



DEPARTMENT OF THE NAVY

COMMANDING OFFICER
TRAINING SQUADRON TWENTY-SEVEN (VT-27)
411 BATAAN ST SUITE A
CORPUS CHRISTI TX 78419-5245

Canc frp: JAN 13

VT-27NOTE 1301

30 JAN 2012

TRAINING SQUADRON TWENTY-SEVEN NOTICE 1301

Subj: TRAINING SQUADRON TWENTY-SEVEN DUTY ASSIGNMENTS

Ref: (a) U. S. Navy Regulations 1990

Encl: (1) Primary Duty Assignments
(2) Collateral Duty Assignments
(3) Boards and Committees Membership Listing

1. Purpose. To promulgate Training Squadron TWENTY-SEVEN (VT-27) Staff Primary and Collateral Duty Assignments. This notice constitutes official notification and designation for the positions indicated in enclosures (1) through (3).

2. Action. Appointees shall ensure compliance with the responsibilities and reporting requirements of their positions.

3. Discussion. This notice constitutes official notification, designation and authority for the positions appointed herein. If "Letters of Designation/Appointment" are required, a specific letter will be issued. The authority to sign "By direction" and message release authority is based on the scope of assigned responsibilities and is granted as indicated in enclosure (1). For matters relating to policy and issues that directly affect the mission of VT-27, the Commander's signature is required.

4. Action. Personnel listed in enclosures (1) through (3) shall familiarize themselves with the appropriate portions of reference (a) and comply with Governing Directives in carrying out their assigned duties.

5. Cancellation Contingency. This notice remains in effect until superseded by a revision or otherwise cancelled.

A handwritten signature in black ink, appearing to be "P. G. CASE", written over a circular stamp or mark.

P. G. CASE

Distribution:
VT-27INST 5216.2H

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PRIMARY DUTY ASSIGNMENTSEXECUTIVE STAFF

<u>BILLET</u>	<u>MSG REL</u>	<u>BY DIR</u>	<u>INCUMBENT</u>	<u>NEW</u>	<u>DATE ASSIGN</u>
Commanding Officer	X		CDR Case	CDR Orgain	Mar 12
Executive Officer	X	X	CDR Orgain	CDR Devine	Mar 12
PXO			CDR Devine		TBD
Squadron Augment Unit (SAU)		X	CDR Miller		Jul 11
CO/XO Secretary			Ruth Patterson		Oct 10
Flight Surgeon (ADDU)			LT Klein		Jan 11
Senior Marine			Maj Gordon		Sep 11
Command Chaplain (ADDU)			LT Warne		Aug 11
Supply Technician			Dave Nease		Sep 10

ADMINISTRATION

<u>BILLET</u>	<u>MSG REL</u>	<u>BY DIR</u>	<u>INCUMBENT</u>	<u>NEW</u>	<u>DATE ASSIGN</u>
Administration Officer	X	X	LT Dalton	LCDR Trelles	May 12
Asst ADMIN Officer			LT Rawji	LT Sparks	Mar 12
ADP Officer			LT Rocchio		Oct 11
PAO			LT Patton	LT Calhoun	Mar 12
Asst PAO/ First Lieutenant			LT Calhoun	LT Carroll	Feb 12
Awards Officer/DTS Reviewing Official				LT Weber	Jan 12
Legal Officer/DTS Reviewing Official			LT Duchateau		Oct 11
Support Services Supervisor			Billie Kuchinski		Sep 10
Office Automation Technician			Victor Sciaraffa		Dec 11
Office Automation Technician			Candy Amaya		Nov 11

OPERATIONS

<u>BILLET</u>	<u>MSG REL</u>	<u>BY DIR</u>	<u>INCUMBENT</u>	<u>NEW</u>	<u>DATE ASSIGN</u>
Operations Officer	X	X	LCDR Hughes	LCDR Talbert	Feb 12
Asst OPS Officer	X		LCDR Talbert	LT Zujewski	Feb 12
Schedules Officer			Brandon Williams		Sep 10
TIMS Analysis			Brandon Williams		Sep 10
Flight Scheduler (Senior)			LT Zujewski	LT Ravendo	Feb 12
Flight Scheduler			LT Krukowski	LT Rawji	Mar 12
Flight Scheduler			LT McDonald	LT Dostal	May 12
Flight Scheduler			LT Ravendo	LT Stuhlman	Apr 12
Flight Scheduler			LT Shetler	LT Leverone	Feb 12
Flight Scheduler			LT Broderick		Oct 11
Cross-Country Coordinator			Brandon Williams		Jun 11
Logs and Records Officer			LT Broderick		Oct 11
Office Automation Technician			Carolyn Milholen		Dec 11
Schedules Technician			Cynthia McElroy		Jan 11
SWO/Flight Scheduler			Capt Foglesong		Nov 11

