



DEPARTMENT OF THE NAVY

TRAINING SQUADRON THIRTY-ONE (VT-31)
501 BATAAN STREET SUITE B
CORPUS CHRISTI TX 78419-5249

VT31INST 1001.1A

Code 0000R

18 FEB 2007

TRAINING SQUADRON THIRTY-ONE INSTRUCTION 1001.1A

Subj: ADMINISTRATIVE PROCEDURES AND POLICY FOR SELECTED NAVAL
RESERVISTS ASSIGNED TO TRAINING SQUADRON THIRTY-ONE
SQUADRON AUGMENT UNIT

Ref: (a) BUPERSINST 1001.39E
(b) COMNAVRESFORINST 1001.5E
(c) COMNAVRESFORCOMINST 1571.1A
(d) CNATRAININST 3740.8J
(e) OPNAVINST 3710.7 Series
(f) CNATRAININST 3710.13F w/ch-1
(g) COMTRAWINGFOURRESCOMINST 1001.1

1. Purpose. To provide personnel and administrative procedures and policy for the management of Selected Reservist (SELRES) personnel assigned to Training Squadron THIRTY-ONE Squadron Augment Unit (SAU).

2. Scope. This instruction establishes local administrative procedures and policy. References (a) through (g) are the primary governing directives for management of SELRES.

3. Action. All VT-31 SELRES and Full Time Support (FTS) officers are responsible for compliance with the policy contained both herein and in the applicable portions of references (a) through (g).

4. Program Management

a. The SAU Commanding Officer (CO) retains primary oversight responsibility for the Reserve Program in VT-31 and will report directly to the Commanding Officer, Training Squadron THIRTY-ONE in the execution of these responsibilities.

5. Affiliation

a. If mobilized within VT-31, Selected Reservists will retain their designated reserve billet sequence code number within the SAU.

6. Administrative Business

a. All Administrative business and Naval Reserve affairs will be conducted and dealt with through the SAU office. All Operational concerns and issues will be directed through the proper VT-31 Chain of Command with the responsibility of ensuring the SAU CO and FTS personnel remain notified of such concerns resting with the SELRES individual initiating the action.

7. Inactive Duty Training and Additional Training Periods

a. SELRES shall submit, via email, projected and specified drill dates for the following month no later than the close of business on the 28th day of the month prior for Inactive Duty Training (IDT), Additional Flight Training Periods (AFTP), and/or Reserve Management Periods (RMP). In the event a SELRES is unable to send an email, a phone call to the SAU CO, FTS Reserve Department Head (RDH), or the FTS Assistant Reserve Department Head (ARDH) shall be made for authorization prior to commencing a desired drill period. This does not prohibit modification of submitted dates; modification is at the discretion of the SAU CO. Modifications should be kept to a minimum. Requests for modification of drill dates must be performed prior to 1000 the squadron working day prior to the applicable date(s).

b. Flexible (FLEX) Drill Policy. With the exception of Wing mandatory drill IDT periods, there will no longer be scheduled monthly IDT dates. IDT date submission will be in accordance with paragraph 7.a. above. In the event a SELRES does not complete the Wing mandatory IDT periods, Authorized Absences (AA) will be issued which will not be able to be rescheduled under normal circumstances. Under certain circumstances, a SELRES may be able to reschedule these IDT dates at the discretion of the SAU CO.

c. Mustering officials shall be the SAU CO, RDH, ARDH or Command Duty Officer (CDO). The RDH or ARDH will input drill chit information into the squadron database and forward it to the Wing for Navy Standard Integrated Personnel System (NSIPS) submission and pay.

d. For cancellations or incomplete events (due to weather, maintenance, medically down, Operational Risk Management [ORM], etc.), the SELRES shall inform the RDH or ARDH in addition to the CDO.

