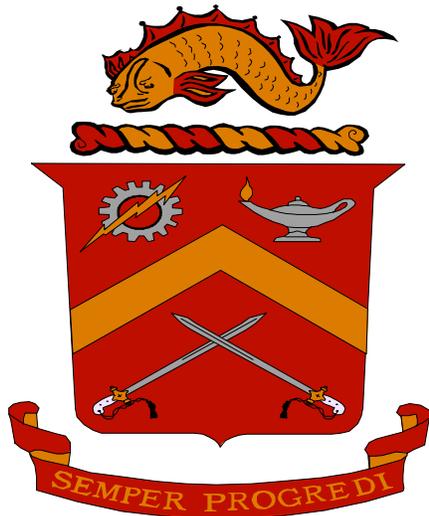


WTI 1-05 PLANNING GUIDE



MARINE AVIATION WEAPONS AND TACTICS SQUADRON ONE

25 May 04



UNITED STATES MARINE CORPS
MARINE AVIATION WEAPONS AND TACTICS SQUADRON ONE
BOX 99200
YUMA, AZ 85369-9200

1650/1
CO
25 MAY 04

From: Commanding Officer, Marine Aviation Weapons and Tactics Squadron One

Subj: WEAPONS AND TACTICS INSTRUCTOR (WTI) COURSE 1-05 PLANNING GUIDE

Ref: (a) MCO P3500.12C (WTPP)

1. Reference (a) tasks the Commanding Officer, MAWTS-1, with the conduct of the Weapons and Tactics Instructor (WTI) Course. This guide is provided to ensure the participants of WTI Course 1-05 are aware of MAWTS-1 operational, administrative, maintenance, and medical procedures and course requirements. This document was created to facilitate planning.

R.C. FOX

Distribution: A

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MAWTS-1 POINTS OF CONTACT

<u>BILLET</u>	<u>RANK/NAME</u>	<u>DSN NUMBER</u>
Commanding Officer	Col R.C. Fox	269-2056
Executive Officer	Col J.M. Davis	269-2057
Sergeant Major	SgtMaj C.R. Hamel	269-3680
Adjutant	Capt M.K. Flatley	269-2060
S-1 Department	CWO2 J. Ruiz	269-2706
WTI Admin Chief	GySgt K.L. Sanders	269-6500
S-2 Department	Maj L.R. Robbins	269-2698
S-3 Department	LtCol M.W. George Maj B.C. Reiffer	269-5303 269-3257
WTI Ops Chief	MSgt K.J. Morris	269-2915
S-4 Department	Maj R.W. Tibbs	269-2059
Logistics Officer	Capt M.M. Ward	269-2652
Safety Department	Maj J.T. Jenkins	269-3036
Medical Department	LCDR N.M. Olekoski	269-5341
S-6 Department	Capt D.A. Hudson	269-3416
Academics Department	Maj E.E. Austin	269-2643
Maintenance Department	Capt J.B. Cooksey	269-2006
Ordnance Officer	Capt P.G. Bailiff	269-3583
ASD Department	Maj T.C. Euler	269-2195
TACAIR Department	Maj M.P. Antonio	269-5302
C-3 Department	Maj T.P. Bajus	269-5773
Aviation Ground Support	Maj D.E. Longwell	269-2534
Ground Combat Department	Maj T.A. Welborn	269-2465
Air Officer Department	Maj J.H. Pylant Jr.	269-2276
ADT&E Department	LtCol T.C. Walsh Jr.	269-6175

MAWTS-1 FAX DIRECTORY

DSN Prefix: 269- Commercial Prefix: (928) 269-

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Adjutant	406	-2060
Administration	200	-6383
WTI Administration	212	-2953
Intelligence	510	-2200
Operations	406	-3257
Supply/Logistics	202	-2639
Maintenance	202	-3242
Ordnance	P40	-5683

DISTRIBUTION LIST

CMC A	MACG-18	MWSS-171	HMH-466	
CMC ASL/APP/APW/APC	MACG-28	MWSS-172	HMH-772	CAEWWS
CG MCCDC QUANTICO VA	MACG-38	MWSS-271	HMH-769	552ND ACW
CG TECOM (C461)	MACG-48	MWSS-272	VMMT-204	SWATSLANT
CG TRNGCOM (C473)	MWSG-17	MWSS-273	HMT-164	MCCES (AIR SCHOOLS)
COMMARFORLANT	MWSG-27	MWSS-274	HMT-301	NSAWC/N5/N7
COMMARFORPAC	MWSG-37	MWSS-371	HMT-302	COMSTRKFIGHTWINGPAC
COMCABEAST	MWSG-47	MWSS-372	HMT-303	COMSTRKFIGHTWINGLANT
COMCABWEST	MALS-11	MWSS-373	HMX-1	414 TS NELLIS AFB
CG 1ST MAW	MALS-12	MWSS-374	VMA-211	11TH ADA BRIGADE
CG 2ND MAW	MALS-13	MWSS-471	VMA-214	31ST ADA BRIGADE
CG 3RD MAW	MALS-14	MWSS-472	VMA-223	35TH ADA BRIGADE
CG 4TH MAW	MALS-16	MWSS-473	VMA-231	108TH ADA BRIGADE
CG I MEF	MALS-24	MCAS YUMA	VMA-311	6TH ADA BRIGADE
CG II MEF	MALS-26	CSSD-16	VMA-513	32ND AAMDC
CG III MEF	MALS-29	1ST STINGER BTRY	VMA-542	HQ AFSOC
CG MCB KANEHOE BAY	MALS-31	2D LAAD BN	VMAT-203	AACS-961
CG MAGFTFC	MALS-36	3D LAAD BN	VX-9	AACS-964
CG 1ST MAR DIV	MALS-39	4TH LAAD BN	VMAQ-1	AACS-965
CG 2ND MAR DIV	MALS-41	1ST RADBN	VMAQ-2	COMNAVAIRLANT
CG 3RD MAR DIV	MALS-41 DET A	2D RADBN	VMAQ-3	COMNAVAIRPAC
CG 4TH MAR DIV	MALS-41 DET B	HMM-161	VMAQ-4	COMFITWINGLANT
CG 1ST FSSG	MALS-41 DET C	HMM-162	VAQ-129	COMFITAEWWINGSPAC
CG 2ND FSSG	MALS-42	HMM-163	VAQ-133	COMFITAEWWINGSLANT
MAG-11	MALS-42 DET A	HMM-165	VAQ-134	COMVAQWING
MAG-12	MALS-42 DET B	HMM-166	VAQ-135	101ST AVN BDE
MAG-13	MALS-42 DET C	HMM-261	VAQ-136	160TH SOAR
MAG-14	MALS-42 DET D	HMM-262	VAQ-137	20TH SOS
MAG-16	MALS-46	HMM-263	VAQ-141	EAWS
MAG-24	MALS-46 DET A	HMM-264	VMGR-152	4TH LAD BN, LAV/AD PLT
MAG-26	MALS-46 DET B	HMM-265	VMGR-234	1ST INTEL BN
MAG-29	MALS-46 DET C	HMM-266	VMGR-252	2ND INTEL BN
MAG-31	MALS-49	HMM-268	VMGRT-253	3RD INTEL BN
MAG-36	MALS-49 DET A	HMM-364	VMGR-352	
MAG-39	MALS-49 DET B	HMM-365	VMGR-452	
MAG-41	MACS-1	HMM-764	VMFA-112	
MAG-41 DET A	MACS-2	HMM-774	VMFA-115	
MAG-41 DET B	MACS-4	HMLA-167	VMFA-122	
MAG-41 DET C	MACS-23	HMLA-169	VMFA-134	
MAG-42	MACS-24	HMLA-267	VMFA-142	
MAG-42 DET A	MTACS-18	HMLA-269	VMFA-212	
MAG-42 DET B	MTACS-28	HMLA-367	VMFA-232	
MAG-42 DET C	MTACS-38	HMLA-369	VMFA-251	
MAG-42 DET D	MTACS-48	HMLA-773	VMFA-312	
MAG-46	VMU-1	HMLA-773 DET A	VMFA-314	
MAG-46 DET A	VMU-2	HMLA-775	VMFA-321	
MAG-46 DET B	MASS-1	HMLA-775 DET A	VMFA-323	
MAG-46 DET C	MASS-2	HMH-361	VMFAT-101	
MAG-49	MASS-3	HMH-362	VMFA(AW)-121	
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	MWCS-48	HMH-465		

CHAPTER 1
OPERATIONS

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CHAPTER 1

OPERATIONS

1. Allocation of Prospective Weapons and Tactics Instructor (PWTI) Quotas. **Major Subordinate Commands (MSCs)** will determine the total number of quotas desired from their respective Units. The total number of course quotas requested (including other service requests) will be finalized at the WTI 1-05 Course Planning Conference (25-27 May 04). Instructor staff, classroom size, billeting space and available ramp space will limit the maximum number of course quotas. Request 1st MAW coordinate with both 2nd and 3rd MAWs for PWTI aircraft support prior to the WTI 1-05 Planning Conference. Planning Conference participants will resolve quota requests in excess of the maximum number available.

2. Submission of PWTI Nomination. **Group Commanding Officers will provide oversight of officer and enlisted PWTI nominations. Nominees shall have a minimum of 12 months time on station remaining upon their graduation from the WTI course. PWTI nominees on active duty must be notified that acceptance of orders to the WTI course incurs an active duty obligation of 24 months upon graduation from the course, per MCO 1900.16 (Marine Corps Separation And Retirement Manual). MSC G-3's will consolidate all student nominations and submit to CO, MAWTS-1 and CG TRNGCOM (C473) not later than 23 Jul 04 (D-67).** Utilize the Naval Message formats in Appendix A - C for aviation PWTIs, Appendix E for MACCS, Combat Arms, Aviation Ground Support, and Intelligence PWTIs, Appendix G for SWO/ABOC students. CG TRNGCOM (C473) will release a final class roster with funding data on 31 Aug 04 (D-28). MSC G-3's must ensure that nominee's not achieving course prerequisites by 31 Aug 04 (D-28) are not ordered to MCAS Yuma. Aircraft and maintenance augment support may not necessarily be reduced when a nominee fails to meet course prerequisites by 31 Aug 04 (D-28) and is subsequently deleted from the class.

3. FIXED WING PWTI/AIRCRAFT MATRIX

PWTI QUOTAS (CREW)	AIRCRAFT REQUIRED						
	FA-18A	FA-18A+/C	FA-18D (NOTE 1&2)	AV-8B		EA-6B (NOTE 3)	KC-130
				Total	II+		
0	2	2	2	2	1	1	4
1	3	3	3	3	2	3	4
2	4	4	4	6	4	3	4
3	6	6	6	6	4	4	4
4	7	7	7	7	4		
5	9	9	9	9	5		
6	10	10	10	10	6		
7	12	12	12	12	7		

NOTES:

1. CREW = 1 NAVAL AVIATOR (NA), 1 WEAPON SYSTEMS OFFICER (WSO). IF SQD CHOOSES NOT TO SEND ENTIRE CREW, AC REQ. WILL REMAIN THE SAME.
2. 1 ATARS CONFIGURED AC W/ DL POD PER FA-18D CREW. MAX OF 2 DL PODS IF MORE THAN 2 ATARS EQUIPPED AC PROVIDED BY A SINGLE SQD.
3. CREW = 1 NA, 1-2 ELECTRONIC COUNTERMEASURES OFFICERS (ECMO).

4. ROTARY WING PWTI/AIRCRAFT MATRIX

PWTI QUOTAS (CREW)	AIRCRAFT REQUIRED				
	AH-1W (Note 1)	UH-1N (Note 1)	CH-53E	CH-53D	CH-46E (Note 1)
0	2	2	2	2	2
1	2	2	2	2	2
2	4	4	4	4	4
3	5	6	5	5	5
4	7	7	7	7	7
5	8	8	9		8
6	9	9	10		9
7	11		12		11
8	12		13		12
9					13
10					14
11					16
12					17

NOTES:
1. NUMBER DOES NOT INCLUDE TAC SUPPORT OR ORIENTATION FLIGHT AIRCRAFT.

5. WTI Support Aircraft Requirements

TYPE	NUMBER OF AIRCRAFT – MISSION (LENGTH OF TIME)
CH-46E / CH-53	1/1- TACTICAL SUPPORT (ENTIRE COURSE)
TAV-8B / F/A-18B/D	1/1 - ORIENTATION FLIGHTS (1 WEEK)
AH-1W	2 - ORIENTATION FLIGHTS (1 WEEK)
UH-1N	2 - ORIENTATION FLIGHTS (1 WEEK)

6. PWTI Prerequisites. Appendix B identifies the specific PWTI prerequisites for WTI 1-05. Commands unable to comply with the prerequisites shall submit a waiver request to the appropriate Wing G-3 via their respective Group Commander. Requests for waivers shall be submitted from the appropriate Wing G-3 in the format outlined in Appendix H to CO, MAWTS-1, and CG, TRNGCOM (C473) no later than 27 Aug 04 (D-32). **Although waivers for course prerequisites will not normally be granted, the Commanding Officer will consider a broader range of waiver considerations for WTI 1-05 in light of the training and certification constraints imposed on the Operating Forces.** D-Day in this and all other WTI documents refers to the first day of PWTI flying, 28 Sep 04. Appendix C outlines MAWTS-1 required 30-day currency/proficiency requirements for each PWTI by community. MAWTS-1 has established these requirements as part of our ORM process to ensure all PWTIs have been exposed to certain flight events. Appendix C also outlines specific requirements should commands desire that Instructor Certifications be completed during the WTI Course.

