



**DEPARTMENT OF THE NAVY**  
CARRIER AIRBORNE EARLY WARNING SQUADRON 120  
1027 BELLINGER BLVD.  
NAVAL STATION NORFOLK, VIRGINIA 23511-2218

CARAEWRON120INST 3710.3U  
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30 May 18

CARAEWRON 120 INSTRUCTION 3710.3U

Subj: NAVAL AIR TRAINING AND OPERATING PROCEDURES STANDARDIZATION

Ref: (a) CNAF-M 3710.7 (Series)  
(b) COMNAVAIRFORINST 3510.4 (Series)  
(c) CNATRAININST 1500.4 (Series)  
(d) COMNAVAIRFORINST 1500.12 (Series)  
(e) OPNAVINST 1500.66 (Series)  
(f) COMACCLOGWINGINST 3710.2 (Series)  
(g) COMNAVAIRFORINST 1542.7 (Series)  
(h) COMACCLOGWINGINST 3710.4 (Series)  
(i) COMACCLOGWINGINST 3500.7 (Series)

Encl: (1) NATOPS Unit Evaluation Checklist  
(2) NATOPS Jacket Review Checklist  
(3) Sample Fleet Aircrew Recurrency Training Syllabus

1. Purpose. To effectively increase aircrew combat readiness and reduce the aircraft mishap rate. The NATOPS program also provides a basis for Replacement Pilots (RPs), Replacement Naval Flight Officers (RNFOs), and Naval Aircrewmembers (NAC) to develop efficient and sound standardized operating procedures (SOP).

2. Cancellation. CARAEWRON120INST 3710.3T.

3. Discussion. The NATOPS program must be administered in strict adherence with the guidelines established in references (a) through (i). The maintenance of current standardization is essential. Failure to achieve initial standardization on time, or to re-qualify annually, will be considered a deficiency in professional airmanship. The standardization evaluators and instructors will supervise the program; however, the primary responsibility for maintaining NATOPS qualifications rests with the individual Pilot, Naval Flight Officer (NFO), and Naval Aircrewmembers (NAC).

4. Definitions.

a. Model Manager. The commanding officer (CO), is the Model Manager for the E-2C, E-2D, and C-2A as delineated in references (a) through (c).

b. Program Manager. The Model Manager shall designate an E-2C Pilot and NFO, an E-2D Pilot and NFO, and a C-2A Pilot and Naval Aircrewman to carry out the duties listed in reference (a), Chapter 2.

c. NATOPS Evaluator. The Model Manager shall designate an E-2C Pilot and NFO, an E-2D Pilot and NFO, a C-2A Pilot and Naval Aircrewman (NAC) to carry out the duties listed in reference (a), Chapter 2.

d. NATOPS Instructor. Each command shall designate NATOPS Instructors (NI). NIs shall have the requisite experience level for this billet. Normal experience levels shall be limited to designated Carrier Transport Plane Commanders (CTPCs), Carrier Aircraft Plane Commanders (CAPCs), Combat Information Center Officers (CICOs), and Carrier Transport Crew Chiefs (CTCCs). NATOPS Instructors must receive an annual NATOPS Instructor evaluation from the appropriate NATOPS Evaluator or designated Alternate NATOPS Evaluator.

e. Assistant NATOPS Instructor. The Assistant NATOPS Instructor(s) (ANI) shall meet the same requisite experience level requirements as the NATOPS Instructor delineated in paragraph 4, subparagraph (d). ANIs shall receive initial and subsequent NATOPS Instructor evaluations from either the appropriate NATOPS Evaluator or the squadron/unit NATOPS Instructor per reference (a).

## 5. Policy.

a. Individual NATOPS evaluation. Individual evaluations will consist of a ground and flight/simulator phase. The ground phase must be satisfactorily completed prior to the flight/simulator phase. Pilots, NFOs, and Naval Aircrewmen are allowed a maximum of 60 days between the date the initial ground evaluation commenced and the date the evaluation flight is completed. Currently qualified Pilots, NFOs, and NAC can begin the ground phase of their annual re-qualification a maximum of 60 days prior to the qualification expiration date, and complete the flight/simulator phase before the qualification expiration date. Failure to attain a rating of "Qualified" will require a re-evaluation within 30 days. After designation, training disposition will be handled per reference (e). Failure to successfully complete a re-evaluation requires a recommendation to the CO that the Pilot or NFO appear before a Field Naval Aviation Evaluation Board (FNAEB) or as decided by the CO for Naval Aircrew. Per references (d) and (e), Pilots, NFOs, and NAC who fail to maintain qualification as outlined above will be temporarily relieved, in writing, of all responsibilities relating to their crew position. The only flights authorized will be training flights with a qualified NATOPS Instructor, Assistant NATOPS Instructor, or NATOPS Evaluator for the purpose of re-qualification. Enclosure (3) provides a sample letter for a syllabus of training flights approved by the CO which shall be documented under tab IIIA of the individual's NATOPS Jacket. Squadrons are encouraged to contact the Unit Evaluators prior to execution of the training syllabus.

