

# HMHT-302 WELCOME ABOARD



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**UNITED STATES MARINE CORPS**  
MARINE HEAVY HELICOPTER TRAINING SQUADRON 302  
MARINE AIRCRAFT GROUP 29, 2D MARINE AIRCRAFT WING  
U.S. MARINE CORPS FORCES, COMMAND, PSC BOX 21008,  
MCAS NEW RIVER, JACKSONVILLE, NORTH CAROLINA 28545-1008



From: Commanding Officer  
To: Replacement Aircrew (RAC)

**SUBJ: REPLACEMENT AIRCREW WELCOME ABOARD PACKAGE**

**Welcome to HMHT-302**, home of the Phoenix, where you will start your flight training in the CH-53E. It is our full intention to make your training as productive, rewarding, and efficient as possible. The squadron possesses a vast amount of experience amongst its instructor pilots, crew instructors and enlisted aircrew base. All of our instructors have served in Fleet squadrons conducting numerous operations, deployments and exercises during their operational time. With over 100,000 Class A Mishap Free Hours, Phoenix takes seriously its responsibility of producing the best aviators for the fleet as safely and expeditiously as possible.

**Training:** HMHT-302 will train 62 replacement aircrew (RAC) and approximately 36 conversion and refresher pilots in Fiscal Year 11. Training for RACs is scheduled to have you complete in 5 months. It is the mission of the squadron to train and produce all pilots in the most efficient manner possible and prepare you for transition to your fleet command. Daily scheduled flights are thoroughly planned, but remain very flexible as opportunities arise from time-to-time to complete an individual on a certain training event. The completion of all Night Vision Goggle (NVG) training flights becomes a challenge during months where the high light level (HLL) period may be considerably shortened. Therefore, it is incumbent on the student to be prepared for any training flight within the syllabus that may be presented after completing FAM 115. Upon completion of the flight training syllabus the student is designated a Helicopter Second Pilot (H2P) in the CH-53E and is rated at 60% combat readiness percentage (CRP). Training is generally conducted along the Eastern North Carolina coast from MCAS New River, Camp Lejeune Complex, southwest to Wilmington, and to the northeast in the vicinity of MCAS Cherry Point, with opportunities to train outside the local area on cross-country flights.

**Progression of Training:** Upon completion of the Systems CBT lessons, RACs will be eligible to start simulator training.

Upon completion of the first 8 FAM simulator events RACs will be prepared to conduct a FAM 0 with an Instructor Pilot. The FAM 0 preflight is used to ensure that the student has a clear understanding of systems locations and functions prior to the beginning of the flight phase of training. Prior to the FAM 0, the student will complete a preflight with a fellow student that is FAM 115 complete and a second one with a crew chief instructor. The student will complete a thorough preflight walk-around of the A/C identifying various components and systems IAW the issued Preflight Guide. The student can expect to be asked questions by the Instructor Pilot during the pre-flights. An additional FAM 0 pre-flight check is required prior to the Rev 190 with an Instructor Pilot. Emergency egress training will be conducted during either the FAM 0 or the FAM 110 and must be noted in the NATOPS jacket prior to the FAM 111.

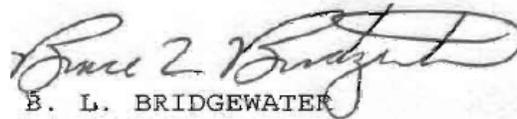
**Uniforms/Dress Code:** All officers are expected to wear the uniform of the day during working hours. Unless otherwise noted the working uniform is flight suit or the utility uniform. Desert digital MARPAT (sleeves up)/desert flight suits are worn during the summer period and woodland digital MARPAT (sleeves down)/green flight suits are worn during the winter period. Dates for the transition will be set by higher headquarters. Per ALMAR 035/07, "En route stops while off-base are not authorized except for bonafide emergencies, such as medical emergencies, vehicle breakdown, or vehicle accidents. Marines may only wear the Marine Corps Combat Utility Uniform (or flightsuit) when using drive-thru services such as ATM's, fast food restaurants, or dry cleaners when they will not exit the vehicle."

**Civilian attire:** All officers will maintain the standard prescribed in the *Marine Officer's Guide* during liberty and leave periods. When attending squadron social events, unless other wise instructed, the dress will be "Carolina Casual" which means collared shirt and shorts/trousers with belt loops and belt with proper footwear (no sneakers), female officers should wear the equivalent.

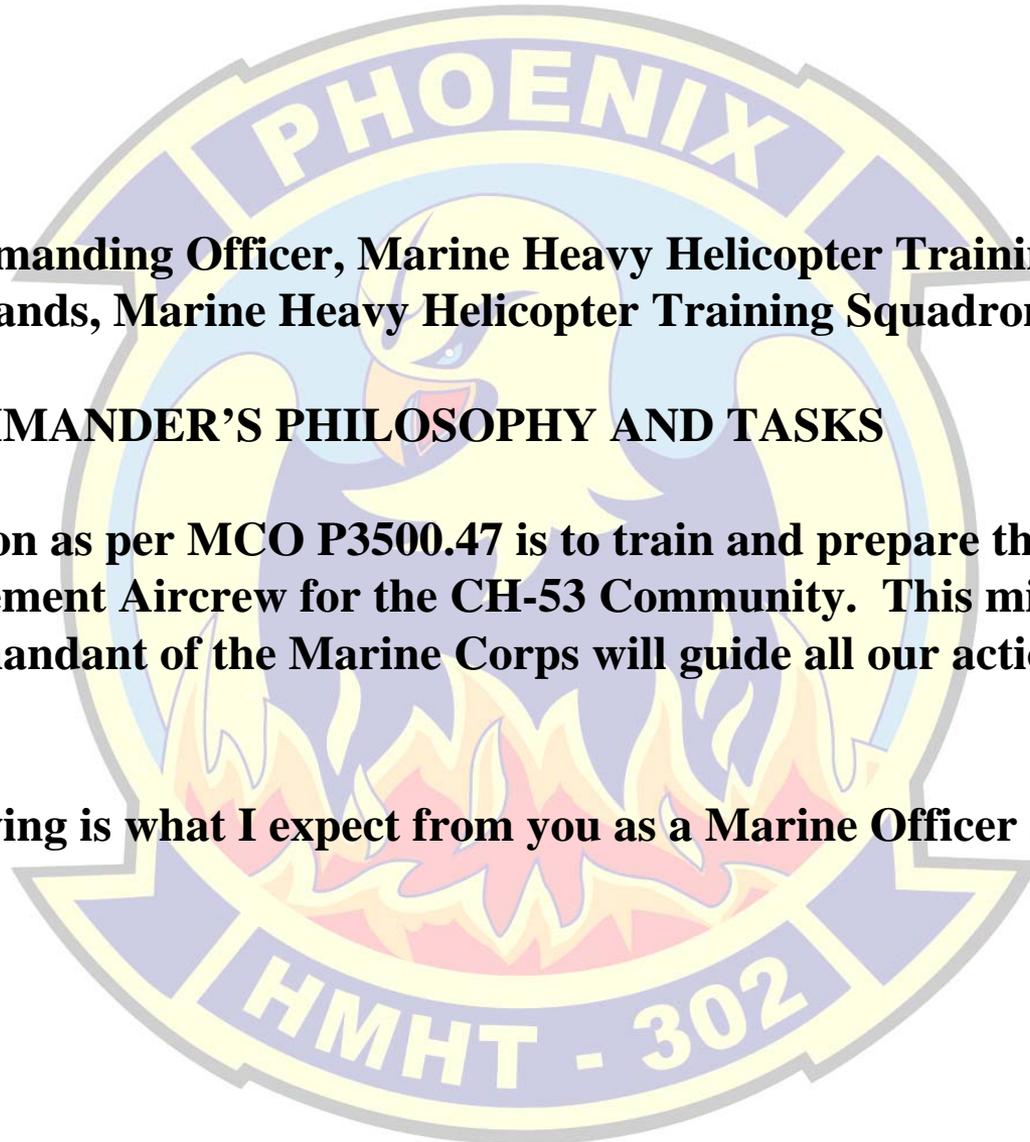
**PT Attire:** During organized PT sessions the uniform is green on green with plain white socks. During individual PT you may wear anything within the bounds of good taste. All officers are expected to have individual PT gear available at the squadron each working day. Lockers are available in the upstairs heads.

**Physical Training (PT):** All officers are expected to maintain a high level of physical fitness. Officers are encouraged to PT daily; you may PT at a time of your choice.

Enjoy your time here and make the most of it. Focus on "Brilliance in the Basics". The skills you learn here are the building blocks for every maneuver you will be asked and expected to perform for the rest of your aviation career as a CH-53 Pilot. Learn your weapon system well, so you will be equipped to move on to the tactical employment of the helicopter upon arrival at your Fleet Squadron. I challenge you to leave here the best H2P and the most professional Marine Officer you are capable of being, and to leave Phoenix a better place than it was when you arrived.



ERIC L. BRIDGEWATER



**From: Commanding Officer, Marine Heavy Helicopter Training Squadron 302**

**To: All Hands, Marine Heavy Helicopter Training Squadron 302**

**Subj: COMMANDER'S PHILOSOPHY AND TASKS**

**1. Our mission as per MCO P3500.47 is to train and prepare the highest quality Fleet Replacement Aircrew for the CH-53 Community. This mission, given to us by the Commandant of the Marine Corps will guide all our actions and decisions.**

