



## DEPARTMENT OF THE NAVY

COMMANDER TRAINING AIR WING ONE  
101 FULLER ROAD SUITE 250  
MERIDIAN MS 39309-5403

IN REPLY REFER TO:

COMTRAWINGONEINST 3710.4D

N3

1 Dec 12

COMTRAWING ONE INSTRUCTION 3710.4D *w/ch 1*

From: Commander, Training Air Wing ONE

Subj: CROSS COUNTRY FLIGHTS

Ref: (a) OPNAVINST 3710.7U (Series)  
(b) CNATRAINST 3710.2U (Series)  
(c) COMTRAWINGONEINST 3710.7SR  
(d) CNATRAINST 3710.8KJ  
(e) CNATRAINST 1542.167 Multi-Service Pilot Training System  
(f) COMTRAWINGONEINST 4650.1H  
(g) A1-T45AB-.NFM-.500 NATOPS Pilot's Pocket Checklist  
(h) COMPNAVIAIRFORINSTCOMNAVIAIRFORINST 3300.53(Series)  
(i) OPNAVINST 4790.2 (Series)J  
(j) FAR/AIM  
(k) JSAT SECNAVINST 4950.4A  
(l) JSAT SECNAVINST 4950.4A (Series)

Encl: (1) TW-1 Cross Country Request  
(2) BASH Planning Worksheet  
(3) Cross Country Destination/Static Display Aircraft Checklist  
(4) TW-1 Cross Country Flight Wallet Card  
(5) TW-1 AN Solo Cross Country Guide/Checklist

1. Purpose. This instruction sets forth policies and procedures for TW-1 Cross Country Flights.

2. Cancellation. COMTRAWINGONEINST 3710C.4C

3. Background. Reference (a) prescribes flight and operating instructions of a general nature, which are matters of CNO policy, for operation of naval aircraft. Reference (b) promulgates CNATRA policy and regulations governing cross country flights. Reference (c) sets forth TW-1 Standard Operating Procedures. Reference (d) is the CNATRA instruction that establishes restrictions for flight into, through or within aviation severe weather areas. Reference (e) is the Multi-Service Pilot Tracking System. Reference (f) sets forth TW-1 requirements concerning TAD travel responsibilities, requirements and procedures. Reference (g) is the T-45C NATOPS Pilot's Pocket Checklist. Reference (h) is the CNAF instruction, which issues general guidance for policy and procedures for an Antiterrorism/Force Protection (AT/FP) Program for carriers and squadrons. Reference (i) is the OPNAV Instruction that covers the Naval Aviation Maintenance Program (NAMPP).

Reference (j) is the Federal Aviation Regulations/Aeronautical Information Manual. Reference (k) is the Joint Security Assistance Training (JSAT) Manual. Reference (l) is the Joint Security Assistance Training (JSAT) Manual Series.

4. General. Cross country flights include all flights that go beyond the limits of the local flying area. These include training flights scheduled in accordance with an approved flight-training syllabus, non-syllabus flights requested by individual pilots, and administrative ferry/logistics flights.

5. Approval.

a. The squadron Commanding Officer (CO) shall have approval authority over cross country flights to military and co-use civilian fields.

b. The Commander, Training Air Wing ONE (CTW1) shall have approval authority over cross country flights to civilian fields not having a DOD presence.

c. CNATRA approval is required for all cross country flights outside of CONUS.

d. The scheduling of a cross country flight on the daily flight schedule will constitute authority for, and approval of the flight by CTW1 or squadron CO, as appropriate.

6. Student Syllabus Training Flights. The purpose, content, and duration of student training flights are set forth in reference (e) shall not be conducted for purposes other than those specified. Specific guidance for the conduct of such flights is contained in reference (b). The following guidance also applies:

a. Each leg of every cross country flight shall produce an "X" unless waived by a squadron CO or combined with an Instructor Pilot's annual Minimum Instrument Training (MIT) proficiency requirements.

b. Students shall not be scheduled for more than three AIRNAV, RIIR, or ONAV cross country flights per day, and shall not be scheduled for more than two RI cross country flights per day. SNA crew day shall not exceed 12 hours.

c. Familiarization and formation out-and-in flights shall utilize a Naval Air Station with an operative optical landing system to the maximum extent practicable.

d. Each leg of a student or IUT cross country shall include a complete brief and debrief in accordance with reference (a).

e. Out-of-area low-level training combined with cross country training will be approved on a case by case basis, provided a Bird/Animal Strike Hazard (BASH), an Avian Hazard Advisory System (AHAS), and an Operational Risk Management analysis for the proposed route has been conducted by the crew or by Squadron safety department personnel and reviewed by the crew. Aircrew are also required to contact the destination airfield to inquire about specific BASH

threats prevalent in that area. Local area low-level flights that terminate at a follow-on cross country destination are authorized.

f. Guidance specific to SNA solo cross country syllabus events (AN 4601-4602) is provided for SNAs via enclosure (5).

