

Canc frp: Apr 16

TRARONSEVENNOTE 1301
N1
15 Jan 16

TRAINING SQUADRON SEVEN NOTICE 1301

From: Commanding Officer, Training Squadron SEVEN (VT-7)

Subj: ASSIGNMENT TO PRIMARY AND COLLATERAL DUTIES/COURTS AND
BOARDS

Encl: (1) Primary Duty List
(2) Collateral Duties List
(3) Courts and Boards
(4) Command Organizational Chart

1. Purpose. To issue a current list of Training Squadron SEVEN Primary, Collateral, and Courts and Boards duties for Staff Officers and civilian personnel.

2. Action:

a. Primary Duties List. Personnel listed in enclosure (1) shall become familiar with their required duties, responsibilities, and authority as outlined in the squadron Standard Organization and Regulation Manual (SORM) and job passdown logs. Personnel will familiarize themselves with all directives applicable to their duties.

b. Job Turnover. The Executive Officer shall be informed by both parties via memo or email when job turnovers are complete.

c. Collateral Duties List and Courts and Boards. Appointees listed in enclosures (2) and (3) shall familiarize themselves with the instructions and requirements set forth in applicable documents. Boards and advisory groups will convene at the senior member's direction.

3. Cancellation Contingency. Provisions of this notice shall remain in effect until superseded by a subsequent notice of the same subject.

/s/

P. A. HULDISCH

Distribution:

TRARONSEVENINST 5216.1Y List I, List V, Special "F"
VT-7 Website

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PRIMARY DUTY LIST**Executive Department**

		<u>Effective</u>
Commanding Officer	CDR Huldisch	(Sep 15)
Executive Officer	CDR Gustin	(Sep 15)
SAU CO	CDR Ross	(Oct 14)
Senior Marine	Maj Smith	(Sep 13)
Civilian Supervisor	Mr David Klutz	(Dec 09)
CO/XO Secretary	Mrs Kim Smith	(Jun 11)

Administrative Department

		<u>Effective</u>
Administrative Officer	LCDR Burich	(Oct 14)
Command Auditor	LCDR Burich	(Oct 14)
Legal Officer	LCDR Burich	(May 15)
Asst Administrative Officer	LT Carey	(Sep 15)
Senior Watch Officer	LT Ordway	(May 15)
Welfare and Recreation Officer	LT Axley	(Jan 16)
Public Affairs Officer	LT Axley	(Jan 16)
Officers' Mess Treasurer	LT Axley	(Jan 16)
Facilities Manager / 1 st LT	LT Suyderhoud	(Sep 15)
Force Protection Officer	LT Suyderhoud	(Sep 15)
Command Security Manager	LT Suyderhoud	(Sep 15)
Command Fitness Leader	LT Carey	(Jan 16)
Suicide Prevention Coordinator	LT Carey	(Jan 16)
Ground Training	LT Carey	(May 15)
Urinalysis Coordinator	LT Carey	(May 15)
SAPR Officer	LT Carey	(May 15)
VWAC	LT Carey	(May 15)
DAPA Officer	LT Mizera	(Jan 16)
CACO #1	LT Kiely	(Oct 13)
CACO #2	LT Suyderhoud	(Dec 15)
CMEO	LT Waldron	(Dec 13)
DTS Clerk	Ms Sabrina Newell	(Jun 15)
Administrative Clerk	Mrs Jaime Rieber	(Sep 15)

Operations Department

		<u>Effective</u>
Operations Officer	LCDR Anderson	(Oct 15)
NAPP Officer	LCDR Anderson	(Oct 15)
Asst Operations Officer	LT Silva	(Jan 16)
TIMS Officer	LT Silva	(Jan 16)
Maintenance Liaison	LT Silva	(Jan 16)

