



DEPARTMENT OF THE NAVY
COMMANDER TRAINING AIR WING ONE
101 FULLER ROAD SUITE 250
MERIDIAN, MS 39309-5403

Canc frp: Jan 2016

COMTRAWINGONENOTE 1301
00
31 Aug 2015

COMTRAWING ONE NOTICE 1301

From: Commander, Training Air Wing ONE

Subj: ASSIGNMENT TO PRIMARY/COLLATERAL DUTIES/COURTS, BOARDS, AND
ADVISORY GROUPS/PRECEDENCE LIST

Ref: (a) COMTRAWINGONEINST 5452.1M

Encl: (1) Primary Duty List
(2) Collateral Duty Assignment List
(3) Courts, Boards, and Advisory Groups Assignment List
(4) Personnel Authorized To Sign "By Direction"
(5) TW-1 Officer Precedence List
(6) VT-7/VT-9/SELRES O-5s

1. Purpose. To designate primary/collateral duty assignment and appoint personnel from TW-1 as members of courts, boards, and advisory groups as outlined in reference (a). This notice is a complete revision and should be reviewed in its entirety.
2. Discussion. Enclosures (1) through (6) constitute official assignment of duties and provide a precedence list for officers assigned to TW-1. Primary duties are listed with the corresponding article of reference (a) pertaining to the function of their duties. Collateral duties are limited to mission-essential administration or as required by higher authority. Personnel appointed to courts, boards, or advisory groups shall familiarize themselves with the requirements set forth in pertinent instructions governing the particular court or board. Boards and advisory groups will convene at the discretion of the senior member.
3. Action. Department Heads shall periodically review enclosures (1) through (6) and forward any additions or deletions to the Administrative Officer.
4. Cancellation contingency. Upon issuance of a subsequent notice having the same subject.



PAUL A. CARELLI

Distribution:

Electronic only, via TRAWING ONE website:

https://www/cnatra.navy.mil/TW1/pubs_instructions.asp

https://www/cnatra.navy.mil/TW1/pubs_notices.asp

<https://www/cnatra.navy.mil/TW1/cancellations.asp>

Primary Duty List

EXECUTIVE DEPARTMENT

<u>Code</u>	<u>Primary Duty</u>	<u>Article</u>	<u>Name</u>
00	Wing Commander	201	CAPT Carelli
00S	Wing Secretary	201.1	Kim Amis
00RCC	Wing Reserve Component	203	CDR Saccomando
00R1	Operational Support Officer (OSO)	203.1	CDR Eveges
00R11	FTS Administrative Support	203.2	YN2 Garcia
01	Chief Staff Officer (CSO)	206	CDR Lumpkin
01FS	Flight Surgeon	206.1	LT Meek
01FS	Flight Surgeon	206.1	LT Mizera
01MSO	Management Services Officer	206.2	Michelle Carlson
01SM	Senior Marine	206.3	LtCol (sel) Yoskovich

ADMINISTRATIVE DEPARTMENT

<u>Code</u>	<u>Primary Duty</u>	<u>Article</u>	<u>Name</u>
N1	Administrative Officer	207	Sidney Harris Jr.

OPERATIONS DEPARTMENT

<u>Code</u>	<u>Primary Duty</u>	<u>Article</u>	<u>Name</u>
N3	Operations Officer	208	CDR Weyenberg
N3A	Assistant Operations Officer	208.1	LCDR Rauenhorst
N3B	Strike Operations Officer	208.2	Vacant
N31	Student Control/IMSO	208.3	LT Woods
N32	Landing Signal Officer	208.4	CDR Komar
N3T	TIMS Administrator	208.5	Linda Wiginton

MAINTENANCE DEPARTMENT

<u>Code</u>	<u>Primary Duty</u>	<u>Article</u>	<u>Name</u>
00N4	Maintenance Liaison/ CNATRA DET OIC (ADDU)	202	LCDR Gose

NAPP DEPARTMENT

<u>Code</u>	<u>Primary Duty</u>	<u>Article</u>	<u>Name</u>
N5	NAPP Officer	209	LT Globke
N51	Production Analyst	209.1	Jerry Boos

STANDARDIZATION DEPARTMENT

<u>Code</u>	<u>Primary Duty</u>	<u>Article</u>	<u>Name</u>
N7	Standardization Officer	210	LCDR Webster
N7A	Assistant Standardization Officer	210.1	Maj Hay
N71	Ground Training Officer	210.2	Doug Ford

FINANCIAL MANAGMENT DEPARTMENT

<u>Code</u>	<u>Primary Duty</u>	<u>Article</u>	<u>Name</u>
N8	Financial Management Officer	211	Deborah Warren Littleton

