



DEPARTMENT OF THE NAVY

TRAINING SQUADRON NINE
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TRARON NINE INSTRUCTION 5400.1F

From: Commanding Officer, Training Squadron NINE

Subj: STANDARD ORGANIZATION AND REGULATION MANUAL

1. Purpose. To promulgate the Training Squadron NINE (VT-9) Standard Organization and Regulation Manual (SORM).

2. Cancellation. TRARONNINEINST 5400.1F

3. Scope.

a. This manual establishes the administrative organizational structure of this Command. The functional guides included constitute the formal delegation of responsibility and authority by the Commanding Officer to subordinates within the Squadron. These functional guides shall not restrict the initiative or discourage the resourcefulness of individuals.

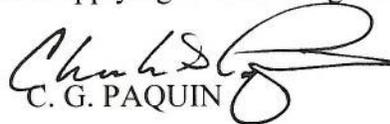
b. Contents of this manual are primarily limited to matters of the internal organization. They shall in no way be construed as contravening, altering or amending the provisions of the U.S. Navy Regulations or other directives from higher authority.

4. Objectives.

a. To provide by means of organizational charts and functional guides, a comprehensive and clearly defined presentation of the Squadron's organizational structure.

b. To set forth briefly and generally the duties, responsibilities, authority and organizational relationships of individuals in the Command.

5. Compliance. All members of this Command will have a working knowledge of this manual and a thorough knowledge of the functional guides applying to their assigned billets.


C. G. PAQUIN

Distribution:

TRARONNINEINST 5216.1 (Series)

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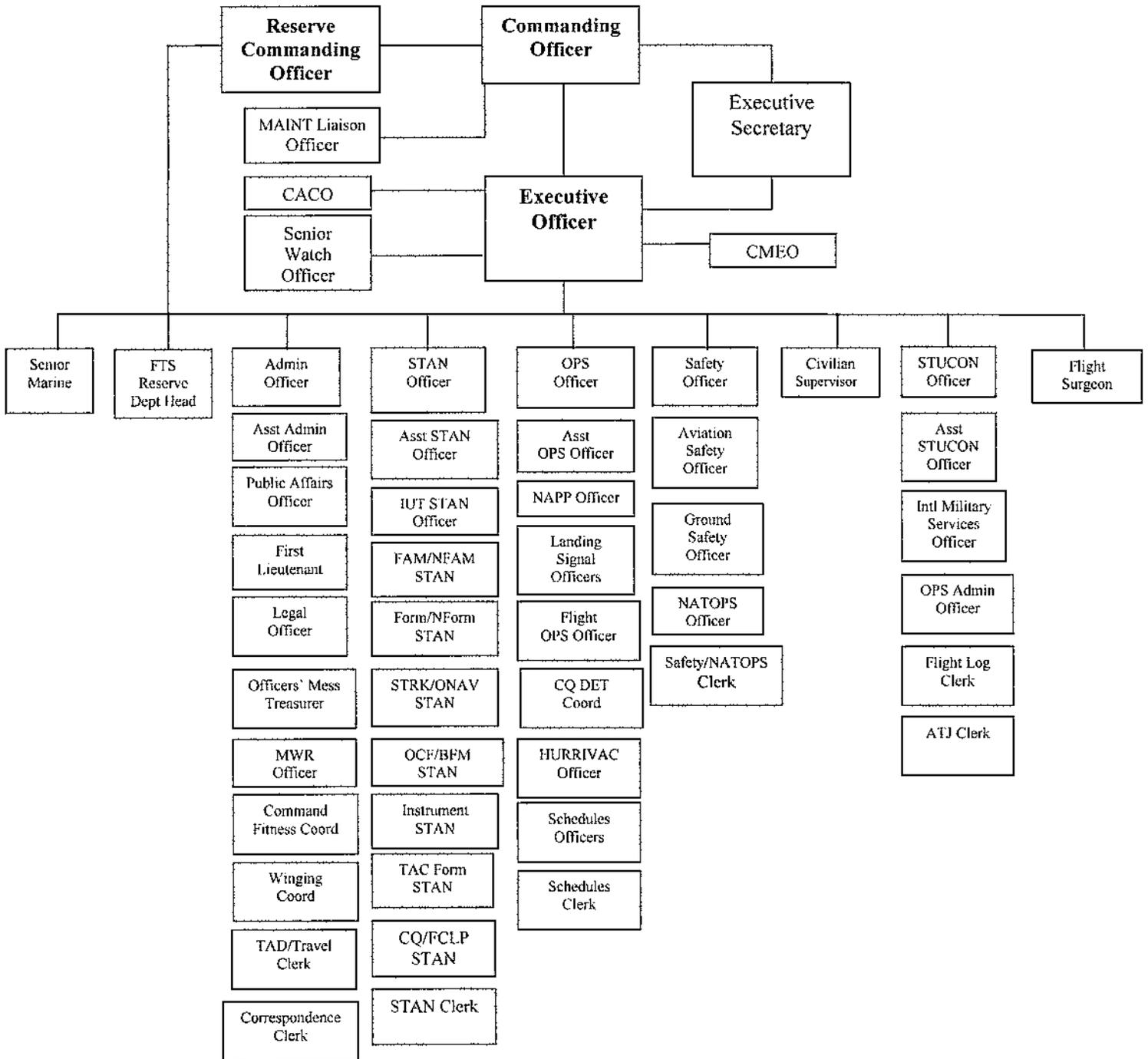
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SQUADRON MISSION

Safely conduct the United States Naval Multi-Service Pilot Training System as directed by Commander, Training Air Wing ONE.

Training Squadron NINE Organizational Chart



SECTION A. COMMANDING OFFICER (N0)

1. Basic Function. Commanding Officer (CO) directs and coordinates the functions of the Administrative (Admin), Standardization (STAN), Safety, Student Control (STUCON), and Operations (OPS) Departments in order to accomplish assigned missions.
2. Duties, Responsibilities and Authority. CO shall:
 - a. Be responsible for safe, timely, economical and qualitatively satisfactory completion of assigned phase training for student aviators.
 - b. Effect liaison with CO, Naval Air Station (NAS), via Commander, Training Air Wing ONE (CTW-1/TW-1) for coordination of student training facilities.
 - c. Make recommendations to CTW-1 regarding changes in training syllabus and allocation of personnel, aircraft, equipment and facilities.
 - d. Supervise and coordinate operational plans and schedules of the Command.
 - e. Maintain training records of student progress as directed by CTW-1 and Chief of Naval Air Training (CNATRA).
 - f. Exercise non-judicial punishment authority within the Command.
 - g. Exercise special and summary court-martial jurisdiction within the Command.
 - h. Be responsible for safety, well-being, morale, moral conduct and efficiency of the Command.
 - i. Be responsible for resource management and operating target compliance.
 - j. Keep Executive Officer (XO) informed of policies.
 - k. Be responsible for coordination of Squadron internal relations programs.
 - l. Be responsible for making Command Statements concerning Equal Employment Opportunity for Handicapped and Disabled Veterans, Equal Employment Opportunity, Sexual Harassment and Safety Policy.
3. Organizational Relationship. CO reports administratively and operationally to CTW-1.

SECTION B. EXECUTIVE OFFICER (N01)

1. Basic Function. XO is the direct representative of the CO. All orders issued by the XO shall have the same force and effect as though issued by the CO. He shall conform to and carry out both the policies and orders of the CO and keep him apprised of all significant matters pertaining to the Command. The XO shall primarily be responsible for the organization, performance of duty, good order and discipline of the entire Command.

2. Duties, Responsibilities and Authority. XO shall:

- a. Be responsible for implementing policies and instructions of the CO.
- b. Be responsible for advising the CO of problems and make recommendations concerning operations of the squadron.
- c. Supervise and coordinate administrative plans and schedules of the Command as a whole.
- d. In the absence of the CO, be a designated clearance authority and sign clearance and access entries on Certificate of Personnel Security Investigation, Clearance and Access (OPNAV Form 5520/20).
- e. Maintain high military standards within the Command.
- f. Be responsible for junior officer's training, professional counseling and career guidance.
- g. Act as President of the squadron mess.
- h. Assign personnel with concurrence of the CO.
- i. Maintain Squadron watch standards at a high level.
- j. Perform such other duties as may be directed.
- k. Coordinate and monitor Junior Officer Counseling and prepare CNATRA Form 1100/3.

3. Organizational Relationship. XO reports directly to the CO.

SECTION C. RESERVE COMMANDING OFFICER (N00R)

1. Basic Function. Reserve CO directly supports CO on Admin, STAN, Safety and OPS in order to accomplish assigned missions.
2. Duties, Responsibilities and Authority.
 - a. Be responsible for Selected Reserve Pilot supplementation in the Command for the timely, safe and economical completion of assigned phase training for student aviators.
 - b. Supervise and coordinate reserve operational plans and schedules of the Command.
 - c. Be responsible for reserve resource management and operating target compliance.
 - d. Keep CO and TW-1 Reserve Component Commander (RCC) informed of reserve production and policies.
3. Organizational Relationship. Reserve CO reports administratively to TW-1 RCC and operationally to the CO.

SECTION D. FULL TIME SUPPORT RESERVE DEPARTMENT HEAD (N00R1)

1. Basic Function. Support Reserve CO on daily OPS and Admin of reserve pilots.
2. Duties, Responsibilities and Authority.
 - a. Keep Reserve CO informed of all reserve issues.
 - b. Liaison with Reserve Department Heads (RDH) to ensure compliance with Command and reserve directives.
 - c. Be responsible for the execution of Reserve Pilot IDT, IDTT, AT and ADT drill periods.
 - d. Be responsible for efficient use of reserve pilots.
3. Organizational Relationship. Full Time Support (FTS) RDH reports directly to the Reserve CO and FTS OSO.

SECTION E. EXECUTIVE SECRETARY (N0G)

1. Basic Function. CO's Executive Secretary is responsible for coordinating the CO's and XO's schedules with corresponding officials and providing Admin support.
2. Duties, Responsibilities and Authority. The Executive Secretary serves as secretary to the CO and XO.
 - a. Receives calls, greets visitors, takes care of routine matters on the basis of knowledge of the squadron, refers inquiries to the appropriate personnel.
 - b. As required composes and reviews correspondence to be signed by superiors for format, grammatical accuracy and conformance to desired style and tone of supervisors.
 - c. Composes and types letters of thanks, recommendation and endorsements on correspondence.
 - d. Maintains calendar for CO/XO.
 - e. Initiates and follows through on the Fitness Reports of all Navy personnel assigned to Training Squadron NINE (VT-9), ensuring correctness and strict compliance to all regulations.
 - f. Composes, types, duplicates and distributes the squadron's social roster prepared monthly.
 - g. Performs other related tasks as directed by the CO/XO, in accordance with The Department Of the Navy (DON) civilian personnel billet description.
3. Organizational Relationship. CO's Executive Secretary works directly for the XO (Immediate Supervisor) and the CO (Second Level Supervisor).