**2. The following is what I expect from you as a Marine Officer and a Naval Aviator.**

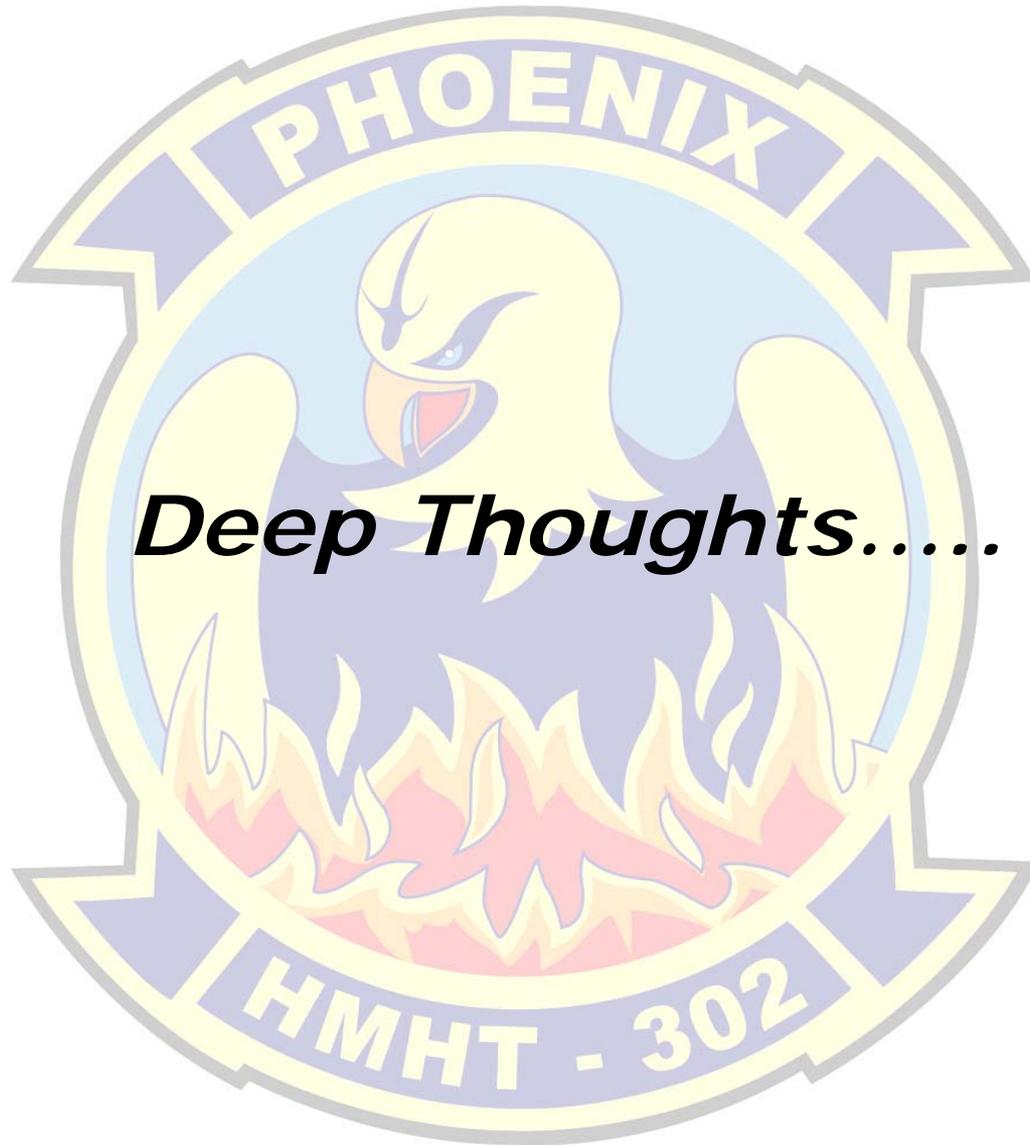


# **Commanding Officer's Brief**

LtCol Bruce "Cuddles" Bridgewater

# ***“Mission first, people always”***

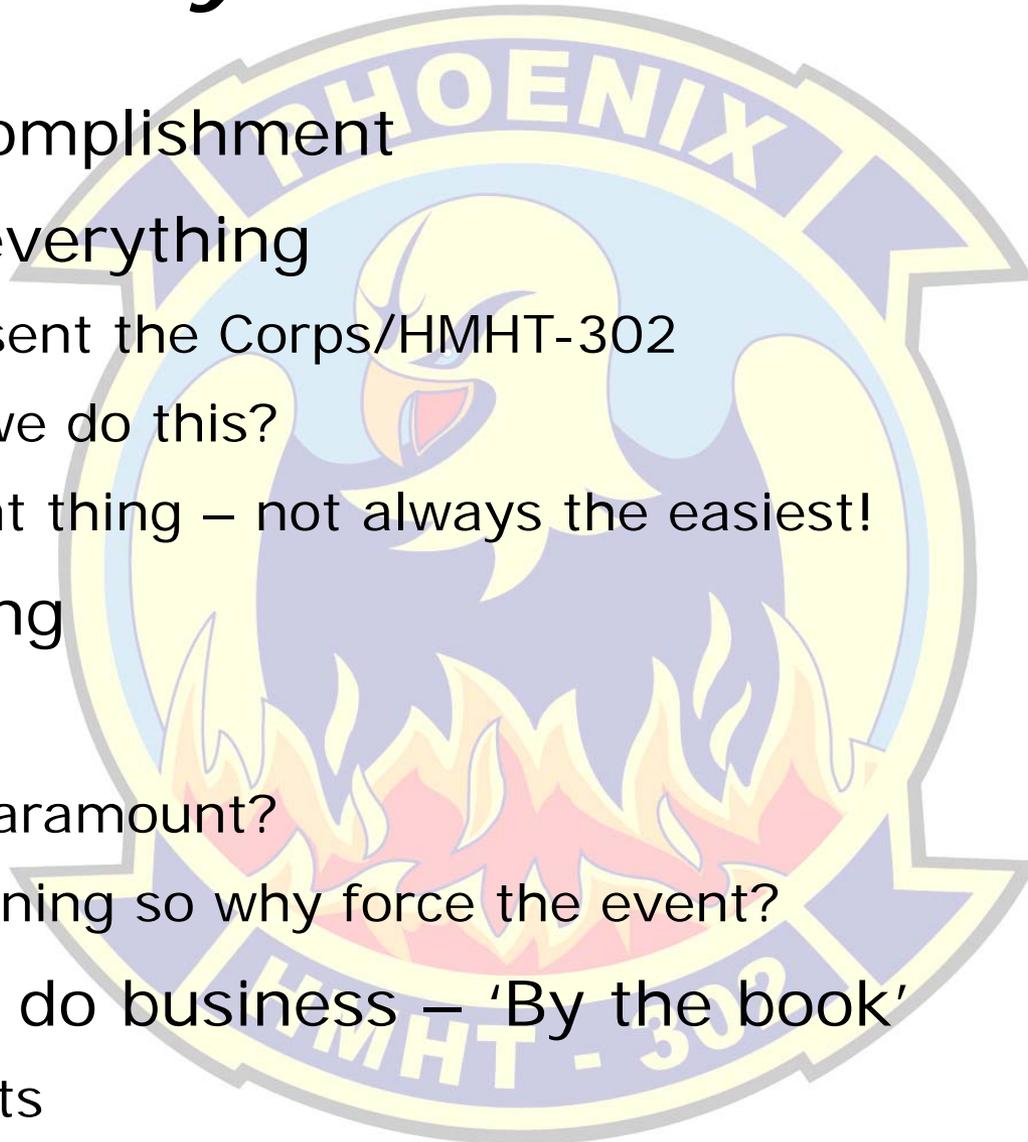
- Using basic ORM principles, provide CH-53Es that are capable of Long Range, LLL, External, and AR missions ISO RAC and Permanent Aircrew training; to include offering the Group Commander the flexibility to support MEU, OEF, OIF, Disaster Relief, etc.. and as directed by II MEF.
- My job is to create an environment that allows us to accomplish this in the most efficient manner; with the least impact on our Marines and Sailors, along with our families.
- ...an environment where we are NOT REACTING so we can surge, but then throttle back. Get Marines “into the fight”, so we must be on the offensive for training.



***Deep Thoughts.....***

# ***“You are your brother’s keeper”***

- Mission accomplishment
- Attitude is everything
  - YOU represent the Corps/HMHT-302
  - How CAN we do this?
  - Do the right thing – not always the easiest!
- Housekeeping
- Safety
  - Is safety paramount?
  - We are training so why force the event?
- How we will do business – ‘By the book’
  - No shortcuts
  - Deviation from published procedures is not your decision

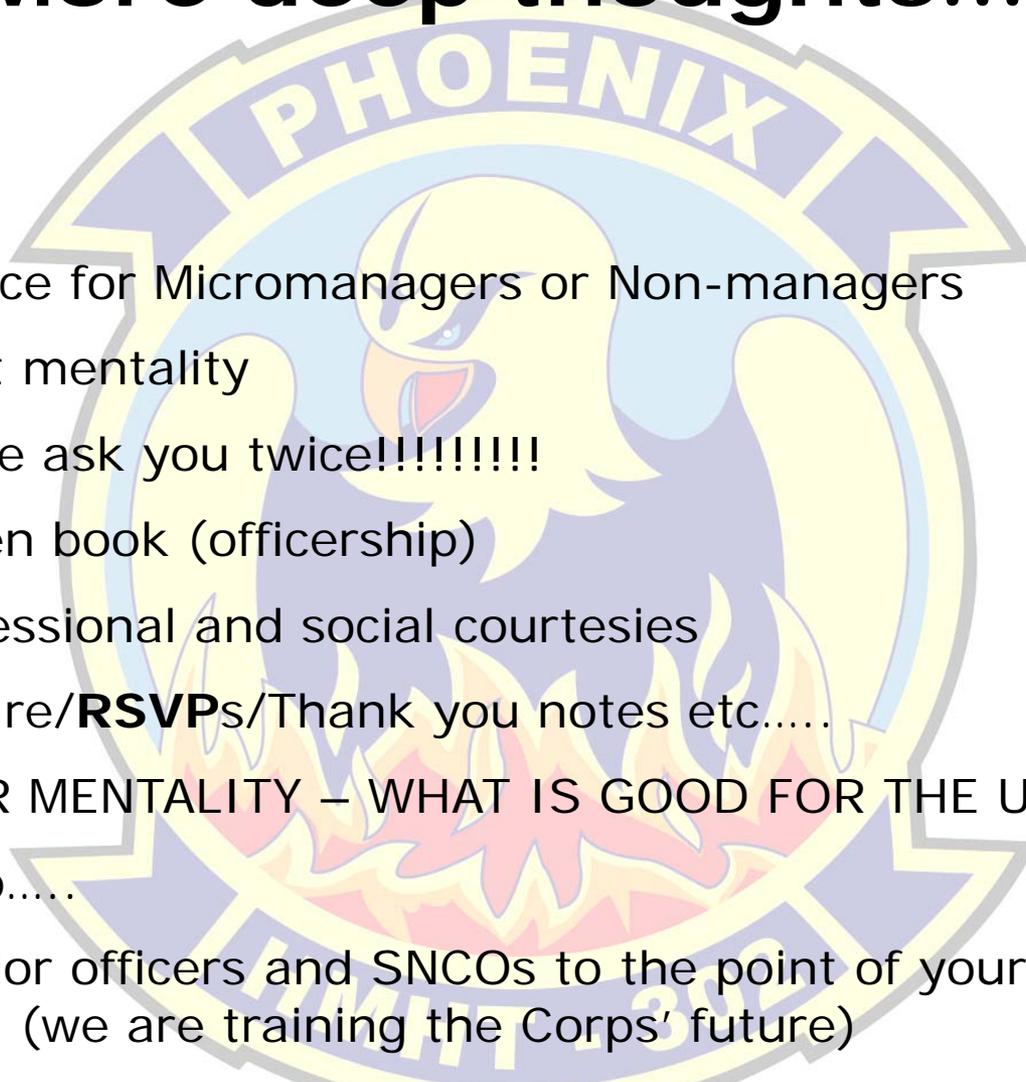


# ***"5 Key Principles"***

- Seek to obtain excellence in ALL that you do (A-Z)
- Manage Risk (*Is the juice worth the squeeze??*)
  - Need to be creative
  - ***Work smarter not harder***
- Take care of everyone to include families
  - We are a family (me, you, your families and our gear)
- Contribute to the future of our institution
  - Doing the right thing when no one is looking= US Marine!!!!
  - Professionalism (in what you do- work/appearance)
  - Discipline
- Find ways to build camaraderie and Esprit de Corps

# More deep thoughts...

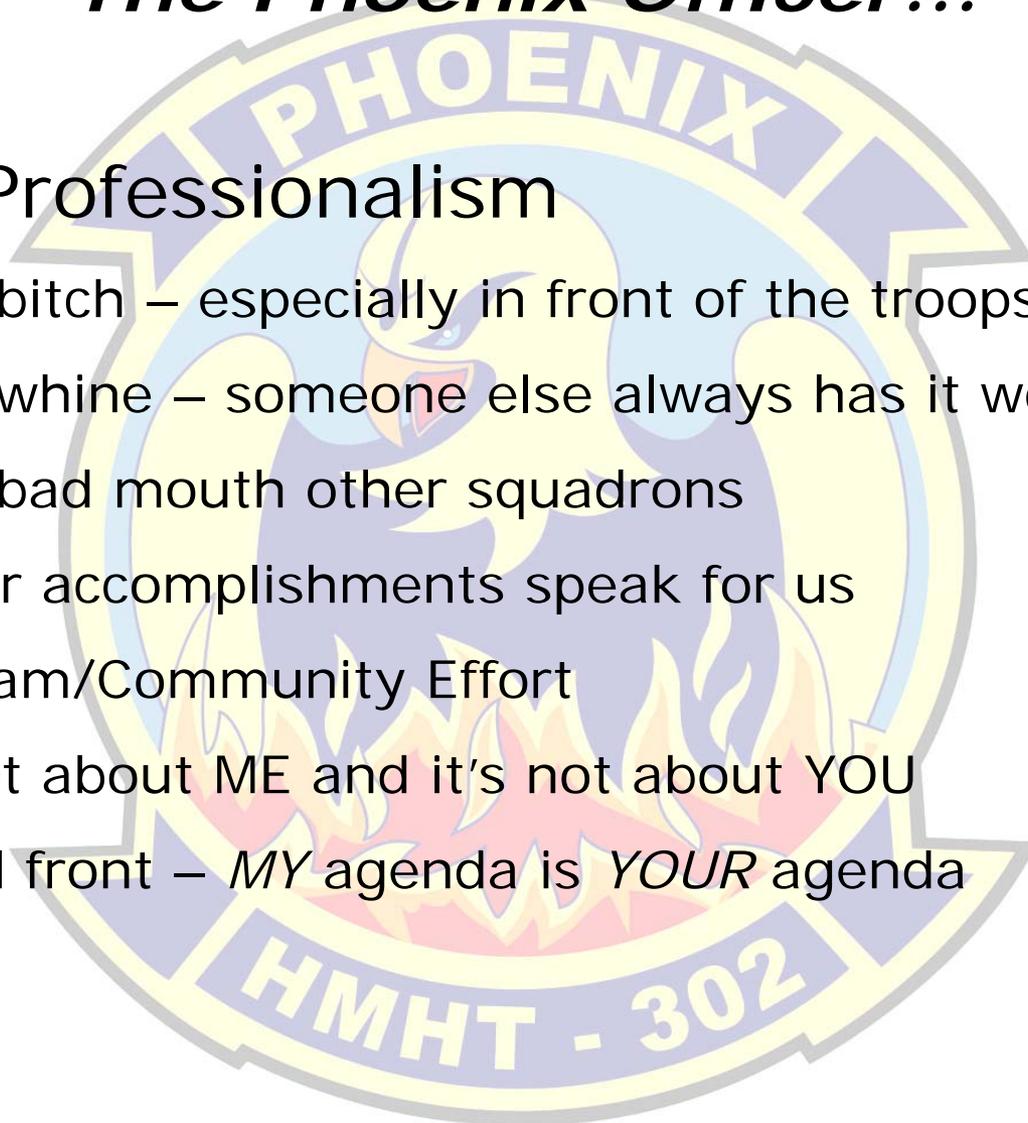
- Loyalty
- Integrity
- Limited patience for Micromanagers or Non-managers
- No zero defect mentality
- Don't make me ask you twice!!!!!!!!!!
- The Little green book (officership)
- Common professional and social courtesies
  - Proper attire/**RSVPs**/Thank you notes etc.....
- STAKEHOLDER MENTALITY – WHAT IS GOOD FOR THE UNIT?
  - Ownership.....
- Train your junior officers and SNCOs to the point of your own obsolescence... (we are training the Corps' future)
- *If you have nothing to do, do it somewhere else...*



