



DEPARTMENT OF THE NAVY

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

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TRAINING SQUADRON THIRTY-ONE INSTRUCTION 5452.1K

From: Commanding Officer, Training Squadron THIRTY-ONE

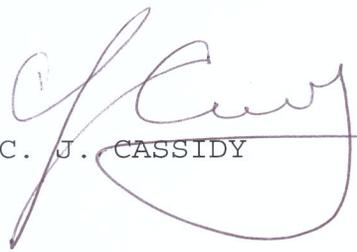
Subj: SQUADRON ORGANIZATION MANUAL (SORM)

Ref: (a) OPNAVINST 3120.32C
(b) CNATRA ltr 5400 Ser N1/01121 of 29 May 94

1. Purpose. To promulgate the squadron mission and the functions; providing organization and the basic responsibilities of members permanently assigned to Training Squadron THIRTY-ONE per references (a) and (b).

2. Cancellation. VT31INST 5452.1J

3. Action. All members of Training Squadron THIRTY-ONE shall adhere to the provisions prescribed in this directive. Recommendations for changes shall be submitted to the Administrative Officer.


C. J. CASSIDY

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CODE NUMBERS

EXECUTIVE DEPARTMENT

0000 Commanding Officer (CO)
0010 Commanding Officer (Acting)
0100 Executive Officer (XO)
0110 Senior Watch Officer (SWO)
0000R Squadron Augment Unit Commanding Officer

Administrative Department

1000 Administrative Officer (Management Control) (AO)
1000R Reserve Administrative Officer
1100 Assistant Administrative Officer USN (USN Manning)
1100R Reserve Assistant Administrative Officer
1105 Assistant Administrative Officer USAF (USAF Manning)
1110 Communications Clerk
1111 Information Technology Officer (IT)
1111R Reserve IT Officer
1112 Postal Clerk
1120 Command Personnel Clerk
1121 Evacuation Liaison Representative (ELR)
1130 Casualty and Assistant Calls Officer (CACO)
1140 Command Managed Equal Opportunity Officer (CMEO)
1150 Educational Service Officer (ESO)
1160 Legal Officer
1170 Sexual Assault Victim Intervention POC (SAVI)
1180 Urinalysis Program Coordinator (UPC)

Command Services Department

2000 Command Services Officer (CSO)
2010 Assistant Command Services Officer (ACSO)
2100 Midshipmen Coordinator
2110 Drug and Alcohol Program Advisor (DAPA)
2120 Physical Readiness Training Officer (PRT)
2200 First Lieutenant (1stLT)
2210 Ready Material Supply Officer (RMS)
2212 Physical Security Officer
2213 Voting Officer
2220 Public Affairs Officer (PAO)
2221 Assistant Public Affairs Officer (APAO)
2222 Adopt-A-School Officer
2223 Mess Treasurer

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Operations Department

3000 Operations Officer
3000R Reserve Operations Officer
3100 Assistant Operations Officer in Charge Of Administration
3110 Assistant Operations Officer in Charge of Production
3120 Operations Production Officer
3130 Operations Administrative Officer
3200 Flight Officer
3200R Reserve Flight Officer
3210 Senior Schedules Officer
3211 Schedules Officer
3220 Navigation/Publications Officer
3221 Hurricane Evacuation Officer (HEO)
3222 Refuge Base Liaison Officer (RBLO)
3300 Logs and Records Officer (USN)
3350 Logs and records Officer (USAF)
3400 Computer Aided Schedules/Computer Aided NAVFLIRS Data Entry
(CAS/CANDE) Officer
3500 Operational Risk Management Officer (ORM)

Maintenance Department

5000 Maintenance Officer (MO)
5000R Reserve Maintenance Officer (RMO)
5100 Maintenance Liaison Officer

Training Department

7000 Training Officer
7000R Reserve Training Officer
7010 Assistant Training Officer (USN)
7020 Standardization/Qualifications Officer (STAN/QUALS)
7030 Advanced Maritime Syllabus Manager
7040 Instrument (RI/BI) Stage Manager
7041 Contact (CON/NCON) Stage Manager/Senior Runway Duty Officer
(RDO)
7042 Formation Stage Manager (FORM)
7043 Overwater Navigation Stage Manager (ONAV)
7044 Visual Navigation Stage Manager (VNAV)
7045 Search and Rescue Stage Manager (SAR)
7046 E2/C2 Stage Manager
7047 Navigation (LL/TACFORM) Stage Manager
7050 Flight Procedures Stage Manager
7051 Flight Procedures Instructor
7060 Ground School Stage Manager
7070 Crew Resource Management Officer
7071 Crew Resource Management Facilitator
7080 Advanced Maritime MPTS Coordinator

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Student Control Department

8000 Student Control Officer
8000R Reserve Student Control Officer
8010 Assistant Student Control Officer (USN)
8020 Assistant Student Control Officer (USAF)
8100 Flight Leader One (USN A - K)
8200 Flight Leader Two (USN L - K)
8300 Flight Leader Three (USAF)
8400 Flight Leader Four (International Training)

Safety/NATOPS Department

14000 Safety Officer
14000R Reserve Safety Officer
14010 Assistant Safety
14010R Reserve Assistant Safety/NATOPS Officer
14015 Naval Aviation Training and Operating Procedures Officer
(NATOPS)
14016 Assistant Naval Aviation Training and Operating Procedures
Officer (Assistant NATOPS)
14100 Aviation Safety Officer
14200 Ground Safety Officer
14300 Operational Risk Management Representative (ORM)

Instructor Training Unit Department

15000 Instructor Training Unit Officer (ITU)
15010 Assistant Instructor Training Unit Officer/Syllabus Manager
15100 Instructor Training Unit Administrative Officer

Reserve Department

0000R1 FTS Reserve Department Head
0000R11 FTS Assistant Reserve Department Head
16100R Squadron Augment Unit Executive Officer
16200R Reserve Readiness Officer
16210R Reserve Mobilization Plans Officer
16220R Reserve PRT Coordinator

CHAPTER ONE

1.1 Command Mission. To train the finest military aviators for United States and foreign armed forces.

1.2 Functions and Tasks. Conduct student and Instructor Under Training (IUT) flight and ground training per current directives in an efficient and safe manner. Maintain flight personnel, instrument, NATOPS and standardization qualifications per current directives. Conduct an effective and aggressive aviation and ground safety program. Provide training for all personnel in areas of Naval leadership, human relations, general military training, equal opportunity and other such programs as needed or required. Make recommendations to Chief of Naval Air Training (CNATRA), via Commander, Training Air Wing FOUR (COMTRAWING FOUR), regarding such changes in training syllabus and logistic requirements as may be desirable for effective accomplishment of assigned tasks. Keep CNATRA advised, via COMTRAWING FOUR, as to the status of logistic and funding support. Perform such other tasks as directed.

1.3 Command Relationships. The Commanding Officer (CO) reports to COMTRAWING FOUR for military command, administrative and management control. Technical support is provided by Naval Aviation Depot Operation Center (NADOC).

1.4 Policy. It is the responsibility of each squadron member to assist the CO in discharging his duties and responsibilities toward the accomplishment of the command mission. All department heads will have direct access to the CO, while keeping the Executive Officer (XO) fully apprised of squadron matters. All other officers will have access to the CO through their respective department heads and the XO. Matters of official-business affecting the operation of this squadron and requiring liaison with other commands shall only be authorized by the CO. Correspondence, reports, instructions and directives shall be coordinated through all cognizant and appropriate squadron officers prior to presenting them to the XO. Changes in organization, responsibilities or delegation of authority contained herein are not authorized without the expressed written approval of the CO.

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CHAPTER TWO

2.1 Commanding Officer (CO) (0000)

2.1a Functional Statement. The CO is responsible for the overall performance of the squadron and the accomplishment of assigned missions and tasks per U.S. Navy Regulations and the directives from higher authority.

2.1b Duties. Responsible for the safety, well-being and efficiency of the entire command. Maintain the squadron in a state of maximum effectiveness. Ensure the complete and efficient performance of the mission and all tasks assigned by higher authority. Conduct periodic staff conferences to provide a channel through which department heads are advised on all problems, plans, objectives and policies pertaining to the squadron operations. Ensure the command is administered per U.S. Navy Regulations and applicable regulations and directives from higher authority. Direct squadron morale and discipline. Recommend changes in the flight training syllabi as desirable. Require rigid compliance with regulations for receipt, custody and expenditure of equipment and material by all personnel. Responsible for the material condition of all assigned equipment. Exercise operational control over squadron aircraft. Require that personnel concerned are instructed, drilled-in, and comply with all applicable safety precautions and procedures and that applicable safety precautions are posted. Require that records relative to personnel, material and operations, and required by current instruction are maintained by those responsible. Direct the preparation of emergency bills as required to assure maximum protective readiness in the event of attack, fire, storm or disaster. Encourage the professional growth of assigned personnel. Exercise non-judicial punishment authority under the provisions established by the Uniform Code of Military Justice (Art. 15). Exercise special and summary courts-martial jurisdiction over assigned personnel. Recommend trial by court-martial to the CNATRA. Perform such other duties as may be directed by higher authority.

2.2 Commanding Officer (Acting) (0010)

2.2a Functional Statement. During periods of the CO's extended absence, the XO shall act as CO. In the absence of the XO, the next most senior permanently attached line officer shall assume the position of CO (Acting).

2.2b Duties. Perform all duties of the CO consistent with policies previously established. The CO (Acting) has full authority and responsibility of command as set forth in this

manual and by directives from higher authority.

2.3 Executive Officer (XO) (0100)

2.3a Functional Statement. The XO is the direct representative of the CO. The second most senior line officer permanently attached to the squadron shall be the XO. All orders issued by the XO shall have the same force and effect as those issued by the CO. He shall conform to and carry out the policies and orders of the CO and keep him apprised of all significant matters pertaining to the command. He shall be primarily responsible for the squadron organization, performance of duty and good order and discipline of the entire command.

2.3b Duties. Accomplish the functions of XO and discharge such duties as directed by the CO. Be thoroughly familiar with the duties and responsibilities of the CO. Direct the preparation and maintenance of bills and orders relating to the organization and administration of the command. Supervise and coordinate the work, drills, training and education of assigned personnel. Direct squadron administrative functions and programs leading to promotion and advancement. Ensure that all prescribed or necessary security measures and safety precautions are understood and strictly observed. Ensure that the discipline, welfare and privileges of the individuals of the command are administered in a just and uniform manner.

2.4 Senior Watch Officer (SWO) (0110)

2.4a Functional Statement. The SWO, under the direction of the XO, is responsible for the assignment and general supervision of all watchstanders.

2.4b Duties. Coordinate and direct the training of all watchstanders. Prepare the officer watch bills, subject to approval of the CO. Monitor the operation of the Command Duty Officer (CDO). Ensure that the duty office is properly outfitted to allow watchstanders to discharge their duties.

2.4c Organizational Relationships. The SWO reports to the CO for approval of officer watch bills and to the XO for the performance of duties and functional direction.