7. Non-Syllabus Cross Country Training Flights. The purpose of non-syllabus cross country training flights for designated aviators is to maintain individual pilot currency requirements set forth in reference (a), for designated aviators, or to support USN and USMC recruiting efforts. Specific guidance for the conduct of such flights is contained in references (a) and (b) and is amplified as follows:

a. The Pilot-in-Command (PIC) will submit a cross country request using enclosure (1) for appropriate approval.

b. The flight will not interfere with the efficient and safe scheduling of aircraft and personnel as consistent with the Wing's mission.

c. The flight shall be planned and executed under Instrument Flight Rules (IFR).

d. For pilot currency missions, maximum training for the flight hours expended must be the governing criteria for these flights. Accordingly, an average of two instrument approaches per leg shall be planned and flown, with leg length adjusted as necessary to ensure minimum fuel requirements are met per reference (a).

8. Static Displays. If the aircraft is scheduled for static display, inform maintenance four to five days prior to departure. Review guidance per paragraph 19, and enclosure (3).

9. Cross Country Requests. A complete and accurate cross country request utilizing (enclosures (1) and (2)) shall be submitted to the squadron Operations Officer no later than noon four days prior to the desired departure date. Cross country requests requiring CTW-1 approval are due to TW-1 Ops two days before departure. Cross country requests requiring CNATRA approval are due to CNATRA N33 two weeks before departure.

a. TFRs shall be specifically addressed on the request.

b. Logistics/ferry flights will be scheduled as required on the squadron flight schedule. A formal cross country request is not required if the flight is command directed.

10. Fuel Planning. PICs are responsible for proper fuel planning and management. Approved automated planning tools (JMPS, etc) are acceptable. Cruise altitudes should generally be planned below FL290 (non-RVSM) with seasonally conservative wind estimates (NOAA winds aloft forecast +10kts). For syllabus cross country flights, the Student Naval Aviator or Instructor Under Training should complete the planning for PIC review.

11. Cross Country Funding. This section provides command guidance specific to voluntary cross country evolutions for which travel reimbursement is provided as added incentive. The

overall intent is to offset aircrew out-of-pocket expenses at a level commensurate with the evolution's contribution toward the command mission. Refer to appropriate instructions and regulations for other travel scenarios.

a. General. Funding is at the squadron CO's discretion, with due consideration given to TAD funds available, operational/training necessity, and references (b) and (g). The Defense Travel System (DTS) will be used to process all cross country travel. COs must ensure travel reimbursement claims for funded cross country events are in compliance with the Joint Federal Travel Regulations. Aircrew assigned to the Wing Staff are funded by the Wing. Aircrew participating in a CHINFO- approved airshow should first seek non-organic funding support from the event coordinator.

b. Terms.

(1) "Per Diem" is an all-inclusive entitlement to reimbursement for daily expenses to include incidentals, meals, and lodging. The per diem rate is determined based on the TDY location, not the lodging location.

(2) "Commercial lodging rate" is that rate determined by the government to be appropriate for a civilian hotel in a given locality. Note that "government rate" for civilian lodging is an unofficial term used by individual hotels to indicate a special discount for government employees on orders, and is typically, but not necessarily, aligned with the true commercial lodging rate.

c. Lodging. Aircrew may arrange for the lodging facility of their choice; however, (for voluntary evolutions) the full cost of the lodging facility need not necessarily be reimbursed by the command, depending on the pre-approved "lodging allowance." Any reimbursement (partial or otherwise) for the lodging component of per diem must always be supported by a receipt. Commercial or military lodging, if used, must be reserved via DTS. Military lodging is always preferred when reasonably available.