(1) In the case of Category (CAT) I students, only the final qualifying NATOPS Evaluation Report Form (OPNAV 3710-21) will be filed as the Initial Qualification in the NATOPS Jacket.

(2) The ground phase will consist of an open-book examination, a closed-book examination, and an oral examination. An assessment of NATOPS knowledge shall cover applicable information for the variant(s) and configuration(s) of the model flown by the squadron or unit.

(a) To obtain a grade of "Qualified" on the open-book examination, a minimum score of 3.5 must be obtained.

(b) To obtain a grade of "Qualified" on the closed-book examination, a minimum score of 3.3 must be obtained.

(c) The open-book and closed-book examinations shall be successfully completed prior to the oral examination.

(d) The oral examination may be conducted as part of the flight evaluation. Questions may be taken from the NATOPS Flight Manual, Naval Aviation Technical Information Product, and question banks. A grade of "Qualified" or "Unqualified" will be assigned.

(3) The flight/simulator phase will consist of a demonstration of standard procedures. A grade of "Qualified", "Conditionally Qualified", or "Unqualified" will be assigned. If a grade of "Conditionally Qualified" is assigned, it indicates that the individual has achieved only minimum acceptable standards and a re-evaluation will be directed. For all flight evaluations, the NATOPS Instructor shall be the designated Aircraft Commander, Mission Commander, or Naval Aircrew Instructor as appropriate.

(4) Squadrons are directed to utilize the 2F110A (E-2C OFT), and 2F221 (E-2D APT) devices to complete pilot NATOPS evaluation events to the maximum extent possible. Exceptions to this guidance are authorized when the squadron is deployed to a location where these devices are unavailable or device availability precludes its use. Full requirements are outlined in the table below. The CO may direct a supplemental flight or simulator. If a flight event only is required, the Operational Flight Trainer may be utilized for flight evaluations with CO approval.

<b>Pilot NATOPS Evaluation Requirements</b>		
	<b>Simulator</b>	<b>Flight</b>
<b>FRS Student</b>		
E-2C NU	X	X
E-2C HE2K	X	X
E-2D	X	X
C-2A	X	X
<b>Unit Evaluation</b>		
E-2C NU		X
E-2C HE2K	X	X
E-2D	X	X
C-2A		X
<b>Unit Level</b>		
E-2C NU		X
E-2C HE2K	X	X
E-2D	X	X
C-2A		X

<b>Pilot NATOPS Instructor Evaluation Requirements</b>		
	<b>Simulator</b>	<b>Flight</b>
E-2C NU		X
E-2C HE2K	X	X
E-2D	X	X
C-2A		X

(a) All pilot NATOPS evaluation simulators shall be administered by an Evaluator/NI/ANI. The evaluator/NI/ANI should occupy the copilot seat and provide written scenarios to a simulator operator.

(b) Pilot NATOPS instructor evaluation simulators shall be administered by an Evaluator/NI. The NI/ANI candidate should occupy the copilot seat and provide written scenarios to a simulator operator. The Evaluator/NI should observe and evaluate instructing ability.

(c) During a unit evaluation, the Evaluator should observe the NATOPS Officer administer a NATOPS evaluation in the simulator. If the NATOPS Officer requires a NATOPS Instructor evaluation, the simulator portion should be accomplished concurrently.

(d) Fleet Replacement Squadron instructor pilots are required to complete an initial NI simulator and flight. Annual re-qualification requires a flight only.

(5) Although not directed, squadrons are encouraged to use E-2C WSTs and E-2D TTs for NFO NATOPS evaluation flights.

(6) Annual NATOPS Qualifications shall be maintained by all aircrew flying the E-2C, E-2D, and C-2A per references (a) through (g). Aircrew requiring an initial NATOPS qualification, including aircrew assigned to VX and NAWDC squadrons, shall complete a course of instruction given by VAW-120.

(7) Aircrew who have not flown type/model in 18 months or whose annual NATOPS qualification has been expired for more than 12 months shall complete a course of instruction given by VAW-120. CAPCs/CTPCs who have not flown the type/model in over 12 months shall not act as Pilot in Command (PIC) until a course of instruction given by VAW-120 is completed or semi-annual flight minimums have been met in accordance with reference (a). Individual Augmentees (IAs) removed from squadron activities for more than 12 months are strongly encouraged to coordinate an intermediate stop at VAW-120 for requalification training following the IA tour.