2.5 Squadron Augment Unit Commanding Officer (0000R)

2.5a Functional Statement. The Squadron Augment Unit (SAU) Commanding Officer is responsible for the organization, performance of duty, and good order and discipline of the reserve

unit and the full integration of the assigned SELRES pilots into the squadron.

2.5b Duties. The SAU Commanding Officer is the senior advisor to the Squadron Commanding Officer and Executive Officer for all reserve matters. The SAU Commanding Officer shall:

- a. Use all proper means to promote morale and preserve the ethical and spiritual well-being of the personnel in this reserve unit.
- b. Delegate authority to appropriate Reserve Department Heads and the Reserve Department Officers for carrying out specialized command duties.
- c. Ensure allotted funds and materials are conserved through sound budgeting procedures.
- d. Oversee all fiscal, manpower, and administrative matters for the Reserve Department and the Reserve personnel assigned to the squadron augment unit.

2.6 Department Heads

2.6a Functional Statement. The Department Head is an officer detailed as such by the CO and is the representative of the CO in all matters pertaining to an assigned department. All persons assigned to a department shall be subordinate to the Department Head. The Department Head's duties shall conform to the policies and comply with orders of the CO.

2.6b Duties. Organize and train the department to ensure its readiness at all times to accomplish its mission. Prepare and maintain bills and orders for the organization and operation of the assigned department. Assign personnel to stations and duties within the department. Ensure the effectiveness of the department and the planning, direction and supervision of the work and training of assigned personnel. Ensure that all prescribed or necessary security measures and safety precautions are observed by all personnel who may be concerned with matters under his control. Ensure that all applicable safety precautions are properly posted in conspicuous and accessible places and that all personnel assigned are frequently and thoroughly instructed and drilled in their observance. Conduct frequent inspections of personnel, material and spaces and correct all defects or deficiencies. Control expenditure of allotted funds for the operation of the assigned department within the monetary limits prescribed. Ensure economy in the use of public money and

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materials and preservation of the latter. Ensure proper operation, care and accounting of assigned equipment and material. Ensure maintenance of records and timely submission of required reports. Anticipate personnel and material requirements and submit timely requests to fulfill needs. Monitor career progression of all departmental enlisted personnel and provide guidance and counseling as necessary. Ensure cooperation with the other Department Heads to promote the overall efficiency of the squadron. Be responsible for the proper military appearance of all department personnel. Perform such other duties as may be assigned.

2.7 Division/Branch Officers

2.7a Functional Statement. Designated by the XO through recommendation from the respective Department Head. Responsible to the Department Head for the proper-performance of the duties assigned to a respective Division and for the conduct and appearance of assigned subordinates per regulations and orders of the CO and other higher authority.

2.7b Duties. Comply with the directives set forth in Section 1044 in the Navy Regulations. Keep informed of the capabilities and needs of each subordinate and take such action as may be necessary for the efficiency of the division/branch and the welfare and morale of subordinates. Train subordinates in their own duties and in the duties to which they may succeed and encourage them to qualify for advancement and to improve their education. Report to the XO, through their Department Head, all infractions of regulations, orders and instructions which are deserving of disciplinary action. Through personal supervision and frequent inspection ensure that spaces, equipment and supplies assigned to the division/branch are maintained in a satisfactory state of cleanliness and preservation. Carefully instruct subordinates in all applicable safety precautions and require their strict observance. Initiate enlisted performance evaluation sheets for division/branch personnel. Make recommendations for personnel transfers and changes in the division/branch allowance to the Department Head. Forward request for leave, liberty, and special privileges recommendations. Maintain a Division Officer's Notebook containing personal data cards, training records, space and equipment responsibility log, and other data that may be useful in performing assigned duties. Conduct inspections, exercises and musters to evaluate performance and discipline within the division/branch and initiate disciplinary action as appropriate.

CHAPTER THREE

3.1 Administrative Officer/Management Control (AO) (1000)

3.1a Functional Statement. The AO is head of the Administrative Department. He is responsible for providing administrative services for the command. The AO is also responsible for the Management Control Program.

3.1b Duties. Comply with the duties as specified for Department Heads in Chapter 2, paragraph 2.6 of this instruction. In concert with his staff, comply with the duties as specified for "Ship's Secretary" by OPNAVINST 3120.32C. Oversee the Management Control Program. Act as the Department Head for the Assistant Administrative Officer and Command Services Division and supervise special assistants to the CO and XO.

3.2 Reserve Administrative Officer (1000R)

3.2a Functional Statement. The Reserve Administrative Officer shall serve as a special advisor to the squadron Administrative Department Head.

3.2b Duties

- a. Advise the squadron Admin Officer on all matters to include reserve specific matters.
- b. Augment the squadron in the full capacity of his active duty counterpart in the event of that individual's prolonged absence, should a recall to active duty necessitate such activities.
- c. Maintain required records, files, publications, and other official correspondence.
- d. Report to the SAU Commanding Officer on the status of administrative policies, procedures and regulations of the SAU.
- e. Keep informed on Navy administrative matters affecting SAU personnel.
- f. Initiate and coordinate with squadron awards officer regarding SELRES awards to include Instructor of the Quarter/Year.

3.3 Assistant Administrative Officer USN (USN Manning) (1100)

3.3a Functional Statement. The Assistant Administrative Officer is responsible to the AO for assistance in all phases of the Administrative Department duties. He is also responsible to the AO and XO as the Manning Officer. During the absence of the AO, the Assistant Administrative Officer will function as Department Head. Additionally, he has the responsibilities as described in OPNAVINST 3120.32C.

3.3b Duties. Be thoroughly familiar with the duties of the AO and provide assistance as directed by the AO. Supervise the enlisted personnel of the Administrative Department. Exercise direct control over the squadron routing control and correspondence reports tickler file. Recommend new department policies or change in current policies as required. Act as Administrative Supervisor to command personnel. Direct and supervise those departments which fall under the Assistant Administrative Officer's jurisdiction in the chain of command.

3.4 Reserve Assistant Administrative Officer (1100R)

3.4a Functional Statement. The Reserve Assistant Administrative Officer shall serve as a special advisor to the squadron Assistant Administrative Officer.

3.4b. Duties

- a. Be thoroughly familiar with the duties of the Assistant Admin Officer and provide assistance as directed by the Reserve AO.
- b. Exercise direct control over the Reserve correspondence reports file.
- c. Recommend new department policies or change in current policies as required.

3.5 Assistant Administrative Officer USAF (USAF Manning) (1105)

3.5a Functional Statement. The Assistant Administrative Officer is responsible to the AO for assistance in all phases of the Administrative Department duties. He is also responsible to the AO and XO as the Manning Officer. During the absence for the AO, the Assistant Administrative Officer will function as Department Head. Additionally, he has the responsibility as described in OPNAVINST 3120.32C.

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3.5b Duties. Be thoroughly familiar with the duties of the AO and provide assistance as directed by the AO. Supervise the enlisted personnel of the Administrative Department. Exercise direct control over the squadron routing control and correspondence reports tickler file. Recommend new department policies or change in current policies as required. Act as Administrative Supervisor to command personnel. Direct and supervise those departments which fall under the Assistant Administrative Officer's jurisdiction in the chain of command.

3.6 Communications Clerk (Contractor) (1110)

3.6a Functional Statement. The Communications Clerk is responsible to the Assistant Administrative Officer for electronic exterior communications and for the administration of the internal systems pertaining thereto.

3.6b Duties. Ensure proper receipt, transmission and internal distribution of unit messages. Monitor the operation and preventive maintenance of all electronic external communications.

3.7 Information Technology Officer (IT) (1111)

3.7a Functional Statement. The IT Officer is responsible to the Assistant Administrative Officer for the supervision and administration of the squadrons data processing and the programming and security of the squadrons computers.

3.7b Duties. Supervise the programming, maintenance and security of the squadron's personal computers.

3.8 Reserve IT Officer (1111R)

3.8a Functional Statement. The Reserve IT Officer shall serve as special advisor to the squadron IT Officer.

3.8b Duties

- a. Be thoroughly familiar with the duties of the squadron IT Officer and provide assistance as directed by the Reserve AO.
- b. Augment the squadron in the full capacity of his active duty counterpart in the event of that individual's prolonged absence, should a recall to active duty necessitate such activities.

- c. Ensure all of the SAU's computer requirements and support are met.

3.9 Postal Clerk (Contractor) (1112)

3.9a Functional Statement. The Postal Clerk is responsible to the Assistant Administrative Officer on postal matters. The Postal Officer supervises the detailed postal functions of the command.

3.9b Duties

- a. Organize and supervise the postal functions of the unit.
- b. Ensure timely distribution of the mail.
- c. Ensure proper security stowage for all postal effects held in trust.
- d. Ensure compliance with OPNAVINST 5112.6C.

3.10 Command Personnel Clerk (Contractor) (1120)

3.10a Functional Statement. The Personnel Officer is responsible to the Assistant Administrative Officer for the administration and accounting of all assigned personnel and custody of related records and data.

3.10b Duties. Ensure officer service records through Personnel Support Activity Detachment (PSD) are prepared and maintained under current applicable directives. Prepare the squadron officer lineal lists and social rosters. Maintain the ODCR and Manpower Authorization documents. Act as civilian personnel liaison to such other activities as necessary.

3.11 Evacuation Liaison Representative (ELR)

3.11a Functional Statement. The ELR is responsible for updating the hurricane evacuation letter yearly. In addition, the ELR maintains liaison between the squadron and dependent evacuation site(s) and acts as the point of contact for dependents at the evacuation site. The ELR also distributes current VT-31 Hurricane Preparedness Information Packets to dependents as necessary.

3.11b Duties. Carry out such duties per COMTRAWINGFOURINST 3140.1R and VT31INST 3730.1U.

3.12 Casualty And Assistance Calls Officer (CACO) (1130)

3.12a Functional Statement. The CACO is responsible to the Assistant Administrative Officer for corresponding messages and other necessary steps in the event of a death, injury, or illness of a squadron member.

3.12b Duties. Carry out such duties per OPNAVINST 1770.1.

3.13 Command Managed Equal Opportunity Officer (CMEO) (1140)

3.13a Functional Statement. The CMEO is responsible to the Assistant Administrative Officer for providing an effective Equal Opportunity Management Program per OPNAVINST 5354.1E.

3.13b Duties. Implement and direct the Command Managed Equal Opportunity Program. Perform other such duties as assigned by higher authority.

3.14 Educational Services Officer (ESO) (1150)

3.14a Functional Statement. The ESO is responsible to the Assistant Administrative Officer for the performance of their duties per OPNAVINST 3120.32C.

3.14b Duties. Conduct the Command General Military Training (GMT) per VT31INST 1500.3K and other directives of higher authority. Prepare monthly GMT notices. Interview and counsel officer and enlisted personnel regarding correspondence courses, the administration of General Educational Development (GED) and end of course tests. Assist squadron in obtaining education credits. Process applications for the various officer procurement programs. Procure training materials, films and other literature supporting on-going training programs. Maintain a professional library of related training materials in support of the training program.

