

Training Squadron TEN
Naval Air Station
Pensacola, Florida

Welcome Aboard Handbook



(Last updated September 2015)

**Training Squadron TEN
250 San Carlos Road, Suite H
Pensacola, Florida 32508-5202**

FOREWORD

Welcome aboard Training Squadron TEN (VT-10) "HOME OF THE WILDCATS!" You are now a significant part of the Wildcat team. Our goal is to train and mentor the world's finest Naval Flight Officers.

All YT-10 students shall thoroughly acquaint themselves with the information in this handbook. This booklet provides a valuable overview of squadron policies and procedures that affect you during your training.

Dedication, training, and professionalism are the cornerstones of YT-10. Our steadfast commitment to improve is in keeping with the squadron's goal to produce world famous, highly respected NFOs, shaping the Future of U.S. Military Aviation.

Your comments are encouraged to help us increase the usefulness and accuracy of this handbook for future students. Submit recommendations to:

Student Control Officer
Training Squadron TEN
250 San Carlos Road, STE H
Pensacola, Florida 32508-5202



B. J. Solano
CDR, USN

Commander's Philosophy

The VT-10 Wildcats are leaders in Naval Aviation.

**Our mission today is to
build solid foundations for
the Naval Flight Officers
and leaders of tomorrow.**

The following principles and character traits define our organization, and help us meet ALL challenges head on.

PRINCIPLES

SAFETY IS PARAMOUNT. We will conduct flight operations that foster a culture of safety conscious aviators. If there is doubt, then there is no doubt. Nothing we do in a training environment is worth a person's life!

LEAD NOW, and LEARN TO LEAD BETTER TOMORROW. We were hired and are paid to be leaders first and foremost. Without this ability in this profession, aviation skills are irrelevant. Sometimes "Leading" means knowing when to follow. Learn from your instructors, seniors and peers. We are professional aviators and students in the profession of arms.

CHARACTER TRAITS

Honor our naval traditions and those who came before us, the Courage to fight the battles presented before us, and the Commitment to succeed at the task laid upon us.

It's an honor to be your Commanding Officer!



DEPARTMENT OF THE NAVY
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PENSACOLA, FLORIDA 32508 550.

13 Aug 15

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To: P11 Hands

Subj : co=fMANDIN8 OFFICER's 5l:FETY FJLrci

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DEPARTMENT OF THE NAVY
TRAINING SQUADRON TEN
250 SAN CARLOS ROAD 6UITe H
PENSACOLA, FLORIVa 32508502

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TRARONTENNOTE 5354
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13 Aug 15

TRAINING SQUADRON TEN NOTICE 5354

Subj: EQUAL OPPORTUNITY AND SEXUAL HARASSMENT POLICY STATEMENTS

Ref: (a) OPNAVINST 5354.1F CH-1

Encl: (1) Commanding Officer's Policy Statement on Equal
Opportunity
(2) Commanding Officer's Policy Statement on Sexual
Harassment

1. Purpose. To promulgate the Commanding Officer's statements on Equal Opportunity and Sexual Harassment.

2. Action. A per reference (a), enclosures (1) and (2) are to be given the widest dissemination, command attention and support from all Training Squadron TEN personnel.



B. J. SOLANO

Distribution: (TRARONTENINST 5216.2AC)
List I

13 Aug 15

COMMANDING OFFICER
TRAINING SQUADRON TEN
POLICY STATEMENT ON SEXUAL HARASSMENT

As Commanding Officer, Training Squadron TEN, I am firmly committed to and support the Navy's policy of ZERO TOLERANCE OF SEXUAL HARASSMENT. Sexual harassment is a form of sex discrimination that involves unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when:

Submission to such conduct is made either implicitly or explicitly, a term or condition of a person's job, pay or career;

Submission to or rejection of such conduct by a person is used as a basis for career or employment decisions affecting that person; or

Such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creates an intimidating, hostile, or offensive working environment.

As a means of direct resolution, all squadron personnel are encouraged to resolve sexual harassment complaints using the Informal Resolution System (IRS), when an incident in question is not independently criminal in nature. Under the IRS, each person has a responsibility to be a role model of appropriate behavior and confront inappropriate behavior when observed or brought to their attention. Formal procedures for processing complaints and avenues of resolution and redress are always available from the CMEO officer or your chain of command. The Commanding Officer and Executive Officer shall always extend an open door policy for such matters. In addition, the Navy's Sexual Harassment Advice Line is also available for obtaining confidential counseling and advice for identifying and dealing with sexual harassment and similar inappropriate behavior.

Call toll free 1-800-253-0931

DSN 224-2735

COMM (703) 614-2725

Our squadron must be comprised of an optimally integrated group of men and women able to work together to accomplish our mission. Each member is entitled to be treated fairly, with dignity and respect, and must be allowed to work in an environment free of sexual harassment. Recognize that you are personally accountable for your actions. Continually strive for individual excellence in your personal ethics.



E. J. Solano
Commander, United States Navy
Commanding Officer
Training Squadron TEN

Encl (2)

13 Aug 15

COMMANDING OFFICER
TRAINING SQUADRON TEN
POLICY STATEMENT ON EQUAL OPPORTONJ:TY

As the Commanding Officer of Training Squadron TEN, I am committed to the legal and moral obligation of every American to promote and support a fundamental principle of American democracy: EQUAL OPPORTUNITY. The Department of the Navy's Command Managed Equal Opportunity (CMEO) Program is an essential element of the Training Squadron TEN mission. Our readiness and support depends on each member of our team. All personnel will be provided equal opportunity regardless of race, creed, color, sex, age, national origin, or sexual orientation.