# *The Phoenix Officer...*

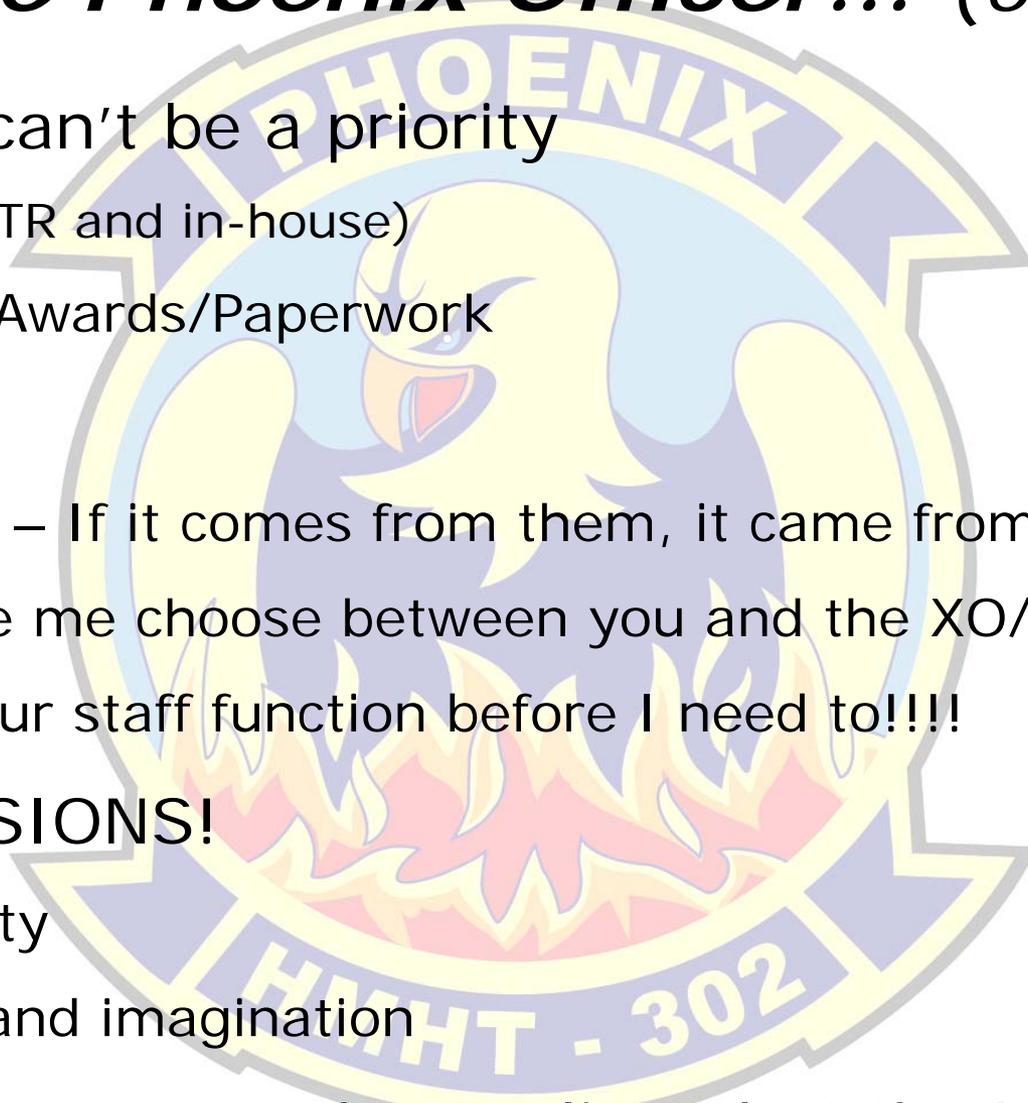
## • Quiet Professionalism

- Don't bitch – especially in front of the troops
- Don't whine – someone else always has it worse
- Don't bad mouth other squadrons
- Let our accomplishments speak for us
  - Team/Community Effort
- It's not about ME and it's not about YOU
- United front – *MY* agenda is *YOUR* agenda



# ***The Phoenix Officer... (cont)***

- Everything can't be a priority
  - Training (PTR and in-house)
  - FITREPS/Awards/Paperwork
- My staff
  - XO/SgtMaj – If it comes from them, it came from me.
  - Don't make me choose between you and the XO/SgtMaj.
  - Execute your staff function before I need to!!!!
- **MAKE DECISIONS!**
  - Predictability
  - Creativity and imagination
- I don't have an open door policy... but the XO does....



## *(more) The Phoenix Officer...*

- Take care of your Marines-
  - Check all REDs and SGLIs
  - Injured Marine/Semper Fi Fund
    - helps with ill children
  - EFMP and Language Training
  - Weight Control/Personal Appearance
    - PT=ownership
  - Not in the Line of Duty, due to own misconduct
    - Motorcycles, DWI, Seatbelts, etc..
  - NCO involvement
    - Empower them and hold them accountable

# Pilot Stuff...

- The book, the book, the book!
  - Deviation from NATOPS, established directives, SOPs, manuals is unacceptable and is not your call to make.
- Back to basics – systems, EP, BAW, standardization
- You better have a really good reason to counter a CDI's decision.
- There is *no good reason* to counter QA's decision.
  - If so!!!! Training
- No zero defect mentality, but headwork????
- CREW CONCEPT is everything

# CCIRs

*DON'T SURPRISE YOUR BOSS(OR MINE)!*

- ✓ **ANY Injury or death (to include dependant)**
- ✓ **Mishap**
- ✓ **Any incident with media interest potential**
- ✓ **PEL**
- ✓ **TFOA**
- ✓ **Below 50% readiness**
- ✓ **Hazardous weather**
- ✓ **Late ACFT**
- ✓ **Concern over a Marine's physical, mental or emotional status (including motor vehicle/motorcycle accident)**
- ✓ **Group contingency planning or current support plans**
- ✓ **GOOD IDEAS!**



Questions

# "SPECIAL TRUST AND CONFIDENCE"

By

LIEUTENANT GENERAL JOHN A. LEJEUNE, USMC  
13th Commandant of the Marine Corps  
1920 Marine Corps Manual

The special trust and confidence which is expressly reposed in each officer by his commission is the distinguishing privilege of the officer corps. It is the policy of the Marine Corps that this privilege be tangible and real; it is the corresponding obligation of the officer corps that it be wholly deserved.

Commanders will ensure that local policies, directives, and procedures reflect the special trust and confidence reposed in each member of the officer corps. Full credit will be given to his statements and certificates, he will be allowed maximum discretion in the exercise of authority vested in him, and he and his dependents will be accorded all prerogatives and perquisites which are traditional and otherwise appropriate. Except where the security of classified material and installations impose more stringent demands, an officer's uniform will amply attest his status as an officer, and his oral statement will serve to identify him and his dependents.

As a concomitant, commanders will impress upon all subordinate officers the fact that the presumption of integrity, good manners, sound judgment, and discretion, which is the basis for the special trust and confidence reposed in each officer, is jeopardized by the slightest transgression on the part of any member of the officer corps. Any offense, however minor, will be dealt with promptly, and with sufficient severity to impress on the officer at fault, and on his fellow officers, the effects of the offense on the stature and reputation of the officer corps. It is an obligation to the officer corps as a whole, and transcends the bonds of personal friendship.

As a further and continuing action, commanders are enjoined to bring to the attention of higher authority, referencing this paragraph, any situation, policy, directive, or procedure which contravenes the spirit of this paragraph, and which is not susceptible to local correction.

Although this policy is expressly concerned with commissioned officers, its provisions and spirit will, where applicable, be extended to noncommissioned officers, especially staff noncommissioned officers.



**BRUCE L. BRIDGEWATER**  
**LIEUTENANT COLONEL**  
**U.S. MARINE CORPS**

Lieutenant Colonel Bridgewater attended Indiana State University on an athletic scholarship from August 1988 to December 1992, earning a Bachelors of Science in Aerospace Administration. He completed Officer Candidate School, Platoon Leaders Course in the summer of 1992 and was commissioned a Second Lieutenant the following December. Completing the Basic School in the fall of 1992, he received orders to Pensacola the following year.

First Lieutenant Bridgewater selected helicopters and was winged as a Naval Aviator on 22 September 1995. He was chosen to fly the CH-53E Super Stallion with a West Coast assignment. After completing Fleet Replacement Training at New River, North Carolina, he reported to Marine Heavy Helicopter Squadron (HMH) 361, Marine Corps Airfield Tustin, Santa Ana, California.

While with HMH-361, First Lieutenant Bridgewater deployed with the 31st Marine Expeditionary Unit (MEU) as a part of HMM-265 (REIN), where was promoted to Captain. His next deployment was a WestPac with the 13th MEU(SOC), HMM-364 (REIN). When HMM-364 returned, Captain Bridgewater attended 1-00 Weapons and Tactics Instructor (WTI) course and was designated a WTI. Following his return from WTI, HMH-361 conducted a unit deployment (UDP) to Okinawa Japan and participated in the first Fish Hook, an exercise displaying the self-deployment capability in the Western Pacific. After his homecoming from the UDP in the spring of 2001, Captain Bridgewater accepted orders to Marine Aviation Weapons and Tactics Squadron One (MAWTS-1) as a CH-53 Instructor.

While at MAWTS-1, Captain Bridgewater was selected for the rank of Major and served a dual role as CH-53 Instructor Pilot and 53 Division Head. During January 2003 Major Bridgewater joined HMH-464 as an augment pilot for Operation Iraqi Freedom One (OIF-I). When he returned to MAWTS-1 he again assumed the responsibilities of CH-53 Division Head. In this position, he was instrumental in the conception and implementation of Desert Talon, the training exercise which prepares units for deployment to the follow-on phases of OIF and Operation Enduring Freedom. At the completion of his tour with MAWTS-1 he moved to Marine Corps Base Hawaii at Kaneohe Bay to fly the CH-53D.

In Spring 2004, Major Bridgewater reported to HMH-363 and was assigned the duty of Aviation Maintenance Officer. In this capacity he participated in Rim of the Pacific Exercise 1-04 and prepared the squadron for a UDP to Iwakuni and Okinawa, Japan in December 2004. Upon return from the deployment in May 2005 he was re-assigned as the Squadron Operations Officer. He participated in Hawaii Combined Arms Exercise 1-

06, prepared the squadron for Desert Talon 2-06, and deployed to Iraq in the summer of 2006. Following the deployment to OIF, Major Bridgewater was selected as Aviator of the Year for 1st MAW, and contributed to HMH-363 winning the Commandants Aviation Trophy in 2007. Major Bridgewater was then selected to attend Command and General Staff College aboard Fort Leavenworth in Leavenworth, Kansas.

Following his time in Kansas, he was assigned to HMH-366, MAG-29, 2nd MAW as the Executive Officer for the activation of the unit as part of the Marine Corps 202K growth plan. He was promoted to Lieutenant Colonel in August 2008.

His awards include the Meritorious Service Medal, the Navy Commendation Medal with gold star, the Navy-Marine Corps Achievement Medal, the Strike Flight Medal with numeral 5, and various unit awards.



**James P. Humphrey**  
**Sergeant Major**  
**United States Marine Corps**

Sergeant Major Humphrey reported to Parris Island, South Carolina for recruit training on November 26th 1984 and graduated February 12th 1985. Upon completion of recruit training Private First Class Humphrey reported to MATSG 901 NAS Millington, Tennessee for A school to become an aviation ground support equipment technician. Private First Class Humphrey was a distinguished graduate of his MOS school and was promoted to Lance Corporal.

In November 1985, Lance Corporal Humphrey reported to H&MS-32, MAG-32, MCAS Cherry Point, North Carolina where he worked as a support equipment technician. While assigned to H&MS-32, Lance Corporal Humphrey executed multiple deployments and was meritoriously promoted to Corporal. In October of 1989, Corporal Humphrey reported to MALS-31, MAG-31 at MCAS Beaufort, South Carolina. There he was promoted to Sergeant and spent the next three years executing multiple deployments.

In November 1992, Sergeant Humphrey reported to MCRD Parris Island, South Carolina for Drill Instructor duty. Sergeant Humphrey spent three years as a Drill Instructor for 3rd Battalion, Kilo Company. There he successfully trained recruits as a Drill Instructor and as a Senior Drill Instructor. Following Drill Instructor duty, Sergeant Humphrey reported to MAG-12, MALS-12 at MCAS Iwakuni, Japan where he was promoted to Staff Sergeant.

In March 1997, Staff Sergeant Humphrey reported to MALS-26, MAG-26 at MCAS New River, North Carolina as the Quality Assurance Representative SNCOIC, with a follow-on assignment as the Squadron Gunnery Sergeant for MALS-26. During this tour, Staff Sergeant Humphrey was promoted to Gunnery Sergeant.

In September 2000, Gunnery Sergeant Humphrey reported to MALS-24, MAG-24 at MCAS Kaneohe Bay, Hawaii as the SNCOIC of the support equipment division. During this tour Gunnery Sergeant Humphrey had follow-on assignments as the MALS-24 Ground Safety Officer, Commander of the Guard for MCAF Kaneohe Bay, and Squadron Gunnery Sergeant for MALS-24.

In February 2004, Gunnery Sergeant Humphrey was promoted to First Sergeant and was reassigned to 1st Battalion, 12th Marines, Battery C, Kaneohe Bay, Hawaii and served as the Battery First Sergeant. In July 2004, First Sergeant Humphrey and Battery C were attached to Battalion Landing Team 1/3, 31st MEU, and participated in operations Phantom Fury and Al Fjar the siege of and rebuilding of Fallujah, Iraq.

Upon his return from Iraq in May 2005, First Sergeant Humphrey was transferred back to 1st Battalion 12th Marines, Battery A.

In May of 2007 First Sergeant Humphrey was transferred to HQ Battery. First Sergeant Humphrey was promoted to Sergeant Major in March of 2007 and redeployed to OIF 6 as the MWSS 271 Sergeant Major. Sergeant Major Humphrey is currently assigned to MCAS Cherry Point as the MWSS 271 Sergeant Major.

Sergeant Major Humphrey's personal awards include the Navy and Marine Corps Commendation Medal with combat V and two gold stars, the Navy and Marine Corps Achievement Medal with four gold stars, and the combat action ribbon. Other accomplishments include 2 MAW NCO of the Year, distinguished Graduate SNCO Advanced Course.

# HMHT-302 HISTORY



Marine Helicopter Training Squadron 302 was originally designated Marine Medium Helicopter Training Squadron 302 (HMMT-302), on 01 November 1966, at Marine Corps Air Facility, Santa Ana, California, and assigned to Marine Helicopter Training Group 30, 3d Marine Aircraft Wing. The squadron was tasked with training newly designated Naval Aviators and conversion pilots to fly the Boeing-Vertol CH-46 Sea Knight. Upon deactivation, the squadron had accumulated 34,850.7 flight hours without mishap.

