COMNAVAIRESFOR INSTRUCTION 1500.5D

Subj: COMMANDER, NAVAL AIR RESERVE FORCE (COMNAVAIRESFOR) AVIATION MASTER TRAINING MANUAL

Ref: (a) NAVAIR 00-80T-114
(b) NAVPERS 18068F VOL II
(c) COMNAVAIRESFOR 1414.1
(d) COMNAVAIRESFORINST 5231.2D
(e) CNETINST 1500.1D
(f) OPNAVINST 5510.1H
(g) CNETINST 1510.1E
(h) NAVPERS 15560C
(i) NAVPERS 15909E
(j) COMNAVAIRESFORINST 5320.1B
(k) BUPERSINST 1326.4A
(l) NAVMED P-117
(m) OPNAVINST 3710.7Q
(n) COMNAVAIRESFORINST 1571.7G
(o) COMNAVAIRESFORINST 3510.2D
(p) COMNAVAIRESFORINST 3750.2
(q) NAVSO P-6048
(r) OPNAVINST 1160.6A
(s) OPNAVINST 5290.1A
(t) DoD 5040.2-C-2 of 1 Jun 84
(u) OPNAVINST 4790.2E
(v) COMNAVAIRESFORINST 4790.2B
(w) NAVTRADEV P-530-2
(x) COMNAVAIRESFORINST 3040.1B
(y) COMNAVAIRESFORINST 5220.3E
(z) NAVTRAQNPCENINST 4720.1L
(aa) NAVTRADEV P-1480
(ab) NAVSUP P-2002D
(ac) NAVEDTRA 135
(ad) COMNAVAIRESFORINST 3500.51B
(ae) NAVEDTRA 130
(af) NVRESASWTRACENINST 3510.2D
(ag) SECNAVINST 5370.2J
(ah) BUPERSINST 1430.16D
(ai) NAVAIRINST 1001.1D
(aj) METOCOMINST 1001.1D
(ak) COMNAVAIRESFORINST 5450.41A
(al) ONIINST 3501.1
(am) U.S. Naval Regulations 1990
(an) Title 18, United States Code, Section 1030
(ao) COMNAVAIRESFOR Aviation Training Series Course Handbook for Curriculum Development
(ap) COMNAVAIRESFOR Handbook for Development of Reserve Job Qualification Requirements
(ar) COMNAVAIRESFORINST 1001.5B

1. Purpose. To provide a master training manual of aviation training policies and procedures for the Naval Air Reserve Force.

2. Cancellation. COMNAVAIRESFORINST 1500.5C; reports COMNAVAIRESFOR 1500-1, 1500-13, 1500-14, 1500-21, 1500-22, 1500-23, 1500-24; and forms NAVRES 1500/15, 1500/16, and 1510/6.
3. General. This manual, when used with references (a) through (ar), and appropriate training syllabi, places an effective training guide in the hands of Commanding Officers (COs). Supporting directives are desired only to the extent necessary for effective administration, or as required by local conditions or situations.

a. Routine change recommendations will be submitted to Commander, Naval Air Reserve Force (N74), 4400 Dauphine St., New Orleans, LA 70146-5200

b. This instruction will be reviewed annually.

4. References. Refer to appendix A of this instruction for amplifying information for the references listed in this instruction.

5. Acronyms. Refer to appendix B of this instruction for a list of acronyms used in this instruction.

6. Additional Training Source Materials. Refer to appendix C of this instruction for a listing of additional training source material references.

7. Reserve Standard Training, Administration and Readiness Support (RSTARS), Training Management (TM) Procedures. Refer to appendix D of this instruction for specific RSTARS(TM) procedures required to generate various types of reports.

8. Action. This instruction incorporates numerous changes and should be read in its entirety.

9. Forms. Refer to appendix E of this instruction for a list of effective forms.

10. Reports. Refer to appendix F for a list of required reports. Reports required by this directive will only remain in effect for 3 years from the date of issuance.

S. T. KEITH

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# TABLE OF CONTENTS

<table>
<thead>
<tr>
<th>Section</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cross Reference Locator</td>
<td>i</td>
</tr>
<tr>
<td>Record of Changes</td>
<td>iii</td>
</tr>
<tr>
<td>Table of Contents</td>
<td>v</td>
</tr>
</tbody>
</table>

## Section I - Aviation Training Programs

### Chapter 1 - Aviation Training Management

1. **Mission**
2. **Purpose and Objective**
3. **Training Plans**
4. **Planning Board for Training (PBFT)**
5. **Training Program Implementation and Management**

### Chapter 2 - Training Responsibilities/Requirements

1. **Policy**
2. **Duties and Responsibilities**
3. **Instructor Program**
4. **Formal Instruction**
5. **Professional Mobilization Training (PMT)**
6. **Enlisted Semiannual Unit Report**
7. **Training Records (Personal Training Jackets)**
8. **Navy Enlisted Classification (NEC) Codes**
9. **Fire Fighting and Damage Control Training**
10. **Master Training Specialist (MTS) Certification Program**

### Chapter 3 - Reserve Standard Training, Administration and Readiness Support (RSTARS) Training Management (TM)

1. **Purpose**
2. **Policy**
3. **System Training**
4. **Master/Commissioned Master/Unit Machines (Computers)**
5. **Required Actions**
6. **Transfer of Personnel**
7. **Local Courseware Documentation**
8. **Training Schedules**
9. **Instructor Management**
1310 Training Categories  
1311 RSTARS(TM) Reports  
1312 Enlisted Semiannual Unit Report  
1313 Program Application  
1314 Hardware  
1315 Security  
1316 Responsibilities  

Chapter 4 - Reserve Billet Training Requirements (RBTR) Program  
1401 Policy  
1402 Definition  
1403 Application  
1404 Action  
1405 Creating New RBTRs  
1406 Requests to Create or Modify RBTRs  
1407 RBTR Verification  
1408 RBTR Quality Control  
1409 Individual Training Plan (ITP) Development  

Chapter 5 - Aviation Training Series (ATS) Program  
1501 Purpose  
1502 ATS Program Course Descriptions and Definitions  
1503 ATS Program Policy  
1504 ATS Program Required Actions  
1505 ATS Library  
1506 Locally Prepared Training Courses  

Chapter 6 - Reserve Job Qualification Requirements (RJQR) Program  
1601 Purpose  
1602 Policy  
1603 Responsibilities  
1604 ITP Crediting  
1605 RJQR Safety Test  
1606 Distribution  

Chapter 7 - Navy Integrated Training Resources and Administration System (NITRAS)  
1701 Purpose
Section II Aircrew Training Programs

Chapter 1 - Eligibility, Training, Qualification and Designation of Aircrewman

2101 Eligibility

2102 P-3 Flight Engineer Candidates

2103 Training Phases

2104 Initial Request for Aircrew Training/Schools

2105 NEC Requirements and Submission

2106 Distributed Navy Enlisted Classification (DNEC) Changes

2107 Extension Policy

2108 Naval Aircrewman (NAC) Candidate Designation

2109 Cross Seat Position Training

2110 Naval Air Training and Operating Procedures Standardization (NATOPS) Requirements

2111 Records

2112 Reserve Operations/Aircrew Training Administration Supervisor Requirements

2113 Semiannual Aircrew Training/Evaluation Board

Chapter 2 - Administration of Enlisted Flight Orders Within the Naval Reserve

2201 Background

2202 Application/Allocation of Flight Orders

2203 Entitlement to Flight Pay

2204 Suspension or Revocation of Flight Orders

2205 Billet Changes Affecting Crewmember Personnel

2206 One Hundred-Twenty Day Advance Notification Prior to Termination of CREWMEMBERS Flight Status

2207 Records Requirements

2208 Special Duty Assignment Pay (SDAP) Program
Flight Order Audit Board (FOAB)  

Procedures for Aircrew Personnel Identified as Users of Illicit Drugs  

Exhibit 1 - Source Rating Waiver Request  

Exhibit 2 - Armed Services Vocational Apptitude Battery (ASVAB) Waiver Request  

Exhibit 3 - Assignment to DIFCREW Flight Status  

Exhibit 4 - Request for Naval Aircrewman Candidate School (NACC) Quota and DIFCREW Assignment  

Exhibit 5 - DNEC Assignment  

Exhibit 6 - Request for Extension of Training Time  

Exhibit 7 - Aircrewman Designation  

Exhibit 8 - Enlisted Temporary Flight Order Audit Checklist (TAR AIRCREW)  

Exhibit 9 - Enlisted Temporary Flight Order Audit Checklist (SELRES AIRCREW)  

Exhibit 10 - Revocation of DIFCREW Orders  

Section III Aviation Flight Support Programs  

Chapter 1 - Flight Simulation/Training Equipment  

3101 Visual Information (VI)  

3102 Training Devices and Equipment  

Chapter 2 - COMNAVAIRESFOR Aircrew Schools  

3201 Background  

3202 Mission  

3203 Course Quota and Administration  

3204 NATOPS Evaluators  

Chapter 3 - Augmentation and Volunteer Training Units (VTUS)  

3301 Organization, Administration and Control  

3302 Annual Training (AT)/Active Duty Training (ADT)  

3303 Force Composition  

Exhibit 1 - Annual Training Request Letter  

Exhibit 2 - Annual Training Information Notice  

Exhibit 2-1 - Participating Personnel Roster  

Exhibit 2-2 - Individual Training and Qualification Goals  

Exhibit 2-3 - Proposed Unit AT Training Schedule  

Exhibit 2-4 - Logistics Support Requirements
Section IV Naval Reserve Intelligence Program (NRIP)

Chapter 1 - Organization and Responsibilities

4101 Organization, Administration and Control

4102 Personnel Assignment

4103 Naval Reserve Intelligence Command Support (NRICS) Personnel

4104 Security Clearances

4105 Basic Reserve Intelligence Training (BRIT)

4106 Readiness

4107 Direct Commission Officers, Change of Designators and Inter-Service Transfers

4108 Advanced Pay Grade, Other Service Veterans and Change of Rating

4109 Security Education and Special Interest Items

Appendix A - List of References

Appendix B - Glossary of Acronyms

Appendix C - Training Source Materials Reference Listing

Appendix D - RSTARS(TM) Procedures

Appendix E - Forms List

Appendix F - List of Required Reports
1101. **Mission.** The mission of the Naval Air Reserve Force is to maintain assigned personnel and equipment in a state of readiness and availability which allows rapid deployment to meet Crisis Response (CR), Mobilization (MOB) requirements and provide peacetime Contributory Support (CS) to the fleet. The ultimate success to accomplish this mission is dependent largely on the existence of a viable and professional training program. To accomplish training within the Naval Air Reserve, all COMNAVAIRESFOR activities, with the exception of the Naval Reserve Intelligence Command (NAVRESINTCOM) and the Naval Reserve Security Group (NAVRESSECGRU), shall comply with the provisions of this instruction. Training policies and procedures for NAVRESINTCOM and NAVRESSECGRU are covered under separate instruction.

1102. **Purpose and Objective**

a. The primary purpose of a training department or division is to administer, monitor, verify and report training of personnel under the command’s cognizance. The objective is to attain and maintain the highest practical degree of readiness to meet the active force MOB and CS requirements. The training process is a three step procedure of planning, execution and documentation.

(1) The first step requires the unit to plan training goals, develop effective strategies and write training plans.

(2) The second step involves executing the action required in the training plans.

(3) The third step calls for the documentation of completed training. Accurate documentation of training provides the ability to measure results, analyze the causes of poor results and take corrective actions. Corrective actions consist of adjusting the training plan and its execution to meet training and readiness goals.

b. The functional commander (wing) of assigned Reserve Force Squadrons (RESFORONs) and Local Area Coordinator for Air (LACAIR) should evaluate each of their assigned units’ opportunities and requirements and set training readiness goals for the year. RESFORONs, departments and units are responsible for developing plans designed to help reach these goals. These plans, when approved by the activity CO, become the official training plan.

1103. **Training Plans.** All COMNAVAIRESFOR units, RESFORONs and departments shall plan training to effectively use available personnel, facilities, equipment and funds. Training officers will include all training requirements in a combination of training plans which will be coordinated at the Planning Board for Training (PBFT) as specified in paragraph 1104. Plans will be designed to provide direct input to develop both long and short range flight and ground training schedules. Plans will include drill, Inactive Duty Training Travel (IDTT), Active Duty Training (ADT) and Annual Training (AT) evolutions. Where applicable, include follow-on Practical Job Training (PJT) to enhance formal training. Make provisions for Equivalent Training (ET) and/or additional drills. Active duty personnel training requirements shall be included also. Training plans shall be as follows:

a. **Long-Range Consolidated Training Plan (LRCTP).** The LRCTP is a planning document for unit use only, and will cover, as a minimum, those valid training requirements for the next 12 months. Inclusive dates for scheduled group or individual events such as schools, active duty periods, etc. should be included. RESFORONs will develop and maintain copies of their LRCTP per wing directives.
b. **Medium-Range Consolidated Training Plan (MRCTP).** Activities requiring assistance or consolidation of training from the LACAIR Aviation Training Division (ATD) will prepare a MRCTP and submit it to the LACAIR PBFT. (Report symbol COMNAVAIRESFOR 1500-15 refers.) The MRCTP will be the primary document for requesting, coordinating and scheduling individual or group training sessions, or requesting local courseware and is an integral part of the PBFT. Submit the MRCTP to the LACAIR PBFT with sufficient lead time to allow scheduling of requested training or courses. ATD will consolidate and enter the MRCTP into the Reserve Standard Training, Administration, and Readiness Support, Training Management (RSTARS) Consolidated Training Schedule (CTS).

c. **Consolidated Training Plan (CTP).** Prepare a CTP to be used as a short-range training plan covering, as a minimum, projected training for the next 30 days. The RSTARS(TM) Unit Training Schedule (UTS) is the major portion of the CTP. The UTS will be maintained using the ATD provided CTS and/or unit unique training requirements. All periods of the UTS will be filled-in either with training, lunch or (W/C) for Workcenter. Flight schedules, AT, and IDTT evolutions should also be included as part of the CTP.

1104. **Planning Board for Training (PBFT).** All COMNAVAIRESFOR units, RESFORONS and departments shall establish a PBFT under the following guidelines:

a. **Purpose**

   (1) Identify training requirements based on:
   
   (a) Individual Training Plans (ITPs)
   
   (b) MOB billet
   
   (c) Individual qualifications
   
   (d) Recertification or requalification
   
   (e) Other training requirements

   (2) Consolidate requirements.

   (3) Ensure training requirements are presented at the LACAIR PBFT.

   (4) Develop, update and publish CTPS and schedules as required.

b. **Procedure.** The PBFT will be held monthly. RESFORONS, units, and departments should conduct their PBFT prior to the LACAIR PBFT. The purpose of the LACAIR PBFT is to collect and consolidate training requirements from local commands, departments, divisions and tenant activities and assign instructors and facilities to meet individual activity’s needs. (Instructor assignments will specify collateral duty and subject matter instructors as required.) The following planning guidelines are provided to conduct a successful PBFT:

   (1) TM-4: Training petty officers identify individual member training requirements. Review and document previous months’ training accomplishments.

   (2) TM-3: Unit/tenant activities conduct PBFT and consolidate department/division training requirements. Training officer reviews previous months’ training accomplishments and shortfalls. Develops MRCTP and provides a copy to ATD. ATD starts the development of the CTS. Units start the development of the UTS.

   (3) TM-2: ATD conducts LACAIR PBFT and consolidates unit, department and tenant MRCTP inputs. ATD finalizes the CTS and distributes to units and tenant commands. Units incorporate CTS items into UTS.
(4) **TM-1**: Unit finalizes the UTS and makes any last minute adjustments. Distributes CTP and UTS at the PBFT.

(5) **TM**: Unit conducts scheduled training per UTS. Documents areas such as completed training, identified deficiencies, cancellations, no-shows, and adjusts TM-1 and/or TM-2.

Note: **Training Month (TM)** = the month the indicated requirements are to occur.

c. **Membership.** All boards will include personnel knowledgeable of their respective organizations’ training needs and requirements. Specific membership for LACAIR PBFT shall include:

   (1) Reserve Programs Director (RPD) or training officer (chairman).

   (2) Program managers of assigned units.

   (3) Departmental representatives.

   (4) Unit training representatives (Augment units, RESFORONs, tenants).

d. **Records.** All units will maintain copies of PBFT minutes covering the previous 12 months. Minutes shall include:

   (1) Date conducted.

   (2) Attendees (name, rate or rank, unit).

   (3) Division, department, and commands assigned but not in attendance.

   (4) Training requested (if none requested, so state).

   (5) Identified deficiencies (instructors, facilities, materials).

   (6) Action assigned and action completed.

   (7) Copy of training schedules.

**NOTE:** The LACAIR RPD will distribute PBFT minutes to all tenant activities and appropriate wing. (Report symbol COMNAVAIRESFOR 1500-16 refers.)

1105. **Training Program Implementation and Management**

   a. **Planning/Coordination.** Results of the Reserve unit PBFT will be used to update the unit MRCTP training plan for that formal and informal training or courseware required for assigned enlisted personnel. The RSTARS(TM) Enlisted Individual Progress Report, Training Requirements Report, and training directed by the unit and gaining command should be used to develop the MRCTP. This plan shall be presented to the LACAIR PBFT by the units’ designated representative. The LACAIR PBFT is responsible for the planning and coordination of outstanding unit training requirements ensuring optimum use of facilities, instructors, hardware and training devices.

   b. **Scheduling.** After receiving the MRCTP from the LACAIR PBFT, the ATD will develop the CTS to identify specific periods of training that are to be conducted. The date, time, location, class size, Training Sequence Number (TSN) and assigned instructor shall be indicated on the CTS. The CTS will be provided to all Reserve unit training officers at least 1 month prior to the scheduled training. The unit training officers will use this CTS to develop the UTS. Units will use the UTS to schedule each individuals activities (by name and rate) for each period during the day.

   c. **Execution.** Assigned instructors will check out applicable lesson material from the ATD library in sufficient time to review the material prior to the commencement of training. They inspect the assigned classroom, facil-
ity, or training area to ensure all required training aids and devices are available. The ATD will provide the instructor with a Report of Training Form NAVRES 3500/2 or RSTARS(TM) generated NAVRES 3500/2 ADP (future reference of either form will be "3500 form") with the name and rank of all individuals who are scheduled to attend. The instructor will ensure all individuals present sign the 3500 form and note any absentees or partial attendance. The instructor will also ensure that individuals who are present but were not scheduled are added to the 3500 form with full Social Security Number (SSN). Upon the completion of training the instructor will return the completed 3500 form and lesson material to the ATD. At this time, the instructor will also provide any course discrepancy reports, critiques, or comments to the ATD.

d. Documentation. ATD personnel will review all 3500 forms returned by instructors to ensure required information is filled out. ATD will ensure all individuals present are credited with appropriate training in the RSTARS(TM) Electronic Training Jacket (ETJ). ATD will provide the RSTARS(TM) Unexcused Absence Report to the unit CO to assist in ensuring that individuals are rescheduled for missed training. (Report symbol COMNAVAIRESFOR 1510-16 refers.)

e. Monitoring/Verification. As part of the Training Monitoring Program, ATD personnel will use the CTS/UTS to ensure formal training is conducted as scheduled, reporting any deviations to the RPD. ATD personnel will conduct an audit of the unit training program at least once yearly to ensure compliance with this instruction. This review shall include, but is not limited to the following:

1. Ensure unit PBFT, LRCTP, MRCTP and CTP meet the requirements of this instruction.
2. Ensure individuals are scheduled in the UTS.
3. Review 3500 form to ensure:
   a. Instructors and lesson topics match UTS and appropriate lesson materials were checked out from the ATD library.
   b. Signatures for those present and absentees noted.
   c. All required information is filled out and indicated training is entered into the RSTARS.
4. Ensure training documented as “formal” meets requirements specified in paragraph 1204 of this instruction.
5. Review RSTARS(TM) unit progress reports to ensure all members have received, or are scheduled to receive, the minimum number of hours of Professional Mobilization Training (PMT) required per paragraph 1205 of this instruction.
6. Review the RSTARS(TM) reports listed in paragraph 1311 of this instruction to ensure compliance with this instruction.
7. Ensure required documentation for enlisted training is maintained per paragraph 1207 of this instruction.

f. Audit Report. Report of discrepancies found during the above audit process shall be forwarded to the unit CO via the RPD. (Report symbol COMNAVAIRESFOR 1510-15 refers.) The unit CO should respond to the RPD stating action taken to correct identified discrepancies.
SECTION I - AVIATION TRAINING PROGRAMS

CHAPTER 2

TRAINING RESPONSIBILITIES/REQUIREMENTS

1201. Policy. Training of Naval Reserve personnel for MOB and CS is the primary mission of the command’s training department. Training should be pertinent to an individual’s billet and professional development requirements. Adequate training can only be accomplished with a well defined and managed plan, using motivated and qualified instructors. Training requirements outlined in this instruction are mandatory for all COMNAVAIRESFOR units, with the exception of the NAVRESINTCOM and NAVRESSECGRU. NAVRESINTCOM and NAVRESSECGRU training requirements are covered under separate instruction. (See section IV, chapter 1 of this instruction for further information pertaining to the Naval Reserve Intelligence Program.)

1202. Duties and Responsibilities. The LACAIR has overall responsibility to coordinate and monitor training within the area. Wing commanders are responsible for RESFORON compliance with the requirements of this instruction. RESFORONs, departments and Reserve units should request required training from the air site ATD through the LACAIR PBFT. Only qualified instructors as defined in paragraph 1203 below, will conduct this training. Collateral Duty Instructors (CDIs) from air site units under LACAIRs cognizance may be used to augment the ATD instructor cadre. LACAIR has final authority for determining instructor augmentation needs. LACAIR may delegate this authority to the Naval Air Reserve Center (NAVAIRESCEN) or Naval Air Reserve Activity (NAVAIRESACT). The LACAIR shall ensure that Training and Administrative Reserve (TAR) Navy Enlisted Classification (NEC) code 9502 billets assigned to the ATD are 100 percent manned with qualified personnel. Training managers at all levels share responsibilities for planning, directing, supervising and coordinating flight and ground training. Documents pertaining to training, unless otherwise specified, shall be maintained for the previous 12 months. The following are specific duties of various training managers:

a. Reserve Program Director (RPD)

   (1) Establishes a LACAIR training program to maintain standards per all applicable manuals and directives.

   (2) Acts as the principal advisor to the CO on all matters affecting training.

   (3) Chairs the LACAIR PBFT.

   (4)Directs the ATD in its requirement to administer, monitor, verify, and report training of command personnel.

   (5)Develops, conducts, and documents quality reviews of command training processes to evaluate the overall efficiency and effectiveness of the command training program.

   (6)Develops, updates, and publishes command training plans.

   (7)Incorporates training requirements presented at the LACAIR PBFT into command training plans.

   (8)Manages the RSTARS(TM) program.

   (9)Ensures proper documentation of scheduled training.

b. Aviation Training Division (ATD). The ATD shall develop, maintain and direct, with the cooperation of other activity departments or units, an overall uniform training plan for all enlisted personnel. It will encompass basic, intermediate and advanced technical training programs, plus information and education programs. Specifically, ATD:
(1) Provides formal training for applicable Reserve sponsored courses as required by unit/tenant activities assigned in the local area.

(2) Provides RSTARS(TM) user training for all assigned activities and tenant commands as required.

(3) Coordinates/conducts formal rate training for assigned units, and tenant activities as required.

(4) Coordinates and monitors the quality of classroom professional MOB training for all departments, assigned units and tenant activities. Conducts instructor evaluations per the requirements in paragraph 1203 below.

(5) Conducts an annual inventory of the Aviation Training Series (ATS) master library, subcustodied libraries, and locally prepared lesson guides.

(6) Issues local courseware TSNs and maintains a master listing of subject TSNs.

(7) Coordinates training facilities/simulators/weapon system trainers.

(8) Coordinates training schedules and prepares the CTS in the RSTARS.

(9) Consolidates and verifies training credit for reporting purposes.

(10) Coordinates classroom requirements, instructors and required lesson materials. Makes adequate provisions for prescribed training programs and equipment such as required training devices, training aids, audiovisual equipment, film libraries and an ATS master library.

(11) Develops, maintains and updates ATS courseware as directed by COMNAVAIRESFOR.

(12) Monthly, produces and distributes the pertinent reports listed in paragraph 1311 of this instruction from RSTARS(TM) for all augment units.

(13) Monitors assigned units for Reserve Billet Training Requirement (RBTR) program compliance. Forwards proposed RBTRs to COMNAVAIRESFOR (N74) for final approval.

(14) Conducts unit training program audits per paragraph 1105 of this instruction, at least once a year (except RESFORONs).

(15) Maintains attendance records, and reports applicable formal training courses via the Navy Integrated Training Resources and Administration System (NITRAS) ("R"/NEC attaining courses only) reporting procedures. Forwards a copy of attendance records to training officer in members command.

(16) Provides certificate of completion for applicable formal courses so that service record entries may be made.

(17) Maintains a file of LACAIR PBFTs and training schedules for 1 year.

(18) Sends a copy of all safety related 3500 forms/or computer disks to the station safety office.

