



DEPARTMENT OF THE NAVY

COMMANDER TRAINING AIR WING SIX
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PENSACOLA, FLORIDA 32508-5509

COMTRAWINGSIXINST 3710.1R

N3

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COMTRAWING SIX INSTRUCTION 3710.1R

From: Commander, Training Air Wing SIX

Subj: STANDARD OPERATING PROCEDURES (SOP)

Ref: (a) [OPNAVINST 3710.7U](#)
(b) [COMNAVAIRFORINST 1542.7B](#)
(c) [COMNAVAIRFORINST 4790.2B](#)
(d) [CNATRAINST 3710.2V](#)
(e) [CNATRAINST 3710.13H](#)
(f) [CNATRAINST 3710.17C](#)
(g) [CNATRAINST 3710.38B](#)
(h) [COMTRAWINGINST 1542.8A](#)
(i) [COMTRAWINGSIXINST 3710.19D](#)
(j) [COMTRAWINGSIXINST 3740.2S](#)
(k) [COMTRAWINGSIXINST 6410.1A](#)
(l) [COMTRAWINGSIXINST 13700.1Q](#)
(m) [NASPCLAINST 3722.1X](#)
(n) [COMTRAWINGSIXNOTE 3710](#)
(o) [COMNAVAIRSYSCOM 032003Z MAY 2016](#)

Encl: (1) SOP Change Form
(2) Associate Instructor Applicant Personal Data
(3) Training Integrated Management System (TIMS) Check-in Sheet

1. **Purpose.** To issue Standard Operating Procedures (SOP) for flight operations under the cognizance of Commander, Training Air Wing SIX (CTW-6) in order to improve flight standardization and safety. This document shall be reviewed and updated annually with consideration given to changes and updates to the TRAWING ONE, TWO, FOUR AND FIVE SOPs.

2. **Cancellation.** COMTRAWINGSIXINST 3710.1Q.

3. **Scope.** This instruction encompasses detailed requirements for the safe and efficient operations of all Training Air Wing SIX (TW-6) aircraft flown by both military and contract aircrew while accomplishing the TW-6 mission. This instruction supplements references (a) through (o) and applies to instances where there are no governing directives. Should a conflict exist between this SOP and other directives, governing directives shall apply.

4. Action

a. All personnel involved with the operation of TW-6 aircraft shall be thoroughly familiar with the contents of this instruction, and comply with the directives and policies stated herein.

b. All TW-6 activities and associate instructors affected by the contents of this SOP are charged with the responsibility of submitting recommendations, additions, corrections, or constructive suggestions to ensure continual improvement of the standardization process. Enclosure (1) shall be used to submit changes to the TW-6 Operations Officer (OPSO).

c. The TW-6 OPSO shall chair an annual SOP board to review changes and recommend corrective action(s).

5. Review and Effective Date. Per OPNAVINST 5215.17A, the Operations Officer will review this instruction annually on the anniversary of its effective date to ensure applicability, currency, and consistency with Federal, DoD, SECNAV, and Navy policy and statutory authority using OPNAV 5215/40 Review of Instruction. This notice will automatically expire one year after effective date unless reissued or canceled prior to the one-year anniversary date, or an extension has been granted.

6. Records Management. Records created as a result of this instruction, regardless of media and format, must be managed per Secretary of the Navy manual 5210.1 of January 2012.



MARK G. STOCKFISH

Releasability and distribution:

This instruction is cleared for public release and is available electronically only via TW-6 Website, <https://www.cnatra.navy.mil/tw6/>

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CHAPTER ONE

GENERAL

100. **OBJECTIVE**. The objective of this instruction is to ensure the standardization of all flight operations within TW-6. This SOP instruction supplements references (a) through (o) providing all aircrew operating TW-6 aircraft with uniform procedures for flight operations and training.

101. **SCOPE**. This instruction is applicable to all flight operations involving TW-6 assets. It is not intended to restrict sound judgment where safety of flight is concerned. Individual TW-6 squadrons may prescribe more specific, restrictive SOPs for their operations.

102. **REQUIRED READING**. All aircrew members shall be familiar with this instruction prior to flying in TW-6 aircraft. Additionally, aircrew shall keep current with the latest changes to their squadron's SOP and policies. In order to ensure currency, a Read and Initial Folder of required reading shall be maintained in individual squadron/contractor ready rooms. Stan notes and Wing directives shall be routed from the TW-6 OPSO to the Squadron OPSOs for distribution to the squadrons.

103. **CHANGE PROCEDURES**. Change recommendations to this instruction shall be submitted to the TW-6 OPSO using enclosure (1).

104. **REVIEW**. This instruction shall be reviewed annually via the change review board chaired by the TW-6 OPSO.

