DEPARTMENT OF THE NAVY
COMMANDER TRAINING AIR WING ONE
101 FULLER ROAD SUITE 250
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COMTRAWINGONEINST 5452.1N
00
10 Mar 14

COMTRAWING ONE INSTRUCTION 5452.1N

From: Commander, Training Air Wing ONE

Subj: TRAINING AIR WING ONE (TW-1) STAFF ORGANIZATION MANUAL

Ref: (a) Navy Regulations
(b) CNATRAINST 5452.31G

Encl: (1) COMTRAWING ONE Staff Codes
(2) Staff Organizational Chart
(3) Staff Organizational Manual

1. Purpose. To set forth the staff organization and issue the mission and functions of TW-1 per references (a) and (b). This instruction has been revised in its entirety.

2. Cancellation. COMTRAWINGONEINST 5452.1M

3. Scope. Enclosures (1) through (3) outline the staff administrative organization, individual billet functions and responsibilities of a general nature. Detailed instructions for implementation of policies and discharge of functions will be issued as necessary by separate TW-1 directives.

4. Changes. Proposed changes will be submitted to the Administrative Officer for review and preparation. CTW-1 must approve all changes.

5. Action. All personnel attached to the staff of TW-1 shall carry out their duties in accordance with the general guidelines set forth in this instruction.

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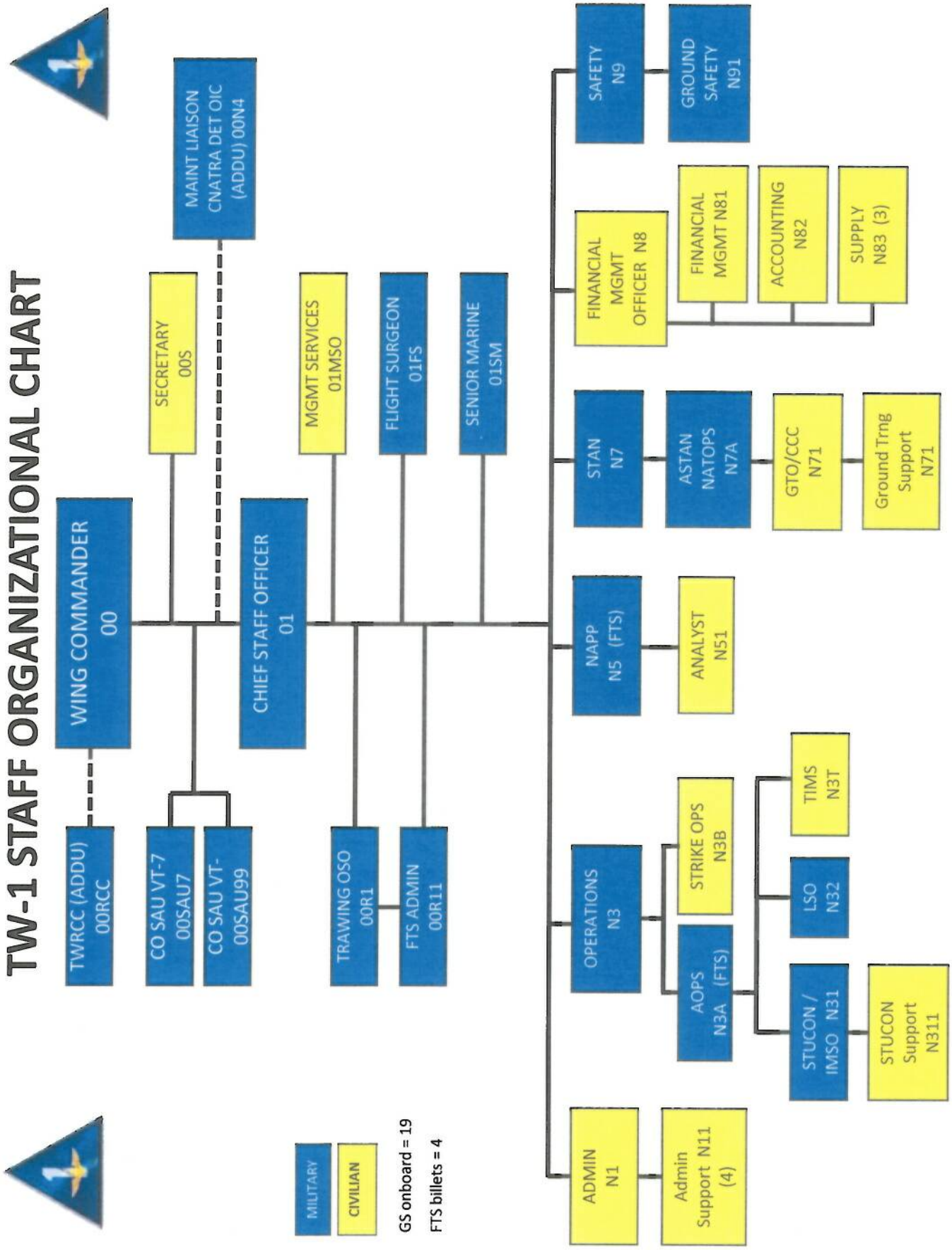
Distribution:
Electronic only, via TRAWING ONE website:
https://www.cnatra.navy.mil/TW1/pubs_instructions.asp
https://www.cnatra.navy.mil/TW1/pubs_notices.asp
https://www.cnatra.navy.mil/TW1/cancellations.asp