3.15 Legal Officer (1160)

3.15a Functional Statement. The Legal Officer is responsible to the Assistant Administrative Officer and is an advisor and staff assistant to the CO and XO concerning the interpretation and application of the UCMJ, the Manual for Courts-Martial and other military laws and regulations in the maintenance of discipline administration of justice within the command.

3.15b Duties. Provide legal assistance to squadron members.

Inform the CO on squadron legal matters. Make preparations to non-judicial hearings. Assist in preparation of charges for Summary Courts-Martial. Administer essential legal records. Attend Captains Masts and ensure the presence of the accused and available witnesses. Collaborate with Department Heads to ensure that all officers and enlisted personnel are fully aware of their rights under the UCMJ. Act as a representative for all Privacy Act and Freedom of Information Act (FOIA) inquiries.

3.16 Sexual Assault Victim Intervention POC (SAVI) (1170)

3.16a Functional Statement. The SAVI POC is responsible for implementing/coordinating command awareness and prevention education, maintaining current information on available victim support services in the area, and ensuring collection and maintenance of sexual assault data.

3.16b Duties. Carry out such duties per OPNAVINST 1752.1A.

3.17 Urinalysis Program Coordinator (UPC) (1180)

3.17a Functional Statement. The UPC manages the command's urinalysis program and is an advisor to the Commanding Officer on all matters relating to urinalysis, including Navy policy and related procedures, collection, and transportation of urinalysis samples. OPNAVINST 5350.4C requires UPCs be designated in writing by the commanding officer.

3.17b Duties. The UPC administers the command urinalysis program, maintains all urinalysis files, ensures observers and asst. UPCs are properly trained, maintains and updates directives and instructions pertaining to urinalysis, ensures command compliance with Navy requirements and provides the CO/XO with answers to questions they may have.

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CHAPTER FOUR

4.1 Command Services Officer (CSO) (2000)

4.1a Functional Statement. The CSO is head of the Command Services Department. He is responsible for providing command services for the squadron. Command Services is a branch in the Administration Department that contains the 1stLT, RMS, Physical Security, PAO, Athletics, DAPA, Voting, Mess Treasurer and Adopt-a-School divisions. The CSO is responsible to the AO for the performance and operations of those divisions.

4.1b Duties. Comply with the duties as specified for Department Heads in Chapter 2, paragraph 2.8 of this instruction. Supervise the administration and operation of the divisions under Command Services and keep the AO informed of their production and progress.

4.2 Assistant Command Services Officer (ACSO) (2010)

4.2a Functional Statement. The ACSO is responsible to the CSO for assistance in all phases of the Command Services Department duties. During the absence of the CSO, the ACSO will function as Department Head.

4.2b Duties. Be thoroughly familiar with the duties of the CSO and provide assistance as directed by the CSO. Recommend new department policies or change in current policies as required. Direct and supervise those departments which fall under the ACSO jurisdiction in the chain of command.

4.3 Midshipmen Coordinator (2100)

4.3a Functional Statement. The Midshipmen Coordinator is responsible to the CSO. The Midshipmen Coordinator is responsible for the conduct of Aviation Orientation Flights at VT-31 for Naval Academy and NROTC midshipmen on field trips coordinated by CNATRA.

4.3b Duties. Responsible for Midshipmen orientation flight matters. Coordinate with the COMTRAWING FOUR Midshipmen representative and keep the Operations Department informed as to the date, times and number of NROTC Midshipmen needing orientation flights. Ensure the designated orientation flight aircrews are informed on the flight requirements and limitations, passenger safety and orientation briefs and Midshipmen medical "up" chit verification.

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4.4 Drug And Alcohol Program Advisor (DAPA) (2110)

4.4a Functional Statement. The DAPA Officer is responsible to the CSO on drug and alcohol program matters.

4.4b Duties

- a. Advise the CO on alcohol and other drug abuse Level I programs.
- b. Advise the CO on the administration of the command alcohol and other drug abuse programs.
- c. Conduct administrative screening of identified alcohol and drug abusers to provide the CAAC and the CO with information for use in determining case disposition.
- d. Coordinate or assist in the presentation of Level I alcohol and other drug abuse awareness education.
- e. Establish and monitor, for designated individuals, a Level I intervention program.
- f. Act as the aftercare coordinator for the command. Coordinate and monitor the aftercare plan for members who return to the command after completion of Level II or III programs.
- g. Serve as the command self-referral procedures agent.
- h. Draft Drug and Alcohol Abuse Reports (DAAR).
- i. Provide drug and alcohol abuse program information as part of the command orientation process.

4.5 Physical Readiness Training Officer (PRT) (2120)

4.5a Functional Statement. The Physical Readiness Training Officer is responsible to the CSO on physical fitness matters. The Physical Readiness Training Officer plans, organizes and administers the athletic aspects of the special services program.

4.5b Duties

- a. Plan, schedule, promote and supervise unit athletic activities, including intramural, intermural and informal athletic activities.

- b. Coordinate programs, personnel, funds, equipment and encourage participation in the athletic phase of the special services program.
- c. Ensure all personnel are appraised of the Navy sports program and the opportunities to qualify for national and international competition as outlined in the special services manual.
- d. Responsible for the procurement and maintenance of athletic equipment and assigned facilities as approved by the Special Services Officer and CO.
- e. Work with the Naval Air Station Medical Department in Planning and promoting physical fitness activities as outlined in the Physical Readiness Program, OPNAVINST 6110.1G.
- f. Serve as a member or an advisor to the Recreation Committee and Recreation Council, as appropriate.

4.6 First Lieutenant (2200)

4.6a Functional Statement. The First Lieutenant is responsible to the CSO for the upkeep and maintenance of all assigned spaces.

4.6b Duties. Maintain the appearance and upkeep of buildings, spaces and grounds assigned to this command. Obtain assistance and maintain liaison with the facilities of the Public Works Department. Provide for proper security and control of access to squadron spaces. Ensure that all safety regulations relating to the maintenance of command spaces and grounds are properly posted and adhered to. Make frequent inspections of the material and personnel of the First Lieutenant Division.

4.7 Ready Material Supply Officer (RMS) (2210)

4.7a Functional Statement. The RMS Officer is responsible to the CSO for the proper accounting and use of all RMS funds and flight essential gear assigned to the squadron.

4.7b Duties. Keep accurate records and totals of all funds available to the squadron for:

- a. Flight Gear
- b. Administrative Supplies

c. 1stLT Supplies

Monitor the use of funds to ensure the squadron has adequate supplies at all times. Account for all flight essential supplies issued to the squadron. Ensure DD Form 200 is completed properly and approved by the CO and forwarded along with the MLSR report to COMTRAWING FOUR for all supplies which are lost, stolen or damaged by squadron members.

4.8 Physical Security Officer (2212)

4.8a Functional Statement. The Physical Security Officer is responsible to the CSO for the adherence to the Command Physical Security Plan.

4.8b Duties

- a. Determine the adequacy of the physical security of the squadron spaces.
- b. Prepare and implement Command Physical Security Plan.
- c. Provide necessary training to all watchstanders.

4.9 Voting Officer (2213)

4.9a Functional Statement. The Voting Officer is directly responsible to the CSO on all matters pertaining to voting.

4.9b Duties

- a. Ensure all personnel have the opportunity to register to vote.
- b. Provide absentee ballot registration cards to those personnel who are not registered to vote locally.
- c. Educate personnel on upcoming elections as they may pertain to their state of registration.

4.10 Public Affairs Officer (PAO) (2220)

4.10a Functional Statement. The PAO is responsible to the CSO and provides assistance to the CO and XO in carrying out the public program of the unit.

4.10b Duties. Keep the CO and XO informed concerning public relations trends, policies and potentialities, including directives on security and release of information for

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publications. Exploit newsworthy material on the commands operations. Prepare briefing material and information pamphlets for distinguished guests. Maintain the squadron history. For more detailed duties, refer to U.S. Navy Public Affairs Regulations (NAVSO-/-103).

4.11 Assistant Public Affairs Officer (APAO) (2221)

4.11a Functional Statement. The PAO is responsible to the CSO and provides assistance to the CO and XO in carrying out the public program of the unit.

4.11b Duties. Keep the CO and XO informed concerning public relations trends, policies and potentialities, including publications. Exploit newsworthy material on the commands operations. Prepare briefing material and information pamphlets for distinguished guests. Maintain the squadron history. For more detailed duties, refer to U.S. Navy Public Affairs Regulations (NAVSO-/-103).

4.12 Adopt-A-School Officer (2222)

4.12a Functional Statement. The Adopt-A-School Officer is directly responsible to the CSO on all matters pertaining to the Adopt-A-School Program.

4.12b Duties. Establish and maintain liaison between the squadron and the school(s) adopted. Coordinate all activities between the squadron and the school(s).

4.13 Mess Treasurer (2223)

4.13a Functional Statement. The Mess Treasurer is directly responsible to the CSO on all matters pertaining to the Mess Account and duties.

4.13b Duties

- a. Collect dues from Wardroom members and students.
- b. Maintain Coffee Mess supply.
- c. Offset cost of squadron social functions.
- d. Maintain Wardroom account and report on its status quarterly.

CHAPTER FIVE

5.1 Operations Officer (3000)

5.1a Functional Statement. The Operations Officer is the head of the Operations Department and is responsible, under the CO, for the coordination, execution and management of squadron operations.

5.1b Duties. Assume the duties and responsibilities of a Department Head as set forth in Chapter 2, paragraph 2.6 of this instruction. Manage the operational efforts to ensure the most efficient use of personnel and assets in accomplishing the training mission. Maintain statistical charts, compilations and records required to provide a clear, current and complete accounting and depiction of vital squadron flight training statistics. Coordinate with the Training Department to assure quality training of instructor pilots ensuring that each instructor pilot is fully qualified and currently proficient in the execution of required duties. Conduct liaison and coordination with other activities concerning squadron operations.

5.2 Reserve Operations Officer (Code 3000R)

5.2a Functional Statement. The Reserve Operations Officer is a special advisor to squadron Operations Officer.

5.2b Duties

- a. Advise the squadron Operations Officer on all matters to include reserve specific matters.
- b. Augment the squadron in the full capacity of his active duty counterpart in the event of that individual's prolonged absence, should a recall to active duty necessitate such activities.
- c. Liaison with the Operations Officer to provide optimal scheduling and availability of SELRES instructors to augment the active duty instructors.
- d. Maintain an estimated forecast of the periods of availability for unit members.
- e. Advise the SAU Commanding Officer of reserve flight production.

f. Perform other duties as assigned.

5.3 Assistant Operations Officer In Charge Of Administration (3100)

5.3a Functional Statement. The Assistant Operations Officer in charge of Administration is primarily responsible for the administrative operations within the department and provides corporate knowledge in the absence of the Operations Officer.

5.3b Duties. Supervise the completion of reports for the Operations Department. Supervise the conduct and training of assigned enlisted personnel. Supervise the timeliness of mid-period counseling and evaluations. Maintains all pertinent instructions (CNATRA, COMTRAWING FOUR, VT-31) and ensure that they are up to date and adhered to. Supervise the timeliness of all awards, reports, and flight hour waivers generating from the department. Provide input to the Assistant Operations Officer in Charge of Production as needed. Responsible to the Operations Officer in ensuring that the department is inspection ready.

