# VAW-120 UNIT EVALUATION PREPARATION & GUIDANCE

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- AID SQUADRONS THAT HAVE NOT RECEIVED A UNIT EVALUATION ASSIST VISIT

- STANDARDIZE PRACTICES THROUGHOUT THE FLEET THAT ARE NOT COVERED BY THE UNIT EVALUATION CHECKLIST

- Possible grades for the unit evaluation are OUTSTANDING, EXCELLENT, SATISFACTORY, and UNSATISFACTORY

- Outstanding and Excellent allow the squadron to apply for an extension of up to 24 months between unit evaluations (typically only for operational necessity)

- Satisfactory allows for a maximum 18 months between unit evaluations

- Unsatisfactory squadrons will have a mandatory re-evaluation within 6 months with a highest possible grade of SATISFACTORY

# UNIT EVAL DEFINITIONS

- **MAJOR DISCREPANCIES:**
  - Major discrepancies include violations of NATOPS procedures, flights with expiration of required qualifications, or violations of Naval Aviation governing instructions.

- **MINOR DISCREPANCIES:**
  - Minor discrepancies include clerical/documentation errors, qualification tracking errors, or violations of Squadron/Wing governing instructions.

- **HITS:**
  - Item from the Unit Evaluator checklist not met.
  - Item from the NATOPS Jacket review checklist caught by the evaluators and not logged on discrepancy log during jacket and logbook reviews.

- **OUTSTANDING:**
  - No major discrepancies or minor discrepancies.
  - No programs labeled "needs attention" or "off track." Programs are transparent, self-sustaining, and a model program for the fleet.

- **EXCELLENT:**
  - No major discrepancies with very few minor discrepancies.
  - No programs labeled "off track." Programs demonstrate organization with minor lapses in tracking and documentation.

- **SATISFACTORY:**
  - Major discrepancy. Multiple minor discrepancies.
  - Not more than one program labeled "off track."
  - Multiple programs are labeled "needs attention," are not organized, and/or lack consistent documentation.
  - Average exam score more than one standard deviation below fleet average.

- **UNSATISFACTORY:**
  - Major discrepancy with the associated monitoring process "off track" and/or multiple major discrepancies.
  - Numerous minor discrepancies. More than one program labeled "off track."
  - Any aircrew exam failure.

# OVERVIEW

- **NATOPS CLOSED BOOK EXAM**
- **NATOPS EVALUATION FLIGHT**
- **NATOPS INSTRUCTORS/ASSISTANT NATOPS INSTRUCTORS**
- **NATOPS EVALUATION MATERIALS**
- **NATOPS OFFICERS**
- **QUALIFICATIONS**
- **NATOPS PASSDOWN BINDER**
- **NATOPS JACKETS/LOGBOOKS**
- **NATOPS TRAINING**
- **SQUADRON SOP/STANDARDIZATION**
- **PUBLICATIONS/INSTRUCTIONS**
- **CRM**
- **ORM**
- **TURN QUALIFICATION**
- **GENERAL GUIDANCE**

- **OUTSTANDING:** Above the fleet average, no verbal remediation.

- **EXCELLENT:** Within one standard deviation of fleet average.

- **SATISFACTORY:** More than one standard deviation below fleet average.

- **UNSATISFACTORY:** Any exam failure.

- AS PER THE CARAEWRON120INST 3710.3 (SERIES) EVALUATION CHECKLIST

- PRIMARY FOCUS ON BOLDFACE, PREFLIGHT, LIMITS, WARNINGS, AND ITEMS THAT MUST BE RECALLED IN THE AIRCRAFT QUICKLY WITHOUT REFERENCE

- BOLDFACE MUST BE VERBATIM (IF MISSED, AIRCREW GET A ONE TIME VERBAL REMEDIATION BUT DO NOT GET THE POINTS BACK)

- PREFLIGHTS SHOULD BE AS CLOSE TO VERBATIM AS POSSIBLE

- WARNINGS JUST NEED TO HAVE CAUSE AND EFFECT

- **OUTSTANDING:** Flight evaluation grade of Qualified.

- **EXCELLENT:** Flight evaluation grade of Qualified.

