DEPARTMENT OF THE NAVY
TRAINING SQUADRON THREE
NAS WHITING FIELD
7150 USS HORNET STREET SUITE 101
MILTON, FLORIDA 32570-6158

TRARONTHREEINST 3710.3B
N7
30 Jul 18

TRAINING SQUADRON THREE INSTRUCTION 3710.3B

Subj: STANDARD OPERATING PROCEDURES FOR FLIGHT OPERATIONS

Ref: (a) CNAF M-3710.7
      (b) CNATRAINST 1542.165B
      (c) CNATRAINST 1542.166B
      (d) CNATRAINST 1500.4H
      (e) COMTRAWINGFIVEINST 3710.2W

1. <u>Purpose</u>. The VT-3 Standard Operating Procedure (SOP) is provided to enhance, clarify, and/or amplify existing guidance and established procedures that exist in higher echelon instructions and manuals.

2. <u>Cancellation</u>: TRARONTHREEINST 3710.3A

3. <u>Scope</u>. This SOP provides additional guidance for the operation of squadron aircraft in the absence of directives from existing publications, regulations, or instructions. It also allows the Commanding Officer to establish more restrictive guidelines as deemed necessary.

4. <u>Action</u>. All pilots assigned to or flying with VT-3 shall comply with this instruction and maintain a current copy in the front of their Naval Air Training and Operating Procedures Standardization (NATOPS) Flight Manual. While this is a living document, it is incumbent upon each Red Knight to follow this SOP to the letter and, if recommending a change to this document, to ensure that the change is approved by the Commanding Officer prior to its implementation or execution.

B. L. HARRIS II

<u>Distribution</u>:
All Hands

TABLE OF CONTENTS

SECTION ONE – OPERATIONS

101. CREW REST / CREW DAY

Instructor Pilot (IP) and Student Naval Aviator (SNA) flight duty limitations are guided by references (a), (b), (c), and (d). Flight duties include aircraft events, simulator events, Flight Duty Officer (FDO), Assistant FDO, Runway Duty Officer (RDO), and Wheels Watch duties. For flight duties, instructors and SNAs shall be afforded the opportunity for 12 hours of uninterrupted crew rest. Phone calls do not constitute an interruption of crew rest; however, aircrew should not be called more than two hours after entry into crew rest or two hours prior to completing crew rest, whenever possible. If a crew rest/crew day conflict arises, notify the FDO as soon as possible.

102. SCHEDULING

All aircrew shall check the flight schedule daily and notify the FDO (or Command Duty Officer if FDO is not on duty) as soon as possible in the event of a schedule conflict. Only the signed hard-copy and the published on-line schedule are official.

1. SNIVELS

The Training Integration Management System (TIMS) is the official source for all snivels. All SNA snivels should be submitted to the Flight Leader at least three business days in advance through TIMS. Issues that occur during the execution of the flight schedule shall be coordinated through the FDO with notification to the respective Flight Leader as soon as practical. All IP snivels must be APPROVED in TIMS by 0700 the business day prior.

Leave is not typically granted to SNAs during Primary Flight Training, but will be considered and may be granted on a case-by-case basis.

2. SCHEDULED OPERATIONS

   a. SNAs on standby (STBY) shall arrive at brief time and check-in with the FDO. IPs on STBY shall contact the FDO prior to brief time and be able to arrive at the scheduled brief time.

   b. FDO or higher approval is required for conducting multiple SNA events on one tank of fuel. This should primarily be used to conduct a completion event in conjunction with the next advancing event. These events should be post C4490 and the SNA training shall not be negatively impacted.

   c. IPs shall coordinate to prevent any scheduling delays/conflicts with the FDO prior to any deviation.

   d. Students are limited to two graded events a day. Three events may be flown on cross country profiles (O/O/I) with Operations Officer or higher approval for I42, I43, N41, N42 and C49 coded events only.

103. SNA MARGINAL OR UNSATISFACTORY (UNSAT) PERFORMANCE

1. Out-and-In flights (or Out, Out, and In flights). If the first event is marginal or UNSAT, contact the FDO and return to base if fuel permits. In such cases, the second event should be canceled and if a return flight is required, it should be logged as a reposition flight.

2. Same-day simulator events. If the first event is marginal or UNSAT, the following event shall be canceled. The SNA shall contact the FDO as soon as possible after the event is debriefed.

3. Cross Country flights. If an SNA flight is marginal or unsatisfactory, do not fly the next SNA event without first coordinating with the Operations Officer, or higher, for guidance.

4. On event C4204 or later, SNAs who exceed the operating limitations of the gear and/or flaps, or are prevented from doing so solely by IP intervention, should be graded UNSAT.

104. IP CHECKRIDE PREREQUISITES

1. IPs shall complete any annual testing the month prior to the expiration month of their check rides. Annual testing cannot be completed earlier than 60 days prior to expiration of the check ride.