5.4 Assistant Operations Officer In Charge Of Production (3110)

5.4a Functional Statement. The Assistant Operations Officer in Charge of Production is primarily responsible for the timely advancement of students through the flight syllabus and the coordination of all flight hours related issues. Supervise coordination of flight and ground academic instruction. Responsible for the compilation and presentation of vital flight statistics. Be available to provide cohesion of daily flight operations in the absence of the Operations Officer.

5.4b Duties. Must have working knowledge of all student syllabus requirements and CNATRAININST 1500.4F. Monitor the advancement of students through the program ensuring they will meet time to train requirements and winging dates. Monitor the usage of available flight hours while providing input for flight hours projection. Fully understand student load planning while monitoring current fiscal year requirements. Act as Department Head in the absence of the Operations Officer.

5.5 Operations Production Officer (3120)

5.5a Functional Statement. The Operations Production Officer is responsible for all aspects of student tracking, flight hours tracking, flight hours projection, load planning, student completion "green" card closeout, time-to-train tracking and COMTRAWING FOUR Data Analysis liaison. Compile all vital flight

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and student production statistics. He will work together with the Assistant Operations Officer in Charge of Production to provide the Operations Officer with the tools necessary for executing current fiscal year PTR and subsequent year projections.

5.5b Duties. Daily entry of student completions in the syllabus to be used in weekly student priority report and flight hours projections. Weekly entry of flight hours flown to be used in flight hours utilization report. Monitor in flow of students from COMTRAWING FOUR to update requirements on current load plan. Monitor all aspects of student production and flight hours utilization to ensure fiscal requirements are attained. Ensure timely entry of completed students into the database and relay information to COMTRAWING FOUR data analyst.

5.6 Operations Administrative Officer (3130)

5.6a Functional Statement. The Operations Administrative Officer is primarily responsible for providing efficient administrative services within the Operations Department. Responsible for all evaluations, awards, instructions upkeep and ensure, to the Assistant Operations Officer in Charge of Administration, the department is inspection ready.

5.6b Duties. Act as reports control for the Operations Department. Supervise the preparation, receipt, routing, filing and security of correspondence and reports. Supervise matters relating to the welfare and education of assigned personnel.

5.7 Flight Officer (3200)

5.7a Functional Statement. The Flight Officer is responsible to the Assistant Operations Officer in charge of Production for the scheduling of all student cross countries. The Flight Officer is also responsible to assign instructors to new students as "on-wing" instructor, and confer with the individual flight leaders on matters related to assigned students and instructors.

5.7b Duties. Coordinate all aspects of student scheduling and "on-wing" assignment to achieve maximum efficiency within the operations department. Ensure cross country list is provided to Operations Officer by 1200 on Wednesdays.

5.8 Reserve Flight Officer (Code 3200R)

5.8a Functional Statement. The Reserve Flight Officer is a special advisor to squadron Flight Officer.

5.8b Duties

- a. Advise the squadron Flight Officer on all matters to include reserve specific matters.
- b. Augment the squadron in the full capacity of his active duty counterpart in the event of that individual's prolonged absence, should a recall to active duty necessitate such activities.
- c. Assist the flight officer with his duties.

5.9 Senior Schedules Officer (3210)

5.9a Functional Statement. The Senior Schedules Officer is responsible to the Operations Officer for the scheduling, coordination and efficient management of all squadron flight and ground training activities under current directives in support of essential flight training requirements.

5.9b Duties. Supervise the preparation of the daily flight schedule to ensure it accurately reflects training priorities and capabilities. Direct and supervise daily flight operations to ensure they are conducted under directives from higher authority. Assign instructors to new students as "on-wing" instructors, and confer with the individual flight leaders on matters related to assigned students and instructors. Coordinate instructor pilots' annual flight requirements. Compile weekly cross-country training flight schedule.

5.10 Schedules Officer (3211)

5.10a Functional Statement. The Schedules Officer is responsible to the Flight Operations Officer for the scheduling and coordination of all squadron flight and ground training activities under current directives in support of essential flight training requirements.

5.10b Duties. Prepare and coordinate the daily flight schedule so as to obtain maximum efficiency in utilization of aircraft, instructors and student personnel. Ensure the accuracy of the daily master training schedule, record of flights and events flown. Maintain individual accumulated flight time to ensure equalization of flight hours and adherence to the squadron crew rest policy. Monitor the medical and leave/liberty status of all flight personnel.

5.11 Navigation/Publications Officer (3220)

5.11a Functional Statement. The Navigation/Publications Officer is responsible to the Flight Operations Officer for the timely and proper dissemination of the navigational publications.

5.11b Duties. Maintain and update squadron automatic distribution orders to ensure adequate and proper supplies for all phases of squadron flight training and in the event of an aircraft evacuation. Establish procedures and ensure that all navigational handbags are up-to-date and contain the appropriate publications.

5.12 Hurricane Officer (3221)

5.12a Functional Statement. The Hurricane Officer is responsible to the Flight Operations Officer for coordination of the squadron's Hurricane Plan. During severe weather occurrences, the Hurricane Officer reports directly to the XO.

5.12b Duties. Represents the squadron and disseminates information at the COMTRAWING FOUR monthly scheduling meeting. Direct and coordinate all aircraft related test and evaluation programs for COMTRAWING FOUR and CNATRA. The point of contact for any official maintenance related discussions between the squadron, COMTRAWING FOUR and CNATRA, and L3 Communications Vertex Aerospace, Inc. Review the daily aircraft readiness status report and presents the CO's concerns at contract reviews with COMTRAWING FOUR Maintenance Officers Staff.

5.13 Refuge Base Liaison Officer (RBLO) (3222)

5.13a Functional Statement. The RBLO is responsible to the HEO for advanced coordination with the aircraft evacuation base. When HURREVAC Condition III is set, the RBLO departs for Las Cruces, NM to provide advance coordination should an aircraft evacuation from NAS Corpus Christi become necessary. At Las Cruces, the RBLO will assume CDO duties of the overall detachment until relieved by a more senior officer. Additionally, the RBLO will assume CDO duties at Las Cruces in the event that the base must be evacuated while aircraft are enroute.

5.13b Duties. Carry out such duties per COMTRAWINGFOURINST 3140.1R and VT31INST 3730.1U.

5.14 Logs And Records Officer (USN) (3300)

5.14a Functional Statement. The Logs and Records Officer (USN) is responsible to the Assistant Operations Officer in charge of Administration for the accurate recording of IFARS data, submission of "green" cards to Production Officer, monitoring Instructor Pilot single piloted minimums and maintaining all student and Instructor Pilot log books.

5.14b Duties. Prepare and submit the Daily Statistical Summary. Keep accurate record of training data on all student aviators and maintain squadron statistical records. Ensure daily processing of IFARS data for T-44 and 2F129 flight hours. Prepare daily, weekly, and monthly Flight Hour Summaries. Ensure accurate entry of flight data and special qualifications in flight logbooks. Close out student logbooks upon completion of training. Update Daily Audit Report for personnel gains and losses.

5.15 Logs And Records Officer (USAF) (3350)

5.15a Functional Statement. The Logs and Records Officer (USAF) is responsible to the Operations Administrative Officer for the accurate recording of IFARS data, training effectiveness and flight hour statistics for VT-31 and COMTRAWING FOUR. Responsible for the efficient maintenance of all student and instructor logbooks.

5.15b Duties. Prepare and submit the Daily Statistical Summary. Keep accurate record of training data on all student aviators and maintain squadron statistical records. Ensure daily processing of IFARS data for T-44 and 2F129 flight hours. Prepare daily, weekly, and monthly Flight Hour Summaries. Ensure accurate entry of flight data and special qualifications in flight logbooks. Close out student logbooks upon completion of training. Update Daily Audit Report for personnel gains and losses. Air Force representative will liaison with HQ AETC Randolph AFB as necessary.

5.16 Computer Aided Schedules/Computer Aided NavFlirs Data Entry(CAS/CANDE) Officer (3400)

5.16a Functional Statement. The CAS/CANDE Officer is responsible to the Assistant Operations Officer for the maintenance, training and upgrading of the CAS and CANDE systems.

5.16b Duties. Monitor use of CAS by the Schedules Officer and schedule writer to ensure efficient use. Identify, isolate an

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correct errors within the CAS/CANDE systems. Maintain communication with and submit necessary CAS/CANDE program changes to the CAS/CANDE Model Manager. Install, evaluate, and implement new versions of CAS/CANDE upon receipt. Coordinate CAS/CANDE training and inter-squadron consultations within COMTRAWING FOUR.

5.17 Operational Risk Management Officer (ORM) (3500)

5.17a Functional Statement. The ORM Officer is responsible to the Assistant Operations Officer for the coordination with COMTRAWING FOUR and CNATRA for the Operational Risk Management Process.

5.17b Duties. Monitor the Operational Risk Management Process. Identify, isolate, and correct errors within ORM Process. Implement changes to the ORM Process.

CHAPTER SIX

6.1 Maintenance Officer (MO) (5000)

6.1a Functional Statement. The MO is the liaison between the CO and the Contract Maintenance Representatives. The MO will respond to all maintenance issues which directly impact the mission of VT-31 and will report directly to the CO.

6.1b Duties. The MO will assume the duties of the Maintenance Department. The MO will be a fully qualified VT-31 Instructor Pilot (qualified in all basic stages of instruction and one advanced qualification including FCF designation). The MO shall have an in depth understanding of aircraft and equipment servicing, maintenance, safety, and operating procedures. The MO will be responsible for the following programs:

- a. Functional Check Flight (FCF) Program. The MO will designate all FCF pilots and monitor the FCF program ensuring standardization and currency of all qualified FCF crews. The MO will also ensure that all RFI FCF aircraft will be flown within a reasonable time frame ensuring maximum utilization of assets.
- b. Customer Complaint Program. The MO will be the point of contact for any maintenance related complaint. Timely, accurate feedback will be provided by the MO to the complainant.
- c. ACI and Rework Program. The MO will coordinate with Operations all ACI and rework indoctrination and pickup flights.
- d. Cross Country/Out of Local Area Rescue Flights. The MO will coordinate with Operations, COMTRAWING FOUR Maintenance, and the Local Contractor on all recovery plans ensuring the most efficient return of assets.

6.2 Reserve Maintenance Officer (Code 5000R)

6.2a Functional Statement. The Reserve Maintenance Officer is a special advisor to squadron Maintenance Officer (MO).

6.2b Duties

- a. Advise the squadron Maintenance Officer on all matters to include reserve specific matters.

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- b. Augment the squadron in the full capacity of his active duty counterpart in the event of that individual's prolonged absence, should a recall to active duty necessitate such activities
- c. Maintain effective liaison with other maintenance contractor representatives, maintenance officers of other squadrons, CNATRA DET, and higher authority to ensure contractual obligations are being met.
- d. Provide pertinent input to squadron for contract negotiations.

