



DEPARTMENT OF THE NAVY

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

CNATRASTAFFINST 5400.1S

N1

07 AUG 2003

CNATRA STAFF INSTRUCTION 5400.1S

Subj: CHIEF OF NAVAL AIR TRAINING (CNATRA) STAFF ORGANIZATION

Ref: (a) CNETINST 5450.3D

1. Purpose. To promulgate the CNATRA Staff Organization Manual, per reference (a).

2. Cancellation. CNATRASTAFFINST 5400.1R

3. Scope

a. This manual is the basic organizational directive of the Staff. Functional guides included herein constitute formal delegation of responsibility and authority of the Chief of Naval Air Training (CNATRA)/Commander, Navy Region South (CNRS) to subordinate personnel of the Staff. However, the functional guides shall in no way be construed as restricting the initiative or discouraging the resourcefulness of individual personnel.

b. Nothing in this manual shall be construed as contravening or superseding U.S. Navy Regulations or other directives of the Navy Department.

4. Objectives. The following are the principal objectives of this manual:

a. To provide, by means of organizational charts and functional guides, a comprehensive and clearly defined presentation of the Staff organization structure through the branch level. Organization to the section level is defined for larger divisions where depiction of that level provides a better understanding of functional responsibilities.

b. To set forth the duties, responsibilities, limits of authority and organizational relationships of key officers and civilian personnel in the organization.

5. Action

a. This manual is effective upon receipt. Personnel are responsible for being thoroughly familiar with the contents of this manual and subsequent changes or additions. Strict compliance is mandatory.

b. Assistant Chiefs of Staff (ACOS) and Special Assistants (SA) shall submit proposed organizational changes to the manual to the Chief of Staff via the CNATRA (N1). The CNATRA (N1) is responsible for maintaining this manual.


WILLIAM H. CAREY
Chief of Staff

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This directive is not filed in these directives binders, but may be found at the following location:

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CHAPTER 1

GENERAL

SECTION 1

COMMAND RESPONSIBILITY1101. COMMAND RESPONSIBILITY

The Chief of Naval Air Training/Commander, Navy Region South is responsible to the Naval Education and Training Command (NETC) for the exercise of military command of assigned units and to carry out the functions as set forth in CNETINST 5450.3D.

1102. MISSION

1. To provide the guidance and resources that enable the Naval Air Training Command (NATRACOM) to train quality U.S. Navy, Marine Corps, Air Force, Coast Guard and selected international military aviation professionals.

2. The Chief of Naval Air Training (CNATRA) is also Commander, Navy Region South, who has established a regional organization dedicated to providing the highest caliber of operating support and quality of life services to its ashore support activities and the fleet. The region provides coordination of base operating support functions serving U.S. Naval, multi-service military and numerous tenant commands operating throughout the region. This includes providing expertise to all active-duty, reserve, and retired military members in areas including air operations, port operations, operations support, personnel support, housing, facility support, environmental, public safety, and command support.

1103. DELEGATION OF AUTHORITY

Where Assistant Chiefs of Staff, Regional Program Directors and Special Assistants have been assigned tasks in their respective divisions, authority to accomplish these tasks may be further delegated to their principal assistants.

1104. TURNOVER FOLDERS

1. Each staff member will prepare and maintain a turnover folder to ensure a timely and complete turnover of business incident to relief and to provide guidance during periods of leave, temporary additional duty or other absence of the incumbent.

2. Those individuals who are assigned the responsibility for more than one staff position will keep separate records for each position in order to preserve the continuity of each position, and to permit rapid turnover.

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3. The incumbent will determine the form and content of the turnover folder. In general, turnover folders should contain the following information:

a. Billet/Position Description Consisting of an Informal and More Detailed Description of All Tasks Assigned. Billet evolution and background information should be included, if appropriate.

b. Required Reading Pertaining to the Billet. List all publications, instructions, OPORDS, OPLANS, messages, etc., with which an incumbent of the billet position should be familiar, together with the location of the reading materials.

c. Policy Relating to the Billet/Position. Include written and verbal policy that governs the actions and authority of the incumbent. This section should contain a copy or reference to messages and letters pertaining to matters on which policy is being developed, and a description of policy evolved to date.

d. Personal Contacts. Include name(s), location, phone number(s), and other pertinent information concerning person(s) whom the billet incumbent must frequently contact in carrying out his/her duties.

e. Reports. List recurring report(s) for which the billet is responsible, including reference material and specific instructions regarding the gathering of necessary information and preparation of the report.

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CHAPTER 1

SECTION 2

GENERAL ORGANIZATION AND RESPONSIBILITIES1201. STAFF DIVISIONS

The CNATRA Staff is organized into eight major divisions under the Deputy/Chief of Staff, with an additional fourteen Staff/Special Assistants. The seven divisions, each headed by an Assistant Chief of Staff, are:

N1	ACOS for Human Resources/Total Force Management
N3/7	ACOS for Operations/Requirements
N4	ACOS for Aviation Resources and Logistics
N5	ACOS for Plans and Production
N6	ACOS for Information Management
N8	ACOS for Resources, Requirements and Assessment
N9	ACOS for Facilities Management
N10	ACOS for Environmental

The fourteen Staff/Special Assistants are:

Flag Aide	001
Secretary	002
CMC	003
Flag Writer	004
Protocol	005
Career Counselor	00C
General Counsel	00D
Equal Opportunity	00E
Inspector General	00G
Judge Advocate	00J
Force Medical Officer	00M
Public Affairs	00P
Reserve Component	00R
Safety	00X

1202. STAFF NUMBERING SYSTEM

1. The CNATRA Staff numbering system identifies "staff assistants," "special assistants," and "division" codes as follows:

a. Staff assistants to CNATRA/NRS will use the double zero and a numerical designator, i.e., 001.

b. Special Assistants to the COS will use double zero and an upper case alpha, i.e., 00C.

c. Divisions will use the alpha prefix "N," followed by an assigned number; branches will add a numerical suffix to the division code; sections will add an additional numerical suffix. The following example illustrates proper coding for a division:

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N9 Division (ACOS)
N9A Executive Assistant
N9B Deputy ACOS
N91 Branch
N92 Branch
N921 Section
N9211 Section
N9212 Section
N922 Branch

d. General Rules

(1) Most codes are organizational codes, not personal codes. It is unnecessary for codes to be assigned to each billet and position within an organization.

(2) Use an upper case alpha in all codes.

(3) The following alpha designators are reserved as indicated:

- A Administrative Assistants or Executive Assistants
- B Officials assigned second in the line of supervision (Deputies and Assistant Directors or Assistant Heads are examples.)
- S Secretaries

1203. GENERAL DUTIES AND RESPONSIBILITIES

1. CNATRA expects to devote his full time to important command matters requiring basic decisions, matters concerning policy, morale, and personal liaison with senior, subordinate, and other commands. The Deputy/Chief of Staff will be responsible for decisions and actions in connection with the details incident to carrying out the many functions of command.

2. Readiness of CNATRA units is an all-hands function. Each division shares this responsibility in its respective area. The combined requirements of CNATRA must be continually reviewed and evaluated by each division to ensure that a high level of readiness is maintained throughout the Naval Air Training Command.

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3. The specific duties of Staff positions are outlined in Chapter 2. Additionally, each individual is responsible for ensuring that, for matters under their cognizance, adequate advance planning is undertaken; that proper advice is given; plans, orders, or letters are drafted and promulgated; and CNATRA and the Deputy/Chief of Staff are kept fully informed.

4. The Assistant Chiefs of Staff/Region Program Directors and Special Assistants will supervise the work of their division and will be responsible for the proper indoctrination of personnel assigned. However, such supervision will not relieve any member of the Staff of personal responsibility for the proper performance of assigned duties, or prevent them from presenting to CNATRA or the Deputy/Chief of Staff their viewpoint on any subject over which they have cognizance. Unless unacceptable delay would be caused thereby, such opinions will normally pass through cognizant seniors.

5. All individuals of the Staff are available for collaboration, regardless of division or branch assignment. Almost all Staff work, directly or indirectly, involves the knowledge and cooperation of members of the Staff other than the individual or division having administrative cognizance. This mutual assistance, cooperation, and exchange of information is required.

6. All individuals of the Staff will keep themselves fully informed of the activities, over which they have cognizance, and the various units of the Naval Air Training Command. However, they will not interfere with the details of administration or operation of such units, except as specifically directed by CNATRA.

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CHAPTER 2

SECTION 1

DUTIES AND COGNIZANCE OF OFFICERS

2101. CHIEF OF NAVAL AIR TRAINING/COMMANDER, NAVY REGION SOUTH (00)

The duties are those defined in the U.S. Navy Regulations, OPNAV Instructions, Naval Education and Training Command Regulations, current orders and similar directives.

2102. DEPUTY/CHIEF OF STAFF AND AIDE (COS) (01)

Assists and advises CNATRA/NRS in carrying out his duties. In case of the temporary incapacity or absence of CNATRA/NRS, he acts in his stead. Responsible to CNATRA/NRS for ensuring that the organization, administration, training, readiness, and operations of the command are carried out in conformance with the policies, plans, and intentions of CNATRA/NRS. All officers of the Staff are subject to his orders in all matters pertaining to Staff duties. CNATRA/NRS normally transmits orders to the Staff through the COS. Acts as the Senior Aide to CNATRA/NRS.

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CHAPTER 2

SECTION 2

STAFF/SPECIAL ASSISTANTS2201. AIDE/FLAG LIEUTENANT (001)

Serves as Personal Aide to CNATRA, coordinating personal and social matters assigned by CNATRA. Advises on matters of honors, ceremonies, and protocol as they may affect CNATRA and the Staff and prepares correspondence thereon. Serves as Division Officer for enlisted personnel assigned in direct support of CNATRA.

2202. SECRETARY (002S)

Provides administrative assistance to CNATRA and the Deputy CNATRA.

2203. COMMAND MASTER CHIEF (003)

Responsible for advising CNATRA on all matters pertaining to the welfare, health, job satisfaction, morale, utilization and training of enlisted personnel in order to promote traditional standards of good order and discipline. Serves as the special assistant to the COS for enlisted matters. Works with the COS in the dissemination and promotion of command policy.

2204. FLAG WRITER (004)

Provides administrative support to CNATRA by drafting personal correspondence; maintaining and distributing the CNATRA social calendar; tracking all personal action memos; arranging office calls and other social events; preparing/mailing invitations for social events, and assisting the Public Affairs Officer in researching background material for speeches.

2205. PROTOCOL (005)

Directly responsible to the CNATRA for a wide range of dignitaries and distinguished visitors throughout the DOD, on an international level, and within the region (Texas, Arkansas, Louisiana, New Mexico, and Oklahoma). Serves as Community Service Director and Protocol Officer for CNATRA. Coordinates trips, conferences, meetings, dinners, speeches, and presentations, involving issues of high level social/political importance that include Flag Officer attendance. Possess an extensive knowledge of Command structure and functions.

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2206. CAREER COUNSELOR/RETENTION/MILITARY PERSONNEL OFFICER (00C)

Serves as the primary advisor to CNATRA on retention matters. Monitors the Command Career Information and Retention Management Program (CIPM) administered by subordinate commands, providing assistance/guidance as necessary to ensure the continuity of programs throughout the NATRACOM and Region. Provides Career counseling and career information to CNATRA personnel. Prepares required reports, maintains career counseling and retention data and reports.

2207. OFFICE OF THE GENERAL COUNSEL (00D)

Represents CNATRA, Staff, and subordinate activities, in matters of civil law, including: civilian personnel law, fiscal law, environmental law, real property law, ethics, Freedom of Information Act, contract law, commercial activities programs, and any other civil legal matter which arises under federal, state or local statutes, cases, or regulations. Serves as a Designated Agency Ethics Official for CNATRA and subordinate activities. Provides corporate knowledge, continuity, and management input for several functions of the Command and subordinate activities, including but not limited to the National Museum of Naval Aviation, Blue Angels, and long-term projects involving assets, personnel, funding, and contract management issues of CNATRA and subordinate activities.

2208. EQUAL OPPORTUNITY ADVISOR (00E)

Principle advisor and subject-matter expert to CNATRA on all matters pertaining to Equal Opportunity (EO). Conducts on-site Command Managed Equal Opportunity (CMEO) program reviews of subordinate commands. Provides EO/CMEO advice, guidance, training and assist visits as necessary. Coordinates EO/CMEO Mobile Training Team (MTT) training requirements with DEOMI/NETC.

2209. STAFF JUDGE ADVOCATE (00J)

Provides legal counsel to CNATRA, staff, and subordinate activities.

2210. FORCE MEDICAL OFFICER (00M)

Serves as CNATRA's senior medical officer. Handles inquiries and acts as primary point of contact (BUMED, Aviation Medicine) on CNATRA policies and practices regarding student, instructor, and Training Wing flight surgeon issues. Assists in monitoring physical, medical, and psychological screening for flight students and high-risk instructors. Serves as CNATRA's senior medical officer on accident investigation boards. Assists the NATRACOM manager for dual-designator (flight surgeon/aviator) training.

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2211. PUBLIC AFFAIRS OFFICER (00P)

Advises CNATRA and the Chief of Staff on public relations matters. Acts as official spokesperson for CNATRA. Maintains reference speech material and prepares speeches for the CNATRA and Chief of Staff. Arranges press conferences and interviews as required. Serves as liaison officer between CNATRA and the public affairs section of other Government agencies. Arranges and monitors visits, cruises, and orientation tours by military and civilian dignitaries and guests, in coordination with the Staff Operations Officer. Prepares, collects, writes, and edits news for release to the media.

2212. SPECIAL ASSISTANT FOR RESERVE AFFAIRS (00R)

Acts as assistant and senior advisor to CNATRA and the Chief of Staff concerning Reserve policies, directives, and personnel matters affecting integration with NATRACOM. Advises Commander, Naval Air Force Reserve (CNAR) on Reserve issues within NATRACOM. Provides oversight of all subordinate command Reserve programs and ensures personnel are kept abreast of matters concerning CNATRA and CNAR policies and procedures which affect Reserve personnel.

2213. ASSISTANT RESERVE AFFAIRS OFFICER (00R1)

The NATRACOM Naval Reserve (NR) community manager and a CNAR Echelon IV representative. Conducts NR integration standardization inspections of CNATRA Training Air Wings. Supervises, administers, and coordinates the NR NATRACOM Reserve Personnel Navy (RPN) Fiscal budgets.

2214. RESERVE AFFAIRS ADMINISTRATOR (00R11)

The administrative assistant to N00R and N00R1. Acts as assistant administrator of NR NATRACOM Fiscal RPN budgets.

