

NATOPS TRAINING JACKET AUDIT (ENLISTED)

NAME	RANK	DATE		
SECTION I – General		YES	NO	N/A
DISCLOSURE ACCOUNTING FORM (OPNAV 5211/9 PERMANENTLY RETAINED) Name of member				
A. REVIEW AND CERTIFICATION (All entries permanently retained) OPNAV 3760/32A				
1. Upon reporting to unit				
2. Upon detachment				
3. Receiving an initial/annual checkride (certified by the evaluator/instructor performing the checkride).				
4. Annually, within 30 days of birthday				
5. Upon change in flying status. (i.e. cross seat training, upgrades, medical status, or grounding over 180 days)				
B. PCS ORDERS				
1. Orders to present command				
a. NRPC message DIFCREW/DIFTEM authorized (Active Duty)				
b. DIFCREW orders (SELRES) (Check expiration)				
2. Volunteer to Fly (Page 13)				
3. Non-Medical Waivers (i.e., time-in training, source rate, and paygrade)				
4. Letters of Suspension/Revocation				
C. MEDICAL CLEARANCE				
1. Annual up-chit – Original NAVMED 6410/2 (Ensure medical chits are completed correctly)				
2. Original Grounding notices (6410/1) with corresponding up-chits in chronological order since last flight physical.				
3. Administrative up chit (As required)				
4. Medical Waivers (Retain as long as they are applicable)				
D. FLIGHT EQUIPMENT ISSUE (ALL ENTRIES PERMANENTLY RETAINED) OPNAV 3760/32B				
1. Complete signatures in "Issued/Received" column				
2. Current unit's CO's or designated representative's signature (Once per command)				
SECTION II – Qualifications and Achievements		YES	NO	N/A
A. DESIGNATIONS (All entries permanently retained) OPNAV 3760/32C				
1. Initial NAC designation (Local or NRPC/NPC)				
2. Aircrew position designation				
3. Ground PC/ENG/APU Operator designations as applicable to position.				
4. RJQR Qualifier designation				
5. CRM Instructor/Facilitator designation				
6. NATOPS Instructor/Assistant NATOPS Instructor designation				
7. Initial APU/ Engine Operator License				
8. Completed RJQR cover sheets				
a. Aircrew position				
c. APU/Engine Operator				
d. Plane Captain				
B. MISSION QUALIFICATIONS OPNAV 3760/32D				
C. MISCELLANEOUS				
1. CRM Training/Evaluation Record (Encl (4) REF J)				
2. CRM Instructor/Facilitator Course completion certificate/letter				
3. Current fiscal year Phase IV Form (CFLSW 3500/2) or Cross Locator sheet				

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A. SCHOOLS AND COURSES 3760/32E			
1. CPR/AED Training (Current)			
2. NACCS certificate			
3. Phase I training (PERMANENTLY RETAINED for each position)			
4. Loadmaster/2LM School and C-130T BFE/FIQ course completion certificate letter (PERMANENTLY RETAINED)			
5. C-9 CC Initial/C-20/C-37/C-40 Maintenance Initial course completion certificate (PERMANENTLY RETAINED)			
6. Simulator training completion certificate (Current)			
7. Cabin Emergency Training School completion certificate (Current)			
8. Differences training (Retained for 12 months)			
9. Previous fiscal year completed Phase IV (Retain only previous year)			
10. Operations/Aircrew Training Administration Supervisors course completion certificate (PERMANENTLY RETAINED)			
11. Hazardous Material training certificates (Trans. Shipment, Handling, etc.) (PERMANENTLY RETAINED)			
B. OPERATIONAL PHYS AND SURVIVAL TRAINING (ALL ENTRIES PERMANENTLY RETAINED) OPNAV 3760/32F			
1. Survival swim / Physiology			
2. Annual egress training (Include type aircraft and position) Annotated by Instructors			
C. EXAMINATIONS OPNAV 3760/32G			
1. NATOPS Open book (Annotate position, grade, date, signature of exam proctor)			
2. NATOPS Closed book (Annotate position, grade, date, signature of exam proctor)			
3. CFLSW SOP open book (Annotate position, Logged but not retained)			
4. Engine/APU Operator (Logged but not retained)			
NOTE: Log all exams. Retain current NATOPS open and closed books behind 3760/32G			
D. NATOPS EVALUATIONS			
1. OPNAV 3710/7 and NATOPS Evaluation Worksheet			
a. Expiration date of qualification			
b. Exams completed within 60 days of NATOPS Evaluation flight			
c. Test scores match exam section			
d. All blocks completed/signatures			
2. NATOPS Evaluation worksheets			
a. All blocks completed/signatures			
b. Forms completed in ink			
c. Expiration date annotated			
A. FLIGHT TIME SUMMARY CFLSW 3760/4			
1. Monthly flight time summaries from SHARP or MIFARS for current fiscal year			
2. Annual (MIFAR/SHARP) summaries for previous fiscal years (PERMANENTLY RETAINED)(MOFs annotated)			
B. AIRCRAFT MISHAP/FLIGHT VIOLATIONS			
1. CFLSW 3760/3			
NOTE: TAC Reports (Retained for 12 months after qualification, and 12 months for currency TAC reports)			

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