



DEPARTMENT OF THE NAVY  
CHIEF OF NAVAL AIR TRAINING  
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CNATRAINST 1500.4H  
N7  
5 Mar 14

CNATRA INSTRUCTION 1500.4H

Subj: NAVAL FLIGHT STUDENT TRAINING ADMINISTRATION MANUAL  
(SHORT TITLE TA MANUAL)

1. Purpose. Outline procedures for processing students undergoing flight training in the Naval Air Training Command (NATRACOM).
2. Cancellation. CNATRAINST 1500.4G. CNATRANOTE 1500 dtd 26 Nov 2013 has been incorporated in this instruction, and is hereby cancelled.
3. Summary of Revision. Significant changes have been made to the procedures for evaluating and processing Naval Flight Students (NFS). This instruction has been substantially revised and should be read in its entirety. Due to the numerous changes, notations are not included to indicate additions, deletions, or revisions.
4. Action. Commanders shall implement policy per this instruction to ensure maximum training effectiveness through standardized procedures. This instruction is effective on receipt. Recommendations for changes shall be submitted to the Chief of Naval Air Training (CNATRA) (N7).
5. Forms and Reports
  - a. Forms required by this instruction are listed in Appendix A and may be procured via the Training Integration Management System (TIMS) or from the CNATRA website at <https://www.cnatra.navy.mil/publications.htm>.
  - b. Reports required by this instruction are listed in Appendix B. The Casualty Report is exempt from reports control by SECNAVINST 5214.2 series and requires no reporting symbol.

A handwritten signature in black ink, appearing to read "C. Hollingsworth", is positioned above the typed name and title.

C. HOLLINGSWORTH  
Chief of Staff

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CNATRAINST 1500.4H  
5 Mar 14

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CNATRAINST 1500.4H  
5 Mar 14

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TABLE OF CONTENTS

CHAPTER 1: INTRODUCTION

100.	PURPOSE AND SCOPE	1-1
101.	CHANGE PROCEDURES	1-1
102.	ADDITIONAL COPIES	1-1
103.	WORDING	1-1
104.	UNFORESEEN SITUATIONS	1-1
105.	WAIVERS	1-2
106.	DROP ON REQUEST (DOR) POLICY	1-3
107.	TRAINING TIME OUT (TTO) POLICY	1-3
108.	CRITIQUE PROGRAM	1-4
109.	FRATERNIZATION	1-5
110.	PREGNANCY	1-5
111.	ALCOHOL AND DRUG ABUSE	1-5

CHAPTER 2: ASSIGNMENT TO TRAINING

200.	SNA TRAINING PIPELINES	2-1
201.	SNA PIPELINE ASSIGNMENT CRITERIA	2-1
202.	SNA PIPELINE ASSIGNMENT PROCESS	2-3
203.	SNFO TRAINING PIPELINES	2-4
204.	SNFO PIPELINE ASSIGNMENT CRITERIA	2-4
205.	SNFO PIPELINE ASSIGNMENT PROCESS	2-5
206.	CENTRIFUGE-BASED FLIGHT ENVIRONMENT TRAINING (CFET)	2-5

CHAPTER 3: TRAINING AND QUALIFICATION JACKETS

300.	GENERAL	3-1
301.	INITIATION OF NATOPS JACKET AND ATJ	3-1
302.	NUMBERING SYSTEM	3-1
303.	ATJ REVIEW	3-2
304.	CUSTODY OF ATJs	3-2
305.	TRANSMISSION OF ATJs	3-3
306.	RELEASE OF INFORMATION CONTAINED IN ATJs	3-5
307.	ATJ CLOSE-OUT	3-6
308.	CHANGES TO ATJ FORMS	3-8
309.	REPORTS AND FORMS	3-8
310.	PROCUREMENT OF FORMS	3-8

CHAPTER 4: ACADEMIC TRAINING

400.	GENERAL	4-1
401.	ACADEMIC INSTRUCTION	4-1

402.	LEARNING CENTERS	4-1
403.	EXAMINATIONS	4-1
404.	COURSE WEIGHT	4-3
405.	CURRICULUM MODEL MANAGERS (CMM)	4-4
406.	ACADEMIC TRAINING ACCREDITATION	4-5

CHAPTER 5: SCHEDULING AND CONDUCT OF TRAINING FLIGHTS

500.	GENERAL	5-1
501.	SCHEDULING	5-1
502.	RESCHEDULING	5-2
503.	WARMUP EVENTS WITHIN STAGE	5-2
504.	WARMUP EVENTS BETWEEN STAGES	5-4
505.	EXTENDED TRAINING DELAYS	5-5
506.	CHANGE OF ON-WING INSTRUCTOR	5-5
507.	STANDARDIZATION	5-6
508.	BRIEFING	5-6
509.	DEBRIEFING	5-7
510.	EMERGENCY PROCEDURES (EP)	5-7
511.	NFS FLIGHT TIME	5-7
512.	HOURS PER EVENT (H/X)	5-8
513.	ADDING ITEMS TO AN EVENT	5-8
514.	TRAINING ACCELERATION PROGRAM (TAP)	5-8
515.	MEDICAL DELAYS	5-9

CHAPTER 6: PERFORMANCE MEASUREMENT, STANDARDS, AND DOCUMENTATION

600.	GENERAL	6-1
601.	OBJECTIVITY IN MEASUREMENT	6-2
602.	GRADING	6-2
603.	GRADING CONSIDERATIONS	6-3
604.	COMPLETION OF STUDENT ATFs	6-4
605.	COMPLETE AND INCOMPLETE EVENTS	6-6
606.	OVERALL EVENT GRADES	6-7
607.	REGRESSION	6-8
608.	WARMUP (WU) AND EXTRA TRAINING (ET) GRADING	6-9
609.	CHECK EVENTS	6-9
610.	PROGRESS CHECKS	6-10
611.	STUDENT MONITORING STATUS (SMS)	6-10
612.	MENTORING	6-12

CHAPTER 7: FAILURE TO MAINTAIN REQUIRED STANDARDS

700.	FAILURES.....	7-1
701.	UNSATISFACTORY PERFORMANCE PRIOR TO PIPELINE CHANGE.....	7-1
702.	UNSATISFACTORY PERFORMANCE.....	7-1
703.	EXTRA TRAINING (ET).....	7-2
704.	PROGRESS CHECKS.....	7-2
705.	INITIAL PROGRESS CHECK (IPC).....	7-4
706.	FINAL PROGRESS CHECK (FPC).....	7-5
707.	COMMAND-DIRECTED FPC.....	7-6
708.	ENTRY PROGRESS CHECK (EPC).....	7-6
709.	TRAINING REVIEW BOARD (TRB).....	7-7
710.	TRAINING COMMANDER RETENTION/ATTRITION DECISION.....	7-10
711.	CONDITIONALLY RETURNED TO TRAINING.....	7-12
712.	TERMINATION OF FLIGHT TRAINING .....	7-12
713.	END OF PHASE STANDARDS.....	7-13
714.	FAILURE TO DEMONSTRATE OFFICER-LIKE QUALITIES.....	7-13

CHAPTER 8: TRAINING TRANSFERS, SEPARATIONS, AND DESIGNATION

800.	SCOPE.....	8-1
801.	PROGRAM CHANGES.....	8-1
802.	PIPELINE CHANGES.....	8-6
803.	SEPARATION FROM TRAINING.....	8-9
804.	REINSTATEMENT TO TRAINING.....	8-13
805.	DESIGNATION.....	8-14
806.	POSTHUMOUS DESIGNATION.....	8-15
807.	REPORTING TO FRS.....	8-15
808.	ASSIGNMENT OF NEWLY DESIGNATED AVIATORS.....	8-15

CHAPTER 9: INTERNATIONAL STUDENT TRAINING

900.	GENERAL.....	9-1
901.	OBJECTIVES OF THE SCETP.....	9-2
902.	RESPONSIBILITIES.....	9-2
903.	ADMINISTRATIVE PROCEDURES.....	9-9
904.	IMS ASSIGNMENT TO TRAINING.....	9-15
905.	EXTRA TRAINING FOR IMSs.....	9-15
906.	ATTRITION OF IMSs.....	9-15
907.	CERTIFICATES OF COMPLETION.....	9-17
908.	REPORTS.....	9-17
909.	CENTRIFUGE-BASED FLIGHT ENVIRONMENT TRAINING (CFET).....	9-21

CHAPTER 10: NFS FITNESS REPORTS

1000. BACKGROUND.....10-1  
1001. ACTION.....10-1

APPENDICES

A - LIST OF FORMS.....A-1  
B - TRAINING REPORT REQUIREMENTS.....B-1  
C - NFS PROCUREMENT SOURCES.....C-1  
D - SEX, RACE, AND ETHNIC CODES.....D-1  
E - ATTRITION/NON-GRAD CODES.....E-1  
F - ATJ CONSTRUCTION.....F-1  
G - GRADING PROCEDURES.....G-1  
H - PRIMER ON DESCRIPTIVE STATISTICS AND NORMING.....H-1  
I - GLOSSARY .....I-1

CHAPTER 1: INTRODUCTION

100. PURPOSE AND SCOPE. This instruction outlines procedures for the processing of all students undergoing flight training in the Naval Air Training Command (NATRACOM), including students from other U.S. services and Foreign Military Services.

101. CHANGE PROCEDURES. Recommendations for changes to this instruction shall be submitted to the Chief of Naval Air Training (CNATRA) via the chain of command. CNATRA-approved changes shall be disseminated by change transmittal.

102. ADDITIONAL COPIES. Additional copies of this instruction may be obtained electronically from the CNATRA web site at <https://www.cnatra.navy.mil/publications.htm>.

103. WORDING. Word usage and intended meaning adhered to in this instruction is as follows:

a. All pilot and flight officer students, regardless of service and nationality, shall be referred to as Naval Flight Students (NFS); NFSs undergoing pilot training shall be referred to as Student Naval Aviators (SNA); NFSs undergoing flight officer training shall be referred to as Student Naval Flight Officers (SNFO); NFSs from Foreign Military Services shall be referred to as International Military Students (IMS).

b. "Shall" has been used only when application of a procedure is mandatory.

c. "Should" has been used only when application of a procedure is recommended.

d. "May" and "need not" have been used only when application of a procedure is optional.

e. "Will" has been used only to indicate futurity, never to indicate any degree of requirement for application of a procedure.

104. UNFORESEEN SITUATIONS. Training Air Wing (TRAWING) Commanders and squadron Commanding Officers (CO) shall contact CNATRA (N7) for disposition of situations not specifically covered by this instruction. Unforeseen conflicts between this instruction and the AETC/CNATRA Memorandum of Understanding

(MOU) for joint and inter-service training shall be referred to CNATRA (N7) and AETC (A3) for resolution.

105. WAIVERS

a. Authority to deviate from a NATRACOM Master Curriculum Guide (MCG) rests with CNATRA. Waiver requests shall be sent to CNATRA (N7) via the chain of command and shall include the NFS name or affected students, events or curriculum requirements to be waived, and the reason for the requested waiver.

b. Waivers of NFS age and physical requirements require approval by Navy Personnel Command (COMNAVPERSCOM) or the Commandant of the Marine Corps (CMC). The Navy Medicine Operational Training Command (NMOTC) makes the final recommendation concerning Not Physically Qualified (NPQ) or Not Aeronautically Adaptable (NAA) to COMNAVPERSCOM and CMC. Waivers of anthropometric compatibility or other non-medical requirements require Navy Personnel Command (PERS-43) or CMC approval.

c. NFSs should not begin Introductory Flight Screening (IFS) or Aviation Preflight Indoctrination (API) unless they are Physically Qualified (PQ), NPQ with waiver granted, or certified by NMOTC as qualified to commence initial training.

d. NFSs should not begin API unless they are deemed anthropometrically compatible by the Naval Aviation Schools Command (NASC, or NAVAVSCOLSCOM) Model Manager for anthropometrics, or with anthropometric waiver granted by Navy Personnel Command (PERS-43) or CMC, with endorsement by the operational chain of command.

e. NFSs awaiting waiver approval for a physical condition may not be transferred from NASC to further aviation training until such waiver is approved by COMNAVPERSCOM or CMC. NFSs and student Aeromedical Officers (AO) who have commenced aerial flight training and subsequently require a waiver of physical standards will be considered under provisions of OPNAVINST 3710.7 series and the Manual of the Medical Department. Where medically indicated, a Local Board of Flight Surgeons (LBFS) may recommend temporary waivers for conditions specifically outlined in the Aeromedical Reference and Waiver Guide (ARWG). An Aeromedical Clearance Notice may be issued by a LBFS only for conditions addressed in the ARWG and shall be valid for a period

of 90 days only, pending final waiver approval by COMNAVPERSCOM or CMC. Within five working days, the findings and recommendations of the LBFS shall be forwarded to COMNAVPERSCOM/CMC via the chain of command with NMOTC (Code 342) endorsement.

f. All waivers shall be documented in the Aviation Training Jacket (ATJ) on the Record of Training Waivers (CNATRA 1542/132). For medical waivers, in the events/requirements column, indicate "aviation physical standards." In the reason column, indicate "student does not meet aviation physical standards." Non-medical waivers shall also be documented on a Supplementary Aviation Training Form (ATF). Additionally, a copy of the letter approving the waiver shall be filed under the Training Waiver summary. Approval authority for medical waivers for USN personnel is COMNAVPERSCOM and for USMC personnel is CMC. Endorsement letters on medical waiver requests from NMOTC shall not be filed in ATJs. Medical diagnoses and all other sensitive information shall be removed from the paperwork contained in the ATJ.

106. DROP ON REQUEST (DOR) POLICY. All NATRACOM courses are voluntary; NFSs always have the option to individually request termination of training. Anytime an NFS makes a statement such as "I quit" or "DOR," the NFS shall be immediately removed from the training environment. In no case shall an NFS be coerced or threatened to induce his/her return to training following a DOR. Additionally, in no case shall an NFS be coerced to DOR.

107. TRAINING TIME OUT (TTO) POLICY

a. In any training situation when an NFS or instructor expresses concern for personal safety, or a need exists to clarify procedures or requirements, the NFS or instructor may call a TTO. Instructors are responsible for maintaining situational awareness and shall remain alert for signs of NFS panic, fear, exhaustion, or lack of confidence that may impair safe completion of the training evolution, and shall immediately cease training if appropriate. The instructor shall document the TTO request on the event's ATF or on a Supplementary ATF. Information concerning the TTO and action taken by the instructor shall be included.

b. If an NFS asks for a TTO, the training event may or may not be terminated. Following a TTO, the training situation shall be examined and additional explanation and instruction provided as necessary to allow safe resumption of training. The instructor will determine if the event can be completed after the TTO.

c. When an NFS refuses to participate in training after additional instruction is provided and the safety concern is resolved, or when excessive use of TTO occurs, the NFS shall be removed from training for counseling or administrative processing, to include potential removal from training.

d. Prior to commencing any flight training evolution, the instructor shall detail the TTO procedures with emphasis on evolution-specific verbal signals as part of the safety/Operational Risk Mitigation (ORM) portion of the flight brief. TTO signals other than verbal shall be appropriate to the training environment and clearly explained. Only verbal TTO signals will be used for flight events.

e. NASC should ensure all API NFSs are briefed on CNATRA DOR and TTO policies and that each NFS signs a Supplementary ATF that explains these policies. Each subsequent NATRACOM command shall ensure the DOR/TTO form is in the ATJ. If DOR/TTO form is not in the ATJ, the NATRACOM command shall ensure the NFS is briefed on CNATRA DOR and TTO policies and signs a Supplementary ATF that explains these policies.

#### 108. CRITIQUE PROGRAM

a. All NFSs completing each phase of aviation training shall, prior to checkout from IFS, API, Primary, Intermediate, and Advanced phases of training, be provided the opportunity to complete the CNATRA Level I Flight Training Exit Survey available at: [https://www.cnatra.navy.mil/cnatra\\_n7.htm](https://www.cnatra.navy.mil/cnatra_n7.htm). Students who remain in the same squadron between phases are only required to complete the survey when all training at that squadron is complete.

b. All NFS non-graduates shall additionally be provided the opportunity to complete the CNATRA Level I Flight Training Exit Survey before checkout. This survey shall cover the phase of training from which the NFS was attrited.

c. Upon completion of this survey, NFSs shall print out a completion certificate. Each NFS shall produce their certificate as part of the check-out process for each phase of flight training.

d. Annually, the survey results shall be analyzed and a report shall be prepared summarizing survey results and identifying any associated trends. This report shall be provided to NATRACOM, TRAWING, and Squadron leadership. TRAWING and Squadron leadership may use the report to submit to CNATRA (N7) recommendations to improve the quality of NFS training.

109. FRATERNIZATION. Unduly familiar personal relationships between instructors and NFSs that do not respect differences in grade, rank, or the staff/student relationship are prejudicial to good order and discipline. For training to be effective there must be a clear distinction between instructor and NFS. Therefore, fraternization between instructors and NFSs in the NATRACOM, whether in the same unit or not, will not be tolerated.

110. PREGNANCY. NFSs shall not be attrited solely for being or becoming pregnant.

a. NFSs who become pregnant during flight training shall be handled per OPNAVINST 3710.7 series and OPNAVINST 6000.1 series. Pregnant NFSs shall be medically grounded until the completion of the pregnancy and prescribed convalescent period, with subsequent return to normal duty and training. See paragraph 515.h.6 for additional information on pregnancy-related medical delays.

b. Pregnant flight instructors shall not conduct NFS flight training events. Pregnant instructors are considered Service Group 3 aviators and are authorized to fly per OPNAVINST 3710.7 series and OPNAVINST 6000.1 series.

111. ALCOHOL AND DRUG ABUSE

a. Alcohol abuse and drug use by service members can seriously damage their physical and mental health, jeopardize their safety and the safety of others, and can lead to criminal prosecution and separation from military service.

5 Mar 14

b. Alcohol abuse and drug use are detrimental to operational readiness and are inconsistent with military service core values and initiatives to promote personal excellence and healthy lifestyles among service members.

c. CNATRA policy on drug use is "zero tolerance."

d. Navy personnel determined to be using, possessing, promoting, manufacturing, or distributing drugs and/or drug paraphernalia shall be disciplined as appropriate and processed for Administrative Separation (ADSEP) per OPNAVINST 5350.4 series.

CHAPTER 2: ASSIGNMENT TO TRAINING

200. SNA TRAINING PIPELINES. Undergraduate pilot training provided through CNATRA training courses accomplishes Integrated Production Plan (IPP) requirements through the Naval Aviation Production Process (NAPP). Specialized Intermediate and Advanced training produces qualified pilots to meet service needs. Training which is common for all SNAs starts with IFS and API at NASC and ends with the completion of Primary flight training. After Primary flight training, SNAs are assigned to Helicopter, Maritime, Jet, or Tilt-rotor (USMC only). In the future, SNAs may also be assigned to E-2/C-2.

201. SNA PIPELINE ASSIGNMENT CRITERIA. Assignment of SNAs is per IPP requirements. Selections are based on service needs, Commanding Officer (CO) recommendation, student performance, and student preference.

a. Needs of the Service. Fleet requirements, as modified by Fleet Replacement Squadron (FRS) and CNATRA training capacity.

b. SNA Performance. Each NFS's Primary phase performance shall be calculated using the end-of-phase Naval Standard Score (NSS). Navy SNAs with an NSS less than 50.0 are not eligible for Strike (to include E-2/C-2); Marine Corps SNAs with an NSS less than 52.0 are not eligible for Strike.

c. SNA Preference. SNAs shall indicate pipeline preferences by first, second, and third choice. SNAs may list only three of the choices below and may not select a pipeline for which they are anthropometrically incompatible. TRAWINGs shall forward SNA preferences to the CNATRA Aviation Production Manager (N351) no later than 1200 one day prior to selection.

(1) Navy SNAs may indicate a preference for the following Intermediate/Advanced pipelines:

(a) Strike (T1 or T2). Intermediate Jet training in a T-45 at TRAWING ONE in Meridian, Mississippi (T1), or TRAWING TWO in Kingsville, Texas (T2), and eventual selection into either Intermediate E-2/C-2 or Advanced Strike.

(b) Maritime (M). Training in a TC-12 or a T-44 at TRAWING FOUR in Corpus Christi, Texas, as a land-based multi-engine fixed-wing pilot.

(c) Rotary (R). Training in a TH-57 at TRAWING FIVE in Milton, Florida.

(d) E-2/C-2. Upon implementation of CNATRAINST 1542.175 and CNATRAINST 1542.176, the E-2/C-2 pipeline will consist of selection from Primary, Intermediate training in the T-44 followed by advanced training in the T-45.

(2) Marine Corps SNAs may indicate a preference for the following Intermediate/Advanced pipelines:

(a) Strike (T1 or T2). Intermediate Jet followed by Advanced Strike training in a T-45 at TRAWING ONE in Meridian, Mississippi (T1), or TRAWING TWO in Kingsville, Texas (T2).

(b) Maritime (M). Training in a T-44 at TRAWING FOUR in Corpus Christi, Texas, as a multi-engine land-based fixed-wing pilot.

(c) Rotary (R). Training in a TH-57 at TRAWING FIVE in Milton, Florida.

(d) Tilt-rotor (V). Training to become an MV-22 pilot. Intermediate training is conducted at TRAWING FIVE in a TH-57, followed by Advanced training at TRAWING FOUR in a TC-12.

d. U.S. Coast Guard (USCG) Intermediate/Advanced pipelines are determined by the parent service. USCG NFSSs should make their preferences known to the USCG Liaison Officer (LNO) using the procedures set forth by the LNO.

e. IMSs will be assigned to Intermediate/Advanced pipelines per their Invitational Travel Orders (ITO).

f. Anthropometric Restrictions. CNATRA shall ensure assignments are anthropometrically compatible per OPNAVINST 3710.37 series.

202. SNA PIPELINE ASSIGNMENT PROCESS

a. Navy and Marine Corps SNA Pipeline Assignment

(1) This section applies to pipeline assignment at the end of the Primary or Intermediate Jet phases of training. See paragraph 808 for assignment of newly winged aviators.

(2) Primary SNA Pipeline Selection. TRAWINGS shall submit all completed Pipeline Selection Records (CNATRA 1542/1321) by 1200 on Wednesday of each selection week for all Navy and Marine students who have completed the Primary phase of training. On selection weeks that include a holiday, forms will be submitted as specified by the CNATRA Aviation Production Manager (N351).

(3) Primary Navy Selections. Primary Selection Records will be processed by CNATRA (N351). CNATRA will release a Selection Letter assigning SNAs to their respective pipeline by Thursday of each selection week. TRAWING Commanders shall ensure SNAs are notified of the results of the selection within two working days.

(4) Primary Marine Corps Selections. CNATRA (N351) shall collate all Marine Corps Primary Selection Records and forward to Marine Aviation Training Support Group (MATSG) 22 no later than 1500 each Wednesday. MATSG-22, in close coordination with CNATRA (N351), will make selections on behalf of DCA(ASM) and submit USMC selections to CNATRA (N351) no later than 1000 on Thursday of each selection week. CNATRA will release a Selection Letter assigning SNAs to their respective pipelines on Thursday of each selection week. TRAWING Commanders shall ensure SNAs are notified of the results of the selection within two working days.

(5) E-2/C-2 and Strike Selection. Navy SNAs in the Intermediate Jet phase may indicate a preference for Strike or Intermediate E-2/C-2. The SNA's preferences shall be forwarded by the squadron to the Task Group Tactical (TGTAC) Naval Aviation Production Process (NAPP) Officer no later than 45 days prior to the SNA's projected Intermediate Jet completion date. Selection will be based on service needs, CO recommendation, student performance, and student preference. The TGTAC NAPP Officer will release a letter assigning SNAs to their selected pipelines. (Note: this selection point will no longer apply

after implementation of CNATRAINST 1542.175 and CNATRAINST 1542.176.)

b. USCG SNA Assignment. USCG SNAs are assigned by the USCG Liaison Officer in Pensacola, Florida.

203. SNFO TRAINING PIPELINES

a. SNFO training is in transition to the Undergraduate Military Flight Officer (UMFO) program. When steady-state, UMFO training will be comprised of Primary 1, Primary 2, Intermediate, Advanced Maritime Command and Control (MC2), and Advanced Strike Fighter. These various tracks will qualify SNFOs for future service in the P-3, EP-3, P-8, E-6, E-2, F/A-18F, EA-18G, F/A-18D (USMC only), or EA-6B (USMC only).

b. The Advanced portion of the E-2, E-6, and Maritime Patrol Reconnaissance (MPR, including P-3, EP-3, and P-8) courses are currently taught by Fleet Replacement Squadrons (FRS) outside of the NATRACOM. Administration of SNFOs in these courses falls under this instruction and squadron-specific MOUs until the SNFO is designated as a Naval Flight Officer (NFO).

204. SNFO PIPELINE ASSIGNMENT CRITERIA. CNATRA (N3) shall disseminate annual FRS NFO requirements. TRAWING SIX, in coordination with the Task Group NFO (TGNFO) NAPP Officer, shall manage SNFO assignment to attain these goals. Selections are based on service needs, CO recommendation, student performance, and student preference.

a. Needs of the Service. Fleet requirements, as modified by FRS and CNATRA training capacity.

b. SNFO Performance. Each NFS's phase performance shall be calculated using the end-of-phase Naval Standard Score (NSS).

c. SNFO Preference. Upon completion of Primary, Intermediate, and Advanced, SNFOs shall indicate pipeline preference on locally generated forms.

d. Anthropometric Restrictions. TRAWING SIX shall ensure assignments are anthropometrically compatible per OPNAVINST 3710.37A.

e. International Military Students. IMSs are assigned per their ITOs.

205. SNFO PIPELINE ASSIGNMENT PROCESS. TRAWING SIX, in coordination with TGNFO NAPP Officer, shall ensure selection assignments are made. The selecting officer shall notify CNATRA (N717) of all SNFOs assigned to the ATDS, TACAMO, and Maritime pipelines.

206. CENTRIFUGE-BASED FLIGHT ENVIRONMENT TRAINING (CFET). CFET reduces the risk of G-induced Loss of Consciousness (GLOC) during dynamic maneuvering in high-performance aircraft. All Navy and Marine Corps NFSs selected for Intermediate Jet, and all Navy and Marine Corps SNFOs selected for Strike or Strike Fighter, must successfully complete CFET prior to flight in a T-45. IMS requirements are covered in Chapter 9.

a. SNAs and SNFOs who do not successfully complete CFET on the first day will remain for a second day and will reattempt the course.

b. TRAWING FOUR and TRAWING FIVE shall ensure that CFET is included as an intermediate stop in Permanent Change of Station (PCS) orders for SNAs proceeding from Primary training to Strike training at TRAWING ONE or TRAWING TWO.

c. TRAWING SIX shall send Navy and Marine Corps SNFOs to CFET on Temporary Additional Duty (TAD) orders upon selection for either Strike or Strike Fighter.

d. Naval Survival Training Institute (NSTI) will inform CNATRA (N00X2) of any NFS who fails to complete CFET. Included will be a prognosis for successful completion of CFET following a prescribed strength training program.

(1) NFSs with a good prognosis for successful completion of CFET after a strength training program will proceed to TRAWING ONE or TRAWING TWO (SNFOs return to TRAWING SIX) with a strength training program provided by NSTI. The NFS shall be afforded a second opportunity to complete CFET after completion of the strength training program. The NFS shall not fly in a T-45 until CFET is successfully completed.

(2) NFSs deemed unlikely to benefit from a strength training program will proceed to TRAWING ONE or TRAWING TWO

(SNFOs return to TRAWING SIX) where they will be selected into an alternate pipeline.

(3) NFSs unable to complete CFET after completion of the prescribed strength training program will be selected into an alternate pipeline.

e. NFSs who DOR at CFET shall not be afforded a second opportunity to complete CFET. They shall proceed to TRAWING ONE or TRAWING TWO (SNFOs return to TRAWING SIX) where they will be selected into an alternate pipeline or processed for attrition.

f. TRAWING ONE, TRAWING TWO, and Training Squadron EIGHT SIX shall screen the NATOPS jacket of each incoming SNA to ensure CFET completion is properly documented.

CHAPTER 3: TRAINING AND QUALIFICATION JACKETS

300. GENERAL. Naval Aviation Training and Operating Procedures Standardization (NATOPS) Flight Personnel Training/Qualification jackets (OPNAV 3760/32) and CNATRA Aviation Training Jackets (ATJ) are maintained for NFSs undergoing NATRACOM flight training. The NATOPS jacket should be initiated at the site of initial training (usually NASC) and maintained per OPNAVINST 3710.7U and this instruction.

301. INITIATION OF NATOPS JACKET AND ATJ. Naval Aviation Schools Command (NASC) should initiate a NATOPS jacket and ATJ for each NFS entering API training. Inter-service and Joint training NFSs shall have a NATOPS jacket in lieu of their service's jacket.

a. Training Program Transfers. When an NFS transfers between the SNFO and SNA programs, a new ATJ shall be created and the old ATJ transferred to CNATRA (N717). ATJs for these NFSs entering SNA training shall be prepared by the Primary training squadron and ATJs for NFSs entering SNFO training shall be prepared at the SNFO squadron. The NATOPS jacket will remain in effect and be transferred with the NFS.

b. Pipeline Change. When an NFS transfers to a different pipeline, the original ATJ shall continue to be used. If a change of squadrons is involved, the ATJ shall be processed by the detaching squadron and forwarded to the TRAWING where further training is to be conducted.

c. Fleet Returnees. Naval Aviators (NA) and Naval Flight Officers (NFO) returning from the Fleet for redesignation training should have new ATJs initiated at NASC. NAs and NFOs who do not begin their redesignation training at NASC shall have new ATJs initiated at the TRAWING where they begin training. A copy of the original SNA or SNFO ATJ Summary card shall be placed in the new ATJ for reference. This summary may be obtained from the CNATRA Student Control Officer (N717).

302. NUMBERING SYSTEM

a. Per Department of Defense (DoD) and Department of the Navy (DoN) requirements, every effort should be made to reduce the use of Personally Identifiable Information (PII). Social

Security Numbers (SSNs), including truncated versions (last four of the SSN), shall not be used on or within an ATJ.

b. The 10-digit DoD Identification Number (DoD ID), sometimes referred to as the Electronic Data Interchange - Personal Identifier (EDI-PI), shall be used instead of the SSN. The DoD ID is located on the back of an individual's Common Access Card (CAC).

c. The NFS's truncated DoD ID (last four digits) shall be used as the jacket number for each ATJ.

d. The front of each ATJ shall state, "FOR OFFICIAL USE ONLY - PRIVACY ACT SENSITIVE: ANY MISUSE OR UNAUTHORIZED DISCLOSURE MAY RESULT IN BOTH CIVIL AND CRIMINAL PENALTIES." This statement can be printed on an address label and affixed in the lower left front cover of the ATJ folder.

e. NASC should provide a class roster to Navy Medicine Operational Training Command (NMOTC), to include information specified by NMOTC, for the initial input to the NMOTC data bank.

303. ATJ REVIEW. ATJ reviews may be conducted as often as warranted by the individual NFS's progress. Additionally:

a. Each Class Advisor (CA) shall conduct weekly ATJ reviews on each NFS in his or her class.

b. The instructor shall review prior ATFs before each simulator or flight event.

c. The Student Control Officer shall conduct weekly ATJ reviews for each NFS on Student Monitoring Status (SMS).

