1. **EP/OPS LIMITS TEST**

- EP/OPS limits test should be 100% correct from memory at this point!
- When completed, send the students down to maintenance control to activate their Nalcomis access for TIMS.
- Conduct a quick tour of the squadron spaces to include Admin, Stucon, SDO, student study lab, and NATOPS/Training rooms.
- Show the students the example NATOPS and PCL in Safety and clearly explain that they are expected to have their pubs fully incorporated and properly documented like the examples.

2. **Grab an empty briefing space and walk through a sample brief.**

- Ensure each student has updated flight and manual publications. Check updated SOPs are in the front of the NATOPS manual with letter of promulgation.
- ORM Sheet
  - In your briefing room make sure you have a VT-10 Briefing packet. This has the ORM sheet in it.
- Fill it out with the associated risks/controls.
  - IP will make adjustments, total the score. Don’t leave it blank!
- DOR/TTO Policy
- Read File
  - [www.baseops.net](http://www.baseops.net)
  - One-stop-shop for all other aviation online products. Use as a road map for getting to other websites.
- Weather
  - For Weather (DD-175-1) use “Aviation Weather” link: [https://fwb.metoc.navy.mil/](https://fwb.metoc.navy.mil/)
    - On next page, click “USN Flight Weather Briefer” for DD-175-1’s
      - Flight Wx Briefer: Setup account (1-888-PILOTWX) and get canned wx briefs (350RR for Contact or ONTOP E/W/N for INAVs)
      - Use “Aviation Digital Data Service” link on Baseops for quick access to ADDs page (see below) [www.aviationweather.gov](http://www.aviationweather.gov) (ADDs website)
    - Use to check TAFs/METARs/SIGMETs/AIRMETs/Radar/Satellite
    - Show up to brief with TAFs/METARs for all fields in the Notam list above (or on-wing discretion)
    - Use SIGMET Java Tool to check for any SIGMETS
    - Have a general knowledge of the radar/satellite picture ([www.aviationweather.gov/radar](http://www.aviationweather.gov/radar) [http://www.aviationweather.gov/satellite](http://www.aviationweather.gov/satellite)
    - Use to check WWs and severe weather (OPNAV3710 restriction for WWs)
  - NOTAMS:
    - [https://www.notams.faa.gov/](https://www.notams.faa.gov/)
    - [https://pilotweb.nas.faa.gov/](https://pilotweb.nas.faa.gov/)
    - For Notams use typing field on top left portion of page under banner. Get the following notams for all C4XXX flights (unless IP wants less or more): (In Printer layout settings use 2 pages per sheet to save paper)
      - KNP, KPNS, KMOB, KBFM, KJKA, KCQF, KPQL, KNBJ, K1R8, KMVC, KZJX, KZH, KZTL
    - Recommend checking the block next to all applicable, relevant NOTAMS.
  - For TFRs click “Temporary Flight Restrictions” link on next line
  - If that link doesn’t work then navigate to [http://tfr.faa.gov/tfr_map_ims/html/](http://tfr.faa.gov/tfr_map_ims/html/) and use the the “TFR MAP” link or “TFR List” link. Can also search in google/yahoo) for “FAA TFRs”
  - For BASH click “US AHAS” in Safety section on right hand side of page, mid-way down.
    - Click Airfields and setup the Date and Zulu hour for your intended arr/dep/practice time
    - Check all fields that you intend to do practice or terminal pattern work
      - KNP, KBFM, KMOB, KNBJ, KPNS MOA (others at IP discretion)
      - To display the BASH condition click AHAS RISK button. Print or copy/paste to word doc & print
- Brief Board
  - Follow the example in the Student Ready Room. INCLUDE SSR’s. If 2 students are scheduled to brief together, 1 board will be used for the 2 students. Do not write out answers to the questions of the day, briefing items, or EPs on the briefing board. Do not reference notes or study sheets with answers to questions of the day, briefing items, or EPs during the brief.
  - Bring the following to all briefs:
    - FTIs: Contact and Checklist Study guide
      - NATOPS FM: Wing SOP -> VT-10 SOP -> Letter of Promulgation -> Appropriate IOS’s
      - NATOPS PCL: Updated with appropriate IOS’s
      - Kneeboard: Best practice to tie pen to kneeboard / Checklists bound to it using flexible O-clips. DO NOT CONNECT CHECKLISTS, PENS, OR ANY OTHER ITEM TO YOUR FLIGHT GEAR! See Ms. Foshee/supply for clips.
    - CTW-6 Inflight guides – (Blue Brains) Must bring all, can be partially included in kneeboard but must have the guides in their entirety. Read through the document to ensure familiarity with the bluebrains.
    - Leave Vest/G-suit/Helmet at the Paraloft

