



Welcome to VT-31

Enjoy your training here at VT-31. You should find your time here very rewarding. If you have any further questions, stop by Student Control or call 961-2169/9986. Welcome aboard and good luck!

The following are some notes that should help answer many of the questions you'll have as you go through your training here at VT-31. If you have any questions that are not covered here, please ask your Class Advisor or come by Student Control and ask any of the staff. Our job is to assist you as you strive to earn your wings.

NATOPS Your NATOPS jackets are kept in Safety/Natops Office, located on the second deck of the hangar, parking lot side. Within 24 hours all students must submit a copy of their orders and an up-chit.

ATJ's Your ATJ's are maintained in Student Control. Students shall update calendar cards weekly. ATJ's may only be updated from 0730 to 1600 Monday through Friday. The SDO does not have authority to check out or issue you the key for checking out your jacket. At no time shall you take the ATJ out of Student Control. Both you and your Class Advisor will review your ATJ and sign it off every other week.

LOG BOOKS Logbooks are in the Logs and Records office, and should be reviewed and signed monthly. Track your own flight time, if you see any problems, let the Logs & Records clerk know ASAP.

FLIGHT PHYSICALS All annual flight physical appointments are handled through Safety/Natops. You will not be scheduled for a physical while in ground school. Although Safety/Natops Office will assist in the scheduling of your annual flight physical, it is your responsibility to bring your expiration to the attention of Safety/Natops office at least one month prior to the expiration of your flight physical. Upon completion of your flight physical ensure that the original up chit is put into your NATOPS jacket and that schedules get a copy. For medicals up and down chits, you must put the original in your Natops Jacket and take copies of it to schedules, Student Control at the squadron.

GROUND SCHOOL Students in ground school are not required to check the VT-31 schedule and are not responsible for attending squadron quarters. Once ground school is complete, you are responsible for all of the above to include checking the schedule on the weekends. The schedule is usually out by 1700. You can also get the schedule on the internet @ https://www.cnatra.navy.mil/scheds/schedule_data.aspx?sq=vt-31 Ensure that you check all notes, duty, simulator schedule and double pumps. You are not responsible for quarters or AOM's that violate crew rest.

COMMAND QUARTERS. Uniform for quarters is your flight suit. Location will be in the flight schedule, show up 15 minutes prior.

GRADESHEETS Student Control will file, add, and arrange grade sheets properly. When updating your calendar card, review recent grade sheets. Consult your Class Advisor for questions.

SPECIAL LIBERTY & LEAVE Student routing matrix for leave chits is as follows: Class Advisor, Operations, skeds, Student Control, and the front office. Ensure recall number is on all leave and special request liberty chits. These chits must be routed at least 10 working days prior to date requested. When requesting any of the above, you will need to fill out the appropriate chit, sign it, and give it to your Class Advisor for routing through the chain. Leave chits must be picked up from the Admin department. Special Liberty chits will be filed in Admin. For both special liberty and leave, refer to the squadron leave and liberty procedures instruction outside STUCON.

SPECIAL LIBERTY. Special Liberty is GENERALLY NOT APPROVED UNTIL YOU ARE SYLLABUS COMPLETE! Special liberty is granted to a max of 96 hours and must include two weekend days. It can be used to travel outside of the normal liberty area (McAllen, San Antonio, Houston, and Austin metropolitan areas). Special Liberty periods shall not be used in succession or combined with leave.

LEAVE. LEAVE is GENERALLY NOT APPROVED UNTIL YOU ARE SYLLABUS COMPLETE! In exceptional cases, you may miss only one training day. Once you are syllabus complete you may take leave from your last fly day until the Sunday prior to your winging day provided your instrument rating is complete and you ATJ is ready for

closeout. Personal or Family emergencies will be addressed on a case-by-case basis, and may be granted under normal or emergency leave conditions. In these cases, we do ask that you keep us informed of our emergency situation, as well as a good recall number and your estimated return date.

CROSS-COUNTRY Generally you will not be approved to ride as a pax on a cross-country because of the risk of getting stuck on the road and missing training events. Exceptions: A student is syllabus complete, waiting to wing, or PCS. Students going on a cross-country must coordinate with I.P. taking flight, then route a special liberty chit. Cross-country flights are not guaranteed to arrive at original destination due to factors such as weather or maintenance so make sure you can afford a few days on the road and have enough leave to use if necessary. You may require to purchase commercial transportation to return to your duty station.

STUDENT CROSS-COUNTRY Students coming up for their syllabus cross-country are recommended to plan ahead and try to find an instructor who wants to go to the same location. Keep track of where you are in the syllabus so you know when to plan on taking your cross-country. Check out your master curriculum guide for details of which flights must be completed for cross-country.

CREW DAY VT-31 follows the crew day/rest policy. Refer to Chapter 1 of the MCG. If there is a conflict with your schedule let your instructor or the CDO know immediately. As a general rule, don't show up to the squadron more than 2 hours prior to your brief time.

WINGING Two weeks prior to your scheduled winging date you must turn in a winging information sheet to the STUCON Clerks. This information will be used to type your designation letters and other various certificates for your winging. It is your responsibility to get this information in. Any changes in pay grade that will take place prior to your winging must be reflected in this paperwork or your designation letter will be made out with the wrong pay grade. This will also aid the winging coordinators in obtaining information as to your guests that will be attending. Remember that your winging date is not guaranteed and can change to weather, maintenance or performance delays.

OFFICER DUTY PREFERENCE FORMS "DREAM SHEET" (NAVY ONLY) All advanced maritime USN students shall turn in their Officer Duty Preference Forms into the Student Control three weeks prior to winging. Information for filling out this form is available in the Student Control office. At no time before or after obtaining orders shall a student call, write, email, or in any other way communicate with the detailer in regards to orders. Your orders

are based on your performance in flight training and the needs of the Navy, and are subject to change at any time. There are NO exceptions to this rule.

INSTRUMENT RATING REQUEST Instrument rating request forms (for advanced students) are available in the NATOPS Office. Fill out the rough draft with all the necessary information and bring it to the brief for the flight prior to your instrument check ride. Your IP will make sure your form is ready for your check ride. Please follow the instrument-rating gouge. If there are any mistakes. It is your responsibility to check with the NATOPS clerk for an incorrect instrument rating.

CHECKING OUT Prior to your winging, you will complete a checkout sheet to include an exit critique. Your constructive comments are very important in helping the squadron continually improve the training students are provided. Keep a list throughout the syllabus to help you remember the things you liked and things that you feel could use improvement. The checkout process should begin once you finish your last syllabus flight. All applicable items on the check out sheet must be completed prior to your final signature from Student Control.