(19) Maintains a file of all 3500 forms for 1 year.

c. **Department/Unit Training Officer.** The training officer shall execute the COs training policies, to attain the highest practical degree of readiness. Duties include:

(1) Ensures that training plans and schedules are developed as specified in paragraphs 1103 and 1104 of this instruction. Maintains quality
control and monitors the effectiveness and accomplishments of these plans/schedules.

(2) Maintains liaison with and assists the department heads and/or Reserve unit COs to enhance their training programs.

(3) Coordinates the processing of class "A" and "C" school quota requests and ensures course attendance for approved quotas.

(4) Submits PMT subject requirements at the LACAIR PBFT.

(5) Ensures that scheduled PMT is conducted.

(6) Provides copies of UTS to the local ATD.

(7) Ensures that required copies of locally prepared lesson guide material is maintained per the requirements of this instruction.

(8) Monitors scheduled unit/department training periods.

(9) Ensures that completed training is reported to the local ATD on 3500 forms.

(10) Assigns Subject Matter Instructor (SMI), Subject Matter Expert (SNE), and CDI personnel as required by LACAIR.

(11) Maintains a file of 3500 forms covering the past year.

(12) Ensures training audits are conducted on a quarterly basis.

d. **Wings**

(1) Ensure RESFORONs request and conduct training per squadron or unit training plans.

(2) Review assigned RESFORON PBFT minutes.

(3) Coordinate training problems with LACAIR.

(4) Monitor the RSTARS(TM) Enlisted Semiannual Unit Report to ensure compliance with training minimums of this instruction.

(5) Review RESFORON training plans and 3500 forms.

e. **RESFORONs**

(1) **Commanding Officer.** Establishes a squadron training program to maintain standards per all applicable manuals and directives.

(2) **Executive Officer/Officer in Charge**

(a) Acts as the principal advisor to the CO on all matters affecting training.

(b) Chairs the squadron PBFT.

(3) **Department Head.** Ensures all training requirements under the direct management control of the department/division are included in command training plans.

(4) **Training Officer**

(a) Directs the training department in its requirement to administer, monitor, verify, and report training of command personnel.
(b) Establishes and maintains a command NEC program that tracks submissions, approvals, and monitors individual and command NEC attainment progress.

(c) Develops, conducts, and documents quality reviews of command training processes to evaluate the overall efficiency and effectiveness of the command training program.

(d) Develops, updates, and publishes command training plans.

(e) Incorporates training requirements presented at the PBFT into command training plans.

(f) Serves as the PBFT secretary, ensuring PBFT minutes are published and distributed.

(g) Manages the RSTARS(TM) program.

(h) Administrates and coordinates formal school quota requests with the assistance of the Aircraft Maintenance Officer/Assistant Aircraft Maintenance Officer.

(5) Division Officer/CPO

(a) Identifies shortfalls in training to the Training Officer by analyzing Quality Assurance (QA) audits, 3M data, RSTARS, NEC, and PQS/JQR progress reports.

(b) Ensures attendance at and proper documentation of scheduled training.

(c) Indoctrinates personnel on qualification, ITP, PQS, PMT and JQR requirements; monitor progress and counsel personnel as appropriate.

(d) Ensures a sufficient number of division CDIs, SMIs, and SMEs are available for instruction.

(6) Program Managers. Program managers for various miscellaneous programs as Drug and Alcohol Program Advisor, Automated Data Processing, Hazardous Cargo, Cardio-Pulmonary Resuscitation, etc., will maintain documentation in support of program training requirements and ensure projected training is included in the command training plan.

f. Medical Unit Program Manager. The senior TAR Hospital Corpsman shall be assigned as the medical unit(s) program manager. The medical program manager shall assist the unit(s) training officer and be responsible to the NAS/NAF/Naval Air Reserve (NAVAIRES)/NAVAIRESACT/NAVAIRESACT RPD for implementation and management of the medical training program.

1203. Instructor Program. The importance of highly qualified, professional instructors cannot be overemphasized. Their contribution determines the overall quality of training received. Instructors serve as a role model for students and shall display the highest standards of proper grooming, bearing and professionalism.

a. The following definitions apply to instructor personnel:

(1) NEC 9502 Instructor. Instructs formal Reserve sponsored courses approved by COMNAVAIRESFOR and higher authority. To qualify as an NEC 9502 instructor, the member must have completed the appropriate Fleet Instructor Basic Course and been awarded the 9502 NEC. Only NEC 9502 instructors shall conduct instructor evaluations. All active duty ATD instructors shall be NEC 9502 instructors.

(2) Collateral Duty Instructor (CDI). CDIs are used to augment NEC 9502 instructors in conducting formal training. They may be used to teach
formal courses (e.g., Reserve sponsored “R” designated courses, as denoted by the R-000-0000 TSN) provided they meet the annual evaluation requirements specified in subparagraph 1203b below. To qualify as a CDI, the member must meet one of the following specified requirement(s):

(a) Completed ATS-012-0012

(b) Completed R-050-6141 (P-3 Flight Engineers only)

(c) Be certified by the ATD. Graduates of other navy/marine instructor schools may apply for CDI certification. ATD shall review the members qualifications and approve/disapprove members request for certification.

(d) Doctors and nurses in the medical profession qualify as CDIs.

(e) Civilian personnel who instruct for the Navy, as part of their job description (e.g., Naval Aviation Engineering Service Unit Technical Representatives), are considered CDI qualified and do not require evaluations.

3. Subject Matter Instructor (SMI). SMIs instruct formal and informal weapon system and support equipment platform courses approved as professional MOB training. Subject matter should be limited to formal training lessons that are directly related to their rate, billet and workcenter. They qualify through formal training, PQS, RJQR or PJT and are command certified to instruct in their area of expertise. SMIs may instruct formal courses and be scheduled on the CTS and/or UTS in the RSTARS(TM) computer. (See section I, chapter 3 of this instruction.) SMIs whose civilian profession is to provide formal training or instruction may be used to conduct formal training related to their civilian expertise (if applicable) regardless of their assigned rate or billet. All SMIs must have completed the 2 day SMI Course (ATS-012-0050).

4. Subject Matter Expert (SME). SMEs provide PJT related to their rate, billet and workcenter. Although not required, it is recommended that SMEs attend the 2 day SMI course (ATS-012-0050). Civilian technical representatives from Department of Defense (DoD) and DoD contractors may also be considered as SMEs. Instructors assigned to a RESFORON must meet wing/squadron SME instructor requirements prior to conducting PJT training. Active duty military and civilian personnel assigned to Regular Navy gaining commands may be used as SMEs to conduct training for Selected Reserve (SELRES) personnel.

b. Instructor Evaluation Requirements. ATD shall ensure instructor evaluations are completed annually, (and when newly assigned) for NEC 9502 and CDI instructors assigned to teach formal courses. Classroom Instructor Evaluation Checklist, Chief of Naval Education and Training (CNET) form 1540/4 will be used to document evaluations. CDIs and SMIs used to instruct PMT lessons do not require annual evaluations. ATD personnel who conduct training monitoring shall randomly evaluate the quality of instruction and adherence to proper instructor techniques for these individuals. Retain evaluations for 3 years.

c. Instructors shall:

(1) Participate in preparing and maintaining all training materials and other software.

(2) Keep abreast of all aspects of teaching assignments, both technically and professionally.

(3) Maintain a constant review of assigned courses to ensure courses reflect the latest information and are in compliance with the latest changes and directives, e.g., safety messages, bulletins and technical publication changes.

(4) Report noted course discrepancies as specified in paragraph 1504c of this instruction.
d. Instructor Assistance. When the local ATD does not possess expertise to teach or update a particular weapons system course, the RPD will request instructor assistance from a local RESFORON having that particular weapon system expertise.

1204. Formal Instruction. As a general rule, the term “formal instruction” normally applies to that training which is conducted in a classroom environment by a qualified instructor using an approved lesson guide. This type of training usually involves a minimum of 8 hours of instruction, and may provide the student with some type of certificate of completion. The instructor will use accepted teaching techniques with training devices, training aids, actual equipment, or aircraft, as well as progress and/or end of course tests to satisfy instructional requirements. Refer to paragraph 1203 above for definitions of instructor qualifications. It is recommended that formal instruction hours not be used as the only basis for semiannual PMT requirements.

1205. Professional Mobilization Training (PMT). PMT is training required to attain and maintain MOB billet qualifications, improve rating knowledge/skills, and expand individual professional development. PMT includes several training categories which together, qualifies individuals for their assigned MOB billet, prepares them for rating advancement, and provides refresher training to qualified personnel. PMT is reported via the RSTARS(TM) Enlisted Semiannual Unit Report per paragraph 1206 below and is monitored monthly with the RSTARS(TM) Enlisted Individual Progress Report and Training Summary Report.

   a. Categories of PMT include:

      (1) Billet Training (BT). BT is training required to attain and maintain MOB qualification. The usage of approved courseware, qualified SMI, CDI or NEC 9502 instructor personnel, and a suitable training environment are required. Only training associated with the assigned MOB billet will be documented in this category.

      (2) Rate Training. Rate training is training designed to increase our Sailors’ rating knowledge and prepare them for advancement. Usage of the Naval Education and Training rate training manuals, COMNAVAIRESFOR provided curriculum outlines; qualified SME; SMI; CDI, or NEC 9502 instructors and a suitable training environment are required.

      (3) Practical Job Training (PJT). PJT is training that occurs when a qualified SME, SMI, CDI or NEC 9502 instructor provides hands-on training of an acquired skill or task using a current publication or technical manual as a reference. PJT training shall be documented on a 3500 form for RSTARS(TM) credit. PJT may be utilized as follow-on training to formal training. Contact COMNAVAIRESFOR (N7411) for TSNs required to document PJT. Note that while On-the-Job Training (OJT) is somewhat synonymous with PJT, it is generally agreed that OJT is informal and its quality depends on many factors which cannot be standardized. Due to this, OJT is not included as a PMT category.

      (4) Career Enhancement Training (CET). CET is a course, exclusive of MOB billet/ITP requirements, which is designed to increase an individual’s military professional development. Examples are workcenter supervisor, QA, and career information type courses. It is recommended that individuals complete all ITP requirements prior to attending CET courses except when the ITP has a course completion date of “5511” vice a valid completion date.

   b. PMT Semiannual Requirements. Required PMT training may consist of any combination of training categories identified above, provided that the minimum requirements for a specific area are met. For individuals not qualified in billet, the primary emphasis shall be placed on completing ITP requirements and associated BT. For individuals who are qualified in a billet the primary emphasis should be placed on achieving a balanced mixture of the MOB training categories based on gaining command, unit and individual needs.
(1) All El through E6 personnel shall comply with the following PMT requirements:

(a) SELRES personnel will complete 18 hours semiannually if ITP is 84 percent or less completed, or 6 hours semiannually if the ITP is 85 percent or greater completed. (Required PMT will include a minimum of 6 hours of rate training semiannually.) The intent of identified minimum SELRES semiannual PMT requirements is to document training conducted during drill periods throughout the year.

(b) TAR personnel will complete a minimum of 18 hours semiannually. (Required PMT will include a minimum of 6 hours of rate training semiannually.)

(2) Training mandated by higher authority such as General Navy Training (GNT), General Military Training (GMT), Navy Rights and Responsibilities, Sexual Harassment, Total Quality Leadership, Human Resource Management (HRM) and safety training will not be documented towards PMT. These types of requirements are to be documented in RSTARS(TM) under the GNT or Safety (ST) categories. Some of these requirements, unless specifically directed to be conducted in a classroom with mandated hours, may be covered by written methods, e.g., plan of week. When this method is used, point five hour may be credited to the applicable category for each topic covered.

(3) TAR personnel attached to non-Reserve activities are strongly encouraged, but not required, to participate in PMT.

(4) Flight hours accumulated by aircrew personnel will not be counted as PMT.

(5) Appendix D of this instruction has details on how to document, monitor and report PMT.

1206. Enlisted Semiannual Unit Report. ATDs and RESFORONs are required to provide COMNAVAIRESFOR (N74) with the RSTARS(TM) Enlisted Semiannual Unit Report per the requirements of appendix D of this instruction. (RESFORONs will send the report via applicable wing.) (Report symbol COMNAVAIRESFOR 1500-3 refers.)

1207. Training Records (Personnel Training Jackets). Technology has all but replaced the requirement for individual training jackets. Most training documentation previously maintained in the jacket has been incorporated in RSTARS. However, some items of required training documentation do not lend themselves easily to an ETJ (e.g., Personnel Advancement Requirements (PARs), special qualifications, PQS/RJQR sign-offs.) The following policy applies for the above mentioned training documentation:

a. Naval Reserve El through E6 aviation maintenance personnel shall use the Naval Reserve Training/Qualification Jacket, NAVRES 1500/17, to maintain those items of training documentation that cannot be recorded in RSTARS. (See paragraph 1207c below.) Retention of individual personnel training jackets for all other personnel is optional, however it is highly recommended that non-maintenance El through E6 personnel (TAR and SELRES) have a personal jacket available for the filing of miscellaneous historical training documents that may be desired to be retained by the individual or command.

b. Training jackets will no longer be inspection items of themselves. Setup, organization, and content is at the discretion of the Wing or LACAIR. (Jacket setup may be as simple as maintaining active documents on one side, and historical documents on the other side.) The use of jacket cover sheets, NAVRES forms 1500/14 and 1500/15, and jacket section dividers is optional.

c. The following items are examples of training related documentation requirements which are not yet available in the RSTARS(TM) electronic training program, and must be recorded and maintained as separate documents. (This list may not be inclusive.)
(1) **Billet Description.** Maintain the individuals billet description.

(2) **MOB Billet ET.** Maintain MOB billet Equivalent Training letters.

(3) **Special Qualifications.** Maintain records of current qualifications and any special qualifications.

(4) **PARs.** PARs are used to keep records on completed advancement requirements, both military and professional. Upon completion of the PAR for advancement to the next higher paygrade, forward to the Personnel Support Detachment (PSD) for appropriate service record entries. Maintain the next higher paygrade in-work PARs booklet or Completion of Personnel Advancement Requirements form from PSD.

(5) **Proof of ITP Completion.** Maintain applicable documents for SELRES personnel which support completion of ITP requirements.

(6) **Privacy Act.** Comply with applicable Privacy Act requirements.

   d. The following items are examples of training related documents which should be retained for historical purposes in the individual training jacket, or returned to the member personally. (Ensure that appropriate service records entries have been made prior to taking this action.)

   (1) **Completed Miscellaneous Training.** Completed PQS/RJQR booklet cover sheets and all school and correspondence course completion certificates.

   (2) **Previous Qualifications (Noncurrent).** Qualification letters which are no longer current.

   e. Air Traffic Controller (ATC) personnel shall maintain ATC certification/qualification records per reference (a) and Federal Aviation Administration regulations.

   f. Training documents for aircrew personnel shall be maintained in section II, part C (Miscellaneous) of their Naval Air Training and Operating Procedures Standardization (NATOPS) Flight Personnel Training/Qualification Jacket (OPNAV 3760/32).

Note: TAR personnel assigned to non-Reserve activities will comply with parent activity training policy.

1208. **Navy Enlisted Classification (NEC) Codes.** The NEC code is often the primary tool used for detailing and MOB planning. The importance of NEC assignment cannot be understated. Request NECs for qualified individuals per guidelines in reference (b). Justification contained on the request must be complete and factual. Statements such as “meets all required qualifications” will not be accepted. Comply with the following:

   a. Provide documentation for completion of all required courses and/or PQS, RJQRs, PJT requirements.

   b. If request is for an NEC waiver based on civilian job equivalency/experience, ensure that documentation supports the request.

   c. If the member has an existing primary and/or secondary NEC, ensure that the request indicates the required position of the newly requested NEC. (Primary/secondary or tertiary.) Justify the position requirement in your comments, e.g., individual is assigned to a billet requiring the requested NEC as primary NEC (PNEC) assignment. Without justification, the classifier may assign the requested NEC to a secondary or tertiary position due to NEC code sequence priority. (See reference (b).)

1209. **Fire Fighting and Damage Control Training.** All naval personnel whose duties will include shipboard assignment will receive basic training in fire fighting and damage control. Training includes hull structure familiariza-
tion, prevention and control of fire, flooding and explosive damage, equipment familiarization, Chemical Biological Radiological defense, proper use of survival devices, escape routes, decontamination procedures and participation in live FIREFIGHTING drills.

1210. **Master Training Specialist (MTS) Certification Program.** MTS certification signifies that an individual has achieved a level of excellence above and beyond that of peers by displaying superior teaching skills and demonstrating a thorough knowledge of training administration and curriculum development management. The objective is to create a cadre of MTS personnel whose proficiency will enable them to certify incoming instructors and participate in instructor evaluation and in-service training. Reference (c) contains specific requirements for MTS eligibility.

   a. Commanding officers of each NAS/NAF/NAVAIRES/NAVAIRESACT/NAVAIRESACEN/RESFORON/RESINTCOM/NAVRESSECGRU and Naval Air Reserve Antisubmarine Warfare Training Center (NAVAIRESASWTRACEN) shall establish, in writing using the command collateral duty notice, a local review board to nominate eligible personnel for certification as MTS. Nomination criteria must be carefully controlled and monitored.

   b. As a minimum, the MTS board should consist of the RPD, training officer and ATD Leading CPO. Commands may convene a local review board at any time during the year. Comprise local review boards with individuals who are knowledgeable in current instructional techniques, requirements and instructions. In addition to requirements contained in reference (c), the review board should consider the following:

   1. Ability to motivate students.
   2. Availability and willingness to provide extra help/counseling.
   3. Instructor platform procedures and teaching techniques (instructor evaluations).
   4. Professionalism.
   5. Beneficial suggestions and recommendations resulting in increased training success.
   6. Total individual instructor hours combined with prior experience that would distinguish a person for the MTS award.
   7. Total number of courses the nominee is qualified to instruct.
   8. Adaptability in assuming responsibilities of various functions in support of the overall training effort.
   9. Neat, clean, military appearance, within physical standards.

c. Forward nominations for MTS certification (see sample letter, exhibit 1, at the end of this section) to COMNAVAIRESFOR (N74). Nomination packages will include a copy of the nominee’s latest enlisted performance evaluation, three instructor evaluations, and MTS Job Qualification Requirements (JQR) handbook. Upon review/approval, COMNAVAIRESFOR will forward the MTS certificate to the selectee’s command.

d. MTS certification is a permanent recognition of training excellence. MTS is not an awards program and shall not be used as an end-of-tour award. Certification as an MTS shall not preclude an individual from receiving other appropriate awards for the same service. MTS certification should be publicized through local station newspapers, hometown news releases and other appropriate Public Affairs Office media. Presentations should be made at a formal ceremony to signify command support and interest.
SECTION I - AVIATION TRAINING PROGRAMS

CHAPTER 3

RESERVE STANDARD TRAINING, ADMINISTRATION AND READINESS SUPPORT (RSTARS) TRAINING MANAGEMENT (TM)

1301. **Purpose.** The purpose of RSTARS(TM) is to provide management information system support to the training functions performed by the Naval Reserve. The major function is to automate and standardize the manner in which training requirements are identified, displayed, compiled, and reported for Reserve activities under Commander, Naval Reserve Force (COMNAVRESFOR) and to support the scheduling and documentation of weekend training evolutions.

1302. **Policy.** All COMNAVAIRESFOR activities shall use the RSTARS(TM) to support personnel training management for TAR and SELRES personnel.

1303. **System Training.** ATDs are responsible for training local RESFORONs, AIMDs, departments and augment units in the use of the RSTARS(TM) system.

1304. **Master/Commissioned Master/Unit Machines (Computers).** Each ATD will maintain one each, RSTARS(TM) Master machine and sufficient numbers of Unit machines. Each RESFORON will maintain one each, RSTARS(TM) Commissioned Master machine. Each Reserve AIMD will maintain one each, Unit machine. (See paragraph 1314 below).

1305. **Required Actions.** The RPD and the squadron training officer will ensure that all actions listed in appendix D of this instruction are performed on a scheduled basis.

1306. **Transfer of Personnel.** RSTARS(TM) provides the means to transfer the ETJ for an individual or multiple individuals by downloading training data to a floppy disk. (Refer to the RSTARS(TM) End Users Manual (EM) for details). This data can then be uploaded into the gaining activities computer. All activities will ensure that this is done anytime personnel transfer, and that the data is forwarded to the gaining command. This policy does not apply to individuals that are being discharged.

1307. **Local Courseware Documentation.** ATDs are to manage local courseware functions per paragraph 1506 of this instruction. In addition, the ATD will enter all valid local course TSNs under its cognizance into RSTARS. Each RESFORON will enter respective valid local course TSN(s) into their RSTARS(TM) Commissioned Master machine after receiving the issued local course TSN(s) from ATD. A local course used jointly by ATD and the RESFORON(s) may be entered into each machine. Annually, each RESFORON shall provide the ATD an RSTARS(TM) list of its local courseware TSNs. (COMNAVAIRESFOR report symbol 1550-11 refers.) ATDs shall perform a review of these courses at that time.

1308. **Training Schedules.** All COMNAVAIRESFOR activities shall use RSTARS(TM) training schedules, documentation, and tracking programs to the fullest extent possible. ATDs shall maintain the RSTARS(TM) Consolidated Training Schedule (CTS) using the LACAIR PBFT as the primary source for inputs. Reserve units, including RESFORONs, shall use the RSTARS(TM) UTS for all required training. RESFORONs should use the RSTARS(TM) CTS whenever possible to meet training requirements.

1309. **Instructor Management.** ATDs will manage its cadre of instructors using the RSTARS(TM) master machine. Instructor evaluations and monitoring requirements are listed in paragraph 1203 of this instruction. Only one instructor list is required and is provided by the RSTARS(TM) Instructor Listing Report. Individuals must be in the RSTARS(TM) database to be on the instructor list. Instructors not in the database may be temporarily added via the RSTARS(TM) training schedules. (See appendix D of this instruction). Each RESFORON shall maintain the unit’s instructor list in their RSTARS(TM) Commissioned Master machine and submit the updated report to ATD. (COMNAVAIRESFOR report symbol 1500-50 refers.)
1310. **Training Categories.** The RSTARS(TM) Training Summary Report provides the means to see the categories in which your training has been logged. This report displays accrued training hours for all training categories over a specified period. It also contains Individual Readiness Assessment Designator (IRAD) code information, percent ITP qualified, total training hours for each individual, and total training hours for the unit. Ensure that training is logged in the appropriate category.

   a. Available training categories, in alphabetical order, are:

      (1) BT  (Billet Training)
      (2) CET  (Career Enhancement Training)
      (3) CS  (Contributory Support)
      (4) GNT  (General Navy Training, including GMT)
      (5) MISC  (Miscellaneous)
      (6) NON  (Nontraining)
      (7) OJT  (On-The-Job Training)
      (8) PJT  (Practical Job Training)
      (9) PT  (Professional Training)
      (10) RATE  (Rate Training)
      (11) RT  (Readiness Training)
      (12) ST  (Safety Training)

   Note 1. The OJT category should be used as a last resort. If at all possible, modify the training to meet PJT requirements.

   Note 2. The NON, PT and RT categories are not to be used at this time.

   Note 3. The MISC category may be used to track items not being tracked by other categories.

   Note 4. The CS category may be used to document training attained while assigned to fleet components for contributory support missions.

   b. The RSTARS(TM) Enlisted Semiannual Unit Report and the Enlisted Individual Progress Report indicate documented hours from BT, CET, PJT, and RATE categories. (Other categories will not contribute to the semiannual requirement.) (See paragraph 1205 of this instruction).

1311. **RSTARS(TM) Reports**

   a. RSTARS(TM) reports may be consolidated, printed, or put on a floppy disk. All commands shall use the reports provided to manage their training programs. Echelon IV inspectors and auditors may request reports from the activities they are inspecting, and if required have the reports mailed prior to the inspection.

   b. ATDs and RESFORONs will provide COMNAVAIRESFOR the following printed reports for each Reserve unit to be inspected, unless otherwise specified as required for all assigned units:

      (1) UTS (last 12 months)
      (2) CTS (last 12 months)
(3) Unconfigured ITP Report (last month)
(4) ITP Summary by Unit Report (last month)
(5) Instructor Listing Report (all units)
(6) TSN by Prefix Report for Local Courseware
(7) Enlisted Semiannual Unit Report (all units, last period)
(8) Training Summary Report (last and current period)
(9) Enlisted Individual Progress Reports (last and current period)
(10) Training Requirements Report (reference date = inspection date +1 year)

(11) The Individual Accomplishment Report and the Instructor Employment Report will be requested for selected individuals during the inspection.

1312. Enlisted Semiannual Unit Report. ATDs and RESFORONs are required to provide COMNAVAIRESFOR (N74) with the RSTARS(TM) Enlisted Semiannual Unit Report per the requirements of appendix D of this instruction. (RESFORONs will send the report via applicable wing.) (Report symbol COMNAVAIRESFOR 1500-3 refers.)

1313. Program Application. The following references and software are needed to accomplish the tasks and procedures for RSTARS:


b. Personal computers owner’s manual.

c. Microsoft Disk Operating System Version 3.21 or greater.

d. Periodic enhancements will be issued by the Naval Reserve Information Systems Office (NAVRESINFOSYSOFF). Upon receipt of the enhancement package, if not so stated, the enhancement is effective upon receipt. All directions contained in the package will be followed. If problems arise when installing the package, call the NAVRESINFOSYSOFF help desk at the numbers listed in paragraph 1316 below. If additional problems occur, contact COMNAVAIRESFOR (N7411).

