



## DEPARTMENT OF THE NAVY

TRAINING SQUADRON NINE  
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MERIDIAN, MS 39309-5404

TRARONNINEINST 3740.1J  
N5  
7 Aug 15

### TRARON NINE INSTRUCTION 3740.1J

From: Commanding Officer, Training Squadron NINE

Subj: FLIGHT INSTRUCTOR STANDARDIZATION AND TRAINING (FIST) PROGRAM

Ref: (a) OPNAVINST 3710.7 (Series)  
(b) CNATRAININST 1500.4 (Series)  
(c) CNATRAININST 3710.13 (Series)  
(d) COMTRAWINGONEINST 3710.13 (Series)  
(e) TRARONNINEINST 5400.1 (Series)  
(f) TRARONNINEINST 1542.2 (Series)  
(g) TRARONNINEINST 3740.2 (Series)  
(h) CNATRAININST 1550.6 (Series)

Encl: (1) VT-9 IUT Gouge  
(2) VT-9 Qual Upgrade Request  
(3) VT-9 Initial Mission Qualification Prerequisite Tracker  
(4) VT-9 STAN Check Form  
(5) VT-9 IUT Flight Standardization Gouge

1. Purpose. To expand upon references (a) through (h) by documenting Training Squadron NINE (VT-9) specific Standardization (STAN) and Training policies and procedures. To provide standardized instruction for student and instructor training within VT-9 in order to ensure efficient, effective, and safe flight operations.

2. Cancellation. TRARONNINEINST 3740.1H

3. Discussion. Standardization among instructors is an essential part of the mission of VT-9. The VT-9 Standardization and Training Program (FIST) is directed per references (a) through (h). The key to effective training is two-fold:

- a. Communication must be effective among Squadron Stage Managers and Stage Instructors.
- b. Student, Instructor Pilot (IP), and Flight Support training syllabi must be monitored closely as per reference (c).

4. Organization.

- a. The Instructor Under Training (IUT) STAN Officer is responsible for initial IUT qualification (MOD 00-02). The Assistant STAN (ASTAN) Officer is responsible for all Advanced Stage

Qualifications (MOD 03/04). Note, out-of-control flight (OCF) and carrier qualification (CQ) are considered Advanced Stages. Specific Stage Managers are responsible for specific stage concerns.

b. Training Wing ONE (TW-1) STAN Notes/Flight Training Instruction (FTI) Supplements shall be posted on E-Brief or Sharepoint. Additionally, they shall be posted in the squadron briefing spaces. The TW-1 STAN Notes/FTI Supplements provide specific stage information and elaborate on general operational issues such as local course rules.

5. Policy.

a. Check-in. All new IPs shall report to the IUT STAN Officer for a Check-In Brief and a VT-9 IUT Gouge (enclosure (1)).

(1) Instructor Training Jackets (ITJ) are maintained in the STAN clerk's office, and are the responsibility of each individual IP. The right side of each jacket has an inventory sheet that must be adhered to in order to keep the ITJ within standard.

(2) The Basic IUT Syllabus (MOD 00/01) time-to-train shall be IAW the applicable IUT Master Curriculum Guide (MCG). IUT flight gouge for MOD 00/01 is noted in enclosure (5).

b. Qualifications. The Qualifications Matrix (QM) for each instructor is generated by the Training Integration Management System (TIMS) and is the primary record of IP currency and shall contain the most up-to-date information with regard to IP qualifications. The QM is published daily and posted in the STAN office, Ready Room, and ODO desk. Currency is the responsibility of each individual IP.

(1) Initial Qualifications. Upon completion of Ground School, the IUT will begin training in Naval Air Training and Operating Procedures Standardization (NATOPS), Instrument (INST) and Familiarization (FAM) (MOD 00/01). Sortie scheduling priority will be determined by the IUT STAN Officer. The Flight Instructor Training Course (FITC) must also be completed prior to instructing in any stage.

(2) Once complete with MOD 00/01, the IUT will begin Formation (FORM) and Night Formation (NFORM) (MOD 02) while the IP designation letter is staffed for CTW-1 signature.

c. Waivers. All IUT syllabus waivers must be requested through CTW-1. Request for IUT syllabus waivers shall follow the below guidelines for IUT's with prior Training Command instructional experience and previous T-45 NATOPS Qualification.

(1) If less than 12 months since the last flight in stage, the IP retains the qualification but must complete an annual restan test and 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 all simulator events and half of the aircraft flights (no less than two) for that stage. Upon completion of this modified IUT syllabus for a particular stage, an instructor regains their previous qualification in that stage, not to include an "S" qualification.

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

d. Standardization Tests. All standardization tests shall be completed in writing. Paper tests are located in the VT-9 STAN office. Paper exams should be turned in with a completed VT-9 STAN Check Form (enclosure (4)) and placed in the STAN clerk's inbox.

e. Briefs and Debriefs. IUTs are required to attend student briefs and debriefs as part of each stage's IUT syllabus in accordance with enclosure (3).

f. Lectures. Stage specific flight support lectures shall be given by IPs designated "S" in that stage. 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 instructor to ensure that the applicable test is complete and all events are properly documented in TIMS.

g. Selectively Retain Graduates (SERGRADS). SERGRADS are eligible for all Category (CAT) I & II IP qualifications. Advanced qualifications will be determined at the Commanding Officer's (CO) discretion. SERGRADS are not normally designated as a Division Lead.

h. Advanced qualifications. An Advance Qualifications Board (AQB) will be held each month to approve or deny qualification upgrade requests and make other changes to the QM. The AQB should be comprised of the Executive Officer (XO), Operations Officer (OPSO), STAN Officer, ASTAN Officer, Safety Officer, and the IUT STAN Officer. The results of the Board will be forwarded to the CO with a recommendation for approval.

