



DEPARTMENT OF THE NAVY
COMMANDER TRAINING AIR WING SIX
390 SAN CARLOS ROAD SUITE C
PENSACOLA, FLORIDA 32508-5509

COMTRAWINGSIXINST 5451.1K
N1
16 Sep 11

COMTRAWING SIX INSTRUCTION 5451.1K

From: Commander, Training Air Wing SIX

Subj: COMMANDER, TRAINING AIR WING SIX ORGANIZATIONAL MANUAL

Ref: (a) CNATRINST 5452.22J
(b) CNATRINST 5452.31F

1. Purpose. To promulgate the organization of Commander, Training Air Wing SIX Staff as prescribed by references (a) and (b). This instruction has been substantially revised and should be read in its entirety.

2. Cancellation. COMTRAWINGSIXINST 5451.1J

3. Scope. This organizational manual documents the command structure and reflects functions and tasks assigned. Detailed instructions for the implementation of policies and discharge of specific functions will be promulgated as necessary by separate individual directives.

4. Action. All personnel attached to, serving with, or employed by Commander, Training Air Wing SIX, shall carry out their duties in accordance with the general guidelines set forth in this manual. Training Air Wing SIX Commanding Officers and Officers in Charge shall ensure their individual command policies and procedures are supportive of the mission and functions prescribed in this manual. Commanding Officer, Naval Air Station Pensacola will designate in writing, officer or civilian personnel to fill all billets listed as Additional Duty (ADDU) from the Naval Air Station.

A handwritten signature in black ink, appearing to read "John R. Rodriguez".

JOHN R. RODRIGUEZ

Distribution:

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<https://www.cnatra.navy.mil/tw6/>

STAFF ORGANIZATION AND REGULATION MANUAL



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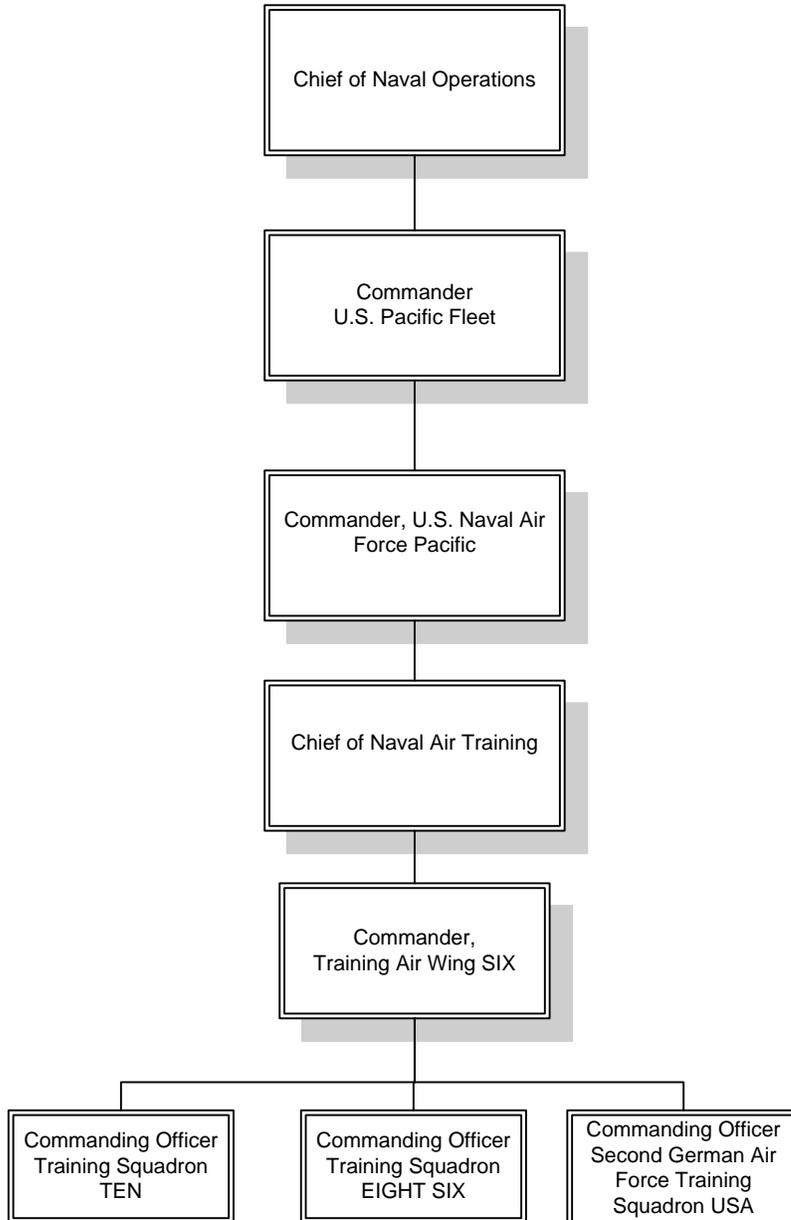
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COMDRAWING SIX

Command Organization Chart



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A shore activity in an active operating status under a commander and under the command of the Chief of Naval Air Training (CNATRA), subject to area coordination authority of the Commander, Navy Region Southeast (CNRSE).

Function. To administer, coordinate, and supervise flight and academic training and support thereof as directed by CNATRA.

Tasks

1. Act as immediate superior in command to the Commanding Officers of TRARONS TEN and EIGHT SIX, and other facilities/units as may be placed under their cognizance.

2. Serve as an effective instrument of the U.S. foreign policy by initiating continuing action programs, which promote positive relations between the command and foreign nationals. Assist individual Naval service and Air Force personnel and their families to work effectively, live with dignity and satisfaction, and function as positive representatives of the United States.

3. Publish necessary directives and implement CNATRA-approved curricula to maintain high standards of training.

4. Coordinate and monitor the aviation, industrial, and ground safety programs of assigned units to ensure aggressive and effective implementation.

5. Maintain cognizance of the Naval Air Training and Operating Procedures Standardization (NATOPS) Programs as conducted by subordinate commands.

6. Monitor training requirements and maintenance support capabilities in order to make timely recommendations for aircraft assignment.

7. Monitor all areas of the maintenance, material, and contract support functions of:

(a) Subordinate commands to ensure quality maintenance is performed, adequate maintenance training is provided, and Naval Aviation Maintenance Program maintenance and supply procedures are followed.

(b) Maintenance contractors to ensure quality and maintenance is performed, satisfactory contract performance is

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achieved, and contracted requirements are met.

8. Manage all assigned students' personnel functions and maintain necessary records.

9. Conduct reviews of all student disposition boards and act as reviewing authority in the disposition of students in accordance with the instructions and policies issued by CNATRA.

10. Conduct inspections of subordinate commands.

11. Make timely reports to CNATRA on the progress and achievement of training goals.

12. Monitor formulation and execution of fiscal plans of subordinate units and coordinate intra-command fund changes with CNATRA.

13. Monitor manpower requirements of subordinate activities, review requests and changes in allowance and submit recommendations to CNATRA as necessary to achieve optimum distribution of personnel.

14. Maintain a viable hurricane evacuation program to ensure timely evacuation/storage of aircraft and proper coordination with evacuation location.

15. Act as Model Manager for T-39 program and Program Manager for T-6A.

16. Serve as curriculum manager for NFO/UMFO Primary, Intermediate and Advanced Flight Training in the Pensacola area.

17. Coordinate Warning Area 155.

18. Act for CNATRA in negotiation of agreements with the Federal Aviation Administration (FAA) affecting airspace in the Pensacola area.

19. Act as CNATRA representative for all Southeast Test and Training Area (SETTA) issues.

20. Perform other tasks as assigned.

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STAFF ORGANIZATION

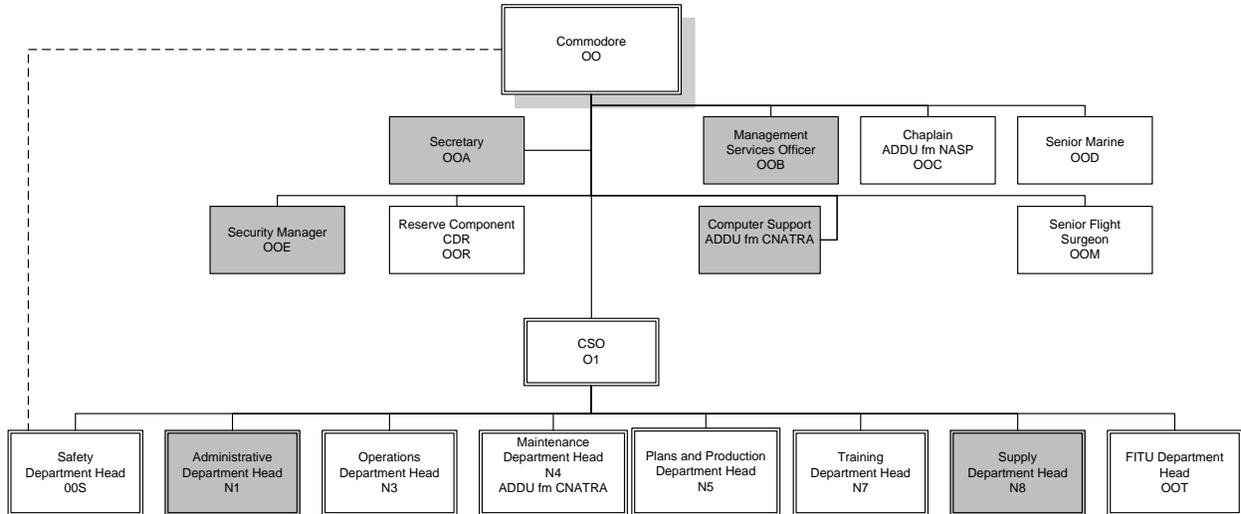
Staff Organization. Under the direction of the Chief Staff Officer, the staff is divided into two main areas:

- a. Special Assistants.
- b. Eight major departments.

Additional Duty (ADDU) Special Assistants or Staff Members. Certain officer personnel attached to CNATRA and Naval Air Station, Pensacola have been assigned additional duty as Special Assistants to the Commander, Training Air Wing SIX.

COMTRAWING SIX

Staff Organization Chart



Military Position

Government Employee Position

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GENERAL POLICY. The following basic policies shall guide staff members in their performance of duties:

1. Members of the staff have no authority to command or direct action except within their own staff organization. All directives and instructions issued to activities of the command are directed to Commanding Officers and Officers in Charge and are issued by COMDRAWING SIX.

2. The description of duties and responsibilities in this manual are general and intended as guidelines and impose no real limitation on the duties that may actually be assigned or assumed.

3. The assignment of special projects will be accomplished by heads of departments and coordinated, when necessary, by the Chief Staff Officer (CSO).

4. All staff members have access to the CSO through their Department Head.

DEPARTMENT HEADS

1. Supervise the work of the department. Such supervision shall not prevent any member of the staff from presenting their viewpoint to the Commander or CSO on any subject over which they have cognizance. In this regard, unless unacceptable delay would be caused, such opinions or questions shall normally pass through the cognizant department head and CSO before being presented to the Commander. When the chain of command is bypassed in order to avoid unacceptable delay, the officer concerned shall brief those superiors who were not consulted as soon as possible in order to keep them abreast of the matter in question.

2. Be cognizant of the work undertaken by members of the department and see that such work is being carried out to successful completion.

3. Ensure, when absent from the staff, that cognizance of the duties and proper functioning of the department is continued through qualified assistants.

4. Assign special projects to be coordinated when necessary by the CSO.

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STAFF MEMBERS

1. Keep informed as to the policies and directives expressed or otherwise put in force by the Commander and ensure that implemented orders conform to established policies and directives.

2. Initiate action on all matters over which they have cognizance, keeping their Department Head, CSO, Commander and other interested staff appropriately informed.

3. Consult and coordinate with other staff personnel fully and continually.

4. All staff members and department heads shall maintain a turnover folder containing as a minimum, the following:

(a) A copy of this manual.

(b) Delineation of pending action items.

(c) Delineation of regular periodic required reports.

(d) An up-to-date recall listing of contact officers.

(e) A billet description, expanding as necessary on the guidance contained in this manual.

(f) A complete case file on any and all projects assigned.

(g) The original copy of the Duty Assignment or ADDU letter assigning the present billet.

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EXECUTIVE DEPARTMENT

WING COMMANDER (00). Responsible for mission accomplishment; direct operations of the activity; conduct affairs per Navy Regulations; ensure full use of facilities and resources; control directives concerning policies, procedures, workload, funding, organization, staffing, and facilities; ensure that productive output of activity is both timely and of appropriate quantity and quality; lead Task Group NFO; advise CNATRA on all NFO and UAV issues.

CHIEF STAFF OFFICER (CSO) (01). Assist and advise the Wing Commander on all matters affecting the command. Sign correspondence that deals with standing policy and routine correspondence that does not involve questions of policy or request for funds. Exercise general supervision of the work of the staff. Assist and coordinate the working activities of Wing staff officers. Act for the Commander during brief absences. Act as inspector general for inspections of subordinate activities.

