



DEPARTMENT OF THE NAVY
CHIEF OF NAVAL AIR TRAINING
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CNATRAINST 5000.1A
N1
10 Feb 12

CNATRA INSTRUCTION 5000.1A

Subj: COMMAND EVALUATION PROGRAM WITHIN THE NAVAL AIR
TRAINING COMMAND

Ref: (a) OPNAVINST 5000.52B
(b) SECNAVINST 5200.35E

1. Purpose. To define the Command Evaluation (CE) Program within the Naval Air Training Command (NATRACOM) and assign responsibilities therefore.
2. Cancellation. CNATRAINST 5000.1
3. Background. Reference (a) contains the policy and guidelines for command evaluation in the Department of the Navy. Commanding Officers are directly accountable for the performance and mission effectiveness of their units and have a continuing requirement to assess the overall efficiency and integrity of all command functions. Particular focus must be on high risk areas susceptible to fraud, waste, abuse and mismanagement. The CE Program is one of many tools used to evaluate the effectiveness of internal controls, ensure the integrity of command programs, and identify potential material weaknesses. It is the policy of the Chief of Naval Air Training (CNATRA) that a local CE Program will be an integral part of each activity within the NATRACOM and a CE capability shall be maintained whether full or part time for the sole use of the Commanding Officer as required in reference (a).
4. Discussion. The objective of the CE Program is to aid Commodores, Commanding Officers, and Department Heads in their roles as resource administrators. The CE Program presents the opportunity of self-examination and internal correction of deficiencies without the stigma of external reproach. It is an effective, year-round management tool requiring no elaborate preparations or work interruptions as contrasted with formal inspections performed by external agents.
5. Action. The following responsibilities are assigned to assure that CE is performed at all NATRACOM activities and to meet the needs of each level of command.

a. CNATRA. The Command Evaluation Officer (CNATRA EA) for CE will report directly to the Chief of Naval Air Training and Chief of Staff, and will:

(1) Assure compliance with all instructions/directives issued by higher headquarters relating to command evaluation.

(2) Provide assistance to the Blue Angel's Commanding Officer, Training Air Wing (TRAWING) Commodores, and Training Squadron Commanding Officers in the establishment and monitoring of the CE Program at subordinate activities.

(3) Formulate a local CE policy as it applies to CNATRA and its subordinate commands.

(4) Assist, when directed or requested, with CE functions for all NATRACOM activities.

(5) Publish reports of the areas examined by CE. These reports are to be addressed to the respective Commanding Officers (i.e., reports on the TRAWING to TRAWING Commodore, on the Blue Angels to the Blue Angel's Commanding Officer). The reports are the property of the Commanding Officer of the activity for whom the CE service is performed and cannot be released without his / her permission.

(6) Provide assistance in the performance of mission capability assessments and management control reviews for said activities as per reference (b).

(7) Follow-up on all CE findings and inspector general reports.

(8) Publish an annual audit schedule by 1 October and a revised schedule by 1 April, copies of which will be submitted to CNATRA Chief of Staff.

(9) Assist the CNATRA CE staff in the performance of audits of NATRACOM activities, when requested.

(10) Assure that their files, work papers, reports, and procedures are in compliance with reference (a).

b. TRAWING Commodores. Will be responsible for:

(1) Oversight and review of CE Program conducted by Training Squadrons.

(2) Performance of the CE Program within their TRAWING staff.

c. Blue Angels' Commanding Officer. Will be responsible for:

(1) Oversight and review of the CE Program conducted by subordinates.

(2) Performance of the CE Program within their command.

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Chief of Staff

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