



TRAWING FIVE GENERAL INFORMATION

First things first.

- ✓ Check in with your squadron before coming to the FITU. This applies to all services!
- ✓ **DO NOT CHECK-IN TO THE FITU FROM YOUR SQUADRON WITHOUT A NASTP CLASS I (EJECTION SEAT) SWIM/PHYS!** If possible, obtain training en-route to NAS Whiting.
- ✓ Transfer or establish your NMCI account/establish TSHARP account.
- ✓ After FITU Admin in-brief, stop by Paraloft and schedule an appoint for your gear fitting. Keep in mind your Academic schedule for the next three weeks.

FITU requirements before your first flight:

- | | |
|---------------------------|--------------------|
| ✓ NATOPS Jacket | ✓ Admin Up-chit, |
| ✓ Copy of orders to NASWF | ✓ Flight Logbook |
| ✓ Instructor screening | ✓ ORM certificates |
| ✓ Class I Swim/Phys | |

- ✓ ORM certificates required: Supervisor, Individual & ORM. Can be completed by using the Operational Risk Management App in the Play store.
- ✓ Drop off all certificates and paperwork to admin to be filed in your jackets
- ✓ Bring all ORIGINAL medical chits to ADMIN

LEAVE REQUESTS

All leave requests are routed through the FITU via Admin, OPSO and OIC for concurrence prior to your squadron XO's final approval. Start at the FITU Admin desk for a leave form.

IMPORTANT TELEPHONE NUMBERS

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

FITU FDO	850-623-7473
FITU FDO Cell Phone	850-889-3329
FITU OPS	850-623-7579
FITU ADMIN	850-623-7273
FITU Schedules	850-623-7565
NAS Whiting Field ODO	850-623-7597
VT-2 Squadron Duty Officer	850-623-7222

VT-3 Squadron Duty Officer

850-623-7323

VT-6 Squadron Duty Officer

850-623-7666

SLACK APP

The FITU uses the Slack app to communicate important information between staff and IUTs. Be sure to download the app on your phone and provide an e-mail address to the OIC or OPSO to be added. You will also be placed in a channel pertaining to your syllabus (e.g. IUT, TPS, etc.).

IUT RESPONSIBILITIES

SYLLABUS TRACKING

You will be required to track your syllabus progression and ensure Computer Aided Instruction events (CAIs) are marked complete in T-Sharp. If the CAI or event is optional and you choose not to do it, mark it complete. You will use a physical tracking board for some items and a “yellow card” to track in flight items. You cannot leave the FITU without all completed events.

Based on the syllabus and qualification management, you will attend Level A and CRM classes twice. Do not self-elect to miss a scheduled class without consulting FITU schedules.

CDO DUTY

All O3 IUTs can expect to be assigned as TRAWING FIVE Command Duty Officer (CDO) and/or Supernumery while at the FITU. Duty is a one-week period, 0730 Monday to 0730 the next Monday, including holidays. The brief is simply a turnover binder handed from one IUT to the next. Watch turnover is 0730, Monday, in the second deck lounge of the Wing building. Instructions and duties will be given at that time. Flight suit is considered the uniform of the day. If you are in a “med down” status expect to be scheduled for this duty.

Wing CDO is primary duty. You may attend classes or work on CAIs and exams. Flights and SIMS are NOT an option unless you are temporarily relieved by your supernumery (FITU OPS will schedule both watch standers accordingly to ensure one is on-deck at all times).

RUNWAY DUTY OFFICER (RDO)

These requirements per COMTRAWINGFIVEINST 1601.1 (series)

MANDATORY FOR ALL O3s!

You are required to stand three (3) full RDO watches. One RDO shall be conducted at Brewton and one shall be Evergreen. The third shall be conducted at Barin or Summerdale. Coordinate flying or driving with the squadron manning the station you intend to visit. The RDO card (*found in Admin*) must be signed off by the Watch Officer at each outlying field you visit. When you have obtained all of the required signatures and taken the RDO exam (the testing center monitor also will sign off on the exam) and return the RDO card to your primary squadron. Briefly, requirements for RDO:

- (1) After you complete NATOPS, you may snivel for RDO visits.
- (2) Review the COMTRAWINGFIVEINST 1601.1 Series located in the R&I binder.

(3) You must have had the TW-5 Wheel Watch class (G0106).

(4) Observe and/or discuss civilian arrivals and departures with the duty RDO at either OLF Brewton or OLF Evergreen.

(5) One watch must be stood at the solo field (Evergreen).

(6) IUT must open one OLF and close one OLF.

(7) Observe a qualified RDO manage multiple aircraft landing patterns before manning the helm on the first watch.

(8) The IUT should log a minimum of 50 landings over the course of the three watches.

FITC

Days one and two are at Griffith Hall (Bldg 3258): Enter NASP through main gate and take right fork (Duncan Road), pass the Barrancas National Cemetery to Radford Blvd. Take a right on Radford Blvd. Take a right on San Carlos Rd to Bldg 3258 or 691 San Carlos Road or take the left fork (Murray Road) to Radford Blvd. Turn right on Radford Blvd. Turn right on San Carlos Rd and follow directions to Bldg 3258.

Day Three – at NAS Whiting Field. FWOC Auditorium, building 3155, room 159. Includes MPTS, Ethics and Welcome Aboard from the Commander, TRAWING FIVE.

SCHEDULES AND SNIVELS

Expect to be scheduled every day for a training event. If you have been off the schedule for more than two days, bring it to the schedule writer's attention.

USE TSHARP with the following guidelines:

1. Be specific. Snivel for everything medical, dental, car maintenance etc.
2. A minimum of one X a day is expected from you. If you consistently cannot do an X, inform the OPSO.

SCHEDULES. The schedule is typically completed and signed NLT 1400. There are a couple ways you can check on your schedule for the next day.

1. Use CNATRA Web schedules on the CNATRA home page. Find TW-5 FITU and click the View Front Page button. If using an iPhone, you can search the front page using the send to feature. Be sure to read all schedule front page notes.
2. You can check the schedule via T-SHARP at <https://tsharp.dc3n.navy.mil>. Using T-SHARP may not be accurate until the final schedule is signed
3. Contact your scheduled Instructor for additional coordination (if required).

Late changes to the flight schedule are not reflected after it has been posted to the web.