



## DEPARTMENT OF THE NAVY

TRAINING SQUADRON SEVEN  
NAVAL AIR STATION  
101 FULLER ROAD SUITE 270  
MERIDIAN, MS 39309-5405

TRARONSEVENINST 5214.1J  
N1  
20 Mar 15

### TRARON SEVEN INSTRUCTION 5214.1J

From: Commanding Officer, Training Squadron SEVEN

Subj: REPORTS MANAGEMENT

Ref: (a) SECNAVINST 5214.2 Series

Encl: (1) Monthly Reports/Reviews Calendars  
(2) Annual Instruction Review Cover Sheet

1. Purpose. To publish enclosure (1) and comply with the requirements of reference (a). For the purpose of this instruction, "report" refers to any item of information whether in hard copy or electronic copy.

2. Cancellation. TRARONSEVENINST 5214.1H

3. Action. The Administrative Officer is responsible for conducting an ongoing review of all instructions and notices required of and by the squadron and for ensuring the completion and/or update of required recurring reports. The Administrative Officer will complete enclosure (1) no later than the last working day of each month and transmit the following month's report requirements and other instruction/notice update requirements to the relevant Department Head(s) for action. In the event of additions or deletions required outside of the schedule provided in enclosure (1), the cognizant Department Head(s) will notify the Administrative Officer.

a. Recurring Reports. Completed reports will be transmitted per established procedure particular to the specific report (e.g., emailed, printed, routed, etc.).

b. Instructions/Notices. Completed reviews and updates will be routed back to the Administrative Officer for processing using the format provided as enclosure (2). Once approved, updates will be transmitted electronically to all concerned personnel and posted on the VT-7 website, as required. Original

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signed copies of either new or updated instructions/notices will be retained in the Administrative Office.

*W. B. Thames*  
W. B. THAMES

Distribution:  
TRARONSEVENINST 5214.1X  
List I-III

TRARONSEVENINST 5214.1J  
20 Mar 15

DD MMM YY

From: Administrative Officer  
To: Commanding Officer/Executive Officer  
Via: Department Heads

Subj: REPORTS FOR JANUARY

1. Monthly reports:

<u>Report</u>	<u>Dept</u>	<u>Reference</u>	<u>Date Complete</u>
Officer Flow	ADMIN	BUPERS Orders	
NATOPS Qualification Matrix	SAFETY	OPNAVINST 3710.7	
Qualification Matrix (FIST)	STAN	CTW-1 INST 3710.13	
IP Flight Hour Summary	OPS	N/A	
Urinalysis Testing	ADMIN	OPNAVINST 5350.4	
Officer Mess Bill Report	ADMIN/PAO	VT-7 INST 1746.2	

2. Other recurring reports/reviews:

<u>Name</u>	<u>Dept</u>	<u>Reference</u>	<u>Date Complete</u>
Fitness Reports (LT)	CO	BUPERSINST 1610	
VADM Goldthwaite Award	ADMIN	CNATRANST 1650.11	
CNATRA Training Excellence	ADMIN	CNATRANST 1650.11	
CNATRA IP of the Year	ADMIN	CNATRANST 1650.11	
American Fighter Aces Awards	ADMIN	CNATRANST 1650.11	
Britannia Award	ADMIN	CNATRANST 1650.11	
Orville Wright Awards	ADMIN	CNATRANST 1650.11	
Outstanding Female SNA	ADMIN	CNATRANST 1650.11	
CNATRA LSO of the Year	ADMIN	CNATRANST 1650.11	

3. Instruction/notice reviews:

<u>Name</u>	<u>Dept</u>	<u>Reference</u>	<u>Date Complete</u>
Leave & Liberty Procedures	ADMIN	VT-7 INST 1050.1	
Human Factors Council & Board	SAFETY	VT-7 INST 1520.10	
Recall Rosters	CO SEC	VT-7 NOTE 5000	

Enclosure (1)

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DD MMM YY

From: Administrative Officer  
To: Commanding Officer/Executive Officer  
Via: Department Heads

Subj: REPORTS FOR FEBRUARY

1. Monthly reports:

<u>Report</u>	<u>Dept</u>	<u>Reference</u>	<u>Date Complete</u>
Officer Flow	ADMIN	BUPERS Orders	
NATOPS Qualification Matrix	SAFETY	OPNAVINST 3710.7	
Qualification Matrix (FIST)	STAN	CTW-1 INST 3710.13	
IP Flight Hour Summary	OPS	N/A	
Urinalysis Testing	ADMIN	OPNAVINST 5350.4	
Officer Mess Bill Report	ADMIN/PAO	VT-7 INST 1746.2	

