the following courses:

(1) Airborne Tactical Data Systems (ATDS)

(2) Strike. The completion of the Strike segment of advanced training qualifies the student for one or both of the following courses:

(a) Fighter

(b) ATM

e. The Advanced portion of the ATDS, TACAMO and Maritime courses are taught outside of the Naval Air Training Command. Administration of SNFOs in the ATDS, TACAMO and Maritime courses

08 JUN 09

shall fall under this instruction and squadron specific memorandums of understanding until designated as a Naval Flight Officer.

204. SNFO ASSIGNMENT CRITERIA. Assignment of SNFOs to follow-on training is made in accordance with the integrated production plan (IPP) requirements and the following criteria:

a. Needs of the Service. Fleet seat requirements as modified by Fleet Replacement Squadrons (FRS) and CNATRA training capacity shall dictate the number of SNFOs assigned to each course by month.

b. SNFO Performance. SNFO performance is the second most influential factor in determining the specific course to which a student is assigned. Every effort will be made to ensure the Navy SNFO with the highest overall grade is given first choice of the courses available. All other selections are based on Service needs and maintaining a quality spread.

c. SNFO Preference. Upon completion of Primary, Intermediate and Advanced Strike flight syllabi, SNFOs shall indicate pipeline preference on locally generated forms provided in the Student Control Office. The TRAWING Commander and associated Squadron COs shall ensure the SNFO is notified of selection within two working days of selection.

d. Anthropometric Restrictions. Anthropometric restriction codes and compatibility requirements must be met in accordance with OPNAVINST 3710.37 (Series).

e. Inputs and Reassignments. CNATRA (N3) shall disseminate annual FRS NFO Training Requirements through the IPP. Commander, TRAWING SIX shall manage student assignment to attain these goals.

f. United States Air Force Combat Systems Officer Students. USAF CSO student pipeline, assignment, and quota management is accomplished by Air Education and Training Command (AETC).

g. International Military Students. IMSs are assigned in accordance with the requirements specified in their ITOs.

205. SNFO PIPELINE ASSIGNMENT PROCESS

a. Primary Graduation Selection. Every effort will be made to ensure the Navy student with the highest overall Primary SNFO grade is given first choice of pipeline quotas available. This grade is a composite of all Primary tests, simulator and flight events. All other selections are based on service needs, SNFO preference, and maintaining a quality spread.

08 JUN 09

b. Intermediate Graduation Selection. Every effort will be made to ensure the Navy SNFO with the highest overall Intermediate SNFO grade is given first choice of pipeline quotas available. Class standing shall be determined using Navy Standard Score (NSS) described in paragraph 712. All other selections are based on Service needs and SNFO preference.

c. Advanced Strike Completion Selection. Every effort will be made to ensure the Navy/Marine Corps SNFO with the highest Advanced Strike NSS is given first choice of pipeline quotas available. All other selections are based on service needs and SNFO preference. Assignment to pipeline is based on a Navy Standard Score (NSS) described in paragraph 712.

d. Post Selection Notification. Upon selection, the selecting officer shall notify CNATRA N718 of all SNFOs assigned to the ATDS, TACAMO and Maritime courses which fall outside of the NATRACOM.

206. CENTRIFUGE-BASED FLIGHT ENVIRONMENT TRAINING (CFET). All Navy and Marine Corps SNAs selected for Intermediate Jet training and all Navy and Marine Corps SNFOs selected for strike or strike fighter pipelines must successfully complete CFET prior to any syllabus or non-syllabus flights in T-45 aircraft. International Military Student requirements are covered in paragraph 508. CFET is required to reduce the risk of G-induced Loss of Consciousness during dynamic maneuvering training in T-45 aircraft.

a. CFET will be included as an intermediate stop in permanent change of station (PCS) orders for SNAs proceeding from primary training to TRAWING ONE or TWO. It will be conducted under TAD orders for SNFOs once selected into either the strike or the strike fighter pipelines.

b. CFET will be conducted at the Aviation Survival Training Center (ASTC) aboard NAS Lemoore, CA. NFS who do not complete CFET at the end of the one day training course will remain at NAS Lemoore for a second day and will be afforded the opportunity to re-attempt to complete the course on that day.

c. ASTC will inform CNATRA N7 of any student who fails to complete CFET after the second consecutive day of training. Included will be a prognosis for successful completion of CFET following a prescribed strength training program.

d. NFS with a good prognosis for successful completion of CFET after a strength training program will proceed on to TRAWING ONE or TWO (SNFOs return to TRAWING SIX) with a strength training

08 JUN 09

program provided by ASTC and afforded a second chance to complete CFET after completion of the program. The program is approximately eight weeks in length. Those with a poor prognosis will proceed on to TRAWING ONE or TWO (SNFOs return to TRAWING SIX) where they will be selected into an alternate pipeline.

e. NFS still unable to complete CFET after completion of the prescribed strength training program will be selected into an alternate pipeline.

f. TRAWING SIX shall send Navy and Marine Corps SNFOs to CFET temporary additional duty (TAD) upon selection for either the Strike or Strike Fighter pipelines. Do not schedule the SNFO for any T-45 aircraft events until CFET is complete.

g. TRAWINGS FOUR and FIVE shall ensure CFET is included as an intermediate stop in the orders of SNAs selected for the TS pipeline.

h. TRAWINGS ONE and TWO shall screen SNA NATOPS jackets upon receipt of the SNA to ensure completion of CFET is documented therein.

(1) If CFET documentation is missing from the NATOPS jacket, check the SNA's PCS orders for inclusion of CFET. If CFET is not included, contact CNATRA N351 for assistance in adding CFET to the orders.

(2) If CFET is documented as incomplete contact CNATRA N351 for direction regarding disposition of the SNA.

(a) If ASTC's prognosis is that completion of the prescribed strength training program is likely to lead to successful completion of CFET, CNATRA N351 will direct TRAWING ONE or TWO to secure a CFET quota to coincide with the completion of the SNA's strength training program, monitor the SNA's strength training program and send the SNA TAD to CFET at the end of the prescribed program. Do not schedule the SNA for any aircraft events until CFET is complete.

(b) If ASTC's prognosis is that completion of the prescribed strength training program is unlikely to lead to successful completion of CFET, CNATRA N351 will select the SNA into an alternate pipeline.

08 JUN 09

(c) If the SNA returns from CFET after completion of the strength training program and CFET is still incomplete, contact CNATRA N351 for instructions regarding pipeline reassignment.

i. TRAWING SIX shall follow the procedures in para h.(2) above for disposition of SNFOs who incomplete CFET. CNATRA N351 will direct TRAWING SIX to execute the alternate pipeline selection in the case of those SNFOs with a poor prognosis for completion of CFET or those who incomplete CFET after completion of the prescribed strength training program.

CHAPTER III

TRAINING AND QUALIFICATION JACKETS

300. GENERAL. Naval Aviation Training and Operating Procedures Standardization (NATOPS) Flight Personnel Training/Qualification Jackets (OPNAV 3760/32) and CNATRA Aviation Training Jackets (ATJs) are maintained for NFSs and other officer personnel under the Chief of Naval Operations (CNO) approved NATRACOM training. The NATOPS Flight Personnel Training/Qualification Jacket shall be initiated at the site of initial training (usually NAVAVSCOLSCOM) and maintained in accordance with the most current version of the OPNAVINST 3710. The ATJ shall be initiated and maintained as set forth in this chapter for all officer personnel under CNO and CNATRA approved NATRACOM training including: instructors under training, post designation, other designation, other aviation training programs, joint and inter-service training programs, and IMSSs.

301. INITIATION OF ATJs AND NATOPS TRAINING/QUALIFICATION JACKET. The CO, NAVAVSCOLSCOM shall initiate the ATJ and NATOPS Flight Personnel Training/Qualification Jacket for all NFSs entering Preflight. For students entering JPPT training at Vance AFB, their primary squadron shall initiate their ATJ and NATOPS Flight Personnel Training/Qualification Jacket. ATJ construction format is contained in Appendix F. Inter-service and Joint training NFSs shall have a NATOPS Flight Personnel Training/Qualification Jacket in lieu of an USAF Flight Folder, per the AETC-CNATRA MOU. Transfer of the inter-service and joint training ATJ will be per the AETC-CNATRA MOU.

a. Training Program Transfers. When an NFS is authorized to transfer between the SNFO and SNA programs, a new ATJ shall be prepared and the old ATJ mailed/delivered to CNATRA (N718). New SNA jackets shall be prepared at NAVAVSCOLSCOM, and new SNFO jackets shall be prepared at TRARON TEN or FOUR as appropriate. The NATOPS Flight Personnel Training/Qualification Jacket will remain in effect and be transferred with the student.

b. Course Reassignment (Pipeline Change). When an NFS is authorized to transfer to another pipeline, the original ATJ shall be used. If a transfer of squadrons is involved, the ATJ shall be processed by the detaching squadron, as appropriate, and forwarded to the TRAWING where further training is to be conducted.

c. Fleet Returnees. Naval Aviators (NAs) and Naval Flight Officers (NFOs) returning from the fleet for redesignation training shall have new ATJs initiated at NAVAVSCOLSCOM. NAs and NFOs who do not initiate their redesignation training at NAVAVSCOLSCOM shall have new ATJs initiated at the TRAWING where they begin training. A copy of the original SNA or SNFO ATJ training summary sheets shall be placed in the new ATJ for reference. This summary may be obtained from the CNATRA Student Control Officer (N718).

d. Jet Transitions/Refreshers. At the completion of training, forward the ATJ to CNATRA (N718). The ATJs of NFSs of Jet Transition Training shall include the following:

(1) Completed CNATRA 1542/95, Naval Aviator Aviation Training Jacket Summary Card. The summary will note the aviator's name, original designation date and the follow-on assignment.

(2) Completed CNATRA 1542/5A, Naval Aviator Training Stage Grades - Jet.

(3) All transition/refresher ATFs.

e. Anthropometric Data Record. Shall be inserted in the ATJ with a copy to the NATOPS Training Jacket.

302. NUMBER SYSTEM. NAVAVSCOLSCOM or other units initiating an ATJ shall place the NFS's social security number (SSN) on the ATJ for use as the jacket number. An IMS's ATJ shall be numbered using the SSN the IMS was assigned. The unit initiating an ATJ shall ensure the following legend on the front of the ATJ: FOR OFFICIAL USE ONLY - PRIVACY ACT SENSITIVE. NAVAVSCOLSCOM shall provide a class roster to NOMI, to include information specified by NOMI for the initial input to the NOMI data bank.

303. Non-MPTS/MNTS ATJ REVIEW. The class advisor shall conduct weekly jacket reviews, in accordance with the Naval Air Training Class Advisor Program (NATCAP) (CNATRAINST 5351.1 series), to evaluate NFS progress and to identify any problem areas. All reviews shall be annotated on the CNATRA-GEN 1542/66, Jacket Review Divider, in the ATJ. Informal jacket reviews of the most current stage ATFs may be conducted by instructors to familiarize the instructor with the NFS's performance. ATJ reviews may be made as often as warranted by the individual's progress, subject to the following guidelines:

a. After any unsatisfactory event, flight or academic, the ATJ shall be reviewed by the squadron student control officer or other department head designated in writing by the CO.

b. As specified in each master curriculum guide.

c. Prior to any carrier qualification training, the controlling landing signal officer (LSO) shall conduct an ATJ review.

d. The NFS's assigned permanent instructor (on-wing) or class advisor may conduct an ATJ review at any time.

e. Once a student has been designated a marginal performer for academic or flight performance, the ATJ shall be reviewed weekly by the squadron student control officer until the NFS completes the module for which he or she was designated marginal.

304. MPTS/MNTS ATJ REVIEW. The class advisor shall conduct weekly jacket reviews in accordance with the Naval Air Training Class Advisor (NATCAP) Program (CNATRAINST 5351.1 series). For NFSs enrolled in the Multi-service Pilot/NFO Training System (MPTS/MNTS), Aviation Training Summary (ATS) forms are required to be reviewed before each flight or simulator event. ATJ reviews may be made as often as warranted by the individual NFS's progress, subject to the following guidelines:

a. All reviews shall be annotated on the CNATRA-GEN 1542/66, Jacket Review Divider, in the ATJ.

b. NFSs placed on Student Monitoring Status (SMS) require weekly ATJ reviews by the Student Control Officer for as long as the NFS remains on SMS.

305. CUSTODY OF THE ATJs. The ATJ is the only permanent record of a student's performance in the flight training program. Particular care is required to ensure the accuracy, completeness and uniformity of each jacket as well as the custody of the jacket itself. Each unit shall ensure Privacy Act regulations are adhered in accordance with SECNAVINST 5211.5 series directive. Each unit shall have a Privacy Act Coordinator, who will coordinate those requirements. CNATRA N00J is the CNATRA Privacy Act Coordinator for the Naval Air Training Command.

a. Accountability. Adequate receipting methods for maintaining positive accountability of ATJs are required within each training unit in accordance with SECNAVINST 5211.5 series directive. At no time shall an NFS be allowed to leave the unit spaces with his or her ATJ. See paragraph 306 for transmittal procedures.

b. Lost Jackets. Each unit will be responsible to implement safeguards for the privacy act sensitive ATJ in accordance with SECNAVINST 5211.5 series directive. When an ATJ is lost, misplaced, or not received within a reasonable time, positive action to recover the ATJ is required. The recovery of missing ATJs is the direct responsibility of the command last having custody. Report the loss of all ATJs upon discovery to CNATRA (N00J), with amplifying remarks concerning circumstances and prospects for recovery.

306. TRANSMISSION OF ATJs. When an NFS's ATJ must be sent from one unit to another, the following steps shall be taken:

a. A Records Transmittal, NAVPERS 5000/64, shall be prepared in alphabetical order in triplicate regardless of the method of transmission. A receipted copy of NAVPERS 5000/64 shall be retained by the forwarding office for a period of one year.

b. The original and one copy of NAVPERS 5000/64 shall be sent with the jackets which shall be double wrapped in heavy paper and secured with packing tape only. Large quantities of ATJs should be mailed in sturdy cardboard boxes or in small packages of three to four to prevent bursting of packages in the

mail. Every effort should be made to package ATJs in alphabetical order for accountability.

c. Hand-carry transmission is used when units are located in close geographical proximity, as when NFSSs are referred to the TRAWING commander. In these cases, the ATJs shall be placed in a sealed envelope addressed to the proper person.

d. NFSSs, regardless of service affiliation, **shall not** be used to hand-carry ATJs. This restriction includes hand-carrying jackets between TRAWING and squadron.

e. Upon receipt of the ATJs, the copy letter of transmittal shall be signed to acknowledge receipt and returned to the sending office, where it will be retained for one year.

f. The sending activity is responsible for the accountability of the ATJs shipped; therefore, if acknowledgment of receipt of the ATJs has not been received within ten working days of shipment, a follow-up action shall be initiated by the sending activity to determine the location of the ATJs.

g. The appropriate TRAWING is responsible for the ATJs of NFSSs assigned to their command. Although physical custody of the jacket may be located at the squadron, the TRAWING must ensure jackets are handled in accordance with this governing instruction. TRAWING Commanders are encouraged to supplement these procedures utilizing local instructions to ensure content and accuracy of student jackets.

h. The TRAWING shall ensure the timely handling of student ATJs when a student transfers between squadrons or TRAWINGs. It is the transferring TRAWING's responsibility to keep the receiving TRAWING informed of any delay in jacket handling.

307. TIME LIMITATIONS FOR TRANSMISSION OF ATJs

a. Between Units. ATJs shall be closed out in accordance with paragraph 309 and forwarded to successive NATRACOM units within five working days following student completion.

b. Attritions (Except IMSs). ATJs shall be closed out in accordance with paragraph 309 by the training unit to which the student was last assigned and forwarded to CNATRA (N718) within 30 working days following the TRAWING commander's decision. Attrited Marine Corps SNA ATJs shall be forwarded to CNATRA via the controlling Marine Aviation Training Support Group (MATSG).

c. Completions (Except IMSs). The ATJs of NFSSs who have completed training in NATRACOM shall be closed out in accordance with paragraph 309 and forwarded to CNATRA (N718) within 15 working days after completion.

d. International Military Students (IMSS). The ATJs of IMSS who have completed or attrited shall be forwarded to CNATRA (N718) in accordance with Chapter V of this instruction.

308. RESTRICTIONS REGARDING RELEASE OF INFORMATION CONTAINED IN ATJs. The basic policy concerning the preservation of the personal privacy of members of the armed services is applicable to information contained in ATJs. Training jackets contain personal and privileged information protected under the Privacy Act of 1974. All personnel handling training jackets must be trained in the provisions of the Privacy Act and re-briefed annually in accordance with SECNAVINST 5211.5 series. Accordingly, the following guidelines are provided:

a. All requests received from individuals or activities outside NATRACOM for information contained in ATJs shall be referred to CNATRA (N718).

b. Information contained in ATJs may be forwarded by CNATRA to a Navy Fleet activity upon receipt of a written request, but under no circumstance shall the ATJ itself be forwarded outside the NATRACOM. No information shall be released over the telephone to individuals outside NATRACOM unless approved by CNATRA (N718), in accordance with SECNAVINST 5211.5 (Series).

c. Requests received from former NFSs for information contained in their ATJs shall be referred to CNATRA (N718). In the event the TRAWING Commander receiving a request has custody of the ATJ and the former student is attached to that command, the information requested may be duplicated. (See SECNAVINST 5211.5 series and consult the comptroller for duplicating fees. Fees of less than \$30 will normally be waived.)

d. All non-routine disclosures must be recorded on a record of disclosure form, CNATRA 1542/PA, in accordance with SECNAVINST 5211.5 series.

309. ATJ CLOSE-OUT. At the termination of training, at the completion of a phase, or prior to Progress Review Boards (PRBs) or a Training Review Board (TRB), as applicable, the NFS's ATJ shall be closed out and the respective forms verified for correctness and completeness.

a. Ensure the flight ATFs for each stage are in numerical sequence. Stages shall be in the order listed in the phase summary with earliest stages on the bottom and latter stages on top.

b. In the case of a setback or other instances in which several flights are reflight, the first reflight shall be filed immediately on top of the unsatisfactory event until all extra flights have been flown and recorded. The remaining stage flight records shall be filed in sequence from that point.

c. Non-MPTS/MNTS. Cumulative totals from the preceding ATF shall be neatly brought forward when each ATF is filed in the Aviation Training Jacket. The Total Carried Forward and Cumulative Stage totals shall be filled in with pencil. The cumulative totals for the ATF shall be filled in with black ink. Cumulative totals from the previous ATF shall be checked closely. Ensure appropriate stamps such as "Warmup," "Extra Time," "Recheck," are placed in the appropriate spot on the applicable ATFs.

d. CNATRA-GEN 1542/31 ("pink sheet"), both flight and academic, shall be filed in the appropriate section directly above the unsatisfactory flight, academic failure or other problem while in training. All PRB forms, CNATRA-GEN 1542/13, and all TRB forms, CNATRA-GEN 1542/1827 shall be printed on pink paper and filed under the Pink Sheet Summary, CNATRA 1542/90 as applicable. The pink sheet shall be completely filled out with a check in the "type action" block, statement in the "brief summary" block, and a check in the "action taken" block. The comments section shall indicate the action taken. The CO or a designated representative must sign the form.

e. As applicable, CNATRA-GEN 1542/13, PRB form, or CNATRA 1542/1827, TRB Summary form, shall be filed under the Pink Sheet Summary, CNATRA 1542/90.

f. Ensure that Flight Summary for each phase is properly completed and the stage totals were accurately transferred from the last ATF of each stage.

g. The Naval Aviator Aviation Training Jacket Summary, CNATRA 1542/95, shall be completed for the portion of training the NFS has received to date. Black ink shall be used when making entries on the Naval Aviator Aviation Training Jacket Summary form. In cases of NFSs who are pending board action, the grades may be entered in pencil until the NFS has either completed training or has been attrited. When making final closeout entries on the training summary, black ink shall be used. Additionally, date entries shall be made in the standardized format of day, month, year (i.e., 12 March 2006).

h. If an NFS is attrited from training, the appropriate blocks of the training summary form shall be filled out as far as the student has progressed. If a particular stage was not completed, the abbreviation "INC" shall be entered. The "board action" section shall be completed and the proper machine code entered utilizing the list in Appendix D.

i. Weekly Calendar Sheets, CNATRA-GEN 1542/12, upon completion of training, shall be filled out in chronological order above the last flight summary on the right side of the training jacket. Each command shall ensure that the NFS enters the appropriate data at least twice weekly and that the chronological data is complete and accurate before closing out the ATJ and forwarding it to the next command.

j. Prior to NFS departure, the following forms shall be copied and filed in the NFS's NATOPS Flight Personnel Training and Qualification Jacket under training/formal schools.

CNATRA 1542/95 ATJ Summary (front and back)
CNATRA 1542/90 Pink Sheet Summary
CNATRA 1542/5A, B, C, or D stage grade form (include the 1542/5A from the T-45A phase for E2/C2 graduates).
CNATRA 1542/106 LSO Trend Analysis Summary for Strike or Advanced E2/C2 NFSs.
CNATRA 1542/132 Record of Training Waivers plus copies of waiver letters.

If the graduate is required to detach prior to completion of these forms, mail the completed copies to the appropriate Fleet Replacement Squadron (FRS) training officer within ten working days after designation.

310. CHANGES TO CNATRA ATJ FORMS. When changes to ATJ forms are required (i.e., due to curriculum modifications), the recommendation shall be submitted via Training Change Request (TCR) by the appropriate TRAWING commander to CNATRA (N7) via CNATRA (N71) IAW CNATRAINST 1550.6 series.

311. PROCUREMENT OF FORMS. CNATRA GEN forms are maintained electronically on the CNATRA website, <https://www.cnatra.navy.mil>. In addition, they are stocked and available from the local supply system or by submitting a DD 1348 to Commanding Officer, Naval Air Station, Supply Department (Code 19560), Pensacola, Florida 32508-6200 or by submitting a DD 1348 through normal supply channels as appropriate. Other CNATRA forms shall be requested from CNATRA (N12).

312. REPORTS AND FORMS. Required reports and instructions for their use are contained in Appendix B. ATJ forms and instructions for their use are contained in Appendix A. Reports and forms contained in Appendices A and B are the only authorized forms that are to be placed in the ATJ. Locally produced forms shall not be used in ATJs.

CNATRAINST 1500.4G
14 SEP 2007

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CHAPTER IV

ACADEMIC TRAINING

400. GENERAL. The primary function of academic instruction in the NATRACOM is to ensure student retention of high quality, up-to-date material that directly supports training in aircraft and simulators to improve performance. This objective can only be achieved if curriculum developers use an approved, systematic approach to developing and modifying training curricula which will improve performance and aid in transferability of training to fleet aircraft. Therefore, all curriculum managers within NATRACOM are directed to use NAVEDTRA 130A, Navy Integrated Learning Environment Methodologies and the Navy's Human Performance Model as a guide to develop, maintain and administer academic instructional materials. A testing program shall be used that will evaluate student progress and determine whether or not each NFS is qualified for subsequent training.

401. ACADEMIC INSTRUCTION. Academic instruction conducted in the NATRACOM uses a multi-media approach heavily weighted toward hard-scheduled, group-paced lectures augmented by home study assignments. Computer assisted instruction (CAI) is also a primary method of teaching aircraft systems and procedures. Primary references include NATOPS manuals, OPNAVINST 3710.7, Department of Defense (DOD) flight information publications (FLIP), Joint/Naval Mission Planning Systems (JMPS) and other real world reference publications. Time-to-train computations will include scheduled classroom/laboratory instructor contact hours, audiovisual programs, and tests but will not include home study or remedial study periods.

402. LEARNING CENTER. TRAWINGs and NAVAVSCOLSCOM shall ensure learning centers are established, maintained, and located, preferably at the local training department, in training unit spaces. Learning centers are considered to be a most vital component of the academic and flight support programs. They should be open for use during working hours and contain a log so that NFSs can record the time, duration of use and Visual Information (VI) productions viewed. Learning centers should contain, at a minimum, individual study carrels configured for instructional media components. Additionally, a qualified instructor should be available to assist NFSs utilizing the center.

403. EXAMS. Tests administered in the NATRACOM will consist of questions based on the objectives of the course. Examinations shall be included in the Master Course Schedule and administered in accordance with the testing plan prepared for each course. Examinations will be prepared by the course curriculum model manager and submitted to CNATRA (N75) IAW CNATRAINST 1550.6. The

minimum criterion for successful completion of examinations is 80 percent correct.

a. All tests administered to NATRACOM NFSs as part of aviation training shall have at least two forms available. During all computerized administrations, order of item presentation and order of response options must be randomized. The only exception to the response option randomization requirement will be in cases where the response options make sense only if presented in a specific order.

b. If these forms have been psychometrically demonstrated to be parallel in terms of difficulty and content, test form shall be randomized during test administration to multiple NFSs, so that examinees during the same session have an equal chance of getting either version of the test. Any NFS requiring a retest due to test failure or administrative problems shall take a different form than the one he or she has already seen.

c. If these forms have not been psychometrically demonstrated to be parallel, all NFSs in the same session shall be administered the same test form. Any NFS requiring a retest due to test failure or administrative problems shall take a different form than the one he or she has already seen. (Note that this instance will typically apply to exams created by CNATRA instructors or staff members. Psychometrically equivalent forms are usually created by scientists.)

d. Upon successful completion of an end of course examination, the student is allowed to be informed of correct answers to only those items that were answered incorrectly.

e. Although different in length, difficulty, and applicability, academic course exams are directly supportive of flight training and therefore count equally toward the overall academic average. The NFS's first score for each end of course examination shall be used to compute the overall academic average for each phase.

f. Percent scores are intended to reflect how well a student has accomplished a set of instructional objectives. Navy Standard Scores measure relative performance among a group of students against a standardization sample.

(1) One academic conversion table per phase of academic training shall be generated monthly for each TRAWING based upon the last twelve calendar months' completers.

(2) One flight grade conversion table per phase of flight training shall be generated monthly for each training squadron as described in paragraph 719.

(3) Conversion tables shall be as depicted in Appendix E.

g. The grades of the first end of course examination taken, whether passed or failed, are the only scores entered on the phase summary form in the NFS ATJ. In the event of a test failure, action shall be taken in accordance with Chapter VIII. The failing scores are recorded on CNATRA-GEN 1542/31, Unsatisfactory/Delinquency/Incident form (pink sheet).

404. COURSE WEIGHT

a. CO, NAVAVSCOLSCOM shall establish weights for Preflight courses. Weights shall be based on the "whole person concept" and aviation training success prediction. The weights shall be pre-printed on CNATRA 1542/21.

b. Academic courses other than at NAVAVSCOLSCOM shall not be weighted.

405. CURRICULUM MANAGERS. CNATRA is assigned as the Curriculum Control Authority and is responsible for economical curriculum execution and management as per NAVEDTRA 130/135 series instructions.

a. Academic. The CNATRA N71 Pipeline Training Officers (PTOs) are responsible for academic training for their particular pipeline and shall function as Training Plans Coordinator (TPC) in accordance with NAVEDTRA 135 series for Academic Training Courses. CNATRA (N71) shall designate course curriculum model manager's (CCMMs) responsibilities as necessary to ensure a bi-annual course review and update of all training materials (instructor guides, student guides, tests, peculiar to aviation training [PAT] publications and VI programs) in accordance with NAVEDTRA 130 series. Upon completion of the course review/curriculum conference, completed Course Review Summary Sheets will be forwarded to CNATRA (N71) for retention IAW CNATRAINST 1550.6 series.

b. Flight Support. Curriculum managers shall be responsible, in conjunction with CNATRA (N71) and the associated PTO, for coordination with user activities in NATRACOM and preparation of instructional materials for flight support lectures and exams maintained under the control of the CNATRA Flight Training Support Center (FTSC). Flight support instructional materials shall be reviewed bi-annually by the model manager. Verification of reviews shall be a CNATRA staff curriculum/standardization inspection item.

406. ACADEMIC TRAINING ACCREDITATION

a. The academic training that a student completes may be a source of college credit. The Navy College Program certifies and

CNATRAINST 1500.4G
14 SEP 2007

forwards directly to the school concerned, upon request of the individual, academic transcripts of training received in Navy training programs.

b. A former NFS (active or inactive) who desires to have the academic training received in an NFS training program evaluated by a college, university, or other institution of higher education, may request a Sailor/Marine American Council in Education Registry Transcript (SMART) from the Navy College Program at <https://www.navycollege.navy.mil/>. SMART is an academically accepted record that is validated by the American Council on Education. The primary purpose of SMART is to assist service members in obtaining college credit for their military experience. Both individual and institutional copies are available upon request.

CHAPTER V

INTERNATIONAL TRAINING

500. GENERAL. Certain special procedures apply to international military students. The term International Military Student (IMS), as used in this manual refers to any foreign national attending any course of instruction offered by the NATRACOM under the terms of the Security Assistance Training Program (SATP), either the International Military Education and Training Program (IMET), or Foreign Military Sales (FMS).

a. The following directives provide policy and procedural guidance for the training of international military and civilian personnel in Department of Navy schools, installations, and activities in the United States, and guidance for invitational travel orders (ITOs) and endorsements for the SATP for aviation training.

(1) SECNAVINST 4950.4 series, The Joint Security Assistance Training (JSAT) Regulation

(2) NETCINST 4950.1, the Department of Defense Information Program (IP) for International Military Training under the Security Assistance Training Program (SATP).

(3) NETCINST 4950.2, International Training.

b. If procedures in this chapter appear to conflict with other chapters of this manual, or other USN or Department of Defense Guidance, refer the matter immediately to the CNATRA Foreign Military Assistance Specialist (N718) for resolution.

501. OBJECTIVES OF THE SATP. The objectives of the SATP are:

a. Assist the foreign country in developing expertise and systems needed for effective management and operation of its defense establishment.

b. Foster the foreign country's development of its own professional and technical training capability.

c. Promote U.S. military rapport with the armed forces of foreign countries to operate in peacekeeping missions and in coalition environments.

d. Promote better understanding of the United States, its people, political system, institutions and way of life.

e. Increase the international military student's (IMS) awareness of the U.S. Commitment to the basic principles of internationally recognized human rights.

f. Develop skills needed for effective operation and maintenance of equipment acquired from the United States.

502. RESPONSIBILITIES

a. CNATRA. The Chief of Naval Air Training is responsible for aviation education and training as tasked by the Chief of Naval Operations (CNO). CNATRA will meet the training requirements spelled out in each invitational travel order (ITO).

b. TRAWING Commanders. TRAWING commanders are responsible to CNATRA for implementing international training as directed. They shall:

(1) Monitor the progress of training and welfare of IMSS and supervise their administration and movement.

(2) Provide guidance for local implementation of the Informational Program (IP) in accordance with NETCINST 4950.1.

(3) Ensure IMSS are not placed in pools or delayed for any avoidable reason. Security Assistance Programs are prepaid and reductions in training rates caused by funding shortages or other causes in most cases do not apply to IMSS.

(4) Ensure guidance and counseling is rendered to IMSS when problems are encountered.

(5) Ensure the sponsoring requirements of SECNAVINST 4950.4A are fulfilled. This shall include, but not be limited to, the assignment of a squadron or TRAWING officer to host each international student, and the encouragement of cultural integration into the civilian community. This may be through the assignment of a "host family", if possible, and through the sponsorship of tours and participation in special events in the civilian community. Establishing a sponsor program will both promote stronger international relations and reduce squadron administrative workloads.

(6) Ensure that only authorized dependents listed on ITOs are issued ID cards.

(7) Ensure that the issued identification card (DD Form 2765) for the IMS (and dependents if applicable) is returned to the TRAWING IMS officer (IMSO) for disposal, upon completion of continental United States (CONUS) training. Under no circumstances shall IMS personnel be authorized retention of the issued identification card. Cases of lost/stolen identification cards shall be referred directly to the cognizant TRAWING commander/CO, NAVAVSCOLSCOM for disposition and positive resolution prior to issuance of the completion certificate and/or detachment of the IMS.

(8) Appoint an officer or designated professional civil service employee, usually a GS-9 or above, as the IMSO. The IMSO

appointed must be tactful, mature, be sensitive to the myriad cultural differences, exhibit sound judgment, and be able to communicate effectively both orally and in writing.

(a) IMSOs should be appointed for a minimum of two years and shall receive the annual training to perform this important function provided by Naval Education and Training Security Assistance Field Activity (NETSAFA). Additionally, an alternate IMSO shall be identified to perform basic international military training related functions in the absence of the IMSO.

(b) The IMSO's and alternate IMSO's name, office, telephone, and facsimile numbers (both commercial and DSN), must be reported to NETSAFA via CNATRA (N718).

(c) Training of IMSOs will be coordinated with CNATRA N71 and NETSAFA. Information on available training can be found on the NETSAFA website, <https://www.netsafa.navy.mil>. Naval International Training Center (NITC) OIC, TRAWING FIVE shall perform all training of IMSO duties. For TRAWINGS who train Royal Saudi Naval Force, Royal Saudi Air Force, Kuwaiti Air Force, and certain other international services assigned, NITC shall perform all training for IMSO duties.

(d) The IMSO should have limited collateral duties assigned, dependent on the number of IMSs assigned to the command. Care should be exercised to prevent overburdening the IMSO when significant numbers of IMSs are assigned. The IMSO Guide on the NETSAFA website provides additional guidance for IMSOs.

c. TRAWING IMSO. In addition to the overall administration of IMSs, the IMSO shall:

(1) Brief as soon as possible after arrival at the training installation. The IMSO will ensure that all elements of concern to the IMS are covered in the briefing with special attention to chapters 10 and 11 of the SECNAVINST 4950.4 series (JSAT). The briefing will include the following:

(a) IMSO-duties and functions.

(b) Policy and regulations-Privileges; restrictions; conduct, appearance, and grooming; medical and dental care; identification cards.

(c) Legal status-Applicability of Federal and State laws; indebtedness; shoplifting; purchase of duty-free, tax-exempt liquor and the penalties for abuse; passports and visas.

(d) Training program-ITO governing document; unprogrammed training; officers in enlisted courses; elimination from training for cause; meeting schedules and appointments;

English language testing; clothing and equipment; release and shipment of instructional material.

(e) IP-Program objectives and activities.

(f) Conduct and personal appearance-Grooming standards; cleanliness; morale problems; military discipline and courtesies.

(g) Student and instructor relationship-Male; female; officer; enlisted; civilian; minority instructors.

(h) Travel-arrangements; accommodations; baggage allowance; delays en route; travel schedules.

(i) Power-driven vehicles-Purchase; registration; insurance; operation; travel; laws.

(j) Living allowances-Authorized amount; payment schedule, if proper.

(k) Dependents-Authorization; housing; cost of living; medical care benefits, charges, payment procedures and health insurance.

(l) Currency-Monetary exchange; banking.

(m) Mail-Postal facilities; official and personal mail.

(n) USG quarters-Occupancy; duration, housekeeping; custodial fees.

(o) Firearms-Purchase; possession; transportation.

(p) Employment-Restriction against IMS and alien family members being employed during their stay in the United States.

(2) Debrief at the time of out-processing from the training activity. Trainee comments shall be recorded on the flight training record if appropriate.

(3) Monitor records for completeness and currency.

(a) Flight log book hours and IMSs ATJ must be accurate and verified prior to the submission of IMS completion report.

(b) ATJ shall be initiated at the first training site. This record shall be maintained per this instruction and the SECNAVINST 4950.4A, Chapter 10, paragraph 10-90c(3).

(4) Monitor transmission of records to the next training activity. The records shall be transmitted within five working days and every effort shall be made to ensure completeness of all records prior to transmission. Notation as to the reason for incompleteness and expected date for forwarding the missing information shall be included as appropriate.

(5) When assigned to the final activity, personally review the contents of each ATJ and ensure it reaches CNATRA (N718) no later than 10 days after the IMSs graduation. Special care shall be exercised during screening, to ensure sensitive information is removed.

(6) Be responsible for base clearance on check out. In particular, IMSOs shall develop adequate procedures to determine outstanding debts of IMSs prior to their check out, and establish local procedures to collect debts.

(7) Ensure that all reports are submitted in a timely fashion. Particular attention is directed to the failure and casualty reports.

(8) In addition to the above requirements, the TRAWING IMSO should attend all Progress Review Boards or Training Review Boards as applicable.

(9) Ensure that Arrival/Commencement, Status, and Completion Reports are submitted via the Security Assistance Network (SAN) website within three working days of action. The Alternate IMSO at each squadron can be assigned responsibility to submit Status Reports.

(10) Submit ITO amendments within five working days of notification of change in estimated completion date.

d. Country Liaison Officer (CLO). At the request of another country and with the concurrence of the Navy International Programs Office (NAVY IPO), NETSAFA, and CNATRA, a CLO may be assigned to assist with the administrative details for IMSs from his or her country. When a CLO is not assigned for a particular country, the country's senior trainee located at the training activity may be used in this capacity. In case of serious injury or death where no CLO is assigned, the TRAWING IMSO, shall act as a coordinator with remote country representatives.

(1) TRAWING commanders requiring the assistance of a Country Liaison Officer may contact NETSAFA via CNATRA (N718). NETSAFA shall coordinate with CNATRA for visits of CLOs to other TRAWINGS. The commander to be visited shall be informed of the purpose of the visit, mode of transportation, arrival time, and names of individuals to be contacted.

(2) CNATRA may designate any place within the command as the place where CLO shall perform his duties.

(3) The CLO shall not be entered into formal training within CONUS without the approval of higher authority.

(4) The CLO shall not be assigned duties that will interfere with his/her responsibilities. Specifically, the CLO shall:

(a) Comply with all appropriate USN instructions.

(b) Make routine administrative reports as required by his government. The TRAWING commander shall screen these reports and delete any U.S. classified military information.

(c) Advise IMSOs of any national customs and habits of his country which should be recognized.

(d) Maintain contact with the IMSO and the IMSs represented.

(e) Assist in IMS orientation.

(f) Assist IMSs in overcoming language difficulties. If the TRAWING commander so desires, the CLO shall provide an IMS with extra English instruction. English instruction is at the expense of the country or the student, according to that country's policy.

(g) Ensure that IMSs adhere to appropriate regulations.

(h) Pay IMSs any allowances received from his country, if so directed by his government.

(i) Assist in routine inspections of IMSs and their assigned quarters.

(j) Assist in administrative details regarding the disposition of IMS graduates and attritions.

(k) Ensure all debts of IMSs have been paid prior to allowing check out.

(l) Take necessary action for minor breaches of discipline involving IMSs from his country.

(m) Act as a non-voting member of any disposition, accident, or other boards involving IMSs from their country. (Squadrons shall advise the CLO of the time and place of boards. The CLO shall inform the commander of planned attendance.)

(n) In the event of a serious accident or death of an IMS, the CLO should report via the TRAWING Commander to the CO of

the squadron concerned and remain under his temporary command until no longer required.

503. ADMINISTRATIVE PROCEDURES

a. ITOs. The procedures for handling ITOs are found in SECNAVINST 4950.4 series, Chapter 7. All required endorsements shall be forwarded within five working days after check in/out. Training shall not commence without a valid ITO.

b. Leave and Holidays

(1) IMS leave shall be granted in accordance with SECNAVINST 4950.4. NITC OIC, TRAWING FIVE shall coordinate and approve leave requests for Royal Saudi Naval Forces (RSNF) students. The CLO may grant up to 30 days of leave each year.

(2) After coordinating with the squadron and TRAWING, the IMS will initiate all leave requests via his or her CLO or Embassy. If the CLO or Embassy approves the leave, that approval shall be sent by facsimile or email directly to the TRAWING IMSO, who will ensure all IMSs are briefed and understand leave procedures.

(3) Non-chargeable leave may be granted under the following circumstances:

(a) All official U.S. holidays

(b) All official home country holidays as delineated by
SECNAVINST 4950.4, not to exceed one academic day per holiday.

(4) Special care should be taken to ensure safety when scheduling an IMS for flight events during religious or other fasting periods.

c. Watch Bills. IMSs shall not be included on watch bills. IMSs can not be held responsible or disciplined for their actions while standing watch. Also, requiring IMSs to stand watch may cause a delay in training at the expense of the IMS's home country. Assistant Runway Duty Officer (ARDO) duty for an IMS has proven to be an effective way to improve IMS landing pattern performance as it is not considered watch. Any curriculum tools used to correct substandard IMS performance, such as Student Monitoring Status (SMS), test remediation, extra instruction authorized in the curriculum, or by this manual, are to be applied solely to improve IMS performance and are not considered watch.

d. Discipline. IMSs are not subject to punishment under the Uniform Code of Military Justice and shall not be subject to restraint or detention for breaches of discipline except where necessary to prevent bodily harm to themselves or others. Flight

training students shall be required to comply with the regulations, orders, instructions, and customs of the NATRACOM insofar as they are appropriate and applicable under the circumstances and consistent with the laws and regulations of the government of the Parent Party. See SECMAVOMST 4950.4 Chapter 10 for amplifying information on specific IMS discipline problems.

