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CHIEF OF NAVAL AIR TRAINING
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CNATRAINST 5452.23G
N11
9 Dec 15

CNATRA INSTRUCTION 5452.23G

Subj: MISSION, FUNCTIONS AND TASKS OF THE NAVY FLIGHT
DEMONSTRATION SQUADRON - "BLUE ANGELS"

Ref: (a) OPNAVINST 3120.32D

Encl: (1) Functions and Tasks of NAVFLIGHTDEMRO "Blue Angels"
(2) Functions and Tasks of NAVFLIGHTDEMRO Staff and
Special Assistants
(3) Ethical Guidelines for Members of the NAVFLIGHTDEMRO

1. Purpose. To promulgate the Mission, Functions and Task (MFT) to be performed by the Navy Flight Demonstration Squadron (NAVFLIGHTDEMRO).

2. Cancellation. CNATRAINST 5452.23F

3. Discussion. NAVFLIGHTDEMRO is directly responsible to Chief of Naval Air Training for the accomplishment of assigned MFTs.

4. Mission. The mission of the NAVFLIGHTDEMRO is to showcase the pride and professionalism of the U.S. Navy and Marine Corps and inspire excellence and service to country by conducting flight demonstrations and community outreach.

5. Status and Command Relationships

- a. Chief of Naval Operations (CNO)
- b. Commander, U.S. Pacific Fleet (COMPACFLT)
- c. Commander, Naval Air Forces Pacific (COMNAVAIRPAC)
- d. Chief of Naval Air Training (CNATRA)

(1) Exercises command and operational control of the NAVFLIGHTDEMRO.

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(2) Reviews schedules, flight operations and application of safety practices, as well as NAVFLIGHTDEMROn show season certification.

6. Action. In the accomplishment of the assigned mission, the NAVFLIGHTDEMROn CO shall perform the functions set forth in enclosures (1) through (3). The NAVFLIGHTDEMROn CO is required to advise CNATRA of any recommended modifications or changes to the MFTs listed.

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FUNCTIONS AND TASKS OF NAVFLIGHTDEMRON "BLUE ANGELS"

1. Conduct flight demonstrations utilizing six F/A-18 Hornets and one C-130 Hercules. In addition, officer and enlisted personnel will attend public appearances per schedules and directives from higher authority.
2. Conduct effective and aggressive aviation and ground safety programs in order to minimize personnel injuries, loss of life, and equipment.
3. Maintain Naval Air Training and Operating Procedures Standardization qualifications of assigned aviation personnel.
4. Perform aircraft maintenance and material functions as specified in appropriate directives.
5. Keep CNATRA advised on status of logistic support and funds in those areas in which direct communication with activities outside the Naval Air Training Command has been authorized.
6. Indoctrinate/train all personnel in the elements of naval leadership, human relations, and such other related people-oriented programs as may be required.
7. Assist the Recruiting Commands in informing and encouraging qualified individuals to serve in the Navy and Marine Corps.
8. Act as representatives of fleet Navy and Marine Corps personnel in order to enhance the confidence and pride of the American public in their Navy-Marine Corps team.
9. 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. Those programs assist individual naval personnel and their families to work effectively, live with dignity and satisfaction, and function as positive representatives of the Navy and Marine Corps.
10. Perform other tasks as assigned.

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FUNCTIONS AND TASKS OF NAVFLIGHTDEMRON
STAFF AND SPECIAL ASSISTANTS

1. Executive Officer

a. Basic Function. The XO shall assist the CO in carrying out the mission of the squadron. He is specifically charged with coordinating and supervising the performance and administration of the command as a whole, including matters pertaining to the morale, discipline, training, welfare, work, exercises, safety, rights, and privileges of individuals within the command.

b. Assuming Command. The XO will assume command should the need arise. He should keep himself advised concerning current operational doctrine and procedures.

c. Duties, Responsibilities, and Authority. In amplification of the provisions of Chapter 10 of U.S. Navy Regulations, Article 1061, and reference (a), the XO will:

(1) Assume command in the absence of the CO. The XO is authorized to sign as "Acting" in the temporary absence of the CO. He is delegated the authority to sign adverse enlisted performance evaluations and fitness reports during temporary absences of the CO.

(2) Interpret and implement orders, regulations, and directives from higher authority as they pertain to the administration of the squadron.

(3) Keep the CO informed concerning all significant matters pertaining to the command.

(4) Keep himself advised concerning the policies of the CO in all significant matters pertaining to the command.

(5) Exercise control over the preparation, issuance, and revision of the policy, regulatory, procedural, and other directives governing the administration and operation of the command.

