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

COMTRAWINGONEINST 1500.1K
N8
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COMTRAWING ONE INSTRUCTION 1500.1K

From: Commander, Training Air Wing ONE

Subj: STANDARDIZATION OF CONTRACT SIMULATOR AND ACADEMIC INSTRUCTORS

Ref: (a) CNATRAINST 3710.13J

1. Purpose. To issue procedures for the standardization of contract flight simulator and academic instructors per reference (a). This instruction is a complete revision and should be reviewed in its entirety.

2. Cancellation. COMTRAWINGONEINST 1500.1J

3. Scope. The Flight Simulator Instructor Standardization Program shall emphasize rules, regulations, and procedures contained in the following publications:

a. Federal Aviation Regulations, Part 91

b. OPNAVINST 3710.7 (Series)

c. DOD Flight Instruction Publications (General Planning, Enroute, and Terminal)

d. CNATRA Flight Training Instructions

e. T-45C NATOPS Manual

f. TW-1 Standardization Notes

4. Action

a. The contractor shall designate a Contract Check Instructor (CCI) for each of the following stages:

Emergency Procedures
Instruments
Familiarization / Night Familiarization
Formation / Night Formation
Operational Navigation
Out of Control Flight
Weapons
Carrier Qualification / FCLP

The contract Site Manager, Alternate Site Manager, and Simulator Standardization Officer shall also be considered a CCI for each stage qualified, subject to an annual standardization check in that stage.

b. Duties of the CCI include conducting simulator and classroom standardization checks of Contract Instructors (CIs), maintaining liaison with squadron stage heads, disseminating information as required to CIs, and submitting change or improvement recommendations to appropriate squadron and wing personnel.

c. The CCI should have extensive experience in stage and teach the flight procedures lecture(s) (if applicable) for that stage. Each CCI shall receive a standardization check of at least one syllabus simulator event and one flight procedures lecture (if applicable) per year, conducted by an "S" qualified instructor.

d. Each CI shall take a written standardization exam at least once per year in each stage of flight instruction in which he is current. Exams will be provided by the Wing Standardization Officer and administered by the CCI, and shall be maintained in the CI's training folder for three years.

e. Each CI shall receive a simulator standardization check at least once per year. Simulator Standardization Checks shall be conducted from brief to debrief by a designated CCI during a syllabus event of sufficient duration and complexity to demonstrate the instructor's comprehensive understanding of procedures, simulator equipment operation, and compliance with Wing Standard Operating Procedures and local course rules. Evaluations shall be completed on a form provided by the contractor's Quality Control Plan and maintained in the CI's training folder for three years.

f. Classroom Academic Instructors shall receive a standardization check at least once per year, conducted by an "S" qualified squadron instructor or CCI. The lecture monitored for the standardization check should be of sufficient duration and scope to demonstrate the Academic Instructor's knowledge of the subject and competency of presentation. Evaluations shall be completed on a form provided by the contractor's Quality Control Plan and maintained in the Academic Instructor's training jacket for three years.

g. Designated CCIs shall attend all applicable stage standardization meetings conducted by the TW-1 Standardization Officer and disseminate information to CIs and Classroom Academic Instructors.

h. The contractor shall ensure that each CI, CCI, and Academic Instructor is current in the type

of event to be instructed, and shall ensure that the TIMS Qualification Matrix accurately reflects currency in accordance with CNATRA direction.

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