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SAFETY/NATOPS

<u>BILLET</u>	<u>MSG REL</u>	<u>BY DIR</u>	<u>INCUMBENT</u>	<u>NEW</u>	<u>DATE</u> <u>ASSIGN</u>
Safety Officer	X	X	Maj Long	Maj Jones	Apr 12
ASO	X		LT Baber		Nov 11
GSO/NAVOSH Officer	X		LT Williams	LT Lissner	May 12
NATOPS Officer			LT Kirk	LT Dalton	May 12
Asst Safety/MLSO			Capt Muscat		Oct 11
ASAP			LT Baber		Nov 11
Office Automation Technician			Miriam Deuchars		Dec 11

STUDENT CONTROL

<u>BILLET</u>	<u>MSG REL</u>	<u>BY DIR</u>	<u>INCUMBENT</u>	<u>NEW</u>	<u>DATE</u> <u>ASSIGN</u>
STUCON OFFICER	X	X	Capt Pussinen	LT Leon	Feb 12
Asst STUCON Officer			LT Leon	Capt Douglass	Feb 12
Selections Officer			LT Leon	LT Graham	Feb 12
Flight 1 Leader			LT Stuhlman	LT Adam	Apr 12
Flight 1 Assistant			LT Adam	LT LaRoche	Apr 12
Flight 2 Leader			Capt Douglass	LT Taylor	May 12
Flight 2 Assistant			LT Taylor	LT Barton	May 12
Flight 3 Leader			Capt Foglesong	LT Bainbridge	Feb 12
Flight 3 Assistant			LT Bainbridge	LT Lawr	Feb 12
Flight 4 Leader			LT Sparks	LT Fojt	Mar 12
Flight 4 Assistant			LT Fojt	LT Iezzi	Mar 12
Flight 5 Leader			LT Broderick	CAPT Washam	Jan 12
Flight 5 Assistant			LT Washam	LT Nalsen	Jan 12
Flight 6 Leader			LT Leverone	LT Locatelli	Feb 12
Flight 6 Assistant			LT Locatelli	LT Laird	Feb 12
Jacket Review Officer			LT Lawr	LT Booher	Feb 12
Jacket Review Officer			LT Laroche	LT Vannatta	Apr 12
Jacket Review Officer			LT Iezzi	LT Teschner	Apr 12
Jacket Review Officer			LT Carroll	LT Tychnowitz	May 12
Jacket Review Officer				LT Stone	Aug 12
Jacket Review Officer				LT Flowers	Sep 12
Office Automation Technician			Marie Orquiz		Dec 11
Office Automation Technician			Elora Kindred		Dec 11

TRAINING

<u>BILLET</u>	<u>MSG REL</u>	<u>BY DIR</u>	<u>INCUMBENT</u>	<u>NEW</u>	<u>DATE</u> <u>ASSIGN</u>
Training Officer	X	X	LT Brown	Maj Long	Apr 12
Asst Training Officer				LT Hall	Mar 12
Pilot Training Officer			LT Zujewski	LT Patton	Mar 12
FCP Program Manager			LT Joyce	LT Dalton	Feb 12
STAN Officer			LT Brown	LT Shetler	Feb 12
Ground Training Officer			LT Dostal	LT Williams	May 12
CAT I STAN Officer			Capt Alcaide	LT Ravendo	Jun 12
CAT II STAN Officer			LT Joyce	LT Krukowski	Mar 12
CAT III STAN Officer			Capt Harvey		Oct 11
CAT IV STAN Officer			LT Johnson		Sep 11
Office Automation Technician			Miriam Deuchars		Dec 11