304. CUSTODY OF ATJs

a. The ATJ is the only permanent comprehensive record of an NFS's performance during NATRACOM flight training. Particular care is required to ensure the accuracy, completeness, and uniformity of each ATJ as well as the custody of the ATJ itself. Each NATRACOM unit shall have a Privacy Act Coordinator who shall ensure Privacy Act regulations are adhered to per SECNAVINST 5211.5E. Additionally, each unit shall post an ATJ access roster in the vicinity of the unit's ATJ storage.

b. NFSs are only permitted to have custody of their own ATJ in squadron spaces during working hours to complete required jacket reviews.

c. Outside of jacket reviews, NFSs, to include those in prospective, stashed, pooled or attrited status, shall not be on a unit's ATJ access roster, and shall neither handle nor transport ATJs.

d. The TRAWING is responsible for the ATJs of NFSs assigned to their TRAWING. Although physical custody of the ATJ may be at a subordinate squadron, the TRAWING shall ensure ATJs are handled per this instruction. TRAWING Commanders are encouraged to supplement these procedures with local instructions to ensure accuracy of content and security of NFS ATJs.

e. Accountability. Adequate receipting methods for maintaining accountability of ATJs are required at each training unit per SECNAVINST 5211.5E. At no time shall an NFS be allowed to leave the unit spaces with any ATJ.

f. Lost ATJs. Each unit shall implement safeguards for the Privacy Act-sensitive ATJ. The recovery of missing ATJs is the responsibility of the command last having custody. If an ATJ is lost, misplaced, or not received within a reasonable time, positive action to recover the ATJ is required. Report the loss of all ATJs to CNATRA (N717) with amplification concerning circumstances and prospects for recovery. CNATRA (N717) will provide guidance on further reporting requirements.

305. TRANSMISSION OF ATJs. The TRAWING shall ensure timely handling of NFS ATJs when an NFS transfers between squadrons or TRAWINGS. It is the transferring TRAWING's responsibility to keep the receiving TRAWING informed of any delay in ATJ processing. When an NFS's ATJ must be sent from one unit to another, the following steps shall be taken:

a. ATJs shall not contain any portion of SSNs.

b. A Records Transmittal (NAVPERS 5000/64), available on the BUPERS website home page, shall be prepared in triplicate. A receipted copy of NAVPERS 5000/64 shall be retained by the forwarding office for two years. ATJs should be listed in alphabetical order, and have annotation in the remarks section for IMS, completer, or attrite. Additionally, in block 11, list

the certified mail number (Federal Express or UPS) or provide the name of the individual who hand-carried the ATJ.

c. The original and one copy of the Records Transmittal shall be sent with the ATJ. The package shall be double wrapped in heavy paper and secured with packing tape. Large quantities of ATJs should be mailed in sturdy cardboard boxes. Every effort should be made to package ATJs in alphabetical order for accountability.

d. Hand-carry transmission is used when units are located in close geographical proximity. In these cases, the ATJ shall be placed in a sealed envelope addressed to the appropriate person. NFSs shall not hand-carry ATJs; this includes hand-carrying ATJs between a TRAWING and a squadron.

e. Upon receipt of the ATJ, the copy of the Records Transmittal shall be signed to acknowledge receipt and returned to the sending Student Control office.

f. The sending activity is responsible for the accountability of the ATJ shipped. If acknowledgment of receipt has not been received within 10 working days of shipment, follow-up action shall be initiated by the sending activity to determine the location of the ATJ.

g. Time Limitations for Transmission of ATJs

(1) Between units. ATJs shall be closed out and forwarded to each NFS's next NATRACOM unit within five working days following NFS selection.

(2) Attritions (except IMSs). ATJs shall be closed out and forwarded to CNATRA (N717) within 30 working days following the TRAWING Commander's attrition decision. Attrited Marine Corps NFS ATJs shall be forwarded to CNATRA via the respective MATSG.

(3) Completions (except IMSs). The ATJs of NFSs who have completed NATRACOM flight training shall be closed out and forwarded to CNATRA (N717) within 15 working days following completion or winging, whichever occurs later.

(4) IMS ATJs. Refer to Chapter 9.

(5) U.S. Coast Guard NFSs. Upon completion of, or attrition from, NATRACOM flight training, USCG NFS ATJs shall be forwarded within 15 working days to:

Commanding Officer, Training Division  
CG Aviation Training Center  
ATTN: Ms. Maria W. Doughty  
8501 Tanner Williams Road  
Mobile, Alabama 36608-8322

306. RELEASE OF INFORMATION CONTAINED IN ATJs. ATJs contain personal and privileged information protected under the Privacy Act of 1974. All personnel handling ATJs shall be trained in the provisions of the Privacy Act and re-briefed annually per SECNAVINST 5211.5E. Additionally, the following guidelines apply:

a. All requests for information contained in ATJs from individuals or activities outside NATRACOM shall be referred to CNATRA (N717).

b. Information contained in ATJs may be forwarded by CNATRA to a Fleet activity upon receipt of a written request, but under no circumstance shall the ATJ itself be forwarded outside the NATRACOM. No information shall be released over the telephone to individuals outside the NATRACOM unless approved by CNATRA (N717).

c. Requests received from former NFSs for information contained in their ATJs shall be referred to CNATRA (N717). If the TRAWING Commander receiving a request has custody of the ATJ and the former NFS is attached to that command, the information requested may be duplicated, but only after ATJ closeout per paragraph 307 and a thorough review and removal of all PII. TRAWINGs shall forward a copy of the Record of Disclosure form (CNATRA 1542/PA) to CNATRA (N717). See SECNAVINST 5211.5E and consult the comptroller for duplicating fees. Fees of less than \$30 will normally be waived.

d. ATJs are retained at CNATRA headquarters for two years, after which they are held at the Federal Records Repository for a minimum of 50 years.

e. All non-routine disclosures must be recorded on a Record of Disclosure form (CNATRA 1542/PA) per SECNAVINST 5211.5E.

307. ATJ CLOSE-OUT. At the completion of a phase, or at the termination of training, the NFS's ATJ shall be closed out and verified for correctness and completeness. This process shall be completed by the training squadron and verified by the TRAWING.

a. Ensure the ATFs for each stage are in numerical sequence. Stages shall be in the order listed in the phase summary with earlier stages on bottom and later stages on top.

b. If a flight has been reflown, the first reflown flight ATF shall be filed immediately on top of the Unsatisfactory event until all extra flights have been flown and recorded. The remaining stage flight records shall be filed in sequence from that point.

c. All CNATRA 1542/31 forms shall be completely filled out with a check in the "type action" block, a statement in the "brief summary" block, and a check in the "action taken" block. The comments section shall indicate the action taken. The CO or a designated representative shall sign the form. They shall be printed on pink paper and filed on the left side of the ATJ for academic failures or other problems while in training. All Training Review Board (TRB) forms (CNATRA 1542/1827 rev 5/13) shall be printed on pink paper and filed under the Pink Sheet Summary (CNATRA 1542/90 rev 5/13).

d. The Flight Summary for each phase must be completed and the stage totals accurately transferred from the last ATF of each stage.

e. Training squadron Student Control shall compute NFS NSS, in coordination with TRAWING TIMS Functional Administrator (TFA).

f. Training squadron Student Control shall finalize the NFS record in TIMS within five working days of the NFS's final training event.

g. Upon TIMS closeout, training squadron Student Control shall confirm the "Exclude All" function has been selected for records of IMS, attrites, and Fleet returnees (NFO to pilot,

rotary to jet transition, etc.). This function is critical to all student grade calculations, as it excludes these students from the squadron norm group. See Appendix G for further information.

h. The Naval Aviator Aviation Training Jacket Summary Card (CNATRA 1542/95 rev 5/13) shall be completed for the training the NFS has received to date. Black ink shall be used when making entries. In cases of NFSs who are pending TRB, the grades may be entered in pencil until the NFS has either completed training or been attrited.

i. Date entries shall be in day month year format (e.g., 12 Mar 2006).

j. If an NFS is attrited from training, the appropriate blocks of the Training Summary card shall be filled out as far as the NFS has progressed. If a particular stage has not been completed, the abbreviation "INC" shall be entered. The TRB section shall be completed and the proper attrition code entered using the codes in Appendix E.

k. Weekly Calendar Sheets (CNATRA 1542/12) shall be filled out in chronological order above the last flight summary on the right side of the ATJ. Commands shall ensure that each NFS enters the appropriate data at least weekly and that the chronological data is complete and accurate before closing out the ATJ and forwarding it to the next command.

l. Prior to NFS transfer to an FRS, the following forms shall be copied and filed in the NFS's NATOPS jacket under training/formal schools:

(1) ATJ Summary card (CNATRA 1542/95)

(2) Pink Sheet Summary (CNATRA 1542/90)

(3) Stage Grade form (CNATRA 1542/5A, B, C, or D). Include the 1542/5A from Intermediate Jet and Intermediate E-2/C-2 when applicable. The TIMS Completion Information report may be used in lieu of the CNATRA 1542/5. If this is done, training squadron CO comments shall be noted on a Supplementary ATF (the 1542/5 contains a section for these comments). This ATF shall include comments on FRS preparedness, and should include comments on exceptional performance areas,

unsatisfactory or marginal areas, and stages with block grades below 1.00.

(4) LSO Trend Analysis Summary (CNATRA 1542/106) for E-2/C-2 and Advanced Strike NFSs.

(5) Record of Training Waivers (CNATRA 1542/132) plus copies of waiver letters.

m. If the NFS is required to detach prior to completion of these forms, the completed copies shall be mailed to the appropriate FRS Training Officer within 10 working days after designation.

308. CHANGES TO ATJ FORMS. When changes to ATJ forms are required (e.g., due to curriculum modifications), recommendations shall be submitted via Training Change Request (TCR).

309. REPORTS AND FORMS. Reports and forms contained in TIMS, Appendix A, and Appendix B are the only forms authorized for inclusion in an ATJ. Locally produced forms shall not be used in ATJs.

310. PROCUREMENT OF FORMS. CNATRA forms are available within TIMS and on the CNATRA website at <https://www.cnatra.navy.mil>. Other CNATRA forms shall be requested from CNATRA (N11).

CHAPTER 4: ACADEMIC TRAINING

400. GENERAL. The primary function of academic instruction in the NATRACOM is to ensure student retention of high quality, up-to-date material that directly supports training in aircraft and training devices. This objective can only be achieved if curriculum developers use an approved, systematic approach to develop and modify training curricula that will improve performance and support transferability of training to Fleet aircraft. Therefore, all curriculum managers within the NATRACOM may reference the NAVEDTRA 130 (Volume I) Task-Based Curriculum Development Manual as a guide to development, maintenance, and administration of academic instructional materials.

401. ACADEMIC INSTRUCTION. Academic instruction conducted in the NATRACOM uses a multi-media approach heavily weighted toward hard-scheduled, group-paced lectures augmented by home study assignments. Computer Assisted Instruction (CAI) is also a principal method for teaching aircraft systems and procedures. Primary references include NATOPS manuals, OPNAVINST 3710.7, Department of Defense (DOD) Flight Information Publications (FLIP), Joint Mission Planning Systems (JMPS), and other real-world/electronic media and reference publications. Time to Train (TTT) computations include scheduled classroom/laboratory instructor contact hours, audiovisual/CAI support programs, and testing, but do not include home study or remedial study periods.

402. LEARNING CENTER. TRAWINGs shall ensure learning centers are established and maintained. They should be located at the local training department, but may be located in training unit spaces. Learning centers are considered to be a most vital component of the academic and flight support programs. They should be open for use during working hours and contain a log so that NFSs can record the time, duration of use, and computer-assisted productions viewed. At a minimum, learning centers should contain individual study carrels configured for instructional media components. Additionally, a qualified instructor should be available to assist NFSs utilizing the center.

403. EXAMINATION PROCESS. A secure testing program/center shall be used that will evaluate student progress and determine whether or not each NFS is qualified for subsequent training.

5 Mar 14

a. TRAWINGS shall use a testing methodology that ensures maximum security of test material and eliminates the potential for test compromise. When standalone testing rooms are used, they shall have restricted access and will be locked when not in use..

b. Testing centers will be available during the required hours as posted at each TRAWING. Keys/cipher codes should be retained by a minimum number of designated personnel.

c. Test administrators (military, contractor, or government employee) shall be assigned for every examination. A test administrator SHALL BE PRESENT in the testing center at all times whenever a test taker is in the room.

d. Test administrators shall:

(1) Ensure test takers are in proper uniform and properly identified prior to being administered a test.

(2) Ensure test takers do not bring personal items (cell phones, hand-held computer devices, books, helmet bags, etc.) into the testing room.

(3) Assign each test taker to a cubicle and computer.

(4) Provide all reference material and scratch paper if required by the examination.

e. Examinations will last no longer than the time specified by MPTS/MNTS. Students will not be allowed to commence an examination unless there is sufficient time before the testing center closes to allow the full time specified by MPTS/MNTS.

f. If cheating is suspected or observed, the test administrator will stop the examination until all suspected cheaters are identified and removed from the room. Test-taker(s) not suspected of cheating may then continue. Immediately notify appropriate TRAWING personnel. After investigation, if no cheating was involved, student(s) who were removed from the examination will take a different form of the test, and the second test will become the official score.

g. The only talking permitted in the examination center is for clarification on the wording of a question, which may be

provided to all examinees. Foreign students may receive clarification of English words/phrases. In no case shall answers be provided.

h. After the test is scored, on-line test takers should self-remediate by reviewing missed questions; paper tests can be remediated with an authorized instructor.

i. After an examination failure has occurred (academic or flight support), the student/IUT shall be remediated by a certified course instructor in a location that does not interfere with other students also taking examinations. Test failure remediation should occur the same day as the failure.

j. Retesting of a student shall not be accomplished on the same day as the failure occurred.

k. Students failing examinations may be required to go through the course again if deemed necessary by appropriate personnel.

l. A pink sheet (CNATRA-GEN 1542/31) will be created for failures and forwarded as appropriate.

m. During examination review, if a student gives a response other than shown on the examination key, but which the instructor states is an acceptable alternate answer, a TCR shall be completed by the reviewer and forwarded to the TRAWING Course Curriculum Coordinator/Ground Training Officer (CCC/GTO). If a question is found to be inaccurate, inappropriately worded, or have other problems, a TCR shall be submitted by the reviewer. The instructor shall also give credit to other examinees who selected the acceptable alternate answer.

n. All examinations shall be reviewed and documented annually by designated CNATRA Stage Managers/Course Managers (CSM/CCM) with TCRs submitted as required.

o. Examinations and examination question banks shall not be provided to NFSs as study materials.

404. EXAMINATIONS. Tests administered in the NATRACOM will consist of questions based on the objectives of the course. Examinations shall be included in the Master Course Schedule and administered in accordance with the testing plan prepared for

each course. Examinations will be prepared by the Curriculum Model Manager (CMM) and submitted to CNATRA (N733) per CNATRAINST 1550.6. The minimum criterion for successful completion of examinations is 80 percent correct, except for emergency procedure "boldface" memory item examinations, which always require 100 percent correct.

a. All tests administered to NATRACOM NFSs as part of aviation training shall have at least two forms available. During all computerized administrations, order of item presentation and order of response options should be randomized. The only exception to response option randomization should be in cases where the response options make sense only if presented in a specific order.

b. Upon successful completion of an end of course examination, the student is allowed to be informed of correct answers to those items that were answered incorrectly.

c. Although academic course examinations may vary in length, difficulty, and applicability, all examinations that count toward NSS count equally toward the overall academic average. The NFS's first score for each end of course examination shall be used to compute the overall academic average for each phase.

d. The grades of the first end of course examination taken, whether passed or failed, are the only scores entered on the phase summary form in the NFS ATJ. In the event of a test failure, action shall be taken in accordance with Chapter 7. The failing scores are recorded on CNATRA-GEN 1542/31, Unsatisfactory/Delinquency/Incident form.

405. CURRICULUM MANAGERS. CNATRA is the Curriculum Control Authority (CCA) for undergraduate flight training. TRAWING Commanders are assigned as CMMs for various pipelines. As such, CMMs are responsible for ensuring that annual course reviews and updates of all academic and flight support training materials are completed by CSMs/CCMs, to include instructor guides, student guides, examinations, Peculiar to Aviation Training (PAT) publications, CAIs and MILs. Upon completion of each annual review and as required, TCRs shall be submitted.

406. ACADEMIC TRAINING ACCREDITATION

a. The academic training that a student completes may be a source of college credit. The Navy College Program certifies and forwards directly to the school concerned, upon request of the individual, academic transcripts of training received in Navy training programs.

b. A former NFS (active or inactive) who desires to have the academic training received in an NFS training program evaluated by a college, university, or other institution of higher education, may request a Sailor/Marine American Council in Education Registry Transcript (SMART) from the Navy College Program at <https://www.navycollege.navy.mil/>. SMART is an academically accepted record that is validated by the American Council on Education. The primary purpose of SMART is to assist service members in obtaining college credit for their military experience. Both individual and institutional copies are available upon request.

CNATRAINST 1500.4H  
5 Mar 14

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CHAPTER 5: SCHEDULING AND CONDUCT OF TRAINING FLIGHTS

500. GENERAL. Each curriculum has a scheduling sequence designed to enhance an NFS's acquisition of aviation skills and knowledge to meet the aviation performance requirements (defined training standard) within TTT. These performance requirements are necessary for the NFS to meet FRS entry-level requirements. The TRAWING Commander shall ensure that subordinate squadron COs provide each NFS the opportunity to fly the curriculum as published. A stage or phase of training shall not be considered complete until all required events are completed.

501. SCHEDULING. Squadron COs are responsible for scheduling NFSs per the MCG and the general guidance below. TRAWING Commanders shall monitor their squadrons to ensure compliance.

- a. All NFS events shall be hard scheduled.
- b. The NFS's work day from first scheduled event or official duty of the day until completion of the last event of the day (including associated paperwork and debrief) shall not exceed 12 hours.
- c. Adequate time shall be provided for flight briefing and for flight debriefing. The pre-flight brief and post-flight debrief are mandatory events; cross-country flights are not exempt. Additionally, NFS event turn times shall be per the MCG and shall allow ample opportunity for a thorough debrief and follow-on brief for the next event.
- d. NFSs shall not be scheduled for more than six and one half (6.5) hours of instructional flight time during the 12-hour work day.
- e. A minimum of 12 hours shall elapse between the conclusion of the NFS's last scheduled event of the day (including associated debrief) and his or her first scheduled event (including associated brief) the following day. This period may be shortened to 8 hours for duty, but then the day of duty may not be used for training events.
- f. CNATRA curricula are designed to allow completion within the prescribed TTT while adhering to a five-day work week for NFSs. To allow for detachments and surge operations, the NFS's maximum work week may be extended to six consecutive scheduled

days. The sixth day shall be followed by at least one day off (i.e., no scheduled event).

g. Maximum events scheduled/flown per day shall be per the specific MCG.

h. Sequence. Curriculum events, blocks, and stages shall be flown sequentially, unless specific guidance to the contrary exists in the MCG.

i. Maneuver Continuity. NFSs should be allowed to attempt previously introduced maneuvers frequently enough to maintain required proficiency.

j. Adaptation Events. A Squadron CO may provide events for adaptation to the flying environment when requested in writing by the Flight Surgeon (e.g., for airsickness per CNATRAINST 6410.2). These events shall be coded as SXX84 events.

k. Practice Simulators. Practice simulator events shall not be scheduled or directed to remediate poor performance. CNATRA curricula are designed to remediate poor performance within the structure of the curriculum. This restriction is not intended to prevent NFSs from obtaining practice simulator time on their own when available, but Contract Simulator Instructors (CSI) shall not be scheduled for NFS simulator practice sessions.

502. RESCHEDULING. Incomplete events shall be rescheduled and completed per the respective MCG. If the incomplete event generates a Progress Check, the completion event shall not be flown before the Progress Check. A passed Progress Check will normally return the NFS to syllabus flow, at which point the NFS will fly the completion event. Progress Checks are outside the normal syllabus flow and shall not constitute the advancing event unless specifically excepted; see Chapter 7 for further Progress Check information.

503. TRAINING DELAYS AND WARMUP EVENTS WITHIN STAGE. A non-curriculum Warmup (WU, SXX86) event is given to regain flight proficiency due to an extended non-curriculum training delay. Eligibility is based on the number of days since the last simulator or flight event in that stage (Break = current Julian date - Julian date of last event in stage). WU criteria is normally based on last event in stage because MPTS/MNTS is built

5 Mar 14

on increasing levels of skill attainment from block to block, and a student's given skillset for a particular stage will atrophy over time without continued training.

a. Optional WUs shall be scheduled and flown as the next event. If performance warrants a WU, it shall be re-coded as the last completed dual event.

b. Mandatory WUs shall be scheduled and flown as the last completed event. The event shall be coded as a WU.

c. Grades on WU events will not normally count toward calculation of NFS grades.

d. Ready Room UNSATs (RRUs) always count toward calculation of NFS grades. Unsatisfactory performance not related to the training delay may also count; see paragraph 608 for amplifying information on this situation.

e. If the break in training occurs during the transition from simulator to aircraft, a mandatory WU shall be flown in the simulator and coded as the last completed simulator in stage. The WU may be flown in the aircraft with the TRAWING Commander's approval.

f. If the break in training occurs between two aircraft or two simulator events, a mandatory WU shall be flown and coded as the last completed event.

g. All WUs shall be dual (flight) or instructional (simulator), except in the case of carrier qualifications where WUs may be solo at the discretion of the Landing Signal Officer (LSO).

h. For delays less than seven days the specific WU criteria promulgated in the MCG shall apply.

i. WU events shall be coded SXX86 (e.g., C4186).

j. The instructor shall document on the ATF the reason for awarding the WU event.

k. Check events (SXX90) are considered part of the previous block ("in block") for WU purposes.

l. Stage-specific Emergency Procedure simulators satisfy simulator WU requirements for blocks within that stage.

m. The following table is a quick reference regarding the use of WUs with respect to breaks in training:

CRITERIA FOR AWARDING WARMUP EVENTS IN STAGE		
BREAK* (DAYS)	WARMUP EVENTS	REMARKS
7-13 Sim to A/C	1 Mandatory Simulator	-Mandatory WU is not an advancing event. -Warmup event may be flown in aircraft with the TRAWING Commander's approval.
7-13 All others	1 Optional	-Optional WU is based on performance and is required if overall grade is Marginal or UNSAT. -WU is prohibited if performance meets MIF or is sufficient to meet MIF by EOB.
14-30 Sim to A/C	2 Mandatory Simulators	-Mandatory WUs are not advancing events. -For blocks with a single simulator event, only one mandatory WU event is required.
14-30 All others	1 Mandatory 1 Optional	-Mandatory WU is not an advancing event. -Optional WU is based on performance and is required if overall grade is Marginal or UNSAT. -WU is prohibited if performance meets MIF or is sufficient to meet MIF by EOB.

\*Break = (Current Julian date) - (Julian date of last simulator or flight event in stage)

TABLE 5-1: CRITERIA FOR AWARDING WARMUP EVENTS IN STAGE

504. TRAINING DELAYS AND WARMUPS BETWEEN STAGES. WUs are intended for non-curriculum breaks in training. Each curriculum is designed to allow sufficient time for academics, simulators, and flights. First events in stage following ground training are designed and graded with the delay factored in and normally do not require a WU.

a. Between stages, a mandatory WU is required if 14 to 30 days have elapsed since any curriculum flight or simulator event (unless otherwise specified in the MCG).

b. All WU events between stages shall be recorded on an ATF for the event deemed most consistent with the procedures reviewed.

505. EXTENDED TRAINING DELAYS. If the period between events is greater than 30 days, the squadron CO shall determine an appropriate WU training plan to regain NFS proficiency with the following guidance:

a. A WU training plan should consist of a representative cross-section of events completed prior to the break in training.

b. At the completion of the WU training plan, or if NFS proficiency is regained sooner, the NFS shall resume normal syllabus flow.

c. If the NFS has not regained sufficient proficiency to resume training following the WU training plan, additional WU training is at the CO's discretion.

d. A copy of the WU training plan and any subsequent modifications shall be filed in the NFS's ATJ.

506. CHANGE OF ON-WING INSTRUCTOR. Change of on-wings, or scheduling an NFS with other than a regularly assigned on-wing, shall be held to the minimum extent possible.

a. A change of on-wing is required when:

(1) An on-wing awards the NFS an UNSAT that results in an Initial Progress Check (IPC) or Final Progress Check (FPC).

(2) The NFS requests the change. NFSs shall not request a specific instructor when requesting an on-wing change.

(3) The on-wing requests the change.

(4) Directed by CO or higher authority. The TRB may recommend an on-wing change to the TRAWING Commander when deemed appropriate.

b. All changes of on-wing shall be documented on a Supplementary ATF.

c. Capricious or flagrant abuse of the privilege to change on-wings by an NFS in an attempt to obscure, mitigate, or excuse substandard performance, or as a means of gaining assignment of a preferred instructor, is grounds for attrition.

507. STANDARDIZATION. Standardization of maneuver procedures is imperative. It is incumbent on the TRAWING Commander and squadron COs to ensure every instructor has thorough knowledge of each maneuver described in the Flight Training Instruction (FTI), and uses that standard description when presenting the material to the NFSs. This is necessary so that each NFS will be given the same information and instructor technique will be held to a minimum. Precise knowledge of the maneuver description also aids the instructor when introducing new material and standardized instruction facilitates standardized grading. Course Training Standards (CTS) and required Maneuver Item File (MIF) stage progression are listed for each graded item contained in the specific MCG.

508. BRIEFING. Operational Risk Management (ORM), crew day/rest, date of last flight or simulator (WU potential), human factors, and identification of potential hazards shall be briefed prior to all simulator and flight events.

a. The instructor shall review the NFS's previous ATFs before each event. The instructor should note any NFS performance trends or areas of weakness that could potentially impact the flight. For End of Block (EOB) events, the instructor shall carefully review previous performance and plan the event profile to include opportunities to reach MIF on all critical items and optional items previously attempted.

b. The instructor shall speak clearly and deliberately using standard terminology, and make sure the NFS can hear and understand each concept, procedure, and evolution description.

c. Training aids should be used as much as possible. This may include model aircraft, mock-up cockpit trainers, aerial pattern charts, or a whiteboard or digital equivalent.

d. After both the instructor and the NFS know exactly what will be covered on the flight, a plan to achieve those objectives shall be briefed. The plan should consider the required maneuvers, available working areas, local weather, and the specific sequence of maneuvers.

e. The last part of the brief should be an open session to give the NFS an opportunity to ask questions.

f. Duty officers shall provide a safety of flight brief to each solo NFS. In the case of multi-plane events or Field Carrier Landing Practice (FCLP), this brief shall be given by the flight lead or LSO as appropriate.

509. DEBRIEF. A comprehensive debrief shall be conducted for every event. The NFS cannot always tell or remember how he or she has performed by the comments over the Inter-cockpit Communication System (ICS).

a. Debriefing should be conducted in private. Group flights shall be debriefed together, but individual performance not related to the group flight should be debriefed privately. UNSAT events shall not be debriefed in the aircraft.

b. Debriefing must be detailed and comprehensive. The ATF shall be completed prior to the NFS's next event. Exceptions may be made for out-and-ins, cross-country flights, and during FCLP and Carrier Qualification (CQ). In such instances, the NFS will be provided feedback on performance as soon as possible following the event.

510. EMERGENCY PROCEDURES (EP)

a. EP training builds the NFS's confidence in the aircraft. Instructors shall conduct EP training on all dual aircraft sorties, either on the ground or in the aircraft. Procedural deficiencies should be corrected through additional instruction and study assignments.

b. EP training shall be incorporated into non-EP simulator training events when practical. However, instructional training block objectives take precedence.

c. NFS overall EP knowledge and performance should be graded under Emergency Procedures on the ATF.

511. NFS FLIGHT TIME. If an event is scheduled as a dedicated NFS training flight, the NFS under training receives first pilot or copilot time. NFS special crew time will be logged only during events when the NFS is not under instruction (e.g., observing a formation event from the lead aircraft).

512. HOURS PER EVENT (H/X). Instructors shall plan and execute missions to meet H/X as closely as possible. If actual sortie length varies from H/X by more than 0.3 hours (greater or less than), the instructor shall annotate the reason in the ATF's general comments section.

513. ADDING ITEMS TO AN EVENT. Graded items with a number and a plus (+) are critical (mandatory). For critical items, NFSs must meet the required proficiency by EOB. Items with a number but no plus are optional. There is no requirement to fly optional items, but if an optional item is flown within a block, the NFS must meet required proficiency on that item by EOB. The instructor shall not demonstrate, nor shall the NFS perform, unnumbered items and items not in the stage (except for weather-driven instrument approaches and pre-briefed maneuvers flown for instructor proficiency).

514. TRAINING ACCELERATION PROGRAM (TAP)

a. SNA TAP. Under exceptional circumstances, an SNA's previous flight experience or demonstrated proficiency may warrant accelerated progression. The Squadron CO may advance an SNA to the next block of instruction when all required items for the current block of instruction meet EOB Maneuver Item File (MIF) standards. This policy shall not be used to meet squadron production goals; it is strictly for the rare instances where an SNA's demonstrated proficiency makes completion of all events within a block of instruction unnecessary. All ATFs for the accelerated SNA will be clearly marked "Accelerated Progression." ATFs for the events not completed will include a comment in the remarks section stating, "Accelerated Progression - event not flown. ATF completed for administrative purposes only, per CNATRINST 1500.4H." The squadron shall closely monitor the progress of TAP SNAs. If the SNA's performance suffers due to participation in TAP, the SNA shall join a regular class.

b. SNFO TAP. The criteria and guidance stated above for SNA TAP applies equally to SNFO TAP. SNFO TAP may also be used at the discretion of the TRAWING SIX Commander to prevent duplication of training for former pilots and SNAs attrited from pilot training:

(1) SNFOs shall not repeat subjects successfully completed in SNA training unless the lapse of time is of such

5 Mar 14

duration that refresher training is necessary to support current training. The SNFO's grades for appropriate academic courses completed in SNA training shall be transposed to the NFS's SNFO ATJ. SNA simulator and flight grades shall not be transferred to the SNFO ATJ nor shall they be counted in final totals.

(2) TAP SNFOs may function in a "self-paced" status independent of regular classes, except that they shall attend classes which require scheduling (e.g., instrument ground school).

(3) The squadron shall closely monitor the progress of TAP SNFOs. If the SNFO's performance suffers due to participation in TAP, the SNFO shall join a regular class.

#### 515. MEDICAL DELAYS

a. Medical problems often result in extensive delays in NFS progress in flight training. NFSs in a chronic or recurrent medical hold status adversely affect the NAPP, specifically TTT and predictability. This situation also results in loss of training dollars and degrades overall training efficiency. Identification of long-term medical problems and close monitoring is essential for effective management. Table 5-2 presents a summary of the actions required in the following paragraphs. NFSs whose period of medical grounding exceeds or is expected to exceed 72 hours shall be placed on the command's Med Hold list (status in TIMS changed to Med Hold).

b. NFSs shall be processed for attrition for reason of Not Physically Qualified (NPQ) or Not Aeronautically Adapted (NAA) when they receive a medically disqualifying diagnosis for aviation duty. If a Flight Surgeon (FS) review determines that the disqualification may resolve or be medically waivable within 12 months (365 days) the NFS may be recommended for retention. The 12-month window begins on the date that the NFS received a disqualifying diagnosis or was determined to be NPQ (i.e., initial date of illness, injury, or incapacitation). NFSs are considered NAA if diagnosed as having a personality disorder or prominent maladaptive personality trait affecting flight safety, mission completion, or crew coordination. Because a finding of NAA is not waivable, the medical attrition process shall commence at the time the NFS is determined to be NAA.

c. The following actions shall be undertaken when an NFS is medically grounded for a period of 14 or more continuous days:

(1) NFSs who are medically grounded and not progressing in the training syllabus shall be continued on the Med Hold list and seen by the FS every 14 days. This 14-day visit may be waived if there is no new information and the NFS is simply waiting for the next evaluation, diagnostic study, intervention or waiting for a prescribed period of time to pass. It may also be waived if the NFS is medically evacuated or convalescing in a location remote from the medical treatment facility of record. These 14-day evaluations shall be continued until the NFS is returned to flight status or is formally removed from flight training. These FS evaluations should be conducted by the NFS's attending FS whenever possible and shall be documented in the NFS's health record. These 14-day medical follow-ups shall, at a minimum, document the following:

- (a) Current diagnosis and condition.
- (b) Current medical management.
- (c) NFS's response to treatment.
- (d) Physical findings.
- (e) Prognosis.
- (f) Pending studies, procedures, consultations or treatment.
- (g) Pertinent lab or other data regarding the case.
- (h) Anticipated return to flight duty.