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Operations Department

		<u>Effective</u>
Student Control Officer	LT Stoniecki	(Jul 15)
Asst Student Control Officer	LT Peden	(Sep 15)
Winging Officer	LT Peden	(Sep 15)
International Training Officer	LCDR Laye	(Sep 15)
Schedule Writers	Capt Sidlovsky	(Sep 15)
	LT Ruth	(Sep 15)
	Capt Townsend	(Nov 14)
	LT Correa	(Jan 16)
	LT Cook	(Jan 16)
Boat Det Coordinator	LT Stoniecki	(Jan 16)
Log Books	Mrs Loreal Reed	(Jun 14)
Student Control ATJ I-Jet	Ms Bonnie Dubose	(Nov 13)
Student Control ATJ A-Jet	Mr Adam Worfolk	(Jun 14)
Schedules Clerk	Ms Yolanda Foster	(Jul 10)
E2/C2 Liaison Officer	LT Axley	(Jan 16)
Hurrevac Officer	LT Waldron	(May 14)
IMSO	LCDR Smith	(May 14)

Safety Department

		<u>Effective</u>
Safety Officer	LCDR Kozminski	(Oct 15)
Assistant Safety Officer	LT Kellgren	(Jan 16)
Ground Safety/NAVOSH	LT Daniels	(Jan 16)
Aviation Safety Officer	LT Kellgren	(Jul 15)
NATOPS Officer	LT Cox	(Jan 16)
CRM Officer	LT Cox	(Jan 16)
ORM Program Manager	CDR Gustin	(Sep 15)
Safety Support	Ms Kamesha Booth	(Apr 11)

Standardization Department

		<u>Effective</u>
Standardization Officer	LCDR Rorex	(Jan 16)
Asst Stan Officer	LT Kent†	(Oct 15)
Syllabus Stan Officer	LT Kent†	(Oct 15)
IUT Stan Officer	LT Kent†	(Oct 15)
Publications/MDL Officer	LT Waldron	(Nov 14)
Instrument Stan Officer	LT Waldron	(Nov 14)
OCF Stan Officer	LT Ordway	(Jan 16)
TACF Stan Officer	LT Ordway	(Jan 16)
ACM Stan Officer	LT Ordway	(Jan 16)
FAM Stan Officer	LT Prendergast	(Sep 15)
FORM/NFORM Stan Officer	LT Prendergast	(Sep 15)
WEPS Stan Officer	Capt O'Brien	(Jan 16)

Standardization Department

ONAV Stan Officer	Capt O'Brien	(Jan 16)
TAM Stan Officer	Capt O'Brien	(Jan 16)
CQ Stan Officer	LT Kerr	(May 15)
LSOs	LT Kerr	
	LT Silva	
	LT Prendergast	
	LT Daniels	
	LT Ruth	
	LT Suyderhoud	
Stan Support	Mrs Loreal Reed	

† ID replacement by March 2016

Reserve Department Head

Reserve Department Head	LCDR Smith	<u>Effective</u> (Oct 15)
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COLLATERAL DUTIES LIST

<u>Duty</u>	<u>References</u>
<u>Command EEO Officer</u> Commanding Officer	NASMERINST 12713.4 Series
<u>Command Deputy EEO Officer</u> Executive Officer	NASMERINST 12713.4 Series
<u>Hurricane Evacuation</u> Hurricane Officer	COMTRAWINGONEINST 3140.4 Series
<u>Key Control Officer</u> Admin Officer	COMTRAWINGONEINST 5530.2 Series
<u>NAVOSH Deficiency Coordinator</u> Ground Safety Officer	COMTRAWINGONEINST 5100.15 Series
<u>Official Mail Supervisor</u> GS Supervisor	Postal Manual
<u>Pass Liaison Representative</u> Admin Clerk	OPNAVINST 1000.23 Series Pass Manual
<u>Privacy Act Coordinator</u> Legal Officer	SECNAVINST 5211.5 Series
<u>Physical Security Officer</u> Facilities Manager	COMTRAWINGONEINST 5530.2 Series
<u>Voting Assistance Officer</u> Assistant Admin Officer	OPNAVINST 1742.1 Series
<u>Budget Officer</u> Admin Officer	JTR
<u>Message Release Authorities</u> Commanding Officer Executive Officer Administrative Officer Operations Officer Safety Officer	

