



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

Canc frp: 30 Apr 14  
IN REPLY REFER TO  
COMTRAWINGFIVENOTE 3720  
N3  
8 Nov 13

COMTRAWING FIVE NOTICE 3720

Subj: TRAINING AIR WING FIVE T-6B DETACHMENT ROSWELL, NEW MEXICO  
LETTER OF INSTRUCTION

Ref: (a) OPNAVINST 3710.7U  
(b) CNATRAININST 1542.16A  
(c) TRAWINGFIVEINST 1601.1L  
(d) TRAWINGFIVEINST 4650.1A  
(e) DOD Instruction 7000.14

Encl: (1) Sequence of Events  
(2) Detachment Organizational Chart  
(3) Detachment Deliberate ORM

1. Purpose. To provide information, establish responsibilities and set forth policies for the execution of a training detachment in Roswell, New Mexico from on or about 7 January to on or about 16 March 2014; duration of 69 days, exclusive of advance party and retrograde (start/stop dates subject to change). Additionally, this letter of instruction (LOI) identifies planning requirements, sequence of events, and logistics support necessary to support the detachment and is not a binding contract.

2. Discussion. Training Air Wing FIVE (TRAWING FIVE) will conduct detachment operations from Roswell International Air Center Airport (KROW) for Student Naval Aviators (SNA) in the Primary Contact, Formation, Aerobatics and Basic Instrument Stages and Instructors-Under-Training (IUT) in the T-6B NATOPS Phase as required.

a. All detachment operations will be in accordance with references (a) through (d), all applicable OPNAV, CNATRA, TRAWING FIVE directives and Local Agreements approved by the TRAWING FIVE DET OIC.

b. Sequence of events are outlined in enclosure (1).

3. Detachment Scope. TRAWING FIVE establishes and maintains a temporary training facility at Roswell International Air Center, Roswell, NM, facilitating the deployment of Training Squadron TWO (VT-2), Training Squadron THREE (VT-3) and Training Squadron SIX (VT-6) with up to (30) Instructor Pilots (IP), (60) students, and (25) T-6B aircraft in three exclusive rotations. TRAWING FIVE, CNATRA N4

Detachment Whiting Field, CNATRA N6 Detachment Whiting Field and Contract Logistics Support (CLS) maintenance personnel will support these operations.

a. Estimated TRAWING FIVE static personnel totals and training objectives are:

- (1) Instructors: up to 30, Student load dependent
- (2) Students: up to 60
- (3) Medical Support: 1
- (4) Wing/Squadron Temporary Support Personnel (Stashes): up to 7
- (5) Government Support Personnel: up to 4
- (6) CLS Maintenance Personnel: approximately 45
- (7) IUTs: TBD
- (8) Scheduling objective: 3240\* sorties (360\* per week)
- (9) Completed objective at 17% attrition 2689

\* These numbers represent the minimum expected based on maximum available student loading.

4. Action. All personnel participating in and supporting the Roswell detachment are responsible for the contents of this notice and references. All personnel assigned to detachment operations shall adhere to applicable directives. The absence of any specific reference in this LOI does not imply non-applicability.

a. Training Squadrons TWO, THREE and SIX. Form and deploy a detachment of IPs and SNA's to Roswell, NM. For purposes of continuity, safety and efficiency, instructors should spend no less than two weeks on detachment. Student loading should be a mix of those in Contact, Aerobatics, and Formation stages that maximizes event completion while on detachment. Additionally:

- (1) Retain administrative control of assigned personnel.
- (2) Input and issue Temporary Additional Duty (TAD) travel authorizations/orders in Defense Travel System (DTS) for designated SNA, IP and IUT personnel.
- (3) Coordinate with the TRAWING FIVE Rear Detachment Logistics Officer for transportation of personnel and equipment to and from the deployment site, to include the shipment of flight gear for those aircrew travelling via commercial air.
- (3) Prepare manifests for deployment and redeployment.
- (4) Provide an operational and logistics representative to assist the TRAWING FIVE Operations Officer in planning the detachment.
- (5) Provide school trained Aviation Safety Officer for the duration of the squadron detachment.

(6) In order to facilitate a smooth squadron transition to the Roswell training complex, deploy a squadron advance party, to include (1) operations, (1) logistics and (1) aviation safety representative. The advance party should plan to arrive approximately (4) days prior to squadron main body arrival and should be prepared to fly advancing X's with the deployed squadron during this period.

(7) Ensure all IUT and SNA prerequisites are complete in accordance with CNATRINST 1542.16A (JPPT) prior to reporting to the detachment.

(8) Establish procedures to ensure ATFs are properly processed and recorded and that mini aviation training jackets are prepared, accounted for and present. Ensure all instructor and student flight times during detachment are properly logged.

(9) Receive and enter NAVFLIR data into TIMS in the event TIMS functionality is lost on site (reach-back to ensure near real time tracking of aircraft/component life).

(10) Ensure the Safe for Solo, Precision Aerobatics, Formation and Night Contact briefs are on hand and be prepared to provide these briefs at KROW.

b. TRAWING FIVE Operations Officer.