CHAPTER TWO

POLICIES AND PROCEDURES

200. CRITERIA FOR FLIGHT IN TW-6 AIRCRAFT

a. For flight in TW-6 aircraft all aircrew assigned to TW-6 as an Instructor Under Training (IUT), Instructor Pilot (IP), Instructor Naval Flight Officer (INFO), Student Naval Flight Officer (SNFO), Flight Surgeon (FS), or Aeromedical Safety Officer (AMSO) shall comply with the requirements in references (a), (e), (h) and (j) as applicable. Aircrew not assigned to TW-6 who desire to serve as an associate flight instructor (AFI) shall submit a request to the TW-6 OPSO via the TW-6 AMSO in accordance with paragraph 202 of this chapter. The TW-6 OPSO shall forward this request to the Commodore for approval. Upon approval, those individuals will be entered in the Training Integrated Management System (TIMS), and placed on the Authorized To Fly (ATF) list at TW-6.

b. Before flying in a TW-6 aircraft, TW-6 aircrew and individuals who appear on the ATF list are required to be current in the specific platform as defined by reference (a) and local squadron SOP. Their qualifications shall then be entered in WingStats prior to flight scheduling. If WingStats cannot be accessed or unforeseen circumstances arise, the TW-6 OPSO or the TW-6 AMSO may be contacted directly in order to verify the individual's aircraft specific qualifications and authorize scheduling of a flight.

c. To ensure compliance with the above requirements the TW-6 OPSO shall:

(1) Administer and monitor the TW-6 ATF program.

(2) Screen all initial requests and verify that all necessary requirements/qualifications are current.

(3) Maintain a quarterly notice designating those aircrew who are authorized to fly in TW-6 aircraft.

d. Aircrew not assigned to TW-6 and non-aircrew desiring an orientation flight in TW-6 aircraft will comply with procedures set forth in reference (i).

201. AIRCREW REST/SCHEDULING REQUIREMENTS

a. Instructor Crew Day. The crew duty day begins upon arrival for official business and should not exceed 12 hours. The squadron CO may waive the instructor crew day to a maximum of 18 hours on a case-by-case basis. CTW-6 shall be notified anytime an instructor's crew day exceeds 12 hours.

- b. Student Crew Day. The crew day begins with the first scheduled ground event or 30 minutes prior to brief.
- c. Crew Rest. Twelve hours of continuous crew rest shall be afforded prior to commencement of crew day. The squadron CO may waive an instructor's crew rest down to ten hours on a case-by-case basis due to operational necessity.
- d. Instructor events per day. The maximum number of flight events per day at TW-6 is three and the maximum number of flight hours per day is 6.5. These may be waived by Squadron CO.
- e. Pilot/NFO currency requirements. Aircrew shall meet the following requirements based on the date of last flight:
 - (1) Hold a current NATOPS Model Rating.
 - (2) Hold a valid NATOPS Instrument Rating/Qualification.
 - (3) Pilots and NFOs (T-45C/T-6A). Maintain qualifications and currency in accordance with applicable squadron SOPs and references (a) and (e).
 - (4) Annual Emergency Procedures Training (T-45C/T-6A).
 - (a) A satisfactory demonstration of normal and emergency procedures shall be performed by each pilot in an OFT, to be completed in the sixth month after the initial and each subsequent annual NATOPS evaluation flight.
 - (b) In conjunction with this training, pilots shall complete a Bold Face Emergency Procedures and Operating Limits Exam.
- f. T-6A/T-45C specific requirements:
 - (1) For aircraft specific currency requirements, refer to VT-10 SOP for T-6A currency and VT-86 SOP for T-45C currency.
 - (2) The Commodore TW-6 shall be briefed annually on T-6A/T-45C currency requirements.
 - (3) Any changes to aircraft specific currency requirements shall be briefed to the Commodore.

202. ASSOCIATE FLIGHT INSTRUCTOR (AFI) PROGRAM. An AFI is a designated pilot/Naval Flight Officer (NFO) stationed in the Pensacola area at a command other than TW-6 that is authorized to instruct in TW-6 aircraft.

- a. To fly in TW-6 aircraft, the individual must be on duty in a flying status involving flight operations orders. CTW-6 shall approve individuals on a case-by-case basis, based on instructor requirements and squadron or Flight Instructor Training Unit (FITU) loading.
- b. Individuals must have an appropriate operational background.
- c. To apply for the program, forward enclosure (2) to CTW-6 via the assigned squadron. A letter is also required from the individual's parent command recommending him/her for a position as an associate instructor and guaranteeing the candidate's availability to instruct.
- d. The TW-6 Senior Marine shall be the initial point of contact for routing all Marine Corps associate assignments.
- e. AFIs shall maintain close and continuous liaison with their assigned squadron to facilitate ease of scheduling.
- f. AFIs shall actively manage their individual flight hours, qualifications and annual requirements to ensure they meet the minimum standards and currency requirements per reference (a), (j) and this instruction.
- g. Squadrons in which AFIs are assigned are responsible for drafting a waiver if annual flight time minimums are not met per reference (a).
- h. Associate instructors should participate in all safety-related training with the squadron to which they are assigned. This is to include All Officers Meetings, Standardization training events, and Safety Stand-downs.