(1) 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 next QM. Denied requests are returned to the originating IP.

(2) Enclosure (2) delineates sortie and prerequisite qualification requirements for instructor upgrades. The IUT shall ensure all applicable IUT grade sheets are incorporated into their ITJ prior to requesting stage qualification.

(3) Newly qualified instructors should expect one advanced qualification "I" no earlier than three months after initial IP designation and designation as a Section and a Division Lead. Generally an IUT is selected for two of three tracks: Weapons (WEPS)/Operational Navigation (ONAV)/Tactical Form (TACFORM), Basic Flight Maneuvering (BFM)/OCF, and CQ.

(4) IP qualifications shall be primarily based on the individual's airmanship and instructional ability. IPs will be classified into three IP categories carrying the following identifiers: "Q", "X" or "S". (The "Q" qualification is only for the Familiarization (FAM) stage). The decision to designate an IP for a special qualification shall be left to the CO using the following guidelines.

(a) A "Q" or "X" qualified IP must have completed all required flights, lectures, simulators and standardization exams for the stage in which they are an IUT. A "Q" qualified IP may conduct student syllabus events for that particular stage excluding stage check flights (i.e. FAM 4490), unless otherwise delineated in the phase MCG. An "X" qualified IP may conduct student syllabus events for that particular stage of training including extra time events (ETs).

(b) An "X" qualification for the FAM stage will be awarded no earlier than six months from the IPs initial designation.

(c) An "S" qualified IP shall have flown a minimum of 25 flights in stage (exceptions include the CQ phase). All IUT events and all IP standardization checks shall be conducted by an "S" designated IP for that stage of instruction. Squadron flight schedules officers may use "S" designated IPs for any student syllabus or check flight, ET events (XX87 flights), initial progress checks (XX88 flights). Only CO designated NATOPS checkers may fly the NA-14X and CO designated INST checkers may fly the IR-4290 or AN-03X.

(d) NATOPS and STAN Check Flights shall be conducted only by those IPs designated in writing by the CO as members of the NATOPS and INST Check Boards.

(1) NATOPS Checkers shall have a minimum of 1,500 hours total pilot time, 350 hours in type (post Naval Aviator designation), and one year on board (six months if prior IP).

(2) STAN Checkers shall have a minimum of 1,500 hours total pilot time, and six months post initial IP designation.

(3) Both NATOPS and STAN Check pilots shall be Crew Resource Management (CRM) Facilitators.

i. Initial Progress Check (IPC) and Final Progress Check (FPC) instructor designation. IPC and FPC qualified instructors shall be designated in writing by the CO in accordance with reference (f) to conduct Initial and Final Progress Checks.

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

6. Currency Requirements. IPs shall not instruct or lead an event if out of currency for that stage. Qualification currency is defined by references (a) & (c) and tracked by TIMS.

a. An annual written examination and STAN check flight is required in each stage an IP is qualified to instruct.

b. Reference (c) requires that each IP conduct at least one event every 90 days in each stage of instruction and fly a STAN check flight annually. Failure to do so in either case requires re-qualification in the appropriate stage and completion of a written test.

c. Once an IP has expired in a given qualification, it may not be regained without first passing an appropriate stage examination and a STAN check in that stage.

d. Conduct of STAN checks:

(1) All single plane stages require a written stage exam, including a brief, flight and debrief with a STAN Instructor. INST STAN Check Flights should be flown in conjunction with the individual's annual INST Check Flight (unless done in the simulator). The FAM STAN Check Flight should be flown in conjunction with the individual's annual NATOPS check flight.

(2) A STAN re-qualification flight for Multi-Plane Stages shall consist of a written stage exam and a STAN Instructor monitored brief. The IP being checked will brief the flight. The monitoring IP need not be in the same airplane unless the qualification of the IP being checked has expired.

(3) Initial stage qualifications and upgrade request will be submitted via enclosure (2).

(4) Re-STAN flights and re-currency flights will be submitted via enclosure (4).

e. Detachments.

(1) The STAN Officer shall assign a STAN 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 shall notify the STAN Officer, ASTAN Officer, or IUT STAN Officer when an instructor completes all upgrade requirements for a stage. The STAN Officer, ASTAN Officer, or IUT STAN Officer shall ensure that the QM and TIMS are properly updated. The STAN Officer, ASTAN Officer, or IUT STAN Officer will then notify the detachment STAN REP that the QM and TIMS have been updated.

f. Policy Change. Training Change Requests (TCRs) shall be submitted to the applicable Stage Manager in accordance with reference (h). The Stage Manager will route the TCR to the CO via the STAN Officer. TW-1 will forward the TCR to CNATRA for evaluation. Once VT-9 is advised of CNATRA approval, a timeline will be set for implementation. All IPs and students will be briefed of the change and the TW-1 STAN Notes/FTI Supplements in the squadron spaces will be updated.

7. Responsibility.

a. The CO will designate a STAN Officer who will be responsible for the implementation of the VT-9 STAN Program.

b. The STAN Officer will direct the FIST Program. In carrying out their duties, the STAN Officer will:

- (1) Supervise all duties of the Squadron Stage Managers and IUT STAN Officer.
- (2) Monitor the standardization and training of students and IPs.
- (3) Ensure proper standardization between the flight, flight support, academic, and simulator phases of training.
- (4) Monitor student grades to identify problem areas.
- (5) Maintain a reference library in accordance with reference (c).
- (6) Ensure IUT and Re-STAN flights are flown with the Squadron Stage Managers to the maximum extent possible.
- (7) Conduct STAN meetings/stage re-blue briefs with all IPs.
- (8) Convene AQB monthly to direct the flow and training of IPs in advanced stages.

c. ASTAN Officer will assist the STAN Officer in directing the FIST program.

