



DEPARTMENT OF THE NAVY
COMMANDER TRAINING AIR WING ONE
101 FULLER ROAD SUITE 250
MERIDIAN MS 39309-5403

COMTRAWINGONEINST 5214.1E
N1
21 Nov 11

COMTRAWING ONE INSTRUCTION 5214.1E

From: Commander, Training Air Wing ONE

Subj: REPORTS MANAGEMENT PROGRAM

Ref: (a) SECNAVINST 5210.16

Encl: (1) List of Current Recurring Reports
(2) List of Current Recurring Awards
(3) List of Cancelled Reports

1. Purpose. To establish a current listing of effective reports by the Commander, Training Air Wing ONE (TW-1) and higher authority and to set forth procedures for the submission of required reports per reference (a). This Instruction is a complete revision and should be reviewed in its entirety.

2. Cancellation. COMTRAWINGONEINST 5214.1D

3. Discussion. Reports from TW-1 and Training Squadrons SEVEN (VT-7) and NINE (VT-9) must be submitted in a timely manner and contain accurate information to enable recipients to make sound decisions. Enclosures (1) and (2) list required reports and awards. Enclosure (3) provides a listing of recently cancelled reports.

4. Action

a. TW-1 Administrative Office shall:

(1) Establish and maintain the TW-1 Monthly Reports Tickler ensuring due dates are met.

(2) Review any additional report, award, or directives received from higher authority.

(3) Maintain enclosures (1) through (3) and update as necessary.

(4) Monitor reports due or submitted by subordinate squadrons for timeliness of submission.

(5) Ensure the establishment and maintenance of report case files for Officer Fitness Reports and Enlisted Evaluations in accordance with Bupers Instruction 1610.10 series.

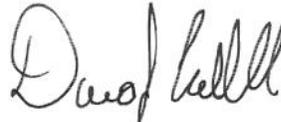
b. TW-1 Department Heads shall:

COMTRAWINGONEINST 5214.1E
N1
21 Nov 11

(1) Notify the administrative office when additions and deletions to enclosures (1) through (3) are required.

(2) Maintain a case file for all recurring reports required from that department.

c. VT-7 and VT-9 Commanding Officers shall ensure reports are submitted in time to reach the required office on or before due dates listed in enclosures (1) and (2). All reports submitted to TW-1 shall be routed through the administrative office to be received by the date on the TW-1 Reports Tickler.



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Distribution:

Electronic only, via TRAWING ONE website:

https://www/cnatra.navy.mil/TW1/pubs_instructions.asp

https://www/cnatra.navy.mil/TW1/pubs_notices.asp

<https://www/cnatra.navy.mil/TW1/cancellations.asp>

LIST OF CURRENT RECURRING REPORTS

<u>RCS</u>	<u>REPORT TITLE</u>	<u>REFERENCE</u>
BUPERS 1610-1 FREQUENCY: DUE DATE: COG: PREPARING ACTIVITY:	OFFICER FITNESS REPORTS & COUNSELING ANNUALLY and as required In accordance with BUPERSINST 1610.1C TW-1 Code N1 (AO) TW-1 Code OOS (SEC)	BUPERINST 1610.10C
BUPERS 1610-1 FREQUENCY: DUE DATE: COG: PREPARING ACTIVITY:	ENLISTED EVALUATIONS & COUNSELING ANNUALLY and as required In accordance with BUPERSINST 1610.1C TW-1 Code N1 (AO) TW-1 Code N1 (AO)	BUPERINST 1610.10C
CNATRA 3710-2 FREQUENCY: DUE DATE: COG: PREPARING ACTIVITY:	ANNUAL DETACHMENT REQUEST ANNUALLY 1 MAY TW-1 Code N3 (OPS) TW-1 Code N3 (OPS)	CNATRAINST 3710.14G
JAG 5800-4B FREQUENCY: DUE DATE: COG: PREPARING ACTIVITY:	CRIMINAL ACTIVITY/DISCIPLINARY INFRACTIONS COURT-MARTIAL REPORT QUARTERLY 1JAN/1APR/1JUL/1OCT TW-1 Code N1 (AO) TW-1 Code N1 (AO)	JAGINST 5800.7E
NAVAIR 80T-104 FREQUENCY: DUE DATE: COG: PREPARING ACTIVITY:	TRAINING STATUS MATRIX QUARTERLY 15JAN/15APR/15JUL/15OCT TW-1 Code N32 (LSO) TW-1 Code N32 (LSO)	LSO NATOPS MANUAL
CNATRA 3740-3 FREQUENCY: DUE DATE: COG: PREPARING ACTIVITY:	RESERVE FLIGHT INSTRUCTOR SUMMARY QUARTERLY 5JAN/5APR/5JUL/5OCT Reserve Component Command Reserve Component Command	CNATRAINST 3740.8K

