



DEPARTMENT OF THE NAVY
CHIEF OF NAVAL AIR TRAINING
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CNATRAINST 5452.31H
N1
25 Feb 2016

CNATRA INSTRUCTION 5452.31H

Subj: MISSION, FUNCTIONS AND TASKS OF TRAINING AIR WINGS

Ref: (a) OPNAVINST 4790.2
(b) COMNAVAIRFORINST 4790.2
(c) OPNAVINST 1000.16
(d) U.S. Navy Regulations
(e) Manual of the Judge Advocate General (JAGMAN)
(f) Navy Total Force Manpower Requirements Handbook,
April 2000
(g) OPNAVINST 5400.44A, page 1-4
(h) COMNAVAIRPAC/COMNAVAIRLANTINST 1000.6
(i) COMPACFLTINST 5450.123

Encl: (1) Functions and Tasks assigned to Training Air Wings

1. Purpose. To publish the mission(s), functions, and tasks to be performed by Training Air Wings (TRAWINGS) in support of the mission published by reference (a).

2. Cancellation. CNATRAINST 5452.31G

3. Discussion. Training Air Wings are directly responsible to Chief of Naval Air Training (CNATRA) for the accomplishment of assigned missions, functions, and tasks of its active duty components.

4. Mission. Training Air Wing Commanders administer, coordinate, and supervise flight and academic training and support thereof, including assigned Training Squadrons, as directed by the Chief of Naval Air Training.

5. Status and Command Relationships. As directed by reference (a), TRAWINGS are shore activities in an active operating status, each under a Commander and under the command of CNATRA. Training Air Wings are subject to the area coordination authority of the Commander, Navy Region Southeast (CNRSE) or CNATRA, as delegated in enclosure (1).

a. Command by Echelon

(1) Chief of Naval Operations (CNO)

(2) Commander, U.S. Pacific Fleet (COMPACFLT)

- (3) Commander, Naval Air Force Pacific (COMNAVAIRPAC)
- (4) Chief of Naval Air Training
- (5) Commander, Training Air Wing
 - (a) Training Air Wing ONE
 - (b) Training Air Wing TWO
 - (c) Training Air Wing FOUR
 - (d) Training Air Wing FIVE
 - (e) Training Air Wing SIX

b. Subordinate Activities/Commands/Detachments

Commanded activities

- (1) Training Air Wing ONE, Meridian, MS
 - (a) Training Squadron SEVEN
 - (b) Training Squadron NINE
- (2) Training Air Wing TWO, Kingsville, TX
 - (a) Training Squadron TWO ONE
 - (b) Training Squadron TWO TWO
- (3) Training Air Wing FOUR, Corpus Christi, TX
 - (a) Training Squadron TWO SEVEN
 - (b) Training Squadron TWO EIGHT
 - (c) Training Squadron THREE ONE
 - (d) Training Squadron THREE FIVE
- (4) Training Air Wing FIVE, Milton, FL
 - (a) Training Squadron TWO
 - (b) Training Squadron THREE

- (c) Training Squadron SIX
- (d) Helicopter Training Squadron EIGHT
- (e) Helicopter Training Squadron ONE EIGHT
- (f) Helicopter Training Squadron TWO EIGHT
- (5) Training Air Wing SIX, Pensacola, FL
 - (a) Training Squadron FOUR
 - (b) Training Squadron TEN
 - (c) Training Squadron EIGHT SIX
- (6) Administrative Control
 - (1) 8th Flying Training Squadron, Vance AFB, OK
 - (2) 33rd Flying Training Squadron, Vance AFB, OK

c. Command and Operational Control. CNATRA has fitness report responsibility for Training Air Wings ONE, TWO, FOUR, FIVE, and SIX.

d. Other Relationships. Not applicable.

6. Overseas Diplomacy. Not applicable.

7. Action. TRAWING Commanders will execute the assigned missions, functions, and tasks. TRAWING Commanders will recommend changes/revisions to this document when required to Chief of Naval Air Training and CNATRA will coordinate with Commander, Naval Air Force Pacific staff on any recommended modifications to the mission or functions of the TRAWINGS.

