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

Canc frp: Jun 15

COMTRAWINGFIVENOTE 5214
Code N1
12 Jun 14

COMTRAWINGFIVE NOTICE 5214

From: Commander, Training Air Wing FIVE

Subj: CONSOLIDATED LIST OF RECURRING REPORTS

Encl: (1) Monthly
(2) Quarterly
(3) Semi-annual
(4) Annual

1. Purpose. To issue a consolidated listing of recurring reports required by higher authority.

2. Action

a. Administrative Officer. Publish via the administrative weekly tickler listing the reports due for the upcoming month.

b. Department Heads. Each Department Head shall notify Admin of any changes to enclosures (1) through (4) as they occur. Refer to guiding reference regarding specific reporting requirements and routing instructions.

D. E. FITZPATRICK
By direction

Distribution:
COMTRAWINGFIVEINST 5216.1S
List II

MONTHLY

Title/Department	Reference	Due in Admin
IP's Currently Onboard Report COG DEPT: N1	NASWF/CSO Requirement	5th/month
FITU/HITU Roster of Personnel COG DEPT: N1	CSO Requirement	5th/month
Government Vehicle Odometer Reading to NAVFAC COG DEPT: N1	CNI/NAVFAC Requirement	15th/month

QUARTERLY

Title/Department	Reference	Due in Admin
Criminal Activity Report COG DEPT: N1	JAGINST 5800.9B	5th/quarter
Instructor of the Quarter COG DEPT: N3	CTW5INST 1650.6K	10th/quarter
Volunteer Activities Report COG: PAO	CNATRAINST 5350.6	10th/quarter

Note: Standard Quarterly reports are due in Jan, Apr, Jul, and Oct.

SEMI-ANNUAL

Title/Department	Reference	Due in Admin
Social Roster Update COG DEPT: N1	CTW5NOTE 5000	5 Jan, Jul
Courts-Martial Members Nominations & Questionairres	CNRSEINST 5816.1C	30 Nov, May

ANNUAL

Title/Department	Reference	Due in Admin
Association of Naval Aviation (ANA) IOY COG DEPT: Squadrons	CTW5INST 1650.6L/ Yearly Pres ANA ltr request to squadrons	TBA Jan
Pensacola Lions Club Award COG DEPT: Squadrons	CTW5INST 1650.6L/ Annual Dec NASP PAO Msg	TBA Jan
Navy League IOY COG DEPT: Squadrons	CTW5INST 1650.6L/ Annual Request by Local Navy Leagues	TBA Jan
CNO and NATRACOM Aviation Safety Awards COG DEPT: N8	CNATRAINST 1650.11B	6 Jan
Adm John H. Towers Flight Safety Award COG DEPT: N8	CNATRAINST 1650.11B	6 Jan
Mid-Term Counseling Report USN - CAPT USN(FTS) - CAPT	BUPERSINST 1610.10C	15 Jan
Grampaw Pettibone Award COG DEPT: N31	CNATRAINST 1650.11B	15 Jan
CTW5 Instructor of the Year COG DEPT: N3	CNATRAINST 1650.11B	30 Jan
CTW5 Flight Surgeon of Year	CNATRAINST 1650.11B	30 Jan
National Society, Daughters of the American Colonist Outstanding Female Flight Student Award COG DEPT: N5	CNATRAINST 1650.11B	30 Jan
Orville Wright Achievement Award: Two CNA's (one for first half of CY, one for second half of CY) COG DEPT: N5	CNATRAINST 1650.11B	30 Jan
SAU of the Year COG DEPT: N00R	CNATRAINST 1650.11B	30 Jan
CNATRA and VADM Robert Goldthwaite Award for Training Excellence COG DEPT: N5	CNATRAINST 1650.11B	30 Jan

ANNUAL

Title/Department	Reference	Due in Admin
Mid-Term Counseling USN - CAPT USN(FTS) - CAPT	BUPERSINST 1610.10C	15 Jan
Officer Fitness Report USN - LT USN(FTS) - LT COG DEPT: 00	BUPERSINST 1610.10C	30 Jan
Officer Fitness Report USN - LTJG USN(FTS) - LTJG COG DEPT: 00	BUPERSINST 1610.10C	28 Feb
Command Operations Report COG DEPT: N1	OPNAVINST 5750.12K	1 Mar
Civilian Performance Mid-Year Reviews COG DEPT: N02S	DOD 1400.25-M	22 Mar
Enlisted Evals USMC - Sgt COG DEPT: N1	MARADMIN 164/03	30 Mar
Mid-Term Counseling USN - LCDR USN(FTS) - LCDR	BUPERSINST 1610.10C	15 Apr
Officer Fitness Report USN - CDR USN(FTS) - CDR USMC - 1st LT COG DEPT: 00	BUPERSINST 1610.10C/ MARADMIN 164/03	30 Apr
Mid-Term Counseling USN - E6	BUPERSINST 1610.10C	15 May
Officer Fitness Report USN - ENS USN(FTS) - ENS USMC - Capt, Maj, LtCol COG DEPT: 00	BUPERSINST 1610.10C/ MARADMIN 164/03	30 May
Enlisted Evals USMC - GySgt COG DEPT: N3	BUPERSINST 1610.10C/ MARADMIN 164/03	30 Jun

ANNUAL

Title/Department	Reference	Due in Admin
Vice Admiral James Bond Stockdale Leadership Award COG DEPT: N1	OPNAVINST 3590.23G	1st Jul
Mid-Term Counseling USN - LT USN(FTS) - LT	BUPERSINST 1610.10C	15 Jul
Navy Community Service of the Year Awards COG DEPT: N1	BUPERSINST 1650.12E	15 Jul
Officer Fitness Report USN - CAPT USN(FTS) - CAPT USMC - 2ndLT COG DEPT: 00	BUPERSINST 1610.10C/ MARADMIN 164/03	30 Jul
Mid-Term Counseling USN - LTJG	BUPERSINST 1610.10C	15 Aug
Civilian Performance Evals COG DEPT: N02S	DOD 1400.25-M	11 Oct
Mid-Term Counseling USN - CDR USN(FTS) - CDR	BUPERSINST 1610.10C	15 Oct
Officer Fitness Reports USN - LCDR USN(FTS) - LCDR COG DEPT: 00	BUPERSINST 1610.10C	30 Oct
CTW-5 Sailor of the Year COG DEPT: N1	CNATRAINST 1650.11B	15 Nov
Mid-Term Counseling USN - ENS	BUPERSINST 1610.10C	15 Nov
Enlisted Evals USN - E6 COG DEPT: N1	BUPERSINST 1610.10C	30 Nov
Enlisted Evals USMC - SSgt COG DEPT: N3	MARADMIN 164/03	30 Dec