COMMODORE'S SECRETARY (00A). Coordinate the Wing Commander's daily schedule. Prepare officer fitness reports. Screen incoming mail. Review correspondence. Make VIP arrangements. Other duties as assigned.

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SPECIAL ASSISTANTS

MANAGEMENT SERVICES OFFICER (MSO) (OOB). Advise Wing Commander on all matters relating to Civilian Personnel Management, to include personnel classification, performance management (NSPS), recruitment and placement, incentive awards programs, complaints, grievances/appeals, reduction in force, adverse actions and employee qualifications. Interprets and applies higher headquarters policy and requirements and acts as liaison with CNATRA N1 and HRO ensuring all requirements and policies are followed. Assists in determining present and forecasted military and civilian personnel based on organizational workload and mission requirements.

CHAPLAIN (00C) (ADDU). Provide professional guidance to the Wing Commander and promote the spiritual, religious, morale and personal well being of all Wing members and their dependents. In addition to traditional chaplain services also supports designation ceremonies and other formal occasions requiring an invocation and/or benediction, and provide counseling to all students who attrite from the program. Assigned the following collateral duties: Command Managed Equal Opportunity Officer, Financial Advisor and Suicide Prevention Officer.

SENIOR MARINE OFFICER (00D) (COLLATERAL DUTY). Advise Wing Commander and CSO on all matters relative to Marine Corps personnel assigned to TRAWING SIX. Interview and assign all Marine officers reporting to TRAWING SIX for instructor duty; monitor the assigned Marine allowance and onboard status for all squadrons within TRAWING SIX; provide liaison service between Marine Aviation Training Support Group (MATSG) Pensacola and TRAWING SIX; maintain applicable Marine Corps directives and disseminate Marine-specific information to squadron Marines. Maintain close contact with squadron senior Marine officers and the Commanding Officer of the local MATSG.

SECURITY MANAGER (OOE). Advise the Wing Commander on all matters relating to physical and personnel security matters. Serves as the Wing Representative on the NASP Antiterrorism Working Group (ATWG).

SENIOR FLIGHT SURGEON (00M). Advise the Wing Commander on all matters relating to aviation medicine. Function on Wing aircraft accident boards as directed by Wing Commander. Lecture at Wing/Squadron safety standdowns on varying pertinent medical subjects. Perform routine aviation military duties (i.e.,

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military sick call and aviation physical examinations). Inform the Wing Commander of any unsafe medical practices which might lead to an aircraft accident or incident. Keep constant watch on the peculiar stresses of naval aviation by flying in Wing aircraft during syllabus flights. Establish personal relationship with individual squadron safety officers, executive officers and commanding officers in order to function as squadron aeromedical resource. Active member of all Wing safety committees. Conduct counseling with all student attrites.

WING RESERVE COMPONENT COMMANDER (OOR). Advise Wing Commander on all matters relating to Reserve integration, operational and administrative issues. Ensure compliance with NR directives by all Squadron Augmentation Units (SAU) within the TRAWING. Establish procedures, and guidelines for the NR TRAWING Component for compliance with NR directives and to meet the operational needs of the TRAWING as effectively as possible. Ensure TRAWING policies, procedures and guidelines include a NR perspective and are applicable to both Full Time Support (FTS) and Drilling Reservists (DR); keep CRCC and CNATRA Operational Support Officer apprised of any matters pertaining to the welfare or administration of their NR personnel; act as the detailer for DR personnel within the TRAWING; establish a training plan for SELRES personnel.

WING RESERVE COMPONENT OFFICER IN CHARGE (OOR1). Represent, act, and carry out the duties on behalf of the Wing Reserve Component Commander in his absence. Manage all aspects of day-to-day administration and operational requirements to ensure the NR component and Squadron Augmentation Units are fully integrated within the TRAWING. Ensure NR funding and resources are utilized in the most effective and efficient manner in order to meet NR requirements and production needs of the TRAWING. Act as the community manager for FTS personnel within the TRAWING. Maintain a training plan for FTS personnel within the TRAWING to learn NR organization and their FTS responsibilities.

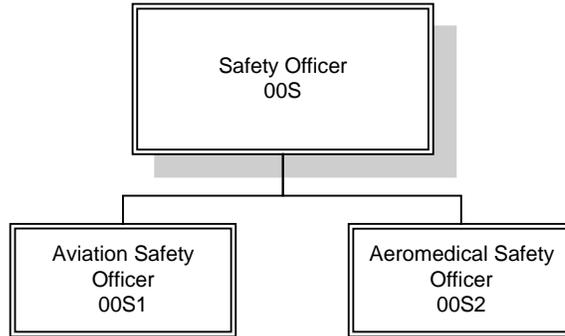
RESERVE ADMINISTRATION (00R11). Provide administrative support to Wing Reserve Component. Process pay and allowances and maintain Inactive Duty Training (IDT) documents for all assigned DR personnel; Submit and track the execution of NR Annual Training (AT), Active Duty Training (ADT), Inactive Duty Training Travel (IDTT), and TAD applications per the existing fiscal year budget.

SAU COMMANDING OFFICER (00R2-4). Ensure compliance with Reserve directives within TRARON and to provide advice to the TRARON

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Commanding Officer on operational and administrative issues unique to the Reserves. Maintain overall cognizance of Reserve matters and issues within the squadron. Establish SAU administrative policies, procedures and guidelines as required to comply with Reserve directives and to meet the operational needs of the TRARON as effectively as possible.

Safety Department 00S



Military
Position

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00S

SAFETY OFFICERFunction

The Safety Officer, head of the Safety Department, shall act as principal advisor to the Wing Commander in all matters pertaining to the safe operation of the Wing. He/she is responsible for the organization and promotion of an intensive and continuing program of safety and mishap prevention in accordance with current applicable directives. The Safety Officer shall be a Senior Naval Aviator. To the maximum extent possible, the Safety Officer shall be a graduate of the Aviation Safety Command or Aviation Safety Officer courses taught by the School of Aviation Safety.

Tasks

1. Organize and implement an aggressive Command Safety Program designed to prevent damage to aircraft, associated assets and facilities, as well as to prevent injury to personnel through the detection and elimination of hazards.
2. Act as the Commander's representative on all safety matters.
3. Ensure that required reports are correctly prepared and submitted on time.
4. Maintain overall supervision of the NAVOSH program.
5. Ensure widest dissemination of safety information throughout the command.
6. Establish liaison within and outside this command to further the Wing safety program.
7. Maintain such records as are necessary to properly document and administer the safety program.
8. Maintain required communications with other department heads.
9. Ensure the DRAWING SIX Safety/Foreign Object Damage (FOD) committee is organized, functioning and effective.
10. Ensure all safety boards and committees required in the command safety program are current and duly appointed.

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11. Serve as an Operational Risk Management (ORM) subject matter expert to train command personnel in ORM principles and assist in ORM evolutions as needed. Ensure Wing personnel are trained in ORM.

12. Serve as a Senior Aircraft Mishap Board member. Ensure all board members are properly trained.

13. Serve as Wing CRM Program Manager providing broad oversight of TRAWING SIX CRM Curriculum Model/Program Managers to ensure they are providing continuous quality CRM training.

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00S1

AVIATION SAFETY OFFICER (ASO)Function

The ASO is responsible for creating an informed safety culture of learning and reporting. The ASO shall be responsible for the development, implementation and execution of an aggressive safety program applied to the maintenance and operation of Wing aircraft. The ASO shall be a graduate of the Aviation Safety Officer Course taught by the School of Aviation Safety. The ASO shall not, to the maximum extent possible, be assigned duties as either a Preliminary Investigative Officer or JAG Investigative Officer in order to sustain a sense of command impartiality and neutrality, which is critical to an effective safety program. The ASO should not have other responsibilities within the command except normal aviation duties.

Tasks

1. Act as principal advisor to the Wing Commander on all aviation safety matters.
2. Assist the Wing Safety Officer in all matters concerning the Wing safety effort.
3. Implement the safety program throughout the Wing with special emphasis placed on hazard detection, hazard elimination, safety education and safety awareness.
4. Conduct all investigations and prepare ensuing reports as required by the Wing safety program and its implementing directives.
5. Ensure that all safety publications, reports, messages and articles are screened for pertinent safety of flight information and ensure Wing-wide dissemination of safety information.
6. Provide re-qual training for all members of the Wing Aircraft Mishap Board in order to provide a working knowledge of current guiding directives at least quarterly.
7. Schedule and coordinate Wing-wide Naval Safety Center Surveys on a biannual basis.
8. Schedule and coordinate Wing-wide Naval Safety Center Cultural Workshops on a biannual basis.

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9. Schedule Naval Safety Center Assist Visits on an as-needed basis.

10. Schedule and coordinate Naval Safety Center online Command Safety Assessments on a semi-annual basis.

11. Schedule and coordinate Wing-wide safety standdowns as required, at a minimum of one per quarter.

12. Conduct periodic simulated mishap exercises.

13. Ensure all Wing aviation safety instructions are kept current and relevant. Provide inputs to the Wing SOP as needed.

14. Schedule and coordinate quarterly Wing Human Factors Council meetings and Human Factor Boards as required.

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00S2

AEROMEDICAL SAFETY OFFICER (AMSO)Function

Advise the Wing Commander on all matters relative to aviation physiology and aviation life support equipment, including coordination of the Fleet Aircrew Introduction and Liaison Survival Aircrew Flight Equipment (FAILSAFE) Program. Keep the Wing informed on matters relating to survival equipment, varying physiological topics and unsafe practices in aircrew safety as seen from the AMSO's particular expertise. Shall be an active member of all Wing safety committees and have an established personal relationship with squadron commanding officers, executive officers and squadron safety officers. Optimize opportunities to participate in operational flight time.

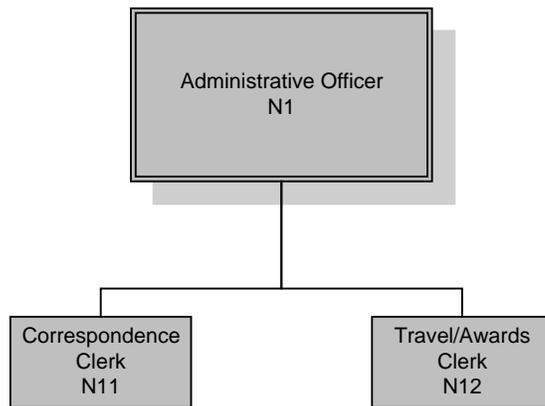
Tasks

1. Maintain liaison with squadron commanding officers, safety officers, and flight surgeons.
2. Visit the air station and squadrons to identify and provide guidance for the control of conditions affecting the occupational health of flight and aviation support personnel as outlined in occupational health/preventive medicine regulations.
3. Monitor Wing flight and ground support personnel for potential problems which may jeopardize the individual's ability to effectively perform in the aviation environment and bring such observations to the attention of the Commander, Wing Flight Surgeon, or Wing Safety Officer as appropriate.
4. Monitor the availability, maintenance, and use of aviation life support systems under the FAILSAFE Program.
5. Provide for the presentation of lectures on aeromedical aspects of survival equipment, self-imposed stresses, health maintenance, physical fitness, human factor aspects of accident causation and emergency escape systems.
6. Participate as needed in the training of local firefighting/crash crews in those areas relating to operational aviation life support systems for CTW-6 aircraft, particularly the T-6 and T-45 ejection seat and canopy fracturing systems.
7. Participate in safety standdown programs.

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8. Serve as a member of the TRAWING SIX Safety/FOD committee, advising in areas such as utilization/ maintenance of personal protective equipment and aeromedical aspects of flight operations.
9. Serve as a member of selected Aircraft Mishap Boards.
10. Coordinate with the Medical Department to manage the Wing Basic Airsickness Management Program, by which students referred to the program are provided treatment.
11. Evaluate individuals for custom flight equipment.
12. Manage Wing Anthropometrics issues.
13. Serve as Aeromedical Training Program Manager.
14. Serve as the CTW-6 G-Tolerance Improvement Program Manager.

Administrative Department N1



Government
Employee
Position

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N1

ADMINISTRATIVE OFFICERFunction

The Administrative Officer, head of the Administration Department, is responsible for coordinating administrative activities of the staff. Coordinate military and civilian personnel requirements of the Wing. Interpret, evaluate and implement policies and plans relative to manpower. Coordinate and schedule command inspections as directed. Monitor the preparation and submission of all personnel evaluation reports for which the command is responsible. Performs the following collateral duties: Security Manager; Legal Officer; Public Affairs Officer; Casualty Assistance Calls Officer; Government Travel Card Agency Program Coordinator; Official Mail Control Officer; Sponsor Program Coordinator; Command Individual Augment Coordinator (CIAC); Training Officer for Staff GMT and Voting Officer.