(8) Within each squadron, NIs/ANIs shall conduct an annual re-qualification for squadron personnel. Failure procedures and requirements for out-of-qualification squadron personnel shall be delineated by Squadron Commanding Officers. Units, other than squadrons, which do not

have personnel suitable for designation as NATOPS Instructors shall make arrangements for their crewmembers to obtain annual NATOPS evaluations at the nearest naval activity or unit

which has a NATOPS Evaluator or NATOPS Instructor. Non-squadron personnel falling out of annual qualification shall be re-qualified by a VAW-120 NATOPS Instructor or appropriate NATOPS Evaluator.

(9) Fleet squadron NIs are authorized to qualify one ANI at a time. C-2A Naval Aircrewman NATOPS Instructors are authorized to qualify one ANI per active detachment. This is to foster regular contact between the NATOPS Evaluators and fleet NATOPS Instructors, thus ensuring standardization throughout the fleet. This limitation may be waived by the NATOPS Evaluators if special circumstances exist.

(10) Types of E-2 Qualification. In order to qualify in multiple Series or Variants on the same NATOPS Evaluation Report, aircrew must complete ground training pertaining to each Series/Variant and be proficient in each Series/Variant.

(a) "E-2 Series" is qualified in E-2C NU, E-2C HE2K, and E-2D.

(b) "E-2C All Variants" is qualified in E-2C NU and E-2C HE2K.

(c) "E-2C NU," "E-2C HE2K," "E-2D" is qualified in that specific Series/Variant only.

b. Unit NATOPS Evaluation VAW/VRC squadrons operating E-2C, E-2D and C-2A aircraft, including NAWDC/CAEWWS, shall receive a NATOPS Unit Evaluation conducted by the appropriate NATOPS Evaluator(s), per reference (a).

(1) Units not covered above may receive an Informal NATOPS Unit Evaluation to ensure compliance with the NATOPS Program and facilitate training and safety. These units include, but are not limited to VX-1, VX-20, Weapons School, and COMACCLOGWING Staff. Informal Unit Evaluations can be tailored to the unit's needs by the Model Manager, NATOPS Evaluators, or the unit's representative.

(2) The NATOPS Unit Evaluation will consist of the following: Pilot Closed Book Exam, NFO Closed Book Exam, NAC Open and Closed Book Exam, NATOPS Flight Jacket/Flight Logbook Reviews, NATOPS evaluation of a junior (6-15 months in the squadron) Pilot, NFO, and NAC, and NATOPS Instructor evaluations as required by the squadron. At a minimum, NATOPS Evaluators shall review the items outlined in enclosure (2). A minimum of 75 percent of the squadron pilots and 75 percent of the squadron NFOs or NAC must complete a Closed Book Examination.

(3) The NATOPS Evaluators will submit a NATOPS Unit Evaluation formal report to the Model Manager. A copy of this report will be delivered to the Unit Commander following the Model Manager's endorsement. Based on the results of the NATOPS Unit Evaluation and the

recommendations of the NATOPS Evaluators, the Model Manager will award the following grades:

(a) **OUTSTANDING** - NATOPS Unit Evaluation indicates a superior degree of NATOPS Program effectiveness. No major discrepancies. No minor discrepancies. No programs labeled as "needs attention" or "off track." Programs are transparent, self-sustaining, and a model program for the fleet. If a grade of outstanding is received, the subsequent unit evaluation cycle may be extended to a maximum of 24 months.

(b) **EXCELLENT** - NATOPS Unit Evaluation indicates a high degree of NATOPS Program effectiveness. No major discrepancies. Very few minor discrepancies. No program labeled "off track." Programs demonstrate organization with minor lapses in tracking and documentation. If a grade of excellent is received, the subsequent unit evaluation cycle may be extended to a maximum of 24 months.

(c) **SATISFACTORY** - NATOPS Unit Evaluation indicates that NATOPS Program effectiveness meets OPNAV 3710 standards. One major discrepancy or multiple minor discrepancies. Not more than one program labeled "off track." Multiple programs labeled as "needs attention," are not organized, and/or lack consistent documentation. Unit evaluation cycle will be 18 months and may not be extended.

(d) **UNSATISFACTORY** - NATOPS Unit Evaluation indicates that NATOPS Program effectiveness fails to meet the minimum standards. A major discrepancy with associated monitoring process "off track" and/or multiple major discrepancies. Numerous minor discrepancies. More than one program labeled "off track." Any aircrew exam failure. Unit will be re-evaluated within six months with **SATISFACTORY** being the highest grade possible. Unit evaluation cycle will be 18 months from the unsatisfactory evaluation and may not be extended.

(e) **DEFINITIONS:**

1. **MAJOR DISCREPANCY** - Any violation of NATOPS procedures, flights with expiration of required qualifications, or violations of Naval Aviation governing instructions.

2. **MINOR DISCREPANCY** - Any clerical or documentation errors, qualification tracking errors, or violations of COMACCLOGWING or squadron governing instructions.