Discrimination resulting from the denial of equal opportunity to any individual will not be tolerated. All members are encouraged to make their concerns and issues known through the use of the Chain of Command. This grievance process will be a rapid means to correct any discrepancy, and to maintain high morale within the squadron.

Rewards and opportunities shall be provided based on performance of the individual. Education and training are available to every member to advance professionally and improve his or her position.

All squadron personnel are expected to give their full support to these objectives. Professionalism, mission accomplishment, and pride in service are the hallmark goals of this command. I am committed to ensuring that each man and woman in Training Squadron TEN develops a sense of dignity and self-worth as individuals, as members of the Wildcat Team, and as Aviators.



B. J. Solano
Commander, United States Navy
Commanding Officer
Training Squadron TEN

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DEPARTMENT OF THE NAVY
TRAINING SQUADRON TEN
250 SAN CARLOS ROAD SUITE H
PENSACOLA.FLOIOA 32508-5502

13 Aug 15

TRAINING SQUADRON TEN 'S MISSION

The MISSION of Training Squadron TEN is to provide premier Primary & Intermediate Flight Training to Student Naval Flight Officers in an environment that fosters safe & precise aviation, professional growth, excellence in leadership & fitness. Our goal is to train and prepare, and select students for follow on flight training ultimately leading to the fleet.

we will hold the highest standards of responsibility, accountability, and respect & dignity for all - for we are the single Primary and Intermediate pathway for NFO's in ultimately obtaining their Wings of Gold.

The Wildcat "End State" is production of professional Officers with a foundational of aviation skills culminating in their integration into the fleet.

A handwritten signature in black ink, appearing to read "B. J. Solano".

■ ■ ■ ■ ■
B. J. Solano
Commander, United States Navy
Commanding Officer
Training Squadron TEN



DEPARTMENT OF THE NAVY

TRAINING SQUADRON TEN
250 SAN CARLOS ROAD SUITE H
PENSACOLA, FLORIDA 32508 5502

13 Aug 1.S

From: Commanding Officer Training Squadron TEN
To: All Hands

Subj : NAVY OCCUPATIONAL SAFETY AND HEALTH (NAVOSH) POLICY

Ref: a) OPNAVINST 5100.19D

1. The Navy takes great pride in providing a safe and healthy workplace for all personnel. The Navy achieves these conditions through an aggressive and comprehensive NAVOSH Program. It is your duty and obligation to each other to report any unsafe situation promptly to the Safety Office, appropriate Department Head, the Executive Officer, or myself.

2. I would like to join the Chief of Naval Air Training in encouraging every one of you to perform your tasks in the safest manner possible by applying operational risk management. Your safety is of utmost concern to my staff and me. Therefore, I wholeheartedly endorse and reaffirm the Chief of Naval Operations policies.

A handwritten signature in black ink, appearing to read "B. J. Solano".

B. J. Solano
Commander, United States Navy
Commanding Officer
Training Squadron TEN



DEPARTMENT OF THE NAVY
TRAINING SQUADRON TEN
250 SAN CARLOS ROAD SUITE H
PENSACOLA, FLORIDA 32508-5502

13 Aug 1.5

MEMORANDUM

From: Commanding Officer
To: All Hands

Subj: CO'S INTERNET POLICY: VISITATION OF INAPPROPRIATE SITES

1. The use of network Internet access to conduct official and personal business is a privilege VT-10 extends to its members, and should be treated as such. It is incumbent on us as servants of the nation, that we exercise good judgment when using this privilege.

2. Accessing, storing, processing, displaying, distributing, transmitting or viewing inappropriate material such as:

- Pornography, which includes any sexually related photograph, paraphernalia, or articles
- Racist Material that promotes hate crimes
- Betting or gambling sites
- Any material which may have an adverse affect on good order and discipline

is strictly prohibited in government spaces, including the VT-10 Squadron Spaces (Bldg 1853) and Griffith Hall (Bldg 3258), and any time a CAC card is in a card reader on a satellite computer (at home or travel).

3. Any misuse of this privilege can result in immediate account de-activation, written reprimand, remedial training, NJP, or dismissal from the SNFO Program.

4. Please continue to execute good judgment in your Internet usage and promote an ethically sound atmosphere within our spaces, and the entire Department of Defense.

A stylized signature consisting of a large, bold letter 'O' followed by a horizontal line.

Commander, United States Navy
Commanding Officer
Training Squadron TEN



DEPARTMENT OF THE NAVY
TRAINING SQUADRON TEN
250 SAN CARLOS ROAD SUITE H
PENSACOLA, FLORIDA 32508-5502

13 Aug 15

COMMANDING OFFICER
TRAINING SQUADRON TEN
POLICY STATEMENT ON SEXUAL ASSAULT

As the Commanding Officer of Training Squadron TEN, I am unwavering in *my* support of the Department of Defense's commitment to stop sexual assault in our Service. sexual assault is counter to the Navy and Marine Corps core values of Honor, Courage, and Commitment, and erodes good order and discipline.

