

**TRAWING FIVE**

**850-623-7058**

**4 NOV 2025**



***\*ALL STUDENTS SHALL READ THE WATCHBILL\****

**\*\*ATTENTION ALL PERSONNEL\*\***

**READ ALL ANNOUNCEMENTS BELOW**

**COPT-R GOUP 4 CLASS 3 (10NOV25-20FEB26)**

DEPARTING BRIEF TUESDAY, 04 NOV 25 @ 1400 TW5 CONFERENCE ROOM (ROOM 132).

PLEASE BRING BLUE LOG BOOK.

ZIEGENFUS, TAYLOR M

GIACOMIN, DOMINIC J

GNEWUCH, KATHLEEN L

HEID, JAMES P

KOLASSA, MAGDALEN M

MORRIS, CORINNE N

NOONAN, JAMES P

ODORISIO, JOAN C

**\*\*MANDATORY NFAAS UPDATE\*\***

Per NAVADMIN (190/25), Please review your personal information in the Navy Family Accountability and Assessment System (NFAAS) **\*\*ASAP\*\***

## **\*REQUIRED TRAINING FOR ALL POOL STUDENTS\*\***

Annual FPCON and Active Shooter Virtual Training.

**Please click through each link below to complete training.** It should take less than 10 minutes to complete. **Then submit your name via the link at the bottom to log training completion.**

**NASWF FPCON, Security and Force Protection** – There are five levels of FPCON from lowest to highest (Normal, Alpha, Bravo, Charlie, Delta). There are additional measures from higher FPCON levels that can be performed at lower FPCON depending on the nature and possibility of the threat. A copy of the FPCON levels and phone numbers is attached for reference.

**CNIC Active Shooter Guidance** – Key theme here is to Run, Hide, Fight when confronted with an active shooter. Preparation includes looking for possible dangers, recognizing signs of potential for violence, and having a plan for response.

**CISA Options for Consideration** - CISA is a part of DHS and has published a video demonstrating actions discussed in the link above. FBI also publishes information and high-quality videos for how to respond during an active shooter event.

**Survey on apps.mil to fill out your information and receive training credit:** [Training completion certification](#)

## **\*\*\*10 WEEK PFA CYCLE 2025 NOTICE FOR TW-5 (USN) STUDENTS\*\*\***

2025 PFA cycle runs 1FEB-30NOV. If an official PRT was already conducted during this time period, you will not need to participate in the upcoming TW-5 PRT.

All medically cleared USN members are required to participate in all three fitness modalities (push-ups, forearm plank, cardio or alternate cardio) to determine their CY2025 PFA cycle overall score.

A current PHA is required to participate in any portion of the PFA.

All PARFQs must be completed by **03 Oct 2025**.

If you answer yes to any of the questions you are required to print your PARFQ and get clearance from medical to participate and return the completed form to **CDR HOBBS** in the SAFETY OFFICE.

USN personnel will have access to physical readiness information through the MyNavy portal and will need to electronically submit their Physical Activity Risk Factor Questionnaire (PARFQ) via MyNavy portal. Please ensure PARFQ and medical waivers are printed and readily available for the CFL. All BCAs will be conducted in the TW-5 Safety office and will be performed by the CFL and ACFL representatives on the dates indicated below

All members requiring taping must be in the official **NAVY PTU**, no exceptions.

No courtesy BCAs will be performed during the actual days of the BCA, but you can seek out the CFL or ACFL on any other day for a courtesy BCA.

All PRT participants must perform testing in the official NAVY PTU. "Bad day" PRTs will be discussed with the CFL on a case-by-case basis. All retests must be completed within 7 days of the PRT Failure. Alternate cardio options for retest (Bad Day) are authorized. Any questions or concerns, please contact me directly and I will be happy to assist.

The PFA Cycle 2025 schedule is found below and will be posted on TW-5 safety door with sign-up sheets to indicate which time slot/cardio option you plan to attend. All alternate cardio evolutions will be held at the NASWF gym. All run evolutions will be held at the base track.

**BCA Dates:**

03 Oct 2025 – 0900 – 1200  
22 Oct 2025 – 0900 – 1200

**PRT DATES: 24 Oct 2025**

Run PRT – 0800  
Alt Cardio PRT – N/A

**14 Nov 2025**

Run PRT – 0800  
Alt Cardio PRT – 0930

**\*\*\*HURRICANE SEASON: 01 JUNE – 30 NOV \*\*\***

**FOR EVACUATION MUSTER/ACCOUNTABILITY, WE WILL UTILIZE THE NFAAS SYSTEM. IN CASE OF POWER OUTAGE OR NO CAC ACCESS, USE NFAAS PHONE NUMBER 877-414-5358. ALL NAVY STUDENTS SHALL HAVE THIS PHONE NUMBER SAVED.**

**\*\*Both the front and back doors to the TRAWING FIVE building are experiencing mechanical issues preventing them from closing on their own. Please ensure that external doors fully close behind you whenever you enter or exit the building.\*\***

**ALL STUDENTS SHALL FOLLOW PROPER MILITARY CUSTOMS AND COURTESIES. THIS INCLUDES STOPPING AND OBSERVING COLORS**

**RED/DA WORKSHOP FRIDAYS & MONDAYS AFTER BRIEFS ARE COMPLETE AND TUESDAYS 0900-1200 TW-5 CONFERENCE RM IN FLIGHT SUITS**  
**\*\*ALL NEW NAVY CHECK-INS SHALL ATTEND AND BE COMPLETED WITHIN 1 WEEK OF CHECK IN\*\***

## **NMCI ACCOUNT ACCESS**

**IF YOU SUBMIT YOUR CORRECT NMCI ACCOUNT REQUEST AND HAVE NOT HEARD FROM STUDENT SERVICES IN 14 DAYS OF CHECKING INTO TW5, STOP BY ROOM 110.**

**ALL 3 FORMS (SAAR-N, AUP, CA FY26) ARE REQUIRED. CAC SIGNATURES.**

Keeping your NMCI account active is simple — just log in at least once every 30 days. But what happens if you don't?

- **After 30 days of inactivity:** Your account will be disabled. While this is inconvenient, it's still recoverable. You can contact your squadron admin to submit a CNATRA help desk ticket and have your account re-enabled.
- **After 45 days of inactivity:** Your account will be deleted entirely. At this point, you'll need to retake the Cyber Awareness Challenge and submit a new SAAR-N and AUP to regain access.

Please note, this process is automated by the NMCI network—not managed by the N6 department—to ensure unused accounts don't accumulate on the system. To avoid any disruptions, make sure you log into an NMCI computer on base at least once every 30 days. Checking your Flank Speed email from a personal device does **not** count as a login.

## **STUDENTS RETURNING FROM LEAVE**

If your flight is delayed, you have car issues, or other mishaps that will prevent you from mustering / checking in on time, be sure to contact your Platoon Leader, who will communicate that to Student Services, to notify them of the issue.

