1. Command letter head of the requesting **FLIGHT APPROVING AUTHORITY**. This means that whoever owns the aircraft shall be the originator.
2. From: line – This shall be the **FLIGHT APPROVING AUTHORITY** for the aircraft in which you will be flying.

1. Subject line – When filling in the class number please choose one of the following.
	1. Class **1** – These are ejection seat equipped aircraft. This would include **AV-8, EA-6, F-16, F/A-18, E/A-18, S-3, T-2, T-45, and T-6B**.
	2. Class **2** – These are pressurized aircraft with parachutes equipped for crew members. This would include **C-130 (except C-130T) and P-3**.
	3. Class **3** – These are unpressurized aircraft. This would include all **helicopters and the V-22**.
	4. Class **4** – These are pressurized aircraft that do not have parachutes. This would include **C-12, C-130T, C-20, C-21, C-26, C-35, C-37, C-40, C-9, E-4, E-6, P-8, T-1A, T-39, and T-44**.
2. Paragraph 1 - The class requested in the subject line must match this section. Per CNAF M-3710.10 Appendix E. Figure E-2, the minimum requirements for an individual to fly in Navy and Marine Corps aircraft is to receive **LECTURES ONLY** for the following lesson modules: **A, B, C, D, E, F, G, I, J, K, and U**.
	1. The Flight approving authority may request Dynamic Device training to supplement the lectures, but it must be specific and pertain to the class qualification requested. Keep in mind that each element is gradable and the failure to complete any module will result in an **UNQUALIFIED** status.

* + 1. Module N - Virtual Reality Trainer
		2. Module N - Parachute Overwater Slide Trainer (9F9)
		3. Module N - Parachute Drag Trainer (9F2)
		4. Module P - Helicopter Rescue Device / Hoist (9H1)
		5. Module L - Underwater Problem Solving (SWIMMER and MSWET)
		6. Module M - Underwater Egress (9D6)
		7. Module O- Life raft
		8. Module S1- SEBD in pool
		9. Module C4- Dynamic Hypoxia Training
1. Paragraph 2 – List all students information requested.

1. Paragraph 3 – The position and periodicity of the qualification must match. See below.
	1. VIP / Back Seat ride – This qualification is only good for 3 months.
	2. Midshipmen – This qualification is for Midshipmen only and is only good for 6 months.
	3. Project Specialist – This qualification is good for 48 months. Only personnel that have the correct medical screening and designation from the **FLIGHT APPROVING AUTHORITY** will receive this qualification.

1. Paragraph 4 – Both of these items are a prerequisite to attend the course and must be provided prior to the commencement of NASTP training. The ASTC plans for survival swimming Tuesday and Thursday from 0800 to 0900 unless operations dictate otherwise, so please call in advance to ensure training will be conducted.

1. Any other questions or concerns can be directed to the ASTC administrative department via comm: (858) 577-4869 or by email: usn.san-diego.navmedotcswmica.mbx.astc-admin-mailbox@mail.mil.

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From: Commanding Officer, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

To: Director, Aviation Survival Training Center (ASTC) Miramar, CA

Subj: REQUEST FOR NAVAL AVIATION SURVIVAL TRAINING PROGRAM (NASTP) NON-AIRCREW TRAINING FOR CLASS 3 AIRCRAFT

Ref: (a) CNAF M-3710.7 (Chapter 8 and Appendix E)

1. Per reference (a), I am requesting NASTP Non-Aircrew Training for Class 3 aircraft. I would also like to include the following modules and their associated devices.
	1. L-
	2. M- Underwater Problem Solving Skills
	3. O- Life raft
	4. P-
	5. S1- SEBD in pool
	6. C4- Dynamic Hypoxia Training
2. The training requested is for the following personnel:

Last Name, First Name MI Rank/Rate DODID

OFFICER, JOHN D LTJG ##########

SAILOR, JANE D AW1 ##########

1. The member(s) listed will be performing duties involving flight as a POSITION. The command is aware that this training and qualification and the qualification is valid for 48 months.
2. All personnel requesting training have a current Aeromedical Clearance Notice issued by a Flight Surgeon.
3. My point of contact regarding this matter is POC at DSN (123)456-7890 or Commercial (123)456-7890 or via email at: pao@navybase.mil.

 F. A. AUTHORITY