D. M. EDGECOMB
Chief of Staff

Distribution:
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FUNCTIONS AND TASKS OF TRAINING AIR WINGS

1. Functions. In accomplishing the assigned mission, the Commodores of the TRAWINGS are administratively and operationally responsible to the Chief of Naval Air Training for quality, budget, and production execution performance. The Commodores have administrative and operational authority over and provide direction to the Training Air Wings and Training Squadrons. The Commodores direct and manage actions, including training, certification, financial, safety, manpower management, and operations. The Commodores provide integrated policy, processes, resource management, planning, and oversight for the Training Air Wings and Training Squadrons to meet the Chief of Naval Air Training mission.

2. Tasks. Perform such tasks as assigned and approved by the Chief of Naval Air Training. In addition the commands shall:

a. Act as immediate superior in command to the Commanding Officers of such training squadrons and other facilities as may be placed under his/her cognizance.

b. Serve as an effective instrument of the U.S. foreign policy by initiating continuing action programs which promote positive relations between the command and foreign nationals. Provide personal, legal and administrative assistance to foreign student trainees to facilitate successful completion of assigned curriculum while supporting and promoting effective and mutually beneficial relations and increased understanding between the United States and its international partners. Oversee subordinate commands' international student assistance program. Provide support and guidance as required. When tasked by CNATRA, provide simulator and/or academic training in support of currency/refresher training for foreign military pilots.

c. Publish necessary directives and implement CNATRA-approved curricula to maintain high standards of training.

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

e. Coordinate and monitor the Aviation and Ground Safety Programs of assigned units to ensure aggressive and effective implementation.

- f. Maintain cognizance of the Naval Air Training and Operating Procedures Standardization (NATOPS) programs as conducted by subordinate commands.
- g. Monitor training requirements and maintenance support capabilities to make timely recommendations for aircraft assignment and simulator support.
- h. Administer and manage TIMS (Training Integration Management System) and related systems to ensure correct use, security and access. Provide liaison and oversight for TIMS, NSS and related issues.
- i. Provide oversight, training and management of data input and output sources (NIPDR, TIMS, CeTARS, Spreadsheets, etc.) to assure accuracy. Maintain, monitor, evaluate, correct, submit, and disseminate data as needed/requested to facilitate the decision making processes.
- j. Manage all uniformed staff and student pay and personnel functions through daily liaison with local Personnel Support Detachment; specifically, providing Sailors and commands with personnel, pay, passenger transportation, educational services, and other related support.
- k. Conduct reviews of student disposition boards and act as reviewing authority in the disposition of students per instructions and policies issued by CNATRA.
- l. Conduct inspections of subordinate commands.
- m. Coordinate detachment planning with respective CNATRA DET organization(s) to ensure proper support for training requirements at remote detachment sites.
- n. Provide overarching administration of wing and squadron General Service civilian workforce, to include annual and semi-annual evaluation.
- o. Provide flight curriculum development, maintenance, and revision for applicable pipeline phases and stages as assigned by CNATRA.
- p. Provide input and strategy development to the Naval Aviation Requirements Group (NARG) process for Type/Model/Series (T/M/S) aircraft and support devices, as assigned by CNATRA.

Enclosure (1)

q. Administer Personnel Security Program for all uniformed staff, student, APF civilian and UNCLASS DoD contract company employees. Act as Trusted Agent and sponsor for base access and Common Access Card (CAC) administration.

r. Monitor and manage the material condition and physical security of all hangars, buildings and facilities assigned. Support and execute host facility security directives and requirements.

s. Support host commands by participating in and monitoring regional, agency and federal initiatives such as Environmental Quality Boards, Energy Conservation Councils, Industrial Hygiene, etc.

t. Provide direct medical support for wing and squadron student and staff aircrew through maintenance of Training Air Wing flight surgeon billets. Ensure manning exists to support both local and remote detachment operations.

u. Schedule pre-, intra-, and post-syllabus external training, to include Survival/Evasion/Resistance/Escape (SERE) and Centrifuge-based Flight Environment Training (CFET), as required to support CNATRA-directed flight training support.