3. **HITS** - Any item from the NATOPS Unit Evaluation Checklist not met. An item from the NATOPS Jacket Review Checklist found by the evaluators and not properly logged on discrepancy log during jacket and logbook reviews.

4. **ON TRACK** - Any program managed in accordance with all governing instructions. No major discrepancies or minor discrepancies.

5. **NEEDS ATTENTION** - Any program managed in accordance with all governing instructions. No major discrepancies.

6. OFF TRACK – Any program not managed in accordance with all governing instructions. One major discrepancy and/or more than two discrepancies.

c. Instrument Ground School(IGS) and Evaluations.

(1) Per reference (h), squadrons shall designate a thoroughly seasoned aviator as the squadron's IGS Instructor. The IGS Instructor, at a minimum, possesses an ACTC Level II and is well versed in the IGS course curriculum.

(2) IGS Instructors shall work closely with the IGS Program Manager to ensure the squadron possesses the most up to date ground training materials.

(3) Maintain current records to include instructions, briefs, exams, and memorandums. IGS Instructors are responsible for maintaining an instrument flight review board.

(4) Squadrons are directed to utilize the 2F110A (E-2C OFT), 2F210 (E-2D OFT), and 2F211 (E-2D APT) devices to complete pilot instrument check events to the maximum extent possible. The CO may direct a supplemental flight event.

d. Crew Resource Management (CRM)

(1) Per reference (g), squadrons shall designate a CRM Unit Level Manager (ULM). The ULM shall be a NATOPS Officer, NATOPS Instructor, and qualified CRM Facilitator (CRMF).

(2) CRMFs shall possess the same level of experience and ACTC level as required of a NATOPS Instructor.

(3) CRMFs shall maintain currency by either administering CRM training or receiving CRMF training annually.

(4) Per reference (g), annual CRM ground training requires case studies which are directed to be taught using the Threat and Error Management Model.

(5) E-2 and C-2 CRM training are separate T/M qualifications.

6. Action

a. E-2C, E-2D, and C-2A Model Manager. Designate highly qualified Naval Aviators, Naval Flight Officers, and Naval Airmen to perform as Navy-wide Program Managers and NATOPS Evaluators for their respective models.

b. NATOPS Program Managers. Perform duties as specified in references (a), and (b) below:

(1) Review applicable NATOPS and NATIP manuals.

(2) Conduct continuous review of all associated publications and instructions to identify and resolve conflicts with NATOPS publications.

(3) Review safety of flight/urgent change recommendations and forward finalized recommendations to Commander, Naval Air Forces (COMNAVAIRFOR).

(4) Collect, compile, and review recommended routine changes to the NATOPS publications. Recommend NAVAIR convene a review conference as required.

(5) Represent the Commander, Airborne Command Control and Logistics Wing (COMACCLOGWING) at review conferences when required.

(6) When time and funding permits, Program Managers should attend the Aviation Safety Officer Course for training on Safety Management Systems and to earn their Operational Risk Management (ORM) assistant qualification in accordance with reference (i). This qualification will assist the Program Managers in the execution of their squadron evaluation duties.

c. NATOPS Evaluators. Perform the functions of E-2C, E-2D, and C-2A NATOPS Evaluators as outlined in reference (a) and below:

(1) Conduct NATOPS Unit Evaluations as required.

(2) Conduct annual NATOPS Evaluations of NATOPS Instructors and Assistant NATOPS Instructors.

(3) Provide NATOPS assistance to other commands, COMACCLOGWING, and Naval Air Systems Command (NAVAIRSYSCOM) Field Activity Unit NATOPS Instructors.

(4) At least one (either the Pilot, NFO, or NAC) evaluator must be a CRM Instructor as defined in reference (g).

(5) All evaluators shall be an ORM Assistant as defined in reference (i).

d. FRS NATOPS Instructors.

(1) Recommend the designation of highly qualified Pilots, NFOs, and Naval Aircrewmembers to assist in the implementation of the squadron NATOPS program.

(2) Report all matters of interest concerning the NATOPS program to the CO.

e. FRS NATOPS Officers. Perform functions as NATOPS Officers as outlined per reference (a) and below:

(1) Maintain current records on the standardization progress of squadron Pilots, NFOs, and NAC utilizing enclosure (2).



(2) Give adequate notice to all concerned of qualification due dates.

(3) Maintain a question bank and administer the open and closed book examinations for NATOPS Evaluations.

(4) Serve as assistant NATOPS Evaluators.

f. Individual Pilots, NFOs, and Naval Aircrewmen. Assume the initiative and the primary responsibility for ensuring punctual completion of all standardization phases and requirements. FRS Staff Pilots, NFOs, and Naval Aircrewmen who become delinquent by failing to achieve their annual NATOPS re-qualification within the prescribed timeframe shall make a written report to the CO, via the appropriate NATOPS Instructor, explaining the reasons for delinquency.

