



**DEPARTMENT OF THE NAVY**

CHIEF OF NAVAL AIR TRAINING  
CNATRA  
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CNATRAINST 5452.31F  
N1  
23 Nov 10

CNATRA INSTRUCTION 5452.31F

Subj: MISSIONS, FUNCTIONS AND TASKS OF TRAINING AIR WINGS

Ref: (a) OPNAVNOTE 5450 of 27 March 2009

Encl: (1) Functions and Tasks of 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 5452.31E

3. Mission. Commanders of TRAWINGS administer, coordinate, and supervise flight and academic training and support thereof, including assigned Training Squadrons, as directed by the Chief of Naval Air Training (CNATRA).

4. 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. TRAWINGS are subject to the area coordination authority of the Commander, Navy Region Southeast or CNATRA, as delegated in enclosure (1).

a. Command by Echelon

- (1) Chief of Naval Operations
- (2) Commander, U.S. Pacific Fleet
- (3) Commander, Naval Air Forces
- (4) Chief of Naval Air Training
- (5) Commander, TRAWING
  - (a) TRAWING ONE
  - (b) TRAWING TWO
  - (c) TRAWING FOUR
  - (d) TRAWING FIVE
  - (e) TRAWING SIX

5. Commanded activities

a. TRAWING ONE

(1) Commanding Officer, Training Squadron SEVEN,  
Meridian, MS

(2) Commanding Officer, Training Squadron NINE, Meridian,  
MS

b. TRAWING TWO

(1) Commanding Officer, Training Squadron TWENTY ONE,  
Kingsville, TX

(2) Commanding Officer, Training Squadron TWENTY TWO,  
Kingsville, TX

c. TRAWING FOUR

(1) Commanding Officer, Training Squadron TWENTY SEVEN,  
Corpus Christi, TX

(2) Commanding Officer, Training Squadron TWENTY EIGHT,  
Corpus Christi, TX

(3) Commanding Officer, Training Squadron THIRTY ONE,  
Corpus Christi, TX

(4) Commanding Officer, Training Squadron THIRTY FIVE,  
Corpus Christi, TX

d. TRAWING FIVE

(1) Commanding Officer, Training Squadron TWO, Milton, FL

(2) Commanding Officer, Training Squadron THREE, Milton,  
FL

(3) Commanding Officer, Training Squadron SIX, Milton, FL

(4) Commanding Officer, Helicopter Training Squadron  
EIGHT, Milton, FL

(5) Commanding Officer, Helicopter Training Squadron  
EIGHTEEN, Milton, FL

(6) Commanding Officer, Helicopter Training Squadron  
TWENTY EIGHT, Milton, FL

e. TRAWING SIX

(1) Commanding Officer, Training Squadron FOUR (Cadre status until FY-13), Pensacola, FL

(2) Commanding Officer, Training Squadron TEN, Pensacola, FL

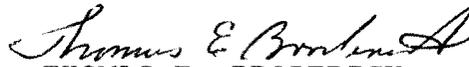
(3) Commanding Officer, Training Squadron EIGHTY SIX, Pensacola, FL

6. Administrative Control

a. 8<sup>th</sup> Flying Training Squadron, Vance AFB, OK

b. 32<sup>nd</sup> Flying Training Squadron, Vance AFB, OK

7. Action. In the accomplishment of the assigned mission, TRAWING Commanders shall perform the functions set forth in enclosure (1). TRAWINGS and the Chief of Naval Education and Training are requested to advise CNATRA of any recommended modifications to the mission or functions of the TRAWINGS.

  
THOMAS E. BRODERICK  
Chief of Staff

Distribution:  
CNATRA Website

FUNCTIONS AND TASKS OF TRAINING AIR WINGS

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

2. Tasks. Perform such tasks as assigned and approved by CNATRA. 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. Assist individual foreign naval personnel and their families to work effectively, live with dignity and satisfaction, and function as positive representatives of the Navy and of the United States.

