



DEPARTMENT OF THE NAVY

CHIEF OF NAVAL AIR TRAINING
CNATRA
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CORPUS CHRISTI TX 78419-5041

CNATRAINST 3110.3E
N4

0 0 JUN 2005

CNATRA INSTRUCTION 3110.3E

Subj: CNATRA AIRCRAFT TRANSFER ORDERS

Encl: (1) CNATRA ATO Format
(2) Example CNATRA ATOs

1. Purpose. To promulgate the policy and procedures for issuance of Chief of Naval Air Training (CNATRA) Aircraft Transfer Orders (ATOs).
2. Cancellation. CNATRAINST 3110.3D
3. Scope. The transfer/acceptance of aircraft under the controlling custody of CNATRA and transfers of aircraft to activities of other controlling custodians shall be directed by CNATRA ATOs, in accordance with this instruction. This instruction has been substantially revised and needs to be read in its entirety.
4. Procedures
 - a. Numbering. Identify CNATRA ATOs by a 3-digit serial number, followed by a 2-digit calendar year; e.g., 001-05. Issue serial numbers consecutively, and start with the beginning of a new calendar year.
 - b. Content. CNATRA ATOs will be issued via naval message, and shall contain the applicable elements listed in enclosure (1). Refer to enclosure (2) for examples.
 - c. New Production Aircraft Assignment. Upon receipt of an Aircraft Assignment message from COMNAVAIRSYSCOM, a CNATRA ATO will be initiated for transfer of new production aircraft.
 - d. Reassignment of Aircraft. Training Air Wing Commanders shall submit recommendations for reassignment of aircraft between units to CNATRA as appropriate.

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e. Modification of CNATRA ATOs. Each change issued shall be a numbered change to the basic ATO; e.g., subject line: CNATRA ATO 004-05 Change 1.

D. B. Grimland

D. B. GRIMLAND
Chief of Staff

Distribution:
CNATRAINST 5215.1R
List I (A-E)

Copy to:
COMDRAWING TWO (COOP File)
NETC

6 July 2005

CNATRA ATO FORMAT

1. ATO. Subject line of CNATRA ATOs shall contain the TYCOM authority for aircraft transfer order, the acronym "ATO", and serial number, e.g., CNATRA ATO 001-05.

2. REMARKS. The remarks section (paragraph 1) of CNATRA ATOs shall contain the following information:

- a. BUNO of aircraft
- b. Type/Model/Series (T/M/S) of aircraft
- c. Transferring Reporting Custodian
- d. Receiving Reporting Custodian
- e. No Later Than (NLT) receiving date

f. XRAY status code. XRAY Status Codes are listed in reference (a). Aircraft will normally be transferred in A30 status unless otherwise directed by TYCOM.

Note: Items a through f will be in column format.

g. The remarks section (paragraph 2) of CNATRA ATOs shall contain pertinent amplifying remarks.

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EXAMPLE CNATRA INTER-TYCOM ATO MESSAGE

FM: CNATRA CORPUS CHRISTI TX(UC)
TO: COMTRAWING FOUR CORPUS CHRISTI TX(UC)
INFO: CNO WASHINGTON DC(UC)
COMNAVAIRSYSCOM PATUXENT RIVER MD(UC)
PEOASWASM PATUXENT RIVER MD(UC)
NAVICP PHILADELPHIA PA(UC)
AMARC FSO(UC)
CNATRA DET CORPUS CHRISTI TX(UC)
CNATRA CORPUS CHRISTI TX(UC)

PASS TO OFFICE CODES:

COMTRAWING FOUR CORPUS CHRISTI TX//N4//
CNO WASHINGTON DC//N88C7A/N78C7A//
COMNAVAIRSYSCOM PATUXENT RIVER MD//5.0D11/5.0D12//
PEOASWASM PATUXENT RIVER MD//PMA273//
NAVICP PHILADELPHIA//0342/0343.14/0343.15//
AMARC FSO//FMW-AVDO//
CNATRA DET CORPUS CHRISTI TX//N4C//
CNATRA CORPUS CHRISTI TX//N4//

