



**DEPARTMENT OF THE NAVY**

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

Canc: Mar 15

COMTRAWINGSIXNOTE 1301

N1

18 Mar 15

**COMMANDER, TRAINING AIR WING SIX NOTICE 1301**

From: Commander, Training Air Wing SIX

Subj: PROMULGATION OF PRIMARY AND COLLATERAL DUTY ASSIGNMENTS

Ref: (a) OPNAVINST 3120.32C

Encl: (1) Officer and Enlisted Primary Duty Assignments  
(2) Collateral Duty, Board and Committee, and Special Duty Assignments

1. Purpose. To promulgate primary and collateral duty, board, and committee assignments for Commander, Training Air Wing SIX staff per reference (a).

2. Information

a. The assignments listed in enclosures (1) and (2) will, to the maximum extent practicable, be on a relief basis. That is, any individual reporting will normally relieve his/her counterpart of all assigned duties.

b. Except in those cases where a separate letter is required, this notice will be considered as official authority and notification of assigned duties.

3. Action. Collateral and special duties are assigned as considered necessary to carry out the proper administration of the command. Personnel so assigned are tasked with becoming thoroughly familiar with all references and responsibilities related to his/her assignment and will maintain a folder that describes in detail the duties of the collateral duty assignment. Changes to enclosures (1) and (2) must be approved by the Chief Staff Officer via the respective Department Head. Once change is approved notify the Administrative Officer for updating of this notice.

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

EDWARD L. HEFLIN

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# Primary Duty Codes

COMTRAWINGSIXNOTE 1301

## 00 Executive

<i>Primary Duty Code</i>	<i>Title</i>	<i>Rank/Rate</i>	<i>First Name</i>	<i>Last Name</i>
00	Commodore	CAPT	Edward	Heflin
01	Chief Staff Officer	CDR	Christopher	Orlowski
00A	Commodore's Secretary	GS	Cynthia	Gibson
00B	Management Services Officer	GS	Peter	Pappas
00C	Chaplain	LCDR	David	Rozanek
00D	Senior Marine	Lt Col	Glen	Cauley
00E	Public Affairs Officer	GS	Richard	Weaver
00E A	Asst Public Affairs Officer	ENS	Emily	Wilkin
01B	Special Projects Officer	LT	Jason	Panos

## 00M Medical

<i>Primary Duty Code</i>	<i>Title</i>	<i>Rank/Rate</i>	<i>First Name</i>	<i>Last Name</i>
00M1	Senior Flight Surgeon	LT	Patrick	Thomae
00M2	Flight Surgeon	LT	Chase	Kissling

## 00R Reserve Component

<i>Primary Duty Code</i>	<i>Title</i>	<i>Rank/Rate</i>	<i>First Name</i>	<i>Last Name</i>
00R	Reserve Component Command	CDR	Justin	Dugger
00R1	Reserve OSO	LCDR	William	Murphy
00R3	Reserve Services Chief	YNC	Angelo	Carter

## 00S Safety

<i>Primary Duty Code</i>	<i>Title</i>	<i>Rank/Rate</i>	<i>First Name</i>	<i>Last Name</i>
00S	Safety Officer	LCDR	Collin	Kightlinger
00S1	Aviation Safety Officer (ASO)	Capt	Jason	Cabbage
00S2	Aeromedical Safety Officer	LT	Margaret	Johnson
00S3	Safety Assistant		Stash	ENS

## 00T FITU

<i>Primary Duty Code</i>	<i>Title</i>	<i>Rank/Rate</i>	<i>First Name</i>	<i>Last Name</i>
00T1	T-6 FITU OIC	CDR	Richard	Bestgen
00T1A	FITU Admin Support	GS	Catherine	Blythe

## NI Administration

<i>Primary Duty Code</i>	<i>Title</i>	<i>Rank/Rate</i>	<i>First Name</i>	<i>Last Name</i>
N1	Admin Officer	GS	Richard	Weaver
N11	Correspondence	GS	Cathleen	Frey
N12	Awards Clerk	GS	Bridget	McCasland
N13	Student Control Clerk/CPC	GS	Brandi	White

