



DEPARTMENT OF THE NAVY
HELICOPTER TRAINING SQUADRON EIGHTEEN
7413 USS ENTERPRISE STREET SUITE 102
MILTON, FLORIDA 32570-6011

IN REPLY REFER TO

HT-18INST 3710.2Y CH-1
21 Nov 16

HELTRARON EIGHTEEN INSTRUCTION 3710.2Y CHANGE TRANSMITTAL 1

Subj: HT-18 STANDARD OPERATING PROCEDURES (SOP)

Ref: (a) HT-18INST 3710.2Y

Encl: (1) Revised Page 5
(2) Revised Page 10

1. Purpose. To update squadron Standard Operating Procedures (SOP).
2. Background. Change to ref (a) will take effect on 22 November 2016. This change updates Category 1 (CAT 1) hour requirements for lower stage contact flights and on-wings, and allows hot refueling at Troy Municipal Airport.
3. Action.
 - a. All hands: Replace effected pages in their copy of SOP & sign the read and initial board.
 - b. Admin: Replace page 5 of enclosure (1) with updated enclosure page.


B. D. SANDERSON

Distribution:
HT-18INST 5216.1J
List 1
Read & Initial Board

a) CAT I - requires an additional 50 flight hours prior to instructing C410X/C420X events and 100 flight hours before taking on-wings. These flight hours should be flown in a TH-57B.

b) CAT III - requires 200 hours for the stage transition

c) CAT IV - requires 100 fleet NVD hours

4. The CO heads the squadron standardization program. The Standardization Officer is the CO's designated representative. The Standardization Board will determine new standardization pilots based on the needs of the squadron. Prior to designation as a STAN IP the following requirements should be met:

a) CAT I - completion of five sets of on-wings, two sets of on-wings for a returning CAT I STAN IP

b) CAT II - IP needs 250 instructional hours

c) CAT III - 50 hours of formation instructional hours

d) CAT IV - 75 hours of NVD instructional hours

5. IPs who meet the minimum requirements for a standardization upgrade qualification should discuss their intentions with the Standardization Officer. IPs may be recommended for a standardization upgrade by another IP or during a Standardization Board meeting. IPs previously designated as standardization pilots may be recommended for a standardization upgrade (for the stage in which they were previously designated as standardization) and will be considered on a case-by-case basis and receive final approval from the CO. The Standardization Board will discuss every recommendation and forward minutes of the meeting to the CO. The CO will make the final determination on all standardization upgrades and will brief all IPs who are recommended during board meetings at his/her discretion.

6. Those IPs approved for the appropriate standardization upgrade shall, conduct an indoctrination flight with the Standardization Officer or appropriate Stage Representative. The CO will then designate the instructor as a Standardization IP in the appropriate stage, thereby updating the squadron qualification matrix as required.

109. Maximum Flight Time.

1. Maximum Flight Time waiver evaluations shall consist of an interview with a Flight Surgeon. Flight waivers are valid for 30 days. The CO may refer the IP to the Flight Surgeon at any time if it is warranted.

110. IP Currency, Renewal and Warm Up Criteria.

1. All IPs shall follow reference (e) and are responsible for currency, renewal, and warm up criteria to include completion of necessary flights/tests/classes. The NATOPS office shall track and make appropriate record entries.

3. Contact solo (C4401) observers must be SNAs who are complete with C4390 and are still in the C44, C45 or T40 blocks. They shall not be in an optional warm up status (7 days) and shall not have an overall UNSAT on their last flight flown.

4. Navigation solos shall not execute practice approaches enroute or multiple approaches at the destination. Navigation solos shall not execute the Hospital Route.

5. International Military Students (IMSS) shall not be scheduled together as pilot and co-pilot on any solo flight.

209. Instrument Flights.

1. All Basic Instrument and Radio Instrument flights (I40 through I44 blocks as well as I46 block) shall have an observer in the back of the aircraft regardless of day/night or IMC/VMC. I45 blocks do not require the SNA to use an instrument hood and therefore do not require an observer.

2. Failed attitude gyro training, without the use of a partial panel card, shall be flown in day VMC with a visible horizon. Failed directional gyro training, without the use of a partial panel card, shall be flown in day or night VMC.

210. Refueling Procedures.

1. Hot refueling is authorized only at military airfields, authorized OLFs, Floralá, Troy Municipal or Andalusia, and shall be conducted per the NATOPS manual and RWOP.

211. Return to Base/Post Flight Procedures.

1. All aircraft shall contact "Skeds" prior to return with ETA and aircraft status.

2. Hot seating PICs shall conduct a face to face brief to determine aircraft status and/or maintenance issues. Hot seat shutdowns are authorized with approval from the CO, XO or Operations Officer (OPSO).

3. Prior to shut down the IP shall report "In The Box" along with number of events complete/incomplete.

4. ATFs shall be completed immediately after the flight. The FDO and a representative from the Logs & Records Department shall be advised of any UNSAT, cancellation, incomplete, marginal or other unusual circumstance regarding any flight by the IP.

5. Each SNA is required to submit an ASAP report upon completion of every flight event. If an SNA is scheduled for multiple flights in the same day, only one ASAP report is required. Significant incidents shall be thoroughly debriefed prior to submission. The SNA shall annotate ASAP report submission by placing a checkmark by his/her name on the "rough" flight schedule. An IP shall submit an ASAP for any situation that may potentially require a HAZREP.



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IN REPLY REFER TO
HT-18INST 3710.2Y
22 Jul 16

HELTRARON EIGHTEEN INSTRUCTION 3710.2Y

Subj: HT-18 STANDARD OPERATING PROCEDURES (SOP)

- Ref: (a) OPNAVINST 3710.7U (NATOPS General Flight & Operating Inst.)
(b) NAVAIR 01-H57BC-1 (TH-57 NATOPS Manual)
(c) COMTRAWINGFIVEINST 3710.8S (Rotary Wing Operating Procedures)
(d) CNATRAINST 1542.156D (Advanced Helicopter MPTS Curriculum)
(e) COMTRAWINGFIVEINST 3740.5N (TW-5 FIST Program)
(f) HT-18INST 3750.3D (Command Aviation Safety Program)
(g) CNATRAINST 3710.13G (CNATRA FIST Program)
(h) CNATRAINST 1542.91H (Advanced Helicopter IUT MPTS Curriculum)
(i) COMTRAWINGFIVEINST 1542.6A (Student Monitoring Status Program)
(j) HT-18INST 1542.1A (Student Monitoring Status Program)
(k) NAVAIR Multiplatform Interim Flight Clearance for Portable Electronic Tablets
(l) COMTRAWINGFIVE INST 3710.19A (Electronic Kneeboard Inflight)
(m) COMTRAWINGFIVENOTE 3710 (Authorization to Perform Crew Duties in Training Wing Five Aircraft)
(n) TRAWING FIVE POLICY STATEMENT ON FLIGHT SUITS dated 25 MAR 15

1. **Purpose.** To publish policies and procedures for the conduct of flight operations within HELTRARON EIGHTEEN per references (a) through (n).
2. **Cancellation.** HT-18INST 3710.2X.
3. **Scope.** This instruction promulgates SOP applicable to the safe and orderly conduct of flight operations. In no case shall this SOP supersede directives of higher authority. It is not a substitute for sound judgment by squadron pilots. Deviations from this SOP are authorized in emergency situations, when, in the judgment of the Pilot in Command (PIC), safety of flight justifies such a deviation. Any deviation from this instruction shall be promptly reported to the Chain of Command (COC).
4. **Action.** All pilots and aircrewmen involved in the flight operations of this squadron shall comply with this instruction. A copy of this SOP shall be placed in the front of your NATOPS or downloaded for reference on EKB.
5. **Review.** Annual review of this SOP is mandatory. Recommended changes are encouraged and should be forwarded in writing to the Standardization Officer.


