



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

COMTRAWINGONEINST 1550.1
00
13 Feb 12

COMTRAWING ONE INSTRUCTION 1550.1

From: Commander, Training Air Wing ONE

Subj: TRAINING AIR WING ONE STANDARD OPERATING PROCEDURES FOR THE TRAINING INTEGRATION MANAGEMENT SYSTEM (TIMS)

Encl: (1) MISHAP Procedure
(2) IP Guide for NAVFLIRS and ATF Entries
(3) Instructions for Logging Front Seat Landings Flown During Instructor Lead Event
(4) TW1 TIMS Student Check In/In Training/Check Out
(5) Detachment Clerk Responsibilities
(6) MED-Down/MED-Up/DNIF Process
(7) IJET to Advanced Strike/E2C2 Transition Procedure
(8) TIMS Hardware Outage Contingency Procedures

1. Purpose. To issue administrative processes and procedural guidance for the TIMS.
2. Scope and Content. This instruction set forth TRAWING ONE guidelines for general administration and use of TIMS. It contains information for managers and users as is applicable to all TRAWING ONE TIMS users.
3. Discussion. These procedures which describe the roles and responsibilities pertaining to TIMS at TRAWING ONE. They establish command and user responsibilities for TIMS. It also provides TIMS guidance on processes and procedures. This instruction applies to TRAWING ONE and all subordinate commands. When conflicts exist between this instruction and contractual requirements, contractual requirements take precedence.
 - a. Proper administration and use of TIMS is an essential element in managing student training and all levels of command shall use TIMS to the fullest extent possible. The TRAWING ONE TFA shall interface with the CNATRA TIMS Operation Manager (N731) to establish and ensure that standardized operating procedures are consistent with CNATRA N7 guidance.
 - b. Standardized use of TIMS provides security to the system, data integrity, and the ability to accurately report metrics pertinent to student production and training. All users shall abide by user agreements in the protection of the security of TIMS. It is incumbent that the TFA, with the oversight of CNATRA N731, properly manage roles and permissions to ensure users have the proper access to TIMS while protecting the security of the system.

c. Timely, accurate and comprehensive reporting of system problems is vital to ensure TIMS maintains a high level of reliability. All TIMS users are required to report system problems Immediately to Wing Operations, the TRAWING ONE TFA, or through their local Application Assistant Coordinator (AAC) via the helpdesk.

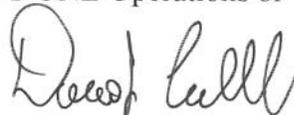
4. CNATRA Guidance

Action for TRAWING Commanders, Commanding Officers, TFAs Wing/Squadron TIMS representatives and TIMS users are delineated by CNATRA N7.

5. TRAWING ONE Guidance

Enclosures (1) through (7) provide TRAWING ONE specific guidance and are intended to clarify and/or establish TRAWING ONE specific instructions for the use of TIMS:

6. Changes. Recommended changes to this instruction or the inclusion of new material shall be submitted by squadron operations to TRAWING ONE Operations or via the TFA.



DAVID LOBDELL

Distribution:

Electronic only, via TRAWING ONE website:

https://www.cnatra.navy.mil/TW1/pubs_instructions.asp

https://www.cnatra.navy.mil/TW1/pubs_notices.asp

<https://www.cnatra.navy.mil/TW1/cancellations.asp>

TIMS MISHAP PROCEDURE

In the event of a mishap, to allow operations to continue, the local TIMS server will not be taken off-line. To prevent people from using the internet flight schedule to identify the mishap pilots, the web schedule should be taken off line.

If the mishap occurs **during normal duty (support) hours**, the procedure listed below should be followed:

Contact listed personnel to remove the flight schedule from the internet:

1. Squadron schedule writer on duty – 601-679-3367 (VT-09)
601-679-3361(VT-07)
2. TIMS Functional Administrator – 601-679-2812

If the mishap occurs **after normal duty (support) hours**, the procedures listed below should be followed:

The on duty officer should call the CNATRA Help Desk at the following numbers. The Help Desk is manned continuously and can be contacted after normal working hours. They will ensure the flight schedule is removed from the website.

