



DEPARTMENT OF THE NAVY

CHIEF OF NAVAL AIR TRAINING
CNATRA
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CNATRAINST 5452.22J

N1

23 Nov 10

CNATRA INSTRUCTION 5452.22J

Subj: MISSION, FUNCTIONS AND TASKS OF TRAINING SQUADRONS AND
SQUADRON AUGMENT UNITS

Ref: (a) OPNAVINST 5400.44

Encl: (1) TRAWING Commanders and Area Coordination
Responsibility
(2) Functions and Tasks assigned to Training Squadrons

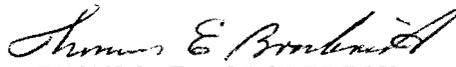
1. Purpose. To publish the mission(s), functions and tasks to be performed by the Training Squadrons (TRARONS) of the Naval Air Training Command (NATRACOM) in support of the mission published in reference (a).

2. Cancellation. CNATRINIST 5452.22H

3. Mission. To provide flight and such other training as may be directed to assigned students of the NATRACOM; and perform such other functions and tasks as directed by higher authority.

4. Status and Command Relationships. TRARONS are shore activities in an active operating status under Commanding Officers (CO) and under the command of the Chief of Naval Air Training (CNATRA) exercised through the Training Air Wing (TRAWING) Commanders, enclosure (1). As tenant commands, TRARONS are subject to the area coordination authority of Commander, Navy Region Southeast.

5. Action. In the accomplishment of the assigned mission, COs of the TRARONS shall perform the functions set forth in enclosure (2). COs of the TRARONS, TRAWING Commanders, and local area coordinators are required to advise CNATRA of any recommended modifications to the mission or functions of the TRARONS.


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Chief of Staff

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NORMAL AIRCRAFT AND TRAINING ASSIGNMENTS

TRARONS	TYPES OF AIRCRAFT							TYPES OF TRAINING										TRANSITION	E-2/C-2				
	T-6	T-39	TH-57	T-44	TC-12	T-34	T-45	ACADEMIC	BASIC		INTERMEDIATE		ADVANCED				LSO						
									PRIMARY PILOT	PRIMARY NFO	NFO	JET	STRIKE	MULTI-ENGINE	HELO	NFO	JET						
VT-2	X					X		X	X														
VT-3	X					X		X	X														
VT-4	X							X		X	X												
VT-6	X					X		X	X														
VT-7							X	X				X	X						X	X	X		
HT-8			X					X							X					X			
VT-10	X					X		X		X	X												
HT-18			X					X							X					X			
VT-9							X	X				X	X						X	X	X		
VT-21							X	X				X	X						X	X	X		
VT-22							X	X				X	X						X	X	X		
VT-27						X		X	X														
VT-28						X		X	X														
HT-28			X					X							X					X			
VT-31				X				X						X						X	X		
VT-35					X			X						X									
VT-86		X					X	X										X					

TRAINING AIR WING COMMANDERS AND LOCAL AREA COORDINATION RESPONSIBILITY

AREA COORDINATOR (EAST AND WEST CENTRAL REGIONS): CNRSE

TRARONS	CNRSE	TRAINING AIR WING COMMANDER					LOCAL AREA COORDINATOR				
		TRAWING ONE	TRAWING TWO	TRAWING FOUR	TRAWING FIVE	TRAWING SIX	CO NAS MERIDIAN	CO NAS KINGSVILLE	CO NAS CORPUS	CO NAS WHITING	CO NAS PENSACOLA
VT-2	X				X					X	
VT-3	X				X					X	
VT-4	X					X					X
VT-6	X				X					X	
VT-7	X	X					X				
HT-8	X				X					X	
VT-10	X					X					X
HT-18	X				X					X	
VT-9	X	X					X				
VT-21	X		X					X			
VT-22	X		X					X			
VT-27	X			X					X		
VT-28	X			X					X		
HT-28	X				X					X	
VT-31	X			X					X		
VT-35	X			X					X		
VT-86	X					X					X

FUNCTIONS AND TASKS ASSIGNED TO TRAINING SQUADRONS

1. Functions. In accomplishing the assigned mission, the COs of the TRARONs are administratively and operationally responsible to the TRAWING Commander for quality and production execution performance. The TRARON CO has administrative and operational authority over and provides direction to the TRARON. The CO directs and manages actions, including training, certification, safety, manning, civilian personnel management, and operations. The CO provides integrated policy, processes, resource management, planning, and oversight for the TRARON to meet the CNATRA mission.