SECTION F. SENIOR MARINE (N021)

1. Basic Function. The Senior Marine supervises and directs the professional training of all Marines assigned to this Command, as directed by the Commandant of the Marine Corps, and advises the CO on all matters relative to Marine Corps personnel. Maintains close contact with the Wing Senior Marine and the CO of the Marine Aviation Training Support Group.
2. Duties, Responsibilities and Authority. The Senior Marine shall:
 - a. Be responsible for the professional education and training of Marine Officers assigned to this Command.
 - b. Keep the CO apprised of "Marine specific" issues.
 - c. Prepare Fitness Report evaluation input of all Staff Marine Officers for the XO/CO.
 - d. Complete Fitness Report Evaluations (typically non-observed reports) on all Marine Student Officers, for input to the Official Military Personnel File (OMPF).
 - e. Ensure that, in case of board action on any Marine Student, a Staff Marine Officer is a member of the board.
3. Organizational Relationship. The Senior Marine reports directly to the XO.

SECTION G. SENIOR WATCH OFFICER (N023)

1. Basic Function. Senior Watch Officer (SWO) shall supervise the conduct, training and performance of VT-9's Operations Duty Officers (ODO) and Squadron Duty Officers (SDO).
2. Duties, Responsibilities and Authority. SWO shall:
 - a. Prepare and promulgate monthly ODO and SDO watch bills.
 - b. Ensure equitable assignment of all eligible officers to the watch bills.
 - c. Assure that newly assigned watch standers are provided with a joint indoctrination watch prior to their first official duty assignment.
 - d. Coordinate all changes to the watch bills.
 - e. Maintain a folder of current pertinent instructions and a Pass-Down-Log.
 - f. Ensure all operational requirements, with regards to the watch bills as dictated by the OPS Officer, are satisfied.
 - g. Perform such other duties as directed.

3. Organizational Relationship. SWO reports directly to the XO for all Watch Standards issues.

SECTION H. CIVILIAN SUPERVISOR (N024)

1. Basic Function. Civilian Supervisor is the rating official of all civilian personnel in VT-9, except the Executive Secretary.

2. Duties, Responsibilities and Authority. Civilian Supervisor shall:

- a. Ensure all admin paperwork is completed in an accurate and timely manner.
- b. Ensure all temporary flight orders are prepared, that necessary admin records are maintained and ensure all required reports are administratively correct.
- c. Monitor overall workload to ensure assignments are being distributed evenly and fairly.
- d. Proofread correspondence before forwarding it through the appropriate Chain of Command.
- e. Coordinate, enforce and monitor an effective training program for all civilian personnel.
- f. Keep the Admin Officer informed of the progress of all job assignments or any pending problems.

3. Civilian Supervisor job description.

- a. Admin Support. In support of Naval Aviator production and Command objectives for the duration of the reporting period, provide general admin clerical support to the Command. Comply with governing policies, procedures and regulations (PPRs) within all functional areas of the Admin Department. These functional areas include, but are not limited to: Naval Correspondence, Files and Directives, Awards Processing, Postal Functions, Casualty Reporting, Public Affairs, Permanent Change of Station (PCS) and Temporary Additional Duty (TAD) Travel Functions, Forms and Reports Management Procedures, and Legal Support Services. Liaise as needed with Squadron/Wing/NAS/CNATRA staff members to facilitate compliance with Command executive guidance. Screen documents for proper format, spelling and punctuation and file, forward, or otherwise process them correctly in accordance with PPRs.

b. Operational Support. In support of Naval Aviator production and Command objectives for the duration of the reporting period, provide operational support to the command. Comply with governing PPRs within all functional areas of the OPS Department. These functional areas include, but are not limited to: Aviation Training Form (ATF) review corrections, and processing, updating Aviation Training Jacket (ATJ), screening ATJ prior to completion of phase, and updating Student Naval Aviator (SNA) grade cards. Liaise as needed with Squadron/Wing/NAS/CNATRA staff members to facilitate compliance with Command executive guidance. Screen documents for proper format, spelling and punctuation and file, forward, or otherwise process them correctly in accordance with PPRs.

c. STAN/Safety Support. In support of Naval Aviator production and Command objectives for the duration of the reporting period, provide STAN/Safety support to the command. Comply with governing PPRs within all functional areas of the Safety and Training Departments. These functional areas include, but are not limited to: tracking Training Integrated Management System (TIMS) qualifications, tracking and filing Naval Air Training and Operations Procedures Standardization (NATOPS) forms, tracking and filing Instructor Training Jackets (ITJs), scheduling swim qualifications, and scheduling flight physicals in accordance with NATOPS. Liaise as needed with Squadron/Wing/NAS/CNATRA staff members to facilitate compliance with Command executive guidance. Screen documents for proper format, spelling and punctuation and file, forward, or otherwise process them correctly in accordance with PPRs.

d. Combined Detachment Support. In support of Naval Aviator production and Command objectives for the duration of the reporting period, provide Detachment (DET) support as needed for combined squadron entities. Comply with governing PPRs within all functional areas of the OPS Department. These functional areas include, but are not limited to: Naval Aviation Flight Record (NAVFLIR) entry, editing ATFs, cloning events, ATF screening, updating SNA grade sheets, processing mid-stage/end-stage marginal's, processing Performance Review Boards (PRBs), processing unsatisfactory (UNSATs), removing SNAs from hold, creating DET flight trackers, and rectifying schedule execution errors. Liaise as needed with Squadron/Wing/NAS/CNATRA staff members to facilitate compliance with Command executive guidance. Screen documents for proper format, spelling and punctuation and file, forward, or otherwise process them correctly in accordance with PPRs.

e. Professional Standards. In support of Naval Aviator production and Command objectives for the duration of the reporting period, serve as a valued employee. Ensure professional behavior and comply with all governing directives, rules, regulations, standards of conduct and ethical codes. Submit accurate time & attendance inputs and complete required periodic training. Actively seek to be cross-trained in multiple functional areas, and willingly assist in the training of others. Perform other duties as assigned, and be prepared for occasional travel to include operational detachments.

f. Emergent/Collateral Duties. In support of Naval Aviator production and Command objectives for the duration of the reporting period, expeditiously perform collateral tasks (such as data calls or special projects) with a high quality of work as assigned by competent authority. Seek supervisor's guidance when the level of effort, priority, or resources required of any emergent tasking threatens the timely completion of other routine duties.

g. Flight Scheduling Support. In support of Naval Aviator production and Command objectives for the duration of the reporting period, provide flight scheduling support to the command. Comply with governing PPRs within all functional areas of the OPS Department, to include, but not limited to: TIMS expertise, familiarization with CNATRA TA Manual (CNATRA 1500.4 series) and all applicable SNA/Instructor Under Training (IUT) syllabus Master Curriculum Guides (MCG), processing absence requests for students and instructors (active duty and reserve component), and tracking student syllabus flow. Liaise as needed with Squadron/Wing/NAS personnel to facilitate compliance with Command executive guidance. Responsibilities include, but are not limited to creating the schedule build template, tracking snivel logs, simulator requirements, creating schedule front page, monitoring student medical status, and input of flight schedule into schedule build template.

4. Organizational Relationship. Civilian Supervisor reports directly to the XO.

SECTION I. FLIGHT SURGEON (N025)

1. Basic Function. The Flight Surgeon is an Officer of the Medical Corps assigned to the squadron for duty. The Flight Surgeon is assigned additional duty to the Branch Medical Clinic.

2. Duties, Responsibilities and Authority. Flight Surgeon shall:

a. Advise the CO on all matters concerning the mental and physiological fitness of all flight personnel. Coordinate the conduct of flight physicals and recommend grounding, rotation, or rest period, when appropriate.

b. Prescribe treatment and instruct flight personnel in measure regarding disease conditions and medical aspects of aviation safety including weight control.

c. Assist and coordinate with other officers assigned in the execution of the physical fitness program, weight control, first aid training, disaster control, and the completion of periodic physical examinations and immunizations.

d. Monitor the efforts of Medical Department personnel in maintaining the health records of squadron personnel.

e. Keep the CO informed of the general medical condition of squadron personnel, and specifically any unusual medical problems or matters.

f. Monitor sanitation conditions and hygienic procedures in the Command and report the findings to the CO.

3. Organizational Relationship. The Flight Surgeon reports to the CO.

4. Collateral Duties.

- a. Member of Aviation Mishap Board (AMB)
- b. Member of the Aviation Safety Council (ASC)
- c. Member of the Student Performance Review Board (PRB)
- d. Member of the Human Factors Board (HFB)

SECTION J. CASUALTY ASSISTANCE CALLS OFFICER(S) (N0311-N0314)

1. Basic Function. The Casualty Assistance Calls Officer (CACO) acts as the Command representative in cases of death or serious injury/illness to squadron personnel.

2. Duties, Responsibilities and Authority. The CACO shall:

- a. Carry out the Casualty Assistance Program.
- b. Coordinate disposition of personal effects and/or remains.
- c. As required, shall personally notify primary and/or secondary next of kin (PNOK/SNOK).
- d. Assists Admin Department in completion of all reports and messages.

3. Organizational Relationship. The CACO reports directly to the XO.

SECTION K. COMMAND MANAGED EQUAL OPPORTUNITY

1. Basic Function. The Command Managed Equal Opportunity (CMEO) Officer is to function as the single point of contact for Equal Opportunity (EO) issues within the command. Coordinates complaints, reporting and tracking.

2. Duties and Responsibilities. The CMEO Officer shall:

- a. To emphasize the CO's responsibility for creating and maintaining a positive equal opportunity climate within the command.

- b. To underscore the chain of command's responsibility for identifying and resolving equal opportunity and sexual harassment problems and concerns.
- c. To provide commands with the capability to monitor equal opportunity issues, maintain the flexibility to address their own needs, and allocate resources as the situation demands.
- d. To provide commands with a system for monitoring all personnel issues that affect individual promotion; duty assignments; or other actions emphasizing merit, ability, performance, and potential.

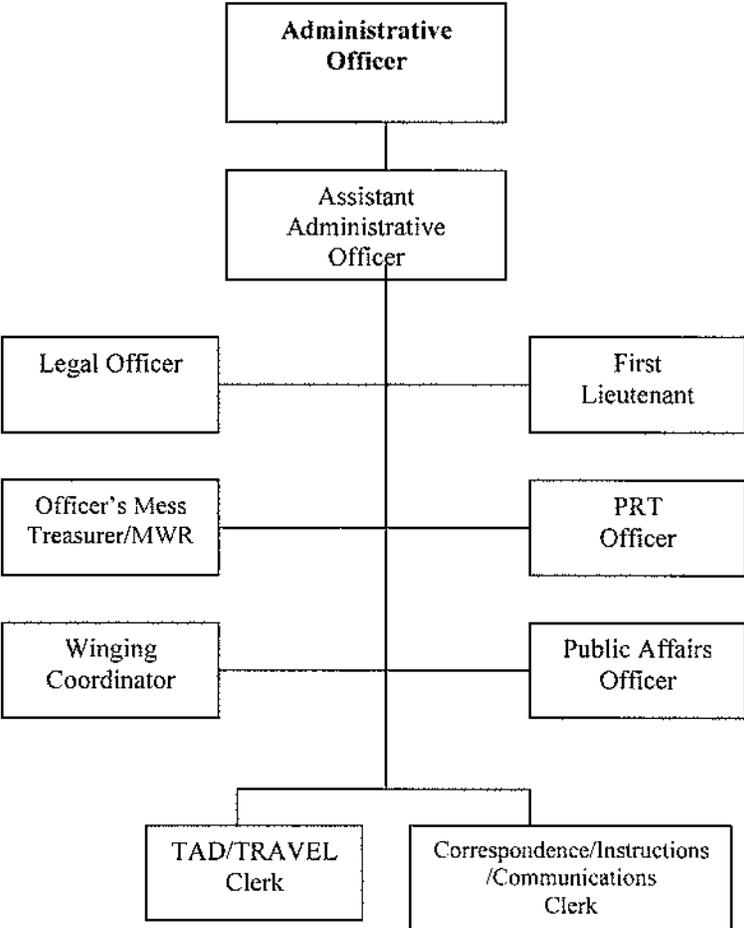
CMEO is an equal opportunity management system controlled primarily at the command level. Command-level control makes equal opportunity a reality in each command.

