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

IN REPLY REFER TO
COMTRAWINGFIVEINST 1550.1A CH-5
Code N3
14 Sep 15

COMTRAWING FIVE INSTRUCTION 1550.1A CHANGE TRANSMITTAL 5

Subj: TRAINING AIR WING (TRAWING) FIVE STANDARD OPERATING PROCEDURES FOR THE TRAINING INTEGRATION MANAGEMENT SYSTEM (TIMS)

Encl: Appendix A - DEFINITIONS
Appendix F - SIMULATOR AND COCKPIT PROCEDURE TRAINING SCHEDULE PROCEDURES
Appendix G - SIMULATOR PRACTICE EVENTS POLICY AND SCHEDULING GUIDELINES
Enclosure (10) - SIMULATOR ALLOCATION LIST
Enclosure (11) - PRACTICE SIMULATOR FORM

1. Purpose. To provide a change to the basic instruction.

2. Action. Replace applicable pages of Appendixes A, F, G and enclosures (10) and (11) of the basic instruction with attached updated Appendixes and enclosure pages.

G. A. KLING

Distribution:
COMTRAWINGFIVEINST 5216.1T
List II (a-c, e-g, i-t)

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

IN REPLY REFER TO
COMTRAWINGFIVEINST 1550.1A CH-4
Code N3
28 Jul 14

COMTRAWING FIVE INSTRUCTION 1550.1A CHANGE TRANSMITTAL 4

Subj: TRAINING AIR WING (TRAWING) FIVE STANDARD OPERATING PROCEDURES FOR THE TRAINING INTEGRATION MANAGEMENT SYSTEM (TIMS)

Encl: Appendix B - VT SCHEDULE BUILD PROCEDURES
Appendix C - HT SCHEDULE BUILD PROCEDURES
Appendix D - VT SCHEDULE EXECUTION PROCEDURES
Appendix E - HT SCHEDULE EXECUTION PROCEDURES
Appendix L - HT PILOT QUALIFICATIONS PROCEDURES

1. Purpose. To provide a change to the basic instruction.

2. Action. Replace Appendixes B, C, D, E, and L of the basic instruction with attached updated Appendixes.

J. J. FISHER

Distribution:
COMTRAWINGFIVEINST 5216.1T
List II (a-c, e-g, i-t)

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

IN REPLY REFER TO:
COMTRAWINGFIVEINST 1550.1A CH-3
Code N3
29 Oct 13

COMTRAWING FIVE INSTRUCTION 1550.1A CHANGE TRANSMITTAL 3

Subj: TRAINING AIR WING (TRAWING) FIVE STANDARD OPERATING PROCEDURES FOR THE TRAINING INTEGRATION MANAGEMENT SYSTEM (TIMS)

1. Purpose. To provide a change to the basic instruction.

2. Action. Make the following change to the basic instruction:

a. Appendix E, page 9, paragraph 5.a., second sentence, change "one week" to "three days".

J. J. FISHER

Distribution:
COMTRAWINGFIVEINST 5216.1S
List II(a-f,h-s)

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

IN REPLY REFER TO

COMTRAWINGFIVEINST 1550.1A CH-2
Code N3
14 Jun 12

COMTRAWING FIVE INSTRUCTION 1550.1A CHANGE TRANSMITTAL 2

Subj: TRAINING AIR WING (TRAWING) FIVE STANDARD OPERATING PROCEDURES FOR THE TRAINING INTEGRATION MANAGEMENT SYSTEM (TIMS)

Encl: (1) Appendix F - Simulator and Cockpit Procedure Training Scheduling Procedures
(2) Enclosure (10) - Simulator Allocation List

1. Purpose. To provide a change to the basic instruction.

2. Action. Make the following change to the basic instruction:

a. Replace Appendix F with Appendix F in Enclosure (1).

b. Replace Enclosure (10) with Enclosure (10) in Enclosure (2).

J. D. GRACE

Distribution:
COMTRAWINGFIVEINST 5216.1S
List II(a-f,h-s)

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

IN REPLY REFER TO

COMTRAWINGFIVEINST 1550.1A CH-1
Code N3
14 Feb 12

COMTRAWING FIVE INSTRUCTION 1550.1A CHANGE TRANSMITTAL 1

Subj: TRAINING AIR WING (TRAWING) FIVE STANDARD OPERATING PROCEDURES FOR THE TRAINING INTEGRATION MANAGEMENT SYSTEM (TIMS)

Encl: (1) Appendix H - Target Completion Date (TCD) Procedures

1. Purpose. To provide a change to the basic instruction.

2. Action. Make the following change to the basic instruction:

   a. Replace Appendix H with Appendix H in Enclosure (1).

J. D. GRACE

Distribution:
COMTRAWINGFIVEINST 5216.1S
List II(a-f,h-s)

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

Ch-5, incorp 14 Sep 15, cmw
CH-4, incorp 28 Jul 14, cmw
CH-3, incorp 29 Oc 13, cmw
CH-2, incorp 14 Jun 12, cmw
CH-1, incorp 14 Feb 12, cmw

IN REPLY REFER TO
COMTRAWINGFIVEINST 1550.1A
N3
2 Feb 12

COMTRAWING FIVE INSTRUCTION 1550.1A

From: Commander, Training Air Wing FIVE

Subj: TRAINING AIR WING (TRAWING) FIVE STANDARD OPERATING PROCEDURES FOR THE TRAINING INTEGRATION MANAGEMENT SYSTEM (TIMS)

Encl: (1) Student Check-In Process
(2) Student Completion Check-Out Process
(3) TIMS Guidance for Students in Training
(4) Med Down Process
(5) Student Non Grad Process
(6) Instructor (IUT) Check-In Process
(7) FITU Completion Process
(8) HITU Completion Process
(9) Instructor Check-Out Process
(10) Simulator Allocation List
(11) Practice Simulator Form

1. Purpose. To issue administrative processes and procedural guidance for the Training Integration Management System (TIMS).

2. Cancelation. COMTRAWINGFIVEINST 1550.1; COMTRAWINGFIVEINST 1542.18C; COMTRAWINGFIVENOTICE 3000 dtd 6 May 2011 are hereby cancelled.

3. Scope and Content. This instruction sets forth TRAWING FIVE guidelines for general administration and use of TIMS. It contains information for managers and users and is applicable to all TRAWING FIVE TIMS users.

4. Discussion. This instruction describes the roles and responsibilities pertaining to TIMS at TRAWING FIVE. It establishes the command and contractor responsibilities for using TIMS. It also provides TIMS guidance on processes and procedures. This instruction applies to TRAWING FIVE and all subordinate commands. When conflicts exist between this instruction and contractual requirement, contractual requirements take precedence.

a. Proper administration and use of TIMS is an essential element in managing student training and all levels of command shall use TIMS to the fullest extent possible. The TRAWING FIVE TIMS Functional Administrators (TFAs) shall interface with the CNATRA TIMS Operations Manager (N731) to establish and ensure the TRAWING FIVE standardized operating procedures are consistent with CNATRA N7 guidance.

b. Standardized use of TIMS provides security to the system, data integrity, and the ability to accurately report metrics pertinent to student production and training. All users shall abide by user

agreements in the protection of the security of TIMS. It is incumbent that the TFAs with the oversight of CNATRA N731 properly manage roles and permissions to ensure users have the proper access to TIMS while protecting the security of the system.

c. Timely, accurate and comprehensive reporting of system problems is vital to ensure TIMS maintains a high level of reliability. All TIMS users are required to report system problems immediately to Wing Operations, the TRAWING FIVE TFAs or through their local Application Assistant Coordinator (AAC) via the helpdesk.

5. CNATRA Guidance

a. Action for TRAWING Commanders, Commanding Officers, TIMS Functional Administrators, Wing/Squadron TIMS representatives and TIMS users are delineated by CNATRA N7.

6. TRAWING FIVE Guidance

a. The following appendices provide TRAWING FIVE specific guidance and are intended to clarify and/or establish TRAWING FIVE specific instructions for the use of TIMS:

TRAWING FIVE Appendices

A - Definitions

B - VT Schedule Build Procedures

C - HT Schedule Build Procedures

D - VT Schedule Execute Procedures

E - HT Schedule Execute Procedures

F - Simulator and CPT Scheduling Procedures

G - Simulator Practice Events Policy and Scheduling Guidelines

H - Target Completion Date (TCD) Procedures

I - HT/VT Student Control Procedures

J - HT/VT Administration Procedures

K - VT Pilot Qualifications Procedures

L - HT Pilot Qualifications Procedures

M - HT/VT NAVFLIR Procedures

N - HT/VT Grade sheet Completion/Submission Procedures

O - TIMS Outage Contingency Plan

P - TIMS Mishap Procedures

7. Changes. Recommended changes to this instruction or the inclusion of new material shall be submitted by squadron operations to TRAWING FIVE Operations Department or via the TIMS Functional Administrators.

J. D. GRACE

Distribution:
COMTRAWINGFIVEINST 5616.1S
LIST II(a-f,h-s)

APPENDIX A

DEFINITIONS

1. Add-On Flight - Any flight that was not on the original approved schedule is considered an add-on (e.g., Pick-up syllabus event or unscheduled flight). Appropriate add reason codes shall be entered on the executing schedule.

2. Advancing X - A syllabus event that advances a student to the next event in the Master Curriculum Guide (MCG).

3. Cancelled Event or Flight - Any scheduled event and/or flight that was not executed. Appropriate cancellation reason codes and remarks shall be entered on the executing schedule after any cancelation.

4. Complete Event - Any syllabus or non-syllabus event that does not result in an incomplete.

5. Complete Flight - A flight that gets airborne and includes a successful take-off and landing.

6. Event - A scheduled mission on a specific flight or simulator. Events define what the Student, Instructor, Instructor Under Training (IUT) and/or the passenger's mission is. Events can be either a training evolution (e.g. C4101) or a non-syllabus event (e.g., Form lead). Sub-lines shall have events if training is to be conducted on that flight. If no training is to be conducted, the sub-line should have a "none" in the event. The term mission is interchangeable with an event.

7. Flight - A single line on the TIMS schedule with a takeoff and full stop landing. There can be multiple events and/or missions during a single flight.

8. Goal TCD - A student completion requirement, by service, by week (or winging) supporting downstream training requirements (either ADV preload for Primary or FRS preload for ADV).

9. Incomplete Event - An event, attempted to be executed and not completed. Appropriate incomplete reason codes and remarks shall be entered on the executing schedule.

10. Incomplete Flight - Only used when a repeat aircraft system failure causes a flight to return for maintenance reasons and prior to event completion. Normally, a flight is considered complete once it gets airborne. Appropriate reason codes and remarks shall be entered on the executing schedule.

11. Late Aircraft Issue - When an aircraft is available for issue and the time is under 30 minutes from scheduled take-off. Aircrew should make all efforts to take-off within 15 minutes of the scheduled time.

Normally aircraft shall be assigned no later than one hour prior to takeoff or as contracted.

12. Late Departure - Any flight that is delayed more than 15 minutes after scheduled takeoff time. Mandatory remarks are required.

13. Late Return - Any aircraft that is returned to maintenance where it is unreasonable to expect maintenance to prepare the aircraft and issue it on time for the next flight. Normally aircraft shall be returned 90 minutes prior to the follow-on flight in which the aircraft is planned to be used. Mandatory remarks are required for any late aircraft return.

14. Originally Scheduled Flight and Event - Any flight or event that is on the approved flight schedule and has the Originally Scheduled column ("Org Sked")box checked.

15. Practice Event - An unsupervised simulator event that utilizes a training device in which no Simulator Contract Instructor is scheduled for student evaluation or supervision.

16. Rescheduled Flight - A flight on the approved schedule that is moved to another scheduled take-off time. The flight can be rescheduled to an originally scheduled take-off line (replacing an originally scheduled crew and event) or to a blank line. Appropriate reschedule reason codes and remarks shall be entered on the executing schedule.

17. Rescheduled Event - An event on the approved schedule that is moved to another scheduled line. Appropriate reschedule reason codes must be entered on the executing flight schedule.

18. Scheduling Authority - The Squadron's designated officer(s) who is appointed by the Squadron's Commanding Officer and has the authority to develop and approve the schedule (ground/ simulator/flights).

19. Scheduled Event - A scheduled event is any mission scheduled or added on the approved or executing schedule. Multiple events can be scheduled on a single flight.

20. Scheduled Flight - A specific line on the schedule that requires an aircraft. Scheduled flights refer to lines on the approved or executing schedule.

21. Sortie - An operational flight by one aircraft.

22. Student TCD - The graduation date of the TIMS class to which a student is currently assigned.

23. Sub-Line - A line that is a part of a multiple event flight. Sub-lines shall have syllabus or non-syllabus events assigned. If the

event is not a syllabus event or a support event for the syllabus the sub-line shall have a "none" in the event column.

24. Targeted Completion Date - The process of selecting or winging a required number of students, by service, on a specific date. There are two separate types of TCDs: Goal TCD and Student TCD (see respective definitions).

APPENDIX B

VT SCHEDULE BUILD PROCEDURES

1. General. A standardized approach to building the flight schedule is essential to TW-5 operations. The Build Flight Schedule is the basis for enabling the schedule to be executed in a standardized manner. The following TW-5 procedures apply to building the TIMS flight schedule.

2. Creating the Takeoff Template - Takeoff templates establish available takeoff times in the TIMS scheduling module and are necessary to schedule T-6B events. The takeoff template is authorized by Wing Operations and established/maintained in TIMS by the TIMS Functional Administrators (TFAs).

3. Distribution of Unused Lines - If a squadron is not going to use their allocated checked lines (e.g. AOM/Change of Command. etc.), they shall notify other squadrons and equitably distribute their unused lines.

4. Snivel Editor/Absence Request Tool - To allow tracking of crew day and reduce over scheduling errors, use of the TIMS Snivel Editor/Absence Request Tool is expected.

5. Scheduling Events - Hard scheduling all syllabus and non-syllabus events in TIMS, including Flights, Simulators, CAIs and MIL lectures is expected.

6. FORM Flights shall, to the greatest extent possible, be scheduled in the same time block.

7. Cross Countries/Regional Ops - All cross country Xs and PNS repos shall be indicated in the remarks section. The following guidance applies:

a. When weekend operations (CCX and/or PNS Ops) are planned, specific coordination is required throughout the Wing in order to maximize production. In a 3 band template, squadrons shall schedule CCX events in Band 2 and PNS ops in Band 3. If a squadron has no CCX events, they may schedule PNS ops in Band 2. It is in the squadron's best interest to schedule highest priority locals in Band 1, next highest priority locals in Band 3, and lowest priority locals in Band 2 Go 1. This allows Maintenance Control to issue aircraft in Band 1 for local events that will then be turned and issued in Band 3 for PNS ops.

8. Quick Turns, Out and In's, and Triples - All Quick-turns, Out and In's, and Triple legs shall be scheduled on individual lines and indicated in the remarks section with 2x or 3x and the launch times for each leg.

9. Prerequisite Errors - Every attempt shall be made to clear up any prerequisite errors prior to submitting the schedule for signature. Any "Red" errors that cannot be cleared up shall be commented in the remarks section.

10. Opted Lists - To reduce the possibility of scheduling errors, use of the Opted List, Big Board or Syllabus Flow for scheduling events is highly encouraged.