2215. INSPECTOR GENERAL (00G)

Responsible for the development, management, and evaluation of the NATRACOM Mission Capability Assessment (MCA) program. Schedules and coordinates assessments in accordance with requirements. Investigates, prepares, and coordinates responses to all "hotline" system complaints involving CNATRA and NATRACOM. Coordinates with Investigating Official to assure technical accuracy and timeliness in the reporting of all "hotline" complaints requiring CNATRA action. Conducts special investigations and inquiries as directed by CNATRA. Coordinates all Congressional inquiries and responses involving CNATRA. Liaisons between Staff and the NETC IG, Navy IG, DOD IG, GAO, NCIS, DCIS, and any other agencies regarding inspections, investigations, audits, and special study matters within the purview of CNATRA.

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2216. COMMAND EVALUATION/MANAGEMENT CONTROL (00G1)

Responsible for the development, management, and evaluation of the Management Control Program (MCP) and Command Evaluation (CE) for the NATRACOM. Provides technical advice and assistance to management and program officials on MCP and CE requirements. Assists the Inspector General in conducting reviews, investigations, and/or evaluations of CNATRA and NATRACOM. Responsible for the development, management, and evaluation of the command-wide Civilian Leadership Development (CLD) Program. Implements and maintains the Civilian Leadership Development (CLD) Program for CNATRA staff. Coordinates all NATRACOM responses regarding all CLD issues.

2217. PUBLIC SAFETY (00X) (DUAL HATTED NAVY REGION SOUTH)

Promotes and supervises the Aviation Safety, Environmental, NAVOSH, Fire and Emergency Services, Force Protection and Disaster Preparedness programs within CNATRA/NRS. Provides oversight of all subordinate command safety programs to ensure compliance with applicable instructions and directives. Ensures that appropriate NATRACOM units are informed of the latest flight safety information on a timely basis. Oversees the general mishap and injury reporting systems, monitoring records and statistics for trends and other indications of required corrective action taken. Provides supervision and oversight of the NRS Fire and Emergency Services.

2218. SECRETARY (00XS)

Provides administrative assistance and support to 00X and staff.

2219. ASSISTANT AVIATION SAFETY OFFICER (00X1)

Coordinates with cognizant staff members relating to aviation, maintenance, and material safety. Serves as the qualified Aviation Safety Officer on the CNATRA/NRS staff. Reviews training programs, curricula, manning levels, and coordinates with other NATRACOM Safety Officers to ensure elimination of hazardous practices, procedures, or conditions. Assists the Safety Officer in promotion and supervision of safety programs within NATRACOM/NRS.

2220. AEROMEDICAL SAFETY OFFICER/REGIONAL COORDINATOR (00X2)

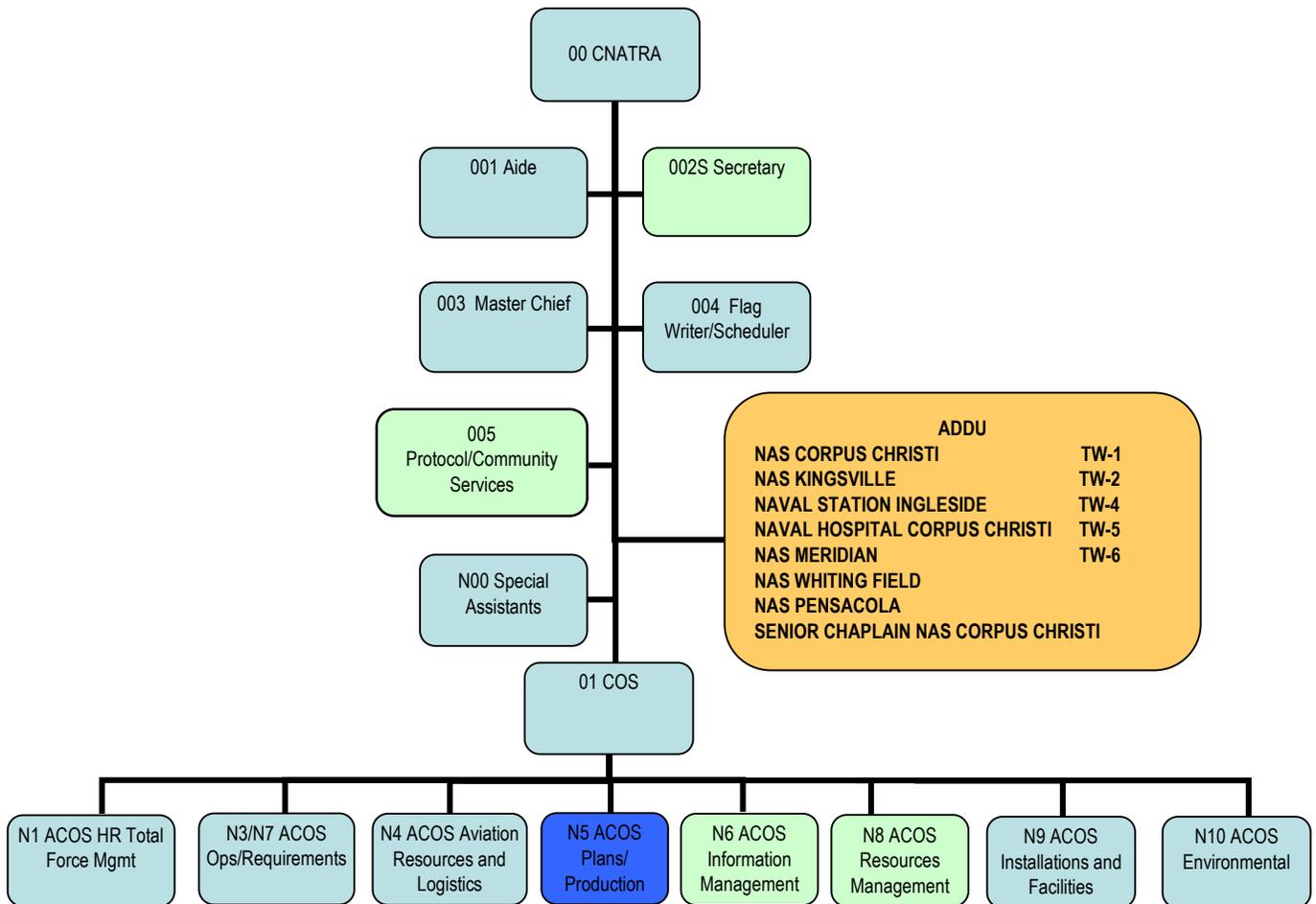
Supervises the Aeromedical Safety Program (AMSP). Serves as safety program advisor on matters pertaining to ALSS, emergency escape systems, physiological threats and survival training. Assists the Aviation Safety Officer in monitoring initiatives designed to promote the safe operation of aircraft and monitor compliance with OPNAVINST 3750.6R. Implements the local FAILSAFE program by establishing liaison with squadrons, monitoring usage of ALSS, identifying ALSS problems, serving as coordinator and point of contact for ALSS fleet assessments, developing operational requirements, providing feedback to NAVAIR via

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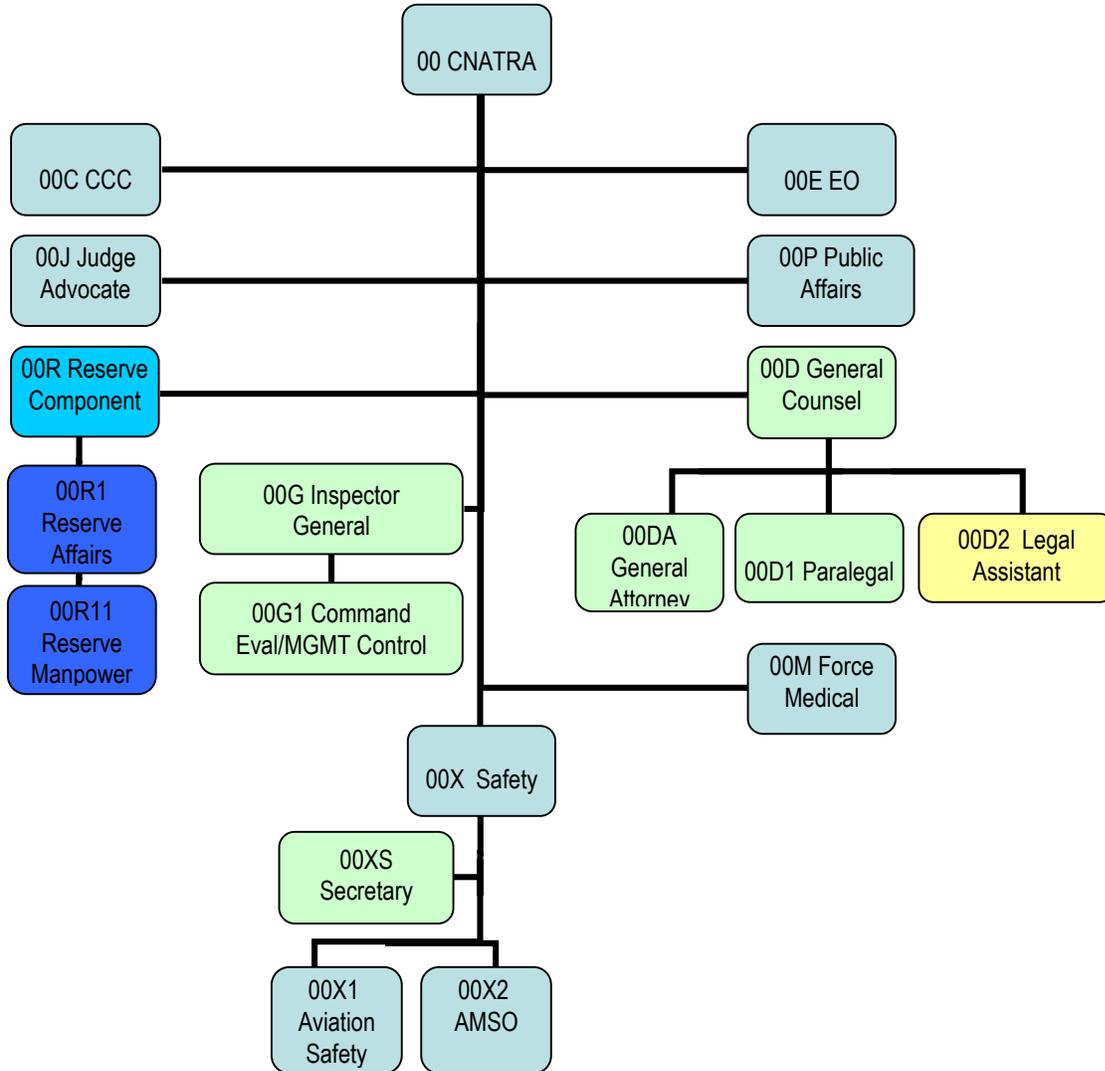
FAILSAFE Tiger Team interactions. Administers local anthropometry program: conducts cockpit fit checks and manages the custom-fitted flight equipment issues.

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CNATRA/NRS



Special Assistants



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CHAPTER 2

SECTION 3

TOTAL FORCE MANAGEMENT2301. ASSISTANT CHIEF OF STAFF FOR HUMAN RESOURCES AND TOTAL FORCE MANAGEMENT (N1)

Assists and advises CNATRA on matters pertaining to Staff and NATRACOM military resources, civilian personnel administration and NATRACOM organization. Recommend changes in CNATRA personnel policies and ensures that policies established are in conformance with directives from higher authority. Maintains active liaison with Naval Education and Training Command (NETC), Bureau of Naval Personnel (BUPERS), DCNO, and other activities on personnel matters to ensure Training Air Wings instructor manning is sufficient to meet IPR. Maintains active liaison with other Staff divisions to ensure that personnel administration is in agreement with current and future CNATRA commitments and plans.

2302. EXECUTIVE SECRETARY (N1S)

Provides administrative assistance to N1 and N11. Prepares personnel correspondence, briefs, and schedules for N1. Maintains the CNATRA social roster and staff global e-mail distribution list. Provides administrative oversight to N11 regarding correspondence, travel, and military personnel functions. Supervises and coordinates work of enlisted LIMDU personnel assigned to N1.

2303. ADMINISTRATIVE SERVICES BRANCH OFFICER (N11)

Advises and assists CNATRA, the Chief of Staff, and Assistant Chiefs of Staff on matters pertaining to administration of the Staff, the NATRACOM, and Region including organization, administrative services, telecommunications, military awards control, and paperwork management. Serves as the Staff Security Manager, Top Secret Control Officer, and as the Communications Officer. Oversees the receipt, processing, filing, marking and retirement of all correspondence to and originated at CNATRA Headquarters. Oversees the mail and file service for all correspondence and directives, including a library of required administrative publications, forms, and records.

2304. ADMINISTRATIVE SERVICES SUPPORT SERVICE SPECIALIST (N111)

Supervises all N11 functions and personnel. Advises and assists Staff on matters pertaining to administration of the Staff, the NATRACOM, and Region including administrative services, telecommunications, military awards control, and paperwork management. Responsible for receipt, processing, filing, marking, and retirement of all correspondence to and originated at CNATRA Headquarters. Responsible for mail and file service for all correspondence and directives, including a library of

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required administrative publications, forms, and records.
Manages NATRACOM publications on the CNATRA web site.

2305. CORRESPONDENCE (N1111)

Routes incoming mail by subject matter and cognizant department. Responsible for the purging and disposal of all centralized administrative files. Records, controls, and processes mail which requires special handling, e.g., registered, certified, insured, classified, etc. Responsible for receipt, control, and accountability of incoming and outgoing classified material.

2306. COMMUNICATIONS/SECURITY (N1112)

Responsible for downloading, distributing, and filing all incoming Staff messages and for processing and releasing all outgoing message traffic. Processes and maintains all staff personnel security records. Assumes the responsibilities of the Communication Officer in his/her absence.

2307. MILITARY PERSONNEL CLERK (N1113)

Coordinates the maintenance of Staff military personnel records. Administers the Temporary Additional Duty (TAD) program, including travel order issuance and travel claim processing, for staff personnel. Maintains Staff Leave Control log. Manages the CNATRA ITEMPO reporting program. Processes and interfaces between all Department of Defense agencies relating to distribution of personnel awards.

2308. OFFICE AUTOMATION ASSISTANT (N1114)

Administers the directives, reports, and forms management programs with CNATRA Staff and provides guidance and assistance to NATRACOM and subordinate activities. Maintains and issues winging supplies, including diplomas, certification cards and carrier qualification certificates, to the NATRACOM.