7. Academic Only. Requests for Academic Only student quotas should be submitted in the format contained in Appendix A. Quotas are based on the number of classroom seats available.

8. Augment Instructors, Tactical Support Pilots, Functional Check Pilots (FCP) Augment Air crewmen/Personnel Prerequisites. MOS requirements for augment instructors; FCP and Augment Aircrew are based on the student and aircraft load determined at the Planning Conference. These personnel are assigned to fill course T/O line numbers. Reporting dates are established at the Planning Conference. **FCP Aircrew, Augment Instructors, Augment Aircrew, and Tactical Support Pilots check in 22 Sep 04 (D-6). Note – Aerial Gunner/Observers (AGOs) will check in with PWTIs on 11 Sep 04 (D-17).**

a. Augment Instructors. Officer and enlisted augment instructors will use Appendix F. All augment instructors must possess the 7577/7277/6177/6877 MOS.

(1) All Fixed Wing Augment Instructors must be proficient in LAT, ACM or DEFTAC.

(2) KC-130 WTI Augment Instructors must comply with requirements outlined in paragraph 5 of this chapter and proficient in T&R sorties as written in Appendix C, as applicable to their crew position.

(4) CH-53E Augment Instructors must be AR 362 current.

(5) CH-46E and CH-53 Augment Instructors must be a designated Defensive Measures Instructor (DMI) (Note 1).

(6) UH-1N, CH-46 and CH-53 Crew Chief Augment Instructors must be a designated Defensive Measures Instructor (DMI) or Defensive Air Combat Maneuvers Instructor (DACMI) as appropriate (Note 1).

b. Tactical Support Pilots. Tactical Support Pilots will use Appendix F.

c. Functional Check Pilots (FCP). FCP will use Appendix F. All FCPs require a minimum of 6 months of FCF experience.

d. Augment Aircrew/Personnel. Augment aircrew and all other support personnel will be submitted in the format contained in Appendix F or Appendix G as appropriate.

NOTE - Aerial Gunner/Observer (AG/Os) must report with a copy of OPNAV 4790/158 or NATOPS/Plane Captain evaluation form and APU turn up qualification (CH-46/53).

(1) AG/O - Must have 200 flight hours in type. Must be TERF/DM (CH-46) qualified; NSQ LLL; Aerial Gunner Qualified.

(2) Enlisted Intelligence Augment - LCpl to SSgt, MOS 0231.

9. NAVFLIRS/Flight Time Data Reporting. A daily flight time "PRIORITY" message will be sent to all parent units. This message will include daily and cumulative sorties and hours on each aircraft.

NOTE 1: Proficiency IAW T&R Vol 1 (Admin) and Vol 3.

NOTE 2: Assignment to the fleet assistance program shall not be used in meeting the established minimum FMF experience level.

CHAPTER 2

SAFETY/STANDARDIZATION/MEDICAL

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CHAPTER 2

SAFETY/STANDARDIZATION/MEDICAL

1. General Safety

a. Personal Protective Equipment. All aircraft maintenance personnel and all other personnel whose work requires presence on the flight line shall check in to WTI with cranial helmet to include sound suppressors, goggles and serviceable flight/safety/LOX boots as applicable. Additionally, personnel filling line numbers that require safety equipment (face shields, aprons, etc) in the performance of their duties must bring that equipment with them. **MAWTS-1 is not funded for this equipment and cannot provide it.**

b. Laser Eye Protection. All aircrew, FACs and TACP members attending WTI shall report with laser eye protection. Anticipated short falls must be identified to MAWTS-1 by Naval message.

c. Flight Equipment. Fixed Wing PWTIs must have a current harness hang check, where applicable.

2. Mishap Reporting

a. WTI Aviation Mishap Reporting. Per the reference (a), in the event of an aircraft/unmanned aerial vehicle (UAV) mishap during the WTI Course the aircraft reporting custodian retains responsibility for the investigation and reporting of the mishap. Because of the probable geographic separation of the reporting custodian from the aircraft, MAWTS-1 shall be responsible for the initiation of all investigations and reports as required by the current edition of OPNAVINST 3750.6 (The Naval Aviation Safety Program). Formal shifting of responsibility from MAWTS-1 to the reporting custodian for conducting the safety investigation shall be contained in paragraph 7 of the Mishap Data Report (MDR). Once the reporting custodian has assumed responsibility of the investigation, MAWTS-1 shall be included as information addressee and in the endorsing chain for all reports (e.g. Safety Investigation Report (SIR), Judge Advocate General (JAG). CO, MAWTS-1 is accountable for all aircraft/UAV WTI Course mishaps with respect to safety award and mishap free flight hour accounting vice the reporting custodian.

b. WTI Ground Mishap Reporting. In the event of a WTI ground mishap CO MAWTS-1, who has OPCON over WTI personnel, is responsible for investigating and submitting the Safety Report (SAFEREP), per MCO 5102.1 (Marine Corps Ground Mishap Investigation and Reporting Manual). In situations where the Marines' parent command is better suited to conduct the investigation, CO MAWTS-1 will request a change in investigating responsibility through CMC (SD). MAWTS-1 will be included in the endorsing chain of the SAFEREP and JAG investigation.

3. NATOPS

a. The NATOPS Qualification Jacket Checklist contained in Appendix D shall be used by all Units during pre-course NATOPS Jacket reviews and **retained in the jackets** to standardize the WTI check-in process.

b. NATOPS Prerequisites

(1) Officer NATOPS Qualification Jackets, Log Books and Aircrew Performance Records. Flight Logbooks, NATOPS Qualification Jackets and Aircrew Performance Records (with audit sheets) will be in the possession of all flight personnel when reporting to MAWTS-1. Commanding Officers must ensure that all PILOT/NFO nominees check into MAWTS-1 with a current instrument qualification, NATOPS qualification, flight physical, Cockpit Resource Management (CRM) Ground Training and Flight Evaluation, water survival and aviation physiology (pressure chamber, ejection seat and annual egress where applicable) which will remain current for the **duration of the WTI course**.

(2) Enlisted Aircrew Performance Records and NATOPS Qualification Jackets. Commanding Officers will ensure that all enlisted aircrew have current NATOPS, physiology, water survival, flight physical, aircrew coordination training, egress training qualifications and that flight orders remain valid throughout the flight phase. Update flight orders prior to fall WTI Course since it will run through to the beginning of a new Fiscal Year.

c. Commanding Officers must ensure that appropriate waivers have been obtained for any NATOPS requirements that cannot be met prior to attending the WTI course. **NATOPS Waivers will not be issued by MAWTS-1.**

4. Medical

a. No personnel shall be assigned to WTI while in a light/limited duty status. No personnel shall be assigned while wearing casts or recovering from open wounds. No personnel shall be assigned while awaiting specialist evaluation. Pregnant Marines and sailors, with uncomplicated pregnancies, who will be less than 20 weeks gestation by completion of WTI, are authorized.

b. All aircrew shall have a current flight physical that is valid for the entire duration of WTI. Extension of up chits beyond a member's birth month is not authorized without approval from CMC. All waivers must be approved by NAMI with appropriate documentation in their medical record or have a copy of the signed LBFS in medical record. All aircrew are required to turn in their medical record to WTI Medical upon check in.

c. Physical exams will only be performed for food handlers and drivers. No separation, re-enlistment, or regular five-year exams will be performed.

d. Individuals with chronic medical conditions that require medication shall bring an eight-week supply with them.

e. Support personnel are not required to bring medical records; only aircrew are required to bring medical records.

f. All medical personnel will need a Secret security clearance and must report with 782 gear.

CHAPTER 3
ADMINISTRATION

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CHAPTER 3
ADMINISTRATION

1. Reporting

a. All Personnel. Personnel must check in with WTI Admin, located in building 212, to attend the in-processing class. WTI Admin will be open from 0700 - 1700 seven days a week. Field Units will send a SNCO/Officer with a roster of personnel to be joined. Officers/SNCOs arriving after hours must report to the BOQ office (Building 1058), Sgt's and below report to barracks 912 for individual room assignments. All personnel must have their OQR/SRB at check in (Service Records on CD's are acceptable). Specific instructions on billeting for all Sergeants and below arriving after hours are posted at building 212.

b. PWTIs and AGOs. All PWTIs and AG/Os must check in with WTI Admin at building 212 on 11 Sep 04 from 1500-1800L. Uniform for check in is appropriate civilian attire or flight suits/utilities. PWTIs and AGOs should contact their specific T/M/S Division Heads prior to traveling to confirm any community-specific check in instructions.

(1) Check in time for PWTIs are as follows.

1500	Assault Support Department (Pilots, Crew Chiefs, and AGOs)
1600	Tactical Air Department
1700	Ground Combat Arms/Aviation Ground Support/ Intelligence/Command, Control, and Communications

(2) ALL PWTIs arriving after hours MUST REPORT to WTI Admin at 1600 on 12 Sep 04 for in processing.

(3) PWTIs and AGOs will bring their OQR/SRB, NATOPS QUALIFICATION JACKET, AIRCREW PERFORMANCE RECORD, LOGBOOKS, HEALTH RECORD and DENTAL RECORDS, FLIGHT EQUIPMENT and FLIGHT EQUIPMENT RECORDS to check in. Personnel arriving without the above listed items will **not** be authorized to fly until those items are received and reviewed by MAWTS-1. **All records required for check-in must be physically in the possession of each individual.**

(4) All PWTIs shall be seated in Toad Hall (Building 406) no later than 0650, 12 Sep 04. Uniform is Service "C" or appropriate equivalent for non-USMC personnel.

c. Augment/FCF/Tac Support Aircrew. Aviators/Aircrew assigned as Augment Instructors, Functional Check Pilots, or Tactical Support Pilots will bring their OQR/SRB, NATOPS QUALIFICATION JACKET, AIRCREW PERFORMANCE RECORD, LOGBOOKS, HEALTH and DENTAL RECORDS, FLIGHT EQUIPMENT and FLIGHT EQUIPMENT RECORDS to check in for certification of flight qualifications. Personnel arriving without the above listed items will **not** be authorized to fly until those items are received and reviewed by MAWTS-1.

2. Personnel Records. Appendices J through M are provided to assist in ensuring all administrative matters are completed.

3. Uniforms

a. All personnel must report with a minimum of the following:

(1) One Service "C" uniform (students and augment instructors only).

(2) Appropriate work uniforms (in sufficient quantities) for assigned billet (e. g. coveralls/flight suits).

(3) 2 sets of combat utilities w/ combat boots (non-flightcrew).
1 set will suffice for aircrew.

(4) Safety shoes/flight boots, sound suppresser devices and goggles as required by assigned billet. (MAWTS-1 DOES NOT HAVE THESE ITEMS AVAILABLE FOR ISSUE).

b. PWTIs are required to wear the Service "C" or appropriate service equivalent uniform during the first week of the WTI Course and for the Graduation Ceremony.

c. All aircrew, FACs and TACP members attending WTI shall report with serviceable laser eye protection. Anticipated shortfalls must be identified to MAWTS-1 by Naval message. Any PWTI transporting IR pointers and/or mounts should have these items available for turn-in during the initial check-in process

4. Course Fee. All PWTIs will incur a \$35 course fee payable to the Squadron Adjutant on 11 Sep 04 during check-in. This course fee supports PWTI social events and is not reimbursable. The fee may be paid in cash or personnel check made out to "WTI Fund."

5. TAD Excess Entry. All United States Marine Corps (USMC) personnel, excluding tenant units, will be reported "TAD EXCESS" by parent commands per MCO P1080.40A par 5151.2a(1) or 2a(2).

6. Meal Cards.

a. Only those personnel designated for "DUTY IN THE FIELD" **WILL BE ISSUED MEAL CARDS PRIOR TO DEPARTURE FROM THEIR PARENT COMMANDS.**

b. All other personnel, who will be in receipt of per diem while TAD for WTI, **WILL NOT BE ISSUED MEAL CARDS.**

c. Those enlisted personnel, who will be in receipt of per diem while TAD for WTI, and are currently in possession of a meal card because they utilize the enlisted dining facility at their permanent duty station, **WILL HAVE THEIR MEAL CARD RECOUNDED PRIOR TO DEPARTURE AND RETAINED BY PARENT COMMAND UNTIL THEY RETURN.**

7. Government Quarters. Government quarters are available to all Colonels and below supporting WTI. MCCDC(TECOM) funded students will be required to pay for lodging. This expense will be reimbursed when the student settles his/her travel claim.

8. Government Messing. Per the JFTR, The Commanding Officer has directed that all personnel, excluding field duty Marines, will be authorized Proportional Meal Rate (PMR). Due to the operational tempo of the course, personnel assigned to WTI will not be afforded the opportunity to mess for all three meals at the government messing facility.