- 3. Organizational Relationship. The CMEO reports directly to the XO.

SECTION L. MAINTENANCE LIAISON OFFICER (N4)

- 1. Basic Function. The Maintenance Liaison Officer establishes a working relationship with CNATRA DET and contract maintenance personnel and advises the CO on all matters relating to aircraft maintenance.
- 2. Duties, Responsibilities and Authority. The Maintenance Liaison Officer shall:
 - a. Communicate aircraft requirements for training detachments.
 - b. Coordinate efforts between the OPS and Maintenance Departments.
 - c. Track aircraft maintenance issues and report on resolution progress.
 - d. Act as the maintenance representative for all aircraft mishap investigations.
 - e. Act as the CO's representative regarding all maintenance issues.
- 3. Organizational Relationship. The Maintenance Liaison Officer reports directly to the CO.

Administrative Organizational Chart



SECTION A. ADMINISTRATIVE OFFICER (N1)

1. Basic Function. Admin Officer supervises and directs the functions of the Admin Department and shall act as the Admin Assistant to the XO.
2. Duties, Responsibilities and Authority. Admin Officer shall:
 - a. Supervise the preparation and publication of the Plan of the Month (POM) and squadron instructions and notices.
 - b. Maintain a central file section.
 - c. Maintain a tickler file for the expeditious handling of action correspondence.
 - d. Maintain a system of reviewing squadron instructions at least annually to ensure they are kept up to date.
 - e. Ensure the proper routing of all incoming and outgoing official correspondence.
 - f. Act as Civilian Liaison Officer and ensure the civilian employees are following current guidelines.
 - g. Ensure prompt submission of admin and officer personnel reports as required by current directives.
 - h. Supervise the execution of all official orders.
 - i. Ensure that the PNOK Notification Data Sheets are maintained for all personnel who are flying with the squadron.
 - j. Act as the management control program representative.
 - k. Maintain command financial/budget requirements.
 - l. Act as overall minor property liaison officer.
 - m. Manage the awards program.
 - n. Perform such other duties as directed.
 - o. Manage the Defense Travel System (DTS) as the final approval authority for all authorizations and vouchers. Ensure compliance with all squadron travel regulations.
3. Organizational Relationship. The Admin Officer reports directly to the XO.

SECTION B. ASSISTANT ADMINISTRATIVE OFFICER (N11)

1. Basic Functions. Assistant (Asst) Admin Officer shall assist the Admin Officer in supervising and directing the functions of the Admin Department.
2. Duties, Responsibilities and Authority. Asst Admin Officer shall:
 - a. Assist the Admin Officer in the performance of his duties.
 - b. Supervise and manage the Command Sponsor Program to include maintaining a file of all prospective gains with pertinent information.
 - c. Assume responsibility for effective coordination, liaison and communications with all departments and between the squadron and PSD with respect to the administration of personnel.
 - d. Maintain a reports control tickler file to ensure timely submission of all squadron reports.
 - e. Formulate and recommend procedures for efficient personnel management.
 - f. Act as the Communications/Postal Officer ensuring that incoming/outgoing U.S. mail and Naval Messages are handled according to Postal Regulations and other instructions.
 - g. Supervise and track the Administration Internal Review Program listing all discrepancies and monitoring all pre-admin inspection items, tracking discrepancies until corrected.
 - h. Act as the Military Capability Officer.
 - i. Act as Flight Deck Hazardous Duty Pay auditor.
3. Organizational Relationship. Asst Admin Officer reports directly to the Admin Officer.

SECTION C. PUBLIC AFFAIRS OFFICER (N121)

1. Basic Functions. Public Affairs Officer (PAO) directs and coordinates the squadron Public Affairs Program.
2. Duties, Responsibilities and Authority. PAO shall:
 - a. Act as the representative of the CO in all public affairs matters, paying particular attention to conformance with security regulations.
 - b. Prepare and disseminate to the squadron and to the general public newsworthy events occurring within the Command.
 - c. Coordinate and disseminate within the Command information of interest originating from external sources.
 - d. Maintain close liaison with other Public Affairs Representatives in the area to ensure an integrated Public Affairs Program.
 - e. Be familiar with regulations concerning and liaison with CTW-1/NAS PAO to assist with press release preparation and escort of news media personnel in the event of accidents or incidents.
 - f. Submit newsworthy hometown news material on personnel in the Command to the Fleet Hometown News Center.
 - g. Coordinate appropriate ceremonies for frockings, promotions, awards etc.
 - h. Collect and record historical data concerning the Command. Prepare and submit the annual Command History Report.
 - i. Maintain a file of biographies and semi-formal portraits of the CO and XO within the Command.
 - j. Maintain the staff officer photo roster boards.
 - k. Prepare Command photo album.
 - l. Submit annual history to naval archives.
3. Organizational Relationship. PAO reports to the Admin Officer.

SECTION D. WINGING OFFICER (N122)

1. Basic Function. Winging Officer organizes and supervises winging ceremonies in cooperation with the VT-7 Winging Officer.
2. Duties, Responsibilities and Authority. Winging Officer shall:
 - a. Collect wingee biographical information and turn into the VT-9 Secretary for the winging program.
 - b. Collect wingee guest biographical information and submit it to CTW-1 at least one week prior to winging ceremony.
 - c. Ensure Base Marquee has winging information by morning of winging ceremony.
 - d. Coordinate winging ceremony including protocol, music, and guest speaker.
3. Organizational Relationship. Winging Officer reports to the Admin Officer.

SECTION E. OFFICER'S MESS TREASURER (N123)

1. Basic Function. The Officer's Mess Treasurer shall administer and maintain the funds and accounts of the Officer's Association.
2. Duties, Responsibilities and Authority. The Officer's Mess Treasurer shall:
 - a. Levy and collect all dues from squadron staff and student officers.
 - b. Ensure that Officer's Mess is properly stocked and equipment maintained.
 - c. Maintain accurate records of funds and expenditures.
 - d. Distribute collected funds in support of Officer's Association requirements.
 - e. Act as the Command Navy/Marine Corps Relief Coordinator.
3. Organizational Relationship. The Officer's Mess Treasurer reports directly to the XO for all matters concerning the Officer's Association.

SECTION F. MORALE, WELFARE AND RECREATION OFFICER (N124)

1. Basic Function. Morale, Welfare and Recreation (MWR) Officer is responsible for the administration of the Squadron Recreation Fund and Squadron Special Services Program as set forth in the Special Services Manual.
2. Duties, Responsibilities and Authority. MWR Officer shall:
 - a. Supervise, organize and budget "all hands" parties and related activities.
 - b. Act as Squadron Coffee Mess Officer.
 - c. Provide adequate dissemination of information concerning the Squadron MWR Programs.
 - d. Manage and ensure dual signature authorization on all responsible financial accounts.
 - e. Submit monthly statements on the Merchandise Fund and MWR financial status.
 - f. Responsible for ensuring that the squadron is represented at Base MWR meetings and special MWR events as required.
 - g. Perform such other duties as may be directed.
3. Organizational Relationship. The MWR Officer reports directly to the Admin Officer.

SECTION G. LEGAL OFFICER (N125)

1. Basic Functions. Legal Officer advises the CO on matters concerning the administration of military justice within the squadron and on other legal matters of concern to the squadron.
2. Duties, Responsibilities and Authority. Legal Officer shall:
 - a. Process all Squadron Captain's Masts.
 - b. Assist in the administration of Courts-Martial.
 - c. Process administrative discharges.
 - d. Coordinate and supervise fact finding bodies.
 - e. Furnish legal assistance to squadron personnel.
 - f. Furnish voting and income tax assistance to squadron personnel.

- g. Coordinate Privacy Act and Freedom of Information Act matters.
- h. Perform such other duties as may be directed.
- i. Process all required reports as necessary.

3. Organizational Relationship. Legal Officer reports directly to the Admin Officer; however, the CO/XO must be kept informed on matters affecting morale, discipline or fitness.

SECTION H. FIRST LIEUTENANT (N126)

1. Basic Function. First Lieutenant is responsible for maintaining material condition and daily work requirements of all squadron spaces.

2. Duties, Responsibilities and Authority. First Lieutenant shall:

- a. Supervise the maintenance and upkeep of all squadron spaces.
- b. Act as the Audio/Visual Program Officer for the Command.
- c. Conduct semi-annual inventories on all audio/visual equipment.
- d. Act as the Squadron Key Custodian and Squadron Physical Security Officer.
- e. Be responsible for the upkeep of all Command vehicles.
- f. Be responsible for the improvement, beautification and maintenance of all squadron spaces.
- g. Be responsible for the assignment and management of squadron lockers. First Lieutenant will inform the XO via memo on personnel who fail to return locker keys during check-out.

3. Organizational Relationship. First Lieutenant reports directly to the Admin Officer.

SECTION K. COMMAND FITNESS AND PHYSICAL READINESS TEST COORDINATOR (N127)

1. Basic Function. Command Fitness and Physical Readiness Test (PRT) Coordinator is responsible for the administration of squadron athletic activities and the Squadron Physical Fitness Program as set forth in the Special Services Manual and OPNAVINST 6110.1H.

2. Duties, Responsibilities and Authority. Command Fitness and PRT Coordinator shall:

- a. Ensure that all recreational facilities onboard the base are at the disposal of squadron personnel during their scheduled hours.

- b. Maintain personnel risk factor screening/physical readiness test results and forward upon member's transfer to the gaining Command.
- c. Conduct the Command PRT semi-annually per guidelines of OPNAVINST 6110.1H.
- d. Advise the CO on all health and physical readiness program matters.
- e. Advise the Squadron Chain of Command on all health and physical readiness program matters, particularly with regard to individuals who need assistance in meeting minimum standards. Counsel individuals who need assistance in meeting minimum standards and supervise mandatory conditioning programs.
- f. Ensure proper supervision and administration of PRT requiring organized warm-up and cool down exercises.
- g. Ensure each Command member who fails to meet body fat standards or answers "yes" on the risk factor screening form is evaluated by a military physician prior to participation in physical fitness testing.
- h. Prepare documentation of Command test results for higher authority.
- i. Perform other duties as directed.
- j. Maintain an ongoing Command Fitness Program that meets the Chief of Naval Operations (CNO) direction of one hour of PT, three times a week for all members.

