

ORANGE COUNTY SHERIFF'S DEPARTMENT

AIR SUPPORT BUREAU

TACTICAL FLIGHT OFFICER TRAINING SYLLABUS

ASB TFO Training Syllabus Table of Contents

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TFO TRAINING EVALUATION

Name:	Date:	Aircraft:
Number Of Flights:	Hours Flown:	Number of Activities:

PREFLIGHT PREPARATION	FLIGHT PERFORMANCE		POST FLIGHT PROCEDURES	
Equipment Inspection	Location And Orientation Equipment Shut Down/Stowin		Equipment Shut Down/Stowing	
Cockpit Preparation	Perimeters/Containment		Aircraft Inspection (Off Site)	
Tools And Equipment	Suspect Searches (Systematic)		Acceptance Of Criticism	
	Pursuits		Fueling Procedures	
AIRCRAFT STARTING	Felony Stops (General, Traffic Ctrl)		Log Entries	
Camera (stowing, function test)	Missing Persons (Lat/Long, PA)		Bureau Guidelines/Policies/SMS	
Aerocomputer	Search And Rescue			
Trakka Beam (slaving)	Off Site Landings			
	NVG Ops			
EQUIPMENT USE DURING FLIGHT	Surveillance			
Camera (General Use/Features)	Traffic Control/Traffic Collisions			
FLIR (Gains/Levels/Fuse Filters)	Emergency Procedures (IIMC, NVG)			
Trakka Beam (General/Slaving/Features)	Judgement/Initiative			
Aerocomputer (Shortcuts/Features)	Crew Resource Management			
Radio (Identifiers/Listening/Set-up)				
PA/Siren (General, Recordings, Etc)				
Recordings/Screenshots				
Downlink				

Not	Unacceptable	Needs	Nearly	Acceptable	Acceptable	Proficient
Observed	1	Improvement	Acceptable	4	Plus	6
0	•	2	3	7	5	Ů

Ratings of 1 and 2 must be explained below

Trainee Signature:	Sergeant Signature:
Instructor Signature	Chief TFO Signature:

Areas to improve upon:

Areas to sustain:

Additional documentation:

BUREAU GUIDELINES

ACCEPTABLE:

The TACTICAL FLIGHT OFFICER understands supports and complies with the Bureau Policies and Procedures manual, as well as Bureau practices and procedures. Additionally, the TACTICAL FLIGHT OFFICER displays a good working knowledge of and regular compliance with proper safety practices.

NEEDS IMPROVEMENT:

The TACTICAL FLIGHT OFFICER is unfamiliar with the Bureau Policies and Procedures manual, as well as Bureau practices and procedures. The TACTICAL FLIGHT OFFICER behaves in a manner contrary to these guidelines. Such behavior results from a lack of knowledge, exposure or experience with appropriate procedures, and is not intentional disobedience to published policies and procedures.

UNACCEPTABLE:

The TACTICAL FLIGHT OFFICER willfully fails to comply with the Bureau Policies and Procedures manual, or Bureau practices and procedures. Such behavior stems from an indifference to published policies and procedures or an intentional disregard for such policies and procedures.

AIRCRAFT PRE-FLIGHT

ACCEPTABLE:

The TACTICAL FLIGHT OFFICER demonstrates a thorough knowledge of aircraft preparation and the pre-flight procedures required for patrol operations. The TACTICAL FLIGHT OFFICER consistently performs all TACTICAL FLIGHT OFFICER related pre-flight preparations and procedures, including the installation of required equipment, and ensures that all required equipment is in good working order.

IMPROVEMENT NEEDED:

The TACTICAL FLIGHT OFFICER displays a significant understanding of aircraft preparation and most pre-flight procedures. The TACTICAL FLIGHT OFFICER, on occasion, fails to properly pre-flight, install, check or equip the aircraft with required equipment.

UNACEPTABLE:

The TACTICAL FLIGHT OFFICER repeatedly fails to demonstrate an understanding or retention of aircraft pre-flight preparation or procedures. The TACTICAL FLIGHT OFFICER improperly installs, removes or equips the aircraft with the required operational equipment. The TACTICAL FLIGHT OFFICER repeatedly fails to ensure that required equipment is in good working order. The TACTICAL FLIGHT OFFICER fails to follow pre-flight procedures.