1314. Hardware

a. To ensure that COMNAVAIRESFOR training policies are properly implemented, all hardware and accessories distributed for the RSTARS(TM) program will be used for this purpose. Inspectors will check to ensure that the hardware is being used for its intended purpose.

b. There are three types of machines (computers), Master, Unit, and Commissioned Master. A Master machine has access to all options and reports, and contains all of the data files for a Reserve Activity. A Unit machine does not have access to all options or reports, and contains data files for one or more units which have been transferred from a Master Machine. A Commissioned Master machine contains the files for only one unit. As a result, it cannot download data to a Unit machine, however, can upload Consolidated Training Schedule data from a Master machine.

c. Each ATD will have a designated RSTARS(TM) Master machine, and each RESFORON will have a designated RSTARS(TM) Commissioned Master machine. The additional RSTARS(TM) purchased computers will be designated as Unit machines. Unit machines will be used at the ATD and AIMD. Additional microcomputers may be required for augment units, quantity depending upon unit size and number of units scheduled each weekend.
d. COMNAVAIRESFOR has provided the following RSTARS(TM) hardware: 486DX/33MHz central processing unit, 400MB hard drive, Super Video Graphics Array monitor, laser printer, external 9600 baud modem and applicable software.

1315. Security. RSTARS(TM) may contain some sensitive unclassified data but does not process or store any classified information. Some of the personnel data falls within the scope of Executive Order 9397 (Privacy Act of 1974).

   a. A system of passwords and Identification (ID) codes restrict access to users specifically authorized to input and extract data. NAVRESINFOSYSOFF and the local site administrator act as the automatic data processing security managers to establish and control passwords and ID codes. Both items will be changed upon change in user personnel, or changed on demand if the user or the systems administrator suspects that the password/ID combination has been compromised (only one person per password, no sharing). The flexibility to change passwords and ID codes at any time provides a high degree of protection against unauthorized access to the system. Authorized access to the system is determined by the local site system administrator, Privacy Act requirements, and reference (an).

   b. Printed reports are distributed, stored and destroyed per local site policies and Privacy Act provisions. The most recent copy of the floppy disks containing training, personnel, billet, and unit data are retained in a secure space and serve as backup data disks in the event of system failure.

1316. Responsibilities

   a. NAVRESINFOSYSOFF shall: Act as the point of contact for assistance and problem reporting. User assistance and trouble reporting is available through the NAVRESINFOSYSOFF help desk in New Orleans, Louisiana, at the following phone numbers: Commercial (504) 678-7925/26/27/28 or Defense Switchboard Network (DSN) 678-1295 or 1-800-537-4617. The following are reasons for calling the help desk:

      (1) Hardware setup/configuration.
      (2) Software update installation.
      (3) Guidance to restore RSTARS(TM) system and/or data following hardware problem.
      (4) Forgotten password system access.
      (5) Menu system management/loading external software/assigning password access.
      (6) Use of RSTARS(TM) utilities on menu or diskette.
      (7) Report contents that appear incorrect or inconsistent.
      (8) Status of TAR personnel not yet in RSTARS database.

   b. COMNAVAIRESFOR (N74) will:

      (1) Act as point of contact for user training, application, and software policy board.
      (2) Act as project approval authority and program manager for the overall management of RSTARS(TM) for COMNAVAIRESFOR.
      (3) Administer the RSTARS(TM) system for all Naval Air Reserve activities, direct system usage, and implement policy.
      (4) Endorse requests for revisions to RSTARS(TM) software and documentation, and forward valid requests through the chain-of-command for action.
(5) Provide updated RBTR data on a monthly basis to all activities via the NAVRESINFOSYSOFF Bulletin Board System (BBS), Aviation Training Conference 32. (See appendix D of this instruction.)

(6) Provide a monthly RBTR Bulletin Information file to all activities via the NAVRESINFOSYSOFF BBS, Aviation Training Conference 32, listing RBTR changes, TSN updates, plus important information concerning training policies. (See appendix D of this instruction.)

(7) Maintain the RSTARS(TM) TSN database.

c. The RPD will:

(1) Be cognizant of RSTARS(TM) capabilities. Ensure each subordinate command uses RSTARS(TM) to the fullest extent possible.

(2) Ensure the RSTARS(TM) Enlisted Semiannual Unit Report is sent to COMNAVAIRESFOR (N74) as required. (See appendix D of this instruction.)

(3) Appoint a local site system administrator.

(4) Ensure user training is provided to local RSTARS(TM) users.

(5) Ensure a minimum of two qualified active duty RSTARS(TM) operators are assigned.

(6) Ensure that two personnel are assigned as NAVRESINFOSYSOFF BBS Aviation Training Conference 32 members.

(7) Submit changes in requirements, and recommended software changes to COMNAVAIRESFOR (N74) per reference (d). Contact COMNAVAIRESFOR (N74) for items of an immediate nature.

(8) Submit TSN deficiencies to COMNAVAIRESFOR (N74).

d. Wing Commanders will:

(1) Be cognizant of RSTARS(TM) capabilities. Ensure each subordinate command uses RSTARS(TM) to the fullest extent possible.

(2) Ensure the RSTARS(TM) Enlisted Semiannual Unit Report is sent to COMNAVAIRESFOR (N74) as required. (See appendix D of this instruction.)

(3) Ensure a minimum of two qualified active duty RSTARS(TM) operators are assigned at each subordinate activity.

(4) Ensure that each subordinate command has two personnel assigned as NAVRESINFOSYSOFF BBS Aviation Training Conference 32 members.

e. ATD/RESFORONs will:

(1) Have ready, the listed reports from paragraph 1311 above, for the designated Reserve units that COMNAVAIRESFOR will be inspecting on Inspector General/assist visits.

(2) Monthly, download updated RBTR data, RBTR Bulletin Information file, and any other directed information from the NAVRESINFOSYSOFF BBS, Aviation Training Conference 32. Interface via floppy disk with local RSTARS Manpower (MP) computer and the local RSTARS(TM) machine for updated personnel data. (See appendix D of this instruction.)

(3) Backup data monthly or any time a large quantity of data has changed.

(4) Forward the RSTARS(TM) Enlisted Semiannual Unit Report to COMNAVAIRESFOR (N74) as specified in appendix D of this instruction.
(5) Ensure a minimum of two qualified active duty RSTARS(TM) operators are assigned.

(6) Ensure that two personnel are assigned as NAVRESINFOSYSOFF BBS Aviation Training Conference 32 members.

(7) Provide an RSTARS(TM) training data floppy disk to each individual when transferring out of the local RSTARS(TM) area.

(8) Issue passwords to designated users per paragraph 1315 above.

(9) Submit requests for modifications to hardware requirements, and recommended RSTARS(TM) software changes to the RFD via the RSTARS(TM) local site administrator. The RPD will forward requests and recommendations to COMNAVAIRESFOR (N74). Contact COMNAVAIRESFOR (N74) for items of an immediate nature.

f. Augmentation Units will: Provide sufficient trained data terminal operators to complete required data entries. Designate these individuals in writing, in the commands collateral duty notice as RSTARS(TM) representatives.
SECTION I - AVIATION TRAINING PROGRAMS

CHAPTER 4

RESERVE BILLET TRAINING REQUIREMENTS (RBTR) PROGRAM

1401. Policy. The RBTR program provides the definitive instrument for the identification of SELRES training requirements, training planning and readiness evaluation system for COMNAVAIRESFOR activities. All levels of command shall support this program.

1402. Definition

a. RBTR. RBTRs identify the minimum requirements for qualification in MOB billets. Each RBTR shall be tailored to meet the minimum training requirements of a specific MOB billet, listing all primary and alternative training courses. Final qualification of an individual for an assigned billet resides with the unit’s gaining command(s). Qualification or certification requirements that are in addition to the formal training required for a specific billet (see paragraph 1405 below), will not be placed in RBTRs.

   (1) Reference (b), fleet pipeline training tracks, gaining commands, and Type Commanders (TYCOMs) direct training required for billets with assigned NECs. COMNAVAIRESFOR (N74) verifies these requirements.

   (2) The gaining command or TYCOM, and COMNAVAIRESFOR (N74) determine training requirements for billets with no NECs assigned.

b. ITP (Individual Training Plan). An RBTR, after being validated by configuring (selecting the appropriate training path (paragraph 1409 below)) to the individual, then becomes the ITP for that person. The ITP is the working document for the command to use to track the individual’s progress towards attaining required qualifications in his/her MOB billet. ITPs provide the percentage of overall training completion. Managers will use these percentages to update the first position of the IRAD code on the Reserve Unit Assignment Document (RUAD) in the Reserve Standard Training And Readiness Support Manpower (RSTARS) ([MP]) computer.

1403. Application. All SELRES enlisted billets will have RBTR assignments. The RBTR program does not apply to SELRES personnel Cross Assigned Out (CAO) from surface Reserve units.

1404. Action

a. COMNAVAIRESFOR N74 shall:

   (1) Exercise overall management of the RBTR program.

   (2) Maintain the RBTR Air System, making required changes to the master database.

   (3) Validate RBTRs with fleet training requirements.

   (4) Ensure monthly distribution of changes to RSTARS(TM) via the NAVRESINFOSYSOFF BBS, Aviation Training Conference 32. (See section I, chapter 3 of this instruction.)

   (5) Assign RBTRs to all authorized billets.

b. Wings shall:

   (1) Monitor assigned units for compliance with the RBTR program.

   (2) Review proposed RBTRs from assigned RESFORONS for completeness and accuracy, then forward proposals to COMNAVAIRESFOR (N74) for final approval.
ATDs and RESFORONs shall:

(1) Download updated RBTR data monthly from the NAVRESINFORBBS, Aviation Training Conference 32. (See paragraph 1316 and appendix D of this instruction.)

(2) Conduct required RBTR training for appropriate activities or unit personnel.

(3) Monitor assigned units for compliance with the RBTR program.

(4) Review proposed RBTRs from assigned units (except RESFORONs) for completeness and accuracy, then forward proposals to COMNAVAIRESFOR (N74) for final approval.

d. All Units shall:

(1) Configure ITPs within 30 days after check-in for all enlisted personnel (including CAO personnel).

(2) Train all assigned SELRES enlisted personnel (including non-surface CAO personnel) to the requirements identified in their ITP.

(3) Validate the accuracy of the RBTRs for all billets assigned to the unit as changes occur to the RUAD and/or AMD.

(4) Maintain liaison with gaining commands to ensure RBTRs are applicable to the supported billets. Notify COMNAVAIRESFOR N74 when changes are required.

(5) Obtain OJT training syllabus for each billet from the gaining command. (See paragraphs 1405c and 1405i(3) (c) below).

(6) Review applicable RSTARS(TM) reports listed in paragraph 1311 of this instruction each month to validate requirements, projections and completions.

1405. Creating New RBTRs. COMNAVAIRESFOR will create a new RBTR when an RBTR does not exist for a specific billet, a new unit is established, or an established unit undergoes a major billet restructuring. The primary consideration when creating a new RBTR is training required to support the MOB billet, and any other training required by the TYCOM, wing, or gaining command, necessary to complete the assigned mission. When creating new RBTRs, the following applies:

a. Ensure that an appropriate RBTR does not already exist before creating new RBTRs.

b. Ensure that an RBTR will be based on the rate specified for the billet on the AMD or RUAD only. It will not be based on the rate of the individual assigned to the billet.

c. Ensure the RBTR contains all formal courses of instruction that are applicable to the billet, including prerequisites that are mandatory for NEC attainment, as well as those which result from unique mission tasking (e.g., a Photographers Mate assigned to a combat photography unit requiring Survival Evasion Resistance and Escape school).

d. Ensure that when an NEC applies to multiple rates, as in the case of the 8300 and 8800 series organization level maintenance NECs, and is contained in multiple billets assigned to a unit, regard each rate as a separate training requirement and develop RBTRs accordingly.

e. Ensure that basic and/or advanced rate training is sufficient to fully train an individual in a non-NEC billet and if the billet requires no formal training, assign only the standard four OJT statements; OJT-002-0001,
OJT-002-0002, OJT-002-0003, and OJT-002-0004. (As specified in paragraph 1405i(3) (c) below).

f. The RBTR will include required basic training in fire fighting and/or damage control team training for all personnel whose duties include shipboard assignment. The training is mandated, but requirements vary dependent upon type or class ship and specific billet assignments.

g. Alternate courses providing the same level of training as the course listed in the RBTR are acceptable substitutions (e.g., use "R" courses in place of "C" and "D/E" courses).

h. All aviation maintenance billets will contain corrosion control courses.

i. RBTR Contents. RBTRs will contain the following elements:

   (1) Prerequisite Training

   (a) Formal courses of indoctrination required to meet billet requirements. (Do not include informal familiarization or indoctrination such as routine check-in procedures.)

   (b) Required FIREFIGHTING and damage control team training by TYCOM or wing directives.

   (c) Training that is required as a prerequisite to attending required formal courses.

   (2) Formal Classroom Training. Required formal courses derived from reference (b), fleet pipeline training track, TYCOM, wing, or gaining command. Additionally any courses that may be substituted with OJT or RJQR (per reference (b)) will have OJT or RJQR as an alternative.

   (3) "Hands-on" Training

   (a) Required PJT courses from fleet pipeline training tracks, TYCOM, wing, or gaining command (e.g., Plane Captain PJT).

   (b) List only those PQS, Job Qualification Requirements (JQRs), or RJQRs required by reference (b) to attain the NEC code. Do not list requirements from the OJT training syllabus. An OJT training syllabus is a local training tool which identifies all the practical training requirements of a unit for a given billet, work center, division, or department.

   (c) Four OJT statements OJT-002-0001, OJT-002-0002, OJT-002-0003, and OJT-002-0004, each worth 10 points, will be placed in all RBTRs, with the exception of Aircraft Carrier (CV) billets. Requirements for the four OJT statements are to be based on a training syllabus approved by the gaining command. (OJT requirements should match the individual billet.) Each Reserve unit shall obtain an approved gaining command training syllabus for assigned billets, reflecting the training required for each of the four statements. An individual's OJT statements will become incomplete any time his/her Reserve Billet Sequence Code changes. The command will then reinterview the individual using the gaining command's training syllabus to determine the individual's qualifications as required by the new syllabus. (See paragraph 1409 below.)

   (d) CV unit billets will have five PQS statements as follows:

   Training Achievable at Drill Sites Points

   PQS-431-1921 = Damage Control PQS sections 100-109 20
   PQS-431-1922 = Damage Control PQS sections 200-207 20
   PQS-431-1923 = Damage Control PQS sections 300-302 20
The following courses and/or areas of certification or qualification shall not be included in an RBTR:

1. Navy Leader Development Program
2. Department of the Navy Training In Prevention of Sexual Harassment
3. Rate Training
4. GMT/GNT
5. HRM
6. Tool Control
7. Career Information
8. Equal Opportunity and Cultural Expression
9. Foreign Object Damage
10. General Safety
11. NATOPS program
12. Collateral Duty Inspector
13. Quality Assurance Representative
14. Engine/Auxiliary Power Unit Turn-up Qualification
15. Ordnance Loading Team Member
16. Annual Physical or Hearing Tests
17. Cardio-Pulmonary Resuscitation (CPR)
18. First Aid
19. Security Clearances
20. Rate “A” Schools (except for Commander Naval Ocean Command (COMNAVOCEANCOM) personnel)
21. Support Equipment

1406. Requests to Create or Modify RBTRs

a. Changes or modifications to RBTRs will normally be made only when:

(1) Changes are made to a fleet pipeline training track following a Fleet Maintenance Training Requirements Review (MTRR). (An MTRR is held on specific systems/platforms and convenes approximately once every 3 years.)

(2) Reference (b) reflects changes in training requirements.

(3) The billet changes (e.g., NECs, Billet Title, Rate, OJT).

(4) Unit RBTR verification dictates required changes. (See paragraph 1407 below.)
(5) As deemed necessary by the COMNAVAIRESFOR RBTR manager for standardization.

b. Request RBTR creation/modification by letter to COMNAVAIRESFOR (N74) via the RPD. (RESFORONS will send requests via cognizant Wing.)

1407. **RBTR Verification.** All RBTRs shall be verified for accuracy once every 2 years.

1408. **RBTR Quality Control.** COMNAVAIRESFOR (N74) will modify RBTRs as necessary to reflect changes to MOB billet training requirements. RBTR program information, status, and modifications will be posted on the NAVRESINFOSYSOFF BBS, Aviation Training Conference 32. (See appendix D of this instruction.)

1409. **Individual Training Plan (ITP) Development.** Developing ITPs requires configuring and tailoring an RBTR to fit an individual’s training requirements. Use the following steps to develop an ITP in RSTARS. (Detailed data input procedures are contained in the RSTARS(TM) users manual).

a. **Personal Interviews.** Print a copy of the ITP or interview sheet if applicable, assigned to the individual’s Activity Unit Identification Code (AUIC)/Unit Identification Code (UIC) and Reserve Billet Sequence Code (RBSC). Assemble each individual’s service record, training jacket, and gaining command’s OJT training syllabus. Conduct an interview with each individual using the ITP or ITP interview sheet as follows:

   1. **Previous Training Completed.** If training is not already logged in the RSTARS(TM) machine, review the individual’s service record on form NAVPERS 1070/604 (Navy Occupation/Training and Awards History) and training jacket for any completed training (NECs, schools, PQS/JQRs) that match the current training requirements as listed on the interview sheet. Do not require individuals to repeat training if they possess the required NEC. Place the NEC attainment date in the column marked “Completion Date” of the ITP interview sheet, enter the year and month (YYMM) the NEC was attained or the schools, PQS and/or JQRs were completed. Maintain a file a copy of the NAVPERS form 1070/604 or NEC attainment letter. If the courses currently required to attain an NEC differ from the courses completed by the individual to attain the NEC, the individual may attend the course, or the unit may request an ET endorsement from the gaining command. (See paragraph 1409a(5) below).

   2. **Training Completions.** Review remaining training requirements on the interview sheet. The individual and the interviewer (normally the division officer/CPO) will select the desired training method (primary or alternate course) and the completion date for each requirement.

   3. **Training Projections.** Projections (planned date) involving formal training will be made only when a school convening date has been determined. (Refer to reference (e) for a complete listing of class convening/completion dates for the selected course of instruction.) Enter these dates (YYMM) in the column “Planned Date.” Ensure that quota requests are initiated at the earliest opportunity to increase the likelihood of fulfilling training objectives. Update the “Planned Date” on the ITP as applicable when the quota is obtained. The following criteria apply to planned dates:

      a. Where formal training is required, the planned date shall coincide with the school schedule as published in reference (e).

      b. When a valid planned date for attainable training has not been determined. (based on information in reference (e)), leave planned date blank.

      c. If training is deemed unattainable due to course length, enter “5511” in the planned date field. (See paragraph 1409a(6) below.)

      d. Changes to planned dates will be made only if justified by reference (e) or school quota information.
(4) **Alternative Training.** OJT or RJQR is acceptable as alternative training for many NECs and courses. When approved by reference (b), the ITP interview sheet will list OJT or RJQR as an alternate TSN for NEC producing course(s). If the choice is made to use the OJT or RJQR path to obtain the NEC rather than formal schools, select the OJT or RJQR TSN when developing the training plan and develop an OJT syllabus for the NEC or use the approved RJQR. Enter the estimated planned date of completing the OJT or RJQR TSN in the “Planned Date” column of the ITP interview sheet. OJT completion will be based on the actual completion of the OJT training syllabus developed for the NEC, and not number of hours.

(5) **Equivalent Training (ET).** The gaining command may substitute ET in portions of the RBTR for training received from other than RBTR prescribed sources. The “Mobilization Billet Equivalent Training Letter” (see Sample letter, exhibit 2 at the end of this section) must include the specific portion (e.g., TSN) of the RBTR that is substituted. The letter must also state the source of training (e.g., prior NEC attainment, civilian schools, or civilian employment). Enter “6001” in the “Completion date” column of the ITP upon receipt of the letter from the gaining command. The letter is void if the member is reassigned to another gaining command (AUIC) or when the ITP assigned no longer contains the course for which the ET was approved. Maintain a file copy of current MOB billet ET letters.

Note: Individuals will attain a higher percentage of readiness by gaining command approval of the ET. However, if you substitute an NEC-producing course, the individual will not be able to apply for an NEC.

(6) **Unattainable Schools.** When an ITP contains segments which cannot realistically be completed due to excessive course length, enter “5511” in the “Planned Date” block of the ITP, or reassign the member to a different billet which matches their accomplished training (if approved by the local billet control authority). The LACAIR/wing should request that the gaining command review the BT requirements for possible AMD modification.

b. **Modifying ITPs.** To modify the ITP (e.g., choose a different alternative course) or change the planned/completed dates, refer to the RSTARS(TM) End Users Manual (EM).

c. **Signatures.** If a printed copy of the ITP is to be maintained, the individual’s signature and dateline at the end of the ITP must be signed by the individual. The CO signature and dateline may be signed only by the CO or designated representative. Designation shall be in writing.

**Notes:**

1. The course numbers listed in the RSTARS are called TSNs. TSNs are a nine character number modified from the original CIN. Do not use TSNs when requesting school quotas, use the original CIN.

2. The RSTARS(TM) ITP option has the ability to sign off a portion of the TSN by selecting partial points. This will only be done when substantial documentation reflects that percentage, e.g., an OJT syllabus that has a definition of what each section is worth towards the overall completion. (This option will not be used for formal schools.)

3. Completed training dates on the ITP will have substantiating documentation on file and made available to auditors.

4. Direct problems not defined in this instruction to COMNAVAIRESFOR (N74) for assistance.
SECTION 1 - AVIATION TRAINING PROGRAMS
CHAPTER 5

AVIATION TRAINING SERIES (ATS) PROGRAM

1501. Purpose. The purpose of the ATS program is to produce standardized, high quality, and up-to-date training material for use by COMNAVAIRESFOR activities.

1502. ATS Program Course Descriptions and Definitions. ATS program courses are identified with three different Course Identification Number (CIN) prefixes. The “ATS” prefix identifies Aviation Training Series courses, the “FTS” prefix identifies Fleet Training Series courses, and the “R” prefix identifies Reserve-sponsored courses. The ATS/FTS identified courses are normally used to provide segmented refresher/follow-on training in the areas of rate, general, and aircraft hardware. The “R” identified courses are used to teach formal classes by qualified instructors. ATS program training courses (with the exception of “R” courses) are broken down into 2 hour segments, each identified by a unique CIN, to facilitate training documentation. Designated ATS program course model managers will be responsible for the review/update of assigned ATS program courses.

a. “ATS” Courses. ATS program courses identified with the “ATS” prefix are those which are Reserve unique. The course is no longer being provided by fleet components, and update/review falls under the responsibility of the designated course model manager. Use the prefix of ATS in the first three digits of the CIN (e.g., ATS-210-6131).

b. “FTS” Courses. ATS program courses identified with the “FTS” prefix are those which use current fleet training courses (e.g., Fleet Aviation Specialized Operational Training Group, Naval Aviation Maintenance Training Group, CNET, contractor) as the primary lesson guide source. Updates are obtained from the fleet or contractor, and incorporated into the FTS course by the designated course model manager. Course model managers will request course materials from the applicable fleet Course Curriculum Model Manager via COMNAVAIRESFOR (N74). The fleet/contractor courseware will be modified only to the extent that unrealistic components such as labs which cannot be completed due to equipment restrictions, will be deleted. Upon an annual review, an FTS identified course which is no longer supported by fleet components or contractors will have the CIN prefix changed to "ATS."

c. “R” Courses. The ATS program includes several Reserve-sponsored administrative type courses (such as QA, Corrosion Training, Technical Librarian), which are identified with an “R” prefix. These courses will be taught by qualified instructor personnel in a classroom environment. (Courses taught at Reserve locations other than the ATDs may also have an “R” prefix to the CIN, but are not considered as part of the ATS program and will not be located on the NAVRESINFOSYSOFF BBS.) Course completion certificates will be issued to those personnel successfully completing an “R” course, and in some cases, an NEC may be granted. Only NEC 9502/CDI instructors who meet the requirements of paragraph 1203 of this instruction are permitted to teach “R” courses in their entirety.

1503. ATS Program Policy

a. Approving Authority. COMNAVAIRESFOR (N74) is the approving authority for ATS, FTS, and non-NEC producing “R” courses. NEC producing “R” courses are approved by the applicable warfare sponsor, via COMNAVAIRESFOR (N74). Submit ATS, FTS, and non-NEC producing “R” courses to COMNAVAIRESFOR (N74) for approval, in the format prescribed in reference (so). NEC producing “R” courses will be developed in the format prescribed by NAVEDTRA guidelines.

b. Course Model Managers. COMNAVAIRESFOR (N74) will task an ATD and/or applicable wing to be the model manager for specific courses. This tasking will normally be based on local aircraft inventory and/or number of courses.
assigned. COMNAVAIRESFOR (N74) will notify assigned model managers in writing when the need to develop training material becomes apparent (e.g., when a new aircraft/model/series is added to the inventory).

