

VT-4
STUDENT WELCOME
ABOARD
HANDOUT

Training Squadron FOUR
250 San Carlos Road, Suite I
Pensacola, FL 32508-5510

FOREWORD

Welcome aboard Training Squadron FOUR(VT-4) "HOME OF THE WARBUCKS!" You are now a significant part of the Warbuck team. Our goal is to train and produce the best Naval Flight Officers and Weapon Systems Officers in the world.

All VT-4 students shall thoroughly acquaint themselves with the information contained in this handout. This booklet provides a valuable overview of squadron policies and procedures that affect you during your training.

Dedication, training, and professionalism are the cornerstones of VT-4. VT-4's ongoing commitment to improve is in keeping with the squadron's steadfast goal to produce competent and capable NFO and WSO's; "SHAPING THE FUTURE OF AVIATION."

Your comments are encouraged to help us increase the usefulness and accuracy of this handout for future students. Submit recommendations to: Student Control Officer, Training Squadron FOUR, 250 San Carlos Road Suite I, Pensacola, FL 32508-5510.

TABLE OF CONTENTS

Foreword.....	1
Table of Contents.....	2
Security Awareness Notice.....	3
Safety Notice.....	3
TRARON FOUR DOR and TTO policy.....	4
 ADMIN 	
Chain of Command.....	5
Personal Advisor Program.....	5
Flight Schedule.....	6
Vehicle Operation.....	6
Alcohol Abuse.....	7
Financial Responsibility.....	7
Student Coffee Mess.....	7
Memorabilia.....	7
Paychecks.....	7
Flight Pay.....	8
Mail.....	8
Messages.....	8
Quarters.....	8
Uniforms.....	8
Uniform Inspections.....	9
ID Cards/Dog Tags.....	9
Watch Standing.....	9
Liberty.....	10
Leave.....	10
Class Social/Mini-Fleet Presentation.....	11
Legal Matters.....	16
 GROUND 	
Class Folders.....	11
Updating Roster.....	12
Calendar Sheets.....	12
Study Habits.....	12
Griffith Hall Use.....	12
Student Ready Room (RR2) Use.....	12
Pink Sheets.....	13
Progress Review Boards.....	13
Preference Sheets.....	14
Selection.....	14
Graduation.....	14
The Rear Admiral Thurston H. James Memorial Award.....	14
Critiques.....	14
 FLIGHT 	
Flight System.....	15
Flight Physical.....	15
Dental Clinic.....	16
Anthropometry.....	16
Flight Gear.....	16
Practice Pre-Flights.....	16
Observer Hops.....	16
Cross Countries.....	17
USAF Flight Record Review.....	17
Warbuck Rules.....	18
Phone Numbers.....	19

SECURITY AWARENESS NOTICE

This course does not contain any classified material.

SAFETY/HAZARD AWARENESS NOTICE

All personnel are reminded that personal injury, death, or equipment damage can result from carelessness, failure to comply with approved procedures, or violations of warnings, cautions, and safety regulations.

Review fire and environmental emergency procedures with class.

MISHAP/HAZARD REPORTING

- a. Safe training is the number one goal. Each year at training commands lives are lost; thousands of man-hours and millions of dollars are wasted as the result of accidents. Most accidents could have been prevented. They are the result of actions performed incorrectly, either knowingly or unknowingly, by people who fail to exercise sufficient foresight, lack the requisite training, knowledge, or motivation, or who fail to recognize and report hazards.
- b. A mishap is any unplanned or unexpected event causing personnel injury, occupational illness, death, material loss or damage or an explosion whether damage occurs or not.
- c. A near miss or hazardous condition is any situation where if allowed to go unchecked or uncorrected has the potential to cause a mishap.
- d. It is the responsibility of all Department of Defense personnel to immediately report to the squadron Safety Officer hazardous conditions, injuries, accidents, near misses or mishaps.
- e. Instructors will report all hazardous conditions and near misses to the command high-risk safety officer via their divisional/departmental high-risk Safety Officer. Reports can be hand written on the appropriate form. Injuries will be reported on the appropriate form.

TRARON FOUR

DROP ON REQUEST (DOR) AND TRAINING TIME OUT (TTO) POLICY

DOR Policy. All TRARON FOUR courses are voluntary. Accordingly, students have the option to individually request termination of training. Any time the student makes a statement such as "I quit" or "DOR," he/she shall be immediately removed from the training environment and referred to the division or training officer for administrative action.

