



DEPARTMENT OF THE NAVY
CHIEF OF NAVAL AIR TRAINING
250 LEXINGTON BLVD SUITE 102
CORPUS CHRISTI TX 78419-5041

CNATRAINST 5213.3H
N11
13 Feb 12

CNATRA INSTRUCTION 5213.3H

Subj: MANAGEMENT OF FORMS IN THE NAVAL AIR TRAINING COMMAND

Ref: (a) SECNAV M-5213.1

Encl: (1) Printing Requisition Form
(2) Sample Winging Supply Request

1. Purpose. To publish policy, responsibilities, and procedures for the management of forms within the Naval Air Training Command (NATRACOM). To avoid repetition, this instruction only supplements reference (a).

2. Cancellation. CNATRAINST 5213.3G

3. Chief of Naval Air Training (CNATRA) Forms. CNATRA Forms are available on the CNATRA website, <https://www.cnatra.navy.mil> and may be printed locally unless the form requires special printing. A 6-month supply of forms requiring special printing, e.g., tabs, may be requested from CNATRA using enclosure (1).

4. Automated Forms. Reference (a) gives guidelines for managing automated forms. In the interest of maintaining adequate and proper documentation of CNATRA forms management, the following procedures are required:

a. Automated CNATRA Forms

(1) Submit requests for permission to duplicate an existing form by automated process to CNATRA (N111). Enclose a sample of proposed automated form.

(2) Submit all recommended changes to an existing automated form through CNATRA (N111) for approval.

b. Automated CNATRA Aviation Training Forms (ATFs).

(1) Forms Management of ATFs has been restructured to comply with new technology systems. The ATFs are generated by the Training Integration Management System (TIMS). This system has been designed to assign a system form number to the forms.

(2) Submit all requested changes to an existing ATF through CNATRA (N71) for approval.

5. Request of Winging Materials. All Winging materials will be requested through from the CNATRA Administrative Officer using a memorandum, see enclosure (2).

a. Materials will **only** be provided for a 3-month supply at any given time.

b. All requests for materials will originate from the TRAWINGS and materials will be sent to the TRAWINGS.

c. Aviator and Naval Flight Officer Cards will be provided on a letter size card to facilitate final preparations and will require the receiving command to cut them to size after final preparation.

d. Wing Admin Officers will submit a memorandum requesting supplies to the CNATRA Admin Officer. The request will be submitted three weeks prior to the date required. For example, if the supplies are required by 21 January then the request must be submitted by 1 January. This schedule will allow the clerks sufficient time to process the request and alleviate the need and expense for express shipping.

6. Control of Winging Materials. Each TRAWING will develop and maintain strict control of all winging materials to include:

a. Ensuring supplies are stored in a secure area.

b. Recording quantities received, used, or destroyed.

c. Ordering supplies in advance to preclude situations where overnight delivery is required.

d. Monitoring the use and storage of materials to prevent waste and excess storage of supplies at the command.

THOMAS E. BRODERICK
Chief of Staff

Distribution:
CNATRA Website

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PRINTING REQUISITION FORM					
FROM:			<u>ORDER NUMBER</u>		
TO: CNATRA N111					
ITEM: A=Forms B=Instructions & Notices C=Misc D=PAT Pubs					
<u>JUSTIFICATION</u>					
<u>DISTRIBUTION</u> (Name, Address, and Phone number)					
DISTRIBUTION CONTACT			PHONE		
DATE REQUIRED		CODE		EXT	
NO. OF ORIGINALS		NO. OF COPIES		COVER YES / NO	COVER COLOR
COLLATE YES / NO	STAPLE <input type="checkbox"/> ULC <input type="checkbox"/> 2 TOP <input type="checkbox"/> 2 SIDE <input type="checkbox"/> NONE			HOLES <input type="checkbox"/> 3 LEFT <input type="checkbox"/> OTHER <input type="checkbox"/> 2 TOP	
PAPER <input type="checkbox"/> BOND <input type="checkbox"/> NCR <input type="checkbox"/> INDEX			INK COLOR	PAPER SIZE	PAPER COLOR
PAD YES / NO	PRINTING <input type="checkbox"/> 1 SIDED <input type="checkbox"/> HEAD-HEAD <input type="checkbox"/> HEAD-FOOT <input type="checkbox"/> HEAD-LEFT <input type="checkbox"/> HEAD-RIGHT <input type="checkbox"/> LAYOUT				
SIGNATURE				DATE OF REQUEST	

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SAMPLE WINGING SUPPLY REQUEST

Date

MEMORANDUM

From: Training Air Wing ####, Administrative Officer
To: Chief of Naval Air Training, Administrative Officer

Subj: AVIATION DESIGNATION SUPPLY REQUEST

1. Request the following materials per CNATRINST 5213.3H.

<u>TITLE</u>	<u>AMOUNT REQUESTED</u>
Naval Aviator Wings	_____
Naval Aviator Certificates	_____
Naval Aviator Cards	_____
Naval Aviator Card Holders	_____
Naval Flight Officer Wings	_____
Naval Flight Officer Certificates	_____
Naval Flight Officer Cards	_____
Naval Flight Officer Card Holders	_____
Foreign Aviator Certificates	_____
Spouse Certificates	_____
Carrier Qualification Certificates	_____

2. This request will cover a period of three months, upon which time I will verify the status of supplies and submit a new request for additional supplies as needed.

I. B. ADMIN

Enclosure (2)