Land Line: (361)961-5398

Cellular: (361)537-7243

The following information should be relayed to the Help Desk. State the following: "There is an emergency situation at VT-__ (or TW-__) and the web based flight schedule for VT-__ (or TW-__) needs to be removed from public viewing immediately."

If for some reason the helpdesk cannot be reached contact the following in order and relay the same situational information as stated in the above paragraph.

1. Tom Brown - 361-533-5354
2. Matt Jackson - 361-533-0381

IP GUIDE FOR NAVFLIRS AND ATF ENTRIES

ATFS

1. Ensure that all excellent MIF columns have a comment somewhere in the comment section.
2. Make sure ATF IS SIGNED in BLACK ink only.
3. COMMENT SECTION
 - a. NEED REASON WHY IN COMMENT SECTION FOR THE FOLLOWING EVENTS.
 - (1) Warm up
 - (2) Extra Time
 - (3) Incomplete
4. The landings must match the total landings on the ATF in the ATF box as saved to the ATF by the yellowsheet.
5. Always check the ATF to ensure that all times recorded from the yellow sheet have written back to the ATF. If flight time is missing on the ATF see your respective squadron scheduling clerk.
6. The ODO should be the only person on board that clones an event other than the scheduling techs. Always be very careful in selecting the correct cloned event. For example: You flew an ACM 4 (3), but you selected an ACM 4 (2). Please double check to make sure you have selected the correct event.
7. Selecting modifiers – If you are aware of what event type it is i.e. ET, WU, or RPT, please enter is correct on the yellow sheet. If it's scheduled incorrectly then it's left up to you as the IP to ensure it's changed on the navflir.
8. Hand written yellow sheets must be filled out properly. Always use the latest and greatest version of the manual yellowsheet. Handwritten yellowsheets should always be delivered to your respective squadron scheduling clerk.
9. Front Seat landings: They are no longer to be done within the ATF. If you have a student that required record of his front seat landing, retrieve the proper form from your OPS department. Fill out the form correctly and ensure the last event the student flew is documented on the form. See detailed instruction for logging front seat landings.
10. Yellowsheets should always reflect the same mission code. Although there are two areas for the mission code, often times they are not the same.
11. Always read your detachment selection before you select it. On occasion you will see two DETs in the drop down list. Only select the DET date you are currently on.

12. Please ensure that your breakdown of flight time matches the total flight time of the flight. Example, if you flew 1.0 total hours then the break down of your FP and CP hours should always equal 1.0 when added together.

13. When flying a non-syllabus event with a student in the back seat, the student will only get special crew time (SCT) unless it is a night time event for the student to get required syllabus night hours. Then it should be scheduled as an extra time (ET).

CNATRA-GEN 1542/16 (REV. 3-74)
S/N 0197-CFO-4221

FRONT-SEAT LANDINGS

Front seat landings: Intermediate Jet/Intermediate E2/C2 – A day front seat landing is required within the previous two days for the first solo flight, thereafter a front seat landing within three days for a day solo. A day/night front seat landing is required within the previous day for a night solo.

Advance Strike – A day/night front seat landing is required within five days prior to day solo flight and within three days prior to a night solo flight.

Front-Seat landing flight flown in accordance with Master Curriculum Guide 1542.159

Last Flight _____

First Pilot Flight Time _____

of Landings _____

SIGNATURE (INSTRUCTOR)	TRARON (Please circle one) VT-9 VT-7	DATE
------------------------	---	------

STUDENT'S NAME (LAST, FIRST, MIDDLE INITIAL)