(1) Supervise the planning and execution of the detachment.

(2) Prepare Detachment Standard Operating Procedures. Address flight operations and scheduling, course rules and logistics.

(3) Prepare an In-Flight Guide for detachment use.

(4) Ensure detachment aircraft are loaded with appropriate Tactical System Display overlays and company routes.

(5) Prepare a Point of Contact Roster via SEPCOR.

c. TRAWING FIVE Safety Officer.

(1) Assist the TRAWING FIVE Operations Officer in the preparation of a detachment Pre-Mishap Plan, and an Aviation Safety Officer (ASO) roster to ensure an ASO qualified IP will be on detachment at all times.

(2) Provide a Pre-Mishap Kit,

(2) Coordinate to ensure one flight surgeon is always assigned to the detachment.

d. TRAWING FIVE Administrative Officer.

(1) Coordinate payment for ramp space, hangar, and office spaces via contracted services, to include provision for all utilities, janitorial services, telephones, internet access, compressed air, fire, and security support of the detachment aircraft.

(2) Coordinate payment for the supply of oxygen and nitrogen from Avflight Roswell (or other suitable provider) in Roswell as arranged by CNATRA DET.

(3) Assist squadrons as necessary to ensure proper preparation, execution, and accounting of military orders and associated travel claims.

(4) Ensure funding is available for commercial ground or air travel for detachment participants. Contract ground travel as necessary.

e. TRAWING FIVE TIMS Officer.

(1) Obtain copies of all briefs and Computer Aided Instruction (CAIs) required for detachment.

f. CNATRA N6 DET Representative.

(1) Provide Information Technology (IT) support in accordance with the TRAWING FIVE Detachment Needs Statement/Requirements Letter.

g. TRAWING FIVE STUCON Officer.

(1) Provide five stashes (USN/USMC) for the duration of the detachment for Wing use. One stash should be available for 13 weeks beginning NLT 9 Dec 14 (with Christmas Leave authorized from 20 Dec - 29 Dec 13, and the remaining stashes for 5 weeks each, for the period 6 Jan - 16 Feb 14 or 7 Feb - 17 Mar 14.

(2) Provide up to three additional stashes for detached squadron use (9 total stashes). Ensure squadron stash personnel are familiar with TIMS and supported squadron scheduling procedures prior to deployment. Each stash should be available for a period of 5 weeks; 2 weeks before the squadron detachment departs (in order to facilitate training) as well as the 3 weeks of the actual deployment. Stashes for VT-6 should be available from 9-20 Dec 13 for training, then 10 Jan - 2 Feb 14 for deployment. Stashes for VT-2 should be available 20 Jan - 23 Feb 14. Stashes for VT-3 should be available 10 Feb - 17 Mar 14.

(3) Coordinate necessary swaps with the detachment OIC and TRAWING FIVE Operations Officer.

(4) A need may arise in which a stash student staff member would need to fly in a T-6. To the maximum extent possible, ensure stashes have met their swim/physiology qualifications. Those stashes that meet this criteria should be fitted for flight gear.

h. TRAWING FIVE Reserve Component Operational Support Officer.

(1) Assist the detachment OIC in providing Navy and Marine Corps Reserve manning, scheduling, and logistics support.

(2) Coordinate orders, pay, and travel itineraries for all Navy Reserve IPs.

(3) Request additional discretionary funding (ADT) from the CNATRA OSO and CNRFC TRACOM community manager as required.

5. Detachment Roles and Responsibilities.

a. TRAWING FIVE Detachment Officer-in-Charge (OIC).

(1) Serve as the direct representative of the Wing Commander.

(2) Conduct of all detachment operations in accordance with applicable governing instructions.

(3) Direct the safe daily operation and administration of all personnel and assets assigned to the detachment.

(4) Conduct liaison as required to execute the detachment.

(5) Keep Wing Commander, Chief Staff Officer, Commanding Officers, and TRAWING FIVE Operations Department informed of progress, challenges, and detachment requirements. Make daily situation reports on the progress of the detachment.

(6) Extend the Commander, TRAWING FIVE's respects to the host facility and any local government officials. Thereafter act as the authority for all official communications in conduct of the detachment. Keep the Commander informed.

(7) Ensure all SNAs and IPs are briefed prior to or upon arrival in Roswell on updated events and course rules. Ensure an orientation flight is flown by IPs prior to flying with SNAs on detachment. As long as both have received the course rules brief, two IPs new to the training area may fly together during the orientation flight.

(8) Upon completion of the detachment, prepare an after action

report to TRAWING FIVE Operations Officer.

(9) Avoid unauthorized commitment of government funds for goods and services per DOD Instruction 7000.14.

(10) Serve as Detachment Duty Officer (DDO).

(11) Augment deployed squadron as required.

b. TRAWING FIVE Detachment Operations Officer.

(1) Assist the TRAWING FIVE Detachment OIC in the safe and efficient conduct of detachment operations.

(2) Coordinate airspace for detachment with airspace controlling agencies to include Roswell Tower, Approach, Albuquerque Center, and MOA scheduling entities at Cannon and Holloman AFB.