(2) FSs shall advise the NFS's CO concerning the NFS's condition and prognosis after each 14-day evaluation.

(3) NFSs grounded for greater than 30 continuous days shall be either considered for medical attrition or continued on the command Med Hold list. NFSs shall only be continued on the Med Hold list if there is a reasonable expectation that the NFS could be returned to flight training within 12 months after initial grounding. NFSs placed on the Med Hold list shall receive a medical hold date that corresponds to the first day of

medical grounding (i.e., date that the NFS received a disqualifying diagnosis). Med Hold lists shall contain NFS's name, rank, service, last four of DoDID, medical hold date, and the NFS's current consecutive plus cumulative medical down days. Senior FSSs at TRAWINGS shall submit a consolidated Med Hold list (CNATRA 1500/48) to CNATRA (N00M) using existing information on the command Med Hold list. The report is due by close of business (COB) on the first business day of each calendar month. Negative inputs are required.

(4) NFSs grounded, or anticipated to be grounded, for a period exceeding 60 continuous days shall receive an aviation physical examination (grounding physical) per OPNAVINST 3710.7 series.

(a) NFSs that are anticipated to return to a flight status within 12 months must have documentation on the grounding physical acknowledging the possibility of a waiver at some point in the future.

(b) Grounding physicals must be clearly labeled **"NAVAL FLIGHT STUDENT IN TRAINING AT (COMMAND)/(WING) WAIVER (IS/IS NOT) ANTICIPATED"** in block 78 of DD Form 2808.

(c) Grounding physicals shall be submitted via the Aeromedical Electronic Resource Office (AERO) flight physical processing system to NMOTC, DET Naval Aerospace Medical Institute (NAMI) (Code 342) for endorsement and forwarding to COMNAVPERSCOM or CMC.

(d) Disposition status of the NFS and copies of the NAMI grounding recommendation letter and PERS or CMC grounding letters will be accessible in AERO to the NFS's supporting Aviation Medicine Clinic.

(e) A grounding physical is appropriate earlier than 60 days when an NFS receives a medically disqualifying diagnosis and it is clear by medical assessment or consultation with aeromedical specialty staff that either it can clearly be anticipated that grounding will exceed 60 days or a waiver will not be forthcoming within the 12-month limit.

(f) For purposes of initiating the medical attrition of an NFS, a NAMI (Code 342) endorsement of a grounding physical as NPQ or NAA is required. In this circumstance, the command

shall proceed with the NFS's disqualification for reason of NPQ or NAA.

(g) NFSs who receive an official grounding letter from COMNAVPERSCOM or CMC as the result of a grounding physical cannot be returned to flight status by a Local Board of Flight Surgeons (LBFS). When NFSs are grounded by COMNAVPERSCOM or CMC, a return to flight duty can only be granted by that authority. For a COMNAVPERSCOM- or CMC-grounded NFS to return to flight duties, a post-grounding physical (with waiver request if the NFS's diagnosis was considered disqualifying) must be completed and submitted via NAMI (using the AERO system) to the appropriate approval authority (COMNAVPERSCOM or CMC) for action.

(5) NFSs medically grounded for 120 days (continuous or interrupted) shall receive Local Flight Surgeon Review (LFSR) to determine if continuation in training is warranted. This review shall consist of a case review by three FSs. LFSR findings and recommendations shall be documented in the NFS's health record and contain the names of the reviewing FSs. Upon completion of this LFSR, the attending FS shall generate a written recommendation to the TRAWING Commander via the squadron CO. This recommendation shall indicate the NFS's medical situation, motivation to continue training, and a recommendation to attrite or retain in training.

(6) Prior to reaching 180 days medically grounded (continuous or interrupted), the NFS's command may request continuation of an NFS's medical hold status. Requests for medical hold extensions shall not exceed six months, for a maximum duration of medical hold of one year. When medical hold extension requests are made, the squadron of record shall submit the request via the chain of command to CNATRA (N7). For USMC, USCG, and IMSS, the request shall be routed via those entities prior to consideration by CNATRA. Units who originate extension requests shall comment on the NFS's attitude, skills, ability, grades, and motivation to continue and successfully complete training. To protect the NFS's right to privacy, the command shall not comment on matters of a medical nature. In addition to the extension request, the attending FS shall submit to CNATRA (Code N00M), by separate correspondence (encrypted email is suggested), medical justification for the medical hold extension request. The medical justification shall address the NFS's diagnosis, current condition, response to treatment, and

5 Mar 14

prognosis for recovery or attaining a waiver recommendation prior to the NFS accruing 365 days of lost training. The maximum allowable medical hold days an NFS may accrue is 365 days.

(7) Unless granted a waiver by CNATRA, at 180 days medically grounded (continuous or interrupted) an NFS shall be medically attrited based on existing medical diagnosis or condition.

(8) Prior to reaching 365 days medically grounded (continuous or interrupted), the NFS's command may request an extension of an NFS's medical hold status.

(a) Requests for medical hold extensions shall not exceed sixty days.

(b) The flight surgeon and consulting physician must establish a clear and supportable date the NFS will be med up within that 60-day period.

(c) Supporting documentation shall be forwarded to CNATRA N00M for consideration in granting the extension.

(d) Longer extensions may be considered for those NFSs who have completed Primary.

(9) NFSs who accrue 365 days of lost training due to medical problems or related delays without extension, or those remaining grounded beyond the 60-day extension, shall be attrited from the flight training program. Reason for attrition shall be based on one of the following:

(a) Medical attrition based on existing diagnosis at the 365-day mark.

(b) Attrition for reasons of failure to maintain satisfactory syllabus progression due to repeat or chronic medical delays in training. Attrition for this reason is authorized even if the medical problem(s) that resulted in the NFS exceeding 365 days is not permanently disqualifying, may resolve at some point in the future, or may be waiverable at a later date.

d. Final authority for NFSs determined to be NPQ or NAA for aviation duty rests with COMNAVPERSCOM or CMC. Upon receipt of official notification of an NFS's permanent NPQ or NAA status, a formal Separation from Training letter shall be generated within five working days by the NFS's command.

e. NFSs who, for medical reasons or limitations, are unable to participate in flight training for a period greater than 90 days may be the subject of a Medical Evaluation Board (MEB) (Limited Duty Board or Physical Evaluation Board). Applicable provisions of SECNAVINST 1850.4 series and NAVMED P-117 (MANMED) apply. It shall be the responsibility of the NFS's FS to initiate the board or ensure that a board is completed, forwarded, and filed as required. It shall be the responsibility of the NFS's command to ensure the NFS is in compliance with the provisions of the MEB to include medical follow-up.

72 hours	Place NFS on command's Med Hold list.
14 days	Initiate recurring 14-day FS medical evaluation
60 days	Grounding physical
90 days	Medical Evaluation Board (LIMDU or PEB) if required
120 days	Local FS Review
180 days	CNATRA approval required for NFS in medical hold status to remain in flight training
365 days	CNATRA limit for NFS medical training delays. Extensions granted on a case-by-case basis only.

TABLE 5-2: MEDICAL DELAY MILESTONES AND ACTION REQUIRED

f. TRAINING Commanders may consider an NFS for attrition any time the NFS fails to maintain satisfactory syllabus progression due to repeat or chronic delays in training for medical reasons.

g. Federal statutes and regulations exist which are intended to safeguard an individual's right to privacy regarding personal or sensitive medical information. These statutes and regulations impose criminal penalties on the individuals responsible for releasing protected information. COs and

involved healthcare providers clearly function in a "need to know" capacity. Therefore, unless "need to know" is specifically delegated by law or competent authority, it is imperative that all existing requirements pertaining to medical privacy be observed. In the event of questions or concerns pertaining to the access, use, and release of protected materials, contact the CNATRA Staff Judge Advocate (SJA).

h. TIMS change states for Aeromedical Clearance Notices (NAVMED 6410/2 "up-chits") and Aeromedical Grounding Notices (NAVMED 6410/1 "down-chits").

(1) The Student Manager (SM) module within TIMS shall be the primary repository for NFS medical disposition with respect to Med Up, Med Hold, or Duty Not Involving Flight (DNIF). When an NFS's medical status changes in TIMS, said data input shall contain both date and time indicators. Data that has been put into Student Manager is available to "need to know" individuals through the generation of a WingStats medical report.

(2) NFSs "med up" are deemed medically fit to participate in all phases and aspects of flight training.

(3) NFSs who receive a DNIF disposition on a down-chit have been determined medically fit to participate in any available ground-based training, but not aerial training. NFSs in a DNIF status are assumed and intended to be performing ground-based advancing events. If an NFS is placed in a DNIF status by a FS or other competent medical authority and the squadron determines that no ground-based training is available to the NFS, the NFS's status in SM shall be changed to Med Hold. Similarly, if an NFS originally placed in a DNIF status completes available ground-based training and remains grounded, the NFS's status shall be changed from DNIF to Med Hold in SM. If an NFS, in a legitimate DNIF status, is not scheduled for a training event over the course of five consecutive working days the NFS's status in SM shall be changed from DNIF to Med Hold; the intent is for NFSs in a DNIF status to continue making progress in the syllabus, or be reverted to Med Hold. Training days in a DNIF status do not count toward an NFS's maximum limit of 365 lost training days. Daily monitoring by the squadron of NFSs in DNIF status is directed to ensure SM accurately reflects an NFS's training status. The squadron Student Control Officer shall be responsible for ensuring that an NFS's medical training

status in TIMS (up, DNIF, Med Hold) is correctly entered, properly maintained, and changed when indicated.

(4) NFSs on Med Hold are deemed not medically fit to participate in flight training in any manner (i.e., all training stops). Down-chits do not expire. Thus, if an NFS's grounding period is prolonged or the NFS does not regain flight status on the date indicated on the down-chit, it is not appropriate to end the Med Hold period and begin another. Only one Med Hold period per grounding period is appropriate. In rare instances, when non-flying training is available and with FS concurrence, an NFS on Med Hold may be upgraded to DNIF. Med Hold is terminated by an up-chit returning the NFS to full flight duty or by medical attrition. Med Hold NFSs are available for watch standing provided no medical prohibition exists.

(5) Med Hold is not an appropriate disposition in SM for NFSs who are experiencing problems related to airsickness or are participating in the airsickness management program. Med Hold is appropriate only if the NFS is in receipt of a down-chit for another reason or has been NPQ'd from flight training for reason of airsickness. Med Hold status for airsick NFSs in TIMS requires an NPQ recommendation from an Airsickness Review Board that is signed off by the squadron's CO. If an NFS's Aircrew Rotational Training protocol requires a period that aerial training is not permitted, the NFS may be properly categorized in SM as DNIF during that period.

(6) NFSs who become pregnant shall be removed from all training and their training disposition in TIMS (SM) shall be reflected as "Med Hold." Med Hold days accrued by NFSs due to pregnancy shall not count towards an NFS's maximum limit of 365 lost training days.

(7) In cases where an NFS is unable to deliver a down-chit to the squadron due to accident, injury, illness, or hospitalization, the NFS's squadron shall be responsible for obtaining the down-chit for TIMS data entry purposes and for filing in the NFS's NATOPS jacket.

(8) NFSs medically attrited and removed from flight training could potentially be reinstated to flight training at some future date provided their medical problem is resolved or the NFS receives a medical waiver. Under this circumstance, the Med Hold days accrued during the initial training period shall

CNATRINST 1500.4H

5 Mar 14

not count towards the NFS's maximum of 365 lost training days authorized during the second training period (i.e., the NFS's Med Hold clock is restarted).

CNATRAINST 1500.4H  
5 Mar 14

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CHAPTER 6: PERFORMANCE MEASUREMENT, STANDARDS, AND  
DOCUMENTATION

600. GENERAL. Accurate performance measurement and documentation is essential in the production of quality Naval Aviators and Naval Flight Officers. A CNATRA ATF shall be completed for each curriculum flight and simulator event. Specific performance standards and criteria are set forth in the appropriate FTIs and MCG. Performance is measured and documented for the following reasons:

a. Quality Control. Fleet requirements dictate minimum standards of performance for entry to the FRS. Quality control is the process of maintaining these minimum standards, of identifying NFSs that have a high probability of failure in the Fleet, and of improving the overall quality of NATRACOM graduates.

b. Efficient Training Management. Reliable measurement of performance is essential to:

(1) Identify those likely to fail, drop out, or to exceed curriculum TTT requirements.

(2) Identify NFS deficiencies as soon as they arise.

(3) Provide optimum training assignment.

(4) Achieve efficient training sequence.

(5) Perform accurate group trend analysis.

c. Assignment of Training and Duty. Differing mission requirements and aircraft types call for different aptitudes and skills. The criteria used to define training performance and the grades assigned to NFSs should reflect these differences, facilitate computation of NFS scores that are predictive of future success, and lead to the most accurate retention and pipeline/platform assignment decisions by CNATRA. Subject to the needs of the service, pipeline assignments are made on the basis of performance in flight training. NFSs that excel in training are more likely to receive their desired training and duty assignments.

d. Awards. Awards and individual recognition are given to outstanding NFSs in various phases and levels of training. Selection is based upon performance per CNATRAINST 1650.11 series.

e. Trends. The documentation of significant trends in headwork, procedures, and Basic Air Work (BAW) is extremely valuable in analyzing the performance of NFSs. When documented on an ATF, trends can help an instructor monitor negative or dangerous tendencies, tailor instruction to the NFS's needs, and aid higher authority in determining whether retention or attrition is warranted.

601. OBJECTIVITY IN MEASUREMENT. Standards-Based Training (SBT) introduces objectivity to the evaluation process.

a. An absolute maneuver grading scale is used to define the conditions under which each point on that scale is to be awarded.

b. Course Training Standards (CTS) define the behavior associated with each maneuver and standards or tolerances required to earn a grade of Good/4.

c. Maneuver Item File (MIF) defines the performance capabilities expected of an NFS by EOB.

602. GRADING. MIF listed are minimum block completion standards for each maneuver. When an NFS achieves MIF by EOB, he or she has demonstrated the minimum level of skill attainment and competency to continue in training. The MIF is designed to allow for minimum performance in a specific area with the understanding that performance above the minimum MIF will offset the weak area.

a. Absolute Maneuver Grading. The following scale shall be used to document NFS performance on maneuvers attempted during each event. This is an absolute grading scale. It shall be interpreted and used by instructors the same way for all items on all events. NFS performance as referred to in the scale below should be judged only against the CTS provided for a given item in the MCG.

(1) Demonstrated (NG/1)

(a) When the instructor demonstrates the maneuver and the NFS does not subsequently perform it during the event.

(b) For solo flights, when an instructor cannot observe individual flight maneuvers.

(c) To indicate accomplishing a Special Syllabus Requirement (SSR). Specify the completed SSR in the ATF's maneuver item content line and document date of exposure on the SSR tab.

(2) Unable (U/2). Performance is unsafe or lacks sufficient knowledge, skill, or ability. Deviations greatly exceed CTS, significantly disrupting performance. Corrections significantly lag deviations or aggravate the deviations.

(3) Fair (F/3). Performance is safe, but with limited proficiency. Deviations exceed CTS, detracting from performance. Corrections noticeably lag deviations and may not be appropriate (e.g., using bank angle to compensate for poor rudder trim).

(4) Good (G/4). Performance meets or exceeds CTS. Deviations outside CTS are brief, minor, and do not affect safety of flight. Corrections are appropriate and timely.

(5) Excellent (E/5). Surpasses CTS. Performance is correct, efficient, and skillful. Deviations are very minor. Corrections, if required, are initiated by the NFS and are appropriate, smooth, and timely.

b. Solo Sorties

(1) NG/1 is assigned for performed maneuvers that were not observed.

(2) Any instructor (or qualified RDO at the TRAWING Commander's discretion) may grade an exceptional observed maneuver as E/5 or an unsafe observed maneuver as U/2 on the solo ATF.

603. GRADING CONSIDERATIONS

a. Headwork. The ability to understand and grasp the meaning of instructions, demonstrations, and explanations; the

faculty of remembering instructions from event to event; the ability to plan a series or sequence of maneuvers or actions; the ability to anticipate and avoid possible difficulties; and the ability to plan and execute alternative options. Headwork shall only be graded for aircraft and simulator events, and shall not be a catch-all for unsatisfactory performance, tardiness, or lack of preparation for a scheduled event.

b. Procedures. The demonstrated knowledge of sequential actions which are required to perform curriculum maneuvers and actions during the brief, flight, or debrief, and the ability to recall and execute these sequential actions.

c. Basic Air Work (BAW). The demonstrated technique and mastery of the power and flight controls to consistently obtain the desired attitude, altitude, heading, and airspeed through a range of maneuvers.

d. The NFS's success in accomplishing the particular maneuver shall be graded according to the FTI objectives and CTS.

e. Headwork, procedures, and BAW shall be graded based on demonstrated performance throughout the curriculum event. Every specific flight maneuver will draw upon these three qualities. Therefore, when inferior or superior performance in headwork, procedures, or BAW occurs only during a specific maneuver, such performance shall be reflected in the grade assigned to the specified maneuver or action unless the lapse is of such magnitude as to demand special attention. Due care shall be exercised not to lump all poor performances into the headwork, procedures, or BAW category. Conversely, multiple U/2 or F/3 grades shall not be assigned for a single shortcoming (e.g., assigning a U/2 in headwork, BAW, and approaches for being below target airspeed on an approach).

604. COMPLETION OF STUDENT ATFs. Each instructor shall ensure that ATFs are completely filled out and accurate. Pen-and-ink changes are not allowed; all ATF changes shall be completed electronically and subsequently signed by the instructor.

a. Instructors shall:

(1) Begin each ATF's general comments with two words to indicate overall grade and status of event. Examples include:

Pass/Complete, Pass/Incomplete, Marginal/Complete, Unsat/Complete, etc.

(2) Provide specific reasons for Incomplete, Warmup (state whether Mandatory or Optional), and H/X deviations greater than 0.3 hours. These comments shall be stated immediately following the grade/status (e.g., "Pass/Incomplete. Incomplete due to weather").

(3) Provide general comments to include any significant trends.

(4) Justify all grades of E/5. Grades of U/2 shall also be justified, unless MIF is U/2. These justifications shall be completed in the graded item's Maneuver Item Comments.

(5) Refrain from using comments that grade an NFS relative to peers (e.g., "above average") rather than relative to CTS. These comments are not appropriate in Standards-Based Training and shall not be used on ATFs.

(6) Fill in all appropriate blocks.

(7) When it is impossible for the instructor to electronically complete an ATF, the instructor may complete the ATF by hand. ATFs completed by hand shall be transcribed into the current electronic media format as soon as practical. ATFs completed by hand shall use black ink (not felt tip pen).

(8) Sign all pages of the ATF in the appropriate block in black ink.

b. Under no circumstances shall a Student Control clerk sign an ATF for an instructor. If there are discrepancies with the ATF, the instructor shall make the appropriate changes. If the instructor is unavailable (e.g., PCS), an instructor assigned to Student Control or the Standardization Officer can sign for the unavailable instructor using the following guidelines:

(1) Annotate the specific changes that were made to the ATF in the general comments section. This shall be done electronically.

(2) Sign the ATF with the following: "Signed in Lieu of (original instructor), (signing Officer) - STUCON/STAN."

c. Special Marks

(1) Safe for Solo or Unsafe for Solo. Upon completion of a curriculum dual flight preceding an NFS solo, the instructor shall check either "Safe for Solo" or "Unsafe for Solo" on the ATF. There is no requirement to make an additional "safe for solo" notation in the comments section.

(a) Safe for Solo indicates that the NFS has demonstrated the ability to safely take off, fly the required maneuvers, respond satisfactorily to emergencies, return, and land the aircraft alone. These Safe for Solo events are not considered a check event unless coded as such (e.g., SXX90).

(b) Unsafe for Solo indicates that the NFS has not demonstrated the abilities above, has demonstrated a propensity for flying in a dangerous manner, or indicates serious headwork shortcomings. This is also considered an UNSAT event.

(2) Dangerous or Unsafe Tendencies. Performance which is sufficiently erratic or inconsistent such that if not corrected or anticipated by the instructor is likely to result in injury, incident, or accident shall be graded as U/2. This includes erratic headwork or sudden hazardous procedural deviations that tax or exceed the instructor's corrective ability.

(3) Special Syllabus Requirements (SSR). Unless noted otherwise, instructors may complete an SSR on any flight within the block. Annotate which SSRs were completed in the ATF's comments section. Assign NG/1 as the SSR maneuver grade and annotate date of exposure on the SSR tab.

605. COMPLETE AND INCOMPLETE EVENTS

a. Assess the event complete if:

(1) Seventy-five percent of the event's hours per event (H/X) were used for training, and

(2) There are sufficient events remaining in block to allow for completion of all remaining required maneuvers.

b. Completion events

(1) An event may both complete a previous event and count as an advancing event.

(2) For events flown exclusively to clear an incomplete, grades on maneuvers repeated from the incomplete event do not count towards the NFS's score, except where the grade assigned for the repeated item is lower than the lowest grade previously assigned on that item from all previous attempts on that item.

c. Simulator Event Completion. Assess a simulator event complete if the NFS has received a full training period per the curriculum.

606. OVERALL EVENT GRADES. Overall event grades represent the NFS's progression through the curriculum. Every training event shall be marked Pass, Marginal, or Unsatisfactory (UNSAT).

a. Pass

(1) Prior to EOB: progress is adequate to meet MIF by EOB.

(2) EOB: NFS performance meets or exceeds block MIF.

b. Marginal. The NFS's ability to meet block standards by EOB is questionable. The ATF shall be printed on blue paper. Instructors shall not award a Marginal on an EOB event, check event, IPC, or FPC. If performance is Marginal on an optional WU, the instructor shall ensure the event is re-coded as a WU (SXX86) prior to ATF completion.

c. Unsatisfactory (UNSAT). NFS exhibits dangerous tendencies, or progress towards meeting EOB standards is insufficient. UNSAT overall is at the instructor's discretion, unless it is triggered by regression rules. It should be noted that an event may be graded UNSAT without any individual maneuvers graded 2/Unable. If the NFS receives an UNSAT that does not result in an IPC or FPC, the ATF shall be printed on yellow paper. UNSAT Progress Checks and UNSAT events that result in a Progress Check shall be printed on pink paper.

(1) Ready Room Unsatisfactory (RRU). A missed brief does not constitute a RRU. Missed briefs shall be documented on a Supplementary ATF and counseling/discipline shall be administered as directed by the squadron CO. A RRU is defined as either of the following:

(a) An NFS is inadequately prepared for the scheduled event. The RRU shall be documented on a pink version of the event's ATF. The event will be marked as incomplete with a U/2 grade in the procedures column. Upon remediation of the unsatisfactory performance, the event shall be flown to completion and general knowledge and emergency procedures shall be incorporated into the overall grading solution.

(b) The NFS fails a non-academic examination (e.g., NATOPS quiz).

(2) Flight/Simulator Unsatisfactory. A flight or simulator UNSAT may be awarded any time following the successful completion of an event brief; RRUs may not be awarded after this point. Unsatisfactory performance for simulator and flight events is defined in Chapter 7.

607. REGRESSION. Regression addresses uneven progress through training. Regression is defined as performance below the previous block MIF. Each syllabus specifies when regression does or does not apply.

a. The NFS is allowed up to two maneuver grades of F/3 where a G/4 is required on previous block MIF, and:

(1) The maneuver is not a check event or safe-for-solo critical (+) item, and

(2) The instructor is satisfied the NFS is ready to progress to the next sortie.

b. The instructor shall award an overall UNSAT if:

(1) Regression was to a U/2 where F/3 or G/4 was required on previous block MIF, or

(2) Performance on the same maneuver for two consecutive sorties resulted in a F/3 where a G/4 was required on previous block MIF, or

(3) There was regression on more than two items during the event.

608. WARMUP (WU) AND EXTRA TRAINING (ET) GRADING. Break in training WU event (SXX86) and ET event (SXX87) grades are not to be used to satisfy block or MIF requirements and shall not be included in the cumulative totals.

a. While these events do not count for grades, it is still important to properly document NFS performance on these events. Assign the overall grade (Pass/Marginal/UNSAT) as appropriate; the coding of the event (SXX86 or SXX87) will prevent these grades from counting in NFS scores.

b. Instructors retain the ability to award a "count" UNSAT on a WU or ET event for flagrant safety or flight rule violations, unsatisfactory procedural knowledge, or grossly unsafe performance that is not delay-related. Clone the last event completed (coding it as another "take" of that event, NOT as SXX86 or SXX87, thus allowing TIMS to see and count the UNSAT in overall grades) and write general comments to clearly explain the situation, acknowledging the WU window or reason for ET; the goal is to ensure this situation is clearly understood by leadership or a Training Review Board (TRB) during later ATJ review, rather than perceiving it as a training deficiency where a WU or ET should have been flown.

609. CHECK EVENTS (SXX90)

a. Check events are single-event training blocks. Therefore, all rules regarding progressing out of a block apply, except:

(1) NFS should fly a representative cross section of optional maneuvers.

(2) Up to two optional maneuvers may be graded F/3 where G/4 is required without requiring an overall UNSAT.

(3) The NFS should be able to demonstrate required levels of proficiency without instructor assistance. However, instruction is allowed on check events and NFSs may re-attempt maneuvers at the instructor's discretion.

(4) The entire event should be devoted to assessing the NFS's skill attainment, ability and readiness to progress to the next block of training. All maneuvers indicated with a plus (+) are critical and must be completed to MIF.

b. Incomplete check event

(1) A check event shall be graded as incomplete when:

(a) Any (+) item was not flown, or

(b) The instructor was unable to observe sufficient examples of a given maneuver to assess the NFS's overall performance. If the flight profile is incomplete because too much time was dedicated to re-attempting maneuvers or additional training, it should be graded UNSAT/Incomplete.

(2) The subsequent flight need only include maneuvers required to complete the check event.

(3) Exceptions. The check event is complete and the overall grade is UNSAT if:

(a) Any critical item is below MIF, or

(b) More than two noncritical items were graded F/3 where G/4 is required, or

(c) Any maneuver is graded U/2.

610. PROGRESS CHECKS. See paragraph 704 for information on Progress Checks.

611. STUDENT MONITORING STATUS (SMS)

a. The objective of SMS is to focus supervisory attention on an NFS's progress in training, address performance deficiencies, and assess the NFS's potential to complete the program. It may also be applied to NFSs who require supervisory attention while attempting to resolve personal issues. The intent of SMS is to focus on struggling students to help them overcome their problems, and provide an expedited route to attrition if this focused attention is unsuccessful.

b. An NFS who receives two UNSATs in a block of training or three UNSATs within a phase of training shall be placed on SMS.

c. The Squadron CO is not constrained to the UNSAT-related SMS trigger; a CO may place an NFS on SMS anytime that the CO perceives a need for focused attention to resolve NFS difficulties.

d. SMS is intended as a short-term program to address specific performance deficiencies within a block or stage of training. SMS requires that specific performance goals be met by the NFS within a specific time period. Specific performance goals shall be related to training standards rather than relative performance against an NFS's peers. The time period may reference syllabus events.

e. An SMS training plan should include, but is not limited to, training tailored to correct specific deficiencies or to address personal issues.

f. An NFS's Flight Leader or Class Advisor shall document placement on and removal from SMS in the NFS's ATJ via Supplementary ATF. All SMS-related documentation shall be completed on blue paper. Documentation placing an NFS on SMS shall include:

- (1) The reason the NFS is being placed on SMS,
- (2) The specific goals to be met for successful removal from SMS,
- (3) The period of time the NFS is to be on SMS in order to achieve the specified goals,
- (4) Consequences for not meeting the goals (NFS shall proceed to FPC),
- (5) Specific additional training or extra instruction (if any),
- (6) Specific scheduling restrictions (if any), and
- (7) Any other applicable requirements or restrictions.

g. Documentation for unsuccessful removal from SMS shall include the specific goal(s) not achieved. For SMS that is triggered by a syllabus event, file the initiating blue SMS Supplementary ATF on the right side of the ATJ, and directly above said event's grade sheet. Upon successful completion of SMS, file the closeout blue SMS Supplementary ATF on the right side of the ATJ, and directly above the closeout-event grade sheet. If SMS is not related to a syllabus event (i.e., personal issues, academic failure, etc.), then file the initiating and closeout blue SMS Supplementary ATFs on the left side of the ATJ, below the DOR and TTO policy statements.

h. If an NFS achieves their SMS goals within the SMS period, or when personal issues have been resolved, then the NFS is returned to the normal syllabus flow. If the NFS is unable to meet the specific goals of SMS, or performance does not improve, the NFS shall be referred to a Command-Directed FPC.

612. MENTORING. A robust mentoring program provides NFSs a structured process to more effectively complete NATRACOM flight training and to continue developing into professional officers and aviators.

a. Squadron COs shall assign an instructor as Class Advisor (CA) for each NFS class. CAs should be assigned only one class at a time, have been a qualified instructor in the unit for at least three months, and have at least three months time-on-station remaining. To the greatest extent practical, squadrons should ensure that the pool of CAs includes the broadest representation of Fleet platforms possible.

b. CAs mentor NFSs by resolving training difficulties, expanding NFSs' awareness of Naval Aviation culture, increasing NFSs' sense of belonging to Naval Aviation, and ensuring NFSs are provided the best possible training environment. In order to perform these duties, the CA shall:

- (1) Be familiar with the personal history of each NFS in the class.
- (2) Conduct weekly ATJ reviews on each NFS in the class.
- (3) Provide a leadership role model for NFSs to emulate as part of their continuing development of officer qualities.

CHAPTER 7: FAILURE TO MAINTAIN REQUIRED STANDARDS

700. FAILURES. Administrative procedures are set forth in this chapter to deal with NFSs who fail to meet the minimum acceptable standards. It is the reviewing authority's responsibility to ensure that resources are not expended on those individuals who clearly demonstrate an inability to achieve curriculum criteria within normal time limitations. NATRACOM flight criteria are designed to enable students to meet minimum curriculum standards within the published TTT.

701. UNSATISFACTORY PERFORMANCE PRIOR TO PIPELINE CHANGE. After a pipeline change, Unsatisfactory (UNSAT) grades received in the discontinued pipeline after the Primary phase do not carry forward to the new pipeline.

702. UNSATISFACTORY PERFORMANCE. Remediation of unsatisfactory performance may be specifically tailored to the deficient maneuvers with other maneuvers omitted. Additionally, an UNSAT check event or UNSAT EOB event due solely to ground operations may be remediated by a dual CPT or ground evaluation emphasizing deficient areas.

a. Until remediation for an UNSAT is complete, the following restrictions apply:

(1) The NFS shall not fly solo.

(2) The NFS shall not conduct training in any other stage.

(3) Academic classes, examinations, and ground training may be accomplished provided the UNSAT event is not a prerequisite.

b. Event Progression. Following an UNSAT event:

(1) If curriculum events remain in block, the NFS shall progress to the next curriculum event.