# Primary Duty Codes

COMTRAWINGSIXNOTE 1301

## N3 Operations

<i>Primary Duty Code</i>	<i>Title</i>	<i>Rank/Rate</i>	<i>First Name</i>	<i>Last Name</i>
N3	Operations Officer	LT Col	Glen	Cauley
N3A	Asst Operations Officer	LCDR	Troy	Miller

## N4 Maintenance Dept (ADDU)

<i>Primary Duty Code</i>	<i>Title</i>	<i>Rank/Rate</i>	<i>First Name</i>	<i>Last Name</i>
N4	OIC, CNATRA Det	LCDR	Bradly	Slaughter
N42	AOIC, CNATRA Det	GS	John	Appicelli

## N5 Plans & Prod

<i>Primary Duty Code</i>	<i>Title</i>	<i>Rank/Rate</i>	<i>First Name</i>	<i>Last Name</i>
N5	Plans & Prod. Officer	LCDR	Edward	Morelli
N5 A	Production Analyst	Contractor	Tim	Taylor
N5 A1	CeTARS Analyst/Navy Student Tracke	Contractor	Renee	Anderson
N52	Program Analyst	GS	Jay	Ingwell
N521	Asst. Program Analyst	GS	Robin	Sharit
N522	NAPP Analyst	GS	Pamela	Hooker
N53	Student Control Officer	GS	David	Nichols
N531	Student Control Clerk	GS	Joseph	Harryman

## N7 Training

<i>Primary Duty Code</i>	<i>Title</i>	<i>Rank/Rate</i>	<i>First Name</i>	<i>Last Name</i>
N7	Training Officer	CDR	Edward	Turcotte
N71	Wing Chief of Standardization	LCDR	Javier	Lee
N72	Academic Training Director	GS	John	Boman
N721	Instructional Systems Spec/CCC	GS	Daniel	Walborn
N723	Academic Testing	GS	Judith	Seward
N724	Publications/Book Issue	GS	George	Shipman
N725	Academic Scheduler	Contractor	Leona	Pahalek

## N8 Supply/Financial

<i>Primary Duty Code</i>	<i>Title</i>	<i>Rank/Rate</i>	<i>First Name</i>	<i>Last Name</i>
N8	RMS/Supply Officer	GS	Richard	Weaver
N81	Supply Clerk	GS	Catherine	Cadotte
N82	Financial Management Analyst	GS	Beth	Hudson
N822	Financial Tech	GS	Dean	Hinton

## Support - Computer

<i>Primary Duty Code</i>	<i>Title</i>	<i>Rank/Rate</i>	<i>First Name</i>	<i>Last Name</i>
00	ITPOC/IT Supervisor	GS	Robert	Fast
001	Information Assurance Officer	GS	Blane	Padilla

## *Primary Duty Codes*

*COMTRAWINGSIXNOTE 1301*

003	IT Customer Support	GS	Jeffrey	McMillan
004	IT Customer Support	GS	Dale	Barnes
005	IT Customer Support	GS	Travis	Bendolph
006	IT Customer Support	GS	David	Bone
007	IT Customer Support	GS	Samuel	Dejarnette
008	IT Customer Support	GS	Reuben	Hunt

### *TIMS Support*

<i>Primary Duty Code</i>	<i>Title</i>	<i>Rank/Rate</i>	<i>First Name</i>	<i>Last Name</i>
N54	TIMS Administrator	GS	Ron	Kruse
OO A	TIMS AAC/LCC Bldg 1854	GS	David	Lawhun
OO B	TIMS AAC/LCC Bldg 1854	GS	Rodney	Wermers
OO C	TIMS CTCL Bldg 3258	GS	Mark	Henderson
OO D	TIMS ACC/LCC Bldg 1853	GS	Dewey	Schulz

