

**TRAINING AIR WING FIVE  
FLIGHT INSTRUCTOR  
STANDARDIZATION  
AND TRAINING PROGRAM  
(FIST)**



**OCTOBER 2016**

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**Commander, Training Air Wing FIVE (CTW-5)**

**NAS Whiting Field, Milton, FL COMTRAWINGFIVEINST 3740.5P**

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

IN REPLY REFER TO:  
COMTRAWINGFIVEINST 3740.5P  
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COMTRAWING FIVE INSTRUCTION 3740.5P

Subj: FLIGHT INSTRUCTOR STANDARDIZATION AND TRAINING (FIST) PROGRAM

Ref: (a) CNATRAININST 3710.13 (Series) (CNATRA FIST)  
(b) CNATRAININST 1550.6 (Series) (CNATRA TIP)  
(c) CNATRAININST 1542.165 (Series) (T-6B IUT FIT)  
(d) CNATRAININST 1542.91 (Series) (TH-57 IUT MPTS)  
(e) OPNAVINST 3710.7 (Series)  
(f) NATOPS Instrument Flight Manual  
(g) CNATRAININST 1542.156 (Series) (TH-57 MPTS)  
(h) CNATRAININST 1542.53 (Series) (AMS SYLLABUS)  
(i) CNATRAININST 1542.41 (Series) (HT TRANSITION MPTS)  
(j) CNATRAININST 3710.40 (Series) (NATOPS PROGRAM)  
(k) COMTRAWINGFIVEINST 1542.7 (Series) (TEMP MANNING)  
(l) COMTRAWINGFIVEINST 1542.17 (Series) (CRM PROGRAM)

1. Purpose. To promulgate the policies and requirements of the Commander, Training Air Wing FIVE (CTW-5) Flight Instructor Standardization and Training (FIST) Program which addresses Naval Air Training and Operating Procedures Standardization (NATOPS) and instrument curriculum within Training Air Wing FIVE (TW-5). To state the mission, organization, guidelines, and procedures of the Fixed-Wing Instructor Training Unit (FITU) and Helicopter Instructor Training Unit (HITU).

2. Cancellation. COMTRAWINGFIVEINST 3740.5N. This instruction is a complete revision and should be reviewed in its entirety.

3. Scope. This instruction is applicable to all TW-5 activities engaged in the flight training of Student Naval Aviators (SNAs) and Instructors Under Training (IUTs).

4. Discussion. The necessity and requirements for a dynamic standardization program are outlined in reference (a). This instruction further amplifies additional requirements for standardized operations within TW-5.

5. Action. Implement FIST Program per references (a) through (l). Submit recommended changes to TW-5, Attn: Standardization.

  
M. T. MURRAY

Distribution:  
COMTRAWINGFIVEINST 5216.1U  
List I (b), II (a-c, i, f, l-t), III (j)

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**CHAPTER ONE****RESPONSIBILITIES AND IMPLEMENTATION OF THE FIST PROGRAM**

1. Commander, Training Air Wing FIVE. In addition to the responsibilities listed in reference (a), CTW-5 shall:

a. Designate, at least quarterly, specific instructors within each training squadron as Standardization Instructors Additional Duty (ADDU) to the Wing. ADDU instructors will conduct specific instructor training and check flights at the Fixed-Wing Instructor Training Unit (FITU) and Helicopter Instructor Training Unit (HITU), as needed. ADDU instructors may also be assigned to fly with their parent squadron to assist with student instruction.

b. Nominate CNATRA Stage Managers for the Primary Fixed-Wing and Advanced Rotary-Wing phases of flight training.

2. TW-5 Standardization Officers. TW-5 Standardization Officer billets are key positions requiring training squadron experience. Nominees shall be a highly qualified O-4 or O-4 select with at least 12 months remaining before their Projected Rotation Date (PRD). Nominees are required to be qualified in most stages and standardization qualified in a majority of stages. Each squadron shall nominate at least one highly qualified Standardization instructor to CTW-5 within 30 days of receiving a request for nominations. In addition to the responsibilities listed in reference (a), the TW-5 Standardization Officers shall:

a. Monitor and coordinate the TW-5 FIST Program per reference (a) and this directive. Direct the efforts of TW-5 squadrons, Instructor Training Units (ITUs), and Contract Simulator Standardization Instructors to ensure compliance with reference (a), this instruction, and appropriate training curricula.

b. Conduct periodic student and instructor curriculum flights.

c. Conduct periodic instructor Standardization check flights to ensure proficiency in student training. At a minimum, they shall conduct the standardization checks on each Squadron/ITU Standardization Officer and designated Contract Simulator Standardization Instructors per the current government contract.

d. Serve as a member of TW-5 NATOPS and/or Instrument Boards, and conduct periodic Instrument and/or NATOPS check flights.

e. Make periodic (at least quarterly) Standardization Assist visits to squadrons and ITUs to ensure compliance with student and instructor flight curricula and applicable flight training directives.

f. Convene Standardization Boards at least quarterly to review curriculum content, applicable directives, and to promote standardization effectiveness throughout TW-5. The Wing STAN Board shall consist of (at a minimum) the TW-5 Standardization Officer (Chairman), Wing

Training Officer, Academic Training representative, Wing Operations representative, Squadron/FITU/HITU Standardization Officer, Contract Simulator Standardization Instructor (CSI), Wing Safety representative, and a NAS Whiting Field (NASWF) Operations representative. Board minutes shall be forwarded to respective CNATRA Pipeline Training Officer (N71).

- g. Maintain a standardization library as outlined in reference (a).
- h. Coordinate monthly monitoring of contract simulator instruction. (See Chapter 4).
- i. Coordinate monitoring of flight support procedures lectures and flight procedures audio/visual programs for standardization. (See Chapter 4).
- j. Promulgate minimum standards for authorized T-6B and TH-57B/C kneeboard cards. In addition, promulgate and maintain a master file of authorized student approach plates, checklist study guides, preflight study guides and flight instructor guides.
- k. Review Course Rules annually and make modifications as required to Standard Operating Procedures manuals (FWOP/RWOP), locally written in-flight guides, and Course Rules lectures/examinations.
- l. Coordinate training for the senior Training Review Board (TRB) members with TW-5 Student Control to ensure standardized TRB procedures.
- m. Review squadron and ITU Standard Operating Procedures (SOPs) and FIST Program instructions, when they are published or modified, to ensure compliance with TW-5 instructions.
- n. Review Training Change Requests (TCRs) as described in reference (b).

3. TW-5 Squadron Commanding Officers. In addition to the responsibilities outlined in reference (a), squadron Commanding Officers (COs) shall:

- a. Conduct a vigorous and continuing FIST Program per reference (a) and this directive.
- b. Designate the most qualified flight instructors to become Squadron Standardization Instructors ("S" designated) for each stage of training. These instructors may provide instructor standardization flights at the squadron level and may also be assigned ADDU to the Wing ITUs per Appendixes A and B. To promote strict standardization within the training squadrons, each squadron shall designate a maximum of 30% active duty Standardization Instructors, per stage. The CO and XO may be "S" designated in any stage, per the CO's discretion, and do not count toward the maximums. Selected Reservist (SELRES) and Wing instructor standardization qualifications are also not included toward the maximum count per stage. Exceedance of stage maximums is permissible during replacement of Standardization Instructors.
- c. Designate experienced SELRES to augment the Standardization Department as squadron Standardization Instructors. These instructors, having demonstrated the highest level of

standardization in the applicable stage, may be nominated by the Squadron Augment Unit (SAU) Commanding Officer, Reserve Department Head, and squadron Standardization Officer. While no limit exists, the Squadron CO may impose restrictions dependent upon current proficiency. Designated SELRES Standardization Instructors are also eligible for ADDU nomination to augment the ITUs, and do not count toward the ITU's maximum ADDU designation list. However, special consideration should be given before nomination, as minimum IUT syllabus proficiency outlined in Appendixes A and B must be maintained.

d. Forward nominations for ADDU instructors to augment ITUs to CTW-5, per Appendixes A and B, no later than the 15<sup>th</sup> of the last month of the quarter or as requested by the ITU Officer-In-Charge (OIC).

e. CTW-5 shall submit notification for replacement of ITU instructors to the squadrons. To ensure adequate turnover, squadrons shall nominate a replacement for their respective instructor NLT 30 days prior to the instructor's expected detachment or terminal leave date per Appendixes A and B, under "Replacement of Instructors."

f. Designate a squadron Standardization Officer as well as Standardization Stage Leaders for each stage of training conducted. The squadron Standardization Officer should serve in that position for at least one year.

g. Ensure the squadron has a mid-tour counseling program designed to address and assess individual instructor mishap risks (Attachment 5-1 shall be completed and filed in the instructor's ATJ).

h. Forward nominations for flight support instructors to the TW-5 Ground Training Officer (GTO). To ensure adequate turnover, squadrons shall nominate replacements for their flight support instructors NLT 30 days prior to the expected cessation of classroom instructing.

i. Ensure CNATRA Stage Managers are made available to assist the TW-5 Training Department in all related curriculum matters.

4. TW-5 Squadron/ITU Standardization Officers. In addition to those responsibilities listed in reference (a), the squadron/ITU Standardization Officer shall:

a. Manage the FIST Program and Stage Standardization Programs for all instructors within their respective squadron/ITU.

b. Submit a list of instructors requiring an annual Standardization check flight and/or written exam for the following month to TW-5 Standardization no later than the 25<sup>th</sup> of each month.

c. Forward a copy of the squadron/ITU Qualification Matrix to TW-5 Standardization no later than the 25<sup>th</sup> of each month.

d. Forward a copy of the Contract Simulator Instructor Evaluation Form (Sim Monitor) (Attachment 4-1) to TW-5 Standardization, no later than the 25<sup>th</sup> of the last month of the quarter.

e. Forward a copy of the Flight Support Standardization Critique (Attachment 4-2) for each lecture their unit is responsible for monitoring, to the TW-5 GTO and a copy to TW-5 Standardization, no later than the 25<sup>th</sup> of the last month of the quarter.

f. Forward a copy of the squadron/ITU SOP and FIST Program instruction, to TW-5 Standardization, when they are published or modified.

g. Maintain a FIST Jacket (separate from NATOPS Qualification Jacket) on each instructor as outlined in Appendix B of reference (a).

h. Coordinate the scheduling of instructor initial/upgrade stage training and Standardization check flights with the FITU/HITU, as required.

i. Assist the TW-5 Standardization Officer, as required.

j. Submit change recommendations for kneeboard cards, in-flight guides, checklist guides, pre-flight guides, and flight instructor qualifications to TW-5 Standardization (See Chapter 4).

k. Receive their annual Standardization check flight, in each stage, with the TW-5 Standardization Officer or respective CNATRA Stage Manager.

5. CNATRA Stage Managers. CNATRA Stage Managers (SMs) shall be a highly qualified flight instructor holding a standardization qualification for that specific stage nominated by their respective squadron, endorsed by CTW-5 and designated in writing by CNATRA N7. Squadron SM assignments are outlined in Chapter 4. In addition to the responsibilities listed in Chapter 2 of reference (b), CNATRA SMs shall:

a. Be a flight instructor and should serve for a minimum of one year. Nominations shall be submitted and approved prior to holding the position. Nominations of 10 months or less require justification.

b. Be tasked by, and report to, the Course Curriculum Model Manager (CTW-5) in matters relating to standardization.

c. Coordinate with TW-5 Curriculum Coordinator (CC), TW-5 Standardization Officer and the CNATRA Pipeline Training Officer (PTO) within phase on issues pertaining to their stage(s).

d. Coordinate and submit revisions and interim changes to appropriate instructions, Flight Training Instructions (FTIs), academic training publications, flight procedure audio/visual programs, computer courseware, and flight support lecture guides per reference (b) for all units within their stage/course(s).

e. Construct and maintain learning objectives and a question bank from which the Course Curriculum Model Manager will issue stage exams per reference (b).

6. TW-5 Squadron Standardization Instructors shall:

a. Receive their annual Standardization check flight with another "S" designated instructor. To promote standardization within TW-5, Squadron Standardization Instructor's annual Standardization check flights for each respective "S" stage of qualification shall be primarily conducted with the parent Squadron Standardization Officer. If the Squadron Standardization Officer is not available or does not hold a Standardization qualification for that specific stage then the annual Standardization check flight may be conducted with the TW-5 Standardization Officer, an ITU Standardization Instructor, respective CNATRA Stage Manager or respective parent Squadron Stage Leader.

b. Conduct Instructor Standardization Flights within the squadron per Chapter 2 or 3 and reference (a).

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## CHAPTER TWO

### T-6B FIXED-WING INSTRUCTOR QUALIFICATION

1. **General.** Each prospective flight instructor shall complete the current syllabus for Fixed-Wing Flight Instructors per reference (c) and as outlined in reference (a) prior to designation as a Naval Air Training Command (NATRACOM) Flight Instructor.

**NOTE:** To provide for mandatory assignment of quotas to the Flight Instructor Training Course (FITC), the FITU shall submit quota requests, via email, to TW-5 Standardization not later than seven working days prior to the commencement of each class. If feasible, the FITU may coordinate directly with FITC.

2. **Initial Qualifications.** All IUTs will receive initial T-6B flight training per reference (c) with the TW-5 FITU per Appendix A.

a. IUTs previously designated as a Primary T-34C or T-6A/B instructor may use an accelerated syllabus designed by the FITU Officer-in-Charge (OIC), coordinated with the Squadron CO, and approved by CTW-5. Per reference (c) in the case of demonstrated proficiency (when an IUT makes Maneuver Item File (MIF) in a block of training prior the end of block flight), the FITU OIC is delegated the authority to advance the IUT to the subsequent block or check ride as appropriate. An accelerated syllabus that falls within the following currency guidelines will not require specific approval by CTW-5. (Time refers to the time since detachment from their previous T-34C or T-6A/B command):

(1) **NATOPS.** Greater than 90 days - requires NATOPS syllabus which may be accelerated based on IUT performance.

(2) **Contact/Instrument/Navigation.**

(a) 1-6 months: Complete one flight, all required exams and a check ride in each stage, as well as one Out-of-Control Flight (OCF)/Common Student Errors flight (C4301).

(b) 7-12 months: Complete two flights, all required exams and a check ride in each stage, as well as two OCF/Common Student Errors flights (C4301/C4302).

(c) Greater than one year: Complete the entire syllabus, which may be accelerated, based on IUT performance and per Flight Instructor Training (FIT) rules.

(3) **Simulator Training.**

(a) 1-3 months: 1 simulator event per stage.

(b) 4 months or more: 2 simulator events per stage.

**NOTE:** Based on previous experience or demonstrated ability, combination of any two events may be authorized by the FITU OIC.

b. Written Exams. All exams shall be taken prior to the respective check flight. All exams, with the exception for NATOPS and Instrument Ground School (IGS) exams, shall be taken in the TW-5 Testing Center. A written exam score of less than 80% will be considered unsatisfactory. An IUT who receives an unsatisfactory exam score while assigned to the FITU shall receive additional instruction as deemed appropriate by the FITU OIC. If a designated instructor fails an exam during initial/upgrade stage training, refer to the squadron CO for additional instruction or other action. IUTs/Instructors who subsequently fail the same exam shall be referred to CTW-5.

c. Flights. The Initial NATOPS check flight, Day Contact (DCON) and Instrument Navigation (INAV) syllabus check flights shall be conducted at the FITU. If an IUT fails a NATOPS check flight or a syllabus Standardization check flight while assigned to the FITU, refer to the FITU OIC for additional instruction, as appropriate. If a designated instructor fails a check flight during initial/upgrade stage training, refer to the squadron CO for additional instruction or other action, as appropriate. IUTs/Instructors who subsequently fail the same check flight shall be referred to CTW-5.

d. Flight Instructor Training Course (FITC). Prior to designation as a TW-5 instructor, IUTs shall attend FITC. If the IUT has previous Navy Training Command instructor experience only Day Three is required per reference (a). FITC shall include a local TIMS/MPTS brief.

