



DEPARTMENT OF THE NAVY

TRAINING SQUADRON THIRTY-ONE (VT-31)
501 BATAAN STREET SUITE B
CORPUS CHRISTI TX 78419-5249

VT31INST 5420.1B
ADMIN

29 OCT 2007

TRAINING SQUADRON THIRTY-ONE INSTRUCTION 5420.1B

Subj: ASSIGNMENT TO BOARDS, COMMITTEES, COUNCILS, COURTS AND
PANELS

Encl: (1) List of Assignments to External Boards, Committees,
Councils, Courts and Panels
(2) List of Assignments to Internal Boards, Committees,
Councils, Courts and Panels

1. Purpose. To issue assignments and to advise departments of
the composition of subject requirements.

2. Cancellation. VT31INST 5420.1A

3. Information. Enclosures (1) and (2) are official notification
of assignments. No other notification will be made except when
required by higher authority or when interim assignments are made.

4. Action

a. All personnel listed herein shall perform assignments as
indicated in enclosures (1) and (2), complying with applicable
directives concerning such assignments.

b. Department Heads will provide names of approved members
to the Action Officer of the boards with a copy to the
Administrative Officer. Alternate names shall be submitted as
required.

5. Changes. Personnel listed herein shall notify the Admin
Office of any changes to enclosures (1) and (2) and the reason for
change.


J. C. SHIPLEY

Distribution: (VT31INST 5216.1V)
List I

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LIST OF ASSIGNMENTS TO EXTERNAL BOARDS,
COMMITTEES, COUNCILS, COURTS AND PANELS

1. BOARDS

a. Standardization Board

Ref: CNATRAINST 3710.13F w/ch 1
Members: Commanding Officer
Safety Officer
Standardization Officer
CTW4 STAN Representative
Meets: Quarterly

2. COMMITTEES

a. Area Aircraft Maintenance Safety Committee

Ref: CNATRAINST 3750.22H
Member: Safety Officer
Meets: Last Wednesday of each month

b. Family Advocacy Committee

Ref: OPNAVINST 1752.2A
Member: Executive Officer
Meets: Announced by invitation

c. Ground Safety Sub-Committee

Ref: NASCORPINST 5100.29B w/ch 1-4
Member: Ground Safety Officer
Meets: Announced in NAS POW

d. Hazardous Material Committee

Ref: COMTRAWINGFOURINST 5100.3B
Member: Ground Safety Officer
Meets: Quarterly

e. Shop Safety Committee

Ref: NASCORPINST 5100.29B w/ch 1-4
Member: Ground Safety Officer
Meets: Announced in NAS POW

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f. Supervisor Occupational Safety/Health Committee

Ref: NASCORPINST 5100.29B w/ch 1-4
Member: Ground Safety Officer
Meets: As announced in NAS POW

3. COUNCILS

a. Navy Drug and Alcohol Abuse Advisory Council

Ref: OPNAVINST 5350.4C
Member: Command DAPA
Meets: Quarterly and as announced by memo from NAS CAAC

b. Resident BEQ Quality Council

Ref: NASCORPINST 11103.3E
Member: One Enlisted Representative living in BEQ
Meets: Announced in NAS POW

c. Resident BOQ Quality Council

Ref: NASCORPINST 11103.3E
Member: Assistant Admin Officer
Meets: Monthly

d. Traffic Safety Council

Ref: VT31INST 5100.1G
NASCORPINST 5100.29B w/ch 1-4
Member: Traffic Safety Officer (GSO)
Meets: As announced in NAS POW

e. Area Aviation Safety Council

Ref: COMTRAWINGFOUR 3750.1G
Members: Safety Officer
Aviation Safety Officer
Commanding Officer (Quarterly)
Meets: Monthly as announced by CTW4

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4. PANELS

a. Energy Conservation Implementation Panel

Ref: NASCORPINST 4100.2E

Members: First Lieutenant/RMS Officer

Meets: Announced in NAS POW

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LIST OF ASSIGNMENTS TO INTERNAL BOARDS,
COMMITTEES, COUNCILS, COURTS AND PANELS

1. BOARDS

a. Administrative Discharge Board

Ref: MILPERSMAN 1910-500
Legal Officer - Action Officer
Members: As directed by Commanding Officer
Meets: As directed by Commanding Officer

b. Aircraft Mishap Board

Ref: VT31INST 3750.2H
Safety Officer - Action Officer
Members: See VT31NOTE 3750
Meets: As Required

c. Command Assessment Team

Ref: VT31INST 5354.6E
Human Resources Officer - Action Officer
Members: Executive Officer
Admin Officer
Legal Officer
Others as directed by Commanding Officer
Meets: Quarterly

d. Command Managed Equal Opportunity Team

Ref: VT31INST 5354.6E
Executive Officer - Chairman
Members: Executive Officer (Mandatory)
CMEO Officer
CMEO Facilitators
Meets: As Required

e. Instructor of the Year Selection Board

Ref: CNATRAININST 1650.9A w/ch 1 & 2
Training Officer - Action Officer
Members: Executive Officer
Department Heads

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Meets: IOY Board meets at end of year in order to ensure timely submission as directed by current directives.

f. Investigating Officers Board

Ref: JAGMAN

Legal Officer - Action Officer

Members: As directed by Commanding Officer

Meets: As directed by Commanding Officer

g. Medals and Awards Board

Ref: CNATRINST 1650.9A w/ch 1-2

Executive Officer - Action Officer

Members: Department Heads

Enlisted Representative (as required)

Meets: Quarterly

h. Standardization Board

Ref: CNATRINST 3710.13F w/ch 1

VT31INST 3710.2J

Training Officer - Action Officer

Members: See VT31NOTE 3740

Meets: Quarterly

i. Human Factors Board

Ref: COMNAVAIRPACINST 5420.2B/

COMNAVAIRLANTINST 5420.5C

Safety Officer - Action Officer

Members: Executive Officer

Flight Surgeon

Aviation Safety Officer

Member's Flight Leader

Meets: As directed by Commanding Officer

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2. COMMITTEES

a. Recreation Committee

Ref: VT31NOTE 7000

Members: Executive Officer (Committee Chairperson)
Operations Officer
Administration Officer
Command Services Officer
Enlisted Representative
Civilian Contract Representative

Meets: Quarterly

3. COUNCILS

a. Human Factors Council

Ref: VT31INST 3750.2H

Safety Officer - Action Officer

Members: Commanding Officer
Executive Officer
Department Heads
NATOPS Officer
Aviation Safety Officer
Standardization Officer
Flight Surgeon

Meets: Quarterly

b. Command Safety Council

Ref: VT31INST 3750.2H

Safety Officer - Action Officer

Members: Department Heads
Flight Surgeon

Meets: As necessary to review Command Safety Program
and periodically to review safety-related issues
normally during Department Head Meetings.

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c. Human Relations Council

Ref: OPNAVINST 5354.1E
Commanding Officer - Chairman
(XO in CO's absence)
Members: Commanding Officer
Executive Officer
Human Relations Officer
Legal Officer
Enlisted Departmental Representatives
Meets: Quarterly

4. COURTS

a. Special Court-Martial

Ref: MCM, 2005 Edition, Chapter V
Legal Officer - Action Officer
Members: As directed by Commanding Officer
Convenes: As directed by NAS Command Judge Advocate

b. Summary Court-Martial

Ref: MCM, 2005 Edition, Chapter VIII
Legal Officer - Action Officer
Members: As directed by Commanding Officer
Convenes: As directed by Commanding Officer