Tasks

1. Advise the CSO on administrative matters.
2. Supervise the operation of the Administrative Department.
3. Supervise the preparation, receipt, handling, distribution and filing of official correspondence and directives, including classified material.
4. Coordinate all staff organizational matters.
5. Coordinate all staff travel.
6. Authenticate multiple-address correspondence and sign routine correspondence "By direction" in accordance with established policy.
7. Ensure that staff Fitness Reports/Evaluations for which the Commander is the regular or concurrent reporting senior are prepared on time for submission to Bureau of Naval Personnel (BUPERS).
8. Exercise general supervision over personnel administration of the command.
9. Prepare recommendations for awards and decorations as

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directed by the Commander and review recommendations submitted by subordinate commands as a member of the Awards Board.

10. As Command Security Manager, be responsible for the handling, storing and disposing of all general service classified correspondence, other than messages, in accordance with Department of the Navy Information and Personnel Security Program Regulations (OPNAVINST 5510.1 Series) and Security Manual for Classified Information.

11. As Command Legal Officer, administer the conduct of formal and informal investigations; review reports of investigations, and render assistance to investigating officers. For minor legal matters, the legal officer shall provide legal assistance and advice and establish liaison with qualified legal officers and law specialists for additional assistance on technical matters.

12. As Public Affairs Officer, coordinate and utilize all available media outlets for favorable publicity; advise the Commander on all media queries and articles concerning matters under his purview. Provide opportunity for staff members to complete Fleet Hometown News Release; maintain biography of the Commander and Chief Staff Officer.

13. Prepare reports and maintain records concerning officers and enlisted personnel attached to the staff.

14. Provide information and assistance to personnel in matters concerning education, training, personal affairs, advancement and career incentives.

15. First Line Supervisor for one Budget Analysis (GS-9), one Supply Technician (GS-6), Two financial technicians (GS-6 and GS-5) and seven Office Automation Technicians (GS-4).

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N11

DIRECTIVES/CORRESPONDENCE CLERK

Function

Responsible to the Administrative Officer for all matters administrative in nature that affects the organization, operation or personnel of the Headquarters staff.

Tasks

1. Process all outgoing correspondence.
2. Maintain all correspondence files.
3. Process and maintains all command directives.
4. Maintain staff social roster and database files.
5. Forward instructions and notices to CNATRA for posting on the web.

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N12

TRAVEL/AWARDS CLERK

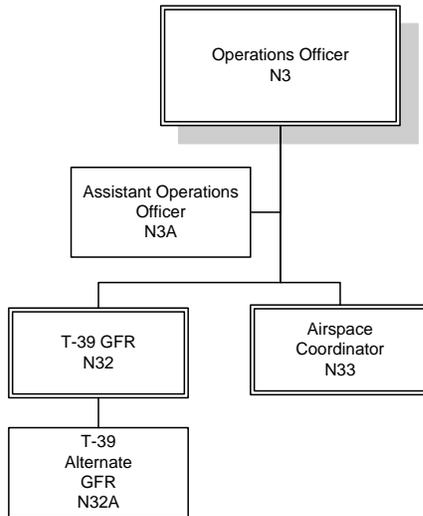
Function

Responsible to the Administrative Officer for all matters administrative in nature that affects the organization, operation or personnel of the Headquarters staff.

Tasks

1. Process all request for student travel and assist with the processing for staff travel.
2. Process all award recommendation received at the Wing.
3. Perform the function of PASS Liaison Representative for the Wing.
4. Perform the function of mail orderly for the Wing.

Operations Department N3



Military
Position

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N3
OPERATIONS OFFICER

Function

Establish operational plans, provide direction and course of actions to ensure attainment of established Training Air Wing SIX (TW-6) goals and missions.

Tasks

1. Supervise and guide all TW-6 Operations Divisions and supervisors.
2. Serve as responsible authority for all listed N3 divisions with particular attention to prescribed standardized practices, mission safety and process improvements.
3. Maintain appropriate training records and statistical data.
4. Coordinate subordinate squadron schedules and actions to ensure effective mission execution.
5. Establish control features and perform reviews, as appropriate, to ensure effective flight training with economical cost.
6. Manage flight hour allocation to subordinate squadrons.
7. Coordinate subordinate unit out of area training and submit to Wing Commander for approval.

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N3A

ASSISTANT OPERATIONS OFFICERFunction

Monitor primary, intermediate and advanced Student Naval Flight Officer training and Fixed-wing Instructor Training Unit Instructor pilot training programs to ensure scheduled completion of training per approved course curriculum. Act for the Operations Officer during brief absences. Assigned the collateral duty of Anti-Terrorism Training Officer.

Tasks

1. Recommend and develop modifications to Naval Flight Officer Training Programs, as required.
2. Ensure that all required reports to higher authority are submitted correctly and in a timely manner.
3. Assist the Operations Officer in all matters pertaining to the Operations Department mission.

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N32

T-39G/N GOVERNMENT FLIGHT REPRESENTATIVE (GFR)Function

Provide responsible surveillance for contractor aircraft ground and flight operations involving Government aircraft in which the Government assumes the risk of loss or damage. Supervise those procedures employed by the properly designated Chief Pilot and the designation of all contract flight crew personnel.

Tasks

1. Conduct annual NATOPS/Instrument checks on all contract crewmembers and retain the records for a minimum of two years. Maintained files shall include; Current Contractor Procedures, Approval of Contractor flights, Current listing of contractor crewmembers, Flight operations/safety evaluation reports.
2. The GFR shall approve procedures at least every 12 months and within 90 days of a change in the primary GFR.
3. Coordinate for all required logistical support both on and off-station.
4. Assist Operations Officer as required

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N32A

T-39G/N ALTERNATE GOVERNMENT FLIGHT REPRESENTATIVE (GFR)

Function

In the absence of the GFR, provide responsible surveillance for contractor aircraft ground and flight operations involving Government aircraft in which the Government assumes the risk of loss or damage.

Tasks

1. Conduct annual NATOPS/Instrument checks on contract crewmembers. Assist GFR in maintaining T-39 G/N Operations.

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N33

AIRSPACE COORDINATOR

Function

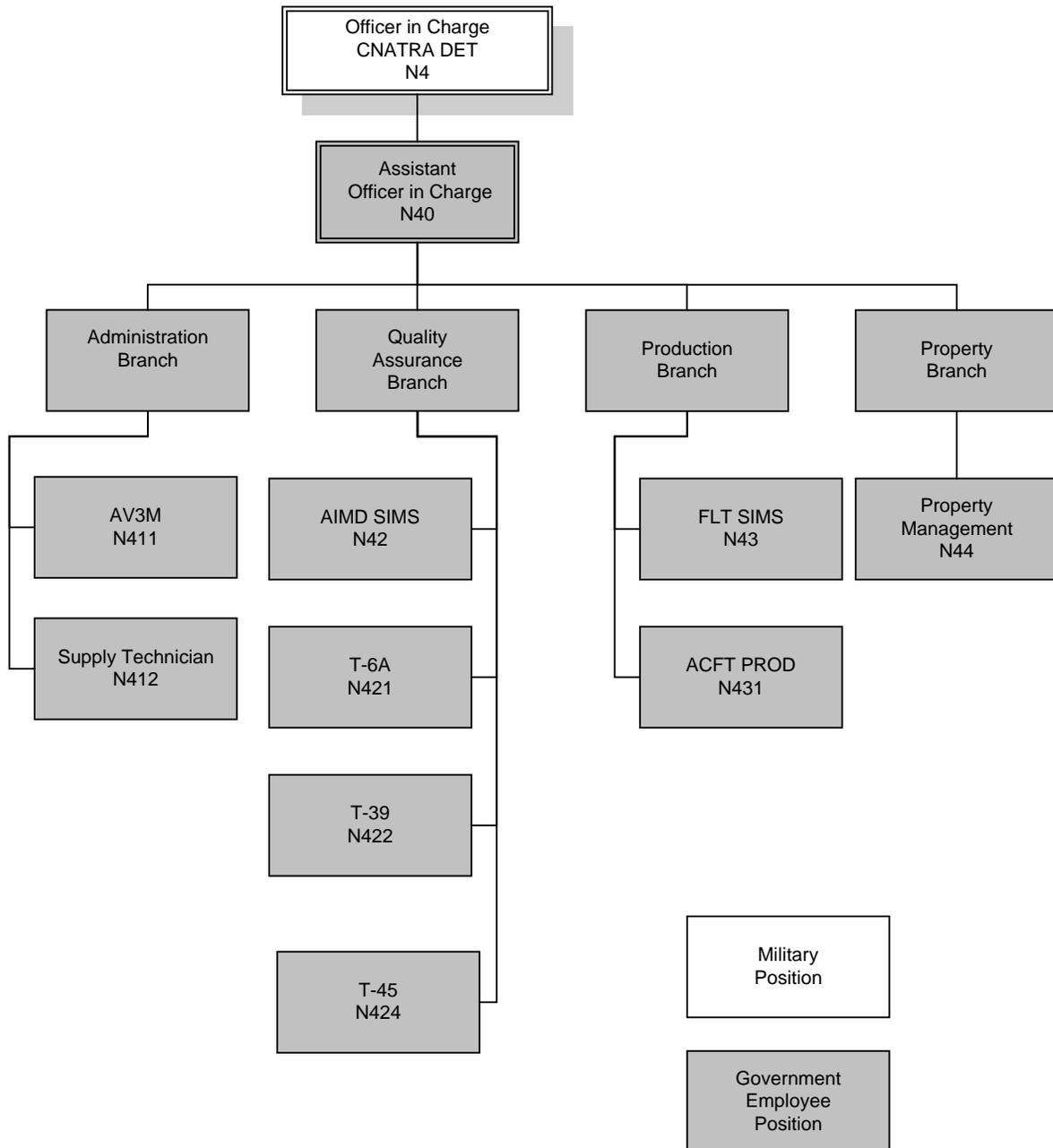
Coordinate all NAS Pensacola Airspace and procedures governing this airspace to include locally derived stereo routes and operations in the Pensacola South Military Operating Area and assigned Warning Areas.

Tasks

1. Serve as the direct liaison between TRAWING SIX and local FAA civilian and military Air Traffic Control representatives with regard to all concerns and conflicts to previously mentioned areas and procedures governing these areas.
2. Maintain close coordination with the TRAWING FIVE Airspace Coordinator Officer on joint airspace issues.
3. Maintain currency of and conduct training on joint TRAWINGS SIX and FIVE Fixed Wing Operations Procedures
4. Maintain currency of and conduct an annual review on TRAWING SIX Inflight Guide.

Maintenance Department CNATRA DET (ADDU)

N4



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N4

CNATRA DET PENSACOLA (ADDU)

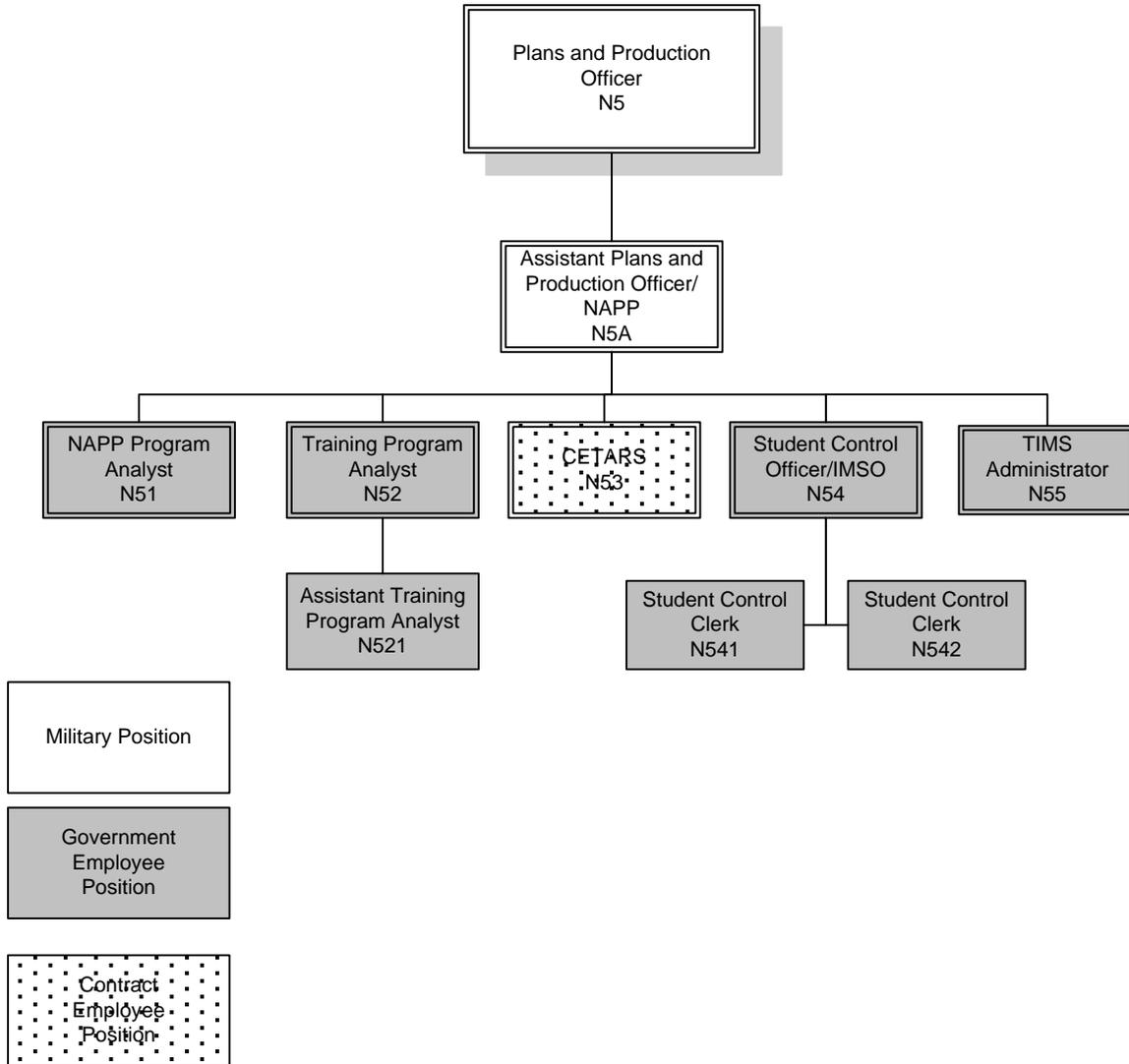
Function

Advise Wing SIX Commander on all critical matters pertaining to aircraft maintenance and logistics support.