1504. ATS Program Required Actions

a. ATS Program Course Reviews. ATS program model managers shall complete and submit ATS program course reviews to COMNAVAIRESFOR (N74) within 30 days of the publication’s initial receipt and annually thereafter. (Annual reviews are due by the end of the anniversary month.) (COMNAVAIRESFOR report symbol 1500-9 refers.) ATD shall establish a tickler system to monitor anniversary due dates for assigned courses. Review extensions may be granted if circumstances warrant. Requests for extensions should be submitted in writing to COMNAVAIRESFOR (N74). The letter should state the reason for the extension request.

b. Course reviews should address the following areas:

(1) Changes in fleet or course reference material since the last publication or review.

(2) Number of valid discrepancy reports against this course.

(3) Number of changes since last revision.

(4) Person completing the review.

c. ATS Program Course Discrepancies. Report ATS program course material discrepancies to COMNAVAIRESFOR (N74). (COMNAVAIRESFOR report symbol 1550-10 refers:) (RESFORONs will send report via the local ATD.) ATD shall maintain a file copy of reported discrepancies. COMNAVAIRESFOR (N74) will forward the discrepancy to the appropriate course model manager/s for action.

d. ATS Program Course Changes. Model managers will submit corrections to the basic course as page changes. Submit a copy of the updated master disk with the complete change incorporated and a hard copy of affected pages to COMNAVAIRESFOR (N74) for reproduction and distribution. Refer to paragraph 1504g below for format requirements.

e. Primary Program Records. Records relating to the overall development, policy, planning, management, and administration of the ATS program, including the establishment, approval, and revision of ATS/FTS and "R" Courses and curricula shall be retained permanently by the course model manager. Transfer these records to COMNAVAIRESFOR (N74) when no longer required.

f. Curriculum Outline. The ATS program model manager shall develop and submit the curriculum outline for ATS/FTS and "R" courses within 45 days after tasking. Consult reference (so) for additional information on curriculum requirements. Submit ATS/FTS and "R" course material to COMNAVAIRESFOR (N74) for approval within 120 days of curriculum outline approval.

g. Curriculum Development. Reference (so) will be used as the standard format guide for ATD developed ATS/FTS and Reserve-sponsored ("R") courses/training material. COMNAVAIRESFOR personnel may use any instructional system development process for background information and guidance in course development. ATS program courses will be developed using WordPerfect 5.1 or 6.0. (If FTS material is received from the fleet in other than WordPerfect or if this software is not locally available, contact COMNAVAIRESFOR (N74B) for guidance.) Desired type pitch is 12, however if material has previously been developed with 10 pitch, do not reformat. Consult reference (so) for horizontal and vertical page setup and disk file titles. The criterion test, student guide, and visual aides are optional for ATS/FTS training courses. These items may be included if the course model manager feels they need to accompany a particular course.
h. Fleet Source Material. The course manager shall request fleet source material in writing, via COMNAVAIRESFOR (N74). The letter will specify needed materials (e.g., magnetic and printed copy of complete course), and shall include the fleet course identification number.

i. Submitting ATS/FTS and “R” Courses. Submit a magnetic disk copy (3.5 inch disk preferred) of the course along with a printed copy. In addition, submit a reproducible master set of transparencies, slides and other visual aids required by the course.

j. ATS Program Course Distribution. COMNAVAIRESFOR shall print, distribute and stock ATS/FTS training materials, and ATS program “R” courses. If additional copies are required following initial distribution, courses/training materials can be downloaded from the NAVRESINFOSYSOFF BBS, Aviation Training Conference 37. At least two personnel from each ATD should have access to the BBS, one of which should be the ATD course librarian. Access to conference 37 should be requested via COMNAVAIRESFOR (N74).

1505. ATS Library. The ATS Library, located in the ATD, shall be the central site for controlling all ATS/FTS, “R”, and fleet source materials. The ATD librarian shall download the monthly ATS/FTS, and “R” Course Status Report to ensure that the latest course material is available. This report is located on the NAVRESINFOSYSOFF BBS, conference 37. The following applies:

a. Courseware Control. All libraries shall be located in a limited access area to ensure control of courseware/training materials. Reference (f) shall be used to establish procedures to ensure security and accountability of materials. Each library will maintain a minimum of two copies of each course in inventory. One will be designated as the master copy, and will not be checked-out. (The master copy may be on magnetic disk.) A record will be maintained of all courses leaving the library, including those being used by the ATD. Upon check-out, the following information will be recorded: CIN(s), signature of person receiving the material, date out, phone, and command. Upon return, the date and signature of the ATD person receiving the material will be recorded. Ensure that all components of a course being checked-out are recorded (e.g., transparencies). Records will be maintained for 3 years. Establish a tickler system to ensure the material’s timely return.

b. Subcustody of Course Material. Units having full time active duty personnel manning their local library may subcustody course material from ATD. (“R” courses will not be subcustodied). ATD will monitor, at least annually, all subcustody libraries for compliance with this instruction. Subcustody libraries not maintaining minimum standards per this instruction shall be required to return all course materials to the ATD master library. Training materials can by subcustodied only by the ATD library.

c. Courseware Inventory. ATD will maintain a master inventory record of all ATS program and source/reference material, including classified and subcustodied material. The inventory will include location, segments, and quantity as a minimum. A physical inventory of all libraries shall be conducted annually. (ATD will coordinate with subcustody libraries to inventory that material). Inventory documentation will include the date, and signature of individual conducting the inventory. The latest ATS Users Catalog (ATS 000-0000) or ATS/FTS, and “R” Course Status Report shall be used while conducting the annual inventory to verify latest course dates and revisions. It is extremely important that the inventory of ATS program training material meets local needs, including those of the tenant commands.

d. Test Questions and Answer Keys. These items shall receive strict control and will be locked up separately from courseware. Duplication shall be limited to immediate need. Reproduce only needed questions. After use, destroy excess materials returned to the library.

1506. Locally Prepared Training Courses. Locally prepared training courses are authorized if subject areas are not covered by ATS program material. Locally prepared courses shall comply with the following:
a. Upon development, the ATD will review/approve material, ensuring proper format. (Format requirements are contained in reference (so)). Upon approval, the ATD will issue a TSN for the course. (Use the following TSN format when issuing local TSNs: LXX-XXXX-XXX).

b. The ATD and originating activity will maintain a copy in inventory.

c. Each course will be reviewed annually for currency. Signature and date will be recorded when the review is conducted.

d. The cover page shall include the following information:

   (1) TSN (issued by ATD).
   (2) Time: Duration of lecture.
   (3) Date/name/rate/command prepared by.
   (4) Date and name/rate reviewed by. Note: Leave space for future reviews.
   (5) Date and name/rate approved by.
   (6) Title: Subject of the lecture.
   (7) Learning Objective(s): Purpose of the lecture.

e. Training credit can only be given for locally prepared curriculum that is approved by the ATD.

f. ATDs are encouraged to submit local course materials of general interest to COMNAVAIRESFOR (N74) for review, and possible development into an ATS course for use by other activities.
1601. **Purpose.** The RJQR program was designed to define and standardize training for OJT awardable NECs. Intent is for the RJQR syllabus to accurately reflect day-to-day maintenance requirements on the various weapons platforms. RJQR usage will ensure that personnel are able to safely and competently perform maintenance on equipment assigned to their organization, and that required training is standard among RESFORONs with like type/model/series aircraft.

1602. **Policy.** Upon approval, RJQRs for OJT awardable NECs will be incorporated into applicable SELRES RBTRs by COMNAVAIRESFOR (N74). (Most 8300 series NECs are OJT awardable for SELRES personnel only.) Completion of the RJQR that leads to an OJT awardable NEC is **mandatory**. The NEC will not be granted to a SELRES without completion of the appropriate RJQR. Using RJQRs for "C" school follow-on training for active duty personnel at the RESFORON or AIMD is not mandatory but is highly encouraged.

1603. **Responsibilities**

a. **COMNAVAIRESFOR (N74) shall:**
   1. Act as RJQR program manager.
   2. Act as approval authority for new/revised NEC awarding RJQRs.
   3. Act as approval authority for new/revised non-NEC awarding intermediate maintenance level RJQRs.
   4. Forward approval letter for all COMNAVAIRESFOR approved RJQRs.
   5. Place approved/updated RJQRs on the NAVRESINFOSYSOFF BBS, Aviation Training Conference 32, for distribution.

b. **Wings shall:**
   1. Submit a magnetic disk copy of new/revised NEC awarding RJQRs to COMNAVAIRESFOR (N74) for approval.
   2. Act as approval authority for new/revised non-NEC awarding organizational maintenance level RJQRs.
   3. Submit a magnetic disk copy of Wing approved non-NEC awarding RJQRs to COMNAVAIRESFOR N74 for BBS distribution.
   4. Ensure RJQRs are developed per the requirements of reference (ap).
   5. Ensure RJQRs are reviewed annually based on the anniversary date.
   6. Ensure RESFORONs receive notification of updated RJQRs.

c. **RESFORONs shall:**
   1. Submit a magnetic disk copy of new/revised RJQRs to applicable Wing for review/approval.
   2. Ensure RJQRs are developed per the requirements of reference (ap).
   3. Ensure RJQR line items are signed off by designated individuals.
(4) Upon completion of NEC awarding RJQR, submit sign-off cover sheet to PSD for service record entry and request NEC per the requirements of reference (b).

d. **AIMDs shall:**

(1) Submit a magnetic disk copy of new/revised RJQRs to COMNAVAIRESFOR (N74) for approval.

(2) Ensure RJQRs are developed per the requirements of reference (ap).

(3) Ensure RJQR line items are signed off by designated individuals.

(4) Review RJQRs annually based on the anniversary date.

**1604. ITP Crediting.** RJQRs may have points assigned for ITP tracking purposes as follows:

a. When the RJQR has a corresponding course CIN, total RJQR point value will equal the course length in days. Point value for each sign-off will be equal to the total number of sign-offs divided by the CIN length. Example: If the RJQR has 100 signature lines, and the school length is 50 days, divide 50 by 100 with the result of .5 points for each sign-off.

b. When the RJQR does not have a corresponding course CIN, then each line item will be counted as one point.

c. In-work RJQRs may be tracked on the ITP by using the partial points option. This option will indicate the percentage of RJQR completion based on the ratio of completed sign-offs compared to the total number of available sign-offs.

**1605. RJQR Safety Test.** The intent of the safety test is to ensure personnel are aware of proper aircraft/equipment safety procedures.

a. The safety test shall be successfully completed prior to performing maintenance on the aircraft/equipment.

b. Test questions will address areas of safety requirements necessary for an individual to safely perform required OJT tasks.

c. Tests shall be administered and maintained by the training department or QA division.

d. Test answer keys shall be submitted with the RJQR when forwarding for approval. (Include the reference and chapter for each answer.)

**1606. Distribution.** Newly approved and updated RJQRs can be downloaded from the NAVRESINFOSYSOFF BBS, Aviation Training Conference 32.
NAVAL INTEGRTED TRAINING RESOURCES AND ADMINISTRATION SYSTEM (NITRAS)

1701. **Purpose.** NITRAS gathers and provides training information to management at various levels and provides documentation of actual training conducted by training agencies and activities. The Navy uses this data to determine and justify resources required for training support, including budget review at the highest levels. Reference (e) provides a consolidated source of information on schools and courses available throughout the Navy. It is extremely important that the NITRAS and CANTRAC data be accurate, complete and current. COMNAVAIRESFOR strongly supports the NITRAS and CANTRAC programs. To support the NITRAS program, COMNAVAIRESFOR has designated COMNAVAIRESFOR (N74) as Course Curriculum Model Manager for all aviation training courses of instruction with a CIN prefix of "R." Reference (g) provides information concerning the general policy and guidance for each subsystem of NITRAS, describes NITRAS data elements and assigns report symbol CNET 1510-1 to all NITRAS reporting requirements. Reference (e) provides detailed information for submission of CANTRAC data.

1702. **Action**

a. COMNAVAIRESFOR (N74) will:

   (1) Establish and maintain liaison with commanders of appropriate training agencies.

   (2) Review all "R" course material. Upon approval, assign CIN/Course Data Processing (CDP) codes for non-NEC awarding courses. Forward NEC awarding course material to Chief of Naval Operations (CNO) for approval and CIN assignment.

   (3) Maintain master copies of all "R" course software and related materials.

   (4) Publish and distribute approved "R" course training materials.

   (5) Review and analyze COMNAVAIRESFOR training statistics as provided by Student Master File (SMF) and Training Summary File (TSF) reports.

   (6) Provide assistance with the Master Course Reference File (MCRF) and SMF report submissions and SMF error corrections.

   (7) Provide training on MCRF, SMF, report generation, error correction and report analysis.

   (8) Submit MCRF data to Navy Education Training Program Management Support Activity (NETPMSA) via on-line communications.

b. Course managers will submit a realistic profile of the performance skill or essential knowledge that a course graduate should possess upon completion of a course, to COMNAVAIRESFOR (N74), for review and approval prior to submission to the CANTRAC.

c. Training Activities will:

   (1) Submit additions, deletions and changes for all CNO approved "R" courses to the NITRAS MCRF via COMNAVAIRESFOR (N74). Submit course data, for all existing or planned courses, using NETPMSA forms 1510/17, 1510/17A, 1510/17B, 1510/17C, 1510/17E and 1510/17F as changes occur. Update NETPMSA Form 1510/17B annually by 1 August.

   (2) Submit NITRAS SMF rosters (NETPMSA Form 1510/2) to Commanding Officer, NETPMSA (Code 06), 6490 Saufley Field Road, Pensacola, FL 32509-5235.
(3) Notify NETPMSA (Code 06) of all problems or recommended improvements associated with electronic or manual reporting of NITRAS or CANTRAC data.

(4) Upon receipt of all CNET reports, verify and/or correct data and submit changes within 5 working days of receipt of the reports. SMF corrections will be forwarded to NETPMSA (Code 06), and MCRF corrections will be forwarded to COMNAVAIRESFOR (N74).

1703. Master Control Reference File (MCRF)

a. The Course Data. Report basic course data via NETPMSA Form 1510/17 on cards 0, 1, 2, 3, 4 and 5. NETPMSA Form 1510/17G supplies the course long title.

b. The Class Schedule and Quota Spread. Card 6 on NETPMSA Form 1510/17A details class schedule data. Submit class quota spread via cards J and K of NETPMSA Form 1510/17C.

c. The Operations/Requirements Plan. NETPMSA Form 1510/17B details training operations, and training requirement plan data. NETPMSA Form 1510/17F, via the card P, details FY input/class capacities.

1704. Student Master File (SMF)

a. Reporting Responsibility and Guidelines. Students will be reported to the SMF on the NITRAS SMF Roster (NETPMSA Form 1510/2). Report symbol CNET 1510-1 is assigned to NITRAS reporting requirements per reference (g).

b. Reporting Requirements. Training activities shall submit input to SMF whenever a student:

(1) Reports on board before or after the convening date of a course.

(2) Is prevented from commencing instruction in the class to which the student had originally reported.

(3) Fails to report due to an unauthorized absence.

(4) Enrolls in a follow-on course immediately upon completion of a previous course at the same activity.

(5) Has a graduation date change from the previously submitted graduation date.

(6) Does not successfully complete the course of instruction.

(7) Is setback or accelerated to another class within that course.

(8) Has instruction interrupted and is unable to attend classes.

(9) Whose instruction was interrupted, has returned to class or has been disenrolled from the course.

(10) Who was held, preventing enrollment, has been allowed to enter class or has been disenrolled from the course.

(11) Has completed the course (either successfully or unsuccessfully) and will remain on board awaiting either transfer, discharge or enrollment into another class or course.

(12) Is released from the hold awaiting transfer or discharge status.

(13) Has an unchanged status, but the reason for status changes.
(14) Has an error which exists in the master file data and must be corrected. Originate and forward the transaction as soon as possible after the event occurs.

1705. Reports

a. MCRF Convene Data Error Report (CNET Report 1500.1001). Identifies out of sequence class schedules for Current Fiscal Year (CFY) through FY+4. Out of sequence class schedules are those whose class numbers, convening dates and graduation dates do not conform to the requirements in reference (a). Training activities will receive this report only when out-of-sequence MCRF class schedules are detected.

b. List of Courses in MCRF by activity (CNET Report 1500.1003)

   1. Provides detailed course descriptive information for all CDPs in the MCRF.

   2. Provides FY data for each CDP (e.g., course length, class frequency, capacity constraints, training plans and requirements). Data may be provided for CFY through FY+4.

   3. Displays FY class schedules and class quotas by service categories.

   4. Verify that all submitted data changes are now in the database.

   5. Retain the latest report only.

c. Weekly MCRF Input Transaction Report by UIC (CNET Report 1500.1004)

   1. Provides an accounting of weekly changes (inputs, outputs).

   2. Retain until latest CNET Report 1500.1003 is verified.

Note: This report is used with CNET Report 1500.1003 which provides a weekly composite MCRF.

d. NITRAS SMF Transaction/Error Report (CNET 1500.1100)

   1. Provides a list of transactions submitted to SMF.

   2. Provides error codes and messages where appropriate.

   3. Retain these reports for the past 12 months.

e. NITRAS Status of Students with Rejected Transactions (CNET 1500.1101)

   1. Provides selected information to expedite the error research process for the training activity.

   2. Retain the report until future reports reflect all action has been completed.

f. NITRAS SMF Error Tickler Report (CNET 1500.1102)

   1. Provides a current list of outstanding errors.

   2. Retain the most current report only.

g. NITRAS Student Verification Report (CNET 1500.1107)

   1. Provides a class roster of students presently enrolled in the course and displays the entire record of student actions for each student.

   2. Retain reports for the current FY and previous 2 FYs.
h. **NITRAS Lingering/Zero Class Student Report (CNET Report 1500.1112).** Provides the training activity with a list of students who are in a hold status, not under instruction.

i. **NITRAS Class Summary by Curriculum Control Authority (CCA) (CNET Report 1500.1150).** Provides current FY student statistics by class for all courses actually taught during the current FY. Previous FY classes with active students will remain on the report until completely cleared from the class.

j. **NITRAS TSF Course Summary Report (CNET Report 1500.1204).**

   (1) Provides individual activities and training managers with a current and cumulative summary of course, activity and command statistics for students in training. The data is broken down by month of the applicable FY.

   (2) Retain monthly reports during current FY. Retain only the September reports for the previous 2 FYs.

k. **NITRAS TSF Course Summary Report (CNET Report 1500.1204-1)**

   (1) Prepared in the same manner as CNET Report 1500.1204. The 1204-1 is a specialized report that provides a student summary for selected aviation courses and summary pages are not prepared at the activity or functional command level.

   (2) Retain monthly reports during current FY. Retain only the September reports for the previous 2 FYs.

l. **NITRAS TSF Type Course by Activity (CNET Report 1500.1208-2)**

   (1) Provides statistics to monitor plan versus actual input and graduates; FY To Date (FYTD) average on board by training status (under instruction, awaiting instruction, interruption of instruction, awaiting transfer) and attrition/setback 12 month percentages.

   (2) Retain monthly reports during current FY. Retain only the September reports for the previous 2 FYs.

1706. **Forms Availability.** To obtain forms, contact COMNAVAIRESFOR (N742), DSN 678-1405 or commercial (504-678-1405).
From: Commanding Officer, Naval Air Station Anywhere  
To: Commander, Naval Air Reserve Force (N74)  

Subj: NOMINATION FOR MASTER TRAINING SPECIALIST CERTIFICATION ICO AE2 JOHN L. SMITH, USNR(TAR), 000-00-0000  

Ref: (a) COMNAVRESFORINST 1414.1  
(b) COMNAVAIRESFORINST 1500.5D  

Encl: (1) Fitness/Evaluation Report & Counseling Record (NAVPERS 1610/2 or 1616/26 as applicable)  
(2) Instructor Evaluation Reports (3)  
(3) Master Training Specialist Job Qualification Requirements (JQR) Handbook  

1. Rate/Name/Social Security Number has been nominated by a local review board for certification as a Master Training Specialist. Rate/Name has fulfilled all the eligibility requirements outlined in reference (a) for this certification.  

2. Per reference (b), the following information is provided in addition to enclosures (1) through (3):  
   a. Date assigned to instructor billet (minimum 1 year).  
   b. Billet Sequence Code/Activity Unit Identification Code.  
   c. Date 9502/9506 Navy Enlisted Classification code awarded. (Reserve Force Squadron indicate date 9502 or Collater Duty Instructor awarded.)  
   d. Total instructor hours during previous 12 months.  
   e. List of courses instructed.  
   f. Additional amplifying remarks.  

   (CO's Signature)  

(Refer to paragraph 1210c of this instruction)  

I-EXB-1
From: Commanding Officer (Gaining Command)
To: Commanding Officer (Reserve Unit)

Subj: MOBILIZATION BILLET EQUIVALENT TRAINING

Ref: (a) COMNAVAIRESFORINST 1500.5D

1. The training plan for (Rate) (Name) USNR, (Social Security Number) has been reviewed. This individual is assigned to (Reserve Unit), (Activity Unit Identification Code/Reserve Billet Sequence Code). The training requirements of course (Training Sequence Number) (Course Title) have been met as of (Date).

2. Justification is based on:

Note: Justification must be specific to include training/course accomplishment or specific on-the-job training.

(CO’s Signature)

copy to:
Unit Readiness Officer
Unit Training Officer
Training Jacket

(Refer to paragraph 1409a(5) of this instruction)
SECTION II - AIRCREW TRAINING PROGRAMS

CHAPTER 1

ELIGIBILITY, TRAINING, QUALIFICATION AND DESIGNATION OF AIRCREWMAN

2101. Eligibility. Active duty and SELRES personnel, normally aviation ratings, are eligible for assignment to the aircrew training program. The following are aircrew programs requirements.

a. All Aircrew Candidates

   (1) Must meet the requirements of references (b), (h) and (i).

   (2) Meet source rating requirements for the NEC listed in reference (b). Additionally, SELRES must meet criteria of reference (j), which lists rates and paygrades eligible for SELRES billets. A SELRES billet must be identified and assignment made prior to commencing training.

      (a) Must be designated striker or paygrade E4 or above for personnel assigned to 82XX NECs.

      (b) Personnel whose rating is NOT a source rating for a particular NEC may be granted a waiver only in exceptional circumstances. Submit waivers to COMNAVAIRESFOR (N74) for SELRES, and Naval Reserve Personnel Center (NAVRESPERSCEN) (Code 30) for TAR personnel, via the chain of command (see exhibit 1 at the end of this section). Approval must be obtained prior to being placed on flight orders.

      (c) Per reference (k), source rating waivers are normally granted for the tour of duty requiring the member’s service. Critical NECs will be considered for continuation.

      (d) Advanced Paygrade (APG) and Other Service Veterans (OSVETS) personnel are not eligible for the aircrew training program until their permanent paygrade is achieved (reference (ar) applies).

   (3) Must have a minimum Armed Services Vocational Aptitude Battery (ASVAB) test score (AR+2MK+GS) of 196 or General Comprehension Test/Arithmetic of 105/110 for all 78XX and 82XX NECs. If a test score waiver is desired, forward the waiver request (10 points maximum) to COMNAVAIRESFOR (N74) for SELRES and to NAVRESPERSCEN (Code 30) for TAR personnel (see exhibit 2 at the end of this section).

   (4) Must be eligible for a secret clearance.

   (5) Volunteer for duty involving flying and sign a NAVPERS 1070/613 (page 13).

   (6) Must be physically qualified for duty involving flying per references (l), and be able to meet the Naval Aviation Water Survival Training Program and physiological requirements of reference (m).

b. Aviation Warfare (AW) Systems Operator Candidates. The most desirable training for the AW candidate is extensive, formalized training which includes AW “A” school and the appropriate Fleet Readiness Squadron syllabus, or NAVAIREASAWTRACEN/Reserve Helicopter Training School (RESHELTRASCOL) pipeline course. TAR AW trainees must receive this training. For SELRES unable to attend this lengthy training, the second most desirable training plan is to attend NAVAIREASAWTRACEN/RESHELTRASCOL seat position course.

   (1) In training for AW (rate change)

      (a) Be eligible per paragraph 2101a above.

      (b) Obtain a secret clearance.
(c) Complete the applicable AW modules as required by advancement handbook for advancement in rating.

(d) When change of rating is complete, personnel will receive DIFCREW flight orders and enter into aircrew training per paragraph 2103 below.

(2) Nondesignated Striker

(a) Be eligible per paragraphs 2101a and 2101b(l) above.

(b) After completion of AW correspondence courses, designate the trainee as an AW striker per article 2230220 of reference (h).

(c) Complete Phase I training.

(d) As soon as practical, attend the appropriate seat position formal training course. Trainee should attend the AW Pipeline if possible. Upon receipt of school quota, request the 8201 NEC per reference (k). For duty in a flying status involving operational, training or evaluation flights as an enlisted non-crewmember (DIFTEM) flight orders may be issued. (See exhibit 3 or 4 as applicable, at the end of this section.)

(e) Upon completion of Phase II, request proper 78XX NEC and issue DIFCREW flight orders. (See exhibit 3 or 4 as applicable, at the end of this section.)

2102. P-3 Flight Engineer Candidates. VP RESFORONs will screen personnel desiring assignment to P-3 Flight Engineer training prior to requesting a school quota. Reference (ad) provides eligibility requirements and Flight Engineer review board procedures.

