



DEPARTMENT OF THE NAVY
COMMANDER
TRAINING AIR WING FIVE
7480 USS ENTERPRISE STREET SUITE 205
MILTON, FLORIDA 32570-6017

IN REPLY REFER TO

COMTRAWINGFIVEINST 5452.1P
N1
23 Dec 08

COMTRAWING FIVE INSTRUCTION 5452.1P

From: Commander, Training Air Wing FIVE

Subj: STAFF ORGANIZATION AND REGULATION MANUAL

Ref: (a) CNATRAINST 5452.31E

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 FIVE staff as prescribed by reference (a). Detailed instructions for implementation of policies and discharge of functions will be promulgated by individual COMTRAWING FIVE instructions.

2. Cancellation. COMTRAWINGFIVEINST 5452.1N.

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

4. Action

a. This manual is issued for compliance by all personnel attached to, serving with, or employed by Commander, Training Air Wing (TRAWING) 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 COMTRAWING FIVE office codes have been changed to coincide with Navy Standards. Enclosure (4) serves as a quick reference for code changes.


J. S. WALSH

Distribution:
COMTRAWINGFIVEINST 5216.1Q
Lists I(a,b), II, III(a)

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.	Legal Officer (ADDU).....	(N00J)	7
d.	Senior Flight Surgeon.....	(N00H)	8
e.	Reserve Component Commander.....	(N00R)	8
f.	Reserve Component Officer in Charge	(N00R1)	8
g.	Reserve Component Yeoman	(N00R11)	8
h.	Senior Coast Guard (TAD).....	(N01C)	8
i.	Senior Marine (TAD).....	(N01M)	8
j.	Management Services Officer.....	(N02S)	9
k.	Senior Watch Officer	(N02W)	9

3. Administration Department

a.	Administration Officer/COR.....	(N1)	9
b.	Executive Assistant.....	(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.	Quality Assurance Specialist/ACOR.....	(N14)	10
h.	Budget Analyst.....	(N15)	10
i.	Accounting Technician.....	(N16)	10

4. Operations Department

a.	Operations Officer (ADDU).....	(N3)	11
b.	Assistant Operations Officer-Fixed-Wing.....	(N3A)	11
c.	Assistant Operations Officer-Rotary.....	(N3B)	11
d.	Operations Special Projects.....	(N3A1)	11
e.	Operations Secretary.....	(N3S)	11
f.	Standardization Officer.....	(N31)	11
g.	Phase Standardization Officers.....	(N31A/N31B)	11
h.	T/M/S NATOPS Program Manager/Evaluator.....	(N31C/N31D)	12
i.	Government Flight Representative.....	(N31E)	12
j.	Fixed-Wing Instructor Training Unit (FITU) Officer in Charge (TAD).....	(N32)	12
k.	Helicopter Instructor Training Unit (HITU) Officer in Charge (TAD).....	(N33)	12
l.	TH-57D Transition Officer.....	(N34A-N34H)	12
m.	T-6 Transition Officer.....	(N35A-N35G)	13
n.	MATSG Admin Chief.....	(N36)	13
o.	MATSG Admin Clerk.....	(N36A)	13
p.	CTW-5 Helo Det Pensacola.....	(N37)	13

5. Maintenance Department

a.	CNATRA DET (NAS Whiting Field/NAS Pensacola) OIC/Maintenance Officer (ADDU).....	(N4)	13
----	---	------	----

6. Plans and Student Control Department

a.	Plans Director.....	(N5)	14
b.	TG Rotary NAPP Officer.....	(N5A)	15
c.	TG Primary NAPP Officer.....	(N5B)	15
d.	Wing Analyst.....	(N51)	15
e.	TG Rotary/Primary Analyst.....	(N51A/N51B)	15
f.	Data Manager.....	(N51C)	16
g.	Student Control Officer.....	(N52)	16
h.	Assistant Student Control Officer/IMSO.....	(N52A)	16
i.	Student Control Admin Support.....	(N52S)	16
j.	TIMS Administrator.....	(N53)	16

7. Management Information Systems Department

a.	NMCI Activity Customer Technical Representative ...	(N6)	17
b.	NMCI Asst Activity Customer Technical Representative	(N6A)	17
c.	Information Assurance Officer.....	(N61)	17