**\*\*CONTACT THE CDO FOR EMERGENCIES ONLY\*\***

## **BLADE WATCH MARINES**

MARINES STANDING BLADE WATCH AT NAS PENSACOLA  
ELECTRONIC/PHONE MUSTER WITH STUDENT SERVICES ONLY  
CONTINUE TO CHECK FRONT PAGE FOR IMPORTANT ANNOUNCEMENTS/INFO  
CLASS UP/PARALOFT/HABD TAKE PRIORITY OVER WATCH

**ALL PERSONNEL IN THE POOL (ONGOING ANNOUNCEMENTS):**

- **ACCESS TO THE FLIGHT LINE. ACCESS TO THE FLIGHT LINE IS FOR OFFICIAL BUSINESS ONLY. NO STUDENTS SHALL BE ON THE FLIGHT LINE WITHOUT A T-6B NATOPS QUALIFIED INSTRUCTOR PILOT EXCEPT TO VISIT THE PREFLIGHT AIRCRAFT DESIGNATED BY MAINTENANCE CONTROL OR WHEN SCHEDULED TO SOLO. AT NO TIME SHALL STUDENTS (INCLUDING RECENTLY WINGED STUDENTS) BRING CIVILIANS ON THE FLIGHT LINE WITHOUT AN ESCORT BY A T-6B NATOPS QUALIFIED INSTRUCTOR.**

- **GOVERNMENT TRAVEL CHARGE CARD**

**For CITI Card Application:**

Student **must** have a current Programs and Policies – Travel Card Program (Travel Card 101) from DTS Training on TraX **AND** DD form 3120 Statement of Understanding completed along with all the signatures

**FOR COAST GUARD AND ANY STUDENT WHO NEER HAD A GOVERNMENT TRAVEL CHARGE CARD**

The student will then attach both to an email to [Corrine.m.wihela.civ@us.navy.mil](mailto:Corrine.m.wihela.civ@us.navy.mil) and [lisa.m.hayes60.civ@us.navy.mil](mailto:lisa.m.hayes60.civ@us.navy.mil) AFTER they've completed an online application (see page 2). The subject of the email should be Government Charge Card Application and the message can be "See the attached, I've completed the online application in CITI. Please review and approve."

Coast Guard students: unfortunately, your card issued through the Coast Guard does NOT work for Navy travel. You must apply for the Navy card.

**FOR STUDENTS WHO EITHER HAD A CARD IN THE PAST OR CURRENTLY POSSESS ONE**

Students who have had a GTCC in the past, still need the above documents and should see Corrine or Lisa in Admin (room 228) BEFORE applying for a CITI card. Frequently, the APC can request a new card in CITI so no new application is necessary.

Students who currently have a GTCC, need the above documents and will make a scan of the front side of their GTCC. If the numbers are not easily read, they should print the full card number on the paper.

- **HOW TO ACCESS FLEET FUEL CARD TRAINING IF REQUESTED BY STUCON TO COMPLETE:**
  - Naval Supply Systems Command > Products & Services > DON Consolidated Card Program Management (navy.mil)
    - Click "link" under "Access to CCPMD's Secure Website" header
      - Click "Fleet Card Training"
        - Click "Card User (CU) Course" PDF
          - Read training and take test (link on last page) to obtain certificate (APC – Susan Kelly)
- **WATCH/STASH UPDATES:**
  - ALL WATCHSTANDERS – YOU ARE NOT EXCUSED FROM PHYSICAL MUSTER UNLESS YOUR WATCH OCCURS DURING THE MUSTER PERIOD, PLEASE LET YOUR PLATOON LEADER KNOW IF THAT IS THE CASE
  - ALL STASHES – CONTINUE TO ONLINE MUSTER MON-FRI, YOU ARE EXCUSED FROM PHYSICAL MUSTER WHILE STASHED

- SNIVS – DON'T FORGET TO SNIV FOR EVERYTHING – HABD, MEDICAL APPOINTMENTS, CHILD CARE, PARALOFT, ETC. (THE ONLY EXCEPTION IS LEAVE, WHICH IS TRACKED SEPARATELY) WHEN IN DOUBT, ASK STUDENT SERVICES
- ALL COAST GUARD POOL STUDENTS WHO DO NOT ALREADY HAVE A **NAVY** GOVERNMENT TRAVEL CHARGE CARD (GTCC) SHALL START THE APPLICATION PROCESS WHILE IN THE POOL. TO INITIATE THE PROCESS, GO TO TW5 WEBSITE UNDER CNATRA (<https://www.cnatra.navy.mil/tw5/>), CLICK "RESOURCES" → "CHECK-IN" → "STUDENT". SUBMIT DOCUMENTS TO TW5 BLDG RM 110 ONCE COMPLETE. CONTACT STUDENT SERVICES FOR QUESTIONS.
- MANDATORY PT: ALL STUDENTS WILL CONDUCT INDIVIDUAL PT ON BASE FOR A MINIMUM OF 30 MINUTES ON PHYSICAL MUSTER DAYS.
- ALL STUDENTS WILL BE IN UNIFORM OF THE DAY WHILE IN TRAINING WING FIVE SPACES
- ALL STUDENTS WHO HAVE MOVED SINCE ARRIVING AT TW-5, PLEASE STOP BY STUDENT SERVICES IN RM 110 TO UPDATE YOUR EMERGENCY CONTACT INFORMATION.
- **IF YOU HAVE NOT YET ADDED THE PHONE NUMBERS FOR STUDENT SERVICES AND STUDENT CONTROL INTO YOUR PHONE PLEASE DO SO TO ENSURE THEY DO NOT GET BLOCKED AS SPAM. ADDITIONALLY, ENSURE YOUR VOICE MAILBOX IS SETUP AND NOT FULL.**
  - STUDENT SERVICES [1]: (850) 623-7058
  - STUDENT SERVICES [2]: (850) 665-6377
  - STUDENT CONTROL (PRIMARY): (850) 623-7186
  - STUDENT CONTROL (ADVANCED): (850) 623-7059
- ISSO MR. TODD – (850) 623-7312 – BLDG 2994 (NIGHT LAB/AMSO BUILDING) HE HELPS WITH NMCI ISSUES

### NAVY PROMOTIONS

STUDENTS PROMOTING TO LTJG

ADDITIONAL CEREMONIES WILL TAKE PLACE THROUGHOUT THE YEAR ON THURSDAY MORNINGS AT 1000. REPORT TO STUCON ON THE WEEK YOU PROMOTE (THURSDAY) AT 1000 IN KHAKIS. BRING YOUR NEW RANK INSIGNIA TO PIN ON.

### \*\*\*ATTENTION ALL MARINES IN THE POOL\*\*\*

THE FOLLOWING IS A LINK TO THE SPREADSHEET FOR MARINE ANNUAL TRAINING REQUIREMENTS. THE REQUIRED CERTS ARE DUE TO MATSG IN THE TW-5 BUILDING THE FIRST FRIDAY AFTER CHECK IN:

**\*\*\*THE LINK HAS BEEN REMOVED DUE TO PII ISSUES. PLEASE CONTACT MATSG FOR INSTRUCTIONS\*\*\***

## **LEAVE INSTRUCTIONS**

**CHECKING OUT/IN:** ALL STUDENTS SHALL PHYSICALLY CHECK **OUT** ON LEAVE IN FLIGHT SUITS **1530-1600** IN STUDENT SERVICES (ROOM 110). YOU MAY NOT CHECK OUT EARLIER THAN 1530. CHECKING IN/OUT IN-PERSON AT STUDENT SERVICES IS NOT OPTIONAL. SCHEDULE FLIGHTS APPROPRIATELY IN ORDER TO EXECUTE POLICY PROPERLY. ALL STUDENTS SHALL PHYSICALLY CHECK BACK IN FROM LEAVE **AT 0700** IN FLIGHT SUITS UNLESS ON ROM. THE START AND END DATES DO NOT COUNT AS LEAVE DAYS TOWARDS YOUR LEAVE BALANCE. IF STARTING ROM, CALL STUDENT SERVICES AT 0800 ON YOUR RETURN DATE. **NO CHECKING IN/OUT ON SAT-SUN OR FEDERAL HOLIDAYS AND ASSOCIATED LIBERTY DAYS. ADVANCED POOL STUDENTS MUST BE HAD COMPLETE PRIOR TO TAKING LEAVE.**