B. D. SANDERSON

Distribution: (HT-18INST 5216.1)
List I

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CHAPTER I

GENERAL INFORMATION

101. Administrative Ground and Flight Requirements.

1. All pilots and aircrewmembers (AC) shall report to the NATOPS Officer before their first flight in the squadron. Additionally, all pilots shall report to the Standardization Officer for an initial jacket screening per the Flight Instructor Standardization Training (FIST) Program. All discrepancies shall be noted and brought to the attention of the Operations Officer (OPSO) and the Standardization Officer. Pilots shall not be scheduled for flights until all deficiencies are corrected or waived by proper authority.

2. It is the responsibility of each individual pilot and aircrewman to maintain currency per references (a), (b), (e), and (g).

3. Instructor Pilots (IPs), whether upgrading in a stage of instruction or receiving their initial qualification shall not be placed on the flight schedule, or pick up student events in the corresponding stage, until the NATOPS office has made the appropriate entries in the IP's NATOPS/FIST jacket. Squadron paperwork that is being routed for signature or absent from an IP's jacket will not be considered as complete.

4. Reference to designations in Categories transfers to a qualification in the corresponding Stages:

- a. CAT I Contact "B", Tactics "B"
- b. CAT II Contact "C", Night Contact, Navigation, Instrument
- c. CAT III Formation, Tactics "C", Ship/SAR
- d. CAT IV Night Vision Device

102. Crew Day/Crew Rest.

1. It is the responsibility of individual crewmembers to remove themselves from the flight schedule if unable to accomplish flight duties due to illness, temporary fatigue, mental or physical stress, or other non-medical grounding reasons. All crewmembers shall adhere to limitations set forth in references (a), (b), (c), and (d).

2. SNAs shall not interrupt IP crew day or crew rest after 2130L for the sake of flight planning. If SNAs find themselves in this position and need to plan a route for their next scheduled event, the SNA shall ask the Flight Duty Officer (FDO) for a route and/or approaches to plan. This does not necessarily mean that this plan will be executed the next day; however, it will be graded as flight planning for the purposes of the brief.

3. Crew day begins with the first scheduled event or official duty of the day, and ends with the completion of the last event of the day, including associated debrief and paperwork or last military obligation. Maximum crew day for all flight personnel is 12 hours. SNAs should not arrive more than one hour prior to flights for pre-flight planning. Solo crew day is per APPENDIX A.

4. Crew rest begins with the end of one crew day (to include completion of debrief and associated paperwork or last military obligation) until the start of the next crew day. Crew rest for SNAs shall be 12 hours and only applies to scheduled graded events (flights, simulators, tests). IPs and AC should be scheduled to allow for 12 hours of crew rest but crew rest shall not be less than 10 hours. Given the dynamic nature associated with military flight operations, all flight personnel shall use sound judgment to ensure compliance with crew rest requirements.

5. If the scheduled land time is after 2200L, crew day shall be limited to 10 hours, but may be extended to 12 hours with CO approval.

6. IPs are encouraged to execute a minimum of five days of ANNUAL LEAVE per quarter in order to mitigate fatigue and complacency.

103. Medical Waivers. Any IP with an expired (non-flight time-related) medical waiver shall report to the CO with the squadron Flight Surgeon.

104. Operational Risk Management (ORM). ORM is an effective decision making tool essential for the safe conduct of flight operations. When used responsibly it will not be viewed negatively nor generate disciplinary proceedings. SNAs must understand the fundamental differences of risk management within the training command and that of the fleet. ORM shall never be used for the sake of personal convenience. Following discussion with an IP or FDO, if an SNA decides to ORM out of a flight they shall inform the FDO, submit an HT-18 ORM worksheet located in the Safety Department, report to medical (if the ORM was sickness/injury related), and notify their class advisor.

105. Scheduling Guidance.

1. IP Scheduling.

a. IPs shall not be scheduled for more than three syllabus flights, or add a third flight, per day without CO approval. Six navigation flights per day are authorized on a cross country profile if crew day permits.

b. Newly designated Contact "B" IPs shall complete a minimum of four flights in the C45 block (to be flown first) and four flights between C4102-C4203 (not to exceed two syllabus flights per day) prior to being assigned on-wings.

2. SNA Scheduling.

a. AM Squadron Duty Officers (SDO) (0600-1800) may be scheduled for lectures or C20 block events while on duty. These events must be scheduled to allow the SDO adequate time to complete the event and return to the squadron duty office, in the uniform of the day, no later than 1600. SNAs shall snivel with their Flight Leader when assigned this duty and shall check out and in with the FDO during duty hours. PM SDOs (1800-0600) shall not be scheduled on the day their duty ends.

b. SNAs should be scheduled for a syllabus flight or simulator every operational flight day. An SNA not scheduled for a training event may be scheduled for the pick-up board (PUB) and if so shall report to the FDO at the scheduled brief time. Call the FDO if there are any questions concerning the daily schedule. SNAs shall fill out their calendar card immediately after the completion or cancellation of any event.

c. SNAs who have had their event cancelled shall report to the FDO immediately after cancellation. The FDO will then confer with the appropriate operations personnel who will determine whether the SNA is eligible to be placed on the PUB. This shall not interfere with crew rest, crew day, or required lectures.

d. SNAs receiving a Marginal or Unsatisfactory grade on any event shall first report to the FDO and contact their Class Advisor. Additionally, the SNA shall report to the respective senior service officer. That SNA shall not be scheduled on the day following the unsatisfactory event without the CO's approval.

3. Squadron Scheduling.

a. All IPs and students shall check the squadron flight schedule daily using the following website: <https://cnatra.navy.mil/tw5/>. Click the "Schedules" tab on the left of the page and follow the HT-18 link. If the web based schedule is unavailable, personnel shall call the Squadron Duty Office (SDO). All personnel are responsible for the information on the front page of the schedule.

b. In addition to solo flights, VNAV and INAV cross country events, and applicable simulator events, SNAs may be double scheduled for the following flight events: N4402/3, F4101 and S4201 or V3001, and V4004/5. The double scheduling of any other syllabus events for SNAs shall be made IAW with reference (d) and requires OPSO approval.

c. SNAs should only be scheduled for Brief In Aircraft (BIAC) when another event (academic class, medical, obligations) would preclude a face-to-face brief prior to the flight. SNAs may be scheduled for the following syllabus events as Brief in Aircraft (BIAC): C4501, C4502, C4503, C4602, C4701, C4802, I4002, I4003, I4101, I4102, I4103, I4502, I4503, I4504, N4002, N4003, and T4001.

106. Check Flight Requirements.

1. It is the responsibility of the IP or IUT receiving a check flight to ensure all prerequisites have been satisfied prior to the check flight, to include the initiation of all required paperwork. Check flights are not complete until the requisite paperwork is signed by the CO or his designated representative and logged appropriately by the NATOPS office.

2. Aircrewman check rides should be flown with the aircrewman being evaluated in the right rear seat and the examining aircrewman in the front left seat. The pilot flying an aircrewman check ride shall be a standardization pilot.