8. Academic Training Department

a.	Training Officer.....	(N7)	17
b.	Training Department Secretary.....	(N7S)	18
c.	Instructions/System Specialist/CBT Officer....	(N71)	18
d.	Flight Support Clerk.....	(N712)	18
e.	SIMS Schedules/Lead.....	(N7A1)	18

f.	Office Automation/Book Issue.....	(N7A2)	19
g.	Office Automation/Book Issue/Schedules Clerk..	(N7A3)	19
h.	Duplicating Clerk/Book Issue.....	(N7A4)	19
i.	Test Center Administrator.....	(N7A5)	19
j.	Training Administration Officer.....	(N72)	19
k.	Assistant Training Administration Officer.....	(N721)	19
l.	Academic Training Special Project Officer.....	(N722)	19
m.	Academic Division Officer.....	(N73)	19
n.	Civilian Instructors.....	(N731-N733)	..	19
o.	Flight/Training Support Division Officer (TAD)	(N74)	20
9.	Safety Department			
a.	Safety Officer-Fixed-Wing.....	(N8)	20
b.	Assistant Safety Officer-Rotary.....	(N8A)	20
c.	Aeromedical Safety Officer (AMSO)/.....	(N81)	20
	Aviation Physiologist			
d.	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-34 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.

(7) Provide helicopter support for Naval Aviation Schools Command and Naval Survival Training Institute training.

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-34 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 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 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, Training Air Wing FIVE in the discharge of command duties, the staff shall:

a. Gather and evaluate detailed and accurate information on all phases of Training Air Wing (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 STAFF1. 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, Training Air Wing 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. 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-57D 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; NSPS Pay Pool Manager; staff travel approval authority; oversees wing wide cross country/TAD budget; manages staff battle rhythm; ensures use of a Command Managed Equal Opportunity Program by all personnel.

d. Wing Commander's Secretary (N002S). Performs secretarial, clerical, and administrative duties in direct support of the Commodore, 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. Legal Officer (ADDU) (N00J). Principle advisor and staff assistant to the Commander concerning the interpretation and application of the Uniform Code of Military Justice, the Manual for Courts-Martial, and other military laws and regulations in the maintenance of good order, discipline, efficiency, and economy of the command, and administration of justice within the command. Provides

legal advice to military personnel, dependents, and retirees per the JAGMAN and existing regulations.

d. 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.

e. 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, NAS New Orleans to maintain TRAWING FIVE Reserve Component Command (TWRCC), per BUPERSINST 1001.39 series and COMNAVRESFORINST 1001.5; 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 COMNAVAIRRESFORINST 3740.6/CNATRINST 3740.8; supplies new applicants and completes reserve program questionnaires to squadron commanding officers for interview selection of replacement reservists; assists selected replacement reservists with initial affiliation; supervises support Yeoman in completion of any other requirements necessary to meet the objectives of TWRCC.

f. Reserve Component Officer in Charge (N00R1). The Full Time Support (FTS) OIC shall function as the TWRCC whenever the TWRCC is not present. The OIC is the direct representative of the TWRCC and Wing Commander with regards to TRAWING FIVE Reserve issues. The OIC shall maintain direct liaison with the Wing Commander when the TWRCC is not present. The OIC shall oversee all Reserve specific fiscal, manpower, and administrative matters for TRAWING FIVE Reservists.

g. Reserve Component Yeoman (N00R11). The TRAWING FIVE YN will act as Reserve administrative support and assistant to the TWRCC and OIC. The YN will be responsible for Reserve pay issues (NSIPS), order writing (NROWS), and Reserve specific TAD (FASTDATA).

h. 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.

i. 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 MATSG Pensacola and TRAWING FIVE; maintains applicable Marine Corps directives and disseminates Marine-specific information to squadron Marines.

j. Management Services Officer (N02S). Advises and assists the Wing Commander in matters regarding personal 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. 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 National Security Personnel System (NSPS) related issues.

