



DEPARTMENT OF THE NAVY

CHIEF OF NAVAL AIR TRAINING  
CNATRA  
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CORPUS CHRISTI TX 78419-5041

CNATRAININST 1550.61A  
N71

08 MAY 09

CNATRA INSTRUCTION 1550.61A

Subj: TRAINING STANDARDIZATION AND SAFETY EVALUATION PROGRAM

Ref: (a) OPNAVINST 3710.7T  
(b) OPNAVINST 1500.75A  
(c) CNATRAININST 1500.4G  
(d) CNATRAININST 3710.13F w/Changes 1 & 2  
(e) CNATRAININST 1550.6E w/Changes 1 & 2  
(f) DCMA INST 8210.2  
(g) CNATRAININST 5213.3G  
(h) SECNAVINST 5211.5E  
(i) OPNAVINST 3750.6R w/Changes 1-4  
(j) CNATRAININST 3750.22H  
(k) CNATRAININST 3750.23L w/Change 1  
(l) NAVAIR 00-80T-112  
(m) CNATRA NOTE 5215  
(n) CNATRA FORM 1550/20  
(o) CNATRA 1542.XXX series  
(p) OPNAVINST 00-08-004  
(q) CNATRAININST 3740.9D w/Changes 1-4  
(r) CNATRAININST 1550.8  
(s) OPNAVINST 5102.1D  
(t) OPNAVINST 5100.23G  
(u) CNATRAININST 3058.1

CHANGE 1 INCORPORATED

15 APR 11

CHANGE 2 INCORPORATED

17 JAN 13

Encl: (1) CNATRA Training Standardization and Safety Evaluation Checklist  
(2) Squadron/Instructor Training Unit (ITU) Training Standardization Evaluation Checklist  
(3) Safety Evaluation Checklist  
(4) Sample Notification Message  
(5) Timeline  
(6) In-Brief Outline  
(7) Out-brief Outline  
(8) CNATRA Training Standardization and Safety Evaluation Form  
(9) Sample Report of Evaluation Findings  
(10) Sample Summary of Training Standardization Evaluation  
(11) Sample Summary of Safety Evaluation  
(12) Inspection Areas and Grading Criteria  
(13) Sample Report of Corrective Action

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

2. Cancellation. CNATRAINST 1550.61

3. Scope. This instruction applies to all training wings, squadrons, departments and activities conducting or contributing to training in the Naval Air Training Command (NATRACOM).

4. Background

a. In accordance with references (a) and (b), CNATRA will utilize this formal visit to evaluate training in terms of quality, standardization, safety and performance. The evaluation will focus on compliance with established Chief of Naval Operations (OPNAV), Naval Education and Training Command (NETC) and CNATRA policy, procedures and standards while objectively verifying mission capability and performance. Its final aim is to identify areas that require process improvement.

b. The Assistant Chief of Staff for Training and Standardization (CNATRA N7), on behalf of CNATRA, is responsible for inquiry into and reporting on the training effectiveness, standardization and safety of field activities in the NATRACOM.

5. General. Training Standardization and Safety evaluations will be conducted on each Training Air Wing (TRAWING) to ensure curricula are being properly executed in accordance with corresponding master curriculum guides; that quality of instruction meets CNATRA standards; that students are trained in a standardized manner; that Student Administration is conducted in accordance with CNATRA instructions; that Crew Resource Management (CRM) techniques are properly introduced and practiced; and that basic safety and Operational Risk Management (ORM) measures are being applied. In addition, the following objectives will also be met:

a. To assist Commanders and Commanding Officers in improving the performance, efficiency, effectiveness, safety and quality of training in the commands, units and activities for which they are responsible. Evaluations are to provide Commanders and Commanding Officers mission-relevant evaluations and recommendations that are timely, accurate, candid and objective.

b. To help Sailors, Marines and Department of the Navy

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(DoN) Civilians improve the performance, readiness, efficiency and effectiveness of their organizations while constantly improving individual quality of training in the NATRACOM through evaluation, training, assistance, and mentoring.

c. To recognize, commend, and disseminate good practices and spreading ideas that work as widely as possible throughout the NATRACOM.

6. Action

a. The CNATRA N7 serves as the principal advisor to CNATRA for evaluation matters and is responsible for coordinating and conducting evaluations of all activities under the command of CNATRA. In this capacity, CNATRA N7 serves as Chief Evaluator and exercises overall direction and coordination of the CNATRA Training Standardization and Safety Program for NATRACOM activities in accordance with references (a) thru (u). To carry out this function, CNATRA N7 will:

(1) Direct CNATRA N71 and Safety, Assistant Chief Evaluators, to identify personnel who shall assist in the evaluation of the field activities.

(2) Monitor, schedule, and coordinate the evaluation of all activities under the immediate command of CNATRA.

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

(4) Monitor and report to CNATRA Chief of Staff (COS) the status of corrective actions for all major discrepancies.

(5) Request resources from CNATRA COS and field activities, as necessary, to fully support the CNATRA Training Standardization and Safety Evaluation Program.

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

b. CNATRA N1 shall:

(1) Inspect all Selected Reserve (SELRES) units in accordance with the appropriate guidance from CNATRAINST 3740.8 (Reserve Forces Integration) series.

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(2) Forward all SELRES inspection results to CNATRA N7 for inclusion in the inspection report.

c. CNATRA N3 shall:

(1) Assign the Government Flight Representative (GFR) to perform the following tasks:

(a) Review and update the GFR portion of the checklist contained in enclosures (1) and (2).

(b) Assign the GFR as a member of the Evaluation Team.

(2) Provide CNATRA air assets (C-12 & T-44) to conduct the movement of the Evaluation Team to and from the evaluation site.

d. CNATRA N4 shall:

(1) Conduct an annual review of all evaluation checklists in enclosures (1) and (2) pertaining to Contractor Instructors and Pilots for compliance with existing contracts.

(2) Report findings to CNATRA N71.

e. CNATRA N6 shall:

(1) Be responsible for the functional effectiveness of all hardware and software throughout the TRAWINGS.

(2) Assign the Information Technology/Information Management (IT/IM) associate(s) as appropriate to the Evaluation Team.

f. CNATRA N8 shall: Provide appropriate Temporary Assigned Duty (TAD) funds to the CNATRA N7, Safety and respective N-Codes in support of the Training Standardization and Safety Evaluation Program.

g. CNATRA N-Codes and Cognizant Program Managers shall:

(1) In cooperation and support of the Training Standardization and Safety Evaluation Program, CNATRA N-Codes should provide manpower and resources as requested by CNATRA N7,

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if available. If manpower and resources are not available, then CNATRA N-Codes shall coordinate with CNATRA N7 to ensure the necessary requirements are met.

(2) Cognizant program managers shall provide directives and checklists governing the mission and function of their activities to CNATRA N71 for use as guidance to the Evaluation Team and the command being evaluated. Revisions and changes shall be provided as they occur.

h. Command/Unit(s) and/or Activities Being Evaluated,  
shall:

(1) Make available the instructors, students, events and records selected for evaluation. The evaluation will include aircraft, simulator and synthetic training device events, as well as, academic and flight support training in accordance with the checklists included in enclosures (1) thru (3).

(2) Provide copies of all command/unit instructions and Standard Operating Procedures (SOPs) related to Training Standardization and Safety to CNATRA N7 upon receipt of notification of a scheduled evaluation.

(3) Request specific training, informational briefs, and/or assists in items related to Training Standardization and Safety to CNATRA N7 in accordance with the notification message and NLT 15 days prior to the scheduled evaluation.

(4) Provide egress training for flight evaluators.

(5) ITUs will be evaluated as separate units and need to answer the appropriate sections of enclosure (2) Squadron/ITU Training Evaluation Checklist and enclosure (3) Safety Evaluation Checklist.

7. Evaluation Team Composition. Training Standardization and Safety Evaluation Teams will consist of a sufficient number of qualified members to adequately perform a thorough evaluation. CNATRA (N71) and CNATRA (Safety) will serve as Assistant Chief Evaluators.

8. Frequency of Evaluations. All activities under the command of CNATRA will receive a Training Standardization and Safety Evaluation every 18-months, or when special circumstances require.

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9. Evaluation Planning and Scheduling. On an annual basis, CNATRA N71 prepares for CNATRA N7 signature and issuance of a CNATRA message containing a proposed schedule of Training Standardization and Safety Evaluations and tentative dates for approximately two fiscal years. This schedule is subject to change in accordance with operational requirements. Activities will be notified of any changes which affect proposed evaluation dates. Evaluation of Carrier Qualification (CQ) exercises shall be conducted separately or as part of the NATRACOM evaluation program as outlined by reference (e).
10. Evaluation Dates. CNATRA N7 shall notify the command/unit(s) to be evaluated via letter to set the specific evaluation date approximately 90 days prior and then via message, enclosure (4), approximately 30 days in advance in accordance with the timeline in enclosure (5).
11. Request for Training and/or Assists. In conjunction with the evaluation, CNATRA will provide training, informational briefs and/or assists during the evaluation in the areas of Training Standardization and Safety. Specific topics may be requested by the command/unit scheduled to be evaluated in accordance with the notification message.
12. Itinerary and Funding. The Chief Evaluator will distribute a detailed evaluation agenda to all concerned parties 10 days prior to each scheduled evaluation. Temporary Additional Duty (TEMADD)/TAD orders/funding requirements will be prepared by respective CNATRA N-Code and submitted to the Comptroller/Resources Management Office (N8) via DTS at least 10 working days prior to the day of travel.
13. Execution. Execution of the scheduled evaluation begins with the Evaluation Team's departure from NAS Corpus Christi, usually the day prior to the scheduled evaluation. An In-brief with the respective command/unit's commander and staff as outlined in enclosure (6) will signal the official and formal portion of the evaluation. Execution will continue as per enclosure (5) and will include standardization flights of randomly selected instructors with members of the CNATRA staff. The evaluation will culminate with an out-brief described in enclosure (7) the morning of the last day of the evaluation. The evaluation will terminate once all members of the team return to NAS Corpus Christi.
14. Surprise Evaluations and Re-evaluations. In addition to planned evaluations, surprise evaluations and re-evaluations may

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be held when circumstances warrant as determined by CNATRA N7 and coordinated with CNATRA COS.

15. Evaluation Documentation. Individuals performing the evaluation will document discrepancies and/or comments on CNATRA Standardization Inspection Forms at enclosure (8).

16. Evaluation Report Procedures. The Chief Evaluator shall prepare and submit formal reports of Training Standardization and Safety Evaluations within 60 days of completion of the evaluation. A sample of this report is in enclosures (9) through (11). Specifically, this report shall contain the following:

a. An evaluation of the activity including comments necessary to substantiate the overall evaluation in accordance with the guidelines contained in enclosure (12).

b. All significant discrepancies with recommended corrective actions will be identified. Information on conditions requiring remedial action should be brought to the attention of the Commanding Officer of the activity evaluated during the out-brief, see enclosure (7).

c. A brief description of the findings shall be contained in an enclosure to the report. See enclosures (10) and (11) for an example. Any items not evaluated should include the evaluator's rationale. "Not applicable" is not an acceptable rationale without an explanation.

d. Any innovative or particularly noteworthy achievement and recommendations for best practices seen throughout the NATRACOM.

17. Release Authority. All evaluation reports are subject to the following:

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

b. Evaluation reports shall be marked, "FOR OFFICIAL USE ONLY, PRIVACY SENSITIVE, ANY MISUSE OR UNAUTHORIZED DISCLOSURE MAY RESULT IN BOTH CIVIL AND CRIMINAL PENALTIES."

c. Evaluation reports shall contain on the front page, the

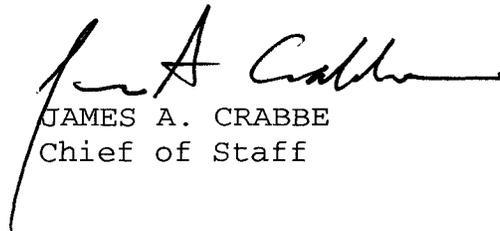
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following statement:

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18. Follow-up. Conditions requiring action shall be tasked to appropriate activities and respective TRAWING by CNATRA N7. The Commanding Officer of the unit/activity being evaluated shall submit a report of corrective action via their chain of command no later than 60 days from the date of the CNATRA Training Standardization and Safety Evaluation Report. See enclosure (13) for proper format. CNATRA COS is the final approval authority for completion of CNATRA evaluation recommendations.

19. Forms. In accordance with reference (i), command general use forms may be requisitioned by submitting a no cost Requisition System Document, DD Form 1348, to the Commanding Officer, Naval Air Station, Pensacola, Supply Department, Pensacola, FL 32508-5217, citing the appropriate stock number. CNATRA forms are requisitioned by submitting a request to CNATRA (N111) for printing available forms from CNATRA web site address at <https://www.cnatra.navy.mil>.



