



DEPARTMENT OF THE NAVY

TRAINING SQUADRON SEVEN
NAVAL AIR STATION
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TRAINING SQUADRON SEVEN INSTRUCTION 5400.1U

From: Commanding Officer, Training Squadron SEVEN

Subj: STANDARD ORGANIZATION AND REGULATION MANUAL

1. Purpose. To promulgate the Training Squadron SEVEN (VT-7) Standard Organization and Regulation Manual (SORM).

2. Cancellation. TRARONSEVENINST 5400.1T

3. Scope.

a. This manual establishes the administrative organizational structure of this Command. The functional guides included constitute the formal delegation of responsibility and authority by the Commanding Officer to subordinates within the Squadron. These functional guides shall not restrict the initiative or discourage the resourcefulness of individuals.

b. Contents of this manual are primarily limited to matters of the internal organizations. They shall in no way be construed as contravening, altering or amending the provisions of the U. S. Navy Regulations or other directives from higher authority.

4. Objectives.

a. To provide by means of organizational charts and functional guides, a comprehensive and clearly defined presentation of the Squadron's organizational structure.

b. To set forth briefly and generally the duties, responsibilities, authority and organizational relationships of individuals in the Command.

5. Compliance. All members of this Command will have a working knowledge of this manual and a thorough knowledge of the functional guides applying to their assigned billets.


M. G. HRITZ

Distribution:

TRARONSEVENINST 5216.1X

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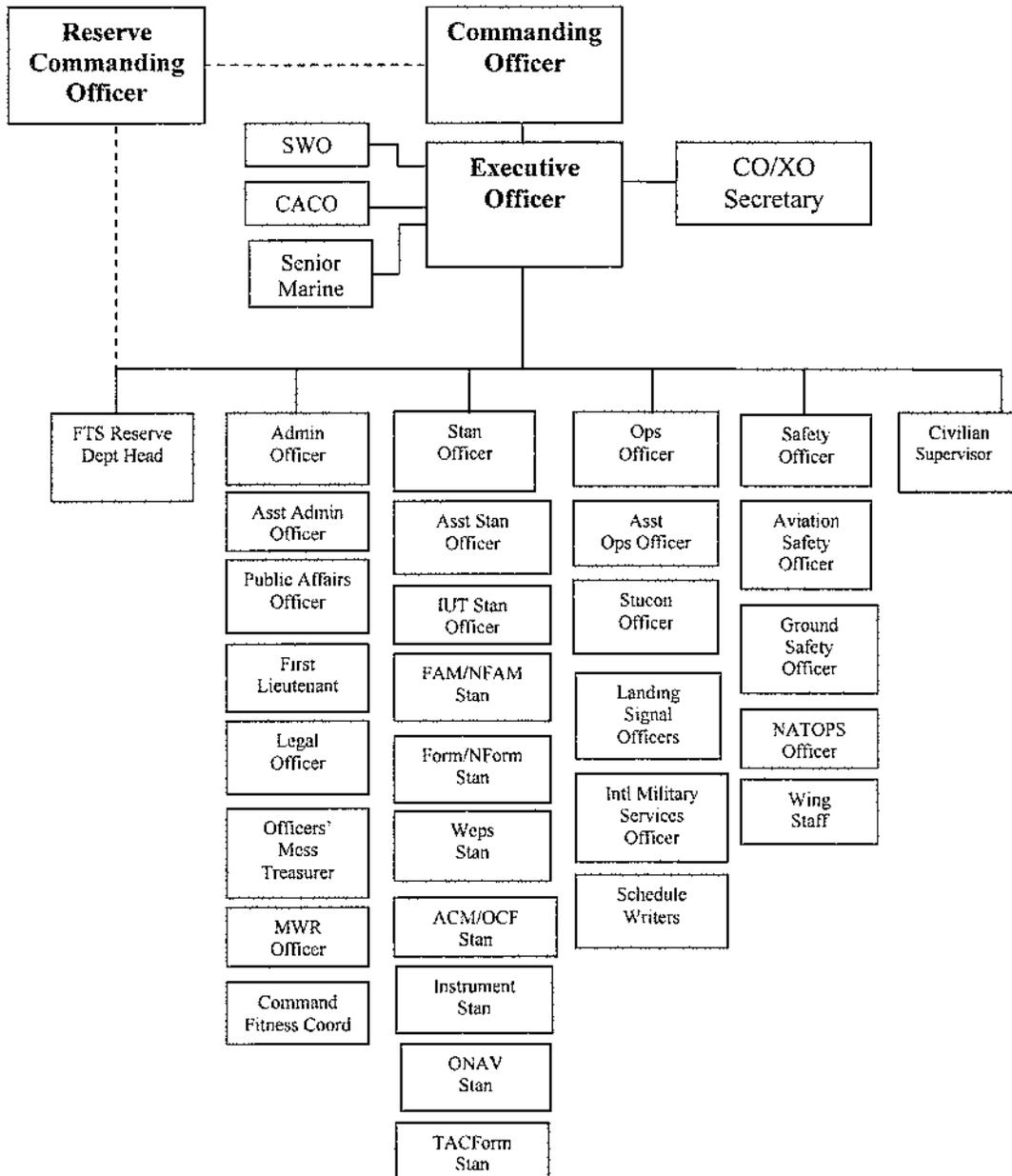
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SQUADRON MISSION

Safely conduct United States Naval training as directed by Commander, Training Air Wing ONE.

CHAPTER I

Training Squadron SEVEN Organizational Chart



SECTION A. COMMANDING OFFICER (N0)

1. **Basic Function.** Commanding Officer (CO) directs and coordinates the functions of the Administrative (Admin), Standardization (STAN), Safety, and Operations (OPS) Departments in order to accomplish assigned missions.

2. **Duties, Responsibilities and Authority.** CO shall:

a. Be responsible for safe, timely, economical and qualitatively satisfactory completion of assigned phase training for student aviators.

b. Effect liaison with CO, Naval Air Station, via Commander, Training Air Wing ONE (CTW-1/TW-1) for coordination of student training facilities.

c. Make recommendations to CTW-1 regarding changes in training syllabus and allocation of personnel, aircraft, equipment and facilities.

d. Supervise and coordinate operational plans and schedules of the Command.

e. Maintain training records of student progress as directed by Commander, TW-1 and Chief of Naval Air Training (CNATRA).

f. Exercise non-judicial punishment authority within the Command.

g. Exercise special and summary court-martial jurisdiction within the Command.

h. Be responsible for safety, well-being, morale, moral conduct and efficiency of the Command.

i. Be responsible for resource management and operating target compliance.

j. Keep Executive Officer (XO) informed of policies.

k. Be responsible for coordination of Squadron internal relations programs.

l. Be responsible for setting Command Policies.

3. **Organizational Relationship.** CO reports administratively and operationally to Commander, TW-1.

SECTION B. EXECUTIVE OFFICER (N01)

1. Basic Function. XO is the direct representative of the CO. All orders issued by the XO shall have the same force and effect as though issued by the CO. He shall conform to and carry out both the policies and orders of the CO and keep him apprised of all significant matters pertaining to the Command. The XO shall primarily be responsible for the organization, performance of duty, good order and discipline of the entire Command.
2. Duties, Responsibilities and Authority. XO shall:
 - a. Be responsible for implementing policies and instructions of the CO.
 - b. Be responsible for advising the CO of problems and make recommendations concerning operations of the Squadron.
 - c. Supervise and coordinate administrative plans and schedules of the Command as a whole.
 - d. In the absence of the CO, be a designated clearance authority and sign clearance and access entries on Certificate of Personnel Security Investigation, Clearance and Access (OPNAV Form 5520/20).
 - e. Maintain high military standards within the Command.
 - f. Be responsible for junior officer's training, professional counseling and career guidance.
 - g. Act as President of Squadron messes.
 - h. Assign personnel with concurrence of the CO.
 - i. Maintain Squadron watch standards at a high level.
 - j. Perform such other duties as may be directed.
 - k. Coordinate and monitor Junior Officer Counseling.
3. Organizational Relationship. XO reports directly to the CO.

SECTION C. RESERVE COMMANDING OFFICER (N00R)

1. Basic Function. Reserve CO directly supports CO on Admin, STAN, Safety and OPS in order to accomplish assigned missions.
2. Duties, Responsibilities and Authority. Reserve CO shall:
 - a. Be responsible for Selected Reserve Pilot supplementation in the Command for the timely, safe and economical completion of assigned phase training for student aviators.
 - b. Supervise and coordinate reserve operational plans and schedules of the Command.
 - c. Be responsible for reserve resource management and operating target compliance.
 - d. Keep CO and Training Wing Reserve Component Commander informed of reserve production and policies.
3. Organizational Relationship. Reserve CO reports administratively to Training Wing Reserve Component Commander and operationally to the CO.

SECTION D. FULL TIME SUPPORT RESERVE DEPARTMENT HEAD (N001R)

1. Basic Function. Support Reserve CO on daily OPS and Admin of reserve pilots.
2. Duties, Responsibilities and Authority. FTS Reserve Department Head shall:
 - a. Keep Reserve CO informed of all reserve issues.
 - b. Liaison with Department Heads to ensure compliance with Command and reserve directives.
 - c. Be responsible for the execution of Reserve Pilot IDT, IDTT, AT and ADT drill periods.
 - d. Be responsible for efficient use of reserve pilots.
3. Organizational Relationship. Full Time Support (FTS) RDH reports directly to the CO.

