

# **Welcome Aboard Handbook**



**(Last updated 01 December 2025)**

**Training Squadron FOUR  
250 San Carlos Road, Suite I  
Pensacola, Florida 32508-5202**

**Training E-2, P-8, E-6 NFOs for the Fleet!!**

## **FOREWORD**

Welcome aboard Training Squadron FOUR (VT-4) “HOME OF THE WARBUCKS!”

All VT-4 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 VT-4. Our steadfast commitment to improve is in keeping with the squadron’s goal to produce world famous, highly respected NFOs, shaping the future of the E-2, P-8, and E-6 communities.

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

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



# Commander's Guidance

## Training Squadron FOUR

### MISSION

On-time delivery of winged Naval Flight Officers to the VAW, VP, and VQ communities, as well as our international allies and partners, who can execute the Nation's tasking in dynamic warfighting environments.

### VISION

Equip Student Naval Flight Officers with an essential understanding of platform specific missions, crew dynamics, and skillsets utilizing evolving and tactically relevant syllabi that facilitates CNATRA's ACTC Level 200 qualification vision upon Fleet Replacement Squadron graduation.

### VALUES

**People:** People are our nation's most important resource and the most important element of crew dynamics. Teamwork is central to all we do – we rely on each other to get the job done. Warbucks celebrate group and individual successes and support each other through adversity. No one should ever feel alone or fear asking for help, personally and professionally. Treat every Warbuck as a future crewmate worthy of investment.

**Mission:** We are professional warfighters beholden to the Constitution and our oath. Our duty to our nation drives us to master our craft, maintain personal readiness, and uphold standards of professionalism and appearance. Our staff demonstrates these attributes and is charged with instilling them in our students, ensuring that we are all ready, focused, and confident when national interests call us to action.

**Culture:** Successful warfighting organizations are defined by their ability to continuously adapt and evolve quicker than our adversaries. Warbucks do this by fostering a culture of challenging the status quo in pursuit of iterative improvements across all facets of squadron functions and personal development. We value learning from both our successes and failures and constantly drive each other to be better.

**C. J. Brass**  
Commanding Officer  
Training Squadron FOUR

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## **CALENDAR CARD (BLUE SHEET)**

You are required to maintain two calendar cards in your Aviation Training Jackets (ATJs). You are responsible for keeping your calendar card up-to-date using the proper codes listed on the sheet. ATJ reviews must be conducted bi-weekly with your Class Advisor. Blank calendar cards can be obtained from Student Control.

## **CHAIN OF COMMAND**

The Student's Chain of Command (COC) is as follows:

- a. Class Leader (the senior officer in your class)
- b. Class Advisor
- c. Operations Officer
- d. Executive Officer
- e. Commanding Officer

You shall use the proper COC to solve problems at the lowest possible level. However, keep Student Control and your Class Advisor aware of any issues you may have. Bottom line...if you have a problem, tell someone.

## **CHAT GROUPS**

Chat groups have been established in VT-4 to improve communication across the command. You will be invited to join the command chat groups during check-in. If you missed the QR codes during the Indoc brief, contact STUCON on how to join. Most Class Advisors will also create a class chat group for their class to help information flow. These chat groups should be kept at a professional level and adhere to all CNO guidance regarding social media.

## **CLASS ADVISOR PROGRAM**

1. Each class is assigned a primary Class Advisor (CA) during check-in as well as a secondary CA in case your primary CA is on leave or unavailable for any extended amount of time.
2. Just like in VT-10, this CA program is incorporated for your BENEFIT. In order to maximize this benefit, it is your RESPONSIBILITY to utilize the CA to aid in the completion of the flight program. At a minimum:
  - a. Initial check-in with your CA will be conducted during Indoc in week 1. During this initial interview, inform the CA of circumstances which may be of concern. Throughout the rest of your time in VT-4, you should communicate regularly with your CA at meet at least every other week to review and sign your ATJ. Take advantage of this opportunity to ask questions you may have.
  - b. If any issue comes up that may affect your progress (illness, injury, family problems, pregnant wife, etc.) arrange a meeting with your CA to discuss the situation.

c. If you UNSAT any event, you MUST contact your CA in an expeditious manner to discuss a possible human factor.

### **CREW REST**

Being well rested is crucial to safety of flight and conducive to learning. At VT-4, crew day commences upon your arrival for the first scheduled military duty of the day 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 your first scheduled event the following day. This may be reduced to 8 hours for duty, CAIs, and MILS. 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: CNATRAINST 1500.4L

### **CRITIQUES**

We are continuing to strive to get better and improve training, whether that is changes to the syllabus, instruction technique, facilities or training materials, etc. Critiques are turned in at the end of the Intermediate and Advanced training phases. If something comes up during a phase that should be brought up to the Training Department, please inform your Class Advisor or an instructor in Training to address the issue. Please provide constructive feedback. Please be as specific as possible, we cannot make effective changes if you say that something was only good or bad – explain why. Write critiques as though you are writing to the Commodore.