(6) Coordinate the activities of the squadron as necessary to ensure mutual support and integrated efforts.

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(7) Exercise general supervision over squadron correspondence, files, records, and reports.

(8) Review all correspondence and directives prepared for the signature of the CO.

(9) Exercise direction over the Public Affairs program of the squadron, in keeping with policies established by the CO and higher authority.

(10) Supervise the reception and handling of visitors to the squadron. Conduct frequent inspections of the squadron in order to ensure that high standards of cleanliness, safety, material preservation, and good order are maintained.

(11) Manage the continuing program of economy, conservation, and cost consciousness within the command.

(12) Keep the CO advised concerning all casualties, deficiencies, and anticipated difficulties, which may significantly affect the operation, readiness, and administrative efficiency of the squadron.

(13) Maintain high morale within the command. The discipline, welfare, and privileges of all individuals of the command are main concerns of the XO.

(14) Coordinate the individual education and professional training programs of the squadron in order to provide personnel with incentives and opportunities for self-improvement and professional advancement. Supervise the personnel leadership and career appraisal programs.

(15) Exercise general supervision over the watch bills of the squadron. Direct the assignment, training, and service indoctrination of junior officers.

(16) Pursue a vigorous, planned program for recreation, welfare, and athletics for officers and enlisted personnel.

(17) Enforce the provisions of the U.S. Navy Regulations, the UCMJ, and squadron regulations within the command.

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(18) Ensure that personnel of the command are fully informed of their rights and obligations under the UCMJ.

(19) Direct investigations for the CO of all alleged violations of the UCMJ, U.S. Navy Regulations, squadron regulations, and other military and civil laws, and to recommend appropriate disciplinary action where indicated.

(20) Assign collateral duties to designated officers, Chief Petty Officers (CPO), and Petty Officers (PO).

(21) Determine professional eligibility of enlisted personnel for advancement in rating by means of evaluation of performance and qualifications.

d. Organizational Relationship. The following report to the XO for all matters pertaining to the internal administration of the squadron:

(1) All Department Heads (DH).

(2) All Special Assistants.

e. Communications intended for the CO. Except as provided otherwise in these regulations, or as directed by the CO, all communications of an official nature from subordinates to the CO shall be transmitted through the XO.

f. Responsibilities of Subordinates. The prescribed duties of the XO shall not be construed to relieve a subordinate from any part of his/her assigned responsibilities.

2. Operations Officer

a. Coordinates flight procedures for all assigned aircraft.

b. Plans all operational/training flights and prepares flight schedules for all planned flights.

c. Develops and implements flight plans and supervises the scheduling of all flights, including intermediate destinations and cross-country flights.

Enclosure (2)

d. Arranges any necessary ground support from intermediate destinations; prepares and files flight plans for deployment.

e. Plans aerial maneuvers including arrival practices; maintains current publications, charts and supplements.

f. Keeps appropriate flight records.

g. Performs other duties as may be assigned.

3. Narrator

a. Narrates each public demonstration flight; acts as advance liaison officer for the squadron at each show site.

b. Assists the Events Coordinator in arranging the support required from show sponsors.

c. Plans, arranges, and conducts orientation flights for media representatives.

d. Acts as control officer for all official/social commitments.

e. Performs other duties as may be assigned.

4. Events Coordinator

a. Coordinates, with show site directors, all major support in connection with aerial demonstrations and generates/routes fly-over requests for approval.

b. Formulates the yearly schedule and represents the squadron at Annual Scheduling Conferences.

c. Conducts liaison with CHINFO, CNAF, CNO (N98), COMNAVCRUITCOM, CNATRA, and the Federal Aviation Administration (FAA) in determining desirability and feasibility of proposed show sites.

d. Liaisons with CNATRA PAO in determining Key Influencer, Public Affairs, and Media Riders for each show site, and with CNATRA Legal Office on Support Manual Legal issues.

Enclosure (2)

e. Acts as NAVFLIGHTDEMROn music and narration coordinator during flight demonstrations and practices.

f. Represents the NFO community before the public.

g. Visits prospective show sites for the purpose of finalizing support requirements and suitability.

h. Supervises the preparation and publication of the Support Manual.

i. Acts as official host to squadron guests.

j. Prepares briefing material for squadron in advance of visits to each show site and represents NAVFLIGHTDEMROn at Air Show Safety Performer's briefings.

k. Makes necessary arrangements for participation by squadron personnel in civic and military functions at all show sites.

l. Maintains appropriate records, files, and other pertinent data.

m. Performs other duties as may be assigned.