2103. Training Phases. Naval aircrew training, leading to designation as a Naval Aircrewman (NAC), consists of four phases. Progression through the four phases provides systematic procedures for training all aircrewman. Prior to phase I training, aircrew candidates will complete all physiology and water survival requirements per reference (m). All commands should use the Aircrew Candidate Checklist, (NAVAIRES 3500/11) for tracking candidates.

a. Phase I (Aircrew Basic Ground Training)

(1) The locally conducted phase I syllabus shall include:

(a) Basic Ground Training:

1. Aircraft familiarization and safety procedures
2. Safety and survival equipment
3. Security of classified material
4. Duties and responsibilities

(b) NATOPS Ground Training:

1. Aircraft systems
2. Preflight inspections
3. Normal operating procedures and reports
4. Emergency procedures
5. Observer duties
6. Post flight duties
(c) Obtain school quota for phase II (if required).

(2) Prior to receiving flight orders, candidates must complete ground training. Candidates who have completed phase I and have an 8201 NEC may fly for initial training and qualification providing appropriate flight orders have been issued.

(3) NAVAIRESASWTRACEN/RESHELTRASCOL AW pipeline graduates, designated aircrewman transitioning to a new model aircraft, and second tour aircrewman must complete the NATOPS ground training portion of phase I prior to commencing flight training.

b. Phase II (Formal School Training)

(1) Phase II training is basic training in flight crew responsibilities and the operation of associated aircraft equipment for a particular aircrew position. Phase II training commences on the date an individual enters into a formal training syllabus which leads to qualification and designation as an NAC. Phase II training usually requires formal schools which will be identified in reference (b).

Note: Individual NATOPS manuals/wing directives may contain additional schools/requirements not listed in reference (b).

(2) Aircrewman previously designated in their assigned position and AW pipeline graduates shall receive credit for phase II training.

c. Phase III (Aircrew Positional Training)

(1) Aircrew positional training is flight and ground training conducted at the local level which is designed to meet the minimum requirements necessary to qualify trainees for designation as an NAC (see paragraph 2108 below) or qualify in a new aircrew position. Training shall commence after the trainee completes phase II. The 18-month training time limitation commences per reference (m).

(2) Flight Training. Positional PQS/JQR/RJQR will be used to train aircrewman. The syllabus will first cover emergency procedures and safety aspects, then the duties of the individual’s flight crew position. A syllabus check sheet will be completed by positional instructors for each flight indicating the trainee’s progress and areas requiring additional training. Forward a copy of each postflight critique to the aircrew training officer.

(3) Ground Training. Aircrew ground training will be conducted concurrently with flight training to maximize training effectiveness and include those subjects which prepare the trainee for NATOPS qualification. Develop a formal ground training syllabus for those crew positions which have no phase II requirements and indicate at which stage in the syllabus a primary NEC of 82XX should be recommended. The Aircrew Training/Evaluation Board will determine type and amount of additional ground training required by individual trainees who are graduates of phase II or locally conducted formalized syllabus.

d. Phase IV (Aircrew Proficiency Training)

(1) Use aircrew proficiency training to maintain the currency of designated aircrewman in their aircrew position, to upgrade overall crew performance and to further the general, technical and operational knowledge of the individual aircrewman beyond that which is required for designation. Refer to applicable NATOPS and other aircraft specific directives for guidance.

(2) Flight Training. Aircrew proficiency flying shall be conducted per reference (m). It shall be closely aligned to the member's assigned aircrew position and/or flight crew readiness requirements.
(3) **Ground Training.** The three types of ground training required for aircrew proficiency training are:

(a) **Tactical Training Periods.** These periods involve tactical training for the crew and may be used to prepare or qualify for readiness exercises.

(b) **Crew Training Periods.** Crew training is formalized classroom training for an entire crew. Aircrew Coordination Training will be included in crew training. Crew training requirements will be scheduled and completed as prescribed in the appropriate type training syllabus.

(c) **Mobilization.** The Aircrew Training/Evaluation Board, as one of its primary functions, is responsible for identifying specific MOB billet training requirements for each individual aircrewman.

e. **NAVPERS 1070/613 Page 13 Requirements.** Ensure appropriate page 13 entries are made as required by reference (h), applicable wing directives, and applicable aircraft NATOPS manual.

2104. **Initial Request for Aircrew Training/Schools**

a. Request Naval Aircrewman Candidate School (NACCS) quotas and DIFCREW/Duty in Temporary Flying Status Involving Operational, Training Or Evaluation Flights as an Enlisted Non-Crewmember (DIFTEM) flight orders by message to NAVRESPERSCEN (Code 30). (See exhibit 4 at the end of this section.)

b. Request SELRES school quotas per reference (n).

c. Submit TAR NEC generating school requests to NAVRESPERSCEN (Code 30).

(1) Applications must include the following:

(a) Name, rate, SSN of applicant

(b) CIN

(c) CDP code

(d) Course title

(e) Course location

(f) Primary and alternate convening dates

(2) When the course requires a security clearance, the command will provide the school with an advance copy of the members orders and certification of member’s security clearance.

2105. **NEC Requirements and Submission**

a. Personnel assigned a 78XX or 82XX NEC (except 8201) are normally distributed and assigned to activities reflecting a requirement for the Distribution Navy Enlisted Classification (DNEC) code.

b. The TAR NEC position on the Enlisted Distribution and Verification Report (EDVR) and the SELRES NEC position on the RUAD, are controlled by a series of computer priorities based on primary rating association and sequence codes as reflected in reference (b). In cases where an individual possesses more than one 78XX or 82XX NEC or other NECs which assume a higher sequence on the EDVR and RUAD, the following shall apply:

(1) If the proper NEC, including 8201, is not reflected on the command’s EDVR/RUAD, submit certification of the NEC on a Navy Enlisted Classification Code Change Recommendation (NAVPERS 1221/1) as specified in reference (b). Provide the qualification date of the NEC in question. The
procedure of updating NECs based on current qualification date will normally ensure that the proper coding is reflected on the EDVR/RUAD. TAR NEC requests are submitted to Enlisted Personnel Management Center (Code 52) via Naval Reserve Personnel Center (NAVRESPERSCEN) (Code 30). SELRES NEC requests are submitted to NAVRESPERSCEN (Code 22).

(2) Ensure the proper NEC is annotated on the page 4 (NAVPERS 1070/604) of the member’s service record.

c. Aircrew candidate’s NEC (8201) reflect the current training level within a command. NEC 8201 is not valid after 18 months. Retention of this NEC may affect member’s future eligibility for the aircrew program or require a member to seek waiver considerations for training purposes. Removing the training NECs does not necessarily disqualify the member from future aircrew duties unless the member is removed for cause (e.g., nonvolunteer for flight duties).

d. CREWMEMBERS NECs remain valid unless a member is disqualified per reference (h), even if the member is not currently an active aircrewman.

2106. Distributed Navy Enlisted Classification (DNEC) Changes

a. In some instances, TAR crewmembers may be ordered to aviation activities that require a 78XX or 82XX NEC different from that which the member currently possesses. When this occurs, the member must qualify for the new DNEC per reference (k) or submit request for DNEC changes to NAVRESPERSCEN (Code 30) by message. (See exhibit 5 at the end of this section.)

b. When billet changes occur within a command or related activities, crewmembers who are assigned at the time will be considered for transition to the new billet coding, especially if it is related to the member’s basic aircrew qualification. In cases where transition is not possible, the member must be made available for reassignment per reference (i).

2107. Extension Policy

a. Request extensions of the 18-month training time limitation (not to exceed 30 months) for personnel whose training was delayed by the following:

(1) Transition to different type aircraft or model.
(2) Temporary grounding because of physical or physiological requirements.
(3) Training personnel or facilities not available.
(4) Multiple formal courses required for assignment or designation.
(5) Extenuating circumstances.

Note: Waivers will be approved only in unusual or extenuating circumstances which are beyond the individual’s control. Poor tracking or mismanagement by the unit is not an acceptable reason.

b. Submit extension request to the wing or COMNAVAIRESFOR (N74) (as appropriate) via the chain of command. (See exhibit 6 at the end of this section.) All requests must be received a minimum of 30 days prior to the current expiration date. Retain extension approval in section II, tab A, of the member’s NATOPS training jacket. Send NAVRESPERSCEN (Code 30) a copy of all approval or disapproval letters for TAR personnel. Include the following in all extension requests:

(1) Rate, name, SSN, crew position.
(2) Schools and dates of completion.
(3) Enrollment and expiration dates of in training time.

(4) Number of drills performed. Include:
   (a) FYTD/Previous FY
   (b) Inactive Duty Training (IDT)
   (c) Additional Flight Training Period (AFTP)
   (d) ET

(5) Dates of training periods. Include:
   (a) FYTD/Previous FY
   (b) AT
   (c) ADT

(6) Flight hours. (Total/FYTD/previous FY)

(7) Evaluation board comments.

(8) Extension justification.

(9) Extension length requested.

2108. Naval Aircrewman (NAC) Designation

   a. Active duty personnel shall be designated per reference (k).

   b. SELRES personnel shall be designated by completing the following administrative procedures:

      (1) COs shall ensure that all criteria for designation per references (h) and (m) and this instruction have been met. Upon certification of all requirements, COs shall prepare an aircrew designation letter (see exhibit 7 at the end this section) and present it to the member with the Aircrew Breast Insignia. Designation authority may not be delegated “By direction.”

      (2) When the candidate is fully qualified and designated by their command, NAVRESPERSCEN (Code 30) will issue a Naval Aircrewman designation certificate for initial qualifications only.

      (3) Forward a copy of the designation letter to NAVRESPERSCEN (Code 30) to obtain an NAC designation certificate. Designations awarded in error will be revoked pending completion of requirements. Letters of designation shall provide certification that the member has successfully met the following operational standards prescribed by CNO:

         (a) Assigned to an aircrew billet.

         (b) Assigned to DIFCREW flight orders.

         (c) Possess the aircrew NEC assigned to the MOB billet (send NEC request (NAVPERS 1221/1) if RUAD does not reflect proper NEC).

      (4) Designation letters submitted more than 6 months after the individual’s qualification date shall include an additional paragraph explaining the delay.

      (5) Upon designation, commands shall ensure the NAC is recorded on the members page 4 (NAVPERS 1070/604).
(6) Maximum time limit to qualify for aircrew designation is delineated in reference (m).

2109. Cross Seat Position Training

   a. TAR aircrewman are required to qualify and maintain currency for the aircrew position reflected by their DNEC. Training for other aircrew positions may be accomplished as follows:

      (1) Forced Conversions. After initial qualification in the assigned aircrew position, the CO may request from NAVRESPERCEN (Code 30), a DNEC change to resolve unit manning problems. Upon approval, training may commence.

      (2) Voluntary Multiple Seat Position Training. Aircrewman may attempt qualification in multiple aircrew positions provided they maintain their DNEC qualification. They shall train to requirements outlined in phase III training, except that no service record entries shall be made until the member attains NATOPS qualification in the secondary aircrew position. If the individual fails to qualify or requalify in the secondary position, it shall not be reflected in any document.

   b. A SELRES aircrewman should normally be assigned and scheduled for training in one aircrew position only. (Whether in training or qualified, he/she should not be assigned to another position during a training period merely to fill a seat made vacant by an absentee.)

   c. An aircrewman may not be qualified for a position that requires phase II training unless they attend the required course of instruction.

2110. Naval Air Training and Operating Procedures Standardization (NATOPS) Requirements

   a. All designated active duty and SELRES aircrewman will receive annual NATOPS flight evaluations per references (m), (o), and applicable NATOPS manuals.

   b. Satisfactory completion of a NATOPS evaluation does not, in itself, qualify a member for NAC designation.

2111. Records. Document aircrew training using a Flight Personnel Training/Qualification Jacket (OPNAV 3760/32) per reference (m) and appropriate wing directives/instructions.

2112. Reserve Operations/Aircrew Training Administration Supervisor Requirements

   a. CPOs and leading petty officers assigned to an operations, aircrew training, or NATOPS department in a COMNAVAIRESFOR activity/unit should attend the "Reserve Operations/Aircrew Training Administration Supervisor Course" to effectively administer flight orders and pay. A minimum of one active duty supervisor shall complete this formal training. Personnel scheduled for this training should have a minimum of 2 years remaining at the command and should be retained in billet for a minimum of 1 year after completion of training.

   b. The NAVAIRESASWTRACEN 2 week course (CIN: R-051-0001, CDP: 387B) is the only formal training authorized. Contact COMNAVAIRESFOR (N742) for quotas.

2113. Semiannual Aircrew Training Evaluation Board

   a. All RESFORONs and units with aircrew personnel assigned to an aircrew training syllabus shall establish an aircrew training evaluation board. The board will convene semiannually before 1 June and 1 December to review each aircrewman’s progress for the periods of 1 October to 31 March, and 1 April to 30 September, respectively. The board will complete a Semiannual Aircrew
Performance Review (NAVRES 1510/8) for all unqualified candidates and crewmembers (designated and nondesignated) delinquent in training or qualifications. The board will review nonperformers to establish the crewmember’s status, looking at the individual’s ground and inflight training evaluations and shall make recommendations such as:

1. Continuation in the normal training syllabus.
2. Self-study in a specific syllabus.
3. Supervised ground training in the aircraft.
4. Supervised inflight training.
5. Supervised WST training.
6. Specific MOB billet training requirements.
7. Enrollment in the appropriate phase II course.
8. Qualification or requalification in position.
10. Disenrollment from the aircrew training syllabus.

b. As a minimum, the aircrew training board shall be composed of the aircrew training officer (acting as chairman), the aircrew training supervisor and the primary instructors for each crew position. The board shall not be convened with less than 50 percent of the members.

c. The unit shall submit a record of the board proceedings along with recommendations to the CO. The CO will review the proceedings and assign appropriate action as necessary. All action items will be tracked to ensure compliance until identified deficiencies are corrected and/or final seat position qualification is achieved.

d. When the semiannual aircrew training evaluation board reveals personal and/or professional “human factors” that may impact any command aircrewman’s ability to perform his/her flight duties safely, the board should refer that individual to the CO for a possible human factors board per reference (p).
ADMINISTRATION OF ENLISTED FLIGHT ORDERS WITHIN THE NAVAL RESERVE

2201. **Background.** Reference (k) contains information and guidance regarding the administration and control of flight orders for enlisted personnel. Certain administrative, medical, physiological and training requirements must be satisfied before an enlisted member can perform duty involving flying and be eligible to receive hazardous duty pay. COs are totally responsible and accountable for the strict administration of enlisted flight orders within their command. Delegating management of this program to a mature and responsible active duty member of the command that is familiar with the basic principles governing flight pay for enlisted personnel and has attended the required school in para. 2112.b will ensure strict compliance with all existing directives. Cognizant aviation activities shall be thoroughly familiar with the contents of this instruction to ensure correct and equitable administration of enlisted flight pay.

2202. **Application/Allocation of Flight Orders.** All aviation activities will administer active duty personnel flight orders in strict compliance with reference (k), and administer SELRES flight orders using the information and guidance of this instruction.

a. **Eligibility Requirements for Flight Orders**

   (1) SELRES crewmembers must meet all the aircrew programs requirements contained in paragraph 2101 of this section for assignment to DIFCREW orders.

   (2) Noncrewmembers must meet all the aircrew programs requirements contained in paragraph 2101 of this section for assignment to DIFTEM orders. DIFTEM will normally be used to train additional personnel to fill projected vacancies.

b. **Allocation of Enlisted Flight Orders**

   (1) **CREWMEMBERS.** The enlisted crewmember budget is governed by the number of flight billets authorized by paygrade within Congressional limitation and CNO approved command manpower requirements. The Bureau of Naval Personnel (BUPERS) authorizes all crewmember flight orders and accounting, based on billet ceilings, funding limitations and such other restrictions which may be required by higher authority.

   (2) **Noncrewmember.** BUPERS shall allocate noncrewmember funds to COMNAVAIRESFOR (N7) for TAR personnel, based on budget submission, projected manpower requirements and billet authorizations.

      (a) **Training Allocations.** COMNAVAIRESFOR (N7) shall authorize noncrewmember funds to naval aviation activities under their cognizance, based on 15 percent of both TAR and SELRES 82XX billets approved for each command. Higher or lower funding levels may be set based on individual command training and mission requirements. TAR DIFTEM orders are authorized on a case-by-case basis and will not be used when a command has vacancies for DIFCREW flight orders.

      (b) **Special Mission Authorizations.** Request special mission flight orders for noncrewmembers by forwarding complete justification for the requirement to COMNAVAIRESFOR (N7). Special mission allocations are authorized for semi-fiscal year periods only. They may not be automatically carried forward into the next FY. Commands must petition for renewal of special mission allocations.

   c. **Authority to Issue Flight Orders.** The Secretary of the Navy delegates authority to issue orders requiring performance of flying duty to specific commanders within the naval service. Such delegations are in administrative
regulations (reference (k) applies) and are further delegated as follows for enlisted personnel:

(1) CO, NAVRESPERSCEN issues DIFCREW and DIFTEM enlisted flight orders for TAR personnel. Submit requests for DIFCREW/DIFTEM flight orders by naval message to NAVRESPERSCEN (Code 30) using the format in exhibit 4 at the end of this section.

(2) COMNAVAIRESFOR delegates authority to issue SELRES DIFCREW and SELRES DIFTEM flight orders to the CO of units having flying requirements. (See exhibit 3 at the end of this section for flight orders letter format.)

d. Authority to Activate or Initiate Flight Orders. Authority to activate TAR flight orders or initiate flight orders for SELRES personnel rests with the CO or an officer acting in the COs absence. The Officer-in-Charge (OIC) of a deployed unit or detachment may administer flight orders to personnel within the detachment, providing the commanding officer delegates such authority.

2203. Entitlement to Flight Pay. Enlisted personnel under competent orders to participate in regular flights as crew or noncrewmembers are entitled to flying pay per reference (q).

a. CREWMEMBERS Flight Pay From Date of Reporting for Duty. A crewmember is entitled to flight pay on and after the date the member initially reports to an aviation facility for duty under competent orders, subject to meeting flight requirements. This entitlement continues from that date without interruption, as long as the member remains qualified.

b. Termination or Suspension of CREWMEMBERS Flying Pay. SELRES flight pay shall terminate at the COs discretion in accordance with the provisions of this chapter.

c. Flight time requirements

(1) The minimum aerial flights or hours aircrew personnel must perform for pay purposes is in reference (q).

(2) Change in Flying Status. Per reference (q), a member whose status changes from noncrewmember (DIFTEM) to crewmember (DIFCREW) within a month may not combine time flown in both categories for pay purposes.

(3) Commands shall maintain an Enlisted Temporary Flight Order Audit Checklist (NAVAIRES 1326/1) for all assigned enlisted crewmembers. (See exhibit 8 at the end of this section). To order forms contact COMNAVAIRESFOR (N742), DSN 678-1405 or commercial (504) 678-1405.

(a) Flight Order Audit Boards shall use the NAVAIRES 1326/1 each month during the Flight Order Audit Board (FOAB).

(b) Flight Hour Requirements. Per reference (q), during each calendar month, 4 hours of aerial flight time must be performed for TAR/USN personnel and 2 hours of aerial flight time must be performed for SELRES (not on AT/ADT orders) personnel.

(c) Fractions of a calendar month and prorating flight hour requirements. For fractions of a calendar month, determine what percentage the period in question is of the calendar month. Flying time requirements can be determined by reference (q), Table 2-1-2 (formula: Monthly flight hours divided by 30, multiplied by the number of days in fraction, equals monthly required flight hours). Prorating SELRES flight hour requirements for combination periods of active duty (AT/ADT) and IDT drills is established in reference (q), Table 2-1-2. Exhibit 9 at the end of this section shows a sample prorated period. (The month of February, member performs an "AT" period for 12 days which equals an active duty flight hour requirement of 1.6 hours.)
Member’s IDT flight hour requirement for the remaining 18 days equals 1.2 hours.

(d) AT/ADT flight hour requirements should be satisfied from hours flown while on active duty. If no active duty time is available, IDT flight hours may be used to satisfy the active duty requirement. AT/ADT flight hours cannot be used to satisfy IDT flight hour requirements.

(e) Application of Hours Flown. Hours flown in any month apply to the extent of hours available.

1. First, to meet flight requirements for that month.
2. If member has entered a grace period, hours are used to satisfy the grace period flight hour requirement to the prior month or months as applicable (two months back).
3. After steps 1 and 2 have been met, hours may be used for the first, second, third, fourth and fifth succeeding months (5 months forward). But only to the extent that the member fails, during each such month, to fly the required 4 hours (TAR) and 2 hours (SELRES). (Such hours available to meet requirements of later months are referred to as “excess” flight (bank) hours.)

(f) Determination of starting and stopping a 3 calendar month period (grace) is covered in reference (q), article 20104.

(g) If, during 1 calendar month, a SELRES aircrewman’s normal drill periods are Rescheduled (RS) or member requests ET drills to another month and no AFTP drills are performed in the month, member must meet both months requirements (4 flight hours). This would be indicated in block 9 (drill attendance) of NAVAIRES 1326/1, in the appropriate months column by the appearance of “PF” in the square. (See exhibit 9 at the end this section.)

Note 1. Flight hours flown on AFTPs may be used to meet the monthly 2.0 hour SELRES monthly drill flight hour requirements.

Note 2. When a member has had Hazardous Duty Incentive Pay (HDIP) suspended at the end of G-3 (for failure to obtain required flight hours), they must achieve a good month (meet minimum monthly flight hours), prior to having their HDIP reinstated.

2204. Suspension or Revocation of Flight Orders. COs shall suspend or revoke an enlisted aircrewman’s flight orders if they are disqualified from flying duties (grounded) for lack of medical or operational qualifications, or for serious disciplinary infractions.

2205. Billet Changes Affecting CREWMEMBERS Personnel. When a crewmember is serving in a DIFCREW status and their billet has been deleted or changed, commands shall notify the member of possible flight status termination as a result of the expected billet deletion or change per reference (k).

2206. One Hundred-Twenty Day Advance Notification Prior to Termination of CREWMEMBERS Flight Status. Enlisted crewmembers under DIFCREW orders shall be accorded at least 120 days advance notification prior to involuntary removal from flying duty through no fault or action of their own.

a. The 120 day notification requirement does not apply to noncrewmember personnel or when involuntarily removed from enlisted flying duty for cause or disqualification (e.g., performance, medical, disciplinary infractions, non-volunteer). Comply with the provisions of reference (k), and section 11, chapter 1 of this instruction.

b. Issue competent orders to remove personnel from flight status. Whenever flying duty is known to be less than 120 days, use orders with specific termination dates.
c. Competent authority should provide the individual with a written advance notice of removal from enlisted crewmember flying. If a verbal notice is given, provide a suitable memorandum for the record and follow the latter with written notification.

d. COs shall provide all aircrew personnel in a flight status (DNEC 82XX) a 5 month written advance notification prior to scheduled decommissioning of the activity, or a scheduled change in the units AMD which results in deletion of 82XX billets, advising the members of the expected flight status termination.

Note: As opposed to the various ratings of personnel assigned in a flight status under a distribution NEC of 82XX, AWs may only be assigned to flight billets (78XX) unless individually disqualified. Accordingly, they are always assigned to duty involving flying and the 120 day advance notification is not required.

e. Exceptions

(1) Advance notification may be less than 120 days when:

(a) TAR personnel voluntarily waive the advance individual notice of 120 days in writing to NAVRESPERSCEN (Code 30) via their CO.

(b) Other exceptions to the 120-day advance notification will be considered on a case-by-case basis by NAVRESPERSCEN (Code 30). The command to which the individual is attached will submit, by message or letter, a request for exception to the 120-day requirement with a full explanation and only after considering all possible alternatives.

(2) Flight pay may be continued for 120 days even though the advance notice given is less than 120 days, without regard to flight requirements.

(a) Reference (q) grants the authority to prescribe that an enlisted crewmember who is involuntarily removed from flying duties, under circumstances prescribed by DoD regulations with less than 120 days advance notice, be deemed to have fulfilled all of the requirements for payment of incentive pay for aerial flight duties for a period of up to 120 days from the date of notification of such removal.

(b) This authority will be used only under unusual and compelling circumstances, such as authorized reductions, or when it is not possible to give the 120 day advance notice of removal from flying duty.

f. Record termination notification and exceptions on the Administrative Remarks Page, NAVPERS 1070/613, of the member’s enlisted service record.
a. The minimum number of board members shall be three, consisting of a representative from the operations/training department (chairman) and administration or personnel department plus a supply corps officer (when assigned) or an officer experienced in administering squadron funding.

b. The following guidelines are the minimum requirements for the boards:

1. Audits should be performed immediately following the end of each month, using the Temporary Flight Order Checklist (NAVAIRES 1326/1).

2. The audit board should review copies of appropriate Source Data System events/Comptroller of the Navy forms transmitted during the month. Do not retain original documents for the audit.

3. Ensure that all members receiving flight pay meet minimum flight time required by reference (q) and this instruction.

4. Ensure proper recording of DNECs and NECs for crewmember personnel and NEC 8201 for noncrewmembers in training.

5. Ensure that the EDVR and RUAD reflect current enlisted designators for qualified crewmembers per reference (q), and report discrepancies to NAVRESPERSCEN (Code 30).