TTO Policy. Any time a student or instructor has apprehension concerning his or her personal safety or that of another, or a student is confused about instructions given, he or she shall signal for a "Training Time Out" (TTO) to clarify the situation and receive or provide additional instruction as appropriate. Instructors are responsible for maintaining situational awareness and shall remain alert to signs of student panic, fear, extreme exhaustion, or lack of confidence, that may impair safe completion of the training evolution, and shall immediately cease training when the instructor considers this action appropriate. It is the responsibility of the instructor to document a TTO request on the flight aviation training form (ATF). TTO does not necessarily mean the training event must be terminated. The instructor will determine if the event can be completed after the TTO. Instances where a student refuses to participate in training, or when excessive use of TTO occurs, the student shall be removed from training (i.e., incomplete the flight event) and appropriate administrative action shall be taken. Information concerning the TTO and action taken by the instructor should be provided. TTO signals other than verbal shall be appropriate to the training environment and clearly briefed as per CNATRINST 1500.4.

CHAIN OF COMMAND

Your chain of command is as follows:

Student
Class Leader (the senior student officer during academic classroom sessions)
Student Flight Leader (muster for FOD walk-downs, Safety Stand-downs, etc . . .)
Personal Advisor (PA)
Flight Student Control Officer (FSCO)
Flight Leader (FL)
Squadron Student Control Officer (SCO)
Executive Officer (XO)
Commanding Officer (CO)

All students shall use the proper chain of command to solve problems at the lowest possible level. In addition, **the onus is on the student to ensure that the chain of command is properly utilized and informed in any pertinent matters.** If you are experiencing a problem, tell someone.

PERSONAL ADVISOR PROGRAM

1. Each student will be assigned a personal advisor during your first week at VT-4. Advisor/Advisee lists are available with your Flight Officer.
2. The Personal Advisor program is incorporated for YOUR BENEFIT. However, it is YOUR RESPONSIBILITY to utilize your Personal Advisor to aid in the completion of the flight program. As a minimum, you shall perform the following:
 - a. Seek an initial interview with your advisor within **ONE WEEK** of reporting to the squadron. The primary function of this interview is to obtain information relating to your residence, discuss your flight and service record, inform your PA of circumstances that may detract from your attention to your duties, and to introduce you to the program assuring that you understand what is required of you.
 - b. It is YOUR RESPONSIBILITY to inform your advisor of any personal problems that may affect your flight progress and arrange a meeting to discuss the problems.
 - c. In the event you receive a down for any event, you are **REQUIRED** to contact your Personal Advisor in an expeditious manner, and arrange an interview.
 - d. **YOU ARE RESPONSIBLE** for seeking out your Personal Advisor to have your Aviation Training Jacket (ATJ) reviewed twice monthly and for arranging meetings as necessary.

FLIGHT SCHEDULE

1. **The flight schedule is a direct order from the CO.** and includes all flight and ground events for the day. This includes aircraft, simulator and academic schedules. Notes relating to classes and individuals are also listed. The schedule is usually out by 1600 each day. To check the schedule you may call:
 - a. Griffith Hall watch at 452-2172 between 1600 and 2000 Monday through Friday.
 - b. 452-2509/4673 between 1600 and 2000 and the SDO at 452-3038 after 2000.
2. The flight schedule is posted in Ready Room 1, Griffith Hall and the BOQ. You are responsible for checking the schedule, including all Ground Notes. **Don't rely on the phone watch to tell you everything you are scheduled for, because the watch may overlook something, especially if it is a Ground Note!** The onus is on each individual student to be adequately prepared and in compliance with all scheduled events.
3. Ensure that you have prepared and know the Question of the Day and the Emergency Procedure of the Day located on the flight schedule. If you are scheduled for standby on a flight, report to RR2 ready to fly. When your standby time has expired, check again with the CDO for further instructions or dismissal.

PARKING

1. Students shall park in designated student parking areas only.
2. Do not park on the grass or in any reserved spot.
3. Tickets will be issued by NAS base police, if you park in any unauthorized area and may result in disciplinary action by the CO.

VEHICLE OPERATION

1. **DO NOT SPEED!** Speeding on base is not tolerated. If you are stopped for speeding you will go to traffic court. After traffic court, your name will be forwarded to the XO and SCO, and may result in disciplinary action. **Radar detectors are against DoD regulation and are not to be used on base or anywhere else in CNATRA.**
2. Pedestrians have the right of way on all military installations.
3. **Seat belts shall be worn on and off base.** You can be fined if you do not wear a seat belt while driving off base. You can receive a ticket if you do not wear a seat belt while driving on base. The state law also requires children ages five and under to be in an approved child restraint.
4. To ride a motorcycle or bicycle on base you must wear a helmet and an orange reflective safety vest. If you are riding a bicycle, you may use an orange flag on the back of the bicycle in exchange for the vest.

