



DEPARTMENT OF THE NAVY
COMMANDER TRAINING AIR WING SIX
390 SAN CARLOS ROAD SUITE C
PENSACOLA, FLORIDA 32508-5509

COMTRAWINGSIXINST 5451.1L
N1
28 Mar 16

COMTRAWING SIX INSTRUCTION 5451.1L

From: Commander, Training Air Wing SIX

Subj: COMMANDER, TRAINING AIR WING SIX ORGANIZATIONAL MANUAL

Ref: (a) CNATRINST 5452.22K
(b) CNATRINST 5452.31G

1. Purpose. To promulgate the organization of Commander, Training Air Wing SIX Staff as prescribed by references (a) and (b). This instruction has been substantially revised and should be read in its entirety.
2. Cancellation. COMTRAWINGSIXINST 5451.1K
3. Scope. This organizational manual documents the command structure, and reflects functions and tasks assigned, to facilitate the prescribed Naval Flight Officer Training System (NFOTS). Detailed instructions for the implementation of policies, and discharge of specific functions, will be promulgated as necessary by separate individual directives.
4. Action. All personnel attached to, serving with, or employed by Commander, Training Air Wing SIX, shall carry out their duties in accordance with the general guidelines set forth in this manual. Training Air Wing SIX Commanding Officers and Officers in Charge shall ensure their individual command policies and procedures are supportive of the mission and functions prescribed in this manual. Commanding Officer, Naval Air Station Pensacola will designate in writing, officer or civilian personnel to fill all billets listed as Additional Duty (ADDU) from the Naval Air Station.

A handwritten signature in black ink, appearing to read "E. L. Heflin".

EDWARD L. HEFLIN

Distribution:

Electronic only, via TW-6 Website:

<https://www.cnatra.navy.mil/tw6/>

COMDRAWINGSIXINST 5451.1L
28 Mar 16

STAFF ORGANIZATION AND REGULATION MANUAL



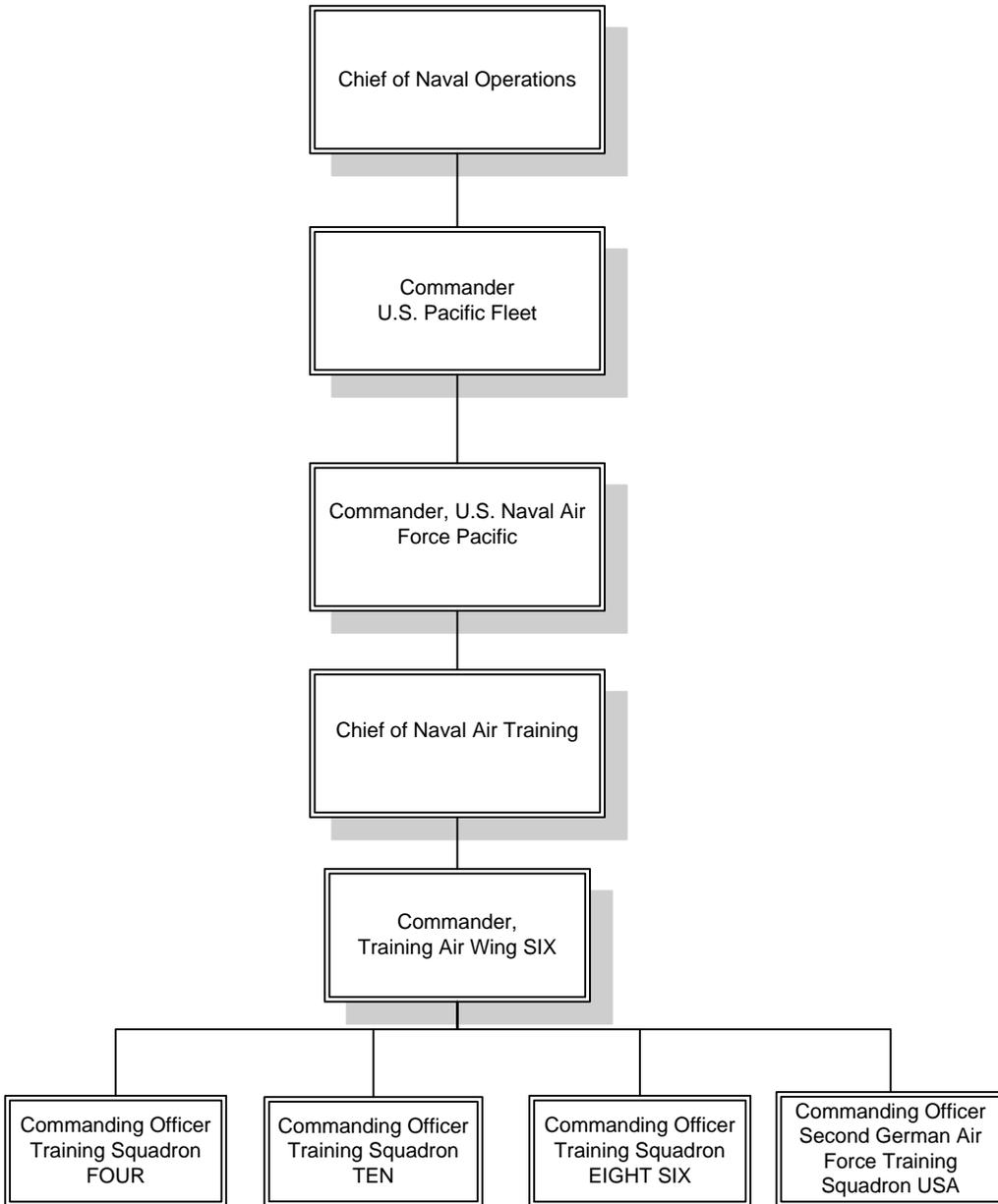
TABLE OF CONTENTS

	<u>PAGE</u>
COMMAND RELATIONSHIP CHART	1
STAFF ORGANIZATION	4
EXECUTIVE DEPARTMENT	00-1
SPECIAL ASSISTANTS TO COMTRAWING SIX	00-2
RESERVE DEPARTMENT	00R1-1
Reserve Administration	00R11-1
SAFETY DEPARTMENT	00S-1
Aviation Safety Officer	00S1-1
Aeromedical Safety Officer	00S2-1
ADMINISTRATION DEPARTMENT	N1-1
Directives/Correspondence/Awards Clerk.....	N101-1
Travel Card Agency Program Coordinator/Security Assistant.....	N102-1
Student Control Command PASS Coordinator	N103-1
Student Control Clerk	N104-1
FITU Administrative Clerk.....	N105-1
Budget Analyst.....	N181-1
Accounting Technician	N182-1
Accounting Technician	N183-1
Supply Technician	N184-1
OPERATIONS DEPARTMENT	N3-1
Assistant Operations Officer	N3A-1
Training Integration Management System (TIMS) Administrator.....	N3A1-1
Plans and Production Officer.....	N35-1
Production Analyst	N351-1
Corporate Enterprise and Training Activity Resource System (CeTARS)	N3511-1
Program Analyst	N352-1
Production Management Assistant	N3521-1
Wing Analyst	N3522-1
Student Control Officer/International Military Student Officer	N353-1
CNATRA DET PENSACOLA (ADDU).....	N4-1
IT DEPARTMENT (ADDU)	N6-1
TRAINING DEPARTMENT	N7-1
Standardization Officer	N71-1
T-6A Standardization Officer	N711-1
T-45C Standardization Officer	N712-1
Maritime Command and Control (MC2) Standardization Officer	N713-1
Academic Director/Ground Training Officer	N72-1
Instructional Systems Specialist/Curriculum Coordinator	N721-1
Testing and Administration	N722-1
Publication/Book Issue	N723-1

Academic Scheduler	N724-1
NFOTS Stage Manager	N731-1
T-6A Flight Instructor Training Unit (FITU) OIC	N76-1
T-6A FITU NATOPS Program Manager	N761-1
T-45C FITU OIC	N77-1

COMTRAWING SIX

Command Organization Chart



TRAINING AIR WING SIX

A shore activity in an active operating status under a commander and under the command of the Chief of Naval Air Training (CNATRA), subject to area coordination authority of the Commander, Navy Region Southeast (CNRSE).

Function. To administer, coordinate, and supervise flight and academic training and support thereof as directed by CNATRA.

Tasks

1. Act as immediate superior in command to the Commanding Officers of TRARONS FOUR, TEN, and EIGHT SIX, and other facilities/units as may be placed under their cognizance.
2. Serve as an effective instrument of the U.S. foreign policy by initiating continuing action programs, which promote positive relations between the command and foreign nationals. Assist individual Naval service personnel and their families to work effectively, live with dignity and satisfaction, and function as positive representatives of the United States.
3. Publish necessary directives and implement CNATRA-approved curricula to maintain high standards of training.
4. Coordinate and monitor the aviation, industrial, and ground safety programs of assigned units to ensure aggressive and effective implementation.
5. Maintain cognizance of the Naval Air Training and Operating Procedures Standardization (NATOPS) Programs as conducted by subordinate commands.
6. Monitor training requirements and maintenance support capabilities in order to make timely recommendations for aircraft assignment.
7. Monitor all areas of the maintenance, material, and contract support functions of:
 - (a) Subordinate commands to ensure quality maintenance is performed, adequate maintenance training is provided, and Naval Aviation Maintenance Program maintenance and supply procedures are followed.
 - (b) Maintenance contractors to ensure quality and maintenance is performed, satisfactory contract performance is achieved, and contracted requirements are met.
8. Manage all assigned students' personnel functions and maintain necessary records.
9. Conduct reviews of all student disposition boards and act as reviewing authority in the

disposition of students in accordance with the instructions and policies issued by CNATRA.

10. Conduct inspections of subordinate commands.
11. Make timely reports to CNATRA on the progress and achievement of training goals.
12. Monitor formulation and execution of fiscal plans of subordinate units and coordinate intra-command fund changes with CNATRA.
13. 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.
14. Maintain a viable hurricane evacuation program to ensure timely evacuation/storage of aircraft and proper coordination with evacuation location.
15. Make Program Manager nominations for T-6A to the T-6 Model Manager.
16. Serve as curriculum manager for NFO/UMFO Primary, Intermediate and Advanced Flight Training in the Pensacola area.
17. Coordinate Warning Area 155.
18. Act for CNATRA in negotiation of agreements with the Federal Aviation Administration (FAA) affecting airspace in the Pensacola area.
19. Act as CNATRA representative for all Southeast Test and Training Area (SETTA) issues.
20. Perform other tasks as assigned.

