



DEPARTMENT OF THE NAVY

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

COMTRAWINGSIXINST 3710.19C  
00S2  
4 Mar 15

COMMANDER, TRAINING AIR WING SIX INSTRUCTION 3710.19C

From: Commander, Training Air Wing SIX

Subj: WING AUTHORIZED TO FLY AND ORIENTATION FLIGHT PROCEDURES

Ref: (a) OPNAVINST 3710.7U  
(b) CNATRAININST 3710.2U  
(c) COMTRAWINGSIXINST 3710.1Q  
(d) COMTRAWINGSIXNOTE 3710

Encl: (1) Training Integrated Management System (TIMS) Check-in Sheet  
(2) Flight Approval Authority  
(3) Sample Letter Orientation Flights Request To CTW-6  
(4) Sample Letter Orientation Flight Request to CNATRA  
(5) Sample letter NASTP Currency Waiver Request  
(6) T6 and T-45 Orientation Flight Profile (IP in Front Seat)

1. Purpose. To establish authorization procedures for individuals requesting flights in Training Air Wing (TRAWING) SIX aircraft.

2. Cancellation. COMTRAWINGSIXINST 3710.19B.

3. Background. Aeromedical prerequisites for Orientation, Passenger, Observer, Aeromedical Specialist flights and all staff and associate aircrew shall be met per references (a) through (c) prior to flight in TRAWING SIX aircraft. Aeromedical prerequisite tracking shall be accomplished by using the WingStats Qualification Complete Report database. All personnel flying in TW-6 aircraft shall complete enclosure (1) prior to flight.

4. Authorize to Fly Procedures for Non-TRAWING SIX Personnel Policy. All non-TRAWING SIX personnel shall submit a flight request to appropriate approval authority via TRAWING SIX Aeromedical Safety Officer or Wing Operations Department. Flight requests shall be submitted using official email or

naval correspondence. If the flight request requires higher authority approval (i.e. CNATRA), as outlined in references (a) through (c) and delineated in enclosure (2), TRAWING SIX will forward for review. Flight requests requiring higher approval authority may take a significant amount of time to be reviewed. For this reason, these requests should be submitted well in advance of the flight request date.

a. Individuals who request to fly regularly with TRAWING SIX shall have their aeromedical prerequisites verified by the TRAWING SIX Aeromedical Safety Officer or Wing designated personnel. Aeromedical prerequisites include aeromedical clearance, appropriate NASTP survival training, aircraft specific emergency ground egress/ejection seat brief, and any other prerequisite deemed necessary by TRAWING SIX. At no time should an individual fly in TRAWING SIX aircraft without current aeromedical prerequisites and being approved per reference (d).

b. The official Authorized To Fly (ATF) list for non-TRAWING SIX personnel and will be updated quarterly, see reference (d).

##### 5. Orientation Flight Procedures In TRAWING SIX Aircraft

a. Orientation Flights are typically one-time events for participants in TRAWING SIX aircraft on a not-to-interfere with training or operations basis.

b. Reference (a) lists categories of eligible participants for orientation flights.

c. Commanding Officers shall ensure their highest qualified flight instructors are selected to conduct orientation flights and shall implement policy in compliance with the content of this instruction to ensure safety of flight and standardized procedures. Additionally, Commanding Officers shall meticulously screen all requests for orientation flights before submittal to the Commander, Training Air Wing SIX (CTW-6).

d. The approval authority for all orientation flights can be found in references (a) and (c), and enclosure (2).

e. Orientation flight requests can be initiated by anyone within an organization. However, all requests shall be via the

Commanding Officer of the requesting unit. All requests shall be sent to CTW-6 for consideration and CTW-6 shall seek Chief of Naval Air Training (CNATRA) approval if necessary. Requests shall possess detailed information regarding the flight's nature and purpose, the date and time, the individual's name/rank/official title, branch of service or civilian as appropriate, medical screening status if required, NASTP requirements or waiver requests, and a valid point of contact for coordination. Sample letters requesting orientation flights from CTW-6 and CNATRA are included as enclosures (3), (4), and (5).

f. ORM/Naval Air Training and Operating Procedures Standardization (NATOPS) Brief. The participant shall be briefed by the Instructor Pilot using the appropriate NATOPS pocket checklist for the aircraft being used.