203. AIRCRAFT MANAGEMENT

- a. Aircraft assets are assigned to TW-6 for the express purpose of conducting CNATRA directed syllabus flight training. CTW-6 policy is to reduce administrative/logistical use of training aircraft to an absolute minimum. An aircraft being available, and not immediately required for student flight training, is not sufficient justification for expending flight hours for administrative/logistical purposes. The use of aircraft for non-essential flights addressed in reference (a) is prohibited.
- b. In the event that an aircraft experiences a mechanical malfunction off station, and requires maintenance action to return to an up status, the TW-6 OPSO shall be notified.
- c. CTW-6 shall authorize all administrative/logistical flights directed by higher authority.

204. FOD. All TW-6 personnel, including civilian contractors, shall make every effort to maintain the highest level of FOD awareness and prevention in accordance with reference (l).

Prior to entering the flight line area, pockets shall be zipped up and loose gear stowed. Appropriate hearing protection shall be worn when aircraft are turning. Additionally, all aircrew shall:

- a. Include FOD prevention as part of the preflight brief.
- b. Preflight their personal survival gear prior to walking.
- c. Inspect the immediate area around their aircraft, and at least 50 ft in front of the intakes, prior to starting the engines.
- d. Conduct thorough pre-flight and post-flight inspections of their aircraft for cockpit FOD and for evidence of aircraft FOD and/or bird strike.
- e. All student NFOs shall receive FOD walkdown instruction during the TW-6 Safety Indoctrination briefing. The regularly scheduled third quarter safety standdown (July - September) shall include a briefing on TW-6 FOD walkdown procedures.

205. DESTRUCTIVE WEATHER PLAN. The Pensacola area is frequently subjected to adverse weather conditions, therefore, the following applies:

a. Responsibility

(1) All TW-6 subordinate commands and all civilian contractors shall maintain and comply with the following procedures for lightning within 5 NM of NPA:

- (a) Base Operations personnel shall notify the duty officers for TW-6 and its subordinate commands. Squadron duty officers shall then notify their respective T/M/S maintenance departments.
- (b) Aircrew shall not walk to or from their aircraft while lightning is within 5 NM. Aircrew not in aircraft shall clear the flight line and seek shelter immediately.
- (c) Aircraft shall not launch with lightning within 5 NM.
- (d) Once "lightning within 5 NM" has been terminated, Base Operations personnel shall notify the squadron duty officers who shall then notify their respective maintenance personnel to resume normal aircraft operations.

(2) Integrity of aircraft is the responsibility of the PIC or maintenance contractor. In addition to normal measures, when actual/forecast winds are in excess of 35 KTS, or on weekends or holidays, the contractor shall:

(a) Do six point tie-down, double chock aircraft and install prop restraints as applicable.

(b) Secure all doors and panels.

(c) Close and lock canopies.

(d) Raise flaps, close speed brakes, set gust locks.

(e) Fuel to maximum weight possible.

(f) Ensure all ground support equipment is properly secured.

(3) When winds are forecast to exceed 55 KTS, the contractor shall hangar aircraft and Ground Support Equipment to the maximum extent possible upon direction of the TW-6 OPSO.

206. CROSS-COUNTRY (XC) PLANNING AND PROCEDURES

a. The squadron CO has final approval on CONUS cross country flights. Each squadron shall forward their list of approved XCs to the TW-6 OPSO by 1200 each Wednesday. All mid-week XC approvals shall be forwarded on the squadron approved list the week prior to departure. All OCONUS requests must be submitted to TW-6 OPSO three weeks prior to the requested departure date to ensure time for approval.

b. If five or more like aircraft are going to the same XC destination, a Letter of Instruction (Notice 5050) must also be drafted and briefed to CTW-6 with an OIC identified. XCs are recognized as an integral part of the training syllabi and it is extremely important that they are thoroughly planned and executed. The PIC is ultimately responsible for all aspects of XC preflight planning and ensuring that the flight is conducted professionally and safely. Additionally, the following specifics apply to XC or out/in events:

c. Pick-up and drop-off of personnel shall only be for official business and personnel on funded orders.

207. SIMULATOR/AIRCRAFT VISITATION PROCEDURES

a. All simulator visits shall be scheduled through the Wing Operations Office via the respective squadron Operations Office. Individuals under the age of 18 shall not be permitted in the T-6 or T-45 visual simulators unless waived by the Commodore, Chief Staff Officer or Wing OPSO.

b. All TW-6 students bringing guests (family members, friends, etc...) to visit any TW-6 simulator or aircraft shall be escorted by a qualified individual at all times. Individuals qualified

to escort for simulator visitation shall be a type-qualified military instructor or civilian contractor. A contractor may provide an escort if one is available on a not-to-interfere basis. All students shall check in with the appropriate contractor office prior to any simulator or aircraft tour and shall be in the uniform of the day.

c. TW-6 instructors are not required to have an escort, but should notify the appropriate contractor of their intentions prior to providing any simulator or aircraft tour and shall be in the uniform of the day.