2309. CIVILIAN MANPOWER MANAGEMENT (N12)

Directs and coordinates the execution of the Commercial Activities (CA), Shore Manpower Requirements Determination (SMRD), Functionality Assessments, DRIS/JIRSG and other associated manpower requirements programs within CNATRA. Recommends policy and procedures to CNATRA concerning civilian manpower requirements and issues. Prepares, promulgates, reviews, and submits civilian manpower changes and related documents throughout the NATRACOM, NETC, or BUPERS as required. Maintains liaison with the Office of the SECNAV, OPNAV, BUPERS, and NETC manpower requirement offices to ensure that all mission essential civilian manpower requirements, funded and unfunded, are appropriately programmed and prioritized for higher authority. Coordinates and oversees the position management function for the NATRACOM and Headquarters Staff.

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2310. MILITARY MANPOWER/MANNING MANAGEMENT (N13)

Recommends policy and procedures to CNATRA concerning military manpower requirements and issues. Prepares, promulgates reviews, and submits military manpower changes and related documents throughout the NATRACOM, NETC, or BUPERS as required. Maintains data on current and projected military manpower personnel assets throughout the NATRACOM. Directs and coordinates the execution of the Shore Manpower Requirements Determination (SMRD) and other associated manpower requirements programs within CNATRA. Ensures that all mission essential military manpower requirements, funded and unfunded, are appropriately programmed and prioritized for higher authority.

2311. MANAGEMENT ENGINEERING (N14)

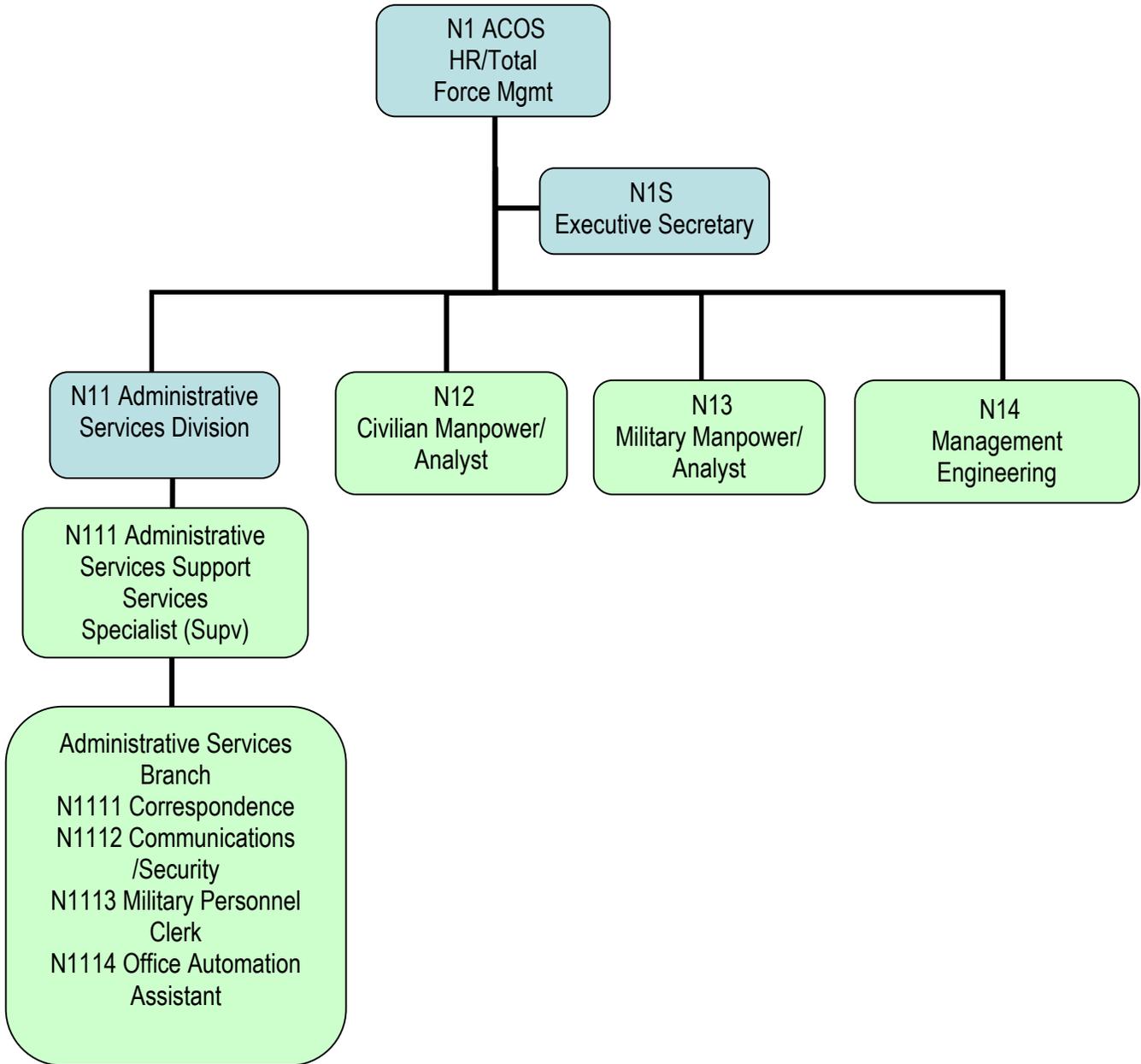
Advises and assists the N1 on all matters relative to position management, organization and functions, manpower management, utilization and documentation, and Interservice Support Agreements within the Naval Air Training Command. Performs workforce utilization studies to determine span of control, staffing levels and requirements. Observes work operations and reviews overall work load data. Serves as the primary negotiator and manager of all Interservice/Interdepartmental/Agency and Intraservice Support Agreements for the command. Programs, adjusts, and controls the Civilian End Strength/Work Year and Full Time Equivalent Program for the NATRACOM. Manages the Commercial Activities (CA) Program in accordance with governing directives/regulations.

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N1 HUMAN RESOURCES/TOTAL FORCE MANAGEMENT



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CHAPTER 2

SECTION 4

OPERATIONS/REQUIREMENTS2401. ASSISTANT CHIEF OF STAFF FOR OPERATIONS AND REQUIREMENTS (N3/N78)

Advises and assists CNATRA on all NATRACOM aviator training and operations matters. Assures the proper preparation, approval, promulgation, and implementation of flight and academic training syllabi throughout the NATRACOM. Manages foreign aviation training programs. Assists in managing the flight hour program developed in coordination with N4 and N8. Coordinates program objectives and courseware requirements for foreign military training with appropriate Phase and Standardization/Naval Air Training and Operating Procedures Standardization (NATOPS) Officers.

2402. EXECUTIVE ASSISTANT TO THE ASSISTANT CHIEF OF STAFF FOR OPERATIONS AND REQUIREMENTS (N3A) (Future Requirement)

Assists N3 in all training and operations functions, and performs duties of N3 in his absence.

2403. SECRETARY (N3S)

Provides administrative assistance to N3 and N5.

2404. AIR FORCE LIAISON OFFICER (N3A2)

Acts as USAF focal point and HQ AETC advisor for implementation of the DoD's joint flying training programs. Advises CNATRA on USAF personnel actions including performance reports, promotion recommendations and professional military education recommendations. Serves as liaison officer for all interservice training issues, including matters pertaining to HQ AETC's Program Flying Training (PFT) document and associated quota management system. Correlates and analyzes joint navigator production requirements/capabilities. Coordinates quota allocations for the USAF, Air Reserve Component, and Navy.

2405. AVIATION PSYCHOLOGIST (N3A1)

Handles inquiries and acts as primary point of contact (Congressionals, CNO, BUPERS, EO) on CNATRA policies and practices regarding student attrition, minorities, and women.

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Conducts analyses on student performance predictors, focusing primarily on minorities and women. Assists as medical liaison in lieu of on-staff flight surgeon. Monitors physical, medical, and psychological screening for flight students and high-risk instructors.

2406. AVIATION TRAINING BRANCH OFFICER (N31)

Monitors and provides guidance on all phases of aviation training to ensure policy compliance and use of established standardized procedures. Represents CNATRA at all Joint curriculum/training conferences. In coordination with N51, makes recommendations on training pipeline and program change requests. As CNATRA NATOPS Coordinator/Cognizant Command advisory group representative, provides oversight for all Training Command T/M/S NATOPS programs and assigns NATOPS Evaluator/Program Managers IAW governing CNATRA directives. As CNATRA Aviation Training Officer, assigns Course Curriculum Coordinators (CCCs), Stage Managers (SMs), and Course Managers (CMs) for all training pipelines IAW governing CNATRA directives.

2407. ASSISTANT AVIATION TRAINING OFFICER (N31A) (Future Requirement)

Assists the N31 in monitoring all phases of joint training to ensure policy compliance and use of established, standardized procedures. Coordinates and prioritizes all Pipeline Training Officer curriculum inputs and requirements with the N35. Coordinates curriculum training support requirements with N78 and N4. Coordinates CNATRA TRAINING Standardization Inspections IAW CNATRINST 3710.13E.

2408. PILOT/NFO TRAINING SECTION

1. NAVAL FLIGHT OFFICER (NFO) PIPELINE TRAINING OFFICER (N311) ADDU FM TW-6

Serves as the T-39N/G NATOPS and NFO/Navigator (NAV) Standardization Officer for all Flight Instructor Standardization and Training (FIST) matters. Serves as CNATRA Standardization Inspection team member. Coordinates input via the CCC, SMs, and CMs for all NFO/NAV curricula and Peculiar to Aviation Training Publications (PAT PUBs), Aviation Training Forms (ATFs), Instructor Training Forms (ITFs), Computer Aided Instruction (CAI), and Instructor Guides (IGs). Provides recommendations to the N31 on all pipeline changes, program changes, and curriculum waivers pertinent to NFO/NAV training.

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CNATRA point of contact on all Joint NFO/NAV training matters. Conducts Standardization Assist Visits (SAVs) with TRAWING SIX.

2. PRIMARY PIPELINE TRAINING OFFICER (N312) ADDU FM TW-4

Serves as the T-34C NATOPS and Standardization Officer for all FIST matters. Serves as CNATRA Standardization Inspection team member. Coordinates input via the CCC, SMS, and CMs for all Primary pilot curricula to include PAT PUBs, ATFs, ITFs, CAI, and IGs. Provides recommendations to the N31 on all pipeline changes, program changes, and curriculum waivers pertinent to Primary pilot training. Coordinates with the N313 on all T-6A/Joint Primary Pilot Training (JPPT) matters. Conducts SAVs with TRAWING FOUR and TRAWING FIVE.

3. JPATS PIPELINE TRAINING OFFICER (N313)

Serves as the T-6A NATOPS and Standardization Officer for all FIST matters. Serves as CNATRA Standardization Inspection team member. Provides recommendations to the N31 on all pipeline changes, program changes, and curriculum waivers pertinent to JPPT. Coordinates with the N311 on all T-6A NFO/NAV training matters and the N312 on all T-6A/JPPT matters. Conducts SAVs with TRAWING SIX.

4. HELICOPTER PIPELINE TRAINING OFFICER (N314)

Serves as the TH-57B/C NATOPS and Standardization Officer for all FIST matters. Serves as CNATRA Standardization Inspection team member. Coordinates input via the CCC, SMS, and CMs for all Helicopter curricula to include PAT PUBs, ATFs, ITFs, CAI, and IGs. Provides recommendations to the N31 on all pipeline changes, program changes, and curriculum waivers pertinent to Helicopter training. Coordinates with the Tiltrotor Pipeline Training Officer (PTO) at TRARON THIRTY-FIVE (VT-35) on all Advanced Tiltrotor curriculum matters. CNATRA point of contact on all Helicopter Landing Trainer (HLT) matters. Conducts SAVs with TRAWING FIVE.

5. STRIKE/E-2/C-2 PIPELINE TRAINING OFFICER (N315)

Serves as the T-45A, T-45C, and T-2C NATOPS and Standardization Officer for all FIST matters. Serves as CNATRA Standardization Inspection team member. Coordinates input via the CCC, SMS, and CMs for all Strike curricula to include PAT PUBs, ATFs, ITFs, CAI, and IGs. Provides recommendations to the N31 on all pipeline changes, program changes, and curriculum waivers pertinent to Strike training. Coordinates with the N316 on all

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E-2/C-2 matters. Coordinates with the N311 on all T-2C NATOPS issues. Conducts SAVs with TRAWING ONE and TRAWING TWO.

6. MULTI-ENGINE PIPELINE TRAINING OFFICER (N316) ADDU FM TW-4

Serves as the T-44A and TC-12B NATOPS and Standardization Officer for all FIST matters. Serves as CNATRA Standardization Inspection team member. Coordinates input via the CCC, SMS, and CMs for all Multi-Engine curricula to include MCGs, PAT PUBs, ATFs, ITFs, CAI, and IGs. Provides recommendations to the N31 on all pipeline changes, program changes, and curriculum waivers pertinent to Multi-engine training. Coordinates with the N315 on all E-2/C-2 curriculum matters. Coordinates with the Tiltrotor PTO at VT-35 on all Intermediate Tiltrotor matters. CNATRA point of contact on all Joint T-1A training. Conducts SAVs with TRAWING FOUR.

2409. NAVAVSCOLSCOM CURRICULUM MANAGER (N317)

Serves as curriculum Control Authority (CCA) for all enlisted and officer training courses taught in the Naval Aviation Schools Command and principle curriculum coordinator between all CNATRA staff departments. Primary interface for curriculum development to follow-on systems. Establishes guidelines and policy for NATRACOM curriculum development projects, and measures achievement of instructional objectives for training courses.

2410. STUDENT CONTROL MANAGER (N318)

Advises and assists N3 and N31 on matters pertaining to student personnel. Administers and manages aviation student training records. Prepares correspondence, reports, fitness reports, receipts, and transfers of Aviation Training Jackets (ATJs); monitors expected completion dates; and reviews student aviator preference cards. Maintains complete, accurate ATJ files; retrieves ATJs for official use.

2411. STUDENT CONTROL ASSISTANT (N3181)

Assists N318 in all student control functions. Audits Aviation Training Jackets (ATJ) processed by subordinate and joint commands to assure completeness and accuracy of information contained therein. Initiates corrective action and provides assistance. Provides clerical support - typing, filing, telephone, and receptionist duties; processes incoming and outgoing mail; and other miscellaneous duties.