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Distribution:  
CNATRAINST 5215.1S  
List I (A-X (10))

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CNATRA TRAINING STANDARDIZATION AND SAFETY EVALUATION

TRAINING CHECKLIST

- A. Course Curriculum Model Managers (CCMM)
- B. Course Curriculum Coordinators (CCC)
- C. Stage Managers (SM)
- D. Instrument Stage Managers (ISMs)
- E. Academics
- F. Training Publications
- G. Training/Standardization
- H. Naval Air Training and Operating Procedures Standardization (NATOPS)
- I. Instructor Training Unit (ITU)
- J. Student Control
  - 1. Corporate Enterprise Training Activity Resource Systems (CeTARs)
  - 2. International Military Student Officer (IMSO) Program
  - 3. Student Administration
  - 4. Student Welfare
  - 5. Informational Program
- K. Landing Signal Officer (LSO)
- L. Training Integration Management System (TIMS)
- M. Government/Contract Instructional Services
- N. Government Flight Representatives (GFR)

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A. Course Curriculum Model Manager (CCMM)

Required Instruction: CNATRAINST 1550.6 Series

1. Is the TRAWING the CCMM for any training program? If so, which one?
2. If TRAWING is designated CCMM for a course, what method is used to ensure associated activities are afforded the opportunity to participate in the curriculum development/maintenance process?
3. Are CCMM/CCC familiar with requirements to submit a Training Project Plan (TPP) when required, for curriculum development/maintenance projects?

B. Course Curriculum Coordinators (CCC)

Required Instructions: CNATRAINST 1550.6 Series, all Flight Training Instruction (FTI) and curriculums within their phase

1. Does the CCC have a turnover binder?
2. Is the CCC designated in writing?
3. What are the stages that fall under the CCC's control and who are the Stage Managers?
4. How does CCC manage the course development?
5. How does the CCC monitor Stage Managers?
6. How does the CCC process TCRs and curriculum changes?
7. Do you have a folder with an up to date listing of Content Managers?
8. Are all your instructions current on your e-Bookbag website?

C. Stage Managers (SM)

Required Instructions: CNATRAINST 1550.6 Series, All FTI & curriculums in stage.

1. Does the SM have a turnover binder?
2. Does it contain the following?
  - a. CNATRAINST 1550.6 Series (w/changes as necessary)
  - b. Copy of the SM designation letter signed by CNATRA
3. Explain how the SM coordinates with other TRAWING Standardization Officers and the CNATRA Pipeline Training Officer (PTO) on issues pertaining to the stage?
4. Does the SM review and revise as necessary (at least annually), test questions which will be added to CNATRA TIMS Test Editor to be used for the stage standardization examination for Student Naval Aviator/Student Naval Flight Officer/ Instructor Under Training (SNA/SNFO/IUT) stage lectures and IUT standardization re-qualification? How does the SM accomplish this? CNATRAINST 1550.6 Series
5. Does the SM serve as CNATRA subject matter expert for such projects as development of audiovisual and Computer Aided Instruction (CAI) academic and flight support materials? Explain involvement.
6. Who is the CCC? Explain their function.
7. Explain the process of submitting a Training Change Request (TCR).
8. Does the SM periodically visit (minimum once per quarter) other units to gather and exchange ideas? Do they travel to other TRAWINGS if applicable?

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D. Instrument Stage Managers (ISMs)

Required Instruction: OPNAVINST 3710.7 Series  
NAVAIR 00-80T-112  
CNATRAINST 3710.13 Series  
All Instrument related FTIs

1. How does wing instrument stage manager maintain a list of current squadron and CNATRA level instrument stage managers?
2. How are stage managers designated/documented? Is there any additional training for ISMs?
3. What instrument related ground training is conducted by the TRAWING? How does the TRAWING ISM validate the training?
4. How does the TRAWING ISM validate squadron FTIs and procedures?
5. How often does the TRAWING ISM meet with simulator instructors? Do they perform simulator monitoring?
6. How often are the instrument related PATPUBS, military interactive lectures (MILS), computer based training (CBTs) reviewed and updated?
7. What efforts are made to keep ISMs current with OPNAVINST and CNATRAINST 3710 Series, Instrument Flight Manual (IFM), FAR/AIM and other regulation changes?
8. Is the Instrument Ground School (IGS) current and standardized where possible. What is done to maintain currency?
9. How does the ISM work with the Fixed-Wing Instructor Training Unit (FITU) to ensure new instructors are current and knowledgeable of instrument procedures?
10. How are the requirements of CNATRAINST 3710.13 documented and implemented?

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E. Academics

Required Instructions: CNATRAINST 1550.6 Series, all FTI and Master Curriculum Guides.

1. Is the Academic Training Officer (ATO) designated in writing?
2. Does the ATO maintain a turnover binder?
3. General Course Review Questions.
  - a. Are classrooms clean, well lighted and contain appropriate furniture?
  - b. Is there a program for administering critique sheets? How are critique sheets routed?
  - c. Are there regular meetings of instructors to cover review of critique sheets and/or possible curricula changes? Are records kept to document actions required? Are records maintained to record progress attained?

4. Learning Center

- a. Is a Learning Center available for use outside normal working hours? Is an attendance log maintained? Is the learning center manned with personnel qualified to assist students with curricula questions? With equipment operation?
- b. If a learning center is available for extra study, are the learning materials up to date? In good condition?
- c. Does the learning center monitor understand his/her responsibilities for reporting defective equipment installed in the learning center? Is a log maintained to reflect equipment/program malfunctions?
- d. How is replacement equipment obtained?

5. Observation of Instruction

- a. Are academic/flight support instructor presentations observed?
- b. Are classroom/flight support instructors certified?

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c. Are training jackets maintained for each classroom/flight support instructor? Examine training jackets for content.

d. Check instructor guides for personalization.

e. Is there a counseling program in place to assist instructors that have problems?

f. Is there an instructor recognition program in place? What type?

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F. Training Publications

Required Instructions: OPNAVINST 3710.7 Series  
CNATRAINST 3710.13 Series  
CNATRANOTE 5215  
CNATRAINST 1550.6 Series  
CNATRAINST 1500.4 Series

1. Is the TRAWING Training Publications Officer designated in writing? CNATRAINST 3710.13 Series

2. Does the TRAWING maintain a Standardization library? CNATRAINST 3710.13 Series? *NOTE: Electronic copy is considered sufficient for publications so distributed.*

- a. Updated CNATRANOTE 5215
- b. Appropriate NATOPS flight Manual for each Type/Model/ Series aircraft
- c. OPNAVINST 3710.7 Series
- d. Standardization Officer turnover binder
- e. Student/IUT curriculum instructions/guides
- f. A complete set of the current student academic and flight support units for the curriculum, including FTIs, PAT Pubs, and standardized CNATRA academic lectures with current approved changes in accordance with the CNATRAINST 1550.6 Series.
- g. Locally prepared briefing guides, in-flight guides, and maneuver descriptions as appropriate
- h. Standardization Notes currently in effect
- i. Training Air Wing and Squadron Standard Operating Procedures (SOP) and Flight Instructor Standardization and Training (FIST) instructions
- j. Station Air Operations Manual and Letters of Agreement
- k. CNATRAINST 1500.4 Series
- l. CNATRAINST 1550.6 Series

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- m. Copy of the most recent CNATRA standardization results
  - n. CNATRAINST 3710.13 Series
  - o. Copies of all current stage standardization tests
  - p. CNATRA FORM 1550/20 PAT Publication Inventory Form
3. How are print requests initiated and routed to CNATRA?

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G. Training/Standardization

Required Instructions: OPNAVINST 3710.7 Series  
CNATRAINST 3710.13 Series  
CNATRANOTE 5215  
CNATRAINST 1550.6 Series  
CNATRAINST 1500.4 Series

1. How does the TRAWING monitor and implement its TRAWING FIST Program? CNATRAINST 3710.13 Series
2. Do the TRAWING Standardization Officers conduct as many annual standardization checks as feasible? At a minimum they shall conduct the annual checks on each squadron Standardization Officer and Contract Simulator Check instructors per the current government contract. CNATRAINST 3710.13 Series
3. Does the TRAWING Standardization Officer conduct quarterly STAN assists to subordinate activities? CNATRAINST 3710.13 Series
4. Does the TRAWING convene TRAWING Standardization Boards as required (at least quarterly)? Are minutes forwarded to CNATRA (N71)? CNATRAINST 3710.13 Series
5. Does the TRAWING commander designate all newly qualified instructors? CNATRAINST 3710.13 Series
6. Does the TRAWING provide a FCF program and designate FCF pilots in writing? (Designation may be delegated to the squadron commanders) CNATRAINST 3710.13 Series
7. Does the TRAWING review local course rules annually? CNATRAINST 3710.13 Series
8. Has the TRAWING generated a local course rules examination for each type of aircraft? CNATRAINST 3710.13 Series
9. Does the TRAWING monitor a current flight instructor qualification matrix with change authorizations using TIMS/WingStats? CNATRAINST 3710.13 Series
10. Are instructor qualifications and currency in qual stages tracked using TIMS/WingStats? CNATRAINST 3710.13 Series

11. Is the CCC designated in writing by CNATRA? Is the CCC Military or Government Services? Are CCC duties his or her primary function or is it assigned as an additional duty? Does the CCC understand and perform his or her duties in accordance with CNATRAINST 3710.13 Series? CNATRAINST 3710.13 Series

12. How does the TRAWING commander nominate Stage Managers (SMs) and ensure they carry out their responsibilities? CNATRAINST 3710.13 Series, CNATRAINST 1550.6 Series

13. How does the TRAWING process curriculum change proposals? CNATRAINST 1550.6 Series

H. NATOPS

Required Instructions: OPNAVINST 3710.7 Series  
CNATRAINST 3710.13 Series

1. Does the command have and maintain a command NATOPS program?
2. Is a highly qualified Naval Aviator/Naval Flight Officer assigned as NATOPS Officers to direct and monitor the program?
3. Does the TRAWING use TIMS/WingStats for record keeping of individual pilot, NFO, and aircrew member qualification, including aircraft currency?
4. Does the TRAWING have an established system of tracking all NATOPS manuals and promulgating all changes/revisions?
5. Does the TRAWING maintain a NATOPS Flight Personnel Training and Qualification Jacket (OPNAV 3760/32) for each pilot, NFO, aircrew member, SNA and SNFO?
6. Does the TRAWING report NATOPS evaluation failures not corrected to CNATRA for review with comments, recommendations, and requests for waivers within 30 days of NATOPS evaluation?
7. Are all recommended changes to NATOPS manuals and associated publications submitted in accordance with OPNAVINST 3710.7 Series ?
8. Are NATOPS qualification examinations updated annually?

Model Managers and Evaluation Units

1. Are NATOPS Evaluators designated in writing by CNATRA?
2. Are NATOPS Program Managers designated in writing by CNATRA?
3. Are NATOPS unit evaluations conducted yearly by the NATOPS Evaluator for units assigned to the Model Manager in accordance with OPNAVINST 3710.7 Series?
4. Are Change Recommendations for assigned type, model, and series as per OPNAVINST 3710.7 Series reviewed and administrated properly?

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5. Are Initial Urgent Change Recommendations sent to the CNATRA NATOPS Coordinator for the Operational Commander's Endorsement, per OPNAVINST 3710.7 Series?

6. Has a NATOPS review conference been conducted for each Type/Model/Series within the last two years? If so, was the need for convening a NATOPS review conference in accordance with OPNAVINST 3710.7 Series recommended to CNATRA, via the CNATRA NATOPS Coordinator?

#### NATOPS Program Managers

1. Will the NATOPS Program Manager hold this billet for a minimum of 18 months?
2. Are they highly qualified Naval Aviators/Naval Flight Officers?
3. Do they conduct a continuous review of existing publications to discover any conflicts that might exist, administrating the change recommendations?
4. Are conflicts reported to the appropriate NATOPS Model Manager, NATOPS Coordinator and the activity responsible for the content of the conflicting directives, including recommendations for resolving the conflict?
5. Do they make recommendations to the Model Manager on when to schedule review conferences?
6. Do they provide guidance and assistance to NATOPS Instructors?
7. Do they review the NATOPS Status report to ensure the accuracy of all pertinent information?
8. Do they forward a copy of designation letter and point-of-contact phone numbers to the CNATRA NATOPS Program Coordinator and the NATOPS Products Administrator?

I. Instructor Training Unit (ITU)

Required Instruction: CNATRAINST 3710.13 Series

1. Describe the TRAWING IUT program. If the ITU is located at the squadron level, how does the TRAWING ensure standardization and quality? CNATRAINST 3710.13 Series
2. Does the TRAWING have an IUT program?
3. Is IUT time-to-train tracked and does it fall within curriculum guidelines?
4. Does the ITU meet IUT training goals?
5. Does the ITU schedule IUT training events?
6. Does the ITU provide basic and all upgrade IUT training?
7. Does the ITU ensure Aviation Training Forms (ATFs) are completed and maintained for all IUTs?
8. Does the ITU create and maintain IUT FIST jackets in accordance with CNATRAINST 3710.13 Series?
9. Does the ITU maintain appropriate NATOPS Flight manuals, OPNAV instructions, and FTIs?
10. How does the ITU schedule IUT training events?
11. How often do ITU instructors conduct standardization check flights at the training squadrons?
12. How often do ITU instructors fly SNA/SNFO syllabus flights?
13. Are all new instructors qualified per CNATRAINST 3710.13 Series?
14. What does the ITU/TRAWING do for instructors who have unsatisfactory performance on standardization flights and examinations?
15. Does the TRAWING commander designate in writing all newly qualified flight instructors? CNATRAINST 3710.13 Series

16. Are annual NATOPS emergency procedures trainers conducted in accordance with (IAW) CNATRAINST 3710.13F and documented IAW CNATRAINST 3710.13 Series?

17. Do all designated flight instructors take a local course rules written examination annually? CNATRAINST 3710.13 Series

18. Have all instructor pilots (IPs) attended Flight Instructor Training Course (FITC) and high risk training courses?

19. How does the ITU monitor the status of its training flights? Is a qualified duty officer from the ITU assigned on the flight schedule?