11. Instructor Check and Upgrade Events - Once it has been determined that upgrade or check event(s) are needed, the Quals clerk will take the necessary TIMS actions to enable the IP's name to appear on the Opted List. Use IUT Upgrade/Requal syllabus events when scheduling IPs for NATOPS and STAN events.

12. Qualification Management - The TIMS Qualification Manager shall be used exclusively for qualification and currency verification.

13. Scheduler Training - The TW-5 TFA will provide relevant scheduling training. All schedulers shall attend initial, upgrade and semi-annual scheduler training.

APPENDIX C

HT SCHEDULE BUILD PROCEDURES

1. General. A standardized approach to building the flight schedule is essential to TRAWING FIVE operations. The Build Flight Schedule is the basis for enabling the schedule to be executed in an accurate standardized manner. The following TRAWING FIVE procedures apply to building the TIMS flight schedule.

2. Creating the Takeoff Template - Takeoff templates establish available takeoff times in the TIMS scheduling module and is necessary to schedule TH-57B/C and simulator events. The number of available aircraft is determined by CNATRA N4 Detachment and the number of available devices is determined by Academics in accordance with requisite support contracts. Each squadron's allocations are determined by Wing Operations and incorporated into TIMS templates by the TIMS Functional Administrators (TFAs). Planned cold go aircraft launch rate shall not be scheduled to exceed nine aircraft per fifteen minute time period. Each squadron shall limit itself to three launches per 15 minutes. Due to its relatively small aircraft allocation, the HITU shall execute sound judgment when scheduling cold go takeoff times minimizing any increase in the overall takeoff rate.

3. Editing the Takeoff Template - With the exception of FCF events and Hot Seats, adding additional lines to the takeoff templates is not authorized when building the flight schedule.

4. Distribution of Unused Lines - On the day the flight schedule is being written, if a unit is not going to use their allocated schedule lines (e.g. AOM/Change of Command. etc.), it shall notify other squadrons as soon as possible and equitably distribute unused lines. Trading schedule lines between units to better accommodate specific needs for launch times and/or aircraft model is encouraged. After first attempting to share unused lines with other units, all remaining unused lines shall be transferred to the HITU. If a squadron requires additional scheduling lines after this time, it must request one or more of these unused lines from the HITU on a first-come-first-served basis. When sharing aircraft between units, flight schedulers must use the line transfer function in TIMS.

5. Absence Request Tool - To allow tracking of crew day and reduce over scheduling errors, use of the TIMS Absence Request Tool is expected.

6. Scheduling Events - Hard scheduling all syllabus and non-syllabus events in TIMS, including Flights, Simulators, CAIs and MIL lectures is expected.

7. Cross Countries/Regional Ops - The following guidance applies:

a. All cross country Xs and repositions shall be indicated in the remarks section.

b. For CCX flights, the Instructor and Student shall be put on the line for the event and the departure and destination airports placed in the appropriate columns to allow the ODO to track airborne aircraft.

8. Hot Seats - All Hot Seats shall be scheduled on individual lines and indicated in the remarks section with appropriate comments. Hot seats normally count against issued aircraft at subsequent aircraft availability times. Schedulers shall use discrete line numbers to identify hotseats in TIMS. Additionally, hotseats shall be clearly indicated per scheduled line by IP name in the remarks section.

Example H/S scheduling:

Line #	BRF	Launch	Land	Instructor	Student	Remarks
A04(18)	0645	0900	1100	Jones	Harry	0600B; H/S to Smith B04(18)
		1115	1315		Harriett	
B04(18)	1115	1330	1530	Smith	John	H/S from Jones A04(18)
		1545	1745		Jane	

9. Scheduling flights with multiple missions - Flight Records can have a maximum of three mission codes. When scheduling flights that require four or more mission codes, special care must be taken. In these circumstances, two separate lines must be used to schedule the events. Additionally, a scheduling note shall be included which clearly indicates that only one aircraft is needed for the two lines. Dual Contact Solos may be scheduled as one flight with two missions (one PIC and A-sheet).

10. Prerequisite Errors - Every attempt shall be made to clear up any prerequisite errors prior to submitting the schedule for signature.

11. Opted Lists – To reduce the possibility of scheduling, web publishing, and reporting errors, use of the Opted List, Big Board or Syllabus Flow for scheduling events is highly encouraged. Any Syllabus events posting in black on the schedule should be investigated and/or resolved.

12. Instructor Stage Transition, Check and Upgrade Events - Once it has been determined that upgrade stage transition or check event(s) are needed, the Qual's clerk will take the necessary TIMS actions to enable the IP's name to appear on the Opted List for the required upgrade or check flight events. Use non-syllabus events or IUT Upgrade/Requal syllabus events when scheduling IPs for NATOPS and STAN events.

13. Qualification Management - The TIMS Qualification Manager shall be used exclusively for qualification and currency verification.

14. Originally Scheduled (Orig Sked) Column - The Orig Sked column is used by CNATRA N4 Det. and Aircraft Issue to determine priorities for aircraft assignments and in maintenance cancellation rate formulas. The column is editable in the build mode and read-only for the executed mode. Prior to submitting the schedule for approval, the 'Orig Sked' check box shall be marked for each line that has an event scheduled.

15. Scheduler Training - The TRAWING FIVE TFA's will provide relevant scheduling training. All schedulers shall attend initial, upgrade and semi-annual scheduler training.

APPENDIX D

VT SCHEDULE EXECUTION PROCEDURES

1. General - Compliance with the Schedule Execute procedures is paramount to TRAWING FIVE operations and ensures efficient use of aircraft. The Execute Flight Schedule data is used as source of information for many important TIMS features, charts, and command reports. In order to maximize efficiency, the schedule must be executed in a standardized manner at all TRAWING FIVE units. The following general guidelines shall be followed:

a. Flight Duty Officers shall utilize TIMS to document what actually occurs during the execution of the flight schedule.

b. The FDO is responsible to update the Execute Schedule Module in TIMS with real-time changes (crew members, events, cloning actions, actual T/O and Landing times, etc.).

c. Use of the remarks section is mandatory in accordance with this instruction.

d. The TRAWING FIVE TFA's shall maintain the VT Aircraft Allocation Table. This table delineates aircraft allocations for the VT squadrons and the FITU according to the current Mission-Capable Reporting Status (MCRS) rate. The TRAWING FIVE Fixed-Wing Operations Officer shall approve all changes to the VT Aircraft Allocation Table. This reference will be reviewed and updated on an as-needed basis. To assure accurate version control, the VT Aircraft Allocation Table shall be a controlled product, accessible only via the TIMS browser or directly from the Fixed-Wing Operations Officer.

2. Takeoff Template - Each squadron is allocated takeoff times as delineated by the current takeoff template. The takeoff template is authorized by Wing Operations and maintained in TIMS by the TFA's.

3. Day Prior Changes - Any schedule additions or cancellations after the schedule is approved by the Commanding Officer shall be made IAW the Schedule Execution SOP guidelines.

4. Day of Execution - To most efficiently execute the current day's schedule, at 0600 squadron FDOs will call Maintenance Control and receive the current day's MCRS rate and the number of aircraft ready for production (RFP). The FDO will then screen the schedule and update/correct as necessary.

5. Daily Aircraft Allotments - Maintenance is contractually obligated to issue aircraft numbers based on the current day's MCRS rate. How many aircraft are allotted in each band varies with the Band Template in use, which is managed by Wing Operations. See the VT Aircraft Allocation Table on TIMS.

a. The number of true/checked lines on the published flight schedule comes from a predicted MCRS rate for the day. Should the actual MCRS rate vary from the prediction, the number of checked lines may go up or down.

b. Once the FDO knows the MCRS rate for the day, he/she will reference the VT Aircraft Allocation Table and determine the number of aircraft the squadron is owed per band. This allows the FDO to effectively manage the flight schedule for the day, and ensure proper cancellation codes are used in the event of aircraft not being available throughout the day.

c. In the event that scheduled true lines exceed the current daily aircraft allotment based on MCRS rate, and if Maintenance cannot assign aircraft, the FDO shall cancel the extra checked lines using the cancel reason code of Device Availability (DA). In the event that the scheduled true lines are fewer than the daily aircraft allotment based on MCRS, non-priority scheduled events are due aircraft. The FDOs must communicate with Maintenance Control to coordinate which unchecked lines are the priority and should be assigned aircraft. For example, the squadrons planned on being allotted 12 aircraft during Band 2 and therefore scheduled 12 checked lines in Band 2. The day's actual MCRS rate allots each squadron 13 aircraft in Band 2. Each squadron is due a 13th aircraft in Band 2, and if maintenance cannot provide an aircraft to one of the unchecked lines, the squadron shall cancel for Aircraft Availability (AC).

6. Aircraft Assignments - Maintenance is required to assign aircraft to scheduled true/checked lines in TIMS. The following guidance applies:

a. Maintenance is expected to fill the entire line (e.g. A04, B12, etc.) with the aircraft side number to be used for that line. This gives the squadrons the ability to manage their schedules and move aircrew around in order to maximize their assigned aircraft. It is the FDO's responsibility to communicate with Maintenance Control and ensure that an airplane is ready to be issued to the new Pilot In Command (PIC) following a PIC swap/turnaround. It is crucial that the FDOs and pilots are aware that just because the plane is assigned in TIMS does not mean the Turnaround Inspection is complete or that the plane is currently available to be issued. FDOs shall read maintenance remarks in TIMS prior to telling aircrew that they have an airplane assigned.

b. Maintenance is not required to assign aircraft to non-scheduled true lines, as long as the distribution of aircraft among squadrons remains equal or as close to equal as possible at the end of the band. This situation mainly applies to Band 2 in a three Band scenario.

(1) Example. Each squadron is due 10 aircraft in Band 2 and VTs 2 & 3 each schedule 10 true lines in Band 2 Go 1. VT-6 only

scheduled 6 true lines in Band 2 Go 1, but scheduled 10 true lines in subsequent Band 2 lines. Each squadron shall receive 10 Cold-Go aircraft issued over the course of Band 2. This puts the burden of scheduling efficiency on the squadrons and ensures even distribution of assets to complete the mission.

c. Maintenance Control will distribute aircraft evenly to each unit, so that each squadron receives the number of aircraft per band as delineated in the VT Aircraft Allocation Table, or as required by the Daily Flight Schedule.

7. Cancelled Flights for Aircraft Availability - Maintenance will inform the FDO when they are unable to assign aircraft due to aircraft availability. The following guidance applies:

a. Once an event is within 60 minutes of scheduled takeoff time, maintenance is contractually obligated to have completed the aircraft assignment. If there is no aircraft available at 60 minutes prior to takeoff, the FDO/pilot can wait for a late assignment or can cancel the event. If it is determined that the event will not be conducted and the event is on a checked line, cancel the event due to aircraft availability (CNX/CA). If it is determined that the event will not be conducted and the event is a non-checked line, cancel for Device Availability (CNX/DA).

b. Once aircraft become available, communication between the squadron FDO and Maintenance Control is crucial to determine which line is best to assign that aircraft.

c. The distribution of aircraft needs to remain even throughout the band system. If a squadron cancels an event due to aircraft availability, they should not be skipped on the next plane that comes available. The Wing goal is for each squadron to be issued as close to equal numbers of aircraft throughout the band/day/week as possible.

8. Cancelled Flights for Other - Once it is determined an event will not be conducted for a reason other than aircraft availability/device availability, the FDO shall cancel the event in TIMS with the appropriate code and communicate squadron intentions with Maintenance Control.

a. If there are no additional scheduled events associated with the line that is cancelled, the aircraft is returned to maintenance to be reissued. If there are follow-on events in that line, or the FDO wishes to add another crew, the FDO needs to communicate the squadron intentions with Maintenance Control.

b. If the ADB has been signed by an Aircraft Commander and the flight has been cancelled, maintenance control shall be notified as soon as possible.

9. CNX flight Codes - Once it has been determined that an event cannot be conducted, the event shall be cancelled using an appropriate reason code. Use of the remarks section is mandatory to clarify the reason for any cancelled flights. The following guidance applies when selecting a Cancellation Reason:

a. CA, Line is Cancelled due to Aircraft Not Available

(1) Once an event on a checked line is within 60 minutes of scheduled takeoff time and the flight will not be conducted due to aircraft availability, the FDO shall cancel due to aircraft availability (CNX/CA).

b. CM, Line is Cancelled due to Maintenance

(1) Used when an aircraft was issued on time but the flight was cancelled for maintenance reasons either prior to or during flight.

(2) Enter a mandatory remark and, if known, state the specific maintenance problem.

(3) Maintenance will attempt to issue a new aircraft if able. Communication between the FDO and Maintenance Control is critical to determine priority of asset allocation for the squadron.

c. DA, Line is Cancelled due to Device Availability

(1) Used when scheduled non-checked/non-priority lines are not issued an aircraft.

(2) Used when a checked line does not receive an aircraft if the checked lines exceed the daily allotment based on the day's MCRS rate.

d. DK, Line is Cancelled due to Docked Aircraft

(1) Used when a squadron is docked due to an aircraft that is away from Main Operating Base (MOB).

e. CH, Line is Cancelled Higher Headquarters

(1) Used when CNATRA or TW-5 directs a cancel. For example:

(a) Safety related cancellation

f. CI, Line is Cancelled Instructor not available

(1) Used when an Instructor is not available. For example, Ground Job duties, IMSAFE, etc.

g. CS, Line is Cancelled Student not Available

(1) Used when a student is not available or not qualified for the event. For example:

(a) Student failed previous check-ride.

(b) Student late for event.

h. CD, Line is Cancelled Instructor Med Down

(1) Self explanatory.

i. CX, Line is Cancelled Student Med Down

(1) Self explanatory.

j. CO, Line is Cancelled Operations

(1) Used for cancellations due to scheduling errors, etc.

(2) Requires a mandatory remark.

k. CT, Line is Cancelled Other

(1) Should be used sparingly and only when all other cancellation codes do not apply.

(2) Requires a mandatory remark stating the reason for the cancellation.

l. CW, Line is Cancelled Weather

(1) See Weather Delays section below.

10. Weather Delays/Cancellations - Use the following guidelines/procedures when encountering weather delays:

a. During weather delay periods, maintenance will continue to issue aircraft NLT 1 hour prior to scheduled T/O time.

b. If an aircraft is assigned, squadrons may execute events as weather permits, provided the Aircraft Commander can make a hard return time as applicable (see Paragraph 15).

c. If an aircraft is assigned, and the flight will not be conducted due to weather, the FDO shall use the cancel code (CNX/WX).

d. If an aircraft has not been assigned to a true/checked line within 1 hour prior to scheduled takeoff time, the FDO shall cancel due to aircraft availability (CNX/AC) as opposed to (CNX/WX).

11. Aircraft Away from Main Operating Base (MOB) - The FDO must be aware that aircraft which do not return to KNSE will affect aircraft availability until the aircraft is returned. If an aircraft is unable to return to KNSE as scheduled, it will be counted in the daily flight bands for 72 hours from ACO authorization for recovery, or until it is returned to KNSE. The following applies:

a. If an aircraft does not return to KNSE as scheduled (e.g. maintenance, weather delay, etc.):

(1) Notify Maintenance Control and the CNATRA N4 Maintenance Detachment. The CNATRA N4 Det coordinates with the ACO to authorize the recovery process and start the 72 hour docking period.

(a) N4 Det OIC - LCDR Atkinson (850)698-0960
(b) N4 Det AOIC - Mike Harris (850)572-3984

(2) CNX the originally scheduled return.