2. IPs should be scheduled for annual NATOPS and NATOPS Instrument check rides the first week of the expiration month.

105. IP UPGRADES AND CURRENCY

1. IPs are responsible for ensuring that the minimum qualification for upgrades are met prior to requesting the upgrade from the STAN Board. IPs granted new qualifications shall be responsible for any additional requirements for the qualification upgrade once granted (i.e. standardization briefs, testing, classes, or flights).

2. IPs are responsible for maintaining all CNAF M-3710.7 (series) semiannual and annual minimums, as applicable.

<u>SECTION TWO – SAFETY</u>

201. ORM AND IMSAFE

All Red Knights shall read and internalize Appendix A – ORM and IMSAFE.

202. HUMAN FACTORS BOARDS (HFB)

Human Factors Boards are designed to identify human factors that may negatively impact an aviator's ability to perform safely in the aircraft and assist that person in getting needed help. HFBs are NON-PUNITIVE in nature and are solely designed to HELP aircrew return to full flight duty capacity. All instructors, FDOs, and SNAs shall report any situation that may necessitate a HFB to the Aviation Safety Officer.

SECTION THREE – NORMAL PROCEDURES

301. BRIEFING

1. IPs shall complete a Mission/NATOPS brief prior to the first flight of each flying day. On subsequent flights with the same crew, update the brief as required with any new information.

2. SNAs are expected to come to every brief prepared to discuss any emergency procedure (EP) using the NATOPS Pocket Checklist (PCL) as a reference. For all EPs, SNAs shall be able to state Critical Action Items, from memory, without use of the checklist. All notes, warnings, and cautions from the "EP of the Day" should be discussed in general terms from memory (not necessarily verbatim).

302. NATOPS/ PUBLICATIONS / EP QUIZZES

1. SNAs shall be able to satisfactorily complete an EP and Operating Limitations quiz whenever asked to do so and shall submit a weekly quiz to their on-wing on C4101 and weekly thereafter until they are C4490 complete. Post-solo, SNAs shall bring a completed quiz to all "safe for solo" events, including F4201.

2. Instructors and Students shall maintain all issued publications up-to-date with current interim changes and updates (i.e. NATOPS Flight Manual, PCL, Quadfold, In-Flight Guide (IFG), approach plates, etc.).

303. FLIGHT EQUIPMENT / FOREIGN OBJECT DEBRIS (FOD) PREVENTION

1. All pilots are personally liable for flight gear lost/missing/stolen due to negligence. Flight gear shall not be left unsecured at any time.

2. Loose jewelry, to include bracelets, necklaces, metal rings, etc. shall not be worn on the flight line.

304. FUEL

SOLO SNAs shall plan to land with no less than 300 lbs fuel remaining.

305. STUDENT CHECKRIDES

1. SNAs shall arrive 45 minutes prior to C4490 and C4790 brief times in order to complete an EP / OPS Limits Quiz. SNAs shall present a blank copy for the FDO to certify prior to beginning the quiz.

2. During the Contact stage, SNAs shall maintain a "Junk Jacket" provided by Student Control to track exposure to EPs, Outlying Fields for solo, and Local Course Rules and Procedures. Checkride IPs should review this during the brief in order to identify any training deficiencies prior to the flight.

306. PREFLIGHT / GROUND OPERATIONS

1. Aircrew shall don personal protective equipment per reference (e), while in any flight line environment both at NAS Whiting Field and abroad.

2. Prior to the C4200 block, IPs shall visually confirm SNAs are properly strapped in, to include proper placement of leg-restraint garters and proper connection of OBOGS, Emergency Oxygen, and Anti-G suit hoses, prior to entering the rear cockpit.

3. Aircrew shall not lower the canopy until all protective equipment is in place (flight gloves on, sleeves rolled down with Velcro fastened, and visor down).

4. Outbound calls with VT-3 Base (callsign "SAND BAG") shall be accomplished by pilots after the "Before Takeoff" checklist is complete.

SECTION FOUR – EMERGENCY / ABNORMAL PROCEDURES

401. SIMULATED EMERGENCY PROCEDURES

1. All simulated emergency procedures (EP) shall be initiated or prefaced with the word "simulated." While the "pilot at the controls" ALWAYS has ALL the controls, the Pilot in Command (PIC) is ultimately responsible for all control placement, to include the Power Control Lever (PCL) position during simulated EP scenarios that require setting 4-6% torque when the other pilot verbalizes the step "simulated, PCL off." In these scenarios, the PIC shall ensure that the PCL remains at 4-6% torque (or as required for safety of flight) throughout the procedure until touchdown, ensuring that the PCL is not inadvertently moved past the IDLE-CUT OFF gate.

This stated, however, all aircrew are reminded that IP INPUT NEVER CONSTITUTES A CONTROL CHANGE. ONLY a positive THREE-WAY CHANGE OF CONTROLS shall EVER transfer which pilot "has the controls."

As always, any aircrew member may make control inputs to affect safety-of-flight, to include calling for and/or initiating a waveoff. AIRCREW SHALL NOT DELAY EXECUTING A WAVEOFF when it becomes apparent that the aircraft is below a desired energy state. Additionally, all simulated emergencies shall be secured prior to combating an actual emergency.