208. RECOVERY PROCEDURES. In order to safely recovery multiple T/M/S aircraft in a Joint environment, the lowest Break altitude for TRAWING SIX aircraft is 800' and the lowest pattern altitude is 600'.

209. PERSONAL ELECTRONIC DEVICES (PEDs). CTW-6 authorizes and encourages the use of PEDs as Electronic Kneeboards (EKBs) with the following restrictions:

a. All PEDs will be operated in accordance with reference (o). Only those devices authorized in reference (o) are allowed to be used as EKBs. Refer to <https://mps.navair.navy.mil/ekb/> for updates to authorized devices and holsters.

b. IPs and INFOs only. Students may use an EKB for preflight planning but they shall not be used during any instructional flight.

c. The PED shall be placed in "Airplane Mode" prior to closing the canopy and remain in that mode until the completion of the flight.

d. EKBs are not authorized as the primary or sole means of navigation and the appropriate aircraft instruments shall be used to aviate and navigate.

e. Aircraft commanders will ensure that all aircrew carry paper copies of all publications related to safety of flight (i.e. NATOPS and/or Pocket Checklist). Aircraft commanders will also ensure that at least one set of current Flight Information Publications (FLIPs) is carried.

f. In accordance with reference (o), the Pilot at controls shall stow the PED and not conduct close formation (e.g.: parade, fingertip) with tablet attached to thigh.

CHAPTER 3

AIRCRAFT OPERATIONS

300. **GENERAL REGULATIONS.** TW-6 flight operations shall be conducted in compliance with the provisions of applicable OPNAV, CNATRA, CTW-6 and individual squadron instructions. Additional requirements follow:

a. Call signs. The following system shall be used for all TW-6 aircraft:

(1) Aircraft shall be identified by a squadron call sign and a two or three-digit number.

(a) ROKT T-45 (Advanced)

(b) KATT T-6 (Primary)

(2) All Functional Check Flight (FCF) flights shall use the appropriate squadron call sign and a two or three digit number beginning with 9. For example, ROKT 91 or KATT 901.

301. **CREW RESPONSIBILITIES**

a. Aircraft Control. In the interest of building instrument scan and appreciation of Pilot-in-Command (PIC) task loading, the PIC may at his/her discretion allow non-rated crew members to manipulate the flight controls. The PIC shall retain the controls for taxi, takeoff, landing and when training with another aircraft. These restrictions shall not apply where a syllabus event directs the non-rated crewmember to control the aircraft.

b. Chock Removal. When away from home field, aircrew shall confer with linemen to ensure they remove the chocks and stow them totally away from the aircraft (beyond the wingtips), and not just pull them and leave them underneath the aircraft behind the nose gear. In the absence of a lineman, the aircrew shall verify that the chocks have been pulled and placed beyond the wing tip and aft of the main mounts, prior to entering the aircraft.

302. **WEATHER CRITERIA.** Use of a special instrument qualification for takeoff in conditions less than standard instrument qualification minimums is not authorized unless approved by CTW-6.

a. Aircraft are restricted from conducting training flight operations in Weather Warnings except as listed in references (a) and (d) which state:

(1) A qualified forecaster makes the determination that the storm development has not progressed as forecasted for the planned route. In such situations:

(a) VFR filing is permitted if existing and forecast weather for the planned route permits such flights.

(b) IFR flight is permissible in positive control areas if VMC can be maintained, thus enabling aircraft to detect and avoid isolated thunderstorms.

(2) If performance characteristics of the aircraft permit an en route flight altitude above existing or developing severe storms, for transiting purposes only.

b. Aircrew shall not file into or through known SIGMETs unless they are able to maintain VMC. If IMC conditions are unavoidable the Squadron CO or Detachment OIC may grant a waiver if he/she determines the crew will be able to comfortably and safely navigate around any severe weather. Waivers will not normally be granted for night flights through SIGMETs. Additionally, aircrew must ensure a suitable VFR alternate with a published approach exists and is available.

c. TW-6 flights shall not enter airfields with known present or forecast RCR of less than 12, braking action less than "fair", or known present or forecast snow or ice on the runway or taxiways within plus or minus one hour of intended landing time.

d. Cold Weather Operations. Due to non-availability of anti-exposure suits in TW-6, over water training flights are prohibited when the wind-chill corrected outside air temperature is 32°F or below or when the water temperature is 60°F or below in the operating area.

(1) In the event that either temperature reading is below these limits, flights shall be planned to work in over land working areas. Aircrew shall use the Sea Surface Temperature data from the DD Form 175-1.

(2) For most TW-6 overwater sorties, the term "operating area" means W-155A, W-155B and WHODAT. TW-6 aircraft shall not transit W-155A when its air/water temperatures are below prescribed limits to operate in W-155B, should the W-155B air/water temperatures be above prescribed minimums. This same "spirit and intent" shall govern decisions when operating away from NASP.