SECTION E. CO/XO SECRETARY (N0G)

1. Basic Function. CO/XO's Secretary is responsible for coordinating the CO's and XO's schedules with corresponding officials and providing Admin support.
2. Duties, Responsibilities and Authority.
 - a. Receives calls, greets visitors, takes care of routine matters on the basis of knowledge of the Squadron, and refers inquiries to the appropriate personnel.
 - b. As required, composes and reviews correspondence to be signed by superiors for format, grammatical accuracy and conformance to desired style and tone of supervisors.
 - c. Composes and types letters of thanks, recommendation and endorsements on correspondence.
 - d. Maintains calendar for CO/XO.
 - e. Initiates and follows through on the Fitness Reports of all Navy instructors assigned to Training Squadron SEVEN (VT-7) ensuring correctness and strict compliance to all regulations.
 - f. Composes, types, duplicates and distributes the Squadron's social roster prepared monthly.
 - g. Performs other related tasks as directed by the CO/XO, in accordance with The Department Of the Navy civilian personnel billet description.
3. Organizational Relationship. CO's Executive Secretary works directly for the XO (Rating Official) and the CO (Senior Rating Official).

SECTION F. SENIOR MARINE (N021)

1. Basic Function. The Senior Marine supervises and directs the professional training of all Marines assigned to this Command, as directed by the Commandant of the Marine Corps, and advises the CO on all matters relative to Marine Corps personnel. Maintains close contact with the Wing Senior Marine and the CO of the Marine Aviation Training Support Group.
2. Duties, Responsibilities and Authority. The Senior Marine shall:
 - a. Be responsible for the professional education and training of Marine Officers assigned to this Command.
 - b. Keep the CO apprised of “Marine specific” issues.
 - c. Prepare Fitness Report evaluation input of all Staff Marine Officers for the CO.
 - d. Complete Fitness Report Evaluations (typically non-observed reports) on all Marine Student Officers, for input to the Official Military Personnel File.
 - e. Ensure that, in case of board action on any Marine Student, a Staff Marine Officer is a member of the board.
3. Organizational Relationship. The Senior Marine reports directly to the XO.

SECTION G. SENIOR WATCH OFFICER (N023)

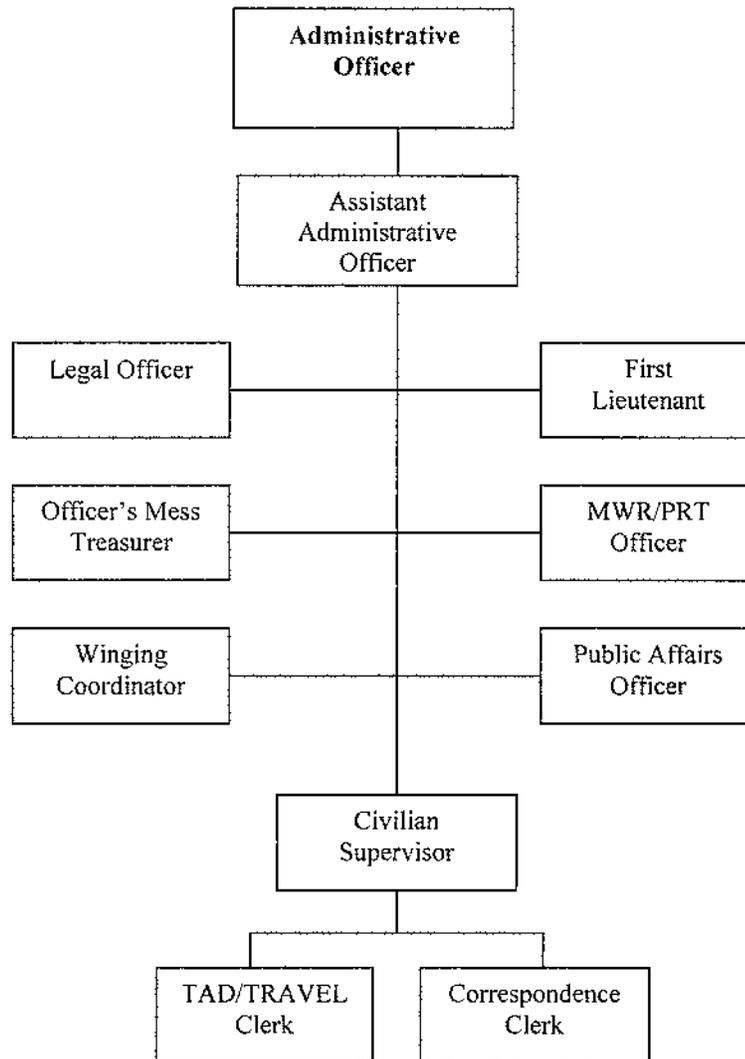
1. Basic Function. Senior Watch Officer shall supervise the conduct, training and performance of VT-7's Operations Duty Officers and Squadron Duty Officers.
2. Duties, Responsibilities and Authority. Senior Watch Officer shall:
 - a. Prepare and promulgate monthly Operations Duty Officer and Squadron Duty Officer watch bills.
 - b. Ensure equitable assignment of all eligible officers to the watch bills.
 - c. Assure that newly assigned watch-standers are provided with a joint indoctrination watch prior to their first official duty assignment.
 - d. Coordinate all changes to the watch bills.
 - e. Maintain a folder of current pertinent instructions and a Pass-Down-Log.
 - f. Ensure all operational requirements, with regards to the watch bills as dictated by the Operations Officer, are satisfied.
 - g. Perform such other duties as directed.
3. Organizational Relationship. Senior Watch Officer reports directly to the XO for all Watch Standards issues.

SECTION H. CASUALTY ASSISTANCE CALLS OFFICER(S) (N0311-N0314)

1. Basic Function. The Casualty Assistance Calls Officer (CACO) acts as the Command representative in cases of death or serious injury/illness to Squadron personnel.
2. Duties, Responsibilities and Authority. The CACO shall:
 - a. Carry out the Casualty Assistance Program.
 - b. Coordinate disposition of personal effects and/or remains.
 - c. Assists Admin Department in completion of all reports and messages.
 - d. Acts as Suicide Prevention Officer.
3. Organizational Relationship. The CACO reports directly to the XO.

CHAPTER II

Administrative Organizational Chart



SECTION A. ADMINISTRATIVE OFFICER (N1)

1. Basic Function. Admin Officer supervises and directs the functions of the Admin Department and shall act as the Admin Assistant to the XO.
2. Duties, Responsibilities and Authority. Admin Officer shall:
 - a. Supervise the preparation and publication of Squadron instructions and notices.
 - b. Maintain a central file section.
 - c. Maintain a tickler file for the expeditious handling of action correspondence.
 - d. Maintain a system of reviewing Squadron instructions at least annually to ensure they are kept up to date.
 - e. Ensure the proper routing of all incoming and outgoing official correspondence.
 - f. Act as the Communications/Postal Officer ensuring that incoming/outgoing U.S. mail are handled according to Postal Regulations and other instructions.
 - g. Ensure prompt submission of admin and officer personnel reports as required by current directives.
 - h. Supervise the execution of all official orders.
 - i. Maintain an up-to-date officer roster, precedence list, recall bill and Primary Next Of Kin Notification Data.
 - j. Act as the management control program representative.
 - k. Act as the Military Capability Officer.
 - l. Maintain command financial/budget requirements.
 - m. Act as overall minor property liaison officer.
 - n. Act as Flight Deck Hazardous Duty Pay auditor.
 - o. Manage the awards program.

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p. Act as the Incentive Award Program Representative.

q. Perform such other duties as directed.

3. Organizational Relationship. Admin Officer reports directly to the XO.

SECTION B. ASSISTANT ADMINISTRATIVE OFFICER (N11)

1. Basic Functions. Assistant Admin Officer shall assist the Admin Officer in supervising and directing the functions of the Admin Department.
2. Duties, Responsibilities and Authority. Assistant Admin Officer shall:
 - a. Assist the Admin Officer in the performance of his duties.
 - b. Supervise and manage the Command Sponsor Program to include maintaining a file of all prospective gains with pertinent information.
 - c. Assume responsibility for effective coordination, liaison and communications with all departments and between the Squadron and Personnel Support Detachment.
 - d. Maintain a reports control tickler file to ensure timely submission of all Squadron reports.
 - e. Formulate and recommend procedures for efficient personnel management.
 - f. Act as Civilian Liaison Officer and ensure the civilian employees are following current guidelines.
 - g. Supervise and track the Administration Internal Review Program listing all discrepancies and monitoring all pre-admin inspection items, tracking discrepancies until corrected.
 - h. Manage the Government Travel Card program.
 - i. Collect and record historical data concerning the command. Prepare and submit the annual command history report.
3. Organizational Relationship. Assistant Admin Officer reports directly to the Admin Officer.