ALCOHOL ABUSE

CNATRAINST 1500.4 Paragraph 814 describes that officers undergoing flight training may be attrited for un-officer-like qualities. In particular is alcohol abuse. Additionally, individuals failing to report alcohol abuse by others involved in or associated with aviation, may also be attrited.

All classes will be issued a dial-a-ride card and briefed by Safety. Class leaders shall strive to establish some form of class DUI prevention program. Such a program can consist of designating drivers during social functions, distributing phone numbers of classmates that can provide transportation, and identifying those with irresponsible drinking habits for proper counseling and assistance.

Students shall understand the inherent attributes of being an officer and absolutely no abuse of these core values shall be compromised. **YOU WILL BE HELD ACCOUNTABLE FOR YOUR ACTIONS AND HAVE BEEN FOREWARNED!**

FINANCIAL RESPONSIBILITY

As officers, you are expected to be responsible in maintaining your personal financial affairs. The writing of dishonored checks shows a lack of officer-like-qualities. Establishing overdraft protection or similar management programs, may preclude the embarrassment of "bouncing" checks. If you are experiencing problems managing your finances, contact Family Services or an appropriate organization for counseling and/or assistance.

STUDENT COFFEE MESS

Coffee mess dues are a one-time fee of \$30.00 which covers the following expenses:

- a. Name tag
- b. Class photo
- c. Coffee, popcorn and juice
- d. \$10.00 class social fund

During week one, Class Leaders shall collect checks made payable to: VT-4 Student Mess. Enclose checks in a business envelope labeled "Class #98xx" and place in VT-4 RR1 deposit box.

MEMORABILIA

VT-4 Warbuck stickers, patches, T-shirts and other personal memorabilia can be bought from the SDO located in Ready Room 1 on the flight line side of the hangar.

PAYCHECKS

All LES and DDS slips will be placed in the student mailboxes located in the Student Ready Room. Paydays usually occur on the 1st and 15th of every month.

FLIGHT PAY

Flight pay starts the day you check into VT-4 for SNFO's (providing you are med-up and your flight quals are current). Student Control will initiate the paperwork for your flight pay, however, it may take up to eight weeks to be reflected in your pay. If you have not received your flight pay after eight weeks, please inform Student Control. USAF students begin flight pay upon check-in to API.

MAIL

Your address while you are attached to VT-4 is:

NAME
VT-4 Flight _____ Class # _____
250 San Carlos Rd. Suite I
Pensacola, FL 32508-5510

The Mail Petty Officer periodically posts a list of students who have package mail to pick up from ADMIN., however, letter mail shall be placed in the student mailboxes located in the Student Ready Room. If you are receiving mail at the squadron, you must check with the administrative office (located on the South/East-side, second deck of VT-4's flight hangar) regularly.

MESSAGES

With exception to emergencies, class will not be interrupted to deliver messages. Messages will be posted on the door of the classroom your class is assigned that day. Once you are flight side, Student Control will **NOT** take messages for you. The caller will be referred to RR2. Student messages are posted on the board in RR2 by the SDO for your convenience. Make sure that those attempting to reach you, i.e., spouse, friends, creditors etc., provide your rank, last name, flight, class number and message to the SDO/ACDO watchstander.

QUARTERS

Student quarters will be held approximately once each quarter. Uniform, time and location will be published in the flight schedule. **Attendance is mandatory!**

UNIFORMS

1. Khakis with brown shoes, Charlie's for Marines, and long or short sleeve blues for Air Force students shall be worn for academic/flight "pink sheet" SCO interview, and ALL watches. PRB's, CO and/or Commodore interviews, shall be in the appropriate Service Dress uniform.
2. Flight suits are worn for FOD walk-downs, 2B37/2C42 trainers, scheduled/observer flight events. Flight suits may be worn to and from work including **short duration** stops, such as day-care centers, gas stations, convenience stores and fast food restaurants.
3. Command ball caps are authorized only with a working uniform and on base.
4. Green flight jackets are authorized to be worn with flight suits on base, at the exchange/commissary and to and from work only. Flight jackets shall be zipped at least halfway. While in Khaki's, Charlie's or equivalent uniforms, only **leather** flight jackets are authorized.

