



## DEPARTMENT OF THE NAVY

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

Canc frp: Nov 2016

TRARONNINENOTE 1301  
N01  
1 Aug 2016

### TRARON NINE NOTICE 1301

From: Commanding Officer, Training Squadron NINE

Subj: ASSIGNMENT TO PRIMARY AND COLLATERAL DUTIES FOR COURTS,  
BOARDS AND ADVISORY GROUPS

Ref: (a) TRARONNINEINST 5400.1 (Series)

Encl: (1) Officer Primary Billet Assignments  
(2) Officer Collateral Duty Assignments  
(3) Courts, Boards and Advisory Groups Assignments

1. Purpose. To designate primary and collateral duties and appoint Training Squadron NINE members of courts, boards and advisory groups as outlined in reference (a).

2. Discussion. Enclosures (1) through (3) constitute official assignment of duties. 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.

a. Department Heads shall review all enclosures and submit proposed changes to the Executive Officer for approval.

b. Administrative Officer shall update and prepare a new notice for approval when changes occur.

c. Squadron personnel:

(1) Shall thoroughly familiarize themselves with reference (a).

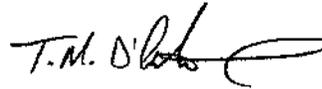
(2) Shall become familiar with enclosures (1) through (3) and with all references which pertain to their given duties.

(3) Shall execute their relief/assumption of duties in accordance with reference (b). This shall include submission of a turnover binder to the relieving officer and a memo submitted to the Executive Officer specifying relief of duty.

TRARONNINENOTE 1301  
1 Aug 2016

(4) Shall execute their assigned duties in a professional military manner and in such a way as to reflect credit upon themselves, this squadron, and the United States Navy.

4. Cancellation. Provisions of this notice will remain in effect until superseded by a subsequent notice of the same subject.



T. M. D'ANTONIO

Distribution:  
TRARONNINEINST 5216.1 Series  
List I

**OFFICER PRIMARY BILLET ASSIGNMENTS**

<u>COMMAND AND STAFF</u>			<u>Current</u>	<u>Proposed</u>	<u>Effective date</u>
N00	Commanding Officer	CDR	D'Antonio		29-Apr-15
N00R	Reserve Commanding Officer	CDR	Shipman		26-Oct-15
N01	Executive Officer	CDR	Eveges		29-Apr-15
N012	Executive Assistant		Vacant		
N00R1	Reserve FTS Department Head	LCDR	Foster		1-Aug-16
N00R1A	Asst Reserve FTS Department Head	LCDR (SEL)	Renard		
N00S	Secretary	Mrs.	Jerri Mixon		
N01FS1	Flight Surgeon	LT	Mizera		
N01FS2	Flight Surgeon	LT	Kitz		
N021	Civilian Supervisor	Mr.	Richard Wesley		
N022	Senior Watch Officer	Maj	Gogan		1-Jul-16
N02SM	Senior Marine	Maj	Gogan		1-Jul-16
N0311	Casualty Assistance Calls Officer	LCDR	Schraud		
N0312	Casualty Assistance Calls Officer	LT	Hanschke		
N0313	Casualty Assistance Calls Officer	LT	Yeargin		
N0314	Casualty Assistance Calls Officer	LT	Wilckens		
N0315	CMEO Officer	LT	Bosma		
N0316	Sexual Assault Victim Intervention (SAPR) Representative	LT	Anderson		1-Aug-16
N0317	Victim Witness Assistance Coordinator	Capt	Maro		1-Apr-16
N04	British Aviation Liaison Officer	LCDR	Roy		1-Aug-16
N4	Maintenance Liaison Officer	Maj	Hudock		1-Aug-16
<u>ADMINISTRATIVE DEPARTMENT</u>					<u>Effective date</u>
N1	Administration Officer	LCDR	Daniel		1-Aug-16
N1A	Asst Admin Officer	LT	Feay		1-Jun-16
N1S1	Admin Travel Clerk	Ms.	Pam Jackson-Lewis		
N1S2	Admin Correspondence Clerk	Ms.	Marilynn Kirksey		
N1S3	Admin Leave Clerk	Ms.	Marilynn Kirksey		
N121	Public Affairs Officer	LT	Anderson		1-Aug-16
N122	Winging Officer	LT	Anderson		1-Aug-16
N123	Officer's Mess Treasurer	LT	Anderson		1-Aug-16
N124	MWR Officer	LT	Anderson		1-Aug-16
N125	Legal Officer	LT	DeVuono		1-Oct-15
N126	First Lieutenant Officer	LT	Westman		1-Aug-16
N127	PRT Coordinator	LT	Tesdall		1-Jul-15
N128	Navy Community Service Coordinator	LT	Anderson		1-Aug-16