SAFETY DEPARTMENT

<u>Code</u>	<u>Primary Duty</u>	<u>Article</u>	<u>Name</u>
N9	Aviation Safety Officer	212	LT Whitmire
N91	Ground Safety Officer	212.1	LT Whitmire

Collateral Duty Assignment List

<u>Collateral Duty</u>	<u>Name</u>
Anti-Terrorism/Force Protection Officer	LT Woods
Awards Coordinator	Administrative Officer
Base Communications Controls Representative (BCCO)	Deborah Warren Littleton
Assistant BCCO	Michelle Carlson
Casualty Assistance Calls Officer (CACO)	LCDR Rauenhorst
Assistant CACO	TBD
Command Financial Specialist	CDR Lumpkin
Command Fitness Coordinator	LT Meek
Command IA Coordinator	Kim Amis
Command Managed Equal Opportunity Officer (CMEO)	Maj Hay
Command CMEO Alternate	Michelle Carlson
Command Ombudsman	Michelle Carlson
Disaster Preparedness Officer	Assistant Operations Officer
Drug and Alcohol Program Advisor (DAPA)	LT Mizera
EEO Committee Representatives	Kim Amis / Robert Noble
EMKS Manager	Brendan Lank
Facilities/Industrial Property Management Specialist (IPMS)	Deborah Warren Littleton
FOD Prevention Officer	Ground Safety Officer
Freedom of Information Act (FOIA) Officer	Administrative Officer
Functional Check Flight (FCF) Program Manager	CDR Weyenberg
Government Flight Representative (GFR)	LCDR Rauenhorst
Ground Government Flight Representative	Chris Snoke (CNATRA DET)
Hurricane Evacuation Control Officer (HECO)	Assistant Operations Officer
International Military Student Officer (IMSO), Certificated	LCDR Webster
Information Technologies POC (ITPOC)	Jessie Brown
Maintenance Ground Safety Officer	LT Gose (CNATRA DET)
Managers' Internal Control Representative	Michelle Carlson
Motorcycle Safety Representative	Ground Safety Officer
Naval Aviator for A Day Program Manager	LCDR Bell (VT-9)

Navy Relief Coordinator / Combined Federal Campaign	LT Mizera
Orientation Flight Coordinator	Ground Safety Officer
ORM Assistant Program Manager	Ground Safety Officer
Public Affairs Officer	Sidney Harris Jr.
Assistant Public Affairs Officer	Maj Hay
Publications Officer	Doug Ford
Security Manager	Sidney Harris Jr.
Senior Watch Officer	LCDR Rauenhorst
Sexual Assault Prevention and Response (SAPR) POC	LT Geiger (VT-7)
Sexual Assault Prevention and Response (SAPR) POC	LT Marshall (VT-9)
Suicide Prevention Representative	LT Mizera
T-45 Standardization/Curriculum Manager	LCDR Webster
Urinalysis Program Coordinator (UPC)	Maj Hay
Victim Witness Assistance Coordinator (VWAC)	LT Woods
Voting Assistance Officer	Brian McDonald
Assistant Voting Assistance Officer	YN2 Garcia
Wardroom Mess Treasurer	Kim Amis
Wardroom Officer	LT Woods

Courts, Boards, And Advisory Groups Assignment List

<u>Name Of Court, Board Or Group</u>	<u>Convening Interval</u>
Aircraft Mishap Board (OPNAVINST 3750.6R) Members Assigned Pursuant to COMTRAWINGONENOTE 3752	As Required
Armed Forces Disciplinary Control Board (OPNAVINST 1620.2A) CSO/Sr. Marine	As Required
Commissary Store/NEX Advisory Board (OPNAVINST 1700.13B) STUCON Officer	Quarterly
MWR, CBQ, Galley Advisory Board Committee (BUPERSINST 1710.11C) STUCON Officer	Quarterly

Personnel Authorized To Sign "By Direction"

1. In the official performance of their duties, the following TW-1 personnel are authorized to sign official correspondence relating to their specific area of responsibility "By direction" of the Wing Commander:

<u>Billet</u>	<u>By Direction Authority</u>	<u>Msg Release Authority</u>
Chief Staff Officer	X	X
Administrative Officer	X ¹	X
Operations Officer	X ²	X
TW-1 RCC	X ³	
TW-1 OSO	X ³	
VT-7 Safety Clerk	X ⁴	
VT-9 Safety Clerk	X ⁴	

Note 1: "By direction" authority is granted to sign routine administrative matters not requiring the attention of the Wing Commander. Travel orders are included in this authority.

Note 2: "By direction" authority is granted to sign routine documents pertaining to Student Naval Aviators not requiring the attention of the Wing Commander.