UNIFORM INSPECTIONS

Khaki/Charlie and flight suit uniform inspections will be conducted by Flight Leaders on an as need basis. Time and location are TBD and will be posted in the flight schedule.

ID CARDS/DOG TAGS

Carry your Military ID card at all times, even when off-duty, especially when going through the gate. Dog Tags shall always be worn around your neck while flying IAW OPNAV 3710.

WATCH STANDING

1. You will be required to stand watches during your assignment to VT-4. Watch duty will be posted on the flight schedule the day before the watch. Watches are assigned by Schedules upon completion of Academics. You are required to **review the watchstander's duties and squadron mishap plan prior to assuming watch**. Switching watch duty, requires prior notification of Schedules. Watch duty are as follows:
 - a. Squadron Duty Officer (SDO): A 24-hour watch, 7 days a week, manned by three student officers (O-1 & O-2) in 8 hour shifts. The SDO is located in Ready Room 1 at the hangar.
 - b. Assistant Command Duty Officer (ACDO): Two student officers (O-1 & above) scheduled per day, Monday through Friday, to assist the Command Duty Officer (CDO). The ACDO is located in Ready Room 1 in the hangar.
 - c. Military Duty Officer (MDO) Griffith Hall: One student officer (O-1 & O-2) scheduled per day located in Student Control at Griffith Hall.
 - d. Supernumerary (Super): 24 hour standby duty. You are required to be at a recall in the event you should be needed for duty. Should you plan to go elsewhere, first notify the CDO and SDO.
2. Be sure you are clear on what watch you are standing when you check the schedule. Times will be listed on the flight schedule.
3. A scheduled watch is a mandatory assignment. Students are to stand watch in Khakis (Navy students), Charlie's (Marine Students), and Blues (Air Force students).
4. Foreign military students: Unless authorized by the Country of Origin, foreign military students will not stand watch at VT-4.

LIBERTY

1. Liberty is authorized on non-scheduled days. The Class Leader or Student Leader must be informed of your whereabouts and provided a phone number where you can be reached. If you do not have an answering machine, it would be highly advisable for you to obtain one or an equivalent phone service. If you are traveling beyond **Mobile or Ft. Walton Beach area (about 50 miles)** you must notify the Class Leader or Student Leader, and utilize the Out of Area Log located in RR1. Liberty is not authorized outside a **350-mile radius, i.e., North to Atlanta, GA., South to Orlando, FL., East to Jacksonville, FL. and West to New Orleans, LA.** If the location is outside the prescribed areas, leave must be authorized!
2. Special Liberty. Students are not authorized Special Liberty during Academics. If you need 72 hours Special Liberty, complete a special request chit (available at ADMIN), and follow the routing of a regular leave chit. Special Liberty is not authorized outside the prescribed 350-mile radius of Pensacola. If you are authorized Special Liberty, you must use the Out of Area Log.
3. Weekend Liberty. If you will be leaving the immediate area (50 mile radius) over a weekend, log out in the Out of Area Log. If you are going beyond the prescribed 350-mile radius, leave must be authorized.

LEAVE

1. **Regular leave is not normally authorized while you are in a flight status. This policy is set by the Chief of Naval Air Training. The only exceptions to this are:**

Emergency Leave

Normal leave upon completion of VT-4 until transfer

Christmas leave

2. Emergency leave is authorized when there is a death or severe injury to a member of your immediate family, i.e., parents and siblings. Upon notification of the family member's death, your family must notify their local chapter Red Cross, who will notify the Command Duty Office. You must notify your PA, Flight Leader and the SCO. The SCO will assist you in filling out your emergency leave papers. You will be assigned a leave control number by the ADMIN. office. If you are notified after working hours of a death in the family, call the SDO. The SDO will contact the CDO who will contact the SCO for further guidance. Wait until you receive authorization from the SDO or CDO before you go anywhere (that means do not get on a plane and leave Pensacola).
3. Regular leave requests for Navy students shall be routed to your PA, Flight Student Control and Flight Leader. Students that are stage or phase marginal may not be granted regular leave under normal circumstances. The Flight Leader is the approving authority for requests. **Normally, leave requests should be submitted no earlier than one week, and no later than three working days before your desired leave date. Do not expect to turn in a request at 0800 and start your leave at 1600 the same day.** The Flight Leader will forward your approved request to ADMIN., which shall assign a leave control number (leave requests are not valid without this number). You may pick up your leave request from the SDO. You may pick up the copy of your leave papers and check out/in with the SDO by phone (if in the local area). Obtain the SDO's initials, time you are officially checking out/in and record this information on the bottom

of your leave papers. Upon return from leave, within one working day, turn in your white copy of the request to the ADMIN. office.