Please return completed form to ATF drop box

TW1 TIMS STUDENT CHECK IN/IN TRAINING/CHECK OUT

1. Initial Wing In-Processing

- a. Arrival from API (Start when receiving API grad list)
 - (1) CeTars clerk places student "In Transit" in TIMS Navy Student Tracker.
 - (2) TFA creates student's TIMS account.
 - (3) TFA assigns roles to student as TW1 student to the TW1 Organization.
 - (4) Wing Student Control clerk makes the student a resource.
 - (5) Wing Student Control clerk enters wing check in date in Resource Manager.
 - (6) Wing Student Control clerk completes bio information in Resource Manager.
 - (7) Wing Student Control clerk assigns the student's pipeline and phase using check-in date.
 - (8). CeTars clerk changes status in Navy Student Tracker to "On Board Prior"
- b. Upon Class-Up
 - (1) Wing Student Control clerk allocates student to a new squadron and changes owning organization to squadron.
 - (2) CeTars clerk enrolls student in a class in Navy Student Tracker.
 - (3) Wing Student Control clerk assigns student the syllabus and track in Student Manager and change state to "active", then changes the pipeline phase start date to the enrollment date or class start date.
 - (4) Squadron Student Control clerk enters squadron check in date in Resource Manager.
 - (5) CeTars clerk convenes class in CeTars on convene date.

GRADE BOOK

1. Squadron

- a. Monitor student progress
- b. Prerequisites
- c. Cumulative grade
- d. Printing grade sheets

INTERRUPTION OF STUDENTS IN TRAINING

1. Squadron

- a. All stops in training should be entered in Student Manager.
- b. Squadron determines who will clean up TIMS generated holds; some may be valid and need attention before ending. DO NOT DELETE.
- c. Comments should be annotated to ensure authorized holds are entered into Navy Student Tracker (CeTars interrupts).
Only authorized interrupts are entered in Navy Student Tracker.
 - (1) Medical – record any time lost due to medical related problems resulting in interruption of training.

13 FEB 12

- (2) Emergency leave – account for any period of time in which emergency leave has been granted.
- (3) Christmas leave – allow 2 weeks for each student on board during the Christmas break.
- (4) Temporary Additional Duty (TAD) for non-training missions.
- (5) Disciplinary Grounding – report any time lost as a result of disciplinary actions.
- (6) Selection/Winging – report any time lost while waiting for pipeline selection or winging.
- (7) Administration delays – report any time lost as a result of board action, waivers, appeals in the attrition process, or any other administrative action.
- d. DNIF (student has a med down chit, but can participate in non-flying activities). Student is still training and clock is not stopped.
- e. Removal of hold may require wing coordination.
- f. Monitor hold status on Status Board daily.

2. CeTars Clerk

- a. Runs School House Summary report from CeTars.

COMPLETIONS

1. Squadron Processing Student

- a. At last flight
 - (1) Enter the last flight event date on last event date box on pipeline and phases tab in Student Manager but does not enter the end date. End date is entered by Wing Student Control Clerk when student detaches from the Wing.
 - (2) Enter the selection/winging date in the ASR phase completion date box. (DO NOT ENTER END DATE) on this page.
 - (3) In change states, enter an interim state of “Graduating from a course” with last flight date as the start date of this state. In comment column, enter “Last Flight”.
 - (4) Verify all ATF’S and NAVFLIRS are complete.
 - (5) Enter selection date on training assignment data tab in Resource Manager.
- b. At winging
 - (1) In change states, enter an interim state of “Phase Grad” with the winging date as the start date of this state. You must enter the end date for “Graduating from a course”, using the winging date.
 - (2) Check status board to verify your wingers.
- c. At check out
 - (1) Delete allocation.
 - (2) Enter the squadron check out date on training assignment data tab in Resource Manager.
 - (3) In change states in Student Manager, enter an end date for current state when student detaches.
 - (4) Squadron Student Control completes last event in grade book – this event is “check-out”.

13 FEB '12

2. Wing Processing Student
 - a. Wing Student Control clerk enters END date in pipeline phase's grid in Student Manager after CeTars clerk has made the entry into NST.
 - b. Wing Student Control changes owning organization to TW1 archive for those students detaching to another training command.
 - c. Wing Student Control enters Wing check out date on training assignment date Tab in Resource Manager.
 - d. At Selection/Winging CeTars clerk puts student on reservation in the preload of next command/FRS.
 - e. When last person in class completes, the class needs to be graduated in CeTars by CeTars clerk.