9. Missed Meals. PWTIs who miss 3 meals in a 24 hour period because of WTI OPERATIONAL REQUIREMENTS must claim those missed meals in order to be reimbursed. Each Student must fill out a Missed Meal statement certification form (Appendix N). The form must be verified/approved daily by the appropriate MAWTS-1 Department Head. Missed Meal forms must be turned in to WTI Admin (Building 212) **FIVE DAYS PRIOR TO THE COURSE COMPLETION**.

10. Family Separation Allowance (FSA). FSA for individuals with family members who are gone from their parent command for 30 days or more is appropriate. FSA should be credited upon return to the parent command and must be reported per MCO P1080.40C par 90301.4c. It is suggested that a "History" statement be included to indicate participation in WTI.

11. **Privately Owned Vehicle's (POVs)**. Sergeants and below not permanently stationed aboard MCAS Yuma are not authorized to bring or operate POVs or rental vehicles for personal use.

12. Enlisted Promotions

a. Staff Non-Commissioned Officers (SNCO). If a SNCO has been selected and scheduled to be promoted during the WTI Course it should be identified by either message or making liaison with the MAWTS-1 Sergeant Major.

b. Sergeant and Below

(1) Parent commands **MUST SCREEN** the Service Records of all Privates through Corporals to determine if they will be eligible for promotion while TAD to MAWTS-1. If an individual "IS ELIGIBLE BUT NOT RECOMMENDED" for promotion, ensure that an appropriate page 11 entry is completed per MCO P1070.12K, par 4006.3e or 3f and the appropriate MCTFS entry is made per MCO P1080.40C, par 70607.1 prior to commencing TAD.

(2) Personnel in support of WTI who are identified, as a "SEL GRADE" by MCTFS, will have their records screened and if found qualified (i.e. no recent page 11 or 12, no indication of assignment to weight control/military appearance programs) will be promoted without further liaison with the parent command. However, if an individual is identified as "SEL GRADE" but did not come with their service record book, they will not be promoted until MAWTS-1 CO receives a letter, signed by the unit CO authorizing the individual promotion. This letter can be faxed to expedite process. MAWTS-1, S-1 fax number: DSN 269-2953/6383.

(3) Promotion Warrants. Promotion warrants for personnel being promoted will be completed by MAWTS-1, S-1 and signed by the Commanding Officer. If promotion warrants are typed by the parent command they should be faxed to MAWTS-1, S-1 for appropriate presentation to the individual. MAWTS-1, S-1 fax number: DSN 269-2953/6383.

NOTE: Parent commands must ensure that all information required for composite scores is up to date and entered into MCTFS prior to commencement of TAD.

13. Procedures for Marine Reserves

a. Transfer/Joining of Individual Ready Reservists (IRR). The Marine Corps Reserve Support Center (MCRSC) per MCO P1080.40C par 60417.1 will transfer IRR personnel assigned to active duty for 31 days or longer on the Unit Diary. Point of contact number is 1-800-255-5082 ext. 3322.

b. Transfer/Joining of Reservists. Reservists assigned to active duty for 31 days or longer should have the following unit diary entries ran by parent command prior to reporting to WTI 1-05: transfer to active duty, initial join entry, all entitlements ran, and to TAD excess to MCC 1A5.

c. Identification Cards. The parent command is responsible for issuing the active duty ID card to SMCR personnel assigned to active duty in excess of 30 days.

d. Meal Cards. SMCR personnel will be required to subsist in the dining facility while at WTI. SMCR Marines performing Annual Duty Training (ADT) or on field duty orders during WTI personnel will be issued meal cards from their Home Training Command (HTC). Meal cards WILL NOT be issued by MAWTS-1.

e. Per Diem. SMCR Marines performing Active Duty Special Work (ADSW) other than ADT or on field orders, regardless of the length of orders, are entitled to per diem. Every effort should be made by the HTC to provide advance per diem before departing for WTI.

f. BAH/FSA-R. FSA forms will be completed at the parent command for SMCR Marines who are entitled to BAH with dependents and are separated from their dependents. FSA-R entitlements commence upon join.

g. Releases From Active Duty. MAWTS-1 will not release reservists from active duty, but will transfer them back to their respective HTCs for processing.

14. Orders Preparation. TAD orders must contain the following information as a minimum to ensure accountability and enhance administrative efficiency. Examples of TAD orders are provided in Appendix K, Appendix L and Appendix M.

a. T/O Line Number Assignments. The T/O for WTI 1-05 will contain notes for specific line number qualifications. INDICATE T/O LINE NUMBER NEXT TO EACH MARINE'S MOS. If orders are prepared utilizing SABRS, Appendix K, ensure that the line number is included in the space available for rank/component.

Example: SGT John J. Marine 123 45 6789/0311/LNNR#6112 USMC

b. ITINERARY: ALL WTI TAD orders shall direct all personnel to report as follows (unless otherwise directed by T/O notes):

REPORT TO:

CO, MAWTS-1, MCAS, YUMA, AZ 85369-9200
 BLDG. #212
 Tel: Comm (928) 269-5236/5237
 DSN: 269-5236/5237

The following remark must be included in all orders:

"AUTHORIZED TO VARY ITINERARY AS NECESSARY"

c. Period of TAD. TAD should be computed from the date the Marine reports to MAWTS-1 and NOT the date of departure from the parent command (Report dates will be listed in the WTI 1-05 T/O). Estimated detachment dates are from 25-29 Oct 04 based on transportation and embarkation of equipment/supplies.

d. Security Clearances. T/O line numbers that require a security clearance must be indicated on the TAD orders, the level of clearance, basis, date completed and the agency completing the investigation (e.g. TS/SBI/950418/DIS). This information is required by MAWTS-1, Intelligence (S-2) and is required for access to MAWTS-1 (Building 406).

e. Government Quarters and Messing. The following statements shall be included in the TAD orders (SABRS statement 09, and PR):

"USE OF GOVERNMENT QUARTERS DIRECTED"
"PROPORTIONAL MEAL RATE (PMR) AUTHORIZED"

f. Transportation. TAD orders must include the following statement (SABRS statement 73). This information will allow for expeditious return of personnel in emergency situations:

"TRANS VIA COMMERCIAL AIR (GTR) DIRECTED"

(1) TAD orders for all PWTIs and support personnel, to include field duty personnel, must include appropriation data for return commercial transportation to be used in emergency cases when immediate return to the Permanent Duty Station (PDS) is warranted and government transportation is not available.

(2) MAWTS-1 and WTI Admin personnel will arrange commercial transportation ONLY IN EMERGENCY SITUATIONS OR AS A LAST RESORT to return personnel to their parent commands.

15. TAD Orders Funding

a. Only active duty Marine PWTIs who are earning the XX77 MOS will be funded by MCCDC(TECOM). MCCDC funds only TAD costs (Lodging and Meals (PMR)). Travel for all personnel is funded by their parent command and is not the responsibility of TECOM. Rental vehicles are not funded by MCCDC.

(1) MOS producing TECOM funded PWTIs must pay for their rooms prior to departure from MAWTS-1. Reimbursement via travel claim. PWTIs may submit a partial claim after 30 days of TAD.

(2) Reserve PWTIs: Not funded by TECOM.

(3) Academic Only Students: TECOM does not fund Academic Only or non-XX77 students. All costs are unit funded.

(4) All costs, except for billeting, associated with personnel supporting WTI are unit funded.

b. Appropriation data cannot be sent until all PWTIs earning the xx77 MOS have been identified by name in the proper format as delineated in this guide for WTI 1-05 (See Chapter 1).

(1) Each Wing coordinates it's TECOM funded PWTI nominees with MAWTS-1, S-3.

(2) Once each PWTI nomination is received, MAWTS-1 will consolidate the names into a by-line-number roster to be forwarded to TECOM (LtCol D.J. Donovan DSN 278-4024). TECOM in turn will generate appropriations data for each student. Once complete, the appropriation data will be released to the Aircraft Wings via Naval Message.

MSGID/GENADMIN/CG TECOM C4610//
 MAWTS ONE YUMA AZ//S-3//
 (Info: MMOA-2 or MMEA-84 as appropriate)

NOTE: MCAS Yuma billeting requires payment at the 30-day TAD mark. Make sure your Marines are prepared for this bill. Partial Settlements - IAW DODFMR Vol 9, 3, par 030901B; 30 days TAD required before partial settlement can occur.

c. The following information is provided for proper funding of the TAD orders:

(1) All TAD orders must have FY 04 appropriation data.

(2) COST OF PER DIEM WITH GOVERNMENT QUARTERS/MESSING:

Officers/Enlisted: Proportional Per Diem is \$22.00 per day, plus a \$3.00 incidental for a total of \$25.00 as of 1 Apr 04. See Appendix J.

(3) RENTAL CAR/VAN. Rental cars/vans are available from the following companies:

<u>COMPANY</u>	<u>COMMERCIAL NUMBERS</u>
BUDGET/SEARS	(928) 344-1822/1824
HERTZ	(928) 726-5160
ENTERPRISE	(928) 344-5444
AVIS	(928) 726-5737

Most of the companies listed above offer unlimited mileage with the following approximate prices (does not include gas):

<u>VEHICLE</u>	<u>DAILY</u>	<u>WEEKLY</u>	<u>MONTHLY</u>
Economy	34.00	204.00	816.00
7 Passenger Van	75.00	412.00	1648.00
15 Passenger Van	*87.00	359.00	1354.00

*Prices based on availability

d. Use of Station/Commercial Leased Vehicles. The following guidelines are provided for the use of station/commercially-leased vehicles during WTI.

(1) Vehicles will be used for **OFFICIAL USE ONLY.**

(2) Personnel subsisting at the Station Dining Facility must park in the parking lot adjacent to the Dining Facility. For those wishing to subsist at Burger King, Godfathers Pizza, or Subway, you must park in the parking lot in front of Barracks 641.

(3) For the sole purpose of eating, Station/commercially leased vehicles are authorized to utilize the DRIVE THRU services of eating establishments when traveling to and from field sites. The camouflage uniform is not authorized for wear inside any of these facilities.

(4) Vehicles that are required to stop or park at any other establishment on or off base (i.e. re-supply or soda/coffee mess or pickup of unit party supplies) must be authorized to do so by the units OIC/SNCOIC and the MAWTS-1 Logistics Office at extension 2324/2178/2652. The Logistics Office will need the vehicle type, license number or USMC serial number, date and time that the vehicle will be there.

(5) Enforcement of these regulations will be the responsibility of the MAWTS-1 Road Master.

e. The following list is the cost of meals and surcharges. All personnel are required to pay when utilizing government messing.

<u>MEAL</u>	<u>COST</u>	<u>MEAL</u>	<u>COST</u>
Breakfast	1.70	Breakfast/Brunch	3.65
Lunch	3.25	Dinner/Brunch	4.45
Dinner	3.25	Holiday	5.25
MidRats	3.25		

16. Leave. Marines who desire to take Annual Leave after WTI must have the leave authorized prior to their departure from their parent command. SABRS statement 52 applies. Marines whose TAD orders do not authorize Annual Leave in conjunction with TAD will not be granted leave at the conclusion of the WTI course and will be returned to their parent command.

17. Commonly Found Discrepancies

- a. Personnel reporting to WTI fail to PHYSICALLY carry required records for check-in.
- b. T/O line numbers are not identified on TAD orders.
- c. Orders do not indicate "AUTHORIZED TO VARY ITINERARY AS NECESSARY".
- d. Personnel who are not frequent travelers have not drawn advance per diem prior to reporting to MAWTS-1.
- e. Incorrect periods of TAD and incorrect number of days for the TAD period.
- f. Incorrect estimated costs
- g. No security clearance information.
- h. Personnel not designated as official couriers (where applicable).
- i. TAD orders missing "Use of Government Quarters directed"

- j. No statement concerning leave authorization.
- k. No authorization for use of commercial air in emergency situations if government air is not available.
- l. Combined Arms Exercise (CAX) personnel are provided Per Diem prior to the start of that exercise and not informed of its purpose.
- m. Failure to provide Per Diem for Aircrews required to ferry back aircraft at the end of WTI.
- n. Proportional Meal Rate (PMR) not authorized in orders.

18. Termination

- a. PWTI Termination. PWTIs terminated prior to their original departure date in Appendix K/L must receive a termination sheet from their respective Department Head. The termination sheet will be routed from the Department Head to the Executive Officer. Final approval will be determined by the Commanding Officer, MAWTS-1. Academic only students will be terminated upon completion of the academic portion and no termination sheet is required.
- b. Medical Termination. When it has been determined that a member must be terminated due to medical reasons, the authorization for termination must include the Flight Surgeon's recommendations and routed as indicated above.
- c. Red Cross Termination. When Red Cross verification has been received from the MCAS Yuma Red Cross Office, and the Department Head and Executive Officer have determined that release of a member is required, a termination sheet must be utilized. If it is determined that emergency leave is appropriate, a Special Liberty Request will be submitted via the chain of command. Terminations, and Emergency Leave will only be approved under the policies set forth in current orders.
- d. Mission Complete. Personnel who have completed their assigned mission prior to scheduled departure date contained in Appendix K/L must have a termination sheet signed by their respective department head.
- e. Scheduled Termination. Scheduled termination is when a member has met the departure date in Appendix K/L. A termination sheet is not required.
- f. FCP Termination. All FCPs must have a termination sheet signed by the AMO regardless of when they checkout. Termination sheets must be completed and presented at time of checkout at building 212, WTI Admin.
- g. Field Personnel. Field Units will send a SNCO/Officer with a roster of personnel for termination from WTI.