On 31 March 1972, personnel from HMT-302 were merged with Marine Heavy Helicopter Training Squadron 301 (HMT-301), to form the newly designated Marine Helicopter Training Squadron 301 (HMT-301), conducting pilot training in the CH-46F and CH-53A helicopters. The restructured HMT-301 was attached to Marine Aircraft Group 16. In December 1983, the squadron began training CH-53E Replacement Aircrew (RAC), and later established the Fleet Readiness Aviation Maintenance Personnel (FRAMP) department to train CH-53E enlisted mechanics and technicians.

On 20 November 1987, the squadron was reactivated and designated Marine Helicopter Training Squadron 302 (HMT-302) attached to Marine Aircraft Group 16 flying both the CH-53A and CH-53E helicopters. The FRAMP accompanied the helicopters to HMT-302 and in 1991, added the CH-53A/D to their curricula. On 22 October 1993, Naval Air Maintenance Training Group Detachments (NAMTRAGRUDETS) 1028 and 1032, TME-32, and FRAMP combined and reorganized into the Fleet Replacement Enlisted Skills Training (FREST) department.

In September of 1994, the squadron became the only Navy or Marine Squadron ever to fly three models of Sikorsky H-53 aircraft as it incorporated Navy MH-53E's from Helicopter Mine Countermeasures Squadron 12 (HM-12) and assumed the RAC and FREST training responsibilities for the Navy's MH-53E community. In June 1995, the squadron relinquished responsibility for the training of CH-53D aircrew and transferred four CH-53D aircraft to stand up HMT-301 in Hawaii.

Between 9 January and 23 January 1996, HMT-302 safely executed a transcontinental move to MCAS, New River, North Carolina. The transfer became effective in February 1996 when HMT-302 officially attached to MAG-29.

In March to April 1998, HMT-302 deployed to South Africa in support of Presidential Operations -- the first Fleet Replacement Squadron to deploy overseas for a real world military operation.

On 02 August 2010 was redesignated Marine Heavy Helicopter Squadron 302 (HMHT-302).

The squadron provides flight training for newly commissioned Naval Aviators, conversion pilots, refresher pilots, and enlisted aircrew in the CH-53E Super Stallion.

Marine Helicopter Training Squadron 302 unit awards consist of the Navy Unit Commendation, Meritorious Unit Commendation with one bronze star, and National Defense Streamer with one bronze star.

HMT-302 PHONE LIST

Commercial (910) 449-XXXX

Autovon 752-XXXX

12-Aug-09

Room #	Office	Phone #
210	CO	6966
209	XO	6591
208	Sgt Maj	6571
219	SDO	6024
201	ODO	6024
201	Readyrm	6024
210	AdminO	5312
203	OPSO	5305 / 5306
215	LogisticsO	5308
111A	AMO	6284
207	S-5	5308
217	S-6	6928
226	DSS	6805 / 6995
225	Pers O	5307
210	Legal/Adj	6184
210	Career Planner	5301
214	S-1/UD/Orders	5310 / 5302
201A	S-3A	6027
201A	Flight O	6027 / 5308
203	Flight Plan/PFPS	5314
215	S-4A	5300
220	S-4	7625 / 5300
226	Grnd Safety O	6805
226	NATOPS O	6779
226	ASO	5311
232	Crew Chief Instructors	5317 / 6950
211	Crew Div Clsrm	4206 / 6950
206	S-1 FAX	5316
216	Flight Surgeon	6500 ext 258
111A	AAMO	6407
122	Maint Chief	6454
120	Maint Admin	5326 / 6492 (fax)
112	Maint Control	6452
112	M/C Material	5319
112	MMCO	6451
111	QAO/QA/TPL	5149
125	Flight Line O	5333
127	Flight Line	7921 / 5333
127	GSE	5318
130	Airframes	5320 / 5322
135	Corrosion	6457
114	Flight Equipment	6645
118	Phase	6454
118	Avionics	6928 / 5320
AS 568	Toolroom	6772

<b>HMT-302 FREST AS 510</b>		
Room #	Office	Phone #
115	DAT/AVI&AF OIC	6658 / 6688 / 6725
127	AdminFax	6726 / 6725 / 6724 / 6771
126	TechPub/Supply	6726 / 6725 / 6724
118	Admin/Nitras	6726 / 6725 / 6688
207	ISD	6724 / 6725 / 6726 / 6019
216	Maint Cont/ADP	6688 / 6658 / 6725
217	Avi Instructors	6724 / 6725 / 6726 / 6019
218	CH 53 Inst	6725 / 6724 / 6726 / 6019
AS 4010	Frest Barracks	6438
	Student Control	

<b>Telephone Dialing Instructions</b>	
Outside Line	99+Number
DSN	94+Number
DSN Prefixes	750... (450 Commercial Prefix)
	751... (451 Commercial Prefix)
	752... (449 Commercial Prefix)
	758... (440 Commercial Prefix)

<b>New River Air Station</b>	
IPAC Admin	449-7353
IPAC PCS OIC	449-7362
IPAC Legal Corres Clerks	449-7334
PMO Desk Sergeant	449-6111 / 6112
Medical Clinic/ Aid Station	449-6500
Dental	449-6515 / 6516
SNCO Club	449-6707
O Club	449-6409 / 6531
Theatre	449-6292 / 6528
ITT	449-6530 / 6207
TMO	451-2377
Gas Station	449-6092
Pass & ID	449-6354
Exchange	449-0539
Commisary	449-6395
Station ODO	449-6305
Base Ops	449-6316 / 6312 / 6311
Auto Hobby	449-6709
Wood Hobby	449-6690
Wendy's	449-0405
Gym	449-6714 / 6436
Movie Mart	449-0133
Armory MAG 29	449-6088
Armory MAG 26	449-6479

# 2007 MARINE AVIATION PLAN

## MARINE HEAVY HELICOPTER SQUADRON (HMH):

Support the MAGTF Commander by providing assault support transport of heavy weapons, equipment and supplies, day or night under all weather conditions during expeditionary, joint or combined operations.

### *MARINE HEAVY HELICOPTER (HMH) PLAN*

#### CURRENT FORCE:

7 AC SQDN X 16 CH-53E  
 3 AC SQDN X 10 CH-53D  
 1 RC SQDN X 6 CH-53E  
 1 FRS X 17 CH-53E

#### FORCE GOAL

9 AC SQDN X 16 CH-53K  
 1 FRS X 21 CH-53K  
 1 RC SQDN X 8 CH-53E

UNIT/LOCATION	PMAA	FY09				FY10				FY11				FY12				FY13				FY14				FY15				FY16				FY17				FY18				FY19			
		1	2	3	4	1	2	3	4	1	2	3	4	1	2	3	4	1	2	3	4	1	2	3	4	1	2	3	4	1	2	3	4	1	2	3	4	1	2	3	4				
MAG 26/29																																													
HMT-302	17 CH-53E																																												
HMH-461	16 CH-53E																																												
HMH-464	16 CH-53E																																												
HMH-366 (1)	16 CH-53E																																												
MAG 16																																													
HMH-361	16 CH-53E																																												
HMH-462	16 CH-53E																																												
HMH-465	16 CH-53E																																												
HMH-466	16 CH-53E																																												
MAG 24																																													
HMH-362 (2)	10 CH-53D																																												
HMH-363 (2)	10 CH-53D																																												
HMH-463	10 CH-53D																																												
MAG 49																																													
HMH-772	6 CH-53E																																												

A = ACTIVATE  
 D = DE-ACTIVATE  
 P = PLUS-UP IN PMAA  
 C = CADRE SQUADRON  
 M = ENTERS MV-22 TRANSITION  
 V = TRANSITION COMPLETE  
 K = INTRODUCTION OF CH-53K

#### SPECIFIC NOTE:

- 1) HMH-366 FOC 4TH QTR FY09
- 2) SQUADRON RELOCATES TO NEW RIVER POST CH-53K TRANSITION. HMH-362/363 WILL BE REPLACED BY A SINGLE CH-53E SQUADRON FROM THE EAST COAST.

# **CHECKING IN**

## **CHECK-IN PROCEDURES**

### **ITEMS TO BE COMPLETED IN ORDER (3 WORKING DAYS):**

#### **STUDENT CONTROL:**

- See Student Control Officer in S-3 for Welcome Aboard Package and Publications issue.

#### **COMMAND ELEMENT:**

- Initial interview with XO (In Service Alphas)
- Schedule initial interview with CO through S-3

#### **ORDERS:**

- Get command endorsement to your PCS Orders from squadron S-1 prior to going to IPAC.
- Turn-in PCS Orders to IPAC.

#### **PMO:**

- See base PMO for flight line access (see attached map). For the sake of security, individual flight line passes are required for access to hangar and flight line through entry control point (ECP) turnstile.

#### **JOINT LAW CENTER (JLC):**

- Pickup Will and Power of Attorney (POA) Worksheet at JLC if you require a will or POA.

#### **CHECK-IN SHEET:**

- Obtain a Check-In Sheet from S-1 when you get your command endorsement.
- Complete highlighted sections of attached Check-In Sheet and turn into IPAC.

#### **DEPARTMENT CHECK-INS:**

- See Department In-Briefs



# MCAS NEW RIVER CHECK-IN SHEET

Full Name	Grade	SSN LAST 4	MOS	Organization
Local Address		Detach Date		Forwarding Address (or) Future Unit

### MCAS ACTIVITIES

(All Military Personnel required to Check-In/Check-Out with ALL below Agencies)

Agency	Loc	Init/Stamp	Agency	Loc	Init/Stamp	Agency	Loc	Init/Stamp
JRC/ (ENLISTED) Billeting Office	AS 4002		STATION S6 NETWORK ADMIN	AS-212 ROOM 323		Family Housing (See *)	CLNC TT43	
Medical	AS-100		Dental	AS-100				
Pass & ID Veh Registration	AS-211		Station Education	AS-212		MCCS Relocation/Transition	AS-90	

(The following Agencies require a Check-Out clearance only)

PMO Traffic Court	AS-302		MCCS Gear Issue	AS-112		FSC/EMFP Program	AS-90	
Library	AS-213							

### Unit Info / Activities

Section / Phone #	FULL BAS Y N IF NO PROVIDE MEAL CARD#	Flight Pay		JOINS ONLY T/O# LINE#	PRO/CON REP CO SIG:	FIT
		Yes	No			
CO				FLT EQUIP		
XO				MAINT CHIEF		
SGTMAJ				UNIT SUPPLY		
ADJUTANT				MANAGER		
S-1				ARMORY	4145	
GOV'T CHG CARD				TRI-CARE	LEJ NAV	
MAILROOM				NBC		
QUALITY ASSURANCE				DSS/NATOPS		
CAREER PLANNER				SUPPLY (CIF)		
PRIVACY ACT COORDINATOR: POC: S-1 OFFICER						

### Check-In Only

### IPAC Activities

### Check-Out Only

JOIN SECTION	AS-201		TVL SECTION	AS-213		SEPS SECTION	
SEPS SECTION	AS-213		PCS SECTION	AS-213		PCS SECTION	

### CHECKOUTS:

I CERTIFY THAT I HAVE NO MCCS GEAR, VIDEOS, LIBRARY BOOKS OR FUNDS OWED TO NAVY RELIEF, RED CROSS, NR MARINA, CHILD DEVELOPMENT CENTER, AND SPRINT BEQ/BOQ PHONE SERVICES.

**PRINT NAME AND ADMIN CHF INITIALS/DATE**

**MEMBERS SIGNATURE/DATE**

**Welcome Aboard Brief (Mandatory Attendance)**

1. 1st Tuesday of Every Month

2. Enlisted Club

3. Uniform: Civilian Attire

4. Marines w/18 Yrs from PEBD must check in w/Septs Section

**MARINE IS DIRECTED TO RETURN PCS CHECK-IN SHEET TO IPAC NLT 5 WORKING DAYS**

**Marines Sep from USMC must check out w/ CO,XO and SgtMaj**

THIS INFORMATION IS PROTECTED BY THE PRIVACY ACT OF 1974 (PL-93-579).

UNAUTHORIZED ACCESS TO THIS INFORMATION IS A VIOLATION OF FEDERAL LAW. VIOLATORS WILL BE PROSECUTED.



## **HMHT-302 Family Readiness**

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Family Readiness Officer: Leah Aquino

Contact information:

Office Phone: 910-449-5314

Email: [leah.aquino@usmc.mil](mailto:leah.aquino@usmc.mil)

### **Relocation information**

Lejeune Inn: 910-451-3041, DSN 751-3041.

Website: <http://www.mccslejeune.com/lejeuneinn/index.html>

The Lejeune Inn is on MCB Camp Lejeune. There are also several hotels off-base. The area near the Marine Blvd-Western Blvd intersection has several hotels with restaurants within walking distance.

### **Housing Office:**

Phone: 910-450-1627 / 1628

Website: [http://www.lejeune.usmc.mil/family\\_housing/](http://www.lejeune.usmc.mil/family_housing/)

The housing office also has information for off-base communities. They can make recommendations and let you know about areas where problems have been encountered.

### **Onslow County, NC Chamber of Commerce:**

For more information about Jacksonville NC area, population, quality of life, and cost of living, please visit: <http://www.jacksonvilleonline.org/moving.html>

**Military One Source** can provide you with information on just about anything for your new area. If you are looking for recommendations for medical care, general community information, or help planning your move, visit [www.militaryonesource.com](http://www.militaryonesource.com).

