COMTRA WING FIVE INSTRUCTION 5452.1Q

From: Commander, Training Air Wing FIVE
Subj: STAFF ORGANIZATION AND REGULATION MANUAL

Ref: (a) CNATRAINST 5452.31G

Encl: (1) Staff Organization and Regulation Manual
(2) Training Air Wing FIVE Internal Organizational Chart
(3) Training Air Wing FIVE External Organizational Chart
(4) Office Codes

1. Purpose. To promulgate the organization of Training Air Wing (TRA WING) FIVE staff as prescribed by reference (a). Detailed instructions for implementation of policies and discharge of functions will be promulgated by individual COMTRA WING FIVE instructions.

2. Cancellation. COMTRA WING FIVE INST 5452.1P.

3. Scope. The Staff Organization and Regulation Manual documents the command structure and reflects the functions and tasks assigned.


   a. This manual is issued for compliance by all personnel attached to, serving with, or employed by Commander, Training Air Wing FIVE.

   b. The delegation of responsibilities set forth in enclosures (1) through (3) will govern the Wing departments, special assistants, and staff under all normal conditions. The Wing departments' exercise of authority in emergencies or unusual circumstances, where deviation is essential to the proper discharge of responsibilities, shall not be restricted by this manual in any way. All TRAWING FIVE office codes have been changed to coincide with Navy Standards. Enclosure (4) serves as a quick reference for code changes.

   J. FISHER

Distribution:
COMTRA WING FIVE INST 5216.1T
Lists I(b), II
# RECORD OF CHANGES

<table>
<thead>
<tr>
<th>CHANGE NO.</th>
<th>DATE OF CHANGE</th>
<th>DATE ENTERED</th>
<th>SIGNATURE OF PERSON ENTERING CHANGE</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
# TABLE OF CONTENTS

Chapter I – Mission and Functions of Training Air Wing FIVE

1. Mission ................................................................. 2
2. Functions ............................................................... 2
3. Missions and Functions of the Staff.............................. 3

Chapter II – Duties of Staff

1. Staff Policy and Responsibilities................................. 4

Chapter III – Organization

1. Staff Organization..................................................... 6
2. Additional Duty (ADDU) Special Assistants or Staff Members...... 6

Chapter IV – Functional Statements (Code)

1. Executive Department
   a. Wing Commander.............................................. (N00) .. 7
   b. Deputy Commander......................................... (N01) .. 7
   c. Chief Staff Officer......................................... (N02) .. 7
   d. Wing Commander’s Secretary............................. (N002S) .. 7

2. Special Assistants to Wing Commander
   a. Chaplain (ADDU)............................................... (N00B) .. 7
   b. Command Career Counselor (ADDU)....................... (N00C) .. 7
   c. Senior Flight Surgeon..................................... (N00H) .. 7
   d. Reserve Component Commander.......................... (N00R) .. 8
   e. Reserve Component Operational Support Officer. (N00R1) .. 8
   f. Reserve Component Yeoman .............................. (N00R11) .. 8
   g. Senior Coast Guard (TAD)................................. (N01C) .. 8
   h. Senior Marine (TAD)........................................ (N01M) .. 8
   i. Public Affairs Officer (TAD).............................. (NOOP) .. 8
   j. Management Services Officer............................ (N02S) .. 8
   k. Senior Watch Officer .................................... (N02W) .. 9

3. Administration Department
   a. Administration Officer/Security Manager................. (N1) ... 9
   b. Administrative Clerk/Security Clerk..................... (N1A) .. 9
   c. Correspondence Clerk...................................... (N1A1) .. 9
   d. Travel Coordinator/Awards Clerk......................... (N1A2) .. 10
   e. Supply/Property Technician.............................. (N13) .. 10
   f. Supply Technician.......................................... (N13A) .. 10
   g. Financial Management Officer......................... (N15) .. 10
   h. Financial Technician...................................... (N16A/N16B) .. 10
4. Operations Department
   a. Operations Officer............................... (N3) ....... 10
   b. Current Operations Officer-Fixed Wing........... (N3A) ....... 10
   c. Current Operations Officer-Rotary................ (N3B) ....... 11
   d. Future Operations Officer Fixed Wing ............ (N3C) ........ 11
   e. Future Operations Officer Rotary ................. (N3D) ....... 11
   f. Operations Clerk.................................. (N3CL) ........ 11
   g. MATSG Admin Chief................................ (N36) ........ 11
   h. MATSG Admin Clerk.................................. (N36A) ....... 11

5. Maintenance Department
   a. CNATRA Contract DET OIC/Maintenance Officer (ADDU) .................................. (N4) ........ 11

6. Plans and Student C Department
   a. Plans Director .................................... (N5) .......... 12
   b. TG Rotary NAPP Officer............................ (N5A) ......... 13
   c. TG Primary NAPP Officer............................ (N5B) ......... 13
   d. Wing Analyst........................................ (N51) .......... 13
   e. TG Rotary/Primary Analyst......................... (N51A/N51B) ...... 13
   f. Data Manager......................................... (N51C) ....... 14
   g. Student Control Officer............................ (N52) .......... 14
   h. Assistant Student Control Officer/IMSO ........... (N52A) ......... 14
   i. Student Control Admin Support ..................... (N52A1/N52A2) 14
   j. TIMS Administrator.................................. (N53A/N53B) .. 15

7. Management Information Systems Department
   a. NMCI Activity Customer Technical Representative (ADDU) ................................ (N6) ........ 15
   b. NMCI Asst Activity Customer Technical Representative (ADDU) ............................ (N6A) ....... 15
   c. Information Assurance Officer (ADDU)................ (N61) ........ 15

8. Training Department
   a. Training Officer .................................... (N7) .......... 16
   b. T6 NATOPS Program Manager/Evaluator ............ (N71A) ......... 16
   c. Fixed Wing Standardization Officer ............... (N71B) .......... 16
   d. TH-57 NATOPS Program Manager/Evaluator ........ (N71C) .......... 16
   e. Rotary Wing Standardization Officer .............. (N71D) .......... 17
   f. Government Flight Representative (GFR) ........... (N71E) .......... 17
   g. Fixed Wing Instructor Training Unit (FITU) Officer in Charge ............................... (N72) ........ 17
   h. Fixed Wing Instructor Training Unit Clerk ....... (N72CL) .......... 17
   i. Helicopter Instructor Training Unit (HITU) Officer in Charge ............................... (N73) .......... 17
j. Helicopter Instructor Training Unit (HITU)
   Clerk ........................................ (N73CL) ...... 18
k. Ground Training Officer (GTO)....................... (N74) ........ 18
l. Instructional Systems Specialist (ISS)/Course
   Curriculum Coordination (CCC) .................. (N741) ...... 19
m. Office Automation/Flight Support Clerk......... (N741A) ...... 18
d. Office Automation/SIMS Schedules............... (N741B) ...... 19
e. Office Automation/Book Issue.................... (N741C) ...... 19
f. Office Automation/Test Center Administrator... (N741D) ...... 19
g. Academic Division Officer....................... (N742) ...... 19

9. Safety Department
a. Safety Officer-Fixed Wing....................... (N8) .......... 20
b. Assistant Safety Officer-Rotary............... (N8A) .......... 20
c. Ground Safety Officer........................ (N8B) .......... 20
d. Aeromedical Safety Officer (AMSO)/.............. (N81) .......... 20
   Aviation Physiologist
  e. Aeromedical Safety Technician............... (N81A) ........ 21
STAFF ORGANIZATION
AND
REGULATION MANUAL
CHAPTER I - Mission and Functions of Training Air Wing FIVE

1. Mission. Administer, coordinate, and supervise flight and academic training and support as directed by Chief of Naval Air Training (CNATRA).

