



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

CNATRAINST 3110.3G
N421
16 AUG 18

CNATRA INSTRUCTION 3110.3G

Subj: CNATRA AIRCRAFT TRANSFER ORDERS

Ref: (a) CNAFINST 4790.2C

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 3110.3F
3. Scope. The transfer and assignment of aircraft under the controlling custody of CNATRA and transfer of aircraft to activities of other controlling custodians shall be directed by CNATRA ATO, in accordance with reference (a) and this instruction.
4. Procedures
 - a. Numbering. Identify CNATRA ATOs by a 3-digit serial number, followed by a 2-digit calendar year; e.g., 001-XX. Issue serial numbers consecutively, and start with the beginning of a new calendar year.
 - b. Content. CNATRA ATOs will be issued via Official Information Exchange (OIX) 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 N3 as appropriate. Upon approval by N3, CNATRA N4 will issue the ATO to direct the reassignment.

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



S. B. STARKEY
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-XX.

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 CNATRA N42.

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

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

CNATRAINST 3110.3G
16 AUG 18

EXAMPLE CNATRA INTER-TYCOM ATO MESSAGE

FM CNATRA CORPUS CHRISTI TX
TO COMTRAWING FIVE MILTON FL
COMNAVAIRLANT 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
BT
UNCLAS
MSGID/GENADMIN/CNATRA/N4//
SUBJ/CNATRA ATO 016-12//
REF/A/EML/SFWSLANT/DDMMYYYY//
REF/B/DOC/CNAFINST 4790.2C/15 JAN 2017//
REF/C/DOC/CNATRAINST 3110.3G/DD MMM YYYY//
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/FIRST NAME LAST NAME/CIV/N42X/TEL: DSN 861-2638/COM: 361-961-2638//
RMKS/1. IRT REF A AND PER REFS B 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//
BT
#

CNATRAINST 3110.3G
16 AUG 18

EXAMPLE CNATRA INTER-COMTRAWING ATO MESSAGE

FM CNATRA CORPUS CHRISTI TX
TO COMTRAWING ONE MERIDIAN MS
COMTRAWING SIX PENSACOLA FL
INFO CNO WASHINGTON DC
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
BT
UNCLAS
MSGID/GENADMIN/CNATRA/N4//
SUBJ/CNATRA ATO 003-12//
REF/A/DOC/CNAFINST 4790.2C/15 JAN 2017//
REF/B/DOC/CNATRAINST 3110.3G/DD MMM YYYY//
NARR/REF A IS NAVAL AVIATION MAINTENANCE PROGRAM (NAMP). REF B IS
CNATRA AIRCRAFT TRANSFER ORDER (ATO) INSTRUCTION.//
POC/FIRST NAME LAST NAME/CIV/N42X/TEL: DSN 861-3146/COM: 361-961-3146//
RMKS/1. IAW 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//
BT
#

Enclosure (2)