- (1) Maintain the squadron QM.
- (2) Is responsible for all Advanced Stage Qualifications (MOD 03/04) as well as the CQ & OCF Stages.

d. IUT STAN Officer is responsible for coordinating all IUT activities within the initial IUT Phase. In carrying out these duties, they shall:

(1) Schedule the MOD 00, 01, and 02 IUT flights directly or through coordination with the Schedules Officer.

(2) Ensure that the training of all IPs is conducted as per references (c) and (d).

(3) Maintain IUT training jackets as per reference (b).

(4) Provide "VT-9 IUT Gouge".

(5) Track IUT Time-to-Train per reference (e).

e. Squadron Stage Managers will assist the STAN Officer in directing the FIST Program. In carrying out these duties, they shall:

(1) Monitor the standardization of IPs and students in their assigned stages. Recommend IP assignment of "I's" for their stage to the AQB and monitor stage manning levels.

(2) Give flight support lectures in their stage and, in their absence, ensure that an alternate is prepared to conduct the lecture. NATOPS programmed texts and accompanying films will be used to the maximum extent possible.

(3) Monitor student progress in their stage by flying selected student flights. Stage Managers will counsel all students who receive a down or are identified as marginal performers in their stage.

(4) Fly IUT check flights and required Re-STAN Flights in their stage to the maximum extent practicable.

(5) During the End-of-Stage Jacket Review, review all student Aviation Training Forms (ATF) within their stage for completeness and correctness.

(6) Review all written critiques filled out by students completing their stage, and forward them up the chain of command.

(7) Recommend changes to the STAN Officer for potential problem areas in their stage.

(8) Ensure that briefing and lecture guides are current for their stage.

(9) Coordinate with the Schedules Officer:

(a) To ensure that each IP qualified in their stage conducts at least one instructional event every 90 days.

(b) To ensure that each IP in their stage completes an annual STAN examination and an annual STAN flight.

(c) To ensure each IP with an "I" in their stage is quickly and efficiently scheduled through their IUT syllabus.



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Distribution:  
TRARONNINEINST 5216.1 (Series)  
List I

# *VT-9 IUT GOUGE* (JUN 2015)

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## **IUT Check-in Gouge.**

In addition to the Admin check in/out sheet, here are the things you must complete prior to starting ground school and/or obtaining your instructor designation letter.

### **CO and ADMIN OFFICE**

Admin is where you will pick up your check in/out sheet and get your orders stamped. There are numerous forms you will fill out to ensure VT-9 properly gains you.

The CO's secretary, Jerri Mixon will have you fill out an index card with your social roster information. She can also schedule you an appointment with the CO/XO at that time. Part of this initial process is also ensuring the ODO's desk has a proper recall for you.

This will allow your name to be forwarded to the Senior Watch Officer (Usually the Senior Marine) as you will become eligible for ODO once you receive a current IP designation letter.

When you check in with Pam (the travel clerk), ask her about DTS. Every time you go TAD for FITC, Cross Countries (which are usually funded) or other training, you will have to generate your own orders in DTS. When you return from TAD, you will have to submit a travel claim within five days. The only exception is that Pam generates DTS orders for detachments.

### **STAN/IUT STAN OFFICE**

The IUT STAN clerk, Dorothy Smoot, is located in the STAN office, and she will give you the proper forms to fill out prior to starting training and will brief you on the items you must have completed prior to getting your letter signed. The IUT STAN Officer (CAPT Stoffel) will show you where your ITJ Jacket is kept and where to put completed gradesheets during the syllabus.

You will also be briefed on the requirements other than flight/simulator events needed prior to receiving your IP designation letter. These include:

1. **ORM Training Certificates.** Once you have NMCI access, you are to provide both the ORM fundamentals and ORM for supervisors' certificates. You can access these courses at the Navy Knowledge Online website. If you already have them from a previous command, those are acceptable provided you are able to print the certificate. You must complete these two courses every three years.

2. **High Risk Screening Form.** You should have this form from your welcome aboard package. It needs to be signed by the Flight Surgeon, during your Admin up-chit physical, and the CO.

3. **IUT syllabus waiver request.** If you have served as a T-45C instructor within the previous three years, we can request a waiver for many of the Ground School, SIM and flight events.

4. **FITC Completion Letter.** You will be scheduled for FITC once you have completed Ground School and have started training events. Once you start Ground School, setup a FITC date with the IUT STAN Officer. FITC is a three day course that teaches you how to interact with students and grading in the TRACOM. It is usually on the first Monday and Tuesday of the month at NAS Pensacola. The third day is back at NAS Meridian on Wednesday or Thursday. We can be flexible with FITC dates to a certain degree but we do not want you waiting on this required course to receive have your IP designation. If you have been to FITC in the last three years, inform the IUT STAN Officer. You may not need to attend again.

5. **Ramp Pass/RDO Letter.** Being RDO qualified is a requirement for all O-4 (non Department Head) and below IP's. Normally you will receive a Ramp Pass brief and an RDO Brief during day three of FITC. The RDO portion of the brief is taught by the Wing LSO and the Ramp Pass portion is covered by Base OPS personnel. The Ramp Pass expires after a year and you will have to attend one of the bi-monthly briefs given by Base OPS – see SKEDS. Newly “Soft” Winged SNAs usually stand day RDO while only designated IPs may stand night RDO.