J. Student Control

Required Instruction: CNATRAINST 1500.4 Series  
CNATRAINST 1542.XXX Series

1. Drop On Request/Training Time Out (DOR/TTO) Policy
  - a. Are students thoroughly briefed prior to commencement of flight training on the DOR/TTO policies?
  - b. Is there a statement in every student Aviation Training Jacket (ATJ) signed by that student indicating that those policies and procedures are understood?
2. Is the Student Critique Program administered?
3. Are all students, including attrites, given the opportunity to complete the student evaluation of courses and instructors?
4. For non-Multi-Service Pipeline Training System/Multi-Service Navigation Training System (MPTS/MNTS) students, are copies of Progress Review Board (PRB) results, and accompanying statements referred to the TRAWING commander for action, kept on file at the TRAWING?
5. Does either the commanding officer (CO) or TRAWING commander personally interview all Naval Flight Students (NFSs) prior to being attrited?
6. Are pipeline changes requested before the student is attrited?
7. Does the Student Control Officer maintain a positive, comprehensive counseling program to educate attrited students on career options?
8. TRAWINGS - are failures administered in accordance with CNATRAINST 1500.4 Series and CNATRAINST 1542 as applicable?
9. Are program change requests submitted properly?
10. Are pipeline change requests submitted properly?
11. Are ATJs initiated properly?

12. Are ATJs labeled properly and numbered for both U.S. military and international students?
13. Are ATJs properly safeguarded while NFSSs are awaiting further assignment?
14. Is there a Record of Transmittal on file for every ATJ handled by the TRAWING?
15. Are ATJs properly prepared for shipping?
16. Are ATJs promptly forwarded once all training is complete at that site?
17. Is there annual privacy act training for all those who handle ATJs?
18. Do all attrites and completers from each Phase of training complete a Naval Operational Medical Institute (NOMI) Attrition Survey as part of the checkout process from Student Control? If not completed on-line, are completed surveys forwarded to NOMI Code 412?
19. Are Training Review Boards (TRBs) for MPTS/MNTS student attrites comprised of qualified/required personnel?
20. Are TRBs conducted in accordance with appropriate CNATRAINST 1542 as required?
21. Are MPTS/MNTS student eliminations based on TRB results?
22. Are ORM certificates filed in the ATJ on the bottom of the left-side?
23. Are procedures and policies established to ensure Navy Integrated Training Resources Administration System/Standard Training Activity Support System (NITRAS/STASS) person events are reported to the appropriate data entry person immediately?
24. Are NITRAS/STASS person event entries verified in CeTARS to ensure accuracy and timeliness?
25. How is the status of students on medical hold, legal hold, admin hold, etc. tracked?

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CeTARs

1. How is the CeTARs data validated?
2. What is the procedure to enter Reservations after Primary completion?
3. How does Naval Aviator Production Process (NAPP)/CeTARs representative use the Limited Physical Activity personal event (PEVT) code?
4. What is the process for reporting medically interrupted students to CeTARs?

International Military Student Officer (IMSO) Program

1. Is the TRAWING IMSO designated in writing? Has the Wing IMSO attended Naval Education and Training Security Assistance Field Activity (NETSAFA) training?
2. Do you have access to the CO to provide him/her with information regarding trainees and to obtain guidance when necessary?
3. Has your name, office, and phone number been forwarded to NETSAFA (via the appropriate Navy Major Claimant) for all DON IMSOs?
4. Have you briefed the CO and other appropriate base officials on the background of the Security Assistance Program and the Department of Defense (DoD) Informational Program?
5. Are staff and administrative personnel aware of the contents and responsibilities in SECNAVINST 4950, Joint Security Assistance Training Regulation (JSATR)?
6. Do all base agencies that might be the first to come in contact with a new International Military Student (i.e., Security Police, Duty Officers, Hospital Emergency Rooms, etc.) know your name, phone number, and location? Does this information include your home phone number for non-duty hours?

Student Administration

7. Does the IMSO have the current SECNAVINST 4950 and other appropriate instructions?

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8. Does the IMSO maintain a personnel and training record on each international trainee?
9. Does the IMSO brief new students about their rights, privileges, and responsibilities?
10. Do International Military Students (IMSS) understand the rules and regulations governing their behavior and class attendance?
11. Do all IMSS understand the pay and allowances due them?
12. Do incoming IMSS receive a briefing regarding their exchange, commissary and other base privileges?
13. Are incoming IMSS given a handout containing key information presented at the incoming brief?
14. Are ID cards issued only to dependents authorized in the ITOs?
15. Are ID cards collected and destroyed at the final security assistance training location?
16. Are IMSS' information updated to the IMS website in a timely manner?
17. Are IMSS left in "pools" to await training?
18. Have IMSS received ET flights as appropriate for English language proficiency?
19. Have Country Liaison Officers been advised of students who are a potential problem, either academic or disciplinary, in time to effect some corrective action?
20. Are Country Liaison Officers invited to sit as non-voting members of PRBs for students from their country?
21. Are board proceedings processed as expeditiously as possible?
22. Does the IMSO notify the next gaining activity, by message or whatever means is necessary, of the trainee(s) scheduled arrival?

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23. Does the IMSO ensure that IMS personnel, finance, and training records are forwarded to arrive at the next training location in a timely manner?
24. Is the ATJ personally reviewed by the IMSO for completeness and accuracy?
25. Are ATJs forwarded to CNATRA by the final training activity?
26. Have follow-on training activities (and NETSAFA) been advised, either as information addressee on messages or informally via telephone, of IMSS who are a potential problem, either academic or disciplinary?
27. Do IMSS understand the medical services available to them and their authorized dependents and the IMSS' responsibility for dependent service costs?

#### Student Welfare

28. Are IMSS briefed on the prohibitions of civilian employment while in training?
29. Does the IMSO ensure that the IMSS' automobiles are properly registered and insured? If possible, are IMSS scheduled to attend an automobile safety course?
30. Have procedures been established to ensure that all international trainees have cleared their personal obligations, military and civilian, prior to departure?
31. Have the departing IMSS been briefed on baggage allowances?
32. Have the departing IMSS been briefed on the shipment of instructional materials?
33. Have procedures been established to package, weigh and mail instructional materials?

#### Informational Program

34. Have you implemented an active and imaginative DOD Informational Program available to all of the IMSS?
35. Is there a sponsor program for IMSS?

CNATRAINST 1550.61A  
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36. Do you brief IMSS prior to departure on what the Informational Program (IP) activity in which they are planning to participate entails?
37. Upon completion of an IP activity, are the senior escorts' and other appropriate letters of appreciation prepared?
38. Have the required documents for an IP been provided in accordance with local procedures as well as higher headquarter directives?
39. Are all receipts for expenditures maintained by the IMSO for three years?

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K. Landing Signal Officer (LSO)

Required Instructions: Landing Signal Officer (LSO) NATOPS  
(OPNAVINST 00-80-004)  
CNATRAINST 3740.9 Series

1. LSO Binders should be up to date and include the following:
  - a. LSO training matrix and quarterly filed with the LSO School.
  - b. Current LSO training qualification designation letters.
2. Current instructions and manuals should be on hand to include:
  - a. LSO NATOPS
  - b. Carrier Fixed-Wing (CV) NATOPS
  - c. FLIGHT DECK HANGAR DECK NATOPS
  - d. CNAFINST 1520.1 LSO Instruction
  - e. CNATRAINST 3740.9 "The pumpkin"
3. Evaluator will observe a Field Carrier Landing Practice (FCLP) brief.
4. Evaluator will interview and evaluate the training of all new LSOs.
5. Student training jackets will be inspected to ensure proper grading as well as required night time is being accomplished for both FCLP and CQ stage.

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L. TIMS

Required Instructions: CNATRAINST 1550.8 Series

1. Does the TRAWING ensure TIMS and sub-systems of TIMS are used to the fullest extent possible for management of student and instructor training?

a. At a minimum, is TIMS being used to accomplish the following:

- (1) Assigning syllabi
- (2) CeTARs entries/Naval Student Tracker (NST)
- (3) Scheduling of all training events
- (4) Schedule execution
- (5) Assigning aircraft
- (6) Naval Aviation Flight Record (NAVFLIR) entry
- (7) CBT courseware and exam execution
- (8) Gradesheet entry
- (9) Instructor qualification tracking
- (10) Maintain personnel data (BIO info)

b. In addition does the Wing use the following features in TIMS?

- (1) Absence Request
- (2) Duty Manager
- (3) Schedule Planner
- (4) Transfer function

2. Does the TRAWING ensure Standardized TIMS operating procedures are used between units?

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3. Does the TRAWING have a standardized process used to check incoming personnel into TIMS? What is the process?
4. Does the TRAWING have a standardized process used to check-out personnel within TIMS? What is the out process?
5. Does maintenance assign aircraft to flights using the assign tail module within TIMS?
6. Does TRAWING have set procedures in place to properly clone events?
7. Does TRAWING know the procedures for removing schedule from website after mishap?
8. Is a government employee or Military officer assigned to act as the TIMS Functional Administrator (TFA)?
9. Does the TFA act as the sole TRAWING approval authority for the following:
  - a. Granting access to all local TIMS databases (Dbs).
  - b. Creation/De-activation of local TIMS users (via the User Manager interface)
  - c. Assigning all user Roles, and any modifications to Functions assigned to local TIMS users.
  - d. Maintain TRAWING TIMS user Roles in accordance with CNATRA TIMS Permissions Matrix (Appendix X)
10. Does the TFA act as the sole TRAWING approval authority for the following:
  - a. WingStats
  - b. Routes
  - c. Pipeline Fit Score (PFS) (if applicable)
  - d. The Ad Hoc Report Tool
11. Does the TFA monitor and evaluate contractor provided Help Desk performance? Who are evaluations sent or reported to?

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12. Does the TFA act as TRAWING point of contact for TIMS user change requests?

13. Does the TFA do the following:

a. Advise the local TRAWING Commander and staff on the status and impact of changes to the TIMS?

b. Coordinate and conduct initial TIMS indoctrination training for all new local users?

c. Participate in all CNATRA meetings/telecons and other TIMS related input solicitations for proposed system software and hardware changes?

14. Does the TFA interface with the CNATRA TIMS Operations Manager (N731) to establish and ensure standardized operating procedures are used throughout the NATRACOM?

15. Is the TFA the only local person with access to the TIMS System Manager? If not, who else is authorized to make changes to settings in the local TIMS Ops Db via the TIMS System Manager, or Gradebook Options interface?

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

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M. Government/Contract Instructional Services

Required Instructions: CNATRAINST 1550.6 Series  
All Pertinent FTIs and PAT Publications  
All Pertinent Master Curriculum Guides

Brief

1. Were students made aware of evolution specific safety requirements and procedures?
2. Were instructors thoroughly familiar and qualified with their specific training event?
3. Did instructors encourage student questions/requests for clarification?
4. Was briefing conducted using training aids as necessary?
5. Was briefing conducted IAW all applicable CNATRA, TRAWING and Squadron Instructions/SOPS?

Flight

1. Are all evolutions covered IAW all applicable CNATRA, TRAWING and Squadron Instructions/SOPS?
2. Were instructors thoroughly familiar and qualified with their specific event?
3. Did instructors encourage student questions/requests for clarification?
4. Were instructor/safety observers in sufficient numbers and commensurate with the nature of the evolution?
5. Were event training objectives met?

Debrief

1. Did the instructor give accurate and constructive feedback to aid the student in meeting training objectives?
2. Did the instructor encourage student questions/requests for clarification?

CNATRINST 1550.61A

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3. Was debriefing conducted using training aids as necessary?
4. Was debriefing conducted in IAW all applicable CNATRA, TRAWING and Squadron Instructions/SOPS?

N. Government Flight Representatives (GFR)

Required Instruction: DCMA INST 8210.2

1. Initial Qualification. Prior to assuming GFR duties, were the following requirements met IAW the ref:

a. Is the GFR a rated US military officer or government civilian in an aviation position. The term "rated aviation officer" or "rated officer" refers to Army pilots; Air Force pilots, navigators, Electronic Warfare Officers (EWOs), etc.; Naval Aviators and Naval Flight Officers (NFOs)?

b. Did the GFR complete the Defense Contract Management Agency (DCMA) GFR Certification Course?

c. Did the GFR complete the on-the-job-training (OJT) program?

d. Did the GFR receive a signed GFR Delegation of Authority Letter from the Contract Management Office (CMO) commander?

2. Contractor Procedures

a. Did the GFR approve contractor's written Flight Operations Procedures (FOPs) and/or Ground Operations Procedures (GOPs) procedures prior to the start of work on government aircraft under the Ground and Flight Risk Clause/Aircraft Flight Risk Clause (GFRC/AFRC)?

b. Were contractor procedures found deficient?

c. Did the Aviation Program Team (APT) work with the contractor to resolve the deficiencies?

d. Were core procedures used and supplemented by aircraft specific procedures?

e. Did GFR request the contractor modify their site/aircraft specific annexes, but not their Core procedures?

f. Did the GFR discover a deficiency with the core procedures out of cycle of the review process (semi-annual)?

g. Did GFR perform an annual review of the contractor's procedures as part of their preparation for their annual contractor survey?

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h. Did all GFRs associated with the contractor's core procedures coordinate a review cycle that includes a joint annual review for approval and a semiannual review to resolve out-of-cycle issues?