<b>COLLATERAL DUTY/BOARD/ COMMITTEE/SPECIAL DUTY</b> * INDICATES LETTER OF DESIGNATION REQUIRED	<b>STAFF ASSIGNMENT/ BOARD COMPOSITION</b>	<b>STAFF CODE</b>
1 <sup>st</sup> Lieutenant/Building Manager	Supply Technician	N81
* Aviation Mishap Board (OPNAVINST 3750.6 Series) (COMDRAWINGSIXINST 3750.6 Series)	Senior Member as Assigned Operations Officer Flight Surgeon ASO	N3 OOM OOS1
Airspace/ATC Advisory Board (COMDRAWINGSIXINST 5451.1 Series)	Operations Officer - Chairman Safety Officer FAA Liaison Officer COMDRAWING FIVE Representative NAS Whiting Field Representative VT-4 Airspace Liaison Officer VT-10 Airspace Liaison Officer VT-86 Airspace Liaison Officer NAVFLIGHTDEMRON Representative NAS Pensacola ATC Representative FAA Pensacola TRACON Representative FAA NAVLO Representative	N3 OOS
* Anti-Terrorism Training Officer (NASPINST 5500.1 Series)	Admin Officer	N1
Aviation Safety Council (OPNAVINST 3750.6 Series)	Safety Officer ASO AMSO VT-4 Representative VT-10 Representative VT-86 Representative SSSI Representative	NASP Safety Officer AIMD Representative NAVFLIGHTDEMRON Representative NATMSACT DET Representative T-45, T-6, Representative
Awards Board (COMDRAWINGSIXINST 1650.9 Series)	Chief Staff Officer (Chairman) Operations Officer Training Officer Safety Officer Admin Officer	01 N3 N7 OOS N1
Blood Drive Coordinator	Flight Surgeon	OOM
Building Fire Warden	Supply Technician	N81

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* Casualty Assistance Calls Officer (OPNAVINST 1770.1 Series) (NASPNCLAINST 1770.1 Series)	As assigned CTW-6 Chaplain (ADDU from NASP)	OOC
Combined Federal Campaign Officer	AMSO Reserve Services Chief	OOS2 OOR2
Command Assessment Team (OPNAVINST 5354.1 Series)	Chief Staff Officer CME0	01 00B
* Command Fitness Leader (OPNAVINST 6110.1 Series)	P & P (Primary) AMSO (Alternate)	N5 00S2
* Command Leave Administrator (CLA) (NAVADMIN 103/10)	Admin Officer Correspondence Clerk	N1 N11
*Command Managed Equal Opportunity Officer (COMDRAWINGSIXINST 5354.2 Series)	Management Services Officer	OOB
* Command PASS Coordinator (OPNAVINST 1000.23 Series)	Correspondence Clerk STUCON Clerk	N11 N532
* Commercial Government Purchase Card Agency Program Coordinator (EBUSOPSOFFINST 4200.1 Series)	Budget Officer (Primary) Admin Officer (Alternate)	N82 N1
Crew Resource Management Facilitators (COMDRAWINGSIXINST 3710.16 Series)	T-6 Program Manager T-45 Program Manager	
Disaster Preparedness Officer (COMDRAWINGSIXINST 3140.2 Series)	Safety Officer	OOS
* Drug and Alcohol Program Advisor (OPNAVINST 5350.4 Series)	VT-10	As assigned
*Emergency Management Coordinator (NASPNCLAINST 3440.4 Series)	Safety Officer	OOS
FOD Prevention Officer (COMDRAWINGSIXINST 13700.1 Series)	Safety Officer	OOS

