



DEPARTMENT OF THE NAVY

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

TRARONSEVENINST 4122.1G
N5
22 Jun 2015

TRAINING SQUADRON SEVEN INSTRUCTION 4122.1G

From: Commanding Officer, Training Squadron SEVEN

Subj: TRAINING SQUADRON SEVEN STANDARDIZATION AND TRAINING PROGRAM

Ref: (a) CNATRINST 3710.13 SERIES
(b) COMTRAWINGONEINST 3710.13 SERIES
(c) TRARONSEVENINST 3710.13 SERIES
(d) TRARONSEVENNOTE 3740 SERIES
(e) CNATRINST 1550.6 SERIES
(f) CNATRINST 1542.167 SERIES

Encl: (1) VT-7 IP Check-In packet
(2) VT-7 Qualification Upgrade Request Form
(3) VT-7 Mission Qualification Pre-Requisite Tracker
(4) VT-7 Stan Check Form

1. Purpose. To expand upon references (a) and (b) by documenting Training Squadron SEVEN (VT-7) specific Standardization and Training policies and procedures. To provide standardized instruction for student and instructor training within VT-7 in order to ensure efficient, effective, and safe flight operations.

2. Cancellation. TRARONSEVENINST 4122.1F

3. Standardization Department

a. The Instructor Under Training (IUT) STAN Officer is responsible for all basic IUT (MOD 00-01) matters and scheduling. The Assistant STAN Officer is responsible for all advanced stage qualifications (MOD 02-07). The specific stage managers are responsible for all stage specific concerns.

b. The TW-1 STAN Notes/FTI Supplements provide specific stage information and elaborate on general operational issues such as local course rules. TW-1 STAN Notes/FTI Supplements shall be posted on E-Brief. Additionally, they shall be posted across from the Operation Duty Officer's desk and in the squadron briefing spaces in paper copy.

c. The Focus of Training guidance provides vital instruction for new instructors and is stage specific. Guidance for each

specific stage shall be reviewed and modified as required by the appropriate stage manager as needed. VT-7 Focus of Training guidance shall also be included in the TW-1 STAN Notes/FTI Supplements binders. Additionally, there shall be a separate binder near the ODO desk that contains all of the Focus of Training documents (every stage) without the TW-1 STAN Notes/FTI Supplements. The Standardization Officer shall report to the Commanding Officer on the status of these documents. Specifically, he will report the completion of the required review and the status of any changes every six months. The following is a list a stage specific Focus of Training documents that are required to be reviewed: INST, FAM/NFAM, FORM/NFORM, OCF, TACF, STK, ONAV, CQ, and BFM/SEM.

4. Policy.

a. Check-In. All new Instructor Pilots (IPs) shall see the IUT STAN Officer for a check-in brief and check-in packet [Enclosure (1)].

(1) Prior to flying, all IPs must have a current medical up-chit, a completed Primary Next-of-Kin (PNOK) form on file in the Safety office, a NACES seat brief, NATOPS jacket on file with the Safety Office, current swim & physiology qualification (for jets), and flight gear inspected by PRs.

(2) While IUT Training Jackets are maintained in the STAN office, each individual IP is responsible for his or her individual jacket. The right side of each jacket has an inventory sheet that must be adhered to in order to maintain it up-to-date.

(3) The basic IUT Syllabus (MOD 00/01) time-to-train shall be in accordance with the applicable IUT master curriculum guide (MCG).

b. Qualifications. Flight qualifications for each instructor are detailed in the Qualification Matrix [reference (d)] which is officially updated at least once monthly. The copy of the Qualification Matrix posted in the STAN office is the only official record of updates to an IP's qualifications and may be amended or added to at any time at the discretion of the Commanding Officer. The "Quals Complete Report" generated in the Training Integration Management System (TIMS) is the primary record of IP currency and reflects the most up-to-date record of IP qualifications. Changes to qualifications are not valid unless reflected in TIMS. Maintaining currency is the responsibility of each individual IP. Upon completion of ground school, IUTs will begin training in MOD 00-01 stages - NATOPS, Instrument (BI, RI, AN) and Familiarization (FAM). Sortie scheduling priority will be determined by the IUT

STAN Officer. Upon completion of MOD 01, the IUT will be designated an IP and may begin MOD 02 - FORM and NFORM.

c. Waivers. All IUT syllabus waivers must be requested through Commander TW-1 and will only be granted for an IUT with prior Training Command instructional experience and a current T-45C NATOPS Qualification. Request for IUT syllabus waivers shall adhere to the following minimum guidelines:

(1) If less than 12 months since the last flight in a stage, the IP retains the qualification (no higher than "X") but needs to complete an annual exam and RESTAN flight.

(2) If greater than 12 months but less than 36 months since the last flight in a stage, the qualification reverts to an "I" and the IUT should complete half (not less than two) of the simulator and aircraft events for that stage. Upon completion of this requirement, an IP shall regain their prior qualification in that stage (no higher than an "X").