4. MARINES. You must fill out a special request chit instead of a standard Navy leave request. Route the chit (three copies) the same as Navy requests. You will take the chit to MATSG, where your leave papers will be typed. To check out on leave, report to MATSG to pick up your papers and check out. You should return your leave papers to MATSG when you check in.
5. AIR FORCE. Complete and route a navy Special Request/Authorization "Chit" (NAVPERS 1336/3). Upon approval, obtain and complete an AF Form 988 Leave Request from VT-4 ADMIN. VT-4 ADMIN. will assign a leave authorization number. On your approved leave date/time, sign out/leave a copy of your leave paperwork with the SDO. Upon your return from leave, sign in with the SDO and return part III of your Form 988 to VT-4 ADMIN. within the next working day.
6. Extensions are granted, provided you have a bona fide reason for approval. You must call the SDO and request an extension prior to leave expiration as early as possible. Either you or the SDO will contact your Flight Leader who will give you further instructions. If your extension is approved, log the new time and date your leave expires in Block 29 of your leave papers ("Granted extension of leave ending" block). The SDO will log the extension in the log and the time it was granted. If you are not authorized an extension and fail to return on time, you are considered UA! If you are delayed for circumstances beyond your control, (i.e., airline cancellation) make sure you obtain an affidavit to validate your request. **Exercise proper planning and common sense, don't get weathered in or schedule the last flight out!**

CLASS SOCIAL/MINI-FLEET PRESENTATION

Within four to six weeks after squadron check-in, the newest classes will be scheduled for a social event/mini-fleet presentation. Each fleet community available for selection will be represented by an instructor. The presentation is designed to provide you with a variety of information about each community and its duty station locations. Spouses are highly encouraged to attend to learn about opportunities available to you. In addition, this will be an excellent opportunity for you (and your spouse) to meet the CO, XO, and staff.

CLASS FOLDERS

Class folders are located in Student Control and contain any pertinent information that needs to be passed to the class or a particular student in the class. **Class Leaders are responsible for checking these folders on a daily basis.**

UPDATING ROSTER

1. Notify Student Control **immediately** of any change in address, telephone, marital status, rank, designator, etc.:
 - a. **Submit this information to Student Control (in writing). This is very important because this is how addresses are updated on the recall roster!**
 - b. Student Leader
 - c. Flight Student Control Officer
 - d. SDO (for pen and ink change to desk copy of CDO, SDO recall roster)
2. It is your responsibility to ensure the information remains current. This is not an invasion of privacy, but a military requirement.
3. **Call block/ Caller ID.** The base switchboard does not release the number when a call is placed from our government phones. Therefore, if you have Caller ID and are blocking calls that do not release their number, you are blocking **our** calls. We **must** be able to contact you.

CALENDAR SHEETS

Calendar "Blue Sheets" should be kept in your 'junk jacket' in Ready Room 1. You are responsible for keeping your calendar sheets up to date using the proper codes listed on the sheet. The sheets are to be filled out in **black ink**, not pencil. You must ensure that the appropriate information blocks at the bottom of each sheet is filled. Give your completed sheets to the ATJ Petty Officer in Student Control upon completion of Primary and again when you complete Intermediate. Blank calendar sheet forms may be obtained in Student Control.

STUDY HABITS

Studying in groups is good headwork and strongly recommended. Students who fail to use this resource, typically encounter academic/flight difficulties. Form study groups consisting of at least three, but no more than six students.

GRIFFITH HALL USE

Griffith Hall may be used by students for studying during the following hours: 0730-2000, during Mon.-Fri. work days. Do not study or plan for flights in the Conference Room. The RIOT trainers are also available for use and are located on the 2nd deck.

STUDENT READY ROOM USE

RR2 and briefing rooms in the VT-4 hangar are available for your use 24 hours a day. There is a flight planning/publication room located on the second deck of the flight line side of the hangar. It is also open 24 hours a day.