STAFF ORGANIZATION

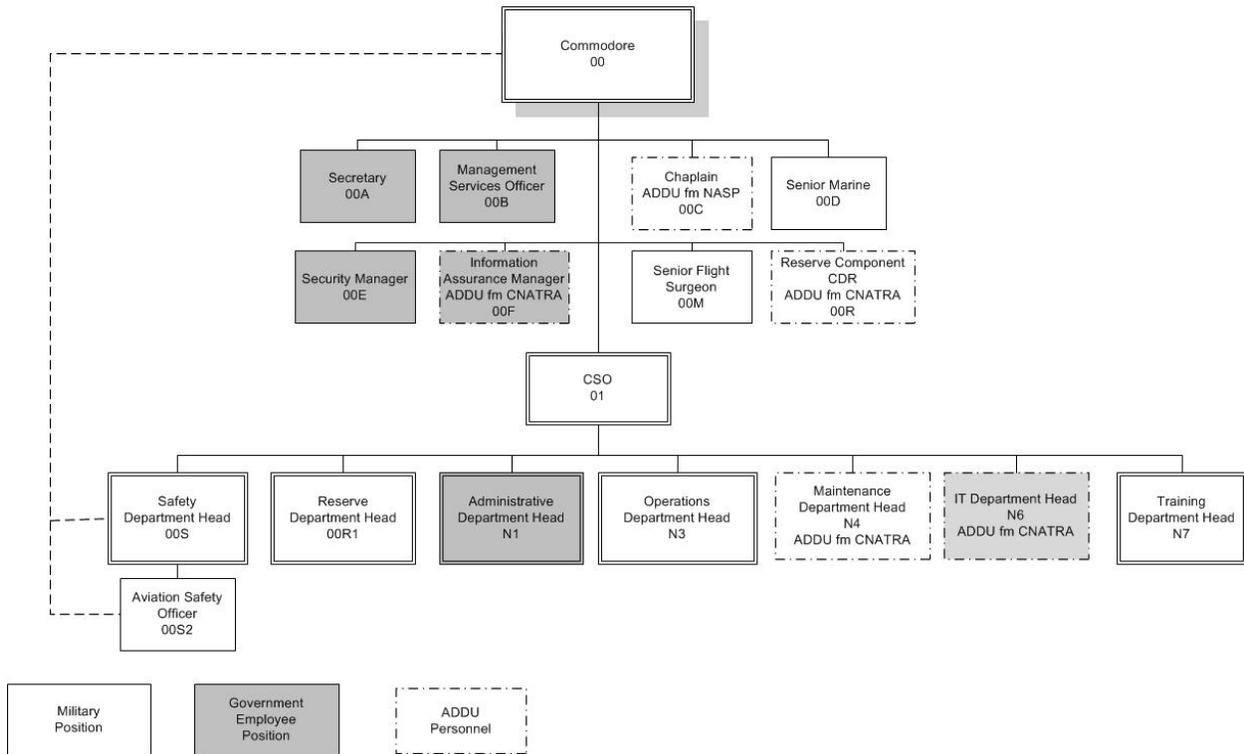
Staff Organization. Under the direction of the Chief Staff Officer, the staff is divided into two main areas:

- a. Special Assistants.
- b. Six major departments.

Additional Duty (ADDU) Special Assistants or Staff Members. Certain officer personnel attached to CNATRA and Naval Air Station, Pensacola have been assigned additional duty as Special Assistants to the Commander, Training Air Wing SIX.

COMDRAWING SIX

Staff Organization Chart



GENERAL POLICY. The following basic policies shall guide staff members in their performance of duties:

1. Members of the staff have no authority to command or direct action except within their own staff organization. All directives and instructions issued to activities of the command are directed to Commanding Officers and Officers in Charge and are issued by COMTRAWING SIX.
2. The description of duties and responsibilities in this manual are general and intended as guidelines and impose no real limitation on the duties that may actually be assigned or assumed.
3. The assignment of special projects will be accomplished by heads of departments and coordinated, when necessary, by the Chief Staff Officer (CSO).
4. All staff members have access to the CSO through their Department Head.

DEPARTMENT HEADS

1. Supervise the work of the department. Such supervision shall not prevent any member of the staff from presenting their viewpoint to the Commander or CSO on any subject over which they have cognizance. In this regard, unless unacceptable delay would be caused, such opinions or questions shall normally pass through the cognizant department head and CSO before being presented to the Commander. When the chain of command is bypassed in order to avoid unacceptable delay, the officer concerned shall brief those superiors who were not consulted as soon as possible in order to keep them abreast of the matter in question.
2. Be cognizant of the work undertaken by members of the department and see that such work is being carried out to successful completion.
3. Ensure, when absent from the staff, that cognizance of the duties and proper functioning of the department is continued through qualified assistants.
4. Assign special projects to be coordinated when necessary by the CSO.

STAFF MEMBERS

1. Keep informed as to the policies and directives expressed or otherwise put in force by the Commander and ensure that implemented orders conform to established policies and directives.
2. Initiate action on all matters over which they have cognizance, keeping their Department Head, CSO, Commander and other interested staff appropriately informed.
3. Consult and coordinate with other staff personnel fully and continually.

4. All staff members and department heads shall maintain a turnover folder containing as a minimum, the following:

- (a) Delineation of pending action items.
- (b) Delineation of regular periodic required reports.
- (c) An up-to-date recall listing of contact officers.
- (d) A billet description, expanding as necessary on the guidance contained in this manual.
- (e) A complete case file on any and all projects assigned.

EXECUTIVE DEPARTMENT

WING COMMANDER (00). Responsible for mission accomplishment; direct operations of the activity; conduct affairs per Navy Regulations; ensure full use of facilities and resources; control directives concerning policies, procedures, workload, funding, organization, staffing, and facilities; ensure that productive output of activity is both timely and of appropriate quantity and quality; lead Task Group NFO; advise CNATRA on all NFO issues.

CHIEF STAFF OFFICER (CSO) (01). Assist and advise the Wing Commander on all matters affecting the command. Sign correspondence that deals with standing policy and routine correspondence that does not involve questions of policy or request for funds. Exercise general supervision of the work of the staff. Assist and coordinate the working activities of Wing staff officers. Act for the Commander during brief absences. Act as inspector general for inspections of subordinate activities.

COMMODORE'S SECRETARY (00A). Coordinate the Wing Commander's daily schedule. Prepare officer fitness reports. Screen incoming mail. Review correspondence. Make VIP arrangements. Other duties as assigned.

SPECIAL ASSISTANTS

MANAGEMENT SERVICES OFFICER (MSO) (00B). Advise Wing Commander on all matters relating to Civilian Personnel Management, to include personnel classification, performance management (NSPS), recruitment and placement, incentive awards programs, complaints, grievances/appeals, reduction in force, adverse actions and employee qualifications. Interprets and applies higher headquarters policy and requirements and acts as liaison with CNATRA N1 and HRO ensuring all requirements and policies are followed. Assists in determining present and forecasted military and civilian personnel based on organizational workload and mission requirements. Assigned the following collateral duties: Command Managed Equal Opportunity Office, Managers' Internal Control Program Coordinator.

CHAPLAIN (00C) (ADDU fm NASP). Provide professional guidance to the Wing Commander and promote the spiritual, religious, morale and personal well-being of all Wing members and their dependents. In addition to traditional chaplain services also supports designation ceremonies and other formal occasions requiring an invocation and/or benediction, and provide counseling to all students who attrite from the program. Assigned the following collateral duty: Suicide Prevention Officer.

SENIOR MARINE OFFICER (00D) (COLLATERAL DUTY). Advise Wing Commander and CSO on all matters relative to Marine Corps personnel assigned to TRAWING SIX. Interview and assign all Marine officers reporting to TRAWING SIX for instructor duty; monitor the assigned Marine allowance and onboard status for all squadrons within TRAWING SIX; provide liaison service between Marine Aviation Training Support Group (MATSG) Pensacola and TRAWING SIX; maintain applicable Marine Corps directives and disseminate Marine-specific information to squadron Marines. Maintain close contact with squadron senior Marine officers and the Commanding Officer of the local MATSG.

SECURITY MANAGER (00E) (COLLATERAL DUTY). Advise the Wing Commander on all matters relating to physical and personnel security matters. Serves as the Wing Representative on the NASP Antiterrorism Working Group (ATWG).

INFORMATION ASSURANCE MANAGER (00F) (ADDU from CNATRA). Advise Wing Commander on all Information Assurance (IA) matters, including identifying the need for additional IA staff. The Information Assurance Manager serves as the command's point of contact for all IA matters and implements the command's IA program.

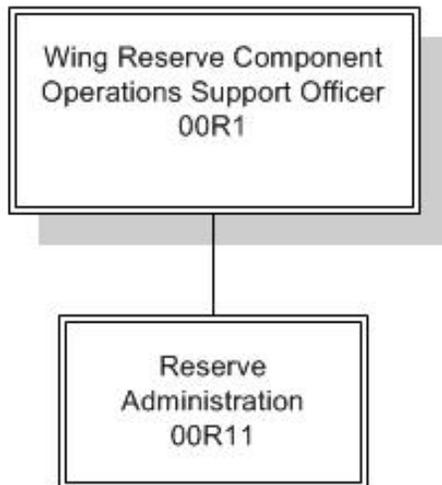
SENIOR FLIGHT SURGEON (00M). Advise the Wing Commander on all matters relating to aviation medicine. Function on Wing aircraft accident boards as directed by Wing Commander. Lecture at Wing/Squadron safety standdowns on varying pertinent medical subjects. Perform routine aviation military duties (i.e., military sick call and aviation physical examinations). Inform the Wing Commander of any unsafe medical practices which might lead to an aircraft

accident or incident. Keep constant watch on the peculiar stresses of naval aviation by flying in Wing aircraft during syllabus flights. Establish personal relationship with individual squadron safety officers, executive officers and commanding officers in order to function as squadron aeromedical resource. Active member of all Wing safety committees. Conduct counseling with all student attrites.

WING RESERVE COMPONENT COMMANDER (00R). Advise Wing Commander on all matters relating to Reserve integration, operational and administrative issues. Ensure compliance with NR directives by all Squadron Augmentation Units (SAU) within the TRAWING. Establish procedures, and guidelines for the NR TRAWING Component for compliance with NR directives and to meet the operational needs of the TRAWING as effectively as possible. Ensure TRAWING policies, procedures and guidelines include a NR perspective and are applicable to both Full Time Support (FTS) and Drilling Reservists (DR); keep CRCC and CNATRA Operational Support Officer apprised of any matters pertaining to the welfare or administration of their NR personnel; act as the detailer for DR personnel within the TRAWING; establish a training plan for SELRES personnel.

SAU COMMANDING OFFICER (00R2-4). Ensure compliance with Reserve directives within TRARON and to provide advice to the TRARON Commanding Officer on operational and administrative issues unique to the Reserves. Maintain overall cognizance of Reserve matters and issues within the squadron. Establish SAU administrative policies, procedures and guidelines as required to comply with Reserve directives and to meet the operational needs of the TRARON as effectively as possible.