(1) Major infractions of discipline by or repeated minor infractions should be reported immediately by phone to CNATRA (N718) and the NETSAFA Country Manager followed by submission of a SAN website status report. Situations involving Royal Saudi Naval Forces (RSNF) will be coordinated with NITC OIC, TRAWING FIVE.

(2) If the offender involved is absent without leave (AWOL), the CO shall notify CNATRA (N718) and NETSAFA Country Manager via phone immediately. After five calendar days, the TRAWING Commander shall notify the local U.S. Immigration authorities, and advise CNATRA, NETSAFA, and NAVY IPO of this action.

(3) Whenever an IMS is arrested and held pending bond by civil authorities, the appropriate IMSO should be notified.

(4) Minor breaches of discipline that constitute misconduct not involving moral turpitude or any greater degree of criminality are similar to the average offense tried by summary court-martial. If an IMS accumulates three minor offenses, which indicate general misbehavior, a deficiency report describing the offenses, with recommendations and CLO comments shall be forwarded to CNATRA (N718) and the NETSAFA Country Manager. All such offenses shall be recorded and forwarded to the next NATRACOM command. Such offenses are cumulative throughout their tour in the NATRACOM.

(5) Whenever the TRAWING Commander deems an individual's discipline problems to be of sufficient magnitude to affect further training, a human factors board may be convened to evaluate the motivation.

e. Medical. Principle guidance for the medical administrative handling of IMSs can be found in the JSAT Regulation, SECNAVINST 4950.4. Additional guidance is provided in the Manual of the Medical Department (NAVMED P-117). The following provides guidance specific to the administration of IMSs who are enrolled in a flight-training program within the NATRACOM. For purposes of this instruction, the parent nation shall be defined as the nation of armed services in which the individual is a member.

(1) Presumed fitness. IMSs who have been selected by their country for aviation training are presumed to be in good physical and mental health, free of communicable disease, and fit to participate in aviation training.

(2) Policy. In general, unless stipulated otherwise in governing directives or agreements, the following conditions shall be observed:

(a) Aviation physical standards are determined by parent nation.

(b) Parent nation retains authority for waiver of aviation physical standards.

(c) Permanent medical disqualification shall remain under the purview of the parent nation.

(d) The parent nation is responsible for determination of temporary flying disabilities exceeding 30 days.

(e) Periodic medical examinations will be conducted according to U.S. Navy procedures.

(f) In all cases where safety of flight is an issue, for medical or other reasons, the U.S. Navy retains the final authority to determine whether an IMS is eligible to train within the NATRACOM.

(3) Evidence of Clearance. IMS medical records shall contain a "signed statement from a competent medical and dental authority" from the parent nation indicating that the IMS has received a thorough physical examination within the preceding three months prior to receipt of Invitational Travel Order (ITO). This statement IAW SECNAVINST 4950.4 shall indicate:

(a) Results of a screening Chest X-ray.

(b) Serologic evidence of screening for HIV.

(c) The IMS is free of communicable diseases or other medical or dental defects that might require treatment or hospitalization during training.

(d) The IMS has received the complete complement of immunizations as prescribed by the U.S. Public Health Service (PHS), as approved by the World Health Organization (WHO).

Because preexisting conditions (diabetes, heart disease, metabolic disorder, prosthetics, and others) that may have an impact on the IMS's training is/are listed on item 15 of the ITO, a copy of the ITO shall also be placed in the student's medical record.

(4) Aeromedical Clearance Form (NAVMED 6410/2). U.S. Navy flight surgeons shall prepare Aeromedical Clearance Form based on the statement of medical fitness for flying duties issued by the parent country unless potential safety of flight concerns are identified.

(5) Flight Physical Report. IMSs TDY to the U.S. Navy for greater than 30 days shall have a copy of their latest flight physical report with pertinent information and documentation helpful for post-accident identification purposes (dental charts, DNA profile, etc.). If the IMS does not have documentary evidence of a parent nation physical within the preceding 12 months, a U.S. Navy flight surgeon shall complete a flight physical. **NOTE:** IMS should have documentation in the medical record that a DNA sample has been obtained and on record at AFIP.

(6) Preexisting Conditions

(a) Pre-existing conditions, waived by the parent nation will be accepted by the U.S. Navy unless the condition may represent a risk to safety of flight. See (2)(f) above.

(b) In the case of progression of an IMS's existing medical condition U.S. Navy flight surgeon(s) must determine if the condition poses a risk to safety of flight. This determination shall involve reference to the NOMI Aeromedical Reference and Waiver Guide (ARWG). Conditions not addressed by the ARWG shall be discussed with Specialty Staff at NOMI and the NATRACOM Force Medical Officer (Code 00M). Upon the completion of the IMS's medical evaluation, the treating flight surgeon shall make a recommendation, based on safety concerns, to continue or discontinue training. The recommendation shall be referred via CNATRA to NETSAFA.

(7) New Medical Conditions

(a) If a new medical condition arises (e.g., illness or injury), the U.S. Navy flight surgeon providing care will determine day to day fitness to fly based on the U.S. Navy's aviation medicine regulations and procedures. Conditions with potential waiver implications shall be handled IAW (7) (c) or (d) below.

(b) Temporary flying disabilities likely to exceed 30 days and conditions likely to lead to permanent aeromedical disqualification shall be reported to NETSAFA via the chain of command.

(c) IMSs that develop new medical problems that are determined not to be within established aviation standards of the parent nation, but are:

1 Waiverable, may submit the waiver request to the parent nation via the command of command and NETSAFA.

2 Not waiverable shall have this condition reported, to the parent nation. This notification shall be routed via the command of record to NETSAFA.

(d) Medical conditions that develop or are discovered, that are within the parent nations physical standards but may pose a risk to safety of flight, shall be referred via CNATRA to NETSAFA for resolution or disposition. See in 2 (f) above.

(8) Medical Delays. IMSs who experience medical delays shall be managed IAW existing NATRACOM directives regarding medical surveillance of any student who experiences medical delay. Additionally, specific notification requirements exist for IMSs as outlined in (7)(b) above and (9) (c) below.

(9) SAN Website Status Report. To ensure proper evaluation of IMS Training Progress, submission shall be made in the following circumstances:

(a) Whenever an IMS is recommended for a medical waiver.

(b) Whenever an IMS is found to be NPQ for aviation training.

(c) Whenever an IMS has been grounded for 30 consecutive calendar days or prognosis is for a grounding period of 30 or more calendar days.

(10) Airsickness. IMSs who experience airsickness shall be managed IAW existing NATRACOM policies and procedures governing the management of airsickness. In the event that an IMS experiences airsickness to the degree that an Airsickness Review Board is required, the TRAWING IMSO and, when available, the CLO shall be present at the board.

(11) Immunizations. IMS immunization requirements prior to return to parent nation shall be IAW WHO recommendations.

(12) Anthropometrics. IMSs shall receive anthropometric codes prior to aerial training to ensure anthropometric compatibility for all planned phases of flight training to be conducted. IMSs found not to be anthropometrically compatible shall be reported to NETSAFA via the chain of command by the TRAWING IMSO for disposition.

(13) Conflicting directives. For IMSs for which specific memorandums of agreements (MOA) exist between the United States and parent nation that conflict with this directive, the MOA shall take precedence. TRAWING IMSO shall notify CNATRA 00M and CNATRA N718 of identified conflicts.

504. ATTRITION OF IMSs

a. When the results of a PRB or TRB, as applicable, are referred to the TRAWING Commander for disposition, the signed comments of the IMS's instructor, senior member of the board, and CO's recommendations shall be reviewed.

b. The TRAWING Commander shall personally interview the IMS prior to determining if the IMS should be returned to training or if attrition should be recommended.

c. Upon determining that the IMS has met the mandatory attrition criteria, the IMSO shall be notified.

d. The IMSO shall immediately notify by phone CNATRA (N718), the CLO, and the NETSAFA Country Manager.

e. The CLO/country representative shall advise whether the country is requesting a formal attrition or whether the country will withdraw the student from training.

f. If the country decides to withdraw the student from training, the student's ATJ will be closed out and all pertinent documentation included in the ATJ. The ATJ shall be forwarded to CNATRA (N718) within one working day of the decision.

g. If a formal attrition is requested, the TRAWING Commander shall initiate the action in a standard naval letter to the Navy International Program Office (NIPO), via CNATRA, and NETSAFA. The letter shall include:

(1) The IMS's rank, name (first, middle, last), FIN, country and service, and ITO number;

(2) Course Title/Identification Number (CIN) and duration in weeks;

(3) A detailed description of the IMS's problems that lead to the recommendation for attrition;

(4) Squadron, stage and phase of training, hours by type of aircraft and type of simulator, total flight hours, number of weeks in present phase of training.

(5) Academic and flight NSS (indicate if incomplete);

(6) Include opinion as to comprehension/assimilation, language proficiency, and attitude;

(7) Recommended disposition.

h. In the case of a formal attrition, the IMS's ATJ will be closed out and all pertinent documentation included in the ATJ. The ATJ shall be forwarded to CNATRA with the recommendation to attrite.

i. Navy International Program Office (NIPO) is the final attrition authority for all IMSs.

505. CERTIFICATES OF COMPLETION. CNATRA is not authorized to designate any IMS as a Naval Aviator or Naval Flight Officer. Upon successful completion of a formal course of instruction, each IMS shall be issued the appropriate certificate of completion (CNATRA 1210/12 or CNATRA 1210/15). "Wings of Gold" may be symbolically presented, but shall not in any way be construed as a designation as a U.S. Naval Aviator or Naval Flight Officer. The wearing of "Wings of Gold" by an international military aviator that has completed a formal naval aviation course is governed by their country's service uniform regulations.

506. REPORTS

a. ITOs. Upon arrival of an IMS to the NATRACOM, the receiving activity IMSO shall forward to CNATRA (N718) a copy of the IMS's ITO in accordance with paragraph 503.a

b. SAN Website Status Reports

(1) Arrival/Commencements Report. These shall be sent using the SAN website. A report should be sent when the student actually begins training. IMSO should verify dates (report, start, and end) that appear on the report; if different, correct and note that a change has been made in the remarks. NETSAFA requires realistic ECDs. IMSOs must evaluate each IMS's ECD for each course of instruction. The goal is to complete training on or before the original ECD. The IMSO should continuously track the progress of each IMS in order to adjust the schedule to meet the original ECD. Close management is critical in that follow-on training is often scheduled with civilian and other U.S. military training sites, limiting NATRACOM flexibility.

(2) Status Report. Shall be sent when there is a change in ECD of one week or more to include the reason for the change. A status report must be issued to change the ECD, and the new ECD must be justified. Reasons could be for medical, emergency leave, failure, boards, etc. If an ECD change is required and additional flight hours or simulator hours will exceed the programmed syllabus hours; an estimate of those additional flight

hours is required. Additional hours shall not be flown until authorized by the NETSAFA Country Manager.

(3) Completion Report. When an IMS completes a training course, it is imperative that the Squadron IMSO verifies the accuracy of training documentation. The completion report, ATJ, Flight Log Book, and the ITO endorsement must agree for NETSAFA's billing procedures. Completion date is the date of the last syllabus flight flown, NOT winging date. A completion report shall be sent within three working days of completion and should contain the following information:

(a) Actual aircraft hours flown by aircraft type and
FY

(b) Actual simulator hours used by simulator type and
FY

(c) Dates of holidays observed during course
enrollment

(d) Dates of student's sick leave taken during course
enrollment

NOTE: Only those flight hours and simulator hours flown in direct support of the student's syllabus training shall be recorded (i.e. not observer, "sand bag", or crew member in support of another student's syllabus event hours).

Remarks section can be used to amplify data, i.e. winging date, dependent ID cards have been collected and destroyed, etc.

c. Advance Arrival Notice. Upon completion of NATRACOM training, the final command shall send an advance arrival notice in accordance with SECNAVINST 4590.4, copy to CNATRA (N718).

d. Aviation Training Jackets (ATJ)

(1) For IMSs entering Naval Air Training, NAVAVSCOLSCOM or their initial NATRACOM activity shall initiate their ATJs. Each IMS's ATJ shall be numbered with a Foreign Identification Number (FIN). The FIN shall always start with "900" and end in an "F" (e.g. 900-00-4321 F). This number shall be assigned by the servicing Personnel Support Detachment.

(2) For IMSs in a published Undergraduate Pilot Training (UPT) or Undergraduate Military Flight Officer (UMFO) course, the TRAWING IMSO shall verify the accuracy of the completion report, in accordance with SECNAVINST 4950.4.

(3) ATJs are forwarded to CNATRA (N718) within one week of student completion via the cognizant TRAWING IMSO. For Norwegian and Saudi Arabian students only, the TRAWING IMSO will

reproduce the summary portion of the ATJ for the CLO prior to forwarding the original ATJ to CNATRA. The summary portion consists of a copy of the summary card, CNATRA 1542/95; pink sheet summary, CNATRA 1542/90; stage grades sheet, CNATRA 1542/5A; and, if applicable, trend analysis summary sheet, CNATRA 1542/106, and record of training waivers sheet, CNATRA 1542/132. For all other IMSs, the ATJ shall be forwarded to CNATRA (N718) without further reproduction.

(4) ATJs of IMSs in non-SNA/SNFO courses (LSO, IUT, etc.) are forwarded to CNATRA (N718) within 10 working days and will include the total hours in each type of aircraft flown while undergoing training in the NATRACOM. With prior CNATRA approval, minor routing variations requested by individual countries are authorized.

e. Casualty Reports

(1) In the event of death, serious injury, hospitalization, involvement in any accident or incident involving an IMS, or whenever the commanding officer deems appropriate, a Casualty Report shall be submitted by the cognizant command in accordance with SECNAVINST 4950.4 with copies to the TRAWING, NAVAVSCOLSCOM, CNATRA, NETSAFA, and the Naval Education and Training Command (NETC). For RSNF IMSs, include a copy to NITC OIC, TRAWING FIVE. See Appendix B, example 8 for format.

(2) The initial casualty report shall be submitted within 12 hours of the occurrence by priority message.

(3) Progress reports shall be made when appropriate and shall include a final report indicating the date the IMS is returned to duty.

f. IMS Trainee Failure/Discrepancy/ECD Change Report. The IMS Trainee Failure/Deficiency/ECD Change Report, RCS OPNAV 4950-13 - see Appendix B, example 8, is the format utilized most often to advise CNATRA of IMS difficulties, deficiencies or any other occurrences for which a report format has not been established. This format identifies the student in detail, offers a progress evaluation and includes a discussion paragraph for general comments. When a CLO is assigned, an entry shall be made in paragraph H stating "CLO comments ..." or "CLO has no comments." The subject line is not restricted to "IMS trainee failure report" but may be modified to accurately reflect the contents of the report as long as "OPNAV 4950-13" is included in the subject line. The report shall be submitted, by message or email, to CNATRA (718), information NETSAFA (and NITC OIC for RSNF IMS), under the following circumstances:

(1) Academic and/or flight difficulties result in changing the ECD.

(2) Medical problems as outlined in paragraph 503e(7)c & d. above.

(3) Any disciplinary occurrence in the NATRACOM that would result in a summary court-martial for U.S. personnel.

(4) The third and all subsequent no-shows for any scheduled curriculum event. No-shows are cumulative while assigned to NATRACOM and shall not be disregarded with phase changes.

(5) All PRBs or TRBs as applicable.

507. INFORMATIONAL PROGRAM. The Informational Program is intended to complement IMS's formal training courses while in the United States through exposure to the non-military aspects of American life. Guidance is published in SECNAVINST 4950.4A and NETCINST 4950.1. Informational Program funds are administered and authorized by NETSAFA.

508. CENTRIFUGE-BASED FLIGHT ENVIRONMENT TRAINING (CFET) IMS personnel in flight training beginning the Intermediate Strike (pilot), or Strike/Strike Fighter Naval Flight Officer (NFO) syllabus must successfully complete a CFET program prior to any syllabus or non-syllabus flights in T-45 or T-2 aircraft. The CFET requirement may be satisfied by successful completion of USN, USAF, or other nation centrifuge training programs as determined by NETSAFA. CFET is required to reduce the risk of G-induced Loss of Consciousness (GLOC) during dynamic maneuvering training in T-45 or T-2 aircraft.

a. IMS personnel include all students from any foreign country receiving Strike (SNA) or Strike/Strike Fighter Naval Flight Officer (NFO) syllabus training in the T-45 or T-2 aircraft.

b. NETSAFA is responsible for coordinating all logistics requirements for International Military Flight Students to attend a CFET program including scheduling, funding, and Invitational Travel Order (ITO) issuance. This is to be accomplished in coordination with the applicable the Country Liaison Officer (CLO), and the Security Assistance Officer (SAO).

c. Any limits on the number of attempts allowed to successfully complete a CFET program will be determined on a case by case basis by NETSAFA in coordination with applicable SAO and the IMS's parent country military representatives. However, no

IMS personnel will be allowed to fly in T-45 or T-2 aircraft prior to successful completion of CFET.

d. NETSAFA shall inform applicable SAOs of the requirement for IMSs who will receive flight training in T-45 or T-2 aircraft to participate in the CFET program. SAOs shall ensure any successfully accomplished parent country provided CFET training is cited (location/date of training received) in the remarks section of the IMS's ITO and/or have the IMS hand carry separate documentation (with English translation as required) reflecting the obtained training. This documentation shall be provided to the IMSO located at the "point of entry" U.S. Navy flight training pipeline activity for inclusion in the IMS's NATOPS flight jacket.

e. NETSAFA shall arrange for any CFET training acquired through USAF facilities and coordinate with TRAWING/squadron IMSOs as necessary to schedule the integration of this training. Documentation of successfully completed USAF provided CFET training shall be provided the IMSO located at the IMS's next scheduled U.S. Navy flight training pipeline activity for inclusion in the IMS's NATOPS flight jacket.

f. NETSAFA shall coordinate with Primary and/or Advanced TRAWINGS and applicable TRAWING/squadron IMSOs as necessary to determine optimum scheduling for the conduct of U.S. Navy CFET training for those IMSs who did not received CFET training either through the parent country or through the USAF. Whenever possible, the required CFET training should be completed prior to commencement of the applicable Intermediate Strike (pilot), strike or strike fighter (NFO) syllabus; but in any case it shall be completed prior to participation in any syllabus or non-syllabus flights in T-45 or T-2 aircraft.

g. TRAWINGS ONE, TWO and SIX shall screen the NATOPS jackets of all International Military Flight Students prior to commencement of the Intermediate Strike, (pilot); or Strike/Strike Fighter (NFO) syllabus to ensure completion of a CFET program is documented. If no such documentation exists, TRAWING/squadron IMSOs shall contact the applicable NETSAFA country program manager. NETSAFA shall coordinate with TRAWING/squadron IMSOs as necessary to obtain CFET training prior to syllabus or non-syllabus flights in T-45 or T-2 aircraft. If CFET documentation remains missing, or CFET has been attempted but is incomplete, the IMS shall be placed in a hold status and the Wing/squadron IMSO shall contact CNATRA N718 (info NETSAFA country program manager) who will coordinate with NETSAFA to obtain appropriate documentation of CFET completion, arrange for CFET training, or provide direction regarding disposition of the student.

CNATRAINST 1500.4G
14 SEP 2007

h. CNATRA N718 will notify NETSAFA on the occasion of each incomplete CFET training attempt obtained through the U. S. Navy, and request direction as to the disposition of the student before re-scheduling the student for additional CFET training, allowing the student to continue in training.

CHAPTER VI

SCHEDULING AND CONDUCT OF TRAINING FLIGHTS

600. GENERAL. Each curriculum has a scheduling sequence designed to enhance an NFS's acquisition of aviation skills and knowledge to meet specific time-to-train objectives in order to meet the required aviation performance requirements. These performance requirements are necessary in order for the NFS to meet FRS entry level requirements. The TRAWING Commander shall ensure that his/her squadron COs provide the NFSs every opportunity to fly the curriculum as published. A stage or phase of training shall not be considered complete until all required events are completed. The training flight must be conducted in a positive learning environment where the individual instructor sets a tone that will motivate the NFS to learn and progress in order to meet desired performance requirements for designation as a Naval Aviator or Flight Officer.

601. SCHEDULING. Squadron COs are responsible for scheduling NFSs for events in the appropriate sequence as outlined in the curriculum guide and in accordance with the general guidance below. TRAWING Commanders shall monitor the squadrons under their authority to ensure proper oversight of these regulations.

a. The NFS's working day from first scheduled event or official duty of the day until completion of the last event of the day (including associated paperwork and allotted debrief time) shall not exceed 12 hours.

b. Adequate time shall be provided for pre-flight briefing prior to launch and for a post-flight debrief. The pre-flight brief and post-flight debrief are mandatory events and shall be accomplished. A cross-country flight sequence is not exempted from these requirements. Additionally, NFS event turn times shall be in accordance with the master curriculum guide and allow ample opportunity for a quality debrief and follow-on brief for the next event.

c. NFSs shall not be scheduled for more than six and one half (6.5) hours of instructional flight time during (within) the authorized NFS twelve (12) hour work day. Squadron COs shall ensure the NFS maximum of six and one half (6.5) hours of instructional flight time is not exceeded.

d. A minimum of 12 hours shall elapse between the conclusion of the NFS's last scheduled event of the day (including associated debrief) and his or her first scheduled instructional event (including associated brief) or official duty of the following day.

e. CNATRA curricula are generally designed to allow completion within the requisite time to train, in accordance with OPNAV regulations, while adhering to a five-day work week for the

NFS. To allow for occasional periods of surge operations and detachments, the NFS's maximum workweek may be extended to six consecutive scheduled days followed by at least one day off.

f. Maximum events per day are to be scheduled and flown in accordance with the specific master curriculum guide.

g. Sequence. Syllabus events, blocks, and/or stages shall be flown sequentially, unless specific guidance to the contrary exists in the curriculum.

h. Maneuver Continuity. MPTS/MNTS NFSs should be allowed to attempt previously introduced maneuvers frequently enough to ensure required proficiency.

i. Adaptation Events. The Squadron Operations Officer may grant events required for adaptation to the flying environment when requested in writing by the flight surgeon in accordance with this and applicable instructions (e.g., airsickness). These events shall be coded as YXX84 events within MPTS/MNTS or supplemental ATF for non-MPTS/MNTS squadrons.

j. Practice Simulators. Practice simulator events shall not be scheduled or directed by the squadron to remediate poor performance. CNATRA curricula are designed to remediate poor performance within the constraints of each syllabus. This restriction is not intended to prevent NFSs from obtaining practice simulator time on their own.

602. RESCHEDULING

a. Non-MPTS/MNTS Events. Incomplete events shall be rescheduled subject to the following:

(1) A previously incompleted event in a stage is completed prior to any succeeding event in that stage.

(2) A previously incompleted event may be completed during the performance of the next event in that stage, provided:

(a) That the succeeding event is compatible and reasonably capable of being completed as scheduled.

(b) That any incompleted items on the earlier flight, which are prerequisites for succeeding events, are completed first.

(3) An incomplete event in which the NFS received an unsatisfactory will be completed after the completion of any extra training awarded.

(4) An incomplete, unsatisfactory check event will be completed on the subsequent recheck following any awarded extra

training or instruction. See paragraph 713 for grading procedures.

b. MPTS/MNTS Events. Incomplete events shall be rescheduled and completed in accordance with the respective master curriculum guide.

603. TRAINING DELAYS AND WARM-UP EVENTS WITHIN STAGE. A non-syllabus warm-up event is one given to regain flight proficiency due to an extended non-syllabus training delay. Eligibility is based on the number of days since the last flight or simulator in the same stage. The following guidelines will be used to determine warm-up criteria:

a. Optional warm-ups shall be scheduled and flown as the next event. If performance warrants a warm up, it shall be coded as the previous completed dual event.

b. If the break in training occurs during the transition from aircraft to simulator, a mandatory warm-up shall be flown and coded as the last completed simulator in stage.

c. If the break in training occurs between two aircraft or two simulator events, mandatory warm-up shall be flown and coded as the previously completed (dual) event.

d. All warm-ups shall be dual (flight) or instructional (simulator), except in the case of carrier qualifications where warm-ups may be solo at the discretion of the LSO.

e. Safe-for-solo and/or any other delays less than seven days in phase, specific warm-up criteria promulgated in each curriculum shall apply.

f. MPTS/MNTS warm-up events shall be coded as a YXX86 event (e.g. C4186).

g. The instructor is required to state on the ATF the reason(s) for awarding the warm-up event.

h. End of block check rides are considered "in block" for warm-up purposes.

The following table is a quick reference on policy regarding the use of warm-ups with respect to breaks in training.

CRITERIA FOR AWARDING WARM-UP EVENTS <u>IN A STAGE OR BLOCK</u>		
BREAK* (DAYS)	WARM-UP EVENTS	REMARKS
7-13 Sim to A/c	1 Mandatory Simulator	-Mandatory warm-up is not an advancing "X"
7-13 All others	1 Optional	- Based on performance - Required if overall grade is Below Average, Marginal, or Unsatisfactory - Prohibited if: ➤ Performance meets MIF/standard ➤ Break occurs between stages (see paragraph 604)
14-30 Sim to A/c	2 Mandatory Simulators	-Mandatory warm-ups are not advancing "X"s
14-30 All others	1 Mandatory 1 Optional	-Mandatory warm-up is not an advancing "X" - Optional warm-up based on performance ➤ Required if overall grade is Below Average, Marginal, or Unsatisfactory

* Break = (Current Julian date) - (Julian date of last event, regardless of stage)

604. TRAINING DELAYS AND WARM-UP EVENTS BETWEEN BLOCKS, STAGES, OR MODULES. Warm-ups are intended for non-syllabus breaks in training. Each syllabus is designed to allow sufficient time for academics, simulators and flights. First flights and simulators in block following ground training are designed and graded with the delay factored in and normally do not require a warm-up.

a. Between stages or blocks, a mandatory warm-up is required if 14-30 days have elapsed since any syllabus flight or simulator event (unless otherwise specified in the curriculum guide).

b. All warm-up events or YXX86 events between blocks, stages, or modules shall be recorded in the ATJ with an ATF for the event deemed most consistent with the procedures reviewed.

605. EXTENDED TRAINING DELAYS. If the period between events is greater than 30 days within a curriculum, the squadron CO shall determine an appropriate warm-up training plan to regain NFS proficiency with the following guidance considered.

a. Generally, a warm-up training plan should consist of a representative cross-section of events completed prior to the break in training.

b. At the completion of the warm-up training plan, or when proficiency is regained prior to the completion of the warm-up training plan, the NFS shall resume the normal curriculum flow.

c. If the NFS has not regained proficiency sufficient to resume training following the designated warm-up training plan additional warm-up training is left to the CO's discretion.

d. A copy of the warm-up training plan and any subsequent modifications shall be filed in the NFS's ATJ.

606. CHANGE OF ON-WINGS. Changes of a NFS's on-wing may be made subject to the following guidelines:

a. Change of on-wings or scheduling an NFS with other than a regularly assigned on-wing is held to the minimum extent possible, and in certain stages is governed by the curriculum.

b. A change of on-wing is required when:

(1) An on-wing awards the NFS a down or an unsatisfactory event that results in an IPC/FPC.

(2) The NFS requests the change.

(3) The on-wing requests the change.

(4) Directed by Board action.

(5) Directed by CO or higher authority.

c. All changes of on-wing shall be entered on a supplementary ATF.

d. Capricious or flagrant abuse of the privilege to change on-wing by an NFS in an attempt to obscure, mitigate, or excuse substandard performance, or as a means of gaining assignment of an instructor perceived to be an easy grader, is grounds for PRB or IPC/FPC action as appropriate. NFSs shall not request a specific instructor when requesting a change.

607. STANDARDIZATION. Standardization of maneuver procedures is imperative. It is incumbent on the TRAWING Commander and subordinate squadron COs to ensure each instructor has developed thorough knowledge of the description of each maneuver described in the Flight Training Instruction (FTI), and use that standard description when presenting the material to the NFSs. This is necessary for a number of reasons. If the standard description is used by all instructors, each NFS will initially be given exactly the same information and "instructor technique" differences will be held to a minimum. Precise knowledge of the

maneuver description also aids the instructor in the aircraft when introducing new material. Standardization of instruction also facilitates standardized grading. Specific Course Training Standards (CTSs) and required Maneuver Item File (MIF) stage progression is listed for each graded item contained in the specific curriculum for MPTS/MNTS NFSs. Instructors who present and describe a set of maneuvers in the same way provide NFSs with more standardized opportunities to demonstrate the skills for which standards are presented in CTS and MIF tables in Master Curriculum Guides.

608. BRIEFING. Operational Risk Management (ORM), to include crew day/rest, date of last flight or sim (warm-up potential), human factors, identification of potential hazards, etc. shall be the first item briefed before any simulator or flight event. Once these issues have been covered to the instructor's satisfaction, the remainder of the brief shall be conducted with the NFS's participation/general knowledge of the event considered as a graded item.

a. Prior to flying with an NFS, the instructor should review the NFS's ATJ. For MPTS/MNTS NFSs, the instructor must review the Aviation Training Summary (ATS) before each flight event. The instructor should note any student performance trends or areas of weakness that could potentially impact the flight. For MPTS/MNTS end-of-block (EOB) events, the instructor shall carefully review the ATS and plan the flight profile to include opportunities to reach MIF on all critical items and optional items attempted in the block.

b. The instructor shall prepare for the briefing thoroughly so that he or she knows specifically the content of the lesson and the method(s) he or she is going to use to teach it. The instructor shall identify the objectives clearly and keep them in mind constantly.

c. The instructor shall speak clearly and deliberately using standard terminology, and make sure the NFS can hear and understand each concept, procedure, or evolution.

d. Training aids should be used as much as possible. This may include model aircraft, mock-up cockpit trainers, aerial pattern charts, and a chalkboard/whiteboard or digital equivalent.

e. After both the instructor and the NFS know exactly what will be covered on the flight, a plan to achieve those objectives shall be briefed. The plan should consider the required maneuvers, available working areas and local weather, and the specific sequence of maneuvers. This plan is essential for the successful completion of each flight event.

f. The last part of the brief should be an open session to give the NFS an opportunity to ask any questions.

g. Duty officers shall provide a safety of flight brief to each SOLO NFS, except in the case of multi-plane events or field carrier landing practice (FCLP) when this brief shall be given by the flight lead or LSO as appropriate.

609. DEBRIEF. The NFS cannot always tell or remember exactly how he or she has performed by the comments over the intercommunication system (ICS). It is therefore necessary to conduct a comprehensive debrief.

a. Debriefing should be conducted in private. Group flights shall be debriefed together, but individual performance not related to the group flight should be debriefed privately. Unsatisfactory events shall not be debriefed in the aircraft.

b. Debriefing must be detailed and comprehensive. The ATS/ATF shall be completed prior to the NFS's next event. Exceptions may be made for cross-country flights away from home station information system support and for LSO grades during FCLP and CQ. In such instances, however, the NFS will be provided complete feedback on performance as soon as possible following the flight event.—

610. EMERGENCY PROCEDURES (EP) BRIEFING AND DEBRIEFING

a. EP training builds the NFS's confidence in the aircraft. Instructors shall conduct emergency procedures training on all dual aircraft sorties, either on the ground or in the aircraft. Procedural deficiencies should be corrected through additional instruction and study assignments.

b. EP training shall be incorporated into non-EP simulator training events when practical; however, instructional training block objectives take precedence.

c. NFS overall EP knowledge and performance should be graded under Emergency Procedures on the ATF.

611. NFS FLIGHT TIME. If an event is scheduled as a dedicated NFS training flight (NFS "X"), then the NFS under training receives first pilot, copilot, or special crew time (as appropriate). NFS special crew time will be logged only during events when the NFS is not under instruction (i.e., observing an event from the lead aircraft or within the aircraft).

612. HOURS PER EVENT (H/X). Instructors shall plan and execute missions to meet H/X as closely as practical. For MPTS/MNTS events, if actual sortie length varies from H/X by more than 0.3 hrs (greater or less than), the instructor shall annotate the reason(s) in the ATF's general comments section.

613. ADDING ITEMS TO AN EVENT

a. Non-MPTS/MNTS Events. The instructor may demonstrate additional flight curriculum items during a flight under the following guidelines:

- (1) All scheduled curriculum items are completed first.
- (2) The maneuver was thoroughly briefed prior to flight (not over the ICS).
- (3) The item is performed per the appropriate FTI.
- (4) The student shall not perform the maneuver.
- (5) Individual "Fleet" techniques are not performed.
- (6) Performing the additional maneuver shall not exceed the published flight time for the completed event.
- (7) Items shall not be graded but annotated in the remarks section of the ATF.

b. MPTS/MNTS Events. Graded items with a number and a plus (+) are mandatory. For plus (+) items, NFSs must meet the required proficiency by EOB. Items with a number but no plus (+) are optional. If optional items are flown within a block, however, the NFS is required to meet required proficiency on these items by EOB. The instructor shall not demonstrate, nor shall the NFS perform:

- (1) Unnumbered items.
- (2) Items not in the stage.
 - (a) EXCEPTIONS:
 1. Weather driven instrument approaches.
 2. Pre-briefed maneuvers flown for instructor proficiency.

614. MEDICAL DELAYS

a. Medical problems often result in extensive delays in student progress in the flight-training syllabi. NFSs in a chronic or recurrent "medical hold" status adversely affect the Naval Aviator Production Process (NAPP), specifically "Total Time to Train" (TTT) and predictability. This situation also results in loss of training dollars and degrades overall training efficiency. Identification of long-term medical issues and close monitoring is essential for effective management of the problem utilizing existing medical or administrative resources. This guidance is provided to standardize the disposition of students

within the NATRACOM who have accrued extensive periods of time in a Medical Hold status.

b. NFSs shall be processed for attrition for reason of Not Physically Qualified (NPQ) or Not Aeronautically Adapted (NAA) when they receive a medically disqualifying diagnosis for aviation duty. If a Flight Surgeon (FS) review determines that the disqualification may resolve or be medically waiverable within 12 months (365 days) the NFS may be recommended for retention. The 12-month window begins on the date that the NFS received a disqualifying diagnosis or was determined to be NPQ; i.e., initial date of illness, injury, or incapacitation. Students are considered NAA if diagnosed as having a personality disorder or prominent maladaptive personality traits affecting flight safety, mission completion, or crew coordination. Because a finding of NAA is not waiverable, the medical attrition process shall commence at the time the NFS is determined to be NAA.

c. The following actions shall be undertaken when NFSs are medically grounded for a period of 14 or more continuous days.

(1) NFSs who are medically grounded and not progressing in the training syllabus shall be seen by the FS every 14 days unless the NFS is medically evacuated or convalescing in a location remote from medical treatment facility of record. These 14-day evaluations will be continued until the NFS is returned to a flight status or is formally removed from flight training. These FS evaluations should be conducted by the NFS's attending FS whenever possible and shall be documented in the NFS's health record. These 14-day medical follow-ups shall, at a minimum, document the following information:

- (a) Current diagnosis and condition
- (b) Medical management
- (c) NFS response to treatment
- (d) Physical findings
- (e) Prognosis
- (f) Pending studies, procedures, consultations or treatment
- (g) Pertinent lab or other data regarding the case
- (h) Anticipated return to flight duty

(i) FSSs shall advise the NFS's CO concerning the student's condition and prognosis after each 14-day evaluation.

(2) NFSs grounded for greater than 30 continuous days shall be either considered for medical attrition or placed on a command "medical hold" list. NFSs shall only be placed on the medical hold list if there is a reasonable expectation that the NFS could be returned to flight training within 12 months after initial grounding. Eligible NFS shall be placed on the medical hold list not later than the 30th day of the NFS's medical grounding. NFSs may be placed on the medical hold list earlier than the 30th grounding day if it is clear that the current grounding period will exceed 30 days. NFSs placed on the medical hold list shall receive a medical hold date that corresponds to the first day of medical grounding (date that the NFS received a disqualifying diagnosis). Command medical hold lists shall reflect the command's current NFS medical hold status at any given point in time. Medical hold lists shall contain at a minimum NFS name, rank, Service, last four of SSN, medical hold date, and cumulative medical down days. Senior Flight Surgeons (or their designees) at NAVAVSCOLSCOM and TRAWINGS shall submit a consolidated medical hold list, CNATRA 1500/48, by email to CNATRA (Code 00M) utilizing existing information on the command medical hold list. The report is due by COB on the first business day of each calendar month. Negative inputs are required.

(3) NFSs grounded for a period exceeding 60 continuous days shall receive an aviation physical exam (grounding physical) in accordance with OPNAVINST 3710.7 and forwarded as directed. Students who are anticipated to return to a flight status within 12 months should have that fact documented on the grounding physical (i.e., NFS is "NPQ at this time") acknowledging the possibility of a waiver at some point in the future. Grounding physicals are endorsed by the Naval Operational Medical Institute (NOMI) Code 342 and forwarded to CMC or BUPERS with copies to CNATRA (N718), NAVAVSCOLSCOM or TRAWING, and the NFS's unit. For purposes of initiating the medical attrition of NFSs, a NOMI (Code 342) endorsement of a grounding physical as NPQ or NAA is required. A grounding physical is appropriate earlier than 60 days when an NFS receives a medically disqualifying diagnosis and it is clear by medical assessment or consultation with aeromedical specialty staff that a waiver will not be forthcoming within the above described 12-month limit. Under this circumstance the command shall proceed with the NFS's disqualification for reason of NPQ or NAA. NFSs who receive an official grounding letter from BUPERS or CMC as the result of a grounding physical cannot be returned to a flight status by a Local Board of Flight Surgeons (LBFS). When NFSs are grounded by BUPERS or CMC a return to flight duty can only be granted by those authorities. For a BUPERS or CMC grounded NFS to return to

flight duties, a "Post grounding" physical (with waiver request if the student's diagnosis was considered disqualifying) must be completed and forwarded to the appropriate approval authority (BUPERS or CMC) for endorsement.

(4) NFSs medically grounded for 120 days (continuous or interrupted) shall receive Local Flight Surgeon Review (LFSR) to determine if continuation in training is warranted. This review shall consist of a case review by three flight surgeons with the information contained in paragraph (1) above documented in the NFS's health record. LFSR health record entries shall be identified as such on a Standard Form 600 and contain the names of the reviewing flight surgeons. Upon completion of this LFSR, the attending flight surgeon shall generate a written recommendation to the CO, NAVAVSCOLSCOM, or the appropriate Training Air Wing commander via the squadron's CO. This recommendation shall indicate the NFS's medical situation, motivation to continue training, and a recommendation to attrite or retain in training. A copy of the commander's determination shall be placed in the member's ATJ utilizing CNATRA-GEN 1542/16 Supplementary Jacket Form.

(5) Prior to reaching 180 days medically grounded (continuous or interrupted), the NFS's command may request from CNATRA (N7) continuation of a NFS's medical hold status. Requests for medical hold extensions shall not exceed six months for a maximum duration of medical hold of one year. In addition to the extension request, the attending flight surgeon shall submit to CNATRA (Code OOM), by separate correspondence, medical justification for the medical hold extension request. The medical justification shall contain pertinent information as indicated in paragraph (1) above as well as supporting medical documentation for the request. The maximum allowable period of time an NFS may remain in a medical hold status is 12 months.