**REQUESTS:** LEAVE APPROVAL IS ON A **CASE BY CASE BASIS.** **WATCH AND TRAINING WILL TAKE PRECEDENCE OVER LEAVE.** **LEAVE APPROVAL TYPICALLY TAKES 7 BUSINESS DAYS MINIMUM FOR APPROVAL.** IT IS RECOMMENDED FOR LEAVE TO BE SUBMITTED **AT LEAST TWO WEEKS** PRIOR TO DEPARTURE. **THE LEAVE SUBMISSION PROCESS IS COMPLETED SEQUENTIALLY AS FOLLOWS:**

1. COME TO STUDENT SERVICES, ROOM 110, AND FILL OUT A PAPER LEAVE CHIT: **YOU MUST COMPLETE A PAPER LEAVE CHIT.** TW5 DOES NOT DO ONLINE LEAVE REQUESTS.
  - a IF YOU ARE DRIVING, YOU MUST FILL OUT A POV RISK ASSESSMENT FORM AS WELL.
    - i IF SUBMITTING OCONUS LEAVE, IT NEEDS TO BE DONE 30 DAYS PRIOR TO PLANNED DEPARTURE. OCONUS LEAVE PACKETS CAN BE PICKED UP IN STUDENT SERVICES.
2. THE APPROVAL PROCESS IS AS FOLLOWS: STUDENT SERVICES==>MR. KEITH==>LCDR MARTINEZ
  - a ONCE FULLY APPROVED, IT WILL GET ROUTED TO ADMIN TO BE INPUT INTO NSIPS OR MOL (WITH MATSG)
  - b SEE BELOW FOR THE LEAVE TRACKER FOR STAYING UP-TO-DATE ON YOUR LEAVE STATUS.
3. **DO NOT PHYSICALLY CHECK IN/OUT OF LEAVE UNLESS A MEMBER OF STUDENT SERVICES IS PRESENT.**

**MARINES-SEE MATSG DET ASSISTANT/BOTTOM OF FRONT PAGE FOR ADDITIONAL LEAVE REQ'S**

**LEAVE CHECKOUT FOR POOL STUDENTS IS NOW NO EARLIER THAN 1530**

**The only exception is Marines who are driving. Checkout at 1200**

## **MUSTER POLICY**

**\*\*\*PHYSICAL MUSTER ON MONDAY, WEDNESDAY AND FRIDAY WITH PL\*\*\***

**\*\*\*ELECTRONIC MUSTER MONDAY THROUGH FRIDAY 0500-0800\*\*\***

**SNIV POLICY:** YOU MUST NOTIFY STUDENT SERVICES **48 HOURS** IN ADVANCE OF APPOINTMENTS TO BE EXCUSED FROM MUSTER. TO NOTIFY, GO INTO STUDENT SERVICES AND SIGN OUT IN THE SNIV LOG.

DAY	TIME	PERSONNEL	UNIFORM	LOCATION
MON/WED/FRI	0800-0830	PLATOON 1	FLIGHT SUIT	NEX PARKING LOT
MON/WED/FRI	0800-0830	PLATOON 2	FLIGHT SUIT	NEX PARKING LOT
MON/WED/FRI	0800-0830	PLATOON 3	FLIGHT SUIT	SIKES HALL PARKING LOT
MON/WED/FRI	0830-0900	PLATOON 4	FLIGHT SUIT	AUDITORIUM PARKING LOT
MON/WED/FRI	0830-0900	PLATOON 5	FLIGHT SUIT	WIGGLEY FIELD
MON/WED/FRI	0830-0900	PLATOON 6	FLIGHT SUIT	BASEBALL FIELDS

### **IMPORTANT CONTACT INFORMATION**

TW-5 STUDENT SERVICES	BLDG 2944 ROOM 110 MONDAY - FRIDAY	PHONE NUMBER 850-623-7058 850-665-6377	HOURS 0700-1600
MATSG-21 DETACHMENT	BLDG 2944 ROOM 231	PHONE NUMBER 850-623-7546	--
TW-5 CDO	BLDG 2944 --	PHONE NUMBER 850-637-2793	--
TW-5 STUDENT CONTROL	BLDG 2944 ROOM 133	PHONE NUMBER 850-623-7148	HOURS – SEE BELOW
TW-5 STUCON HOURS	<b><u>0800-1500 MONDAY-FRIDAY</u></b>		<i>EXCLUDING EMERGENCIES!</i>
MS. CAREY (STUCON)	PHONE: 850-623-7186	EMAIL:	<a href="mailto:carey.a.hubley.civ@us.navy.mil">carey.a.hubley.civ@us.navy.mil</a>
MS. NICA (STUCON)	PHONE: 850-623-7059	EMAIL:	<a href="mailto:dominica.lee.civ@us.navy.mil">dominica.lee.civ@us.navy.mil</a>
MR. KEITH (STUCON)	PHONE: 850-623-7061	EMAIL:	<a href="mailto:keith.p.barney.civ@us.navy.mil">keith.p.barney.civ@us.navy.mil</a>
LCDR MARTINEZ (STUCON OFFICER)	--	EMAIL:	<a href="mailto:sergio.a.martinez2.mil@us.navy.mil">sergio.a.martinez2.mil@us.navy.mil</a>
MAJ MCELDOWNEY (ASTUCON)	--	EMAIL:	<a href="mailto:matthew.c.mceldowney.mil@us.navy.mil">matthew.c.mceldowney.mil@us.navy.mil</a>
STUDENT SERVICES ALT.	PHONE: 850-665-6377	EMAIL:	
STUCON/SAAR-N EMAIL	--	EMAIL:	<a href="mailto:tw5_doc_submission@us.navy.mil">tw5_doc_submission@us.navy.mil</a>

### **PLATOON LEADERS – ORGANIZED BY FIRST LETTER OF LAST NAME**

PLATOON 1 (A-C): BECKHAM, DANIEL – 978-201-3157  
 PLATOON 2 (D-G): FLORES, MOISES – 714-561-0923  
 PLATOON 3 (H-K): HOLAVA, JAKE – 757-383-1371  
 PLATOON 4 (L-O): ORF, CHRISTOPHER – 850-619-2855  
 PLATOON 5 (P-S): RAUPP, THOMAS - 215-771-1854  
 PLATOON 6 (T-Z): TANG, ADRIENNE– 469-288-6977

STUDENTS UNABLE TO MUSTER VIA ONLINE MUSTER SHALL CALL STUDENT SERVICES AT 850-623-7058  
BEFORE 0800.