SECTION C. CIVILIAN SUPERVISOR (N1S)

1. Basic Function. Civilian Supervisor is responsible for the professional performance of all civilian personnel in VT-7 (except the CO/XO Secretary).
2. Duties, Responsibilities and Authority. Civilian Supervisor shall:
 - a. Ensure all admin paperwork is completed in an accurate and timely manner.
 - b. Ensure all temporary flight orders are prepared, that necessary admin records are maintained and ensure all required reports are administratively correct.
 - c. Monitor overall workload to ensure assignments are being distributed evenly and fairly.
 - d. Proofread correspondence before forwarding it through the appropriate Chain of Command.
 - e. Coordinate, enforce and monitor an effective training program for all civilian personnel.
 - f. Keep the Admin Officer informed of the progress of all job assignments or any pending problems.
3. Organizational Relationship. Civilian Supervisor reports directly to the XO.

SECTION D. TAD/TRAVEL CLERK (N1S3)

1. Basic Function. Temporary Additional Duty (TAD)/Travel Clerk ensures the completeness and currency of all TAD orders and files. Works with Comptroller Department on all TAD orders.
2. Duties, Responsibilities and Authority. The TAD/Travel Clerk shall perform such duties as directed and as detailed in the Civilian Personnel Billet Description.
3. Organizational Relationship. The TAD/Travel Clerk reports directly to the Admin Officer and the Civilian Supervisor.

SECTION E. CORRESPONDENCE INSTRUCTIONS CLERK (N1S3)

1. Basic Function. The Correspondence Instructions Clerk shall review and prepare command correspondence and awards, perform the detailed Postal functions and ensure the proper receipt and distribution of the Squadron messages. Prepares and receives Command directives, acts as Command directives control point, maintains the Squadron Command Master File and Publications files. Acts as the Command Pass Coordinator (CPC).
2. Duties, Responsibilities and Authority. The Correspondence Instructions Clerk shall perform such duties as directed and as detailed in the Civilian Personnel Billet Description.
3. Organizational Relationship. Correspondence Instructions Clerk reports directly to the Admin Officer and the Civilian Supervisor.

SECTION F. PUBLIC AFFAIRS OFFICER (N121)

1. Basic Functions. Public Affairs Officer (PAO) directs and coordinates the Squadron Public Affairs Program.
2. Duties, Responsibilities and Authority. PAO shall:
 - a. Act as the representative of the CO in all public affairs matters, paying particular attention to conformance with security regulations.
 - b. Prepare and disseminate to the Squadron and to the general public newsworthy events occurring within the Command.
 - c. Coordinate and disseminate within the Command information of interest originating from external sources.
 - d. Maintain close liaison with other Public Affairs Representatives in the area to ensure an integrated Public Affairs Program.
 - e. Be familiar with regulations concerning and liaison with CTW-1/NAS PAO to assist with press release preparation and escort of news media personnel in the event of accidents or incidents.
 - f. Submit newsworthy hometown news material on personnel in the Command to the Fleet Hometown News Center.
 - g. Coordinate appropriate ceremonies for frockings, promotions, awards etc.
 - h. Maintain a file of biographies and semi-formal portraits of the CO and XO within the Command.
 - i. Maintain the staff officer photo roster boards.
 - j. Prepare Command photo album.
 - k. Submit annual history to naval archives.
3. Organizational Relationship. PAO reports to the Admin Officer.

SECTION G. LEGAL OFFICER (N125)

1. Basic Functions. Legal Officer advises the CO on matters concerning the administration of military justice within the Squadron and on other legal matters of concern to the Squadron.
2. Duties, Responsibilities and Authority. Legal Officer shall:
 - a. Process all Squadron Captain's Masts.
 - b. Assist in the administration of Courts-Martials.
 - c. Process administrative discharges.
 - d. Coordinate and supervise fact finding bodies.
 - e. Furnish legal assistance to Squadron personnel.
 - f. Furnish voting and income tax assistance to Squadron personnel.
 - g. Coordinate Privacy Act and Freedom of Information Act matters.
 - h. Perform such other duties as may be directed.
 - i. Process all required reports as necessary.
3. Organizational Relationship. Legal Officer reports directly to the Admin Officer; however, the CO/XO must be kept informed on matters affecting morale, discipline or fitness.

SECTION H. FIRST LIEUTENANT (N126)

1. Basic Function. First Lieutenant is responsible for maintaining material condition and daily work requirements of all Squadron spaces and the supervision of all First Lieutenant personnel.
2. Duties, Responsibilities and Authority. First (1st) Lieutenant shall:
 - a. Supervise the maintenance and upkeep of all Squadron spaces.
 - b. Act as the Audio/Visual Program Officer for the Command.
 - c. Conduct semi-annual inventories on all audio/visual equipment.
 - d. Act as the Squadron Physical Security Officer.
 - e. Be responsible for the improvement, beautification and maintenance of all Squadron spaces.
 - f. Be responsible for the assignment and management of Squadron lockers.
 - g. Represent the Command on the Navy Ball Committee.
3. Organizational Relationship. First Lieutenant reports directly to the Admin Officer.

SECTION I. OFFICER'S MESS TREASURER (N123)

1. Basic Function. The Officer's Mess Treasurer shall administer and maintain the funds and accounts of the Officer's Association.
2. Duties, Responsibilities and Authority. The Officer's Mess Treasurer shall:
 - a. Levy and collect all dues from Squadron staff and student officers.
 - b. Ensure that Officer's Mess is properly stocked and equipment maintained.
 - c. Maintain accurate records of funds and expenditures.
 - d. Distribute collected funds in support of Officer's Association requirements.
 - e. Act as the Command Navy/Marine Corps Relief Coordinator.
3. Organizational Relationship. The Officer's Mess Treasurer reports directly to the XO for all matters concerning the Officer's Association.

SECTION J. MORALE, WELFARE AND RECREATION OFFICER (N124)

1. Basic Function. Morale, Welfare and Recreation (MWR) Officer is responsible for the administration of the Squadron Recreation Fund and Squadron Special Services Program as set forth in the Special Services Manual.
2. Duties, Responsibilities and Authority. MWR Officer shall:
 - a. Supervise, organize and budget "all hands" parties and related activities.
 - b. Act as Squadron Merchandise Fund Officer.
 - c. Provide adequate dissemination of information concerning the Squadron MWR Programs.
 - d. Manage and ensure dual signature authorization on all responsible financial accounts.
 - e. Submit monthly statements on the Merchandise Fund and MWR financial status.
 - f. Responsible for ensuring that the Squadron is represented at Base MWR meetings and special MWR events as required.
 - g. Perform such other duties as may be directed.
3. Organizational Relationship. The MWR Officer reports directly to the Admin Officer.

SECTION K. COMMAND FITNESS AND PRT COORDINATOR (N127)

1. Basic Function. Command Fitness and PRT Coordinator is responsible for the administration of Squadron athletic activities and the Squadron Physical Fitness Program as set forth in the Special Services Manual and OPNAVINST 6110.1J.

2. Duties, Responsibilities and Authority. Command Fitness and PRT Coordinator shall:

a. Ensure that all recreational facilities onboard the base are at the disposal of Squadron personnel during their scheduled hours.

b. Maintain personnel risk factor screening/physical readiness test results and forward upon member's transfer to the gaining Command.

c. Conduct the Command PRT semi-annually per guidelines of OPNAVINST 6110.1J.

d. Advise the CO on all health and physical readiness program matters.

e. Advise the Squadron Chain of Command on all health and physical readiness program matters, particularly with regard to individuals who need assistance in meeting minimum standards. Counsel individuals who need assistance in meeting minimum standards and supervise mandatory conditioning programs.

f. Ensure proper supervision and administration of PRT requiring organized warm-up and cool down exercises.

g. Ensure each Command member who fails to meet body fat standards or answers "yes" on the risk factor screening form is evaluated by a military physician prior to participation in physical fitness testing.

h. Prepare documentation of Command test results for higher authority.

i. Perform other duties as directed.