3. Advanced Qualification Training. All advanced stage training (Basic/Cruise/Tactical Formation and OCF) shall be conducted at the FITU. If the FITU does not have the capacity to support, advanced qualifications may be conducted through the squadron. Stage upgrade flights (DCON/INAV Standardization) may be conducted at the FITU or the squadron. Squadrons may specify additional requirements for qualification as deemed necessary by the squadron CO.

4. Currency Requirements. At a minimum, instructor requirements shall be per Appendix A of reference (a) and Attachments 2-1 and 2-2. Squadrons may establish additional requirements as deemed necessary.

a. Maximum qualification period for any stage, with the exception of NCON and VNAV, is 12 months.

#### 5. Annual and Requalification

##### a. Written Exams

(1) An instructor shall successfully complete a written exam annually, for each stage in which they are qualified. A minimum of 20 questions shall be administered for each stage. Annual, stage exams are open book. All exams, with the exception for NATOPS and Instrument Ground School exams shall be taken in the TW-5 Testing Center unless approved by TW-5 Training. Stage exams may also be taken while on detachment in a testing center as designated by the Detachment Officer-in-Charge (OIC). A copy of the most current examination results shall be maintained in the individual's FIST Jacket. The written exam shall be completed prior to, but not earlier than, 60 days before the annual/re-qualification standardization check flight.

(2) Written exams shall be reviewed by CNATRA designated Stage Managers semi-annually. The CNATRA T-6B Course Curriculum Coordinator (CCC) shall maintain a current copy of each exam and provide oversight of all exams residing in CNATRA's electronic testing database.

(3) TW-5 Testing Center shall administer and score stage exams.

(4) A qualified instructor who receives a grade of unsatisfactory may be allowed up to 30 days to take a different version of the stage test to requalify. The instructor shall not instruct in that stage until a satisfactory grade has been obtained. A subsequent failure shall be referred to CTW-5 for appropriate action.

b. Standardization Check Flights

(1) By the end of the qualification period (no more than 12 months), instructors shall successfully complete a standardization check flight performed with a Standardization instructor.

(2) Instructors who receive an unsatisfactory check flight will be allowed one re-check of the event within 30 days of the initial failure. The instructor shall not instruct in that stage until successfully passing the re-check. If an instructor fails to re-qualify due to unsatisfactory performance on the re-check, refer the instructor to CTW-5 for appropriate action.

(3) All qualifications are valid until the last day of the month in which the qualification expires.

(4) All Standardization check flights shall comply with reference (c). All required items indicated by the '+' shall be accomplished and evaluated by the Standardization instructor. Further, discussion items shall also include a review of pertinent NATOPS procedures, FTI/FWOP procedures, and a thorough review of instructional techniques.

c. Expiration of Qualification

(1) Expiration of qualification due to loss of 1 in 90 currency requires requalification in the applicable stage, i.e., Contact, Instrument, Formation, or OCF (for OCF "D" and "S" instructors only). Requalification may be completed by the satisfactory completion of the stage written examination and a stage standardization check flight.

(a) Expiration of qualification in Contact results in the automatic expiration of qualification in Day Contact (DCON), Night Contact (NCON) and both Day/Night Navigation (VNAV). Upon successful completion of the DCON standardization exam and check ride will requalify Day VNAV and the Night VNAV/NCON qualification provided the instructor did not exceed 90 days without a Night VNAV/NCON related flight event.

(b) If an instructor does not complete a NCON, Night VNAV, or a rear cockpit, night related event within 90 days, the instructor will be NCON and Night VNAV expired. Upon

successful completion of either the DCON or NCON standardization exam and a NCON standardization check ride flown with a NCON standardization instructor will requalify both NCON and Night VNAV. NCON rechecks require the IUT to land from the rear-cockpit at night.

(c) Expiration of qualification in Formation also causes automatic expiration of qualification in Tactical Formation.

(2) Refer to Attachment 2-1, Notes 3 and 4, for expiration of qualification in NCON and VNAV, respectively.

d. Documentation

(1) Instructor proficiency, Warm-ups, Tech Flights, and Briefs for Qualifications: Documentation of flights for the respective Instructor will be completed via a supplemental ATF and placed in the Instructor's FIST jacket.

(2) Requalification. Standardization Instructors shall include the following on the appropriate ATF:

(a) Stage IP "Q" or Stage Check IP "X" Requalification. "Fully qualified to instruct student (stage) flight for a period of one year."

(b) Stage IP "S" Requalification. "Fully qualified to instruct student and instructor (stage) flights for a period of one year."

6. Qualification Matrix

a. The unit Commanding Officer will determine which stages instructors will instruct. Each squadron and the FITU shall monitor instructor standardization qualifications by producing a Qualification Matrix (QM). The QM shall be signed by the CO/OIC and published at least monthly. A copy will be forwarded to TW-5 Standardization when updated. The FITU shall manage both the TW-5 Fixed-Wing and FITU QM.

b. Additionally, the unit Commanding Officer may authorize any mid-month changes to the QM or issue a new one, as required. A Master QM shall be maintained by the squadron Standardization Officer.

c. Squadrons and FITU shall utilize the QM format as provided by TW-5 and utilize the matrices as outlined in Appendix A of reference (a).

**PRIMARY FIXED-WING INSTRUCTOR  
CURRENCY/STANDARDIZATION CHECK FLIGHT MATRIX**

The chart below delineates which T-6B standardization flights or 90-day requirements are validated by other stages. T-6B NATOPS events which correlate to a certain stage may be used to update that stage for 90-day purposes.

<b>FLIGHT FLOWN</b>	<b>UPDATES 90-DAY CURRENCY IN</b>	<b>CAN BE USED TO STAN CHECK</b>	<b>NOTES</b>
INAV	INAV	INST-X	1,6
INST-X	INAV	INAV	1,6
DCON	DCON	NATOPS-X	2
NATOPS-X	DCON, OCF	DCON	2,6
NCON	NCON	N/A	3
VNAV(night)	NCON	N/A	4
LL	LL	N/A	NONE
FORM	FORM	FORM	5
CFORM	CFORM, FORM	FORM	5
DCON(OCF)	OCF, DCON	N/A	7

**NOTE 1:** With the exception of the initial Instrument Qualification, Instrument Standardization check flights may coincide with annual NATOPS Instrument evaluation flights. Evaluator must be a designated member of unit's Instrument Flight Board to give annual NATOPS instrument evaluations as well as Standardization (STAN) qualified in the instrument stage.

**NOTE 2:** Contact Standardization check flights may coincide with annual NATOPS evaluation flights if both events are permitted from the same cockpit. Evaluator must be designated NI/ANI and STAN qualified in the Contact stage.

**NOTE 3:** NCON stage requires only initial in-flight Qualification and maintenance of 90-day currency in NCON and DCON. A Night VNAV flight shall update the NCON 90-day currency. NCON 90-day currency may also be maintained by conducting a rear-cockpit night landing while instructing any stage of flight with proper annotation on the flight record. Failure to maintain a 90-day currency in the NCON stage requires an in-flight requalification with a NCON "S" qualified instructor. A delinquent NCON qualification also prevents the instructor from flying a Night VNAV event until the NCON requalification is completed.

**NOTE 4:** VNAV stage only requires an initial in-flight qualification. Following initial qualification, the requirement for one VNAV flight each 90 days does not apply. A night VNAV flight shall update the NCON 90-day currency.

**NOTE 5:** Unless currency has lapsed, multi-plane events do not require the "S" instructor fly in the same aircraft as the IUT receiving the standardization check. CFORM is a 45-day currency.

**NOTE 6:** May be flown in a simulator with a qualified evaluator present. TW-5: NATOPS check flown in a simulator is permitted with T-6B NATOPS Program Manager approval.

**NOTE 7:** C4301-3, C4701, C4890, and Q4390 are considered OCF events for the purpose of OCF currency.

**PRIMARY FIXED-WING INSTRUCTOR  
QUALIFICATION AND CURRENCY**

	<b>ANNUAL</b>	<b>SIX-MONTH</b>
<b>NATOPS</b>	Open and Closed Book Exams must be completed within 60 days prior to check Flight.	Expires 12 months from the last day of the month in which the current evaluation expires.
<b>Instrument Check Flight</b>	Instrument Ground School (IGS) and Written Examination must be completed within 60 days prior to check Flight.	Expires 12 months from the last day of the month in which the current evaluation expires.
<b>Ground CRM (Reference L)</b>	Anniversary month. Lecture.	
<b>Flight CRM (Reference L)</b>	Anniversary month. Flight event.	
<b>Emergency Procedure Training</b>	Concurrent with NATOPS check flight.	T-6B SIM (OFT or UTD) 6 months after NATOPS check flight.
<b>OCF</b>	Concurrent with NATOPS check flight.	6 months after NATOPS check flight.
<b>Course Rules Exam</b>	Anniversary month.	
<b>Instructor Warm-up</b>	After 21 calendar days have elapsed, an instructor requires a dual warm-up with another current instructor prior to flying a student curriculum event. The warm-up flight shall be no less than 0.5 hours in length and shall include at least 4 touch-and-go landings and an Emergency Landing Pattern (ELP). The instructor receiving the warm-up shall fly from the rear cockpit.	
<b>45 Day</b>	After 45 calendar days have elapsed; an instructor Warm-up requires a dual warm-up with another current instructor prior to flying a student curriculum event. The warm-up flight shall be no less than 1.0 hours in length and shall include at least 4 touch-and-go landings, an Emergency Landing Pattern (ELP), an instrument approach and complete an OPS limits/critical memory action items exam. The instructor receiving the warm-up shall fly from the rear cockpit.	

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**IUT**  
**Warm-up** After 21 calendar days have elapsed, an IUT requires a minimum of one mandatory dual warm-up coded as an SXX86 on the last event completed and shall include at least 4 touch-and-go landings and an ELP. After a break of 7-21 days, an optional warm-up may be granted based upon performance. Additional warm-up flights or extra training may be awarded on a case-by-case basis as determined by the FITU OIC.

## PRIMARY FIXED-WING INSTRUCTOR PROFICIENCY GUIDELINES

1. General. This attachment lists quarterly proficiency requirements that apply to all Primary fixed-wing instructors upon completion from the FITU. Proficiency flights for instructors are implemented to provide dedicated flight time to practice maneuvers, increase flying skills, and/or learn from other instructors various techniques and coaching skills. Proficiency flights are designed for in-flight but may also be conducted in the simulator, when applicable.

2. Logging flights. Proficiency flights shall be annotated in TIMS as 1C1 for VFR, or 1C2 for IFR. A supplemental ATF shall be submitted documenting the flight event and placed into the instructor's FIST jacket.

3. Quarterly Instructor Pilot Proficiency (QIP). Each Primary instructor shall fly a proficiency flight on a quarterly basis either in the aircraft or the simulator, when applicable. Additional proficiency flights may be provided upon request and approved by the squadron.

a. The intent of a QIP flight is to provide each instructor with additional flight time to increase proficiency on a variety of flight maneuvers as well as provide an opportunity for two instructors to demonstrate different flying techniques, student scenarios, etc. Flight profile suggestions include rear cockpit landings, instrument approaches, aerobatics, practice PELs, formation maneuvers, night landings, etc.

b. Each squadron has the option of breaking up the requested QIPs into any incremental division as necessary. For example, the instructor may be scheduled to fly an IP/IP dual local flight, IP/IP Out-and-In, simulator event or even as a solo.

c. QIP flights should be flown in a configuration such that the instructor requesting proficiency flying from the rear-cockpit is afforded that opportunity; likewise for the instructor desiring front seat time.

d. Annual DCON/INAV Stage checks, NATOPS/OCF/Instrument check flights, EP sims and Back-in-the-Saddle flight events may count as a QIP.

e. Both instructors on a dual QIP flight event may receive credit for a quarterly proficiency flight.

4. Instructor Proficiency with students. When scheduled with students, every instructor should strive to maintain proficiency in all maneuvers. When logging proficiency during a student event, use the appropriate TIMS mission code for proficiency (1C1 or 1C2).

a. DCON and INAV proficiency time may be logged during respective student training not to exceed .3 hours per student training sortie on a not to interfere basis with student training requirements.

b. If performing a maneuver for proficiency that is out of stage the student is currently in, the maneuvers shall be pre-briefed, unless the maneuver is a weather-driven instrument approach. Students are not permitted to practice any maneuvers not already introduced in the JPPT syllabus.

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## CHAPTER THREE

### TH-57 HELICOPTER INSTRUCTOR QUALIFICATION

1. General. Each prospective flight instructor shall complete the current syllabus for Advanced Helicopter Flight Instructors per reference (c) and as outlined in reference (a) prior to designation as a Naval Air Training Command (NATRACOM) Flight Instructor.

**NOTE:** To provide for mandatory assignment of quotas to the Flight Instructor Training Course (FITC), the HITU shall submit quota requests, via email, to TW-5 Standardization not later than seven working days prior to the commencement of each class. If feasible, the HITU may coordinate directly with FITC.

2. Initial Qualification. All IUTs will receive initial ground support instruction, initial NATOPS qualification, and all required MPTS syllabus flights with the TW-5 HITU per Appendix B.

a. IUTs must initially qualify in Instrument, Navigation, and "C" Contact Stages as per references (a) and (d). IUTs who have previously been assigned as a TH-57 Instructor Pilot in Advanced Training may use an accelerated syllabus designed by the HITU OIC, coordinated with the squadron CO, and approved by CTW-5.

b. Written Exams. All exams shall be taken prior to their respective check flights. All exams, with the exception for NATOPS and Instrument Ground School (IGS) exams shall be taken in the TW-5 Testing Center. A written exam score of less than 80% will be considered unsatisfactory. An IUT who receives an unsatisfactory exam score while assigned to the HITU shall receive additional instruction as deemed appropriate by the HITU OIC. If a designated instructor fails an exam during initial/upgrade training, refer to the squadron CO for additional instruction or other action. IUTs/Instructors who subsequently fail the same exam shall be referred to CTW-5.

c. Flights. The initial NATOPS check flight and all assigned syllabus flights shall be conducted by the HITU. Complete annual Standardization check flights per the schedule in Attachment 3-3. If an IUT fails a NATOPS check flight or a syllabus Standardization check flight while assigned to the HITU, refer to the HITU OIC for additional instruction, as appropriate. If a designated instructor fails a check flight during initial/upgrade stage training, refer to the squadron CO for additional instruction or other action, as appropriate. IUTs/Instructors who subsequently fail the same check Flight shall be referred to CTW-5.

d. Defensive Posturing Simulator Event. Prior to designation as a TW-5 instructor, all IUTs shall complete a non-graded Defensive Posturing Simulator event with a HITU Standardization Instructor. This event is designed to help prepare IUTs with proper defensive positioning and techniques prior to conducting flight events with students. Utilize Attachment 3-1 as a kneeboard card. The attached kneeboard card is not all inclusive; Instructors are encouraged to provide additional techniques and scenarios throughout the simulator event. Upon completion of the simulator event, a supplemental ATF shall be completed and placed into the member's FIST jacket documenting the flight event.

e. Flight Instructor Training Course (FITC). Prior to designation as a TW-5 instructor, IUTs shall attend FITC. If the IUT has previous Navy Training Command instructor experience only FITC Day Three is required per reference (a). FITC shall include a local TIMS/MPTS brief.

### 3. Stage Upgrade Training

a. Stage upgrade transition flights may be conducted at the HITU or the squadron with the exception of Contact TH-57B transition flights that are outlined in 3.b. Squadrons may specify additional requirements for qualification as deemed necessary by the squadron CO.

#### b. Contact TH-57B Transition Training

(1) All C4800 block and C4490 Contact TH-57B (Contact B) transition flights shall be flown at the HITU.