5. C-130 Operations Officer

a. Coordinates flight procedures for the C-130 aircraft.

b. Plans all C-130 operational/training flights and prepares flight schedules for all planned flights.

c. Develops and implements C-130 flight plans and supervises the scheduling of all C-130 flights, including intermediate destinations and cross-country flights.

d. Arranges necessary C-130 ground support for intermediate destinations.

e. Prepares and files C-130 flight plans for deployments.

f. Establishes and implements policies relative to crew/passengers on the support aircraft.

Enclosure (2)

g. Maintains current C-130 publications, charges, and supplements.

h. Keeps appropriate C-130 flight records.

i. Supervises the training of tower representatives and communication cart representatives.

j. Coordinates and represents NAVFLIGHTDEMROK on all "Make-a-Wish" events.

k. Perform duties as Quality Assurance Officer.

l. Oversees the C-130 NATOPS Program.

m. Oversees the tanking support for jet transits.

n. Oversees the squadron Safety Program.

o. Performs other duties as may be assigned.

6. Public Affairs Officer (PAO)

a. Advises the CO, via the Operations Officer, on public relations trends, policies and potentialities, including directives on security and release of information for publication.

b. Supervises the production of all publicity material for release.

c. Exploits newsworthy opportunities in the squadron's operations.

d. Prepares briefing material and information pamphlets.

e. Works with NAVFLIGHTDEMROK team historian to manage/update squadron historical files; coordinates all media interviews for the squadron.

f. Acts as tower/communications cart representative during flight demonstrations and practices.

g. Performs media training for new officers.

Enclosure (2)

h. Liaisons with the CNATRA PAO and the CNATRA Legal Office on Media Law issues.

i. Performs other duties as may be assigned.

7. NATOPS Officer

a. Conducts adequate flight and instrument training required by pertinent directives.

b. Reviews and updates flight rating for squadron pilots.

c. Prepares and administers NATOPS open and closed book examinations to all aircrews.

d. Maintains records and supervises the entry of NATOPS/Standardization data into the Aviator's Flight Log Book for all squadron pilots.

e. Performs other duties as may be assigned.

8. C-130 NATOPS Officer

a. Conducts adequate flight and instrument training required by pertinent directives.

b. Reviews and updates flight ratings for C-130 pilots.

c. Prepares and administers NATOPS open and closed book examinations to C-130 aircrew.

d. Maintains records and supervises the entry of NATOPS/Standardization data into the Aviator's Flight Log Book for C-130 pilots.

e. Performs other duties as may be assigned.

9. Applicants Officer

- a. Coordinates application public relations and acts as the liaison between officer applicants and the squadron.
- b. Schedules interviews and informs the Operations Officer of all applicants visiting show sites.
- c. Coordinates Finalist Week interviews and activities.
- d. Performs other duties as may be assigned.

10. Protocol Officer

- a. Initiates letters of appreciation for support received at show sites.
- b. Advises the CO on matters of protocol for official and/or social functions.
- c. Maintains appropriate records.
- d. Performs other duties as may be assigned.

11. Maintenance Officer (MO)

- a. Directs the activities of the Maintenance Department and advises the CO on all matters pertaining to aircraft maintenance/logistics.
- b. Monitors and ensures squadron compliance with directives from higher authority concerning maintenance performed by the squadron.
- c. Schedules logistics/support flights.
- d. Supervises the training of the enlisted crew on flight demonstration procedures.
- e. Acts as Ground Safety Observer and Ground Operations Coordinator during flight demonstrations and practices.
- f. Performs other duties as may be assigned.

Enclosure (2)

12. Supply Officer

- a. Directs the activities of the Supply Division.
- b. Procures and distributes all material.
- c. Advises the CO on the status of operating funds.
- d. Maintains budget and financial statistics and records.
- e. Monitors flight hour costs and other expenditures.
- f. Acts as squadron Standards of Conduct and Legal Officer.
- g. Acts as tower/communications cart representative during flight demonstrations and practices.
- h. Performs other duties as may be assigned.

13. Maintenance Master Chief

- a. Assists the MO in the performance of his duties and keeps the MO fully informed of matters concerning the department.
- b. Makes recommendations to the MO for improved departmental policies and ensures efficient and full use is made of the capabilities and facilities of the department.
- c. Initiates and reviews correspondence requiring special attention by the department and reviews correspondence prepared for the signature of the MO, XO, or CO.
- d. Conducts liaison with the Administration Department regarding department training requirements.
- e. Obtains school quotas to support training requirements.
- f. Acts as communications cart representative during flight demonstrations and practices.
- g. Performs other duties as may be assigned.