(3) Coordinate use of local airports as Outlying Fields.

(4) Assist local Fixed Base Operators in establishing government fuel contracts to support detachment operations.

(5) Coordinate support from Roswell Fire Department, Roswell International Airport, and the Fixed Base Operator (Southwest Air).

(6) Coordinate RDO support (to include vehicle, if required) at Roswell International, Artesia, and any other approved OLF.

(7) Establish a site-specific pre-mishap plan in conjunction with Squadron Detachment Aviation Safety Officers. Ensure appropriate personnel are trained to execute plan.

(8) Coordinate availability of DD-175-1 Weather briefs for detachment.

(9) Prepare a daily Operations Summary Report. Ensure distribution to TRAWING FIVE Operations, TRARON TWO/THREE/SIX Operations, and CNATRA Det OIC/AOIC.

(10) Prepare a comprehensive summary of detachment operations for inclusion in the Detachment After Action Report.

(11) Serve as Detachment Duty Officer (DDO) as required.

(12) Augment deployed squadron as required.

c. TRAWING FIVE Detachment Assistant Operations Officer

(1) Assist the TRAWING FIVE Detachment Operations Officer in the coordination of operational support to the deployed squadron.

d. TRAWING FIVE Detachment Logistics Officer

(1) Maintain accountability of all deployed personnel.

(2) Maintain a roster of all deployed personnel which includes room assignment, cell phone number and email address.

(3) Prepare a daily administrative status report which includes the number of personnel currently assigned to the detachment, daily gains/losses as well as personnel projected inbound and outbound for the following 7 days. Submit report to TRAWING FIVE Operations NLT 0900L daily.

(4) Coordinate reception of arriving personnel and out-processing / check-out of departing personnel.

(5) Secure lodging for government personnel. Coordinate allocation of lodging with Squadron Logistics Officer.

(6) Secure rental vehicles for government personnel. Supervise distribution, use and return of rental vehicles to include the designation of specific individuals who shall be responsible for rental contract agreements and payment via GTCC. Ensure proper care is taken of rental vehicles. Coordinate allocation of vehicles with Squadron Logistics Officer.

(7) Secure spaces for operational planning and briefing.

(8) Secure base radio (UHF or VHF), high-speed internet, telephone, and fax support to the deployed site.

(9) Conduct walk-through with agent/local site representative of all leased facilities. Photograph condition of spaces in order to settle claims of new damage or excessive wear and tear.

(10) Ensure adequate office equipment and supplies (shredders, etc) to support deployed operations.

(11) Ensure spaces are prepared for operations NLT 0800 Friday, 10 Jan 2014.

(12) Upon completion of the detachment, coordinate a working party of students and CLS maintenance personnel to conduct final clean-up of all spaces. Conduct final walk-thru of spaces with CLS and local site representatives prior to departure.

(13) Coordinate for food vendors on site at airport.

(14) Coordinate morale enhancing activities.

(15) Serve as Detachment Duty Officer (DDO) when required.

(16) Augment deployed squadron as required.

e. TRAWING FIVE Detachment Assistant Logistics Officers (Stash Students)

(1) Assist the TRAWING FIVE Detachment Logistics Officer in the accountability, in-processing / out-processing and billeting of Detachment personnel.

(2) Assist the TRAWING FIVE Detachment Logistics Officer in the coordination of air and transportation requirements.

(3) Assist the TRAWING FIVE Detachment Logistics Officer in the fulfillment of communications, food and morale support requirements.

f. TRAWING FIVE Rear Detachment Logistics Officer

(1) Coordinate the transportation of personnel and equipment to and from the deployment site, to include the shipment of flight gear for those aircrew traveling via commercial air.

(2) Maintain the master copy of the Detachment Time-Phased Force and Deployment Data (TPFDD) workbook. This document will serve as the coordinating document by which individuals and equipment will be scheduled to travel to/from the deployed site.

(3) Ensure the TRAWING FIVE DET mishap/AMB kit, and attached inventory list is included in the overland pack-up.

g. TRAWING FIVE Air Transportation Coordination Officer

(1) Assist the TRAWING FIVE Rear Detachment Logistics Officer in coordinating the flow of personnel and equipment to and from the deployed site.

(2) Secure military airlift as required for the transportation of personnel and equipment to and from the deployed site. Coordinate airlift through the Naval Air Logistics Office (NALO) and Training Squadrons THIRTY-ONE and THIRTY-FIVE .

(3) In coordination with the supported squadron, prepare manifests for military airlift.

h. CNATRA N4 DET Representative.

(1) Ensure contractor provides 25 aircraft for support on detachment. To the maximum extent possible, aircraft shall not have any discrepancies which would preclude selective scheduling at the Main Operating Base, to include Trim Aid Device (TAD) failure or those aircraft requiring the "Alternate Hydraulic Servicing" procedure.

(2) Ensure contractor provides adequate ground support equipment, aircraft refueling assets, ground electronics and other assets necessary for the maintenance and logistics support of detachment aircraft.

