



DEPARTMENT OF THE NAVY  
TRAINING AIR WING FOUR  
FLIGHT INSTRUCTOR TRAINING UNIT  
Bldg 83 Suite 105, NAS Corpus Christi, TX 78419

FITUINST 3710.3

FLIGHT INSTRUCTOR TRAINING UNIT (FITU) INSTRUCTION 3710.3

Subj: FITU STANDARD OPERATING PROCEDURES (SOP)

Ref: (a) OPNAVINST 3710.7U  
(b) NAVAIR 01-T34AAC-1 (T-34C NATOPS MANUAL)  
(c) NAVAIR 01-T44A & C (T-44A & C NATOPS MANUAL)  
(d) NAVAIR 01-C12AAB-1 (TC-12B NATOPS MANUAL)  
(e) CNATRAINST 3710.13F w/ch-1&2 (FIST)  
(f) CNATRAINST 1542.61L w/ch-1&2, Primary Flight Instructor curriculum  
(g) CNATRAINST 1542.153B w/ch-1, Multi-Engine Flight Instructor and Transition Curriculum  
(h) COMTRAWINGFOURINST 3710.12D  
(i) COMTRAWINGFOURINST 3710.9D w/ch-1, 2 & 3  
(j) COMTRAWINGFOURINST 3710.11J (SOP)

Encl: (1) STANDARD OPERATING PROCEDURES POLICY  
(2) FITU CONTACT INFORMATION

1. Purpose. To issue the Standard Operating Procedures (SOP) for flight operations within the Training Air Wing FOUR (TW-4) FITU in order to Standardize planning, scheduling and execution of FITU missions. To provide additional guidance for information contained in references (a) through (j).

2. Scope. The procedures set forth in this publication are intended to promote safe, efficient flight operations and to standardize to the maximum extent possible FITU mission execution across primary and advanced instructor training. Where conflict arises between this instruction and directives of higher authority, those from higher authority shall take precedence.

3. Action. All Instructor Pilots (IPs) assigned to the FITU shall comply with this directive and maintain a current copy in their NATOPS manual along with SOPs of their parent squadrons.

4. Change Recommendations. Recommendations for changes to this SOP shall be made in writing to the FITU Operations Officer (AOIC). The Officer-In-Charge (OIC) has final approval authority for all changes to the FITU SOP.

  
S. T. PROFFITT

Distribution:  
TW-4 Operations and Standardization  
VT-27/VT-28/VT-31/VT-35 Standardization

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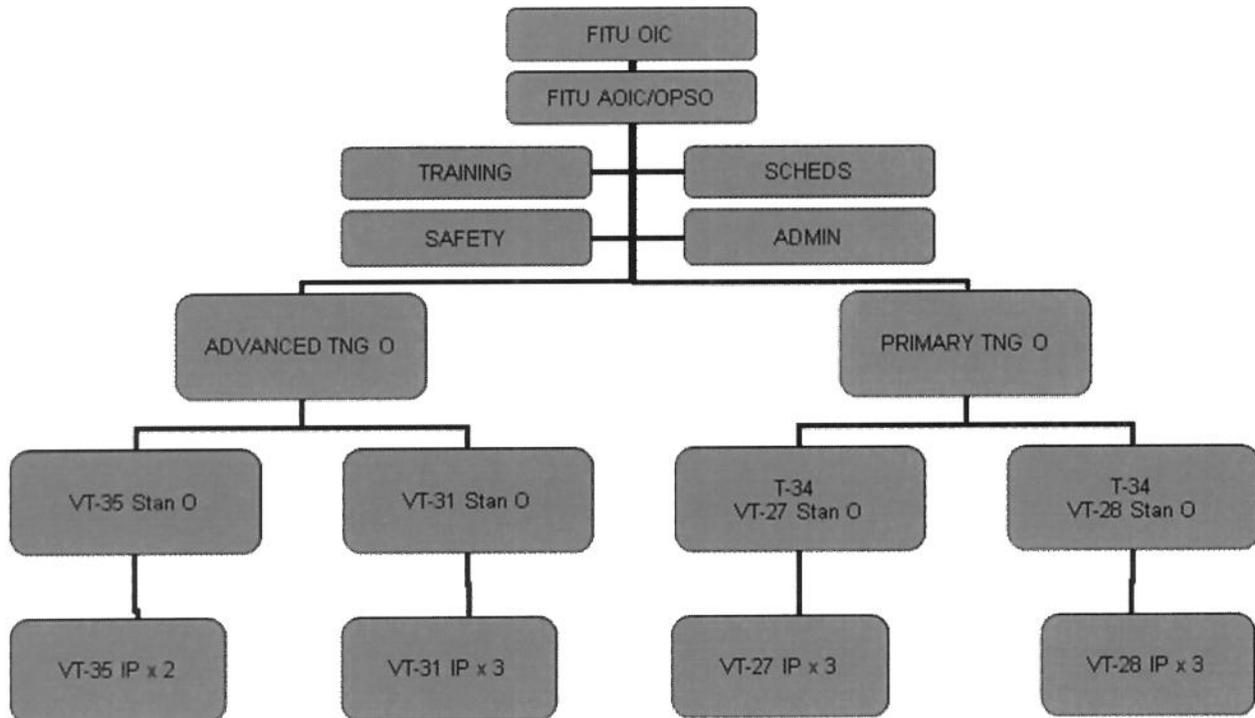
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STANDARD OPERATING PROCEDURES GENERAL POLICY

