

Training Squadron TEN
Naval Air Station
Pensacola, Florida

Welcome Aboard Handbook



Training Squadron TEN
250 San Carlos Road, Suite H
NAS Pensacola, FL 32508-5202

**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 VT-10 students shall thoroughly acquaint themselves with the information in this handbook, which provides a valuable overview of squadron policies and procedures that affect you during your training.

Dedication, training, and professionalism are the cornerstones of VT-10. Our steadfast commitment to improve is in keeping with the squadron’s goal to produce world famous, highly respected NFO’s, 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

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ALL OFFICERS MEETING (AOM)

Squadron AOMs will be held approximately once each month. Attendance is mandatory unless it conflicts with a scheduled event. AOMs are an opportunity to share news, 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.

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 you junk jackets at all times. You are responsible for keeping your calendar card up-to-date using the proper codes listed on the sheet. ***This needs to be completed on a bi-weekly basis.*** 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 Office. ***If there are any questions in regards to updating calendar cards please contact your class advisor or STUCON Clerks for further assistance.***

CHAIN OF COMMAND

The Student's Chain of Command is as follows:

Class Leader (The senior student 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

1. Each class is assigned a Class Advisor.

2. The Class Advisor program is incorporated for you 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. **This can be completed upon initial class indoctrination, but it is your responsibility to ensure you sign the paperwork along with your Class Advisor.** The primary function of this interview is to obtain information relating to your residence, discuss flight schedules, and your service record. During this initial interview, inform the Class Advisor of circumstances which may be of concern. Take advantage of this opportunity to ask questions you may have. After each meeting ensure you and your Class Advisor sign your ATJ Review Sheet.

b. If any issues arise that may affect your flight progress, (illness, injury, family problems, pregnant wife, impending divorce, etc.) arrange a meeting *or contact via phone call or text* with you 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 problems and concerns (personal and academic/flight downs).

4. The bottom line is that you must make your Class Advisor aware of all student-related issues or 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 the safety of flight and conducive to learning. At VT-10, crew day begins with 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 academics 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; include an explanation. 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 and you must be in good standing. All cross-country flights will be planned and flown per the squadron Standard Operating Procedure (3170.1AE).
2. You must complete and file DTS vouchers within three working days of returning from the cross country flight. You must have receipts for any expense in excess of \$75.00, all hotel/billeting receipts must have a zero-balance (showing no credit or debit remaining) and **UNDER NO CIRCUMSTANCE WILL YOU BE REIMBURSED FOR A RENTAL CAR** (instructors will only be reimbursed for a rental car if the rental car is authorized on their travel orders). See Admin if you need assistance with DTS.
3. To find the SOP: <https://www.cnatra.navy.mil/tw6/vt10/training.asp>->"PUBLICATIONS"->"VT-10 Instructions"->"Squadron Standard Operating Procedures (SOP)"

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 for the training environment and referred to Student Control for administrative action.

FLIGHT GEAR

Flight suits 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 flight 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 without a police report 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-Suits 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 in to 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. Pick up a Flight Physical packet from the Aviation Medicine front desk (**850-505-7308**) at the NATTC NBHC (760 East Ave). The packet will have a list of everything that needs to be completed for your annual flight physical. You can start this process 60 days prior to the end of your birth month (when your upchit should be expiring). Complete your flight physical as early as possible. **DO NOT WAIT TO SCHEDULE YOUR FLIGHT PHYSICAL!**

If you are having problems with scheduling (e.g. ground school requirement, scheduled for a SIM or Flight on the day of your 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 are required to complete a Class II Dental exam (Dental Clinic, Bldg 3600, at 850-505-7401/7400) prior to scheduling your flight physical. This needs to be done within one year of your flight physical.

3. On the day of the flight physical, be in the uniform of the day (flight suit).

4. Bring prescription glasses to physical. Contact lenses must be removed 72 hours prior to the physical exam.

5. Make multiple copies of your upchit. Give the original copy of the annual flight physical upchit 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 by 1600 daily. The flight schedule can be checked in one of the following ways:

a. Log onto the internet, and go to the following website:

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

a. Call the Assistant Squadron Duty Office (ASDO) at **(850) 452-2385**.