6. **Swim Phys.** Make sure your Swim Phys is current. If it will expire, you will need to schedule yourself to attend refresher training. Pensacola is the most preferred site, but others may be approved by exception.

7. **End of Course Critique.** Before your IP designation is routed, complete the IUT critique form in the STAN Office and give it to the IUT STAN Officer.

The maintenance and record keeping of your jacket is something you are ultimately responsible for, so ensure it is as up to date as possible. The IUT STAN clerk can answer questions about what should be in your ITJ. Checking it frequently will avoid scrambling at the last minute to get things signed or scheduled. It hurts your time to train and shines a bad light on the command when you have all the events complete and are waiting on a monthly or bi-monthly class to get your designation.

### SCHEDULES

Check in with Schedules and advise the on-duty schedules writer that you are a new IUT check-in. They will give you a tour of skeds to familiarize you with the process and make name magnets (pucks) allowing you to be scheduled.

They will also go over the process by which you can snivel while you are in the IUT. You will not have the appropriate rights to enter it yourself until you are a letter signed IP.

### **SAFETY/NATOPS OFFICE/LOG BOOK**

Drop your NATOPS jacket off with Nancy in the NATOPS office. She will go through it to ensure your physiology and medical quals are current and give you the appropriate NATOPS manuals. She will need several things prior to you being able to fly in the jet. These include:

1. **A valid up-chit in your NATOPS jacket.**
2. **A completed PNOK form in Admin.**
3. **A seat brief provided by the AME's in maintenance. You can get this any time.**
4. **Current SWIM/PHYS.**
5. **Flight gear inspected by the PRs.**

With these complete, you will be eligible to 'trunk' flights before and during your ground school phase.

Hand your logbook to the Safety clerk to ensure they begin tracking your training and flight time. Once a month, the Safety clerk will leave sticky pages for you to sign for your logbook. These will be in the Ready Room, or another designated location.

### **WING ADP OFFICE/TIMS OFFICE**

These two stops are critical prior to starting training. Wing ADP will set you up with an NMCI account. You will be required to complete your Information Assurance Awareness course if not already current for this year, prior to receiving an account.

The TIMS office across the hall from Wing ADP is where you will be entered into TIMS, the software that runs VT-9. TIMS controls all aspects of the administrative side of flying the T-45. Through TIMS you will be made available to schedule for flights and 'trunks', as well as fill out yellowsheets and gradesheets. Once you have your instructor letter in hand you will also be able to snivel through this program.

Linda Wigington, at the Wing, is the person who will get you a TIMS account. While you are an IUT, you will only be able to access TIMS from dedicated TRANET machines (in maintenance control, briefing spaces, and in the ready room). Once you get your IP letter, you will also be able to access TIMS from NMCI stations.

### **SIMULATOR BUILDING**

The last stop to ensure you are ready to train is the SIM building. The pubs room on the first floor is where you will get the appropriate publications (FTI's, MCG, etc...). Once you have picked up your pubs, go upstairs and speak with the Ground School Admin Office (Ms. Bernadine) to establish or verify your Ground School date.

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## CATS AND DOGS

You are responsible for checking the flight schedule every day, even while in Ground School. There may be a class we need to get you in during that time to facilitate you getting your letter on time. To find the flight schedule, GOOGLE “VT-9 Schedule”, or call the SDO.

[https://www.cnatra.navy.mil/scheds/schedule\\_data.aspx?sq=VT-9](https://www.cnatra.navy.mil/scheds/schedule_data.aspx?sq=VT-9)

Ensure you have a current INST CHECK (not type specific) or receive IGS prior to your INST Check-ride. **YOU MUST SCHEDULE YOURSELF** to attend IGS, since it is not part of the IUT Ground School. SKEDS can tell you when the next IGS class is. You shouldn't get to the AN-03X (Instrument Check) before you've had IGS. Make sure you have at least 1.5 night hours and no less than three night approaches prior to the AN-03X (per IUT MCG). Also, make sure you have at least 12 precision approaches (in the last 12 months), six non-precision approaches (in the last six months) and 12 hours of instrument time **PRIOR** to being scheduled for you AN-03X. 50 percent of this requirement may come from simulator time. Let SKEDS know if you need another flight to get enough approaches done prior to the AN-03X.

Check the Read and Initial Board in the Ready Room before flying.

Be proactive and visible around the squadron even if you are not scheduled. By checking the board in the Ready Room, you may be able to 'trunk' or pick up a 'red boxed' flights and get ahead of your time to train. Depending on what platform you are coming from, you may feel that you need extra flights to build your comfort level. We understand that flying with students is not the same as flying by yourself. If you desire extra events, stop by IUT STAN Office to develop a necessary plan of action.

There are many things to keep on top of during the IUT and the IUT STAN Officer is there to help. If you have any questions, please stop by to resolve them. It is our goal to facilitate a smooth transition to the T-45 in a manner in which you receive the most beneficial training available. If there is anything that impedes this, bring it up so it can be rectified.

### **What to expect during the Basic IUT.**

The IUT process here at VT-9 is very much self-serve. You have to drive your scheduling and training. If you don't actively manage your Ground School, SIM and flight scheduling, it simply won't happen.

The big sticks in the mud are Ground School, IGS and FITC. Once you start Ground School, you will be with a class of students until BI (Basic Instruments) or RIs (Radio Instruments). You have to schedule yourself for IGS – see SKEDS. To schedule FITC, see the IUT STAN Officer.

Once you are far enough along in Ground School, the SIM building will begin to schedule you for SIMs. You will need to make sure they actually schedule you for RI ground school before

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your first RI SIM. As a rule, you should try to complete all of the SIMs in Module-00 of the IUT syllabus except for NA-13SX before you start flying events in the jet. This will optimize your training flow.