Enclosure (2)

14. Maintenance Department Chief Petty Officer

a. Responsible to the MO for all tasks assigned in support of the department.

b. Uses the most effective and economical procedures possible to accomplish assigned tasks.

c. Efficiently employs personnel and resources to ensure the necessary quantity and quality of work.

d. Ensures security of aircraft and support equipment and adequacy of tools in support of the Tool Control Program.

e. Monitors and coordinates personnel training and ensures adherence to on-the-job training.

f. Ensures personnel comply with all safety instructions; ensures preparation of Naval Aviation Maintenance Discrepancy Reporting Program reports and requests.

g. Nominates personnel as candidates for Collateral Duty Quality Assurance Representatives (CDQAR) and Collateral Duty Inspectors (CDI) to the Quality Assurance Chief Petty Officer.

h. Acts as communications cart representative during flight demonstrations and practices.

i. Performs other duties as may be assigned.

15. Quality Assurance Chief Petty Officer

a. Maintains the Central Technical Publications Library for the department.

b. Establishes qualifications/requirements for Quality Assurance Representatives (QAR), CDI, and CDQAR, and reviews the qualification of personnel nominated for these positions.

c. Periodically accompanies CDI during scheduled and unscheduled maintenance tasks to recheck their qualifications.

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d. Ensures all work guides, check-off lists, check sheets, maintenance requirement cards, etc., used to define/control maintenance are complete and current prior to issuing to crew/individuals.

e. Performs inspections of all maintenance equipment and facilities to ensure compliance with fire and safety regulations.

f. Provides a continuous training program in techniques and procedures pertaining to the conduct of inspections.

g. Uses information from the Maintenance Data Reports in developing discrepancy trends to identify failure areas or other maintenance problems; reviews source documents and periodic inspection records, noting recurring discrepancies requiring special action.

h. Ensures established standard procedures are observed for conducting ground tests and preflight, daily, calendar, phase, special and conditional inspections.

i. Ensures functional check pilots/aircrew are briefed prior to post-maintenance functional check flights, so purpose and objectives of the flight are clearly understood.

j. Acts as communications cart representative during flight demonstrations and practices.

k. Performs other duties as may be assigned.

16. Administrative Officer (AO)

a. Directs the actions of the Administrative Department; provides administrative support to the CO and squadron officers.

b. Processes all official correspondence and squadron directives.

c. Coordinates personnel requirements and assignments.

d. Oversees the habitability and material condition of all office spaces.

Enclosure (2)

- e. Administers officer and enlisted personnel affairs.
- f. Ensures the timely and accurate submission of all required reports and communications.
- g. Maintains rosters and mailing lists.
- h. Performs duties as Pass Liaison Officer for the squadron.
- i. Serves as Squadron Security Manager.
- j. Acts as tower/communications cart representative during flight demonstrations and practices.
- k. Performs other duties as may be assigned.

17. Flight Surgeon

- a. Acts as the Aeromedical Consultant to the CO.
- b. Establishes and maintains an Aeromedical Safety Program.
- c. Advises the CO on matters pertaining to the general health of squadron members.
- d. Performs as Ground Safety Evaluator during all flight demonstrations and practices.
- e. Performs other duties as may be assigned.

18. Command Career Counselor

- a. Assists squadron personnel in career management.
- b. Advises the CO/XO/CMC on retention statistics and trends.
- c. Intermediates between the Chief of Naval Personnel and squadron personnel for orders and special programs.
- d. Acts as quota control for advancement exam eligibility.
- e. Performs other duties as may be assigned.

Enclosure (2)

19. Safety Officer

- a. Plans, directs, and coordinates all facets of the squadron Aviation and General Safety Programs.
- b. Administers and maintains an active Accident Prevention Program.
- c. Advises all squadron members on matters relating to aviation and general safety.
- d. Administers the Aircraft Accident Plan.
- e. Develops local safety standards, rules, and regulations.
- f. Reviews and analyzes all incoming aviation/general safety publications and directives and disseminates pertinent information to cognizant personnel.
- g. Maintains a library of Aviation Safety Regulations.
- h. Acts as a permanent member of the squadron Aircraft Accident Board.
- i. Performs other duties as may be assigned.