k. Senior Watch Officer (N02W). Appointed by the TRAWING FIVE CSO. Responsible for coordinating the Command Duty Officer (CDO) watchbill 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/COR (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 personnel requirements of TRAWING FIVE, both military and civilian; interprets, evaluates, and implements policies and plans relative to overall manpower allocations and needs; monitors/issues assignment and distribution of personnel to activities within TRAWING FIVE to ensure conformance with current allowances and manning levels; coordinates and schedules command inspections; performs the duties of the TRAWING FIVE Staff Security Manager and signs certificates of clearance by direction; supervises the paperwork control functions for TRAWING FIVE, including control of reproduction, distribution, and tickler files; monitors travel orders of personnel using TRAWING FIVE operating funds. Serves as Contracting Officer Representative for the Admin Support contract. 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. Serves as Administrative Point of Contact for the Government Travel Card Program.

b. Executive Assistant (N1A). Assistant to N1. Provides administrative support to all TRAWING FIVE staff. Supervises Admin functions and personnel. Prepares and releases all outgoing message traffic. Processes all staff, student, and squadron personnel security clearance requests. Maintains correspondence tickler. Serves as the command Pass Liaison Coordinator and Assistant 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 awards for staff and squadrons. Distributes incoming and outgoing mail.

e. Supply/Property Technician (N13). Coordinates with Budget Analyst 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 Budget Analyst 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. Quality Assurance Specialist/Assistant Contracting Officer's Representative (ACOR) (N14). Organizes, administers, and evaluates a segment of a comprehensive quality assurance program where the processes delegated to the position are limited in variety and complexity. Ensures contractors meet their responsibilities for all areas of quality assurance. Participates on inspection teams to ensure procedures of goods and services are conforming to quality guidelines. Prepares or provides input on reports concerning the discoveries of the inspection teams. Responsible for the Government Purchase and Fuel Card Program.

h. Budget Analyst (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 OPTAR. Advises the Commander regarding projection, expenditure, and reconciliation in all money matters.

i. Accounting Technician (N16). 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.

4. Operations Department

a. Operations Officer (ADDU) (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; provides oversight to TRAWING FIVE DET Pensacola H-60F operations; supervises airspace allocation and management; submits airspace utilization reports as required; conducts instructor training.

b. Assistant Operations Officer-Fixed Wing (N3A). Serves as the Assistant Operational Manager for primary flight training. Ensures operational training requirements are met by developing short and long 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. Assistant 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, TRAWING FIVE DET Pensacola, 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. Operations Special Projects (N3A1). Assists and supports airspace issues, air show support, dignitary visits, and other special projects.

e. Operations Secretary (N3S). Performs secretarial, clerical, and administrative duties in direct support of the Operations Officer.

f. Standardization Officer (N31). Under the direction of the Operations Officer, through the Assistant Operations 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.

g. Phase Standardization Officers (N31A/N31B). Under the direction of the Standardization Officer, maintains standardization of the phase assigned; conducts formal and informal inspections to ensure standardization; monitors adherence to the flight curriculum; maintains master files of all pertinent phase publications; monitors and coordinates changes to the flight curriculum and flight training and operating instruction; monitors standardization of flight support

procedures lectures, flight audio/visual programs and examinations; monitors Instructor Under Training programs and simulator instruction; maintains a high degree of proficiency in type aircraft assigned and conducts student curriculum, Instructor Standardization and/or NATOPS and Instrument Check Flights; serves on the NATOPS and Instrument Boards; conducts Simulator Quality Assurance Flights.

h. T/M/S NATOPS Program Manager/Evaluator (N31C/N31D). 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.

i. Government Flight Representative (GFR) (N31E). Responsible for oversight of all contractor flight operations involving T-34C, T-6B and TH-57B/C/D aircraft assigned to TRAWING FIVE. Approves, in writing, Contractor's Flight Operations Procedures. Approving authority for all contractor crewmembers' qualifications and training requests and approval for flight operations. Coordinates with squadrons in approving all VT/HT Functional Check Pilot (FCP) upgrade syllabus flights. Liaisons to VT/HT squadrons for augment FCPs during periods when assistance is needed to clear test board back logs of Functional Check Flight (FCF) aircraft. Maintains records of contractor flight operations. Conducts periodic reviews of contractor procedures. Conducts periodic no-notice check rides of contractor FCPs. Performs surveys of contractor flight operations.