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 in order to make timely recommendations for aircraft assignment.

h. Manage all local student personnel functions and maintain necessary records.

i. Conduct reviews of student disposition boards and act as reviewing authority in the disposition of students per instructions and policies issued by CNATRA.

j. Conduct inspections of subordinate commands.

k. Coordinate detachment planning with respective CNATRA DET organization(s) to ensure proper support for training requirements at remote detachment sites.

l. Provide overarching administration of wing and squadron General Service civilian workforce, to include annual and semi-annual evaluation.

m. Provide flight curriculum development, maintenance, and revision for applicable pipeline phases and stages as assigned by CNATRA.

n. Provide input and strategy development to the Naval Aviation Requirements Group (NARG) process for T/M/S aircraft and support devices, as assigned by CNATRA.

o. Provide direct medical support for wing and squadron student and staff aircrew through maintenance of TRAWING Flight Surgeon billets. Ensure manning exists to support both local and remote detachment operations.

p. 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.

q. Establish and fully integrate a TRAWING 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 TRAWING and squadron active component mission requirements. Provide administrative oversight regarding all SELRES personnel requirements, to include pay, travel, medical, and other administrative support functions.

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

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

Enclosure (1)

t. Monitor manpower requirements of subordinate activities, review requests and changes in allowances, and submit recommendations to CNATRA and BUPERS as necessary to achieve optimum distribution of personnel.

u. Maintain a viable Hurricane Evacuation Program to ensure timely evacuation/storage of aircraft at pre-coordinated evacuation sites per CNATRAINST 3140.4 series guidance.

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

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

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

y. 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 GMT requirements, emerging collateral duty requirements, information assurance requirements.

z. 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.

aa. 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.

ab. Serve as Reporting Custodian for all assigned aircraft.

ac. Exercise administrative control over funds allocated by CNATRA.

ad. 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.

Enclosure (1)

- ae. Manage the Government Travel Card Program.
- af. Mentors staff officers, providing counsel/advice in all matters pertaining to their professional and personal development as a Naval Officer and Aviator.
- ag. Supervise and direct Reserve Component Officer-in-Charge.
- ah. Ensure Reserve Augmentation Units fully integrate into respective training squadrons.
- ai. Ensure coordination with the Commanding Officer, 4<sup>th</sup> Marine Aircraft Wing Training Support Group (4<sup>th</sup> MAWTSG) on all Marine Corps Reserve administrative and operational issues pertinent to TRAWING.
- aj. Coordinate with local airports for flight safety awareness and incorporate into Wing Operating Procedures.
- ak. Provide for an aggressive outreach program to local community shareholder's. 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).
- al. 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 CNATRA.
  - (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.

Enclosure (1)

(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) Crew Resource Management (CRM) for T-45 T/M/S.

(3) TRAWING FOUR

(a) Serve as Multi-Engine Task Group (METG) Lead.

(b) Serve as the Deputy Primary Production Task Group (PPTG) Lead.

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

(d) Serve as Model Manager/Program Manager for the T34C, T-44A/C & 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.

(4) TRAWING FIVE

(a) Serve as course curriculum model manager for Primary, Intermediate Maritime and Rotary, and Advanced Helicopter training.

(b) T-6A/B NATOPS Model Manager.

(c) T-6B Joint Primary Pilot Training Systems (JPATS) Curriculum manager.

(d) TH-57C Advanced Rotary training curriculum manager to include Tilt-rotor and Rotor syllabus and Stage model managers (6 stages).

(e) TH-57D curriculum/program manager. Responsible for establishment of the TH-57D training program. To include syllabus development, simulator research and development to replace legacy system, TH-57D syllabus modifications, and create TH-57D transition road map.