6.3 Maintenance Liaison Officer (5100)

6.3a Functional Statement. The Reserve Maintenance Liaison Officer is responsible to the Operations Officer for all squadron interactions with the COMTRAWING FOUR Maintenance Officer, CNATRA Maintenance, and Civilian Maintenance Contractor (currently L3 Communications Vertex Aerospace, Inc).

6.3b Duties. Represent the squadron and disseminate information at the COMTRAWING FOUR monthly scheduling meeting. Direct and coordinate all aircraft related test and evaluation programs for COMTRAWING FOUR and CNATRA. The point of contact for any official maintenance related discussions between the squadron, COMTRAWING FOUR, CNATRA, and L3 Communications Vertex Aerospace, Inc. Review the daily aircraft readiness status reports and present the CO's concerns at contract reviews with COMTRAWING FOUR Maintenance Officers Staff.

CHAPTER SEVEN

7.1 Training Officer (7000)

7.1a Functional Statement. The Training Officer shall head the Training Department and act in this capacity under the direction of the CO and XO. He shall administer the VT-31 training programs under the following VT-31 instructions: 3710.1R, 3710.2J, 1500.3K, 1601.2P and higher applicable directives and instructions. The department's primary goal shall be to provide the highest quality multi-engine turboprop pilot training for students and instructors.

7.1b Duties

- a. Keep the CO and XO informed of all training plans, progress and qualification deficiencies.
- b. Direct and monitor the completion of all required recurrent training for VT-31, COMTRAWING FOUR, CNATRA and Reserve instructors.
- c. Coordinate the planning and execution of training sessions for AOM/AIMs and other occasions as required.
- d. Publish a Squadron Monthly Training Plan identifying staff instructors, Naval Aviation Training and Operating Procedures (NATOPS) training, instructor technique training, enlisted training, STAN qualifications required, upgrades required and a training qualifications matrix with inputs from the Standardization/Qualifications Officer and Assistant Training Officers.
- e. Monitor student critiques and compile data to identify and eliminate any problems with standardization or pilot training.
- f. Maintain a turnover notebook listing the billet description, governing instructions and directives, duties and responsibilities and examples of any periodic reports and inspections.
- g. Maintain and update all training publications as required.

- h. Ensure timely processing of all Training Improvement Programs (TIP) submissions.
- i. Maintain and update various flight syllabi as required. Ensure all publications are regularly updated and reflect current practice.
- j. Maintain open and regular communications with the Instructor Training Unit Officer on all training issues.
- k. Maintain liaison with relevant replacement squadrons, seeking feedback on results of syllabus changes and student performance.

7.2 Reserve Training Officer (Code 7000R)

7.2a Functional Statement. The Reserve Training Officer shall serve as the special advisor to the squadron Training Officer.

7.2b Duties

- a. Advise the squadron Training Officer on all matters to include reserve specific matters.
- b. Augment the squadron in the full capacity of his active duty counterpart in the event of that individual's prolonged absence, should a recall to active duty necessitate such activities.
- c. Coordinate with SAU Commanding Officer to organize and direct drill weekend activities.
- d. Maintain an effective liaison with SAU Operations and STAN to ensure completion of annual training requirements.
- e. Perform other duties as assigned.

7.3 Assistant Training Officer (USN) (7010)

7.3a Functional Statement. The Assistant Training Officer shall serve as the special advisor to the squadron Training Officer.

7.3b Duties

- a. Assist the Training Officer as directed.

- b. Ensure that all pertinent training directives from the Chief of Naval Operations down to and including this command are current and on file.
- c. Compile the monthly inputs from the STAN/QUALS Officer and coordinate the completion of the squadron Monthly Training Plan with the Training Officer.
- d. Manage the ground school syllabus with the inputs of the ground school course stage managers.
- e. Ensure that all Navy and Air Force course syllabi and publications are current and reflect current training objectives through the inputs of ground school, course stage managers and respective stage managers.
- f. Maintain and update various flight syllabi as required. Ensure all publications are regularly updated and reflect current practice.
- g. Foster open communications with Navy and Air Force primary training squadrons on current training methods and objectives.
- h. Distribute semiannual quality control surveys to relevant replacement squadrons customers. Compile and report results to the CO. Provide plan of action for training improvement.
- i. Ensure the CRM course is current and reflects current training objectives through the CRM Stage Manager.
- j. Develop new ideas/improvements, gather data through all means available (surveys, etc.) and propose recommended syllabus changes through the Chain of Command.
- k. Coordinate with the STAN/QUALS Officer and the respective flight stage managers to periodically review current training objectives and implement feedback changes from the commands who receive our students.

7.4 Standardization/Qualifications Officer (STAN/QUALS) (7020)

7.4a Functional Statement. The STAN/QUALS Officer is responsible to the Training Officer for the administration and execution of VT-31's staff training per CNATRA, COMTRAWING FOUR and squadron directives.

7.4b Duties

- a. Manage the administration and execution of VT-31's Flight Instructor Standardization and Training (FIST) program per related CNATRA, COMTRAWING FOUR and VT-31 directives.
- b. Ensure VT-31 is always prepared for the CNATRA annual standardization inspection per CNATRAINST 3710.13F and a COMTRAWING FOUR "no notice" inspection per CNATRAINST 3710.13F.
- c. Ensure a current letter of designation is on file.
- d. Maintain a turnover notebook listing the billet description, governing instructions and directives, duties and responsibilities and examples of all periodic reports and inspections.
- e. Maintain the integrity of a fully staffed STAN Board. Make recommendations to the Training Officer for membership to the Squadron STAN Board. Provide constant guidance to squadron STAN check pilots in the performance of their standardization responsibilities and duties.
- f. Ensure all stage managers are well versed in required CNATRA and squadron instructions and that they provide proactive management of their respective stages.
- g. Schedule quarterly VT-31 STAN Board Meetings for the purpose of discussing standardization problems, policies and recommendations per CNATRAINST 3710.13F. Serve as recorder for squadron STAN meetings and forward minutes to the CO and Wing Standardization Officer per CNATRAINST 3710.13F. As the editor to VT31INST 3710.1R, VT-31 Standard Operating Procedures (SOP), submit changes to the Training Officer based on recommendations from the Squadron STAN Board.
- h. With the help of the Squadron STAN check pilots, perform annual instructor STAN check flights. Stand ready to coordinate other STAN flights as appropriate. Maintain proper records of all flights conducted for standardization purposes and ensure official letters of designation are processed and issued to the qualified member.

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- i. Coordinate with stage managers and maintain IP STAN Exams for each stage per CNATRA directives. Maintain a record in each instructors training jacket of his performance on STAN exams and checkrides. Ensure squadron STAN exams are on file at COMTRAWING FOUR. Ensure new STAN exams are provided on an annual basis or when necessary.
- j. Maintain a complete Standardization Publication Library under the FIST.
- k. Establish and maintain a tracking method to ensure squadron and assigned COMTRAWING FOUR staff instructor pilots maintain instructor stage level currency/90 day proficiency in stage. Monitor IP logbooks to ensure qualifications do not expire. Identify pilots that may expire and schedule them for the respective flight.
- l. Maintain a close working relationship with CNATRA and COMTRAWING FOUR STAN Officers. Solicit and provide inputs to the CO on agenda items for the COMTRAWING FOUR Quarterly Standardization meeting.
- m. Assist the Training Officer by providing timely input for the monthly training plan. Update and maintain the qualification matrix weekly. Closely monitor upgrade qualifications and ensure interim qualification matrix updates are routed.
- n. Coordinate and conduct monthly standardization training. Identify, address and resolve problems with standardization, instructor technique and the FTI.

7.5 Advanced Maritime Syllabus Manager (7030)

7.5a Functional Statement. The Advanced Maritime Syllabus Manager is responsible to the Training Officer for the administration of all matters relating to the advanced maritime syllabus.

7.5b Duties

- a. Coordinate and provide direction to Navy and Air Force syllabi to ensure both maintain currency and retain appropriate content. Be completely familiar with the core syllabus.

- b. Coordinate with CNATRA T-44A Primary Training Officer (PTO) as appropriate.
- c. Propose and coordinate with COMTRAWING FOUR and CNATRA representatives all revised syllabi for pipeline change students.
- d. Attend all syllabus conferences and act as the primary contact for all proposed syllabus change recommendations.
- e. Propose training and syllabus efficiency changes through the Training Officer.
- f. Ensure squadron publication library is current at all times.

7.6 Instrument (RI/BI) Stage Manager (7040)

7.6a Functional Statement. Responsible to the STAN/QUALS Officer for the overall standardization of the Instrument (RI/BI) phases of the advanced maritime syllabus.

7.6b Duties

- a. Conduct periodic training and monitoring of Instrument (RI/BI) instruction, including simulator instruction.
- b. Conduct Instrument (RI/BI) STAN checkrides.
- c. Update and monitor Instrument (RI/BI) standardization program.
- d. Maintain current Instrument (RI/BI) STAN exams. Change exams to reflect any new CNATRA, COMTRAWING FOUR or VT-31 directives or policies. Update exams annually.
- e. Perform annual STAN checks on alternate stage managers.
- f. Act as the subject matter expert (SME) and ensure all stage publications are updated as required. Ensure all stage Training Improvement Program (TIPs) are processed in a timely manner.

7.7 Contact (CON/NCON) Stage Manager/Senior Runway Duty Officer (RDO) (7041)

7.7a Functional Statement. Responsible to the STAN/QUALS Officer

for the overall standardization of the Contact (CON/NCON) phases of the advanced maritime syllabus. Responsible for standardization and qualification of all RDOs.

7.7b Duties

- a. Conduct periodic training and monitoring of Contact (CON/NCON) instruction.
- b. Conduct Contact (CON/NCON) STAN checkrides.
- c. Update and monitor Contact (CON/NCON) STAN program.
- d. Maintain current Contact (CON/NCON) STAN exams. Change exams to reflect any new CNATRA, COMTRAWING FOUR or VT-31 directives or policies. Review exams quarterly and update annually.
- e. Perform annual STAN checks on alternate stage managers.
- f. Act as the stage expert and ensure all stage publications are updated as required. Ensure all stage TIPS are processed in a timely manner.
- g. Coordinate and ensure RDO upgrade training and qualification for IPs per VT31INST 1601.2P.
- h. Ensure proper and timely completion of RDO training per VT31INST 1601.2P.
- i. Ensure RDO standardization by resolving any problems or questions pertaining to the RDO watch.
- j. Ensure Monthly Training Plan is updated to reflect current list of qualified RDOs.
- k. Ensure all RDO equipment, NATOPS manual and briefing guides are maintained and available.

7.8 Formation Stage Manager (FORM) (7042)

7.8a Functional Statement. Responsible to the STAN/QUALS Officer for the overall standardization of the Formation phase of the advanced maritime syllabus.

7.8b Duties

- a. Conduct periodic training and monitoring of FORM instruction.