19. PWTI Graduation and Retrograde. Course graduation will commence at 1700 on 23 Oct 04, uniform is Service "C". Check-out procedures are as follows:

- a. Saturday, 23 Oct 04. After FINEX/WTI Course Mass Debrief, PWTIs will outbrief with their respective Divisions/Departments. Prior to departing building 406 for graduation, PWTIs will receive their logbooks, APR's, and NATOPS jackets.

b. Sunday, 24 Oct 04. PWTIs complete their check out at building 212 from 0700-1200. PWTIs will receive their flight equipment, OQRs/SRBs, and Dental/Medical Records. **PWTIs should not make travel plans to depart prior to 1200 on 24 Oct 04.**

20. Fitness Reports. Headquarters Marine Corps (MMSB-30) has waived the requirement to submit "TD" fitness reports for personnel attending/supporting WTI Courses. Parent commands shall indicate periods of non-availability of over 30 days (i.e. TAD with MAWTS-1) in the next regular fitness reports.

a. SMCR/IRR Personnel. Because of their uniqueness, Fitness Reports for these personnel have been directed by the Commanding Officer, MAWTS-1.

21. Proficiency and Conduct Marks. Proficiency and conduct marks will not be assigned to Corporal's and below upon termination of TAD from the WTI course. Likewise, due to limited observation time, proficiency and conduct marks will not be assigned to Corporals and below who are promoted or reduced while TAD at WTI course. Parent commands will input appropriate marks for these occasions based on full observation of their own Marines.

22. Mail. Mail shall be forwarded in the following manner only:

a. Line out the address and place the following information on the face of the envelope:

SAMPLE:

James T. Kirk 1214 Villaperosa Lane Dalmatia, VA 12345	First Name, Initial, Last Name WTI 1-05 (LN# _____) PO Box 99200 Yuma, AZ 85369-9200
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b. Postal Officers are to ensure mail is handled and bagged for forwarding to MAWTS-1 from their servicing post office. LINE NUMBERS MUST BE SHOWN TO EXPEDITE MAIL DELIVERY TO THE INDIVIDUAL.

c. Change of Address. Unit Postal Officers are to ensure that personnel TAD to MAWTS-1 in support of WTI do not submit change of address cards through their unit mailrooms.

d. Mail Cut Off Date. Effective **15 Oct 04**, Unit Postal Officers are to ensure their mail clerks CEASE FORWARDING MAIL for personnel attending/supporting WTI Course 1-05.

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CHAPTER 4

MAINTENANCE

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OFFICER AND ENLISTED AIRCREW FLIGHT EQUIPMENT	4-1

CHAPTER 4

MAINTENANCE

1. **Maintenance Information Package.** The Maintenance Information Package (MIP) is the primary information source for maintainers preparing aircraft, equipment and personnel for WTI. The MIP is essential reading for participating squadron MMCO's and Maintenance Chiefs but it will also serve to increase the situational awareness of key contributors that support the course from their parent unit. The MIP will be published and distributed to participating units' MALS AMO's, squadron AMO's and MMCO's following the release of the Milestones aircraft configuration message. The MIP will also be available after this date on the MAWTS-1 website.

2. **Officer and Enlisted Aircrew Flight Equipment.** Commanding Officers will ensure that officer and enlisted aircrew participating in the WTI course posses all required flight equipment, properly inspected within 30 days of arrival, in accordance with 4790 series directives. **Officers and enlisted aircrew will have legible copies of their Individual History Card, Aviation Crew Systems (OPNAV 4790/138) and Aircrew Personal Protective Equipment History Card (OPNAV 4790/159) in their possession.** All flight equipment will be maintained in the designated MAWTS-1 flight equipment spaces. All aircrew will turn in their flight equipment and records upon arrival. Replacement flight equipment is NOT available at WTI.

a. **Night Vision Goggles (NVG).** All PWTI's (officer and enlisted) **SHALL** bring two (2) RFI sets of ANVIS-9's (AN/AVS-9R for RW/KC-130). Additional rotary wing NVD requirements are:

	AN/AVS-7	GCP-2
AH-1W STUDENT PILOT	2	1
UH-1N STUDENT PILOT	2	1
CH-46E STUDENT PILOT	2	
CH-53D/E STUDENT PILOT	2	

b. **Helicopter Laser Eye Protection.** All PWTIs and Augment Instructors must bring one (1) set of appropriate laser eye protection spectacles or visors. Designating and range finding lasers will be in use during the course.

c. **Body Armor Requirements.** All rotary wing PWTI's (officer and enlisted) are required to bring one (1) full set of body armor to include all plates.

d. All aircrew must bring the following flight equipment:

<u>ITEM</u>	<u>QUANTITY</u>
Flight suits	2
Flight boots	1
Flight vest	1
Flight gloves	1
Helmet	1
Laser Eye Protection	1
TAC Manual pocket checklist	1

CHAPTER 5
SUPPLY/LOGISTICS

1. Aviation Supply

a. Aviation supply units supporting WTI should review MARADMIN 479/01, CMC msg 031047Z October 01, for guidance on World Wide Express/overnight shipping of high priority NMCS/PMCS. All next day shipments shall comply with this MARADMIN and local shipping instructions. However, in no case will more restrictive policies be implemented that inhibit or delay the most rapid and efficient movement of high priority aviation supplies.

b. Each MALS must ensure that that one complete fuel package accompanies each aircraft transferred to MAWTS-1. Coordinate with each supporting squadron to designate a fuel packet custodian to obtain fuel packets from supply accounting divisions. Instruct fuel packet custodians to deliver each packet to the WTI Aviation Fuels Accounting Clerk on their arrival to MAWTS-1.

c. MAWTS-1 does not provide flight equipment, safety boots, or coveralls.

d. MAWTS-1 will report aircraft fuel consumption weekly and on the last day of each month by naval message to the squadron's Aviation Supply Officer, Accounting Officer, and Wing ALD.

e. Aviation Supply Officers providing support for aircraft assigned to MAWTS-1 should ensure that Division Officers develop and ship a comprehensive aviation support pack-up (ASP) built to sustain intensive flight operations for a 30-day period. Units requesting supply support from another supply department should develop a written memorandum of agreement (MOA) with the supporting MALS and provide a copy of the MOA to the S-4 Officer, MAWTS-1.

f. Every supporting MALS must ensure that unit pack-ups contain, at a minimum, the following aviation supplies and components for supported aircraft:

Community	Description	P/U Qty
Fixed Wing	TAILHOOK TIPS AND HARDWARE	2
C130	KC130 MAIN WHEELS	1
C130	KC130 NOSE WHEELS	2
FW/RW	FW/RW AIRCRAFT TIRES (RUBBER)	30 days
FW/RW	AIRCRAFT BRAKES (LINERS)	30 days
Fixed Wing	AIRCRAFT AUXILARY POWER BATTERIES	30 days
Rotary Wing	50-CAL GUNBARRELS	4
RW/FW	CHAFF BUCKETS PER PACKUP (except C130)	4
C130	CHAFF BUCKETS PER AIRCRAFT	2
Rotary Wing	MAIN ROTORS, CH53, CH46, UH-1, and AH-1	2
Rotary Wing	TAIL ROTORS, CH53, UH-1 and AH-1	2

g. Supporting MALS must ensure that squadrons are assigned a block of document serial numbers sufficient to support no less than 100% of the squadron's average number of daily requisitions.

h. Aviation Supply Officers are urged to ensure that personnel designated to provide deployed squadron support during nights and weekends are qualified, receive proper aviation supply processing training, or are provided with clear instructions that will allow the most rapid response to supply requests from WTI expeditors. Supply processing delays, including delays in passing requisitions off station, can make the difference between making or dropping critical training sorties that cannot be rescheduled at another time.

i. Supply liaisons assigned to each west coast MALS must report to MAWTS-1 for check-in processing, screening, and training before being reassigned to their place of duty. These Marines travel frequently between west coast units, FISC San Diego, and NAS North Island. Orders for these Marines should authorize PMR and cite **"MESSING NOT AVAILABLE AS MAY BE ADVERSE TO THE MISSION."** Liaisons will be issued a government vehicle and a government fuel card at MAWTS-1 expense. Billeting for liaisons will be arranged and provided at the place of duty if necessary at MAWTS-1 expense.

j. Supply pack-ups must arrive with inventory listings and SAMMS dbase files. Ensure unit pack-up files are delivered with the unit's key personnel or sent by email as a WinZip file. Pack-up database files must be appended or imported to SAMMS immediately after key personnel arrive on 14 Sep 04. Key Personnel will be required to load and validate pack-up data, test all systems, and conduct key personnel training. Pack-up records not received during the work up period will cause inventory and training delays and require time-consuming manual processing.

Provide the following reports or data files with each supply pack-up:

- TWO COPIES OF THE PACK-UP INVENTORY LIST.
- SAMMS EXPORT FILE IN DOS/TEXT OR WINZIP FORMAT.
- PARENT MALS INDIVIDUAL COMPONENT REPAIR LIST (ICRL).
- PARENT MALS P-80 REPORT IN HARD COPY.

k. The following POLs are standard carried items readily available from the HAZMAT stock point. Units must identify and report all other known requirements during the supply planning conference.

6850000055305	CLEANING COMPOUND	9150002234004	GREASE
6850002745421	PD80 TYPE II	7930009353794	POLISH
8040000922816	ADHESIVE	6850001104498	DRY CLEAN
9150009857099	LUBE OIL	8040001236954	ADHESIVE
9150009857246	GREASE ACFT	8040001450020	ADHESIVE
9150010355393	LUBE OIL	9150001450268	WTR ACFT
7920002051711	RAGS	6850013780425	CLN COMP
9150001497432	HYD FLUID	9150013355395	LUBE OIL
6850001817594	CLEANING COMP	9150011784726	LUBE OIL
9150001866668	LUBE OIL	9150002500926	PETRO CNIC
9150012101938	HELO OIL	9160013367174	COOLANT
6810002685435	ISOPROPYLALCHOL	9150002618317	HYD FLUID
9150004580075	LUBE OIL	8030007535007	SEAL COMP
8030005468637	CORROSION PREVENT	8010006410427	COATING
9150006982382	HYD FLD QT		

l. Each MALS must provide funding for liquid oxygen (LOX), nitrogen, unleaded, diesel, and JP-8 aviation fuel. Provide three fixed-price funding documents on Form DD 1348-6, not later than 22 Sep 04, for each commodity to allow billing of charges incurred during WTI 1-05. The Fiscal Chief, MAWTS-1, will provide price estimates for each document during the planning

conference.

m. Units arriving from 29 Palms after a CAX must ensure that all pack-ups are inventoried and replenished immediately after the end of each CAX. Rotable pool items should be collected from the squadron (wheels, brakes, etc) prior to embarking from 29 Palms to ensure components are not packed and shipped with the squadrons retrograde. Also ensure all pack-ups rolling over from CAX are clearly marked for shipment to MAWTS-1 to prevent erroneous retrograde to the parent MALS.

2. Logistics

a. General

(1) Supporting units for WTI 1-05 are subject to ground logistics and transportation policies published by MAWTS-1. Units should review the WTI Ground Operations SOP and WTI Logistics SOP prior to deploying to MCAS Yuma or it's off-site training sites.

(2) Station Servmart requires letters of authorization for all unit purchases. All purchases must be charged to the government purchase card (IMPAC Card). MILSTRIP requisitions are not accepted.

(3) Units using MEP generators or storing hazmat containers must use spill containment kits or protective surface barriers on all ground surfaces IAW Federal, State, and local environmental protection standards. Procuring and providing spill containment and protective surface barriers are a unit responsibility. MAWTS-1 will conduct weekly site inspections of all HAZMAT locations to ensure regulatory compliance. Units not in regulatory compliance will be cited on a safety/incident report and directed to cease operations until corrective action has been completed. Units should refer to MCAS Yuma Station Order for guidance and policy pertaining to HAZMAT operations.

b. Billeting.

(1) MAWTS-1 funds the cost of billeting for selected WTI personnel. Funding begins on the service member's report date, as shown in the WTI T/O guide, and ends on the date of departure. Funding for billeting by MAWTS-1 during course 1-05 is limited to the following personnel: WTI augments, augment instructors, and non-MOS producing students not assigned to field duty. Billeting for all WTI MOS producing students is funded per reference (a). The member's unit must fund all guests, visitors, and personnel assigned to the field unless otherwise approved by the Commanding Officer, MAWTS-1. Units must ensure that lodging; Per Diem, transportation, and miscellaneous expenses for personnel who arrive prior to, or depart after required report and departure dates are funded from unit funds during these non-inclusive dates. Units arriving prior to 1 Sep 04 must submit a Logistics Support Request (LSR) to MCAS Yuma (S-4), requesting billeting for personnel from the date of arrival until 1 Sep 04. MAWTS-1 will provide billeting arrangements for all WTI augments beginning on 2 Sep 04.

(2) There is no cost for billeting Sergeants and below (E1-E5) at the transient barracks. Staff NCO and Officers reporting prior to their reporting date will be charged a daily fee of \$15.00.