2. Functions.
   a. Administer.
      (1) Implement CNATRA-approved ground, simulator, and flight curriculum to maintain the highest standards of training.
      (2) Execute instructor pilot flight training and qualification at the Fixed-Wing Instructor Training Unit (FITU) and the Helicopter Instructor Training Unit (HITU).
      (3) Serve as Curriculum Manager for Undergraduate Primary, Tilt-rotor, Advanced Helicopter, and Aerospace Medicine Specialist flight training.
      (4) Serve as the T-6B and TH-57 Naval Aviation Training and Operating Procedures Standardization (NATOPS) Model Manager.
      (5) Manage all local student personnel functions and maintain necessary records.
      (6) Act as final reviewing authority in the disposition of students per instructions and policies issued by CNATRA.
   b. Coordinate.
      (1) Monitor training requirements and allocated resources in order to make timely recommendations to CNATRA as necessary to achieve optimum efficiency of training.
      (2) Monitor the formulation and execution of fiscal plans of subordinate units and coordinate intra-command fund changes with CNATRA.
      (3) Monitor manpower requirements of subordinate activities, review requests and changes in allowance, and submit recommendations to CNATRA as necessary to achieve optimum distribution of personnel.
      (4) Monitor the support effectiveness of contract maintenance for the T-6B and TH-57 aircraft in order to provide feedback and improvements to CNATRA.
      (5) Execute Hurricane Evacuation responsibilities, procedures, and coordination as directed by pertinent instructions and policy.
      (6) Serve as Government Flight Representative (GFR) to maintenance contractors; responsible for approval of contractor flights, procedures, and flight crewmembers.
c. Supervise.

(1) Serve as the Naval Aviation Production Process (NAPP) Task Group lead for Task Group Primary and Task Group Rotary.

(2) Act as Immediate Superior in Command (ISIC) to the Commanding Officers of the six training squadrons and other facilities, as may be placed under his/her cognizance.

(3) Make periodic assessments of subordinate commands.

(4) Oversee the aviation and ground safety programs of assigned units to ensure aggressive and effective implementation.

(5) Oversee the NATOPS and Standardization Programs conducted by subordinate commands.

(6) Implement Command Managed Equal Opportunity (CMEO) programs in keeping with directives from higher authority.

(7) Perform other tasks as assigned.

3. Missions and Functions of the Staff. To assist the Commander, TRAWING FIVE in the discharge of command duties, the staff shall:

a. Gather and evaluate detailed and accurate information on all phases of TRAWING FIVE's assigned mission and functions, as well as those of commands with related missions.

b. Prepare plans, schedules, directives, and reports, as necessary, or in compliance with directives received from higher authority.

c. Translate the decisions of the Commander into directives.

d. Supervise and evaluate compliance with, and execution of, the Commander's directives.
CHAPTER II - DUTIES OF STAFF

1. Staff Policy and Responsibilities.

   a. **Policy.** The following basic policies shall guide the staff in the performance of their duties:

      (1) **Duties and Responsibilities.** The descriptions of duties and responsibilities that follow are general and intended as guidelines, imposing no limitations of the duties that may actually be assigned.

      (2) **Special Projects.** The assignment of special projects will be accomplished by department heads and coordinated, when necessary, by the Chief Staff Officer (CSO).

      (3) **Staff Officer Relationship to Subordinate Commands.** Staff officers are enjoined to keep in mind that, although they act in the name and by direction of the Commander, they shall not interfere in the details of administration or operation of TRAWING FIVE subordinate commands.

   b. **Responsibility of Department Heads.** The head of each staff department shall:

      (1) Supervise department workload. Such supervision shall not relieve any member of the staff of personal responsibility for the proper performance of assigned duties; nor shall it prevent any member of the staff from presenting personal viewpoints on any subject under his cognizance to the Commander or CSO. However, such opinions or questions should pass through the cognizant Department Head and the CSO before being presented to the Commander.

      (2) Be cognizant of the work undertaken by members of the department and see that such work is carried out to successful completion.

      (3) Ensure, when absent from the staff offices, that cognizance of the duties and proper functioning of the department is continued through qualified assistants.

   c. **Responsibility of Staff Members.** All members of the staff shall:

      (1) Keep informed of the policies and directives expressed or issued by the Commander, and ensure their actions conform to such established policies and directives.

      (2) Initiate action on all matters over which they have cognizance, keeping the Department Head, CSO, Commander, and other interested officers of the staff informed.
d. Definition of Terms. In order to achieve a meaningful and consistent description of the functions performed by the staff, it is necessary to define the precise degree of involvement with which the staff operates in routine situations. The following definitions apply for all billet descriptions:

(1) **Be Cognizant:** To be aware of, have knowledge of, and observe. Cognizant officers make recommendations to both lower and higher authority and provide assistance within their areas of responsibility when requested. Direct control is not exercised.

(2) **Monitor:** To watch or check. Officers monitor in order to ensure that subordinate commands are complying with directives and fulfilling obligations for which the Commander is ultimately responsible.

(3) **Direct:** To manage or control, through the issuance of orders and directives, and through consistent administrative supervision.

(4) **Coordinate:** To work together in harmony and interaction in cooperation with other commands or officers having joint responsibility.

(5) **Action Officer:** The individual assigned control or responsibility for a given task, project, or duty. Be responsible for coordination and accomplishment of all tasks necessary to complete a particular project in its final form.
CHAPTER III - ORGANIZATION

1. Staff Organization. Under the direction of the CSO, the staff is divided into two main areas:
   
a. Special Assistants.
   
b. Seven major departments.