v. Establish and fully integrate a Training Air Wing Reserve Component and ensure it is an integral part of the Total Force within the TRAWING. Maintain adequate Full Time Support (FTS) billets to manage the Reserve Personnel Budget and ensure proper staffing of Selected Reserve (SELRES) instructor aircrew to meet Training Air Wing and squadron active component mission requirements. Provide administrative oversight regarding all SELRES personnel requirements, to include pay, travel, medical, and other administrative support functions.

w. Make timely reports to CNATRA on the progress and achievement of training goals.

x. Monitor formulation and execution of fiscal plans of subordinate units and coordinate intra-command fund changes with CNATRA.

y. Monitor manpower requirements of subordinate activities, review requests and changes in allowances, and submit recommendations to CNATRA and Bureau of Naval Personnel (BUPERS) as necessary to achieve optimum distribution of personnel.

Enclosure (1)

z. Maintain a viable hurricane evacuation program to ensure timely evacuation/storage of aircraft at pre-coordinated evacuation sites per CNATRAINST 3140.4 series guidance.

aa. Train and maintain a qualified Government Flight Representative to ensure proper oversight of local contract flight operations per NAVAIRINST 3710.1 series guidance.

bb. Participate in the Naval Aviator Production Team (NAPT) process as directed in order to provide street-to-fleet management of production pipeline requirements.

cc. Manage a consolidated military, government civilian, and contract workforce to achieve mission directives.

dd. 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 reports, Individual Tempo program management, personnel support, oversight of Defense Travel System, urinalysis compliance, Common Access Card (CAC) requirements, annual General Military Training (GMT) requirements, emerging collateral duty requirements, information assurance requirements.

ee. Ensure civilian resources are being utilized in the most effective and efficient manner and that standard Office of Personnel Management (OPM) position classification standards are adhered to. Ensure civilian performance appraisals are processed per governing directives.

ff. Indoctrinate and/or train all personnel in the elements of Naval leadership, human goals, and such other related people oriented programs as may be required per current directives.

gg. Serve as Reporting Custodian for all assigned aircraft.

hh. Exercise administrative control over funds allocated by CNATRA.

ii. Perform supply functions to include management of Government Purchase Card and Air Card Programs; requisition and receipt of supplies; personal property accounting; and inventory management.

jj. Manage the Government Travel Card Program.

Enclosure (1)

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

ll. Supervise and direct Reserve Component Operational Support Officer (OSO) and enlisted staff.

mm. Ensure Reserve Squadron Augmentation Units fully integrate into respective training squadrons.

nn. Coordinate with the Commanding Officer, Marine Air Training Support Group 42 (MTSG 42) on all Marine Corps Reserve administrative and operational issues pertinent to TRAWING operations.

oo. Coordinate with local airports for flight safety awareness and incorporate into Wing Operating Procedures.

pp. Provide for an aggressive outreach program to local community shareholders. Participate in school support programs (Partnership in education, ROTC), health programs (Relay for Life), and approved clean up (Great American Clean-up) or construction activities (Habitat for Humanity).

qq. Perform other functions and task as assigned:

(1) TRAWING ONE

(a) Serve as course curriculum model manager for all T-45 Instructor Under Training syllabi.

(b) Maintain the primary Government Flight Representative billet for all T-45 contract flight services.

(c) Chair the Strategy Board of Directors for the Chief of Naval Air Training.

(d) Coordinate all visual flight training and instrument flight training airspaces in the Meridian area.

(e) Liaise with government agencies, municipalities and private concerns to mitigate issues concerning airfield and clear-zone encroachment.

Enclosure (1)

(f) Liaise through CNATRA to ensure adequate local airfield capacity to support training goals (Out-lying Fields).

(g) Serve as Site Manager for CNATRA CIS contract for the T-45 curriculum requirements. Responsible for the overall quality of instruction for simulator and academic training requirements. Responsible for all Government technical interfaces concerning contractor and furnishing technical instructions to the CIS contractor. Forecast scheduling hours for each platform and fill in any non-instructional hours with approved additional duties. Determine step-ladder hours to match CNATRA planning factors for TW1 annual production requirements. Manage weekly Premium Time as required.