g. Egress Training. Prior to flight, participants shall receive emergency egress training conducted under the supervision of the TRAWING SIX Aeromedical Safety Officer at the Emergency Egress Training Device, when available. When unavailable, or for orientation flights away from NASP, egress training shall be conducted by a designated NATOPS Instructor Pilot on the aircraft ramp.

h. Flight Conduct. All orientation flights shall be conducted during daylight hours with weather minimums equal to or better than VFR (1000-3). All orientation flights shall be conducted within the local flying area. Participants shall occupy the rear cockpit only, unless otherwise approved by CTW-6.

i. Authorized Maneuvers. Maneuvers other than those outlined in enclosure (6) and shall not be conducted without CTW-6 approval. Maneuvers outlined shall be conducted in accordance with current applicable aircraft NATOPS, Flight Training Instruction, and local operating procedures manuals. Flight profiles may be modified by CTW-6 as deemed appropriate based on previous flight experience. Requests for profile modifications shall be included in the orientation flight request letter, enclosures (3) through (5).

j. Administration. All orientation flights will be identified by squadron call-sign and side number. Training

codes for Electronic Flight Record purposes shall be "1G1." The participant's name need not be entered into the TIMS for the flight.

6. Observer Qualification in TW-6 Aircraft. For Observer qualification in TW-6 aircraft, all aircrew shall comply with the requirements of reference (c). The individuals who appear on the ATF, reference (d), are required to be current in the specific platform as defined by reference (a) and squadron Standard Operating Procedures.

7. ATF Procedures for TRAWING SIX Personnel Policy. Prior to flight, personnel who request an orientation flight in an aircraft, which they are not NATOPS qualified or an Instructor Under Training, are required to route their request to CTW-6 through their squadron Commanding Officer and TRAWING SIX AMSO per enclosure (3).

8. Point of Contact. TRAWING SIX point of contact is TRAWING SIX Aeromedical Safety Officer, DSN 459-3148 or commercial (850) 452-3148.



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Distribution:

Electronic only, via TW-6 Website

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

**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"

**PRIVACY ACT STATEMENT**

AUTHORITY TO REQUEST THIS INFORMATION IS DERIVED FROM UNITED STATES CODE 301, DEPARTMENTAL REGULATIONS. PURPOSE OF THIS FORM IS TO PROVIDE FOR AN IMMEDIATELY ACCESSIBLE, UP-TO-DATE RECORD OF PERSONAL DATA FOR PERSONNEL MANAGEMENT AND/OR EMERGENCIES. COMPLETION OF THIS FORM IS MANDATORY. FAILURE TO PROVIDE REQUIRED INFORMATION MAY RESULT IN ADMINISTRATIVE OR DISCIPLINARY ACTION BEING TAKEN.

**TIMS CHECK IN SHEET**

**STEP 1: TRANET ACCOUNT ESTABLISHED ( Blaine Padilla - Bldg 3245 - RED DOOR )**

<b>Signature</b> _____	<b>Date</b> _____	<b>TRANET User Name</b> _____
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**STEP 2: TIMS ACCOUNT CREATED ( Robin Sharit - Bldg 1854 - P&P )**

<b>Signature</b> _____	<b>Date</b> _____
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**STEP 3: TIMS CHECK IN ( Bldg 1854 - ADMIN OFFICE )**