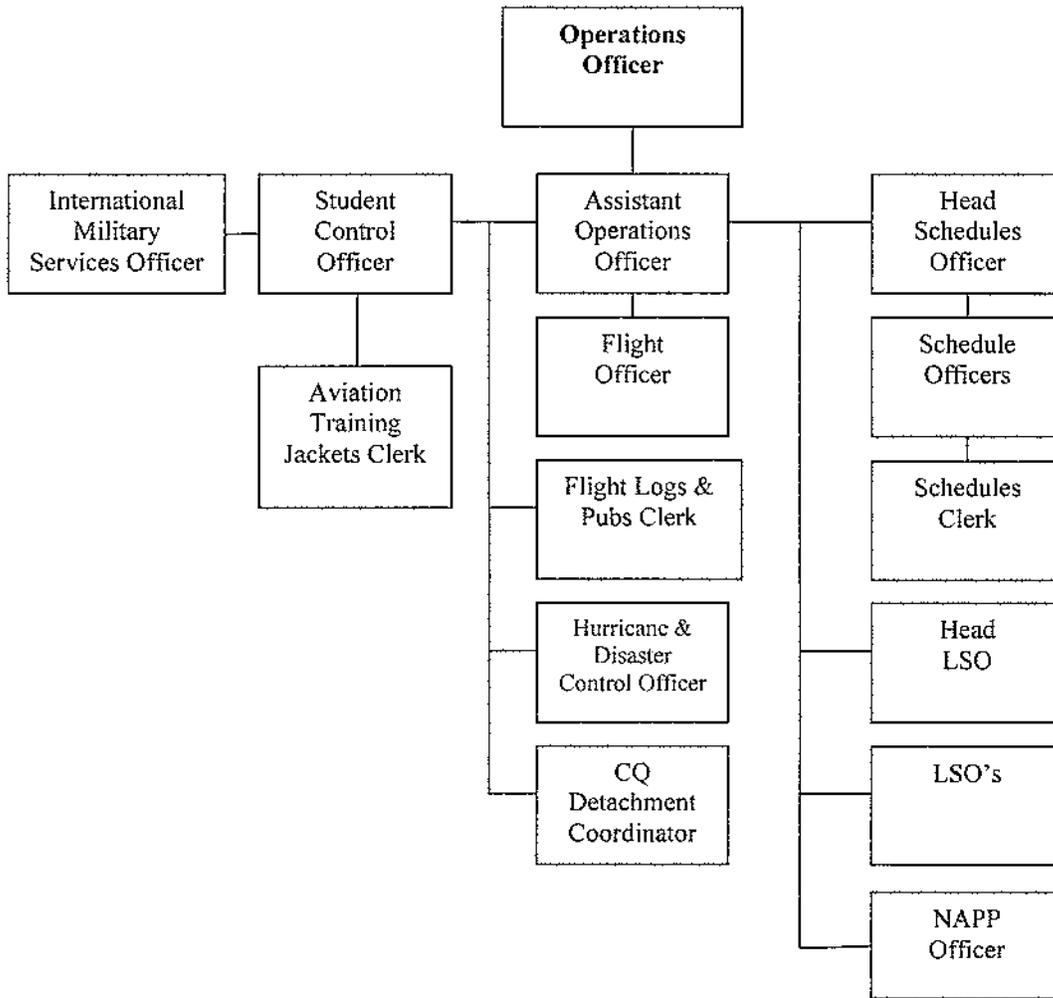
3. Organizational Relationship. The Command Fitness & PRT Coordinator reports directly to the Admin Officer.

SECTION L. WINGING OFFICER (N122)

1. Basic Function. Winging Officer organizes and supervises winging ceremonies.
2. Duties, Responsibilities and Authority. Winging Officer shall:
 - a. Collect wingee biographical information for the winging program.
 - b. Collect wingee guest biographical information and submit it to CTW-1 at least one day prior to winging ceremony.
 - c. Ensure Base Marquee has winging information by morning of winging ceremony.
 - d. Coordinate winging ceremony including protocol, music, and guest speaker.
3. Organizational Relationship. Winging Officer reports to the Admin Officer.

CHAPTER III

Operations Organizational Chart



SECTION A. OPERATIONS OFFICER (N3)

1. Basic Function. OPS Officer organizes, supervises and coordinates the functions of the various branches of the OPS Department to ensure Squadron mission accomplishment and maximum efficiency.
2. Duties, Responsibilities and Authority. The OPS Officer shall:
 - a. Supervise and coordinate the flight and flight support training of assigned Student Naval Aviators (SNA) and Flight Instructors as directed by the CO.
 - b. Ensure that all activities and operations conducted by the OPS Department are in accordance with existing directives.
 - c. Recommend or initiate changes to the syllabus, which will maintain or improve the quality, efficiency and economy of flight and flight support training.
 - d. Liaison with the STAN Officer to ensure that the standardization of all flight support training as presented by flight and ground instructors is maintained at the highest possible level.
 - e. Maintain such liaison as necessary with various departments and divisions of CTW-1 and NAS Meridian for effective coordination and cooperation on matters of joint interest or responsibility in accomplishing the Squadron mission.
 - f. Make recommendations to the CO for the convening of Field Naval Aviator Evaluation Boards when indicated.
 - g. Review Student Aviation Training Jackets (ATJ) and award administrative extra flight and ground training instruction as outlined in CNATRAINST 1500.4.
 - h. Keep the XO advised and informed of matters pertinent to the progress and performance of the OPS Department.
 - i. Approve the daily flight schedule in the CO/XOs absence.
 - j. Perform other duties as directed.
3. Organizational Relationship. OPS Officer reports directly to the CO for operational issues and the XO administratively.

SECTION B. ASSISTANT OPERATIONS OFFICER (N31)

1. Basic Functions. Assistant OPS Officer assists the OPS Officer in the coordination of the Squadron training effort. Perform the duties and responsibilities of the OPS Officer during his/her absence.
2. Duties, Responsibilities and Authority. Assistant OPS Officer shall:
 - a. Assist in the supervision and coordination of the flight schedule and flight support training of assigned SNA and Flight Instructors as directed by the CO.
 - b. When directed by the OPS Officer, or in his/her absence, review Student ATJs and recommend administrative extra flight and ground training to the CO as outlined in CNATRAINST 1500.4.
 - c. Keep the OPS Officer advised and informed on matters pertinent to the progress and performance of the OPS Department.
 - d. Review all Cross Country Flight requests and forward them to the OPS Officer.
 - e. Compile and submit necessary data for selection of the Instructor of the Month to the OPS Officer.
 - f. Perform other duties as directed.
3. Organizational Relationship. The Assistant OPS Officer reports directly to the OPS Officer.

SECTION C. STUDENT CONTROL OFFICER (N321)

1. Basic Function. Student Control Officer is responsible for the internal squadron control of all students. He/she assists in maintaining a high state of military discipline, appearance and conduct.
2. Duties, Responsibilities and Authority. Student Control Officer shall:
 - a. Give indoctrination lectures to all flight students reporting aboard. He/she will cover what is expected during training plus any other items of interest.
 - b. Brief class leaders on their duties and responsibilities.
 - c. Maintain all student watch bills.
 - d. Maintain an up-to-date required reading list for students.
 - e. Maintain the student bulletin board.
 - f. Assign class advisors, with OPS Officer approval, and brief them on their duties and responsibilities.
 - g. Perform other duties as directed.
3. Organizational Relationship. The Student Control Officer reports directly to the OPS Officer.

SECTION D. INTERNATIONAL MILITARY SERVICES OFFICER (N322)

1. Basic Function. International Military Services Officer functions as the point of contact for all international students within the Squadron.
2. Duties, Responsibilities and Authority. The International Military Services Officer shall:
 - a. Welcome aboard all international students as part of the Student Control Officer's Presentation.
 - b. Oversee and make approval/denial recommendations to the OPS/Schedules Officer for all international students snivel requests.
 - c. Track all international students through the syllabus, aiding the STAN and Schedules Officers in ensuring optimum flow and identifying problems and adverse trends.
 - d. Act as the international students' representative within the OPS Department.
 - e. Serve on all Progress Review Boards for an international student as a non-voting advisory member.
 - f. Ensure compliance with all international training programs.
3. Organizational Relationship. International Military Services Officer reports directly to the Operations Officer.

SECTION E. NAVAL AVIATION PRODUCTION PROCESS (NAPP) OFFICER (N324)

1. Basic Function. To assist the OPS Officer in ensuring accurate accountability and reporting of student start/stop dates, estimated winging and completion dates, total time to train and other NAPP associated data to CO and TW-1 personnel.
2. Duties, Responsibilities and Authority. The NAPP Officer shall:
 - a. Accurately brief CO and XO on NIPDR cockpit charts in preparation for monthly TW-1 NAPP meeting.
 - b. Work closely with OPS Officer and Flight Officer to manage student progression to ensure minimal training delays and time to train.
 - c. Coordinate with Wing NAPP to ensure adequate class loading to minimize student time to train while maximizing Squadron student sorties and Naval Aviator production.
 - d. Perform other duties as directed.
3. Organizational Relationship. The NAPP Officer reports directly to the OPS Officer.

SECTION F. AVIATION TRAINING JACKETS CLERK (N3S2)

1. Basic Function. The ATJ Clerk is responsible for updating and maintaining the student ATJs.
2. Duties, Responsibilities and Authority. The ATJ Clerk shall perform such duties as directed and as detailed in the Civilian Personnel Billet Description.
3. Organizational Relationship. The ATJ Clerk reports directly to the Student Control Officer and the Civilian Supervisor.

SECTION G. FLIGHT LOG BOOK CLERK (N3S1)

1. Basic Function. Flight Log Book Clerk ensures the completeness and accuracy of both the student and instructor logbooks and ensures all records are current and properly filed/stored.
2. Duties, Responsibilities and Authority. The Flight Log Book Clerk shall perform such duties as directed and as detailed in the Civilian Personnel Billet Description.
3. Organizational Relationship. Flight Log Book Clerk reports directly to the Assistant OPS Officer and to the Civilian Supervisor.

SECTION H. HURRICANE/DISASTER CONTROL OFFICER (N326)

1. Basic Function. Hurricane/Disaster Control Officer will coordinate and supervise the Squadron Hurricane Evacuation Plan.
2. Duties, Responsibilities and Authority. The Hurricane/Disaster Control Officer shall:
 - a. Maintain a Hurricane Evacuation Plan in accordance with current instructions and ensure periodic drills are conducted.
 - b. Maintain liaison with the station Hurricane Evacuation Officer in all matters concerning the evacuation of aircraft and flight support material required to fly aircraft to designated evacuation points.
 - c. Perform other duties as directed.
3. Organizational Relationship. The Hurricane/Disaster Control Officer reports directly to the OPS Officer or Assistant OPS Officer.