4. Currency Requirements. At a minimum, instructor currency requirements shall be per Appendix A of reference (a) and Attachment 3-2 of this instruction. Squadrons may establish additional requirements as deemed necessary.

a. Qualification duration in any stage shall not exceed one year.

### 5. Annual and Re-Qualification

#### a. Written Exams

(1) An instructor shall successfully complete a written exam annually, for each stage in which they are qualified. A minimum of 20 questions shall be administered for each stage. Annual stage exams are open book. All exams, with the exception for open/closed NATOPS and Instrument Ground School exams, shall primarily be taken in the TW-5 Testing Center unless approved by TW-5 Training. A copy of the most current examination results shall be maintained in the Instructor's FIST jacket. The written exam shall be completed prior to, but not earlier than, 60 days before the annual/re-qualification standardization Check Flight.

(2) Written exams shall be reviewed by CNATRA designated Stage Managers semi-annually. The CNATRA TH-57 Course Curriculum Coordinator (CCC) shall maintain a current copy of each exam and provide oversight of all exams residing in CNATRA's electronic testing database.

(3) TW-5 Testing Center shall administer and score stage exams.

(4) A qualified instructor who receives a grade of unsatisfactory may be allowed 30 days to take a different version of the stage test to re-qualify. The instructor shall not instruct in that stage until a satisfactory grade has been obtained. A subsequent failure shall be referred to CTW-5 for appropriate action.

**b. Standardization Check Flights**

(1) By the end of the qualification period (no more than 12 months), instructors shall successfully complete a standardization check flight performed with a Standardization Instructor.

(2) Instructors who receive an unsatisfactory check flight will be allowed one re-check of the event within 30 days of the initial failure. The instructor shall not instruct in that stage until successfully passing the re-check. If an instructor fails to requalify due to unsatisfactory performance on the recheck, refer the instructor to CTW-5 for appropriate action.

(3) All qualifications are valid until the last day of the month in which the qualification expires.

(4) All Standardization Check flights shall comply with reference (d). All required items indicated by the '+' shall be accomplished and evaluated by the Standardization Instructor. Further, discussion items shall also include a review of pertinent NATOPS procedures, FTI/RWOP procedures, and a thorough review of instructional techniques.

**c. Documentation**

(1) IP proficiency, Warm-ups, QIPs, Tech Flights, and Briefs for Qualifications: Documentation of flights for the respective Instructor will be completing via a supplemental ATF and placed in the Instructor's FIST jacket.

(2) Requalification. Standardization Instructors shall include the following on the appropriate ATF:

(a) Stage IP "Q" or Stage Check IP "X" Requalification. "Fully qualified to instruct student (stage) flight for a period of one year."

(b) Stage IP "S" Requalification. "Fully qualified to instruct student and instructor (stage) flights for a period of one year."

**6. Qualification Matrix (QM)**

a. The squadron CO will determine which stages squadron instructors will instruct. Each squadron and the HITU shall monitor instructor standardization qualifications by producing a QM. The QM shall be signed by the CO/OIC and published monthly. A copy will be forwarded to TW-5 Standardization when updated. The HITU shall manage both the TW-5 Rotary-Wing and HITU QMs.

b. Instructors who are "X" qualified in Instruments are permitted to conduct I4290 student flight events (BI check).

c. Instructors who are "X" qualified in Charlie Contacts are permitted to conduct C4990 student flight events. Instructors who are "X" qualified in Bravo Contacts are permitted to conduct C4390 student flight events.

d. The unit Commanding Officer or HITU OIC may authorize any mid-month changes to the QM. Subsequent mid-month changes will be published by the Standardization Department in writing. The squadron Standardization Office will maintain a Master QM.

e. Squadrons and the HITU shall utilize the QM format as provided by TW-5 and utilize the matrices as outlined in Appendix A of reference (a).

<b><u>DEFENSIVE POSTURING SIM</u></b>	
IUT/IP _____	EVALUATOR _____
DATE _____	SIM# _____
HT- _____	
<b><i>DISCUSS:</i></b> Defensive Positioning Techniques	
<b><i>PRETAKEOFF CHECKS:</i></b>	
<input type="checkbox"/> Twist Grip: (Full open vice 70% Ng) <input type="checkbox"/> Control Checks: (Incorrect)	
<b><i>TAKEOFF CHECKS:</i></b>	
<input type="checkbox"/> Twist Grip: (Toward idle and then back to full) <input type="checkbox"/> STAB Off: (Inadvertent)	
<b><i>ITO MANUEVERS:</i></b>	
<input type="checkbox"/> ITO Overtorque: (Strong, progressive pull) <input type="checkbox"/> Aft cyclic ITO <input type="checkbox"/> Yaw in ITO: (Left pedal/Overtorque) <input type="checkbox"/> BAWDI Overtorque: (Arc, climb at 100 KIAS)	
<b><i>INSTRUMENT FLIGHT:</i></b>	
<input type="checkbox"/> Pulse collective: (Over control VSI) <input type="checkbox"/> Oscar Overtorque: (Up and left) <input type="checkbox"/> Unusual Attitude recovery: (Left pedal) <input type="checkbox"/> Rear door open in flight: (Pre-flight checks)	
<b><i>CONTACT FLIGHT:</i></b>	
<input type="checkbox"/> Landing Checks: (Overtorque) <input type="checkbox"/> Steep approaches: (Too steep) <input type="checkbox"/> EP introduction : (Student manipulate twist grip) <input type="checkbox"/> Power Off Waveoff: (Incorrect procedures) <input type="checkbox"/> Brisk Overtorque: (Rapid, quick pull) <input type="checkbox"/> Autos: (Nose high, Low A/S, Excessive Flare) <input type="checkbox"/> Cut Guns: (Aft drift, collective push)	
<b><i>ADDITIONAL COMMENTS:</i></b>	
<p style="text-align: center;"><i>Upon completion submit a signed Supplemental ATF and place in member's FIST jacket.</i></p>	

Defensive Posturing Simulator Kneeboard Card

**Autorotation Energy Management Principles (AEMP) Program.**

1. The Autorotation Energy Management Principles (AEMP) Program is designed to provide both initial and continuous AEMP qualification training and exposure to TH-57 Instructor Pilots and Instructors Under Training (IUTs). The application of these principles is designed to provide both Instructors and IUTs the increased training and awareness to manage aircraft energy and safely control the TH-57 aircraft during autorotations. This critical skill will be vital in preparing instructors to react appropriately to unexpected student deviations or actual emergencies.

a. AEMP maneuvers, as outlined in the TH-57 Contact FTI, include:

- (1) Straight-In 60-Knot Attitude Autorotation
- (2) Straight-In Autorotation with S-Turns
- (3) Zero/Low Speed Autorotation
- (4) Straight-In Max Glide Autorotation
- (5) 180 Degree Max Glide Autorotation
- (6) 360 Degree Overhead Autorotation

2. AEMP qualifications are broken up into two groups; AEMP Cadre Instructors and AEMP Qualified Instructors. It is intended all Contact Bravo qualified instructors strive to become an AEMP qualified instructor and eventually be nominated to become an AEMP Cadre Instructor. Contact Bravo STAN qualification is **NOT** synonymous with an AEMP Cadre Instructor qualification.

a. AEMP Cadre Instructor ("C")

(1) Instructors who are Contact Bravo qualified and have successfully completed AEMP Cadre training shall be designated by CTW-5 as an AEMP Cadre Instructor. AEMP Cadre Instructors shall be listed on the Qualification Matrix (QM), under AEMP, as a "C". AEMP Cadre Instructors are permitted to practice, demonstrate and instruct AEMP flight maneuvers during IUT syllabus events and QIPs and practice during SNA syllabus events. AEMP Cadre Instructors are permitted to qualify additional AEMP Qualified Instructors.

(2) Instructors shall be currently AEMP qualified and possess a strong level of AEMP proficiency prior to being nominated by the squadron or HITU as an AEMP Cadre Instructor. AEMP Cadre training shall include a minimum of one dedicated AEMP flight event evaluated by an AEMP Cadre Instructor. Submit both flight and nomination documentation to CTW-5, via TW-5 N7, for designation.

b. AEMP Qualified Instructor ("Q")

(1) Instructors who are Contact Bravo qualified and have successfully completed the required initial AEMP qualification training with an AEMP Cadre Instructor shall be documented on a grade sheet or supplemental ATF and listed on the QM, under AEMP, as a "Q". AEMP Qualified Instructors are permitted to practice AEMP maneuvers during SNA syllabus events and practice/expose AEMP maneuvers during IUT syllabus events and QIPs.

c. AEMP Initial Qualification. AEMP initial qualification training consists of a minimum of two dedicated AEMP flight events (minimum of 2.0 hours) that covers all AEMP flight maneuvers while evaluated by an AEMP Cadre Instructor. Instructors should utilize Attachment 3-2 as a kneeboard card during qualification. Upon completion of the AEMP flights, a supplemental ATF shall be completed documenting each flight event, to include AEMP maneuvers flown, and placed in the member's FIST jacket.

d. AEMP Annual Qualification. All AEMP qualified and AEMP Cadre Instructors shall primarily be evaluated annually during their Contact 'B' stage check ride (C4990) or during a QIP-B event when flown with an AEMP Cadre Instructor. The execution of AEMP maneuvers are ungraded. Document all AEMP maneuvers performed onto the respective grade sheet or supplemental ATF.

3. AEMP exposure is required for all IUT initial and advanced Bravo syllabus events as outlined below.

a. During a portion (minimum of two hours) of both the IUT MPTS Bravo flight syllabus block (C41XX block) and during the Contact 'B' advanced transition syllabus blocks (C47XX/C48XX blocks), AEMP flight maneuvers, as outlined in the TH-57 Contact FTI, shall be discussed and executed when flown with an AEMP Cadre Instructor. Instructors should utilize Attachment 3-2 as an AEMP kneeboard card to assist when conducting AEMP flight maneuvers. The execution of AEMP maneuvers are ungraded. Document all AEMP maneuvers performed onto the respective grade sheet.

b. A cross-section of AEMP flight maneuvers shall be performed during initial/annual Contact 'B' advanced stage check rides (C4990), environment permitting, when flown with an AEMP Cadre Instructor. Instructors should utilize Attachment 3-2 as an AEMP kneeboard card to assist when conducting AEMP flight maneuvers. The execution of AEMP maneuvers are ungraded. Document all AEMP maneuvers performed onto the respective grade sheet.

4. Procedures.

a. Prior to any flight event that includes AEMP maneuvers, the flight brief shall include a discussion of AEMP, AEMP maneuvers, entry parameters, hazards, and wave-off considerations.

b. For tracking purposes, log all dedicated AEMP flight time onto the NAVFLIR.

c. If 21 days has lapsed between executing any AEMP maneuvers, a warm-up (cross section of AEMP maneuvers) with an AEMP Cadre Instructor is required.

d. All AEMP training shall be accomplished in the TH-57B.

e. SNAs are not permitted to execute any AEMP flight maneuvers. Instructors shall ensure each SNA is pre-briefed and aware that AEMP maneuvers are for instructor demonstration only and not to be confused with standard FTI procedures.

f. Warm-Up Maneuvers should consist of Normal Approaches, Steep Approaches, Boost-Off Approaches and/or Sliding Landings.

5. Safety.

a. There shall be no pressure to “hit the spot” during autorotations. Intended areas of landing are simply reference points. Entering the autorotation with the intent of a “zero-zero” landing is prohibited. Landing the autorotation with ground speed and/or landing beyond the intended point of landing are all favorable to an overtorque or a hard landing.

<b>AEMP</b>		TH-57B	IP: IUT:	Date:	
<p><b>Discuss:</b> AEMP principles, maneuvers, entry parameters, hazards, and wave-off considerations.</p> <p><b>Warm-Up:</b> Normal Approaches, Steep Approaches, Boost-Off Approaches and/or Sliding Landings</p>					
A/C:	T/O:	Land:	TPT:	FPT:	CPT:
ATIS:	W:	C/V:	ALT:	DA:	RWY:
ATIS:	W:	C/V:	ALT:	DA:	RWY:
<b>General Knowledge</b>			<b>Procedures</b>		
Defensive posturing			EP's		
Straight-In 60-Knot Attitude Autorotation			Straight-In Autorotation with S-Turns		
Zero/Low Speed Autorotation			Straight-In Max Glide Autorotation		
180 Degree Max Glide Autorotation			360 Degree Overhead Autorotation		
<p align="center">-Annotate AEMP maneuvers conducted onto grade sheet or supplemental ATF. -Log all dedicated AEMP maneuver flight time onto NAVFLIR (when applicable).</p>					

AEMP Kneeboard Card

## ADVANCED ROTARY (TH-57B/C) CURRENCY AND STAGE STANDARDIZATION CHECK FLIGHT GUIDELINES

1. Instructor Pilot Currency. The requirements listed below are the minimum necessary to maintain currency:
  - a. NATOPS qualified in model
  - b. Instrument qualified in model
  - c. One flight every 21 days
  - d. Currency in Stage per paragraph 2
  - e. Annual Course Rules exam current
  - f. CRM Training current (NOTE 13)
  - g. Read and initial board current
  
2. After 21 calendar days have lapsed, an instructor requires a dual warm-up prior to flying a student curriculum event. The warm-up flight shall be no less than 1.0 hour in length and shall include 2 landings and 2 autorotations. Additionally, Contact "B" warm-ups shall include simulated tail rotor malfunctions at altitude and in a hover.
  
3. 90 day currency applies to all stages other than Contact "B", Low Level Navigation, and Night Tactical. Contact "B" stage currency is 21 days. Low Level Navigation requires initial qualification only. Night tactical currency is 45 days. Instructors who lose their 1 in 90 currency, 1 in 21 Contact "B" Stage currency, or 1 in 45 Night Tactical currency, shall fly an instructor warm-up flight per below charts.
  
4. Emergency Procedure Training shall be conducted by all instructors in the 2B42 flight simulator. See Chapter 5 for more information.
  
5. After initial qualification, all subsequent stage check flights, annual NATOPS evaluations, and annual NATOPS Instrument evaluations shall be documented via TIMS utilizing the following event codes per Reference (d):
  - a. NATOPS Evaluation: C4290
  - b. Contact "B" Stage Check: C4990
  - c. Contact "C" Stage Check: C4390
  - d. Instrument Evaluation or Instrument Stage Check: I4490
  - e. Formation Stage Check: F4290
  - f. Night Tactical Stage Check: V4190

Due to the ability to conduct various stage checks and NATOPS events concurrently, no constraint exists to execute the above grade cards' full profiles and/or flight hour requirement provided all requirements delineated in this section are met. However, if multiple events are completed on one flight, all grade cards for each individual event shall be completed. Exception: Instrument Stage Checks and annual NATOPS Instrument evaluations may be completed on the same grade sheet. Instructors shall note completion of both events in the grade sheet's comments section. Completed grade sheets shall be placed in the instructor's ATJ.

6. Winger/Completer Currency and Warm-up Criteria. The following currency applies to Wingers and Completers for the purpose of observing student Navigation solos.

Currency period	15 Days (NOTE 14)
Currency renewal	1.0 hour flight
Warm-up	1.0 hour flight with a minimum of two normal approaches and two instrument approaches.

7. The charts below delineate guidelines for Annual Flight evaluations, Standardization Check flights, and Currency Requirements.

<b>NATOPS Instrument (OPNAV 3710) Evaluation</b>	Annual (NOTE 1,2,3)
Stage Evaluation	Annual (NOTE 1,2,3)
Currency period	90 days
Currency renewal	1.0 hour syllabus flight in this stage
Warm-up	1.0 hour instrument flight with; one precision approach and one non-precision approach with a current instructor.

#### Contact "B"

NATOPS Evaluation	Annual (NOTE 4,5,6,15)
Stage Evaluation	Annual (NOTE 4,6,15)
Currency period	21 Days
Currency renewal	1.0 hour Contact "B" or Tactics syllabus flight
Warm-up	1.0 hour flight with a minimum of one normal approach, simulated tail rotor malfunctions, and two FULL autorotations in the TH-57B.

