CNATRAINST 3710.14J
N3
12 Mar 14

CNATRA INSTRUCTION 3710.14J

Subj: SCHEDULING AND REPORTING PROCEDURES FOR
       TRAINING DETACHMENTS

Encl: (1) Risk Assessment Matrix
       (2) Operational Risk Management (ORM) Review
           Guidelines
       (3) Weekly Detachment Report Example
       (4) Post Detachment Report Format

1. Purpose. To provide information and procedures for
scheduling and reporting training detachment operations.

2. Cancellation. CNATRAINST 3710.14H.

3. Definition. Training detachments are operations of two or
more aircraft operating on any airfield that is not home field.

4. Background. Chief of Naval Air Training (CNATRA) units use
training detachments to good weather sites, to enhance student
flow; normally to compensate for periods of poor weather at home
bases. The availability of training sites typically depends on
the relative priority granted to CNATRA units, as well as the
lead time provided for scheduling.

5. Action. To ensure the best possible availability of
detachment sites for CNATRA use, scheduling of training
detachments will be coordinated through the CNATRA Detachment
(DET) Coordinator (N33) based on inputs from individual Training
Air Wings (TRAWINGs). Scheduling shall be conducted in the
following sequence:

    a. TRAWINGs will request detachments via email to CNATRA
(N33) no later than 1 July. Requesters shall be familiar with
governing site instructions to preclude unworkable requests.

    b. Once inputs are received, CNATRA (N33) will promulgate a
Naval Detachment Message delineating specific detachments
requested for the following year. Requesting TRAWINGs are then
cleared to commence planning and coordination with requested
detachment sites.

c. TRAWINGs coordinate with requested sites in the name of CNATRA, not in individual TRAWING or Training Squadron (TRARON) name. If more than one TRAWING is included in the DET, the senior TRAWING Commander is responsible for all coordination.

d. Info CNATRA (N33) on all messages or other correspondence related to requests for transportation, billeting, airspace, targets and specific support requirements.

e. To obtain approval to execute the detachment, provide CNATRA (N33) with a Needs Statement outlining the need for the detachment by describing production requirements that cannot be completed at home station and justifying the added expense of operating a detachment. (Note: CNATRA approval is required for all detachments except for Carrier Qualification (CQ) DETs). Provide the statement 45-60 days prior to the requested detachment start date.

     (1) Include the duration of detachment and expected number of Xs per day.

     (2) Estimate number of students, instructors, and maintenance personnel on the detachment.

     (3) Provide travel, lodging, vehicle, per diem and other anticipated costs; to include number and cost estimates of rental cars.

     (4) The number of X's currently behind; and the number of X's anticipated to be completed on detachment.

     (5) Justification as to why a detached location will increase production above home field capabilities.

     (6) Include with the Needs Statement, a completed Risk Assessment from an Operational Risk Management (ORM) Process using either (Enclosures 1 or 2) or a similar locally produced format.

f. A written DET Letter of Instruction (LOI) must be completed and approved by the TRAWING Commander prior to the detachment commencing; however, CNATRA (N33) does not need a copy of the LOI as part of the detachment request.

g.   Modifications, substitutions, or cancellations will be pre-coordinated with CNATRA (N33) prior to execution.

6.   Unanticipated Detachments. Short-notice detachments which occur due to unexpected weather developments or unanticipated student flow demands may be coordinated by contacting the CNATRA Detachment Coordinator (N33) at DSN 861-2352. These detachment requests that develop beyond the annual detachment message must be vetted via the same procedures outlined in paragraph 5 sub-paragraph e.

7.   Reporting. Units conducting detachment operations shall include CNATRA as an information addressee on all pertinent message traffic and CNATRA shall be provided a "Copy to" on appropriate letters and notices.

    a.   TRAWINGs shall ensure that airspace utilization reports are submitted to cognizant authorities as required.

    b.   TRAWINGs on detachment shall provide CNATRA (N33/N35) a Weekly Detachment Report (Enclosure 3).

    c.   A copy of the Post Detachment Report (Enclosure 4), shall be provided to CNATRA (N33) within 10 days of returning from detachment.