COURTS AND BOARDS

Board Membership

References

Aircraft Mishap Board Members (Primary)

VT-9 Executive Officer/VT-7 Asst. Safety Officer/VT-7 Asst. Operations Officer/VT-7 Aviation Safety Officer/TW-1 Maintenance Officer/Flight Surgeon

OPNAVINST 3750.6 Series

Aircraft Mishap Board Members (Alternate)

VT-9 Commanding Officer/VT-7 Safety Officer/VT-7 Operations Officer/VT-7 Aviation Safety Officer/TW-1 Asst Maintenance Officer/Flight Surgeon

OPNAVINST 3750.6 Series

Airfield Procedures Standardization Board

Asst Ops Officer/FAM Stan Officer
COMTRAWINGONEINST 3710.7 Series

NASMERINST 3710.7 Series

Armed Forces Disciplinary Control Board

Senior Marine (P)/Admin Officer (A)

OPNAVINST 1620.2 Series
NASMERINST 1620.8 Series
NETC 5420.3 Series

Awards Board

Executive Officer/Dept Heads/
Asst Admin Officer/Senior Marine

COMTRAWINGONEINST 1650.1 Series

Basic Performance Appraisal Training

GS Supervisor

BUPERSINST 1610.10 Series

CBQ Advisory Group

MWR Officer

NASMERINST 11103.6 Series

Casualty Assistance Calls Officers Board

Casualty Assistance Calls Officers

COMTRAWINGONEINST 1770.1 Series

Child Development Center Advisory Counsel

Ground Safety Officer

OPNAVINST 1700.9 Series

Command Managed Equal Opportunity Rep

CMEO

COMTRAWINGONEINST 5354.1 Series
NASMERINST 5354.3 Series

Board Membership

References

Command Assessment Team/Command Training Team

Executive Officer/Admin Officer/
GS Supervisor/Command CMEO

OPNAVINST 5354.1 Series

Commissary Store/Navy Exchange Board

MWR Officer

OPNAVINST 1700.7 Series

Fleet Medical Liaison Representative

DAPA Officer/Executive Officer

NASMERINST 5100.15 Series