**EKB ISSUE:**

**FRIDAY 07 NOVEMBER 2025 @ 1000 BLDG 2946, BLDG 2946 RM 8**

**TUESDAY AT 1030-1130 THE WEEK AFTER EKB ISSUE**, STUDENTS CAN REPORT TO THE FWOC (NORTH FIELD)  
CONFERENCE ROOM FOR EKB SETUP AND TRAINING

**\*PLEASE DO NOT SHOW UP TO EKB ISSUE UNLESS YOUR NAME IS LISTED BELOW.**

**PARALOFT: FRIDAY 07 NOVEMBER 2025 @ 0700**

NOTES: REPORT ON FRIDAY AT 0700 TO BUILDING 3154. UNIFORM IS FLIGHT SUITS. YOU MUST BRING **ALL** ISSUED FLIGHT GEAR (FLIGHT GEAR BAGS, ALL FLIGHT SUITS, GLOVES, FLIGHT JACKET, HELMET, KNEEBOARD, ALL ACCESSORIES), NATOPS JACKET, AND YOUR MILITARY CAC) IF YOU HAVE ALREADY BEEN TO PARALOFT, NOTIFY STUCON 850-623-7059. **STUDENTS SHALL SNIV 2<sup>ND</sup> PARALOFT APPOINTMENT IF NOT CLASSING UP FOLLOWING MONDAY.**

VT-2

VT-3

VT-6

**\*\*\*\*ADMIN UPCHIT: THURSDAY, 06 NOV 2025 \*\*\*\***

Report to aviation medicine to initialize admin up chit on scheduled time only! Let aviation medicine know if you have changed originally assigned squadron.

**THIS DOES NOT APPLY TO NORMAL MEDICAL UPCHITS. PROCEED AS NORMAL FOR YOUR ANNUAL UPCHIT. IF YOUR MEDICAL UP CHIT IS SET TO EXPIRE, IT IS ON YOU TO ENSURE YOU SCHEDULE IT.**

**ONE TIMESLOT FOR 06NOV25 1100.**

<b>TIMESLOT 1100</b>	<b>TIMESLOT 1100</b>

**PRIMARY STARTER LIST: FRIDAY, 07 NOV 2025**

UNIFORM IS **KHAKIS** FOR NAVY AND **SERVICE ALPHAS** FOR MARINES ON THE STARTER LIST. UNIFORM FOR TRANSFERS IS BELOW WITH SQUADRON ASSIGNMENT. BRING SGLI, PT GEAR, LOGBOOK, NATOPS JACKET, MEDICAL CHITS/WAIVERS. **ALL MARINES REPORT SQUADRON ASSIGNMENT TO MATSG. DO NOT ONLINE/PHYSICAL MUSTER WITH TW-5 ON AND AFTER YOUR CLASS UP DATE.**

CONTACT YOUR SQUADRON STUCON FOR ANY QUESTIONS. VT-2 850-623-7635 / VT-3 850-623-7323 / VT-6 850-623-7441 VT-6: CHECK-INS WILL ALSO BRING FLIGHT SUITS. CHECK-IN BRIEF WILL BE 2.5 HOURS. BOTH HARD AND SOFT STARTS SHALL ATTEND ALL BRIEFS.

**SCHEDULE ----- TIME ----- LOCATION ----- EVENT -----**

<b>HARD &amp; SOFT STARTS</b>	<b>FRIDAY 0800</b>	<b>BLDG 3125 RM 112</b>	<b>ACADEMICS BRIEF/INDOC BRIEF</b>
<b>HARD &amp; SOFT STARTS</b>	<b>FRIDAY 1000</b>	<b>BLDG 2944 ROOM 110/133</b>	<b>PICK UP EMERGENCY PAPERWORK (ALL STUDENTS) / PG2 (NAVY)</b>

**\*SEE ADDITIONAL DETAILS BELOW\***

**ALL VT-2 STUDENTS FRIDAY @ ????**

**V T-2 READY ROOM, THE NEST VT2 BLDG 2981**

VT-2 HARD START LIST

VT-2 SOFT START LIST

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**ALL VT-3 STUDENTS FRIDAY @ 1100**

VT-3 READY ROOM 3    CHECK-IN (VT-3 BLDG 1423)

VT-3 HARD START LIST

Location is Ready Room 3

VT-3 SOFT START LIST

Location is Ready Room 3

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**ALL VT-6 STUDENTS FRIDAY @ ????**

VT-6 READY ROOM

CHECK-IN (VT-6 BLDG 2981)

VT-6 HARD START LIST

VT-6 SOFT START LIST

## **HABD CLASS: 0800 WEDNESDAY, 05 NOVEMBER 2025**

**ENSURE YOU HAVE A VALID MEDICAL UP CHIT, NO OUTSTANDING WAIVERS, BRING A PHYSICAL COPY**

**AC INDOC CLASS 3 (SEBD) AT ASTC on NAS PENSACOLA**

**STUDENTS SHALL STILL ELECTRONIC MUSTER THE DAY OF THEIR HABD CLASS**

**STUDENTS SHALL SNIV FOR THEIR HABD DATE**

Please review the reporting instructions as found on the ASTC (Pensacola) web page located at:

<https://www.med.navy.mil/Navy-Medicine-Operational-Training-Command/Naval-Survival-Training-Institute/ASTC->

This page provides driving directions, contact numbers for lodging, schedules and other pertinent information. Please be at BLDG 3944 NO LATER THAN **0800** for Check-in, screening, and record checks. Students reporting after check in may not be eligible to complete a full qualification on that day and will have to

reschedule.

**All personnel reporting for NASTP training shall arrive at the training site with NATOPS Flight Personnel Training/Qualification Jacket and a current valid MEDICAL UPCHIT (or equivalent for contractors or special operations students).**

Information regarding training, requirements, courses, etc. may be obtained from our course catalogue located at:

[https://www.med.navy.mil/Portals/62/Images/NMFSC/NMOTC/NSTI/NSTI%20MAIN/NSTI\\_Course\\_Package.pdf](https://www.med.navy.mil/Portals/62/Images/NMFSC/NMOTC/NSTI/NSTI%20MAIN/NSTI_Course_Package.pdf)

If you have any questions or concerns, please call the CDO as listed on our web page. Water Survival Students must bring a practical swimsuit or shorts and a towel. Practical swimsuit for Females is either a black or navy blue one piece swimsuit. A practical swimsuit for Males is either black or blue PT shorts that tie at the waist. It is highly recommended that students bring a spare t-shirt and socks to be worn with pool issue flight equipment. Students who wear contact lenses are encouraged to bring a contact lens kit for removal of lenses during water training. Swim goggles are not authorized for any water testing evaluation.

Students on paid TAD or PCS orders are required to produce them at check-in and upon completion of the course to be stamped. NASTP QUALIFICATION LETTERS WILL NOT BE ISSUED UNTIL ORDERS ARE STAMPED. Please bring this email as proof of enrollment.

## **ADVANCED TRANSFER/STARTER LIST: NOVEMBER 2025**

UNIFORM IS KHAKIS FOR NAVY AND SERVICE ALPHAS FOR MARINES. BRING FLIGHT SUITS, LOGBOOK, NATOPS JACKET, MEDICAL CHITS/WAIVERS AND "PROGRAMS & POLICIES-TRAVEL CARD PROGRAM (TRAVEL CARD 101) CERTIFICATE".

\*HT-18 ADDITIONALLY, BRING PT GEAR, AND DUES MONEY.