Reserve Department 00R1



Military
Position

00R1
WING RESERVE COMPONENT OPERATIONS SUPPORT OFFICER

Function

Represent, act, and carry out the duties on behalf of the Wing Reserve Component Commander in his absence. Manage all aspects of day-to-day administration and operational requirements to ensure the NR component and Squadron Augmentation Units are fully integrated within the TRAWING.

Tasks

1. Ensure NR funding and resources are utilized in the most effective and efficient manner in order to meet NR requirements and production needs of the TRAWING.
2. Act as the community manager for FTS personnel within the TRAWING.
3. Maintain a training plan for FTS personnel within the TRAWING to learn NR organization and their FTS responsibilities.

00R11
RESERVE ADMINISTRATION (00R11)

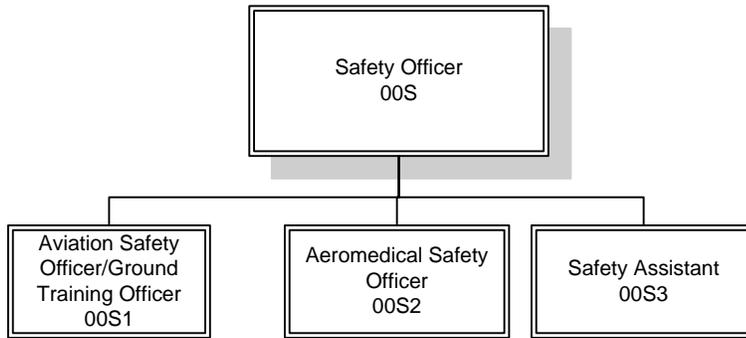
Function

Provide administrative support to Wing Reserve Component.

Tasks

1. Process pay and allowances and maintain Inactive Duty Training (IDT) documents for all assigned DR personnel; Submit and track the execution of NR Annual Training (AT), Active Duty Training (ADT), Inactive Duty Training Travel (IDTT), and TAD applications per the existing fiscal year budget.

Safety Department 00S



Military
Position

00S
SAFETY OFFICER

Function

The Safety Officer, head of the Safety Department, shall act as principal advisor to the Wing Commander in all matters pertaining to the safe operation of the Wing. He/she is responsible for the organization and promotion of an intensive and continuing program of safety and mishap prevention in accordance with current applicable directives. The Safety Officer shall be a Senior Naval Aviator. To the maximum extent possible, the Safety Officer shall be a graduate of the Aviation Safety Command or Aviation Safety Officer courses taught by the School of Aviation Safety.

Tasks

1. Organize and implement an aggressive Command Safety Program designed to prevent damage to aircraft, associated assets and facilities, as well as to prevent injury to personnel through the detection and elimination of hazards.
2. Act as the Commander's representative on all safety matters.
3. Ensure that required reports are correctly prepared and submitted on time.
4. Maintain overall supervision of the NAVOSH program.
5. Ensure widest dissemination of safety information throughout the command.
6. Establish liaison within and outside this command to further the Wing safety program.
7. Maintain such records as are necessary to properly document and administer the safety program.
8. Maintain required communications with other department heads.
9. Ensure the TRAWING SIX Safety/Foreign Object Damage (FOD) committee is organized, functioning and effective.
10. Ensure all safety boards and committees required in the command safety program are current and duly appointed.
11. Serve as an Operational Risk Management (ORM) subject matter expert to train command personnel in ORM principles and assist in ORM evolutions as needed. Ensure Wing personnel are trained in ORM.

12. Serve as a Senior Aircraft Mishap Board member. Ensure all board members are properly trained.

13. Serve as Wing CRM Program Manager providing broad oversight of TRAWING SIX CRM Curriculum Model/Program Managers to ensure they are providing continuous quality CRM training.

00S1

AVIATION SAFETY OFFICER (ASO)

Function

The ASO is responsible for creating an informed safety culture of learning and reporting. The ASO shall be responsible for the development, implementation and execution of an aggressive safety program applied to the maintenance and operation of Wing aircraft. The ASO shall be a graduate of the Aviation Safety Officer Course taught by the School of Aviation Safety. The ASO shall not, to the maximum extent possible, be assigned duties as either a Preliminary Investigative Officer or JAG Investigative Officer in order to sustain a sense of command impartiality and neutrality, which is critical to an effective safety program. The ASO should not have other responsibilities within the command except normal aviation duties.

Tasks

1. Act as principal advisor to the Wing Commander on all aviation safety matters.
2. Assist the Wing Safety Officer in all matters concerning the Wing safety effort.
3. Implement the safety program throughout the Wing with special emphasis placed on hazard detection, hazard elimination, safety education and safety awareness.
4. Conduct all investigations and prepare ensuing reports as required by the Wing safety program and its implementing directives.
5. Ensure that all safety publications, reports, messages and articles are screened for pertinent safety of flight information and ensure Wing-wide dissemination of safety information.
6. Provide re-qual training for all members of the Wing Aircraft Mishap Board in order to provide a working knowledge of current guiding directives at least quarterly.
7. Schedule and coordinate Wing-wide Naval Safety Center Surveys on a biannual basis.
8. Schedule and coordinate Wing-wide Naval Safety Center Cultural Workshops on a biannual basis.
9. Schedule Naval Safety Center Assist Visits on an as-needed basis.
10. Schedule and coordinate Naval Safety Center online Command Safety Assessments on a semi-annual basis.
11. Schedule and coordinate Wing-wide safety standdowns as required, at a minimum of one per

quarter.

12. Conduct periodic simulated mishap exercises as necessary.

13. Ensure all Wing aviation safety instructions are kept current and relevant. Provide inputs to the Wing SOP as needed.

14. Schedule and coordinate quarterly Wing Human Factors Council meetings and Human Factor Boards as required.

00S2
AEROMEDICAL SAFETY OFFICER (AMSO)

Function

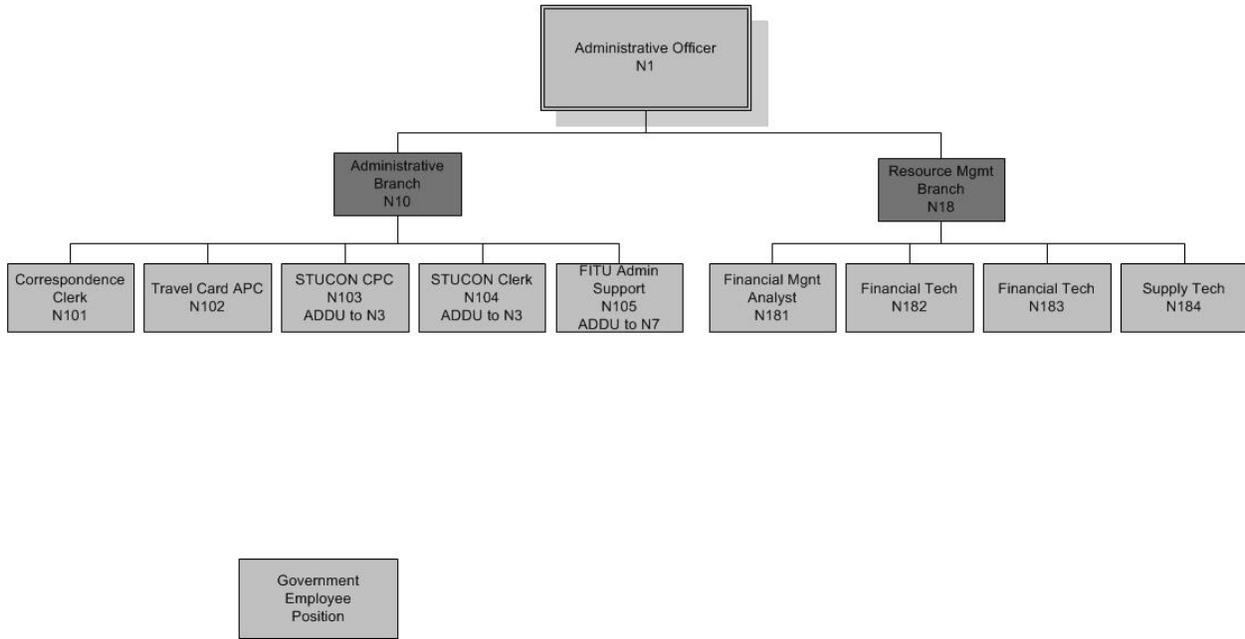
Advise the Wing Commander on all matters relative to aviation physiology and aviation life support equipment, including coordination of the Fleet Aircrew Introduction and Liaison Survival Aircrew Flight Equipment (FAILSAFE) Program. Keep the Wing informed on matters relating to survival equipment, varying physiological topics and unsafe practices in aircrew safety as seen from the AMSO's particular expertise. Shall have an established personal relationship with squadron commanding officers, executive officers and squadron safety officers. Optimize opportunities to participate in operational flight time.

Tasks

1. Maintain liaison with squadron commanding officers, safety officers, and flight surgeons.
2. Monitor Wing flight and ground support personnel for potential problems which may jeopardize the individual's ability to effectively perform in the aviation environment and bring such observations to the attention of the Commander, Wing Flight Surgeon, or Wing Safety Officer as appropriate.
3. Monitor the availability, maintenance, and use of aviation life support systems under the FAILSAFE Program.
4. Provide for the presentation of lectures on level A requirements to include: Aeromedical aspects of ejection, emergency ground egress, Aviation Life Support Systems (ALSS), hypoxia, GLOC-GTIP, and sensory.
5. Participate as needed in the training of local firefighting/crash crews in those areas relating to operational aviation life support systems for CTW-6 aircraft, particularly the T-6 and T-45 ejection seat and canopy fracturing systems.
6. Participate in safety stand-down programs as necessary.
7. Serve as a member of selected Aircraft Mishap Boards.
8. Manage Aircrew Rotational Training (ART) and work with flight surgeon to meet all objectives in Aircrew Management Program (AMP).
9. Evaluate individuals for custom flight equipment.
10. Serve as Wing Anthropometric program manager.

11. Serve as Aeromedical Training Program Manager.
12. Serve as the CTW-6 G-Tolerance Improvement Program Manager.
13. Serve as Authorized to Fly (ATF) Program Manager.
14. Conduct Dynamic Hypoxia Training (DHT) with the Reduced Oxygen Breathing Device (ROBD) in accordance with CNATRA regulation and OPNAV 3710.7U.
15. Serve as the Inert Ordnance Program Manager.

