



DEPARTMENT OF THE NAVY

TRAINING SQUADRON NINE
101 FULLER ROAD SUITE 221
MERIDIAN, MS 39309-5404

TRARONNINEINST 3740.2L
N5
15 Apr 15

TRARON NINE INSTRUCTION 3740.2L

From: Commanding Officer, Training Squadron NINE

Subj: SECTION/DIVISION LEADER QUALIFICATION

Ref: (a) OPNAVINST 3710.7 (Series)
(b) CNATRAININST 3710.13 (Series) (Par 101c (4))
(c) COMTRAWINGONEINST 3710.13 (Series) (Par 5c (9))

Encl: (1) Section/Division Leader Designation Letter
(2) Section Leader Designation Requirements Worksheet
(3) Division Leader Designation Requirements Worksheet

1. Purpose. To provide guidelines for the selection and designation of qualified Section/Division Leaders in accordance with reference (a).
2. Cancellation. TRARONNINEINST 3740.2K
3. Discussion. This instruction provides guidelines for squadron pilots to be trained and evaluated for Section or Division Leader qualification according to demonstrated ability, knowledge and judgment.
4. Requirements.
 - a. These guidelines are considered to be the minimum necessary for qualification. Reductions/waivers to these requirements will be considered commensurate with individual instructor pilot experience. Formation leader designations will be made by the Commanding Officer (CO). Previously fleet – qualified Instructor Pilots (IPs) will retain their flight lead qualification at the discretion of the CO.
 - b. Instructors who are Section and Division lead qualified will be listed on the Instructor Qualification Matrix Report and designated (“D”) in the Training Integrated Management System (TIMS). A copy of the designation letter will be placed in the Instructor’s Naval Air Training and Operating Procedures Standardization (NATOPS) Jacket and Training Jacket.
 - c. The completed Section/Division Lead requirements worksheet, enclosures (2) and (3), will be kept in the Instructor’s Training Jacket (ITJ).

d. Aircrew without a Section Lead designation but qualified to instruct in a two-plane stage may lead a section if previously approved by the CO, and monitored by a designated Section or Division Lead in the flight.

e. In order to brief and lead a division without a Division Lead designation, stage qualified aircrew must be a designated Section Lead and both the brief and the flight must be observed by and flown with a qualified Division Lead in the cockpit.

f. Instructor Under Training (IUT) flight time may be counted toward T-45C Instructor flight hour requirements. However, IUT events do not count as Section and Division Lead work-up events.

g. The CO or Executive Officer (XO) will observe a lead event from the wing position prior to designation if previously undesignated.

h. Requirements for Section/Division Lead designation are broken down into the following “categories” based on the prospective Formation Lead’s prior fleet and/or training command experience, qualifications, and flight time. Prospective Section and Division Leaders must satisfy the following requirements within the category corresponding with their flight experience:

Category I: Fleet experienced IPs in other than tactical jet, to include E-2/C-2, Jet Transition Syllabus Instructors (P-3, E-6)

Category II: IPs with Fleet Tactical Jet experience or T-45C Instructor experience who were not previously designated as a Section Lead

Category III: IPs with Fleet Tactical Jet experience or T-45C Instructor experience, previously designated as a Section Lead, but not a Division Lead

Category IV: IPs with Fleet Tactical Jet experience or T-45C Instructor experience, previously designated as a Division Lead

SERGRAD: Selectively Retained Graduates (SERGRADs)

Section Leader:

	Category IV	Category III	Category II	Category I	SERGRAD
Completion of Form IUT	Yes	Yes	Yes	Yes	Yes
Total Flight Time required	-	-	400	400	400
Minimum Time in type since reporting aboard	-	-	50	150	150
# of Day Instructional Section Flights required (in backseat, with a student)	-	-	10	15	15

	Category IV	Category III	Category II	Category I	SERGRAD
# of Cruise Forms flights (in backseat, with a student)	-	-	5	5	10
# of Observe Day Cruise Form from lead aircraft's rear c/p	-	-	1	3	3
# of Lead Cruise Form with "S" in same jet	-	-	1	1	1
# of Cruise Form Leads		1	3	5	5
NFORM Q	-	-	Yes	Yes	Yes
# of Night Form instructional flights required (in backseat, with a student)	-	-	3	3	3
# of Observe Night Form from lead aircraft's rear c/p	-	-	1	1	3
# of Night Form Leads w/designation lead in flight	-	-	2	2	2
# of Lead Night Form with "S" in same jet	-	-	1	1	1
Lead event for CO/XO	-	-	1	1	1

Division Leader:

