



DEPARTMENT OF THE NAVY  
COMMANDER  
TRAINING AIR WING FIVE  
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MILTON, FLORIDA 32570-6017

IN REPLY REFER TO

COMTRAWINGFIVEINST 5351.1B  
Code N52  
24 Feb 11

COMTRAWING FIVE INSTRUCTION 5351.1B

From: Commander, Training Air Wing FIVE

Subj: NAVAL AIR TRAINING CLASS ADVISOR PROGRAM (NATCAP)

Ref: (a) CNATRAINST 5351.1B  
(b) COMTRAWINGFOUR/COMTRAWINGFIVEINST 1542.2  
(c) CNATRAINST 1500.4G  
(d) COMTRAWINGFIVEINST 1720.1

Encl: (1) Class Advisor Responsibilities  
(2) Student Responsibilities within NATCAP

1. Purpose. To provide guidance on, and standardization of, the Naval Air Training Class Advisor Program (NATCAP) outlined in reference (a). The NATCAP is an officer mentorship and human factors identification program, and not a substitute for established assistance programs, such as medical, legal, and religious programs.

2. Cancellation. COMTRAWINGFIVEINST 5351.1A

3. Scope. All Training Air Wing (TRAWING) FIVE squadrons shall comply with the provisions of this instruction in the administration of the NATCAP.

4. Action

a. Commanding Officers. Commanding Officers shall develop programs to implement policy in accordance with this instruction and reference (a), and shall designate a NATCAP Officer to supervise the Class Advisor Program. The NATCAP Officer shall be a graduate of the ASIST (Applied Suicide Intervention Skills Training) course provided by TRAWING FIVE. If not already a graduate at time of designation, the NATCAP Officer shall attend the next offered course.

b. NATCAP Officer. The NATCAP Officer shall supervise the Class Advisor Program and perform the following duties:

(1) If not a graduate of the ASIST course at time of designation, attend the next offered course.

(2) Assign an instructor as Class Advisor to each incoming class, in accordance with reference (a). To the maximum extent possible, each advisor should be assigned responsibilities for only once class at any given time.

(3) Brief each Class Advisor on the duties and responsibilities of a Class Advisor.

(4) At the time of their assignment, provide each Class Advisor with copies of this instruction, references (a), (b), and any relevant squadron instructions.

(5) Ensure Class Advisors are informed on matters pertaining to their students, such as marginal or unsatisfactory performance, academic failure, selection/winging dates, unusual circumstances, etc.

(6) Ensure Class Advisors are informed of all locally available courses and services, to which they can refer their students for problems that fall outside the scope of their personal training and experiences.

(7) To enhance the command's suicide prevention efforts, provide each class advisor with copies of COMTRAWING FIVE's Suicide Prevention Program, reference (d), and ensure Class Advisors are familiar with all enclosures.

(8) Conduct required student counseling in the absence of the student's Class Advisor as required in enclosure (1).

(9) Ensure the chain of command is notified of any past or present performance indicators or human factors issues which may impact a student's training.

(10) Maintain a NATCAP Officer Turnover Binder. Include a copy of this instruction, references (a), (b), and any relevant squadron instructions, notes, or pertinent information. Also include the Class Advisor assignments, including Class number and Class check-in date.

(11) Ensure a folder is maintained in Student Control for each Class. The folder shall include:

(a) The name of the Class Advisor.

(b) A list of all students in the Class, the names of their on-wings, and their projected selection/winging dates.

(c) Memoranda documenting weekly reviews of Class and student progress and documenting advisor/class/student interaction (e.g., Class meetings, meetings with students other than counseling, etc.).

c. Class Advisors. Class Advisors shall report to the NATCAP Officer and shall perform the duties outlined in enclosure (1).

d. Students. Students shall report to their Class Advisor as the first link in their chain of command and shall perform the duties outlined in enclosure (2).

5. Documentation

a. CNATRA Form 1542/66, Jacket Review Divider, shall be used to document weekly Aviation Training Jacket (ATJ) reviews. CNATRA Form 1542/16, Supplementary Jacket Form, shall be used to document formal student counseling as required in enclosure (1). Both forms shall be maintained in the student's ATJ in accordance with reference (c).

b. Memoranda shall be used to document weekly reviews of Class and student progress, as well as advisor/class/student interaction (e.g., Class meetings, meetings with students other than counseling, etc.). Keep the memoranda in the Class Folder located in Student Control.

6. Review. The TRAWING FIVE Student Control Officer shall review this instruction annually. Recommendations for changes shall be forwarded via the TRAWING FIVE Student Control Officer.

