



DEPARTMENT OF THE NAVY  
CHIEF OF NAVAL AIR TRAINING  
250 LEXINGTON BLVD SUITE 102  
CORPUS CHRISTI TX 78419-5041

CNATRAINST 3110.3F  
N4  
31 Aug 12

CNATRA INSTRUCTION 3110.3F

Subj: CNATRA AIRCRAFT TRANSFER ORDERS

Ref: (a) COMNAVAIRFORINST 4790.2B

Encl: (1) CNATRA ATO Format  
(2) Example CNATRA ATOs

1. Purpose. To promulgate the policy and procedures for issuance of Chief of Naval Air Training (CNATRA) Aircraft Transfer Orders (ATOs).
2. Cancellation. CNATRAINST 3110.3E
3. Scope. The transfer/acceptance of aircraft under the controlling custody of CNATRA and transfers of aircraft to activities of other controlling custodians shall be directed by CNATRA ATOs, per this instruction. This instruction has been substantially revised and needs to be read in its entirety.
4. Procedures
  - a. Numbering. Identify CNATRA ATOs by a 3-digit serial number, followed by a 2-digit calendar year; e.g., 001-05. Issue serial numbers consecutively, and start with the beginning of a new calendar year.
  - b. Content. CNATRA ATOs will be issued via command email (NICE) or naval message, and shall contain the applicable elements listed in enclosure (1). Refer to enclosure (2) for examples.
  - c. New Production Aircraft Assignment. Upon receipt of an Aircraft Assignment message from COMNAVAIRSYSCOM, a CNATRA ATO will be initiated for transfer of new production aircraft.
  - d. Reassignment of Aircraft. Training Air Wing Commanders shall submit recommendations for reassignment of aircraft between units to CNATRA as appropriate.

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e. Modification of CNATRA ATOs. Each change issued shall be a numbered change to the basic ATO; e.g., subject line: CNATRA ATO 004-05 Change 1.

C. HOLLINGSWORTH  
Chief of Staff

Distribution:  
CNATRA Website

CNATRA ATO FORMAT

1. ATO. Subject line of CNATRA ATOs shall contain the TYCOM authority for Aircraft Transfer Order, the acronym "ATO", and serial number, e.g., CNATRA ATO 001-05.

2. REMARKS. The remarks section (paragraph 1) of CNATRA ATOs shall contain the following information:

- a. BUNO of aircraft
- b. Type/Model/Series (T/M/S) of aircraft
- c. Transferring Reporting Custodian
- d. Receiving Reporting Custodian
- e. No Later Than (NLT) receiving date
- f. XRAY status code. XRAY Status Codes are listed in reference (a). Aircraft will normally be transferred in A30 status unless otherwise directed by TYCOM.

Note: Items a through f will be in column format.

g. The remarks section (paragraph 2) of CNATRA ATOs shall contain pertinent amplifying remarks.

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EXAMPLE CNATRA INTER-TYCOM ATO MESSAGE

FM CNATRA CORPUS CHRISTI TX//  
TO COMTRAWING FIVE MILTON FL//  
COMNAVAIRPAC SAN DIEGO CA//  
COMNAVAILANT NORFOLK VA//  
INFO CNO WASHINGTON DC//  
COMNAVAIRSYSCOM PATUXENT RIVER MD//  
PEOTACAIR PATUXENT RIVER MD//  
NAVSUP WEAPON SYSTEMS SUPPORT PHILADELPHIA PA//  
CNATRA CORPUS CHRISTI TX//  
SFWSLANT OCEANA VA//  
CNATRA DET WHITING FIELD FL//

PASS TO OFFICE CODES:

COMTRAWING FIVE MILTON FL//N4//  
CNO WASHINGTON DC//N88C7A/N78C7A//  
COMNAVAIRSYSCOM PATUXENT RIVER MD//5.0D11/5.0D12//  
PEOTACAIR PATUXENT RIVER MD//PMA273//  
NAVSUP WEAPON SYSTEMS SUPPORT PHILADELPHIA PA//0342/0343.14/0343.15//  
CNATRA DET WHITING FIELD FL//N4W//  
CNATRA CORPUS CHRISTI TX//N4C//