Also see the local newspaper, the **Jacksonville Daily News** online at:

<http://www.jdnews.com/>

# S-1 ADMINISTRATION

The S-1 shop is tasked with handling all squadron administrative issues, to include the morning personnel report, orders, travel claims, pay, promotions, awards, legal requests, recall information, etc. Many of these functions are handled in conjunction with individual Marine's request over the internet on Marine Online (MOL), or the Installation Personnel Administrative Center (IPAC) here on MCAS New River. When Marines from the unit travel on orders, the individual is responsible for submitting their own orders on the Defense Travel System (DTS). The S-1 will ensure orders are routed and activate Government Travel Charge Cards. The Marine will complete a voucher when returning from training and receive reimbursement to the Charge Card while the remaining amount is transferred into the Marine's bank account. On the first work day of each month, expect a unit formation for promotions and awards. The S-1 shop also handles the squadron watch bill, to include Squadron Duty Officer (SDO), barracks duty, and Group Duty when tasked with such.

## Current Billet Holders:

Administration Officer	Capt Robinson
Admin Chief	GySgt Piatt

## Check-In Brief:

- Pickup Reporting Endorsement (required at IPAC)
- Fill out Government Travel Credit Card (GTCC) application
- Fill out Confidentiality Form
- Complete privacy act training at the following website:  
<https://hqodod.hqmc.usmc.mil/PII.asp?page=2007Standdown>

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RAC Signature

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S-1 Officer Signature

# S-3 OPERATIONS

The Operations Department is divided into three main functional areas: Future Operations, Current Operations, and Ground Training. In support of all these functional areas is Operations Administration, led by the Operations Chief. Future Operations is responsible for long-range planning (1 week out and longer). Future Operations produces a weekly flight schedule and comes up with the monthly plan at the PB4T (Planning Board for Training). Current Operations is responsible for the production of the next day's flight schedule and the execution of the current day's flight schedule. Ground Training is responsible for planning and managing all the fiscal and calendar year ground training requirements (i.e. Gas Chamber, PFT, Rifle Range, Pistol Range, MCMAP, etc). The Operations Department is also responsible for overseeing the command's historical program. Operations functions that are unique to HMT-302 include Student Control and Naval Aviator Production Process reporting responsibilities.

## Current Billet Holders:

Operations Officer	Capt Mackey
Assistant Operations Officer	Capt Rashman
Pilot Training Officer	Capt Sutton
Flight Officer	Capt Sutton
Ground Training Officer	Capt Cunningham
Student Control Officer	Capt Bertucci
Operations Chief	Sgt Brown

## Check-In Brief:

- Sign Pilot Training Officer (PTO) Logbook**  
This logbook is used to record when the new RAC checks aboard. This will be used to determine your Time to Train (TTT) for reporting purposes.
  
- Sign up for a Training Continuum Integration (TCI) account.**  
This system holds integrated ATF, read and initial, EP sim tracker, flight planning, and other useful tabs for HMHT-302. Visit this site to read and sign off your read and initials before flying with HMHT-302.

□ **Sign Privacy Act Statement for Aircrew Performance Record(APR)**

This form will be placed and maintained in the front of the jacket. The Replacement Aircrew's (RAC) APR is maintained in the S-3. Aircrew Training Forms (ATF) are filed in your APR after they are completed and signed by the instructor pilot. As you get closer to completion of the flight syllabus ensure that all ATFs are present in your APR. Your Fleet Replacement Squadron (FRS) Completion Letter will be signed by the Commanding Officer (CO) and entered in your APR upon completion of the flight syllabus.

□ **Schedule, Duty, Notes and Other Important Schedule Information**

The flight schedule is the CO's Plan of the Day; it contains information that pertains to the squadron as a whole, certain groups, or individuals, as well as syllabus training flights.

□ **Snivel Logs**

The Snivel Log is a request designed to keep the schedule writers/PTO appraised of any scheduling conflicts. The Snivel Log is a green notebook located in S-3. Ensure all snivels are entered into the log by Wednesday, one week prior to the requested date.

□ **CBT/ISD Computer Labs**

The CBTs are located in the MATSS simulator building located next to PMO. First, check in with DPA. They are a contracted agency that supports us with pubs and improving the CBTs. This is where you will receive your log in and password to operate the CBTs. RACs will complete all 46 ISD units on time according to their flight stage (i.e. complete lessons concerning externals prior to flying externals). RACs will complete the first 17 systems units prior to their first flight in the simulator. **Upon completion of those units inform S-3.** Ensure all CBTs pertaining to a flight event are completed prior to that event. Failure to complete the CBT requirements for a given flight will result in a down. The CBT requirements for each flight are located in the front of the RAC Systems Manual. DPA will also issue each RAC a Training and Readiness Manual, Systems Manual, and Preflight Guide. DPA will also issue each RAC a CD with the squadron's SOP and Stan Manual.

□ **Turn in Flight Log Book(s)**

Flight logbooks are maintained by Operations clerks. The clerks will ensure that all previous day flight entries are transcribed from the NAVFLIR. It is the responsibility of the individual to review, sign, and date his/her logbook at the end of each month.

□ **Leave Policies**

The Commanding Officer and staff are well aware of some of the challenges faced when relocating a family, whether to Jacksonville, NC, geo-bachelor from the west-coast, awaiting delivery of household goods, or closing on a home. The CO, XO, and OpsO should be notified if there is a need for an individual to attend to serious personal affairs prior to the commencement of training. If training for an individual has already begun, the OIC shall be notified and appropriate steps will be taken within the chain of command to ensure that the individual is granted leave or liberty as appropriate. Leave requests for RACs will be routed through their Department Heads, SWO, the Pilot Training Officer (PTO), OPSO, and XO. Refreshers and conversion pilots are not assigned to a department, or section in the squadron, but they fall under the supervision of the S-3. Therefore, their leave request will be routed through the PTO, OpsO, and XO for approval. Students are encouraged to submit for leave at their discretion. However, three periods of operational inflexibility make it difficult for Operations to approve leave; (1) Systems Ground School (2) Simulator training, (3) Flight syllabus (FAM 110 - NATOPS Check 191). To the maximum extent possible, leave should be requested before training begins or between assignments. Leave for emergency purposes will be granted regardless of flight phase and special events will be handled on a case-by-case basis.

□ **Flight Syllabus Responsibilities**

For each flight syllabus event, RACs are responsible for knowing each item (DISCUSS, INTRODUCE and PRACTICE) listed in the T&R for the brief. In addition, RACs are responsible for contacting the instructor the day/night prior to receive any special instructions or guidance. If the instructor cannot be reached, leave a message on their answering machine.

□ **ODO Desk Policies and Procedures**

The student will become familiar with the policies and procedures for performing the duties as Operations Duty

Officer during (ODO) training. All RACs will receive this training. Personnel Casualty Report (PCR)/Serious Incident Report (SIR) binder training shall be conducted.

□ **Flight Schedule**

The flight schedule is a direct order from the CO and is posted daily throughout the squadron departments and sections prior to the end of the duty day. Ensure that you check the ODO's copy of the flight schedule in the ready room prior to the day in question. All personnel are responsible to execute all scheduled events and notes as posted. Changes to the flight schedule will be made in red ink on the ODO's copy and on the schedule board in the in the ready room. Changes can only be made by the ODO after approval from the CO. Those affected by the changes will be notified by the ODO. The ODO post is in the ready room (Phone: 449-6024). You are responsible for all highlights, notes and misc. information (i.e. FOD Walk, classes and meetings) that may be on the bottom portion of the flight schedule. It is not the sole responsibility of the ODO that you get the information you need. An e-mail copy of the day's schedule can be obtained from the S-3. Ensure the schedule writers have your current home e-mail address.

□ **Read and Initial Board**

The read and initial board is maintained in the ready room on the southern side bulkhead. Prior to FAM 110, read all current entries under all tabs of the folder, add your name to the bottom of the list and initial for all entries. Prior to each flight ensure that you are current on the read and initial board.

□ **M-SHARP Log-In**

See Ops clerks to obtain an M-SHARP log-in.

□ **FLIPs and other important Publications**

FLIP pubs and charts are maintained inside of wall lockers in the publications/flight planning room.

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RAC Signature

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Operations Officer Signature

# S-4 LOGISTICS

The S-4 Department is responsible for the logistics needs of the squadron. For deployments, the S-4 coordinates the embarkation and debarkation of all squadron personnel and equipment. The S-4 purchases administrative supplies on a monthly basis. The S-4 also maintains accountability of all blue and green dollar assets through the Responsible Officer.

## Current Billet Holders:

S-4 Officer  
S-4 Chief

Capt DiMaggio  
Cpl Puente

## Check-In Brief:

- See S-4 Officer for in-brief and any additional requirements

\_\_\_\_\_  
RAC Signature

\_\_\_\_\_  
S-4 Officer Signature

## S-5 HUMAN AFFAIRS

The Human Affairs/Morale office is built on the premises of spreading *Esprit De Corps*, and making your time here at HMHT-302 enjoyable as well as informative. Other billets that the shop OIC holds are the MCCS Officer, Squadron Education Officer, Homosexual Conduct Policy Officer, Squadron Savings Bond Officer, Squadron Information Officer, and the Squadron Voting Assistance Officer.

### Current Billet Holders:

S-5 Officer

Capt Elseroad

### Check-In Brief:

#### **S-5 Check-in Sheet**

Fill out the S-5 Check-in sheet and turn it into any of the S-5 reps in the shop when you come in to have your station check-in sheet signed.

#### **Squadron Patch**

Your first one is free. You will be required to buy every one thereafter.

#### **Officer's Dues**

You will be responsible for \$15.00 fee per month while attached to HMHT-302. These funds will go towards "Officer" type events or anything the CO deems necessary to spread *Esprit De Corps* through the officer ranks.

#### **Apparel**

The S-5 has various items for sale, and is listed below:

- Squadron Coins
- Squadron Stickers
- Water Bottles
- Polo Shirts
- Baseball Caps
- Can/Bottle Koozies
- "Team Phoenix" PT Shirt

Prices are reasonable and any profit made from these products goes into the Squadron Fund for any type of event put on for the entire squadron.

☐ **Coffee Mugs and Beer Steins**

Take a look at the examples that we have in our shop and get with the Marines listed above that take care of apparel ordering. The beer steins are "usually" used down at the O'Club and are left there on display as you will soon see.

☐ **Gee Dunk & Phoenix Grill**

When you are looking for something to eat while you are getting ready to fly, or doing some work around your assigned shop, the Gee Dunk and Phoenix Grill are the places to go. The Gee Dunk is down on the hangar deck in-between Maintenance Control and the main hatch into the squadron. The Phoenix Grill is run every Monday, Wednesday, and Friday for lunch, (serving burgers and hotdogs usually) but some shops get creative and mix up the menu.

☐ **Squadron Events**

Mess Nights, Marine Corps Birthday Ball, Sports Day, Family Day, and Holiday parties are a few events that go on annually, at a minimum.

☐ **Officer Functions**

AOM/PME at the O'Club, Hail and Farewells, PT, and any other events deemed by the CO and the S-5 as needed for *Esprit De Corps*, and officer welfare.

# S-5 CHECK-IN SHEET

## PERSONAL INFORMATION: (PLEASE PRINT)

NAME (LAST, FIRST, INT)\_\_\_\_\_

CHECK-IN DATE:\_\_\_\_\_ RANK\_\_\_\_\_

BILLET\_\_\_\_\_ WORK EXTENSION\_\_\_\_\_

HOME PHONE\_\_\_\_\_ CELL PHONE\_\_\_\_\_

BIRTHDAY\_\_\_\_\_ CALLSIGN\_\_\_\_\_

PERSONAL EMAIL ADDRESS\_\_\_\_\_

COLLEGE\_\_\_\_\_ MAJOR\_\_\_\_\_

HOMETOWN\_\_\_\_\_

PREVIOUS DUTY STATION (RACs N/A)\_\_\_\_\_

RACs ONLY (CIRCLE) COAST: WEST / HAWAII / EAST: MAG-26 or MAG-29

LOCAL ADDRESS\_\_\_\_\_

DO YOU CURRENTLY RESIDE AT THIS LOCATION: Y / N

IF NO, PLEASE PROVIDE YOUR TEMPORARY HOUSING ADDRESS:

MARRIED: Y / N

ENGAGED: Y / N

SPOUSE'S NAME & BIRTHDAY\_\_\_\_\_

CHILDREN(S) NAMES & AGES\_\_\_\_\_

DOES SPOUSE / DEPENDENT(S) LIVE AT SAME ADDRESS: Y / N

IF NO, PLEASE PROVIDE THEIR CURRENT ADDRESS:

### FOR S-5 ACTION ONLY

UPDATED NEW JOIN ROSTER

DATE \_\_\_\_\_ INT \_\_\_\_\_

UPDATED SOCIAL ROSTER

DATE \_\_\_\_\_ INT \_\_\_\_\_

UPDATE NEXT HAIL/FAREWELL LIST

DATE \_\_\_\_\_ INT \_\_\_\_\_

UPDATE O-DUES ROSTER

DATE \_\_\_\_\_ INT \_\_\_\_\_

# S-6 INFORMATION SYSTEMS

The S-6 Department is responsible for the Information Systems for the Squadron. Upon check-in new Marines must sign Check-in/ Check-out logbook to be added/deleted on the HMHT-302 distribution list and share drive permissions. New Marine may need to call NMCI (1866THENMCI) to change title and phone numbers on Outlook. SAAR paperwork for CAC card permissions will be handed into Station S-6 (located 3 floor behind IPAC trailer)

## Current Billet Holders:

S-4 / S-6 Officer  
S-4 Chief

Capt DiMaggio  
Cpl Puente

## Check-In Brief:

- See S-4 / S-6 Officer for in-brief and any additional requirements

\_\_\_\_\_  
RAC Signature

\_\_\_\_\_  
S-4 Officer Signature

# **SAFETY/NATOPS**

The Safety/NATOPS department is responsible for all ground and aviation safety programs outlined in the check-in brief below. The department also administers the NATOPS program. The NATOPS Officer tracks all NATOPS qualifications and designations, maintains all aircrew NATOPS jackets, and administers monthly NATOPS quizzes. The Aviation Safety Officer is a school-trained aviator who administers the squadron Aviation Safety Program. He conducts monthly Human Factors Boards, Standardization Boards, and is responsible for maintaining the squadron Pre-Mishap Plan. The Safety Department is also responsible for all ground and aviation mishap reporting to higher. At HMHT-302, the Safety/NATOPS Department is the Model Manager for the CH-53E. The Model Manager is responsible for conducting reviews of the NATOPS manual and incorporating changes. The Model Manager is also responsible for certifying Group NATOPS Evaluators for the fleet.

