



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

VT31INST 3710.2L
TRAINING
01 SEP 2010

TRAINING SQUADRON THIRTY-ONE INSTRUCTION 3710.2L

Subj: INSTRUCTOR TRAINING PROGRAM

Ref: (a) VT31INST 5452.1 Series
(b) OPNAVINST 3710.7 Series
(c) NAVAIR 01-T-44AAA-1
(d) VT31NOTICE 3740
(e) COMTRAWINGFOURINST 3710.9 Series
(f) VT31INST 3710.1 Series
(g) VT31INST 1601.2 Series
(h) CNATRAININST 3710.13 Series
(i) COMTRAWINGFOURINST 3710.5 Series
(j) CNATRAININST 1542.153 Series

Encl: (1) T-44 IP Upgrade Requirements
(2) VT-31 IP Upgrade Request

- Purpose. To establish a squadron training program which delineates training requirements, responsibilities, and procedures. All Instructor Pilots (IPs) are directed to familiarize themselves with this instruction and all additional requirements outlined in references (a) through (j).
- Cancellation. VT31INST 3710.2K
- Designations. Pilots may be designated as Instructor Pilot (IP), Aircraft Commander (AC), Second Pilot (2P), or Third Pilot (3P) by CTW-4 following completion of the instructor training curriculum and all requirements in references (b) and (c). Flight limitations for 2P and 3P are specified in references (b) and (c).
- Stage Qualification Requirements. Upgrade requirements for all stages of multi-engine flight instruction are listed on enclosure (1). When a Contact Qualification or Advanced qualification is requested by an IP, the Stage Manager shall route the request form contained in enclosure (2) to the Commanding Officer. This form ensures that proper notification is made to the Training Department and Chain of Command before instructors are placed into advanced qualification syllabi. The Training Department will coordinate upgrade training via the Monthly Training Plan signed by the Commanding Officer. Stage

Managers shall ensure pilot designation/mission qualification letters are updated prior to any IP flying syllabus events.

5. Proficiency. Qualified IPs should fly at least one student instructional flight per stage every 30 days to maintain proficiency. IPs shall fly one instructional flight per qualified stage every 90 days to maintain currency of stage qualification. Re-qualification procedures are listed in reference (h).

6. Standardization Checks. Annual standardization check requirements are set forth in Appendix A of reference (h) and shall be documented.

7. Runway Duty Officer (RDO) Qualification. The training requirements, instructions, and responsibilities for RDOs are delineated in reference (g). RDO qualification will be completed while going through the Instructor Contact upgrade. The T-44 Contact Stage Manager will liaison with the Standardization Officer to ensure timely training is accomplished. The RDO IP Qualification Syllabus is an enclosure to reference (g). The T-44 Contact Stage Manager is responsible for ensuring quality RDO training and proper documentation of training and designations.

8. Functional Check Pilot (FCP) Qualifications. FCP policies and qualification procedures, including the syllabus, are delineated in reference (i). The FCF Stage Manager for the T-44 is responsible for all FCP qualifications and will ensure all FCP qualifications are completed per references (b), (c), (d), and (i).

9. VT-31 Flight Standardization Board

a. The purpose of the VT-31 Standardization Board is to promote flight training standardization. The Board will discuss standardization issues, review policies and submit recommendations to the Commanding Officer for improvements to training programs.

b. The Board is comprised of the CO, XO, all Stage Managers qualified to administer Standardization Check Flights, Operations Officer, Training Officer, Safety Officer, Standardization Officer, and Aviation Safety Officer regardless of qualifications. All members are designated by reference (d).

The CTW-4 Standardization Officer, VT-35 Standardization Officer and supervisor of simulator instructors should also be invited to Standardization Board meetings.

c. The Standardization Officer will convene the Flight Standardization Board quarterly or as required. Minutes shall be forwarded to CTW-4 via the Commanding Officer. All T-44 IPs shall receive a copy of the Stan Board minutes which delineate pertinent Stan Board decisions and are responsible for adhering to them. All IPs are responsible for knowledge of and compliance with Stan Board decisions.

d. The Standardization Officer shall execute a dynamic standardization program in accordance with references (e), (h), and this instruction. Other duties are specified in reference (a).

e. Standardization Check Flights.

(1) Initial Standardization and requalification Check Flights for each stage will be conducted by either the respective Stage Manager or a Standardization Instructor in that Stage.

(2) Instructors receiving an instrument or contact Stan check shall fly the event from the right seat and perform co-pilot duties during at least one touch and go.

(3) Instructors that are qualified in Maritime Formation, Low-Level/TACFORM, AR, SAR, and ONAV will maintain the qualification as long as the requirement for one flight in 90 days is met and an annual standardization exam is completed.

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10. VT-31 Instrument Flight Board. Per reference (b), the function of Instrument Flight Board members is to conduct all instrument evaluations. The Board will meet when convened by the Commanding Officer.

a. Membership. An IP may be designated by the Commanding Officer via the Monthly Training Plan as a VT-31 Instrument Flight Board Member upon obtaining the I4790 qualification or by holding a current special instrument card rating. The Operation Training Officer will maintain and supervise the Instrument Flight Board in accordance with reference (a). The Training Department will ensure proper documentation of all qualifications utilizing the Instructor Qualification Matrix.

b. Instrument Flight Checks. IP instrument flight checks may be conducted by any VT-31 Instrument Flight Board Member. Attempts should be made to fly annual instrument checks with an Instrument Stan qualified IP to accomplish the annual Instrument Standardization Check simultaneously.