Every member of VT-10 is responsible for creating an environment in which all squadron personnel are treated with honor and dignity at all times, in all settings. Statistics indicate the majority of sexual assaults do not involve outsiders. Rather, it is often those we trust the most who violate basic tenets of human decency. To this end, all squadron members are directed to utilize Bystander Intervention when someone may be a target of sexual assault and to prevent someone from becoming a perpetrator of sexual assault. If you have concern for your or another Wildcat's safety, the following resources are available.

DOD SAFE Helpline
Call toll free 1-877-253-0931
24/7 NASP SAPR VA Cell Phone
850-449-9231
NASP SARC
850-554-5606

Victims of sexual assault can have absolute confidence in our steadfast commitment to your dignity and our sensitivity to your medical, emotional, psychological, and spiritual needs. Those who choose to report an assault as an UNRESTRICTED REPORT will have their identity released only to those with an absolute need to know. Those victims who make a RESTRICTED REPORT will have their privacy honored to the fullest extent possible while being provided the appropriate requested care. To be clear, THERE IS NO ROOM FOR SEXUAL ASSAULT at Training Squadron TEN. Sexual Assault of any kind is a crime and will not be tolerated.

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B. J. Solano
Commander, United States Navy
Commanding Officer
Training Squadron TEN



DEPARTMENT OF THE NAVY
TRAINING SQUADRON TEN
250 SAN CARLOS ROAD SUITE H
PENSACOLA, FLORIDA 32508-5502

16 May 16

MEMORANDUM

From: Commanding Officer, Training Squadron TEN
To: All Hands

Ref: (a) OPNAVINST 3710.70

Subj: COMMANDING OFFICER'S "IM SAFE" POLICY

1. Professionalism in aviation begins with being prepared to safely operate an aircraft in all possible conditions. If an individual is not able to safely fly (as defined below) he/she must have the fortitude to say so.
2. "IM SAFE" shall be defined as: I - Illness, M - Medication, S - Stress, A - Alcohol, F - Fatigue, and E - Eating.
3. During all briefs, all aircrew shall verbally acknowledge at the start of the brief whether they are safe to fly. As per the above definition, this will ensure that all aircrew are:
 - a. "P". Free from illnesses which could affect safety of flight.
 - b. "M". Not on any medications which are not prescribed by a flight doctor or would require a medical down chit.
 - c. "S". Not feeling the affects of stress to the point that a flight doctor should be seen.
 - d. "A". In compliance with Reference (a) with regards to alcohol.
 - e. "F". Rested and free from the affects of fatigue and in compliance with squadron SOP regarding crew rest.
 - f. "E". Eating proper meals and hydrated.

If an aircrew is not in compliance with "IM SAFE" they shall state so prior to or at the beginning of the brief. If the safety status of the individual changes prior to or during the flight, the individual student NFO shall acknowledge this and

Subj: COMMANDING OFFICER'S "IM SAFE" POLICY

Immediately notify the Instructor Pilot. This change in safety status can be done with a "Training-Time-Out" or "TTO."

4. Any Student NFO who is not in compliance with "IM SAFE" shall report to the flight surgeon, regardless of reason. Also, the squadron Aviation Safety Officer (ASO) shall be notified in a timely manner by the briefing instructor pilot or the SDO.

5. student NFOs are responsible for being prepared to fly per the schedule. Not being safely prepared to fly through their own negligence will result in a Ready Room UNSAT (RRU). A student's decision-making shall be considered prior to issuing a RRU, such as but not limited to: staying up late due to not preparing ahead when given the time; poor time management; breaking the squadron crew rest policy; breaking the OPNAV 3710.70 alcohol policy; knowingly taking unauthorized medications; etc. The intent is for individuals to take responsibility for actions and decisions they have control over.

6. Any time a student NFO states he or she is not in compliance with "IM SAFE" prior to or during a brief, the event shall not be flown. However, the event brief should be completed at the Instructor Pilot's discretion. The student NFO is still responsible for all briefing items and general knowledge. At the briefing Instructor Pilot's discretion, an Emergency Procedure/Operational Limits (EP/OPS Limits) Exam should be given to the student and must be completed prior to him or her leaving the squadron spaces. If the scheduled Instructor Pilot is unable to continue the brief or administer the EP/OPS Limit Exam due to operational necessity then an available Instructor Pilot, ODO, or SDO shall finish the brief and grade the EP/OPS Limit Exam. Based on the brief, if the Instructor Pilot determines the student NFO does not possess the proper knowledge required for that event or if the student does not receive a perfect score on the EP/OPS Limit Exam, a RRU shall be issued.

7. Some situations are outside of an individual's control. These situations are NOT grounds for a RRU. Examples would include but are not limited to: death in the family; outside influence on lack of sleep; sudden change to finances or other unforeseen emergencies.

8. "IM SAFE" is reserved for flying events only and does not apply to ground events, academics, or simulators. Student NFOs are only excused from ground events, academics, and simulators if he or she is medically incapacitated as determined by a Flight Surgeon or in accordance with paragraph 7 above.

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...
Subj: COMMANDING OFFICER'S "IM SAFE" POLICY

9. The intent of this policy is to enhance the safety of the squadron while ensuring aviation professionals exhibit personal responsibility for their actions.

