



DEPARTMENT OF THE NAVY

COMMANDER
TRAINING AIR WING FIVE
7480 USS ENTERPRISE STREET SUITE 205
MILTON, FLORIDA 32570-6017

IN REPLY REFER TO:

COMTRAWINGFIVEINST 1500.42G

Code N5

20 Jun 16

COMTRAWING FIVE INSTRUCTION 1500.42G

Subj: PRIMARY/INTERMEDIATE STUDENT CHECK-OUT PROCESSING

Ref: (a) CNATRAININST 1500.4H
(b) MOU of Support between CNATRA and Chief, Resource Management (FC-513)
Office of Performance, Training & Education Branch, United States Coast
Guard dated 20 Oct 09
(c) COMTRAWINGFIVEINST 1650.6N
(d) BUPERSINST 1610.10D

Encl: (1) Input Sheet for Student Fitness Report Revised Apr 15
(2) Primary Student Pilot Selection List

1. Purpose. To establish procedures to transfer student aviators between training activities and to clarify the administrative processing of primary and intermediate completers.
2. Background. The administration of Student Naval Aviators (SNAs) is a complex process and although this directive does not cover every contingency, its contents provide basic guidelines to standardize student control processes across the squadrons. These guidelines, along with personal initiative, shall enable squadron Student Control (STUCON) personnel to solve problems as they arise. Effective communication between the squadron and Commander, Training Air Wing FIVE (TW-5) STUCON is essential.
3. Cancellation. COMTRAWINGFIVEINST 1500.42F.
4. Action. All SNAs will be assigned class convene dates for follow-on training as delineated in the Chief of Naval Air Training (CNATRA) letter for Primary Selection. Class convene dates are based on student load plans at each wing/command and demand strict adherence. In the event of training delays or requests to change class convene dates, immediately contact TW-5 STUCON, who will in turn coordinate receiving command and/or CNATRA approval. All Navy students transferring to another command will have their detach date and other information forwarded to BUPERS in order to obtain timely travel orders.
 - a. Rotary Selectees. Students will report to TW-5 STUCON the day following selection. Navy students shall bring a copy of their last Fitness Report (FITREP) and Input Sheet (see enclosure (1)) to TW-5 STUCON. Any leave or TAD requests after selection shall be coordinated with TW-5 STUCON.

b. Maritime Selectees and Intermediate Tilt Rotor Completers. Students will remain at their primary (VT) or advanced (HT) squadron until they detach, at which time they will transfer to Training Air Wing FOUR at Corpus Christi, TX, for advanced maritime training or advanced Tilt Rotor training. The shipment of Household Goods (HHG) shall be arranged well in advance of the detach date. Marine students shall report to Marine Aviation Training Support Group (MATSG) NAS Whiting Detachment to make arrangements for detachment and HHG move. Navy students shall bring a copy of their last FITREP and Transfer Data Memorandum to TW-5 STUCON for endorsement, and make arrangements for their HHG move with the Personal Property Office.

c. Strike Selectees. Students will remain at their primary squadron until they detach, at which time they will transfer to Training Air Wing ONE (TW-1) at Meridian, MS, or Training Air Wing TWO (TW-2) at Kingsville, TX, then attend Centrifuge-Based Flight Environment Trainer (CFET) and then return to TW-1 or TW-2.

(1) Strike selects shall report to TW-5 STUCON for preliminary admin checkout no later than 1100 the Friday following selection. Students are not to be checked out of the squadron at this time. Marine students shall report to MATSG NAS Whiting Detachment to make arrangements for detachment and HHG move. Navy students shall bring a copy of their last FITREP and Input Sheet (see enclosure (1)) to TW-5 STUCON.

(2) CFET training will be conducted per reference (a), Chapter 2. For Navy students the primary squadron STUCON shall confirm reservations for CFET training and inform TW-5 STUCON of all dates involved for I-Stop 1 and I-Stop 2, including final detach date. Dates for SNAs to attend CFET are annotated on the selection message. MATSG NAS WHITING DET will make travel arrangements for Marine SNAs.

d. Coast Guard Students. Students will be processed per reference (b).

e. International Students. Students will be processed per reference (a), Chapter 9.

f. Primary Permanent Change of Station (PCS) Orders. When Squadron Student Control receive the weekly Primary Student Pilot Selection list they shall identify their students who have been selected to attend Maritime, Strike or TACAMO training. Once identified, Squadron STUCON shall submit enclosure (2) to the TW-5 STUCON Officer by 1600 on the day of selection. The TW-5 STUCON Officer shall combine the three Primary Squadrons input and submit one master list to the Aviation Detailer. Squadron STUCONS shall coordinate with the local Personnel Support Detachment (PSD) and ensure all associated paperwork is completed for the student to PCS on time.

5. Recognition. TW-5 places great emphasis on recognizing outstanding performance. The goal is to recognize the top 10 percent of students completing primary flight training for selection to the Commodore's List and the top five percent to the Commodore's List with Distinction. Current awarding criteria is specified in reference (c) for the Commodore's List and for Commodore's List with Distinction. The Commodore's List award ceremony for primary

students is held the Friday following selection. Squadrons should be prepared to finalize detachment of students, if required, immediately following the ceremony.