Enclosure (1)

- (f) Air Force Formation course manager
- (g) Course Rules course manager (NASWF)
- (h) Wheels Watch course manager
- (i) Manage Aerospace Medicine Specialist (AMS)  
Curriculum.
- (j) Participate in USAF Command Screen Boards
- (k) Maintain the primary Government Flight  
Representative billet for T-34 and T-6 contract flight services.
- (l) T-6B Transition Task Force (TTF). Responsible  
for the establishment of the T-6B JPATS training program. To  
include TIMS integration into legacy systems, syllabus  
development, academic lectures and computer aided instruction,  
aircraft delivery and training, ALSS stand-up for T6B, GRASI  
board member, and develop future airspace plan for NASWF T-6  
Military Operation Area (MOA).
- (m) Serve as Naval Aviation Production Planning  
(NAPP) lead for two separate task groups (TG Primary and TG  
Rotary).

(5) TRAWING SIX

- (a) Serve as curriculum manager for Primary,  
Intermediate, and Advanced Naval Flight Officer training.
- (b) Coordinate all visual flight rules training  
airspaces in the Pensacola area.
- (c) Coordinate Warning Area 155.
- (d) Act as CNATRA representative in negotiation of  
agreements with the Federal Aviation Administration affecting  
airspace in the Pensacola area.
- (e) Ensure that Commander, TRAWING (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.

Enclosure (1)

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

(6) TRAWING RESERVE COMPONENT COMMANDER (TWRCC)

(a) Ensure compliance with reserve directives and provide advice to the TRAWING on operational and administrative issues unique to the Reserve Component.

(b) Establish reserve administrative policies, procedures, and guidelines for the TRAWING.

(c) Maintain overall cognizance of reserve matters and issues within the TRAWING VT and HT communities.

(d) Ensure the TRAWING policies, procedures, and guidelines include a reserve perspective and are applicable to all Selected Reserve (SELRES).

(e) Represent and act as the Reserve Commander for the reserve VT and HT communities within the TRAWING.

(f) Act as the community manager and mentor for SELRES within the TRAWING.

(g) Lead the evaluation process for all TRAWING Squadron Augment Units (SAU).

(h) Ensure training plans are established for SELRES personnel within the TRAWING.

(i) Ensure compliance with CNATRA mandated quarterly General Military Training for all training reservists.

(j) Ensure coordination with the Commanding Officer, 4<sup>th</sup> Marine Aircraft Wing Training Support Group (4<sup>th</sup> MAWTSG) on all Marine Corps Reserve administrative and operational issues pertinent to TRAWING TWO.

(7) OFFICER IN CHARGE, WING RESERVE COMPONENT

(a) Manage all aspects of the day-to-day administrative and operational requirements to ensure SAUs are fully integrated within the TRAWINGS.

(b) Represent, act and carry out the duties on behalf of the TRAWING RCC in his/her absence.

Enclosure (1)

(c) Ensure all matters dealing with reserve pay and personnel administration are processed accurately and in a timely manner.

(d) Maintain overall cognizance of reserve matters and issues within the TRAWING.

(e) Assist the RCC in establishing reserve administrative policies, procedures, and guidelines for the TRAWING.

(f) Ensure policies, procedures, and guidelines include a reserve perspective and are applicable to all SELRES.

(g) Ensure SAUs within the TRAWING maintain standards of efficiency and compliance with directives via a periodic review process.

(h) Act as the community manager for Full Time Support (FTS) personnel within the TRAWING.

(i) Ensure training plans are established for FTS personnel within the TRAWING.

(j) Plan, coordinate, and execute CNATRA mandated quarterly drill weekends to ensure timely completion of all General Military Training requirements.

(k) Inspect SAUs within the TRAWING as required and assist units in preparation for annual CNATRA Active-Reserve Integration inspection.

(l) Organize, coordinate, and act as recorder on quarterly CNATRA Aviator Selection Board.

(m) Act as the central point of contact for the SAUs and the TRAWING on all reserve matters.

(n) Oversee the TRAWING Reserve Personnel Navy budget to include acquisition of funds, dispersing of drills, writing active duty orders, processing drills/orders for pay and processing all travel claims.

(o) Coordinate acquisition and distribution of all Active Duty for Special Work (ADSW) Manpower Program Navy (MPN) budget dollars.

Enclosure (1)