**Inspectors General Checklist**

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| |  |  |  |  | | --- | --- | --- | --- | | **NAVAL AIR TRAINING AND OPERATING PROCEDURES STANDARDIZATION (NATOPS) 3710.7** | | | | | This Functional Area Checklist is applicable to aviation reporting custodians as defined by COMNAVAIRFOR Manual 3710.7. | | | | |  | | | | | **Functional Area Sponsor**:  Aviation Branch, CMC Safety Division | | **Name of Command** | | **Subject Matter Expert**:  Maj Christopher “Chris” Foote  christopher.foote@usmc.mil | | **Date** | | (DSN) 664-4221 (COM) 703-604-4221 | | **Inspector**  **Total Questions: 38** | | **Revised**: 8 March 2024 | | **Final Assessment**  **Discrepancies: Findings:** | | **Overall Comments:** Place Here | | | | Subsection 1 – ORGANIZATIONAL | | | | | 0101 | Does Part B of the NATOPS Jacket contain the current authority for flying  status (most recent orders indicating DIFOP)?  Reference: CNAF M-3710.7, Appendix A.2.1. | | | | Result | Comments | | | | 0102 | Does the command verify that BUPERS/CMC orders indicate DIFOP,  DIFCREW, DIFTEM, or DIFDEN status and Medical Service Group of  aeronautically designated personnel reporting for duty in a flying status?  Reference: CNAF M-3710.7, par 11.7.1. | | | | Result | Comments | | | | 0103 | Are flight orders appropriately issued to enlisted crew members?  Reference: CNAF M-3710.7, par 11.4.2. | | | | Result | Comments | | | | 0104 | Are all NATOPS manuals up-to-date with all interim changes?  Reference: CNAF M-3710.7, par 2.3.3, 2.3.4.2., and 2.3.4.3. MCO 3710.8 Ch 1 par 1.k.8. | | | | Result | Comments | | | | 0105 | Do crewmembers use performance charts or prepare necessary flight  data cards prior to take off (weight, balance, abort speed, take off  distance, etc.)?  Reference: Appropriate aircraft NATOPS flight manual. | | | | Result | Comments | | | | 0106 | Has the unit established an instrument flight board?  Reference: CNAF M-3710.7, par 13.1.3. MCO 5100.29C Vol 4, Ch 5, 050206. | | | | Result | Comments | | | | 0107 | Does the unit Marine Sierra-Hotel Aviation Readiness Program  (M-SHARP) data reflect integration of NATOPS qualification and designation tracking?  Reference: NAVMC 3500.14E, par 2.17. | | | | Result | Comments | | | | 0108 | In the case of Model Manager/NATOPS Evaluation Units, has the NATOPS program been evaluated by another Model Manager?  Reference: MCO 3710.8, Ch. 3 par. 3.c.(2)  Special reference **HMX-1 only**: MCO 3710.8 Ch 6 par 1.b. | | | | Result | Comments | | | | Subsection 2 – INDIVIDUAL | | | | | 0201 | Are the unit NATOPS and Assistant NATOPS Instructors designated in  writing by the Commanding Officer?  Reference: CNAF M-3710.7, par 2.2.1. | | | | Result | Comments | | | | 0202 | Did the Unit NATOPS Instructor receive initial and annual evaluations  from the NATOPS Evaluator?  Reference: CNAF M-3710.7, par 2.2.1. | | | | Result | Comments | | | | 0203 | Do all assigned pilots and NFOs attend an approved, formal instrument  ground school annually?  Reference: CNAF M-3710.7, par 13.1.2.2. | | | | Result | Comments | | | | 0204 | Are flight examinations for NATOPS and instrument evaluations  completed within the prescribed time?  Reference: CNAF M-3710.7, par 2.7.2.2. and 13.1.2.1. | | | | Result | Comments | | | | 0205 | Are OPNAV 3760/32 NATOPS Flight Personnel Training/Qualification  Jackets maintained on each individual assigned to flying duties?  Reference: CNAF M-3710.7, par 10.7. | | | | Result | Comments | | | | 0206 | Are NATOPS Qualification Jackets audited periodically (upon reporting to  unit and annually within 30 days of date of birth) to ensure accuracy and  currency?  Reference: CNAF M-3710.7, Appendix A.1.6. | | | | Result | Comments | | | | 0207 | Do both the NATOPS Evaluator/Instructor and the Commanding Officer  sign the evaluatee’s NATOPS evaluation report?  Reference: CNAF M-3710.7, par 2.7.2.6. | | | | Result | Comments | | | | 0208 | Do all air crew complete appropriate written examinations with a grade of  "qualified" prior to commencing NATOPS and instrument evaluation  flights?  Reference: CNAF M-3710.7, par 2.7.2.4. and 13.1.2.2. | | | | Result | Comments | | | | 0209 | Does the Commanding Officer specifically designate personnel  authorized to taxi a fixed wing aircraft as "taxi pilots"?  Reference: CNAF M-3710.7, par 3.1.4.1. | | | | Result | Comments | | | | 0210 | Are any flight personnel delinquent in receiving an aviation physical exam  scheduled to fly without a waiver being granted by CMC?  Reference: CNAF M-3710.7, par 8.8.1. | | | | Result | Comments | | | | 0211 | Are NASTP training requirements (included required annual training) and completion monitored within the unit for all flight personnel and appropriate passengers?  