2. Additional Duty (ADDU) Special Assistants or Staff Members. Certain officers and key civilian personnel attached to Naval Air Station, Whiting Field have been assigned additional duty as Special Assistants to the Commander, TRAWING FIVE.
CHAPTER IV - FUNCTIONAL STATEMENTS

1. Executive Department

   a. Wing Commander (N00). Responsible for mission accomplishment; directs operations of the activity; conducts affairs per Navy regulations; ensures full use of facilities and resources; controls directives concerning policies, procedures, workload, funding, organization, staffing, and facilities; ensures that productive output of the activity is both timely and of appropriate quantity and quality. It serves as CNATRA Lead for Primary Pilot Task Group and Rotary Task Group.

   b. Deputy Commander (N01). Assist Wing Commander with mission accomplishment. Acts for the Commander during his absence, provides overview and serves as lead for T-6 and TH-57 Transition Task Force Teams.

   c. Chief Staff Officer (N02). Assists and advises the Commander on all matters affecting the command; signs routine correspondence which does not involve policy or requests for funds; supervises the TRAWING Staff; acts for the Deputy Commander during his absence; Interim Performance Management System (IPMS) Board Chairperson; staff travel approval authority; oversees wing wide cross country/TAD budget; manages staff battle rhythm; ensures use of a Command Managed Equal Opportunity (CMEO) Program by all personnel.

   d. Wing Commander's Secretary (N002S). Performs secretarial, clerical, and administrative duties in direct support of the Commander, Deputy, and CSO. Maintains biographies of Commodore, Deputy, and CSO.

2. Special Assistants to Wing Commander

   a. Chaplain (ADDU) (N00B). Provides professional guidance to the Commander and promotes the spiritual, religious, moral, and personal well-being of all Wing members and their family members. Provides ethics training to student aviators, instructors, and staff. Supports designation ceremonies and other formal occasions requiring an invocation and/or a benediction. Partners with Navy/Marine Corps Relief Society in direct support of military personnel assigned to TRAWING FIVE.

   b. Command Career Counselor (ADDU) (N00C). Responsible to the Commander as special assistant for enlisted and officer retention programs and statistics; provides career information and counseling to staff members; monitors subordinate commands’ retention programs, and assists with command inspections.

   c. Senior Flight Surgeon (N00H). Advises the Commander on matters pertaining to Aerospace Medicine and the general health of TRAWING FIVE personnel; maintains liaison with other Medical Officers/Flight Surgeons and flight support training programs assigned to TRAWING FIVE and squadron level mishap boards; performs routine aviation medicine duties, i.e., military sick call and aviation physical examinations.
d. Reserve Component Commander (N00R). Serves as Commander, TRAWING FIVE Reserve Component Command (TWRCC), NAS Whiting Field. Is the Wing advisor for Reserve affairs, coordinating with Reserve Programs Director, Chief of Navy Reserve Forces Command, to maintain TWRCC, per BUPERSINST 1001.39 series and COMNAVRESFORINST 1001.5 series; monitors regular and additional drills, approves drill request forms, signs drill recording and control forms and submits monthly summary reports; ensures detaching reservists are replaced with personnel qualified per policies and regulations; assists selected replacement reservists with initial affiliation; supervises support Yeoman (YN) in completion of any other requirements necessary to meet the objectives of TWRCC.

e. Reserve Component Operational Support Officer (OSO) (N00R1). The Full Time Support (FTS) OSO shall function as the TWRCC whenever the TWRCC is not present. The OSO is the direct representative of the TWRCC and Wing Commander with regards to TRAWING FIVE Reserve issues. The OSO shall maintain direct liaison with the Wing Commander when the TWRCC is not present. The OSO shall oversee all Reserve specific fiscal, manpower, and administrative matters for TRAWING FIVE Reservists and will serve as the senior FTS officer at TRAWING FIVE.

f. Reserve Component Yeoman (N00R11). The TRAWING FIVE Yeoman (YN) will act as Reserve administrative support and assistant to the TWRCC and OSO. The YN will be responsible for Reserve pay issues Navy Standard Integrated Personnel System (NSIPS), order writing Reserve Order Writer System (NROWS), and Reserve specific TAD Funds Administration and Standardized Automation System (FASTDATA).

g. Senior Coast Guard (TAD) (N01C). Interviews and assigns all Coast Guard officers reporting to TRAWING FIVE for instructor duty; monitors the assigned Coast Guard allowance and onboard status for all squadrons within TRAWING FIVE; provides liaison service with Coast Guard Liaison Office, Pensacola and TRAWING FIVE; maintains applicable Coast Guard directives and promulgates Coast Guard information to squadron Coast Guard personnel.

h. Senior Marine (TAD) (N01M). Interviews and assigns all Marine officers reporting to TRAWING FIVE for instructor duty; monitors the assigned Marine allowance and onboard status for all squadrons within TRAWING FIVE; provides liaison service with Marine Aviation Training Support Group (MATSG) Pensacola and TRAWING FIVE; maintains applicable Marine Corps directives and disseminates Marine-specific information to squadron Marines.

i. Public Affairs Officer (PAO) (TAD) (N00P). Coordinates and utilizes all available media outlets for favorable publicity; advises the Commander on all media queries and articles concerning matters under TRAWING FIVE’s purview; contacts CNATRA PAO when a mishap or unfavorable incident occurs; coordinates all distinguished visitor visits to include office calls and presentations.

j. Management Services Officer (N02S). Advises and assists the Wing Commander in matters regarding personnel support, staffing
management, and administrative requirements. Wing’s central point of contact for studies in support of efficiencies, position management, commercial activities, functional assessments or other manpower support agreements. Coordinates civilian personnel requirements of TRAWING FIVE; interprets, evaluates, and implements policies and plans relative to overall civilian manpower allocations and needs; monitors/issues assignments and distribution of personnel to activities within TRAWING FIVE to ensure conformance with current allowances and manning levels; serves in an advisory capacity to the Wing Commander and squadron Commanding Officers. Command representative for position management. Serves as the point of contact for civilian Performance Management System, Performance Award Recognition Board, and Managers Internal Control Program.

k. Senior Watch Officer (N02W). Appointed by the TRAWING FIVE CSO. Responsible for coordinating the Command Duty Officer (CDO) watch bill and managing the CDO responsibilities for TRAWING FIVE. Establishes and maintains the CDO logbook. Ensures effective and complete training of all CDOs. Ensures effective communications between the Commander and CDOs regarding important information utilizing a briefing, a passdown log, and/or memoranda.