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B. J. Solano
Commander, United States Navy
Commanding Officer
Training Squadron TEN

13 Aug 15

MEMORANDUM

From: Commanding Officer Training Squadron TEN
To: All Hands

Subj: Commanding Officer's Motorcycle Safety Policy

Ref: a) CNATRINST 3058.1A
b) OPNAVINST 5100.13

1. Motorcycle riding is an inherently hazardous activity that requires careful planning and training. Unfortunately it has resulted in significant number of military member fatalities. In order to keep members of this command healthy, the CNO's and base CO's motorcycle policies will be aggressively enforced. All motorcycle riders will be provided the safety education and training needed to safely operate a motorcycle.

2. Motorcycle ownership is a significant responsibility. Every Wildcat who owns or plans to own a motorcycle will comply with the following:

a. Motorcycle ownership shall be reported to the safety department immediately.

b. Prior to purchasing a motorcycle, all personnel shall consult with the Ground Safety Officer (GSO), to be certain they are aware of the responsibilities that come with ownership.

c. Prior to riding a motorcycle, the safety department must be given the following items:

(1) Motorcycle drivers license

(2) Vehicle Registration

(3) Proof of insurance

(4) Current Motorcycle Safety Foundation (MSF) course card (renewed every three years)

d. Per Reference a) an ORM Assessment Sheet shall be completed prior to riding motorcycles.

Subj: Commanding Officer's Motorcycle Safety Policy

e. Per Reference b) the following PPE is required while riding a motorcycle ON OR OFF BASE to include passengers:

Head Protection: A helmet meeting DOT or Snell Memorial Foundation certification shall be worn and properly fastened under the chin. Fake or novelty helmets are prohibited.

Eye Protection: Impact or shatter resistant safety glasses or face shield designed for motorcycle operators shall be properly worn and attached to the helmet. A windshield or standard sunglasses/eye wear alone are not proper eye protection.

Foot Protection: Sturdy over the ankle shoes that affords protection for the feet and ankles shall be worn. Flip flops, sneakers, and open toed shoes are prohibited.

Protective Clothing: A long sleeved shirt or jacket, pants, and full fingered gloves shall be worn. Motorcycle jackets constructed of abrasion resistant materials such leather, Kevlar, and/or cordura and containing impact absorbing padding are highly recommended. To enhance the ability of other vehicle operators to see and avoid motorcyclist, outer garments constructed of brightly colored and reflective materials are highly recommended during daylight hours. Reflective outer garments or vest shall be worn during night time hours.

3. The Navy, Marine Corps, your command, and most importantly your family requires you to be as safe as possible while enjoying the freedoms you defend day in and day out. Bottom line, if you do not comply with these instructions. DO NOT ride a motorcycle.



B. J. Solano
Commander, United States Navy
Commanding Officer
Training Squadron TEN

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ALL OFFICERS MEETING (AOM)

Squadron AOMs will be held approximately once each month. AOMs are an opportunity to share news and upcoming events, and recognize achievements of squadron personnel. It is also a prime time to provide feedback, so bring your questions and comments. Time and location will be published in the flight schedule. Uniform will be uniform of the day, unless otherwise directed. Attendance is mandatory unless it conflicts with a scheduled event.

ANTHROPOMETRICS

You probably were measured before checking into VT-10. If you have marginal tolerance restrictions, you will be contacted for a seat check prior to selection. Student Control can let you know if you are marginal. If you wish to be re-measured, contact Student Control.

CALENDAR CARD (BLUE SHEET)

You are required to keep a calendar card in your junk jackets at all times. You are responsible for keeping your calendar card up-to-date using the proper code listed on the sheet. Use **BLACK INK ONLY**; pencil is not authorized. Completed calendar cards must be turned in during the pre-graduation ATJ review. Blank calendar cards can be obtained from the Student Control Department.

CHAIN OF COMMAND

The Student's Chain of Command is as follows:

- Student
- Class Leader (the senior officer in your class)
- Class Advisor
- Student Control Officer
- Operations Officer
- Executive Officer
- Commanding Officer

You shall use the proper chain of command to solve problems at the lowest possible level. In addition, it is your responsibility to ensure that the chain of command is informed of any pertinent matters. Keep your Class Advisor and Student Control aware of any issues you may have. Bottom line if you have a problem, tell someone.

CLASS ADVISOR PROGRAM

I. Each class is assigned a Class Advisor.

..., The Class Advisor program is incorporated for your BENEFIT. In order to maximize this benefit, it is your RESPONSIBILITY to utilize the Class Advisor to aid in the completion of the flight program. At a minimum, you shall:

a. Schedule an initial interview with the Class Advisor within one week of check-in. The primary function of this interview is to obtain information relating to your residence, discuss flight schedules and service record. During this initial interview, inform the Class Advisor of circumstances which may be of concern. Throughout the rest of your time in VT-10, you shall meet with your Class Advisor every week. Take advantage of this opportunity to ask questions you may have. After each meeting ensure you and your Class Advisor sign your ATJ Jacket Review Sheet.

b. If any issue comes up that may affect your flight progress (illness, injury, family problems, pregnant wife, impending divorce, etc.) arrange a meeting with your Class Advisor to discuss the situation.

c. If you UNSAT any event, you MUST contact your Class Advisor in an expeditious manner and schedule an interview.

3. The assigned Class Advisor is responsible for the proper tracking of all your issues (personal, stage/phase marginal, Student Monitoring Status (SMS) and academic/flight downs.)

4. The bottom line is that you must make your Class Advisor aware of all your student-related issues and concerns, and ensure they are brought to the attention of the Student Control Officer.