1. Organizational Structure. Due to the unique mission of training three different Type Model Series (TMS) Instructors Under Training (IUT's) across the spectrum of primary and advanced multi-engine training the following organizational construct of the TW-4 FITU has been established.



2. Organizational Goals. The organizational structure of the FITU lends itself to the accomplishment of three primary goals that the organization is striving for as it produces Flight Instructors.

a. **Produce mission ready instructors ready to safely execute the training missions of their squadrons within time-to-train limits.** In order to accomplish this goal all FITU IPs should understand that their relationship to their parent flying squadron must be maintained to the maximum extent. They should look for feedback opportunities to improve IUT training when possible and assist their parent squadron in accomplishing student training events in order to stay familiar with Student Military Aviator (SMA) tendencies. In addition every FITU IP should strive to be recognized as the technical expert in operations of their TMS. This distinction is critical to the

establishment of professional "esprit de corps" and to the development of safe, effective instructors.

b. **Increase the level of professionalism in the TW-4 Instructor Pilot corps.** In order to accomplish this goal all FITU IPs should focus on improving scenario and predicament presentation. IUTs will be exposed to different student personalities in order to facilitate development of instructional methods, expose them to different student tendencies, and enhance safety. In the accomplishment of this, IPs should utilize published personality and predicament guidance and document its usage on gradesheets.

c. **Conduct upgrade training for IP's throughout their NATRACOM tour.** In an effort to continue to mentor and grow our IP force, the FITU will be a part of the development of instructor pilots throughout their tour in TW-4. In order to achieve this goal the FITU IPs will accomplish formal upgrades and standardization checks to the maximum extent possible.

### 3. Responsibilities

a. FITU OIC. Will serve as a Wing Dept Head and will report to Commander, Training Air Wing FOUR (CTW-4). He is responsible for overall production and execution of the FITU mission. Ensures overall oversight of FITU Syllabus, Production, Safety and Execution. Ensure FITU meets commander's intent. Approves daily flying schedule, IP leave request, FITU Qual Matrix, monthly training plan, and chairs monthly Human Factors Council (HFC) meetings. Reviews and signs smooth schedule. Coordinates directly with Training Squadrons Commanding Officers (VT COs) on issues regarding FITU manning. Produces flying hours and budget forecast.

b. FITU AOIC/OPSO. Will assist the OIC in executing the mission of the FITU. AOIC will review/approve daily schedule, ensures execution and smooth schedule review. Attend weekly ops meetings, submits cross-country requests, oversees and manages IP availability, TIMS Sniv approval authority for IP's. Coordinates/reviews IP leave requests. Produces FITU flying hour forecast and TAD budget forecast. Provides FITU manning recommendation. He will prepare information to be briefed at monthly production meetings. He will be responsible for implementation of the FITU IP awards program.