2. The word "eject" shall not be used during the course of any simulated emergency procedures. In its place, the word "bailout" shall be used.

402. ENGINE MALFUNCTION / FAILURE

A solo SNA is NOT EXPECTED to recover an aircraft with zero/insufficient thrust (i.e. forced landing).

APPENDIX A

ORM AND IMSAFE

EXECUTION: IMSAFE shall be discussed at the beginning of each flight. During this discussion, the Student Naval Aviator (SNA) shall raise any and all issues pertaining to IMSAFE and/or human factors which may increase the risk to that flight. This provides the aircrew the opportunity to discuss all human factor risks to the flight, arriving at a final go/no-go decision prior to continuing any further with the event.

Ultimately, the Red Knight Instructor Pilot (IP) is charged with mentoring and guiding the SNA in determining risk mitigation measures, to include canceling the event. The IP, as Pilot-In-Command, must exercise sound judgement to ensure that identified risks don't exceed the successful mitigation capacity of the aircrew's combined skill and experience.

To preserve the integrity of the IMSAFE program, FDOs shall note all SNA IMSAFEs and confidentially report them to the Safety Department. The Safety Department shall keep track of IMSAFEs in order to aid in the identification of possible human factors that may negatively affect an SNA's training and/or to identify possible improper utilization of the IMSAFE risk mitigation tool.

DISCUSSION: Aviation is a profession replete with risk. Naval Aviation training is no exception. With respect to the Naval Aviation Training Command, risk is represented by the relative lack of experience by one-half of the aircrew on a routine training flight, coupled with the increased demand on the other, more experienced aircrew member to both ensure safety-of-flight and instruct one of the most dynamic human activities known to mankind.

In general, Operational Risk MANAGEMENT is how all members of the U.S. military work to MITIGATE as much risk as possible. What we never seek is complete risk ELIMINATION; as the opportunity for such arguably does not exist in activities germane to the profession of arms. Since, by its nature, compartmentalization cannot be dictated in an FTI, IMSAFE is offered merely as a tool to level the understanding of how to implement ORM in the Naval Aviation training environment. It is not a tool to mitigate poor planning. IMSAFE is a safety-of-flight tool and is not intended for use in conjunction with simulators or ground training, or to mitigate a perceived lack of ability by an SNA to achieve "good grades" on an event. That stated, however, an SNA is not expected to complete a simulator event due to an illness or condition necessitating a Sick-In-Quarters (SIQ) down chit.

The following is provided for further clarification of how the IMSAFE tool shall be implemented in VT-3:

Illness (I) – It is expected that any Red Knight feeling ill or injured to the point where they require medical attention (i.e. "sick call" or more), to EXPEDITIOUSLY contact the FDO to cancel their flight, simulator, or academic event, then report to medical to seek professional support AT THE EARLIEST POSSIBLE OPPORTUNITY. All members of VT-3 should consider themselves equal contributors to our mission; hence expeditiously canceling one's event when one knows his/her medical condition will preclude its safe and reasonable completion

directly supports the mission by allowing another advancing event to potentially take its place (in the case of flight or simulator events).

Additionally, it must be understood that a Naval Aviator's flight pay is directly coupled with one's annual flight physical, in such a way as to imply that one is paid to keep oneself in a medically flying status. Ensure you take all steps possible in your daily life to maintain your flying status and your ability to do that which you are paid to do.

Medication (M) – Self-explanatory. If you take non-flight approved medication, you are down. Contact the FDO for the same reason as above and see the duty Flight Surgeon at the earliest possible opportunity.

Stress (S) – Naval Aviation is inherently stressful. Naval Aviation training is designed to induce a commensurate level of stress to ensure that the right type of individuals ultimately earn their Wings of Gold and join our ranks. The primary mitigating instrument in the aircraft on each sortie is the Red Knight IP. Hence, an SNA that "IMSAFEs" for an event due to stress should only do so when, after thorough discussion with the IP, it is determined that the SNA's stress level is beyond the mitigating capability of the IP to guarantee safety of flight and ensure proper mission execution/completion. If this is the case, the SNA shall seek counseling by the Chain of Command and/or Chaplain/FFSC/Medical, as required, immediately following the cancellation.

Fatigue (F) – Governing instructions and manuals afford aircrew the protected opportunity for crew rest with respect to being scheduled for flight duties. The guidance does NOT necessarily mean one must get a specified amount of sleep. Again, Red Knight IPs are ultimately responsible for safety-of-flight and proper mission execution/completion. Thus, if an IP believes that an SNA's fatigue level is beyond the mitigating capability of the IP to guarantee safety-of-flight, they shall advise the SNA to "IMSAFE" after which the SNA shall seek counseling by the Chain of Command and/or Chaplain/FFSC/Medical, as required, immediately following the cancellation.

Eating (E) – Part of pre-flight planning is ensuring that you are hydrated, fed, and relieved. If an SNA feels hungry to the extent that they believe it could affect safety-of-flight, they should be afforded the opportunity for a quick meal with a reasonable digestive period pre-flight, so long as it does not interfere with the execution of the flight schedule.