(1) Lodging Allowance. In all cases reimbursement will be limited by a pre-approved "lodging allowance." Lodging costs over and above the approved allowance are the responsibility of individual aircrew. The approved allowance may not necessarily correspond with the lodging facility the aircrew actually uses. Squadron COs will consider the proposed cross country evolution's merits for training and contribution towards the command mission, when determining an appropriate allowance.

(2) Levels of lodging allowances and general guidelines for CO approval are as follows:

General Funding Guidelines		
Level	Allowance, per aircrew	Planned Itinerary
0	None.	CO's discretion.
1	Government quarters (BOQ/CBQ) rate.	MIT-only, or, At least 3 "XX"ss (completion of syllabus events such as AN, RI, IR, ONAV).
2	BOQ Non-Availability rate. Equivalent to the commercial lodging rate, but requires a legitimate divert/stranding, or a certificate of non-availability (CNA) from the intended BOQ facility.	At least 3 "XX"ss with RON planned at military facility where aircrew intend (or are directed) to stay in government quarters, but may be legitimately unable.
3	Modified Commercial lodging rate. Up to \$100/night unless otherwise specified.	At least 4 "XX"ss. Not permitted by JFTRs <u>if</u> the RON destination is a military airfield <u>and</u> government quarters are available.
4	Commercial lodging rate	CHINFO-approved Airshow.
5	Actual Expenses. Above and beyond the commercial rate.	Extraordinary Circumstances only. Requires CO approval after consultation with Wing AO/FM to ensure justification is JTFR compliant.

d. Ground Transportation. Reimbursement for taxis and rental cars will normally not be authorized; however, COs may choose to fund rental cars on a case-by-case basis. Typically one standard-size car may be assigned per every four aircrew. Aircrew may request authorization for a rental car in lieu of a lodging allowance.

e. Meals. The meals and incidentals component of per diem is based on the locality of the cross country location, and will normally be reimbursable at the full commercial meal rate (CMR) on all cross country evolutions.

f. Orders and Claims. Prior to departure COs must ensure aircrew and travel clerks understand the approved arrangements, specifically for lodging allowances and associated caveats.

g. Stranded/Diverted Aircrew Funding. Aircrew stranded or in-flight diverted due to circumstances beyond their control shall immediately contact the command. With command approval, a "mission change" will be considered to have occurred, and from that point the aircrew will be fully funded, to include rental car, lodging, or air fare, as required to achieve the safe and expeditious return of the aircrew and/or aircraft. Strandings and itinerary deviations are discussed in paragraphs 12 and 13 respectively.

12. Strandings. A stranding is any unavoidable delay induced by circumstances beyond aircrew control that prevent aircrew from returning to home base (RTB) as scheduled. Strandings typically result from aircraft maintenance problems, in-flight divers (for wx/mx), or

hazardous weather situations that preclude a timely RTB. Stranded aircrew should ensure contact with all the personnel listed below as appropriate for the situation:

a. Maintenance Control. Contact for basic troubleshooting only. Do not discuss rescue DETS, waivers, or SOP with maintenance personnel. If an aircraft problem is unresolved, obtain command guidance.

b. Operations Duty Officer. Keep the duty office continuously apprised of aircraft and aircrew status, recall, location and intentions. Provide sufficient personnel, flight hour, and training (approach and landing) information as required for the ODO/SDO to submit complete yellowsheets/NAVFLIRS (hardcopy) to the Master Schedules Clerk, due NLT 0800 on the first workday after the scheduled RTB.

c. Operations Officer. Operations Officers will relay command guidance to stranded aircrew as required. Squadron Operations Officers are responsible to keep the Wing Operations Officer informed of pertinent cross country issues. The Wing Operations Officer will in turn coordinate required rescue DETS with the maintenance department.

d. TW-1. CTW-1 or his representative will address questions concerning aircraft that are less than Fully Mission Capable (FMC) or situations possibly requiring a waiver of TW-1 SOP. (for example DTAs, SIGMETs).

e. Official Travel Representative. Aircrew are strongly cautioned against making unassisted adjustments to approved travel arrangements, as doing so may jeopardize the allowable amount of reimbursable costs. Coordinate all necessary revisions for lodging and transportation as follows:

(1) During normal working hours, contact the command Administrative Officer or DTS Travel Clerk (PLR).

(2) After hours or on weekend/holidays, contact the SATO Help Desk at 1-800-359-9999 (as should be listed on all orders).