3. I4690. SNAs shall bring a complete NATOPS Instrument Rating Request Form to the brief for review by the IP. These forms are available in the Logs and Records Office.

107. Student Monitoring Status (SMS).

1. Students on SMS may be double scheduled with CO approval. The only exception is the C4390/C4401 and cross country profile flights. Students on SMS may be scheduled for cross country flights with the approval of the Operations Officer.

108. IP Designations.

1. All initial IP qualifications (Contact "C", Night Contact, Navigation, and Instrument) shall be designated in writing by Commander, Training Air Wing FIVE, upon completion of the appropriate Instructor Under Training (IUT) syllabus and prior to being scheduled for any student syllabus training flights.

2. During IUT transition flights, in addition to completing the critical items for each stage, emphasis should be on instructional technique, defensive posturing, tips, and common student errors and detection. After successful completion of the advanced transition syllabus (Contact/Tactics "B", Formation/Tactics "C", and Night Tactics), the CO will designate the IP in the appropriate stage, thereby updating the squadron qualification matrix as required. All IUT transition flights shall be flown by standardization IPs for that particular stage transition. IP standardization upgrades and transition check rides shall be flown with the squadron Stage Representative, the Standardization Officer, or a HITU IP. However, if the Stage Representative or Standardization Officer is not available, a standardization qualified IP in that stage may fly the upgrade flight with the Commanding Officer's approval. The C4501 IUT flight shall be flown with the Commanding Officer or Executive Officer.

3. Approaching 150 instructional TH-57 hours, an IP may submit the appropriate paperwork for a stage transition through the Standardization Department and begin the appropriate syllabus once approved by the Commanding Officer. In addition to the 150 IP hours, the following exceptions apply:

- a) CAT I - requires an additional 100 'B' flight hours for on-wings
- b) CAT III - requires 200 hours for the stage transition
- c) CAT IV - requires 100 fleet NVD hours

4. The CO heads the squadron standardization program. The Standardization Officer is the CO's designated representative. The Standardization Board will determine new standardization pilots based on the needs of the squadron. Prior to designation as a STAN IP the following requirements should be met:

- a) CAT I - completion of five sets of on-wings, two sets of on-wings for a returning CAT I STAN IP
- b) CAT II - IP needs 250 instructional hours
- c) CAT III - 50 hours of formation instructional hours
- d) CAT IV - 75 hours of NVD instructional hours

5. IPs who meet the minimum requirements for a standardization upgrade qualification should discuss their intentions with the Standardization Officer. IPs may be recommended for a standardization upgrade by another IP or during a Standardization Board meeting. IPs previously designated as standardization pilots may be recommended for a standardization upgrade (for the stage in which they were previously designated as standardization) and will be considered on a case-by-case basis and receive final approval from the CO. The Standardization Board will discuss every recommendation and forward minutes of the meeting to the CO. The CO will make the final determination on all standardization upgrades and will brief all IPs who are recommended during board meetings at his/her discretion.

6. Those IPs approved for the appropriate standardization upgrade shall, conduct an indoctrination flight with the Standardization Officer or appropriate Stage Representative. The CO will then designate the instructor as a Standardization IP in the appropriate stage, thereby updating the squadron qualification matrix as required.

109. Maximum Flight Time.

1. Maximum Flight Time waiver evaluations shall consist of an interview with a Flight Surgeon. Flight waivers are valid for 30 days. The CO may refer the IP to the Flight Surgeon at any time if it is warranted.

110. IP Currency, Renewal and Warm Up Criteria.

1. All IPs shall follow reference (e) and are responsible for currency, renewal, and warm up criteria to include completion of necessary flights/tests/classes. The NATOPS office shall track and make appropriate record entries.

2. With the exception of the Instrument Ground School test, all tests should be completed by the seventh day of the month during which the qualification is due.

111. IP Proficiency.

1. Proficiency flights may be used to fulfill currency requirements; however they shall not be used to fulfill quarterly/annual standardization checks, annual NATOPS or Instrument checks.

2. In order to further develop instructor technique and enhance standardization, first tour Instructor Pilots (not assigned to the squadron as a Department Head) will not normally be assigned a primary ground duty during their first two months after completion of the HITU. These IPs will report to their respective Department Head for mustering and COC purposes. Although the primary focus for these IPs will be to fly as much as possible to gain experience, they may be assigned secondary collateral duties that will enhance their experience and knowledge of the training command.

CHAPTER II

NORMAL PROCEDURES

201. **General.** Thorough crew preparation, detailed planning, maximum aircrew coordination, and strict adherence to safety characterize normal procedures within the Training Command. The purpose of this chapter is to elaborate on practices common to daily flight operations.

202. **Flight Equipment.**

1. Crewmembers are responsible for maintaining all items of personal flight equipment in serviceable condition.

2. All crewmembers shall wear the CMU-33 survival vest per COMTRAWING FIVE CMU-33 "Dry Vest" Reconfiguration and Utilization Policy in TH-57 Aircraft. Overwater flights shall be flown per reference (c). At least one PRC-90 radio shall be available per aircraft.

3. Helmets shall be worn with visors down within 150 feet of an operating aircraft (parking spots are 100 feet apart). Helmets and gloves shall be worn when preflighting above ground level.

4. Only NAVAIR-approved flight equipment (i.e. flight gloves, jackets, Wiley-X eyewear) is authorized for use/wear in the aircraft. Flight suits sleeves shall be down while in the aircraft.

5. Cell phones may be carried by crewmembers for use in emergency situations such as PELs, stopover flights to report "Safe on Deck," or to enhance safety of flight.

6. Electronic Kneeboard (EKB) use is authorized per the following guidelines:

a. IPs and SNAs may use EKBs for planning and briefing any syllabus event. EKBs may also be used in the back seat on any syllabus event.

b. All crewmembers who intend to use the EKB in flight shall familiarize themselves with references (l) and (m). Before the first flight, crewmembers shall see the HT-18 Publications Officer to demonstrate the functions in ref (m), Enclosure (3), paragraph 4.

c. SNAs may use EKBs in the front seat for the following syllabus events only:

- 1) I3301-5 C Simulator events (2nd block of RI sims)
- 2) I4501-4 Flights (INAV Cross country)
- 3) N4001-3 and N4101 Flights (VNAV Cross Country)
- 4) I4701 Solo Flight
- 5) N4201 Solo Flight as observer

d. IPs shall note in the general comments section of the Aviation Training Form (ATF) when the SNA has demonstrated proficiency with the EKB.

203. General Uniform Guidelines.

1. Flight suits shall be worn professionally and to the standards of each respective service's uniform regulations and per reference (o). Flight suits and patches should be in serviceable condition and boots shall be well shined and in good repair. While personnel are on the flight line, all flight suit pockets shall be zipped closed without objects hanging out of them. Personal devices (cell phones, PDAs, etc.) are not authorized for outer wear on flight suits. If wearing subdued color scheme patches, all patches and rank, if applicable, shall be subdued and the same color as the flight suit. All Velcro should be covered by a corresponding size/shape patch. Brown or black leather flight boots are authorized with the green flight suit and either brown or desert suede flight boots are authorized for wear with the tan flight suit.

2. For all Navy personnel, the U.S. flag shall be worn on the left shoulder. SNAs are authorized to wear either the standard 3" black U.S. Navy patch, the POW/MIA patch, HT-18 patch or the TH-57 Sea Ranger patch on their right shoulder. IPs may wear logo patches (e.g. detachment patch, flight hour achievement, type/model/series, etc.) on their right shoulder.