2. Other recurring reports/reviews:

<u>Name</u>	<u>Dept</u>	<u>Reference</u>	<u>Date Complete</u>
Fitness Reports (LTJG)	CO	BUPERSINST 1610	

3. Instruction/notice reviews:

<u>Name</u>	<u>Dept</u>	<u>Reference</u>	<u>Date Complete</u>
Check-in/Check-out Procedures	ADMIN	VT-7 INST 1301.1	
Reports Management	ADMIN	VT-7 INST 5214.1	

Enclosure (1)

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DD MMM YY

From: Administrative Officer  
To: Commanding Officer/Executive Officer  
Via: Department Heads

Subj: REPORTS FOR MARCH

1. Monthly reports:

<u>Report</u>	<u>Dept</u>	<u>Reference</u>	<u>Date Complete</u>
Officer Flow	ADMIN	BUPERS Orders	
NATOPS Qualification Matrix	SAFETY	OPNAVINST 3710.7	
Qualification Matrix (FIST)	STAN	CTW-1 INST 3710.13	
IP Flight Hour Summary	OPS	N/A	
Urinalysis Testing	ADMIN	OPNAVINST 5350.4	
Officer Mess Bill Report	ADMIN/PAO	VT-7 INST 1746.2	

2. Other recurring reports/reviews:

<u>Name</u>	<u>Dept</u>	<u>Reference</u>	<u>Date Complete</u>
Student of the Quarter	OPS/STUCON	VT-7 INST 1650.2	
Instructor of the Quarter	OPS	N/A	
Employee of the Quarter	ADMIN	N/A	
Civilian Injuries and Illness	CIV SERV	OPNAVINST 5102.1	
Substance Abuse Report	ADMIN/DAPA	OPNAVINST 5350.4	
Criminal Activities Report	ADMIN	CNETINST 5400.20	
Officer Mess Audit	ADMIN/PAO	VT-7 INST 1746.2	

3. Instruction/notice reviews:

<u>Name</u>	<u>Dept</u>	<u>Reference</u>	<u>Date Complete</u>
General TEMADD Procedures	ADMIN	VT-7 INST 1320.1	
Cross Country Policy	ADMIN	VT-7 INST 1320.2	
Internal Review w/in VT-7	ADMIN	VT-7 INST 7510.1	
Recall Rosters	CO SEC	VT-7 NOTE 5000	

Enclosure (1)

TRARONSEVENINST 5214.1J  
20 Mar 15

DD MMM YY

From: Administrative Officer  
To: Commanding Officer/Executive Officer  
Via: Department Heads

Subj: REPORTS FOR APRIL

1. Monthly reports:

<u>Report</u>	<u>Dept</u>	<u>Reference</u>	<u>Date Complete</u>
Officer Flow	ADMIN	BUPERS Orders	
NATOPS Qualification Matrix	SAFETY	OPNAVINST 3710.7	
Qualification Matrix (FIST)	STAN	CTW-1 INST 3710.13	
IP Flight Hour Summary	OPS	N/A	
Urinalysis Testing	ADMIN	OPNAVINST 5350.4	
Officer Mess Bill Report	ADMIN/PAO	VT-7 INST 1746.2	

2. Other recurring reports/reviews:

<u>Name</u>	<u>Dept</u>	<u>Reference</u>	<u>Date Complete</u>
Midterm Counseling (LCDR)	CO	BUPERSINST 1610	
Fitness Reports (CDR)	CO	BUPERSINST 1610	

3. Instruction/notice reviews:

<u>Name</u>	<u>Dept</u>	<u>Reference</u>	<u>Date Complete</u>
Primary/Coll Duties Notice	ADMIN	VT-7 NOTE 1301	
Pre-Mishap Plan Review	SAFETY	VT-7 INST 3750.6	
Pre-Mishap Plan Recall Bill	SAFETY	VT-7 NOTE 3750	
Public Affairs	ADMIN/PAO	VT-7 INST 5720.1	
Std. Dist. List for VT-7	ADMIN	VT-7 INST 5216.1	

Enclosure (1)