PINK SHEETS - DOWN PROCESSING

1. Pink sheets are awarded for academic failures, flight downs, Ready Room downs, missed events, unauthorized absences, appearance, conduct etc...
2. Immediately after receiving a down, the first stop will be Student Control. The day of the down, you will be allowed to process paperwork in your flight suit. On subsequent days, you must begin the routing at 0800 hours and be in the uniform of the day (i.e. khakis). It is your responsibility to track down your Flight Student Control Officer (FSCO), Flight Leader, and an Assistant OPS Officer (AOPS). It is unacceptable to take more than one day to route your paperwork. You must check the flight schedule or call their offices to set up a time when they can meet you.
3. If this is your first unsat event, then the AOPS will determine your disposition based upon review of the ATJ, Flight Leader recommendations, and personal interview. If this is your second down in phase, you will require a Progress Review Board (PRB) and a meeting with the Commanding Officer. Your flight will schedule the PRB and it will appear on the flight schedule. If you have not been scheduled for a PRB, call your flight by 0800 to check on its status.
4. You must show up 30 minutes prior to the scheduled start of your PRB in your seasonal dress uniform. Let Student Control know that you are waiting for your PRB, and then sit patiently in the Duck Pond. A representative of the Board will brief you on the formalities. You must be prepared to answer any and all systems, procedural, and general knowledge questions the board members may ask. This is your opportunity to demonstrate that you are motivated and have the ability and potential to complete the program.
5. After the PRB, see Student Control for additional admin processing. Your jacket will then be given to the CO's secretary, and you be seen when convenient. DO NOT expect the CO's schedule to be cleared in order to see you. Since appointments are not scheduled with the CO, you may have to wait all day. Please bring something to read or study while you patiently wait in the Duck Pond. You will be informed when the CO is ready to see you. DO NOT continuously question the Student Control Staff or the CO's Secretary as to when you will be seen.....as soon as we know something, we will let you know.
6. Pink sheets can be avoided by keeping yourself informed and **being prepared for at least two events in advance** !!

PROGRESS REVIEW BOARDS

A formal Progress Review Board (PRB) will be convened if a student fails to meet the required curriculum standards; or whose performance indicates further training is warranted, whether any extra instruction was received. The board will be chaired by a senior O-3 appointed by the TRAWING commander or an O-4 or above. If you are experiencing a problem that has not been previously discussed, it should be brought up at this time. Items will range from personal problems to emergency procedures and aircraft limits. You may be asked questions about anything you have been taught. If you go to a board, be prepared!

PREFERENCE SHEETS

You must submit your primary preference sheet to the VT-4 Statistician before completing your FAM-4. Submit your intermediate preference sheet prior to commencing T-1A flights. Give careful consideration to the comments you write on the sheet, make sure they are well thought out and explain why you want a particular pipeline selection. If you have any questions about the different aircraft communities, there is a roster in the Ready Room that lists the background communities of all your instructors. They are a great source of information and can be a big help to you.....utilize them.

SELECTION

Primary selections for Navy/USAF students are either NAV or Jet. Intermediate selections for Navy students are: Strike or AEW. Intermediate selections for USAF are either HEWO or Strike. CNATRAINST 1500.4 states that the number one student at graduation will get his/her first choice providing availability. All others will be decided by the needs of their particular service.

GRADUATION

Approximate graduation projections are as follows:

VT-4	Primary - 13 weeks after check-in. Intermediate - 13 weeks after Intermediate after check-in.
VT-86	Strike, Strike/Fighter 10-12 months after VT-4 check-in.
VAW-120	10-12 months after VT-4 check-in.

THE REAR ADMIRAL THURSTON H. JAMES MEMORIAL AWARD

The Rear Admiral Thurston H. James Memorial Award is presented annually to the outstanding graduate of the Naval Flight Officer program. It is presented to the student with the highest overall flight and academic grade during the calendar year. Graduates of VT-86 or NAVAIRTRU Randolph AFB also are eligible.

CRITIQUES

Critiques are to be turned in after each academic class, at the end of primary or intermediate phases. Please give constructive comments; do not simply say something or someone was good or bad, **explain why**. **Adverse criticism shall be presented in a fair and professional manner.**