- **SATISFACTORY:** Flight evaluation grade of Qualified with minor remediation.

- **UNSATISFACTORY:** Flight evaluation grade of Conditionally Qualified or Unqualified.

- **PILOTS:**

**See CARAEWRON120INST 3710.3 (Series) for exact simulator requirements**

  - STANX for pilot in command 6-15 months
    - Flight evaluated by Pilot Evaluator
    - Simulator (as req) administered by Pilot NATOPS Officer and evaluated by the Pilot Evaluator
  - SSTANX as required
    - Flight evaluated by Pilot Evaluator
    - Simulator (as req) evaluated by Pilot Evaluator
      - Pilot receiving SSTANX will create a flight training sequence and conduct a STANX in the simulator from the right seat

- **NFOS:**
  - 1 flight event for SSTANX or STANX

- **OUTSTANDING:**  Qualified (current NATOPS Instructor Standardization flight) and designated.

- **EXCELLENT:**  Qualified and designated.

- **SATISFACTORY:**  Qualified but not designated.

- **UNSATISFACTORY:**  Individual not qualified and performed Standardization flights.

- **NATOPS INSTRUCTORS**
  - Designated in writing by CO after receiving a SSTANX from a NATOPS Evaluator
  - NATOPS Instructors can only make 1 ANI (can be waived by Model Manager/Program Manager in certain circumstances)

- **ASST NATOPS INSTRUCTORS**
  - Designated in writing by CO after receiving a SSTANX from either a NATOPS Evaluator or Instructor

- **Both must be a Level 3 CAPC/CICO in order to be designated**

- **CRMF highly recommended**

- **OUTSTANDING:** Required exams present, updated annually, and are secured from squadron aircrew access. Answer key present.

- **EXCELLENT:** Required exams present and updated annually.

- **SATISFACTORY:** Exams present and meet NFM minimums.

- **UNSATISFACTORY:** Exams not present or do not meet NFM minimums.

- **OPNAV 3710 delegates exam length to the T/M/S NFM**
- **Review NFM Chapter 30 for examination specifics**
- **OPEN BOOK:**
  - Maximum 80, Minimum 40 questions
  - Minimum 3.5 passing score out of 4.0
  - Assign a score value to each question and write the total score possible on the test
  - Open Book should test familiarity with publications
  - Do not use questions regarding boldface Emergency Procedures, pre-flights, limitations, or everyday flight knowledge expected of aircrew
  - We do not recommend referencing the Classified NATIP
  - We do recommend referencing OPNAV 3710 or other publications that aircrew do not use frequently

- **OPEN BOOK (cont'd):**
  - Utilize charts and bingo tables for questions
  - Format the test in the same order references are listed and in chapter order according to that particular reference
- **CLOSED BOOK:**
  - Maximum 40, minimum 20 questions
  - Minimum 3.3 passing score out of 4.0
  - Assign a score value to each question and write the total score possible on the test
  - Close book should test familiarity with everyday flight memory items (boldface EPs, preflight, limits, warnings)
  - Up to 50% of the exam can utilize questions from the NFM question bank

- **CLOSED BOOK (cont'd):**
  - Include basic aircraft and system knowledge questions
  - Weigh the questions properly (e.g. do not make the Engine Limits Chart worth 50% of the points)

- **BITS EXAM:**
  - Same guidance as the closed book
  - This exam should strictly focus on boldface EPs, Warnings, pre-flight, and limitations

- **Have two versions of each exam**
- **Update exams at least annually (or after major ICs)**
- **Include revision date on the front page**

- **OUTSTANDING:** NATOPS Officer is a NATOPS Instructor with all paperwork present. NATOPS Officer does not hold any collateral duties. NATOPS Officer has an individual AIR-4.0P and NATEC Account.

- **EXCELLENT:** NATOPS Officer is a NATOPS Instructor or Assistant NATOPS Instructor. NATOPS Officer does not hold any collateral duties. NATOPS Officer has an individual AIR-4.0P and NATEC Account.

- **SATISFACTORY:** NATOPS Officer is a NATOPS Instructor or Assistant NATOPS Instructor. NATOPS Officer holds collateral duties. NATOPS Officer has a shared or squadron AIR-4.0P and NATEC Account.