3. Administration Department

a. Administration Officer (N1). Provides administrative support to the Commander, Deputy, CSO, and headquarters staff offices; processes all official correspondence and ensures it is in agreement with current command practices; coordinates military personnel requirements of TRAWING FIVE; interprets, evaluates, and implements policies and plans relative to overall military manpower allocations and needs; coordinates and schedules command inspections; performs the duties of the TRAWING FIVE Staff Security Manager and signs certificates of clearance by direction; supervises the document control functions for TRAWING FIVE, including control of reproduction, distribution, and tickler files; monitors and approves travel orders of personnel using TRAWING FIVE operating funds. Serves as Administrative Point of Contact for the Government Travel Card Program.

b. Administrative Clerk/Security Clerk (N1A). Provides administrative support to all TRAWING FIVE staff. Prepares and releases all outgoing message traffic. Processes all staff and student personnel security clearance requests. Maintains correspondence tickler. Serves as the Command Personnel Coordinator and Administrative Point of Contact for the Government’s Travel Card Program.

c. Correspondence Clerk (N1A1). Routes incoming correspondence by subject matter and cognizant department. Responsible for purging and disposal of all centralized administrative files. Manages the directives and reports within TRAWING FIVE. Maintains Staff Social Roster and database file. Prepares, edits, and distributes all instructions and notices for TRAWING FIVE. Maintains staff and student Leave Control Log.
d. Travel Coordinator/Awards Clerk (N1A2). Administers the Temporary Additional Duty program, including travel order issuance and travel claim processing for staff personnel. Processes all military awards for staff and squadrons. Distributes incoming and outgoing mail.

e. Supply/Property Technician (N13). Coordinates with Financial Management Officer for transfer of funds among job codes. Manages the Wing’s Minor Plant Property and conducts physical inventory of equipment. Acts as liaison to the Financial Management Officer for the Wing and six squadrons. Supply Administration; prepares and signs all documents for purchases or payment fees for TRAWING FIVE. Monitors and solicits contracts for Satellite TV Service, cell phones, and copy machines, etc.

f. Supply Technician (N13A). Provides supply support to TRAWING FIVE, including ordering and expediting stock material and open purchase requirements for supplies, services, and SERVMART issues. Responsible for reconciling and tracking the Government Purchase Card Program. Maintains and operates storeroom facility for common items. Procures, stores, and issues material and maintains material usage data.

g. Financial Management Officer (N15). Monitors, reviews, and checks requests for funds in agreement with TRAWING FIVE’s approved operating budget. Monitors and tracks obligations and expenditures throughout the budget execution phase. Analyzes the effects of cost changes such as personnel salaries, utilities, contractual services, supplies and equipment, etc. Reviews financial transactions for accuracy and completeness and inputs them into multiple accounting and budget tracking systems. Prepares the annual budget plan and conducts review for all departments. Independently manages Operating Target (OPTAR). Advises the Commander regarding projection, expenditure, and reconciliation in all money matters.

h. Financial Technician (N16A/N16B). Receives and verifies the accuracy and completeness of accounting data in area of assignment. Processes these items and posts to various ledgers. Classifies various files for accuracy and compatibility with the various accounting systems used. Serves as Customer Service Representative for civilian pay. Serves as Primary Agency Program Coordinator for the Government Travel Card.

4. Operations Department

a. Operations Officer (N3). Assists in establishing operational requirements and administers the Wing’s operational plan; supervises NATOPS and Standardization Programs; develops and publishes detailed implementing directives, syllabi, or revisions thereto, as directed by CNATRA, to maintain high standards of flight training; supervises airspace allocation and management; submits airspace utilization reports as required; conducts instructor training.

b. Current Operations Officer-Fixed Wing (N3A). Serves as the
Assistant Operational Manager for primary flight training. Ensures operational training requirements are met by developing short range operational plans involving three primary squadrons and the FITU. Manages various operational elements to meet the training mission including: field hours, meteorology, airfield and outlying field readiness, Training Information Management System (TIMS) data, the Multi-Service Pilot Training System (MPTS), funded flight hours (OPTAR), planning factors, and completed student training events.

c. **Current Operations Officer-Rotary (N3B)**. Serves as the Assistant Operational Manager for advanced rotary training. Ensures operational training requirements are met by developing short and long range operational plans involving three advanced rotary squadrons and the HITU. Manages various operational elements to meet the training mission including: field hours, meteorology, airfield and outlying field readiness, TIMS data, the Multi-Service Pilot Training System (MPTS), funded flight hours (OPTAR), planning factors, and completed student training events.

d. **Future Operations Officer-Fixed Wing (N3C)**. TRAWING FIVE representative in all matters pertaining to future operational planning for the T-6B Texan II. Functions as subject matter expert on long term issues of Primary flight training.

e. **Future Operations Officer-Rotary (N3D)**. The TRAWING FIVE representative in all matters pertaining to the future replacement program of the TH-57. Functions as subject matter expert on long term issues of Advanced Helicopter flight training.

f. **Operations Clerk (N3CL)**. Performs clerical and administrative duties in direct support of the Operations Department.

g. **MATSG Admin Chief (N36)**. Handles all administrative issues that may arise for both staff and student Marines at NAS Whiting Field and NOLF Choctaw. Responsible for pay issues, marital status and family changes, orders, audits, promotions, leave, and any other administrative problem or concerns that may arise; liaison with MATSG-21 at NAS Pensacola ensures all pertinent information gets passed to all Marines.

h. **MATSG Admin Clerk (N36A)**. Provides support to MATSG Admin Chief; handles all administrative issues that may arise for both staff and student Marines at NAS Whiting Field and NOLF Choctaw. Responsible for pay issues, marital status and family changes, orders, audits, promotions, leave, and any other administrative problem or concerns that may arise; liaison with MATSG-21 at NAS Pensacola ensures all pertinent information gets passed to all Marines.

5. **Maintenance Department**

a. **CNATRA Contract Detachment/OIC Maintenance Officer (ADDU) (N4)**. Advises the Commander on all matters pertaining to aircraft maintenance and logistics support; makes timely recommendations for aircraft and engine assignments and allowances within the Wing;
coordinates and monitors 3M system requirements and maintenance data applications; provides technical information and advice to Wing maintenance activities concerning 3M maintenance management and controls; coordinates planning for the provision of Wing maintenance activities' facilities, personnel, ground support equipment, material, and logistics services; monitors and coordinates aircraft maintenance performed by, and in support of, Wing units; ensures Wing activities comply with directives issued by higher authority; conducts liaison between units of the Wing and higher authority in matters pertaining to aircraft maintenance and material support; coordinates scheduling of aircraft; coordinates scheduling of aircraft rework requirements; administers and coordinates the activities of technical service representatives and contractor representatives assigned to the Wing. Performs necessary field contract surveillance and performance monitoring functions as the Contracting Officer's Technical Representative; maintains and utilizes statistical analysis and trend data on each activity to improve effectiveness and utilization of assets; monitors all units within the Wing to ensure that:

1. All NAMP Selected Maintenance Programs are actively complied with.
2. The 3M data collection program is complied with.
3. Active and effective Quality Assurance (QA) and Maintenance Safety Program exist.
4. Proper, approved maintenance practices and procedures are employed.
5. Schedules and supervises special studies to improve management of aircraft maintenance, materials, and personnel; prepares directives as required; assists with command inspections as required.