Tasks:

- 1) Installs or removes the Night sun and Nightsun hand controller from the helicopter airframe mounts.
- 2) Installs or removes the FLIR imager and FLIR hand controller from the helicopter airframe mounts.
- 3) Installs and removes the gyro-stabilized binoculars from the aircraft.
- 4) Cleans helicopter windscreen and windows as needed.
- 6) Cleans camera and Nightsun's lenses as needed.
- 7) Ensures all individual tactical and safety gear is on board aircraft and functioning before takeoff. Gear includes:
 - a. Flight suit, helmet, gloves, boots
 - b. Shoulder holster, including holstered handgun, handcuffs, extra ammo, and flashlight
 - c. Knife / multi-tool
- 8) Ensures all tactical and support equipment is present in the aircraft prior to takeoff.

Equipment includes:

- a. Binoculars
- b. Map books
- c. FLIR Controller
- d. Night Sun Controller
- e. Passenger ICS and headset
- f. Medical Bag
- g. Crew cell phone
- h. Kneeboard / Logs
- i. P.F.D.'s /H.A.B.D.'s (if necessary)
- i. Pacset

PRE-FLIGHT PROCEDURES

ACCEPTABLE:

The TACTICAL FLIGHT OFFICER will ensure the aircraft is configured appropriately for the mission and that all necessary equipment is installed and functioning properly. The TACTICAL FLIGHT OFFICER efficiently handles pre-flight administrative tasks, thus enhancing the overall efficiency of the Bureau.

NEEDS IMPROVEMENT:

The TACTICAL FLIGHT OFFICER occasionally forgets to install a piece of equipment or configure an aircraft. The TACTICAL FLIGHT OFFICER is occasionally unprepared for work or fails to perform a specific pre-flight task.

UNACCEPTABLE:

The TACTICAL FLIGHT OFFICER consistently displays an inability to prepare for flight or ensue that all necessary equipment has been properly installed in a timely manner. The TACTICAL FLIGHT OFFICER repeatedly demonstrates the inability to conduct pre-flight briefings in a logical, articulate manner. The TACTICAL FLIGHT OFFICER fails to perform, or displays an indifference to, pre-flight procedures.

- 1) The TACTICAL FLIGHT OFFICER will ensure the duty aircraft is configured appropriately for the mission.
 - a. FLIR
 - b. Nightsun
 - c. Moving Map
 - d. Detail Maps
 - e. Hand Controllers
 - f. Binoculars
 - g. Kneeboard / Log sheets
 - h. P.F.D.'s / H.A.B.D.'s (if necessary)
 - i. Rear seat headsets
- 2) Ensure the windows are clean on the duty aircraft.
- 3) Prepares passenger safety briefing and ride along forms as needed.
- 4) Conducts a thorough passenger safety briefing as applicable.

AIRCRAFT STARTING PROCEDURES

ACCEPTABLE:

The TACTICAL FLIGHT OFFICER exhibits a commitment to, and an understanding of, the responsibilities of the TACTICAL FLIGHT OFFICER during aircraft starting procedures. The TACTICAL FLIGHT OFFICER ensures the listed tasks are consistently followed.

IMPROVEMENT NEEDED:

The TACTICAL FLIGHT OFFICER demonstrates a general understanding of his/her responsibilities during aircraft starting procedures. The TACTICAL FLIGHT OFFICER occasionally fails to follow a specific procedure but upon being reminded, or recognizing an error, immediately takes appropriate corrective action.

UNACCEPTABLE:

The TACTICAL FLIGHT OFFICER repeatedly fails to follow aircraft starting procedures, or demonstrates a degree of carelessness or indifference to the starting procedures. The TACTICAL FLIGHT OFFICER has to be repeatedly reminded of procedures and appears unwilling to learn specific tasks. The TACTICAL FLIGHT OFFICER becomes distracted or loses focus during starting procedures, or jeopardizes the safe start of an aircraft or the safety of Bureau personnel.

- 1) Ensures all aircraft doors and hatches are secured.
- 2) Ensures the aircraft fuel cap is secured.
- 3) Ensures the area immediately surrounding the aircraft is free of debris, obstructions and people.
- 4) Demonstrates knowledge of appropriate hand signals used to notify the pilot of a fire or any reason to abort the start.
- 5) Demonstrates knowledge of the procedures to be followed in the event of an aircraft fire during starting procedures, including the operating procedures of the "Tri-Max" fire fighting apparatus.

TACTICAL EQUIPMENT

ACCEPTABLE:

The TACTICAL FLIGHT OFFICER demonstrates competency in preparing, using and storing the tactical equipment. This equipment includes the FLIR, the SX-16 Nightsun, Gyro-stabilized binoculars, P.F.D.'s / H.A.B.D.'s, and LOJACK. The TACTICAL FLIGHT OFFICER understands and can articulate the purpose and appropriate tactical use of each component system.