13. Deviations From Approved Itinerary. Emergencies notwithstanding, the forecast weather (or other ORM considerations) sometimes necessitates a change to flight plan routing, including intermediate or RON destinations. Deviations will not be made purely as a matter of aircrew convenience, and PICs must always promptly notify the command if the evolution will not (or does not) proceed as planned. Deviations from the planned route do not relieve the aircrew from the standing requirements in this instruction. Ensure necessary changes to funding and travel arrangements are addressed as early as possible.

a. Prior to initial departure from home station, the PIC shall obtain verbal command approval for any changes to the originally planned intermediate or RON destinations.

b. After departing home station, PICs may exercise greater latitude in changes to intermediate stopovers; however, changes to RON destinations still require command approval.

c. The cancellation of IFR and proceeding VFR on instrument syllabus flights is prohibited unless a flight emergency exists. Prior to any PIC canceling and proceeding VFR, aircrew must be completely familiar with local VFR course rules.

14. Pilot Requirements. The PIC will be NATOPS qualified in type, possess a current instrument rating, meet the requirements of reference (a), and:

a. Be instrument qualified in aircraft model.

b. Have a minimum of 50 instructional hours (leads may be counted) in the T-45C and have completed a cross country or out-and-in during the IUT Syllabus. More stringent qualifications may be imposed at the discretion of the Commanding Officers.

c. Be familiar with the contents of this instruction.

d. Be thoroughly familiar with Chapter 3 of the NATOPS Flight Manual (Servicing and Handling).

15. Aircraft Requirements. A pilot accepts an aircraft for flight by signing the "A" sheet in the Aircraft Discrepancy Book (ADB). That PIC is not authorized to allow other aircrew to assume PIC responsibilities for his aircraft. For a different pilot to assume PIC responsibilities for the aircraft, qualified maintenance personnel must perform a daily and/or turnaround inspection, and prepare proper ADB documentation for signature by the follow-on PIC.

a. All aircraft equipment required for flight in IFR conditions as defined in references (a) and (k) shall be functioning prior to departure from home base.

b. All cross country training flights shall be and on their last leg enroute to NAS Meridian enroute to home base the day the 72 hour DTA expires. Aircrew shall plan to recover within the scheduled recovery window unless otherwise directed or approved.

16. Destination Requirements. Flight plans will comply with the provision of references (a) through (l) modified as follows.

a. Authorized destinations and alternate airfields must:

(1) Be listed in the DOD Enroute Supplement

(2) Have a DOD approved high or low altitude TACAN, VOR DME, or ILS approach.

(3) Provide military or government contract fuel. Government contract fuel shall contain Fuel System Icing Inhibitor (FSII) and Corrosion Inhibitor/Lubricity Improver (CI/LI) IAW paragraph 18 of this instruction.

(4) Have a minimum of 6,000 feet of hard surface runway (with due consideration to density attitude).

(5) Have security arrangements IAW reference (h) and enclosure (1).

b. Aircrew shall avoid filing to airfields that have extensive civilian flight training (such as Embry Riddle) during the time of arrival/departure.

17. Recall and Reporting. The chain of command must be able to account for its aircraft and effect an expeditious recall, if necessary. Therefore, the PIC of a single aircraft or the flight leader shall be responsible for reporting to the Operations Duty Officer upon completion of each leg with the following information:

- a. Location of aircraft.
- b. Contact location/telephone number.
- c. Status of aircraft (up or down).
- d. Coordination of any required maintenance.

18. Aircraft Servicing. During cross country stopovers the following guidelines apply.

a. The PIC will carry a complete cross country packet. Packets will be checked out/in at Maintenance Material Control during normal working hours.

b. Normal fueling operations will be via pressurized refueling procedures. If for any reason the aircraft will not accept fuel using these procedures contact maintenance for further guidance. The PIC is not authorized to gravity refuel the aircraft without a waiver from the squadron Commanding Officer.

c. If the aircraft is serviced at a destination unfamiliar with T-45C operations, a crewmember must be present at the aircraft during fueling operations. Aircrew are responsible for ensuring proper fueling of aircraft and that the fueling door is properly closed upon completion of refueling. This practice will ensure that the fueling door will not be left open for an extended period of time, which could deplete the batteries and necessitate an otherwise avoidable maintenance rescue mission.