Note 3: "By direction" authority is granted to sign TW-1 routine documents pertaining to Reserve Affairs.

Note 4: "By direction" authority is granted to sign for "signature of the examining officer" on NATOPS instrument rating request form.

2. The words "By direction" shall be typed directly below the signature block on all correspondence.
3. The Wing Commander will sign all correspondence relating to matters of policy, disciplinary procedures, recommendations for administrative discharge and awards. Additionally, any correspondence that may be interpreted as adverse shall be forwarded to the Wing Commander for signature.
4. Department Heads are designated as the Reporting Senior on evaluations for all enlisted personnel in their departments.

TW-1 OFFICER PRECEDENCE LIST

CAPTAIN

<u>NAME</u>	<u>DESIG</u>	<u>DOR</u>	<u>LINEAL #/YR GROUP</u>
CARELLI, PAUL A.	1310	1 SEP 14	015417-50/92

COMMANDER/LIEUTENANT COLONEL

<u>NAME</u>	<u>DESIG</u>	<u>DOR</u>	<u>LINEAL #/YR GROUP</u>
LUMPKIN, STEPHEN	1310	1 SEP 12	023073-50/97
WEYENBERG, MICHAEL	1317	1 OCT 13	023383-25/97
KOMAR, DANIEL	1315	1 JUN 13	249334-00/03
EVEGES, JOHN	1317	1 SEP 14	023515-50/98
YOSKOVICH, JOSEPH (SEL)	7523/ 7502	1 FEB 09	132840-00

LIEUTENANT COMMANDER/MAJOR

<u>NAME</u>	<u>DESIG</u>	<u>DOR</u>	<u>LINEAL #/YR GROUP</u>
HAY, CHRISTOPHER	7523	1 JUN 06	105810-00
WEBSTER, DANIEL	1310	1 NOV 06	031750-50/97
RAUENHORST, DAVID	1317	1 AUG 07	032410-00/97
RAPIN, CHRISTOPHER (PG)	1310	1 MAR 09	033857-00/99

LIEUTENANT/CAPTAIN

<u>NAME</u>	<u>DESIG</u>	<u>DOR</u>	<u>LINEAL #/YR GROUP</u>
WHITMIRE, WILLAIM	1310	1 JUN 09	152035-00/05
ROPP, DENNIS (PG)	1310	1 JAN 10	154445-00/06
MEEK, ERIC	2100	30 MAY 11	162281-50/07
WOODS, GARRETT	1310	1 JUN 11	163734-00/07
MIZERA, KATHRYN	2100	9 JUN 12	172177-00/09

VT-7/VT-9/SELRES O-5s

VT-7 / VT-9

<u>NAME</u>	<u>DESIG</u>	<u>DOR</u>	<u>LINEAL #/YR GROUP</u>
THAMES, WILLIAM	1310	1 OCT 10	022454-75/95
DEMCHAK, CHRISTOPHER	1317	1 OCT 10	022455-25/95
HULDISCH, PAVAO	1310	1 SEP 13	023279-75/97
GUSTIN, JASON	1310	1 JAN 14	023408-00/98
DANTONIO, TODD	1310	1 SEP 14	023616-50/99

SELRES

<u>NAME</u>	<u>DESIG</u>	<u>DOR</u>	<u>LINEAL #/YR GROUP</u>
GRIFFETH, MATTHEW	1315	1 FEB 10	245193-00/94
KIZER, VAN	1315	1 APR 11	246567-00/96
YOUNG, MICHAEL	1315	1 MAY 11	246621-00/98
BOICE, BRIAN	1315	1 AUG 12	248224-00/97
KOMAR, DANIEL (ADR)	1315	1 JUN 13	249337-00/03
ROSS, BRYAN	1315	1 JUL 13	249604/00/96
GAMBLE, ROBERT	1315	1 AUG 13	249781-00/97
CRAIN, JASON	1315	1 AUG 13	249838-00/98
SHIPMAN, JAMES	1315	1 SEP 13	250144-00/98
MOBERLY, JAMES	1315	1 SEP 13	250108-00/98
WATTERS, DOUGLAS	1315	1 SEP 13	252439-00/00
GLADWELL, RICHARD	1315	1 NOV 13	250399-00/12
BRADDOCK, JOHN	1315	1 JAN 14	250537-00/04
MENDENHALL, JASON	1315	1 JUL 14	251215-00/99
BOOHER, DOUGLAS	1315	1 AUG 14	251419-00/99
REYNOLDS, DAVID	1315	1 OCT 14	251950-00/94
JECK, JONATHAN (ADR)	1315	1 JAN 15	052193-00/98

NOTE: This enclosure is not authoritative and is for reference only.