3. For all Marine personnel, tan HT-18 patches shall be worn with tan flight suits and subdued or color patches shall be worn with green flight suits. Marine IPs are authorized to wear logo patches (e.g. U.S. Marine Corps, WTI, etc.) on their right shoulder.

4. For Coast Guard personnel, only the green flight suit shall be worn with a navy blue shirt. A 4" X 2" Coast Guard patch is authorized on the right shoulder. Subdued patches are not authorized.

5. To enhance fleet representation and moral, IPs are authorized to wear fleet/college patches and embroidered fleet squadron name patches on Fridays in lieu of the HT-18 patch, and/or leather name patch. SNAs are authorized to wear fleet/college patches on the right shoulder on Fridays.

6. Workday SDO shall wear either the NWU, ODU, or Utility uniforms or the appropriate Service uniform (Khakis, Trops, or Service uniform). For any emergent tasking that requires the SDO to travel off NAS Whiting Field in an official capacity the SDO will wear the Khaki, Trops, or Service equivalent uniform.

204. Mission Planning.

1. PICs shall ensure a Weight and Balance Form for the assigned aircraft is complete and filed with the FDO prior to launch for each flight to be flown. In the event an aircraft is not assigned before the brief, the weight and balance shall be computed with the "most forward CG" aircraft and the crew shall confirm that they will not exceed the max gross weight using the

“heaviest aircraft”. Forecast maximum PA, DA, and temperature shall be used when computing HIGE/HOGE.

2. IPs and SNAs should utilize approved and applicable publications and websites to accomplish their mission planning. Links to recommended and approved websites are available on the HT-18 Factory Hand University website.

3. SNAs shall maintain a chronological copy of their Aviation Training Forms (ATFs) to present to their IP for review prior to each event.

4. SNAs shall not execute a cross country if their last event resulted in an UNSAT. If applicable, SNAs should complete their VNAV cross country events (N400X, N4101) prior to their INAV cross country events (I450X). SNAs should not be scheduled for a weekend cross country event past their I4401; any remaining cross country should be scheduled as out-in profiles prior to the scheduling of the SNA's I4404 event. SNAs should not be scheduled for a cross country if they are currently in the BI or RI Sims without OPSO approval.

205. Authorized Passengers, Flight Personnel, and Qualified Observers.

1. Active duty personnel attached to TW-5 in a flight status, with current water survival and physiology qualifications, or personnel listed in reference (n) are authorized to fly as qualified observers.

206. Passenger Manifesting Requirements.

1. All crewmembers and passengers shall be manifested regardless of the point of origin. Passengers departing OLFs shall be manifested by aircraft side number at the site with the RDO. If no other means are available, a verbal manifest shall be filed via radio or phone with schedules or an appropriate FSS when out of the local area.

2. SNAs shall ensure their name is written on the back of the Aircraft Inspection and Acceptance Record (“A” sheet) immediately prior to walking to the aircraft and cross their name out at the completion of the flight.

207. Defensive Posturing. The IP shall be prepared to immediately take the controls during all low work maneuvers in the event ineffective or inappropriate control inputs are made by the SNA. IPs shall guard all controls (including twist grip) when below 200' AGL; hands and feet shall be placed in close proximity such that appropriate inputs may be made immediately.

208. Solo Guidelines.

1. Solo SNAs shall be familiar with Appendices A and B and report with their observer to the FDO at assigned brief time. The FDO shall brief them using the briefing guides in Appendices A and B.

2. The SNA in the right seat shall be the PIC.
3. Contact solo (C4401) observers must be SNAs who are complete with C4390 and are still in the C44, C45 or T40 blocks. They shall not be in an optional warm up status (7 days) and shall not have an overall UNSAT on their last flight flown.
4. Navigation solos shall not execute practice approaches enroute or multiple approaches at the destination. Navigation solos shall not execute the Hospital Route.
5. International Military Students (IMSS) shall not be scheduled together as pilot and co-pilot on any solo flight.

209. Instrument Flights.

1. All Basic Instrument and Radio Instrument flights (I40 through I44 blocks as well as I46 block) shall have an observer in the back of the aircraft regardless of day/night or IMC/VMC. I45 blocks do not require the SNA to use an instrument hood and therefore do not require an observer.
2. Failed attitude gyro training, without the use of a partial panel card, shall be flown in day VMC with a visible horizon. Failed directional gyro training, without the use of a partial panel card, shall be flown in day or night VMC.

210. Refueling Procedures.

1. Hot refueling is authorized only at military airfields, authorized OLFs, Florida, or Andalusia, and shall be conducted per the NATOPS manual and RWOP.

211. Return to Base/Post Flight Procedures.

1. All aircraft shall contact "Skeds" prior to return with ETA and aircraft status.
2. Hot seating PICs shall conduct a face to face brief to determine aircraft status and/or maintenance issues. Hot seat shutdowns are authorized with approval from the CO, XO or Operations Officer (OPSO).
3. Prior to shut down the IP shall report "In The Box" along with number of events complete/incomplete.
4. ATFs shall be completed immediately after the flight. The FDO and a representative from the Logs & Records Department shall be advised of any UNSAT, cancellation, incomplete, marginal or other unusual circumstance regarding any flight by the IP.

5. Each SNA is required to submit an ASAP report upon completion of every flight event. If an SNA is scheduled for multiple flights in the same day, only one ASAP report is required. Significant incidents shall be thoroughly debriefed prior to submission. The SNA shall annotate ASAP report submission by placing a checkmark by his/her name on the "rough" flight schedule. An IP shall submit an ASAP for any situation that may potentially require a HAZREP.

212. Pick-up Board.

1. The pick-up board (PUB) is a tool that the Operations Department may utilize to effectively manage Time-To-Train (TTT).

2. PUB assignments will be scheduled in blocks. There will generally be three blocks per day, subject to change depending on field hours and flight schedule. The following is an example of what may be used, but times may be changed:

- a. Block 1: 0700-1300
- b. Block 2: 1000-1600
- c. Block 3: 1800-2100

3. The FDO may assign an SNA to an IP without further approval provided the following guide lines are met:

a. PUB operations shall strictly follow crew rest and crew day requirements noted in this and other governing instructions.

b. SNAs shall only be scheduled for one event on the PUB (i.e. SNAs should not be scheduled on the PUB for both an RI and LLNAV).

c. SNAs assigned to the PUB shall report to the FDO 15 minutes prior to their scheduled PUB block start time to check in and 15 minutes prior to their PUB block end time to check out.

d. If an SNA is picked up, the FDO shall inform the Schedules Clerk in order to ensure the SNA is scheduled correctly for the following day.

e. To the maximum extent possible, SNAs on the PUB should be assigned to an IP prior to the IP departing on his first event of the day. This will allow for a face to face event brief, ORM, and NATOPS brief.

f. If a scheduled IP becomes unavailable for their event and no replacement IP can complete the event, the previously scheduled SNA should be moved to the PUB until the end of their sixth hour of crew day.

4. Guidelines for IPs and FDOs:

- a. Should an IP pick up an SNA, the IP shall conduct an ORM assessment with the FDO to ensure they are not aircraft, crew day, or event limited. Whether prior to walking or BIAC, an ORM brief and NATOPS brief shall be conducted.
- b. Time and availability permitting, FDOs should check with the Flight Operations Officer to determine scheduling priorities.
- c. The IP shall inform the FDO of changes to his/her land time.