(6) Unless granted a waiver by CNATRA N7 IAW paragraph 614.c.(5), at 180 days medically grounded (continuous or interrupted), an NFS shall be medically attrited by CNATRA N71, with concurrence of CNATRA 00M.

d. Final authority for NFSs determined to be NPQ or NAA for aviation duty rests with BUPERS or CMC. Upon receipt of official notification of an NFS's permanent NPQ or NAA status, a formal "Separation from Training" letter shall be generated within five working days by the NFS's command.

e. In some cases of medical disqualification a medical board (Limited Duty Board or referral to Physical Evaluation Board) is indicated and in such cases applicable provisions of SECNAVINST 1850.4 and NAVMED P-117 (MANMED) Ch-18 apply. When required,

medical boards shall be generated, forwarded as appropriate, and incorporated into the member's health record.

f. TRAWING Commanders may consider an NFS for attrition at any time that NFS fails to maintain satisfactory TTT syllabus progress due to repeat or chronic delays in training for medical reasons.

g. Federal statutes and DoD regulations exist which are intended to safeguard an individual's right to privacy regarding personal or sensitive medical information. Furthermore, these statutes and regulations impose criminal penalties on the individuals responsible for releasing protected information (42 USC 290dd-2, 5 USC 552a, and SECNAVINST 5212.5). COs and involved health care providers clearly function in a "need to know" capacity. Therefore, unless "need to know" is specifically delegated by law or competent authority, it is imperative, in the execution of this medical delays policy, that existing requirements pertaining to medical privacy be observed. In the event of questions or concerns pertaining to the access, use and release of protected materials, cognizant officials should contact the CNATRA Staff Judge Advocate.

SUMMARY OF MEDICAL DELAY MILESTONES, AND ACTION REQUIRED

14 days	Initiate recurring 14-day FS medical evaluation
30 days	Add NFS to command's medical hold list
60 days	Grounding physical
90 days	Consider Medical Evaluation Board (LIMDU or PEB)
120 days	Local FS Review
180 days	CNATRA medical attrite NFS in med hold status
365 days	CNATRA medical attrite of NFS waived in medical hold status

CHAPTER VII

PERFORMANCE MEASUREMENT, STANDARDS, AND DOCUMENTATION

700. GENERAL. Accurate measurement of performance and its documentation is essential in the production of quality NFSs. Therefore, a CNATRA aviation training form (ATF) shall be completed for each curriculum flight and simulator event. Specific performance standards and criteria are set forth by the appropriate Flight Training Instruction (FTI), Course Training Standards (CTS) and curriculum outlines. Performance is measured and documented for the following reasons:

a. Quality Control. Fleet requirements dictate minimum standards of performance for entry to the FRS. Quality control is the process of maintaining these evolving minimum acceptable standards, of identifying students who have a high probability of failure in the Fleet, and of improving the quality of NATRACOM graduates.

b. Efficient Training Management. Reliable measurement of performance is essential in the continuing effort to:

- (1) Achieve the desired quality of naval aviators.
- (2) Screen out early in the training program those likely to fail, drop out, or to exceed time to train requirements laid out in the assigned curriculum.
- (3) Identify NFS deficiencies as soon as they arise.
- (4) Provide for optimum training assignment.
- (5) Achieve efficient training order.
- (6) Perform accurate group trend analysis.

c. Assignment of Training and Duty. Differing mission requirements and aircraft types call for different aptitudes and skills in naval aviators. The criteria used to define training performance and the grades assigned to NFSs should reflect these differences, to facilitate computation of NFS scores that are maximally predictive of future success and which lead to the most accurate retention and pipeline/platform assignment decisions by CNATRA. Subject to the needs of the service, pipeline assignments are made on the basis of performance in aviation training. NFSs who excel in training are more likely to receive their desired training and duty assignments. Assignment of training for IMSs will be according to their invitational travel orders.

d. Awards. Awards and individual recognition are given to outstanding students in various phases and levels of training.

Selection is based upon performance as outlined in CNATRAINST 1650.9 series.

e. Trends. The documentation of significant trends in basic airwork, headwork, and procedures is extremely helpful in analyzing the performance of NFSs and aviators. If mentioned on the ATF, trends can help an instructor conducting a jacket review before a student flight to monitor negative or dangerous tendencies on that specific flight, tailor extra flight instruction to the student's needs (if appropriate), or aid higher authority in determining whether retention or attrition is warranted.

701. SUBJECTIVITY AND OBJECTIVITY IN MEASUREMENT. Grades awarded by instructors are inherently subjective, in that they require judgment regarding both how well an NFS has performed a maneuver and how well a comparison group could be expected to perform the same maneuver. The purpose of aviation grading systems, both the MPTS/MNTS system as well as the older, non-MPTS/MNTS system, is to introduce objectivity to this process.

702. FLIGHT GRADING SYSTEMS. For both MPTS/MNTS grading systems and non-MPTS/MNTS grading systems, standards for the award of flight grades are defined.

a. The means by which non-MPTS/MNTS grading systems introduce objectivity is by requiring instructors to grade NFSs on their progress and proficiency relative to their peers. The system and curricula are based upon the concept that an average student making average progress successfully completes the curriculum with average grades. These systems do include minimum thresholds of achievement that also are applicable and shall be used as grading criteria.

b. MPTS/MNTS grading systems provide greater objectivity to the process of grade awarding by defining:

(1) An absolute maneuver grading scale used to define the conditions under which each point on that scale is to be awarded.

(2) Course Training Standards (CTS) which define how well an NFS should be expected to perform a gradeable item in order to earn a grade of Good/4 (see paragraph 704.b.(4)).

(3) Maneuver Item File (MIF) performance standards which define the performance capabilities expected of NFSs by different milestones within a curriculum.

703. NON-MPTS/MNTS GRADE LEVEL DEFINITIONS. The criteria provided below are established for non-MPTS/MNTS graded flight items.

a. Unsatisfactory (abbreviation: U; numeric grade: 1.0). The student is not ready to progress safely or satisfactorily to the next curriculum event. The student fails to achieve minimum

curriculum performance standards or performs in a dangerous manner.

b. Below Average (abbreviation: BA; numeric grade: 2.0). The student is ready to progress safely to the next curriculum event. The student's progress is lagging behind curriculum performance standards for satisfactory completion of the curriculum requirement.

c. Average (abbreviation: A; numeric grade: 3.0). The student is ready to progress safely and satisfactorily to the next curriculum event. The student's progress is equal to curriculum performance standards for satisfactory completion of the curriculum requirement.

d. Above Average (abbreviation: AA; numeric grade: 4.0). The student is ready to progress safely and satisfactorily to the next curriculum event. The student's progress exceeds curriculum performance standards for satisfactory completion of the curriculum requirement.

704. MPTS/MNTS GRADE LEVEL DEFINITIONS

a. General Grading and Evaluation Policy: Maneuver Item Files (MIF) listed in MPTS/MNTS are minimum stage/phase completion standards per maneuver. When a student achieves MIF by end of block, he or she has demonstrated the minimum competency to continue in training.

b. Absolute Maneuver Grading. The following grading scale shall be used to document the NFS's performance on maneuvers attempted during each dual event. This is an absolute grading scale. It shall be interpreted and utilized the same way by instructors for all items on all events. NFS "performance" as referred to in the scale below should be judged only against the standards provided for a given item in the Master Curriculum Guide's CTS, and not against any instructor's personal, unwritten standards for how this scale might be differentially applied to one graded item versus another.

(1) Demonstrated (NG/1 Level). Enter NG:

(a) When the instructor demonstrates the maneuver and the student does not subsequently perform it during the event.

(b) For solo flights, where an instructor cannot observe individual flight maneuvers.

(c) To indicate accomplishing Special Syllabus Requirements (SSRs). Specify the completed SSRs in the ATF's comments section.

(2) Unable (U/2 Level). Performance is unsafe or lacks sufficient knowledge, skill, or ability. Deviations greatly

exceed CTS, significantly disrupting performance. Corrections significantly lag deviations, or aggravate the deviation.

(3) Fair (F/3 Level). Performance is safe, but with limited proficiency. Deviations exceed CTS, detracting from performance. Corrections noticeably lag deviations, and may not be appropriate. EXAMPLE: Using bank angle to compensate for poor rudder trim would be an inappropriate correction for heading deviations.

(4) Good (G/4 Level). Characteristic performance is within CTS. Deviations outside CTS are allowed, provided they are brief, minor, and do not affect safety of flight. Corrections must be appropriate and timely.

(5) Excellent (E/5 Level). Greatly surpasses CTS. Performance is correct, efficient, and skillful. Deviations are very minor. Corrections, if required, are initiated by the student and are appropriate, smooth, and rapid.

c. Solo Sorties

(1) Assign NG for performed non-observed maneuvers.

(2) Any instructor (or qualified RDO at TRAWING Commander's discretion) shall grade maneuvers observed to be unsafe. An instructor or RDO may grade maneuvers observed exceptional on the solo ATF. Because of this requirement, the TRAWING Commanders shall monitor this program closely. These grades shall count toward Phase Aggregate Score (PAS).

705. GRADING CONSIDERATIONS

a. Headwork is the ability to understand and grasp the meaning of instructions, demonstrations, and explanations; the faculty of remembering instructions from event to event; the ability to plan a series or sequence of maneuvers or actions; the ability to anticipate and avoid possible difficulties; and the ability to plan and execute alternative options. Headwork shall only be graded for events that transpire in the aircraft or simulator and shall not be a catch-all for unsatisfactory performance, tardiness, or lack of preparation for a scheduled event.

b. Procedures are the demonstrated knowledge of sequential actions, which are required to perform curriculum maneuvers and actions during the brief, flight, or debrief and the ability to recall and execute these sequential actions.

c. Basic airwork is the demonstrated technique and mastery of the power and flight controls to consistently obtain the desired attitude, heading, airspeed, and altitude through a range of maneuvers.

d. The NFS's success in accomplishing the particular maneuver shall be graded according to the FTI objectives or curriculum criteria.

e. Headwork, procedures, and basic airwork shall be graded on the basis of the demonstrated performance throughout the curriculum event. However, every specific flight maneuver will draw upon these three qualities. Therefore, when inferior or superior performance in headwork, procedures, or basic airwork occurs only during another specific maneuver, such performance shall be reflected in the grade assigned to the specified maneuver or action unless the lapse is of such magnitude as to demand special attention.

f. Due care shall be exercised not to lump all poor performances into the headwork, procedures, or basic airwork categories. Conversely, multiple below averages or Unable/Fair performance grades shall not be assigned for a single shortcoming, (e.g., assigning a below average in headwork, basic airwork, and approaches for being below target airspeed).

706. INSTRUCTOR PREPARATION OF STUDENT AVIATION TRAINING FORMS (ATFs). Each instructor shall ensure that ATFs are completely filled out with the best information possible. Not only shall the ATF be used to measure NFS performance on each flight compared to the standards listed in the appropriate FTI and/or curriculum outline, but it shall document any trends that may be evident to the instructor. Instructors shall also:

a. For Non-MPTS/MNTS ATFs, ensure total unsatisfactory, below average, average, and above average grades are logged in the appropriate blocks. For MPTS/MNTS ATFs, ensure total number of N/1, U/2, F/3, G/4, and E/5 grades are logged in the appropriate blocks.

b. For Non-MPTS/MNTS ATFs, give justification for all above averages (AA), below averages (BA), and unsatisfactory (U) grades. For MPTS/MNTS ATFs, all grades of E/5 shall be justified in the comments section of the ATF. Grades of U/2 shall also be justified in the comments section, unless MIF is U/2.

c. Provide general comments to include any significant trends evident to the instructor.

d. Specific reasons for incomplete and warm-up flights shall be stated in the first line of the comments section, e.g., "Incomplete due to weather...aircraft problems...student airsick..."; "Warm-up given due to NFS not being scheduled for 20 days". Document H/X deviations of greater than 0.3 hours.

e. Fill in all other appropriate blocks.

f. If completing ATFs by hand, use black ink to fill out the form. Do not use felt-tip pens.

g. Sign the appropriate block.

h. Under no circumstances shall a student control clerk sign an ATF for an instructor. If there are discrepancies with the ATF, have the instructor make the appropriate changes. If the instructor is unavailable for any reason (PCS, reserve, etc.), an Instructor Pilot assigned to student control can sign for the instructor using the following guidelines:

(1) Annotate the specific changes that were made to the ATF in the general comments section.

(2) Sign the ATF with the following documentation:
"Signed in lieu of X (original IP), X (signing officer) STUCON".

i. Pen and ink changes are not authorized on ATFs.

707. IMPORTANCE OF ACCURATE GRADES. The grades that an NFS receives are the basis for personal decisions and selections that are important to the individual and the Parent Service. It is essential that they be awarded as accurately, uniformly, and fairly as possible. Squadron Student Control shall notify NFSs of all "clerical error" grade corrections that affect NFS training status, (e.g., non-MPTS/MNTS student becomes marginal stage or phase) and the reason for grade corrections. NFSs shall be briefed and initial all grade corrections which affect their training status.

708. COMPLETE OR INCOMPLETE

a. Non-MPTS/MNTS Events. Every event shall be marked complete or incomplete.

(1) Complete. For an event to be considered complete, all items on the ATF, and in the MCG, shall be accomplished. No NFS shall complete any phase of training (Primary, Intermediate, Advanced) with less than the total published curriculum events and hours, unless waived by the appropriate authority. Documentation of any waiver to the curriculum shall be included in the ATJ.

(2) Incomplete. Any training event that fails to meet the criteria for completion above shall be marked incomplete. The event will be considered incomplete until the missed items are accomplished on the next or subsequent flights (see paragraph 602 through 605) and an ATF stating so is entered into the ATJ. The only exception to this is an extra time event in which the completion of every curriculum graded item is not required when the student has demonstrated proficiency on most items and it is determined that their performance can best be improved by focusing on those items in which they are deficient.

(a) The use of "incomplete" does not preclude the grading of an event as "unsatisfactory" (see paragraph 709.a).

(b) If the event completes a previously incomplete event, only those items that were not previously accomplished will be graded. The student is not to receive multiple grades for previously accomplished items unless such items were exceptionally well done (AA) or warrant a below average (BA) or an unsatisfactory (U).

(c) Headwork, procedures, and basic airwork shall be graded on the ATF on which the majority of items were graded.

(d) Incompleting events in order to provide extra training is prohibited.

b. MPTS/MNTS Events. In general, instructors should consider an event complete if able to accomplish either all high or all low work. This is particularly true when weather precludes one or the other, and the instructor is able to

emphasize training where weather permits. Subsequent events in the block, when available, can reverse this emphasis, hence achieving overall training balance. If a student has had ample opportunity to learn a task and subsequently flies a short mission, the instructor shall not incomplete the mission solely to provide unauthorized extra training.

(1) Assess the event complete if:

(a) Seventy-five percent of the event's hours per event (HRS/X) were used for training, and

(b) Sufficient events remain in the block to redress the imbalance, and

(c) Individual maneuvers can still be accomplished within the block.

(2) Otherwise, assess the event incomplete.

(a) Completion events

1. An event may both complete a previous event and count as an advancing event.

2. For events flown exclusively to clear an incomplete, grades on maneuvers repeated from the incomplete event do not count towards the NFS's score except where the grade assigned for the repeated item is lower than the lowest grade previously assigned on that item across all previous attempts at that event.

c. Simulator Event Completion. Assess a simulator event complete if the NFS has received a full training period per the curriculum.

709. OVERALL EVENT GRADES

a. Non-MPTS/MNTS. Overall event grades mark the NFS's progression through the curriculum. Every training event shall be marked satisfactory or unsatisfactory. The following definitions characterize overall event grades.

(1) Satisfactory. A satisfactory event is a training event during which the NFS demonstrates flight-training progress to the extent that he can be expected to succeed on the subsequent event in stage. An incomplete event is considered to be satisfactory unless it is marked unsatisfactory.

(2) Unsatisfactory. An unsatisfactory event is an academic, simulator, or flight event in which any of the following has occurred:

(a) The NFS is inadequately prepared for the scheduled event. A "Ready Room Down" is awarded when a student demonstrates unsatisfactory knowledge during a brief. An ATF

shall be generated for all "Ready Room Downs" and at least one item on the ATF shall be graded unsatisfactory. A missed brief does not constitute a "Ready Room Down" and should be dealt with using other disciplinary methods. Use a pink sheet to document a missed brief by checking the bottom right hand box under Type Action at the top of the form and placing "missed brief" in the space provided, then administer counseling/discipline as required by the squadron commanding officer.

(b) The NFS fails an examination as discussed in paragraph 403.

(c) The NFS is graded unsatisfactory for any curriculum item during an event (regular curriculum flight, warm-up, recheck, special progress check), where minimum accepted curriculum performance standards are not achieved.

1. The NFS exhibits unsafe tendencies which could result in safety of flight violations, flight rule violations, violations of safe operating practices, or

2. The NFS fails to display the alertness, judgment and stability commensurate with that normally expected of one at the NFS's experience level, or

3. The NFS is unsafe for solo.

(d) If an unsatisfactory is awarded on an extra time event, other than the final in a series, the NFS may continue with the remaining extra time events, unless flagrant safety or flight rule violations, or grossly dangerous tendencies are noted. An unsatisfactory on the final event of a series of extra time events, or an unsatisfactory for flagrant safety or flight rule violations, or grossly dangerous tendencies, precludes further training until authorized by competent authority.

(e) The NFS expresses or demonstrates lack of motivation during the event.

b. MPTS/MNTS. Overall event grades represent the NFS's progression through MPTS/MNTS. Every training event shall be marked "Pass," "Marginal," or "Unsatisfactory". The following definitions characterize overall event grades.

(1) Pass

(a) Prior to EOB: Progress is adequate to meet standards by EOB.

(b) EOB: The NFS's performance meets or exceeds standards.

(2) Marginal. Ability to meet the standards by the EOB is questionable. Instructors may not award a Marginal on an EOB sortie or check ride.

(3) Unsatisfactory. NFS exhibits dangerous tendencies, or progress towards meeting EOB standards is insufficient. Unsatisfactory overall is at the instructor's discretion. If the NFS receives an unsatisfactory that does not result in an IPC/FPC, the ATF shall be printed on yellow paper. Unsatisfactory events that result in a progress check and unsatisfactory progress checks shall be printed on pink paper. The two types of unsatisfactory events are outlined below:

(a) Flight/Simulator Unsatisfactory. A flight or simulator unsatisfactory may be awarded anytime following the completion of a successful event brief.

(b) Ready Room Unsatisfactory (RRU). A Ready Room Unsatisfactory is defined as either of the following situations:

1. The NFS is inadequately prepared for the scheduled event. A "Ready Room Unsat" is awarded when an NFS demonstrates unsatisfactory knowledge during a brief. A pink ATF shall be generated for all "Ready Room Unsats" and at least one item on the ATF shall be graded unsatisfactory. A missed brief does not constitute a "Ready Room Unsat" and should be dealt with using other disciplinary methods. Use a supplemental ATF to document a missed brief, then administer counseling/discipline as required by the squadron CO.

2. The NFS fails an examination.

c. Awarding Overall MPTS/MNTS Event Grades. The NFS's overall grade is based on the NFS's performance against the MIF for that event. The following rules govern overall sortie grading.

(1) Performance must meet MIF by EOB. If the NFS has previously met MIF in the block, he or she must still meet MIF in the EOB flight.

(2) Prior to EOB, performance must meet/exceed previous block MIF. EXAMPLE:

(a) C40 MIF requires a F/3 for takeoff. C41 MIF requires a G/4.

(b) The NFS must meet or exceed F/3 to progress out of C40.

(c) The NFS must maintain or exceed F/3 until the last C41 sortie, by which time the NFS must attain G/4.

(3) NFSs shall maintain or exceed MIF performance from one block to the next within stage or between media within stage. The exception is when MIF on a subsequent block is below the preceding block MIF. In these cases, the lower MIF applies.

(4) Regression Rules. Regression rules address uneven progress through training. Regression is defined as performance below the previous block MIF.

(a) The NFS is allowed up to two maneuver grades of F/3 where a G/4 is required on previous block MIF, and:

1. The NFS has previously demonstrated G/4 proficiency when a G/4 was required on previous block MIF,

2. The maneuver was not a check ride/safe-for-solo critical (+) item,

3. The instructor is satisfied the NFS is ready to progress to the next sortie.

(b) The instructor shall award an overall unsatisfactory if:

1. Regression was to a U/2 where F/3 or G/4 is required on previous block MIF, or

2. If performance on the same maneuver for two consecutive sorties resulted in a F/3 where a G/4 is required on previous block MIF, or

3. There was regression on more than two items during one event.

710. SPECIAL MARKS

a. Further Training. When an instructor awards an unsatisfactory grade on a non-MPTS/MNTS training event, that instructor shall indicate on the ATF an assessment as to whether or not further training is warranted. If further training is considered warranted, the instructor shall indicate the nature and extent of training recommended to bring the NFS up to satisfactory standards.

b. Safe for Solo, or Unsafe for Solo. Upon completion of a curriculum dual flight preceding a NFS's solo, the instructor shall mark the ATF "Safe for Solo" or "Unsafe for Solo" as appropriate.

(1) Safe for Solo means that the NFS has demonstrated the capability to safely take off, fly the required maneuvers, respond satisfactorily to emergencies, return, and land the aircraft alone.

(2) Unsafe for Solo means that the NFS has not demonstrated the capabilities above, or has demonstrated a propensity for flying in a dangerous manner or indicates serious headwork shortcomings. This is also considered an unsatisfactory event.

c. Dangerous or Unsafe Tendencies. Performance which is sufficiently erratic or inconsistent such that, if not corrected or anticipated by the instructor, is likely to result in injury, incident, or accident. This includes erratic headwork, or sudden hazardous procedural deviations that tax or exceed the instructor's corrective ability. For MPTS/MNTS NFSSs, a corresponding grade of U/2 shall be assigned as appropriate.

d. Special Syllabus Requirements (SSR). SSRs are allocated to MPTS/MNTS flights. Unless noted otherwise, instructors may accomplish SSRs on any flight within the block. SSRs shall be completed in the specified block. Completed SSRs shall be annotated in the ATF's comments section. Assign NG/1 as the SSR maneuver grade.

711. NON-MPTS/MNTS GRADING PROCEDURES

a. Completed Events. The marks assigned and recorded on each ATF are totaled separately for each grading column. Except for events listed in paragraph 710c, the totals in stage for each column are then carried forward cumulatively. When completing a previously incompleting event, grade only those items needed to complete that event, unless certain items that had already been assigned a grade warranted an Above Average (AA), a Below Average (BA), or were Unsatisfactory (U).

b. Incomplete Events. Incomplete curriculum events are graded (on those items completed) and these marks are used in the cumulative totals.

c. Events Excluded from Cumulative Totals. The following events are graded, and the marks entered on the ATF, but such grades are not included in the cumulative totals:

(1) Mandatory warm-ups

(2) Extra Training (ETs)

(3) Rechecks (If the original check ride was incomplete, those items not completed on the initial check shall be graded, and counted in the cumulative total.)

d. Cumulative Grades. The cumulative total marks and the numerical grade for each stage are entered on the appropriate ATF flight summary. Numerical grades shall be calculated to the third decimal place and standard rounding procedures apply. The numerical grade (G) is computed using the formula:

$$G = \frac{(\text{Total AA} \times 4) + (\text{Total A} \times 3) + (\text{Total BA} \times 2) + (\text{Total U} \times 1)}{\text{Total AA} + \text{Total A} + \text{Total BA} + \text{Total UGrade}}$$

Specific grade weights may be modified by the applicable CNATRAINST 1542 curriculum.

e. Carrier Qualification (CQ) Cumulative Grades. Numerical grades shall be calculated to the third decimal place and standard rounding procedures apply.

Numerical grade (CQ) = (Numerical grade of FCLP + Numerical grade of ship qualification flight)/2

f. Cumulative Phase Grade (CPG). CPG is defined as the sum of all cumulative stage grades, including CQ, divided by the number of grades included in the sum (i.e., CPG is the cumulative stage grade average).

g. Phase Aggregate Score (PAS) for non-MPTS SNAs. An SNA's PAS is a comparative ranking based on the previous population of completers for a specific phase of flight (e.g., Primary, Intermediate, or Advanced). PAS indicates SNA performance relative to a normative population of other recent SNAs.

(1) From a population of previous students, a SNA's PAS is calculated using the following formula:

$$\text{SNA PAS} = 50 + 10 * [(0.98(S-M)/SD)]$$

Where

S - SNA Cumulative Phase Grade
M - Squadron Average Grade
SD - Standard Deviation of Squadron Grade

h. NSS is calculated to correct for potential non-normality in the distribution of PAS. NSS may be calculated from PAS by using the formula below:

$$\text{NSS} = 50 + 10 * [(PAS - MPAS)/SDPAS]$$

Where

PAS - NFS PAS
MPAS - Squadron Average PAS
SDPAS - Squadron Standard Deviation of Squadron PAS

i. Finalization of PAS and NSS values for non-MPTS SNAs. Because PAS and NSS represent normed transformations of SNA Score, their values can change each time the pool of data upon which they are based is updated.

(1) An SNA's PAS and NSS values are not considered official until they are locked by the squadron, after which point any changes to an SNA's apparent PAS or NSS resulting from the addition of new data to the normative group shall be ignored.

(2) PAS and NSS values are to be locked based upon the contents of the respective normative groups as of:

(a) the day the SNA completes his or her last syllabus event, if squadron normative data is refreshed on that date, or

(b) the day of the next update of squadron normative data.

(c) PAS and NSS values shall not be locked based on an SNA's projected winging date.

(3) If necessary due to unavoidable delays in flight data entry for an SNA for whom phase scores are required, or for a significant portion of the normative group on which that SNA's PAS and NSS are to be based, the PAS and NSS lock date for a group of SNAs may be delayed by up to one week with approval by CNATRA N7.

712. MPTS/MNTS GRADING PROCEDURES

a. NFS Score. The NFS's score (S) for any event, block, or phase is the sum of the NFS's grades for gradable maneuvers in both the aircraft and simulator divided by the sum of the MIF for those maneuvers (i.e., Grade/MIF). Rules for summation of score across blocks and phase are as follows:

(1) Block score is calculated as the sum of item grades counted toward PAS within a block divided by the sum of the MIF for those same items. Block score is not calculated as the average of the event scores within a block.

(2) Phase score is calculated as the sum of item grades counted toward PAS within a phase of training divided by the sum of the MIF for those same items. Phase score is not calculated as the average of the block scores within a phase or event scores within a phase.

b. Item Grades Counted Toward Score. For purposes of event score calculation, only one grade per item may be recorded for any single lesson designator (e.g., C4104).

(1) Item grades are recorded only from events with lesson designators ending in numbers < 10 or 90. Item grades awarded on events with lesson designators ending in 84, 85, 86, or 87 are not counted toward NFS score under any circumstances. See paragraph 712.b.(3) below for special disposition of IPC/FPC lesson designators ending in 88 or 89.

(2) On repeated lesson designators (typically due to incomplete and/or Unsatisfactory previous attempts), item grades awarded will count toward score only if:

(a) Those items were ungraded on all previous attempts at that lesson designator (i.e., An NFS has only one attempt at an item across all repeats of the lesson designator), or

(b) The grades on the repeat are the lower than all previous grades awarded on that item for all repeats of that lesson designator. In other words, if an NFS attempts the same item several times across repeats of the same lesson designator, only the lowest grade awarded for that item counts toward the NFS's score.

(3) Some item grades awarded on IPC/FPC events (i.e., those with lesson designators ending in 88 or 89) may be counted toward NFS score. If the lesson designator used to construct the mission profile of the IPC/FPC is incomplete prior to the IPC/FPC, and if sufficient item grades are awarded on an IPC/FPC to complete the X, the IPC/FPC item grades needed to complete the advancing X shall be counted toward NFS score.

(4) Any specific requirement(s) outlined above in paragraph 712.b. for item grade tabulation to produce lesson designator grades may be temporarily waived due to software limitations encountered by a TRAWING at the discretion of CNATRA N7.

c. Phase Aggregate Score (PAS). An NFS's PAS is a comparative ranking based on the previous population of completers for a specific phase of flight. PAS indicates only NFS performance relative to a normative population of other recent NFSs. Under the MPTS/MNTS system, PAS is not by itself an indication of whether an NFS has met the criteria necessary for winging or continuation in aviation training.

(1) MPTS SNA Calculations. From a population of previous SNAs, an SNA's PAS is calculated using the following formula:

$$\text{SNA PAS} = 50 + 10 * [(0.9 * (S - M1) / S1) + (0.1 * (M2 - TGI) / S2)]$$

Where

S - SNA Score
TGI - SNA TGI
M1 - Squadron Average Score
M2 - Squadron Average Total Graded Items
S1 - Standard Deviation of Squadron Score
S2 - Standard Deviation of Squadron TGI

(2) SNFO Calculations. From a population of previous SNFOs, an SNFO's PAS is calculated using the following formula:

$$\text{SNFO PAS} = 50 + 10 * [(0.81 * (S - M1) / S1) + (0.1 * (M2 - TGI) / S2) + (0.09 * (Acad - M3) / S3)]$$

Where

S - SNFO Score
TGI - SNFO TGI
Acad - SNFO Academic Grades
M1 - Squadron Average Score
M2 - Squadron Average Total Graded Items

- M3 - Squadron Average Academic Grades
- S1 - Standard Deviation of Squadron Score
- S2 - Standard Deviation of Squadron TGI
- S3 - Standard Deviation of Squadron Academic Grades

d. NSS. NSS is calculated to correct for potential non-normality in the distribution of PAS. NSS may be calculated from PAS by using the formula below. Note that this equation is applicable for NSS calculations based upon both SNA and SNFO versions of the PAS equation:

$$\text{NSS} = 50 + 10 * [(\text{PAS} - \text{MPAS}) / \text{SDPAS}]$$

Where

PAS - NFS PAS

MPAS - Squadron Average PAS

SDPAS - Standard Deviation of Squadron PAS

e. NOTE: Like PAS, under the MPTS/MNTS system, NSS indicates only student performance relative to a normative population of other recent NFSs. Under MPTS/MNTS, NSS is not by itself an indication of whether an NFS has met the criteria necessary for winging or continuation in aviation training.

f. Finalization of PAS and NSS values for NFSs. Because PAS and NSS represent normed transformations of NFS Score, TGI, and Academic Grades (for SNFOs), their values can change each time the pool of NFS data upon which they are based is updated. An NFS's estimated NSS can change from 50.2 on Friday to 49.9 on Monday, purely due to updates of the normative group used to scale the NFS's raw data into a point on the NSS continuum.

(1) An NFS's PAS and NSS values are not considered official until they are locked by the squadron, after which point any changes to an NFS's apparent PAS or NSS resulting from the addition of new data to the normative group will be ignored.

(2) PAS and NSS values are to be locked based upon the contents of the respective normative groups as of:

(a) the day the NFS completes his or her last syllabus event, if squadron normative data is refreshed on that date, or

(b) the day of the next update of squadron normative data.

(c) PAS and NSS values shall not be locked based on an NFS's projected winging date.

(3) If necessary due to unavoidable delays in flight data entry for an NFS for whom phase scores are required, or for a significant portion of the normative group on which that NFS's PAS and NSS are to be based, the PAS and NSS lock date for a

group of NFSs may be delayed by up to one week with approval of CNATRA N7.

713. WARM-UP AND EXTRA TRAINING GRADING. Non-MPTS/MNTS mandatory warm-up/extra training events are graded, but the marks are not included in the cumulative totals box. For MPTS/MNTS students, break-in-training warm-up event (YXX86) and extra training event (YXX87) grades do not satisfy block or MIF requirements and shall not be included in the cumulative totals. For both grading systems, in order to ensure that warm-up and extra training grades are not included, the ATF shall be stamped "Warm-up/Extra Training" in the cumulative totals box. Flagrant safety or flight rule violations, unsatisfactory procedural knowledge, or grossly unsafe performance that is not delay related, on a warm-up or extra time event shall be marked unsatisfactory, and will be considered an unsatisfactory event, in accordance with paragraph 709.a.(2) and 709.b.(3).

714. CHECK EVENT. A check event is a regularly scheduled curriculum event given to an NFS in order to evaluate the student's progress toward the desired standard of performance and to achieve established curriculum criteria safely within the normal period of training. For MPTS/MNTS NFSs, specific provisions contained in paragraph 716 are applicable to evaluation fights (check rides, YXX90, and progress checks, YXX88 and YXX89) and ground evaluations.

715. RECHECK. A recheck is an extra training event given to a student for the same purpose as a check event. Rechecks are not authorized for MPTS/MNTS NFSs. A Recheck is given in the case of a previously unsatisfactory curriculum check after a determination has been made to continue the NFS's training. Rechecks are graded, but the marks are not included in the cumulative totals, unless the previous check event was incomplete. In that case, the previously incomplete items shall be included in the cumulative totals. The "Recheck" stamp is placed directly above the cumulative totals boxes. All maneuvers listed on the applicable ATF for the recheck should be flown. If the unsatisfactory item is determined to be unrelated to the majority of graded items, the squadron CO, his designated representative, or PRB may designate specific maneuvers to be flown. Any incomplete item on the original flight shall be flown and graded.

716. SPECIAL PROGRESS CHECK (non-MPTS/MNTS Only). A special progress check is an evaluation given to an NFS by a standardization instructor to determine if the student can satisfactorily complete the flight training program in a reasonable time. For MPTS/MNTS NFSs, special progress checks are not authorized. A Special Progress Check is awarded by a progress review board (PRB) or higher authority. Once awarded by a PRB action, the special progress check shall be flown prior to

further student processing. A special progress check can be any curriculum event that the student has already completed. A special progress check is conducted as though it was a curriculum event, except there are no grades given for the individual items on the ATF. Only an overall grade of "Satisfactory" or "Unsatisfactory" shall be assigned to the flight. Satisfactory completion of a special progress check signifies that further training is warranted. Unsatisfactory completion of a special progress check results in direct referral to the Commodore for attrition determination.

717. MPTS/MNTS EVALUATION FLIGHTS AND GROUND EVALUATIONS

a. Authorized Evaluators. The squadron commander shall designate progress check instructors for each stage.

b. Check Rides (SXX90)

(1) Check rides amount to single event training blocks. Therefore, all rules regarding progressing out of a block apply, except as noted below:

(a) NFS should fly a representative cross section of optional maneuvers.

(b) Up to two optional maneuvers may be graded F/3 where G/4 is required without requiring an overall unsatisfactory.

(c) The NFS should be able to demonstrate required levels of proficiency without instructor assistance. However, instruction is allowed on check rides and NFSs may re-accomplish maneuvers at the progress check instructor's discretion.

(d) The entire event should be devoted to assessing the NFS's ability and readiness to progress to the next stage of training. All maneuvers indicated with a plus (+) are checkride critical and must be accomplished to MIF.

(e) Regression rules contained in paragraph 709c.4 do not apply to check rides.

(2) Incomplete check ride. The check ride shall be incomplete when:

(a) Any (+) item was not flown, or

(b) The progress check instructor was unable to sample sufficient examples of a given maneuver to assess the NFS's overall performance.

NOTE: The subsequent flight need only include maneuvers required to complete the check.

(c) Exceptions. The check is complete and the overall grade is unsatisfactory if:

1. Any critical item is below MIF, or
2. More than two non-critical items were graded F/3 where G/4 is required, or
3. Any maneuver is graded U/2.

c. Progress Check Procedures

(1) The Progress Check instructor shall consider the NFS's proficiency, judgment, air sense, and overall ability to maneuver the aircraft safely and confidently. The NFS must also demonstrate the potential to successfully complete the current phase of training as well as any remaining undergraduate or FRS level training. All progress checks must meet MIF for the most recently completed block of training. Flight progress checks shall be full mission profiles emphasizing the student's weak areas and a representative cross section of area and pattern maneuvers. All critical items do not need to be accomplished. Document failed progress checks on a pink colored version of the respective ATF for the failed event generating the progress check. For purposes of determining when IPCs or FPCs are required, no distinction need be drawn between unsatisfactory ready room events and unsatisfactory flight events. Both contribute to the same IPC/FPC process. CO-directed FPC events, described in paragraph 723, may be conducted as deemed necessary by the CO.

(2) IPC. The following defines when to conduct an IPC, IPC outcomes, and IPC instructors.

(a) Criteria for IPC:

1. Failed check ride (SXX90).
2. For Primary SNAs, three consecutive UNSATs in the same block not including ET (SXX87) or Warm-up (SXX86) events.
3. For all others, two consecutive or three unsatisfactory events in a block not including ET (SXX87) or Warm-up (SXX86) events.
4. A single Ready-Room Unsatisfactory (RRU) event.

5. Failing two exams.

6. Operations Officer or above directed when the NFS's potential to complete MPTS/MNTS is in doubt.

(b) Outcomes:

1. Passing returns the student to normal syllabus flow.

2. Failing the IPC results in an FPC.

(c) IPC Instructors. The Operations Officer or his representative, usually a designated Standardization Instructor, shall administer the IPC. The IPC shall not be administered by the NFS's on-wing or the instructor that generated the unsatisfactory grade, resulting in the IPC. An IPC conducted in a simulator shall be monitored by a qualified IPC instructor. The squadron IPC instructor is required to make a return to training or continue the elimination process recommendation to the Squadron CO. An IPC instructor who awards an unsatisfactory grade on the IPC shall not fly with that NFS again during that particular stage of training.

(3) FPC. The following defines when to conduct an FPC, FPC outcomes, and FPC instructors.

(a) Criteria for FPC:

1. Following a failed IPC.

2. If the conditions requiring an IPC exist and the NFS has already accomplished an IPC.

3. CO-directed FPC as described in paragraph 723 when the NFS's potential to complete MPTS/MNTS is in doubt.

(b) Outcomes:

1. Passing returns the NFS to normal syllabus flow.

2. Failing results in an attrition recommendation by the CO to the TRAWING Commander and a subsequent Training Review Board (TRB).

(c) FPC Instructors. The CO, XO, or a CO-designated representative administers the FPC. Wherever possible, FPCs should be conducted by the CO, or in his or her absence, the XO. In the event that neither the CO nor XO are qualified or available to instruct in the required stage, the CO may designate

an officer of rank O-4 or above to conduct the FPC by direction. The FPC shall not be administered by the NFS's on-wing, or the instructor that generated the unsatisfactory grade resulting in the FPC. An FPC conducted in the simulator shall be monitored by a qualified FPC instructor. The FPC instructor is responsible for a return to training decision or an elimination recommendation to the TRAWING Commander.

d. Progress Check Counseling

(1) Prior to an IPC. The NFS's Flight Leader or the Operations Officer shall counsel the NFS on the Progress Check Training Review Process and document counseling using CNATRA-GEN 1542/16, Supplementary Jacket Form.

(2) Upon completion of an IPC. The IPC instructor or Operations Officer shall counsel the NFS on the Progress Check Training Review Process. When conducted by the IPC instructor, document counseling on the IPC ATF. When conducted by the Operations Officer (and the Operations Officer was not the IPC instructor), document counseling using CNATRA-GEN 1542/16, Supplementary Jacket Form.

(3) Upon completion of an FPC. The CO or his or her designated representative shall counsel the NFS. Counseling should consist of the Progress Check Training Review Process, elimination/retention recommendations, and future courses of action. The CO shall document counseling on the FPC ATF. If conducted by a designated representative, document counseling using CNATRA-GEN 1542/16, Supplementary Jacket Form.

(4) NFSs who are being processed for an IPC/FPC, and subsequently submit a Drop on Request (DOR), shall be processed as DORs.

718. MARGINAL PERFORMANCE

a. Non-MPTS/MNTS. Early identification of marginal performance is key to the determination of actions the command and NFS must take to improve NFS performance. Marginal performance shall be identified to focus attention on the NFSs whose performance, though technically passing, is substandard. NFSs' grades shall be reviewed weekly to determine marginal performance. A marginal review is done after completion of a minimum of four graded syllabus events, or at the discretion of the Squadron CO for stages consisting of fewer than four syllabus events.

b. MPTS/MNTS NFSs. An NFS who receives two UNSATS in a block of training, or three UNSATS within a single stage of

training shall be considered Marginal and placed on SMS in accordance with paragraph 722.

719. CALCULATION OF NFS AND SQUADRON AVERAGES FOR BOTH Non-MPTS/MNTS and MPTS/MNTS SQUADRONS. Calculation of phase aggregate scores (PAS) and squadron phase average scores for MPTS/MNTS students shall be determined in accordance with paragraph 712. For all non-MPTS/MNTS students the student's stage and phase grades shall be calculated by the formulas listed in paragraph 711, with the exclusion of the events listed in paragraph 711.c.

a. The squadron averages and standard deviations, used for marginal designation and for calculating the NFS NSSs, shall be calculated monthly using the grades from all NFSs meeting the criteria defined in paragraph 719.b.(1) below during the previous twelve calendar months, or the last 200 students (60 students for Jet training), whichever number is greater. An NFS's phase PAS and NSS shall be calculated using the squadron averages and standard deviations for all items included in PAS calculations per paragraph 712 for the month in which the NFS completed the last graded event in that phase of training.

b. Each month, squadrons shall compute the squadron's block (or stage for Jet training) and phase averages based upon the grades of all NFSs meeting the criteria in paragraph 719.b.(1) below for the respective stage or phase during the previous twelve calendar months, or the last 200 NFSs (60 for Jets), whichever number is greater. Squadrons having less than 200 NFSs (60 for Jets) completing a stage or phase of a particular syllabus shall compute the squadron's stage and phase averages based upon the grades of all NFSs meeting the criteria in paragraph 719.b.(1) below for the respective stage or phase of that syllabus during the previous twelve months.