6. Training Integration Management System (TIMS). Upon completion of the last syllabus event, each squadron is required to make appropriate entries into TIMS and when student selects or wings, entering the end date of phase grad event only when student detaches. Squadrons will also input the squadron check out date in Resource Manager, using same date as change states end date. After the end date is entered in TIMS, Corporate Enterprise Training Activity Resource Systems (CeTARS) analyst will enter the detach date in Navy Student Tracker/CeTARS and forward names and dates of students detaching to TW-5 STUCON to move students to TW-5 archive or preload in TIMS. The list will also be sent to TW-5 Information Assurance Officer to disable NMCI accounts.

7. Naval Operational Medicine Institute (NOMI) Completion Surveys. Squadron ensures NOMI Completion Survey is completed by student prior to check out.

8. Aviation Training Jackets (ATJs). ATJs are to be maintained per reference (a), Chapter 3. Upon completion of last syllabus training event, the ATJ will be closed out and forwarded to TW-5 STUCON for further transfer to the next training activity. Every effort to ensure ATJs are properly maintained is required. Any discrepancies found in the ATJ by TW-5 STUCON will be immediately returned for correction. TW-5 is required to transfer ATJs to the gaining training activity within five working days from completion. This should not be confused with the requirement for Non-Grad SNA ATJs to be transferred to CNATRA within 30 calendar days of Non-Grad. Coast Guard ATJs will be handled per reference (b).

9. Fitness Reports (FITREPs). FITREPs are required for Navy students per reference (d), Chapter 10. Squadrons are responsible for completing periodic reports on all Marine and Coast Guard students. TW-5 Student Control will complete transfer FITREPs on all Navy students. Navy student reporting periods are normally 12 months, but may be extended to a maximum of 15 months per reference (d), Annex D. Navy students will complete and submit enclosure (1) to TW-5 Student Control, so they may receive a detaching FITREP upon completion of primary and/or advanced training at TW-5. Periodic FITREPs will be required for Navy students that are excessively delayed in training such that they do not receive a detaching FITREP within the 15-month window. Additionally, Navy students who are frocked/promoted to the next pay grade are not required to receive special FITREPs while in a training program.

10. Point of contact. TW-5 STUCON Officer, (850) 623-7060/7061.


M. T. MURRAY

Distribution:
COMTRAWINGFIVEINST 5216.1U
List II (a-c, f, j, m-t)

Please fill out and return this form to TW-5 Student Control
10 DAYS PRIOR TO TRANSFER DATE

Student's name (Last, First, MI): _____

Rank: _____ Squadron: _____ SSN (Full): _____

Detach Date: _____ (Must match the date physically leaving NASWF)

PRT Codes: (Per NAVADMIN 193/10) # of PRTs since last FITREP - _____
(ENTER CODE FROM BELOW IN APPROPRIATE SPACES FOR EITHER 1st PRT or 2nd PRT for calendar year)

PRIMARY - _____ 16/1 _____ 16/2 _____ 17/1 _____ 17/2 _____ 18/1 _____ 18/2

ADVANCED - _____ 16/1 _____ 16/2 _____ 17/1 _____ 17/2 _____ 18/1 _____ 18/2

- P - PASSED BOTH PHYSICAL READINESS TEST (PRT) AND BODY COMPOSITION ASSESSMENT (BCA)
- F - OVERALL PFA FAILURE (FAILED BCA OR PRT)
- M - MEDICALLY WAIVED FROM ENTIRE PFA (BCA AND PRT)
- W - PASSED BCA BUT MEDICALLY WAIVED FROM 1 OR MORE PRT EVENT(S)
- B - PASSED THE BCA BUT WAS AUTHORIZED NON-PARTICIPATION IN THE PART FOR OTHER THAN MEDICAL WAIVER REASONS
- N - NO PFA CONDUCTED DURING REPORTING PERIOD

Date Reported To TW-5: _____ (Before Squadron Training)

Ending date of last FITREP: _____ (Bring a copy of your last FITREP)

Transferring to: _____
(Include: Wing/Fleet Replacement Squadron/City/State)

Phone number where you can be reached: _____

Please circle the phases or Course Training and Watches attended here at NASWF:

Primary

Advanced

Watches: SDO/AFDO/Wheels Watch/Phone Watch/Duty Driver _____

Others: _____

Community Service: (examples: Hobbs Middle School, Berryhill Elementary School.)

Special Achievements: (Commodore's List/Academic Achievement Award for Primary/Advanced Training.)

Revised: June 16

Primary Student Pilot Selection List

CNATRA Orders

NAME	MRDR	Rank	DEPT	Current Command	Ultimate Command	AJIC	Report M/T	Index 1 CDP	Course Title	From	To	AJIC	Index 2 CDP	Course Title	From	To	AJIC	Notes
SMITH, JOHNNY	1111111111	ENSJ0	CTW-5	CTW-5	CTW-1	30458	17-Jun-16	30458	JET TRNG	13-Jun-16	16-Jun-16	41621	80121010	CFET SanAn	16-Jun-16	16-Jun-16	41621	CLVCN:
ODONNELL, CONNO	1111111111	ENSJ0	CTW-5	CTW-5	CTW-2	30777	16-Jun-16	30777	JET TRNG	13-Jun-16	16-Jun-16	30777	80121010	CFET SanAn	16-Jun-16	16-Jun-16	41621	CLVCN:
SMITH, JOHN	1111111111	ENSJ0	CTW-5	CTW-5	CTW-4	30515	DD-MO-YR											CLVCN:

TW-4 AJIC: 30515
 TW-1 AJIC: 30458
 TW-2 AJIC: 30777
 CFET AJIC: 41621
 CFET CDP: 80121010
 UNDER NOTES: Last the Class Convene date. Get from the selection letter