



DEPARTMENT OF THE NAVY  
COMMANDING OFFICER TRARON FOUR  
250 SAN CARLOS ROAD SUITE I  
PENSACOLA, FLORIDA 32508-5510

TRARONFOURINST 3710.1B CH-1  
N3  
28 Sep 16

**TRAINING SQUADRON FOUR INSTRUCTION 3710.1B CHANGE TRANSMITTAL 1**

Subj: STANDARD OPERATING PROCEDURES

Encl: (1) Revised Chapter 5

Purpose. To insert new enclosure (1) to basic instruction.

2. Action. Remove Chapter 5 of basic instruction and replace with enclosure (1).

A handwritten signature in black ink, appearing to read "S. R. WEEKS".

S. R. WEEKS

Distribution: Distribution: <https://www.cnatra.navy.mil/tw6/vt-4/instructions.asp>



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N3  
14 April 2016

**TRAINING SQUADRON FOUR INSTRUCTION 3710.1B**

Subj: STANDARD OPERATING PROCEDURES (SOP)

Ref: (a) OPNAVINST 3710.7U  
(b) CNATRINST 1542.173 (series)  
(c) CNATRINST 1542.171 (series)  
(d) CNATRINST 3710.13G  
(e) COMTRAWINGSIXINST 3710.1Q  
(f) COMTRAWINGSIXINST 3740.2Q  
(g) CNATRINST 1500.4H

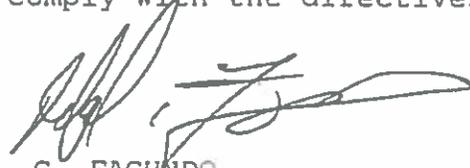
Encl: (1) Standard Operating Procedures Change Request  
(2) MCS Qualifications Flow Chart

1. Purpose. To promulgate Standard Operating Procedures (SOP) for simulator operations within Training Squadron FOUR (VT-4).

2. Cancelation. TRARONFOURINST 3710.1A

3. General. This instruction is intended to supplement references (a) through (g) and provides guidance in the event that no other governing directive applies. Should conflict exist between this instruction and any other publication, the more restrictive directive will govern.

4. Action. All personnel involved with the operation of VT-4 Multi-Crew Simulator (MCS) shall be thoroughly familiar with the contents of this instruction and comply with the directives and policies stated herein.

  
R. C. FACUNDO

Distribution:  
(TRARONFOURINST 5216.2)  
List I



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CHAPTER 1

GENERAL

100. OBJECTIVE. The objective of this instruction is to ensure the standardization of all simulator operations within Training Squadron FOUR (VT-4). This SOP instruction supplements references (a) through (g) providing all aircrew operating VT-4 simulators with uniform procedures for simulator operations and training.

101. SCOPE. This instruction is applicable to all simulator operations involving VT-4 staff, students and contractors. This instruction does not contain information already covered in COMTRAWINGSIXINST 3710.1P (CTW-SIX SOP), but is intended to supplement or provide additional information.

102. REQUIRED ITEMS. All aircrew members shall be familiar with this instruction prior to executing VT-4 missions. Additionally, aircrews shall keep current with the latest changes to the squadron's SOP and policies.

103. CHANGE PROCEDURES. Recommended changes to this SOP shall be submitted using Enclosure (1), and will be reviewed by the Safety Officer (SO), Standardization Officer (STANO), Training Officer (TO), Operations Officer (OPSO) and the Executive Officer (XO). Final approving authority for changes is the Squadron Commanding Officer (CO). The STANO will promulgate approved changes.

104. REVIEW. This instruction shall be reviewed at least annually via the annual change review board chaired by the VT-4 OPSO. Read file items will either be incorporated into the SOP change or cancelled upon SOP rewrite.

105. WAIVERS. Only the CO or his representative may approve deviations from this instruction. If the CO is not available, the direct representative will be the XO, or in his absence, the OPSO. Any other representative must be designated in writing. Where such deviations are authorized, they will be brought to the attention of the CO as soon as possible.

CHAPTER 2

**INSTRUCTOR TRAINING**

200. GENERAL. All squadron and associate aircrew shall maintain the highest possible level of proficiency so that the mission of training Student Naval Flight Officers (SNFO) can be accomplished safely and efficiently. It remains the individual's responsibility to maintain currencies in all simulator, physiology and standardization qualifications.