UNCLAS

MSGID/GENADMIN/CNATRA/N4//  
SUBJ/CNATRA ATO 016-12//  
REF/A/EML/SFWSLANT/31MAY2012//  
REF/B/DOC/CNAFINST 4790.2B/15MAY12//  
REF/C/DOC/CNATRAINST 3110.3F/31AUG12//  
NARR/REF A IS EMAIL REQUEST FOR REPLACEMENT AIRCRAFT. REF B IS NAVAL AVIATION  
MAINTENANCE PROGRAM (NAMP). REF C IS CNATRA AIRCRAFT TRANSFER ORDER (ATO)  
INSTRUCTION.//

POC/RICHARD ISAAC/CIV/N4212/TEL: DSN 861-2638/COM: 361-961-2638//  
RMKS/1. PER REFS A THROUGH AND C, AIRCRAFT ASSIGNED AS INDICATED. DIRLAUTH.  
READ IN 6 COLUMNS.

BUNO	T/M/S	FROM	TO	NLT	STATUS
162634	T-34C	COMTRAWING FIVE	CNAF/STRKFIGHTWPNSCOLANT	30JUN2012	A30
162636	T-34C	COMTRAWING FIVE	CNAF/STRKFIGHTWPNSCOLANT	30JUN2012	A30

2. ENSURE COMNAVAIRSYSCOM CODE 5.0D12 IS ADDEE ON RECEIPT XRAY.//

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Enclosure (2)

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EXAMPLE CNATRA INTER-COMTRAWING ATO MESSAGE

FM CNATRA CORPUS CHRISTI TX//  
TO COMTRAWING ONE MERIDIAN MS//  
COMTRAWING SIX PENSACOLA FL//  
INFO CNO WASHINGTON DC//  
COMNAVAIRPAC SAN DIEGO CA//  
COMNAVAIRLANT NORFOLK VA//  
COMNAVAIRSYSCOM PATUXENT RIVER MD//  
PEOTACAIR PATUXENT RIVER MD//  
NAVSUP WEAPON SYSTEMS SUPPORT PHILADELPHIA PA//  
CNATRA CORPUS CHRISTI TX//  
CNATRA DET MERIDIAN MS//  
CNATRA DET PENSACOLA FL//

PASS TO OFFICE CODES:

COMTRAWING ONE MILTON FL//N4//  
COMTRAWING SIX MILTON FL//N4//  
CNO WASHINGTON DC//N88C7A/N78C7A//  
COMNAVAIRSYSCOM PATUXENT RIVER MD//5.0D11/5.0D12//  
PEOTACAIR PATUXENT RIVER MD//PMA273//  
NAVSUP WEAPON SYSTEMS SUPPORT PHILADELPHIA PA//0342/0343.14/0343.1S//  
CNATRA DET MERIDIAN MS//N4M//  
CNATRA DET PENSACOLA FL//N4P//  
CNATRA CORPUS CHRISTI TX//N4C//

UNCLAS

MSGID/GENADMIN/CNATRA/N4//  
SUBJ/CNATRA ATO 003-12//  
REF/A/DOC/CNAFINST 4790.2B/15MAY12//  
REF/B/DOC/CNATRAINST 3110.2F/31AUG12//  
NARR/REF A IS NAVAL AVIATION MAINTENANCE PROGRAM (NAMP). REF B IS CNATRA  
AIRCRAFT TRANSFER ORDER (ATO) INSTRUCTION.//  
POC/D. BUNDY/CIV/N4211/TEL: DSN 861-3146/COM: 361-961-3146//  
RMKS/1. PER REFS A AND B, AIRCRAFT ASSIGNED AS INDICATED. DIRLAUTH. READ IN 6  
COLUMNS.

BUNO	T/M/S	FROM	TO	NLT	STATUS
165496	T-45C	COMTRAWING SIX	COMTRAWING ONE	31JAN2012	A30

2. ENSURE COMNAVAIRSYSCOM CODE 5.0D12 IS ADDEE ON RECEIPT XRAY.//

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Enclosure (2)