d. In accordance with reference (f), operations with Jet A, Jet A-1, or Jet B are not authorized. These fuels do not normally contain Fuel System Icing Inhibitor (FSII) and Corrosion Inhibitor/Lubricity Improver (CI/LI). Once these additives are injected into Jet A or Jet A-1 the resultant fuel is essentially JP-8 and can be used without restrictions. Jet B blended with these additives is essentially JP-4 and may be used with the same restrictions as JP-4. FSII and CI/LI additives must be present in the refueling truck payload or injected into the pressure hose during normal fueling procedures. It is prohibited to introduce these additives into the aircraft fuel system via the gravity-refueling receptacle. Sometimes the designations PRIST, Jet A+, Jet A1+, and Jet B+ are unofficially used to designate commercial jet fuels that have been treated with FSII and CI/LI additives. The exact meaning of the designation must be confirmed with the supplier and ground refueling personnel.

e. Hot refueling is not authorized on cross-countries.

f. Aircrew will not conduct maintenance on their aircraft. If required, aircrews are authorized to reset circuit breakers once. If further Maintenance is required, the aircraft will be considered in a down status and the PIC shall contact the command for further guidance.

g. All maintenance issues shall be coordinated IAW paragraph 12.

h. Aircrew will ensure canopies are closed when not in the vicinity of the aircraft.

19. Aircraft Security Away from Home Base. In accordance with reference (i), the PIC is responsible for security of the aircraft. The senior instructor pilot embarked will be responsible for multiple aircraft operating away from home field. For the use of an aircraft as a Static Display, the PIC shall ensure the guidance set forth in reference (c) and enclosure (3) is followed.

a. Threat Condition. Cross country flights shall not RON at airfields where High or Severe threat conditions exist. If stopping at a civilian airfield the threat condition of the facility must be determined by using the current Homeland Security Advisory System. This information can be accessed via the internet at [www.dhs.gov](http://www.dhs.gov). For military bases the information can be obtained by calling the local base OPS when obtaining a PPR.

b. RON. Aircraft must be parked in a secure location and adequately chocked and/or tied down. Aircrew will ensure the aircraft is properly secured overnight as follows:

- (1) Canopy closed
- (2) Steps stowed
- (3) Gear/Hook pins installed (4)
- (4) Pitot cover installed
- (5) Intake and exhaust covers installed
- (6) MDC and ejection seats safe/pinned
- (7) Gust lock engaged
- (8) Pin door, and fuel door, and battery compartment panels secure
- (9) Blivet secure (if loaded)

20. Mishaps. A mishap involving aircraft damage and personal injury shall be reported up the chain of command as delineated in the squadron pre-mishap plans.

21. Weather. TW-1 aircraft shall not be flown to airfields forecasting or reporting ice, or snow, or blowing sand conditions for the entire period that the aircraft is anticipated to be at that location. **Ground operations on snow or ice covered surfaces are prohibited.** Each pilot in command will remain aware of weather forecasts and, if practicable, depart early to avoid unnecessary delay or operations in adverse conditions and get closer to KNMM. Aircrew will not intentionally file through a Convective Sigmet without CO waiver. If departure is not possible, attempt to hangar the jet prior to snow, ice, hail, sand or heavy rain.

22. BASH. The following requirements will be met for all airfields other than KNMM, KNJW, and KMEI.

a. Preflight planning:

(1) Aircrew are required to complete the TW-1 BASH Planning Worksheet (enclosure (2)) for all cross countries.

(2) Continue ORM regarding BASH conditions and emergency procedures relating to bird/animal strikes.

(3) Review Bird Hazard planning information for military and co-use fields located in DOD FLIP AP/1.

(4) Review destination airfields and low-level routes for predicted risk level via Avian Hazard Advisory System (AHAS) website at <http://www.usahas.com/>.

(5) For civilian airports, review FAA Airport/Facility Directory (A/FD) website at <http://naco.faa.gov/>.

(6) Attempt to directly contact the airfield site authority to ascertain any further bird/animal hazard information not listed in the AHAS, NOTAMS, or AP/1. Applicable phone numbers can be found in the IFR supplement or at <http://airnav.com/>. Proper site authorities include military Base Operations personnel, a civilian airfield manager, or control tower personnel at the destination airfield; commercial FBO personnel do not qualify.

