



DEPARTMENT OF THE NAVY

COMMANDER TRAINING AIR WING SIX
390 SAN CARLOS ROAD SUITE C
PENSACOLA, FLORIDA 32508-5509

COMTRAWINGSIXINST 1500.5D

N5

2 Sep 15

COMMANDER, TRAINING AIR WING SIX INSTRUCTION 1500.5D

From: Commander, Training Air Wing SIX

Subj: TRAINING AIR WING SIX STUDENT PROCESSING

Ref: (a) CNATRA 1500.H
(b) BUPERSINST 1610.10 (Series)

Encl: (1) Medical Down Process Flow Chart
(2) TW-6 Officer TAD Form

1. Purpose. To provide standardized guidance for the administrative processing of Student Naval Flight Officers (SNFO) assigned to Training Air Wing (TRAWING) SIX Student Control (STUCON).

2. Cancellation. COMTRAWINGSIXINST 1500.5C

3. Background. All students are assigned to TRAWING SIX under competent official orders. During the various training stages, students will be assigned to the appropriate squadron in a Temporary Additional Duty (TAD) capacity. All students not actively involved in training will be returned to the Wing for tracking purposes. Student administration of SNFOs is complex and, although this directive does not cover every contingency, the contents of this instruction provide basic guidelines to standardize STUCON processes across the squadrons. These guidelines, along with personal initiative will enable Squadron STUCON personnel to solve problems as they arise. Effective communication between Squadron and TRAWING SIX STUCON personnel is essential.

4. Action. All students will be assigned detachment and class convening dates for follow-on Fleet Replacement Squadron (FRS) training by TRAWING SIX STUCON in co-ordination with the Wing N-5 office. In the event of training delays or request for change to detachment or class convene dates, TRAWING SIX STUCON will coordinate with the Wing N-5 office for approval.

a. VP/VQ Selectees. VP and VQ selectees shall report to TRAWING SIX STUCON at 0900 on the Wednesday following their final advanced phase completion to coordinate FRS orders. Students shall report to TRAWING SIX STUCON at 0900 on Monday, or next working day after their day of "Winging" to await Permanent Change of Station (PCS) orders and subsequent assignment to a FRS. Students are to be checked out of Training Squadron FOUR(VT-4) at this time. VT-4 STUCON will transfer students to TRAWING SIX in the Training Integration Management System (TIMS). Leave or TAD consideration between selection and detaching dates shall be approved by the TRAWING SIX STUCON Officer.

b. VAW Selectees. VAW selectees shall report to TRAWING SIX STUCON at 0900 on the Wednesday following their final advanced phase completion to coordinate FRS orders. Students shall report to TRAWING SIX STUCON at 0900 on Monday, or next working day after their day of "Winging" to await PCS orders and subsequent assignment to VAW-120. Students are to be checked out of VT-4 at this time. VT-4 STUCON will transfer students to TRAWING SIX in TIMS. Leave or TAD consideration between selection and detaching dates shall be approved through TRAWING SIX STUCON Officer.

c. VFA/VAQ

(1) Selectees shall report to the TRAWING SIX STUCON office immediately following their Intermediate T-6 graduation for coordination of TAD orders to attend required Centrifuge-Based Flight Environment Training. Leave or TAD consideration between selection and detaching dates shall be approved through TRAWING SIX STUCON Officer.

(2) Selectees shall report to TRAWING SIX STUCON at 0900 on the Wednesday following their final phase completion to coordinate FRS orders. Students shall report to TRAWING SIX STUCON at 0900 on Monday, or the next working day after their day of "Winging" to await PCS orders and subsequent assignment to a FRS. Students are to be checked out of VT-86 at this time. VT-86 STUCON shall transfer students to TRAWING SIX in TIMS. Leave or TAD consideration between selection and detaching dates shall be approved through the TRAWING SIX STUCON Officer.

d. International Military Students (IMS). Students will be processed according to reference (a) Chapter 9. VT-86 and VT-4 STUCON shall transfer students to TRAWING SIX in TIMS upon graduation. Squadron STUCONs shall direct IMS to check out with the TRAWING SIX International Military Student Officer (IMSO) immediately upon final program phase graduation. It is imperative and required for the TRAWING SIX IMSO to personally interview all outbound IMSs.