11. Instructor Training Program. The Instructor Training Unit (ITU) Program Manager will work with the Flight Instructor Training Unit (FITU) for the administrative tracking and flight training of all Instructors Under Training (IUT) to include all transition pilots, test pilots, and augmented staff pilots.

Additionally, the ITU will:

a. Execute a dynamic training program per references (e), (h), (j), and this instruction.

b. Work with Safety/NATOPS, Admin and Operations Department to ensure all personnel have completed water survival training prior to commencing flight training in the T-44 aircraft.

c. Work with FITU schedulers and VT-31 Operations Department to ensure timely, efficient progress and completion of IUTs and Transition Syllabus Pilots.

d. Maintain FIST and NATOPS jackets for IUTs. Transfer jackets to the respective departments upon completion of training.

e. Ensure all changes in standardization, FTI, NATOPS, Wing and Squadron SOP are incorporated into the IUT syllabus.

f. Identify any potential problems with IUT progress and scheduling. Report problems with recommended courses of action to the Chain of Command.

12. Reservist Qualifications. In order to maximize reservist effectiveness and allow maximum participation in advanced stages, the following currency requirements shall be complied with;

a. Reservists will select their quals from the following option list, but at a minimum will be INST qualified:

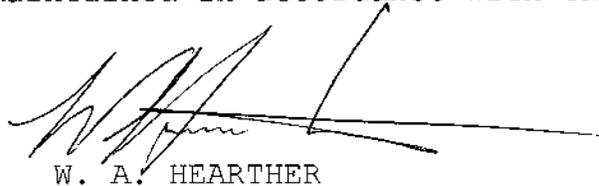
- (1) INST
- (2) INST + CONTACT
- (3) INST + CONTACT + ADV QUAL

b. For IPs to receive an ADV Qual, they must have been previously qualified in the respective stage while on active duty.

c. A loss of currency in the INST qual (Para 5.) will result in the loss of the most advanced qual, until the yearly STAN check is due. If the IP had 3 quals as in Option 3, this would be the ADV Qual. If the IP only had 2 quals as in Option 2, then he/she would lose the CONTACT qual. The I4590 Instrument STAN Check would also have to be re-flown to regain the required INST currency.

d. A loss of currency in the CONTACT qual will result in the loss of both the CONTACT qual and the ADV Qual until the respective yearly STAN checks are due.

e. Reservists shall work with the Reserve Department Head to ensure currencies are maintained in accordance with CNATRAINST 3710.13 Series.



W. A. HEARTHER

Distribution: (VT31INST 5216.1W)
Lists I, II and III

01 SEP 2016

T-44 IP UPGRADE REQUIREMENTS

| QUALIFICATION | DESIGNATING AUTHORITY | REQUIREMENTS |
|---|----------------------------------|---|
| INSTRUMENT | | |
| I4101-I4105, I4201-I4205, I4401-I4402 | TW-4 | IP designation |
| I4501-I4504 | CO | 50 T-44 IP hours |
| I4601-I4604 | CO | 100 T-44 IP hours |
| I4390, I4790, IFB | CO | 150 T-44 IP hours |
| CONTACT | | |
| C4203-C4206 | CO | 150 T-44 IP hours (CO may waive with 75 T-44 IP hour and prior IP experience in another aircraft) |
| C4101-C4202, C4501-C4503 | CO | 8 off-wing, day Contact events flown |
| C4390/C4401/RDO | CO | 2 sets of on-wings |
| International Students | CO | 2 sets of on-wings (CO may waive with Stage Manager deliberate ORM) |
| E2C2 Students | CO | 2 sets of on-wings |
| FORMATION/NAVIGATION | | |
| F4101, F4301, N4101, T4101, N4201-N4203, N4301, T4201-T4202, T4390 | CO | 2 sets of on-wings & Stage Manager nomination |

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CO discretion based upon IP manning, C-Model availability, and student loading; C-model and Training Department shall present a plan for determining upgrade IPs when qualifications become available.

| | | |
|--------------------------------|--------|--|
| FCP | CO | 500 IP hours & Stage Manager nomination |
| INSTRUMENT FLIGHT BOARD | CO | 150 IP hours or special instrument rating |
| RDO | CO | Completed during Contact upgrade |
| STAGE MANAGER | CO | Nominated by VT-31 DHs |
| CNATRA STAGE MANAGER | CNATRA | Nominated by CO with TW-4 endorsement |
| STAGE ALTERNATE | CO | Nominated by Stage Manager and Stan Officer |
| INSTRUCTOR TRAINING | CTW-4 | 500 IP hours and ITU PM nomination, with CO approval |

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VT-31 IP UPGRADE REQUEST
(When Complete Return to Standardization Officer Inbox in
Training Department)

IP Name: _____

Date of Request: _____

T-44 IP hours: _____

Date FITU complete: _____ Months remaining in Sqd _____

Sets of onwings: _____

Current Quals: T-44A Instrument, _____

Prior Fleet Quals: _____

Total flight hours _____

Upgrade Requested:

Contact _____ T-44C _____

Maritime Formation _____ Overwater Navigation _____

Search and Rescue _____ Aerial Refueling _____

Low Level/TacForm _____ Functional Check Flight _____

Approval:

Stage Manager: _____ Date: _____

Comments: _____

T-44C DH: _____ Date: _____

(If applicable)

Comments: _____

Enclosure (2)

VT31INST 3710.2L

Stan Officer: _____ Date: _____
Comments: _____

Training Officer: _____ Date: _____
Comments: _____

Safety Officer : _____ Date: _____
Comments: _____

Executive Officer: _____ Date: _____
Comments: _____

Commanding Officer: _____ Date: _____
Comments: _____