## **Current Billet Holders:**

Director of Safety and Standardization	Maj Marantette
Standardization Officer	Capt Bachta
Assistant Standardization Officer	Capt Gregory
Aviation Safety Officer	Capt Elliott
NATOPS Officer	Capt Brinneman
Ground Safety Officer	Capt Murray
NATOPS SNCO	SSgt Nodurft

## **Check-In Brief:**

### **Turn in NATOPS Jacket**

The Safety Department will maintain all individual NATOPS training jackets. Training jackets will be signed out and in for accountability purposes. The NATOPS jacket will be needed in order to receive flight equipment and for annotation of specific training, i.e. swim quals and NVG lab.

### **Administrative Up-Chit**

Turn in Admin Up-chit from Medical (M,W,F 1300)

### **Global War On Error Module 1-5**

All aircrew must complete Global War on Error Module 1-5 prior to their first syllabus flight. These courses can be

found on marinenet.usmc.mil. Submit a copy of your completion certificates to DSS.

**Receive CH-53 NATOPS and Pocket Checklist**

The NATOPS clerk will issue a CH-53 NATOPS manual and Pocket Checklist (PCL) for use by the student during their period of instruction at HMHT-302. They will be returned prior to your check-out.

**NEVER FORGET THAT AT HMHT-302 THE SAFETY OF ALL PERSONNEL  
IS PARAMOUNT.  
YOU CAN MAKE A DIFFERENCE!**

ACCIDENTS DON'T JUST HAPPEN; THEY CAN BE PREVENTED BY YOU.

# MAINTENANCE

The HMHT-302 maintenance department is comprised of numerous shops to include Maintenance Control, Maintenance Administration, Phase, Quality Assurance, Avionics, Flight Equipment/ Ordnance, Tool Room/ Ground Support Equipment, Airframes, and Flight Line. These shops all coordinate and support one another, through Maintenance Control supervision and Quality Assurance oversight, in order to safely and efficiently perform scheduled and unscheduled maintenance on seventeen assigned squadron aircraft providing mission ready aircraft for the flight schedule. The Maintenance Department comprises 65% of the squadron personnel with 182 Marines working as maintainers.

## Current Billet Holders:

Aviation Maintenance Officer	Maj Wilds
Asst Aviation Maintenance Officer	Capt D'Amico
Maintenance Chief	MGySgt Berg
Maintenance Material Control Officer	Capt Jackson
Quality Assurance Officer	Capt Pierce
Flight Line Officer	Capt Quigley
Airframes Officer	Capt Dowd
Flight Equipment Officer	Capt Talley
Avionics Officer	CWO3 Kulbis

## Check-In Brief:

### **Flight Equipment**

Drop off Helmet at Flight Equipment (1<sup>st</sup> Deck). Flight helmets are maintained by flight equipment and stored on individual pegs for ease of access and inspection cycles. Survival vests, NVGs, flashlights, batteries, visors, and gloves can all be obtained from the squadron's flight equipment section.

### **Maintenance Admin (1<sup>st</sup> Deck)**

See Maint Admin for computer, e-mail and NALCOMIS access. Students will be entered into the NALCOMIS system for flight training entries on NAVFLIRs. The NALCOMIS system allows flight related information pertaining to aircraft and crew to be entered or retrieved at various times.

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RAC Signature

Maintenance Officer Signature

# MEDICAL

## Current Billet Holders:

Flight Surgeon  
Squadron HM

LT Oram  
HM2 Thurston

## Check-In Brief:

### **Medical/Dental Record**

Turn in medical records at base Medical/Dental clinic. Upon turning in Medical and Dental records to the clinic a short records audit may reveal that an annual appointment is coming due. Sick call runs from 0700-0930.

### **Admin Up-Chit**

Get Admin Up-Chit from Flight Surgeon and turn in to Safety/NATOPS. The flight surgeon is available in the medical clinic on Mondays, Wednesdays, and Fridays at 1300.

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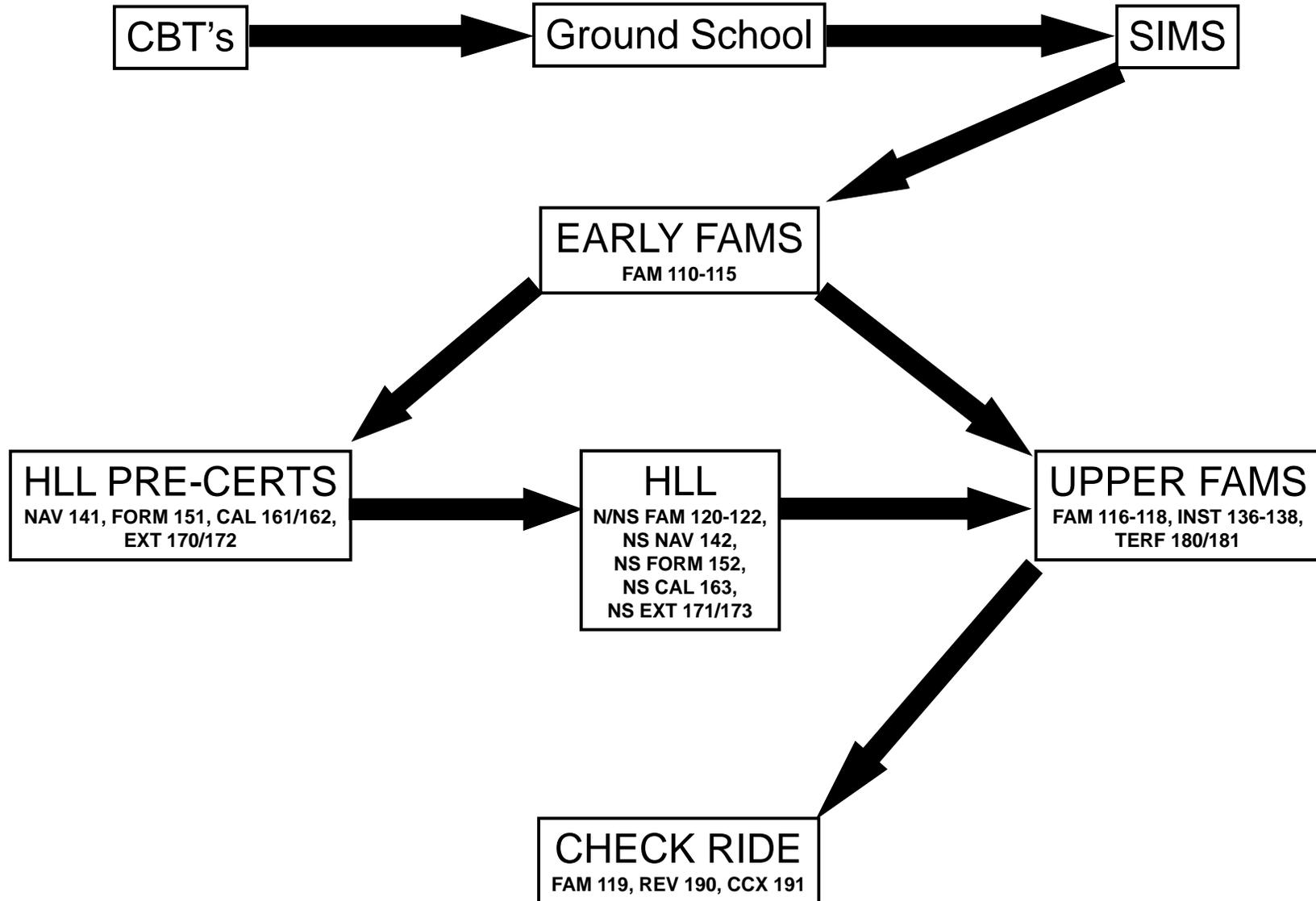
RAC Signature

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Flight Surgeon Signature

# **SYLLABUS FLOW**

# BASIC PILOT CH-53E FLOW CHART



## HMT-302 RAC CBT CHECKLIST

RAC Pilot Syllabus - System Lessons		
	Lesson Title	Complete
<b>ALL SYSTEMS CBT'S COMPLETE PRIOR TO START OF SIMS</b>		
01.01	H-53 Series Historical Data & Publications	
01.02	GAI - Exterior	
01.03	GAI - Interior	
02.01	APP System Overview & Components	
02.02	APP System Operation	
03.01	Basic Electrical Theory & Symbology	
03.02	Electrical Power System	
04.01	Basic Hydraulic Theory & Symbology	
04.02	Hydraulic Systems Overview	
04.03	Flight Control Hydraulics	
04.04	Utility Hydraulics	
04.05	In-flight Hydraulic Replenishment System	
05.01	Airframe Fuel System Overview and Components	
05.02	Refuel & Defuel Systems	
05.03	Dump & Purge Systems	
05.04	Auxiliary Fuel Tank System	
05.05	Fuel Indicating and Low Level Warning Systems	
06.01	Engine Overview Components and Controls	
06.02	Engine Lubrication System	
06.03	Engine Fuel Supply System	
06.04	Engine Start and Operation	
06.05	EAPS	
06.06	Engine Anti-Ice	
06.07	Engine Torque Indicating System	
06.08	Engine Overtorque Warning System	
06.09	Engine Overspeed Protection System	
06.10	Engine Fire Protection	
07.01	Powertrain Overview	
07.02	Accessory and Nose Gear Boxes	
07.03	Main Gear Box	
07.04	Intermediate and Tail Gear Boxes	
07.05	Drive Shafting & Disconnect Couplings	
08.01	Chip Detecting System	
09.01	Main Rotor System	
09.02	In-flight Blade Inspection System	
09.03	Tail Rotor System	
10.01	Basic Helicopter Aerodynamics	
10.02	Mechanical Flight Controls	
10.03	Hydraulic Flight Controls	
11.01	DAFCS Overview and Channel Philosophy	
11.02	AFCS Servo Interface and Modes of Operation	
11.03	Engagement Control	
11.04	Malfunction Indications	
12.01	Rotor Brake and Gust Lock Systems	
12.02	Main Rotor Head Positioning System	
12.03	Stick Position Indicating System	
12.04	Blade Fold/Spread System	
12.05	Pylon Fold/Spread System	
13.01	Landing Gear	
13.02	Wheel Brake System	
13.03	Tail Skid System	
13.04	Landing Gear and Attitude Warning System	
14.01	Exterior and Interior Lighting Systems	
15.01	Cabin Heater System	
15.02	Ice Detector System	
15.03	Windshield Anti-Ice System	
16.01	Communication Systems	
16.03	Navigation Displays and VGI	
16.04	Navigation I Compass System	
16.05	Navigation II GPS	
16.07	IFF, Radar Altimeter	
16.08	FLIR	
17.01	EMC Systems ALE-39(replacing w/ ALE-47 V 2)	
17.02	EMC Systems APR-39	
17.03	EMC Systems AAR-47 (replacing w/ AAR-47 V2)	
17.04	Single Point Hook System	
17.05	Two Point Cargo Hook System	
17.06	Ramp and Door System	
17.07	Utility/Rescue Hoist System	
17.08	Cargo Winch System	

RAC Pilot Syllabus - Pilot Lessons		
	Lesson Title	Complete
<b>CBT PRIOR TO FAM-0 WALK AROUND</b>		
02.02	Weight and Balance	
02.03	Helicopter Preflight	
<b>CBT PRIOR TO SFAM-100</b>		
02.04	Brief and Prestart I	
02.05	Pre-start II & Post-flight	
<b>CBT PRIOR TO SFAM-101</b>		
02.07	Pre-taxi Safety, EPs, & CRM	
04.01	Taxi, Takeoff, Hover, & Departure	
04.02	Takeoff, Transition, Cruise, Approach, & Landing	
04.03	Descent, Approach, Landing, Takeoff, & Depart	
<b>CBT PRIOR TO SFAM-102</b>		
04.04	Crosswind Takeoff & Landing	
04.05	Post Flight	
<b>CBT PRIOR TO SFAM-103</b>		
04.10	Rearward Flight, Autorotations, Engine Failures, Debriefing, Enroute	
04.13	Takeoffs, Approach, Quick Stop, & Landings	
<b>CBT PRIOR TO SFAM-105</b>		
04.14	AFCS, Trim, Servo Malfunctions, Postflight EPs & CRM	
<b>CBT PRIOR TO SFAM-106</b>		
04.17	Single Point Performance Check	
<b>CBT PRIOR TO SFAM-107</b>		
05.01	Night Flying	
05.02	Aircraft Lighting	
<b>CBT PRIOR TO SINST-130</b>		
06.01	Basic Instrument Maneuvers	
<b>CBT PRIOR TO SINST-132</b>		
06.02	IFR Navigation I	
<b>CBT PRIOR TO SINST-133</b>		
06.03	IFR Navigation II	
<b>CBT PRIOR TO SINST-134</b>		
06.04	IFR Navigation III	
<b>CBT PRIOR TO SNAV-140</b>		
07.01	Enroute Requirements, Procedures, & VFR Navigation I	
13.01	HNVS Introduction	
13.02	GPS Introduction	
13.03	HNVS Operating Procedures	
13.04	GPS Operating Procedures	
<b>CBT PRIOR TO FORM-150</b>		
07.06	Basic Formation I	
07.07	Basic Formation II	
<b>CBT PRIOR TO SCAL-160</b>		
07.11	Confined Area Landings	
<b>CBT PRIOR TO EXT-170</b>		
09.01	Single Point External Lift Procedures, Day & Night	
10.01	Two Point External Lift Prelaunch, Preflight, Pre-takeoff, & Departure	
10.02	Two Point External Lift Enroute, Approach, Descent, & Load Release	
10.03	Two Point External Lift Safety, EPs, & CRM	

## ONLINE RESOURCES

<https://airworthiness.navair.navy.mil>

- NATOPS, Naval Aviation Technical Information Product (NATIP), and Interim Flight Clearances (IFC's)
- For non CH-53E specific NATOPS manuals, follow the NATOPS Library/Interim Changes link. For Platform, select General Series. There you will find the most current Air-to-Air Refueling NATOPS, LHA/LHD NATOPS, Helo Capable Ships NATOPS, Instrument Flight Manual, etc.
- Request Login for access

<https://wwwmil.nellis.af.mil/units/561jts/>

- Repository for all Air Naval Tactics, Techniques, and Procedures (ANTTP) series of publications
- Click on Downloads/TTP Volumes, then on the USMC tab.
- Rotary Wing Tactical SOP (RWTACSOP), ANTTP 3-22.5 Tactical Pocket Guide (TPG), and ANTTP 3-22.3 Combat Aircraft Fundamentals are available for download
- PKI required

<https://144.141.200.54/msharp/default.aspx>

- MSHARP login page
- Request user name and password from Operations

<https://ssl.h53-training.com/>

- H-53 training site. All CBT courses available.
- Request user name and password via the website.

