



DEPARTMENT OF THE NAVY
CHIEF OF NAVAL AIR TRAINING
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CNATRAINST 5452.22K
N1
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CNATRA INSTRUCTION 5452.22K

Subj: MISSION AND FUNCTIONS OF TRAINING SQUADRONS AND
SQUADRON AUGMENT UNITS

Ref: (a) OPNAVINST 5400.44A

Encl: (1) Normal Aircraft and Training Assignments;
Training Air Wing Commanders and Area Coordination
Responsibility
(2) Functions and Tasks Assigned to Training Squadrons

1. Purpose. To publish the functions to be performed by the Training Squadrons (TRARONS) of the Naval Air Training Command (NATRACOM) in support of the mission published in reference (a).

2. Cancellation. CNATRAINST 5452.22J

3. Mission. To provide flight and such other training as may be directed to assigned students of the NATRACOM; and perform such other functions and tasks as directed by higher authority.

4. Status and Command Relationships. TRARONS are shore activities in an active operating status under Commanding Officers and under the command of the Chief of Naval Air Training (CNATRA) exercised through the Training Air Wing Commanders, enclosure (1). As tenant commands, TRARONS are subject to the area coordination authority of Commander, Navy Region Southeast.

5. Action. In the accomplishment of the assigned mission, Commanding Officers of the TRARONS shall perform the functions set forth in enclosure (2). Commanding Officers of the TRARONS, Wing Commodores, and local area coordinators are required to advise CNATRA of any recommended modifications to the mission or functions of the TRARONS.

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Chief of Staff

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NORMAL AIRCRAFT AND TRAINING ASSIGNMENTS

TRARONS	TYPES OF AIRCRAFT							TYPES OF TRAINING									TRANSITION	E-2/C-2	
	T-6	T-39	TH-57	T-44	TC-12	T-34	T-45	ACADEMIC	BASIC		INTERMEDIATE		ADVANCED			LSO			
									PRIMARY PILOT	PRIMARY NFO	NFO	JET	STRIKE	MULTI-ENGINE	HELO				NFO
VT-2	X							X	X										
VT-3	X							X	X										
VT-6	X							X	X										
VT-7							X	X			X	X					X	X	X
HT-8			X					X						X				X	
VT-10	X	X						X		X	X							X	
HT-18			X					X						X				X	
VT-9							X	X			X	X					X	X	X
VT-21							X	X			X	X					X	X	X
VT-22							X	X			X	X					X	X	X
VT-27	X					X		X	X										
VT-28	X					X		X	X										
HT-28			X					X						X				X	
VT-31				X				X						X				X	X
VT-35					X			X						X					
VT-86		X					X	X								X			

TRAINING AIR WING COMMANDERS AND LOCAL AREA COORDINATION RESPONSIBILITY

AREA COORDINATOR (EAST AND WEST CENTRAL REGIONS): CNRSE

TRARONS	CNRSE	TRAINING AIR WING COMMANDER					LOCAL AREA COORDINATOR				
		TRAWING ONE	TRAWING TWO	TRAWING FOUR	TRAWING FIVE	TRAWING SIX	CO NAS MERIDIAN	CO NAS KINGSVILLE	CO NAS CORPUS	CO NAS WHITING	CO NAS PENSACOLA
VT-2	X				X					X	
VT-3	X				X					X	
VT-6	X				X					X	
VT-7	X	X					X				
HT-8	X				X					X	
VT-10	X					X					X
HT-18	X				X					X	
VT-9	X	X					X				
VT-21	X		X					X			
VT-22	X		X					X			
VT-27	X			X					X		
VT-28	X			X					X		
HT-28	X				X					X	
VT-31	X			X					X		
VT-35	X			X					X		
VT-86	X					X					X

FUNCTIONS AND TASKS ASSIGNED TO TRAINING SQUADRONS

1. Functions. In accomplishing the assigned mission, the Commanding Officer of the CNATRA Training Squadrons is administratively and operationally responsible to the Training Air Wing Commodore for quality and production execution performance. The Training Squadron Commanding Officer has administrative and operational authority over and provides direction to the Training Squadron. The Commanding Officer directs and manages actions, including training, certification, safety, manning, civilian personnel management, and operations. The Commanding Officer provides integrated policy, processes, resource management, planning, and oversight for the Training Squadron to meet the Chief of Naval Air Training mission.

2. Tasks. Perform such tasks as assigned and approved by the appropriate Training Air Wing Commander. In addition the Command shall:
 - a. Conduct training as directed. See enclosure (1), page 1, for types of aircraft and training normally assigned to individual squadrons.

 - b. Provide administrative control of all assigned students.

 - c. Accomplish training per prescribed curricula on a standardized basis ensuring high standards of qualification in the individual student.

 - d. Conduct effective and aggressive aviation and Ground Safety Programs in order to minimize personnel injuries and loss of life and equipment.

 - e. Provide seasoned Instructor Pilots to Instructor Training Unit (ITU) IAW respective Flight Instructor Standardization and Training directives.