3. Contractor's Training/Evaluation Program. Did GFR ensure that contractor crewmembers are properly trained and evaluated prior to operating government aircraft IAW the Joint Instruction?

4. Sign Flight Approvals. Did GFR approve all flights under the GFR/AFRC?

5. Metrics. Did the GFR comply with the requirements of the reference for contractor hours, sorties and significant events in the absence of a Chief, Flight Operations (CFO)?

6. Coordinate on Safety of Flight (SOF) Items. How does and did GFR coordinate with the Quality Assurance Representative/Quality Assurance Specialist (QAR/QAS) on SOF surveillance of SOF inspections?

7. Conduct Annual Contractor Surveys

a. Did GFR conduct an annual contractor survey IAW the Joint Instruction?

b. Was an Aircraft Operations Inspection (AOI) conducted within 3 months (plus or minus) of the scheduled annual survey?

c. Did GFR use the AOI report along with APT observations made throughout the year in lieu of conducting an additional contractor inspection by the APT to create an annual report on contractor compliance?

d. Did the GFR complete the survey report within 10 working days upon completion of the assessment?

e. Did the GFR route the report through the Administrative Contracting Officer (ACO)?

f. Did the GFR and ACO jointly analyze the contractor's corrective actions for contractual compliance?

8. Organize the APT's Surveillance Plan

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a. Did GFR establish an APT surveillance plan for each contractor facility and track monthly audits for trend analysis?

b. Did GFR utilize all members of the APT as part of this surveillance plan?

c. Are specific customer desired outcomes, as documented by Memorandums of Understanding/Memorandums of Agreement/Command Safety Assessments (MOUs/MOAs/CSAs) with the customer, addressed in the surveillance plan specifically stating how the APT will support the requirements?

d. Does the plan work in conjunction with any Quality Assurance/Performance Assurance (QA/PA) plans already in existence?

e. Are discrepancies shared throughout the APT?

f. Did the APT ensure that deficiencies were corrected in a timely manner?

g. Was the surveillance plan signed/approved by the CMO commander?

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SQUADRON/INSTRUCTOR TRAINING UNIT (ITU) TRAINING STANDARDIZATION  
EVALUATION CHECKLIST

SQUADRON/ITU CHECKLIST\*

- D. Instrument Stage Managers (ISMs)
- G. Training/Standardization
- H. NATOPS
- I. Instructor Under Training (IUT) Program
- J. Student Control
  - 1. Aviation Training Jacket (ATJ) Procedures
  - 2. Aviation Training Form (ATF) Procedures
- L. TIMs
- O. Operations
- P. Flight Events
- Q. Contractor Flight Operations
- R. Student Interview Questions

\* Squadron sections are lettered in order to match TRAWING inspection sections. (Missing letters have no current inspection sections.)

D. Instrument Stage Managers (ISMs)

Required Instruction: OPNAVINST 3710.7 Series  
NAVAIR 00-80T-112  
CNATRAINST 3710.13 Series  
All Instrument related FTIs

1. What coordination takes place between squadron Instrument Stage Managers (ISMs) of like aircraft?
2. How are stage managers designated/documented? Is there any additional training for ISMs?
3. What instrument related ground training is conducted by the Squadron? Who instructs? Does Squadron ISM validate the training?
4. When instrument related questions are raised within the squadron, how are they addressed?
5. Does squadron ISM meet regularly with simulator instructors? Do they perform simulator monitoring? How is it documented?
6. How often are the instrument related PATPUBS, MILS, CBTs reviewed and updated?
7. What efforts are made to keep ISMs current with OPNAVINST 3710.7 Series, CNATRAINST 3710.13 Series, IFM, FAR/AIM and other regulation changes?
8. Who gives the instrument flight evaluation to instructors within the squadron? How are they selected? How are evaluations conducted? Are ISMs given preference to perform instrument checkrides?
9. Is their representation from instrument ground instructors and instrument simulator instructors at standardization meetings?
10. For GPS/RNAV equipped aircraft, are the applicable AIM/OPNAV/IFM guidance taught or incorporated in instrument training documents. Is it integrated within normal training? Is the aircraft properly certified and documented for RNAV operations?

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11. How does the ISM work with the FITU to ensure new instructors are current and knowledgeable of instrument procedures?

12. How are the requirements of CNATRAINST 3710.13 Series documented and implemented?

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G. Training/Standardization

Training

Required Instructions: CNATRAINST 1550.6 Series, all FTI and Master Curriculum Guides

1. For MPTS/MNTS squadrons, are Final Progress check (FPC) and Initial Progress Check (IPC) IPs designated for each stage of flight in accordance with the appropriate Master Curriculum Guide (MCG)?

2. Do new students receive a curriculum brief? What is covered in the brief?

Standardization

Required Instructions: OPNAVINST 3710.7 Series  
CNATRAINST 3710.13 Series  
CNATRANOTE 5215  
CNATRAINST 1550.6 Series  
CNATRAINST 1500.4 Series

1. Is the Squadron Standardization Officer designated in writing and able to serve in the office for at least 12 months?  
CNATRAINST 3710.13 Series

2. Does the Squadron Standardization Office maintain the Squadron STAN Library including the following publications as required by CNATRAINST 3710.13 Series? *NOTE: Electronic copy is considered sufficient for publications so distributed.*

a. CNATRANOTE 5215

b. Appropriate NATOPS flight Manual

c. OPNAVINST 3710.7 Series

d. Standardization Officer turnover file

e. Student/IUT curriculum instructions/guides

f. A complete set of the current student academic and flight support units for the curriculum, including FTIs, PAT Pubs, and standardized CNATRA academic lectures.

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g. Locally prepared briefing guides, in-flight guides, and maneuver descriptions as appropriate.

h. Standardization Notes currently in effect.

i. TRAWING and Squadron Operating Procedures (SOP), and FIST instructions.

j. Station Air Operations Manual and Letters of Agreement.

k. CNATRAINST 1500.4 Series

l. CNATRAINST 1550.6 Series

m. Copy of the most recent CNATRA standardization inspection.

n. CNATRAINST 3710.13 Series

3. Does the Standardization Department conduct Standardization Boards IAW CNATRAINST 3710.13 Series:

a. At least quarterly?

b. Attended by, at a minimum, CO, Ops 0, Stan 0, Safety 0, and TRAWING Standardization representatives?

c. Are minutes available from the last 12 months?

4. Does the Standardization Department conduct a "vigorous and continuing standardization program" IAW CNATRAINST 3710.13 Series as evidenced by:

a. Information dissemination (Read Boards, Instructor Gouge).

b. ATF preparation (noted in Student Control inspection).

c. Student interviews (student perception only).

d. End of Phase/Stage critiques.

e. Flight and simulator observations.

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H. NATOPS

Required Instructions: OPNAVINST 3710.7 Series  
CNATRAINST 3710.13 Series

1. When was the last squadron NATOPS evaluation conducted? Were the results forwarded to the CNATRA NATOPS Officer IAW CNATRAINST 3710.13?
2. Was everyone present for the open/closed examination?
3. Did anyone score less than 3.3 on the closed exam?
4. Did anyone score less than 3.5 on the open exam?
5. Do all personnel have the current change entered and logged in their NATOPS manuals?
6. Are current copies of OPNAVINST 3710.7 Series, CNATRAINST 3710.13 Series, and OPNAVINST 1542.7 Series maintained in the NATOPS office?
7. Are NATOPS Instructors/Assistant NATOPS Instructors designated in writing?
8. Is the file cabinet containing the NATOPS jackets lockable?
9. Does the cabinet have an access list signed by the CO?
10. Are the jackets logged in/out?
11. Does the NATOPS Officer maintain an accurate NATOPS manual?
12. Is an effective system in place to track recurring qualifications?
13. Is an effective communication system in place with operations to ensure recurring qualifications are scheduled and completed?
14. Is an effective on-going NATOPS training program in effect?
15. Does the NATOPS Officer maintain a discrepancy log?
16. Are any grounding discrepancies in the log?

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17. Does the command support the flight program per OPNAVINST 1542.7 Series?
18. Are unit NATOPS exams kept in a secure location and updated annually? (Should have a minimum of three different sets of exams available)
19. Has the unit updated the automatic distribution requirements list (ADRL) per OPNAVINST 3710.7T or CNATRAINST 3710.13 Series?
20. Is emergency procedure training conducted six months +/- 30 days after NATOPS Evaluations?

#### NATOPS Jackets

Inside Front Cover: Record of Disclosure (OPNAV 5211/9)

#### Section I

- Part A - Review and Certification (OPNAV 3760/32A)
  - o On check-in at current command
  - o Within 30 days of birthday
  - o Major changes in flying status
- Part B - PCS Orders
  - o Only a copy of the most recent
  - o For enlisted aircrew, a volunteer flight status letter
  - o Letters suspending or revoking flight status
- Part C - Medical Clearance
  - o Signed original of the current standard Navy Medicine (NAVMED) 6410/1 or NAVMED 6410/2 (aero-medical grounding or clearance notices)
    - o Any up chits since last annual
    - o Bureau of Personnel/Commandant, Marine Corps (BUPERS/CMC) waiver letter only (No NAMI/medical info in NATOPS)
    - o Psychological (high risk) screen (CNATRA commands)
- Part D - Flight Equipment Issue (OPNAV 3760/32 Series )
  - o Ensure this record is being used

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Section II

- Part A - Designations (OPNAV 3750/32 Series)
  - Naval aviator designation
  - Post maintenance check pilot
  - NATOPS/Assistant NATOPS Instructor
  - Instrument check pilot designation
  
- Part B - Mission Qualifications (OPNAV 3760/32 Series)
  - Stage Instructor
  - Stan Instructor
  - Stage Manager
  - Runway Duty Officer/Flight Line Duty Officer (RDO/FDO)
  - Sec/Div Lead
  - Naval Air Training Command Instructor Pilot
  - Plane Captain Designation
  - All other designations not included in Part A
  
- Part C - Miscellaneous
  - CRM training/evaluation record
  - Most current semi-annual Emergency Procedures (EP) simulator Instructor Training Form (ITF)

Section III

- Part A - Schools and Courses (OPNAV 3760/32 Series)
  - Systems Course
  - FITC
  - Copy of the training command student summary and all FRS summaries for training completed after 1 Jan 88.

*Note: Formal schools only, not squadron training.*

- Part B - Operational Physiology and Survival Training (OPNAV 3769/32 Series)
  - Annual Egress
  - Physiology (every 4 years, RP2 for all US TC-12B and T-44A/C pilots; every 5 years, RP2 for all AF TC-12B and T-44A/C pilots.)
  - Swims (every 4 years, R2 for all TC-12B and T-44A/C pilots)

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- Part C - Examinations (OPNAV 3760/32)
  - o Most current open/closed test or answer sheet
  - o Instrument exams logged
  - o Course rules exams logged (annual)
- Part D - NATOPS Evaluations (OPNAV 3710/7)
  - o All NATOPS Evaluations
- Part E - NATOPS Instrument Rating (OPNAV 3710/2)
  - o All instrument evaluations
  - o Any instrument waivers

Section IV

- Part A - Flight Time Summary
  - o Monthly Individual Flight Activity Reports (MIFARS) for current fiscal year should be maintained in this section
- Part B - Aircraft mishaps and flight violations involving aircrew causal factor, and FNAEB results (OPNAV 3760/32 Series)

Logbooks

1. Do logbooks have a NATOPS stamp?
2. Do logbooks have an instrument stamp?
3. Has the individual and commanding officer/authorized deputy signed the logbook as appropriate?
4. Have all instructors met their annual minimums? (If not, waiver letters submitted?)
5. Have any instructors exceeded their 30/90/365 day maximums? (reference (a) and local directives apply?)
6. Does the information in the logbook correlate with that in the NATOPS jacket?
7. Are log books maintained in accordance with OPNAVINST 3710.7 (paragraph 10.5)?
8. Are instrument approaches and instrument time being logged on NATOPS evaluations?

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I. Instructor Under Training (IUT) Program

Required Instruction: CNATRAINST 3710.13 Series

1. Does the squadron conduct an effective IUT program?

a. Does the Standardization Officer maintain FIST jackets per CNATRAINST 3710.13 Series?

LEFT SIDE:

- (1) Privacy Act Statement
- (2) TTO Form
- (3) COMTRAWING - IP designation letter
- (4) Latest annual/re-qualification stage examination
- (5) All standardization paperwork excluding ATFs

RIGHT SIDE:

- (1) Standard Jacket Review Sheet
- (2) ATFs in chronological order by event in block within stage.
- (3) Any approved flight waivers

b. Are the ATJs properly constructed?

c. Are the ATFs complete and correctly filled out?

d. Is the Instructor Qualification Matrix (QM) complete?

e. Is the Instructor QM signed by CO?

f. Do the ATJs and QM crosscheck?

g. What methods are used to notify instructors and operations of expiring qualifications?

h. Are annual training requirements tracked (i.e. Privacy Act, Course Rules...)?