CHAPTER III
SPECIAL PROCEDURES

301. Static Displays.

1. Only those events sanctioned by the Chief of Information (CHINFO) are authorized, unless specifically approved by CNATRA or TW-5.
2. At least one crewmember shall be stationed at the aircraft at all times during display hours.
3. Unqualified personnel who wish to examine or sit in the aircraft shall be monitored at all times. Aircraft preparation shall include the following prior to any unqualified personnel examining the aircraft:
 - a. ENG START and ENG IGN circuit breakers pulled.
 - b. Battery disconnected.
 - c. STBY BATT circuit breaker (baggage compartment) pulled.
 - d. Grounding wires used, if available.
4. Crew day commences when the aircrew first arrives at the aircraft for the static display.
5. Prior to departure, the PIC shall conduct a thorough FOD walkdown of the immediate area and a detailed preflight of the aircraft.

302. Cross Countries (CCXs).

1. An HT-18 Cross Country Flight Request Form and a TW-5 Cross Country Request Checklist shall be filled out in its entirety and delivered to the Flight Operations Officer no later than 1600 the Monday prior to the flight. Following CO approval, the OPSO will submit a Squadron Cross Country Request to TW-5 Operations the Wednesday prior to flight execution.
2. The IP shall ensure their destination and stopover airfields have, at a minimum, contract fuel and an operable power cart. A copy of the entire planned route of flight, initial weather brief, fuel plan, and weight and balance shall be given to the FDO prior to departure.
3. The PICs shall conduct face to face checkout with the CO, XO or OPSO prior to departing on the approved cross country event.

4. Upon completion of each leg of a cross country flight, the PIC shall make a "Safe on Deck" call to the squadron FDO. Any deviation from the planned and approved flight or route of flight shall be reported.

5. If at any time there is a period of uncertainty or question regarding aircraft status or weather, the PIC shall contact the COC for further direction.

a. For issues requiring CO notification and/or approval, the aircraft commander shall utilize the COC by contacting the OPSO, XO and CO. All decisions shall be communicated to the FDO. Aircraft Commanders may elect to contact the next person in the COC immediately after not reaching the first contact. After waiting a minimum of 30 minutes from last attempted contact, the aircraft commander (using sound judgment) may continue to execute. Examples of execution are:

- 1) Continuing the CCX to the destination (either the CCX destination or NDZ),
- 2) Continuing the CCX to a location closer to NDZ to facilitate a maintenance recovery,
- 3) Terminating the CCX, to include: waiting for a maintenance solution followed by the CCX crew flying the aircraft home or arrange transportation (rental car) back to NDZ.

6. In the event of a maintenance delay or malfunction, all cross country PICs and SNAs should expect to remain with the aircraft for at least 24 hours after contract maintenance notification of the aircraft downing discrepancy.

303. Pre-position Operations Procedures.

1. All IPs requesting to conduct weekend pre-position (pre-po) flights shall notify their respective Flight Leader no later than 1600 the Tuesday prior.

2. Aircrew shall call the FDO prior to launch, at intermediate stops, and after final landing. Changes to the route of flight shall be reported to the FDO. IPs shall ensure updated weight and balance forms are completed throughout the weekend.

3. Aircrew shall ensure coordination for the proper and approved means of transportation and chain of custody for all ALSS and Night Vision Devices. ALSS and NVDs must be checked out before the paraloft secures for the weekend. ALSS shall be transported only in government vehicles or left secured in the aircraft. Under no circumstances are NVDs to be stored in POVs or private residences.

4. Squadron duty drivers are responsible for transporting aircrew to and from the pre-po location. Specific guidance is provided below:

a. Operations from Pensacola International. Thorough flight briefs and ORM shall be conducted in a professional manner in a location that is conducive to learning. Aircraft shall only be parked in pre-designated areas associated with Heliworks, Inc. IPs shall use the following phone numbers to coordinate parking and services at KPNS prior to commencing weekend operations:

Heliworks, Inc. – #850-438-6056
Pensacola Aviation Fuel - #850-434-0636
Pensacola International Airport Security - #850-436-5000

b. Operations from Peter Prince Airport (2R4). Briefings shall be conducted at KNDZ or AMS Aviation Briefing Rooms. Pre-positioned aircraft will park south of the maintenance hangar in the small grass field. Currently, military contract fuel is not available at 2R4, therefore IPs shall ensure aircraft are fueled for the following day's operations prior to landing. IPs shall contact AMS Aviation at #850-623-4151 or #850-623-4704 to coordinate parking and services at 2R4 prior to commencing weekend flight operations. Aircraft shall not depart 2R4 with less than 25 gallons of fuel unless proceeding VFR via course rules to KNDZ.

304. Precautionary Emergency Landings (PELs).

1. Following a PEL the appropriate checklist shall be used and the PIC shall make every effort to contact the squadron FDO. The PIC shall receive permission from the CO prior to lifting from a PEL site. Upon return to base, the PIC shall complete a PEL/Down Aircraft Report and assist the FDO with the PEL checklist. A completed PEL checklist will be routed through the designated channels for appropriate action and review.

2. Outside the local area, the PIC shall initiate a maintenance recovery through the FDO/CDO. The PIC shall not authorize local civilian maintenance efforts.

3. If the aircraft is not located in a secure area, environmental and personal safety conditions permitting, at least one crewmember shall stay with the aircraft until it is turned over to maintenance recovery personnel or appropriate security personnel (i.e. DASWO). NOLF crash crews shall not be used for aircraft security.

APPENDIX A

CONTACT SOLO (C4401) BRIEFING GUIDE

Crew Requirements

- A. Crew shall complete an ORM brief, NATOPS brief, and shall have read all current Read and Initials.
- B. Solo maximum crew day is 10 hours unless an extension is granted by the CO IAW Reference (c).
- C. Solo flights shall not operate before sunrise or after sunset.
- D. Solo students shall have flown C4390 or C4386 (warm up) within the preceding day.
- E. Observer shall:
 - 1. Be complete with C4390.
 - 2. Be in the C44, C45, or T40 blocks.
 - 3. Not be in an optional warm up status (7 days).
 - 4. Not have an overall UNSAT on the last flight flown.
- F. Site Watch must be on station while solos are operating at the site.

Weather Criteria

- A. Ceiling/Visibility: 1000/3.
- B. Winds:
 - 1. Maximum sustained winds are 15 knots. Maximum gusts are 20 knots.
 - 2. Maximum tailwind for takeoff/landing is 0 knots.
 - 3. Maximum winds for 360 degree turns on the spot are 15 knots.

Aircraft

- A. Students shall not accept aircraft with a history of engine chips or transmission chips.
- B. In the case of a dual solo, only one solo will sign the "A" sheet in the ADB prior to departing.
- C. Fuel Load:
 - 1. Minimum of 50 gallons (on preflight) for single solo.
 - 2. Minimum of 65 gallons for a dual solo.
 - 3. Maximum of 80 gallons.
- D. Have maintenance reposition the aircraft prior to start if there is a tailwind.

Turn-up

- A. To avoid breaking the chin bubble, do not place anything on the instrument glare shield.
- B. Position lights shall be on steady bright throughout the flight.
- C. Use a GPU when available. If any problems arise, request a troubleshooter and inform Skeds of the situation.
- D. Prior to taxi, call outbound with Skeds. If Skeds does not respond, ensure transmit selector is in position 1, check UHF volume, turn the squelch off and try again.