(3) Over water flight during the normal approach phase of a sortie with weather conditions below the minimums shall be minimized to the greatest extent practical.

e. Wind limits. Due to post ejection parachute landing performance and risk of dragging, operations with observed sustained winds exceeding 25 knots and/or gusting winds exceeding 35 knots are prohibited. In the absence of observed wind data, use of forecast data will be at the discretion of the CO.

303. BIRD/ANIMAL AIRCRAFT STRIKE HAZARD (BASH) AWARENESS

a. Aircrew shall check the Bird Avoidance Model and Avian Hazard Advisory System (AHAS) forecasts prior to briefing all low-levels, cross-countries, out-and-ins, and practice approaches to military and civilian airfields. For civilian airfields, aircrew may also check the AHAS models for nearby military airfields.

b. Takeoffs and Landings:

(1) CO permission is required for takeoffs from any airfield reporting SEVERE bird hazard via USAHAS that is confirmed by actual conditions reported at the field (i.e. ATIS or Tower).

(2) If arriving at an airfield forecasted to be severe, aircrew will verify the actual bird condition with tower prior to beginning the approach. If tower confirms bird activity to be severe, aircrew will conduct a straight-in, full stop landing only.

(3) If the practice approach airfield is in an area forecasted to have severe bird activity, aircrew will call tower prior to commencing an approach to determine the actual bird condition. If bird activity is severe, aircrew will not conduct practice approaches.

304. TAXIING AIRCRAFT

a. When taxiing as a single, minimum taxi interval for TW-6 aircraft is 500 ft. Absent of TW-6 or Squadron SOP guidance for dissimilar aircraft, a PIC's good judgment must prevail for foreign object damage (FOD) prevention.

b. Formation flights may alternate sides of the taxiway during daylight hours. Taxi interval shall be in accordance with appropriate NATOPS flight manuals and squadron SOP.

c. At night, all TW-6 aircraft shall taxi on the centerline. Taxi lights shall be used to the greatest extent practicable during night operations, taking care to not adversely affect the vision of other aircrew or ground personnel.

305. AUTHORIZED AIRFIELDS. Per reference (d), military airfields should be used to the maximum extent possible. However, TW-6 aircraft may takeoff, land, or remain overnight at any civilian airfield that fulfills the following requirements:

a. Contract Fuel (if fueling services are required).

b. To the max extent practical, PICs should avoid airfields with ramp fees. Specifically, parking, landing, and overnight fees should be researched and avoided. Judicious use of contract funds shall be considered when choosing a destination. However, if a situation should dictate

(i.e. divert or maintenance break down) the AIRCARD can be used to pay for parking, landing, hangar, and de-icing fees.

c. Reasonable security for the aircraft. Civilian airfield security must be considered on a case-by-case basis.

306. CIVILIAN AIRFIELD DEPARTURE PROCEDURES. All TW-6 aircraft departing from civilian airfields (IFR or VFR) to military destinations shall activate their flight plan on deck or airborne. This prompts FSS to notify the destination Base Operations that an aircraft is inbound.

307. STATIC DISPLAYS AND AERIAL DEMONSTRATIONS

a. Approval Authority

(1) The Commodore is authorized to approve participation at static display events in the Continental United States (CONUS) when these events are sanctioned by the Chief of Naval Information, as applicable. Requests for local static displays shall be forwarded to the TW-6 OPSO for coordination.

b. Regulations

(1) Participation in a static/aerial display shall be conducted in accordance with references (a) and (d).

(2) Participants in static displays shall strictly observe physical security and safety guidelines.

(3) Aircrew shall be present during the display and maintain a neat, well-groomed appearance. Aircrew shall be attired in uniform (flight suit) whenever the public is present and shall not consume alcohol while manning static displays.

c. Specific aircraft requirements for static displays when participating aircrew are on-station and present at the aircraft:

(1) Chocks in place.

(2) Tiedowns in place.

(3) Canopy, seat, gear, and stores pinned.

(4) Secure external canopy jettison handles (T-6).

(5) Hook down or pinned (T-45).

(6) No civilians or unqualified personnel are authorized inside ejection seat equipped aircraft.

(7) The aircrew or assigned member shall ensure guests (civilian or military) are escorted at all times.

d. Specific aircraft requirements for static displays when participating aircrew are off-station and/or not present at the aircraft:

(1) Section 306.c. requirements as above.

(2) Canopy closed and locked.

e. A thorough FOD walk-down shall be conducted following a static display and prior to engine start for airfield departure.