2. **TSHARP IS NOT A SUBSTITUTE FOR THE FLIGHT SCHEDULE.** If you miss an event because you only referenced TSHARP 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 TO INCLUDE ALL 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. If you are scheduled as a standby, 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. You must ensure that you have prepared and know the Questions of the Day, which are located on the flight schedule. As you progress through the program, you will be responsible for briefing more and more of your flight. Be professional. Stand when an instructor enters the briefing space and introduce yourself. Do not eat or drink during the brief or debrief without permission from the instructor. At the conclusion of the flight, 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	18 weeks after check-in
Intermediate	6 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 requirements for crew day/crew rest when utilizing the academic areas.

ID CARDS

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

LEAVE/LIBERTY

1. 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 LEAVE BINDER IN ADMIN AND FOLLOW THE DIRECTIONS.

2. Emergency Leave will only be granted whenever a death or a bonafide 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, and person standing in loco parentis, spouse, children, brother, sister, or the only living relative.

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

3. U.S. Navy Students 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 **0001** on normal working days or anytime on Saturday, Sunday, holidays, and terminate at **2359** on normal workdays or anytime Saturday, Sunday or holidays, *the day prior to your return-to-work date*. Regular leave requests for Navy Students shall be routed through Class Advisor, Student Control Officer, and to the XO for approval.

- 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 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. 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 request 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.

5. Regular Liberty/Special Liberty

a. Definitions:

(1) Regular Liberty is a routinely authorized absence which last 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 hours 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 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-working 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.

(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 the 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/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).

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

- a. Failure of an IPC.
- b. In any case 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 academics failures.

If you fail the FPC, you will be sent to a Training Review Board (TRB) and meet with the Commodore. (Ref: CNATRAINST 1500.4L)

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. Outside of 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, Asst. STUCON Office, and/or STUCON OFFICER in person. Requests within the final week of selection will not be entertained, so give careful consideration to prior to the two week mark. 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 rooms 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. 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.
 3. Remember to update your Page 2 and SGLI if you get married, divorced, or have a baby.

SELECTION

Upon successful completion of the Primary SNFO 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 platform assignment (E-2, P-8, or E-6) or will remain in VT-10 to embark upon the Intermediate syllabus. Those students who successfully complete the Intermediate syllabus will ultimately be assigned to VT-86 for Advanced Strike training.

Per CNATRINST 1500.4 Series, and commensurate with composite scores, completion dates and available billets, BUPERS/CMC will strive to assign each graduating SFNO his or her first choice of duty through direct liaison with 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 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 TTO 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 standards (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 Advisor will also conduct uniform and flight-suit inspections on an "as-needed" basis. Time and location will be announced in the flight schedule.
2. Students are authorized to wear the following shoulder patches:
 - a. U.S. Navy
 - b. VT-10
 - c. NASC (Naval Aviation Schools Command)
 - d. Previously qualified crew positions/legacy patches for prior enlisted students
3. Official Visits to CO/XO:

Summer Khaki uniform with brown shoes for USN (equivalent uniform for other services).

4. Flight suits are authorized for commuting and all normal tasks and associated stops (e.g. stops at child care, gas stations, off-base shopping, banking, DMV and dining) before, during and after the workday. **FLIGHT SUITS ARE NOT A LIBERTY UNIFORM AND CONSUMPTION OF ALCOHOL WHILE OFF-BASE IN FLIGHT SUITS IS NOT PERMITTED.** USN students *will* wear a black t-shirt with an authorized shoulder patch during the week. On Fridays USN students are authorized to wear the Cosmo Cat patches. Flight jackets shall be zipped at least $\frac{3}{4}$ of the way and all uniforms shall be worn in accordance with regulations.

VEHICLE OPERATION

1. **SPEEDING ON BASE IS NOT TOLERATED.** If you are stopped for speeding, you will attend traffic court. After traffic court, your name will be forwarded to the Student Control Officer and Executive Officer (XO) and my 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 complete and current.
5. Cell phone use is prohibited 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 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. Squadron Duty Driver. This is a 24-hour assigned watch, 7 days a week, manned by one student on a 30 minute recall to the squadron, in accordance with the VT-10 watchstanding instruction.
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 mandatory assignment. You are to stand in the prescribed uniform, and with superior professionalism.