(3) Personnel baggage should be grouped and tagged with color-coded baggage tags for ease of movement to billeting spaces. Officers, SNCO, and enlisted personnel should use distinctly different color tags to clearly distinguish between each group.

c. Vehicles.

(1) All units will ensure that each vehicle used in support of WTI has a current record jacket and that all preventive maintenance and inspections have been completed. If vehicles are received from another unit, A Joint Limited Technical Inspection (JLTI) will be conducted between the receiving unit and that providing unit. All commanders will submit a letter in the format containing in Appendix O, to the Commanding Officer of MAWTS-1 ensuring that all vehicles have to be used by the command will be included as an enclosure to the letter.

(2) All field equipment and vehicles should be LTI'd prior to deployment. Costs should be reported to Wing, Division, or FSSG comptrollers in accordance with Wing Comptroller LOI(s). POL(s) and office supplies are using unit responsibilities. MAWTS-1 will provide only enough POL products necessary to replenish spent fluids in field equipment, not to perform scheduled maintenance. Units that choose to perform annual preventative or corrective maintenance at WTI for field training purposes are expected to provide their own POL and supplies. Units may make arrangements to obtain POL(s) from station supply, MCAS Yuma, during the logistics planning conference.

(3) All units must screen drivers to ensure all 5-ton truck drivers are qualified and licensed to operate both 800 and 900-series vehicles. Units with MTVR (7-ton) trucks must ensure that MTVR qualified operators are available to operate these vehicles at the time of arrival and during retrograde to facilitate loading and unloading.

(4) All tactical ground vehicles and equipment should have been fully converted to JP-8 fuel. Only JP-8 fuel will be delivered to off-station units. Units requiring other than JP-8 fuel will need to make separate plans to receive fuel from MCAS Yuma during the planning conference.

(5) Fuel storage and water storage tanks are the using unit's responsibility. MAWTS-1 does not own or control field equipment. Field units should plan on establishing a 2-day storage capacity for ground fuel and potable water, as fuel and water deliveries are limited to one delivery every other day.

(6) Units may request empty 55-gallon drums from the HAZMAT Officer, MAWTS-1, to use as fuel or POL storage. Requests should be submitted as a BOM item request. Drums issued to using units must be returned prior to retrograde. Using units are responsible for emptying and purging the contents of all 55-gallon drums before they can be returned to the HAZMAT Officer.

3. Field Mess Support

a. All field units will receive subsistence support from one of three designated messing facilities. The type of field rations (A-rat, B-rat, or UGR) will depend on availability and the supporting mess operating concept. MWSS-371 will establish a primary field mess facility at Site 50 and secondary field messes at Laguna Army Airfield (LAAF), and CP Bull. The primary field mess at Site 50 will be operational beginning with evening chow 27 Sep 04 until morning chow on 27 Oct 04. Secondary field messes will be operational beginning with the evening meal the day the advance party arrives. NAF El Centro will provide hot "Vat Can" meals on request. Every attempt will be made to prepare chow on site for each unit in order to minimize requirements for movement and transportation of prepared foods over long distances.

b. Field units will obtain hot meals from one of the following messes:

- (1) Site 50, Stoval and all other eastern sites; Field mess, Site 50
- (2) AUX II; Dining Facility, MCAS Yuma
- (3) Siphon 8; Dining Facility, NAF El Centro
- (4) LZ Star, CP Bull, and Black Mountain; Field mess, CP Bull
- (5) Laguna Army Airfield (LAAF); Field mess, YPG

c. Field units will normally receive 2 hot meals and 1 MRE per day. Units unable to obtain hot meals from MWSS-371 as described above may request "Vat-canned" chow from the dining facility, MCAS Yuma. Field units requesting "Vat-canned" meals must provide their own Vat-cans.

d. Under newly published Wing food services guidance, augment cooks will be assigned at the rate of 1 cook per 72 patrons (1/72) when preparing food using tray ration heaters in a field environment, and 1 per 50 (1/50) when assigned to a garrison field mess. Mess men will be assigned at the rate of 1 mess man per 25 patrons (1/25). Units requesting changes to this rate must submit an official request to the S-4 Officer, MAWTS-1, via their Division, Wing, or FSSG G-4.

e. Field cooks and field mess men must report to the Logistics Officer, MAWTS-1, (Bldg 202) NLT 21 Sep 04, for reassignment to the field mess. All field cooks and messmen should report to Yuma with appropriate field gear (782 gear, cot, sleeping bag, etc.)

f. Units subsisting in the field must include full meal rosters as part of their unit Log Packages (LogPaks) containing the following information:

- Name, Rank, Service Number (SSN)
- Marine Officer/Marine Enlisted (MO/ME) totals
- Navy Officer/Navy Enlisted (NO/NE) totals
- Arrival/departure dates
- Estimated Number of meals required

g. Units obtaining Vat-can meals from NAF El Centro or MCAS Yuma may request/include paper products as part of their BOM.

h. Packaged operation rations/Meals ready to eat (POR/MRE) are a unit responsibility. POR/MREs may be ordered by individual units and shipped to CSSD-16, MCAS Yuma, where they will be pre-staged and delivered to each unit upon their arrival on station.

4. Embarkation

a. All units must reconcile government bills of lading (GBL) and unit deployment lists (UDL) before accepting delivered equipment after the offload from commercial shippers.

b. Embark specialists must reconcile all UDL(s); equipment density lists EDL(s) and GBL(s) with the Embark Officer, MAWTS-1 immediately after accepting arriving cargo. This is critical to ensure all equipment has been properly received. Report all shipping discrepancies and problems during the reconciliation process.

c. Each unit commander or Officer in Charge should designate a Cargo Escort to each Military/Strategic airlift carrier inbound to and outbound from MCAS Yuma. Cargo Escorts must have a minimum of three (3) copies of the cargo load plan and unit deployment list (UDL) readily available to reconcile against arriving cargo at time of offload.

d. Cargo Escorts assigned to each Military/Strategic airlift carrier outbound from MCAS Yuma during equipment retrograde must develop unit UDL(s) in order to reconcile outbound cargo upon arrival at the home debarkation point.

e. Improperly prepared or missing cargo forms are a common mistake made by supporting units. To ensure equipment is not misplaced arrives on time and at the right place, units must ensure that all equipment is accompanied by properly prepared cargo placards, UDL(s), and shipping forms. Ensure all containers, equipment, and cargo boxes have shipping placards securely attached to all four sides. Placards should contain at a minimum the name of the final debarkation point, (Site-50/Laguna AAF/Mux Hill/SCIF etc.), unit name, unit embark representative, and equipment name. Embark specialists should refer to MCO P4600.14B, Volume 1, for transportation policies and procedures.

f. Unit embarkation representatives must be present during the offload to inventory and accept arriving cargo, and again when loading equipment during the retrograde.

5. Retrograde

a. Each participating unit must designate an embark specialist or representative to attend the retrograde conference scheduled for 15 Oct 04. Embark representatives will be required to review personnel rosters and provide equipment density lists (EDL) to the Embark Officer during the retrograde conference to begin preparations for outbound retrograde of equipment and personnel (TOT/ TOP).

b. The Logistics Officer, MAWTS-1, will consolidate embark requirements during the retrograde conference and forward to the unit's G-4 to obtain funding to secure government or commercial transportation. Common transportation modes are commercial air carriers, Tractor-Trailers (TTs), and charter buses.

c. Wing, Division, or FSSG G-4's should provide funding data for the retrograde to the Embark Officer, MAWTS-1, no later than 1 Oct 04. Units should plan for retrograde to commence no earlier than 25 Oct 04, as per WTI 1-05 milestone L27/28.

6. Bill of Materials (BOM)

a. Each participating unit and MAWTS-1 departments will receive a fixed budget cap for BOM purchases in support of the course. Budget caps will include funds to procure batteries, communications cable, chemlights, and limited POL. Units will be given maximum latitude to procure BOM items subject to conditions published in MCO P3500.12C and SqdnO 4000.1F.

b. All BOM items required in excess of the budget cap, or in excess of essential WTI field operations must be unit funded. Units must plan and procure any additional supplies required to conduct unit training not related or required to support WTI field operations.

c. Units and departments must submit BOM lists with the Log Packages to the S-4 Officer, MAWTS-1, NLT 21 Jul 04.

d. Office supplies and equipment may not be included as part of the unit's Bill of Materials. Office supplies are unit funded.

e. Large quantities of oils and Lubricants should not be included in the Bill of Materials. Oils and lubricants should be limited to small quantities required to replenish spent fluids during normal operation. Units are responsible for performing equipment LTI(s) prior to deploying equipment in support of WTI. The participating unit is responsible for funding the cost of replacing oils and lubricants as part of normal equipment preventative maintenance (PM) in accordance with MCO P3500.12C.

f. BOM lists in excess of the budget caps must be accompanied by a written justification for further consideration.

7. Recurring Support Items (RSI)

a. Recurring Support Items (RSIs) are the using unit's responsibility. Participating units must review the RSI tables that will be provided in the WTI 1-05 Planning Conference Results. Following the Planning Conference, the unit must take action to obtain, request, follow-up, and monitor requests for equipment from their Wing, Division, or FSSG G-4.

b. Units that cannot obtain equipment listed in RSI tables from the unit's supply section, or who choose to request support from a west coast unit to save in transportation costs, must submit a request for equipment to their Wing, Division, or FSSG G-4 for support. Units requesting equipment from west coast units must send their request to MARFORLANT or MARFORRES by naval message to be forwarded to MARFORPAC. Requests from east coast units to MARFORPAC will normally receive favorable consideration and will be tasked to a subordinate unit in the west coast for support.

c. Major commands should info all units requesting RSIs and authorize direct liaison between the supporting unit and the receiving unit to coordinate joint limited technical inspections (JLTI) and pick-up or delivery dates for equipment. All temp loan gear is categorized as TOT. The using unit's Wing, Division, or FSSG G-4 must fund shipping costs for all RSIs, regardless of where it is obtained.

d. Using units are responsible for coordinating the return of temp loan equipment back to the supporting unit. All RSIs, including temp loan equipment, being returned to a supporting unit should be identified during the WTI retrograde planning conference.

APPENDIX AFORMAT FOR SUBMITTING
AVIATOR/AIRCREW PWTI NOMINATIONS/ACADEMIC ONLY

1. Aviator/Aircrew PWTI Message to read as follows:

FROM: (APPROPRIATE WING)

TO: CG TECOM QUANTICO VA//C4610//

CG TRNGCOM QUANTICO VA//C473//

MAWTS ONE YUMA AZ//CO/S3//

INFO: CMC WASHINGTON DC//MMAA 2//

UNCLAS //NO3500//

MSGID/GENADMIN/(APPROPRIATE WING)/(UNIT)/(DTG)//

SUBJ/SUBMISSION OF WTI 1-05 STUDENT NOMINATION//

REF/A/DOC/MCO P3500.12C/25 JAN 02//

REF/B/DOC/WTI 1-05 PLANNING GUIDE/25 MAY 04//

NARR/REF A IS THE USMC AVIATION WTTTP. REF B IS THE WTI COURSE 1-05 PLANNING GUIDE.//

POC/(APPROPRIATE NAME)/(RANK)/(UNIT)/(DSN:)//

RMKS/1. IAW REFS A AND B, THE FOL NOMINEE (S) IS/ARE SUBMITTED:

A. NAME, RANK, SSN

B. UNIT/MOS/MODEL ACFT

C. WTI T/O LINE # (FROM T/O)

D. SECURITY CLEARANCE/BASIS/DATE

E. DIFOP/TEMP-INDEFINITE FLIGHT ORDERS: (Most Current CMC Authorization)

F. MEDICAL CLEARANCE EXPIRATION DATE

G. NATOPS EXPIRATION DATE

H. INSTRUMENT RATING EXPIRATION DATE

I. LAST EP QUIZ DATE

J. PHYSIOLOGY AND SURVIVAL TRAINING EXPIRATION DATES:

(1) EJECTION SEAT LECTURE (By Physiologist)

(2) ALTITUDE TRAINING

(3) EGRESS

(4) WATER SURVIVAL/HEEDS

(5) LASER EYE EXAM

(6) HARNESS HANG

K. COCKPIT RESOURCE MANAGEMENT TRAINING AND FLIGHT DATES

L. FLIGHT TIME

(1) TOTAL

(2) TIME IN MODEL

(3) NVG TIME/LLL

2. PREREQUISITES (See Appendix B for applicable prerequisites and list accordingly) DATE OF COMPLETION/CURRENCY:

3. T&R CURRENCY/PROFICIENCY DATE OF FLIGHT (See Appendix C for applicable T&R codes and list accordingly):

4. CURRENT TOUR INFO

A. CURRENT BILLET TITLE/NUMBER OF MONTHS IN BILLET

B. ANTICIPATED BILLET UPON WTI COURSE COMPLETION

C. DATE CURRENT TOUR BEGAN/OSCD

D. ESTIMATED ROTATION DATE/EAS

E. SQUADRON POC/DSN

F. HOME MAILING ADDRESS

2. Academic Only Message to read as follows:

FROM: (APPROPRIATE WING)

TO: CG TECOM QUANTICO VA//C4610//

CG TRNGCOM QUANTICO VA//C473//

MAWTS ONE YUMA AZ//CO/S3//

INFO: CMC WASHINGTON DC//MMAA 2//

UNCLAS //NO3500//

MSGID/GENADMIN/(APPROPRIATE WING)/(UNIT)/(DTG)//

SUBJ/SUBMISSION OF WTI 1-05 ACADEMIC ONLY STUDENT NOMINATION//

REF/A/DOC/MCO P3500.12C/25 JAN 02//

REF/B/DOC/WTI 1-05 PLANNING GUIDE/25 MAY 04//

NARR/REF A IS THE USMC AVIATION WTPP. REF B IS THE WTI COURSE 1-05 PLANNING GUIDE.//

POC/(APPROPRIATE NAME)/(RANK)/(UNIT)/(DSN:)//

RMKS/1. IAW REFS A AND B, THE FOL NOMINEE (S) IS/ARE SUBMITTED:

- A. NAME, RANK, SSN
- B. UNIT/MOS/MODEL ACFT
- C. WTI T/O LINE # (FROM T/O)
- D. SECURITY CLEARANCE/BASIS/DATE
- E. UNIT MAILING ADDRESS
- F. HOME MAILING ADDRESS

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APPENDIX B
PREREQUISITES

a. Flight Hour Prerequisites.