\*HT 28 ADDITIONALLY, BRING PRINTED OUT SGLI/RECORD OF EMERGENCY DATA/VEHICLE INFORMATION (YEAR, MAKE, MODEL & LICENSE PLATE NUMBER)

**\*ALL MARINES REPORT SQUADRON ASSIGNMENT TO TRAWING FIVE MATSG DETACHMENT OFFICE.**

**DO NOT ONLINE/PHYSICAL MUSTER WITH TW-5 ON AND AFTER YOUR TRANSFER/CLASS UP DATE.** CONTACT YOUR SQUADRON FOR ANY SPECIFIC QUESTIONS.

- SCHEDULE ----- TIME/DATE ----- LOCATION ----- STUCON PHONE NUMBER -----

ALL HT-8 CHECK INS	THURSDAY, 0700	HT-8 BLDG 2977	850-623-7550
*ALL HT-18 CHECK INS	THURSDAY, 0700	HT-18 BLDG 2977 RM43	850-623-7589
*ALL HT-28 CHECK INS	THURSDAY, 0700	HT-28 BLDG 2943 2 <sup>ND</sup> FLOOR	850-623-7954

NOTE: THERE IS NO LONGER "HARD START" OR "SOFT START" FOR ADVANCED.

NOTE: HT-18: BRING FLIGHT SUITS TO CHANGE INTO AFTER BRIEF BY CO/XO.

YOU WILL REPORT TO YOUR SQUADRON ON THE ABOVE DATE AND THEY WILL ADVISE FURTHER.

----- **HT-8 TRANSFER LIST** -----

----- **HT-18 TRANSFER LIST** -----

----- **HT-28 TRANSFER LIST** -----

\*SEE ADDITIONAL DETAILS ABOVE\*

**PAO Check-in Brief: 1400 23OCT**  
**IN BLDG 2944 Conference Room TBD**

# **TW-5 WATCHBILL 10/31 – 11/07**

UPDATES/CHANGES IN RED  
READ ADDITIONAL DETAILS BELOW

**\*DASWO PRIMARY CONTACT GEAR TURNOVER WILL BE DONE IN RM 110 (STUDENT SERVICES)\***

**\*ALL WATCHSTANDERS SHALL CONTINUE TO ONLINE MUSTER\***

<b>BULT, BRYAN</b> KICZEK, JORDAN GIBSON, GRADY RODRIGUEZ, STEPHEN MCCLELLAND, INDY ODORISIO, JOAN	<b>DASWO – PRIMARY CONTACT</b> DASWO DASWO DASWO DASWO DASWO	31-OCT-25 1500 TO 07-NOV-25 0900 31-OCT-25 1500 TO 07-NOV-25 0900 31-OCT-25 1500 TO 07-NOV-25 0900 31-OCT-25 1500 TO 07-NOV-25 0900 31-OCT-25 1500 TO 07-NOV-25 0900 31-OCT-25 1500 TO 07-NOV-25 0900
<b>CHLYSTEK, MADISON</b> GIACOMIN, DOMINIC ROSE, HUNTER JOHNSON, BRADEN HAAG, JACK	STANDBY DASWO STANDBY DASWO STANDBY DASWO STANDBY DASWO STANDBY DASWO STANDBY DASWO	31-OCT-25 1500 TO 07-NOV-25 0900 31-OCT-25 1500 TO 07-NOV-25 0900 31-OCT-25 1500 TO 07-NOV-25 0900 31-OCT-25 1500 TO 07-NOV-25 0900 31-OCT-25 1500 TO 07-NOV-25 0900 31-OCT-25 1500 TO 07-NOV-25 0900
<b>BECKER, MICHAEL</b> <b>ORF, CHRISTOPHER</b>	FORCE PROTECTION WATCH FORCE PROTECTION WATCH	31-OCT-25 1500 TO 07-NOV-25 0900 31-OCT-25 1500 TO 07-NOV-25 0900
<b>NOONAN, JAMES</b> <b>DAUNT, JENNIFER</b> <b>BONENBERGER, RACHEL</b> <b>RUIZ, KYLE</b> <b>ORF, CHRISTOPHER</b>	T-6 VTD WATCH T-6 VTD WATCH T-6 VTD WATCH T-6 VTD WATCH T-6 VTD WATCH	03-NOV-25 0800-1600 04-NOV-25 0800-1600 05-NOV-25 0800-1600 06-NOV-25 0800-1600 07-NOV-25 0800-1600
<b>LAVEY, ALEXANDRA</b> <b>HOWARD, MEKHI</b> <b>RAHIMI, MASON</b> <b>GRAVES, HENRY</b> <b>OBRIEN, SHEA</b>	TH-73 PTT WATCH TH-73 PTT WATCH TH-73 PTT WATCH TH-73 PTT WATCH TH-73 PTT WATCH	03-NOV-25 0800-1600 04-NOV-25 0800-1600 05-NOV-25 0800-1600 06-NOV-25 0800-1600 07-NOV-25 0800-1600
<b>ROSE, HUNTER</b> <b>STEFANOU, WILLIAM</b> <b>HARPEY, NICOLAS</b> <b>JANSEN, EVELYN</b>	STUDENT SERVICES ASSISTANT STUDENT SERVICES ASSISTANT STUDENT SERVICES ASSISTANT STUDENT SERVICES ASSISTANT	06-NOV-25 <b>1430</b> 06- NOV-25 <b>1430</b> 06- NOV-25 <b>1430</b> 06-NOV-25 <b>1430</b>
<b>SIMMS, DONOVAN</b> <b>SCHWARTZ, JACOB</b> <b>SIMMS, DONOVAN</b> <b>SCHWARTZ, JACOB</b>	CLOSED TOWER ODO (CTODO - FWOC) CLOSED TOWER ODO (CTODO - FWOC) CLOSED TOWER ODO (CTODO - FWOC) CLOSED TOWER ODO (CTODO - FWOC)	01-NOV-25 0645-1300 01-NOV-25 1300-2300 or LPOD 02-NOV-25 0645-1300 02-NOV-25 1300-2300 or LPOD
<b>MANNING, LUKE</b> <b>OLIVER, JOHN</b>	SWEEPERS SWEEPERS	04-NOV-25 0800-0900 06-NOV-25 0800-0900
<b>GILL, LOGAN</b> <b>ORF, CHRISTOPHER</b> <b>EPLEY, CLAYTON</b> <b>SWANSON, JAKE</b>	STANDBY WATCHSTANDER STANDBY WATCHSTANDER STANDBY WATCHSTANDER STANDBY WATCHSTANDER	31-OCT-25 1500 TO 07-NOV-25 0900 31-OCT-25 1500 TO 07-NOV-25 0900 31-OCT-25 1500 TO 07-NOV-25 0900 31-OCT-25 1500 TO 07-NOV-25 0900