Reference: CNAF M-3710.7, par 8.4, and Appendices A.2.3., E.2., E.3., and E.7. | | | | Result | Comments | | | | 0212 | Do all naval aviators/student naval aviators, naval flight officers/student naval flight officers, enlisted aircrew/student enlisted aircrew/aircrew under instruction, air vehicle operators, and mission payload operators  possess a currently maintained Aviators Flight Log Book, OPNAV 3760/31, as the primary individual flight activity record?  Reference: CNAF M-3710.7, par 10.6 | | | | Result | Comments | | | | 0213 | Do pilots and NFOs have current and valid instrument ratings?  Reference: CNAF M-3710.7, par 13.1.1.1. | | | | Result | Comments | | | | 0214 | Are the required type and numbers of instrument approaches flown prior to instrument checks?  Reference: CNAF M-3710.7, par 13.2.1. | | | | Result | Comments | | | | 0215 | Does the Mishap/Flight Violation record in the NATOPS qualification  jacket contain a record of all flight violations and aircraft mishaps  involving aircrew causal factors and Field Naval Aviator Evaluation Board (FNAEB) or Field Flight Performance Board (FFPB) results?  Reference: CNAF M-3710.7, Appendix A.2.4. | | | | Result | Comments | | | | 0216 | Do logbook entries made in the "accident and flight rule violation record"  omit privileged information from Safety Investigation Reports and any reference to mishap causal factors?    Reference: CNAF M-3710.7, par 10.6.2.8. | | | | Result | Comments | | | | 0217 | Does a Flight Order Audit Board ensure all requirements for hazardous duty pay are met on a monthly basis prior to issuing enlisted flight certificates?  Reference: CNAF M-3710.7, par 12.8.3, and Appendix A.2.2. | | | | Result | Comments | | | | 0218 | Are records of all exams pertinent to individual aviation qualifications  properly listed in Section III, Part C of the training jacket?  Reference: CNAF M-3710.7, Appendix A.2.3. | | | | Result | Comments | | | | 0219 | Does Section II, Part A of the NATOPS jacket contain copies of  designation letters containing designation dates and approving authority  signatures maintained according to OPNAV 3760/32C?  Reference: CNAF M-3710.7, Appendix A.2.2. | | | | Result | Comments | | | | 0220 | Does Section III, Part A of the NATOPS jacket contain a copy of OPNAV  3760/32E and does it contain a list of all formal schools and courses  attended (excluding regular squadron and ground training)?  Reference: CNAF M-3710.7, Appendix A.2.3. | | | | Result | Comments | | | | Subsection 3 –CREW RESOURCE MANAGEMENT (CRM) | | | | | 0301 | Has the unit ensured the development of specific guidance and standard  operating procedures appropriate to their level of responsibility regarding  proper implementation of the Crew Resource Management (CRM)  Program?  Reference: CNAFINST 1542.7D, par 7 | | | | Result | Comments | | | | 0302 | Is the Unit Level Manager designated in writing by the Commanding Officer to provide oversight of the unit’s CRM program?  Reference: CNAFINST 1542.7D, par 8 | | | | Result | Comments | | | | 0303 | Have all unit CRM Instructors successfully completed both the Naval  Aviation Schools Command Instructional Model Manager's CRM  Instructor Course and the Curriculum Model Manager Command's CRM  Facilitator Course; have all unit CRM Facilitators successfully completed  the Curriculum Model Manager Command's CRM Facilitator Course?  Reference: CNAFINST 1542.7D, par 7 | | | | Result | Comments | | | | 0304 | Are the CRM Instructors/Facilitators designated by the Commanding  Officer in order to conduct CRM initial and recurrency ground training and  flight evaluations?  Reference: CNAFINST 1542.7D, par 7 | | | | Result | Comments | | | | 0305 | Does the unit maintain an adequate number of qualified CRM Facilitators  on hand to properly administer recurrency ground training and flight  evaluations?  Reference: CNAFINST 1542.7D, par 8 | | | | Result | Comments | | | | 0306 | Does the unit support the development, maintenance and dissemination  of CRM program instructional/training materials to maintain a resource  database employed by instructors/facilitators sufficient to conduct  initial/recurrence ground training and flight evaluations?  Reference: CNAFINST 1542.7D, par 8 | | | | Result | Comments | | | | 0307 | Has CRM training been correctly documented in individual NATOPS  jackets?  Reference: CNAFINST 1542.7D, par 7 | | | | Result | Comments | | | | 0308 | Are extensions of the CRM expiration date that have been granted by the  Commanding Officer limited to no more than 90 days after return from  deployment?  Reference: CNAFINST 1542.7D, par 7 | | | | Result | Comments | | | | 0309 | Have personnel who perform duties as an aircrew member in more than  one T/M aircraft received initial CRM in each T/M aircraft?  Reference: CNAFINST 1542.7D, par 7 | | | | Result | Comments | | | | 0310 | Has full recurrency training been conducted in at least one T/M aircraft  and modified recurrency training conducted for all other T/M aircraft?  Reference: CNAFINST 1542.7D, par 7 | | | | Result | Comments | | | |