c. FITU ADMIN. Conducts in/out processing of IUTs. Establishes TIMS and NMCI accounts. Assigns and closes out

syllabi for IUTs. Maintains publications library as applicable. Processes all correspondence between the FITU, Wing, and squadrons. Maintains logbooks and NATOPS folders for non-IP wing attached flyers.

d. FITU SCHEDULES. Coordinates with Stan Os to produce daily flight schedule and complete closeout of smooth schedule execution. Produces monthly training plan and FITU qual matrix. Produces IUT and IP flying hour summaries for review in HFCs.

e. FITU TRAINING/IUT CONTROL. Prepares all NATOPS documentation for IUTs including Instrument Rating request and /7, /2 documentation for signature. Maintains all IUT Training jackets as well as NATOPS and logbooks while in IUT status. Monitors syllabus milestones and produces appropriate designation requests. Ensures syllabus closeout prior to IP designation requests.

f. Primary Training Officer. Main POCs for Primary syllabus, providing info to OIC/AOIC, ensures continuity for IUTs, oversees schedule production, reviews/approves daily flight schedule. Coordinates leave request for IP's and IUTs in their track. Balances squadron priorities/requirements with asset availability to produce continuity of training for those in their track. Monitors Time To Train (TTT) performance for their track and addresses issues. Oversees non IP syllabus administration.

g. Advanced Training Officer. Main POCs for Advanced syllabus, providing info to OIC/AOIC, ensures continuity for IUTs, oversees schedule production, reviews/approves daily flight schedule. Coordinates leave request for IP's and IUTs in their track. Ensures Squadron Stan Officers produce weekly schedule that produces continuity of training for those in their track. Monitors TTT performance for their track and addresses issues. Oversees Aircraft Commander /Co-Pilot syllabus administration.

h. FITU STAN Officers. Produces weekly schedule forecast and provides daily updates to scheduler. Attends squadron STAN boards and ensures standardization in syllabus execution. Main POC and Squadron liaison for IUT issues. Provides feedback on specific squadron requirements and IP performance. Responsible for assigning IUT on-wings and mentorship of IUTs in their scope. Conducts periodic training jacket reviews and ensures jackets and requirements are complete prior to designation. Ensures training continuity and TTT requirements are met.

i. Safety Officer. The FITU Aviation Safety Officer (ASO) is responsible to the FITU OIC for ensuring that the FITU Safety Program is conducted in accordance with directives. The ASO should possess broad experience in TW-4 aircraft, and shall be a graduate from the ASO School. The FITU ASO is responsible for the following duties:

(1) Maintain the TW-4 Aviation Safety Programs at the FITU level to include: convening/conducting HFCs, Human Factors Boards (HFBs), annual ORM training for IUTs, and High Risk Training screening.

(2) Conduct the Aviation Safety Program indoctrination brief in support of the Multi-Service Pilot Training System (MPTS) IUT Syllabus G0113 ground training event.

(3) Aviation Safety Awareness Program (ASAP) manager: Review FITU ASAP reports and provides feedback to participating FITU IPs and supporting agencies (when appropriate) to correct noted safety trends.

(4) Report all safety hazards IAW CONTRAWINGFOURINST 3750.7 Series.

j. FITU Instructors. Each Standardization Instructor Pilot (SI) shall:

(1) Have complete knowledge of this document.

(2) Enter all changes in a timely manner.

(3) Maintain a current copy of this instruction with their Aircraft NATOPS manual.

k. FITU Pilots. All pilots flying FITU missions shall comply with this instruction. Only NATOPS qualified pilots who appear on the FITU flight schedule shall sign for FITU aircraft. Only designated IPs listed on the FITU Qual Matrix or Squadron Additional Duty Roster (ADDU) possessing a designation letter signed by the Commander, Training Air Wing FOUR are permitted to fly IUT syllabus hops or standardization check rides.

4. Safety. Safety in mission execution is a byproduct of professionalism. Therefore, no pilot shall commence or continue a flight, including related ground operations, if any doubt

exists as to the safety of the crew, the aircraft, or anyone on the ground.

a. Aircraft Incident and Mishap Reporting. All aircraft mishaps and hazards shall be reported IAW with COMTRAWINGFOURINST 3750.6C Pre-Mishap Plan and this order. All potentially non-reportable incidents that occur shall be reported to TW-4 Safety department.

b. Human Factors Council (HFC).