(3) If greater than 36 months since stage currency expiration (for any reason), the IP shall complete the entire IUT curriculum for that stage.

d. Exams. All exams shall be completed on paper. Paper exams are located in the VT-7 STAN office. Exams should be attached to a completed VT-7 STAN Check Form (when applicable) and placed in the inbox labeled "Annual / RESTAN / Exams Inbox" in the VT-7 STAN office.

e. Briefs and Debriefs. IUTs are required to attend and observe student event briefs and debriefs as part of each stage's IUT syllabus in accordance with enclosure (3). Briefs and debriefs for IUT events are not sufficient to satisfy this requirement.

f. Lectures. Stage specific flight support lectures shall only be given by "S" designated IPs except for those "X" designated IPs specifically approved by the Commanding Officer. Contract simulator instructors may be designated to give lectures for stages in which they have significant experience. It is the responsibility of each stage manager to ensure presentations reflect current policies and procedures. At the completion of a lecture, it is the responsibility of the lecturer to ensure that the applicable exam is complete and all events are properly documented in TIMS.

g. Selectively Retained Graduate (SERGRAD). SERGRADs are eligible for all intermediate phase IP qualifications. SERGRADs

shall not be designated as a Section Lead or Division Lead but may lead section flights with a designated Section Lead in the flight.

h. Advanced Qualifications. An Advanced Qualification Board (AQB) will be held at least monthly to make recommendations on qualification upgrade requests and other changes to the Qualification Matrix. The AQB will be comprised of the Executive Officer, Operations Officer, Standardization Officer, Assistant Standardization Officer, IUT Standardizations Officer, Safety Officer, and the Reserve Department Head. The results of the board will be forwarded to the Commanding Officer for final disposition. Interim upgrades can be made to the QM on the TRARONSEVENNOTE 3740 by the STAN Officer or Assistant STAN Officer and approved by the Commanding Officer or Executive Officer. Interim changes should only be "I" to "Q" or "Q" to "X" qualification upgrades; exceptions are at the discretion of the Commanding Officer.

(1) Enclosure (2) delineates sortie and prerequisite qualification requirements for instructor upgrades.

(2) IP qualification upgrades shall be requested using Enclosure (2). Completed forms shall be routed through the applicable stage head. Approved upgrades will be annotated on the subsequent Qualification Matrix. Denied requests are returned to the originating IP.

(3) TACAIR IPs may request an advanced stage "I" three months after initial IP designation and once a designated Section Lead. An IP requesting WEPS or CQ "I" must be a designated Division Lead.

(4) Non-TACAIR IPs may request an advanced stage "I" six months after initial IP designation and once a designated both a Section and Division Lead.

(5) IPs should be an "I" in only one advance stage at a time with the exception of 1PL ONAV, TACF, and CQ.

(6) Qualification designations.

(a) "I" Designated Naval Aviator undergoing initial or upgrade training in a specific stage or qualification.

(b) "Q" Stage instructor with basic qualification to conduct student syllabus events for that particular stage including safe-for-solo flights, but excluding INST, FAM, and CQ check flights. "Q"s may not act as flight leads for multi-plane events. Each respective STAN Stage Manager will verify the prospective "Q"

has met the required instructional flights and has completed the applicable exam prior to forwarding to the AQB.

(c) "X" or "X/LD" Stage instructor qualified to conduct and lead all syllabus events for that stage. A "D" as shown on the FIST is required to act as the division or section lead in WEPS, 2ACM, 3ACM, 2ON, TACF, and CQ Lead Safe events. If there is a solo student in a flight in those stages a designated section or division lead shall be in the lead aircraft.

(d) "S" Stage instructor qualified to conduct all student or IUT syllabus events, except NATOPS and Instrument checks, including initial progress checks. Only IPs designated an "S" in a stage may conduct NATOPS syllabus events for that stage. Recommendation from the STAN Stage Manager is required for "S" designation.

(e) NATOPS, Instrument, FCF and CRM Qualifications shall be designated per applicable instructions. Instrument Check Pilots shall also complete CRM Facilitator Training.

i. Initial Progress Check (IPC) and Final Progress Check (FPC) instructor designation. IPC and FPC qualified instructors shall be designated in writing by the Commanding Officer in accordance with reference (f). The STAN Officer shall be responsible for publishing a letter, signed by the Commanding Officer, which delineates IPC and FPC instructors for each stage.

j. Section and Division Lead. IPs will be designated Section Leads and/or Division Leads IAW reference (c). Designation as a Section or Division Lead allows an IP to serve as the flight lead on non-syllabus and syllabus events.

k. Currency. Instructor Pilots shall not instruct or lead an event if out of currency for that stage. Qualification currency is defined by reference (a) and tracked in TIMS.

(1) Qualifications that are red in Wing Stats are expired. Qualifications that are blue, yellow or orange in Wing Stats are approaching 90-day, 180-day, or annual currency expiration respectively. Enclosure (4) delineates which flights update 90 day stage currency and flights that can be used for stage standardization checks.

(2) STAN Checks for expired qualifications shall be flown with an "S" instructor in the same aircraft. Instructors who are current for a particular stage of training do not require an "S" in the same aircraft and may reset currency with an "S" in the same

flight. In either case, a STAN exam must have been completed within the previous 60 days as per reference (a).