COMTRAWING ONE STAFF CODES

00	Wing Commander (Commodore)
00S	Secretary
00N4	Maintenance Liaison/CNATRA Det (ADDU)
00RCC	TRAWING Reserve Component Commander (TWRCC) (ADDU)
00R1	TRAWING Operational Support Officer (OSO)
00R11	FTS Administrative Support
00SAU7	Commanding Officer SAU VT-7
00SAU9	Commanding Officer SAU VT-9
01	Chief Staff Officer
01FS	Flight Surgeon
01MSO	Management Services Officer
01SM	Senior Marine
N1	Administration Officer
N11	Administration Support
N3	Operations Officer
N3A	Assistant Operations Officer
N3B	Strike Operations Officer
N31	Student Control/International Military Standards Officer
N311	Student Control Administrative Support
N32	Landing Signal Officer
N3T	TIMS Functional Administrator
N5	Naval Aviator Production Process (NAPP) Officer
N51	Production Analyst
N7	Standardization Officer
N7A	Assistant Standardization Officer
N71	Ground Training/Course Curriculum Coordinator
N711	Ground Training Administrative Support
N8	Financial Management (FM)/Supply Officer
N81	Financial Management Support
N82	Accounting Support
N83	Supply Support
N9	Aviation Safety Officer
N91	Ground Safety Officer


TW-1 STAFF ORGANIZATIONAL CHART
WING COMMANDER 00
TWRCC (ADDU) 00RCC
SECRETARY 00S
MAINT LIAISON CNATRA DET OIC (ADDU) 00N4
CO SAU VT-7 00SAU7
CO SAU VT-00SAU99
CHIEF STAFF OFFICER 01
MGMT SERVICES 01MSO
FLIGHT SURGEON 01FS
SENIOR MARINE 01SM
TRAWING OSO 00R1
FTS ADMIN 00R11
SAFETY N9
GROUND SAFETY N91
FINANCIAL MGMT OFFICER N8
FINANCIAL MGMT N81
ACCOUNTING N82
SUPPLY N83 (3)
STAN N7
ASTAN NATOPS N7A
GTO/CCC N71
Ground Trng Support N71
NAPP N5 (FTS)
ANALYST N51
OPERATIONS N3
STRIKE OPS N3B
AOPS N3A (FTS)
TIMS N3T
LSO N32
STUCON / IMSO N31
STUCON Support N311
ADMIN N1
Admin Support N11 (4)
MILITARY
CIVILIAN
GS onboard = 19
FTS billets = 4

STAFF ORGANIZATIONAL MANUAL

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Chapter 1

GENERAL

101. Mission. To administer, coordinate and supervise flight and academic training as directed by CNATRA.

102. Functions. The following functions and tasks of Training Air Wings are assigned to support the mission:

a. Act as the Immediate Superior in Command to the Commanding Officers of such training squadrons and other facilities as may be placed under his/her cognizance.

b. Serve as the effective instrument of the U.S. foreign policy by initiating and continuing action programs promoting positive relations between the command and foreign nationals and assist individual naval personnel and their families to work effectively, live with dignity and satisfaction, and to function as positive representatives of the Navy and of the United States.