NEEDS IMPROVEMENT:

The TACTICAL FLIGHT OFFICER is confused or unsure how to operate a specific piece of tactical equipment. The TACTICAL FLIGHT OFFICER uses a piece of equipment improperly but corrects performance when advised on proper procedures.

UNACCEPTABLE:

The TACTICAL FLIGHT OFFICER is routinely confused or unsure of how to operate a specific piece of tactical equipment. The TACTICAL FLIGHT OFFICER fails to ensure equipment is onboard the aircraft, properly prepared, set-up or ready to use. The TACTICAL FLIGHT OFFICER does not understand the proper application of available tactical equipment or misuses said equipment.

Tasks:

Forward Looking Infrared Camera

Be able to locate and operate the following:

- a. Level control
- b. Gain control
- c. FLIR focus switch (auto focus)
- d. Zoom (field of view)
- e. Laser Range Finder
- f. Low Light Camera
- h. Rate-aid
- i. FLIR Menu Functions such as removing symbology

NIGHTSUN

- a. Without illumination, demonstrates the proper use of the Nightsun controls and their location.
- b. Able to sync the nightsun with the aircraft camera system
- c. Illuminates a moving vehicle with the searchlight for one minute without the light drifting off the target for an unreasonable amount of time.

LoJack

a. Interprets the LoJack display and coordinate the response of ground units accordingly.

RADIO PROCEDURES

ACCEPTABLE:

The TACTICAL FLIGHT OFFICER demonstrates proficiency in operating the 800 MHz radios, the TFM 550, and audio panel. The TACTICAL FLIGHT OFFICER demonstrates an understanding of the VHF radios.

NEEDS IMPROVEMENT:

The TACTICAL FLIGHT OFFICER occasionally demonstrates some degree of unfamiliarity with the radio equipment but quickly becomes proficient when reminded of procedures.

UNACCEPTABLE:

The TACTICAL FLIGHT OFFICER demonstrates a significant degree of unfamiliarity with the radio equipment, even after repeated training opportunities.

Tasks:

TDFM 9300 Radios

- 1) Have a working knowledge of what is programmed in each zone.
- 2) Able to find fire radios for all fire agencies
- 3) Volumes and brightness
- 4) Understands short cut keys
- 5) Understands the difference between modules
- 6) Able to manual program frequencies

COMMUNICATIONS

ACCEPTABLE:

The TACTICAL FLIGHT OFFICER clearly demonstrates the ability to perform the required communication skills under routine and stressful situations. The TACTICAL FLIGHT OFFICER is able to listen and communicate effectively with the PIC, Communications, allied agencies and ground deputies during routine and critical incidents.

NEEDS IMPROVEMENT:

The TACTICAL FLIGHT OFFICER is able to communicate with the PIC, Communications, allied agencies and ground deputies. However, on occasion, the TACTICAL FLIGHT OFFICER fails to monitor the appropriate radio frequencies or provide clear, concise, information or direction in a timely manner.

UNACCEPTABLE:

The TACTICAL FLIGHT OFFICER repeatedly fails to communicate crucial information to the PIC, Communications, allied agencies or ground deputies. The TACTICAL FLIGHT OFFICER is unaware of available information, improperly interprets information, or routinely provides poor direction or information to others. The TACTICAL FLIGHT OFFICER provides no information or direction to ground deputies and merely watches the situation as it unfolds. The TACTICAL FLIGHT OFFICER does not ask questions or solicit help from the pilot or ground deputies.

- 1) Demonstrates a clear understanding of the Tactical Flight Officer's role in the safe, effective operation of the aircraft.
- 2) Effectively communicates with the PIC and ground units to coordinate missions, with an emphasis on:
 - a. Timely exchange of important information
 - b. Short concise exchange of pertinent information including hand signals between the TACTICAL FLIGHT OFFICER and Pilot
 - c. Effective coordination with units on multiple frequencies during same incident
- 3) Demonstrates an understanding of airport traffic patterns and communicates with the PIC to identify potentially hazardous air traffic.

LOCATION AND ORIENTATION MAP BOOK

ACCEPTABLE:

The TACTICAL FLIGHT OFFICER demonstrates, in a timely fashion, the ability to orient him/her through the use of major landmarks or points of reference. The TACTICAL FLIGHT OFFICER demonstrates the ability to effective use the moving map and correlates the present position with the location of the call. The TACTICAL FLIGHT OFFICER communicates effectively with the PIC to get to a desired location.