(3) If expired for 90-Day, 180-day, or annual currency, then the IP must take the STAN exam for the expired stage and fly a standardization flight per enclosure (4) with an "S" instructor in the same aircraft. The expired IP shall submit a STAN Check form and STAN exam to the STAN Department.

(4) Qualification Matrix (QM) Changes. Only the Commanding Officer (or Executive Officer in his or her absence) can authorize changes to the QM with the exception of interim changes. The STAN Officer, Assistant STAN Officer, or IUT STAN Officer shall present the TRARONSEVENNOTE 3740 to the Commanding Officer for changes after verifying all required documentation and training has been completed prior to presenting a request. The qualification change is valid upon entry in the TRARONSEVENNOTE 3740.

1. Detachments.

(1) The STAN Officer shall assign a Standardization Representative (STAN REP) for each detachment. The STAN REP will be responsible for taking any appropriate action necessary to promote and maintain the standardization of detachment personnel and procedures.

(2) The STAN REP will notify the STAN Officer, Assistant STAN Officer, or IUT STAN Officer when an IP completes all upgrade requirements for a stage. The STAN Officer, Assistant STAN Officer, or IUT STAN Officer will ensure that the QM and TIMS are properly updated and then notify the detachment STAN REP of the same.

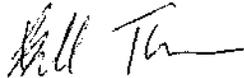
(3) Detachment personnel shall not under any circumstances allow an IP to instruct in a stage until the Commanding Officer or his/her representative has approved the change to the QM and TIMS has been updated.

m. Policy Change. Training Change Requests (TCRs) shall be submitted to the applicable stage manager in accordance with reference (e). The stage manager will route the TCR to the Commanding Officer via the STAN Officer. TCRs relating to non-stage specific issues shall be submitted to the Assistant STAN Officer or STAN Officer. TW-1 will forward the TCR to the Chief of Naval Air Training (CNATRA) for evaluation. Once VT-7 is advised of CNATRA approval, a timeline will be set for implementation. All IPs and SNAs will be briefed of the change and the TW-1 STAN Notes/FTI Supplements in the squadron spaces will be updated.

5. Responsibility

a. The STAN Officer, assisted by the Assistant STAN Officer and stage managers, will manage and ensure compliance with this instruction.

b. All Instructors flying with VT-7 shall be familiar with the contents of this instruction and ensure compliance.



W. B. THAMES

Distribution:

TRARONSEVENINST 5216.1Y List I, Special "F"
VT-7 Website

IP CHECK-IN PACKET



Welcome aboard Training Squadron Seven. On behalf of the CO, XO, and the entire Ready Room, we are glad to have you, and are sure you will enjoy flying the T-45C GOSHAWK. VT-7 instructors are from a wide variety of fleet aircraft, from jets to props. Flight time is plentiful, and you will soon see your logbook fill as you train tomorrow's Navy and Marine Corps aviators.

Our job in the Instructor Under Training (IUT) STAN Department is to ensure your seamless transition from Fleet Aviator to Training Command Flight Instructor. If you have any questions at all during your check-in and transition, please send them my way and I will do my best to get you the information you need.

Your first step is to give a valid recall number to the IUT Stan Office, the CO's secretary, and the ODO, then get your e-mail account set up as described below.

You may start flying in back seats while you are in ground school. We require that you have a valid medical up-chit, completed Primary Next-of-Kin (PNOK) form on file with the Safety Department and CO Secretary, a seat brief by one of our PR's (ask the Safety/NATOPS Officer for the required sign-off form), your NATOPS jacket on file with the Safety Office, your swim & physiology current (for jets), and your flight gear inspected and prepped by our PR's.

The following will provide you guidance during your "Check-In" process!

ADMIN OFFICE

There are numerous pieces of paper both in this packet and in your Instructor Training Jacket (ITJ, to be constructed) that you must complete and/or sign. Please place these and all IUT paperwork, in the IUT STAN in-box as soon as possible. Do not leave the building until you have left a **recall phone number** with the IUT Stan Office, the ODO, and the CO's secretary (even if you are temporarily in the BOQ awaiting housing).

Check in with the **Commanding Officer's Secretary**. She will ensure the appropriate people know that you have arrived and that you are accounted for per your orders. She will ask you to fill out an index card with the standard social roster (recall) information. If they are available, introduce yourself to the Commanding Officer and Executive Officer. They both have an open door policy and will be glad to meet you.

Check in with the clerks in the **Admin Office**. Have your orders stamped & signed indicating that you have arrived and fill out your travel claim. The personnel in Admin will also be able to assist you with any items on the Staff Officer Check In/Out Record that you don't understand.

OPS ADMIN OFFICE

Check in with **SCHEDULES** down the hall past the Commodore's office. Notify the on-duty skeds writer that you are a new IUT checking in. Meeting with the Commodore **is required** for all IUT's. **Do not go to the Commodore's office yourself and try and schedule a meeting!** The Commodore usually will meet with you after your IUT jacket has been sanitized and reviewed by the Wing STAN Officer. He will then sign your letter certifying you as an instructor.

Hand in your **LOGBOOK** to the clerk that sits in OPS Admin.