(1) The grades of **all** NFSs completing the respective block, stage, or phase shall be used in these calculations, including the grades of those students subsequently attrited as end-of-block, end-of-stage, or end-of-phase unsatisfactory. Grades of transitioning aviators (fleet returnees previously designated as aviators) shall not be included in the calculation set with SNAs or SNFOs.

(2) Squadrons calculating squadron averages and standard deviations with available normative populations of less than 200 NFSs (60 for Jets) shall annotate the squadron's posted stage and phase averages with the number of NFSs used in the calculation, and a brief statement as to the cause for using less than 200 (or 60 for Jets) NFSs' grades, e.g., "Change to syllabus 1542.XX, 12 Mar 07".

(3) The block, stage, and phase averages shall be posted in a prominent place in the Student Control Office of each squadron. Each NFS shall be counseled as to the significance of this report, and the importance of knowing how his or her score compares to block, stage, and phase averages.

720. MID-STAGE AND END-OF-STAGE MARGINAL

a. For MPTS/MNTS NFSs, mid-stage and/or end-of-stage marginal determinations are not required and need not be computed.

b. For Non-MPTS/MNTS NFSs, classification as Marginal Mid-Stage and Marginal End-of-Stage does not necessarily indicate overall unsatisfactory performance, but does indicate substandard performance in that stage of training. Stage marginal is defined as an NFS flight grade 1.2 or more standard deviations below the squadron average for an active or completed stage respectively. At NAVAVSCOLSCOM, marginal performance is indicated by an NFS grade more than 1.5 standard deviations below the average.

c. For non-MPTS/MNTS squadrons, marginal performance shall be documented on a "pink sheet", CNATRA-GEN 1542/31, for trend analysis. The marginal shall not be entered on the Pink Sheet Summary card, CNATRA 1542/90, and shall not count as an Unsat/Delinquency towards Progress Review Board (PRB) action. Under "Type Action" on the pink sheet, CNATRA-GEN 1542/31, the blank box in the lower right corner shall be checked and annotated "Marginal Mid-Stage or End-of-Stage" as appropriate. Under the "Action taken" the blank box in the lower right corner shall be checked and annotated "trend analysis only". NFS counseling shall be documented by his/her signature on the pink sheet. Actions dictated by paragraph 720 shall be followed after the assignment of a marginal Mid-Stage or End-of-Stage.

d. Weekly, non-MPTS/MNTS squadrons shall generate a list of NFSs who are marginal. An NFS whose stage grade is 1.2 or more standard deviations below the current squadron stage average shall be designated marginal 'mid-stage or end-of-stage', referencing paragraph 720 for disposition instructions; a CNATRA-GEN 1542/31 "pink sheet" shall be initiated. NFSs identified as marginal before the end of a stage shall be treated as marginal until the end of that stage.

e. If an NFS receives an unsatisfactory grade and a pink sheet on an event, and is also designated as marginal as a result of the same event, no additional pink sheet is required. However, the pink sheet will be annotated that the NFS's performance is also marginal in addition to the unsatisfactory grade.

721. MARGINAL PERFORMANCE DISPOSITION (for Non-MPTS/MNTS NFSs)

The purpose of marginal designation is to identify NFSs potentially in danger of attrition, and apply practical steps to determine what actions are required to prevent it. Marginal performance disposition is not applicable for MPTS/MNTS NFSs. MPTS/MNTS marginal performance shall be handled in accordance with paragraph 722. For non-MPTS/MNTS students, the following steps shall be taken:

a. Student control officer and stage head/flight leader shall conduct a jacket review to determine specific trends/problems during that stage, previous stages, or ground support (academics/flight support) and document their findings on CNATRA-GEN 1542/16, Supplementary Jacket Form.

b. Any remediation proposed should be directed to resolve specific problems with NFS performance, i.e., recommend specific course of action to include additional flight or simulator training (ETs), or chalk-talks. For example, an NFS marginal during FAM might be identified as having problems with traffic pattern and landings. Thus remediation should be focused on those basic procedures and skills, not merely reflighting FAM stage flights.

c. The Naval Air Training Class Advisor Program (NATCAP) officer for that student shall be consulted in regards to personal "human factors" issues.

d. The student shall be interviewed to identify potentially adverse circumstances (i.e., sleeping problems, family problems) which may be perceived as having an effect upon the NFS's ability to perform.

e. The Operations Officer (or other officer so designated by the squadron CO) shall consider the NFS's documented performance, recommendations by the student control officer, stage head/flight leader and the NATCAP officer to determine the appropriate remediation. The remediation plan must also identify the steps to evaluate NFS progress upon completion of the remediation. The Operations Officer, acting with the squadron commander's concurrence may, pursuant to paragraph 803, award as many as two ETs for an NFS who is marginal in a stage. Not more than three ETs may be cumulatively awarded in any one phase. An NFS requiring more than three ETs for marginal performance in a phase shall be considered for a PRB under the provisions of paragraph 807.

f. The NFS shall be counseled about what he/she must do to successfully complete the proposed plan for remediation and evaluation.

g. Upon completion of the remediation, the Operations Officer shall, dependent upon the NFS's demonstrated progress,

either designate the NFS to continue training or in the event of questionable performance or failure to make progress, recommend a special progress check (per paragraph 716) or a PRB.

h. An NFS who completes multiple stages as Marginal during any phase of training exhibits a trend of overall unsatisfactory performance. Any student who completes three or more stages of flight training as Marginal End-of-Stage shall be designated as Mid-Phase Unsatisfactory. It shall be documented on a pink sheet, CNATRA-GEN 1542/31, and Pink Sheet Summary Card CNATRA 1542/90, and it shall count as an Unsat/Delinquency towards future Progress Review Board (PRB) action. Two subsequent Marginal End-of-Stages will further count as an Unsat/Delinquency.

722. MPTS/MNTS STUDENT MONITORING STATUS (SMS)

a. Any student who is designated marginal shall be placed on SMS. The objective of SMS is to focus supervisory attention to an NFS's progress in training, specific deficiencies and potential to complete the program. It may also be applied to NFSs who require supervisory attention while trying to resolve personal issues.

b. The Flight Leader shall place the NFS on SMS to address sub-standard or marginal performance in a specific area.

c. SMS is intended as a short-term program. SMS requires specific goals. SMS should include, but is not limited to, training tailored to correct deficiencies as determined by the Flight Leader and Operations Officer or to address personal issues as determined by the Class Advisor. The goals and the required period in SMS must be annotated in a supplemental ATF in the NFS's ATF.

d. An NFS who receives two UNSATS in a block of training, or three UNSATS within a single stage of training shall be considered Marginal and placed on SMS.

e. If the NFS achieves the goals within the SMS period or when personal issues are resolved, the NFS returns to normal training flow. If the NFS is unable to meet the specific goals of SMS or performance does not improve, the NFS shall progress to an Final Progress Check (FPC).

723. COMMAND DIRECTED FINAL PROGRESS CHECK (FPC). The CO may direct an FPC when an NFS's potential to complete an MPTS phase is in doubt. Prior to the FPC the squadron shall conduct a thorough training jacket review in order to ensure that all training was properly conducted. The content of the command directed FPC is left to the discretion of the CO. It may consist of an NFS interview, a flight, a flight brief, or any other event

that the CO desires to form a decision as to whether or not the NFS should continue in training. Passing a Command Directed FPC returns an NFS to the normal training flow. If the NFS fails the FPC, the squadron CO shall recommend him/her for attrition and forward the results to the TRAWING Commander. The CO shall provide sufficient documentation annotated on a Supplemental ATF.

CNATRAINST 1500.4G
14 SEP 2007

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CHAPTER VIII

FAILURE TO MAINTAIN REQUIRED STANDARDS
UNSATISFACTORY PERFORMANCE ADMINISTRATIVE PROCEDURES

800. FAILURES. Administrative procedures are set forth in this chapter to deal with NFSs who fail to meet the minimum acceptable standards. Table VIII-1 outlines administrative action for unsatisfactory events at NAVAVSCOLSCOM. For non-MPTS/MNTS NFSs, the procedures will vary according to the number of unsatisfactory grades previously received by the NFS and are outlined in Table VIII-2. Table VIII-3 outlines the handling of unsatisfactory events for MPTS/MNTS NFSs. After a pipeline change, unsatisfactory grades received in the discontinued pipeline after the Primary Phase do not count when determining minimum authority and maximum allowable extra instruction for failure in the new pipeline. It is the reviewing authority's responsibility to ensure that resources are not expended on those individuals who clearly demonstrate an inability to achieve curriculum criteria within normal time limitations. Naval Air Training Command (NATRACOM) flight criteria are designed to enable the students to meet minimum curriculum standards within the published time-to-train (TTT).

801. INITIAL ACTION. For non-MPTS/MNTS NFSs, training shall be suspended following an unsatisfactory event, or unsatisfactory phase completion, until action required by Table VIII-2 is complete.

802. SUSPENSION FROM AND RETURN TO TRAINING. NFSs may have their training suspended or may be returned to training upon the authority of the designated officer as outlined in Table VIII-1, Table VIII-2, or Table VIII-3. Every effort shall be made to minimize the time an NFS is suspended from training.

803. EXTRA TRAINING (ET)

a. Non-MPTS/MNTS NFSs. Table VIII-2 lists the authority required and applicable limitations for all cases of failure.

(1) Extra training is awarded only to those NFSs exhibiting the capability to satisfactorily achieve curriculum criteria.

(2) Once awarded, all extra training events shall be completed unless that event was characterized as optional (e.g. a non-MPTS/MNTS NFS awarded two extra training (ET) events and recheck due to unsatisfactory check event must complete all three events, even if the NFS performed to checkride standards on either ET event). With the exception of carrier qualification (CQ), all awarded extra training and rechecks must be completed prior to continuing in any other stage.

(3) An NFS who fails any of a series of extra training other than the final extra training, for reasons other than flagrant safety or flight rule violations, unsatisfactory procedural knowledge, or grossly unsafe performance that is not delay related, is still entitled to complete the remaining extra training. Unsatisfactory performance will be marked as such, but does not count as a failure as used in Table VIII-2. Such failure is to be considered by the members of a PRB or by those responsible for administrative or review action, in the event of subsequent failure.

(4) If an NFS fails the final or only period of extra training, and the awarding of extra training was not conditional, the failure is considered an unsatisfactory event, and will be handled as such in accordance with Table VIII-2.

(5) TRAWING Commanders shall ensure all minimum flight time requirements are met in accordance with the curriculum guide and this instruction. TRAWING Commanders shall ensure NFS have their training conducted in a manner which shall ensure they obtain/achieve their authorized minimum syllabus flight time, as per their assigned curriculum, with the following authorized exceptions:

(a) Additional Sorties to meet authorized Minimum Syllabus Flight Time shall be completed for those NFSs with an NSS of less than 50. The Minimum Syllabus Flight Time may be waived by the TRAWING Commander and documented on a Supplemental ATF for NFSs with an NSS of 50 or above.

(b) Minimum night flight hours shall not be waived. Sorties to meet minimum night flight time shall be flown as extra training (ET) sorties and those regulations shall apply. Sorties shall meet training requirements for which the ET is flown.

(c) If upon completion of the NFS's individual syllabus, it is determined that the NFS did not achieve the minimum solo flight time for that assigned curriculum, the minimum solo flight time may be waived by the TRAWING Commander and documented on a Supplemental ATF.

b. MPTS/MNTS NFSs. Table VIII-3 lists the authority required and applicable limitations for all cases of failure. This instruction supersedes guidance in individual Master Curriculum Guides.

(1) Extra Training (ET) Sorties (YXX87): All ETs shall be dual and coded as YXX87 (e.g. C4187).

(a) ET sorties include, but are not limited to:

1. IPC/FPC ET Sorties. ET events are awarded to compensate for training inadequacies (e.g., poor sortie/maneuver continuity, or improper instruction) caused by an inadequacy of the training unit, not to compensate for a lack of ability, aptitude, or effort on the part of the NFS.

a. Preceding an IPC. The Operations Officer may authorize one ET prior to an IPC.

b. Preceding an FPC. The CO may authorize as many as two ETs prior to a FPC.

c. IPC/FPC YXX87 sorties **shall not** be awarded to remediate unsatisfactory NFS performance unrelated to unit/instructional training inadequacies.

d. Document IPC/FPC YXX87 events using a CNATRA-GEN 1542/16, Supplementary Jacket Form.

(2) TRAWING Commanders shall ensure all minimum flight time requirements are met in accordance with the curriculum guide and this instruction. TRAWING Commanders shall ensure NFS have their training conducted in a manner which shall ensure they obtain/achieve their authorized minimum syllabus flight time, as per their assigned curriculum, with the following authorized exceptions:

(a) Additional Sorties to meet authorized Minimum Syllabus Flight Time shall be completed for those NFS's with an NSS of less than 50. The Minimum Syllabus Flight Time may be waived by the TRAWING Commander and documented on a Supplemental ATF for NFS's with an NSS of 50 or above.

(b) Minimum night flight hours shall not be waived. Sorties to meet minimum night flight time shall be flown as extra training (ET) sorties, and those regulations shall apply. Sorties shall meet training requirements for which the ET is flown.

(c) If upon completion of the NFS's individual syllabus, it is determined that the NFS did not achieve the minimum solo flight time for that assigned curriculum, the minimum solo flight time may be waived by the TRAWING Commander and documented on a Supplemental ATF.

(3) If the ET does not meet the training objectives, the Operations Officer or above decides if an additional sortie is warranted.

804. EXTRA INSTRUCTION (EI). Any extra instruction that an NFS receives over and above the content specified in the MCG,

excluding extra training events (ETs), shall be documented using a CNATRA-GEN 1542/16, Supplementary Jacket Form. Extra instruction includes: extra academic instruction; extra chalk talks; extra simulator time; extra briefings, and any other extra instruction not received as part of the curriculum. Extra instruction **does not** include extra flight events or simulator events (ETs).

a. When the maximum authorized administrative assistance has been offered to the NFS, and the NFS shows no appreciable progress upon the completion of the extra instruction, or when the NFS's performance indicates that further training is not warranted, the NFS shall be referred to a PRB or an IPC/FPC as appropriate.

b. Extra instruction and extra flight training events for IMSS will be handled in accordance with Table VIII-2.

805. TERMINATION OF FLIGHT TRAINING. Minimum authority to terminate flight training because of unsatisfactory performance is vested in the TRAWING Commander and CO, NAVAVSCOLSCOM, except in the case of IMSS. This authority may not be further delegated.

806. CONDITIONALLY RETURNED TO TRAINING

a. An NFS granted a return to training on a conditional basis (e.g. no more academic failures, no more late shows, no more below averages in landings, etcetera) by the TRAWING Commander or CO, NAVAVSCOLSCOM, who fails to meet the specific conditions of the return to training, shall be attrited unless the TRAWING Commander believes a change of pipelines is warranted.

b. A non-MPTS/MNTS NFS granted a return to training on a conditional basis who fails to meet the specific conditions of the return to training, shall be referred directly to the TRAWING Commander for disposition.

c. The conditions are removed once an NFS has successfully met the specific conditions under which he or she was conditionally returned to training.

807. PROGRESS REVIEW BOARD (PRB) (Non-MPTS/MNTS NFSs). A non-MPTS/MNTS NFS who fails to meet the required curriculum standards; or whose performance indicates that further training is not warranted, whether or not any extra instruction/training was received; or whose performance indicates a need for extra attention; shall be referred to a PRB.

a. The board's function is to examine the potential of an NFS who has been referred to them, and to make appropriate disposition recommendations. The goal of the board is to determine whether an NFS is capable of satisfactorily completing

that particular phase and subsequent phases of training in a reasonable amount of time.

808. COMPOSITION OF A PROGRESS REVIEW BOARD (PRB). The cognizant squadron CO, TRAWING Commander, or CO, NAVAVSCOLSCOM shall prescribe the composition of each board, subject to the following guidelines:

a. The senior board member shall be an officer with the rank of O-4 or higher. In the event that an officer with the rank of O-4 or higher is not available, a senior O-3 who possesses the necessary experience, maturity, and leadership skills may be appointed in writing by the squadron CO, TRAWING CO, or CO, NAVAVSCOLSCOM. The appointment letter shall be referenced on the PRB form, CNATRA-GEN 1542/13, as the first entry under the PRB Action section, under Reasons.

b. All board members shall be thoroughly familiar with the contents of this chapter.

c. PRBs shall be convened by the CO of the TRARON to which an NFS is assigned, the TRAWING Commander, or the CO, NAVAVSCOLSCOM, as appropriate. In cases of academic failures, the academic training officer will provide necessary records of the NFS's academic progress, and qualified academic instructors as requested by the NFS's CO.

d. The board shall be composed of individuals qualified to consider the merits of the particular case assigned. In the case of a flight or flight support failure, a majority of the board members shall be qualified to instruct in the stage in which the failure occurred.

e. The board shall consist of at least three individuals, and contain an odd number of voting members to preclude a tie vote.

f. The board shall include a representative of the service of the NFS whose case is to be considered. In the case of Marine NFSs, the squadron or TRAWING Senior Marine shall be included as a board member unless both have been disqualified under paragraph (i) below. Boards convened for academic failures may include qualified civilian instructors as members in lieu of military officers at the discretion of the Squadron CO or TRAWING Commander.

g. In addition to the members indicated previously, a flight surgeon shall be a non-voting member of the board. For any case wherein a student is determined by competent medical authority to be "Not Physically Qualified" (NPQ) or "Not Aeronautically Adapted" (NAA), the flight surgeon has responsibility for the student's disposition and a PRB is not indicated. Attrition for medical reasons can only proceed when NAMI (Code 342) has

determined that an NFS is NPQ or NAA. See appendix D for details.

h. At the discretion of CO, NAVAVSCOLSCOM, a PRB convened to evaluate progress of NFSs in Aviation Preflight Indoctrination (API) may also include an Aerospace Experimental Psychologist (AEP) as a non-voting member of the board. The AEP member will be included to provide evaluation of NFS aptitude and cognitive or attitudinal qualifications based on NFS Aviation Selection Test Battery (ASTB) scores, API academic performance, and AEP interaction with the NFS during the PRB.

i. An officer who has been directly responsible for causing an NFS's appearance before the board, has previously awarded the NFS an unsatisfactory event in that stage of training, or served as a member of a PRB for that particular NFS, shall not be a member of the board, and shall not fly with that NFS again during the stage in which the down was given.

j. In the case of International NFSs, their CLO, if one is assigned, and/or the unit IMSO should attend as a non-voting board member.

809. CONDUCT OF PRBs. The following procedures shall be followed:

a. The NFS's ATJ will be reviewed to ensure the records are correct and complete before the board convenes. All members of the board shall review the ATJ to acquaint themselves with the student's problems and past record. The senior member shall advise the board of any directives or PRB policy from higher authority. Any discrepancies or omissions in the ATJ shall be resolved by the senior member of the board prior to convening the PRB. If concern exists that the NFS's problems may be medical in origin, the NFS shall be referred to a flight surgeon for medical evaluation prior to conduct of the PRB.

b. The NFS shall be called before the board and asked the following questions at a minimum:

(1) Have you reviewed your Aviation Training Jacket?

(2) Do you have any complaints or criticisms?

(3) Do you wish to continue in this program?

(4) Do you have any personal problems that have affected your performance in the training program?

c. All members of the board are given the opportunity to question the NFS and the NFS is allowed to make a statement in his or her own behalf. The following is a list of sample questions that may be asked:

- (1) How do you study your procedures?
- (2) How much do you study? How do you study?
- (3) What can we do to help you?
- (4) Do you feel you are capable of safely and successfully completing your next flight or a solo event? Why?
- (5) Do you feel comfortable in the air?
- (6) Do you feel you know your procedures well on the ground?
- (7) Do you feel you execute your procedures properly in the air?
- (8) Ask procedural questions; specific questions about possible problem areas in the NFS's personal life, such as financial problems, health problems, sleeping problems; ask what motivates them to fly.

d. After considering all the factors relevant to the case, to the satisfaction of all members, the board in closed session, and by secret ballot, recommends by majority vote, whether to attrite, retain, or retain conditionally the NFS in accordance with the guidance below.

(1) Attrite. If the recommendation is to attrite, the board delineates the cause(s) of attrition on the PRB summary form. Only the categories of attrition in Appendix D of this instruction may be used. If more than one cause is given, the causes shall be numbered and listed in order of importance.

(a) If flight failure (FF) is a cause, it constitutes a permanent disqualification from further naval aviation training, and a negative recommendation for any further military aviation training, except as discussed in paragraph 903 concerning pipeline changes. (See NPC MANUAL 6610360).

(b) If the board suspects the cause to be "Not Aeronautically Adapted" (NAA) or "Not Physically Qualified" (NPQ) as defined in Appendix D of this instruction, the NFS is referred to the Medical Department for disposition. It is the responsibility of the Medical Department rather than the board to categorize NFSs under these causes for attrition.

(c) If "Not Officer Material" (NOM) is a cause, it constitutes a permanent disqualification from further officer candidate training in the Naval Service, and a negative recommendation for further training leading to a commission in any other military Service. This category shall be used for U.S. NFSs only.

(2) Retain. If the recommendation is to retain, and no conditions are to be set, the board shall recommend the type and amount of extra instruction and/or extra training to be provided to the NFS, if any, and a recheck, if required. In no case may the board exceed the limits of Table VIII-2.

(3) Retain Conditionally. If the recommendation is to retain conditionally, the board shall recommend the type and amount of extra instruction/training to be provided to the NFS, if any, and a recheck if required. Additionally, the board may award a special progress check (refer to paragraph 714). The board stipulates that failure to successfully complete the specific conditions of the return to training shall result in direct referral to the TRAWING Commander or CO, NAVAVSCOLSCOM.

e. If the board determines that the NFS voluntarily and willfully failed flight tests, performance tests, or academic examinations, or committed breaches of discipline in order to terminate flight training, this is also recorded. Such cases are categorized as the type of failure primarily responsible for the appearance before the board.

f. NFSs who are being processed for an unsatisfactory event, and subsequently submit a Drop on Request (DOR), will be processed as DORs.

g. At the conclusion of the board's deliberation, the NFS shall be recalled before the board and the senior member shall inform the NFS of the board's recommendation.

810. ACTION FOLLOWING A PRB. The board's report shall be forwarded to the squadron CO, TRAWING Commander, or CO, NAVAVSCOLSCOM, in all cases.

a. The CO, NAVAVSCOLSCOM has the authority to approve, modify, or overrule the recommendations of all PRBs conducted at NAVAVSCOLSCOM with no further action required.

b. The squadron CO must forward PRB results with an endorsement to the TRAWING Commander for final disposition if he/she recommends attrition, and in all cases required by Table VIII-2.

811. TRAINING REVIEW BOARD (TRB) (MPTS/MNTS). The TRAWING Commander is the final attrition authority for ALL students assigned to the Naval Aviation training program. The TRAWING shall conduct a TRB on all students recommended for attrition. In the case of USMC/USCG student, the TRAWING Commander shall consult the MATSG CO/USCG Liaison Officer on attrition/retention issues to the maximum extent possible. A Training Review Board is convened by the appropriate Training Air Wing for NFSs enrolled in MPTS/MNTS curricula following NFS failure of an FPC,

or any other training related occurrence resulting in attrition recommendation by a squadron CO. The TRB shall consider the circumstances relevant to the NFS's training within the current phase. The TRB is not a Progress Review Board, and thus the two shall not be equated. The NFS's progress has already been evaluated by this point and shall not be considered during the TRB. The board shall consider at a minimum:

- a. Quality of training provided in accordance with applicable FTI.
- b. Continuity of training provided.
- c. Outside influences/extenuating circumstances.
- d. The TRB **shall not** make recommendations based on perceived NFS potential or aspects unrelated to the administrative application of MPTS/MNTS.
- e. After considering all the factors relevant to the NFS training, the members of the TRB shall make a report to the TRAWING Commander of the adequacy or deficiency of training received. If it was determined that there was a deficiency in training, the TRB shall recommend remediation of the NFS for subsequent return to training, in accordance with the guidance provided in paragraph 814.
- f. Failure of an FPC. For ALL students, the TRAWING Commander is the final authority on a decision to attrite or retain following a failed FPC. If the TRAWING Commander decides to retain a student who has been recommended for attrition by a Squadron CO due to failure of an FPC, he/she shall prepare a memorandum for the record so stating and insert that with the miscellaneous forms on the left side of the student's ATJ.

812. COMPOSITION OF A TRB

a. The board consists of three members, one of which is the Senior Member. The TRAWING Commander designates the Senior Member in writing. The senior board member shall be an officer with the rank of O-4 or higher. In the event that an officer with the rank of O-4 or higher is not available, a senior O-3 who possesses the necessary experience, maturity, and leadership skills may be appointed.

b. At least one member will be a representative from the student's service. In the case of Marine NFSs, the Squadron or TRAWING Senior Marine shall serve as a member unless previously disqualified by the guidelines set forth below. For International NFSs, when possible, include the CLO and the TRAWING IMSO as observers.

c. Academic failures. TRBs convened due to academic failures may include one qualified civilian instructor as voting member.

d. Exclusion. The following persons are prohibited from serving as a voting member on an NFS's TRB:

(1) The NFS's on-wing.

(2) Any instructor who has sat on a previous TRB for the NFS.

(3) Any instructor who has awarded an unsatisfactory to the NFS in the relevant training stage.

(4) The IMSO, in the case of an International NFS.

813. TRB DOCUMENTATION. The board's report shall be forwarded to the TRAWING Commander for disposition. It shall include:

a. A report assessing the NFS's training quality, highlighting any deficiencies of training received. If it was determined that there was a deficiency in training, the board shall recommend remediation of the NFS for subsequent return to training.

b. A majority vote as to whether or not the student's training was in accordance with applicable directives. The TRB shall not vote to retain or attrite the student.

c. CNATRA 1542/1827 (10-00), Training Review Board Summary form, shall be used to document the proceedings.

814. ACTIONS, REPORTS, AND RECORDS OF PRBs/TRBs

a. Squadron Action. The original copy of the PRB/TRB summary form and the accompanying statements shall be completed and filed in the NFS's ATJ. If the NFS's ATJ has been divided into a permanent jacket and a working jacket, a copy of the PRB/TRB summary form shall be filed in the working jacket.

b. TRAWING Commander/NAVAVSCOLSCOM Action. When the results of a PRB/TRB are referred to the TRAWING or to NAVAVSCOLSCOM for disposition, the signed comments of the NFS's class advisor, senior member of the PRB/TRB board, and CO's recommendations shall be reviewed. The TRAWING Commander or CO, NAVAVSCOLSCOM shall determine the final disposition and return the NFS's record to the respective unit. Final retention or attrition authority may not be delegated. The decision of the TRAWING Commander to terminate flight training is final. NFS appeals shall be forwarded to CNATRA via the chain of command, requesting Admiral's Mast, and shall be submitted within five working days

of notification of attrition. Refer to paragraph 904 for additional administrative requirements and interviews following attrition.

(1) A copy of all PRB/TRB results with accompanying statements shall be retained by the TRAWING/NAVAVSCOLSCOM for record purposes. These files shall be kept for the current year and the two previous years, after which they shall be properly destroyed.

(2) No NFS shall be attrited without being personally interviewed by the TRAWING Commander or CO, NAVAVSCOLSCOM.

(3) If, prior to meeting the mandatory attrition criteria, the TRAWING Commander believes the NFS's difficulty is attributable to a specific flight difficulty that would not likely affect progress in another pipeline, the NFS may be afforded the opportunity to transfer to an alternate NATRACOM pipeline. The procedures for a pipeline transfer are outlined in paragraph 903. The pipeline transfer request, RCS CNATRA 1520-2, must be accomplished prior to submission of the separation from training report, CNATRA 1900-2, which would disqualify the NFS from future naval aviation training.

(4) The date of attrition shall be established as the date of the TRAWING Commander's or NAVAVSCOLSCOM CO's endorsement on the separation from training report. The assigned attrition code, from Appendix D of this instruction, determines future training status of an NFS. The attrition code must be an accurate reflection of the reason for the NFS's failure to complete.

(5) TRAWING Commanders or CO, NAVAVSCOLSCOM shall ensure that attrited NFSs are thoroughly counseled by appropriate staff members on the future of their service to the Navy as follows:

(a) Each TRAWING or NAVAVSCOLSCOM student control officer will establish a positive, comprehensive counseling program designed to educate attrited NFSs on their alternatives, in the NATRACOM, in the Navy, and in other services. This could involve referring the individuals to others on base with more experience in the various fields.

(b) Throughout the attrition process, the attrited NFSs will be treated in a courteous manner, and their administrative processing will be expeditious.

(6) Submit RCS CNATRA 1900-2, Separation From Training Report, and place a copy of this report in the NFS's ATJ. The Separation From Training Report shall be sent to PERS-433E for the Navy, appropriate MATSG for the Marines, and AETC for the Air Force.

815. ATTRITION RECOMMENDATIONS REGARDING INTERNATIONAL MILITARY STUDENTS. The Chief of Naval Operations (CNO) is the final attrition authority for all IMSs. When an IMS is recommended for attrition, the cognizant TRAWING Commander or CO, NAVAVSCOLSCOM will forward the NFS's ATJ to CNATRA (N718) within one working day of the review (See Chapter V).

816. FAILURE TO MAINTAIN REQUIRED STANDARDS AT NAVAVSCOLSCOM

a. At NAVAVSCOLSCOM, an unsatisfactory event is:

(1) Scoring less than 80 percent on an end-of-course examination.

(2) Achieving an unsatisfactory cumulative score (phase test plus final) for any course.

(3) Unsatisfactory performance of any other aviation accession or officer program requirements.

b. Administration of failures shall be in accordance with Table VIII-1.

c. The decision of the CO, NAVAVSCOLSCOM to terminate training is final and no appeal shall be undertaken. Refer to paragraph 904 for additional requirements and interviews following attrition.

817. FAILURE TO ACHIEVE REQUIRED END OF PHASE STANDARDS

a. NON-MPTS/MNTS END-OF-PHASE UNSATISFACTORY. Students who complete an advanced phase of training with a grade more than 2.0 standard deviations below the squadron average (i.e., NSS 29.9 or lower) shall not be designated. Students who complete advanced flight training with a grade more than 1.5 standard deviations but less than or equal to 2.0 standard deviations below the squadron average (i.e., NSS between 30.0 and 34.9) shall be referred to a PRB. The board's recommendation and CO's endorsement shall be forwarded to the TRAWING Commander for designation or attrition. The decision to attrite any NFS in this situation lies solely with the TRAWING Commander. The decision to designate USN NFSs also lies solely with the TRAWING Commander. For USMC NFSs, the TRAWING Commander must forward designation recommendations to the MATSG CO for final authority.

b. MPTS/MNTS END OF PHASE MINIMUM NSS. There is no minimum required NSS for phase completion eligibility for MPTS/MNTS NFSs. MPTS/MNTS curricula rely on Maneuver Item File (MIF) requirements and Course Training Standards (CTSS) to specify requirements for a minimally competent phase completer. Under MPTS/MNTS, NSS may be used to rank phase completers against one another, but enforcing an arbitrary minimum NSS for phase completion is inconsistent with the training system's design.

(1) Under the older, non-MPTS/MNTS system, item grades are awarded based on an instructor's implicit understanding of exactly what an NFS is expected to be able to do regarding a maneuver (item definition), and how well the NFS is expected to perform this unspecified maneuver content (rating scale). The non-MPTS/MNTS item rating scale has four points as described in paragraph 703, with scale point 3 defined as "Average." NFSs attrited due to excessive unsatisfactory event grades (i.e., "Too many Downs") notwithstanding, an NSS cutoff 35.0 is the only mechanism available for identifying NFSs who fail to meet this unwritten standard under the non-MPTS/MNTS system.

(2) The MPTS/MNTS system specifies what NFSs are expected to be able to do to accomplish each graded item (CTSs) and how closely the NFS is expected to match these prescribed standards to earn item grades within the range of 2 to 5, per paragraph 704.b. Performance standards (MIF) required vary by item, event, and block, which means that "average" performance (i.e., 3 on the non-MPTS/MNTS grading scale) on every item is not how NFSs are to be evaluated. They are to be evaluated against the minimum standards specified in the MCG.

(a) NFSs unqualified to complete a phase of aviation training are expected to be attrited through the IPC/FPC process detailed in paragraph 717.c. A squadron CO has the authority to order a CO-directed FPC under paragraph 717 for any NFS whenever that NFS's ability to complete the curriculum is in doubt. Paragraph 723 provides additional detail regarding the CO-directed FPC process. Squadron COs have the authority and responsibility to attrite unqualified NFSs from their squadrons. MPTS/MNTS actually increases the authority of squadron COs with regard to attrition decisions beyond what was afforded them by the non-MPTS/MNTS system. An implication of this CO authority and responsibility is:

1. The least qualified NFS still competent to advance to the next phase of aviation training is likely to have an NSS near 20.0. This is because the vast majority of NFSs remaining in the squadron normative group by the end of an MPTS/MNTS phase are expected to be those qualified to progress. The least qualified member of this group will always have the lowest NSS (e.g., at or near 20.0), and will still be qualified to advance. An MPTS/MNTS minimum NSS requirement for phase completion would be a meaningless and arbitrary standard for such a group, and shall not be used as a principal basis for attrition or retention decisions by squadron COs.

2. If recent phase completers appear to be deficient in any skill area(s), the mechanism through which this should be addressed is via increases to the MIF standards for related gradeable items.

818. FAILURE TO DEMONSTRATE OFFICER-LIKE QUALITIES. Naval aviators are, first and foremost, Naval officers, who must

possess strong moral and leadership traits. Failure to possess and develop these traits by any NFS constitutes unsatisfactory performance for which an individual may be attrited from flight training by the TRAWING Commander, or CO, NAVAVSCOLSCOM, utilizing the procedures set forth in this paragraph.

a. The TRAWING Commander or CO, NAVAVSCOLSCOM may attrite officers who fail to exhibit potential for becoming a military aviator. This is not applicable to International NFSs.

b. The following specific items are a basis for finding that an individual is not aviation material (NAM) and should not be continued in flight training. In addition to those items listed, any act or omission on the part of an NFS that in the opinion of the TRAWING Commander or CO, NAVAVSCOLSCOM is evidence that a moral and leadership shortcoming exists, may serve as a reason for attrition.

(1) Commission of any offense under the Uniform Code of Military Justice (UCMJ) regardless of whether or not the evidence to support the allegation is admissible in courts martial or whether or not a military courts martial is jurisdiction to try the offense.

(2) Drug usage, or alcohol abuse.

(3) Failure to report drug or alcohol abuse by others involved in or associated with aviation.

(4) Making false statements or in any way being involved in deceitful or dishonest behavior.

(5) Conviction of a serious offense by civilian authorities.

c. If any section of this instruction or any part of any other NATRACOM instruction conflicts with the provisions of this paragraph, this paragraph shall govern.

d. If there are any unforeseen circumstances, paragraph 106 applies for final determination by CNATRA (N7), when situations arise not specifically covered by this manual:

(1) For USAF NFSs, unforeseen conflicts between this directive and the AETC and CNATRA memorandum of understanding for joint and inter-service training shall contact CNATRA (N7) and AETC (A3) for resolution.

(2) For USMC NFSs, unforeseen conflicts between this directive and the TECOM and CNATRA memorandum of agreement (MOA) shall contact CNATRA (N7) and TECOM(G-3) for resolution.

819. OTHER REASONS FOR ATTRITION (U.S. NFSs)- TRAITS AND CHARACTERISTICS. NFSs may be attrited utilizing the procedures

outlined in paragraph 818 if they demonstrate habits, traits of character, emotional tendencies, or lack of motivation which cause their CO to seriously question the desirability of continuing their training.

820. PROCEDURES FOR ATTRITION - PURSUANT TO SECTION 818 and 819

a. If an NFS is suspected or accused of behavior that could serve as a basis for attrition, the following procedures shall apply:

(1) That NFS shall be advised in writing by his or her CO of the specific allegation, and of the information supporting that allegation that will be considered by the CO in reaching a decision as to an appropriate disposition recommendation. The NFS may be removed from flight status by the CO at this time, or at any time thereafter, pending final resolution.

(2) The NFS shall be afforded at least two working days to respond to the CO, to present matters in his or her own behalf and to rebut or explain the allegation. The NFS may, but need not, be given a hearing to respond to these allegations. Progress Review Boards and Training Review Boards need not be utilized.

(3) After receiving and considering the evidence in support and against the allegation(s), the CO shall report the findings, opinions, and recommendations, in writing, to the TRAWING Commander.

(4) The CO, NAVAVSCOLSCOM or TRAWING Commander shall consider all matters submitted and shall interview the NFS before reaching a decision as to an appropriate disposition.

(5) The CO, NAVAVSCOLSCOM or TRAWING Commander may dismiss the allegation; continue the NFS in a training probational status; or attrite the NFS. The decision is final.

(6) The NFS will be advised in writing of the decision and the reasons for it. In the case of an attrite decision, the NFS shall be personally notified of the decision by the squadron CO, TRAWING Commander, or CO, NAVAVSCOLSCOM as soon as the decision is final. Refer to paragraph 905 for additional administrative requirements and interviews following attrition.

(7) A report of any action taken under this paragraph in which the allegations are not dismissed shall be made to CNATRA (N7).

b. These procedural provisions apply to attritions that are based on paragraphs 816 and 817, and are not intended to change the existing procedures that govern attritions based on flight and academic deficiencies.

TABLE VIII-1

ADMINISTRATION OF UNSATISFACTORY EVENTS AT NAVAVSCOLSCOM

- (1) 1st Unsatisfactory: Remain with class, conduct remediation, schedule and conduct extra instruction, retest.
- (2) 2nd Unsatisfactory: Remove from training and convene PRB, conduct remediation, schedule and conduct extra instruction. Refer to Commanding Officer, NAVAVSCOLSCOM for final disposition if the Director, Aviation Training School does not agree with PRB recommendation or if attrition is recommended.
- (3) 3rd Unsatisfactory: Remove from training, direct referral to CO, NAVAVSCOLSCOM for attrition determination. **Decisions to retain such an NFS shall be approved by CNATRA.**

Note: Refer to paragraph 905d(3)(a) for suicide prevention requirements and interviews following attrition.

ADMINISTRATION OF UNSATISFACTORY EVENTS FOR INTERNATIONAL NFSs AT NAVAVSCOLSCOM

- (1) 1st Unsatisfactory: Remain with class, conduct remediation, IMSM counseling, schedule and conduct extra instruction, retest.
- (2) 2nd Unsatisfactory: Remove from training, conduct remediation, IMSO counseling, schedule and conduct extra instruction, IMSO issues Letter of Warning, retest.
- (3) 3rd Unsatisfactory: Remove from training, convene PRB. Conduct remediation, IMSO counseling, schedule and conduct extra instruction. Refer to CO, NAVAVSCOLSCOM for final action if Director, Aviation Training School does not agree with PRB recommendation or if attrition is recommended. IMSO issues Letter of Probation.
- (4) 4th Unsatisfactory: Remove from training, direct referral to CO for attrition determination.

Note 1: Final attrition authority for International NFSs lies with the Chief of Naval Operations (CNO).

Note 2: Refer to paragraph 905d(3)(b) for post attrition requirements and interviews following attrition of International NFSs.

Note 3: IMSO formal counseling and PRB are synonymous.

TABLE VIII-2

ADMINISTRATION OF NON-MPTS/MNTS UNSATISFACTORY EVENTS AFTER
NAVAVSCOLSCOM

I. This table sets forth the minimum administrative action required including the lowest command level authorized to award extra training/instruction, and the maximum extra training/instruction allowed to be awarded for failures.

A. An Unsatisfactory event is any of the following:

- (1) Failure of an academic exam. (Flight support included)
- (2) Unsatisfactory flight event.
- (3) Unsatisfactory simulator event (including COs, EPs, CPTs, etcetera).
- (4) Ready room down or incomplete ground training in accordance with paragraph 709.a.(2)(a).
- (5) End of phase unsatisfactory in accordance with paragraph 817.a.