<b>COLLATERAL DUTY/BOARD/ COMMITTEE/SPECIAL DUTY</b> * INDICATES LETTER OF DESIGNATION REQUIRED	<b>STAFF ASSIGNMENT/ BOARD COMPOSITION</b>	<b>STAFF CODE</b>
Financial Advisor (SECNAVINST 1740.4 Series)	Financial Tech	N821
Foreign Object Damage (FOD) Prevention Council (COMDRAWINGSIXINST 13700.1 Series)	Safety Officer (Chairman) ASO NASP Air Operations Representative NASP FMD Representative CNATRA DET Pensacola Representative NADEP Representative VT-4 Representative VT-10 Representative VT-86 Representative NAVFLIGHTDEMROON Representative T-45 Representative T-6 Representative	OOS OOS1  N4
Freedom of Information/Privacy Act Coordinator (SECNAVINST 5720.42 Series)	Admin Officer	N1
* Government Travel Card Agency Program Coordinator	Admin Travel Clerk (Primary) Admin Correspondence Clerk ( (Alternate)	N12 N11
Health Services Consumers Council (NAVHOSPPNCLAINST 6010.1 Series)	Flight Surgeon (Assistant Chairman)	OOM
High Risk Course Instructor/ Screening Officer (CNATRINST 3710.13 Series)	Safety Officer	OOS
Historian (OPNAVINST 5750.12 Series)	Admin Officer	N1
Homecoming Air Show Representative	Operations Officer	N3
Human Factors Council (CNATRINST 5420.13 Series)	Chief Staff Officer Flight Surgeon Operations Officer Safety Officer ASO AMSO	CSO OOM N3 OOS OOS1 OOS2

<b>COLLATERAL DUTY/BOARD/ COMMITTEE/SPECIAL DUTY</b> * INDICATES LETTER OF DESIGNATION REQUIRED	<b>STAFF ASSIGNMENT/ BOARD COMPOSITION</b>	<b>STAFF CODE</b>
*Initial Review Officer/Courts Martial (Manual for Courts- Martial)	As assigned	As Assigned
Instrument Ground School Coordinator (COMDRAWINGSIXNOTE 3740 Series)	Mr. John Ezelle (Cubic)	
Legal Officer (JAGMAN 5800.7 Series)	Admin Officer	N1
Limited Duty Coordinator (CNO WASHINGTON DC 232214ZMAR95)	Student Control Officer	N53
Management Control Program Officer	Management Services Officer	OOB
* Minor Plant Property Officer (COMDRAWINGSIXINST 7332.2 Series)	Supply Technician	N81
Motorcycle Safety Officer (OPNAVINST 5100.12 Series)	Safety Officer	00S
* Official Mail Control Officer (DODI 4525.8 Series)	Admin Officer	N1
ORM Program Manager	Chief Staff Officer	01
Public Affairs Officer (COMDRAWINGSIXINST 5720.1 Series)	Admin Officer	N1
* Security Manager (SECNAVMAN 5510.30 Series)	Admin Officer	N1
* Senior Watch Officer (COMDRAWINGSIXINST 1600.1 Series)	LCDR Miller	N5
* Sexual Assault Prevention and Response (SAPR) Data Collection Coordinator (DCC) (OPNAVINST 1752.1 Series)	Admin Officer	N1
* Sexual Assault Victim Intervention Command Liaison (OPNAVINST 1752.1 Series)	Management Services Officer	OOB

18 Mar 15

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Standardization Board (COMDRAWINGSIXINST 3740.2 Series)	Chief Staff Officer Operations Officer Safety Officer Training Officer T-6A Standardization Officer  T-45 Standardization Officer FITU OIC FITU Standardization Officer Squadron Training Officers FAA Liaison Officer	01 N3 00S N7   N73
Suicide Prevention Officer (SECNAVINST 1754.1 Series)	Chaplain (ADDU fm NASP)	00C
Tenant Activity Safety Committee (NASPNCLAINST 5100.1 Series)	Safety Officer (Primary) Safety Assistant (Alternate)	00S 00S3
Training Officer(Staff GMT) (OPNAVINST 1500.22 Series)	Admin Officer	N1
* Training Publications Officer (CNATRINST 3710.13 Series)	Wing Stan	N71
* Urinalysis Program Coordinator (OPNAVINST 5350.4 Series)	Plans & Production Reserve AOSO Student Control Officer	N5 00R2 N54
* Victim Witness Program Coordinator (VWAC) (OPNAVINST 5800.7 Series)	Student Control Officer	N53
*Voting Officer (OPNAVINST 1742.1 Series)	Admin Officer	N1
* Wardroom Mess Treasurer (OPNAVINST 3120.32 Series)	LCDR Kightlinger	OOS/N3A
Welfare and Recreation Officer(OPNAVINST 1700.7 Series)	LCDR Morelli	OOS/N3A