(1) General. HFC provides the FITU OIC with an assessment of the safety climate and recommendations concerning IUTs and FITU IPs. Committee duties include: review OPTempo, flight hours, currency, NATOPS qualifications, and human factors that may affect flight performance.

(2) Membership. Minimum membership shall consist of the FITU OIC or the FITU AOIC, FITU/TW-4 Aviation Safety Officer, TMS NATOPS officers, FITU/TW-4 Flight Surgeon and the Primary and Advanced Training Officers.

(3) Responsibility. HFC members must maintain a professional detachment from the personnel and unit conditions being discussed. No material discussed during the council shall be openly addressed upon the council's adjournment, with one exception. Notes may be maintained ONLY by the FITU ASO, and must be handed directly to the FITU OIC upon completion of the council. These notes/minutes should highlight concerns and recommend further action in the form of a HFB, should the situation dictate. Human factors notes will not be used for disciplinary or administrative action, nor will they be included as an enclosure in any safety investigation. They shall be kept in confidence. Personal notes may be retained by the FITU OIC or destroyed at his discretion. The council will convene on a monthly basis. The FITU ASO shall record council attendance.

(4) Scope. It is the responsibility of the Wing HFC to report on the safety climate of the FITU through the assessments of individual FITU IUTs and IPs, specifically addressing currency and high time waivers.

c. Human Factors Board (HFB). COMTRAWINGFOURINST 3750.7 Series provides information concerning the establishment of the HFB. The board will conduct a formal review of any area of an aircrew member's performance, training, health, attitude or motivation felt to be relevant. The Board will convene on an

"as required" basis. A formal report will be produced in accordance with the references established in the order listed above.

5. Crew Day/Crew Rest

a. Crew day is established IAW with references (a), (d), and (e) as 12 hours from the commencement of ground duties or brief for flight operations, and ends upon landing from last event.

b. IAW reference (a), 12 hours should be allotted between scheduled events. An absolute minimum of eight hours of uninterrupted crew rest shall not be violated.

6. Flight Hour Limitations. Pilot flight hour limitations are established per references (a) and (f). Maximum flight hour gates are maintained by the FITU Admin Assistant. These will be reviewed monthly by the FITU OIC. Waiver requests for IUTs will be provided by the FITU OIC in conjunction with a TW-4 Flight Surgeons recommendation. IP waiver request will be coordinated with the parent squadron.

7. Daily Flight Schedule Execution. Compliance with the daily flight schedule is mandatory. All scheduled events, including the second leg of an Out/In (O/I), that are not flown require a brief explanation to the ODO/CDO for inclusion in the remarks section of the executed schedule in TIMS.

8. Duty Officer (ODO/CDO). During all periods of FITU instructional flights parent squadrons will have a duty officer on duty. The ODO/CDO will execute the TRAINING WING FOUR FLIGHT INSTRUCTOR TRAINING UNIT Daily Flight Schedule. The ODO shall also maintain complete and accurate records of wing flights in their purview. VT-28 "Ranger Ops" will execute all T-34 FITU missions. VT-31 "Montana base" will execute all T-44 FITU missions and VT-35 "Stingray Base" will execute all TC-12 FITU missions. IP's must call out/in and completion status and ensure cancellations are recorded for Aircraft not available (ACNA) etc... This execution is vital to the scheduling functions that the FITU must conduct.

a. The ODO/CDO shall ensure that all cancelled and incomplete flights are explained in the remarks section of the executed schedule in TIMS.

b. ODO/CDO training will be conducted and documented as part of the FITU syllabus.