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2412. OPERATIONS BRANCH OFFICER (N33)

Supervises, administers, and coordinates the functions of the Operations Branch. Functions as CNATRA Staff Representative to all NATRACOM detachments. Coordinates the utilization of airspace and airfields and the use of NATRACOM facilities for all joint service exercises tasked by higher authority. Functions as action officer for all matters pertaining to the Navy Flight Demonstration Team (NAVFLIGHTDEMTRON). Prepares operations orders and the annual Carrier Qualification schedule for the training aircraft carrier. Coordinates the execution of CNATRA flight hours and scheduling of CNATRA staff flight events.

2413. STAFF LANDING SIGNAL OFFICER (LSO) (N331)

Advises CNATRA and subordinate training activities in all aspects of LSO training, carrier qualification, and LSO NATOPS matters. Coordinates the development, revision, and review of LSO training and carrier qualification curricula within NATRACOM. Functions as CNATRA Staff Representative and overall Officer in Charge to all combined NATRACOM carrier qualification detachments.

2414. ASSISTANT STAFF LANDING SIGNAL OFFICER (LSO) (N3311R)
(ADDU)

Oversees and assists N331 in all LSO functions at TRAINING WING ONE.

2415. ASSISTANT STAFF LANDING SIGNAL OFFICER (LSO) (N3312R)
(ADDU)

Oversees and assists N331 in all LSO functions at TRAINING WING TWO.

2416. ATC/AIRSPACE SECTION (N332)

Coordinates airspace and ATC-related matters with the FAA, state and local governments, and other military services. Reviews NAS Air Operations Manuals and Air Traffic Control Facility Manuals, procedures, requirements, and plans. Ensures operations compliance with regulations, policies, and directives. As Airspace Liaison Officer, coordinates the utilization and capacities of airspace and airfields. Acts as CNATRA's Air Traffic Control (ATC) Representative. Assists, monitors, and advises TRAWINGS/NASs in matters concerning ATC and special use airspace.

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2417. GROUND ELECTRONICS OFFICER (N3322)

Provides timely and current information as Ground Electronics Maintenance (GEM) Representative to the ATC/Airspace Officer at meetings relating to Ground Electronics issues. Reviews Ground Electronics Maintenance Division (GEMD) Operational and Organizational manuals, procedures, requirements, and plans to ensure operations comply with policies/directives. Provides the ATC/Airspace Officer with information necessary to manage Naval Aviation shore installation electronics, including test equipment. Monitors and provides to ATC Facilities equipment schedules for: installation, Service Life Extension Programs (SLEP), Inspect and Repair as Necessary (IRAN), retrofits and upgrades. Serves as liaison officer for GEMD issues between NASs and Government/Civilian Contractors.

2418. TRAINING SYSTEM SUPPORT BRANCH MANAGER (N35)

Manages operational training issues, functions, and priorities that pertain to tasks performed by CNATRA (N6) flight training support contractors. Coordinates with CNATRA (N6), who is designated as the Technical Point of Contact (TPOC) for flight training contract support. Assist N7/N78, as required, in completing program management tasks associated with the JPATS Ground Based Training Systems Curriculum, Courseware, and Training Integration Management System (TIMS) components/issues. Ensures curricula and courseware products delivered meet all operational and training requirements.

2419. TRAINING INTEGRATION MANAGEMENT SYSTEM (TIMS) OPERATIONS MANAGER (N351) ADDU FM TW-4

Provides operational oversight of the TIMS for all training locations and at CNATRA headquarters. Coordinates all TIMS operational issues with users and with appropriate CNATRA (N6) staff member. Manages the requirements change process for the TIMS. Provides functional requirements direction to CNATRA (N6) and represents CNATRA on the Joint TIMS Configuration Control Board. Represents N3 in all TIMS testing activities. Manages overall TIMS training program. Functions as branch head in N35 absence. Manages CNATRA headquarters TIMS user permissions, user IDs, and workstation access.

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2420. DOCUMENTATION MANAGEMENT LEAD AND TECHNICAL LIBRARIAN
(N352)

Oversees configuration management and documentation management of the Training Integration Management System, curricula, and courseware products delivered by CNATRA (N6). Manages technical library for all flight training support products that are produced at CNATRA headquarters. Provides Flight Training Support office management support.

2421. CURRICULUM AND COURSEWARE SUPPORT SYSTEM (CSS) MANAGER
(N353)

Provides Operations and Training branch advice and assistance and serves as liaison to N6 staff and contractors involved with curricula, courseware development, and maintenance. Coordinates subject matter expert participation in courseware development, testing and evaluation. Coordinates with N31, N35, and N62 staff in order to establish and maintain curricula and courseware development and maintenance priorities in concert with other ground-based training activities. Tracks approved Training Change Requests (TCRs) for curricula and courseware changes and ensures established priorities are maintained. Monitors timeliness in contractor delivery of new or updated curricula and courseware products.

2422. OPERATIONAL REQUIREMENTS OFFICER (N78)

Assesses and coordinates CNATRA requirements for all new training systems and current simulator systems. Monitors acquisition programs from development through production to ensure training requirements are met. Provides budget inputs and coordinates contractual requirements for support of new systems. Plans for and monitors transition and implementation of new systems by subordinate users.

2423. STRIKE PROGRAM MANAGER (N781)

Assesses and coordinates CNATRA operational requirements for the T-45 aircraft while still in production. Monitors design, development, testing, and installation of all aircraft and simulator modifications to ensure user requirements are met and minimum impact to training occurs from installation of modifications. Coordinates with the CNATRA T-45 class desk and CNATRA-NRS (N6), NETC staff, OPNAV (N78) staff, FRSSs, and PMA-273 for all T-45 issues. Oversees planning for delivery, installation, transition, and implementation of all Strike training system components.

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2424. PRIMARY AIRCRAFT TRAINING SYSTEMS PROGRAM MANAGER (N782)

Assesses and coordinates CNATRA requirements for development and production of the Primary Aircraft Training Systems. Monitors overall T-6 and T-34 programs status to ensure development, testing, and implementation of all system components meet user requirements and all training objectives. Coordinates with Air Education and Training Command (AETC), Air Systems Command System Program Office, CNATRA-NRS (N6), NETC, OPNAV (N789), NAVAIR, and subordinate commands to ensure user requirements are understood and met. Oversees planning for delivery, installation, transition, and implementation of all system components on both the T-6 and T-34 aircraft.

2425. MARITIME/ROTARY/V-22 PROGRAM MANAGER (N783) (FUTURE REQUIREMENT)

Assesses and coordinates CNATRA operational requirements for Maritime and Rotary training programs. Monitors design, development, testing, and installation of TH-57, TC-12, AND T-44 aircraft and training device procurement and modifications, ensuring user requirements are met with minimum disruption to training. Administers CNATRA Rotary-Wing and Maritime operational requirements documents, correspondence, contracts, and files as required. Develops projected cost data and updates for Rotary-Wing and Maritime training requirements and procurement. Determines and briefs CNATRA on impact of changes to program funding and delivery schedules. Coordinates with CNATRA-NRS (N6) for IMIT and Courseware development related issues.

2426. NFO PROGRAMS OFFICER (N784) (FUTURE REQUIREMENT)

Assesses and coordinates CNATRA operational requirements for Naval Flight Officer training programs. Monitors design, development, testing, and installation of T-39 and T-XX aircraft and training device procurement and modifications, ensuring user requirements are met with minimum disruption to training. Develops projected cost data and updates for NFO training requirements and procurement. Determines and briefs CNATRA on impact of changes to program funding and delivery schedules. Administers CNATRA NFO training operational requirements documents, correspondence, contracts, and files as required. Coordinates with CNATRA-NRS (N6) for IMIT and Courseware development related issues.

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2427. SIMULATOR IMPLEMENTATION AND COORDINATION MANAGER (N785)

Assists N78 program managers in monitoring development, testing, installation, and implementation of simulation devices and their modifications. Manages all simulator requirements for all out-of-production aircraft. Analyzes program objectives and critical operational requirements to identify deficiencies and recommended corrective actions. Determines impact of changes to simulator delivery schedules and coordinates actions to address the impacts. Analyzes, in coordination with N8, budget submissions for impact to CNATRA program requirements. Oversees planning for delivery, installation, transition, and implementation of all simulator system components. Coordinates with CNATRA-NRS (N6) for IMIT and Courseware development related issues.

2428. SIMULATOR IMPLEMENTATION AND COORDINATION BRANCH - SYSTEMS ANALYST (N786) [Contract Position]

Reviews and analyzes T-45 and JPATS Ground Based Training Program requirements and plans. Attends technical and program reviews, prepares meeting minutes, briefs, presentations, and tracks action items. Assesses the training systems and provides recommendations for program execution improvements. Prepares recommendations for improvements to internal procedures, handbooks, training programs, supporting equipment, and facilities. Reviews and evaluates information from similar type/model/series systems to predict the logistical support necessary to properly field the training systems devices. Coordinates with CNATRA-NRS (N6) for IMIT and Courseware development related issues.

2429. LEAD CNATRA 21 ANALYST/MANAGER (N787)

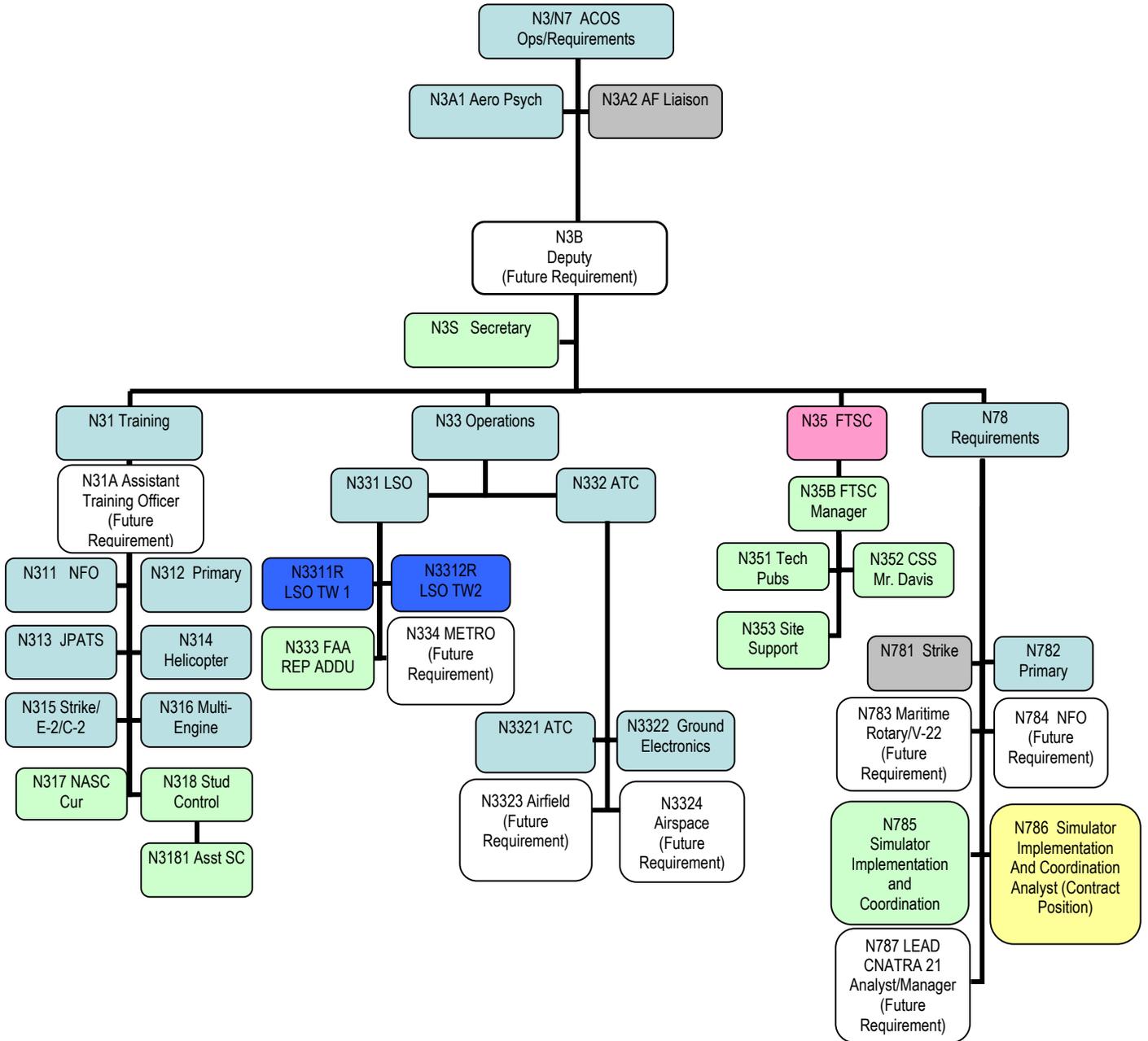
Tracks and updates the CNATRA modernization program (CNATRA 21). Identifies, consolidates, staffs, prioritizes, and reports requirements for new training systems, and modifications to existing systems. Functions as the TYCOM focal point for submission of new program starts. Functions as a CNATRA representative in support of design reviews, program reviews, in-plant or on-site testing, or other program-related meetings as required. Assists the TYCOM aircraft program managers in developing implementation plans to support fielding of new systems or modifications to existing systems. Consolidates and prepares operating and maintenance budgets in coordination with TYCOM aircraft program managers and the simulator manager for support of all development and production programs. Coordinates with CNATRA-NRS (N6) for IMIT and Courseware development related issues.

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N3/7 Operations and Requirements Proposed



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CHAPTER 2

SECTION 5

AIRCRAFT READINESS AND CONTRACT LOGISTICS

2501. ASSISTANT CHIEF OF STAFF FOR AIRCRAFT READINESS AND CONTRACT LOGISTICS (N4)

1. Directs the activities of the division to ensure that all prescribed functions are properly performed.
2. Plans, directs, and coordinates all matters pertaining to maintenance, contract administration, technical support, inventory assignment, and control of Naval Air Training Command (NATRACOM) aircraft, engines, and support personnel.
3. Maintains liaison with TRAWING Commanders, other major commands, and supporting agencies. Coordinates with other Assistant Chiefs of Staff on matters relative to the support of NATRACOM aircraft.
4. Serves as Naval Aviation Maintenance Program (NAMP) policy committee voting member. Reviews and resolves issues involving naval aviation maintenance performance improvement matters and provides direction for program objective implementation.
5. Acts as principle advisor to CNATRA on matters relating to aviation maintenance technical training, contract administration, and current/proposed aircraft and equipment maintenance requirements including related data reporting.

2502. SECRETARY (N4S)

Provides administrative assistance to N4 and N4 Branch Officers.