- (1) Pilot - 500 flight hours in type.
- (2) KC-130 Pilot - 700 flight hours in type.
- (3) Naval Flight Officer (NFO) - 400 flight hours in type.
- (4) Rotary Wing Crew Chief (C/C) - 400 flight hours in type.
- (5) KC-130 Tactical Systems Operator/Mission Planning Specialist (TSO) - 1500 flight hours in type.
- (6) KC-130 Flight Engineer (FE)/Loadmasters (LM) - 2000 flight hours in type.
- (7) E-2C/EC-130 - 400 flight hours in type.
- (8) E-3/E-8/EP-3 - 1000 flight hours in type.

b. Aviator/Aircrew PWTI Rank Prerequisites.

T/M/S	Rank Prerequisite
Pilot	None
NFO/ECMO	None
KC-130 Loadmaster	Sgt to GySgt
KC-130 Tactical Systems Operator/Mission Planning Specialist (TSO)	SSgt to GySgt / WO1 to CWO-5
KC-130 Flight Engineer	SSgt to GySgt
RW Crew Chief	Cpl to GySgt

NOTE- All FA-18, AV-8B, EA-6B, EP-3, EC-130, E-3 AND E-8 PWTIs shall have a current SSBI with TS/SCI Access

F/A-18A/C Pilot	F/A-18D Pilot	F/A-18D WSO
(a) Qualified 7523 (b) Mission Commander (c) Division Leader (d) NSQ High/Low (as appropriate) (e) ACT (I) (f) LAT (I)	(a) Qualified 7523 (b) Mission Commander (c) Division Leader (d) NSQ (e) FAC (A) Qual (f) ACT (I) (g) LAT (I) (h) TAC (A)	(a) Qualified 7525 (b) Mission Commander (c) NSQ (d) FAC (A) Qual (e) ACT (I) (f) TAC (A)

KC-130 Pilot	KC-130 Loadmaster
(a) Qualified 7557 (b) Division Leader (c) LAT(I) (d) NSQ	(a) Qualified 7382 (b) Loadmaster Instructor (c) NSQ
	KC-130 Flight Engineer
EP-3	(a) Qualified 6242 (b) FE Instructor (c) NSQ
(a) Qualified 1320 (b) Tactical Evaluator (c) Senior Evaluator	KC-130 (TSO)
	(a) Qualified 7372/7380 (b) Tactical Systems Operator Instructor (c) NSQ

EA-6B Pilot	EA-6B ECMO
(a) Qualified 7543 (b) Division Leader (c) Mission Commander (d) DEFTAC (Q) (e) NSQ High (f) EWTO or PTI	(a) Qualified 7588 (b) Mission Commander (c) DEFTAC (Q) (d) NSQ High (e) EWTO or PTI

AV-8B Pilot	E-2C
(a) Qualified 7509 (b) Division Leader (c) WTO (d) NSQ (e) ACMFL (f) ACT (I) or NSI (g) LAT (I)	(a) Designator 1310/1320 (b) Mission Commander
	EC-130
	(a) AFCS12R (b) EWO

E-3B/C (one of the following)	E-8C
(a) AFSC 13B (b) SD (c) ASO (d) ECO (e) MCC	(a) AFSC 13B (b) DMCC (c) SD (d) SMO

General Note: ASD Prerequisites for WTI 1-05 have been adjusted to account for training and certification difficulties in the Operating Forces that have resulted from OIF.

AH-1W Pilot
(a) Qualified 7565 (b) Division Leader (c) FAC(A) Syllabus Complete (d) NSI IUTs Complete

CH-46E Pilot	CH-46E Crew Chief
(a) Qualified 7562 (b) Division Leader (c) DM Qualified (d) NSI IUTs Complete (e) ECCS Ground School Complete	(a) Qualified Primary MOS 6172 (b) DM Qualified (c) NSQ LLL (d) AG Qualified (e) TERF Instructor (f) NSI 590,591 (g) AG 540,541

CH-53D/E Pilot	CH-53D/E Crew Chief
(a) Qualified 7564/7566 (b) Division Leader (c) DM Qualified (d) ARI (e) NSI IUTs Complete	(a) Qualified Primary MOS 6173 (b) DM Qualified (c) NSQ LLL (d) AG Qualified (e) TERF Instructor (f) NSI 590,591 (g) AG 540,541

UH-1N Pilot	UH-1N Crew Chief
(a) Qualified 7563 (b) Division Leader (c) FAC(A) Syllabus Complete (d) NSI IUTs Complete	(a) Qualified Primary MOS 6174 (b) RW 2v1 DM Complete (c) NSQ LLL (d) AGI (GAU-16, M240D) (e) TERF Instructor (f) NSI 590, 591

AG/O
(a) TERF Qualified
(b) NSQ LLL
(c) AG Qualified
-CH-46/53 (.50 Cal)
-UH-1N (M-240/GAU-16/17A)

NOTE - All Crew Chiefs must be a current designated plane captain. CC PWTIs must report with a copy of OPNAV 4790/158 or NATOPS/Plane Captain evaluation form and APU turn up qualification (CH-46/53).

c. C³ PWTI Prerequisites.

NOTE - Commanding Officers will ensure that PWTIs report with complete, up-to-date MACCS Performance Records (NAVMC 2898) to include crew position designation letters. In addition, DASC, MATC, MMT and UAV students will report with a valid Aero-Medical clearance notice, NATOPS physiology verification and a medical up-chit.

- (1) Tactical Air Operations Center (TAOC) - MOS 7210. Current and qualified SWD.
- (2) Enlisted TAOC - SNCO MOS 7236. Current and qualified SWD.
- (3) Direct Air Support Center (DASC) - MOS 7208. Qualified and current SAD.
- (4) DASC Crew Chief - Sgt to SSgt MOS 7242. Qualified Crew Chief.
- (5) GROUND BASED AIR DEFENSE OFFICER (GBAD)- Capt to Maj; MOS 7204/7202. Currently serving in the LAAD BN. QUAL 280, OPS 350/351.
- (6) Enlisted GBAD - GySgt to MGySgt, MOS 7212. QUAL 440. Battery level exercise within 12 months of course commencement date.
- (7) Marine Air Traffic Controller (MATC) - MOS 7220. Currently serving in an ATC detachment or MACS HQ. T&R syllabus prerequisites: NATOPS CK 280, NATOPS CK 281 and any one of the following: COI 361, OPS 347 or QUAL 370 on full IFR deployment.
- (8) MATC Crew Chief – GySgt to MSgt MOS 7257 or 7291. Assigned to ATC Detachment or MACS Headquarters.
- (9) Tactical Air Command Center (TACC) - MOS 7210/7208/7220/7204/7202. Assigned to MTACS. Qualified ICO or graduate of MAJIC-JMTS. Qualified and current ADC, CBC.
- (10) TACC Crew Chief - SNCO. Assigned to MTACS. Qualified and current Crew Chief.
- (11) COMM - 1stLt/Capt MOS 0602. Currently serving in a CommO billet within the ACE.
- (12) Patriot Officer – 1stLt to Capt; MOS 14A or 14E. Qualified as Tactical Control Officer (TCO) or Tactical Director.

NOTE - COs will ensure the UAV student reports with complete and up to date Aviators Flight Log and NATOPS Training/Qualification Jacket, documenting current qualifications in the 400 series of the UAV T&R manual.

- (13) Unmanned Aerial Vehicle (UAV) - Capt 75xx or 72xx. Mission Commander Qualified.
- (14) Enlisted UAV - SNCO MOS 7314 (Internal Pilot.)

d. Intelligence PWTI Prerequisites.

- (1) USMC- 1stLt-Maj, MOS 0202/0207/0203/0206; CWO-2/3/4, MOS 2602. Must be a graduate of MAGTF Intelligence Officers Basic Course (MIOC), Naval Intelligence Officers Basic Course (NIOBC), Navy Cryptologic Officers Basic Course (NCOBC), or Ground

Intelligence Officers Course (GIOC). Must currently be assigned to an Intelligence billet within the Operating Forces, and have at least one year of FMF experience in an intelligence officer billet. Intelligence Officer billets within the Marine Air Wings will have priority over other nominations.

(2) USN- LTJG-LCDR. Must be currently assigned as an Aviation Intelligence Officer.

(3) USA/USAF- 1LT-MAJ. Must be currently assigned as an Aviation Intelligence Officer.

NOTE- All Intelligence PWTIs shall have a current SSBI with TS/SCI Access. All USMC units requesting an Intelligence Officer nomination must send one enlisted augment to support the WTI course

e. Ground Combat Arms PWTI Prerequisites.

(1) Ground Combat Arms Officer – Capt or Maj; MOS 0302/0303/0802/1802/7502; recommended that the student be serving as either a line Company/Battery Commander, Weapons Company Commander, Fire Support Coordinator, or Battalion Staff billet. Secret clearance and annual laser safety brief per CMC are required.

f. Aviation Ground Support (AGS) PWTI Prerequisites.

(1) Combat Engineer Officer/Logistics Officer/Potential Det OIC - 1st Lt/Maj; MOS 1302/0402; currently serving in an MWSG/MWSS billet, Secret clearance required.

(2) Weather Services Officer - CWO; MOS 6802; 12 months FMF experience; currently serving in an MWSG/MWSS Weather Services Officer billet, working knowledge of GFML, AREPS, TAWS, SLAP, HPAC, JMV and MIDDs; Secret clearance required.

(3) Expeditionary Airfield Services Officer - CWO; MOS 7002; 12 months FMF experience (Note 2); currently serving in an MWSG/MWSS Airfield Services Officer billet; Secret clearance required.

g. Embedded Curriculum Course Prerequisites.

(1) Senior Watch Officer's (SWO) Course - LtCol to Col; MOS 75XX/72XX.

(2) ACE Battlestaff Officer's Course (ABOC) - Capt to Maj; MOS 75XX. 1stLt to Capt or SNCO; MOS 72XX. 2 years MACCS experience.

(3) MATC Mobile Team (MMT) Leader's course - 2nd Lt to 1st Lt, Sgt to GySgt. MOS 7220 or 7257/7252. T&R syllabus prerequisites: Officers-NATOPS CK 280/281. Enlisted-NATOPS CK 380.

(4) Ground Based Air Defense (GBAD) Officer- Capt to Maj; MOS 7204/7202. Currently serving in a Low Altitude Air Defense (LAAD) Bn. Qual 280, Ops 350/351

(5) GBAD Enlisted – GySgt to MgySgt; MOS 7212. Currently serving in a LAAD Bn and participated in a Bn/Btry level exercise within 12 months of course commencement date. Qual 440

(6) LAAD Enhancement Training (LET) Officer – 2ndLt to 1stLt; MOS 7204. Currently serving in a LAAD Bn. Completed LAAD Officer training.

(7) LET Enlisted – Sgt to SSgt; MOS 7212. Currently serving in a LAAD Bn as a LAAD Section Leader. Qual 280.

(8) PATRIOT Officer – 1LT to CPT; MOS 14A or 14E. Qualified as Tactical Control Officer (TCO) or Tactical Director (TD).

APPENDIX C

T&R CURRENCY/PROFICIENCY LAST 30 DAYS

1. PWTIs will not fly for appropriately 17 days during the academic phase of the WTI course. MAWTS-1 has established specific Operational Risk Management (ORM) guidelines for the WTI specific flight phase for each community. Our ORM approach is to ensure the PWTIs receive warm up flights and tactical exposure flight events that progressively intensify as they progress through the specific flight phase to the more complex Common and FINEX flight evolutions. PWTIs shall have a minimum of 10 hours total flight time, 3 of which are night/NVGs, within the 30 days prior to arriving at WTI.

2. To adequately prepare them for the WTI Flight Phase MAWTS-1 PWTIs must be proficient in the below listed T&R sorties up to 22 Oct 04.

