



DEPARTMENT OF THE NAVY
CHIEF OF NAVAL AIR TRAINING
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CNATRAINST 5452.31G
N1
15 Aug 13

CNATRA INSTRUCTION 5452.31G

Subj: MISSION, FUNCTIONS AND TASKS OF TRAINING AIR WINGS

Ref: (a) OPNAVINST 4790.2 (Series)
(b) COMNAVAIRFORINST 4790.2 (Series)
(c) OPNAVINST 1000.16 (Series)
(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 (Series)
(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 5452.31F

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

- (b) Training Squadron THREE, Milton, FL
- (c) Training Squadron SIX, Milton, FL
- (d) Helicopter Training Squadron EIGHT, Milton, FL
- (e) Helicopter Training Squadron EIGHTEEN, Milton, FL
- (f) Helicopter Training Squadron TWENTY EIGHT,
Milton, FL

(5) Training Air Wing SIX

- (a) Training Squadron FOUR, Pensacola, FL
- (b) Training Squadron TEN, Pensacola, FL
- (c) Training Squadron EIGHTY SIX, Pensacola, FL

(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 will have 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 Commander, Naval Air Force Pacific and advise CNATRA of any recommended modifications to the mission or functions of the TRAWINGS.

C. T. HOLLINGSWORTH
Chief of Staff

Distribution: CNATRA Website

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. 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 Type/Model/Series (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 Training Air Wing 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 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.

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.

t. 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.

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 General Military Training (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.

bb. Serve as Reporting Custodian for all assigned aircraft.

cc. Exercise administrative control over funds allocated by CNATRA.

dd. 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.

ee. Manage the Government Travel Card Program.

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

gg. Supervise and direct Reserve Component Officer-in-Charge.

hh. Ensure Reserve Augmentation Units fully integrate into respective training squadrons.

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

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

kk. 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).

ll. 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.

(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) 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 the 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.

(f) Course Rules course manager (NASWF)

(g) Wheels Watch course manager

(h) Manage Aerospace Medicine Specialist (AMS) Curriculum

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

(j) Maintain the primary Government Flight Representative billet for T-34 and T-6 contract flight services.

(k) 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).

(l) 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 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.

(6) TRAWING RESERVE COMPONENT COMMANDER (TWRCC)

(a) Ensure compliance with reserve directives and provide advice to the Training Air Wing on operational and administrative issues unique to the reserve component.

(b) Establish reserve administrative policies, procedures, and guidelines for the Training Air Wing.

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

(d) Ensure the Training Air Wing 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 Training Air Wing.

(f) Act as the community manager and mentor for SELRES within the Training Air Wing.

(g) Lead the evaluation process for all Training Air Wing Squadron Augment Units (SAU).

(h) Ensure training plans are established for SELRES personnel within the Training Air Wing.

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

(j) Ensure coordination with the Commanding Officer, 4th Marine Aircraft Wing Training Support Group (4th 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 Training Air Wings.

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

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

(d) Maintain overall cognizance of reserve matters and issues within the Training Air Wing.

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

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

(g) Ensure SAUs within the Training Air Wing 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 Training Air Wing.

(i) Ensure training plans are established for FTS personnel within the Training Air Wing.

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

(k) Inspect Squadron Augment Units (SAU) within the Training Air Wing, 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 Wing on all reserve matters.

(n) Oversee the Training Air Wing 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.