#### 9. Daily Flight Schedule

a. The daily flight schedule is directive by nature and compliance is mandatory. It is the responsibility of each IP and IUT to review the flight schedule daily.

b. Changes to the flight schedule shall only be made by the OIC, or in his absence, by the AOIC, OPSO, The OIC shall be briefed on any changes as soon as it is feasible.

c. The approval authority for the FITU Daily Schedule is the OIC, AOIC or, OPSO, and Training Officers (in that order). Normally these parties will review the schedule prior to signature by the OIC.

d. The daily flight schedule shall be distributed as noted on the front page of the schedule; i.e., (1) Aircraft Issue, (2) Squadron ODO/CDOs, Squadron Duty Officers (SDO) and (3) FITU front office. The original is maintained by the FITU Schedule Office.

e. No flight shall be authorized under the auspices of the FITU unless it is entered into the time line of the master flight schedule held by the ODO/CDO in accordance with paragraph 7 above. No individual shall be added to the flight schedule unless specifically authorized by Commander, Training Air Wing FOUR or his representative.

f. Unused flight "events" may be re-issued to the individual Training Squadrons.

g. The FITU Scheduler will complete the daily schedule with the following priorities:

(1) IUTs - 2 Xs a day (primary) 1 per day (advanced) as aircraft, IUT/IP availability and syllabus permits.

(2) STAN Hops (as pre-scheduled by the squadrons).

(3) Upgrade Hops (as pre-scheduled by the squadrons).

(4) STAN/Upgrade add-ons (as requested by the squadrons prior to schedule release).

(5) CNATRA/Wing Staff events

h. Cancellation of FITU flight events:

(1) Weather Delays. If a flight is delayed because of weather and cannot be completed in the allotted time, cancellation is at the sole discretion of the IP. Before the second leg of an Out/In or Quick/Turn (Q/T) is cancelled, the IP shall reevaluate the weather forecast.

(2) Aircraft Issue delays. If a tail number is not assigned within 30 minutes of scheduled takeoff time, the FDO may cancel the flight if unable to return plus 15 minutes of assigned land time. If the event is an O/I or Q/T, the IP shall standby for an aircraft for the second event. If the event is High Priority, the IP may elect to reschedule the event to an open schedule line. If an open line is not available, the IP may cancel a lower priority event and reschedule the high priority event in its place with the OPSO, AOIC, or OIC approval.

(3) The IP and the IUT shall brief the event regardless of possible cancellation due to weather or delay in aircraft issue.

10. Snivel Log. The "snivel log" is maintained in TIMS for recording individual requests and periods of non-availability. Each snivel should be as specific as possible and have a valid reason. Each pilot is responsible for submitting a snivel request no later than 2 working days in advance. Requests may be honored if work load and scheduling constraints permit. All requests that prevent an IUT/IP from completing 2 Xs primary; 1 X advanced, must be approved by the OIC, AOIC, or OPSO.

11. Aviation Training Forms (ATFs). ATFs shall be completed within 24 hours of the flight. It is the responsibility of each IP to ensure their accuracy and completeness.

12. TIMS. TIMS shall be used to review each IUT's training prior to each event.

13. Additional Flights. Additional flights may be awarded when performance on a flight is considered to be marginal or unsatisfactory. These flights will be approved on a case-by-case basis by the OIC, AOIC, or OPSO. Marginal or unsatisfactory flights shall be brought to the attention of the FITU Training Officers as soon as possible.

14. Warm-ups. Warm-up flights will be conducted per ref (f) and (g).

a. Due to the unique syllabus for IUTs (i.e. front/rear cockpit requirements), an IUT warm up may be awarded on a case-by-case basis as determined by any IP, regardless of time out of the cockpit. The intent of the warm up is to give the IUT extra time flying the aircraft and performing maneuvers if lack of flight proficiency is evident due to poor syllabus continuity. Any additional warm-up sorties (C/IXX86) or extra training flights (C/IXX87) shall require OPSO, AOIC, or OIC approval.

b. IUT flying solo and required proficiency. A NATOPS qualified and current Instrument Rated IUT may be required to sign for an airplane (fly solo) in the event of a HURREVAC, REPO, or RDO visit. In order to sign for an aircraft, IUTs shall be current in accordance with directives

15. Foreign Object Damage(FOD). Prior to exiting the aircraft both pilots will check for FOD.

16. Physiological Episodes. All physiological episodes shall be cause for termination of the flight. IP's will ensure appropriate safety paperwork is completed IAW directives.

a. G-Induced Loss of Consciousness (G-LOC). Any G-LOC during a flight is considered a physiological episode and requires immediate termination of the flight. Notifying the OIC, the OPSO and the Training Officer (TO) is mandatory. The TO will notify the TW-4 Aviation Safety Officer. Said IUT will remain grounded until an evaluation by a flight surgeon has determined the IUT fit for flight duties.