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

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

e. Maintain cognizance of the Naval Air Training and Operating Procedures Standardization (NATOPS) programs conducted by subordinate commands.

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

g. Manage all local student personnel functions and maintain necessary records.

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

i. Conduct inspections of subordinate commands.

j. Coordinate detachment planning with respective CNATRA Det organization(s) to ensure proper support for training requirements at remote detachment sites.

k. Provide overarching administration of wing and squadron Government Service civilian workforce, to include annual and semi-annual evaluation and appropriate award board reviews.

l. Provide flight curriculum development, maintenance, and revision for applicable pipeline phases and stages as assigned by CNATRA.

m. Provide input and strategy development to the Naval Aviation Requirements Group (NARG) process for T/M/S aircraft and support devices, as assigned by CNATRA.

n. Provide direct medical support for wing and squadron student and staff aircrew through the maintenance of training wing flight surgeon billets. Ensure manning exists to support both local and remote detachment operations.

o. Schedule pre-, intra-, and post-syllabus external training, to include Survival/Evasion/ Resistance/Escape (SERE) and Centrifuge-based Flight Environment Training (CFET), as required to support CNATRA-directed flight training support.

p. Establish and fully integrate a Training Wing Reserve Component and ensure it is an integral part of the Total Force within the TRAWING. Maintain adequate Full Time Support (FTS) billets to manage the Reserve Personnel budget and ensure proper staffing of Selected Reserve (SELRES) instructor aircrew to meet training wing and squadron active component mission requirements. Provide administrative oversight regarding all SELRES personnel requirements, to include pay, travel, medical, and other administrative support functions.

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

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

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

t. Maintain a viable hurricane evacuation program to ensure timely evacuation/storage of aircraft at pre-coordinated evacuation sites in accordance with CNATRAINST 3140.4 series guidance.

u. Train and maintain a qualified Government Flight Representative (GFR) to ensure proper oversight of local contract flight operations in accordance with NAVAIRINST 3710.1 series guidance.

v. Participate in the Naval Aviator Production Team (NAPT) process as directed in order to provide street-to-fleet management of production pipeline requirements.

w. Manage a consolidated military, government civilian, and contract workforce to achieve mission directives.

x. Perform administrative services to include: Military awards control, mail management, centralized publications/directives/files/records administration, classified material control, personnel security accountability, correspondence and message processing, fitness and evaluation reports, Individual Tempo program management, personnel support, oversight of Defense Travel System, urinalysis compliance, CAAC card requirements, annual GMT requirements, emerging collateral duty requirements and information assurance requirements.

y. Ensure civilian resources are being utilized in the most effective and efficient manner and that standard Office of Personnel Management (OPM) position classification standards are adhered to. Ensure civilian performance appraisals are processed in accordance with governing directives.

z. Indoctrinate and/or train all personnel in the elements of naval leadership, human goals, and such other related people oriented programs as may be required in accordance with current directives.

aa. Serve as Reporting Custodian for all assigned aircraft.

bb. Exercise budgetary and funding control over funds allocated by CNATRA.

cc. Mentors staff officers, providing counsel/advice in all matters pertaining to their professional and personal development as a Naval Officer and Aviator.

dd. Supervise and direct the TRAWING Operational Support Officer (OSO).

ee. Ensure Reserve Augmentation Units fully integrate into respective training squadrons.

ff. Ensure coordination with the Commanding Officer, 4th Marine Aircraft Wing Training Support Group (4th MAWTSG) on all Marine Corps Reserve administrative and operational issues pertinent to TRAWING.

gg. Coordinate with local airports for flight safety awareness and incorporate into Wing Operating Procedures.

hh. Perform other tasks as assigned.

ii. Additional functions assigned to Training Air Wing ONE:

1) Serve as course curriculum model manager for all T-45 Instructor Under Training (IUT) syllabi.