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DD MMM YY

From: Administrative Officer  
To: Commanding Officer/Executive Officer  
Via: Department Heads

Subj: REPORTS FOR MAY

1. Monthly reports:

<u>Report</u>	<u>Dept</u>	<u>Reference</u>	<u>Date Complete</u>
Officer Flow	ADMIN	BUPERS Orders	
NATOPS Qualification Matrix	SAFETY	OPNAVINST 3710.7	
Qualification Matrix (FIST)	STAN	CTW-1 INST 3710.13	
IP Flight Hour Summary	OPS	N/A	
Urinalysis Testing	ADMIN	OPNAVINST 5350.4	
Officer Mess Bill Report	ADMIN/PAO	VT-7 INST 1746.2	

2. Other recurring reports/reviews:

<u>Name</u>	<u>Dept</u>	<u>Reference</u>	<u>Date Complete</u>
Fitness Reports (Capt/Maj)	USMC/CO	USMC ORDER P1610.7	
VT-7 Hurrevac. Inst. to TW-1	OPS	VT-7 INST 3140.4	

3. Instruction/notice reviews:

<u>Name</u>	<u>Dept</u>	<u>Reference</u>	<u>Date Complete</u>
Correspondence Mgmt.	ADMIN	VT-7 INST 5216.2	
Physical Security & Loss Prev.	ADMIN	VT-7 INST 5530.2	
Recall Rosters	CO SEC	VT-7 NOTE 5000	

Enclosure (1)

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DD MMM YY

From: Administrative Officer  
To: Commanding Officer/Executive Officer  
Via: Department Heads

Subj: REPORTS FOR JUNE

1. Monthly reports:

<u>Report</u>	<u>Dept</u>	<u>Reference</u>	<u>Date Complete</u>
Officer Flow	ADMIN	BUPERS Orders	
NATOPS Qualification Matrix	SAFETY	OPNAVINST 3710.7	
Qualification Matrix (FIST)	STAN	CTW-1 INST 3710.13	
IP Flight Hour Summary	OPS	N/A	
Urinalysis Testing	ADMIN	OPNAVINST 5350.4	
Officer Mess Bill Report	ADMIN/PAO	VT-7 INST 1746.2	

2. Other recurring reports/reviews:

<u>Name</u>	<u>Dept</u>	<u>Reference</u>	<u>Date Complete</u>
Student of the Quarter	OPS/STUCON	VT-7 INST 1650.2	
Instructor of the Quarter	OPS	N/A	
Employee of the Quarter	ADMIN	N/A	

3. Instruction/notice reviews:

<u>Name</u>	<u>Dept</u>	<u>Reference</u>	<u>Date Complete</u>
ODO/SDO Responsibilities	OPS	VT-7 INST 1601.1	
VT-7 Stan/Training Program	STAN	VT-7 INST 4122.1	

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DD MMM YY

From: Administrative Officer  
To: Commanding Officer/Executive Officer  
Via: Department Heads

Subj: REPORTS FOR JULY

1. Monthly reports:

<u>Report</u>	<u>Dept</u>	<u>Reference</u>	<u>Date Complete</u>
Officer Flow	ADMIN	BUPERS Orders	
NATOPS Qualification Matrix	SAFETY	OPNAVINST 3710.7	
Qualification Matrix (FIST)	STAN	CTW-1 INST 3710.13	
IP Flight Hour Summary	OPS	N/A	
Urinalysis Testing	ADMIN	OPNAVINST 5350.4	
Officer Mess Bill Report	ADMIN/PAO	VT-7 INST 1746.2	

2. Other recurring reports/reviews:

<u>Name</u>	<u>Dept</u>	<u>Reference</u>	<u>Date Complete</u>
Midterm Counseling (LT)	CO	BUPERSINST 1610	

3. Instruction/notice reviews:

<u>Name</u>	<u>Dept</u>	<u>Reference</u>	<u>Date Complete</u>
Navy/USMC FITREPs	ADMIN	VT-7 INST 1611.1	
Additional Progress Checks	OPS/STUCON	VT-7 INST 1500.1	
Recall Rosters	CO SEC	VT-7 NOTE 5000	

Enclosure (1)

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DD MMM YY

From: Administrative Officer  
To: Commanding Officer/Executive Officer  
Via: Department Heads