2503. CONTRACTS BRANCH (N41, N411, N412, N413, N414, N415, N416, N417 & N418, N419)

CONTRACT ADMINISTRATION SUPERVISOR (N41)

1. Oversees all branch activities to ensure assigned contract administration functions are properly performed.
2. Holds unlimited contracting officer warrant for contract administration functions.

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3. Keeps the ACOS (N4) and other senior staff appraised of all significant contract issues which may adversely impact the CNATRA mission.

PRICE/COST ANALYST (N411)

1. Provides in-depth evaluation of contractor cost and price proposals to determine reasonableness and recommend pricing objectives for use in contract negotiations for evaluating changes occurring during the progress of the contract.
2. Reviews and analyzes contract cost projections and monitors contractor costs under reimbursable contracts.
3. Directs and coordinates the performance of technical analyses of cost proposals.
4. Participates in, or conducts negotiations of, contract modifications and forward pricing rate agreements.

CONTRACT ADMINISTRATORS (ACO) (N412, N413, and N414)

1. Provides the full range of administrative assistance as the Administrative Contracting Officers for all contract programs delegated to CNATRA.
2. Monitors contractor performance for compliance with Cost Accounting Standards and other applicable laws, delivery schedules, payment provisions, inspections, and other requirements as stated in the contract.
3. Provides guidance to contractors concerning obligations to perform within contractual terms.
4. Reviews, analyzes, and recommends action on problem situations relating to incomplete specifications, deficient Government-furnished property, material shortages, and terminations for convenience.
5. Negotiates extensions of delivery schedules, price adjustments, labor hours, modifications to the contract, and similar agreements when precedents are well established and the contractor's and Government's bargaining positions are close.
6. Prepares determinations and findings of fact relative to negotiations and pricing actions.
7. Coordinates contractor requests for deviations with buying or requiring activities and provides recommendations.

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8. Recommends issuing cure or show-cause notices when a contractor is not in compliance with contract provisions. Investigates circumstances to determine alternative courses of action, such as extension of delivery schedule for consideration flowing to the Government.

9. Negotiates prices and executes supplemental agreements for spare parts, provisioned items, and spares. As authorized, negotiates overhead rate agreements, resolves disagreements between auditor and contractor involving audit determined rates, negotiates and executes supplementary agreements, and negotiates prices for unpriced orders under basic ordering agreements.

CONTRACT SPECIALISTS (N415, N416, and N417)

1. Plans, develops format, coordinates, analyzes, and manages major contractor supported services programs to provide maintenance, instructor services, and logistics support for NATRACOM aircraft weapon systems, flight simulators and flight simulator training services in support of the flight training mission.

2. Provides interpretation, advice, training, and guidance to NATRACOM activities regarding Federal Acquisition Regulations and other procurement policies procedures.

3. Plans, develops, coordinates, analyzes, and manages major contractor supported services programs to provide maintenance and logistics support for NATRACOM aircraft, flight simulators and flight simulator training services in support of the flight training mission.

4. Coordinates the preparation, submission, and monitoring of the contract funding requirements to CNATRA Comptroller and to other appropriate organizations.

5. Communicates and coordinates logistics, maintenance, operations, and engineering requirements between CNATRA, NAVAIR headquarters, and contractor personnel.

6. Ensures that acquisition documentation accurately defines program requirements and meets regulator stipulations.

7. Coordinates with ACO and N8 to oversee the life cycle management of assigned contracts and to ensure timely contract closeouts.

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8. Keeps N4, N42, and other senior staff personnel appraised of all significant program issues which may adversely impact the CNATRA mission.

PROCUREMENT TECHNICIANS (N418 & N419)

1. Assists in coordinating the review of planning documents to assure integration of NAVAIRSYSCOM and CNATRA policies, procedures, contract provisions, and data requirements.

2. Assists the Contract Specialists of assigned contractor supported programs in planning, developing, and analyzing program requirements for NATRACOM aircraft and simulator maintenance/material support and simulator training services contracts.

3. Assists in providing timely preparation/coordination of procurement packages/requests to include Statement of Work, Contract Data Requirements List (CDRL), and other data support plans.

4. Assists in preparing contract modifications. Assists in identifying, arranging, and directing funding utilization and allocation for contractual requirements; tracks program execution for compatibility with requirements.

5. Assists in tracking changing requirements to stay within program dollar control for assigned aircraft/weapons systems that affect the program budget in order to identify funding shortfalls or excesses.

6. Records obligations, expenditures, transfers of funds, and similar budgetary transactions. Identifies and reports apparent surpluses or shortages of funds to contract specialists and/or supervisor.

7. Assists in preparing internal office instructions and procedures.

2504. MAINTENANCE/INVENTORY BRANCH (N42)

1. Advises and assists N4 in the performance of assigned duties. Assumes the above duties of N4 during his absence.

2. Administers all activities of the Aviation Maintenance and Inventory Branch to ensure that all prescribed functions are properly performed.

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3. Plans, develops, manages, and coordinates all aspects of aircraft maintenance for the NATRACOM.
4. Serves as a NAMP working committee-voting member. Reviews all NAMP deviation requests and change recommendations.
5. Maintains liaison with other naval air type commanders to address NATRACOM aircraft, engine, and support equipment technical issues and inventory requirements.
6. Maintains close liaison with NATRACOM TRAWING maintenance staffs/CNATRA maintenance detachments and provides guidance and assistance as required.
7. Coordinates with other staff divisions on matters relative to the support of NATRACOM aircraft.
8. Prepares and submits for promulgation directives as required to correct emergent deficiencies and sustain high standards of maintenance quality.

2505. PLANS AND POLICIES SECTION (N421)

1. Administers all section activities to ensure prescribed functions are properly performed. Monitors assigned aircraft weapons systems data to ensure sufficient aircraft and engines are available to meet NATRACOM aviation training commitments.
2. Manages, monitors, and coordinates the execution of Integrated Logistics Support (ILS) for assigned equipment/systems. Evaluates progress in attaining ILS objectives. Monitors expenditures and projects cost changes. Reviews technical directives and related modification proposals for aircraft issued by NAVAIR to confirm applicability, validity, and supportability.
3. Holds specific command authority to authorize deviation of scheduled inspections, authorizes one-time flights and cannibalization of components from special interest aircraft.
4. Serves as technical and logistics subject matter expert for contracts maintenance issues for CNATRA-assigned weapons systems.
5. Keeps the N4, N42, and other senior staff personnel apprised of all significant maintenance issues, which may adversely impact the CNATRA mission.

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2506. INVENTORY CONTROL ANALYSIS (N4216)

1. Administers all activities of the Inventory and Data Management Section to ensure that prescribed functions are carried out.
2. Ensures accurate inventory management and status accounting of all NATRACOM aircraft and engine assets in accordance with directives from higher authority.
3. Maintains liaison with other naval air type commanders and appropriate supporting agencies on matters relating to NATRACOM aircraft and engine inventory management, technical data requirements, aviation 3M data procedures, and related administration functions.
4. Maintains a complete and accurate Aeronautical Central Technical Publications Library for use by department personnel.
5. Ensures the proper documentation and submission of aviation 3M data by NATRACOM units where applicable. Reviews and analyzes 3M data reports to evaluate unit performance and identify emergent maintenance/material support deficiencies.
6. Maintains a program for monitoring structural life of NATRACOM aircraft. Prepares and submits quarterly reports reflecting aircraft structural life status.
7. Manages NATRACOM automated data processing systems for reporting aviation maintenance and material data and naval flight information.
8. Maintains inventory management control over all aircraft and engine assets assigned to the NATRACOM utilizing the systems and procedures prescribed by higher authority.
9. Monitors the submission of aircraft and engine status information by NATRACOM reporting custodians. Ensures that status records and files are complete and current and that required reports are submitted in complete compliance with current directives.
10. When directed, initiates required administrative actions to effect the transfer and receipt of aircraft and engine assets.
11. Receives, correlates, and corrects all record Type 79 transactions and reports data upline.

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12. Maintains statistical data used in the development of maintenance support requirements for contract performance work statements. Provides maintenance data from NALDA for investigations and trend analysis.

2507. LOGISTICS SECTION (N422)

1. Administers all section activities to ensure prescribed functions are properly performed.

2. Serves as the senior aircraft and equipment logistics systems manager.

3. Serves as the subject matter expert and TYCOM representative for all logistics matters affecting NATRACOM maintenance and logistics support contracts. Responsible for the planning, analysis, and execution of effective Integrated Logistics Support (ILS) for four major NATRACOM aircraft programs (T-34/44, TH-57, T-45, and STRIKE) that are supported by contractor logistics support (CLS) contracts.

4. Provides technical guidance and works closely with field administration activities to ensure logistics policies and procedures are passed to and understood by the appropriate government and contractor personnel.

5. Reviews and approves/disapproves deviation requests, stock level change requests, proposed contractor actions to resolve logistics problem areas and various other requests related to logistics support.

6. Develops and implements logistics support elements/procedures to ensure effective complete parts support of all assigned aircraft end items (aircraft, engines, support equipment, academic trainers).

7. Keeps N4, N42, and other senior staff personnel apprised of all significant logistics issues which may adversely impact the CNATRA mission.

2508. LOGISTICS SPECIALIST/REGIONAL AGENCY PROGRAM COORDINATOR (N4221)

1. Serves as the Regional Agency Program Coordinator (RAPC) for the International Merchant Purchase Authorization Card (IMPAC) Program. Provides oversight and support to 10 major activities in the South Texas Region in the operation of the Credit Card Office related to procurement, contract administration, credit

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card policies, practices and procedures, obligation of funds, accounting, bill paying, liquidation, disputes, office functions specifically related to the IMPAC Credit Card Program, automation and interface with the banking/financial institution, DFAC Center/OPLOCS and higher echelon commands.

2. Serves as a Logistics Management Specialist providing assistance to the senior aircraft and logistics systems manager in the planning, analysis, and execution of an effective Integrated Logistics Support (ILS) program for the T-34/T-44, TH-57, T-45, and STRIKE contractor logistics support (CLS) contracts. Assists in ensuring effective parts support for all assigned aircraft and related end items.

3. Serves as the Agency Program Coordinator and Manager providing support service to the operation of the Credit Card Program at CNATRA and issues related to the IMPAC Credit Card Program.

4. Serves as the Information System Security Officer (ISSO) and the Activity Approving Authority (AAA) for the distribution of passwords to CNATRA headquarters personnel for the purpose of receiving and updating NAVICP and DLA automated supply data bases.

2509. LOGISTICS SPECIALIST (N4222)

1. Assists the senior aircraft and equipment logistics systems manager in the planning, analysis, and execution of an effective Integrated Logistics Support (ILS) program for the T-34/44, TH-57, T-45, and STRIKE contractor logistics support (CLS) contracts.

2. Assists in ensuring that effective parts support is available for all assigned aircraft and related end items (aircraft, engines, support equipment, academic trainers).

3. Monitors a variety of logistics data products such as contractor data requirements lists (CDRLs), as well as electronic reports, to assist the CNATRA staff in evaluating the performance of contractors.

4. Works closely with field logistics managers to ensure that contract logistics processes and procedures are understood and appropriately applied.

5. Provides guidance to, and coordinates issues with, contractors and Government personnel concerning required logistics data (GOLD).

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6. Reviews and approves/disapproves stock level change requests and recommends disposition/replacement of Beyond Economic Repair (BER) components.

2510. AVIATION LIFE SUPPORT SYSTEMS (ALSS) MANAGER (N4223)

1. Responsible for the assignment, distribution, installation, modification, maintenance engineering, and other programmatic issues related to ALSS and Egress Systems.

2. Directs and supervises overall staff technical and logistics planning and programming for the CNATRA commands: designs, implements, and directs plans and policy pertaining to cognizant systems and equipment to subordinate TYCOM DETs, TRAWINGs and Contractors throughout the training command.

3. Integrates the necessary logistics and engineering elements to develop and/or modify plans and programs for fleet in-service equipment or introductions of new state-of-the-art ALSS equipment.

4. Responsible for all matters relative to design, development, evaluation, training, distribution, operation, redesign, modification, maintenance planning, repair procedures, availability, and logistic support for the ALSS and egress systems and equipment used by CNATRA.

5. Manages all assigned systems configuration control, initial outfitting capability (IOC) and retrofit programs and ensures they are conducted in a manner consistent with CNATRA's operational commitments and priorities.

6. Participates on the management team that determines long-range planning for the introduction of new state-of-the-art ALSS and Escape Systems information.

2511. SUPPORT EQUIPMENT PROGRAM MANAGEMENT SECTION (N423)

1. Administers all section activities to ensure all prescribed functions are properly performed and sufficient aviation support equipment is available to support NATRACOM training effort.

3. Manages and directs all support equipment (SE) programs within the NATRACOM. Serves as the Support Equipment Controlling Authority (SECA) for NATRACOM.

3. Represents CNATRA as the command authority on all SE issues as one of the six designated Navy Support Equipment Controlling

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Authorities (SECAs). Determines command policy on all SE issues and disseminates this policy via formal and informal communications.

4. Manages the NATRACOM property and SE inventories to ensure sufficient equipment is available to properly support the NATRACOM training mission. Issues and controls the distribution of SE within the Command. Acts as final approving agent on all equipment and property procurement, repair, and disposal actions within the NATRACOM.

5. Serves as technical and logistics subject matter expert for contracts maintenance issues for CNATRA SE matters.

6. Keeps N4, N42, and other senior staff personnel apprised of all significant support equipment issues which may adversely impact the CNATRA mission.

2512. EQUIPMENT INVENTORY MANAGER (N4231)

1. Manages all support equipment (SE) inventory systems used in the NATRACOM.

2. Determines SE requirements for the NATRACOM.

3. Chairs tailoring conferences with every activity.

4. Works closely with aircraft and SE systems managers to ensure that SE requirements noted in Support Equipment Resources Management Information Systems (SERMIS) data accurately reflect actual aircraft maintenance requirements.

5. Coordinates on all SE technical directives (aircraft/equipment modifications) to determine if SE allocation adjustments are required.

6. Ensures SE is properly distributed throughout the NATRACOM.

7. Conducts formal and informal training for all military and contractor personnel on IMRLs, Support Equipment Standardization System (SESS), and Local Asset Management System (LAMS).

8. Functions as team leader over subordinate IMRL managers in forwarding administrative concerns and problems to NAVAIR.

2513. SUPPORT EQUIPMENT SPECIALIST (N4232)

1. Assists in the management and direction of all support equipment (SE) programs within the NATRACOM.

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2. Manages the CNATRA intermediate and depot level calibration programs and implements calibration programs and policies within the command.

3. Responsible for integrated logistics support planning, maintenance support applications, technical documentation and logistics support for the training, operation, modification, maintenance, repair, and provision of in-use and developmental mission support systems for assigned activities, both contract and organic.