- **UNSATISFACTORY:** NATOPS Officer is NOT a NATOPS Instructor or Assistant NATOPS Instructor. NATOPS Officer holds multiple collateral duties. NATOPS Officer does NOT have an AIR-4.0P and NATEC Account.

- **NATOPS OFFICERS**
  - In accordance with CARAEWRON120INST 3710.3 (Series) checklist
  - Ensure either the SORM or 1301 note lists the NATOPS Officers as a primary billet without any collateral duties (Pilots can be Turn Qual and/or LSO)
  - Strive to have NATOPS Officers that are NATOPS Instructors (can be ANIs initially)
  - Both NATOPS Officers should have a AIR-4.0P and NATEC account

- **OUTSTANDING:** No errors on the qualification tracker. Tracker is posted for aircrew review. Incorporated into the read and initial process.

- **EXCELLENT:** No errors on the qualification tracker. Tracker is posted for aircrew review.

- **SATISFACTORY:** Very few errors on the qualification tracker.  Tracker is posted for aircrew review.

- **UNSATISFACTORY:** Multiple errors on the qualification tracker.  Tracker is not posted for aircrew review.

- **QUALIFICATIONS**
  - Ensure all qualifications are accurate
  - Post qualifications in the P-way
  - Incorporate into "red/green card" system at the duty desk or into a read and initial binder
  - Turn aircrew red at the beginning of each month until they sign for their qualifications
  - Have specific procedures for keeping non-qualified aircrew off the flight schedule
  - We recommend utilizing a formalized aircrew check in sheet for all new aircrew
  - Have the final signature be either the OPSO or CO

- **QUALIFICATIONS (Cont'd)**
  - Archive them for all aircrew currently in the command
  - This will add another layer of redundancy to ensure aircrew are not flying out of qualification
  - Have OPS/Skeds keep a BITS tracker.  Provide the tracker to the SDO to ensure requirements are met.

- **OUTSTANDING:** Binder is organized in accordance with the Unit Evaluation checklist and any aircrew can easily navigate through. Binder is up to date and routine tasks are outlined. Copies of past Unit Evaluations are archived and NATOPS change submissions, post last NATOPS Conference, are present.

- **EXCELLENT:** Binder is up to date with some routine tasks outlined. Copies of past Unit Evaluations and NATOPS change submissions are present.

- **SATISFACTORY:** Binder is up to date. No copies of past Unit Evaluations and NATOPS change submissions are present. No Procedures are present for ordering new publications, implanting NATOPS Interim Changes, and submitting NATOPS/NATIP changes.

- **UNSATISFACTORY:** Binder is not up to date. Binder does not exist.

- In accordance with CARAEWRON120INST 3710.3 (Series) checklist
- Organize the binder with a table of contents and in the order of the evaluation checklist
- Have a list of daily/weekly/monthly/annual routines as well as specific event tasks (e.g. Aircrew check in)
- Keep NATOPS submissions since the last NATOPS conference and archive previous submissions
- Ensure all applicable designation letters are current and remove departed aircrew letters
- Up-to-date POCs
- Include billet descriptions from squadron SORM, OPNAV 3710.7, etc

- **OUTSTANDING:**  Less hits per jacket/logbook than fleet average.

- **EXCELLENT:**  Within one standard deviation of fleet average.

- **SATISFACTORY:**  More than one standard deviation above fleet average.

- **UNSATISFACTORY:**  Not all NATOPS Jackets/Logbooks present.  Jackets and logbooks are not secured to control access.  Jackets and logbooks have not been reviewed since the last Unit Evaluation.

- **Use the Jacket Review Gouge PPT on the VAW-120 website**
- **Common mistakes:**
  - Use current training record forms
  - Close out old CRM/ORM training records
  - 3 pages for an ATJ (Summary Card, Board Disposition, and Pink Sheet Summary)
    - If missing send a request letter addressed to "Chief of Naval Air Training, Student Control Officer," signed by your CO
  - Months with no flights should be logged in accordance with OPNAV 3710.7 instructions, para 10.5.2.6
  - Do not log seaplane landings
  - Keep track and log BITS requirements in accordance with your SOP
- **Keep a blue folder "junk jacket" with every aircrew NATOPS jacket for archiving paperwork**

# NATOPS TRAINING

- **OUTSTANDING:** NATOPS Training Program is On Track. There is a specific system in place for absent aircrew to make up training. Future training plan is present and extends at least 6-12 months after the Unit Evaluation.