 - f. Be prepared to provide aircraft and aircrew in support of local, state, and/or national emergency situations, if required, and as applicable in current directives.

 - g. Coordinate with the CNATRA Detachment Officer-in-Charge for all maintenance related requirements.

h. Indoctrinate and/or train all personnel in the elements of naval leadership.

i. Using JPATS/TIMS, maintain systematic records of training progress of each student and provide training progress reports as required.

j. Make recommendations to CNATRA via the Training Air Wing Commander for changes in training curricula and associated materials and training devices.

k. Keep CNATRA advised via Training Air Wing Commander of the status of support and funds in those areas in which direct communication with activities outside the Naval Air Training Command has been authorized, such as carrier and weapons training detachments, etc.

l. Maintain a resource management system which accurately documents all transactions involving the utilization of authorized funds; ensure that proper claims or charges are associated with temporary additional duty orders or material received; and report funds status as required by higher authority.

m. Ensure the Reserve Squadron Augment Unit (SAU) is fully integrated into the operational aspects of the squadron through establishment of a Reserve Department, manage assigned Full Time Support (FTS) billets to manage daily Selected Reserve (SELRES) instructor aircrew operational staffing to meet squadron mission requirements, and ensure a balanced cadre of experienced SELRES instructor pilots with sufficient qualifications to enhance squadron training and operations.

n. Serve as an effective instrument of the U.S. foreign policy by initiating and continuing action programs which promote positive relations between the command and foreign nationals. Assist individual foreign military personnel and their families to work effectively, and live with dignity and satisfaction while associated with the NATRACOM.

o. Perform administrative services to include: Military awards control, mail management, centralized publications/directives/files/records administration, classified material control, personnel security accountability, correspondence and message processing, fitness and evaluation

Enclosure (2)

reports, Individual Tempo (ITEMPO) program management, personnel support, oversight of Defense Travel System.

p. Ensure civilian resources are being utilized in the most effective and efficient manner. Ensure civilian performance appraisals are processed per appropriate directives.

q. Provide required administrative support to assigned civilian personnel.

r. Exercise budgetary and funding control over funds allocated by the Training Air Wing.

s. Administer Government Travel Charge Card (GTCC) program for assigned staff and students.

t. Mentor squadron officers, providing counsel/advice in all matters pertaining to their professional and personal development as a Naval Officer and aviator.

u. Plan, direct, and coordinate the production of aviators and NFOs. Maintain constant liaison with the Training Wing to ensure production goals are met.

v. Provide recommendations to the Wing Commander regarding attrition or continuation of training for students who fail to meet flight training standards, violate UCMJ, or fail to uphold standards of conduct.

w. Coordinate with and provide feedback to Wing Commander regarding proper staffing and utilization of contracted administrative support personnel.

x. Provide an aggressive outreach program to local community shareholders. Participate in school support programs, such as Partnership in Education, NJROTC; health programs, such as Relay for Life; and approved clean-up programs, such as the Great American Clean-up; or construction activities, such as Habitat for Humanity.

y. Perform other tasks as directed.

FUNCTIONS AND TASKS ASSIGNED TO SQUADRON AUGMENT UNIT

1. Functions. In accomplishing the assigned mission, the Squadron Augment Unit (SAU) Commanding Officer of the CNATRA Training Squadrons is operationally responsible to the Training Squadron Commanding Officer for quality and production execution performance. The SAU Commanding Officer has administrative authority over and provides direction to the Augment Unit. The SAU Commanding Officer directs and manages actions, including training, certification, safety, manning, and management. The SAU Commanding Officer provides integrated policy, processes, resource management, planning, and oversight for the SAU to meet the Training Squadron's production plan.

2. Tasks. Perform such tasks as assigned and approved by Training Air Wing and Training Squadron. In addition the SAU shall:

a. Ensure compliance with reserve directives and provide advice to active component squadron on operational and administrative issues unique to the reserve component.

b. Establish reserve administrative policies, procedures, and guidelines for the SAU.

c. Maintain overall cognizance of reserve matters and issues within the SAU.

d. Ensure active component squadron policies, procedures, and guidelines include a reserve perspective and are applicable to all selected reserve (SELRES).

e. SAU Commanding Officer shall advise the active component Commanding Officer on all reserve matters. NOTE: Although serving in a Commanding Officer billet with a separate reserve chain of command, the SAU Commanding Officer functions as a senior department head within a host active duty command. For all matters not pertaining to the administration of reserve personnel, reports directly to the respective Commanding Officer of the host Training Squadron.

f. Mentor SELRES within the SAU.

Enclosure (2)

- g. Ensure training plans are established for SELRES personnel within SAU.
- h. Ensure compliance with TRAWING mandated quarterly General Military Training for all SAU reservists.
- i. Ensure all SAU reservists remain mobilization ready.
- j. Organize reserve participation to maximize weekend and surge operational requirements for the squadron.
- k. Ensure all SAU reservists maintain medical and dental readiness, complete all annual training requirements, and meet all administrative requirements.
- l. Perform other tasks as directed.