



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

Canc frp: Dec 16

IN REPLY REFER TO:

COMTRAWINGONENOTE 1301
00
31 October 2016

COMTRAWING ONE NOTICE 1301

From: Commander, Training Air Wing ONE

Subj: ASSIGNMENT TO PRIMARY/COLLATERAL DUTIES/COURTS, BOARDS, AND
ADVISORY GROUPS/PRECEDENCE LIST

Ref: (a) COMTRAWINGONEINST 5452.1M

Encl: (1) Primary Duty List
(2) Collateral Duty Assignment List
(3) Courts, Boards, and Advisory Groups Assignment List
(4) Personnel Authorized To Sign "By Direction"
(5) TW-1 Officer Precedence List
(6) VT-7/VT-9/SELRES O-5s

1. Purpose. To designate primary/collateral duty assignment and appoint personnel from TW-1 as members of courts, boards, and advisory groups as outlined in reference (a). This notice is a complete revision and should be reviewed in its entirety.

2. Discussion. Enclosures (1) through (6) constitute official assignment of duties and provide a precedence list for officers assigned to TW-1. Primary duties are listed with the corresponding article of reference (a) pertaining to the function of their duties. Collateral duties are limited to mission-essential administration or as required by higher authority. Personnel appointed to courts, boards, or advisory groups shall familiarize themselves with the requirements set forth in pertinent instructions governing the particular court or board. Boards and advisory groups will convene at the discretion of the senior member.

3. Action. Department Heads shall periodically review enclosures (1) through (6) and forward any additions or deletions to the Administrative Officer.

4. Cancellation contingency. Upon issuance of a subsequent notice having the same subject.



PAUL A. CARELLI

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>

Primary Duty List

EXECUTIVE DEPARTMENT

<u>Code</u>	<u>Primary Duty</u>	<u>Article</u>	<u>Name</u>
00	Wing Commander	201	CAPT Carelli
00S	Wing Secretary	201.1	Kim Amis
00RCC	Wing Reserve Component	203	CDR Saccomando
00R1	Operational Support Officer (OSO)	203.1	CDR Slutz
00R11	FTS Administrative Support	203.2	YN1 Garcia
01	Chief Staff Officer (CSO)	206	CDR Lumpkin
01X	Aerospace Physiologist (AMSO)	206.1	LCDR Hook
01FS	Flight Surgeon	206.1	LT Kitz
01FS	Flight Surgeon	206.1	LT Mizera
01MSO	Management Services Officer	206.2	Michelle Carlson
01SM	Senior Marine	206.3	LtCol Yoskovich

ADMINISTRATIVE DEPARTMENT

<u>Code</u>	<u>Primary Duty</u>	<u>Article</u>	<u>Name</u>
N1	Administrative Officer	207	Sidney Harris Jr.

OPERATIONS DEPARTMENT

<u>Code</u>	<u>Primary Duty</u>	<u>Article</u>	<u>Name</u>
N3	Operations Officer	208	LCDR Rapin
N3A	Assistant Operations Officer	208.1	LT Clay
N3B	Strike Operations Officer	208.2	Vacant
N31	Student Control/IMSO	208.3	LT D'Antonio
N32	Landing Signal Officer	208.4	LT Bosma
N3T	TIMS Administrator	208.5	Valdemar Sarabia

MAINTENANCE DEPARTMENT

<u>Code</u>	<u>Primary Duty</u>	<u>Article</u>	<u>Name</u>
00N4	Maintenance Liaison/ CNATRA DET OIC (ADDU)	202	LCDR Gose

NAPP DEPARTMENT

<u>Code</u>	<u>Primary Duty</u>	<u>Article</u>	<u>Name</u>
N5	NAPP Officer	209	Vacant
N51	Production Analyst	209.1	Jerry Boos

STANDARDIZATION DEPARTMENT

<u>Code</u>	<u>Primary Duty</u>	<u>Article</u>	<u>Name</u>
N7	Standardization Officer	210	LCDR Williams
N7A	Assistant Standardization Officer	210.1	Vacant
N71	Ground Training Officer	210.2	Doug Ford

FINANCIAL MANAGMENT DEPARTMENT

<u>Code</u>	<u>Primary Duty</u>	<u>Article</u>	<u>Name</u>
N8	Financial Management Officer	211	Deborah Warren Littleton

SAFETY DEPARTMENT

<u>Code</u>	<u>Primary Duty</u>	<u>Article</u>	<u>Name</u>
N9	Aviation Safety Officer	212	LT Elliott
N91	Ground Safety Officer	212.1	Charles Hill