#### Contact "C"

Stage Evaluation	Annual (NOTE 7)
Currency period	90 days
Currency renewal	1.0 hour syllabus flight in either the Contact "B" or "C".
Warm-up	1.0 hour flight with a minimum of one normal approach, Hover Cut-gun, Hover Taxi Cut-gun and two power recovery autorotations in the TH-57C.

**Night Contact**

Stage Evaluation	Initial (NOTE 8)
Currency period	90 days (NOTE 8)
Currency renewal	1.0 hour of continuous unaided night time
Warm-up	1.0 hour unaided night flight with two landings and two power recovery autorotations with a current instructor

**Tactics**

Stage Evaluation	Initial (NOTE 9)
Currency period	90 Days
Currency renewal	1.0 hour Tactics syllabus flight
Warm-up	1.0 hour flight with a minimum of one High-speed Approach, Quick Stop, Pinnacle, CAL and External Load Operation.

**Shipboard/Search and Rescue**

Stage Evaluation	Initial (NOTE 9)
Currency period	90 days
Currency renewal	1.0 hour SAR flight with not less than 1 each: Windline Rescue Pattern, Shipboard TACAN Approach, and ELVA.
Warm-up	1.0 hour SAR flight with not less than 1 each: Windline Rescue Pattern, Shipboard TACAN Approach, and ELVA.

**Night Tactical**

Stage Evaluation	Annual (NOTE 10)
Currency period	45 days
Currency renewal	1.0 hour flight on Night Tactical (NVGs)
Warm-up	1.0 hour NVG flight with two landings and two autorotations with a current NVG instructor.

**Formation**

Stage Evaluation	Initial (NOTE 11)
Currency period	90 days
Currency renewal	1.0 hour
Warm-up	1.0 hour Form syllabus flight with Instructor and shall perform all maneuvers as DASH-2, with 2 approaches (Normal and HS Section) to a NO-HOVER landing.

**Low Level Navigation**

Stage Evaluation	Initial (NOTE 12)
Currency period	Initial qualification
Currency renewal	N/A
Warm-up	N/A

**NOTE 1:** Annual Instrument Standardization check flights may be flown in conjunction with the annual NATOPS Instrument evaluation provided the evaluator is both "S" qualified in the Instrument Stage and a member of the squadron or unit's Instrument Flight Board.

**NOTE 2:** Annual NATOPS Instrument Evaluation and Annual Instrument Stage Check may be flown in the 2B42 Flight Simulator. Evaluator must be a designated member of unit's Instrument Flight Board and "S" qualified in the Instrument stage to instruct both events.

**NOTE 3:** IGS and the written examination must be completed within 60 days prior to the NATOPS Instrument evaluation. Expires 12 months from the last day of the month in which the current evaluation expires.

**NOTE 4:** The Annual NATOPS check flight may be flown in conjunction with the annual Bravo Contact Standardization check flight and also satisfies the requirement for the Quarterly Instructor Proficiency Flight profile 'B' in the quarter in which the NATOPS check is flown. The Annual NATOPS check evaluator must be a designated NATOPS Instructor/Assistant NATOPS Instructor and an "S" qualified instructor in the Contact Stage in order to concurrently fly the Annual NATOPS check and the annual Contact Standardization check flight.

**NOTE 5:** Open and closed book exams must be completed within 60 days prior to the NATOPS check flight. Expires 12 months from the last day of the month in which the current evaluation expires. Complete annual egress training.

**NOTE 6:** Contact "B" instructors current in stage are not required to complete the annual Contact "C" stage evaluation because the annual Contact "B" stage evaluation fulfills the annual Contact "C" requirement.

**NOTE 7:** Annual Contact "C" stage qualification may be flown concurrently with the annual Instrument Stage and/or Annual Instrument check ride provided all required maneuvers are completed. Document the flight events on separate grade sheets.

**NOTE 8:** Night Contact requires initial Standardization check flight only. Annual requirements to maintain qualification are an annual Contact "B" or "C" Standardization check flight and an annual Contact Standardization Exam. Instructors who lose their 1 in 90 currency in Night Contact shall fly an Instructor Warm-Up Flight, with any night/TH-57C model current instructor. Take-off, on the warm-up flight, shall occur no earlier than ½ hour after official sunset. Night flight currency is not a cumulative total of night time, but one hour of continuous unaided night flight.

**NOTE 9:** Tactics and Shipboard/Search and Rescue stage qualifications require Initial Syllabus Flights and Stage Standardization Exam only. Annually, instructors must pass the Stage Standardization Exam to maintain stage qualification.

**NOTE 10:** NVG instructors must be unaided current and have flown on NVGs once every 45 days to be considered aided current. NVG Contact requires initial Standardization check flight and stage exam. Annual requirements to maintain qualification are an annual NVG Check Flight and an annual NVG standardization exam. Instructors who lose their 1 in 45 currency in NVG shall fly an Instructor Warm-Up Flight, with a NVG current instructor.

**NOTE 11:** Formation Stage qualifications require initial syllabus flights and stage standardization exam only. Annually, instructors must successfully pass the Formation Stage standardization exam to maintain stage qualification.

**NOTE 12:** Navigation Stage qualification requires initial syllabus flights and completion of the initial and annual Navigation Procedures Stage Standardization exam. There is no 90 day currency requirement.

**NOTE 13:** CRM training shall be conducted annually. CRM must include a lecture and flight evaluation, the flight evaluation may be conducted concurrently with the NATOPS evaluation.

**NOTE 14:** Shall be flown with any Instrument Stage current Instructor. Complete one precision and one non-precision approach.

**NOTE 15:** The annual Contact Bravo check flight and/or NATOPS check flight should include a cross section of AEMP flight maneuvers. See Attachment 3-2.

## ADVANCED ROTARY-WING (TH-57B/C) QUARTERLY PROFICIENCY FLIGHT GUIDELINES

1. Quarterly Instructor Pilot Proficiency (QIP). The purpose of QIP flights is to permit instructors the opportunity to maintain proficiency in flight regimes other than the areas in which they most often instruct. While QIP flights may be paired with other events such as stage checks, NATOPS checks, instrument checks, or warm-up flights, IPs may request additional QIP flights at any time to regain proficiency in a particular area. The requirements listed below are the minimum necessary to maintain quarterly proficiency requirements:

- a. 1.0 hour minimum IP/IP and/or IP/STAN instructor flight Quarterly (NOTE 1).
- b. Read and Initial Board current.

2. If an Instructor fails to meet proficiency flight requirements, that Instructor shall not conduct in-flight instruction until those requirements have been satisfied.

3. Proficiency flights may be used to satisfy currency requirements. However, only if the flight profile satisfies the requirements listed in Attachment 3-3 for that stage.

4. Reserve Component instructors and Wing Staff instructors shall also maintain currency and proficiency requirements.

5. "Bravo" qualified instructors shall conduct a QIP profile 'B' in the TH-57B and a QIP profile 'A', 'C', or 'D' in the TH-57C aircraft once every quarter. The annual TH-57B Contact Standardization check flight and the annual NATOPS check flight fulfills the quarterly QIP profile 'B' requirement. The annual NATOPS Instrument evaluation flight, any TH-57C model standardization check flight, warm-up flight, or stage upgrade flight fulfills the quarterly "Charlie" QIP profile requirement.

6. "Charlie" qualified Instructors (non-Bravo qualified) shall conduct a QIP profile 'B' once every quarter. The annual NATOPS check flight or any TH-57B IUT upgrade flight fulfills the quarterly QIP profile 'B' requirement.

7. QIPs may be logged for Instructors acting in the capacity of the Pilot-in-Command (PIC) under the following circumstances outlined below provided that all requirements of either paragraphs 5 and 6 listed above are met and a cross-section of maneuvers from one of the QIP profiles are performed by the PIC. A minimum of 1.5 hours of flight time shall be logged and the PIC shall log the QIP completion on a supplemental ATF.

- a. "Bravo" "S" qualified instructors conducting a QIP, NATOPS check, TH-57B Bravo Stage check, Bravo upgrade flight or warm-up flight with another qualified instructor in the TH-57B.

- b. Instructors conducting warm-up flights, QIPs, Instructor upgrade flights, Stage Checks, or NATOPS Instrument evaluations in the TH-57C.

8. All QIP flight events that were not flown concurrently with another graded event shall have a supplemental ATF completed. Only one ATF required, per member. Document the QIP flight event onto the ATF, sign, and place into the member's FIST jacket.

9. The profiles listed below delineate guidelines for quarterly month calendar period flight proficiency requirements.

**Instrument, Instrument Navigation**

Utilize profile 'A'. Instrument flights should focus on maintaining annual instrument requirements and familiarity with the instrument environment. Night/Instrument proficiency flights should focus on night flight or instrument procedures/maneuvers. Night flights should include Contact Charlie maneuvers and Autorotations.

**Night Contact**

Utilize profile 'A'.

**Night Tactical**

Utilize profile 'A' and on NVG.

**Contact 'B'**

Utilize profile 'B'. Contact "B" proficiency flights should focus on basic Contact "B" maneuvers, to include Emergency Procedures, Full Autorotations, AEMP, and Tail Rotor Malfunctions.

**Contact "C"**

Utilize profile 'C'. Contact "C" proficiency flights should focus on basic Contact maneuvers, to include Autorotations, Emergency Procedures, and FTI maneuvers.

**Tactical LLNAV**

Utilize profile 'D'. Tactical/Navigation proficiency flights should be flown on an approved route and OLF where the focus of the flight shall be tactical Low Level Navigation and tactical maneuvers and procedures.

**NOTE 1:** QIP flights may be conducted by an instructor or by a designated squadron or HITU STAN instructor. No requirement exists that these quarterly flights be flown strictly by STAN instructors except for concurrent NATOPS flight or stage evaluations.

**NOTE 2:** AEMP flight maneuvers shall only be flown with an AEMP qualified instructor.

QIP	<b>A</b>	TH-57C 1.0	IP: IUT:	Date:	
Instrument, Night Contact, and NVG proficiency This flight should emphasize Night and/or Instrument flying in the TH-57C. Focus should be on approaches/flight time to maintain currency and annual OPNAV requirements. *PERFORMED ON NVG FLIGHTS					
A/C:	T/O:	Land:	TPT:	FPT:	CPT:
ATIS:	W:	C/V:	ALT:	DA:	RWY:
ATIS:	W:	C/V:	ALT:	DA:	RWY:
*General Knowledge			*Procedures		
*Defensive posturing			*EP's		
*Normal Approach			*Steep Approach		
TACAN Approach			Instrument Procedures		
GPS Approach			VOR Approach		
ILS/LOC Approach			PAR/ASR Approach		
*Night Autorotation			*No Hover Takeoffs		
*No hover Landings			*Low-Level Navigation		
Complete a Supplemental ATF and place in member's FIST jacket					

Fig. 3-3 TH-57 PROFICIENCY FLIGHT PROFILE A

QIP	<b>B</b>	TH-57B 1.0	IP: IUT:	Date:	
Contact "B" proficiency					
A/C:	T/O:	Land:	TPT:	FPT:	CPT:
ATIS:	W:	C/V:	ALT:	DA:	RWY:
ATIS:	W:	C/V:	ALT:	DA:	RWY:
General Knowledge			Procedures		
Defensive posturing			EP's		
Normal Approach			Sim Eng Failure at ALT		
Steep Approach			Sliding Landings		
Sim Eng Failure in Hover			Sim Eng Failure in Hover Taxi		
Tail Rotor EP's			Hydraulic Boost Off Approach		
Power Recovery Autorotations			Full Autorotations		
*AEMP Maneuvers					
<p align="center"><i>Complete a Supplemental ATF and place in member's FIST jacket *Flown only with an AEMP qualified Instructor</i></p>					

Fig. 3-4 TH-57 PROFICIENCY FLIGHT PROFILE B

QIP	C	TH-57C 1.0	IP: IUT:	Date:	
Contact "C" proficiency					
A/C:	T/O:	Land:	TPT:	FPT:	CPT:
ATIS:	W:	C/V:	ALT:	DA:	RWY:
ATIS:	W:	C/V:	ALT:	DA:	RWY:
General Knowledge			Procedures		
Defensive posturing			EP's		
Normal Approach			Sim Eng Failure at ALT		
Steep Approach			Sliding Landings		
Waveoff			EP Initiation		
Sim Eng Failure in Hover			Sim Eng Failure in Hover Taxi		
Stab Off Approach			No Hover Takeoff		
Power Recovery Autorotation			Hydraulic Boost Off Approach		
<i>Complete a Supplemental ATF and place in member's FIST jacket</i>					

Fig. 3-5 TH-57 PROFICIENCY FLIGHT PROFILE C

QIP	<b>D</b>	TH-57C 1.0	IP: IUT:	Date:	
LL NAV proficiency					
A/C:	T/O:	Land:	TPT:	FPT:	CPT:
ATIS:	W:	C/V:	ALT:	DA:	RWY:
ATIS:	W:	C/V:	ALT:	DA:	RWY:
General Knowledge			Procedures		
Defensive posturing			EP's		
Low-Level Navigation			Normal Approach		
No Hover Takeoff			Steep Approach		
No Hover Landing			Sliding Landings		
360° Approach			180° Approach		
90° Approach			Power Recovery Autorotations		
<i>Complete a Supplemental ATF and place in member's FIST jacket</i>					

Fig. 3-6 TH-57 PROFICIENCY FLIGHT PROFILE D

## CHAPTER FOUR

### STANDARDIZED FLIGHT SUPPORT

#### 1. Training Device Standardization

a. General. The TW-5 Training Device Monitor Program is designed to ensure standardized instruction and efficient utilization of training devices 2F207B T-6B Unit Training Device/UTD, 2F208B T-6B Operational Flight Trainer/OFT, 2C78 T-6B Ejection Seat Trainer/EST, 2C79 T-6B Egress Procedures Trainer/EPT, 2C67 TH-57 Cockpit Procedures Trainer/CPT, and 2B42A TH-57 Flight Instrument Trainer/FIT. This chapter is applicable to all TW-5 activities utilizing training devices 2F207B, 2F208B, 2C78, 2C79, 2C67, and 2B42. Reference (a) directs that both the content and methods of all special device training are conducted per the appropriate curriculum and all related publications. A primary requisite for a strong Standardization Program throughout these various activities is direct liaison between ground training personnel, flight support personnel, flight instructors, simulator instructors, and Student Naval Aviators.

b. The TW-5 Standardization Officer shall coordinate the following:

(1) Initial certification of Contract Instructors (CSI) shall be conducted by either the TW-5 Standardization Instructor qualified in the appropriate stage or a Designated Contract Standardization Instructor (DCSI) utilizing the Contract Simulator Instructor Evaluation Form (Attachment 4-1). Initial certification of DCSIs shall be conducted by the TW-5 Standardization Instructor qualified in the appropriate stage utilizing the Contract Simulator Instructor Evaluation Form (Attachment 4-1).

(2) Recertification of CSIs may be conducted as in paragraph 1.b.(1) or by DCSIs. DCSIs will receive their recertification and DCSI designation by the TW-5 Standardization Officer.

(3) Each CSI shall receive initial certification/recertification per the current government contract.

(4) Certification events shall be monitored in their entirety, i.e., brief, flight, debrief and grade sheet submission. A complete and detailed Contract Simulator Instructor Evaluation Form (Attachment 4-1) will be filed in each CSI's training jacket.

(5) During all certification events, the CSI will be specifically quizzed on proper preparation of simulator ATFs. If this item is not covered, the certification event will be considered incomplete.

#### c. Training Device Monitor Program

(1) To promote standardization and cohesion between the simulators and flight line, each squadron/ITU shall monitor one student simulator event, per stage assignment, monthly. ITUs shall monitor respective IUT simulator flight events. Squadron instructors who are "S" qualified in stage are qualified to monitor simulator events. Results of the monitoring will be forwarded to TW-5 Standardization utilizing Attachment 4-1.

