



DEPARTMENT OF THE NAVY
CARRIER AIRBORNE EARLY WARNING SQUADRON 120
1027 BELLINGER BLVD.
NAVAL STATION NORFOLK, VIRGINIA 23511-2216

CARAEWRON120INST 3710.3S
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29 JUL 2014

CARAEWRON 120 INSTRUCTION 3710.3S

Subj: NAVAL AIR TRAINING AND OPERATING PROCEDURES
STANDARDIZATION (NATOPS)

Ref: (a) OPNAVINST 3710.7 (Series)
(b) COMNAVAIRFORINST 3510.4 (Series)
(c) CNATRAININST 1500.4 (Series)
(d) COMNAVAIRFORINST 1500.12 (Series)
(e) OPNAVINST 1500.66 (Series)
(f) COMACLOGWINGINST 3710.2 (Series)
(g) COMNAVAIRFORINST 1542.7 (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 Naval Air Training Operating Procedures Standardization Naval Air Training Operating Procedures Standardization (NATOPS) program also provides a basis for Replacement Pilots (RPs), Replacement Naval Flight Officers (RNFOs), and Naval Aircrewmen (NAC) to develop efficient and sound standardized operating procedures (SOP).

2. Cancellation. CARAEWRON120INST 3710.3R

3. Discussion. The NATOPS program must be administered in strict adherence with the guidelines established in references (a) through (g). 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 Aircrewmen (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).

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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 Officer's (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

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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. See enclosure (3) for a sample. 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 3710/7) 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.

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(4) Squadrons are directed to utilize the 2F110A (E-2C OFT), 2F210 (E-2D OFT), and 2F211 (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.

NATOPS Evaluation Requirements		
	Simulator	Flight
FRS Student		
E-2C NU	X	X
E-2C HE2K	X	X
E-2D	X	X
C-2A	X	X
Unit Evaluation		
E-2C NU		X
E-2C HE2K	X	X
E-2D	X	X
C-2A		X
Unit Level		
E-2C NU		X
E-2C HE2K	X	
E-2D	X	
C-2A		X

NATOPS Instructor Evaluation Requirements		
	Simulator	Flight
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.

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(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 requalification 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 (f). Aircrew requiring an initial NATOPS qualification shall complete a course of instruction given by VAW-120.

(7) Aircrew who have not flown the 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 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

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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 NSAWC/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, NADEP, 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 for E-2 units, 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:

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(a) OUTSTANDING - NATOPS Unit Evaluation indicates a superior degree of NATOPS effectiveness. This is indicated by the transparency and self-sustaining nature of the evaluated programs that set the example and become best practices for the rest of the fleet. Based on unit's degree of effectiveness, unit evaluation cycle may be extended to a maximum of 24 months.

(b) EXCELLENT - NATOPS Unit Evaluation indicates a high degree of NATOPS effectiveness. Based on unit's degree of effectiveness, unit evaluation cycle may be extended to a maximum of 24 months.

(c) SATISFACTORY - NATOPS Unit Evaluation indicates that NATOPS effectiveness meets the minimum standards. Due to unit's minimum effectiveness, unit evaluation cycle will be 18 months and may not be extended.

(d) UNSATISFACTORY - NATOPS Unit Evaluation indicates that NATOPS effectiveness fails to meet the minimum standards. As a result, the unit will be re-evaluated within six months, NATOPS Unit Evaluation formal report will be forwarded to the unit's type commander, and the highest grade that will be awarded on the re-evaluation will be SATISFACTORY.

c. Instrument Evaluation. 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) E-2 CRM training is a T/M qualification.

(5) Simulators that lack the ability to integrate front and back end crewmembers shall not be used for CRM flights.

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6. Action

a. E-2C, E-2D and C-2A Model Manager. Designate highly qualified Naval Aviators, Naval Flight Officers, and Naval Aircrewmembers 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.

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 COMNAVAIRFORINST 1542.7 Series.

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d. FRS NATOPS Instructors

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

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

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.

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 Commanding Officer, 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.