j. Fixed-Wing Instructor Training Unit (FITU) Officer in Charge (TAD) (N32). Acts as Officer in Charge (OIC) of the T-34C 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.

k. Helicopter Instructor Training Unit (HITU) Officer in Charge (TAD) (N33). 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 control.

l. TH-57D Transition Officer (N34A-N34H). TRAWING FIVE representative in all matters pertaining to the transition from TH-57B/C to TH-57D. Functions as subject matter expert on issues of Advanced helicopter flight training. The transition team mirrors the current standardization staff and will act as the TH-57D

standardization/NATOPS staff for TRAWING FIVE. A representative of each stage and NATOPS is included in the team.

- A) Transition team lead
- B) NATOPS Program Manager
- C) Contact Stage Manager
- D) Navigation Stage Manager
- E) Instrument Stage Manager
- F) Formation Stage Manager
- G) NVG/Night Stage Manager
- H) Tactics Stage Manager

m. T-6 Transition Officer (N35A-N35G). TRAWING FIVE representative in all matters pertaining to the transition from T-34 to T-6. Functions as subject matter expert on issues of Primary fixed wing flight training. The transition team mirrors the current standardization staff and will act as the T-6 standardization/NATOPS staff for TRAWING FIVE. A representative of each stage and NATOPS is included in the team.

- A) Transition team lead
- B) NATOPS Program Manager
- C) Contact Stage Manager
- D) Navigation Stage Manager
- E) Instrument Stage Manager
- F) Formation Stage Manager
- G) OCF Stage Manager

n. 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.

o. 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.

p. TRAWING FIVE Detachment Pensacola (N37). Provides support to Naval Aviation Schools Command (NASC) (ie: Hoist for API, Rescue Swimmer training, and AF Para Trooper drop). Performs search and rescue missions.

5. Maintenance Department

a. CNATRA Detachment OICs(NAS Whiting Field/NAS Pensacola)/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/Student Control Department**

a. Plans Director (N5). Coordinates the production aspect of flight training conducted by TRAWING FIVE commands; 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. TG Rotary Naval Aviation Production Planning (NAPP) Officer (N5A). Manages Wing Task Groups: The Rotary Task Group is comprised of placement officer and commanding officers from three advanced and ten fleet replacement squadrons. Alternately manages Primary Pilot Task Group covering all Primary Production Assets; 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). Assists NAPP Officer in forecasting 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/Stats 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/Stats 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, Air Force 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 direction of the Wing Analyst, 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 Stats Department student database; inputs all Daily Statistical Report and Aviation Training Jacket information; prepares Weekly Reports, validates and submits selection inputs to CNATRA; and assists the Program Analyst as required.

g. Student Control Officer (N52). Under the direction of the Plans/Stats 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 & Stats 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 (N52S). Checks-In/Out students arriving/departing TRAWING FIVE. Conducts attrite interview to prepare and process students for redesignation or separation. Prepares all letters, endorsements, FITREPs, 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 (N53). 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 requests, and the certification of monthly service offerings through the invoice validation process.

b. NMCI Assistant Activity Customer Technical Representative (A-ACTR/N6A). A-ACTR is a CNATRA (N6) contracted personnel, providing 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. Academic Training Department

a. Training Officer (ADDU) (N7). 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; 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.

b. Training Department Secretary (N7S). Receives all telephone calls and greets visitors; reviews and screens incoming mail and outgoing correspondence for proper format and conformance with Navy Correspondence Manual; maintains calendars and schedules appointments; provides clerical and administrative support to the Training Officer. Prepares FITREPs.

c. Instructions/System Specialist/Computer Based Training (CBT) Officer (N71). 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.

d. Flight Support Clerk (N712). Assists the Instructional Systems Specialist in classroom setup and video recording classroom lectures used in training students and instructors. Logs all computer-based courses and classroom lectures for students and instructors, utilizing the TIMS Program.