(7) Research and avoid airfields that have extensive civilian flight training (such as Embry Riddle) during time of arrival.

b. Filing: Aircrew will not file to an airfield where the BASH condition is expected to be SEVERE or otherwise unsuitable for ORM considerations.

c. Prior to launch: If pre-flight BASH ORM dictates, aircrew will attempt to contact the airfield site authority via telephone or radio in order to receive updated local BASH information.

d. In flight: If pre-flight BASH ORM dictates, aircrew will attempt to confirm current BASH conditions at the landing airfield by contacting Approach Control or Tower prior to commencing the approach or landing. This will normally occur after the aircrew obtain ATIS information.

23. Recruiting and NROTC Aviation Education Efforts. When ops tempo and ORM permit, TW-1 aircrew on cross country flights shall make every attempt to donate one hour of their time to support Navy Recruiting Command recruiting and/or NROTC aviation education efforts. As part of the request process, and with submittal of Enclosure (1), aircrew shall post planned flights on the CNAF cross country website, at [https://www.portal.navy.mil/comnavairfor/N3/CNRC/Support Site/default.aspx](https://www.portal.navy.mil/comnavairfor/N3/CNRC/Support%20Site/default.aspx). This portal permits the Navy Recruiting District (NRD) which covers his/her destination, as well as any local Naval Reserve Officer Training Corps (NROTC) units, visibility on the visit and the opportunity to request a static display, an oral presentation, or a question/answer period for potential recruits or other support as able. Aircrews are encouraged to conduct presentations in flight suits.

24. NETSAFA Reimbursement for International. In some cases, international pilots (SNA and IP) and their US pilot escorts, are entitled to special reimbursement for travel expenses incurred in the furtherance of their exposure to American culture. In support of State Department Objectives and in accordance with reference (e), the Naval Education and Training Security assistance Field Activity (NETSAFA) may approve up to 350 dollars per trip. Reimbursable activities may include ball games, museums, landmarks, or visits to other economic, environment, or cultural centers, sometimes to include meals and lodging. Receipts are required. Aircrew shall not claim expenses otherwise reimbursed outside the NETSAFA program. TW-1 aircrews are encouraged to take advantage of this opportunity and should consult with the Wing Student Control Office (IMSO) for guidance and procedures.

25. Requirements Upon Return to Home Base

a. It is the responsibility of the PIC of each aircraft to and accurately account for all Fuel Vouchers and expended Standard Forms.

b. All Maintenance Action and Material/Fuel Accounting Forms shall be accounted for and completed at the termination of the cross country and a thorough debrief conducted with Maintenance Material Control.

c. Each instructor will conduct a student debrief and complete appropriate ATFs, yellow sheets, and replace the cross country DTM ("brick") with the original DTM if a mission-unique DTM was used, before departing the squadron area.

d. Travel claims will be filed in the Administration Office within five working days if cost orders were issued.

26. Summary. All TW-1 aircrew shall be familiar with the contents of this instruction and seek command guidance whenever circumstances warrant clarification. The safe return of aircrew and aircraft from cross country evolutions is paramount. To that end, TW-1 aircrews are expected to exercise sound judgment and ORM on the road.



DANIEL S. FAHEY  
By direction

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**DEPARTMENT OF THE NAVY**  
COMMANDER TRAINING AIR WING ONE  
101 FULLER ROAD SUITE 250  
MERIDIAN, MS 39309-5403

IN REPLY REFER TO:

COMTRAWINGONEINST 3710.4D CH-1  
N3  
10 Nov 2015

COMTRAWING ONE INSTRUCTION 3710.4D CHANGE TRANSMITTAL 1

From: Commander, Training Air Wing ONE

Subj: CROSS COUNTRY FLIGHTS

Encl: (1) TW-1 CROSS COUNTRY REQUEST  
(2) BASH Planning Worksheet

1. Purpose. To transmit new enclosures (1) and (2), this revises procedures for submitting TW-1 cross country request and BASH planning worksheet.
2. Action. Remove enclosures (1) and (2) of the basic instruction and replace new enclosures (1) and (2).

A handwritten signature in black ink, appearing to read "S. T. Lumpkin", is positioned above the printed name.

S. T. LUMPKIN  
By direction

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### BASH Planning Worksheet

Completion of the following checklist for each enroute airfield / destination is required.