	Category IV	Category III	Category II	Category I	SERGRAD
Completion of Form IUT	Yes	Yes	Yes	Yes	N/A
Designation as a Section Lead	Yes	Yes	Yes	Yes	N/A
Total Flight Time required	-	400	400	400	N/A
Minimum Time in type since reporting aboard	-	150	150	200	N/A
# of Day Instructional Division Flights required (in backseat, with a student)	-	5	5	5	N/A
# of Observe Division flight from lead aircraft's rear c/p	-	1	1	1	N/A
# of Lead Division with "S" in jet	-	1	1	1	N/A
# of Lead Division with designated lead in flight	-	3	3	5	N/A
Lead event for CO/XO	-	1	1	1	-

*Notes: All prospective leads must have demonstrated professional knowledge of all formation phases with special emphasis on emergency procedures and contingencies. Specifically, in-flight judgment and thorough knowledge of aircraft systems, course rules, formation emergency procedures, potential problem areas, and the ability to make timely decisions is required. The CO must have confidence that the prospective section or division leader has the ability to coach a solo student through an emergency to a safe recovery.

SERGRADs shall not receive Division Lead designations. Although, designation of SERGRADs as Section Leads is generally discouraged due to the short duration of SERGRAD tours and relative lack of experience, individual exceptions may be made by the CO.

5. Request for Designation. Recommendation for designation as a Section or Division Leader will be initiated through the Formation Standardization (STAN) Officer. Recommendations will be made using a format shown in enclosure (1). The qualification process will proceed as follows:

- a. Formation STAN Officer – will check training jackets and log books for completeness and ensure completion of all requirements.
- b. STAN Officer – Recommends approval or disapproval to XO.
- c. Commanding Officer – final approval/disapproval.
- d. NATOPS/STAN Officer – Inserts Section/Division Leader qualification letter into applicant's NATOPS jacket and instructor Aviation Training Jacket (ATJ); updates squadron Flight Instructor Standardization Training matrix.


C. J. DEMCHAK

Distribution:
TRARONNINEINST 5216.1 (Series)
List I

To: Commanding Officer, Training Squadron NINE
Via: Standardization Officer, Training Squadron NINE

Subj: DESIGNATION AS SECTION / DIVISION LEADER

1. _____ is recommended for **Section Lead / Division Lead** qualification and has flown _____ instructional **Section / Division** flights, _____ **Section / Division** flight leads, and has _____ hours in the T-45C and _____ total flight time.

2. **He / She was / was not** previously designated in the fleet.

Formation Standardization Officer

Date

Training Officer

Date

Forwarded recommending approval/disapproval

From: Commanding Officer, Training Squadron NINE

To: NATOPS OFFICER, Training Squadron NINE

1. _____ is designated _____ as recommended.

Commanding Officer

Date

Copy to:
STAN
ADMIN (ITJ)
NATOPS Jacket

SECTION LEADER DESIGNATION REQUIREMENTS WORKSHEET

(All applicants must complete the requirements for the categories up to and including their own)

Name/rank: _____ Category (circle one): SERGRAD, I, II, III, IV

Total Pilot Time: _____ hours

Total Pilot Time since reporting aboard VT-9: _____ hours

Backseat, day two-plane formation instructional flights:

SERGRAD only	_____	_____	_____	_____	_____
	(Cruise)	(Cruise)	(Cruise)	(Cruise)	(Cruise)
Cat I, II, SERGRAD	_____	_____	_____	_____	_____
	(Cruise)	(Cruise)	(Cruise)	(Cruise)	(Cruise)
Cat I, II, SERGRAD	_____	_____	_____	_____	_____
Cat I only	_____	_____	_____	_____	_____

Cruise Formation observe-lead (Cat I, II, SERGRAD): _____

Cruise Formation lead flights (Cat I, II, SERGRAD):
_____, _____, _____, _____, _____

Cruise Formation Flight Lead Stan Check with "S" in same aircraft (Cat I, II, SERGRAD):
_____, "S" IP _____

3 backseat night formation instructional flights (Cat I, II, SERGRAD):
_____, _____, _____

One NFORM observe-lead (Cat I, II, SERGRAD) _____

One NFORM lead with designed lead in flight (Cat I, II, SERGRAD):
_____, _____

One NFORM Flight Lead Stan Check with "S" in same aircraft (Cat I, II, SERGRAD):
_____, "S" IP _____

Fly with CO/XO (Cat I - II) + SERGRAD) _____

DIVISION LEADER DESIGNATION REQUIREMENTS WORKSHEET:

(All applicants must complete the requirements for the categories up to and including their own)

Name/rank: _____ Category (circle one): I, II, III, IV

Total Pilot Time: _____ hours.

Total Pilot Time since reporting aboard VT-9: _____ hours.

Designation as a section lead: _____

5 backseat division formation instructional flights (Cat I-III):

_____, _____, _____, _____, _____

Division Formation observe-lead: _____

(Cat I-III only)

Division Lead flights with designated Lead in flight.

Cat I-III: _____, _____, _____

Cat I (add'l): _____, _____

Division formation Flight Lead Stan Check with "S" in same aircraft (Cat I-III):

_____, _____
(date) ('S' IP)

One Lead Flight with CO/XO in flight (Cat I - III) _____