6. Plans and Student Statistics Department

a. Plans Director (N5). Coordinates the production aspect of flight training conducted by TRAWING FIVE commands and Task Groups for which Commander TRAWING FIVE is responsible (TG Rotary and TG Primary); supervises the execution of and controls the allocation of the flight hour program; maintains appropriate training records and training statistical data; coordinates student flow and controls student squadron assignments; provides control features and performance review as appropriate to ensure effective status appraisal to the Commander; monitors flight training accomplishment; prepares reports on programs and achievement of pilot training goals; supervises the disposition of students referred to the Commander for training failures; assists with command inspections as required; initiates and supervises special studies, as required, to identify and evaluate all factors affecting quality of training; produces reports required by CNATRA, and reports requested by other commands; coordinates student Naval Flight Surgeon Training; directs the Fleet Awareness Program; directs student pipeline selections; conducts such liaison as may be required with CNATRA and other commands to ensure
the capability to meet assigned tasks.

b. Task Group (TG) Rotary Naval Aviation Production Planning (NAPP) Officer (N5A). Under the Plans Director, manages the Rotary Task Group on behalf of the TG Lead (TRAWING Commander). This Task Group is comprised of placement officer and commanding officers from three advanced and ten fleet replacement squadrons. Forecasts pilot production trends, identifies signals of difficulty and resolves fleet-wide barriers to production; prepares charts and statistical data for flag-level briefings.

c. TG Primary NAPP Officer (N5B). Under the Plans Director, manages the Primary Task Group on behalf of the TG Lead (TRAWING Commander). This Task Group is comprised of API and TRAWING FOUR (2 commanding officers) and commanding officers from three primary squadrons in TRAWING FIVE. Forecasts pilot production trends, identifying signals of difficulty, helping resolve fleet-wide barriers to production, and preparing charts and statistical data for flag-level briefings.

d. Wing Analyst (N51). Under the direction of the Plans Director, collects and analyzes data; makes reports and recommendations on the accomplishment of flight training goals; prepares plans for executing the flight hour program; maintains historical flight program data files for comparison with current year performance and out-year projections; makes recommendations to the Plans Director and the Commander when statistical analyses indicate that modifications to the flight hour program are necessary; directs the annual review of planning factors for CNATRA; collates and submits the monthly aviation statistical report feeder to CNATRA; attends CNATRA Wing Analyst conferences as the TRAWING FIVE representative; assists with command inspections as required; monitors student primary, intermediate, and advanced inputs, outputs, and loading to ensure Navy, Marine Corps, Coast Guard, and international military goals are met; recommends, as required, adjustments to program parameters necessary to ensure accomplishment of assigned tasks; controls the design, implementation, and maintenance of a management database containing, as a minimum, the following information: daily flight hour usage by squadron/flight purpose; the phase-by-phase progress of each student assigned; student personal data to include source, sex/race/ethnic code, grades, flights, hours, and time-to-train; maintains student pipeline selection database, including grade adjustment capability, attrition data, planning factor validation, and such other files or databases that experience indicates may be required.

e. TG Rotary/Primary Analyst (N51A/N51B). Under the coordination of the Wing Analyst, and in direct support of their respective NAPP programs, analyzes current and proposed operating programs to evaluate their actual or potential effectiveness in achieving objectives; develops, maintains, and monitors integrated NAPP reporting system(s); conducts program statistical analyses and projections, surveys, audits, projects; plans, develops, and conducts multi-command liaison in support of NAPP program; forecasts and estimates program
requirements and prepares programmatic reports, justifications, charts, graphs, statistical, and narrative data; personally advises and briefs the Commander on program issues; represents the Commander in liaison with other commands; liaisons with both students and training squadrons to assure program goals, objectives, and operations are met; prepares internal instructions, operating policies, procedures, guidelines concerning assigned program(s), and recommends required changes and adjustments to assure proper and adequate accomplishment of program goals and objectives.

f. Data Manager (N51C). Responsible for the management and quality assurance of the Plans and Student Control Department student databases; inputs all Daily Statistical Report and Aviation Training Jacket information; prepares Weekly Reports, validates and submits selection inputs to CNATRA Liaisons' with all Squadron Student Control and Data clerks to ensure all data inputted in timely manner. Assists the TFA in development and implementation of training in new TIMS-specific processes. Liaison's with CNATRA for Navy Standard Score management; and assists the Program Analyst as required.

g. Student Control Officer (N52). Under the direction of the Plans Director, ensures complete compliance with all student training directives; reviews, coordinates, and recommends changes to forms and administrative transmittal of aviation training jackets; interviews and processes students referred to the Commander because of training failures per existing instructions and policies; monitors inter/intra-wing student flow and assists in student community assignments; coordinates student control procedures, and provides training for squadron student control personnel; maintains direct liaison with all TRACOM student control officers; controls the processing and assignment of non-grad flight students; administers, when required, all student pools; acts as Division Officer for all personnel assigned.

h. Assistant Student Control Officer/International Military Student Officer (IMSO) (N52A). Assists Student Control Officer as directed. Under the direction of the Student Control Officer and Plans Director, ensures complete compliance with all international student training directives. Maintains liaison with TRAWING FIVE squadrons regarding international military student training; prepares and submits required reports pertaining to international military student training; serves as the international special interest visit coordinator; serves as the International Program Director for the Wing.

i. Student Control Admin Support (N52A1/N52A2). Checks-in/out students arriving/departing TRAWING FIVE. Conducts attrite interview to prepare and process students for redesignation or separation. Prepares all letters, endorsements, Fitness Reports, transmittals, awards, promotions, and any other correspondence needed for students. Enters data, maintains database, runs reports, files selection hard cards. Assigns watches. Maintains records and prepares travel claims for international students.
j. Training Information Management System (TIMS) Administrator (N53A/N53B). Advises, assists, and provides corporate knowledge base for TRAWING FIVE, Wing commands, and the Integrated Systems Management Officer in matters regarding the TIMS; acts as the Wing users' representative and CNATRA liaison for all Flight Management System (FMS) issues; tests, validates, and schedules all FMS software releases; tracks and monitors all FMS work requests; coordinates all requests for data from the FMS; identifies FMS hardware and network support requirements; manages and coordinates all TIMS implementation issues for the Wing.

7. Management Information Systems Department

a. NMCI Activity Customer Technical Representative (ACTR)(N6). The ACTR provides Information Technology (IT) customer support to NATRACOM commands and reports directly to CNATRA (N61) Deputy Contract Technical Representative on all respective funding, resource, and mission support capabilities for TRAWING FIVE and Training Squadrons. The ACTR responsibilities include but not limited to the following:

   (1) Serves as the resident expert in NMCI contract products, services, and service level agreements.

   (2) Responsible for NMCI asset management which includes all hardware, software and peripherals inventory, tracking and accountability process.

   (3) Validates new requirements, process order modifications, submission of Move, Add, Change (MAC) requests, and the certification of monthly service offerings through the invoice validation process.

b. NMCI Assistant Activity Customer Technical Representative (A-ACTR/N6A). Assists and provides direct support to ACTR on all NMCI issues.

c. Information Assurance Officer (IAO)(N61). IAO shall be designated in writing. IAO duties will include, but not limited to the following activities:

   (1) Serves as the primary technical IA advisor, reporting to and advising the CNATRA Information Assurance Manager (IAM) on all IA issues for management information systems and networks within TRAWING FIVE.