The **Flight Schedule** is usually published around 1800 each day. You can check it on line at <http://www.cnatra.navy.mil/tw1/vt7/index.asp> or call the duty desk at 601-679-2321. **Always check the front page for any applicable notes or lectures!** Lectures are provided by the simulator instructors or by "S" qualified IP's. The lectures will be stage specific (i.e. FAM Lecture, FORM Lecture, etc.) Following the lecture, you are required to take the CAI exam in the simulator building. You can expect to receive a lecture and CAI exam for every stage you wish to qualify in prior to actually flying one of the respective IUT events. **It is your responsibility to review the flight schedule for any simulator, lecture, meeting, or other tasking (even while in ground school)!**

In order to get the flight schedule via the Internet:

Note: You will need to go to the TW-1 TIMS office to set up your TIMS account and get your TIMS name (See details in this packet).

To log on:

1. Type the following into your browser... <http://www.cnatra.navy.mil/tw1/vt7/index.asp>
2. Click on the link to access the flight schedule.
3. Follow directions on the CTW-1 Schedule System homepage to get the schedule front page and to get the flight schedule and your personal schedule.

If you need to **SNIVEL** to remove yourself from a flight, your request is made via the **TIMS** program (The program we all use for grade sheets, yellow sheets, and sniveling). **You must SNIVEL if you will not be available. We all have things we need to do (leave, family plans, in town meeting, etc). The squadron cannot afford to have you forget to SNIV. DO NOT FORGET!!!** Ask any IP to show you how to use the program during your training syllabus. Always snivel early (at least **two** days prior to the event or the system will not down-load your snivel) and always snivel IN TIMS – **including any leave you will be taking!**

Your IUT flight progression is monitored on the “Big Board” in Schedules. After every flight, stop by Skeds and ensure that your “pucks” are updated to reflect your current status. The IUT Master Curriculum Guide (**MCG**) has all the requirements for each flight.

OPERATIONS DUTY OFFICER (ODO)

The Operations Duty Officer (ODO) is stood by all O-3's and below. Skeds will provide your name to the Senior Watch Officer. Once you have completed your NATOPS qualification (NA-14X) you will be placed on the Watch Bill. The last week of every month, the SWO will post the following months ODO snivel request in the IP ready room. This is where you submit your snivel requests for ODO. **ONCE THE WATCH BILL IS POSTED, IT IS YOUR RESPONSIBILITY TO STAND YOUR WATCH OR FIND A QUALIFIED REPLACEMENT.** With the number of instructors available for ODO duty, you can expect to stand the watch an average of 2-3 times per month (dependent on monthly dets). ODO is a half-day duty – normally 0700-1500 and 1500-LPOD (depending on field hours).

RAMP PASS & RUNWAY DUTY OFFICER (RDO) QUALIFICATION

Being RDO qualified is a requirement for all O-3's and below in order for an Instructor Pilot Letter of Designation to be issued. Additionally, attending Ramp Pass Training is required for all RDO's and LSO's. Ramp Pass Training and RDO Training is held every 1st and 3rd Monday of the month at 0800 in Base Ops. **Attend this class as soon as possible and get it out of the way. Have schedules put you on for the class.** Once you get your actual Ramp Pass Card, please make a copy of it and have it filed in your IUT Training Jacket. The TW-1 Wing LSO will assist you with your RDO Training. Following a brief RDO lecture, you will be required to take a short exam. Following the exam, the TW-1 Wing LSO will give you a sign-off sheet in

order to complete your RDO Training. Once the RDO sign-off sheet is completed and signed off, a copy needs to be placed in your IUT Training Jacket.

NATOPS/SAFETY OFFICE

Drop off your NATOPS jacket with NATOPS clerk in the NATOPS/SAFETY Office. There you may pick up a NATOPS Flight Manual, Pocket Check List, NATOPS Open Book Test, NATOPS Closed Book Test, and Emergency Procedures Boldface Exam.

Additionally, all aircrew are required to provide Safety with an admin up-chit and a PNOK (primary next-of-kin) form. These must be complete before you man up an airplane at VT-7. Admin up-chits are available from the duty flight surgeon at Medical, or from the flight surgeon in the wing flight surgeon office here at the hangar. The flight surgeon will also give you your high risk screening form.

If your **Swim Physiology** is expired, or you are coming from a platform that did not require the **Jet Physiology Training**, the SAFETY/NATOPS clerk will schedule you for a Swim/Phys date in Pensacola. If this applies to you, you will need a medical up-chit, your NATOPS jacket, flight suits, and swim gear when you report to Pensacola.

STAN/IUT STAN OFFICE

Complete the VT-7 STAN check-in sheet you have received with this packet and hand it to the STAN clerk or place it on their desk. Some of the info on your check-in sheet is used to assign you to appropriate advanced quals or ground jobs. Please remember – **ALL paperwork must be completed prior to the request for your IP Letter of Designation.**

The STAN officer will show you where your **IUT Training Jacket** is kept. He will also show you where to place your completed grade sheets during the IUT syllabus. The STAN clerk will file your grade sheets in your jacket. **Do not file them yourselves!** However, you are responsible for your IUT Training Jacket, so periodically (weekly, if able) check your jacket for accuracy, and to ensure that all paperwork is present.

