



DEPARTMENT OF THE NAVY

TRAINING SQUADRON SEVEN
NAVAL AIR STATION
101 FULLER ROAD SUITE 270
MERIDIAN, MS 39309-5405

TRARONSEVENINST 1301.1D
N1
4 Mar 16

TRAINING SQUADRON SEVEN INSTRUCTION 1301.1D

From: Commanding Officer, Training Squadron SEVEN (VT-7)

Subj: CHECK-IN AND CHECK-OUT PROCEDURES

Ref: (a) TRARONSEVENINST 1740.1 series
(b) COMTRAWINGONEINST 1301.1 series

Encl: (1) Check In/Out Sheet – Instructor Pilot (IP)
(2) Check In/Out Sheet – Student Naval Aviator (SNA)

1. Purpose. To set forth procedures for the check-in and check-out of VT-7 IPs and SNAs.

2. Cancellation. TRARONSEVENINST 1301.1C

3. Check-In Process.

a. Sponsor Coordinator. Upon receipt of PCS orders for an IP, the Administrative Officer will assign a sponsor and ensure that a “Welcome Aboard” package is forwarded per reference (a). Training Air Wing ONE (TW-1) Student Control will provide similar information to all inbound SNAs per reference (b).

b. Initial Check-In. Newly assigned VT-7 Officers will report to the Administrative Department, and IPs will provide a copy of their most recent Fitness Report. Newly assigned SNAs will first report to TW-1 Student Control prior to reporting to VT-7. All newly assigned Officers will complete enclosure (1) or (2), as applicable, and return to the VT-7 Administrative Clerk.

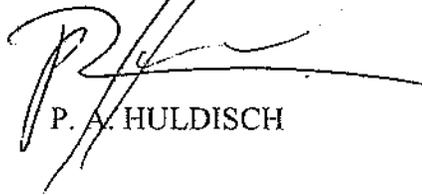
4. Check-Out Process. Upon receipt of BUPERS directed PCS orders, IPs will report to the Administrative Clerk to begin required processing and receive their previously utilized enclosure (1) for squadron check-out. Newly designated Naval Aviators will be processed through TW-1 Student Control and the TW-1 Administrative Department but will still report to the VT-7 Administrative Clerk to receive their previously utilized enclosure (2) for squadron check-out. All departing Officers will return enclosure (1) or (2), as applicable, to the Administrative Clerk upon completion.

5. Action.

a. Administrative Officer. Ensure all reporting and detaching IPs and SNAs comply with this instruction.

b. VT-7 Student Control Officer. Provide proper indoctrination and training for reporting SNAs to foster their compliance with this instruction and other established procedures.

c. Class Advisor. Ensure assigned classes comply with this instruction and emphasize the importance of the Government Travel Charge Card (GTCC) program, Officer Fitness Reports, and DoD Security Clearance (E-QIP) responsibilities.



P. A. HULDISCH

Distribution:
TRARONSEVENINST 5216.1Y List IV, Special "F"
VT-7 Website

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VT-7 INSTRUCTOR PILOT CHECK IN/OUT RECORD

NAME (LAST, FIRST, MIDDLE) RANK

LOCAL ADDRESS LOCAL PHONE

COMMAND/ACTIVITY REPORTING FROM DATE REPORTED ON BOARD

SQUADRON CHECK IN/OUT IN OUT

COMMANDING OFFICER

EXECUTIVE OFFICER

ADMIN OFFICER

SENIOR MARINE (Marine Only)

CO/XO SECRETARY

OPERATIONS OFFICER (Check out)

NATOPS OFFICER

SAFETY OFFICER

GROUND SAFETY OFFICER

SQUADRON MESS OFFICER

PRT COORDINATOR

STANDARDIZATION OFFICER

MATERIAL CONTROL CLERK

SECURITY MANAGER - Sid Harris, Wing Admin

TW-1 TIMS MANAGER - RM 2067

TIMS SUPPORT (Priority) - Sean Pitts, RM 2086

TW-1 MARINE LIAISON (Marine Only)

TW-1 IA/PII - IAO, RM 2060

NMCI - RM 2074

VT-7 LOGBOOK CLERK

NAPP - Gerry Boos, RM 2092

VT-7 TRAVEL CLERK (Citi GTCC, DTS)

VT-7 ADMIN CLERK (check-in packet)

CMEO BRIEF

SAPR/SWO

URINALYSIS (Database Entry)

BASE CHECK IN/OUT IN OUT

MATSG ADMIN (Marine Only)

FORWARDING ADDRESS:

NOTE: SEPERATING MEMBERS MUST FILL OUT BACK PAGE

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Separating Members MUST fill out the following information with Medical prior to transferring. This check out sheet MUST be returned to Admin to process your Separation paperwork with PSD.

Have you returned your medical/dental records: _____

List of last 5 duty stations:

Location	Dates

Actual separation date: _____

Filled out my medical staff:

- Medical/Dental Records are in possession of appropriate medical or dental department
- Medical/Dental Records are NOT in possession of appropriate medical or dental department and member has signed SF600 indicating it is not in their possession

Signature of Medical Staff

VT-7 STUDENT NAVAL AVIATOR CHECK IN/OUT RECORD

NAME (LAST, FIRST, MIDDLE) RANK

LOCAL ADDRESS LOCAL PHONE

COMMAND/ACTIVITY REPORTING FROM DATE REPORTED ON BOARD

SQUADRON CHECK IN/OUT		IN	OUT
CLASS ADVISOR	(INDOC)		N/A
COMMANDING OFFICER	(INDOC)		N/A
EXECUTIVE OFFICER	(INDOC)		N/A
CO/XO SECRETARY	(INDOC)		N/A
SENIOR MARINE (Marine Only)	(INDOC)		
OPERATIONS OFFICER (Log book check-out)		N/A	
ADMIN OFFICER	(INDOC)		N/A
SQUADRON MESS OFFICER (Buy-in, patches)	(INDOC)		
PRT COORDINATOR (Database Entry)			
STANDARDIZATION OFFICER (Critique Sheet)		N/A	
TW-1 TIMS MANAGER - RM 2067			
TW-1 IA/PII - IAO, RM 2060			
NMCI - RM 2074			
VT-7 LOG BOOK CLERK			
VT-7 SAFETY/NATOPS CLERK			
GROUND SAFETY OFFICER			
VT-7 ADMIN CLERK			
VT-7 TRAVEL CLERK (Citi GTCC, DTS)			
CMEO	(INDOC)		
WEATHER OFFICE (NFWB Account Set-up)			
SAPR/SWO			
URINALYSIS (Database Entry)			
DUTY DESK - Check in with SDO & learn how to stand SDO/IWO			
BASE CHECK IN/OUT		IN	OUT
MATSG ADMIN (Marine Only)			

FORWARDING ADDRESS: _____

***INCOMING STUDENT ATTACH COPY OF TW-1 CHECK IN/OUT SHEET*
RETURN COMPLETED CHECK IN/OUT FORM BACK TO VT-7 ADMIN**