   (2) Provides organizational level oversight and IA guidance in the implementation of the IA Program for TRAWING FIVE and Training Squadrons IAW CNATRA policies and procedures.

   (3) Act as the primary command liaison and assist CNATRA IAM with all matters, actions, and efforts required to ensure compliance of all Information Systems Security and Information Assurance directives.
(4) Provide oversight to ensure the DoN Security Program is adhered to and implemented by all TRAWING FIVE commands, detachments, and activities.

8. Training Department

a. Training Officer (N7). Provide flight curriculum maintenance, and revision for applicable pipeline phases and stages as assigned by CNATRA. Provide input and strategy development to the Naval Aviation Requirements Group (NARG) process for T-6B and TH-57B/C aircraft and support devices, as assigned by CNATRA. Train and maintain a qualified Government Flight Representative to ensure proper oversight of local contract flight operations per NAVAIRINST 3710.1 series guidance. Publish necessary directives and implement CNATRA approved curricula to maintain high standards of training. Act as point of contact for all NATOPS related issues and maintenance of NATOPS publications for the T-6B and TH-57 B/C aircraft.

b. T6B NATOPS Program Manager/Evaluator (N71A). Under the direction of the Model Manager, acts as single point of contact for all NATOPS related issues and maintenance of assigned NATOPS publications; conducts a continuous review of publications to discover and rectify conflicts that may exist; makes recommendations to the Model Manager on when to schedule review conferences; provides guidance and assistance to NATOPS instructors; visits and observes, as appropriate, special exercises, tests, and projects involving new operating techniques or procedures applicable to the model aircraft; reviews the NATOPS status report to ensure accuracy of all pertinent information; conducts annual unit evaluations and evaluations of all NATOPS instructors.

c. Fixed Wing Standardization Officer (N71B). Under the direction of the Training Officer, supervises and coordinates the Standardization Program; conducts formal and informal inspections to ensure standardization; assists in the coordination, publication, and maintenance of flight training and operating instructions; maintains a high degree of proficiency in type aircraft assigned and participates in flight instruction of students and instructors; serves as Staff NATOPS Officer for assigned type aircraft.

d. TH-57 NATOPS Program Manager/Evaluator (N71C). Under the direction of the Model Manager, acts as single point of contact for all NATOPS related issues and maintenance of assigned NATOPS publications; conducts a continuous review of publications to discover and rectify conflicts that may exist; makes recommendations to the Model Manager on when to schedule review conferences; provides guidance and assistance to NATOPS instructors; visits and observes, as appropriate, special exercises, tests, and projects involving new operating techniques or procedures applicable to the model aircraft; reviews the NATOPS status report to ensure accuracy of all pertinent information; conducts annual unit evaluations and evaluations of all NATOPS instructors.
e. Rotary Wing Standardization Officer (N71D). Under the direction of the Training Officer, supervises and coordinates the Standardization Program; conducts formal and informal inspections to ensure standardization; assists in the coordination, publications, and maintenance of flight training and operating instructions; maintains a high degree of proficiency in type aircraft assigned and participates in flight instruction of students and instructors.


g. Fixed Wing Instructor Training Unit (FITU) Officer in Charge (TAD)(N72). Acts as Officer in Charge (OIC) of the T-6B FITU; ensures full use of facilities and resources by controlling procedures, workload, organization, and staffing of the FITU; ensures the productive output of the FITU is timely with appropriate quality control.

h. Fixed Wing Instructor Training Unit Clerk (N72A). The administrative assistant for the FITU, tracks and maintains flight currency for all assigned FITU IP’s. Coordinates swim and physiology classes for IUTs and IPs needing refresher courses. Administers and proctors syllabus examinations. The central point of contact for messages and phone calls received during working hours. Maintains and distributes FITU personnel alpha, social, and recall rosters. Tracks and delivers leave paperwork for ITU and IPs for proper authorization. Tracks and maintains Time to Train charts for each IUT. Maintains and updates the IUT check-in packages. Compiles and submits the daily and monthly statistical reports. Maintains flight logbooks, NATOPS, and FIST training jackets for IPs and IUTs. Proofs ATFs and NAVFLIRs for administrative errors on a daily basis. Closes out TIMS flight schedule every three days correcting any errors on the flight schedule. Creates and then submits routine official correspondence to include NATOPS and Instrument Check paperwork for Wing Commander signature. Submits and tracks all supply and facilities repair requests. Primary POC for all TIMS problems or issues for IUTs and IPs.

i. Helicopter Instructor Training Unit (HITU) Officer in Charge (TAD) (N73). Acts as Officer in Charge (OIC) of the TH-57 HITU; ensures full use of facilities and resources by controlling procedures, workload, organization, and staffing of the HITU; ensures the productive output of the HITU is timely with appropriate quality
j. Helicopter Instructor Training Unit Clerk (N73A). The administrative assistant for the HITU, tracks and maintains flight currency for all assigned HITU IP’s. Coordinates swim and physiology classes for IUTs and IPs needing refresher courses. Administers and proctors syllabus examinations. The central point of contact for messages and phone calls received during working hours. Maintains and distributes HITU personnel alpha, social, and recall rosters. Tracks and delivers leave paperwork for IUT and Ops for proper authorization. Tracks and maintains Time to Train Charts for each IUT. Maintains and updates the IUT check-in packages. Compiles and submits the daily and monthly statistical reports. Maintains flight logbooks, NATOPS, and FIST training jackets for IP’s and IUT’s. Proofs ATF’s and NAVFLIRS for administrative errors on a daily basis. Closes out TIMS flight schedule every three days correcting any errors on the flight schedule. Creates and submits NATOPS and Instrument Check paperwork for Wing commander signature. Generates routine official correspondence. Submits and tracks all supply and facilities repair requests. Primary POC for all TIMS problems or issues for IUT’s and IPs.

k. Ground Training Officer (GTO)(N74). Coordinates the academic and synthetic instrument flight training of Naval Air Training Command (NATRACOM) primary, intermediate, and advanced helicopter Student Naval Aviators (SNAs); maintains, operates, and coordinates the use of all synthetic instrument flight trainers; provides audiovisual equipment in support of TRAWING FIVE training requirements; constructs and revises all academic examinations and programmed instructional materials; operates and maintains security of examination center; maintains security of Academic Training spaces and is the Key Control Custodian; provides academic training for all TRAWING FIVE aviators; develops and monitors the academic curriculum and training device acquisition/modification; oversees and coordinates the effort of civilian contract synthetic flight trainer instructors.