CLASS MAIL

Any mail you receive will be placed in your ATJ, along with any pertinent information that needs to be passed to the class.

CREW REST

Being well rested is crucial to safety of flight and conducive to learning. At VT-10, crew day begins with the first scheduled ground event or 30 minutes prior to brief and ends after the last official duty, including associated flight debrief. For students, the maximum crew day is 12 hours. A minimum of 12 hours shall elapse between your last official duty and commencement of your crew day. You shall depart TRAWING SIX spaces, to include Griffith Hall and the Simulator building, no later than 12 hours prior to the next day's event. Ref: COMTRAWINGSIXINST 3710.1 Series.

CRITIQUES

We use critiques to solicit your thoughts and ideas about the syllabus, instructors, facilities, training materials, etc. Critiques are turned in throughout academic training and at the end of primary 1, primary 2, and intermediate training phases. Please give constructive comments and be as specific as possible. We cannot make effective changes if you only say that something was good or bad -explain why. Write critiques as though you are writing to the Commodore. Always remember, be courteous, honest and professional when writing critiques.

CROSS COUNTRY FLIGHTS

1. Cross country (i.e. out of the local area) flights offer an outstanding training opportunity and are fun. With rare exceptions, cross-country flights in VT-10 are optional. To be considered for a cross-country flight, you must be in good standing. All cross-country flights will be planned and flown per the squadron Standard Operating Procedure (SOP).

1. You must complete and file DTS vouchers within five working days of returning from the cross-country flight. You must have receipts for any expense in excess of \$75, all hotel/billing receipts must have a zero-balance (showing no credit or debit remaining) and **UNDER NO CIRCUMSTANCE WILL YOU BE REIMBURSED FOR A RENTAL CAR** (instructor will only be reimbursed for a rental car if the rental car is authorized on their travel orders).

DOG TAGS

Dog Tags are required during flight operations. REF: OPNAVINST 3710.7 Series.

DROP ON REQUEST (DOR)

All TRARON TEN courses are voluntary. You have the right to individually request termination of training at any time. If you are considering using the DOR policy, talk to your Class Advisor, STUCON Officer, or any instructor. Whenever a student makes a statement such as "I quit" or "DOR", he/she shall be immediately removed from the training environment and referred to Student Control for administrative action. **ONCE YOU DOR, YOU CAN NOT CHANGE YOUR MIND.**

FLIGHT GEAR

Flight suit and flight jackets are highly pilfered items. Do not leave these items lying around. If flight gear is lost or stolen, immediately report it to VT-10 Resource Management Service and Base Security. If the gear was stolen, the student must obtain a copy of the police report so the item can be replaced at no cost. Lost flight gear will be paid for by the student, through either a payroll deduction or direct remittance. Worn out flight gear will be replaced at no cost to the student. G-Suit must be returned to the Paraloft Shop when the student has completed the T-6A flight syllabus. You will be issued a new G-Suit if required, when checking into VT-86.

FLIGHT PAY

Flight pay should have started the day you checked in to CTW-6. If you have not received your flight pay after eight weeks, please inform Student Control. You will receive \$125.00 per month for your first two years of aviation service. Don't spend it all in one place.

FLIGHT PHYSICAL

1. Flight physicals should be scheduled through Central Appointments at 505-7171. Flight physicals can be scheduled two months prior to your birthday, and should be completed well ahead of time. **DO NOT WAIT TO SCHEDULE YOUR FLIGHT PHYSICAL!** If you are having problems with scheduling (e.g. ground school requirements, scheduled for a sim or flight on the day of your flight physical) speak to your Class Advisor. If you allow your flight physical to expire you will, at a minimum, be officially counseled by your Class Advisor.
2. You will receive a Class II Dental exam (Dental Clinic, Bldg. 3600, at 452-5600) at the time of the physical. Upon completion of the exam, you will receive a Standard Form 88. This form is required for annual flight physicals.
 - a. Be in the uniform of the day (flight suit).
 - b. Bring prescription glasses to the physical. Contact lenses must be removed 72 hours prior to the physical exam.
 - c. Give the original copy of the annual flight physical up chit to Student Control.

FLIGHT SCHEDULE

1. The flight schedule is a direct order from the Commanding Officer. The flight schedule includes all flight and ground events for the day, as well as, aircraft, simulator and academic schedules. Any notes pertaining to classes or personnel are listed. The flight schedule is distributed 1600 daily. The flight schedule can be checked in one of the following ways.
 - a. Call the Assistant Squadron Duty Officer (ASDO) at 452-4669 or 452-2385.
 - b. Log onto the internet, and go to the following website:
https://www.cnatra.navy.mil/scheds/schedule_data.aspx?sg=vt-10
2. **TIMS IS NOT A SUBSTITUTE FOR THE :FLIGHT SCHEDULE.** If you miss an event because you only referenced TIMS you will, at a minimum, be officially counseled by your Class Advisor.
3. The flight schedule is posted in the VT-10 Duty Office, the passageway bulletin board outside of VT-10 Duty Office, and in Griffith Hall. **YOU ARE RESPONSIBLE FOR CHECKING THE FLIGHT SCHEDULE INCLUDING ALL GROUND NOTES.** You cannot rely on the phone watch to tell you everything you are scheduled for, because the watch may overlook something. The onus is on the student to be adequately prepared and to be in compliance with all scheduled events.
4. You must ensure that you have prepared and know the Questions of the Day, which are located on the flight schedule. If you are scheduled as a standby on a flight, you will muster with

the Squadron Duty Officer (SDO). When your standby time has expired, you must check with the SDO for further instructions prior to being released for the day.