A test is required in every stage prior to being cleared to instruct. The first test in each stage for IUTs will be the CAI exam. **You must also complete the paper version of the exam located in the Stan office after receiving the lecture and BEFORE flying the corresponding flight events. The lecture will be scheduled by VT-7 skeds.** Do not go to the sim building and ask them to input an exam into the system.

The flight qualifications for each instructor are published bi-monthly on a document called the Flight Instructor Standardization Program, (FIST). The FIST is posted on the ODO desk and is the only official copy of IP qualifications. Upon completion of ground school, you will be designated as “I” in Instrument, FAM, Night FAM (and possibly Form and Night Form depending on your aviation background) stages in which you are training. Once complete thru NA-14X, an IUT will be designated as an IP and start flying instructional sorties. IUT sortie scheduling priority will be in accordance with the Standardization Weekly Training Plan.

ALL PILOTS ARE EXPRESSLY FORBIDDEN FROM FLYING OR INSTRUCTING AN EVENT IF THE FIST DOES NOT REFLECT AN "I" OR A QUALIFICATION IN THAT STAGE. IF YOU ARE SCHEDULED FOR AN EVENT THAT YOU ARE NOT QUALIFIED OR CURRENT IN – DO NOT FLY THAT EVENT! IT MUST BE ON THE FIST AND IN WING-STATS! (Please note that every IP is responsible for adhering to the VT-7 Standardization and Training policies and procedures as per the TRARONSEVENINST 4122.1G)

You are likely coming from Sea Duty, and are ready to take some **leave**. Leave must be approved by the XO, and you must see the STAN Officer or Senior Marine to advise us of your plans. CNATRA requires us to complete your initial IUT training within 70 days (CNATRINST 1542.160). This is referred to as "Time-to-Train". Time-to-Train, officially starts the day you begin ground school (Aircraft Engineering and Systems Course), less time for approved leave, medical down, FITC and other TAD (LSO school, swim/phys, etc.). Although we are required to complete you within 70 days of starting ground school, the goal is to achieve your initial IP designation within 90 days of arrival in the squadron (COMTRAWINGONEINST 3710.13H).

E-MAIL (Microsoft Outlook) ACCOUNT SET-UP

See the TW-1 Information Assurance Officer in order to setup your NMCI account. **Please do this before you leave today!** Our e-mail comes through Outlook. You will rapidly see that e-mail is sometimes the most effective way to pass info to each other. The IUT STAN Officer will be e-mailing you during the IUT syllabus to check on your status. The Assistant STAN Officer may also pass relevant information concerning your training via e-mail. **You must check your e-mail daily!**

TIMS SET-UP

See the TIMS clerk in the office next to Wing ADMIN in order to set up your TIMS account. TIMS is the program we use for grade sheets, yellow sheets, and snivels. You need to be put into the system in order to have the correct paperwork generated for your IUT flights.

SIMULATOR BUILDING

Go to the admin office on the second floor to fill out the registration forms and to schedule your start date for ground school.

Go to the pubs room on the first deck in order to receive your Flight Training Instructions (FTI's), and your Master Curriculum Guide (MCG).

The computers to complete your Computer Aided Instruction (CAI) modules are on the second deck of the Sim building.

MEDICAL BUILDING

See the Flight Doc in the Aviation Medicine wing of the Medical Building (Admin side of base) in order to get your **Admin Up Chit**. Any of the Flight Docs on duty can sign the paperwork off for you. The flight surgeons also maintain an office here in the hangar. Leave one copy of your up-chit with the NATOPS office and one with Schedules.

The flight surgeon will also give you a **High Risk Screening Form**, which he will sign off at the same time.

Once your last IUT syllabus hop is complete, see the XO so that he can sign your High Risk Screening Form. **This will be one of the last items you do prior to being designated as a Flight Instructor.**

GROUND SCHOOL (SIMULATOR BUILDING)

Ground School normally begins on a Tuesday and runs approximately three weeks. IUT Stan will try to get you into the next available ground school class once you are ready to begin training. The uniform for ground school is flight suits. Classes will generally last from 0730-1700.

FLIGHT INSTRUCTOR TRAINING COURSE (FITC)

This is a good deal – sort of. Plan to bring the wife, kids, dog, and clubs. **FITC** is taught aboard NAS Pensacola. You will probably be out of the classroom each day by 1400-1530. The course is a requirement for every training command instructor, and you must be FITC complete prior to receiving your Flight Instructor Designation. Once IUT Stan has set a FITC date, stop by the Admin Office and have them generate a set of cost orders for your trip. The uniform is flight suits. FITC usually starts on Monday in the API building (BLDG #633 Room #123) and runs through Tuesday, with Day three back here in the wing spaces. You are welcome to stay the rest of the week in Pensacola, but be sure to snivel appropriately. **Understand that although you are welcome to spend the week in Pensacola, the Navy will only pay for the days FITC is actually in session. That means that you will only be reimbursed for 2 nights of lodging/3 days of per-diem.** The rest is on your own dime. Ask the Assistant STAN Officer to explain the details and specifics of funding for the FITC trip. You will have to call either the BOQ or Navy Lodge to make your lodging reservation. Remember to snivel in TIMS the dates you are going to be at FITC. **FITC may be done before or after ground school.**

ORM TRAINING CERTIFICATE/ORM UNIVERSITY

Prior to getting you designation as a Flight Instructor, you need to complete or show that you have completed the appropriate ORM University Course. The actual ORM Course Training Certificate (Graduate Certificate) appropriate for your rank needs to be filed in your IUT Training jacket. To complete the course or print out your completion certificate(s), please go to

the Navy Knowledge Online website. If you have any questions, please see the IUT or Assistant Stan Officer.