8. Annual Training (AT)/Active Duty Training (ADT)/Active Duty for Special Work (ADSW)

a. AT/ADT/ADSW shall be executed per ref (g). For AT, ADT, ADSW and Inactive Duty Training with Travel (IDTT), the SELRES shall submit the proposed dates at least 90 days prior to the commencement date. This does not prevent the SELRES from submitting Naval Reserve Order Writing System (NROWS) orders as early as possible to aid in allocating and obligating necessary funds. Short notice AT or ADT orders (less than 90 days notice prior to commencement) may be entertained on a case-by-case basis depending upon last minute AT or ADT availability and circumstances. Once the NROWS orders are completed, order modifications will only be permitted at the discretion of the SAU CO. While on active duty orders of seven days or less, a SELRES should expect to fly and participate as an active duty Instructor Pilot (IP) every Squadron fly day along with a weekend cross country if applicable. Performing AT, ADT or ADSW could possibly entail being scheduled for more than two student events per day as determined by the needs of the VT-31 Operations Department in regard to factors such as Pilot Training Rate and IP availability.

9. Drill Chits

a. All drill chits will be processed in a timely manner. No more than three consecutive days of drills will be allowed on one IDT Participation Record (Drill Chit) and submitted within 72 hours of last completed drill.

10. Participation

a. SELRES shall meet the minimum requirements set forth in ref (d) and (g). The Wing will normally designate mandatory drill days for the year in order to perform ground duties such as Physical Readiness Testing, Fitness Reports, General Military Training, etc. Authorized absences for Wing designated mandatory days will be determined by the SAU CO and the Reserve Component Commander.

11. Advanced Qualifications

a. The following currency requirement options shall be used for any SELRES IP desiring Advance Qualifications (Quals).

- i. Instrument (INST)
- ii. INST + Contact / Night Contact (CONTACT/NCON)
- iii. INST + CONTACT / NCON + Advanced Qual

b. The available Advanced Quals are Low Level Navigation/Tactical Formation, Maritime Formation, or Over Water Navigation/Visual Navigation. For SELRES to receive an Advanced Qual, they must have been previously qualified in the respective stage while on active duty.

c. The loss of currency in the INST qual will result in the loss of the most advanced qual, until the yearly Stan check is due. If the SELRES had three quals as in Option 3, this loss would be the advanced qual. If the SELRES had two quals as in Option 2, then the SELRES would lose the CONTACT/NCON qual. The I 4590 Instrument Stan check would also have to be re-flown to regain the required INST currency per ref (f).

d. A loss of currency in the CONTACT/NCON qual will result in the loss of both the CONTACT/NCON qual and the Advanced Qual until the respective yearly Stan checks are due.

e. It will be incumbent upon the individual SELRES IP to ensure that currencies are maintained for all quals obtained.

12. Flight Waivers

a. Requests for annual flight time waivers will be submitted per refs (d) and (e). Favorable endorsements of flight time waiver requests are not automatic and will only be issued when a member has made a genuine effort to achieve minimums. Failure to meet annual requirements or obtain a waiver shall result in the transfer of the member to the Inactive Ready Reserves.

b. Semi-annual flight time requirements will be adhered to in accordance with ref (e). Failure to meet semi-annual minimums will result in a Letter of Caution being administered to the individual, with a copy placed in the individual's

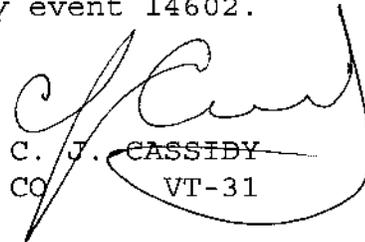
personal IDT folder, stating the deficiencies and failure to meet ref (e) requirements.

13. Production Report

a. For accurate tracking and reporting of production data, an Aircraft Flight Record (NAVFLIR) copy is required to be submitted to the SAU office for all flights performed. This applies to all SELRES participation whether AT, ADT, ADSW, IDT or AFTP.

b. For proper annotation of Production Report data, the following flight events will be counted as two production "X's": USMC Low Level (LL) Navigation event N4301, USAF LL Block N4400, USAF Night LL event N4501, Maritime Formation event F4101, USAF Tactical Formation Block T4200, USAF Tactical Formation Check event T4390, and Instrument Cross Country event I4602.


B. C. RASCHE
SAU CO VT-31


C. J. CASSIDY
CO VT-31

Distribution: (VT31INST 5216.1V)
List I, II, III