2) Maintain the primary Government Flight Representative (GFR) billet for all T-45 contract flight services.

3) Serve as the Chief of Naval Air Training Task Group Strategy Director.

4) Chair the Strategy Board of Directors (SBOD) for the Chief of Naval Air Training.

103. Policy. The following basic policies shall guide staff members in the performance of their duties:

a. 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 are issued by CTW-1.

b. The description of duties and responsibilities in this manual (Enclosure 3) are general, and are intended as guidelines and impose no real limitation of the duties which may actually be assigned or assumed.

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

d. The doctrine of "Completed Staff Work," as set forth in reference (b), shall form the basis of all staff Work. In brief, this doctrine is based on the following precepts:

1) Know the Wing Commander's policy.

2) Remember that the Wing's reputation is affected by the completed staff work.

3) Consult and coordinate with other staff officers fully and continually.

4) Study, write, restudy, rewrite. Be clear, logical and concise. Avoid redundancy and the use of acronyms. You are writing to communicate with busy people who do not have the time to study your paper to determine what you are trying to say.

5) Present a single and coordinated proposed action.

e. All staff officers have access to the CSO through their Department Head.

f. Signing "By direction" shall be limited to items of a routine nature which do not involve changes of policy, pertain to denial or approval of requests by flight students in training, or relate to statements regarding limitations of changes of capability for training or operations.

g. A staff coding system for the various positions on TW-1 staff is used. A complete listing of staff codes is contained in enclosure (1).

104. Staff Responsibilities. The responsibility of each member of the staff is to assist the Commander in the discharge of his duties and responsibilities in the accomplishment of the command mission.

a. Chief Staff Officer (01). TW-1 CSO assists and advises the Commodore in carrying out all of his duties. In case of brief absences of the Wing Commander, the CSO acts in his stead. The CSO directs and coordinates the work of the staff per reference (b) and is responsible for the staff's efficient functioning. Officers of the staff are subject to his orders in all matters pertaining to staff duty. He is responsible for the execution of the Commanders policies and consults with and advises him in the formulation of such policies. The Wing Commander normally transmits orders to the staff through the CSO.

b. Department Heads. Staff department heads shall ensure the smooth and efficient functioning of their respective department to accomplish the command functions outlined in article 102. Department Heads shall also ensure cognizance of duties and proper functioning of the department is continued through qualified assistants.

c. Staff Members. All members of the staff shall:

1) Keep informed as to the policies and directives expressed or otherwise put in force by the Commander and ensure that orders, which they implement, conform to established policies and directives.

2) Initiate action on all matters over which they have cognizance, keeping the department head, CSO, Wing Commander and other interested officers of the staff informed of their actions.

3) Maintain a Turnover Folder. All staff members and department heads shall maintain a turnover folder containing as a minimum, the following:

i. A copy of this manual.

ii. Delineation of pending action items.

iii. Delineation of regular periodic required reports.

iv. An up-to-date recall listing of contact officers.

v. A billet description, expanding as necessary on the guidance contained in this manual.

vi. A complete case file on any and all projects assigned.

105. Staff Organization. Enclosure (2) depicts the functional organization of TW-1 Staff.

CHAPTER II

ORGANIZATION AND FUNCTIONAL STATEMENTS

201. Wing Commander (00). Acts as Immediate Superior in Command to the Commanding Officers of Training Squadrons SEVEN and NINE and others that may be placed under his cognizance. Conducts affairs in accordance with Navy Regulations; ensures full use of facilities and resources and is ultimately responsible for the safety, production and efficiency of the Wing. Ensures the productivity output of the Wing and subordinate commands is timely and of appropriate quality and quantity.

201.1. Secretary (00S). Serves as a personal assistant to the Wing Commander and performs secretarial duties in support of the executive office. Acts as the central point of contact and communication link between the Wing Commander, executive office, staff and subordinate commands. Ensures personnel are kept apprised of Wing Commander's pertinent policies, projects, and action items. Coordinates Wing Commander's directions with appropriate Wing staff and squadron personnel.