308. AIRBORNE VISUAL CHECKS. Unplanned airborne visual checks (*e.g.*, for unsafe landing gear indications) may be performed by TW-6 aircraft for emergency purposes only.

a. Formation qualified pilots should perform airborne visual checks if available. However, all NATOPS qualified pilots are allowed to perform airborne visual checks.

b. Dissimilar formations are strongly discouraged and shall be used only after all other options have been exhausted.

c. All checks should be conducted no lower than a 2,500 foot Delta pattern, if possible.

d. Positive two-way radio communication between aircraft shall be established on an assigned frequency and maintained throughout the check from join-up to safe separation.

e. The joining aircraft shall match configuration with the aircraft to be inspected prior to the rendezvous to the maximum extent practicable.

f. The rendezvous and separation shall be briefed prior to accomplishment of airborne visual checks.

309. CREW RESOURCE MANAGEMENT ROLES AND RESPONSIBILITIES

a. This section covers the normal training mission and outlines the roles and responsibilities of each crewmember. Termination of the training or evaluation portions of any flight for reasons of safety, unsatisfactory performance, or material discrepancy shall be the instructor's prerogative. The instructor shall ensure that weather along the entire route, destination and alternate meets the TW-6/squadron SOP, CNATRA and reference (a) requirements.

b. Instructor. The instructor shall be responsible for all phases of the assigned mission. The instructor shall be charged with the authority and responsibility to provide appropriate direction to students to ensure safe and successful completion of each training mission.

c. Student. The student is responsible for procedures delineated in the Flight Training Instructions and all crewmember duties to include: navigation, communication, checklists, and backing-up the pilot by monitoring aircraft performance. As applicable, the student shall control navigation aids, radios, transponder, and perform other duties as assigned. If the Instructor ceases training, the student shall acknowledge and continue crewmember duties, unless otherwise directed by the Instructor.

d. Critical Phases of Flight. During critical phases of flight to include taxi, takeoff, climb-out and upon commencing the approach, the cockpit shall be a sterile environment. There should be no communications that are not pertinent to the mission or safety of flight.

310. FLIGHT HOUR REPORTING AND TRACKING. Payment for CNATRA-contracted maintenance is based on flight time logged on NAVFLIRS. Responsible management of scarce fiscal resources dictate focused efforts by all to ensure accuracy of flight-time recording.

a. Aircrew shall make “taxiing outbound” and “safe on deck” calls to the Duty Officer for all flights on base frequency.

b. When operating away from home field, aircrew will make a phone call to the Duty Officer after securing their aircraft and again prior to walking to their aircraft for subsequent outbound legs, as necessary.

311. UNPLANNED CABIN DEPRESSURIZATION. Per reference (a) of this instruction, if loss of pressurization occurs:

a. Contact Duty Flight Surgeon (FS).

(1) To return to flight duties within 24 hours of initial exposure, the FS shall contact the Naval Aeromedical Institute Duty Undersea Medical Officer (UMO) phone #850-449-4629 for a recommendation.

(2) If the Duty UMO is not available and an operational necessity exists to return to flight duties within 24 hours of an unplanned cabin depressurization, Fig.1 shall be adhered to with FS and Commodore’s concurrence.

Depressurized Cabin Altitude	Grounding Policy
18,000'-24,999'	1) Mandatory grounding for 6 hours 2) Neurological exam to rule out DCS 3) Remain below 18K' MSL for 24 hours
25,000'-29,999'	1) Mandatory grounding for 12 hours 2) Neurological exam to rule out DCS 3) Remain below 18K' MSL for 24 hours
30,000' or greater	1) Mandatory grounding for 24 hours 2) Neurological exam to rule out DCS prior to returning to aircrew duties

Fig.1 CTW6 Unplanned Cabin Depressurization

NOTE: All of the rules in this section apply only to “asymptomatic” aircrew. If at any time during flight or after landing, aircrew experience symptoms of DCS, he/she shall be immediately referred to the FS and shall not be authorized to perform aircrew duties until all of the medical requirements have been fulfilled in accordance with CH.15 of the Navy Manual of Medicine.

CHAPTER FOUR

AIRCREW TRAINING

400. **GENERAL**. All squadron aircrew, associate aircrew, and contractor pilots shall obtain and maintain the highest level of proficiency possible in order to safely and efficiently carry out the mission of training Undergraduate Military Flight Officers.

401. **PHYSIOLOGICAL EPISODES**

a. Definition. Physiological episodes are physical, pathological, or psychological problems that manifest before, during, or after simulated or actual flight. These problems include but are not limited to hypoxia, hyperventilation, decompression sickness, spatial disorientation, loss of consciousness, airsickness, simulator sickness, etc.

b. Physiological Episode Evaluation Procedures

(1) Self-Evaluation. Individuals with first-hand knowledge of the circumstances accomplish the most efficient and direct detection of hazards. It is the individual's responsibility to report suspected physiological episodes to their chain-of-command.

(2) Instructor-Student Evaluation. Instructors shall document every instance of physiological episodes on student grade sheets. For episodes of airsickness, refer to reference (k). Except for airsickness, all physiological episodes shall be referred to the squadron or TW-6 Flight Surgeon (FS) and the Aeromedical Safety Officer (AMSO) for evaluation, and a physiological episode hazard report shall be completed.