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FLIGHT INSTRUCTOR TRAINING UNIT (FITU) INSTRUCTOR PILOTS

<u>BILLET</u>	<u>INCUMBENT</u>	<u>NEW</u>	<u>DATE</u> <u>ASSIGN</u>
FITU T-34C	LT Murphy	LCDR Hughes	Feb 12
FITU T-34C	Capt Felts	LT McDonald	Jun 12
FITU T-34C	LT Nienberg	LT Joyce	Mar 12
FITU T-34C	LT Carpenter		Aug 11
FITU T-6	LCDR Shanahan		Oct 11
FITU T-6	LCDR Waltrip		Jan 12
FITU T-6	LCDR Dawson		Jan 12

RESERVE

<u>BILLET</u>	<u>MSG REL</u>	<u>BY DIR</u>	<u>INCUMBENT</u>	<u>NEW</u>	<u>DATE</u> <u>ASSIGN</u>
Reserve Department Head		X	LT Lundy	LT Huebner	Feb 12

SAU SQUADRON ASSIGNMENTS

<u>BILLET</u>	<u>MSG REL</u>	<u>BY DIR</u>	<u>INCUMBENT</u>	<u>NEW</u>	<u>DATE</u> <u>ASSIGN</u>
SAU CO		X	CDR Miller		Jul 11
Executive Assistant			LCDR Lohan		Nov 11
Executive Officer			LCDR Westerman		Nov 11
Operations Officer			LCDR Barr		Nov 11
Assistant Operations Officer			LCDR Riley		Nov 11
Safety Officer			LCDR Daniel		Nov 11
Standardization Officer			LCDR Hill		Nov 11
Training Officer			LCDR Waltrip		Nov 11
Assistant Training Officer			LT Dawson		Nov 11
Administration Officer			LCDR Blight		Nov 11
Assistant Administration Officer			LT Massey	Capt Volcansek	Jan 12
NATOPS Officer			LCDR Saiz		Nov 11
Student Control Officer			Capt Volcansek		Nov 11
Assistant Student Control Officer			LT Nesheim		Nov 11
Mustering Official			ODO/CDO		Jun 11

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COLLATERAL DUTY ASSIGNMENTS

<u>BILLET</u>	<u>APPOINTEE</u>	<u>NEW</u>	<u>DATE</u> <u>ASSIGN</u>
Anti-Terrorism/Force Protection (AT/FP) Officer	LT Patton	LT Carroll	Feb 12
Automated Terminal Security Sys (ATSS) Officer	ADP		Nov 10
Asst Command Security Manager	Billie Kuchinski		Aug 11
Asst Command Security Manager	LT Weber		Jan 12
Aviation Training Jacket Review Officer	Asst STUCON		
Building Monitor	1stLt		
Assistant Building Monitor	Dave Nease		Sep 10
Casualty Assistance Calls Officer (CACO)	LT Brown	LT Calhoun	Mar 12
CACO Assistant	TBD		
Change of Command Coordinator	LT Ravendo/LT Shetler		Jan 12
Combined Federal Campaign Coordinator	LT Nalsen		Feb 12
Command Financial Specialists (CFS)	LCDR Hughes		Jun 10
Command Individual Augmentation Coord. (CIAC)	Ruth Patterson		Jan 12
Command Managed Equal Opportunity Officer (CMEO)	Capt Alcaide	LT Rocchio	Oct 10
Command Fitness Leader (CFL)	LT Fojt		Oct 11
Assistant CFL	LT Carroll		Feb 12
Assistant CFL	LT Patton		Feb 12
Assistant CFL	LCDR Shanahan		Feb 12
Command Security Manager	Billie Kuchinski/LT Weber		Jan 12
Command Pass Coordinator (CPC)	Candy Amaya		Nov 11
Command Pass Coordinator (CPC)	Victor Sciaraffa		Nov 11
Command Pass Coordinator (CPC)	Billie Kuchinski		Sep 10
CRM Program Manager	NATOPS Officer		
CRM Coordinator Reserve	LT Dawson		Oct 10
Drug and Alcohol Program Advisor (DAPA)	LT McDonald		Nov 10
Disaster Preparedness Officer	Asst Operations Officer		
Energy Conservation Monitor	1stLt		
Exceptional Family Member (EFM) Coordinator	Asst Admin Officer		
Family Care Program Coordinator	Asst Admin Officer		
Hurricane Evacuation Officer (HEO)	Asst Operations Officer		
International Military Students Officer (IMSO)	Asst Student Control Officer		
Mail Clerk	Candy Amaya		Nov 11
Mail Clerk	Elora Kindred		Jan 11
Mail Clerk	Victor Sciaraffa		Nov 10
Mobilization Plans Officer (Reserve)	Reserve Dept Head		
Morale and Welfare Representative (MWR)	PAO		
NATCAP Officer	STUCON		
Navy Relief Fund Drive Chairman	LT Lawr		
Official Mail Control Officer	Admin Officer		
OPSEC Program Administrator	Asst Admin Officer		
Physical Security Officer	1stLT		
Prevention of Sexual Harassment (POSH) Officer	LT Baber		Jun 11
Privacy Act Coordinator	Admin Officer		
Public Works Liaison	Dave Nease		
Sexual Assault Prevention and Response (SAPR)	LT Baber		Jun 11
SAPR Data Collection Coordinator	LT Sparks		Jan 12
SAPR Point of Contact	LT Sparks		Jan 12
SAPR Command Liaison	LT Duchateau		Jan 12
Sponsor Program Coordinator	Asst Admin Officer		
Squadron Social Events Coordinator	PAO		
Suicide Prevention Officer	LT McDonald		Nov 10
Urinalysis Program Coordinator (UPC)	LT Stuhlman		Feb 11
Assistant UPC	LT Bainbridge		Sep 11
Assistant UPC	Capt Donahue		Apr 12
Victim/Witness Advocate Coordinator	LT Stuhlman		Feb 12
Voting Officer	PAO		
Wardroom Mess Treasurer	PAO		