202. Maintenance Liaison/CNATRA Det (00N4) (ADDU). Advises the Wing Commander on all matters pertaining to aircraft maintenance, logistics and materials/supply. Monitors the Navy Supply material requirements and usage. Monitors and coordinates aircraft maintenance performed by, and in support of Wing units. Ensures Wing activities comply with directives issued by higher authority in matters pertaining to aircraft requirements. Maintains and utilizes statistical analysis and trend data to improve effectiveness and utilization of assets.

203. TRAWING Reserve Component Commander (TWRCC) (00RCC) (ADDU). Ensures compliance with reserve directives by all Navy SELRES and Selected Marine Corps Reserve (SMCR) personnel within the TRAWING. Provides advice to the Wing Commander and the CSO on all operational and administrative issues unique to the reserves. Maintains close contact with Squadron Augmentation Unit (SAU) Commanding Officers. Ensures the productivity of Selected Reservist (SELRES) attached to the Wing is cost-effective and efficient.

203.1. TRAWING Operational Support Officer (OSO) (00R1). Represents, acts, and carries out the duties on behalf of the TWRCC during absences. Advises the Wing Commander, CSO, and TWRCC on all matters pertaining to Navy Reserve and SMCR personnel. Manages all aspects of day-to-day administration and operational requirements to ensure the TWRC and SAUs are a cost-effective and integral part of the Total Force within the TRAWING. Maintains close contact with SAU Commanding Officers and the squadron Reserve Department Heads to ensure proper production, efficiency and funding. Maintains additional administrative liaison with the CNATRA AOSO, CNAFR Program Manager, and NOSC New Orleans Comptroller. Responsible for the training of TRAWING FTS officers in reserve organization and responsibilities.

203.2. FTS Administration Support (00R11). Maintains all Reserve Personnel Navy (RPN) systems. Serves as the administrator for Navy Standardized Integrated Pay System (NSIPS), Navy Reserve Order Writing System (NROWS), and FASTDATA programs. Inputs medical information into Medical Readiness Reporting System (MRRS). Maintains a direct liaison with squadron FTS Reserve Department Heads to ensure timely and efficient order processing for all Wing SELRES pay. Ensures TRAWING OSO is informed of all matters pertaining to SELRES attached to Wing units.

204. Commanding Officer SAU VT-7 (00SAU7). Ensures compliance with Navy Reserve directives by all Navy Reservists within SAU VT-7. Provides advice on operational and administrative issues unique to the Navy Reserves. Maintain overall cognizance of Navy Reserve matters and issues within the squadron.

205. Commanding Officer SAU VT-9 (00SAU9). Ensures compliance with Navy Reserve directives by all Navy Reservists within SAU VT-9. Provides advice on operational and administrative issues unique to the Navy Reserves. Maintain overall cognizance of Navy Reserve matters and issues within the squadron.

206. Chief Staff Officer (01). Assists and advises the Wing Commander on all matters affecting the command. In case of brief absences of the Wing Commander, the CSO acts in his stead. Signs correspondence dealing with standing policy, routine matters, funding requests, and/or as directed by the Wing Commander. Directs and coordinates the work of the staff and is responsible for the staff's efficient functioning.

206.1. Flight Surgeon (01FS). Keeps the Wing Commander informed on pertinent matters relative to aviation medicine and flight physiology. Performs routine aviation military medicine duties (i.e., military sick call an aviation physical examinations). Serves as permanent member of the Aircraft Mishap Board. Manages all aspects of the command Physical Readiness Program.

206.2. Management Services Officer (01MSO). Special executive assistant. Advises and assists the Wing Commander and Chief Staff Officer in matters regarding personnel support, staffing management, and administrative requirements. Wing's central point of contact for studies in support of efficiencies, position management, commercial activities, functional assessments or other manpower support agreements. Serves in an advisory capacity to the Wing and Squadron senior leadership. Command representative for position management, responsible for the administration, technical advice, assistance, and coordination of a full range of personnel functions and resource management issues. General Schedule (GS) performance system coordinator, advisor and HR liaison.