3. Organizational Relationship. The Command Fitness & PRT Coordinator reports directly to the Admin Officer.

SECTION J. TAD/TRAVEL CLERK (N1S3)

1. Basic Function. TAD/Travel Clerk ensures the completeness and currency of all TAD orders and files. Works with TW-1 Comptroller Department on all TAD orders.
2. Duties and Responsibilities. TAD/Travel Clerk shall:
 - a. Operate the Defense Travel System (DTS) program to include:
 - (1) Create all DET Orders and Vouchers.
 - (2) Review and screen all submitted TAD Orders and Vouchers to ensure they are valid, and modify travel documents as required to correct errors prior to submitting as "Reviewed" in DTS.

(3) Maintain paper copies, as directed, of all cost orders, no cost orders, and receipts that are submitted. The TAD Travel Clerk will also submit a copy of all cost orders to the CTW-1 Comptroller.

(4) Submit and release ITEMPO Messages in BUPERS Online for every Navy members' TAD travel.

b. Maintain an up-to-date file on all TAD orders to include:

(1) Cost orders

(2) No-cost orders

c. Act as Command Pass Coordinator (CPC) for command. In this capacity, coordinates resolution of all pay and other service record related issues with the PSD at NAS Pensacola, FL.

d. Act as Command Agency Program Coordinator (APC) for command.

(1) In this capacity, the APC is responsible for ensuring charges made with the Government Travel Charge Card (GTCC) are in accordance with the Financial Management Regulation Volume 9 Chapter 3 and local agency regulations.

(2) Ensure personal information is accurate and updated upon check-in of each member.

(3) Create delinquent reports and submit directly to AO for action.

(4) Complete and forward the monthly validation checklist to CNATRA.

e. Perform other related duties as directed

3. Organizational Relationship. The TAD/Travel Clerk reports directly to the Admin Officer and the Civilian Supervisor.

SECTION K. CORRESPONDENCE/COMMUNICATIONS/INSTRUCTIONS CLERK (N1S3)

1. Basic Function. The Correspondence/Communications/Instructions Clerk shall review and prepare command correspondence and awards, perform the detailed Postal functions and ensure the proper receipt and distribution of the squadron messages. Prepares and receives Command directives, acts as Command directives control point, maintains the Squadron Command Master file and Publications files.

2. Duties, Responsibilities and Authority. Correspondence Clerk shall:

a. Review all signed correspondence for errors.

- b. Ensure that the proper number of copies of all official outgoing correspondence for the Command are made and filed appropriately.
- c. Ensure that all correspondence is assembled in the proper sequential order prior to mailing, and that required copies for any "Copy to" addresses are included.
- d. Ensure that all original correspondence copies are mailed, filed and properly distributed the same day.
- e. Prepare a read file and restricted read file on the last day of each quarter containing all correspondence signed that quarter under the title of the CO.
- f. Hand deliver items addressed to TW-1.
- g. Ensure that the read files are properly disassembled after routing and copies are distributed in accordance with office policy.
- h. Prepare and distribute the Plan of the Month (POM).
- i. Type general correspondence, messages and directives as required/directed.
- j. Maintain a pass down notebook including billet description and all applicable directives as required.
- k. Ensure drafts of awards recommendations comply with current publications.
- l. Ensure correspondence complies with current publications, directives, regulations, and policy.
- m. Prepare smooth versions of recommendations and commendations.
- n. Act as CPC for Command. In this capacity, coordinates resolution of all pay and other service record related issues with the PSD at NAS Pensacola, Fl.
- o. Maintains a serial log for all Navy correspondence.

3. Duties, Responsibilities and Authority. Communications Clerk is responsible for:

- a. Incoming Messages
 - (1) Use the Navy Interface for Command Email (NICE), daily to pick up new messages.
 - (2) Read and distribute each message to the VT-9 message mailbox.
 - (3) File messages with in the Command, VT-9 message folder required.

(4) Distribute messages such as outgoing and incoming orders to the appropriate personnel as needed.

b. Outgoing Messages

(1) Review released messages for the releaser signature.

(2) Reproduce one copy to provide for message file folder.

(3) Properly use NICE for sending out the message.

(4) Ensure CTW-1 receives copy via NICE.

c. Postal Duties

(1) Receive and process regular mail twice weekly.

(2) Route personal mail to individuals concerned.

(3) Return to the post office all mail addressed to personnel who have been transferred from the Command or separated from the Navy.

(4) Pick up any certified or registered mail held at the post office.

(5) Place classified material on controlled routing and deliver to the Admin Officer, Administrative Management Assistant, or Security Manager as required.

(6) Notify personnel when they have UPS, Federal Express items, and/or insured/certified/registered mail to pick-up.

(7) Ensure proper and safe storage for all accountable mail addressed to individuals.

4. Duties, Responsibilities and Authority. Instructions Clerk shall:

a. Properly prepare, maintain and file all Command instructions and notices with a separate file of all master copies.

b. Maintain the Command 5215 notice listing of effective instructions and notices.

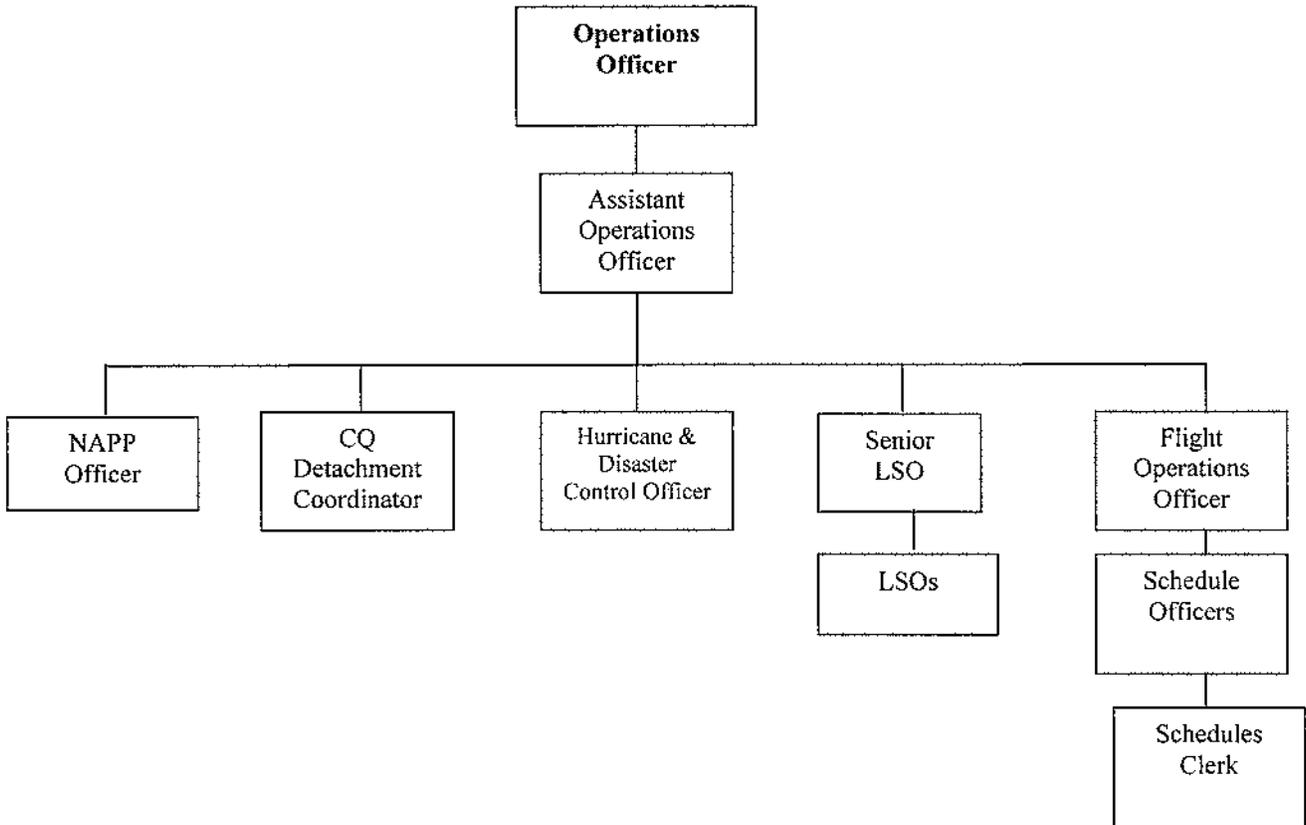
c. Prepare and distribute Command directives review tickler report during Change of Command (COC).

d. Enter changes to directives and publications when received.

e. Ensure proper distribution of both Command and external directives to cognizant departments, divisions, offices and work centers.

- f. Maintain the Command distribution list.
 - g. Prepare change transmittals for Command instructions.
 - h. Maintain an up to date 5215 notice for all applicable Commands.
 - i. Maintain a file of all locally used forms and an appropriate updated OPNAV 5213/18.
 - j. Maintain a Command directive status log showing status of Command directives from date of preparation to date of issue.
 - k. Track timely and proper annual reviews of Command directives.
 - l. Ensure compliance with existing directives regarding the preparation, reproduction, distribution and filing of all directives.
 - m. Track missing external directives from approved online sources.
 - n. Coordinate with CNATRA for the posting of up to date TRARON NINE Instructions on the CTW-1 intranet.
 - o. Perform other related duties as directed.
5. Organizational Relationship. Correspondence/Instructions/Communications Clerk reports directly to the Admin Officer and the Civilian Supervisor.

Operations Organizational Chart



SECTION A. OPERATIONS OFFICER (N3)

1. Basic Function. OPS Officer organizes, supervises and coordinates the functions of the various branches of the OPS Department to ensure squadron mission accomplishment and maximum efficiency.
2. Duties, Responsibilities and Authority. The OPS Officer shall:
 - a. Supervise and coordinate the flight and flight support training of assigned SNA and Flight Instructors as directed by the CO.
 - b. Ensure that all activities and operations conducted by the OPS Department are in accordance with existing directives.
 - c. Recommend or initiate changes to the syllabus, which will maintain or improve the quality, efficiency and economy of flight and flight support training.
 - d. Liaise with the STAN Officer to ensure that the training of all flight support is presented by flight and ground instructors and is maintained at the highest possible level.
 - e. Liaise as necessary with various departments and divisions of CTW-1 and NAS Meridian for effective coordination and cooperation on matters of joint interest or responsibility in accomplishing the squadron mission.
 - f. Make recommendations to the CO for the convening of Field Naval Aviator Evaluation Boards when indicated.
 - g. Review Student ATJs and award administrative extra flight and ground training instruction as outlined in CNATRAINST 1500.4 (Series).
 - h. Keep the XO advised and informed of matters pertinent to the progress and performance of the OPS Department.
 - i. Approve the daily flight schedule in the CO/XO's absence.
 - j. Perform other duties as directed.
3. Organizational Relationship. OPS Officer reports directly to the CO for operational issues and the XO administratively.