1. Instructional Systems Specialist (ISS)/Course Curriculum Coordinator (CCC)(N741). Serves as a CNATRA advisor for education and training programs and as resource consultant for staff personnel and administrators; serves as education counselor for SNAs; in conjunction with Standardization Department, coordinates efforts of civilian and military Subject Matter Experts (SMEs) in revising or developing academic and flight support courses and CBT instruction; provides final screening for Training Officer's approval of publication and distribution of instructional printed material, examinations, and audiovisual material; conducts training analyses that affect flight training programs of NATRACOM and fleet communities; determines evaluation requirements and procedures for internal evaluation programs; serves as Assistant Quality Assurance Representative (AQAR) for contract academic courses; serves as media specialist by advising the command on the most effective and economical methods of implementing advanced training technologies, such as Interactive Courseware (ICW), to reach course objectives; develops and publishes academic classroom schedules; conducts indoctrination brief for all
m. **Office Automation/Flight Support Clerk (N741A).** Assists the Instructional Systems Specialist in maintaining the monthly class schedule; assigns active duty instructors to the class schedule, maintains a snivel log for active duty instructors; coordinates finding replacement active duty instructors; monitors all academic class schedules and ensures all commands/departments are informed of changes; logs all computer-based courses and classroom lectures for students and instructors, utilizing the TIMS Program. Provides duplicating services.


o. **Office Automation/Book Issue (N741C).** Logs and maintains record of all exams utilizing the TIMS Program and other data-based programs. Documents and processes all unsatisfactory events as per CNATRA instruction. Ensures student materials are ready for issue. Distributes training publications and other materials to students. Records material issue when directed. Processes and maintains student academic records. Provides duplicating services.

p. **Office Automation/Test Center Administrator (N741D).** Administers and monitors all computerized exams and maintains all records utilizing the TIMS system and other data-based programs. Maintains a printed copy with answer key for all exams. Ensures exam reference books are current and available during examinations. Informs all appropriate personnel of test failures and ensures they are properly debriefed. Updates all exams as directed by the Instructional Systems Specialist.

q. **Academic Division Officer (N742).** Develops and maintains instructional and testing materials for TH-57 aerodynamics, meteorology B, instrument navigation and instrument ground school (IGS). Conducts IGS refresher classes. Procures, stocks, and distributes flight publications for simulator and classroom use. Monitors simulator and CPT schedules for FITU, VT-2, VT-3, VT-6, HITU, HT-8, HT-18, HT-28 and Naval Education Training and Security Assistance Field Activity (NETSAFA) DET as directed by the GTO. Coordinates scheduling of simulators between contractor and squadron.
Coordinates with outside Command units for re-certification of fleet aviators requiring simulator utilization. Coordinates with TIMS Functional Administrator for simulator scheduling templates in TIMS. Coordinates requests for tours and VIP use of simulators. Serves as TRAWING FIVE simulator Quality Assurance and Revalidation (QA&R) Officer responsible for carrying out QA&R inspection requirements. Serves as Primary Custodian for Defense Logistics Agency Mapping Enterprise Business System account for ordering Flight Information Publications and mapping products. Orders supplies and provides record keeping for departmental funding and expenditures. Performs the duties of the Ground Training Officer during the absence of the GTO and ISS/CCC.

9. Safety Department

a. Safety Officer—Fixed Wing (N8). Advises the Commander on safety matters and administers the Aviation Safety Program; establishes a command-wide Aircraft Mishap Prevention Program; promotes comprehensive use of Operational Risk Management (ORM) techniques at all levels; monitors aircraft mishap reporting, statistics, and trends; recommends aircraft mishap prevention policies for TRAWING FIVE; promotes air discipline; maintains statistical data. Fulfills duties of Aviation Safety Officer (ASO--Fixed Wing or Rotary Wing position as applicable). Prepares endorsements for fixed wing aircraft mishap and hazard reports; assists and advises TRAWING FIVE fixed wing activities in the implementation and execution of their aviation safety programs; conducts studies and prepares recommendations concerning fixed wing unit and activity safety programs.

b. Assistant Safety Officer—Rotary (N8A). Prepares endorsements for rotary wing aircraft mishap and hazard reports; assists and advises TRAWING FIVE rotary wing activities in the implementation and execution of their aviation safety programs; conducts studies and prepares recommendations concerning rotary wing unit and activity safety programs; assists the Safety Officer as required.

c. Ground Safety Officer (N8B). Advises and assists the Commander in the establishment and management of a Command Ground Safety Program; maintains appropriate ground safety records and mishap statistics; coordinates safety matters among the organization staff. Establishes contact with new students and staff check-ins to identify motorcycle operators and discusses the military's high risk activity policies. Logs and tracks the Wing's safety training in Enterprise Safety Application Management Services (ESAMS), and corrects any deficiencies. Creates a report detailing any ground mishaps in the Wing, and routes all squadron ground mishaps to the Commander for notification.

d. Aeromedical Safety Officer (AMSO)/Aviation Physiologist (N81). Provides the staff organization with professional, consultative, and technical assistance; keeps the TRAWING FIVE Safety Officer informed on all matters relating to aeromedical safety; maintains liaison with squadron commanding officers, safety officers, and flight surgeons;
visits the air station and squadrons to identify and provide guidance for the control of conditions affecting the occupational health of flight and aviation support personnel as outlined in occupational health/preventive medicine regulations; monitors TRAWING FIVE flight and ground support personnel for potential problems which may jeopardize the individual's ability to effectively perform in the aviation environment, and brings such observations to the attention of the squadron commanding officer, flight surgeon, or safety officer as appropriate; monitors the availability, maintenance, and use of Aviation Life Support Systems under the FAILSAFE Program; provides for the presentation of lectures on aeromedical aspects of survival equipment, self-imposed stresses, health maintenance, physical fitness, human factor aspects of accident causation, emergency escape systems, Night Imaging and Threat Evaluation (NITE) Lab Supervisor; responsible for quality of training and device training in the NITE Lab; participates in the training of local firefighting/crash crews and SAR crew members in those areas relating to operational aviation medicine; participates in safety standdown programs; serves as a member of local aviation safety councils, advising in areas such as utilization/maintenance of Personal Protective Equipment (PPE) and aeromedical aspects of flight operations; serves as a member of selected aircraft mishap boards. Coordinates with the Medical Department to manage the TRAWING FIVE Basic Airsickness Management Program, by which students referred to the program are provided treatment.

e. Aeromedical Safety Technician (N81A). Serves as the administrative and technical assistant to the TRAWING FIVE Aeromedical Safety Officer. Acts as the recorder for all TRAWING FIVE Safety and Night Vision Device training meetings.
TRAINING AIR WING FIVE
INTERNAL ORGANIZATIONAL CHART