(2) TRAWING TWO

(a) Serve as course curriculum model manager for all E-2/C-2 and Strike Intermediate and Advanced T-45 student training.

(b) Serve as Task Group Tactical. Plan, direct, and coordinate all matters pertaining to the production of Tactical Strike and Advance E-2/C2 Aviators. Maintain liaison with other TRAWING Commanders and Fleet Replacement Squadrons to ensure production goals are met.

(c) Serve as NATOPS Model Manager for T-45 T/M/S aircraft.

(d) Maintain alternate (site) Government Flight Representative billet for T-45 contract flight services oversight.

(e) Serve as T-45 T/M/S Crew Resource Management (CRM) Model Manager.

(f) Coordinate all visual flight training and instrument flight training airspaces in the Kingsville area.

(g) Liaise with government agencies, municipalities and private concerns to mitigate issues concerning airfield and clear-zone encroachment.

Enclosure (1)

(h) Liaise through CNATRA to ensure adequate local airfield capacity to support training goals (Out-lying Fields).

(i) Serve as Site Manager for CNATRA CIS contract for the T-45 curriculum requirements. Responsible for the overall quality of instruction for simulator and academic training requirements. Responsible for all Government technical interfaces concerning contractor and furnishing technical instructions to the CIS contractor. Forecast scheduling hours for each platform and fill in any non-instructional hours with approved additional duties. Determine step-ladder hours to match CNATRA planning factors for TW2 annual production requirements. Manage weekly Premium Time as required.

(3) TRAWING FOUR

(a) Serve as Multi-Engine Task Group (METG) Lead. Plan, direct, and coordinate all matters pertaining to the production of Multi-Engine, Intermediate E2/C2 and Advanced MV-22 Naval Aviators. Maintain liaison with other TRAWING Commanders and Fleet Replacement Squadrons (FRS) to ensure CNATRA and Fleet production goals are met.

(b) Serve as the Deputy Primary Production Task Group (PPTG) Lead. Plan, direct, and coordinate all matters pertaining to the production of Primary Student Naval Aviators. Maintain liaison with other TRAWING Commanders and Fleet Replacement Squadrons (FRS) to ensure CNATRA, Advance Task Groups and Fleet production goals are met.

(c) Serve as the course curriculum model manager for Advanced Maritime and Intermediate (T-44C and TC-12B) E2/C2/MV22 phase.

(d) Serve as Model Manager/Program Manager for the T-44C and TC-12B Type aircraft.

(e) Coordinate all agreements with the Federal Aviation Administration affecting training airspace in the Corpus Christi area.

(f) Coordinate all visual flight training and instrument flight training airspaces in Corpus Christi area.

(g) Liaise with government agencies, municipalities and private concerns to mitigate issues concerning airfield and clear-zone encroachment.

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(h) Course Rules Course Manager (NASCC).

(i) Perform designated NAVAIR CACT Contract Officer Representative and Assistant Contract Officer Representative duties including budgeting, scheduling and monitoring of contract ground instructional systems and personnel.

(j) Maintain Government Flight Representative billet for T-6B, T-44C and TC-12B contract flight services.

(k) Establish and resource a Fixed-wing Instructor Training Unit (FITU) to maintain quality, standardized Instructor Pilot Production.

(l) Maintain and host the Flight Instructor Training Course (FITC) West.

(m) Liaise through CNATRA to ensure adequate local airfield capacity to support training goals (Out-lying Fields).

(n) Support periodic CNATRA Planning Conferences/Meetings, to include the semi-annual Production Alignment Requirements Group towards development of the Integrated Production Plan (IPP).

(o) Provide Aeromedical Safety support for Wing and Squadron staff and student aircrew through administration of Aeromedical Safety program and maintenance of Aeromedical Safety Officer (AMSO) billet.