Collateral Duty Assignment List

<u>Collateral Duty</u>	<u>Name</u>
Anti-Terrorism/Force Protection Officer	LT Elliott
Awards Coordinator	Administrative Officer
Base Communications Controls Representative (BCCO)	Deborah Warren Littleton
Alternate BCCO	Michelle Carlson
Casualty Assistance Calls Officer (CACO)	TBD
Assistant CACO	TBD
Command Financial Specialist	CDR Lumpkin
Command Fitness Leader	LCDR Hook
Assistant Command Fitness Leader	LT Kitz
Command IA Coordinator	Kim Amis
Command Managed Equal Opportunity Officer (CMEO)	Vacant
Command CMEO Alternate	Michelle Carlson
Command Ombudsman	Michelle Carlson
Disaster Preparedness Officer	Assistant Operations Officer
Drug and Alcohol Program Advisor (DAPA)	LT Mizera
EEO Committee Representatives	Kim Amis / Robert Noble
EMKS Manager	Brendan Lank
Emergency Management Program Coordinator	Charles Hill
Facilities/Industrial Property Management Specialist (IPMS)	Deborah Warren Littleton
FOD Prevention Officer	Ground Safety Officer
Freedom of Information Act (FOIA) Officer	Administrative Officer
Functional Check Flight (FCF) Program Manager	LtCol Yoskovich
Government Flight Representative (GFR)	TBD
Ground Government Flight Representative	Mark Miller (CNATRA DET)
Hurricane Evacuation Control Officer (HECO)	Assistant Operations Officer
International Military Student Officer (IMSO), Certificated	LCDR Webster
Information Technologies POC (ITPOC)	Jessie Brown
Maintenance Ground Safety Officer	LCDR Gose (CNATRA DET)
Managers' Internal Control Representative	Michelle Carlson

Motorcycle Safety Representative	Ground Safety Officer
Naval Aviator for A Day Program Manager	LT Tesdall (VT-9)
Navy Relief Coordinator / Combined Federal Campaign	LCDR Hook
Orientation Flight Coordinator	Aviation Safety Officer
ORM Assistant Program Manager	Ground Safety Officer
Public Affairs Officer	Sidney Harris Jr.
Assistant Public Affairs Officer	Vacant
Publications Officer	Doug Ford
Security Manager	Sidney Harris Jr.
Senior Watch Officer	LCDR Rapin
Sexual Assault Prevention and Response (SAPR) POC	LT Carey (VT-7)
Sexual Assault Prevention and Response (SAPR) POC	LT Marshall (VT-9) LT Anderson (VT-9)
Suicide Prevention Representative	LT Kitz
T-45 Standardization/Curriculum Manager	LCDR Williams
Telework Coordinator	Chief Staff Officer
Training Coordinators	Aviation Safety Officer Ground Safety Officer Standardization Officer Ground Training Officer
Urinalysis Program Coordinator (UPC)	NATOPS custodian
Victim Witness Assistance Coordinator (VWAC)	Vacant
Voting Assistance Officer	Brian McDonald
Assistant Voting Assistance Officer	YN1 Garcia
Wardroom Mess Treasurer	Kim Amis
Wardroom Officer	LT Elliott

Courts, Boards, And Advisory Groups Assignment List

<u>Name Of Court, Board Or Group</u>	<u>Convening Interval</u>
Aircraft Mishap Board (OPNAVINST 3750.6R) Members Assigned Pursuant to COMTRAWINGONENOTE 3752	As Required
Armed Forces Disciplinary Control Board (OPNAVINST 1620.2A) CSO/Sr. Marine	As Required
Commissary Store/NEX Advisory Board (OPNAVINST 1700.13B) STUCON Officer	Quarterly
MWR, CBQ, Galley Advisory Board Committee (BUPERSINST 1710.11C) STUCON Officer	Quarterly

Personnel Authorized To Sign "By Direction"

1. In the official performance of their duties, the following TW-1 personnel are authorized to sign official correspondence relating to their specific area of responsibility "By direction" of the Wing Commander:

<u>Billet</u>	<u>By Direction Authority</u>	<u>Msg Release Authority</u>
Chief Staff Officer	X	X
Administrative Officer	X ¹	X
Operations Officer	X ²	X
TW-1 RCC	X ³	
TW-1 OSO	X ³	
VT-7 Safety Clerk	X ⁴	
VT-9 Safety Clerk	X ⁴	

Note 1: "By direction" authority is granted to sign routine administrative matters not requiring the attention of the Wing Commander. Travel orders are included in this authority.

