



## DEPARTMENT OF THE NAVY

COMMANDER  
TRAINING AIR WING FIVE  
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MILTON, FLORIDA 32570-6017

IN REPLY REFER TO:

COMTRAWINGFIVEINST 3510.2Q

N3

29 Oct 13

### COMTRAWING FIVE INSTRUCTION 3510.2Q

From: Commander, Training Air Wing FIVE

Subj: PROCEDURES AND REQUIREMENTS FOR NAVAL AIR TRAINING AND  
OPERATING PROCEDURES STANDARDIZATION (NATOPS) PROGRAM  
EVALUATIONS AND CHECKFLIGHTS

Ref: (a) OPNAVINST 3710.7 Series  
(b) CNATRAININST 3710.13 Series  
(c) CNATRAININST 3710.40  
(d) OPNAVINST 1542.7 Series  
(e) NAVAIR A1-T6AAA-NFM-100  
(f) NAVAIR A1-T6BAA-NFM-100  
(g) NAVAIR 01-TH57BC-1 NATOPS Flight Manual, TH-57B/C

Encl: (1) NATOPS Unit Evaluation Checklist

1. Purpose. The NATOPS Program promotes professionalism, increases unit readiness, and improves flight safety. This instruction delineates the responsibility, requirements, and procedures for the T-6A/B and TH-57B/C Unit NATOPS Evaluation.

2. Cancellation. COMTRAWINGFIVEINST 3510.2P.

3. Scope. This instruction is applicable to T-6A/B and TH-57B/C pilots and enlisted aircrew attached to Training Squadrons (VTs), Helicopter Training Squadrons (HTs), Fixed-Wing Instructor Training Units (FITU), and Helicopter Instructor Training Unit (HITU) under Duty in a Flying Status Involving Flying (DIFOPS) orders. T-6A/B and TH-57B/C Satellite Sites will also be evaluated in accordance with reference (a).

4. Discussion. The NATOPS Unit Evaluation shall measure the degree of NATOPS compliance, the health of the Unit NATOPS Program, and the level of individual proficiency within the unit. The NATOPS Unit Evaluation is established and conducted per references (a) through (g). All pilots and enlisted aircrew assigned to a unit shall participate in that Unit's Evaluation, except those on leave or TAD outside the local area. Should a pilot be NATOPS qualified in both T-6A/B and TH-57B/C, they shall participate in the FITU and HITU Evaluation. Pilots assigned Additional Duty (ADDU) to the Wing shall attend the examination and be available to fly a NATOPS Check Flight, should they be scheduled. Reservists shall participate in the unit's evaluation in accordance with the CNATRA Reserve Forces Integration Instruction (CNATRAININST 3740.8 Series).

5. Evaluation Responsibilities. Assignment of responsibilities for conducting NATOPS Unit Evaluations are as follows:

a. T-6A/B - TH-57B/C NATOPS Evaluator shall be responsible for conducting each Unit Evaluation per references (a) through (c). The evaluator shall send a proposed schedule of events and a firm evaluation date to the subject unit(s) in a timely manner to facilitate planning and coordination. Enclosure (1) shall be utilized as a NATOPS Evaluation Checklist.

b. TH-57B/C Enlisted NATOPS Evaluators shall assist the TH-57B/C NATOPS Evaluator during evaluations of units which have active enlisted aircrew. Due to the limited number of aircrew assigned to TRAWING FIVE, the Enlisted NATOPS Evaluator and Assistant Enlisted NATOPS Evaluator serve dual roles as Evaluators and as Unit Enlisted NATOPS Instructors. In order to facilitate fair and balanced evaluations of these units, the Enlisted Evaluators shall not evaluate the unit to which they are assigned.

c. Unit NATOPS Officer

(1) Shall ensure all records are in compliance with references (a) through (d), and pilots and enlisted aircrew are familiar with references (e) through (g) as applicable.

(2) Shall provide a list of all pilots and enlisted aircrew whose NATOPS records are under their cognizance to the evaluator. Additionally, the list shall include columns for assigned NATOPS/PCL numbers, Open and Closed Book Scores and annotate the reason for any absences.