5. Every successful flight starts with a solid brief. The better prepared you are, the more beneficial and enjoyable the brief and flight will be. As you progress through the program, you will be responsible for briefing more and more of your flight. Once again, be professional. Stand when briefing and do not eat or drink during the brief or debrief without permission from the instructor. At the conclusion of the night, the debrief will help you identify both strong and weak areas. You must learn to take constructive criticism. Do not be offended when an instructor tells you what you did wrong. All instructors want you to learn and improve, to make you a better SNFO. Take notes and ask questions to increase your chances of success for your next flight. After the debrief, have the courtesy to straighten up the briefing room for the next student's brief.

GRADUATION

Approximate graduation timeline projections are as follows:

Primary 1	18 weeks after check-in
Primary 2	24 weeks after P-Grad
Intermediate	31 weeks after P-Grad

GRIFFITH HALL USE

You may use Griffith Hall for studying during the following hours: 0600 – 2200. Monday through Friday. Additionally, the Learning Resource Center (2nd deck of Griffith Hall) is open on Sundays from 1300-1700. The 2B47s are also available for use and are located on the first deck. DO NOT study or plan flights in the Conference Room. Ensure you comply with the squadron SOP requirement for crew day/crew rest when utilizing the academic areas.

ID CARDS

Carry your military ID card with you at all times. ID card must be carried even when off duty.

LEAVE/LIBERTY

- I. Students attached to VT-10 will not normally be granted leave. Exceptions include:
 - a. Emergency Leave.
 - b. Normal leave upon completion of training in phase, and until graduation and commencement of next phase or transfer to follow on squadron.
 - c. Holiday Leave.

DO NOT PURCHASE AIRLINE TICKETS BEFORE LEAVE HAS BEEN APPROVED.

YOU MUST READ THE RED LEAVE BINDER IN ADMIN AND FOLLOW THE DIRECTIONS.

2. Emergency Leave

a. Emergency leave will only be granted whenever a death or a bona fide emergency occurs within a member's immediate family, or the immediate family of the member's spouse when the presence of the member is required. The "immediate family" includes father, mother, person standing in loco parentis, spouse, children, brother, sister or the only living relative.

b. Emergency leave will be granted by the Commanding Officer or Executive Officer during normal working hours. Emergency leave may be granted by the SDO during non-working hours.

c. The SDO shall notify the Executive Officer and the individual's Class Advisor as soon as possible.

3. **Navy Students.** Personnel shall submit leave requests via Navy Standard Integrated Personnel System (NSIPS) <https://nsips.nmci.navy.mil/> E-Leave at least five working days prior to requested departure date. Students driving out of the local area (more than 350 miles) shall also submit a completed TRiPS assessment to their Class Advisor. OCONUS leave requests shall be submitted via NSIPS and a printed copy routed 30 days prior to departure in accordance with Squadron and Wing Leave Instruction. Leave should be requested to commence at 1630 on normal workdays or anytime on Saturday, Sunday, holidays, and terminate at 0730 on normal workdays or anytime on Saturday, Sunday or holiday. Regular leave requests for Navy Students shall be routed through the Class Advisor, Student Control Officer, and then to the XO for approval. If you are stage or phase marginal, you may not be granted regular leave under normal circumstances.

a. **Approved Navy Leave Request:** Students need to log into NSIPS E-Leave to get copy of approved leave request.

b. Students shall check out on leave with the SDO/ASDO either in person or by telephone (452-2385) from their local residence, and shall check in with the SDO/ASDO in person only. When calling in to check out on leave, the SDO/ASDO will record the date, time and name of the student in the ASDO log book. Permission to check-out by telephone is authorized as a personal convenience and shall not be used as a means of checking-out from leave when not actually in the local area.

c. Leave authorization must be in possession of the member while on leave.

d. Leave authorization does NOT have to be returned to Admin unless the times and/or dates of departure or return have changed.

e. Students who do not execute requested leave must inform Admin as soon as possible prior to the beginning of the requested leave period. Failure to comply may result in the member being charged with the full requested leave period.

4. USMC Students. Leave will be requested via Marine Online (MOL) with the VT-10 Senior Marine as the approval officer and a printed copy shall be routed at least five working days prior through Class Advisor, Senior Marine, Student Control Officer, and XO as the final approving authority. Once approved on paper, leave requests will be approved online by the Senior Marine and assigned a leave control number. Marine Students will also check in on leave via MOL and should carry a printed copy of MOL authorization while on leave. If you are stage or phase marginal you may not be granted regular leave under normal circumstances.

a. Approved Special Request/Authorization Chits will be submitted to the VT-10 Senior Marine and a copy, with leave address and phone number, provided to the Admin Office.

b. Leave requests shall then be submitted electronically, via Marine On-Line (MOL), to the VT-10 Senior Marine for final leave approval.

c. Marine Corps Officers shall check out on leave via MOL.

d. Marine Corps Officer-; shall carry a printed copy of the MOL leave authorization with them while on leave.

c. Marine Corps Officer-; shall check in from leave via MOL. Check-in shall only be done from the local area.