Administrative Department N1



N1
ADMINISTRATIVE OFFICER

Function

The Administrative Officer, head of the Administration Division and Resource Management Division, is responsible for coordinating administrative and resource management activities for the staff. Interpret, evaluate and implement policies and plans relative to manpower. Coordinate and schedule command inspections as directed. Advises Wing Commander on all matters pertaining to logistics support. Overseas total supply/material support for the staff and subordinate squadrons. Performs the following collateral duties: Security Manager; Legal Officer; Public Affairs Officer; Casualty Assistance Calls Officer; Official Mail Control Officer; Sponsor Program Coordinator; Command Individual Augment Coordinator (CIAC); Training Officer for Staff GMT, Voting Officer, Wing Representative on the NASP Antiterrorism Working Group and Agency Program Coordinator for the Government Commercial Purchase Chard (GCPC).

Tasks

1. Advise the CSO on administrative matters.
2. Supervise the operation of the Administrative Department.
3. Supervise the preparation, receipt, handling, distribution and filing of official correspondence and directives, including classified material.
4. Coordinate all staff organizational matters.
5. Coordinate all staff travel.
6. Sign routine correspondence "By direction" in accordance with established policy.
7. Exercise general supervision over personnel administration of the command.
8. Prepare recommendations for awards and decorations as directed by the Commander and review recommendations submitted by subordinate commands as a member of the Awards Board.
9. As Command Security Manager, be responsible for the handling, storing and disposing of all general service classified correspondence, other than messages, in accordance with Department of the Navy Information and Personnel Security Program Regulations (OPNAVINST 5510.1 Series) and Security Manual for Classified Information.

10. As Command Legal Officer, administer the conduct of formal and informal investigations; review reports of investigations, and render assistance to investigating officers. For minor legal matters, the legal officer shall provide legal assistance and advice and establish liaison with qualified legal officers and law specialists for additional assistance on technical matters.

11. As Public Affairs Officer, coordinate and utilize all available media outlets for favorable publicity; advise the Commander on all media queries and articles concerning matters under his purview. Provide opportunity for staff members to complete Fleet Hometown News Release; maintain biography of the Commander and Chief Staff Officer.

12. Prepare reports and maintain records concerning officers and enlisted personnel attached to the staff.

13. Provide information and assistance to personnel in matters concerning education, training, personal affairs, advancement and career incentives.

14. Responsible for establishing a purchase card program and day-to-day operations of the purchase card program at Training Air Wing SIX.

15. Responsible for verifying the necessity of purchase card and requests for procurement transactions, ensuring transactions are per the Internal Operating Procedures, identifying misuse of the purchase card, reconciling monthly statements and recommending appropriate action for any violations.

16. Responsible for verifying GCPC and vendor invoices for payment, either electronically or manually.

17. Responsible for financial planning and support of activity programs; formulate those principles and policies required for economical and effective management of financial and related resources available to support the command mission.

18. First Line Supervisor for one Budget Analysis (GS-9), one Supply Technician (GS-6), two financial technicians (GS-6 and GS-5) and five Office Automation Technicians (GS-4).

N101
DIRECTIVES/CORRESPONDENCE/AWARDS CLERK

Function

Responsible to the Administrative Officer for all matters administrative in nature that affects the organization, operation or personnel of the Headquarters staff.

Tasks

1. Process all outgoing correspondence.
2. Maintain all correspondence files.
3. Process and maintains all command directives.
4. Maintain staff social roster and database files.
5. Forward instructions and notices to CNATRA for posting on the web.
6. Process all awards.

N102

TRAVEL CARD AGENCY PROGRAM COORDINATOR/SECURITY ASSISTANT

Function

Responsible to the Administrative Officer for all matters administrative in nature that affects the organization, operation or personnel of the Headquarters staff and subordinate squadrons.

Tasks

1. Performs the Travel Card (APC) function for the entire Wing.
2. Performs the function of Trusted Agent for the Contractor Verification System (CVS) for the entire Wing.
3. Assists the Command Security Manager in the day to day business
4. Perform the function of mail orderly for the Wing.

N103
STUDENT CONTROL COMMAND (PASS) COORDINATOR (CPC)
ADDU to N3

Function

Assist the Student Control Officer in the performance of their duties.

Tasks

1. Assist Student Control Officer with the supervision of junior officers to include tasking's and accountability.
2. Process Fitness Reports and correspondence at required intervals and upon detachment of individuals.
3. Maintain a fiscal year database of all students assigned to TRAWING SIX.
4. Process PCS gains and losses for all students assigned to TRAWING SIX.

N104
STUDENT CONTROL CLERK
ADDU to N3

Function

Assist the Student Control Officer in the performance of their duties.

Tasks

1. Assist Student Control Officer with the supervision of junior officers to include tasking's and accountability.
2. Process redesignation and interservice transfer packages for assignment to another community for students attired from the flight program.
3. Maintain and process student aviation jackets (ATJs).
4. Process program change requests for transitions from Student Naval Aviator to Student Naval Flight Officer.

N105
FITU ADMINISTRATIVE CLERK
ADDU to N7

Function

Responsible to the FITU Officer in Charge for all administrative matters that affect FITU organization, operation, and personnel.

Tasks

1. Update IP/IUT training status via TIMS.
2. Participate in meetings, briefings, and discussions concerning FITU areas of responsibility.
3. Receive, open, and review, incoming correspondence; determine correct routing, and route as required.
4. Process route slips for action correspondence.
5. Monitor correspondence suspense files.
6. Maintain tickler report.
7. Prepare, proofread, and edit correspondence as required.
8. Maintain the FITU correspondence file in accordance with current instruction.
9. Monitor, maintain, and update, TIMS on a daily basis.
10. Receive/annotate/route/distribute publications to the proper FITU personnel.
11. Order and maintain an appropriate level of classroom supplies and materials.
12. Maintain student/instructor flight status and snivel log.
13. Coordinate data to schedule flight/simulator/ground training events.
14. Create and publish the FITU daily flight schedule. Ensure proper routing, distribution, and publication to the TRAWING SIX website and distribute via hard copy, fax and email.
15. Correct and update WINFLIR data in TIMS as required.

16. Validate previous day's master flight schedule to ensure correctness of event status, and to update/maintain IUT Event Completion tracker.
17. Coordinate/schedule/perform all staff welcome aboard requirements, events, and activities, to include the orientation in-brief.
18. Monitor status of time-to-train (TTT) for all IUTs. Make data entries or changes, and create required reports for FITU OIC.
19. Process ATJs for IUT transfers to follow-on squadron.
20. Monitor master flight schedule for completed events and notify proper instructor of delinquent ATFs.
21. File/maintain completed ATFs in the appropriate ATJs
22. Process NATOPS Instrument Rating Request and NATOPS evaluations.
23. Create NATOPS Training Qualification Jacket.

N181
BUDGET ANALYST

Function

Advise and assist the Wing Commander in financial planning in support of the Command mission. Perform the collateral duty of Agency Program Coordinator for the Government Air Card Program.

Tasks

1. Perform budget formulation work involving review and presentation of annual funding needs for one or more future budget years for Command.
2. Perform budget execution and administration work involving the monitoring of obligations incurred and the actual expenditures of a budget with different sources and types of funding.
3. Provide advice, assistance and guidance on budgeting and related information.
4. Responsible for establishing an air card program and day-to-day operations of the government air program at Training Air Wing SIX.

N182
ACCOUNTING TECHNICIAN

Function

Advise and assist the Supply Officer in financial planning to support Wing programs. Formulate principles and policies required for economical and effective management of financial and related resources available to support the Command mission. Perform the collateral duty of Accounting Official for the Government Purchase Card.

Tasks

1. Perform all accounting technician functions in the assigned area of responsibility.
2. Perform detailed analysis and review all transactions in assigned accounts.
3. Respond to questions of a routine to complex nature.
4. Reconcile subsidiary ledgers to the general ledger control accounts for accounts involving a variety of transactions.
5. As Approving Official, responsible for ensuring purchases made with the Government Credit Card and contracting sources are per the Federal Acquisition Regulation and agency regulations.
6. As Approving Official, responsible for verifying all purchases are necessary and for official Government purposes per the provisions of EBUSOPSOFFINST 4200.1A, NAVSUPINST 4200.85D, and local guidance which governs the use of the card and requests for procurement.
7. Acts as CSRS for the Civilian Payroll system for Wing Civilian personnel and CNATRA personnel assigned ADDU to the Wing.
8. Performs the collateral duty as Command Financial Advisor.

N183
ACCOUNTING TECHNICIAN

Function

Advise and assist the Supply Officer in financial planning to support Wing programs. Formulate those principles and policies required for economical and effective management of financial and related resources available to support the Command mission. Perform the collateral duty of Accounting Official for the Government Air Card Program.

Tasks

1. Perform all accounting technician functions in the assigned area of responsibility.
2. Perform detailed analysis and review all transactions in assigned accounts.
3. Respond to questions of a routine to complex nature.
4. Reconcile subsidiary ledgers to the general ledger control accounts for accounts involving a variety of transactions