                              S. D. JONES
                              Chief of Staff

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RISK ASSESSMENT MATRIX

Hazards	Contributing Factors	Probability of Mishap	Severity of Mishap	RAC	Control Implemented / Operational Excellence Principles	Residual Probability	Residual Severity	Residual RAC
FLIGHT DECK MISHAP - Cat/AG maintenance malfunction or procedural error - Crunch - Injury or Death - Ordnance Mishap - Pro Arc Mishap - Person run over	**FATIGUE** - Super Bowl (0200 1st day) - Length of operations = Book-ended by vertreps - Biorhythm - no pre-surge rest - Supervisors no rest (i.e., Air Boss, Mini) Why factor (less motivation) Thinking of home Asymmetric air plan	B	I	1	- Procedural Compliance - Move RAS from 6th to 5th - V1 16 on / 8 off - V2 12 on / 12 off - V4 12 on / 12 off - Puma flying vertrep - ATO missions only day prior - 0/0 cycles - Symmetric air plan - Forceful Back-up - 3 Cats / 2 Wires	C	I	2
	- V1/V2 Proficiency - V2 Maintainers now operators - V1 Night crew in full scale operations	B	II	2	- Supervision - Past experience - Level of Knowledge - Procedural Compliance - Forceful Back-up	C	II	3
PORT CAT WALK - Personal injury or death	Normal night entry via port cat walk Smoking sponson	C	I	2	- 1MC / 5MC Announcements - Advertising	D	I	3

**OPERATIONAL RISK MANAGEMENT (ORM)
REVIEW GUIDELINES**

ORM

Primary Hazards/Control Measures/Risk:

A. Hazard: Aircraft Ground/Flight incursion due to non-tower controlled field. RAC **1**

Control: ROO/UHF/VHF capable on station for all flight operations. Aircraft VHF operations. Residual RAC: RAC 3
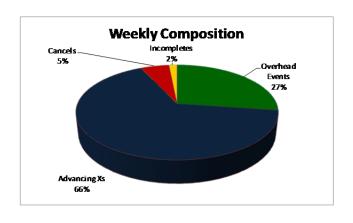
B. Hazard: Unfamiliar Op Area (higher altitude airfield, new course rules) RAC 2

Control: Train/Educate. IP/IP FAM flights. Residual RAC: RAC 4

Weekly Detachment Report Example[1]

Totals for January 4th-9th	
Average Percent Aircraft RFT	88%

Total Hours	Total
Completed	419.6

Scheduled Events	Total
Scheduled Events	255
Scheduled Advancing Xs	185
Completed Events	239
Advancing Xs	169
Warmups	46
Chase	1
Recheck/ET	2
IP Upgrade	-
Area Fams:	21
Logistics	-
FCFs	-
IPCs	-
UnSat	1

Cancelled Flights	Total
Total Cancelled Flights	14
WX	3
Maint	2
ACNA	-
Scheds	-
Crew Rest	-
IP Med	2
SMA Med	2
IP N/A	2
SMA N/A	-
SMA RRU	1
ORM	-
Daylight	1
Other	1

Incompletes	Total
Total Incompletes	4
WX	-
Maintenance	3
Crew Rest	-
IP Med	-
SMA Med	-
ORM	-
Daylight	-
Other	1

Weekly Composition
- Cancels 5%
- Incompletes 2%
- Overhead Events 27%
- Advancing Xs 66%

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[1] Contact CNATRA N33 for Excel program to generate these reports if needed.

POST DETACHMENT REPORT FORMAT, RCS CNATRA 3710-2

From: Commander, Training Air Wing _____
To: CNATRA DET Coordinator (N33)

DATE DET	(1) LOCATION	# A/C	# MIL	
(2)	# CONT	FLT HRS	X'S COMPLETED	

NOTES: (1) DET type (Weapons, ACM, Guns, Form)
        (2) IP/Student/IUT/Admin Officers/Enlisted