6. Ensure proper Special Category coding and compliance per reference (i) for TAR crewmembers. Report discrepancies to NAVRESPERSCEN (Code 30).

7. Ensure noncrewmember funding has been approved by the allocation manager and that budget limitations have not been exceeded.

8. Ensure that members recommended for NEC 8201 meet the requirements in this instruction.

9. Ensure trainees holding NEC 8201 have not exceeded in-training time established by reference (m) and this instruction. Also ensure that a request to remove NEC 8201 is submitted when a member is removed from training. These DNECs should be reflected on the command EDVR and RUAD reports for only those personnel currently serving in a flight status.

10. Review TAR crewmembers in retraining with a DNEC different from member’s current qualification. This will ensure that the training time established by reference (m) is not exceeded and that the member’s new NEC is submitted.

11. Ensure that appropriate 78XX or 82XX NEC requests are submitted and approved.

12. Ensure that personnel are afforded 120 days notification prior to termination of flight status, that such notification is properly recorded and that exceptions have been properly reported.

13. Review NATOPS water survival training, physical and physiological training qualifications.

14. Ensure recording of annual flight time and current qualifications per reference (h).

15. Ensure that members whose flight orders are suspended are properly reported.

2210. Procedures for Aircrew Personnel Identified as Users of Illicit Drugs

a. Drug Testing. Urinalysis testing shall be performed on all personnel in the aircrew program. All aircrew candidates shall be urinalysis tested prior to being issued flight orders. Positive test results shall indicate candidate is not suitable for present or future aircrew programs.
b. Action. The following action is required for flight crew personnel involved in drug related incidents:

(1) Any crewmember involved in the sale or transfer of illicit drugs will be permanently removed from flight status (no exceptions).

(2) Any crewmember testing positive on a portable urinalysis test kit shall have his/her flight orders suspended until verification of test by DoD drug screening laboratory. If results are positive permanent revocation of flight orders is mandatory for crewmembers.

c. Suspension of Flight Pay. The following action shall be taken on drug related incidents:

(1) Suspension/revocation of flight orders will be “for cause” and without pay. There is no requirement for 120 day notice. Under no circumstances will individuals whose flight orders have been suspended or revoked be entitled to recoup flight pay for any portion of the period of suspension or revocation.

(2) COs will:

(a) Notify NAVRESPERSCEN (Code 30) of all suspension of TAR flight orders with recommendation to either suspend or permanently revoke the flight orders. (See exhibit 10 at the end of this section.)

(b) Suspend or permanently revoke all SELRES flight orders.

d. Service Record Entries. The following service record entries will be made on NAVPERS 1070/613 with drug related incidents involving aircrewman:

(1) Permanent revocation: (Sample page 13 entry)

“(date)” (member’s name), having been disqualified from duty involving flying has been advised of the provisions of the Navy Military Personnel Manual, article 1410240, and Naval Aircrewman designator is hereby canceled. Aircrew Navy Enlisted Classification code has been recommended for removal and the privilege to wear the aircrew breast insignia is rescinded.” (Signature of CO may be signed by direction.)

“(Date) I (member’s name) fully understand that I shall not be eligible for the aircrew program on this or subsequent enlistments.” (Member’s signature, witnessed.)

(2) Suspension: (Sample page 13 entry)

“(Date)” (member’s name) is temporarily disqualified from duty involving flying, for (cause, specify).” (Signature of CO may be signed by direction.)
From: Commanding Officer, Helicopter Combat Support Squadron 99  
To: Commander, Naval Air Reserve Force (N74)  
       Commander, Naval Reserve Personnel Center (30)  
Via: Appropriate Wing commander  
Subj: SOURCE RATING WAIVER REQUEST FOR ABH2 JAMES E. KNAUFF, USNR, 000-00-0000  
Ref: (a) NAVPERS 18068F  
       (b) COMNAVAIRESFORINST 1500.5D  
1. Per references (a) and (b), request that Petty Officer Knauff be granted a source rating waiver to qualify as aircrew in the HH-60H aircraft for the Helicopter Rescue Aircrewman position NEC 8215.  
2. (A paragraph with amplifying remarks supporting this request. )  

(CO’S Signature)  

copy to:  
Service Record  
Flight Training Jacket  

(Refer to paragraph 2101a(2)(b) of this instruction)  

II-EXB-1
SAMPLE LETTER FORMAT
ASVAB WAIVER REQUEST

1. Per references (a) and (b), request that Chief Rumery be granted a six point waiver for entry into the Naval Aircrew Program.

2. (A paragraph with amplifying remarks supporting this request).

(CO’s signature)

copy to:
Flight Training Jacket

(Refer to paragraph 2101a(3) of this instruction)
SECTION II

EXHIBIT 3

SAMPLE LETTER FORMAT
ASSIGNMENT TO DIFCREW FLIGHT STATUS

From: Commanding Officer, Patrol Squadron 88
To: AWC Oliver F. Mitchell, USNR, 000-00-0000 (7821/7851)

SUBJ: ASSIGNMENT TO DIFCREW FLIGHT STATUS

Ref: (a) COMNAVAIRESFORINST 1500.5D
     (b) BUPERSINST 1326.4A
     (c) OPNAVINST 3710.7P
     (d) NAVMED P-117

1. Per reference (a), Commander, Naval Air Reserve Force has authorized commanding officers to issue DIFCREW flight orders, as defined by reference (b), to Selected Reservists.

2. As directed by reference (a), you are assigned to DIFCREW flight status effective 22 August 1992.

3. This assignment remains effective as long as you remain qualified per references (a) through (d) and are assigned to this unit.

   (CO’s signature)

copy to:
Service Record
Training Jacket

(Sample for SELRES. Effective date shall not precede date of letter.)

Note: If request is for DIFTEM orders, replace DIFCREW with DIFTEM in above sample letter.

(Refer to paragraphs 2101b(2) (e), 2202c(2) and 2202c(3) of this instruction)
SECTION II

EXHIBIT 4

SAMPLE MESSAGE FORMAT
REQUEST FOR NACCS QUOTA AND DIFCREW ASSIGNMENT

FROM:  FLELOGSUPPRON FIVE ZERO//20//
TO:  NAVRESPERSCEN NEW ORLEANS LA//30//
INFO:  BUPERS WASHINGTON DC//PERS404E//
       COMNAVAIRESFOR NEW ORLEANS LA//N742//
       COMFLELOGSUPPWING DALLAS TX//30//

UNCLAS//NO1326//
MSGID/GENADMIN/VR-50//
SUBJ/REQUEST FOR NACCS QUOTA AND DIFCREW ASSIGNMENT//
REF/A/DOC/COMNAVAIRESFOR/1500.5D//
REF/B/DOC/BUPERS/1326.4A//

NARR/REF A PROVIDES GUIDANCE FOR SUBMISSION OF NACCS QUOTA AND DIFCREW ASSIGNMENT REQUEST. REF B CONTAINS INFORMATION AND GUIDANCE REGARDING THE ADMINISTRATION AND CONTROL OF FLIGHT ORDERS.//

POC/G. L. FAIRCHILD/AWC/PRIPHN:6781405/-/COMNAVAIRESFOR N742//
RMKS/1. PER REF A, REQUEST NACCS AS FOLLOWS:
  A. RATE, NAME, SSN: AD2 DOUG B. GLENNON, USNR(TAR), 000-00-0000
  B. DESIRED DATE: EARLIEST
  c. DATE OF FLT PHYSICAL: 01 APR 92
  D. SECURITY CLNC: SECRET, NAC 09 SEP 86
  E. SECOND CLASS SWIM DATE: 10 MAR 92
  F. WK/AR SCORES: 52/51
  G. HS GRAD (Y/N)/DATE: YES/18 JUN 85
  H. VOL TO FLY DATE: 10 MARCH 92
  I. DNEC REQUESTED: 8289
  J. AMPLIFYING REMARKS: 5 POINT ASVAB WAIVER RCVD. COMNAVAIRESFOR LTR 3500 SER N742:112 OF 6 MAR 92.
  2. MBR QUALIFIED PER REF B AND WILLING TO INCUR 36 MONTH OBLISERVE//

(Sample for TAR personnel)

Note: If request is for DIFTEM orders, replace DIFCREW with DIFTEM in above sample message.

(Refer to paragraphs 2104a and 2202c(1) of this instruction)

II-EXB-4
SECTION II
EXHIBIT 5
SAMPLE MESSAGE FORMAT
DNEC ASSIGNMENT

FROM: FLELOGSUPPRON FIVE ZERO//20//
TO: NAVRESPERSCEN NEW ORLEANS LA//30//
INFO: BUPERS WASHINGTON DC//PERS404E//
COMNAVAIRESFOR NEW ORLEANS LA//N742//
COMFLELOGSUPPWING DALLAS TX//30//
UNCLAS//N01326//
MSGID/GENADMIN/VR-50//
SUBJ/DNEC ASSIGNMENT ICO AD2(NAC) JOHN B. WHITE, USNR(TAR), 000-00-0000//
REF/A/DOC/BUPERS/1326.4A//
REF/B/DOC/COMNAVAIRESFOR/1500.5D//
REF/C/RMG/COMNAVAIRESFOR/152000ZMAY92/-//
NARR/REF A CONTAINS INFORMATION AND GUIDANCE REGARDING THE ADMINISTRATION AND
CONTROL OF FLIGHT ORDERS. REF B PROVIDES GUIDANCE FOR DNEC ASSIGNMENT REQUEST.
REF C GRANTED PHASE II SCHOOL QUOTA CLCVN 03 AUG 92.//
POC/G. L. FAIRCHILD/AWC/PRIPHN:3631405/-/COMNAVAIRESFOR N742//
RMKS/1. PER REFS A AND B, REQUEST DNEC CHANGE FROM 8289 TO 8278. SNM IS
CURRENTLY QUALIFIED AS 8289.
2. (A paragraph with amplifying remarks supporting this request. )

(Refer to paragraph 2106a of this instruction)

II-EXB-5
From: Commanding Officer, Patrol Squadron 94
To: Commander, Reserve Patrol Wing Pacific (N30)
Subj: REQUEST EXTENSION OF TRAINING TIME
Ref: (a) COMNAVAIRESFORINST 1500.5D
Encl: (1) Professional Development Board of 12 Mar 95

1. AW3 David C. Danley, USNR(TAR), 000-00-0000, Nonacoustic Operator.
3. Enrollment: 31 Oct 93 Expiration: 30 Apr 95
4. Drills performed: Fiscal Year to date (FYTD) / Previous Fiscal Year (FY)
   Inactive Duty Training 22 46
   Additional Flying and Training Period 4 8
   Equivalent Training 2 2
5. Training Periods: FYTD / Previous FY
   Annual Training NONE 8-23 Aug 94
   Active Duty Training NONE NONE
6. Flight Hours: TOTAL / FYTD / Previous FY
   123 36 87
7. Evaluation Board comments:
8. Extension Justification:
9. Extension length requested: six months/expiration 31 Ott 95.

(CO’s signature)

Copy to:
Naval Reserve Personnel Center (30) (TAR Only)
Training Jacket Member

(Refer to paragraph 2107b of this instruction)
From: Commanding Officer, Patrol Squadron 88  
To: AT1 Donald H. Jenkins, USNR(TAR), 000-00-0000  

Subj: NAVAL AIRCREWMAN DESIGNATION  

Ref:  
(a) OPNAVINST 3710.7P (NOTAL)  
(b) BUPERSINST 1326.4A  
(c) BUPERSMAN article 1410240  

1. Petty Officer Jenkins is certified to hold a Distributed Navy Enlisted Classification (Training and Administrative Reserve) or Primary Navy Enlisted Classification (Selected Reserve) of 8261, having successfully met all operational standards prescribed by references (a) through (c) and completed an appropriate flight training syllabus as a P-3C In-flight Avionics Maintenance Technician on 30 Sep 1991.  

2. Having met all requirements, you are hereby designated as a Naval Aircrewman effective 01 Oct 1991.  

3. This designation carries the special recognition of your efforts in qualifying as a Naval Aircrewman. Your contributions to the Navy shall continue to be of sustained benefit for many years to come.  

(CO’s Signature)  

Copy to:  
NAVRESPERSCEN (Code 30)  
Service Record  
Flight Training Record  

(Refer to paragraph 2108b(1) of this instruction)
## Sample Form

### Enlisted Temporary Flight Order Audit Checklist (TAR Aircrew)

#### Section II

**Exhibit 8**

1. **Flight Status Date**: 2 May 94
2. **Reason**: 
3. **Expiration Dates**:
   - **Physical**: Feb 95
   - **Physiology**: 7/96
   - **Swim**: 7/96
   - **Annual Natops**: 9/94

4. **Bank Time Brought Forward From Previous Year**
   - **M ay**: 8.0
   - **J un**: 4.0
   - **J ul**: 6.0
   - **A ug**: 4.0
   - **S ep**: 4.0

5. **Drill Flight Time**
   - **O ct**: 0.0
   - **N ov**: 0.0
   - **D ec**: 0.0
   - **J an**: 6.0
   - **F eb**: 6.0
   - **M ar**: 4.0
   - **A pr**: 4.0
   - **M ay**: 4.0
   - **J un**: 4.0
   - **J ul**: 4.0
   - **A ug**: 4.0
   - **S ep**: 4.0

6. **AT/ADT Flight Time**
   - **O ct**: 2.0
   - **N ov**: 2.0
   - **D ec**: 2.0
   - **J an**: 0.0
   - **F eb**: 6.0
   - **M ar**: 6.0
   - **A pr**: 4.0
   - **M ay**: 4.0
   - **J un**: 4.0
   - **J ul**: 4.0
   - **A ug**: 4.0
   - **S ep**: 4.0

7. **Date**: 

8. **Bank Time Brought Forward**
   - **Oct**: 2.0
   - **Nov**: 0.0
   - **Dec**: 6.0
   - **Jan**: 6.0
   - **Feb**: 4.0
   - **Mar**: 0.0
   - **Apr**: 12.0
   - **May**: 0.0
   - **Jun**: 0.0
   - **Jul**: 0.0
   - **Aug**: 0.0
   - **Sep**: 0.0

9. **Drill Attendance**

10. **Flight Time Authorized/Awarded**

11. **Non-Recurring Information**

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<th>Date</th>
<th>Recurring Information</th>
<th>Date</th>
</tr>
</thead>
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<td>17 Nov 94</td>
</tr>
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<td>13 Nov 91</td>
<td>PNEC Assigned: 7821</td>
<td>27 Mar 90</td>
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</tr>
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<td>Proper Spec Code: 13 Jul 90</td>
<td>13 Jul 90</td>
</tr>
</tbody>
</table>

**Na val Aircrewman Designation**: 16 Apr 89

**Name**: Andrea, R. J.

**Rate**: AW1

**SSN**: 555-55-5555

**Prd**: 06/96

**Unit/Sqdn**: VP-69

(Refer to paragraph 2203c(3) of this instruction)
II-EXB-9

(Refer to paragraphs 2203c(3) (c) and 2203c(3) (g) of this instruction)
FROM: FLELOGSUPPRON FIVE ZERO//20//
TO: NAVRESPERSCEN NEW ORLEANS LA//30//
INFO: BUPERS WASHINGTON DC//PERS404E//
COMNAVAIRESFOR NEW ORLEANS LA//N742//
COMFLELOGSUPPWING DALLAS TX//30//

UNCLAS//NO1326//

MSGID/GENADMIN/vR-50//

SUBJ/REVOCATION OF DIFCREW ORDERS ICO AD2(NAC) JOHN B. WHITE, USNR(TAR),
000-00-0000//

REF/A/DOC/BUPERS/1326.4A//

REF/B/DOC/COMNAVAIRESFOR/1500.5D//

POC/G. L. FAIRCHILD/AWC/PRIPHN:3631405/-/COMNAVAIRESFOR N742//

NARR/REF A CONTAINS INFORMATION AND GUIDANCE REGARDING THE ADMINISTRATION AND
CONTROL OF FLIGHT ORDERS. REF B PROVIDES GUIDANCE FOR THE REVOCATION OF
DIFCREW ORDERS REQUEST.//

RMKS/1. PER REFS A AND B, REQUEST REVOCATION OF DIFCREW ORDERS AS FOLLOWS:
A. SIGNED NAVPERS 1070/613 NON-VOL 30 JUN 92.
B. FLIGHT DUTIES INTERFERED WITH PERSONAL INTERESTS.
C. SUSPENDED 30 JUN 92.
D. RECOMMEND REASSIGNMENT. RATING CONVERSION NOT REQUIRED.
E. ONE HUNDRED TWENTY DAY NOTICE NOT APPLICABLE.
F. COPY OF NAVPERS 1070/613 forwarded by separate correspondence.

(Refer to paragraph 2210c(2) (a) of this instruction)
SECTION III - AVIATION FLIGHT SUPPORT PROGRAMS

CHAPTER 1

FLIGHT SIMULATION/TRAINING EQUIPMENT

3101. Visual Information (VI). All Naval Reserve VI libraries are under the cognizance of the Department of the Navy and shall comply with the requirements of reference (s). A complete listing of authorized VI material for Navy and Marine Corps libraries is provided in reference (t). A complete listing of authorized DoD VI productions may be obtained from your local VI Support Center.

3102. Training Devices and Equipment

a. Definitions. For purposes of this instruction, the following definitions apply:

(1) Training Devices. Complex mechanical or electronic three-dimensional aids as synthetic trainers, radar target simulators, simulated weapons and operational systems.

(2) Cognizance (COG) Symbol 2"0" Training Equipment. Consists of training equipment and end items which have been specifically developed, procured, cataloged and distributed by the Naval Air Warfare Center Training Systems Division (NAVAIRWARCEN TRASYSDIV) to fulfill a training requirement established by a training agency. This category also includes training equipment (other than operational equipment) procured by systems commanders, project managers, and chiefs of bureaus and offices and subsequently transferred to NAVAIRWARCEN TRASYSDIV for cataloging, maintenance and support. The Maintenance and Material Management Program for COG Symbol 2"0" training equipment is sponsored by CNO and administered through the chain of command. Technical support for this program is provided by the Commanding Officer, Naval Air Warfare Training Systems Division, Orlando, Florida. Detailed procedures are in references (u) and (v).

b. Field Engineering and Technical Services. When training equipment support problems are encountered that cannot be resolved through the use of normally available local resources and personnel, assistance may be provided by the appropriate NAVAIRWARCEN TRASYSDIV In-Service Engineering Office. Requests for such emergency services shall be made per reference (w). The above does not apply to sites where the training devices fall under the Contractor Operation and Maintenance of Simulators (COMS) program. Under COMS, the vendor has total responsibility.

c. Casualty Report (CASREP). CASREPs will normally be submitted by message within the first 24 hours after the casualty occurred. The CASREP must impact training and cannot be corrected within 48 hours. Detailed procedures are in reference (x).

d. The Quality Assurance and Revalidation (QA&R) Program. The QA&R program provides for a planned and systematic pattern of actions necessary to provide adequate confidence that training equipment will continue to perform satisfactorily as items of material. Further, it provides the capability to forecast and verify requirements for overhaul and modernization. It requires periodic revalidation of the training equipment at the level of the prescribed technical design throughout the equipment life cycle. QA&R inspection procedures are per reference (y).

e. Procurement Procedures. Requests for development of new training devices are to be submitted as occurring. Reference (w) gives detailed information for submitting these requests.

f. Logistics Support Services and Procedures. Current and detailed procedures for all aspects of COG 2"0" training equipment logistics support are in section IV of reference (w).
g. **Disposition of Excess or Obsolete Training Equipment.** A request for disposition of excess or obsolete COG 2"0" training equipment shall be sent to Commanding Officer, Naval Air Warfare Center Training Systems Division, Orlando, FL via COMNAVAIRESFOR (N75) and CNO (N889F2). Detailed procedures are in section V of reference (w).

h. **Training Equipment Change Program.** Field activities have no authority to modify COG 2"0" training equipment except as specified by an applicable Training Equipment Change Directive or as otherwise authorized. Request for training equipment changes should be submitted per references (w) and (z).

i. **Training Device Publication/Periodicals.** Operations and maintenance handbooks, usage manuals, guides, parts lists and other publications pertaining to training equipment are listed in reference (aa). Submit requests for listed Publications Symbol “I” material per reference (ah). Additional data is in appendix A of reference (w).

j. **NAVAIRESCEN.** The parent NAS/NAF/NAVAIRES is responsible for the procurement, maintenance, disposal and inventory of training equipment required by their respective NAVAIRESCEN. NAVAIRESCEN will submit requirements for their training equipment to COMNAVAIRESFOR (N75) via the parent activity.

k. **Use of Training Equipment.** Major training equipment such as weapons systems trainers, tactical team trainers and seat position trainers provide an excellent means of developing and maintaining pilot and aircrew skills, especially in initial phases of training. This equipment is also used for multiple emergency practice situations, which if conducted in flight, could cause loss of life and/or aircraft. Every effort should be made to maximize trainer use to enhance flight crew qualifications. However, to obtain and maintain skills necessary for mission qualification, ground training equipment must be used as a supplement to the minimum inflight training, not as a substitute.
3201. **Background.** There are three sites which provide COMNAVAIRESFOR sponsored aircrew training courses. The NAVAIRESASWTRACEN, located at NAS Joint Reserve Base (JRB) Willow Grove, Pennsylvania offers Maritime Patrol training courses. The Reserve Helicopter Training School (RESHELTRASCOL) located at Commander, Helicopter Wing Reserve (COMHELWINGRES), NAS North Island, California offers courses on helicopter ASW/Non-ASW systems. Commander, Fleet Logistics Support Wing (COMFLELOGSUPPWING), located at Dallas/Fort Worth, Texas offers aircraft loadmaster training. All Naval Reserve sponsored aviation courses, prerequisites and convening dates are listed in reference (e).

3202. **Mission.** NAVAIRESASWTRACEN and RESHELTRASCOL provide operational and appropriate maintenance training for Naval Reserve, fleet and foreign personnel in theoretical and practical aspects of airborne electronics, electrical equipment and instruments as well as operational phases of antisubmarine warfare and serve as standardization agency for ASW training within the Naval Reserve. NAVAIRESASWTRACEN provides tactical training to all Patrol Squadron (VP) RESFORONs through a Tactical Training Team and standardizes all P-3 WST/Primary Flight Trainers, 14B44 training, briefing, debriefing and qualifications. COMFLELOGSUPPWING provides loadmaster training for the Naval Reserve Force C-130/C-9/C-20 aircraft platforms.

a. NAVAIRESASWTRACEN and RESHELTRASCOL train personnel in the operation, maintenance and tactical employment of aviation electronic equipment and systems in the following general categories:

(1) ASW equipment.
(2) Radar equipment.
(3) Electronics countermeasures equipment.
(4) Communications, navigation equipment.
(5) Recognition/Identification equipment.
(6) Electrical instrument equipment.
(7) Ordnance equipment.
(8) Other categories subsequently developed to meet Naval Reserve training requirements.

b. **Administrative Control.** The administration of NAVAIRESASWTRACEN is vested in the CO, for RESHELTRASCOL through COMHELWINGRES and the loadmaster school through COMFLELOGSUPPWING.

c. **Logistics Support.** The CO, NAS JRB Willow Grove, maintains and operates facilities and provides services and materials required to support the mission of the NAVAIRESASWTRACEN. COs, VP-64 and VP-66 provide aircraft for ground training in support of formal courses of instruction. LACAIR will be responsible for providing facility support for the formal loadmaster training conducted by COMFLELOGSUPPWING. COMHELWINGRES will be responsible for providing facility and aircraft support for courses conducted by RESHELTRASCOL.

d. **Management and Technical Control.** COMNAVAIRESFOR (N7) exercises management control of the three training sites as follows:

(1) Prescribes areas of training.
(2) Approves curricula.
(3) Sets and controls course quotas and convening dates.

(4) Coordinates training device and equipment requirements.

(5) Assists in maintaining officer and enlisted allowances per current AMD.

e. NAVAIRESA/SWTRACEN Organization/Responsibilities. NAVAIRESA/SWTRACEN is organized as approved by the current AMD. Proposals for deviation from the NAVAIRESA/SWTRACEN organization will be submitted to COMNAVAIRESFOR (N7) for approval. Responsibilities of the school include:

(1) Provides current information on ASW training aids, devices, equipment and procedures to activities for which training support is provided, including information on new developments in the field of ASW techniques.

(2) Maintains an ASW library and Instructional Materials Library, ensuring sound administrative procedures (cataloging, record keeping, security, procurement and disposition).

(3) Prepares, publishes and distributes standard VP Enlisted Aircrew Improvement Courses of Instruction per reference (ad).

(4) Per reference (se), prepares and submits curriculum outlines of course content, training publications and equipment to CNO (N889F6) via COMNAVAIRESFOR (N7) for approval.

(5) Upon approval of the curriculum; outlines, develops and maintains lesson topic guides and any other instructional material necessary to accomplish program objectives.

(6) Exercises direct supervision over all phases of classroom, synthetic and airborne training for individual crew and ASW team training in the operational, tactical and maintenance phases of antisubmarine warfare.

(7) Prepares special training aids such as charts, transparencies and models as required.

(8) Operates training aids, training devices and training equipment.