COMTRAWINGONEINST 5214.1E

<u>RCS</u>	<u>REPORT TITLE</u>	<u>REFERENCE</u>
CNATRA 5220.1 FREQUENCY: DUE DATE: COG: PREPARING ACTIVITY:	REPORT OF FLIGHT SIMULATOR STATUS QUARTERLY 10JAN/10APR/10JUL/10OCT TW-1 Code N7 (STAN) TW-1 Code N7I (GTO)	CNATRAINST 5220.1E
DD-PA 1365 FREQUENCY: DUE DATE: COG: PREPARING ACTIVITY:	FREEDOM OF INFORMATION REPORT ANNUALLY 15OCT TW-1 Code N1 (AO) TW-1 Code N1 (AO)	SECNAVINST 5720.42F
OPNAV 5750-1 FREQUENCY: DUE DATE: COG: PREPARING ACTIVITY:	COMMAND OPERATIONS REPORT QUARTERLY/ANNUALLY 10JAN/10APR/10JUL/10OCT/15MAR (CNO) TW-1 Code N1 (AO) TW-1 Code N1 (AO)	OPNAVINST 5750.12J

Enclosure (1)

AWARD TITLE**REFERENCE****VADM GOLDTHWAITE AWARD**

FREQUENCY: ANNUALLY
 DUE DATE: 15JAN
 COG: TW-1 Code N-1/ TRARONS
 PREPARING
 ACTIVITY: TW-1 Code N-1/ TRARONS

CNATRAINST 1650.11A

CNATRA TRAINING EXCELLENCE AWARD

FREQUENCY: ANNUALLY
 DUE DATE: 15JAN
 COG: TW-1 Code N-1/ TRARONS
 PREPARING
 ACTIVITY: TW-1 Code N-1/ TRARONS

CNATRAINST 1650.11A

CNATRA FLIGHT INSTRUCTOR OF THE YEAR

FREQUENCY: ANNUALLY
 DUE DATE: 15JAN
 COG: TW-1 Code N-1/ TRARONS
 PREPARING
 ACTIVITY: TW-1 Code N-1/ TRARONS

CNATRAINST 1650.11A

AMERICAN FIGHTER ACES AWARD (MCCAMPELL/FOSS)

FREQUENCY: ANNUALLY
 DUE DATE: 15JAN
 COG: TW-1 Code N-1/ TRARONS
 PREPARING
 ACTIVITY: TW-1 Code N-1/ TRARONS

CNATRAINST 1650.11A

BRITANNIA AWARD

FREQUENCY: ANNUALLY
 DUE DATE: 15JAN
 COG: TW-1 Code N-1/ TRARONS
 PREPARING
 ACTIVITY: TW-1 Code N-1/ TRARONS

CNATRAINST 1650.11A

**NATIONAL SOCIETY,
 DAUGHTERS OF THE AMERICAN COLONISTS AWARD**

FREQUENCY: ANNUALLY
 DUE DATE: 15JAN
 COG: TW-1 Code N-1/ TRARONS
 PREPARING
 ACTIVITY: TW-1 Code N-1/ TRARONS

CNATRAINST 1650.11A

<u>AWARD TITLE</u>	<u>REFERENCE</u>
<p>ADM JOHN H. TOWERS FLIGHT SAFETY AWARD FREQUENCY: ANNUALLY DUE DATE: 15JAN COG: TW-1 Code N-1/ TRARONS PREPARING ACTIVITY: TW-1 Code N-1/ TRARONS</p>	CNATRAINST 1650.11A
<p>ORVILLE WRIGHT ACHEIVEMENT AWARD FREQUENCY: SEMI-ANNUALLY DUE DATE: 15JAN/15JUL COG: TW-1 Code N-1/ TRARONS PREPARING ACTIVITY: TW-1 Code N-1/ TRARONS</p>	CNATRAINST 1650.11A
<p>CDR THEODORE G. ELLYSON AVIATOR PRODUCTION EXCELLENCE AWARD FREQUENCY: ANNUALLY DUE DATE: 31JAN COG: TW-1 Code N-1/ TRARONS PREPARING ACTIVITY: TW-1 Code N-1/ TRARONS</p>	CNATRAINST 1650.11A
<p>CNO AVIATION SAFETY AWARD FREQUENCY: ANNUALLY DUE DATE: 2FEB COG: TW-1 Code N-1/ TRARONS PREPARING ACTIVITY: TW-1 Code N-1/ TRARONS</p>	CNATRAINST 1650.11A
<p>GRANDPAW PETTIBONE AWARD FREQUENCY: ANNUALLY DUE DATE: 15FEB COG: TW-1 Code N-1/ TRARONS PREPARING ACTIVITY: TW-1 Code N-1/ TRARONS</p>	CNATRAINST 1650.11A
<p>CNATRA LSO OF THE YEAR FREQUENCY: ANNUALLY DUE DATE: 15JUN COG: TW-1 Code N-1/ TRARONS PREPARING ACTIVITY: TW-1 Code N-1/ TRARONS</p>	CNATRAINST 1650.11A

Enclosure (2)

COMTRAWINGONEINST 5214.1E

AWARD TITLE

**MERIDIAN AREA NAVY LEAGUE
INSTRUCTOR OF THE YEAR**

FREQUENCY: ANNUALLY
DUE DATE: 1OCT
COG: TW-1 Code N-1/ TRARONS
PREPARING
ACTIVITY: TW-1 Code N-1/ TRARONS

REFERENCE

COMTRAWINGONEINST 1650.11A

Enclosure (2)

LIST OF CANCELLED REPORTS

REPORT TITLE

REASON FOR CANCELLATION

CANCELLATION DATE