CNATRAINST 1550.61A  
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2. Is IUT time-to-train tracked and does it fall within curriculum guidelines?
3. What does the Training Department do for instructors who have unsatisfactory performance on standardization examinations?
4. Does the TRAWING commander designate in writing all newly qualified flight instructors? CNATRAINST 3710.13 Series
5. Do all designated flight instructors take a local course rules written examination annually? CNATRAINST 3710.13 Series
6. Are all new instructors qualified per CNATRAINST 3710.13 Series?
7. Does training maintain a current master flight instructor QM with change authorizations, signed by the CO? CNATRAINST 3710.13 Series

J. Student Control

Required Instructions: CNATRAINST 1500.4 Series  
Appropriate CNATRAINST 1542

1. Is the Student Critique Program administered?
2. For MPTS/MNTS squadrons, are students with sub-standard performance placed on Student Monitoring Status (SMS) in accordance with appropriate CNATRAINST 1542?
  - a. Is placement on SMS annotated on supplemental ATF?
  - b. Does supplemental ATF state requirements for removal from SMS?
  - c. Are students informed in writing on the supplemental ATF of consequences of failure to attain SMS goals?
3. For non-MPTS/MNTS squadrons, are Progress Review Boards (PRBs) comprised of qualified/required personnel?
4. For non-MPTS/MNTS squadrons, are PRBs conducted as required?
5. Are pipeline changes requested before the student is attrited?
6. Are unsatisfactory students handled in accordance with the appropriate CNATRAINST 1542 or CNATRAINST 1500.4 Series as applicable? Are students awarded extra instruction in excess of that authorized?
7. Are program and pipeline change requests submitted as required?
8. Does the CO interview all drop-on-requests (DORs)?
  - a. Is the interview conducted properly and documented on CNATRA-GEN 1542/16, Supplementary Jacket Form?
  - b. Does the interviewer follow the guidance provided by CNATRAINST 1500.4 Series?
9. Is annual Privacy Act training conducted?

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10. Are all students, including attrites, given the opportunity to complete the student evaluation of course and instructor?  
CNATRAINST 1500.4

11. Are administrative disposition procedures for a DOR the same as a disenrollment? CNATRAINST 1500.4 Series

12. For MPTS/MNTS squadrons, how are UNSATs, IPCs, and FPCs tracked?

Aviation Training Jacket (ATJ) Procedures

1. Is there a DOR/TTO policy statement in every student ATJ?
2. Are waivers documented on the Waiver Summary Card, with a copy of the waiver filed underneath in the ATJ?
3. Is there an Anthropometric Data Record in ATJ?
4. Are ATJ reviews conducted and documented correctly?
5. How is the chain of custody for ATJs documented?
6. Are ATJs closed out and transmitted within published time limits?
7. Does each student ATJ contain a privacy act statement?
8. Is all extra instruction accurately documented in the student's ATJ?
9. Are ATJs handled IAW Privacy Act of 1974?
  - a. Are ATJs stored in a locked container?
  - b. Is access to ATJs limited?
  - c. Is there a posted ATJ access roster?

Aviation Training Form (ATF) Procedures

1. Are there general comments on each ATF?
2. Are all on-wing changes documented on supplemental ATFs?
3. For non-MPTS/MNTS squadrons, are graded items totaled at the bottom of each ATF?

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4. Are ATFs completed in writing with a black ballpoint pen when done without the aid of a computer?
5. Are specific reasons for warm-up and incomplete flights annotated on ATFs in the comment section?
6. Is every ATF marked complete or incomplete? For non-MPTS/MNTS squadrons, are students receiving multiple grades for items graded as average on incomplete/completed flights?
7. Are ATFs marked appropriately when necessary, i.e. "Further Training Is/Is not Warranted", "Extra Time", "Warm-up", etc.?
8. Are warm-up, extra time, or recheck grades included in the cumulative totals?
9. Are events graded UNSAT justified in the remarks section of the ATF?
10. Is every ATF marked as pass, marginal or unsatisfactory? Are the criteria for unsatisfactory grades followed?
11. Are items on the ATF marked as U/2 or E/5 justified with appropriate comments?
12. Is the criteria for awarding XX87, ET flights followed IAW appropriate CNATRAINST 1542?
13. Are Maneuver Item File (MIF) standards met prior to block progression?
14. Are regression rules followed IAW appropriate CNATRAINST 1542?
15. For MPTS/MNTS squadrons, are elimination procedures followed IAW appropriate CNATRAINST 1542?
16. Are ATFs handled IAW Privacy Act of 1974?
  - a. Are ATJs stored in a locked container?
  - b. Is access to ATFs limited?
  - c. Is there a posted ATF access roster?

L. TIMS

Required Instructions: CNATRAINST 1550.8 Series

1. Does the Squadron ensure TIMS and sub-systems of TIMS are used to the fullest extent possible for management of student and instructor training?

a. At a minimum, is TIMS being used to accomplish the following:

- (1) Assigning syllabi
- (2) CeTARs entries (NST)
- (3) Scheduling of all training events
- (4) Schedule execution
- (5) Assigning aircraft
- (6) Naval Aviation Flight Record (NAVFLIR) entry
- (7) CBT courseware and exam execution
- (8) Gradesheet entry
- (9) Instructor qualification tracking
- (10) Maintain personnel data (BIO info)

b. In addition does the Wing use the following features in TIMS?

- (1) Absence Request
- (2) Duty Manager
- (3) Schedule Planner
- (4) Transfer function

2. Does the Squadron ensure Standardized TIMS operating procedures are used between units?

3. Does the Squadron have a standardized process used to check incoming personnel into TIMS? What is the process?
4. Does the Squadron have a standardized process used to check-out personnel within TIMS? What is the out process?
5. Does maintenance assign aircraft to flights using the assign tail module within TIMS?
6. Does TRAWING have set procedures in place to properly clone events?
7. Does Squadron know the procedures for removing schedule from website after mishap?
8. Has command assigned a Military officer to act as the TIMS Squadron representative as a collateral duty?
9. Does the squadron execute the schedule in accordance with CNATRAINST 1550.8 Series?
  - a. Does the squadron document all changes that occur to the approved schedule during execution within TIMS?
  - b. Does squadron know the differences between a rescheduled flight and an ADD-ON flight?
  - c. Does squadron record take-off time in the execute schedule when aircrew call outbound on the radio or phone their take-off time in when on away from home station?
10. Are schedules closed out within 3 working days after execution?
11. Do squadron personnel know procedures to get TIMS help or submit a change to TIMS?

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O. Operations

Required Instructions: CNATRAINST 1500.4 Series  
CNATRAINST 3710.13 Series  
Appropriate CNATRAINST 1542

1. Does Operations use the TIMS currency tracker to ensure that flight instructors are not scheduled in stage if 90-day currency or annual standardization check has expired? CNATRAINST 3710.13 Series

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

2. Are students scheduled IAW the curriculum sequencing guidelines contained in the applicable CNATRAINST 1542 series? CNATRAINST 1500.4 Series

3. For MPTS/MNTS squadrons, are students dual stage scheduled IAW appropriate CNATRAINST 1542?

4. Are students scheduled so as not to exceed crew day, crew rest, and work week limitations per CNATRAINST 1500.4 Series and applicable CNATRAINST 1542 series curriculum? CNATRAINST 1500.4 Series

5. Are students scheduled for warm-up events in the aircraft or simulator per CNATRAINST 1500.4 Series and the applicable CNATRAINST 1542 Series curriculum? CNATRAINST 1500.4 Series

6. Are students assigned primary or on wing instructors per CNATRAINST 1500.4 Series and applicable CNATRAINST 1542 series curriculum? CNATRAINST 1500.4 Series

7. For non-MPTS/MNTS students, how does Operations ensure that awarded extra time events and rechecks are completed IAW PRB direction? CNATRAINST 1500.4 Series

8. For non-MPTS/MNTS students, how does operations ensure that a flight instructor who has awarded a student an unsatisfactory event, or served as a member of a PRB for a student, does not fly with that student again during the stage in which the unsat or PRB was given? CNATRAINST 1500.4 Series

9. For MPTS/MNTS Squadrons, how does Operations ensure that a flight instructor who has awarded a student an unsatisfactory

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which results in an IPC or FPC, does not fly the IPC or FPC with that student?

10. For MPTS/MNTS squadrons, are class leader counseling, UNSAT event counseling, and progress check counseling documented?

11. Are attrition procedures complied with in accordance with the CNATRAINST 1500.4 series?

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P. Flight Events

Required Instructions: CNATRAINST 1550.6 Series, all FTI and Master Curriculum Guides

Brief

1. Are TTO/DOR procedures covered in the safety portion of the brief? CNATRAINST 1500.4 Series
2. Are mission specific risks covered during ORM portion of the brief?
3. Were students made aware of evolution specific safety requirements and procedures?
4. Were instructors thoroughly familiar and qualified with their specific training event?
5. Did instructors encourage student questions/requests for clarification?
6. Was briefing conducted using training aids as necessary?
7. Was briefing conducted IAW all applicable CNATRA, TRAWING and Squadron Instructions/SOPs using the approved briefing guide?

Flight

1. Are all evolutions covered IAW all applicable CNATRA, TRAWING and Squadron Instructions/SOPs?
2. Were instructors thoroughly familiar and qualified with their specific event?
3. Did instructors encourage student questions/requests for clarification?
4. Were instructor/safety observers in sufficient numbers and commensurate with the nature of the evolution?
5. Was the event conducted as safely as possible while meeting course objectives and realism considerations?
6. Were event training objectives met?

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Debrief

1. Did the instructor give accurate and constructive feedback to aid the student in meeting training objectives?
2. Did the instructor encourage student questions/requests for clarification?
3. Was debriefing conducted using training aids as necessary?
4. Was debriefing conducted in IAW all applicable CNATRA, TRAWING and Squadron Instructions/SOPs?
5. Was each item on the ATF graded IAW course training standards?

Q. Contractor Flight Operations

Required Instructions: DCMA INST 8210.2 Chapter 4 Flight  
Operations  
OPNAVINST 3710.7 Series  
CNATRAINST 3710.13 Series

1. Crew Qualifications

a. Are personnel performing flight duties current and qualified in their respective crew position or undergoing qualification or re-qualification training in accordance with OPNAVINST 3710.7 Series?

b. How is initial qualification training being conducted for crew qualification?

2. Aircrew Duty and Rest Limitations. Are personnel performing flight duties adhering to crew day and crew rest limitations?

3. Flight Publications. Is a control system for the timely distribution and posting of required flight handbooks, checklists, technical orders, operator's manuals, operating procedures, flight management publications, Flight Information Publications (FLIP) , and changes and supplements, thereto established?

4. Flight Crew Information File (FCIF) Program. Is an FCIF (Read and Initial) being utilized in accordance with applicable instructions?

5. Contractor Crew Approval

a. Are all contractor crewmembers flying under GFRC/AFRC in a GFR approved training/qualified status based on the Joint Instruction, the contract, and the current/projected op-tempo of the contractor?

b. When contractor crewmembers have been approved as qualified crewmembers, do approvals remain as long as they maintain their currencies (unless the GFR dictates otherwise in writing)?

6. Mission Qualification Training

a. Are newly assigned personnel arriving with an initial qualification in their assigned aircraft and have completed a mission qualification check?

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b. If Mission Qualification Training cannot be secured through enroute training, is mission qualification conducted locally, according to a training syllabus established by the CFO and approved by DCMA-Area Office (AO)?

c. Are training programs tailored to individual qualifications based on the individual's flying history and a recommended syllabus sent with the request to DCMA-AO?

d. Does the training syllabus include the following:

(1) Ground Training. Academic training to include lessons in aircraft general, engines, systems, flight characteristics, emergency procedures, egress, performance, preflight, post flight, and all-weather procedures. Such training shall also include written examinations and simulator training, if available.

(2) Flying Training. Lesson plans should be tailored to basic aircraft and DCMA mission qualifications. All instruction shall be administered by a qualified military, Government civilian, or approved contractor instructor.

(3) Flight Evaluations. Upon completion of the training program, the individual shall successfully complete an evaluation in the flight regime(s) the individual is qualifying in, if required.

## 7. Military Multiple Aircraft Qualification

a. Are Crew qualified in more than one mission/design/series of aircraft?

b. Is the need to be qualified in more than one TMS predicated on mission requirements?

c. Are requests for authorization for multiple mission/design aircraft qualifications submitted by the CMO commander to DCMA-AO for approval?

d. Is qualification in more than one series of the same aircraft design approved by the CMO commander provided the flying qualities of the two series are similar as defined by the aircraft manual?

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e. Has the CFO placed the written authorization for all multiple aircraft qualifications in the aircrew personnel's flight training folder and develop/document a currency/proficiency plan.

8. Aircrew Evaluation Program

a. Does the flying unit that performs aircrew flight evaluations administer an established evaluation program in accordance with OPNAVINST 3710.7 Series, CNATRAINST 3710.13 Series and aircraft specific NATOPS?

9. Crew Currency

a. Do all aircrew personnel maintain currency in their respective aircrew position IAW OPNAVINST 3710.7 Series, CNATRAINST 3710.13 Series and aircraft specific NATOPS?

b. Does the CFO ensure that recurring training requirements are completed in a timely manner?

c. Has the CFO developed and documented a currency and proficiency plan for all crewmembers authorized to fly more than one mission/design/series aircraft in the activity's Local Operating Procedures (LOPs)?

d. When aircraft flight simulators exist for the type aircraft being flown, do crewmembers complete emergency procedures simulator training, duration and periodicity of the training session, IAW OPNAVINST 3710.7 Series, CNATRAINST 3710.13 Series and aircraft specific NATOPS?

e. When crewmembers cannot meet training requirements due to low density production or limited aircraft flight time, has the CFO developed and submitted a recommended alternative training plan for category/design aircraft through the CMO commander and DCMA-AO?