- b. Conduct FORM STAN checkrides.
- c. Update and monitor FORM STAN program.
- d. Perform annual STAN checks on alternate stage managers.
- e. Maintain current FORM STAN exams. Change exams to reflect any new CNATRA, COMTRAWING FOUR or VT-31 directives or policies. Review exams quarterly and update annually.
- f. Act as the stage expert and ensure all stage publications are updated as required. Ensure all stage TIPS are processed in a timely manner.

7.9 Overwater Navigation Stage Manager (ONAV) (7043)

7.9a Functional Statement. Responsible to the STAN/QUALS Officer for the overall standardization of the ONAV phase of the advanced maritime syllabus.

7.9b Duties

- a. Conduct periodic training and monitoring of the ONAV instruction.
- b. Conduct ONAV STAN checkrides.
- c. Update and monitor ONAV STAN program.
- d. Perform annual STAN checks on alternate stage managers.
- e. Maintain current ONAV STAN exams. Change exams to reflect any new CNATRA, COMTRAWING FOUR or VT-31 directives or policies. Review exams quarterly and update annually.
- f. Act as the stage expert and ensure all stage publications are updated as required. Ensure all stage TIPS are processed in a timely manner.

7.10 Visual Navigation Stage Manager (VNAV) (7044)

7.10a Functional Statement. Responsible to the STAN/QUALS Officer for the accuracy of the Navigation course and the overall standardization of the VNAV phase of the advanced maritime syllabus.

7.10b Duties

- a. Conduct periodic training and monitoring of VNAV instruction.
- b. Conduct VNAV STAN checkrides.
- c. Update and monitor VNAV standardization program.
- d. Maintain current VNAV STAN exams. Change exams to reflect any new CNATRA, COMTRAWING FOUR or VT-31 directives or policies. Review exams quarterly and update annually.
- e. Monitor, at least quarterly, the Navigation course to ensure standardization. Complete CNET GEN Form 1540 per COMTRAWINGFOURINST 3710.12B. CNET Form 1540/8 will be submitted annually.
- f. Coordinate with the Ground School Training Department for the revision of all training material as necessary.
- g. Act as the stage expert. Ensure all stage publications and VNAV bags are updated regularly. Ensure all stage TIPS are processed in a timely manner.
- h. Perform annual STAN checks on the alternate stage manager.

7.11 Search And Rescue Stage Manager (SAR) (7045)

7.11a Functional Statement. Responsible to the STAN/QUALS Officer for the overall standardization of the SAR phase of the advanced maritime syllabus.

7.11b Duties

- a. Conduct periodic training and monitoring of the SAR instruction.
- b. Conduct SAR Stan checkrides.
- c. Update and monitor SAR standardization program.
- d. Maintain current SAR Stan exams. Review and update at least annually.
- e. Update SAR Instruction and exams to reflect any new

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CNATRA, COMTRAWING FOUR or VT-31 directives or policies as soon as practicable.

- f. Perform as the stage expert. Ensure that all stage publications are updated as required.
- g. Process all TIPs in a timely manner.

7.12 E2/C2 Stage Manager (7046)

7.12a Functional Statement. Responsible to the Assistant Training Officer for the standardization and accuracy of the E2/C2 Flight Syllabus.

7.12b Duties

- a. Periodically review E2/C2 curriculum to ensure effectiveness.
- b. Update and monitor E2/C2 standardization.
- c. Maintain an effective liaison with Advanced E2/C2 Training squadrons to address effectiveness of training and purpose training improvements.

7.13 Navigation (LL/TACFORM) Stage Manager (7047)

7.13a Functional Statement. Responsible to the STAN/QUALS Officer for the overall standardization of the Navigation (LL/TACFORM) phase of the advanced maritime syllabus.

7.13b Duties

- a. Conduct periodic training and monitoring of Navigation (LL/TACFORM) instruction.
- b. Conduct Navigation (LL/TACFORM) STAN checkrides.
- c. Update and monitor the Navigation (LL/TACFORM) STAN program.
- d. Perform annual STAN checks on alternate stage managers.
- e. Maintain current Navigation (LL/TACFORM) STAN exams. Change exams to reflect any new CNATRA, COMTRAWING FOUR or VT-31 directives or policies. Update exams annually.

- f. Act as the stage expert and ensure all stage publications are updated as required. Ensure all stage TIPs are processed in a timely manner.
- g. Responsible for the administration of the USAF Academics (Navigation) class.

7.14 Flight Procedures Stage Manager (7050)

7.14a Functional Statement. The Flight Procedures Stage Manager is responsible to the Assistant Training Officer for the administration and execution of all flight procedures training.

7.14b Duties

- a. Work directly with other instructors to review and improve the quality of flight procedure instruction.
- b. Provide input to course Curriculum Coordinator regarding flight procedures instruction via the Chain of Command.
- c. Attend Course Rules review conferences and provide stage oversight.
- d. Review and update all test questions in the CNATRA Test Management System relating to course rules training.
- e. Enhance wing standardization by periodically visiting other units to gather and exchange new ideas.

7.15 Flight Procedures Instructor (7051)

7.15a Functional Statement. Responsible for the Flight Procedures Stage Manager for course rules and flight procedures training all individuals entering advanced Maritime syllabus.

7.15b Duties. Teach course rules and/or flight procedure course(s) once every four weeks or when directed by the Monthly Training Plan or as promulgated by the Flight Procedures Stage Manager.

7.16 Ground School Stage Manager (7060)

7.16a Functional Statement. Responsible to the Assistant Training Officer for the standardization and accuracy of the AIGT, Aerodynamics and Systems courses.

7.16b Duties

- a. Periodically review the AERO course to ensure standardization and currency of material. Update as required.
- b. Review tests to ensure accuracy and conformance to current procedures.
- c. Update materials as necessary.
- d. Monitor scheduled AERO course on a quarterly basis to ensure standardization. Complete form NASCORPC 3710/10 per COMTRAWINGFOURINST 3710.9B.
- e. Monitor, at least quarterly, the T-44 systems course to ensure standardization and complete form NASCORPC 3710/10 per COMTRAWINGFOURINST 3710.9B.
- f. Coordinate with the Ground School Training Department any revisions to the AIGT curriculum and all training materials as needed.
- g. Coordinate with ground school personnel the scheduling of all AIGT lectures.
- h. Train new instructors in the AIGT course.
- i. Maintain a turnover notebook listing the billet description, duties and responsibilities and any governing instructions and directives.
- j. Act as the stage expert and ensure all stage publications are updated as required. Ensure all TIPs are processed in a timely manner.

7.17 Crew Resource Management Officer (CRM) (7070)

7.17a Functional Statement. The Crew Resource Management Officer is responsible to the Assistant Training Officer for the administration and execution of VT-31's staff and student crew resource management curriculums per CNATRA, COMTRAWING FOUR and VT-31 directives.

7.17b Duties

- a. Ensure a current letter of designation is on file.

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- b. Maintain a turnover notebook listing the billet description, governing instructions/directives and duties/responsibilities.
- c. Maintain and manage all squadron training aids pertaining to CRM, including printed matter and audio visual equipment. Entertain and coordinate changes to the course curriculum, maintain related or associated publications, manuals and Federal Aviation Administration materials for the staff and student use.
- d. Perform teaching responsibilities and ensure that required CRM recurrent training is given on a regular basis and attendance is documented.
- e. Coordinate and schedule instructor training to ensure all current staff instructors have attended and maintain annual currency.
- f. Develop CRM simulator scenarios and maintain proficiency in the 2F129 simulator.
- g. Train, upgrade and ensure documentation of qualification is current for squadron CRM facilitators.

7.18 Crew Resource Management Facilitator (7071)

7.18a Functional Statement. Crew Resource Management Facilitators are responsible to the Crew Resource Management Officer for instruction of crew resource management to all squadron personnel per CNATRA, COMTRAWING FOUR and VT-31 directives.

7.18b Duties

- a. Work closely with the CRM Officer to perform teaching responsibilities and ensure that required CRM recurrent training given on a regular basis and attendance is documented.
- b. Maintain close relationship with CRM training managers and course developers.
- c. Maintain currency on CRM developments and training materials.
- d. Assist in the development of CRM simulator scenarios and maintain proficiency in the 2F129 simulator.

7.19 Advanced Maritime MPTS Coordinator (7080)

7.19a Functional Duties. The MPTS Coordinator is responsible to the Training Officer for the overall development and administration of all squadron MPTS curricula.

7.19b Duties

- a. Serve as the squadron expert on all matters involving MPTS curricula. Maintain superior knowledge of various syllabi and coordinate change requests received through the CNATRA TIP.
- b. Maintain liaison with VT-35 on proposed changes to the syllabi. Meet quarterly with VT-35 representatives to review effectiveness of current syllabus and discuss proposed changes.
- c. Maintain current MPTS publication library to include all syllabi, training aids and kneeboard cards.
- d. Provide regular training to squadron IPs on MPTS practices and policies.

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CHAPTER EIGHT

8.1 STUDENT CONTROL OFFICER (8000)

The Student Control Department administrates all non-operational aspects of the Advanced T-44 training syllabus. Flight scheduling and keeping Student Military Aviators (SMAs) on track for time-to-train is the responsibility of the Operations Department. While attached to VT-31, all SMAs are assigned to the Student Control Department. Necessary guidelines are found in CNATRAINST 1500.4F, CNATRA letter 5400 Ser N1/01121 of 29 May 1994, the Maritime, E2/C2, and Air Force Master Curriculum Guides, the Memorandum of Understanding between the U.S. Air Force AETC and U.S. Navy CNET and other applicable CNATRA, COMTRAWING FOUR, and VT-31 instructions. Student Control's primary responsibilities involve maintaining SMA Aviation Training Jackets (ATJs), processing Aviation Training Forms (ATFs), preparing the documentation necessary for aviator designation, providing CNATRA and BUPERS (or other appropriate detailing agency) with the information required for detailing SMAs, and providing liaison for SMAs and newly designated aviators with the initial assignments detailer. Unique administrative needs of USAF, USMC, USCG and International Military Students (IMSS) are also provided for by the Student Control Department and its personnel are outlined in the following billet description. All department personnel shall maintain a current and complete turnover jacket for their billet.

8.1a Functional Statement. The Student Control Officer, a Department Head, is responsible for the administration of department functions and for the proper management and leadership of department personnel, including all SMAs.

8.1b Duties. Assume duties and responsibilities of a Department Head as set forth in Chapter 2, paragraph 2.6 of this instruction. Ensure accurate compliance with CNATRAINST 1500.4F. Manage the Naval Aviation Training Advisor Program. Assign SMAs to flights. Supervise and muster SMAs when required. Manage SMAs leave and liberty. Ensure check-in/welcome aboard briefs are completed. Supervise the disposition of disciplinary matters. Supervise arrangements for the designation of aviators (winging ceremonies). Ensure a database of SMA information is maintained, to include an accurate SMA recall roster. Provide completion statistics when requested. Regarding the assignment process, ensure SMAs are briefed on assignment criteria and availability; ensure preference or assignment cards and grades are forwarded to CNATRA, BUPERS, AFPC, or other appropriate agencies; provide close liaison with the detailers and/or assignments officers, and ensure SMAs are

informed of verbal orders and briefed on the content of written orders.