Tasks

1. Provide technical information and assistance to TRAWING maintenance contractors as necessary to ensure maximum support.
2. Ensure maintenance contractors have the directives available that are issued by higher authority in matters pertaining to aircraft maintenance and material support.
3. Coordinate scheduling of aircraft rework requirements. Assist with command inspections as required.

Plans and Production Department N5



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N5

PLANS AND PRODUCTION OFFICERFunction

Coordinate and track the flight training conducted by TRAWING SIX commands.

Tasks

1. Maintain appropriate training records and training statistical data.
2. Coordinate student flow and control student squadron assignments.
3. Provide control features and performance review as appropriate to ensure effective status appraisal to the Commander.
4. Monitor flight training accomplishment.
5. Prepare reports on programs and achievements of flight officer training goals.
6. Supervise the disposition of students referred to the Commander for training failures and DORs.
7. Assist with Command inspections as required.
8. Produce reports required by CNATRA, and reports requested by other commands.
9. Coordinate student naval flight surgeon training and other curriculum as assigned by CNATRA.
10. Direct student pipeline selections.
11. Conduct such liaison as may be required with CNATRA and other commands to ensure the capability to meet assigned tasks.
12. Serve as STUCON Department Head.

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N5A

ASSISTANT PLANS AND PRODUCTION OFFICER/NAVAL AVIATION PLANS AND
PRODUCTION (NAPP) OFFICERFunction

Assist the Plans and Production Officer. Manage Naval Flight Officer Task Group, comprised of placement officer, and commanding officers from three TRAWING and nine Fleet Replacement squadrons; serve as key member of NFO Task Group.

Tasks

1. Forecast NFO production trends, identify signals of difficulty and resolve fleet-wide barriers to production.
2. Prepare charts and statistical data for flag-level briefings.
3. Develop and modify Integrated Production Plan (IPP) for NFO Task Group.
4. Prepare and deliver monthly NAPT brief for the VT CO's meeting.
5. Coordinate with wing analyst and squadron STUCONS to determine pipeline selection quotas for phase graduations.

16 Sep 11

N51

NAVAL AVIATION PLANS AND PRODUCTION (NAPP) ANALYSTFunction

Under direction of Plans and Production officer, analyze data developed from monthly ASR, TMS-2, SNAPPI, Corporate Enterprise and Training Activity Resources System (CETARS), and NAPP Integrated Production Data Repository (NIPDR), and cockpit charts in support of aviation production in the Naval Aviation Training Command (NATRACOM).

Tasks

1. Serve as program analyst for Cross Functional Team responsible for the NFO Task Group pipelines.
2. Monitor integrated reporting systems utilized to identify barriers to the attainment of NFO production.
3. Analyze current and proposed operating programs to evaluate actual or potential effectiveness in achieving objectives.
4. Assist NAPP Officer in development and monitoring of IPP.
5. Forecast and estimate program requirements and prepares reports, justifications, charts, graphs, statistical and narrative data, etc. for briefings.
6. Prepare plans for executing the flight hour program.
7. Make recommendations to the Plans and Production Officer, Operations Officer and the Commander when statistical analyses indicate that modifications to the flight hour or training program are necessary.
8. Direct the annual review of planning factors for CNATRA.

16 Sep 11

N52

TRAINING PROGRAM ANALYSTFunction

Under the direction of the Plans and Production Officer, collect and analyze data; make reports and recommendations on the accomplishment of flight training goals. Analyze production performance and project Wing capabilities based on historical, current, and anticipated future resource trends and curriculum.

Tasks

1. Maintain historical flight program data files for comparison with current year performance and out-year projections.
2. Submit via NIPDR the monthly aviation statistical report feeder to CNATRA.
3. Attend CNATRA Wing analyst conferences as the TRAWING SIX representative.
4. Assist with command inspections as required.
5. Monitor student primary, intermediate, and advanced inputs, outputs and loading to ensure that Navy, Marine Corps, Air Force and International military goals are met.
6. Recommend, as required, adjustments to program parameters necessary to ensure accomplishment of assigned tasks.
7. Control the design, implementation and maintenance of a management data base containing, as a minimum, the following information: daily flight hour usage by squadron/flight purposes; the phase-by-phase progress of each student assigned; student personal data to include source, sex/race/ethnic code, grades, flights, hours, and time-to-train; maintains student pipeline selection database, including grade adjustment capability, attrition data, planning factor validation, and such other files or data bases that experience indicates may be required.
8. Oversee accurate transfer of monthly data from TIMS and other data sources into NAPP Integrated Production Data Repository (NIPDR) database.
9. Coordinate with NAPP officer and NAPP analyst on

modifications to IPP.

10. Provide data input and ensures accuracy for TRAWING SIX cockpit charts.

16 Sep 11

N521

ASSISTANT TRAINING PROGRAM ANALYSTFunction

Assist senior analyst in review of data collection processes. Responsible for collection, consolidation, coordination, maintenance updates, verification, manipulation, and data base storage of all historical and statistical information gathered from three subordinate flight training squadrons and the automated TIMS and NIPDR programs for preparation of the Training Air Wing SIX Aviation Statistical Report (ASR).

Tasks

1. Research historical statistics and prepare special reports as directed from the senior analyst.
2. Review methods of data collection for improvements when inconsistencies are discovered.
3. Assist in developing methods of data collection for special projects and surveys.
4. Assist with program analyst on review and interpretation of new and established directives, instructions, regulations, and processes.
5. Use office automation skills to help perform program support assignments.
6. Convert spreadsheet data into charts, graphs, and report formats.
7. Prepare time to train and attrition charts for submission to monthly CO's brief.

16 Sep 11

N53

CORPORATE ENTERPRISE AND TRAINING ACTIVITY RESOURCE SYSTEM
(CETARS)Function

Provides direct Naval Aviation Production Process (NAPP), NAPP Integrated Production Data Repository (NIPDR) and Corporate Enterprise Training and Resource Systems (CeTARS) support to Training Air Wing SIX.

Tasks

1. Responsible for the oversight, analysis and accuracy of student training data entered into the NIPDR and CeTARS database system.
2. Coordinates efforts between squadrons to ensure student data accounting facilities timely processing of students.
3. Enters, scrubs, and validates a variety of data within CeTARS, NIPDR and TIMS Navy Student Tracker (NST) web base database systems.
4. Provides other routine and adhoc queries/reports to support the chain of command or in response to data calls from outside commands.
5. Troubleshoots system problems and serves as intermediary between Naval Education and Training Professional Development and Technology Center (NETPDTC) and local squadrons in resolving various data conflicts or programming application problems.
6. Builds and maintains all course schedules in CeTARS.
7. Provides other assistance, training and/or support as needed or directed.

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N54

STUDENT CONTROL OFFICER/INTERNATIONAL TRAINING OFFICERFunction

Under the direction of the Plans and Production Officer, ensure complete compliance with all student training directives. Ensure completeness, accuracy, and prompt transmission of Aviation Training Jackets (ATJ). Assigned the following collateral duties: Urinalysis Program Coordinator and Building manager.

Tasks

1. Review, coordinate, and recommend changes to forms and administrative transmittal of aviation training jackets.
2. Interview and process students referred to the Commander because of training failures or DORs per existing instructions and policies.
3. Monitor inter/intra-Wing student flow.
4. Coordinate student control procedures and inspects a minimum of one squadron STUCON within TW-6 each quarter.
5. Maintain direct liaison with all TW-6 student control officers.
6. Control the processing and assignment of non-grad flight students.
7. Administer, when required, all student pools.
8. Act as supervisor for all personnel assigned.
9. Act as International Military Student manager for the Wing (reference CNATRAINST 1500.4 and OPNAVINST 4950.1).
10. Maintain liaison with TRAWING SIX squadrons regarding International Military student training.
11. Prepare and submit required reports pertaining to International Military student training.
12. Coordinate and schedule Centrifuge based Flight Environment Training (CFET) for all required students.

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13. Initiate and implement weekly watch bills and working parties for various units and squadrons.

16 Sep 11

N541/N542
STUDENT CONTROL CLERKS

Function

Assist the Student Control Officer in the performance of their duties.

Tasks

1. Assist Student Control Officer with the supervision of junior officers to include taskings and accountability.
2. Process redesignation and interservice transfer packages for assignment to another community for students attrited from the flight program.
3. Maintain and process student aviation jackets (ATJs).
4. Process Fitness Reports and correspondence at required intervals and upon detachment of individuals.
5. Maintain a fiscal year database of all students assigned to TRAWING SIX.
6. Process program change requests for transitions from Student Naval Aviator to Student Naval Flight Officer.
7. Process PCS gains and losses for all students assigned to TRAWING SIX.

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N55

INFORMATION TECHNOLOGY OFFICER/TRAINING MANAGEMENT SYSTEM
ADMINISTRATOR

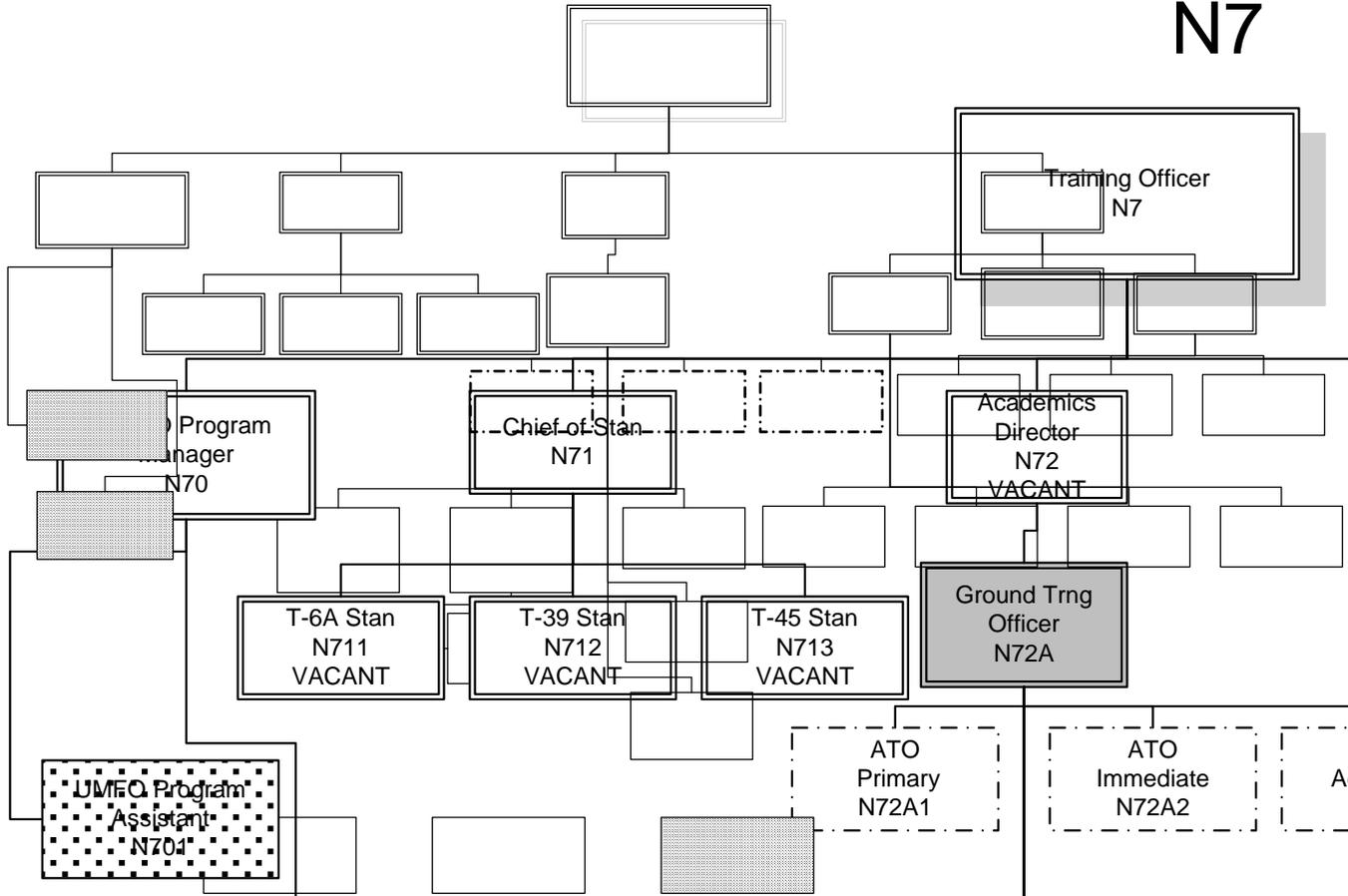
Function

Establish plans, provide direction and course of actions to ensure optimization of Wing information technology and Training Management Systems.