P. J. LANZILOTTA

Distribution:

CARAEWRON120INST 5216.1N (Lists I and II)

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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 Aircrewmembers are available. (CARAEWRON120INST 3710.3)
- All aircrew obtain a minimum grade higher of 3.3. No mistakes in critical areas. (OPNAVINST 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. (OPNAVINST 3710.7)

3. NATOPS Instructors/Assistant NATOPS Instructors**a. NATOPS Instructors:**

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

b. Assistant NATOPS Instructors:

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

Enclosure (1)

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- NATOPS Officer is listed in the squadron SORM as a primary billet. (OPNAVINST 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 does not hold any collateral duties defined by the squadron SORM. (N/A for VRC Squadrons) (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 OPNAVINST 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. (OPNAVINST 3710.7)
- NATOPS Jackets are secured to control access. (OPNAVINST 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. (OPNAVINST 3710.7)
- Flight Log Books are secured to control access. (OPNAVINST 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)

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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. (CARAEWRON120INST 3710.3)
- NATOPS Instructors make every effort to utilize the OFT/WST when appropriate to simulate emergencies safely for training and evaluations. (OPNAVINST 3710.7)

10. Squadron SOP/Standardization**a. SOP:**

- Squadron SOP does not violate higher governing publications or instructions. (COMACCLGOWING 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:**

- OPNAVINST 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 Checkflight Checklists
- NATOPS Cockpit Checklists
- NATIP (VAW Squadrons only)

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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 11018.1 Series (TURN QUAL)
- COMACCLOGWINGINST 3500.7 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. (CARAEWRON120INST 3710.3)
- Initial and Recurrency CRM lectures contain discussion of Seven Critical Skills, COMNAVAIRFORINST 1542.7, and case studies. (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 Facilitators maintain 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 Para)
- 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 OPNAV 2-day Application and Integration Course. (OPNAVINST 3500.39 Para 7.h.3.a.1)
- ORM Orientation training completed upon command check-in. (COMACCLOGWINGINST 3500.0)
- Annual scenario-based ORM training is conducted. (COMACCLOGWINGINST 3500)

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14. Turn Qualification

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

15. 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. (OPNAVINST 3710.7)
- Past Unit Evaluation discrepancies have been corrected. (CARAEWRON120INST 3710.3)

NATOPS JACKET REVIEW CHECKLIST

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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 previous commands

B. PCS Orders

1. Current DIFOPS orders ONLY

C. Medical Clearance (filed chronologically)

1. Current annual flight physical with admin upchit for new aircrew (original/signed)
2. All grounding and subsequent upchits since most recent annual clearance
3. Effective PERS (NOT BUMED) waivers present
4. Anthropometric data present

D. Flight Equipment

1. Forms present and signed (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 (OPNAVISNT 3710 Ch 12 & 13, NATOPS, LSO designations)

B. Mission Qualifications

1. All other designations (i.e. AIC, ICICO, ICAPC, PCICO, WTI, CRM Facil, ORM Asst)

C. Miscellaneous

1. CRM Training/ Evaluation Record (extension letters as required)
2. CRM-F maintain annual currency (Facilitator Course or "FAC" ground training logged)
3. ORM Training/ Evaluation Record (including all formal ORM course certificates)

SECTION III: Training

A. Schools and Courses

1. Attendance record current (OPNAV3760/32E w/ ATJ, FRS, FDFE, IGS)
2. Current FDFE orders (date, stamp and name)
3. Aviation Training Jacket and FRS Training Summaries present

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

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

C. Exams (OPNAV 3760/32G)

1. BITS/Open/Closed book and IGS exams 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 (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 if OPNAV 3710/2 not signed by 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 (logbook copy)

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

1. Form present and signed by previous commands

LOGBOOK

A. Qualifications and Achievements

1. Designations (any listed in NATOPS jacket section IIA)
2. Current STANX (logged series/variant, buno, flight time, date, expiration, position, unit, sign)
3. Current CRM flight (logged date, aircraft T/M, expiration)
4. Current Instrument Rating (pilots) or IGS (NFOs) (logged date, standard/special, expiration)

B. Flight Record

1. 2L4 entered for current STANX (correct buno, hrs, date)
2. 2L3 entered for current pilot INSTX (correct buno, date)
3. 2L5 entered for CRM flights not conducted during 2L4 or 2L3 flights
4. Monthly flight record signatures

C. Mishap and Flight Rule Violation Record

1. Logbook mishap record current and signed

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[DATE]

From: Commanding Officer, Carrier Airborne Early Warning
Squadron 120
To: LT U. R. NATOPS, USN
Via: NATOPS Officer
Operations Officer

Subj: E-2C RECURRENCEY TRAINING SYLLABUS ICO LT NATOPS

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 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.

I. N. COMMAND

Copy to:
Operations
NATOPS Jacket

Enclosure (3)