



DEPARTMENT OF THE NAVY
CHIEF OF NAVAL AIR TRAINING
250 LEXINGTON BLVD SUITE 102
CORPUS CHRISTI TX 78419-5041

CNATRAINST 3710.14H
N33
7 Dec 12

CNATRA INSTRUCTION 3710.14H

Subj: SCHEDULING AND REPORTING PROCEDURES FOR TRAINING
DETACHMENTS

Encl: (1) Risk Assessment Matrix
(2) Operational Risk Management (ORM) Review Guidelines
(3) Post Detachment Report Format

1. Purpose. To provide information and procedures for scheduling and reporting training detachment operations.
2. Cancellation. CNATRAINST 3710.14G
3. Definition. Training detachments are operations of two or more aircraft operating on any airfield that is not home field.
4. Background. Chief of Naval Air Training (CNATRA) units use training detachments to good weather sites to enhance student flow, normally to compensate for periods of poor weather at home bases. The availability of training sites typically depends on the relative priority granted to CNATRA units, as well as the lead time provided for scheduling.
5. Action. To ensure the best possible availability of detachment sites for CNATRA use, scheduling of training detachments will be coordinated through the CNATRA Detachment (DET) Coordinator (N33) based on inputs from individual Training Air Wings (TRAWINGS). Scheduling shall be conducted in the following sequence:
 - a. TRAWINGS will brief requested detachments at the annual CNATRA DET planning conference which is held in April and announced via Naval message. Requesters shall be familiar with governing site instructions to preclude unworkable requests. Requirements for briefing format will be provided by CNATRA (N33) in ample time for conference preparation.

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b. The product of the planning conference will be a Naval message approving specific detachments for planning purposes. Requesting TRAWINGS are then cleared to commence planning and coordination with requested detachment sites.

c. TRAWINGS coordinate with requested sites in the name of CNATRA, not in individual TRAWING or Training Squadron (TRARON) name. If more than one TRAWING is included in the DET, the senior TRAWING Commander is responsible for all coordination.

d. Info CNATRA (N33) on all messages or other correspondence related to requests for transportation, billeting, airspace, targets and specific support requirements.

e. To obtain approval to execute the detachment provide CNATRA (N33) with a Needs Statement outlining the need for the detachment by describing production requirements that cannot be completed at home station and justifying the added expense of operating a detachment. Provide the statement 30-60 days prior to the requested detachment start date. Include anticipated travel, lodging, vehicle, per diem and other anticipated costs and the number of X's anticipated to be completed. Include with the Needs Statement a completed Risk Assessment from a deliberate Operational Risk Management (ORM) Process using either enclosure (1) or (2) or a similar locally produced format. A written Det Letter of Instruction (LOI) must be completed and approved by the TRAWING Commander prior to the detachment commencing.

f. Modifications, substitutions, or cancellations will be pre-coordinated with CNATRA prior to execution.

6. Revisions. Short-notice detachments which occur due to unexpected weather developments or unusual student flow demands may be coordinated by contacting the CNATRA Detachment Coordinator (N33) at DSN 861-2352.

7. Reporting. Units conducting detachment operations shall include CNATRA as an information addressee on all pertinent message traffic and CNATRA shall be provided a "Copy to" on appropriate letters and notices. TRAWINGS shall ensure that airspace utilization reports are submitted to cognizant

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authorities as required. Provide CNATRA (N33) a copy of the Post Detachment Report (enclosure 3), within 10 days of returning from detachment.

C. HOLLINGSWORTH
Chief of Staff

Distribution:
CNATRA Website

Copy to:
NAS Key West
NAS El Centro

RISK ASSESSMENT MATRIX

Hazards	Contributing Factors	Probability of Mishap	Severity of Mishap	RAC	Control Implemented / Operational Excellence Principles	Residual Probability	Residual Severity	Residual RAC
FLIGHT DECK MISHAP - Cat/AG maintenance malfunction or procedural error - Crunch - Injury or Death - Ordnance Mishap - Pro Arc Mishap - Person run over	FATIGUE - Super Bowl (0200 1 st day) - Length of operations = Book-ended by vertreps - Biorhythm - no pre-surge rest - Supervisors no rest (i.e., Air Boss, Mini) Why factor (less motivation) Thinking of home Asymmetric air plan	B	I	1	- Procedural Compliance - Move RAS from 6 th to 5 th - V1 16 on / 8 off - V2 12 on / 12 off - V4 12 on / 12 off - Puma flying vertrep - ATO missions only day prior - 0/0 cycles - Symmetric air plan - Forceful Back-up - 3 Cats / 2 Wires	C	I	2
	- V1/V2 Proficiency - V2 Maintainers now operators - V1 Night crew in full scale operations	B	II	2	- Supervision - Past experience - Level of Knowledge - Procedural Compliance - Forceful Back-up	C	II	3
PORT CAT WALK - Personal injury or death	Normal night entry via port cat walk Smoking sponson	C	I	2	- 1MC / 5MC Announcements - Advertising	D	I	3

**OPERATIONAL RISK MANAGEMENT (ORM)
REVIEW GUIDELINES**

ORM

Primary Hazards/Control measures/Risk:

- A. Hazard:** Aircraft Ground/Flight incursion due to non-tower controlled field. RAC 1
Control: RDO/UHF/VHF capable on station for all flight operations. Aircraft VHF operations. Residual RAC: RAC 3
- B. Hazard:** Unfamiliar Op Area (higher altitude airfield, new course rules) RAC 2
Control: Train/educate. IP/IP FAM flights. Residual RAC: RAC 4
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POST DETACHMENT REPORT FORMAT, RCS CNATRA 3710-2

From: Commander, Training Air Wing _____
To: CNATRA DET Coordinator (N33)

DATE DET (1) LOCATION # A/C # MIL (2) # CONT FLT HRS X'S COMPLETED

NOTES: (1) DET type (Weapons, ACM, Guns, Form)
(2) IP/Student/IUT/Admin Officers/Enlisted

Enclosure (3)