  
J. L. VANDIVER

Distribution:  
COMTRAWINGFIVEINST 5216.1S  
List II (a-e,i,m-o,q-s)

**CLASS ADVISOR RESPONSIBILITIES**

The Class Advisor shall be responsible for the following:

1. Conduct duties and responsibilities in accordance with reference (a), with particular emphasis on mentoring guidelines and tips of enclosures (1) and (2).

2. Conduct a Class Brief during the class's squadron check-in. Explain the command's Class Advisor Program and provide a copy of student and Class Advisor duties and responsibilities to each student. Also provide a list of alternative resources the student can utilize in addition to the Class Advisor to seek assistance for issues of concern they may have during their training.

3. Within one week of Class check-in, interview each student to become familiar with their personal history, including education background, marital/family status, previous military or flight experience, and hometown. Review performance indicators and previous flight and academic training scores in the ATJ. Discuss all potentially significant issues and establish good communication with the student. Report significant performance indicators (i.e., more than one academic UNSAT in Aviation Preflight Indoctrination (API)) and/or significant human factors issues to the NATCAP Officer.

4. Conduct weekly ATJ reviews to monitor students' progress and ensure ATJ correctness and completeness. Document the weekly reviews on CNATRA Form 1542/66, Jacket Review Divider.

5. Conduct weekly reviews of Class and student progress. This may include Class meetings, meetings/phone calls/emails with the student, discussion with on-wings or flight leaders, etc. Scheduled face-to-face meetings with each student shall occur monthly, at a minimum. Report the reviews, using memorandum format, and route to the NATCAP Officer. These reports shall include performance trends and particular problems encountered in training, especially those that could impact successful completion of flight training.

6. Counsel students for the reasons listed below, as well as any other reason the Class Advisor deems appropriate. Refer to the Counseling Process paragraph of reference (a), enclosure (1). Document all counseling on CNATRA Form 1542/16, Supplementary Jacket Form (Supplemental ATF) for placement in students ATJ.

(a) Experiencing training or personal difficulties.

(b) Considering Drop on Request (DOR) from flight training. Refer student to the Student Control Officer.

(c) Performance is marginal as defined by reference (b): two UNSAT and/or marginal events in a block of training, or three UNSAT events within a single stage of training. Reference (b) requires a

marginal student be placed on Student Monitoring Status (SMS). Refer student to his/her flight leader for SMS brief in accordance with reference (c).

(d) Performance was graded Unsatisfactory on a flight or academic event, unless the event was a warm-up. This counseling shall be completed before the student attempts another graded flight or academic event.

(e) Performance meets the criteria for which an Initial or Final Progress Check is awarded. This counseling shall be completed prior to the Progress Check.

7. Be familiar with the services that are locally available to address student problems which exceed the scope of personal training and experience. Refer students to these services when required.

8. In a situation where suicidal behavior is suspected or a concern, utilize reference (d) and squadron guidance to take action. In any situation, if a service member threatens suicide or has suicidal behaviors, take him/her very seriously as you may have limited time and only one chance to intervene. Seek help as necessary, but do not leave the person alone.

8. Confirm with squadron Aviation Safety Officer when students with issues potentially affecting aviation safety are identified.

9. As required, use CNATRA Form 1542/16 (Supplemental ATF) to provide a recommendation to place a student on SMS. Reference (b) provides reasons a student shall be placed on SMS, but does not preclude the Class Advisor from recommending SMS based on his/her knowledge of student progress or training/personal difficulties. Route the SMS recommendation to the student's Flight Leader, who will then complete a SMS ATF in accordance with reference (c).

10. Inform the NATCAP Officer should conditions preclude the performance of any or all Class Advisor duties.

**STUDENT RESPONSIBILITIES WITHIN NATCAP**

Since the Class Advisor Program is for the students' benefit, it is the responsibility of each student to use this program to aid in the completion of the Flight Program. The Class Advisor is the first link in the chain of command and should be the first person contacted when trying to resolve problems or difficulties that arise within, or external to, flight training. The student shall be responsible for the following:

1. Seek an initial interview with the Class Advisor within one week of squadron check-in. The primary function of this interview is to obtain information relating to personal history, including education background, marital/family status, previous military or flight experience, and hometown. At this interview, the Class Advisor shall be told of any factors that could potentially affect flight training progress.
2. Notify the Class Advisor of any marginal or unsatisfactory flight or simulator events, or academic failures, on the day on which they occur.
3. Notify the Class Advisor of any personal problem that may affect flight training progress. These problems include, but are not limited to, need for Emergency Leave, medical issues including airsickness, need for stress management, etc.
4. Notify the Class Advisor of any desire to "Drop on Request."