N129	EFMP Coordinator	LT	Hanschke	1-Aug-16
N130	Navy Relief Coordinator	LT	Anderson	1-Aug-16
N131	Navy Ball Coordinator	LT	Forsythe	1-Aug-16
N132	CFC Coordinator	LT	Anderson	1-Aug-16
N133	Change of Command Coordinator	LT	Anderson	1-Aug-16

OPERATIONS DEPARTMENTEffective date

N3	Operations Officer	LCDR	Schraud	1-Aug-16
N3A	Asst Operations Officer	Capt	Caribaldi	15-Jul-15
N3S	Schedule Clerk	Mrs.	Staci Harden	
N31	Future Ops Officer	Capt	Caribaldi	15-Jul-15
N32	Senior LSO	LT	Tesdall	1-Jul-16
N321	LSO	LT	Hanschke	10-Jan-15
N322	LSO	LT	Marshall	1-Sep-14
N323	LSO	LT	Lowery	10-Apr-15
N324	LSO	LT	Newman	1-Apr-16
N325	LSO	LT	Grelle	1-Oct-14
N326	LSO	LCDR (SEL)	Renard	
N33	CQ Det/Airlift Coordinator	LT	Wilckens	1-Nov-15
N34	NAPP Officer	Capt	Caribaldi	15-Jul-15
N35	HUREVAC Officer	Capt	Langferman	1-Apr-16
N36	Flight Operations Officer	Capt	Caribaldi	15-Jul-15
N37	Senior Schedules Officer	LT	Kohlmann	1-Aug-15
N371	Schedules Officer	LT	Newman	15-Jul-15
N372	Schedules Officer	LT	Kohlmann	1-Feb-14
N373	Schedules Officer	LT	Pound	15-Mar-16
N374	Schedules Officer	LT	DeVuono	1-Oct-15
N375	Schedules Officer	LT	Bolstad	1-Apr-16
N376	Schedules Officer	LT	Westman	1-Jul-16
N377	Schedules Officer		Vacant	

STAN OFFICEREffective date

N7	STAN Officer	Maj	Gogan	1-Aug-16
N7A	Asst STAN Officer	LT	Hanschke	1-Aug-16
N7S	STAN Clerk	Ms.	Nancy Partridge	
N71	IUT STAN Officer	LT	Hanschke	1-Aug-16
N72	Instrument STAN Officer	LT	Newman	1-Apr-16

Enclosure (1)

N73	FAM/NIGHT FAM STAN Officer	Capt	Bond	1-Apr-16
N74	STRK STAN Officer	Capt	Kimel	1-Oct-15
N75	Formation STAN Officer	Capt	Bond	1-Apr-16
N76	TAC Form STAN Officer	LT	Lowery	1-Jun-16
N77	ONAV STAN Officer	Capt	Kimel	1-Oct-15
N78	OCF/BFM STAN Officer	LT	Lowery	1-Jun-16
N79	CQ STAN Officer	LT	Tesdall	1-Jul-16

STUDENT CONTROL DEPARTMENTEffective date

N8	Student Control Officer	CDR	Norton	1-Aug-16
N8A	Asst Student Control Officer	LT	Jarvis	1-Apr-16
N8S1	Aviation Training Jacket Clerk	Mr.	Roy Thigpen	
N8S2	Asst. Aviation Training Jacket Clerk		Vacant	
N81	OPS Admin Officer	Capt	Maro	1-May-16
N82	International Military Services Officer	LT	Graves	30-Nov-15

SAFETY DEPARTMENTEffective date

N9	Safety Officer	Maj	Hudock	1-Aug-16
N9S	Safety/Log Book Clerk	Mrs.	Krishina Turnipseed	
N91	NATOPS Officer	LT	Yeargin	1-Aug-16
N92	Aviation Safety Officer	LT	Graves	1-Aug-16
N93	Ground Safety Officer	Capt	Langferman	1-Apr-16