SECTION I. CARRIER QUALIFICATION (CQ) DETACHMENT COORDINATOR
(N325)

1. Basic Function. CQ Detachment Coordinator plans, organizes and manages CQ Detachments both for the Squadron and the Wing when required.
2. Duties, Responsibilities and Authority. CQ Detachment Coordinator shall:
 - a. Act as liaison between the OPSs Department, Wing Landing Signal Officer (LSO) and CNATRA LSO.
 - b. Supply Wing LSO with a list of students and instructors for each CQ Detachment Letter of Instruction (LOI).
 - c. Coordinate airlift and equipment pack out with Admin and Supply Departments.
 - d. Attend CQ Pre-sail to coordinate maintenance and flight schedules.
 - e. Act as the Wing and CNATRA Assistant Officer in Charge on a rotating basis with VT-9, 21 and 22.
 - f. Perform other duties as directed.
3. Organizational Relationship. CQ Detachment Coordinator reports directly to the OPS Officer.

SECTION J. HEAD SCHEDULES OFFICER (N329)

1. Basic Function. Responsible for preparing the flight schedule and implementing changes as operational requirements dictate.
2. Duties, Responsibilities and Authority. The Head Schedules Officer shall:
 - a. Act as single point of contact for the schedule department.
 - b. Coordinate Schedule Officer duty scheduling.
 - c. Ensure priorities assigned by the OPS Departments are properly scheduled.
 - d. QA the daily flight schedule in the absence of the OPS or Assistant OPS Officer.
 - e. Supervise the preparation and execution of the daily flight schedule.
 - f. Supervise the ground training required at the Squadron level to support the flight operations and training of flight students.
 - g. Maintain direct liaison with the Training and Medical Departments of the station on all matters concerning the qualifications of Squadron aviators/students.
 - h. Submit required reports.
 - i. Perform other duties as directed.
3. Organizational Relationship. The Head Schedules Officer reports directly to the OPS Officer.

SECTION K. SCHEDULES OFFICERS (N330-N334)

1. Basic Function. Schedules Officers ensures the preparation of the daily flight schedule in accordance with current directives.
2. Duties, Responsibilities and Authority. The Schedules Officers shall:
 - a. Write the daily flight schedule and ensure its timely distribution.
 - b. Maintain the flow of students to ensure that all criteria is met in the syllabus in accordance with CNATRAINST 1500.4 and the curriculum guide.
 - c. Coordinate flight schedule rearrangement due to aircraft availability, weather and other such variables that may affect the originally published schedule.
 - d. Perform other duties as directed by the Head Schedules Officer.
3. Organizational Relationship. The Schedules Officers report directly to the Head Schedules Officer.

SECTION L. SCHEDULES CLERK (N3S4)

1. Basic Function. The Schedules Clerk ensures the currency of all flight status boards and publications. He/she will continuously monitor all new flight updates to fulfill the Squadron mission.
2. Duties, Responsibilities and Authority. The Schedules Clerk shall perform such duties as directed and as detailed in the Civilian Personnel Billet Description.
3. Organizational Relationship. The Schedules Clerk reports directly to the Schedules Officers and the Civilian Supervisor.

SECTION M. HEAD LANDING SIGNAL OFFICER (N328)

1. Basic Function. Head LSO ensures that student and instructor CQ are conducted in accordance with current directives and instructions.
2. Duties, Responsibilities and Authority. Head LSO shall:
 - a. Closely monitor the progress of students in the CQ stage and advise the OPS Officer immediately should a student be designated a marginal performer.
 - b. Ensure the safe and efficient operation of scheduled FCLP periods.
 - c. Ensure timely submission of student Aviation Training Forms (ATFs) after the completion of each CQ.
 - d. Submit required reports to the OPS Officer.
 - e. Maintain a training program for LSO's within the Command.
 - f. Perform other duties as may be directed.
3. Organizational Relationship. The Head LSO reports directly to the OPS Officer.

SECTION N. LANDING SIGNAL OFFICERS (N3261-N3264)

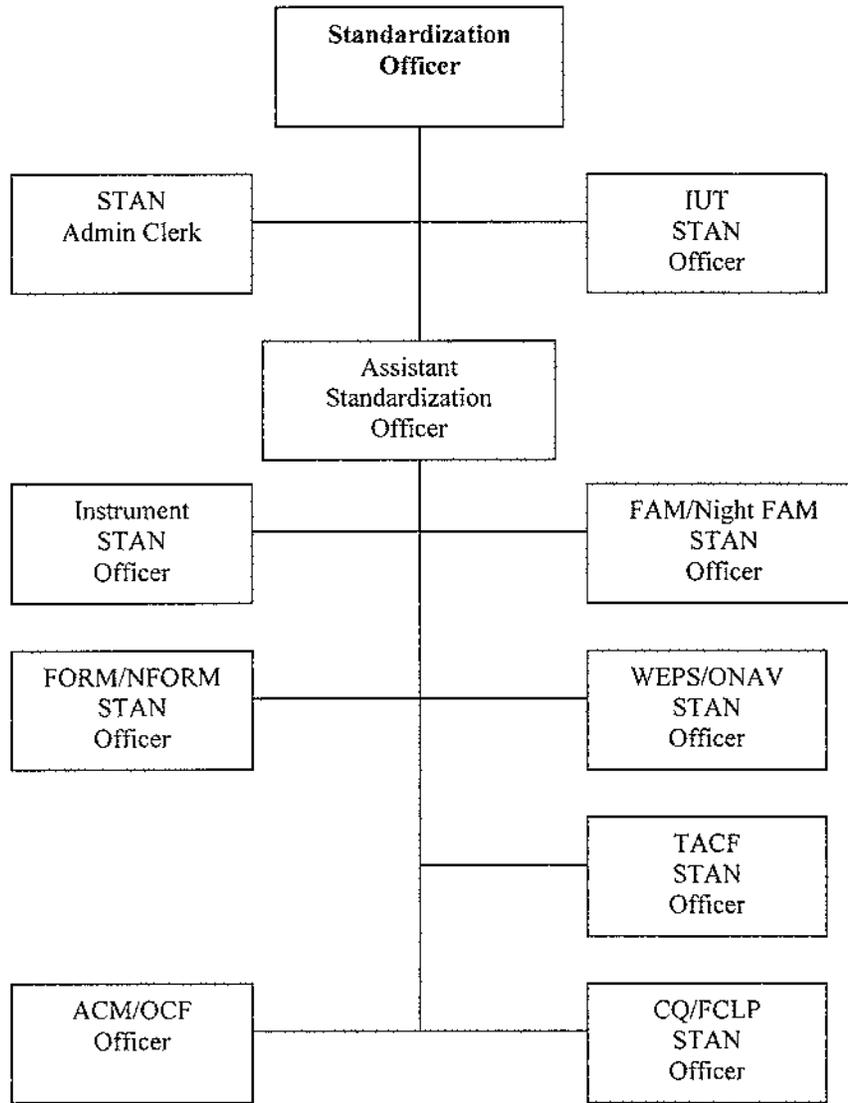
1. Basic Function. The LSO ensures that student and instructor CQs are conducted in accordance with current directives and instructions.
2. Duties, Responsibilities and Authority. The LSO shall:
 - a. Assist the Head LSO in performance of his duties.
 - b. Perform other duties as directed.
3. Organizational Relationship. The LSO reports directly to the Head LSO.

SECTION O. FLIGHT OFFICER (N327)

1. Basic Function. The Flight Officer ensures that all flight publications held by VT-7 are current and up to date.
2. Duties, Responsibilities and Authority. The Flight Officer shall:
 - a. Ensure that VT-7 receives the current version of all flight publications.
 - b. Ensure that all outdated publications are removed in a timely manner and properly disposed of.
 - c. Ensure interim changes are properly incorporated.
 - d. Ensure the flight publications room is kept orderly and clean.
3. Organizational Relationship. The Flight Officer reports directly to the Assistant OPS Officer.