206.3. Senior Marine (01SM). Advises the Wing Commander and the CSO on all matters relative to Marine Corps personnel assigned to Wing units. Maintains close contact with squadron Senior Marine officers and the Commanding Officer of the Marine Aviation Training Support Group.

207. Administration Officer (N1). Provides technical assistance and quality assurance for administrative operations for Training Air Wing ONE and subordinate commands. Formulates and supervises the execution of command administrative policies and procedures. Typical duties and tasks include: receiving, processing, and routing Naval correspondence, management, control, and disposition of reports and forms, directives and records management, postal procedures, casualty reporting procedures, awards and decorations processing, legal support services, PCS/TAD orders processing, coordinating and scheduling command directed inspections, serves as Security Manager providing oversight over command personnel security program, supervises, trains office automations technician in all command administrative functional areas. Performs collateral duties to include emergent data call taskings as assigned.

207.1. Administration Support (N11). Provide administrative support to the TW-1 Administration Officer. Assist the Command Security Manager in processing security clearance packages. Provides various office automation and clerical work to include: Word Processing, preparation of Naval Correspondence, Navy and Marine Corps files, processing personnel gains and transfers, directives and publications management, Naval message procedures, Postal Functions, Casualty Reporting Procedures, PCS/TAD Travel Functions, Public Affairs procedures, Forms and Reports management, Legal Support Services, Operation/Student Control functions, academic training, detachment support, and other aviation related administrative services.

208. Operations Officer (N3). Plans and coordinates long-range flight training requirements for all Wing units, coordinating internal and external resources to ensure optimal efficiency and cost effectiveness during mission accomplishment. Establishes operational requirements and administers the Wing's operational plan. Develops and publishes directives, plans, and revisions as directed by CNATRA and CTW-1 to ensure the highest standards of flight and academic training. Coordinates TW-1 instructor and student assignments, monitors student and IUT flow, and supervises the administration of students referred to the Commodore for disposition. Acts as Training Wing Senior Watch Officer.

208.1. Assistant Operations Officer (N3A). Assists and advises the Operations Officer on all matters affecting the flight training operation of the Wing and subordinate training squadrons.

208.2. Strike Operations Officer (N3B). Monitors student pilot and IUT progress through the syllabus while managing the development of the daily flight schedule, ensuring it is coordinated, scheduled, and executed with a high degree of efficiency. Advises Squadron Operations Officers and/or Schedules Officers of possible impacts to flight operations due to adverse weather, schedule conflicts, or limited resources. Attend meetings with managers and supervisors to help formulate improvement/ contingency plans and strategies. Work closely with the Wing Analyst and Ground Training Officer to optimize the schedule flow for simulator events. Represent the Wing Operations Officer at required meetings when he and the Assistant Operations Officer are unavailable.

208.3. Student Control/International Military Standards Officer (IMSO) (N31). Primary point of contact for Student Naval Aviators awaiting training, transfer or disposition. Processes student arrivals, departures and leave/liberty. Ensures accuracy and prompt transmission of Aviation Training Jackets (ATJ). Monitors the preparation and submission of all Student Naval Officer Fitness reports. As IMSO, responsible for the overall administration of International Military Students (IMS). Briefs IMS on information pertaining to the installation and surrounding community; implements procedures that prevent indebtedness to the government or a non-appropriated fund and maintains complete personnel and training records on each IMS. Acts as TW-1 point of contact with Naval Education and Training Security Assistance Field Activity (NETSAFA) and CNATRA International Military Training Manager. Coordinates all Distinguished International visits for TW-1.

208.4. Student Control Administrative Support (N311). Provide administrative support to the TW-1 Student Control Officer. Manage scheduling of SNAs awaiting training. Coordinate administrative processing for all SNAs for indoctrination, beginning phase of training, and provide for follow-on administrative support to newly designated Naval Aviators. Provides various office automation and clerical work to include: Word Processing, preparation of Naval Correspondence, Navy and Marine Corps files, directives and publications management, Naval message procedures, Postal Functions, Forms and Reports management, Operation/Student Control functions, academic training, detachment support, and other aviation related administrative services.