In-flight

- A. Solos shall include "SOLO" with the call sign on all radio calls.
- B. Solo students are prohibited from performing:

Simulated emergencies, Sliding landings, Simulated engine failures (Cut guns), Boost-off flight, Simulated tail rotor malfunctions, No-hover landings, Steep approaches, Max load takeoffs, Practice autorotations.

- C. Perform only maneuvers listed in the Curriculum Guide for C4401.
- D. Twist grip shall be at flight idle for all hot seats. E. Only IPs or IUTs may assist Contact solo students when changing seats.
- F. Solo PIC must fly from the right seat.

Return Procedures

- A. Depart the OLF with no less than 25 gallons. After departing contact Skeds with ETA and aircraft status.
- B. When returning from OLF Spencer, utilize Pt. Whiskey arrival procedures unless precluded by weather or advised by the Site Watch.
- C. When returning from OLF Pace, utilize Pt. Snake arrival procedures unless precluded by weather or advised by the Site Watch.
- D. If South Whiting Field is not accepting SVFR arrivals due to adverse weather conditions, utilize the following procedures:
 - 1. Enter holding at the appropriate course rules reporting point (Whiskey, Snake, Fog) in accordance with SVFR course rules procedures per the RWOP. Ensure South Whiting Tower knows your intentions.
 - 2. Contact Site Watch on the appropriate OLF frequency with your situation/intentions.
 - 3. Return to the OLF, ensuring to not fly over course rules in the opposite direction. Split the field for course in use. Do not cross the departure corner when setting up to split the field. If you encounter IMC at any point, avoid it to the extent of landing in a suitable field.
 - 4. When established at the OLF, taxi to the crew change area and land. Coordinate with Site Watch and shut down as necessary.
- E. Contact solos shall not taxi through the pits or crew change area.
- F. Contact solos shall not hot refuel.
- G. Contact solo hot seats shall only be conducted in the flight line.
- H. Solo aircraft shall not be hot seated to another solo.
- I. If having difficulty with taxiing, land on the taxiway, contact the FDO and shut down.
- J. If hot seating to an IP, turn the searchlight on after clearing the runway to indicate to the lineman your intent to taxi to the F/G line spot 1 or 2.
- K. If the line is secured due to lightning (signaled by steady light in the maintenance tower):
 - 1. Returning via spot 1, taxi to the G/H line. Returning via spot 2, taxi to the F line (stay to the left).
 - 2. Taxi to the end of the line and turn into the wind.
 - 3. Land on the taxiway, set the position lights to flashing bright, and shut down.
- L. After landing, do not reposition the aircraft even if directed to do so by a plane captain.
- M. After completion of the post-flight inspection, return to aircraft issue to sign the hotseat paperwork or generate Maintenance Action Forms (MAFs).

Administrative Requirements

- A. Report all aircraft discrepancies on (MAFs).
- B. Complete computer EFLIR with the FDO:

1. Leave two printouts of the EFLIR in the ADB.

Squadron Requirements

- A. Check in with the FDO upon return with flight time totals.
- B. Have the FDO print out your ATF and sign the instructor block.
- C. Turn the ATF in to Logs and Records.
- D. Initiate your solo paperwork in Student Control.
- E. Complete ASAP and annotate "rough" schedule.

APPENDIX B

NAVIGATION SOLO BRIEFING GUIDE

Crew Requirements

- A. Crew shall complete an ORM brief, NATOPS brief, and shall have read all current Read and Initials.
- B. Solo maximum crew day is 10 hours unless an extension is granted by the CO IAW reference (c).
- C. Solo flights shall not operate before sunrise or after sunset.
- D. Students shall report to the FDO at scheduled brief time with:
 - 1. DD-175 (2 copies)
 - 2. DD-175-1 (2 copies)
 - 3. Jet logs
 - 4. Weight & Balance
 - 5. Appropriate publications and charts
- E. Filing shall be reviewed by the FDO to verify:
 - 1. Valid destination considering weather and student experience. Solo or observer shall have flown to destination in a TH-57.
 - 2. Valid flight plan.
- F. Visual navigation solo students shall have flown I4690 or I4686 within 5 days.
- G. Visual navigation solo observers shall:
 - 1. Be visual navigation stage complete.
 - 2. Have flown 1 hour of flight time within 15 days.
 - 3. Not have an overall UNSAT on last flight flown.
- H. Airway navigation solo students shall have flown I4690 or I4686 within 5 days.
- I. Airway navigation solo observers shall:
 - 1. Be I4690 complete.
 - 2. Have flown 1 hour of flight time within 15 days.
 - 3. Not have an overall UNSAT on last flight flown.

Weather Criteria

- A. Visual navigation solo: Forecast ceiling/visibility 1500/3 throughout the entire route of flight. 1500/3 minimum in flight per reference (c).
- B. Airway Navigation solo: Forecast ceiling/visibility 1500/3 for departure and destination.

Aircraft

- A. Students shall not accept aircraft with a history of engine chips or transmission chips.
- B. In the case of a dual solo, only one solo will the "A" sheet in the ADB prior to departing.
- C. Do not forget your Fuel Packet!

Turn-up

- A. To avoid breaking the chin bubble, do not place anything on the instrument glare shield.
- B. Position lights shall be on steady bright throughout the flight.
- C. If any problems arise, request a troubleshooter and inform Skeds of the situation.

- D. Prior to taxi, call outbound with Skeds. If Skeds does not respond, ensure transmit selector is in position 1, check UHF volume, turn the squelch off and try again.
- E. When turning up at your stopover point:
 - 1. Ensure proper preflight is conducted.
 - 2. Ensure a GPU start is available and utilized on every start.
 - 3. At Air Force bases, request permission for engine start from Ground prior to turn up. Remember to secure avionics prior to start.

In-flight

- A. Include "SOLO" with the call sign on all radio calls.
- B. Do not hesitate to update weather during flight if conditions appear to worsen.
- C. Do not hesitate to request clarification on missed or unclear radio calls.
- D. Perform only maneuvers listed in the Curriculum Guide.
- E. The solo PIC shall fly in the right seat.
- F. Enroute portions of Visual navigation flights shall not be flown below 1000' AGL unless required for weather, safety or course rules.

Terminal Environment

- A. If uncertain about airport specifics, request a "progressive taxi".
- B. Do not land the aircraft with a tailwind.
- C. Conduct a thorough post-flight inspection of the aircraft.
- D. Call the FDO when safe on deck and prior to launch.
- E. Minimize time on deck. Do not exceed one hour unless approved by the FDO.
- F. Close out and file with FSS as appropriate.
- G. Military weather sources shall be used when available.
- H. Call the FDO as soon as possible if you cannot launch or are delayed due to weather.

Return Procedures

- A. Check in with Skeds 15-20 minutes out with aircraft status.
- B. Solo aircraft shall not hot seat to another solo.

Administrative Requirements

- A. Report all aircraft discrepancies on Maintenance Action Forms (MAFs)
- B. Complete computer EFLIR with the FDO.
 - 1. Leave two printouts of the EFLIR in the ADB.

Squadron Requirements

- A. Check in with the FDO upon return with flight time totals.
- B. Have the FDO print out your ATF and sign the instructor block.
- C. Turn the ATF in to Logs and Records.