17. Logbooks. CNATRA and Wing non IP's Logbooks shall be maintained by the FITU and kept in the appropriately marked drawer. Log books removed from the building must be signed out on the sheet provided. Each pilot shall verify flight entries and sign monthly when notified.

18. Flight Equipment. All pilots shall ensure that their flight equipment remains current in accordance with applicable directives.

19. FITU Staff IPs. All FITU staff IPs are encouraged to fly Squadron student flights in order to observe squadron standardization, maintain familiarity with common student

errors, and conduct a quality check of the students. At a minimum, FITU staff IPs should fly two student events per stage qualified each month with any training squadron. IPs may fly with each squadron provided they are current and qualified in the TMS. Staff IPs are encouraged to fly extra student flights during periods of light IUT scheduling.

20. HURREVAC Operations. All NATOPS and instrument qualified FITU staff IPs and IUTs are considered possible pilots and shall be ready for HURREVAC operations as dictated by the Commander, Training Air Wing FOUR. The OPSO is the designated FITU HURREVAC Officer (HEO).

21. Operations at Fields with no Transient Service. During operations from airfields where transient services are not available, the Pilot-in-Command shall ensure the wheels are chocked and the aircraft is properly secured prior to departing the flight line. IPs will ensure that forecasted weather does not present a threat to the aircraft.

### FITU IP SECTION

1. Prebrief. Prior to briefing a training event with an IUT, the IP will conduct a prebrief in order to ensure the IUT is physically and mentally prepared for the event. This prebrief shall be conducted in accordance with the format used by that IUT's parent squadron.
2. ORM. Operational Risk Management will be briefed prior to each training event. This portion of the brief shall be tailored to each event, and shall use the format specified by parent squadron.
3. Safety/Aviation Safety Awareness Program (ASAP). The goal of any training event is the safe accomplishment of all required training objectives. Safety will **never** be compromised in order to facilitate training or operations. Use of ASAP following each training event is mandatory following each training event, in accordance with OPNAV 3710.7U. At a minimum, one ASAP report must be submitted for each training event. For the purposes of this directive, a training event is defined as:
  - a. A local area flight
  - b. Two flights conducted as an out/in mission
  - c. Any number of flights conducted as a cross-country mission
4. Debrief. Debriefs should be conducted as soon as possible following completion of flight records and submission of maintenance action forms, as applicable. There is no specified venue in which the debrief must be conducted, but the environment must be sufficiently free from distraction to ensure the debrief is effective.
5. Gradesheet Submission. Gradesheet submission is to be accomplished as soon as possible following the debrief, and no later than 24 hours following the training event. Specific comments regarding IUT performance and recommendations for improvement on following flights are to be used.
6. Scheduling of IPs/Snives. IPs will be scheduled for and expected to fly two training events each day. Snives will be minimized to allow the IP to accomplish this to the maximum extent possible. For IPs and IUTs, TIMS will be used in order to submit Snives/absence requests. Requests must be submitted no

later than 48 hours prior to the requested start date and time of the Snivel, and the AOIC must be listed as approving authority. If the AOIC is unavailable, the OIC will be listed. Snivs/absence requests made within the 48 hour deadline must be made in person with the AOIC/OIC, and must be of an emergent nature to be considered for approval.

7. Leave. A paper leave request will be routed concurrently through FITU Skeds, OPSO, AOIC, and OIC in order to allow the FITU visibility regarding IP and IUT leave plans. Once approved by the FITU OIC or AOIC, the paper leave form for IPs and IUTs will be submitted via the parent squadron for entry into the E-Leave system IAW parent squadron and service-specific procedures.