**NOTE: THIS FORM MUST BE COMPLETED IN ITS ENTIRETY**

<b>CHECK - IN DATE</b>	<b>SQUADRON</b> VT86 VT10 VT4 WING	<b>PLATFORM</b> T-6 IUT T-6 TEST PILOT T-45 PILOT T-45 NFO MCS		
<b>HAVE YOU EVER BEEN ASSIGNED TO THE WING BEFORE?</b> YES: WHAT YEAR _____ NO		<b>ARE YOU A...</b> Pilot or NFO		<b>ASSOCIATE</b> YES or NO
<b>LAST NAME</b>		<b>FIRST NAME</b>		<b>MIDDLE INITIAL</b>
<b>LOCAL ADDRESS</b>				<b>BIRTH COUNTRY AND STATE</b>
<b>DATE OF BIRTH</b>		<b>HOME PHONE</b>		<b>CELL PHONE</b>
<b>GENDER</b>	<b>RACE</b>	<b>ETHNICITY</b>	<b>COUNTRY OF CITIZENSHIP</b>	<b>MARRIED</b> YES or NO
<b>SPOUSE NAME</b>		<b>NUMBER OF DEPENDENTS</b>		
<b>SERVICE BRANCH</b>	<b>RANK</b>	<b>DATE OF RANK</b>	<b>PAYGRADE</b>	<b>ENTERED ACTIVE DUTY (ADSD)</b>
<b>COMMISSION DATE</b>	<b>SOURCE OF ENTRY TO MILITARY</b>	<b>DESIGNATOR</b>		<b>FLEET EXPERIENCE</b> YES or NO
<b>DUTY STATUS</b> ACTIVE DUTY SEL RESERVE FTS				
<b>HIGHEST DEGREE COMPLETED</b> BA/BS MA/MS DOCTORATE		<b>MAJOR</b>		<b>UNIVERSITY</b>
<b>DO YOU HAVE ANY ISSUES THAT COULD NEGATIVELY IMPACT YOUR FLIGHT TRAINING? (Circle one)</b> YES or NO <b>NOTE: If yes, please ask to speak privately regarding the issue</b>				

**STEP 4: CREATE CLASS IN TIMS - SHEET EMAILED TO RENEE ANDERSON IN P&P**

**STEP 5: RESOURCE TO SQUADRON**

Revised 20 Feb 2015

**FLIGHT APPROVAL AUTHORITY**

<b>Category</b>	<b>T-45</b>	<b>T-6</b>
Active duty	CTW-6 (1)	CTW-6 (1)
GS	CNATRA (2)	CNATRA (2)
Contractor	CNATRA (2)	CNATRA (2)
Maintenance (rescue)	CNATRA (2)	CNATRA (2)
Retired Military	CNATRA (2)	CNATRA (2)
FAA	CNATRA (3)	CNATRA (3)
Family member	CNATRA (2)	CNATRA (2)
US Civilian	CNATRA (2)	CNATRA (2)
Foreign Mil	CNATRA (2)	CNATRA (2)
Foreign Civ	CNATRA (2)	CNATRA (2)
Members of Congress	CNATRA (2) OLA (4)	CNATRA (2) OLA (4)

Naval Aviation Survival Training Program (NASTP), i.e., Aviation Physiology/Water Survival Training, can be waived by CNATRA for ejection seat aircraft and CTW-6 for non-ejection seat aircraft. If a waiver is granted, the orientee shall agree in writing to participate in the flight and assume the associated risks themselves.

All personnel participating in orientation flights shall receive appropriate physical screening or examination. Scope of this screening shall be determined by a CTW-6 Flight Surgeon and include clearance for participation in high risk NASTP training.

**References:**

- (a) OPNAVINST 3710.7U
- (b) CNATRAININST 3710.2U/CNAF 251230Z FEB 10
- (c) OPNAVINST 4630.25D

**Notes:**

1. Reference (a) Type-Wing Commander (CTW-6) for ejection seat aircraft for active duty personnel, subject to the limitations outlined in reference (b).

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2. Reference (a) CNATRA for orientation flights.
3. Reference (a) TYCOM (CNATRA) for FAA ATC Specialists and Examiners.
4. Reference (a) Orientation flights for members of Congress and their staffs require prior concurrence from Chief of Legislative Affairs. Orientation flights for White House staff members require prior concurrence from the White House Military Office.

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SAMPLE ORIENTATION FLIGHTS REQUEST TO CTW-6

3711  
Ser N3/

From: Originator and Command Title per SECNAVINST 5216.5D  
To: Commander, Training Air Wing SIX  
Via: Commanding Officer and Command Title per SECNAVINST 5216.5D  
(if originated by the Commanding Officer not required)  
  
Subj: ORIENTATION FLIGHT AND WAIVER (if required) REQUEST FOR  
T-6/T-45 (choose one) AIRCRAFT  
  
