GENERAL INFORMATION

First things first.

✓ Check in with your squadron
✓ Transfer or establish your NMCI account/establish TRANET 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
✓ a copy of orders to NASWF
✓ High risk screening
✓ Admin Up-chit,
✓ Flight Logbook
✓ 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 OPS  850-623-7579
FITUADMIN  850-623-7273
FITU Schedules  850-623-7565
FITU fax  850-623-7559
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
Gear Issue (take gear for inspection)  850-665-6391
Sick Call/Flt Physicals  850-623-7151/7152
IUT RESPONSIBILITIES

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, 0830 Monday to 0830 the next Monday, including holidays. The brief is simply a turnover binder handed from one IUT to the next. Watch turnover is 0830, 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.

The FITU Senior Watch Officer (SWO) is the Senior Scheduler. You must notify the SWO NLT the 15th of the month if you will be on leave or have “no duty” day requests during the coming month.

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 1601.1Series

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 1601.1Series located in the R&I binder.

(3) You must have had the TW-5 Wheel Watch class (G0107) and the NASWF ODO lecture PRIOR to your first visit. The ODO brief is given on Thursday @ 1300 location Base White House.

(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.
POV DRIVING DIRECTIONS

BREWTON: Exit NAS Whiting Field via the main gate. Turn right (north) at the signal light (Florida Hwy 87). Continue north for approximately 32 miles toward Brewton. Hwy 87 becomes Alabama Hwy 41. Brewton airport is about 3.5 miles north of the Alabama State line.

Driving to RDO. This will be dependent on TW-5 student loading and aircraft availability. There will be times the RDO will have to drive to all duty Outlying Fields. In these situations, POV travel is an option as are carpooling as well as the use of the parent squadron duty driver. This must be coordinated by the watch stander the day prior.

Flying to RDO. When you fly to the watch, stay with the RDO until he completes the NAVFLIR. Return copies of the NAVFLIR to the NAVFLIR box on the FITU Admin desk. This will ensure the flight time is entered in your log book.

(1) The Mission Flight Code for RDO visits is 2R2.

(2) Show take off and landing times for each leg flown.

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. JPATS building 3125, room 112. Includes MPTS, Ethics and Welcome Aboard from the Commander, TRAWING FIVE.

SCHEDULES AND SNIVELS

Expect to be scheduled every day for a training event. Flight events for IUTs in the NATOPS (“Q”) phase of training will be one flight per day. Following that, You can expect to be double pumped whenever possible. If you have been off the schedule for more than two days, bring it to the schedule writer’s attention.

USE TIMS with the following as guidelines.

1. Be specific. Snivel for everything medical, dental, car maintenance etc.

2. Don’t take a whole day if you only need a ½ day.

3. Any whole day snivels that are not standard and self-explanatory (e.g., household goods, closing on the house, etc.) REQUIRES the Ops O’s specific approval.

4. A minimum of one X a day is expected from you. If you consistently cannot do an X, inform the OIC.

If you need to go to the airport to get the in-laws, snivel for the time you need but do not expect a day off.
Feel free to ‘shape’ your day on those occasions- a good example would be ‘request early (or late) brief, family in town’.

**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. Call the FITU FDO. The FDO is on duty until the Last Plane On Deck (LPOD). Make this your first call. It is the safest and most sure way of getting the correct information.

2. You can check through the CNATRA web sight. This is an unsecured site. If there is a mishap, the sight could be temporarily closed.
   b. Select TW5, Schedules, FITU
   c. Verify that you have the correct day and date.

3. Contact the Instructor you are scheduled with and coordinate with him/her.
4. Check the front page Academic notes. All the information located in this packet is on the front page.

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