



DEPARTMENT OF THE NAVY
CHIEF OF NAVAL AIR TRAINING
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Canc: Nov 13

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9 Nov 12

CNATRA NOTICE 1001

Subj: RESERVE COMPONENT FISCAL YEAR 2013 (FY-13) EXECUTION
GUIDANCE

Ref: (a) RESPERS M-1001.5
(b) BUPERSINST 1001.39F
(c) COMNAVRESFORCOM NOTE 1001 of 29 AUG 12
(d) COMNAVAIRFORES NOTE 1001 of 01 OCT 12

1. Purpose. This notice provides supplemental Reserve Personnel Navy (RPN) execution guidance to references (a) through (d) in an effort to utilize funding allocated to Chief of Naval Air Training (CNATRA) Reserve Component units in the most effective and standardized manner.

2. General Guidance. The following guidance will be a tool for Training Air Wing (TRAWING) Reserve Component Commanders (RCC) and Operational Support Officers (OSO) to use in order to execute available RPN funds. TRAWING RCCs and OSOs will govern the efficient use of Inactive Duty for Training (IDT), Additional Flight Training Period (AFTP), Reserve Management Period (RMP), Active Duty for Training (ADT), Inactive Duty Training Travel (IDTT) and Annual Training (AT) funding per the following guidelines. Conservative interpretation of this notice is highly encouraged.

a. AT, IDTs, and AFTPs are to be used as the primary source of funding for CNATRA production events. Available IDTT funding will provide the flexibility to execute these drills in support of CNATRA training away from the permanent drilling site. ADT funding is discretionary and will only be utilized after all annual AT (to include Exceptional AT) has been executed (unless AT funding is not available). The only exception to this is ADT schools funding which may be utilized without regard to AT execution.

b. Active duty (AT and ADT) periods shall be scheduled in blocks that maximize production. Active duty periods (excluding ADT Schools orders) shall not be planned to overlap scheduled Thanksgiving, Christmas and New Years "holiday routines" unless prior approval has been obtained from CNATRA.

3. Annual Training (AT) Guidance. All personnel shall submit AT order requests for the FY within the first quarter of the FY. Plan, prioritize and execute missions/requirements with AT as the primary funding source. ADT is a supplement to be used AFTER an individual's AT (to include all available Exceptional AT) is scheduled in NROWS Budget Estimator (BE) and saved by the Orders Specialist as "Committed." Split AT periods, including those that add up to 29 days, are allowed. Expect to submit an AT extension request for those over approximately 18-20 days through Commander, Navy Reserve Forces Command (CNRFC) N3.

4. Active Duty for Training (ADT) Guidance. All requests for ADT funds must be cleared through the CNATRA Operational Support Office. Use of ADT prior to the execution of AT is discouraged, but may be necessary based on fund allocations.

5. Inactive Duty Training (IDT) Guidance. CNATRA Reserve Component executes Flexible (FLEX) IDT option to improve support to the operational units, however, a minimum of four IDT periods (one per quarter) shall be scheduled by the TRAWING RCC as all hands evolutions. Additional periods scheduled to cover reserve requirements or to aide squadron production collectively will be at the discretion of the TRAWING RCC or SAU COs.

6. Additional Flight Training Period (AFTP) Guidance. Two AFTPs are authorized only if an individual is scheduled on the flight schedule for at least one production related event on that day and works at the unit for a minimum of eight hours. A production related event is defined as an actual flight event in an aircraft or simulator scheduled in support of the CNATRA mission. If an individual does not fly the scheduled event due to weather or aircraft availability and performs eight hours of work, two AFTPs may be paid.

a. All other readiness gaining activities (Physiology, Swims, and Flight Physicals) should be accomplished on AT, ADT or IDTs, per reference (d). AFTPs may be considered for use of these flight related ground activities; however, if AFTPs are used for these other readiness gaining activities, only one AFTP can be paid per day.

b. AFTPs will be focused towards production related events. TRAWING staffs and CNATRA staff will track the efficient use of AFTPs by percentage used for actual flights/simulators. The CNATRA goal is for 95 percent of AFTPs to be utilized for the accomplishment of actual flight/simulator production related events.

c. Reserve Management Periods (RMPs) are funded through the AFTP account. They may be used by any Selected Reserve (SELRES) per references (a) through (d) with prior approval of the TRAWING RCC or TRAWING OSO.

7. General Drill Guidance. In addition to the above guidance, the following stipulations apply to all drill periods:

a. Shall be classified as off-site of Navy Operational Support Center (Local NOSC).

b. Shall not be self-authorized.

c. Shall clearly annotate block times and specific task/accomplishment for each drill period.

d. Should be processed on-site.

e. Hand-written Drill Records are highly discouraged. However, in the event that the use of a hand-written drill record becomes necessary documentation substantiating that the drill period was not self authorized shall be provided with the drill record. This documentation may include any of the following:

(1) Copy of a NAVFLIR or equivalent.

(2) Copy of a signed 3500 or equivalent for training received.

(3) Copy of email authorizing the drill.

(4) Hand written note in the comments section of the drill record stating who pre-authorized the drill period.

f. Incremental IDT periods have the following stipulations:

(1) Should normally be approved only for CNATRA RCC, TRAWING RCCs or SAU COs to accomplish specific Reserve Component administrative duties and requirements.

(2) TRAWING RCC shall be final approving authority (FAA) for all TRAWING RC or SAU participants and do so in writing.

(3) Shall clearly annotate block times and a specific task/accomplishment. Performed in one hour increments and after obtaining four total hours will submit documentation for processing per reference (a).

g. Shall not be used for Joint Professional Military Education (JPME).

C. HOLLINGSWORTH
Chief of Staff

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