(3) Docking will be in accordance with the contract and based on the current TIMS template in use. In a three Band Template, one checked line will be docked for Band 2 and Band 3 until the aircraft returns to KNSE or the 72 hours from ACO authorization expires. The squadron FDO shall coordinate with Maintenance Control for the specific checked line which shall be docked an aircraft for each band. When cancelling an event due to docking, use the reason code of Docked Aircraft (DK). When using a three Band template, the squadron will lose two aircraft lines, including all associated sorties. For example, based on the MCRS rate, VT-6 is allotted 9/10/9 but they have 2 aircraft that are stuck away from KNSE. They will only be issued 9/8/7 until the aircraft return or the 72 hours expire.

12. Maintenance Data - The following Maintenance Data is entered on the Assign Tails Module and can be displayed on the Execute and View Flight Schedules:

a. Aircraft Assignments - Displays the aircraft buno and side number for each flight.

b. Maintenance Remarks - Allows maintenance to show information such as aircraft swaps due to maintenance action, aircraft limitations such as Alternate Hydraulic Servicing, TAD inoperative, HUD inoperative, etc.

13. Utilizing unused lines from other units - If lines are shared during the Execution of the schedule, inform maintenance control to ensure aircraft are assigned as appropriate.

14. Executing the Flight - When receiving the outbound call, the FDO shall perform the following:

a. Put the schedule line in an execute (EXEC) status.

b. Enter the actual takeoff time.

15. Late Departures - A late departure is any flight where the actual takeoff time exceeds 15 minutes from the scheduled takeoff time. The following guidance applies:

a. For all late departures, a mandatory remark shall be entered in the schedule Exe Remarks column. Use the following format: *Late Takeoff due to XXXXXXXX*.

b. When an aircraft swap causes a late departure, Maintenance Control will enter a mandatory remark in the Maintenance Remarks column indicating the aircraft change (e.g. "MX swap from 629 to 288").

16. Aircraft Returns - For maintenance purposes, a returned aircraft is defined as when the NAVFLIR hard copy is provided to maintenance control. To ensure aircraft availability for subsequent flights during the day, returning aircraft and submitting NAVFLIRS on time is paramount. The following guidance applies:

a. The FDO shall enter into TIMS the actual land time when the aircrew calls safe-on-deck.

b. Aircraft Commanders shall provide Maintenance Control with a hard copy of the NAVFLIR no later than 20 minutes after their final safe on deck call to the FDO. This is essential to allow Maintenance to conduct the Daily/Turnaround Inspection and reissue the aircraft to an awaiting crew.

17. Changes to the Flight Schedule - Changes to events and aircrew on the flight schedule are necessary and must be clearly communicated to all concerned users, including Maintenance Control. When making changes, the following guidance applies:

a. Inserting Lines and Changing Scheduled Takeoff Times - Inserting additional lines or changing scheduled takeoff times on the flight schedule can result in exceeding contractual aircraft band limits and is prohibited.

b. Crew name changes (Instructor or Student) are allowed on any scheduled flight. Ensure clear communication with all involved parties, including Maintenance Control, when swapping aircrew. Clarifying remarks in the Schedule Exe Remarks column are required.

c. Changing or adding events after aircraft are assigned in TIMS may be affected by aircraft limitations. When making event changes after an aircraft has been assigned, the FDO shall check with Maintenance Control before updating the execute flight schedule in TIMS.

18. Rescheduled Flights - Events will normally be completed on originally scheduled lines in TIMS. However, when rescheduling is required, utilize an existing template line.

19. Cloning Events - The FDO is responsible to perform the cloning action for flight and simulator events that occur during the flight day. If an event needs to be cloned (e.g. warm up or incomplete event), the aircrew shall contact the FDO and inform him/her of the changes. The FDO will clone the appropriate event, if applicable notify schedules office, and make necessary changes to the executing flight schedule.

20. Use of Swap Lines and Clear Line Functions - Because the use of these functions can result in incorrect aircraft assignments and inaccurate data, do not use the Swap Line or Clear Line functions.

21. Maintenance Flights (FCF) - The FITU will track all FCF flights. The following procedures apply:

a. Insert a new line - the 'Pri' box is not checked.

b. Select an appropriate Add Line Reason Code.

c. Enter a mandatory remark using the following format: *Add-on Flight - FCF Event.*

d. Maintenance will enter the appropriate aircraft.

22. Simulator Schedule - The FDO shall make simulator schedule changes in the same manner as the flight schedule. The simulator contractor will contact the FDO for the following changes:

a. Cloning of simulator events.

b. Cancelling simulator events. The FDO will enter the CNX Line and Event Status code and appropriate Line and Event Reason codes.

23. Resolving Differences - In rare instances the squadrons and Maintenance may not agree on TIMS entries such as times, cancellation codes, flight status, docking, etc. If this occurs, the squadron FDO should notify TRAWING FIVE Operations who will resolve the conflict with the CNATRA Maintenance Detachment.

24. Securing the Watch - The FDO shall ensure the following tasks are accomplished in TIMS prior to securing the watch:

a. The flight schedule accurately reflects what occurred during the day.

b. All Flight and Simulator events on the Execute Schedule are assigned a correct Line and Event Status codes.

c. All cancelled lines and events have appropriate reason codes inserted.

d. All Flight Records are completed. For Cross Country or Regional Operations flights, Flight Records will be completed upon return.

e. Appropriate comments/remarks are entered.

f. Add-Line/Resked reason codes entered and accurate.

APPENDIX E

HT SCHEDULE EXECUTION PROCEDURES

1. General: The accuracy of the TIMS executed flight schedule is central to TRAWING FIVE operations. The Execute Flight Schedule data is used as source information for many TIMS features, charts, and command reports. Some of the uses of the data include OPTAR funding, squadron manning calculations, daily reports, and maintenance cancellation rates. To maintain status of airborne aircraft and data consistency, it is important that each schedule be executed in a standardized manner at all TRAWING FIVE units. The following guidelines shall be followed:

a. All personnel involved with the execution of the flight schedule shall attempt to accurately document within TIMS what actually occurred during the execution of the flight schedules.

b. Extensive use of the "Schedule Execute Remarks" column is expected to annotate all changes that occur to the originally published flight schedule.

c. To minimize TIMS system errors, only one instance of the Schedule Executor module should be open at any time.

d. The TRAWING FIVE TFA's shall maintain the TIMS Execution Desktop Reference providing current, detailed procedures and guidance in order to enhance standardized flight schedule execution. The TRAWING FIVE Rotary Operations Officer shall approve all changes to the Desktop Reference. This reference will be reviewed and updated on an as-needed basis. To assure accurate version control, the TIMS Execution Desktop Reference shall be a controlled product, accessible only via the TIMS browser.

2. Squadron Operations Duty Officer (ODO) Responsibilities:

a. In an effort to standardize schedule executions and allow the ODO to perform other duty tasks, squadrons should, to the maximum extent possible, provide the ODO with an assistant/Schedule Executor (AODO) to solely assist the ODO with the input and manipulation of data within TIMS. However, even though an AODO may be assigned to the ODO, the ODO is overall responsible for ensuring the accuracy of the daily flight schedule in TIMS.

b. In preparation of executing the day's schedule, the ODO/AODO shall screen the schedule for event conflicts and update any necessary changes in TIMS prior to the squadron's first launch of the day.

c. The ODO/AODO is responsible for updating the Execute Schedule with real-time changes. Changes shall be made as expeditiously as possible to ensure TIMS is maintained as current as possible. These changes are reflected on the "Flight Records" and will assist with

accurate data representation when aircrews complete flight records in TIMS.

d. ODO/AODO's shall coordinate with Aircraft Issue for aircraft side number assignment to aircrews for the purposes of hot seats and ensure TIMS properly reflects the aircraft assignment.

e. ODO/AODO's shall ensure Aircraft Issue is kept apprised of flight schedule cancellations and extended delays and that TIMS properly reflects these occurrences.

f. Logging Actual Take-off/Land Times. The ODO/AODO shall enter in TIMS the time that an aircrew calls outbound over the duty radio as the Actual Take-Off time for that aircraft. Similarly, when an aircrew reports mission complete over the squadron radio, the ODO/AODO shall enter in TIMS that time as the aircrew's Land Time.

g. Line Status. The ODO/AODO is responsible to update and monitor the "Line Status" during the execution of the flight schedule. Line status represents the status of the entire scheduled line, which may include multiple legs/students etc. (sub-lines). There is only one "Line Status" for each schedule line, though multiple events (sorties) may be scheduled under that single line. "Line Status" is shown on the schedule in the "Line Status" column. The TIMS Desktop Reference shall list current "Line Status" codes and provide guidance for use.

h. Changing "Event Status". The ODO/AODO will update and monitor the "Event Status" during the execution of the flight schedule. "Event Status" represents the status of each sortie/sub-line assigned to a line. For instance, a line that has one instructor conducting two events for two separate students will have two "Event Statuses". The "Event Status" is shown on the Execute Flight Schedule in the "Event Status" column. The TIMS Desktop Reference shall list current "Event Status" codes and provide guidance for use. Accurate updates to event status is crucial; particular care shall be taken in accordance with the TIMS Desktop Reference when canceling individual events within a line.

i. Add-on Events. Sometimes it is necessary to add an additional sortie to an already scheduled line. When this is required, the ODO/AODO shall change the line type to accommodate the additional sortie(s), add the appropriate event(s), and ensure that comments are entered in the "Schedule Execute Remarks" column to explain the addition(s), as necessary.

j. Changing Line Information. In an effort to keep TIMS as up-to-date as possible as well as minimize necessary Flight Record changes, the ODO/AODO shall make the following changes when necessary:

(1) Replacing Individual Aircrew Members. When it is necessary to replace an aircrew member from a scheduled sub-line, the

ODO/AODO should remove the original aircrew member's information by deleting it (not "clearing" the sub-line) and insert the new member's information without adding a new sub-line. The "Schedule Execute Remarks" column should be extensively utilized to explain what change took place and a brief description of the reason for change. Note: These changes may require corresponding line type changes.

(2) Ready Room Unsat (RRU). Upon an instructor reporting an RRU to the ODO, the ODO/AODO shall:

(a) Ensure the Instructor Pilot (IP) giving the RRU has completed the associated gradesheet before proceeding with the following steps.

(b) If the RRU line has only one assigned sortie (no sub-lines), then the ODO/AODO shall cancel the line and event by using the CS "Line Reason" code, INC "Event Status" code and RRU "Event Reason" code.

(c) If the RRU line has sub-lines, then the ODO/AODO shall create a separate line, transfer SNA's information to the new line (name, event, etc.) and follow the steps in paragraph (b).

(d) In both cases, the ODO/AODO shall clarify that the RRU occurred within the "Schedule Execute Remarks" column.

(e) Clone the RRU event for future use.

(3) Changing Sortie Order. When the ODO/AODO is informed by an IP that the actual sortie order for their scheduled line will be different than what was scheduled, the ODO/AODO will select the cells to be swapped by depressing the Ctrl key, click the cells to be swapped and utilize the TIMS swap feature.

(4) Changing Student/IUT Syllabus Event (Lesson Designator) - At times it may be necessary for the ODO/AODO to change a student or IUT syllabus event. To accomplish this, the ODO/AODO shall delete the originally scheduled lesson designator and replace it with the desired lesson designator from the Options List, Big Board or the Course Flow tab.

(5) Changing IP-IP Events (Non-Syllabus Events) - At times it may be necessary for the ODO/AODO to change the event type for a scheduled IP-IP flight (i.e. When a generic Quarterly Instructor Pilot (QIP) event was originally scheduled and aircrew informs ODO/AODO that they will conduct a QIP-A event.) The ODO/AODO shall delete the originally scheduled event and select the appropriate event from the drop-down menu in the "Event" column.

k. The simulator contractor will contact the ODO/AODO for any changes to the executing simulator schedule and for cloning of simulator events. The ODO/AODO shall make simulator schedule changes

in the same manner as the flight schedule or inform the squadron simulator clerk to make the changes.

l. Clone Event. The ODO/AODO is responsible to perform the cloning action for flight and simulator events that occur during the flight day. If an event needs to be cloned (e.g. warm-up, incomplete event, RRU), the aircrew shall contact the ODO/AODO and inform him/her of the changes. The ODO/AODO will clone the appropriate event and make necessary changes to the executing flight schedule.

m. Schedule Line Type. When the ODO/AODO makes line or sub-line changes, it is important that the ODO/AODO ensures the resulting line uses the correct Line Type. The following is a list of the available Line Types and a description of when each should be used:

(1) HT One Line. Used when an IP is scheduled with only one crewmember.

(2) HT Two Line. Used when an IP is scheduled with two crewmembers.

(3) HT Three Line. Used when an IP is scheduled with three crewmembers.

(4) HT Four Line. Used when an IP is scheduled with four crewmembers.

(5) HT Four Line. Used when an IP is scheduled with four crewmembers.

Notes: (1) Each crewmember can be scheduled to complete up to two sorties per scheduled sub-line. For instance, if the line type HT One Line is chosen, the student can be scheduled for two sorties on the single sub-line by using the "Event #1" column and the "Event #2" column. Thus it is not necessary to schedule the same student on a separate sub-line with the same instructor if the student is meant to complete two sorties.

(2) Flight Records can have a maximum of three mission codes. When conducting flights that require four or more mission codes, special care must be taken. In these circumstances, two separate lines must be used to execute these events. Additionally, a scheduling note shall be included which clearly indicates that only one aircraft is needed for the two lines.

n. Unscheduled Hotseats. All unscheduled hotseats are requested by the ODO and approved by the Contractor (via Maintenance Control). Unscheduled hotseats may be shared between the squadrons/HITU with prior arrangement between respective unit ODOs and with approval of the Contractor. Hotseats (scheduled or unscheduled) are highly encouraged whenever possible.

o. Simulator incompletes/cancellations. If the simulator contractor notifies the squadron of a change to the simulator schedule due to an incomplete or cancelled event, the ODO/AODO must ensure TIMS is updated to reflect the change as well as notify the Squadron Simulator Clerk about the change.

p. The ODO shall ensure the following tasks are accomplished prior to securing the watch:

(1) The flight schedule accurately reflects what occurred during the flight day.

(2) All flights and events on the Execute Schedule are assigned accurate Line and Event Status/Reason codes.

(3) All Flight Records are completed.

(4) Appropriate comments are entered into the "Schedule Execute Remarks" column.

3. Aircrew Responsibilities:

a. Prior to Departure - IP's shall ensure that all information in TIMS is correct for their flight(s). If any information is inaccurate, it is the IP's responsibility to inform the ODO/AODO of the error.

(1) Flight Order. Ensure student sorties are listed in the order that they are planned to be flown.

(2) IP-IP Flights. Ensure correct event type is assigned. (i.e. QIP A, QIP B, QIP C, QIP D vice QIP)

(3) Notify the ODO/AODO of any Ready Room Unsat (RRU).

b. After Landing. IP's shall notify the ODO/AODO of any changes to the flight order, events, incompletes, cancellations, etc.