(3) FS Evaluation. The FS shall monitor and follow-up on all referred students with physiological episodes and make appropriate disposition of the aeromedical factors.

c. G-Induced Loss of Consciousness. A G-warm up maneuver shall be conducted in accordance with the appropriate Flight Training Instruction prior to performing maneuvers requiring an excess of 3 Gs.

d. Aeromedical Support. Commanding Officers (COs) shall optimize opportunities to include Wing aeromedical personnel on the flight schedule. This will maximize their exposure to the physiological and psychological problems of flight and ensure their accessibility to students and instructors.

402. **CREW RESOURCE MANAGEMENT (CRM) TRAINING**

a. General. In accordance with references (a), (b), (e), (f), and (j), all TW-6 pilots, INFOs, and SNFOs shall receive aircraft specific CRM training. The TW-6 Safety Officer is designated

as the CRM Program Administrator. CTW-6 shall also designate a CRM Program Manager for each T/M/S training aircraft.

b. Annual CRM Refresher Training. On a monthly basis, a designated CRM Instructor or Facilitator will instruct the CRM refresher-training course for all aircrew in conjunction with Instrument Ground School. If the course instructor is not dual qualified, two instructors, one from each platform, will be present to instruct the course.

c. Annual CRM evaluation flights for instructor pilots shall be conducted concurrent with an annual instrument or Naval Air Training and Operating Procedures Standardization (NATOPS) check flight. Annual CRM evaluation flights for Instructor NFOs shall be conducted concurrent with an annual NATOPS check flight. Log evaluation flights on the CRM Training/Evaluation Record in section II, part C of the NATOPS jacket and in the individual's flight logbook. A copy of the Aviation Training Form, with comments citing successful completion of the CRM evaluation flight, shall be filed in section II, part C of the NATOPS.

d. IUT. New instructors will attend the CRM Training course, provided by a qualified CRM instructor for the respective T/M/S, in conjunction with Instrument Ground School while in the IUT program. IUTs will receive training on safe and effective management of student training coupled with the instructor's role in that process.

e. Student Training. Students shall receive initial aircraft specific CRM training during ground school, prior to flying in the aircraft for the first time. A qualified CRM Instructor or Facilitator will instruct the course.

f. Contract Pilots and Simulator Instructors. Contract pilots and simulator instructors are required to attend quarterly TW-6 safety stand-downs. Contract pilots are also required to attend annual Instrument Ground School to include annual CRM training.

CHAPTER FIVE

FUNCTIONAL CHECK FLIGHT (FCF)/MAINTENANCE RECOVERY PROGRAM

500. **PURPOSE.** To establish minimum requirements for the qualification of Functional Check Pilots (FCP) in TW-6 aircraft per references (a) and (c), and to establish the policy and procedures for the organization and operation of the FCF and Maintenance Recovery Programs for TW-6.

501. **FCF PROGRAM.** The FCF Program is an essential element in the TW-6 mission. Through the FCF Program, CTW-6 is assured that aircraft are functionally ready and safe for flight. FCF crew shall include both military and civilian contractor personnel.

a. CTW-6 shall designate senior FCF pilots to oversee the T-45 and T-6 FCF programs. Civilian contractor Functional Check Pilots (FCPs) shall be qualified and designated in writing by the TRAWING Government Flight Representative (GFR) after successful completion of their pertinent FCF syllabus.

b. Squadron Commanders shall:

(1) Designate in writing all squadron FCPs.

(2) Ensure all T-45C and T-6A FCPs have a minimum of 500 hours in type, or 300 hours if previously FCF qualified on any platform, prior to designation.

c. Senior FCP shall:

(1) Maintain an effective FCF Training/Standardization/Qualification Program per references (a) and (c).

(2) Serve as liaison for CTW-6, Wing GFR and the maintenance contractor via the OIC, CNATRA N4 Detachment (DET) Pensacola, on maintenance-related issues.

(3) Report discrepancies or unauthorized maintenance practices to the Wing GFR and CNATRA N4 DET Pensacola Quality Assurance (QA) for investigation and resolution.

(4) Assist CNATRA N4 DET Pensacola Quality Assurance Representatives (QARs), and civilian contractors as appropriate on maintenance-related concerns, research, or reports.

(5) Be responsible to CTW-6 for the overall operation of the FCF Program.

(6) Ensure squadron FCPs are scheduled frequently enough to remain current in qualifications.

