DEPARTMENT OF THE NAVY
CHIEF OF NAVAL AIR TRAINING
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CNATRAINST 3710.19B
N33
6 Aug 15

CNATRA INSTRUCTION 3710.19B

Subj: CNATRA STAFF FLYING PROGRAM AND TRAWING SUPPORT OF CNATRA
       HEADQUARTERS LOGISTICS FLIGHT REQUIREMENTS

Ref: (a) OPNAVINST 3710.7U
       (b) COMTRAWINGFOURINST 3710.11L
       (c) CNATRAINST 1542.127A
       (d) CNATRAINST 1542.150
       (e) CNATRAINST 1542.160
       (f) CNATRAINST 1542.153C
       (g) CNATRAINST 1542.165A

1. Purpose. To set forth policy regarding the Chief of Naval
Air Training (CNATRA) staff flying program and to publish
procedures for supporting CNATRA headquarters logistics flight
requirements.

2. Cancellation. CNATRAINST 3710.19A

3. Scope. This instruction is applicable to Commander,
Training Air Wings (TRAWING) TWO and FOUR and to designated
Naval Aviators/Naval Flight Officers assigned to the CNATRA
staff on Duty Involving Flying Operations (DIFOPS) orders
receiving Aviation Career Incentive Pay (ACIP).

4. Discussion. CNATRA staff aviators governed by this
instruction are required to maintain annual minimums as
published in reference (a) and flight standardizations in
accordance with references (c) through (g), and are expected to
support either the training mission of TRAWING TWO or FOUR as
Instructor Pilots (IPs) or the logistical needs of the CNATRA
staff as a T-44 or TC-12 Aircraft Commander, aircraft second
Pilot (2P) or co-pilot.

5. Action

    a. Aircrew qualification

        (1) Those aviators who report to the staff as current
qualified IPs in the T-6, T-44, TC-12 or T-45 should expect to

fly as IPs in support of TRAWING TWO and FOUR as applicable and as staff duties permit.

(2) Aviators who report to the staff without a current IP designation may, with their Assistant Chief of Staff's (ACOS) approval, apply to the Commander of TRAWING TWO or FOUR for acceptance into an Instructor Under Training (IUT) Program. If accepted and upon completion, while flying as an IP, the staff aviator will comply with all applicable wing and squadron directives and Standard Operating Procedures (SOPs) as if actually attached to the squadron with which they are flying.

(3) If staff duties will not allow the time to qualify and maintain qualification as an IP as determined by the appropriate ACOS, or entry into an IUT program is not granted by the TRAWING Commander, the staff aviator may qualify as an Aircraft Commander, aircraft 2P or co-pilot in either the T-44 or TC-12 in order to fly in support of CNATRA staff logistics requirements. Each individual's preferences will be considered when selecting specific aircraft type qualification, although N3 will have the final determination based on need for specific aircraft type crew. TRAWING FOUR will conduct the appropriate qualification course per reference (b) as applicable and prioritize CNATRA staff aviators exactly the same as TRAWING FOUR staff aviators in the same qualification track. CNATRA N33 will coordinate with TRAWING FOUR to arrange entry of CNATRA staff aviators into the applicable qualification course and will monitor the progress of CNATRA staff aviators through the qualification course.

(4) Staff aviators designated as IPs in the T-6 or T-45 may also qualify as T-44 or TC-12 Aircraft Commanders, aircraft 2Ps, or co-pilots with the approval of N3 and their respective ACOS.

b. Aircrew designation. Upon completion of the IUT or Aircraft Commander, 2P or co-pilot training program, TRAWING TWO or FOUR, as appropriate, will prepare the appropriate designation letter and provide a copy to CNATRA (N33).

c. <u>CNATRA staff logistics flight scheduling</u>

(1) Commander, TRAWING FOUR will make available a T-44C or TC-12B as required in support of CNATRA staff logistics needs. These flights will be scheduled on the TRAWING FOUR schedule and will be conducted per all applicable OPNAV, CNATRA, and TRAWING FOUR Instructions and SOPs. Crews for these flights should be made up of CNATRA staff aviators as provided by the CNATRA N33. CNATRA N33 and TRAWING FOUR operations may cooperate to support each other with crews in support of CNATRA and TRAWING FOUR logistics needs.

(2) Logistics flight requests from CNATRA staff elements or other entities requesting CNATRA staff logistics support should be submitted to CNATRA N33 no later than close of business Tuesday the week prior to the desired week of the flight. CNATRA N33 will consolidate and de-conflict requests and submit weekly scheduling inputs for logistics needs to the TRAWING FOUR Operations office no later than close of business Wednesday the preceding week for inclusion on the TRAWING FOUR flight schedule. Scheduling inputs for CNATRA's use of a T-45 will be made to TRAWING TWO in the same manner. CNATRA (N33) will coordinate short notice flight requirements with TRAWING FOUR or TRAWING TWO to have them added to the applicable flight schedule as expeditiously as possible.

d. <u>Administration</u>

(1) CNATRA staff aviators flying as IPs will be entered into the Training Information Management System (TIMS) as a "CNATRA resource" but will be "allocated" to the squadron with which they primarily fly as an IP and will be managed in TIMS as any other allocated squadron pilot.

(2) CNATRA staff aviators flying the T-44 or TC-12 as a non IP Aircraft Commander, aircraft 2P or co-pilot will be entered into TIMS as a "CNATRA resource" but will be "allocated" to TRAWING FOUR and will be managed in TIMS as any other pilot allocated to the wing.

(3) CNATRA staff aviators flying as IPs will maintain their NATOPS jackets and log books at the squadron with which they fly as an instructor and their qualifications will be tracked and maintained by that squadron.

(4) NATOPS jackets and log books of CNATRA staff aviators, flying as non IP Aircraft Commanders, aircraft 2Ps or co-pilots will be maintained by the Wing that operates the aircraft in which they fly. Qualifications of CNATRA staff aviators will be tracked and maintained by the TRAWING in the same manner as TRAWING non IP staff aviators. CNATRA staff aviators will be scheduled by the TRAWING in the same manner and with the same priority as TRAWING staff non-IP aviators for the purpose of meeting the annual flight time requirements of reference (a) as well as the requirements of the applicable NATOPS manual and TRAWING SOPs.

(5) CNATRA N33 will assist in monitoring CNATRA staff aviator annual qualifications in cooperation with the applicable TRARON or TRAWING but the responsibility for ensuring only fully qualified aviators are scheduled rests with the flight schedule approval authority.

(6) Any aircraft in which CNATRA is embarked will utilize the call sign "CNATRA1." Any aircraft in which the Chief of Staff is embarked will utilize the call sign "CNATRA2." CNATRA staff aviators shall comply with the call sign policies of the TRAWING or TRARON on whose flight schedule they are flying. TRARONs or TRAWINGs that assign personal call signs to assigned aviators shall assign them to CNATRA staff aviators flying on their schedules in the same manner as aviators assigned to the TRARON or TRAWING.

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Chief of Staff

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COMTRAWING TWO   COMTRAWING FOUR