N184
SUPPLY TECHNICIAN

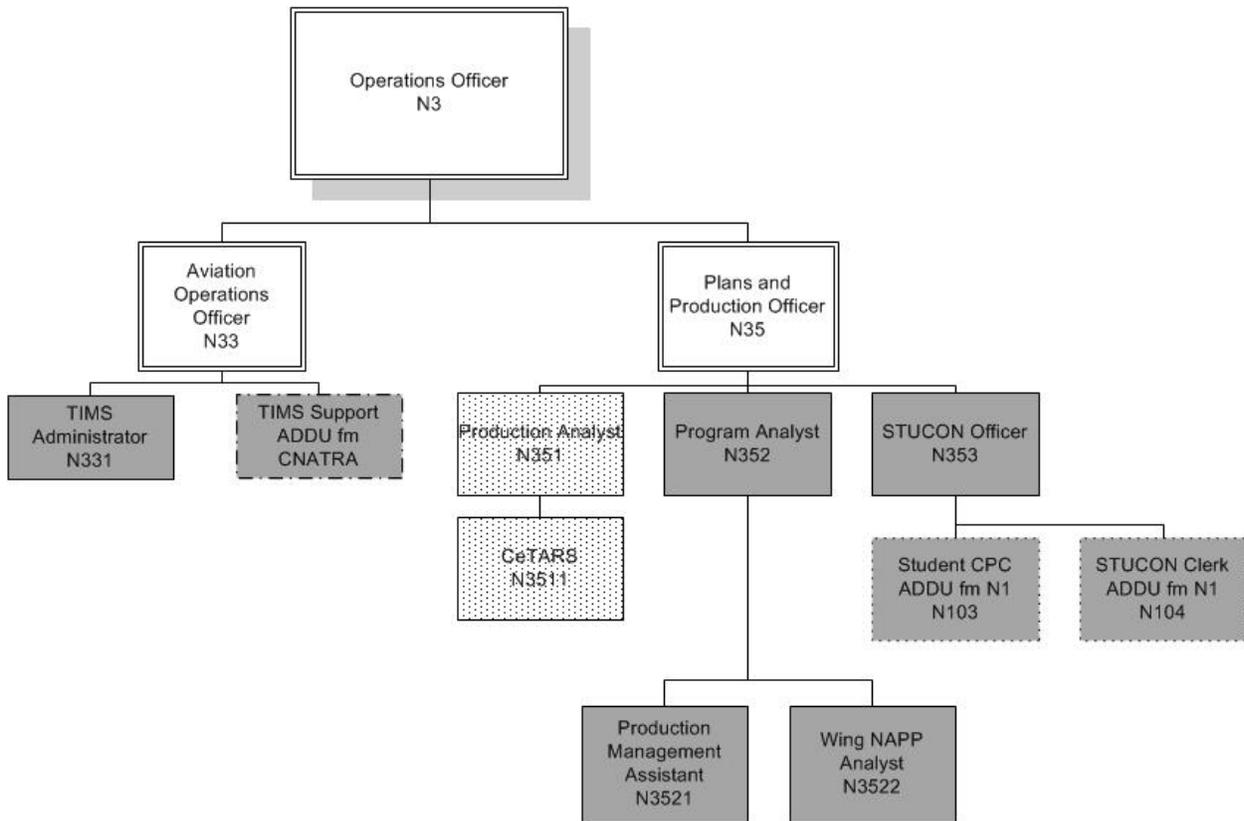
Function

Responsible for all matters pertaining to logistics support. Provide total supply/material support to the command in performance of its mission. Perform the collateral duty as minor property manager and building manager.

Tasks

1. Receive requests, or determine need for plant property, minor property, flight gear and equipment, expendable and non-expendable supplies, material and equipment.
2. Receive purchased items, supplies, equipment, material or gear.
3. Maintain plant and minor property records.
4. Prepare, maintain accuracy of, and distribute to necessary parties all supply/purchase records, invoices, statements, and reports.
5. Perform duties as Government Credit Card Program Cardholder.
6. Responsible for verifying that all minor property is accounted for and inventoried on an annual basis.
7. Responsible for placing all service calls for facility issues.
8. Responsible for placing all service calls for telephone issues.

Operations Department N3



Military
Position

Government
Employee
Position

Contract
Employee
Position

ADDU
Personnel

N3
OPERATIONS OFFICER

Function

Establish operational plans, provide direction and course of actions to ensure attainment of established Training Air Wing SIX (TW-6) goals and missions.

Tasks

1. Supervise and guide all TW-6 Operations Divisions and supervisors.
2. Serve as responsible authority for all listed N3 divisions with particular attention to prescribed standardized practices, mission safety and process improvements.
3. Maintain appropriate training records and statistical data.
4. Coordinate subordinate squadron schedules and actions to ensure effective mission execution.
5. Establish control features and perform reviews, as appropriate, to ensure effective flight training with economical cost.
6. Manage flight hour allocation to subordinate squadrons.
7. Coordinate subordinate unit out of area training and submit to Wing Commander for approval.

N33
AVIATION OPERATIONS OFFICER

Function

Monitor primary, intermediate and advanced Student Naval Flight Officer training and Fixed-wing Instructor Training Unit Instructor pilot training programs to ensure scheduled completion of training per approved course curriculum. Act for the Operations Officer during brief absences. Act as Airspace Coordinator.

Tasks

1. Recommend and develop modifications to Naval Flight Officer Training Programs, as required.
2. Ensure that all required reports to higher authority are submitted correctly and in a timely manner.
3. Assist the Operations Officer in all matters pertaining to the Operations Department mission.
4. Coordinate all NAS Pensacola Airspace and procedures governing this airspace to include locally derived stereo routes and operations in the Pensacola South Military Operating Area and assigned Warning Areas.
 - a. Serve as the direct liaison between TRAWING SIX and local FAA civilian and military Air Traffic Control representatives with regard to all concerns and conflicts to previously mentioned areas and procedures governing these areas.
 - b. Maintain close coordination with the TRAWING FIVE Airspace Coordinator Officer on joint airspace issues.
 - c. Maintain currency of and conduct training on joint TRAWINGS SIX and FIVE Fixed Wing Operations Procedures
 - d. Maintain currency of and conduct an annual review on TRAWING SIX Inflight Guide.
5. Provide support and oversight of the TIMS Support Office.

N331

TRAINING INTEGRATION MANAGEMENT SYSTEM ADMINISTRATOR

Function

Serves as the TRAWING SIX Training Integration Management System (TIMS) subject matter expert and is the TIMS Functional Administrator (TFA). Directly responsible for ensuring that the TIMS application is responsive, reliable, effective, and efficient, in providing acceptable data to meet the demands of supporting mission objectives. Responsible for ensuring that the TIMS data base is maintained as directed by instruction and that the data is accurate and up to date.

Tasks

1. Provide administrative and operational expertise to the TRAWING SIX staff, squadrons, and CNATRA N73 Site Support Staff, to ensure specific TIMS Standard Operating Procedures are followed in the day to day use of the TIMS application.
2. Provide and manage a TIMS training program ensuring initial and follow on training for all users, to include one-on-one and group TIMS training, as well as other automated systems support as required.
3. Provide TIMS application assistance and telephone support to all TRAWING SIX personnel.
4. Manage TIMS system permissions. Provide and maintain user accounts, user permission sets, user Ids, and workstation access.
5. Act as primary liaison/coordinator with the CNATRA N6 and N73 Site Support Staff for all TRAWING TIMS application training/educational requirements associated with the scheduling, flight record, grade-sheet, and all data tracking and management modules.
6. Participate in Naval Air Training Command (NATRACOM) corporate regression testing, verification testing, design reviews, and System Trouble Report (STR) "scrubs" as required.
7. Perform other duties as assigned by the Training Officer or other authority.

N35
PLANS AND PRODUCTION OFFICER

Function

Coordinates and tracks the flight training conducted by TRAWING SIX commands.

Tasks

1. Maintain appropriate training records and training statistical data.
2. Coordinate student flow and control student squadron assignments.
3. Provide control features and performance review as appropriate to ensure effective status appraisal to the Commander.
4. Monitor flight training accomplishment.
5. Prepare reports on programs and achievements of flight officer training goals.
6. Supervise the disposition of students referred to the Commander for training failures, medical attrition, and DORs.
7. Assist with Command inspections as required.
8. Produce reports required by CNATRA, and reports requested by other commands.
9. Coordinate student naval flight surgeon training and other curriculum as assigned by CNATRA.
10. Direct student pipeline selections.
11. Conduct such liaison as may be required with CNATRA and other commands to ensure the capability to meet assigned tasks.
12. Serve as STUCON Department Head.

N351
PRODUCTION ANALYST

Function

Senior Functional Analyst support for Naval Aviation Production Process (NAPP) related functions and issues at Training Air Wing SIX. Provide liaison with CNATRA staff and other Task Groups for issues that may impact TW-6. Identify and propose solutions for macro/micro process deviations. Provide process training to Wing staff and provide continuity and historical perspective to process discussions.

Tasks

1. Forecast NFO production trends, identify signals of difficulty and resolve fleet-wide barriers to production.
2. Prepare charts and statistical data for flag-level briefings

N3511

CORPORATE ENTERPRISE AND TRAINING ACTIVITY RESOURCE SYSTEM (CeTARS)

Function

Provides Naval Aviation Production Process (NAPP), NAPP Integrated Production Data Repository (NIPDR) and Corporate Enterprise Training, Training Information Management System Navy Student Tracker (TIMS NST) and Corporate Resource Systems (CeTARS) support to Training Air Wing SIX.

Tasks

1. Responsible for the oversight, analysis and accuracy of student training data entered into the NIPDR and CeTARS database system.
2. Coordinates efforts between squadrons to ensure student data accounting facilities timely processing of students.
3. Enters, scrubs, and validates a variety of data within CeTARS, NIPDR and TIMS Navy Student Tracker (NST) web base database systems.
4. Provides other routine and adhoc queries/reports to support the chain of command or in response to data calls from outside commands.
5. Troubleshoots system problems and serves as intermediary between Naval Education and Training Professional Development and Technology Center (NETPDTC) and local squadrons in resolving various data conflicts or programming application problems.
6. Builds and maintains all course schedules in CeTARS.
7. Provides other assistance, training and/or support as needed or directed

N352
PROGRAM ANALYST

Function

Reports to the Plans and Production Officer, manages the Naval Aviator Production Process (NAPP) program as it relates to the production of student Naval Flight Officers (SNFO) for Task Group Naval Flight Officer (TGNFO) as well as the related NATRACOM and FRS's in accordance with (NAPP) guidelines.

Tasks

1. Conduct deliberate planning and analysis of SNFO production requirements and planning issues.
2. Prepare and present briefings on program status and current (NAPP) initiatives.
3. Review and interpret established and proposed directives and instructions for potential impact on current NAPP policies and operations.
4. Propose and prepare internal instructions, operating policies, procedures and guidelines concerning the NAPP program and recommend required changes and adjustments to assure proper and adequate accomplishment of TGNFO production goals and objectives.
5. Program Analysis -Provide advanced data analysis applying analytical and evaluative methods and techniques to production, resource and NIPDR cockpit chart data in order to identify significant trends and issues impacting quantity and quality of SNFO production.
6. Take a lead role in responding to data calls.
7. Identify problems or deficiencies, recommend and implement appropriate corrective measures.
8. Provide advisory services to the Commander TRAWING 6, squadrons, and departments regarding NAPP program initiatives.
9. Production Management - Manage NFO production in order to meet all production requirements by establishing production milestones, control class flow, and monitor training efficiency in accordance with the NAPP model.
10. Support TG NFO in development and execution of CNATRA's Integrated Production Plan (IPP). Assure production objectives, and operations are realistic.

11. Monitor integrated reporting systems (NIPDR, TIMS and Excel Workbooks) related to production tracking/evaluation functions, facilitating subordinate command operations.
12. Supervisor – Plan, assign, supervise and evaluate work to be accomplished by subordinates; setting and adjusting short term priorities and preparing schedules for completion of work.

N3521
PRODUCTION MANAGEMENT ASSISTANT

Function

Assist program analyst in review of data collection processes. Responsible for collection, consolidation, coordination, maintenance updates, verification, manipulation, and data base storage of all historical and statistical information gathered from three subordinate flight training squadrons, TIMS, and NIPDR programs to support efforts to evaluate the efficiency, effectiveness, and productivity of the Training Air Wing SIX (TRAWING Six) flight training program..

