**General Information**

**Overview:** Your first couple of weeks will consist primarily of ground school. Many CAI (Computer Aided Instruction) are pre-requisites for classes. They are self-paced and can be accessed through TSHARP. It is your responsibility to make sure you have met the pre-requisites for academic classes and exams. You should expect your first flight (FAM4001) as soon as all prerequisites are completed. The flight syllabus consists of Contact, Instrument, and Navigation. The estimated time to train on average is 16-18 weeks. Previous CNATRA Instructor pilots can request an abbreviated syllabus with the HITU OIC upon check-in.

**First things first:**

**** Check in with your squadron if you have not already.

Administrative Items

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

 ****NATOPS Jacket ****Admin Up-chit

 ****A copy of orders ****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:**

We encourage you to take leave as needed while at the HITU. Your first six months at the squadron will be busy, utilize your time in the HITU to decompress from your fleet tour and prepare for your tour as an instructor. All requests will be routed through your squadron XO/CO, but please keep the HITU OPSO and OIC in the loop, as there are some hard scheduled events that are not easily rescheduled (FITC). 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. 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 RI3004 or RI3005 (as a Cross Country). The TERF4101 and TERF4102 are also usually paired together. You may also be scheduled for Saturday SIMS and Flights on the weekend if your projected time-to-train starts to exceed the 18 week target. HITU Cross-Country events are also available. If interested, please let the HITU OPSO know. Briefs usually begin 0700 but may be scheduled as early as 0600. The SDO should open the building one hour prior to the first takeoff. If the door to the HITU is locked, the HT-28 SDO has keys that can access the third floor.

**Snivels:** To the maximum extent possible, snivels need to be submitted at least 48 hours prior. At a minimum, ensure your snivel is in TSHARP. It is to your benefit to get a necessary snivel in as early as possible. Late snivels require the approval of the the HITU OPSO or OIC, bring the snivel to them directly prior to discussing it with the Schedule technicians. **Be specific with the date and/or time you need off as well as the reason.** Remember, your priority while in the HITU is your training. 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. SELECT THE FRONT PAGE to view the schedule and check for notes. Be sure to check the entire schedule (ground events as well as SIMS).

2. If you are unable to view the schedule online: Call the HITU FDO. The FDO is on duty until the last plane is safe on deck. Make this your first call. It is the safest and surest way of getting the correct information.

1. 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:** You will receive your ground school curriculum, FTIs, Master Curriculum Guide, NATOPS manual, NATOPS Pocket Checklist, IPAD Mini, and other pubs when you check in at book issue. 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. (The Admin Clerk maintains hard copies in your ATJ.)
* 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 at least once a day.
* Check the flight schedule every day, including the front page for notes. Also be sure to check your squadron’s front page as well to ensure you don’t miss any All Hands or All Instructor meetings.

**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.

**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 visit the ASTC website at <http://www.med.navy.mil/sites/nmotc/nsti/Pages/ASTCPensacola.aspx> to schedule your swim/phys date using your CAC card. These spots are also limited and the wait time can be up to two months, 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/or

 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:

* AIMs/AOMs
* Social Functions
* Hails & Farewells
* Safety Stand downs/ GMT

##### Important Telephone Numbers

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

FDO/HITU OPS 850- 623-7633

HITU OIC 850- 623-7674

HITU DUTY CELL 850-816-7162

HITU SKEDS 850- 665-6269

HITU Admin Clerk- (Lisa) 850- 623-7927

HITU Admin Clerk – (Silvia) 850-665-6273

HITU fax 850-623-7303

TRAWING FIVE CDO 850-637-2793 (cell)

NAS Whiting Field CDO/OOD 850-382-4966 (cell)

NAS Whiting Field ODO (Base ops) 850- 623-7597

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.