

## GENERAL INFORMATION

**Overview:** Your first couple of weeks will consist primarily of ground school. The classes are self-paced, but generally should not take more than 2.5 weeks. You should expect your first flight (C4001) as soon as all prerequisites are completed. The flight syllabus consists of Contact, Instrument, and Navigation. The estimated time to train on average is 14 weeks.

### First things first:

- ✓ Check in with your squadron if you have not already.

## ADMINISTRATION ITEMS

The following items are required for HITU check-in (The Admin Clerk will assist):

- ✓ NATOPS Jacket
- ✓ a copy of orders
- ✓ Admin Up-chit
- ✓ Flight Logbook

### Squadron requirements:

During your training, administrative services will be provided by your parent squadron with respect to leave tracking, personnel issues, pay, etc.

### Leave requests:

All requests will be handled on a case-by-case basis and will be routed through the HITU OPSO, SWO, and OIC and approved by your squadron XO/CO. Utilize your squadron's leave tracking procedures to check in and check out.

### Uniforms:

Unless otherwise specified, flight suits are the uniform of the day. Nomex (green or tan) flight jackets are "on-base-only" authorized with your flight suit. Do **NOT** wear the Nomex jacket off base. Comply with parent squadron policy for flight suit patch and t-shirt requirements and wearing of flight suits off base.

## IUT RESPONSIBILITIES

**EXPECT TO FLY EVERY DAY:** Generally, you will be scheduled for at least one training event per day. There are a few flights that are routinely scheduled together. This includes the N4001--usually flown with I4204 or 14390 The N4201 and N4202 are also usually paired together.

**SNIVELS:** To the maximum extent possible, snivels need to be submitted at least 48 hours prior. At a minimum, ensure your snivel is in TIMS Absence Request (under personal information tab) NLT 0700 of the day prior to the day of the snivel. Keep in mind that at times, the schedule is roughed out two days in advance. It is to your benefit to get a necessary snivel in as early as possible. **Be specific with the date and/or time you need off as well as the reason.** Remember, your priority while in the HITU is to fly. If the schedule is written and signed and the unforeseen arises, work with the Operations Officer or the OIC to resolve the conflict.

### **FLIGHT SCHEDULE:**

There are three ways you can check on your schedule for the next day.

1. Check the CNATRA web sight. This site is unsecured and can be accessed from any web browser. A CAC card is not required.
  - a. Goes to: <https://www.cnatra.navy.mil/tw5/>
  - b. Select "Schedules", then the HITU patch
  - c. Verify that you have the correct day and date.
  - d. You can "filter" by your last name.
  - e. BE SURE TO READ THE "REMARKS" SECTION—important information concerning your event is often annotated here.
  - e. Also, BE SURE TO CHECK THE FRONT PAGE for notes.

If the online schedule is not working:

2. Call the HITU FDO. The FDO is on duty until LPOD. Make this your first call. It is the safest and most sure way of getting the correct information.
3. Call your parent squadron (there should be a 24-hour duty available). If calling your parent squadron, be sure to be specific and ask the SDO to look at the **HITU** flight schedule for your name. Many times the SDOs are unfamiliar with the HITU schedule and you will need to be specific.

**FLIGHT SUPPORT:** Your will receive your ground school curriculum, FTIs, Master Curriculum Guide, NATOPS manual, NATOPS Pocket Checklist and other pubs when you check in. All your navigation pubs can be found in the Flight Support Room on the HT-18 side of Bldg. 2977.

**DAILY REQUIREMENTS OR AS NEEDED:**

- Verify your currency on the HITU Read & Initial Board (Duty Office)
- Read ATF'S and/or review your training summary on TIMS. (The Admin Clerk also maintains hard copies.)
- Check message boards in the HITU Ready Room for pertinent information
- Update recall list with Admin Clerk anytime you change your recall address and/or phone number.
- Check NMCI e-mail
- Check the flight schedule every day, including the front page for notes

**CDO DUTY:** All O3 IUTs are eligible to be assigned as TRAWING FIVE Command Duty Officer (CDO) and/or Supernumery while at the HITU. Duty is a one-week period. All leave requests need to be routed through the SWO to ensure duty coverage.

**FLIGHT PHYSICALS:** It is the IUT's responsibility to get a flight physical in a timely manner. Call Aviation Medicine at 623-7151 to make an appointment. Spaces fill up quickly so call well in advance (at least by the middle of the month PRIOR to your birth month).

**SWIMS/ PHYSIOLOGY:** Know when your swims will expire and see the Admin clerk to get a swim/phys date. These spots are also limited, so if you know you are going to expire, take action to avoid going "down" for a lapsed qual.

**HUREVAC OPERATIONS:** IUT's holding a current TH-57 Instrument Check and NATOPS qualification are eligible for HUREVAC flyaway operations during hurricane season. Be prepared to depart at a moment's notice. Have a plan for your family and be ready to execute early. Heavy traffic in any direction out of Pensacola makes last minute evacuations very difficult and possibly unsafe. More details will be provided if a hurricane is projected to hit the local area.

**SQUADRON FUNCTIONS:** Attending your respective squadron social functions is encouraged on a not-to-interfere-with-training basis. It is a good opportunity to meet your future squadron mates. The squadron shouldn't demand any ground job responsibilities while in the HITU syllabus. Your mission is to complete the HITU. If your squadron is pressuring you to work a ground job, see the HITU OIC. Some recurring events:

- Quarters/AOMS
- Social Functions
- Hails & Farewells
- Safety Stand downs/ GMT

**INSTRUCTOR PILOT FLIGHTS:** You will complete a follow-on, seven-event syllabus at your parent squadron upon completion of the HITU syllabus. These flights are designed to teach you defensive posturing and more specifics on how to instruct students. This is where you will get the majority of your "fights-on/fights-off" training. The HITU is primarily responsible for providing you with refresher training in the TH-57, however helpful information regarding the teaching of students will be integrated during IUT events when situations permit.

## **IMPORTANT TELEPHONE NUMBERS**

In addition to the recall bill, the following telephone numbers may be useful:

FDO/SKEDS/HITU OIC		623-7633
HITU OIC		623-7674
HITU SKEDS		665-6269
HITU fax		623-7303
TRAWING FIVE CDO		637-2793 (cell)
NAS Whiting Field CDO/OOD		382-4966 (cell)
NAS Whiting Field ODO (Base ops)		623-7597
HT-8 Squadron Duty Officer		623-7188
HT-18 Squadron Duty Officer		623-7418
HT 28 Squadron Duty Officer		623-7977
Sick Call/Flt Physicals		623-7151 or 665-6348

## **ACADEMICS**

Academic Training	Bldg 2946	623-7048
Testing Center	Bldg 2946, Room 7	ID Required

See the Testing Center for time restrictions on when exams may be started.