(2) If no curriculum events remain in block, the NFS shall repeat the last curriculum event in block until the NFS meets EOB MIF or the number of consecutive or cumulative UNSATs prescribed below have been reached to trigger a Progress Check.

703. EXTRA TRAINING (ET). All ET events shall be dual (unless awarded to address a solo-specific training deficiencies, such as minimum syllabus solo time) and coded as SXX87. ET sorties include:

a. IPC/FPC ET Sorties. ET events are awarded to compensate for training deficiencies (e.g., poor sortie continuity), not to compensate for a lack of ability, aptitude, or effort on the part of the NFS.

(1) The CO may authorize one ET prior to an IPC and up to two ETs prior to an FPC.

(2) Authorization for IPC and FPC ET events shall be documented on a Supplementary ATF and shall clearly state the training deficiency that warrants the ET(s).

b. Minimum flight time ET sorties. TRAWING Commanders shall ensure that all minimum curriculum flight time requirements are met.

(1) The minimum curriculum flight time and the minimum night flight hour requirements shall not be waived. Sorties to meet these requirements shall be flown as ET sorties (SXX87).

(2) Minimum solo flight time may be waived by the TRAWING Commander. This shall be documented in the ATJ with a waiver letter. If the TRAWING Commander chooses not to waive minimum solo time, additional solo sorties shall be flown as ET sorties (SXX87).

(3) Squadron COs are responsible for ensuring that ETs flown to meet curriculum minimums provide the NFS with worthwhile training.

704. PROGRESS CHECKS. Progress Checks flown in the aircraft or simulator are holistic reviews of an NFS's proficiency, judgment, air sense, and overall ability to maneuver the aircraft safely and confidently. The intent of every Progress Check is to determine whether the NFS has the potential to reach the defined training standards of his/her current phase of training within the designated TTT, while demonstrating the potential to successfully complete remaining undergraduate and, for Advanced NFSs, FRS-level training.

5 Mar 14

a. Progress Checks are the crucial elements of the process by which NFSs are evaluated for attrition or retention in flight training. As such, they reside **outside** of normal syllabus flow and, unless specifically excepted per paragraphs 705.d.1 and 706.d.1, shall not count as advancing events. Upon successful completion of a Progress Check, the NFS returns to syllabus flow and reattempts the event that triggered the Progress Check.

b. All Progress Checks must meet MIF for the most recently completed block of training. Progress Checks in the aircraft or simulator should focus on the NFS's weak areas and will normally be comprised of a representative cross-section of area and pattern maneuvers. All critical items do not need to be accomplished. Failed Progress Checks shall be documented on a pink version of the ATF for the failed event that generated the Progress Check.

c. For purposes of determining when IPCs or FPCs are required, RRUs and UNSAT flight/simulator events all contribute to the same IPC/FPC process; each NFS may only have one IPC per phase of training.

d. Progress Check Counseling

(1) Prior to an IPC (SXX88). The NFS's Class Advisor (CA), Flight Leader, Student Control Officer, or Operations Officer (OPSO) shall counsel the NFS on the Progress Check process and document counseling on a Supplementary ATF.

(2) Upon completion of an IPC. The IPC Instructor shall counsel the NFS on the Progress Check process, his/her retention/attrition recommendations, and future courses of action. The IPC Instructor should also strive to ensure the NFS is coping with the Progress Check process appropriately, and notify appropriate squadron leadership immediately if there are any concerns. Post-IPC counseling shall be documented on the IPC ATF.

(3) Prior to an FPC (SXX89). The FPC Instructor shall counsel the NFS on the Progress Check process. This counseling shall be documented on the FPC ATF.

(4) Upon completion of an FPC. The CO shall counsel the NFS. Counseling should consist of the Progress Check process, attrition/retention recommendations, and future courses of

action. The CO shall document counseling on the FPC ATF, or on a Supplementary ATF if the CO was not the FPC Instructor.

(5) An NFS who is being processed for an IPC or FPC and subsequently submits a Drop on Request (DOR) shall be processed as a DOR. See paragraph 803.

705. INITIAL PROGRESS CHECK

a. IPC Instructors. IPC Instructors shall be senior O-3 or above, and shall be designated in writing by the CO. The IPC is the NFS's first step in the attrition process, and IPCs should only be performed by experienced instructors who carry the CO's confidence that they have a complete understanding of standards-based grading, MPTS/MNTS, MIF/CTS requirements of the syllabus, and the IPC/FPC process.

(1) An NFS's on-wing or the instructor that awarded the UNSAT resulting in the IPC are ineligible to perform the IPC.

(2) An IPC Instructor who awards an UNSAT on an IPC shall not fly with that NFS again during that stage of training.

(3) An IPC conducted in a simulator shall be evaluated and graded by a qualified squadron IPC Instructor. A qualified Contract Simulator Instructor (CSI) shall be assigned to assist.

b. IPC Triggers. An IPC shall be conducted for an NFS under the following circumstances:

(1) Two consecutive UNSATs in a block.

(2) Three cumulative UNSATs in a block.

(3) An UNSAT check event (SXX90).

(4) A Ready Room UNSAT (RRU).

(5) At the discretion of the OPSO or CO when there is doubt regarding the NFS's potential to successfully complete.

(6) Note: For the purposes of determining IPC triggers, UNSATs on events coded XX84, XX85, XX86, and XX87 shall not be used. Any events graded Marginal shall not be used in determining IPC triggers.

(7) Note: Each squadron's senior instructors from other services are expected to work closely with the squadron OPSO and CO to identify NFSs from their service who may not have the potential to complete training; these lines of communication are in addition to normal Class Advisor and Flight Leader processes, not a replacement for them. When there is doubt regarding a student's potential to complete training, use of normal processes such as SMS, OPSO-directed IPC, or CO-directed FPC is appropriate.

c. Conduct of an IPC. Due to the significance of the IPC, this event should normally be conducted in the applicable block's media (aircraft or simulator). However, in some rare situations, the IPC Instructor may not require an actual flight or simulator event to gather the information he/she needs to make a fully informed decision.

(1) Example: if an Advanced Strike student triggers an IPC by disqualifying at the aircraft carrier (UNSAT CQL4490), the IPC Instructor may not require a flight in the landing pattern to determine if the student has the potential to complete; he/she may be able to gather much of the required information through an ATJ review and discussion with the Landing Signal Officer, focusing on landing performance and the shortcomings demonstrated on the CQL4490.

(2) If an IPC is conducted in this manner, the IPC Instructor shall not make his/her determination until they have completed a thorough interview with the student. An IPC conducted in this manner shall be fully documented on a Supplementary ATF, including all required IPC counseling.

(3) Ready Room UNSAT: An IPC triggered by an RRU may be performed as a brief only, or as a complete event. In either case, the NFS must be informed at least the day prior regarding how the IPC will be conducted, and all pre-IPC and post-IPC counseling must be conducted and documented. If the NFS passes a brief-only IPC, he/she may be returned to syllabus flow to complete the advancing event, with the IPC Instructor, only after the post-IPC counseling and Supplementary ATF are completed by the IPC Instructor. There is no requirement for minimum turn time (as referenced in paragraph 501) between the IPC and the advancing event.

d. Outcomes of an IPC

(1) Pass. Returns the NFS to normal syllabus flow. This will normally return the NFS to the event that triggered the IPC. The only IPC that may be considered an advancing event is the first Contact Safe for Solo check flight in SNA Primary (C4490 in the T-6B or C4390 in the T-34C). These events may be considered the advancing event if, during the IPC, the NFS performs to MIF all critical (+) maneuver items and maneuver items previously graded below MIF on the UNSAT event.

(2) Fail. An UNSAT IPC results in an FPC.

(3) Marginal is not a possible outcome of an IPC.

706. FINAL PROGRESS CHECK

a. FPC Instructors. Wherever possible, FPCs should be conducted by the CO, or the Executive Officer (XO) in the CO's absence. In the event that neither the CO nor XO are available or qualified to instruct in the required stage, FPC Instructors shall be O-4 or above, and shall be designated in writing by the CO.

(1) An NFS's on-wing or the instructor that awarded the UNSAT resulting in the FPC are ineligible to perform the FPC.

(2) An FPC conducted in a simulator shall be evaluated and graded by a qualified squadron FPC Instructor. A qualified Contract Simulator Instructor (CSI) shall be assigned to assist.

b. FPC Triggers. An FPC shall be conducted for an NFS under the following circumstances:

(1) Failure of an IPC.

(2) In any case where an NFS has undergone an IPC in phase and subsequently meets any of the IPC triggers listed above.

(3) Two academic examination failures in a phase.

(4) Four cumulative UNSATs in a phase, including academic failures.

(5) Failure to meet SMS goals.

(6) At the discretion of the CO when there is doubt regarding the NFS's potential to successfully complete (see paragraph 707 below).

(7) Note: NFSs who trigger an FPC due to subparagraphs 3, 4, 5, or 6 above may trigger an FPC without having undergone an IPC in phase. This is intentional, because of the concern generated by these triggers.

(8) Note: for the purposes of determining FPC triggers, UNSATs on events coded XX84, XX85, XX86, and XX87 shall not be used. Any events graded Marginal shall not be used in determining FPC triggers.

c. Conduct of an FPC. Due to the significance of the FPC, this event should normally be conducted in the applicable block's media (aircraft or simulator) to give the NFS the opportunity to demonstrate performance in that media. However, in some rare situations, the FPC Instructor may not require an actual flight or simulator event to gather the information he/she needs to make a fully informed decision.

(1) Example: If an NFS demonstrates a combination of RRUs, academic failures, and/or multiple flight UNSATs, the FPC Instructor may not require a flight to determine if the student has the potential to complete; he/she may be able to make that determination through an ATJ review followed by a thorough NFS interview.

(2) If an FPC is conducted in this manner, the FPC Instructor shall not make his/her determination until they have completed a thorough interview with the student. An FPC conducted in this manner shall be fully documented on a Supplementary ATF, including all required FPC counseling.

(3) Ready Room UNSAT: An FPC triggered by an RRU may be performed as a brief only, or as a complete event. In either case, the NFS must be informed at least the day prior regarding how the FPC will be conducted, and all pre-FPC and post-FPC counseling must be conducted and documented. If the NFS passes a brief-only FPC, he/she may be returned to syllabus flow to complete the advancing event, with the FPC Instructor, only after the post-FPC counseling and Supplementary ATF are

completed by the FPC Instructor. There is no requirement for minimum turn time (as referenced in paragraph 501) between the FPC and the advancing event.

d. Outcomes of an FPC

(1) Pass. Returns the NFS to normal syllabus flow. This will normally return the NFS to the event that triggered the FPC. The only FPC that may be considered an advancing event is the first Contact Safe for Solo check flight in SNA Primary (C4490 in the T-6B or C4390 in the T-34C). These events may be considered the advancing event if, during the FPC, the NFS performs to MIF all critical (+) maneuver items and maneuver items previously graded below MIF on the UNSAT event.

(2) Fail. An UNSAT FPC results in an attrition recommendation to the TRAWING Commander and a Training Review Board (TRB).

(3) Marginal is not a possible outcome for an FPC.

707. COMMAND-DIRECTED FPC. The CO may direct an FPC when an NFS's potential to complete a phase of training is in doubt. Prior to the FPC, the CO shall conduct a thorough ATJ review to ensure that all training was properly conducted, and shall consider service input from a squadron service senior instructor as part of FPC determination. The content of the Command-Directed FPC is left to the discretion of the CO. It may consist of an NFS interview, a flight, a flight brief, or any other activity the CO desires to make a decision as to whether or not the NFS should continue in training. Passing a Command-Directed FPC returns the NFS to normal syllabus flow. If the NFS fails the FPC, the CO shall recommend the NFS for attrition and forward the results to the TRAWING Commander for TRB.

708. ENTRY PROGRESS CHECK (EPC). In the past, these Progress Checks have been referred to as Additional Progress Checks (APCs) or Special Progress Checks (SPCs). API and IFS are separate phases of training, are not overseen by CNATRA, and are not subject to the procedures outlined above. Therefore, CNATRA TRAWINGS shall perform the following administrative procedures on all NFSs prior to the start of Primary Flight Training:

a. Any NFS who had three or more failures during API and IFS (combined) shall undergo an EPC.

b. The TRAWING Commander shall perform the EPC in the same manner as the Command-Directed FPC described above (see paragraph 707).

c. TRAWING Commanders shall consider service-specific inputs in the retain/attrite decision. TRAWING Commanders shall solicit these inputs immediately upon determining that an EPC is required, and service representatives have five working days to submit them to the TRAWING Commander. Conflicts that cannot be resolved at the O-6 level shall be elevated to CNATRA N00 for outside service engagement and determination.

d. If the TRAWING Commander chooses to attrite the NFS for poor performance in API and/or IFS, the NFS shall be attrited from Primary Pre-Load (not from a Primary squadron) using ID "309" in Corporate enterprise Training Activity Resource System (CeTARS) and attrition code "FEC" in the Aviation Training Jacket (ATJ).

e. Although an EPC is a form of FPC, an EPC is a result of API and/or IFS performance and is not to be construed as the first Progress Check in the Primary phase of flight training.

709. TRAINING REVIEW BOARD (TRB). The TRAWING shall conduct a TRB on all NFSs recommended for attrition.

a. The TRB shall consider the quality of training provided, continuity of training provided, outside influences, and extenuating circumstances.

b. The TRB shall not make recommendations based on perceived NFS potential or aspects unrelated to the administrative application of the NFS's training.

c. TRB Composition

(1) A TRB usually consists of three members, one of whom is the Senior Member. The Senior Member shall be an officer with the rank of O-4 or higher and shall be designated in writing by the TRAWING Commander.

(2) At least one board member shall be a representative from the NFS's service. The exclusion rules in paragraph (4) below remain in effect.

(3) Academic failures. TRBs convened due to academic failures may include one qualified civilian instructor as a voting member.

(4) Exclusion. The following are prohibited from serving as a voting member on an NFS's TRB:

(a) The NFS's on-wing.

(b) Any instructor who has been a member on a previous TRB for the NFS.

(c) Any instructor who has awarded an UNSAT to the NFS in the current phase of training.

d. TRB Documentation. The board's report shall be forwarded to the TRAWING Commander for disposition. A Training Review Board Summary form (CNATRA 1542/1827 rev 5/13) shall be used to document the proceedings. It shall include:

(1) A majority vote as to whether or not the NFS's training was per applicable directives. The TRB shall not vote to retain or attrite the NFS.

(2) An assessment of the NFS's training quality, highlighting any deficiencies of training received. If it was determined that there was a deficiency in training, the board shall note whether the deficiency played a role in the NFS's difficulties. If so, the board shall provide recommendations for remediation of the deficiency (or deficiencies) to the TRAWING Commander.

(3) A copy of all TRB results with accompanying statements shall be retained by the TRAWING for the current year and the two previous years.

710. TRAWING COMMANDER RETENTION/ATTRITION DECISION. When the results of a TRB are referred to the TRAWING Commander, the TRAWING Commander shall determine final disposition. Retention or attrition authority may not be delegated; the decision of the TRAWING Commander is final. In the event that the NFS has

legitimate grounds to appeal the TRAWING Commander's attrition decision, then the NFS may request Admiral's Mast. This request must clearly state why the NFS believes overturning the TRAWING Commander's decision is warranted and list all grounds for appeal. This request must be made within five working days of notification of attrition and shall be forwarded to CNATRA via the chain of command.

a. Upon receipt of the TRB results, the TRAWING Commander will determine if training deficiencies noted by the TRB warrant the NFS's return to training. If so, the TRAWING Commander will return the NFS to training with a plan for remediation of the training deficiencies.

b. TRAWING Commanders shall consider service-specific inputs in the retain/attrite decision. TRAWING Commanders shall solicit these inputs immediately after reviewing the TRB and determining that there were no training deficiencies that played a role in the NFS's difficulties. Service representatives have five working days to submit inputs to the TRAWING Commander. Conflicts between TRAWING Commanders and service representatives that cannot be resolved at the O-6 level shall be elevated to CNATRA N00 for outside service engagement and determination.

c. No NFS shall be attrited without being personally interviewed by the TRAWING Commander.

d. If the TRAWING Commander believes the NFS's difficulty is attributable to a specific flight difficulty that would not likely affect progress in another program or pipeline, the NFS may be afforded the opportunity to transfer to an alternate NATRACOM program or pipeline. The program or pipeline transfer request must be submitted and adjudicated prior to submission of the Separation from Training report. See Chapter 8.

e. The date of attrition shall be the date of the TRAWING Commander's endorsement on the Separation from Training report. The assigned attrition code determines future training status of an NFS and must be an accurate reflection of the reason for the NFS's failure to complete the program.

f. TRAWING Commanders shall establish a positive, comprehensive counseling program designed to educate attrited NFSs on their alternatives in the NATRACOM, in the Navy, and in

other services. This may involve referring the individual to others on base with more experience in the various fields.

g. The TRAWING shall submit a Separation from Training report to CNATRA and place a copy of this report in the NFS's ATJ. The Separation from Training report shall be sent to PERS-433E for the Navy, appropriate MATSG for USMC, and the USCG LNO for USCG.

711. CONDITIONALLY RETURNED TO TRAINING

a. An NFS granted a conditional return to training by the TRAWING Commander (e.g., no more academic failures) who fails to meet the specific conditions, shall be attrited unless the TRAWING Commander believes a change of program or pipeline is warranted.

b. For an NFS who fails to meet the specific conditions of the return to training, a TRB shall be convened prior to the TRAWING Commander's review for disposition.

c. The conditions are removed once an NFS has successfully met the specific conditions under which he or she was conditionally returned to training.

712. TERMINATION OF FLIGHT TRAINING

a. Authority to terminate flight training because of unsatisfactory performance is vested in the TRAWING Commander (except in the case of an IMS). This authority may not be delegated. The TRAWING Commander is the final authority on a decision to attrite or return to training. As such, he/she has the authority to order a Command-Directed FPC any time that the TRAWING Commander doubts a student's potential to complete current and follow-on training. This FPC will be ordered in writing and assigned to a designated FPC Instructor.

b. If the TRAWING Commander decides to retain an NFS who has been recommended for attrition by a squadron CO, the TRAWING Commander shall document that decision on a Supplementary ATF.

c. Throughout the attrition process, the NFS shall be treated in a courteous manner and all administrative processing shall be expeditious.

713. END OF PHASE STANDARDS

a. Standards-Based Training (SBT) curricula specify what NFSs are expected to be able to do to accomplish each graded item per the CTS and how closely the NFS is expected to match these prescribed standards to earn item grades within the range of U/2 to E/5. Performance standards required (i.e., MIF) vary by item, event, and block, which means that "average" performance on every item is **not** how NFSs are to be evaluated. They are to be evaluated **only** against the standards specified in the MCG.

b. NFSs who are unable to meet these defined standards are to be attrited through the IPC/FPC process. A squadron CO has the authority and responsibility to conduct a Command-Directed FPC on an NFS whenever that NFS's ability to complete the curriculum to defined standards within TTT is in doubt.

c. The least qualified NFS competent to advance to the next phase of training is likely to have a very low end of Phase NSS (e.g., at or near 20.0). This is because NSS is a tool to compare relative performance (i.e., Student A achieves MIF sooner or exceeds MIF more often than Student B), not rate absolute performance (e.g., Student A is good, Student B is bad). The least qualified member of this group will always have the lowest NSS (e.g., at or near 20.0), but has met end of Phase performance standards and is still qualified to advance. A minimum NSS requirement for phase completion would be an arbitrary standard, and **shall not** be used as a principal basis for attrition or retention decisions by squadron COs.

d. If Advanced training squadrons or FRSs report deficiencies in any skill area, the mechanism through which this should be addressed is through syllabus changes, including increases to MIF and/or CTS for related graded items.

714. FAILURE TO DEMONSTRATE OFFICER-LIKE QUALITIES (OLQ). Military aviators are first and foremost military officers who must possess strong moral and leadership traits. Failure to possess and develop these traits by an NFS constitutes unsatisfactory performance for which an individual may be attrited from flight training. RRUs and other parts of MPTS/MNTS are structured specifically for flight training, training performance, and training preparation; as such, they

are not appropriate for addressing OLQ issues. Justifications for attrition under this paragraph are:

a. Any act or omission on the part of an NFS that in the opinion of the TRAWING Commander is evidence that a moral and leadership shortcoming exists, as well as habits, traits of character, emotional tendencies, or lack of motivation which causes the CO to question the desirability of continuing the NFS's training.

b. Commission of any offense under the Uniform Code of Military Justice (UCMJ), regardless of whether or not the evidence to support the allegation is admissible in court-martial, or whether or not a military court-martial has jurisdiction to try the offense.

c. Drug use or alcohol abuse.

d. Making false statements or in any way being involved in deceitful or dishonest behavior.

e. Conviction of a serious offense by civilian authorities.

f. OLQ Attrition Process. If an NFS is suspected or accused of behavior that could serve as a basis for attrition, the following procedures shall apply:

(1) The NFS shall be advised in writing by his or her CO of the specific allegation and of the information supporting the allegation that will be considered by the CO in reaching a disposition recommendation. The NFS may be removed from flight status by the CO at this time, or at any time thereafter, pending final resolution.

(2) The NFS shall be afforded at least two working days to respond to the CO, to present matters in his or her own behalf and to rebut or explain the allegation. The NFS may, but need not, be given a hearing to respond to these allegations. The Training Review Board need not be utilized.

(3) After receiving and considering the evidence in support for and against the allegation(s), the CO shall report the findings, opinions, and recommendations in writing to the TRAWING Commander.

5 Mar 14

(4) The TRAWING Commander shall consider all matters submitted and shall interview the NFS before reaching a decision.

(5) The TRAWING Commander may dismiss the allegation, continue the NFS in a conditional training status, or attrite the NFS. The TRAWING Commander's decision is final.

(6) The NFS will be advised in writing of the decision and the reasons for it. In the case of an attrite decision, the NFS shall be personally notified by the squadron CO or TRAWING Commander as soon as the decision is final. Refer to paragraph 803 for additional administrative requirements and interviews following attrition.

(7) A report of any action taken under this paragraph in which the allegations are not dismissed shall be made to CNATRA (N7).

g. If any section of this instruction or any part of any other NATRACOM instruction conflicts with the provisions of this paragraph, this paragraph shall govern. These procedural provisions are not intended to change the existing procedures that govern attritions based on flight and academic deficiencies.

h. Marine Corps NFS. In the event that adverse administrative or disciplinary action unrelated to flight training is considered or intended for a Marine Corps NFS, refer to CNATRAINST 1321.6, "Administration of Marines Assigned to the NATRACOM." These matters shall be addressed outside of MPTS/MNTS processes.

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CHAPTER 8: TRAINING TRANSFER, SEPARATION, AND DESIGNATION

800. SCOPE. This chapter provides procedures and guidelines governing NFSs requesting program or pipeline changes, separation of NFSs from training, and designation of NFSs. Cases involving Coast Guard and IMSs shall be handled on a case-by-case basis after coordinating with the appropriate authorities.

801. PROGRAM CHANGES. Program changes are used to switch NFSs from SNA to SNFO or SNFO to SNA. Program changes for Navy NFSs may only be approved by the Aviation Officer Community Manager (OCM); program changes for Marine Corps NFSs may only be approved by HQMC. Parent service guidance shall be used for effecting program changes for Coast Guard and IMSs.

a. Eligibility For Program Changes. Academic performance, procedures, and situational awareness are applicable to all NFSs and shall be considered when determining an NFS's potential to complete a new program. To qualify, an NFS must:

(1) Meet the requirements set forth in NAVMILPERSMAN 1542-010, including requisite Aviation Selection Test Battery (ASTB) scores, and be anthropometrically compatible per OPNAVINST 3710.37 series.

(2) Be medically qualified/waived for aviation duty.

(3) Not have been disenrolled from an aviation training program for any reason other than medical (or flight failure in case of SNA to SNFO).

(4) Not have Dropped On Request (DOR) from any aviation training program.

(5) The following are not eligible for program changes:

(a) SNAs attrited for academic failure.

(b) SNFOs attrited for flight or academic failure.

b. SNA to SNFO

(1) NASC. SNAs attached to NASC shall submit a request via their chain of command to CO, NASC. Assessment of merit shall include performance, physical/medical qualification,

Academic Qualifications Rating (AQR), Flight Officer Flight Aptitude Rating (FOFAR) ASTB scores, and commissioning source graduation rank.

(a) For Navy SNAs, the CO NASC may disapprove the request or may recommend approval and forward the CNATRA 1330-1 to CNATRA (N7). Following review by CNATRA (N7) and CNATRA (N3), CNATRA (N01) will either deny the request and return the package to CO NASC, or recommend approval and readdress and forward the CNATRA 1330-1 to the Aviation Officer Community Manager (OCM) for final disposition. If approved by the OCM, the OCM will effect the designator change from 139X to 137X and ensure orders are issued to transfer the NFS to TRAWING SIX upon completion of API.

(b) For Marine Corps SNAs, the CO NASC may disapprove the request or may recommend approval and forward it to MATSG-21 for processing. The SNA shall be retained at NASC until final disposition and follow-on orders (if applicable) are received from MATSG-21.

(2) SNA TRAWINGS. SNAs in pilot training shall submit requests for program change to the TRAWING Commander via their chain of command. SNAs in training shall continue in training at the discretion of the TRAWING Commander while their request is processed. SNAs who are candidates for attrition shall be removed from training, but retained at the TRAWING pending disposition of the program change request. All action on program change requests shall be completed prior to processing a Separation from Training report (CNATRA 1900-2). The TRAWING Commander has the authority to:

(a) Disapprove the request. The TRAWING shall provide a copy of the disapproval letter to CNATRA (N7) and, if appropriate, process the SNA for attrition.

(b) Recommend approval of the request. The TRAWING shall prepare and forward the CNATRA 1330-1 and ATJ to CNATRA (N7) via Commander, TRAWING SIX. In the case of a Marine Corps SNA, the CNATRA 1330-1 and ATJ shall be sent to CNATRA (N7) via Commander, TRAWING SIX and the CO of the appropriate MATSG.

(c) HQMC has historically approved very few program changes for USMC SNAs. Squadron COs and TRAWING Commanders are

encouraged to contact the cognizant MATSG to gain HQMC concurrence on any program change packages prior to submission.

(3) COMTRAWING SIX. Upon receipt of the CNATRA 1330-1 and ATJ from the SNA's TRAWING, screen the package to determine the applicant's motivation and potential for successful completion of the NFO training program. This screening process is at the discretion of COMTRAWING SIX; it may be done through normal correspondence, or via an NFO screening board or VTC. This screening is not designed to test the NFS's knowledge of specific NATOPS or other flight training procedures.

(a) In the case of a Navy SNA, positively or negatively endorse the CNATRA 1330-1 and forward it and the ATJ to CNATRA (N7).

(b) In the case of a Marine Corps SNA, positively or negatively endorse the CNATRA 1330-1 and forward it and the ATJ to the appropriate MATSG.

1. The MATSG CO may disapprove the request and return it to the originating TRAWING with a copy of the disapproval letter to CNATRA (N7).

2. The MATSG CO may positively endorse the request and forward it and the ATJ to CNATRA (N7). Prior to forwarding to CNATRA, the MATSG CO shall gain HQMC concurrence on the program change, and include this concurrence in the MATSG endorsement.

3. If denied by MATSG, the originating TRAWING will return the SNA to training or process for attrition.

(4) CNATRA. Upon receipt of a CNATRA 1330-1 and ATJ, CNATRA (N7) will conduct a review of the ATJ, provide a recommendation based on quality considerations, and forward the package to CNATRA (N3). CNATRA (N3) will review the request, provide a recommendation based on pipeline loading, and forward the package to CNATRA (N01). CNATRA (N01) will either:

(a) Disapprove the request. CNATRA shall prepare the disapproval letter and return the package and ATJ to the originating TRAWING, with a copy to the appropriate MATSG in the case of a Marine Corps SNA. The originating TRAWING will return the SNA to training or process for attrition.

(b) Recommend approval.

1. Navy SNA: CNATRA shall readdress and forward the CNATRA 1330-1 recommending approval to the Aviation Officer Community Manager for final disposition. If approved by the OCM, the OCM will effect the designator change from 139X to 137X and ensure orders are issued to transfer the NFS to TRAWING SIX.

2. USMC SNA: CNATRA shall readdress and forward the CNATRA 1330-1 recommending approval to HQMC (ASM). If approved by HQMC, the cognizant MATSG will coordinate with HQMC to transfer the NFS to TRAWING SIX.

3. If denied by the OCM or HQMC, CNATRA will forward the denial to the originating TRAWING.

c. SNFO to SNA

(1) NASC. SNFOs attached to NASC shall submit a request via their chain of command to CO, NASC. Assessment of merit shall include performance, physical/medical qualification, Academic Qualifications Rating (AQR), Pilot Flight Aptitude Rating (PFAR) ASTB scores, and commissioning source graduation rank.

(a) For Navy SNFOs, the CO NASC may disapprove the request or may recommend approval and forward the CNATRA 1330-1 to CNATRA (N7). Following review by CNATRA (N7) and CNATRA (N3), CNATRA (N01) will either deny the request and return the package to CO NASC, or recommend approval and readdress and forward the CNATRA 1330-1 to the Aviation OCM for final disposition. If approved by the OCM, the OCM will effect the designator change from 137X to 139X and ensure orders are issued to transfer the NFS to TRAWING FIVE or TRAWING FOUR upon completion of API.

(b) For Marine Corps SNFOs the CO may disapprove the request or may recommend approval and forward it to MATSG-21 for processing. The SNFO shall be retained at NASC until final disposition and follow-on orders (if applicable) are received from MATSG-21.

(2) COMTRAWING SIX. Program changes are not normally approved for SNFOs, but may be considered under extraordinary

circumstances. SNFOs desiring a program change to SNA shall submit a request via their chain of command to COMTRAWING SIX. The TRAWING Commander has the authority to:

(a) Disapprove the request. The TRAWING shall provide a copy of the disapproval letter to CNATRA (N7).

(b) Recommend approval of the request. The TRAWING shall prepare and forward the CNATRA 1330-1 and ATJ to CNATRA (N7). In the case of a Marine Corps SNFO, the CNATRA 1330-1 shall be sent to CNATRA (N7) via MATSG-21.

(3) MATSG-21. Upon receipt of a CNATRA 1330-1, the MATSG CO has the authority to:

(a) Disapprove the request. Return it and the ATJ to TRAWING SIX with a copy of the disapproval letter to CNATRA (N7). TRAWING SIX will return the SNFO to training or process for attrition.

(b) Positively endorse the request and forward it and the ATJ to CNATRA (N7). Prior to forwarding to CNATRA, the MATSG CO shall gain HQMC concurrence on the program change, and include this concurrence in the MATSG endorsement.

(4) CNATRA. Upon receipt of a CNATRA 1330-1 and ATJ, CNATRA (N7) will conduct a review of the ATJ, provide a recommendation based on quality considerations, and forward the package to CNATRA (N3). CNATRA (N3) will review the request, provide a recommendation based on pipeline loading, and forward the package to CNATRA (N01). CNATRA (N01) will either:

(a) Disapprove the request. CNATRA (N7) shall prepare the disapproval letter and return the package and ATJ to TRAWING SIX, with a copy to the appropriate MATSG (for Marine Corps SNFOs). TRAWING SIX will return the SNFO to training or process for attrition.

(b) Recommend approval.

1. Navy SNA: CNATRA shall readdress and forward the CNATRA 1330-1 recommending approval to the Aviation OCM for final disposition. If approved by the OCM, the OCM will effect the designator change from 137X to 139X and ensure orders are issued to transfer the NFS to TRAWING FOUR or TRAWING FIVE.