Subj: REPORTS FOR AUGUST

1. Monthly reports:

<u>Report</u>	<u>Dept</u>	<u>Reference</u>	<u>Date Complete</u>
Officer Flow	ADMIN	BUPERS Orders	
NATOPS Qualification Matrix	SAFETY	OPNAVINST 3710.7	
Qualification Matrix (FIST)	STAN	CTW-1 INST 3710.13	
IP Flight Hour Summary	OPS	N/A	
Urinalysis Testing	ADMIN	OPNAVINST 5350.4	
Officer Mess Bill Report	ADMIN/PAO	VT-7 INST 1746.2	

2. Other recurring reports/reviews:

<u>Name</u>	<u>Dept</u>	<u>Reference</u>	<u>Date Complete</u>
Midterm Counseling (LTJG)	CO	BUPERSINST 1610	
Budget Call for Next FY	ADMIN	CNATRAINST 5231.1	

3. Instruction/notice reviews:

<u>Name</u>	<u>Dept</u>	<u>Reference</u>	<u>Date Complete</u>
VT-7 Safety Program	SAFETY	VT-7 INST 3750.1	
Command Security Program	ADMIN	VT-7 INST 5510.1	

Enclosure (1)

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From: Administrative Officer  
To: Commanding Officer/Executive Officer  
Via: Department Heads

Subj: REPORTS FOR SEPTEMBER

1. Monthly reports:

<u>Report</u>	<u>Dept</u>	<u>Reference</u>	<u>Date Complete</u>
Officer Flow	ADMIN	BUPERS Orders	
NATOPS Qualification Matrix	SAFETY	OPNAVINST 3710.7	
Qualification Matrix (FIST)	STAN	CTW-1 INST 3710.13	
IP Flight Hour Summary	OPS	N/A	
Urinalysis Testing	ADMIN	OPNAVINST 5350.4	
Officer Mess Bill Report	ADMIN/PAO	VT-7 INST 1746.2	

2. Other recurring reports/reviews:

<u>Name</u>	<u>Dept</u>	<u>Reference</u>	<u>Date Complete</u>
Student of the Quarter	OPS/STUCON	VT-7 INST 1650.2	
Instructor of the Quarter	OPS	N/A	
Employee of the Quarter	ADMIN	N/A	
Command Climate Assessment	ADMIN/CMEO	OPNAVINST 5354.1	
Civilian Injuries and Illness	CIV SERV	OPNAVINST 5102.1	
Substance Abuse Report	ADMIN/DAPA	OPNAVINST 5350.4	
Criminal Activities Report	ADMIN	CNETINST 5400.20	
Officer Mess Audit	ADMIN/PAO	VT-7 INST 1746.2	

3. Instruction/notice reviews:

<u>Name</u>	<u>Dept</u>	<u>Reference</u>	<u>Date Complete</u>
Class Adv. Program (NATAP)	OPS	VT-7 INST 5351.1	
Squadron SORM	ADMIN	VT-7 INST 5400.1	
Recall Rosters	CO SEC	VT-7 NOTE 5000	

Enclosure (1)

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20 Mar 15

DD MMM YY

From: Administrative Officer  
To: Commanding Officer/Executive Officer  
Via: Department Heads

Subj: REPORTS FOR OCTOBER

1. Monthly reports:

<u>Report</u>	<u>Dept</u>	<u>Reference</u>	<u>Date Complete</u>
Officer Flow	ADMIN	BUPERS Orders	
NATOPS Qualification Matrix	SAFETY	OPNAVINST 3710.7	
Qualification Matrix (FIST)	STAN	CTW-1 INST 3710.13	
IP Flight Hour Summary	OPS	N/A	
Urinalysis Testing	ADMIN	OPNAVINST 5350.4	
Officer Mess Bill Report	ADMIN/PAO	VT-7 INST 1746.2	

2. Other recurring reports/reviews:

<u>Name</u>	<u>Dept</u>	<u>Reference</u>	<u>Date Complete</u>
Fitness Reports (LCDR)	CO	BUPERSINST 1610	
Midterm Counseling (CDR)	CO	BUPERSINST 1610	
Navy/USMC IP of the Year	ADMIN	CTW-1 INST 1650.1	

3. Instruction/notice reviews:

<u>Name</u>	<u>Dept</u>	<u>Reference</u>	<u>Date Complete</u>
Primary/Coll Duties Notice	ADMIN	VT-7 NOTE 1301	
Pre-Mishap Plan Recall Bill	SAFETY	VT-7 NOTE 3750	
Student of the Qtr. Award	OPS/STUCON	VT-7 INST 1650.2	
IP Form Lead Qualification	STAN	VT-7 INST 3710.13	