4. Manages the aircraft avionics and electronics program for CNATRA. Serves as the single point authority for the functionality and applicability of all avionics SE. Serves as senior CNATRA command authority on micro-miniature repair and site certification, electrostatic discharge, and compass rose programs.

2514. INDUSTRIAL PROPERTY MANAGER (N4233)

1. Manages the NATRACOM government property administration and disposal program.

2. As the senior Property Administrator and Plant Clearance Officer for all CNATRA-managed contracts, serves as the approval authority for all contractor maintained property systems.

3. Provides guidance and assistance to property personnel assigned to field activities.

4. Oversees inventories of industrial plant equipment, special test equipment, and other plant equipment.

5. Maintains continuous communication with CNATRA detachment property managers to remain closely attuned to any deviations from the statements of work.

6. Assists and advises the ACO on all matters pertaining to property planning and systems analysis, acquisitions, contract development, and requirements changes.

7. Performs surveillance on contracts assigned for property administration, participates in pre-award surveys, post-award meetings, statement of work reviews, technical evaluations of contractor's proposals, evaluate contractor's property management systems, and property control procedures.

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8. Reviews the property systems analysis programs to access the effectiveness of contractor's government property management systems and compliance with FAR Part 45.

2515. QUALITY ASSURANCE AND PRODUCTION SPECIALISTS (N424 & N4241)

1. Serves as TYCOM Quality Assurance Program Manager (QAPM) responsible for establishing and administering the NATRACOM quality program for assigned aircraft maintenance or aircraft intermediate maintenance department functions.
2. Makes decisions on quality assurance program matters within the limits of prescribed policy and procedures.
3. Provides program and technical direction to five CNATRA maintenance contracting and logistics detachments. Directs, through the Detachment Officer in Charge (OIC), the accomplishment of the Government Quality Assurance Program.
4. Conducts evaluation and verification of contractor's actions in complying with contract requirements.
5. Evaluates various QA technical reports and surveys.
6. Reviews and analyzes contract quality assurance (CQA) evaluation programs. Ensures the development and implementation of indicated corrective actions and follows up to ensure satisfactory completion within established schedules.
7. Participates on source selection evaluation teams, post and pre-award conferences and award fee boards.
8. Develops and implements a comprehensive CQA training program.
9. Advises contractor personnel in Government CQA philosophy, methods and objectives.
10. Coordinates quality assurance issues among contractor corporate QA, the detachments, and the ACO.
11. Establishes, administers, directs, through the detachment OIC, the implementation of the Government production surveillance program.

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12. Directs the implementation, evaluation, review, and verification of various production surveillance reports and surveys.

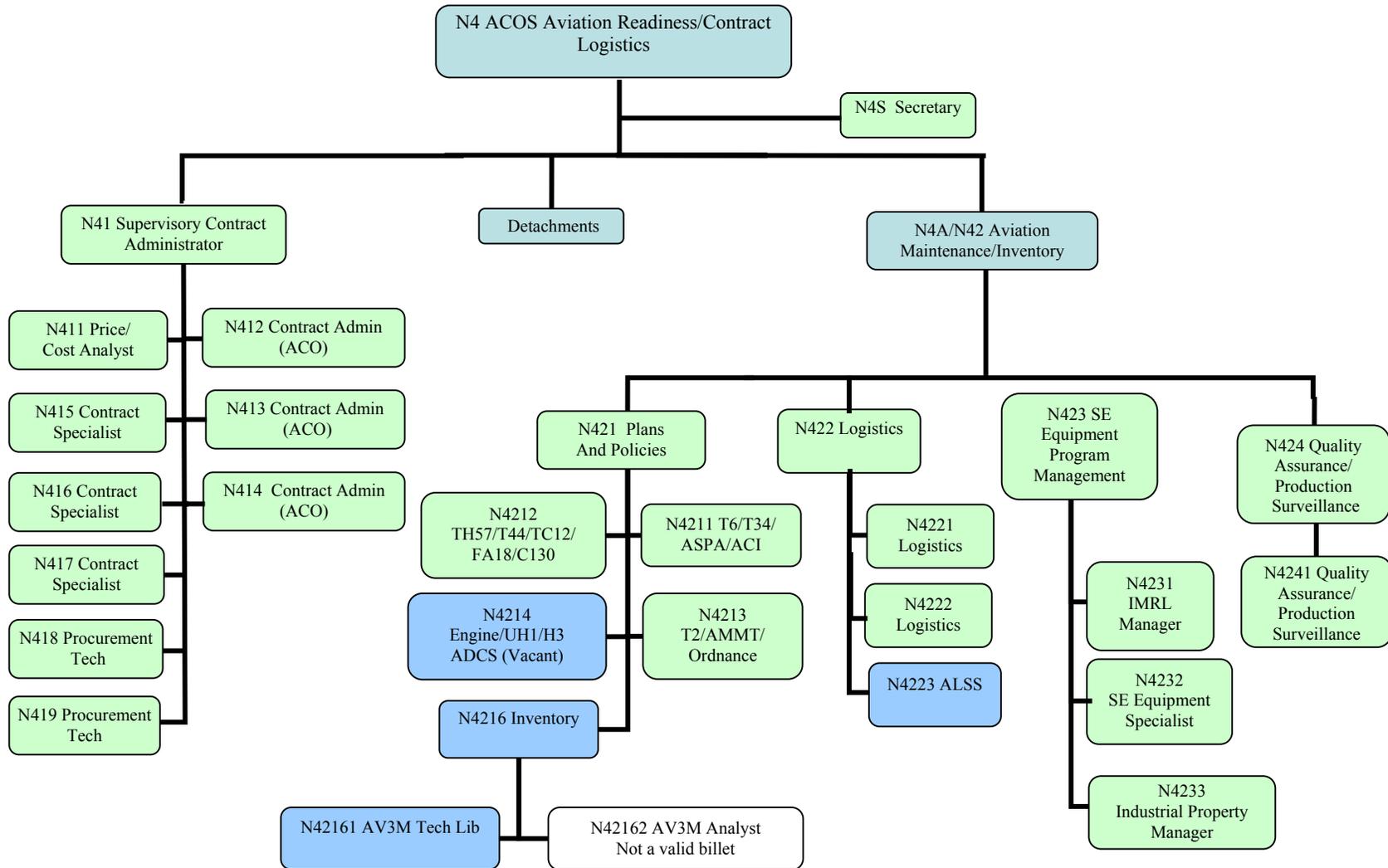
13. As the NATRACOM production surveillance authority, investigates and resolves production problems.

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N4 AIRCRAFT READINESS/CONTRACT LOGISTICS



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CHAPTER 2

SECTION 6

PLANS AND PRODUCTION2601. ASSISTANT CHIEF OF STAFF FOR PLANS AND PRODUCTION (N5)

Advises and assists CNATRA on all Pilot, Naval Flight Officer and Enlisted Aircrew student production management and training matters in the street to fleet continuum. Develops, in coordination with N3, N4, and N8, the flight training production schedules to meet pilot, NFO, and enlisted aircrew training requirements as driven by Navy and Marine Corps force structure. Manages the CNATRA flight hour program developed in coordination with CNATRA (N4) and (N8). Provides input to OPNAV (N78) and Commander, Naval Air Forces on FRS flying hour requirements based upon fleet requirement production. Selects students from primary pilot pipelines into advanced pipelines. Manages the post winging community selection to ensure proper loading of FRSs. Advises CNATRA (N3) and the Commander on crossovers between training pipelines. Manages the throughput of foreign aviation pilot and NFO students through the training pipeline. Provides input to CNO (N00T) on nominees to the CDR Theodore G. Ellyson Award for Pilot, NFO, and enlisted aircrewmen Production Excellence.

2602. EXECUTIVE ASSISTANT TO THE ASSISTANT CHIEF OF STAFF FOR PLANS AND PRODUCTION (N5A) (FUTURE REQUIREMENT)

Assists N5A in all training and operations functions and performs duties of N5 in his absence. Serves as Program Manager for all activities of the Naval Pilot, NFO, and enlisted aircrewmen Production Process (NAPP) and the leadership team, the Naval Pilot, NFO, and enlisted aircrewmen Production Team (NAPT). Prepares all administrative reports required from the Plans and Production Division, including fitness reports, TAD funding requirements and requests for information. Ensures preparation of NAPP-related meeting agenda and minutes. Tracks, updates, and ensures completion of all Actions in Progress (AIPs), Who, What, When (W3s) items, and Barrier Escalation Forms.

2603. SECRETARY (N3S)

N3 Secretary provides administrative assistance to N5 and N5 staff.

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2604. PRODUCTION BRANCH (N51)

Provides N5 with statistical advice and assistance related to training and inventory management within the NAPP. Maintains data on the status, productivity, and efficiency of NATRACOM's operations and training programs. Coordinates development and analysis of production plans, associated production training reports, and cockpit charts. Manages student flows and accomplishment of flight training to ensure achievement of production goals. Coordinates NAPP training. Provides guidance for FRS, TRAWING and NAVAVSCOLSCOM staff NAPPI training. Assigns students to training programs within NATRACOM. Coordinates reporting dates and monitors student progress. Administers the NATRACOM Training/Operations Awards Program. Monitors flight training accomplishments to meet flight and Fleet Replacement Squadron (FRS) reporting dates.

2605. PIPELINE MANAGERS (N511, N512, N513, N514, N515)

Monitors the production pipeline of pilots/NFOs/Enlisted Aircrew through FRS completion. Serves on their respective NAPP Task Group as an advisor to the Task Group Lead. Provides input to CNATRA N3 on curriculum change requests for CNATRA and the FRS with respect to production impacts. Analyzes progress and recommends schedule changes to API/Primary/Intermediate/Advanced and International Military Training (IMT) pilot and NFO Production Plans to CNATRA (N5). Provides data for the Task Group, Naval Aviation Production Team (NAPT), and CNATRA web site. Coordinates Navy Integrated Training Resources and Administration System (NITRAS) requirements. Assists N51 with the student pipeline selection process. Coordinates the International Training Program with NETSAFA, OPNAV, and respective country liaison officers.

2606. IPP DEVELOPMENT/PM (N516, N516A)

Reports Aviation Statistical Reports (ASRs) to higher authorities. Ensures accuracy of CNATRA's component commands training production reports. Directs the content and functional requirements of the CNATRA NAPP web site, including links to other mission-related web sites, for implementation by CNATRA N6. Develops, implements, and monitors student flow programs. Monitors overall student production and recommends Integrated Production Plan changes. Prepares and distributes monthly NAPP and training production reports. Prepares the Integrated Production Plans for the Production Alignment Conference (PAC).

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2607. RESOURCE AND PLANNING (N52)

Formulates NAPP training resource requirement plans in conjunction with CNATRA (N7) and (N8). Develops metrics to evaluate, analyze, and manage training resources for all phases of naval aviation training. Responsible for determining and coordinating required flight hours, aircraft, and instructor pilots throughout the NAPP. Directs updates and changes in the capacity calculators and CNATRA Production Planning Factors for implementation by CNATRA (N6). Assists N3, N4, and N8 with the execution of the flight hour program. Monitors and tracks flight hours and simulator hours requested and executed to avoid deficits or surpluses at the end of the fiscal year. Directs updates and changes in the Resource Planning System (RPS) for implementation by CNATRA (N6). Performs annual review and update of planning factors for OPNAV submission.

2608. RESOURCE REQUIREMENTS MANAGER (N521)

Responsible for the upkeep of the Aircraft Planning Data File (APDF). Determines resources needed in terms of numbers of aircraft and instructor pilots. Assists NAVAIR in conducting performance work statement (PWS) development and review. Participates in source selection process as necessary. Manages the coordination of changes to the budget for flight hours, simulator instructional hours, air station hours, and Blue Angel hours. Recommends adjustments and improvements to flight training resource requirements and allocations Readiness Report (ITRR), and the Training and Education Cost Accounting Reporting System (TAEARS).

2609. FLIGHT HOUR/ASR ANALYST (N522)

1. Responsible for the gathering of monthly flight hour totals from TRAWING analysts, search and rescue maintenance personnel, and from the Blue Angels. Assists the production management team in the analysis of aviation training planning factor impacts as the needs and resources of the training command fluctuate. Assists with the preparation of the annual and quarterly flight hour messages. Instrumental in the preparation of all current year flight hour drill spreadsheets and messages. Works closely with CNATRA Comptroller to ensure all direct and reimbursable flight hour funds are executed annually.

2. Directs updates and changes in content and functionality for flight hour spreadsheets, monthly flight hours flown, sorties per month compared to budget execution, and the monthly Xs to go worksheet for implementation by CNATRA (N6). Acts as the point

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of contact for all aviation statistical report submissions. Verifies continuity of resource-related data from month to month. Responsible for CNATRA level approval of resources in the SNAPPI system. Assists CNATRA (N6) with the design and review of aviation statistical report data input screens and legacy system data conversion for SNAPPI. Responsible for maintaining official hard copies of monthly statistical reports in the N5 office, including inserting corrections when received. Tracks and maintains twelve month average attrition rates for all CNATRA training pipelines.