Navy Knowledge Online web site: <https://www.nko.navy.mil>

Individual – Managing Your Risk

Supervisor – Managing Your Team’s Risk

VT-7 FOD PREVENTION POLICY

Keys to FOD Prevention

- Mark your gear.
- Minimize the gear you take into the jet
- Account for your gear after leaving the jet
- Fess up if you lose something

All gear will be marked

- Use TIMS name or Last Name, First Initial
- PR shop has an engraver for plastic and metal objects

Students found with **unmarked** gear or students who leave **unmarked** gear in the jet will face the following consequences:

- Phase I – counseling, correction, and entire class participation in FOD walkdown
- Phase II – Pink Sheet

If marked gear is found in the jet, it will be returned to the individual

- Phase I and II – participate in FOD walkdown

Phase I students should be taught the basics of FOD prevention during BIs, RIs, and FAMs. IPs are responsible for any FOD that Phase I students leave in the jet.

The goal of this policy is prevention, not punishment

INTERNATIONAL MILITARY STUDENTS (IMS)

As you have probably noticed, along with Navy and Marine Corps students, VT-7 also trains French student aviators. Please stop by and check in with the International Liaison Officer to get the info pertinent to training the international students. Each student comes from a different training background and it would be helpful to you as an instructor to know what kind of training the international students have had prior to VT-7 to tailor your instruction. There are also differences in CNATRA 1500.4H as far as stage grading, PRB policy and Foreign ET’s. If you ever have questions pertaining to the training of international students, the International Liaison Officer is the first person to talk to.

CATS AND DOGS

You are responsible for checking the Flight Schedule daily, even while in ground school. Check the **notes** on the front page every day! While in ground school, you may be set up for an appointment with the Commodore or be assigned some other tasking.

All IUT's are required to sit in on briefs and debriefs for each respective stage they are qualifying in. These should be STUDENT briefs/debriefs.

Find an "S" to take you on the road for your instrument hops. Going on the road is a great way to rapidly complete your IUT syllabus.

Reference TRARONSEVENINST 3710.13C for Section and Division Lead Qualification requirements.

Read the STAN Notes for the stage in which you are training. The STAN Notes are most easily accessed online via the CNATRA E-Brief website. The STAN Notes provide specific stage information and elaborate on specifics such as local course rules and flying procedures. A sign-off sheet is attached to the front of every STAN Notes binder. Read & Initial is required.

Be proactive and visible around the squadron! You may not be scheduled for a hop, but can sometimes be added on to the flight schedule if you ask an "S" IP if he wants to work off one of your events. Putting in the time and effort to expeditiously complete your qualifications will be noticed. **PER THE CO'S GUIDANCE, IT IS RECOMMENDED THAT YOU FLY IN BACK SEATS ON A REGULAR (WEEKLY) BASIS DURING THE INITIAL IUT SYLLABUS.**

Please complete the **IUT syllabus critique** when you complete the IUT. Your inputs, positive or negative, will be used to make changes and improve the system for future IUT's checking in.

Once again, welcome aboard! If there is anything we can do to assist in your transition, let us know. As you are approaching the end of your initial IUT training, check your IUT jacket to ensure all paperwork is present and signed as required. Your Instructor Pilot letter of Designation cannot be generated until all administrative paperwork is signed, and all grade sheets are filed. If you have any questions, please let us know. Welcome Aboard!

Very Respectfully,

VT-7 IUT Stan Officer

VT-7 QUALIFICATION UPGRADE REQUEST

I, _____, respectfully request the following FIST qualification upgrade:

STAGE (circle one)							
INST	FAM	NFAM	NCHS	2FORM	4FORM	NFORM	ION
2ON	WEPS	TACF	2ACM	3ACM	OCF	CQLS	
SPECIAL (circle one)							
FCF INST NAT CRM							

QUAL LEVEL (circle one)*			
I	Q**	X	LD

* DO NOT request "S" qual
** All grade sheets completed/ filed? STAN Exam attached?