Tasks

1. Provide local government oversight of contractor support of the Training Management System as well as provide administrative and operational expertise to the TRAWING Staff, squadrons and individual users.
2. Evaluate and coordinate change requests and training management system application software releases or hardware installation.
3. Evaluate user recommended application changes and forward to higher headquarters as appropriate.
4. Provide training operational expertise to users.
5. Provide, maintain and delete per user permissions, user permission sets, user Ids, and workstation access.

Academics Dep N7



16 Sep 11

N7

TRAINING OFFICERFunction

Monitor all flight and academic training to ensure its accomplishment in accordance with approved syllabi.

Tasks (Ref. CNATRINST 1550.6E Ch-2)

1. Ensure approved academic training syllabi, as directed by CNATRA, TRAWING SIX and higher authority are carried out.
2. Develop and evaluate academic programs using the latest techniques in both teaching and training aids.
3. Monitor and ensure all flight training instructions are current, correct and up to date. Ensure training change requests are submitted to update curriculum.
4. Coordinate and assist UMFO Lead for development of future curriculum.
5. Ensure the effective and efficient use of training resources to maximize training.
6. Monitor academic programs to ensure standardization of information and methods with flight and flight support phase.
7. Act as liaison in training device matters including planning for and effective utilization of training devices and simulators in support of approved syllabi.
8. Assist with command inspections as required.
9. Nominate highly qualified academic instructors as Course Managers in accordance with CNATRINST 1550.6E.
10. Ensure the facilities and grounds supporting TRAWING SIX academics are kept in a serviceable condition

16 Sep 11

N70

UMFO PROGRAM MANAGER

Function

Monitor and direct the development and implementation of the Undergraduate Military Flight Officer (UMFO) training program.

Tasks

1. Monitor the progress/production and direct the activities of the CTW-6 UMFO IPT.
2. Coordinate with all outside agencies in the development of UMFO curriculum, training devices, material support and infrastructure.
3. Facilitate the planning, instructor training and syllabus implementation of the UMFO training program in accordance with established timelines.
4. Act as subject matter expert for CTW-6 UMFO syllabus and associated acquisition programs.

16 Sep 11

N701

UMFO Program Assistant

Function

Assist the Undergraduate Military Flight Officer (UMFO) Program Manager in the development and implementation of the UMFO training program.

Tasks

1. Monitor the progress and production of the UMFO IPT.
2. Coordinate UMFO program development as assigned by the UMFO IPT.
3. Serve as UMFO subject matter expert for UMFO curriculum, training devices, material support and infrastructure development.

16 Sep 11

N702

UMFO Program Support

Function

Assist the Undergraduate Military Flight Officer (UMFO) Program Manager in the development and implementation of the UMFO training program.

Tasks

1. Monitor the daily activities and correspondence of the UMFO IPT and provide recommendations and program updates.
2. Coordinate UMFO program development as assigned by the UMFO IPT.
3. Serve as subject matter expert for UMFO curriculum, training devices and infrastructure development.

N71
CHIEF OF STANDARDIZATION

Function

Reports directly to the Training Officer in matters pertaining to standardized instruction across all Training Air Wing SIX squadrons, and within T/M/S, as delineated in CNATRA syllabi; supervises and coordinates standardization programs; conducts inspections and evaluations in accordance with prescribed orders and schedules.

Tasks

1. Ensure standardization of Wing Flight Training Instructions, Master Curriculum Guides, and Standard Operating Procedures.
2. Supervise and coordinate the activities of the squadron Standardization Officers.
3. Conduct as many annual standardization checks throughout all TW-6 commands as feasible.
4. Conduct TRAWING SIX Standardization Boards at least quarterly.
5. Promulgate TW-6 issued Read and Initial (R&I) changes as applicable to the squadron Standardization Officers and Contract Simulator Check Instructors (CSCIs).
6. Monitor all aspects of instructor qualifications including advanced qualifications accomplished at the squadron level to ensure the highest quality and standardization of instruction. In particular, where IUT training has been delegated to the squadron level, TW-6 Chief of Standardization shall monitor Time-to-Train (TTT) goals and report any deviations if TTT goals are not being achieved.
7. Ensure TW-6 Instructors periodically monitor random Contract Simulator Instructors/Contract Instructional Services (CSI/CIS) simulator events to enhance standardization between simulator and flight-line instruction.
8. Instruct Crew Resource Management (CRM) facilitators as required.

16 Sep 11

N711

T6A STANDARDIZATION OFFICERFunction

Ensure standardization for the T-6A Multi-Service NFO/WSO Training System Curriculum under the direction of the Chief of Standardization.

Tasks

1. Ensure standardization of T-6A Training Instructions, Master Curriculum Guides, and Standard Operating Procedures.
2. Maintain a high degree of proficiency in the T-6A aircraft and conduct Instructor Standardization and/or NATOPS and instrument check flights.
3. Maintain standardization for T-6A UTD/OFT simulator system instructors through annual check flights.
4. Serve as TRAWING SIX T-6A NATOPS officer; conduct quarterly TRAWING SIX T-6A Standardization meetings.
5. Monitor all aspects of T-6A instructor qualifications including advanced qualifications accomplished at the squadron level to ensure the highest quality and standardization of instruction. In particular, monitor Time-to-Train (TTT) goals and report any deviations to the Chief of Standardization if TTT goals are not being achieved.
7. Ensure TW-6 Instructors periodically monitor random Contract Simulator Instructors/Contract Instructional Services (CSI/CIS) simulator events to enhance standardization between simulator and flight-line instruction.

16 Sep 11

N712

T-39 STANDARDIZATION OFFICERFunction

Ensure standardization for the T-39 Multi-Service NFO/WSO Training System Curriculum under the direction of the Chief of Standardization. As T-39 NATOPS Program Manager, ensure all T-39 operations are conducted in accordance with applicable instructions.

Tasks

1. Ensure standardization of T-39 Training Instructions, Master Curriculum Guides, and Standard Operating Procedures.
2. Maintain a high degree of proficiency in the T-39 aircraft and conduct Instructor Standardization and NATOPS check flights.
3. Serve as T-39 NATOPS Program Manager; conduct NATOPS Instructor upgrades for Squadron NATOPS Instructors (NI) and other initial and/or annual checks as required. Ensure accuracy of NATOPS publications and administers changes as required
4. Conduct monthly TRAWING SIX T-39 Standardization meetings.
5. Monitor all aspects of T-39 instructor qualifications including advanced qualifications accomplished at the squadron level to ensure the highest quality and standardization of instruction. In particular, where IUT training has been delegated to the squadron level, monitor Time-to-Train (TTT) goals and report any deviations if TTT goals are not being achieved.
6. Administer annual T-39 NATOPS Unit Evaluations on training squadrons.

16 Sep 11

N713

T-45 STANDARDIZATION OFFICERFunction

Ensure standardization of the Advanced Tactical Maneuvering (ATM) curriculum under the direction of the Chief Standardization Officer.

Tasks

1. Ensure standardization of ATM Training Instructions, Master Curriculum Guides, and Standard Operating Procedures.
2. Maintain standardization for T-45 pilots within subordinate wing commands.
3. Maintain standardization for 2F101 simulator systems and instructors through annual check flights.
4. Assist stage managers with revisions to all CNATRA instructions pertaining to the syllabus.
5. Monitor all aspects of T-45 instructor qualifications including advanced qualifications accomplished at the squadron level to ensure the highest quality and standardization of instruction. In particular, monitor Time-to-Train (TTT) goals and report any deviations to the Chief of Standardization if TTT goals are not being achieved.

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N72

ACADEMICS DIRECTORFunction

The TRAWING SIX Director of Academics (DOA) is directly responsible for coordination and management of all resources employed in TRAWING SIX academic training. The DOA billet will be staffed by TRAWING SIX.

Tasks (Ref. CNATRINST 1550.6E Ch-2)

1. Ensure approved academic training syllabi, as directed by CNATRA, TRAWING SIX and higher authority are carried out.
2. Develop and evaluate academic programs using the latest techniques in both teaching and training aids.
3. Ensure the effective and efficient use of training resources to maximize training.
4. Monitor academic programs to ensure standardization of information and methods with flight and flight support phase.
5. Act as liaison in training device matters including planning for and effective utilization of training devices and simulators in support of approved syllabi.
6. Assist with command inspections as required.
7. Ensure the facilities and grounds supporting TRAWING SIX Academics are kept in serviceable condition.
8. Responsible for the design and delivery of all academic instruction, associated resources, and assigned academic staff.
9. Supervise, manage and evaluate civilian personnel assigned to TRAWING SIX Academics.
10. Assign duties and responsibilities not specifically outlined in this document to academic staff as necessary.

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11. Coordinate requests for additional funding and material allocation to meet needs as identified by TRAWING SIX academic staff.

12. Determine when TRAWING SIX academic classes are cancelled and when they will resume in unusual circumstances (i.e., hurr-evac, safety stand-down, etc). Initiate instructor notification through the Academic Training Officers.

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N72A

GROUND TRAINING OFFICERFunction

Assist Director of Academics in all academic matters.

Tasks

1. Responsible for the overall simulator and academic training requirements for TRAWING SIX.
2. Forecast contractor scheduling hours for each platform. Coordinate with CNATRA N7 to fill in any non-instructional hours with additional duties. Notify the ON Site Government Representative (OSGR) of additional non-instructional hours.
3. Coordinate changes to stepladder hours with the OSGR and Administrative Contracting Officer (ACO) NLT 60 days in advance.
4. Responsible for all Government technical interfaces concerning the contractor and furnishing technical instructions to the contractor. These instructions may include: technical advice/recommendations/clarifications of specific details relating to technical aspects of contract requirements; milestones to be met within the general terms of the contract or specific subtasks of the contract; or, any other interface of a technical nature necessary for the contractor to perform the work specified in the contract or order.
5. The GTO will be directly responsible for the academic building to include maintenance issues, repair tickets, refurbishment, cleaning contract, upgrades, and all classrooms/equipment.
6. Stand in for the Director of Academics when he or she is out of the office. They will have director authority and will be authorized to supervise, manage, evaluate, sign, counsel, and make decisions on behalf of the director.
7. Provide N-4 Detachment OSGR with exiting student evaluations/critiques. If a student identifies that the

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contractor has potentially violated issues such as safety, EEO, etc., GTO should contact the CNATRA N4 OSGR for further action as necessary.

8. As CNATRA FITC East Coordinator, establish and manage course convening dates and quota control for the three day FITC East course of instruction IAW CNATRAINST 1300.2H.

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N72A1/N72A2/N72A3

Academic Training Officers (Primary, Intermediate and Advanced)Function

ADDU Instructors who provide support to the DOA/GTO regarding academic schedule issues and ensuring quality of academic instruction. ATO's are directly responsible for the oversight of the students within their respective squadrons while in the academic phase of instruction.

Tasks

1. Serve as the primary liaison/ member of their parent squadron within the TRAWING SIX academics environment. Be designated in writing by respective Commanding Officer and provide copy to CTW-6 GTO IAW CNATRINST 1550.61.
2. Recommend assignment and utilization of military instructors for the weekly academic schedule.
3. Review and sign the weekly Master Academic Training Schedule NLT 1200 Thursday of the preceeding week.
4. Function as the primary conduit for squadron related inputs to the TRAWING SIX academic process. (130 day academic training plan)
5. Coordinate leave and activities related to the Student Control Offices for students. (per squadron SOP)
6. Coordinate resolution of conflicts regarding student, military instructor and course schedules.
7. Ensure quality of academic instruction through periodic review of classroom instructors. Coordinate via CTW-6 Ground Training Officer.
8. Ensure a detailed and current passdown binder is maintained.
9. Verify quality and qualifications of military academic instructors and make recommendations to the CTW-6 Training Officer as necessary.
10. Review student course critiques weekly in Griffith Hall and identify possible trends regarding instructor, courseware or general curriculum issues. Provide feedback to the DOA/GTO.