208.5. Landing Signal Officer (N32). Coordinates and supervises the training of squadron Landing Signal Officers (LSOs) to ensure standardization and compliance with NATOPS and CNATRA 3740.9 series instructions regarding Carrier Qualification. Acts as liaison between CNATRA LSO and squadron LSOs, working closely with both to ensure standardization of Student Naval Aviator (SNA) and Instructor Under Training (IUT) Carrier Qualification. Coordinates TW-1 Operations to ensure airfield facilities and aircraft are available to support FCLP requirements. Coordinates all TW-1 aspects of CNATRA Carrier Qualification detachments. Supervises Runway Duty Officer program and coordinates all required training, to include base ramp pass training and certification.

208.6. TIMS Functional Administrator (N3T). The TIMS Functional Administrator (TFA) provides system management expertise to the Training Air Wing, individual squadrons and users. The TFA is the central liaison between higher echelon command and local contract personnel responsible for hardware and software management. The TFA is responsible for all local TIMS activities and assures TIMS meets all requirements for data input, tracking and scheduling of flight training personnel in accordance with published Navy instructions.

209. Naval Aviator Production Process (NAPP) Officer (N5). Serves as principal advisor to the Wing Commander on matters relating to the past production performance and the projection of future capabilities based on historical, current, and projected future resources, trends, and curricula. Determines and develops the methodology to be employed in the collection and analysis of all production performance statistical data. Supervises and coordinates the efforts of NAPP Officers from both assigned squadrons and supports the Task Group Tactical production requirements. Formulates plans and estimates of resource requirements for the accomplishment of Task Group Tactical requirements. Maintains liaison with counterparts assigned to senior and parallel commands. Prepares statistical analysis of operational performance and current requirements of training squadrons.

209.1. Production Analyst (N51). Serves as advisor on matters relating to NAPP. Develops methodology to be employed in the collecting and analysis of all production performance statistical data. Assists the efforts of the NAPP Officer. Formulates plans and estimates of resource requirements for the accomplishment of command goals. Maintains liaison with counterparts assigned to senior and parallel commands. Prepares statistical analysis of operational performance and current requirements of training squadrons. Coordinates the preparation of program requirements, planning factors, and student flight hour programs for the Wing. Maintains statistical reports.

210. Standardization Officer (N7). Ensures the standardization of methods and procedures of instruction in accordance with applicable CNATRA Flight training instructions. Serves as the chairperson for quarterly Wing Standardization review meetings with Squadron Standardization and Contract Simulator Standardization personnel. Administers periodic evaluations of military, and contract simulator personnel lectures, briefs, and flights to ensure unified standardization IAW CNATRA and Wing directives. Maintains a continuous review and update of curriculum publications to include all FTI's and Training Change Requests (TCR's). Monitors individual squadron Read and Initial boards to ensure notes are in alignment with CNATRA and Wing directives. Publishes and Maintains Wing Stan notes for use by members of squadrons and Contract Simulator personnel. Maintains close inter-command and fleet liaison with the TW-2 Standardization Officer, the TW-2 Training Officer, and the CNATRA Pilot Training Officer (PTO). Ensures the Wing is prepared for the periodic CNATRA Standardization Inspection.

210.1. Assistant NATOPS/Standardization Officer (N7A). Ensures that all Air Wing aviators conform to standards prescribed by the CNATRA NATOPS Program and applicable OPNAV instructions. Coordinates periodic squadron NATOPS Unit Evaluations with the T/M/S Model Manager as prescribed by CNATRA 3710.13 series. Administers the Cockpit Resource Management (CRM) program. Maintains a Wing NATOPS Evaluator qualification through designation by T/M/S Model Manager in order to administer written exams and flight checks for squadron NATOPS Instructors and CRM Facilitators. Initiates and reviews proposed changes to NATOPS manuals in coordination with the T/M/S Model Manager. Functions as assistant Standardization Officer as required.

210.2. Ground Training Officer/Course Curriculum Coordinator (N71). Functions as coordinator of Wing academic and flight simulator training and its associated courseware and supporting publications. Ensures adherence to all applicable TRAWING ONE, CNET, and CNATRA directives, instructions, and curricula. Reviews academic courses and flight simulator training to ensure necessary skills are acquired by students and submits applicable recommendations to CNATRA, while coordinating with other training locations to develop and/or revise training curriculum for submission to CNATRA. Manages annual mandatory general training requirements for military and NSPS staff, such as, but not limited to, EEO/POSH and back injury.