5. Extensions are granted for students having a legitimate reason for not being able to return from leave on time. You must call the SDO and *notify an extension*. Either the ASDO or the SDO will contact the Class Advisor who will give further instructions. If the extension is approved, you must log the new time and date the leave expires in block 29 of the leave papers ("granted extension of leave ending block"). The ASDO will log the extension in the duty logbook and the time the extension was granted. If you are not authorized an extension and fail to return on time, you are considered Unauthorized Absence (UA), which is punishable under the Uniform Code of Military Justice. If you are delayed for circumstances beyond your control, communicate the circumstances clearly with the SDO. Common sense and safety are the Wildcat goals.

6. Regular Liberty/Special Liberty

Liberty a. Definition"

(1) REGULAR LIBERTY. Is a routinely authorized absence which lasts from the end of normal working hours on one day to the beginning of normal working hours the next workday. Weekend Liberty will be from the end of working hour Friday afternoon until the beginning of normal working hours on the following Monday. When 3-day liberty includes only regular liberty time with a Monday or Friday national holiday, the time off is treated as regular liberty.

(2) 3-DAY SPECIAL LIBERTY. Begins at the end of normal working hours on a given day and expires with the start of normal working hours on the 4th day, e.g., from Monday evening until Friday morning.

(3) 4-DAY SPECIAL LIBERTY. Usually begins at the end of normal working hours on a given day and expires with the start of normal working hours on the 5th day, and includes at least two consecutive non-work days, e.g., from Thursday evening until Tuesday morning.

b. Student Liberty Policy

(1) Students departing the Pensacola area for a destination greater than 350 miles must have approved leave or special liberty.

(2) Students remaining within 350 miles, but departing the Pensacola area for a period greater than 24 hours, must notify their Class Advisor and provide a phone number in case of emergency notification or recall for training.

(3) Students NOT on the flight schedule, including those who have completed or terminated training, are considered in a duty status and therefore must remain in the local area and be available for recall to duty.

(4) Until told otherwise, students in a med-down status will contact their Class Advisor (or Student Control if the Class Advisor is unavailable) daily providing status of their medical condition. Students who are SIQ or hospitalized are released from daily check-in procedures until deemed physically able by the Squadron Flight Surgeon.

(5) Special Liberty is not authorized during your time in Academics.

PINK SHEETS/IPC/FPC/TRB

1. Upon receiving a "pink sheet" (an Aviation Training Form (ATF) printed on pink paper), you will report to Student Control immediately following the debrief. If the debrief is done after normal working hours, report to Student Control at 0730 the following work day.

2. The following circumstances trigger an Initial Progress Check (IPC) and will be documented on an Aviation Training Form (ATF) pink sheet:

- a. Two consecutive UNSATS in a block.
- b. Three consecutive UNSATS in a block
- c. An UNSAT check event (SXX90)
- d. A Ready Room UNSAT (RRU)

If you fail the Initial Progress Check (IPC), you will be directed to a Final Progress Check (FPC).

3. The following circumstances will trigger an FPC and will be documented on an ATF pink sheet:

- a. Failure of an IPC.

b. In any phase where a student has undergone an IPC in phase and subsequently meets any of the IPC triggers listed above.

c. Two academic examination failures in a phase.

d. Four cumulative UNSATS in a phase, including academic failures.

If you fail the FPC, you will be sent to a Training Review Board (TRB) and meet with the Commodore.

PRACTICE PRE-FLIGHTS

Practice pre-flights are strongly encouraged. Practice pre-flights may only be performed on designated aircraft. Contact the Maintenance Control Office for assistance. During non-working hours you must contact the SDO upon arrival and departure.

PREFERENCE SHEETS

..Preference Sheets", (also known as "Dream Sheets..) are your opportunity to request your future aircraft platform. Submit your primary preference sheet to the VT-10 Student Control upon arrival on the flight side of VT-10. Give careful consideration to the comments you write on the sheet. Make sure your comments are well thought out and explain why you want a particular pipeline selection. If making a change to your preferences within two weeks of graduation, you must contact your Class Advisor, USSI, STUCON Officer, and/or STUCON OFFICER in person. This requirement is in addition to updating the preference sheet in your ATJ. Requesting a platform does not guarantee you will get it! Pipeline selection is based on slot availability, student performance, and anthropometrics.

PROMOTIONS

If you are expecting to be promoted while attached to VT-10 you must inform Student Control and Admin as soon as possible.

READY ROOM USE

The Student Ready Room and the briefing room in the VT-10 hangar are available for your use 24 hours a day. Do not use the briefing rooms to study, except outside of working hours or on weekends. (Once again, ensure all crew rest requirements are met when utilizing squadron facilities.) The Instructor Ready Room is off limits. If you are looking for your instructor, do not enter the Instructor Ready Room without permission.

RECALL ROSTER

1. If you have a change of address, telephone number, marital status, rank, designator, etc., you must immediately notify the following personnel:

- a. Class Leader
 - b. Class Advisor
 - c. Student Control
 - d. Admin
2. Remember to update your Page 2 and SOLi if you get married, divorced, or have a baby.
 3. You are responsible to ensure your information remains current. This is not an invasion of privacy, but a military requirement. VT-10 must be able to contact you at any time.