WING COMMANDER N00

DEPUTY COMMANDER N01

CHIEF STAFF OFFICER N02

ADMINISTRATION OFFICER N1
OPERATIONS OFFICER N3
CNATRA DET OIC (ADDU) MAINTENANCE OFFICER N4
PLANS DIRECTOR N5

ACTR (ADDU) N6

TRAINING OFFICER N7

SAFETY OFFICER N8

OIC HTU N72
OIC RTU N73

RESERVE COMPONENT COMMANDER 00R

RESERVE COMPONENT OIC 00R1
TRAINING AIR WING
FIVE
EXTERNAL
ORGANIZATIONAL CHART
### OFFICE CODES

<table>
<thead>
<tr>
<th>TITLE</th>
<th>CODES</th>
</tr>
</thead>
<tbody>
<tr>
<td>Wing Commander</td>
<td>N00</td>
</tr>
<tr>
<td>Deputy Commander</td>
<td>N01</td>
</tr>
<tr>
<td>Chief Staff Officer</td>
<td>N02</td>
</tr>
<tr>
<td>Wing Commander’s Secretary</td>
<td>N002S</td>
</tr>
<tr>
<td>Chaplain (ADDU)</td>
<td>N00B</td>
</tr>
<tr>
<td>Command Career Counselor (ADDU)</td>
<td>N00C</td>
</tr>
<tr>
<td>Senior Flight Surgeon</td>
<td>N00H</td>
</tr>
<tr>
<td>Reserve Component Commander</td>
<td>N00R</td>
</tr>
<tr>
<td>Reserve Component Operations Support Officer</td>
<td>N00R1</td>
</tr>
<tr>
<td>Reserve Component Yeoman</td>
<td>N00R11</td>
</tr>
<tr>
<td>Senior Coast Guard</td>
<td>N01C</td>
</tr>
<tr>
<td>Senior Marine</td>
<td>N01M</td>
</tr>
<tr>
<td>Public Affairs Officer</td>
<td>N00P</td>
</tr>
<tr>
<td>Management Service Officer</td>
<td>N02S</td>
</tr>
<tr>
<td>Senior Watch Officer</td>
<td>N02W</td>
</tr>
<tr>
<td>Administration Officer/Security Manager</td>
<td>N1</td>
</tr>
<tr>
<td>Admin/Security Clerk</td>
<td>N1A</td>
</tr>
<tr>
<td>Correspondence Clerk</td>
<td>N1A1</td>
</tr>
<tr>
<td>Travel Coordinator/Awards Clerk</td>
<td>N1A2</td>
</tr>
<tr>
<td>Supply/Property Technician</td>
<td>N13</td>
</tr>
<tr>
<td>Supply Technician</td>
<td>N13A</td>
</tr>
<tr>
<td>Financial Management Officer</td>
<td>N15</td>
</tr>
<tr>
<td>Financial Technician</td>
<td>N16A/N16B</td>
</tr>
<tr>
<td>Operations Officer</td>
<td>N3</td>
</tr>
<tr>
<td>Current Operations Officer-Fixed Wing</td>
<td>N3A</td>
</tr>
<tr>
<td>Current Operations Officer-Rotary</td>
<td>N3B</td>
</tr>
<tr>
<td>Operations Clerk</td>
<td>N3CL</td>
</tr>
<tr>
<td>Future Operations Officer-Fixed Wing</td>
<td>N3C</td>
</tr>
<tr>
<td>Future Operations Officer-Rotary</td>
<td>N3D</td>
</tr>
<tr>
<td>Operations Clerk</td>
<td>N3CL</td>
</tr>
<tr>
<td>MATSG Admin Chief</td>
<td>N36</td>
</tr>
<tr>
<td>MATSG Admin Clerk</td>
<td>N36A</td>
</tr>
<tr>
<td>CNATRA CONTRACT DET OIC/Maintenance Officer</td>
<td>N4</td>
</tr>
<tr>
<td>Plans Director</td>
<td>N5</td>
</tr>
<tr>
<td>NAPP Officer-Rotary</td>
<td>N5A</td>
</tr>
<tr>
<td>NAPP Officer-Primary</td>
<td>N5B</td>
</tr>
<tr>
<td>Wing Analyst</td>
<td>N51</td>
</tr>
<tr>
<td>TG Rotary/Primary Analyst</td>
<td>N51A/N51B</td>
</tr>
<tr>
<td>Data Manager</td>
<td>N51C</td>
</tr>
<tr>
<td>Student Control Officer</td>
<td>N52</td>
</tr>
<tr>
<td>Assistant Student Control Officer/IMSO</td>
<td>N52A</td>
</tr>
<tr>
<td>Student Control Admin Support</td>
<td>N52A1/N52A2</td>
</tr>
<tr>
<td>TIMS Administrator</td>
<td>N53A/N53B</td>
</tr>
<tr>
<td>NMCI ACTR</td>
<td>N6</td>
</tr>
<tr>
<td>NMCI A-ACTR</td>
<td>N6A</td>
</tr>
<tr>
<td>Information Assurance Officer</td>
<td>N61</td>
</tr>
<tr>
<td>Training Officer</td>
<td>N7</td>
</tr>
<tr>
<td>T-6B NATOPS Program Manager/Evaluator</td>
<td>N71A</td>
</tr>
<tr>
<td>Fixed-Wing Standardization Officer</td>
<td>N71B</td>
</tr>
<tr>
<td>Position</td>
<td>Code</td>
</tr>
<tr>
<td>-------------------------------------------------------------------------</td>
<td>------</td>
</tr>
<tr>
<td>TH-57 NATOPS Program Manager/Evaluator</td>
<td>N71C</td>
</tr>
<tr>
<td>Rotary Wing Standardization Officer</td>
<td>N71D</td>
</tr>
<tr>
<td>Government Flight Representative</td>
<td>N71E</td>
</tr>
<tr>
<td>FITU OIC</td>
<td>N72</td>
</tr>
<tr>
<td>FITU Clerk</td>
<td>N72A</td>
</tr>
<tr>
<td>HITU OIC</td>
<td>N73</td>
</tr>
<tr>
<td>HITU Clerk</td>
<td>N73A</td>
</tr>
<tr>
<td>Ground Training Officer</td>
<td>N74</td>
</tr>
<tr>
<td>Instructional Systems Specialist/Course Curriculum Coordinator</td>
<td>N741</td>
</tr>
<tr>
<td>Office Automation/Flight Support Clerk</td>
<td>N741A</td>
</tr>
<tr>
<td>Office Automation/SIMS Schedules Clerk</td>
<td>N742</td>
</tr>
<tr>
<td>Office Automation/Book Issue</td>
<td>N742A</td>
</tr>
<tr>
<td>Office Automation/Test Center Administrator</td>
<td>N742B</td>
</tr>
<tr>
<td>Academic Division Officer</td>
<td>N742</td>
</tr>
<tr>
<td><strong>Safety Officer/ASO-Fixed-Wing</strong></td>
<td>N8</td>
</tr>
<tr>
<td>Aviation Safety Officer-Rotary</td>
<td>N8A</td>
</tr>
<tr>
<td>Ground Safety Officer</td>
<td>N8B</td>
</tr>
<tr>
<td>AMSO/Aviation Physiologist</td>
<td>N81</td>
</tr>
<tr>
<td>Aeromedical Safety Technician</td>
<td>N81A</td>
</tr>
</tbody>
</table>