(p) Serve as Site Manager for CNATRA CIS contract for the T-6B, T-44C and TC-12B curriculum requirements. Responsible for the overall quality of instruction for simulator and academic training requirements. Responsible for all Government technical interfaces concerning contractor and furnishing technical instructions to the CIS contractor. Forecast scheduling hours for each platform and fill in any non-instructional hours with approved additional duties. Determine step-ladder hours to match CNATRA planning factors for TW4 annual production requirements. Manage weekly Premium Time as required.

(4) TRAWING FIVE

(a) Serve as Advanced Rotary and Primary Production Task Group Lead; planning, directing, and coordinating all matters pertaining to the production of Primary/Advanced Rotary

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Student Naval Aviators. Maintain liaison with other TRAWING Commanders and Fleet Replacement Squadrons (FRS) to ensure CNATRA, Advance Task Groups, and Fleet production goals are met.

(b) Serve as Course Curriculum Model Manager for Primary, Intermediate Tilt-Rotor, and Advanced Helicopter training.

(c) Serve as T-6A/B and TH-57B/C NATOPS Model Manager.

(d) Serve as T-6B Joint Primary Pilot Training Systems (JPATS) Curriculum Manager.

(e) Serve as TH-57 Advanced Rotary-Wing training curriculum manager to include Tilt-Rotor and Rotary-Wing syllabus and Stage Model Managers (6 stages).

(f) Serve as Replacement Advanced Helicopter Trainer Curriculum/Program Manager. Responsible for the establishment of the Replacement Advanced Helicopter Trainer training program. To include syllabus development, simulator research and development to replace legacy system, Replacement Advanced Helicopter Trainer syllabus modifications, and create Replacement Advanced Helicopter Trainer transition road map.

(g) Serve as Course Rules Course Manager (NASWF).

(h) Serve as Wheels Watch Course Manager.

(i) Manage Aerospace Medicine Specialist (AMS) Curriculum.

(j) Participate in U.S. Air Force (USAF) Command Screen Boards.

(k) Maintain the primary Government Flight Representative billet for T-6B and TH-57B/C contract flight services.

(l) Serve as Site Manager for CNATRA CIS contract for the T-6B and TH-57B/C curriculum requirements. Responsible for the overall quality of instruction for simulator and academic training requirements. Responsible for all Government technical interfaces concerning contractor and furnishing technical instructions to the CIS contractor. Forecast scheduling hours for each platform and fill in any non-instructional hours with approved additional duties. Determine step-ladder hours to match

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CNATRA planning factors for TW5 annual production requirements. Manage weekly Premium Time as required.

(m) Establish and resource a Fixed-Wing Instructor Training Unit (FITU) and Helicopter Instructor Training Unit (HITU) to maintain quality, standardized Instructor Plot Production.

(n) Support periodic CNATRA Planning Conferences/Meetings, to include the semi-annual Production Alignment Requirements Group towards development of the Integrated Production Plan (IPP).

(o) Support annual Production Planning Factor conference. Ensure adequate production resources in balance with the established IPP.

(p) Conduct on-going production process improvement.

(q) Provide all inter-Phase student support services including; student preload, post-load and awaiting re-designation/separation management.

(r) Coordinate all visual flight training and instrument flight training airspaces in Corpus Christi area.

(s) Liaise with government agencies, municipalities and private concerns to mitigate issues concerning airfield and clear-zone encroachment.

(t) Liaise through CNATRA to ensure adequate local airfield capacity to support training goals (Out-lying Fields).

(5) TRAWING SIX

(a) Serve as curriculum manager for Primary, Intermediate, and Advanced Naval Flight Officer training.

(b) Act as CNATRA representative in coordination issues concerning all visual flight rules training airspaces in the Pensacola area.

(c) Act as CNATRA representative in coordination issues concerning Warning Area 155.

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(d) Act as CNATRA representative in negotiation agreements with the Federal Aviation Administration affecting airspace in the Pensacola area.

(e) Ensure that Commander, Training Air Wing (COMTRAWING) FIVE is represented in all airspace negotiations that potentially impact on COMTRAWING SIX to effect mutual agreement on the use of that airspace.