### **DROP ON REQUEST (DOR) & TRAINING TIME OUT (TTO)**

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.

In any training situation when you or an instructor have apprehension concerning your personal safety or that of another, you or the instructor shall signal for a "Training Time Out" (TTO) to clarify procedures or requirements. Ref: CNATRAINST 1500.4L

### **PINK SHEETS/IPC/COPC/TRB**

1. Upon receiving a "pink sheet" (an UNSAT Aviation Training Form (ATF) printed on pink paper), contact your CA and then report to Student Control immediately following the debrief. If the debrief is done after normal working hours, inform your CA via text or phone call and then report to Student Control at 0730 the following workday.

2. In the event that you receive a Ready Room UNSAT or two (2) consecutive UNSAT events, three (3) cumulative UNSAT events in NATRACOM (NIFE academics included), or a single failed Check Ride, a pink sheet will be awarded, and you will be directed to an Initial Progress

Check (IPC). If you fail the IPC or receive (4) cumulative USNAT events in NATRACOM (NIFE included) you will be directed to a Commanding Officers Progress Check (COPC).

3. If you fail the COPC, you will be sent to a Training Review Board (TRB) and you will have a meeting with the Commodore.

### **PREFERENCE SHEETS/SELECTIONS**

1. "Preference Sheets", (also known as "Dream Sheets") are your opportunity to request your future aircraft platform. During Indoc, you will be asked to submit your preference sheet to VT-4 Student Control. We ask that this be turned in at least 1 week prior to completion of Intermediate. If you make a change to your preferences within two weeks of graduation, you must contact your CA, Asst. STUCON Officer, and/or STUCON Officer in person. 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 or conversely, why you do NOT want a particular pipeline. Requesting a platform does not guarantee you will get it! **Pipeline selection is based on student performance, slot availability, and needs of the Navy.**

2. Upon completing Intermediate, USN students will select Maritime Patrol and Reconnaissance (P-8), Advanced Command and Control (E-2), or TACAMO (E-6) for Advanced training. CNATRINST 1500.4 states that the number one student at graduation will get their first choice of available pipeline quotas. All other students will be determined by the criteria cited above. Students are not authorized to call VP-30, VQ-7 or VAW-120 to discuss availability.

### **GRADUATION**

Approximate graduation timeline projections are as follows:

Intermediate	10-12 weeks after check-in
Advanced	10 weeks after Selections

### **FLIGHT SCHEDULE**

1. The flight schedule is a direct order from the Commanding Officer. The flight schedule includes all simulator, ground events, and academic schedules for the day. Any notes pertaining to classes or personnel are listed. The flight schedule is usually posted by 1630 on the CNATRA website, under the CNATRA RESOURCES, "Web Schedules".

2. **T-SHARP IS NOT A SUBSTITUTE FOR THE FLIGHT SCHEDULE.** If you miss an event because you only referenced T-SHARP you will, at a minimum, be officially counseled by your Class Advisor.

### **FLIGHT PHYSICAL/MEDICAL**

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 requirements, scheduled for a sim on the day of your flight physical) speak to your CA and/or Operations.

2. If you are feeling sick after sick call hours, Urgent Care is available to you. You will need to follow up with the Flight Doctor the following day to get the appropriate medical documents if you are SIQ.

- a. If your visit to the doctor results in SIQ, for the health and safety of your squadron mates, do not bring that SIQ chit into the hangar. Reach out to your class advisor and provide them with a photo of the chit. Upon the expiration of your SIQ period, immediately notify your CA of your Up Status. Provide the signed, original Up/Down SIQ chits to Training for your NATOPS jacket.

### **HUMAN PERFORMANCE LAB (HPL)**

We have a newly established human performance team located at VT-4, Room 206. They are here to help you with physical and cognitive performance as you progress through flight training. They offer both proactive services aimed at helping you succeed in flight training and in the fleet (e.g. physical and performance coaching, exercise plan development, stress management, and much more) as well as injury prevention and rehabilitation services. They are also really fun people. They hope you'll stop by and see them. They look forward to getting to know you! They operate on a walk-in basis so stop by any time the door is open.

### **LEAVE/LIBERTY**

1. Regular leave is authorized while at VT-4 and is granted on a case-by-case basis if it does not interfere with class progression. Exceptions include:

- a. Emergency Leave.
- b. Parental Leave.
- c. Authorized Holiday periods.