(3) Shall notify all TAD and ADDU personnel in the local area of the examination/evaluation schedule, and ensure they receive the appropriate pre-inspection material.

d. Unit Operations Officer

(1) Shall ensure all Watch-standers are available for the examination and be prepared to schedule randomly selected pilots and enlisted aircrew on short notice for flights with the evaluator.

(2) Shall be responsible for ensuring all applicable records under their cognizance are in compliance with references (a) through (c).

e. Individual Pilots and Enlisted Aircrew

(1) Shall be responsible for arranging their schedule to attend the Open and Closed Book Examinations.

(2) Shall bring their NATOPS Flight Manual, Pocket Checklist, and pen/pencil to the examination.

(3) Shall bring a NATOPS Pilot Evaluation Worksheet to the brief with all applicable information entered, if they are scheduled to fly with the evaluator.

6. NATOPS/Assistant NATOPS Instructor Requirements

a. T-6A/B

(1) All NATOPS and Assistant NATOPS Instructors shall be qualified Out-of-Control Flight (OCF) instructors.

b. TH-57B/C

(1) All TRAWING FIVE NATOPS/Assistant NATOPS Instructors shall have completed the TH-57B/C student error detection standardization familiarization flight prior to being designated a NATOPS/Assistant NATOPS Instructor.

(2) All TRAWING FIVE Enlisted NATOPS/Assistant Enlisted NATOPS Instructors shall have been designated Utility Aircrew (NEC 8211) prior to being designated an Enlisted NATOPS/Assistant NATOPS Instructor.

7. Flight Requirements. Evaluation Flights: A minimum of three flight evaluations (two selected at random, one selected by the Commanding Officer or Officer In Charge) shall be flown. This requirement may be reduced for units with limited manning.

8. Staff NATOPS Program. Assignment of responsibilities for the conduct of the staff NATOPS Program are as follows:

a. The NATOPS Officers at the FITU and HITU shall be responsible for notifying pilots assigned to their units of recurring qualifications, qualification entries in logbooks, and accuracy in content and form of each staff pilot's NATOPS Training Jacket.

b. Staff and ADDU pilots are required to comply with all requirements listed in references (a) through (c). It is ultimately the responsibility of each individual pilot to ensure they are qualified and current, this includes maintaining flight time minimums.

9. Evaluation schedule. NATOPS units should be evaluated as delineated in enclosure (1).

10. Forms. Enclosure (2) shall be used as outlined in paragraph 5a.

  
J. J. FISHER

Distribution:  
COMTRAWINGFIVEINST 5216.1S  
Lists I(e,f), II  
VX-20  
HX-21  
TPS

**NATOPS UNIT EVALUATION CHECKLIST**

- \_\_\_\_\_ Are there any problems the NATOPS Officer has that need discussing prior to commencing the inspection?
- \_\_\_\_\_ When was the last squadron NATOPS evaluation conducted?  
Were the results forwarded to the CNATRA NATOPS Officer IAW CNATRAINST 3710.13?
- \_\_\_\_\_ Was everyone present for the Open/Closed Book Examination?
- \_\_\_\_\_ Did anyone score less than 3.3 on the Closed Book Exam?
- \_\_\_\_\_ Did anyone score less than 3.5 on the Open Book Exam?
- \_\_\_\_\_ Did all personnel have a current copy of the local Standard Operating Procedures (SOP) in their NATOPS manual? (T-6 A/B)
- \_\_\_\_\_ Did all personnel have the current change entered and logged in their NATOPS manuals and pocket checklists?
- \_\_\_\_\_ Are current copies of OPNAVINST 3710.7 Series, CNATRAINST 3710.13 Series, and OPNAVINST 1542.7 Series maintained in the NATOPS Office?
- \_\_\_\_\_ Are NATOPS Instructors/Assistant NATOPS Instructors designated in writing?
- \_\_\_\_\_ Are NATOPS Instructors/Assistant NATOPS Instructors check flights documented in their logbook?
- \_\_\_\_\_ Is the file cabinet containing the NATOPS Jackets lockable?
- \_\_\_\_\_ Does the cabinet have an access list signed by the Commanding Officer or Officer in Charge?
- \_\_\_\_\_ Are the jackets logged in/out?
- \_\_\_\_\_ Does the NATOPS Officer maintain an accurate NATOPS manual and pocket checklist inventory?
- \_\_\_\_\_ Is an effective system in place to track recurring qualifications?
- \_\_\_\_\_ Is an effective communication system in place with Operations to ensure recurring quals are scheduled and completed?
- \_\_\_\_\_ Is an effective on-going NATOPS Training Program in effect?
- \_\_\_\_\_ Does the NATOPS Officer maintain a discrepancy log?
- \_\_\_\_\_ Are any grounding discrepancies in the log?
- \_\_\_\_\_ Does the command support the flight program per OPNAVINST 1542.7 Series?