(3) Ensure contractor provides adequate maintenance personnel to support a 12-14 hour flight schedule six-days-per-week. TRAWING FIVE plans on scheduling approximately 60-80 sorties per day.

(4) Ensure contractor deploys an adequate pack up of parts sufficient to support aircraft providing up to 80 sorties per day.

(5) Liaison with contract maintenance personnel at the deployed site for all necessary support. Coordinate with Detachment OIC to ensure affected aircrew are briefed on maintenance issues.

(6) Perform monitors/audits as required.

(7) Inform CNATRA DET Whiting Field of any major events and relay aircraft daily status report information daily.

(8) Coordinate with the CLS contractor all aircraft maintenance requirements at Roswell. The intent is to swap out the fewest number of aircraft possible.

(9) Coordinate with Detachment Operations Officer in preparation of daily situation report.

(10) Establish procedure to transmit NAVFLIR data home in the event TIMS functionality is lost on site (reach-back to ensure near real time tracking of aircraft/component life).

(11) Collect aircraft fuel receipts and submit on a daily basis for submission to TRAWING FIVE Administrative Officer.

i. TRAWING FIVE TIMS Representative.

(1) Provide on-site access to the TIMS database or a standalone server for entry of Flight Records and Grade Sheets. Be available during flying hours for hardware and software support.

(2) Set-up and maintain the network on arrival at the

deployed site. The network should support 11 individual user workstations, three printers and contain a centralized network drive for file sharing. Maintenance, TRAWING, and Squadron Operations office computers must be up and running by Tuesday, 7 January 2014. The IP Ready Room Computers must be set up and running by 0800, Friday, 10 January 2014. Coordinate layout with TRAWING FIVE Detachment Logistics Officer.

(3) Direct coordination with CNATRA N6 is authorized. Inform TRAWING FIVE Detachment Logistics Officer of any shortfalls with regard to information technology requirements.

j. CNATRA N6 DET Representative.

(1) Set up and maintain the TRAWING FIVE Information Technology network.

k. TRAWING FIVE Flight Surgeon.

(1) Provide medical support to all deployed personnel.

(2) Coordinate for required medical supplies.

(3) Act as a liaison with local medical facilities.

l. Squadron Detachment Officer-in-Charge (OIC).

(1) Supervise the safe daily operation and administration of all squadron personnel and assets assigned to the detachment.

(2) Approve the squadron daily flight schedule.

(3) Keep TRAWING FIVE Detachment OIC and Squadron Commander informed of progress, difficulties, and squadron detachment needs. Make daily situation reports on the progress of the detachment.

m. Squadron Detachment Operations Officer.

(1) Plan, publish, and execute a daily flight schedule consistent with aircraft, instructor, student, and weather limitations per the direction of the Squadron Detachment OIC.

(2) Make recommendations to the Squadron Detachment OIC to ensure student training objectives are met.

(3) Ensure grade sheets and NAVFLIRS are properly processed and recorded. Ensure hard copies are hand-carried and delivered to the squadron student control office upon return to NAS Whiting Field.

(4) Ensure all NAVFLIRS and associated flight reports are

completed and a daily operations summary is emailed to TRAWING FIVE Operations by close of business each day.

(5) Ensure adequate supplies of applicable governing instructions (NATOPS, JPPT, FTI, Grade Cards, etc.) as well as flight publications are available (Volume 6 Low Altitude Approach Procedures, L-6N IFR Enroute Low Altitude, H-4 IFR Enroute High Altitude, Albuquerque VFR sectional, and El Paso VFR sectional). Include Wing augment pilots in your requirement. Use air logistics flights as required to accomplish this task.

n. Squadron Detachment Schedule Writers (Stash Students).

(1) Perform administrative support actions as directed by the Squadron Detachment Operations Officer.

o. Squadron Detachment Flight Duty Officer (FDO). The FDO will be located in the FBO detachment operations spaces and is responsible to:

- (1) Execute the daily flight schedule.
- (2) Positively verify departure and return of aircraft and initiating overdue aircraft procedures if appropriate.
- (3) Coordinate with maintenance for aircraft assignment.
- (4) Inform schedule writers of schedule changes.

**\*NOTE: THE FDO WILL NOT BE AN SNA.**

p. Squadron Detachment Logistics Officer.

(1) Maintain accountability of all deployed squadron personnel.

(2) Maintain a roster of all deployed squadron personnel which includes room assignment, cell phone number and email address. Provide updates as required to the TRAWING FIVE Detachment Logistics Officer.

(3) Prepare a daily administrative status report which includes the number of squadron personnel currently assigned to the detachment, daily gains/losses as well as personnel projected inbound and outbound in the next 7 days. Submit report to TRAWING FIVE Detachment Logistics Officer NLT 0800L each day.

(4) Coordinate reception of arriving squadron personnel and out-processing / check-out of departing personnel.

(5) Coordinate with the TRAWING FIVE Detachment Logistics Officer for the allocation of squadron lodging.

(6) Coordinate with the TRAWING FIVE Detachment Logistics Officer for the issuance of squadron rental vehicles to include the designation of specific individuals who shall be responsible for rental contract agreements and payment via GTCC. Supervise distribution, use, and return of squadron rental vehicles. Ensure proper care is taken of squadron rental vehicles.