4. Maintenance Control/Aircraft Issue Responsibilities: Using TIMS "Assign Tails" module, Maintenance Control/Aircraft Issue shall:

a. Assign all aircraft side numbers to flight events scheduled in TIMS. Should an aircrew's side number require changing in TIMS, Maintenance Control/Aircraft Issue shall make the change in TIMS.

b. Utilize the "Parking Spot" column to document the aircraft's parked location at South Whiting.

c. Utilize the "Acceptance Time" column to document the time that an aircrew signs the acceptance sheet for the aircraft.

d. Utilize the "Aircraft Issue Time" column to document the time that the aircraft is issued to a squadron.

5. Operations Department Responsibilities: Closing out flight schedule. Daily flight schedules shall be closed out as soon as possible following execution, not to exceed three days after execution. Correct all discrepancies that are displayed in red. If unable to correct an error, call the TIMS Help Desk for assistance.

6. Day Prior Changes: Any schedule additions or cancellations after the schedule is approved by the commanding Officer shall be made IAW this appendix. Any changes prior to schedule approval will be handled in accordance with the HT Schedule Build appendix.

7. Resolving Differences: In rare instances when maintenance and the squadrons do not agree regarding times or status of flights entered into TIMS, CNATRA N4 Maintenance Detachment will be contacted. The CNATRA Maintenance Detachment will contact the TRAWING FIVE Operations Department and direct the proper entries to be made on the executing flight schedule or may make the entries directly in TIMS.

APPENDIX F

SIMULATOR AND COCKPIT PROCEDURE TRAINING SCHEDULING PROCEDURES

1. General. This appendix promulgates the policies and procedures for scheduling the TH-57 Cockpit Procedure Trainer (CPT), Flight Instrument Trainer (FIT), T-6B Unit Training Device (UTD) and Operational Flight Trainer (OFT). The TRAWING FIVE Academic Training Department has oversight responsibility for all simulator training for TRAWING FIVE organizations. TRAWING FIVE currently operates the following training devices: T-6B UTD (Device 2F207), T-6B OFT (Device 2F208), TH-57 FIT (Device 2B42A), and the TH-57B CPT (Device 2C67). Simulator instruction/events are provided to six squadrons, two Instructor Training Units (ITUs), staff and other personnel, as directed. Contract Instructional Services (CIS) and Contract Operations and Maintenance Support (COMS) are provided through existing contract services. Contract management and oversight is provided by CNATRA Contracts. The scheduling process is a highly interrelated function between users and providers requiring cooperation and adherence to policy by all parties. Simulators are scheduled using the Training Integration Management System (TIMS).

2. Active and Inactive device times. Simulator device times are categorized as "active" or "inactive".

a. Active device times have been funded and can be used to conduct syllabus events. They are identified in TIMS by a check mark in the "Active" column on the Simulator tab of the scheduler module. Active lines shall be scheduled in accordance with paragraph 5.

b. Inactive device times are unfunded and cannot be used to conduct syllabus events. However, to allow for the documentation of all simulator requirements, squadrons shall schedule these times as necessary to document all simulator requirements (see paragraph 4).

3. Utilizing all devices. To ensure most efficient use of active OFT devices, Primary squadrons shall make every attempt to schedule dual-device (OFT or UTD) events (C2201/I3101/etc.) in the UTD devices.

4. Documenting all requirements. Squadrons shall utilize active and inactive lines to document the full scheduling requirement. All active lines shall be fully utilized IAW paragraph 5 prior

to scheduling inactive lines. Once all active lines are used, schedule any remaining legitimate simulator events on the inactive lines and insert a line and event code of CNX and reason codes of "Device Availability".

5. Simulator Scheduling. Daily scheduling procedures for the T-6B UTD (Device 2F207), T-6B OFT (Device 2F208), TH-57C FIT (Device 2B42A) and the TH-57B CPT (Device 2C67) are as follows:

a. Advanced Planning - The squadrons will provide Wing Operations and Academic Training an estimate of weekly simulator requirements for the next week at the Wednesday Operations meeting or, if there is no Operations meeting, by 1000 on Wednesday. To the maximum extent possible, all squadrons/units should enter required events and CPTs into the TIMS for the next two simulator fly days. Simulator event allocations are directed by Wing Operations as outlined in enclosure (10).

b. NLT 1100 - Squadrons/units shall enter all required Sims and CPTs into TIMS for the next business day (M-F). Saturday simulator scheduling will be completed on Thursdays (see paragraph 5.g(6)). Although simulator requirements may exceed active (funded) device times or Contracted Simulator Instructor (CSI) capacity, units shall schedule all required simulator events by utilizing existing allocated lines. When all active lines are filled, check to see if other squadrons have unused active lines that can be used. If no additional active lines are available, schedule remaining required events on the inactive lines and enter a line and event code of CNX and reason codes of "Device Availability". For instances where all inactive lines are used and there are remaining students who need simulators, check to see if other squadrons have unused inactive lines that can be used. Once submitted, scheduled events shall not be changed after 1100 without approval from the CIS office.

c. 1100-1200 - CIS Office will review the requirements, assign simulator instructors to active device times and, to the maximum extent possible, ensure all requirements are filled. In cases where the entire schedule cannot be supported due to contract or device limitations, Wing Operations Department will provide guidance regarding priorities between squadrons. To maximize scheduling efficiency, the CIS Office may ask squadrons to move/adjust events. While not mandatory, squadrons shall make every effort to accommodate the CIS Office to facilitate optimal

utilization of available resources. All changes need to be complete NLT 1200 in order for simulator instructor assignments to commence.

d. 1200-1500 - The CIS will complete assignment of instructors in TIMS. Once it is determined an active simulator event will not be filled due to resource or other constraints (e.g. device N/A due to maintenance or IP unavailable), the squadron shall leave the requested event on the schedule and either assign a qualified squadron Instructor Pilot (as authorized by TRAWING FIVE for select CPT/UTD events only) or select a line and event status of CNX with the appropriate reason codes. The originally scheduled syllabus event must remain on the schedule to document unsupported requirements. To preclude students from showing up for a cancelled event, when publishing the final schedule, it is the squadron's responsibility to inform students that their event(s) are cancelled. Use of the TIMS Remarks column is encouraged.

e. 1500 - Academic Training prints and posts the sign-up sheets for unsupervised practice events for the following day. See Appendix (G) for practice simulator procedures. **Note: Only students in an approved syllabus are authorized in the simulator during a practice event.**

f. The CIS Office will electronically deliver or fax the following to TRAWING FIVE Academic Training and CNATRA Contract Detachment each morning:

(1) Summary of the previous day's completed helicopter and fixed-wing schedules with daily hour totals (Training Device Utilization Report).

(2) Lost Training report.

g. Scheduling Notes.

(1) Students must be opted for events when scheduling them on active and inactive lines.

(2) There are no requirement changes allowed after 1100 the day prior. However, provided the assigned simulator instructor has the appropriate qualifications to conduct the event, squadrons may substitute students within block, in TIMS for specific simulator periods up to the brief time. Since out-of-block changes may affect instructor assignments (e.g.

IP qualified for BIs but not Instrument Nav) or equipment (e.g. TH-57 NVGs which require time to reconfigure the simulator), out-of-block changes are subject to CIS approval (see para 5.b. above. Contact the CIS office if there are any questions regarding IP qualifications or device capabilities. Rather than cancelling an event, a squadron may trade events to another squadron if they have a student available, subject to the same out-of-block limitations. In order for the CI to complete the necessary grade sheet and NAVFLIR, the squadrons are required to transfer the event in TIMS prior to the end of the event.

(3) The FITU and HITU will use assigned simulator times first, then simulators that are designated for the IUT's parent squadron with squadron concurrence. Unused ITU device/event times may be requested by individual squadrons from the ITU and transferred within TIMS as necessary. Squadrons may also transfer unused active and inactive device times to other squadrons using TIMS.

(4) Occasionally, TRAWING FIVE will need simulators for official visits, formally requested visits, demonstrations, contracted foreign pilot training, etc. These events will normally be scheduled by utilizing the FITU/HITU device/event times. In instances when FITU/HITU event times are not available, squadron event times shall be utilized. Academic Training shows a device is needed in TIMS by using an ACAD-TW5 Organization line. Once this is done, squadron schedulers will see a device conflict tag showing the device is already being utilized and shall remove their line from the schedule.

(5) Simulators reserved for squadron hosted events (e.g. wingings, spouse orientation, pilot for a day, etc.), will normally come from squadron lines and be scheduled by the squadron hosting the event.

(6) Due to contract requirements for authorization of premium time and contractor scheduling requirements, the schedule for Saturday simulators must be completed and approved on Thursday. Operations Officers shall request simulators for Saturday at the Wednesday Operations Meeting or, if there is no Operations meeting, through Wing Operations by 1000 on Wednesday. After COB Wednesday (1600), there will be no additions for Saturday's schedule. After 1100 Thursday, there will be no deletions; these events will be documented in TIMS as CNX with the appropriate line and event codes.

(7) In instances where squadrons desire to complete and finalize their simulator schedules early, Wing Operations may request that the CIS office produce a schedule earlier than required. However, the contractor is under no obligation to agree to the request. The final schedule cannot be completed until all VT and HT squadrons have input their respective schedules in TIMS.

(8) It is imperative that all squadron, ITU and Contractor schedulers work together to build and execute an efficient simulator schedule.

6. Simulator Practice Events. All simulator practice events shall be conducted in accordance with the policy and procedures outlined in Appendix G. All prerequisites shall be completed prior to being eligible for simulator practice events. T-6B students shall complete event SY0116 T-6B Cockpit Familiarization 1 and TH-57 students shall complete event C4503 flight prior to initial simulator FIT (OFT) practice event. **Note: Only students in an approved syllabus are authorized in the simulator during a practice event.**

7. Other Non-syllabus Simulator Events

a. The following procedures shall be followed for the scheduling of non-syllabus events other than TRAWING FIVE assigned students conducting practice events.

(1) For personnel not assigned to TRAWING FIVE who require their flight time to be recorded on a NAVFLIR, the supporting unit schedules them as a "guest flyer".

(2) Add remarks in name column for events such as wingings or tours.

(3) Use the following flight purpose codes (FPC) from OPNAVINST 3710.7 as indicated:

(a) Foreign student training: 1IX (Training, Foreign) where X is the appropriate training code for the event being flown as indicated in OPNAVINST 3710.7 Appendix D.

(b) Other events: 2Q5 (support, non-training flights not elsewhere classified).

APPENDIX G

SIMULATOR PRACTICE EVENTS POLICY AND SCHEDULING GUIDELINES

1. General. TRAWING FIVE policy is to afford practice simulator periods based on availability of the simulators (T-6B UTD/OFT and TH-57 CPT/FIT). It shall be noted that student simulator practice events are not a training requirement and practice sessions will be at the discretion of TRAWING FIVE Academic Training department. All practice events are subject to cancellation to accommodate syllabus events or maintenance. In order to capture practice simulator utilization, CNATRA has directed proper documentation of practice events in TIMS, therefore, practice events will be scheduled and documented as indicated below.

2. Practice Event Definition: An unsupervised simulator event that utilizes a training device in which no Contract Simulator Instructor or practice supervision is scheduled. Practice simulator events in the TH-57 OFT shall be conducted with "Motion Off".

3. Requirements for Unsupervised Practice Events.

a. Practice simulator periods are available to any Primary JPPT (T-6B) and Advanced Rotary (TH-57B/C) student or Instructor Under Training (IUT) who has completed the required simulator familiarization brief. JPPT (T-6B) students and IUTs shall have completed event SY0116 (T-6B Cockpit Familiarization 1). Advanced Rotary (TH-57B/C) students and IUTs shall have attended the Practice Simulator overview brief which is conducted at the completion of the Radio Instrument Flight Procedures (RIFP) course and students only shall have completed event C4503 prior to signing up for TH-57 OFT simulator practice events.

c. Students will comply with procedures outlined in the *Student Practice Instruction Book* provided for each simulator.

d. Students may sign up in advance on a "first come, first served" basis for no more than ONE practice simulator event per day. Any additional available event times may also be used, but priority will go to students who have not previously flown a practice event that day. **Note: Only students in an approved syllabus are authorized in the simulator during a practice event.**

4. Scheduling Process: Students shall use the following procedures when conducting Practice Events:

a. Students can check the practice simulator schedule posted outside of the break room in Bldg. 312, Joint Primary Aircraft Training System, or in the Helicopter briefing/CPT space, room 218, Bldg. 3005, to view available open time slots (this schedule will show all available simulator times). The student "pens" in their name on

the schedule to indicate it is "reserved" and picks up a *Practice Simulator Form*, enclosure (11).

b. Upon completion of the simulator practice event, the student fills out the Practice Simulator Form and delivers it to a squadron designated office or person within one work day. The form contains the information necessary for the squadron to complete a NAVFLIR for the event.

c. Squadron assigned personnel complete the NAVFLIR in TIMS and includes the required remarks (Emergency Procedures, Basic Instruments, Radio Instruments etc) as indicated on the form.

d. Practice events shall use the "Practice Sim" event code and a Flight Purpose Code of 2Q5 (support, noncombat).

APPENDIX H

TARGET COMPLETION DATE (TCD) PROCEDURES

1. General - Target Completion Date (TCD) is the process of selecting or winging a required number of students, by service, on a specific date. The new term "TCD" applies to two separate items: Goal TCD and Student TCD. Goal TCD is defined as a student completion number, by service, by week (or winging) supporting downstream training requirements (either ADV preload for Primary or FRS preload for ADV). Student TCD (and each of our students has one) is defined as the graduation date of the TIMS class to which they are currently assigned. To ensure squadron and TW goal attainment, we need to "Bin" or match dynamic Student TCDs with unchanging, customer-based Goal TCDs. Binning, both at the squadron and at the TW level, is the process by which we ensure that the Student TCDs (again, based on the students' TIMS class assignment) match up with the Goal TCD requirements. Squadron's TCD performance will be tracked by two criteria: First, and most important, is the cumulative performance FYTD. When prioritizing, maintaining a positive amount in cumulative IPP is the preferred performance standard. Going far behind or ahead, creating wide swings relative to cumulative TCD Goal is not preferred. Secondarily, once "on the line" for cumulative performance, maintaining a small variance in meeting each TCD Goal (weekly or by Winging) provides more predictability for pipeline customers. Adherence to this process will facilitate the flow of students through training and allow higher headquarters to have better visibility and predictability, and alignment of resources to support student output. Last Flight Flown (LFF) criteria for both Primary and Advance Rotary must still be met (the last NSS event), in order to achieve the assigned Goal TCD's. For Primary the LFF remains close of flight operations Tuesday to support normal Thursday selections. For Advanced Rotary, to allow time for requisite administrative processing prior to Winging, Advanced students must complete their last NSS event fourteen days prior to winging. The following guidance applies:

2. TCD Management - Objective #1 is to ensure FYTD attainment (the "glide path"), and objective #2, once on glide path, is to continue to fill the upcoming Goal TCD's. Ensuring students are assigned to TIMS classes that align with Goal TCDs is essential for managing student completion requirements. The following reports are available to assist with tracking and controlling Student TCDs and assessing obtainment of Goal TCDs.

a. Student Tracker Report (spreadsheet) - The Student Tracker report is a comprehensive spreadsheet, generated weekly, that shows each students' progress across the syllabus. This spreadsheet is posted to the TW-5 SharePoint website under the N51 documents section, and each squadron's grass chart is used by the Commodore to brief CNATRA Flag during bi-weekly SMART briefings, hence the importance of keeping Student TCD's as accurate as possible. It is the principal report, used to brief the CoC, to show student progress toward on-time

completion.