10. Crew/Non-Crew Training

a. Training Records. Is a flight training folder maintained on every aircrew member IAW the OPNAVINST 3710.7 Series, CNATRAINST 3710.13 Series and aircraft specific NATOPS?

b. Aircrew Training

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(1) Is there a system in place to monitor the progress of aircrew personnel training to ensure timely accomplishment of flight requirements?

(2) Does the CFO have a written training program (included in the unit's approved LOPs) for local qualification requirements, recurring, requalification, and upgrade training, following the OPNAVINST 3710.7 Series, CNATRAINST 3710.13 Series and aircraft specific NATOPS?

(3) Are aircrew maintaining physiological training qualifications in accordance with OPNAVINST 3710.7 Series, CNATRAINST 3710.13 Series and aircraft specific NATOPS?

c. Air work

(1) Is simulated instrument flight, practice emergency procedures, aircraft stalls, aerobatics, slow flight, supersonic flight and touch-and-go landings accomplished according to OPNAVINST 3710.7 Series, CNATRAINST 3710.13 Series and aircraft specific NATOPS?

(2) Are minimum altitudes when conducting air work, unusual attitudes, and instrument approaches, no lower than prescribed in the OPNAVINST 3710.7 Series, CNATRAINST 3710.13 Series and aircraft specific NATOPS?

(3) Is all other air work listed above conducted during daylight hours in visual meteorological conditions (VMC) with the exception of touch-and-go landings which can be conducted at night if the aircrew is obtaining or maintaining night currency?

11. Flight Authorizations

a. Are all flights under DCMA cognizance authorized in writing by the CMO commander or designee?

b. Does the CMO commander ensure flight authorizations are published for all flights?

c. Do flight authorizations include: the names, grade/rank, social security number (or annotated as "on file), and flight function of all personnel; a designation to identify the pilot in command, the mission commander, and/or the formation leader, as applicable; the aircraft type and serial number; the purpose of the flight; the point of departure, destination, and enroute

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stopover points, as applicable; the date and estimated time of departure; the estimated time enroute (ETE) or estimated time of arrival (ETA); and the signature of the authorizing officer?

## 12. Contractor Flight Approvals

a. Is GFR approval obtained for all aircraft flying under GFRC/AFRC, even flights with Government only aircrews?

b. Has the GFR suspended flight operations? What for?

c. Is each contractor crewmember on the flight approval letter current, qualified, and in an approved training/qualification status?

d. Does the flight authorization include all the information on the DCMA Form 8.4-1, Request for Flight Approval?

e. Are record of flight authorizations maintained by the GFR for a period of 1 year?

## 13. DCMA Mission Profiles

a. What percentage of flight time is spent on mission flights?

b. What percentage of flight time is spent on pickup/delivery missions?

c. What percentage of flight time is spent on evaluation, training, and proficiency flights?

d. How does the CMO commander ensure that appropriate requirements, procedures, and restrictions regarding formation flying/target/towing/pace/chase flights are developed?

e. What percentage of flight time is spent on tactical events?

## 14. Mission Briefing/Debriefing

a. Does the Pilot in Command (PIC) or Mission Commander thoroughly brief all personnel participating in the flight on the following, as a minimum

(1) Mission requirements, duration, route of flight.

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(2) Fuel load.

(3) Weather, Notices to Airmen (NOTAMs), field status.

(4) Duties and responsibilities.

(5) Lost communication procedures, including loss of interphone in tandem seat aircraft.

(6) Emergency and egress procedures. Expand the briefing, as appropriate, to ensure adequate knowledge by those personnel who are not required to periodically demonstrate proficiency. Discuss ditching procedures for over water flights.

(7) Record of significant previous aircraft discrepancies, corrective actions, and their possible impact on the flight.

(8) Crew medical/physiological fitness for flight.

(9) Other items as required by Service/LOPs (e.g., ORM sheets)

b. Does the PIC or Mission Commander thoroughly debrief all personnel participating in the flight?

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R. Student Interview Questions

1. Do classroom lectures fully cover the information needed to understand the subject lesson?
2. Do instructors teach in accordance with the FTIs, Squadron SOPs, Course rules, etc.?
3. Do instructors grade in accordance with Course Training Standard (CTS) guidelines?
4. Have you ever been scheduled in a way which violated SOP guidelines (exceeded crew day, etc.)? Did you bring it to the attention of the appropriate squadron personnel? How was it handled?
5. Do instructors for flight and simulator briefs effectively cover the material listed in the discuss items for the events? Are safety and ORM issues discussed during the briefs?
6. Are flight and simulator debriefs thorough? Are questions answered effectively?
7. Are you familiar with the command SMS policy?
8. Do you feel the Naval Air Training Class Advisor Program (NATCAP) Program is effective in helping you get through the program? Why or why not?
9. How would you rate the level of instruction you received at the squadron?
10. What do you think can be done to improve the level of training and standardization in your squadron?
11. Do flight and simulator instructors grade or instruct to different standards?

CNATRAINST 1550.61A

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SAFETY EVALUATION CHECKLIST

1. Purpose. The safety portion of the evaluation will assess procedural compliance and effectiveness of the safety and NATOPS programs. The checklist is divided into an Aviation Safety Checklist (paragraph 2), a Ground Safety Checklist (paragraph 3), and a NATOPS checklist (paragraph 4). Inspected units shall have supporting documentation readily available at the time of the inspection. Documentation available on-line/electronically (i.e. HAZREPs, instructions, etc.) does not need to be printed.

2. Aviation Safety Checklist

a. Policy and Program Feedback

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

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

(3) Does the local SOP address safety issues?

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

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

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

(b) Are processes in place to resolve issues?

(6) Are student critiques routed through Safety?

(7) Is the Pulse Safety Compliance Tracker continually maintained in an up-to-date status?

(<https://asap-navy.com/safety/>)

b. Pre-Mishap Planning (Aviation)

(1) Reference instructions. OPNAVINST 3750.6R, CNATRAINST 3750.23M, CNATRAINST 3750.26H.

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

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

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

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

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

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

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

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

c. Operational Risk Management (ORM)

(1) Reference instructions. OPNAVINST 3710.7U, OPNAVINST 3500.39C, CNATRAINST 5420.1H.

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

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

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

Enclosure (3)

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

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

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

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

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

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

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

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

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

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

(1) Reference instructions. OPNAVINST 3750.6R, COMNAVAIRPACINST 5420.2B, CNATRAINST 5420.13H.

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

Enclosure (3)

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

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

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

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

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

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

(1) Reference instructions. OPNAVINST 3750.6R.

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

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

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

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

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

f. Safety Councils & Meetings

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

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

(a) Aviation Safety Council

(b) Any other locally conducted safety meeting

Enclosure (3)

(3) Who chairs the Safety Council?

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

(5) Is Safety represented at Stan Boards?

(6) Do Safety personnel participate in curriculum reviews?

g. Contract Flight Support

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

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

(3) Who is the Contractor Aviation Safety Official?

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

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

(6) What incidents have required GFR intervention?

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

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

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

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

(1) Reference instructions. OPNAVINST 3750.6R, CNATRAINST 3750.23M.

Enclosure (3)

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

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

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

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

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

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

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

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

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

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

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

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

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

i. BASH HAZREP Process

(1) Reference instructions. OPNAVINST 3750.6R, CNATRAINST 3750.23M, CNIC BASH Manual.

Enclosure (3)

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

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

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

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

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

j. Handling of Privileged Information

(1) Reference instructions. OPNAVINST 3750.6R.

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

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

k. Web Enabled Safety System (WESS)

(1) Reference instructions. OPNAVINST 3750.6R.

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

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

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

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

l. Aviation Safety Awareness Program (ASAP)

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

(2) Are ASAP reports submitted per applicable directives?

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

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

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

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

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

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

m. Safety/Maintenance Communication

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

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

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

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

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

Enclosure (3)

3. Ground Safety Checklist

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

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

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

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

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

(5) OPNAVINST 3500.39C - Operational Risk Management.

(6) CNATRAINST 3058.1 - High Risk Recreational Activities.

b. Command Support

(1) Reference instructions. OPNAVINST 5100.23G.

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

(a) Is the statement posted?

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

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

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

Enclosure (3)

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

c. Safety Program Records Keeping

(1) Reference instructions. OPNAVINST 5100.23G.

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

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

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

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

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

(b) Have training resources been identified?

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

d. Occupational Safety Workplace Inspections

(1) Reference instructions. OPNAVINST 5100.23G.

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

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

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

Enclosure (3)

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

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

e. Training

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

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

(a) Ground mishap reporting requirements.

(b) Process for reporting unsafe, unhealthful conditions.

(c) CNATRA high risk off-duty activities.

(d) Identification of motorcycle riders.

(e) Verification of motorcycle qualifications and training requirements.

(f) Local area traffic safety.

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

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

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

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

Enclosure (3)

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

f. Unsafe/Unhealthful Conditions

(1) Reference instructions. OPNAVINST 5100.23G.

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

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

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

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

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

(b) Are all hazard reports tracked until corrected?

g. Mishap Investigation/Reporting

(1) Reference instructions. OPNAVINST 5102.1D.

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

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

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

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

h. Pre-Mishap Plan (Ground)

(1) Reference instructions. OPNAVINST 5102.1D.

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

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

i. Annual OSH Self-Assessment

(1) Reference instructions. OPNAVINST 5100.23G.

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

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

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

j. Industrial Hygiene/Occupational Safety

(1) Reference instructions. OPNAVINST 5100.23G.

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

(a) Is the most current survey on file?

(b) Have all recommendations been implemented?

k. Recreational Off-Duty Safety (RODS)/Recreational and Home Safety

(1) Reference instructions. OPNAVINST 5100.25B, CNATRAINST 3058.1.

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

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

l. Traffic Safety

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

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

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

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

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

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

(7) Is motorcycle training completed within required timelines?

Enclosure (3)

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

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

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

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

m. HAZMAT Control/Management

(1) Reference instructions. 29 CFR 1910.1200.

(2) Does employee training include the following?

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

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

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

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

4. NATOPS Checklist

a. Program Management

(1) Reference instructions. OPNAVINST 3710.7U, OPNAVINST 1542.7D, CNATRAINST 3710.13G, NATOPS PM Guide.

(2) NATOPS Program Managers (PM)

(a) Are NATOPS PM's designated in writing by the Model Manager (MM)?

Enclosure (3)

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

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

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

(e) Has a NATOPS review conference been conducted for each T/M/S within the last two years?

(f) Will the PM hold this billet for a minimum of 18 months?

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

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

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

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

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

(l) Are change recommendations submitted via AIRS?

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

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

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

Enclosure (3)

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

(q) Are NATOPS qualification examinations updated annually?

(3) NATOPS Officer

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

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

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

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

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

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

(g) Is annual ground egress training completed?

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

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

Enclosure (3)

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

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

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

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

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

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

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

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

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

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

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

(1) Reference instructions. OPNAVINST 3710.7U, OPNAVINST 1542.7D.

(2) Do logbooks have an annual NATOPS stamp?

(3) Do logbooks have an annual instrument stamp?

Enclosure (3)

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

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

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

(7) Are logbooks maintained per OPNAVINST 3710.7U and CNATRAINST 3710.40?

(8) Are entries legible?

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

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

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

d. NATOPS and Flight Publications/Instructions

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

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

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

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

Enclosure (3)

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17 JAN 13

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

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

Enclosure (3)

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08 MAY 09

SAMPLE NOTIFICATION MESSAGE

ADMINISTRATIVE MESSAGE

ROUTINE

FM CNATRA CORPUS CHRISTI TX//N7//

TO AIG 170//00//

AL AIG 170 (UC)

INFO MATSG TWO ONE//S3//

MATSG TWO TWO//S3//

ET

UNCLAS//

MSGID/GENADMIN/CNATRA/N7// //

SUBJ/ CNATRA TRAINING, STANDARDIZATION AND SAFETY EVALUATION OF  
TRAWING XXXX//

REF/A/DOC/CNATRAINST 1550.61/01SEP2007//AMPN/REF A IS TRAINING,  
STANDARDIZATION AND SAFETY EVALUATION PROGRAM.//

POC/XXXXX, XXXX/CDR/CNATRA N71/LOC: NAS CORPUS CHRISTI

/TEL: (COMM) 361-961-2356/TEL: (DSN) 861-2356/

EMAIL: XXXXX.XXXX(AT)NAVY.MIL//

RMKS/1. IAW REF A, SUBJ EVALUATION IS SCHEDULED TO COMMENCE AT  
0800, XX XXX OX IN THE TRAWING XXXX CONFERENCE ROOM, NAS  
XXXXXXX, XX AND WILL CONCLUDE ON XX XXX OX. CHIEF EVALUATOR IS  
CAPT X.XXXXX, CNATRA ACOS N7. DETAILED AGENDA AND REF A WILL BE  
FORWARDED VIA SEPCOR.

2. ATTENDANCE. REQUEST TRAWING FORWARD THIS MESSAGE TO  
SUBORDINATE UNITS AND ACTIVITIES. COMMANDING OFFICERS,  
OPERATIONS, TRAINING, STANDARDIZATION, NATOPS MODEL MANAGERS,  
STUDENT CONTROL, SAFETY OFFICERS, GFR AND CONTRACTOR INSTRUCTOR  
REPRESENTATIVES SHOULD ALL BE PRESENT FOR THE INBRIEF AND  
DEBRIEF.