(9) Supervises training of pilots, enlisted aircrew, and appropriate maintenance personnel in all assigned courses.

(10) Manages all formal training programs, per reference (ac).

f. RESHELTRASCOL Organization/Responsibilities. RESHELTRASCOL is under the administrative control of COMHELWINGRES. Responsibilities of the school include:

(1) Exercises direct supervision over all phases of classroom, synthetic and airborne training for individual crew and ASW team training in the operational, tactical and maintenance phases of antisubmarine warfare.

(2) Prepares special training aids such as charts, transparencies and models as required.

(3) Operates training aids, training devices and training equipment.

(4) Per reference (se), prepares and submits curriculum outlines of course content, training publications and equipment to CNO (N889F6) via COMNAVAIRESFOR (N7) for approval.

(5) Upon approval of the curriculum; outlines, develops and maintains lesson topic guides and any other instructional material necessary to accomplish program objectives.

III-2-2
(6) supervises training of pilots, enlisted aircrew, and appropriate maintenance personnel in all assigned courses.

(7) Manages all formal training programs, per reference (ac).

g. Loadmaster School Organization/Responsibilities. The loadmaster school is under the administrative control of COMFLELOGSUPPWING. Responsibilities of the school include:

(1) Exercises direct supervision over all phases of classroom and simulated training for loadmaster aircrew.

(2) Prepares special training aids such as charts, transparencies and models as required.

(3) Operates training aids, training devices and training equipment.

(4) Per reference (se), prepares and submits curriculum outlines of course content, training publications and equipment to CNO (N889F6) via COMNAVAIRESFOR (N7) for approval.

(5) Upon approval of the curriculum; outlines, develops and maintains lesson topic guides and any other instructional material necessary to accomplish program objectives.

(6) Manages all formal training program, per reference (at).

3203. Course Quota and Administration. Information concerning course identification, length, prerequisites and description is published in reference (e).

a. Additional Courses. The occasion may arise where courses other than those currently scheduled are desired. Additional courses will be established for three or more trainees. Submit requests for additional courses to COMNAVAIRESFOR (N74).

b. Eligibility for Attendance. The following personnel are eligible to attend courses at the three training sites:

(1) Officer and enlisted Navy and Marine Corps personnel on active duty at Naval Reserve activities.

(2) SELRES officer and enlisted Navy and Marine Corps personnel attached to, and associated with SELRES activities.

(3) Other personnel, subject to the availability of quotas and if in the best interest of the naval service.

c. ASW Course Quota Priority. Priority for ASW courses is provided to SELRES personnel attached to ASW squadrons, personnel who are assigned to an ASW MOB billet, and active duty personnel.

d. Requesting Quotas. COs may contact COMNAVAIRESFOR (N742) to obtain quotas for COMNAVAIRESFOR sponsored aircrew courses listed in reference (e).

3204. NATOPS Evaluators. NAVAIRESASWTRACEN will designate NATOPS evaluators and conduct Reserve VP squadron NATOPS evaluations per references (o) and (af).
3301. Organization, Administration and Control

a. Responsibilities

(1) The CO of the parent NAS/NAF/NAVAIRES/NAVAIRESACT/NAVAIRESCEN will:
   (a) Convene selection boards for command of the assigned units, forward the nominations to COMNAVAIRESFOR and issue orders for the approved CO nominations.
   (b) Designate an active duty staff member to function as program manager for all units. The program manager(s) shall be responsible for reviewing and managing unit training objectives. In addition, they shall assist unit COs in achieving training objectives and provide continuity of unit operations during periods when the unit CO is not present. The program manager(s) shall report to the RPD under this collateral duty assignment.
   (c) Provide facilities and instructor personnel for classroom and practical training appropriate to the SELRES unit’s mission, billet requirements and member’s designator or rating.
   (d) Provide for general supervision of unit training programs and monitor unit progress.
   (e) Coordinate the activities of the VTU per this instruction.
   (f) Employ the VTU as a valuable staff of upper level management resources to track, monitor, develop, evaluate and improve programs that contribute to the increased readiness and training of SELRES units.

(2) Reserve unit COs will:
   (a) Proactively pursue every possible training opportunity for unit personnel reach the highest state of training readiness (OTE).
   (b) Prepare training plans and schedules per guidance in section I of this instruction.
   (c) Assign members to the appropriate activity during IDT for the purpose of receiving required training or experience relative to billet assignment.
   (d) Schedule members in advance for unit multiple weekend IDT per current directives and in coordination with the supporting NAS/NAF/NAVAIRES/NAVAIRESACT/NAVAIRESCEN. Attention is directed to requirements for unit integrity in developing IDT schedules. Modified IDT schedules for individuals or groups should be held to a minimum and shall not be scheduled unless training contributing to individual readiness can be accomplished.
   (e) Schedule members for AT per this instruction for training and related COMNAVRESFOR/COMNAVAIRESFOR instructions/guidance.
   (f) Conduct a PBFT/Qualification Standards Board, composed of key officer and enlisted personnel. Section I of this instruction provides PBFT details.
   (g) Maintain a system of records and reports to monitor training, qualifications and readiness of assigned personnel.
(h) Ensure that unit personnel detailed to perform AT/ADT/IDT at
their gaining commands are assigned duties that avoid conflicts of interest
and minimize the possibility of obtaining information that could be used by
them or their private sector employers to gain unfair advantage over civilian
competitors. For further guidance, refer to reference (ag).

3302. Annual Training (AT/Active Duty Training (ADT))

   a. Priority policy. Until the member is MOB billet qualified (IRAD)
coded “X”, all AT will be planned to obtain individual readiness in the fast-
est manner possible. Reservists requiring schools for Naval Officer Billet
Code (NOBC)/NEC attainment shall attend such schools prior to performing AT at
the gaining command. Readiness attainment training will normally fall into
the following order:

   (1) FIRST: Formal schools, courses of instruction and professional
           seminars.

   (2) SECOND: Professional training not available at assigned gaining
               command.

   (3) THIRD: AT at gaining command or equivalent. All appropriate
            school training shall be completed prior to scheduling any Out of Continental
            United States (OUTCONUS) AT.

   (4) ADT is normally used to assist in obtaining individual readiness.
       Nonqualified personnel, those not IRAD code "X", should receive priority con-
       sideration for ADT. ADT does not satisfy the annual requirements for a
       satisfactory year.

   (5) Once qualified in billet and/or formally trained as much as pos-
       sible, members of units shall perform AT prioritized as follows: First, as a
       unit with the gaining command, within fiscal limits; second, as divisions or
       functional teams; and third, as individuals (based on the gaining command’s
       needs).

   b. The parent NAS/NAF/NAVAIRES/NAVAIRESACT/NAVAIRESCEN shall coordinate
   AT for SELRES and conduct direct informal liaison with the AT site. Through
   such liaison, determine billet requirements and support capabilities of active
   navy counterparts for AT for Reserve units. Where berthing/training limita-
   tions exist, AT by functional teams or individuals should be scheduled to best
   fit the training support capabilities of the unit’s gaining command. ADT is
   usually available for lengthy MOB billet qualification schools. Requests for
   school quotas shall be submitted via COMNAVRESFOR (N16) following the policy
   and guidance in reference (n). The school nearest the member’s drill site
   shall be used when available. Members of all units scheduled to MOB aboard
   ships shall complete a fleet fire fighting school periodically as directed by
   the Commander-in-Chief to whom their gaining command reports. All AT with
   aviation afloat activities shall be coordinated through Reserve Liaison Offi-
   cers located at the fleet TYCOM staff; Commander Naval Air Force, U.S Atl-
   antic Fleet (NO2R), DSN 564-2549; or Commander Naval Air Force, U.S. Pacific
   Fleet (NO1R), DSN 735-2726.

   (1) All AT at overseas sites shall be coordinated with the appropriate
       COMNAVAIRESFOR program manager. Since OUTCONUS travel funds are limited,
       travel to an overseas gaining activity is normally authorized only when the
       travel and per diem costs are less than those at the most cost effective
       equivalent Continental United States (CONUS) site, or when the training can
       only be completed at the OUTCONUS site.

   (2) All AT scheduling should be confirmed with the gaining command, in
       writing, 30 days prior to the commencement date. For units collocated with
       their gaining command, such confirmation may be by means of memorandum. Let-
       ter requests are required for units not collocated with their active navy
       counterparts. Exhibit 1 at the end of this section is a sample AT request and
       may be used for either unit or individual AT requests.

III-3-2
(3) Units performing AT as a unit or division shall issue an AT training plan. Particular emphasis should be placed on certification of security clearances for those ratings requiring a specific clearance per reference (ah). Units are expected to do extensive pre-AT planning to realize the highest possible individual readiness qualifications of the unit members. This includes NEC/Workcenter (W/C) qualification, completion of PARs for advancement and PQS where applicable.

(4) AT for pre-AT conferences will normally be limited to one officer for a period not to exceed 2 days. For units with an enlisted on board count of more than 100, a senior enlisted representative will also be approved.

(5) Submit a request for airlift when an airlift is required for unit or division functional team AT. OUTCONUS AT airlifts should be coordinated so as to minimize impact on weekend airlifts. Reserve transport aircraft are normally committed to weekend airlifts on Fridays and Sundays, therefore, when practical, request Saturday or Monday departures to avoid conflicts.

(6) Submit Request of Training Orders (NAVRES 1571/15) per reference (n). Additionally, the following information is required:

(a) Written justification (MOB training) for all ADT/AT.

(b) Provide MOB billet descriptions for all personnel.

(c) Provide gaining command and billet description for all pay category “H” personnel.

c. Employer Work Conflicts. If SELRES personnel are having difficulty in obtaining time off from their employer to perform AT or IDT, assistance may be obtained from Employer Support of the Guard and Reserve. Mailing address: The National Committee for Employer Support of the Guard and Reserve, P.O. Box 9660, Arlington, VA 22209-0660. Phone: (800) 336-4590, or (202) 696-5307, or (DSN) 226-5307.

d. AT Notice. All augmentation units intending to perform AT as an integral unit with all or a majority of assigned personnel participating, will prepare and publish a pre-AT Notice (1571) using the format in exhibits 2 through 2-4 at the end of this section. The notice will contain as a minimum, information addressing each of the elements of an effective and comprehensive AT plan. Individual and unit objectives to be accomplished during the AT should be in consonance with the milestones stated in the organization’s training plan. Specific individual qualification goals must be identified in the pre-AT notice.

e. Post AT Report. Post AT reports are situational reports of noteworthy conditions only (outstanding or unsatisfactory) to be passed up the chain of command. (Report symbol COMNAVAIRESFOR 1571-7 refers.)

3303. Force Composition

a. NAS, NAF, Naval Station (NAVSTA), Fleet Activities

(1) Mission. Provide highly trained Reserve personnel for immediate employment with active NASs/NAF/NAVSTAs in support of their mission. While each individual active Navy unit mission varies slightly, generally their missions are to maintain and operate facilities, provide services and material, land support operations of aviation and other activities and units as designated by CNO.

(2) Organization of MOB base and station units should be emulated in the unit organizational structure to provide a sense of realism during training periods, to manage the unit throughout the year when not on active duty and to provide a framework for MOB training.
b. **Advanced Base Functional Component (ABFC)**

(1) **Mission.** Provide highly trained Reserve personnel to support aircraft operations at a remote site in an unimproved environment, including the performance of intermediate and organizational maintenance tasks.

(2) Training of unit personnel through performance of IDT and AT should be directed primarily toward the achievement of proficiency in each individual’s MOB billet. Generally, personnel must be able to supervise and/or accomplish the repair, replacement and testing of all components and equipment required to maintain an aircraft in operating condition at a deployment site where normal support facilities do not exist.

(3) Because these units are unique in that a similar active Navy command does not exist, AT must necessarily be performed at the Reserve unit’s drill site, or for those units drilling at sites with no ABFC, at a site where appropriate training is available.

c. **Aircraft Carrier (CV)/Aircraft Carrier Nuclear (CVN)**

(1) **Mission.** Training of aircraft carrier augmentation unit personnel is directed toward MOB billets.

(2) AT/IDTT will be performed in the specific MOB gaining command aircraft carrier. When the specific carrier is not available for AT or IDTT, a substitute carrier may be authorized. IDTT will be considered a combination training/working IDT period in that most carriers schedule fleet support work for weekend duty sections. AT or IDTT may be performed in small functional teams or groups to meet ship berthing constraints. The primary goals of AT and IDTT are as follows:

(a) Individual billet qualification.

(b) Readiness attainment.

(c) Actual shipboard OJT during sea operations.

(d) Fire fighting, damage control training and qualification.

(e) Watch, maintenance and operations qualification.

(f) Final qualification for applicable PQS certification.

(g) Shipboard exercise participation.

d. **Audiovisual Units.** The mission is to provide fleet commanders with specialized photographic capabilities in coverage of fleet operations, research and development projects, intelligence and surveillance operations, documentary photography for public affairs/archive/analysis use as appropriate and other specialized photographic functions.

e. **Tactical Support Center (TSU) Units**

(1) **Mission.** Provide trained specialists for use immediately upon MOB in the functional areas of ASW Tactical Operations, mission brief/debrief, command and control, communications, air intelligence, ASW analysis and automatic data processing subsystems usage and maintenance.

(2) **Training Plans and Objectives.** All TSC training must be directed towards achieving full billet qualification per defined billet RBTRs. Additionally, officers must achieve TSC watch officer qualifications in addition to performing specific billet functions. Therefore, the major portion of officer training plans and scheduled training activity should be driven by qualification as TSC watchstanders. AT at gaining commands should in all cases be preceded by completion of all formal training requirements (phases I and II). Further, Reservists with OUTCONUS MOB billets should complete an
introductory AT period at an equivalent CONUS training site for practical job
training exposure (phase III) prior to requesting an OUTCONUS AT at the gain-
ing command. Once qualified, TSC personnel should complete an AT or ADT at
assigned gaining command to maintain full billet qualifications. Other AT
opportunities may be scheduled at other than the assigned gaining command to
meet fleet exercise or other operational requirements if already billet quali-
plied per the specific RBTR requirements.

def. Staff/Carrier Group/Wings

(1) Mission. Provide highly trained Reserve personnel for immediate
employment with active Navy staff units in support of their assigned missions.

(2) Training plans and objectives. Training conducted while perform-
ing IDT and AT should be directed primarily toward achieving proficiency in
each individual’s MOB billet. Unit projects assigned or approved by the
active Navy MOB site should provide functional team and/or individual readi-
ness training while providing support to active forces. Projects, such as
updating plans, writing instructions and special studies, may be conducted
during AT, scheduled IDT, or a combination of both. Unit training shall
include locally prepared lectures to familiarize members with Navy staff
organizations and operations (generally) and the counterpart staff (specif-
ically).

g. Air Systems Program (ASP)

(1) Mission. Provide trained, MOB ready SELRES personnel to help
fulfill the Naval Air Systems Command’s wartime mission requirements and to
support its peacetime requirements as assigned by competent authority.

(2) Administration/organization. COMNAVAIRESFOR (Code N72) has overall
program management responsibility and conducts liaison with Commander, Naval
Air Systems Command (AIR 8.OR) to ensure proper personnel/billet assignment
and mission support. Units should align their functional organization with
the organization of the gaining activity as much as practicable and as out-
lined in reference (am).

(3) AT/ADT Coordination. Approval authority for all AT/ADT requests
rests with COMNAVAIRESFOR (N72). Commander, Naval Air Systems Command
(AIR-8.OR) coordinates and screens AT/ADT requests for personnel assigned to
the ASP, making recommendations to COMNAVAIRESFOR (N72) through liaison with
appropriate Naval Air headquarters codes and subordinate commands.

(4) Training Guidelines. Reference (ai) establishes specific ASP
officer training/qualification requirements. Formal training for ASP enlisted
personnel will be accomplished per the COMNAVAIRESFOR RBTRs and other require-
ments contained in this instruction.

(5) ASP VTU. Consistent with funding availability, ASP VTU officers
and enlisted will perform MOB training and attain qualifications in the same
manner as for drill pay officers and enlisted personnel.

h. Naval Meteorologic and Oceanography Reserve Program (NMORP)

(1) Organization. The NMORP, part of the auxiliary forces of the DoD
planning categories, is under the management of COMNAVAIRESFOR (Code N72).
The program sponsor is the Director, Naval Oceanography Division (OP-096).
COMNAVAIRESFOR (Code N72) conduct liaison with Commander Naval Meteorologic
and Oceanography Command (COMNAVMETOCOM), the program technical manager, to
ensure proper personnel/billet assignment and mission support.

(2) Mission. Provide fully MOB qualified Reserve oceanographic offi-
cer and enlisted personnel. COMNAVMETOCOM assists COMNAVAIRESFOR with the
training of oceanographic Reserve unit personnel in order to achieve and main-
tain MOB qualifications and NOBCs/NECs.
(3) **Administration.** The administration of NMORP shall be per reference (am), this instruction and the policies of the Reserve unit CO. In addition, the units are subject to those directives issued by COMNAVAIRESFOR, the CO of the parent Naval Reserve NAS/NAF/NAVAIRES/NAVAIRESACT/NAVAIRESACTEN, and COMNAVMETOCCOM (for technical training matters), and/or higher authority as appropriate.

(4) **AT/ADT Coordination.** Approval authority for all AT requests rests with COMNAVAIRESFOR (N72). COMNAVMETOCCOM coordinates and screens AT/ADT requests for personnel assigned to the NMORP for COMNAVAIRESFOR through liaison with appropriate CO/OIC/CPO In-Charge of NAVMETOCCOM centers, facilities and detachments. In a similar manner, COMNAVMETOCCOM coordinates AT requests for formal training of oceanographic personnel assigned to Commander, Naval Surface Reserve Force units.

(5) **Training Guidelines.** Reference (aj) establishes NMORP officer training/qualification requirements. Formal training for NMORP enlisted personnel will be accomplished per the COMNAVAIRESFOR RBTRs and other requirements as specified in this instruction.

i. **Support Supply**

(1) **Mission.** Provide highly trained Reserve personnel for immediate employment in support of their training command’s mission and to establish priorities for the production, repair and allocation of all aviation supplies and equipment and make recommendations concerning the usage of war Reserve materials.

(2) **Training Plans and Objectives.** Training of unit personnel through performance of drills and AT should be directed primarily toward the achievement of proficiency in each individual’s MOB billet. Billet qualification will be attained by completion of individual training plans (RBTRs). All training schedules will be designed per training requirements to achieve billet NOBC/NEC qualifications. General training goals are designed to ensure that Reserve personnel be experts in the latest editions of supply and aircraft technical manuals, know the location of all production, repair and storage facilities and have a working knowledge of all war Reserve material.

j. **Tactical Air Group (TACGRU)/Tactical Air Control Squadron (TACRON).**

(1) **Mission.** Centrally coordinate, integrate and regulate all aircraft operating in support of amphibious operations, prior to the amphibious task force passing control ashore to the landing force commander as the facilities become operational. Normally a section of Tactical Air Control Command and Tactical Air Direction Center Air operations and Aviation Supply Support Center spaces are assigned where centralized communications and display facilities permit control and coordination of aircraft. At times the TACGRU/TACRON will provide close air support training for fleet and Reserve tactical squadrons ashore.

(2) **Organization.** The Naval Reserve TACGRU/TACRON is under the command of COMNAVAIRESFOR. The program sponsor is CNO (N37). These units will augment active TACGRU/TACRONs upon MOB. Until MOB, the echelon IV Reserve commander exercises operational and administrative control.

k. **Law Enforcement Physical Security Unit.** The mission is to provide augmentation to Naval Security Forces onboard naval shore installations, vessels and aircraft in the event of MOB contingency operations or national emergency.

l. **Naval Space Reserve Program**

(1) **Mission.** Provide trained and qualified Reserve personnel to augment the evolving infrastructure of Navy and joint commands who are pioneering the development, deployment and operation of space technology.
These units are primarily involved in the utilization of space-borne assets in command, control, communication and intelligence (C3I).

(2) Organization. The Naval Space Reserve Program is under the management of COMNAVAIRESFOR (Code N72). COMNAVAIRESFOR (Code N72) conducts liaison with the Director, Naval Space Reserve Program to ensure proper personnel/billet assignment and mission support.

m. MOB Assignment Control Group (MACG)

(1) Scope. The MACG is established for the purpose of maintaining duplicate personnel accounts on those individuals in the SELRES who are in an assignment processing status in other units. Units are not authorized to count, for training readiness purposes, any personnel in an In Assignment Processing status who may perform IDT with an air unit in an additional duty status. The MACG shall be administered by the NAS/NAF/NAVAIRES/NAVAIRESACT/NAVAIRESCEN Reserve program director/training officer and the CO of the parent NAS/NAF/NAVAIRES/NAVAIRESACT/NAVAIRESCEN will serve as the CO of the MACG.

(2) Mission. Serve as a transient account (unit) for the administration of those personnel who cannot be immediately assigned to a vacant MOB billet at a local Reserve activity upon affiliation or who become ineligible for continued assignment to their present billet for reasons such as advancement.

(3) Organization and Administration. Because of its unusual unit mission, the MACG has its own distinct organization. No Reserve CO shall be assigned.

(4) Activation. Activation of MACG personnel is authorized only when directed by COMNAVRESFOR (N3).

n. Volunteer Training Unit (VTU)

(1) VTUs are comprised of individual members of the Naval Reserve who are ineligible for assignment or unable to be assigned to another unit of the Naval Reserve and who are training in a nonpay status. VTU personnel will be assigned to unstructured M+1, M+2, or M+3 billets by NAVRESPERSCEN.

(2) VTUs provide qualified individuals for MOB in the event of war, national emergency, or when otherwise authorized by law, necessary to meet the needs of the Navy which are in excess of those met by the SELRES. They provide leadership and training support to other individuals and units. They also assist the Echelon IV commanding officers and Reserve program directors in overall mission and task accomplishment.
From: Commanding Officer, Naval Air Station (NAS) Anywhere  
To: Commanding Officer, Naval Air Station Oceana  

Subj: REQUEST FOR ANNUAL TRAINING FOR MEMBERS OF NAVAL RESERVE NAS OCEANA DET lXXX

Ref: (a) COMNAVAIRESFORINST 1500.5D  
(b) PHONCON between NAS Anywhere CDR and NAS Oceana CDR of (date)

1. Per references (a) and (b), Annual Training is requested during the period 10-21 October 199X for the following members of NAS Oceana Detachment lXXX at NAS Oceana. (Include name, rate, rank, social security number, clearance, billet, and Activity Billet Sequence Code.)

2. Alternate periods requested are 7-18 November and 14-25 November 199X. Request information and Bachelor Enlisted Quarters/Bachelor Officer Quarters and messing availability and during the above periods.

(CO's signature)

Copy to:  
COMNAVAIRESFOR (N71/N72)  
COMNAVAIRLANT (019)

(Refer to paragraph 3302b(2) of this instruction)

III-EXB-1
NR UNAMIT 0146 NOTICE 1571

Subj: INFORMATION ON THE ANNUAL TRAINING (AT) FOR NR UNAMIT 0146

Ref: (a) COMNAVAIRESFORINST 1500.5D

Encl: (1) Participating Personnel Roster
      (2) Individual Training and Qualification Goals
      (3) Proposed Unit AT Training Schedule
      (4) Logistics Support Requirements

1. Purpose. Per reference (a), information concerning the planned fiscal year AT for NR UNAMIT 0146, to be conducted at Naval Air Station (name) 16-29 January 199X, is published and contained in enclosures (1) through (4).

   Unit Movement. Travel and transportation for unit personnel to and from the AT site has been coordinated with Commander, Naval Reserve Force (N16)/Commander, Naval Air Reserve Force (N71/N72) and consists of Navy organic air/commercial air.

3. Points of Contact

   Name           Rank         Organization          Work Phone

   Distribution:

   (Refer to paragraph 3302d of this instruction)
### Participating Personnel Roster

**Officers**

<table>
<thead>
<tr>
<th>Name</th>
<th>Rank</th>
<th>Billet Title</th>
<th>Clearance</th>
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</thead>
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**Enlisted**

<table>
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<tr>
<th>Name</th>
<th>Rank</th>
<th>Billet Title</th>
<th>Clearance</th>
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**SECTION III**

**EXHIBIT 2-2**

**SAMPLE ENCLOSURE**

**INDIVIDUAL TRAINING AND QUALIFICATION GOALS**

<table>
<thead>
<tr>
<th>Date</th>
<th>NR UNAMIT 0146 NOTE 1571</th>
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<tbody>
<tr>
<td></td>
<td>Date</td>
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**INDIVIDUAL TRAINING AND QUALIFICATION GOALS**

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<thead>
<tr>
<th>Officers</th>
<th>Name/Rank</th>
<th>Mobilization Billet</th>
<th>Qualification Goal</th>
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<th>Enlisted</th>
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### PROPOSED UNIT AT TRAINING SCHEDULE

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<thead>
<tr>
<th>Mon 16 Jan 9X</th>
<th>Tue 17 Jan 9X</th>
<th>Wed 18 Jan 9X</th>
</tr>
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<tr>
<td>AM 0800 - All hands muster</td>
<td></td>
<td></td>
</tr>
<tr>
<td>PM</td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Thur 19 Jan 9X</th>
<th>Fri 20 Jan 9X</th>
<th>Sat 21 Jan 9X</th>
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<tbody>
<tr>
<td>AM</td>
<td></td>
<td></td>
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<tr>
<td>PM</td>
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<th>Sun 22 Jan 9X</th>
<th>Mon 23 Jan 9X</th>
<th>Tue 24 Jan 9X</th>
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<tr>
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</table>

**Note:** This format is to contain a generalized schedule of unit training events and can be expanded as necessary to serve as a management device supporting the publication of a detailed daily schedule.
SECTION III
EXHIBIT 2-4
SAMPLE ENCLOSURE
LOGISTICS SUPPORT REQUIREMENTS

LOGISTICS SUPPORT REQUIREMENTS

1. From Host Site/Gaining Command
   a. Administrative.
      (1) Billeting
      (2) Messing
      (3) Spaces
      (4) Office Equipment
      (5) PERSUPPDET Services
   b. Transportation Requirements.
   c. Special.