Once you are done with the basic Ground School and all the SIMs except NA-13SX, you can start flying events in the jet. Go to the VT-9 SKEDS office and tell them you are ready to start flying.

After each IUT event, update your pucks on the IUT board in SKEDS.

At some point you will be ready for your AN-03X Instrument Check and NA-14X NATOPS check. Once you complete these flights, go see Dorothy in STAN to fill out the paperwork. The paperwork has to get routed to the CO and filed before we can send your IUT Jacket to the Commodore for IP Designation.

In addition, you will need to fill out the Open Book, Closed Book, Course Rules, FAM and Instrument exams and turn them in to Nancy and Dorothy, as appropriate. All stage exams must be repeated annually.

Once your IP Letter is signed by the Commodore and entered into TIMS by Dorothy, Nancy, or Richard (in Admin), you will be eligible to fly FAM and Instrument stages with students. You will also be eligible to stand ODO and RDO.

For ODO, you need to get your own training by observing ODO once.

### **I've Got My IP Letter, Now What?**

Now you can fly with students, but only in a few stages. You still need to do upgrade flights and Standardization tests to fly in new stages. You should be proactive in getting scheduled for 2FORM, 4FORM, Night FAM and Night FORM.

#### **MOD-02 and Flight Lead:**

Basically, after your IP letter is signed, if you want to move on to Phase II Stages, you need to knock out Module-02 of the IUT as soon as possible.

Before you can fly flights unsupervised, you need to complete a Section Lead or Division Lead upgrade process. The number of flights you will need depends on your fleet experience and quals. The paperwork is available in the STAN Office.

Until you get your Lead Designation here are the restrictions:

- Can only lead a section with a Section Lead in the flight
- Can only lead a division with a Division Lead in your trunk.

#### **Phase II:**

Once you are complete with Module-02 IUT, you can request upgrades in Phase II Stages. To make a request, see the Stage Head for the stage you are interested in (FAM, INST, ONAV, etc) and route the "Qual Upgrade Request" form up through the STAN Officer. Once you have been

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selected for IUT in a stage, you will show up as an “I” on the qualification matrix. Once you are officially an “I,” you can go to SKEDS and have them put you on for the events you need. You have to be proactive here or nothing will ever happen. Once you complete all the syllabus flights and STAN tests for a new stage, turn in another Qual Upgrade form and have Nancy enter you into TIMs as an “X” for that stage.

*TAC FORM* – Once you are done with Module-02 you can request this qual.

Single Plane ONAV – Fleet TACAIR can jump right into this after Mod-02 without all the chart planning Ground School. Non-TACAIR will need a little more Ground School. See the current ONAV Stage Head.

*WEPS (Strike)* – Must be Module-02 complete. Must also be a Division Lead to be designated as a WEPS LEAD.

*Multiplane ONAV* – This is section low level and road recce. You need to finish Single Plane ONAV, TAC FORM and WEPS to become an IUT in this stage. In order to become a 2 Plane ONAV Chase, see the ONAV/WEPs Stage Head.

*OCF* – See the BFM Stage Head.

*BFM (2BFM)* – This is TRACOM BFM. Generally VFA-only, and must be Mod-02 and TACF ORM complete.

*SEM (3BFM)*– Must be BFM and TACF ORM Complete.

*3BFM LEAD (Bandit Lead)* – After qualified in 3BFM

*CQ Lead/Safe*

- LSOs – 50 T-45 hours since winging to CQ (CQ-08X)
- Lead/Safe – 50 T-45 hours since winging + 100 total traps + Division Lead
- Talk to the Head Paddles if you are interested in the CQ program.

### **Advanced Qualifications**

Standardization “S” Instructor. This qualification is required for each stage to conduct IUT or re-stan training for other IPs. After you gain some experience in a stage (25 student events is the usual rule of thumb), you can ask the appropriate Stage Manager for an “S” level qualification. A FAM “S” is also required to perform student FAM Safe For Solo Checkrides.

Instrument Checker. See the NATOPS Officer. You have to have at least 1,500 total hours and meet some additional requirements. This qualification is required to fly student or IP instrument checks. You have to have a signed designation letter in your jacket before executing flights with this qual.

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NATOPS Checker. See the NATOPS Officer. This is generally given to a few more senior IPs. You have to have a signed designation letter in your jacket before executing flights with this qual. The squadron is only allowed about four total NTPS checkers.

### **Expiring Quals and the FIST**

Once you have a qual, you are a ticking time bomb heading to qual expiration. Most quals must be updated annually. How do you know when a qual will expire? Ask someone in the Ready Room to show you the FIST. It is a matrix that shows all VT-9 IPs and what quals they have, as well as color-coding for expiration dates.

If you haven't flown in a particular stage in a while, you might even expire before you next annual restan would have been due. You have to check the FIST before each day of flying to make sure you are still qualified in the stages you are scheduled for.

In all cases, you have to complete a STAN exam for each stage and a course rules exam every year. In addition, even if your qual doesn't expire, you will normally need an annual STAN check for each stage. Some stages overlap (a 4FORM STAN check counts for 2FORM as well). Check the Qual Upgrade form to see which stages can give you credit for others.

A STAN check before you expire just required an "S" IP in that stage to observe one of your flights. That "S" doesn't even have to be in your cockpit if it is a multi-plane event.

If your qual has already expired, you will have to have an "S" IP for that stage in your cockpit.

The NATOPS check counts as an annual FAM STAN check. An annual Instrument Check counts as an annual INST STAN check.