FLIGHT SYSTEM

1. There are six flights at VT-4 designed to individually track SNFO/SWSO academic/flight production and time to train based on 140 training days.
2. Upon squadron check-in, students will be assigned to individual flights, led by a Flight Leader (a senior flight instructor). Students will meet with their Flight Leaders upon check-in to discuss their responsibilities in the "Flight" system. The following outlines general "Flight System" procedures:
 - a. The assigned Flight Leader will be responsible for the proper tracking of all student academic/flight events, stage/phase marginal, academic/flight downs, and personal issues.
 - b. The onus is on the individual student to **be prepared for the following two events** (minimum), maintain personal proficiency, (i.e., not limited to RIOT trainers, 1D23, 2B37/2C42, observer flights, PA and study groups) and **manage preparation to fly up to six consecutive days**.
 - c. The original copy of the Aviation Training Form (ATF) shall be submitted to the CDO after instructor completion. You must make a photocopy of each ATF for your junk jacket. Junk jackets are kept in Ready Room 1 for your instructors to review. You may not remove ATF's or transport your Aviation Training Jacket (ATJ).
 - d. Students are responsible to maintain an up status as indicated by the NAVMED 6410/2 CLEARANCE NOTICE (Aeromedical) IAW OPNAV 1500.4. Med down students shall muster in person at Logs and Records NLT 0800 every working day. SIQ students shall muster (via phone) to Logs and Records NLT 0800 every working day. If Logs and Records staff are not available, muster with CDO.
 - e. If you find yourself **not scheduled for three working days** (for no apparent reason), the student shall advise his/her Flight Leader, so to be scheduled or advised as to the reason.

"WHEN IN DOUBT, THERE IS NO DOUBT."

Bottom line, it's your responsibility to advise related issues and concerns to the attention of the PA and Flight Leader, and (if necessary) the Squadron SCO and/or higher authority.

FLIGHT PHYSICALS

1. Flight physicals can be scheduled through Branch Medical Clinic at 452-5242, Monday through Thursday, 1230 - 1530. Physicals must be scheduled in advance. You must complete your flight physical during the month prior to your birthday but no later than the month of your birthday. **If your annual physical expires, you cannot fly and your flight pay will stop!**
2. Your Class II Dental Exam will be scheduled on the morning of your physical exam by dental clinic personnel. Upon completion of the exam, you will receive a Standard Form 88.
3. You must be in Uniform of the Day.
4. Wear your glasses. Contact lenses must be removed 72 hours prior to your physical exam.
5. Bring the original copy of your annual flight physical up chit to Student Control, to be placed in your NATOPS jacket. In addition, place a copy of your up chit in the appropriate flight box (A, B, or C) located in Schedules.

DENTAL CLINIC

The Dental Clinic is located in Bldg. 3600 next to the Branch Medical Clinic.

Hours:	0700-1600 Monday through Friday
Sick Call:	0700-0900 Monday through Friday and 1200-1400 Monday through Thursday
Phone:	452-5600

ANTHROPOMETRY

You should have been measured before you checked in at VT-4. If you have marginal tolerance restrictions, you will be contacted for a T-34 and/or T-2 seat check prior to selection. If you are not sure if you are marginal, check with Student Control prior to submitting your selection preference sheet.

FLIGHT GEAR

Flight suits and flight jackets are highly pilfered items. Do not leave these items lying around. If you lose flight gear, or if it is stolen, immediately report it to the Supply Officer. If the gear was stolen, you will need a copy of the police report so the item can be replaced at no cost to you. Lost flight gear will be paid for by you, by either payroll deduction or direct remittance. Worn out flight gear will be replaced at no cost to you.

PRACTICE PRE-FLIGHTS

Practice pre-flights are STRONGLY encouraged. During working hours, you must contact maintenance personnel. During non-working hours, contact the SDO upon your arrival and departure. You must wear appropriate outfitting and hearing protection while on the flight line. If you intend to sit in the cockpit or step on the wing of an aircraft, you must wear either a helmet or cranial protection.

OBSERVER HOPS

T-1A observer hops are highly encouraged. To fly as an observer you must be med-up, complete the T-1A EMERGENCY EQUIPMENT/EGRESS TRAINING form (located in RR1), receive permission from the mission commander of the flight and have your name annotated on the flight schedule. Your name should also be included on the LANFLIRS/yellow sheet to credit flight time. Observer hops are taken on your time and shall not conflict with a scheduled ground/flight event.

CROSS COUNTRIES

You must have a GPA above marginal to be considered to schedule a cross country flight. When the time arrives, cross country coordination should be discussed with your instructor.

USAF FLIGHT RECORD REVIEW

It is your responsibility to complete a Flight Records review 30 days from arrival date. The Flight Record Office, ext 2-6910 at 325 Fighter Wing, Corry Station provides this service by appointment or during a monthly visit which will be posted in the Ready Room. For any further information contact SSGT Cone at 452-4323.