Enclosure (1)

1 Aug 16

**OFFICER COLLATERAL DUTY ASSIGNMENTS**

<u>Primary Assignment</u>	<u>Rank/Name</u>	<u>Proposed</u>	<u>Secondary Assignment</u>
XO	CDR Eveges		VT-7 AMB Member, Primary ORM Lead Officer
Det Coordinator	LT Wilckens		Airlift Coordinator
Flight Officer	Capt Caribardi		Pubs Officer
Student Control	CDR Norton		Jackets Officer
AO	LCDR Daniel		Civilian Liaison Officer
AAO	LT Feay		Security Manager Milcap Official Mail Control Officer NMCI Representative MSG Traffic Officer Health Services Council Rep Pass Liaison Rep Employee Training Committee Rep Flt Deck/Hazardous Duty Pay Off TSP Coordinator
	LCDR Schraud		DAPA
	LT Bosma	Forsythe	CMEO
	LCDR Schraud		Suicide Prevention
Legal	LT DeVuono		Privacy Act Coordinator Voting Assistance Officer FOIA Officer
First Lieutenant	LT Westman		Urinalysis Coordinator Energy Resource Advisory Rep ATFP Officer Physical Security Officer Anti-Terrorism Officer Key Custodian

1 Aug 16

MWR Officer	LT Anderson	MWR Committee Rep MWR Fund Treasurer Galley/Commissary/NEX Advisor Squadron Historian Share Point POC
PRT Coordinator	LT Tesdall	Intramural Sports Rep
ASO	LT Graves	CTW-1 AMB Member, Primary CRM Officer ORM Officer Hazrep Officer
GSO	Capt Langferman	FOD Prevention Officer Tobacco Prevention Officer Human Factors Council Coord HUREVAC Officer Disaster Preparedness Officer Motorcycle Safety Officer
Asst Stucon Officer	LT Jarvis	Airsickness Officer

**COURTS, BOARDS AND ADVISORY GROUP ASSIGNMENTS**

1. Advanced Qualification Board

Executive Officer  
Operations Officer  
Standardization Officer

2. Aircraft Mishap Board (OPNAVINST 3750.6 Series)

VT-7 Executive Officer	T-45 Program Manager
Operations Officer	Squadron Flight Surgeon
Administrative Officer	Safety Officer

3. Awards Board (SECNAVINST 1650.1 Series)

Executive Officer            All Department Heads

4. Commissary/Navy Exchange Advisory Board (OPNAVINST 1700.13 Series)

Assistant Administrative Officer

5. Drug and Alcohol Advisory Council (NDAAC) (NASMERINST 5350.3 Series)

Executive Officer	DAPA Officer
CMEO Officer	Legal Officer

6. Equal Employment Opportunity Advisory Committee

EEO Representative – Kim Amis

7. Facilities Planning Board (NASMERINST 11010.1 Series)

Executive Officer

8. Flight Deck Hazard Duty Audit Board (OPNAVINST 7220.4 Series)

Administrative Officer

9. Health Services Consumer Council

Administrative Assistant Officer

10. Human Factors Committee (TRARONNINEINST 5420.4Series)

Commanding Officer	Flight Surgeon
Executive Officer	All Department Heads

11. Instrument Flight Board (OPNAVINST 3710.7 Series)

Commanding Officer	Safety Officer
Executive Officer	Instrument Training
Operations Officer	

12. Intramural/Captain's Cup Sports Committee (NASMERINST 1710.13 Series)

Command Fitness Coordinator

13. Management Control Program (COMTRAWINGONEINST 5200.1Series)

First Lieutenant Officer

14. Morale, Welfare and Recreation Committee (BUPERSINST 1710.11Series)

MWR Officer

15. NATOPS Board (NATOPS Manual)

Commanding Officer	Aviation Safety Officer
Executive Officer	Safety Officer
NATOPS Officer	Standardization Officer

16. Navy & Marine Corps Relief Society Representative

Administrative Assistant Officer

17. Pass Liaison Representative (OPNAVINST 1000.23Series)

Administrative Assistant Officer

18. Safety Policy Committee (NAS) (NASMERINST 5100.15Series)

Safety Officer

19. Training Board (TRARONNINEINST 3740.1Series)

Commanding Officer	Operations Officer
Executive Officer	Standardization Officer
Safety Officer	