Ref: (a) OPNAVINST 3710.7 Series  
(b) CNATRAININST 3710.2 Series

1. Per references (a) and (b), request permission for an orientation flight for Colonel Chuck Sanders, USMC, on or about day/month/year. Colonel Sanders is the guest speaker at the Winging on day/month.
2. Colonel Sanders is currently a medically qualified aviator with CH-53 experience. **Or:** Colonel Sanders is an infantryman and has completed the aeromedical assessment required per references (a) and (c) and is qualified to fly onboard Naval Aircraft as a crewmember. Colonel Sanders is current in NASTP requirements (aircraft dependent R1/RP1 ejection seat required for T-6 per reference (a)) and does not require a waiver. **Or:** General Lee requires a waiver of NASTP requirements per reference (a). (T-6/T-45 requires CNATRA approval with CTW-6 endorsement).
3. All required safety briefs and training shall be completed in accordance with reference (a) prior to the flight.
4. The point of contact for this flight is Major Honored at DSN xxx-xxxx.

Very respectfully,

I. M. HONORED  
MAJ USMC

Enclosure (3)

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SAMPLE ORIENTATION FLIGHT REQUEST TO CNATRA

3711  
Ser N3/

From: Commander, Training Air Wing SIX  
To: Chief of Naval Air Training

Subj: ORIENTATION FLIGHT AND WAIVER AUTHORIZATION REQUEST

Ref: (a) OPNAVINST 3710.7 Series  
(b) CNATRAININST 3710.2 Series

1. Per references (a) and (b) request a one-time orientation flight authorization for Ms. Lois Lane, (Civilian). Ms. Lane is a journalist with the New York Times desiring to write an article about the T-6 Texan.

2. Ms. Lane has completed the aeromedical screening per reference (a) and is medically cleared to fly. Appropriate NASTP training will be completed and documented per reference (a). **Or:** Ms. Lane will require a Waiver for NASTP requirements due to scheduling non-availability. The flight shall remain overland per reference (b).

3. The flight will take place on or about day/month/year, if approved, and will not interfere with normal flight training schedules.

4. All required safety briefs and training will be completed per references (a) and (b) prior to flight.

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Copy to:  
Applicable Parties

Enclosure (4)

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**SAMPLE NASTP CURRENCY WAIVER REQUEST**

3711  
Ser N3/

From: Commander, Training Air Wing SIX  
To: Chief of Naval Air Training

Subj: NASTP CURRENCY WAIVER REQUEST

Ref: (a) OPNAVINST 3710.7U  
(b) CNATRAININST 3710.2U

1. Per references (a) and (b), request waiver of Naval Aviation Survival Training Program (NASTP) training requirements for Rear Admiral Douglas J. Asbjornsen, USN.

2. Rear Admiral Asbjornsen, Reserve Deputy Commander, is a qualified Naval Flight Officer; however, his NASTP training qualifications have expired.

3. Rear Admiral Asbjornsen will be visiting Training Air Wing SIX on Day/Month/Year. His agenda for that day will include a (aircraft type) Orientation Flight in the morning followed by a Reserve Component Officer's Call in the afternoon.

4. If this waiver is approved, my intent is to approve an orientation flight for Rear Admiral Asbjornsen and mandate that the flight be conducted in a (type model series) aircraft such that the flight will remain over land at all times; east of the Escambia River; operating to, from, and in (name of military operating area).

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Enclosure (5)

**T-6 & T-45 ORIENTATION FLIGHT PROFILE**  
**(IP IN FRONT SEAT)**

1. Authorized Maneuvers

a. Demonstrated by instructor:

- (1) Takeoff
- (2) Aileron Roll
- (3) Wingover
- (4) Loop
- (5) Barrel Roll
- (6) Break
- (7) Approach Pattern
- (8) Touch-and-go
- (9) Landing
- (10) Inverted Flight
- (11) Split-S
- (12) Immelmann
- (13) 1/2 Cuban 8
- (14) Clover Leaf (T-6 only)

b. Participant in back seat actively on controls:

- (1) Straight and Level
- (2) Climbs and Descents
- (3) Constant Angle of Bank Turns
- (4) Aileron Roll

(5) Wingover

(6) Loop

(7) Barrel Roll

2. Prohibited Maneuvers (require CTW6 approval)

a. Overwater Flights if NASTP Waived

b. Simulated Emergencies

c. BFM

d. Any Aerobatic Maneuver not listed above

e. Spins, stalls, and OCF

f. Formation Flights to include but are not limited to:

(1) STRIKE

(2) CAS

(3) AWI