NEEDS IMPROVEMENT:

Occasionally, the TACTICAL FLIGHT OFFICER is unable to geographically orient him/herself while airborne, or repeatedly demonstrates the inability to do so in a timely fashion. The TACTICAL FLIGHT OFFICER has difficulty entering the call location in the moving map. The TACTICAL FLIGHT OFFICER is able to orient him/herself but not always in a timely fashion. On occasion, the TACTICAL FLIGHT OFFICER fails to provide satisfactory direction to the pilot, or has difficulty using the map books to correlate the call with the incident location.

UNACCEPTABLE:

The TACTICAL FLIGHT OFFICER is unable to geographically orient him/herself while airborne, or repeatedly demonstrates the inability to do so in a timely fashion. The TACTICAL FLIGHT OFFICER fails to use significant landmarks for orientation. The TACTICAL FLIGHT OFFICER cannot concisely direct the pilot to the desired location due to an inability to correlate their present location to the desired location.

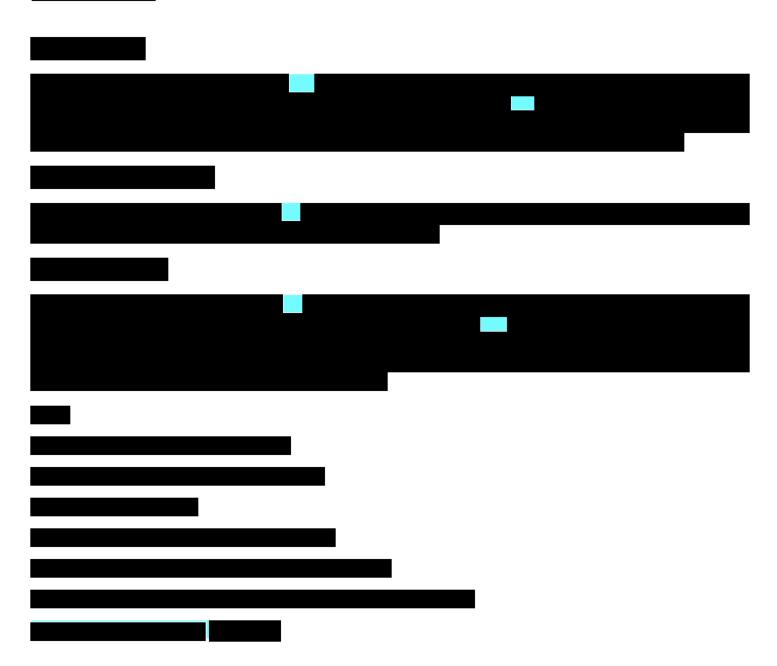
- 1) Demonstrates the ability to orient him/her by use of major landmarks.
- 2) Provides meaningful directions for the pilot.
- 3) Demonstrates the ability to effectively utilize the moving map.
- 4) Finds desired location in map book.
- 5) Correlates location in map book with actual location of call or incident.
- 6) Locates specific incident the through the use of binoculars.
- 7) Demonstrates ability to acquire incident or call location through use of FLIR and or Nightsun.

PERIMETER CONTAINMENT



SUSPECT SEARCHES

FELONY STOPS



PURSUITS

ACCEPTABLE:

The TACTICAL FLIGHT OFFICER demonstrates a "take charge" attitude during a pursuit, and is able to perform the task list while under the stress of a pursuit. The TACTICAL FLIGHT OFFICER remains calm, communicating effectively with the PIC, ground units, supervisors and Communications Division.

NEEDS IMPROVEMENT:

The TACTICAL FLIGHT OFFICER fails to communicate important, relevant information to the PIC, ground units, supervisors and Communications Division. The TACTICAL FLIGHT OFFICER is unable to perform some of pursuit task list.

UNACCEPTABLE:

The TACTICAL FLIGHT OFFICER is timid, unsure and reluctant to become involved in a pursuit. He or she becomes excited during a pursuit, resulting in ineffective communications. The TACTICAL FLIGHT OFFICER is unable to effectively mange available resources including the Nightsun, FLIR or radios. The TACTICAL FLIGHT OFFICER is unable to effectively direct officers. The TACTICAL FLIGHT OFFICER fails to provide relevant information to Communications, ground deputies or supervisors as to the conditions and progress of the pursuit.