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11. Review records of students who are marginal and who fail to maintain satisfactory performance as set forth in applicable curriculum directives and make recommendations concerning assignment of remedial action and/or referral to progress Review Board (PRB). Sign "Pink Sheet" and "Academic Down Counseling Worksheet" and forward to GTO with recommendations as needed.

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N721

INSTRUCTIONAL SYSTEMS SPECIALIST
COURSE CURRICULUM COORDINATOR (CCC)

Function

Train student Naval Flight Officers and International military student navigators. Provide selected academic training for instructor pilots and Naval Flight Officers. Provide job task analysis, development, implementation, and evaluation of academic courses assigned by the Chief of Naval Air Training. Also includes revision of existing courses of instruction as required.

Tasks (Ref. CNATRINST 1550.6E Ch-2, CNATRINST 3710.13F Ch-2)

1. Plan total support requirements for all aircraft syllabi with subjects such as Meteorology, Instrument and Visual Navigation, Aircraft Systems and performance characteristics, and various flight support areas.
2. Establish guidelines and policy for measuring achievement of instructional objectives for training courses or review and develop measurement instruments for education courses.
3. Oversee development of instructional materials for a broad specialty area, cluster of courses, or diverse target population.
4. Assess feasibility of using educational technology and other advanced methodologies for instructional courses, programs, or projects.
5. Measure the effectiveness and efficiency of instructional programs for multiple specialty areas or complex subject areas.
6. Prepare and document the technical data to support the acquisition of complex, multi-functional instructional systems equipment and services.
7. The Instructional Systems Specialist is currently also the Course Curriculum Coordinator (CCC). Applicable tasks and responsibilities of the CCC are outlined in CNATRINST 1550.6E.

8. Performs other duties as required by the DOA/GTO.

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N722

ELECTRONICS INTEGRATED SYSTEM MECHANICFunction

Responsible for the operation and maintenance of the 2B47 Comm/Nav trainer comprised of 40 stand-alone, time-sharing, multiplexed, computerized flight trainers, 4 instructor consoles, and 4 system and communications servers.

Tasks

1. Coordinate the training device preventative maintenance and overhaul program as necessary to ensure the systematic and economical reconditioning of devices held on permanent and sub-custody basis.
2. Assist in the selection and procurement of appropriate training aids and equipment for implementation of the training program.
3. Provide guidance and instruction on the operational and technical aspects of the flight trainers and support equipment.
4. Provide assistance to instructors and students regarding 2B47 trainer operation.
5. Provide formal or informal operator training to allow operation of the system without undue interruptions.
6. Implement, administer, and review Comm/Nav training diagnostic equipment performance tests on a daily basis.
7. Develop, administer, and analyze equipment performance tests.
8. Provide minor software program modifications to keep the trainer current with TRAWING SIX flight profiles.
9. Test and analyze computer malfunctions to resolve physical operating problems.
10. Assist in solving problems associated with equipment deliveries.

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11. Overhaul, repair, rebuild, modify, and maintain electronic equipment of limited complexity such as subassemblies, printed circuit cards, and chassis.

12. As alternate building and energy manager for building 3258, report, record, and track maintenance and repair issues. Keep GTO informed on status of work requests.

13. Perform related duties as required by the DOA/GTO.

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N7221

ELECTRONICS TECHNICIANFunction

Perform maintenance in the Communication and Navigation Training Device work center (COMM/NAV Trainer 2B47).

Tasks

1. Under direction from a higher grade WG employee overhaul, repair, rebuild, modify, and maintain electronic equipment of limited complexity such as subassemblies, printed circuit cards, and chassis.
2. Provide basic assistance to functional users regarding equipment operation and maintenance. Use common techniques to test and analyze computer equipment malfunctions.
3. Implement, administer, and review Comm/Nav training diagnostic equipment performance tests on a daily basis.
4. Perform related duties as required by the DOA/GTO.

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N723

TESTING AND ADMINISTRATIONFunction

Perform academic testing for all assigned students and Instructors Under Training (IUTs).

Tasks

1. Assist in collection and scoring of all examinations, provide notification of test scores, and file and maintain test scores.
2. Assemble, deliver, and maintain control and security of all academic training testing materials. Report any discrepancies to the ATOs and appropriate Course Managers.
3. Build and maintain testing materials in proper order. Assemble test materials prior to class time. Account for all testing materials issued.
4. Grade completed exams, providing the instructor with a summary of student performance.
5. Record and post test scores in accordance with procedures established between the Academic Testing Office and individual squadron Student Control Offices.
6. Prepare, coordinate, and forward all documentation of student academic test failures to all designated personnel.
7. Collect and route all critiques to all designated personnel. File IAW DON record management procedures.
8. Assist all students and instructors with electronic testing log-on procedures.
9. Administer academic tests for CTW-6 IUT participates.
10. Make necessary exam grade entries/changes and document, as required, completion of instrument ground school stages for all designated personnel.

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11. Incorporate new test questions provided by appropriate Course/Stage Managers and prepare and maintain test materials as necessary to comply with established master curriculum and applicable CNATRA directives.
12. Compile and print Academic Training Reports ("blue cards") for ATO signature.
13. Manage Griffith Hall/academic supply requirements.
14. Manage class administration and check-in.
15. Perform related duties as required by the DOA/GTO.

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N724

PUBLICATION/BOOK ISSUEFunction

Maintain all publications and books relating to academic training.

Tasks (Ref. CNATRINST 3710.13F Ch-2)

1. Order, receive, maintain inventory, update, duplicate, distribute, and make changes to all reports, publications and documents related to NATOPS, navigation and flight planning. Issue appropriate items to students and instructors. Provide new students with proper materials to start on the first day of training.
2. Determine requirements, order, distribute, and maintain an adequate supply of NATOPS publications, current changes and checklists.
3. Issue, receive, and assemble NATOPS manuals. Maintain NATOPS and ensure they are up-to-date with changes.
4. Determine requirements, order, distribute, and maintain an adequate supply of all academic publications to include Flight Training Instructions, Training Curriculum Guides, In-flight Guides, and printed training materials.
5. Shred all outdated NATOPS and Flight Training Instructions.
6. Coordinate with Course Managers, Stage Managers and Model Managers to ensure library of current publications are available for sample review.
7. Maintain a current status on publication accounts such as Naval Air Technical Data and Engineering Service Command (NATEC) and Naval Logistics Library (NLL).
8. Perform other duties as required by the DOA/GTO.

16 Sep 11

N725

ACADEMIC SCHEDULERFunction

Provides support to the DOA/GTO regarding schedule issues and coordination, while receiving inputs from all other academic staff. A TRAWING SIX academic schedule will be reviewed/signed by the primary/intermediate ATO's and GTO and published on a weekly basis. All changes to the posted schedule must be coordinated through the Academic Scheduler and approved by the DOA/GTO to prevent conflicts and ensure efficient use of available resources.

Tasks

1. Create, maintain and electronically file a proposed academic training schedule for all designated classes.
2. Distribute the academic training schedule to all squadron personnel in scheduling related events for approval and execution.
3. Update the academic training schedule with input from authorized personnel via flight schedulers, ATO/military instructors, and contract instructional services (CIS) personnel.
4. Coordinate, prepare and print projected academic training schedules to match requirements with all available assets and forward to designated personnel with all approved inputs for squadron dissemination.
5. Design and coordinate the FY long-range academic schedule. Retain previous FY academic schedules for 2 years.
6. Coordinate with ATO's and Course Officers to verify military instructor assignments/availability.
7. Identify and resolve conflicts regarding Wing and squadron scheduled events and other "non-academic training" dates.

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8. Provide proper dissemination of information to squadron and Wing schedulers and Student Control.
9. Plan, coordinate, and de-conflict the weekly academic schedule and submit for approval.
10. Identify and resolve conflicts regarding students, instructors, or room availability.
11. Post schedule to TRAWING SIX web site.
12. Coordinate with Student Control to ensure proper class composition prior to commencement of instruction for each new class.
13. Provide GTO with accurate academic hour projections NLT noon Thursday for the following week.
14. Assist the Testing and Administration Clerk, in their absence, with the distribution of testing materials to military/CIS instructors.
15. Additional duties as directed by the DOA/GTO.

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N7311

T-6A CONTACT STAGE MANAGERFunction

The T6 Contact Stage Manager (SM) is the vital link in maintaining quality training which equates to a high standard of fleet readiness. The T6 Contact SM serves as the subject matter expert (SME) for the Contact stage of training. The overall job is to ensure training concurs with fleet feasibility and that instruction simulates fleet experience through development, revision, and evaluation of the Contact Stage.

Tasks

1. Coordinates with the TRAWING 6 Training Officer (N7), the Course Curriculum Coordinator (CCC), all other TRAWING standardization officers, and the CNATRA PTO on all issues pertaining to the T6 Contact Stage.
2. Reviews, revises, and submits the appropriate Flight Training Instructions (FTI), Instructor Guides (IG), and visual lecture materials (CAIs) for the T6 Contact Stage with an emphasis on content, correction, and completeness.
3. Serves as the CNATRA SME for such projects as development of audiovisual, CAI, academic, and flight support materials.
4. Reviews and revises all test questions annually, ensuring there are three versions of each test. Ensures all changes or updates to exams and master question bank are reviewed and signed off by the proper authorities.
5. Reviews, revises, and submits all applicable Aviation Instructor Training Forms (ATFs) with emphasis on contact, correctness, and completeness.
6. Enhances intra-TRAWING standardization by visiting other units to gather and exchange new ideas. The T6 Contact SMs shall fly with other units within their TRAWING to facilitate this exchange.
7. Serve as the TRAWING 6 POC for all issues related to the Joint Primary Aviation Training System (JPATS).

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N7312

T-6A INSTRUMENT STAGE MANAGERFunction

The T6 Instrument Navigation Stage Manager (SM) is the vital link in maintaining quality training which equates to a high standard of fleet readiness. The T6 Instrument SM serves as the subject matter expert (SME) for the Instrument stage of training. The overall job is to ensure training concurs with fleet feasibility and that instruction simulates fleet experience through development, revision, and evaluation of the Instrument Stage.

Tasks (Ref. CNATRINST 1550.6E CH-2)

1. Coordinates with the TRAWING 6 Training Officer (N7), the Course Curriculum Coordinator (CCC), all other TRAWING standardization officers, and the CNATRA PTO on all issues pertaining to the T6 Instrument Stage.
2. Reviews, revises, and submits the appropriate Flight Training Instructions (FTI), Instructor Guides (IG), and visual lecture materials (CAIs) for the T6 Instrument Stage with an emphasis on content, correction, and completeness.
3. Serves as the CNATRA SME for such projects as development of audiovisual, CAI, academic, and flight support materials.
4. Reviews and revises all test questions annually, ensuring there are three versions of each test. Ensures all changes or updates to exams and master question bank are reviewed and signed off by the proper authorities.
5. Reviews, revises, and submits all applicable Aviation Instructor Training Forms (ATFs) with emphasis on content, correctness, and completeness.
6. Enhances intra-TRAWING standardization by visiting other units to gather and exchange new ideas. The T6 Instrument SMs shall fly with other units within their TRAWING to facilitate this exchange.
7. Serve as the TRAWING SIX POC for all issues related to the T-6A Instrument syllabus.

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N7313

T-6A FORM/VNAV STAGE MANAGERFunction

The T6 Formation and VNAV Stage Manager SM is the vital link in maintaining quality training which equates to a high standard of fleet readiness. The T6 Formation and VNAV SM serves as the Chief of Naval Air Training's (CNATRA) subject matter expert (SME) for the Formation and VNAV stages of training. The overall job is to ensure training concurs with fleet feasibility and that instruction simulates fleet experience through development, revision, and evaluation of both the Formation and VNAV Stages.

Tasks (Ref. CNATRINST 1550.6E CH-2)

1. Coordinates with the TRAWING 6 Training Officer (N7), the Course Curriculum Coordinator (CCC), all other TRAWING standardization officers, and the CNATRA PTO on all issues pertaining to the T6 Formation and VNAV stages.
2. Reviews, revises, and submits the appropriate Flight Training Instructions (FTI), Instructor Guides (IG), and visual lecture materials (CAIs) for the T6 Formation Stage and the T6 VNAV Stage with an emphasis on content, correction, and completeness.
3. Serves as the CNATRA SME for such projects as development of audiovisual, CAI, academic, and flight support materials.
4. Reviews and revises all test questions annually, ensuring there are three versions of each test. Ensures all changes or updates to exams and master question bank are reviewed and signed off by the proper authorities.
5. Reviews, revises, and submits all applicable Aviation Instructor Training Forms (ATFs) with emphasis on content, correctness, and completeness.
6. Enhances intra-TRAWING standardization by visiting other units to gather and exchange new ideas. The T6 Formation and VNAV SMs shall fly with other units within their TRAWING to facilitate this exchange.
7. Serve as the TRAWING 6 POC for all issues related to the T-6 Formation and VNAV Syllabus.