- \_\_\_\_\_ Are unit NATOPS exams kept in a secure location and updated annually? (Shall have a minimum of two different sets of exams available)
- \_\_\_\_\_ Is the Ejection seat trainer/Ejection Procedures Trainer (EST/EPT) being used for required annual Seat Training?
- \_\_\_\_\_ Has the unit updated the automatic distribution requirements list (ADRL) per reference (a) or (b)?
- \_\_\_\_\_ Is OCF training conducted within the sixth month after NATOPS Evaluations? (T-6A/B)
- \_\_\_\_\_ Is emergency procedure training (simulator) conducted within the sixth month after NATOPS Evaluations?
- \_\_\_\_\_ Is the emergency procedures training simulator documented, and placed in Section II part C?
- \_\_\_\_\_ Is the Emergency Ground Egress Procedures Training documented?

NATOPS Jackets will be inspected using the following general guidelines:

Inside Front Cover: Record of Disclosure (OPNAV 5211/9)

Section I

- Part A - Review and Certification (OPNAV 3760/32A)
  - On check-in at current command
  - Within 30 days of birthday
  - Major changes in flying status
- Part B - PCS orders
  - Only a copy of the most recent. For reservists, a letter signed by the squadron's SAU CO stating where orders are maintained is acceptable.
  - For enlisted aircrew, a volunteer flight status letter
  - Letters suspending or revoking flight status (current and historical)
- Part C - Medical clearance
  - Signed original current annual flight physical (NAVMED 6410/1 or NAVMED 6410/2)
  - Any medical down chits or up chits since last annual
  - Any medical waivers in effect including any anthropometric limitations
  - Psychological (high risk) screening (CNATRA commands)
- Part D - Flight equipment issue (OPNAV 3760/32B)
  - Ensure this record is being used

Section II

- Part A - Designations (OPNAV 3760/32C)  
All functional designations shall be recorded on OPNAV 3760/32C. To maintain a historical record, copies of designation letters containing dates and approving authority signature shall be maintained.

- Naval Aviator designation
- Naval Aircrewman designation
- Functional check pilot designation
- NATOPS officer designation
- NATOPS/Assistant NATOPS Instructor
- NATOPS/Assistant Enlisted NATOPS Instructor
- Instrument Check Pilot designation
- CRM Instructor/Facilitator designation

- Part B - Mission Qualifications (OPNAV 3760/32D)  
Mission oriented designations shall be recorded on OPNAV 3760/32D.

- Stage Instructor
- Standardization Instructor
- CNATRA Stage Manager
- RDO/FDO
- Formation Section/Division Lead
- Naval Air Training Command Instructor Pilot
- Plane Captain (or CCX) designation or Daily/Turnaround Qualification
- Associate Instructor Designation
- Egress Instructor
- All other designations not included in Part A

- Part C - Miscellaneous

- CRM Training/Evaluation Record (reference (c), enclosure (4))
- Most current annual EP simulator ATF. Check that date is within the sixth month after the NATOPS checkride.
- Most current annual OCF ATF, (T-6A/B) Check that date is within the sixth month after the NATOPS checkride. NE/NI/ANI, SOCF and DOCF are exempt from the semi-annual OCF flight requirement.

**NOTE:** Any NATOPS checkride/upgrade (NE/NI/ANI) resets the 6 month EP simulator time window.

Section III

- Part A - Schools and Courses (OPNAV 3760/32E)

- FITC
- IGS/CRM (Instructional Model Manager Course Certificate)
- AITC, if attended (academic instructors)
- Copy of the training command student summary and all FRS summaries for training completed after 1 Jan 88.