(7) Establish a duty driver watch bill, employing SNAs as squadron duty drivers.

(8) Coordinate flow of personnel and equipment to and from the deployed site IOT maximize completion of syllabus events and minimize non-productive time spent on detachment. Initiate requests through Squadron Operations Department at NAS Whiting Field in close coordination with TRAWING FIVE Detachment Logistics Officer.

(9) In conjunction with the TRAWING FIVE Detachment Logistics Officer, coordinate morale enhancing activities.

q. Squadron Detachment Assistant Logistics Officer (Stash Student).

(1) Assist the Squadron Detachment Logistics Officer in the performance of his duties.

r. Squadron Detachment Aviation Safety Officer.

(1) Establish detachment mishap plan in conjunction with the TRAWING FIVE Detachment Operations Officer and sister squadron ASOs. Ensure all applicable squadron personnel are trained in the execution of the plan.

(2) Assume custody and control of the on-site mishap kit. Verify inventory and turn over custody to next assigned ASO.

(3) Advise the OIC on all matters related to safety, including real-time assessments of detachment safety climate.

(4) Maintain a safety reporting program. Ensure reports are routed to the TRAWING FIVE Safety Office for review using ASAP, "Anymouse," telephone, or other means.

6. Administration and Logistics.

a. Lodging. Government quarters are not available. Billeting will be provided via commercial lodging arrangements. The TRAWING FIVE Detachment OIC, Squadron Detachment OIC, and Flight Surgeon will be billeted one per room. To the maximum extent possible, all remaining IPs and staff will be billeted one per room. Students will be billeted two per room. Students and instructors will not be billeted together. The Wing has arrangements for special rates with the following hotels:

Fairfield Inn & Suites, Roswell, NM  
(575) 624-1300  
\$83.00/room  
Use Tax Exempt Forms

TownePlace Suites, Roswell, NM  
(575) 622-5460  
\$83.00/room  
Use Tax Exempt Forms

b. Government Travel Credit Card (GTCC). All military personnel will use the Citibank-issued GTCC for obtaining and payment of lodging. DTS orders will be funded by dedicated/shared line of accounting; budget label "14 Roswell" using existing squadron DTS routing lists. Authorizations for periods longer than 45 days will be created with scheduled partial payments every 30 days to mitigate risk of GTCC delinquent payment. Individual check-in and check-out will be required for the proper verification and payment of lodging expenses incurred by each individual with payment via the GTCC. Itemized lodging receipts must be obtained individually and processed for liquidation of DTS travel vouchers for payment upon the conclusion of DET travel/TAD.

c. Transportation. Transportation for military personnel to and from Roswell will be coordinated through the TRAWING FIVE Detachment Logistics Officer. Government airlift will be coordinated with the Naval Air Logistics Office (NALO) as well as TRAWING FOUR (VT-31 and VT-35). Advance Party transportation will include a combination of Government Air (NALO and T-6 ferry) as well as Commercial Air. Main body transportation will be accomplished via NALO. Additionally, two light-lift government airlifts will be requested per week, affording the opportunity to flow and additional 10 personnel in and out of the deployed site. Every effort will be made to use government air or government contracted commercial ground transportation to transport personnel and supplies to Roswell. However, use of commercial air may be required to ensure a steady flow of SNAs ready for training and maximize detachment production efficiency. Commercial Air travelers will use Roswell International Airport for arrivals and departures. TRAWING FIVE Detachment OIC shall be prepared to conduct passenger ferries via ground transportation to/from El Paso International Airport and the deployed site. After 7 January 2014, all movements will be coordinated with the TRAWING FIVE Rear Detachment Logistics Officer or his delegated representative, the Detachment Air Transportation Officer, both located at NAS Whiting Field. For the purposes of this detachment, POV transportation for instructors is determined to not be "Advantageous to the Government." POV transportation may be authorized by the Commander on a case by case basis in accordance with the JTFR. This approval is not delegable. Mileage in and around the Roswell area for POV transportation will not be reimbursed as government transportation will be made available.

d. Ground Transportation. Six standard mid-size cars, six minivans, and two large (15 Pax) vans (or other vans to achieve 30 pax equivalent) are authorized for rental by designated detachment personnel. These vehicles will constitute the detachment fleet which will include both Active Duty and Reserve personnel's vehicles. The TRAWING FIVE Detachment Logistics Officer will control the fleet and allocate a portion of the vehicles to the squadron detachment for squadron control. The Squadron Detachment Logistics Officer will determine which individuals will have rental vehicles authorized on their DTS travel orders for payment of services using the GTCC. Only those individuals with rental car authorizations will be reimbursed upon liquidation of travel orders. Gas receipts for rental vehicles from anyone other than the authorized traveler will not be accepted. Vehicles will be pre-staged at the Roswell FBO prior to 1200 on Friday 10 January 2014 for initial main body personnel arrival. A logbook will be maintained for each vehicle. Drivers shall inspect and record any discrepancies prior to checkout. Custody of vehicles will be turned over prior to departure from deployed site.