Before leaving the brief space log into ASAP and demonstrate how to complete one. https://asap.navy.com/navy/ (You must log on and complete this after every flight! Username- vt-10sma Password- cats11)

3. Tour the SDO office.

- Read and Initial Cards (on the board across from the duty desk)
  - All hands side: Read the all hands section and sign for all R&I’s thru the most current
  - Aircraft specific side: Read the T-6 section and sign for all R&I’s thru the most current
  - EP Tests (quarterly) get logged on this card also
- Make sure your card is showing on the green side and that you have read all the appropriate sections of the R&I binder
- If you have questions, follow the example in the duty office.
- Skeds/Ops-Sniv log location. If you need to snivel (request time off work) inform your class advisor and put your information in the snivel log located at the SDO desk. A SNIVEL IS A REQUEST AND DOES NOT GUARANTEE YOU WILL NOT BE SCHEDULED. SNIVELS MUST BE ENTERED NLT 0730 THE BUSINESS DAY PRIOR TO THE REQUESTED SNIVEL, I.E., IF YOU NEED SOMETHING ON MONDAY, GET IT IN THURSDAY NIGHT.
- Leave will not normally be granted during flight training.
- SMS check in/out with the SDO, and annotate times in the SMS logbook.
- Typical flow
  - Show up with enough time before your brief to print/gather all the required items listed in section 2.
  - Don’t break crew rest from the previous day and don’t show up so early to unduly extend your crew day either (SOP limit for students = 12 hours).
  - NMT 1 hour should be sufficient.
  - Prepare your materials and get a briefing room. Overflow briefing spaces at end of P-way.
  - Wait for the IP in the main P-way outside the briefing spaces. After 5 minutes late, go find them
  - Brief will take approx. 1 hr 15 minutes. Make sure there is a VT-10 briefing card in the room you pick.
  - After the brief you will take care of any post brief tasks and get a step brief from the SDO. GET EARPLUGS NOW!!!

4. Tour Maintenance Control.

- Ask for a sample Aircraft Discrepancy Book and review it. Ask questions to the maintenance control supervisor if there are any lingering questions about the information presented.
- Aircraft Discrepancy Book – ADB
  - Ask for your side number or tell them your call sign
  - Contains the previous ten flights worth of discrepancies with the below documents
- Daily Inspection
  - Inside front cover of binder
  - Good for 72 hours with Turn Around Inspections or other scenario’s per 4790
- Turnaround Inspection
  - On the back of the A-Sheet (see below)
  - Good for 24 hours or until the aircraft is flown and returned to Maintenance
- A-Sheet – Aircraft Inspection and Acceptance Record
  - Servicing / Parking Spot / Signatures (Plane Captain / Maintenance Control Rep / Aircraft Commander)
  - Write in your call sign and name
  - IP will sign and date
- MAF – Maintenance Action Form (a.k.a Gripe or discrepancy)
  - Left side of book = completed discrepancies (signed off)
  - Right side of book = outstanding discrepancies (not signed off)
  - Outstanding discrepancies must up “UP” gripes
  - Separated by the 10 previous A-Sheets
- Weight and Balance
  - Back of book
5. **Obtain flight gear at the PR shop and conduct a sample walk around and strap in.**

   - Preflight walk around
     - Conduct a thorough preflight walk around, to include opening the engine cowlings and reviewing engine/system components.
     - Students should never be on the flight line unless accompanied by an Instructor.

   - Aircraft strap in
     - After the walk around, the instructor shall monitor the student properly strap into the aircraft **AND** run through the cockpit checklist.
     - This will require the student to study the checklists **BEFORE** showing up to FAM-0.

6. **Useful links**

   - Training wing 6- [https://www.cnatra.navy.mil/tw6/](https://www.cnatra.navy.mil/tw6/) (Within VT-10/CTW-6 websites are links and subpages with SOPs, instructions, and many other useful training documents.)
   - ASAP- [https://asap-navy.com/navy/](https://asap-navy.com/navy/) (You must log on and complete this after every flight! Username- vt-10sma Password- cats1!)
   - NSIPS(E-leave)- [https://nsipsprod.nmci.navy.mil/](https://nsipsprod.nmci.navy.mil/)
   - NKO (for completing GMT- [https://wwwa.nko.navy.mil/](https://wwwa.nko.navy.mil/)
   - BUPERS Online- [https://www.bol.navy.mil/bam/](https://www.bol.navy.mil/bam/)
BE AWARE OF POTENTIAL KNEEBOARD FOD!

The black plastic clips shown below can easily fall off of your kneeboard and become a FOD hazard in the aircraft. Please remove them before use in the simulator or aircraft.

BE AWARE OF POTENTIAL KNEEBOARD FOD!