(1) The yellow data tabs (by Type Model Series (TMS)) contain a student "puck board" that shows all events completed by each student in the SIT. Tabs to the left of the data tabs give a graphic representation of Student TCD's (the "grass charts") as of end of operations each Sunday (the end of the production week).

(2) The grass charts (left of the yellow data tabs) show the X per day rate required for each student to complete training at the graduation date of their currently assigned class. These charts are used by squadrons to assess a student's progress and feasibility of completing training by the class graduation date and is used by the Wing for up-line briefings.

(3) The remaining tabs are the pivot tables that show individual student names, and current placement of Student TCD's, by squadron and TMS.

b. TCD Report - The TCD report (located on the TW-5 ad-hoc under the "TCD" section) provides real-time data that allows a squadron to assess if Student TCDs will allow fulfillment of Goal TCDs. It also provides tracking of squadron cumulative class and FY totals by service category. The report contains the following sections:

(1) Current Status - This section provides information on fulfillment of Goal TCDs for previously completed students. It shows summary data for the number of completed students (Student TCDs), the requirement (Goal TCDs) and the FY Delta (cumulative performance).

(2) Projections - This section is grouped according to selection or winging date and provides real-time student progress information on each student. Each grouping provides the selection/winging date, required LFF date and the number of Fly Days remaining until LFF. Each student is listed with information such as the number of remaining events, hold status, service, assigned syllabus and current Time to Train. A summary of each selection or winging date is provided that shows by service summary information such as projected completers, required completers, class delta and FY delta.

c. TCD Binning Summary (Excel) - These reports (located with the TW-5 ad-hoc reports under the "TCD" section) are squadron specific MS Excel reports that can be used to prepare for the weekly binning meeting. They provide summary TCD Goal and actual completion information for the current FY.

d. Squadron Goal Reports - These reports (located with the TW-5 ad-hoc reports under the "TCD" section) are squadron specific reports that provide TCD goal information for the current FY.

e. TCD vs ECD Reports - These reports (located with the TW-5

ad-hoc reports under the "TCD" section) are MS Excel reports that show each Student's Service, Class, Xs Remaining, TIMS Class End, ECD Projections, and Days Diff.

3. Squadron Operations Officers - Squadron Operations Officers are responsible for the following internal binning process for their respective squadrons:

a. Internally conduct a weekly (at a minimum) review of TCDs for every student on board. TCD review shall include the following steps:

(1) Ensure no students have an expired Student TCD (i.e. is in a class with a TIMS class completion date that has already passed). If there are any students with an expired Student TCD, review that student's X completion rate and assign a new class with a completion date (a new Student TCD) that is achievable. As a weekly routine is established, it is expected that expired student TCD's will happen only as rare exceptions.

(2) Conduct internal binning process. Through iteration, refine and adjust all Student TCDs to match, as feasible, Goal TCDs. If students are well ahead or well behind the X completion rate, consider moving that student up or back into a class that gives them an achievable X completion rate. For example: if a student has three flights remaining and a selection date that is two weeks in the future, consider advancing (change state in TIMS "advance") them into a TIMS class completing a week earlier. Their Student TCD is now a week earlier than it was before. Conversely, if a student has eight events left but only three fly days remaining, they should likely be moved back (change state in TIMS "held over") into a TIMS class completing a week, or more, later. Their Student TCD is now a week later than it was before. As this internal binning is conducted, the squadron STUCON (or other action agent) shall put a change state into TIMS to change the students TIMS "class" (or class completing date).

(3) Emergent circumstances regularly arise which will impact a student's TCD. Examples include long-term med down, academic hold or personal leave. Any time any event occurs which will change a students' ability to meet their TCD (the Student TCD and goal TCD match), squadron OPSOs shall make a change to that students TCD immediately via the process outlined in this enclosure. Accordingly, if the student had been binned (matched to a Goal TCD) another student's TCD should be modified to now match to the TCD Goal.

(4) With regular internal maintenance of the above process, each squadron is ready to participate in the TW-level bi-monthly binning meetings.

4. TW-level Binning Meetings - TW-level binning meetings are held twice monthly to help ensure TCD requirements are filled as effectively as possible. There will be a separate meeting for VT (PPTG) and HT squadrons. The meetings are chaired by the TRAWING OPSO

and attended by squadron OPSO's (including TW-4 OPSO's for the VT meetings). Both meetings will take place on the 1st and 3rd Wednesdays of the month (the same day as the CO meetings), time TBD by the TW OPSO. Each squadron shall come prepared to discuss, at a minimum, the next eight weeks of squadron output, based on current, corrected, TIMS TCD's. Any VT requirement shortfalls for PPTG will be mitigated between TW4 and TW5 representatives. TIMS will be used to track and analyze attainment of TCD goals. The excel spreadsheet, "Student Tracker", posted on share-point each Tuesday; will be used as the data picture for the TW-level binning meeting (as this is what is used to brief higher headquarters). Each squadron should have a current, as of COB every Friday, internal binning state in prep for the meeting. Post TW-Binning meeting changes to squadron TCDs, in addition to any other internal changes, shall be completed by COB the first Friday after the binning meeting.

5. Student TCD Changes in TIMS - Students shall be assigned to classes in TIMS that correspond to their projected selection/winging dates (or their Student TCD). The assignment of students into their initial Student TCD should not be done until after the completion of initial Ground School. All class change requests are communicated within TIMS by utilizing the Change States feature in TIMS. Use the following guidance when setting the Interim State:

a. State: Choose "Advanced" when accelerating a student. Use "Held over" when delaying a student's graduation date.

b. Reason: Select "Administrative" or "Proficiency" as appropriate.

c. Start Date and Time: Enter current date and time.

d. End Date and Time: Leave blank

e. Comment: Indicate the new selection or winging date you wish to move the student to and include your initials. For example, "Change Winging date to 03/16/2012 - mwp".

Once a change request has been submitted, it shall not be deleted in TIMS. After the squadron sets the Interim State, Plans & Stats (CETARS/Navy Student Tracker data manager) will reassign the student's class and close the Interim State by entering the End Date and Time and enter his/her initials in the remarks section.

APPENDIX I

HT/VT STUDENT CONTROL PROCEDURES

1. General - The Student Control Department is responsible for the accuracy of all Student data and processing student TIMS records as indicated in enclosures 1-5. Student data includes, but is not limited to the following:

   a. BIO Data

   b. Resourcing Information

   c. Owning Organization

   d. Allocations

   e. Student Status (Hold state, etc.)

   f. Syllabus assignment/state

2. Student Check-In - Process is identified in enclosure 1.

3. Student Check-Out - Process is identified in enclosure 2.

4. Student Control Guidance - Guidance is identified in enclosure 3.

5. Med Down Procedures - Process is identified in enclosure 4.

6. Non Grad Procedures - Process is identified in enclosure 5.

7. Waived events - Authorized waived events must be waived in the TIMS Gradebook and entered when the student first enters training. When waiving events, ensure the following information is selected on the Gradesheets:

   Modifier - none.
   Status - CMP.
   Reason - none.
   Miscellaneous - no checks.
   Overall Grade - blank.
   Progression - Waive should be checked.
   Flight Duration - should automatically be set to zero.
   Graded Items - ensure there are no graded maneuver items.

8. Absence Request Tool - Utilizing the TIMS Absence Request is expected.

APPENDIX J

HT/VT ADMINISTRATIVE PROCEDURES

1. General - The squadron administration department is responsible for processing Instructor TIMS records as indicated in enclosures 6-9 and for the accuracy of instructor data in TIMS. Instructor data includes, but is not limited to the following:

    a. BIO Data

    b. Resourcing Information

    c. Owning Organization

    d. Allocations

    e. Instructor Status (Long term hold states, etc.)

    f. ASR Instructor Category

2. Instructor Check-In - Process is identified in enclosure 6.

3. FITU Completion Procedures - Process is identified in enclosure 7.

4. HITU Completion Procedures - Process is identified in enclosure 8.

5. Instructor Check-Out - Process is identified in enclosure 9.

APPENDIX K

VT PILOT QUALIFICATIONS PROCEDURES

1. General - All pilot qualifications shall be entered and maintained in TIMS.

2. IP Check-in - When Instructor Pilots check in from the FITU, the Qual Clerk will perform the following initial setup in TIMS:

a. Complete steps as outlined in Enclosure seven.

b. Under TIMS Student Manager:

(1) Assign the IUT (Upgrade/Requal) syllabus.

(2) Add "Active" State to Syllabus. Ensure Active time is after the Assigned time.

(3) Select Edit Events and waive all events.

c. Under Qual Manager:

(1) Assign all appropriate Quals.

3. NATOPS Check Events - All NATOPS check events will use the IUT syllabus events as follows:

a. NATOPS Check = T34C/C7190, T6B/Q4390

b. NATOPS Instrument Rating Check = T34C/I5590, T6B/I4490

c. NATOPS CRM Annual Check Ride = T34C/I5590, T6B/I4490

d. When it is determined that an Instructor requires a check-ride, perform the following:

(1) Under TIMS Student Manager.

(2) For events that have not been previously completed, unwaive the desired event.

(3) For events that have been previously completed, clone the desired event with a "RPT" modifier.

4. Stage Check Events - All Stage check events will use the IUT syllabus events as follows:

a. Contact Stage Check = T34C/C5390, T6B/C4490

b. Night Stage Check = T34C/C5590, T6B/C4690

c. Instrument Stage Check = T34C/I5490, T6B/I4390

d. Basic Form Stage Check = T34C/F5290, T6B/F4390

e. Cruise Form Stage Check = T34C/F5490, T6B/F4590

f. OCF 6 Month Refresh = T34C/C5601, T6B/C4890

g. AF Formation Check = T34C/F5690, T6B/F4790

h. Low-Level Navigation = T6B/L4290

i. When it is determined that an Instructor requires a check-ride, perform the following:

(1) Under TIMS Student Manager,

(2) For events that have not been previously completed - Unwaive the desired event.

(3) For events that have been previously completed, clone the desired event with a "RPT" modifier.

5. Instructor Upgrades - Instructor Upgrades will be accomplished using the IUT (upgrade/Requal) syllabus. These events can be flown either at the FITU or at the squadron. When it is determined that an Instructor will be upgraded, perform the following:

a. Under TIMS Student Manager,

b. Unwaive the events for the desired track.

c. If the flights are to be conducted at the FITU, call the FITU and have them assign the IP to the "FITU SKEDS" resource group.

d. Once the IP is completed with all upgrade events, call the FITU and have them remove the IP from the "FITU SKEDS" resource group.

APPENDIX L

HT PILOT QUALIFICATIONS PROCEDURES

1. General - All pilot qualifications shall be entered and maintained in TIMS.

2. IP Check-in - Instructor Under Training Pilots (IUTs) complete their final eight events at the squadron. Once the last syllabus event has been flown and the IUT syllabus is complete, the Qual Clerk will perform the following actions:

a. Complete steps as outlined in Enclosure eight.

b. Under TIMS Student Manager:

(1) Assign the IUT "Upgrade/Requal" syllabus.

(2) Add "Active" to Syllabus State. Ensure Active time is after the Assigned time.

(3) Select Edit Events and waive all events.

c. Under Qual Manager:

(1) Verify all appropriate quals are assigned.

3. NATOPS Check Events - All NATOPS check flights shall be scheduled in the TIMS program according to the following guidelines using the specified NON-SYLLABUS event:

a. NATOPS Check: HT NAT CK

b. NATOPS Instrument Rating Check: HT INST Rating CK

c. CRM Annual Check Ride: flown in conjunction with NATOPS Instrument Rating Check and recorded on OPNAV 3710/2; no additional event should be scheduled

4. Quarterly IP Proficiency (QIP), Warmup (W/U) Flights, and Annual EP Simulators. Use the following guidelines when scheduling QIP flights:

a. When combining QIP or W/U flights with other standardization/currency events, an additional schedule line need not be created in the TIMS program. Squadrons should use the notes section of the flight schedule to denote when a standardization/currency event confers a QIP or W/U flight. Squadrons shall ensure that all requirements, per COMTRAWINGFIVEINST 3740.5N, are accomplished when combining events. Combining QIPs with other events require TIMS DOT sheet entries to ensure IP currency is

updated.

b. When scheduling QIP flights, squadrons may use the "QIP" non-syllabus event for initial scheduling purposes. If this occurs, to ensure appropriate qualification activities are updated, the ODO/IP is responsible for replacing the "QIP" non-syllabus event with one of the following appropriate non-syllabus events:

1. HT QIP B Contact (A Card)

2. HT QIP Instrument (B Card)

3. HT QIP C Contact (C Card)

c. When scheduling W/U flights not combined with other standardization/currency events, squadrons shall use the stage-appropriate non-syllabus W/U event.

d. When scheduling the Annual EP Sim, squadrons shall use the HT EP Sim (helo) non-syllabus event.

5. Stage Check Events. All Stage Check flights shall be scheduled in the TIMS program according to the following guidelines using the specified NON-SYLLABUS event:

a. Contact B Stage Check Ride: HT CONTACT B STAGE CK

b. Instrument Stage Check Ride: HT INSTRUMENT STAGE CK

c. Contact C Stage Check Ride: per COMTRAWINGFIVEINST 3740.5N, flown in conjunction with Instrument Stage Check Ride for CHARLIE IPs (for BRAVO IPs, the quarterly Contact B Stage Check Ride confers the Contact C Stage Check Ride)

d. Formation Stage Check Ride: HT Form Check

e. NVD Stage Check Ride: HT NVD STAGE CK

6. STAN Check Rides - Stan check rides (S Quals) will utilize appropriate non-syllabus events.

7. Instructor Stage Transition/Upgrades - Instructor Stage Transitions/Upgrades will be accomplished using the IUT "Upgrade/Requal" syllabus. These events can be flown either at the HITU or at the squadron. When it is determined that an Instructor will be upgraded, perform the following:

a. Under Qual Manager, add upgrade qual to Instructor Pilot.

b. Under TIMS Student Manager, unwaive the events for the desired track.

c. If the flights are to be conducted at the HITU, call the HITU and have them assign the IP to the "HITU SKEDS" resource group.

APPENDIX M

HT/VT NAVFLIR PROCEDURES

1. General - The following is guidance concerning submission and control of NAVFLIR data.

2. Aircrews - Timely submission and accuracy of the NAVFLIR is essential to ensure maintenance can turn aircraft around and operations can report flight hours correctly. The following aircrew guidelines apply:

a. Aircrews should provide maintenance control with the hard-copy flight record within 20 but no later than 30 minutes of actual return time (which is defined as "safe in the chocks"). Submission of late NAVFLIRs create an exponential growth of late aircraft issuing.

b. The Pilot in Command (PIC) has until midnight to edit their saved NAVFLIR in TIMS. If a hard copy of the NAVFLIR has been submitted to maintenance, the PIC shall provide Logs and Records and Maintenance Control an updated and signed hard copy.

3. Logs & Records - Logs and Records personnel shall be assigned NAVFLIR administrator permissions and be designated as the primary editor of ALL NAVFLIRs previously saved in TIMS. Ensure the following when making Flight Record edits:

a. Contact Student Control office when a NAVFLIR edit causes the Gradesheet to be converted to "draft" mode. Note that editing any corresponding data between the NAVFLIRs and Gradesheet will place the Gradesheet in draft.

b. Print updated hard copy and contact the PIC for signature.

c. Inform maintenance of changes to flight hours, landings, or engine starts and provide CNATRA Det with updated and signed hard copy NAVFLIR.

d. Notify Wing Analyst of revisions via e-mail.