**NOTE: THE USE OF THE PRE-PAID FUEL OPTION ON RENTAL CAR AGREEMENTS IS NOT AUTHORIZED.**

e. Miscellaneous.

(1) Personnel using cash withdrawals on GTCC will only be reimbursed fees for one ATM withdrawal per week.

(2) Laundry reimbursement - IAW JFTR costs for personal laundry incurred during TDY travel are a separate travel expense up to an average of \$2 per day, and requires at least seven consecutive nights of TDY lodging in CONUS.

(3) Messing - Arrangements have been made for local vendors to provide meals, snacks, and drinks on a cash and carry basis IVO flight line for the sake of detachment personnel's convenience. A number of restaurants are available within walking distance of local hotels.

f. CLS Admin/Logistics. The T-6B CLS maintenance contractor is responsible for their billeting and transportation arrangements. In the absence of military transport, they are also responsible for travel arrangements to/from Roswell for their personnel. Additional responsibilities include the transportation, upkeep, and utilization of GSE (not to include the RDO truck) and coordination for the proper control of hazardous materials/waste. Required repairs exceeding authorized level of repair will be coordinated through CNATRA DET Whiting Field.

7. Operational Conduct.

a. Safety. The number one operational concern on detachment is for the safety of all personnel (ground, flight, on duty and off).

Operational Risk Management will be used to evaluate all operations, decisions, and actions. To the maximum extent allowed by schedules, IPs will meet to discuss any lessons learned or safety issues.

**NOTE: ANY SAFETY CONCERNS WILL BE BROUGHT TO THE IMMEDIATE ATTENTION OF THE TRAWING FIVE DETACHMENT AND SQUADRON OIC'S BY ANY MEANS (ANYMOUSE, ASAP, ANONYMOUSLY, VERBALLY, ETC). THE TRAWING FIVE DETACHMENT OIC AND SQUADRON DETACHMENT OIC SHALL TAKE IMMEDIATE AND APPROPRIATE ACTION TO RESOLVE POTENTIALLY HAZARDOUS ISSUES.**

b. Schedule. Typical daily flight operations will be from sunrise to sunset (Mon-Sat) with the option to fly a night window coordinated as needed with maintenance. The TRAWING FIVE Detachment OIC is authorized to flex hours based on weather or other operational concerns. Sunday is reserved for required aircraft maintenance, rest, and recreation.

c. Briefs. All aircrew will attend a detachment brief prior to their first flight in the Roswell operating area. The initial detachment brief will be conducted prior to departure and as necessary as new aircrew arrive. Minimum elements of the brief include course rules, liberty, hazards identified in enclosure (3) and general contents of this notice.

d. Course Rules. All training flights will be in accordance with TRAWING FIVE approved course rules as previously coordinated with local FAA representatives. All IP's are required to fly a course rules familiarization flight prior to conducting any student sorties. Student solo pattern work shall only be conducted at KROW, outlying field Artesia, or other fields IVO Roswell International pending a safety review. VFR call-sign will be by aircraft side number with TEXAN as the root word.

e. Non-training/Orientation/Incentive Flights. Only active duty or selected reserve personnel assigned to TRAWING FIVE or its subordinate squadrons may fly in TRAWING FIVE aircraft. Orientation flights for non-related personnel, including but not limited to military personnel, VIPs and non-military personnel, must meet all flight prerequisites and shall not be conducted without specific approval from Commander, TRAWING FIVE prior to the flight. So-called "incentive flights" are specifically NOT authorized.

f. OPSUM. The Daily Operations Summary Report, running total of detachment operations, next day's flight schedule and the end-of-day smooth flight schedule shall be emailed to TRAWING FIVE Operations (OPS) and Assistant Operations (AOPS) Officer, VT-2 OPS Officer, VT-3 OPS Officer, and VT-6 OPS Officer as appropriate at the conclusion of daily flight operations.

g. Uniform. Flight suits are the uniform of the day for all staff and aircrew. Flight suits will be worn IAW the COMTRAWING FIVE Policy on Flight Suits.

h. Runway Duty Officer.

(1) The RDO will be an 0-3 or above Military Aviator and will be the direct representative of the Detachment OIC regarding flight and safety matters.

(2) The RDO will be located in the tower at Roswell International. At Outlying Field Artesia the RDO will be located in the vicinity of the runway during all training events (including IUT events).

(3) As modified for detachment-specific considerations, conduct RDO duties in accordance with reference (b).

i. Liberty.

(1) Student Naval Aviators will have a 30 statute mile (SM) liberty radius within the confines of New Mexico. All liberty will be in pairs or groups. Liberty buddy(ies) is/are required. Exceptions will be by specific approval of the Squadron Detachment OIC.

(2) Liberty for instructors outside the 30 SM radius will be based on Squadron Detachment OIC consent of a specific plan.

(3) Liberty for active duty military assigned to the TRAWING FIVE Detachment Staff outside the 30 SM radius will be based on TRAWING FIVE Detachment OIC consent of a specific plan.