<http://www.tecom.usmc.mil/atb/>

- Aviation Training Branch division of Training and Education Command
- Training and Readiness Manuals available for download

<http://adds.aviationweather.gov/>

- Weather

<https://www.doctrine.quantico.usmc.mil/>

- Marine Corps doctrinal publications
- The Marine Corps Warfighting and Reference Publications section contains USMC doctrinal publications for Aviation Ops (3-2). Helicopter sling load manuals are located under Logistics Ops (4-1)
- PKI required

<http://hqinet001.hqmc.usmc.mil/AVN/>

- HQMC Aviation Website contains useful information on way ahead for Marine Corps Aviation

<https://www.29palms.usmc.mil/base/ttecg/downloads/cat.asp>

- “How to Plan a Helicopterborne Assault” available for download here
- PKI required

<http://www.safetycenter.navy.mil>

- Safety resources

<http://safetycenter.navy.mil/media/approach/issues/jun03/vortex.htm>

- Interesting Safety Center article about CH-53E's in relation to vortex-ring state

MISC

[www.airwarriors.com](http://www.airwarriors.com)

- Naval Aviator blog site

<http://www.baseops.net/>

- Flight planning info

[www.marinegouge.com](http://www.marinegouge.com)

- Gouge site

# SYLLABUS CHECKLIST

## PHASE I: (ACADEMICS & SIMULATOR)

### COMPUTER BASED TRAINING AND ACADEMICS

- [ ] ODO Training will be scheduled by S-3 and be comprised of:
  1. Presentation and class by an IP.
  2. Demonstration brief by an IP.
  3. Morning and evening on the job training with a senior ODO.
  4. Mishap Drill, Flash report, TFOA, etc. class given by the Safety Department.
  5. RACs will give one practice ODO brief to an IP prior to designation.
  
- [ ] Computer Based Training (CBT) Bldg AS 318, room 201. All systems lessons (Lessons 2.1.1 thru 2.17.8) shall be complete by the end of the second week of CBTs. RACs should plan to spend a minimum of four hours per day conducting CBT. CBT's will be complete prior to commencing simulator training in week 4. See Attached CBT Checklist for CBT prerequisite requirements.
  
- [ ] Preflight with a FAM-115 complete RAC (This is a minimum requirement, RACs should plan on 2-3 "practice" preflights at a minimum in order to be prepared for their FAM 0 with an IP.)
  
- [ ] Systems ground school at the MATSS and MARU building. One week course (Scheduled by S-3 prior to start of Phase II-Flight Training)

### Simulators

- [ ] SFAM 100
- [ ] SFAM 101
- [ ] SFAM 102
- [ ] SFAM 103
- [ ] FAM-0 with a Crew Chief Instructor (prior to IP FAM-0). Scheduled through S-3. At completion, have instructor sign your FAM-0 sheet and inform ODO of completion.
- [ ] SFAM 104
- [ ] SFAM 105
- [ ] SFAM 106
- [ ] Emergency Procedures Quiz (prior to FAM 110)

- [ ] Limitations Quiz (prior to FAM 110)
- [ ] Course Rules Exam (prior to FAM 110)
- [ ] SINST 130
- [ ] SINST 131
- [ ] SINST 132
- [ ] SINST 133
- [ ] SINST 134
- [ ] SNAV 140
- [ ] SFORM 150
- [ ] FAM 0/Emergency Egress Drill with an Instructor Pilot (prior to FAM 110). At completion, have instructor sign your FAM-0 sheet and inform ODO of completion. Turn in FAM-0 ATF to S-3 and Safety.

Prerequisites: (1) Preflight with a FAM-115 complete RAC  
 (1) Preflight with a Crew Chief Instructor

## **PHASE II (FLIGHT TRAINING)**

### **Early Stage FAMs**

- With only minimal exceptions the Early Stage FAM flights will be flown as single events.
- [ ] FAM 110
  - [ ] FAM 111
  - [ ] FAM 112
  - [ ] FAM 113
  - [ ] FAM 114
  - [ ] FAM 115
- Training events after the completion of FAM 115 will be scheduled at the discretion of the Pilot Training Officer (PTO) in order to maximize efficiency and flexibility. RACs will be prepared to fly any syllabus event where prerequisites have been met. A significant number of events will be flown in conjunction with another event. (i.e. two "X's" in the same flight)

### **HLL Precerts**

- [ ] SFAM 107
- [ ] INST 135
- [ ] NAV 141
- [ ] SCAL 160
- [ ] CAL 161

- [ ] FORM 151
- [ ] CAL 162
- [ ] EXT 170
- [ ] EXT 172

### **HLL**

- [ ] NFAM 120
- [ ] NVG 121
- [ ] NVG 122
- [ ] NVG NAV 142
- [ ] NVG FORM 152
- [ ] NVG CAL 163
- [ ] EXT 171
- [ ] EXT 173

### **Syllabus Completion**

- [ ] FAM 116
- [ ] FAM 117
- [ ] FAM 118
- [ ] INST 136
- [ ] INST 137
- [ ] INST 138
- [ ] TERF 180
- [ ] TERF 181
- [ ] Preflight check (prior to Rev 190)
- [ ] Open book NATOPS test (complete prior to FAM 119)
- [ ] Closed book NATOPS test (complete prior to REV 190)
- [ ] 2<sup>nd</sup> FAM 0 (prior to REV 190)

### **Review & Check-Ride**

- REV 190 & CSIX 191 will not be flown in conjunction with another training event, although, if necessary, a INSTX 601 (Instrument Check) may be scheduled in conjunction with the CSIX 191. FAM 119 will be scheduled as a stand-alone event to the maximum extent possible.
- [ ] FAM 119 (should be flown as a single hop or in conjunction with another non-FAM event)
- [ ] REV 190
- [ ] CSIX 191

# **FAM 0**

## **Aircrew Training Form**

**FAM 0 must be completed by the Friday of the week following Ground School**

### **Timeline**

Mon-Thurs- Ground School                      Fri- RAC Walk-Around

### **The Next Week**

Mon- Crew Chief Walk Around                      By Fri- FAM 0 with Instructor

- If you have a preference for a RAC, FAM 0, REV 190 walk-around student/instructor, then make your request to the schedule writers and snivel for the date and time in the Snivel Log. Make sure you snivel for yourself and the instructor. If you have not made your request for a student/instructor by the time the schedule is written, one will be selected for you by the scheduler writers.

#### **1. Prerequisites (Complete prior to FAM 0)**

CBT Unit 2 (Preflight)	_____ (CBT)	Date _____
ATC Course Rules Brief	_____ (OPS)	Date _____
Course Rules Test	_____ (DSS)	Date _____
EP Test	_____ (DSS)	Date _____
Limits Test	_____ (DSS)	Date _____
CRM Ground	_____ (CRMF)	Date _____

#### **2. Systems Ground School**

##### **Introduce/Discuss**

In-depth systems Q&A conducted by FREST inst.

#### **3. Walk-arounds (2)**

##### **Introduce/Discuss**

Component identification/nomenclature (Red Book)  
Aircraft systems functionality (Systems Book)  
(What does it do? How does it work?)

**FAM 115 RAC** \_\_\_\_\_  
**Date** \_\_\_\_\_

**Aircrew Instructor** \_\_\_\_\_  
**Date** \_\_\_\_\_

**OIC Counseling / Prereq Certification**  
(Complete prior to final FAM 0)

**OIC** \_\_\_\_\_  
**Date** \_\_\_\_\_ **Sign** \_\_\_\_\_

### **FINAL FAM 0**

#### **4. Ready Room Brief**

##### **Demo/Discuss**

Weight & Power	ODO Brief
NATOPS Brief	R & I Board
Flight Planning	Course Rules
Flight Schedule/ODO Board	SOP/STAN Manual
Crew Day/Rest	T&R Guide

#### **5. Maintenance Control**

##### **Demo/Discuss**

Maint. Control Brief	ADB
Role of QA, CDI, QAR	Use of NALCOMIS

#### **6. Flight Equipment**

##### **Demo/Introduce**

Check out flight gear (for use during Emer Egress)

#### **7. Emergency Egress**

##### **Demo/Introduce**

Perform wearing full flight gear

#### **8. Preflight / Postflight**

##### **Introduce/Discuss**

Component Identification/Nomenclature  
Aircraft Systems Functionality

**Instructor** \_\_\_\_\_ **Student** \_\_\_\_\_  
**Date** \_\_\_\_\_

\*\*\*\*\*TURN IN THIS ATF TO THE SAFETY DEPT AT COMPLETION OF FAM-0\*\*\*\*\*

#### **9. FAM-0 REVIEW (PRE REV-190)**

**Instructor** \_\_\_\_\_ **Date** \_\_\_\_\_

## RAC User's Guide to HMT-302

Welcome to HMT-302! As a new check-in, you've probably got a huge pile of written material dumped on you and the last thing you want is even more stuff to read. However, give this a few seconds of your time, as you will find compiled here much of the *unwritten* way of life at 302. Some of it will help now, some of it you won't need for a while, so don't try and absorb everything. We, fellow members of your Lieutenant Protection Association, offer this to you as a user's guide to get you through each stage. We've learned these lessons through trial and error, so we hope that this knowledge makes your introduction to life here a little smoother.

### ***Life in General***

- You'll hear it a thousand times here: you're not in the Navy or flight school anymore, you're back with Uncle Sam's Misguided Children. Thus, this is your chance to get back into those old habits you knew way back at TBS so that you can hit the Fleet running. You don't have to be wound as tight as the skid kids, but common courtesy and professionalism is expected.
- Some of the first things you should do after meeting the CO/XO/SgtMaj is to get an NMCI account. Ask someone in Ops or Maintenance Admin where to go. It will take approximately three days to get an account, and you need to format your ID card as soon as possible so that you can log on to a computer and start working.
- Drop off your NATOPS Jacket in DSS/Safety, and in return, you will receive a worn, greasy NATOPS Manual and PCL. Safety will also need an admin Up-Chit, and you can usually get one from the Doc without a thorough examination.
- Check into the CBT office (ask directions from someone). They will give you a nice, new systems manual and gouge about the CBT Lab.
- Appearance, as always, should be professional and set a good example for the enlisted Marines you'll now see every day. Keep a good polish on your boots, zip your pockets (especially on the flight line), ensure your uniform is in good repair, and if gold is showing on the EGA on your cover, blacken it up or get a new emblem (if you've got three years of flight school sweat, jet fumes, and oil stains on your cover, it might be a good idea to replace that too). Also, during your check-in, stay in your Alphas until the CO or XO tells you otherwise.
- If flight school was good to your waistline, it might be a good idea to dust off your sneakers and hit the asphalt. LtCol Pinckney and LtCol Meadows are big on PT, so don't be surprised if they pop into the study room and grab you for a fun run. Keep a set of PT gear in the squadron at all times and be ready for them.
- Standard military courtesy applies to the CO, MAG CO, and visiting O-5s and above. Call attention on deck if any of the above walk into the room.
- Check your email throughout the day at the squadron, as events frequently pop up on short notice. Also, check the flight schedule every night, and don't gloss over the general notes; they often have specifics on uniforms and important events not covered anywhere else.

Consult Maintenance Admin about having your name put on the "302 Officers" e-mail list. Be persistent on this as it usually falls through the cracks. Also, have a sked writer put your personal e-mail in their address book so you can receive the schedule at home.

### ***Life on the Ground***

- Unlike the two-year vacation of flight school, you'll now have regular working hours and a ground job in 302. Unless you're flying, expect to be here every morning for FOD walk (usually 0700 TWR & 0730 MF; come five minutes early and make sure your pockets are zipped) and stay until normal close of business (check with your OIC for specifics in your shop).
- Take an active interest in your ground job, as it will be your primary task once you get to the Fleet. Here, our main job is to fly, but many of the ground jobs are demanding and the permanent personnel need your help to keep things running smoothly. Check in with your OIC every day to see what he's got for you.
- It's easy to forget about your paperwork once you start flying; don't let it slip through the cracks. Review your logbook regularly and sign it. Also, check the X-matrix in Ops occasionally to make sure they're tracking your flights properly. Lieutenants have been screwed on this in the past, with Ops thinking they're complete only to realize that 1stLt Schmukatelli didn't get his night dual points like they thought, and now he has to stay here an extra month or two waiting for the next high-light period.
- There's also a FAM 0 checklist to be completed before your first flight, which includes EP, course rules, and limits tests. Make sure your NATOPS open-book test is completed before your 119, and the closed book before your 190 (119 is your 3<sup>rd</sup> to last and 191 is your last flight).
- The ready room and RAC room are our areas of responsibility. Keep them clean (and keep the coffee flowing in the ready room!).