CHAPTER IV

Standardization Organizational Chart



SECTION A. STANDARDIZATION OFFICER (N5)

1. **Basic Function.** The STAN Officer supervises and directs the functions of the STAN Department and ensures the flight standardization program is conducted in accordance with established policy. Also, STAN Officer ensures students receive consistent and appropriate flight training and ground instruction through the entire TS Strike Syllabus.
2. **Duties, Responsibilities and Authority.** The STAN Officer shall:
 - a. Maintain standardization of flight instruction ensuring that students receive the same instruction from all instructors in a given stage.
 - b. Maintain a current status on the various phases of Squadron flight training by instructing in the IUT syllabus, student syllabus and periodically monitoring flight instructor standardization.
 - c. Advise the OPS Officer on the status of students and IUT's as required.
 - d. Maintain a Standardization Reference Library in accordance with CNATRAINST 3710.13G.
 - e. Ensure standardization among the academic, simulator, support lecture, FTI, and flight phases of training and make change recommendations to CTW-1 via the TW-1 STAN Officer.
 - f. Maintain day-by-day working knowledge of individual instructor standardization proficiency, review problem areas and take corrective action.
 - g. Make recommendations to the XO for assignment of new standardization instructors as necessary.
 - h. Convene Squadron STAN Board at least quarterly or as required, to promote standardization effectiveness. The Squadron STAN Board shall include the CO, OPS Officer, STAN Officer, Safety Officer and NATOPS Officer and TW-1 STAN representative. IUT and Stage STAN Officers may be in attendance if required.
 - i. Administer STAN examinations and check flights annually for each stage of instruction and conduct IUT check flights.
 - j. Monitor instructor rotation and phase qualification to ensure efficient utilization of instructor assets.
 - k. Perform other duties as directed.
3. **Organizational Relationship.** The STAN Officer reports directly to the XO.

SECTION B. ASSISTANT STANDARDIZATION OFFICER (N51)

1. Basic Function. The Assistant STAN Officer assists the STAN Officer in ensuring that the flight standardization program is conducted in accordance with established policy.
2. Duties, Responsibilities and Authority. The Assistant STAN Officer shall:
 - a. Assist the STAN Officer in the completion of assigned duties.
 - b. Act as the STAN Officer in his absence.
 - c. Maintain a Standardization Reference Library in accordance with CNATRAINST 3710.13G.
 - d. Perform other duties as directed.
3. Organizational Relationship. The Assistant STAN Officer reports directly to the STAN Officer.

SECTION C. STANDARDIZATION CLERK (N51S)

1. Basic Function. The STAN Clerk shall provide administrative support to the STAN Department.
2. Duties, Responsibilities and Authority. The Standardization Clerk shall perform such duties as directed and as detailed in the Civilian Personnel Billet Description.
3. Organizational Relationship. The Stan Clerk reports to the STAN Officer and to the Civilian Supervisor.

SECTION D. IUT STANDARDIZATION OFFICER (N521)

1. Basic Function. Instructor under Training (IUT) STAN Officer shall ensure that all new Flight Instructors are issued necessary publications and examinations and are given a thorough briefing on the requirements of the IUT syllabus.
2. Duties, Responsibilities and Authority. The IUT STAN Officer shall:
 - a. Coordinate with TW-1 and schedules for the scheduling of IUTs. This shall include Flight Support, NAMTD, FITC, Aviation Physiology (as required), and Restan Check Flights.
 - b. Maintain current records of flight and the flight support activities of all instructors.
 - c. Maintain a current lesson plan on file for all flight support lectures for IUTs.
 - d. Maintain records of standardization examinations.
 - e. Maintain an individual qualification jacket for each Flight Instructor and report any noted deficiencies to the STAN Officer.
 - f. Make recommendations to the STAN Officer concerning changes to the IUT flight support syllabus.
 - g. Notify the Flight Officer of IUT that are ready for flight.
 - h. Screen all IUT ATF's and ATJs to ensure completeness and accuracy with emphasis on the following:
 - (1) IUT authorization to commence training in that stage.
 - (2) Flight conduct in accordance with CTW-1 Flight Instructor STAN Training Instruction (FIST).
 - (3) IUT completion and documentation of all required training prior to participating in student training events, including FITC.
 - i. Provide "Welcome Aboard Packets" to IUT's which include STAN notes, Course Rules, FTI's, SOP's, In-Flight Guides, FIST and other pertinent instructions.
 - j. Perform other duties as directed.
3. Organizational Relationship. IUT STAN Officer reports directly to the STAN Officer.

SECTION E. INSTRUMENT STANDARDIZATION OFFICER (N522)

1. Basic Function. The Instrument STAN Officer shall assist the STAN Officer in maintaining complete standardization of flight instruction and ensuring that all students receive consistent and standardized instruction. He/she shall keep a close check of all students receiving an unsatisfactory event in the Instrument stage and review any questionable areas.

2. Duties, Responsibilities and Authority. The Instrument STAN Officer shall:

a. Conduct a continuous check by all appropriate means and make corrections necessary to maintain maximum standardization among Flight Instructors.

b. Report any standardization deficiencies to the STAN Officer with appropriate recommendations.

c. Prepare and keep current standardization examinations for Flight Instructors and Student Naval Aviator (SNA) lecture examinations.

d. Administer stage standardization examinations to all new IUTs and to other instructors as directed by the STAN Officer.

e. Conduct STAN flight checks on Flight Instructors.

f. Conduct periodic syllabus flight STAN training for Flight Instructors.

g. Review student critique sheets for items pertaining to Flight STAN.

h. Make appropriate recommendations concerning changes in the syllabus whenever they are deemed necessary.

i. Ensure that lecture/briefing guides are current and briefing cards are available.

j. Review and counsel students that are designated marginal in the INST stage.

k. Conduct end of stage Jacket Reviews ensuring that all ATF's are correctly completed and SNA's have turned in critiques.

l. Provide inputs for the monthly qual roster. Ensure an adequate number of Instructors are qualified to include "X" and "S" quals.

m. Perform other duties as directed.

3. Organizational Relationship. The Instrument STAN Officer reports directly to the STAN Officer.

SECTION F. FAM/NFAM STANDARDIZATION OFFICER (N523)

1. Basic Function. FAM/NFAM STAN shall assist the STAN Officer in maintaining complete standardization of flight instruction and ensuring students receive consistent and standardized instructions. FAM/NFAM STAN Officer is responsible for ensuring students receive consistent and appropriate ground instruction and flight training in stage. He/she shall keep a close check of all students receiving an unsatisfactory event in the FAM stage and review any questionable areas.

2. Duties, Responsibilities and Authority. The FAM/NFAM STAN Officer shall:

a. Conduct a continuous check by all appropriate means and make corrections necessary to maintain maximum standardization among the Flight Instructors.

b. Report any standardization deficiencies to the STAN Officer with appropriate recommendations.

c. Prepare and keep current standardization examinations for Flight Instructors and SNA lecture examinations.

d. Administer stage standardization examinations to all new IUTs and to other Instructors as directed by the STAN Officer.

e. Conduct standardization flight checks on Flight Instructors.

f. Conduct periodic syllabus flight standardization training for Flight Instructors.

g. Review student critique sheets for items pertaining to flight standardization.

h. Make appropriate recommendations concerning changes in the syllabus whenever they are deemed necessary.

i. Ensure that lecture and briefing guides are current, and briefing cards are available.

j. Review and counsel students that are designated marginal in the FAM/NFAM stage.

k. Conduct end of stage Jacket Reviews ensuring that all ATF's are correctly completed and SNA's have turned in critiques.

l. Provide inputs for the monthly qual roster. Ensure an adequate number of Instructors are qualified to include "X" and "S" quals.

m. Perform other duties as directed.

3. Organizational Relationship. The FAM/NFAM STAN Officer reports directly to the STAN Officer.

SECTION G. FORMATION/NIGHT FORMATION STANDARDIZATION OFFICER
(N524)

1. Basic Function. Formation/Night Formation (FORM/NFORM) STAN Officer shall assist the STAN Officer in maintaining complete standardization of Flight Instruction and ensuring students receive consistent and appropriate ground instruction and flight training in stage. He/she shall keep a close check on all students receiving an unsatisfactory event in the Formation Stage and review any questionable areas.

2. Duties, Responsibilities and Authority. The FORM/NFORM STAN Officer shall:

a. Conduct a continuous check by all appropriate means and make corrections necessary to maintain maximum standardization among the Flight Instructors.

b. Report any standardization deficiencies to the STAN Officer with appropriate recommendations.

c. Prepare and keep current standardization examinations for Flight Instructors and SNA lecture examinations.

d. Administer stage standardization examinations to all new IUT and to other Instructors as directed by the STAN Officer.

e. Conduct standardization flight checks on Flight Instructors.

f. Conduct periodic syllabus flight standardization training for Flight Instructors.

g. Review student critique sheets for items pertaining to flight standardization.

h. Make appropriate recommendations concerning changes in the syllabus whenever they are deemed necessary.

i. Ensure that lecture and briefing guides are current, and briefing cards are available.

j. Review and counsel students that are designated marginal in the FORM/NFORM stage.

k. Conduct end of stage Jacket Reviews ensuring that all ATF's are correctly completed and SNA's have turned in critiques.

l. Provide inputs for the monthly qual roster. Ensure an adequate number of Instructors are qualified to include "X" and "S" quals.

m. Perform other duties as directed.

3. Organizational Relationship. The FORM/NFORM STAN Officer reports directly to the STAN Officer.

**SECTION H. WEAPONS/OPERATIONAL NAVIGATIONS STANDARDIZATION
OFFICER (N525)**

1. Basic Function. The Weapons/Operational Navigations (WEPS/ONAV) STAN Officer shall assist the STAN Officer in maintaining complete standardization of flight instruction and ensuring that students receive consistent and appropriate ground instruction and flight training in stage. He/she shall keep a close check of all students receiving an unsatisfactory event in the WEPS/ONAV stage and review any questionable areas.

