



DEPARTMENT OF THE NAVY

TRAINING SQUADRON NINE
101 FULLER ROAD SUITE 221
MERIDIAN, MS 39309-5404

TRARONNINEINST 1301.1G
N1
1 Oct 2016

TRARON NINE INSTRUCTION 1301.1G

From: Commanding Officer, Training Squadron NINE

Subj: PROCEDURES FOR ASSIGNMENT AND RELIEF OF PRIMARY AND
COLLATERAL DUTIES

Ref: (a) TRARONNINEINST 5400.1F

Encl: (1) Sample Relief of Duty Letter

1. Purpose. To promulgate the procedure to be used in assuming or being relieved of a primary or collateral duty.

2. Cancellation. TRARONNINEINST 1301.1F

3. Background. The Commanding Officer (CO) or the Executive Officer (XO) will assign each permanent officer a primary duty and collateral duty, as required to efficiently carry out the mission of Training Squadron NINE. Notification of assignment shall be accomplished via Training Squadron NINE Notice 1301.

4. Action.

a. Officer to be relieved.

(1) Maintain a turnover binder that will facilitate the assumption of duty by the relief. This binder will contain as a minimum, the following items:

- (a) Squadron organization as shown in reference (a).
- (b) Billet duties and responsibilities from reference (a).
- (c) Short description on how each duty is performed.
- (d) List of required reports.
- (e) Daily and weekly routine.
- (f) Personnel files and information.

(g) Lessons learned.

(h) Any other information or instructions considered pertinent should be included; however, brevity is of great importance.

(2) Should the billet require custody or sub custody accountable material, the officer shall prepare for the relief, an accurate inventory and have such material ready for sight inventory by the relieving officer. They shall also initiate and complete a survey of any missing items.

(3) Have all records and accounts up to date, and when funds are involved, have them ready for transfer to the relieving officer.

(4) When a Department Head is being relieved, the officer and the relief shall inspect jointly the material and records of the department, and upon completion of the inspection, the officer shall submit a report to the CO via the XO similar to enclosure (1).

b. Officer to assume duties.

(1) Upon notification of assignment, the officer concerned must familiarize themselves with the responsibilities of the prospective billet. Where accountable material or funds are involved they must, with the officer presently in the billet, inspect and inventory such material and sign necessary custody cards.

(2) Should circumstances prevent the officers concerned from making a joint inspection and report of the results to their senior, the relieving officer will make the inspection and report within 20 days after assuming the billet.

c. Department Heads. Ensure that the relieving officer has inventoried and properly assumed custody of all sub custody or accountable material for which the relieved officer was responsible.

5. Records Management. Records created as a result of this instruction, regardless of media and format, must be managed per Secretary of the Navy Manual 5210.1 of January 2012.

6. Review and Effective Date. Per OPNAVINST 5215.17A, Training Squadron NINE will review this instruction annually on the anniversary of its effective date to ensure applicability, currency, and consistency with Federal, DoD, SECNAV, and Navy policy and statutory authority using OPNAV 5215/40 Review of Instruction. This instruction will automatically expire 5 years after effective date unless reissued or canceled prior to the 5-year anniversary date, or an extension has been granted.

7. Forms or Information Management Control. Forms used in this instruction can be obtained from the CNATRA Web site.



T. M. D'ANTONIO

Releasability and distribution:

This instruction is cleared for public release and is available electronically only via Chief of Naval Air Training Web site, <https://www.cnatra.navy.mil/tw1/vt9/>

Sample Relief of Duty Letter

Date

MEMORANDUM

From: _____
To: Commanding Officer, Training Squadron NINE
Via: Executive Officer, Training Squadron NINE

Subj: RELIEF OF DUTY

Ref: (a) Navy Regulations 1990, Article 0804 & 1050

1. In accordance with reference (a), I have inspected the material and records for the job of _____ and there are no defects or deficiencies noted. All records, funds and equipment have been transferred.
2. I hereby assume the duties of _____ as of this date. I accept responsibility for all records, funds and equipment connected with this billet.
3. _____ is relieved of their duties as of this date.