SECTION B. ASSISTANT OPERATIONS OFFICER (N31)

1. Basic Functions. Asst OPS Officer assists the OPS Officer in the coordination of the squadron training effort. Perform the duties and responsibilities of the OPS Officer during their absence.
2. Duties, Responsibilities and Authority. Asst OPS Officer shall:
 - a. Assist in the supervision and coordination of the flight schedule and flight support training of assigned SNAs and Flight Instructors as directed by the CO.
 - b. When directed by the OPS Officer, or in their absence, review Student ATJs and recommend administrative extra flight and ground training to the CO as outlined in CNATRAINST 1500.4 (Series).
 - c. Keep the OPS Officer advised and informed on matters pertinent to the progress and performance of the OPS Department.
 - d. Review all Cross Country Flight requests and forward them to the OPS Officer.
 - e. Compile and submit necessary data for selection of the Instructor of the Month to the OPS Officer.
 - f. Perform other duties as directed.
3. Organizational Relationship. The Asst OPS Officer reports directly to the OPS Officer.

SECTION C. NAVAL AVIATION PRODUCTION PROCESS (NAPP) OFFICER (N324)

1. Basic Function. To assist the OPS Officer in ensuring accurate accountability and reporting of student start/stop dates, estimated winging and completion dates, total time to train and other NAPP associated data to CO and TW-1 personnel.
2. Duties, Responsibilities and Authority. The NAPP Officer shall:
 - a. Accurately brief CO/XO on NAPP Integrated Production Data Repository (NIPDR) cockpit charts in preparation for monthly TW-1 NAPP meeting.
 - b. Work closely with OPS Officer and Flight Officer to manage student progression to ensure minimal training delays and time to train.
 - c. Coordinate with Wing NAPP to ensure adequate class loading to minimize student time to train while maximizing Squadron student sorties and Naval Aviator production.

d. Perform other duties as directed.

3. Organizational Relationship. The NAPP Officer reports directly to the Asst OPS Officer.

SECTION D. CARRIER QUALIFICATION (CQ) DETACHMENT COORDINATOR (N325)

1. Basic Function. CQ DET Coordinator plans, organizes and manages the CQ DETs for both the Squadron and the Wing when required.

2. Duties, Responsibilities and Authority. CQ DET Coordinator shall:

a. Act as liaison between the OPSs Department, Wing Landing Signal Officer (LSO) and CNATRA LSO.

b. Supply Wing LSO with a list of students and instructors for each CQ DET Letter of Instruction (LOI).

c. Coordinate airlift and equipment pack out with Admin and Supply Departments.

d. Attend CQ Pre-Sail to coordinate maintenance and flight schedules.

e. Act as the Wing and CNATRA Officer in Charge on a rotating basis with VT-7, 21 and 22.

f. Perform other duties as directed.

3. Organizational Relationship. CQ DET Coordinator reports to the Asst OPS Officer.

SECTION E. HURRICANE/DISASTER CONTROL OFFICER (N326)

1. Basic Function. Hurricane/Disaster Control Officer will coordinate and supervise the Squadron Hurricane Evacuation Plan.

2. Duties, Responsibilities and Authority. The Hurricane/Disaster Control Officer shall:

a. Maintain a Hurricane Evacuation Plan in accordance with current instructions and ensure periodic drills are conducted.

b. Maintain liaison with the station Hurricane Evacuation Officer in all matters concerning the evacuation of aircraft and flight support material required to fly aircraft to designated evacuation points.

c. Perform other duties as directed.

3. Organizational Relationship. The Hurricane/Disaster Control Officer reports to the Asst OPS Officer.

SECTION F. SENIOR LANDING SIGNAL OFFICER (N328)

1. Basic Function. Senior LSO ensures that student and instructor CQs are conducted in accordance with current directives and instructions.

2. Duties, Responsibilities and Authority. Senior LSO shall:

a. Closely monitor the progress of students in the CQ stage and advise the OPS Officer immediately should a student be designated a marginal performer.

b. Ensure the safe and efficient operation of scheduled Field Carrier Landing Practice (FCLP) periods.

c. Ensure timely submission of student ATFs after the completion of each CQ.

d. Submit required reports to the OPS Officer.

e. Maintain a training program for LSO's within the Command.

f. Perform other duties as may be directed.

3. Organizational Relationship. The Senior LSO reports directly to the Asst OPS Officer.

SECTION G. LANDING SIGNAL OFFICERS (N3261-N3264)

1. Basic Function. The LSO's ensures that student and instructor CQs are conducted in accordance with current directives and instructions.

2. Duties, Responsibilities and Authority. The LSO's shall:

a. Assist the Senior LSO in the performance of his duties.

b. Perform other duties as directed.

3. Organizational Relationship. The LSOs report directly to the Senior LSO.

SECTION H. FLIGHT OPS OFFICER (N329)

1. Basic Function. Responsible for preparing the flight schedule and implementing changes as operational requirements dictate.
2. Duties, Responsibilities and Authority. The Flight OPS Officer shall:
 - a. Act as single point of contact for the schedule department.
 - b. Coordinate Schedule Officer duty scheduling.
 - c. Ensure priorities assigned by the OPS Departments are properly scheduled.
 - d. QA the daily flight schedule in the absence of the OPS or Asst OPS Officer.
 - e. Supervise the ground training required at the squadron level to support the flight operations and training of flight students.
 - f. Maintain direct liaison with the Training and Medical Departments of the station on all matters concerning the qualifications of squadron aviators/students.
 - g. Submit required reports.
 - h. Perform other duties as directed.
 - i. Ensure that VT-9 receives the current version of all flight publications.
 - j. Ensure that all outdated publications are removed in a timely manner and disposed of properly.
 - k. Ensure interim changes are properly incorporated.
 - l. Ensure the flight publications room is kept orderly and clean.
3. Organizational Relationship. The Flight OPS Officer reports to the Asst OPS Officer. Coordinates with DET Assist Officer-in-Charge, to ensure Pre-DET and Mid-DET student prerequisite events are completed on time. Plan and supervise the training of new Schedules Officers.

SECTION I. SCHEDULES OFFICERS (N330-N334)

1. Basic Function. Schedules Officers ensures the preparation of the daily flight schedule in accordance with current directives.
2. Duties, Responsibilities and Authority. The Schedules Officers shall:
 - a. Write the daily flight schedule and ensure its timely distribution.
 - b. Maintain the flow of students to ensure that all criteria is met in the syllabus in accordance with CNATRAINST 1500.4 (Series) and the curriculum guide.
 - c. Coordinate flight schedule rearrangement due to aircraft availability, weather and other such variables that may affect the originally published schedule.
 - d. Perform other duties as directed by the Flight OPS Officer.
3. Organizational Relationship. The Schedules Officers report directly to the Flight OPS Officer.

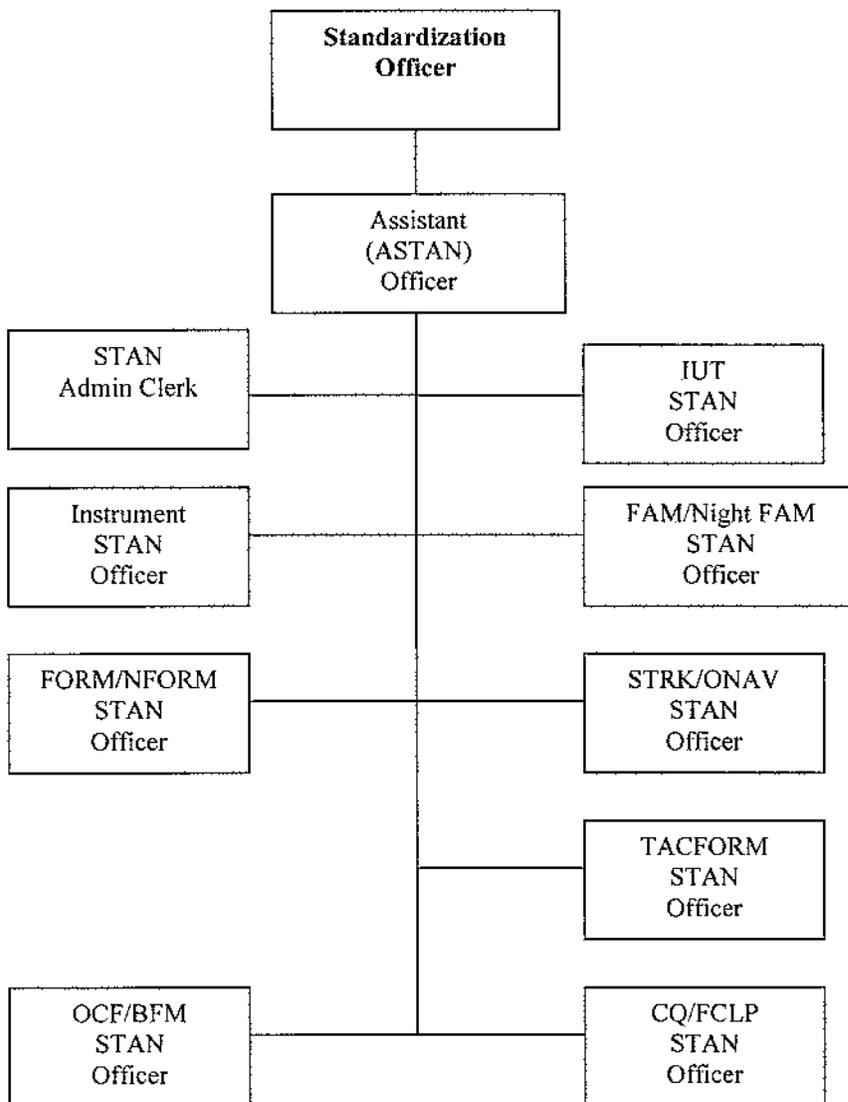
SECTION J. SCHEDULES CLERK (N3S4)

1. Basic Function. The Schedules Clerk ensures the currency of all flight status boards and publications. They will continuously monitor all new flight updates to fulfill the squadron mission.
2. Duties, Responsibilities and Authority. The Schedules Clerk shall:
 - a. Become familiar with the Master Curriculum Guide (MCG).
 - b. Update student progress board from previous day's Flight Schedule and input pilot snivels into computer.
 - c. Prepare cover page of Flight Schedule and contact the Simulator Building for next day's simulator quota.
 - d. Maintain adequate supply of schedule materials.
 - e. Maintain medical down-chits and update down-chit board daily.
 - f. Assist Schedule Writers by being QA to their work. Ensure that Instructors are being scheduled for flights they are qualified for and that Student progress is being adhered to by MCG standards.

3. Schedules Clerk job description. In support of Naval Aviator production and Command objectives for the duration of the reporting period, provide flight schedule reconciliation support to the command. Comply with governing PPRs within all functional areas of the OPS Department. These functional areas include, but are not limited to: expertise in the TIMS, CNATRA 1500.4 (Series), as well as the CNATRA 1542.159 syllabus MCG. Liaise as needed with Squadron/Wing personnel to facilitate compliance with Command executive guidance. Responsibilities include, but are not limited to: accurate and timely resolution of errors introduced into flight schedule execution, timely submission of all required reports.