Tasks

1. Responsible for collection of TRAWING aircraft, simulator, manning and training data, and entry into the Training Integration Management System (TIMS), the Naval Aviation Production Process Integrated Data Repository (NIPDR) databases and other management tools as required, with specific emphasis on the validity and accuracy of data.
2. Ensure validity of student Estimated Completion Dates (ECDs) in applicable databases. Transfer students completing a phase of training to the follow-on phase and are assigned to the proper class.
3. Reviews flight hours expended and production achieved on a monthly basis.
4. Assist Program Analyst in review of data collection processes. Reviewing methods for improvements and developing new methods of data collection as required.
5. Assist in maintaining liaison with higher and adjacent commands regarding data collection, best practices, and reporting and management instructions as well as wing adherence to directives and instructions
6. Assists with TIMS database permissions for command end users in order to enable accounts to be active and available for immediate training, flying, and simulator use.
7. Assist the Task Group NFO Program Analyst as required and conduct additional tasking as needed.

N3522
WING ANALYST

Function

Reporting to the Program Analyst, provides management support in the area of data input validation, resource determination and cost analysis as it relates to the production of Naval Flight Officers (NFO's) for TRAWING Six in support of Task Group Naval Flight Officer (TGNFO) and the U.S. Navy's NFO Flight Training Program. Provides direct support to the TG NFO Program Analyst, and serves as a direct advisor to Commodore, TRAWING SIX for resourcing and data collection issues related to NFO production.

Tasks

1. Provide quality assurance oversight on database functionality for wing staff and subordinate units. Ensuring accuracy and data validity for inclusion in TIMS, CETARS, Naval Aviation Production Process Integrated Data Repository (NIPDR) and all other related systems. Conducts training with subordinate command end users ensuring standardization and accuracy of data inputs.
2. Provides back-up to N3521 for collection of TRAWING aircraft, simulator, manning and training data, and entry into various training databases and workbooks.
3. Maintain liaison with higher and adjacent commands regarding data collection, best practices, and reporting and management instructions as well as wing adherence to directives and instructions
4. Back-up N352, conducts on-going trend analysis of TG NFO resourcing issues by collecting, researching and analyzing data in order to forecast trends, identify emerging production barriers, resolve process issues and drive process improvements.
5. Prepare periodic briefs, charts, and reports detailing the status of Task Group NFO resource utilization rates and related issues.
6. Provides management support to the TG Program Analyst in the area of resource determination and cost analysis.
7. Assist the Task Group NFO Program Analyst as required and conduct additional tasking as required.

N353

STUDENT CONTROL OFFICER/INTERNATIONAL MILITARY STUDENT OFFICER

Function

Under the direction of the Plans and Production Officer, ensure complete compliance with all student training directives. Ensure completeness, accuracy, and prompt transmission of Aviation Training Jackets (ATJ). Assigned collateral duties: Urinalysis Program Coordinator and Command Victim Witness Assistance Program Coordinator.

Tasks

1. Review, coordinate, and recommend changes to forms and administrative transmittal of aviation training jackets.
2. Interview and process students referred to the Commander because of training failures or DORs per existing instructions and policies.
3. Monitor inter/intra-Wing student flow.
4. Coordinate student control procedures and inspects a minimum of one squadron STUCON within TW-6 each quarter.
5. Maintain direct liaison with all TW-6 student control officers.
6. Control the processing and assignment of non-grad flight students.
7. Administer, when required, all student pools.
8. Act as supervisor for all personnel assigned.
9. Act as International Military Student Officer manager for the Wing (reference CNATRINST 1500.4 and OPNAVINST 4950.1).
10. Maintain liaison with TRAWING SIX squadrons regarding International Military student training.
11. Prepare and submit required reports pertaining to International Military student training.
12. Coordinate and schedule Centrifuge based Flight Environment Training (CFET) for all required students.
13. Initiate and implement weekly watch bills and working parties in support of various units and

squadrons.

14. Administer the Wing urinalysis program in accordance with applicable OPNAV drug and alcohol program requirements.

COMDRAWINGSIXINST 5451.1L
28 Mar 16

STUDENT COMMAND PASS COORDINATOR/STUDENT CONTROL CLERK

See page N103-1 and N104-1.

Maintenance Department CNATRA DET

N4



Military
Position

Government
Employee
Position

ADDU
Personnel

N4
CNATRA DET PENSACOLA (ADDU)

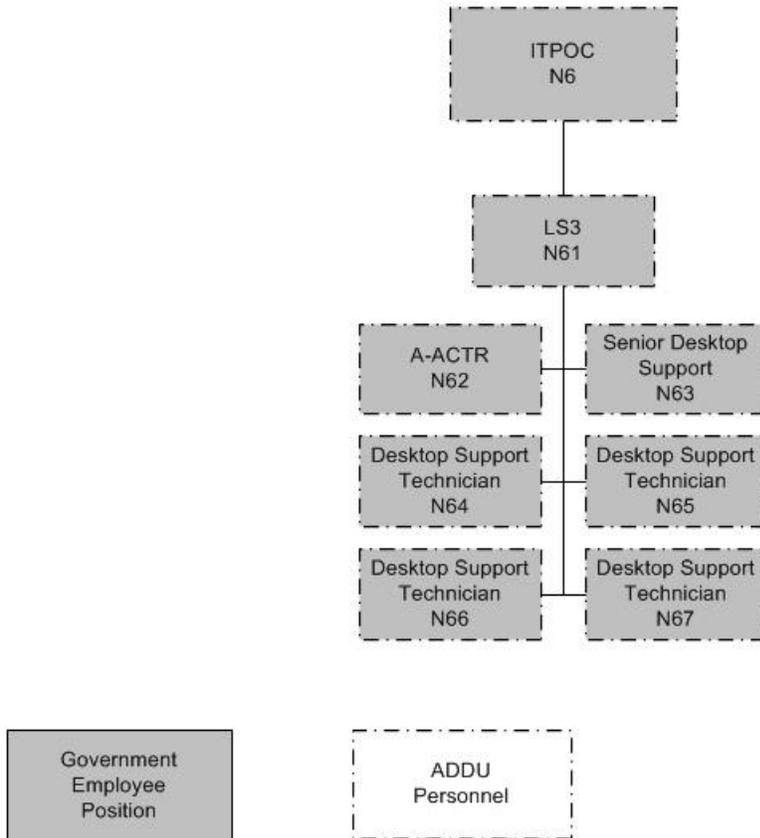
Function

Advise the Wing Commander on all critical matters pertaining to aircraft maintenance and logistics support.

Tasks

1. Provide technical information and assistance to TRAWING maintenance contractors as necessary to ensure maximum support.
2. Ensure maintenance contractors have the directives available that are issued by higher authority in matters pertaining to aircraft maintenance and material support.
3. Coordinate scheduling of aircraft rework requirements. Assist with command inspections as required.

IT Department N6



N6
CNATRA N6 PENSACOLA (ADDU)

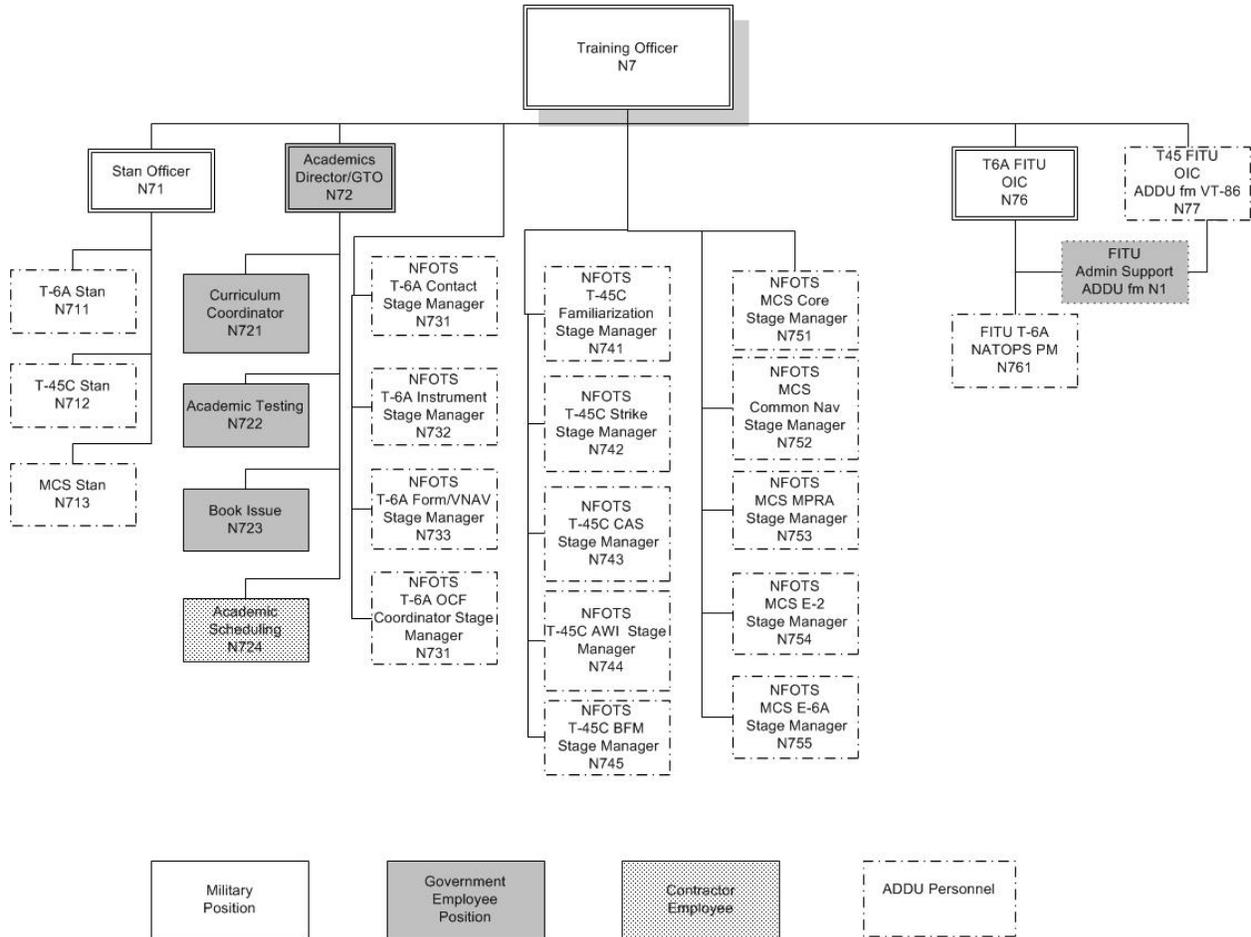
Function

Advise Wing Commander on all critical matters pertaining to Information Technology (IT) and logistical support.