16 Sep 11

N7314

T-6A OCF STAGE MANAGERFunction

The T-6 OCF Stage Manager (SM) is the vital link in maintaining quality training which equates to a high standard of Instructor Pilot readiness. The T-6 OCF SM serves as the subject matter expert (SME) for the OCF stage of training. The overall job is to ensure training instruction adequately prepared IUT/IP for the out of control flight experience and prevention through development, revision, and evaluation of the OCF Stage.

Tasks (Ref CNATRINST 1550.6E CH-2)

1. Coordinates with the TRAWING SIX Training Officer (N7), the course Curriculum Coordinator (CCC), all other TRAWING standardization officers, and the CNATRA PTO on all issues pertaining to the T-6 OCF Stage.
2. Reviews, revises, and submits the appropriate Flight Training Instructions (FTI), Standards of Conduct (SCO), and visual lecture materials (CAIs) fo the T-6 OCF Stage with an emphasis on content, correction, and completeness.
3. Serves as the CNATRA SME for such projects as development of audiovisual, CAI, academic, and flight support materials.
4. Reviews and revises all test questions annually, or as needed ensuring there are three versions of each test. Ensures all changes or updates to exams and master question bank are reviewed and signed off by the proper authorities.
5. Reviews, revises, and submits all applicable Aviation Instructor Training Forms (ATFs) with emphasis on content, correctness, and completeness.
6. Enhances intra-TRAWING standardization by visiting other units to gather and exchange new ideas. The T-6 OCF SM shall liaise with other units within the TRAWING to facilitate this exchange.
7. Serve as the TRAWING SIX POC for all issues related to T-6A

COMDRAWINGSIXINST 5451.1K
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OCF syllabus.

N732
INTERMEDIATE JET STAGE MANAGER

Function

The T-39 Intermediate Jet Stage Manager is a vital link in maintaining quality INAV/VNAV training which equates to a high standard of fleet readiness. The overall job is to ensure INAV training concurs with fleet feasibility and that instruction simulates fleet experience. By remaining attached to their units, SMs are able to witness the credibility and deficiencies of instruction in the actual flying environment while occupying a position to encourage and promote improvements.

Tasks (Ref CNATRAININST 1550.6E CH-2)

1. Coordinating with all other TRAWING standardization officers and the CNATRA PTO within the Intermediate phase on issues pertaining to the INAV and VNAV stages.
2. Coordinating and submitting revisions and interim changes to the appropriate instructions, FTIs, academic training publication, PAT pubs, CAI, and up-to-date flight support lecture guides for all units within the Intermediate INAV and VNAV stages.
3. Hosting pertinent portions of curriculum conferences as called by CNATRA.
4. Reviewing and revising all Intermediate INAV and VNAV test questions annually.
5. Serving as the CNATRA SME for such projects as development of audiovisual, CAI, academic, and flight support materials for Intermediate Flight Preparation and T-39 Systems classes.
6. Enhancing inter-TRAWING T-39 INAV and VNAV standardization by visiting other units to gather and exchange new ideas. These visits shall be conducted as necessary with a minimum of four visits annually. SMs shall fly with other units within their pipeline to facilitate this exchange.
7. Function as Intermediate Academic Training Officer in support of TRAWING SIX Academics.

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N7331

STRIKE STAGE MANAGERFunction

The T-39 Strike Segment Manager (SSM) is the vital link in maintaining quality training which equates to a high standard of fleet readiness. The T-39 SSM serves as the Chief of Naval Air Training's (CNATRA) subject matter expert (SME) for the T-39 Strike Segment of training. The overall job is to ensure training concurs with fleet feasibility and that instruction simulates fleet experience through development, revision, and evaluation of the Advanced T-39 Air to Ground Syllabus.

Tasks (Ref. CNATRAINST 1550.6E CH-1)

1. Coordinates with the Training Wing (TW) 6 Training Officer (N7), the Course Curriculum Coordinator (CCC), all other TW standardization officers, and the CNATRA PTO on all issues pertaining to the T-39 Strike Segment (includes Advanced T-39 Navigation, Strike, and Composite Stages).
2. Reviews, revises, and submits the appropriate Flight Training Instructions (FTI), Instructor Guides (IG), and visual lecture materials (MILs/CAIs) for the T-39 Strike Segment with an emphasis on correctness, completeness, and standardization of content.
3. Serves as the CNATRA SME for such projects as development of audiovisual, CAI, academic, and flight support materials.
4. Reviews and revises all test questions annually, ensuring there are three versions of each test. Ensures all changes or updates to exams and master question bank are reviewed and signed off by the proper authorities.
5. Reviews, revises, and submits all applicable Aviation Instructor Training Forms (ATFs) with emphasis on content, correctness, and completeness.
6. Enhances intra-TW standardization by visiting other units to gather and exchange new ideas. The T-39 SSM shall fly with other units within their TW to facilitate this exchange.
7. Serves as the TW-6 POC for all issues related to the Advanced Universal Strike Syllabus.
8. Hosts pertinent portions of curriculum conference called by

COMDRAWINGSIXINST 5451.1K
16 Sep 11

CNATRA (ref Appendix D 1550.6E CH-1)

16 Sep 11

N7332

STRIKE/FIGHTER STAGE MANAGERFunction

The T-39 Strike Fighter Stage Manager (SFSM) is the vital link in maintaining quality training which equates to a high standard of fleet readiness. The T-39 SFSM serves as the subject matter expert (SME) for the Strike Fighter Segment of training. The overall job is to ensure training concurs with fleet feasibility and that instruction simulates fleet experience through development, revision, and evaluation of the Reattack, Conversion, Advanced Intercepts, Introduction to 2vX and Self-Escort Strike Route Stages.

Tasks (Ref CNATRAININST 1550.6E CH-2)

1. Coordinates with the Training Wing Six (TW-6) Training Officer (N7), the Course Curriculum Coordinator (CCC), all other TW-6 standardization officers, and the CNATRA PTO on all issues pertaining to the T-39 Strike Fighter Segment (includes Reattack, Conversion, Advanced Intercepts, Introduction to 2vX and Self-Escort Strike Route Stages).
2. Reviews, revises, and submits the appropriate Flight Training Instructions (FTI), Instructor Guides (IG), and visual lecture materials (MILs/CAIs) for the T-39 Strike Fighter Segment with an emphasis on content, correctness, completeness and standardization of content.
3. Serves as the CNATRA SME for such projects as development of audiovisual, CAI, academic, and flight support materials.
4. Reviews and revises all test questions annually, ensuring that the test content is pertinent and updated to the lecture material. Ensures all changes or updates to exams and master question bank are reviewed and signed off by the proper authorities.
5. Reviews, revises, and submits all applicable Aviation Instructor Training Forms (ATFs) with emphasis on content, correctness, and completeness.
6. Enhances intra-Training Wing (TRAWING) standardization by visiting other units to gather and exchange new ideas. The T-39 SFSMs shall fly with other units within their TRAWING to facilitate this exchange.

7. Serve as the TW-6 POC for all issues related to the Advanced Strike Fighter Syllabus.

8. Hosts pertinent portions of curriculum conferences as called by CNATRA, reference Appendix D.

9. Creates, updates and submits training critiques to course subjects who are syllabus complete, then organizes the data and distributes the information to validate and correct syllabus training techniques

16 Sep 11

N7333

T-45 STAGE MANAGERFunction

The T-45C ATM Stage Manager (ASM) is the vital link in maintaining quality training which equates to a high standard of fleet readiness. The T-45C ASM serves as the Chief of Naval Air Training's (CNATRA) subject matter expert (SME) for the T-45C ATM Stage of training. The overall job is to ensure training concurs with fleet feasibility and that instruction simulates fleet experience through development, revision, and evaluation of the Advanced T-45C Contact, Air-to-Ground, and Air-to-Air Syllabus.

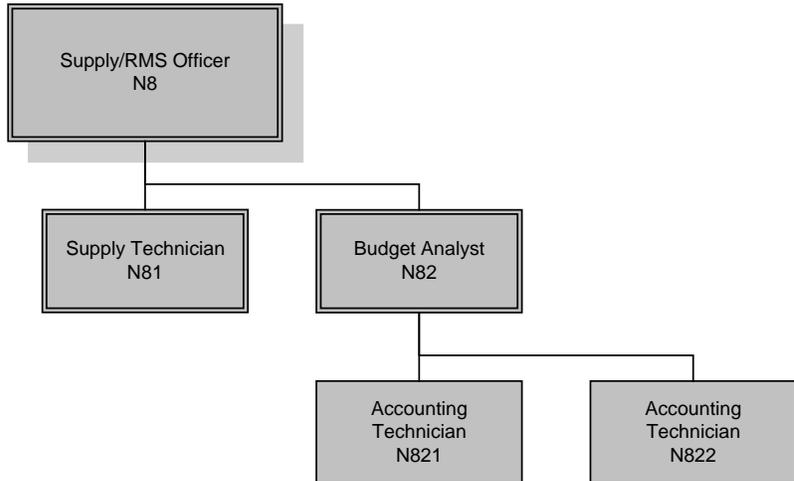
Tasks (Ref. CNATRINST 1550.6E CH-2)

1. Coordinates with the Training Wing (TW) 6 Training Officer (N7), the Course Curriculum Coordinator (CCC), all other TW standardization officers, and the CNATRA PTO on all issues pertaining to the T-45C ATM Stage which includes Advanced T-45C Simulators, Contact, Weapons, and Basic Fighter Maneuver (BFM) stages.
2. Reviews and submits all revisions and interim changes to the appropriate Flight Training Instructions (FTI), Instructor Guides (IG), and visual lecture materials (MILs/CAIs) for the T-45C ATM Stage with an emphasis on correctness, completeness, and standardization of content.
3. Serves as the CNATRA SME for such projects as development of audiovisual, CAI, academic, and flight support materials.
4. Reviews and revises all test questions annually, ensuring there are three versions of each test. Ensures all changes or updates to exams and master question bank are reviewed and signed off by the proper authorities.
5. Reviews, revises, and submits all applicable Aviation Instructor Training Forms (ATFs) with emphasis on content, correctness, and completeness.
6. Enhances intra-TW standardization by visiting other units to gather and exchange new ideas. The T-45C ASM shall fly with other units within their TW to facilitate this exchange.
7. Serves as the TW-6 POC for all issues related to the Advanced

Tactical Maneuvering Stage Syllabus.

8. Hosts pertinent portions of curriculum conference called by
CNATRA.

Supply Department N8



Military
Position

Government
Employee
Position

16 Sep 11

N8

READINESS MATERIAL AND SUPPLY OFFICERFunction

Advise Wing Commander on all matters pertaining to logistics support. Oversee total supply/material support for the command. Perform the following collateral duties: Agency Program Coordinator for the Government Commercial Purchase Card (GCPC).

Tasks

1. Responsible for establishing a purchase card program and day-to-day operations of the purchase card program at Training Air Wing SIX.
2. Responsible for verifying the necessity of purchase card and requests for procurement transactions, ensuring transactions are per the Internal Operating Procedures, identifying misuse of the purchase card, reconciling monthly statements and recommending appropriate action for any violations.
3. Responsible for verifying GCPC and vendor invoices for payment, either electronically or manually.
4. Responsible for financial planning and support of activity programs; formulate those principles and policies required for economical and effective management of financial and related resources available to support the command mission.

16 Sep 11

N81
SUPPLY TECHNICIAN

Function

Work directly for the Wing RMS Officer. Responsible for all matters pertaining to aircraft maintenance and logistics support. Provide total supply/material support to the command in performance of its mission. Perform the collateral duty as minor property manager

Tasks

1. Receive requests, or determine need for plant property, minor property, flight gear and equipment, expendable and non-expendable supplies, material and equipment.
2. Receive purchased items, supplies, equipment, material or gear.
3. Maintain plant and minor property records.
4. Prepare, maintain accuracy of, and distribute to necessary parties all supply/purchase records, invoices, statements, and reports.
5. Perform duties as Government Credit Card Program Cardholder.
6. Responsible for verifying that all minor property is accounted for and inventoried on an annual basis.

16 Sep 11

N82

BUDGET ANALYST

Function

Advise and assist the Wing Commander in financial planning in support of the Command mission. Perform the collateral duty of Agency Program Coordinator for the Government Air Card Program.

Tasks

1. Perform budget formulation work involving review and presentation of annual funding needs for one or more future budget years for Command.
2. Perform budget execution and administration work involving the monitoring of obligations incurred and the actual expenditures of a budget with different sources and types of funding.
3. Provide advice, assistance and guidance on budgeting and related information.
4. Responsible for establishing an air card program and day-to-day operations of the government air program at Training Air Wing SIX.

16 Sep 11

N821

ACCOUNTING TECHNICIANFunction

Advise and assist the Supply Officer in financial planning to support Wing programs. Formulate principles and policies required for economical and effective management of financial and related resources available to support the Command mission. Perform the collateral duty of Accounting Official for the Government Purchase Card.