(4) An off-limits list of establishments will be maintained by the OIC. All assigned detachment personnel are required to stay informed of the contents of this list.

(4) Travel to Mexico by TRAWING FIVE personnel is prohibited while assigned to the detachment.

(5) Liberty is a privilege and conduct while on liberty shall be beyond reproach, reflecting the highest values and virtues of military aviation. We are guests in Roswell.

8. Miscellaneous.

a. Primary POCs: LtCol John Payne and LT Aaron Heil, DSN 868-7066/7865 COMM 850-623-7066/7865. Email Address: john.s.payne@navy.mil and aaron.heil@navy.mil.

b. Privacy Act. In accordance with SECNAVINST 5211.5E, no personal information will be released to non-government organizations or individuals, whether commercial or non-profit, without written consent of the individual concerned. Authority for rosters contained in this Notice is Title 5, USC 301, Departmental Regulations Privacy

Act.

9. Priorities for the detachment are:

a. Safe mission accomplishment. We will safely and efficiently train the world's finest military aviators, producing the maximum number of "advancing X's" possible. We will work to ensure no one is injured and no taxpayer funded equipment is damaged. We will take care of each other, 24/7, on and off duty.

b. Personal Conduct. We are ambassadors of TRAWING FIVE, CNATRA and the United States Armed Forces. As such, our conduct will be above reproach in all that we say and do, particularly while on detachment.