For NATOPS-related expiring quals (flight physical, seat brief, swim phys, etc), the NATOPS office publishes a monthly report and posts it in the bathroom. You will have to schedule yourself for whatever training you need to keep these from expiring.

Here's how to check your quals on Wingstats:

1. Either click on the "Wingstats" button from the TIMS main page or Google it.
2. Click on your CAC certificate and click "Ok".
3. Click "Ok" on the warning.
4. Click on "CTW-1".
5. Click on "NATOPS/Quals".
6. Click on "Quals Report".
7. Click on "VT-9", click on "Instructor Pilot", and click "Next".
8. Click on your name, and click "Next."
9. Click on "Quals Complete Report", and click "Finish".

From here you can select any of your quals for currency information.

Log in at least once every 30 days or your account will be suspended. See TIMS Linda for re-activation or any issues with TIMS.

Enclosure (1)

## VT-9 Qual Upgrade Request

Name: \_\_\_\_\_

Date: \_\_\_\_\_

### Initial IUT / X designations

I have started the Basic IUT.

Clerk- Assign "I" to: INST, FAM, 2FORM, 4FORM, NFAM, NFORM

I have finished the Basic IUT (MOD 00 and 01) and have signed IP letter from Commodore.

Clerk- Assign "X" to INST and "Q" to FAM per date of signed IP Letter.

I have finished the IUT in the stage(s) below. (3BFM = BFM07-10X only)

2FORM "X"	4FORM "X"	NFAM "X"	NFORM "X"	1ONAV "X"	2ONAV "X"	WEPS "X"	TACF "X"	OCF "X"	2BFM "X"	3BFM "X"	LDSF "L"

**Attach Stage Stan Exam(s) and ensure all grade sheets are complete. Then:**

**\*\*\*\*\*ROUTE DIRECT TO STAN CLERK'S INBOX\*\*\*\*\***

Stan Clerk Checklist: Gradesheets in Jacket  / Exam entered in TIMS  / Stan Check Dotsheet  / "X" Dotsheet  / "X" in Qual Mgr

### Other Designations

I request the upgrade indicated below:

	INST	FAM	2FORM	4FORM	NFAM	NFORM	1ONAV	2ONAV	WEPS	TACF	OCF	2BFM	3BFM	LDSF
I														
Q														
X		(6 mos as IP)												
S														

#### DESIGNATIONS/LEADS

#### MINIMUM EXPERIENCE REQUIREMENTS

INST Checker	
NATOPS Checker	
WEPS Lead	
3BFM Lead	
NFAM Chase ("X" or "S")	

**Checker Designations** INST= 1500hrs total pilot time, 6 months as IP. NATOPS= 1500hrs total, 350 in T-45, 1yr as IP (6 months if prior IP). Both require a signed designation letter.

**Standardization "S" Instructor** Minimum experience for INST, FAM, 2FORM, 4FORM "S" = 150 T-45 instructional hours and 25 instructional flights in stage. Minimum experience for LDSF "S" is at Head LSO discretion. Minimum experience for all other stage "S" = 15 instructional flights in stage.

**Lead / Chase Qual** WEPS- Must complete WEP-08X. 3BFM- Must complete BFM-11X.

### ROUTING

1) Stage Head: ( Yes / No ) Sign/Date \_\_\_\_\_ Comments: \_\_\_\_\_

2) Stan Officer: ( Yes / No ) Sign/Date \_\_\_\_\_ Comments: \_\_\_\_\_

3) Stan Clerk : Create Dotsheet  Assign in Qual Manager  File this sheet in IP jacket.

From: Commanding Officer, Training Squadron NINE

To: \_\_\_\_\_  
(IUT Last, First MI Rank/Service)

Subj: INITIAL MISSION QUALIFICATION PREREQUISITES TRACKER

Ref: (a) CNATRAINST 1542.160 Series  
(b) CNATRAINST 3710.13 Series  
(c) TRARONNINEINST 3740.1 Series