Important Phone Numbers

	<u>Local</u>	<u>Long distance</u>
Skeds:	(850) 623-7477	1-800-597-0786
SDO (Schedule):	(850) 623-7418/7419	1-800-597-0786
Whiting WX:	(850) 623-7101	1-800-295-7825

HT-18INST 3710.2Y

NAS Pensacola WX: (850) 452-3644
FSS: 1-800-Wxbrief
Navy (Norfolk) WX Briefer: DSN 565-4555/2553 1-888-Pilotwx
Comm (757) 445-4555/444-2553

APPENDIX C

CONTACT C / NIGHT C / INSTRUMENT / NAVIGATION STAGES

Contact C

A. Anti-Collision Lights. At least one of the anti-collision lights shall be operable during all flights. The flight may be continued and hot-seated, at the discretion of the oncoming PIC, provided that the flight will be completed prior to sunset

Instrument

A. The following publications are required to be carried during all RI and BI events conducted in the local area. Outside of the local area, aircrew shall carry additional required FLIP per OPNAV guidance.

1. NATOPS PCL
2. New Orleans VFR Sectional
3. VOL 14 / 19 Approach Plates
4. L-21/22 and L-17/18 IFR Enroute Low Altitude
5. IFR Enroute Supplement
6. FIH
7. TW-5 OSC Checklist
8. PEL Checklist
9. Bird Strike Checklist

Navigation

A. SNAs shall refer to Factoryhand University for specific smart pack and low-level navigation flight planning requirements. Smart pack cover sheet templates, smart pack content instructions, and LZ Diagram templates are located on Factoryhand University webpage and on all JMPS lab computers.

1. These training aids are meant to augment and not replace the requirements of FTIs and MPTS.

2. These instructions apply to day VFR navigation, low-level navigation, formation low-level navigation, and NVG low-level navigation events.

B. SNAs should utilize photographic/satellite imagery provided in the briefing spaces to brief LZ operations during the low level navigation brief.

C. SNAs are encouraged to utilize photographic/satellite imagery programs such as Joint Mission Planning System (JMPS) and Google Earth to conduct a good map study prior to Navigation Stage events.

D. IPs are encouraged to introduce/discuss the concepts of L-Hour/time on target considerations, detailed fuel planning to include time on station fuel calculations, precise navigation using GPS, and terminal area/LZ diagram considerations during N40xx, N41xx, N43xx and N44xx, V4003-5, and F4101 blocks.

E. IPs are encouraged to utilize standard unclassified brevity code words from the Multi-Service Brevity Codes (NTTP 6-02.1) where appropriate in order to introduce SNAs to these terms.

F. Scenario Based Training: In order to provide context to the learning objectives, IPs are encouraged to draw from their Fleet experiences to create or utilize scenario based teaching methods.

APPENDIX D

FORMATION / TACTICS C STAGES

Formation

- A. IUTs should be exposed to both Eastern and Western Formation areas and Section landings at Harold, Santa Rosa, and Site 8 during their upgrade flights.
- B. The Section Leader should "push" the flight to UHF BTN 18 (277.0) Secondary Form Common for any unplanned detailed coordination for the section in order to minimize radio congestion over UHF or VHF.
- C. IPs should utilize standard unclassified brevity code words IAW NTTP 6-02.1 (Multi-Service Brevity Codes) to minimize congestion on shared frequencies, as well as introduce SNAs to these terms.

Search and Rescue

- A. IPs should utilize the East Bay as the primary working area for S4201 because it readily facilitates LLBI, SAR Pattern/Scenarios and Windline Rescue Pattern maneuvering. However if the East Bay is full or weather (water/air temp) precludes operations, other valid options are: Escambia Bay (after coordinating with Pensacola approach), Gulf of Mexico (just offshore) or Eastern/Western Operating Areas working overland SAR scenarios (least desirable).
- B. Scenario Based Training: In order to provide context to the learning objectives, IPs are encouraged to draw from their Fleet experiences to create or utilize scenario based teaching methods.

APPENDIX E

NIGHT TACTICS STAGE

A. Personnel shall have NVGs or visor down within 150 feet of a spinning aircraft, to include entering and exiting the rotor arc.

B. The visual signal for personnel requesting PAC permission to enter or exit the rotor arc at night shall be one flash of landing/searchlight/NVD compatible flashlight.

C. IPs are encouraged to utilize the "Munson Mini-Fam" at the beginning of the V4001 in order to allow the SNA to practice the integrated NVG scan at altitude prior to conducting pattern work at Santa Rosa OLF. In addition, NVG related performance factors such as terrain contrast and albedo, illumination factors, and atmospheric influences should be introduced during this Mini-Fam. IPs should be at the controls during this portion of the V4001 flight.

D. IPs should demonstrate briefing of the first 2-4 checkpoints of the V4003 during the mission brief, then demo the navigation of the course rules or first 2-4 checkpoints on the route in order to emphasize the inclusion of NVG considerations.

E. Instrument flight checks shall be completed before every flight event scheduled to land after EENT.

F. One event of the V4004/5 shall emphasize navigation in an urban environment (i.e., south of I-10 near Foley/Fairhope, AL), and the other event shall emphasize navigation in a rural environment (i.e., Blackwater State Forest).

G. IPs should include the use of standard unclassified brevity code words from the Multi-Service Brevity Codes (NTTP 6-02.1) where appropriate in order to introduce SNAs to these terms.

H. Scenario Based Training: In order to provide context to the learning objectives, IPs are encouraged to draw from their Fleet experiences to create or utilize scenario based teaching methods.

APPENDIX F

SMART PACK COVER SHEET

A. The smart pack cover sheet shall be used for Low Level Navigation flights, Formation flights and NVD flights. Appendix F includes the template for filling out the smart pack cover sheet, Suggested RAMROD and Frequency Color Options, and HT-18 Communications Electronic Operating Instructions. The fillable form can be found on Factory Hand University.

HT-18 VIGILANT EAGLES

LOW LEVEL NAVIGATION AND NVG SYLLABUS COVER PAGE
 ALL ITEMS IN RED SHALL BE CHANGED BY SNA IOT REFLECT
 MISSION BEING FLOWN.

Work your timeline off of JIMPS. Put as much detail as you reasonably can. At a minimum, you should include times for t/o, route transit, land times at OLF (to include delays), and destination land time.

UHF preset colors should come from HT-18 CEOI (also on FACTORYHAND U). Any addtl UHF or VHF colors may be chosen by student from posted list.

CHATTERMARK: Used when primary frequency becomes unusable due to enemy communications jamming or other issues.

BINGO and JOKER. Furthest point in area and any RWOP OLFs.

Determine MIN SAFE ALTITUDE and SAFE HEADING based on location and requirements. May need to brief multiple if mission dictates.

RAMROD. A method of Hasty Encryption. IP will provide addtl information. SNA may choose RAMROD for mission from posted list on FACTORYHAND U.