Note 2: "By direction" authority is granted to sign routine documents pertaining to Student Naval Aviators not requiring the attention of the Wing Commander.

Note 3: "By direction" authority is granted to sign TW-1 routine documents pertaining to Reserve Affairs.

Note 4: "By direction" authority is granted to sign for "signature of the examining officer" on NATOPS instrument rating request form.

- The words "By direction" shall be typed directly below the signature block on all correspondence.
- The Wing Commander will sign all correspondence relating to matters of policy, disciplinary procedures, recommendations for administrative discharge and awards. Additionally, any correspondence that may be interpreted as adverse shall be forwarded to the Wing Commander for signature.
- Department Heads are designated as the Reporting Senior on evaluations for all enlisted personnel in their departments.

TW-1 OFFICER PRECEDENCE LIST

CAPTAIN

<u>NAME</u>	<u>DESIG</u>	<u>DOR</u>	<u>LINEAL #/YR GROUP</u>
CARELLI, PAUL A.	1310	1 SEP 14	015417-50/92

COMMANDER/LIEUTENANT COLONEL

<u>NAME</u>	<u>DESIG</u>	<u>DOR</u>	<u>LINEAL #/YR GROUP</u>
LUMPKIN, STEPHEN	1310	1 SEP 12	023073-50/97
SLUTZ, DAMON	1317	1 SEP 13	023307-75/98
YOSKOVICH, JOSEPH	7523	1 OCT 15	132840-00

LIEUTENANT COMMANDER/MAJOR

<u>NAME</u>	<u>DESIG</u>	<u>DOR</u>	<u>LINEAL #/YR GROUP</u>
WEBSTER, DANIEL	1310	1 NOV 06	031750-50/97
RAPIN, CHRISTOPHER	1310	1 MAR 09	033857-00/99
WILLIAMS, KELLY (PG)	1317	1 AUG 09	034382-00/00
HOOK, DARCI	2300	1 JUN 16	100896-00/01

LIEUTENANT/CAPTAIN

<u>NAME</u>	<u>DESIG</u>	<u>DOR</u>	<u>LINEAL #/YR GROUP</u>
D'ANTONIO, CLAIRE	1310	1 AUG 10	106194-00/06
CLAY, ANTHONY	1310	1 JUN 11	109792-00/07
BOSMA, ADAM	1310	1 JUN 11	110216-00/07
MIZERA, KATHRYN	2100	9 JUN 12	172177-00/09
ELLIOTT, STEPHEN	1310	1 JUN 13	122348-00/09
KITZ, ROBERT	2100	17 MAY 14	127212-00/10

VT-7/VT-9/SELRES O-5s

VT-7 / VT-9

<u>NAME</u>	<u>DESIG</u>	<u>DOR</u>	<u>LINEAL #/YR GROUP</u>
HULDISCH, PAVAO	1310	1 SEP 13	023279-75/97
DANTONIO, TODD	1310	1 SEP 14	023616-50/99
GUSTIN, JASON	1310	1 JAN 14	023408-00/98
EVEGES, JOHN	1317	1 SEP 14	023515-50/98
VITRELLA, STEPHEN	1310	1 NOV 16	03566-75/01

SELRES

<u>NAME</u>	<u>DESIG</u>	<u>DOR</u>	<u>LINEAL #/YR GROUP</u>
KOMAR, DANIEL (ADR)	1315	1 JUN 13	249337-00/03
ROSS, BRYAN	1315	1 JUL 13	249604/00/96
MOBERLY, JAMES	1315	1 SEP 13	250108-00/98
SHIPMAN, JAMES	1315	1 SEP 13	250144-00/98
WATTERS, DOUGLAS	1315	1 SEP 13	252439-00/00
GLADWELL, RICHARD	1315	1 NOV 13	250399-00/12
BRADDOCK, JOHN	1315	1 JAN 14	250537-00/04
MENDENHALL, JASON	1315	1 JUL 14	251215-00/99
BOOHER, DOUGLAS	1315	1 AUG 14	251419-00/99
JECK, JOHNATHAN (ADR)	1315	1 JAN 15	052193-00/98
DANIELS, RICHARD	1315	1 JAN 16	253783-00/99
DAVIS, CHRISTOPHER	1315	1 JUN 16	254209-00/12
GLENN, JOSHUA	1315	1 JUN 16	254230-00/99
STEELE, JOSEPH (CDR SEL)	1315		

NOTE: This enclosure is not authoritative and is for reference only.