7. Review Responsibility. The safety officer is responsible for the review and update of this instruction.

  
M. D. FRANCE

**Releasability and distribution:**

This instruction is not cleared for public release and is available electronically via Outlook (Public Folders): USNUSFFVAW120\SQUADRON INSTRUCTIONS\3000 SERIES

**NATOPS Unit Evaluation Checklist**

DATE: \_\_\_\_\_

UNIT: \_\_\_\_\_

EVALUATOR: \_\_\_\_\_

**1. NATOPS Closed Book Exam**

- At least 75% of pilots are available. (CARAEWRON120INST 3710.3)
- At least 75% of NFOs are available. (CARAEWRON120INST 3710.3)
- At least 75% of Naval Aircrewmen are available. (CARAEWRON120INST 3710.3)
- All aircrew obtain a grade higher than 3.3. No mistakes in critical areas. (CNAF-M 3710.7)

**2. NATOPS Evaluation Flight**

- Evaluated aircrew on board for 6 to 15 months. (CARAEWRON120INST 3710.3)
- Open book exam completed with minimum grade of 3.5. (CNAF-M 3710.7)
- Closed book exam completed with a minimum grade of 3.3. (CARAEWRON120INST 3710.3)

**3. NATOPS Instructors/Assistant NATOPS Instructors**

**a. NATOPS Instructors:**

- NATOPS Instructors are designated in writing by the Unit Commander. (CNAF-M 3710.7)
- Current NATOPS Evaluation conducted by a NATOPS Evaluator. (CNAF-M 3710.7)
- NATOPS Instructor has an appropriate experience level in model. (CNAF-M 3710.7)
- NATOPS Instructor standardizes level of instruction and acceptable techniques with Assistant NATOPS Instructors. (CNAF-MT 3710.7)

**b. Assistant NATOPS Instructors:**

- Assistant NATOPS Instructors are designated in writing by the Unit Commander. (CNAF-M 3710.7)
- Assistant NATOPS Instructors have an appropriate experience level in model. (CNAF-M 3710.7)
- Current NATOPS Evaluation conducted by a NATOPS Evaluator or the squadron NATOPS Instructor. (CNAF-M 3710.7)

**4. NATOPS Evaluation Materials**

- At least two versions of Closed Book Exams are protected with limited access, reviewed, and updated annually. (CARAEWRON120INST 3710.3)
- At least two versions of Open Book Exams are protected with limited access, reviewed, and updated annually. (CARAEWRON120INST 3710.3)
- At least two versions of BITS exams are reviewed and updated annually. (CARAEWRON120INST 3710.3)
- All exams include material from current NATOPS/NATIP publications. (CARAEWRON120INST 3710.3)

#### 5. NATOPS Officers

- NATOPS Officer is designated in writing by the Unit Commander. (CARAEWRON120INST 3710.3)
- NATOPS Officer is designated access in writing to NATOPS Jackets and Flight Logbooks. (CNAF-M 3710.7)
- NATOPS Officer is listed in the squadron SORM as a primary billet. (CNAF-M 3710.7)
- NATOPS Officer is a NATOPS Instructor. (CARAEWRON120INST 3710.3)
- NATOPS Officer is assigned to the Safety Department. (CARAEWRON120INST 3710.3)
- NATOPS Officer only occupies one primary billet defined by the squadron SORM. (CARAEWRON120INST 3710.3)
- NATOPS Officer tracks and posts the qualification status of all aircrew. (CARAEWRON120INST 3710.3)
- NATOPS Officer ensures unqualified aircrew are not scheduled for flights by coordinating with departments and individuals. (CARAEWRON120INST 3710.3)
- NATOPS Officer ensures aircrew designations comply with training requirements per CNAF-M 3710.7 and NATOPS. (CARAEWRON120INST 3710.3)
- NATOPS Officer has a NATEC and AIR-4.0P Airworthiness website account. (CARAEWRON120INST 3710.3)

#### 6. NATOPS Passdown Binder

- A passdown binder is maintained physically and/or electronically by the NATOPS Officer. (CARAEWRON120INST 3710.3)
- Procedures for completing routine tasks are referenced and included. (CARAEWRON120INST 3710.3)
- Binder includes billet descriptions from governing instructions. (CARAEWRON120INST 3710.3)
- Important points of contact are included. (CARAEWRON120INST 3710.3)
- Copies of designation letters for the NATOPS Officer, NATOPS Instructor, Asst. NATOPS Instructors, CRM Facilitators, and Access Letters are included. (CARAEWRON120INST 3710.3)