e. SIMS Schedules/Lead (N7A1). Coordinates Simulator and CPT schedules for FITU, VT-2, VT-3, VT-6, and Naval Education Training and Security Assistance Field Activity (NETSAFA) DET as directed by the Training Officer. Monitors HITU, HT-8, HT-18, and HT-28 Simulator and CPT schedule. Coordinates with outside Command Units for re-certification of Fleet Aviators. Produces/processes daily, monthly, quarterly, and annual reports deemed necessary by TRAWING FIVE and/or Training Officer. Assists the Training Officer with the management supervision and daily operation of the Training Department and staff. Attends and participates in weekly departmental meetings and monthly production meetings to ensure all contractors and department personnel are informed of all required actions.

f. Office Automation/Book Issue (N7A2). 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.

g. Office Automation/Book Issue/Schedules Clerk (N7A3). Conducts indoctrination brief for all SNAs. Coordinates with the Educational Specialist and the Training Officer to create all academic class schedules and ensure all commands/departments are informed of any changes.

h. Duplicating Clerk/Book Issue (N7A4). Duplicates publications, flyers, forms, etc., for TRAWING FIVE. Engraves nametags and brass for personal and command projects. Maintains logbook of all duplicating and engraving tasks.

i. Test Center Administrator (N7A5). Administers and monitors all computerized exams and maintains all records utilizing the TIMS system and other data-based programs. Informs all appropriate personnel of test failures and ensures they are properly debriefed. Updates all exams as directed by the Educational Specialist.

j. Training Administration Officer (TAD) (N72). Under the direction of the Training Officer, through the Assistant Training Officer, processes and maintains student academic records; develops and publishes academic and flight support schedules; coordinates scheduling of simulators with contractor; procures, stocks, and distributes training publications and other materials for student naval aviators; orders supplies and provides record keeping for departmental funding and expenditures; operates the student examination center; serves as Peculiar Aviation Training (PAT) Publications Officer, and QAR Officer.

k. Assistant Training Administration Officer (N721). Assists the Training Administration Officer and carries out such collateral duties as may be assigned; performs the duties of the Training Administration Officer during the absence of that officer.

l. Academic Training Special Project Officer (N722). Assists the Training Officer or other assigned officers within the Training Department to complete nonstandard assignments and carries out such collateral duties as may be assigned.

m. Academic Division Officer (N73). Develops and maintains instructional and testing materials; conducts Instrument Navigation and Instrument Flight Rules courses for SNA's; conducts Instrument Refresher courses for all TRAWING FIVE aviators; conducts TH-57 Aerodynamic courses; conducts Meteorology Theory and T-34 and TH-57 Flight Planning courses, manages Systems course.

n. Civilian Instructors (N731-N733). Serve as the TRAWING FIVE classroom representatives providing instruction in T-34 or TH-57 syllabus courses. According to the section to which assigned, may instruct in one or more of the following courses: T-34: Bail-out,

Basic Instrument Flight Procedures, Course Rules, Emergency Procedures, Familiarization Flight Procedures, Precision Aerobatic Flight Procedures, Radio Instrument Flight Procedures, Safety, Safe for Solo, Visual Navigation, Wheels Watch, Night Familiarization, and GLOC. TH-57: Air Navigation Flight Procedures, Emergency Procedures, Basic Instrument Flight Procedures, Map Interpretation and Tactics (MITAC), Radio Instrument Flight Procedures, Tactical Flight Procedures, VFR Navigation Flight Procedures, and Helicopter Safety.

o. Flight/Training Support Division Officer (TAD) (N74). Conducts the following T-34 support courses for SNA's and refresher instruction for all TRAWING FIVE aviators: Bail-out, Basic Instrument Flight Procedures, Course Rules, Emergency Procedures, Familiarization Flight Procedures, Precision Aerobatic Flight Procedures, Radio Instrument Flight Procedures, Safety, Safe for Solo, Visual Navigation, Wheels Watch, Night Familiarization, GLOC, Primary and Advanced Aircrew Coordination Training. In addition, conducts the following TH-57 support courses for SNA's and refresher instruction for all TRAWING FIVE aviators: Air Navigation Flight Procedures, Emergency Procedures, Basic Instrument Flight Procedures, Emergency Procedures, MITAC, Radio Instrument Flight Procedures, Tactical Flight Procedures, VFR Navigation Flight Procedures, and Helicopter Safety.

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.