210.3. Ground Training Administrative Support (N711). Provide clerical and administrative support to the ground training department. Develop and manage all ground school schedules for aviation training. Perform duties of technical librarian for aviation publications. Provides various office automation and clerical work to include: Word Processing, preparation of Naval Correspondence, Navy and Marine Corps files, directives and publications management, Forms and Reports management, Operation/Student Control functions, academic training, detachment support, and other aviation related administrative services.

211. Financial Management (FM)/Supply Officer (N8). Provides the Wing Commander and his staff with the Financial Management information and supply support, required to conduct assigned functions. Has technical responsibility to conduct day-to-day Finance, Accounting and Supply operations. Performs all budget and data call requirements. Establishes monetary controls. Provides oversight of the supply acquisition and expenditure process. Serves as the Defense Travel System (DTS) Lead Defense Travel Administrator (LDTA). Serves as Certifying Officer for invoice payments. Oversight of various functions performed to include Accounting, Supply, Civilian Labor Customer Support, and program management of the Government Purchase card, Travel Card, and Air Card.

211.1. Financial Management Support (N81). Provides required support necessary to accomplish all Accounting; Budget and Financial technical tasks; duties and assignments. Gives guidance to the Supply Department pertaining to purchases within the Purchase Card Program. Serves as the Customer Service Representative (CSR). Serves as the Government Purchase Card Agency Program Coordinator (APC). Acts as the Defense Property Accountability System (DPAS) Administrator. Performs a variety of other fiscal, accounting, or financial management duties and responsibilities. Serves as a DTA authorization reviewer.

211.2. Accounting Support (N82). Serves as Air Card Certifying or Accountable Official. Captures obligations and tracks expenditures. Serves as a DTA authorization reviewer. Serves as the Government Travel Card Agency Program Coordinator (APC) or Approving Official (AO). Maintains and tracks the Standard Labor Data Collection and Distribution Application (SLDCADA). Provide SLDCADA guidance when needed. Serves as alternate Defense Property Accountability System (DPAS) manager.

211.3. Supply Support (N83). Performs technical supply support work necessary to ensure the effective operation of ongoing supply activities. Requests, purchases, and receives supplies. Serves as Government Purchase Card Holder. May serve as the Government Air Card Agency Program Coordinator/AO. May serve as the Government Purchase Card Accountable Officer. Serves as Hazardous Material Control Manager, Government Vehicle Manager, Inventory Manager, DRMO Manager, and Minor Property Manager. Performs a variety of clerical functions, as required.

212. Aviation Safety Officer (N9). Plans, directs and coordinates all facets of the Wing Aviation Safety Program in an effort to eliminate aviation-related injuries and losses. Oversees the development and execution of all Quarterly and yearly Navy Safety Center (NSC) aviation safety requirements to include: Human Factor's Counsels (HFC), Human Factors Boards (as required), Aviation Safety Counsels (ASC), and Safety Stand-downs (SSD), monthly ASAP reports and ORM program management. Coordinates, administrates and maintains an active mishap prevention program within the Wing. Advises all staff officers and Wing units on matters relating to aviation safety. Administers the Mishap Prevention Program and serves as a permanent member of the Wing Aircraft Mishap Board when CTW-1 is the reporting custodian. Develops local safety standards, rules and regulations. Maintains a library of safety regulations, directives and publications. Tracks squadron-generated Safety Investigation Reports (SIRs) and Hazard Reports (HAZREPs) within WESS to ensure timely and satisfactory completion and execution of all final recommendations by chain of command endorsers.

212.1 Ground Safety Officer (N91). Assist the Safety Officer in the implementation of the TW-1 Safety Program. Act as the point of contact for all non-aviation related mishap investigations and reporting for TW-1 personnel. Serve as the Enterprise Safety Applications Management System (ESAMS) Administrator and Backseat/Orientation Flight Coordinator for TW-1. Perform other duties as assigned.