SECTION IV - NAVAL RESERVE INTELLIGENCE PROGRAM (NRIP)

CHAPTER 1

ORGANIZATION AND RESPONSIBILITIES

4101. Organization, Administration, and Control. The NRIP is under the command of the COMNAVRESINTCOM, an echelon IV command under COMNAVAIRESFOR, and organized in per reference (ak). The Director of Naval Intelligence (CNO N2R) is the program sponsor of the NRIP and the Office of Naval Intelligence (ONI-14) is the technical manager. COMNAVRESINTCOM is responsible for the management, training, readiness and administration of the NRIP and the implementation of all policies applicable to the NRIP. Reference should be made to the cognizant COMNAVRESINTCOM instructions, notices, directives and guidance for all such purposes.

4102. Personnel Assignment. Personnel shall be assigned to NRIP units by the cognizant Reserve Intelligence Area Commander (RIAC), who shall coordinate all such assignments with the LACAIR, Reserve Center or other host activity CO, who administers such billets per COMNAVAIRESFOR directives.

4103. Naval Reserve Intelligence Command Support (NRICS) Personnel. NRICS personnel and billets are those 1635, 6455 and 7455 officers as well as enlisted personnel of the Intelligence Specialist (IS) rating associated with units other than NRIP units. Personnel shall be assigned to NRICS billets by the cognizant RIAC and in coordination with the CO of the unit on whose RUAD the NRICS billet appears. COMNAVRESINTCOM (Code 06) will provide guidance for management of all NRICS billets and personnel, including: Security indoctrination; tenure limits; satisfaction of special interest brief requirements; refresher and other NRIP training requirements; clearance updating; and career counseling.

4104. Security Clearances. Personnel assigned to NRIP and NRICS billets must have a Single Scope Background Investigation completed within the preceding 5 year period and maintain continuous eligibility for Special Compartmented Information access per the requirements of the Defense Intelligence Agency. The administration/management of personnel and information security, including security education, shall be accomplished per applicable COMNAVRESINTCOM directives.

4105. Basic Reserve Intelligence Training (BRIT). The BRIT curriculum shall be established by COMNAVRESINTCOM (Code 03) in consultation with the course curriculum manager and in compliance with the requirements of CNET. BRIT management policy shall also be established by COMNAVRESINTCOM (Code 03).

4106. Readiness. COMNAVRESINTCOM (Code 03) is responsible and accountable for the readiness and readiness reporting of NRIP units. Readiness will be calculated per COMNAVAIRESFOR and COMNAVAIRESFOR guidance per reference (al). All factors contributing to the attainment of readiness will be reported to COMNAVAIRESFOR (N7) by means of such system as it directs. Each Reserve Intelligence Program Officer shall update the readiness of each NRIP unit at least monthly.

4107. Direct Commission Officers, Change of Designators and Inter-Service Transfers. With few exceptions, all newly accessed officers must complete the BRIT-Officer (BRIT-O) curriculum and satisfy requirements established by the Office of Naval Intelligence (Code 09-14) and/or BUPERS. No officer shall be placed in an “in-training” status or otherwise commence BRIT-O training without written authorization from BUPERS.

4108. Advanced Pay Grade, Other Service Veterans and Change of Rating. All personnel enlisted in the Naval Reserve in the IS rating who have not completed IS "‘A” school and all personnel who have received BUPERS permission to change their rate to IS shall be required to complete the BRIT-Enlisted (BRIT-E) curriculum, and to satisfy requirements established by the Office of Naval Intelligence (Code 09-14) and/or BUPERS, depending upon accession source or
program. No enlisted personnel shall be placed in an “in-training” status or otherwise commence BRIT-E training without written authorization from BUPERS.

4109. Security Education and Special Interest Items. Security education shall take priority over all other training and support activities. COMNAVRESINTCOM will ensure compliance by all NRIP personnel with special interest items established by SECNAV, OPNAV and COMNAVRESFOR. COMNAVRESINTCOM (Code 04) will establish and maintain specific and timely guidance and direction with regard to security education, intelligence oversight, and special interest items.
APPENDIX A

List of References

BUPERSINST 1326.4A  Administration of Enlisted Flight Orders
BUPERSINST 1430.16D  Advancement Manual
CNETINST 1500.1D  Catalog of Navy Training Courses (CANTRAC); NAVEDTRA 10500
CNETINST 1510.1E  Navy Integrated Training Resources Administration System (NITRAS)
COMNAVAIRESFOR  Aviation Training Series Course Handbook for Curriculum Development
COMNAVAIRESFOR  Handbook for Development of Reserve Job Qualification Requirements
COMNAVAIRESFOR 3040.1B  Major Training Device Casualty Reporting
COMNAVAIRESFOR 3500.51B  Commander Naval Air Reserve Patrol Forces Training Manual
COMNAVAIRESFOR 3510.2D  NATOPS (Naval Air Training and Operating Procedures Standardization) Program
COMNAVAIRESFOR 3750.2  Human Factors Board
COMNAVAIRESFOR 4790.2B  Maintenance and Material Management (3M). Program on Cognizance Symbol 2 “O” Aviation Training Equipment in the Custody of COMNAVAIRESFOR Activities
COMNAVRESFOR 1001.5B  Administrative Procedures for the Selected Reservist (SELRES) and Participating Members of the Individual Ready Reserve (IRR)
COMNAVRESFOR 1414.1  Master Training Specialist (MTS) Certification Program
COMNAVRESFOR 1571.7G  Administrative Procedures for Processing Applications for Annual Training/Initial Active Duty Training Orders/Travel and Inactive Duty Training Travel
COMNAVRESFOR 5220.3E  Quality Assurance and Revalidation of Training Equipment
COMNAVRESFOR 5231.2D  Information System Change Request Procedures
COMNAVRESFOR 5320.1B  Reserve Functional Area and Sex (RFAS) Codes
COMNAVRESFOR 5450.41A  Missions and Functions of the Naval Reserve Intelligence Command and Organization of the Naval Reserve Intelligence Command

DoD 5040.2-C-2 of 1 Jun 84  Catalog of Audiovisual Productions
METOCOMCOMINST 1001.1D  Naval Meteorology and Oceanography Reserve Program
NAVAIR 00-80T-114  Air Traffic Control NATOPS Manual
NAVAIRINST 1001.1D  Naval Air Systems Command Reserve Program

A-1
P-3 NATOPS Program
Tasked Based Curriculum Development Manual
Navy School Management Manual
Manual of the Medical Department
U.S. Navy Regulations 1990
Naval Military Personnel Manual
Enlisted Transfer Manual
Navy Enlisted Classification (NEC) Manual
DOD Military Pay and Allowances Entitlements Manual
Navy Stock List of Publications and Forms
Field Request for Changes to Training Devices and Simulators Under Cognizance of NAVTRAEEQUIPCEN (COGNIZANCE SYMBOL 2 “0”); Procedures and Information Concerning
Training Systems Guide
Naval Training Equipment Center Index of Publications
Naval Education and Training Program Management Support Activity Master Course Reference File (MFCR) User Manual
Readiness Reporting Instruction for the Naval Reserve Intelligence Program (NRIP)
Enlisted Bonus and Special Duty Assignment Pay Programs
NATOPS General Flight and Operating Instructions
Naval Aviation Maintenance Program (NAMP)
Naval Imaging Program (NAVIMP) Policy and Responsibilities
Department of the Navy Information Security Program Regulation
Standards of Conduct and Government Ethics
Title 18, Section 1030
APPENDIX B

Glossary of Acronyms

<table>
<thead>
<tr>
<th>Acronym</th>
<th>Description</th>
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</thead>
<tbody>
<tr>
<td>ABFC</td>
<td>Advanced Base Functional Component</td>
</tr>
<tr>
<td>ADT</td>
<td>Active Duty Training</td>
</tr>
<tr>
<td>AFTP</td>
<td>Additional Flight Training Period</td>
</tr>
<tr>
<td>AIMD</td>
<td>Aircraft Intermediate Maintenance Department</td>
</tr>
<tr>
<td>AMD</td>
<td>Activity Manning Document</td>
</tr>
<tr>
<td>APG</td>
<td>Advanced Pay Grade</td>
</tr>
<tr>
<td>ASP</td>
<td>Air Systems Program</td>
</tr>
<tr>
<td>ASVAB</td>
<td>Armed Services Vocational Attitude Battery</td>
</tr>
<tr>
<td>AT</td>
<td>Annual Training</td>
</tr>
<tr>
<td>ATC</td>
<td>Air Traffic Controller</td>
</tr>
<tr>
<td>ATD</td>
<td>Aviation Training Division</td>
</tr>
<tr>
<td>ATS</td>
<td>Aviation Training Series</td>
</tr>
<tr>
<td>AUIC</td>
<td>Activity Unit Identification Code</td>
</tr>
<tr>
<td>AW</td>
<td>Aviation Warfare Systems Operator</td>
</tr>
<tr>
<td>BBS</td>
<td>Bulletin Board System</td>
</tr>
<tr>
<td>BRIT</td>
<td>Basic Reserve Intelligence Training</td>
</tr>
<tr>
<td>BRIT-E</td>
<td>Basic Reserve Intelligence Program Training (Enlisted)</td>
</tr>
<tr>
<td>BRIT-O</td>
<td>Basic Reserve Intelligence Training (Officer)</td>
</tr>
<tr>
<td>BT</td>
<td>Billet Training</td>
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<tr>
<td>BUPERS</td>
<td>Bureau of Naval Personnel</td>
</tr>
<tr>
<td>CANTRAC</td>
<td>Catalog of Navy Training Courses</td>
</tr>
<tr>
<td>CAO</td>
<td>Cross Assigned Out</td>
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<tr>
<td>CASREP</td>
<td>Casualty Report</td>
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<tr>
<td>CDI</td>
<td>Collateral Duty Instructor</td>
</tr>
<tr>
<td>CDI</td>
<td>Collateral Duty Inspector</td>
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<tr>
<td>CDP</td>
<td>Course Data Processing Code</td>
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<tr>
<td>CET</td>
<td>Career Enhancement Training</td>
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<tr>
<td>CFY</td>
<td>Current Fiscal Year</td>
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<td>CIN</td>
<td>Course Identification Number</td>
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<tr>
<td>CNET</td>
<td>Chief of Naval Education and Training</td>
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<tr>
<td>CNO</td>
<td>Chief of Naval Operations</td>
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CO Commanding Officer
COG Cognizance
COMFLELOGSUPWING Commander, Fleet Logistics Support Wing
COMHELWINGRES Commander, Helicopter Wing Reserve
COMNAVAIRESFOR Commander, Naval Air Reserve Force
COMNAVMETOCOM Commander, Naval Meteorologic and Oceanography Command
COMNAVOCEANCOM Commander, Naval Ocean Command
COMNAVRESFOR Commander, Naval Reserve Force
COMNAVRRESINTCOM Commander, Naval Reserve Intelligence Command
COMS Contract Operation and Maintenance of Simulators
CONUS Continental United States
CPO Chief Petty Officer
CPR Cardio-Pulmonary Resuscitation
CR Crisis Response
CS Contributary Support
CTP Consolidated Training Plan
CTS Consolidated Training Schedule
CV Aircraft Carrier
DIFCREW Duty in a Flying Status Involving Operational or Training Flights as an Enlisted Crewmember
DIFTEM Duty in Temporary Flying Status Involving Operational, Training or Evaluation Flights as an Enlisted Non-Crewmember
DNEC Distributed Navy Enlisted Classification
DOD Department of Defense
DSN Defense Switchboard Network
EDVR Enlisted Distribution and Verification Report
EM End Users Manual
ET Equivalent Training
ETJ Electronic Training Jacket
FOAB Flight Order Audit Board
FTS Fleet Training Series
FTS Full Time Support Personnel (TAR or Regular Navy)
FY Fiscal Year
FYTD Fiscal Year to Date
<table>
<thead>
<tr>
<th>Acronym</th>
<th>Description</th>
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<tr>
<td>GMT</td>
<td>General Military Training</td>
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<td>GNT</td>
<td>General Navy Training</td>
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<tr>
<td>HDIP</td>
<td>Hazardous Duty Incentive Pay</td>
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<td>HRM</td>
<td>Human Resource Management</td>
</tr>
<tr>
<td>ID</td>
<td>Identification</td>
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<td>Inactive Duty Training</td>
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<td>IDTT</td>
<td>Inactive Duty Training Travel</td>
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<td>IRAD</td>
<td>Individual Readiness Assessment Designator</td>
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<td>IS</td>
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<td>ITP</td>
<td>Individual Training Plan</td>
</tr>
<tr>
<td>JQR</td>
<td>Job Qualification Requirements</td>
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<td>JRB</td>
<td>Joint Reserve Base</td>
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<tr>
<td>LACAIR</td>
<td>Local Area Coordinator for Air</td>
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<tr>
<td>LRCTP</td>
<td>Long Range Consolidated Training Plan</td>
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<tr>
<td>MACG</td>
<td>Mobilization Assignment Control Group</td>
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<tr>
<td>MCRF</td>
<td>Master Control Reference File</td>
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<td>Naval Air Reserve Antisubmarine Warfare Training Center</td>
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<td>NAVRESINTCOM</td>
<td>Naval Reserve Intelligence Command</td>
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<td>Naval Reserve Personnel Center</td>
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<td>NAVRESSECGRU</td>
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COMNAVAIRESFORINST 1500.5D

15 FEB 1996

NAVSTA Naval Station

NAVAIRWRCEN TRASYSDIV Naval Air Warfare Center Training Systems Division

NEC Navy Enlisted Classification

NETPMSA Navy Education Training Program Management Support Activity

NITRAS Navy Integrated Training Resources and Administration System

NMORP Naval Meteorologic and Oceanography Reserve Program

NOBC Navy Officer Billet Code

NRICS Naval Reserve Intelligence Command Support

NRIP Naval Reserve Intelligence Program

OIC Officer-in-Charge

OJT On-the-Job Training

ONI Office of Naval Intelligence

OSVETS Other Service Veterans

OUTCONUS Out of Continental United States

PAR Professional Advancement Requirements

PBFT Planning Board for Training

PJT Practical Job Training

PMT Professional Mobilization Training

PNEC Primary Navy Enlisted Classification

PQS Personnel Qualification Standard

PSD Personnel Support Detachment

PT Professional Training

QA Quality Assurance

QA&R Quality Assurance and Revalidation

R Reserve

RBTR Reserve Billet Training Requirement

RESFORON Reserve Force Squadron

RESHELTRASCOL Reserve Helicopter Training School

RESINTEC Reserve Intelligence Command

RIAC Reserve Intelligence Area Commander

RJQR Reserve Job Qualification Requirement

RPD Reserve Program Director
RS  Reschedule
RSTARS(MP)  Reserve Standard Training and Readiness Support, Manpower
RSTARS(TM)  Reserve Standard Training and Readiness Support, Training Management
RT  Readiness Training
RTSS  Reserve Training Support System
RUAD  Reserve Unit Assignment Document
RUIC  Reserve Unit Identification Code
SDAP  Special Duty Assignment Pay
SELRES  Selected Reserve
SME  Subject Matter Expert
SMF  Student Master File
SMI  Subject Matter Instructor
SSN  Social Security Number
ST  Safety Training
TACGRU  Tactical Air Control Group
TACRON  Tactical Air Control Squadron
TAR  Training and Administrative Reserve Personnel
TECD  Training Equipment Change Directive
TM  Training Month
TSC  Tactical Support Center
TSF  Training Summary File
TSN  Training Sequence Number
TYCOM  Type Commander
UIC  Unit Identification Number
USN  United States Navy
USNR  United States Naval Reserve
UTS  Unit Training Schedule
VI  Visual Information
VP  Patrol Squadron
VTU  Volunteer Training Unit
W/C  Workcenter
WING  Functional Commander of Assigned Reserve Force Squadrons
WST  Weapon System Trainer
YTD  Year to Date
APPENDIX C

Training Source Materials Reference Listing

Aviation Training Series User's Guide (ATS-000-0000). Contains a listing of all COMNAVAIRESFOR refresher training courses and their lesson topics.

Catalog of Navy Training Courses (CANTRAC - NAVEDTRA 10500). Contains information on schools and courses under the purview of Chief of Naval Education and Training, Amphibious Forces, Atlantic, Pacific and other Navy training commands.

List of Training Manuals and Correspondence Courses (NAVEDTRA 10061). Provides a listing of Navy training manuals and correspondence courses. Also includes PQS.

The Naval Aviation Maintenance Program (NAMP) OPNAVINST 4790.2E. Contains a listing of support equipment licensing training courses and other training required in direct support of aircraft maintenance.

Navy Stock List of Publications and Forms (NAVSUP PUB 2002D). Contains a listing of all naval publications and forms available through the naval supply system.

Procurement of COMNAVRESFOR/COMNAVAIRESFOR/COMNAVSURFRESFOR Sponsored Publications and Guides (Current COMNAVRESFORNOTE 5604). Numerical index of all COMNAVRESFOR/COMNAVAIRESFOR/COMNAVSURFRESFOR sponsored publications.
APPENDIX D

RSTARS(TM) Procedures

1. **Policy.** In addition to requirements in section I, chapter 3 of this instruction, and procedures outlined in the current RSTARS(TM) End users Manual (EM), the below actions will be performed by each ATD and RESFORON:

   a. **RSTARS(MP) to RSTARS(TM).** RSTARS(MP) receives data from the Reserve Training Support System (RTSS) and then the RSTARS(TM) master machine receives downloads from the RSTARS.

      (1) Prior to each drill weekend ensure that there has been a recent upload from Reserve Training Support System (RTSS) to RSTARS, then execute a RSTARS(MP) to RSTARS(TM) upload. After uploading the data to your master machine print the transaction report.

      (2) The RSTARS(MP) data fields “department,” “division” and “work-center” for SELRES and full time support (FTS) personnel shall be maintained to a degree in which both RSTARS(MP) and RSTARS(TM) systems have the best possible scenario in disseminating reports. In addition, insure that the name field for FTS personnel is accurate and complete, as this field is imported from the RTSS(TE) system, and may be truncated.

   b. **Updates.** Each ATD and RESFORON will download the latest RBTR data and the RBTR Bulletin (RBTR.BUL) information from the NAVVRESINFOSYSOFF Bulletin Board System (BBS), Aviation Training Conference 32, at the beginning of each month. The RBTR data will be uploaded into the RSTARS(TM) machines, and the bulletin information, as a minimum will be disseminated at the PBFT. Each ATD and RESFORON must have at least two conference 32 members. (Contact COMNAVAIRESFOR (N7411) for membership information.) The following procedures shall be used to download information:

      (1) **RBTR Data**

         (a) Download the file “1AIR??????.ZIP”. (See notes 1 and 2 below.)

         (b) Unzip the file to diskette. (It may take more than one diskette) Example: “C:\PKUNZIP 1AIR??????.ZIP A:\”.

         (c) RBTR data files must be uploaded in sequence. (RSTARS(TM) will not allow uploads to be skipped).

         (d) Print the transaction report.

      (2) **RBTR Bulletin Information**

         (a) Download the bull?????.zip file. (See note 2).

         (b) Unzip the file. Example: “C:\PKUNZIP bull?????.ZIP A:\”.

         (c) Print and disseminate the bulletin file. (See note 3 below.)

   (File is saved in the American Standard Code for Information Interchange format.)

   **Notes:**

   1. 1AIR = 1st diskette for RSTARS(TM) for COMNAVAIRESFOR.

   2. ??? = YYMM of the file. Example: 1AIR9307.ZIP is for July 1993.

   3. To review files; join conference, select “Locate File”, enter “*.*” to access files, enter “a” to review all files, return.

   c. **Enlisted Semiannual Unit Report.** The Enlisted Semiannual Unit Report will be generated twice annually for each unit assigned. The first report
must be run between 1 April and 30 April. The second report must be run between 1 October and 30 October. A copy of the report shall be sent to COMNAVAIRESFOR (N74). (COMNAVAIRESFOR report symbol 1500-3 refers.) RESFORONs will send reports via applicable Wing. Prior to report generation, ensure all remedial training entries have been made and that ITPs are configured.

1. To generate the report use the following set of options:
   (a) Select “Reports” function.
   (b) Select “Progress Reports” option.
   (c) Select “Enlisted Reports” suboption.
   (d) Select “Semiannual Unit Report.”
   (e) Select the Reserve Unit Identification Code(s) (RUIC) of your unit(s) (Do not include RESINTCOM, RESSECGRU, VTU, or units with only officers assigned.) With applicable RUIC/s selected, select “F7 End List.”
   (f) Select correct dates.
   (g) Select current year.
   (h) Select “Display Report on Screen.”
   (i) Select “F5” to print.
   (j) Select “Entire Report.”
   (k) Select “Send to Printer.”
   (l) Press “Enter.”

2. Mail Reports To: COMNAVAIRESFOR (N74), 4400 Dauphine Street, New Orleans, LA 70146-5200.

**d. Adding Non-Database Instructors.** Follow the steps below to add a non-database instructor:

1. Select consolidated or unit schedules.
2. At the SSN field, press return twice.
3. Type in the instructors last name.
4. If not listed, press insert.
5. Retype the instructors full name.
APPENDIX E

Forms List

The following are forms used throughout this directive. If forms are marked with stock numbers under the stock number column, order forms through the supply system using the NAVSUP P2002D. If marked by a command, order through the command annotated.

CNET
1504/4 Classroom Instructor Evaluation Checklist

NAVAIRES
1326/1 Enlisted Temporary Flight Order Audit Checklist
3500/11 Aircrew Candidate Checklist

NAVPERSS
1070/604 Navy Occupation/Training and Award History (Page 4)
1070/613 Administrative Remarks (Page 13)
1221/1 Navy Enlisted Classification (NEC) Code Change Recommendation
1610/2 Fitness Report & Counseling Record
1616/26 Evaluation Report & Counseling Record

NAVRES
1500/13 Contents/Review and Verification
1500/14 Contents/Privacy Act Statement
1500/17 Naval Reserve Training/Qualification Jacket
1510/8 Aircrewman Performance Review Record Sheet
1571/15 Request for Training Orders
3500/2 Report of Training

OPNAV
3760/32 NATOPS Flight Personnel Training/Qualification Jacket
APPENDIX F

List of Required Reports

<table>
<thead>
<tr>
<th>Report Symbol</th>
<th>Subject/Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>CNET 1510-1</td>
<td>The Navy Integrated Training Resources and Administration System (NITRAS) Report contained in Section I, chapter 7, paragraph 1701 and 1704a is assigned the control number and approved by reference (e).</td>
</tr>
<tr>
<td>COMNAVAIRESFOR 1500-3</td>
<td>RSTARS(TM) Enlisted Semiannual Unit Report/Section I, chapter 2, paragraph 1206, and chapter 3 paragraph 1312.</td>
</tr>
<tr>
<td>COMNAVAIRESFOR 1500-9</td>
<td>ATS Course Review Report/Section I, chapter 5, paragraph 1504a.</td>
</tr>
<tr>
<td>COMNAVAIRESFOR 1500-15</td>
<td>Medium Range Consolidated Training Plan (MRCTP)/Section I, chapter 1, paragraph 1103b.</td>
</tr>
<tr>
<td>COMNAVAIRESFOR 1500-16</td>
<td>Planning Board For Training Minutes/Section I, chapter 1, paragraph 1104d.</td>
</tr>
<tr>
<td>COMNAVAIRESFOR 1500-50</td>
<td>Instructor Listing Report/Section I, chapter 3, paragraph 1309.</td>
</tr>
<tr>
<td>COMNAVAIRESFOR 1510-15</td>
<td>Unit Training Audit Discrepancy Report/Section I, chapter 1, paragraph 1105f.</td>
</tr>
<tr>
<td>COMNAVAIRESFOR 1510-16</td>
<td>RSTARS(TM) Unexcused Absence Report/Section I, chapter 1, paragraph 1105d.</td>
</tr>
<tr>
<td>COMNAVAIRESFOR 1550-10</td>
<td>ATS Discrepancy Report/Section I, chapter 5, paragraph 1504c.</td>
</tr>
<tr>
<td>COMNAVAIRESFOR 1550-11</td>
<td>Local Courseware TSN Report/Section I, chapter 3, paragraph 1307.</td>
</tr>
<tr>
<td>COMNAVAIRESFOR 1571-7</td>
<td>Post AT Report/Section III, chapter 3, paragraph 3302e.</td>
</tr>
</tbody>
</table>