20. Command Master Chief

- a. Senior Enlisted Advisor to the CO and XO.
- b. Responsible for implementing command policies concerning morale, welfare, job satisfaction, discipline and training of enlisted personnel.
- c. Chairperson of Blue Angel of the Quarter/Year, Professional Development and Chief Petty Officer/Gunnery Sergeant Disciplinary Review Boards.
- d. Performs other duties as may be assigned.

ETHICAL GUIDELINES FOR MEMBERS OF THE NAVFLIGHTDEMRON

- Ref: (a) Ethics in Government Act of 1978 (5 U.S.C. § 101 et seq.)
(b) Executive Order 12674 "Principles of Ethical Conduct for Government Officers and Employees"
(c) Standards of Conduct for Employees of the Executive Branch, 5 C.F.R. Part 2635
(d) DOD 5500.7-R, Joint Ethics Regulations (JER)

1. Purpose. To promulgate specific guidelines derived from references (a) through (d) in response to the ethical challenges uniquely posed to members of the NAVFLIGHTDEMRON.

2. Mission and Background. In addition to the challenging operational environment, members of the NAVFLIGHTDEMRON are also exposed to challenging ethics issues on a daily basis and are forced to quickly determine whether an activity in furtherance of the mission is consistent with the referenced guidelines.

3. Role of Ethics Counselor. The Ethics Counselors to the NAVFLIGHTDEMRON are the CNATRA Legal Office Attorneys.

a. It is the duty of the Ethics Counselors to ensure timely legal opinions are rendered to members of the NAVFLIGHTDEMRON upon request.

b. It is the duty of the Ethics Counselors to ensure annual Ethics Training is provided to members of the NAVFLIGHTDEMRON.

4. Role of Members of the NAVFLIGHTDEMRON. Members of the NAVFLIGHTDEMRON should continue to recognize and apply the basic tenets of government service when faced with making on-the-spot decisions which have standards of conduct implications. These tenets include, among others:

a. Recognition that the position the members hold is a public trust requiring loyalty to ethical principles above private gain.

b. Recognition that the members must act impartially and not extend preferential treatment to any private organization or individual.

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c. Recognition that members shall not solicit or accept any gift or other item of monetary value from any person or entity seeking official action from, doing business with, or whose interests may be substantially affected by the performance of the members' duties.

d. Recognition that members shall endeavor to avoid any actions creating the appearance that they are violating the law or ethical standards.

5. Specific Issues to Guard Against. The following is a list of issues common to duty as a member of the NAVFLIGHTDEMRO. In the event the guidance provided does not provide clear resolution of an issue presented, members are directed to seek the opinion of an Ethics Counselor in advance of making a decision.

a. Gifts. A gift is anything of value and broadly defined to include any gratuity, discount, item or service. A gift does not include any item obtained pursuant to the NAVFLIGHTDEMRO support agreement or other government contract.

(1) The general rule is that a gift cannot be accepted if it is offered by a prohibited source (a person or entity seeking some official action by the Department of the Navy) or offered solely because of the member's official position as a member of the NAVFLIGHTDEMRO. It is common that members of the NAVFLIGHTDEMRO are offered gifts that would not have been offered had they not held their unique position as a member of the NAVFLIGHTDEMRO.

(2) The exception to the general rule is that gifts may be accepted if the gift is offered based solely on a personal relationship, if the gifts are of minimal value (i.e. modest refreshments, greeting cards, ball caps, etc.), or if the gift is accepted using formal gift acceptance procedures.

(3) Gifts to family members or close friends are imputed to the member.

(4) Under no circumstance can a gift be solicited by a member either on behalf of himself or another.

Enclosure (3)

b. Actual/Implied Endorsements. It is common that non-federal entities and commercial activities seek to associate with members of the NAVFLIGHTDEMROn in order to gain an express or implied endorsement or to create an appearance of the same.

(1) Accordingly, endorsement of a non-Federal entity, event, product, service or enterprise may neither be stated nor implied by members of the NAVFLIGHTDEMROn while acting in their official capacities. Titles, positions, or organization names may not be used to suggest official endorsement or preferential treatment of any non-Federal entity.

(2) In the eyes of the public, there is no difference between an actual endorsement and an implied endorsement. Typically, these issues will arise in the context of media events, public affairs orientation rides, flyovers or the like. Therefore, in order to ensure that the exposure at a media event is balanced against the ethical guidelines, it is particularly important to ensure the involvement of the NAVFLIGHTDEMROn and CNATRA PAOs.

6. Conclusion. All questions or concerns with respect to ethics or standards of conduct, whether or not addressed in this instruction, should be referred to the CNATRA Legal Office, via the NAVFLIGHTDEMROn Legal Officer.

Enclosure (3)