2. USMC SNA: CNATRA shall readdress and forward the CNATRA 1330-1 recommending approval to HQMC (ASM). If approved by HQMC, the cognizant MATSG will coordinate with HQMC to transfer the NFS to TRAWING FOUR or TRAWING FIVE.

3. If denied by the OCM or HQMC, CNATRA will forward the denial to TRAWING SIX.

## 802. PIPELINE CHANGES

a. Definition. Pipeline changes are used to switch SNAs or SNFOs from one pipeline to another when they cannot continue training in their current pipeline. Changes from SNA to SNFO or from SNFO to SNA are program changes, not pipeline changes.

b. Eligibility. SNAs and SNFOs may submit a pipeline change request if they meet one of the following:

(1) Have difficulty in one pipeline, but possess the skills and potential for success in another pipeline (examples of pipeline difficulty may include carrier qualification in the Strike pipeline, flicker vertigo in the Rotary pipeline (if deemed waiverable), asymmetric aircraft control in the Maritime pipeline, or All-Weather Intercept procedures in the Advanced UMFO pipeline).

(2) Have a medical problem that prevents further training in the present pipeline.

(3) Experience a problem where extraordinary circumstances are involved (e.g., exceptional family member considerations).

c. Pipeline Change Procedures. SNAs or SNFOs eligible for a pipeline change may submit a written request to their TRAWING Commander.

### (1) SNA Pipeline Change

(a) Losing TRAWING. SNAs shall submit requests for pipeline change to their TRAWING Commander via the chain of command. The TRAWING Commander will verify the request meets the eligibility criteria above. SNAs awaiting disposition of a pipeline change request will continue in training at the

discretion of the TRAWING Commander unless on hold due to medical condition. The TRAWING Commander has the authority to:

1. Disapprove the request. Provide a copy of the disapproval letter to CNATRA (N7) and return the SNA to training, process for program change IAW paragraph 801, or process for attrition.

2. Recommend approval of the request. Prepare and forward the RCS CNATRA 1520-2 and ATJ to CNATRA (N7) via the proposed gaining TRAWING Commander. In the case of a USMC SNA, send the RCS CNATRA 1520-2 and ATJ to CNATRA (N7) via (1) the proposed gaining TRAWING Commander and (2) the cognizant MATSG.

3. HQMC has historically approved very few pipeline changes for USMC SNAs. Squadron COs and TRAWING Commanders are encouraged to contact the cognizant MATSG to gain HQMC concurrence on any pipeline change packages prior to submission.

(b) Proposed Gaining TRAWING. Upon receipt of the RCS CNATRA 1520-2 and ATJ from the SNA's TRAWING, review and evaluate the SNA's potential for success in the proposed gaining pipeline.

1. Navy SNA: positively or negatively endorse the RCS CNATRA 1520-2 and forward it and the ATJ to CNATRA (N7).

2. Marine Corps SNA: positively or negatively endorse the RCS CNATRA 1520-2 and forward it and the ATJ to the appropriate MATSG. The MATSG CO may disapprove the request and return it to the originating TRAWING with a copy of the disapproval letter to CNATRA (N7), or may positively endorse the request and forward it and the ATJ to CNATRA (N7). Prior to forwarding to CNATRA, the MATSG CO shall gain HQMC concurrence on the pipeline change, and include this concurrence in the MATSG endorsement. If denied by MATSG, the originating TRAWING will return the SNA to training, process for program change per paragraph 801, or process for attrition.

(c) CNATRA. Upon receipt of the RCS CNATRA 1520-2 and ATJ, CNATRA (N7) will conduct a quality review of the ATJ, provide a recommendation based on quality considerations and will forward the package to CNATRA (N3) who will provide a recommendation based on pipeline loading and any other quantity

considerations and forward the package to CNATRA (N01). CNATRA (N01) will either:

1. Deny the request. CNATRA will prepare the denial letter and return the package and ATJ to the originating TRAWING, with a copy to the appropriate MATSG (USMC SNAs). The originating TRAWING will return the SNA to training, or process for program change IAW paragraph 801, or process for attrition.

2. Approve the request (Navy SNAs only). CNATRA prepares the approval letter via the originating TRAWING, copy to the gaining TRAWING. The originating TRAWING will coordinate the SNA's transfer as appropriate.

3. Recommend approval (USMC SNAs). CNATRA readdresses and forwards the CNATRA RCS 1520-2 recommending approval to HQMC (ASM) for final disposition, with a copy to the appropriate MATSG. CNATRA returns the ATJ to the originating TRAWING. Upon receipt of the final disposition from HQMC (ASM), CNATRA will notify the originating TRAWING and cognizant MATSG. The originating TRAWING and cognizant MATSG will then take action as appropriate.

(2) SNFO Pipeline Change

(a) TRAWING SIX. SNFOs shall submit requests for pipeline change to the TRAWING Commander via the chain of command. The TRAWING Commander will verify the request meets the eligibility criteria above for a pipeline change. SNFOs awaiting disposition of a pipeline change request will continue in training at the discretion of the TRAWING Commander unless on hold due to medical condition. The TRAWING Commander has the authority to:

1. Disapprove the request. Provide a copy of the disapproval letter to CNATRA (N7) and return the SNFO to training or process for attrition.

2. Recommend approval of the request. Prepare and forward the RCS CNATRA 1520-2 and ATJ to CNATRA (N7), via MATSG-21 (USMC SNFO only).

3. HQMC has historically approved very few pipeline changes for USMC SNFOs. Squadron COs and TRAWING Commanders are encouraged to contact the cognizant MATSG to gain

HQMC concurrence on any pipeline change packages prior to submission.

4. The MATSG CO may disapprove the request and return it to TRAWING SIX with a copy of the disapproval letter to CNATRA (N7), or may positively endorse the request and forward it and the ATJ to CNATRA (N7). Prior to forwarding to CNATRA, the MATSG CO shall gain HQMC concurrence on the pipeline change, and include this concurrence in the MATSG endorsement. If denied by MATSG, TRAWING SIX will return the SNFO to training or process for attrition.

(b) CNATRA. Upon receipt of the RCS CNATRA 1520-2 and ATJ, CNATRA (N7) will conduct a quality review of the ATJ, provide a recommendation based on quality considerations and will forward the package to CNATRA (N3). CNATRA (N3) will provide a recommendation based on pipeline loading and any other considerations, and forward the package to CNATRA (N01). CNATRA (N01) will:

1. Deny the request (USN and USMC SNFOs). CNATRA prepares the denial letter and returns the package and ATJ to TRAWING SIX, with a copy to MATSG-21 (USMC SNFOs only). TRAWING SIX will return the SNFO to training or process for attrition.

2. Approve the request (Navy SNFOs only). CNATRA prepares the approval letter, and TRAWING SIX takes action to effect the pipeline change.

3. Recommend approval (USMC SNFOs). CNATRA readdresses and forwards the CNATRA RCS 1520-2 recommending approval to HQMC (ASM). CNATRA returns the ATJ to TRAWING SIX. Upon receipt of the final disposition from HQMC (ASM), CNATRA will notify TRAWING SIX and MATSG-21. TRAWING SIX and MATSG-21 will then take action as appropriate.

### 803. SEPARATION FROM TRAINING

a. Drop On Request (DOR). An NFS desiring to drop from NATRACOM flight training shall submit a written request on a Supplementary ATF detailing the reasons for the DOR. This request should clearly indicate the NFS's desire to DOR and becomes a permanent part of the NFS's ATJ. NFSs removed from flight training as a result of a DOR are not eligible for

reinstatement. If an NFS is being processed for an IPC or FPC, the DOR shall take precedence.

(1) Commanding Officer's Interview. The loss of a capable NFS from flight training, and the continued training of NFSs who are unlikely to complete flight training, represent needless waste of valuable assets, time, and effort. Often the reasons given by an NFS are not the actual or complete list of NFS motivations for the decision to DOR. It is incumbent upon the CO to make a reasonable effort to determine the following:

- (a) What is the real motivation for the DOR?
- (b) Are the NFS's stated reasons for the DOR based on accurate information?
- (c) Does the NFS desire a pipeline or program change?
- (d) Is there anything about the case that points to a trait or factor which might preclude retaining this person in another flight training pipeline?
- (e) Are there actions that might alleviate the NFS's difficulties in training and thus eliminate the perceived need to DOR? Such actions could include counseling by a chaplain, FS, legal officer, psychiatrist, or other appropriate professional; administrative relief such as leave or change of instructor; or special handling or assistance.
- (f) Is the decision to DOR based on a particular causal factor which may lead other NFSs to DOR? If so, can a change be made to address this factor without adversely affecting the entire flight training program?

(2) Post-Interview Procedures

(a) If, after the CO's interview, the NFS still desires to DOR, the CO shall refer the NFS to the TRAWING Commander for disposition. The CO's endorsement is added to the NFS's ATJ on a Supplementary ATF (see CNATRA website for example form).

(b) The CO's interview need be only as detailed as required to satisfy the CO that the NFS understands the consequences of his or her actions, that the NFS really desires

to DOR, and that either the reasons for the DOR are understood or that further questioning is unlikely to reveal additional information about the cause of the DOR decision.

(c) The CO may neither refuse to forward the case to the TRAWING Commander nor may he or she unduly delay referral by extending the interview in an effort to persuade the NFS to reconsider.

(3) Action by Separation Authority. The administrative procedures for disposition of a DOR attrition are the same as those for a flight training failure per paragraph 710. There is, however, no requirement for a TRB; the CO's interview is sufficient.

b. Medical Attritions. All NFSs are administratively retained at the TRAWING if they are expected to be grounded for an indefinite length of time pending final disposition of the case. Care shall be taken to ensure that squadron data on the individual is retained in the event the NFS is returned to training. An NFS being processed for an UNSAT event who is also being considered for medical attrition shall have his or her UNSAT event processing suspended pending the medical attrition decision. If the finding is NPQ with no waiver recommended or NAA, the processing for the UNSAT will be stopped and the cause of attrition will be NPQ or NAA as appropriate. If the finding is PQ/AA, the processing for the UNSAT event will continue. Refer to paragraph 515 for documenting medical delays, and appendix E for attrition codes.

c. Disciplinary and Administrative Attritions. An NFS in a disciplinary status awaiting court-martial or civil criminal action may be administratively separated. The disposition of the case is effected in accordance with the applicable directives relating to the case.

d. Post-Attrition Procedures

(1) Administrative Authority of Attrited NFSs

(a) TRAWING Commanders have administrative authority of NFSs who have been attrited from NATRACOM flight training.

(b) Marine NFSs who have been attrited shall be referred to the respective MATSG CO for reporting and disposition.

(c) Coast Guard NFSs attrited from training shall be referred to the Coast Guard Liaison Officer for reporting and disposition.

(d) Other U.S. flight students (e.g., IUT, aeromedical officer) who fail to make satisfactory progress shall be processed per MILPERSMAN or Marine Corps Order as appropriate.

(e) See paragraph 906 for IMS attritions.

(2) Post-Attrition Interview. The TRAWING Commander or MATSG CO exercising administrative authority shall ensure a post-attrition interview is conducted by an officer of the rank of O-5 or higher. The information required for the Separation from Training report will be obtained during the interview.

(3) Post-Attrition Counseling. Following the TRAWING Commander's decision to attrite an NFS, the NFS will be counseled as follows:

(a) TRAWING Commanders shall establish a positive, comprehensive counseling program designed to educate attrited NFSs on their alternatives in the NATRACOM, in the Navy, and in other services. This could involve referring the individual to others on base with more experience in the various fields.

(b) A Flight Surgeon (FS) shall interview all attrited NFSs. The FS interview shall seek to determine if the presence of a medical condition was the actual cause for the NFS's attrition. In addition, the FS should determine if the NFS's coping skills for this life-altering event are healthy and adaptive. The FS's findings and recommendations shall be documented in the NFS's medical record. The FS shall also initiate any indicated medical or mental health interventions on the occasion of the FS post-attrition counseling. The TRAWING Commander (and CO, as appropriate) shall be immediately notified if, in the opinion of the FS, the attrited NFS demonstrates maladaptive behavior or exhibits poor coping skills. The date of the interview shall be recorded on a Supplementary ATF and in the remarks section of the ATJ Summary Card. Medical privacy

must be maintained when making these entries; no Protected Health Information (PHI) whatsoever shall be recorded in the ATJ.

(4) Obligated Service

(a) Service members attrited from NATRACOM flight training are obligated as stated in their contracts.

(b) The Navy Personnel Command may honorably discharge officers. It should be emphasized to these officers that the discharge represents a complete severance and they will no longer have any affiliation with the Naval Service.

e. Reporting Attritions. Delays in reporting attritions are costly in terms of dollars and manpower. TRAWINGS are required to report attritions to CNATRA within 10 working days.

(1) USN and USNR Officers. Submit the Separation from Training report to PERS-433T with a copy to CNATRA (N717).

(a) Unless physically disqualified for Unrestricted Line (URL), attrited officers should anticipate that redesignation priority will focus on URL or General Aviation.

(b) Commands forwarding negative endorsements or forwarding endorsements for NFSs who have been found guilty of misconduct shall submit the Separation from Training report to PERS-834. Guidance concerning the redesignation process for officer training attrites is found in the Officer Transfer Manual (NAVPERS 15559B).

(2) Medical Attritions. NMOTC (NAMI Code 342) makes the final recommendation concerning fitness to continue (NPQ or NAA) for Navy and Marine Corps NFSs. Since NPC and CMC routinely accept that recommendation, units should submit Separation from Training reports for NPQ (waiver not recommended) or NAA NFSs within five working days after receipt of NAMI's NPQ or NAA determination.

804. REINSTATEMENT TO TRAINING. An NFS that is removed from training requires CNATRA approval prior to re-entry into training. The TRAWING Commander or MATSG CO shall submit written justification to CNATRA for an NFS to be re-entered into

training. If an NFS is found to have re-entered training without CNATRA approval, that NFS will be attrited by CNATRA.

805. DESIGNATION. The NAVMILPERSMAN authorizes only CNATRA to designate Naval Aviators and Naval Flight Officers. The Commandant of the Marine Corps has granted this authority to CNATRA per MCO 1000.6. Only U.S. Navy, U.S. Marine Corps, and U.S. Coast Guard personnel who complete prescribed curricula shall be so designated. Upon designation, Navy and Marine Corps officers shall be assigned a new officer designator code subject to final approval by BUPERS/CMC. IMSS shall receive certificates of completion.

a. Procedures. Upon successful completion of the prescribed training program, Navy and Marine Corps NFSs shall be awarded a diploma (designation certificate), insignia (wings), wallet-sized designation card, and a letter of designation at an appropriate ceremony as prescribed by the TRAWING Commander. For those naval officers completing their training at a command outside the NATRACOM, CNATRA will provide signed designation certificates and cards, which should be presented by the CO of the school at an appropriate ceremony. Coast Guard officers shall be designated by CNATRA as Coast Guard aviators.

b. Processing

(1) Individual letters of designation shall be prepared for signature by the TRAWING Commander and addressed to each designee, using the following wording, "As of this date you were designated a (Naval Aviator or Naval Flight Officer) by CNATRA in recognition of your successful completion of the prescribed course of instruction."

(2) Copies of the letter will be sent to:

(a) NPC-432 - Navy NAs and NFOs.

(b) CMC (Codes DPH and DFA3) - Marine Corps NAs and NFOs.

c. Supplies. Designation supplies can be obtained by request to CNATRA (N1). Care must be taken to safeguard these supplies, and responsible individuals shall be held accountable for their misuse or loss per CNATRAINST 5213.3 series.

806. POSTHUMOUS DESIGNATION. Requests for posthumous designation will not normally be considered. CNATRA, on a case-by-case basis, may designate an NA or NFO posthumously based on significant completion of the approved training curriculum. CNATRA will forward a personal letter with designation certificate and Naval Aviator or Naval Flight Officer insignia to the primary next of kin for posthumous designations.

807. REPORTING TO FRS. When NFSs are ordered to a Fleet or shore assignment with a specific reporting date, every effort shall be made to complete and detach them in time to allow at least proceed and travel time. If a graduating NFS is unable to meet the reporting date in his or her orders, CNATRA (N35) shall be notified immediately.

808. ASSIGNMENT OF NEWLY DESIGNATED AVIATORS

a. Discussion

(1) All Navy assignments are coordinated with Navy Personnel Command, CNATRA (N3), and the appropriate NAPP Task Group Lead.

(2) All Marine Corps assignments are coordinated between the Commandant of the Marine Corps, Commanding General, Training Command, CNATRA (N3), MATSG-21/22, and the appropriate NAPP Task Group Lead.

(3) All Coast Guard assignments are coordinated through liaison between the Commandant of the Coast Guard (represented by the USCG LNO), CNATRA (N3), and the appropriate NAPP Task Group Lead.

b. Composite Scores. All Navy NFSs will be detailed shortly before designation as Naval Aviators, with class standing derived from the following formulas using Navy Standard Scores (unless otherwise noted, NSS refers to Phase NSS):

(1) E-2/C-2 COMPOSITE SCORE = [(0.9 X (INTERMEDIATE E-2/C-2 NSS + 2 X ADVANCED NSS) / 3) + (0.1 X ADVANCED ACADEMIC NSS)] X 4

(2) STRIKE COMPOSITE SCORE = [(0.9 X (INTERMEDIATE NSS + 2 X ADVANCED NSS) / 3) + (0.1 X (INTERMEDIATE ACADEMIC NSS + ADVANCED ACADEMIC NSS) / 2)] X 4

(3) MARITIME COMPOSITE SCORE = [(0.9 X ADVANCED NSS) + (0.1 X ADVANCED ACADEMIC NSS)] X 4

(4) HELO COMPOSITE SCORE = [(0.9 X ADVANCED NSS) + (0.1 X ADVANCED ACADEMIC NSS)] X 4

(5) TILTROTOR COMPOSITE SCORE = [(0.9 X (INTERMEDIATE NSS + 2 X ADVANCED NSS) / 3) + (0.1 X (INTERMEDIATE ACADEMIC NSS + ADVANCED ACADEMIC NSS) / 2)] X 4

(6) NFO COMPOSITE SCORE:

(a) P-3/EP-3/P-8/E-6 = [(PRIMARY 1 NSS X .7) + (PRIMARY 2 NSS X .3)] X 4

(b) E-2 = [(PRIMARY 1 NSS X .7) + (PRIMARY 2 NSS X .3)] X 2 + INTERMEDIATE T-6 NSS + INTERMEDIATE T-39 NSS

(c) STRIKE FIGHTER COMPOSITE SCORE = [(PRIMARY 1 NSS X .7) + (PRIMARY 2 NSS X .3)] + INTERMEDIATE NSS + (ADVANCED NSS x 2)

(d) As the UMFO syllabus flow develops with implementation of the Multi-Crew Simulator (MCS) and the retirement of the T-39, these equations will require update.

c. Procedure. Commensurate with composite scores, completion dates and available billets, BUPERS/CMC will strive to assign each graduating NA or NFO his or her first choice of duty, through direct liaison with the TRAWING Student Control Officer. Students shall submit two copies of the Officer Preference and Personal Information Card, NAVPERS 1301/1, prior to completing the curriculum. The Anthropometric Code, commissioning source, obligated service, and whether or not the NFS has an aviation vision waiver shall be entered in the remarks section. NFSs may make changes in their preference cards prior to issuance of written orders, usually within three weeks of receiving the advanced flight grades. The NAPP Task Group lead and the TRAWING Student Control Officer will coordinate any unexpected delays or changes in orders with NPC/CMC and CNATRA Student Control Officer.

CHAPTER 9: INTERNATIONAL STUDENT TRAINING

900. GENERAL. The term International Military Student (IMS) refers to a foreign national attending a NATRACOM course of instruction under the terms of the Security Cooperation Education and Training Program (SCETP). The two primary SCETP programs in the NATRACOM are International Military Education and Training (IMET) and Foreign Military Sales (FMS). IMSs shall be enrolled in the same curricula as U.S. NFSS and shall be subject to the same grading systems, scheduling, performance requirements, and rules. Any differences for IMSs are specified in this chapter.

a. The following directives provide policy and procedural guidance for the training of international military and civilian personnel in Department of Navy schools, installations, and activities in the United States, and guidance for Invitational Travel Orders (ITO) and amendments for the SCETP for aviation training.

(1) SECNAVINST 4950.4 series, Joint Security Cooperation Education and Training (JSCET) regulation.

(2) NETCINST 4950.1 series, the Department of Defense (DoD) Field Studies Program for International Military Training under the SCETP.

(3) NETCINST 4950.2 series, International Training.

(4) Naval Education and Training Security Assistance Field Activity (NETSAFA) letter 4950 Ser 00/0312 of 17 September 2009 or subsequent updated document, U.S. Navy International Military Student Officer Guide (the "IMSO Guide").

b. Conflicting directives

(1) If procedures in this chapter conflict with other chapters of this instruction or other USN or DoD guidance, refer the matter to the CNATRA IMSO (N717) for resolution.

(2) If a Memorandum Of Agreement (MOA) exists between the United States and an IMS's parent nation, and that MOA conflicts with this instruction, the MOA shall take precedence. TRAWING IMSOs shall notify CNATRA (N717) of identified conflicts.

901. OBJECTIVES OF THE SCETP

a. Assist the foreign country in developing expertise and systems needed for effective management and operation of its defense establishment.

b. Foster the foreign country's development of its own professional and technical training capability.

c. Promote U.S. military rapport with the armed forces of other countries to operate in peacekeeping missions and in coalition environments.

d. Promote better understanding of the United States of America, its people, political system, institutions, and way of life.

e. Increase the IMS's awareness of the U.S. commitment to the basic principles of internationally recognized human rights.

f. Develop the skills needed for effective operation and maintenance of equipment acquired from the United States of America.

902. RESPONSIBILITIES

a. CNATRA. CNATRA is responsible for aviation education and training as directed by the Chief of Naval Operations (CNO). CNATRA shall meet the training requirements in each ITO.

b. TRAWING Commanders. TRAWING Commanders are responsible to CNATRA for implementing IMS training as directed. They shall:

(1) Monitor the training and welfare of IMSs and supervise their administration and movement.

(2) Provide guidance for implementation of a Field Studies Program (FSP).

(3) Ensure IMSs are not placed in pools or delayed for any avoidable reason. SCETPs are prepaid and reductions in training rates due to funding shortages generally do not apply to IMSs.

(4) Ensure guidance and counseling is provided to IMSs when problems are encountered.

(5) Ensure the sponsoring requirements of SECNAVINST 4950.4 series are fulfilled. This shall include the assignment of a squadron or TRAWING officer to host each IMS and the encouragement of cultural integration into the civilian community. This may be enhanced through the assignment of a host family and through the sponsorship of tours and participation in special events in the civilian community. Establishing a sponsor program will promote stronger international relations and reduce squadron administrative workloads.

(6) Ensure that only authorized family members listed on ITOs are issued Identification (ID) cards (DD Form 2765).

(7) Ensure that the issued ID card for the IMS (and family members if applicable) is returned to the TRAWING IMSO upon completion of Continental United States (CONUS) training. Under no circumstances shall an IMS be authorized retention of an issued ID card. Cases of lost or stolen IDs shall be referred to the TRAWING Commander for disposition and resolution prior to issuance of the completion certificate and/or detachment of the IMS.

(8) Appoint an officer or designated professional civil service employee, usually a GS-9 or above, as the TRAWING IMSO. The IMSO appointed must be tactful, mature, sensitive to cultural differences, exhibit sound judgment, and be able to communicate effectively both orally and in writing. A copy of the designation letter shall be provided to CNATRA N717. Additionally, an alternate IMSO shall be identified to perform basic international military training-related functions in the absence of the IMSO.

(a) IMSOs should be appointed for a minimum of two years and shall receive the training coordinated by NETSAFA. The Defense Institute of Security Assistance Management (DISAM) provides and funds the IMSO Training. The course is titled Security Assistance Management Training Officer/Training Manager Course (SAMTO/TM). For information regarding this training visit the DISAM website at:  
<http://www.disam.dsca.mil/disam1/external%20links/sam-to.asp#dat>.

(b) The IMSO's name, office, address, telephone/fax numbers, and email address shall be reported to NETSAFA via CNATRA (N717). This can be accomplished using the Training Activity Point of Contact Data Sheet found in the IMSO Guide. Also, the Security Assistance Network website (SAN Web) must be updated upon appointment to include all of the new IMSO's pertinent Activity Point of Contact data once SAN Web access has been obtained.

(c) Training of IMSOs shall be coordinated with CNATRA (N717) and NETSAFA, which is responsible for providing IMSOs with the necessary guidance and oversight regarding SCETP to enable them to carry out their duties. Information on training can be found on the NETSAFA website at <https://www.netsafa.navy.mil>. The IMSO Guide on the NETSAFA website provides additional guidance. For TRAWINGS that train Royal Saudi Naval Force, Royal Saudi Air Force, Kuwaiti Air Force, and certain other international services, NETSAFA International Training Center (NITC) shall perform all training for IMSO duties.

(d) The IMSO should be assigned only limited collateral duties. Care should be exercised to prevent overburdening the IMSO when significant numbers of IMSs are assigned.

c. TRAWING/SQUADRON IMSO DUTIES

(1) The IMSO has one of the most challenging and demanding jobs in the Security Cooperation Program since he/she is called upon to accomplish tasks unlike those performed anywhere else in the military. The IMSO is a host, administrator, counselor, expeditor, diplomat, and summarily, the official U.S. Government representative who serves as the primary point of contact for the IMS undergoing courses of

5 Mar 14

instruction at U.S. military installations in the United States. As such, IMSOs have an important role in the Security Cooperation Program.

(2) TRAWING and squadron IMSOs must work in concert to achieve all the requirements of the SCETP. The IMSO's responsibilities begin when the confirmed training is reflected on the SAN Web and/or when the IMS's name is posted on the SAN Web or received via email from the Security Cooperation Office (SCO). From arranging for quarters to meeting the student, the IMSO must initiate detailed planning long before the student arrives. Then, from the date of arrival until the student departs, the IMSO serves as a central point of contact for the student. The impressions made on the student are carried home and could be the key factor that makes his or her training beneficial for both the individual and the United States.

(3) Brief each IMS upon arrival at the training installation. The IMSO will ensure that all elements of concern to the IMS are covered in the briefing with special attention to Chapters 10 and 11 of SECNAVINST 4950.4 series (JSCET). The briefing will include:

(a) IMSO duties and functions.

(b) Policy and regulations. Privileges; restrictions; conduct, appearance, and grooming; medical and dental care; ID cards.

(c) Legal status. Applicability of Federal and State laws; indebtedness; shoplifting; purchase of duty-free, tax-exempt liquor and the penalties for abuse; passports and visas.

(d) Training program. ITO governing document; unprogrammed training; elimination from training for cause; meeting schedules and appointments; English language testing; clothing and equipment; release and shipment of instructional material.

(e) Field Studies Program (FSP) objectives and activities.

(f) Conduct and personal appearance. Grooming standards, cleanliness, morale problems, military discipline, and courtesies.

(g) Student and instructor relationship. Male, female, officer, enlisted, civilian, and minority instructors.

(h) Travel. Arrangements, accommodations, baggage allowance, delays en route, and travel schedules.

(i) Power-driven vehicles. Purchase, registration, insurance, operation, travel, and laws.

(j) Living allowances. Authorized amount and payment schedule.

(k) Dependents. Authorization, housing, cost of living, medical care benefits, charges, payment procedures, and health insurance.

(l) Currency. Monetary exchange and banking.

(m) Mail. Postal facilities, official mail, and personal mail.

(n) U.S. Government quarters. Occupancy, duration, housekeeping, and custodial fees.

(o) Firearms. Purchase, possession, and transportation.

(p) Employment. Embassy coordination is required for IMS and alien family members to be employed during their stay in the United States.

(4) Debrief each IMS during out-processing. IMS comments should be recorded on the flight training record if appropriate.

(5) Monitor records for completeness and currency.

(a) Flight logbook hours and IMS ATJs must be verified prior to the submission of an IMS completion report.

(b) ATJs shall be initiated at the first training site. This record shall be maintained per this instruction and SECNAVINST 4950.4B.

(6) Monitor transmission of records to the next training activity. The records shall be transmitted within five working days and every effort shall be made to ensure completeness of all records prior to transmission.

(7) When assigned to the final activity, personally review the contents of the ATJ and ensure it reaches CNATRA (N717) no later than 10 days after the IMS's course graduation. Special care shall be exercised during screening to ensure sensitive information is removed.

(8) Be responsible for base clearance on check out. In particular, IMSOs shall develop procedures to determine outstanding debts of IMSs prior to check out and establish local procedures to collect debts.

(9) Ensure that all reports are submitted in a timely fashion. Particular attention is directed to the failure and casualty or incident reports. Refer to Appendix B for format and examples.

(10) In addition to the above requirements, the TRAWING IMSO should attend all Training Review Boards (TRB) conducted on an assigned IMS.

(11) Ensure that Arrival/Commencement, Status, and Completion reports are submitted via the SAN Web within three working days of action. The Alternate IMSO at each squadron can be assigned responsibility to submit Status Reports.

(12) Submit ITO amendments within five working days of notification of change in Estimated Completion Date (ECD).

d. Country Liaison Officer (CLO). At the request of another country and with the concurrence of Navy International Programs Office (NIPO), NETSAFA, and CNATRA, a CLO may be assigned to assist with the administrative duties for IMSs from his or her country. When a CLO is not assigned for a particular country, the country's senior NFS located at the training activity may be used in this capacity. In case of serious

injury or death where no CLO is assigned, the TRAWING IMSO shall act as coordinator with the IMS's country representatives.

(1) TRAWING Commanders requiring the assistance of a CLO may contact NETSAFA via CNATRA (N717). NETSAFA shall coordinate with CNATRA for visits of CLOs or other country representatives to other TRAWINGs. The Commander to be visited shall be informed of the purpose of the visit, mode of transportation, arrival time, and names of individuals to be contacted.

(2) The CLO shall not be entered into formal training without the approval of higher authority.

(3) The CLO shall not be assigned other duties that interfere with his or her primary responsibilities. Specifically, the CLO shall:

(a) Comply with all appropriate USN instructions.

(b) Make routine administrative reports as required by his or her government. The TRAWING commander shall ensure these reports do not contain any classified military information.

(c) Advise IMSOs of any parent country customs and habits which should be recognized.

(d) Maintain contact with the IMSO and the IMSs represented.

(e) Assist in IMS orientation.

(f) Assist IMSs in overcoming language difficulties. If the TRAWING Commander so desires, the CLO shall provide an IMS with extra English instruction. English instruction is at the expense of the parent nation or the IMS per that country's policy.

(g) Ensure that IMSs adhere to NATRACOM regulations.

(h) Pay IMSs any allowances received from the parent country.

(i) Assist in routine inspections of IMSs and their assigned quarters.

(j) Assist with administrative details regarding the disposition of IMS graduates and attritions.

(k) Ensure all debts of IMSs have been paid prior to allowing check out.

(l) Take necessary action for minor breaches of discipline involving IMSs.

(m) Act as a non-voting member of disposition, accident, or other boards involving IMSs. French CLOs may participate as voting members in review boards for French NFSs.

(n) In the event of a serious accident or death of an IMS, the CLO should report to the CO of the squadron via the TRAWING Commander and assist as required.

### 903. ADMINISTRATIVE PROCEDURES

a. ITOs. Training shall not commence without an ITO. The procedures for handling ITOs are found in SECNAVINST 4950.4 series. All required endorsements shall be forwarded within five working days after check in or check out.