(2) Squadrons/ITUs shall utilize the following Stage assignments to ensure all Stages are adequately monitored:

<b><u>VTs</u></b>		
VT-2	Contact CP/EP Trainer	UTD/OFT
VT-2	Contact	OFT
VT-3	Radio Instruments	UTD/OFT
VT-3	Low-Level/Visual Navigation	OFT
VT-6	Basic Instruments	UTD/OFT
VT-6	Formation	OFT
FITU	IUT Instrument/Contact/EP	UTD/OFT

<b><u>HTs</u></b>		
HT-8	Cockpit Procedures Trainer	CPT
HT-18	Basic Instruments	FIT
HT-28	Radio Instruments/Navigation	FIT
HITU	IUT Instrument/Contact/EP	CPT/FIT

(3) It is the responsibility of squadron/ITU Standardization Departments to coordinate and schedule times/places for monthly simulator monitoring. It is not necessary to be on the simulator schedule to conduct a simulator monitor. Notify the CIS IP prior to the simulator brief of the monitored event.

(4) Simulator monitor events shall include brief, simulator flight, debrief and grade sheet submission.

## 2. Mediated Interactive Lectures (MIL)

a. All TW-5 training squadrons are responsible for maintaining a minimum of two qualified instructors to administer Primary/Advanced academic lectures as scheduled by the Academic Training Department.

### **Primary phase lectures:**

C1205 Contact 2 Flight Procedures Review  
 C1210 Safe for Solo  
 F1101 Formation Flight Procedures  
 G0105 Primary Crew Resource Management (CRM)  
 G0105 Instructor CRM (1542.165)  
 G0201 Course Rules Flight Procedures  
 IN1307 CRM Case Studies

### **Advanced phase lectures:**

C0301 Preflight Procedures  
 C0401 CRM-1 (Contact)  
 C0501 Course Rules Flight Procedures  
 F0103 Formation Flight Procedures

G0801 Instructor CRM (1542.91)  
G0802 CRM Facilitator Refresher (1542.91)  
N0101 Mission Planning Systems  
N0203 Visual Navigation  
N0301 Map Interpretation Tactical  
V0102 Night Vision Device Lab

b. Flight Support Lecture Instructors shall be designated in writing by the GTO and meet the following criteria prior to instructing their first lecture:

(1) Be a qualified flight or contract instructor in the Stage which corresponds with the lecture to be given.

(2) Have completed the certification process consisting of the following:

(a) Observe one entire lecture for each class to be taught.

(b) Teach one entire lecture in the presence of an instructor designated by the GTO.

(3) Have their initial lecture monitored by a Classroom Instructor Evaluator designated in writing by the GTO utilizing the Classroom Instructor Evaluation Checklist (Attachment 4-3).

(4) Instructors who have not taught a class within the past 90 days shall have their next scheduled lecture monitored by a Classroom Instructor Evaluator.

c. Per reference (a), squadron COs and the FITU/HITU OICs shall assist CTW-5 in monitoring the training syllabus and advising of any standardization deficiencies. Lectures shall be monitored once each quarter by an instructor "S" qualified in the appropriate stage utilizing Attachment 4-2.

(5) Primary Flight Support Lecture Monitors are assigned as follows:

**VT-2**

Contact (CXXXX)

Operating Procedures (PRXXXX)\*/Systems (SYXXXX)\*

**VT-3**

Instruments (INXXXX)

VFR Navigation (NAXXX)/Low-Level (LLXXX)

**VT-6**

Formation (FXXXXX)

Ground: Wheels Watch (G0107)\*/TIMS/Curriculum (G0108)\*

**TW-5/FITU**

Aviation Safety (G0103)  
Crew Resource Management (C0105)+, (IN1307)+  
Course Rules Flight Procedures (G0201)  
Ejection Seat/Egress (G0102)  
GLOC/GTIP (G0104)  
Airsickness Awareness (G0106)

\*Monitor may be instructor "S" qualified in ANY Stage  
+Monitor must be a CRM Instructor or Facilitator

(6) Advanced Flight Support Lecture Monitors are assigned as follows:

**HT-8**

Instrument Flight Rules/MET Review (I0301/I0303)  
Radio Instruments Flight Procedures (I0408)  
Formation Procedures (F0103)

**HT-18**

Systems 'B' (C01XX)/ Systems 'C' (C07XX)  
Preflight and Cockpit Procedures 'B' (C0301)  
Aerodynamics (C02XX)\*

**HT-28**

VFR Navigation (N0203)  
Map Interpretation (N0301)  
Mission Planning System (N0101)

**TW-5/HITU**

Aviation Safety (G0301)  
Crew Resource Management (C0401)+, (I0201)+  
Course Rules Flight Procedures (C0501)

\*Monitor may be instructor "S" qualified in ANY Stage  
+Monitor must be a CRM Instructor or Facilitator

e. Reports. A Flight Support Standardization Critique (Attachment 4-2) shall be completed by the assigned Standardization instructor and submitted upon completion, but no later than the last day of the quarter to the TW-5 GTO, copy to TW-5 Standardization.

3. Kneeboard Cards

a. Kneeboard cards are a critical tool that both instructors and students use during the brief, flight, and debrief.

b. TW-5 Standardization Officer shall:

(1) Promulgate minimum standards for kneeboard cards per the assigned student and flight instructor curriculum.

(2) Establish an effective monitoring program.

c. Only TW-5 kneeboard cards are authorized for use in conjunction with Primary and Advanced student and flight instructor syllabus flights. Squadrons shall submit kneeboard cards changes for approval to the TW-5 Standardization Officer.

d. All training squadrons shall:

(1) Maintain an electronic copy and a sufficient supply of kneeboard cards.

(2) Submit kneeboard card changes to the TW-5 Standardization Officer.

#### 4. Student Approach Plates

a. TW-5 Standardization Officers shall manage the Student Approach Plates and establish an effective review program to ensure the plates conform to DoD format and comply with TW-5 Standard Operating Procedures (FWOP/RWOP).

b. Only TW-5 Student Approach Plates, DOT, and DOD approach plates are authorized for use in conjunction with student syllabus flights.

c. TW-5 Book Issue shall maintain a sufficient supply of Primary and Advanced Student Approach Plates.

d. All training squadrons shall:

(1) Ensure instructors and students are utilizing current TW-5 Student Approach Plates.

(2) Recommend Student Approach Plate changes to TW-5 Standardization.

#### 5. In-flight Guides

a. In-flight Guides (IFGs) are a necessary tool that both instructors and students use during Primary and Advanced training flights.

b. The TW-5 Standardization Officer shall manage the IFGs and establish an effective review program to ensure the guides are per the local FWOP/RWOP.

c. Only TW-5 IFGs are authorized for use in conjunction with student Primary and Advanced syllabus flights.

d. TW-5 Book Issue shall maintain a sufficient supply of both Primary and Advanced IFGs.

e. Training squadrons shall:

- (1) Ensure instructors and students are utilizing current TW-5 IFGs.
- (2) Recommend IFG changes to TW-5 Standardization.

6. Checklist Study Guide

- a. TW-5 Standardization Officer shall manage their respective Checklist Study Guide and establish an effective review program to ensure the guide is per the current NATOPS Flight Manual.
- b. TW-5 Book Issue shall maintain a sufficient supply of Checklist Study Guides.
- c. Training squadrons shall:
  - (1) Ensure instructors and students are utilizing current TW-5 Checklist Study Guides.
  - (2) Recommend Checklist Study Guide changes to TW-5 Standardization.

7. CNATRA Stage and TW-5 Course Managers Assignments

- a. The following are CNATRA designated Stage Manager assignments for TW-5 Primary (T-6B) Training Squadrons. Primary assignments are outlined in bold:

**CNATRA Stage Managers**

<b>VT-2</b>	<b>VT-3</b>	<b>VT-6</b>
<b>Contact Stage</b>	<b>Visual Navigation Stage</b>	<b>Formation Stage</b>
Night Contact Out of Control (OCF)	Low Level	Tactical Formation

- b. The following are CNATRA designated Stage Manager assignments for TW-5 Advanced Rotary-Wing (TH-57) Training Squadrons:

<b>HT-8</b>		
<b>Ground Stage</b>	<b>Instrument Stage</b>	<b>Formation Stage</b>
Systems (TH-57)	Basic/Radio Instrument	Helicopter Formation
	Radio Instrument Review	
	Instrument Ground School	

<b>HT-18</b>	
<b>Contact "B"/Tactics Stage</b>	<b>Night Tactics (NVG) Stage</b>
FAM-0/PRF-1	NVG Lab
Emergency Procedures One	
TFP-1	
Preflight/Cockpit Procedures "B"	

<b>HT-28</b>	
<b>Ship/SAR Stage</b>	<b>Navigation Stage</b>
Shipboard Operations	MITAC
SAR Procedures	JMPS
	VFR Navigation

c. The following are TW-5 Course Manager assignments. TW-5 Course Managers are assigned to provide the necessary oversight and management of delineated programs.

#### **TW-5 Course Managers**

<b>TW-5</b>
T-6B OCF (under T-6B Contact SM): T-6B NATOPS Program Manager CRM: T-6B and TH-57 NATOPS Program Managers TW-5 Course Rules: T-6B and TH-57 TW-5 Standardization Officers TW-5 T-6B Wheels Watch: TW-5 Senior Watch Officer TW-5 Safety Brief: TW-5 Safety Officer Helicopter Aerodynamics: TW-5 Academic Training Helicopter MET Review: TW-5 Academic Training TW-5 Instrument Ground School: TW-5 Academic Training

### CONTRACT SIMULATOR INSTRUCTOR (CSI) EVALUATION FORM

INSTRUCTOR: \_\_\_\_\_  
Name

EVALUATOR: \_\_\_\_\_ / \_\_\_\_\_  
Name Squadron

BRIEF: \_\_\_\_\_ / \_\_\_\_\_  
Date Time

- \_\_\_\_\_ Initial certification
- \_\_\_\_\_ Recertification
- \_\_\_\_\_ Monthly monitor
- \_\_\_\_\_ TH-57
- \_\_\_\_\_ T-6B
- \_\_\_\_\_ EP \_\_\_\_\_ CPT
- \_\_\_\_\_ RI/AN \_\_\_\_\_ BI
- \_\_\_\_\_ Tactics
- \_\_\_\_\_ Contact/NATOPS
- \_\_\_\_\_ Instrument
- \_\_\_\_\_ Formation
- \_\_\_\_\_ VNAV/LL

UNQ \_\_\_\_\_ CO \_\_\_\_\_ Q \_\_\_\_\_

**A. BRIEF:**

1. FTI Knowledge
2. Attitude/Initiative
3. Verbal Presentation
4. Rapport with SNA/IUT

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**B. IN-FLIGHT:**

1. Attitude/Initiative
2. Error Detection/Correction
3. Verbal Presentation
4. Headwork - Conduct of Flight
5. Emergency Procedures
6. CRM (TH-57 only)

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**C. DEBRIEF:**

1. Attitude/Initiative
2. Error Detection/Correction
3. Verbal Presentation

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**D. GRADE SHEET:**

1. Preparation/CTS standards

\_\_\_\_\_

**EVALUATOR COMMENTS:**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_  
Instructor's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Evaluator's Signature

\_\_\_\_\_  
Date

Original to: CIS Training Jacket  
Copy to: TH-57/T-6 (Please Circle) TW-5 Standardization

**FLIGHT SUPPORT STANDARDIZATION CRITIQUE**

Course Title: \_\_\_\_\_

Instructor's name: \_\_\_\_\_

Date: \_\_\_\_\_ Monitor's name: \_\_\_\_\_ / \_\_\_\_\_  
Name Squadron

1. Did the Instructor conduct a professional class and foster a professional learning environment?
2. Was the Instructor Guide (IG) current?
3. Was all of the information in the IG adequately covered?
4. Was the information presented clearly with sufficient explanation?
5. Was the level of instruction such that the material was easily understood?
6. Was the information complete and per the current FTI/FWOP/RWOP? List any discrepancies.
7. Did you observe any lack of standardization between this instructor and others you have monitored?
8. Was information presented in conflict with current MPTS syllabus?
9. Was information presented in an organized manner?
10. Was there information omitted from this lecture?
11. Recommendations:

Original to: TW-5 Academic Training Officer  
Copy to: TH-57/T-6 (Please Circle) TW-5 Standardization

**CLASSROOM INSTRUCTOR EVALUATION CHECKLIST**

NAME		RATE		DATE			
COURSE		TOPIC TITLE		CIN			
<input type="checkbox"/> TECHNICAL	<input type="checkbox"/> TECHNIQUE	INSTRUCTOR PREPARATION		1	2 3		
QUALIFICATION	MONTHLY 1 2 3	QUARTERLY 1 2 3 4	HIGH-RISK				
Evaluate each item on the checklist. Rate each item a YES, NI, (Needs Improvement), NO or NA (Not Applicable).							
				YES	NI	NO	NA
<b>1. INTRODUCTION</b>							
a. Displayed course and topic title.							
b. Introduced self.							
c. Explained how the material fits into the course.							
d. Explained objectives to the students.							
e. Stressed the importance of safety.							
f. Explained the importance of satisfactory performance.							
g. Motivated students to do their best.							
<b>2. PRESENTATION</b>							
a. Lesson plan has been personalized.							
b. Classroom and materials are ready for training.							
c. Information technically accurate.							
d. Taught from the discussion points.							
e. Used the lesson plan effectively.							
f. Transitioned and chained material effectively.							
g. Used training aids effectively.							
h. Used technical training aids effectively.							
i. Maintained proper eye contact.							
j. Displayed enthusiasm.							
k. Used gestures effectively.							
l. Maintained a positive, professional attitude.							
m. Used time effectively.							
n. Avoided distracting mannerisms.							
o. Used communication skills effectively.							
p. Maintained flexibility.							
q. Used personal experiences/examples to stress materials.							
r. Explained material clearly.							
<b>3. INSTRUCTOR/STUDENT INTERACTION</b>							
a. Established and maintained student attention.							
b. Encouraged student participation.							
c. Checked for student comprehension.							
d. Established/maintained proper instructor/student relationship.							
<b>4. SUMMARY</b>							
a. Related objectives to the lesson.							
b. Summarized lesson properly.							
c. Questions checked student understanding.							
d. Reemphasized the importance of safety.							

CLASSROOM INSTRUCTOR EVALUATION CHECKLIST

<input type="checkbox"/> Satisfactory	<input type="checkbox"/> Unsatisfactory
<input type="checkbox"/> Recommended for a Waiver	<input type="checkbox"/> Recommended for MTS
<b>REMARKS COMPLETED BY THE EVALUATOR</b>	
All behaviors evaluated as NI or NO will be explained under this section. Also include any comments of an outstanding nature. A statement concerning safety evaluation procedures must be included in this section.	
<b>SIGNATURE AND TITLE OF THE EVALUATOR</b>	<b>DATE</b>
<b>INSTRUCTOR IMPROVEMENT PLAN</b>	
I have been debriefed on this evaluation. I understand the areas that need improvement and will take the following action:	
<b>SIGNATURE AND TITLE OF THE INSTRUCTOR</b>	<b>DATE</b>

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## CHAPTER FIVE

### OPERATIONAL FLIGHT REQUIREMENTS

1. Semi-annual Emergency Procedures (EP) Program. The Semi-annual Emergency Procedures (EP) Program is applicable to all TW-5 instructors. These events are necessary to ensure standardization and produce an increased level of proficiency in handling aircraft emergencies per reference (a). An EP flight shall be conducted in conjunction with the annual NATOPS evaluation. Additionally, instructors shall participate in an EP refresher conducted in a high fidelity simulator: 2B42 for TH-57 or 2F207B/2F208B for T-6B. Per reference (a), the annual trainer shall be completed in the sixth month (+/- 1 month) after the initial and each subsequent annual NATOPS evaluation and shall include both normal and emergency procedures.

a. Squadrons and ITUs shall establish procedures to ensure compliance.

b. The T-6B EP refresher shall be accomplished per Q2104 in reference (c) and documented in the instructor's NATOPS jacket.

c. The TH-57 EP refresher shall be accomplished per I3101 in reference (d) and documented in the instructor's NATOPS jacket. Event shall include a cross-section of normal checklists and emergency procedures including both critical and non-critical memory items (10 minimum).