8.2 RESERVE STUDENT CONTROL OFFICER (8000R)

8.2a Functional Statement. The Reserve Student Control Officer is a special advisor to the squadron Student Control Officer.

- a. Advise the squadron Student Control Officer on all matters to include reserve specific matters.
- b. Augment the squadron in the full capacity of his active duty counterpart in the event that individual's prolonged absence, should a recall to active duty necessitate such activities.
- c. Maintain effective liaison with other student control representative.

8.3 ASSISTANT STUDENT CONTROL OFFICER (USN) (8010)

8.3a Functional Statement. The Assistant Student Control Officer (USN) is responsible for the administration and detailing of USN, USMC, and USCG SMAs and International Military Students.

8.3b Duties. Ensure Aviation Training Jackets for all USN maritime, E2/C2, Marine, and International student military aviators are maintained per OPNAVINST 3710.7T and CNATRAINST 1500.4F. Conduct Student Control portion of check-in/welcome aboard brief as required. Track all USN SMAs from start of the program to check-out. Ensure USN SMAs submit preference cards and forward preference cards and selection grades to CNATRA. Maintain a locator/recall for any TAD/"stash" aviators. Ensure Wing FOUR Student Control Officer is notified of TAD/"stash" remaining at VT-31 after the student's winging. Oversee the ORM worksheet program. Ensure every student is completing each Friday and prior to any holidays. Maintain and be the point of contact for the Management Control Processes for the Student Control Office. Carry out any other functions as directed by the Student Control Officer.

8.4 ASSISTANT STUDENT CONTROL OFFICER (USAF) (8020)

8.4a Functional Statement. The Assistant Student Control Officer (USAF) is responsible for the administration and detailing of USAF and Air National Guard SMAs.

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8.4b Duties. Ensure Aviation Training Jackets for all USAF and Air National Guard student military aviators are maintained per OPNAVINST 3710.7T and CNATRAININST 1500.4F. Conduct Student Control portion of check-in/welcome aboard brief as required. Track all USAF SMAs from start of the program to check-out. Ensure USAF SMAs submit preference cards and forward preference cards and selection grades to CNATRA. Carry out any other functions as directed by the Student Control Officer.

8.5 FLIGHT LEADER ONE (USN) (8100)

8.5a Functional Statement. The USN flight leader is responsible for the administration of the SMAs assigned to their flights. Primarily, they closely monitor the progress of assigned SMAs and provide assistance when necessary. They also act as Winging Coordinator, responsible for organizing and conducting winging ceremonies.

8.5b Duties. Act as Training Advisor for assigned SMAs. Screen ATFs and do ATJ reviews as required by MCG, ensure errors are promptly corrected. Identify SMAs with performance problems or negative trends; counsel these SMAs and recommend suitable corrective action to the Student Control Officer. Prepare supplemental Aviation Training Form (ATF) Blue Sheet for SMAs requiring SMS. Make recommendations on SMA leave/liberty requests. As Winging Coordinator, responsible for all aspects of the Winging including coordinating and hosting the guest speaker of the ceremony. Specific duties are delineated in VT-31 winging coordinators checklist. Perform other duties assigned by the Student Control Officer.

8.6 FLIGHT LEADER TWO (USN) (8200)

8.6a Functional Statement. The USN flight leader is responsible for the administration of the SMAs assigned to their flights. Primarily, they closely monitor the progress of assigned SMAs and provide assistance when necessary. They also act as Winging Coordinator, responsible for organizing and conducting winging ceremonies.

8.6b Duties. Act as Training Advisor for assigned SMAs. Screen ATFs and do ATJ reviews as required by MCG, ensure errors are promptly corrected. Identify SMAs with performance problems or negative trends; counsel these SMAs and recommend suitable corrective action to the Student Control Officer. Prepare supplemental Aviation Training Form (ATF) Blue Sheet for SMAs requiring SMS. Make recommendations on SMA leave/liberty requests. As Winging Coordinator, responsible for all aspects of

the Winging including coordinating and hosting the guest speaker of the ceremony. Specific duties are delineated in VT-31 winging coordinators checklist. Perform other duties assigned by the Student Control Officer.

8.7 FLIGHT LEADER THREE (USAF) (8300)

8.7a Functional Statement. The USAF Flight Leader is responsible for the administration of the SMAs assigned to their flight. Primarily, they closely monitor the progress of assigned SMAs and provide assistance when necessary. They also act as Winging Coordinator, responsible for organizing and conducting winging ceremonies.

8.7b Duties. Perform generic duties listed under 8.5. Provide USAF specific support as needed. Serve as a liaison for interpreting and converting USAF primary grades and unsatisfactory events for use in determining PRB criteria during T-44 Advance Training CNATRINST 1500.4F. As Winging Coordinator, responsible for all aspects of the Winging including coordinating and hosting the guest speaker of the ceremony. Specific duties are delineated in VT-31 winging coordinators checklist. Perform other duties assigned by the Student Control Officer.

8.8 FLIGHT LEADER FOUR (INTERNATIONAL TRAINING) (8400)

8.8a Functional Statement. The International Military Student Officer (IMSO) is responsible for the administration of International Military Students (IMSS) and the SMAs assigned to their flight. Primarily, they closely monitor the progress of assigned SMAs and provide assistance when necessary. They also act as Winging Coordinator, responsible for organizing and conducting winging ceremonies.

8.8b Duties. The specific duties are outlined in SECNAVINST 4950.4 Joint Security Assistance Training Regulation and are further defined in Department of the Navy Security Assistance Training Program (SATP) Programming Guide. Perform generic duties listed under 8.5. Depending on the current arrangement with COMTRAWING FOUR, the VT-31 IMSO may also act as the COMTRAWING FOUR IMS Manager. This additional billet involves managing the IMSOs of VT-27 and VT-28. As Winging Coordinator, responsible for all aspects of the Winging including coordinating and hosting the guest speaker of the ceremony. Specific duties are delineated in VT-31 winging coordinators checklist. Perform other duties assigned by the Student Control Officer.

CHAPTER NINE

9.1 Safety Officer (14000)

9.1a Functional Statement. The Safety Officer shall head the Safety Department under the direction of the CO and XO. He shall administer the Command Safety Program and NATOPS Program per applicable VT-31, COMTRAWING FOUR, CNATRA, OPNAV, and other safety related instructions.

9.1b Duties

- a. Frequently report to the CO and XO concerning VT-31's safety posture.
- b. Ensure safety is considered during the formulation or modification of VT-31 policy. Promote safety awareness through comprehensive safety training and a safe work environment.
- c. Ensure dissemination of safety information throughout the unit (e.g. POW notes, Safety-Grams, memorandums, bulletins, etc.).
- d. Ensure completion of all required safety training and reports. Supervise the maintenance of records and files which document completion.
- e. Conduct liaison with associated commands and facilities (e.g. VT-28, VT-27, COMTRAWING FOUR, NASCORPC, CNATRA, Maintenance Contractor, Naval Hospital, FAA, etc.). Ensure VT-31's representation at all area safety meetings, particularly the COMTRAWING FOUR quarterly Area Aviation Safety Council.
- f. Coordinate safety surveys per VT31INST 3750.2H and other directives.
- g. Coordinate quarterly safety standdowns per VT31INST 3750.2H and other directives.
- h. Maintain rapid action plans. Conduct periodic training for all personnel responsible for executing the plans.

9.2 Reserve Safety Officer (14000R)

9.2a Functional Statement. The Reserve Safety Officer shall serve as a special advisor to the squadron Safety Officer.

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9.2b Duties

- a. Advise the squadron Safety Officer on all matters to include reserve specific matters.
- b. Augment the squadron in the full capacity of his active duty counterpart in the event of that individual's prolonged absence, should a recall to active duty necessitate such activities.
- c. Frequently report to the SAU CO VT-31's SELRES safety posture.
- d. Ensure safety is considered during the formulation or modification of VT-31 policy.
- e. Ensure completion of all required reserve specific safety training, safety surveys, and reports.

9.3 Assistant Safety Officer (14010)

9.3a Functional Statement. The Assistant Safety Officer shall supervise other Department personnel under the direction of the Safety Officer and be familiar with all duties and responsibilities of the Safety Officer.

9.3b Duties

- a. Assist the Safety/NATOPS Officer as directed.
- b. Serve as the Safety/NATOPS Department Head in his absence.

9.4 Reserve Assistant Safety/NATOPS Officer (14010R)

9.4a Functional Statement. The Reserve NATOPS Officer is a special advisor to the squadron NATOPS Officer.

9.4b Duties

- a. Advise the squadron Safety and NATOPS officers on all matters to include reserve specific matters.
- b. Augment the squadron in the full capacity of his active duty counterpart in the event of that individual's prolonged absence, should a recall to active duty necessitate such activities.

- c. Supervise the training syllabus of newly gained SELRES Flight Instructor pilots.
- d. Liaison with the RESFIRST officer to monitor the completion of instrument ground school, flight physiology, swim re-qualification, and other flight qualifications by assigned SELRES instructors.
- e. Ensure a high degree of standardization is maintained and that the minimum flight proficiency requirements are met by assigned SELRES pilots.
- f. Liaison with the squadron NATOPS Officer on all matters associated with the unit evaluations.

9.5 Naval Aviation Training And Operating Procedures
(NATOPS) Officer (14015)

9.5a Functional Statement. The NATOPS Officer is responsible to the Safety Officer for the administration and execution of VT-31's NATOPS program. All squadron aviation programs and aviation training shall comply with the T-44 NATOPS Flight Manual, OPNAVINST 3710.7T and other related directives.

9.5b Duties

- a. Ensure a proper letter of designation exists.
- b. Coordinate and/or conduct frequent NATOPS training at All Instructor Meetings (AIMs) and designated squadron training periods throughout the year and keep records of accomplished training.
- c. Ensure instructor pilots have completed all required aviation survival and physiology training with proper documentation, particularly the required annual T-44 egress training.
- d. Maintain a chart or tracking method of monitoring the accomplishment and currency of NATOPS requirements. Specifically: Annual Instrument Checks, NATOPS Checks, Course Rules Exam, Flight Physicals and Emergency Procedures Trainer.
- e. Maintain NATOPS training jackets for all Instructor Pilots. Perform Jacket Review for IPs when they arrive/depart and on an annual basis.

- f. Compile and submit recommended NATOPS changes. Ensure all pilots are using NATOPS manuals with current changes included.
- g. Schedule squadron IPs for their annual aviation physicals.

9.6 Assistant Naval Aviation Training And Operating Procedures Officer (14016)

9.6a Functional Statement. The Assistant NATOPS Officer is responsible to the NATOPS Officer for execution of a proactive NATOPS program.

9.6b Duties

- a. Assist the NATOPS Officer and Safety/NATOPS Department Head as directed.
- b. Perform NATOPS Officer duties in his absence.

9.7 Aviation Safety Officer (14100)

9.7a Functional Statement. The Aviation Safety Officer is directly responsible to the Safety Officer and CO for the administration of a proactive aviation safety program. He shall be a graduate of the Aviation Safety Officers Course. He should occupy this billet for a minimum of one year and shall not be assigned any additional collateral duties.