AIRFIELD NAME: \_\_\_\_\_ ICAO Identifier: \_\_\_\_\_

Covered in BAM/AHAS? Y / N

If Yes, predicted AHAS Risk Level:

LOW MODERATE SEVERE

updated: (time, date): \_\_\_\_\_

Seasonal Bird Hazard Info:

(obtained via AP/1 for military & co-use fields, phone contact for civilian fields)

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\*\* For civilian fields, contact Field Manager and/or Control Tower Supervisor (number may be obtained via Airnav.com) to discuss current or seasonal bird/animal hazards. Specifically ask if they have any current hazardous conditions (migrational bird patterns, nearby waste disposal sites, etc.), if they fall under FAR part 139, and whether they have a formalized Bird/Wildlife Mitigation plan.

Airfield Manager: Name - \_\_\_\_\_  
(Airnav.com) Phone - \_\_\_\_\_

Name of field representative spoken to: \_\_\_\_\_

Time / Date contacted: \_\_\_\_\_ / \_\_\_\_\_

Estimated Risk Level: LOW MODERATE SEVERE

Phone-in ATIS # available? Y / N # \_\_\_\_\_

Overall BASH Risk (higher of AHAS predicted or contact estimated:)

LOW MODERATE SEVERE

**CROSS COUNTRY DESTINATION/STATIC DISPLAY AIRCRAFT CHECKLIST**

1. Prior to departure from home base, determine if the aircraft will be towed at the display site and if so, is the site properly equipped? If the aircraft will be towed, the PIC must be familiar with aircraft towing procedures and brief the appropriate ground personnel.
2. After landing ensure aircraft is properly secured with canopy closed, landing gear, tailhook, MDC firing handles and ejection seats pinned, intake and exhaust covers installed. Use HUD and pitot tube covers. Engage gust lock and ensure all panels and doors are secure.
3. Ensure refueling door secure.
4. Ensure at least one crewmember remains with the aircraft at all times during the event. **DO NOT leave aircraft unattended while the public has unrestricted access!**
5. NEVER allow unqualified personnel access to the cockpit! Viewing the cockpit will be from an adjacent platform and only when a pilot is present.
6. Operate aircraft only in ramp areas that have been swept for FOD.
7. Prior to departure perform a meticulous preflight. Double-check all aircraft openings for FOD (i.e., air conditioning/ram air intakes).
8. Prior to start, perform a thorough FOD walk down in the vicinity of the aircraft. If not satisfied with FOD conditions in the ramp area, have aircraft towed to a FOD free area or runway for start.
9. **If any problems, delays or concerns are encountered do not hesitate to contact Squadron ODO, OPS O, XO or CO.**





**TW-1 AN SOLO CROSS-COUNTRY GUIDE / CHECKLIST**

The following items shall be completed prior to all AN SOLO cross-country (X/C) flights:

**ONE WEEK OUT:**

- Decide where you would like to remain overnight (RON). NAS Pensacola (KNPA), Gulfport Biloxi INTL (KGPT), Fort Smith Regional (KFSM), Montgomery RGNL (KMGM), NAS Jacksonville (KNIP), and NAS New Orleans (KNBG) are the only authorized airfields for solo cross-countries. En route delays for practice approaches are authorized at any airfield provided that the field has a published instrument approach and an operating control tower. No AN X/Cs may be conducted during airshow weekends.
- Ensure compliance with all TW-1 BASH requirements.
- Check NOTAMS for any long-term issues that might prevent or delay your arrival (i.e. runway or airport closures).
- Call Base OPS and/or FBO to ensure ramp space is available. Obtain PPR# if required.
- Complete PFPS or jet log for your desired destination.
- Read NATOPS Chapter 3, pages I-3-1 through I-3-8 (refueling).

**WEDNESDAY PRIOR TO DEPARTURE:**

- Look at weekend forecast for destination (e. g. snow storms, impending hurricane, etc.). Amend desired destination if needed.
- Check NOTAMS for any long-term issues that might prevent or delay your arrival.
- Complete a X/C request and turn it into OPS NLT 0800. X/C request must be completely filled out, signed, and handed in along with a copy of the jet log or PFPS. Complete BASH Planning Worksheet Enclosure (2) and include with request.