3. CLASSIFICATION. THE MEETING WILL BE UNCLASSIFIED.

4. BILLETING ARRANGEMENTS. CNATRA EVALUATION TEAM WILL MAKE  
ALL NECESSARY BILLETING ARRANGEMENTS VIA N7S AT TEL: (COMM)  
361-961-3255/TEL: (DSN) 861-3255.

Enclosure (4)

5. SCOPE. IAW REF A, CNATRA WILL UTILIZE THIS FORMAL VISIT TO EVALUATE TRAINING IN TERMS OF QUALITY, STANDARDIZATION, SAFETY AND PERFORMANCE. THE EVALUATION WILL FOCUS ON COMPLIANCE WITH ESTABLISHED OPNAV, NETC AND CNATRA POLICY, PROCEDURES AND STANDARDS WHILE OBJECTIVELY VERIFYING MISSION CAPABILITY AND PERFORMANCE. ITS AIM IS TO IDENTIFY AREAS THAT REQUIRE PROCESS IMPROVEMENT AND TO CAPTURE BEST PRACTICES IN THE NATRACOM.

6. PREPARATION. EVALUATION CHECKLISTS ARE CONTAINED IN REF (A). OTHER EVALUATION SPECIFICS TO INCLUDE LIST OF EVALUATORS AND AUTHORIZED TO FLY LIST WILL BE PROVIDED WITH THE AGENDA PACKAGE TO BE DISTRIBUTED 10 DAYS PRIOR TO THE CONVENING DATE. REQUEST TRAWING CONSOLIDATE REQUESTS FOR ASSISTS, TRAINING AND OTHER BRIEFINGS AND SUBMIT TO CNATRA N7 NLT 15 DAYS PRIOR TO THE EVALUATION. //

BT  
#0130  
NNNN

TIMELINE

Preparation and Notification

- TBD Establish and publish Training, Standardization and Safety evaluation date. (N7)
- E-90 Specific Evaluation Date sent to Wing via letter
- E-45 Nominate Evaluation Team Members (N-Codes)
- E-30 CNATRA sends Notification Message (N71)
- E-15 Letter of Intent (LOI) sent to Wing
- E-15 Units being evaluated submit request for CNATRA HQ assist, briefs, classes and/or training to be conducted during the course of the evaluation. (TRAWING)
- E-15 Finalize schedule for Evaluation Team In-brief with Training Wing Commodore, Training Wing Staff, Squadron Commanding Officers, GFR, Safety, and Contract Simulator and Aircrew Representatives. (N71 & Safety)
- E-15 Coordinate and finalize billeting and transportation arrangements for Evaluation Team. (N7S)
- E-15 CNATRA inspection team pre-brief
- E-15 CNATRA inspection team records review to include but not limited to ATJs, TIMS, WingStats, and local SOPs review
- E-10 Final agenda, Evaluation Team List and Authorized to Fly List sent to TRAWING. (N7)

Execution

- E-1 TBD Muster at NAS Corpus Christi Base Operations and departure from Corpus Christi via government air to site location. (Eval Team)
- E Day 0800 In-brief with Commodore, Squadron Commanding Officers, Operations, Training, Standardization, NATOPS, Student Control, GFR, Safety Officers, and Contractor Instructor Representative. (Eval Team)

0930	Meeting with Commodore Wing Analyst Wing Student Control/NITRAS Wing Stan Officer/CCC/SMS/TR O Wing IUT Coordinator Ground Training/Academics TIMS Administrator NATOPS Program Managers INSTRUMENT GFR LSO Wing Safety/ASO/AMSO	(N7) (N35) (N717) (N71/N71X) (N71X) (N71X) (N73) (N71A/N71X) (N718) (N33/N71) (N72) (Safety)
1200	Lunch	
1300	CNATRA Training/Info Briefs and/or Assists	(Eval Team)
1600	Evaluation Team Meeting	(Eval Team)
E+1	0800 In-brief with VT/HT CO in Unit Conference Room or Thru Ready Room (Eval Team) TBD	
0830	Commanding Officer Flight Hours Student Control/NITRAS Operations & Schedules Standardization/Training IUT Coordinator Student Interviews NATOPS Instrument TIMS Safety	(N7) (N35) (N717) (N71X) (N71/N71X) (N71X) (N71X) (N71A/N71X) (N718) (N73) (Safety)
TBD	Observe the following: Academic Lecture Flight Procedures Lecture Contractor Flight Operations Simulator Event Flight Brief/Debrief*	(N71X) (N71X) (N71X/N33/Safety) (N71X) (N71X)
1200	Lunch	

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1300 In-brief with VT/HT CO in Unit Conference Room or Ready Room (Eval Team)

Commanding Officer	(N7)
Flight Hours	(N35)
Student Control/NITRAS	(N717)
Operations & Schedules	(N71X)
Standardization/Training	(N71/N71X)
IUT Coordinator	(N71X)
Student Interviews	(N71X)
NATOPS	(N71A/N71X)
Instrument	(N718)
TIMS	(N73)
Safety	(Safety)

1600 Evaluation Team Meeting (Eval Team)  
Compile Inspection evaluation forms

\*Time at squadron's discretion. All evaluators sniveled to be on deck by 1600. Evaluators shall fly in all T/M/S.

E+TBD 0900 Out-brief with Commodore, Squadron Commanding Officers, Operations, Training, Standardization, NATOPS, Student Control, GFR, Safety Officers, and Contractor Instructor Representative. (Eval Team)

TBD Muster at Base Operations and departure for travel via government air to NAS Corpus Christi. (Eval Team)

After Action & Follow-up

NLT Evaluation Report due to and endorsed by CNATRA.  
E+60 Copy to COMTRAWING evaluated. (N7)

NLT Corrective Action Report due to CNATRA. (COMTRAWING)  
E+90 CNATRA Re-inspection complete of any area graded Unsatisfactory or Marginal

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IN-BRIEF OUTLINE

Time: 0800, E Day

Location: TRAWING Conference Room or other suitable location for numbers present.

Audio/Visual Support Required: Computer w/PowerPoint, One-gun projector and screen.

Agenda:

- COMTRAWING (20 mm max)
  - o Opening Remarks
  - o Introduction of Squadron COs, Staff and Key Players
- Chief Evaluator (40 mm max)
  - o Introduction of Evaluation Team
  - o Overview of Evaluation Process
  - o Review of Evaluation Schedule
- Questions (15 mm max)

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OUT-BRIEF OUTLINE

Time: 0900, TBD

Location: TRAWING Conference Room or other suitable location for numbers present.

Audio/Visual Support Required: Computer w/PowerPoint, One-gun projector and screen.

Agenda:

- Chief Evaluator Overview (15 mm max)
- Assistant Chief Evaluator for Training and Standardization (40 mm max)
  - Overview
  - Highlighted items requiring corrective action.
  - Best-practices captured.
- Assistant Chief Evaluator for Safety (30 mm max)
  - Overview
  - Highlighted items requiring corrective action.
  - Best-practices captured.
- Chief Evaluator Wrap-up (15 mm max)
- Questions (15 mm max)

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<b>CNATRA TRAINING, STANDARDIZATION AND SAFETY EVALUATION FORM</b>	
<b>UNIT:</b>	<b>AREA INSPECTED: (POC)</b>
<b>EVALUATOR:</b>	<b>DATE:</b>
<b>CHECKLIST ITEM:</b>	
<b>FINDING:</b>	
<b>CORRECTIVE ACTION:</b>	
<b>REFERENCES:</b>	
<b>EVALUATOR SIGNATURE:</b>	<b>SENIOR EVALUATOR SIGNATURE:</b>

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SAMPLE REPORT OF EVALUATION FINDINGS1550  
Ser/N7

From: Chief of Naval Air Training  
To: Commodore, Training Wing XXX  
Subj: REPORT OF CNATRA TRAINING STANDARDIZATION AND SAFETY  
EVALUATION

Ref: (a) CNATRAINST 1550.61

Encl: (1) Training Standardization Evaluation Summary of  
TRAWING XXX  
(2) Safety Evaluation Summary of TRAWING XXX  
(3) Training Standardization Evaluation Summary of  
{Squadron}  
(4) Safety Evaluation Summary of {Squadron}

1. Per reference (a) CNATRA conducted a Training Standardization and Safety evaluation at {command} during the period of {dates of evaluation}. Specific areas addressed included: adherence to current curricula and CNATRA instructions; quality of instruction and learning; TIMS implementation; are students trained in a standardized manner; GFR and Contractor Flight Operations; are Crew Resource Management (CRM) techniques properly introduced and practiced; are basic safety and Operational Risk Management (ORM) measures being applied; best-practices; and overall command support for corresponding NATOPS and Safety programs.

2. A preliminary report of the team's findings was briefed to the Commodore TRAWING XXX on (date) and enclosures (1) and (2) are forwarded for appropriate action.

a. Overall, TRAWING XXX is rated as {Unsatisfactory, Marginal, Satisfactory, Excellent, Outstanding}, with {discrepancies, exceptions, etc} as noted in enclosure (1)

b. Overall, {squadron} is rated as {Unsatisfactory, Marginal, Satisfactory, Excellent, Outstanding}, with {discrepancies, exceptions, etc} as noted in enclosure (2) {Follow on paragraphs for corresponding Squadrons and Safety Evaluation Summary}

Enclosure (9)

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c. *{Other comments as deemed appropriate}*

3. Items identified as major deficiencies require a plan of action and milestones be developed and forwarded to CNATRA N7 within 30 working days following receipt of this letter and every 30 days thereafter until all actions are completed. Minor deficiencies require a one-time completion report.

*Signed*  
I. M. CNATRA

Copy to:

08 MAY 09

Sample TRAWING Evaluation Summary Matrix

Section	TRAWING	SQ1*	SQ2*	ITU*
Overall	Satisfactory	Excellent	Excellent	Unsat
Trng/Stan	Excellent	Outstanding	Outstanding	Marginal
Stucon	Excellent	Outstanding	Outstanding	Marginal
CeTARs	Excellent	X	X	X
IMSO	Excellent	X	X	X
Operations	Excellent	Excellent	Excellent	Excellent
LSO	As required	X	X	X
Academics	Excellent	X	X	X
Cont Inst Ser	Excellent	As required	As required	As required
TIMs	Excellent	Excellent	Excellent	Unsat
TIMs Funct Ad	Excellent	X	X	X
TIMs Con Sup	Excellent	X	X	X
GFR/CON Fl Ops	X	As required	As required	As required
NATOPS	Excellent	Excellent	Excellent	Excellent

\*Squadrons and ITUs as required

08 MAY 09

SAMPLE SUMMARY OF TRAINING AND STANDARDIZATION EVALUATION

Evaluation Summary of (Command)

1. Overall Evaluation of (TW, SQ, ITU): **{Unsatisfactory, Marginal, Satisfactory, Excellent, Outstanding}**

Comments:

Best Practices: (As appropriate)

*(Repeated for each individual unit as required)*

2. TW/SQ/ITU Training/Standardization/Instruments: **{Unsatisfactory, Marginal, Satisfactory, Excellent, Outstanding}**

Comments:

Discrepancies: (As appropriate)

Recommended Corrective Action: (As appropriate)

Best Practices: (As appropriate)

*(Repeated for each individual unit as required)*

3. TW/SQ/ITU Student Control: **{Unsatisfactory, Marginal, Satisfactory, Excellent, Outstanding}**

Comments:

Discrepancies: (As appropriate)

Recommended Corrective Action: (As appropriate)

Best Practices: (As appropriate)

*(Repeated for each individual unit as required)*

4. TRAWING # CeTARs: **{Unsatisfactory, Marginal, Satisfactory, Excellent, Outstanding}**

Comments:

08 MAY 09

Discrepancies: *(As appropriate)*

Recommended Corrective Action: *(As appropriate)*

Best Practices: *(As appropriate)*

5. TRAWING IMSO: **{Unsatisfactory, Marginal, Satisfactory, Excellent, Outstanding}**

Comments:

Discrepancies: *(As appropriate)*

Recommended Corrective Action: *(As appropriate)*

Best Practices: *(As appropriate)*

6. TW/SQ/ITU Operations: **{Unsatisfactory, Marginal, Satisfactory, Excellent, Outstanding}**

Comments:

Discrepancies: *(As appropriate)*

Recommended Corrective Action: *(As appropriate)*

Best Practices: *(As appropriate)*

*(Repeated for each individual unit as required)*

7. TRAWING # LSO: **{Unsatisfactory, Marginal, Satisfactory, Excellent, Outstanding}**

Comments:

Discrepancies: *(As appropriate)*

Recommended Corrective Action: *(As appropriate)*

Best Practices: *(As appropriate)*

8. TRAWING # Academics: **{Unsatisfactory, Marginal, Satisfactory, Excellent, Outstanding}**

Comments:

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Discrepancies: (As appropriate)

Recommended Corrective Action: (As appropriate)

Best Practices: (As appropriate) (should this be added?)