NON-GRADS

1. Squadron processing Non-Grad

- a. When student begins process (PRB, training review, etc.)
 - (1) In change states, enter an interim state with appropriate reason – PRB, pending attrite or training review.
 - (2) If student completes syllabus, enter the last event date on pipelines and phases in Student Manager.
 - (3) Request grade computation from Wing.
 - (4) If Commodore non-grads a student, enter the Non-Grad date (date seen by Commodore) in pipeline and phases tab in Student Manager.
- b. When student checks out
 - (1) Delete allocation
 - (2) Enter the squadron check out date on training assignment data tab in Resource Manager.
 - (3) In change states in Student Manager, enter and end date for current state when student detaches.

2. Wing Processing Non-Grad

- a. CeTars clerk enters end date in pipeline phase grid in Student Manager and enters non-grad into Navy Student Tracker.
- b. Wing Student Control clerk changes owning organization to TW1 archive if student detaches (Navy will remain at Wing until they receive orders).
- c. Wing Student Control clerk enters Wing check out date on training Assignment Data tab in Resource Manager.

13 FEB '12

DETACHMENT CLERK RESPONSIBILITIES

1. Navflir entry – The DET Clerk will be responsible for making sure all flight record information is entered correctly on detachment navflirs in the TIMS DET System. The DET Clerk will ensure that the correct detachment organization is selected upon the initial manual entry of the navflir. The DET clerk will be totally familiar with every field in the flight record and be able to assist with entry and/or answer any question the IP or SNA might have about navflir entry. Note: Navflir entry gouge will be placed at each unit for reference.
2. ATF entry/editing, cloning events and ATF screening – The DET Clerk will be responsible for assisting the IP with any TIMS ATF entry problems that might occur, including editing the ATF. They will also be responsible making sure all paperwork is entered properly in TIMS before cloning of any required Repeats, (WUs or ETs) is done. The DET Clerk should also be familiar with deleting clones in TIMS. The DET Clerk will be trained and have a good understanding of the ATF Screening Guide, and follow all steps to ensure each ATF is screened properly. A copy of the, CNATRA 1500.4G should be available for reference.
3. The DET Clerk should be fully trained on all aspects of Pinksheets, PRBs and Downs. They will be responsible for contacting the Squadron Student Control Clerks should a Pinksheet, PRB, or Downed Event occur. The Squadron Student Control Clerk will handle the issue and communicate back to the DET Clerk to resolve. The DET Clerk will be responsible for handling any paperwork required for after hours and weekend Pinksheets, PRBs, and Downs.
4. Student “HOLD” issues: The DET Clerk will be responsible for knowing what types of holds can be set in TIMS for students. They should know the difference between a syllabus deviation hold, administrative hold, and Navy Student Tracker hold. The Clerk should know who to call at the respective squadron during normal working hours to resolve any hold issues in TIMS that are interfering with the student being scheduled for his next event. The Det Clerk should be trained and have the knowledge to handle “HOLD” issues in TIMS that occur after hours or on the weekend.
5. Student Syllabus Flow – The DET Clerk should have a general knowledge of the Master Curriculum Guide and be able to pull up the student’s syllabus flow in TIMS should questions arise.
6. TIMS Report Generation – The DET Clerk will be responsible for generating, printing, and distributing the Daily TIMS Schedule report and the End of Day Summary Report.
7. Canceled Schedule Lines – The DET Clerk will be responsible for faxing a copy of all “canceled” schedule line item events at the end of the flight day. These canceled lines will be entered into the Executing Schedule and then immediately canceled by the Skeds Clerk in order to keep track of canceled events on detachment. “DET CANX” will be notated by the Skeds Clerk in the remarks section of the executing schedule. OIC Canceled Schedule Line gouge will accompany DET equipment for reference.