8. Mission Execution Outbound/Inbound Calls. - For each flight event, the crew will make an outbound and inbound call using their callsign. T-34 flights will make the outbound call to Ranger Base. T-44s will make these calls to Montana Base and TC-12 flights will make these calls to Stingray Base. Ensure that you notify them that you are on the Wing FITU schedule. Inbound calls should include completion status and reason if incomplete.

9. Incomplete (INC) Notification. It is the responsibility of the IP to notify FITU scheduling office of an incomplete training event. This notification is to be accomplished as soon as possible following the submission of the event's flight record. If the event is incomplete due to circumstances other than weather, a specific reason must also be provided so that it can be entered into TIMS for schedule closeout. It is primarily the responsibility of the IP to ensure that the incomplete event is properly cloned in TIMS so that the IUT is opted correctly for his next training event. Should circumstances prevent this from being accomplished in a timely manner, the FITU Scheduler will clone the event.

10. Mentorship of IUTs. Each IUT will be assigned a FITU IP from the parent squadron by the FITU STAN Officer who will serve as his mentor. The mentor will be responsible for training jacket reviews, maintaining visibility on the IUT's progress through the IP qualification syllabus, and providing the IUT insight into the culture of the parent squadron. IPs may be assigned multiple IUTs to mentor, based on IP manning and IUT loading. This program will be overseen by the FITU STAN Officer.

11. Aviation Training Jacket (ATJ) Reviews. At a minimum, each IUT's training jacket will be reviewed bi-weekly, as described in the above paragraph. It is the responsibility of the STAN Officer to ensure this requirement is met through random spot checks of training jackets.

12. Smooth schedule procedures. As soon as possible, but not later than 1000 each morning, the FITU Scheduler will reconcile the previous day's executed schedule, ensuring all events were either completed, incompleted, or cancelled, with specific reasons listed for incomplete or cancelled events for circumstances other than weather. This "smooth" schedule for the previous day is to be presented to the AOIC and OIC for review along with the proposed schedule for the following day. Upon completion of this review, the smooth schedule is to be posted for archive purposes outside the OIC's office.

**FITU IUT SECTION**

1. In Processing. Once the IUT has checked in with his parent squadron, he will check in with the FITU Admin in Room 112. The IUT should bring their upchit, orders and NATOPS jacket. They will receive a check-in packet containing paperwork that must be completed and returned to FITU Admin as soon as possible in order to facilitate the allocation of the IUT to a TIMS syllabus and scheduling for ground school. For USN/USMC, the IUT must turn in their NATOPs. For other services, a NATOPs jacket will be provided in order to document qualifications received during the ITU. Once the IUT has received a check-in packet, he must meet with his STAN Officer to receive further guidance regarding his specific syllabus.

2. Flight Instructor Screening. The flight instructor screening form can be found as enclosure 2 in CNATRAINST 3710.13G or in the check-in packet. The signatures on the form must be obtained in the order they are listed. Any squadron's flight surgeon may serve as the medical officer, though the parent squadron's flight surgeon is preferable. IUTs must see the Wing Aviation Safety Officer to obtain the ASO signature. Office hours for the Wing ASO. The FITU OIC will provide the CO/XO signature. IUTs must make an appointment with FITU Admin Room 112 to set up the interview with the OIC. This form is not to be routed through the parent squadron chain-of-command.

3. Ground Prerequisites. All academic and ground training prerequisites listed in ref (f) and (g) as applicable, will be completed by the IUT prior to being scheduled for their first flight event. The only exceptions to this directive will be the Instrument Rating System (IRATS) class and the Flight Instructor Training Course (FITC) due to their being scheduled once monthly. The IUT is required to document completion of these prerequisites, which will be presented to the FITU STAN Officer. That FITU STAN Officer will then direct the IUT be scheduled for flight training.

4. Pre-Brief/ORM/Safety/ASAP/Debrief/Leave. Refer to these headings under the Instructor Section.

5. IRATS/Instrument Test. IUTs will present their Instrument Test Score sheet to FITU IUT Control within 24 hours of completion. This documentation is required.