- **EXCELLENT:** NATOPS Training Program is On Track. Absent aircrew make up training. Future training plan exists.

- **SATISFACTORY:** NATOPS Training Program Needs Attention.

- **UNSATISFACTORY:** NATOPS Training Program is Off Track.

- Have a training plan
- Training plan should extend between six months to a year
- Update training plan as squadron activities dictate
- Training plan should detail topics and presenters
- Have a SME list
- Keep records of attendance and have a formal plan for aircrew to make up training
- Recommend incorporating into the squadron read/initial program for delinquent aircrew
- Give preparation exams leading up the unit evaluation
- Exams should test a variety of knowledge
- Track exam scores for the squadron and individual aircrew
- The NATOPS training binder should be well organized and readily transparent for the Evaluators to comb through

- **OUTSTANDING:** SOP meets all requirements in the Unit Evaluation Checklist, addresses aircrew check-in procedures prior to first flight, and references higher instructions without repetition.

- **EXCELLENT:** SOP meets all requirements in the Unit Evaluation Checklist and addresses aircrew check-in procedures prior to first flight.

- **SATISFACTORY:** SOP meets all requirements in the Unit Evaluation Checklist.

- **UNSATISFACTORY:** SOP does not meet all requirements in the Unit Evaluation Checklist and violates higher instructions.

- In accordance with CARAEWRON120INST 3710.3 (Series) checklist

- References should not be specific. Label them as "Series" to maintain compliance with updates to higher instruction

- Do not repeat information found in higher instructions unless it is intended to be emphasized

- SOP binders should also have a copy of the Wing SOP

- If your SOP is more restrictive than the Wing SOP, ensure you can properly track it.  We have seen many squadrons have a hard time enforcing more strict BITS or Ditch and Bailout requirements

- Ensure briefing guides contain the mandatory items and contain current NATOPS procedures

- **OUTSTANDING:** Standardization Program is On Track and meets all requirements of the Unit Evaluation Checklist. There is a specific system in place for absent aircrew to make up standardization meetings.

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- **EXCELLENT:** Standardization Program is On Track and absent aircrew make up standardization meetings.

- **SATISFACTORY:** Standardization Program Needs Attention.

- **UNSATISFACTORY:** Standardization Program is Off Track.

- In accordance with CARAEWRON120INST 3710.3 (Series) checklist
- Similar to the NATOPS training program and qualifications guidance
- Keep records of attendance and have formalized procedures for aircrew not in attendance to receive make-up training
- Have aircrew date to show it was complete before flying
- Keep all meeting minutes since the last SOP revision in the read/initial binder as a reference for current squadron procedures
- Archive meetings prior to the last SOP since they were either incorporated into the SOP or not accepted
- Turn aircrew cards "red" for aircrew not in attendance until they review the meeting minutes
- Recommend only SDOs have the ability to turn cards "green"

# PUBLICATIONS AND INSTRUCTIONS

- **OUTSTANDING:**  Program is On Track and meets all requirements on the Unit Evaluation Checklist.  All required publications and instructions are current in hard and soft copy form.  NATOPS Officers keep meeting minutes with the CTPL.

- **EXCELLENT:** Program is On Track and meets all requirements on the Unit Evaluation Checklist.  All required publications and instructions are current in hard and soft copy form.

- **SATISFACTORY:** Program Needs Attention.  Minimal outdated publications and instructions are found in the squadron and on the LAN.  Locations of publications are not properly tracked.

- **UNSATISFACTORY:** Program is Off Track. Squadron spaces and aircraft have publications that do not have the most current Interim Change incorporated.

- **Know who your squadron CTPL is**
- **Keep meeting minutes of your discussion with the CTPL**
- **CTPLs should only be updating NATOPS publications with NATOPS Officer approval**
- **Provide your pub track to the CTPL**
- **The CTPL and NATOPS Officers should serialize the publications**

# CRM

- **OUTSTANDING:** CRM Program is On Track and meets all requirements on the Unit Evaluation Checklist. No lapses in aircrew qualifications. No discrepancies in documentation. CRM refresher briefs/cases studies are tailored to fit into the squadron.