Enclosure (5)

13 FEB '12

8. Incomplete Schedule Lines – The Squadron Skeds clerk will notate “DET INC” in the remarks section of the executing schedule for all Incomplete Detachment schedule lines.
9. Changes to Executing Schedule – The DET Clerk will be responsible for Communicating back to the home base ODO or the Skeds Clerk any changes or deletions that need to occur on the Executing Schedule.
10. Monitor Detachment Administrative supplies - The DET Clerk will ensure there are adequate administrative supplies on hand during the detachment. If supplies run low, the clerk will notify the OIC immediately with a supply status in order to restock.

13 FEB 12

DETACHMENT PROCEDURES TO RECORD CANCELLED SCHEDULE LINES.

ATTENTION DETACHMENT OIC

The following procedures should be followed in order to ensure any and all lines cancelled during a detachment will be documented for NAPP accounting purposes.

Notate all cancelled line items on the Excel spreadsheet schedule, including the reason for the cancellation.

Fax the excel spreadsheet for each individual squadron with the cancelled information to the following numbers. VT-09 fax number dsn 637-2939 or comm. 601-679-2939. VT-07 fax number dsn 637-3195 or comm. 601-679-3195.

Once the Skeds Clerk in each squadron receives a copy of the fax, they will enter the schedule lines into the executing schedule and also cancel the line items at that time, notating in the remarks section that the line item is a "DET CANX". This will ensure that all canceled lines from the detachment are accounted for.

The above procedures will ensure that the NAPP Analyst receives accurate cancellation information for month end submission to CNATRA.

MED-DOWN/MED-UP/DNIF PROCESS

1. Aircrew receives an original and 2 copies of pertinent chit referenced above from the TW1 Flight Surgeon.
2. Aircrew delivers a copy of chit to Skeds Clerk, who immediately enters the status (Med-down/ Med-UP/DNIF) into TIMS Student Manager. *Important note – A Med-down/DNIF status entered into TIMS Student Manager will immediately feed to the Medical Report in Wing Stats reflecting the Med-down/DNIF status. While a Med-down/DNIF status in TIMS Student Manager will update the Wing Stats Medical Report, a Med-up status in TIMS Student Manager will NOT update the Wing Stats report until TIMS Navy Student Tracker is updated with the Med-up status and the two entries coincide.
3. Aircrew delivers 2nd copy of pertinent chit to the Squadron Student Control Clerk who immediately checks TIMS Student Manager to ensure the status has been entered by the Skeds Clerk. *Important note – By this process the Squadron Student Control Clerk will be acting as a backup for the Skeds Clerk. If the Skeds Clerk is absent, the Student Control Clerk will enter the pertinent status (Med-down/ Med-UP/ DNIF) into TIMS Student Manager.
4. The Squadron Student Control Clerk will e-mail the NAPP Functional Analyst with the Med-Down/ Med-UP/DNIF data, which will then be entered into TIMS Navy Student Tracker. *Important Note – The Total Delayed Days in the Wing Stats Report is duplicated if the end date (Med-UP) is not entered into TIMS Student Manager and TIMS Navy Student Tracker. The two dates MUST coincide.
5. The original chit is given to the NATOPS office for filing.
6. TW1 Flight Surgeon verifies medical status at least twice a week via the Wing Stats Medical Report.

13 FEB 12

IJET TO ADVANCED STRIKE/E2C2 TRANSITION PROCEDURE

This process should be followed in order to properly assign students who are completing the Intermediate phase of I-JET (1542.159) syllabus and moving to Advanced Strike, or assign the I-Jet students (1542.159) who have been selected for the E2C2 track.

Squadron Student Control Clerk will send an e-mail to the Cetars Clerk and Wing Student Control Clerk listing the names of all I-JET students that will be beginning their FCLP stage. This notification is strictly a head-ups that the student/students are soon to finish the Intermediate phase.

Important Note:***** Once the student/students complete FCLP-09, Squadron student control must ensure that all yellowsheets and grade sheets for the Intermediate phase have been electronically entered into TIMS and all pertinent data is in order for each event in that phase. When this information is verified by the Squadron Student Control Clerk, they will inform the CETARS clerk and the Wing Student Control clerk via e-mail that all data has been validated and is in TIMS. At this point Squadron Student Control should also notify the CETARS Clerk and the Wing Student Control Clerk if there is a student who has been selected for the E2C2 phase.