4. Organizational Relationship. The Schedules Clerk reports directly to the Schedules Officers and the Civilian Supervisor.

Standardization and Training Organizational Chart



SECTION A. STANDARDIZATION OFFICER (N5)

1. Basic Function. The Standardization (STAN) Officer supervises and directs the functions of the STAN Department and ensures the flight training program is conducted in accordance with established policy. Also, the STAN Officer ensures students receive consistent and appropriate flight training and ground instruction through the entire T-45 combined Multi-Service Pilot Training System.
2. Duties, Responsibilities and Authority. The STAN Officer shall:
 - a. Maintain a training of flight instruction ensuring that students receive consistent instruction from all instructors in a given stage.
 - b. Maintain a current status on the various phases of squadron flight training by instructing in the IUT syllabus, student syllabus and periodically monitoring flight instructor training.
 - c. Advise the OPS Officer on the status of students and IUT's as required.
 - d. Maintain a Training Reference Library in accordance with CNATRAINST 3710.13G with Chapters 1 and 2.
 - e. Ensure training among the academic, simulator, support lecture, Flight Training Instruction (FTI), and flight phases of training and make change recommendations to CTW-1 via the TW-1 STAN Officer.
 - f. Maintain day-by-day working knowledge of individual instructor training proficiency, review problem areas and take corrective action.
 - g. Make recommendations to the XO for assignment of new standardization instructors as necessary.
 - h. Convene squadron Advance Qualification Board (AQB) monthly to promote training effectiveness. The AQB shall include the CO or XO, OPS Officer, STAN Officer, Safety Officer. IUT STAN Officer, Stage STAN Officers and NATOPS Officer may be in attendance if required.
 - i. Administer STAN examinations and check flights annually for each stage of instruction and conduct IUT check flights.
 - j. Monitor instructor rotation and phase qualification to ensure efficient utilization of instructor assets.
 - k. Perform other duties as directed.
3. Organizational Relationship. The STAN Officer reports directly to the XO.

SECTION B. ASSISTANT TRAINING OFFICER (N51)

1. Basic Function. The Assistant STAN (ASTAN) Officer assists the STAN Officer in ensuring that the flight standardization program is conducted in accordance with established policy.
2. Duties, Responsibilities and Authority. The ASTAN Officer shall:
 - a. Assist the STAN Officer in the completion of assigned duties.
 - b. Act as the STAN Officer in his absence.
 - c. Maintain a Training Reference Library in accordance with CNATRAININST 3710.13G.
 - d. Responsible for monitoring all advance stage qualification training (MOD 03/04).
 - e. Perform other duties as directed.
3. Organizational Relationship. The ASTAN Officer reports directly to the STAN Officer.

SECTION C. STAN CLERK (N51S)

1. Basic Function. The STAN Clerk shall provide administrative support for the STAN Department.
2. Duties, Responsibilities and Authority. The STAN Clerk shall:
 - a. Conduct a daily review of each Instructor Pilot and IUT qualification utilizing TIMS reports, re-standardization forms, ATF and verbal or written inputs from the STAN Officer, ASTAN Officer or IUT STAN Officer.
 - b. Create an Instructor Training Jacket (ITJ) for all incoming IUTs.
 - c. Receive, process, prepare, file and maintain all correspondence and information related to the TRNG Jackets.
 - d. Prepare and distribute qualification currency status notification.
 - e. Receive, maintain, update and make changes to all publications related to the STAN Office when necessary.
3. Organizational Relationship. The STAN Clerk reports to the Civilian Supervisor and to the STAN Officer.

SECTION D. IUT TRAINING OFFICER (N521)

1. Basic Function. The Phase 1 IUT STAN shall coordinate with the OPS department to ensure that all new flight instructors accomplish the required training to become fully qualified IPs while maintaining standardization and ensuring compliance with all relevant pubs and instructions.
2. Duties, Responsibilities and Authority. The IUT STAN Officer shall:
 - a. Coordinate with TW-1 and schedules for the scheduling of IUTs. This shall include Flight Support, Flight Instructor Training Course (FITC), Aviation Physiology (as required), and Re-Train Check Flights.
 - b. Maintain current records of flight and the flight support activities of all instructors.
 - c. Maintain a current lesson plan on file for all flight support lectures for IUTs.
 - d. Maintain records of standardization examinations.
 - e. Maintain an individual qualification jacket for each Flight Instructor and report any noted deficiencies to the STAN Officer.
 - f. Make recommendations to the STAN Officer concerning changes to the IUT flight support syllabus.
 - g. Notify the OPSO when IUTs are ready for flight.
 - h. Screen all IUT Instructor Training Forms (ITF), gradesheets, and ITJs to ensure completeness and accuracy with emphasis on the following:
 - (1) IUT authorization to commence training in that stage.
 - (2) Flight conduct in accordance with CTW-1 and VT-9 Flight Instructor Standardization Training Instruction (FIST).
 - (3) IUT completion and documentation of all required training prior to participating in student training events, including FITC.
 - i. Provide "Welcome Aboard Packets" to IUTs which include STAN notes, Course Rules, FTIs, Standard Operating Procedures (SOPs), In-Flight Guides, FIST and other pertinent instructions.
 - j. Perform other duties as directed.
3. Organizational Relationship. IUT STAN Officer reports to the ASTAN Officer.

SECTION E. INSTRUMENT STAN OFFICER (N522)

1. Basic Function. The Instrument STAN Officer shall assist the STAN Officer in maintaining complete training of flight instruction and ensuring that all students receive consistent and training instruction. They shall keep a close check of all students receiving an unsatisfactory event in the Instrument Stage and review any questionable areas.
2. Duties, Responsibilities and Authority. The Instrument STAN Officer shall:
 - a. Conduct a continuous check by all appropriate means and make corrections necessary to maintain maximum training among Flight Instructors.
 - b. Report any training deficiencies to the STAN Officer with appropriate recommendations.
 - c. Prepare and keep current standardization examinations for Flight Instructors and SNA lecture examinations.
 - d. Administer stage standardization examinations to all new IUTs and to other Instructors as directed by the STAN Officer.
 - e. Conduct STAN flight checks on Flight Instructors.
 - f. Conduct periodic syllabus flight training/re-blue for Flight Instructors at the squadron all Instructors Pilot Meeting (IPM).
 - g. Review student critique sheets for items pertaining to Flight Standardization. Submit a summation of student critiques quarterly to the STAN Officer.
 - h. Make appropriate recommendations concerning changes in the syllabus whenever they are deemed necessary.
 - i. Ensure that e-brief slides are current.
 - j. Conduct end of stage Jacket Reviews ensuring that all ATFs are correctly completed and SNAs have turned in critiques.
 - k. Provide inputs for the monthly qual roster. Ensure an adequate number of Instructors are qualified, to include the "S" quals.
 - l. Perform other duties as directed.
3. Organizational Relationship. The Instrument STAN Officer reports to the ASTAN Officer.

SECTION G. FAMILIARIZATION/NIGHT FAMILIARIZATION STAN OFFICER (N523)

1. Basic Function. Familiarization/Night Familiarization STAN Officer (FAM/NFAM STAN) shall assist the STAN Officer in maintaining complete training of flight instruction and ensuring students receive consistent and training instructions. FAM/NFAM STAN Officer is responsible for ensuring students receive consistent and appropriate ground instruction and flight training in stage. They shall keep a close check of all students receiving an UNSAT event in the FAM stage and review any questionable areas.
2. Duties, Responsibilities and Authority. The FAM/NFAM STAN Officer shall:
 - a. Conduct a continuous check by all appropriate means and make corrections necessary to maintain maximum standardization among the Flight Instructors.
 - b. Report any standardization deficiencies to the STAN Officer with appropriate recommendations.
 - c. Prepare and keep current standardization examinations for Flight Instructors and SNA lecture examinations.
 - d. Administer stage training examinations to all new IUTs and to other Instructors as directed by the STAN Officer.
 - e. Conduct STAN flight checks on Flight Instructors.
 - f. Conduct periodic syllabus flight training/re-blue for Flight Instructors at squadron IPMs.
 - g. Review student critique sheets for items pertaining to flight standardization. Submit a summation of student critiques quarterly to the STAN Officer.
 - h. Make appropriate recommendations concerning changes in the syllabus whenever they are deemed necessary.
 - i. Ensure that e-brief slides are current.
 - j. Conduct end of stage Jacket Reviews ensuring that all ATFs are correctly completed and SNAs have turned in critiques.
 - k. Provide inputs for the monthly qual roster. Ensure an adequate number of Instructors are qualified, to include both the "X" and "S" quals.
 - l. Perform other duties as directed.
3. Organizational Relationship. The FAM/NFAM STAN Officer reports to the ASTAN Officer.

SECTION G. FORMATION/NIGHT FORMATION STAN OFFICER (N524)

1. Basic Function. Formation/Night Formation (FORM/NFORM) STAN Officer shall assist the STAN Officer in maintaining complete training of flight instruction and ensuring students receive consistent and appropriate ground instruction and flight training in stage. They shall keep a close check on all students receiving an unsatisfactory event in the Formation Stage and review any questionable areas.

2. Duties, Responsibilities and Authority. The FORM/NFORM STAN Officer shall:

a. Conduct a continuous check by all appropriate means and make corrections necessary to maintain maximum training among the Flight Instructors.

b. Report any standardization deficiencies to the STAN Officer with appropriate recommendations.

c. Prepare and keep current standardization examinations for Flight Instructors and SNA lecture examinations.

d. Administer stage training examinations to all new IUTs and to other Instructors as directed by the STAN Officer.

e. Conduct STAN flight checks on Flight Instructors.

f. Conduct periodic syllabus flight training/re-blue for Flight Instructors at the squadron IPMs.

g. Review student critique sheets for items pertaining to flight standardization. Submit a summation of student critiques quarterly to the STAN Officer.

h. Make appropriate recommendations concerning changes in the syllabus whenever they are deemed necessary.

i. Ensure that e-brief slides are current.

j. Conduct end of stage Jacket Reviews ensuring that all ATFs are correctly completed and SNAs have turned in critiques.

k. Provide inputs for the monthly qual roster. Ensure an adequate number of Instructors are qualified, to include the "S" quals.

l. Perform other duties as directed.

3. Organizational Relationship. The FORM/NFORM STAN Officer reports to the ASTAN Officer.

SECTION H. STRIKE/OPERATIONAL NAVIGATIONS STAN OFFICER (N525)

1. Basic Function. The Strike/Operational Navigations (STRK/ONAV) STAN Officer shall assist the STAN Officer in maintaining complete training of flight instruction and ensuring that students receive consistent and appropriate ground instruction and flight training in stage. They shall keep a close check of all students receiving an unsatisfactory event in the STRK/ONAV stage and review any questionable areas. Target Area Mechanics is encompassed under the STRK stage.