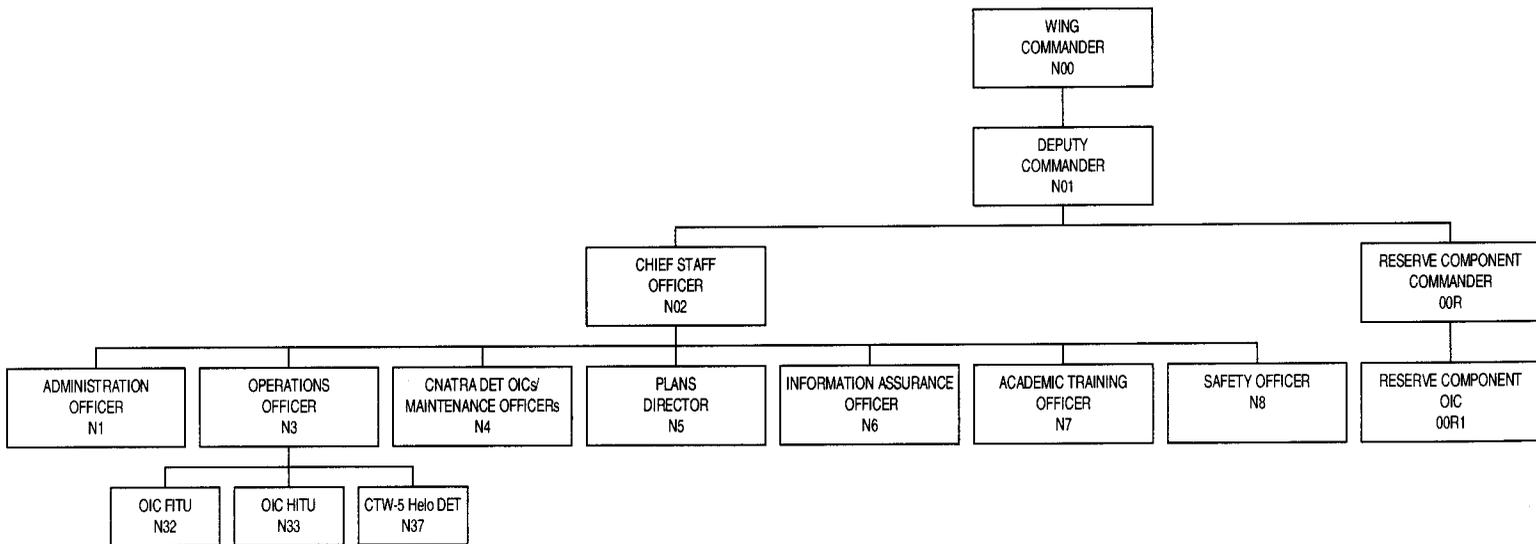
b. Assistant Safety Officer-Rotary (N8A). Prepares endorsements for rotary wing aircraft mishap and hazard reports; assists and advises TRAWING FIVE rotary wing activities in the implementation and execution of their aviation safety programs; conducts studies and prepares recommendations concerning rotary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

c. 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

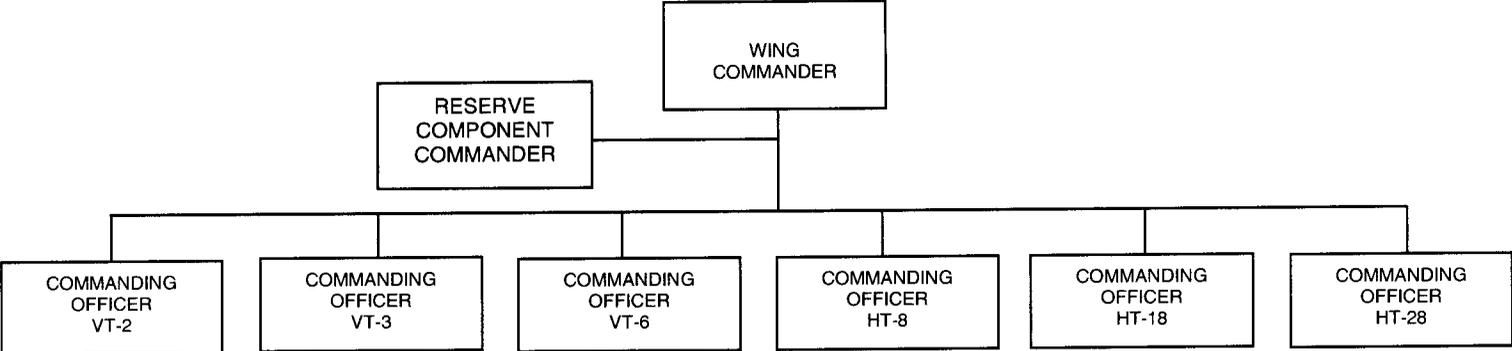
health/preventive medicine regulations; monitors TRAWING FIVE flight and ground support personnel for potential problems which may jeopardize the individual's ability to effectively perform in the aviation environment, and brings such observations to the attention of the squadron commanding officer, 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.