2. Duties, Responsibilities and Authority. The WEPS/ONAV STAN Officer shall:

a. Conduct a continuous check by all appropriate means and make corrections necessary to maintain maximum standardization among the Flight Instructors.

b. Report any standardization deficiencies to the STAN Officer with appropriate recommendations.

c. Prepare and keep a current standardization examinations for Flight Instructors and SNA lecture examinations.

d. Administer stage standardization examination to all new IUTs and to other Instructors as directed by the STAN Officer.

e. Conduct standardization flight checks on Flight Instructors.

f. Conduct periodic syllabus flight standardization meetings for Flight Instructors.

g. Review student critique sheets for items pertaining to flight standardization.

h. Make appropriate recommendations concerning changes in the syllabus whenever they are deemed necessary.

i. Ensure that stage lectures and briefing guides are current and briefing cards are available.

j. Review and counsel students that are designated marginal in the WEPS/ONAV stage.

k. Conduct end of stage Jacket Reviews ensuring that all ATF's are correctly completed and SNA's have turned in critiques.

l. Provide inputs for the monthly qual roster. Ensure an adequate number of Instructors are qualified to include "X" and "S" quals.

m. Perform other duties as directed.

3. Organizational Relationship. The WEPS/ONAV STAN Officer reports directly to the STAN Officer.

SECTION I. TACTICAL FORMATION STANDARDIZATION OFFICER (N526)

1. **Basic Function.** The Tactical Formation (TACFORM) STAN Officer shall assist the STAN Officer in maintaining complete standardization of Flight Instruction and ensuring that students receive consistent and appropriate ground instruction and flight training in stage. He/she shall keep a close check of all students receiving an unsatisfactory event in the TACFORM stage and review any questionable areas.
2. **Duties, Responsibilities and Authority.** The TACFORM STAN Officer shall:
 - a. Conduct a continuous check by all appropriate means and make corrections necessary to maintain maximum standardization among the Flight Instructors.
 - b. Report any standardization deficiencies to the STAN Officer with appropriate recommendations.
 - c. Prepare and keep current stage standardization examinations for Flight Instructors and SNA lecture examinations.
 - d. Administer stage standardization examination to all new IUTs and to other Instructors as directed by the STAN Officer.
 - e. Conduct standardization flight checks on Flight Instructors.
 - f. Conduct periodic syllabus flight standardization meetings for Flight Instructors.
 - g. Review student critique sheets for items pertaining to flight standardization.
 - h. Make appropriate recommendations concerning changes in the syllabus whenever they are deemed necessary.
 - i. Ensure that lecture and briefing guides are current and briefing cards are available.
 - j. Review and counsel students that are designated marginal in the TACFORM stage.
 - k. Conduct end of stage Jacket Reviews ensuring that all ATF's are correctly completed and SNA's have turned in critiques.
 - l. Provide inputs for the monthly qual roster. Ensure an adequate number of Instructors are qualified to include "X" and "S" quals.
 - m. Perform other duties as directed.
3. **Organizational Relationship.** TACFORM STAN Officer reports directly to the STAN Officer.

SECTION J. OUT OF CONTROL FLIGHT/AIR COMBAT MANEUVERS
STANDARDIZATION OFFICER (N527)

1. Basic Function. The Out Of Control Flight/Air Combat Maneuvers (OCF/ACM) STAN Officer shall assist the STAN Officer in maintaining complete standardization of Flight Instruction and ensuring that students receive consistent and appropriate ground instruction and flight training in stage. He/she shall keep a close check of all students receiving an unsatisfactory event in the OCF and ACM stage and review any questionable areas.

2. Duties, Responsibilities and Authority. The OCF/ACM STAN Officer shall:

a. Conduct a continuous check by all appropriate means and make corrections necessary to maintain maximum standardization among the Flight Instructors.

b. Report any standardization deficiencies to the STAN Officer with appropriate recommendations.

c. Prepare and keep current standardization examinations for Flight instructors and SNA lecture examinations.

d. Administer stage standardization examinations to all new IUTs and to other Instructors as directed by the STAN Officer.

e. Conduct standardization flight checks on Flight Instructors.

f. Conduct periodic syllabus flight standardization training for Flight Instructors.

g. Review student critique sheets for items pertaining to flight standardization.

h. Make appropriate recommendations concerning changes in the syllabus whenever they are deemed necessary.

i. Ensure that lecture and briefing guides are current and briefing cards are available.

j. Review and counsel students that are designated marginal in the OCF/ACM stage.

k. Conduct end of stage Jacket Reviews ensuring that all ATF's are correctly completed and SNA's have turned in critiques.

l. Provide inputs for the monthly qual roster. Ensure an adequate number of Instructors are qualified to include "X" and "S" quals.

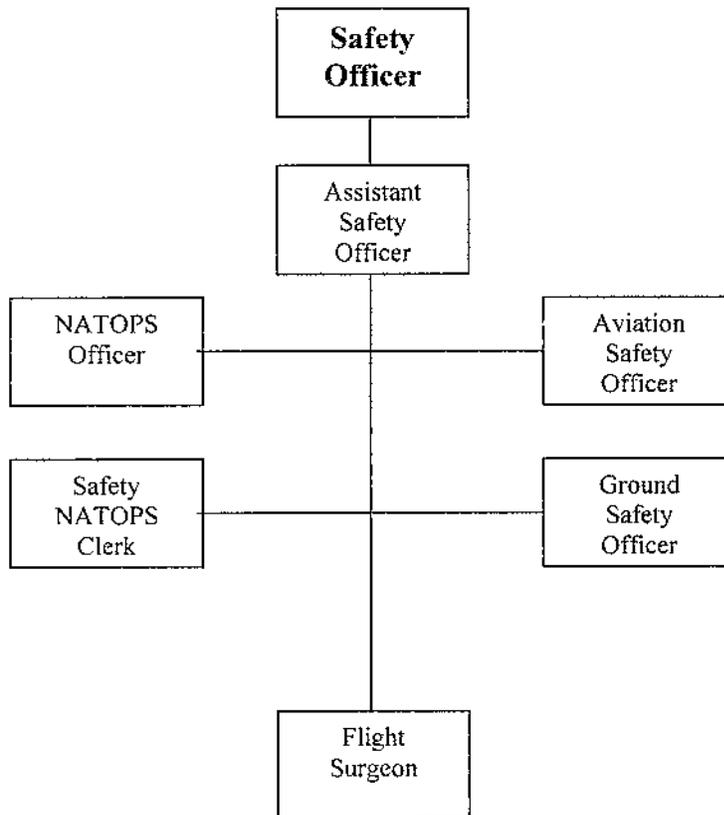
3. Organizational Relationship. The OCF/ACM STAN Officer reports directly to the STAN Officer.

**SECTION K. CARRIER QUALIFICATION/FIELD CARRIER LANDING PRACTICE
STANDARDIZATION OFFICER (N528)**

1. Basic Function. The Carrier Qualification/Field Carrier Landing Practice (CQ/FCLP) STAN Officer shall assist the STAN Officer in maintaining complete standardization of Flight Instruction and ensuring that students receive consistent and appropriate ground instruction and flight training in stage. He/she shall keep a close check of all students receiving an unsatisfactory event in the FCLP/CQ stage and review any questionable areas. The CQ/FCLP STAN Officer shall be an LSO.
2. Duties, Responsibilities and Authority. The CQ/FLCP STAN Officer shall:
 - a. Conduct a continuous check by all appropriate means and make corrections necessary to maintain maximum standardization among the Flight Instructors.
 - b. Report any standardization deficiencies to the STAN Officer with appropriate recommendations.
 - c. Prepare and keep current standardization examinations for Flight Instructors and SNA lecture examinations.
 - d. Administer stage standardization examinations to all new IUTs and to other Instructors as directed by the STAN Officer.
 - e. Conduct standardization flight checks on Flight Instructors.
 - f. Conduct periodic syllabus flight standardization training for Flight Instructors.
 - g. Review student critique sheets for items pertaining to flight standardization.
 - h. Make appropriate recommendations concerning changes in the syllabus whenever they are deemed necessary.
 - i. Ensure that lecture and briefing guides are current and briefing cards are available.
 - j. Review and counsel students that are designated marginal in the CQ/FLCP stage.
 - k. Conduct end of stage Jacket Reviews ensuring that all ATF's are correctly completed and SNA's have turned in critiques.
 - l. Provide inputs for the monthly qual roster. Ensure an adequate number of Instructors are qualified to include "X" and "S" quals.
 - m. Perform other duties as directed.
3. Organizational Relationship. CQ/FLCP STAN Officer reports directly to the STAN Officer.