3. **Certain communities can also receive individual Instructor Certifications during the WTI course. The T&R sorties listed in BOLD are required sorties that must be complete prior to arrival at WTI to allow MAWTS-1 the ability to execute the certification sorties during the WTI Flight Phase.**

F/A-18A/C Pilot	F/A-18D Pilot/WSO
(a) CAS 251	(a) CAS 251 (g) AAR 201
(b) CAS 252	(b) CAS 252 (h) AAR 202
(c) AA 434	(c) FAC(A) 385
(d) AI 472	(d) AA 434
(e) AAR 201	(e) AI 472
(f) AAR 202	(f) FAC(A)I Cert Prerequisites -FAC(A)I-1

EA-6B Pilot	EA-6B ECMO
(a) FAM 221	(a) FAM 221
(b) RSEAD 362	(b) RSEAD 362
(c) AR 307	(c) RSEAD 3653
(d) DEFTAC(I) Cert Prerequisites	(d) AR 207
	(e) DEFTAC(I) Cert Prerequisites

AV-8B Pilot
(a) NS 283 or NS 284
(b) OAS 350
(c) AA 333
(d) OAS 401

AH-1W Pilot
(a) FAC(A) 353 (b) FAC(A)I Cert Prerequisites -FAC(A)I 540 (c) DACMI PREREQUISITES -DACMI 580,581

CH-46E Pilot	CH-46E Crew Chief
(a) NVG 314 (b) NVG 313 (c) DM 341, 441, 442 (d) TAC 371 or 374 (e) TAC 372 or 375 (f) DMI Cert Prerequisites -DMI 581 (RW) IUT	(a) DMI Cert Prerequisites -DM 581 (RW) IUT

CH-53D/E Pilot	CH-53D/E Crew Chief
(a) CAL 321 (b) EXT 342 (c) DM 350,450,451 (d) TAC 391 (e) AR 362 (f) DMI Cert Prerequisites -DMI 581 (RW) IUT	(a) DMI Cert Prerequisites -DM 581 (RW) IUT

UH-1N Pilot	UH-1N Crew Chief
(a) NVG 202 or 311 (b) ESC 340 or 341 (c) FAC 360, 361 or 362 (d) TAC 382 (e) FAC(A)I Cert Prerequisites -FAC(A)I-540 (f) DMI Prerequisites -DM 580 IUT	(a) DMI Cert Prerequisites (b) DMQ - DM 580

KC-130 T&R CURRENCY/PROFICIENCY

Due to the unique nature of the role KC-130 support plays during WTI, KC-130 PWTIs, augment instructors and augment aircrew must report proficient in the following T&R events. Re-fly factor should not be exceeded prior to the first student fly day.

Pilots		
PWTI AND AUGMENT INSTRUCTORS	AUGMENT AIRCRAFT COMMANDER	AUGMENT COPILOT
(a) AR 213	(a) AR 213	(a) AR 211
(b) RGR 274	(b) LL 221	(b) AR 213
(c) AR 312	(c) FORM 330	(c) FORM 232
(d) FORM 331	(d) AD 240	(d) T2P 290
(e) AD 340	(e) AD 241	(e) AR 312
(f) TLZ 371	(f) AR 312	
(g) LAT 421	(g) LAT 421	
	(h) FORM 234	

Loadmasters		
PWTI, AUGMENT INSTRUCTORS, FULL COMBAT QUALIFIED AUGMENTS	COMBAT READY AUGMENT	
(a) ERO 270	(g) RGR 371	(a) NATOPS 290
(b) PERS 340	(h) RGR 384	
(c) CDS 341	(i) TRNG 390	
(d) HE 342	(j) LAT 420	
(e) RGR 370	(k) NSQ AD 481	
(f) FLARE 344	(l) IUT 590	

Flight Engineers	
PWTI AND AUGMENT INSTRUCTORS	AUGMENT FLIGHT ENGINEER
(a) LAT 432	(a) LAT 432 (b) DEFTAC 460

KC-130 Tactical Systems Operator/Mission Planning Specialist (TSO)		
PWTI's and AUGMENT INSTRUCTORS	COMBAT READY AUGMENT	
a. RGR 271	f. TLZ 370	a. AR 212
b. AR 310	g. LAT 431	b. LL 221
c. AD 340	h. TSOI 590	c. AD 341
d. AD 341		d. TLZ 270
e. AD 343		e. LAT 431

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APPENDIX D**MAWTS-1 NATOPS CHECK IN/OUT SHEET**

NAME : _____ LINE NUMBER: _____

SSN: _____ AIRCRAFT TYPE: _____

DIFOP ORDERS TO CURRENT COMMAND (officers)	Y	N	
TEMP FLIGHT ORDERS that carry through ENTIRE course. (Enlisted)	Y	N	EXP _____
VOLUNTEER TO FLY STATEMENT (enlisted)	Y	N	
MEDICAL UPCHIT (Valid through entire course)	Y	N	EXP _____
CRM TRAINING	Y	N	EXP _____
CRM FLIGHT	Y	N	EXP _____
CURRENT EGRESS/SEAT LECTURE	Y	N	EXP _____
CURRENT H2O SURVIVAL TRAINING (R 1, 2, 3)	Y	N	EXP _____
CURRENT PHYSIOLOGY TRAINING (RP 1, 2, 3)	Y	N	EXP _____
CURRENT NATOPS CHECK	Y	N	EXP _____
CURRENT OPEN/CLOSED BOOK EXAM	Y	N	
EXAMS TAKEN WITHIN 60 DAYS PRIOR TO FLIGHT	Y	N	
CURRENT INSTRUMENT CHECK	Y	N	EXP _____
IGS TAKEN WITHIN 60 DAYS PRIOR TO FLIGHT	Y	N	
MISHAPS/FLIGHT VIOLATIONS LOGGED IF "AIRCREW CAUSAL FACTOR"	Y	N	

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APPENDIX E

FORMAT FOR SUBMITTING NON-AVIATOR PWTI NOMINATIONS

FROM: (APPROPRIATE DIVISION)

TO: CG TRNGCOM QUANTICO VA//C473//

MAWTS ONE YUMA AZ//S-3//

INFO: CMC WASHINGTON DC//MMOA 1//

UNCLAS //NO3500//

MSGID/GENADMIN/APPROPRIATE UNIT/SHOP/MONTH//

SUBJ/SUBMISSION OF WTI 1-05 STUDENT NOMINATION//

REF/A/DOC/MCO P3500.12C/25 JAN 02//

REF/B/DOC/WTI 1-05 PLANNING GUIDE/25 MAY 04//

NARR/REF A IS THE USMC AVIATION WTPP. REF B IS THE WTI COURSE 1-05 PLANNING GUIDE.//

POC//

RMKS/1. IAW REFS A AND B, THE FOL NOMINEE(S) IS/ARE SUBMITTED:

- A. NAME, RANK, DOR, SSN (SPECIFY WM)
- B. UNIT/MOS
- C. WTI T/O LINE # (FROM PLANNING GUIDE)
- D. QUALIFICATIONS
 - (1) TOTAL NO. OF MONTHS MOS EXPERIENCE
 - (2) DATE GRADUATED CAREER LEVEL SCHOOL
- E. CURRENT BILLET TITLE/NUMBER MONTHS IN BILLET/PREVIOUS BILLETS AND COMMANDS.
- F. DATE CURRENT TOUR BEGAN/OSCD/EAS
- G. ESTIMATED ROTATION DATE
- H. SECURITY CLEARANCE/BASIS/DATE
- I. UNIT POC/DSN
- J. UNIT AND HOME ADDRESS

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APPENDIX F

FORMAT FOR SUBMITTING AUGMENT INSTRUCTORS, TAC SUPPORT AND FCP
NOMINATIONS

FROM: (APPROPRIATE WING)

TO: CG TRNGCOM QUANTICO VA//C473//
MAWTS ONE YUMA AZ//S-1/S-3//

UNCLAS //NO3500//

MSGID/GENADMIN/APPROPRIATE WING/UNIT/DTG//

SUBJ/SUBMISSION OF WTI 1-05 AUGMENT INSTRUCTOR NOMINATION//

REF/A/DOC/MCO P3500.12C/25 JAN 02//

REF/B/DOC/WTI 1-05 PLANNING GUIDE/25 MAY 04//

NARR/REF A IS THE USMC AVIATION WTPP. REF B IS THE WTI COURSE 1-05 PLANNING
GUIDE.//

RMKS/1. IAW REFS A AND B, THE FOL NOMINEE(S) IS/ARE SUBMITTED.

- A. NAME, RANK, SSN, DOR (SPECIFY FEMALE)
- B. UNIT/MOS/MODEL ACFT
- C. WTI T/O LINE # (FROM PLANNING GUIDE)
- D. SECURITY CLEARANCE/BASIS/DATE
- E. TOTAL FLIGHT HRS
- F. HOURS IN MODEL
- G. FLIGHT QUALIFICATIONS *(PROVIDE DESIGNATION DATES/INFO)*
 - (1) DIVISION LEADER
 - (2) NSI
 - (3) WTI
- H. NATOPS QUALIFICATIONS *(PROVIDE EXPIRATION DATES)
 - (1) NATOPS QUAL
 - (2) INSTRUMENT RATING

(3) FLIGHT PHYSIOLOGY/ WATER SURVIVAL

(4) ANNUAL FLIGHT PHYSICAL

(5) ANNUAL GROUND/ EMERGENCY EGRESS TRAINING

(6) AIRCREW COORDINATION GROUND TRAINING AND FLIGHT

I. SQUADRON POC/DSN

APPENDIX G

SENIOR WATCH OFFICER /ACE BATTLESTAFF OFFICERS COURSE
STUDENT NOMINATION MESSAGE

FROM: (APPROPRIATE WING)

TO: CG TRNGCOM QUANTICO VA//C473//

MAWTS ONE YUMA AZ//S-3//

UNCLAS //NO3500//

MSGID/GENADMIN/APPROPRIATE UNIT/SHOP/MONTH//

SUBJ/SUBMISSION OF WTI 1-05 SWO/ABOC STUDENT NOMINATION//

REF/A/DOC/MCO P3500.12C/25 JAN 02//

REF/B/DOC/WTI 1-05 PLANNING GUIDE/25 MAY 04//

NARR/REF A IS THE USMC AVIATION WTTTP. REF B IS THE WTI COURSE 1-05 PLANNING GUIDE.//

POC//

RMKS/1. IAW REFS A AND B, THE FOL NOMINEE(S) IS/ARE SUBMITTED:

- A. NAME, RANK, SSN (SPECIFY FEMALE)
- B. UNIT/MOS
- C. COURSE TO ATTEND (SWO/ABOC)
- D. CURRENT BILLET
- E. SECURITY CLEARANCE/BASIS/DATE
- F. UNIT ADDRESS/POC/DSN
- G. HOME MAILING ADDRESS
- H. PREFERRED FLIGHT EVOLUTION (SWO ONLY)
 - a. 1ST CHOICE
 - b. 2ND CHOICE

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APPENDIX H

FORMAT FOR SUBMITTING PWTI PREREQUISITE WAIVER REQUEST

1. Message to read as follows:

FROM: (APPROPRIATE WING)

TO: CG TECOM QUANTICO VA//C4610//
CG TRNGCOM QUANTICO VA//C473//
MAWTS ONE YUMA AZ//CO/S3//

INFO: CMC WASHINGTON DC//MMOA 2//
(APPROPRIATE GROUP)
(APPROPRIATE SQUADRON)

UNCLAS //NO3500//

MSGID/GENADMIN/(APPROPRIATE WING)/(UNIT)/(DTG)//

SUBJ/WTI 1-05 PREREQUISITE WAIVER REQUEST ICO NAME, RANK, SSN//

REF/A/DOC/MCO P3500.12C/25 JAN 02//

REF/B/DOC/WTI 1-05 PLANNING GUIDE/25 MAY 04//

NARR/REF A IS THE USMC AVIATION WTP. REF B IS THE WTI COURSE 1-05 PLANNING GUIDE.//

POC/(APPROPRIATE NAME)/(RANK)/(UNIT)/(DSN:)//

RMKS/1. IAW REFS A AND B, THE FOL WAIVER (S) IS/ARE REQUESTED:

- A. NAME, RANK, SSN
- B. UNIT/MOS/MODEL ACFT
- C. WTI T/O LINE # (FROM T/O)
- D. PREREQUISITE(S) TO BE WAIVED:
 - 1. (SPECIFIC PREREQUISITE) – SPECIFIC REASON (I.E. DEPLOYED, RANGE UNAVAILABILITY, ETC).
 - 2. (SPECIFIC PREREQUISITE) – SPECIFIC REASON (I.E. DEPLOYED, RANGE UNAVAILABILITY, ETC).

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APPENDIX IFORMAT FOR SUBMITTING T/O LNNR NOMINEES FOR WTI

For ease in reporting/recording Marines to fill line numbers, the following message format will be utilized when submitting augment support personnel. Only message traffic will be utilized, and should be sent to arrive at MAWTS-1 NLT 27 Aug 04. Changes to personnel after 27 Aug 04 will require a new message identifying only those personnel.