2. Per TW-6 policy, OCONUS leave will not be authorized while in the training syllabus. Exceptions to this policy are considered on a case by case basis. Communicate early to your Class Advisor.

- a. When requesting leave, personnel shall request leave E-Leave through their Electronic Service Record (ESR) via Navy Standard Integrated Personnel System (NSIPS). Leave should be requested to commence at 1600 on normal workdays or anytime on Saturday, Sunday, holidays, and terminate at 0530 on normal workdays or 2359 on Saturday, Sunday or holidays.
- b. Reference the NSIPS Student Leave Example on the VT-4 SharePoint under SNFO resources tab to ensure you are filling out your leave chit accurately. This document can also be found in the red folder outside STUCON. This will help your leave chit proceed through the COC quicker.

**DO NOT PURCHASE AIRLINE TICKETS BEFORE LEAVE HAS BEEN APPROVED.**

3. **Students.** Regular leave requests for Navy students shall be routed through the Class Advisor, SWO, STUCON, OPSO, and then to the XO for approval.

4. Student Liberty Policy

a. Students are authorized on weekends, 72 hour or 96 hour liberty to depart the Pensacola area for a destination no greater than 400 miles unless you have an approved leave chit. If remaining within 400 miles, but departing the Pensacola area for a period greater than 24 hours, students must notify their Class Advisor and provide a phone number in case of emergency notification or recall for training.

b. 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 (150 NM) and be available for recall to duty.

**PROMOTIONS**

If you are expecting to be promoted while attached to VT-4 you must inform Student Control and Admin as soon as possible.

**QUARTERS**

Squadron Quarters will be held approximately once each quarter. Attendance is mandatory unless it conflicts with a scheduled event.

**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. Your Class Leader
- b. Your Class Advisor
- c. Student Control
- d. Admin

2. Remember to update your Page 2 and SGLI (via NSIPS) if you get married, divorced or have a baby. If you need any assistance, contact our Program Operations Support Assist, Ms. Velez.

**STUDY HABITS**

Welcome to the Big Wing Community, we operate as a crew and we recommend studying as a crew. Utilize others in your class and the classes ahead of you. Students who fail to use this resource typically encounter academic/simulator difficulties. Form study groups consisting of at least three but no more than six students.

**UNIFORMS**

1. Flight suits are authorized for commuting and all normal tasks and associated stops 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.** VT-4 students are authorized to wear tan (during summer months) or green flight suits (year around). Students will wear black t-shirt with the VT-4 squadron patches (normal color) with their green flight suits. Students will wear tan t-shirt with VT-4 Squadron patches (desert color) with their tan flight suits. Flight jackets shall be zipped at least halfway, and all uniforms shall be worn correctly according to regulations. Command ballcaps are authorized with both flight suits for SNFOs.

**Reminder: covers are required outside of the flight line.**

2. Students are authorized to wear the following shoulder patches on right shoulder:

- a. U.S. Navy
- b. VT-4/FRS Patch (during advanced phase)
- c. NASC (Naval Aviation Schools Command)
- d. Previously qualified crew positions/legacy patches for prior enlisted students
- e. Class Patch

## **WARDROOM DUES**

We stress the importance of community at VT-4 and consider you part of the Wardroom. As part of any wardroom, there are dues associated with membership. Each student checking into VT-4 will pay a one-time buy-in fee of \$135.00 (subject to change). The buy-in fee will cover one command ballcap, two squadron patches (one normal color and one tan), three soft name-patches (two with Officer's Crest & one with wings), one FRS patch, one champagne glass, one coin, matting for framed winging certificate, possible miscellaneous winging items (Top Grad plaque, Guest Speaker stein, etc.) and five months of dues (\$15/month). Students shall not be required to pay any additional monthly dues. Students that DOR or attrite shall be reimbursed the winging fees (FRS patch, champagne glass, coin, matting) and monthly dues not used, on a case-by-case basis.

## **WATCH STANDING**

1. Among your other duties, you will be required to stand watch during your stay at VT-4. Watch standing duty will be posted on the flight schedule the day before the watch. Watches are assigned by the Operations Department on days when you may not be scheduled for academic or simulator events. Switching watch-standing duty requires prior notification to the Operations Department. Watch standing duties are as follows:

a. Assistant Squadron Duty Officer (ASDO). This is a 0600-1600 watch, M-F, manned by two students in 5-hour shifts. The ASDO will assist the Squadron Duty Officer (SDO). Students shall stand watch in flight suits unless otherwise directed. You SHALL arrive 30 minutes prior to your assigned duty e.g. arrive at 0530 for a 0600 watch.

b. Any questions while the ASDO is on watch should be directed to the SDO and if the SDO is in the Sim, should be directed to the SWO or a staff member in Ops.