



DEPARTMENT OF THE NAVY

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

COMTRAWINGSIXINST 1500.5A  
30 Sep 11

COMMANDER, TRAINING AIR WING SIX INSTRUCTION 1500.5A

From: Commander, Training Air Wing SIX

Subj: TRAINING AIR WING SIX STUDENT PROCESSING

Ref: (a) CNATRA 1500.4G  
(b) BUPERSINST 1610.10 (Series)

Encl: (1) TW-6 Officer Stash 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 1500.5
3. Background. Student administration of Student Naval Flight Officers (SNFOs) is complex and, although this directive does not cover every contingency, the contents of this instruction provides 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 Squadrons and TRAWING SIX STUCON personnel is essential.
4. Action. All students will be assigned detachment and class convene dates for follow-on training as delineated in the Chief of Naval Air Training (CNATRA) letter for Primary Selection. Class convene dates are based on student load plans at each wing/command and require strict adherence. In the event of training delays or request for change to detachment or class convene dates, TRAWING SIX STUCON will coordinate with CNATRA for approval.
  - a. VP/VQ Selectees. VP and VQ selectees shall report to TRAWING SIX STUCON at 0800 on the Tuesday, or next working day after their Primary graduation to await Permanent Change of Station (PCS) orders and subsequent assignment to a Fleet Replacement Squadron (FRS). Students are to be checked out of

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Training Squadron TEN (VT-10) at this time. VT-10 STUCON will transfer students to TRAWING SIX in the Training Integration Management System (TIMS) and provide a Performance Information Memorandum (PIM) in accordance with Chapter 12 of reference (b). 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 0800 to await PCS orders and subsequent assignment to VAW-120 on the Tuesday (or next working day) after their Intermediate graduation. Students are to be checked out of VT-10 at this time. VT-10 STUCON will transfer students to TRAWING SIX in TIMS and provide a PIM in accordance with Chapter 12 of reference (b). Leave or TAD consideration between selection and detaching dates shall be approved through TRAWING SIX STUCON Officer.

c. Advanced Selectees (VT-86). Advanced selectees shall report to TRAWING SIX STUCON office no later than 0830 on the Monday morning of their Intermediate graduation to coordinate TAD orders for required Centrifuge-Based Flight Environment Training (CFET). Subsequent to this initial check in, students will be directed to return to VT-10 and are to be checked out of the squadron at this time. VT-10 STUCON shall transfer students to TRAWING SIX in TIMS and provide a PIM in accordance with Chapter 12 of reference (b). Leave or TAD consideration between selection and detaching dates shall be approved through TRAWING SIX STUCON Officer.

d. VFA/VAQ Selectees. VFA and VAQ selectees shall report to TRAWING SIX STUCON office on the day of "soft winging", or, the next working day following final phase completion at 1000 with winging date and selection information to coordinate FRS orders. Navy students shall report to TRAWING SIX STUCON to await PCS orders and subsequent assignment to a FRS on the Monday or the next working day after their winging at 0900. Students are to be checked out of Training Squadron EIGHT SIX (VT-86) at this time. VT-86 STUCON shall transfer students to TRAWING SIX in TIMS and provide a PIM in accordance with Chapter 12 of reference (b). Leave or TAD consideration between selection and detaching dates shall be approved through the TRAWING SIX STUCON Officer.

e. International Students. Students will be processed according to reference (a) chapter 5. Squadron STUCONs shall direct ALL International Military Students (IMS) to check out with the TRAWING SIX International Military Student Officer

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(IMSO) immediately upon final program phase graduation. It is imperative and required for the TRAWING SIX IMSO to personally interview all outbound IMSs.

6. Squadron STUCONs Shall

a. Upon transferring a student to TRAWING SIX, ensure all required information is entered into TIMS. The TIMS event action required is to "resource the student." 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 and click "SAVE" and "OK."

b. Notify TRAWING SIX Plans and Production Department (N53) immediately upon interruption of student training when placing them 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 attritions 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, and resource the student to TRAWING SIX in TIMS.

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

7. ATJs. ATJs are to be maintained per reference (a), Chapter 3. Upon completion of last syllabus training event, the ATJ will be closed out and forwarded to TRAWING SIX for further transfer to the next training activity. Every effort to ensure

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ATJs are properly maintained is required. Any discrepancies found in the ATJ by TRAWING SIX STUCON will be immediately returned for correction. TRAWING SIX is required to transfer ATJs to the gaining training activity within five working days from completion. This should not be confused with the requirement for Non-Grad student NFO ATJs to be transferred to CNATRA within 30 calendar days of Non-Grad. Marine Corps ATJs will be forwarded to CNATRA via TRAWING SIX.