1. Once the CeTARS clerk has received the completion notification from Squadron Student Control Clerk, she will graduate the student/students in TIMS via Navy Student Tracker. This process will write the completion status to the students CETARS record.
2. Once the students are graduated from the Intermediate phase, the CETARS clerk will enter the end date into the pipeline phase end date field in TIMS. Important Note: ***** This is not the last flight flown end date. Squadron Student Control will continue to assume the responsibility of entering last flight flown end date once the student completes his/her training.
3. Once the pipeline phase end date is entered, the CETARS Clerk will notify the Wing Student Control Clerk via e-mail that she has completed the end date process.
4. The Wing Student Control Clerk will then enter the new pipeline phase (Advanced Strike, or E2C2). Once the Wing Student Control Clerk has entered the new pipeline phase she will notify the CETARS Clerk via e-mail that she is complete with this process.
5. The CETARS Clerk will then enroll each student via Navy Student Tracker and assign a new class number. The CETARS Clerk will notify the Wing Student Control Clerk via e-mail once she has completed this process.

Enclosure (7)

13 FEB 12

6. The Wing Student Control Clerk will then assign the new syllabus and activate the student for training.

7. When completing the above transactions, the FCLP completers will attend ONAV ground school lectures which usually last 3 days. During this period of time the students are NOT placed on the schedule for the ONAV lecture events. This 3 day period of time gives the Instructors and Student Control personnel time to complete the IJET student's FCLP events, screen their jackets in preparation for IJET completion, and assign them to the Advanced Strike or E2C2 phase II syllabus. Once the students complete the ONAV ground school lectures, the lectures are backfilled on the lecture schedule and they are then accomplished by the ONAV instructor after the fact (each now showing up in Advanced Strike, phase II). Once the ONAV lecture events are scheduled and accomplished, the students can be scheduled for the final ONAV exam.

19 FEB 12

TIMS HARDWARE OUTAGE CONTINGENCY PROCEDURES

1. In the event of TIMS hardware outage or other technology system issue(s), TFAs are directed to contact their local TRAWING N6 support personnel, (vice contacting CNATRA N61, or CNATRA N611 directly). Local TRAWING N6 support personnel will contact N6 to work the issue(s).

3. In the event of weather induced electrical power and/or connectivity loss of the main CNATRA servers the following impacts would occur:

a. The following TIMS "support services" would not be available with loss of Server Support at NAS Corpus Christi.

(1) WingStats

(2) Pipeline Fit Score (PFS)

(3) Routes

(4) CNATRA "private" web site would be "down".

(5) CNATRA public web site would be "up".

(6) No "TIMS data" replication at Corpus Christi, TX; back-up "tape units" at each site will be operational.

The following Manual Backup plan will go into affect immediately upon loss of TIMS hardware at TW1.

TW1 Manual Backup Plan

(a) Squadron flight, sim, schedules will be produced via a Excel spreadsheet and disseminated to squadron ODO personnel, Maintenance Control personnel, and Simulator/Academic personnel for next day execution, sim utilization planning and aircraft issue planning. The backlog of spreadsheet schedules will be entered into TIMS once the hardware is functional.

(b) Phone inquiries will be made directly to Squadron ODO's for student and IP next day schedule information.

(c) All electronic CAIs will be canceled if there is a existing executing schedule at the time of outage. No CAI's can be scheduled until equipment is up and functional.

(d) Manual yellowsheets will be available in Maintenance Control and at the Simulator Building. A copy of the handwritten flight yellowsheet will be given to Maintenance Control and Squadron Skeds Clerk. Once the hardware is functional and the flight and

13 FEB 12

Sim backlogged schedules have been entered electronically into TIMS, the handwritten Simulator yellowsheets will be entered into TIMS by the Student/Sim Instructor, and the handwritten flight yellowsheets will be entered into TIMS by the Squadron Skeds Clerk. Once all manual yellowsheets are entered electronically into TIMS, IPs/Sim Instructors are responsible for entering student's ATF.