UNCLAS//N03110//
MSGID/GENADMIN/CNATRA//
SUBJ/CNATRA ATO 001-09//
REF/A/DOC/CNAFINST 4790.2A/15FEB2008//
REF/B/DOC/OPNAVINST 5442.2G/06JUL1992//
REF/C/DOC/CNATRAINST 3110.3E/06JUL2005//
REF/D/MSG/COMNAVAIRSYSCOM PATUXENT RIVER MD/201135ZOCT08//
NARR/REF A IS NAVAL AVIATION MAINTENANCE PROGRAM (NAMP). REF B
IS AIRCRAFT INVENTORY REPORTING SYSTEM (AIRS). REF C IS
AIRCRAFT TRANSFER ORDER (ATO) INSTRUCTION. REF D IS NAVAIR
ATO//
POC/MANUEL MARTINEZ/CIV/63110/CNATRA/DSN 861-2638//
RMKS/1. IAW REFS A THRU D, AIRCRAFT ASSIGNED AS INDICATED.
DIRLAUTH. READ IN 6 COLUMNS.
BUNO T/M/S FROM TO NLT STATUS
160466 T-34C AMARC COMTRAWING FOUR JAN 2009 A30
2. ENSURE COMNAVAIRSYSCOM CODE 5.0D12 IS INFO ADDEE ON RECEIPT
XRAY.//

Enclosure (2)

14 APR 09

EXAMPLE CNATRA INTER-COMTRAWING ATO MESSAGE

FM: CNATRA CORPUS CHRISTI TX(UC)
 TO: COMTRAWING ONE MERIDIAN MS(UC)
 COMTRAWING SIX PENSACOLA FL(UC)
 INFO: CNO WASHINGTON DC(UC)
 COMNAVAIRSYS COM PATUXENT RIVER MD(UC)
 NAVICP PHILADELPHIA PA(UC)
 CNATRA DET MERIDIAN MS(UC)
 CNATRA DET PENSACOLA FL(UC)
 CNATRA CORPUS CHRISTI TX(UC)

PASS TO OFFICE CODES:

COMTRAWING ONE MERIDIAN MS//N4//
 COMTRAWING SIX PENSACOLA FL//N4//
 CNO WASHINGTON DC//N88C7A/N780G10//
 COMNAVAIRSYS COM PATUXENT RIVER MD//PMA273/5.0D11/5.0D12//
 NAVICP PHILADELPHIA PA//0132//
 CNATRA DET MERIDIAN MS//N4M//
 CNATRA DET PENSACOLA FL//N4P//
 CNATRA CORPUS CHRISTI TX//N4//

UNCLAS//N03110//

MSGID/GENADMIN/CNATRA//

SUBJ/CNATRA ATO 045-08//

REF/A/DOC/CNAFINST 4790.2A/15FEB2008//

REF/B/DOC/OPNAVINST 5442.2G/06JUL1992//

REF/C/DOC/CNATRAINST 3110.3E/01JUL2005//

NARR/REF A IS NAVAL AVIATION MAINTENANCE PROGRAM (NAMP). REF B
 IS AIRCRAFT INVENTORY REPORTING SYSTEM (AIRS). REF C IS
 AIRCRAFT TRANSFER ORDER (ATO) INSTRUCTION.//

POC/D. BUNDY/CIV/N4211/DSN 861-3146/COM 361-961-3146//

RMKS/1. IAW REFS A, B, AND C, AIRCRAFT ASSIGNED AS INDICATED.

DIRLAUTH. READ IN 6 COLUMNS.

BUNO	T/M/S	FROM	TO	NLT	STATUS
165464	T-45C	COMTRAWING SIX	COMTRAWING ONE	DEC 2008	A30

2. ENSURE COMNAVAIRSYS COM CODE 5.0D12 IS INFO ADDEE ON RECEIPT
 XRAY.//