#### b. Leave and Holidays

(1) IMS leave shall be granted per SECNAVINST 4950.4 series. NITC shall coordinate and approve leave requests for Saudi IMSs. The CLO may grant up to 30 days of leave each year.

(2) After coordinating with the squadron and TRAWING, the IMS will initiate all leave requests via his or her CLO or Embassy. If the CLO or Embassy approves the leave, that approval shall be sent directly to the TRAWING IMSO, who will ensure the IMS is briefed and understands leave procedures.

(3) Non-chargeable leave may be granted under the following circumstances:

(a) All official U.S. holidays.

(b) All official parent country holidays as delineated by SECNAVINST 4950.4 series, not to exceed one academic day per holiday.

(4) Special care shall be taken to ensure safety when scheduling an IMS for flight events during religious or other fasting periods.

c. Watch Bills. IMSs shall not stand watch. Assistant Runway Duty Officer (ARDO) has proven to be an effective way to improve IMS landing pattern performance and is not considered watch. Any curriculum tools used to correct substandard IMS performance, such as Student Monitoring Status (SMS), examination remediation, and extra instruction are to be applied solely to improve IMS performance and are not considered watch.

d. Discipline. IMSs are not subject to punishment under the Uniform Code of Military Justice (UCMJ) and shall not be subject to restraint or detention for breaches of discipline except where necessary to prevent bodily harm to themselves or others. IMSs shall comply with the regulations, orders, instructions, and customs of the NATRACOM insofar as they are appropriate and applicable under the circumstances and consistent with the laws and regulations of the IMS's parent country.

(1) Major infractions or repeated minor infractions shall be reported immediately to CNATRA (N717), the NETSAFA Country Program Manager (CPM), and via the SAN Web status report. Situations involving Saudi IMSs should also be coordinated with NITC OIC.

(2) If the offender is Absent Without Leave (AWOL), the CO shall notify CNATRA (N717) and the NETSAFA CPM immediately. After five calendar days, the TRAWING Commander shall notify the local U.S. Immigration authorities, and advise CNATRA, NETSAFA, and NIPO of this action.

(3) If an IMS is arrested and held pending bond by civil authorities, the TRAWING IMSO, NETSAFA CPM, and CNATRA (N717) shall be notified immediately.

(4) Minor infractions and incidents with no casualties, injuries, illnesses, hospitalization or incarceration shall be handled by the squadron CO, TRAWING Commander, or the CLO. If an IMS accumulates three minor offenses, a deficiency report

which describes the offenses, provides recommendations, and includes CLO comments shall be forwarded to CNATRA (N717) and the NETSAFA CPM. This shall additionally be reported via the SAN Web under a progress report.

(5) Whenever the TRAWING Commander deems an IMS's discipline problems to be of sufficient magnitude to affect further training, a Human Factors Board (HFB) should be convened to evaluate the IMS's motivation.

e. Field Studies Program (FSP). The objective of the FSP is to assist IMSs in acquiring a balanced understanding of U.S. society, institutions, and goals, in conjunction with their training experience. To achieve this objective, the FSP will provide students and visitors with an understanding of 11 facets of American life. The program should include frank explanations and free discussion with the students about our government structure, judicial system, the political party system, the role of a free press and other communications media, cultural issues associated with minorities, the purpose and scope of labor unions, our economic system, educational institutions, and how these elements reflect the U.S. commitment to the basic principles of internationally recognized human rights. Funds are available to conduct FSP, and the process for obtaining these funds is defined in the IMSO Guide. During the fourth quarter of each fiscal year, TRAWING IMSOs shall compile and submit to CNATRA (N717) a budget estimate of their current FSP efforts and an estimate of funds required during the next fiscal year. CNATRA (N717) will compile and forward these estimates to NETSAFA, for further routing to NIPO (IPO-04B).

f. Medical. Administrative guidance for the medical administrative handling of IMSs can be found in the JSCET Regulation, SECNAVINST 4950.4 series. Additional guidance is provided in the Manual of the Medical Department (NAVMED P-117). The following provides guidance specific to the administration of IMSs who are enrolled in a NATRACOM flight training program. For purposes of this instruction, the parent country shall be defined as the nation in which the individual is a member of the armed service.

5 Mar 14

(1) Presumed fitness. IMSs who have been selected by their country for flight training are presumed to be in good physical and mental health, free of communicable disease, and fit to participate in aviation training.

(2) Policy. Unless stipulated otherwise in governing directives or agreements, the following conditions shall be observed:

(a) Aviation physical standards are determined by the parent country.

(b) The parent country retains authority for waiver of aviation physical standards.

(c) Permanent medical disqualification shall remain under the purview of the parent country.

(d) The parent country is responsible for determination of temporary flying disabilities exceeding 30 days.

(e) Periodic medical examinations will be conducted according to U.S. Navy policies and procedures.

(f) In cases where an IMS's medical condition has been determined to pose a risk to safety of flight, CNATRA retains the authority to determine whether an IMS will be allowed to train in the NATRACOM.

(3) Evidence of Clearance. IMS medical records shall contain a signed statement from a competent medical and dental authority from the parent country indicating that the IMS received a thorough physical examination in the three months preceding receipt of the ITO. This statement shall indicate:

(a) Results of a screening chest X-ray.

(b) Serologic evidence of screening for HIV.

(c) The IMS is free of communicable diseases or other medical or dental defects that might require treatment or hospitalization during training.

(d) The IMS has received the complete complement of immunizations as prescribed by the U.S. Public Health Service (USPHS), as approved by the World Health Organization (WHO).

(4) Preexisting conditions that may have an impact on the IMS's training (e.g., diabetes, heart disease, metabolic disorder, prosthetics) are listed on item 15 of the ITO. A copy of the ITO shall also be placed in the IMS's medical record.

(5) Aeromedical Clearance Form (NAVMED 6410/2). U.S. Navy Flight Surgeons (FS) shall prepare the Aeromedical Clearance Form based on the statement of medical fitness for flying duties issued by the parent country, unless potential safety of flight concerns are identified.

(6) Flight Physical Report. IMSs assigned to NATRACOM flight training for greater than 30 days shall provide a copy of their latest flight physical report and other documentation helpful for post-accident identification purposes (e.g., dental charts, DNA profile). If the IMS does not have documentary evidence of a parent country physical within the preceding 12 months, a U.S. Navy FS shall complete a flight physical. The IMS should have documentation in the medical record that a DNA sample has been obtained and on record at Armed Forces Institute of Pathology (AFIP).

(7) Preexisting Conditions

(a) Preexisting conditions waived by the parent country will be accepted by the U.S. Navy unless the condition represents a risk to safety of flight.

(b) In the case of progression of an IMS's existing medical condition, a U.S. Navy FS must determine if the condition poses a risk to safety of flight. This determination shall involve reference to the NAMI Aeromedical Reference and Waiver Guide (ARWG). Conditions not addressed by the ARWG shall be discussed with Specialty Staff at NAMI and the CNATRA Force Medical Officer (N00M). Upon completion of the IMS's medical evaluation, the treating FS shall make a recommendation to continue or discontinue training based on safety concerns. The recommendation shall be referred to NETSAFA via CNATRA.

(8) New Medical Conditions

(a) If a new medical condition arises, the U.S. Navy FS providing care will determine day-to-day fitness to fly based on the U.S. Navy's aviation medicine regulations and procedures.

(b) Temporary flying disabilities likely to exceed 30 days, and conditions likely to lead to permanent aeromedical disqualification, shall be reported to NETSAFA via the chain of command.

(c) IMSs that develop new medical problems that are determined not to be within established aviation standards of the parent country, but are waiverable, may submit the waiver request to the parent country via the chain of command and NETSAFA.

(d) IMSs that develop new medical problems that are determined not to be within established aviation standards of the parent country and are not waiverable shall have this condition reported to the parent country. This notification shall be routed to NETSAFA via the chain of command.

(e) Medical conditions that develop or are discovered that are within the parent country's physical standards but may pose a risk to safety of flight shall be reported to NETSAFA via CNATRA for resolution or disposition.

(9) Medical Delays. IMSs who experience medical delays shall be managed per existing NATRACOM directives regarding medical delays.

(10) SAN Web Status Report. To ensure proper evaluation of IMS training progress, submission shall be made when an IMS is:

(a) Recommended for a medical waiver.

(b) Found to be NPQ for aviation training.

(c) Grounded for 30 consecutive calendar days or prognosis is for a grounding period of 30 or more calendar days.

(11) Airsickness. IMSs who experience airsickness shall be managed per existing NATRACOM policies and procedures governing the management of airsickness (see CNATRAINST 6410.2). In the event that an IMS experiences airsickness to the degree

that an Airsickness Review Board is required, the TRAWING IMSO and the CLO shall be present at the board.

(12) Immunizations. IMS immunization requirements prior to return to the parent country shall be per WHO recommendations.

(13) Anthropometrics. IMSs shall receive anthropometric codes prior to flight training to ensure anthropometric compatibility for all planned phases of training. IMSs found not to be anthropometrically compatible shall be referred to NETSAFA via the chain of command.

#### 904. IMS ASSIGNMENT TO TRAINING

a. IMSs should have their pipeline preference made known to the appropriate parent country representative using the procedures set forth by the parent country.

b. IMSs will be assigned to courses as specified in their ITOs. IMS Advanced pipeline assignment will be included along with the Navy and Marine Corps selections in the assignment letter released by CNATRA (N35).

c. Aviation Training Jackets (ATJ). IMS ATJs shall be initiated at NASC or the first NATRACOM TRAWING to which assigned. Each ATJ shall be numbered with a Foreign Identification Number (FIN). The FIN should start with "900" and end in an "F" (e.g., 900-00-4321 F). This number shall be assigned by the servicing Personnel Support Detachment.

905. EXTRA TRAINING FOR IMSs. IMSs are expected to arrive with adequate English proficiency for flight training. Foreign-language Extra Training (ET) events are not authorized unless coordinated beforehand. Coordination is required between the training squadron IMSO, TRAWING IMSO and NETSAFA, with notification to CNATRA (N717) of any approved foreign-language ETs. Approval of foreign-language ETs shall be documented on a Supplementary ATF.

906. ATTRITION OF IMSs. NIPO is the final attrition authority for all IMSs.

a. The TRAWING Commander shall personally interview the IMS prior to determining if the IMS should be returned to training or if attrition should be recommended.

b. If the TRAWING Commander recommends attrition, the IMSO shall immediately notify CNATRA (N717), the CLO, and the NETSAFA CPM. The NFS's ATJ shall be forwarded to CNATRA (N717) within 10 working days of the decision.

c. The CLO/CPM shall advise CNATRA whether the parent country is requesting formal attrition or if they will withdraw the IMS from training. A letter from the CLO/CPM is preferred, but email notification is acceptable.

(1) If the parent country decides to withdraw the IMS from training, the ATJ will be closed out and forwarded to CNATRA (N717) within 10 working days of the decision.

(2) If a formal attrition is requested, the TRAWING Commander shall initiate the attrition in a standard naval letter to NIPO via CNATRA and NETSAFA. The letter shall include:

(a) The IMS's rank, name (first, middle, last), FIN, country and service, and ITO number.

(b) Course Title/Identification Number (CIN) and duration in weeks.

(c) A detailed description of the IMS's problems that led to the recommendation for attrition.

(d) Squadron, stage and phase of training, hours by type of aircraft and type of simulator, total flight hours, and number of weeks in present phase of training.

(e) Academic and flight NSS (indicate if incomplete).

(f) Include an opinion as to the IMS's assimilation, language proficiency, and attitude.

(g) Recommended disposition.

(h) In the case of a formal attrition at the request of the parent country, the IMS's ATJ shall be closed out and forwarded to CNATRA (N717) within 10 working days of the decision.

907. CERTIFICATE OF COMPLETION. CNATRA is not authorized to designate an IMS as a Naval Aviator or Naval Flight Officer. Therefore, upon successful completion of a formal course of instruction, each IMS shall be issued the appropriate certificate of completion (CNATRA 1210/12 or CNATRA 1210/15). "Wings of Gold" may be symbolically presented, but shall not in any way be construed as a designation as a U.S. Naval Aviator or Naval Flight Officer. The wearing of "Wings of Gold" by an international military aviator who has completed a NATRACOM naval aviation course is governed by their country's service uniform regulations.

908. REPORTS

a. ITOs. Upon arrival of an IMS to the NATRACOM, the receiving activity IMSO shall forward a copy of the IMS's ITO to CNATRA (N717).

b. SAN Web Status Reports

(1) Arrival/Commencement Report. These reports shall be sent using the SAN Web. A report should be sent when the IMS begins training. The IMSO should verify dates (report, start, and end) that appear on the report. If wrong, correct and note that a change has been made in the remarks section. NETSAFA requires realistic ECDs. IMSOs must evaluate each IMS's ECD for each course of instruction. The IMSO should track the progress of each IMS and adjust the schedule to meet the original ECD. Active management is critical in that follow-on training is often scheduled with civilian and other U.S. military training sites.

(2) Status Report. Shall be sent when there is a change in ECD of one week or more; include the reason for the change. A status report must be issued to change the ECD and the new ECD must be justified. If an ECD change is required and if flight hours or simulator hours will exceed the programmed curriculum hours, an estimate of those additional hours is required. Additional hours shall not be flown until authorized by the NETSAFA CPM.

(3) Completion Report. When an IMS completes a training course, the squadron IMSO shall verify the accuracy of training documentation. The completion report, ATJ, Flight Log Book, and the ITO endorsement must agree for NETSAFA's billing procedures. Completion date is the date of the last curriculum flight flown, not the winging date. A completion report shall be sent within five working days of completion and shall contain the following information:

(a) Aircraft hours flown by type and FY.

(b) Simulator hours used by type and FY.

(c) Only those flight hours and simulator hours flown in direct support of the IMS's curriculum shall be recorded.

(d) Dates of holidays observed during course enrollment.

(e) Dates of IMS's sick leave taken during course enrollment.

(f) Remarks section can be used to amplify data (e.g., winging date, collection and destruction of IMS Common Access Card (CAC) and dependent ID cards if not slated for follow-on U.S. training).

c. Advance Arrival Notice. Upon completion of NATRACOM training, the final command shall send an advance arrival notice per SECNAVINST 4590.4 series with copy to CNATRA (N717).

d. IMS ATJ Closeout

(1) The TRAWING IMSO shall verify the accuracy of the completion report per SECNAVINST 4950.4 series.

(2) ATJs shall be forwarded to follow-on TRAWINGs within five working days, and to CNATRA within 10 working days following completion or attrition. For Norwegian and Saudi Arabian IMSs only, the TRAWING IMSO will reproduce the summary portion of the ATJ for the CLO prior to forwarding the original ATJ to CNATRA. The summary portion consists of the Summary Card, Pink Sheet summary, Stage Grades sheet, Trend Analysis Summary sheet, and Record of Training Waivers sheet. For all

other IMSS, the ATJ shall be forwarded to CNATRA (N717) without further reproduction.

(3) ATJs of IMSS in non-SNA/SNFO courses (e.g., LSO, IUT) are forwarded to CNATRA (N717) within 10 working days and will include the total hours in each type of aircraft flown while undergoing NATRACOM training. With prior CNATRA approval, minor routing variations requested by individual countries are authorized.

e. Casualty and Incident Reports

(1) In the event of IMS (or accompanying family member) death, serious injury, serious illness, hospitalization, incarceration, involvement in any major accident or incident, or whenever the CO deems appropriate, a Casualty and/or Incident Report shall be submitted by the cognizant command to NIPO with information copies to the TRAWING, CNATRA, NETSAFA, and Naval Education and Training Command (NETC). For Saudi IMSS, a copy of the message shall be forwarded to OIC NITC. See Appendix B for sample message formats.

(2) The initial casualty report shall be submitted within 24 hours of the occurrence. This report may be submitted by priority message or via email; if submitted by email, senders must ensure that all addressees and info are included per the message template on page B-8. If Navy UNIT SITREP or OPREP-3 messages are sent, include NETSAFA and NIPO as INFO addressees. Per SECNAVINST 4950.4 series articles 10-48 and 10-90, a phone call shall be made by the cognizant command to the TRAWING, CNATRA, and NETSAFA.

(a) During working hours, contact the CNATRA IMSO at (361) 961-3559 or the Deputy Assistant Chief of Staff for Training at (361) 961-3255.

(b) After working hours, contact the CNATRA Command Duty Officer (CDO) at (361) 533-0494, and the NETC CDO at (850) 554-5312. Request the NETC CDO pass casualty and/or incident information to NETSAFA N3 staff personnel. When making the telephone report to the NETC CDO, obtain all required email addresses for report recipients.

(3) Driving Under the Influence (DUI) and Driving While Intoxicated (DWI) are considered major incidents for reporting requirements.

(4) Minor incidents and infractions will be submitted to NETSAFA with a copy to CNATRA and TRAWING IMSO via a Progress Report on the SAN Web. Samples of minor incidents are traffic tickets, unauthorized absences not in excess of three days, and minor disciplinary infractions.

(5) Progress reports shall be made when appropriate and shall include a final report indicating the date the IMS is returned to duty.

f. IMS Trainee Failure/Discrepancy/ECD Change Report. The IMS Trainee Failure/Deficiency/ECD Change Report (RCS OPNAV 4950-13) is to advise CNATRA of IMS difficulties, deficiencies, or any other occurrences for which a report format has not been established. This format identifies the IMS, offers a progress evaluation, and includes a discussion paragraph for general comments. When a CLO is assigned, an entry shall be made in paragraph H stating, "CLO comments..." or "CLO has no comments." The subject line is not restricted to "IMS trainee failure report" but may be modified to accurately reflect the contents of the report as long as "OPNAV 4950-13" is included in the subject line. The report shall be submitted to CNATRA (N717) and NETSAFA (and NITC OIC for Saudi IMSs), under the following circumstances:

(1) Academic and/or flight difficulties result in change to an IMS's ECD.

(2) Medical problems.

(3) Any serious disciplinary occurrence.

(4) The third and all subsequent no-shows for any scheduled curriculum event. No-shows are cumulative while assigned to NATRACOM and shall not be disregarded with phase changes.

(5) All TRBs.

909. CENTRIFUGE-BASED FLIGHT ENVIRONMENT TRAINING (CFET). IMSs assigned to the Intermediate Jet (SNA) or Strike/Strike Fighter

(SNFO) pipeline, must successfully complete a CFET program prior to flight in T-45 aircraft. The CFET requirement may be satisfied by successful completion of USN, USAF, or other nation centrifuge training programs as determined by NETSAFA.

a. NETSAFA is responsible for coordinating all logistical requirements for IMSS to attend a CFET program including scheduling, funding, and ITO issuance. This is to be accomplished in coordination with the CLO and the Security Assistance Officer (SAO).

b. The number of attempts allowed to successfully complete a CFET program will be determined on a case-by-case basis by NETSAFA.

c. NETSAFA shall inform applicable SAOs of the requirement for IMSS to participate in a CFET program. SAOs shall ensure any successfully accomplished parent country-provided CFET training is cited in the remarks section of the IMS's ITO and/or have the IMS hand carry documentation (with English translation as required) documenting the training. This documentation shall be provided to the IMSO located at the point of entry for U.S. Navy flight training and shall be included in the IMS's NATOPS jacket.

d. NETSAFA shall arrange for any CFET training through USAF facilities and coordinate with TRAWING/squadron IMSOs as necessary to schedule the integration of this training. Documentation of successfully completed USAF-provided CFET training shall be provided to the IMSO located at the IMS's next scheduled U.S. Navy flight training pipeline activity for inclusion in the IMS's NATOPS flight jacket.

e. NETSAFA shall coordinate with Primary and/or Advanced TRAWINGS and applicable TRAWING/squadron IMSOs to determine optimum scheduling for the conduct of U.S. Navy CFET training for those IMSS who did not receive CFET training either through the parent country or through the USAF. Whenever possible, the required CFET training should be completed prior to commencement of the applicable Intermediate Jet or Strike/Strike Fighter curriculum. In all cases, CFET shall be completed prior to participation in any flight in T-45 aircraft.

f. TRAWINGS ONE, TWO and SIX shall screen the NATOPS jackets of all IMSS prior to commencement of training to ensure

documentation of a completed CFET program. If CFET documentation is missing, or CFET has been attempted but is incomplete, the IMS shall be placed in a hold status and the TRAWING/squadron IMSO shall contact CNATRA (N717). CNATRA will coordinate with NETSAFA to obtain appropriate documentation of CFET completion, arrange for CFET training, or provide direction regarding disposition of the IMS.

g. CNATRA (N717) will notify NETSAFA of each incomplete CFET training attempt obtained through the U.S. Navy and request direction as to the disposition of the IMS before re-scheduling the IMS for additional CFET training.

CHAPTER 10: NFS FITNESS REPORTS

1000. BACKGROUND. Fitness reports are objective appraisals of performance from initial appointment until separation. These reports serve as a primary basis for selection for promotion and duty assignment. It is recognized that "under instruction" status does not readily lend itself to comprehensive performance evaluations as NFSs must be able to devote their entire effort to the curriculum. To this end, each of the military services has provided specific guidance for preparing fitness reports on NFS personnel. This guidance is further amplified here and shall be applied to the preparation of NFS fitness reports within the NATRACOM.

1001. ACTION. Fitness reports shall be prepared when the NFS transfers; NFS fitness reports shall not be generated upon detachment of the reporting senior. Attritions shall have a "not observed" report submitted with a brief explanation in the remarks section as to the circumstances or reasons for attrition.

a. Navy NFS Officers. All U.S. Navy officer NFS fitness reports shall be submitted per Navy Regulations Article 1152 and BUPERSINST 1610.10 series. Personal achievements such as 'E' awards and other CNATRA training awards may be included in the comments. Class standing may be included, but grades should not be included except in extraordinary cases. Under unusual circumstances, the reporting senior may wish to mark certain traits as observed, such as tactical performance. If this is done, all traits must be marked with a grade. Training squadron COs are authorized to act as "Delegated Reporting Seniors" per BUPERSINST 1610.10, Article B-6.

b. Marine Corps NFS Officers. Fitness Reports on Marine Corps Officer NFSs shall be completed per the CNATRA/TECOM MOA.

(1) The unit Senior Marine is responsible for the administrative preparation, completion, and submission of fitness reports for Marine Corps NFSs.

(2) Fitness reports shall be completed annually and upon transfer for 2ndLts and 1stLts. The requirement to submit semi-annual (SA), grade change (GC), and change of reporting senior (CH) reports is waived per CMC.

(3) Administrative Action

(a) Using a standard form as provided by the cognizant MATSG, the Senior Marine will maintain a report of the NFS grades and class standing. This information will be retained by the Senior Marine for transcription onto the NFS fitness report upon transfer from administrative control of the MATSG.

(b) Not later than five working days prior to the end of the annual reporting period, or transfer from the administrative control of either MATSG, Marine Corps NFSs shall complete a Marine Reported on Worksheet (MROW) in Marine On Line (MOL).

c. U.S. Coast Guard NFS Officers. U.S. Coast Guard officer NFS fitness reports shall be prepared and submitted per the Coast Guard Personnel Manual, Article 10-A-4. If additional assistance is required in completing a report, it may be obtained from the Coast Guard Liaison Officer. The regular reporting senior shall forward the report to the Commandant of the Coast Guard via the appropriate Coast Guard Liaison Officer.

APPENDIX A: LIST OF FORMS

<u>CNATRA Number</u>	<u>Title</u>	<u>Para Number</u>	<u>Page Number</u>
CNATRA 1542/ 5A, B, C, D, E	Naval Aviator Training Stage Grades	A-101	A-2
CNATRA 1540/23-206 and 256-1695	Aviation Training Forms (ATFs)	A-102	A-2
CNATRA 1542/10A	ATJ - Pilot	A-103	A-3
CNATRA 1542/10B	ATJ - NFO	A-104	A-3
CNATRA-GEN 1542/12	Weekly Calendar	A-105	A-3
CNATRA 1542/1827	Summary Training Review Board (TRB)	A-106	A-4
CNATRA-GEN 1542/16	Supplementary Jacket Form	A-107	A-4
CNATRA 1542/21	Officer Candidate School/ Aviation Preflight Indoctrination	A-108	A-4
CNATRA-GEN 1542/31	Unsatisfactory/Delinquency/ Incident Report	A-109	A-4
CNATRA-1500/48	Medical Hold Monthly Tracking Information	A-110	A-4
NAVPERS 5000/64	Records Transmittal	A-111	A-5
CNATRA-GEN 1542/66	Jacket Review Divider	A-112	A-5
CNATRA 1542/90	Pink Sheet Summary	A-113	A-5
CNATRA 1542/95	Naval Aviator Aviation Training Jacket (ATJ) Summary Card	A-114	A-5
CNATRA 1542/97	Primary Academic Training	A-116	A-5
CNATRA 1542/99	Intermediate Strike and Intermediate E-2/C-2 Academic Training(s)	A-118	A-5
CNATRA 1542/101	Advanced Academic Training	A-120	A-6
CNATRA 1542/106	LSO Trend Analysis Summary	A-124	A-6
CNATRA 1542/132	Record of Training Waivers	A-125	A-6
CNATRA 1542/601	Basic Academic Training (NFO)	A-128	A-6
CNATRA 1542/602	Intermediate Academic Training (NFO)	A-129	A-6
CNATRA 1542/PA	Privacy Act Statement and Record of Disclosure	A-130	A-6
CNATRA 1542/1435	Strike Fighter Academic Training	A-132	A-7
CNATRA 1542/609	ATDS Academic Training	A-135	A-7
CNATRA 1542/610	ATDS Flight and Simulator Flight Training	A-136	A-7
CNATRA 1542/1321	Pipeline Selection Record	A-137	A-7

A-101. CNATRA 1542/5A, B, C, D, E - Naval Aviator Training Stage Grades. These forms are used by all Advanced training squadrons (E-2/C-2 graduates use CNATRA 1542/5E). Since copies of this form are mailed to FRSs and represent the only qualitative information on the performance of SNAs while in flight training, it is imperative that they be completed as accurately as possible. The TIMS Completion Information report, with accompanying Supplementary ATF with CO comments, may be used in lieu of the CNATRA 1542/5 (see paragraph 307 for more information). They will be filed as the top sheet on the right side of the ATJ.

A-102. CNATRA 1540/23-206 and 1542/256-1695 - Aviation Training Forms (ATF). These forms are used to record grades of flight and simulator events. See paragraph 604 for more information. Stamps are not required on ATFs, but may be used (e.g., Extra Time, Warm Up, Field carrier qualified, Initial Progress Check, Final Progress Check, etc.).

A-103. CNATRA 1542/10A - Aviation Training Jacket (Pilot). This is the ATJ used for SNA training.

A-104. CNATRA 1542/10B - Aviation Training Jacket (NFO). This is the ATJ used for SNFO training.

A-105. CNATRA-GEN 1542/12 - Weekly Calendar. This form is used to provide chronological data of the NFS's training. All days shall be accounted for, including weekends, if there was scheduled training. NFSs are required to fill out this form, but commands are responsible for the completeness and accuracy of the form before the NFS is transferred. In the SNFO ATJ, the forms shall be filed in chronological order on the top of the right side. In the SNA ATJ, they shall be filed above the ATFs, and under the Jacket Review Divider on the right side.

A-106. CNATRA 1542/1827 - Training Review Board (TRB). This form is for NFS Training Review Boards. The "Record of Difficulties" section will list failures which occurred previous to the present difficulty. The specific academic and flight support failures shall be listed on the right side. For SNFO boards, the PRIMARY sections shall be used for the Primary phase and the BASIC-INTMED sections shall be used for the Intermediate phase. The "Present Difficulty" section will spell out the reasons for the TRB and may include any combination of academic, flight, flight support, or motivational problems. If comments

do not fit on the back side of the form, Supplementary forms may be attached. The form shall be filed just below the Pink Sheet Summary on the left side of the ATJ. In the SNFO ATJ, the form is filed under the Pink Sheet Summary on the left side. In the SNA ATJ, the form is filed under the appropriate phase divider on the left side. TRBs are also logged on the Pilot or the NFO Training Summary.

A-107. CNATRA-GEN 1542/16 - Supplementary Jacket Form. This form can be used as needed in conjunction with IPC/FPC counseling, NFS's statements, SMS, etc. When used for documenting SMS, the form shall be printed on blue paper.

A-108. CNATRA 1542/21 - Officer Candidate School/Aviation Preflight Indoctrination. This form is used to record the results of training in API for all NATRACOM students. The weight factors for each subject are preprinted on the form. The form is filed on the left side of the ATJ. The API final raw score and standard score are transferred to the Pilot or NFO Training Summary form.

A-109. CNATRA-GEN 1542/31 - Unsatisfactory/Delinquency/Incident Report. This form, printed on pink paper, is used to record difficulties that an NFS encounters while in training, such as academic test failures. When the form is used to document an accident or incident, it must be stamped on the lower margin with, "SPECIAL HANDLING REQUIRED IN ACCORDANCE WITH OPNAVINST 3750.6 series." Note that documentation of an incident/mishap is not necessarily an UNSAT.

A-110. CNATRA 1500/48 - CNATRA Medical Hold Monthly Tracking Information. This form is used for command reporting of NFSs to CNATRA (Code N00M) who are in a medical hold status. Its primary utility is to maintain visibility on NFSs who are experiencing training delays due to prolonged periods of medical grounding. The report is due on the first working day each month.

A-111. NAVPERS 5000/64 - Records Transmittal. This form shall be completed in triplicate whenever transmitting ATJs from one unit to another regardless of the method used to transmit. A receipted copy shall be retained by the forwarding office for one year.

A-112. CNATRA 1542/66 - ATJ Review Divider. This form is used to record ATJ reviews and shall be printed on blue paper. In the SNFO ATJ, this form is on the bottom of the right side. In the SNA ATJ, it is on the right side, under the Naval Aviator Stage Grades (CNATRA 1542/5A, B, C, D).

A-113. CNATRA 1542/90 Pink Sheet Summary. This form is used to summarize all NFS difficulties, including flight violations, accidents, incidents, Unsatisfactory events, examination failures, and TRBs. The form shall be completed by the command at the completion of each phase, and the entry "none" shall be made in all three sections of the form when appropriate. The form is filed near the top on the left side of the ATJ, just beneath CNATRA 1542/95.

A-114. CNATRA 1542/95 - Naval Aviator Aviation Training Jacket (ATJ) Summary Card. The summary card is initiated when the ATJ is initiated and filed on the left side just under the CNATRA 1542 Privacy Act Statement. All entries must be made in black ink. Sex/race/ethnic codes are listed in Appendix D. Anthropometric code is from the NAVMED 6410/9 Anthropometric Data record. The comment section will include pertinent entries such as requirements for corrective lenses. Raw grades are rounded off to the nearest thousandth. Squadron average (AVE) and standard deviation (SD) are used to compute the NSS/PAS. SYL: syllabus events/hours; NON-SYL: non-syllabus events/hours. Data is transferred to the form upon completion of each phase. Temporary entries may be made lightly in pencil for the purpose of ATJ reviews, TRBs, etc.

A-116. CNATRA 1542/97 - Primary Academic Training. This form is used to record academic grades in the primary phase. It is placed on the left side of the SNA ATJ and under it are filed CNATRA-GEN 1542/31 forms, TRB forms, and any other forms pertinent to the Primary phase of training. When completed, the final raw score and the standard score are transferred to the Naval Aviator Aviation Training Jacket Summary card.

A-118. CNATRA 1542/99 - Intermediate E-2/C-2 Academic Training. This form is placed on the left side of the SNA ATJ and under it are filed pink sheets (for other than flight Unsatisfactory events), TRB forms, and any other forms pertinent to the Intermediate E-2/C-2 phase of training. When the phase is completed, a computer printout with the final raw score and the standard score are filed under this form and those grades are

transferred to the Naval Aviator Aviation Training Jacket Summary card.