201. DESIGNATIONS AND QUALIFICATIONS

a. General. Initial instructor designation and all stage qualifications are conducted in accordance with reference (b), Instructor Under Training (IUT) Master Curriculum Guide (MCG).

b. Designations and Qualifications.

(1) Initial (Q) Stage instructor qualification will be awarded upon completion of the MCS IUT and designation as a flight instructor by Commander Training Wing Six.

(2) Check (X) Stage designation may be awarded when the following minimums are met:

(a) Six months on board as a qualified instructor.

(b) Complete one observe and one instruct (with stage STAN instructor simulator of each check ride in the designate stage.

(3) Standardization (S) Stage designation may be awarded once the instructor has gained a sufficient amount of experience to be recognized as an expert with in the designated Stage.

(4) Academic (L) stage designation will be awarded the following conditions have been met: Conduct one observe and one instruct (with stage qualified academic instructor) of each academic mediated instructor lecture (MIL) event in the designated Stage.

(5) CUBIC initial (D) stage and exercise control instructor designations shall be awarded upon completion of the CUBIC MCS Training syllabus.

(6) Once designation letters are signed by the Commanding Officer, the Stage Standardization Officer shall ensure that the Flight Instructor Standardized Training (FIST) jacket and the VT-4 Qualification Matrix are updated.

(7) Initial (Q) qualification expires after one year. A standardization exam, EP exam, and standardization check ride shall be completed for each stage of qualification by the end of the qualification month.

(8) Instructor Upgrades. Once an instructor has qualified as check (X) instructor with in their designated stage they may then pursue qualifications as a Core and/or Common NAV instructor.

(9) Supplemental Evaluations. Standardization Instructors will conduct periodic supplemental evaluations (observations) of briefings, simulators and debriefings to identify and correct training syllabus/instructional trends. The CORE/Common NAV Standardization Officer shall conduct at least 2 observations of CUBIC simulator instructors each month.

202. ASSOCIATE INSTRUCTOR PROGRAM. In addition to the CTW-6 SOP guidance, associates should be scheduled to instruct simulator events and attend meetings per reference (g).

203. AIRCREW CURRENCY REQUIREMENTS. While Operations and the STAN/Training Department track aircrew stage currencies and STAN check requirements, Squadron Duty Officer's (SDO's) shall verify the VT-4 Qualification Matrix and instructor currency is up-to-date before making changes to the flight schedule. When in doubt about currency/qualifications, the SDO will contact the squadron STANO or Stage Manager for the stage in question.

204. STANDARDIZATION CURRENCY. Instructors shall complete at least one simulator and one academic mediated instructor lecture (MIL) stage event every 90 days to maintain currency.

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CHAPTER 3

**STUDENT TRAINING**

300. GENERAL. All squadron and associate aircrew shall maintain the highest possible level of proficiency so that the mission of training Student Naval Flight Officers (SNFO) can be accomplished safely and efficiently. It remains the individual's responsibility to maintain currencies in all simulator, physiology and standardization qualifications.

301. UNSAT. Students receiving an UNSAT on any graded event shall notify their Class Advisor (CA) and Student Control (STUCON) immediately following event debrief.

a. The CA shall notify STUCON and place the student on Student Monitoring Status (SMS) as applicable per reference (g).

b. The STUCONO shall determine if the student meets Initial Progress Check (IPC)/Final Progress Check (FPC) criteria per reference (g). In the event the UNSAT triggers a progress check, the OPSO will be notified and action will be taken to process the student accordingly.

302. IPC/FPC PROCEDURES. Student events that trigger an IPC or FPC per reference (g) will initially be removed from training until the IPC/FPC process is complete.

a. STUCON will remove the Aviation Training Jacket (ATJ) and submit the appropriate IPC/FPC routing sheet to be completed within 24 hours.

b. After IPC/FPC review is complete, the OPSO will make the final determination in scheduling the student for a Progress Check.

c. Every effort will be made to return the student to their respective class. However IPC/FPC events are not advancing events and require deviations from normal scheduling. The IPC/FPC review process must be completed in a timely fashion and provide applicable time for the student to receive any applicable extra training (ET) (i.e. chalk talk) from their class advisor.

303. IPC/FPC ET. The CO has the overall authority to award ET events per reference (g). OPSO and STUCONO may recommend additional ET events to compensate for training inadequacies per reference (c). If an ET event is awarded, the STANO for events

in question shall review the syllabus and/or instructor performance to correct the training inadequacy.