2. Tasks. Perform such tasks as assigned and approved by the TRAWING Commander. In addition the Command shall:

a. Conduct training as directed. See enclosure (1), page 1, for types of aircraft and training normally assigned to individual squadrons.

b. Provide administrative control of all assigned students.

c. Accomplish training per prescribed curricula on a standardized basis ensuring high standards of qualification in the individual student.

d. Conduct effective and aggressive Aviation and Ground Safety Programs in order to minimize personnel injuries and loss of life and equipment.

e. Conduct Instructor Qualification and Standardization Programs per prescribed directives.

f. Be prepared to provide aircraft and aircrew in support of local, state, and/or national emergency situations, if required, and as applicable in current directives.

g. Coordinate with the CNATRA Detachment Officer-in-Charge for all maintenance related requirements.

h. Indoctrinate and/or train all personnel in the elements of naval leadership.

i. Using JPATS/TIMS, maintain systematic records of training progress of each student and provide training progress reports as required.

j. Make recommendations to CNATRA, via the TRAWING Commander, for changes in training curricula and associated materials and training devices.

k. Keep CNATRA advised, via the TRAWING Commander, of the status of support and funds in those areas in which direct communication with activities outside the NATRACOM has been authorized, such as carrier and weapons training detachments, etc.

l. Maintain a resource management system which accurately documents all transactions involving the utilization of authorized funds; ensures that proper claims or charges are associated with temporary additional duty orders or material received; and report funds status as required by higher authority.

m. Ensure their Reserve Squadron Augment Unit (SAU) is fully integrated into the operational aspects of the squadron through establishment of a Reserve Department, manage assigned Full Time Support (FTS) billets to manage daily Selected Reserve (SELRES) instructor aircrew operational staffing to meet squadron mission requirements, and ensure a balanced cadre of experienced SELRES Instructor Pilots with sufficient qualifications to enhance squadron training and operations.

n. Serve as an effective instrument of the U.S. foreign policy by initiating and continuing action programs which promote positive relations between the command and foreign nationals. Assist individual foreign military personnel and their families to work effectively, and live with dignity and satisfaction while associated with the NATRACOM.

o. Perform administrative services to include: Military awards control, mail management, centralized publications/directives/files/records administration, classified material control, personnel security accountability, correspondence and message processing, fitness and evaluation reports, Individual Tempo (ITEMPO) program management, personnel support, oversight of Defense Travel System.

p. Ensure civilian resources are being utilized in the most effective and efficient manner. Ensure civilian performance appraisals are processed per directives.

q. Provide required administrative support to assigned civilian personnel.

r. Exercise budgetary and funding control over funds allocated by the TRAWINGS.

s. Mentor squadron officers, providing counsel/advice in all matters pertaining to their professional and personal development as a Naval Officers and aviators.

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t. Plan, direct, and coordinate the production of aviators and NFOs. Maintain constant liaison with the TRAWINGS to ensure production goals are met.

u. Provide recommendations to the TRAWING Commander regarding attrition or continuation of training for students who fail to meet flight training standards, violate UCMJ, or fail to uphold standards of conduct.

v. Provide an aggressive outreach program to local community shareholders. Participate in school support programs, such as Partnership in education, NJROTC; health programs, such as Relay for Life; and approved clean-up programs, such as the Great American Clean-up; or construction activities, such as Habitat for Humanity.

w. Perform other tasks as directed.

Enclosure (2)

FUNCTIONS AND TASKS ASSIGNED TO SQUADRON AUGMENT UNIT

1. Functions. In accomplishing the assigned mission, the SAU COs of the Training Squadrons are operationally responsible to the TRARON CO for quality and production execution performance. The SAU CO has administrative authority over and provides direction to the SAU. The SAU CO directs and manages actions, including training, certification, safety, manning, and management. The SAU CO provides integrated policy, processes, resource management, planning, and oversight for the SAU to the meet the TRARON production plan.

2. Tasks. Perform such tasks as assigned and approved by TRAWING and TRARON. In addition the SAU Shall:

a. Ensure compliance with reserve directives and provide advice to Active Component squadron on operational and administrative issues unique to the Reserve Component.

b. Establish reserve administrative policies, procedures, and guidelines for the SAU.

c. Maintain overall cognizance of reserve matters and issues within the SAU.

d. Ensure Active Component squadron policies, procedures, and guidelines include a reserve perspective and are applicable to all Selected Reserve (SELRES).

e. SAU CO shall advise the Active Component CO on all reserve matters. NOTE: Although serving in a CO billet with a separate reserve chain of command, the SAU CO functions as a senior department head within a host active duty command. For all matters not pertaining to the administration of reserve personnel, reports directly to the respective CO of the host TRARON.

f. Mentor SELRES within the SAU.

g. Ensure training plans are established for SELRES personnel within SAU.

h. Ensure compliance with TRAWING mandated quarterly General Military Training for all SAU reservists.

i. Ensure all SAU reservists remain mobilization ready.

j. Organize reserve participation to maximize weekend and surge operational requirements for the squadron.

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k. Ensure all SAU reservists maintain medical and dental readiness, complete all annual training requirements, and meet all administrative requirements.

l. Perform other tasks as directed.

Enclosure (2)