(f) Act as CNATRA representative for all Southeast Test and Training Area (SETTA) issues.

(g) Maintain alternate (site) Government Flight Representative billet for T-45 contract flight services oversight.

(h) Coordinate all visual flight training and instrument flight training airspaces in Corpus Christi area.

(i) Liaise with government agencies, municipalities and private concerns to mitigate issues concerning airfield and clear-zone encroachment.

(j) Liaise through CNATRA to ensure adequate local airfield capacity to support training goals (Out-lying Fields).

(k) Serve as Site Manager for CNATRA CIS contract for the T-45 curriculum requirements. Responsible for the overall quality of instruction for simulator and academic training requirements. Responsible for all Government technical interfaces concerning contractor and furnishing technical instructions to the CIS contractor. Forecast scheduling hours for each platform and fill in any non-instructional hours with approved additional duties. Determine step-ladder hours to match CNATRA planning factors for TW6 annual production requirements. Manage weekly Premium Time as required.

(6) TRAWING RESERVE COMPONENT

(a) Directly support TRAWING operations while simultaneously complying with Reserve Force policy requirements, Naval Air Force Reserve policy requirements, Regional and Force fiduciary obligations, and all data reporting. This support and compliance requires a robust presence of personnel from the Full Time Support (FTS) community. Specifically, three FTS Officers are required at each TRAWING with one FTS enlisted staff sailor

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at TRAWINGS ONE, TWO, and SIX, and two enlisted FTS staff sailors at TRAWINGS FOUR and FIVE.

(b) During peacetime, provide approximately 20% (or as directed) of annual student production efforts.

(c) During wartime/mobilization, surge as directed by higher authority to deliver desired student production output.

(d) Advise the TRAWING Commodore on all Reserve Component matters.

(e) Establish TRAWING level reserve administrative policies, procedures, and guidelines.

(f) Maintain overall cognizance of reserve matters and issues within the Training Air Wing VT and HT communities.

(g) Provide Reserve Component perspective, as applicable, to Training Air Wing policies, procedures, and guidelines.

(h) Exercise FTS and SELRES community management and mentorship for all within the Training Air Wing and subordinate squadrons.

(i) Advertise for all aviator selection boards, receive applications, screen for compliance with precept and board message, assemble selection board briefings, and support selection board membership through administrative duties.

(j) Lead the standardization evaluation process for all assigned Squadron Augment Units (SAU).

(k) Plan and conduct annual and monthly training plans to include mandated quarterly General Military Training for all selected reservists.

(l) Coordinate Marine Corps Reserve Component integration and administration with the Commanding Officer, Marine Aviation Support Group 42 (MATSG-42)

(m) Manage all aspects of the day-to-day administrative and operational requirements to ensure SAUs are fully integrated within the Training Air Wings.

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(n) Advertise mobilizations announcements that match designations and qualifications of assigned SELRES population and assist with mobilization volunteer applications.

(o) Support mobilization screening and processing through direct support to the local Navy Operational Support Center

(p) Achieve commonly accepted standards of efficiency within the SAUs through compliance with directives and a robust periodic review process.

(q) Direct the execution of and sub-allocation to SAUs of the Training Air Wing Reserve Personnel Navy budget to include acquisition of funds, dispersing of drills, authorization of active duty orders, processing drills/orders for pay, and routing/approval of all travel claims.

(r) Analyze TRAWING manpower constraints and further define the emergence of special work/project requirements and provide such requirements to the TRAWING Commander. Once declared a bona fide requirement, construct Requirement Information Sheets and By Name Requests and route for approval and allocation of MPN/RPN funding under Active Duty for Special Work (ADSW) orders.

(s) Provide board members with command-at-sea or command ashore qualifications for membership to Command Qualification Oral Boards.

(t) Support TRAWING functions through contribution of manpower or effort to collateral duties such as, but not limited to, security management, urinalysis, or anti-terrorism and force protection.

(u) Conduct flight operations as flight instructors or in another staff aviator positions as directed by the TRAWING Commander or assigned Squadron Commanding Officer.