NOTE: All unsats have equal weight.

B. Legend

- A - Refer to the squadron CO or department head designated in writing by squadron CO for action. Action may include administrative assignment of extra training/instruction; referral to a progress review board (PRB); or any other action not prohibited by this instruction.
- B - Convene a PRB. Squadron CO endorses results and forwards results to TRAWING Commander for final disposition if squadron CO recommends attrition.
- C - Direct Referral to TRAWING Commander (PRB optional).
- D - CNATRA approval required to continue training.

C. Minimum Command Level Action for U.S. Students (Only Non-MPTS/MNTS failures occurring after NAVAVSCOLSCOM shall be considered when consulting this table)

First UNSAT in Phase	A
Second UNSAT in Phase	B
Third UNSAT in Phase	C
Fourth UNSAT in Phase	D

II. MAXIMUM ALLOWABLE EXTRA TRAINING AFTER A FAILURE FOR NON-MPTS/MNTS U.S. NFSs

- A. Academic and Flight Support: Two weeks of extra instruction or class set back.
- B. Flight or Simulator Failure:
 - (1) Non-check event: Two extra training flights or simulators.
 - (2) Check event: Two extra training flights or simulators and a recheck.
 - (3) The PRB always has the option to award a special progress check.
- C. CQ Failure: Class setback.

III. EXTRA TRAINING FOR INTERNATIONAL MILITARY STUDENTS

IMSS are allowed five additional extra time flights per phase of instruction, not to be awarded as a result of unsatisfactory performance. These ETs are awarded at the discretion of the operations officer to offset training difficulties resulting from instructor/NFS language difficulties, and should be documented using CNATRA-GEN 1542/16, Supplemental Jacket Form.

IV. EXTRA INSTRUCTION/TRAINING AFTER A FAILURE FOR IMSS

1st Through 6th Failure in Phase:

Administrative assignment of extra instruction

7th Failure in Phase:

PRB action with squadron CO approval. Refer to TRAWING Commander for action if the CO does not agree with the PRB recommendation, or if the recommendation is to attrite.

8th Failure in Phase:

PRB action with CO endorsement, forwarded to TRAWING Commander for action.

9th Failure in Phase:

Direct referral to TRAWING Commander.

Note: IMSS' sponsoring countries may, with the concurrence of CNATRA, impose stricter standards than those outlined in Section III of Table VIII-2.

TABLE VIII-3

ADMINISTRATION OF MPTS/MNTS UNSATISFACTORY EVENTS AFTER
NAVAVSCOLSCOM

I. UNSATISFACTORY PERFORMANCE

a. Flight Event Progression

(1) If syllabus events remain in the block, the NFS shall progress to the next syllabus event, until:

(a) the third consecutive or fourth in-block UNSAT in the case of Primary Phase SNAs;

(b) the second consecutive or third in-block UNSAT in the case of all other NFS curricula.

(2) If no syllabus events remain, repeat the last syllabus event in the block until the NFS meets MIF, or the number of consecutive or in-block UNSATs prescribed above have been reached.

b. IPC Triggers. IPCs shall be triggered under the following circumstances.

(1) Primary SNAs who are awarded three consecutive UNSATs.

(2) NFSs in all other curricula who are awarded two consecutive or three in-block UNSATs.

(3) An unsatisfactory check ride (SXX90). Document the failed check ride or triggering unsatisfactory event on a pink version of the ATF for that event.

(4) A single Ready Room Unsatisfactory (RRU). Document the RRU on a pink version of the ATF for that event. The event will be marked as incomplete with an unsatisfactory grade in the procedures column. Upon remediation of the unsatisfactory performance, the event shall be flown to completion and general knowledge and emergency procedures shall be incorporated into the overall grading solution.

(5) Two academic failures in a single phase of training.

(6) At the discretion of the CO, XO, or OPSO.

c. FPC Triggers. FPCs shall be triggered under the following circumstances.

(1) Failure of an IPC.

(2) In any case where an NFS has already been awarded an IPC in phase and subsequently triggers any of the following:

(a) Any non-academic trigger listed in paragraph (b) above. third consecutive or fourth in-block UNSAT in the case of Primary Phase SNAs.

(b) A third academic failure in phase.

(c) Failure to meet SMS goals.

(d) At the discretion of the CO.

(3) Failing an FPC results in a TRB with a recommendation by the CO for attrition.

d. Remediation. Unsatisfactory performance shall be remediated in the training medium and stage in which the deficiency occurred. Remediation training may be specifically tailored to the deficient maneuvers with other maneuvers omitted. Example: A Formation syllabus event graded unsatisfactory due to poor performance on PPEL may be coded as a Formation event, but remediated as a single ship with specific focus on PPEL only. Additionally, an unsatisfactory check ride or end of block syllabus event due solely to ground operations may be cleared by a dual CPT or ground evaluation emphasizing the deficient areas.

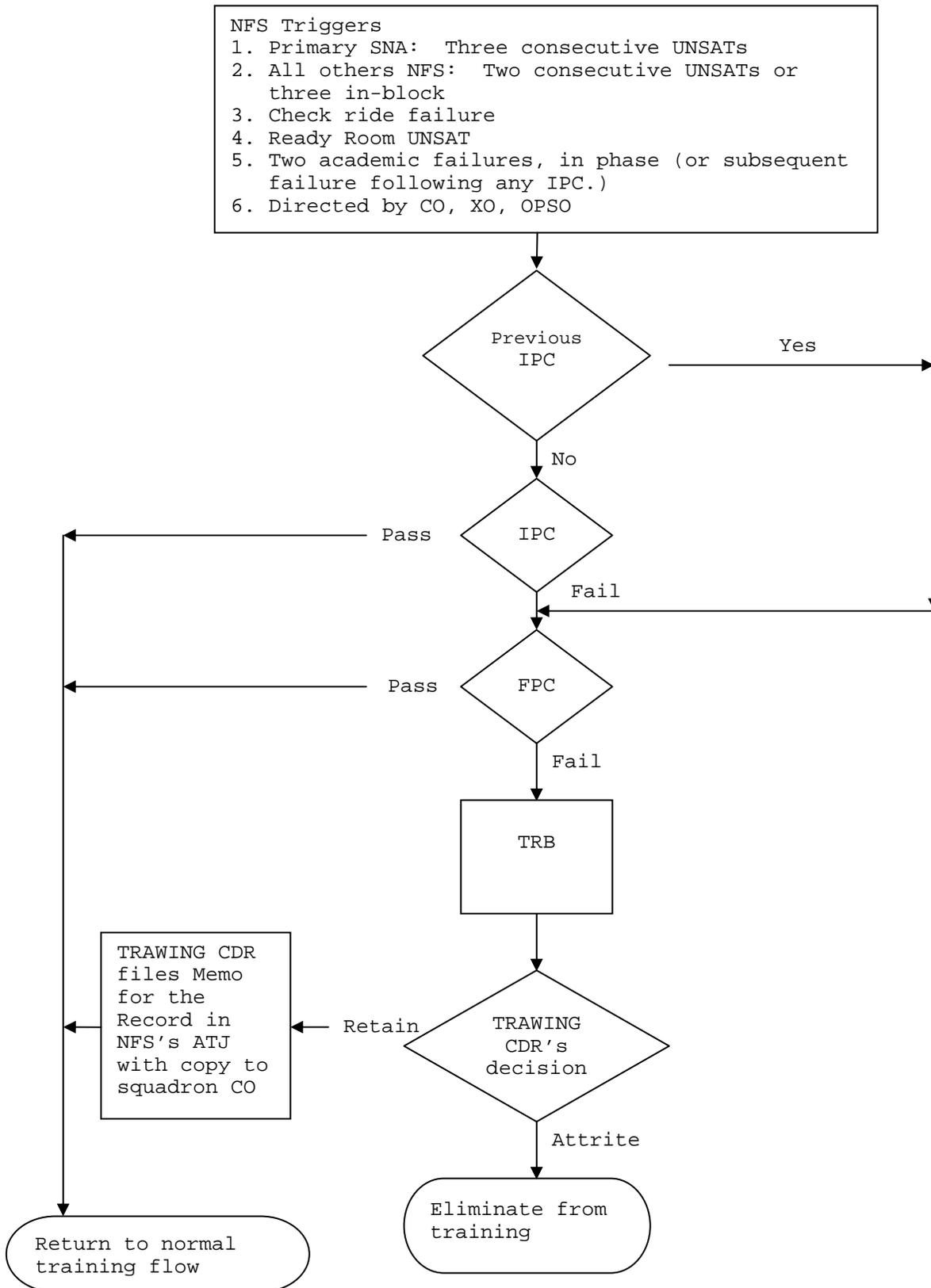
e. Restrictions. Until remediation for the unsatisfactory is complete, the following restrictions apply:

(1) The NFS shall not fly solo.

(2) The NFS shall not accomplish training in any other stage.

(3) Academic classes, examinations, and ground training missions may be accomplished provided the unsatisfactory mission was not a prerequisite.

MPTS/MNTS PROGRESS CHECK TRAINING REVIEW PROCESS



CNATRAINST 1500.4G
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CHAPTER IXTRAINING TRANSFERS, SEPARATIONS, AND DESIGNATION

900. SCOPE. This chapter provides procedures and guidelines governing students requesting program or pipeline changes, separation of students from training, and designation of flight students. Procedures in this chapter are applicable to all NFSs and USAF/IMT flight students in the NATRACOM. CNATRA will handle cases involving Coast Guard NFSs, Air Force Flight Students, and IMSS on a case-by-case basis, after coordinating with the appropriate service authorities.

901. PROGRAM CHANGES

a. Definition. A program change changes a NFS from SNA to SNFO or from SNFO to SNA. Program changes for USN NFSs may be approved only by the Aviation Officer Community Manager (OCM). Program changes for USMC NFSs are approved only by HQMC. Parent service guidance shall be used for affecting program changes for USAF Flight Students and International Military Students.

b. Eligibility For Program Changes. To qualify, a NFS must:

(1) Meet the requirements set forth in the NAVMILPERSMAN 1542-010, including requisite Aviation Selection Test Battery (ASTB) Scores, and be anthropometrically compatible for duty per OPNAVINST 3710.37A.

(2) Not have been disenrolled from an aviation training program for any reason other than medical (or flight failure in the case of SNA to SNFO).

(3) Not have voluntarily disenrolled (DOR) from any aviation training program.

NOTE: SNAs are not eligible for program changes after academic attrition. SNFOs are not eligible for program changes after flight or academic attrition. NFSs whose board actions include endorsements of "Not Officer Material" are not eligible for program changes.

c. Criteria for Program Changes. The following skills are applicable to all NFSs and shall be considered when determining an NFS's potential to complete a new program:

- (1) Academic performance.
- (2) Procedures application.
- (3) Situational awareness.

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d. Program Change Procedures. Eligible NFSs desiring a change in program (SNA to SNFO, or SNFO to SNA) shall submit a written request to their chain of command as delineated below. See Flowchart Figures IX-1 and IX-1a for visual representations of the procedures outlined below.

(1) Student Naval Aviator to Student Naval Flight Officer

(a) NAVAVSCOLSCOM. SNAs attached to NAVAVSCOLSCOM shall submit a request via their chain of command to CO, NAVAVSCOLSCOM. Assessment of merit shall include performance, physical/medical qualification, Academic Qualifications Rating (AQR) and Flight Officer Flight Aptitude Rating (FOFAR) ASTB scores, and commissioning source graduation rank. Program change requests, whether initiated by the SNA or by NAVAVSCOLSCOM, are to be handled in the same manner as described below.

1. For USN SNAs, the CO may disapprove the request or he may recommend approval by preparing and forwarding the RCS CNATRA 1330-1 to CNATRA (N7). CNATRA (N7) will make a recommendation based on quality considerations and forward the package to CNATRA (N3) who will evaluate the potential impact on pipeline loading, add a recommendation and prepare the package for CNATRA (N00). CNATRA (N00) will either deny the request in which case CNATRA (N3) will return the package to CO NAVAVSCOLSCOM, or will recommend approval in which case CNATRA (N3) will readdress and forward the RCS CNATRA 1330-1 to the Aviation Officer Community Manager (OCM) for final disposition. If approved by the OCM, the OCM will take action to affect the designator change from 139X to 137X and ensure orders are issued to transfer the NFS to TRAWING SIX upon completion of Aviation Preflight Indoctrination (API).

2. For USMC SNAs the CO may disapprove the request or may recommend its approval and forward it to MATSG 21 for processing. Retain the USMC SNA on board NAVAVSCOLSCOM until final disposition and follow on orders (if applicable) are received from MATSG 21.

(b) Pilot TRAWINGS. SNAs in pilot training shall submit requests for program change to their TRAWING Commander via their chain of command. The TRAWING Commander shall verify the request meets the eligibility criteria in paragraph 901 b. for a program change. SNAs in training shall continue in training at the discretion of the TRAWING Commander while the request is processed. SNAs who are candidates for attrition shall be removed from training but retained at the TRAWING awaiting

disposition of the program change request. All action on program change requests shall be completed prior to processing a report of attrition (RCS CNATRA 1900-2). The TRAWING Commander has the authority to:

1. Disapprove the request. Provide a copy of the disapproval letter to CNATRA (N7) and process the SNA for attrition. SNAs who have demonstrated deficiencies in the performance areas of procedures, emergency procedures, and headwork should not be considered for a program change.

2. Recommend approval of the request. Prepare and forward RCS CNATRA 1330-1 to CNATRA (N7) via Commander, TRAWING SIX. In the case of a USMC SNA, send the RCS CNATRA 1330-1 to CNATRA (N7) via 1. Commander, TRAWING SIX and 2. MATSG 21 (TRAWINGS ONE and FIVE) or MATSG 22 (TRAWINGS TWO and FOUR) as applicable.

(c) Commander, TRAWING SIX. Upon receipt of the RCS CNATRA 1330-1 from the SNA's TRAWING, review the request, endorsements and the SNA's ATJ, and schedule an NFO screening board. The NFO screening board shall consist of three officers, including an O-4 or senior, and an NFO with fleet experience in the NFS's service. The SNA's TRAWING shall either arrange transportation or a video teleconference for the SNA to attend the NFO screen board. The purpose of the NFO screening board is to determine the applicant's motivation and potential for successful completion of the NFO training program. It is not designed to test the SNA's knowledge of specific NATOPS or other flight training procedures.

1. In the case of a USN SNA, positively or negatively endorse the RCS CNATRA 1330-1 and forward it and the SNA's ATJ to CNATRA (N7).

2. In the case of a USMC SNA, positively or negatively endorses the RCS CNATRA 1330-1 and forward it and the SNA's ATJ to the appropriate MATSG. The MATSG CO may disapprove the request and return it to the originating TRAWING with a copy of the disapproval letter to CNATRA (N7) or may positively endorse the request and forward it and the SNA's ATJ to CNATRA (N7). If denied by MATSG the originating TRAWING will place the SNA back into training or process for attrition as appropriate.

(d) CNATRA. Upon receipt of a RCS CNATRA 1330-1 and ATJ CNATRA (N7) will conduct a quality review of the ATJ, provide a recommendation based on quality considerations and forward the

08 JUN 09

package to CNATRA (N3) who will review the request, provide a recommendation based on pipeline loading and any other quantity considerations and prepare the package for CNATRA (00). CNATRA (00) will either:

1. Deny the request. CNATRA (N3) prepares the denial letter and returns the package and ATJ to the originating TRAWING. Copy the appropriate MATSG in the case of a USMC SNA. The originating TRAWING will place the SNA back into training or process for attrition as appropriate.

2. Recommend approval. CNATRA (N3) readdress and forward the CNATRA RCS 1330-1 recommending approval to the Aviation Officer Community Manager (if the SNA is USN) or HQMC (ASM) cc to appropriate MATSG (if the SNA is USMC) for final disposition. Return the ATJ to the originating TRAWING. Upon receipt of the final disposition from the Aviation Officer Community Manager or from HQMC (ASM) CNATRA (N3) will take action to affect the program change if approved (in concert with the appropriate MATSG for USMC NFSS). If denied CNATRA (N3) will forward the denial to the originating TRAWING and appropriate MATSG.

(2) SNFO to SNA

(a) NAVAVSCOLSCOM. SNFOs attached to NAVAVSCOLSCOM shall submit a request via their chain of command to CO, NAVAVSCOLSCOM. Assessment of merit shall include performance, physical/medical qualification, Academic Qualifications Rating (AQR) and Pilot Flight Aptitude Rating (PFAR) ASTB scores, and commissioning source graduation rank (SNFOs originally recruited/selected for SNFO in spite of physical qualification for SNA should not normally be approved for program changes). Program change requests, whether initiated by the SNFO or by NAVAVSCOLSCOM, are to be handled in the same manner as described below.

1. For USN SNFOs, the CO may disapprove the request or he may recommend approval by preparing and forwarding the RCS CNATRA 1330-1 to CNATRA (N7). CNATRA (N7) will make a recommendation based on quality considerations and forward the package to CNATRA (N3) who will evaluate the potential impact on pipeline loading, add a recommendation and prepare the package for CNATRA (00). CNATRA (00) will either deny the request in which case CNATRA (N3) will return the package to CO NAVAVSCOLSCOM, or will recommend approval in which case CNATRA (N3) will readdress and forward the RCS CNATRA 1330-1 to the

Aviation Officer Community Manager (OCM) for final disposition. If approved by the OCM, the OCM will take action to affect the designator change from 137X to 139X and ensure orders are issued to transfer the NFS to TRAWING FIVE upon completion of Aviation Preflight Indoctrination (API).

2. For USMC SNFOs the CO may disapprove the request or may recommend its approval and forward it to MATSG 21 for processing. Retain the USMC SNFO onboard NAVAVSCOLSCOM until final disposition and follow on orders (if applicable) are received from MATSG 21.

(b) Commander, TRAWING SIX. Program changes are not normally approved for SNFOs who have progressed beyond Primary NFO training but may be considered under extraordinary circumstances. SNFOs desiring a program change to SNA shall submit a request via their chain of command to COMTRAWING SIX. The TRAWING Commander shall verify the request meets the eligibility criteria in paragraph 901 b. for a program change. SNFOs in training shall continue in training at the discretion of the TRAWING Commander while the request is processed. SNFOs who are candidates for attrition shall be removed from training but retained at the TRAWING awaiting disposition of the program change request. All action on program change requests shall be completed prior to processing a report of attrition (RCS CNATRA 1900-2). The TRAWING Commander has the authority to:

1. Disapprove the request. Provide a copy of the disapproval letter to CNATRA (N7) and process the SNFO for attrition.

2. Recommend approval of the request. Prepare and forward RCS CNATRA 1330-1 to CNATRA (N7). In the case of a USMC SNFO, send the RCS CNATRA 1330-1 to CNATRA (N7) via MATSG 21.

(c) MATSG 21. Upon receipt of a RCS CNATRA 1330-1 either disapproves the request and returns it and the ATJ to the originating TRAWING with a copy of the disapproval letter to CNATRA (N7) or positively endorses the request and forwards it and the SNA's ATJ to CNATRA (N7). If denied by MATSG 21, TRAWING SIX will place the SNFO back into training.

(d) CNATRA. Upon receipt of a RCS CNATRA 1330-1 and ATJ CNATRA (N7) will conduct a quality review of the ATJ, provide a recommendation based on quality considerations and forward the package to CNATRA (N3) who will review the request, provide a

08 JUN 09

recommendation based on pipeline loading and any other quantity considerations and prepare the package for CNATRA (00). CNATRA (00) will either:

1. Deny the request. CNATRA (N3) prepares the denial letter and returns the package and ATJ to the originating TRAWING. Copy the MATSG 21 in the case of a USMC SNFO. TRAWING SIX will place the SNFO back into training or process for attrition as appropriate.

2. Recommend approval. CNATRA (N3) readdress and forward the CNATRA RCS 1330-1 recommending approval to the Aviation Officer Community Manager (if the SNFO is USN) or HQMC (ASM) cc to MATSG 21 (if the SNFO is USMC) for final disposition. Return the ATJ to TRAWING SIX. Upon receipt of the final disposition from the Aviation Officer Community Manager or from HQMC (ASM) CNATRA (N3) will take action to affect the program change if approved (in concert with MATSG 21 for USMC NFSS). If denied CNATRA (N3) will forward the denial to the TRAWING SIX and MATSG 21.

902. SNFO TRAINING ACCELERATION PROGRAM (TAP). CNATRA established the TAP to prevent duplication of training for former pilots entering the SNFO training and SNAs granted program changes after completing a substantial portion of the SNA program. Commander, TRAWING SIX shall review each SNFO's NATOPS jacket or ATJ, and then establish an accelerated training program suitable to that SNFO. The following guidelines apply:

a. Commander, TRAWING SIX shall design modified courses of instruction, in cooperation with the squadron TAP officer, who is an instructor assigned to monitor the TAP SNFOs in the program.

b. SNFOs shall not repeat subjects successfully completed while in SNA training unless the lapse of time is of such duration that a refresher course is necessary to support other training (e.g., instrument ground school to support T-39 airways navigation flights). The SNFO's grades for appropriate courses completed in SNA training shall be transposed to the individual's SNFO ATJ, and weighted for credit according to squadron factors. Note that SNA flight grades shall not be transferred to the SNFO ATJ, nor counted in final totals.

c. All TAP SNFOs shall function in a "self-paced" learning status, independent of regular classes, except that they shall attend classes which require scheduling (e.g., instrument ground school and electronic warfare).

08 "M 09

d. The TRAWING and squadrons must exercise caution to ensure that training is not omitted that would detract from a TAP student's performance while in the SNFO program.

e. The squadron shall closely monitor the progress of TAP students. If, in the judgment of the squadron TAP officer and Commander, TRAWING SIX, the SNFO's performance becomes marginal due to participation in the TAP, the SNFO will join a regular class.

903. PIPELINE CHANGES

a. Definition. Pipeline changes are used to switch SNAs or SNFOs from one pipeline to another when they cannot continue training in their current pipeline.

NOTE: Changes from SNA to SNFO or from SNFO to SNA are program changes, not pipeline changes. See paragraph 901.

b. Eligibility. SNAs/SNFOs may submit a request for a pipeline change if they meet one of the following criteria:

(1) Have difficulty in one pipeline, but possess the skills and potential for success in another pipeline (e.g., difficulties in CQ in the Strike Pipeline or intercept procedures in the Strike-Fighter pipeline).

(2) Have a medical problem that prevents further training in their present pipeline.

(3) Experience a problem where extraordinary circumstances are involved. (e.g. exceptional family member (EFM) considerations or Fleet duty assignment co-location considerations due to active duty spouse).

c. Pipeline Change Procedures. Eligible NFSs may submit a written request to their TRAWING Commander as delineated below. See flowchart figure IX-2 for a visual representation of the procedures outlined below.

(1) Student Naval Aviator Pipeline Change

(a) Lossing TRAWING. SNAs shall submit requests for pipeline change to their TRAWING Commander via the chain of command. The TRAWING Commander will verify the request meets the eligibility criteria in paragraph (903.b) for a pipeline change. SNAs awaiting disposition of a pipeline change request will continue in training at the discretion of the TRAWING Commander

unless on hold due to medical condition or PRB action. SNAs who have demonstrated deficiencies in the performance area of headwork shall not be considered for a pipeline change. The TRAWING Commander has the authority to:

1. Disapprove the request. Provide a copy of the disapproval letter to CNATRA (N7) and return the SNA to training or process for program change IAW para 901 of this instruction or process for attrition.

2. Recommend approval of the request. Prepare and forward RCS CNATRA 1520-2 to CNATRA (N7) via the proposed gaining TRAWING commander. In the case of a USMC SNA, send the RCS CNATRA 1520-2 to CNATRA (N7) via (1) The proposed gaining TRAWING Commander and (2) MATSG 21 or 22 as appropriate.

(b) Proposed gaining TRAWING. Upon receipt of the RCS CNATRA 1520-2 from the SNA's TRAWING, review the request, endorsements and the SNA's ATJ, and evaluate the potential for success in the proposed gaining pipeline.

1. In the case of a USN SNA, positively or negatively endorse the RCS CNATRA 1520-2 and forward it and the SNA's ATJ to CNATRA (N7).

2. In the case of a USMC SNA, positively or negatively endorses the RCS CNATRA 1520-2 and forward it and the SNA's ATJ to the appropriate MATSG. The MATSG CO may disapprove the request and return it to the originating TRAWING with a copy of the disapproval letter to CNATRA (N7) or may positively endorse the request and forward it and the SNA's ATJ to CNATRA (N7). If denied by MATSG the originating TRAWING will place the SNA back into training or process for program change or attrition as appropriate.

(c) CNATRA. Upon receipt of a RCS CNATRA 1520-2 and ATJ CNATRA (N7) will conduct a quality review of the ATJ, provide a recommendation based on quality considerations and will forward the package to CNATRA (N3) who will provide a recommendation based on pipeline loading and any other quantity considerations and prepare the package for CNATRA (00). CNATRA (00) will either:

1. Deny the request (USN and USMC SNAs). CNATRA (N3) prepares the denial letter and returns the package and ATJ to the originating TRAWING. Copy the appropriate MATSG in the case of a USMC SNA. The originating TRAWING will place the SNA

08 JUN 09

back into training or process for program change or attrition as appropriate.

2. Approve the request (USN SNAs only). CNATRA (N3) prepare the approval letter and take action to affect the pipeline change.

3. Recommend approval (USMC SNAs). CNATRA (N3) readdresses and forwards the CNATRA RCS 1520-2 recommending approval to HQMC (ASM) for final disposition cc the appropriate MATSG. Return the ATJ to the originating TRAWING. Upon receipt of the final disposition from HQMC (ASM) if approved, CNATRA (N3) will take action to affect the program change in concert with the appropriate MATSG. If denied CNATRA (N3) will forward the denial to the originating TRAWING and appropriate MATSG.

(1) Student Naval Flight Officer Pipeline Change

(a) TRAWING SIX. SNFOs shall submit requests for pipeline change to the TRAWING Commander via the chain of command. The TRAWING Commander will verify the request meets the eligibility criteria in paragraph (903.b) for a pipeline change. SNFOs awaiting disposition of a pipeline change request will continue in training at the discretion of the TRAWING Commander unless on hold due to medical condition or PRB action. SNFOs who have demonstrated deficiencies in the performance area of headwork shall not be considered for a pipeline change. The TRAWING Commander has the authority to:

1. Disapprove the request. Provide a copy of the disapproval letter to CNATRA (N7) and return the SNFO to training or process for attrition.

2. Recommend approval of the request. Prepare and forward RCS CNATRA 1520-2 to CNATRA (N7). In the case of a USMC SNFO, send the RCS CNATRA 1520-2 to CNATRA (N7) via MATSG 21. The MATSG CO may disapprove the request and return it to TRAWING SIX with a copy of the disapproval letter to CNATRA (N7) or may positively endorse the request and forward it and the SNFO's ATJ to CNATRA (N7). If denied by MATSG, TRAWING SIX will place the SNA back into training or process for program change or attrition as appropriate.

(b) CNATRA. Upon receipt of a RCS CNATRA 1520-2 and ATJ CNATRA (N7) will conduct a quality review of the ATJ, provide a recommendation based on quality considerations and will forward the package to CNATRA (N3) who will provide a recommendation

08 JUN 09

based on pipeline loading and any other quantity considerations and prepare the package for CNATRA (00). CNATRA (00) will either:

1. Deny the request (USN and USMC SNFOs). CNATRA (N3) prepares the denial letter and returns the package and ATJ to TRAWING SIX. Copy MATSG 21 in the case of a USMC SNFO. TRAWING SIX will place the SNFO back into training or process for attrition as appropriate.
2. Approve the request (USN SNFOs only). CNATRA (N3) prepares the approval letter tasking TRAWING SIX to take action to affect the pipeline change.
3. Recommend approval (USMC SNFOs). CNATRA (N3) readdresses and forwards the CNATRA RCS 1520-2 recommending approval to HQMC (ASM) for final disposition cc MATSG 21. Return the ATJ to TRAWING SIX. Upon receipt of the final disposition from HQMC (ASM) if approved, CNATRA (N3) will direct TRAWING SIX to take action to affect the program change in concert with MATSG 21. If denied CNATRA (N3) will forward the denial to TRAWING SIX and MATSG 21.

904. REINSTATEMENT TO TRAINING. A NFS that is removed from training for any reason not covered in this directive, and at no fault irrespective of the student's culpability in his or her removal from training, will require CNATRA (N7) approval prior to NFS re-entry into training. The MATSG or TRAWING Commander shall submit written justification for that student to be re-entered into training. CNATRA (N7) will review the written justification and shall conduct a quality review of all pipeline change requests. After a thorough review of the NFSs package, CNATRA (N7) will consult with CNATRA (N3) on seat availability and impacts on specific pipeline loading of any re-entry request. If an NFS is found to have re-entered training without CNATRA (N7) approval, that NFS will be attrited by CNATRA (N7). NFSs who were removed from training as a result of a Drop On Request (DOR) action are not eligible for reinstatement.

905. SEPARATION FROM TRAINING. A NFS may be separated from training for reasons detailed in Appendix D.

a. Drop On Request (DOR). A NFS desiring to drop from the flight training program submits a written request on a Supplementary Jacket Form, CNATRA-GEN 1542/16, detailing the reasons for the DOR. This request should clearly indicate the NFS's desire regarding the DOR. The request is submitted to the TRAWING and becomes a permanent part of the ATJ. If an NFS is

08 JUN 09

being processed for PRB/TRB action, direct referral, IPC/FPC or any other administrative action, the DOR shall take precedence. NFS's who DOR will not later be eligible for reinstatement.

(1) Commanding Officer's Interview. Both the loss of an NFS from the flight training program who has the capability of becoming a winged aviator, and the induction into the program of NFS's who are unlikely to complete flight training, represent needless waste of valuable assets, time, and effort. Often the reasons given by an NFS are not the actual or complete list of NFS motivations for the decision to DOR. It is incumbent upon the CO, in the interview with an NFS requesting a DOR, to make a reasonable effort to determine the following:

- (a) Does the NFS desire to change programs or to DOR?
- (b) What is the real motivation for the DOR action?
- (c) Are the NFSs stated reasons for the DOR based on accurate information?
- (d) Should the student be retained?

1. If not, is there anything about the case that points to a trait or factor which might preclude retaining this person in another flight training program?

2. If retention is warranted, are there actions that could be conducted which might alleviate the NFS's difficulties in training and thus eliminate the perceived need to DOR? Such actions could include but need not be limited to: counseling by a chaplain, flight surgeon, legal officer, psychiatrist, or other appropriate professional; administrative relief such as leave, change of instructor or special handling or assistance. Would any such actions be justified in view of the impact that they might have upon the flight training program and upon other NFSs? The CO may refer the NFS for counseling with an appropriate professional when such action is warranted.

3. Is the decision to DOR based on a particular causal factor encountered during training which may lead other NFSs to DOR? If so, can a change be made to address this factor or its causes without adversely affecting the entire flight training program?

(2) Post-Interview Procedures

(a) If, after the CO's interview, the NFS still desires to DOR, the CO (with the exceptions of CO, NAVAVSCOLSCOM and CO, NAVAIRTU, Vance AFB) shall refer the NFS to the COMTRAWING for disposition. The CO's endorsement is added to the NFS's ATJ on a Supplementary Jacket Form. The ATJ is then closed

08 JUN 09

out and hand-carried to the TRAWING in accordance with Chapter III.

(b) The CO's interview need be only as detailed as required to satisfy the CO that the NFS understands or has been made aware of the consequences of his or her actions, that the NFS really desires to DOR, and that either the reasons for the DOR are understood or that further questioning is unlikely to reveal additional information about the cause of the DOR decision.

(c) In any case, the CO may neither refuse to forward the case to the superior exercising the authority to separate the NFS nor may he or she unduly delay referral by unreasonably extending the interview in his efforts to arrive at the cause of the DOR or to persuade the NFS to reconsider.

(3) Action By Separation Authority. The administrative procedures for disposition of a DOR attrition are the same as those for a flight training failure. The TRAWING Commander may delegate his interview in writing to an O-5 or higher wing staff officer. There is, however, no requirement for a formal PRB/TRB in that the CO's interview is sufficient action. The cause of attrition listed on the separation from training report shall be determined from Appendix D.

b. Medical Attritions. All NFSs are administratively retained at the TRAWING level if they are expected to be grounded for an indefinite length of time prior to final disposition of the case. Care shall be taken to ensure that squadron data on the individual be retained in the event the NFS is returned to training. An NFS who is being processed for an unsatisfactory event and is also being considered for medical attrition shall have his or her unsatisfactory event processing suspended pending the NAMI Code 342 decision. If the finding is NPQ with no waiver recommended or NAA, the processing for the failure will be closed out and the cause of attrition will be NPQ or NAA, as appropriate. If the finding is PQ/AA, the processing for the failure will continue and final disposition will be in accordance with procedures in Chapter VIII.

c. Disciplinary and Administrative Attritions. A NFS in a disciplinary status awaiting court-martial or civil criminal action may be administratively separated. The disposition of the case is effected in accordance with the applicable directives relating to the case.

d. Flight Training Failures (Post Attrition Procedures). NFSs attrited due to flight training failure will be processed in accordance with procedures prescribed below.

08 JUN 09

(1) Administrative Authority of Processing Attrites

(a) TRAWING Commanders, CO, NAVAVSCOLSCOM, or CO, MATSG have administrative authority for the disposition of NFSs who have been attrited from the flight training program.

(b) Marine NFSs who have attrited shall be referred to the CO of the respective MATSG for further disposition and reporting.

(c) Coast Guard NFSs who attrite from SNA training shall be referred to the CO, Coast Guard Air Station (CGAS) or Coast Guard Liaison Officer as appropriate for further disposition and reporting.

(d) Other U.S. students (i.e., IUTs, aeromedical officers, NTPS transition, etc.) who fail to make satisfactory progress shall be processed in accordance with NAVMILPERSMAN or Marine Corps Order P-1000.6 as appropriate.

(e) IMSs shall be processed as standard students except that final attrition authority is determined by the specific country training agreement, consult NETSAFA.

(2) Post Attrition Interview. The appropriate TRAWING Commander or CO, MATSG exercising administrative authority shall ensure a post-attrition interview is conducted by an officer of the rank of O-5 or higher. Additionally, attrited NFSs shall be counseled by the appropriate staff members on the future of their service as outlined in paragraph (814.b).

(a) The appropriate information required for the separation from training report will be obtained during the interview.

(b) If an attrited SNA desires to change to the NFO Program, he or she shall be processed in accordance with this chapter and a Separation from Training/Program Change letter shall be sent to CNATRA (Appendix B). If the SNA's request for a program change is denied, the Separation from Training report shall be sent to NPC.

(3) Post Attrition Counseling. Following the CO's orders to accept a DOR or to attrite an NFS, said named officer will be directed to counseling as follows:

(a) A Flight Surgeon and a Chaplain shall interview USN, USMC, USAF and USCG NFSs. The Flight Surgeon interview shall seek to determine if the presence of a medical condition was the actual or suspected cause for the NFSs attrition. In addition, the flight surgeon should determine if the NFSs coping

08 JUN 09

skills for this life-altering event are healthy and adaptive. The flight surgeon's findings and recommendations regarding this interview shall be documented in the NFSS medical record. The flight surgeon shall also initiate any indicated medical interventions on the occasion of the Flight Surgeon Post Attrition Counseling. The time/place of the interview shall be recorded on a Supplementary Jacket Form, CNATRA-GEN 1542/16, as follows:

Interviewed by _____ (full name and signature)
on _____ (date) at _____ (place) .

(b) IMSs shall be interviewed by a Flight Surgeon, and then the CLO, if available. At the discretion of the CLO, said IMS may be referred to a Chaplain/appropriate clergy. If no CLO is appointed, the referral to the Chaplain/appropriate clergy is at the discretion of the Flight Surgeon. The Flight Surgeon, CLO, and clergy shall record the time/place of the interview on a Supplementary Jacket Form, CNATRA-GEN 1542/16, as follows:

Interviewed by _____ (full name and signature)
on _____ (date) at _____ (place) .

(c) The dates of the Flight Surgeon, Chaplain and/or CLO interview shall be annotated in the remarks section of the Naval Aviator Aviation Training Jacket (ATJ) Summary Card, CNATRA 1542/95.

(4) Obligated Service

(a) Officers attrited from the flight-training program are obligated as stated in their contracts.

(b) The Navy Personnel Command (COMNAVPERSCOM) may honorably discharge officers. It should be emphasized to these officers that the discharge represents a complete severance and they no longer have any affiliation with the Naval Service.

e. Reporting Attritions. Delays in reporting attritions are costly in terms of dollars and manpower. NAVAIRTU, Vance, NAVAVSCOLSCOM, and TRAWINGS are required to report attritions within ten working days.

(1) USN and USNR Officers. Submit the Separation from Training Report, RCS CNATRA 1900-2, as in Appendix B to PERS-433T with a copy submitted to CNATRA (N718).

08 JUN 09

(a) Unless physically disqualified for Unrestricted Line (URL), attriting officers should be advised to anticipate that redesignation priority will focus on URL or as an alternative, General Aviation.

(b) Commands forwarding negative endorsements or forwarding endorsements for NFSS who have been found guilty of misconduct shall submit the SEPTRA report to PERS834. Guidance concerning the redesignation process for officer training attrites is found in the Officer Transfer Manual (NAVPERS 15559B).

(2) Medical Attritions. NAVOPMEDINST (NAMI Code 342) makes the final recommendation concerning fitness to continue (NPQ/NAA) for US Navy and USMC NFSS to NPC and CMC. Since NPC and CMC routinely accept that recommendation, units should submit Separation from Training Reports, RCS CNATRA 1900-2, for NPQ (waiver not recommended)/NAA NFSS within 5 working days after receipt of the fitness to continue recommendation from NAMI.

906. DESIGNATION. The NAVMILPERSMAN authorizes only the Chief of Naval Aviation Training to designate naval aviators and naval flight officers. The Commandant of the Marine Corps has delegated this authority to CNATRA. Only U.S. Navy, U. S. Coast Guard and Marine Corps officers who complete the prescribed curricula shall be designated. Upon designation, naval officers shall be assigned a new officer designator code subject to final approval by BuPers/CMC as appropriate. USAF officers shall be designated in accordance with the AETC/CNATRA Memorandum of Understanding. International students shall receive certificates of completion IAW para 505.

a. Procedures. Upon successful completion of the prescribed training program, U.S. Navy or Marine NFSS shall be awarded a diploma (designation certificate), insignia (wings), wallet-sized designation card in folder and a letter of designation at an appropriate ceremony as prescribed by TRAWING Commanders. For those naval officers completing designation requirements at commands outside the NATRACOM, the awards shall be made by the CO of the school at an appropriate ceremony. CNATRA will sign designation certificates and designation cards. Coast Guard officers shall be designated by CNATRA as Coast Guard aviators.

b. Processing

(1) Individual letters of designation shall be prepared for the signature of the appropriate TRAWING Commander, addressed to each designee, using the following standard wording: "As of this date you were designated a (naval aviator or naval flight officer) by the Chief of Naval Air Training in recognition of

08 JUN 09

your successful completion of the prescribed course of instruction."

(2) Copies of the letter will be sent to:

(a) NPC-432 - Naval Aviators and Flight Officers

(b) CMC (Codes DPH and DFA3) - Marine Corps Officers

c. Supplies. Designation supplies can be obtained by letter request to CNATRA (N1). Care must be taken to safeguard these supplies, and responsible individuals will be held accountable for their misuse and loss in accordance with CNATRAINST 5213.3 series.

907. POSTHUMOUS DESIGNATION. Requests for posthumous designation will not normally be considered. CNATRA, on a case-by-case basis, may designate an SNA or SNFO posthumously based on significant completion of the approved training syllabus. CNATRA will forward a personal letter with designation certificate and naval aviator or naval flight officer insignia to the primary next of kin for posthumous designations.

908. CERTIFICATION OF COMPLETION. NFSs who complete any special training program conducted by the NATRACOM shall be awarded certifications of completion. International NFSs shall be awarded certificates as outlined in Chapter V.

909. REPORTING TO FRS. When NFSs are ordered to a fleet or shore assignment with a specific reporting date, every effort must be made to complete and detach them in time to allow for proceed and travel time at a minimum. If for any reason it appears that a graduating NFS is unable to meet the reporting date in his or her orders, CNATRA (N35), DSN 861-2930, shall be notified by telephone.