2. Duties, Responsibilities and Authority. The STRK/ONAV STAN Officer shall:

a. Conduct a continuous check by all appropriate means and make corrections necessary to maintain maximum standardization among the Flight Instructors.

b. Report any standardization deficiencies to the STAN Officer with appropriate recommendations.

c. Prepare and keep a current training examinations for Flight Instructors and SNA lecture examinations.

d. Administer stage training examination to all new IUTs and to other Instructors as directed by the STAN Officer.

e. Conduct STAN flight checks on Flight Instructors.

f. Conduct periodic syllabus flight training/re-blue meetings for Flight Instructors at the squadron IPMs.

g. Review student critique sheets for items pertaining to flight standardization. Submit a summation of student critiques quarterly to the STAN Officer.

h. Make appropriate recommendations concerning changes in the syllabus whenever they are deemed necessary.

i. Ensure that e-brief slides are current.

j. Conduct end of stage Jacket Reviews ensuring that all ATFs are correctly completed and SNAs have turned in critiques.

k. Provide inputs for the monthly qual roster. Ensure an adequate number of Instructors are qualified, to include the "S" quals.

l. Perform other duties as directed.

3. Organizational Relationship. The STRK/ONAV STAN Officer reports to the ASTAN Officer.

SECTION I. TACTICAL FORMATION STAN OFFICER (N526)

1. Basic Function. The Tactical Formation (TACFORM) STAN Officer shall assist the STAN Officer in maintaining complete standardization of flight instruction and ensuring that students receive consistent and appropriate ground instruction and flight training in stage. They shall keep a close check of all students receiving an unsatisfactory event in the TACFORM stage and review any questionable areas.

2. Duties, Responsibilities and Authority. The TACFORM STAN Officer shall:

a. Conduct a continuous check by all appropriate means and make corrections necessary to maintain maximum standardization among the Flight Instructors.

b. Report any standardization deficiencies to the STAN Officer with appropriate recommendations.

c. Prepare and keep current stage standardization examinations for Flight Instructors and SNA lecture examinations.

d. Administer stage training examination to all new IUTs and to other Instructors as directed by the STAN Officer.

e. Conduct STAN flight checks on Flight Instructors.

f. Conduct periodic syllabus flight training/re-blue meetings for Flight Instructors at the squadron IPMs.

g. Review student critique sheets for items pertaining to flight standardization. Submit a summation of student critiques quarterly to the STAN Officer.

h. Make appropriate recommendations concerning changes in the syllabus whenever they are deemed necessary.

i. Ensure that e-brief slides are current.

j. Conduct end of stage Jacket Reviews ensuring that all ATFs are correctly completed and SNAs have turned in critiques.

k. Provide inputs for the monthly qual roster. Ensure an adequate number of Instructors are qualified, to include the "S" quals.

l. Perform other duties as directed.

3. Organizational Relationship. TACFORM STAN Officer reports to the ASTAN Officer.

SECTION J. OUT OF CONTROL FLIGHT/BASIC FIGHTER MANEUVERS STAN OFFICER (N527)

1. Basic Function. The Out Of Control Flight/Basic Fighter Maneuvers (OCF/BFM) STAN Officer shall assist the STAN Officer in maintaining complete training of flight instruction and ensuring that students receive consistent and appropriate ground instruction and flight training in stage. They shall keep a close check of all students receiving an unsatisfactory event in the OCF and BFM stage and review any questionable areas. Section Engaged Maneuvering is encompassed within the BFM stage.

2. Duties, Responsibilities and Authority. The OCF/BFM STAN Officer shall:

a. Conduct a continuous check by all appropriate means and make corrections necessary to maintain maximum standardization among the Flight Instructors.

b. Report any standardization deficiencies to the STAN Officer with appropriate recommendations.

c. Prepare and keep current training examinations for Flight Instructors and SNA lecture examinations.

d. Administer stage training examinations to all new IUTs and to other Instructors as directed by the STAN Officer.

e. Conduct STAN flight checks on Flight Instructors.

f. Conduct periodic syllabus flight training/re-blue meeting for Flight Instructors at the squadrons IPMs.

g. Review student critique sheets for items pertaining to flight standardization. Submit a summation of student critiques quarterly to the STAN Officer.

h. Make appropriate recommendations concerning changes in the syllabus whenever they are deemed necessary.

i. Ensure that e-brief slides are current.

j. Conduct end of stage Jacket Reviews ensuring that all ATFs are correctly completed and SNAs have turned in critiques.

k. Provide inputs for the monthly qual roster. Ensure an adequate number of Instructors are qualified, to include the "S" quals.

l. Perform other duties as directed.

3. Organizational Relationship. The OCF/BFM STAN Officer reports to the ASTAN Officer.

SECTION K. CARRIER QUALIFICATION/FIELD CARRIER LANDING PRACTICE STAN OFFICER (N529)

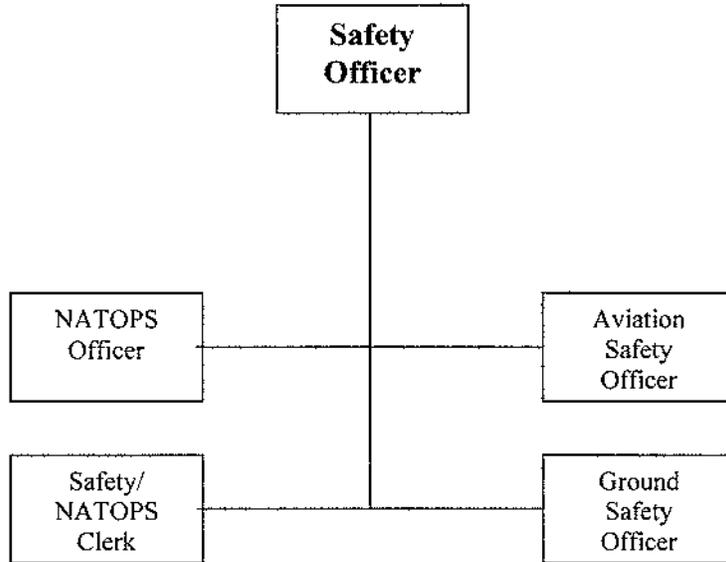
1. Basic Function. The Carrier Qualification (CQ)/Field Carrier Landing Practice (FCLP) STAN Officer shall assist the STAN Officer in maintaining complete training of flight instruction and ensuring that students receive consistent and appropriate ground instruction and flight training in stage. He shall keep a close check of all students receiving an unsatisfactory event in the FCLP/CQ stage and review any questionable areas. This officer will typically be the Senior LSO.

2. Duties, Responsibilities and Authority. The CQ/FCLP STAN Officer shall:

- a. Conduct a continuous check by all appropriate means and make corrections necessary to maintain maximum training among the Flight Instructors.
- b. Report any training deficiencies to the STAN Officer with appropriate recommendations.
- c. Prepare and keep current training examinations for Flight Instructors and SNA lecture examinations.
- d. Administer stage training examinations to all new IUTs and to other Instructors as directed by the STAN Officer.
- e. Conduct STAN flight checks on Flight Instructors.
- f. Conduct periodic syllabus flight training/re-blue for Flight Instructors at the squadrons IPMs.
- g. Review student critique sheets for items pertaining to flight standardization. Submit a summation of student critiques quarterly to the STAN Officer.
- h. Make appropriate recommendations concerning changes in the syllabus whenever they are deemed necessary.
- i. Ensure that e-brief slides are current.
- j. Conduct end of stage Jacket Reviews ensuring that all ATFs are correctly completed and SNAs have turned in critiques.
- k. Provide inputs for the monthly qual roster. Ensure an adequate number of Instructors are qualified, to include the "S" quals.
- l. Perform other duties as directed.

3. Organizational Relationship. CQ/FCLP STAN Officer reports to the ASTAN Officer.

Safety Organizational Chart



SECTION A. SAFETY OFFICER (N7)

1. Basic Function. Safety Officer supervises and directs the functions of the Safety Department and is responsible for all matters of safety which concern personnel, material assets and aircraft of the Command.
2. Duties, Responsibilities and Authority. Safety Officer shall:
 - a. Be a graduate of the Aviation Safety Officer Course unless the Aviation Safety Officer is a graduate.
 - b. Act as the CO's representative on all safety matters and as head of the Safety Department.
 - c. Report to the CO on a frequent basis (not less than weekly) about the safety posture of the Command. Written reports are recommended where follow-up action is required.
 - d. Develop and maintain current safety programs and directives and disseminate safety information throughout the Command.
 - e. Maintain permanent and up to date files of safety information such as: MIRS, Incident Reports, Approach Magazine, Naval Aviation News, etc.
 - f. Review Accident/Incident Reports and advise the CO as to corrective actions.
 - g. Effectively liaise with the STAN Department, OPS Department, Medical, CTW-1 and Civilian Maintenance in all areas involving safety.
 - h. Maintain the Squadron's current Pre-Mishap Plan and ensure periodic drills are held to test its effectiveness.
 - i. Coordinate the Human Factors Councils..
 - j. Ensure that the Aircraft Mishap Board meets once per quarter, and that mishap training is accomplished and recorded.
 - k. Coordinate HFBs as directed by the CO.
 - l. Conduct and coordinate accident prevention surveys, utilizing the latest edition of the Naval Safety Center Review Checklist.
 - m. Ensure requirements for funding formal schooling involved in safety and accident prevention training is included in the Squadron, Station and Wing annual budget submissions.
 - n. Be a member of the ASC.

- o. Be a member of the Occupational Safety and Health Council.
 - p. Conduct periodic safety stand-downs devoted to providing dedicated time for safety training, awareness, and enhancement of the Command safety climate.
 - q. Perform other duties as deemed appropriate and as directed.
 - r. Liaise with personnel and organizations outside the Command, (Station Safety Officer, Branch Medical, Station Security, Fire Departments, Local and State Highway Patrol, etc.) in preparation of execution of the Squadron Pre-Mishap Plan.
3. Organizational Relationship. Safety Officer reports directly to the XO as Safety Department Head, but has direct access to the CO.

SECTION B. SAFETY/NATOPS TRAINING CLERK (N7S)

1. Basic Function. Safety/NATOPS Clerk shall provide administrative support for the Safety Department.
2. Duties, Responsibilities and Authority. The Safety/NATOPS Clerk shall:
 - a. Perform duties as directed and as detailed in the Critical Elements per CTW-1. These responsibilities may develop through time and can be modified through the Civilian Supervisor.
3. Organizational Relationship. The Safety/NATOPS Clerk reports directly to the Safety Officer and the Civilian Supervisor.

SECTION C. NATOPS OFFICER (N7I)

1. Basic Function. NATOPS Officer shall ensure all Squadron flight procedures and individual pilots conform to standards prescribed by the NATOPS Program and are in compliance with applicable OPNAV instructions. Also ensures Reserve Personnel are aware of qualification expiration dates for NATOPS, Instruments, Flight Physicals, Physiology and Ejection Seat Briefs.
2. Duties, Responsibilities and Authority. The NATOPS Officer shall:
 - a. Administer and maintain the Cockpit Resource Management (CRM) Program.
 - b. Report to the Safety Officer on matters concerning NATOPS.
 - c. Ensure all flight personnel maintain NATOPS, Instrument, and CRM qualifications. Report any deficiencies of flight personnel to the Safety Officer.