- Procedures for implementing NATOPS Interim Changes in the squadron are referenced and included. (CARAEWRON120INST 3710.3)
- Procedures for ordering publications are referenced and included. (CARAEWRON120INST 3710.3)
- Procedures for submitting NATOPS/NATIP changes are referenced and included. (CARAEWRON120INST 3710.3)
- Copies of NATOPS/NATIP change submissions are archived for reference at the NATOPS Conference. (CARAEWRON120INST 3710.3)
- Copies of past Unit Evaluations/Assist Visits are included. (CARAEWRON120INST 3710.3)

#### **7. NATOPS Jacket Reviews**

- NATOPS Jackets for aircrew on DIFOPS orders present. (CNAF-M 3710.7)
- NATOPS Jackets are secured to control access. (CNAF-M 3710.7)
- NATOPS Jackets reviewed by NATOPS Evaluator utilizing Enclosure (2) NATOPS Jacket Review Checklist without discrepancies. (CARAEWRON120INST 3710.3)

#### **8. Flight Log Book Reviews**

- Flight Log Books for aircrew on DIFOPS orders present. (CNAF-M 3710.7)
- Flight Log Books are secured to control access. (CNAF-M 3710.7)
- Flight Log Books are complete.
- Flight Log Books reviewed by NATOPS Evaluator utilizing Enclosure (2) NATOPS Jacket Review Checklist without discrepancies. (CARAEWRON120INST 3710.3)

#### **9. NATOPS Training**

- NATOPS training is conducted for all aircrew. (CARAEWRON120INST 3710.3)
- NATOPS training should be conducted at least monthly. (CARAEWRON120INST 3710.3)
- Records of training attendance are maintained. (CARAEWRON120INST 3710.3)
- Training topics are appropriate for squadron operating environment, as appropriate. (CARAEWRON120INST 3710.3)
- Aircrew not in attendance receive makeup training. (CARAEWRON120INST 3710.3)
- A plan for future NATOPS Training exists and extends out at least 6 months. (CARAEWRON120INST 3710.3)
- NATOPS Instructors make every effort to utilize the OFT/WST when appropriate to simulate emergencies safely for training and evaluations. (CNAF-M 3710.7)

#### **10. Squadron SOP/ Standardization**

##### **a. SOP:**

- Squadron SOP does not violate higher governing publications or instructions. (COMACCLOGWING 3710.2)
- Briefing guides contain all mandatory briefing items delineated in governing publications. (NFM)
- Squadron SOP contains the squadron briefing guide. (CARAEWRON120INST 3710.3)
- Squadron SOP addresses aircrew proficiency (BITS) requirements. (CARAEWRON120INST 3710.3)
- Squadron SOP addresses special procedures governing FCFs. (CARAEWRON120INST 3710.3)
- Squadron SOP addresses equipping each aircraft with a NFM, PCL, and NATOPS Cockpit Checklist. (CARAEWRON120INST 3710.3)

**b. Standardization:**

- NATOPS standardization issues are discussed at "All Aircrew" meetings at least quarterly. (CARAEWRON120INST 3710.3)
- Records of standardization meeting attendance are maintained. (CARAEWRON120INST 3710.3)
- Aircrew not in attendance at standardization meetings are trained on squadron standardization. (CARAEWRON120INST 3710.3)
- Summaries of standardization meetings are maintained and distributed to all aircrew. (CARAEWRON120INST 3710.3)

**11. Publications and Instructions**

**a. Soft or hard copies of pertinent publications are maintained with ICs:**

- CNAF-M 3710.7 Series
- LSO NATOPS (NAVAIR 00-80T-104)
- CV NATOPS (NAVAIR 00-80T-105)
- NAVAIR Publication Control (NAVAIR 00-25-100)
- NATOPS Flight Manual (NFM)
- NATOPS Pocket Checklist (PCL)
- NATOPS Functional Check Flight Checklists
- NATOPS Cockpit Checklists
- NATIP (VAW Squadrons only)

**b. All soft or hard copies of pertinent instructions are maintained:**

- COMNAVAIRFORINST 1542.7 Series (CRM)
- OPNAVINST 3500.39 Series (ORM)
- COMNAVAIRPAC/COMNAVAIRLANTINST 3541.1 Series (FDFP)
- COMNAVAIRFORINST 3510.4 Series (NATOPS PROGRAM)
- COMACCLOGWINGINST 3710.2 Series (SOP)
- COMACCLOGWINGINST 3710.4 Series (IGS)

- COMACCLOGWINGINST 11018.1 Series (TURN QUAL)
- COMACCLOGWINGINST 3500.0 Series (ORM)
- CARAEWRON120INST 3710.3 Series (NATOPS)
- Squadron SOP

c. NAVAIR Publications maintained in accordance with NAVAIR 00-25-100.