4. TIMS Functional Administrators - The TFAs shall assign the TIMS NAVLFIR administrator permission to Logs and Records personnel and set the NAVFLIR edit deadline to Midnight. By setting the edit option, TIMS will not allow NAVFLIR changes beyond Midnight on the day they are saved unless the user has NAVFLIR Administrator permissions.

APPENDIX N

HT/VT GRADE SHEET COMPLETION/SUBMISSION PROCEDURES

1. Per CNATRA 1500.4G, the "ATS/ATF (e.g... Grade sheet) shall be completed prior to the student's next event" or within 24hrs of the flight.

2. Ensure the event is opted, the flight record is attached, and that all information in the Details area of the grade sheet is correct.

3. At a minimum, the graded maneuvers, Overall Grade and a short general comment shall be submitted the day the event was completed so the schedule writers can schedule the follow-on events. Exceptions may be made for cross-country or regional operational flights away from home.

4. Completion of all grade sheets upon cross-country or weekend regional OPS return is imperative to allow Student Control to complete student's selection or winging processes.

5. Accurate and timely graded maneuvers are required for Block, Interim, Stage and Phase NSS scores.

6. Saving a gradesheet in "Draft" does not allow the student to progress to the next syllabus event. While a grade sheet is in draft, any subsequent grade sheet submitted will put a student on hold. Final grade sheets must be submitted in order for a student to continue with training.

APPENDIX O

TIMS OUTAGE CONTINGENCY PLAN

1. General - In the event that TIMS is unavailable, all users must use a manual mode of documenting operations, once the system is restored, backfill TIMS as soon as possible. During a TIMS outage, flight and simulator events can continue while academic events, dependent on TIMS, may not be able to be completed. Since academics may not be completed during system outages, prolonged outages may effect prerequisite requirements and may require CNATRA waivers to continue student training.

2. Wing Responsibilities - Planned system outages should be scheduled, as much a possible, not to interfere with normal operations. The TFAs are responsible to coordinate with CNATRA N7 and inform appropriate Wing personnel of planned outages. In the case of unscheduled outages, the TFA shall initiate appropriate service requests and contact CNATRA N3/6/7 to work toward resolution.

3. Squadron Responsibilities - The following are squadron considerations and guidelines when TIMS becomes unavailable:

a. Flight Records - Timeliness and accuracy of flight records remains paramount for flight operations. Maintenance control will supply a temporary flight record form and/or provide Yellow Sheets for manual flight data entry and tracking.

b. Gradesheets - During times of extended power outages, Grade sheets may be completed manually and then entered in TIMS when the system becomes available. Blank hard copy Grade sheets are available in the TIMS report browser and should be printed in preparation for any TIMS outages.

c. Reports - TW-5 Ad-Hoc, WingStats and TIMS reporting will not be available during outages.

d. Issuing Aircraft - Aircraft shall be issued by using telephone communications with the FDO and Maintenance Control.

e. Writing Flight Schedules - For known outages, every attempt should be made to write and publish flight schedules as far in advance as practical. For manual scheduling, it is recommended using the TIMS scheduling export function to export a blank schedule that shows allocations.

f. Publishing Flight Schedules to the web - Every attempt will be made to publish schedules to the web. The TFA will work with CNATRA N6 and provide guidance and instructions.

g. Quals - TIMS updates many pilot qualifications automatically. Ensure qualifications are tracked manually when TIMS is not available.

h. Backfill Data - Once the system becomes available, backfill data in TIMS as soon as possible.

APPENDIX P

TIMS MISHAP PROCEDURES

1. In the event of a mishap, to allow operations to continue, the local TIMS server will not be taken off-line.

2. To prevent people from using the internet flight schedule to identify the mishap pilots, the web schedule should be taken off line by calling the CNATRA Help Desk at the following numbers. The Help Desk is manned continuously and can be contacted after normal working hours.

Land Line: (361)961-5398
Cellular: (361)537-7243

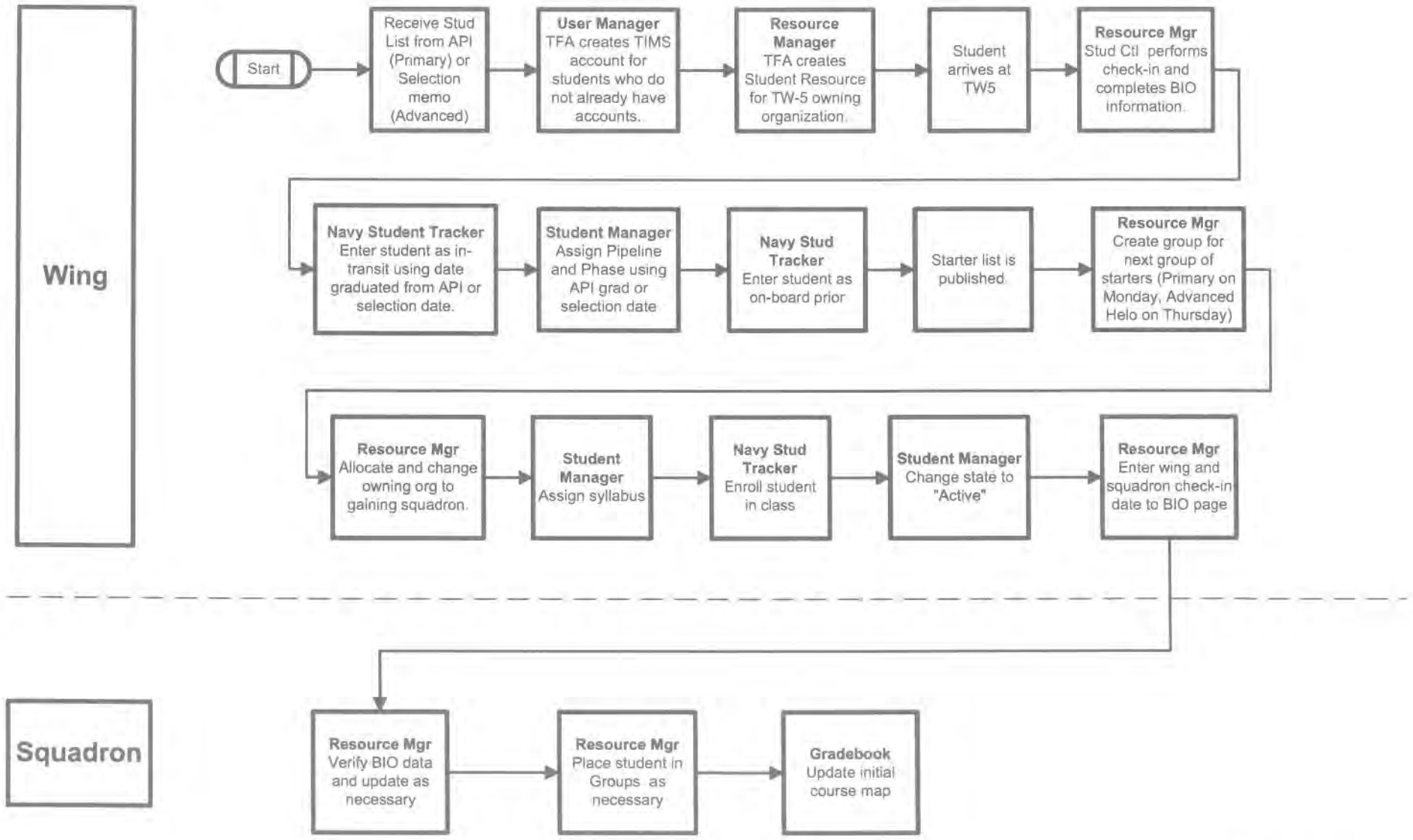
3. During normal duty hours, the following personnel may be contacted to remove the schedule from the internet:

a. Squadron schedule writers.

b. TIMS Functional Administrators (TFAs).

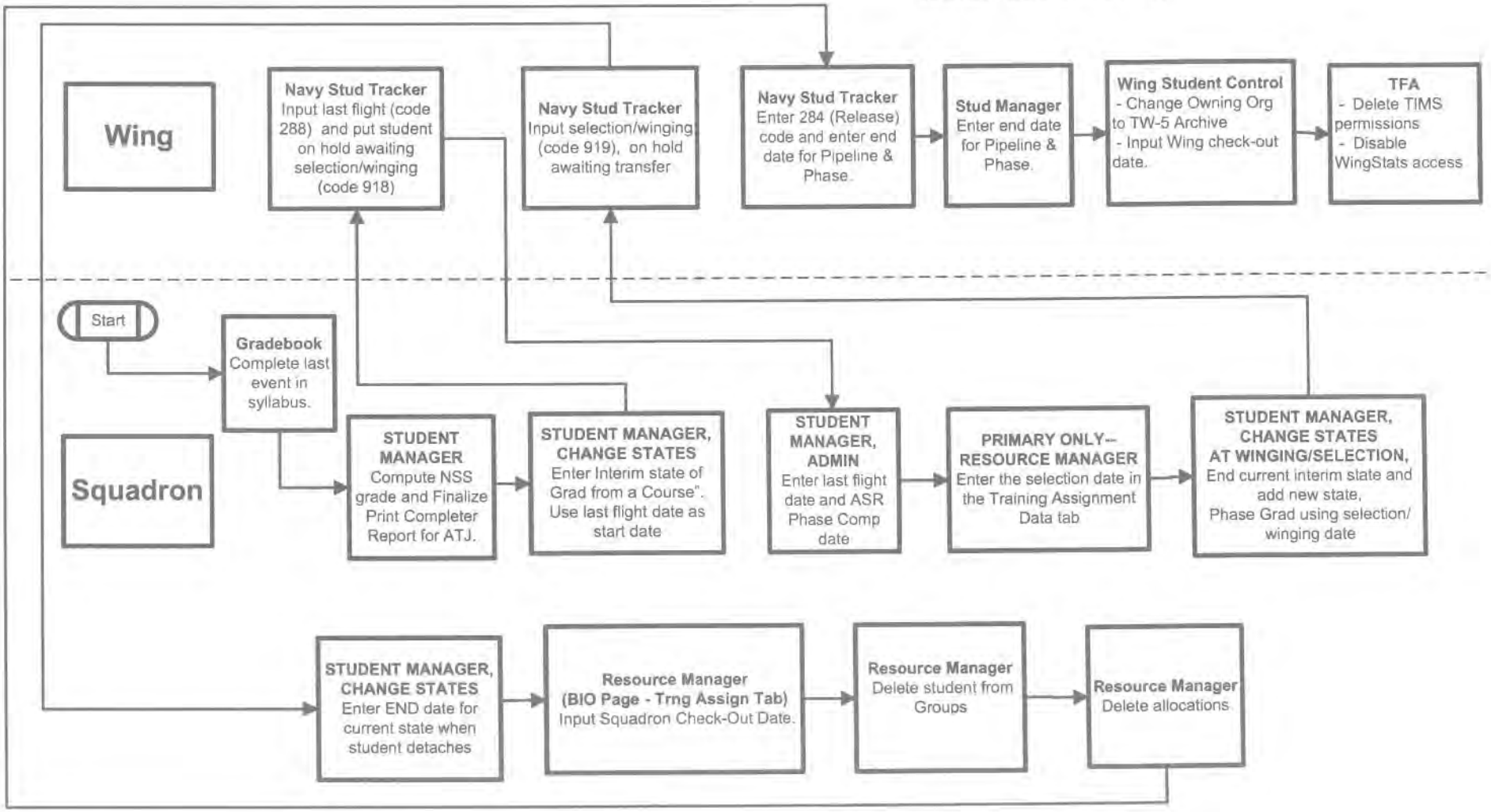
STUDENT CHECK-IN PROCESS

(Owner - Barbara Seward)



STUDENT COMPLETION CHECK-OUT PROCESS

(Owner - Barbara Seward)



TIMS GUIDANCE
FOR STUDENTS IN TRAINING

1. INITIAL CHECK-IN

a. Primary students - Check in block in gradebook is completed at Academic Training the first day of training.

b. Advanced Rotary and Tilt Rotor students - Check in block in gradebook is completed at Advanced Helo squadrons the first day of training.

2. GRADE BOOK

a. **Squadron**

(1) Monitor student progress
(2) Ensure Prerequisite compliance
(3) Complete events as needed.
(4) Print grade sheets as needed
(5) Complete last event in gradebook when student completes syllabus.

3. STUDENT CLASS CONTROL

a. Guidance for implementation of Target Completion Date (TCD) tracking within TRAWING FIVE is included in Appendix F.

b. Student TCD Changes in TIMS - Students shall be assigned to classes in TIMS that correspond to their projected selection/winging dates (or their Student TCD). The assignment of students into their initial Student TCD should not be done until after the completion of initial Ground School. All class change requests are communicated within TIMS by utilizing the Change States feature in TIMS. Use the following guidance when setting the Interim State:

(1) State: Choose "Advanced" when accelerating a student. Use "Held over" when delaying a student's graduation date.

(2) Reason: Select "Administrative" or "Proficiency" as appropriate.

(3) Start Date and Time: Enter current date and time.

(4) End Date and Time: Leave blank

(5) Comment: Indicate the new selection or winging date you wish to move the student to and include your initials. For example, "Change Winging date to 03/16/2012 - mwp".

c. After the squadron sets the Interim State, Plans & Stats (CETARS/Navy Student Tracker data manager) will reassign the student's class and close the Interim State by entering the End Date and Time.

4. INTERRUPTION OF STUDENTS IN TRAINING

a. Squadron Student Control responsible for tracking student. All stops in training shall be entered in Student Manager, Change States.

(1) Medical - time lost due to medical-related problems.

(2) DNIF -technically not an interrupt, student is med down, but can still train and clock is not stopped. If SNA has completed all SIM events in stage OR if it has been greater than 5 days since SNA has been scheduled for event, state shall be changed to med hold.

(3) Emergency leave

(4) Disciplinary grounding - time lost due to disciplinary action.

(5) Administration delays - time lost as a result of board action, waivers, appeals in the attrition process, or any other admin action.

(6) Enter initials in comment section for all manual entries, (i.e. bks/jmb).

(7) Squadron determines who will clean up TIMS generated holds; some may be valid and need attention before ending. DO NOT DELETE.

(8) Monitor Hold status on STATUS BOARD daily. DO NOT END or change dates on any holds from this area.

(9) Monitor the end of state NSS report in Wingstats IAW CNATRANOTE 1500 dates 19 Jan 2011.

(10) Squadron is responsible for placing a student on SMS and monitoring student with an end of state NSS of 35 or below and must be documented IAW 1500.4G para 722 and CNATRANOTE 1500 dated 19 Jan 2011. Student placed on SMS must be entered into TIMS using the Commander's Awareness Program (CAP) and include appropriate remarks stating the reason for hold. The CAP entry in TIMS is used as a "trigger event" and will show the gradesheet in "red" as well as enable squadron to run a CAP report showing all students under CAP status and detail of events.

(11) For students up for TRB, enter Hold, Training Review using date training stopped. In comment block enter TRB date and initials. After TRB results, enter end date for hold for student

returned to training OR end hold and enter Pending Attrite hold using same date.