9. TW/SQ/ITU Contract Instructional Services: **{Unsatisfactory, Marginal, Satisfactory, Excellent, Outstanding}**

Comments:

Discrepancies: (As appropriate)

Recommended Corrective Action: (As appropriate)

Best Practices: (As appropriate)

(Repeated for each individual unit as required)

10. TW/SQ/ITU TIMs: **{Unsatisfactory, Marginal, Satisfactory, Excellent, Outstanding}**

Comments:

Discrepancies: (As appropriate)

Recommended Corrective Action: (As appropriate)

Best Practices: (As appropriate)

(Repeated for each individual unit as required)

11. TRAWING # TIMs Functional Administrators: **{Unsatisfactory, Marginal, Satisfactory, Excellent, Outstanding}**

Comments:

Discrepancies: (As appropriate)

Recommended Corrective Action: (As appropriate)

Best Practices: (As appropriate)

12. TRAWING # TIMs Contract Support: **{Unsatisfactory, Marginal, Satisfactory, Excellent, Outstanding}**

Comments:

Discrepancies: *(As appropriate)*

Recommended Corrective Action: *(As appropriate)*

Best Practices: *(As appropriate)*

13. SQ/ITU GFR or Contractor Flight Operations:  
***{Unsatisfactory, Marginal, Satisfactory, Excellent, Outstanding}***

Comments:

Discrepancies: *(As appropriate)*

Recommended Corrective Action: *(As appropriate)*

Best Practices: *(As appropriate)*

*(Repeated for each individual unit as required)*

14. TW/SQ/ITU NATOPS: ***{Unsatisfactory, Marginal, Satisfactory, Excellent, Outstanding}***

Comments:

Discrepancies: *(As appropriate)*

Recommended Corrective Action: *(As appropriate)*

Best Practices: *(As appropriate)*

*(Repeated for each individual unit as required)*

*Signed*  
I. M. N71  
Asst Chief Evaluator  
Training Standardization

*Signed*  
I. M. ACOSN7  
Chief Evaluator  
CNATRA ACOS N7

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Sample TRAWING Safety Evaluation Summary Matrix

Section	TRAWING	SQ1*	SQ2*	ITU*
Overall	Satisfactory	Excellent	Excellent	Unsatisfactory
Misc Items	Excellent	Outstanding	Outstanding	Marginal
PreMishap Plan	Excellent	Excellent	Excellent	Excellent
ORM - Training	Excellent	Excellent	Excellent	Excellent
ORM - Apps	Excellent	Excellent	Excellent	Excellent
HFC/HFB	Excellent	Excellent	Excellent	Excellent
Cult Workshops	Excellent	Excellent	Excellent	Excellent
Safety Con/Mtg	Excellent	Excellent	Excellent	Unsat
High Risk Trng	Excellent	Excellent	Excellent	Excellent
Con Flt Supp	Excellent	Excellent	Excellent	Excellent
NONBASH HAZREP	Excellent	Excellent	Excellent	Excellent
BASH HAZREP	Excellent	Excellent	Excellent	Excellent
Priv Info	Excellent	Excellent	Excellent	Excellent
WESS	Excellent	Excellent	Excellent	Excellent
ASAP	Excellent	Excellent	Excellent	Excellent
Ground Safety	Excellent	Excellent	Excellent	Excellent

\*Squadrons and ITUs as required

SAMPLE SUMMARY OF SAFETY EVALUATION

Evaluation Summary of (Command)

1. TW/SQ/ITU Overall: **{Unsatisfactory, Marginal, Satisfactory, Excellent, Outstanding}**

Comments:

Best Practices: (As appropriate)

*(Repeated for each individual unit as required)*

2. TW/SQ/ITU Miscellaneous Items: **{Unsatisfactory, Marginal, Satisfactory, Excellent, Outstanding}**

Comments:

Best Practices: (As appropriate)

*(Repeated for each individual unit as required)*

3. TW/SQ/ITU Pre-Mishap Planning: **{Unsatisfactory, Marginal, Satisfactory, Excellent, Outstanding}**

Comments:

Discrepancies: (As appropriate)

Recommended Corrective Action: (As appropriate)

Best Practices: (As appropriate)

*(Repeated for each individual unit as required)*

4. TW/SQ/ITU Operational Risk Management (ORM) - Training: **{Unsatisfactory, Marginal, Satisfactory, Excellent, Outstanding}**

Comments:

Discrepancies: (As appropriate)

Recommended Corrective Action: (As appropriate)

Best Practices: (As appropriate)

(Repeated for each individual unit as required)

5. TW/SQ/ITU ORM - Applications: **{Unsatisfactory, Marginal, Satisfactory, Excellent, Outstanding}**

Comments:

Discrepancies: (As appropriate)

Recommended Corrective Action: (As appropriate)

Best Practices: (As appropriate)

(Repeated for each individual unit as required)

6. TW/SQ/ITU Human Factors Councils/Boards (HFC/HFB): **{Unsatisfactory, Marginal, Satisfactory, Excellent, Outstanding}**

Comments:

Discrepancies: (As appropriate)

Recommended Corrective Action: (As appropriate)

Best Practices: (As appropriate)

(Repeated for each individual unit as required)

7. TW/SQ/ITU Culture Workshops (CW) , Safety Assessments (CSA) & Surveys: **{Unsatisfactory, Marginal, Satisfactory, Excellent, Outstanding}**

Comments:

Discrepancies: (As appropriate)

Recommended Corrective Action: (As appropriate)

Best Practices: (As appropriate)

(Repeated for each individual unit as required)

8. TW/SQ/ITU Safety Councils & Meetings: **{Unsatisfactory, Marginal, Satisfactory, Excellent, Outstanding}**

Comments:

Discrepancies: (As appropriate)

Recommended Corrective Action: (As appropriate)

Best Practices: (As appropriate)

(Repeated for each individual unit as required)

9. TW/SQ/ITU High Risk Training: **{Unsatisfactory, Marginal, Satisfactory, Excellent, Outstanding}**

Comments:

Discrepancies: (As appropriate)

Recommended Corrective Action: (As appropriate)

Best Practices: (As appropriate)

(Repeated for each individual unit as required)

10. TW/SQ/ITU Contract Flight Support: **{Unsatisfactory, Marginal, Satisfactory, Excellent, Outstanding}**

Comments:

Discrepancies: (As appropriate)

Recommended Corrective Action: (As appropriate)

Best Practices: (As appropriate)

(Repeated for each individual unit as required)

11. TW/SQ/ITU Non-BASH HAZREP/SIR Process: **{Unsatisfactory, Marginal, Satisfactory, Excellent, Outstanding}**

Comments:

Discrepancies: (As appropriate)

Recommended Corrective Action: (As appropriate)

Best Practices: (As appropriate)

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*(Repeated for each individual unit as required)*

12. TW/SQ/ITU BASH HAZREP Process: **{Unsatisfactory, Marginal, Satisfactory, Excellent, Outstanding}**

Comments:

Discrepancies: *(As appropriate)*

Recommended Corrective Action: *(As appropriate)*

Best Practices: *(As appropriate)*

*(Repeated for each individual unit as required)*

13. TW/SQ/ITU Handling of Privileged Information: **{Unsatisfactory, Marginal, Satisfactory, Excellent, Outstanding}**

Comments:

Discrepancies: *(As appropriate)*

Recommended Corrective Action: *(As appropriate)*

Best Practices: *(As appropriate)*

*(Repeated for each individual unit as required)*

14. TW/SQ/ITU WESS: **{Unsatisfactory, Marginal, Satisfactory, Excellent, Outstanding}**

Comments:

Discrepancies: *(As appropriate)*

Recommended Corrective Action: *(As appropriate)*

Best Practices: *(As appropriate)*

*(Repeated for each individual unit as required)*

15. TW/SQ/ITU Aviation Safety Awareness Program (ASAP): **{Unsatisfactory, Marginal, Satisfactory, Excellent, Outstanding}**

Comments:

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Discrepancies: (As appropriate)

Recommended Corrective Action: (As appropriate)

Best Practices: (As appropriate)

(Repeated for each individual unit as required)

16. TW/SQ/ITU Ground Safety/NAVOSH/Recreational/Off-Duty:  
**{Unsatisfactory, Marginal, Satisfactory, Excellent, Outstanding}**

Comments:

Discrepancies: (As appropriate)

Recommended Corrective Action: (As appropriate)

Best Practices: (As appropriate)

(Repeated for each individual unit as required)

*Signed*  
I. M. 00X  
Asst Chief Evaluator  
CNATRA Safety

*Signed*  
I. M. ACOSN7  
Chief Evaluator  
CNATRA ACOS N7

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INSPECTION AREAS AND GRADING CRITERIA

1. Areas of Inspection. Although any area within a unit may be inspected if it pertains to training and standardization, in general, the following will apply:

a. TRAWING

(1) TRAWING/ITU:

- (a) Flight Instructor Standardization (FIST) Program
- (b) CCMM/CCC/SM/CM programs
- (c) Government/Contract Instructional Services Standardization Program
- (d) SNA/SNFO and IUT Simulator Flights
- (e) Curricula and Student Control
- (f) Curricula and Flight Support Lectures
- (g) IUT Flights
- (h) Analyst
- (i) Training
- (j) Academics
- (k) International Military Student Officer (IMSO) Program
- (l) Training Integration Management System (TIMS)
- (m) Landing Signals Officer (LSO)
- (n) Government Flight Representatives (GFR)

(2) Training Squadron:

- (a) FIST Program/Training Department
- (b) Curricula

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- (c) Student Control/ATJ Procedures
- (d) Flight Support Lectures
- (e) Operations
- (f) SNA/SNFO and IUT Flights/Interviews
- (g) Contractor Flight and Ground Operations

## 2. Inspection Grading Criteria

a. Discrepancies discovered during the inspection process will be either listed as Major or Minor using the following criteria:

(1) Major: Violations of CNATRA directives and standardization; affect safety of flight; or have no control measures in place to chart improvement of the situation. The chief inspector may assign a major discrepancy for excessive minor discrepancies or deviations from established curricula or repeats of several minor discrepancies if the inspector feels that they adversely affect mission accomplishment. Without question, blatant or intentional violations of CNATRA directives, safety of flight to include qualifications and standardization requirements and/or training safety violations shall be considered major discrepancies.

(2) Minor: Anything not listed as a major discrepancy and administrative errors.

b. Adjective grades of Outstanding, Excellent, Satisfactory, Marginal, or Unsatisfactory may be individually awarded to units and the parent command as a whole (see Tables 1 and 2 for grading criteria).

c. Although the overall grade assignment is at the discretion of CNATRA, the general guidelines for awarding adjective grades are based on the number of major and minor discrepancies discovered during the inspection process and are summarized in tables 1 and 2 at the end of this chapter.

d. An unsatisfactory grade in any area may result in CNATRA halting operations in that area until the discrepancy is resolved.

e. If an Unsatisfactory grade is awarded to a particular area in a unit, at the discretion of the chief inspector, the corresponding area of the parent command may receive the same grade as the unit's grade in that area.

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f. Repeat of a major discrepancy will result in award of Unsatisfactory in that area. For administrative/accounting matters, such as Aviation Training Form (ATF) completion per reference (c), a repeat discrepancy will be awarded if there is no improving trend.

g. If a command is awarded an overall grade of Marginal or Unsatisfactory, a re-inspection of those areas that led to the Marginal or Unsatisfactory rating for that unit and the parent command shall occur within 90 days of the original inspections results release date. The re-inspection will focus on areas that the unit was graded marginal or unsatisfactory and be graded on a PASS/FAIL basis.

INSPECTION GRADING CRITERIA

TABLE 1

Unit/Area General Grading Criteria (Discrepancies Allowed)		
GRADE	Major	Minor
Outstanding	0	1
Excellent	0	2-4
Satisfactory	1*	5-7
Marginal	1-2	>7
Unsatisfactory	>2	>7

\* One major discrepancy is allowed at the discretion of the chief inspector if he/she feels that the area inspected is still Satisfactory and in general compliance with CNATRA directives.

TABLE 2

Overall General Grading Criteria					
	Unit or Area Grades*				
Overall Grade	Outstand- ing	Excellent	Satis- factory	Marginal	Unsatis- factory
Outstand- ing	X	X			
Excellent	X	X	X	X**	
Satis- factory	X	X	X	X	1***
Marginal	X	X	X	X	2
Unsatis- factory	X	X	X	X	X

\* In order to receive the overall grade the majority of the areas/units must be graded as equal or higher than the overall grade given.

\*\* If a Marginal is assigned to a particular area in a unit, the highest overall grade possible for the unit cannot exceed an Excellent. Excellent will only be awarded if all other areas inspected in the unit are Excellent or Outstanding, and at the discretion of the chief inspector. Otherwise, the highest grade authorized is a Satisfactory.

\*\*\* If an Unsatisfactory Overall grade is awarded to any unit, the highest overall grade possible for the parent command is Satisfactory, and only if the chief inspector determines that all other units within the same parent command have demonstrated inspection results of Excellent or Outstanding.

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SAMPLE REPORT OF CORRECTIVE ACTION

1550  
Ser/N71

From: Commanding Officer  
To: Chief of Naval Air Training (N7)  
Subj: TRAINING, STANDARDIZATION AND SAFETY EVALUATION REPORT OF  
CORRECTIVE ACTIONS  
Ref: (a) CNATRAINST 1550.61  
(b) CNATRA ltr 3710 Ser N7/xxxx of xx xxx xxxx

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

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

(1) Restate deficiency *{if none state so}*

(a) ACTION TAKEN: *{Command policy/directive, work request, etc.}*

(b) MANAGEMENT CONTROLS: *{Plan(s) to prevent similar occurrences }*

(2) *{Continue format above for multiple deficiencies}*

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

(1) Restate deficiency *{if none state so}*

(a) ACTION TAKEN: *{Command policy/directive, work request, etc.}*

(b) MANAGEMENT CONTROLS: *{Plan(s) to prevent similar occurrences }*

(2) *{Continue format above for multiple deficiencies}*

2. Commander's Comments:

*Signed*  
*I. M. CO*

Enclosure (13)