- Records are maintained to document manual change verification in all copies. (NAVAIR 00-25-100)
- Printed copies of publications are serialized. (NAVAIR 00-25-100)
- Locations of serialized publications are tracked. (NAVAIR 00-25-100)
- Old/out of date electronic copies of publications are deleted, or archived with clear labeling to prevent accidental use for flight operations. (CARAEWRON120INST 3710.3)
- NATOPS Officers coordinate the upkeep of NATOPS publications issued to maintenance with the squadron CTPL.

**12. CRM**

- CRM Instructors are designated in writing by the Curriculum Model Manager (CO, VAW-120). (COMNAVAIRFORINST 1542.7)
- CRM Facilitators are designated in writing by the Unit Commander. (COMNAVAIRFORINST 1542.7)
- CRM Facilitators possess the same level of experience and ACTC level as required of a NATOPS Instructor. (COMNAVAIRFORINST 1542.7)
- Initial and Recurrency CRM lectures contain discussion of Seven Critical Skills, COMNAVAIRFORINST 1542.7, case studies, and case studies are taught/reviewed using the Threat and Error Management Model. (COMNAVAIRFORINST 1542.7)
- All CRM ground and flight training is completed by a CRM Instructor or Facilitator. (COMNAVAIRFORINST 1542.7)
- Aircrew unqualified in CRM do not serve as aircrew members. (COMNAVAIRFORINST 1542.7)
- An adequate number of CRM Facilitators are maintained by the unit to administer the CRM Program. (COMNAVAIRFORINST 1542.7)
- CRM Program is implemented and administered as directed by the CRM Curriculum Model Manager (VAW 120). (COMNAVAIRFORINST 1542.7)
- CRM Facilitator maintained annual ground training currency. (CARAEWRON120INST 3710.3)

**13. ORM**

- Executive Officer designated as ORM Program Manager. (OPNAVINST 3500.39)
- Officer ORM Assistant designated in writing. (COMACCLOGWINGINST 3500.7)
- Senior Enlisted ORM Assistant designated in writing. (COMACCLOGWINGINST 3500.7 Para 5.b)

- ORM Assistants completed Aviation Safety Officer or Aviation Safety Command course or Naval Safety and Environment Training Center 4-day online Application and Integration Course.  
(OPNAVINST 3500.39 Para 7.h.3.a.1)
- ORM Orientation training completed upon command check-in, prior to first flight.  
(COMACCLOGWINGINST 3500.7)
- Annual scenario-based ORM training is conducted. (COMACCLOGWINGINST 3500.7)

#### 14. Turn Qualification

- NATOPS qualifications of turn program personnel (Low Power, High Power, and APU Turn Qualifications) are tracked. (COMACCLOGWINGINST 11018.1)
- Turn operator currency logs are retained by the Pilot NATOPS Officer and any recurrency training required is documented. (COMACCLOGWINGINST 11018.1)
- At least two versions of Turn Qualification Open and Closed Book Exams are reviewed and updated annually. (COMACCLOGWINGINST 11018.1)

#### 15. IGS

- IGS Instructor is designated in writing by the Unit Commander.  
(COMACCLOGWING 3710.4)
- IGS Instructor possesses, at a minimum, an ACTC Level II and is well versed in the IGS course curriculum. (CARAEWRONINST 3710.3)
- An IGS Binder is maintained physically and/or electronically by the IGS Instructor.  
(CARAEWRON120INST 3710.3)
- Copies of designation letters for the Instrument Flight Board members and IGS Instructor are included. (COMACCLOGWINGINST 3710.4)
- Copy of current VAW-120 IGS brief, VAW-120 exam, and instructions are maintained. (COMACCLOGWINGINST 3710.4)
- Records of Instrument Ground School attendance are maintained.  
(CARAEWRON120INST 3710.3)
- IGS Program is implemented and administered as directed by the IGS Curriculum Model Manager (VAW 120). (COMACCLOGWING 3710.4)

#### 16. NATOPS Unit Evaluation

- Unit Evaluation conducted every 18 months, unless granted a maximum 6 month extension to a maximum interval of 24 months between evaluations. (CNAF-M 3710.7)
- Past Unit Evaluation discrepancies have been corrected. (CARAEWRON120INST 3710.3)

# NATOPS JACKET

## REVIEW CHECKLIST

Date: 

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**SECTION I: General**

- Privacy Act Statement (Signed)
- Record of Disclosure (OPNAV 5211/9)

**A. Review and Certification**

- 1. Record of review date and signature (including this review).
- 2. Detachment certification date and signature from last command.

**B. PCS Orders**

- 1. Current DIFOPS orders ONLY.

**C. Medical Clearance (filed chronologically)**

- 1. Current annual flight physical with admin upchit for new aircrew. (Correct Signatures)
- 2. All grounding and subsequent upchits since most recent annual clearance.
- 3. Effective waivers present.
- 4. Anthropometric data present.