- **EXCELLENT:** CRM Program is On Track and meets all requirements on the Unit Evaluation Checklist.

- **SATISFACTORY:** CRM Program Needs Attention. Some documentation issues, but all aircrew are appropriately qualified.

- **UNSATISFACTORY:** CRM Program is Off Track. Aircrew flew outside of qualifications. Multiple documentation issues within the program.

- **In accordance with CARAEWRON120INST 3710.3 (Series) checklist**

- **Designate a CRM Unit Level Manager (ULM)**

- **Keep copies of CRM-I/F designation letters in the binder as well as NATOPS jackets**

- **The current CRM instruction is CNAFINST 1542.7, not OPNAV 1542.7C**

- **CRM training in the squadron should be a facilitated discussion utilizing case studies from the E-2 community**

- **Facilitators refresh themselves by providing refresher training**

- **Recommend having four to five facilitators in the squadron (NATOPS Instructors and ANIs at a minimum)**

- **Archive CRM training memos in the binder and ensure dates match the qualifications tracker and NATOPS jackets**

- **OUTSTANDING:** ORM Program is On Track and meets all requirements on the Unit Evaluation Checklist. No lapses in aircrew qualifications. No discrepancies in documentation.

- **EXCELLENT:** ORM Program is On Track and meets all requirements on the Unit Evaluation Checklist.

- **SATISFACTORY:** ORM Program Needs Attention. Minimal documentation issues, but all aircrew are appropriately qualified.

- **UNSATISFACTORY:** ORM Program is Off Track. Aircrew flew outside of qualifications. Multiple documentation issues within the program.

- **In accordance with CARAEWRON120INST 3710.3 (Series) checklist**
- **Have a well organized binder**
- **Have current designation letters and course completion certificates for the Program Manager, ORM Assistants, and Senior Enlisted ORM Assistant**
- **Archive training memos in similar fashion to the CRM memos and ensure dates match the qualification tracker**
- **Recommend command ORM orientation training be completed prior to the first flight in the squadron (this will be dependent on your SOP guidance)**
- **Have the current OPNAVINST and COMACCLOGWINGINST in the binder**
- **This program is typically under the management of the ASO.  NATOPS Officers should provide oversight and guidance periodically, especially leading up to the unit evaluation**

- **OUTSTANDING:** Turn Qualification Program is On Track and meets all requirements on the Unit Evaluation Checklist. No discrepancies in documentation or currency. Turn Operators are tracked with PRDs to ensure an adequate number of operators are qualified.

- **EXCELLENT:** Turn Qualification Program is On Track and meets all requirements on the Unit Evaluation Checklist.

- **SATISFACTORY:** Turn Qualification Program Needs Attention. Undocumented currency issues.

- **UNSATISFACTORY:** Turn Qualification Program is Off Track. Turns conducted by unqualified operators. Multiple documentation issues within the program.

- COMACCLOGWINGINST 11018.1 (Series) attention to detail
- Training start date is date MO signs their request
- Track the time to train
- Actively coordinate with maintenance on MMP inputs (do not rely on maintenance running an ASM query)
- Utilize the simulator and log supplemental training
- Ensure high power tests contain high power specific questions
- Track PRDs so you know when you will become low on operators and can train new ones in time
- Identify a documentation procedure for re-currency when operators go over 30/60/90 days
- Recommend approximately 6 low power and 3 high power turn operators (operational tempo dependent)

- **OUTSTANDING:** Fixed all previous unit evaluation discrepancies.

- **EXCELLENT:** Fixed majority of previous unit evaluation discrepancies.

- **SATISFACTORY:** Fixed some previous unit evaluation discrepancies.

- **UNSATISFACTORY:** Previous unit evaluation discrepancies not fixed.

- **This is by no means a substitute for following the guidance within OPNAVINST 3710.7, CNAFINST 3710.4, or CARAEWRON120INST 3710.3**

- **Please communicate early and often any concerns or questions**

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