304. IPC/FPC INSTRUCTORS. The CO shall designate in writing all IPC/FPC instructors IAW references (c) and (g). Due to the variety of stages and limited senior instructors an IPC/FPC instructor may not be qualified in the stage that he/she is giving the IPC/FPC. In this case a qualified instructor within the stage shall instruct the event with the IPC/FPC designated instructor observing and grading the event.

305. MED DOWN. Students that are med down are still required to complete events unless SIQ or as otherwise directed from the Flight Surgeon.

CHAPTER 4

**SIMULATOR OPERATIONS GENERAL**

400. FLIGHT BUBBLE. Instructors and students must enter a "flight bubble" 30 minutes before each simulator until the completion of the debrief. While in the flight bubble, tasks that do not involve the current training evolution such as collateral duties, personal cell phone calls and checking e-mails shall be avoided to the max extent possible. It is every person's responsibility to recognize when an aircrew is in their flight bubble and avoid introducing distractions.

401. BRIEFING CRITERIA. The following universal items shall be briefed during all simulator events. All briefs shall be executed by the Student Naval Flight Officer (SNFO) with the exception of the first MCS event in each stage of training. However, SNFO SHALL come to the first brief prepared to discuss all briefing items and required items for the event.

a. Applicable Safety of Flight brief shall be conducted prior to each simulator event.

b. IMSAFE Checklist (Illness, Medication, Stress, Alcohol, Fatigue, Eat). Prior to commencing any simulator brief, all instructors shall thoroughly review the IMSAFE checklist with their students. Should a student indicate that they are not "safe for flight"; the simulator portion of the event shall not be conducted. At the instructor's discretion; however, the brief portion of the event should be conducted and graded accordingly on the ATF. Students shall proceed to medical and consult with the Flight Surgeon (FS) and forward their up/down chit to Schedules (SKEDs) and STUCON and also notify the command SO. If any crew member's IMSAFE status changes at any time, they shall immediately notify the instructor.

c. CRM principles shall be discussed during the brief and debrief as emphasized during the simulator event.

402. SDO/ASDO NOTIFICATION. Instructors shall immediately notify the SDO/ASDO if they are unable to complete a scheduled event.

a. In the event an instructor or student is unable to complete a scheduled event for any reason the SDO/ASDO, upon notification, shall contact the Operations simulator or academic scheduler who will find an alternate qualified instructor and/or reschedule the event for later in the day. Due to the rigid structure of the MC2 syllabus in only rare instances shall any event be rescheduled for the next day.

b. Students that are unable to complete two consecutive simulator or academic events shall be placed on hold and removed from training until the next available class.

403. SIMULATED EMERGENCY PROCEDURES (EP) TRAINING. Instructors at any time may conduct EP training at their discretion. Adherence to performing proper EP's should be highly emphasized and encouraged. At no time should EP training be used as a reprimand tool for poor performance.

404. STUDENT SIMULATOR SELF-STUDY. Self-Study event allocates dedicated simulator self-study events for SNFO's which will usually be scheduled after normal working hours. These events are not optional and must be completed by the students prior to advancing to the next event in block.

405. SIMULATOR USAGE. All simulator usage (SIMS, IUT, Scenario generation, self-study, ect) SHALL be logged in TIMS with a NAVFLIR.

## CHAPTER 5

### **GENERAL POLICIES AND PROCEDURES**

500. SAFETY. Safe, effective student training is the goal of this squadron. Without vigorous, active safety and standardization programs, that goal cannot be met. If any squadron member has any question regarding safety, it is their responsibility to stop the evolution until the situation is resolved.

#### 501. DAILY FLIGHT SCHEDULE/CHANGES TO FLIGHT SCHEDULE.

Adherence to the flight schedule is mandatory. Aircrews are responsible for compliance with its contents. Changes to the flight schedule will be made as follows:

- a. The SDO has delegated authority to swap or schedule substitute qualified flight instructors and students. Only students whose names already appear on the flight schedule or standby list may be substituted.
- b. CO, XO or OPSO approval is required to add students who do not already appear on the flight schedule.
- c. The SDO shall ensure instructor qualified IAW the VT-4 Qualification Matrix and ensure instructor currency before making changes to the flight schedule. If there is a question, contact the Standardization Officer or respective Stage Manager.
- d. When in doubt concerning student priority, the SDO will contact the Operations Officer.
- e. In the absence of the CO and XO, personnel designated in writing are authorized to sign the flight schedule (i.e. SAU CO or OPSO).