**D. Flight Equipment**

- 1. Forms present. (OPNAV 3760/32B at a minimum)

**SECTION II: Qualifications and Achievements**

Discrepancy Report in front of Part A.

**A. Designation Record (filed chronologically)**

- 1. Prescribed designations. (CNAF-M 3710 Ch 12 & 13 or NATOPS designations)

**B. Mission Qualifications**

- 1. All other designations. (AIC, ICICG, ICAPC, FCICO, WTI, CRM FacB, ORM Asst, etc.)

**C. Miscellaneous**

- 1. CRM Training/ Evaluation Record, with extension letters if required.
- 2. ORM Training/ Evaluation Record (including all formal ORM course certificates)

**SECTION III: Training**

**A. Schools and Courses**

- 1. Attendance record current. (OPNAV 3760/32B w/ ATI, FRS, FDFP, IGS)
- 2. FDFP Orders (Date Stamp and Name) or FLT TMPB; if receiving flight deck pay (eg. LSC's).
- 3. Aviation Training Jacket and FRS Training Summaries present.

**B. Flight Physiology Training Summaries (OPNAV 3760/32F)**

- 1. Swim & Physiology Qual current.
- 2. Ditch/Bailout current.
- 3. SERE certificate present.

**C. Exams (OPNAV 3760/32G)**

- 1. Most recent BITS/Open/Closed book exam and IGS logged
- 2. Open/Closed book exams or classified exam memo present for all current STANXs.

**D. NATOPS Evaluations (filed chronologically and permanent)**

- 1. OPNAV 3710/7 present, current, and signed.
- 2. Extension letters as required.

**E. NATOPS Instrument Rating (filed chronologically and permanent)**

- 1. OPNAV 3710/2 present, current, and signed by all required.
- 2. IGS Memos present for OPNAV 3710/2 without signature of IGS Instructor
- 3. IGS/INSTX Extension letters as required.

**SECTION IV: Flight Records**

**A. Annual Flight Time Summary (permanent)**

- 1. Fiscal year flight time summaries present, with signature. (SHARP, logbook copy etc.)

**B. Mishap and Flight Violation Record (OPNAV 3760/32H)**

- 1. Form present and signed by last command.

**LOGBOOK**

**A. Qualifications and Achievements**

- 1. Designations: Any listed in NATOPS Jacket Section II A
- 2. Current STANX (Refer to NATOPS, Incl Date, Position, Unit, Sign)
- 3. Current CRM flight. (Annotate Date of flight; aircraft T/M/S and expiration)
- 4. Current complete Standard/Special Instrument Rating (pilots) or IGS (NFOs).

**B. Flight Record**

- 1. 2L4 entered for current STANX/SSTANX. (Buno, hrs)
- 2. 2L3 entered for current INSTX. (Buno, Date) - Pilots only
- 3. 2L5 entered for CRM flights not conducted during 2L4 or 2L3 flights.
- 3. Monthly flight record signatures.

**C. Mishap and Flight Rule Violation Record**

- 1. Logbook mishap record current and signed. (Quarterly.)



CARAEWRON120INST 3710.3U  
30 May 18

3000  
00  
[DATE]

From: Commanding Officer, Carrier Airborne Early Warning Squadron 120  
To: LT I. A. Fodder  
Via: (1) NATOPS Officer  
(2) Operations Officer

Subj: E-2C RECURRENCE TRAINING SYLLABUS ICO LT FODDER

1. You are not currently qualified to fly the E-2C Hawkeye because your NATOPS Standardization qualification expired January 31, 2011. Your last flight in the E-2C Hawkeye was June 28, 2010. Although you do not meet the requirements for returning to the FRS for retraining, the following training events are assigned prior to your next NATOPS Evaluation:

- |   |   |
|---|---|
| <input type="checkbox"/> EP OFT Event   | <input type="checkbox"/> INSTX          |
| <input type="checkbox"/> Instrument Approaches OFT                              | <input type="checkbox"/> Practice STANX |
| <input type="checkbox"/> Out and In Warm-up Flight                              | <input type="checkbox"/> STANX          |
| <input type="checkbox"/> Additional flight(s) as required to meet<br>INSTX mins |   |

2. You are reminded to complete all ground training requirements prior to flight and to complete a CRM Evaluation on your first flight.

3. Training events shall be completed with a qualified NATOPS Instructor/Assistant NATOPS Instructor. Until your INSTX and STANX are complete you are not a qualified [pilot/NFO] in the E-2C Hawkeye and shall not participate in FCFs or missions requiring full qualification. Your qualification as a [CAPC/CICO/RO/2P/etc] shall be reinstated upon completion of all the events above.

M. D. FRANCE

Copy to:  
Operations  
NATOPS Jacket

Enclosure (3)