### ***Before Your First Flight***

- There are 17 CBTs to do before your first flight and they're about as much fun as the computer training in primary and advanced. And don't forget about them *after* you've started flying, since more advanced units await your mouse-clicking pleasure as you get into CALs, externals, etc.
- The little red preflight book in combination with the Pre-flight CBT's contain most of the knowledge you'll need to know for your crew chief and instructor FAM 0 walk-a-rounds. The crew chiefs can give you a lot more info about the systems, but make sure you know the basics. Even before you start your CBT's, it's not a bad idea to ask a RAC ahead of you to give you a quick pre-flight of the aircraft. Doing so will make the labyrinth of CBT's much more understandable.
- When you take your helmet to flight equipment, they won't do anything to it unless you ask them to. Have them install a pre-amp on your mike and inspect the cords to make sure they're compatible with the

aircraft. Flight E can also hook you up with getting patches sewn, flight suits replaced, and many other random things the civilians couldn't do back in the Training Command. Ask them about it.

- The sim instructors are pretty low-key, but show up prepared i.e. for the NAV sim, load a brick with the route (ask a RAC for help with this) and bring a prepared map. They have lots of good knowledge and experience; however, much of it is in earlier models, so reference your instructors and NATOPS (and if they tell you the 53 has only three fire bottles, just nod and smile because no amount of arguing will convince them it has four).
- Until approximately Dec 07, sims will be conducted in the Aircrew Procedure Trainer (static sim in the big white box adjacent to the CBT building). After that time, sims will be conducted in the FREST building across the street. This is the same building where you will brief with your sim instructor. This building also contains a CH-53 static trainer with all the parts, along with simplified systems trainers used by the crew chief schoolhouse. It's a good place to practice your preflight and see many of the systems up close.

### ***Flying***

- Hours for a fly day are slightly different than a working day. Unless your instructor says otherwise, show up 9 hours before your scheduled *land time*. This allows you to extend your crew day in case of delays. Initially, try to plan to be in the spaces 1.0-1.5 hrs prior to your brief time to allow for pre-flight planning (Smart packs etc.).
- ***Always*** call your instructor the night before each flight to find out if he'd like you to study anything outside the discuss items in the T&R. Have a plan ready for what you want to do the next day i.e. what maneuvers you need more practice on, what nav route you want to fly, what LZs you want to do CALs in. He might change the whole thing, but he'll know you care about being pro-active and taking charge of your flight.
- Gouge is available on virtually every subject in several places. The Shared Drive on all NMCI computers has gouge folders titled "student Info" that contains summaries of most discuss items in the T&R, as well as slides of LZs, course rules, EP and NATOPS tests. Also, under the "Pubs, Orders and Directives" folder there are copies of an electronic NATOPS, Airfield Operations Manuel (AKA AOM, used for course rules) and the Stan Man which contains descriptions for different flight maneuvers. Additionally, there is a set of gouge system drawings and a Pre-flight gouge packet in a binder located near the sked writers desk containing various acronyms and systems numbers which could prove to be invaluable for FAM-0 and review sessions for later stage flights.
- Prior to getting on the aircraft and practicing your pre-flight skills, it may be a good idea to purchase some work-gloves to better protect your hands and keep them from getting saturated in grease. Also, before your FAM-0, if you have only completed preflights on the static bird in the SIM building, it may be in your best interest to practice at least once on a real aircraft so you don't look completely stupid trying to open the myriad of panels and

compartments on the aircraft. Be sure to stop by Maintenance Control beforehand so they can tell you which aircraft is safe to practice on.

- The instructors will often ask you questions in the brief that they don't really expect you to have the answer to. They won't ding you for it; they *will* ding you if you don't look up the answer and get back to them ASAP. They're trying to expand your pool of professional knowledge; be professional and show them that you want to learn all you can about your platform.
- FAM 115 is a milestone in a several ways. First, be aware that, once you're up for FAM 115, you can be double-pumped for any type of flight. Second, you're also qualified to pre-flight backup aircraft, so be ready to help out the ODO by doing that. Make sure you sign the book in Maintenance Control stating the backup has been pre-flighted. Third, you'll be qualified to sign off on the pre-110 RAC walk-around. And finally, you are eligible to be the copilot on FCF flights. FCFs are free flight time and are a good opportunity to expand on your systems knowledge without worrying about grades. Ask the instructor and crew chief questions about what you're testing. Sticking around and helping the crew chiefs during breaks between tests is also great way to learn about the aircraft and the enlisted guys who take care of them.

### **Duty**

- Unless you're a schedule writer, expect to be the Operations Duty Officer (ODO) whenever you're not scheduled to fly. ODO is one of the most demanding jobs you'll do, yet we as RACs are the most inexperienced officers on deck: not exactly a recipe for success. The instructors, CO, and XO will have lots of questions for the ODO, and they expect quick and accurate answers. Being pro-active is the best way to keep your sanity at this post.
- The CO, XO, Operations Officer, and Maintenance Officer are the four people who will expect detailed information every time they come in. Be prepared to know the following at a minimum:
  - o Time Hack - Every ODO brief starts with a one. Obtain the official time from the Naval Observatory and learn how to give a proper Time Hack. You want to start off on the right foot as this has been a stumbling point for many RAC's.
  - o Aircraft - are all the aircraft signed off? Are the backups signed off? Have all the backups been preflighted? (find 115-complete RACs to preflight and don't let them blow you off, it's their responsibility, and your ass) Are the backups single and/or dual point capable? Do any aircraft need engine washes, engine plots, or any other type of maintenance before they shut down? What aircraft are testing, and what are they testing for? (get specifics from maintenance, they won't be specific unless you are; don't let them tell you, "04 is testing engines", find out what *exactly* is being done to the engine)
  - o Extensions - who's getting the extension and why? Can maintenance support the extension? (find this out before asking the CO, XO, or Ops O to approve the extension)
  - o Weather - this is a big one, as nothing will piss instructors off more than flying into the goo after a forecast of clear and

a million. Constantly update METARs, TAFs, and radar for the area. During the ODO brief, brief current weather *and* the forecast for the *exact times* (**local, not zulu**) that each event will be flying. Be specific as to what the forecast is (simply "good" is not sufficient). If the weather is supposed to deteriorate, find out precisely when and how bad it's going to get. Brief exact times for WWs, thunderstorm conditions, and wind warnings. If an aircraft calls on the radio for conditions at the field, talk to weather and stick your head out the window to see if the conditions match (weather might say there's nothing on the radar, but radar can't pick up fog). Conversely, if you know that weather is deteriorating, be pro-active and warn all operating aircraft.

- o *Emergencies* - know where to find the appropriate report for mishaps, PELs, injuries, or legal issues. Nine times out of ten, nothing serious will happen on your watch; don't get blindsided on that one day when everything goes wrong.
- o *Corrected Flight Schedule* - Do not leave the spaces at the end of the night (even NVG nights) without this done. This is a very important aspect of your job and is often done incorrectly. Get with a sked writer while you are still training to have them show you the proper procedures.

ODO is a big responsibility, and can be very frustrating when things get busy. It'll feel like there are a million rules, none are written down, they can be changed without notice, and you're still responsible. If you answer these questions the first time they're asked, you'll look like a rock star.

This is a lot of information to absorb, and watching grass grow is probably more entertaining. But we hope you find it helpful; and once you've done your time here, if you think this guide missed anything, be pro-active and change it! Welcome to the LPA, and remember the bottom line: help your fellow lieutenants and let them help you.

**CHECKING OUT**

## **CHECK-OUT PROCEDURES**

### **ITEMS TO BE COMPLETED IN ORDER:**

#### **PCS MOVERS (If Applicable):**

- TMO MOVE**  
See Student Control Officer one month prior to your estimated completion date to determine if it has changed. Call IPAC to obtain dummy PCS orders in order to facilitate TMO scheduling. First, schedule a PCS move class. Class is given daily at Camp Lejeune at 0730 for Government Moves and 1230 for DITY Moves. Call (910)451-2377 (Menu Option 1, then 0). If moving to Hawaii, also schedule Hawaii Relocation class through TMO
  
- PCS ORDERS**  
One week prior to completion date, call IPAC to setup appointment to pick-up PCS Orders.

### **UPON COMPLETION OF CSIX 191 (3 WORKING DAYS):**

#### **DEPARTMENT HEAD:**

- FITREP**  
Complete counseling with OIC and obtain a copy of your Fitness Report

#### **IPAC:**

- CHECKOUT SHEET**  
Check out with all highlighted agencies from Attached Check-In sheet. Turn into IPAC when complete.
  
- PICK-UP OQR**

#### **OPERATIONS (S-3) OFFICE:**

- PTO LOGBOOK**  
Sign PTO Logbook with your completion date
  
- PILOT LOGBOOK**  
Check-out logbook. Ensure logbook is closed out and signed by Ops0, with H2P designation logged in front.
  
- AIRCREW PERFORMANCE RECORD (APR)**  
Check-out APR. Ensure APR is audited by a permanent Ops Officer and signed off in the detachment certification

## **CHECK-OUT PROCEDURES**

section. Ensure all ATF's are accounted for and that a copy of your FRS Summary Letter is included in your APR.

**COURSE CRITIQUE SHEET**

Fill out course critique sheet and turn into Student Control Officer.

**SAFETY/NATOPS:**

**NATOPS JACKET**

Check-out NATOPS Jacket. Ensure H2P Designation letter is included

**PUBLICATIONS**

Return CH-53E NATOPS and pocket checklist

**RETURN TIPSY-TAXI CARD**

**S-5:**

**OFFICER DUES**

Pay any outstanding O dues

**MAINTENANCE:**

**MAINT ADMIN**

Check-out with Maint Admin to close out computer, e-mail and NALCOMIS accounts

**FLIGHT EQUIPMENT**

Check-out Helmet

**MISCELLANEOUS CHECK OUT POINTS**

DPA checkout (MATSS Bldg)

**COMMAND ELEMENT:**

**CHECK-OUT INTERVIEW WITH XO AND CO**

Schedule a time the day prior for interview with the CO and XO.



# MCAS NEW RIVER CHECK-OUT SHEET

Full Name	Grade	SSN LAST 4	MOS	Organization
Local Address		Detach Date		Forwarding Address (or) Future Unit

### MCAS ACTIVITIES

(All Military Personnel required to Check-In/Check-Out with ALL below Agencies)

Agency	Loc	Init/Stamp	Agency	Loc	Init/Stamp	Agency	Loc	Init/Stamp
JRC/ (ENLISTED) Billeting Office	AS 4002		STATION S6 NETWORK ADMIN	AS-212 ROOM 323		Family Housing (See *)	CLNC TT43	
Medical	AS-100		Dental	AS-100				
Pass & ID Veh Registration	AS-211		Station Education	AS-212		MCCS Relocation/Transition	AS-90	

(The following Agencies require a Check-Out clearance only)

PMO Traffic Court	AS-302		MCCS Gear Issue	AS-112		FSC/EMFP Program	AS-90	
Library	AS-213							

### Unit Info / Activities

Section / Phone #	FULL BASTY NO PROVIDE CARD#	N IF MEAL	Flight Pay		JOINS ONLY T/O# _____ LINE# _____	PRO/CON REP CO SIG:	FIT
			Yes	No			
CO		DTS			FLT EQUIP		
XO		S-3/ TRAINING			MAINT CHIEF		
SGTMAJ		SAFETY			UNIT SUPPLY		
ADJUTANT		S-4			MANAGER		
S-1		S-5			ARMORY	AS-4145	
GOV'T CHG CARD		SACO			TRI-CARE	LEJ NAV	
MAILROOM		ACCOUNT			NBC		
QUALITY ASSURANCE		FAMILY READINESS			DSS/NATOPS		
CAREER PLANNER		UVA			SUPPLY (CIF)		
PRIVACY ACT COORDINATOR: POC: S-1 OFFICER							

### Check-In Only

### IPAC Activities

### Check-Out Only

JOIN SECTION	AS-201		TVL SECTION	AS-213			SEPS SECTION	
SEPS SECTION	AS-213		PCS SECTION	AS-213			PCS SECTION	

### CHECKOUTS:

I CERTIFY THAT I HAVE NO MCCS GEAR, VIDEOS, LIBRARY BOOKS OR FUNDS OWED TO NAVY RELIEF, RED CROSS, NR MARINA, CHILD DEVELOPMENT CENTER, AND SPRINT BEQ/BOQ PHONE SERVICES.

**PRINT NAME AND ADMIN CHF INITIALS/DATE**

**Welcome Aboard Brief (Mandatory Attendance)**

**MEMBERS SIGNATURE/DATE**

\* Member is liable to check out of facilities based on use. If used, must check out of! A Govt checkage will be reported on members if they fail to pay just debit.

**Marines Sep from USMC must check out w/ CO, XO and SgtMaj**

1. 1st Tuesday of Every Month

2. Enlisted Club

3. Uniform: Civilian Attire

4. Marines w/18 Yrs from PEBD must check in w/Seps Section

**MARINE IS DIRECTED TO RETURN PCS CHECK-OUT SHEET TO IPAC NLT 5 WORKING DAYS**