# **TW-5 WATCHBILL 10/24 – 10/31**

UPDATES/CHANGES IN RED  
READ ADDITIONAL DETAILS BELOW

**\*DASWO PRIMARY CONTACT GEAR TURNOVER WILL BE DONE IN RM 110 (STUDENT SERVICES)\***

**\*ALL WATCHSTANDERS SHALL CONTINUE TO ONLINE MUSTER\***

CHLYSTEK, MADISON GIACOMIN, DOMINIC ROSE, HUNTER JOHNSON, BRADEN HAAG, JACK	DASWO – PRIMARY CONTACT DASWO DASWO DASWO DASWO DASWO	24-OCT-25 1500 TO 31-OCT-25 0900 24-OCT-25 1500 TO 31-OCT-25 0900 24-OCT-25 1500 TO 31-OCT-25 0900 24-OCT-25 1500 TO 31-OCT-25 0900 24-OCT-25 1500 TO 31-OCT-25 0900 24-OCT-25 1500 TO 31-OCT-25 0900
DODSON, JESSICA REYES, ANGELO THOMAS, DOMINIC KLEISER, HUDSON MOORE, ROSS	STANDBY DASWO STANDBY DASWO STANDBY DASWO STANDBY DASWO STANDBY DASWO STANDBY DASWO	24-OCT-25 1500 TO 31-OCT-25 0900 24-OCT-25 1500 TO 31-OCT-25 0900 24-OCT-25 1500 TO 31-OCT-25 0900 24-OCT-25 1500 TO 31-OCT-25 0900 24-OCT-25 1500 TO 31-OCT-25 0900 24-OCT-25 1500 TO 31-OCT-25 0900
SABILLON, JUSTINIANO CORREA, MATTHEW	FORCE PROTECTION WATCH FORCE PROTECTION WATCH	24-OCT-25 1500 TO 31-OCT-25 0900 24-OCT-25 1500 TO 31-OCT-25 0900
GRIMES, SETH (ACTV SBY) RODRIGUEZ PALAZON, JANTHONII (ACTV SBY) GERMANO, JESSE <b>STEWART, AUDREY</b> KUENNEN, MADELINE	T-6 VTD WATCH T-6 VTD WATCH T-6 VTD WATCH T-6 VTD WATCH T-6 VTD WATCH	27-OCT-25 0800-1600 28-OCT-25 0800-1600 29-OCT-25 0800-1600 30-OCT-25 0800-1600 31-OCT-25 0800-1600
JAKEMAN, WILLIAM HAN, ANNA PITRE, COLLIN HEID, JAMES (ACTV SBY) BULGER, KARAGAN	TH-73 PTT WATCH TH-73 PTT WATCH TH-73 PTT WATCH TH-73 PTT WATCH TH-73 PTT WATCH	27-OCT-25 0800-1600 28-OCT-25 0800-1600 29-OCT-25 0800-1600 30-OCT-25 0800-1600 31-OCT-25 0800-1600
BAKER, JOSHUA DIXON, ETHAN LUBLINER, ZACHARY GNEWUCH, KATHLEEN	STUDENT SERVICES ASSISTANT STUDENT SERVICES ASSISTANT STUDENT SERVICES ASSISTANT STUDENT SERVICES ASSISTANT	29-OCT-25 <b>1430</b> 29-OCT-25 <b>1430</b> 29-OCT-25 <b>1430</b> 29-OCT-25 <b>1430</b>
MCKINNELL, ALEXANDRA BONENBERGER, RACHEL THOMPSON, JAMES WITTLER, RYAN	CLOSED TOWER ODO (CTODO - FWOC) CLOSED TOWER ODO (CTODO - FWOC) CLOSED TOWER ODO (CTODO - FWOC) CLOSED TOWER ODO (CTODO - FWOC)	25-OCT-25 0645-1300 25-OCT-25 1300-2300 or LPOD 26-OCT-25 0645-1300 26-OCT-25 1300-2300 or LPOD
MCQUINN, BENJAMIN MESSINA, NOAH	SWEEPERS SWEEPERS	28-OCT-25 0800-0900 30-OCT-25 0800-0900
RODRIGUEZ PALAZON, JANTHONII (T-6 VTD) HEID, JAMES (TH-73 PTT) GRIMES, SETH (T6 VTD27OCT)	STANDBY WATCHSTANDER STANDBY WATCHSTANDER STANDBY WATCHSTANDER	24-OCT-25 1500 TO 31-OCT-25 0900 24-OCT-25 1500 TO 31-OCT-25 0900 24-OCT-25 1500 TO 31-OCT-25 0900

## **WATCH INSTRUCTIONS:**

**STUDENT SERVICES ASSISTANT:** REPORT TO STUDENT SERVICES AT WHATEVER TIME LISTED IN FLIGHT SUIT. THERE IS NO NEED TO BE EARLY.

**COMPUTER MOVING ASSISTANT:** LOCATION IS BUILDING 2946, ROOM 29. UNIFORM IS PT GEAR. TASK IS HELPING MR. FLYNN MOVE COMPUTERS FROM GTN LAB TO STORAGE.

**TH-73 PTT WATCH:** LOCATION IS BUILDING 3200 (TH-73 SIM BUILDING NEXT TO T6 SIM BUILDING), UNIFORM IS FLIGHT SUITS.

**\*REFERENCE THE IMAGE INDICATING THE BUILDING LOCATION BELOW\***

**THIS IS A WEEK-LONG WATCH. ALL WATCHSTANDERS SHALL MUSTER THE FRIDAY BEFORE THEIR WEEK OF WATCH AT 0900 IN THE TH-73 BUILDING (BUILDING 3200 DEPICTED BELOW). THE WATCH LEAD IS RESPONSIBLE FOR GETTING THE PHONE NUMBERS OF EVERYONE IN THE WATCH GROUP AND ACTING AS A STANDBY WATCHSTANDER SHOULD THE NEED ARISE. ALL WATCHSTANDERS SHALL CALL STUDENT SERVICES AT (850) 623-7058 30 MINUTES PRIOR TO THEIR DESIGNATED WATCH TIME.**

**BATCELL STASH:** LOCATION IS FWOC VR SIM ROOM (BLDG 3155, RM 147), UNIFORM IS FLIGHT SUITS. REPORT NLT 0900 FOR TRAINING. YOU WILL BE STASHED HERE UNTIL FURTHER NOTICE. YOU WILL STAND NO OTHER WATCHES AND HAVE NO PHYSICAL MUSTER WITH TW5 STUCON. ONLINE MUSTER ONLY.

**DUTY DRIVER: ONLY COME IN IF YOU HAVE BEEN CALLED NOTIFYING YOU OF A DRIVE. THIS WATCH IS A 24 HOUR WATCH. BASED UPON ANY DRIVING REQUESTS YOU RECEIVE, IF YOU BELIEVE YOU WILL BE DRIVING IN EXCESS OF 12 HOURS, NOTIFY STUDENT SERVICES SO WE CAN PROCURE A STANDBY. DURING THE TIME OF YOUR WATCH YOUR PHONE WILL BE ON LOUD AND YOU WILL BE AVAILABLE FOR DUTY.**