2. Semi-annual Out-of-Control Flight Training Program. The semi-annual OCF Training Program is applicable to all TW-5 T-6B instructors. These events are necessary to ensure a high level of instructor proficiency and currency in OCF prevention, recognition, and recovery procedures. An OCF flight shall be conducted in conjunction with the annual NATOPS evaluation. Additionally, instructors shall fly an OCF refresher flight by the last day of the sixth month (+/-1 month) following the NATOPS evaluation.

a. Primary Squadrons and FITU shall establish procedures to ensure compliance.

b. The OCF refresher flight shall be conducted with an OCF "D" or "S" instructor in the front cockpit.

c. Unless waived, all maneuvers and Special Syllabus Requirements (SSRs) are to be executed in compliance with reference (c).

d. For the T-6B, OCF 'S' or 'D', NATOPS instructors, and assistant NATOPS instructors are exempt from the semi-annual OCF flight requirement due to their habitual exposure to the OCF flight regime. The OCF portion of their annual NATOPS evaluation flight is still required.

e. High Speed Spirals, Skidded Turn Stalls, and Progressive Spins shall only be conducted with an OCF "D" or "S" instructor, or by a qualified Functional Check Pilot (FCP).

f. Consideration for OCF designation requires a minimum of 250 total hours in the T-6A/B.

### 3. Instrument Flight Qualifications

a. Reference (e) prescribes the standards for the maintenance of instrument qualifications for all Naval Aviators and sets forth procedures for the conduct of instrument flights in Naval aircraft. Per the general policies defined in references (a), (e), and (f), the TW-5 Instrument Training Program is designed to provide refresher training in procedures and techniques required to support all-weather operation of assigned aircraft.

b. Refresher Training. Annually, all instructors who are required to maintain an instrument qualification shall:

(1) Attend TW-5 Instrument Refresher Ground Training.

(2) Successfully complete the TW-5 written instrument examination. The written examination shall be administered in conjunction with the Instrument Refresher Ground Training syllabus.

(3) Satisfactorily complete an instrument evaluation flight per references (e) and (f).

c. TW-5 Academic Training Department is designated as the Instrument Ground Training Activity for TW-5. They shall:

(1) Establish, schedule, and conduct Instrument Refresher Ground Training.

(2) Provide the necessary publications to examinees. These publications shall be kept together in a packet or other suitable container.

(3) Correct and immediately review exams with the examinees upon completion.

(4) Review the TW-5 written Instrument Examination question bank annually, or whenever procedural changes dictate, ensuring the examination complies with the requirements of reference (e).

d. In addition to the requirements for the syllabus listed in reference (e), the Instrument Refresher Ground Training syllabus will include a review of:

(1) FLIP publications

(2) OPNAVINST 3710.7 Series

(3) FAR Part 91

(4) NATOPS Instrument Flight Manual

(5) Aerospace Physiology

(6) Meteorology

e. Changes to the Instrument Examination will be promulgated by TW-5 Academic Training. Commands are urged to submit comments and recommendations, including proposed revisions, to TW-5 Academic Training.

f. Per reference (e), TW-5 and all assigned squadrons shall establish individual Instrument Flight Boards. These boards will conduct all required instrument flight evaluations.

g. In the case of those pilots who fail to meet annual instrument rating requirements, action shall be taken per reference (e).

#### 4. NATOPS Qualifications

a. All pilots are individually responsible to complete an annual NATOPS Open Book, Closed Book, and check flight per references (e) and (f).

(1) Shall be responsible for arranging their schedule to complete an Open and Closed Book examination prior to their annual NATOPS Check Flight.

(2) Shall bring a NATOPS Pilot Evaluation Worksheet to the NATOPS Check Flight brief with all applicable information entered.

(3) Shall bring their NATOPS Flight Manual and Pocket Checklist to the NATOPS Check Flight brief.

b. Before designation as a T-6B NATOPS Evaluator (NE) or Assistant NATOPS Instructor (ANI), instructors must also be designated as an OCF "D" or "S" Instructor.

From: \_\_\_\_\_  
To: Commanding Officer \_\_\_\_\_

Via: Standardization Officer \_\_\_\_\_  
Safety Officer \_\_\_\_\_  
Operations Officer \_\_\_\_\_

Subj: INSTRUCTOR MID-TOUR COUNSELING

Ref: COMTRAWINGFIVEINST 3740.5P

1. Due to the inherent risk of aviation duty and my (current flight time, proximity to orders, and/or reception of orders) I hereby have completed the following checklist. Note that this checklist is not all inclusive and is meant to encourage a discussion of flying safe.

**Standardization Officer**

- IP Stage Qualifications discussion/Earning advanced qualifications
- Importance of IP Standardization discussion
- Recent FWOP/RWOP and FTI changes discussion (TCR process)/What are your inputs?
- SNA end of syllabus survey discussion/Trends
- Flight Instructor Guide (FIG)/Utilization and inputs
- Stay in the books/Set the standard for new IPs and SNAs

\_\_\_\_\_  
Standardization Officer

**Safety Officer**

- CNATRA Human Factors board- Purpose
  - o (CNATRAINST 5420.13H)
- Recent Mishaps/PEL trends (T-6Bs cover TW-4/5/6)
- Personal Safety Bubble/Instructor Box discussion
- Distractions in the cockpit/How to mitigate
- IP Complacency/How to mitigate
- ORM discussion/Effective utilization

\_\_\_\_\_  
Safety Officer

**Operations Officer**

- Flight hours (total and in model) \_\_\_\_\_ / \_\_\_\_\_
- Flight Hour limitations/Flight Waivers discussion
- Cancellation/Incomplete policy discussion
- Ground Job duties vs. Flying duties/How to manage

\_\_\_\_\_  
Operations Officer

Notes:

IP Signature: \_\_\_\_\_  
-Place in Instructor's ATJ

APPENDIX AFIXED-WING INSTRUCTOR TRAINING UNIT (FITU) GUIDELINES AND PROCEDURES

1. Purpose. To state the mission, organization, guidelines, and procedures of the Fixed-Wing Instructor Training Unit (FITU) under TW-5.
2. Discussion. TW-5 is tasked to provide all prospective T-6B flight instructors with an initial NATOPS qualification, Instrument check, instructor designation, and initial Contact, Instrument, Visual Navigation qualifications as outlined in references (a),(c),(e), and this instruction. Manned with the highest-quality instructors from TW-5 Fixed-Wing Squadrons, the FITU provides in-depth ground and flight instruction which is the foundation of a successful training command tour. Reference (e) specifies the administration of general NATOPS requirements. The instructor training syllabus outlined in reference (c) promulgates the policies and requirements of the Flight Instructor Standardization and Training Program under TW-5. ADDU FITU instructors may be utilized as per reference (a) and this instruction.
3. Mission. The mission of the FITU is to provide Primary Training Squadrons TWO (VT-2), THREE (VT-3, and SIX (VT-6) with qualified T-6B flight instructors, perform Stage upgrade flights, and Instructor standardization check rides as required, and contribute towards TW-5 Primary production goals.
  - a. Primary Training Duties shall include the following:
    - (1) NATOPS qualify assigned IUTs in the T-6B aircraft.
    - (2) Conduct all IUT curriculum flights required for initial qualification as a flight instructor per reference (c).
    - (3) Ensure prospective flight instructors are instrument qualified per references (e) and (f).
    - (4) Ensure completion of all academic and physiological training of assigned aviators (i.e., Flight Instructor Training Course (FITC), Naval Aviation Water Survival Training (NAWST), etc.).
    - (5) Conduct initial Stage training and upgrade check flights for instructors per Chapter 2.
  - b. Secondary Training Duties shall include the following:
    - (1) Provide NATOPS qualification and continued flight support for TW-5 staff aviators, as required.
    - (2) As asset availability allows, provide initial and advanced training/qualifications for satellite site aviators operating the T-6B.
    - (3) Conduct FITU instructor annual standardization, NATOPS, and instrument checks and

ADDU instructor annual standardization check flights as required.

(4) Provide student curriculum flights for the training squadrons when permissible. IUT flights will have priority.

(5) Provide instruction to assigned flight surgeons per reference (h).

(6) Additional duties as assigned by CTW-5.

#### 4. Organization

a. FITU Officer in Charge (OIC). The OIC shall be an O-4 select or above appointed by CTW-5 and directly responsible to CTW-5 via the TW-5 Training Officer.

b. FITU Instructors. FITU instructors will be highly-qualified flight instructors who meet the minimum requirements of paragraph c. below, are selected from TW-5 Fixed-Wing training squadrons, who possess, at the time of selection, either Day Contact and/or Instrument STAN qualifications and transferred to TW-5 for Temporary Additional Duty (TAD) under the direction of the FITU OIC. FITU staffing, per reference (l) shall consist of the following:

(1) One O-4 select or above OIC (from any of the three Primary squadrons).

(2) Four instructors from each VT squadron (desired manning level of 12 staff pilots drawn equally from the three squadrons).

(3) One civilian.

c. Replacement of Instructors. CTW-5 shall submit notification for replacement of a FITU Instructor NLT 45 days prior to the instructor's expected detachment or terminal leave date using attachment A-1. Squadrons shall nominate a replacement for their respective instructor within 30 days of this date using attachment A-2. Upon screening and selection by CTW-5, the individual shall report to TW-5 Administration for check-in at least two weeks in advance of the instructor's departure date. Nominees shall possess the following qualifications:

(1) Currently serving as a Standardization Stage Instructor in either Day Contact and/or Instrument. The instructor shall possess a minimum of two months standardization experience to better prepare them for the unique demands of the FITU.

(2) Minimum of one year recent flight instructor experience.

(3) Minimum of 500 hours of T-6B flight time.

(4) Minimum of six months remaining on board.

d. ADDU FITU Instructors. The COs of each Fixed-Wing training squadron shall augment the FITU with 6 to 10 standardization instructors assigned Additional Duty (ADDU) as FITU

instructors. These ADDU Instructors shall be made available on a priority basis to the FITU, upon request. ADDU Standardization instructors shall be nominated by squadron COs per Attachment A-3 and assigned by CTW-5 per Attachment A-4. Squadron ADDU nominations shall be delivered to TW-5, via the FITU OIC, no later than two weeks prior to the beginning of each quarter of the fiscal year. ADDU instructor assignments will normally remain in effect for at least the quarter assigned, but may be changed at the discretion of FITU OIC. Per reference (k), if FITU loading exceeds 45 IUTs, each parent squadron shall send one additional ADDU IP to the FITU as deemed necessary by the OIC with CTW-5 concurrence. The ADDU IP shall be made available to the FITU for a minimum of 14 days.

ADDU instructors shall be highly-qualified standardization instructors within the parent squadron's Standardization Department. Specific responsibilities shall include:

(1) Conduct IUT syllabus flights per reference (c) as scheduled by the FITU.

(2) ADDU instructors should fly a minimum of four IUT syllabus flight events per quarter with the FITU to maintain proficiency with initial instructor training.

## 5. IUT Training and Scheduling

a. Reporting. After initial check-in procedures with Personnel Support Detachment, Marine Aviation Training Support Group 21 (MATSG-21), or the Coast Guard Liaison Office, as appropriate, USN and USCG IUTs shall report first to TW-5 Administration. USMC IUTs shall report to Senior Marine, TW-5 for squadron assignment. Following initial check-in with parent VT squadron, all IUTs shall report to the FITU for training and qualification as a flight instructor. The IUT shall not be assigned duties by the parent squadron until completion of the IUT training curriculum.

b. Training. The FITU will conduct training per the mission statement and the curriculum as outlined in reference (c).

(1) Per reference (a), NIs/ANIs may conduct any NATOPS syllabus event. DCON "S" Instructors may conduct Q4101-Q4104 and Q4203-Q4204 flights. Instrument "S" Instructors or designated instrument check pilots may conduct the Q4201-2 flights.

c. Scheduling. Scheduling for all IUT initial qualification events shall be administered and scheduled through the FITU. Scheduling for stage upgrade flights and Standardization check flights shall be administered and scheduled through the FITU on a space-available basis. If the FITU is unable to provide training due to IUT priority, upgrade and check flights may be conducted by squadron Standardization pilots. The FITU OIC (or designated representative) will make the determination as to availability. FITU events shall be scheduled and receive aircraft on a priority basis from available T-6B assets.

d. Administration. The FITU shall maintain IUT NATOPS Jackets, Standardization Aviation Training Jackets (ATJs) and Flight Logbooks.

e. Leave. Annual leave will be granted by the parent squadron on a case-by-case basis for pilots while in an IUT status. Requests shall be routed through the FITU OIC via the FITU Operations Officer. Off-duty education shall not interfere with training.

## 6. Responsibilities

a. FITU OIC. The FITU OIC is responsible for the overall operation of the FITU, its mission, and the management and leadership of assigned instructors. Primary duties are outlined in reference (a). Additional duties shall include:

- (1) Comply with requirements of this instruction.
- (2) Maintain IUT NATOPS Jackets and Flight Logbooks.
- (3) Create and maintain IUT Standardization ATJs while the IUTs are under initial IUT training.
- (4) Maintain staff aviator NATOPS Jackets, Standardization ATJs and Flight Logbooks.
- (5) Maintain a current file of instructions and publications pertinent to all flight instruction accomplished in the T-6B aircraft and local Fixed-Wing operating procedures.
- (6) Assist the TW-5 Training Department in matters pertaining to the IUT training syllabus and promoting standardization.
- (7) Publish a daily flight and ground training schedule.
- (8) Ensure an adequate number of FITU flight instructors are available to meet expected IUT loading. Send all available FITU flight instructors that are not utilized to the squadrons for scheduling. Provide COs any projected FITU instructor manning support.
- (9) Provide COs of the VT squadrons with timely IUT status reports to include any potential IUT Training Review Board (TRBs) or attrition recommendations. Submit all TRB or attrition recommendations to CTW-5 via the IUT's CO.
- (10) Act as the CTW-5 authorized deputy in the certification of Aviators' Flight Logbooks maintained by the FITU.
- (11) Provide oversight of both the FITU and Wing Qualification Matrix.

b. FITU Instructors. Staff members of the FITU are charged with upholding and promoting the highest standards of aviation professionalism and excellence. They are supported operationally and administratively by TW-5. Special duties shall include:

- (1) Conduct the IUT syllabus per reference (c).

(2) Conduct instructor Standardization check flights, as required, per this instruction.

(3) Shall fly a minimum of six student syllabus flights per quarter with any squadron to observe squadron standardization and to maintain familiarity with common student errors.

(4) Perform additional duties as assigned by the FITU OIC.

c. FITU Operations Officer (OPSO). The FITU OPSO is responsible for the planning and execution of the daily flight schedule, coordinating off-site operations, and submitting requests for weekend cross-country or regional aircraft. Additional duties shall include:

(1) Attend the weekly TW-5 Operations meeting.

(2) Manage instructor availability; including recommendation of instructor leave requests and coordination of ADDU utilization between FITU and squadrons.

(3) Utilize the IUT time-to-train tracker to maintain weekly updates and submit bi-monthly progress reports to the parent squadron COs via the OIC.

(4) Supervise FDOs while TAD from TW-5.

d. FITU Standardization Officer. The FITU Standardization Officer is responsible for ensuring standardization of the training syllabus administered to IUTs, per references (a), (c), and this instruction. Specific duties shall include:

(1) Track staff instructor qualifications, expirations, and test scores as well as submit both the TW-5 Fixed-Wing and FITU QM to TW-5 Standardization by the 25<sup>th</sup> of each month.