502. ADMINISTRATIVE

a. Aircraft Mishap. In the event of a mishap during an FCF, CTW-6 shall convene the Mishap Board, and delegate responsibility for reporting purposes to the applicable squadron or Wing GFR in case of Contract FCPs.

b. Publications. The civilian maintenance contractor shall supply all publications and provide the maintenance and auditing of the maintenance technical library.

c. QA. No FCF shall be flown until all safety-of-flight discrepancies have been cleared by the contract QAR. The FCP shall be briefed and debriefed in accordance with reference (c).

d. Flight Time Limitations. Due to the short duration of maintenance flights, and the large number of flights that may be required, contract FCPs are permitted to fly no more than five maintenance flights per day, with the exception of flights that require a planned cabin depressurization which results in a cabin altitude greater than 18,000 feet. If maintenance and syllabus flights are flown on the same day by a military FCP, no more than three total daily flights may be flown. In no case shall an FCP fly more than 6.5 hours daily. To mitigate the risk to altitude decompression sickness, FCF flights that require aircrew to depressurize to cabin altitudes greater than 18,000 feet shall be limited to one in a 12 hour period and three in a seven day period.

e. Maintenance Evaluation Flights. Occasionally, there are maintenance discrepancies that do not clearly fit an FCF profile. In these cases, it is prudent to obtain an evaluation of the discrepancy and to determine if the discrepancy has been repaired. Contractor QA personnel shall prepare these aircraft for flight and put them on the FCF board to be flown by a qualified FCP. The in-flight evaluation sortie shall be conducted under the same guidelines/requirements as an FCF, including the flight purpose code and minimum crew. If the in-flight evaluation is flown in an "up" status aircraft with no safety of flight discrepancies, and when conditions do not place any undue risk on the flight, temporary IFR conditions are permitted.

f. Weather Restrictions

(1) In addition to weather minimums imposed by reference (a), the airfield from which the FCF is launching must be conducting VFR launches and recoveries before a FCF will be permitted to launch.

(2) Local FCFs or maintenance evaluation flights shall not be flown in a "Pro and go" mission profile. Upon completion of all FCF profiles, the aircraft shall return to base or proceed to NPA per applicable maintenance instructions.

(3) FCF Currency (FCP's only). An FCF shall be flown at least once every 90 days to maintain currency. If 90-179 days have elapsed since the last FCF mission, FCP shall conduct

an Alpha profile FCF with the senior FCP to regain currency. If more than 180 days have elapsed since the last FCF, the full FCF syllabus is required to regain qualification, including re-designation. As long as non-FCP aircrew are current in applicable T/M/S aircraft, they shall also be considered current as FCC in that aircraft.

CHAPTER SIX

T-6 OPERATIONS

600. T-6 AIRCRAFT OPERATIONS. T-6 aircraft shall only be used for CNATRA directed syllabus training by aircrew designated on the wing or squadron flight schedules. Because the T-6 is an ejection seat aircraft, non TW-6 personnel shall be approved for flight per reference (i).

- a. All TW-6 T-6 operations shall comply with the VT-10 SOP.
- b. FITU OIC Authority. The FITU OIC is delegated the authority of verifying and signing the daily FITU flight schedule.

CHAPTER SEVEN

T-45 OPERATIONS

700. T-45 AIRCRAFT OPERATIONS. T-45 aircraft shall only be used for SNFO syllabus training by aircrew designated on the squadron flight schedules. Because the T-45 is an ejection seat aircraft, non TW-6 personnel shall be approved for flight per reference (i).

- a. All TW-6 T-45 operations shall comply with the VT-86 SOP.

TW-6 SOP CHANGE RECOMMENDATION FORM

****Note: Submit only ONE change recommendation per form****

Date: _____

From: _____

To: Commander Training Air Wing SIX

Via: (1) _____ Commanding Officer

(2) _____ Executive Officer

POC and Phone number: _____

Category: URGENT _____ ROUTINE _____

Page: _____ **Section:** _____ **Paragraph:** _____

Recommendation (be specific):

Specific incident (if any) prompting recommended change (time/date/justification, etc):

NAME: _____ **RANK:** _____ **TITLE:** _____

SIGNATURE: _____

Chain of Command Comments (if applicable):

Note: Attach additional sheets as necessary.

ASSOCIATE INSTRUCTOR
APPLICANT PERSONAL DATA

NAME _____
RANK _____
DESIG _____

FLIGHT HOURS:

TOTAL _____
BY MODEL _____

PIC/HAC/MC _____

CAREER HISTORY:

DATE OF RANK _____
DATE WINGED _____
COMMANDS/JOBS HELD _____

AVIATION QUALIFICATIONS/DATE _____

INSTRUCTOR EXPERIENCE _____

CURRENT ASSIGNMENT _____

SCHEDULE FLEXIBILITY/AVAILABILITY _____

**TIMS Check In Sheet
Data Collection Form**

Name (Last, First, Middle Initial) _____

Social Security Number (Full) _____

This information is being collected to facilitate completion of your TIMS Check In Sheet for the purpose of allowing Wing Admin to properly input your information into the TIMS Database. After the information is utilized in the completion of updating your TIMS account this document will be destroyed in accordance with the disposition of Privacy Act Data.

Privacy Act Statement

"For Official Use Only - Privacy Sensitive: Any misuse or unauthorized disclosure may result in both civil and criminal penalties"