Enclosure (1)

TRARONSEVENINST 5214.1J  
20 Mar 15

DD MMM YY

From: Administrative Officer  
To: Commanding Officer/Executive Officer  
Via: Department Heads

Subj: REPORTS FOR NOVEMBER

1. Monthly reports:

<u>Report</u>	<u>Dept</u>	<u>Reference</u>	<u>Date Complete</u>
Officer Flow	ADMIN	BUPERS Orders	
NATOPS Qualification Matrix	SAFETY	OPNAVINST 3710.7	
Qualification Matrix (FIST)	STAN	CTW-1 INST 3710.13	
IP Flight Hour Summary	OPS	N/A	
Urinalysis Testing	ADMIN	OPNAVINST 5350.4	
Officer Mess Bill Report	ADMIN/PAO	VT-7 INST 1746.2	

2. Other recurring reports/reviews:

<u>Name</u>	<u>Dept</u>	<u>Reference</u>	<u>Date Complete</u>
CNATRA IP of the Year	ADMIN	CTW-1 INST 1650.1	
Grampaw Pettibone Award	ADMIN	CNATRAINST 1650.11	

3. Instruction/notice reviews:

<u>Name</u>	<u>Dept</u>	<u>Reference</u>	<u>Date Complete</u>
Navy Sponsor Program	ADMIN	VT-7 INST 1740.1	
VT-7 NATOPS Program	SAFETY	VT-7 INST 3510.1	
Recall Rosters	CO SEC	VT-7 NOTE 5000	

Enclosure (1)

TRARONSEVENINST 5214.1J  
20 Mar 15

DD MMM YY

From: Administrative Officer  
To: Commanding Officer/Executive Officer  
Via: Department Heads

Subj: REPORTS FOR DECEMBER

1. Monthly reports:

<u>Report</u>	<u>Dept</u>	<u>Reference</u>	<u>Date Complete</u>
Officer Flow	ADMIN	BUPERS Orders	
NATOPS Qualification Matrix	SAFETY	OPNAVINST 3710.7	
Qualification Matrix (FIST)	STAN	CTW-1 INST 3710.13	
IP Flight Hour Summary	OPS	N/A	
Urinalysis Testing	ADMIN	OPNAVINST 5350.4	
Officer Mess Bill Report	ADMIN/PAO	VT-7 INST 1746.2	

2. Other recurring reports/reviews:

<u>Name</u>	<u>Dept</u>	<u>Reference</u>	<u>Date Complete</u>
Student of the Quarter	OPS/STUCON	VT-7 INST 1650.2	
Instructor of the Quarter	OPS	N/A	
Employee of the Quarter	ADMIN	N/A	
Towers Flt. Safety Award	SAFETY	CNATRANST 1650.11	
CNO Aviation Safety Award	SAFETY	CNATRANST 1650.11	
Ellyson Award	ADMIN	CNATRANST 1650.11	

3. Instruction/notice reviews:

<u>Name</u>	<u>Dept</u>	<u>Reference</u>	<u>Date Complete</u>
VT-7 O-Mess	ADMIN/PAO	VT-7 INST 1746.2	

Enclosure (1)

DD MMM YY

MEMORANDUM

From: Administrative Clerk  
To: \_\_\_\_\_ Department Head  
Via: Administrative Officer

Subj: ANNUAL INSTRUCTION/NOTICE REVIEW

Ref: (a) TRARONSEVENINST 5214.1 Series  
(b) TRARONSEVENNOTE 5215

Encl: (1) TRARONSEVENINST XXXX.X

1. To meet annual review requirements of references (a) and (b), enclosure (1) is forwarded. Review with the objective of canceling, updating, or consolidating with another published directive, as appropriate.

2. When review has been completed, please check the applicable item below and return this memo along with the proposed revision, as applicable, to the Administrative Officer no later than (date).

-----  
Date: \_\_\_\_\_

From: \_\_\_\_\_ Department Head  
To: Commanding Officer  
Via: Administrative Officer

1. Enclosure (1) has been reviewed with the following recommendation(s):

( ) Cancel

( ) Revision

( ) Consolidate with \_\_\_\_\_

( ) Effective

\_\_\_\_\_  
Signature / date

Enclosure (2)