CHAPTER V

Safety Organizational Chart



SECTION A. SAFETY OFFICER (N7)

1. Basic Function. Safety Officer supervises and directs the functions of the Safety Department and is responsible for all matters of safety which concern personnel, material assets and aircraft of the Command.
2. Duties, Responsibilities and Authority. Safety Officer shall:
 - a. Be a graduate of the Aviation Safety Officer Course unless the Assist Safety Officer is a graduate.
 - b. Act as the COs representative on all safety matters and as head of the Safety Department.
 - c. Report to the CO on a frequent basis (not less than weekly) about the safety posture of the Command. Written reports are recommended where follow-up action is required.
 - d. Develop and maintain current safety programs and directives and disseminate safety information throughout the Command.
 - e. Maintain permanent and up to date files of safety information such as: MIRS, Incident Reports, Approach Magazine, Naval Aviation News, etc.
 - f. Review Accident/Incident Reports and advise the CO as to corrective actions.
 - g. Effect liaison with the STAN Department, OPS Department, Medical, CTW-1 and Civilian Maintenance in all areas involving safety.
 - h. Maintain CTW-1's current Pre-Mishap Plan and ensure periodic drills are held to test its effectiveness.
 - i. Coordinate the Human Factors Committee.
 - j. Ensure that the Aircraft Mishap Committee meets once per month, and that mishap training is accomplished and recorded.
 - k. Coordinate Human Factor Boards as directed by the CO.
 - l. Conduct and coordinate accident prevention surveys, utilizing the latest edition of the Naval Safety Center Review Checklist.
 - m. Ensure requirements for funding formal schooling involved in safety and accident prevention training is included in the Squadron, Station and Wing annual budget submissions.
 - n. Be a member of the Aviation Safety Council.

- o. Be a member of the Occupational Health and Safety Council.
 - p. Conduct periodic safety stand-downs devoted to providing dedicated time for safety training, awareness, and enhancement of the Command safety climate.
 - q. Perform other duties as deemed appropriate and as directed.
 - r. Conduct liaison with personnel and organizations outside the Command, (Station Safety Officer, Branch Medical, Station Security, Fire Departments, Local and State Highway Patrol, etc.) in preparation of execution of the Squadron Pre-Mishap Plan.
3. Organizational Relationship. Safety Officer reports directly to the XO as Safety Department Head, but has direct access to the CO.

SECTION B. ASSISTANT SAFETY OFFICER (N71)

1. Basic Function. The Assistant Safety Officer assists the Safety Officer in the management of the Safety Department.
2. Duties, Responsibilities and Authority. The Assistant Safety Officer shall:
 - a. Be directly responsible to the Safety Officer and shall serve in that capacity in the Safety Officer's absence.
 - b. Maintain a pass down notebook containing billet description, applicable directives, pertinent correspondence, required reports and other information necessary to perform required duties.
3. Organizational Relationship. The Assistant Safety Officer is directly responsible to the Safety Officer and has direct access to the CO in the Safety Officer's absence.

**SECTION C. SAFETY/NAVAL AIR TRAINING AND OPERATIONS PROCEDURES
STANDARDIZATION CLERK (N7S)**

1. Basic Function. Safety/Naval Air Training and Operations Procedures Standardization (Safety/NATOPS) Clerk shall provide administrative support for the Safety Department.
2. Duties, Responsibilities and Authority. The Safety/NATOPS Clerk shall:
 - a. Perform duties and tasks as directed and as detailed in the Civilian Personnel Billet Description.
3. Organizational Relationship. The Safety/NATOPS Clerk reports directly to the Safety Officer and the Civilian Supervisor.

SECTION D. NAVAL AIR TRAINING AND OPERATIONS PROCEDURES
STANDARDIZATION OFFICER (N72)

1. Basic Function. NATOPS Officer shall ensure all Squadron flight procedures and individual pilots conform to standards prescribed by the NATOPS Program and are in compliance with applicable OPNAV instructions. Also ensures Reserve Personnel are aware of qualification expiration dates for NATOPS, Instruments, Flight Physicals, Physiology and Ejection Seat Briefs.
2. Duties, Responsibilities and Authority. The NATOPS Officer shall:
 - a. Administer and maintain the Cockpit Resource Management (CRM) Program.
 - b. Report to the Safety Officer on matters concerning NATOPS.
 - c. Ensure all flight personnel maintain NATOPS, Instrument, and CRM qualifications. Report any deficiencies of flight personnel to the Safety Officer.
 - d. Continually review Squadron procedure to ensure compliance with the NATOPS Program, and CRM Program and other OPNAV instructions.
 - e. Monitor flight operations and report to the Safety Officer any non-conformance with NATOPS, OPNAV or other Squadron procedures.
 - f. Administer tests and flight checks as required for NATOPS, and CRM qualification and as may be directed by higher authority.
 - g. Maintain an inventory of all NATOPS manuals and distribute all changes to NATOPS flight manuals tracking their timely entry.
 - h. Initiate proposed changes in NATOPS manuals to the Model Manager.
 - i. Maintain a passdown notebook including a billet description and all applicable directives, correspondence and instructions.
 - j. Initiate proposed recommendations of NATOPS Evaluators, and Squadron CRM Facilitators/Instructors.
3. Organizational Relationship. NATOPS Officer reports directly to the Safety Officer for all matters concerning NATOPS; informing the OPS Officer via the Flight OPS Officer for all applicable action. In the event of non-routine matters the NATOPS Officer has direct access to the CO.

SECTION E. AVIATION SAFETY OFFICER (N73)

1. Basic Function. The Aviation Safety Officer assists the Safety Officer in matters of safety, and is responsible for programs concerning safe flight procedures, operations and pilot safety.
2. Duties, Responsibilities and Authority. The Aviation Safety Officer shall:
 - a. Be a graduate of the Aviation Safety Officer (ASO) Course, or designated to attend within three months of billet assignment. In such case, the Safety Officer must be a graduate of the ASO Course.
 - b. Carry out the policies of the CO and Safety Officer in implementing the Squadron's Mishap Prevention Program.
 - c. Be a member of the Aircraft Mishap Board.
 - d. Prepare, update and supervise presentation of all department safety lectures to SNAs in accordance with existing directives.
 - e. Prepare presentations related to flight safety for pilot meetings, standardization meetings and student pilot meetings.
 - f. Assure an effective and timely system of distribution for all flight safety publications. Maintain safety bulletin boards and posters throughout Squadron spaces.
 - g. Organize, supervise and coordinate safety stand-downs for flight personnel. Sign all aviation logbooks.
 - h. Promptly initiate appropriate hazard reports when required. Ensure the contents of these reports are disseminated to Squadron Aircrew via AOM's or the Pilot Information Board. Be familiar with incoming aviation safety related message traffic and distribute it as needed.
 - i. Ensure that the Aviation Safety Council meets monthly to include the following members:
 - (1) XO
 - (2) Safety Officer
 - (3) Admin Officer
 - (4) OPS Officer
 - (5) STAN Officer
 - (6) Flight Surgeon

j. Ensure survival and bailout or ejection qualifications remain up date by conducting liaison with officers responsible for such training and qualifications. Ensure refresher training is conducted periodically to supplement formal training courses.

k. Perform other duties as directed.

3. Organizational Relationship. Aviation Safety Officer reports directly to the Safety Officer and has direct access to the CO.

SECTION F. GROUND SAFETY OFFICER (N74)

1. Basic Function. The Ground Safety Officer shall conduct an aggressive Drive Safe Campaign and have established training on recreational safety, home safety, and fire prevention and office safety.
2. Duties, Responsibilities and Authority. The Ground Safety Officer shall:
 - a. Report directly to the Safety Officer on all matters concerning general safety and comply with OPNAVINST 5100.23 (NAVOSH).
 - b. Educate Squadron personnel on recreational safety, home safety, fire prevention and office safety.
 - c. Maintain safety-training records. Maintain an account with the Naval Safety Center's Web Enabled Safety System, and enter Injury/Occupational Illness Reports as required.
 - d. Attend safety meetings as required at NAS Meridian.
 - e. Conduct liaison with personnel and organizations outside the Command (Station Safety Officer, Dispensary, Station Security, Station Armory, Fire Departments, Local and State Highway Patrol, etc.) to ensure excellence of safety training programs.
 - f. Marine Ground Safety Officers should attend the 10 day ground safety for Marines course. Course dates and locations are listed on the Naval Safety Center webpage under course catalog.
3. Organizational Relationship. The Ground Safety Officer reports directly to the Safety Officer.

SECTION G. FLIGHT SURGEON (N75)

1. Basic Function. The Flight Surgeon is an Officer of the Medical Corps assigned to the Wing for duty. The Flight Surgeon is assigned additional duty to the Branch Medical Clinic.

2. Duties, Responsibilities and Authority. Flight Surgeon shall:

- a. Advise the CO on all matters concerning the physiological fitness of all flight personnel.
- b. Coordinate the conduct of flight physicals and recommend grounding, rotation, or rest period, when appropriate.
- c. Prescribe treatment and instruct flight personnel in measure regarding disease conditions and medical aspects of aviation safety including weight control.
- d. Assist and coordinate with other officers assigned in the execution of the physical fitness program, weight control, first aid training, disaster control, and the completion of periodic physical examinations and immunizations.
- e. Monitor the efforts of Medical Department personnel in maintaining the health records of Squadron personnel.
- f. Keep the CO informed of the general medical condition of Squadron personnel, and specifically any unusual medical problems or matters.
- g. Monitor sanitation conditions and hygienic procedures in the Command and report the findings to the CO.

3. Organizational Relationship. The Flight Surgeon reports to the CO.

4. Collateral Duties.

- a. Member of Aircraft Mishap Board
- b. Member of the Aviation Safety Council
- c. Member of the Student Performance Review Board
- d. Member of the Human Factors Board