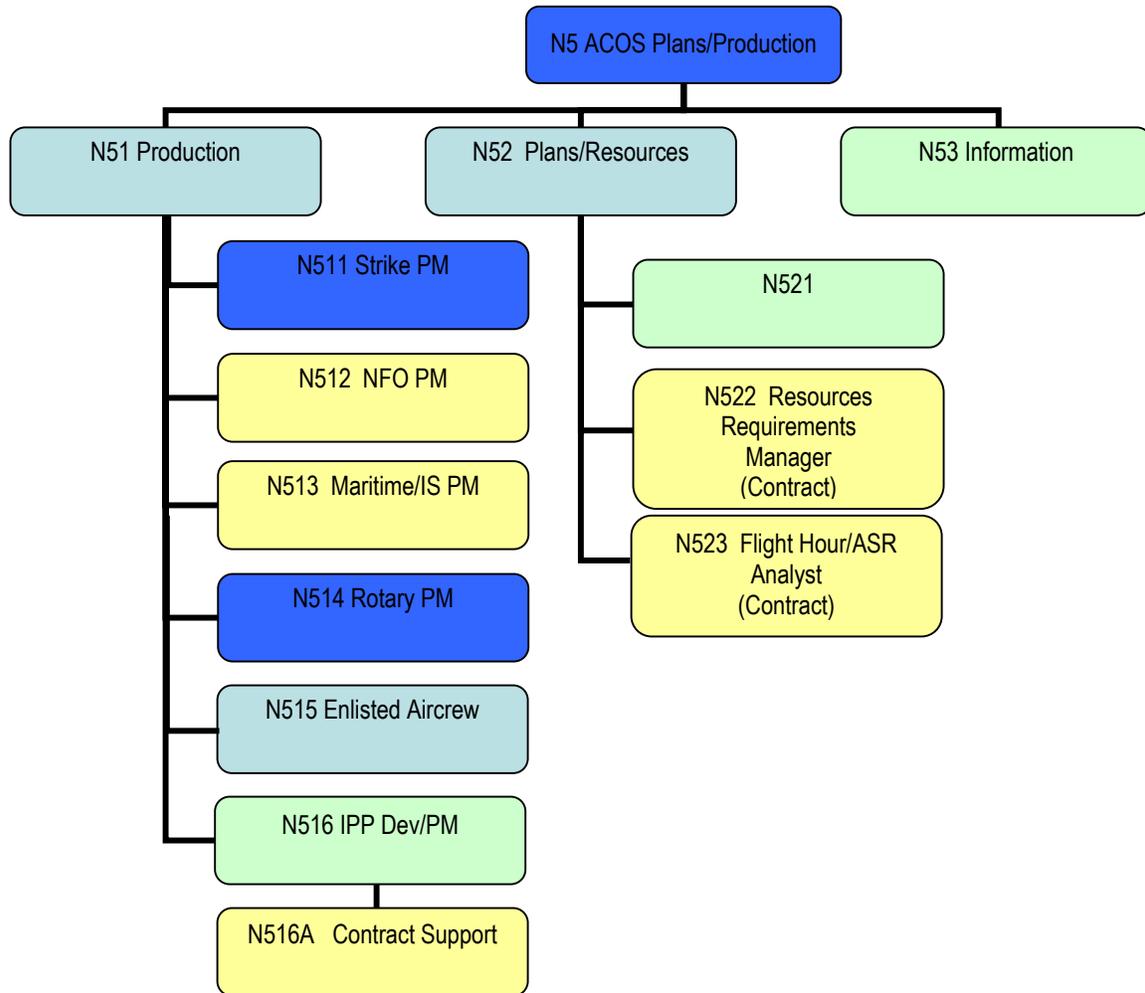
2610. PRODUCTION DATA ANALYST (N523)

1. Validates and updates the CNATRA production planning factors. Performs analysis of the current CNATRA planning factors used in resource requirements and budget analysis and provides recommendations for updating the planning factors as necessary to reflect current flight training resource requirements in accordance with provisions of OPNAVINST 3502.6.
2. Identifies future resource requirements needed to achieve current and projected required aviation training rates throughout the applicable Future Years Defense Plan (FYDP). Provides analysis and submits recommendations supporting short-fused budget drills. Recommends aircraft, simulator, flight hour, and instructor requirements necessary to accomplish respective training levels as published by the OPNAV Integrated Production Plan.
3. Furnishes sound financial analysis and recommendations in support of the annual flight training budget as well as support the preparation and building of the POM and other long-range budget submissions.

2611. PRODUCTION INFORMATION MANAGEMENT OFFICER (N53)

Provides N5 with statistical advice and assistance related to plans and production. Maintains data on the status, productivity, and efficiency of FRS and NATRACOM production programs. Develops technical concepts, policies, and procedures for all pilot, NFO, and enlisted aircrew training pipeline performance measures. Manages NITRAS program throughout the NAPP. Directs Navy Integrated Training Resources and Administration Subsystem (NITRAS) contract support requirements through CNATRA (N6).

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CHAPTER 2

SECTION 7

INFORMATION MANAGEMENT/INFORMATION TECHNOLOGY (IMIT)2701. CHIEF INFORMATION OFFICER (CIO) (N6)

The Assistant Chief of Staff (ACOS) for IMIT and CIO serves as the Senior Technical Advisor to CNATRA and senior military and civilian managers, Navy Region South (NRS), and NATRACOM on the strategic use of information management and information technology (IMIT) supporting the NATRACOM training mission and Base Operating Support functions. Develops, maintains, and facilitates the implementation of a sound and integrated information technology architecture for CNATRA-NRS HQ staff and NATRACOM/Region. Promotes the effective and efficient design and operation of all major information resources management processes, including improvements to work processes. Develops and implements IMIT information policy, plans, budget, and standards for IMIT performance and results. Manages and operates all IMIT resources and assets and provides IMIT services. Coordinates, develops, and implements CNATRA-NRS HQ staff and NATRACOM/Region Information Systems Security (INFOSEC) Plans. Coordinates and manages best practices of acquisition capital investments in IMIT information technology strategy and capital planning. This includes development, budgeting, analyzing, tracking, and evaluating the risks and results of capital investment projected and actual costs.

2702. Office Automation Assistant (N6S)

Provides administrative and office automation support assistance to the CIO and N6 personnel.

2703. IT Investment Planning/Acquisition (N61) (PROPOSED)

Manages IT Investment Planning and Acquisition branch. Develops, implements, plans, and reviews budgets and investment strategic business practices. Prepares IMIT acquisition requirements for the CIO, CNATRA-NRS HQ staff, and NATRACOM/Region. Provides policy recommendations and budget plans. Briefs the CIO on new technologies and feasibility studies. Provides IMIT liaison in investment planning and acquisition to CNATRA upper management senior staffs, NRS, and NATRACOM.

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2704. Plans and Policy (N611) (ADDU From Training Wing Four)

Researches IMIT plans and policy, analyzes work necessary to plan, design, develop, acquire, document, test, implement, integrate, maintain, or modify systems for solving problems or accomplishing work processes by using information technology (IT) systems. Identifies and researches IMIT initiatives for the CIO, CNATRA-NRS HQ staff, and NATRACOM/Region. Reviews general business and functional requirements that support the need for systems. Identifies and evaluates potential systems design approaches and feasibility studies. Refines functional requirements into design specifications.

2705. Information Systems Security Manager (ISSM) (N612)

Manages the Information System Security Program for CNATRA-NRS HQ staff and NATRACOM/Region. Advises the CIO on security and ISSM matters, implements security standards and controls to ensure appropriate levels of security for IMIT resources and assets. Ensures system Information Assurance Program accreditation and certification requirements are met according to DON, DOD security regulations, DOD Information Technology Security and Accreditation Process (DITSCAP), and Information Security (INFOSEC). Adheres to security alerts and IAVAs by implementing respective preventive recommendations. Reports INFOSEC non-compliance or violations to supervisor and DON CERT.

2706. Graphics and Web Design (N613) (ADDU From Training Wing Four)

Coordinates CNATRA-NRS HQ staff and NATRACOM/Region web site design. Implements updates and provides web site maintenance and presentation graphics support for CNATRA-NRS HQ staff and NATRACOM/Region. Provides expert advice to staff users on the use of web techniques, customer support, and training with off-the-shelf applications and mission support. Maintains CNATRA-NRS HQ staff and NATRACOM/Region Corporate and Public web sites. Coordinates web page access to other Navy links and contents.

2707. Information Management (IM) (N62) (ADDU From Training Four)

Directs, defines, and supports Information Management (IM) resource requirements for CNATRA/NRS HQ staff and NATRACOM/Region tasks as defined and prioritized by their functional representatives. Reviews and oversees the development and implementation of standards and guidelines pertaining to Federal computer systems to include application

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system, database, and courseware support. Analyzes and performs work necessary to plan, design, develop, acquire, document, test, implement, integrate, maintain, or modify system and courseware for solving problems or accomplishing work processes by using information assets and business processes to support the CIO, CNATRA-NRS HQ staff and NATRACOM/Region. Determines best technical approaches for implementation of functional requirements and implementation within the CNATRA-NRS HQ staff and NATRACOM/Region environments. Works with applications developers to isolate and solve design problems encountered during testing and implementation stages. Represents the Command at the Configuration Control Board as a member. Performs duties of N6 in his absence as directed.

2708. TRAINING INTEGRATED MANAGEMENT SYSTEM (TIMS) - CNATRA-NRS TRAINING SUPPORT CENTER (CTSC) (N621) (ADDU From Training Four)

Manages the TIMS Operations IM application and systems support aspects of the CNATRA-NRS Training Support Center (CTSC) as the TIMS Program Manager. Using tasks and priorities from CNATRA (N3), analyzes and performs work necessary to plan, design, develop, acquire, document, test, implement, integrate, maintain, or modify system and databases for solving TIMS problems or accomplishing work processes by using information assets and business processes to support the CIO, CNATRA/NRS HQ staff and NATRACOM/Region. Recommends technical approaches for implementation of functional requirements and implementation within the CNATRA/NRS HQ staff and NATRACOM/Region TIMS environments. Works with applications developers to isolate and solve TIMS design problems encountered during testing and implementation stages. Provides support to N62 for the Command at the Configuration Control Board. Monitors TIMS requirements and manages the development and software tracking management.

2709. ADMINISTRATIVE LEGACY APPLICATIONS AND NAVY MARINE CORPS INTRANET SUPPORT (N622, N6221) (ADDU From Training Wing Four)

Provides Navy Marine Corps Intranet (NMCI) Transition support for all legacy applications under CNATRA/NRS HQ staff and NATRACOM/Region. Reviews and manages software legacy requirements and conversion analysis, system design, system development, testing, documentation, and end-user training in new applications. Using tasks and priorities established by CNATRA HQ staff and NATRACOM/Region, provides software oversight, project management, and contract timelines compliance. Interacts and works closely with end-users to meet regulatory requirements mandated by NMCI. Provides maintenance reviews for legacy applications for end-users' mission and

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eventual conversion/transition to NMCI. Provides administrative legacy application support for an estimated mission and region support application that provides various administrative support functions for CNATRA-NRS HQ staff and NATRACOM/Region. Provides contractor oversight for application revision and maintenance support for these administrative legacy applications. Provides support to N62 for the Command at the Configuration Control Board. Projects and recommends budget input for contracted logistic support of the Legacy Applications and NMCI aspect of IM support.

2710. QUALITY ASSURANCE/CONFIGURATION MANAGEMENT (N623)
(ADDU From Training Four)

Provides Quality Assurance (QA) and Configuration Management (CM) support for CNATRA-NRS HQ staff and NATRACOM/Region application and courseware environments. Support is in terms of managing software development, software maintenance, control and tests, hardware, transition timelines and contract compliance, interactive interface with users, vendors, contractor, and system coordination with joint management personnel at various levels, including Navy, Air Force, and Marines. Using tasks and priorities established by CNATRA (N3), oversees contractor performance in the quality control, configuration management, and documentation management of curricula and courseware products delivered. Manages the IM technical library to include CTSC and legacy applications. Provides oversight of inventory management functions for CNATRA-NRS HQ staff and NATRACOM/Region IM/IT software, licenses, and hardware to include configurations. Provides support to N62 for the Command at the Configuration Control Board. Responds to CNATRA (N3) training product requests and recommends budget input for contracted logistic support of the QA/CM aspect status within the CM system.

2711. COURSEWARE/CURRICULUM SUPPORT SEGMENT - CNATRA-NRS
TRAINING SUPPORT CENTER (CTSC) (N624) (ADDU From Training Wing
Four)

Using tasks and priorities established by CNATRA (N3), oversees contractor performance in curricula and courseware development and maintenance. Provides oversight for courseware project management, contract timelines compliance, design, development, design reviews, testing, and evaluation. Tracks approved training change requests for curricula and courseware changes and ensures CNATRA (N3) established priorities are maintained. Monitors timeliness in contractor delivery of new or updated curricula and courseware products. Provides support to N62 for

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the Command at the Configuration Control Board. Projects and recommends budget input for contracted logistic support of the CSS aspect of CTSC support.

2712. INFORMATION TECHNOLOGY (IT) FOR BUSINESS OPERATIONS (N63)

Manages Information Technology (IT) resources requirements for CNATRA-NRS HQ staff and NATRACOM/Region. Reviews and oversees the development and implementation of standards and guidelines pertaining to Federal computer systems. Analyzes, reviews and performs work necessary to plan, design, develop, document, test, implement, integrate, maintain, or modify systems for solving problems or accomplishing work processes by using information assets and business processes to support the CIO, CNATRA-NRS HQ staff and NATRACOM/Region. Determines best technical approaches for functional requirements and implementation within the CNATRA-NRS HQ staff and NATRACOM/Region environment. Works with applications developers to isolate and solve design problems encountered during testing and implementation stages. As CNATRA-NRS HQ staff and NATRACOM/Region Deputy Customer Technical Representative (DCTR) manages NMCI contract compliance through respective Unit Activity Customer Technical Representatives (ACTR) under CNATRA-NRS HQ staff and NATRACOM/Region. Performs duties of N6 in his absence as directed.