910. ASSIGNMENT OF NEWLY DESIGNATED AVIATORS

a. Background

(1) All Navy assignments are coordinated with Navy Personnel Command, CNATRA (N3) and the appropriate Naval Aviator Production Process (NAPP) Task Group Lead.

(2) All Marine assignments are coordinated between the Commandant of the Marine Corps, Training and Education Command (TECOM), Aviation Training Branch (ATB), CNATRA (N3), MATSG-21/22. and the appropriate NAPP Task Group Lead.

(3) All Coast Guard assignments are coordinated through liaison between the Commandant of the Coast Guard, CNATRA (N3), and the appropriate NAPP Task Group Lead.

(4) All USAF assignments are coordinated through liaison with Air Education and Training Command (AETC), CNATRA (N3), and the appropriate NAPP Task Group Lead.

b. Procedure. All Navy NFSs will be detailed shortly before designation as Naval Aviators, with class standing derived from the following formulas using Navy Standard Scores (unless otherwise noted, NSS refers to Phase NSS):

(1) E2/C2 COMPOSITE SCORE = [(0.9 X (INTERMEDIATE E2C2 NSS + 2 X ADVANCED NSS) / 3) + (0.1 X ADVANCED ACADEMIC NSS)] X 4

(2) STRIKE COMPOSITE SCORE = [(0.9 X (INTERMEDIATE NSS + 2 X ADVANCED NSS) / 3) + (0.1 X (INTERMEDIATE ACADEMIC NSS + ADVANCED ACADEMIC NSS) / 2)] X 4

(3) MARITIME COMPOSITE SCORE = [(0.9 X ADVANCED NSS) + (0.1 X ADVANCED ACADEMIC NSS)] X 4

(4) HELO COMPOSITE SCORE = [(0.9 X ADVANCED NSS) + (0.1 X ADVANCED ACADEMIC NSS)] X 4

(5) TILTROTOR COMPOSITE SCORE = [(0.9 X (INTERMEDIATE NSS + 2 X ADVANCED NSS) / 3) + (0.1 X (INTERMEDIATE ACADEMIC NSS + ADVANCED ACADEMIC NSS) / 2)] X 4

(6) NFO COMPOSITE SCORE:

(a) P-3/P-8/E-6 = PRIMARY NSS X 4

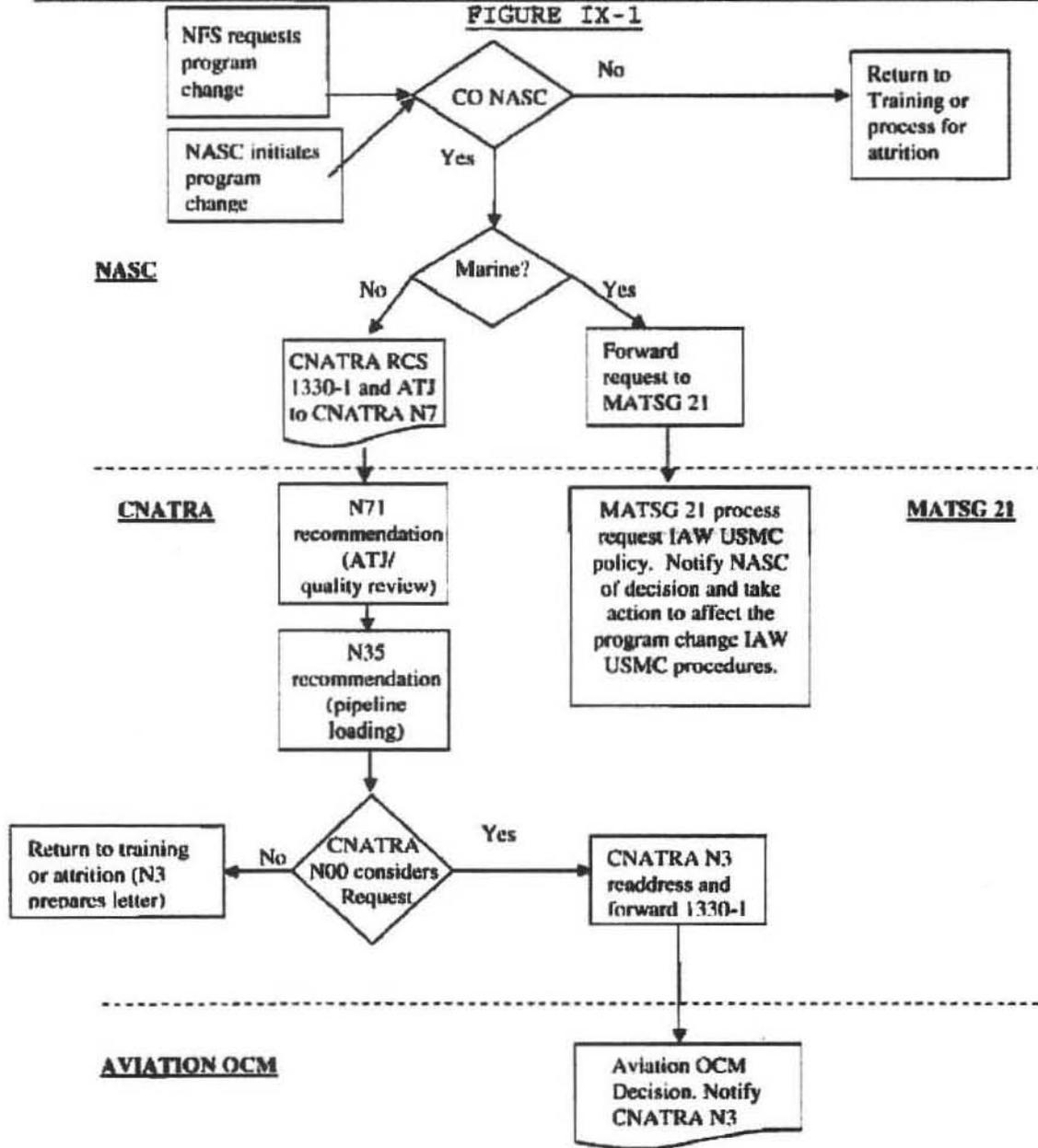
(b) E2 = [(PRIMARY NSS X .3) + (INTERMEDIATE NSS X .7)] X 4

(c) NFO STRIKE = PRIMARY NSS + INTERMEDIATE NSS + (ADVANCED NSS X 2)

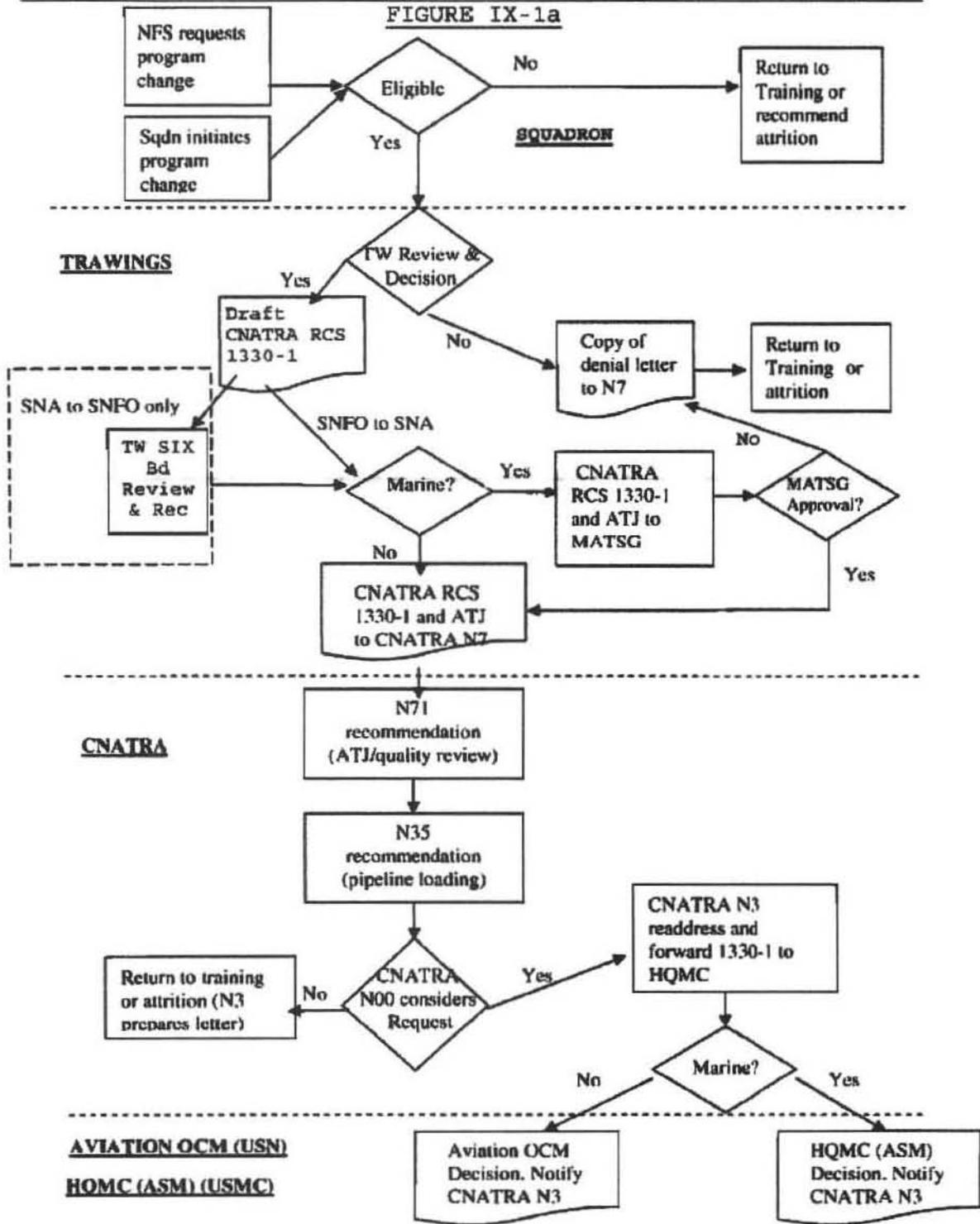
c. Navy Maritime and Strike SNAs. Commensurate with composite scores, completion dates and available billets, BUPERS/CMC will strive to assign each graduating NA or NFO his or her first choice of duty, through direct liaison with TRAWING Student Control Officer. Students shall submit two copies of

the Officer Preference and Personal Information Card, NAVPERS 1301/1, prior to completing curriculum. The Anthropometric Code, commissioning source, obligated service, and whether or not the NFS has an aviation vision waiver shall be entered in the remarks section. NFSs may make changes in their preference cards prior to issuance of written orders, usually within three weeks of receiving the advanced flight grades. The TRAWING Student Control Officer will coordinate any unexpected delays or changes in orders with NPC/CMC and CNATRA Student Control Officer.

SNA TO SNFO OR SNFO TO SNA PROGRAM CHANGE (FROM NASC) FLOW CHART

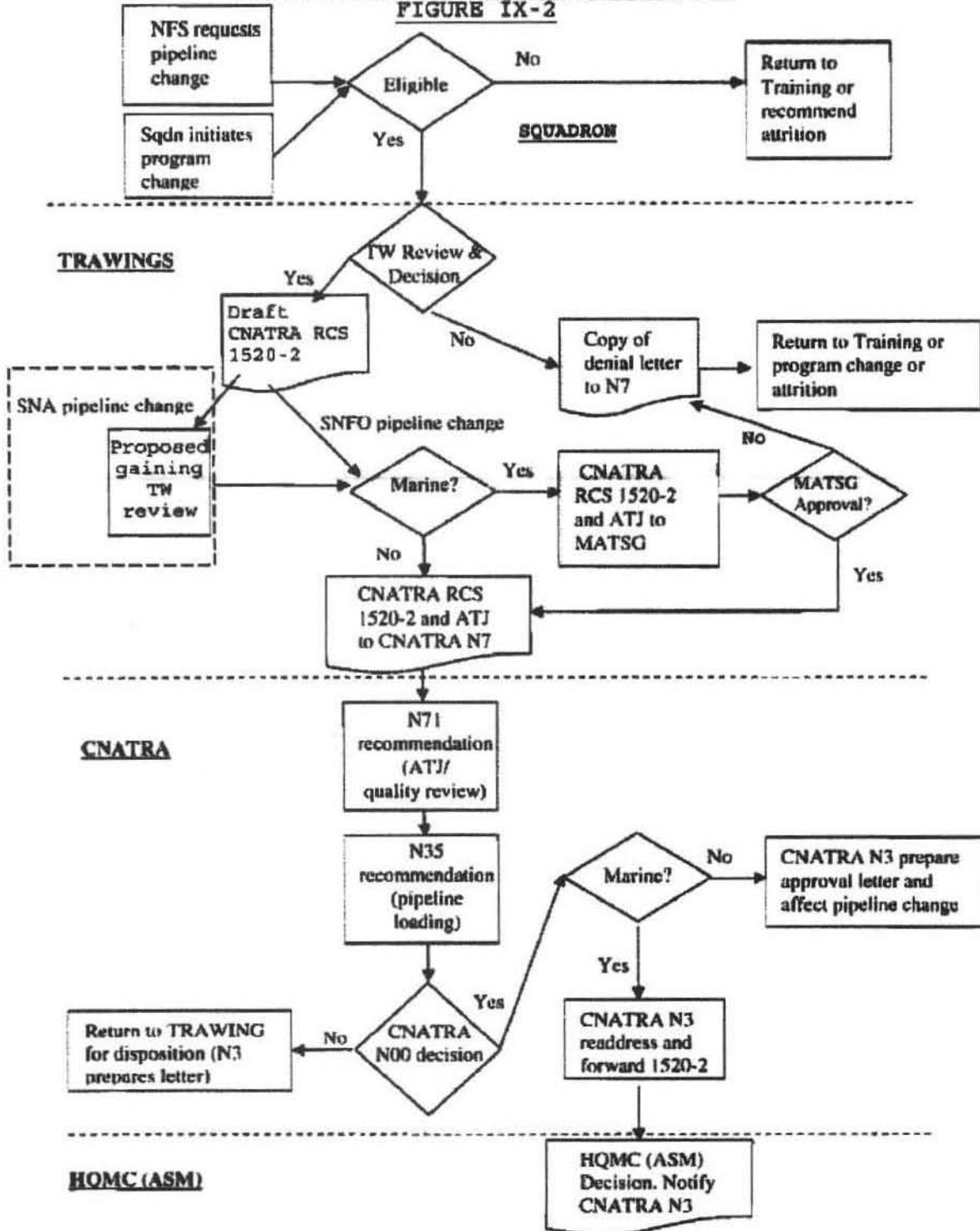


SNA TO SNFO OR SNFO TO SNA PROGRAM CHANGE (FROM TW) FLOW CHART



SNA/SNFO PIPELINE CHANGE FLOW CHART

FIGURE IX-2



CHAPTER X

OFFICER NAVAL FLIGHT STUDENT FITNESS REPORTS

1000. BACKGROUND. Fitness reports on military personnel are objective appraisals of their performance, from the date of initial appointment until the date of separation. These reports serve as a primary basis for selection for promotion and duty assignment. It is recognized that "under instruction" status does not readily lend itself to the preparation of comprehensive performance evaluations as NFSs must be able to devote their entire effort to the curriculum. To this end, each of the military services has provided specific guidance for preparing fitness reports on NFS personnel. This guidance is further amplified here and shall be applied to the preparation of NFS reports within the NATRACOM.

1001. ACTION. The CO, NAVAVSCOLSCOM, shall submit "not observed" fitness reports on NFS officer personnel for the period during which NFS officers are attached. Subsequent to NAVAVSCOLSCOM, fitness reports shall be prepared by the TRAWING to which the NFS is attached when the NFS transfers. NFS fitness reports shall not be generated upon detachment of reporting senior. Attritions shall have a "not observed" report submitted with a brief explanation in the remarks section as to the circumstances or reasons for attrition.

a. U.S. Navy Officers. All U.S. Navy officer NFS fitness reports shall be submitted in accordance with Navy Regulations Article 1152 and BUPERSINST 1610.10. Personal achievements such as 'E' awards or other CNATRA training awards may be included in the comments. Class standing may be included, but grades should not be included except in extraordinary cases. Under unusual circumstances, the reporting senior may wish to mark certain traits as observed, such as tactical performance for exceptional accomplishment. If this is done, all traits must be marked with a grade. Training squadron commanding officers are authorized to act as "Delegated Reporting Seniors" in accordance with BUPERSINST 1610.10, Article B-6.

b. U.S. Marine Corps Officers. Fitness Reports on Marine Corps Officers shall be completed in accordance with the MOA between TCOM and CNATRA. Fitness Reports on U.S. Marine Corps officers shall be completed in the most expedient manner under the instructions and guidance contained in MCO P1610.7, and the CNATRA, USMC TCOM MOA.

(1) The senior Marine is responsible for the administrative preparation, completion and submission of fitness reports for USMC NFSs.

(2) Fitness reports shall be completed annually and upon transfer for 2LT and 1LT that are designated SNAs or SNFOs in the aviation pipeline. The requirement to submit semi-annual (SA), grade change (GC), and change of reporting senior (CH) reports is waived per CMC.

(3) Administrative Action.

(a) Utilizing a standard form as provided by the cognizant Marine Aviation Training Support Group (MATSG), training squadron (TRARON)/training unit senior Marine will maintain a report of NFS grades and class standing upon completion of each of training phase. This information will be retained by the cognizant Senior Marine for transcription onto NFS fitness reports upon transfers from the administrative control of the MATSG.

(b) Not later than five working days prior to transfer from the administrative control of either MATSG, NFSs shall provide to the cognizant senior Marine a rough fitness report (Section A) and two signed blank reports to be utilized for preparation of the transfer fitness report.

(c) Not later than five working days prior to the ending of annual fitness reports, NFSs will provide to the cognizant senior Marine a rough fitness report (Section A).

c. U.S. Coast Guard Officers. Reports on U.S. Coast Guard officer NFSs shall be prepared and submitted in accordance with the Coast Guard Personnel Manual, Article 10-A-4. If additional assistance is required in completing the reports, it may be obtained from the Coast Guard Liaison Officer (Commanding Officer, CGAS, Corpus Christi, or the Coast Guard Liaison Officer, NAS Pensacola). The regular reporting senior shall forward the reports to the Commandant of the Coast Guard via the appropriate Coast Guard liaison officer.

d. USAF NFS Officers. USAF NFS officers shall be evaluated in accordance with the Memorandum of Understanding between AETC and CNATRA.

APPENDIX A

LIST OF FORMS

<u>CNATRA Number</u>	<u>Title</u>	<u>Paragraph Number</u>	<u>Page Number</u>
CNATRA 1542/5A,B,C, D,E	Naval Aviator Training Stage Grades	A-101	A-3
CNATRA 1540/23-206	Aviation Training Forms	A-102	A-3
CNATRA 1542/256-1695	(ATFs)		
CNATRA-GEN 1542/10A	ATJ - Pilot	A-103	A-5
CNATRA-GEN 1542/10B	ATJ - NFO	A-104	A-5
CNATRA-GEN 1542/12	Weekly Calendar	A-105	A-6
CNATRA-GEN 1542/13	Summary Progress Review Board (PRB)	A-106	A-6
CNATRA-GEN 1542/16	Supplementary Jacket Form	A-107	A-6
CNATRA 1542/21	Officer Candidate School/Aviation Preflight Indoctrination	A-108	A-6
CNATRA-GEN 1542/31	Unsatisfactory/Delinquency/ Incident Report	A-109	A-6
CNATRA-1500/48	Medical Hold Monthly Tracking Information	A-110	A-7
NAVPERS 5000/64	Records Transmittal	A-111	A-7
CNATRA-GEN 1542/66	Jacket Review Divider	A-112	A-7
CNATRA 1542/90	Pink Sheet Summary	A-113	A-7
CNATRA 1542/95	Naval Aviator Aviation Training Jacket (ATJ) Summary Card	A-114	A-7
CNATRA 1542/96	Primary Flight and Simulator Flight Training	A-115	A-8
CNATRA 1542/97	Primary Academic Training	A-116	A-8
CNATRA 1542/98	Intermediate Strike and Advanced E2/C2 Flight and Simulator Flight Training	A-117	A-8
CNATRA 1542/99	Intermediate Strike and Intermediate E2/C2 Academic Training(s)	A-118	A-8
CNATRA 1542/100	Intermediate Flight and Simulator Flight Training (T-34C Joint)	A-119	A-8
CNATRA 1542/101	Advanced Academic Training	A-120	A-8
CNATRA 1542/102	Advanced Helicopter Flight and Simulator Training (Helo)	A-121	A-9
CNATRA 1542/103	Advanced Maritime and Intermediate E2/C2 Flight Training	A-122	A-9

<u>CNATRA Number</u>	<u>Title</u>	<u>Paragraph Number</u>	<u>Page Number</u>
CNATRA 1542/104	Advanced Flight and Simulator Flight Training (Strike)	A-123	A-9
CNATRA 1542/106	LSO Trend Analysis Summary	A-124	A-9
CNATRA 1542/132	Record of Training Waivers	A-125	A-9
CNATRA 1542/599	Basic Flight and Simulator Training (NFO)	A-126	A-9
CNATRA 1542/600	Intermediate Flight and Simulator Flight Training (NFO)	A-127	A-9
CNATRA 1542/601	Basic Academic Training (NFO)	A-128	A-9
CNATRA 1542/602	Intermediate Academic Training (NFO)	A-129	A-9
CNATRA 1542/PA	Privacy Act Statement and Record of Disclosure	A-130	A-10
CNATRA 1542/1415	NFO/Strike/Fighter Flight and Simulator Flight Training	A-131	A-10
CNATRA 1542/1435	Strike Fighter Academic Training	A-132	A-10
CNATRA 1542/1437	T-45TS Flight and Simulator Training (S)	A-133	A-10
CNATRA 1542/1438	T-45 Advanced Flight and Simulator Training (S)	A-134	A-10
CNATRA 1542/609	ATDS Academic Training	A-135	A-11
CNATRA 1542/610	ATDS Flight and Simulator Flight Training	A-136	A-11

A-101 CNATRA 1542/5A, B, C, D, E - Naval Aviator Training Stage Grades. These forms are used by all advanced training squadrons (E2/C2 graduates use CNATRA 1542/5E). Since copies of this form are mailed to fleet replacement units and represent the only qualitative information on the performance of Student Naval Aviators (SNAs) while in flight training, it is imperative that they be completed as accurately as possible. Comments to the right of the student's stage grades are required if his stage grade is more than 0.02 below the squadron average for that stage. CO's comments at the bottom should not be "FITREP" - type remarks on his officer potential, but rather a projection of his future performance. Areas of strengths and weakness should be commented on in the remarks section. They will be filed as the top sheet on the right side of the ATJ.

A-102 CNATRA 1540/23-206 and 1542/256-1695 - Aviation Training Forms (ATFs). For use by Non-MPS and Non-MNTS.

a. These series of forms are used to record grades of flight and simulator events. Blanks shall be filled in by the student or instructor, as appropriate. Specific instructions are:

(1) SQUADRON. Fill in this space if not preprinted.

(2) For non-MPTS/MNTS curriculum, U-BA-A-AA. Adjacent to those items performed during the event the instructor places an X in the appropriate grade column. 'Briefed' and 'Demonstrated' items will not be graded, but designated by a "B" or "D" respectively in the average column. Following is the list of authorized event types and the associated abbreviation:

BRIEF	(B)	Not graded
DISCUSS	(DI)	
DEMONSTRATE	(D)	Not graded
INTRODUCE	(I)	
PRACTICE	(P)	
REVIEW	(R)	

Items that were not completed or performed during an event will be designated by either a "DND" for 'Did Not Do', "NG" for 'Not Graded', or "PG" for 'Previously Graded'. Optional items not performed shall be graded as "N/A" or "DND".

(3) For MPTS/MNTS curriculum, NG/1, U/2, F/3, G/4, E/5. Adjacent to those items performed during the event the instructor places an X in the appropriate grade column. Following is the list of authorized event types and the associated abbreviation

NO GRADE/DEMONSTRATE	(NG/1)
UNSATISFACTORY/UNSAFE	(U/2)
FAIR	(F/3)
GOOD	(G/4)
EXCELLENT	(E/5)

No other entries shall be authorized by local master curriculum guides or other instruction.

(3) COMMENTS. Comments are required when an item is graded Unsatisfactory, Below Average, or Above Average for non-MPTS/MNTS students, or below MIF or Excellent for MPTS/MNTS students. Comments are encouraged on Average or MIF items when useful information can be imparted to the student, other instructors, or to reviewing authorities. Comments should start on the front side of the ATF, beginning with the GENERAL or GEN COMMENT, and continue on the back side, if required, in such a manner that they can be read by lifting the bottom on the ATF while attached to the ATJ. Use Supplemental Jacket Forms for additional pages.

(4) FLIGHT TIME LOG Section. Cumulative totals for flight log information may be left blank.

(5) AIRCRAFT. Mark as appropriate.

(6) STAGE. If more than one stage is preprinted, circle the correct one and black out the others.

(7) UP/DOWN. All non-MPTS/MNTS events must have one of these blocks filled in. All MPTS/MNTS ATFs must have pass, fail, or marginal blocks filled in.

(8) SAFE-FOR-SOLO/UNSAFE-FOR-SOLO. One of these boxes must be filled in on safe-for-solo check events.

(9) COMPLETE/INCOMPLETE. One of these boxes must be filled in on all events. All incomplete events require a statement in the comments section as to the reason for lack of completion.

(10) INSTRUCTOR'S SIGNATURE. This is left blank on solo events unless the squadron requires the FDO/ODO or other designated person to review and initial solo ATFs. This space shall be signed by the Weather Safety Pilot (shotgunned event) if they flew the event with the student.

(11) INSTRUCTOR'S NAME. Print the instructor's name if dual. On solo flights, insert the Weather Safety Pilot's name, if applicable; otherwise, print "SOLO".

b. For non-MPTS/MNTS curriculum, any unsatisfactory event requires the instructor to indicate in the comments section whether "further training is/is not warranted". Additionally, a stamp reading "further training is/is not warranted" shall be affixed to the ATF by Student Control. If further training is warranted, the instructor shall state a recommendation as to the nature and amount of training required to bring the student's proficiency to satisfactory standards.

c. When a dangerous tendency is noted, the ATF will be stamped accordingly and a complete description of the tendency shall be provided.

d. The following stamps are authorized for use on ATFs and shall be stamped in the comments section unless otherwise specified.

- (1) Extra time (stamped in "cumulative stage total" box)
- (2) Warmup (stamped in "cumulative stage total" box)
- (3) Further training is/is not warranted (non-MPTS/MNTS)
- (4) Dangerous
- (5) Synthetic flight/instructor graded
- (6) Synthetic flight/nongraded (stamped in "cumulative stage total" box)
- (7) Incomplete
- (8) Recheck (non-MPTS/MNTS, stamped in "cumulative stage total" box)
- (9) Special check (non-MPTS/MNTS)
- (10) Field carrier qualified
- (11) Graded on later ATF (non-MPTS/MNTS, stamped in total marks this flight box)
- (12) Initial Progress Check (MPTS/MNTS)
- (13) Final Progress Check (MPTS/MNTS)

e. ATFs shall be filed by stage of training, in numerical order, from bottom to top. Stages shall be arranged in the order presented in the curriculum summary, with the later stages on top. In the SNFO jacket, synthetic flight ATFs shall be filed in accordance with Appendix F. Flight ATFs are filed on the right side, under the appropriate NFO Flight Summary, (one each for primary, intermediate and advanced phases, if applicable. In SNA jackets, Synthetic flight ATFs that do not count as part of the flight grade (CPTs, EP, etc) are filed under the appropriate phase divider on the left side of the ATJ. Flight ATFs and high-fidelity simulator ATFs are filed under the appropriate phase divider on the right side of the ATJ.

A-103 CNATRA-GEN 1542/10A - Aviation Training Jacket (Pilot).
This is the ATJ used for SNA training.

A-104 CNATRA-GEN 1542/10B - Aviation Training Jacket (NFO). This is the ATJ used for SNFO training.

A-105 CNATRA-GEN 1542/12 - Weekly Calendar. This form is utilized throughout the NATRACOM to provide chronological data of the student's training. All days shall be accounted for, including weekends, if there was scheduled training. Students are required to fill out this form, but commands are responsible for the completeness and accuracy of the form before the student is transferred. In the SNFO ATJ, the forms shall be filed in chronological order on the top of the right side. In the SNA ATJ, they shall be filed above the ATFs, and under the jacket review divider on the right side.

A-106 CNATRA GEN 1542/13 - Summary Progress Review Board (PRB). This form is for non-MPTS/MNTS SNA and SNFO progress boards. The "Record of Difficulties" section will enumerate failures which occurred previous to the present difficulty. The specific academic and flight support failures shall be listed on the right side and the "number of PRBs" does not include the present board. For SNFO boards, the PRIMARY sections shall be used for the Primary phase and the BASIC-INTMED sections shall be used for the Intermediate phase. The "Present Difficulty" section will spell out the reasons for the PRB and may include any combination of academic, flight, flight support, or motivational problems. If the comment made by the board senior member, the commanding officer, or the TRAWING commander does not fit on the back side of the form, supplementary forms (CNATRA-GEN 1542/16) may be attached. The form shall be completed in duplicate, with the original being filed just below the Pink Sheet Summary on the left side of the ATJ and the duplicate being retained by or forwarded to the TRAWING. In the SNFO ATJ, the form is filed under the Pink Sheet Summary on the left side. In the SNA ATJ, the form is filed under the appropriate phase divider on the left side. PRBs are also logged on the Pilot or the NFO Training Summary.

A-107 CNATRA-GEN 1542/16 - Supplementary Jacket Form. This form can be used as needed in conjunction with Progress Review Boards (PRB), direct referrals, IPC/FPC counseling, student's statements, doctor's remarks, etcetera.

A-108 CNATRA 1542/21 - Officer Candidate School/Aviation Preflight Indoctrination. This form is used to record the final results of training in AOCS and API for all NATRACOM students. The weight factors for each subject are preprinted on the form. The form is filed on the left side of the ATJ. The API final raw score and standard score are transferred to the Pilot or NFO Training Summary form.

A-109 CNATRA-GEN 1542/31 - Unsatisfactory/Delinquency/Incident Report. This form is used to record any difficulty that a student encounters while under training. The form is filed above the ATF on which the difficulty occurred. When the form is used to document an accident or incident, it must be stamped on the

lower margin with the notation: "SPECIAL HANDLING REQUIRED IN ACCORDANCE WITH OPNAVINST 3750.6Q." Note that documentation of an incident/mishap is not necessarily an UNSAT.

A-110 CNATRA 1500/48 - CNATRA Medical Hold Monthly Tracking Information. This form is utilized for command reporting of students to CNATRA (Code 00M) who are in a medical hold status. It's primary utility is to maintain visibility on students who are experiencing training delays due to prolonged periods of medical grounding. The report is due monthly by COB on the first working day each month.

A-111 NAVPERS 5000/64 - Records Transmittal. This form shall be completed in triplicate whenever transmitting ATJs from one unit to another regardless of the method used to transmit. A receipted copy shall be retained by the forwarding office for a period of one year.

A-112 CNATRA-GEN 1542/66 - Jacket Review Divider. This form is utilized to record the jacket reviews conducted by the student with their assigned instructor, as required by the appropriate curriculum and by this instruction. In the SNFO ATJ, this form is on the bottom of the right side. In the SNA ATJ, it is on the right side, under the Naval Aviator Stage Grades (CNATRA 1542/5A, B, C, D).

A-113 CNATRA 1542/90 Pink Sheet Summary. This form is used to summarize all student difficulties documented by "pink sheets" (CNATRA-GEN 1542/31), including flight violations, accidents, incidents, unsatisfactory events, and PRBs. The form shall be completed by the command at the completion of each phase, and the entry "none" shall be made in all three sections of the form when appropriate. The form is filed near the top on the left side of the ATJ, just underneath CNATRA 1542/95.

A-114 CNATRA 1542/95 - Naval Aviator Aviation Training Jacket (ATJ) Summary Card. The summary card is initiated upon initiating the ATJ and filed on the left side just under the CNATRA 1542 Privacy Act Statement. All entries must be in black ink. Sex/race/ethnic code is from NAVMILPERSMAN 5010200 (see Appendix C). Procurement source is from CNATRAINST 1542.7E Aviation Training Production Statistical Reporting Manual. Additionally, annotate procurement source with accession contract agreements such as Aviation Visual Waiver (AVW), OSAM, or the 4 X 6 program. Anthropometric code is from the NAVMED 6410/9 Anthropometric Data record. The comment section will include pertinent entries such as requirements for corrective lenses, etcetera. Raw grades are rounded off to the nearest thousandth. Squadron average (AVE) and standard deviation (SD) from the ATSS/ATF program's conversion table are used to compute the NSS/PAS. SYL: syllabus events/hours; NON-SYL: non-syllabus events/hours. Data is transferred to the form upon completion of each phase. Temporary entries may be made lightly in pencil for the purpose of jacket reviews, PRBs, etcetera.

A-115 CNATRA 1542/96 - Primary Flight and Simulator Flight Training. This form is used after the primary phase of training. The computed raw numerical flight grade and the standard score are then transferred to the Naval Aviator Aviation Training Jacket Summary card. The form is filed on the right side of the SNA ATJ and is used to divide Primary and Intermediate/Advanced ATFs. The Simulated Flight Training section is for those synthetic events that do not count as part of the flight grade (CPTs, EPs, etc.).

A-116 CNATRA 1542/97 - Primary Academic Training. This form is used to record academic grades in the primary phase. It is placed on the left side of the SNA ATJ and under it are filed pink sheets (for other than flight unsatisfactory events), PRB/TRB forms, synthetic ATFs (other than high-fidelity instructor graded events), and any other forms pertinent to the Primary phase of training. When completed, the final raw score and the standard score are transferred to the Naval Aviator Aviation Training Jacket Summary card.

A-117 CNATRA 1542/98 - Advanced E-2/C-2 Flight and Simulator Flight Training. This form is used after the Advanced E-2/C-2 phase of training. The computer printout with the computed raw numerical flight grade and the standard score are filed behind this form and these grades are then transferred to the Naval Aviator Aviation Training Jacket Summary card. The form is filed on the right side of the SNA ATJ and is used to divide Intermediate and Advanced E-2/C-2 ATFs.

A-118 CNATRA 1542/99 - Intermediate E2/C2 Academic Training. This form is placed on the left side of the SNA ATJ and under it are filed pink sheets (for other than flight unsatisfactory events), PRB/TRB forms, synthetic ATFs (other than high-fidelity, instructor graded events), and any other forms pertinent to the Intermediate E-2/C-2 phase of training. When phase is completed, a computer printout with the final raw score and the standard score are filed under this form and those grades are transferred to the Naval Aviator Aviation Training Jacket Summary card.

A-119 CNATRA 1542/100 - Intermediate Flight and Simulator Flight Training (T-34C Joint). This form is used to separate the Intermediate Maritime and Helicopter phase from previous phases. The computer printout with the computed raw numerical flight grade and the standard score are filed behind this form and these grades are then transferred to the Naval Aviator Aviation Training Jacket Summary card. The form is filed on the right side of the SNA ATJ and is used to divide Intermediate and Advanced ATFs.

A-120 CNATRA 1542/101 - Advanced Academic Training. This form is placed on the left side of the SNA ATJ and under it are filed pink sheets (for other than flight unsatisfactory events), PRB/TRB forms, synthetic ATFs (other than high-fidelity, instructor graded events), and any other forms pertinent to the advanced phase of training. When phase is completed, a computer

printout with the final raw score and the standard score are filed under this form and those grades are transferred to the Naval Aviator Aviation Training Jacket Summary card.

A-121 CNATRA 1542/102 - Advanced Helicopter Flight and Simulator Flight Training (H). This form is used after each portion of the advanced helicopter training phase. When phase is completed, a computer printout with the final raw score and the standard score are filed under this form and those grades are transferred to the Naval Aviator Aviation Training Jacket Summary card. The form is filed on top of the right side of the SNA ATJ.

A-122 CNATRA 1542/103 - Advanced Multi-engine and Intermediate E2/C2 Flight Training (M). This form is used after the Advanced Multi-engine or Intermediate E-2/C-2 phase of training. When phase is completed, a computer printout with the final raw score and the standard score are filed under this form and those grades are transferred to the Naval Aviator Aviation Training Jacket Summary card. The form is filed on top of the right side of the SNA ATJ.

A-123 CNATRA 1542/104 - Advanced Flight and Simulator Flight Training (S). This form is used after the TA-4J Advanced Strike phase. When phase is completed, a computer printout with the final raw score and the standard score are filed under this form and those grades are transferred to the Naval Aviator Aviation Training Jacket Summary card. The form is filed on top of the right side of the SNP ATJ.

A-124 CNATRA 1542/106 - LSO Trend Analysis Summary. This form will be completed for all Strike and E2/C2 graduates and will be filed just beneath CNATRA 1542/5A on the right side of the SNA ATJ.

A-125 CNATRA 1542/132 - Record of Training Waivers. This form is filed on the bottom of the left side of the ATJ. It should include ALL curriculum events waived, as well as minimum flight hour requirements, etcetera. Supporting waiver paperwork, messages, and letters shall be filed under this form.

A-126 CNATRA 1542/599 - Primary Flight and Simulator Training (NFO). This form is used after the SNFO primary phase of training. When phase is completed, a computer printout with the final raw score and the standard score are filed under this form and those grades are transferred to the Naval Aviator Aviation Training Jacket Summary card. The form is filed on the right side of the SNFO ATJ and is used to divide Primary and Intermediate ATFs.

A-127 CNATRA 1542/600 - Intermediate Flight and Simulator Flight Training (NFO). This form is used after Intermediate phase of training. When phase is completed, a computer printout with the final raw score and the standard score are filed under this form

and those grades are transferred to the Naval Aviator Aviation Training Jacket Summary card. This form is filed on the right side of the SNFO ATJ and is used to divide Intermediate and Advanced ATFs.

A-128 CNATRA 1542/601 - Primary Academic Training (NFO). This form is used to record academic grades in the Primary phase. It is placed on the left side of the SNFO ATJ and under it are filed pink sheets (for other than flight unsatisfactory events), PRB/TRB forms, synthetic ATFs (other than high-fidelity instructor graded events), and any other forms pertinent to Basic phase of training. When phase is completed, a computer printout with the final raw score and the standard score are filed under this form and those grades are transferred to the Naval Aviator Aviation Training Jacket Summary card.

A-129 CNATRA 1542/602 -Intermediate Academic Training (NFO). This form is used to record academic grades in the Intermediate phase. It is placed on the left side of the SNFO ATJ and under it are filed pink sheets (for other than flight downs), PRB forms, synthetic ATFs (other than high-fidelity instructor graded events), and any other forms pertinent to Intermediate phase of training. When phase is completed, a computer printout with the final raw score and the standard score are filed under this form and those grades are transferred to the Naval Aviator Aviation Training Jacket Summary card.

A-130 CNATRA 1542/PA - Privacy Act Statement and Record of Disclosure. This form is completed and signed by the student upon initiation of the ATJ. It is permanently filed on top of the left side of the ATJ. If utilized for an ATJ, check the Aviation Training Jacket block; check the Flight Instruction Standardization and Training (FIST) block if used for an instructor's FIST jacket. All non-routine disclosures must be recorded in the Record of Disclosure section. Individuals receiving the disclosure must sign the form (if in person) or personnel recording the disclosure must sign if transmitting the disclosure. Normally, all requests for disclosure should be forwarded to CNATRA for approval.

A-131 CNATRA 1542/1415 - NFO/Strike/Fighter Flight and Simulator Training. This form is used in the advanced phase of training. When phase is completed, a computer printout with the final raw score and the standard score are filed under this form and those grades are transferred to the Naval Aviator Aviation Training Jacket Summary card. This form is filed on the right side of the SNFO ATJ above Advanced ATFs.

A-132 CNATRA 1542/1435 - Strike Fighter Academic Training. This form is used to record academic grades in the Advanced phase of training. It is placed on the left side of the SNFO. When phase is completed, a computer printout with the final raw score and

the standard score are filed under this form and those grades are transferred to the Naval Aviator Aviation Training Jacket Summary card.