LEGAL MATTERS

Do you have a will? If not, one of the first things you should do is make an appointment with the Navy Legal Services Office (NLSO) to have one drawn up. A will is one of the most important documents regarding matters of property, estates, guardians, etc. in the event of your death. Even if you are not married, have no children, no worldly possessions, the importance of a will cannot be overstated. NLSO can also provide powers of attorney, review contracts, act as a notary, and provide general legal advice. There is also a Legal Officer in the squadron that can answer basic questions or get you headed in the right direction.

Navy Legal Services Office (NLSO)
Naval Air Station Pensacola
Pensacola, FL 32508-6000
(850) 452-4321/22
(922) DSN

WARBUCK RULES

- ONE A SAFE, HEALTHY ENVIRONMENT FOR ALL PERSONNEL. No one hurt through negligence or because of drugs or alcohol. The safety of each person comes before any other consideration.
- TWO THE BEST READINESS AND OPERATIONAL CAPABILITY POSSIBLE. This squadron will be a team that works safely and smoothly together better than any other team.
- THREE GOOD INFORMED LEADERSHIP THAT RECOGNIZES INDIVIDUAL WORTH of each individual and respects human integrity. Non-performers and substance abusers will not be tolerated. An individual who works hard and tries to improve will be supported and encouraged.
- FOUR GUARANTEED EQUALITY IS OUR POLICY. We don't care what color, nationality, gender or religion you are! We require everyone to respect each other's cultures, traditions and individual rights.
- FIVE CLEAR, SIMPLE AND HONEST COMMUNICATION UP AND DOWN the chain of command promotes good working relationships and good morale. We'll approach problems in a positive way, looking for solutions. We embrace Total Quality Leadership in both theory and practice.
- SIX CONDUCT THAT SHOWS WE'RE RESPONSIBLE AND PROUD OF OUR SQUADRON and our Service. Whether we're at home or TAD, in a car or on a motorcycle, we respect the rights of others. We don't give in to pressure from others to do something we know or think is wrong. We're proud of ourselves and we act accordingly.
- SEVEN ADVANCEMENT IS THE KEY to more recognition, more pay, more family security, and more job satisfaction. We set personal and professional goals. We try to advance as fast as we can. Know all of the requirements, exactly what you must do to give yourself a pay raise this year and every year.
- EIGHT WE TAKE OUR HEALTH AND WELFARE SERIOUSLY. Our brains, hearing, eyesight, and feet cannot be replaced, so we wear helmets/cranials, hearing protection, safety goggles, and safety shoes when necessary. We practice personal cleanliness and pick up after ourselves. We don't pollute our bodies and brains with drugs or other substances. We respect members of the opposite sex and we know and abide by the rules regarding sexual harassment and fraternization.
- NINE WE WORK TO BETTER OURSELVES AND OUR SERVICE during this assignment. Use Navy Campus, college courses, correspondence courses, EAWS, and rate training manuals to improve our knowledge. Complete this tour of duty with some type of educational accomplishment.
- TEN GOOD WORK, PERSONAL INITIATIVE, AND TEAMWORK GET RECOGNIZED EVERYDAY. We understand that success comes only through hard work by all. Who you are is not as important as what you do with what you have.

THIS IS OUR SQUADRON AND OUR SERVICE!
THE CHAIN OF COMMAND DIRECTS OUR
EFFORTS, BUT HOW WELL IT'S DONE
IS UP TO US!

PHONE NUMBERS

VT-4

Administrative Office	452-3566/4323
CO./XO.	452-2105/2106
Command Duty Officer (CDO)	452-3038/4739
Flight Leaders	
A Flight	452-4411
B Flight	452-4411
C Flight	452-3398
D Flight	452-3398
E Flight	452-3169 (ask to be transferred over to E Flt)
F Flight	452-3169 (ask to be transferred over to F Flt)
Griffith Hall (MDO and Ground School)	452-2172
Operations	452-3726
Safety	452-2367
Squadron Duty Officer (SDO)	452-4739/3038
Student Control	452-3169/9454
Training/Standardization	452-2230

MEDICAL/DENTAL

Branch Clinic (Flight Physicals)	452-5209
Dental	452-5600
Military Sick Call	452-5214

NAS PENSACOLA

Base Info	452-0111
Base Operations	452-4231/2431
BOQ	456-8661
Flight Gear Issue	452-3320
NTSAFA	452-2900/4551
PSD Officer Records	452-2222
Simulators 2B37/2C42 (Loral)	452-8516
Weather	452-3644

TRAWING-6

Air Force Liaison	452-2305
CTW-6 Chaplain	452-2349
CTW-6 Flight Surgeon	452-3997

MATSG

Administrative office	452-5605
Student Control	452-5529
Training	452-5544