8. 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. Additionally, Navy students who are frocked/promoted to the next pay grade are not required to receive special FITREPs while in a training program.

9. 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 are stashed will muster on Fridays only. If a federal holiday falls on a Friday, stashed 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. P-Pool: Students awaiting Primary training

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b. A-Pool: Students Awaiting Advanced Training.

c. G-Pool: Graduates of Primary and Intermediate or newly designated NFOs who have checked out of their squadron and are awaiting FRS PCS orders.

d. H-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.

10. Leave policy. Students assigned to any CNATRA aviation training pipeline will not normally be granted leave so as not to interfere with the efficiency and timelines of their overall aviation training. TRAWING SIX policy conforms to CNATRA guidance and further states that normal student leave may be assigned on a case-by-case basis provided training is not impacted. Emergency leave will be processed in accordance with Navy Regulations upon Red Cross verification. In all circumstances, the total number of missed training days will be minimized in order to lessen the negative impact of emergency leave upon the training pipeline. Leave requests Out of Continental United States (OCONUS), must be submitted to the TRAWING SIX STUCON Officer a minimum of 45 days prior to the first day of travel. The following guidance will be used to determine leave control authority for students assigned to TRAWING SIX STUCON:

a. TRAWING SIX STUCON Officer. The TRAWING SIX STUCON Officer is the final leave authority for students assigned to TRAWING SIX who are not actively involved in aviation training as well as for all stash student leave requests. Commander, TRAWING SIX is final approving authority for student OCONUS travel requests. Stashed students will submit leave requests through their respective supervisors who will "top line" the request before submitting it to the STUCON Officer for final disposition.

b. Requested leave must not interfere with student's class up date or training. Leave requests for students assigned to TRAWING SIX will be handled on a case-by-case basis, providing the leave does not interfere with or impact aviation training. Leave will not delay or negatively impact a student's permanent change of station (PCS) processing.

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

a. Squadrons are encouraged to request "stashed students" to help them accomplish their mission. Squadrons are required to submit a "Stash Officer Form," Enclosure (1), to the TRAWING SIX STUCON Officer.

(1) A student who has a reasonable chance of returning to aviation training should be assigned a stash 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 stash 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 their respective STUCON office.

(3) Designated Naval aviators awaiting transfer will be assigned duties commensurate with their status as Naval Officers. Normal assignment will be 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 and/or menial tasks.

(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 full time stash positions, but will occasionally stand watch as Assistant Wing Duty Officer (AWDO) and may be temporarily assigned stash duties for limited periods of time. They will muster at morning quarters with the Lead Mustering Officer.

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(5) Officer career progression and professional development is a primary consideration when choosing stash positions for individuals who fail to meet their aviation warfare specialty. If possible the stashed 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 CEC community.

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

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

(2) Academics scheduling augmentation (0700-1530 daily).

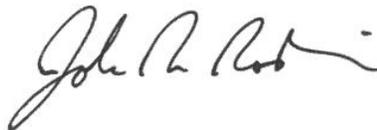
(3) Primary squadron support (student production requirements). All requests for stashes will be managed through the squadron STUCON Officer.

(4) TRAWING SIX Training and Operations department (augmentation to assist in running TRAWING SIX programs).

(5) Advanced squadron support. All requests for stashes will be managed through the squadron STUCON Officer.

(6) Other miscellaneous TRAWING SIX stash requests (on a case-by-case basis).

12. Point of contact: TRAWING SIX STUCON Officer at (850) 452-2305.



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Distribution:

Electronic only, via TRAWING SIX Website:

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

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## TRAWING-SIX Stash Officer Request Form

1. Date requested:
2. Location of Duty:
3. Number of Officers requested:
4. Originators Name (Note 1):
5. Originators contact information:

Office Location:

Phone:

Email:

6. Nature of Request:

Assigned Duties:

Immediate Supervisor(s):

Stash assignment length:

**(Note 1):** By submitting this request, the originator is accepting responsibility of submitting weekly stash Officer updates, for accountability to the TRAWING SIX STUCON Officer via email at [david.m.nichols@navy.mil](mailto:david.m.nichols@navy.mil). ALL STASH Officers shall muster in person with TRAWING SIX STUCON every Friday at 0800. If Friday falls on a holiday, muster is on Thursday at 0730 with TRAWING SIX STUCON. Officers on TAD (i.e. House Hunting) are no longer considered in a stash status and shall report back to TRAWING SIX STUCON prior to departing.