A-133 CNATRA 1542/1437 - Advanced TS Strike Flight and Simulator Training (S). This form is used after the Advanced TS Strike phase. When phase is completed, a computer printout with the final raw score and the standard score are filed under this form and those grades are transferred to the Naval Aviator Aviation Training Jacket Summary card. The form is filed on top of the right side of the SNA ATJ.

A-134 CNATRA 1542/1438 - T-45 Advanced Flight and Simulator Training (S). This form is used for the Advanced Strike phase. When phase is completed, a computer printout with the final raw score and the standard score are filed under this form and those grades are transferred to the Naval Aviator Aviation Training Jacket Summary card. The form is filed on top of the right side of the SNA ATJ.

A-135 CNATRA 1542/609 - Aviation Tactical Data System (ATDS) Academic Training. This form is used to record academic grades in the ATDS phase of training. It is placed on the left side of the SNFO ATJ and under it are filed pink sheets (for other than flight unsatisfactory events), PRB/TRB forms, synthetic ATFs (other than high-fidelity instructor graded events), and any other forms pertinent to ATDS phase of training. When phase is completed, a computer printout with the final raw score and the standard score are filed under this form and those grades are transferred to the Naval Aviator Aviation Training Jacket Summary card.

A-136 CNATRA 1542/610 - ATDS Flight And Simulator Flight Training. This form is used after ATDS phase of training. When phase is completed, a computer printout with the final raw score and the standard score are filed under this form and those grades are transferred to the Naval Aviator Aviation Training Jacket Summary card. This form is filed on the right side of the SNFO ATJ above Advanced ATFs.

CNATRAINST 1500.4G
14 SEP 2007

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APPENDIX B

LIST OF TRAINING REPORT REQUIREMENTS

<u>Example</u> <u>Number</u>	<u>Report</u> <u>Control</u> <u>Symbol</u>	<u>Title</u>	<u>Page</u> <u>Number</u>	<u>CNATRA</u> <u>Code Return</u>
1.	CNATRA 1330-1	Program Change Request	B-3	N71
2.	CNATRA 1520-1	SNA Pipeline Assignment	B-4	N351
3.	CNATRA 1520-2	Request for Pipeline Change	B-5	N71
4.	CNATRA 1900-2	Separation From Training	B-6	N718
5.	OPNAV 4950-13	IMS Status Report (Trainee/Deficiency/ECD Change Report)	B-9	N718
6.		Casualty Report Format	B-10	N718
7.		ITO Endorsement Format	B-11	N718

CNATRAINST 1500.4G
14 SEP 2007

From: Commanding Officer, Naval Aviation Schools Command or
Commander, Training Air Wing XXX
To: Chief of Naval Air Training
Via: Commander, Training Air Wing SIX (as required)
Commanding Officer, Marine Aviation Training Support Group
TWENTY-ONE/TWENTY TWO (as required)

Subj: PROGRAM CHANGE REQUEST, SNA TO SNFO/SNFO TO SNA, RCS
CNATRA 1330-1

Ref: (a) CNATRAINST 1500.4G

Encl: (1) SNP Letter Request
(2) NFO Screening Board Report

1. Rank, name (first, middle initial, last), SSN, designator
2. Date of birth
3. Source (1), ACDU date, date entry program, date commissioned
4. College, major, marital status
5. AQT/FAR
6. Reason for separation, date of separation
7. Student's reason for requesting program change (if applicable)
8. Student has been found to be physically qualified for requested program. (if applicable)
9. Squadron, stage of training, total flight hours, number of weeks at present phase of training.
10. Academic grades (by phase, e.g., AI-56, Primary-48, etcetera)
11. Flight grades (by phase, e.g., Primary-2.87)
12. Action requested (e.g., SNA to SNFO)
13. Evaluation and recommendation of NFO screening board (if applicable)
14. Recommendation by TRAWING commander

Copy to:

CMC (ASM) Washington DC (For Marine personnel)
TECOM (ATB) Quantico VA (For Marine personnel)
NPC Millington TN

NOTE: Procurement sources as defined in CNATRAINST 1542.7E.
Example 1

CNATRAINST 1500.4G
14 SEP 2007

From: COMTRAWING FIVE Date: 05/01/07
To: Chief of Naval Air Training (ATTN: N351)

Subj: SNP PIPELINE ASSIGNMENT (RCS CNATRA 1520-1)

NAME	RANK	SOURCE	PIPE- PREF	SQD	RAW FLT GRADE	NAVY STD SCORE	COMP SCORE	AQT/ FAR
ARCODE	SRE	AVW	QFIVE	LINE				

Example 2

CNATRAINST 1500.4G
14 SEP 2007

From: Commander, Training Air Wing XXX
To: Chief of Naval Air Training
Via: Commander, Training Air Wing XXX
Commanding Officer, Marine Aviation Training Support Group
TWENTY-ONE/TWENTY-TWO (as required)

Subj: REQUEST FOR PIPELINE CHANGE, RCS CNATRA 1520-2

Ref: (a) CNATRAINST 1500.4G

1. In accordance with reference (a) ENS T. L. Smith, USNR, 000-00-0000/1395 requests pipeline change from _____ to _____.
2. ENS Smith requests pipeline change because (reason).
3. Flight grades as follows:

- a. Primary phase

<u>STAGE</u>	<u>GRADES</u>	<u>SQUADRON AVE</u>
Contact	3.XXX	X.XX
.....		

OVERALL PRIMARY GRADE (ADJUSTED)/CLASS RANK

3.XXX/Graduated 6th of 22

- b. Intermediate phase (as applicable)
 - c. Advanced phase (as applicable)
4. (Narrative of SNA's/SNFO's strengths/weaknesses and trends (if any)).
 5. UNSATISFACTORY EVENTS

- a. Primary phase

(1) C4104, landing pattern. Experienced difficulty establishing the aircraft on extended runway centerline and coordinating the landing transition.

(2)...

- b. Intermediate phase
 - c. Advance phase (as applicable)
6. (TRAWING comments and recommendations.)

Example 3

From: Commander, Training Air Wing XXX or
Commanding Officer, Naval Aviation Schools Command
To: Chief of Naval Personnel (NPC-433E) (U.S. Navy)
Commanding Officer, Coast Guard Training Support (USCG)
Air Force Personnel Center, Randolph AFB (Air Force)
Commandant, Marine Corps
Via: Cognizant MATSG (USMC)

Subj: SEPARATION FROM TRAINING, RCS CNATRA 1900-2

Ref: (a) CNATRAINST 1500.4G

Encl: (1) REQUEST FOR REDESIGNATION

1. Rank, name (first, middle, last), SSN, designator
2. Source (Note 1), active duty (ACDU) date, date of program entry, date commissioned. (n/a for Marine Corps personnel)
3. Reason for attrition, date of attrition.
4. Squadron, stage and phase of training, phase flight hours, total flight hours, number of weeks at present phase of training.
5. College, major, program academic grade (Note 2), flight grade (Note 2), marital status.
6. Opinion as to effort exerted, potential for future service, attitude, motivation, and recommendation.
7. I have notified (Officer's Name) he/she is subject to release from active duty due to non-attainment of an initial warfare qualification.

Notes: 1. Procurement sources as defined in CNATRAINST 1542.7E.
2. Use verbal description for academic and flight grades (i.e., "Academic average, Flight below average").

Copy to:
CNATRA N718 (w/encl)
Student's Training Squadron
NAVAOPMEDINST Pensacola FL
Student's ATJ

CNATRAINST 1500.4G
14 SEP 2007

From: Rank, Name, USN(R), Designator
To: Commander, Navy Personnel Command (PERS-*Detailer Code*)
Via: Commanding Officer, *Officer's Command*
Subj: REQUEST FOR REDESIGNATION
Ref: (a) *CO's letter*

1. I acknowledge receipt of reference (a), which states that I have (been disenrolled from my initial course of training or instruction) [failed to attain my surface warfare qualification within the prescribed time].

2. I understand that as a consequence, Navy Personnel Command will conduct an assessment of my situation to determine my status in the Navy. The following is a list of possible outcomes of that assessment:

- a. Redesignation into another community pursuant to my preferences as listed below in paragraph 3.
- b. Redesignation into another unrestricted line community.
- c. Selection to fill a general assignment billet.
- d. Involuntary separation or release from active duty.
- e. Voluntary release from active duty at my request.

3. I respectfully request consideration for redesignation into the following communities: (Note 1)

- a. First Choice
- b. Second Choice
- c. Third Choice

Or

I respectfully decline redesignation consideration into a new community and request release from active duty. I understand that, if I have a service obligation, I will be transferred to the Individual Ready Reserve.

4. Officer's personal comments regarding redesignation (i.e. Why would officer be an asset to new community? Does officer have

Example 4 (con't)

specific academics/training benefiting new community? What sets officer apart from peers? Why does officer desire to redesignate to new community? Etc.)

5. I have attached all documentation that I wish to be considered by NPC.

Notes: 1. Three choices are maximum for consideration. There is no requirement to provide all three choices.
2. Ensure college transcripts are included as an enclosure to this request.
3. Officer may include any additional information he/she deems appropriate.

Encl 1

Example 4 (con't)

CNATRAINST 1500.4G
14 SEP 2007

IMS STATUS REPORT FORMAT
(IMS FAILURE/DEFICIENCY/ECD CHANGE REPORT)

FROM: //CODE//

TO: CNATRA CORPUS CHRISTI TX//N718//

INFO: NETSAFA PENSACOLA FL//CODE//
NAVAVSCOLSCOM PENSACOLA FL//93//

UNCLAS//N04950//

SUBJ: IMS TRAINEE FAILURE DEFICIENCY/ECD CHANGE REPORT, RCS
OPNAV 4950-13

MSGID/GENADMIN/ORIGINATOR//

RMKS/1. A. (NAME, RANK, COUNTRY, ITO #, WCN #)

B. (COURSE TITLE/NUMBER) (DURATION IN WEEKS)

C. FLIGHT- ACADEMIC-
(GRADES: STANDARD SCORE, INDICATE INCOMPLETE IF SO)

D. (COMPREHENSION/ASSIMILATION: AN ENTRY OF NA IS
UNACCEPTABLE)

E. (LANGUAGE PROFICIENCY: NA IS UNACCEPTABLE)

F. (ATTITUDE: NA IS UNACCEPTABLE)

G. (ADEQUACY OF SELECTION PROGRESS: NA IS UNACCEPTABLE)

H. (REMARKS: WHEN A CLO IS ASSIGNED, THEIR COMMENTS WILL BE
INCLUDED IN THIS PARAGRAPH OR THE STATEMENT "CLO HAS NO
COMMENTS.")

I. (RECOMMENDED DISPOSITION)

J. (PHASE, HOURS, TYPE OF AIRCRAFT)

K. (PHASE, HOURS, TYPE OF SIMULATOR)//

Example 5

CASUALTY REPORT FORMAT
(PRIORITY MESSAGE)

FROM: //CODE//

TO: SECNAV WASHINGTON DC//CODE//

INFO: BUMED WASHINGTON DC//CODE//
COMNAVPERSCOM MILLINGTON TN//PERS-621//
SAO//CODE//
CHINFO WASHINGTON DC//CODE//
NAVY IPO WASHINGTON DC//CODE//
NETSAFA PENSACOLA FL//CODE//
NETSAFA DET PENSACOLA FL//CODE//
CNATRA CORPUS CHRISTI TX//N718//
NAVAVSCOLSCOM//CODE//
* NAVAL ATTACHE (COUNTRY INVOLVED)//CODE//

UNCLAS//N04950//

SUBJ: IMS CASUALTY REPORT

MSGID/GENADMIN/ORIGINATOR//

RMKS/1. A. (NAME IN FULL; RANK OR RATING; FILE OR SSN; BRANCH OF SERVICE; COUNTRY; ITO #; WCN #)

B. (TYPE OF CASUALTY)

C. (DATE, TIME, PLACE, CIRCUMSTANCES AND CAUSE. USE LOCAL TIME, PLACE OF OCCURRENCE. IF AT SEA, LAT/LONG UNLESS SECURITY PRECLUDES. GIVE CONCISE BUT AMPLE EXPLANATION OF OCCURRENCE FOR IMMEDIATE EXPLANATION TO NAVAL ATTACHES AND MILITARY ASSISTANCE ADVISORY GROUPS (MAAGS). IF DEATH OR SERIOUS INJURY, FOR EXAMPLE, STATE WHETHER SUSTAINED IN AUTOMOBILE ACCIDENT, AIRCRAFT ACCIDENT, OR OTHER CAUSE. IF DEATH RESULTED FROM FLIGHT IN A NAVAL AIRCRAFT, INCLUDE THE FOLLOWING ITEMS: STATUS OF THE INDIVIDUAL (PILOT, CREW MEMBER, PASSENGER, ETC.); MODEL OF AIRCRAFT; FLIGHT PURPOSE (INCLUDE WHETHER OPERATIONAL OR NOT OPERATIONAL). WHENEVER A CAUSE OF DEATH IS DELAYED PENDING AUTOPSY OR TOXICOLOGICAL EXAMINATION, THE FINDINGS SHALL BE FURNISHED BY SUPPLEMENTAL MESSAGE AS SOON AS POSSIBLE.)

D. (IF FATALITY INVOLVED, GIVE LOCATION AND DISPOSITION OF REMAINS. GIVE COMPLETE NAME AND ADDRESS OF MORGUE OR FUNERAL ESTABLISHMENT WHERE REMAINS ARE LOCATED. IF REMAINS ARE TO BE TRANSFERRED TO ANOTHER ESTABLISHMENT, GIVE NAME AND ADDRESS OF SUCH ESTABLISHMENT AND WHEN TRANSFER WILL BE MADE. IF REMAINS NOT RECOVERED, SO STATE AND ADVISE AS TO STATUS OF SEARCH.)//

* See next page for list of frequently needed Naval Attaché address.

Example 6

CNATRAINST 1500.4G
14 SEP 2007

SAMPLE INVITATIONAL TRAVEL ORDER (ITO) ENDORSEMENT

4950
Office Code
Date

NUMBER ENDORSEMENT on ITO No. of DATE

COUNTRY: FMS CASE NUMBER: WCN:

From: Commander, Training Air Wing
To: Lieutenant Junior Grade International STUDENT (last name
all caps), country, branch of service
SSN: 123-45-6789 SCN:

Subj: INVITATIONAL TRAVEL ORDERS

1. Reported: DATE Detached: DATE
2. Training commenced on DATE and terminated on DATE
in COURSE OF INSTRUCTION, MASL NUMBER, length of course -
NUMBER days at Training Squadron , Naval Air Station

3. Trainee was authorized the following calendar days of leave
while enrolled in the above course: Annual: Sick:
Holidays:

Annual: (List dates)
Medical: (List dates)
Holidays: (List dates)

4. Reason for termination: Completion of course (or other
reason)

5. FY XX hours flown in AIRCRAFT
FY XY hours flown in AIRCRAFT

6. See pages B-14 through B-16 for typical examples for this
paragraph.

7. Academic Grade: Flight Grade:

Copy to:
NETSAFA (N)
CNATRA (N718)
Country ATTACHE
Country SAO

Example 7

ITO ENDORSEMENT FORMAT

CHOICES FOR PARAGRAPH 6

WHEN DETACHING FROM COMTRAWING FIVE OF COMTRAWING SIX AND REPORTING TO COMTRAWING FOUR, COMTRAWING ONE, NAVAIRTU, OR OTHER NON-CNATRA TRAINING:

OR

WHEN DETACHING FROM COMTRAWING FOUR AND REPORTING TO COMTRAWING FIVE FOR FURTHER TRAINING:

Upon detachment, you will report to NAVAVSCOLSCOM (IMSO Office, Bldg. 633), NAS Pensacola, FL not later than 0900,, (dd MONTH yyyy). You will report to (TRAWING and location) not later than (time), (dd MONTH yyyy) for class convening (dd MONTH yyyy) in (Course Title), MASL P#####, length of course - (xxx) days.

ACADEMIC GRADE: ##.## FLIGHT GRADE ##

WHEN DETACHING FROM COMTRAWING FOUR, COMTRAWING ONE, OR NAVAIRTU, AND REPORTING TO OTHER LOCATIONS:

Upon detachment, you will report no later than (time), (dd MONTH yyyy) to (COMTRAWING XXX, location or other specified location) for class convening (dd MONTH yyyy) in (Course title), MASL (P#####), length of course - (###) days.

ACADEMIC GRADE: ##.## FLIGHT GRADE ##

WHEN DETACHING FROM COMTRAWING FIVE OR COMTRAWING SIX AT CONCLUSION OF ALL U.S. TRAINING:

Upon detachment, you will report to NAVAVSCOLSCOM (IMSO Office, Bldg. 633), NAS Pensacola, FL not later than (time), (dd MONTH yyyy) prior to proceeding and reporting to proper (Country) authorities.

ACADEMIC GRADE: ##.## FLIGHT GRADE: ##

WHEN DETACHING FROMM OTHER LOCATIONS AT CONCLUSION OF ALL U.S. TRAINING:

Upon detachment, you will proceed and report to proper (Country) authorities.

ADACEMIC GRADE: ##.##FLIGHT GRADE: ##

Example 7 (con't)

CHOICES FOR OPTIONAL PARAGRAPHS

On (dd MONTH yyyy) you were issued identification card number (#####) and your wife was issued identification card number (#####) both of which will expire on (dd MONTH yyyy).

Your identification card number (#####) and your wife's identification card number (#####) were both returned to this command on (dd MONTH yyyy) and destroyed.

Your inclusion on the Training Air Wing ____ Commodore's List for superior achievement in both flight syllabus and academic curriculum during (type - Primary Pilot, etcetera) training is noted with pleasure.

Your receipt of the Training Air Wing ____ Academic Achievement Award for your overall grade of ##.## percent during the academic phase of (type - Primary Pilot, etcetera) training is noted with pleasure.

Your receipt of the Training Air Wing ____ Commendation as the Academic Student for the month of ____ is noted with great pleasure.

JSAT leave: dd MONTH yyyy - dd MONTH yyyy

Leave approved by reference (a) for dd MONTH yyyy dd MONTH yyyy

NOTE: This is of particular use for leave approved by country officials between courses.

N6 jet swim (parasail) training was conducted within normal course.

NOTE: Extend termination date by one day if this training is conducted at the conclusion of the current course. Norwegian students receive this training although not going to jet flight training in U.S.)

Example 7 (con't)

APPENDIX C

Ref: MILPERMAN 1000-090

SEX CODE

CODE SEX DESCRIPTION

M MALE
F FEMALE

RACE CODE

CODE RACE CATEGORY - DEFINITION

- A American Indian or Alaska Native - A person having origins in any of the original peoples of North and South America (including Central America).
- B Asian - A person having origins in any of the original peoples of the Far East, Southeast Asia, or Indian subcontinent. This area includes Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam.
- C Black or African American - A person having origins in any of the original peoples of Africa.
- D Native Hawaiian or Other Pacific Islander - A person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands.
- E White - A person having origins in any of the original peoples of Europe, North Africa, or the Middle East.
- F Decline to Respond - Declined to Respond is a choice that is available to members when they choose not to indicate a race preference on any Navy form or online systems.

In place of the above six codes, individuals may instead use one of the 26 "multiple race" codes below as the Race Code.

- H American Indian or Alaska Native, and Asian (A, B)
- J American Indian or Alaska Native, and Asian, and Black or African American (A, B, C)
- K American Indian or Alaska Native, and Asian, and Black or African American, and Native Hawaiian or Other Pacific Islander (A, B, C, D)
- L American Indian or Alaska Native, and Asian, and Black or African American, and Native Hawaiian or Other Pacific Islander, and White (A, B, C, D, E)
- M American Indian or Alaska Native, and Asian, and Black or African American, and White (A, B, C, E)

- N American Indian or Alaska Native, and Asian, and Native Hawaiian or Other Pacific Islander (A, B, D)
- P American Indian or Alaska Native, and Asian, and Native Hawaiian or Other Pacific Islander, and White (A, B, D, E)
- Q American Indian or Alaska Native, and Asian, and White (A, B, E)
- R American Indian or Alaska Native, and Black or African American (A, C,)
- S American Indian or Alaska Native, and Black or African American, and Native Hawaiian or Other Pacific Islander (A, C, E)
- T American Indian or Alaska Native, and Black or African American, and Native Hawaiian or Other Pacific Islander, and White (A, C, D, E)
- U American Indian or Alaska Native, and Black or African American, and White (A, C, E)
- V American Indian or Alaska Native, and Native Hawaiian or Other Pacific Islander (A, D,)
- W American Indian or Alaska Native, and Native Hawaiian or Other Pacific Islander, and White (A, D, E)
- X American Indian or Alaska Native, and White (A, E)
- Y Asian, and Black or African American (B, C)
- Z Asian, and Black or African American, and native Hawaiian or Other Pacific Islander (B, C, D)
- 1 Asian, and Black or African American, and Native Hawaiian or Other Pacific Islander, and White (B, C, D, E)
- 2 Asian, and Black or African American, and White (B, C, E)
- 3 Asian, and Native Hawaiian or Other Pacific Islander (B, D)
- 4 Asian, and Native Hawaiian or Other Pacific Islander, and White (B, D, E)
- 5 Asian, and White (B, E)
- 6 Black or African American, and Native Hawaiian or Other Pacific Islander (C, D)
- 7 Black or African American, and Native Hawaiian or Other Pacific Islander, and White (C, D, E)
- 8 Black or African American, and White (C, E)
- 9 Native Hawaiian or Other Pacific Islander, and White (D, E)

08 JUN 09

ETHNIC CODECODE ETHNIC GROUP

1	Other Hispanic Descent
2	U.S./Canadian Indian Tribe
3	Other Asian Descent
4	Puerto Rican
5	Filipino
6	Mexican
7	Eskimo
8	Aleut
9	Cuban
D	Indian
E	Melanesian
G	Chinese
H	Guamanian
J	Japanese
K	Korean
L	Polynesian
Q	Other Pacific Island Descent
S	Latin American with Hispanic Descent
V	Vietnamese
W	Micronesian
X	Other (A person whose choice of an ethnic group is not listed above and chooses not to be associated with any of those ethnic groups.)
Y	None (A person choosing not to be associated with any particular ethnic group.)

CNATRAINST 1500.4G CH-2
08 JUN 09

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APPENDIX D

ATTRITION/Non-Grad CODES

NOTE: The appropriate attrition/non-grad code will be used in accordance with this appendix.

1. PERFORMANCE ATTRITION/NON-GRAD

1.1. FLIGHT ATTRITION/Non-Grad

Reason of: Attrition/Non-Grad is the result of flight (SNP) or practical work (SNFO) failure.

****NOTE****

Students in this category are disqualified for any further naval pilot training and are given a negative recommendation for any military pilot training.

a. **To be used:** When poor flight (SNP) or practical work (SNFO) performance indicates that further training is not warranted (failing flight checks, poor headwork, simulator failures, crashes, dangerous flying, exceeding reasonable time to train, etcetera).

b. **Not to be used:** For violation of flight regulations or when a student is not aeronautically adapted or physically qualified.

1.2. ACADEMIC ATTRITION/Non-Grad. Attrition/Non-Grad is the result of classroom failure. The student cannot achieve academic objectives and pass criterion tests or end of course examinations. Classroom inability can be documented by student test scores and/or time in course.

****NOTE****

Students in this category are disqualified for any further SNP or SNFO training and are given a negative recommendation for any military pilot or flight officer training.

a. Reason of: Lack of Reading Skills

To be used: Inability to read at level required by course material, documented by student reading score and/or reading grade level analysis of course material. Student cannot be reasonably remediated to required reading level.

b. Reason of: Lack of Math Skills

To be used: Inability to perform mathematical computations at the level required by course material, documented

14 SEP 2007

by student math scores, performance and counseling. Student cannot be reasonably remediated to required level of proficiency.

c. Reason of: Lack of Comprehension/Retention of Class Subject Matter

To be used: Inability to comprehend/retain class subject matter (i.e., electronics, hydraulics, mechanics, etcetera). Student displays poor ability to analyze, reason, react logically and/or apply class subject matter material as documented by course tests, classroom situations, counseling and remediation actions. Student cannot be reasonably remediated to required level of proficiency.

d. Reason of: Lack of Language Proficiency

To be used: Student is unable to speak, comprehend, and/or communicate well enough to complete curriculum.

e. Reason of: Other

(1) To be used: For academic failures that do not fit codes listed above. Reason for the attrition/non-grad must be stated on the Academic Review Board/Progress Review Board recommendation in accordance with Chapter 7. This code is not to be used as a catch-all to excuse lack of documentation.

(2) Not to be used:

(a) When a student is doing the work but is not interested.

(b) When a student is not physically qualified or not aeronautically adapted.

2. NON-ACADEMIC ATTRITION/Non-Grad

2.1 MOTIVATION. Attrition is due to student disinterest in training or unwillingness to perform, not to student inability. These codes are to be used where in the opinion of the review board and given the student's past history, the student did not exert the effort required for satisfactory performance.

NOTE

Students in this category are disqualified for any further SNP or SNFO training and are given a negative recommendation for any military pilot or flight officer training.

a. Reason of: Negative Navy/Military Attitude

To be used: Student displays lack of interest in Navy or military as an occupational field. All reasonable counseling and remedial measures have failed to correct this lack of motivation. This includes a lack of aptitude for commissioned service.

b. Reason of: Drop on Request (DOR)

To be used: Student expresses a desire to withdraw from training - Drop-on-Request (DOR). This code will be used in all cases where the student requests to drop and no board action is pending. A request to DOR **must** be accepted; under no circumstances can a student wanting to DOR be retained in training.

c. Reason of: Demonstrated Lack of Performance - Negative Training Attitude

To be used: Student has demonstrated lack of performance by displaying a lack of interest/negative attitude toward training in general.

2.2 ADMINISTRATIVE. Attrition is the result of some administrative action which removes the student from a particular training status.

a. Reason of: Alcohol Rehabilitation

To be used: Student referred for rehabilitation for an alcohol problem. Referral documented by counseling and medical records.

b. Reason of: Unsuitability

To be used: Student has been determined to be unsuitable for military service. Such a determination is not made by school or course personnel, but by higher authority.

c. Reason of: Hardship

To be used: Student attrited due to personal or family circumstances. Includes students discharged as a result of a BUPERS approved application for hardship discharge.

NOTE

Students in hardship category are not disqualified for any further SNP or SNFO training and are not given a negative recommendation for any military pilot or flight officer training.

3. MEDICAL ATTRITION/NON-GRAD. Attrition/non/grad is the result of medical action which makes the student unable or ineligible to continue in his present training status. All medical attritions must be supported by a NAMI (Code 342) letter not recommending a waiver. If the NAMI letter states "a waiver is not recommended at this time," the student's CO may submit by naval letter to CNATRA N7, via the chain of command, a request to retain student in a med down status if the student remains medically grounded

for 180 days (see Medical Delays, Chapter 6). Each request will be considered on a case by case basis.

a. Reason of: Pregnancy

To be used: Student attrited from course due to complications of pregnancy.

b. Reason of: Orthopedic - Service Connected

To be used: Attrite as determined by duly appointed medical board for orthopedic (service connected) medical reason.

c. Reason of: Orthopedic - Pre-Service

To be used: Attrite as determined by duly appointed medical board for orthopedic (pre-service) medical reason.

d. Reason of: Podiatry - Service Connected

To be used: Attrite as determined by duly appointed medical board for podiatry (service connected) medical reason.

e. Reason of: Podiatry - Pre-Service

To be used: Attrite as determined by duly appointed medical board for podiatry (pre-service) medical reason.

f. Reason of: General Surgery - Service Connected

To be used: Attrite as determined by duly appointed medical board for general surgery (service connected) medical reason.

g. Reason of: General Surgery - Pre-Service

To be used: Attrite as determined by duly appointed medical board for general surgery (pre-service) medical reason.

h. Reason of: Urology - Service Connected

To be used: Attrite as determined by duly appointed medical board for urology (service connected) medical reason.

i. Reason of: Urology - Pre-Service

To be used: Attrite as determined by duly appointed medical board for urology (pre-service) medical reason.

j. Reason of: Ophthalmology/Optomety - Service Connected

To be used: Attrite as determined by duly appointed medical board for ophthalmology/optometry (service connected) medical reason.

- k. Reason of: Ophthalmology/Optometry - Pre-Service
To be used: Attrite as determined by duly appointed medical board for ophthalmology/optometry (pre-service) medical reason.
- l. Reason of: Neurology - Service Connected
To be used: Attrite as determined by duly appointed medical board for neurology (service connected) medical reason.
- m. Reason of: Neurology - Pre-Service
To be used: Attrite as determined by duly appointed medical board for neurology (pre-service) medical reason.
- n. Reason of: Dermatology - Service Connected
To be used: Attrite as determined by duly appointed medical board for dermatology (service connected) medical reason.
- o. Reason of: Dermatology - Pre-Service
To be used: Attrite as determined by duly appointed medical board for dermatology (pre-service) medical reason.
- p. Reason of: Internal Medicine - Service Connected
To be used: Attrite as determined by duly appointed medical board for internal medicine (service connected) medical reason.
- q. Reason of: Internal Medicine - Pre-Service
To be used: Attrite as determined by duly appointed medical board for internal medicine (pre-service) medical reason.
- r. Reason of: Ear, Nose, Throat - Service Connected
To be used: Attrite as determined by duly appointed medical board for ear, nose, throat (service connected) medical reason.
- s. Reason of: Ear, Nose, Throat - Pre-Service
To be used: Attrite as determined by duly appointed medical board for ear, nose, throat (pre-service) medical reason.
- t. Reason of: Gynecology - Service Connected
To be used: Attrite as determined by duly appointed medical board for gynecology (service connected) medical reason.

u. Reason of: Gynecology - Pre-Service

To be used: Attrite as determined by duly appointed medical board for gynecology (pre-service) medical reason.

v. Reason of: Psychiatric - Service Connected

To be used: Attrite as determined by duly appointed medical board for psychiatric (service connected) medical reason.

w. Reason of: Psychiatric - Pre-Service

To be used: Attrite as determined by duly appointed medical board for psychiatric (pre-service) medical reason.

x. Reason of: Psychiatric (Suicide Attempts/Ideations) - Service Connected

To be used: Attrite as determined by duly appointed medical board for psychiatric (service connected) medical reason specifically citing suicidal attempts/ideations.

y. Reason of: Psychiatric (Suicide Attempts/Ideations) - Pre-Service

To be used: Attrite as determined by duly appointed medical board for psychiatric (pre-service) medical reason specifically citing suicidal attempts/ideations.

z. Reason of: Psychological - Personality Disorders are considered Not Aeronautically Adapted (NAA).

To be used: Student diagnosed as having a personality disorder or prominent maladaptive personality traits affecting flight safety, crew coordination, or mission execution determined by a qualified clinical psychologist or psychiatrist.

aa. Reason of: Psychological - Enuresis

To be used: Student exhibits repeated bed wetting and is determined to have enuresis by a clinical psychologist/medical officer.

bb. Reason of: Psychological - Sleepwalking

To be used: Student exhibits repeated sleepwalking and are determined to be a sleepwalker by a clinical psychologist/medical officer.

cc. Reason of: Psychological - Adjustment Disorder.

To be used: Student demonstrates an abnormal and excessive reaction to an identifiable life stressor that results in performance problems. Not to be used for flight failures.

dd. Reason of: Other Medical - Service Connected

To be used: Student attrited from course for any other service connected medical reason not listed above.

ee. Reason of: Other Medical - Pre-Service

To be used: Student attrited from course for any other pre-service medical reason not listed above.

ff. Reason of: Motion Sickness (Airsickness).

To be used: Student is determined to be unable to adapt to the motion associated with aerial flight without experiencing active or significant passive airsickness. Determination shall be IAW CNATRINST 6410.2.

4. LEGAL ATTRITION/NON-GRAD. Attrition/non-grad is the result of legal action stemming from a disciplinary offense committed by the student.

****NOTE****

Students in this category are disqualified for any further SNP or SNFO training and are given a negative recommendation for any military pilot or flight officer training.

a. Reason of: Arrest by civil authorities

To be used: Student arrested and charged with a felony criminal charge.

b. Reason of: Civil Conviction

To be used: Student who has been convicted of a felony criminal offense by a civilian court.

c. Reason of: Declared Deserter

To be used: Student has been declared as a deserter as per UCMJ.

d. Reason of: Flight Discipline

To be used: Student is attrited because of major breach or an accumulation of breaches of flight discipline.

e. Reason of: Breach of Contract

To be used: Student is attrited due to breach of aviation contract.

f. Reason of: Misconduct

To be used: Student is being attrited for a military offense or shown to have exhibited a pattern of misconduct through repeated minor disciplinary infraction. Areas which constitute misconduct are listed in the UCMJ.

g. Reason of: Substance Abuse/Incident

To be used: Student is attrited due to using, selling, or found in possession of an illegal substance/drugs.

h. Reason of: Homosexuality

To be used: Student is being processed for administrative separation due to homosexuality pursuant to applicable regulations.

5. DEATH ATTRITION/NON-GRAD

a. Reason of: Non-training Related

To be used: Death occurred while student was not in a directed training procedure.

b. Reason of: Training Related

To be used: Death occurred while student was in a directed training procedure or as a direct result of a directed training procedure (i.e., classroom, lab, flight, physical training, etcetera) associated with the student's training.

c. Reason of: Suicide

To be used: Student's death occurred as a result of a self-inflicted/intentional act.

6. PHYSICAL ATTRITION/NON-GRAD. This is an attrition/non-grad due to inability to meet physical requirements. This does not include attrition/non-grad due to medical problems.

NOTE

Students in this category are disqualified for any further SNP or SNFO training and are given a negative recommendation for any military pilot or flight officer training.

a. Reason of: Non-swim

To be used: Student is unable to meet minimum swimming requirements through personal lack of ability. Student cannot be

remediated to the required level. (Does not include motivational or situational reaction causes.)

b. Reason of: Physical Readiness Test (PRT) Failures

To be used: Student is unable to pass the Physical Readiness Test through personal lack of ability.

c. Reason of: Obesity

To be used: Student has been classified as obese by a medical officer and has failed to satisfactorily complete the remediation weight reduction program.

d. Reason of: Physical Performance Failure

To be used: Student meets the physical prerequisites of the course but through personal lack of ability is unable to pass physical test of the course (i.e., obstacle course, timed swims, etcetera).

7. FRAUDULENT ENLISTMENT ATTRITION/NON-GRAD. This is an attrition/non-grad due to knowledge of but failure to disclose certain non-medical pre-service disqualifying conditions.

NOTE

Students in this category are disqualified for any further SNP or SNFO training and are given a negative recommendation for any military pilot or flight officer training.

a. Reason of: Drug Subsequent Screen

To be used: Drug use as determined by urinalysis screening subsequent to initial screening.

b. Reason of: Drug Disclosure

To be used: Student admits to pre-service drug use which had not been previously disclosed.

c. Reason of: Arrest Record Pre-service

To be used: Student failed to disclose pre-service arrests/convictions prior to enlistment.

d. Reason of: Undisclosed Pre-service

To be used: Student failed to disclose previous military service prior to enlistment.

8. CONVENIENCE OF THE GOVERNMENT ATTRITION/NON-GRAD. This is an attrition/non-grad due to lack of knowledge of specific pre-service (non-medical) disqualifying conditions.

a. Reason of: Erroneous Enlistment

To be used: Enlistment that would not have occurred if specific (non-medical) pre-service disqualifying factors had been known.

b. Reason of: Minor - Underage

To be used: Erroneous enlistment of a minor who lacks proper parental/guardian approval or is under the minimum age of acceptance.

9. MISCELLANEOUS. Any miscellaneous non-academic reason not covered above. Reason must be stated on Academic/Progress Review Board recommendation.

a. Reason of: Contract or Obligation - Active Duty

To be used: Student found ineligible for program guaranteed by enlistment contract due to factors unknown to student and the Navy prior to enlistment. Student elects to execute contract guarantee of separation from the Navy.

b. Reason of: Other

To be used: Any reason for attrition not covered above. Reason must be stated on recommendation in accordance with Chapter 7. This code may not be used for flight failures, academic failures, or medical attrites.

10. DISENROLLMENT ATTRITION/NON-GRAD. This attrition/non-grad is due to the administrative removal of a student from training.

a. Reason of: Cancellation of Class/Course

To be used: Student is unable to complete course for instruction due to cancellation of class/course.

b. Reason of: Pipeline or Program Change - needs of the Navy or parent service.

To be used: Changes from one program to another (Maritime to Strike) and/or pipeline change (pilot to NFO) due to needs of the Navy or parent service. If another attrition code applies, such as flight failure (FCM) that code will be used.

c. Reason of: Incomplete Training as requested by member's command or higher authority.

To be used: Student is unable to complete course of instruction due to changes in orders, duties, assignments, etcetera. Such changes are made at the convenience of the student's superiors and are not due to student inability or lack of achievement.

d. Reason of: Does not meet prerequisites for Aviation Training to include anthropometric requirements.

To be used: Student does not meet specific prerequisite requirements necessary for training. Documented waivers excluded.

e. Reason of: Does not meet security requirements for Aviation Training.

To be used: Student does not meet the requirements necessary for issuing his/her security clearance as determined by the background investigation.

14 SEP 2007

TYPE OF ATTRITION/NON-GRAD	ATTRITION CODE
1. Performance Attrition/Non-Grad	
1.1. Flight Failure Attrition/Non-Grad	
a. Pilot	FCM
b. NFO	FCQ
1.2. Academic Attrition/Non-Grad	
a. Lack of Reading Skills	FAC
b. Lack of Math Skills	FAF
c. Lack of Comprehension	FAJ
d. Lack of Language Proficiency	FAM
e. Academic Other	FEC
2. Non-Academic Attrition/Non-Grad	
2.1. Motivation Attrition/Non-Grad	
a. Negative Military Attitude	GAC
b. Drop on Request (DOR)	GAF
c. Demonstrated Lack of Performance Due to Negative Training Attitude	GAQ
2.2. Administration Attrition/Non-Grad	
a. Alcohol Rehabilitation	GBC
b. Unsuitability	GBE
c. Hardship	GBJ
3. Medical Attrition/Non-Grad	
a. Pregnancy	GCC
b. Orthopedic - Service	GCF
c. Orthopedic - Pre-service	GCJ
d. Podiatry - Service	GCM
e. Podiatry - Pre-service	GCQ
f. General Surgery - Service	GCT
g. General Surgery - Pre-service	GCW
h. Urology - Service	GDC
i. Urology - Pre-service	GDF
j. Ophthalmology - Service	GDJ
k. Ophthalmology - Pre-service	GDM
l. Neurology - Service	GDQ
m. Neurology - Pre-service	GDT
n. Dermatology - Service	GDW
o. Dermatology - Pre-service	GDZ
p. Internal Medicine - Service	GEC
q. Internal Medicine - Pre-service	GEF
r. Ear, Nose, Throat - Service	GEJ
s. Ear, Nose, Throat - Pre-service	GEM
t. Gynecology - Service	GEQ
u. Gynecology - Pre-service	GET
v. Psychiatric - Service	GEW
w. Psychiatric - Pre-service	GEZ
x. Psychiatric Suicidal - Service	GFC
y. Psychiatric Suicidal - Pre-service	GFF

TYPE OF ATTRITION/NON-GRAD	ATTRITION CODE
z. Psychological Personality Disorders <u>are</u> considered Not Aeronautically Adapted (NAA)	GFJ
aa. Psychological Enuresis	GFM
bb. Psychological Sleepwalking	GFQ
cc. Psychological Adjustment Disorder	GFT
dd. Medical Other - Service	GGC
ee. Medical Other - Pre-service	GGF
ff. Air Sickness	GGG
4. Legal Attrition/Non-Grad	
a. Arrest by Civil Authorities	GHC
b. Civil Conviction	GHF
c. Declared Deserter	GUR
d. Flight Discipline	GHJ
e. Breach of Contract	GHM
f. Misconduct	GHQ
g. Substance Abuse/Incident	GHT
h. Homosexuality	GHW
5. Death Attrition/Non-Grad	
a. Non-training Related	GJB
b. Training Related	GJE
c. Suicide	GJH
6. Physical Attrition/Non-Grad	
a. Non-Swim	GKF
b. PRT Failures	GKJ
c. Obesity	GKM
d. Physical Performance Failure	GKQ
7. Fraudulent Enlistment Attrition/Non-Grad	
a. Drug Subsequent Screen	GLH
b. Drug Disclosure	GLL
c. Arrest Record Pre-service	GLS
d. Undisclosed Pre-service	GLV
8. Convenience of the Government Attrition/Non-Grad	
a. Erroneous Enlistment	GMC
b. Minor - Underage	GMJ
9. Miscellaneous Attrition/Non-Grad	
a. Contract or obligation	GNB
b. Miscellaneous Other	GNF
10. Disenrollment Attrition/Non-Grad	
a. Cancellation of Class	HAC
b. Program or Pipeline Change - needs of the Navy or parent service	HBC
c. Incomplete Training	HCC
d. Does not meet Prerequisites	HDC
e. Does not meet Security Requirements	HEC

CNATRAINST 1500.4G
14 SEP 2007

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APPENDIX E

A PRIMER ON DESCRIPTIVE STATISTICS AND NORMING

1. This appendix provides an overview of descriptive statistics, the process of statistical norming, and how both are used in the derivation of Phase Aggregate Scores (PAS) and Navy Standard Scores (NSS). Equations used in this appendix are for illustration purposes only and may not reflect the actual equations used for NSS and PAS calculations.