Enclosure (2)

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BOARDS AND COMMITTEES MEMBERSHIP LISTING

1. Aircraft Mishap Board
Senior Member - CDR Orgain
Operations - LCDR Talbert
Maintenance - Capt Muscat
Aeromedical - LT Klein
ASO - LT Baber
2. Alternate Mishap Board Members
Senior Member - As assigned by COMTRAWING FOUR
Operations - As assigned
Maintenance - As assigned
Aeromedical - As assigned by COMTRAWING FOUR
ASO - LT Dostal
3. Exchange/Commissary Advisory Board
Administration Officer
First Lieutenant
4. Executive Steering Committee/Planning Board for Training
Commanding Officer
Executive Officer
Operations Officer
Training Officer
Student Control Officer
5. Human Factors Board
Executive Officer
Flight Surgeon
Aviation Safety School graduate
Other members may include but not limited to:
Operations Officer
Training Officer
Chaplain
SMA on-wing instructor
Flight Leader
6. Human Factors Council/Officer Safety Council
Commanding Officer
Executive Officer (in CO's absence)
Flight Surgeon
Aviation Safety School graduate
Operations Officer or Training Officer
The following as directed:
Squadron Augment Unit Commanding Officer
Reserve Department Head (or O4 Full Time Support Officer)
Flight Leader
Chaplain
Stucon Department Head
Safety Department Head
Any other Officer deemed necessary by the Commanding Officer

Enclosure (3)

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BOARDS AND COMMITTEES MEMBERSHIP LISTING (Continued)

7. NAS Civilian Personnel Equal Employment Opportunity Committee Rep
CO's Secretary
8. NATOPS/Instrument Flight Board
Commanding Officer
Executive Officer
NATOPS Officers
INAV/SINAV Instructors
Assistant NATOPS Instructors
9. Navy Drug/Alcohol Advisory Council (NDAAC)
Drug and Alcohol Program Advisor (DAPA)
10. Occupational Safety/Health Committee
Ground Safety Officer
11. Wardroom Advisory Board/Social Committee
Executive Officer
Public Affairs Officer
Assistant Public Affairs Officer
12. Standardization Board
Commanding Officer
Executive Officer
Operations Officer
Training Officer
Safety Officer
Reserve Department Head
Standardization Officer
COMTRAWING FOUR Standardization Officer
CAT I Officer
CAT II Officer
CAT III Officer
CAT IV Officer
13. Command Assessment Team
Executive Officer
CMEO
Legal Officer
Administration Officer
Student Control Officer
Command Training Team Leader
Other members as assigned