**THURSDAY PRIOR TO DEPARTURE:**

- Look at weekend forecast for destination. Amend desired destination if needed and coordinate with OPS/Scheds.
- Check NOTAMS for any issues that will affect your trip (e.g. down NAVAIDs/approaches, quiet hours, etc.).
- File DD 175-1 request via Flight WX Briefer at:

**(<https://fwb.metoc.navy.mil/fwbl0/>)**

- Pack small duffle bag with weekend essentials.

Enclosure (5)

**DAY OF DEPARTURE:**

- Expect to depart NMM NET 1400L.
- Ensure adequate crew-rest and crew-day requirements are met.
- Obtain weather brief from Navy Flight WX Briefer NET 2 hours prior to proposed departure. Make copy for ODO.

[\(https://fwb.metoc.navy.mil/fwbl0/\)](https://fwb.metoc.navy.mil/fwbl0/)

Minimum weather required is 1000/3. Forecast WX must also be 1000/3. This includes takeoff and destination WX. A suitable alternate must be available with 1000/3.

- Fill out DD 175, sign, and make copy for ODO.
- Check NOTAMS and BASH condition.
- Obtain all required pubs/charts including low altitude FLIPS/STARS if required.
- Study the available approaches, arrival procedures, and communication requirements prior to brief time.
- Continue to update WX as brief time approaches.

**10 MINUTES PRIOR TO BRIEF TIME:**

- Arrive at ODO desk with copies of DD 175 and WX brief.
- Be prepared to brief the ODO using the SOLO BRIEFING GUIDE.
- Provide ODO/SDO with a good recall number.
- Update WX.

**AT WALK:**

- Make sure you have all necessary pubs and your duffle bag.
- Obtain fuel cards, flight packet, and intake/tailpipe covers prior to departing maintenance control. It is your responsibility to ensure good tool control.

**AFTER ARRIVAL AT X/C DESTINATION:**

- No Touch-and-GO's. Practice approaches are authorized.

- Minimum fuel on-deck is 500 lbs.
- Do not depart and re-enter for the break.
- After landing, ensure the landing gear, arresting hook, ejection seats, and canopy MDC handles are pinned. Turn batteries off. Cover HUD during summer months.
- Ensure the canopy is closed and the aircraft is chocked.
- Install intake/tailpipe/pitot covers
- Conduct a thorough post-flight walk-around.
- Call ODO/SDO to report safe-on-deck. DSN 637-2321, (800)430-5456, or (601)679-2321. Report safe-on-deck with flight time, expected departure time, and aircraft status.
- Make arrangements to fuel the aircraft with Transient Line Personnel or FBO. You must be present for the duration of all refueling and servicing (if req'd). If any unexpected situation arises concerning aircraft servicing, call the ODO.
- Pay close attention to the forecast weather during your stay. Check weather on Saturday if on a weekend X/C. Be prepared to launch early to avoid dangerous weather. When in doubt, call the ODO. Be conservative. The ODO may coordinate a Key Field recovery if a landing is necessary before NMM field hours.

**PRIOR TO DEPARTURE FROM X/C DESTINATION:**

- Comply with OPNAV 3710 rules regarding alcohol consumption prior to preflight planning – “12 hours bottle to prep and free from effects prior to flight.” See OPNAV 3710.7T, CH 8.3.2.5.a.(3), p.8-8.
- Ensure adequate crew-rest and crew-day requirements are met.
- Put your DD 175-1 on request at Flight WX Briefer if available:

**(<https://fwb.metoc.navy.mil/fwb10/>)**

If DOD Weather Briefer is not available at destination, call (800)WX-BRIEF.

- Obtain DD 175-1 or applicable weather briefing.
- File DD 175.
- Conduct a telephone brief with VT-7 or 9 ODO IAW TW-1 NATOPS Briefing Guide.
- Call ODO with updated departure time.

- Update WX, NOTAMS, and BASH condition.
- Ensure you have all fuel cards and receipts.
- Complete all instrument and takeoff checks prior to taxiing.

**AFTER ARRIVAL AT NMM:**

- Touch-and-GO's are authorized upon return to NMM provided an RDO is on-station. Use your solo callsign. The purpose of this flight is Instrument training, and RDO's are not typically available during weekend field hours.

Fill out yellow sheets.

- Return fuel cards, cross country packet (including tool) and intake/tailpipe covers and fill out maintenance fuel form.
- Remind ODO to complete your ATF's. Only Headwork should be graded.