1. The following prerequisites shall be completed prior to designation/qualification in stage.

<u>STAGE</u>	<u>PREREQUISITE</u>
INST:	<ul style="list-style-type: none"> <li>- OBSERVE 1 BI BRIEF AND DEBRIEF</li> <li>- OBSERVE 1 RI BRIEF AND DEBRIEF</li> <li>- OBSERVE 1 AN BRIEF AND DEBRIEF</li> <li>- OBSERVE 1 IR BRIEF AND DEBRIEF</li> <li>- REVIEW BI, RI, AN, AND IR ATJ GRADESHEETS OF 5 SNA STAGE COMPLETERS</li> <li>- REVIEW PREVIOUS 2 QUARTERS OF END OF STAGE CRITIQUES (SEE STAGE MGR)</li> <li>- DISCUSS GRADING STANDARDS WITH STAGE MANAGERS</li> </ul>
FAM OR NFAM:	<ul style="list-style-type: none"> <li>- OBSERVE 2 FAM/NFAM BRIEFS AND DEBRIEFS</li> <li>- REVIEW FAM/NFAM ATJ GRADESHEETS OF 5 SNA STAGE COMPLETERS</li> <li>- REVIEW PREVIOUS 2 QUARTERS OF END OF STAGE CRITIQUES (SEE STAGE MGR)</li> <li>- DISCUSS GRADING STANDARDS WITH STAGE MANAGERS</li> </ul>
2PL FORM:	<ul style="list-style-type: none"> <li>- OBSERVE 1 BABY FORM BRIEF AND DEBRIEF</li> <li>- OBSERVE 1 CRUISE FORM BRIEF AND DEBRIEF</li> <li>- REVIEW 2PL FORM ATJ GRADESHEETS OF 5 SNA STAGE COMPLETERS</li> <li>- REVIEW PREVIOUS 2 QUARTERS OF END OF STAGE CRITIQUES (SEE STAGE MGR)</li> <li>- DISCUSS GRADING STANDARDS WITH STAGE MANAGERS</li> </ul>
4PL FORM:	<ul style="list-style-type: none"> <li>- OBSERVE 2 DIVISION FORMATION BRIEFS AND DEBRIEFS</li> <li>- REVIEW DIV FORM ATJ GRADESHEETS OF 5 SNA STAGE COMPLETERS</li> <li>- REVIEW PREVIOUS 2 QUARTERS OF END OF STAGE CRITIQUES (SEE STAGE MGR)</li> <li>- DISCUSS GRADING STANDARDS WITH STAGE MANAGERS</li> </ul>
NFORM:	<ul style="list-style-type: none"> <li>- OBSERVE 2 NFORM BRIEFS AND DEBRIEFS</li> <li>- REVIEW NFORM ATJ GRADESHEETS OF 5 SNA STAGE COMPLETERS</li> <li>- REVIEW PREVIOUS 2 QUARTERS OF END OF STAGE CRITIQUES (SEE STAGE MGR)</li> <li>- DISCUSS GRADING STANDARDS WITH STAGE MANAGERS</li> </ul>
1PL ONAV:	<ul style="list-style-type: none"> <li>- OBSERVE 2 1PL ONAV BRIEFS AND DEBRIEFS</li> <li>- REVIEW 1PL ONAV ATJ GRADESHEETS OF 5 SNA STAGE COMPLETERS</li> <li>- REVIEW PREVIOUS 2 QUARTERS OF END OF STAGE CRITIQUES (SEE STAGE MGR)</li> <li>- READ LOW ALTITUDE AWARENESS TRAINING (LAAT) FTI</li> <li>- DISCUSS GRADING STANDARDS WITH STAGE MANAGERS</li> </ul>
2PL ONAV:	<ul style="list-style-type: none"> <li>- OBSERVE 2 2PL ONAV BRIEFS AND DEBRIEFS</li> <li>- REVIEW 2PL ONAV ATJ GRADESHEETS OF 5 SNA STAGE COMPLETERS</li> <li>- REVIEW PREVIOUS 2 QUARTERS OF END OF STAGE CRITIQUES (SEE STAGE MGR)</li> <li>- DISCUSS GRADING STANDARDS WITH STAGE MANAGERS</li> </ul>
WEPS:	<ul style="list-style-type: none"> <li>- OBSERVE 2 WEPS BRIEFS AND DEBRIEFS (TO INCLUDE STK 4101 FLIGHT)</li> <li>- REVIEW WEP ATJ GRADESHEETS OF 5 SNA STAGE COMPLETERS</li> <li>- REVIEW PREVIOUS 2 QUARTERS OF END OF STAGE CRITIQUES (SEE STAGE MGR)</li> <li>- DISCUSS GRADING STANDARDS WITH STAGE MANAGERS</li> </ul>

- TACF:
- OBSERVE 2 TACF BRIEFS AND DEBRIEFS (TO INCLUDE 1 ADV TACF MANV BRIEF)
  - REVIEW TACF ATJ GRADESHEETS OF 5 SNA STAGE COMPLETERS
  - REVIEW PREVIOUS 2 QUARTERS OF END OF STAGE CRITIQUES (SEE STAGE MGR)
  - DISCUSS GRADING STANDARDS WITH STAGE MANAGERS
- 2PL BFM:
- OBSERVE 3 BFM BRIEFS AND DEBRIEFS (1 OFF, 1 DEF, 1 HA)
  - REVIEW 2PL BFM ATJ GRADESHEETS OF 5 SNA STAGE COMPLETERS
  - REVIEW PREVIOUS 2 QUARTERS OF END OF STAGE CRITIQUES (SEE STAGE MGR)
  - DISCUSS GRADING STANDARDS WITH STAGE MANAGERS
- 3PL SEM:
- OBSERVE 2 SEM BRIEFS AND DEBRIEFS
  - REVIEW SEM ATJ GRADESHEETS OF 5 SNA STAGE COMPLETERS
  - REVIEW PREVIOUS 2 QUARTERS OF END OF STAGE CRITIQUES (SEE STAGE MGR)
  - DISCUSS GRADING STANDARDS WITH STAGE MANAGERS
- 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 (SEE STAGE MGR)
  - DISCUSS GRADING STANDARDS WITH STAGE MANAGERS
- CQ:
- OBSERVE 2 CQ/FCLP BRIEFS AND DEBRIEFS
  - REVIEW CQ/FCLP ATJ GRADESHEETS OF 5 SNA STAGE COMPLETERS
  - REVIEW PREVIOUS 2 QUARTERS OF END OF STAGE CRITIQUES (SEE STAGE MGR)
  - DISCUSS GRADING STANDARDS WITH STAGE MANAGERS

**VT-9 STAN CHECK FORM****DATE OF FLIGHT:** \_\_\_\_\_**IP RECEIVING STAN CHECK:** \_\_\_\_\_**COMMENTS FROM OBSERVING STAN PILOT:**  
\_\_\_\_\_  
\_\_\_\_\_**TYPE OF FLIGHT FLOWN:** \_\_\_\_\_