- 1) Accurately observes and relays relevant traffic conditions, hazards and other appropriate information to ground units in a timely manner.
- 2) Speaks in a calm clear voice.
- 3) Effectively communicates the location and direction of travel of the pursuit.
- 4) Uses the proper radio frequencies (Red Channel, Green Channel, CHP frequencies) as needed.
- 5) Effectively communicates with the Pilot using short, concise phrases and uses hand signals as appropriate.

MISSING PERSONS

ACCEPTABLE:

The TACTICAL FLIGHT OFFICER demonstrates an understanding of the listed tasks. The TACTICAL FLIGHT OFFICER coordinates with the pilot and assisting ground units on potential sightings of the missing person. The TACTICAL FLIGHT OFFICER obtains all relevant information concerning the missing person's description or possible destination. The TACTICAL FLIGHT OFFICER understands the benefits and limitations of PA announcements.

NEEDS IMPROVEMENT:

The TACTICAL FLIGHT OFFICER uses poor judgment or fails to obtain some of the relevant information. The TACTICAL FLIGHT OFFICER needs to be reminded to use or assess the benefits of PA announcements. The TACTICAL FLIGHT OFFICER misses an element of the person's description or possible destination.

UNACCEPTABLE:

The TACTICAL FLIGHT OFFICER is indifferent to "Missing Persons" calls and fails to obtain all relevant information available. The TACTICAL FLIGHT OFFICER fails to coordinate with ground units or properly assess Air Supports role in the search. The TACTICAL FLIGHT OFFICER routinely fails to perform the listed tasks. The TACTICAL FLIGHT OFFICER fails to use the PA under any circumstances.

- 1) Ensures communication is established with a ground Bureau assigned to the call.
- 2) Coordinates with the ground unit to ensure physical contact is made with the reporting party.
- 3) Obtains the following information:
 - a. Physical description
 - b. Clothing description
 - c. Last known location
 - d. Possible destination
 - e. Time last seen
 - f. Name
 - g. Age
- 4) Understands the benefits and limitations of PA announcements and determines effectiveness of such announcements.
- 5) Coordinates with the PIC to determine where any announcements will be made.
- 6) Advises Communications Division that PA announcements will be made so they can anticipate potential sightings.
- 7) Makes repeated announcements once in the proper location.
- 8) Observes citizens responses to PA announcements, to determine effectiveness or indications of possible sightings.
- 9) Coordinates with ground units on possible sightings.

10) Identifies potential hazards (pools, holes, etc.) to children, physically challenged and mentally challenged persons.

SEARCH AND RESCUE

ACCEPTABLE:

The TACTICAL FLIGHT OFFICER demonstrates the ability to perform all of the Search and Rescue tasks listed. The TACTICAL FLIGHT OFFICER communicates relevant information to the pilot quickly and effectively. The TACTICAL FLIGHT OFFICER understands the appropriate use of onboard tactical equipment.

NEEDS IMPROVEMENT:

The TACTICAL FLIGHT OFFICER performs most of the Search and Rescue tasks listed, but has to be reminded of certain tasks. However, with minimal prompting, the TACTICAL FLIGHT OFFICER completes each task successfully.

UNACCEPTABLE:

The TACTICAL FLIGHT OFFICER is unable to perform one or more of the Search and Rescue tasks proficiently, even after being instructed and trained several times.

- 1) Communicates effectively with the pilot in guiding aircraft to the proper location.
- 2) Explains considerations of "off-airport" landing operations.
- 3) Explains the use of tactical tools in locating missing persons, including FLIR and Nightsun.
- 4) Secures loose items in cabin.
- 5) Complete an ASB Risk Assessment Form located inside the white binder in the aircraft or in the ASB Safety mailboxes in the ready room.

AIRCRAFT EMERGENCY PROCEDURES

ACCEPTABLE:

The TACTICAL FLIGHT OFFICER demonstrates a thorough knowledge and proficiency with the listed tasks.

NEEDS IMPROVEMENT:

The TACTICAL FLIGHT OFFICER needs to be reminded of a specific emergency procedure. The TACTICAL FLIGHT OFFICER performs an emergency procedure incorrectly but with minimal training correctly performs the procedure.

UNACCEPTABLE:

The TACTICAL FLIGHT OFFICER fails to understand or demonstrate one or more emergency procedures. The TACTICAL FLIGHT OFFICER demonstrates an inability to learn, practice or retain emergency procedures or is unable to perform emergency procedures correctly.