5. **COMPLETIONS**

a. Squadron Processing Primary/Advanced Rotary Student

(1) At last event

(a) Verify all ATFs and NAVFLIRS are complete. Check gradebook and verify events are all "greened up".

(b) Complete last event block in gradebook (check out) - SNA is checking out of syllabus/completed.

(c) Enter last event date in Last Event Date block on Pipeline and Phase page in Student Manager.

(d) Enter the selection/winging date in the ASR Phase completion Date block. (DO NOT ENTER date in End Date block).

(e) In Change States, enter an Interim state of "Graduating from a Course" with last event date as the start date of this state.

(f) Complete NSS in Student Manager - NSS scoring and finalize. Interim NSS should move to Phase NSS column when complete.

(2) At selection/winging

(a) In Change States, enter an Interim state of "Phase Grad", using selection/winging date as the start date of this state. CeTARS will not accept future dates, so enter current dates in TIMS.

(3) At check out

(a) Enter end date for interim state, "phase Grad", using date student detaches squadron.

(b) Delete allocation.

(c) Enter squadron check out date on Training Assignment Data tab in Resource Manager.

b. Squadron Processing Intermediate Students
(Top Off and Tilt Rotor)

(1) At Last Event

(a) Verify all ATFs and NAVFLIRS are complete. Check gradebook and verify events are all "greened up".

(b) Complete last event block in gradebook (check out) - SNA is check out of syllabus/completed.

(c) Enter last event date in Last Event Date block AND in the ASR Phase Completion date block on Pipeline and Phase page in Student Manager. (DO NOT ENTER date in END Date block).

(d) In Change States, enter an Interim state of Graduating from a Course" with last event date as the start date of this state.

(e) Compute NSS in Student Manager - NSS Scoring and finalize. Interim NSS should move to Phase NSS column when complete.

(2) At Check Out

(a) Enter End date for interim state, "Graduating from a Course", using date student detaches from squadron.

(b) Enter squadron check out date on Training Assignment Data tab in Resource Manager.

c. Wing Processing Student

(1) Change owning organization to TRAWING FIVE (Rotary preload) OR TRAWING FIVE Archive for those detaching.

(2) Enter Wing check out date on Training Assignment Data tab in Resource Manager.

6. NON-GRADS

a. Squadron Processing Non-Grad

(1) When student begins process (PRB, Training review, etc.)

(a) In Change States, enter an Interim state using start date SNA is pending. If non-grad occurs due to NPQ, status remains as med hold.

(b) Compute NSS and finalize student in NSS scoring.

(c) Place copy of completer report in ATJ sent to wing.

(2) When student checks out of squadron

(a) Delete allocation

(b) Enter squadron check out date on Training Assignment Data tab in Resource Manager.

b. Wing Processing Non-Grad

(1) Non-grad code entered in Navy Student Tracker.

(2) Enter End date in Change States for current state.

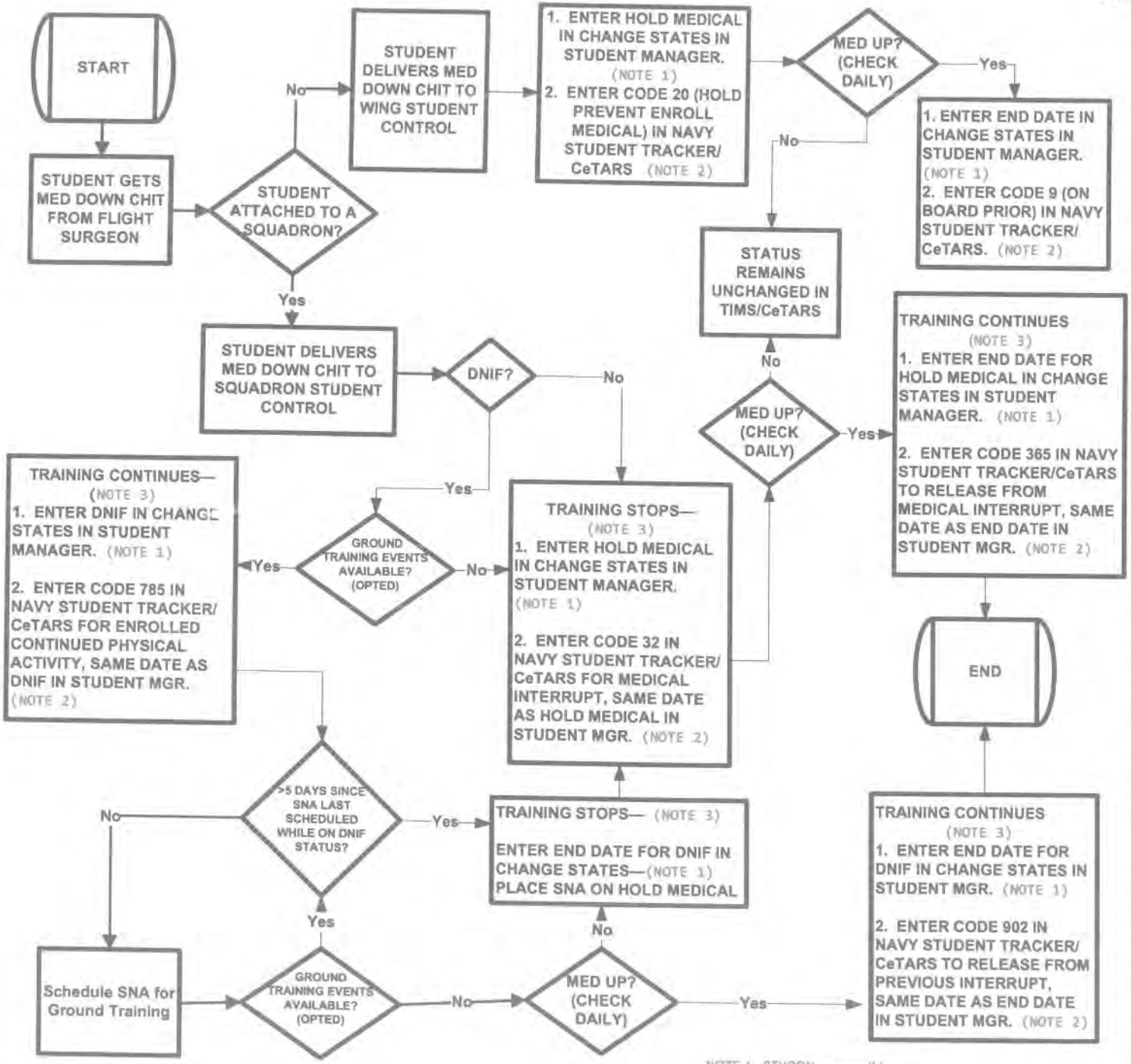
(3) Change owning organization to TRAWING FIVE or TRAWING FIVE Archive 1 week following non-grad to allow squadron to close out student in TIMS.

(4) Enter Wing check out date on Training Assignment Data tab in Resource Manager when student checks out of TRAWING FIVE.

(5) Enter End date in Pipeline Phase block in Student Manager.

MED DOWN PROCESS

(Owner - Barbara Seward)
Revised 4 Aug 09



NOTE 1: STUCON responsible
NOTE 2: CeTARS clerk responsible
NOTE 3: Requires daily monitoring of student medical status and communication required between STUCON and CeTARS clerk when status of an individual changes.

GUIDELINES

1. SQUADRON STUDENT CONTROL IS RESPONSIBLE TO MAINTAIN MEDICAL STATUS & RECORDING INTERIM STATE IN TIMS STUDENT MANAGER (OR WING STUDENT CONTROL IF STUDENT IN PRELOAD).

2. STUDENT ON MED HOLD CAN STAND WATCH WITH FLIGHT SURGEON CONCURRENCE. STUDENTS ON DNIF SHALL NOT BE UTILIZED AS WATCH STANDERS.

3. STUDENT ON DNIF STATUS SHALL BE MONITORED DAILY TO DETERMINE IF STUDENT HAS GROUND TRAINING EVENTS AVAILABLE AND OPTED. IF NONE AVAILABLE, SNA SHALL BE PLACED ON HOLD MEDICAL IN CHANGE STATES AND INTERRUPTION OF INSTRUCTION—MEDICAL IN NAVY STUDENT TRACKER/CeTARS.

4. SQUADRON STUDENT CONTROL MONITORS WINGSTATS MED HOLD & DNIF REPORTS DAILY TO ENSURE ACCURACY. WING STUDENT CONTROL MONITORS STUDENTS IN PRELOAD.

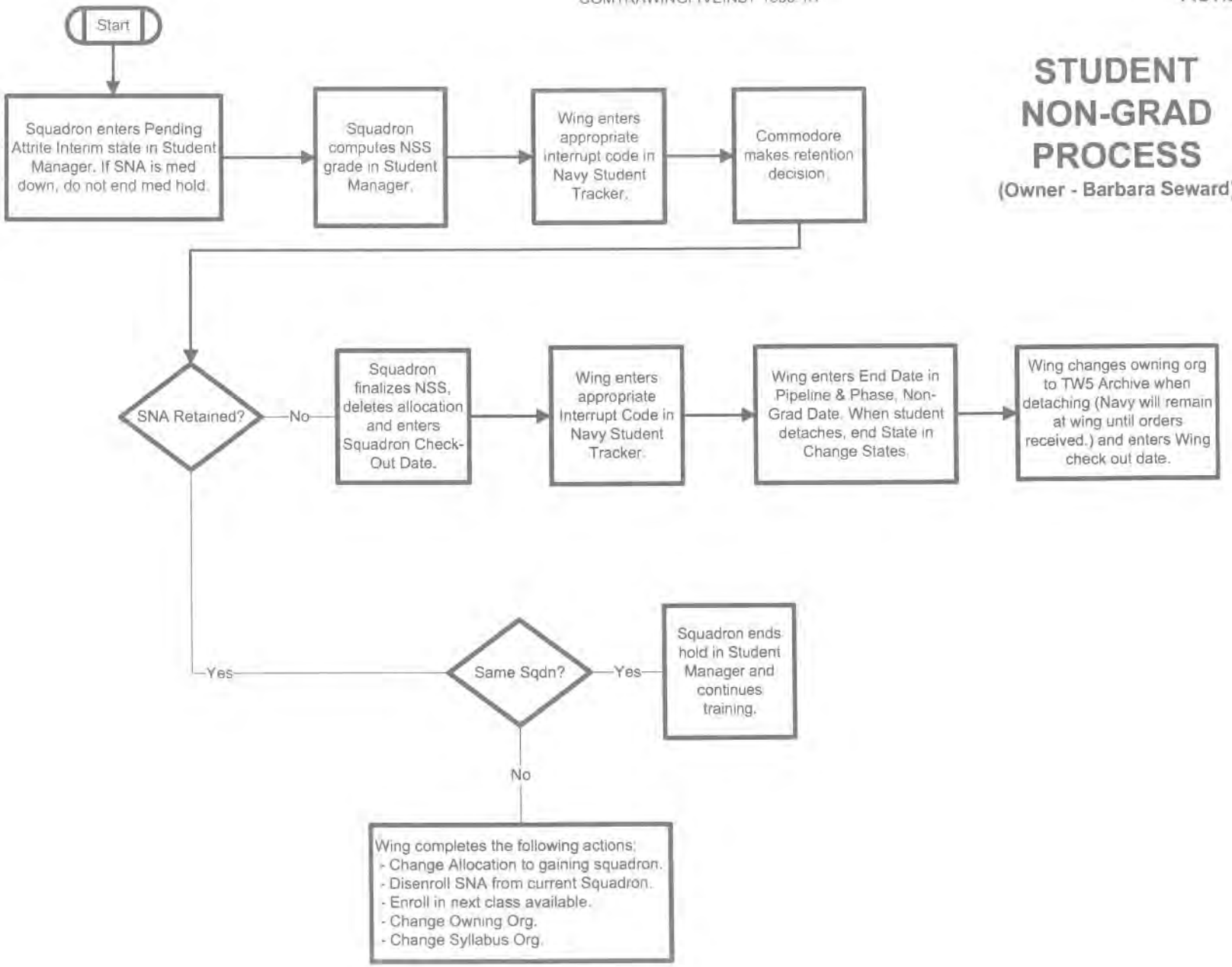
5. ONLY ONE (1) MED DOWN ENTRY NEEDED FOR EACH MED DOWN PERIOD. IF MED DOWN PERIOD IS EXTENDED, DO NOT END MED DOWN STATE AND ENTER A NEW ONE.

6. IF STUDENT IS DNIF, BUT NOT SCHEDULED FOR 5 CONSECUTIVE DAYS, SNA SHALL BE PLACED ON HOLD MEDICAL IN CHANGE STATES AND INTERRUPTION OF INSTRUCTION-MEDICAL IN NAVY STUDENT TRACKER/ CeTARS.

7. IF SNA CHANGES FROM DNIF TO HOLD MEDICAL STATUS, SNA SHALL STAY ON MED HOLD UNTIL MED UP.

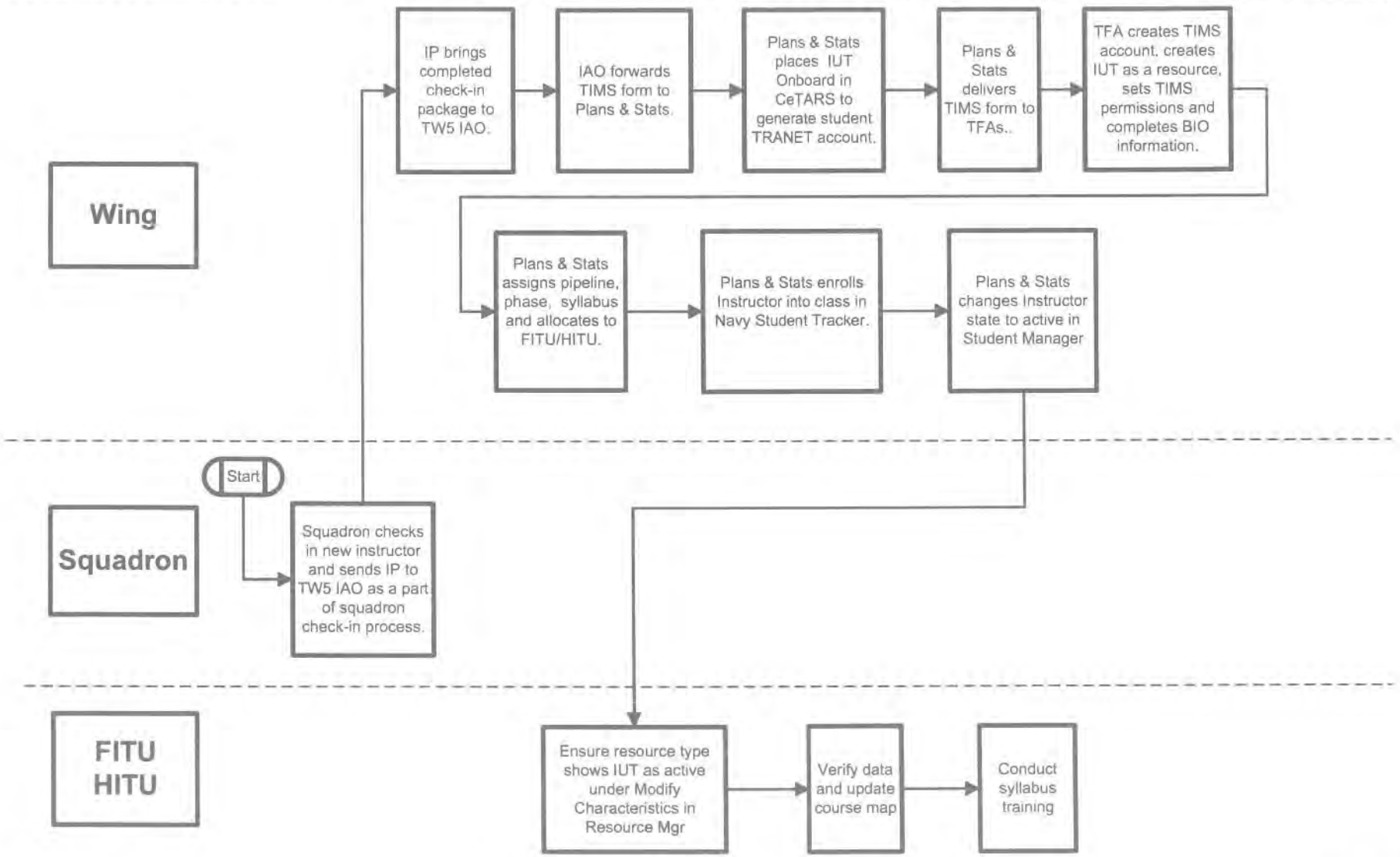
STUDENT NON-GRAD PROCESS

(Owner - Barbara Seward)