#### 502. CREW RESPONSIBILITIES

- a. Students shall receive a crew rest briefing upon check in and are accountable to understand the policy.
- b. Students shall have 8 hours off prior to scheduled duty/watch.
- c. Instructor Crew Day. The crew duty day begins upon arrival for official business and should not exceed 12 hours, but shall not exceed 18 hours. The squadron CO may waive the instructor crew day to a maximum of 18 hours on a case-by-case basis.

d. Student Crew Day. The crew day begins with the first scheduled ground event or 30 minutes prior to brief, not to include unscheduled practice simulator time or unscheduled time spent studying in the squadron spaces. The student's work day, from the first scheduled event or official duty of the day until completion of the last event of the day (including associated paperwork and debrief), shall not exceed 12 hours.

e. Crew Rest. Twelve hours of continuous crew rest shall be afforded prior to commencement of crew day. The squadron CO may waive an instructor's crew rest down to ten hours on a case-by-case basis due to operational necessity. A signed flight schedule is to be considered an approved waiver.

Standard Operating Procedures  
Change Request Sheet

Date \_\_\_\_\_

Person/Department or Organization Submitting:

\_\_\_\_\_

POC and Phone number: \_\_\_\_\_

Category:                      URGENT \_\_\_\_\_                      ROUTINE \_\_\_\_\_

Agenda item/recommendation (be specific):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Specific incident (if any) prompting the agenda item (time/date/Justification, etc):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

SIGNATURE: \_\_\_\_\_ RANK: \_\_\_\_\_

TITLE: \_\_\_\_\_

ACTION TAKEN:

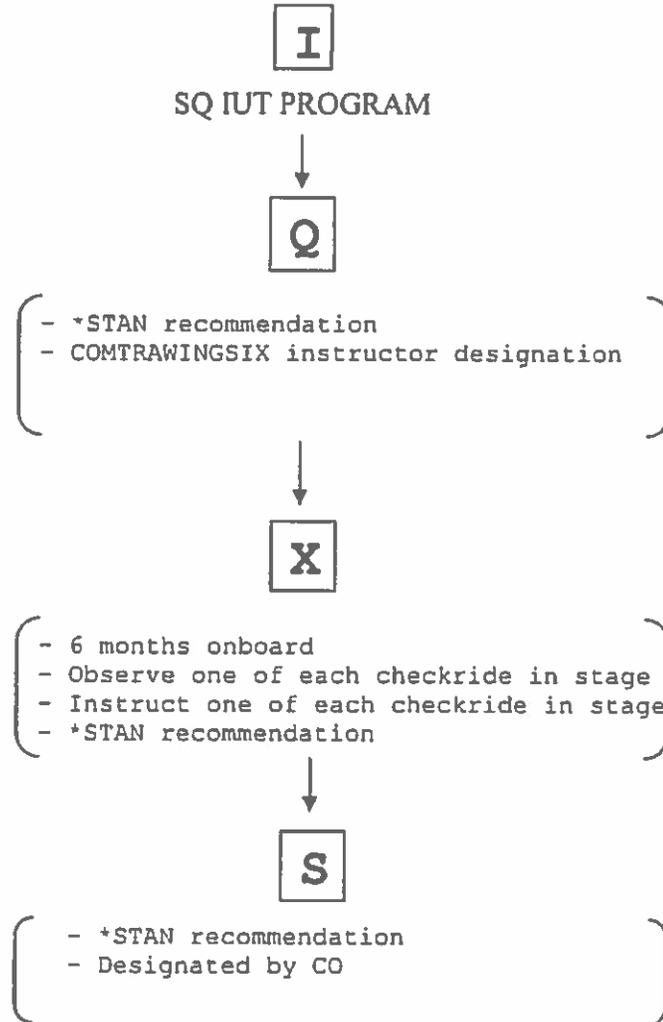
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Note: Attach additional sheets as necessary.

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## MCS QUALIFICATIONS FLOW



\*COMTRAWING SIX, CO, XO & SAU CO do not require STAN recommendation

### OTHER QUALS/DESIGNATIONS

Academic Instructor

Core SIM Instructor

Common Nav SIM Instructor

MCS IPC \*CO, XO & SAU CO will be designated as IPC once qualified as instructor

MCS FPC \*CO, XO & SAU CO will be designated as FPC once qualified as instructor