- d. Continually review Squadron procedure to ensure compliance with the NATOPS Program, CRM Program and other OPNAV instructions.
- e. Monitor flight operations and report to the Safety Officer any non-conformance with NATOPS, OPNAV or other Squadron procedures.
- f. Administer tests and flight checks as required for NATOPS, CRM qualification and as may be directed by higher authority.
- g. Maintain an inventory of all NATOPS manuals and distribute all changes to NATOPS flight manuals tracking their timely entry.
- h. Initiate proposed changes in NATOPS manuals to the Model Manager.
- i. Maintain a pass-down notebook including a billet description and all applicable directives, correspondence and instructions.
- j. Initiate proposed recommendations of NATOPS Evaluators and Squadron CRM Facilitators/Instructors.

3. Organizational Relationship. NATOPS Officer reports directly to the Safety Officer for all matters concerning NATOPS; informing the OPS Officer via the Flight OPS Officer for all applicable action. In the event of non-routine matters the NATOPS Officer has direct access to the CO.

SECTION D. AVIATION SAFETY OFFICER (N72)

1. Basic Function. The Aviation Safety Officer (ASO) assists the Safety Officer in matters of safety, and is responsible for programs concerning safe flight procedures, operations and pilot safety.
2. Duties, Responsibilities and Authority. The ASO shall:
 - a. Be a graduate of the ASO Course, or designated to attend within three months of billet assignment. In such case, the Safety Officer must be a graduate of the ASO Course.
 - b. Carry out the policies of the CO and Safety Officer in implementing the Squadron's Mishap Prevention Program.
 - c. Be a member of the AMB.
 - d. Prepare, update and supervise presentation of all department safety lectures to SNAs in accordance with existing directives.

e. Prepare presentations related to flight safety for pilot meetings, training meetings and student pilot meetings.

f. Assure an effective and timely system of distribution for all flight safety publications. Maintain safety bulletin boards and posters throughout Squadron spaces.

g. Organize, supervise and coordinate safety stand-downs for flight personnel. Sign all aviation logbooks.

h. Promptly initiate appropriate hazard reports when required. Ensure the contents of these reports are disseminated to Squadron Aircrew via AOMs or the Pilot Information Board. Be familiar with incoming aviation safety related message traffic and distribute it as needed.

i. Ensure that the Aviation Safety Council meets monthly to include the following members:

(1) XO

(2) Safety Officer

(3) Admin Officer

(4) OPS Officer

(5) STAN Officer

(6) Flight Surgeon

j. Ensure survival and bailout or ejection qualifications remain up date by liaising with officers responsible for such training and qualifications. Ensure refresher training is conducted periodically to supplement formal training courses.

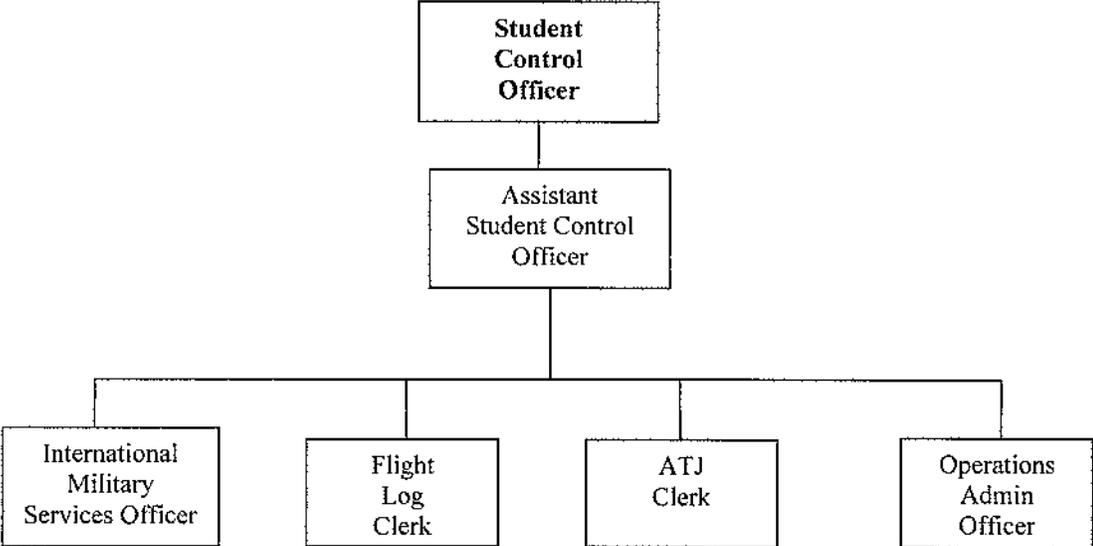
k. Perform other duties as directed.

3. Organizational Relationship. ASO reports directly to the Safety Officer and has direct access to the CO.

SECTION E. GROUND SAFETY OFFICER (N73)

1. Basic Function. The Ground Safety Officer shall conduct an aggressive Drive Safe Campaign and have established training on recreational safety, home safety, fire prevention and office safety.
2. Duties, Responsibilities and Authority. The Ground Safety Officer shall:
 - a. Report directly to the Safety Officer on all matters concerning general safety and comply with OPNAVINST 5100.23 (Series) (NAVOSH).
 - b. Educate Squadron personnel on recreational safety, home safety, fire prevention, office safety, and other safety areas as directed by the Safety Officer.
 - c. Maintain safety-training records. Maintain an account with the Naval Safety Center's Web Enabled Safety System, and enter Injury/Occupational Illness Reports as required.
 - d. Attend safety meetings as required at NAS Meridian.
 - e. Conduct liaisons with personnel and organizations outside the Command (Station Safety Officer, Dispensary, Station Security, Station Armory, Fire Departments, Local and State Highway Patrol, etc.) to ensure excellence of safety training programs.
 - f. Marine Ground Safety Officers should attend the 10 day Ground Safety for Marines course. Course dates and locations are listed on the Naval Safety Center webpage under course catalog.
3. Organizational Relationship. The Ground Safety Officer reports directly to the Safety Officer.

Student Control Organizational Chart



SECTION A. STUDENT CONTROL OFFICER (N8)

1. Basic Function. Student Control Officer (STUCON) is responsible for the internal squadron control of all students. He assists in maintaining a high state of military discipline, appearance and conduct.
2. Duties, Responsibilities and Authority. STUCON Officer shall:
 - a. Give indoctrination lectures to all flight students reporting aboard. He/she will cover what is expected during training plus any other items of interest.
 - b. Brief class leaders on their duties and responsibilities.
 - c. Nominate students for periodic award for CO's approval, to include Student of the Month, Student of the Quarter and End of Year awards.
 - d. Assign class advisors, with OPS Officer approval, and brief them on their duties and responsibilities.
 - e. Perform other duties as directed.
3. Organizational Relationship. The STUCON Officer reports directly to the XO.

SECTION B. ASSISTANT STUDENT CONTROL OFFICER (N81)

1. Basic Function. Asst. STUCON Officer assists the STUCON in the coordination of all students assigned to the squadron. He/she shall perform the duties and responsibilities of the STUCON Officer in his/her absence.
2. Duties, Responsibilities and Authority. Asst. STUCON Officer shall:
 - a. Assist the STUCON Officer in the indoctrination of all flight students reporting aboard.
 - c. Regularly screen student ATJs to identify and correct omissions and/or errors as necessary.
 - d. Supervise and assist OPS ADMIN clerks in the generation of required paperwork throughout each student's training, as necessary.
 - e. Perform other duties as directed by the STUCON Officer.
3. Organizational Relationship. The Asst. STUCON Officer reports to the STUCON Officer.

SECTION C. INTERNATIONAL MILITARY SERVICES OFFICER (N82)

1. Basic Function. International Military Services Officer (IMSO) functions as the point of contact for all international students within the Squadron.
2. Duties, Responsibilities and Authority. The IMSO shall:
 - a. Welcome aboard all international students as part of the STUCON Officer's Presentation.
 - b. Oversee and make approval/denial recommendations to the OPS/Schedules Officer for all international students snivel requests.
 - c. Track all international students through the syllabus, aiding the STAN and Schedules Officers in ensuring optimum flow and identifying problems and adverse trends.
 - d. Act as the international students' representative within the OPS Department.
 - e. Serve on all Review Boards for an international student as a non-voting advisory member.
 - f. Ensure compliance with all international training programs.
3. Organizational Relationship. IMSO Officer reports to the Asst. STUCON Officer.

SECTION D. OPERATIONS ADMIN OFFICER (N83)

1. Basic Function. OPS ADMIN Officer is responsible for tracking the student flight hours and student training jacket audits. They also supervise the jackets and logbook clerks in the STUCON office. In the absence of the STUCON and Asst. STUCON Officers, they shall perform the duties of the STUCON Officer.
2. Duties, Responsibilities and Authority. OPS ADMIN Officer:
 - a. Track student flight time (night, solo, and total flight time).
 - b. Provide student flight hour updates to the scheduling office, so students can be scheduled to meet their minimum flight time requirements.
 - c. Track the progress of marginal students and students assigned to SMS and ensure that their extra training is scheduled according to the results of their PRB or OPS Officer recommendations.
 - d. Regularly screen student ATJs to identify and correct omissions and/or errors as necessary.

- e. Screen all student ATJs prior to the end of I-Jet and A-Jet to identify and correct omissions and errors as necessary.
 - f. Supervise and assist the ATJ clerk and the Logbooks clerk with their daily duties.
 - g. Perform other duties as directed by the STUCON Officer.
3. Organizational Relationship. The OPS Admin Officer reports to the Asst. STUCON Officer.

SECTION E. AVIATION TRAINING JACKETS CLERK (N8S1)

- 1. Basic Function. The ATJ Clerk is responsible for updating and maintaining the student ATJs.
- 2. Duties, Responsibilities and Authority. The ATJ Clerk shall perform such duties as directed and as detailed in the Critical Elements per the TW-1 description.
- 3. Organizational Relationship. The ATJ Clerk reports to the Asst. STUCON Officer and the Civilian Supervisor.

SECTION F. FLIGHT LOG BOOK CLERK (N8S2)

- 1. Basic Function. Flight Log Book Clerk ensures the completeness and accuracy of both the student and instructor logbooks and ensures all records are current and properly filed/stored.
- 2. Duties, Responsibilities and Authority. Flight Log Book Clerk shall:
 - a. Ensure each student's logbook is properly checked into the OPS Department.
 - b. Ensure all yellow sheets are correctly logged.
 - c. Ensure yellow sheets are sent to the appropriate offices and buildings.
 - d. Maintain files for yellow sheets and ensure they are properly stored and mailed.
 - e. Close out instructor and student logbooks monthly.
- 3. Organizational Relationship. Flight Log Book Clerk reports to the Asst. STUCON Officer and the Civilian Supervisor.