e. Medical Holds. Medical problems often result in extensive delays in student progress in the flight-training syllabi. SNFO's in a chronic or recurrent "medical hold" status adversely affect the Naval Aviator Production Process, specifically "Total Time to Train" and predictability. Therefore, medical delays will be monitored and managed in accordance with reference (a) Chapter Five, paragraph 515. Additionally, squadrons will utilize enclosure (1) to ensure all administrative student tracking processes have been initiated properly. Short term medical delays, normally defined as periods of less than 30 days, will be managed at the squadron level. When/if it is diagnosed that a student will fall into a long term medical delay, normally defined as more than 30 days, the squadrons shall allocate the student in TIMS back to TRAWING SIX within one working day of discovery of the "long term" med down, and escort the student to Wing STUCON for med down check in. Squadron STUCON Clerks shall retain the student's Aviation Training Jacket (ATJ) on file until a final medical determination is made. Upon final disposition of SNFO's medical issues, they will either be returned to training, where a "return to training plan" will be implemented by the affected squadron Commanding Officer or, the SNFO will be processed for medical attrition as required.

f. Administrative Holds. SNFO's that are being processed for all other administrative issues which include but are not limited to: Training Review Boards, Drop on Request, Un-Officer-like-qualities, Program/Pipeline Change Requests shall be administered in accordance with reference (a). To minimize the Time-to-Train impact, the squadron chain of command should endeavor to complete the administrative process within five working days. When it is determined that a SNFO is required to return to the Wing, the affected squadron Student Control Officer or their designated representative shall personally

bring the student and their ATJ to the TRAWING SIX Student Control Officer for check in.

5. Squadron STUCONs Shall:

a. Upon transferring a student to TRAWING SIX (with the exception of long term med downs), the squadron shall "resource the student" to TRAWING SIX. This task is accomplished as follows:

- (1) Open TIMS browser-Main Menu-Select resource TAB
- (2) Select Resource Browser
- (3) Click "person"
- (4) Type in student's last name
- (5) Right click on student's name
- (6) Select Modify Characteristics
- (7) Change Owning Organization to TRAWING SIX and select "SAVE" and "OK."

b. Notify TRAWING SIX Plans and Production Department (N53) immediately upon interruption of student training when placing students in a "Hold" status. Minimum required information provided shall be the exact date the student was placed on hold, reason for the hold, and an estimated date for the student's return to training.

c. Student attrition shall be processed in accordance with reference (a). Upon final processing of required attrition documents, TRAWING SIX STUCON personnel will send the student back to the applicable Squadron to accomplish their check-out sheet including resourcing the student to TRAWING SIX in TIMS per paragraph 6(a) of this instruction.

d. Student ATJs shall be closed out and hand carried to TRAWING SIX STUCON within one working day after the student is re-assigned to TRAWING SIX STUCON.

6. ATJs. USN and USMC ATJs are to be maintained per reference (a), Chapter 3. Upon completion of the last syllabus training event, the ATJ will be closed out and forwarded to TRAWING SIX for further transfer to Chief of Naval Air Training (CNATRA). Every effort to ensure ATJs are properly maintained is required. Any discrepancies found in the ATJ by TRAWING SIX STUCON will be immediately addressed with the appropriate Training Squadron for correction. TRAWING SIX is required to transfer ATJs to CNATRA within five working days from completion. This should not be confused with the requirement for Non-Grad student ATJs to be transferred to Chief of Naval Air Training (CNATRA) within 30 calendar days of Non-Grad.

7. Fitness Report (FITREP). FITREPs are required for Navy students per reference (a), Chapter 10 and, reference (b). TRAWING SIX will complete transfer FITREPs on all Navy students. Navy student reporting periods are normally 12 months, but may be extended to a maximum of 15 months per reference (b), Annex D. Navy students will receive a detaching FITREP upon completion of training at TRAWING SIX. Periodic FITREPs will be required for Navy students that are excessively delayed in training such that they do not receive a detaching FITREP within the 15-month window.

8. Muster. Muster is the mandatory daily assembly of students assigned to TRAWING SIX which enables the STUCON Officer to maintain accountability and assign tasks. Additionally, this muster, normally referred to as morning quarters, allows for relaying updated policy, class changes, and other pertinent information to students. All students and newly designated aviators assigned to TRAWING SIX who are not in ground school or actively training in a squadron, must physically muster with the STUCON Lead Mustering Officer at Building 1854. Students will muster Monday through Friday at 0830 unless otherwise directed by the STUCON Officer. Students who have been assigned TAD by the STUCON Officer will muster on Fridays only. If a federal holiday falls on a Friday, TAD students will muster on the Thursday before the holiday. The uniform of the day is flight suit, unless otherwise directed. At no time shall any student wear civilian clothing while in the performance of official duties. Navy physical training gear may be authorized by the STUCON Officer as deemed appropriate by the given task. Phone mustering will not be permitted unless approved by the STUCON Officer. If an emergency situation precludes mustering, the

student will immediately contact the TRAWING SIX STUCON Officer. Students assigned to TRAWING SIX fall into the following categories:

- a. C-Pool: Students awaiting Primary training.
- b. Advanced-Pool: Students Awaiting Training at VT-86.
- c. Completer-Pool: Newly designated SNFOs who have checked out of their squadron and are awaiting FRS PCS orders.
- d. Hold-Pool: Students who are on administrative or medical hold.
- e. R-Pool: Students who have attrited, dropped on request, or have been found physically not qualified for flight training and are awaiting re-designation or separation.
- f. Wing TAD: Students in category (a) through (e) who have been assigned temporary duties locally or elsewhere on base in support of the TRAWING SIX or navy missions.

9. Leave, liberty and special requests policy. TRAWING SIX guidance regarding leave, liberty and special requests is delineated within COMTRAWING SIX INSTRUCTION 1050.2A.

10. Assignment of TAD Officers. TAD officers are TRAWING SIX assigned student officers who are not actively enrolled in flight training. TAD officers are first and foremost commissioned officers and will be assigned temporary duties commensurate with their position and rank. TAD officers will be used to assist TRAWING SIX and assigned squadrons in accomplishing training missions. TAD officer assignments will be made at the discretion of the TRAWING SIX STUCON Officer as follows:

- a. Squadrons are encouraged to request "TAD students" to help them accomplish their mission. Squadrons are required to submit a "TAD Officer Form," Enclosure (2), to the TRAWING SIX STUCON Officer.

- (1) A student who has a reasonable chance of returning to aviation training should be assigned a TAD position close to the training environment. Normally, he or she will be assigned

to their respective training squadron. Delays after the completion of training and transfer to the next phase of training are minimal. Therefore, the student will be allotted liberal time to prepare for PCS transfer prior to being assigned any TAD duties.

(2) Medical hold students will be assigned flexible positions that provide time to attend medical appointments and therapy. Medical appointments may be off base or out of the local area. If out of the local area, the student will obtain medical travel orders from the Wing STUCON office.

(3) Designated Naval Flight Officers awaiting transfer will normally be assigned to an advanced squadron or to the TRAWING SIX Training Department to provide assistance in developing curriculum, building training programs, and reviewing test banks. Every effort will be made to avoid assigning watch duties.

(4) Students awaiting aviation training shall be given every opportunity to use their time to prepare for their respective aviation syllabus. These students will not normally be assigned to TAD positions, but will occasionally stand watch as Assistant Wing Duty Officer (AWDO) and may be assigned TAD for limited periods of time. They will muster daily at morning quarters with the Lead Mustering Officer.

(5) Officer career progression and professional development is a primary consideration when choosing TAD positions for individuals who fail to meet their aviation warfare specialty. If possible the TAD student will be assigned to a position that will enhance his/her professional knowledge and military experience. For example: An assignment to Public Works working for the Public Works Officer would be an excellent choice for an individual desiring to re-designate in the Civil Engineering Corps community.

b. Given the restrictions and policy stated above, TAD assignment priorities are as follows:

(1) TRAWING SIX AWDO 24-hour watch (primary point of contact for TRAWING SIX).

(2) TRAWING SIX permanent stash officer positions.

(3) Primary squadron support (student production requirements). All requests for TAD students will be managed through the squadron STUCON Officer.

(4) Advanced squadron support. All requests for TAD students will be managed through the squadron STUCON Officer.

(5) Other miscellaneous TRAWING SIX TAD students requests (on a case-by-case basis).

11. Point of contact: TRAWING SIX STUCON Officer at (850) 452-3239.



EDWARD L. HEFLIN

Distribution:

Electronic only, via TRAWING SIX Website:

<https://www.cnatra.navy.mil/tw6/>

TRAWING-SIX TAD Officer Request Form

1. Date requested:
2. Location of Duty:
3. Number of Officers requested:
4. Originators Name (Note 1):
5. Originators contact information:
 - a. Office Location:
 - b. Phone:
 - c. Email:
6. Nature of Request:
 - a. Assigned Duties:
 - b. Immediate Supervisor(s):
 - c. Stash assignment length:

(Note 1): By submitting this request, the originator is accepting responsibility of submitting **weekly** TAD officer updates, for accountability to the TRAWING SIX STUCON Officer via email at david.m.nichols@navy.mil. All TAD Officers shall muster in person with TRAWING SIX STUCON every Friday at 0830. If Friday falls on a holiday, muster is on Thursday at 0830 with TRAWING SIX STUCON.