A-120. CNATRA 1542/101 - Advanced Academic Training. This form is placed on the left side of the SNA ATJ and under it are filed pink sheets (for other than flight Unsatisfactory events), TRB forms, and any other forms pertinent to the advanced phase of training. When the phase is completed, a computer printout with the final raw score and the standard score are filed under this form and those grades are transferred to the Naval Aviator Aviation Training Jacket Summary card.

A-124. CNATRA 1542/106 - LSO Trend Analysis Summary. This form will be completed for all Advanced Strike and Intermediate E-2/C-2 completers and will be filed just beneath CNATRA 1542/5A on the right side of the SNA ATJ.

A-125. CNATRA 1542/132 - Record of Training Waivers. This form is filed on the bottom of the left side of the ATJ. It should include all curriculum events waived, as well as minimum flight hour requirements. Supporting paperwork, messages, and letters shall be filed under this form.

A-128. CNATRA 1542/601 - Primary Academic Training (NFO). This form is used to record academic grades in the Primary phase. It is placed on the left side of the SNFO ATJ and under it are filed pink sheets (for other than flight Unsatisfactory events), TRB forms, and any other forms pertinent to the Primary phase of training. When the phase is completed, a computer printout with the final raw score and the standard score are filed under this form and those grades are transferred to the Naval Aviator Aviation Training Jacket Summary card.

A-129. CNATRA 1542/602 -Intermediate Academic Training (NFO). This form is used to record academic grades in the Intermediate phase. It is placed on the left side of the SNFO ATJ and under it are filed pink sheets (for other than flight Unsatisfactory events), TRB forms, and any other forms pertinent to the Intermediate phase of training. When the phase is completed, a computer printout with the final raw score and the standard score are filed under this form and those grades are transferred to the Naval Aviator Aviation Training Jacket Summary card.

A-130. CNATRA 1542/PA - Privacy Act Statement and Record of Disclosure. This form is completed and signed by the NFS upon

initiation of the ATJ. It is permanently filed on top of the left side of the ATJ. If used for an ATJ, check the Aviation Training Jacket block; check the Flight Instruction Standardization and Training (FIST) block if used for an instructor's FIST jacket. All non-routine disclosures must be recorded in the Record of Disclosure section. Individuals receiving the disclosure must sign the form (if in person) or personnel recording the disclosure must sign if transmitting the disclosure. Normally, all requests for disclosure should be forwarded to CNATRA (N717) for approval.

A-132. CNATRA 1542/1435 - Strike Fighter Academic Training. This form is used to record academic grades in the Advanced phase of training. It is placed on the left side of the SNFO ATJ. When the phase is completed, a computer printout with the final raw score and the standard score are filed under this form and those grades are transferred to the Naval Aviator Aviation Training Jacket Summary card.

A-135. CNATRA 1542/609 - Aviation Tactical Data System (ATDS) Academic Training. This form is used to record academic grades in the ATDS phase of training. It is placed on the left side of the SNFO ATJ and under it are filed pink sheets (for other than flight unsatisfactory events), TRB forms, synthetic ATFs (other than high-fidelity instructor graded events), and any other forms pertinent to ATDS phase of training. When phase is completed, a computer printout with the final raw score and the standard score are filed under this form and those grades are transferred to the Naval Aviator Aviation Training Jacket Summary card.

A-136. CNATRA 1542/610 - ATDS Flight and Simulator Flight Training. This form is used after ATDS phase of training. When the phase is completed, a computer printout with the final raw score and the standard score are filed under this form and those grades are transferred to the Naval Aviator Aviation Training Jacket Summary card. This form is filed on the right side of the SNFO ATJ above Advanced ATFs.

A-137. CNATRA 1542/1321 - Pipeline Selection Record. This form is used at the end of the Primary phase of training. It is placed on the left side of the SNA ATJ above the Primary Privacy Act Statement and below any Intermediate or Advanced documentation.

APPENDIX B: TRAINING REPORT REQUIREMENTS

	Report Control Symbol	Title	Page Number	CNATRA Code Return
1.	CNATRA 1330-1	Request for Program Change	B-2	N71
2.	CNATRA 1520-2	Request for Pipeline Change	B-3	N71
3.	CNATRA 1900-2	Separation From Training	B-4	N717
4.		Casualty Report Format	B-5	N717

CNATRINST 1500.4H  
5 Mar 14

From: Commander, Training Air Wing XXX or  
Commanding Officer, Naval Aviation Schools Command  
To: Chief of Naval Air Training  
Via: (1) Commander, Training Air Wing XXX (Gaining TRAWING;  
TW-6 for SNA to SNFO)  
(2) Commanding Officer, Marine Aviation Training Support  
Group TWENTY-ONE or TWENTY-TWO (Marine Corps only)  
Subj: REQUEST FOR PROGRAM CHANGE, SNA TO SNFO or SNFO TO SNA  
Ref: (a) CNATRINST 1500.4H

1. Per reference (a), ENS T. L. Smith, USN,  
requests a program change from \_\_\_\_\_ to \_\_\_\_\_.
2. ENS Smith requests the program change because (reason).
3. Narrative of SNA's/SNFO's strengths, weaknesses, and trends.
4. TRAWING Commander comments and recommendations.

I. M. COMMODORE

Copy to:  
TRARON XXX

Example 1

CNATRAINST 1500.4H  
5 Mar 14

From: Commander, Training Air Wing XXX  
To: Chief of Naval Air Training  
Via: (1) Commander, Training Air Wing XXX (gaining TRAWING)  
(2) Commanding Officer, Marine Aviation Training Support  
Group TWENTY-ONE or TWENTY-TWO (Marine Corps only)

Subj: REQUEST FOR PIPELINE CHANGE (CNATRA 1520-2)

Ref: (a) CNATRAINST 1500.4H

1. Per reference (a), ENS T. L. Smith, USN, requests a pipeline change from \_\_\_\_\_ to \_\_\_\_\_.
2. ENS Smith requests the pipeline change because (reason).
3. Narrative of SNA's/SNFO's strengths, weaknesses, and trends.
4. TRAWING Commander comments and recommendations.

I. M. COMMODORE

Copy to:  
TRARON XXX

Example 2

CNATRAINST 1500.4H  
5 Mar 14

From: Commander, Training Air Wing XXX or  
Commanding Officer, Naval Aviation Schools Command  
To: Chief of Naval Air Training  
Via: Commanding Officer, MATSG TWENTY-TWO (Marine Corps only)

Subj: SEPARATION FROM TRAINING (CNATRA 1900-2)

Ref: (a) CNATRAINST 1500.4H

Encl: (1) REQUEST FOR REDESIGNATION

1. Rank, name (first, middle, last), designator
2. Source, active duty (ACDU) date, date of program entry, date commissioned.
3. Reason for attrition, date of attrition.
4. Squadron, Stage and Phase of training, Phase flight hours, total flight hours, number of weeks at present phase of training.
5. College, major, program academic grade, flight grade, marital status.
6. Opinion as to effort exerted, potential for future service, attitude, motivation, and recommendation.
7. I have notified (Officer's Name) he/she is subject to release from active duty due to non-attainment of an initial warfare qualification.

Copy to:  
CNATRA N717 (w/encl)  
NFS's Training Squadron  
NMOTC Pensacola, FL  
NFS's ATJ

I. M. COMMODORE

Example 3

CNATRAINST 1500.4H  
5 Mar 14

CASUALTY REPORT FORMAT FOR INTERNATIONAL MILITARY STUDENTS  
AND/OR  
SPONSORED FAMILY MEMBERS

FROM: COMMAND (TRAWING OR TRARON MSG PLAD)  
TO: NAVY IPO WASHINGTON DC  
INFO: CNAF SAN DIEGO CA  
NETC PENSACOLA FL  
CNATRA CORPUS CHRISTI TX  
NETSAFA PENSACOLA FL  
NETSAFA DET PENSACOLA FL (NITC)

UNCLAS//N04950//

Subj: International Military Student (IMS) and-or IMS Family  
Member Casualty Report - Initial, Supplemental and-or Final  
Report

MSGID/GENADMIN/Originator//

RMKS/1. A. (Name in full, rank or rating, file number, branch  
of service, home country, ITO number, WCN number)

B. (Type of casualty: hostile or non-hostile, death, very  
seriously injured or ill, or seriously injured or ill) and-or  
(type of incident - class A, B or C aircraft mishap; car or  
motorcycle accident).

C. (Date, time, place, circumstances and cause of casualty and-  
or incident. Use local time, place of occurrence. If at sea,  
lat/long unless security classification precludes. Give concise  
and factual (do not speculate) but sufficient explanation of  
occurrence for immediate explanation to naval attaches and  
Security Cooperation Offices (SCO). If death or serious injury,  
for example, state whether sustained in automobile accident,  
aircraft mishap or other cause. If death resulted from flight  
training in a naval aircraft, include the following items:  
status of individual (student pilot or NFO, crew member,  
passenger); model of aircraft; flight purpose (include whether  
operational or non-operational, training flight). Whenever a  
cause of death pending autopsy or toxicological examination  
report, the findings shall be furnished by a supplemental  
casualty message as soon as possible).

D. (If fatality involved, give location and disposition of  
remains. Give complete name, address and phone number of morgue  
or funeral establishment where remains are located; if remains  
are to be transferred to another establishment, give the  
complete name, phone number and address of establishment and  
when transfer of remains will be made. State if remains were  
not recovered and advise to status of search).

E. Per SECNAVINST 4950.4B, Article 10-48. Request the following:

- (1) Request for instructions for disposition of remains.
- (2) Request for permission to perform autopsy if required.
- (3) Identification and location of next of kin if available.

Note: Refer to paragraph 908.E for further guidance for Casualty and Incident Reports. Minor incidents will be reported via the SAN Web to the NETSAFA CPM, CNATRA, and TRAWING IMSOs.

APPENDIX C: NFS PROCUREMENT SOURCES

1. General Information. NFSs are tracked by procurement code for statistical and budgetary purposes. This list contains procurement source codes not currently used but retained for historical purposes.

2. Codes and Descriptions

a. Navy

<u>CODE</u>	<u>DESCRIPTION</u>
3	Aviation Officer Candidate - Navy (AOC)
5	US Naval Academy (USNA)
7	Naval ROTC (NROTC)
9	Chief Warrant Officer - Navy (CWO)
11	Flight Limited Duty Officer - Navy (FLDO)
13	Officer Candidate School - Navy (OCS)
19	Direct Procurement (DP) - includes Merchant Marine Academy - Navy
33	Officer Sea and Air Mariner (OSAM)
38	USN/R U.S. Air Force Academy (USAFA)
72	Aviation Reserve Officer Candidate - Navy (AVROC)
74	Naval Aviation Cadet - Navy (NAVCAD)
91	Navy Transition Student (NTX)
99	Other (Navy)

b. Marine Corps

<u>CODE</u>	<u>DESCRIPTION</u>
20	Direct Procurement (DP - Marine)
25	U.S. Naval Academy (USNA - Marine)
27	USMC/R ROTC
29	PLC/OTHER (Platoon Leaders Course - Marine)
31	USMC/R U.S. Air Force Academy (USAFA)
93	Marine Transition Student (MTX)

c. Other

<u>CODE</u>	<u>DESCRIPTION</u>
00	U.S. Air Force - U.S. Naval Academy
15	U.S. Coast Guard (USCG)
17	International Military Training (IMT)
75	U.S. Air Force Academy/USAF Students
77	U.S. Air Force ROTC
79	U.S. Air Force Officer Training School (OTS)
81	U.S. Air Force Transition Student (AFTX)
95	U.S. Coast Guard Transition Student (CTX)
97	U.S. Army
98	Other Service

APPENDIX D: SEX, RACE, AND ETHNIC CODES

1. General Information. This list is governed by MILPERSMAN 1000-090, Race Entries on Forms, Records, and Reports.

2. SEX DESCRIPTION

M Male  
F Female

3. CODE: RACE CATEGORY - DEFINITION. In place of the codes A-F, an NFS may instead use one of the 26 "multiple races" codes (i.e., H-Z and 1-9).

A American Indian or Alaska Native - A person having origins in any of the original peoples of North and South America (including Central America).

B Asian - A person having origins in any of the original peoples of the Far East, Southeast Asia, or Indian subcontinent. This area includes Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam.

C Black or African American - A person having origins in any of the original peoples of Africa.

D Native Hawaiian or Other Pacific Islander - A person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands.

E White - A person having origins in any of the original peoples of Europe, North Africa, or the Middle East.

F Decline to Respond - Decline to Respond is a choice that will be available to members when they choose not to indicate a race preference on any Navy form or online systems. It will not be used in combination with any other code.

H American Indian or Alaska Native, and Asian (A,B).

J American Indian or Alaska Native, and Asian, and Black or African American (A,B,C).

5 Mar 14

K American Indian or Alaska Native, and Asian, and Black or African American, and Native Hawaiian or Other Pacific Islander (A,B,C,D).

L American Indian or Alaska Native, and Asian, and Black or African American, and Native Hawaiian or Other Pacific Islander, and White (A, B, C, D, E).

M American Indian or Alaska Native, and Asian, and Black or African American, and White (A, B, C, E).

N American Indian or Alaska Native, and Asian, and Native Hawaiian or Other Pacific Islander (A, B, D).

P American Indian or Alaska Native, and Asian, and Native Hawaiian or Other Pacific Islander, and White (A, B, D, E).

Q American Indian or Alaska Native, and Asian, and White (A, B, E).

R American Indian or Alaska Native, and Black or African American (A, C).

S American Indian or Alaska Native, and Black or African American, and Native Hawaiian or Other Pacific Islander (A, C, D).

T American Indian or Alaska Native, and Black or African American, and Native Hawaiian or Other Pacific Islander, and White (A, C, D, E).

U American Indian or Alaska Native, and Black or African American, and White (A, C, E).

V American Indian or Alaska Native, and Native Hawaiian or Other Pacific Islander (A, D).

W American Indian or Alaska Native, and Native Hawaiian or Other Pacific Islander, and White (A, D, E).

X American Indian or Alaska Native, and White (A, E).

Y Asian, and Black or African American (B, C).

Z Asian, and Black or African American, and Native Hawaiian or Other Pacific Islander (B, C, D).

1 Asian, and Black or African American, and Native Hawaiian or Other Pacific Islander, and White (B, C, D, E).

2 Asian, and Black or African American, and White (B, C, E).

3 Asian, and Native Hawaiian or Other Pacific Islander (B, D).

4 Asian, and Native Hawaiian or Other Pacific Islander, and White (B, D, E).

5 Asian, and White (B, E).

6 Black or African American, and Native Hawaiian or Other Pacific Islander (C, D).

7 Black or African American, and Native Hawaiian or Other Pacific Islander, and White (C, D, E).

8 Black or African American, and White (C, E).

9 Native Hawaiian or Other Pacific Islander, and White (D, E).

4. ETHNIC CODE

- 1 Other Hispanic descent
- 2 United States/Canadian Indian Tribes
- 3 Other Asian descent
- 4 Puerto Rican
- 5 Filipino
- 6 Mexican
- 7 Eskimo
- 8 Aleut
- 9 Cuban
- D Indian
- E Melanesian
- G Chinese
- H Guamanian
- J Japanese
- K Korean

5 Mar 14

- L Polynesian
- Q Other Pacific Island descent
- S Latin American with Hispanic descent
- V Vietnamese
- W Micronesian
- X Other - A person whose choice of an ethnic group is not listed above and chooses not to be associated with any of those ethnic groups.
- Y None - A person choosing not be associated with any particular ethnic group.

APPENDIX E: ATTRITION/NON-GRAD CODES

1. General Information. Attrition codes are tracked for statistical and budgetary purposes. This list contains attrition/non-grad codes not currently used but retained for historical purposes.

2. PERFORMANCE ATTRITION/NON-GRAD. The appropriate attrition/non-grad code will be used per this appendix.

a. Flight Attrition/Non-Grad. Attrition/Non-Grad is the result of flight (SNA) or practical work (SNFO) failure. NFSs in this category are disqualified for further naval pilot training and are given a negative recommendation for any military pilot training.

(1) Used when poor flight (SNA) or practical work (SNFO) performance indicates that further training is not warranted (e.g., failing flight checks, poor headwork, dangerous flying).

(2) Not to be used for violation of flight regulations or when an NFS is not aeronautically adapted or physically qualified.

b. Academic Attrition/Non-Grad. Attrition/Non-Grad is the result of classroom failure. The NFS cannot achieve academic objectives and pass criterion tests or end of course examinations. Classroom inability can be documented by NFS test scores and/or time in course. NFSs in this category are disqualified for further SNA or SNFO training and are given a negative recommendation for any military pilot or flight officer training.

(1) Lack of Reading Skills. Used when inability to read at level required by course material, documented by NFS reading score and/or reading grade level analysis of course material. NFS cannot be reasonably remediated to required reading level.

(2) Lack of Math Skills. Used when inability to perform mathematical computations at the level required by course material, documented by NFS math scores, performance, and counseling. NFS cannot be reasonably remediated to required level of proficiency.

(3) Lack of Comprehension/Retention of class subject matter. Used when inability to comprehend/retain class subject matter (e.g., electronics, hydraulics). NFS displays poor ability to analyze, reason, react logically, or apply class subject matter material as documented by course tests, classroom situations, counseling and remediation actions. NFS cannot be reasonably remediated to required level of proficiency.

(4) Lack of Language Proficiency. Used when NFS is unable to speak, comprehend, or communicate well enough to complete curriculum.

(5) Other. Used for academic failures that do not fit codes listed above. This code is not to be used as a catch-all to excuse lack of documentation.

(a) Not to be used when:

1. An NFS is doing the work but is not interested.

2. An NFS is not physically qualified or not aeronautically adapted.

### 3. NON-ACADEMIC ATTRITION/NON-GRAD

a. Motivation. Attrition is due to NFS disinterest in training or unwillingness to perform, not to NFS inability. These codes are to be used where the NFS did not exert the effort required for satisfactory performance. NFSs in this category are disqualified for further SNA or SNFO training and are given a negative recommendation for any military pilot or flight officer training.

(1) Negative Navy/Military Attitude. Used when NFS displays lack of interest in the military as an occupational field. All reasonable counseling and remedial measures have failed to correct this lack of motivation. This includes a lack of aptitude for commissioned service.

(2) Drop on Request (DOR). Used when NFS expresses a desire to withdraw from training - Drop-on-Request (DOR). This code will be used in all cases where the NFS requests to drop. A request to DOR must be accepted; under no circumstances can an NFS wanting to DOR be retained in training.

(3) Demonstrated Lack of Performance - Negative Training Attitude. Used when an NFS has demonstrated lack of performance by displaying a lack of interest/negative attitude toward training in general.

b. Administrative. Attrition is the result of some administrative action which removes the NFS from a particular training status.

(1) Alcohol Rehabilitation. Used when an NFS is referred for rehabilitation of an alcohol problem. Referral documented by counseling and medical records.

(2) Unsuitability. Used when an NFS is determined to be unsuitable for military service. Such a determination is not made by school or course personnel, but by higher authority.

(3) Hardship. Used when NFS attrited due to personal or family circumstances. Includes NFSs discharged as a result of a BUPERS-approved application for hardship discharge. NFSs in hardship category are not disqualified for further SNA or SNFO training and are not given a negative recommendation for any military pilot or flight officer training.

4. MEDICAL ATTRITION/NON-GRAD. Attrition/non-grad is the result of medical action which makes the NFS unable or ineligible to continue in present training status. All medical attritions shall be supported by a NAMI (Code 342) letter not recommending a waiver. While many different codes are retained in this appendix for historical purposes, only the following four categories and their corresponding codes may be used:

a. Other Medical - Service Connected. NFS attrited from course for any service-connected medical reason (code GGC).

b. Other Medical - Pre-Service. NFS attrited from course for any pre-service medical reason (code GGF).

c. Motion Sickness (Airsickness). NFS is determined to be unable to adapt to the motion associated with aerial flight without experiencing active or significant passive airsickness. Determination shall be per CNATRAINST 6410.2 (code GGG).

5 Mar 14

d. Chronic or recurrent medical delays for a single or multiple reasons that result in the NFS experiencing excessive training delays (usually exceeding 365 days) (code GGH).

5. LEGAL ATTRITION/NON-GRAD. Attrition/non-grad is the result of legal action stemming from a disciplinary offense committed by the NFS. NFSs in this category are disqualified for further SNA or SNFO training and are given a negative recommendation for any military pilot or flight officer training.

a. Arrest by civil authorities. NFS arrested and charged with a felony criminal charge.

b. Civil Conviction. NFS who has been convicted of a felony criminal offense by a civilian court.

c. Declared Deserter. NFS has been declared as a deserter as per the UCMJ.

d. Flight Discipline. NFS is attrited because of major breach or an accumulation of breaches of flight discipline.

e. Breach of Contract. NFS is attrited due to breach of aviation contract.

f. Misconduct. NFS is being attrited for a military offense or shown to have exhibited a pattern of misconduct through repeated minor disciplinary infractions. Areas which constitute misconduct are listed in the UCMJ.

g. Substance Abuse/Incident. NFS is attrited due to using, selling, or being found in possession of an illegal substance/drugs.

h. Homosexuality. NFS is being processed for administrative separation due to homosexuality pursuant to applicable regulations.

6. DEATH ATTRITION/NON-GRAD

a. Non-Training Related. Death occurred while NFS was not in a directed training procedure.

b. Training Related. Death occurred while NFS was in a directed training procedure or as a direct result of a directed

training procedure (e.g., flight, physical training) associated with the NFS's training.

c. Suicide. Death occurred as a result of a self-inflicted/intentional act.

7. PHYSICAL ATTRITION/NON-GRAD. This is an attrition/non-grad due to inability to meet physical requirements. This does not include attrition/non-grad due to medical problems. NFSs in this category are disqualified for further SNA or SNFO training and are given a negative recommendation for any military pilot or flight officer training.

a. Non-swim. NFS is unable to meet minimum swimming requirements through personal lack of ability. Student cannot be remediated to the required level. (Does not include motivational or situational reaction causes.)

b. Physical Fitness Assessment (PFA) Failures. NFS is unable to pass the PFA through personal lack of ability.

c. Obesity. NFS has been classified as obese by a medical officer and has failed to satisfactorily complete the remediation weight reduction program.

d. Physical Performance Failure. NFS meets the physical prerequisites of the course but through personal lack of ability is unable to pass physical test of the course.

8. FRAUDULENT ENLISTMENT ATTRITION/NON-GRAD. This is an attrition/non-grad due to knowledge of but failure to disclose certain non-medical pre-service disqualifying conditions. NFSs in this category are disqualified for further SNA or SNFO training and are given a negative recommendation for any military pilot or flight officer training.

a. Drug Subsequent Screen. Drug use as determined by urinalysis screening subsequent to initial screening.

b. Drug Disclosure. NFS admits to pre-service drug use which had not been previously disclosed.

c. Arrest Record Pre-service. NFS failed to disclose pre-service arrests/convictions prior to enlistment.

d. Undisclosed Pre-service. NFS failed to disclose previous military service prior to enlistment.

9. CONVENIENCE OF THE GOVERNMENT ATTRITION/NON-GRAD. This is an attrition/non-grad due to lack of knowledge of specific pre-service (non-medical) disqualifying conditions.

a. Erroneous Enlistment. Enlistment that would not have occurred if specific (non-medical) pre-service disqualifying factors had been known.

b. Minor - Underage. Erroneous enlistment of a minor who lacks proper parental/guardian approval or is under the minimum age of acceptance.

10. MISCELLANEOUS. Any miscellaneous non-academic reason not covered above.

a. Contract or Obligation - Active Duty. NFS found ineligible for program guaranteed by enlistment contract due to factors unknown to NFS and the Navy prior to enlistment. Student elects to execute contract guarantee of separation from the Navy.

b. Other. Used for any reason for attrition not covered above. This code may not be used for flight failures, academic failures, or medical attrites.

11. DISENROLLMENT ATTRITION/NON-GRAD. This attrition/non-grad is due to the administrative removal of an NFS from training.

a. Cancellation of Class/Course. NFS is unable to complete course due to cancellation of class/course.

b. Pipeline or Program Change - Needs of the Navy or parent service. If another attrition code applies, such as flight failure (FCM), that code will be used.

c. Incomplete Training as requested by member's command or higher authority. NFS is unable to complete course of instruction due to changes in orders, duties, or assignments. Such changes are made at the convenience of the NFS's superiors and are not due to NFS inability or lack of achievement.

d. Does not meet prerequisites for Aviation Training to include anthropometric requirements. NFS does not meet specific prerequisite requirements necessary for training. Documented waivers excluded.

e. Does not meet security requirements for Aviation Training. NFS does not meet the requirements necessary for issuing his or her security clearance as determined by the background investigation.

f. IMS removal from training at the request of the Parent Country.

<u>TYPE OF ATTRITION/NON-GRAD</u>	<u>ATTRITION CODE</u>
1. Performance Attrition/Non-Grad	
a. Flight Failure Attrition/Non-Grad	
(1) Pilot	FCM
(2) NFO	FCQ
b. Academic Attrition/Non-Grad	
(1) Lack of Reading Skills	FAC
(2) Lack of Math Skill	FAF
(3) Lack of Comprehension	FAJ
(4) Lack of Language Proficiency	FAM
(5) Academic Other	FEC
2. Non-Academic Attrition/Non-Grad	
a. Motivation Attrition/Non-Grad	
(1) Negative Military Attitude	GAC
(2) Drop on Request (DOR)	GAF
(3) Demonstrated Lack of Performance Due to Negative Training Attitude	GAQ
b. Administration Attrition/Non-Grad	
(1) Alcohol Rehabilitation	GBC
(2) Unsuitability	GBE
(3) Hardship	GBJ
3. Medical Attrition/Non-Grad	
a. Pregnancy	GCC
b. Orthopedic - Service	GCF
c. Orthopedic - Pre-service	GCJ
d. Podiatry - Service	GCM
e. Podiatry - Pre-service	GCQ
f. General Surgery - Service	GCT
g. General Surgery - Pre-service	GCW
h. Urology - Service	GDC
i. Urology - Pre-service	GDF
j. Ophthalmology - Service	GDJ
k. Ophthalmology - Pre-service	GDM
l. Neurology - Service	GDQ
m. Neurology - Pre-service	GDT
n. Dermatology - Service	GDW
o. Dermatology - Pre-service	GDZ
p. Internal Medicine - Service	GEC

q. Internal Medicine - Pre-service	GEF
r. Ear, Nose, Throat - Service	GEJ
s. Ear, Nose, Throat - Pre-service	GEM
t. Gynecology - Service	GEQ
u. Gynecology - Pre-service	GET
v. Psychiatric - Service	GEW
w. Psychiatric - Pre-service	GEZ
x. Psychiatric Suicidal - Service	GFC
y. Psychiatric Suicidal - Pre-service	GFF

TYPE OF ATTRITION/NON-GRAD	ATTRITION CODE
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z. Psychological Personality Disorders (NAA)	GFJ
aa. Psychological Enuresis	GFM
bb. Psychological Sleepwalking	GFQ
cc. Psychological Adjustment Disorder	GFT
dd. Medical Other - Service	GGC
ee. Medical Other - Pre-service	GGF
ff. Motion Sickness (Airsickness)	GGG
gg. Chronic Medical Delays	GGH
4. Legal Attrition/Non-Grad	
a. Arrest by Civil Authorities	GHC
b. Civil Conviction	GHF
c. Declared Deserter	GUR
d. Flight Discipline	GHJ
e. Breach of Contract	GHM
f. Misconduct	GHQ
g. Substance Abuse/Incident	GHT
h. Homosexuality	GHW
5. Death Attrition/Non-Grad	
a. Non-Training Related	GJB
b. Training Related	GJE
c. Suicide	GJH
6. Physical Attrition/Non-Grad	
a. Non-Swim	GKF
b. PFA Failures	GKJ
c. Obesity	GKM
d. Physical Performance Failure	GKQ
7. Fraudulent Enlistment Attrition/Non-Grad	
a. Drug Subsequent Screen	GLH
b. Drug Disclosure	GLL

- |     |   |     |
|-----|---|-----|
| c.  | Arrest Record Pre-service   | GLS |
| d.  | Undisclosed Pre-service   | GLV |
| 8.  | Convenience of the Government Attrition/Non-Grad                    |     |
| a.  | Erroneous Enlistment  | GMC |
| b.  | Minor - Underage  | GMJ |
| 9.  | Miscellaneous Attrition/Non-Grad                                    |     |
| a.  | Contract or obligation  | GNB |
| b.  | Miscellaneous Other   | GNF |
| 10. | Disenrollment Attrition/Non-Grad                                    |     |
| a.  | Cancellation of Class   | HAC |
| b.  | Program or Pipeline Change - needs of the<br>Navy or parent service | HBC |
| c.  | Incomplete Training   | HCC |
| d.  | Does not meet Prerequisites   | HDC |
| e.  | Does not meet Security Requirements                                 | HEC |
| f.  | IMS removal at Request of Parent Country                            | HFC |

APPENDIX F: ATJ CONSTRUCTION

SNA - LEFT SIDE

<u>FORM NAME</u>	<u>FORM #</u>
TOP: Any information which precludes SNA from participating in aerial flight.	
Privacy Act & Record of Disclosure	1542 PA
DOR/TTO Policy Statement	
Naval Aviator Aviation Training Jacket Summary	1542/95
Pink Sheet Summary	1542/90
Separation from Training Report	
All TRB Sheets (1)	1542/1827
Advanced Academic Hard Card (2)	1542/101
Intermediate Academic Hard Card (2)	1542/99
Primary Selection Record	1542/1321
Primary Academic Hard Card (2)	1542/97
OCS/API Hard Card	1542/21
Anthropometric Data Sheet	NAVMED 6410/9
Miscellaneous Anthropometric Documents	
Record of Training Waivers	1542/132
Supporting documents for waivers	
Miscellaneous forms (e.g., Reserve Officer Memo, Training Excellence letters)	
ORM Certificates	

Notes: (1) In numerical order with highest number on top.

(2) CNATRA-GEN 1542/31 forms and SMS documentation will be filed below phase academic hard cards.

SNA - RIGHT SIDE

<u>FORM NAME</u>	<u>FORM #</u>
TOP: Stage Grades Form (or TIMS Completion Information report with Supplementary ATF containing CO Comments, see paragraph 307.1.3)	1542/5A (JET) 1542/5B (PROP) 1542/5C (HELO)
LSO Summary (1)	1542/106
Jacket Review Forms (3)	1542/66
Calendar Sheets (3)	1542/12
Advanced Flight/Simulator Hard Card	1542/104 (JET) 1542/103 (PROP) 1542/102 (HELO)
Advanced Flight/Simulator ATFs (2) (4)	Various
Intermediate Flight/Simulator Hard Card	1542/98 (JET) 1542/100 (P/H)
Intermediate Flight/Simulator ATFs (2) (4)	Various
Primary Flight/Simulator Hard Card	1542/96
Primary Flight/Simulator ATFs (2) (4)	Various

NOTES: (1) Strike and E-2/C-2 graduates only.

(2) In numerical order, separated by stage, latest on top.

(3) In chronological order, most recent on top.

(4) Separated by stage, in same order as listed on CNATRA 1542/5 (CNATRA stage grades form) with later stages on top.