- 1) Transmits aircraft location, nature of the emergency and need for assistance on appropriate police frequency as time permits.
- 2) Demonstrates proper "crash position" for non-flying crewmembers.
- 3) Briefs passengers on emergency when able.
- 4) Explains emergency water egress procedures including:
 - a. Use of "reference point".
 - b. Seatbelt and helmet cord consideration.
 - c. Proper use of floatation equipment.
- 5) Knows location and operation of aircraft emergency fuel shut off valve.
- 6) Explains aircraft evacuation procedures for crew and passengers.
- 7) Explains basic understanding of post-crash survival including:
 - a. Lost and found considerations.
 - b. Available radio communications.
 - c. Signaling devices.
- 8) Explains in-flight fire or smoke in cockpit considerations.
- 9) Explains considerations for pilot incapacitation.
- 10) Explains "emergency" versus "precautionary" landings.

JUDGEMENT AND INITIATIVE

ACCEPTABLE:

The TACTICAL FLIGHT OFFICER exhibits sound judgment in all matters relating to the safety of Bureau personnel and the preservation and care of Air Supports equipment. The TACTICAL FLIGHT OFFICER demonstrates sound judgment through careful consideration and assessment of known risk factors. The TACTICAL FLIGHT OFFICER displays an understanding of the capabilities of Air Supports equipment. The TACTICAL FLIGHT OFFICER makes sound decisions based on available information and experience. He or she anticipates problems and takes appropriate action to avoid or eliminate the problem. The TACTICAL FLIGHT OFFICER seeks ways to support patrol operations during routine and critical incidents and strives to improve the Bureau's effectiveness, efficiency and reputation.

NEEDS IMPROVEMENT:

The TACTICAL FLIGHT OFFICER is generally alert to situations, however, was slow to make a decision. Occasionally, the TACTICAL FLIGHT OFFICER fails to address an unsatisfactory situation, thereby affecting other Bureau personnel. The TACTICAL FLIGHT OFFICER misses an opportunity to improve support to patrol operations or other Department personnel.

UNACCEPTABLE:

The TACTICAL FLIGHT OFFICER fails to recognize obviously hazardous conditions or recognizes such conditions but fails to address them. The TACTICAL FLIGHT OFFICER fails to incorporate essential, relevant information into decision-making. Through poor judgment or inaction, the TACTICAL FLIGHT OFFICER hampers the effectiveness of Bureau personnel in accomplishing their mission. The TACTICAL FLIGHT OFFICER displays a conscious indifference to the proper care of Bureau equipment.

POST-FLIGHT PROCEDURES

ACCEPTABLE:

The TACTICAL FLIGHT OFFICER demonstrates the ability to perform post-flight procedures in a consistent, efficient and safe manner.

NEEDS IMPROVEMENT:

The TACTICAL FLIGHT OFFICER has to be reminded of task or procedure, or performs tasks inconsistently.

UNACCEPTABLE:

The TACTICAL FLIGHT OFFICER demonstrates a consistent level of carelessness or indifference to post-flight procedures. The TACTICAL FLIGHT OFFICER fails to follow the established checklist or after repeated training is unable to remember procedures.

- 1) Secures seatbelts, and other equipment as necessary.
- 2) Secures FLIR, Nightsun controllers and equipment so as to be clear of the flight controls.
- 3) Stows the FLIR and the Nightsun.
- 4) Shuts down the moving map properly.

ACCEPTANCE OF CRITICISM

ACCEPTABLE:

The TACTICAL FLIGHT OFFICER accepts constructive input and incorporates the information, advice or direction, into appropriate performance and behavioral changes. The TACTICAL FLIGHT OFFICER is open to suggestions, criticism and questions, while maintaining an effective, cooperative working environment.

IMPROVEMENT NEEDED:

The TACTICAL FLIGHT OFFICER is defensive in accepting responsibility for sub-standard performance and denies the validity of critical input. The TACTICAL FLIGHT OFFICER continually rationalizes his actions and makes excuses for his sub-standard performance. The TACTICAL FLIGHT OFFICER is defensive during instruction or lacks openness to suggestions.

UNACCEPTABLE:

The TACTICAL FLIGHT OFFICER is argumentative or antagonistic during training. The TACTICAL FLIGHT OFFICER does not participate with the training officer or other Bureau personnel in discussions intended to improve performance. The TACTICAL FLIGHT OFFICER is repeatedly defensive during training or training discussions. The TACTICAL FLIGHT OFFICER demonstrates a lack of commitment to learning.