Tasks

1. Provide IT technical information and assistance to TRAWING training department, NFDS and contractors as necessary to ensure maximum support.
2. Ensure TRAWING training department, NFDS and contractors have the directives available that are issued by higher authority in all matters pertaining to Information Technology (IT).
3. Coordinate IT infrastructure, software and hardware upgrade scheduling.

Training Department N7



N7
TRAINING OFFICER

Function

Monitor all flight, simulator, and academic training, to ensure its accomplishment in accordance with approved CNATRA syllabi.

Tasks (Ref. CNATRAININST 1550.6E Ch-2 TIP)

1. Ensure approved academic training syllabi, as directed by CNATRA, TRAWING SIX, and higher authority, are carried out appropriately.
2. Develop and evaluate academic programs using the latest techniques in both teaching and training aids.
3. Monitor and ensure all flight training instructions are current and correct. Ensure training change requests (TCR) are submitted to update curricula as required.
4. Coordinate and assist with the continuous development of the NFOTS curricula and associated training documents.
5. Ensure the effective and efficient use of training resources to maximize training.
6. Monitor academic and simulator programs to ensure alignment standardization of information, and instructional methodologies with flight and flight support phase.
7. Oversee all matters concerning ground training, to include simulator devices, as well as the planning for effective utilization of training devices and simulators in support of approved syllabi.
8. Assist with command inspections as required.
9. Nominate highly qualified academic instructors as Course Managers in accordance with CNATRAININST 1550.6E.
10. Ensure the facilities supporting TRAWING SIX academics and simulators are kept in a serviceable condition.

N71
STANDARDIZATION OFFICER

Function

Reports directly to the Training Officer in all matters pertaining to standardized instruction across all TRAWING SIX squadrons, and within each type/model/series (T/M/S) aircraft, as delineated in CNATRA syllabi; supervises and coordinates standardization programs; conducts periodic inspections and evaluations in accordance with prescribed orders and schedules.

Tasks

1. Ensure standardization of Flight Training Instructions, Master Curriculum Guides, In Flight Guides, and Standard Operating Procedures.
2. Supervise and coordinate the activities of the T/M/S Standardization Officers.
3. Conduct annual standardization checks throughout all TRAWING SIX squadrons.
4. Conduct TRAWING SIX Standardization meetings as needed, but no less than once a quarter.
5. Promulgate TRAWING SIX issued Read and Initial (R&I) changes to the squadron Standardization Officers and Contract Simulator Instructors (CSIs) as required.
6. Monitor all aspects of instructor qualifications, including advanced qualifications accomplished at the squadron level, to ensure the highest quality and standardization of instruction.
7. Ensure TRAWING SIX and squadron flight instructors periodically monitor random Contract Simulator Instructors/Contract Instructional Services (CSI/CIS) simulator and academic events to ensure standardization between simulator and flight event instruction.
8. Instruct Crew Resource Management (CRM) facilitators as required.

N711
T-6A STANDARDIZATION OFFICER

Function

Ensure standardization for the T-6A Multi-Service NFO Training System (NFOTS) Curricula under the direction of the TRAWING SIX Standardization Officer.

Tasks

1. Ensure standardization of T-6A Flight Training Instructions, Master Curriculum Guides, In Flight Guides, and Standard Operating Procedures.
2. Maintain a high degree of proficiency in the T-6A aircraft, and when practical, conduct Instructor Standardization and/or NATOPS and Instrument check flights.
3. Monitor standardization of T-6A UTD/OFT simulator Contract Simulator Instructors/Contract Instructional Services (CSI/CIS) instructors through annual check flights.
4. Conduct quarterly TRAWING SIX T-6A Standardization meetings.
5. Monitor all aspects of T-6A instructor qualifications, including advanced qualifications accomplished at the squadron level to ensure the highest quality and standardization of instruction.
7. Ensure TRAWING SIX and VT-10 squadron flight instructors periodically monitor CSI/CIS simulator and academic events to enhance standardization between simulator and flight event instruction.

N712
T-45C STANDARDIZATION OFFICER

Function

Ensure standardization for the T-45C Multi-Service NFO Training System (NFOTS) Curricula under the direction of the TRAWING SIX Standardization Officer.

Tasks

1. Ensure standardization of T-45C Flight Training Instructions, Master Curriculum Guides, In Flight Guides, and Standard Operating Procedures.
2. Maintain a high degree of proficiency in the T-45C aircraft, and when practical, conduct Instructor Standardization and/or NATOPS and instrument check flights.
3. Monitor standardization of T-45C OFT simulator CSI/CIS instructors through annual check flights.
4. Conduct quarterly TRAWING SIX T-45C Standardization meetings.
5. Monitor all aspects of T-45C instructor qualifications, including advanced qualifications accomplished at the squadron level, to ensure the highest quality and standardization of instruction
6. Ensure TRAWING SIX and VT-86 squadron flight instructors periodically monitor CSI/CIS simulator and academic events to enhance standardization between simulator and flight event instruction.

N713

MARITIME COMMAND AND CONTROL (MC2) STANDARDIZATION OFFICERFunction

Ensure standardization for the MC2 Multi-Service NFO Training System (NFOTS) Curricula under the direction of the TRAWING SIX Standardization Officer.

Tasks

1. Ensure standardization of MC2 Flight Training Instructions, Master Curriculum Guides, and Standard Operating Procedures.
2. Maintain a high degree of proficiency in the Multi-Crew Simulator (MCS) device, and when practical, conduct Instructor Standardization check events.
3. Monitor standardization of MCS simulator CSI/CIS instructors through annual check events.
4. Conduct quarterly TRAWING SIX MC2 Standardization meetings.
5. Monitor all aspects of MC2 instructor qualifications, including advanced qualifications accomplished at the squadron level, to ensure the highest quality and standardization of instruction.
6. Ensure TRAWING SIX and VT-4 squadron instructors periodically monitor CSI/CIS simulator and academic events to enhance standardization between military and CSI/CIS instruction.

N72
ACADEMIC DIRECTOR / GROUND TRAINING OFFICER

Function

The TRAWING SIX Academic Director (AD) is directly responsible for the oversight, coordination, and management, of all resources employed in all aspects of TRAWING SIX academic and simulator training. The billet will be dual hatted with the TRAWING SIX Ground Training Officer (GTO).

Tasks (Ref. CNATRAINST 1550.6E Ch-2 TIP)

1. Ensure approved academic training syllabi are carried out as directed by CNATRA, TRAWING SIX and higher authority.
2. Responsible for monitoring overall simulator and academic training requirements for all TRAWING SIX squadrons.
3. Responsible for forecasting contractor scheduling hour requirements for each platform. Ensure effective and efficient use of all allotted CIS ladder hours.
4. Develop and evaluate academic programs using the latest techniques in both teaching and training aids.
5. Ensure the effective and efficient use of training resources to maximize training.
6. Monitor academic programs to ensure standardization of information and methodologies with flight and flight support phase.
7. Monitor student academic instructor evaluations and critiques for issues concerning standardization of instruction. Provide CNATRA N4 TPOC with academic student evaluations and critiques concerning CIS instructors.
8. Act as liaison in training device matters including planning for and the effective utilization of training devices and simulators in support of all approved syllabi.
9. Coordinate changes to ladder hours with the CIS Site Manager, TRAWING SIX and CNATRA N7, CNATRA N4 TPOC and CNATRA N4 Administrative Contracting Officer (ACO) no later than 60 days in advance of the requirement.

10. Assist with command inspections as required.
11. Ensure the facilities and grounds supporting TRAWING SIX academics and simulator systems are kept in serviceable condition.
12. Responsible for the design and delivery of all academic instruction, associated resources, and assigned academic staff.
13. Supervise, manage, and evaluate, civilian personnel assigned to the TRAWING SIX Academic Department.
14. Assign duties and responsibilities not specifically outlined in this document to the Academic Department staff as necessary.
15. Coordinate requests for additional funding and/or material allocation to meet needs identified by TRAWING SIX Academic Department staff.
16. Designated liaison for all Government and CIS interaction. Responsible for furnishing all technical instructions to the contractor. These instructions may include, technical advice/recommendations/clarifications of specific details relating to technical aspects of contract requirements, milestones to be met within the general terms of the contract, or specific subtasks of the contract. Responsible for providing direction to the CIS contractor in anyway necessary, and to provide guidance as necessary, to accomplishing work or tasks specified in the contract.
17. Determine when TRAWING SIX academic classes should be cancelled, and when they should resume, in cases of unusual circumstances or weather (i.e., hurr-evac, safety stand-down, etc). Initiate Command personnel notification through the required points of contact.
18. Directly responsible for all academic and ground training facilities to include monitoring maintenance issues, repair tickets, refurbishments, custodial cleaning, as well as technical issues and equipment upgrades.
19. Designated as the CNATRA Flight Instructor Training Course (FITC) East Coordinator. Responsible for establishing and managing course convening dates and providing quota control for the three day FITC East course in accordance with CNATRAINST 1300.2H

N721

INSTRUCTIONAL SYSTEMS SPECIALIST/CURRICULUM COORDINATOR (CC)

Function

Responsible for fulfilling the administrative requirements outlined in the CNATRA 1550.6 series. The Instructional Systems Specialist is currently also the Curriculum Coordinator (CC).

Tasks

1. Establish guidelines and policy for measuring achievement of instructional objectives for all academic training courses.
2. Develop and review measurable performance parameters for evaluating academic training courses.
3. Facilitate the development of, and review, all submitted Training Change Requests (TCR) pertaining to any CNATRA NFOTS curricula.
4. Monitor and evaluate academic classroom instruction for all academic courses. Provide feedback to individual instructors via completion and submission of appropriate form.
5. Assist academic course managers and squadron Stage Managers (SM) with the periodic review of all academic instructional material. Provide constant oversight of correctness and content for all academic instructional material.
6. Monitor academic testing and test material to ensure adherence to prescribed testing methodologies and validity of test questions.
7. Act as the AD/GTO in their absence, providing oversight of all areas of responsibility.
8. Perform additional duties as requested by AD/GTO or higher authority.

N722
TESTING AND ADMINISTRATION

Function

Oversee all academic testing for all TRAWING SIX personnel enrolled and undergoing training in any CNATRA curriculum to include any Instructor Under Training (IUT).