Date of IP designation

Date of initial qual in stage (if applicable)

of instructional hops flown in stage (if applicable)

of leads flown in stage (if applicable)

COMMENTS / AMPLIFYING INFO:
_____ Signature / Date

STAGE HEAD RECOMMENDATION....	YES	NO	
COMMENTS: _____			
			_____ Signature / Date

STAN / ASST STAN RECOMMENDATION....	YES	NO	
COMMENTS: _____			
			_____ Signature / Date

ADVANCED QUAL BOARD APPROVAL...	YES	NO	Date of board: _____
			_____ Signature / Date

***See Reverse side for desired Qualification requirements

From: Commanding Officer, Training Squadron SEVEN

To: _____
(IUT Last, First MI RANK/SERVICE)

Subj: INITIAL MISSION QUALIFICATION PRE-REQUISITE TRACKER

Ref: (a) CNATRAINST 1542.160 SERIES
(b) CNATRAINST 3710.13 SERIES
(c) TRARONSEVENINST 4122.1 SERIES

1. The following pre-requisites shall be completed prior to designation/qualification in stage.

- | <u>STAGE</u> | <u>PRE-REQUISITE</u> |
|---------------|--|
| INST: | <input type="checkbox"/> OBSERVE 1 BI BRIEF AND DEBRIEF
<input type="checkbox"/> OBSERVE 2 RI, AN, OR IR BRIEFS AND DEBRIEFS
<input type="checkbox"/> REVIEW BI, RI, IR, AND AN ATJ GRADESHEETS OF 5 SNA STAGE COMPLETERS
<input type="checkbox"/> REVIEW PREVIOUS 2 QUARTERS OF END OF STAGE CRITIQUES (STAN O LIBRARY)
<input type="checkbox"/> DISCUSS GRADING STANDARDS WITH STAGE MANAGER |
| FAM: | <input type="checkbox"/> OBSERVE 2 FAM BRIEFS AND DEBRIEFS
<input type="checkbox"/> REVIEW FAM ATJ GRADESHEETS OF 5 SNA STAGE COMPLETERS
<input type="checkbox"/> REVIEW PREVIOUS 2 QUARTERS OF END OF STAGE CRITIQUES (STAN O LIBRARY)
<input type="checkbox"/> DISCUSS GRADING STANDARDS WITH STAGE MANAGER |
| NFAM: | <input type="checkbox"/> OBSERVE 2 NIGHT FAM BRIEFS AND DEBRIEFS
<input type="checkbox"/> REVIEW NFAM ATJ GRADESHEETS OF 5 SNA STAGE COMPLETERS
<input type="checkbox"/> REVIEW PREVIOUS 2 QUARTERS OF END OF STAGE CRITIQUES (STAN O LIBRARY)
<input type="checkbox"/> DISCUSS GRADING STANDARDS WITH STAGE MANAGER |
| 2FORM: | <input type="checkbox"/> OBSERVE 1 BABY FORM BRIEF AND DEBRIEF
<input type="checkbox"/> OBSERVE 1 CRUISE FORM BRIEF AND DEBRIEF
<input type="checkbox"/> REVIEW 2PL FORM ATJ GRADESHEETS OF 5 SNA STAGE COMPLETERS
<input type="checkbox"/> REVIEW PREVIOUS 2 QUARTERS OF END OF STAGE CRITIQUES (STAN O LIBRARY)
<input type="checkbox"/> DISCUSS GRADING STANDARDS WITH STAGE MANAGER |
| 4FORM: | <input type="checkbox"/> OBSERVE 2 DIVISION FORMATION BRIEFS AND DEBRIEFS
<input type="checkbox"/> REVIEW 4PL FORM ATJ GRADESHEETS OF 5 SNA STAGE COMPLETERS
<input type="checkbox"/> REVIEW PREVIOUS 2 QUARTERS OF END OF STAGE CRITIQUES (STAN O LIBRARY)
<input type="checkbox"/> DISCUSS GRADING STANDARDS WITH STAGE MANAGER |
| NFORM: | <input type="checkbox"/> OBSERVE 2 NIGHT FORMATION BRIEFS AND DEBRIEFS
<input type="checkbox"/> REVIEW NFORM ATJ GRADESHEETS OF 5 SNA STAGE COMPLETERS
<input type="checkbox"/> REVIEW PREVIOUS 2 QUARTERS OF END OF STAGE CRITIQUES (STAN O LIBRARY)
<input type="checkbox"/> DISCUSS GRADING STANDARDS WITH STAGE MANAGER |
| 1ON: | <input type="checkbox"/> OBSERVE 2 1ON BRIEFS AND DEBRIEFS
<input type="checkbox"/> REVIEW 1PL ONAV ATJ GRADESHEETS OF 5 SNA STAGE COMPLETERS |