(2) Conduct quarterly standardization training with summarized information provided on periodic "Stan Gram."

(3) Maintain the standardization library, including FTIs and regulations, with all up-to-date references specified in applicable directives.

(4) Administer INAV and DCON stage briefs for IUTs.

(5) Ensure FITU Instructors meet quarterly student syllabus flight minimums.

(6) Attend quarterly Wing Standardization Boards.

e. FITU NATOPS Officer. The FITU NATOPS Officer shall administer the NATOPS Program for all applicable TW-5 staff personnel and IUTs, per reference (e). As responsibilities sometimes overlap with the TH-57 Program Manager/NATOPS Evaluator, close coordination with the Program Manager is required. Special duties shall include:

(1) Ensure completeness and accuracy of all NATOPS related paperwork, including

OPNAV 3710/7 (NATOPS Evaluation Report), OPNAV 3710/2 (NATOPS Instrument Rating Request), and review or revise as necessary, all Open and Closed Book NATOPS Exams.

(2) Ensure staff personnel and IUTs are current in all areas of flight physiology, egress, instrument requirements, emergency procedures simulators, and annual NATOPS check flights through periodic reporting.

(3) Coordinate and assist with annual unit NATOPS Evaluation.

(4) Ensure an adequate number of qualified Assistant NATOPS Instructors (ANI) are onboard the FITU to meet training requirements, not to exceed limitations outlined in reference (j).

f. FITU Safety Officer. The FITU Safety Officer is responsible for the FITU Safety Program. Additional duties shall include:

(1) Liaise with the TW-5 and squadron Safety Officers on all safety matters (aviation safety, ground safety, on and off duty ORM, etc.).

(2) Attend the monthly TW-5 Safety meeting as a FITU representative.

(3) Maintain a FITU Safety pass down binder.

(4) Maintain a FITU Pilot/Aircrew Read and Initial board.

g. FITU Schedules Officer. The FITU Schedules Officer shall ensure maximum utilization of IUTs, instructors, and aircraft. Special attention shall be observed to ensure prerequisite events are completed and high priority IUTs are scheduled. Additionally, the Schedules Officer shall coordinate ADDU exchanges with the VT squadrons. Special duties shall include:

(1) Manage IUT availability; including close monitoring of priority status IUTs and forwarding recommendations of IUT leave and special requests to the FITU OIC via the FITU OPSO.

(2) The FITU Schedules Officer shall coordinate with the Fixed-Wing Squadrons for scheduling input requirements (i.e., upgrade check flights, ADDU instructor/IUT flights, FITU instructor/SNA flights). The FITU shall provide VT-2, VT-3, VT-6, and Aircraft Issue with smooth copies of the FITU flight schedule.

h. Commanding Officers of VT Squadrons:

(1) Shall require all newly assigned potential flight instructors to report to the FITU OIC for initial instructor training after initial squadron check-in is complete.

(2) Shall not assign the IUT ground or collateral duties, including standing watches, until initial qualification is attained.

(3) Provide top quality FITU replacement pilots and ADDU Standardization Instructors per this instruction.

(4) Ensure ADDU instructors are provided to the FITU in order to complete Stage upgrade flights and IUT training per this instruction and reference (c).

(5) Provide scheduling to ensure each FITU staff instructor is provided student syllabus flights to execute when requested.

(6) Provide feedback to CTW-5 on IUT training.

3740  
Ser N7/  
Date

From: Commander, Training Air Wing FIVE  
To: Commanding Officer, Training Squadron \_\_\_\_\_

Subj: NOTIFICATION FOR REPLACEMENT OF FIXED-WING INSTRUCTOR  
TRAINING UNIT INSTRUCTOR

Ref: (a) CNATRINST 3710.13H  
(b) COMTRAWINGFIVEINST 3740.5P

1. Per references (a) and (b), the Fixed-Wing Instructor Training Unit (FITU) requests a replacement instructor for Lieutenant John P. Jones, USN, expected to detach 1 June 2016.
2. It is desired that the replacement instructor be of the highest caliber, not only as an instructor, but in officer-like qualities as well. While previous additional duty experience is desired, nominee shall possess the following qualifications:
  - a. Currently serving as a standardization stage instructor in either Day Contact or Instrument stage. The instructor shall possess a minimum of two month's standardization experience to better prepare them for the unique demands of the FITU. Naval Air Training and Operating Procedures Standardization (NATOPS) Instructor or Assistant NATOPS Instructor qualification is preferred, but not required.
  - b. Minimum of one year recent flight instructor experience.
  - c. Minimum of 500 flight hours in the T-6B.
  - d. Minimum of six months remaining on board.
3. Request a nomination in writing per reference (a), attachment (B-2), no later than 1 May 2016 (30 days prior to expected detachment) to coordinate interview/screening. Nominee selected will be transferred two weeks prior to detachment or no later than 14 May 2016. Point of contact is LCDR Pete Mitchell, FITU Officer-in-Charge.
4. Prior to submitting a candidate's name to the Wing, the squadron will brief the Chief of Staff Officer regarding the candidate's Fitness Report (FITREP) history and any issues needed to consider for future FITREPs.

Signature Line

Copy to:  
TW-5 N7  
FITU

3740  
Ser N7/  
Date

From: Commanding Officer, Training Squadron \_\_\_\_\_  
To: Commander, Training Air Wing FIVE  
Via: Officer-in-Charge, Fixed-Wing Instructor Training Unit

Subj: NOTIFICATION FOR REPLACEMENT OF FIXED-WING INSTRUCTOR  
TRAINING UNIT INSTRUCTOR

Ref: (a) CNATRINST 3710.13H  
(b) COMTRAWINGFIVEINST 3740.5P

1. The following information is provided per references (a) and (b):
  - a. Name, rank/service: John P. Jones, LT/USN
  - b. Date reported to squadron (*min of one year exp*): March 2014
  - c. Projected Rotation Date (PRD) (*min of 6 months remaining*): February 2017
  - d. Total flight time: XXXX
  - e. Total T-6 flight time (*min of 500*): XXXX
  - f. Total T-6 instructional time: XXX
  - g. Months of STAN instructor experience (*min of 2*): XX
  - h. Qualifications: INAV(S), DCON(S), NCON(S), NAV(S), FORM(S), SL, DL, INSTX,
  - i. Squadron billets held: Assistant STUCON, Class Advisor
  
2. (Commanding Officer's comments)

Signature Line

Copy to:  
TW-5 N7  
FITU

3740  
Ser N7/  
Date

From: Commanding Officer, Training Squadron \_\_\_\_\_  
To: Commander, Training Air Wing FIVE  
Via: Officer-in-Charge, Fixed-Wing Instructor Training Unit

Subj: ADDITIONAL DUTY NOMINATIONS AS FIXED-WING INSTRUCTOR  
TRAINING UNIT INSTRUCTOR

Ref: (a) CNATRINST 3710.13H  
(b) COMTRAWINGFIVEINST 3740.5P

1. Per references (a) and (b), the following personnel are nominated for Additional Duty assignment to the Fixed-Wing Instructor Training Unit: *(6-10 required, list in order of rank)*

<b>VT-X</b>		
<b>NAME</b>	<b>RANK</b>	<b>QUALIFICATIONS</b>
Davidson	CDR	INAV(S), DCON(S), NCON(S), NAV(S), FORM(S), SL, DL, INSTX, OCF(S)
Adams	LCDR	NAV(S), DCON(S), NCON(S), NAV(S), INSTX
Goodwin	LCDR	NAV(S), DCON(S), NCON(S), NAV(S), FORM(S), SL, DL, INSTX
Charlie	MAJ	NAV(S), DCON(S), NCON(S), NAV(S), FORM(S), SL, DL
Grace	LT	NAV(S), DCON(S), NCON(S), NAV(S), FORM(S), SL, DL, INSTX, OCF(S)
Smith	LT	NAV(S), DCON(S), NCON(S), NAV(S), FORM(S), SL, DL, INSTX, OCF(S)
Phillips	Capt	INAV(S), DCON(S), NCON(S), NAV(S), FORM(S), SL, DL, INSTX, OCF(S)

Signature Line

Copy to:  
TW-5 N7  
FITU  
VT-X OPS

COMDRAWINGFIVENOTE 3740  
 Ser N7/  
 Date

COMDRAWING FIVE NOTICE 3740

Subj: ADDITIONAL DUTY ASSIGNMENT AS FIXED-WING INSTRUCTOR  
 TRAINING UNIT T-6B INSTRUCTOR

Ref: (a) CNATRAINST 3710.13H  
 (b) COMDRAWINGFIVEINST 3740.5P

1. Per references (a) and (b), the following personnel are assigned Additional Duty assignment to the Fixed-Wing Instructor Training Unit:

VT-2		
NAME	RANK	QUALIFICATIONS
Davidson	CDR	INAV(S), DCON(S), NCON(S), NAV(S), FORM(S), SL, DL, INSTX, OCF(S)
Adams	LCDR	NAV(S), DCON(S), NCON(S), NAV(S), INSTX
Goodwin	LCDR	NAV(S), DCON(S), NCON(S), NAV(S), FORM(S), SL, DL, INSTX
Charlie	MAJ	NAV(S), DCON(S), NCON(S), NAV(S), FORM(S), SL, DL
Grace	LT	NAV(S), DCON(S), NCON(S), NAV(S), FORM(S), SL, DL, INSTX, OCF(S)
Smith	LT	NAV(S), DCON(S), NCON(S), NAV(S), FORM(S), SL, DL, INSTX, OCF(S)
Phillips	Capt	INAV(S), DCON(S), NCON(S), NAV(S), FORM(S), SL, DL, INSTX, OCF(S)

VT-3		
NAME	RANK	QUALIFICATIONS
Forrest	LCDR	INAV(S), DCON(S), NCON(S), NAV(S), FORM(S), SL, DL, INSTX, OCF(S)
Benning	LCDR	NAV(S), DCON(S), NCON(S), NAV(S), INSTX
Jones	LCDR	NAV(S), DCON(S), NCON(S), NAV(S), FORM(S), SL, DL, INSTX
Driver	MAJ	NAV(S), DCON(S), NCON(S), NAV(S), FORM(S), SL, DL
Bell	LT	NAV(S), DCON(S), NCON(S), NAV(S), FORM(S), SL, DL, INSTX, OCF(S)
Grail	LT	NAV(S), DCON(S), NCON(S), NAV(S), FORM(S), SL, DL, INSTX, OCF(S)
Forrest	Capt	NAV(S), DCON(S), NCON(S), NAV(S), FORM(S), SL, DL, INSTX, OCF(S)

VT-6		
NAME	RANK	QUALIFICATIONS
Anderson	LCDR	INAV(S), DCON(S), NCON(S), NAV(S), FORM(S), SL, DL, INSTX, OCF(S)
Cooley	LCDR	NAV(S), DCON(S), NCON(S), NAV(S), INSTX
Dinger	LCDR	NAV(S), DCON(S), NCON(S), NAV(S), FORM(S), SL, DL, INSTX
Grant	MAJ	NAV(S), DCON(S), NCON(S), NAV(S), FORM(S), SL, DL
Johnson	LT	NAV(S), DCON(S), NCON(S), NAV(S), FORM(S), SL, DL, INSTX, OCF(S)
Michaels	LT	NAV(S), DCON(S), NCON(S), NAV(S), FORM(S), SL, DL, INSTX, OCF(S)
Wilson	Capt	NAV(S), DCON(S), NCON(S), NAV(S), FORM(S), SL, DL, INSTX, OCF(S)

2. Cancellation Contingency. All previous editions of this notice are hereby cancelled.

Signature Line

Distribution:  
COMTRAWINGFIVEINST 5216.1U  
List II (a-c, f, i, q-t)

APPENDIX BHELICOPTER INSTRUCTOR TRAINING UNIT GUIDELINES AND PROCEDURES

1. Purpose. To state the mission, organization, guidelines, and procedures of the Helicopter Instructor Training Unit (HITU) under TW-5.
2. Discussion. TW-5 is tasked to provide all prospective TH-57 Helicopter flight instructors with an initial NATOPS qualification, Instrument check, instructor designation, and initial Instrument, Navigation, and "C" Contact Stage qualification as outlined in reference (a), (d), (e), and this instruction. Manned with the highest-quality instructors from TW-5 Helicopter Training Squadrons, the HITU provides in-depth ground and flight instruction which is the foundation of a successful training command tour. Reference (e) specifies the administration of general NATOPS requirements. The instructor training syllabus outlined in reference (d) promulgates the policies and requirements of the Flight Instructor Standardization and Training Program under TW-5. ADDU HITU instructors may be utilized as per reference (a) and this instruction.
3. Mission. The mission of the HITU is to provide Helicopter Training Squadrons EIGHT (HT-8), EIGHTEEN (HT-18), and TWENTY EIGHT (HT-28) with qualified Helicopter Flight Instructors, perform Stage upgrade transition flights, and Instructor standardization check rides as required, and contribute to TW-5 Advanced helicopter production goals.
  - a. Primary Training Duties:
    - (1) NATOPS qualify assigned IUT in the TH-57 aircraft.
    - (2) Conduct all IUT curriculum flights required for initial qualification as a flight instructor per reference (d).
    - (3) Ensure prospective instructors are instrument qualified per reference (e) and (f).
    - (4) Ensure completion of all academic and physiological training of assigned pilots (i.e., Flight Instructor Training Course (FITC), Naval Aviation Water Survival Training (NAWST), etc.).
    - (5) Conduct initial Instrument, Navigation, and "C" Contact Stage qualification and upgrade check flights for instructors per Chapter 3.
    - (6) Provide Contact "B" upgrade training in conjunction with instructor's parent squadron.
  - b. Secondary Training Duties:
    - (1) Provide NATOPS qualification and continued flight support for TW-5 staff helicopter aviators, as required.

(2) Conduct instructor standardization upgrade flights and check flights for the training squadrons per reference (a). IUT flights will have priority.

(3) Provide student curriculum flights for the training squadrons when permissible. IUT flights will have priority.

(4) Provide instruction to assigned flight surgeons per reference (h).

(5) Provide Transition Pilot Training per reference (i) and Helicopter exposure flight events per reference (d).

(6) Additional duties as assigned by CTW-5.

#### 4. Organization

a. HITU Officer in Charge (OIC). The OIC shall be an O-4 select or above appointed by CTW-5 and directly responsible to CTW-5 via the TW-5 Training Officer.

b. HITU Instructors. HITU instructor pilots shall be highly-qualified flight instructors who meet the minimum requirements of paragraph c. below, are selected from TW-5 Helicopter Training squadrons and transferred to TW-5 for Temporary Additional Duty (TAD) under the direction of the HITU OIC. HITU staffing, per reference (l) shall consist of the following:

(1) One O-4 select or above OIC (from any of the three helicopter squadrons).

(2) Two instructors from each HT squadron (desired manning level of six staff pilots drawn equally from the three squadrons).

(3) One civilian.

c. Replacement of Instructors. CTW-5 shall submit notification for replacement of a HITU Instructor NLT 45 days prior to the instructor's expected detachment or terminal leave date using attachment B-1. Squadrons shall nominate a replacement for their respective instructor within 30 days of this date using attachment B-2. Upon screening and selection by CTW-5, the individual shall report to TW-5 Administration for check-in at least two weeks in advance of the instructor's departure date. Nominees shall possess the following qualifications and only waived on a case-by-case basis.

(1) Currently serving as an Instrument, Navigation, and "C" Contact Stage or "B" Contact Standardization Instructor. The instructor shall possess a minimum of 2 month's Standardization experience to better prepare them for the unique demands of the HITU.

(2) Minimum of one year recent flight instructor experience.

(3) Minimum of 500 hours of TH-57B/C flight time.