FROM (APPROPRIATE G-1)
TO CG TRNGCOM QUANTICO VA//C47/C473//
MAWTS ONE YUMA AZ//S-1/S3-3//

INFO (AS REQUIRED)

UNCLAS//NO3500//

MSGID/GENADMIN/(APPROPRIATE WING)/(UNIT)/(DTG)//
SUBJ/SUBMISSION OF WTI 1-05 AUGMENT SUPPORT PERSONNEL//
REF/A/DOC/MAWTS ONE/30MAY03//
AMPN/REF IS THE WTI 1-05 PLANNING GUIDE//
POC/(NAME)/DSN /COM /FAX //
RMKS/1. IAW THE REF, THE FOL PER ARE SUBMITTED:

LNNR	RANK	NAME	SSN/MOS	CLNC/BASIS/DT	PARCMD
1009	SGT	Richardson TL	123485983/0151	TS/SBI/931201	HMLA-123
1010	SGT	Peterson RT	574836879/0151	S/NAC/931201	HMLA-123
2034	LCPL	Stallone FS	671459834/0231	TS/SBI/931201	HMLA-123
3004	CAPT	Roberts SA	348679912/7564	TS/SBI/931201	HMLA-123
4452	SSGT	Martin ML	614783543/0431	S/NAC/931201	HMLA-123
5007	HM3	Hasslehoff DM	456990445/8404	S/NAC/931201	HMLA-123
6675	CPL	Hanson SL	W785340445/6515	S/NAC/931201	HMLA-123
7304	LCPL	Dickenson BS	W345870122/7011	S/NAC/931201	HMLA-123

"W." indicates female Marines (necessary for billeting purposes only)

This message is not to be used for **PWTI line numbers and Augment Instructors, TAC SPT or FCP line numbers**. All support line numbers nominations should be received by the date specified in the WTI 1-05 Planning Conference Results Admin Milestones.

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APPENDIX J**PER DIEM CHART, PROPORTIONAL RATE**

PER DIEM CHART AT \$22.00 PER DAY RATE

DAYS	100%	80%	DAYS	100%	80%
30	750.00	600.00	60	1500.00	1200.00
31	775.00	620.00	61	1525.00	1220.00
32	800.00	640.00	62	1550.00	1240.00
33	825.00	660.00	63	1575.00	1260.00
34	850.00	680.00	64	1600.00	1280.00
35	875.00	700.00	65	1625.00	1300.00
36	900.00	720.00	66	1650.00	1320.00
37	925.00	740.00	67	1675.00	1340.00
38	950.00	760.00	68	1700.00	1360.00
39	975.00	780.00	69	1725.00	1380.00
40	1000.00	800.00	70	1750.00	1400.00
41	1025.00	820.00	71	1775.00	1420.00
42	1050.00	840.00	72	1800.00	1440.00
43	1075.00	860.00	73	1825.00	1460.00
44	1100.00	880.00	74	1850.00	1480.00
45	1125.00	900.00	75	1875.00	1500.00
46	1150.00	920.00	76	1900.00	1520.00
47	1175.00	940.00	77	1925.00	1540.00
48	1200.00	960.00	78	1950.00	1560.00
49	1225.00	980.00	79	1975.00	1580.00
50	1250.00	1000.00	80	2000.00	1600.00
51	1275.00	1020.00	81	2025.00	1620.00
52	1300.00	1040.00	82	2050.00	1640.00
53	1325.00	1060.00	83	2075.00	1660.00
54	1350.00	1080.00	84	2100.00	1680.00
55	1375.00	1100.00	85	2125.00	1700.00
56	1400.00	1120.00	86	2150.00	1720.00
57	1425.00	1140.00	87	2175.00	1740.00
58	1450.00	1160.00	88	2200.00	1760.00
59	1475.00	1180.00	89	2225.00	1780.00
60	1500.00	1200.00	90	2250.00	1800.00

* PER DIEM SHOWN ABOVE INCLUDES \$3.00 INCIDENTAL

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APPENDIX K

TAD ORDERS (SABRS)

REQUEST AND AUTHORIZATION FOR TDY TRAVEL OF DOD PERSONNEL DATE OF REQ
 REFERENCE JOINT FEDERAL TVL REGULATIONS TVL AUTH SHOWN 01/MAR/04

NAME SSN POSITION TITLE AND RATING
 MARINE, JOHN J. 123 45 6789 SGT USMC 0311/LNNR#6112
 OFFICIAL STATION
 MCAS CHERRY POINT NC
 ORGANIZATIONAL ELEMENT PHONE # SECURITY CLEARANCE
 MWHS-2 (919) 466-3610 TOP SECRET
 PURPOSE OF TDY - PURPOSE CODE - 8
 OTHER TRAVEL
 TYPE OF ORDERS CMD DIRECTED APPROX NO OF DAYS TDY 46 PROCEED 0/A 5/MAR/04

AUTHORIZED TO VARY ITINERARY AS NECESSARY

DEPART FROM MCAS CHERRY POINT NC TERMINATE AT MCAS CHERRY PT NC STOPPING AT
 CO, MAWTS-1 MCAS YUMA
 BLDG #212

CIC#

MODE OF TRANSPORTATION
 COMMERCIAL GOVERNMENT
 RAIL AIR BUS OTHER AIR VEHICLE OTHER
 X PER DIEM AUTH IN ACCORDANCE
 W/JFTR

ESTIMATED COST
 PERDIEM GOV TRAVEL OTHER MISC TOTAL ADVANCE AUTH
 1150.00 348.00 0.00 0.00 1498.00 920.00
 REMARKS - TVL MEETS CRTR SECDEF MEMO OF 18JAN82. COMPRET DO W/IN 3 DAYS OF RET
 TO SETT TVL. FAILURE CAN RESULT IN ADV BEING DED FR YOUR PAY. MCO P4650.37A
 THESE ORDERS CONSTITUTE REPORTING ORDERS
 THIS PERSON IS A NON-FREQUENT TRAVELER
 USE OF GOVERNMENT QUARTERS DIRECTED
 AUTHORIZED PROPORTIONAL PER DIEM
 TRAVEL VIA COMMERICAL AIR (GTR) DIRECTED.

REQUESTING OFFICIAL

APPROVING OFFICIAL

AA 1741106.27A0 000 62974 067443 2D 0E1234 M629744E0001
 AB 1741106.27A0 000 62974 067443 2D 0E1234 M629744E0001

ORDER AUTHORIZING OFFICIAL OR AUTHENTICATION DATE ISSUED 08/SEP/03
 COL L.D. MCCOY TRAVEL ORDER NUMBER
 CURRENT FY STD DOC NO: M6297404TOE0010

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APPENDIX L

TAD ORDERS (NON-SABRS)

ORIGINAL ORDERS

REQUEST AND AUTHORIZATION FOR TDY TRAVEL OF DOD PERSONNEL				1. DATE OF REQUEST	
<i>Replaces an Army Travel Regulation</i> Travel Authorized as Indicated in Items 2 through 21.					
DD FORM 11, 04					
REQUEST FOR OFFICIAL TRAVEL					
2. NAME LAST, First, Middle Initial (FAM) SSN MARINE, JOHN, J. 123 45 6789		3. POST OFF TITLE AND GRADE OR RATING SERGEANT USMC 0511			
4. OFFICE, STATION MCAS CHERRY POINT, NC		5. ORGANIZATION, FITMENT MCAS-2		6. PHONE NO. (919) 466-3500	
7. TYPE OF ORDERS TAD		8. SECURITY INFORMATION SECRET		9. NUMBER OF TRIP & Special Mission Trip WTI 2 04	
10a. APPROX. NO. OF DAYS OF TDY (including travel time) 45		10b. PROCEED USA (Date) 5 Mar 04			
11. ITINERARY <input checked="" type="checkbox"/> VARIATION AUTHORIZED 5 MAR 03 - DEPART FROM MCAS CHERRY POINT, NC. 5 MAR 03 - 19 APR 03 - STOPPING AT MCAS YUMA, AZ. 19 APR 03 - TERMINATING AT MCAS CHERRY POINT, NC.					
MODE OF TRANSPORTATION					
COMMERCIAL			GOVERNMENT		
RAIL	AIR	SHIP	AIR	VEHICLE	SHIP
	<input checked="" type="checkbox"/>				
<input type="checkbox"/> AS DETERMINED BY APPROPRIATE TRANSPORTATION OFFICER <small>(When Travel Only)</small>			PRIVATELY OWNED CONVEYANCE (Leave and RATE PER MILE: <input type="checkbox"/> MORE ADVANTAGEOUS TO GOVERNMENT <input type="checkbox"/> NO FARE REIMBURSEMENT AND PER DIEM LIMITED TO CONSTRUCTIVE USE (13-15MAY03) OTHER TERMS, LIMITATION AND RELATED PER DIEM AS DETERMINED IN JTR. TRAVEL TIME LIMITED AS NOTATED IN JTR.		
13. <input type="checkbox"/> PER DIEM PAID IN ACCORDANCE WITH JTR. <input checked="" type="checkbox"/> AUTHORIZED PROPORTIONAL PER DIEM (PPD)					
14. ESTIMATED COST					
PER DIEM	TAXI	OTHER	TOTAL	15. ADVANCE AUTHORIZED	
\$1,125.00	\$918.00	\$0.00	\$1,973.00	\$000.00	
16. REMARKS (Use this space for special instructions, leave number or list other destinations, check baggage, registration fees, etc.) (13-15-03) MEETS CRITERIA OF RECORD MEMO OF ISSUANCE. REPORT TO THE DISTRIBUTION CENTER WITHIN 3 WORKING DAYS OF RETURN TO SETTLE TRAVEL. RESULT IN ADVANCE BEING DEDUCTED FROM YOUR PAY. MCO P165037A. THESE ORDERS CONSTITUTE REPORTING ORDERS. MEMBER IS A FREQUENT TRAVELER. AUTHORIZED ADVANCE PAY FROM ATM. TRANSPORTATION VIA COMMERCIAL AIR (GLR) IS DIRECTED. USE OF GOVERNMENT QUARTERS IS DIRECTED. IF GOVERNMENT QUARTERS ARE NOT AVAILABLE, YOU MUST OBTAIN A STATEMENT OF NON-AVAILABILITY. TDY'S COMPLETION OF YOUR TAD. RETURN TO PERM DUTY STATION AND RESUME REGULAR DUTIES.					
17. REQUESTING OFFICIAL (Name and Signature) N/A			18. APPROVING OFFICIAL (Name and Signature) N/A		
AUTHORIZATION					
19. ACCOUNTING ORIGIN AA 17411062740 000 02974 067443 2D 0E2499 M620744D02499 AB 17411062740 000 02974 067443 1K 0E2499 M62074402499 M620740T002499					
20. OFFER AUTHORIZED OFFICIAL (Name and Signature) OR AUTHENTICATION				21. DATE ISSUED 2004 11 05	
R. C. FOX DD FORM 1610				22. TRAVEL ORDER NUMBER M620740T002499	

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APPENDIX M

TAD REPORTING LETTER FOR UNITS ABOARD MCAS YUMA

1300
S-1

(Date)

From: Commanding Officer, _____

To: _____
(Rank) (Name) (SSN/MOS) (LNNR)

Subj: TEMPORARY ADDITIONAL DUTY (TAD) ORDERS IN CONNECTION WITH WEAPONS AND TACTICS INSTRUCTORS COURSE

Ref: (a) WTI Planning Guide

1. Per the reference, effective _____, _____ you are directed to report to the Commanding Officer, Marine Aviation Weapons and Tactics Squadron One (MAWTS-1) Building 212 for administrative processing in connection with Weapons and Tactics Instructor (WTI) Course for a period of _____ days.
2. These orders are issued with the understanding that you are considered to be in a full duty status and will be under the operational and administrative control (i.e. no duty assignments, medical/dental appointments etc...) of the Commanding Officer, Marine Aviation Weapons and Tactics Squadron One (MAWTS-1) for the period indicated above.

By direction

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APPENDIX N

MISSED MEALS CERTIFICATION FOR WTI COURSES

RANK/NAME: _____ SSN/MOS: _____ LNNR# _____

DATE	REASON	DATE	REASON	DATE	REASON

1. I certify that the above dates, all three were missed due to the reasons indicated and am entitled to full M&IE locality rates IAW paragraph U4125.A.3.b of the JFTR.

Signature

Department Head Certification

Commanding Officer

NOTES:

- 1. Missed meals must be verified/approved daily by Department Heads.
- 2. Missed meal chits must be turned into WTI Admin no later than FIVE days prior to WTI graduation.

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APPENDIX O

VERIFICATION OF PM AND JLTl

1300
S-1

(Date)

From: Commanding Officer, _____

To: Commanding Officer, MAWTS-1

Subj: VERIFICATION OF PREVENTIVE MAINTENANCE AND/OR JOINT LIMITED TECHNICAL INSPECTION (JLTI) ON ALL VEHICLES USED IN SUPPORT OF WTI

Ref: (a) WTI Planning Guide

Encl: (1) Serialized List of Equipment Used to Support WTI

1. Per the reference, all vehicles of this command (see enclosure 1) have had the proper Preventive Maintenance and/or JLTI conducted and have current record jackets. All vehicles received from another unit have had a proper JLTI conducted on them. All vehicles are in appropriate condition to properly support WTI.

2. All vehicles will be properly maintained throughout the course and all maintenance and inspections that become due during the course, will be properly conducted and recorded in the vehicle record jacket.

COMMANDING OFFICER

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