- REVIEW PREVIOUS 2 QUARTERS OF END OF STAGE CRITIQUES (STAN O LIBRARY)
 - READ 'LOW ALTITUDE AWARENESS TRAINING' (LAAT) FTI (CNATRA P-912)
 - DISCUSS GRADING STANDARDS WITH STAGE MANAGER
- 2ON:**
- OBSERVE 2 2ON BRIEFS AND DEBRIEFS
 - REVIEW 2ON ATJ GRADESHEETS OF 5 SNA STAGE COMPLETERS
 - REVIEW PREVIOUS 2 QUARTERS OF END OF STAGE CRITIQUES (STAN O LIBRARY)
 - DISCUSS GRADING STANDARDS WITH STAGE MANAGER
- WEPS:**
- OBSERVE 2 WEPS BRIEFS AND DEBRIEFS (TO INCLUDE 1 STK4101 EVENT)
 - REVIEW STK ATJ GRADESHEETS OF 5 SNA STAGE COMPLETERS
 - REVIEW PREVIOUS 2 QUARTERS OF END OF STAGE CRITIQUES (STAN O LIBRARY)
 - DISCUSS GRADING STANDARDS WITH STAGE MANAGER
- TACF:**
- OBSERVE 2 TACF BRIEFS AND DEBRIEFS (TO INCLUDE 1 TAC43XX EVENT)
 - REVIEW TACF ATJ GRADESHEETS OF 5 SNA STAGE COMPLETERS
 - REVIEW PREVIOUS 2 QUARTERS OF END OF STAGE CRITIQUES (STAN O LIBRARY)
 - DISCUSS GRADING STANDARDS WITH STAGE MANAGER
- 2ACM:**
- OBSERVE 3 BFM BRIEFS AND DEBRIEFS (TO INCLUDE 1 OFFENSIVE, 1 DEFENSIVE, AND 1 HIGH ASPECT BRIEF)
 - REVIEW BFM ATJ GRADESHEETS OF 5 SNA STAGE COMPLETERS
 - REVIEW PREVIOUS 2 QUARTERS OF END OF STAGE CRITIQUES (STAN O LIBRARY)
 - DISCUSS GRADING STANDARDS WITH STAGE MANAGER
- 3ACM:**
- OBSERVE 2 SEM BRIEFS AND DEBRIEFS
 - REVIEW SEM ATJ GRADESHEETS OF 5 SNA STAGE COMPLETERS
 - REVIEW PREVIOUS 2 QUARTERS OF END OF STAGE CRITIQUES (STAN O LIBRARY)
 - DISCUSS GRADING STANDARDS WITH STAGE MANAGER
- OCF:**
- OBSERVE 2 OCF BRIEFS AND DEBRIEFS
 - REVIEW OCF ATJ GRADESHEETS OF 5 SNA STAGE COMPLETERS
 - REVIEW PREVIOUS 2 QUARTERS OF END OF STAGE CRITIQUES (STAN O LIBRARY)
 - DISCUSS GRADING STANDARDS WITH STAGE MANAGER
- CQ:**
- OBSERVE 1 CQ/FCLP BRIEF AND DEBRIEF
 - REVIEW CQ/FCLP ATJ GRADESHEETS OF 5 SNA STAGE
 - REVIEW PREVIOUS 2 QUARTERS OF END OF STAGE CRITIQUES (STAN O LIBRARY)
 - DISCUSS GRADING STANDARDS WITH STAGE MANAGER

VT-7 STAN CHECK FORM

DATE OF FLIGHT: _____

IP RECEIVING STAN CHECK: _____

TYPE FLIGHT FLOWN: _____

FLIGHT FLOWN	UPDATES 90 Day CURRENCY IN	CAN BE USED TO STAN CHECK	NOTES
BI	BI, RI, AN, IR	BI	4
RI	BI, RI, AN, IR	BI, RI	4
AN	BI, RI, AN, IR	BI, RI, AN, IR	1, 4
IR	BI, RI, AN, IR	BI, RI, AN, IR	1, 4
INST CHECK	BI, RI, AN, IR	BI, RI, AN, IR	1, 4
FAM	FAM, CQ DEMO	FAM	NONE
NATOPS CHECK	FAM	FAM	2, 4
2FORM	2FORM, FAM	2FORM	3
4FORM	4 AND 2FORM, FAM	4 AND 2FORM	3
NFAM	NFAM	NFAM	NONE
NFORM	NFAM, NFORM	NFAM, NFORM	3
NCHASE	NCHASE, NFAM	NCHASE, NFAM	3
OCF	OCF	OCF	NONE
TACF	TACF, 2FORM	TACF	3
2ACM	2ACM, TACF, 2FORM	2ACM, TACF	3
3ACM	3 AND 2ACM, TACF 4 AND 2FORM	3ACM, 2 ACM, TACF	3
1ON	1ON	1ON	5
2ON	2ON, 1ON, 2FORM, TACF	2ON, 1ON	3
WEPS	WEP, 4 AND 2FORM	WEP	3
CQ DEMO	CQ DEMO, FAM	CQ DEMO	6
CQLDSF	CQLDSF, CQ DEMO 4 AND 2FORM	CQLDSF, CQ DEMO	3, 6

- NOTE 1: Instrument Standardization check flights may coincide with annual NATOPS Instrument evaluation flights and annual Crew Resource Management (CRM) flights. Evaluator must be a designated Instrument Checker to give annual NATOPS instrument evaluations (or SNA IR4290 event) as well as STAN qualified in the instrument stage.
- NOTE 2: FAM Standardization check flights may coincide with the annual NATOPS evaluation flights. Evaluator must be a designated NI/ANI and STAN qualified in the FAM stage.
- NOTE 3: With the exception of initial qualification or unless currency has lapsed, multi-plane events do not require that the "S" instructor fly in the same aircraft as IP receiving standardization check.
- NOTE 4: May be flown in a simulator.
- NOTE 5: The flight portion need not be monitored until the IP has allowed 180 days to lapse.
- NOTE 6: CQ stage flights require currency every 180 days.

OBSERVING "S" IP NAME: _____ SIGNATURE: _____

COMMENTS (REQUIRED):

ATTACH STAN TEST (AS REQUIRED)