**NOTE: Formal schools only. Not squadron training.**

- Part B - Operational Physiology and Survival Training (OPNAV 3769/32F)
  - Annual Aeromedical Aspects of Ejection
  - Annual Emergency Egress
  - Annual Sensory Problems (Normally covered during IGS)
  - GTIP/GLOC
  - Annual Hypoxia Awareness Training (Class 1 aircraft only T-6A/B)
  - Physiology - Initial: Indoc Class 3 for all enlisted aircrew; per OPNAVINST 3710.7 for all pilots. Refresher: every 4 years; Refresher Class 1 for all T-6A/B pilots, Refresher Class 3 for all TH-57 B/C Pilots/Enlisted Aircrew.
  - Swims - Initial: Indoc Class 3 for all enlisted aircrew; per OPNAVINST 3710.7 for all pilots. Refresher: every 4 years; Refresher Class 1 for all T-6A/B pilots, Refresher Class 3 for all TH-57 B/C Pilots/Enlisted Aircrew)
  - HABD/HEEDS (Helo only) - Initial: Indoc Class 3 for all personnel. Refresher: Refresher Class 3 includes HABD/HEED and will not be annotated separately.
  - SERE School
- Part C - Examinations (OPNAV 3760/32)
  - Most current Open/Closed Book Exam or answer sheet (annual)
  - Instrument exams logged (annual)
  - Course rules exams logged (annual)
  - Other current exams as required (i.e. OCF, Daily/Turnaround, etc.)
- Part D - NATOPS Evaluations (OPNAV 3710/7)
  - All NATOPS Evaluations
- Part E - NATOPS Instrument Rating (OPNAV 3710/2)
  - All instrument evaluations (If Instrument rating dropped at current command, was FNAEB performed?)
  - Any instrument waivers

**NOTE: CRM Flight Evaluation comments required in the remarks section of the NATOPS or Instrument Evaluation Form when the flight is performed in conjunction with one of these flights.**

Section IV

- Part A - Flight Time Summary
  - Monthly summary's for current fiscal year should be maintained in this section.
- Part B - Aircraft mishaps and flight violations involving aircrew causal factor and FNAEB results (OPNAV 3760/32H)

Logbooks

- \_\_\_\_\_ Do pilot logbooks have a NATOPS Evaluation entry stamp (2L4 FPC logged)?
- \_\_\_\_\_ Do pilot logbooks have annual instrument entry stamp (2L3 FPC logged)?
- \_\_\_\_\_ Has the pilot and commanding officer/authorized deputy signed the logbook as appropriate?
- \_\_\_\_\_ Have all pilots met their annual minimums? (If not, waiver letters submitted?)
- \_\_\_\_\_ Have any pilots exceeded their 30/90/365 day maximums? (reference (a) and local directives apply)
- \_\_\_\_\_ Does the information, dates, flight time, in the logbook correlate with that in the NATOPS Jacket?
- \_\_\_\_\_ Are log books maintained in accordance with OPNAVINST 3710.7 (paragraph 10.5)?
- a. \_\_\_\_\_ Are full model entries entered into the aviator logbooks?
  - b. \_\_\_\_\_ Have "No flight" entries been made for aviators for months in which no flights were made?
  - c. \_\_\_\_\_ Are entries legible?
  - d. \_\_\_\_\_ Is the logbook in good condition with no pages removed?
  - e. \_\_\_\_\_ Has documentation of annual NATOPS and Instrument qualifications been recorded on the qualifications and achievement record?
  - f. \_\_\_\_\_ Recording of information in the flight record, the accident and flight violation, and the mishap record is mandatory. Additionally, recording of annual NATOPS and Instrument qualifications is mandatory. All other entries are optional, but shall be done in accordance with reference (a).
- \_\_\_\_\_ Are instrument approaches and instrument time being logged on NATOPS Evaluations? (Precision, Non-Precision and Holding required on initial T-6A/B NATOPS check. They are not required if individual has current instrument rating in T-6A/B)

**NOTE:** Per OPNAVINST 3710.7 paragraph 10.5.1.1, logbooks are not required for enlisted aircrew.