(4) Minimum of six months remaining on board.

d. ADDU HITU Instructors. The COs of each helicopter training squadron shall augment the HITU with 6 to 10 standardization instructors assigned Additional Duty (ADDU) as HITU instructors. These ADDU Instructors shall be made available on a priority basis to the HITU, upon request. ADDU Standardization Instructors shall be nominated by squadron COs per Attachment B-3 and assigned by CTW-5 per Attachment B-4. Squadron ADDU nominations shall be delivered to TW-5, via the HITU OIC, no later than two weeks prior to the beginning of each quarter of the fiscal year. At least half of the ADDU nominations shall be "B" Contact Standardization. ADDU instructor assignments will normally remain in effect for at least the quarter assigned, but may be changed at the discretion of the HITU OIC. Per reference (k), if HITU loading exceeds 24 IUTs, each parent squadron shall send one additional ADDU IP to the HITU as deemed necessary by the OIC with CTW-5 concurrence. The ADDU IP shall be made available to the HITU for a minimum of 14 days.

ADDU instructors shall be highly qualified Standardization instructors within the parent squadron's Standardization Department. Specific responsibilities shall include:

(1) Conduct IUT syllabus flights per reference (d) as scheduled by the HITU.

(2) ADDU instructors should fly a minimum of four IUT syllabus flight events per quarter with the HITU to maintain proficiency with initial instructor training.

## 5. IUT Training and Scheduling

a. Reporting. After initial check-in procedures with Personnel Support Detachment, Marine Aviation Training Support Group 21 (MATSG-21), or the Coast Guard Liaison Office as appropriate, USN and USCG IUTs shall report first to TW-5 Administration. USMC IUTs shall report to Senior Marine, TW-5 for squadron assignment. Following initial check-in with parent HT squadron, all IUTs shall report to the HITU for training and qualification as a flight instructor. The IUT shall not be assigned duties by the parent squadron until completion of the IUT training curriculum.

b. Training. The HITU shall conduct training per the mission statement and curriculum as outline in reference (d).

c. Scheduling. Scheduling for all IUT initial qualification events shall be administered and scheduled through the HITU. Scheduling for stage upgrade flights and Standardization check flights shall be administered and scheduled through the HITU on a space-available basis. If the HITU is unable to provide training due to IUT priority, upgrade and check flights may be conducted by squadron Standardization pilots. The HITU OIC (or designated representative) will make the determination as to availability. HITU events shall be scheduled and receive aircraft on a priority basis from available TH-57 assets.

d. Administration. The HITU shall maintain the IUTs NATOPS Jackets , Standardization Aviation Training Jackets (ATJs) and Flight Logbooks.

e. Leave. Annual leave will be granted by the parent squadron on a case-by-case basis for pilots while in an IUT status. Requests shall be routed through the HITU OIC via the HITU Operations Officer. Off-duty education shall not interfere with training.

## 6. Responsibilities

a. HITU OIC. The OIC is responsible for the overall operation of the HITU, its mission, and the management and leadership of assigned instructors. Primary duties are outlined in reference (a). Additional duties shall include:

- (1) Comply with requirements of this instruction.
- (2) Maintain IUT NATOPS Training Jackets and Flight Logbooks.
- (3) Create and maintain IUT Standardization ATJs while the IUTs are under initial IUT training.
- (4) Maintain staff aviator NATOPS Jackets, Standardization ATJs and Flight Logbooks.
- (5) Maintain a current file of instructions and publications pertinent to all flight instruction accomplished in the TH-57 aircraft and local Rotary-Wing operating procedures.
- (6) Assist the TW-5 Training Department in matters pertaining to the IUT training syllabus and promoting standardization.
- (7) Publish a daily flight and ground training schedule.
- (8) Ensure an adequate number of HITU flight instructors are available to meet expected IUT loading. Send all available HITU flight instructors that are not utilized to the squadrons for scheduling. Provide COs any projected HITU instructor manning support.
- (9) Provide COs of the HT squadrons with timely IUT status reports to include any potential IUT Training Review Board (TRBs) or attrition recommendations. Submit all TRB or attrition recommendations to CTW-5 via the IUT's CO.
- (10) Act as the CTW-5 authorized deputy in the certification of staff Aviator's Flight Logbooks maintained by the HITU.
- (11) Provide oversight of both the HITU and Wing Qualification Matrix.

b. HITU Instructors. Staff members of the HITU are charged with upholding and promoting the highest standards of aviation professionalism and excellence. They are supported operationally and administratively by TW-5. Special duties shall include:

- (1) Conduct the IUT syllabus per reference (d).

(2) Conduct instructor Standardization check flights, as required, per this instruction.

(3) Shall fly a minimum of six student syllabus flights per quarter with any squadron to observe squadron standardization and to maintain familiarity with common student errors.

(4) Perform additional duties as assigned by the HITU OIC.

c. HITU Operations Officer (OPSO). The HITU OPSO is responsible for the planning and execution of the daily flight schedule, coordinating off-site operations, and submitting requests for weekend cross-country or regional aircraft. Additional duties shall include:

(1) Attend the weekly TW-5 Operations meeting.

(2) Manage instructor availability; including recommendation of instructor leave requests and coordination of ADDU utilization between HITU and squadrons.

(3) Utilize the IUT time-to-train tracker to maintain weekly updates and submit bi-monthly progress reports to the parent squadron COs via the OIC.

(4) Supervise FDOs while TAD from TW-5.

d. HITU Standardization Officer. The HITU Standardization Officer is responsible for ensuring standardization of the training syllabus administered to IUTs, per this instruction as well as references (a and d). Specific duties shall include:

(1) Track staff instructor qualifications, expirations, and test scores as well as submit both the TW-5 Rotary-Wing and HITU QM to TW-5 Standardization by the 25<sup>th</sup> of each month.

(2) Conduct quarterly standardization training with summarized information provided on periodic "Stan Gram."

(3) Maintain the standardization library, including FTIs and regulations, with all up-to-date references specified in applicable directives.

(4) Administer stage briefs for IUTs.

(5) Ensure FITU Instructors meet quarterly student syllabus flight minimums.

(6) Attend quarterly Wing Standardization Boards.

e. HITU NATOPS Officer. The HITU NATOPS Officer shall administer the NATOPS Program for all applicable TW-5 staff personnel and IUTs, per reference (e). As responsibilities sometimes overlap with the TH-57 Program Manager/NATOPS Evaluator, close coordination with the Program Manager is required. Special duties shall include:

(1) Ensure completeness and accuracy of all NATOPS related paperwork, including

OPNAV 3710/7 (NATOPS Evaluation Report), OPNAV 3710/2 (NATOPS Instrument Rating Request), and review or revise as necessary, all Open and Closed Book NATOPS Exams.

(2) Ensure staff personnel and IUTs are current in all areas of flight physiology, egress, instrument requirements, emergency procedures simulators, and annual NATOPS check flights through periodic reporting.

(3) Coordinate and assist with annual unit NATOPS Evaluation.

(4) Ensure an adequate number of qualified Assistant NATOPS Instructors (ANI) are onboard the HITU to meet training requirements, not to exceed limitations outlined in reference (j).

f. HITU Safety Officer. The HITU Safety Officer is responsible for the HITU Safety Program. Additional duties shall include:

(1) Liaise with the TW-5 and squadron Safety Officers on all safety matters (aviation safety, ground safety, on and off duty ORM, etc.).

(2) Attend the monthly TW-5 Safety meeting as a HITU representative.

(3) Maintain a HITU Safety pass down binder.

(4) Maintain a HITU Pilot/Aircrew Read and Initial board.

g. HITU Schedules Officer. The HITU Schedules Officer shall ensure maximum utilization of IUTs, instructors, and aircraft. Special attention shall be observed to ensure prerequisite events are completed and high priority IUTs are scheduled. Additionally, the Schedules Officer shall coordinate ADDU exchanges with the HT squadrons. Special duties shall include:

(1) Manage IUT availability; including close monitoring of priority status IUTs and forwarding recommendations of IUT leave and special requests to the HITU OIC via the HITU OPSO.

(2) The HITU Schedules Officer shall coordinate with the Helicopter Squadrons for scheduling input requirements (i.e., upgrade check flights, ADDU instructor/IUT flights, HITU instructor/SNA flights). The HITU shall provide HT-8, HT-18, HT-28, and Aircraft Issue with smooth copies of the HITU flight schedule.

h. Commanding Officers of HT Squadrons:

(1) Shall require all newly assigned IUTs to report to the HITU OIC for initial instructor training upon completion of initial squadron check-in.

(2) Shall not assign the IUT ground or collateral duties, including standing watches, until initial qualification is attained.

(3) Provide top quality HITU replacement pilots and ADDU Standardization instructors per this instruction.

(4) Ensure ADDU instructors are provided to the HITU in order to complete Stage upgrade flights and IUT training per this instruction and reference (k).

(5) Provide scheduling to ensure each HITU staff instructor is provided student syllabus flights to execute when requested.

(6) Shall ensure Bravo transition flight events are conducted with minimal disruptions through syllabus completion.

(7) Provide feedback to CTW-5 on IUT training.

3740  
Ser N7/  
Date

From: Commander, Training Air Wing FIVE  
To: Commanding Officer, Helicopter Training Squadron \_\_\_\_\_

Subj: NOTIFICATION FOR REPLACEMENT OF HELICOPTER INSTRUCTOR  
TRAINING UNIT INSTRUCTOR

Ref: (a) CNATRAININST 3710.13H  
(b) COMTRAWINGFIVEINST 3740.5P

1. Per references (a) and (b), the Helicopter Instructor Training Unit (HITU) requests a replacement instructor for Lieutenant John P. Jones, USN, expected to detach 1 June 2016.
2. It is desired that the replacement instructor be of the highest caliber, not only as an instructor, but in officer-like qualities as well. While previous additional duty experience is desired, nominee shall possess the following qualifications:
  - a. Currently serving as an Instrument,/Navigation/Contact "C" or "B" Contact Standardization Stage Instructor. The instructor shall possess a minimum of two month's standardization experience to better prepare them for the unique demands of the HITU. A Naval Air Training and Operating Procedures Standardization (NATOPS) Instructor or Assistant NATOPS Instructor qualification is preferred, but not required.
  - b. Minimum of one year recent flight instructor experience.
  - c. Minimum of 500 hours of total TH-57 flight time.
  - d. Minimum of six months remaining on board.
3. Request a nomination in writing per reference (a), attachment (B-2), no later than 1 May 2016 (30 days prior to expected detachment) to coordinate interview/screening. Nominee selected will be transferred two weeks prior to detachment or no later than 14 May 2016. Point of contact is LCDR Chase Rotary, HITU Officer-in-Charge.
4. Prior to submitting a candidate's name to the Wing, the squadron will brief the Chief of Staff Officer regarding the candidate's Fitness Report (FITREP) history and any issues needed to consider for future FITREPs.

Signature Line

Copy to:  
TW-5 N7  
HITU

3740  
Ser N7/  
Date

From: Commanding Officer, Helicopter Training Squadron \_\_\_\_\_  
To: Commander, Training Air Wing FIVE  
Via: Officer-in-charge, Helicopter Instructor Training Unit

Subj: NOTIFICATION FOR REPLACEMENT OF HELICOPTER INSTRUCTOR  
TRAINING UNIT INSTRUCTOR

Ref: (a) CNATRAINST 3710.13H  
(b) COMTRAWINGFIVEINST 3740.5P

1. The following information is provided per references (a) and (b):

- a. Name, rank/service: John P. Jones, LT/USN
- b. Date reported to squadron (*min of one year exp*): ex. March 2014
- c. Projected Rotation Date (PRD) (*min of 6 months remaining*): ex. February 2017
- d. Total flight time: XXXX
- e. Total TH-57 flight time (*min of 500*): XXXX
- f. Total TH-57 instructor time: XXXX
- g. Months of STAN instructor experience (*min of 2*): XX
- h. Qualifications: ex. INST, NAV, CON (C), CON (B), ANI, ICP, CRM-I
- i. Squadron billets held: ex. Assistant STUCON, Class Advisor

2. (Commanding Officer's comments)

Signature Line

Copy to:  
TW-5 N7  
HITU

3740  
Ser N7/  
Date

From: Commanding Officer, Helicopter Training Squadron \_\_\_\_\_  
To: Commander, Training Air Wing FIVE  
Via: Officer-in-Charge, Helicopter Instructor Training Unit

Subj: ADDITIONAL DUTY NOMINATIONS AS HELICOPTER INSTRUCTOR  
TRAINING UNIT INSTRUCTOR

Ref: (a) CNATRAININST 3710.13H  
(b) COMTRAWINGFIVEINST 3740.5P

1. Per references (a) and (b), the following personnel are nominated for Additional Duty Assignment to the Helicopter Instructor Training Unit: *(6-10 required, list in order of rank)*

HT-X		
NAME	RANK	QUALIFICATIONS
Davidson	CDR	INST, NAV, CON (C), CON (B), ICP
Adams	LCDR	INST, NAV, CON (C), CON (B), ANI, ICP
Goodwin	LCDR	INST, NAV, CON (C), CON (B), ANI, ICP, CRM-I
Charlie	MAJ	INST, NAV, CON (C), ICP
Grace	LT	INST, NAV, CON (C), ICP
Brown	LT	INST, NAV, CON (C), ICP
Smith	Capt	INST, NAV, CON (C), CON (B), ANI, ICP

Signature Line

Copy to:  
TW-5 N7  
HITU  
HT-X OPS

COMDRAWING FIVE NOTICE 3740

Subj: ADDITIONAL DUTY ASSIGNMENT AS HELICOPTER INSTRUCTOR  
TRAINING UNIT INSTRUCTOR

Ref: (a) CNATRAINST 3710.13H  
(b) COMDRAWINGFIVEINST 3740.5P

1. Per references (a) and (b), the following personnel are assigned Additional Duty assignment to the Helicopter Instructor Training Unit (HITU):

<b>HT-8</b>		
<b>NAME</b>	<b>RANK</b>	<b>QUALIFICATIONS</b>
Davidson	CDR	INST, NAV, CON (C), CON (B), ICP
Adams	LCDR	INST, NAV, CON (C), CON (B), ANI, ICP
Goodwin	LCDR	INST, NAV, CON (C), CON (B), ANI, ICP, CRM-I
Charlie	MAJ	INST, NAV, CON (C), ICP
Grace	LT	INST, NAV, CON (C), ICP
Brown	LT	INST, NAV, CON (C), ICP
Smith	Capt	INST, NAV, CON (C), CON (B), ANI, ICP
<b>HT-18</b>		
<b>NAME</b>	<b>RANK</b>	<b>QUALIFICATIONS</b>
Forrest	LCDR	INST, NAV, CON (C), CON (B), ICP
Benning	LCDR	INST, NAV, CON (C), CON (B), ANI, ICP
Jones	LCDR	INST, NAV, CON (C), CON (B), ANI, ICP, CRM-I
Driver	MAJ	INST, NAV, CON (C), ICP
Bell	LT	INST, NAV, CON (C), ICP
Grail	LT	INST, NAV, CON (C), CON (B), ANI, ICP
Andrew	Capt	INST, NAV, CON (C), ICP
<b>HT-28</b>		
<b>NAME</b>	<b>RANK</b>	<b>QUALIFICATIONS</b>
Dinger	LCDR	INST, NAV, CON (C), CON (B), ICP
Cooley	LCDR	INST, NAV, CON (C), CON (B), ANI, ICP
Johnson	LCDR	INST, NAV, CON (C), CON (B), ANI, ICP, CRM-I
Grant	LT	INST, NAV, CON (C), ICP
Smith	LT	INST, NAV, CON (C), ICP
Michaels	LT	INST, NAV, CON (C), CON (B), ANI, ICP
Alex	Capt	INST, NAV, CON (C), ICP

2. Cancellation Contingency. All previous editions of this notice are hereby cancelled.

Signature Line

Distribution:  
COMTRAWINGFIVEINST 5216.1U  
List II (a-c, f, i, m-p)

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