9.7b Duties

- a. Report directly to the Safety/NATOPS Officer. Communicate with the CO as appropriate concerning aviation safety matters.
- b. Administer a hazard detection program utilizing local aviation safety reports, Hazard Reports (HAZREP), critiques, etc. Promote open communication between IPs and prompt hazard reporting. Respond quickly to correct identified hazards; promptly inform appropriate individuals; follow-up.
- c. Frequently disseminate safety information to all hands (e.g. at meetings, safety standdowns, POW notes, Safety-Grams, memorandums, bulletins, etc.).
- d. Maintain rapid action plans in the Duty Office.

- e. Frequently review the manning of our Aircraft Mishap Board (AMB) and update the board member notice (VT31NOTE 3750) as required. Conduct periodic training for AMB members and CDOs/SDOs to ensure proper readiness. Document completion of AMB training.
- f. Monitor flight activities to ensure safe operations and appropriate directives.
- g. Represent the interests of flight safety on the squadron standardization board and at other meetings as appropriate.

9.8 Ground Safety Officer (14200)

9.8a Functional Statement. The Ground Safety Officer is responsible to the Safety Officer for the administration and execution of a ground (non-aviation) safety program.

9.8b Duties

- a. Promote and disseminate information relating to motor vehicle safety, recreational safety, industrial and occupational safety, health, home safety, first aid, etc. Coordinate related training as required by all appropriate directives. Document completion of all ground safety training.
- b. Complete accident reports and other ground safety reports as required by related directives. Maintain related files and records.
- c. Serve as the squadron Hazardous Materials (HAZMAT) Officer. Periodically conduct a HAZMAT survey to ensure safe and proper storage, use and disposal of hazardous materials. Conduct related training as appropriate.
- d. Administer the squadron hearing conservation program per all related directives.
- e. Ensure VT-31's representation at the Area Traffic Safety Council.
- f. Supervise the Safety Petty Officer.

9.9 Operational Risk Management Representative (ORM) (14300)

9.9a Functional Statement. The ORM Representative is

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responsible to the Safety Officer for providing information to the squadron Operational Risk Management Officer.

9.9b Duties. Monitor the Operational Risk Management Process. Identify, isolate, and correct errors within ORM Process. Recommend implementation of changes to the ORM Officer.

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CHAPTER TEN

10.1 Instructor Training Unit Officer (ITU) (15000)

10.1a Functional Statement. The ITU Officer is ultimately responsible for providing comprehensive and standardized training to prospective flight instructors. Ensure that the prospective flight instructor is complete in all academic training, aeromedically qualified, and instrument qualified to instruct in the appropriate syllabi under local training directives. Additionally, ensure Maritime Transition (MT) and Test Pilot School (TPS) students attain appropriate training and qualifications in a timely manner.

10.1b Duties

- a. Maintain close liaison with WING ITU Officer, COMTRAWING FOUR training and CNATRA T-44 Model Manager.
- b. Ensure ITU cadre is comprised of highly qualified, motivated and senior standardization instructors.
- c. Be responsible for fleet and other government agency pilot training programs (i.e. Maritime Transition (MT), Test Pilot School (TPS), NOAA, NATOPS, or Copilot only) and work closely with COMTRAWING FOUR/CNATRA handling special requests.
- d. Determine training requirements, obtain class dates/quotas and coordinate training events as necessary for IUTs, MT, TPS, and NATOPS/Copilot only qualifications.
- f. Ensure IUT/MT/TPS FIST jackets are created and maintained per CNATRAINST 3710.13C.
- g. Ensure CNATRA curriculum IUT, MT, TPS, time-to-train goals are met per 1542.57C.
- h. Schedule all training events for each category of trainee assigned.
- i. Ensure adequate numbers of qualified flight instructors are available to meet the expected loading.
- j. Have CO sign all initial NATOPS/Instrument qualifications. CO sign all MT/TPS/NATOPS or Copilot only completion letters.

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- k. Submit ITU completion of Training Monthly Plan, gains/losses to CO/XO/Training Officer/OPS O/COMDRAWING FOUR on the first day of each month.
- l. Maintain current/future training standardization goals while managing the development and revision of a comprehensive training syllabus.
- m. As syllabus manager, witness the credibility and deficiencies of instruction in the actual flying environment while occupying a position to encourage and promote improvements.

10.2 Assistant Instructor Training Unit Officer (15010)

10.2a Functional Statement. The Assistant ITU Officer shall be a fully qualified IUT instructor. Be thoroughly familiar with the duties of the ITU Officer. Provide assistance as required to attain the goals of the ITU. Shall act as the Department Head when required.

10.2b Duties

- a. Assist ITU Department Head as directed
- b. Fulfill the requirements of the ITU when the Department Head is absent.
- c. Coordinate Ground School quotas/class dates with appropriate representative.
- d. Ensure IUT instructor standardization.
- e. Assist in the development/revision of a comprehensive flight syllabus, as well as, encouraging training improvement suggestions via the Training Improvement Program (TIP).
- f. Review and revise all applicable Master Curriculum Guides with emphasis on content, correctness and completeness. Also perform for all instructor training forms.
- g. Ensure IUT/TPS/MT scheduling and priorities.

10.3 Instruction Training Unit Administration Assistant
(Contractor) (15100)

10.3a Functional Statement. The ITU Administrative Officer shall be responsible for all department administrative matters.

10.3b Duties

- a. Ensure compliance with all CNATRA/WING STAN inspection requirements.
- b. Maintain a publications library to include at a minimum:
 - (1) NATOPS flight manual
 - (2) OPNAV instruction/VT-31 SOP/COMTRAWING FOUR SOP/VT-31 instructions.
 - (3) FTI/FIG/Instructor Training Forms (ITFs).
 - (4) CNATRINST 3710.13F.
 - (5) OPNAVINST 3710.7T.
 - (6) MCG/1542 publications.
 - (7) Department turnover book.
 - (8) Develop and manage IP accounting/management plan (loading).
 - (9) Ensure time-to-train requirements are being met.
 - (10) Build and maintain FIST jackets (Ref. CNATRINST 3710.13F).
 - (11) Screen IUT NATOPS jackets for completeness.
 - (12) Ensure IUT physiology/NATOPS check/Instrument check requirements are met.
 - (13) Not observed FITREPs/completion letters/designation letters generated then signed by appropriate authority. Schedule IUT for meeting with Commodore following completion of syllabus. IUT can fly prior to meeting if appropriate paperwork is signed.

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- (14) Pick up simulator/CPT grade sheets for simulator building and place in FIST jackets.
- (15) Transfer FIST/NATOPS jacket to appropriate manager following syllabus completion.
- (16) Identify publications as reprints, changes, or revisions.

CHAPTER ELEVEN

11.1 FTS Reserve Department Head (0000R1)

11.1a Functional Statement. A senior FTS officer shall be assigned to provide full time presence for the SAU CO.

11.1b Duties. In addition to performing the duties and responsibilities of a department head per Chapter 2 of this instruction, the FTS Reserve Department Head shall:

- a. Maintain high morale within the unit. Promote the efficiency and welfare of the department, and ensure the necessary quantity and quality of department work.
- b. Supervise the training syllabus of newly gained SELRES Flight Instructor pilots.
- c. Serve as the point of contact with the TRAWING OIC and maintain continuous communication.
- d. Manage daily reserve issues to include pay and leave.
- e. Oversee the full integration of the reserve unit within the squadron.
- f. Promulgate policies and procedures for the organization and operation of the department.
- g. Ensure the monthly production report and other required information is provided to the TRAWING Reserve Component Commander via the SAU CO and TRAWING OIC.
- h. Maintain a current database of assigned SELRES flight instructors as required by the TRAWING Reserve Component Commander.
- i. Ensure the documentation of drill performance, flight hours, sorties, etc. Provide a mid-year and end of fiscal year flight hour report to the SAU CO.
- j. Maintain current, accurate, and complete records of accountable material and equipment under the cognizance of the unit.

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- k. Coordinate drill and AT/ADT schedules with the Operations Department to provide maximum reserve support to TRARON THREE ONE.
- l. Function as the CO/TO and Fund Approver (FA) on AT/ADT/IDTT/ADSW requests via NROWS.

11.2 SAU Executive Officer (16000R)

11.2a Functional Statement. A senior SELRES officer shall be assigned as the SAU XO. The SAU XO reports to the FTS Department Head and/or SAU CO and shall assist in all matters pertaining to the readiness, training, and administration of the assigned reservist in support of TRARON THREE ONE.

11.2b Duties

- a. Assist the FTS Reserve Department in his duties.
- b. Assist in the oversight of the full integration of the reserve unit within the squadron.
- c. Act on the behalf of the FTS Department Head in his absence.
- d. Promulgate policies and procedures for the organization and operation of the department.

11.3 FTS Assistant Reserve Department Head (0000R11)

11.3a Functional Statement. A junior FTS Officer shall be assigned as the Assistant FTS Reserve Department Head and is responsible to the FTS Reserve Department Head for assistance in all aspects of the Reserve Department duties.

11.3b Duties

- a. Ensure the documentation of drill performance, flight hours, sorties, etc.
- b. Provide Operational Support Data to appropriate authority via prescribed procedures.
- c. Coordinate facilities for mandatory drill periods.
- d. Provide input to the FTS Reserve Department Head for the monthly production report.

11.4 Reserve Readiness Officer (16200R)

11.4a Functional Statement. A SELRES Officer shall be assigned as the Readiness Officer and is responsible to the SAU CO for all matters pertaining to SAU Readiness.

11.4b Duties

- a. Track unit readiness status via TRIMS website, to include but not limited to training requirements, Billet assignment, Medical Status, immunization requirements, etc.
- b. Coordinate with pertinent entities to maximize unit readiness.
- c. Maintain required records, files, publications, and other official correspondence.

11.5 Reserve Mobilization Plans Officer (16210R)

11.5a Functional Statement. The Reserve Mobilization Plans Officer is responsible to the SAU CO on all matters pertaining to individual and unit mobilizations.

11.5b Duties

- a. Track mobilization opportunities for members of the SAU.
- b. Provide necessary mobilization training requirements to the Reserve Readiness Officer.
- c. Coordinate manning requirements with appropriate departments during periods of voluntary and involuntary mobilizations.

11.6 Reserve Physical Readiness Training Officer (PRT) (16220R)

11.6a Functional Statement. The reserve Physical Readiness Training officer is responsible to the SAU CO on physical fitness matters. The Physical Readiness Training Officer plans, organizes and administers the athletic aspects of the SAU.

11.6b Duties

- a. Plan, schedule, promote and supervise unit athletic

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activities, including intramural, intermural and informal athletic activities.

- b. Coordinate programs, personnel, funds, equipment and encourage participation in the athletic events of the special services program.
- c. Ensure all personnel are appraised of the Navy sports program and the opportunities to qualify for national and international competition as outlined in the special services manual.
- d. Conduct the semi-annual Physical Readiness Test and provide the results to the SAU CO.