SELECTION

Upon successful completion of the Primary 1 syllabus, USN students are assigned to one of two pipelines. Students will be assigned to either VT-4 for follow-on Multi-Crew Simulator (MCS) training and subsequent "big-wing" platform assignment (P-3, P-8, EP-3 or E-6) or will remain in VT-10 to embark upon the Primary 2 syllabus. Following successful completion of the Primary 2 syllabus, these remaining students will again be assigned to one of two pipelines. Students will be assigned to either VT-4 for follow-on MCS training and subsequent E-2C transition or will remain in VT-10 to commence the Intermediate syllabus. Those students who successfully complete the Intermediate syllabus will ultimately be assigned to VT-86 for Advanced Strike training.

All USMC students will remain in VT-10 throughout the Primary 1, Primary 2 and Intermediate syllabi, and will be subsequently assigned to VT-86 for Advanced Strike training.

Per CNATRAINST 1500.4 Series, and commensurate with composite scores, completion dates and available billets, BUPERS/CMC will strive to assign each graduating SNFO his or her first choice of duty through direct liaison with the TRAWING SIX Student Control Officer.

STUDENT PARKING

1. YOU SHALL park in designated parking areas only.
2. Do not park on the grass or in any reserved spot.
3. Consequences of parking in unauthorized areas include: parking tickets; towing of vehicle; and/or disciplinary action by the CO.

STUDY HABITS

Studying in groups is a good study habit and/or is strongly recommended. Students who fail to use this resource typically encounter academic and/or flight difficulties. Study groups consisting of three to six students seem to be the most effective.

TRAINING TIME OUT (TTO)

In any training situation when you or an instructor becomes concerned about your personal safety or that of another, you or the instructor shall signal for a "Training Time Out" (TTO) to clarify procedures or requirements. Prior to commencing any aircraft flight training ("high risk") evolution the instructor will detail the TTO procedures with emphasis on evolution specific verbal (and nonverbal signals when appropriate) as part of the safety portion of the brief. When using "Training Time Out" signals other than verbal, they shall be appropriate to the training environment and shall be clearly indicated in the curriculum, Lesson Topic Guides, and Student Guides.

UNIFORM STANDARDS

1. You are responsible for knowing, and adhering to your service's grooming standard). (i.e. haircut, make-up, and facial hair requirements). If you are "out of standards" you will be directed to your Class Advisor for counseling. In addition, Class Advisors will also conduct uniform and flight-suit inspections on an "as-needed" basis. Time and location will be announced in the flight schedule.

2. Official Visits to CO/XO.

a. USN – Summer Khaki with brown shoes

b. USMC – Service Uniform (Bravos) or "C" (Charlie")

3. Flight suits are authorized for commuting and all normal travel and associated stops (e.g. stops at child care, gas stations, off-base shopping, banking, DMV and dining) before, during and after the workday. SINCE FLIGHT SUITS ARE NOT A LIBERTY UNIFORM, CONSUMPTION OF ALCOHOL WHILE OFF-BASE IN FLIGHT SUITS IS NOT PERMITTED. USN students will wear a black t-shirt with the green & white Wildcat patch during the week. USMC student will wear the Marine approved shirt under the flight suit. On Friday's, USN students will wear the Cosmo Cat patches. Flight jackets shall be zipped at least halfway and all uniforms shall be worn in accordance with regulation.

VEHICLE OPERATION

1. SPEEDING ON BASE IS NOT TOLERATED. When you are stopped for speeding, you will go to traffic court. After traffic court, your name will be forwarded to the Student Control Officer and the Executive Officer (XO) and may result in disciplinary action. Radar detectors are against DoD regulation and are not to be used on base.

2. Pedestrians and bicycles have the right of way on all military installations.

3. Seat belts shall be worn at all times on and off base. You can be fined if you are found not wearing a seat belt on base. It's the law, so buckle up! Off-base speeding fines begin at \$83.00 and go in excess of \$550.00. In addition to the fines, the student will be assessed 4 to 6 points

on their driver's license. State law also requires that all children under the age of 5 must be in an approved child restraint. Each child restraint violation carries a fine of \$115.00.

4. If you choose to ride a motorcycle on base, you must wear a helmet. Additionally, Navy policy requires all motorcycle riders to talk with the Ground Safety Officer within one week of check-in to ensure required rider training is completed and current.

5. No cell phone use while driving on base. Do not text and drive at any time. If you need to text, pull over.

WATCH STANDING

1. Among your other duties, you will be required to stand watches during your stay at VT-10. Watch standing duty will be posted on the flight schedule the day before the watch. Watches are assigned by the Schedules Department upon completion of Academic training. Switching watch-standing duty requires prior notification to the Schedules Department. Watch standing duties are as follows:

a. Assistant Squadron Duty Officer (ASDO). This is a 24-hour watch, 7 days a week, manned by two students in 12 hour shifts. The ASDO will assist the Squadron Duty Officer (SDO). Students shall stand watch in flight suits unless otherwise directed. You SHALL show up 30 minutes prior to your assigned duty (e.g. show at 0530 for a 0600 watch).

b. Military Duty Officer (MOO) Griffith Hall. One watch scheduled per day located in Griffith Hall. The uniform is flight suits unless otherwise directed.

2. You must carefully check the schedule and be certain about what watch you will be standing. Times for all watch standing duties will be listed in the flight schedule.

3. A scheduled watch is a mandatory assignment. You are to stand watch in the prescribed uniform, and with superior professionalism.