**DASWOS: ONLY INCOMING AND OUTGOING DASWO PRIMARY CONTACTS MUSTER PHYSICALLY AT 0730 ON THE DAY THEY ARE BEING POSTED AND THE DAY THEY ARE BEING RELIEVED, IN BLDG 2944 RM 110 (STUDENT SERVICES) FOR DASWO TURNOVER WITH.** DASWO PRIMARY CONTACT SHALL GET ALL NAMES AND PHONE NUMBERS OF THE WEEK'S MEMBERS FROM STUDENT SERVICES DURING TURNOVER. DASWOS SHALL USE GOVERNMENT VEHICLES IF AVAILABLE. DASWOS ARE TO REPORT TO DOWNED AIRCRAFT IN PAIRS, NO EXCEPTION. IF THERE ARE, THREE OR MORE DOWNED AIRCRAFT, DASWO PRIMARY CONTACT IS TO INFORM STUDENT SERVICES (850) 623-7058 AND ADDITIONAL WATCHSTANDERS WILL BE PROVIDED. AS PER COMTRAWINGFIVEINST 3710.4F IF WATCH IS ACTIVATED, IT IS THE CDO'S RESPONSIBILITY TO REQUISITION A GOVERNMENT DUTY VEHICLE. AS THE WATCHSTANDER, YOU WILL REPORT TO NAS WHITING FIELD TO PICK UP YOUR GOVERNMENT VEHICLE. DO NOT USE YOUR PERSONALLY OWNED VEHICLE (POV) TO DRIVE TO THE DOWNED AIRCRAFT SITE, UNLESS THE CDO DIRECTS YOU TO. IF THE CDO DIRECTS YOU TO USE YOUR POV PLEASE NOTE THE CDO'S NAME AND TIME THE ORDER WAS GIVEN. YOU WILL NEED THIS INFORMATION SO THAT YOU CAN FILE A TRAVEL CLAIM FOR REIMBURSEMENT (75 MILE RADIUS OF NAS WHITING FIELD). **\*\*DASWO WATCHSTANDERS WILL STAND WATCH FOR ONE WEEK AND THEN ACT AS DASWO STANDBY FOR THE FOLLOWING WEEK\*\***

**FORCE PROTECTION WATCH:** REPORT TO THE AVIATION SAFETY OFFICE UPSTAIRS (BLDG 2944 RM 230) BETWEEN 0800-0900 IN FLIGHT SUIT OR SERVICE UNIFORM. SCAN THE QR CODE ON THE LARGE WHITEBOARD TO JOIN THE TW-5 FORCE PROTECTION WATCH CHAT ON GROUPME AND FOLLOW ANY INSTRUCTIONS WRITTEN IN THE GROUP OR ON THE WHITEBOARD. IF YOU HAVE ANY QUESTIONS, SEE THE TW-5 ANTITERRORISM FORCE PROTECTION OFFICER (LCDR WATT) IN PERSON AFTER 1000 IN RM 230 OR CONTACT VIA GROUPME.

**WEEKEND FDO (FWOC):** THE WATCHSTANDER WILL BE UPSTAIRS IN FDO ALLEY OF THE FWOC (BLDG 3155). DUTIES WILL INCLUDE ANSWERING THE PHONE WHEN IT RINGS AND RECORDING WHO IS TAKING OFF AND LANDING AT KNSE. LPOD IS "LAST PLANE ON DECK", MEANING YOU CAN STAND DOWN ONCE ALL T-6S HAVE LANDED.

**SWEEPERS WATCH:** REPORT TO STUDENT SERVICES (RM110) AFTER PHYSICAL MUSTER TO SWEEP TW-5 AREAS, ESPECIALLY THE QUARTERDECK, AND STAIRS ON BOTH ENDS

**T-6 VTD WATCH:** LOCATION IS BUILDING 3005, ROOM 219 (MEZZANINE, NORTH END, FOLLOW THE SIGNS WITH ARROWS TO T-6 VTD), UNIFORM IS FLIGHT SUITS. ENSURE GENERAL ORDER AND THAT USERS REPORT MALFUNCTIONING VTDs VIA MAINTENANCE FORM. ADDITIONAL GUIDANCE AND PHONE NUMBERS ARE IN THE SOP BINDER.

*HOURS CHANGED TO 0800-1600.*

**\*REFERENCE THE IMAGE INDICATING THE BUILDING LOCATION BELOW\***



## EARLY ACADEMIC CLASSES

IF YOU WISH TO TAKE ACADEMIC CLASSES WHILE IN THE POOL, YOU NEED TO SNIV WITH STUDENT SERVICES AT LEAST 48 HOURS PRIOR AND CONTACT YOUR PLATOON LEADER. ENSURE YOU ELECTRONIC MUSTER THE DAY OF.

ALL STUDENTS WANTING TO STUDY AHEAD SHOULD FOLLOW THE

LINKS LISTED BELOW: FLIGHT

TRAINING INTRUCTION <https://www.cnatra.navy.mil/tw5/vt6/university.asp>

FIXED WING OPERATING PROCEDURES <https://www.cnatra.navy.mil/tw5/assets/docs/instructions/3710.2.pdf>

**\*ENSURE THAT YOU LOG INTO YOUR NMCI ACCOUNT AND TRANET COMPUTERS ONCE A MONTH, RECOMMENDED ONCE A WEEK. YOU CAN LOGIN AT ANY OF THE NMCI COMPUTERS IN THE TW5 COMPUTER LAB OR THE CONFERENCE ROOM IF IT IS NOT IN USE.\***

*~~~NMCI COMPUTERS ARE AVAILABLE TO TW-5 STUDENTS IN BLDG 2946 RM 109 (ACADEMIC BUILDING). TRANET COMPUTERS ARE LOCATED IN BLDG 2946 CAI LAB (ACADEMIC BUILDING) OR THE FIXED WING OPERATIONS CENTER (BLDG 3155) BRIEFING SPACES.*



# MARINES

## CHECK-IN INFORMATION

- UNIFORM TO REPORT IN
  - o From NIFE – Service Charlie / Service Bravo (season dependent)
  - o From Corpus Christi – Service Alpha
  - o Checking into Squadron (VT's or HT's) – Service Alpha
- FIRST STOP – MATSG-21 ADMIN DETACHMENT OFFICE (TW-5 Headquarters, BLDG 2944, RM 231)
  - o Sign the green check-in logbook
  - o Use QR code on door to add yourself to the TW-5 Slack channel
  - o Get orders stamped by S-1 NCO
  - o Turn in applicable CY & FY Annual Training certificates.

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## MARINE LEAVE DETAILS

- Marines submit leave on MOL **FOLLOWING** approval by STUCON.
- The Marine leave approver in MOL is **LtCol Hansen**. Send a courtesy copy to **1stLt Johnson, 1stLt Corkrey**.
- Coordinate all TAD, OCONUS Leave, E-Leave, Baby Leave, etc., with LtCol Hansen in advance. **(802) 595-5303**.
- ALL STUDENTS MUST BE IN THE UNIFORM OF THE DAY WHEN CHECKING IN/OUT FOR LEAVE.

\*\*\*\* USE THE FOLLOWING TIMES WHEN SUBMITTING LEAVE ON MOL \*\*\*\*

- **Air Travel:**
  - o Departure Time: 1630
  - o Return Time: 0800
- **POV Travel:**
  - o Departure Time: 1201
  - o Return Time: 1200

\*\*\*\*All Marines **SHALL** add the applicable paragraph (below) to the comments section of all leave requests submitted in MOL. Use your best judgement to tailor the verbiage to your specific situation, but ensure you cover all items.\*\*\*\*

- **For Air Travel**

"I respectfully request to take leave from (1630, DD MMM) to (0800, DD MMM), in order to (insert reason). I will depart (departure airport) at (time and date) and arrive at (destination airport) at (time and date). (Briefly discuss how you will get from your primary residence to the departure airport followed by how you will get from the arrival airport to your leave destination). On (return date), (briefly discuss how you will get to the airport). I will depart (departure airport) at (time) and arrive at (arrival airport) at (time). (Briefly discuss how you will get from the airport back to your primary residence). All Calendar Year Annual Training (if leave goes beyond new calendar year **OR**) Fiscal Year Annual Training (if leave goes beyond new fiscal year) is complete. PFT (if between 1 Jan and 30 Jun **OR**) CFT (if between 1 July and 31 Dec) and weigh-in are complete. STUCON has signed and approved my leave request which is attached. I have no duty conflicts. My approximate start date for (Primary/Intermediate/Advanced) is (date). My annual flu shot is current. I am aware that I am responsible for checking myself out and back in from leave on MOL; furthermore, I am aware that I must physically check out and back in with the Student Services office at the TW-5 Building. POC: (Rank Last Name, First Name) – (Cell Phone Number)."