2. Mean: The mean of a group of scores is the arithmetic average of all scores in a group (e.g., a class's scores). See equation (E-1), below:

$$\frac{\sum x}{N} \quad (E-1)$$

Where:

- x represents a single case (e.g., a student's score) in the dataset
- $\sum x$ represents the sum of all the scores on one variable in a dataset (e.g., sum of students' scores on a given test in a dataset)
- N indicates the number of cases (e.g., students with scores) in the dataset

3. Standard Deviation: Standard deviation (SD) is a measure of the spread or variability among the values in a distribution of scores, such as scores among students in a class. See equation (E-2), below¹:

$$SD = \sqrt{\frac{\sum (x - mean)^2}{N}} \quad (E-2)$$

Where:

- $(x - mean)$ represents how far each score falls above or below that mean
- $(x - mean)^2$ represents the square of each of these observed deviations from the mean score
- $\sum (x - mean)^2$ represents the sum of these squared deviations from the mean score.

4. According to equation (E-2) above, $\sum (x - mean)^2$ is divided by N , and the square root of the result yields the SD of that set of scores.

¹ Note that this definition of SD uses the population value N in the denominator, rather than the $(N-1)$ correction for sampling distribution kurtosis. This is intentional, and is omitted from discussion in this text in the interest of brevity.

5. Examples. Consider Example (E-Ex 1) below, describing scores on a single test among a class of seven students, with scores arranged from lowest to highest. The lowest score in this class is 79, while the highest is 89.

a. The mean score among these seven students is $589 / 7 = 84.1$. The SD is derived by measuring how much each score differs from the mean of 84.1 (Deviations from Mean), squaring those differences (Squared Deviations), adding them up (Sum of Squared Deviations = 58.9), dividing this sum by the number of cases (7), and taking the square root of the result ($\sqrt{8.4}$). This square root is 2.9, and equals the SD of this set of 7 scores.

	Scores	Deviations from Mean	Squared Deviations
Student 1	79	-5.1	26.4
Student 2	82	-2.1	4.6
Student 3	84	-0.1	0.0
Student 4	84	-0.1	0.0
Student 5	85	0.9	0.7
Student 6	86	1.9	3.4
Student 7	89	4.9	23.6
Sum	589	Sum of Sq. Devs	58.9
N	7	N	7
Mean	84.1		
		$58.9 / 7 =$	8.4
		Square root of $58.9 / 7 =$	2.9

(E-Ex 1)

b. Consider how the SD = 2.9 yielded by Example (E-Ex 1) above would have changed if these seven scores had been more spread out. In Example (E-Ex 2), scores are again arranged from lowest to highest, but the spread of scores ranges from 75 to 95, which is noticeably larger.

	Scores	Deviations from Mean	Squared Deviations
Student 1	75	-9.1	83.6
Student 2	76	-8.1	66.3
Student 3	82	-2.1	4.6
Student 4	84	-0.1	0.0
Student 5	85	0.9	0.7
Student 6	92	7.9	61.7
Student 7	95	10.9	117.9
Sum	589	Sum of Sq. Devs	334.9
N	7	N	7
Mean	84.1		
		$334.9 / 7 =$	47.8
		Square root of $334.9 / 7 =$	6.9

(E-Ex 2)

c. The SD describing the (E-Ex 2) seven-student dataset is 6.9, while the SD in (E-Ex 1) was only 2.9. Thus, we can see that a bigger SD indicates more variability among the cases in a dataset.

d. Notice that the means of the seven scores reported in these first two examples are identical at 84.1, despite the differences in their SD values.

e. This illustrates that mean and standard deviation are separate characteristics of a distribution. It is possible to change one without changing the other. While the mean can tell us, for instance, how well a group of students did on a test (where the distribution is centered), the SD tells us something completely different. It tells us the degree to which scores among that class tended to differ from each other. The mean and SD are the two most basic tools we need to describe a distribution of scores.

4. Distribution: A distribution may be defined as the pattern by which scores are spread across the range of observed values in a dataset.

a. Many characteristics of populations, such as ability levels, test scores, height, and weight, to name a few, tend to exhibit what is called a normal distribution.

5. Normal Distribution: A normal distribution is one that looks like Figure (E-1) below, with roughly equivalent numbers of observations falling on either side of the mean. A normal distribution exhibits the following pattern: Approximately 68.2% of the observations will fall within +/- 1.0 SD of the mean, and approximately 95.8% of the observations will fall within +/- 2 SD of the mean.

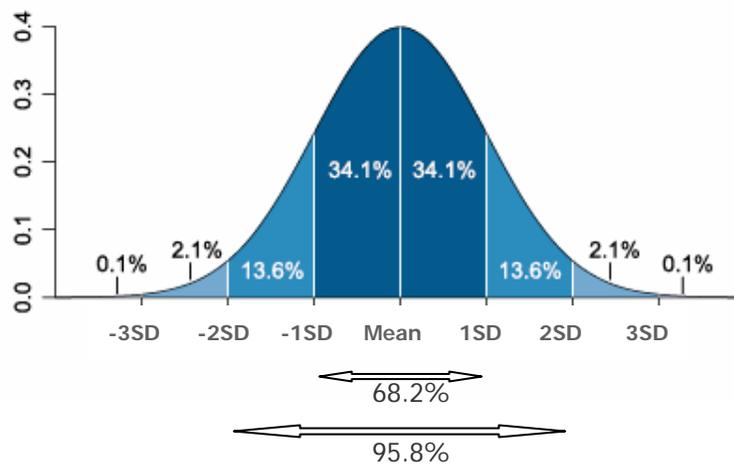


Figure (E-1)

6. Standard Normal Distribution: A standard normal distribution is a normal distribution in which all cases have been converted to z-scores, according to equation (E-3) below. The result of this conversion is that a standard normal distribution will have, by definition, a mean of 0.0 and SD of 1.0.

$$z = \left(\frac{x - \text{mean}}{SD} \right) \quad (\text{E-3})$$

	Raw Scores	Dev from Mean	Deviation / SD (i.e., z-scores)
Student 1	79	-5.1	-1.8
Student 2	82	-2.1	-0.7
Student 3	84	-0.1	0.0
Student 4	84	-0.1	0.0
Student 5	85	0.9	0.3
Student 6	86	1.9	0.6
Student 7	89	4.9	1.7
Mean	84.1	Mean	0.0
SD	2.9	SD	1.0

(E-Ex 3)

a. Example (E-Ex 3) above, illustrates how the raw scores from example (E-Ex 1) would change as a result of their conversion to z-scores using equation (E-3). Each raw score is converted to a z-score by subtracting the mean 84.1 from the raw score, and dividing the result by the SD of 2.9. The resulting seven scores exhibit a mean = 0 and an SD = 1.0. They are z-scores.

b. Changing the SD of a Standard Normal Distribution: If we multiply a set of z-scores by a constant such as 10.0, the distribution of that dataset will widen such that its SD will equal that constant.

c. Changing the Mean of a Standard Normal Distribution: If we add to a set of z-scores a constant such as 50.0, the distribution of that dataset will shift such that its mean will be equal to that constant.

d. Example (E-Ex 4) below illustrates these two distributional transformations using the seven z-scores generated in example (E-Ex 3). We can see that multiplying the z-scores by 10.0 changed the dataset's SD to 10.0. Subsequently adding 50 to each observation shifted the distribution of the dataset so that it is now centered at a mean = 50.0.

	z-scores	(z x 10)	(z x 10) + 50
Student 1	-1.8	-17.7	32.3
Student 2	-0.7	-7.4	42.6
Student 3	0.0	-0.5	49.5
Student 4	0.0	-0.5	49.5
Student 5	0.3	3.0	53.0
Student 6	0.6	6.4	56.4
Student 7	1.7	16.8	66.8
Means	0.0	0.0	50.0
SDs	1.0	10.0	10.0

(E-Ex 4)

e. The processes discussed above describe how we transform a set of raw scores to z-scores, and then how we set the scale of those z-scores to a different distribution, such as one with a mean = 50 and SD = 10. This is the distribution we use to scale NSS; this distribution is also sometimes referred to as a T-score distribution.

f. It is also possible to add up proportions of two different z-scores so that the proportions sum to 1.0. If we combine 90% (or 0.9) of one z-score with 10% (or 0.1) of another z-score, the sum will exhibit much the same characteristics of a whole z-score itself, with mean at or near 0.0 and SD at or near 10.0.

$$1.0 \times z = .9 \times \left(\frac{x - \text{mean}}{SD} \right) + .1 \times \left(\frac{x - \text{mean}}{SD} \right) \quad (\text{E-4})$$

g. We can transform the scale of this z-score by multiplying these terms by 10.0 and adding 50 to the result. This will set the SD of our result equal to 10.0 and mean to 50.0. to scale our result as a T-score distribution.

$$T - \text{score} = 50 + \left(10 \times \left(.9 \times \left(\frac{x - \text{mean}}{SD} \right) + .1 \times \left(\frac{x - \text{mean}}{SD} \right) \right) \right) \quad (\text{E-5})$$

7. Phase Aggregate Scores: The above steps are relevant for naval aviation training because they describe the process by which raw scores are translated into Phase Aggregate Scores (PASs), and then to Navy Standard Scores (NSSs).

a. PASs for MPTS SNAs are calculated according to the equation (E-6), which is a restatement of equation (3) from paragraph 712.c.(1):

$$PAS = 50 + \left(10 \times \left(.9 \times \frac{Score - MeanScore}{ScoreSD} \right) + \left(.1 \times \frac{MeanTGI - TGI}{TGISD} \right) \right) \quad (E-6)$$

b. Based on Examples (E-Ex 1) through (E-Ex 4) and equations (E-1) through (E-5), it should be clear that equation (E-6) reduces to equation (E-7):

$$PAS = 50 + (10 \times (.9 \times Score"Z") + (.1 \times -TGI"Z")) \quad (E-7)$$

c. In other words, MPTS SNA PAS consists of:

- (1) 90% (0.9) of z-score of raw score
- (2) 10% (0.1) of negative z-score of TGI count

d. Note that the TGI z-score is negative because Mean TGI is subtracted from raw TGI. This is by design. High TGI counts are intended to reduce a student's PAS.

e. These two terms are added together, and yield a combined variable that approximates 100% of a single z-score.

f. This is then multiplied by 10.0 to set its SD = 10.0.

g. This is then added to 50.0 to set its mean = 50.0.

8. Navy Standard Scores: The score conversion process is still not complete, however. Because PAS is computed as the transformed sum of two variables which may fail to exhibit a theoretically normal distribution itself, it frequently exhibits an SD < 10.0. This means that PAS tends to have fewer observations in its upper and lower tails than we would expect based on the characteristics of the normal distribution. The cure for this problem is to convert observed PAS values to z-scores based on PAS Mean and SD (refer to Equation (E-3) above), and then transform this distribution so that it exhibits a mean = 50.0 and SD = 10.0.

a. Equation (E-8) below is a replication of the NSS equation (2) listed in paragraphs 711.h. and 712.d for the estimation of NSS values for both MPTS/MNTS and non-MPTS NFSs. The equation is the same for both groups.

$$NSS = 50 + \left(10 \times \left(\frac{PAS - MeanPAS}{PASSD} \right) \right) \quad (E-8)$$

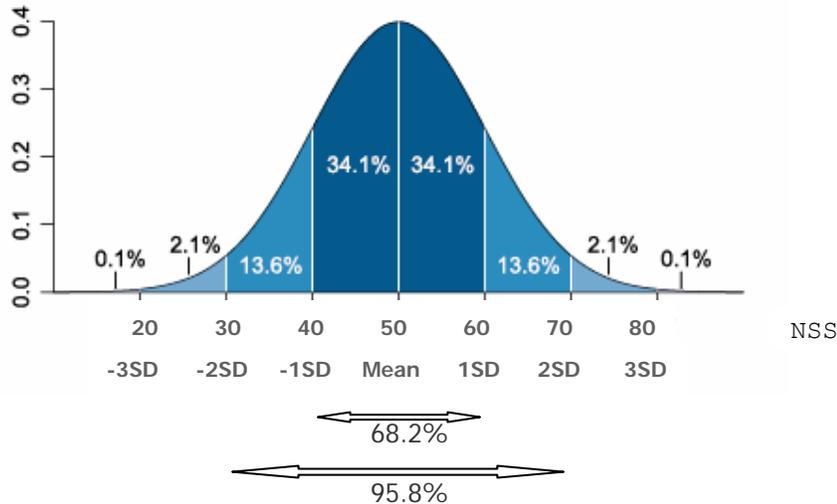


Figure (E-2)

b. Figure (E-2) above lists the values of NSS that correspond to integer (whole number) values of SD above and below the mean of a standard normal distribution. The bell curve depicted above this line illustrates the proportions of cases in a normally distributed dataset that fall between each SD value listed. From this figure, we can observe that:

(1) Approximately 68.2% of students will have NSSs between 40 and 60.

(2) Approximately 95.8% of students will have NSSs between 30 and 70.

c. Table (E1) below is a list of z-scores between -3 SD and 3 SD, equivalent NSS Values, and theoretical percentage of cases scoring at or below each value. This table conveys three types of information:

(1) 61 different SD (AKA z-score) values ranging from -3.0 to +3.0 in 0.1 SD increments.

(2) Next to each z-score value is the theoretical NSS value that corresponds to that location on the distribution. Thus, according to Table (E-1), an NSS of 49 corresponds to a z-score of -0.1, which is 0.1 SD units below the mean of the theoretical distribution.

(3) The column titled "% Below" lists the proportion of cases in the theoretical distribution that can be expected to fall at or below each observed score. For example:

(a) NSS values at or below 30 (z-score = -2.0) can be expected in 2.28% of cases

(b) NSS values at or below 35 (z-score = -1.5) can be expected in 6.68% of cases.

(c) NSS values at or below 50 (z-score = 0) can be expected in 50.0% of cases.

(d) NSS values at or below 60 (z-score = 1.0) can be expected in 84.13% of cases.

(e) NSS values at or below 70 (z-score = 2.0) can be expected in 97.72% of cases.

SDs	NSS	% Below	SDs	NSS	% Below
-3.0	20	0.13%	0.1	51	53.98%
-2.9	21	0.19%	0.2	52	57.93%
-2.8	22	0.26%	0.3	53	61.79%
-2.7	23	0.35%	0.4	54	65.54%
-2.6	24	0.47%	0.5	55	69.15%
-2.5	25	0.62%	0.6	56	72.57%
-2.4	26	0.82%	0.7	57	75.80%
-2.3	27	1.07%	0.8	58	78.81%
-2.2	28	1.39%	0.9	59	81.59%
-2.1	29	1.79%	1.0	60	84.13%
-2.0	30	2.28%	1.1	61	86.43%
-1.9	31	2.87%	1.2	62	88.49%
-1.8	32	3.59%	1.3	63	90.32%
-1.7	33	4.46%	1.4	64	91.92%
-1.6	34	5.48%	1.5	65	93.32%
-1.5	35	6.68%	1.6	66	94.52%
-1.4	36	8.08%	1.7	67	95.54%
-1.3	37	9.68%	1.8	68	96.41%
-1.2	38	11.51%	1.9	69	97.13%
-1.1	39	13.57%	2.0	70	97.72%
-1.0	40	15.87%	2.1	71	98.21%
-0.9	41	18.41%	2.2	72	98.61%
-0.8	42	21.19%	2.3	73	98.93%
-0.7	43	24.20%	2.4	74	99.18%
-0.6	44	27.43%	2.5	75	99.38%
-0.5	45	30.85%	2.6	76	99.53%
-0.4	46	34.46%	2.7	77	99.65%
-0.3	47	38.21%	2.8	78	99.74%
-0.2	48	42.07%	2.9	79	99.81%
-0.1	49	46.02%	3.0	80	99.87%
0.0	50	50.00%			

Table (E-1)

9. Norming. The PAS and NSS calculation processes summarized above are performed separately for each squadron training NFSs in a single curriculum. The reason for these squadron-specific calculations is to control for differences in mean raw grades, scores, and TGI counts across different squadrons. This process is called norming.

10. The reason this control is important is to allow comparison of the NSSs earned by NFSs in different squadrons. By controlling for the differences within squadrons on all observed scores, we create an index that can be used to rank or compare the training performance of NFSs in the same curriculum, regardless of which squadron provided their training.

11. Conclusion. It is to the benefit of both NFSs and CNATRA instructors and staff to improve the general level of comprehension among CNATRA stakeholders of the processes by which normed grades are computed. Careers are frequently defined by these numbers. This subject matter is complicated, but it is important that all parties affected by these procedures be afforded the opportunity to understand them.

CNATRAINST 1500.4G
14 SEP 2007

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APPENDIX F

ATJ CONSTRUCTION FORMAT

PILOT ATJ FORM - LEFT SIDE

<u>FORM NAME</u>	<u>FORM #</u>
TOP: Any information which precludes SNA from participating in aerial flight.	
Privacy Act & Record of Disclosure	1542 PA
DOR/Training Time Out Policy Statement	
Naval Aviator Aviation Training Jacket Summary	1542/95
Pink Sheet Summary	1542/90
Separation from Training Report	
All PRB Sheets (1)	1542/13
Advanced Academic Hard Card	1542/101
Adv. CO/CPT/EP/High-fidelity ATFs (1) (2)	Various
Intermediate Academic Hard Card	1542/99
Int. CO/CPT/EP/High-fidelity ATFs (1)(2)	Various
Primary Academic Hard Card	1542/97
Pri. CPT/2B37/High-fidelity ATFs (1)(2)	Various
OCS/API Hard Card	1542/21
Anthropometric Data Sheet	NAVMED 6410/9
Miscellaneous Anthropometric Documents	
Record of Training Waivers	1542/132
Supporting documents for waivers	
Miscellaneous forms (Reserve Officer Memo, Training Excellence letters, DOR/TTO Policy Statement, etcetera)	
ORM Certificate	

- NOTES: (1) In numerical order with highest number on top.
- (2) Pink Sheets (CNATRA-GEN 1542/31) immediately above unsatisfactory ATF.

PILOT ATJ FORMAT - RIGHT SIDE

<u>FORM NAME</u>	<u>FORM #</u>
TOP: Stage Grades Form	1542/5A (JET) 1542/5B (PROP) 1542/5C (HELO)
LSO Summary (1)	1542/106
Jacket Review Forms (3)	1542/66
Calendar Sheets (3)	1542/12
Advanced Flight/Simulator Hard Card	1542/104 (JET) 1542/103 (PROP) 1542/102 (HELO)
Advanced Flight/Simulator ATFs (2)(4)(5)	Various
Intermediate Flight/Simulator Hard Card	1542/98 (JET) 1542/100 (P/H)
Intermediate Flight/Simulator ATFs (2)(4)(5)	Various
Primary Flight/Simulator Hard Card	1542/96
Primary Flight/Simulator ATFs (2)(4)(5)	Various

NOTES: (1) Strike and E2/C2 graduates only.

(2) In numerical order, separated by stage, latest on top.

(3) In chronological order, most recent on top.

(4) Separated by stage, in same order as listed on CNATRA 1542/5 (CNATRA stage grades form) with later stages on top.

(5) Pink Sheets (CNATRA-GEN 1542/31) immediately above unsatisfactory ATF or above mishap event.

NFO ATJ FORMAT - LEFT SIDE

<u>FORM NAME</u>	<u>FORM #</u>
TOP: Any information which precludes SNFO from participating in aerial flight.	
Privacy Act and Record of Disclosure	1542 PA
DOR/Training Time Out Policy Statement	
NFO Training Summary	1542/95
Pink Sheet Summary	1542/90
Separation from Training Report	
All PRB Sheets (1) with associated letters and statements	1542/13
Advanced Academic Training - NFO	1542/1435
Intermediate Academic Training - NFO	1542/602
Basic Academic Training - NFO	1542/601
OCS/API Hard Card	1542/21
Anthropometric Data Sheet	NAVMED 6410/9
Miscellaneous Anthropometric documents	
Record of Training Waivers	1542/132
Supporting documents for waivers	
Miscellaneous form (Reserve Officer Memo, Training Excellence letters, DOR/TTO Policy Statement, etcetera)	
ORM Certificate	

NOTE: (1) In chronological order with most recent on top.

NFO ATJ FORMAT - RIGHT SIDE

<u>FORM NAME</u>	<u>FORM #</u>
TOP: Naval Aviator Training Stage Grades - NFO	1542/5D
Weekly Calendar Sheets (1)	1542/12
Jacket Review Divider (1)	1542/66
Flight Training Summary - NFO (Advanced)	1542/1415
Flight Training ATFs (Advanced) (2)(3)	Various
Synthetic Training ATFs (Advanced) (2)(3)	Various
Flight Training Summary - NFO (Intermediate)	1542/600
Flight Training ATFs (Intermediate) (2)(3)	Various
Synthetic Training ATFs (Intermediate) (2)(3)	Various
Flight Training Summary - NFO (Primary)	1542/599
Flight Training ATFs (Primary) (2)(3)	Various
Synthetic Training ATFs (Primary) (2)(3)	Various

NOTES: (1) In chronological order with the most recent on top.

(2) By stage, in numerical order, with the latest on top.

(3) Pink Sheets (CNATRA-GEN 1542/31) immediately above each unsatisfactory ATF or above mishap event.

14 SEP 2007

APPENDIX G

STUDENT PROCUREMENT SOURCES

1. General Information. Students are tracked by procurement code for statistical and budgetary purpose.

2. Codes and Descriptions

a. Navy

<u>CODE</u>	<u>DESCRIPTION</u>
3	Aviation Officer Candidate - Navy (AOC)
5	US Naval Academy (USNA)
7	Naval ROTC (NROTC)
9	Chief Warrant Officer - Navy (CWO)
11	Flight Limited Duty Officer - Navy (FLDO)
13	Officer Candidate School - Navy (OCS)
19	Direct Procurement (DP) - includes Merchant Marine Academy - Navy
33	Officer Sea and Air Mariner (OSAM)
38	USN/R U.S. Air Force Academy (USAFA)
72	Aviation Reserve Officer Candidate - Navy (AVROC)
74	Naval Aviation Cadet - Navy (NAVCAD)
91	Navy Transition Student (NTX)
99	Other (Navy)

b. Marine

<u>CODE</u>	<u>DESCRIPTION</u>
20	Direct Procurement (DP - Marine)
25	US Naval Academy (USNA - Marine)
27	USMC/R ROTC
29	PLC/OTHER (Platoon Leaders Course - Marine)
31	USMC/R U.S. Air Force Academy (USAFA)
93	Marine Transition Student (MTX)

c. Other

<u>CODE</u>	<u>DESCRIPTION</u>
00	U.S. Air Force - U.S. Naval Academy
15	US Coast Guard (USCG)
17	International Military Training (IMT)
75	U.S. Air Force Academy/USAF Students
77	U.S. Air Force ROTC
79	U.S. Air Force Officer Training School (OTS)
81	U.S. Air Force Transition Student (AFTX)
95	US Coast Guard Transition Student (CTX)
97	US Army
98	Other Service

NOTE: THIS LIST INCLUDES PROCUREMENT SOURCE CODES NOT CURRENTLY USED BUT RETAINED FOR HISTORICAL PURPOSES.

CNATRAINST 1500.4G
14 SEP 2007

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APPENDIX H

GLOSSARY

This glossary and the Glossary of Navy Education and Training Terminology are the reference sources to ensure common understanding and improved communications throughout the NATRACOM. Terminology, definitions, and usage peculiar to the NATRACOM are included in this listing.

Academic Instructor (AI). An individual whose primary duty is instructing students during the academic portion of flight training.

Airborne Tactical Data Systems (ATDS). A course of NFO training, leading to eligibility for assignment to fixed wing, early warning (VAW) squadrons.

ATF. Aviation training form.

ATJ. Aviation training jacket.

Attrition. Separation from training prior to successful completion, either self-initiated (DOR), academic or flight failure, or not physically qualified (NPQ); refer to Appendix D.

Aviation Physiology. The study of the functions of the human body in the flight environment.

Brief. Conducted prior to a curriculum event to discuss all aspects of the item (not graded), or a discussion of the flight evolution as a whole.

Completor. A student who has successfully completed a phase of training.

Completion Date. A student is complete in the Primary phase when his/her last syllabus flight is complete. A student is complete in the Intermediate/Advanced phase when he has completed his last scheduled flight and his ATJ will be forwarded to the next command in accordance with paragraph 306.

Country Liaison Officer (CLO). An officer or NCO of a foreign military establishment selected by a government and attached to a U.S. military activity for the primary purpose of assisting in the administration of trainees of his/her home country. For administrative purposes the CLO is considered to be in a trainee status.

Curriculum Manager. The training air wing (TRAWING) or NAVAVSCOLSCOM assigned cognizance for a particular phase of training.

Dangerous. Performance which is substandard to an expected level of training, and which if not corrected or prevented by an instructor, is deemed to have a higher than acceptable probability of resulting in a mishap.

Dangerous or Unsafe Tendencies. Performance which is sufficiently erratic or inconsistent with standard operating procedures or NATOPS mandated techniques such that, if not corrected or anticipated by the instructor, is likely to result in a mishap.

Demonstrate. The description and performance of a particular maneuver by the instructor, observed by the student. The student is responsible for knowledge of the procedures prior to the demonstration of a required curriculum maneuver. Demonstrated items are not graded.

Drop On Request (DOR). The self-initiated termination of training. Anytime the student makes a statement such as "I quit" or "DOR", he/she shall be immediately removed from the training environment and referred to the division or training officer for administrative action. The student's training is terminated for that phase and any other pipeline of training including SNP to SNFO or SNFO to SNP. DOR termination is final and results in disqualification for any further SNP training and a negative recommendation for any military pilot or flight officer training.

Discuss. An explanation of systems, procedures, or maneuvers during brief, in-flight, or post-flight. The event is graded.

E-2/C-2 Training. Pilot training consisting of Preflight, T-34 Primary training, T-45 jet training to include CQ, and T-44 multi-engine training.

Event. A scheduled period of prescribed instruction. It may be in an academic or laboratory classroom, simulator or flight environment.

Extraordinary Expenses. SAP extraordinary expenses include the cost of receptions, banquets, formal "mess night" activities, graduation, and similar social events which are desirable and help bridge the cultural differences between the IMS and members of the U.S. civilian and military communities.

Flight Instructor. A designated individual whose primary duty is training student naval aviators (SNA) during actual or simulated flight.

Flight Support. Instruction given on the ground prior to a specific flight or series of flights in a specific stage of training.

Helicopter Training. Pilot training consisting of Preflight, Primary, and Advanced Helicopter Pilot Training phases leading to eligibility for designation as a naval aviator.

High-Fidelity Simulator. An aircraft simulator having the capacity to accurately display, via cockpit instrumentation, changes in pitch, roll, and yaw in a manner similar to the specific aircraft.

High-Fidelity Simulator Event. An event conducted in a high-fidelity simulator as defined above. Unsatisfactory events shall be processed per Chapter VIII, whether the event's grades are used in final grade computation or not (e.g., cockpit orientation trainer evolutions).

Informational Programs (IP). That program providing an opportunity for international military trainees to become familiar with social, cultural, and political institutions of the U.S. as well as its people and their ways of life.

Introduce. The instructor may demonstrate a procedure or maneuver to a student, or may coach the student through the maneuver without demonstration. The student performs the procedure or maneuver with coaching as necessary. The student is responsible for knowledge of the procedures prior to the instruction. All introduced items are graded except for the first three Familiarization flights in the Primary phase.

IUT. Instructor under training.

Item. A single line entry (i.e., a maneuver, procedure or quality) on the aviation training form (ATF) that is to be accomplished or observed, graded or nongraded.

Maritime Training. Pilot training consisting of API, Primary, and Advanced Maritime phases, leading to eligibility for designation as a naval aviator.

Multi-Service Pilot Training System (MPTS). A two phased, pilot training curriculum utilizing Course Training Standards and Maneuver Item Files to identify acceptable levels of training performance.

Naval Flight Student (NFS). Generic term for student pilot (SNA) or SNFO regardless of service.

Naval Aviator. Naval pilot; sometimes used to generically identify naval pilots or NFOs.

Navigation (NFO). An advanced course of NFO training leading to eligibility for assignment to Patrol (VP) or Electronic Intelligence (VQ) squadrons.

Non-MPTS. Legacy grading system (BA, A, CC) currently used in TRAWING 1 and TRAWING 2.

Phase. The chief subdivisions of a course; i.e., Primary, Intermediate Jet, Intermediate Tilt-rotor, Advanced E2C2, Maritime, Helo, Strike. The NFO training programs consists of the following phases: Primary, Intermediate, and Advanced.

Pipeline. A series of courses within a program which provides instruction for a specific aircraft type (i.e., jets, propeller, helo).

Pool. A temporary accumulation of students awaiting induction into the next phase of training, or subsequent assignment following designation.

Practice. The performance of a maneuver or procedures by the student which have been previously introduced, in order to attain a specified level of performance. Practice items are graded.

Preflight. The initial phase of academic training given at the Naval Aviation Schools Command in Pensacola, Florida.

Proficiency. A criteria level of performance indicated by successful accomplishment of a maneuver or procedure as described in a curriculum, flight training instruction or a NATOPS Manual.

Program. A series of courses which lead to the assignment of an aviation designator or MOS.

Progress Review Board (PRB). A board of qualified personnel which examines the progress of students who have failed to achieve or maintain the academic or flying performance standards required by the curriculum. Also referred to as a Program Review Board.

Item. A single line entry (i.e., maneuver, procedure or quality) on the aviation training form (ATF) that is to be accomplished or observed, graded or nongraded.

Recheck. The re-fly of a previously unsatisfactory check-flight.

Safe for Solo. The demonstrated capability by the student to take off, fly the required maneuvers, comply with the course rules, and return an aircraft in a safe manner. The comment "Safe for Solo" must be made on each dual flight preceding a solo flight and where required by the curriculum.

Scheduled Days. Working days, or portion thereof, on which syllabus events for students are scheduled at a rate of 6 hours per day of student contact time.

Setback. A return to a previous point in training, used in NFO courses, Carrier Qualification stages, and academic training.

(This mode of training is an alternative to individualized extra instruction.)

Simulator. (See High-Fidelity Simulator.) Includes cockpit/emergency procedure trainers.

SNA. Student Naval Aviator (Pilot)

SNFO. Student Naval Flight Officer

SNFS. Student Naval Flight Surgeon

Special Progress Check. A special flight check event (not necessarily a curriculum check event) awarded as a result of PRB or higher action, flown by a standardization instructor for that stage. Recommendation of the instructor determines whether further training is warranted.

Stage. A subdivision of a phase, comprised of events leading to a single set of objectives, designated by a common symbol; Familiarization (FAM), Radio Instruments (RI), Carrier Qualification (CQ).

Stage Manager (SM). That flight instructor nominated by the TRAWING commander, and designated by CNATRA, who is responsible for his/her stage as set forth in CNATRAINST 3710.13D.

Strike/Fighter Training (S/F). An advanced course of NFO training leading to designation as a Naval Flight Officer in fighter or strike/fighter aircraft.

Strike Training (NFO). An advanced course of NFO training leading to designation as a Naval Flight Officer in attack, electronic/attack, or sea control aircraft.

Strike Training (pilot). Pilot training consisting of Preflight, Primary, Intermediate and Advanced Strike phases and leading to eligibility for designation as a Naval Aviator.

Student Naval Aviator (SNA). A student naval pilot.

Tilt-Rotor Training. Pilot training consisting of Preflight, Primary, Intermediate Maritime, and Advanced Helicopter Pilot Training phases leading to eligibility for designation as a naval aviator.

Undergraduate Pilot Training (UPT). Training which when successfully completed leads to designation as a naval aviator.

UMFO. Undergraduate military flight officer

Unit. A subdivision of a stage comprised of ground instruction to support a flight or series of flights in a specific stage of training.

Unsafe for Solo. A judgment by a qualified instructor that a student is not able to safely take off, fly the required maneuvers, comply with the course rules, and return an aircraft without assistance. The comment is appropriate when:

1. A student demonstrates a tendency to fly in a dangerous manner on any dual flight which is followed by a solo flight.
2. The student requires assistance because of inability to return and safely land on a solo flight.
3. A student on a solo flight has a mishap in which pilot error is determined to be a primary cause factor.

APPENDIX I

INDEX

A

Above Average, VII-3, A-3
Academic, IV-3
Academic Training, IV-1
 Accreditation, IV-3
Accurate Grades, VII-5
Action
 Administrative, VIII-1, VIII-2
 COMDRAWING, VIII-2
 PRB, VIII-4
Assignment
 Newly Designated Aviators, IX-12
Assignment Criteria
 SNFO, II-2
 SNA, II-2
Assignment of Training and Duty, VII-1
ATJ
 Accountability, III-3
 Attrition, III-4
 Changes to Forms, III-7
 Close-Out, III-5
 Completion, III-5
 Construction, Appendix F
 Custody of, III-3
 Initiation, III-1
 International Military Students, III-4
 Lost, III-3
 Procurement of Forms, III-7
 Restrictions, III-5
 Reviews, III-2
 Transmission, III-3
Attrite, VIII-7, VIII-9, VIII-13
Attrition
 Administrative, IX-9
 ATJ, III-4
 Disciplinary, IX-9
 Flight Training, IX-9
 Interview, IX-9
 Medical, IX-8, IX-11
 Reporting, IX-10
Average, VII-3, A-3
Aviation Training Jacket, III-1
Aviation Vision Waiver (AVW), IX-13
Awards, VII-1

B

Basic Airwork, VII-5
Below Average, VII-3
Briefing, VI-1, VI-6

C

Certification of Completion, IX-12
Change of On-Wings, VI-5
Change Procedures, I-1
College Credit, IV-3
Complete, VII-6, A-4
Completion
 ATJ, III-5
Concepts of Measurement, VII-2
Conditional Return to Training, VIII-4
Conduct of Training Flights, VI-1
Counseling, VIII-11
Country Liaison Officer (CLO), V-5
Course Weight, IV-3
Cumulative Totals, III-6, VII-11
 Complete Events, VII-11
 Events Excluded, VII-11
 Incomplete Events, VII-11
Curriculum Managers, IV-3

D

Dangerous, VII-10
Debriefs, VI-1, VI-7
Demonstrate, VI-6
Designation, IX-11
 Posthumous, IX-12
 Procedures, IX-11
 Processing, IX-11
DOR, I-3
 Commanding Officer's Interview, IX-7
 Drop on Request, I-3, IX-7
 Post Interview procedures, IX-8

E

ECD Report, IX-12
End-of-Course Examination, IV-2
Evaluations, X-1
Extra Instruction, VIII-1, VIII-3, VIII-18
 Flight, VIII-4
 Simulator, VIII-4

F

Failure, VIII-1
 Admin Procedures, Chapter VIII
 Flight, VIII-7
 Flight Support, VIII-5
 NAVAVSCOLSCOM, VIII-11
 Officer Qualities, VIII-13
FITREPS, X-1
Fleet Returnees, III-1
Flight Grading System, VII-2
Flight Summary, III-6
Flight Support, IV-3
Flight Training Instructions (FTI), VII-1

Fraternization, I-5
Further Training Is/Is Not Warranted, VII-10, Appendix A

G

Grade Level Definitions, VII-2
Grading

- Considerations, VII-1
- Check Event, VII-16
- Procedures, VII-11, VII-13
- Recheck, VII-16
- Special Progress Check, VII-8, VII-16, VIII-8, VIII-18
- Warm-up, VII-7

H

Headwork, VII-4
Host Family, V-2

I

Incomplete Events, VII-6, VII-7, VII-11
Initial Action, VIII-1
International Military Education and Training Program (IMET), V-1
International Military Student, V-1

- Accident or Death, V-5
- Administrative Procedures, V-6
- Arrested, V-7
- ATJs, V-14
- Casualty Reports, V-15
- Debt, V-5, V-6
- Discipline, V-7
- ECD Report, V-15
- Failure Report, V-15
- ID Card, V-2
- Informational Program, V-16
- Leave and Holidays, V-7
- Medical, V-8
- Pools, V-2
- Reports, V-13

International Military Training (IMT) Model Manager, V-1
Invitational Travel Orders (ITO), II-4, V-1, V-7, V-13

J

Jacket number, III-2
Jacket Reviews, III-2, VII-2
Jet Transition/Refresher, III-2

L

Learning Centers, IV-1
Limitations

- Awarding Extra Instruction, VIII-3, VIII-4

M

Marginal Performance, VII-8, VII-20, VII-21, VII-22, VII-23

- Academics, VII-22
- End of Stage, VII-21

Medical Delays, VI-8

CNATRAINST 1500.4G
14 SEP 2007

N

NAA, VIII-5, IX-8
NAM, VIII-14
NATOPS Jacket, III-1
Naval Aviator Training Jacket (ATJ) Summary, III-6
NAVEDTRA 130, IV-1, IV-3

O

Obligated Service, IX-10
Overall Academic Average, IV-2

P

Peculiar to Aviation Training (PAT) Publications, IV-3
Performance, VII-1
 Documentation, VII-1
 Measurement, VII-2
 Standards, VII-1, VII-2, VII-3,
Pink Sheet, III-6
Pink Sheet Summary, III-6
Pipeline Change, III-1, VIII-1, IX-5
Pipeline Changes, IX-5
 Procedures, IX-6
Pipeline Selection, II-2, II-4
Practice, VI-2
PRB, VIII-4
 Action, VIII-8, VIII-10
 Action Following, VIII-8
 Composition, VIII-5
 COMTRAWING Action, VIII-8
 Conduct, VIII-6
 Convening Authority, VIII-4
 Questions, VIII-6, VIII-7
 Records, VIII-10
 Reports, VIII-10
 Squadron Action, VIII-10
PRB Sheets, III-6
Pre-flight, VI-1
Preparation of ATFs, VII-5, Appendix A
Procedures, VII-4
Program Change, III-1
Program Changes, IX-1
Progress Review Board (PRB), Chapter VIII

Q

Quality Control, VII-1

R

Relative Performance, IV-2
Report
 Training Completion, IX-13
Reports
 Fitness USN, X-1
 Fitness USMC, X-1
 Fitness USCG, X-2

Fitness USAF, X-2
Rescheduling, VI-2
Retain, VIII-7
Retain Conditionally, VIII-8
Return to Training, VIII-1, VIII-4
Review, VI-6
 Commanding Officer, VIII-9

S
Safe for Solo, VII-10, A-4
Satisfactory, VII-7
Scheduling, VI-1
Security Assistance Training Program (SATP), V-1
Separation From Training, IX-7
Setback, III-5, VIII-18
SNFO
 Screening Board, IX-2
 Training Acceleration Program, IX-4
Special Marks, VII-10
Special Progress Check, VII-16, VIII-8, VIII-18
Sponsor Program, V-2
Standard Scores, IV-2
Standardization, VI-5

T
TAP, IX-4
Termination of Flight Training, VIII-4
Tests, IV-1
Time to Train (Tt), IV-1, VIII-1
Training Time Out, I-3
Training Transfers, IX-1
Transfers, III-1, IX-1
Trends, VII-2
TRB
 Actions, VIII-10
 Composition, VIII-9
 Documentation, VIII-10
 Records, VIII-10
 Reports, VIII-10

U
Unsafe for Solo, VII-10, A-4
Unsatisfactory, VII-2, VII-4, VII-5, VII-6, VII-7, VII-8, VII-9,
VII-10

W
Waivers, I-2
Warm-up
 ATF, VI-7
 Solo, VI-3
Warm-up Event, VI-3
Work Week, VI-1
Working Day, VI-1
Weekly Calendar Sheets, III-7

CNATRAINST 1500.4G
14 SEP 2007

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