Tasks

1. Assemble and maintain control and security, of all academic testing materials and answer keys. Immediately report any discrepancies to the Ground Training Officer, or the CC in his absence.
2. Provide testing materials to the authorized instructor prior to the scheduled testing time. Maintain a proper accounting of all testing materials issued. Immediately report any discrepancy to the testing instructor or GTO, or the CC in his absence.
3. Assist in the distribution, subsequent collection, and scoring, of all examinations.
4. If executing an electronic test or on line examination, assist all students and instructors with electronic testing log on procedures as required.
5. Grade, or assist in the grading of, completed exams, and provide the instructor with a summary of student grades.
6. Record and post test scores in accordance with established procedures. Provide notification of test scores to pertinent parties as needed, specifically in instances of test failure.
7. Prepare and forward all documentation of student academic test failures to designated personnel.
8. Maintain all test answer sheets for a period of two (2) years as directed by instruction.
9. Collect and route all academic instructor critiques to designated personnel in accordance with the appropriate instruction. Upon completion of routing, file in accordance with DON record management procedures.
10. Administer academic tests for TRAWING SIX and squadron IUT participants.

11. Make necessary exam grade entries/changes and document, as required, completion of Instrument Ground School (IGS) for all personnel.
12. Incorporate new test questions provided by appropriate Course/Stage Managers as required.
13. Manage all Griffith Hall supply requirements by utilizing TRAWING SIX supply department as required.
14. When required, assist, or in their absence perform as, the Griffith Hall Publication and Book Issue Clerk.
15. Perform additional related duties as required by the AD/GTO.

N723
PUBLICATION AND BOOK ISSUE

Function

Maintain adequate supply of all CNATRA, TRAWING SIX, and squadron, academic training publications and books to meet student and instructor demand. This includes all MCGs, FTIs, SOPs, In Flight Guides, etc.

1. Maintain necessary inventories of all training publications. Update, duplicate, distribute, and make changes to, all publications, reports and documents, related to flight training.
2. Issue appropriate publications to students and instructors. Provide new students with all required materials for the first day of academic training.
3. Forecast requirements of, and order, distribute, and maintain, an adequate supply of NATOPS publications, current changes and checklists.
4. Receive, assemble, and issue NATOPS manuals. Maintain NATOPS and appropriate changes to ensure the most correct and current version is ready for distribution as required.
5. Forecast requirements of, and order, distribute, and maintain, an adequate supply of all academic publications to include Flight Training Instructions, Training Curriculum Guides, In-flight Guides, and other printed training materials.
6. Properly dispose of all outdated NATOPS, Flight Training Instructions, and other associated training materials in the manner prescribed by instruction.
7. Coordinate with Course Managers, Stage Managers, and Model Managers, to ensure completeness of the library of publications.
8. Maintain a current account status on publication sources such as Naval Air Technical Data and Engineering Service Command (NATEC) and Naval Logistics Library (NLL).
9. When required, assist, or in their absence perform as, the Testing and Administration Clerk.
10. Perform other duties as required by the AD/GTO.

N724
ACADEMIC SCHEDULER

Function

Provide administrative support to the AD/GTO in matters regarding the academic schedule. Act as first point of contact for all schedule coordination, receiving inputs from all supported units and personnel. Route the draft and final schedule for review and signature no later than 1400 Friday. Publish the TRAWING SIX academic schedule no later than 1500 Friday for the following week. Coordinate any required schedule changes throughout the week, and advise all pertinent parties of any changes.

Tasks

1. Create, maintain, and electronically file, a weekly academic training schedule for all designated classes.
2. Provide and coordinate the digital distribution of the academic schedule for input throughout week to develop the following week's academic schedule requirements.
3. Update the academic training schedule real time with input from authorized personnel such as squadron schedulers, the AD/GTO, the CIS Site Manager and schedulers, and CIS instructors.
4. Design and maintain a Master Academic Schedule for each NFOTS syllabus.
5. Retain previous FY academic schedules for two (2) years in digital format.
6. Coordinate with CIS Site Manager and schedulers to verify CIS instructor assignments and availability.
7. Identify and resolve conflicts regarding Wing and squadron scheduled events, to include other "non-academic training" conflicts relating to the weekly academic schedule. Identify and attempt to resolve conflicts regarding students, instructors, or room availability. Advise the AD/GTO of any unresolved conflict.
8. Perform other additional duties as directed by the AD/GTO.

N731 – N755
NFOTS STAGE MANAGER

Function

All NFOTS Stage Managers (SM) are vital link in maintaining quality training which equates to a high standard of fleet readiness. The NFOTS SMs serve as the Subject Matter Expert (SME) for their respective stage of training (Contact, Instrument Navigation, etc.) as prescribed by CNATRA curricula. The overall responsibility is to ensure training concurs with fleet requirements, and that instruction simulates fleet experience through development, revision, and evaluation, of the assigned stage of training.

Tasks (Ref. CNATRAININST 1550.6E Ch-2: Chapter 2 and App D)

1. Coordinates with the TRAWING SIX Training Officer (N7), the Curriculum Coordinator (CC), Standardization Officer (N71), and the CNATRA PTO, on all issues pertaining to assigned stages of training, including academic, simulator, and flight events.
2. Reviews and submits all revisions and interim changes to the appropriate Flight Training Instructions (FTI), Instructor Guides (IG), and visual lecture materials (MILs/CAIs), for the assigned stage of training with an emphasis on correctness, completeness, and standardization of content.
3. Serves as the CNATRA SME for such projects such as development of audiovisual, CAI, academic, and flight support materials.
4. Reviews, revises, and submits all applicable Aviation Instructor Training Forms (ATFs) with emphasis on content, correctness, and completeness.
6. Enhances standardization by close interaction with TRAWING SIX squadrons to gather and exchange new ideas. The SM shall fly or conduct simulator events with other TRAWING SIX squadrons to facilitate this exchange where appropriate.
7. Each Stage Manager serves as the TRAWING SIX point of contact for all issues related to the assigned stage of a particular syllabus.

N76
T-6A FLIGHT INSTRUCTOR TRAINING UNIT OIC

Function

Serve as Officer-in-Charge (OIC) of the TRAWING SIX Flight Instructor Training Unit (FITU). Supervise all assigned staff officers, Instructor Pilots, and Instructors Under Training (IUT). Ensure full employment of facilities and resources by controlling all FITU operations, scheduling, workload, organization, and staffing. Ensure productive and timely output of assigned FITU Instructor Pilots Under Training to meet squadron demand.

Tasks

1. Oversee the maintenance of IUT NATOPS, standardization, FIST, and Aviation Training Jackets (ATJ) for all FITU pilots.
2. Maintain a current file of instructions and publications pertinent to all flight instruction accomplished in the T-6A aircraft; also maintain a file of all local and surrounding area airfield operating procedures.
3. Assist the TW-6 Standardization Officer in matters pertaining to the training syllabi.
4. Oversee the publication of a daily flight and ground training schedule. Ensure proper distribution to all FITU personnel.
5. Manage instructor availability ensuring an adequate number of FITU Instructor Pilots (IP) are available to meet expected IUT loading.
6. Provide TRAWING Squadron Commanding Officers with timely IUT status reports upon request.
7. Upon completion of the FITU, route all IUT Designation Letters for Commodore's signature via the TW-6 Standardization Officer; include completed TW-6 IUT and FITU Critiques.

N761
FITU T-6A NATOPS PROGRAM MANAGER (PM)

Function

Responsible to the FITU OIC for specific duties in the maintenance of the assigned NATOPS products and acts as the model manager's single point of contact for all NATOPS related issues.

Tasks

1. Conduct a continuous review of existing publications, including appropriate NATOPS manuals, maintenance instruction manuals, Naval Aviation Technical Information Products (NATIP), and associated instructions, to ensure accuracy and consistency throughout.
2. Review and submit NATOPS change recommendations to the T-6 Flight Manual Review Conference.
3. Maintain close liaison with the NATOPS products administrator including access to the Airworthiness and Naval Air Technical Manual websites in order to expedite review, approval, and release of NATOPS interim changes and ensure knowledge of any changes in NATOPS program policy.
4. Review all pending NATOPS change recommendations submitted to the NATOPS Flight Manual Manager within the time period designed for that priority of change; urgent change recommendations, less than 24 hours; priority change recommendation, three to five days.
5. Liaison with evaluators of similar aircraft models to correlate data, locate any areas of weakness, and recommend appropriate action or changes.
6. Make recommendations to the FITU OIC on proposed NATOPS changes, and attend NATOPS review conferences when scheduled.
7. Provide guidance and assistance to FITU and squadron NATOPS instructors.
8. Visit and observe, as appropriate, special exercises, tests, and projects, involving new operating techniques or procedures applicable to the model aircraft.
9. Review the NATOPS status report to ensure the accuracy of all pertinent information.
10. Participate in the CNATRA Naval Air Readiness Group as the T-6A SME.
11. Forward a copy of designation letter and point of contact phone numbers to the cognizant command, the NATOPS program administrator, and the NATOPS products administrator.

12. Monitor and conduct the unit evaluations as the NATOPS model manager for the specific T/M/S aircraft. Every unit operating that specific T/M/S aircraft shall have a unit evaluation conducted by the MMU or their designated representative every 18 months. All NATOPS evaluators shall be evaluated annually coincident with the individual's own NATOPS evaluation.
13. Ensure completeness and accuracy of all NATOPS related paperwork, including OPNAV 3710/7 (NATOPS Evaluation Report), OPNAV 3710/2 (NATOPS Instrument Rating Request), and review or revise as necessary, all NATOPS Open and Closed Book Exams.
14. Ensure FITU instructor personnel and IUTs are current in all areas of aviation physiology, egress, instrument qualification requirements, emergency procedures simulators, and annual NATOPS Check Flights, through periodic reporting.
15. Coordinate and assist with 18 month Unit NATOPS Evaluation.

N77
T-45C FLIGHT INSTRUCTOR TRAINING UNIT OIC

Function

Serve as Officer-in-Charge (OIC) of the TRAWING SIX Flight Instructor Training Unit (FITU). Supervise all assigned staff officers, Instructor Pilots, and Instructors Under Training (IUT). Ensure full employment of facilities and resources by controlling all FITU operations, scheduling, workload, organization, and staffing. Ensure productive and timely output of assigned FITU Instructor Pilots Under Training to meet squadron demand.

Tasks

1. Oversee the maintenance of IUT NATOPS, standardization, FIST, and Aviation Training Jackets (ATJ) for all FITU pilots.
2. Maintain a current file of instructions and publications pertinent to all flight instruction accomplished in any TRAWING SIX aircraft; also maintain a file of all local and surrounding area airfield operating procedures.
3. Assist the TW-6 Standardization Officer in matters pertaining to the training syllabi.
4. Oversee the publication of a daily flight and ground training schedule. Ensure proper distribution to all FITU personnel.
5. Manage instructor availability ensuring an adequate number of FITU Instructor Pilots (IP) are available to meet expected IUT loading.
6. Provide TRAWING Squadron Commanding Officers with timely IUT status reports upon request.
7. Upon completion of the FITU, route all IUT Designation Letters for Commodore's signature via the TW-6 Standardization Officer; include completed TW-6 IUT and FITU Critiques.