2713. ACTIVITY CUSTOMER TECHNICAL REPRESENTATIVE (ACTR): NAS CORPUS CHRISTI, TX (N631); NAS KINGSVILLE, TX (N632); NAVAL STATION INGLESIDE (NSI) (N633); CNATRA-NRS HQ, TRAWING FOUR AND NRS, CORPUS CHRISTI, TX (N634); (ADDU) MINEWARFARE TRAINING CENTER AT NAVAL STATION INGLESIDE, TX (N635) (This function is belongs to Navy Region South)

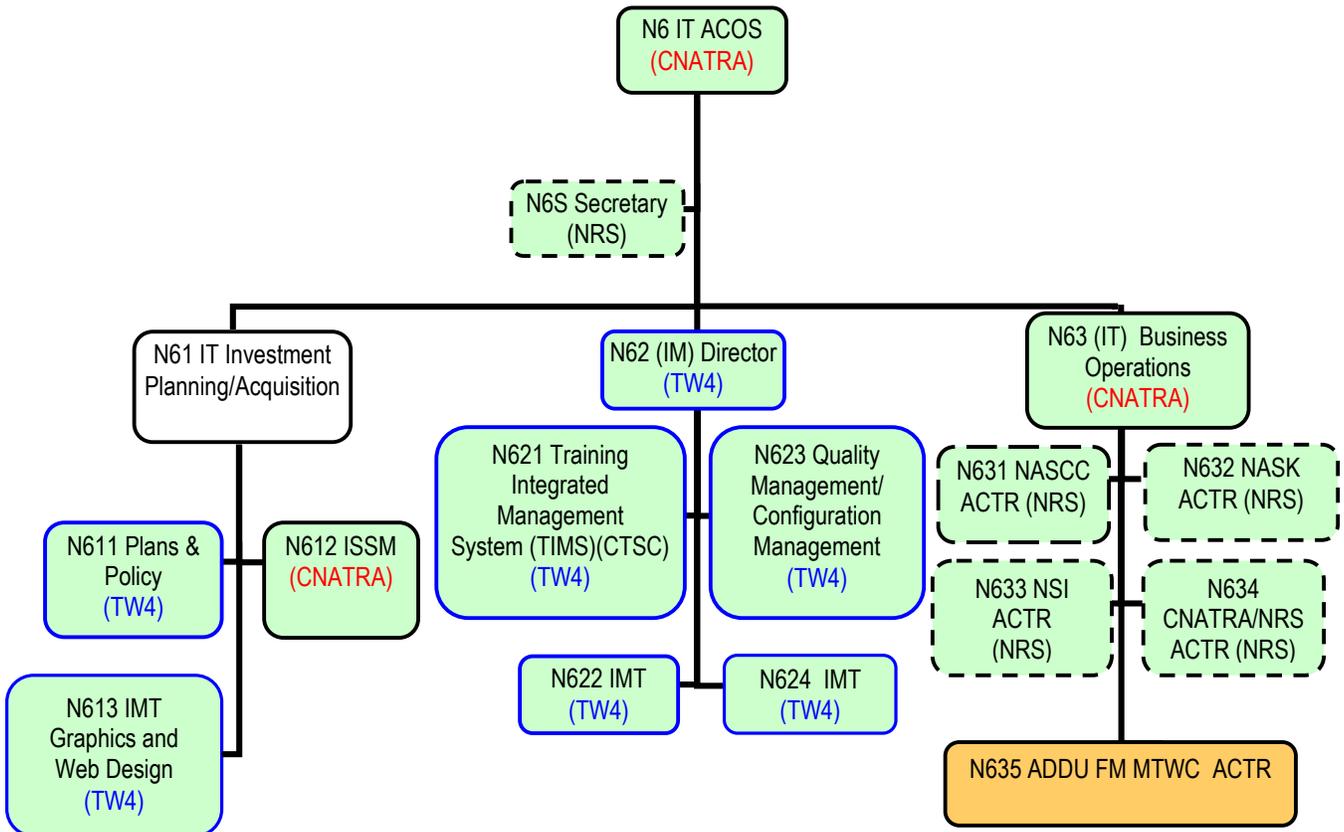
Serves as the Government representative for information resources interpretation for Information Management and Information Technology (IMIT) and end-user requirements for CNATRA-NRS HQ staff and NATRACOM/Region subordinate units. Also serves as the operational interaction contact with the NMCI contractor providers, unit management levels, end-users, CNATRA-NRS Deputy Customer Technical Representative (DCTR), CNATRA-NRS CIO and NETC CIO staff. Manages and coordinates legacy applications transition and conversions to NMCI to meet transition requirements. Provides technical and contracts assistance to users with IT contract support for legacy applications and hardware during conversion to NMCI. Assists the CNATRA-NRS ISSM in unit security testing and validation processes for classified information.

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N6 INFORMATION MANAGEMENT/ INFORMATION TECHNOLOGY (IMIT)



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CHAPTER 2

SECTION 8

RESOURCES MANAGEMENT2801. ASSISTANT CHIEF OF STAFF FOR RESOURCES MANAGEMENT (N8)

Serves as principal advisor to CNATRA on all financial and resource management matters. Plans, develops, coordinates, supervises, and directs the management of all NATRACOM financial and various programs for accounting, budget development, and execution, economy and efficiency, and management to meet statutory and other requirements and accomplishment of the command and regional mission. Supervises and coordinates preparation and submission of NATRACOM and regional budget and financial plans. Consolidates and defends NATRACOM budget at NETC and CNO for its integration into Navy and DOD Planning, Programming, and Budgeting System (PPBS) and Future Years Defense Plan (FYDP).

2802. DEPUTY RESOURCES MANAGEMENT (N8A)

Serves as the Deputy Comptroller and is an extension of the Assistant Chief of Staff for Resources Management. Responsible for the planning, development, coordination, and supervision of the Naval Air Training Command's (NATRACOM) financial management and budgeting programs, resource planning functions such as Future Year Defense Plans (FYDP), Planned Objective Memoranda (POM) submissions, and planning factors associated with the flight hours program.

2803. ACCOUNTING POLICY AND HRC RESOURCES (N81)

Coordinates and administers Resource Management System (RMS) functions with respect to CNATRA Headquarters Operating Budget. Provides advice, recommendations, and assistance on all matters relating to the CNATRA Headquarters Operating Budgets, financial reporting system, and financial plans. Coordinates the budget, accounting, and execution of all NATRACOM aircraft contracts and provides financial advice to CNATRA ACOS for RMS on funding for aircraft contracts. Maintains and monitors financial reporting systems as required to most effectively manage available financial resources within NATRACOM. Provides assistance to all NATRACOM comptrollers both for problem situations and interpreting guidance from higher authority.

2804. ACCOUNTANT (N811)

Coordinates and consolidates data for NETC Training and Education Costing and Report System (TAECARS) report. Prepares annual/quarterly prior-year obligations review reports for NETC. Reconciles contract obligations in Standard Accounting and Reporting System - Field Level (STARS-FL) with contract

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modifications and NAVCOMPT 2276s. Obligates contract documents in STARS-FL. Monitors Navy Industrial Fund (NIF) charges for all NATRACOM activities and prepares monthly report for CNATRA N8/N81. Corrects general ledger accounts 1960 for all aircraft obligations.

2805. ACCOUNTING TECHNICIAN (N812)

Maintains records of Headquarters Operating Budget (HOB) accounts and prepares adjusting documents, using appropriate job orders and accounting codes so that the data will be properly matched to the accounting records. Maintains travel ledgers for each staff division.

2806. BUDGET ASSISTANT (N813)

Assists N811 with the reviewing and obligating of documents via STARS-FL. Reviews, maintains and compiles reports on extensive and detailed cost data and other budgetary information to support the budget execution process. Assists the APC for the travel card program. Responsible for reconciling and tracking reimbursable funds from various activities for AIMD work.

2807. STAFF SUPPLY SUPPORT ASSISTANT (N814)

Provides supply support to CNATRA Headquarters, including ordering and expediting stock material and open purchase requirements for supplies and services, SERVMART issue, and Federal Express deliveries. Conducts comprehensive reviews on supply support areas as assigned. Maintains and operates a Headquarters storeroom facility for common items of material. Procures, stores, and issues material and maintains material usage data. Maintains minor property records for the Headquarters.

2808. BUDGET AND RESOURCE MANAGEMENT (N82)

Serves as principal advisor to N8 on all matters relating to the budget process. Plans, programs, budgets, and administers RMS functions with respect to the overall NATRACOM budget. Represents the NATRACOM in all budget matters external to CNATRA. Develops requirements for and distributes funds to operating budget holders. Responsible for the determination of out-year resources required to support NATRACOM programs. Responsible for the development of the NATRACOM POM. Coordinates Staff review of CPATS/POM displays for submission to NETC.

2809. FLIGHT PROGRAM ANALYST (N822)

Serves as Program Analyst for Flight Training and SAR helicopters, Training Support and NAVFLIGHTDEMONRON flight programs. Includes monitoring/analysis of foreign military sales, Coast Guard, Air Force, pilot training, carrier qualification detachment costs, and flight contract costs.

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Prepares various flight hour cost reports (FHCRs) for input into NETC Program Automated Budget System (CABS) for the Program Objective Memorandum (POM) cycle. Allocates 3B/2K/4K and 3C/1L funds annually and quarterly. Initiates other necessary adjustments, including cash requirements and phasing plans.

2810. BUDGET ANALYSTS (N823)

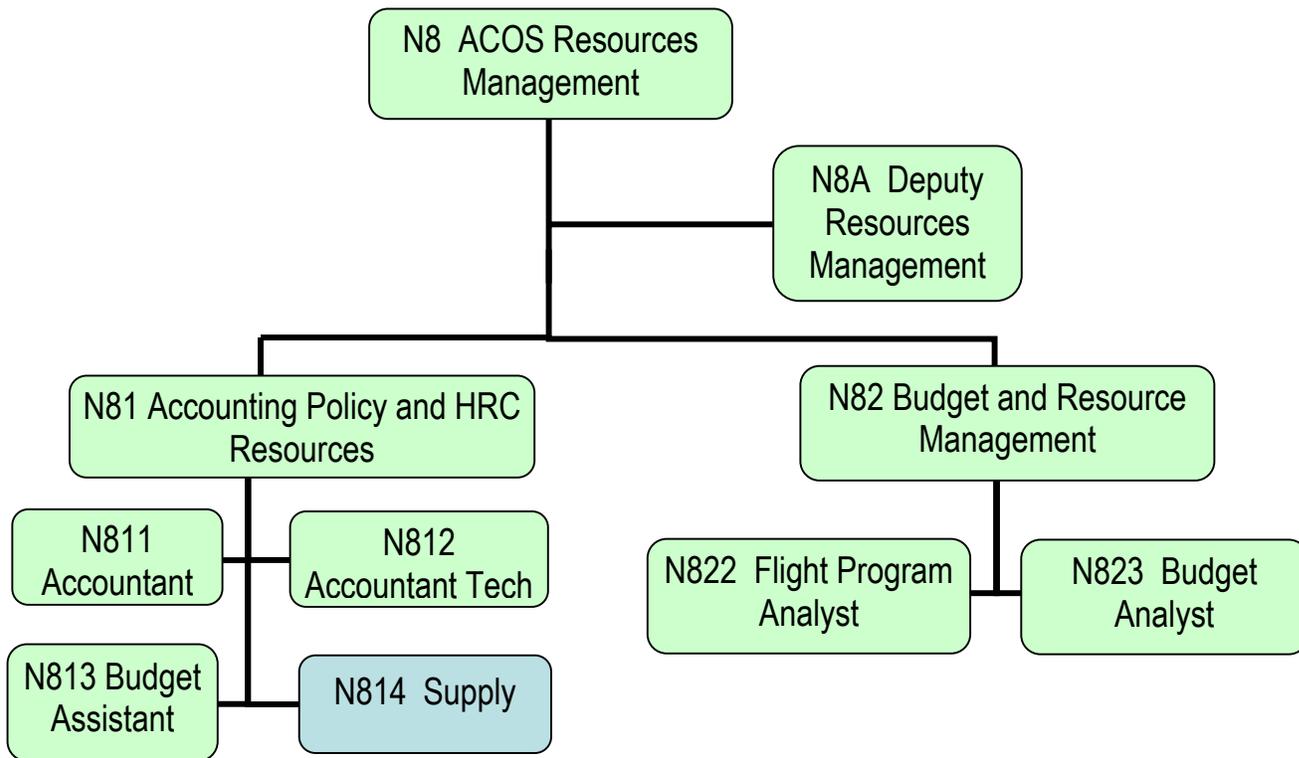
Serves as budget analyst for manpower issues and full-time equivalent (FTE), work years (WYs), EE "U" requirements, AG/SAG requirements by NATRACOM UICs, and various budget programs and issues. Tracks and analyzes Civilian Personnel (CIVPERS) EE "U" costs monthly by TRAWING/NAS/Headquarters Responsibility Center (HRC) elements to project costs for balance of FY. Serves as budget analyst for base support review of NAS Corpus, NAS Kingsville, and NS Ingleside for use in development and tracking of annual requirements.

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CHAPTER 2

SECTION 9

INSTALLATIONS AND FACILITIES2901. ASSISTANT CHIEF OF STAFF FOR INSTALLATIONS AND FACILITIES (N9)

Advises and assists CNATRA/CNRS on all matters pertaining to facility management and environmental requirements for all NATRACOM and NRS activities. Monitors facilities planning, military construction programming, real estate actions, environmental programs, and budgeting. Additionally, monitors planning for and execution of real property, utilities, energy, transportation, and family housing programs for NRS. Acts as Program Manager for NRS Real Property Maintenance Activities (RPMA).

2902. FACILITIES MANAGEMENT BRANCH (N91)

Serves as technical consultant on all facility matters in support of naval aviation for CNATRA activities. Coordinates aviation facility planning actions for consistency with operational constraints (aircraft accident/noise zones: AICUZ and real estate issues). Ensures valid facility requirements are programmed for accomplishment through the Navy's Military Construction (MILCON) or special project program for all projects relating to aviation training. Serves as an advocate for all MILCON and Special Projects and establishes and maintains annual MILCON and Special Project integrated priority lists for mission (aviation) projects.

2903. FIRST LIEUTENANT BRANCH (N95)

Serves as building manager for the CNATRA Headquarters building; coordinates all maintenance, repair, and alteration work with the NAS Corpus Christi Public Works Department; and coordinates self-help projects within the building. Coordinates requirements for office furnishings for the Staff and initiates necessary procurement actions upon approval. Manages use of assigned motor vehicles. Coordinates set-up for official CNATRA ceremonies and functions.

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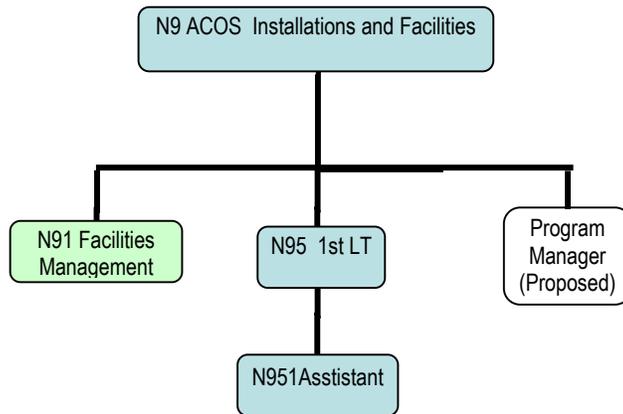
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2904. PROGRAM MANAGER (N96) (PROPOSED)

Provides program planning, assessment, coordination and advisory services for three programs: Transportation - Weight Handling Equipment Program and Transportation Equipment; Utilities - configuration, cost, and condition analysis of systems for privatization efforts; and Facilities Annual Inspection System - identification of emergent repair requirements and trend and cost analysis for long-term planning.

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CHAPTER 2

SECTION 10

ENVIRONMENTAL

21001. ASSISTANT CHIEF OF STAFF FOR ENVIRONMENTAL SUPPORT (N10)

Serves as focal point within the command for environmental, cultural, and natural resource-related matters. Establishes, coordinates, directs, and evaluates the effectiveness of environmental policies, plans, programs, and procedures within the NATRACOM. Provides technical support to CNATRA Assistant Chiefs of Staff on all matters pertaining to environmental compliance and pollution prevention. Assists in ensuring appropriate consideration of environmental issues in facilities planning, real estate actions, and contract evaluations.

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N10 ENVIRONMENTAL

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