CALCULATE departure and any Obj Area HIGE/HOGE. FIGURE Max END and Max RNG Q and A/S based on MGW at T/O and out of any Obj Area. (NATOPS CH 26)

JULIAN DATE: 6157		MISSION: N4402		EXTERNAL C/S : FH063			
MSN		A/C SPOT		C/S			
1		063		C13			
TIMELINE		EVENT		VHF			
1100	CHECKIN SCHEDS	121.95	6	MISSION DEPENDENT. SUGGESTIONS:			
1110	TAXI	121.95	6/3/4	NAVAID PLAN / SQAWK PLAN			
1115	TAKEOFF KNDZ	121.95	4/15	IMPORTANT NOTAMS, TFRS, ETC			
1115-1125	TRANS TO PURP	121.95	15/16	SEQ OF EVENTS AT OLF			
1125-1150	PURPLE FWD	121.95	16				
1150-1210	TRANS PURP TO HAR	121.95/122.95	16/15/12				
1210-1230	OLF HAROLD	121.95	12				
1240	LAND KNDZ	121.95	12/6/4/3				
BN	AGENCY	FREQ	COLOR	BN	AGENCY	FREQ	COLOR
1	NDZ ATIS	273.575	AMBER	M	INSTR CMN	121.95	PLATINUM
2	NDZ CLEARANCE	355.6	COPPER	M	PENS APP	119.0	SATIN
3	NDZ GND	317.65	EMERALD	M	EGLIN APP	124.05	OLIVE
4	NDZ TWR	348.675	FUSCIA	M	BOB SIKES ASOS	119.275	GREY
6	HT-18 (SKEDS)	255.1	GOLD	M	BOB SIKES CTAF	122.95	BROWN
15	ORANGE RTE	262.7	SILVER	M	FLORALA CTAF	123.0	VIOLET
16	PURPLE RTE	377.1	TAN				
12	EASTERN CMN	389.1	WINE				
MODIFY THESE FOR YOU FLIGHT				**MODIFY THESE FOR YOUR FLIGHT**			
METRO							
SR:	MR:	EEENT:	HILL:	BTN 6->121.95->246.8			
SS:	MS:	ILLUM:	LLL:	JOKER BINGO			
0	1	2	3	4	5	6	7
N	A	C	H	O	L	I	B
MGW	HIGE	HOGE	END Q / AS	RANGE Q / AS	MSA / HDG		
KNDZ			/	/	/	/	/
LZ HAROLD			/	/	/	/	/
NOTES							

HT-18 VIGILANT EAGLES

FORMATION SYLLABUS COVER PAGE

ALL ITEMS IN RED SHALL BE CHANGED BY SNA IOT REFLECT MISSION BEING FLOWN.

FORMATION COVER PAGE contains all of the same fundamentals and requirements as the Low Level and NVG cover page.

The only additional blocks are a second line for the 2nd crew in the section and a line for INTERNAL C/S. All other requirements and specs remain the same.

JULIAN DATE: 6157		MISSION: F4101		INTERNAL C/S : TIGER		AIRCREW		EXTERNAL C/S : FH095		T&R / TMR / SORTIE	
MSN	A/C	SPOT	C/S	CAPT HARBISON ENS GREEN				F4101			
1	063	C13	FH063	**MAJ REES 1STLT YELLOW				F4101			
1	095	C17	FH095					F4101			
TIMELINE		EVENT		VHF	UHF	NOTES					
1100		CHECKIN		121.95	6	MISSION DEPENDENT.					
1110		TAXI		121.95	6/3/4	SUGGESTIONS:					
1115		TAKEOFF KNDZ		121.95	4/15/16	** Denotes Section Leader					
1125-1147		PURPLE FWD		121.95	16	Sequence of Events:					
1150		LEAD CHANGE		121.95	16	CO/CT/CD/BR/WR/LD					
1155-1217		PURPLE REV		121.95	16/15/12	Lost comm itg configuration					
1225-1245		OLF HAROLD		121.95	12	NAVAID plan / Squawk plan					
1300		LAND KNDZ		121.95	12/16/4/3						
BN	AGENCY	FREQ	COLOR	BN	AGENCY	FREQ	COLOR				
1	NDZ ATIS	273.575	AMBER	M	INSTR CMN	121.95	PLATINUM				
2	NDZ CLEARANCE	355.6	COPPER	M	PENS APP	119.0	SATIN				
3	NDZ GND	317.65	EMERALD	M	EGLIN APP	124.05	OLIVE				
4	NDZ TWR	348.675	FUSCIA	M	BOB SIKES ASOS	119.275	GREY				
6	HT-18 (SKEDS)	255.1	GOLD	M	BOB SIKES CTAF	122.95	BROWN				
15	ORANGE RTE	262.7	SILVER	M	FLORALA CTAF	123.0	VIOLET				
16	PURPLE RTE	377.1	TAN								
12	EASTERN CMN	389.1	WINE								
MODIFY THESE FOR YOUR FLIGHT				**MODIFY THESE FOR YOUR FLIGHT**							
METRO											
SR:	MR:	EVENT:	HLL:	BTN 6->121.95->246.8							
SS:	MS:	ILLUM:	LLL:	JOKER BINGO							
0	1	2	3	4	5	6	7	8	9	18G CP 7 / 20G II	
N	A	C	H	O	L	I	B	R	E		
LOC	HIGE	HIGE	HIGE	END Q / AS	RNG Q / AS	MSA / HDG					
KNDZ				/	/	/					
HAROLD				/	/	/					
NOTES											
Again, at discretion of student											

HT - 18 COMMUNICATIONS ELECTRONIC OPERATING
INSTRUCTIONS (CEOI)
CURRENT AS OF JUNE, 2016

TUNE PRESETS		
CH	FREQ	FACILITY
1	273.575	South Whiting Field ATIS
2	355.600	Clearance Delivery
3	317.650	South Whiting Field Ground
4	348.675	South Whiting Field Tower
5	303.600	HT-8 (Eightball)
6	255.100	HT-18 (Factoryhand)
7	365.700	HT-28 (Lucky)
8	253.100	HITU (Bladerunner)
9	250.000	NOLF Pace
10	358.800	NOLF Spencer
11	361.100	NOLF Santa Rosa
12	237.900	NOLF Harold
13	251.300	NOLF Site 8
14	328.200	Green Route
15	262.700	Orange Route
16	316.400	Purple Route
17	308.650	Eastern Formation Common
18	277.000	East Bay Common/Secondary Formation Common
19	311.400	Western Area/Western Formation Common
20	281.750	Eastern Area Common

SUGGESTED RAMROD (HASTY ENCRYPTION)
AND FREQUENCY COLOR OPTIONS
CURRENT AS OF JUNE, 2016

HASTY ENCRYPTION									
Atrophying	Devilphrog	Dragonsfly	Evilsgmaj	FREQUENCY COLORS					
Flymarines	Flightsked	Godfathers	Hotfunbird	Carmine	Ebony	Lime	Pumpkin	Tan	
Packerswin	Quizmaster	Redmustang	Scubadiver	Carrot	Eggplant	Locust	Purple	Tangerine	
Sharpknife	Thunderpig	Underambo	Wickedhump	Cedar	Elm	Magenta	Quartz	Teal	
				Celery	Emerald	Mahogany	Rouge	Tequila	
				Cerise	Fern	Maize	Rust	Thistle	
				Cerulean	Fuchsia	Marble	Sable	Tomato	
				Charcoal	Garnet	Maroon	Saffron	Topaz	
				Chartreuse	Gold	Mauve	Salt	Turquoise	
				Chestnut	Goldenrod	Melon	Sand	Vanilla	
				Coal	Granite	Mint	Sapphire	Violet	
				Cocoa	Grape	Mulberry	Satin	Watermelon	
				Coffee	Gravel	Mustard	Scarlet	Wheat	
				Copper	Gray	Olive	Seafoam	Wicker	
				Cork	Hickory	Opal	Sepla	Wine	
				Cornflower	Ivory	Orange	Shadow		
				Cranberry	Jade	Orchid	Shamrock		
				Cream	Ketchup	Peach	Silver		
				Crystal	Lapis	Pepper	Spruce		
				Cucumber	Lavender	Periwinkle	Squash		
				Dandelion	Lemon	Pewter	Stone		
				Denim	Licorice	Pink	Sulphur		
				Dust	Lilac	Plum	Taffy		