J. J. FISHER

Copy to:  
TRARON TWO, THREE, & SIX  
CNATRA N4 Det OIC

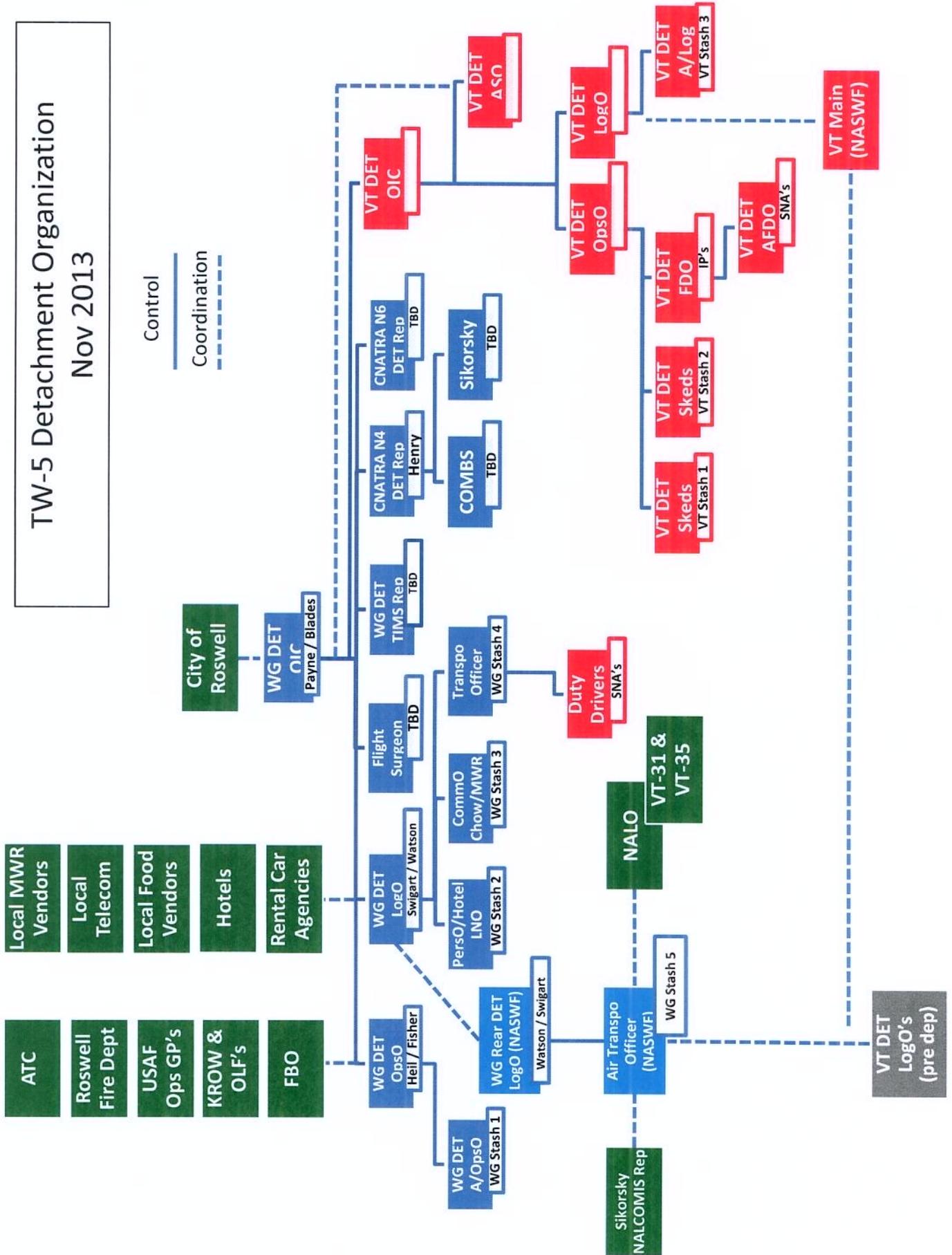
**SEQUENCE OF EVENTS \***

<b>DATE</b>	<b>TIME</b>	<b>EVENT</b>
SU 5 Jan	1200	TW5 Det Logistics Team depart KPNS
MO 6 Jan	0800	All Hands detachment and course rules brief
MO 6 Jan	1600	Advance TW5 and CLS Personnel Depart KNSE
TU 7 Jan	0800	Advance T-6s (2) depart KNSE
TU 7 Jan	1600	Advance T-6s (2) arrive KROW
TH 9 Jan	0800	Main body of T-6s (23) depart KNSE with VT-6 IPs and students
FR 10 Jan	1600	VT-6 main body arrives at KROW via NALO
FR 10 Jan	1600	Main body T-6s (23) arrive KROW
SA 11 Jan	TBD	INAV Ferry SNAs depart KROW via NALO
SA 11 Jan	0700	Begin IP familiarization flights
MO 13 Jan	0700	Flight Training Operations Commence (60 sorties/day Mon-Sat)
FR 31 Jan	1200	VT-2 Main Body arrive via NALO
SU 02 Feb	0800	VT-6 Main Body departs via NALO
FR 21 Feb	1200	VT-3 Main Body arrive via NALO
SU 23 Feb	0800	VT-2 Main Body departs via NALO
SA 15 Mar	1900	End det training
SU 16 Mar	0700	Site Teardown, Prepare aircraft for redeploy
MO 17 Mar	0700	VT-3 IPs and students depart in T6s; remainder depart via NALO

\* All dates subject to change.

Det is planned for 71 days from first advanced personnel arrival to main body last squadron departure(5 Jan to 17 Mar). Total of 54 flying training days.

# TW-5 Detachment Organization Nov 2013



TRAINING AIR WING FIVE ROSWELL DET DELIBERATE ORM

**HAZARD** MIDAIR COLLISION

**INIT RAC** 2-Serious (Probability C, Severity I)

**CONTROLS**

- a) Aircraft will be in comms with ATC and Tower.
- b) Radar coverage will be provided by ATC and Tower.
- c) IPs will make and listen to advisory calls, as required.
- d) All aircrew will receive an in-depth course rules brief prior to or upon arrival, emphasizing choke points and the see-and-avoid principle.
- e) Solos will be limited on the weekends, when civilian traffic is heaviest.
- f) Solos will be scheduled when the Tower is manned.
- c) See-and-avoid principle will be emphasized during course rules and solo briefings.
- g) Solos will be operating only at field with RDO present.
- h) T-6 warning/information posters will be distributed to local FBOs and civilian flight schools to increase their awareness of T-6 ops.

**FINAL RAC** 3-Moderate (Probability D, Severity II)

**HAZARD** COLLISION BETWEEN T-6 AND CIVILIAN AIRCRAFT DUE TO RUNWAY INCURSION.

**INIT RAC** 3-Moderate (Probability C, Severity II)

**CONTROLS**

- a) Aircraft will taxi/takeoff/land with clearance from Ground/Tower.
- c) T-6 warning/information posters will be distributed to local FBOs and civilian flight schools to increase their awareness of T-6 ops.
- d) See-and-avoid principle will be emphasized during orientation brief.

**FINAL RAC** 4-Minor (Probability D, Severity II)

**HAZARD** INSTRUCTOR/STUDENT FATIGUE.

**INIT RAC** 3-Moderate (Probability C, Severity II)

**CONTROLS**

- a) Crew day / crew rest shall adhere to SOP and OPNAV 3710

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standards.

- b) Sunday will be a no-fly day for recuperation. c) IMSAFE will be briefed prior to each flight.
- d) Number of events flown will be closely monitored.

**FINAL RAC** 4-Minor (Probability D, Severity II)

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**HAZARD** CONTROLLED FLIGHT INTO MOUNTAINOUS TERRAIN.

**INIT RAC** 2-Serious (Probability C, Severity I)

**CONTROLS**

- a) Mountainous terrain (beginning approximately 30 NM West of KROW will be avoided as much as possible.
- b) IP/IP familiarization flights will be flown prior to flying with students.
- c) All aircrew will receive an in-depth course rules brief upon arrival or prior, emphasizing the local area, to include terrain.

**FINAL RAC** 3-Moderate (Probability D, Severity I)

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**HAZARD** OFF DUTY/RECREATION.

**INIT RAC** 3-Moderate (Probability B, Severity III)

**CONTROLS**

- a) All personnel will receive an in-brief with the Det OIC delineating rules for the Roswell area.
- b) The local sheriff's department has been contacted for assistance with liberty concerns.
- c) All students will have a 30 mile liberty radius to reduce likelihood of any occurrences.
- d) All high risk activities, per CNATRA instruction (to include skiing), must be specifically approved by the Det OIC.

**FINAL RAC** 5-Negligable (Probability D, Severity III)

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Enclosure (3)