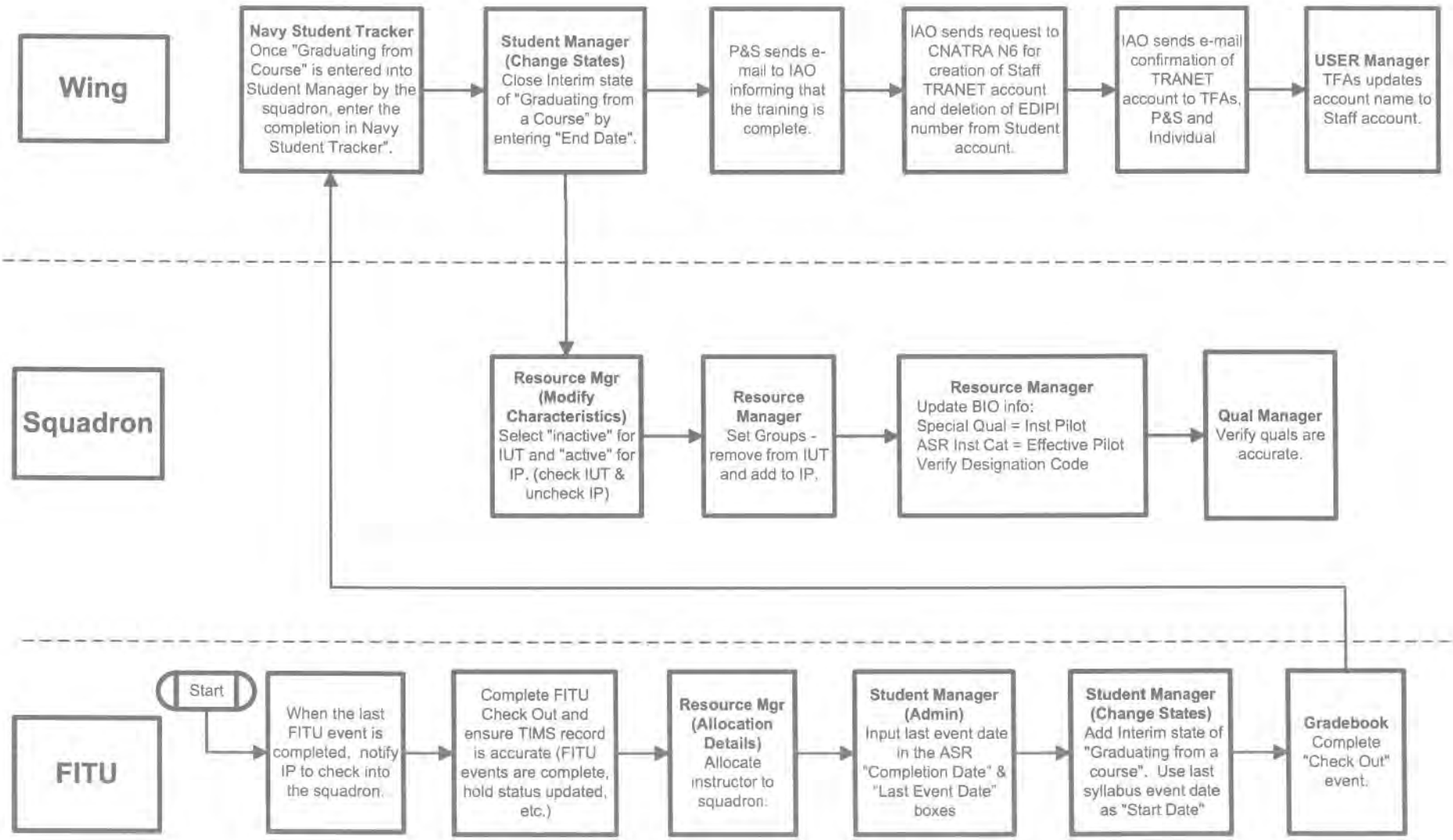
INSTRUCTOR (IUT) CHECK-IN PROCESS

(Owner - Barbara Seward)



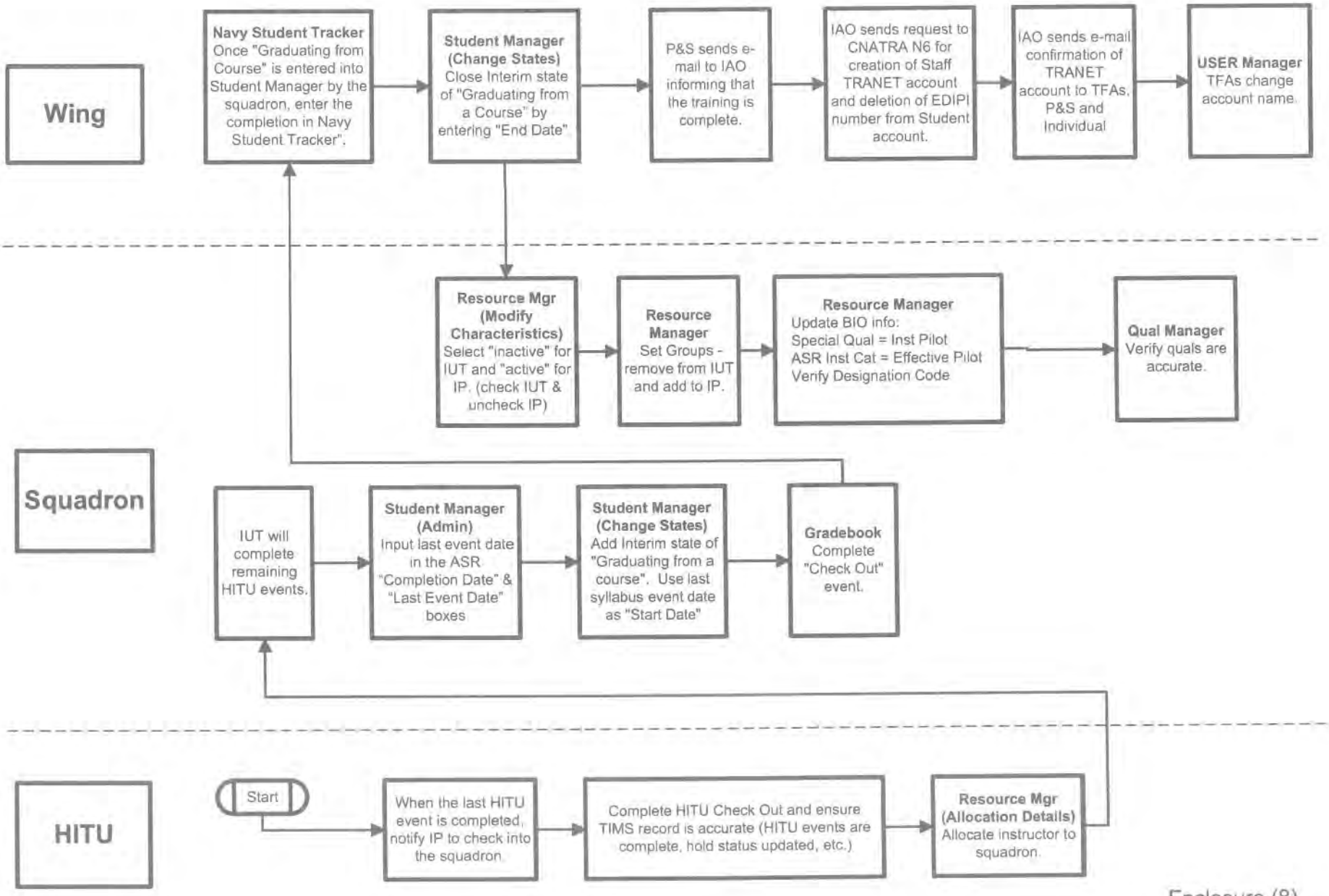
FITU COMPLETION PROCESS

(Owner - Barbara Seward)



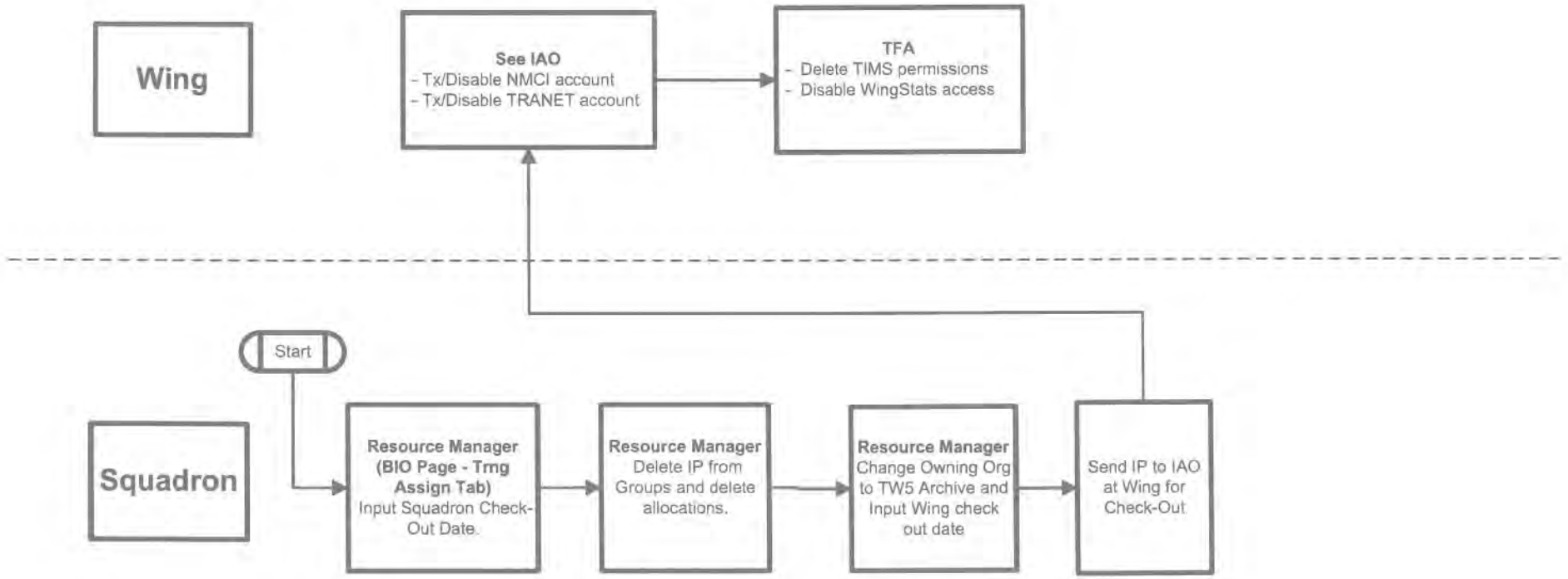
HITU COMPLETION PROCESS

(Owner - Barbara Seward)



INSTRUCTOR CHECK-OUT PROCESS

(Owner - Barbara Seward)



SIMULATOR ALLOCATION LIST

1. Academic Training will assign all available simulator events provided by the maintenance contract to the squadrons and the ITUs. As discussed in the instruction, TRAWING FIVE will occasionally reallocate events in support of non-syllabus events. Squadrons may transfer unneeded events to other units within TIMS.

2. The number of events available for allocation is controlled by the number of devices and times contained in the maintenance contract, controlled by CNATRA. As directed by TRAWING FIVE Operations, the ITUs are allocated the number of events listed below each day and the remainder is divided evenly between the squadrons, unless directed otherwise.

a. FITU
   (1) T-6 Unit Training Devices (2F207): 1
   (2) T-6 Operational Flight Trainer (2F208): 12

b. HITU
   (1) CPT (2C67): 2
   (2) FIT (2B42A): 3

3. The CIS provider is not contracted to provide 100 percent manning for all available simulator periods per day. The actual number of simulator events which can be supported on any given day by the CIS is dependent on a number of factors. In addition to simulator instruction, the authorized contract hours provide for classroom academic instruction, subject matter expert course work, tasking required by HHQ (foreign military training, VIP tours etc). A limited amount of "premium time" funding may be made available for exceeding the "normal" daily or weekly limits as well as limited Saturday simulator operations, as specified in the contract and authorized by CNATRA.

a. The current maintenance contract provides:

   (1) T-6: 102 OFT and 48 UTD events per day, M-F.
   (2) T-6: 78 OFT and 48 UTD events, every other Saturday.
   (3) TH-57: 72 FIT and 27 CPT events per day, M-F only.

b. The numbers below show the approximate number of simulator events which can be supported on an average week day and Saturday, realizing that each day has different support requirements and therefore the number of available events varies.

(1) Current Fixed-Wing hours per week are 1840 providing 368.0 hours per day. This provides approximately 323 hours per day for 140 simulator events M-F. Saturday operations are subject to CNATRA and contract limitations.

(2) Current Rotary-Wing hours per week are 1040 providing 208.0 hours per day. This provides approximately 183 hours per day for 80 simulator events M-F. Saturday operations are subject to CNATRA and contract limitations.

PRACTICE SIMULATOR FORM

- **Fill out the form for each practice event and simulator device used. If you shared the time with another student, split the time between two separate sheets. Ensure your start/end times do NOT overlap.**

After conducting a practice event - please PRINT the following information, sign it and take the completed form to your FDO or other personnel as designated by your squadron **within one work day.**

Date _____ Squadron _____

Last Name _____ First Name _____

Cell phone # _____ (in case there are questions)

Device Type (Circle one)

T-6: 2F207B (Unit Training Device) 2F208B (Operational Flight Trainer)

TH-57: 2C67 (Cockpit Procedures Trainer) 2B42A (Flight Instrument Trainer)

Device Number _____

Simulator Start Time _____ End Time _____ Total Flight Time _____
(actual time in device, not brief times)

Simulated Instrument Time _____ Inst Approaches: Precision _____ Nonprecision _____

Type of Practice (circle as appropriate):

Cockpit/Emergency Procedures

Basic Instruments (BI)

Radio Instruments (RI) / Instrument Navigation

Day Contact

Day/Night Navigation

Low-Level

Formation (T-6 only)

Signature _____