- **For POV Travel**

"I respectfully request to take leave from (1201, DD MMM) to (1200, DD MMM), in order to (insert reason). I will depart my primary residence at (time and date) and arrive at (leave destination) at (time and date). (Briefly discuss the route you will drive to get to your destination. For any multi-day trips, include what city and state you will stop in for the night and what time you will start driving the next day). On (return date), (briefly discuss the route you will drive to get back to your primary residence to include stops). All Calendar Year Annual Training (if leave goes beyond new calendar year **OR**) Fiscal Year Annual Training (if leave goes beyond new fiscal year) is complete. PFT (if between 1 Jan and 30 Jun **OR**) CFT (if between 1 July and 31 Dec) and weigh-in are complete. STUCON has signed and approved my leave request, which is attached. I have no duty conflicts. My approximate start date for (Primary/Intermediate/Advanced) is (date). My annual flu shot is current. I am aware that I am responsible for checking myself out and back in from leave on MOL; furthermore, I am aware that I must physically check out and back in with the Student Services office at the TW-5 Building. POC: (Rank Last Name, First Name) – (Cell Phone Number)."

## **Additional Leave Notes:**

\*\*\*Be proactive in checking with Student Services (Bldg 2944, Rm 110) to see if your STUCON leave chit is approved. It should appear on the leave tracker when approved. Be advised, the day your chit is approved MAY be only a day or two before your leave start date.\*\*\*

\*\*\*Once STUCON has approved your leave, you will pick up your paper leave chit from Student Services and then attach a picture/file of your approved chit to your MOL leave request.\*\*\*

\*\*\*If you are traveling by air, attach picture/file of your flight itinerary to the MOL leave request.\*\*\*

\*\*\*If OCONUS leave, state whether OCONUS package is complete in text of MOL leave request and attach file.\*\*\*

\*\*\*IF UNABLE TO CHECK YOURSELF OUT/IN ON MOL FOR WHATEVER REASON, CHECK IN/OUT THROUGH THE MATSG-21 DET OFFICE, BLDG 2944 RM 231.\*\*\*

## **SAVED ROUNDS**

\*\*\*ALL MARINE STUDENTS **SHOULD** COMPLETE REQUIRED FY&CY TRAININGS BEFORE TRANSFERRING/CLASSING UP WITH THEIR SQUADRON. THIS INCLUDES PFT/CFT/HT&WT. \*\*\*\*

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\*\*\*\***DIRECT ANY QUESTIONS TO 1stLt Johnson 678-233-7023**\*\*\*\*

NEW SPOUSE OR CHILD: UPDATE DEERS, TRICARE, AND PAGE 2 IN TW-5 STUDENT CONTROL.

GO TO WWW.MOVE.MIL FOR SMOOTH MOVE AND DITY MOVE HELP (INFORMATION ON HOUSEHOLD GOODS AND PERSONAL PROPERTY) CONTACT MS. TAMMIE LING IN THE SUPPLY DEPARTMENT AT 850-623-7677.

MARINES NEEDING FULL LENGTH PHOTO FOR PROMOTION PACKAGE CALL MATSG-21 PHOTO LAB 850-452-9460 X3257. ANY PROMOTING MARINES ARE NOW AUTHORIZED TO CHOOSE AN OFFICER OF HIGHER RANK TO CONDUCT THE PROMOTION CEREMONY. FOR QUESTIONS, PLEASE SEE THE TW5 SENIOR MARINE.

**VISIT THE MWR WEBSITE FOR UPCOMING RECREATIONAL AND SPORTING EVENTS, AS  
WELL AS EQUIPMENT RENTALS**

<https://www.navymwrwhitingfield.com/>

Current as of: 8 September 2025

# Closed Tower Operations Duty Officer (CTODO)

**Duties:**

- Stand duty at the VT-6 Flight Duty Officer's (FDO) desk located on the second deck of the Fixed Wing Operations Center (FWOC).
- Monitor tower/CTAF frequency 121.400 for departing and arriving aircraft.
- Call FEDFIRE in the event of an aircraft MISHAP at NAS Whiting Field.
- Report to TRAWING 5 Command Duty Officer (CDO) (1-850-637-2793)

**AM CTODO Checklist:**

- Report on station to TW5 CDO (1-850-637-2793)
- Tune "Tower/CTAF" (121.400) on the URC-200 Radio. See "Radio and Notification Procedures" on the second page.
- Print each squadron's (VT-2, VT-3, & VT-6) flight schedules from CNATRA Web Schedules at <https://www.cnatra.navy.mil/scheds/>
- Monitor radio, call FEDFIRE (623-7193 / 1-850-232-1905) in the event of an aircraft MISHAP. See "Radio and Notification Procedures" on second page.

**PM CTODO Checklist:**

- Report on station to TW5 CDO (1-850-637-2793)
- Tune "Tower/CTAF" (121.400) on the URC-200 Radio. See "Radio and Notification Procedures" on the second page.
- Ensure you have copies of each squadron's flight schedules
- Monitor radio, call FEDFIRE (623-7193 / 1-850-232-1905) in the event of an aircraft MISHAP. See "Radio and Notification Procedures" on second page.
- Remain on station until 2300 or last plane on deck (TW5 CDO can provide status.)
- Tune "VT-6 Base" (Preset 2: 355.550) on the URC-200 Radio prior to departure. See "Radio and Notification Procedures" on second page.

- Notify FEDFIRE (623-7193 / 1-850-232-1905) and TW5 CDO (1-850-637-2793) when last plane on deck and departing for the day

# Radio and Notification Procedures

- **AM & PM CTODO Arrival:**
  - On the URC-200 radio (large black radio), Press button 1, then press 121400 to tune radio to VHF "Tower" frequency (121.400).
  - On the RadioShack radio (small radio above the URC-200 radio), type 306925, then press ENT to tune radio to UHF "Tower" frequency (306.925).
- **PM CTODO Departure:**
  - On the URC-200 radio (large black radio), Press button 0, then press 2 to tune radio to VT-6 Base (355.550).

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- Monitor radio for inbound aircraft (ie "North Whiting Traffic CALLSIGN 15 miles northwest Inbound Full Stop", "CALLSIGN on final", etc)
  - If you do NOT hear a "Clear of runway" call from the aircraft following landing, then call the aircraft on the URC-200 radio "CALLSIGN (Black Bird/Red Knight/Shooter/Texan), this is the CTODO, verify you are safe on deck"
  - If you do not hear the "Clear of runway" call or you do not visually see the aircraft AND the aircraft does not respond to you on the radio, then call FEDFIRE (623-7193 / 1-850-232-1905) to investigate for potential MISHAP.
    - If a MISHAP is confirmed, notify TW5 CDO (1-850-637-2793) immediately. Provide Aircraft Callsign, Time, Location (ie Runway 23) and any pertinent info you have at the time. DO NOT DELAY NOTIFICATION FOR INCOMPLETE INFORMATION. TW5 CDO will then coordinate with the appropriate Squadron FDO, notify Wing OPS, and notify Base ODO.