6. SNIVs. IUTs are expected to be available to fly up to two training events per day. Requests must be submitted no later

than 48 hours prior to the requested start date and time of the Snivel, and must be coordinated through the applicable FITU STAN Officer to limit the impact to the FITU's schedule efficiency and the IUT's continuity of training. If the FITU STAN Officer is unavailable, the AOIC will be consulted. SNIVS/absence requests made within the 48 hour deadline must be made in person with the AOIC, or with the FITU STAN Officer if the AOIC is unavailable, and must be of an emergent nature to be considered for approval.

**FITU CONTACT INFORMATION**

Officer-in-Charge (OIC)	961-5438
Asst Officer-in-Charge (AOIC)	961-1778
Operations Officer	961-1778
Admin	961-5204
Scheduler	961-1615
IUT Control	961-1185
Primary Training Officer	961-5108/0315
Multi-Engine Training Officer	961-1625/5436

NAME	CNATRA	CTW-4	NAS	VT-28	VT-27	VT-31	VT-35	MISC NUMBERS:	
CO/XO SEC	2671/2672	2935	2331/32	2458	2526	2196	5125	BASE INFO	1110
CDO		533-4714	438-8296	533-5073	533-4722	533-4728	533-4727	AIR OPS	2246/48
ODO			2383/4	3367/8	2181	3350	5124	A-COUNTY FD	729-1925
DUTY OFFICER	2284	2945	2383/4	N/A	2181	3350	5124	AV MED/SICK CALL	3410
PHONE WATCH		2945	2383/4	3367	2181	3350	5124	BASE OPS/FAX	2505/3301
ADMIN OFFICER	2409	1600	3379	2463	5293	3781	3102	BASE GYM	2401
ADMIN	2186	2426/3591		2463	3671	3781/2	4802	BAY CLUB	2541/2542
ADMIN FAX	2913	3587		2806	4124	3631	2425	BEQ	939-8181
RMS/SUPPLY/1st LT			3661	2699	2664	5420	5095	BOQ	2380
SUPPLY FAX		3587						CABBINAS FD	853-5651
LEGAL OFFICER	3510							CRASH CREW	3333
OPS	3980	1604	2505	4611	2075	5030	5122	CRP APPROACH	299-4210
SKEDS			2505	4611	2642	2169	3598	CRP SIGNATURE	289-0585
FLIGHT 1/2								CRP TOWER	299-4200
FLIGHT 3/4								DENTAL	2466/3838
FLIGHT 5/6								DUTY CHAPLAIN	3751
LOGS& RECS	3386			5206	2075	2882	3554	FIREHOUSE	3491
PAO	3666	3536	2674	2827	2664	3781/2		FLIGHT SUPPORT	4216
SAFETY OFFICER	2221	3588	3673	2804	3814	3210	3554	FLIGHT LINE CLINIC	5263
SAFETY	2200	117	4960/1	2804	3814	3210	3554	FUEL FARM	4445
SAU RESERVE		4733		5267	2482	5270		HOSPITAL INFO	2688
NATOPS	2200	3588	4960/1	2804	3814	3210	3554	LEGAL	3531
SENIOR MARINE		1184			5301	3781/2		NCIS	2918/19
STUCON	3559	1608		3758	5305	3514	3708	NLSO	3705
STUCON FAX		2873		3778	5306	3631	5330	NMCI	4791
TRAINING	3903	1602	1694	2804/5	3814	3210	3554	PARALOFT	4244
FLIGHT PLANNING				5208/9				PASS AND TAG	2376
IP READY ROOM				3202	3740			PROP STOP	939-8265
SNA READY ROOM				4301				PSD	3841/2/3/4/5/6
A/C ISSUE				4387	4387	4547			
FITU		FITU STANO				COMPUTERS:		PUBLIC WORKS	2987
FITU OIC	5438	T-34	0315			TIMS	5277	RADIO MAINTENANC	3411/2
FITU Office Assistant	1778	T-44	1625			COM CENT	2426/2337	SECURITY	2282/2288
FITU Safety	1621	TC-12	5216			TW4 IT	1617/3699	SIM BLDG	4415
FITU Sked's	1615					LOCAL NMC	1435	TOWER	2505
FITU FAX	1870					MATSG	3484/3485	WALDRON FD	939-7549
						CO MATSG	3496	WEATHER	2124/5