d. Aeromedical Safety Technician (N81A). Serves as the administrative and technical assistant to the TRAWING FIVE Aeromedical Safety Officer. Duties also include acting as the recorder for all TRAWING FIVE Safety and Night Vision Device training meetings.

TRAINING AIR WING FIVE INTERNAL ORGANIZATIONAL CHART



TRAINING AIR WING FIVE EXTERNAL ORGANIZATIONAL CHART



OFFICE CODES

TITLE	CODES
Wing Commander	N00
Deputy Commander	N01
Chief Staff Officer	N02
Wing Commander's Secretary	N002S
Chaplain	N00B
Command Career Counselor	N00C
Legal Officer	N00J
Senior Flight Surgeon	N00H
Commander, Reserve Component	N00R
Reserve Component OIC	N00R1
Reserve Component Asst OIC	N00R11
Senior Coast Guard	N01C
Senior Marine	N01M
Management Service Officer	N02S
Senior Watch Officer	N02W
Administration Officer/COR	N1
Executive Assistant	N1A
Correspondence Clerk	N1A1
Travel Coordinator/Awards Clerk	N1A2
Supply/Property Technician	N13
Supply Technician	N13A
Quality Assurance Specialist/ACOR	N14
Budget Analyst	N15
Accounting Technician	N16
Operations Officer	N3
Assistant Operations Officer-Fixed-Wing	N3A
Assistant Operations Officer-Rotary	N3B
Operations Special Projects	N3A1
Operations Secretary	N3S
Standardization Officer	N31
Phase Standardization Officer	N31A/N31B
T/M/S NATOPS Program Manager/Evaluator	N31C/N31D
Government Flight Representative	N31E
FITU OIC (TAD)	N32
HITU OIC (TAD)	N33
TH-57D Transition Officer	N34A-N34H
T-6 Transition Officer	N35A-N35G
MATSG Admin Chief	N36
MATSG Admin Clerk	N36A
CTW-5 Helo DET Pensacola	N37
CNATRA DET OICs/Maintenance Officers	N4
Plans Director	N5
NAPP Officer-Rotary	N5A
NAPP Officer-Primary	N5B
Wing Analyst	N51
TG Rotary/Primary Analyst	N51A/N51B
Data Manager	N51C
Student Control Officer	N52
Assistant Student Control Officer/IMSO	N52A

Title	Code
Student Control Admin Support	N52S
TIMS	N53
NMCI ACTR	N6
NMCI A-ACTR	N6A
Information Assurance Officer	N61
Training Officer	N7
Training Department Secretary	N7S
Instructions/Systems Spec/CBT Officer	N71
Flight Supply Clerk	N712
SIMS Schedules/Lead	N7A1
Office Automation/Book Issue	N7A2
Office Automation/Book Issue/Schedules	N7A3
Duplicating Clerk/Book Issue	N7A4
Testing Center Administrator	N7A5
Training Administration Officer	N72
Assistant Training Admin. Officer	N721
Academic Training Special Project Off	N722
Academic Division Officer	N73
Civilian Instructors	N731-N733
Flight/Training Support Division Officer	N74
Safety Officer/ASO-Fixed-Wing	N8
Aviation Safety Officer-Rotary	N8A
AMSO/Aviation Physiologist	N81
Aeromedical Safety Technician	N81A