Health Services Consumer Council

DAPA Officer/Executive Officer

NASMERINST 5100.15 Series

Human Factors Council

Commanding Officer/Executive Officer/
Dept Heads/Flight Surgeon

OPNAVINST 3750.6 Series
TRARONSEVENINST 1520.10Series

Human Relations Council

Executive Officer/Admin Officer

COMTRAWINGONEINST 5420.2 Series
NASMERINST 5420.28 Series

Advanced Qualifications Board

Executive Officer/Dept Heads/Asst
Stan Officer /IUT Stan Officer

CNATRINST 1542.127 Series
CNATRINST 1542.128 Series

Naval Drug and Alcohol Advisory Council

Commanding Officer/Executive Officer/
Legal Officer/DAPA Officer

OPNAVINST 5350.4 Series
OPNAVINST 5354.1 Series

Navy Incentive Award/Civ Perf Rating Board

Commanding Officer/Executive Officer

CNATRINST 1650.9 Series

Safety Council

Executive Officer/Dept Heads/
Ground Safety Officer

NASMERINST 5100.15 Series

Safety and Occupational Health Policy

NAVOSH Officer

NASMERINST 5100.15 Series

Sponsor Program

Admin Officer/GS Supervisor

TRARONSEVENINST 1740.1 Series

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Board Membership

Supervisory Safety and Health Committee
Ground Safety Officer

Traffic Safety Council
Ground Safety Officer

Welfare & Recreation Committee
Executive Officer/MWR Officer/
Admin Officer

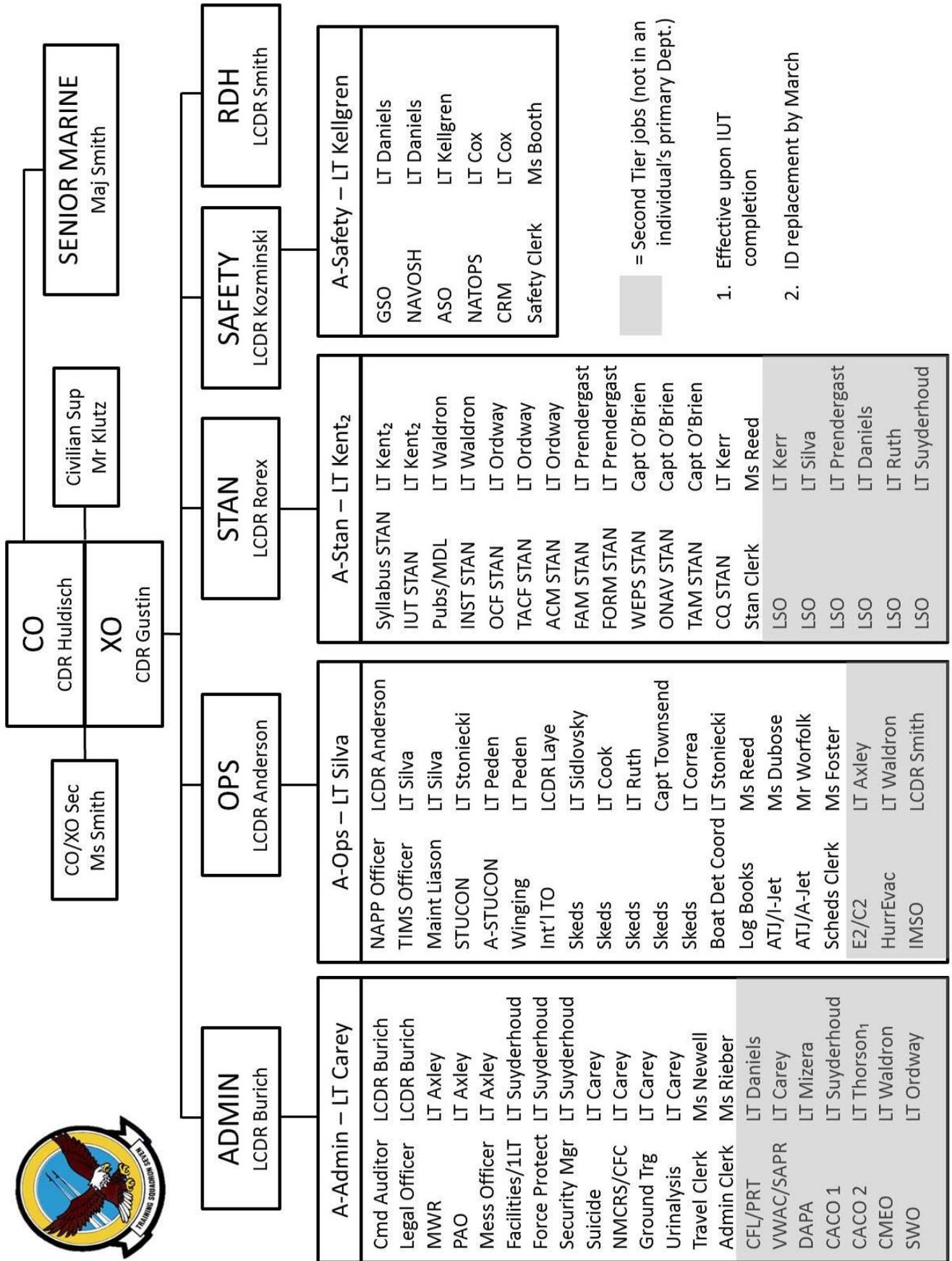
Winging Selection Board
Commanding Officer/Executive Officer

References

CNATRINST 5100.11 Series
CTW-1 INST 5100.15 Series

NASMERINST 5100.15 Series

NASMERINST 1700.2 Series
NASMERINST 5420.32 Series



█ = Second Tier jobs (not in an individual's primary Dept.)

1. Effective upon IUT completion

2. ID replacement by March