Tasks

1. Perform all accounting technician functions in the assigned area of responsibility.
2. Perform detailed analysis and review all transactions in assigned accounts.
3. Respond to questions of a routine to complex nature.
4. Reconcile subsidiary ledgers to the general ledger control accounts for accounts involving a variety of transactions.
5. As Approving Official, responsible for ensuring purchases made with the Government Credit Card and contracting sources are per the Federal Acquisition Regulation and agency regulations.
6. As Approving Official, responsible for verifying all purchases are necessary and for official Government purposes per the provisions of EBUSOPSOFFINST 4200.1A, NAVSUPINST 4200.85D, and local guidance which governs the use of the card and Requests for procurement.

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N822

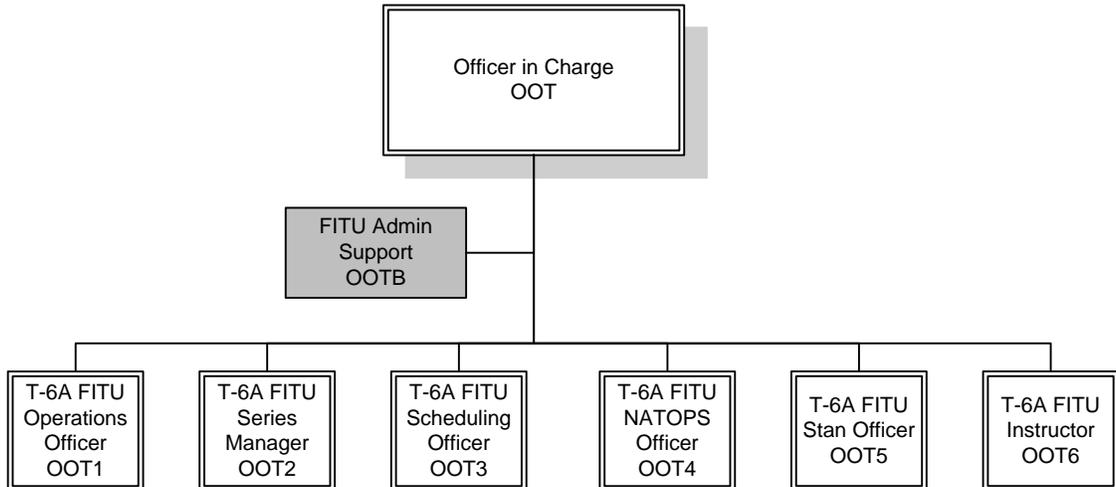
ACCOUNTING TECHNICIANFunction

Advise and assist the Supply Officer in financial planning to support Wing programs. Formulate those principles and policies required for economical and effective management of financial and related resources available to support the Command mission. Perform the collateral duty of Accounting Official for the Government Air Card Program.

Tasks

1. Perform all accounting technician functions in the assigned area of responsibility.
2. Perform detailed analysis and review all transactions in assigned accounts.
3. Respond to questions of a routine to complex nature.
4. Reconcile subsidiary ledgers to the general ledger control accounts for accounts involving a variety of transactions

Flight Instructor Training Unit OOT



Military
Position

Contract
Employee
Position

16 Sep 11

OOT

T-6A FLIGHT INSTRUCTOR TRAINING UNIT OICFunction

Serve as Officer-in-Charge (OIC), T-6A Flight Instructor Training Unit (FITU), supervise all assigned staff officers, Instructor Pilots and Instructors Under Training. Ensure full employment of facilities and resources by controlling all FITU operations, scheduling, workload, organization, and staffing. Ensure productive and timely output of assigned FITU Instructor Pilots under training.

Tasks

1. Maintain IUT NATOPS Jackets.
2. Create and maintain IUT standardization ATJs (FIST) while under training.
3. Maintain Staff IP NATOPS jackets and standardization ATJs.
4. Maintain a current file of instructions and publications pertinent to all flight instruction accomplished in the T-6A aircraft and local operating procedures.
5. Assist the TW-6 Standardization Officer in matters pertaining to the training syllabus.
6. Publish a daily flight and ground training schedule.
7. Ensure an adequate number of FITU IPs are available to meet expected IUT loading.
8. Provide COs of the VT squadrons with timely IUT status reports.
9. Upon completion of the FITU, route all pilot IUTs' Designation Letters for Commodore's signature along with completed TW-6 IUT and T-6A FITU Critiques.
10. Maintain an IUT Tickler report in conjunction with Admin support.

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OOTB
T-6A ADMIN SUPPORT

Function

Responsible to the Officer in Charge for all matters administrative in nature that affect the organization, operation, or personnel.

Tasks

1. Update IP/IUT training status via TIMS
2. Meet requirements of daily activity routine; participate in meetings, briefs, and discussions
3. Receive, open, and review incoming correspondence; determine proper routing and reroute as required.
4. Route non-action materials, retrieve, and file.
5. Process route slips for action correspondence.
6. Monitor correspondence suspense files
7. Maintain tickler report.
8. Prepare and process outgoing correspondence.
9. Operate office automation equipment/provide Key Operator Assistance.
10. Proofread and edit correspondence.
11. Purge the correspondence file annually.
12. Process internal mail.
13. Alpha listing/division list/social roster/recall bill.
14. Incoming faxes.
15. Provide customer assistance to callers and visitors.
16. Monitor, maintain, and update TIMS on a daily basis.
17. Receive/annotate/route/distribute publications.

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18. Order/maintain supplies and materials for work or classroom area
19. Provide materials and supplies for students and instructors.
20. Monitor student course map/IP qualifications
21. Maintain student/instructor flight status and snivel log.
22. Coordinate data to schedule flight/simulator/ground training events.
23. Present rough/post smooth simulator schedule
24. Correct/update WINFLIR data.
25. Reprint/validate previous day's master flight schedule.
26. Utilize previous day's flight schedule data to update/maintain IUT Event Completion tracker.
27. File and maintain information related to the master flight schedules.
28. Coordinate/schedule/perform all student and staff welcome aboard requirements, events, and activities.
29. Monitor status/time-to-train of all students/IUTs, make data entries/changes, create required reports
30. Maintain/track/update, and provide IP/student access for all ATJs
31. Closeout ATJs
32. Process ATJs for transfer to follow-on squadron or CNATRA.
33. Monitor student course map/ensure events successfully completed.
34. Make exam grade entries/changes/document completion of Stages.
35. Closeout student status in TIMS upon completion of last event.

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36. Process ATFs.
37. Compare ATFs against the master flight/simulator schedule.
38. Notify proper Instructor Pilot (IP) of delinquent ATFs.
39. Return incorrect ATFs to the appropriate personnel for Correction.
40. File/maintain completed ATFs in the appropriate ATJs.
41. Process syllabus waivers.
42. Process critiques.
43. Conduct orientation inbrief for incoming staff IUTs.
44. Maintain and update check-in package for IUTs.
45. Create/maintain proposed training schedule for academic classes.
46. Schedule instructors/classrooms for flight support courses.
47. Administer/grade/track/reproduce examinations.
48. Maintain a hard copy of each examination.
49. Prepare/distribute qualification currency status notification.
50. Process NATOPS Instrument Rating Request and NATOPS evaluations.
51. Create NATOPS Training Qualification Jacket.
52. Prepare/distribute materials for specific qualification currency, status notification, and schedule related courses/training events.
53. Ensure all IPs complete TIMS user forms.
54. Monitor TIMS Bio data accuracy.
55. Collect and process all non-staff IUTs (TPS, page 2, and SGLI forms).

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56. Publish daily schedule to Wing website and distribute via hard copy, fax and email.

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OOT1

T-6A FLIGHT INSTRUCTOR TRAINING UNIT OPERATIONS/TRAINING OFFICERFunction

Prepare and submit the T-6A Flight Instructor Training Unit flight operations schedule in accordance with governing documents including OPNAV 3710.7, OPNAV 1542.7, and CNATRAINST 3710.13; ensuring the proper scheduling of Instructors Under Training and the proper scheduling of FITU Instructor pilots for each phase of training and flight profile for the T-6A.

Tasks

1. In the absence of the OIC, provide responsibility for FITU Operations.
2. Attend the weekly TW-6 Operations meeting in the absence of the OIC.
3. Manage instructor availability; including recommendation of instructor leave requests and coordination of ADDU utilization between the FITU and the squadrons.
4. Serve as a single point of contact to assist the FITU OIC with IUT issues, specifically targeting factors affecting time-to-train.
5. Manage IUT availability; including close monitoring of priority status IUTs and forwarding recommendations of IUT leave and special requests to the FITU OIC.
6. Utilize an IUT time-to-train tracker to maintain weekly updates and submit bi-monthly progress reports to the parent squadron COs via the FITU OIC.

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OOT2

T-6A FLIGHT INSTRUCTOR TRAINING UNIT SERIES MANAGERFunction

Responsible to the model manager for specific duties in the maintenance of the assigned NATOPS products and acts as the model manager's single point of contact for all NATOPS related issues.

Tasks

1. Conduct a continuous review of existing publications, including appropriate NATOPS manuals, maintenance instruction manuals, Allied Tactical Publications, Naval Warfare Publications, Naval Tactics, Techniques, and Procedures, Naval Aviation Technical Information Products (NATIP) and associated instructions to discover any conflicts that might exist.
2. Submit change recommendations to AIRS to resolve any conflict.
3. Maintain close liaison with the NATOPS products administrator including access to the Airworthiness Web site in order to expedite review, approval, and release of NATOPS interim changes and ensure knowledge of any changes in NATOPS program policy.
4. Review all pending NATOPS change recommendations submitted to the AIRS at the Airworthiness Web site within the time period designed for that priority of change; urgent change recommendations, less than 24 hours; priority change recommendation, 3 to 5 days.
5. Liaison with evaluators of similar aircraft models to correlate data, locate any areas of weakness, and recommend appropriate action.
6. Make recommendations to the model manager on proposed NATOPS changes and on when to schedule review conferences.
7. Provide guidance and assistance to NATOPS instructors.
8. Visit and observe, as appropriate, special exercises, tests, and projects involving new operating techniques or procedures applicable to the model aircraft.

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9. Review the NATOPS status report to ensure the accuracy of all pertinent information.

10. Forward a copy of designation letter and point of contact phone numbers to the COG command, the NATOPS program administrator, and the NATOPS products administrator.

11. Monitor and conduct the unit evaluation on behalf of the NATOPS model manager for that T/M/S aircraft. Every unit operating that specific T/M/S aircraft shall have a unit evaluation conducted by the MMU or their designated representative every 18 months. All NATOPS evaluators shall be evaluated annually coincident with the individual's own NATOPS evaluation.

003T

T-6A FLIGHT INSTRUCTOR TRAINING UNIT SCHEDULING OFFICER

Function

The FITU Schedules Officer shall ensure maximum utilization of IUTs, instructors, and aircraft. Specific duties shall include:

Tasks

1. Ensure prerequisite events are completed and high priority IUTs are scheduled.
2. Coordinate ADDU exchanges with the VT squadrons.

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OOT4

T-6A FLIGHT INSTRUCTOR TRAINING UNIT NATOPS OFFICERFunction

Supervise all NATOPS and standardization practices and requirements within the resident Flight Instructor Training Unit, TRAWING SIX. Ensure practices are in compliance with governing documents including OPNAV 3710.7, OPNAV 1542.7, and CNATRAINST 3710.13.

Tasks

1. Ensure completeness and accuracy of all NATOPS related paperwork, including OPNAV 3710/7 (NATOPS Evaluation Report), OPNAV 3710/2 (NATOPS Instrument Rating Request), and review or revise as necessary, all NATOPS Open and Closed Book Exams.
2. Ensure staff personnel and IUTs are current in all areas of aviation physiology, egress, instrument requirements, emergency procedures simulators, and annual NATOPS Check Flights through periodic reporting.
3. Coordinate and assist with annual Unit NATOPS Evaluation.

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OOT5

T-6A FLIGHT INSTRUCTOR TRAINING UNIT STANDARDIZATION OFFICERFunction

Ensure standardization for the T-6A Primary FITU Curriculum under the direction of the FITU OIC and the Wing Standardization Officer.

Tasks

1. Track staff IP qualifications, expirations, and test scores as well as submit training qualification matrix to CTW-6 by the 25th of each month.
2. Conduct quarterly standardization training with summarized information provided on periodic "Stan Gram."
3. Maintain the Standardization library, including FTIs and regulations, with all up-to-date references specified in applicable directives.
4. Ensure FITU Instructors meet monthly SNFO/CSO syllabus flight minimums.
5. Attend all pertinent TW-6 Standardization meetings and provide timely minutes of those meetings to FITU staff.

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OOT6

T-6A FLIGHT INSTRUCTOR TRAINING UNIT INSTRUCTORFunction

Staff members of the FITU are charged with upholding and promoting the highest standards of aviation professionalism and excellence. They are supported operationally and administratively by CTW-6. Specific duties shall include:

Tasks

1. Conduct the IUT syllabus.
2. Conduct instructor Standardization Check Flights, as required.
3. Shall fly a minimum of two SNFO/SCSO syllabus flights per month with parent squadron to observe squadron standardization and maintain familiarity with student errors.
4. Additional duties as assigned by the FITU OIC.