SNFO - LEFT SIDE

<u>FORM NAME</u>	<u>FORM #</u>
TOP: Any information which precludes SNFO from participating in aerial flight.	
Privacy Act and Record of Disclosure	1542 PA
DOR/TTO Policy Statement	
NFO Training Summary	1542/95
Pink Sheet Summary	1542/90
Separation from Training Report	
All TRB Sheets (1) with associated letters and statements	1542/1827
Advanced Academic Training - NFO (2)	1542/1435
Intermediate Academic Training - NFO (2)	1542/602
Basic Academic Training - NFO (2)	1542/601
OCS/API Hard Card	1542/21
Anthropometric Data Sheet	NAVMED 6410/9
Miscellaneous Anthropometric documents	
Record of Training Waivers	1542/132
Supporting documents for waivers	
Miscellaneous forms (e.g., Reserve Officer Memo, Training Excellence letters)	
ORM Certificates	

NOTE: (1) In chronological order with most recent on top.

(2) CNATRA-GEN 1542/31 forms and SMS documentation will be filed under each phase academic training form.

SNFO - RIGHT SIDE

<u>FORM NAME</u>	<u>FORM #</u>
TOP: Naval Aviator Training Stage Grades - NFO	1542/5D
Weekly Calendar Sheets (1)	1542/12
Jacket Review Divider (1)	1542/66
Flight Training Summary - NFO (Advanced)	1542/1415
Advanced Training ATFs (2) (3)	Various
Flight Training Summary - NFO (Intermediate)	1542/600
Intermediate Training ATFs (2) (3)	Various
Flight Training Summary - NFO (Primary)	1542/599
Primary Training ATFs (2) (3)	Various

NOTES: (1) In chronological order with the most recent on top.

(2) By stage, in numerical order, with the latest on top.

(3) Pink Sheets (CNATRA-GEN 1542/31) immediately above Unsatisfactory ATF or above mishap event.

APPENDIX G: GRADING PROCEDURES

1. NFS Score. The NFS's score for any event, block, stage, or phase is the sum of the NFS's grades for maneuvers performed (item grades) divided by the sum of the MIF for those maneuvers (i.e., Grade/MIF). Rules for calculation of block, stage, and phase score are as follows:

a. Block Score. Block score is calculated as the sum of the NFS's grades for maneuvers on events counted toward NSS within a block divided by the sum of the MIF for those same maneuvers. Block score is not calculated as the average of the event scores within a block.

b. Stage Score. Stage score is calculated as the sum of the NFS's grades for maneuvers on events counted toward NSS within a stage divided by the sum of the MIF for those same maneuvers. Stage score is not calculated as the average of the event or block scores within a stage.

c. Phase Score. Phase score is calculated as the sum of the NFS's grades for maneuvers on all events counted toward NSS for an entire phase of training divided by the sum of the MIF for those same maneuvers. Phase score is not calculated as the average of the event, block, or stage scores within a phase or event scores within a phase.

2. Item Grades Counted Toward Score. For purposes of score calculation, only one grade per item may be recorded for any single lesson designator (e.g., C4104).

a. Item grades awarded on events with lesson designators ending in 84, 85, 86, 87, 88, or 89 are not counted toward NFS score under any circumstances. This remains true when Progress Checks qualify as advancing events (the individual maneuver grades on Progress Checks do not count toward raw scores).

b. On repeated lesson designators (typically due to incomplete and/or Unsatisfactory previous attempts), item grades awarded will count toward score only if:

(1) Those items were ungraded on all previous attempts at that lesson designator (i.e., An NFS has only one attempt at an item across all repeats of the lesson designator), or

(2) The grades on the repeat are lower than all previous grades awarded on that item for all repeats of that lesson designator. In other words, if an NFS attempts the same item several times across repeats of the same lesson designator, only the lowest grade awarded for that item counts toward the NFS's score.

3. NFS Number of Marginal and Unsatisfactory (NMU) Event Grades. NMU is computed as the number of Unsatisfactory overall event grades awarded to an NFS plus half the number of Marginal overall event grades awarded to the NFS.

a. Unsatisfactory event count for purposes of this computation includes the following:

(1) Flight Unsatisfactory (including RRUs, IPCs, and FPCs), along with those "count" UNSATs awarded on WU and ET events per paragraph 608.

(2) Simulator Unsatisfactory (including RRUs, IPCs, and FPCs), along with those "count" UNSATs awarded on WU and ET events per paragraph 608.

(3) Academic Unsatisfactory. Failing score on academic examinations that count toward NSS.

b. Overall event grades from events with lesson designators ending in 84, 85, 86, and 87 are not counted towards NMU. See paragraph 608 for instructions on proper coding and documentation of "count" UNSATs on these events.

c. Rules for calculation of NMU are as follows:

(1) Block NMU. Block NMU is computed as the number of Unsatisfactory overall event grades awarded plus half the number of Marginal overall event grades awarded on training events in the same block of training (e.g., C41). Academic UNSATs are not included in the computation of block NMU.

(2) Stage NMU. Stage NMU is computed as the number of Unsatisfactory overall event grades awarded plus half the number of Marginal overall event grades awarded on flight and simulator events in the same Stage of training (e.g., C or Contacts). Academic UNSATs are not included in the computation of Stage NMU.

(3) Phase NMU. Phase NMU is computed as the number of Unsatisfactory overall event grades awarded plus half the number of Marginal overall event grades awarded on training events (i.e., flight, simulator, and academic) within a phase of training.

d. Every UNSAT or Marginal awarded per paragraph 3.a above is counted toward total NMU, including events that are UNSAT multiple times. For example, if an event was UNSAT/Incomplete, next attempt was Marginal/Incomplete, next attempt was UNSAT/Complete, the NFS's total NMU for the phase would increase by 2.5. Similarly, if the NFS receives an RRU for an event, remediates the event as a brief-only Progress Check, and then receives an UNSAT when the event is flown, the NFS's total NMU for the phase would increase by 2.0.

4. NFS Academic Grade. Academic grade is used as the basis of academic NSS calculations for all NFSs. Academic grade is computed as the average of all academic tests counted toward NSS. Rules for the calculation of academic grade are:

a. Block Academic Grade. Academic grade is not calculated for a single Block of training.

b. Stage Academic Grade. Academic grade is not calculated for a single Stage of training.

c. Phase Academic Grade. Phase academic grade is calculated as the average of all academic tests counted toward NSS within a phase of training.

5. Phase Aggregate Score (PAS). An NFS's PAS is a comparative ranking based on the NFS's performance on a group of events compared against that of a previous population of completers for the same set of events. PAS indicates only NFS performance relative to a normative population of other recent NFSs. PAS does not by itself indicate whether an NFS has met the criteria necessary for winging or continuation in aviation training. PAS is calculated for each phase.

a. SNA Calculations. From a population of previous SNAs, an SNA's PAS is calculated using:

$$SNA\_PAS = 50 + 10 * \left( 0.9 * \frac{S - M1}{S1} + 0.1 * \frac{M2 - NMU}{S2} \right)$$

Where: S - SNA Score, NMU - SNA NMU, M1 - Squadron Average Score, M2 - Squadron Average NMU, S1 - Standard Deviation of Squadron Score, S2 - Standard Deviation of Squadron NMU

b. SNFO Calculations. From a population of previous SNFOs, an SNFO's PAS is calculated using:

$$SNFO\_PAS = 50 + 10 * \left( 0.81 * \frac{S - M1}{S1} + 0.1 * \frac{M2 - NMU}{S2} + 0.09 * \frac{Acad - M3}{S3} \right)$$

Where: S - SNFO Score, NMU - SNFO NMU, Acad - SNFO Academic Grade, M1 - Squadron Average Score, M2 - Squadron Average NMU, M3 - Squadron Average Academic Grades, S1 - Standard Deviation of Squadron Score, S2 - Standard Deviation of Squadron NMU, S3 - Standard Deviation of Squadron Academic Grades

c. Note that the above formula only applies to those SNFO syllabi that contain an NSS equivalent academic grade. In those cases where no examinations are counted towards NSS, the SNA\_PAS formula will apply.

6. NSS. NSS is calculated to correct for potential non-normality in the distribution of PAS. NSS is calculated for each phase of training. NSS is calculated from PAS by using the equation below. Note that this equation is applicable for NSS calculations based upon both SNA and SNFO versions of the PAS equation:

$$NSS = 50 + 10 * \left( \frac{PAS - MPAS}{SDPAS} \right)$$

Where: PAS - NFS PAS, MPAS - Squadron Average PAS, SDPAS - Standard Deviation of Squadron PAS

7. Norming. The process by which score, NMU count, and academic grade (in the case of SNFOs) are transformed into PAS and NSS values is called norming. Norming involves comparing a single NFS's numbers to means and SDs summarizing the performance of the NFS's peers within his or her squadron and

norming track. The group of NFSs whose performance is used as the basis for computing the comparison means and SDs is referred to as the norm group or comparison group.

a. Norm Group Definition

(1) Norm Group Size. The larger the norm group the less impact any one NFS has on the norm group mean and SD, and the more reliable the calculation of PAS and NSS values will be. The norm group size for Primary is 200; the norm group size for other phases is 60. The minimum acceptable norm group size is established by CNATRA (N7) for each syllabus and depends on the number of NFSs that are expected to be trained in a given year. If not enough NFSs are available to meet norm group size requirements, CNATRA (N7) may identify equivalent or historical syllabi to enlarge the norm group.

(2) Recency of training. The training environment of the norm group should be as similar as possible to that of the NFS for whom PAS and NSS are being computed (e.g., performance criteria, grading practices, manning requirements). The greater the difference in training environment, the less reliable the calculation of PAS and NSS values will be. The more recently the members of the norm group completed training, the more confidence we can have in the calculation of the NFS's PAS and NSS values. Each norm group is comprised of the respective syllabus' most recent completers.

(3) Attrited NFSs, IMSs, and previously designated Fleet returnees (NFO to pilot, rotary to jet transition) are excluded from norm groups.

(4) Norm group data is updated on the first business day of each month such that the most recent month's completers are added and the oldest are removed to maintain norm group size.

(5) For syllabi with too few completers to meet minimum norm group size requirements, the initial norm group must be built in collaboration with CNATRA N7.

b. Computation of Norm Group Means and SDs. NFS Phase PAS values are computed comparing the target NFS's Phase Score and NMU (and Academic grade - SNFO only) against the Phase Score and NMU (and Academic grade - SNFO only) means and SDs of the norm

group defined. NFS Phase NSS values are computed comparing the target NFS's Phase PAS against the Phase PAS means and SDs of the same norm group.

8. Finalization of NFS Records

a. PAS and NSS estimates for all NFSs whose records are not yet finalized may change to the degree that the means and SDs representing those NFS's respective norm groups change. In addition, changes to grade sheets of the target NFS or those NFSs in their norm group may change the target NFS's NSS.

b. An NFS's PAS and NSS values are not considered official until they are finalized by the squadron in TIMS, after which point any potential changes to an NFS's current PAS and NSS resulting from the addition of new data to the norm group will be ignored.

APPENDIX H: PRIMER ON DESCRIPTIVE STATISTICS AND NORMING

1. This appendix provides an overview of descriptive statistics, the process of statistical norming, and how both are used in the derivation of Phase Aggregate Scores (PAS) and Navy Standard Scores (NSS). **Equations used in this appendix are for illustration purposes only and may not reflect the actual equations used for NSS and PAS calculations.**

2. Mean: The mean of a group of scores is the arithmetic average of all scores in a group (e.g., a class's scores).

$$\frac{\sum x}{N}$$

Where:  $x$  represents a single case (e.g., a student's score) in the dataset;  $\sum x$  represents the sum of all the scores on one variable in a dataset (e.g., sum of students' scores on a given test in a dataset);  $N$  indicates the number of cases (e.g., students with scores) in the dataset

3. Standard Deviation: Standard deviation (SD) of a sample is a measure of the spread or variability among the values in a distribution of scores, such as scores among students in a class

$$SD = \sqrt{\frac{\sum (x - mean)^2}{N - 1}}$$

Where:  $(x - mean)$  represents how far each score falls above or below that mean;  $(x - mean)^2$  represents the square of each of these observed deviations from the mean score;  $\sum (x - mean)^2$  represents the sum of these squared deviations from the mean score.

4. According to the equation above,  $\sum (x - mean)^2$  is divided by  $N-1$ , and the square root of the result yields the SD of that set of scores.

5. Examples. Consider the example below describing scores on a single test among a class of seven students, with scores arranged from lowest to highest. The lowest score in this class is 79, while the highest is 89.

a. The mean score among these seven students is  $589 / 7 = 84.1$ . The SD is derived by measuring how much each score

differs from the mean of 84.1 (Deviations from Mean), squaring those differences (Squared Deviations), adding them up (Sum of Squared Deviations = 58.9), dividing this sum by the number of cases (7), and taking the square root of the result ( $\sqrt{8.4}$ ). This square root is 2.9, and equals the SD of this set of 7 scores.

	Scores	Deviations from Mean	Squared Deviations
Student 1	79	-5.1	26.4
Student 2	82	-2.1	4.6
Student 3	84	-0.1	0.0
Student 4	84	-0.1	0.0
Student 5	85	0.9	0.7
Student 6	86	1.9	3.4
Student 7	89	4.9	23.6
Sum	589	Sum of Sq. Devs	58.9
N	7	N	7
Mean	84.1		
		$58.9 / 7 =$	8.4
		Square root of $58.9 / 7 =$	2.9

b. Consider how the SD = 2.9 yielded by the example above would have changed if these seven scores had been more spread out. In the example below, scores are again arranged from lowest to highest, but the spread of scores ranges from 75 to 95, which is noticeably larger.

	Scores	Deviations from Mean	Squared Deviations
Student 1	75	-9.1	83.6
Student 2	76	-8.1	66.3
Student 3	82	-2.1	4.6
Student 4	84	-0.1	0.0
Student 5	85	0.9	0.7
Student 6	92	7.9	61.7
Student 7	95	10.9	117.9
Sum	589	Sum of Sq. Devs	334.9
N	7	N	7
Mean	84.1		
		$334.9 / 7 =$	47.8
		Square root of $334.9 / 7 =$	6.9

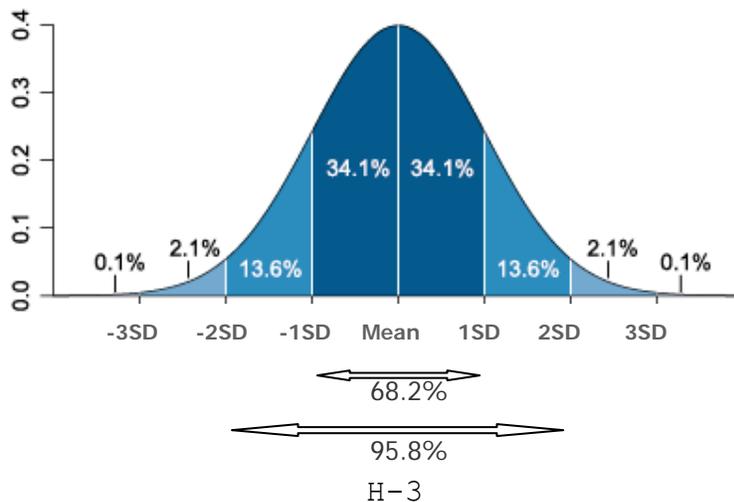
c. The SD describing the second dataset is 6.9, while the SD in the first example was only 2.9. Thus, we can see that a bigger SD indicates more variability among the cases in a dataset.

d. Notice that the means of the seven scores reported in these first two examples are identical at 84.1, despite the differences in their SD values.

e. This illustrates that mean and standard deviation are separate characteristics of a distribution. It is possible to change one without changing the other. While the mean can tell us, for instance, how well a group of students did on a test (where the distribution is centered), the SD tells us something completely different. It tells us the degree to which scores among that class tended to differ from each other. The mean and SD are the two most basic tools we need to describe a **distribution** of scores.

4. Distribution: A distribution may be defined as the pattern by which scores are spread across the range of observed values in a dataset. Many characteristics of populations, such as ability levels, test scores, height, and weight, to name a few, tend to exhibit what is called a **normal distribution**.

5. Normal Distribution: A normal distribution is one that looks like the figure below, with roughly equivalent numbers of observations falling on either side of the mean. A normal distribution exhibits the following pattern: approximately 68.2% of the observations will fall within +/- 1.0 SD of the mean, and approximately 95.8% of the observations will fall within +/- 2 SD of the mean. Finally, approximately 99.7% of the observations will fall within +/- 3 SD of the mean.



6. Standard Normal Distribution: A standard normal distribution is a normal distribution in which all cases have been converted to z-scores, according to the equation below. The result of this conversion is that a standard normal distribution has, by definition, a mean of 0.0 and SD of 1.0.

$$z = \left( \frac{x - \text{mean}}{SD} \right)$$

	Raw Scores	Dev from Mean	Deviation / SD (i.e., z-scores)
Student 1	79	-5.1	-1.8
Student 2	82	-2.1	-0.7
Student 3	84	-0.1	0.0
Student 4	84	-0.1	0.0
Student 5	85	0.9	0.3
Student 6	86	1.9	0.6
Student 7	89	4.9	1.7
Mean	84.1	Mean	0.0
SD	2.9	SD	1.0

a. The example above illustrates how the raw scores would change as a result of their conversion to z-scores. Each raw score is converted to a z-score by subtracting the mean 84.1 from the raw score, and dividing the result by the SD of 2.9. The resulting seven scores exhibit a mean = 0 and an SD = 1.0. They are z-scores.

b. Changing the SD of a Standard Normal Distribution: If we multiply a set of z-scores by a constant such as 10.0, the distribution of that dataset will widen such that its SD will equal that constant.

c. Changing the Mean of a Standard Normal Distribution: If we add to a set of z-scores a constant such as 50.0, the distribution of that dataset will shift such that its mean will be equal to that constant.

d. Two distributional transformations using the seven z-scores generated. We can see that multiplying the z-scores by 10.0 changed the dataset's SD to 10.0. Subsequently adding 50 to each observation shifted the distribution of the dataset so that it is now centered at a mean = 50.0.

	z-scores	(z x 10)	(z x 10) + 50
Student 1	-1.8	-17.7	32.3
Student 2	-0.7	-7.4	42.6
Student 3	0.0	-0.5	49.5
Student 4	0.0	-0.5	49.5
Student 5	0.3	3.0	53.0
Student 6	0.6	6.4	56.4
Student 7	1.7	16.8	66.8
Means	0.0	0.0	50.0
SDs	1.0	10.0	10.0

e. The processes discussed above describe how we transform a set of raw scores to z-scores, and then how we set the scale of those z-scores to a different distribution, such as one with a mean = 50 and SD = 10. This is the distribution we use to scale Navy Standard Score (NSS); this distribution is also sometimes referred to as a T-score distribution.

f. It is also possible to add up proportions of two different z-scores so that the proportions sum to 1.0. If we combine 90% (or 0.9) of one z-score with 10% (or 0.1) of another z-score, the sum will exhibit much the same characteristics of a whole z-score itself, with mean at or near 0.0 and SD at or near 10.0.

$$1.0 \times z = .9 \times \left( \frac{x - \text{mean}}{SD} \right) + .1 \times \left( \frac{x - \text{mean}}{SD} \right)$$

g. We can transform the scale of this z-score by multiplying these terms by 10.0 and adding 50 to the result. This will set the SD of our result equal to 10.0 and mean to 50.0 to scale our result as a T-score distribution.

$$T - \text{score} = 50 + \left( 10 \times \left( .9 \times \left( \frac{x - \text{mean}}{SD} \right) + .1 \times \left( \frac{x - \text{mean}}{SD} \right) \right) \right)$$

7. Phase Aggregate Scores: The above steps are relevant for Naval Aviation training because they describe the process by which raw scores are translated into Phase Aggregate Scores (PAS), and then to Navy Standard Scores (NSS).

a. PASs for SNAs:

$$PAS = 50 + \left( 10 \times \left( .9 \times \frac{Score - MeanScore}{ScoreSD} \right) + \left( .1 \times \frac{MeanNMU - NMU}{NMUSD} \right) \right)$$

b. This equation reduces to:

$$PAS = 50 + (10 \times (.9 \times Score"Z") + (.1 \times -NMU"Z"))$$

c. In other words, SNA PAS consists of:

- (1) 90% (0.9) of z-score of raw score
- (2) 10% (0.1) of negative z-score of NMU count

d. Note that the NMU z-score is negative because Mean NMU is subtracted from raw NMU. This is by design; high NMU counts are intended to reduce a student's PAS.

e. These two terms are added together, and yield a combined variable that approximates 100% of a single z-score.

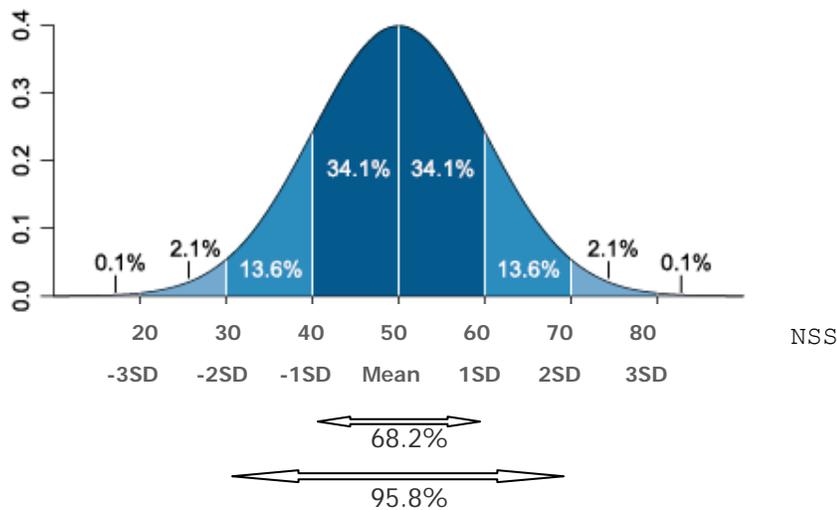
f. This is then multiplied by 10.0 to set its SD = 10.0.

g. This is then added to 50.0 to set its mean = 50.0.

8. Navy Standard Scores: The score conversion process is still not complete, however. Because PAS is computed as the transformed sum of two variables which may fail to exhibit a theoretically normal distribution itself, it frequently exhibits an SD < 10.0. This means that PAS tends to have fewer observations in its upper and lower tails than we would expect based on the characteristics of the normal distribution. The cure for this problem is to convert observed PAS values to z-scores based on PAS Mean and SD and then transform this distribution so that it exhibits a mean = 50.0 and SD = 10.0.

a. Below is a replication of the NSS equation for the estimation of NSS values.

$$NSS = 50 + \left( 10 \times \left( \frac{PAS - MeanPAS}{PASSD} \right) \right)$$



b. The figure above lists the values of NSS that correspond to integer (whole number) values of SD above and below the mean of a standard normal distribution. The bell curve depicted above this line illustrates the proportions of cases in a normally distributed dataset that fall between each SD value listed. From this figure, we can observe that:

(1) Approximately 68.2% of students will have NSSs between 40 and 60.

(2) Approximately 95.8% of students will have NSSs between 30 and 70.

(3) Approximately 99.7% of students will have NSSs between 20 and 80.

c. Table E-1 below is a list of z-scores between -3 SD and +3 SD, equivalent NSS values, and theoretical percentage of cases scoring at or below each value. This table conveys three types of information:

(1) 61 different SD (AKA z-score) values ranging from -3.0 to +3.0 in 0.1 SD increments.

(2) Next to each z-score value is the theoretical NSS value that corresponds to that location on the distribution. Thus, an NSS of 49 corresponds to a z-score of -0.1, which is 0.1 SD units below the mean of the theoretical distribution.

(3) The column titled "% Below" lists the proportion of cases in the theoretical distribution that can be expected to fall at or below each observed score; these can also be referred to percentiles. For example:

(a) NSS values at or below 30 (z-score = -2.0) can be expected in 2.28% of cases.

(b) NSS values at or below 35 (z-score = -1.5) can be expected in 6.68% of cases.

(c) NSS values at or below 50 (z-score = 0) can be expected in 50.00% of cases.

(d) NSS values at or below 60 (z-score = 1.0) can be expected in 84.13% of cases.

(e) NSS values at or below 70 (z-score = 2.0) can be expected in 97.72% of cases.

(f) It is important to remember that, while NSS is computed to the tenth of a point (first decimal place), it remains an estimate of relative student standing.

SDs	NSS	% Below	SDs	NSS	% Below
-3.0	20	0.13%	0.1	51	53.98%
-2.9	21	0.19%	0.2	52	57.93%
-2.8	22	0.26%	0.3	53	61.79%
-2.7	23	0.35%	0.4	54	65.54%
-2.6	24	0.47%	0.5	55	69.15%
-2.5	25	0.62%	0.6	56	72.57%
-2.4	26	0.82%	0.7	57	75.80%
-2.3	27	1.07%	0.8	58	78.81%
-2.2	28	1.39%	0.9	59	81.59%
-2.1	29	1.79%	1.0	60	84.13%
-2.0	30	2.28%	1.1	61	86.43%
-1.9	31	2.87%	1.2	62	88.49%
-1.8	32	3.59%	1.3	63	90.32%
-1.7	33	4.46%	1.4	64	91.92%
-1.6	34	5.48%	1.5	65	93.32%
-1.5	35	6.68%	1.6	66	94.52%
-1.4	36	8.08%	1.7	67	95.54%
-1.3	37	9.68%	1.8	68	96.41%
-1.2	38	11.51%	1.9	69	97.13%
-1.1	39	13.57%	2.0	70	97.72%
-1.0	40	15.87%	2.1	71	98.21%
-0.9	41	18.41%	2.2	72	98.61%
-0.8	42	21.19%	2.3	73	98.93%
-0.7	43	24.20%	2.4	74	99.18%
-0.6	44	27.43%	2.5	75	99.38%
-0.5	45	30.85%	2.6	76	99.53%
-0.4	46	34.46%	2.7	77	99.65%
-0.3	47	38.21%	2.8	78	99.74%
-0.2	48	42.07%	2.9	79	99.81%
-0.1	49	46.02%	3.0	80	99.87%
0.0	50	50.00%			

Table E-1

9. Norming. The PAS and NSS calculation processes summarized above are performed separately for each squadron training NFSSs in a single curriculum. The reason for these squadron-specific calculations is to control for differences in mean raw grades, scores, and NMU counts across different squadrons. This process is called norming.

10. The reason this control is important is to allow comparison of the NSSs earned by students in different squadrons. By controlling for the differences within squadrons on all observed scores, we create an index that can be used to rank or compare the training performance of students in the same curriculum, regardless of which squadron provided their training.

5 Mar 14

11. Conclusion. It is to the benefit of both students and CNATRA instructors and staff to improve the general level of comprehension among CNATRA stakeholders of the processes by which normed grades are computed. Careers are frequently impacted by these numbers. This subject matter is complicated, but it is important that all parties affected by these procedures be afforded the opportunity to understand them.

APPENDIX I

GLOSSARY

This glossary and the Glossary of Navy Education and Training Terminology are the reference sources to ensure common understanding and improved communications throughout the NATRACOM. Terminology, definitions, and usage peculiar to the NATRACOM are included in this listing.

Academic Instructor (AI). An individual whose primary duty is instructing students during the academic portion of flight training.

ATF. Aviation training form.

ATJ. Aviation training jacket.

Attrition. Separation from training prior to successful completion, either self-initiated (DOR), academic or flight failure, or not physically qualified (NPQ).

Aviation Physiology. The study of the functions of the human body in the flight environment.

Aviation Preflight Indoctrination (API). The initial phase of academic training given at the Naval Aviation Schools Command in Pensacola, Florida.

Brief. Conducted prior to a curriculum event to discuss all aspects of the item, or a discussion of the flight evolution as a whole.

Completer. A student who has successfully completed a phase of training.

Completion Date. A student is complete in a phase when his or her last syllabus flight or event is complete.

Country Liaison Officer (CLO). An officer or NCO of a foreign military establishment selected by a government and attached to a U. S. military activity for the primary purpose of assisting in the administration of trainees of his or her parent nation.

5 Mar 14

Dangerous. Performance which is substandard to an expected level of training, and which if not corrected or prevented by an instructor, is deemed to have a higher than acceptable probability of resulting in a mishap.

Dangerous or Unsafe Tendencies. Performance which is sufficiently erratic or inconsistent with standard operating procedures or NATOPS mandated techniques such that, if not corrected or anticipated by the instructor, is likely to result in a mishap.

Demonstrate. The description and performance of a particular maneuver by the instructor, observed by the student. The student is responsible for knowledge of the procedures prior to the demonstration of a required curriculum maneuver. Demonstrated items are not graded.

Drop On Request (DOR). The self-initiated termination of training. Anytime the student makes a statement such as "I quit" or "DOR," he or she shall be immediately removed from the training environment and referred to the training officer for administrative action.

Discuss. An explanation of systems, procedures, or maneuvers during brief, in-flight, or post-flight. The event is graded.

Event. A scheduled period of prescribed instruction. It may be in an academic or laboratory classroom, simulator or flight environment.

Field Studies Program (FSP). Program that provides an opportunity for international military trainees to become familiar with social, cultural, and political institutions of the U. S. as well as its people and their ways of life.

Flight Instructor. A designated individual whose primary duty is training Naval Flight Students (NFS) during actual or simulated flight.

Flight Support. Instruction given on the ground prior to a specific flight or series of flights in a specific stage of training.

5 Mar 14

Introduce. The instructor may demonstrate a procedure or maneuver to a student, or may coach the student through the maneuver without demonstration. The student performs the procedure or maneuver with coaching as necessary. The student is responsible for knowledge of the procedures prior to the instruction.

IUT. Instructor under training.

Item. A single line entry on the aviation training form (ATF) that is to be accomplished or observed, graded or nongraded.

Multi-Service Pilot/NFO Training System (MPTS/MNTS). The pilot/NFO training curriculum utilizing standards-based grading, defined Course Training Standards, and Maneuver Item Files to achieve skill attainment to required levels of training performance.

Naval Flight Student (NFS). Generic term for student pilot (SNA) or student flight officer (SNFO) regardless of service or parent nation.

Naval Aviator. Naval pilot.

Phase. The chief subdivisions of a course (e.g., Intermediate Jet, Intermediate Tilt-rotor).

Pipeline. A series of courses within a program which provides instruction for a specific aircraft type (e.g., helicopter).

Pool. A temporary accumulation of NFSs awaiting induction into the next phase of training, or subsequent assignment following designation.

Practice. The performance of a maneuver or procedures by the student which has been previously introduced in order to attain a specified level of performance. Practice items are graded.

Proficiency. A criteria level of performance indicated by successful accomplishment of a maneuver or procedure as described in a curriculum, flight training instruction or a NATOPS Manual.

Program. A series of courses which lead to the assignment of an aviation designator or Military Occupational Specialty (MOS).

Safe for Solo. The demonstrated capability by the student to take off, fly the required maneuvers, comply with the course rules, and return an aircraft in a safe manner.

Scheduled Days. Working days, or portion thereof, during which syllabus events for students are scheduled at a rate of 6 hours per day of student contact time.

Simulator. Includes cockpit/emergency procedure trainers.

Stage. A subdivision of a phase, comprised of events leading to a single set of objectives, designated by a common symbol (e.g., Radio Instruments, Carrier Qualification).

Stage Manager (SM). That flight instructor, nominated by the TRAWING Commander and designated by CNATRA, who is responsible for his/her stage as set forth in CNATRAINST 3710.13 series.

Undergraduate flight training. Training which when successfully completed leads to designation as a Naval Aviator or Naval Flight Officer.

UMFO. Undergraduate Military Flight Officer.

Unit. A subdivision of a stage comprised of ground instruction to support a flight or series of flights in a specific stage of training.

Unsafe for Solo. A judgment by a qualified instructor that a student is not able to safely take off, fly the required maneuvers, comply with the course rules, and return an aircraft without assistance.