<b>FLIGHT</b>	<b>UPDATES 90 DAY IN</b>	<b>CAN STAN CHECK</b>
BI	BI, RI, AN, IR	BI
RI	BI, RI, AN, IR	BI, RI
AN	BI, RI, AN, IR	BI, RI, AN
IR	BI, RI, AN, IR	BI, RI, AN, IR
INST CHECK	BI, RI, AN, IR	BI, RI, AN, IR
FAM	FAM, CQ DEMO	FAM
NATOPS CHECK	FAM, CQ DEMO	FAM, CQ DEMO
2P FORM	2P FORM, FAM	2P FORM
4P FORM	2/4P FORM, FAM	2/4P FORM
NFAM	NFAM	NFAM
NFORM	NFORM, NFAM	NFORM, NFAM
NCHASE	NCHASE, NFAM	NCHASE, NFAM
OCF	OCF	OCF
TACF	TACF, 2P FORM	TACF
2P BFM	2P BFM, TACF, 2P FORM	2P BFM, TACF
3P BFM	2/3P BFM, TACF, 2/4P FORM	3P BFM
1P ONAV	1P ONAV	1P ONAV
2P ONAV	1/2P ONAV, 2P FORM	1/2P ONAV
ONAV CHASE	1/2P ONAV, 2/4P FORM	ONAV CHASE, 2P ONAV
WEP	WEP, 2/4P FORM	WEP
CQ LDSAFE	CQLDSAFE, CQ DEMO, 2/4P FORM	CQLDSAFE, CQ DEMO

NOTE 1: CQ stage is current through 180 days.

NOTE 2: Unless 90 day currency has expired multi-plane events do not require that the "S" instructor fly in the same aircraft as IP receiving annual Stan check.

NOTE 3: Must be designated member of the instrument board to give the initial or annual instrument checks.

NOTE 4: This form must be placed in IP's training jacket as a record of the updated currency or annual Stan check flight.

NOTE 5: If 90-day currency has expired, the IP must take the stage written exam and the "S" instructor must be in the same aircraft. The date of the re-Stan flight will then become the new annual anniversary date for currency purposes.

NOTE 6: Section Lead and Division Lead Check Flights must be flown with an "S" in the aircraft. Additionally, section lead checks must be cruise form events.

**OBSERVING "S" IP:** \_\_\_\_\_**SIGNATURE:** \_\_\_\_\_

Flights in the FAM, BI, RI and AN stage shall emphasize instructional techniques, student coaching and evaluation, common student errors, and stage-related administrative procedures. FAM and BI flights, as well as the NA-08 OCF flight shall be flown in the local operating areas. RI and AN flights may be combined with NA flights on a cross country. The NA-14X is the initial NATOPS check and the AN-03X is the initial Instrument check. IUT's shall adhere to the Front/Rear cockpit requirements in the MCG.

The following list details the expectations for the FAM, BI and RI flights.

**BI-02 REAR C/P** Brief and fly a BI-4101 profile to the local area. This flight should introduce ebrief techniques, student MCG requirements for the BI stage and what to expect from a student on their first T-45 instructional flight.

**BI-03X FRONT C/P** IUT shall brief this flight as a BI-4101 profile using eBrief. Flight to the local area will evaluate IUT ability to demonstrate BI maneuvers and provide instruction and feedback. IP will demonstrate common student errors. Discuss BI

**FAM-03 REAR C/P** IP Brief as a FAM-4101 profile, emphasizing MCG requirements, On-wing policy, SNA FAM tracker and SNA expectations. Discuss common student weaknesses on their first front seat syllabus events, emphasizing ground OPS, clear engine scenarios and the landing pattern.

**FAM-04 REAR C/P** IP Brief as a FAM-4301 profile, with emphasis on grooming SNA for the FAM checkride and techniques for practicing EPs in the aircraft.

**FAM-05X REAR C/P** IUT Brief a FAM-4304 profile. This flight should be flown with a demo-do mindset, with the IUT providing instruction and feedback. The IUT's ability to adequately prepare a student for the FAM checkride will be evaluated.

**RI-03 REAR C/P** Discuss SNA expectations and common errors for the RI stage.

**RI-04X FRONT C/P** IUT Brief a typical RI-4101 profile.

Flights in the FAM, BI, RI and AN stage shall emphasize instructional techniques, student coaching and evaluation, common student errors, and stage-related administrative procedures. FAM and BI flights, as well as the NA-08 OCF flight shall be flown in the local operating areas. RI and AN flights may be combined with NA flights on a cross country. The NA-14X is the initial NATOPS check and the AN-03X is the initial Instrument check. IUT's shall adhere to the Front/Rear cockpit requirements in the MCG.

The following list details the expectations for the FAM, BI and RI flights.

**BI-02 REAR C/P** Brief and fly a BI-4101 profile to the local area. This flight should introduce ebrief techniques, student MCG requirements for the BI stage and what to expect from a student on their first T-45 instructional flight.

**BI-03X FRONT C/P** IUT shall brief this flight as a BI-4101 profile using eBrief. Flight to the local area will evaluate IUT ability to demonstrate BI maneuvers and provide instruction and feedback. IP will demonstrate common student errors. Discuss BI

**FAM-03 REAR C/P** IP Brief as a FAM-4101 profile, emphasizing MCG requirements, On-wing policy, SNA FAM tracker and SNA expectations. Discuss common student weaknesses on their first front seat syllabus events, emphasizing ground OPS, clear engine scenarios and the landing pattern.

**FAM-04 REAR C/P** IP Brief as a FAM-4301 profile, with emphasis on grooming SNA for the FAM checkride and techniques for practicing EPs in the aircraft.

**FAM-05X REAR C/P** IUT Brief a FAM-4304 profile. This flight should be flown with a demo-do mindset, with the IUT providing instruction and feedback. The IUT's ability to adequately prepare a student for the FAM checkride will be evaluated.

**RI-03 REAR C/P** Discuss SNA expectations and common errors for the RI stage.

**RI-04X FRONT C/P** IUT Brief a typical RI-4101 profile.